



STANDARD OPERATING PROCEDURES (SOP)

**Stewarts Creek High School Army
Junior ROTC**



Battalion SOP

School Year (SY) 2021-2022



JROTC CADET CREED

I am an Army Junior ROTC Cadet.

I will always conduct myself to bring credit to my family, country, school and the Corps of Cadets.

I am loyal and patriotic. I am the future of the United States of America.

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

I will always practice good citizenship and patriotism.

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

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

May God grant me the strength to always live by this Creed.



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SECTION I

GENERAL PROVISIONS (SAI & AI DUTIES)

A. **AUTHORITY:** The Junior Reserve Officers Training Corps (JROTC) is organized under authority of the **National Defense Act of 1916**. The program operates under the guidelines Army Regulation (AR) 145-2 and Cadet Command Regulation 145-2 and the Rutherford County Schools JROTC SOP.

B. **MISSION:** The mission of JROTC is *“To Motivate Young People to be Better Citizens.”*

C. **OBJECTIVES:** The objectives of the Army JROTC program are:

1. Develop **leadership** and **patriotism**.
2. Develop informed and **responsible** citizens.
3. Strengthen **character**.
4. Develop **self-discipline**, responsibility, and a **positive response** to constituted authority.
5. Develop the ability to logically arrange thoughts and **communicate** effectively both orally and in writing.
6. Develop an appreciation of the values of physical and mental **fitness**.
7. Develop the basic skills necessary to work effectively as a **team member**.
8. Provide the motivation and the life skills necessary to **graduate** from High School.
9. Acquaint students with educational and vocational **career opportunities** and technical requirements of the modern age.
10. Promote a **historical understanding** of the role of the citizen soldier and familiarize students with the history, purpose and **structure** of the military service.
11. Encourage qualified cadets to apply for **scholarships**, and encourage those who are capable of college level academics to continue their education.

D. DEFINITIONS/JOB DESCRIPTIONS

1. **Senior Army Instructor (SAI) Responsibilities:** Directs, coordinates, and supervises the overall Army JROTC program, and teaches select classes in accordance with appropriate Army, State and School District regulations, directives and policies. Your SAI is a coach. His job is to lead, mentor, and coach cadets to run the Red Hawk Battalion.

2. **Army Instructor (AI) Responsibilities:** The noncommissioned officer in charge (NCOIC) Army Instructor (AI) is responsible to the Senior Army Instructor (SAI) and the institutional head for the accomplishment of the instructional, operational, and administrative mission of the school's Army JROTC Program. Like the SAI, he is your coach.

SECTION II – CADET ENROLLMENT / DISENROLLMENT

A. CONDITIONS FOR ENROLLMENT:

1. Become at least 14 years of age during their Leadership, Education and Training (LET) 1 term/year.

2. Physically qualified under standards prescribed by CCR 145-2.

3. Acceptable to the high school principal and SAI.

4. Be a regularly enrolled student in 9th, 10th, 11th, or 12th grade. No student will be enrolled simultaneously in two (2) LET levels unless on staff and enrolled in ROTCI X and authorized by the SAI.

5. Morally qualified. Applicants for enrollment, who have a record of conviction by any military or civilian court, for other than minor traffic violations, are not eligible unless a waiver is obtained through the chain of command.

6. *Eligibility for enrollment in LET 2-4 will be determined by the SAI.*

B. DISENROLLMENT: Normally cadets can be disenrolled or excluded from attendance, as appropriate, as determined by the SAI and the school counselors and principal.

1. In all cases a student can be disenrolled when he/she:

a. Withdraws from school.

b. Shows inaptitude for leadership training indicated by lack of general adaptability, or desire to learn.

c. Fails to maintain acceptable standards of academic achievement, conduct, participation (such as failure to wear the uniform, hair and grooming standards) or attendance.

d. Shows undesirable character traits such as

(1) Cheating.

(2) Stealing.

(3) Use of or possession of drugs.

(4) Lying.

(5) Frequent incidents of a discreditable nature with civil or school authorities.

e. Shows indifference to and lack of interest in leadership training as shown by:

(1) Frequent absence from class.

(2) Large accumulations of demerits.

(3) An established pattern of shirking or similar acts.

(4) Disrespect towards the instructors or sponsors.

2. Students disenrolled from JROTC may not be readmitted without permission of the SAI.

SECTION III - ACADEMIC CREDIT & GRADING

A. CREDIT:

1. JROTC Leadership Education and Training (LET) are Elective Courses.
2. Credit towards graduation may be awarded as follows:
 - a. LET I 1 elective credit (Completion of LET I & II for Wellness and PE credit)
 - b. LET II 1 elective credit
 - c. LET III 1 elective credit (1/2 Credit for Government & 1/2 Credit Personal Finance)
 - d. LET IV 1 elective credit
 - e. ROTC IX 1 elective credit (only juniors or seniors eligible & can only take once)

B. GRADING:

1. The grading criteria for all LET-levels will vary depending on the instructor syllabus (see TAB E-H) and curriculum and the prescribed JROTC Program of Instruction (POI) for each LET-level. The grading scale is IAW the Student Handbook. The following basic grading criteria will apply to each LET level:

- a. Uniform Inspections, D&C, General Cadet Knowledge (**20%**).
- b. Quizzes (**20%**).
- c. Chapter or unit exams (**30%**).
- d. Cumulative Leadership Grade (30%) Will include merits/demerits to include mandatory participation in service learning, military ball, parades, etc). Extra credit for Merits may be made available to students, as determined by the SAI/AI (typically in the form of volunteering to support community, high school, and other extra-curricular events or competitions).

SECTION IV – CADET CONDUCT (CUSTOMS & COURTESIES)

A. Cadets will conduct themselves at all times in a manner to reflect credit upon themselves, the school, the Stewarts Creek AJROTC, the U.S. Army, and the community.

B. All JROTC instruction will be conducted in a military manner. Cadets will be considered to be in formation upon entry into the classroom or onto the drill field, will “fall in” as is appropriate to the occasion, and will come under the command and control of their cadet chain of command until released to the SAI/AI.

C. Horseplay and acts of irresponsibility will not be tolerated. At no time will public display of affection be tolerated when in uniform or during field trips.

D. Punctuality is mandatory for all formations.

E. Cadet Officers and NCOs will be recognized and their rank respected when in the immediate JROTC area. When in uniform, outside of the JROTC area, cadets are expected to render the hand salute and will show proper respect when speaking to a cadet officer or NCO. When NOT in uniform, a hand salute is not expected, but higher ranking cadets will be properly recognized.

F. Serious infractions of discipline and/or cadet regulations will be referred to the SAI/AI. Actions will be referred to the appropriate school officials when necessary.

G. Cadets involving themselves in improper actions such as fighting, disrespect to staff or faculty, etc. while in or out of uniform are subject to demotion, demerits, and potential dismissal from the program (see Section III).

H. Military Courtesy: Courtesy is visible evidence of respect for designated authority and consideration of others. Courtesy among members of the armed forces is indispensable to discipline and unit cohesion. All JROTC cadets must consider this concept as an obligation being in the program.

1. Officers: The most common courtesy is use of the words “Sir” and “Ma’am.” These terms are used when addressing a superior, either officer or cadet officer. When addressing an officer, the individual’s rank should precede his name. Example: when addressing Captain Jones, the proper address is “Captain Jones”. Lieutenants are referred to as Lieutenant, not First Lieutenant or Second Lieutenant when speaking in conversations. Likewise, Colonels and Lieutenant Colonels may be called Colonel. Full rank preceded by the word “cadet” is usually used when making introductions, such as: “May I introduce to you Cadet First Lieutenant Jones.

2. Non-Commissioned Officers (NCO): When a cadet addresses an NCO, the individual’s rank should precede his last name. Example: when addressing Sergeant First Class Williams, the proper address is “Sergeant Williams.” Sergeants, Staff Sergeants, Sergeants First Class, and Master Sergeants are referred to as Sergeant. First Sergeants (1SG) are always referred to as First Sergeant. Likewise, Sergeant Majors and Command Sergeant Majors are always addressed as Sergeant Major. When responding to a question from an NCO, the reply should include the NCOs rank, e.g. “Yes, Sergeant” or “No, Sergeant Major”.

3. **Standing**, when talking to a superior or when being addressed by a superior, is another common courtesy. Proper courtesy dictates that the subordinate will rise and stand at a modified position of attention. That means, not so rigid as to be obnoxious, but straight enough to show your respect. Additionally, when a superior enters the room, all junior to him (either in rank or position) should stand. The first person to see the Senior Officer enter the room will call the room to "Attention". Everyone remains at attention until told by the Senior Officer commands "carry-on", "at ease" or "as you were." Normally, if the Senior Officer is in and out of the room frequently, it is not necessary to call the room to attention each time they enter. When an officer enters the Mess (Dining Facility), all personnel seated at meals remain seated and continue eating unless the officer directs otherwise. An individual addressed by the officer ceases eating and sits at attention until completion of the conversation.

4. **Saluting**, more than any other courtesy is the trademark of the military profession. It is both a greeting and an expression of MUTUAL respect. Rendering a salute does not mean that you are inferior or subservient. Instead, it reflects great pride in your profession and respect for those who are senior to you in rank or position and experience. Below is a list of Do's and Don'ts of saluting.

a. **DO render the hand salute when:**

(1) In uniform when meeting an officer outdoors (see Non-Salute area). Salute should be rendered when within 6 paces or when approaching and eye contact is made. The subordinate will initiate the salute and will sound off with "Scholar, Athlete, Leader," the superior will return the salute with "Always."

(2) In uniform when REPORTING to a senior officer indoors or outdoors as described below:

(a) Salutes are not exchanged except when reporting to an officer, not NCO's.

(b) Knock on the door of the office and wait to be told to enter.

(c) Move to a position directly in front of the officer, assumes the position of attention and salutes, states his/her name, rank, and business. (Example: "Sir, Cadet Jones, Reporting as Ordered"). Hold your salute until it is returned. If you are told to sit down, be seated. When business is completed, the cadet rises, stands at the position of attention, salutes, executes a facing movement and departs.

(3) When approaching an officer FOR CONVERSATION outdoors, halt approximately two (2) steps in front of the officer. Salute and state "Sir, Cadet _____ reports." Wait for the salute to be returned and you are asked to state your business. When approaching an officer indoors do not salute. When an officer is in conversation with someone else, approach the officer but remain 6 paces away at the position of Parade Rest. When the officer is no longer busy, come to attention, step forward and state your business. Remain at attention until given a different command from the officer. When reporting to a non-commissioned officer it is proper to stand at parade-rest.

b. **DO NOT render the hand salute when:**

(1) In a classroom or outdoors receiving instruction.

(2) A member of a formation, unless you are serving as its commander.

(3) Performing manual details.

(4) Carrying articles in each hand, or otherwise occupied as to make saluting impractical. However, cadets should acknowledge the senior by saying, "Good Morning, Sir", or "Good Afternoon, Ma'am".

- (5) While driving a vehicle.
- (6) While inside a “non-salute” area.

c. Avoiding eye contact or moving away from an officer to purposely avoid rendering a salute is a sign of disrespect and will not be tolerated.

I. Honors to the National Flag and National Anthem.

1. The daily ceremonies of Reveille and Retreat constitute a dignified homage to the American flag at the beginning of the day (when it is raised) and at the end of the day (when it is lowered). The flag is hoisted at the sound of the first note of Reveille. At the last note of Retreat, a gun will be fired at which time the band or field music will play the National Anthem or sound TO THE COLORS and the flag will be lowered. All personnel within sight or sound will assume the position of attention, face the colors, and render a salute.

2. When passing or being passed by uncased national color, military personnel render honors by executing a salute appropriate to their dress and formation. If indoors and not in formation, personnel assume the position of attention, but do not salute. When saying the Pledge of Allegiance cadets in uniform will stand at attention, but will NOT render a salute nor place their hand across their chest.

3. Whenever and wherever the National Anthem, “To The Colors,” or “Hail to the Chief” is played:

(1) In uniform. At the first note all dismounted personnel in uniform and not in formation, within saluting distance to the flag, will face the flag, or music, (if the flag is not in view) salute, and maintain the salute until the last note is sounded.

(2) Not in uniform. When wearing civilian headgear, remove headgear with the right hand and hold it at the left shoulder with the right hand over the heart. When in athletic uniform stand at attention and remove headgear, if any. When no headgear is worn, render honors by placing the right hand over the heart.

4. The National Flag when not flown from a staff or mast, should always be hung flat, whether indoors or out. Under no circumstances should the flag be draped over chairs or benches, nor should any object or emblem of any kind be placed above or on it, nor should it be hung where it can be easily contaminated or soiled. When carried with other flags, the national colors should always be on the right (as the color bearers are facing) or in the front.

SECTION V – MERITS & DEMERITS

A. **MERITS:** Cadets who exceed expected behavior in the following areas may be submitted or recommended for the following Merits (final determination made by SAI/AI) this list is not all inclusive and will be added to as determined by the SAI:

Honor Roll for Previous Grading Period	5
Weekly Company IDR Knockout Winner	1
Exceptional Effort during Physical Training (PT)	1
Most Improved between Cadet Challenge Diagnostics	1
Perfect Attendance – Quarter	1
JCLC Attendance.	5
Cadet of the Month Winner	5
50 th Percentile on Cadet Challenge	1
85 th Percentile on Cadet Challenge	3
Maximum Score on Weekly Inspection	1
Participation on JROTC Team	1
Color Guard Detail (Each Game or Event)	2
A in JROTC Previous Quarter	2

B. **DEMERITS:** Cadets who fail to meet expected behavior in the following areas may receive the following Demerits (final determination made by SAI/AI):

Public Display of Affection (PDA) while in Uniform *	2
Detention (Reported Poor Behavior)	2
Reported Disrespectful Behavior (Adult or Another Cadet of Higher Rank)	1
Failure to Follow Instructions (FFI)	1
Horseplay while in Uniform	1
Dereliction of Duty (failure to attempt to accomplish assigned mission)	2
Use of Foul Language	2
Use of Tobacco Products on Campus	3
Uniform Infractions (out-of-uniform at SCHS or improper wear off campus)	3
Failure to wear uniform (includes forgotten parts of uniform)	3
Improper/Poor Weapons Discipline **	5
ISS/OSS	5/7
Failure to attend mandatory event (parade, Military Ball, etc)	8
Fighting	5
Abuse of Authority	5
Miscellaneous (as determined by the SAI/AI)	3

* PDA is defined per the SCHS Student Guide/Handbook

** Pointing Weapon inappropriately

C. PROCEDURES FOR MERIT-DEMERITS (STEPS/SEQUENCE):

1. Any Cadet NCO (Corporal or above) may recommend any cadet for merits or demerits. When a cadet NCO or officer observes another cadet exceeding expected standards of behavior (**merits**) or failing to meet expected standards of behavior (**demerits**) they will fill-out a **Merit/Demerit Card**. [NOTE: Cadets will not “stack” demerits. Select the most appropriate category of offense – other offenses can be mentioned to the SAI/AI for consideration].
2. The cadet NCO or officer will give the Merit/Demerit Card(s) to the AI (or SAI) as soon as possible after observing or reporting the behavior.
3. The AI (or SAI) will then investigate the circumstances surrounding the behavior/event. The AI/SAI may require other cadets who observed the behavior (witnesses) to discuss it with them and may also include a discussion with the accused cadet’s chain of command.
4. The AI (or SAI) will confer about the circumstances and make a final determination whether or not the merits or demerits will “stick” or be “dismissed.”
5. Once a determination has been made by the AI/SAI, the Merit or Demerit Card will be given to the CSM who will take note and give to the S-1 for posting to the log in JUMS. A copy will also be passed back down through the chain of command to the individual involved. Particular attention will be given to counseling individual involved. The chain of command will be responsible for counseling subordinates. In the case of detention, ISS, or OSS the SAI or AI will initiate the demerit card and forward to the CSM.
6. Once a Merit/Demerit has been approved, the CSM will give the Merit/Demerit Card(s) and a copy of the Merit-Demerit Log to the S-1 for recording in the JUMS database.
7. The Merit/Demerit Log will be reviewed every Thursday (after uniform inspection) by the respective Company 1SG and PSG’s.
 - a. DEMERITS: If any Cadets have accumulated a total of 5 (or more) demerits, the names of those Cadets will be added to the Police Call Roster and reported to the AI and SAI (before Thursday’s class ends). Then those Cadets will be directed by the AI/SAI to conduct a Police Call of the JROTC and SCHS campus during ICU or after school as required. This detail will be supervised by the respective PSG/SL. Each increment of 5 additional demerits results in another Police Call (also see paragraph D; Additional Consequences).
 - b. MERITS: If merits are assessed, the Company 1SG will read the cadet’s merits during formation, and recognize the cadet’s behavior the following Thursday (during uniform inspection).
8. Merits and demerits will be maintained separately and a total count maintained (in both the Merit/Demerit Log Spreadsheet and JUMS) for a cadet’s tenure in JROTC.
9. Cadets who earn zero (0) demerits for a semester year will earn the Good Conduct Ribbon (N-3-10).

