

**J.L Mann High School
160 Fairforest Way
Greenville, SC 29601**

9 September 2014

Mann Battalion Cadet Standard Operating Procedure

Summary. This Standard Operating Procedure (SOP) Manual provides guidance for all JROTC cadets at J.L Mann High School. This SOP supplements information in Army Regulation (AR) 145-2 Cadet Command Regulation (CCR) 145-2 and CCR 145-8-3.

Applicability. This SOP applies to all JROTC cadets at J.L Mann High School. It covers the necessary procedures are all JROTC leadership and cadet staff officers to be successful in their positions.

Word Use. Will/Must - Indicates mandatory actions, formats or requirements. **Should/Can** - Indicates recommended procedures. **May**- Indicates it is at the discretion of the individual to choose whatever method best fits the given situation.

Suggested improvements. Send comments and suggested improvements to the Cadet Battalion XO.

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Chapter 1 - Introduction

1-1. Purpose

Army JROTC (JROTC) is a service to our nation, in that it provides Cadets the motivation and skills to improve physical fitness; remain drug free; think critically and creatively; communicate effectively; work as a team member; graduate from high school; pursue meaningful careers especially in the areas of science, technology, engineering, and mathematics (STEM); and become better citizens.. This SOPsets policy, assigns responsibilities and provides guidance for the JROTC cadets.

1-2. Mission

The J. L Mann High School Battalion Mission is **“To motivate young people to be better citizens”**.

1-3. Classroom Procedures

1. When the tardy bell rings, cadets will be in formation ready to learn. Any cadet who has a tardy will receive five demerits. If a cadet has three tardies, they will be recommended for detention, demotion, or removal from the program.
2. After roll-call, cadets will recite the Pledge of Allegiance and the Cadet Creed, and will be ordered to take their seats. The cadets' backpacks will be placed under the desk and out of the aisle. Book bags and backpacks are not to be on the desk at any time.
3. Cadets will start the assigned daily “bell tasks” as outlined on the front boards.
4. When told by their instructor, the cadets will place their materials away properly.
5. Cadets will remain at their seat until dismissed by their instructor.
6. All cadets are encouraged to have a great and positive day everyday!
7. Food, drink, candy, and gum **are not** allowed in the JROTC room unless approved by the SAI or AI.

1-4. Classroom Rules

1. Cadets will follow all directions the first time given.
2. As a young adult, you will keep hands, feet and other objects to yourself.
3. Cadets will raise their hand to speak and wait to be recognized.
4. Cadets are not permitted to bring radios, televisions, disc or cassette players, video games, cards, dice, wallet chains, or tobacco products to school. For the first offense, the item will be confiscated and a parent/guardian will be contacted. Second and third offenses may cause for removal from the JROTC

program.

5. Cadets will not leave the classroom or training area without a bathroom pass or a written

pass from the JROTC instructors.

1. The front desk of the classroom and the back area of the armory is a place of business for the Senior Army Instructor (SAI), Army Instructor (AI), the Cadet Battalion Commander, and the Cadet Battalion Staff. Cadets will stay out of this area unless they are conducting JROTC business or receive permission to enter.
2. Cadets **are not** allowed to eat food or drink beverages in the JROTC classroom or armory. Cadets must take pride in JROTC areas and clean up after themselves. Any exceptions to the no food, no drink rule must be approved by the SAI or AI.
3. All cadets will respect each others personal space and belongings at all times.
4. All cadets must stay in their seat unless they have permission to get up.
5. All cadets must be prepared for class. Cadets won't be allowed to leave the classroom once class starts.
6. Cadets will not use JROTC class time to complete assignments for other classes without approval from one of the Instructors. Cadets caught copying homework or completing other class assignments without approval will have the material confiscated and the teacher of that subject informed.
7. JROTC focuses on having fun while learning.

1-5. Cadet Codes

1. Your goals are to be self-reliant, to achieve high moral values, to develop leadership and citizenship skills, to be patriotic, and to show respect for constituted authority.
2. You must learn to follow before you can lead.
3. You are 100% responsible for your actions in everything you do or fail to do.
4. You will be personally correct before you try to correct others.
5. You will never lie, cheat, steal, nor bring discredit upon the Corps of Cadets.

1-6. Teamwork

Teamwork is when the members of a group cooperate or work together to complete tasks on time with good results. As a leader, keeping a team productive is your main goal. When understanding and applying the leadership styles, traits, and principles, your team will work together to accomplish the assigned task.

1-7. Cadet Rank Abbreviations

C/COL- Cadet Colonel

C/LTC- Cadet Lieutenant Colonel

C/MAJ- Cadet Major

C/CPT- Cadet Captain

C/1LT- Cadet First Lieutenant

C/2LT- Cadet Second Lieutenant

C/CSM- Cadet Command Sergeant Major

C/SGM- Cadet Sergeant Major

C/1SG - Cadet First Sergeant

C/MSG- Cadet Master Sergeant

C/SFC- Cadet Sergeant First Class

C/SSG- Cadet Staff Sergeant

C/SGT- Cadet Sergeant

C/CPL- Cadet Corporal

C/PFC- Cadet Private First Class

C/PVT- Cadet Private

1-8. Insignia Grade of Officers and Enlisted Personnel



Chapter 2- Duties and Responsibilities

2-1. Battalion Commander

Duties and responsibilities include, but are not limited to the following:

- a. Perform as the primary liaison between the AJROTC instructors and the AJROTC cadets for all operations beyond the normal classroom instruction.
- b. Coordinate with the AJROTC instructors and provide guidance to the AJROTC staff and leadership for the planning and execution of all AJROTC events.
- c. Command the Battalion, by taking responsibility for everything the Battalion accomplishes or fails to accomplish and making use of the subordinate chain of command to conduct all operations.
 - a. Develop goals for the Battalion, and oversee the progress towards those goals.
 - b. Lead by example; the primary role model for appearance, behavior, and attitude for the entire Battalion.
 - c. Coordinate with the AJROTC instructors to be the final decision authority for AJROTC staff actions, promotion boards, and AJROTC cadet issues.
 - d. Be prepared to be the primary briefing officer for all AJROTC briefings. The Battalion Commander will brief either the last Service Learning Project completed, or the upcoming Service Learning Project.

2-2. Battalion Command Sergeant Major

Duties and responsibilities include, but are not limited to the following:

- a. Be the Battalion expert on Drill and Ceremony.
- b. Advise the Battalion Commander on issues pertaining to enlisted cadets.
- c. Attend AJROTC staff meetings and provide input as necessary to insure that the interests of enlisted cadets are represented.
- d. Plan, establish, and maintain the Battalion's merit / demerit system. Inform the S1 when ever a cadet has earned enough merits for a distinction or enough demerits for a demotion.
- e. Schedule and provide oversight of the daily flag detail and Color Guard.
- f. Schedule and conduct the Battalion NCO Boards.
- g. Be prepared to brief and escort VIP's to the AJROTC program.

2-3. Battalion Executive Officer

Duties and responsibilities include, but are not limited to the following:

- a. Take command of the Battalion in the Battalion Commander's absence.
- b. Supervise the AJROTC staff.
- c. Coordinate with the AJROTC instructors and the Battalion Commander to prioritize staff actions.
- d. Coordinate with the S3 to insure the AJROTC instructors' and Battalion Commander's AJROTC calendar of upcoming events is current at all times.
- e. Be prepared to brief and escort VIP's to the AJROTC program.
- f. Lead the weekly Command and Staff meetings.

2-4. Battalion S1

Duties and responsibilities include, but are not limited to the following:

- a. Ensure that all requirements on the S1 section of the Cadet Formal Inspection checklist are met at all times.
- b. Maintain active cadet records in the JUMS program.
- c. Maintain inactive cadet records in JUMS, or paper copies for cadets not entered in JUMS as required.
- d. Produce JUMS generated orders for all promotions and cadet awards.
- e. Maintain cadet administrative records, and ensure they contain all required documents.
- f. Coordinate with the Company Commanders to ensure cadet portfolios are being checked against the current Cadet Command standards.
- g. Maintain copies of the Battalion's Assistance Visits and inspection checklists for the past three years.
- h. Be prepared to brief VIP's on the S1 functions, current status, historical data, and how AJROTC has impacted your high school experience.
- i. Attend cadet staff meetings, and be prepared to discuss any AJROTC issues from the S1 perspective.

2-5. Battalion S-2

- a. The S-2, may be responsible for all aspects of the battalion safety program.

b. The S-2 is responsible to the battalion commander for all matters related to physical security and sensitive equipment.

2-6. Battalion S3

Duties and responsibilities include, but are not limited to the following:

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a.

Ensure that all requirements on the S3 section of the Cadet Formal Inspection checklist are met at all times.

- b. Produce and maintain the AJROTC upcoming events calendar.
- c. Produce and publish the weekly training schedules.
- d. Produce and publish planning documents to include a Risk Assessment for all AJROTC activities, not later than two weeks prior to the activity.
- e. Maintain file copies of all coordination with the school and community for any support requested by the Komet Battalion.
- f. Coordinate with the AJROTC instructors to process, prioritize, and plan all requests for AJROTC cadet color guards, competitions, community support, and service learning projects.
- g. Update the Unit Report in the JUMS program after every Unit Report event executed by the Komet Battalion.
- a. Be prepared to brief VIP's on the S3 functions, upcoming events, completed events, and how AJROTC has impacted your high school experience.
- b. Attend cadet staff meetings, and be prepared to discuss any AJROTC issues from the S3 perspective.
- c. Update and maintain Cadet Challenge information in the JUMS program.

2-7. Battalion S4

Duties and responsibilities include, but are not limited to the following:

- a. Ensure that all requirements on the S4 section of the Cadet Formal Inspection checklist are met at all times.
- b. Coordinate with the AJROTC instructors to input all AJROTC equipment and uniform information into the JUMS program.
- c. Produce and maintain a signed, JUMS generated, clothing record for every active cadet.
- d. Maintain an accurate inventory (shelf) of all AJROTC uniform items. Primary system is the JUMS program; secondary system is a manual inventory maintained in the Supply Room.
- e. Coordinate with the AJROTC instructors to ensure that the Property Book matches the number and serial numbers of the items on hand.
- f. Organize and maintain the Supply Room in an efficient manner; and ensure the area is free from safety or fire hazards.

- g. Tag all government equipment to distinguish it from school property.
- h. Be prepared to brief VIP's on the S4 functions, equipment status, supply issues, and how AJROTC has impacted your high school experience.
- i. Attend cadet staff meetings, and be prepared to discuss any AJROTC issues from the S4 perspective.

- a. Coordinate with the S1 for orders to document promotions and awards issue.
- b. Maintain documentation demonstrating coordination with the cadet leadership and staff for all supply matters.
- c. Coordinate with the AJROTC instructors to conduct monthly sensitive item inventories.

