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FORWARD

It is a pleasure to welcome you as a member to the Lee/New Century High School Army Junior Reserve Officer Training Corps (JROTC) program. I would like to congratulate you on selecting the JROTC program; there is truly no better program in high school to prepare you for success as a leader no matter what endeavor you may decide to pursue. It is a program, which will enable you to combine your broadening academic knowledge with the best principles of American leadership, thereby enhancing your value as an individual, a member of our society, and a citizen of this great nation of ours.

This **Standard Operating Procedure (SOP)** has been prepared to provide information to you about the JROTC Program at Lee/New Century High School. It gives the history, mission and objectives and a set of policies and procedures essential for the effective and efficient command and administration of the Corps of Cadets and enunciates the standard of conduct and appearance expected of each cadet.

A cadet is expected to comply with the provisions contained in the Cadet SOP, weekly training schedules, orders, memorandums, etc., published by the Cadet Chain of Command, or the Office of the Senior Army Instructor (SAI). Ignorance of orders or regulations is not a valid excuse for failure to obey. When in doubt as to the meaning of a direction, the cadet should question their cadet chain of command first and then the JROTC cadre.

We feel that the JROTC Program is an important factor in the total development of a young person. The program augments other regular classroom instruction with the development of each cadet depending largely upon the cooperation received from the parents and the cadet concerned.

You joined a winning team by joining and becoming a member of the Lee/New Century High School Army JROTC Program. The JROTC cadre looks forward to the opportunity of working with you and assisting in the development of your academic and leadership attributes. Parents and Guardians should feel free to call the SAI at any time for explanations and/or instruction not covered in this SOP. Parent and Guardians are especially encouraged to call or visit the cadet's assigned instructor, as required.

Cordially,

Diane P. Richie
COL, US Army Retired
Senior Army Instructor

Battalion History

The Lee High School's JROTC program started some 43 years ago, according to the records we could find. Our past may be foggy, but our future is clear and enormously promising. In the past twenty years, the General Battalion has had numerous cadets move on to the Military's Premiere Military Academies, Colleges and Universities across the United States and the ever-demanding workforce with a renewed sense of pride, confidence and Leadership skills that our curriculum has prepared the cadets for.

"To motivate young people to be better citizens" is not just the JROTC motto, it's a living dictum that all our students strive for and continue to honor throughout their adult lives. In the past 10 years, numerous of young men and women whom return to our program years after graduation, to share stories and life lessons that have enabled them to achieve their life long goals.

In recent years, the General Battalion has truly taken charge and exemplified true leadership and attention to detail in such competitions as Drill and Ceremonies, Physical Fitness and Air Rifle matches. And most recent, the General Battalion placed second in The State Unarmed Drill Competition.

Today, the General Battalion consists of over 200 cadets who participate in a variety of learning projects and volunteer events and our meticulous color guard and saber teams perform in various community events. Good enough is no longer good enough!

Generals!!

Chapter 1 – General Provisions

1. Purpose: This Standard Operating Procedures (SOP) provides policies and procedures for the organization, administration, operation, and support of the Lee/New Century High School Junior Reserve Officers Training Corps (JROTC) Program. All cadets participating in the program are expected to comply with this SOP.

2. Authority: The Army JROTC program originated as part of the National Defense Act of 1916. The principle of maintaining national programs of military training for citizens attending school was validated during Congressional hearings preceding passage of the ROTC Vitalization Act of 1964. The program consists of three levels of instruction: the Senior Division, the Military Schools Division, and the Junior Division. Lee/New Century High School is a Junior Division unit.

3. Mission: The mission of the Lee/New Century High School JROTC Program is to motivate young people to be better citizens. Another aspect of our mission is to train leaders for tomorrow. The Army JROTC program provides a unique educational experience for students through their participation in a federally sponsored course of leadership instruction while pursuing their normal civilian education. Students should acquire an understanding of the fundamental concepts of military art and science, an introduction to associate professional knowledge, and an appreciation of requirements for national security. The dual roles of citizen/soldier and soldier/citizen are studied. JROTC assists in the total development of high school students so that they can take their places as responsible citizens in our free society. Special emphasis is placed on teaching students personal responsibility, integrity, dependability, and maturity.