D. ADDITIONAL CONSEQUENCES (DEMERITS): Cadets will receive the following additional consequences (in addition to Police Call) for failing to meet expected behavior:

1. Cadets who reach the **15** Demerit level during a School Year (SY) will be ineligible to compete as a member of a competitive team.
2. Cadets who reach the **20** Demerit level during a School Year (SY) will be reduced in rank by one grade or denied promotion.
3. Cadets who reach the **50** Demerit level at any point (cumulative) will be ineligible to receive the *Order of the Scholar, Athlete, Leader*, or if they have been inducted, will be removed from *The Order*.

E. REWARDS (MERITS): Cadets will receive the following rewards for receiving Merits:

1. Cadets will receive a recommendation for promotion to when they reach **25** Merits during a School Year (SY).
2. Cadets who earn **75** Merits over the course of their tenure in JROTC will earn 25 bonus points towards the *Order of the SAL*.

F. Extra Duty to Work off Demerits: Students that wish to work off demerits will come to the ROTC room on assigned ICU days provided they do not need to get any academic assistance during this time. There may be additional times (to be announced) either before or after school to work off demerits.

NOTE: As of 2021-2022 school year, this system is not in use, however, it can be reinstated by future commanders. This system will only work if the Corps of Cadets uses it!

SECTION VI - ORGANIZATION OF THE BATTALION

A. The Battalion is authorized up to the following positions:

COMPANY Headquarters:

POSITION	CADET RANK
Battalion Commander (BCO)	LTC/MAJ
Executive Officer (XO)	MAJ/CPT
Command Sergeant Major (CSM)	CSM
S-1 (Personnel & Administration) Officer	1LT / CPT/ MAJ
S-2 (Security & Special Projects) Officer	1LT / CPT
S-3 (Operations & Training) Officer	1LT/CPT
S-4 (Logistics & Supply) Officer	1LT / CPT
S-5 (Public Affairs & Recruiting) Officer	1LT / CPT
S-6 Automation	1LT/CPT
Assistant Staff Officer (S1-S-6)	MSG
First Sergeant (1SG)	1SG
Platoon Leader (PL)	2LT
Platoon Sergeant (PSG)	SFC
Squad Leader & Team Leader (SL/TL)	SGT/CPL

Rank by LET level will not exceed the following except by approval from SAI. These are considered **permanent rank** based on LET level. Students transferring in from other schools will assume this rank unless assigned to a leadership position that requires greater rank:

- (1) LET 1 – PVT/PFC.
- (2) LET 2 – CPL/SGT.
- (3) LET 3 – SSG/SFC.
- (4) LET 4 – MSG.

NOTES: LET 3 (Junior) and LET 4 (Senior) Cadets will begin the Fall Semester at a RANK and in a DUTY POSITION as dictated by the SAI/AI. They will be designated to a rank commiserate with their duty position, but typically one-below the rank found in typical Army units. This allows for a possible follow-on promotion in the Spring Semester. Cadets can be promoted above the authorized duty position, but only at the discretion of the SAI/AI. Some LET 3 (Junior) cadets may be selected and appointed to NCO staff positions on the Cadet Staff (when there are more LET 3 cadets than positions available at the company-level).

B. Selections, Appointments, and Promotions:

1. General Guidelines.

(a) Selection for promotion to any rank will be made on a “best qualified” basis. Consideration will be given to leadership ability, military proficiency in multiple disciplines (supply, admin, drill, etc.), appearance and bearing, and high character qualifications. Scholastic grades (both overall GPA & JROTC GPA), extracurricular activities (including SAL points), and

other requisites will also be considered.

(b) Final determination and all appointments/promotions will be approved by the SAI/AI and promotion orders published (JUMS). This includes making duty position changes.

(c) Reductions in rank may result at any time for inefficiency, improper conduct, or other justifying causes when properly supported and with the approval of the SAI/AI. Reductions will also be made by written order in JUMS.

(d) During the school year, strong consideration should be given to promoting cadets one rank at a time and not skipping ranks.

2. **LET 4** (Senior-year) Selections/Appointments/Promotions:

(a) During the Spring Semester of the LET 3 (Junior) year, all LET 3 cadets will fill out a questionnaire that provides them an opportunity to rank-order what positions they desire to have during their LET 4 (Senior) year (on the Cadet Battalion Staff).

(b) At the end of the LET 3 (Junior) year (during the Summer), the SAI and AI will determine and select which LET 4 cadets would be best suited (“best qualified”) to hold leadership and staff positions on the Cadet Battalion Staff.

(c) At the beginning of the Fall Semester (LET 4/Senior year), Cadets will be promoted into their new positions (some may even go from NCO to Officer rank) on the Cadet Battalion Staff.

3. **LET 3** (Junior-year) Selections/Appointments/Promotions:

(a) During the Spring Semester of the LET 2 (Sophomore) year, all LET 2 cadets will fill out a questionnaire that provides them an opportunity to rank-order what positions they desire to have during their LET 3 (Junior) year (on a Company-level staff).

(b) At the end of the LET 2 (Sophomore) year (during the Summer), the SAI and AI will determine and select which LET 3 cadets would be best suited (“best qualified”) to hold leadership and staff positions on the Cadet Company-level staffs.

(c) At the beginning of the Fall Semester (LET 3/Junior year), Cadets will be promoted into their new positions (some may even go from NCO to Officer rank) within their respective Company.

4. **LET 2** (Sophomore-year) Selections/Appointments/Promotions:

(a) At the end of the Spring Semester of the LET 1 (Freshman) year, the SAI and AI will determine which LET 1 cadets are worthy of promotion for the next school year.

(b) Additionally, any LET 1 cadet who attends JROTC Cadet Leadership Camp (JCLC) or “Summer Camp” will be considered for immediate promotion to the next higher rank upon entering their LET 2 (Sophomore) year.

5. **LET 1** (Freshman-year) Selections/Appointments/Promotions: “The Race to PFC”

(a) The “Race to PFC” begins immediately after the New Cadet (LET 1) Ceremony in the Fall (August time-frame).

SECTION VII – CADET OFFICERS & NCO’S

A. Authority to exercise command and control at each unit level is vested in the cadet officers and NCO’s who are solely responsible for establishing and upholding the standards of performance in their respective units. Duties and responsibilities for each duty position are outlined in Section VIII.

1. Cadet Officers:

a. Cadet officers will be cadets who have clearly demonstrated their competence and leadership ability. In addition to command and staff abilities, they must be qualified to assist the SAI/AI and to act as instructors in any military duty or class activity. **Promotion to cadet officer will not be given solely as a reward for longevity.**

b. Cadets of lower rank are required to receive and obey all lawful orders from cadet officers and noncommissioned officers.

c. Cadet officers who fail to comply with cadet regulations or this SOP, or who passively allow other cadets to violate rules and regulations, may be demoted in rank and/or reassigned.

d. Cadets who have received excess demerits during their time in JROTC may not be eligible for promotion to officer status. The level of excess demerits is determined by the SAI/AI.

2. Cadet Noncommissioned Officers (NCOs):

a. Cadet NCOs are assistants to the cadet officers and the SAI/AI. In this capacity, cadets of lower rank will obey all lawful orders of NCOs.

b. Cadet NCO’s who fail to discharge their duties and responsibilities may be demoted and/or reassigned.

B. Normally the responsibilities of cadet officers and NCO’s cease upon termination of the school day. However, these responsibilities are extended, and these individuals are encouraged to inspire other cadets to follow regulations and to wear the uniform properly on campus, when in public, or on specified uniform days and during extracurricular activities on and off campus. This responsibility will NOT be abused by any cadet of any rank.

C. Cadet Officers and NCO’s are responsible to the SAI/AI for the appearance, discipline, efficiency, and welfare of their units during prescribed class periods. The entire Cadet Chain of Command is responsible for enforcing uniform standard at ALL times. Members of a cadet’s chain of command will be held accountable for the performance of their subordinates in this regard, to include demerits for dereliction of duty.

D. Cadets of any rank are NOT PERMITTED to use **Push-Ups (or other exercise) as a form of punishment.**

SECTION VIII – CADET DUTY POSITION DESCRIPTIONS

A. DUTIES and RESPONSIBILITIES OF Battalion LEADERSHIP and STAFF (LET 4):

1. Battalion Commander (BC):

- a. Responsible for the overall training, administration, logistical support, discipline, morale, esprit-de-corps, and performance of the cadet Battalion. In essence, is responsible for what the unit does, or does not do.
- b. Report directly to the SAI/AI.
- c. Responsible for advance coordination with the SAI/AI on all matters pertaining to training, operations, and policies and procedures.
- d. Set the example in appearance, attitude, conduct, bearing, tact, discipline, and performance. Lead by example.
- e. Command the Battalion through proper use of the cadet chain of command and within the policy and guidelines set by the SAI/AI.
- f. Make recommendations for the promotion/reduction of cadets.
- g. Delegate authority to the Executive Officer (XO) when absent.
- h. Be fully knowledgeable of all matters regarding the Battalion.
- i. Mentor all members of the Staff (LET 4) and Battalion-Level (LET 3) leadership.
- j. Direct and supervise any staff work conducted.
- k. Prepare briefings as directed.

2. Executive Officer (XO):

- a. Act in the absence of the Commander (BC), and in doing so, assume command and be responsible for the efficient operation of the command. The XO must be totally familiar with the duties of the BC
- b. Directly supervise (as the Chief of Staff) the Battalion staff and be responsible to the commander and the SAI/AI for the proper coordination of all staff actions related to administrative, operations and training, logistics, public relations/public information, record keeping, school and community support activities; and that periodic inspections are made of staff performances and immediate remedial action is implemented to resolve shortcomings.
- c. Keep the BC informed of problem areas within the unit in general, and of actions taken or recommendations with respect to such problems. The XO is a key advisor to the BC.
- d. In coordination with the CSM, investigates all cadet complaints concerning the merit/demerit system and makes recommendations to the commander and the SAI/AI concerning any irregularities.
- e. Take notes during all Command and Staff/Training Meetings.
- f. Perform other duties as the CO, SAI, or AI directs.
- g. Direct and supervise any staff work conducted

3. Command Sergeant Major (CSM):

- a. Serve as the senior cadet Non-Commissioned Officer (NCO) of the Cadet Battalion and is the commander's advisor concerning enlisted and noncommissioned cadets and makes

recommendations concerning promotions/reductions/awards and/or problem areas encountered.

b. Responsible to the BC for consolidation of attendance rosters at drill, classes, and formations.

c. Closely monitor the conduct of drill and ceremonies and conducts frequent training inspections of cadet classes or performances.

d. Monitor the Merit/Demerit system and all problems/issued related to cadet conduct. Conduct investigations into irregularities and complaints concerning the Merit/Demerit system (if in use).

e. Responsible for planning, coordinating, and executing the Cadet of the Month Board.

f. Responsible for the police-call (tidiness and cleanliness) of the JROTC classrooms and outside areas.

g. Assign extra duties and details as needed on a fair and equitable basis to enlisted cadets.

h. Monitor the Daily Flag Detail Tracking and ensure data gets entered into JUMS (Flag Detail Ribbon).

i. Advise the BC on all NCO matters and provide guidance.

j. Responsible for providing a color guard for games and community activities

k. Perform other duties as assigned by the BC, SAI or AI.

l. Mentor all other NCO's, especially the Company 1SG's.

m. Responsible for Color Guard training and presentations/performances.

4. Personnel Officer (S-1):

a. The S-1 is the principal staff officer responsible to the to the BC and SAI/AI for all matters relating to personnel and administration.

b. Prepare orders, directives, or announcements as directed by the BC or XO and in conjunction/coordination with the SAI/AI.

c. Responsible for insuring timely issuing of cadet ribbons and awards, to include overall responsible for the end-of-the-year Annual Cadet Awards Ceremony.

d. Prepare and maintains current rosters, cadet awards and demerits in the JUMS database. Maintain a binder that includes all award and promotion orders.

e. Maintain the cadet JROTC record files, correspondence and publications to include posting all necessary information on cadet records, enclosures on Privacy Act, cadet information form, health certification, parental responsibility form, etc. through management of the cadet database in JUMS.

f. Coordinate with the SAI/AI on all matters pertaining to eligibility of each cadet for promotion/demotion.

g. Assist the SAI/AI in the annual Awards Program/Banquet.

h. Assist in the preparation of invitations, mailings, seating arrangements, and protocol.

i. Perform other duties as the BC or XO.

j. Supervise the Assistant S-1 and S-1 NCOIC in execution of duties of the S-1 shop.

k. Coordinate with the Company 1SG on all personnel and administration issues.

l. (For 2021-2022 school year) in absence of BC and XO, S-1 assumes command of the Battalion.