2-8. Battalion S5

Duties and responsibilities include, but are not limited to the following:

- a. Ensure that all requirements on the S5 section of the Cadet Formal Inspection checklist are met at all times.
- b. Coordinate with the AJROTC instructors establish and maintain a Komet Battalion web site.
- c. Produce and publish quarterly AJROTC newsletters that inform cadets, students, parents, and school administrators of past, current, and future AJROTC activities and accomplishments.
- d. Coordinate to have AJROTC information published in the school and local newspapers. Maintain documentation of all requests for articles and published articles.
- e. Maintain the AJROTC bulletin board in the supply room to advertise AJROTC activities and promote higher enrollment.
- f. Coordinate with the Year Book Staff to have the AJROTC pages published in the Year Book.
- g. Coordinate with the AJROTC instructors, S3 and elementary schools to conduct Feeder School visits to each Feeder School at least twice a year.
- h. Be prepared to brief VIP's on the S5 functions, web site, Feeder Schools, and how AJROTC has impacted your high school experience.
- i. Attend cadet staff meetings, and be prepared to discuss any AJROTC issues from the S5 perspective.

2-9. Company Commanders

Duties and responsibilities include, but are not limited to the following:

- a. Command the Company, by taking responsibility for everything the Company accomplishes or fails to accomplish and making use of the subordinate chain of command to conduct all operations.
- b. Coordinate with the Battalion Commander and the Battalion Staff to organize and direct Company personnel to accomplish all required activities.
- c. Lead by example; the primary role model for appearance, behavior, and attitude for the Company.

d. Ensure that all cadets in the Company are maintaining AJROTC cadet portfolios, and they contain the minimum requirements as stated in CCR 145-2, Chapter 2.

e. Inspect cadets in the Company to insure they meet appearance standards.

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a.

Coordinate with the CSM and S1 for cadets in your Company for merits and demerit updates.

- b. Recommend cadets for the promotion board.

2-10. Company Executive Officer

- a. Responsible for being familiar with the duties, responsibilities, and policies of the company commander.
- b. Assumes command of the company in the absence of the company commander.
- c. Assists the battalion staff as needed in the posting and reviewing of the administrative and supply records of the cadets in the company.

2-11. Platoon Leader

- a. Responsible for the effective training, discipline, morale, spirit-de-corps of his/her subordinates with regard to the performance of his/her platoon.
- b. Is familiar with all members of his/her unit and makes continuous evaluation of his/her subordinates with regard to performance, effectiveness, and appearance so that he/she may make valid recommendations for promotions, reductions, awards, and changes of assignment.
- c. Set the example for his/her platoon in appearance, attitude, conduct, bearing, tact, discipline, and performance.
- d. Exercises command of his/her platoon through proper use of cadet chain of command and within the policy and guidelines established by the company commander.
- e. Will be familiar with the duties of the company commander as well as all the members of his/her platoon.

2-12. Company First Sergeants

Duties and responsibilities include, but are not limited to the following:

- a. Assist the Company Commander to oversee Company activities and taskings.
- b. Perform as the primary drill and ceremony instructor for the Company.
- c. Lead by example; the primary role model for appearance, behavior, and attitude for the Company.
- d. Assist the Company Commander to ensure that all cadets in the Company are maintaining AJROTC cadet portfolios, and they contain the minimum requirements as stated in CCR 145-2, Chapter 2.
- e. Inspect cadets in the Company to insure they meet appearance standards.

- f. Coordinate with the Komet CSM and S1 for cadets in your Company for merits and demerit updates.
- g. Recommend cadets for the promotion board.

2-13. Platoon Sergeant

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- a.

Is familiar with the duties of the platoon leader and takes charge of the platoon in his/her absence.

- b. Advises the platoon leader of any problem areas concerning personnel in the platoon and makes recommendations concerning specific problems.
- c. Assists the platoon leader in the maintenance of discipline, spirit-de-corps, morale, appearance, and training of the cadets in the platoon.
- d. Insures the correctness of attendance at drill and turns in attendance rosters.
- e. Maintains a current roster of cadets in the platoon.
- f. Sets the example for the NCOs and enlisted cadets of the platoon.

2-14. Squad Leader

- a. Commands the squad.
- b. Must be familiar with the duties of the platoon sergeant and platoon leader.
- c. Responsible for the training, appearance, discipline, and welfare of the members of his/her squad.
- d. Responsible for making an accurate report of attendance as required.

2-15. All Komet Cadets

Duties and responsibilities include, but are not limited to the following:

- a. Follow the instructions of the AJROTC instructors and cadet chain of command.
- b. Strive to improve as a student and a citizen by fully participating in, and applying the lessons learned in AJROTC.
- c. Wear the AJROTC uniform on all uniform days and for designated AJROTC activities; in accordance with the standards in the Cadet Reference Guide.
- d. Maintain a current AJROTC cadet portfolio.
- e. Do your best to live by the AJROTC Creed and Core Abilities.
- f. Remember that the Komet Battalion is a team and that your actions reflect on the entire Battalion.

Chapter 3 - Cadet Records, Portfolios, and Administration (S1 Procedures)

3-1. Gathering Cadet Information

When a student enrolls in AJROTC there are several pieces of information that must be gathered in order to enter the cadet into JUMS. The required forms to be filled out are included in Appendix A.

a. Every student must fill out the AJROTC Personal Information Sheet and return it to the S1 through their Company chain of command. The S1 will have an “In Box” in the Armory.

a. Establish a binder with document protectors by period for Active Cadets. The cadet forms will be placed in alphabetical order divided by period.

b. Every student must fill out and have their parents or legal guardian sign their Privacy Act and Health Statements. These statements are SDUSD-JROTC Form 36 per the Brigade SOP.

3-2. Inputting Cadet Information into JUMS

The incoming S1 should receive an orientation and training on JUMS from the outgoing S1 and the instructors. This paragraph is written with the assumption that this training has taken place.

a. Open JUMS and log in as the S1.

b. Select the Cadet tab.

c. Select the new tab.

d. Input the information for the open fields using the information off of the AJROTC Personal Information Sheet completed by each cadet.

(1) The items in red and the DOB are mandatory.

(2) The cadet's SSN will not be entered, instead each cadet will receive an ID number their school.

a. Some input areas require you to build new entries into a table before they can be inputted. To do this, select Table then add a new entry and save it.

b. After completing all blue fields, save the cadet.

c. After the cadet information has been saved you can then enter the family point of contact information for each cadet.

3-3. Parental Consent Form and Health Statements. (PAS)

Each cadet must have a signed PAS. These are inspect-able items when the Battalion is inspected by Brigade Headquarters for the Formal Inspection.

- a. The PAS's is per the Brigade SOP, SDUSD-JROTC Form 36.
- b. The PAS is valid for each cadet for the entire school year. However, if a cadet's legal guardian status changes they must get a new PAS signed.

c. The PAS will remain in the binder by period until they are no longer in AJROTC or at the end of the school year and the document is destroyed.

3-4. Inactive Cadet Records

Maintaining inactive cadet records is a requirement in CCR 145-2 and inactive records are inspected during the Cadet Formal Inspection. Inactive records must be maintained for four years after cadet leaves AJROTC, or one year after cadet graduates.

a. The primary method for maintaining inactive cadet records in JUMS, by simply changing a cadet's status from active to inactive or graduate. This information will be maintained each time JUMS is backed up.

b. If the JUMS records do not go back five years. The inactive cadet records must be the hard copy records and folders that were kept for each cadet for those years.

c. Once JUMS inactive records go back six years; all hard copy inactive cadet records can be destroyed.

3-5. Awards

Cadet awards are one of the primary functions of the S1 and are inspected in both the S1 and S4 sections of the Cadet Formal Inspection checklist.

a. CCR 145-2, Chapter 11 is the authority for AJROTC awards.

b. JUMS is used to produce orders for all cadet awards and post them to the cadet records.

(1) Open JUMS, log in and select Cadets.

(2) Select Batch.

(3) Type in additional remarks that will identify the event, month and year it was earned. Choose award in the drop down menu, then continue.

(1) Select the cadets that are to receive the award, then continue.

(2) Look through the categories until you find the right award and select it in the drop down menu. SAI Discretionary awards will have to be added to the table. Make sure the date is correct, then run.

(3) Close out of this operation. c.

To print batched orders.

(1) Open JUMS, log in and select Reports.

(2) Select Award Orders Create.

(3) Use JUMS to designate the Award Order Number.

(4) Type in a description what the award is for.

(5) Type in the S1 information.

- (1) Print the order.

- a. Coordinate with the S4 to acquire the appropriate number of award ribbons to present to the cadets.

- b. Coordinate with the SAI, Battalion Commander the S3 and the Company Commander to determine when the awards are to be presented.

3-6. Promotions

Promotions are very important to many cadets, and morale can be adversely effected if promotions are not processed in a timely manner. Cadet promotion status is an inspect-able item on Cadet Formal Inspections.

- a. See Chapter 9 for promotion procedures. The S1 will produce promotion orders and update JUMS cadet records.

- b. Promotion Orders.

- (1) Open JUMS, log in and select Cadets.

- (2) Select Batch.

- (3) Select Promotions.

- (4) Type in optional remarks that identify promotion from one rank to another. Select rank from the drop down menu and continue.

- (1) Select the cadets being promoted and continue.

- (2) Select the rank they are being promoted to and run.

- a. To print batched orders.

- (1) Open JUMS, log in and select Reports.

- (2) Select Promotion Orders Create.

- (3) Allow JUMS to select the current Order Number.

- (4) Type in the S1 information.

- (1) Print the order.

3-7. Cadet Portfolios

Cadet Portfolios are inspected under the S1 section in the Cadet Formal Inspection, however maintaining the cadet portfolios is a leadership matter and the cadet chain of command is responsible for proper maintenance of the portfolios for their cadets.

a. Establish and keep a current cadet portfolio index/checklist (see Chapter 7) in order to keep all cadet portfolios organized and up to date with the minimum required elements in the portfolio.

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a.

Provide cadets a printed copy of their cadet records from JUMS prior to higher headquarters visits or inspections to be included in their portfolios.

b. Coordinate with the Battalion Commander and S3 for the current standards for the cadet cover page format. (See Chapter 7)

c. Coordinate with the Battalion Commander and S3 to schedule routine checks of the cadet portfolios with the Company Commanders or Class Leaders.

3-8. Inspection and Assistance Visit Records.

The S1 is required to maintain the historical files for the last two Assistance Visits and the last Cadet Formal Inspection. The S1 is also responsible to insure that shortcomings in the last Visit or Inspection have been corrected or improvements have been made in those areas. The S1 should keep the Battalion XO informed of the last inspection results so the XO can coordinate the staff effort to improve any deficiencies.

3-9. Cadet Staff Briefings

a. Update the S1 portion of the Cadet Staff Briefing anytime there are significant changes to the data in the briefing.

b. Maintain data to be used in the briefing.

- (1) Five-year Opening Enrollment history chart.
- (2) Current enrollment chart.
- (3) Current M/F and ethnic demographic enrollment chart.
- (4) Current rank distribution chart.

c. Brief S1 responsibilities.

- (1) Maintaining JUMS cadet records.
- (1) Producing orders for awards.
- (2) Producing orders for promotions.
- (3) Cadet portfolios.

d. Personal information.

- (1) Name, age, grade.
- (2) Accomplishments in school and AJROTC.

(3) HowAJROTC has affected your life.

(4) Future goals.

3-10. Historical Data.

Maintaining historical cadet data can assist in preparing briefings and provide the instructors or school administrators information they may use for funding matters. The types of data that should be maintained and updated annually include:

- a. Opening Enrollment reports.
- b. Unit Report scores.
- c. Cadet Formal Inspection scores.

3-11. Cadet Staff Meetings.

Be prepared at each staff meeting to participate with information or requirements from the S1 perspective.

- a. Pending award issues.
- b. Pending promotion issues.
- c. Cadet record issues.
- d. Cadet Portfolio issues.

Chapter 4 – Operations and Training Management (S3 Procedures)

4-1. Master Training Schedules (MTS)

The MTS is completed each year by the SAI and submitted to Brigade Headquarters for approval. It is an inspect-able item on the Cadet Formal Inspection, so the S3 must have access to the MTS.

- a. Obtain a copy of the counter signed MTS from the SAI and maintain it in the S3 files.
- b. Coordinate with the instructors and use the MTS as a basis for constructing the weekly training schedules.
- c. The correct format for the MTS is an Excel worksheet, available to the instructors on the AJROTC web portal.

4-2. Weekly Training Schedules (WTS) (Appendix D)

The WTS is a key responsibility of the S3 Officer. The WTS is an inspect-able item on the Cadet Formal Inspection. The WTS is also the primary document that keeps the cadets informed of the classes and upcoming events over the next two weeks.

- a. Coordinate with the instructors, using the MTS and the calendar of upcoming events to construct WTS in Word, using the format in Appendix B.
 - a. WTS must be constructed three weeks prior to the week covered. Once constructed, give the WTS to the SAI for review and approval.
 - b. If corrections or additions are required, they must be made within two days and the WTS is given to the SAI for approval.
 - c. Once approved, the WTS for the current week, the next week, and the week after must be posted in the AJROTC classroom.
 - d. If significant changes occur after the WTS is posted; one or two corrections can be made to the WTS with pen and ink, if more than two changes are necessary a new WTS must be constructed and posted.
 - e. Old WTS will be filed in the S3 file cabinet for one year. After one year the MTS's are destroyed.

4-3. Planning Documents

Planning documents are important to keep cadets informed of upcoming events and any requirements they may have to take part in those events. Planning documents are inspect -able on the Cadet Formal Inspection. All planning documents will be maintained in the S3 files, separated into school-years; and maintained for one full year. (SY 09-10 planning documents will be kept through the entire SY 09-10, and destroyed once the SY 11-12 file is started)

a. AJROTC Upcoming Event Calendar.

(1) Events to be included on the calendar:

- Color guard performances
- Parades

Competitions

- AJROTC junior high; school visits
- Adventure training events
- Parent / Teacher events
- JCLC dates
- Inspection / Visit dates
- Cadet Challenge
- Formal events
- AJROTC social events
- Community Support Events
- School Support Events
- Service Learning Project dates

(2) The calendar should be posted underneath the WTS.

(1) Pen and ink changes are made as necessary, and the calendar will be updated in the computer once every two months.

(2) The Upcoming Event Calendar will be included in the AJROTC cadet briefing.

b. Tasking letters.

(1) Tasking letters will be used for routine or re-occurring events that happen several times a year,

(2) Tasking letters must answer the “5 W’s” of What, Who, When, Where, Why, and the How an event is to take place.

(3) Templates for the following events are in Appendix E.

- Color guards
- Flag detail
- School clean up
- Tutoring Program
- Nursing Home Visits
- Cadet Challenge

(4) Tasking letters should be complete and given to the Battalion Commander / SAI ten days prior to the

event, and the cadets involved should have access to the tasking letter not less than five days prior to the event.

a. Operations Orders (OPORD).

(1) OPORD's will be used for major / significant events that require more detail than can be organized into a tasking letter.

(2) OPORD's will use the template in Appendix E to clearly inform the entire battalion and the staff of the requirements to make an upcoming event happen.

(3) Templates will be maintained for the following events:

- Parades
- Community Support Events

Service Learning Projects

- JCLC
- Cadet Formal

(2) OPOD's should be given to the Battalion Commander / SAI 30 days prior to the event if possible.

(3) OPOD's should be made available to all cadets as soon as possible to allow them the maximum amount of time to complete tasking's and prepare for the event.

a. Request for Student Participation Seasonal Activity.

(1) Cadets must complete the SDUSD Request for Student Participation Seasonal Activity form as part of their in processing to the Mann Battalion. This form is filed in the Period Binder with the cadet information.

(2) Letters to parents can also be prepared as invitations to a AJROTC event.

(3) All letters to parents must be approved by the SAI before they go to parents.

b. Risk Assessment Worksheet (RAW)

The RAW is an important document to ensure that the Komet Battalion conducts all training and events as safely as possible, and that the instructors and cadet leadership consider safety risks in everything we do. The RAW is not inspected on the Cadet Formal Inspection; however they are inspected on the Program Inspection for the instructors.

(1) A RAW will be completed for every event that the Battalion does outside of the AJROTC classroom instruction. It is not necessary to complete a new RAW for a reoccurring event, like color guards or drill competitions. However, the RAW should be reviewed and the date, updated each time the event takes place.

(2) RAW's will be maintained in the S3 Safety Binder for all events.

(3) All Medium Residual Risk events are required to be signed by the Brigade Commander.

(4) All rappelling events are deemed Medium risk by regulation. However, only one RAW is required to be signed by the Brigade Commander per rappel site, per school-year, provided that the conditions don't significantly change.

(5) All helicopter flights are deemed Medium risk by regulation, and must be signed by the Brigade Commander.

(6) The S3 may sign the "Prepared by" block on the RAW, but one of the instructors or Brigade HQ must sign the other approving blocks.

4-4. Unit Report (UR)

The UR is the single most important report that the AJROTC Battalion submits each year. The UR is a summary of the important events that the Battalion accomplishes each year between 1 July and 30 June. The UR is tracked and reported through JUMS.

a. Become familiar with the different categories and the scoring system for events in the Unit Report in CCR 145-8-3.

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a.

Coordinate with the Battalion Commander and instructors throughout the year to ensure that more than enough events are scheduled in each area to earn full credit in every section.

b. Print out a blank copy of the UR and use it in the S3 binder to track events to be entered into JUMS, and as a hard copy backup, just in case the JUMS data is lost. Include short notes about each event to be entered into JUMS that are used to clarify the events validity when the Brigade HQ double checks the UR scores submitted by all the AJROTC Battalions.

d. JUMS entries. JUMS should be updated every time a UR event is completed. The UR in JUMS is a working document that tracks the Battalion's progress at all times.

(1) The S1 / SAI must have completed an Opening Report for the current school-year before JUMS will let you enter any UR events.

(1) Log into JUMS, select Reports, select unit, and select Unit Report.

(2) Each of the tabs across the top of the page represents one of the sections on the UR. Select each tab to enter the appropriate events and notes for each section.

(3) The Service Learning Projects must be completed, and the instructors must give you the information required to complete the checklists for each Service Learning Project before the entries can be made in that section.

(4) Be prepared to show an inspector or visitor the current UR information in JUMS at any time.

(5) Every June the UR must be exported into a Word document and e-mailed to Brigade HQ to be graded. (The SAI will handle this requirement)

a. The UR is not complete until it is printed and signed by the SAI and the Principal. (The SAI will handle this requirement)

b. The SAI will work with Brigade HQ to finalize the score and all UR requirements to close out the report for each school-year.

4-5. Requests from the Komet Battalion for Support.

All requests for support from outside of the AJROTC personnel must be documented and filed for future reference. Requests for support are inspectable on the Cadet Formal Inspection. Requests are normally made by the instructors, but the S3 is responsible to maintain the documentation. All requests for support will be maintained in the S3 files, separated into school-years; and maintained for one full year. (SY 09-10 documents will be kept through the entire SY 10-11, and destroyed once the SY 12-13 file is started)

a. Requests for support include, but are not limited to:

(1) School facility support. (gym, other classrooms, football field, pool)

(2) School transportation support. (bus, van)

- (3) Guest speakers / instructors. (in class, formals, awards night)
- (4) Facility, equipment, or personnel support for fund raisers.
- (5) Requests for parental support. (money, food, transportation)

(1) Training facility / personnel. (graders for competitions, training areas, soldiers or SROTC cadets)

b. Documentation for requests for support can include any of the following:

- (1) School request forms.
- (2) Memorandums.
- (3) Letters.
- (4) Printed e-mail requests.
- (5) Phone logs, with details about the requests.
- (6) Printouts of web-based request forms.

4-6. Requests to the Mann Battalion for Support.

Normally, requests for support from AJROTC cadets will come through the instructors. Currently the requests for support from AJROTC are not inspect -able items; however, documentation for these requests will be maintained in the same manner as other S3 documents.

a. When the SAI approves a request for support from AJROTC cadets.

(1) The event will be added to the Upcoming Events Calendar. (2)The event will be added to the Training Highlights, as necessary.

(1) Planning documents will be prepared, as necessary.

(2) Events will be posted to the UR, if applicable.

a. Coordinate with the chain of command to ensure off support events are completed on time and to our high standards.

4-7. Cadet Challenge

The Cadet Challenge is required in the POI and is a UR event. The Cadet Challenge records are inspect-able on the Cadet Formal Inspection.

a. Coordinate with the instructors to schedule the dates for the Cadet Challenge; to include make up dates.

a. Add the Cadet Challenge dates to the WTS and calendar as necessary.

b. Prepare planning documents for the Cadet Challenge, informing cadets and assigning tasks to be completed.

- a. Coordinate for all necessary equipment and facilities needed to execute the Cadet Challenge.
- b. Collect and organize all score cards.

a. Enter the scores into JUMS.

(1) Log into JUMS, select cadets.

(2) You must enter the scores for each cadet individually.

- Select the Fitness tab
- Select New
- Enter the current scores
- If a cadet did not take the Cadet Challenge yet, enter 100 for the shuttle run (in order to track cadets who have not taken the test in JUMS)
- Save the information

b. Track cadets who have not taken the Cadet Challenge.

(1) Print out the JUMS cadet report for Cadet Challenge by score.

(2) All cadets with a shuttle run time of 100 are the cadets that still need to take the Cadet Challenge.

(3) As cadets make up the Cadet Challenge update their records and update the tracking sheet.

(4) An Excel spreadsheet can be used as a backup method to track cadets who have not completed the Cadet Challenge.

4-8. Cadet Staff Briefings

a. Update the S3 portion of the Cadet Staff Briefing anytime there are significant changes to the data in the briefing.

b. Maintain data to be used in the briefing.

(1) Upcoming Event Calendar.

(2) Unit Report Event Tracking.

(3) Planning document templates.

(4) Highlights of SY events so far.

c. Brief S3 responsibilities.

(1) Maintaining JUMS for the Unit Report and Cadet Challenge records.

(2) Training schedules.

- (1) Calendars.
- (2) Planning documents.
- (3) AJROTC requests for support

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a.

Personal information.

- (1) Name, age, grade.
- (2) Accomplishments in school and AJROTC.
- (3) HowAJROTC has affected your life.
- (4) Future goals.

4-9. Historical Data.

Maintaining historical cadet data can assist in preparing briefings and provide the instructors or school administrators information they may use for a variety of purposes. The types of data that should be maintained and updated annually include:

- a. Unit Reports.
- b. Planning documents.
- c. Requests for Support for AJROTC.
- d. Requests for Support fromAJROTC cadets.

4-10. Cadet Staff Meetings.

Be prepared at each staff meeting to participate with information or requirements from the S3 perspective.