5. Security and Special Projects Officer (S-2):

a. The S-2 is the principal staff officer responsible to the CO and SAI/AI on all matters related to physical security of sensitive equipment and the appearance and cleanliness of the

Arms Room. Ensure that the monthly weapons inventory is conducted.

b. Issue weapons to cadets, supervises the maintenance of weapons and equipment, and maintains records of maintenance performed within guidelines set by the SAI/AI.

c. Issue color guard equipment to cadets and maintain accountability of equipment.

d. Responsible for insuring that all weapons that leave the arms room are properly accounted for and that all weapons are turn-in and accounted for at the conclusion of training.

e. Assist the SAI/AI in the conduct of firing ranges, the management of the Safety Certification Exam Book.

f. Serve as the SAI/AI special staff officer for special projects that do not normally fall under the duties and responsibilities of other principal staff, such as: open houses, informal parents inspections, community service, etc.

g. The S-2 may be responsible for assisting the S-1 with all aspects of the planning, preparation, and execution of the military ball or awards ceremony.

h. Perform other duties as assigned by the BC or XO.

i. Supervise the Assistant S-2 or BC in execution of duties of the S-2 shop.

6. Operations and Training Officer (S-3):

a. The S-3 is the principal staff officer to the BC and SAI/AI in matters pertaining to organization, training, and cadet operations. The S-3 also advises, assists, and coordinates with other staff officers in the operational aspects of their particular activities.

b. Responsible for training schedules/calendars.

(1) Post all weekly training schedules as directed by the SAI/AI and coordinates training with the Companies.

(2) Review the Near-Term (2-6 weeks out) and Short-Range (2 weeks out) Training Schedules with the Staff every week.

(3) Ensure After Action Reviews (AARs) are conducted after each and every cadet event. Every AAR must be documented (written-up) and placed on the network computer drive.

c. Plan and coordinate all training activities and community support events to include field trips, parades, and extra-curricular activities (JROTC, school, community support). Responsible for preparing and disseminating Memorandums of Instruction (MOI), Letters of Instruction (LOI), and Operation Orders (OPORDS). Prepare briefings based upon MOI/LOI/OPORD.

d. Assist and supports the preparation for competitive events (Raider Team, Color Guard Team, Drill Teams, Rifle Team, etc).

e. Responsible to insure that any classroom and field training areas are properly prepared and coordinated prior to training.

f. Insure that cadet instructors are properly prepared to give assigned classes and that the CO is informed of the evaluation given to all cadet instructors.

g. In the absence of the BC and XO, and assuming there are no higher-ranked staff officers, the S-3 assumes command of the Battalion (Note: for 2021-2022 school year, the S-1 takes BC first due to rank precedence, unless absent as well)

h. Responsible for the storage, maintenance, and issue of training aids and reference materials.

i. Compile training operational records and reports.

j. Perform other duties as directed by the BC or XO.

k. Supervise the Assistant S-3 and S-3 NCOIC in execution of duties of the S-3 shop.

7. Logistics & Supply Officer (S-4):

a. The S-4 is the principal staff officer to the CO and SAI/AI in matters pertaining to the provision of supply, maintenance, transportation, and miscellaneous logistic support.

b. Advise other staff officers and assists them in logistical matters respective to their areas of responsibility. Responsible for planning and coordinating logistical support of cadet events.

c. Responsible for the storage and maintenance of accurate supply records, to include cadet clothing records, hand receipts, up-to-date inventories within the unit, and other such supply actions as directed by the SAI/AI.

d. Responsible for the storage, maintenance, issue, and turn-in of all supplies and reference material as directed by the SAI/AI.

e. Be thoroughly familiar with supply procedures, requisitions, turn-in salvage, laundry/dry cleaning/alterations, pick-up, and inventory of equipment.

f. Responsible for the investigation of losses of issued property, under the guidance of the SAI/AI.

g. Supervise the cleanliness and tidiness of the Supply Room.

i. Supervise the Assistant S-4 and S-4 NCOIC in execution of duties of the S-4 shop.

8. Public Affairs Officer/ Recruiting Officer (S-5):

a. The S-5 is the principal staff officer to the CO and SAI/AI on public information and public relations matters between the Army/JROTC program, and the school, the parents of students/cadets, and the community.

(1) Establish contacts with the news media

(a) Arrange with reporters, photographers, television media, and other public relations organizations for coverage of activities and events that are newsworthy.

(b) Prepare and submits press releases with information about unit, team, or individual accomplishments, community activities, and service learning projects.

(2) Serves as the photographer and maintains an organized digital database (files) of all photos and ensure that all events are covered by a photographer.

(3) Responsible for collecting articles and photos for inclusion in the Scrapbook (published at the end of the school year, but maintained throughout the year).

(4) Produce a digital DVD slide show with music for special events such as the Annual Awards Ceremony or Military Ball.

b. Overall responsible for all Recruiting events and opportunities.

(1) Advise the SAI/AI on ways and means to improve the acceptance of the U.S. Army and JROTC on campus and in the community.

(2) Be fully knowledgeable of the organizational structure and mission of the Army JROTC program (due to the exposure of the S-5 to the public eye).

(3) Responsible for the JROTC bulletin board.

- c. Perform other duties as directed by the BC/XO or SAI/AI.
- d. Supervises the Assistant S-5 or NCOIC in execution of duties of the S-5 shop.

10. Assistant Staff Officers and NCOIC's:

- a. Responsible to their respective staff officer in the efficient execution of staff functions.
- b. Assume the duties of the staff officer in his/her absence.
- c. Coordinate staff actions with Company leadership and staff. Assists company administrators in resolving issues or in verifying accuracy of data.
- d. Insure all data entered into the JUMS database is 100% accurate.

B. DUTIES and RESPONSIBILITIES OF COMPANY-LEVEL (LET 3) LEADERSHIP:

4. Company Commander (CO):

- a. Responsible for the effective training, discipline, morale, esprit-de-corps of subordinates with regard to performance of the company.
- b. Be familiar with all members of the platoon and make continuous evaluation of subordinates with regard to performance, effectiveness, and appearance.
- c. Make recommendations for promotions, reductions, awards, and changes of assignment.
- c. Set the example in appearance, attitude, conduct, bearing, tact, discipline, and performance.
- d. Exercise command through proper use of cadet chain of command and within the policy and guidelines established by the Battalion Commander.
- e. Perform any other duties as the Battalion Commander may direct.

5. Cadet Platoon Leader

- a. Responsible for the effective training, discipline, morale, esprit-de-corps of his/her subordinates with regard to performance of his/her platoon.
- b. Is familiar with all members of his/her unit and makes continuous evaluation 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.
- f. Perform any other duties as the company commander may direct.

6. First Sergeant (1SG):

- a. Be familiar with the duties of the Company Commander and take charge of the company in their absence.

- b. Advise the CO of any problem areas concerning personnel in the company and make recommendations concerning specific problems.
- c. Assist the CO in the maintenance of discipline, esprit-de-corps, morale, appearance, and training of the cadets.
- d. Maintain a current roster of cadets in the platoon. Insure the correctness of attendance at drill and turns in attendance rosters. .
- e. Monitor the merit/demerit system and assist with resolving issues.
- f. Monitor the cadet awards program to insure timely recognition of all cadets assigned to his/her platoon. Make recommendations as appropriate for promotions/reductions/awards.
- g. Set the example for the NCOs and enlisted cadets of the company.
- h. Assist the CSM in monitoring and enforcing cadet appearance standards throughout the day on uniform day
- i. Ensure the daily Flag Detail are prepared and present to perform their duties.
- j. Perform other duties as directed by the CO or CSM.

7. Cadet Platoon Sergeant

- a. Must be familiar with the duties of the platoon leader and takes charge of the platoon in his absence.
- b. Advise 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, esprit-de-corps, morale, appearance, and training of the cadets in the platoon.
- d. Maintains a current roster of cadets in the platoon. Insures the correctness of attendance at drill and turns in attendance rosters.
- e. Monitors the merit/demerit system and assist with resolving issues.
- f. Monitors the cadet awards program to insure timely recognition of all cadets assigned to his/her platoon.
- g. Sets the example for the NCOs and enlisted cadets of the platoon. Assists the Company First Sergeant in monitoring and enforcing cadet appearance standards on uniform day throughout the high school, from arrival to departure.
- h. Ensures the daily Flag Detail are prepared and present to perform their duties.
- i. Makes recommendations as appropriate for promotions/reductions/awards.

9. Squad Leader (SL):

- a. Command and lead the members of the Squad as directed the Platoon Sergeant (PLSGT) and 1SG. Responsible for the training, appearance, discipline, and welfare of the members of the squad.
- b. Be familiar with the duties of the PLTSGT and PL.
- c. Assist the PLTSGT in monitoring and enforcing cadet appearance standards on uniform day (Fridays) throughout the high school (from arrival to departure).
- d. Supervise the execution of daily Flag Detail.
- e. Make accurate reports of attendance as required.
- f. Monitor the cadet awards program to insure timely recognition of all cadets assigned to his/her squad.
- g. Perform other duties as directed by the PL and PLTSGT.
- h. The senior SL will assume duties of PLTSGT their absence.

10. Team Leader (TL):

a. Command and lead the members of the Team as directed the Squad Leader (SL) and other NCO's. Responsible for the training, appearance, discipline, and welfare of the members of the team.

b. Be familiar with the duties of the SL and PLTSGT and be prepared to execute duties of the SL when not present.

c. Command the execution of the Flag Detail when assigned that responsibility.

d. Assist the Squad Leader in monitoring and enforcing cadet appearance standards on uniform day (Mondays) throughout the high school (from arrival to departure).

e. Assist the Squad Leader in monitoring the cadet awards program to insure timely recognition of all cadets assigned to the squad.

f. Report attendance to the SL as required.

g. Perform other duties as directed by the SL, PLTSGT or 1SG.

11. Company Guidon Bearer:

a. Serve as the bearer of the Company guidon. Be responsible for insuring the guidon is present at all company functions.

b. Assist the 1SG in training of the cadet Flag Detail.

c. Perform other duties as directed by the Company chain of command.

C. DUTIES and RESPONSIBILITIES OF OTHER (Color Guard, Drill Team, Raider and Rifle Team) LEADERSHIP: Commanders of any Color Guard, Drill Team, or Raider Team will be hand-selected by the SAI/AI in order to provide leadership opportunities for deserving cadets in order to develop their leadership abilities and permit them to acquire additional SAL points.

1. Color Guard Commander (assigned by the SAI/AI for a specific competition or event; required to earn additional SAL (+20) points):

a. Responsible for supervising the effective training, discipline, morale, and esprit-de-corps of assigned Color Guard (team).

b. In coordination with the SAI/AI, determine the membership of the Color Guard teams and insure proper credit is recorded for team member participation in events and competitions.

c. Insure each team is properly briefed on the assignment to include type of color guard presentation, number of flags, etc, to include location and time of event.

d. Set the example in terms of appearance, attitude, conduct, bearing, tact, discipline, and performance.

e. Coordinate with the Staff for support requirements.

2. Drill Team/Honor Guard Team Commander (assigned by the SAI/AI for a specific competition or event; required to earn additional SAL (+20) points):

a. Responsible for supervising the effective training, discipline, morale, and esprit-de-corps of assigned Drill Team.

b. In coordination with the SAI/AI, determine the membership of the Drill Team and insuring proper credit is recorded for team member participation in events and competitions.

c. Insure each team is properly briefed on the assignment to include type of uniform, weapon (if armed), location and time of event.

- d. Set the example in terms of appearance, attitude, conduct, bearing, tact, discipline, and performance.
- e. Coordinate with the Staff for support requirements.

3. Raider Team Commander (required to EARN the Raider Team Shoulder Tab):

- a. Responsible for supervising the effective training, discipline, morale, and esprit-de-corps of the assigned Regimental Raider Team.
- b. In coordination with the SAI/AI, determine the individual membership of the Raider Team and ensure team members receive proper credit for participation in the event/competition.
- c. Ensure Team Captains for each event are properly briefed on the task, condition, and standards for event competitions. Verify that team is prepared for each event in the competition.
- e. Set the example in terms of appearance, attitude, conduct, bearing, tact, discipline, and performance.
- f. Coordinate with the Staff for support requirements.
- g. Serving as a Raider Team Captain (OIC) is a prerequisite for achieving the Raider Shoulder Tab (beginning in SY 2010-2011). See Section IX.

4. Rifle Team Commander (assigned by the SAI/AI for a specific competition or event; required to earn additional SAL (+20) points):

- a. Responsible for supervising the effective training, discipline, morale, and esprit-de-corps of assigned Rifle Team.
- b. In coordination with the SAI/AI, determine the membership of the Rifle Team and insuring proper credit is recorded for team member participation in events and competitions.
- c. Insure each team is properly briefed on the assignment to include type of uniform, location and time of event.
- d. Set the example in terms of appearance, attitude, conduct, bearing, tact, discipline, and performance.
- e. Coordinate with the Staff for support requirements.

SECTION IX – UNIFORMS & CADET RANK

A. UNIFORMS:

1. The uniform of the United States Army is more than a mere suit of clothes. It is a symbol of honor, tradition, and achievement. It is worn by those who are willing to sacrifice their lives for our liberty and freedom. It must always be worn with dignity and respect. A cadet will **not** wear or allow others to wear the uniform in a disrespectful manner.

2. Cadets (LET 1) will **not** be issued a uniform until they have demonstrated mastery of the following skills (awarded at LET-1 New Cadet Induction Ceremony):

- a. Memorized the Cadet Creed.
- b. Memorized the ranks of the U.S. Army and JROTC Cadet ranks.
- c. Effectively demonstrated saluting, individual positions, and facing movements.
- d. Achieved appropriate grooming standards as specified in CC Regulation 145-2.

3. Cadets must achieve these skills by the end of the first 6 weeks of enrollment. Cadets who do not achieve these standards will not be issued a uniform and therefore will be unable to complete the uniform requirements for the class to receive a passing grade. Cadets who are out of uniform three (3) times in a semester without an excuse may be required to turn it in and will receive failing inspection results for the remainder of the semester.

4. Each cadet will be issued uniforms and regulation ROTC insignia when they have mastered the skills described in paragraph A.2 above. Uniforms will normally be worn on one day of each school week (normally Thursday) as directed by the SAI/AI. On this day, the complete uniform (Class A, includes the ASU, or B) will be worn as prescribed by cadet regulations. The uniform will be worn to and from school and all day during school, except during PE/PT or lab classes.

5. **No Wear Rules:** Cadets will **NOT** wear their uniforms when participating in the following:

- a. After school jobs.
- b. Non-JROTC fundraising activities.
- c. Non-JROTC events unless participating as a member of a color guard or team or representing the Cadet Company.
- d. In connection with the furtherance of any political or commercial interests.
- e. When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except when authorized by the Commander, USACC.
- f. When attending any meeting or event that is a function of, or is sponsored by, an extremist organization.
- g. When wearing the uniform will bring discredit upon the Army.
- h. When specifically prohibited by Army regulations.

B. PROPER WEARING OF THE UNIFORM:

1. The Army JROTC uniform will be worn only at times and places specified by the SAI/AI. Uniforms will be worn in accordance with AR 145-2, CC Regulation 670-1, and interim change to CC Regulation 672-5-1. Types of uniforms to be worn as follows:

- a. Class **A** Uniform: Dress Coat/Jacket with all authorized awards, ribbons, and badges (arc tabs) overtop the Class B Uniform.
- b. Class **B** Uniform: Trousers/Slacks/Skirt, Short Sleeve Shirt, Nametag, Belt, Black Shoes. Days for female cadets to wear skirts will be designated on training schedule.
- c. Class **B** Uniform **w/Brass**: Above uniform with all awards, ribbons, and badges.
- d. Army Combat Uniform (**ACUs**): Trousers, Jacket, Belt, Tan T-Shirt, Tan Boots.

NOTE: The Class A or Class B w/ Brass are the STANDARD uniforms for Uniform Inspections (Thursdays).

2. The wearing of partial uniforms is NOT authorized. Cadets are either in uniform in the prescribed manner, or they are to be in civilian clothing. Under **no** circumstances will shirt-tails be worn outside the trousers. When authorized, the ACU top may be removed in hot weather, provided that the issued t-shirt or Raider t-shirt is worn. Removal of the ACU top will only be authorized by the senior instructor present. On all other occasions the ACU uniform must be worn with proper boots, headgear, insignia, and with all buttons fastened. ACUs boots ARE NOT to be worn as personal everyday footwear unless authorized by SAI/AI.

3. **Black Jackets**: The issued black jackets with liner may be worn during cold weather on uniform days with the Class B uniform. The SAL jacket may be worn in lieu of the JROTC black jacket. **No civilian coat, sweatshirt, etc. may be worn over the issued black jacket, SAL jacket or Class A coat.**

4. **Berets**: The Beret will be the authorized headgear for all Class A & B uniforms. Headgear will be worn at all times when outdoors (when issued for color guard and parades). Headgear is **never** worn indoors except while under arms (with weapon) or during appropriate ceremonies/inspections/reviews. Cadets are expected to uncover (take headgear off) when indoors. This applies to civilian and military headgear alike. The term “outdoors” includes such buildings as drill halls, gymnasiums, and other roofed enclosures used for drill or exercise of troops. The term “indoors” is construed to mean offices, hallways, dining facilities, orderly rooms, amusement rooms, bathrooms, and libraries, or other dwellings.

5. **Grooming**: The following grooming standards apply to all cadets:

- a. **Hairstyles**. Many hairstyles are acceptable, as long as they are neat and conservative. Hair will be neatly groomed. The length and bulk of hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or extend below the collar. Lines or designs will not be cut into the hair or scalp. If dyes, tints, or bleaches are used, colors used must be natural to human hair and not present an extreme appearance. Applied hair colors that are prohibited include, but are not limited to, purple, blue, pink, green, orange, bright (fire-engine) red, and fluorescent or neon colors. It is the responsibility of instructors to use good judgment in determining if applied colors are acceptable, based upon the overall effect on cadets' appearance.

(1) **Males**. Sideburns will be neatly trimmed. The base will not be flared and will be a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening. The face will be clean-shaven, except for permitted mustaches. Males are not authorized to wear braids, cornrows, or dreadlocks (unkempt, twisted, matted, individual parts of hair) while in uniform. Hair that is clipped closely or shaved to the scalp is authorized.

(2) **Females**. Hairstyles will not interfere with proper wearing of military headgear. Hair holding ornaments (barrettes, pins, clips), if used, must be transparent or similar in color to hair, and will be inconspicuously placed. Beads or similar ornamental items are not authorized. Females have the choice of wearing their hair in either a bun, single ponytail, single braid, or two braids, so long as it is neatly and inconspicuously fastened. Multiple locs, braids, twists or cornrows may come together in one or two braids or a single ponytail. Braids and singular ponytails may be worn down the center of the back in all uniforms, but length will not extend past the bottom of the shoulder blades while at the position of attention. Cornrows are also authorized, so long as they are small in diameter (no more than ¼ inch), and present a neat and well-groomed appearance. Females may only wear one style of cornrow at a time.

b. **Fingernails**. Cadets will keep fingernails clean and neatly trimmed so as not to interfere with performance of duty. Females may wear polish that is not exaggerated, faddish, or of extreme coloring, such as purple, gold, blue or white while in uniform.

c. **Hygiene and Tattoos**. Cadets are expected to maintain good hygiene while in uniform. Tattoos are authorized except in areas of the body (i.e., face, legs) that would cause the tattoo to be exposed while in Class A uniform. Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body, as they are prejudicial to good order and discipline within the unit, the school, and the community.

6. Cadets will not be allowed to participate in public events such as school or community support activities unless they meet the published standards and represent the Army and the JROTC program in an appropriate manner. Cadets may be required to take off their uniform if they fail to meet these standards.

7. **Corps and Collar Insignia**: The JROTC corps insignia is the Torch of Knowledge (from the Statue of Liberty), radiant with a raised rim on a disc, 5/8 inch diameter, of gold-colored metal. The corps insignia will be worn by all participants on Class A and Cadet-type uniforms, and by all participants except Cadet officers on Class B uniforms.

a. Placement of insignia on Class A uniforms for Cadet Officers.

(1) **Male Cadet Officers**: the JROTC insignia (letters) will be worn 5/8 inch above the notch on both collars with the center line of the insignia bisecting the notch and parallel to the inside edge of the lapel. The Corps insignia should be positioned so that the center line of the insignia bisects the center line of the ROTC insignia and is parallel to the inside edge of the lapel.

(2) **Female Cadet Officer**: the JROTC insignia will be worn centered on both collars 5/8 inch up from the collar and lapel seam with the centered line of the insignia parallel to the inside edge of the lapel. The Corps insignia will be worn on both lapels 1 ¼ inches below the JROTC

insignia, with the insignia bisecting the JROTC insignia and parallel to the inside edge of the lapel.

b. Placement of insignia on Class A uniforms for enlisted Cadets: The Corps insignia (discs) are worn centered on both lapels of the coat, parallel to the inside edge of each lapel, and placed so the bottom angle is 1 inch above the notch on the male and 5/8 inch above the female lapel.

c. How worn on Class B and ACU.

(1) **Class B by Cadet Officers:** the collar insignia (letters) are worn on the left collar of the outer garment shirt when insignia of grade is worn on the right collar. Grade and collar insignia are centered between the inside and outside edge of the collar and one inch above the lower edge of the collar, with the centerline of the insignia parallel to the lower edge of the collar, bottom of the insignia to the outside. When insignia of grade (shoulder marks) are worn on shoulder epaulets, no insignia is worn on the shirt collar.

(2) **Class B uniform for all other Cadets,** Corps insignia (discs) are not worn on Class B when pin-on insignia of grade are worn on shirt collars or shoulder marks are worn on shoulder epaulets.

(3) ACU by all Cadets: no Corps collar insignia on ACU.

8. Insignia of Grade for Cadet Officers

a. Description. The insignia for Cadet Officers consists of silver (white) color on black background, cloth epaulet sleeve with lozenges and discs. The sleeve is 4 inches in length for males and 3 inches in length for females. Cadets may wear disc insignia at the discretion of JROTC Instructors.

b. Grade insignia will be indicated on the shoulder epaulet sleeve as depicted in the Cadet Reference Guide.

c. How Grade insignia will be worn IAW the following:.

(1) Grade insignia are worn on both shoulder epaulets of the ASU jacket, AG 344, and the Army Shade 415 gray-green shirt.

(2) Pin-on grade insignia are worn only on the epaulets of the ASU jacket and AG344. Multiple-disc grades are worn vertically on the ACU coat, but horizontally on the gray beret and ACU cap.

(3) When wearing grade disc insignia, the disc will be centered between the bottom of the button hole and the top of the shoulder seam of the garment.

(4) Shoulder mark grade insignia are authorized for wear only on the Army Shade 415 gray-green shirt.

(5) Shoulder marks are worn by all personnel in the rank of corporal and above on the shoulder loops of the AG 415 shirt.

(6) On the ACU: embroidered grade is centered on the hook and loop-face pad of the ACU coat. Multiple-disc grades are worn vertically on the ASU jacket.

9. Insignia of Grade for Cadet Noncommissioned Officers and Enlisted Members

a. Description: insignia are of silver (white) color on black background, cloth shoulder epaulet sleeve with chevrons, bars, and diamond, star or star within wreath, indicating noncommissioned officer grades. The shoulder epaulet sleeve is four inches long for males and three inches long for females.

b. Grades will be indicated on the shoulder epaulet sleeve as follows (see Cadet Reference Guide).

c. How worn: the shoulder epaulet sleeve is slipped over-the-shoulder epaulet of the uniform so that the insignia will be centered on the outer half of both shoulder loops of the shirt when worn as an outer garment. When wearing grade disc insignia, the disc will be centered between the bottom of the button hole and the top of the shoulder seam of the garment. On the ACU, the embroidered grade is centered on the front hook and loop-face pad of the ACU coat, with chevrons pointed up.

10. JROTC and School Shoulder Sleeve Insignia

a. The JROTC shoulder sleeve insignia.

(1) Description: the shoulder sleeve insignia (Patch) is a rectangular device 3 5/8 inches in height and 2 1/2 inches in width, consisting of a gray center edged with a 1/8 inch scarlet border at the top and bottom. This patch has a yellow olive wreath in the vertical center by a yellow flaming torch. Above the center is a white horizontal scroll inscribed "U.S. Army" and below the center is a white scroll inscribed "JROTC" all in scarlet letters 5/16 inch in height. The entire patch is within a 1/8 inch scarlet border. JROTC subdued shoulder sleeve insignia is worn on the ACU uniform jacket.

(2) How worn: it is worn on the upper part of the outer half of the left sleeve of only the AGU coat and ACU uniform jacket. The top of the insignia will be worn 1/2 inch below the top of the shoulder seam.

(3) JROTC subdued shoulder sleeve insignia. The subdued shoulder sleeve insignia will be worn when wearing the ACU.

b. School shoulder sleeve insignia may be procured at government expense.

(1) Description: approved designs that have been submitted to and approved by TIOH, USA.

(2) How worn: on right sleeve in the corresponding position to the shoulder sleeve of the AGU coat and ACU. The top of the insignia will be worn 1/2 inch below the top of the shoulder seam.

11. Academic Achievement Wreath: Cadets with at least a B average in all subjects and an A average in JROTC are authorized to wear the Academic Achievement Wreath and receive the Academic Achievement, (N-1-3) ribbon. It will be worn on the issue or Cadet-type uniform only during the academic term following the term when the Cadet earned it.

a. Description. This insignia is a gold colored metal wreath 7/8 inch high.

b. How worn. It is worn centered immediately above the right breast pocket on the coat or shirt when worn as an outer garment. If the MU/HU/HUD insignia is worn, the wreath will be pinned so that the star will be worn with the wreath.

c. Subsequent awards. Receipts of subsequent awards are indicated by the appropriate color Lamp Accoutrement affixed to the Academic Achievement, (N-1-3).

12. Merit Unit, Honor Unit, and Honor Unit with Distinction

a. Description.

(1) Merit Unit insignia; a five-pointed star of white enamel on gold-colored metal, 9/16 inches wide.

(2) Honor Unit insignia; a five-pointed star of blue enamel on gold-colored metal, 9/16 inches wide.

(3) Honor Unit with Distinction insignia; a five-pointed star of yellow enamel on gold-colored metal, 9/16 inch wide.

b. How worn. These insignia are worn centered 1/4 inch above the right breast pocket on the male Army coat and 1/4 inch above the nameplate on the female Army coat. One point of the star is up on the coat or on the shirt when it is worn as an outer garment.

13. Placement of Nameplate and Distinguish Unit Insignia Nameplates must conform to the description below and will be worn on issue uniforms.

a. Description. Nameplates will indicate the last name only and will be 1 by 3 inches (may be longer in case of lengthy names) with white block type lettering 1/4 to 3/8 inch high on a jet-black background. (It may have a white edge or border not exceeding 1/32 inch in width).

b. How worn on male Class A uniform.

(1) The male name plate will be worn on the flap of the right breast pocket. The name plate will be vertically centered between the top of the button and the top of the pocket. Center the name plate horizontally above the button. The pocket area on the Class B uniform is the same as the pocket area on the Class A uniform.

(2) The MU/HU/HUD insignia is worn centered and 1/4 inch above the right pocket. It can be worn by itself or with the Academic Achievement Wreath, in which case the star is still positioned 1/4 inch above the seam. The distinguished unit insignia will be worn centered on the

pocket and centered vertically from the bottom of the pocket flap to the bottom seam of the pocket.

(3) Ribbons are placed 1/8 inch from the top of the pocket. Medals of any kind are to be worn centered on the pocket flap 1/8 inch from the top of the pocket seam.

c. How worn on female Class A uniform.

(1) The nameplate should be placed 1 to 2 inches above the top button of the coat and centered horizontally on the wearer's right side. The nameplate will be worn in a comparable position on the Class B uniform.

(2) The MU/HU/HUD insignia should be centered on the plate 1/4 inch above it. It can be worn by itself or joined by the Academic Achievement Wreath, in which case the star is still positioned 1/4 inch above the nameplate. A ruler or straight edge is a valuable tool when placing these items on the uniform.

(3) Ribbons are to be aligned to the top of the first button spaced 1/8 inch between each row. Badges and medals are placed 1/8 inch below the ribbons.

14. Nametape The JROTC nametape will be:

a. Woven tape of olive green cloth, one inch wide, with the inscription "JROTC" in black block letters 3/4 inch high.

b. The nametape is worn immediately above, and parallel to the top edge of the left breast pocket of temperate, hot-weather, ACU coat; ACU field jackets; and on organizational clothing when required and prescribed by the commander issuing the organizational clothing.

15. They Unit Crest (DUI), shoulder cords, shoulder sleeve insignia (unit patches), and color trimmings described in this paragraph are optional items.

a. These items may be procured (subject to funding availability) at government expense for schools electing to prescribe their wear or by individuals who are voluntary members of authorized JROTC military organizations. DUI, shoulder cords, shoulder sleeve insignia, and color trimmings will be worn only after specific design, materials, and quality associated with their manufacture have been approved by TIOH.

b. Insignia of national or local military honor societies, at the option of the SAI, may:

(1) Be substituted for school insignia and worn in accordance with paragraph (b) above.

(2) The Unit Crest will be worn 1/4 inch above the right coat pocket on the male uniform and 1/4 inch above the nameplate on the female uniform. When wearing the Academic Achievement Wreath in place of the DUI, the later will be 1/8 inch higher. All JROTC and school insignias will be worn on the left coat pocket in similar fashion.

d. DUI will not be worn on insignia of grade shoulder epaulet sleeves or on the ACU.

e. On the Class B uniform, the DUI will be worn 1/4 inch above the right chest pocket or 1/8" above the unit rating insignia or academic wreath. The location is above the right chest pocket on the male and 1/8 inch above the nameplate on the female uniform in the same fashion.

f. Shoulder cords. No more than one cord may be worn on each shoulder. Shoulder cords will be worn only by Cadets who are authorized to wear them.