- a. Upcoming events.
- b. Unit Report score status.
- c. Equipment and transportation issues to coordinate with the S4.
- d. New WTS

Chapter 5 – Supply Room Operations (S4 Procedures)

5-1. Inventories

There are two types of inventories that are mandatory for a AJROTC Battalion; an annual 100% inventory and a monthly sensitive item inventory. Both inventories are dealing only with government property; School property will be accounted for separately.

a. 100% inventories.

(1) TheKomet Battalion conducts a 100% inventory twice a year. Once in June, after all AJROTC uniforms and equipment has been returned to the Supply Room. Once in December, this is forwarded to Brigade S4 to satisfy the annual requirement.

(2)The inventory counts all government equipment and uniforms on -hand. The inventory numbers are matched against the instructor's Property Book. All differences in the Property Book and the number of items on hand must be accounted for by the instructor.

(1) The standard is for all AJROTC equipment to be entered into JUMS. The JUMS Property Inventory Report will be exported to Excel and used to fill the 100% inventory requirement to Brigade.

(2) Coordinate the time and number of cadets needed to assist conducting the inventory with the instructors.

(3) If equipment does not have a National Stock Number (NSN) and/or a Line Item Number (LIN) one will have to be created for it. All equipment must have a NSN and LIN to be entered into JUMS. Check with the instructors on creating NSN's and LIN's for items that do not have them. In most cases the automation equipment will not have and NSN or LIN.

b. Sensitive item inventories.

(1) Sensitive items are defined as the following items:

- Fax Machine

-	De-mil rifles	-	TV's
-	Computers	-	White Boards
-	Printers	-	CPS's
-	Projectors	-	Cameras

- VCR's

- DVD players

(2) Sensitive items must be inventoried, by serial number, once every month. This will be accomplished using the Excel spreadsheet inventory listing. (Appendix H)

(3) Coordinate to have a different cadet assist in the Sensitive item inventory to avoid having the same two cadets conduct the inventory two months in a row.

(4) If any items are missing, report it to the SAI immediately, and coordinate a search of the AJROTC area to find the item.

(5) The Excel spreadsheet for the Sensitive item inventory will be checked for accuracy and updated at the time of the 100% inventories. It will also be updated whenever a new piece of sensitive equipment is received or a piece of equipment is destroyed at the end of its life cycle.

5-2. Inputting Equipment into JUMS

All government equipment and uniforms should be entered into JUMS. All primary uniform items (shirts, jackets, trousers, ACUs, boots, and shoes) must be entered into JUMS to issue Cadet Clothing Records and to track uniform items still on the shelf in the Supply Room. Tracking uniform items on the shelf is an inspect-able item on the Cadet Formal Inspection.

a. Clothing items.

(1) All clothing items specified above should be entered into JUMS by size. This is very time consuming to get everything initially in JUMS. Once all uniforms items are in JUMS the addition of new uniforms and the retirement of old uniforms is much less time consuming.

(2) In order to put the uniform items into JUMS, use the following steps:

- Log into JUMS, select supply, select clothing
- Select Adjust Shelf
- Use the 100% inventory sheet to add or remove items to make the shelf number correct (be sure to account for any uniforms that cadets have current clothing records for, the number of items on the shelf should only show the number of items in the Supply Room; JUMS will automatically remove issued items from the shelf)
- Select Save

b. Property items.

(1) All government property should be entered into JUMS.

(2) In order to put AJROTC government equipment into JUMS, use the following steps:

- Log into JUMS, select supply, select property
- Select New
- Select Description, if item is a choice, select replicate, then input the correct data
- If the item is not a choice in description; Select Table
- Select New
- Input a basic description
- Input the NSN and LIN
- If it is a computer be sure to select track item at the bottom of the screen
- Select Save then go back to the third step

c. There are actually multiple methods for inputting data into JUMS. JUMS can also generate many different types of inventory reports. The best way to become familiar with JUMS is to experiment with the

different functions.

5-3. Cadet Clothing Records.

Cadet clothing records are produced using JUMS, and act as signed hand receipt to show what uniform items each cadet has been issued. Cadet clothing records are inspect-able during the Cadet Formal Inspection.

a. The S4 is the primary assistant to the instructors for issuing uniforms. The S4 must coordinate with the Company Commanders and instructors to schedule a time when cadets are to be issued uniforms. In order to begin the process of establishing a cadet clothing record, the following steps must be taken:

- (1) Schedule a uniform fitting and issue day, by class, with the S3, Company Commanders, and the instructors.
- (2) Coordinate to have both male and female experienced cadets to assist with fitting and issuing of uniforms.
- (3) Establish male and female fitting rooms with uniforms of all different sizes available for cadets to try on, if they do not know their sizes.
- (4) After a cadet has been sized for all uniform items, they will be issued those items from the supply room. Each piece of accountable clothing must be recorded so that it can be entered into JUMS.
- (5) Do not issue out the last uniform item of any one size until all cadets have been sized.
- (6) If we don't have enough of certain sizes to put all cadets in complete uniforms, report the shortages to the instructors immediately. The instructors will either order new uniforms, or coordinate with another AJROTC program to fill the shortages.

a. Inputting the clothing records into JUMS. The S1 must have completed updating JUMS with all active cadets prior to uniform issue in order for the clothing records to be created for each cadet.

- (1) Log into JUMS, select cadet
- (2) Select the cadet you wish to enter clothing for
- (3) Select History
- (4) Select Clothing
- (5) Select issue/return/edit
- (6) Select issue
- (7) Select each item to be issued from the list, and push it down to the lower block
- (8) Select save

a. Printing the cadet clothing record.

- (1) Log into JUMS, select reports
- (2) Select clothing
- (3) Select cadet clothing record, then select run
- (4) Select cadets by name, or all the cadets to be printed, and push them to the right
- (5) Select continue

(6) Select “do not print returns” box, then continue

(7) Select export, to a Word document

(8) Name the file with the current date

(9) Export the file to a clothing folder that was created on the C drive

b. Every cadet must sign and have their parents/guardian either sign or initial the Cadet Clothing Record.

(1) Coordinate with the S3 and BC to use the cadet chain of command to hand out the clothing records to the cadets.

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(1)

Coordinate with the S3 to set a suspense on when all cadet clothing records must be returned.

(2) Coordinate with the instructors to have cadets return uniforms if their cadet clothing record is not on file with the S4 within 30 days of the uniform being issued.

(3) As the cadet leadership collect and turn in the cadet clothing records they are placed in the S4 Cadet Clothing Record Binder.

e. Changes to cadet clothing records.

(1) Students drop AJROTC.

- Collect the uniform items from them, unless the instructors give them permission to keep any of the items because it is at the end of its life cycle.
- Initial that the items have been returned on the cadet's clothing record and give them the record.
- Enter the returns into JUMS
- Put the items back in the Supply Room.

(2) Cadets need to change sizes or trade-in damaged items.

- Collect the uniform items from them, unless the instructors give them permission to keep any of the items because it is at the end of its life cycle.
- Issue the new items
- Enter the changes into JUMS
- Print out a new cadet clothing record and have the cadet get it signed and returned.
- Put the returned items back in the Supply Room.

a. Awards, Chords, Berets, and Rank Insignia.

(1) Awards.

- Awards will not be added to the cadet clothing record.
- Awards will be issued based on JUMS orders produced by the S1.
- Awards will be issued to the cadet chain of command (Company Commanders) to be presented in formation.
- When the supply of any single award goes below 20 in the Supply Room, notify the instructors of the need to order that type of award

(2) Chords.

- Chords will be issued based on the instructors placing a cadet in a position or on a team that entitles the cadet to that chord.
- Chords will be added to the cadet clothing record.
- When the supply of any single Chord goes below 5 in the Supply Room, notify the

instructors of the need to order that type of Chord.

(3) Berets. Berets are not government property, so no entry in JUMS is required.

- Berets will be issued based on the instructors placing a cadet on a team or in a position that entitles the cadet to wear a beret.
- Berets will be hand written on the bottom of the cadet's JUMS clothing record.

When the supply of any single size of beret goes below 2 in the Supply Room, notify the instructors of the need to order that size of beret.

(2) Rank Insignia.

- Rank Insignia will not be added to the cadet clothing record.
- Rank Insignia will be issued based on JUMS orders produced by the S1.
- Rank Insignia will be issued to the cadet chain of command (Company Commanders) to be presented in formation.
- A separate minimum quantity for each rank insignia will be established and annotated on the storage cabinets, notify the instructors of the need to order a specific rank insignia whenever the stock on hand falls below the minimum.

5-4. Supply Room Organization.

The AJROTC Supply Room is an important part of the overall AJROTC program. A neat and well organized Supply Room will help make the instructors' and the S4's jobs easier, and it will be a source of pride during visits and inspections.

a. Safety. The Supply Room must be free of fire and safety hazards.

- (1) Make sure no clothing or equipment is stored within six inches of a light source.
- (2) Make sure that no items are stacked in such a way where they could fall and injure some one getting items out of the supply room.
- (3) Insure that the overhead sprinkler system is not blocked from doing its normal function of sensing and extinguishing a fire.
- (4) Insure that a fire extinguisher is available and in working order in the clothing storage area.

b. Security.

- (1) The Supply Room will have controlled access. Coordinate with the XO and the instructors to determine who can have access to the Supply Room and post the list on the Supply Room door.
- (2) The Supply Room will remain locked whenever some one on the access list is not in the immediate vicinity of the Supply Room.
- (3) All of the items on the Sensitive Item inventory list must be given an extra level of security.
 - The following items will be locked in the Classroom, Supply Room, a desk, or instructor's office at the end of each day.
 - o Laptop computers o
 - USB memory drives o
 - Digital camera

- CPS remotes
- Projectors

- a De-mil Rifles will be locked in the weapons rack in order to meet the double lock standard.

(1) Any violation of security procedures or if there is a problem in securing any equipment must be brought to one of the instructors immediately.

a. Organization of equipment and uniforms.

(1) The Supply Room will be clean and neat at all times. The area will be swept and dusted at least once every two weeks.

(2) All female and male uniform items will be separated and clearly marked with laminated 3x5 cards. Each card will contain the information on the example in Appendix H.

(3) All uniform items will be separated by size.

(4) All shoes and boots will be stacked on the shelves and organized by size. Boots used only for JCLC will be kept in a separate wall locker and stacked as neatly as possible.

(5) The current Supply Room layout for organization of equipment and uniform items will be posted to the inside of the Supply Room door.

5-5. Tagging Equipment.

Government equipment must be tagged to distinguish it from School owned property. These tags are an inspect-able item on the Cadet Formal Inspection.

a. Use the tag templates in Appendix H. for both government and school equipment.

b. Tags are not required for school owned clothing items, unless they are not clearly distinguishable as being out of standard with the basic AJROTC uniform items.

c. Tags will be affixed in such a way that the information can be read without having to significantly move the equipment.

5-6. Required Documentation – Staff Coordination.

The S4 is required to document that coordination with other staff officers and the chain of command is taking place to execute the S4 responsibilities. Staff coordination documentation is inspect -able on the Cadet Formal Inspection. This SOP is the primary document that spells out the procedures requiring staff coordination in our Battalion.

a. S1 orders to document issuing awards and rank insignia.

(1) The orders must be JUMS generated.

(2) Copies of the orders will be maintained inJUMS.

(3) Paragraph 5-3 of this SOP also clarifies the use of those orders to issue the awards and rank.

b. S3 coordination documents.

(1) The Upcoming Events Calendar – used to plan ahead to insure that we have enough awards on

hand to issue the cadets who participate.

(2) OPORD's – used to identify specific tasks to the S4 and to plan ahead for any logistical requirements that may result from the event.

(3) Tasking letters – used to identify S4 requirements and to coordinate suspense’s that affect the S4 records.

(4)Transportation request forms – used to document coordination for coordinating with the S3 for transportation needs.

a. S5 Coordination documents.

(1) Letters to parents in which the S4 may have logistical responsibilities.

(2) Coordination required for a Feeder School visit.

b. Staff meeting minutes. Staff meeting notes or a S4 log of staff meetings will document the staff coordination that takes place face-to-face during these meetings.

5-7. Cadet StaffBriefings (AppendixD)

a. Update the S4 portion of the Cadet Staff Briefing anytime there are significant changes to the data in the briefing.

b. Maintain data to be used in the briefing.

(1) Current Sensitive Inventory.

(2) Number of current Cadet Clothing Records.

(3) Current status of funds.

(4) Current logistical areas of concern.

c. Brief S4responsibilities.

(1)Maintaining JUMS for cadet clothing records.

(1) Organization of the Supply Room.

(2) Sensitive Items Inventory.

(3) Issuing cadet uniforms, awards, and rank insignia.

(5)Maintaining records of staff coordination.

d. Personal information.

(1) Name, age, grade.

(2) Accomplishments in school and AJROTC.

(3) HowAJROTC has affected your life.

(4) Future goals.

5-8. Historical Data.

Maintaining historical cadet data can assist in preparing briefings and provide the instructors or school administrators information they may use for a variety of purposes. The types of data that should be maintained and updated annually include:

- a. 100% equipment inventory
- b. Sensitive Item inventory
- c. Cadet uniform items not recovered when a cadet leaves the Program.

5-9. Cadet Staff Meetings.

Be prepared at each staff meeting to participate with information or requirements from the S4 perspective.

- a. Logistical requirements for upcoming events.
- b. Supply Room shortages.
- c. Equipment and transportation issues to coordinate with the S3.
- d. Record the staff coordination taking place.

Chapter 6 – Public Affairs (S5 Procedures)

The S5 is primarily responsible to promote the KometBattalion to the public and to help encourage new students to participate in AJROTC.

6-1. AJROTCWeb Page

TheKomet web page is one of the primary ways to advertise to the public the great things that our Battalion is doing in the Community and in the High School. It is a source of information to both students and parents. Junior High students can use our web site an additional source of information to make their decision whether or not to join AJROTC. TheAJROTC web site is an inspect-able item on the Cadet Formal Inspection.

- a. TheKomet AJROTC web page is kearnyjrotc.com..
- b. Information that interests students in AJROTC. The web page always needs to include basic informationabout our AJROTC program and the advantages to being a AJROTCcadet. The information should primarily be geared towards 8th and 9th grade students and their parents who desire information about the AJROTC Program.
- c. The web page must be updated to keep the information on it current and to attract return visits by students and cadets.
 - (1) The cadet chain of command photos will be updated within one week anytime a change is made.
 - (2) The event photos will be changed every month.
 - (3) The upcoming event calendar will be updated every two months.
 - (4) The Home page picture will be changed every month.
 - (5) The Feeder School section will be updated after each Feeder School visit.

6-2. AJROTCNewsletter

Next to the web page, the AJROTC Newsletter is the best source of information to keep both cadets and parents up to date on upcoming events, completed events, and volunteer opportunities. The Newsletter is an inspect-able item on the Cadet Formal Inspection.

- a. TheAJROTC Newsletter will be published and distributed on the first school dayin each of the following months:
 - (1) September – Welcome to new cadets and AJROTCparents; start up events.
 - (2) November – Holiday events, competitive teams, community support.

- (3) January – Wrap up of events so far; upcoming events.
- (4) March – Competitions, School support.
- (5) May – SY wrap up events.
- (6) June – Summer events, welcome to incoming Freshmen.

b. Newsletter format, and distribution.

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(1)

The Newsletter will be limited to one piece of paper, front and back. A second page can be added to advertise upcoming events, as necessary.

(2) The BC and SAI must approve the draft Newsletter, before copies and made for distribution.

(3) Make the following copies for distribution:

- Every cadet (to go to the parents)
- Every AJROTC bulletin board
- One for each person in the School Administration Offices
- 5 Copies for each Feeder School
- 20 Copies for the library (for non AJROTC students)

(4) The Newsletter will be in black and white to keep costs down.

6-3. Publicity.

Publicizing the AJROTC program is inspect-able on the Cadet Formal Inspection.

a. School Newspaper.

(1) Coordinate with the School Newspaper staff to have the AJROTC Program retain a dedicated

¼ page of each edition published.

(1) Use the space in the paper to advertise the fun and/or important things the Battalion has coming up in the near future.

(2) Maintain copies of the articles in the current SY AJROTC scrapbook.

a. Local newspapers.

(1) Prepare short articles and pictures to send to the newspaper to request publication, for:

- Significant upcoming events.
- Significant community support events.
- Competition results.
- VIP visit to the Komet Battalion.

(2) Maintain copies for the requested articles for two years.

(3) Maintain copies of the articles in the current SY AJROTC scrapbook.

b. Radio.

- (1) Request announcements to advertise upcoming events.
 - (2) Maintain e-mails, phone logs, or letters that request air time on the radio.
 - (3) Document any time announcements concerning the Komet Battalion or on the radio and maintain the file for two years.
- c. Television.

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- (1)

Anytime a television crew is at a AJROTC event, record the event in the S5 log and contact the station to determine if it is possible to get a digital copy of the AJROTC clip?

(2) File a digital file for all AJROTC clips on television, from any source, to the library in the staff's primary computer.

(3) At the end of each school year, burn the clips to CD or DVD for filing.

e. Billboards. Billboard coverage of the AJROTC program is rare, but whenever a local billboard is blank an inquiry can be made to see if the owner will donate a corner of the board to AJROTC until it rents out again.

6-4. In-School Recruiting for New AJROTC Cadets.

There are several ways to encourage other students in our High School to join AJROTC. Making items available to the general student population is inspect-able on the Cadet Formal Inspection.

a. Bulletin boards.

(1) Coordinate with the Administration Office to maintain both AJROTC display cases in the Commons and the freshmen hallway.

(2) Pictures with headings will be displayed and changed every two weeks, to draw interest.

b. School Year Book.

(1) Coordinate with the Year Book staff to maintain the AJROTC pages every year.

(2) Include school support project pictures with headings.

(3) Include cadet chain of command picture.

(4) Have the last two Year Books available in the AJROTC classroom for all inspections and VIP visits.

c. AJROTC Scrap Book. The scrap book is the primary tool to visually document AJROTC events in any given school year.

(1) All pictures must have a heading with a minimum of the name of the event, location, month and year.

(2) Newspaper articles should also have headers in the event and date is not clearly identified in the article heading.

(3) Add items to the scrap book throughout the year. It will be a work in progress and be available for all inspections and visits.

(4) All scrapbooks will be separated into individual school years.

6-5. Feeder School Visits.

Feeder School visits are an extremely important event and have a big effect on the number of 8th graders that will register for AJROTC as freshmen. Documenting Feeder School visits is inspectable on the Cadet Formal Inspection.

a. Coordination.

- (1) Coordinate with the instructors on the recommended dates to perform the visits.
- (2) Coordinate with the Junior High Principals on to schedule the dates and times of the visits.
- (3) Coordinate with the S3 to add the Feeder School visits to the upcoming events calendar and to construct the tasking letter for the cadets to perform the visits.

b. Frequency.

- (1) A winter Feeder School visit will be scheduled to demonstrate some of the fun things that the AJROTC cadets do on annual basis.
- (2) A Spring Feeder School visit will be scheduled on week prior to when the 8th graders register for their freshmen classes.

c. Procedures.

(1) The SAI will determine the makeup of each Feeder School visit team; the S5 and S3 will work together to construct a tasking letter for the visit.

(2) The Feeder School visit team members will meet three days prior to the visit to coordinate the materials needed, individual roles, and transportation details; also review the AAR from the last visit.

(3) The S5 will call to verify the time and class room the day prior to the Feeder School visit.

(1) The visit team will depart the High School early enough to reach the Feeder School 15 minutes prior to the scheduled time and position equipment and displays for an on-time start.

(2) Immediately following the Feeder School visit the S5 will conduct an AAR to determine what went well, what did not go well, and improvements to make for the next visit.

d. Documentation.

- (1) Coordinate for a cadet to take digital photos of the visit.
- (2) File the AAR in the S5 files under Feeder School visits.
- (3) ASAP print the pictures and add them to the current scrap book.

6-6. Cadet Staff Briefings (Appendix K)

a. Update the S5 portion of the Cadet Staff Briefing anytime there are significant changes to the data in the briefing.

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a.

Maintain data to be used in the briefing.

- (1) Current Newsletter.
 - (2) Names of Feeder Schools.
 - (3) Currently scheduled Feeder School visits.
 - (4) Current Web Site.
- b. Brief S5 responsibilities.
- (1) Maintaining AJROTC web site.
 - (1) Publicity of AJROTC program.
 - (2) AJROTC Newsletter.
 - (3) Scrap books and Year Book.
 - (4) Feeder School Visits.
 - (5) AJROTC display cases.
- a. Personal information.
- (1) Name, age, grade.
 - (2) Accomplishments in school and AJROTC.
 - (3) How AJROTC has affected your life.
 - (4) Future goals.

6-7. Historical Data.

Maintaining historical cadet data can assist in preparing briefings and provide the instructors or school administrators information they may use for a variety of purposes. The types of data that should be maintained and updated annually include:

- a. School Year Books.
- b. AJROTC News Letters.
- c. AJROTC Scrap books.
- d. Feeder School Visit AAR's.

6-8. Cadet Staff Meetings.

Be prepared at each staff meeting to participate with information or requirements from the S5 perspective.

- a. Ideas to bring in new cadets.

- a. Photo coverage at upcoming events.
- b. Equipment and transportation issues to coordinate with the S3 for Feeder School visits.
- c. Logistics needed for scrap books or display cases.

Chapter 7 – Cadet Portfolios(AppendixE)

Cadet Portfolios are required in Chapter 2, CCR 145-2, and the Cadet Formal Inspection checklist. Every cadet is responsible for the content of their portfolio. Cadet company commanders are responsible for checking the portfolios for their company.

7-1. Minimum Requirements

CCR 145-2, Paragraph 2-5 should be consulted annually to determine if any changes have been made to the portfolio requirements.

a. LET 1

- (1) Personal Cover Page.
- (2) Mission Statement of goals.
- (3) Personal Skills Map.
- (4) Winning Colors Communication Discovery Form
- (5) Learning Style Inventory
- (6) At least two samples reflecting academic work.

b. LET 2 - 4

- (1) All LET 1 items from above.
- (2) Personal financial planning portfolio.
- (3) Personal growth plan assessment task.
- (4) Results of fitness summary (JUMS Cadet record).
- (5) Appreciating diversity reflection assessment tool.
- (6) An entry from the AJROTC Essay Contest.
- (7) Resume with references.
- (8) Samples of awards, certificates of accomplishments or other achievements.
- (9) Samples of academic units of studies.