(1) Shoulder cords will be used to designate participation in integrated-curricular activities as follows:

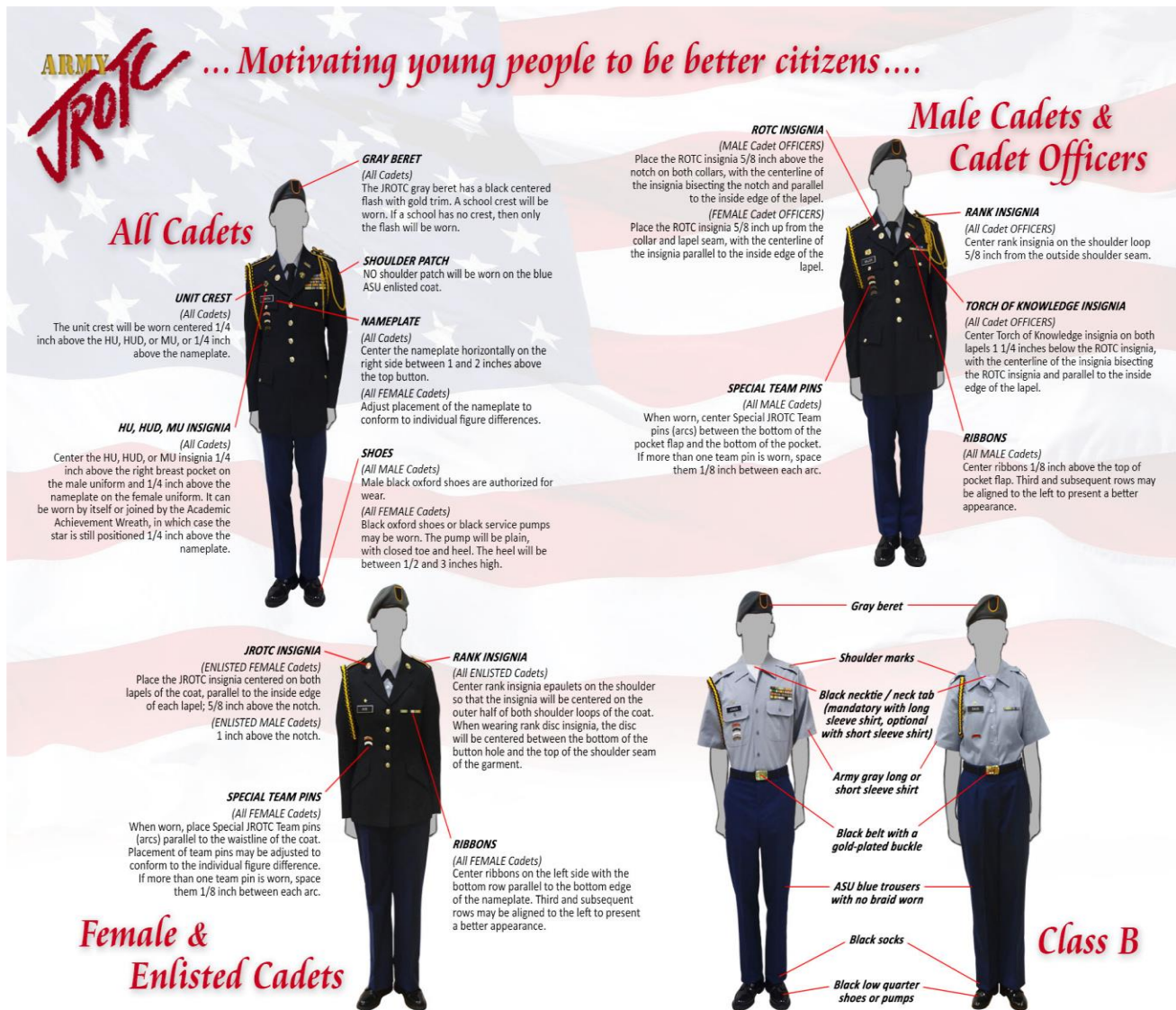
- (a) Color guard: white (Cable #65005).
- (b) Drill activity: red (Cable #65006).
- (c) Robotics activity: blue (Cable #70147).
- (d) Marksmanship activity: tan (Cable #65015).
- (e) Academic and Leadership activity: gold (Cable #70157).
- (f) Orienteering activity: green (Cable #70063).
- (g) Raider Team activity: black (Cable #65018).
- (h) Honor guard: orange (Cable #65004).
- (i) JLAB: Cable pending
- (j) Staff: grey
- (k) Cadet of the Month: Black & Gold

(2) Shoulder cords will be awarded only to an established team, squad, or other group members, not cadets participating in training.

g. Color trimming made of discs of suitable material, when approved for wear, may be worn beneath Corps insignia. The disc will not exceed a diameter of 1 1/4 inches.

For Charts of how to wear the CLASS A Dress Blues and ACU Uniforms, see the Cadet Reference Guide (6th Edition)

The JROTC Army Service Uniform (ASU)



1. All cadets (except Cadet PVT) will wear cadet rank as follows:

a. ASU Jacket: Cadet rank will be worn **1/2 inch** from the outside edge of the shoulder seam of the shoulder loop on the Class A jacket (AR 670-1 standard is 5/8”).

b. Class B Shirt: Cadets will wear the Shoulder Loop (Shoulder Boards) Insignia on the Class “B” Shirt.

2. Beret Flash and/or Rank:

a. Cadet Officers will wear the non-subdued (“shiny”) pin-on Rank Insignia (Pips or Diamonds) on their Berets. Cadet Officer Rank will be centered on the Flash and worn horizontally (straight across).

b. All other (NCO & Enlisted) do not wear a rank on Beret. Enlisted cadets will wear the non-subdued, pin-on ROTC wreath on the Beret. Cadets in the grade of Corporal or above will be issued a Flash.

c. The Flash will be sewn (or glued) on the beret.

Gray Beret



Officer Cadet



Enlisted Cadet

Gray Beret. The beret is a one piece Gray knitted wool shell bound with leather and a draw cord through the binding. The beret has a Gold trim black center flash sewn onto the badge stay. Items that are authorized for wear on the flash are Cadet Officer Rank and the JROTC cap insignia with wreath. Officer Rank will be centered left to right. The JROTC cap insignia will be worn by Enlisted Cadet. It is a wreath 1 3/16 inches in height containing the letters 'ROTC' on a panel inside the wreath, with gold color metal.

3. ACU Uniform: All cadets will wear the **subdued** pin-on or Velcro rank insignia on the ACU top and field cap. Cadet will wear their subdued rank centered on the cap.

4. ACU Field Cap: The Field Cap is the standard headgear for the ACU uniform. Cadets may order and wear a name tag (Velcro) on the back of their field cap.

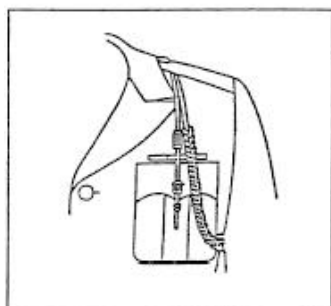
PLACEMENT OF CADET RANK AND INSIGNIA



Officer Class “A” – JROTC Insignia



Enlisted Class “A” – JROTC Torch Insignia



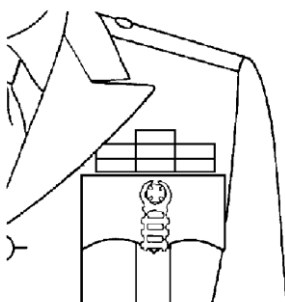
Wear of Shoulder Cord
(only one cord worn on left shoulder)



SCHS JROTC Unit Crest
is 1/4 inch above Academic Wreath/Star



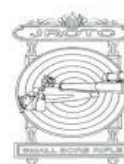
Academic Wreath w/ Honor Unit Insignia (Star)
Centered 1/8 inch above the right breast pocket,
with point of star facing up



Placement of Marksmanship Badge



1. Marksman



2. Sharpshooter



3. Expert

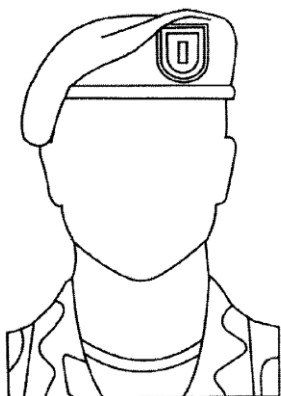
(Figure 11-3. The three levels of JROTC Marksmanship Qualification Badges)



CLASS "A" NAMEPLATE – MALE



CLASS "A" NAMEPLATE – FEMALE



Wear of the beret, male and female (centered over LEFT eye; level – not tilted)

D. RESPONSIBILITY AND MAINTENANCE OF UNIFORMS:

1. Before a student can be enrolled in JROTC, his/her parent/guardian must assume financial responsibility for loss or damage of government items issued. Parents or guardian will sign a JROTC Form "Agreement of Responsibility." During uniform issue, each cadet must insure that he/she receives the clothing or equipment for which they are signing the DA Form 3645. A cadet's signature on this form is verification that the transaction is correct.

2. Costs of laundry, cleaning, and normal maintenance of uniforms **is the responsibility of each cadet**. Inspections will be conducted on the uniform day of each week to insure that high standards of personal appearance are being maintained, and to enable the SAI/AI to observe the condition of clothing and equipment.

3. Upon leaving the JROTC program, all government uniforms and equipment must be returned to the department. Failure to return uniforms and equipment may result in a debit being placed on the cadet's student account.

SECTION X – RECOGNITION (AWARDS & RIBBONS)

A. **GENERAL:** Cadet ribbons, badges, tabs, and cords are presented to cadets in recognition of outstanding performance and/or achievement. Some of these are awarded as soon as practical after earning the award/ribbon and some are only awarded at the annual awards ceremony.

B. **ORDER of PRECEDENCE:** Awards will be worn in the follow order of precedence:

1. **Department of the Army:**

- a. Medal for Heroism.
- b. Superior Cadet Award. Awarded annually to one (1) cadet per LET-level that is in the top 10% of his/her JROTC class academically and in the top 50% of his/ her class in overall academic standing.
- c. Legion of Valor Bronze Cross (Region Selection).

2. **JROTC Individual Awards/Ribbons** (paragraph C of this section):

- a. **N-1** (Academic).
- b. **N-2** (Athletic).
- c. **N-3** (Military).
- d. **N-4** (Service).

3. **Fraternal and Association (external to SCHS JROTC) Awards such as:**

- a. Association of the United States Army (AUSA) – Any Cadet.
- b. Military Order of the World Wars (MOWW) – Any Cadet.
- c. Military Order of the Purple Heart (MOPH) – Any LET 1, 2, or 3 Cadet only.
- d. Celebrate Freedom Foundation – LET 1 or LET 2 only.
- e. Veterans of Foreign Wars (VFW) – LET 2 only.
- f. National Sojourners – LET 2 or LET 3 only.
- g. U.S. Army Recruiting Command (USAREC) – LET 3 only.
- h. Sons of the American Revolution (SAR) – LET 3 only.
- i. Reserve Officers Association (ROA) – LET 3 only.
- j. Military Officers Association of America (MOAA) – LET 3 only.
- k. American Veterans (AMVETS) – LET 3 only.
- l. American Legion; General Military Excellence Award – LET 3 only.
- m. American Legion; Scholastic Excellence Award -= LET 3 only.
- n. Scottish Rite – LET 3 only.
- o. Daughters of 1812 – LET 3 or LET 4 only.
- p. Daughters of the American Revolution (DAR) – LET 4 only.

NOTE: These awards should be worn in the above listed order of precedence.


4. **Metal Arc Tabs:** See paragraph E of this Section.

5. **Senior Army Instructor (SAI) Awards:** See paragraph H of this Section.










C. **RIBBONS (JROTC):** The following ribbons may be earned by cadets as prescribed below. Awards noted as being presented “annually” will be awarded at the Annual Awards

Ceremony.






1. SUPERIOR CADET Ribbon:

#	TITLE of RIBBON	Awarded By:	Criteria
	Superior Cadet Ribbon 	SAI	Awarded <u>annually</u> to one (1) Cadet in each LET-level for outstanding academic achievement & leadership.






2. ACADEMIC RIBBONS (Series 1):










#	TITLE of RIBBON	Awarded By:	Criteria
N-1-1	Distinguished Cadet Award for Scholastic Excellence 	Superintendent or designated representative	Awarded <u>annually</u> to a Senior cadet who exhibits the highest cumulative GPA.
N-1-2	Academic Excellence Award Ribbon 	Principal	Awarded <u>annually</u> to 1 cadet per LET-level for maintaining the highest academic GPA.
N-1-3	Academic Achievement Ribbon 	SAI	Awarded <u>annually</u> to all cadets who maintain a cumulative GPA 4.0 (in all academic subjects) for the academic year (may not also receive the N-1-7).
N-1-4	Perfect Attendance Ribbon 	SAI	Awarded to cadets with zero unexcused absences during the SY prior to the <u>annual</u> award ceremony (1x per year).
N-1-5	Student Government Ribbon 	Principal	Awarded <u>annually</u> to cadets elected to any student held office.
N-1-6	Leadership Development Ribbon 	Principal	Awarded <u>annually</u> to cadets who successfully complete (pass) their LET-level training.
N-1-7	Academic Performance Ribbon 	SAI	Awarded <u>annually</u> to cadets who maintain a cumulative GPA 3.0 ("B" average) or higher.
N-1-8	National Honor Society Ribbon 	SAI	Awarded <u>annually</u> in accordance with criteria established by the School.
N-1-9	Academic (LEAD) Team Member 	SAI	Awarded <u>annually</u> to cadets who compete as a member of the Academic (LEAD) or Leadership Team at one competition (1x per year).

3. ATHLETIC RIBBONS (Series 2):








#	TITLE of RIBBON	Awarded By:	Criteria
N-2-1	Varsity Athletic Ribbon 	Principal	Awarded <u>annually</u> to cadets that participate in varsity sports.
N-2-2	Physical Fitness Excellence Ribbon 	SAI	Awarded <u>annually</u> to cadets who maintain excellent physical fitness by achieving an 85% or better in all five (5) Cadet Challenge events . Cadets earning this ribbon will not wear ribbons N-2-3 or N-2-5 even if previously earned.
N-2-3	ROTC Athletic Ribbon 	SAI	Awarded <u>annually</u> to cadets who achieve a 50% rating or better in all five (5) Cadet Challenge events . Cadets earning this ribbon will not wear ribbon N-2-5 even if previously awarded.
N-2-4	Cadet Command Essay Ribbon 	SAI	Awarded annually to cadets who are selected by the SAI for having the best Cadet Command Essay Contest entry.
N-2-5	Participation Ribbon (Cadet Challenge) 	SAI	Awarded <u>annually</u> to cadets who participate in each event of the cadet challenge while giving their best effort. Cadets who received or have received ribbons N-2-2 or N-2-3 are ineligible.