7-2. Cadet Cover Page

The cadet cover page is every cadet's opportunity to personalize their portfolio. Cover pages can have pictures and/or drawings, but must meet the minimum standards below.

a. Minimum information required.

- (1) Full Name. (Upper left hand corner)
- (2) LET level. (Upper right hand corner)
- (3) Class Period. (Lower right hand corner)
- (4) Year of High School (Freshman, Sophomore, Junior, or Senior)(Lower left hand corner)

b. Pictures and/or drawings.

- (1) Can not be sexual in nature.
- (2) Can not be violent in nature.
- (3) Must be in good taste (the AI/SAI is the final authority).

7-3. Statement of goals.

The statement of goals is a constant work-in-progress. Each cadet will be given a Statement of goals worksheet at the beginning and at the end of each LET level. Every worksheet will be kept in the portfolio so each cadet can track and see how their goals change and evolve as they go through high school.

7-4. JUMS Cadet Record.

A copy of the cadet JUMS record will be added to the portfolios after the Annual Cadet Challenge is complete.

- a. The cadet S1 will printout the cadet records for each cadet within two weeks after the Cadet Challenge scores have been inputted into JUMS. The S1 will separate the records by company and give the records to the company commanders.
- b. The company commanders will handout the records to the cadets to be added to their portfolios.
- c. The records help meet requirements for fitness scores and awards.

Chapter 8 – Special Teams

8-1 General

Any cadet interested in joining the Academic Team, Drill Teams, Color Guard, Honor Guard or Raiders must have an overall grade point average of 2.0 at all times. Grades will be checked at the completion of the first, second, and third quarter. The instructors must approve all team members and have less than ten demerits at any time.

Cadets may only change teams during the first two weeks of tryouts or between semesters.

Note: M1903A3 rifles will be issued and turned in, in accordance with the current security procedures.

8-2 Rules for Teams

Team Commanders will keep a team book with the following information:

- a. An attendance roster with cadet name, rank, company and phone number. Before weapons are issued, the Team Commander will submit a daily attendance record to the SAI/AI.
- b. A roster of cadets who have participated in each performance.
- c. Practices will be held per the weekly training schedule.
- d. Practices will commence at 1535 HRS and end no later than 1630 HRS. If practice is cancelled it must be done before the buses leave school. Be sure all team members are notified that practice has been canceled.
- e. After 5 excused or 2 unexcused absences, a cadet will be removed for the team and added to the inactive roster. Exceptions will be approved by the SAI/AI.
- f. When a cadet's work or school activity prevents them from attending all practices, he/she will be placed on the inactive roster.
 - a. While a cadet is on the inactive roster, he/she will not be allowed to participate in team practices or events. Exceptions will be approved by the SAI/AI.
 - b. Inactive team members will be allowed to wear their team equipment if playing a sport or academics that keeps them from attending practices and events.
 - c. Inactive team members may return to a team immediately after a sport, job, or academics are completed. Cadets returning to the active roster must be available for all scheduled practices.
 - d. New cadets who join a sport activity at the start of the school year may join a team immediately after their sport is complete.

NOTE: Honor Guard Practice dates may differ and practiced for shorter amounts of time.

8-3 Team Gear					
<u>Equipment</u>	<u>Drill Team</u>	<u>Color Guard</u>	<u>Raiders</u>	<u>Honor Guard</u>	<u>Academics</u>
Beret	Grey	White	Navy Blue	Orange	Maroon
Uniform	Class A & B	Class A & B	BDU	Class A & B	Class A & B
Aguillettes	Maroon	White	Black	Orange	Silver
Gloves*	N/A	White	N/A	N/A	N/A
Ascot*	N/A	White	N/A	N/A	N/A
Arc**	Drill Team	Color Guard	Raiders	Honor Guard	Academics

*Denotes equipment worn for special performances only ** Denotes equipment paid for by cadets

8-4 Color Guard

- a. The Color Guard Commander is appointed by the Battalion Commander and must be approved by the SAI/AI.
- b. The Commander will be allowed to appoint one Assistant Commander with the approval of the SAI/AI.
- c. Team members will be issued a white beret and white aguillette. White gloves and ascots are worn during performances only.
- d. To be awarded a Color Guard ribbon (N-3-6) a cadet must have attended most practices and participated in at least one performance during the semester. Exceptions will be approved by the SAI/AI.
- e. In order for a member to purchase an arc the cadet must have attended practices and participated in at least one performance during the semester. Exceptions will be approved by the SAI/AI.

8-5 Armed (ADT and Unarmed Drill Team UDT)

- a. The Drill Team Commanders are appointed by the Battalion Commander and approved by the SAI/AI.
- b. The Commander will be permitted to appoint one or two Assistants approved by the SAI/AI.
- c. Team members will be issued a beret and aguillette for the first competition. This gear may be worn on uniform days. A cadet will not be issued a beret or aguillette if they have not attended at least one drill competition. Exceptions will be approved by the SAI/AI.
- d. To be awarded a Drill Team ribbon (N-3-4) a cadet must have attended most practices and participated in at least one performance during the semester.

E, In order for a member to purchase an arc the cadet must have attended practices and participated in at

least one performance during the semester. Exceptions will be approved by the SAI/AI.

8-6 Honor Guard

- a. The Honor Guard Commander is appointed by the Battalion Commander and approved by the SAI/AI.
- b. The Commander will be permitted to appoint one or two NCO Assistants approved by the SAI/AI.
- c. Team members will be issued an beret and aguillette only if they have attended $\frac{1}{2}$ of the practices and have performed Honor Guard on numerous occasions. This gear is permitted to be worn on uniform days.

8-7 Raiders

- a. The Raider Commander is appointed by the Battalion Commander and approved by the SAI/AI.
- b. The Commander will be permitted to appoint one or two Assistants approved by the SAI/AI.
- c. Team members will be issued a beret and aguillette. This gear may be worn on uniform days. Members will also be issued one ACU uniform after the first quarter. This will be worn every Tuesday as part of the Raider Physical Training criteria. A cadet will not be issued a beret, aguillette, or a ADU if they have missed more than one practice. Exceptions will be approved by the SAI/AI.
- d. To be awarded a Raiders ribbon (N-2-4), a cadet must have attended practices and participated in at least one activity during the semester.
- e. In order for a member to purchase an arc the cadet must have attended practices and have participated in at least one performance during the semester. Exceptions will be approved by the SAI/AI.

8-8 Academic/Leadership Team

- a. The Academic/Leadership Team Leader is appointed by the Battalion Commander and approved by the SAI/AI.
- b. The Commander will be permitted to appoint one Assistant Commander approved by the SAI/AI.
- c. Team members will be issued a beret and aguillette for the first competition. This gear may be worn on uniform days. A cadet will not be issued a beret or aguillette if they have not participated in at least one Academic or Leadership competition or mentored more than five times. Exceptions will be approved by the SAI/AI.
- d. To be awarded an Academic or Leadership ribbon a cadet must have attended practices and participated in at least one competition or mentored during the semester.

Chapter 19 – Promotions

9-1 Promotion Policy

For all promotions, the battalion table of organization and its rank structure will be used as a guide. In no case will it be exceeded without the approval of the Senior Army Instructor. Cadets are eligible for promotion during each of the first three quarters of the school year. LET-1 cadets may request to be tested for promotion up to C/SSG throughout the semester. All other promotion recommendations and rosters are due to the Battalion Adjutant (Suspense is two weeks prior to the end of the promotion period).

a. Enlisted Promotion: To be eligible for promotion to the rank of C/PVT (E-2) through C/PFC (E-3), cadets must meet the following criteria:

1. Receive a passing grade in all academic classes.
2. Have a balance of 5 merits or better prior to each promotion day.
3. Be recommended for a promotion by their Company Commander.
4. Perform the individual drill movements from Chapter 4 of FM 3-21.5.
5. Missed less than 3 uniform/PT days.

b. Noncommissioned Officer Promotion: To be eligible for promotion to the rank of C/CPL (E-4) through C/SSG (E-6), cadets must meet the following criteria:

1. Received a passing grade in all academic classes.
2. Have a balance of merits (15-CPL, 25-SGT, 35-SSG) or better prior to each promotion day.
3. Receive a written recommendation from the chain-of-command.
4. Time in grade – E-3 to E-4 is 3 weeks, E-4 to E-5 and E-5 to E-6 is 5 weeks.
5. Demonstrate the ability to conduct squad drill prior to being promoted per Chapter 6 of FM 3-21.5.

	C/PFC to C/CPL		C/CPL to C/SGT		C/SGT to C/SSG
6-1.	Basic Information	6-1.	Basic Information	6-1.	Basic Information
6-2.	Forming the Squad	6-2.	Forming the Squad	6-2.	Forming the Squad
6-5.	Aligning the Squad	6-5.	Aligning the Squad	6-5.	Aligning the Squad
6-10.	Dismissing the Squad	6-10.	Dismissing the Squad	6-10.	Dismissing the Squad
		6-3.	Counting Off	6-3.	Counting Off
		6-4.	Changing Interval While	6-4.	Changing Interval While
			in Line		in Line
		6-6.	Marching the Squad	6-6.	Marching the Squad
		6-7.	Changing the Direction	6-7.	Changing the Direction

		.		
		of a Column		of a Column
				6-8. Marching to the Flank
				6-9. Forming a Column of
				Twos and Reforming

1. Pass the NCO board prior to being promoted.

2. Missed less than 2 uniform/PT days.

c. To be eligible for promotion to C/SFC (E-7) through C/CSM (E-9), cadets must meet the following criteria:

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1.

Receive a passing grade of at least a C in all academic classes.

2. Have a balance of 50 merits or better prior to each promotion day.
3. Be recommended by the chain-of-command.
4. Be assigned to a C/SFC position or higher for six weeks.
5. Missed less than 1 uniform/PT days.
6. Demonstrate the ability to conduct platoon drill prior to being promoted per Chapter 7 of FM 3-21.5.
7. Pass the NCO board prior to being promoted.

d. Officer's Promotions: To be eligible for promotion to the rank of C/2LT (O-1), cadets must meet the following criteria:

1. Receive a passing grade of at least a C in all academic classes with a GPA greater than 2.5.
2. Have a balance of 100 merits or better prior to each promotion day.
3. Receive a written recommendation from the chain-of-command.
4. Have the rank of C/SFC or higher.
5. Be assigned to a C/2LT position or higher for six weeks.
6. Demonstrate the ability to conduct platoon drill prior to being promoted per Chapter 7 of FM 3-21.5.
7. Pass the Officers' Board prior to being promoted.
8. Missed less than 1 uniform/PT day

d. To be eligible for promotion to C/1LT (O-2) through C/COL (O-6), cadets must meet the following criteria:

1. Receive a passing grade of at least a C in all academic classes and a GPA of not less than 2.5.
2. Have a balance of 125 merits or better prior to each promotion day.
3. Be recommended by the chain-of-command.
4. Be assigned to a C/1LT position or higher for six weeks.
5. Pass a written exam of JROTC Knowledge.
6. Demonstrate the ability to conduct company drill prior to being promoted per Chapter 8 of FM 3-21.5.
7. Missed less than 1 uniform/PT days.