4. MILITARY RIBBONS (Series 3):

#	TITLE of RIBBON	Awarded By:	Criteria
N-3-1	Senior Army Instructor (SAI) Leadership Ribbon 	SAI	Awarded <u>annually</u> to one (1) cadet per LET level who displays the highest degree of leadership, as determined by the SAI and AI.
N-3-2	Personal Appearance Ribbon 	SAI	Awarded <u>annually</u> to cadets who consistently present an outstanding appearance (85% or better average for uniform inspections).
N-3-3	Proficiency Ribbon 	SAI	Awarded <u>annually</u> to those cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, & performance of duty.
N-3-4	Drill Team Ribbon 	SAI	Awarded to drill team members who have competed in at least 1 competition (1x per year). See also Drill Team Arc Tab (Arc Medal).
N-3-5	Freshman Camp Ribbon 	SAI	Awarded to those cadets who attend all days of Freshman camp.

#	TITLE of RIBBON	Awarded By:	Criteria
N-3-6	Color Guard Ribbon 	SAI	Awarded to color guard members who have performed 3 or more times (community service/school/competition) with a Color Guard (1x per year). See also Color Guard Arc Tab (Arc Medal).
N-3-7	Marksmanship Team Ribbon 	SAI	Awarded to cadets who participate in a competitive air-rifle marksmanship competition or postal match (1x per year). See also Marksmanship Qualification Badge.
N-3-8	Adventure Training Ribbon 	SAI	Awarded to cadets who have competed as a member of the Raider team or participate in a qualifying Adventure Training event (1x per year).
N-3-9	Commendation Ribbon 	SAI	Awarded to cadets whose performance of duty exceptionally exceeds that expected of a cadet in his/her grade and experience.
N-3-10	Good Conduct Ribbon 	SAI	Awarded <u>annually</u> to the cadets who have demonstrated outstanding conduct throughout the school year by receiving zero (0) demerits .
N-3-11	JCLC Summer Camp Ribbon 	SAI	Awarded to cadets for who complete all training requirements of the JROTC Summer Camp. Also see JCLC (Summer Camp) Metal Arc Tab.
N-3-12	Honor / Saber Guard Ribbon 	SAI	Awarded to cadets selected to serve in an Honor Guard or Saber Guard during the school year. Also see Honor/Saber Guard Arc Tab (Arc Medal).
N-3-13	Flag Detail Ribbon 	SAI	Awarded to cadets who serve as a flag bearer on the daily Flag Detail at least ten (10) times & also serve as the Flag Detail commander five (5) times (15 total), OR participate in one (1) <u>Flag Burning Ceremony</u> & one (1) <u>Flag Placement Ceremony</u> . Also see Flag Detail Arc Tab (Arc Medal).
N-3-14	Formal Inspection Performance Ribbon 	SAI	Awarded to the cadets who efforts in support of the Regiment's Formal Inspection go above and beyond expectations.
N-3-15	Robotics Team Ribbon 	SAI	Awarded <u>annually</u> to those cadets who join the robotics team. Requirements for Arc tab are shown in Arc Tabs section.

5. MISCELLANEOUS RIBBONS (Series 4):

	TITLE of RIBBON	Awarded By:	Criteria
N-4-1	Parade Ribbon 	SAI	Awarded to cadets who have participated in local community parades: i.e., Veterans Day Ceremony or Christmas Parade, etc.
N-4-2	Recruiting Ribbon 	SAI	Awarded to the cadets who recruit students into the JROTC program each semester.
N-4-3	School/Community Service Ribbon 	SAI	Awarded to cadets who participate in 2 or more JROTC-sponsored school or community service projects.
N-4-4	Fund Raising Ribbon 	SAI	Awarded to cadets who participate in 2 or more fund raising activities.
N-4-5	Humanitarian Ribbon 	SAI	Awarded to cadets who participate in donating blood or other charitable projects outside of JROTC where participation can be documented.
N-4-6	Service Learning Ribbon 	SAI	Awarded to Cadets who participate in at least one JROTC Service Learning Projects during the school year (1x per year). Cadet must participate in the entire project, not just the exploratory project.
N-4-7	Excellence Staff Performance Ribbon 	SAI	Awarded <u>annually</u> to those LET-4 cadet staff members who perform their duties in an efficient and supportive manner.

D. Multiple Awards (Ribbons):

1. Multiple awards of any ribbon or medal will be designated with a lamp device affixed to the ribbon as follows:

- 2nd award - Bronze lamp.
- 3rd award - Silver lamp.
- 4th award - Gold lamp.
- 5th award - Gold and Bronze lamp.
- 6th award – Gold and Silver lamp.
- 7th award - 2 Gold lamps, etc.

2. Maximum Ribbons: Cadets will be limited to wearing seven (7) rows of ribbons (with the exception of the Superior Cadet award which may be worn centered above the seven rows). If a cadet exceeds the seven (7) row limitation, they may then wear medal awards (see below) or must remove the lowest ribbon on the order of precedence.

3. Wearing of Medals: Cadet can wear a maximum of three (3) medals (excluding marksmanship medals). Medals that also have ribbons (awarded both) will not be worn as












































medals until cadets have enough other ribbons to meet the six-row criteria stated above. (Note: The Superior Cadet Award will NOT be worn as a medal; it will always be worn as the top ribbon in the order of precedence).

SEE NEXT PAGE FOR ORDER OF PRECEDENCE & PICTURE OF RIBBONS

E. Junior Cadets Leadership Challenge (JCLC) or Summer Camp Awards (*Silver Musket*):

1. Cadets who successfully complete the Rappelling training also get credit for the Rappelling Ribbon (N-3-15) (if in use).
2. The JCLC Summer Camp Ribbon (N-3-11) and Summer Camp Arc Tab are also awarded.

SCHS JROTC Ribbon Order of Precedence

			
Medal for Heroism	Superior Cadet	Distinguished Cadet (N-1-1)	Academic Excellence (N-1-2)
			
Academic Achievement (N-1-3)	Perfect Attendance (N-1-4)	Student Government (N-1-5)	Leadership Development (N-1-6)
			
Academic Performance (N-1-7)	National Honor Society (N-1-8)	Academic (LEAD) Team (N-1-9)	Optional (N-1-10) NOT USED
			
DAI/SAI Instructor Leadership (N-3-1)	Personal Appearance (N-3-2)	Proficiency (N-3-3)	Drill Team (N-3-4)
			
Orienteering (N-3-5)	Color Guard (N-3-6)	Marksmanship Team (N-3-7)	Adventure Training (N-3-8)
			
Commendation (N-3-9)	Good Conduct (N-3-10)	JCLC (N-3-11)	Honor/Saber Guard (N-3-12)
			
Flag Detail (N-3-13)	Formal Inspection (N-3-14)	Rappelling (N-3-15)	Varsity Athletics (N-2-1)
			
JROTC Physical Fitness (N-2-2)	JROTC Athletics (N-2-3)	APFT Performance (N-2-4)	Participation (Cadet Challenge) (N-2-5)
			
Parade (N-4-1)	Recruiting (N-4-2)	School/Community Service (N-4-3)	Fundraising (N-4-4)
			
Humanitarian Service (N-4-5)	Service Learning (N-4-6)	Excellent Staff Performance (N-4-7)	
	Meritorious Unit Insignia: Each member of a unit designated as a Meritorious Unit is awarded the WHITE Star.		
	Honor Unit Insignia: Each member of a unit designated as an Honor Unit is awarded the BLUE Star.		
	Honor Unit With Distinction Insignia: Each member of a unit designated as a Honor Unit With Distinction Unit is awarded the GOLD Star.		
	Academic Achievement Wreath: Awarded to cadets who attain an overall B average in all subjects and an A average in JROTC. This award may only be worn in the semester following receipt. Consecutive receipt of the awards will be recognized by the placement of a colored felt pad behind the wreath: 2 nd Award = RED 3 rd Award = SILVER 4 th Award = GOLD		

E. **MEDAL ARC TABS:** The following ARC TABS (medals) may be earned by cadets as described below. Only the below listed Arc Tabs/Pins are authorized and worn in the order listed. See Section VIII for a diagram for proper wear. **NOTE: For 2021-2022 ONLY, order of precedence does NOT matter for arc tabs, unless Staff tab is earned, which is highest precedence.**

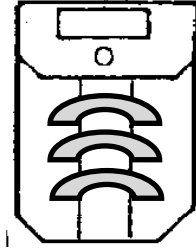
ORDER of PRECEDENCE	TITLE of ARC TAB	Presented To (WHO)	Criteria (FOR)
1	Leadership Arc Tab (Arc Medal)	Any Cadet	Presented to cadets who make the JROTC Leadership & Academic Bowl teams that make it to the <u>2nd round</u> of the competition or higher (alternates must have competed at least once).
2	JCLC Arc Tab (Summer Camp)	Any Cadet	Awarded to cadets for who complete all training requirements of the JROTC Summer Camp (also N-3-11 ribbon).
3	Raider Arc Tab (Arc Medal)	Any Cadet	Cadets who earn the N-2-4 (Army Physical Fitness Test Ribbon; 75%) <u>AND</u> the N-3-8 (Adventure Team Ribbon) earns the Raider Arc Tab. Also see Raider Shoulder Tab.
4	Color Guard Arc Tab (Arc Medal)	Any Cadet	Cadets who earn the N-3-6 (Color Guard Ribbon) at least twice (2x) <u>AND</u> have competed as a member of a Color Guard during a competition earn this Arc Tab.
5	Drill Team Arc Tab (Arc Medal)	Any Cadet	Cadets who earn the N-3-4 (Drill Team Ribbon) at least twice (2x) <u>AND</u> have competed as a member of a Drill Team during a competition earn this Arc Tab.
6	Robotics Arc Tab (Arc Medal)	Any Cadet	Cadets who earn the N-3-15 (Robotics Ribbon) and compete in at least 1 competition in the same year.
7	Rifle Team Arc Tab (Arc Medal)	Any Cadet	Cadets who earn the N-3-7 (Marksmanship Ribbon) having competed in at least two matches can earn this Arc Tab.
8	Honor Guard Detail Arc Tab (Arc Medal)	Any Cadet	Cadets who perform in the Honor Guard satisfactorily will and receive earn the N-3-12 (Honor Guard Detail Ribbon) twice (2x) earn this Arc Tab.

1. How worn:

a. **Male:** centered on the right pocket, 1/8" below pocket flap on the AG green shirt and Class A coat. Arc Pins will be spaced 1/8" apart.

b. **Female:** centered on right side of AG green shirt, even with the bottom of the second button and centered on the Class A coat even with the bottom of the first button. Arc Pins will be spaced 1/8" apart.

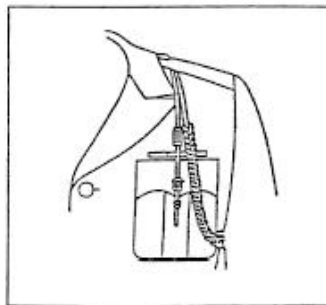
2. A maximum of six (6) arc pins can be worn at one time. See Order of Precedence.



F. **Distinctive Unit Insignia (School Crests):** The DUI will be worn above the right coat pocket. When worn with the Unit Insignia (star) or Academic Achievement Wreath, the DUI will be worn ¼ inch above either device or 1/8 inch above the top seam of the pocket when worn alone.



G. **Staff Cord:** Members of the Staff are authorized to wear the Grey during their tenure on the staff.



H. The following AWARDS are attainable by conspicuous achievement as indicated and awarded by the Senior Army Instructor (SAI):

TITLE of AWARD	Presented To (WHO)	Criteria (FOR)
The Stewarts Creek JROTC “Scholar, Athlete, Leader” Award	Awarded annually to the cadet who best demonstrates the ethos of a Scholar, Athlete, Leader for that school year.	All Order Inductees will have their names added to the Scholar, Athlete, Leader plaque.
Superior Cadet Award (Medal, Certificate & Ribbon)	LET-1 LET-2 LET-3 LET-4	The outstanding cadet in <u>each LET-level</u> . Top 10% of JROTC class & the top 50% of class in overall academic standing. Includes the highest degree of leadership, involvement, participation, discipline, character, & potential.
Marksmanship Qualifications (Badge)	Cadets who achieve the marksmanship standards as prescribed in CCR 145-2.	Successfully completing prescribed course of fire (based on firing the AR-1 (10 Bull)) target with minimum established score. The scores for the different badges are: 230-300 is Expert 130-200 is Sharp Shooter 110-129 is Marksman
Academic Achievement Wreath	LET-1 LET-2 LET-3 LET-4	Awarded to cadets who attain an overall B average in all subjects & an A average in JROTC. <i>The award may only be worn in the semester following receipt.</i> Consecutive receipt of the awards will be recognized by the placement of a colored felt pad behind the wreath in the following colors: 2 nd award (red), 3 rd award (silver), 4 th + award (gold).
Honor Unit With Distinction Insignia (Gold Star) Honor Unit Insignia (Blue Star) Merit Unit Insignia (White Star)	ALL Cadets	Attainment of Merit Unit, Honor Unit or Honor Unit With Distinction rating during HQCC Formal Inspections. The insignia is worn 1/8” above the right coat/shirt pocket. When wearing the Academic Achievement Wreath, the star device is worn inside the wreath’s laurels.

I. Stewarts Creek High School AJROTC Order of the Scholar, Athlete, Leader

Order of the Scholar, Athlete, Leader

Of all the cadet awards the most coveted is the *Order of the Scholar, Athlete, Leader* (SAL) cord. A scholar is a cadet that puts academic excellence first demonstrated by performance through grades and rigor of subjects taken (no grade below a “B”) An athlete is a student that works very hard to take care of his/her body and is involved in JROTC and school athletics, and a leader demonstrates the Army Values and is actively involved in leadership both in and out of JROTC. Only the most devoted cadets will achieve the *Order of the Scholar, Athlete, Leader*. It is anticipated that cadets will not achieve this status before the end of their sophomore year at the earliest. Each year cadets who achieve **700 points** will be inducted into the order and will have his or her name added to the Scholar, Athlete, Leader plaque. The criteria for the *Order of Scholar Athlete, Leader* are explained on the next page of this section.

1. The **15 x MANDATORY** requirements **MUST** be accomplished/achieved in order to qualify for the *Order of the Scholar, Athlete, Leader*. There are 435 possible points that can be earned from the Mandatory requirements.
2. The **ADDITIONAL POINTS** in **26 areas** make up the difference (to obtain the minimum 700 points). There are an additional or possible 935 points that can be earned from the Additional Points list.
3. **DEMERITS** are also included (subtracted) from the total SAL points total.

NOTE: Cadets who earn **DEMERITS** will have points deducted from the Scholar, Athlete, Leader total equaling the number of demerits accumulated at the time of determination for induction. Cadets who receive more than 50 demerits become ineligible. Cadets who accumulate 50 demerits after being inducted into the order must relinquish their cord and will be removed from the Order’s roles.