9-2 Special Promotions

Graduating cadets may be promoted one rank higher two weeks prior to graduation. If the Battalion C/CSM is a senior he/she is eligible to be promoted to the rank of major. If the Battalion C/CSM is a junior, he/she is eligible for promotion to C/CPT at the end of the year. Such promotions will be kept to a minimum, and only outstanding cadets will be honored. Second, each Company Commander can select one or two cadets for a special promotion. The cadet must be a LET 1 with a rank of Corporal or below. Failing grades, current counseling statements, or demerits will make cadets ineligible for special promotions.

Cadet Year Level	Rank Structure
1 st Year	C/PVT – C/SGT
2 nd Year	C/PVT - C/MSG
3 rd Year	C/PVT – C/CPT
4 th Year	C/PVT – C/COL

9-3 Cadet Rank Authorizations

RANK	AUTHORIZED
C/LTC	1
C/MAJ	2
C/CPT	9
C/LT	15
C/CSM	1
C/SGM	1
C/1SG	4
C/MSG	3
C/SFC	8
C/SSG	24
C/SGT	48

Chapter 10 – Uniform

Chapter 4 explains all rules and procedures referring to the uniform and its components, and awards. The uniform you will wear is the same as that worn by active duty and retired army personnel. Men and women have dedicated their lives and liberties, while providing the privilege to wear this uniform of honor. At all times, you will give the uniform the respect it deserves.

10-1. General

- a. Cadets are required to wear the uniform all day on Wednesday. Cadets will be at their assigned position in full uniform when the tardy bell rings. Uniforms will not be left in the JROTC area during the day or overnight unless approved by the SAI/AI.
- b. To receive credit for a uniform day, the cadets must wear a full Class A or B uniform to JROTC and to all their classes on prescribed uniform wear days.
- c. To be excused for a school-sponsored trip, cadets must inform the SAI/AI prior to departing on the trip and must wear the uniform upon the first school Tuesday upon return.
- d. For each day not in uniform a letter grade is lost for that week's inspection
- e. Cadets who do not wear the uniform at all during a week will receive the grade of "0"

for uniform wear for that week.

10-2. Personal Appearance Policies

- a. Cadets in the JROTC program are responsible for their appearance in uniform. All cadets will maintain a high standard of dress and appearance. The uniform will be properly fitted, cleaned, serviced, and pressed. Cadets will ensure that articles carried in their pockets, i.e., wallets, comb, cell phone, money and keys do not cause a bulky appearance.
- b. When in a Class A uniform, all buttons will be buttoned and brass will be cleaned and polished. In a Class B uniform, the top button on the Army green shirt is unbuttoned. When wearing the Class B uniform, remember you must wear all of your uniform articles (JROTC medals are not to be worn if they have a corresponding ribbon. However, if a national award is awarded, the medal and the ribbon may be worn together). NO CIVILIAN JACKETS ARE PERMITTED WITH THE CLASS A OR B UNIFORMS.
- c. The male cadet's belt (from top view) is first pushed through the left front loop of the trousers and adjusted to allow only the tip of the belt to protrude from the buckle.
- d. The female cadet's belt (from top view) is first pushed through the right front loop of the trousers and adjusted to allow only the tip of the belt to protrude from the buckle.
- e. Male and female shirts are to be tucked in with the seam of the shirt aligned with the seam of the fly of

the trousers. Male cadets wear a crew neck T-shirt under Class A and B uniforms. Female cadets wear a crew neck T-shirt or a camisole. Only issued patent leather shoes are to be worn as part of the uniform.

10-3. Wearing of Jewelry

a. On uniform days cadets will be allowed to wear the following items of jewelry while dressed in a Class A or Class B uniform.

Male and Females

b. Description- One wristwatch, one bracelet, and no more than two rings are authorized with cadet uniforms. Any necklace will not be visible while in uniform.

Wearing of Earrings

a. Description- Only stud earrings that do not exceed 6mm or ¼ inch in diameter may be worn. They will be of gold or silver.

b. How worn- Female cadets are authorized optional wear screw-on, or post-type earrings while in uniform. When worn, earrings will fit snugly against the ear and will be worn as a matched pair with only one earring per ear lobe. The band connecting non-pierced earrings may extend slightly below the ear lobe. There will be no other piercing of any type on the face or body. Any other piercing must have a clear plug if anything is to be worn in them. No Band-Aids will be worn over piercings on the face or ears.

Note: Males are not permitted to wear earrings or have any other piercings of any kind that are visible.

Hair Policy (Female)

e. Description- Female hair will be neatly groomed. The length and bulk of the 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. Hairstyles will not interfere with proper wearing of headgear.

(1) How worn- Hair holding ornaments (barrettes, pins, clips), if used, must be transparent or similar in color to the hair, and will be inconspicuously placed.

(2) Beads or similar ornamental items are not authorized. Hair will not touch the collar.

Note: Male hair must be off the ears and collar. If the male cadet's hair requires tying, hair ties will not be visible. Shaves will be clean with no visible hairs (mustaches are the only allowed facial hair, however they must be neat in appearance), and side burns will be no longer than the bottom opening of the ear.

10-4. Class A & Class B Uniform

a. Your appearance is important to you and the JROTC program. Maintaining proper bearing while in uniform will reflect good leadership traits on you and the JROTC program.

b. Your uniform consists of:

Female

Garrison Cap*

AG Shirt*

Neck Tab

AG Coat

AG Pants*

Oxfords*

Black socks*

Name Tag*

All ribbons awarded*

Medals-on special occasions

Belt and buckle*

Male

Garrison Cap*

AG Shirt*

Neck Tie

AG Coat

AG Slacks*

Oxfords*

Black socks*

Name Tag*

All ribbons awarded*

Medals-on special occasions

Belt and buckle*

NOTE: Class B uniform items are listed with an asterisk (*) . AG is the abbreviation for “Army Green”. It is the responsibility of each cadet to have the uniform cleaned. Keep the uniform in wearable condition and return the uniform when you leave JROTC. Cadets are to wear their uniforms only on uniform days unless the SAI/AI has scheduled a special activity. Class A uniforms are to be worn for special occasions such as the Cadet Ball. The Class B uniform may be worn during the warmer seasons. However, if worn during a cold day no civilian clothing items will be worn over the Class B uniform.

10-5. Wearing of Service Ribbons

- a. Ribbons will be worn in the order of precedence from left to right (when facing the shirt). On the Class B, if more than one row is worn then the rows must be compact on top of each other with no spacing. No more than three ribbons will be worn in any one row.
- b. On the Class A, the rows may vary. Continue with rows of three until it reaches the collar of the jacket, then and only then may the cadet begin to stagger right with his or her ribbons. No ribbons will be completely covered by the collar to the wearer’s left.
- c. Cadets will be issued a ribbon for the first award only. A bronze lantern will be issued to signify second, silver for third, and gold for fourth, after that on the fifth award a gold cluster and bronze cluster will be placed on the ribbon, for the sixth award gold cluster and silver cluster, etcetera, all the way until three gold cluster are placed, and no more. Lanterns will be attached to the center of the ribbon in a vertical position.

10-6. Aguillettes

(In order of precedence)

- Gold: National Honor Society members will wear the color gold on the left shoulder.
- Teal: Strait "A" students will wear the color teal on the left shoulder.
- Silver: Academic team members will wear the color silver on

the left shoulder.

- Maroon: Raider members will wear the color black on the left shoulder.

- Orange: Honor Guard members will wear the color orange on the left shoulder.

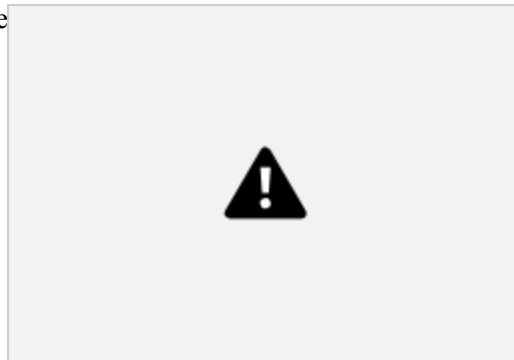
- White: Color Guard members will wear the color white on the left shoulder.

- Maroon: Drill team members will wear the color scarlet on the left shoulder.

NOTE: Only one team aguilletes may be worn at a one time. If a cadet has more than two aguilletes then he or she will choose which team they would like to represent on that given day.

a. While at a specific event for a specified team, the team members will be required to wear the appropriate team aguillette on the left shoulder for that specific event. The second aguillette is the school maroon and white on the right shoulder in order of precedence.

b. Specialty cords must be



10-7. Proper Wear of Uniform

a. Garrison Cap- Male cadets will wear the garrison cap with the vertical crease of the cap centered on the forehead in a straight line with the nose. The cap will be fitted properly and worn correctly.

b. Female cadets will wear the garrison cap with the front vertical crease of the cap centered on the forehead with the front lower portion of the cap approximately one inch above the eyebrows. The top of the cap will be opened to cover the crown of the head. The bottom of the rear vertical crease will fit snugly to the back of the head. Hair will not be visible on the forehead below the bottom front edge of the cap. **The garrison cap will not be folded in the back to fit**

on top of the head.

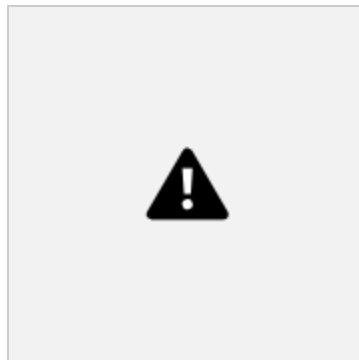
- a. Collar Insignia (Torches)- On the male coat for enlisted, the bottom of the discs will be placed approximately five eighths of an inch ($5/8''$) up from the notch in the right and left collar and centered with the center line of the torch parallel to the inside edge of the lapels pointing at the top button.
- b. On the female enlisted coat, the bottom of the discs will be placed approximately five

eighths of an inch (5/8”) up from the notch in the right and left collar and centered with the center line of the torch parallel to the inside edge of the lapels, pointing at the top button.

e. On the Officer’s coat, the ROTC insignia will be five eighths of an inch (5/8”) up from the notch in the right and left collar and centered with the inside edge of the lapels. The top of the disc will be placed approximately five eighths of an inch (5/8”) down from the notch in the right and left collar and centered with the inside edge of the lapels.



(Corps and collar insignia (JROTC) on cadet officer coat)



(Corps insignia (JROTC) on enlisted cadet coat)

a. Nametags- On the male uniform, the name tag will be worn on the **flap** of the right breast pocket (View from top), centered between the left and right with the top of the name tag placed on the white sew line for the Class B and a quarter inch (1/4”) above the top of the right breast pocket bottom on the Class A. On females, the nametag will be centered on the right side with the bottom edge of the nametag one inch (1”) above the top of the first button.

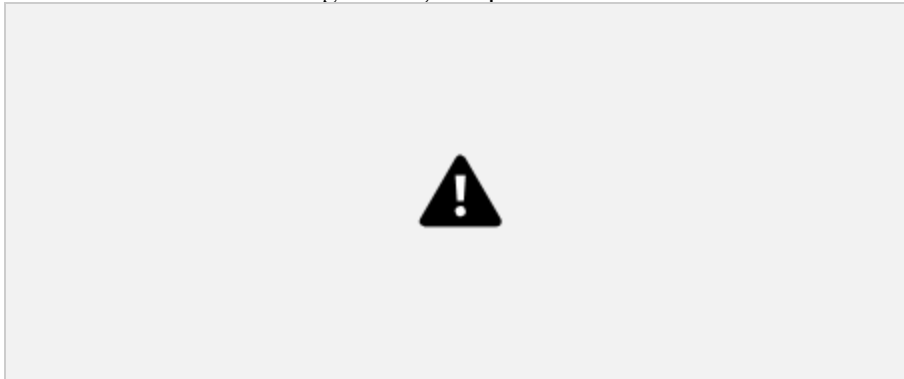
b. Special Ribbons- On the male uniform, special ribbons are centered one-eighth (1/8”) above the right breast pocket. On the female uniform, centered one half inch (1/2”) above the nametag.

NOTE: Special ribbons must be approved by “The Institute of Heraldry” (TIOH). Ribbons proposed in order of precedence are (1) Kearny High Educational Complex community service ribbon (2) VFW state drill meet ribbon (3) Florida Area 2 regional drill meet ribbon.

h. Merit Unit, Honor Unit, and Honor Unit with Distinction Insignia - On the male uniform, the star is centered one-eighth inch (1/8") above the right breast pocket or one-fourth inch (1/4") above Special Ribbons. On the female uniform, the star is centered one half inch (1/2") above the nametag or one-fourth inch (1/4") above the special ribbons. On male and female uniforms, the star will have one point of the star pointing up.



h. Academic Achievement Insignia - On the male uniform it is centered one-fourth inch (1/4") above the right breast pocket or one -fourth inch (1/4") above Special Ribbons. On the female uniform it is centered three fourths of an inch (1/2") above the nametag or one-fourth inch (1/4") above the Special Ribbons. When worn with the unit insignia star, it is pinned so that the star is worn in the center of the wreath.

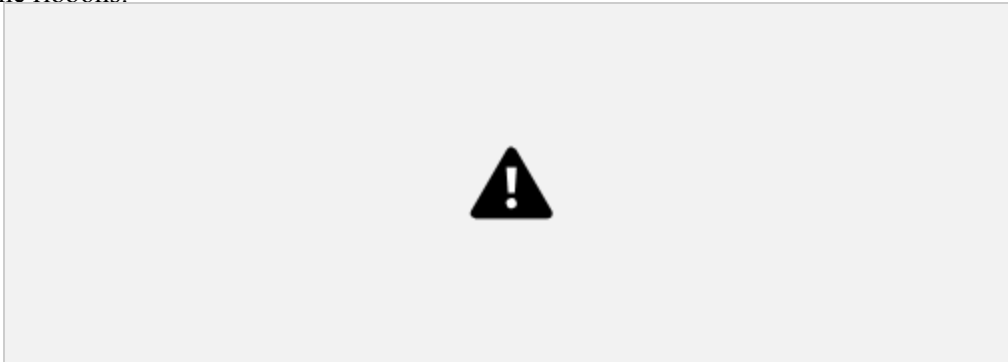


i. Arcs - All arcs are worn on the right chest pocket. On the male uniform it is centered vertically with the nametag and centered horizontally between bottom of the pocket and bottom of the pocket flap. On the female uniform, it is centered vertically on nametag and one-half inch (1/2") from the bottom of the ribbons. All arcs, if more than one, are worn. They will be spaced one -eighth inch (1/8") apart. Order of arcs must be consistent with the order the aiguillettes are worn.



a. JROTC Ribbons: On the male uniform, ribbons will be worn centered one eighth of an inch (1/8") above the left breast pocket. On the female uniform, ribbons will be centered on the left side of the coat with the bottom row of ribbons aligned with the top edge of the nametag on the right side. (For cluster rules see page 4-4).

b. Marksmanship Badges: On the male uniform it is centered on the left breast pocket flap a quarter inch (1/4") below the top of the pocket. On the female uniform it is centered on the left side of the coat immediately below the ribbons.



l. JROTC Medals: On the male uniform, medals will be worn centered one quarter of an inch (1/4") below the seam of the left breast pocket. On the female uniform, medals will be centered on the left side of the coat with the top row of medals aligned with the bottom edge of the nametag. The rules for aligning medals are the same, in reference to precedence, arrangement, and alignment. JROTC medals will only be worn on special occasions. Special occasions will be announced prior to each event.

m. Rank: On the male and female Class A jacket, officer pin-on rank for CADET COLONEL AND CADET CAPTAIN will be placed centered on the shoulder board between the top and bottom and left to right. For all other officers (Cadet Lieutenant Colonel, Cadet Major, Cadet First Lieutenant, and Cadet Second Lieutenant) Rank will be placed centered left to right on the shoulder boards and five eighths of an inch above the bottom of the shoulder board. All enlisted will wear their pin-on rank centered on shoulder board from left to right and top to bottom.

10-8. Preparation for Inspection

The night before uniform day cadets should use the following checklist:

1. Is your uniform clean and pressed?
2. Are your shoes shined?
3. Is your brass shined?
4. Are all your awards and brass properly positioned?
5. Did you shave?
6. Is your haircut above your collar?
7. Female cadets should have a hair tie that is transparent or similar in color holding their hair up.
8. Do you have your cap or beret if needed?
9. Do you have a tie or neck tab if needed?
10. Is your uniform ready to be worn in a proper manner?
11. Is it complete and serviceable?

10-9 ACU Wear



Torch of Knowledge

(Enlisted)



Officer

Enlisted

ACU: The ACU will be properly maintained. It will be neatly pressed with sleeves rolled up unless otherwise stated by SAI/AI. Boots will be brush and kept clean.

10-10. Missed Uniform Day Policy

Cadets are required to wear their JROTC uniform all day on Monday, uniform day. Cadets who miss five or more uniform days will be dropped from the company uniform percentages. Cadets who miss uniform days will be assigned the following consequences:

1. One uniform day missed and cadet will receive a zero on the uniform for that week.

2. Two uniform days missed and cadet will receive another zero for the week.
3. Three uniform days missed and a cadet will receive another zero on the uniform for the week. The cadet will be placed on suspended demotion. The cadet will also receive a call home and parents will be asked as to "Why the cadet is not wearing their uniform?"
4. Four uniform days missed, the cadets will receive a demotion and possible loss of leadership position. The cadet will receive a zero (0) for the uniform wear of the week. The cadet will also receive a call home and parents will be asked as to "Why the cadet is not wearing their uniform?"

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1.

Five uniform days missed and cadet will receive a demotion, loss of leadership position, a zero (0) for the week, recommended for after school detention, and receive call to a parent. The possibility of the cadet receiving a failing grade for the quarter is feasible.

Chapter 11 – Merit / Demerit System

11-1. Purpose.

The purpose of the merit/demerit system is to recognize the cadet's outstanding performances or shortcomings in the classroom or during outside training. The company First Sergeant is responsible for recording and maintaining the balance of merits and demerits for all cadets assigned to their company.

11-2. Recommendations.

Merits/Demerits may be recommended by:

- a. Squad Leaders, Platoon Sergeants, and Platoon Leaders
- b. First Sergeants.
- c. Operations Sergeant Major and Command Sergeant Major
- d. Officers
- e. SAI and AIs

NOTE: Cadets receiving merits/demerits will be informed of the reason for receiving the merits/demerits. If the cadet wishes to protest demerits, he or she should go through their chain -of-command first, then the Board of Officers if necessary. The merit/demerit balance is totaled through one semester period. A cadet who has a total of one hundred (100) merits at the end of the semester may earn a Good Conduct ribbon. Demerit balance can affect a cadet's status as follows:

- A balance of -20 will lower the assigned grade for the class by one letter grade and you will be removed from all team participation.
- Cadets with a balance of -40 will be subsequently reduced in rank.

10-3 Merit/Demerit Codes:

<u>Merits:</u>		<u>Number</u>	<u>Cod</u> <u>e</u>
1.	Cadet of the Quarter Winner	25	A
2.	Community Service	25	B
3.	Participation in Parades	10	C
4.	Before and after school Battalion	1	D
	Practices/company clean up/flag detail		
5.	Usher at school activities and	5	E
6.	Participation in the COM board/	2	F
	Staff meetings		

7.	Other appropriate assignments	1-10	G
8.	Outstanding Uniform	1-6	H
9.	Participation in Color Guards	5	I

<u>Demerits:</u>		<u>Number</u>	<u>Cod</u> <u>e</u>
1.	Insubordination or disrespect	10	AA
2.	Failure to complete assignments	5	BB
3.	Skipping class/Tardy	5	CC
4.	Eating food or chewing gum in class/ranks	5	DD
5.	Missed uniform day (unexcused)	5	EE
6.	Inattention in class or ranks	5	FF
7.	Missed physical training day (unexcused)	5	GG
8.	Other inappropriate actions	1-10	HH

* this list is not all inclusive and merits and demerits can be awarded for other reasons approved by the SAI/AIs

Mann AJROTC

Activity Worksheet

This form is self-explanatory and will be completed by the OIC/NCOIC for all activities that warrant orders, awards, or merits.

		Award/ #	
Date:		Merits	
Activity:		SAI / AI	

OIC/NCOIC:				
The flow chart is listed below with individual duties.		Date	Date	
		Received	Completed	Initials
	Record all necessary names on the backside			
	of this form, complete the heading above and			
OIC/NCOIC:	turn in to S-1 in 48 hours or less.			

XO/BC:

SAI/AI:

CSM:

(Merits/Demerits)

S-1 (Admin):

(Awards Only)

S-4 (Supply):

BC:

Co.Commander:

Review with event OIC/NCOIC and report errors for correction.

Approve action and sign.

Record merits/demerits and post on Bulletin Board.

Type an order for this event within 72 hours of receiving this completed form Provide 2 copies to S-4, 1-XO/BC, Instructors. Post the award to each electronic record. All actions will be completed on JUMS.

Fill order with necessary awards and post to the electronic record. Give package to BC.

Ensure order and awards are accurate. Distribute to Company Commanders.

Receive awards with one copy of the order and present at the next Drill period.

Appendix M – Cadet Portfolios

Cadet Portfolio Index and Checklist

(Place on the inside cover of the portfolio)

REQUIREMENT	LET	DATE	DATE	REMARKS
	LEVEL	SCHEDULED	ENTERED	
Personal Cover Page	1 – 4	First semester, first week		Updated by cadet as desired and needed
Mission Statement of Goals	1 – 4	First semester, second week		Updated twice a year by each cadet
Personal Skills Map	1	First semester, fourth week		Unit 3, Chapter 1, Lesson 3
Winning Colors	1	First semester, third week		Unit 3, Chapter 1, Lesson 1
Learning Style inventory	1	First semester, fifth week		Unit 3, Chapter 2, Lesson 3
Samples of Academic Work	1 – 4	Up dated at the end of each semester		Cadets can add to and replace work at any time
Personal Financial Planning Portfolios	3	First semester, second week		Taught to LET 3 and 4's
Personal Growth Assessment Task	2 – 4	Beginning of LET 2, 3, and 4 years		Used with mission statement of goals
Fitness Summary	2 – 4	After each Cadet Challenge		JUMS record added to portfolio
Appreciating Diversity Reflection Assessment	2 – 4	Second Semester, first week		
AJROTC Essay Contest	2 – 4	December each year		
Resume with references	4	First Semester, third week		
Samples of Awards or Certificates	2 – 4	As awarded		JUMS record once a year, cadets add other certificates as they earn them
Samples of Academic Work	2 - 4	Updated at the end of each semester		Use writing assignments, or essay type tests