Order of the Scholar, Athlete, Leader **MANDATORY** Requirements

MANDATORY REQUIREMENTS	POINTS AVAILABLE	POINTS AWARDED
1. JROTC Cadet Creed * <i>must score 100%</i> * <i>zero (0) after 3rd attempt</i>	1 st Attempt = 30 points 2 nd Attempt = 20 points 3 rd Attempt = 10 points	
2. U.S. Army Ranks * <i>must score 100%</i> * <i>zero (0) after 3rd attempt</i>	1 st Attempt = 30 points 2 nd Attempt = 20 points 3 rd Attempt = 10 points	
3. JROTC Cadet Ranks * <i>must score 100%</i> * <i>zero (0) after 3rd attempt</i>	1 st Attempt = 30 points 2 nd Attempt = 20 points 3 rd Attempt = 10 points	
4. JROTC Knowledge Test * <i>50 questions – 1 point per question</i>	Must score at least 15 out of 50 on the test. Re-takes are authorized.	
5. National Chain of Command * <i>must score 100%</i> * <i>zero (0) after 3rd attempt</i>	1 st Attempt = 30 points 2 nd Attempt = 20 points 3 rd Attempt = 10 points	
6. Command Squad Drill (IDR) * <i>must score 90% or better</i> * <i>zero (0) after 3rd attempt</i>	1 st Attempt = 25 points 2 nd Attempt = 15 points 3 rd Attempt = 5 points	
7. Flag Detail Ribbon (N-3-13)	20 points – 1x award	
8. Drill Team Ribbon (N-3-4)	20 points – 1x award	
9. Color Guard Ribbon (N-3-6)	20 points – 1x award	
10. Raider Team Ribbon (N-3-8)	20 points – 1x award	
11. Service Learning Ribbon (N-4-6) * <i>2nd Award is considered Additional Points</i>	1st Award = 30 points *2nd Award = 15 points	
12. Parade Ribbon (N-4-1) * <i>only 1st Award is Mandatory</i> * <i>2nd Award is considered Additional Points</i>	1 st Award = 20 points *2 nd Award = 10 points	
13. Fund Raising Ribbon (N-4-4) * <i>only 1st Award is Mandatory</i> * <i>2nd Award is considered Additional Points</i>	1 st Award = 30 points *2 nd Award = 15 points	
14. Community Service Ribbon (N-4-3) * <i>only 1st Award is Mandatory</i> * <i>2nd Award is considered Additional Points</i>	1 st Award = 30 points *2 nd Award = 15 points	
15. Cadet Challenge Ribbon(s) (N-2-5, N-2-3, & N-2-2) * <i>highest award counts</i>	N-2-2 = 50 points N-2-3 = 40 points N-2-5 = 30 points	
		435 maximum points (*not including 2nd)

Order of the Scholar, Athlete, Leader Additional Points

ADDITIONAL POINTS	POINTS AVAILABLE	POINTS AWARDED
1. Academic Wreath (max of 4 awards)	25 points each award	
2. Staff Cord (Regimental Staff position)	25 points – 1x award	
3. JCLC Arc Tab (Summer Camp) & JCLC Ribbon (N-3-11)	50 points – 1x award	
4. Cadet of the Month (Metal Arc Tab)	20 points – 1x award	
5. Honor Guard Arc Tab (Metal Arc)	30 points – 1x award	
6. Flag Detail Arc Tab (Metal Arc)	30 points – 1x award	
7. Color Guard Arc Tab (Metal Arc) Command @ Competition Command @ School Event	30 points – 1x award 20 points – 1x award 10 points – 1x award	
8. Drill Team Arc Tab (Metal Arc) Commanded @ Competition	30 points – 1x award 20 points – 1x award	
9. Orienteering Arc Tab (Metal Arc)	30 points – 1x award	
10. Student Government, Varsity Athlete, National Honor Society (NHS)	40 points each award	
11. Good Conduct Ribbon (N-3-10)	30 points – 1x award	
12. Humanitarian Ribbon (N-4-5)	30 points – 2x only (max)	
13. Cadet Staff Ride	25 points – 1x award	
14. Raider Arc Tab (Metal Arc) Command @ Competition (Patch)	50 points – 1x award 30 points – 1x award	
15. Leadership Arc Tab (Metal Arc) <i>(make it to 2nd Round of LEAD competition)</i>	25 points – 1x award	
16. Army Physical Fitness Test (APFT) (must be PASSING score/60% all events) - Score 300 (max) - Score 270+ - Score 240+ - Score 210+ - Score 180+ (pass)	<i>* highest award counts</i> <i>* only one award</i> 50 points 40 points 30 points 20 points 10 points	
17. Marksmanship Qualification Badge <i>* highest award counts</i>	Expert = 30 points Sharpshooter = 20 points Marksman = 10 points	
18. Personal Appearance Ribbon (N-3-2)	20 points – each award	
		490 – 935 <i>additional points</i>

SECTION XI – WEAPONS & SECURITY

A. **PURPOSE:** The purpose of this SOP is to establish policies and procedures for securing arms (M1903), air rifles, and air rifle ammunition.

B. **RESPONSIBILITIES:**

1. The SAI will ensure adherence to provisions of Department of the Army (DA), Training and Doctrine Command (TRADOC), US Army Cadet Command, and 7th Brigade publications and this SOP concerning the security of arms and ammunition.

2. Cadets will handle weapons in a safe and secure manner.

C. **PROCEDURES:**

1. No demilitarized and air rifles or ammunition larger than a pellet, no explosives, or pyrotechnics will be stored in the arms room.

2. No privately owned weapons will be stored in the school's facilities.

3. All demilitarized and air rifles will remain under the surveillance and control of the instructors. No rifles will be placed under the sole control of a cadet with the exception of non-military replica drill rifles.

4. Demilitarized service rifles (M1903) are for drill purposes only and when not in use will be stored in the arms rooms. These rifles will be placed in racks and locked under double lock.

5. The Daisy Air Rifles and pellets for them will be stored in the arms room or secured at the range.

6. Inventories:

a. A physical count of all rifles will be conducted whenever the arms room is opened. This will ensure that all weapons are present before starting or ending the day's activities.

b. A serial number inventory (Air Rifle) will be conducted monthly by the responsible officer or his representative. This inventory will be recorded in ROTC Cadet Command Form 195-R with all air rifle serial numbers listed. The form will be signed by the person conducting the inventory and will be placed in a security file (subject to inspection).

c. The Military Property Specialist will conduct a serial number inventory of the M1903 drill rifles annually. This report will be forwarded to appropriate commands and a copy maintained at the centralized supply facility.

d. To further insure accountability, a monthly visual count inventory will be conducted and recorded.

e. Immediately report losses or overages to the SAI for investigation and accountability in accordance with AR 190-11, AR735-11, and AR 710-2.

7. Control:

a. A current roster of personnel having unaccompanied access to keys to arms room, locks, and containers will be posted inside the arms room.

- b. Keys to the arms room, racks, ammunition containers will be maintained separately from the other keys and accessible only to those on the unaccompanied access list.
- c. No cadet is authorized to sign for or maintain control of the arms room and ammunition keys.
- d. A master key system will not be used for the arms room door lock.
- e. If keys are lost, misplaced or stolen, replace the affected locks or cores immediately.
- f. If training rifles are used during the course of a day, at the end of each class period or at the end of each training period, a physical count of the rifles will be made prior to the release of the class or team.
- h. Rifles and ammunition will be under the visual surveillance of the SAI/AI at all times.
- i. Under no circumstances will a cadet be allowed to take a training rifle or air rifle home or transport such weapon in a POV; with the exception of non-military replica drill rifles.

SECTION XII - SUPPLY

A. PROPERTY ACCOUNTIBILITY:

1. Eagleville maintains a hand receipt for all government accountable property.
2. The SAI will investigate and resolve all issues dealing with property accountability in coordination with the BDE JROTC Team.
3. See Rutherford County JROTC SOP for property accountability.

TAB A, Rutherford County JROTC Cadet Rules and Behavior

The Junior Reserve Officer Training Corps (JROTC) Program is an unusual academic experience with many benefits for cadets. It is modeled on the U.S. Army, and attempts to teach the basic concepts of self-discipline, leadership, character, and fitness. Parental support is essential to the success of the student. The following general rules are effective for SY 13/14

- Students are expected to exercise courtesy and respect during JROTC classes, and to fully participate in all activities of the class period. They should arrive on time, prepared, and with proper materials for the class.
- Extracurricular activities (drill team, color guard, rifle team, raider team, and orienteering team) are all strictly voluntary after-school activities, which allow greater involvement, but also require a higher level of dedication and discipline.
- Parents/guardians are always invited to observe and, where practical, to participate in any JROTC event. The JROTC classroom is open to your visit at any time we are there. We have a telephone in the room and can be reached directly by calling Stewarts Creek High School (615-904-6771 Ex 31609).
- Students are issued uniform items for use during the school year. Any items lost or damaged must be replaced or reimbursed to the program. The dress blue Army Service Uniforms (ASU) and gray beret are issued professionally cleaned and must be returned professionally dry-cleaned at the end of the year. Periodic dry-cleanings are necessary throughout the year so as to always present a neat, clean appearance. **The gray dress shirt maybe cleaned at home, but the dress slacks and coat require drycleaning.** The Army Combat Uniforms (ACU), if issued, are for school use only and should not be used as play, hunting or camping clothes since they are a proper military uniform and this will only wear them out faster. ACUs may be laundered at home.
- All cadets are expected to wear the proper uniform on assigned days for the full school day. Failure to do so may lead to corrective actions (extra work, demerits, demotions, adverse counseling), but may also lead to failing grades for the six weeks.
- When in uniform, cadets must meet basic grooming standards for JROTC: clean shaven, moderate hair length, only approved jewelry, etc. Our standards are as stringent as the U.S. Army, and we want to insure the uniform is never worn in a manner that would be embarrassing to the Army.
- JROTC is also a course in wellness and requires participation in physical fitness activities (usually on Friday). Cadets are expected to wear or bring suitable clothing and shoes on athletic days, and to engage in all activities to the best of their abilities. Time to change clothes will be allowed, if requested.
- Instructors and cadet leaders will enforce these rules and administer corrective action for violations. Before misbehavior is referred to a school official, actions taken within JROTC could include: extra work, physical exercise as defined by the Army Physical Fitness manual FM 21-20 (directed and supervised by the SAI or AI), demerits, demotions or loss of credit toward promotion, lower grade for the marking period, or disenrollment from the program.

I understand the rules and behavior expectations and consequences of the JROTC program.

(Cadet Signature)

(Parent Signature)

(Date)

TAB B
CADET EVALUATION AND COUNSELING FORM

Name of Cadet _____ School _____

LET Level: _____ Cadet Rank: _____ Position and Unit: _____

I. PERSONAL:	SAT	UNSAT	COMMENTS
a. Appearance and Bearing			
b. Physical Fitness			
c. Emotional Stability			
II. EDUCATIONAL:			
a. Subject Knowledge			
b. Learning Effectiveness			
c. Relationship w/ Other Cadets			
d. Relationship w/ Leaders			
e. Cooperation w/ Instructors			
f. Compliance w/ Policies and Directives			
g. Classroom Participation			
III. PERFORMANCE:			
a. Effectiveness as a Leader			
b. Classroom Discipline			
c. Attendance and Punctuality			
d. Attention to Detail			
e. Participation in Extra-Curricular Activities			

IV. CADET COMMENTS:

Signature of Evaluated Cadet

Signature of Evaluating Leader

Date: _____

TAB C

**US ARMY INSTRUCTOR GROUP
RUTHERFORD COUNTY SCHOOLS
JROTC CADET BOARD, AWARD, AND PROMOTION CHECKLIST**

NAME: _____ **CADET RANK:** _____ **LET:** _____

SCHOOL: _____ **NOMINEE FOR:** _____

<u>AREA FOR CONSIDERATION</u>	<u>Maximum</u>	<u>Rating</u>
1. Reporting and Dismissal Procedures:	15	_____
2. Military Bearing: [Neatness and cleanliness and proper wearing of authorized insignia of the uniform. Carriage, alertness enthusiasm, and self-confidence]	50	_____
3. Speech Technique: [Volume, fluency, phraseology and usage. Force, enunciation, gestures and eye contact]	30	_____
4. Knowledge of Military Subjects and Current Events:	50	_____
5. Ability to Cope w/ the Pressure of the Interview: with peers.	15	_____
6. Decisiveness: [Characterized by displaying firmness and determination]	15	_____
7. Judgement: [Ability to reason and weigh facts in arriving at a solution. Following logical though processes to include imagination, Reasoning, foresight and results of action.]	25	_____
Total Points Possible 200 Awarded _____		

Rater Signature

Date: _____

Comments:

TAB D
Merit-Demerit Report

Date: _____

Cadet: _____

Incident: _____

Recommended: #Merits: _____ **#Demerits:** _____

Desire to Appeal: YES / NO **Offender's Initial:** _____

Awarded/Issued By: _____

Reviewed and Approved By: _____

SAI/AI Signature

TAB E

SCHS JROTC Syllabus LET 1

Overview: JROTC is first and foremost a leadership and character development course of study. To that end all JROTC activities focus on six core abilities cadets will develop and enhance as they progress through all classes and extra-curricular activities. They are:

- Take responsibility for your actions and choices
- Treat self and others with respect
- Apply critical thinking techniques
- Communicate using verbal, non-verbal, visual and written techniques
- Do your share as a good citizen in your school, community, country, and the world
- Build your capacity for life-long learning

To achieve the maximum benefit cadets should become involved in as many teams and activities as possible as they serve to multiply the effects of the lessons learned in classroom study. Activities become the learning laboratory to practically apply these lessons.

Grading: LET (Leadership, Education, and Training) level 1-3 grading policies follow:

- One quiz per week (usually Wed or Thurs) worth 10 points each covering learning objectives posted daily, and command inspection points of emphasis. Quizzes will be averaged and count toward 20% of the term grade (drop lowest quiz) Notes may be used during quizzes unless otherwise instructed. **TAKE NOTES!**
- One or more quarterly tests worth 30 points covering all learning objectives during the term. Notes may not be used during tests. Study the notes you've taken. Usually a review of the exact test questions will be provided the class prior to the test.
- One uniform inspection weekly (usually Thurs) worth 100 points. Weekly uniform grades will be averaged. All cadets will be inspected every week. Cadets not in uniform without an advanced excusal will receive a zero that will count toward the inspection average and additional demerits.
- One cumulative leadership grade worth 30 points. Cadets begin each term with 25 points. Cadets accumulate merits for good behavior and demerits for poor behavior. The maximum score possible is 30. Extra merits will add one percentage point to term grade For those cadets serving in leadership positions, points accrue as follows for their expected contributions to the Corps of Cadets:
 - Team leader = 1 points
 - Squad leader = 2 points
 - Platoon level leaders = 3 points
 - Company level leaders = 4 points
 - Battalion level leaders = 5 points (staff assistants = 3 points)

Semester exams will be given in all JROTC classes and follow school policy for 2nd semester exemption. All cadets will take a comprehensive 1st semester exam covering material learned during the entire semester. It will emphasize short essay writing and complex problem solving to focus on the 6 core abilities listed above.

Classes by term:

1st Quarter

- Making of a better citizen (Include Army Values)
- The past and purpose of Army JROTC
- Moving up in JROTC (Rank Structure)
- The signs of success
- Personal appearance and the uniform
- Flag etiquette
- National anthem
- Leadership defined

Service learning
Physical fitness
Drill and ceremony

2nd Quarter

Virtues Class
Leadership reshuffled
Leadership from the inside out
Principles and leadership
Sexual harassment
Steps from the past
Roles of leaders and followers in drill
Taking charge
Conflict resolution
Physical fitness
Drill and ceremony

3rd Quarter

Self awareness
Diversity and winning colors
Personal growth plan
Becoming an active learner
Brain structure and function
Learning styles
Multiple intelligences
Thinking maps
Reading for meaning
Study habits that work
The communication process
Becoming a better listener
Physical fitness
Drill and ceremony

4th Quarter

Making healthy decisions
Personality self-esteem and emotions
Managing stress
Mental disorders
Food, nutrition, choices, and digestion
Movement, coordination, cardiovascular and respiratory health
Exercise, lifelong fitness, and personal care
Substance abuse (alcohol, tobacco and drugs)
Physical fitness
Drill and ceremony

TAB F
SCHS JROTC Syllabus
LET 2/3

Overview: LET II and LET III cadets will be in the same classroom and thus receive instruction at the same time. Therefore, LET II and III will be taught in alternating years. JROTC is first and foremost a leadership and character development course of study. To that end all JROTC activities focus on six core abilities cadets will develop and enhance as they progress through all classes and extra-curricular activities. They are:

- Take responsibility for your actions and choices
- Treat self and others with respect
- Apply critical thinking techniques
- Communicate using verbal, non-verbal, visual and written techniques
- Do your share as a good citizen in your school, community, country, and the world
- Build your capacity for life-long learning

To achieve the maximum benefit cadets should become involved in as many teams and activities as possible as they serve to multiply the effects of the lessons learned in classroom study. Activities become the learning laboratory to practically apply these lessons.

Grading: LET (Leadership, Education, and Training) level 1-3 grading policies follow:

- One quiz per week (usually Wed or Thurs) worth 10 points each covering learning objectives posted daily, and command inspection points of emphasis. Quizzes will be averaged and count toward 20% of the term grade (drop lowest quiz) Notes may be used during quizzes unless otherwise instructed. TAKE NOTES!
- One or more quarterly tests worth 30 points covering all learning objectives during the term. Notes may not be used during tests. Study the notes you've taken. Usually a review of the exact test questions will be provided the class prior to the test.
- One uniform inspection weekly (usually Thurs) worth 100 points. Weekly uniform grades will be averaged. All cadets will be inspected every week. Cadets not in uniform without an advanced excusal will receive a zero that will count toward the inspection average and additional demerits.
- One cumulative leadership grade worth 30 points. Cadets begin each term with 25 points. Cadets accumulate merits for good behavior and demerits for poor behavior. The maximum score possible is 30. Extra merits will add one percentage point to term grade For those cadets serving in leadership positions, points accrue as follows for their expected contributions to the Corps of Cadets:
 - Team leader = 1 points
 - Squad leader = 2 points
 - Platoon level leaders = 3 points
 - Company level leaders = 4 points
 - Battalion level leaders = 5 points (staff assistants = 3 points)

One 2nd quarter test will be replaced by a term paper. Instructions for completion will be published under separate cover and constitutes a national writing requirement.

Semester exams will be given in all JROTC classes and follow school policy for 2nd semester exemption. All cadets will take a comprehensive 1st semester exam covering material learned during the entire semester. It will emphasize short essay writing and complex problem solving to focus on the 6 core abilities listed above.

Classes by Quarter

1st Quarter

- Life-saving steps
- Controlling bleeding
- Treating shock
- First aid for burns, poison
- Heat and cold WX injuries
- Bites stings and poisons
- Family and peer relationships
- Preventing violence
- Map skills
- Physical fitness
- Drill and ceremony

2nd Quarter

- Service learning
- Reproduction, heredity and pregnancy
- Adolescence and adulthood
- Infectious diseases, STDs and AIDS
- Chronic diseases and disabilities
- Safeguarding the public
- Community health and the environment
- Preventing injuries
- Physical fitness
- Drill and ceremony

3rd Quarter

- The Preamble
- Citizenship & small group meetings
- Our natural rights, republican government
- British origins and colonial government
- State constitutions
- Articles of confederation
- Creating our constitution
- Physical fitness
- Drill and ceremony

4th Quarter

- Balancing the power
- The Bill of Rights
- New citizenship and constitutional issues
- Citizen roles in democracy
- Citizenship in history
- Practical military history
- Physical fitness
- Drill and ceremony

LET III Curriculum

1st Quarter

- Command and staff principles
- Celebrating differences and diversity
- Performance indicators
- Negotiating
- Decision-making and problem-solving
- Managing anger

- Conflict resolution
- Finding solutions
- Violence prevention
- Physical fitness
- Drill and ceremony

2nd Quarter

- Service learning
- Power bases, influence, and leadership styles
- LET III Curriculum (Continued)

Management skills

- Communication & motivation
- Preparing to teach
- Developing lesson plans and delivering instruction
- Thinking maps, graphic organizers, & using feedback in the classroom
- Physical fitness
- Drill and ceremony

3rd Quarter

- Your financial plan
- Budgeting
- Investing
- Good debt, bad debt, & using credit
- Securing your money
- Insurance
- Your career, the real value of education, career assessment
- Making the right choices
- Goal setting and time management
- Cadet etiquette
- Physical fitness
- Drill and ceremony

4th Quarter

- Presentation skills, writing, and public speaking
- College and career planning
- Leadership choices, decisions and consequences
- Ethical decision-making
- Global citizenship
- Historical timeline, choices, decisions, & consequences
- Chief justice and the constitution
- Chief justice and the bill of rights
- Physical fitness
- Drill and ceremony

TAB G
SCHS JROTC Syllabus
LET 4

Overview: JROTC is first and foremost a leadership and character development course of study. To that end all JROTC activities focus on six core abilities cadets will develop and enhance as they progress through all classes and extra-curricular activities. They are:

- Take responsibility for your actions and choices
- Treat self and others with respect
- Apply critical thinking techniques
- Communicate using verbal, non-verbal, visual and written techniques
- Do your share as a good citizen in your school, community, country, and the world
- Build your capacity for life-long learning

To achieve the maximum benefit cadets should become involved in as many teams and activities as possible as they serve to multiply the effects of the lessons learned in classroom study. Activities become the learning laboratory to practically apply these lessons. Seniors are expected to lead the Corps of Cadets in all areas.

Grading: LET (Leadership, Education, and Training) level 4 & 5 grading policies follow:

- One practical application of teaching and leading lower LET level cadets per week (usually Thurs) worth 20 percent covering learning objectives posted daily, and command inspection points of emphasis. The highest four grades count; lower grades will be dropped. Seniors will be provided lesson plans and access to course slides one week prior to the class they will lead. Often seniors will team with other seniors to run class. Seniors are encouraged to review the weekly training schedule and other course syllabi if they wish to prepare further in advance. This is highly recommended. Seniors will meet with LTC Payne on the Monday or Tuesday during ICU time to rehearse their class.
- One quarterly term paper worth 30 percent covering the topics listed below. Advance instructions are provided during the first week of a quarter and papers are due on the last Wednesday of the quarter. Timeliness is of secondary importance only to content. Cadets receive significant benefit for early turn-in and commensurate penalty for late submission. Topics:
 - 1st Quarter Book review from list provided by the DAI. See Tab H.
 - 2nd Quarter Editorial paper discussing an issue assigned by JROTC Cadet Command as the annual essay topic. Topics usually regard how JROTC affects a person's life and will be determined at the national level.
 - 3rd Quarter Second book report from list.
 - 4th Quarter. TBD
- One uniform inspection weekly (usually Wed or Thurs) worth 20 % of grade.
- One cumulative leadership grade worth 30 points. Cadets begin each quarter with 25 points. Cadets accumulate merits for good behavior and demerits for poor behavior. The maximum score possible is 30 percent. For those cadets serving in leadership positions, points accrue as follows for their expected contributions to the Corps of Cadets:
 - Team leader = 1 points
 - Squad leader = 2 points
 - Platoon level leaders = 3 points
 - Company level leaders = 4 points
 - Battalion level leaders = 5 points (staff assistants = 3 points)

Semester exams will be given in all JROTC classes and follow school policy for 2nd semester exemption. All cadets will take a comprehensive 1st semester exam covering material learned during the entire semester. It will emphasize short essay writing and complex problem solving to focus on the 6 core abilities listed above.

TAB H
LET 1 Cadet Development Program Checklist

Each LET 1 is responsible to complete for promotion consideration and selection to LET 2 the items on this checklist during the school year. [Located in the Cadet Portfolio]

<u>REQUIREMENT</u>	<u>Completion Date and SAI Initials</u>
Prepare notebook with index, and tabs.	_____
Establish High School Goals.	_____
Select high school academic cluster for graduation. Conduct an oral classroom presentation.	_____
Attend the JROTC Formal Ball.	_____
Participate in JROTC fundraisers	_____
Join a JROTC team and stay on it.	_____
Conduct regular PT session participation dressing out.	_____
Participate in school service activities.	_____
Conduct counseling session with chain of command leadership.	_____
Attend school in order to be exempt from end of year final exams.	_____
Perform a student school activity.	_____
Complete written resume and cadet autobiography.	_____
Attain promotion to Cadet Corporal.	_____
Achieve 50% on the Cadet Challenge.	_____
Attend Promotion Board to Cadet SGT.	_____
Perform as Squad Leader.	_____
Achieve 2.3 cumulative GPA or higher.	_____
Perform 2 hours of documented community service.	_____
Participate in one school club or activity outside of JROTC.	_____
Do not receive ISS or OSS for school year.	_____
Turn in this completed Task Checklist to the AI	_____

_____ Cadet Signature

 AI Signature

TAB I

LET 2 Cadet Development Program Checklist

Each LET 2 is responsible to complete for promotion consideration and selection to LET 3 the items on this checklist during the school year. [Located in the Cadet Portfolio]

<u>REQUIREMENT</u>	<u>Completion Date and SAI Initials</u>
Prepare notebook with index, and tabs.	_____
Update High School Goals.	_____
Select high school academic cluster for graduation.	_____
Conduct two formal oral classroom presentations.	_____
Earn Physical Education credit.	_____
Participate in JROTC fundraisers.	_____
Join a JROTC team and compete or perform.	_____
Conduct regular PT session participation dressing out.	_____
Participate in school service activities.	_____
Conduct counseling session with chain of command leadership.	_____
Attend school in order to be exempt from end of year final exams.	_____
Achieve 50% on the Cadet Challenge.	_____
Attend Promotion Board to SGT or SSG.	_____
Perform as Squad Leader.	_____
Achieve 2.5 cumulative GPA or higher.	_____
Perform 2 hours of documented community service.	_____
Participate in one school club or activity outside of JROTC.	_____
Earn Wellness credit.	_____
Turn in this completed Task Checklist to the SAI	_____

Cadet Signature

SAI Signature

Tab J
LET 3 Cadet Development Program Checklist

Each LET 3 is responsible to complete for promotion consideration and selection to LET 4 the items on this checklist during the school year. [Located in Cadet Portfolio]

<u>REQUIREMENT</u>	<u>Completion Date and SAI Initials</u>
Join a team, stay on it, and compete.	_____
Prepare notebook with index, and tabs.	_____
Establish cadet account for Cadet Distant Learning (www.JROTCDL.com .	_____
Complete at least one Cadet Distant Learning Module	_____
Confirm academic cluster for graduation.	_____
Complete the <u>March to Success</u> Program. (www.march2success.com)	_____
Earn Financial Planning credit.	_____
Prepare entry for Cadet Command Essay Contest. (3 rd Six Weeks)	_____
<i>SY 2012-2013 theme is “JROTC Differs From Other High School Courses”</i>	_____
See the SAI for essay guidance and requirements.	_____
Attend the JROTC Formal Ball.	_____
Participate in JROTC fundraisers.	_____
Perform in platoon or company leadership positions	_____
Conduct counseling session with subordinates.	_____
Identify three colleges or trade schools for your applications.	_____
Earn US Government credit.	_____
Achieve 50% on the Cadet Challenge.	_____
Score composite of 21 on ACT.	_____
Achieve 2.8 cumulative GPA.	_____
Perform 4 hours of documented community service.	_____
Turn in this completed Task Checklist to the SAI	_____

Cadet Signature

SAI Signature (6th Six Weeks)

TAB K
LET 4 Cadet Development Program Checklist

Each LET 4 is responsible to complete the items on this checklist during the school year. [Located in Cadet Portfolio]

<u>REQUIREMENT</u>	<u>Completion Date and SAI Initials</u>
Review JROTC Web Portal. www.usarmyjrotc.com User ID: cadet password: 2012	_____
Establish cadet account for Cadet Distant Learning (www.JROTCDL.com).	_____
Complete the <u>Hate Comes Home</u> Interactive DVD Program.	_____
Complete the <u>Just 2 Days</u> Interactive DVD Program.	_____
Register to vote. (See SAI for mail in form)	_____
Review the <u>March 2 Success Program</u> on the JROTC Web Portal	_____
Complete DAI Fall Book Report [format attached] for turn and grading to DAI Office NLT 15 <u>See DAI JROTC Cadet Reading List</u>	_____
Complete the <u>Financing College and Admissions</u> DVD Program.	_____
Apply to a college /university or trade school before the end of the Semester.	_____
Complete six hours of documented individual community service.	_____
Complete Cadet Distance Learning on JROTC Web Portal.	_____
Plan, decorate, and attend required practices and cleanup for the Military Ball.	_____
Prepare entry for Cadet Command Essay Contest. (3 rd Six Weeks) <i>SY 2012-2013 theme is "JROTC Differs From Other High School Courses"</i> See the SAI for essay guidance and requirements.	_____
Complete Portfolio Notebook prior to the Command Inspection.	_____
Plan and Assist in a National Flag Retirement Ceremony	_____
Turn in this completed Task Checklist to the SAI	_____

Cadet Signature

Tab L

REFERENCES

REG	NAME
CC Reg 145-2	JROTC Organization, Administration, Operations
CC Reg 145.8.3	Organizational Inspection Program Checklists
FM 3-21.4	Drill and Ceremonies
FM 3-22.20	Physical Fitness
SH 21-75	Ranger Handbook
FM 22-100	Military Leadership
FM 3-25.26	Land Navigation
Fifth Edition	Cadet Reference Guide