4. Course Objectives: Each cadet should: Be a better citizen; Appreciation of ethical values and principles that are the groundwork of good citizenship; Develop leadership potential with abilities to live and work with others; Develop ability to think logically and to communicate effectively by writing and orally; Learn an appreciation of the importance of physical fitness in maintaining good health; Gain knowledge of the effects and dangers of drug abuse, and how to resist pressures to try drugs; Develop mental management abilities including goal setting, visualization, and positive self-image; Develop knowledge of educational and vocational opportunities and the development of basic skills necessary to work effectively as a member of a military or civilian team.

5. Enrollment: To be eligible for enrollment and continuance as a member of the Junior ROTC Program, each member of the Cadet Corps must meet the following requirements:

- a. Be enrolled in and attending full time a regular course of instruction at Lee/New Century High School.
- b. Must be a 9th through 12th grade student.

c. Must maintain an acceptable standard of academic achievement and academic standing, which warrants at least normal progression and will merit a student's graduation upon completion of all requirements.

d. Must maintain an acceptable standard of conduct and be of good moral character. Student must be honest and self-reliant and have a sense of personal and social responsibility in the performance of the program and other academic assignments; must exhibit self-discipline and respect for constituted authority through observance of laws, rules and regulations of the entire school as well as the JROTC Department.

e. Be physically fit to participate in the JROTC program without compromise to student's health or well-being.

6. Disenrollment: Students will be dis-enrolled or excluded from attendance as determined by the Senior Army Instructor (SAI), Army Instructor (AI), and/or the principal. In all cases, a cadet will be considered for disenrollment when he or she:

a. Withdraws from school.

b. Demonstrates ineptitude for leadership training indicated by a lack of general adaptability.

c. Fails to keep an acceptable standard of academic achievement, conduct, and uniform appearance.

d. Exhibits undesirable character traits such as lying, cheating, or stealing; unauthorized possession or use of illegal drugs or substances; conviction or adjudication as a juvenile offender for committing an offense that could lead to imprisonment; frequent incidents of a discreditable nature with civil or school authorities; or other similar acts.

e. Exhibits an indifference to and a lack of interest in leadership training as demonstrated by frequent absences from class or drill; a large accumulation of demerits; an established pattern of shirking responsibility or other similar acts.

f. Fails to maintain a requirement for enrollment (i.e. Grades, Discipline etc..)

g. Recommendation for Removal by the Disciplinary Board.

7. Uniforms and Equipment: Proper appearance and dress is an indication of self-respect, pride, alertness, and proper attitude. The Army uniform is the symbol of an old and honorable profession and of our great nation. **THE UNIFORM WILL BE WORN EVERY WEEK ON TUESDAY OR WEDNESDAYS (depending on the day you have JROTC) AND ON SPECIAL OCCASIONS, unless otherwise directed by the SAI.**

a. The uniform will be worn in the correct manner at all times to include during class periods and to and from school.

b. Cadet officers, NCO's and instructor personnel are required to correct uniform violations when observed.

c. Cadets not in uniform because of another class uniform commitment will be required to wear it the next school day and will receive full credit. If the student is absent and the absence is unexcused, the student will receive a zero for the day. If absence is excused, the uniform should be worn the next day the student is present for school.

d. NO PART OF THE UNIFORM WILL BE WORN WITH CIVILIAN CLOTHES unless authorized by the Senior Military Instructor

8. Haircuts: All cadets must present a neat appearance at all times. Haircuts will conform to the standards in the Cadet Command Regulation 145-2 (dated 1 Feb 12) Chapter 11-6a page 101. The cadet's hair will be well groomed, cut short or medium length, and neatly trimmed at all times. The face and neck will be cleanly shaven. The hair will be trimmed above the ears and above the top of the shirt collar around the back of the neck. Sideburns, when worn, will not extend lower than the ear opening and will be neatly trimmed at all times. In all cases, the bulk or length of the hair will not interfere with wearing of issued headgear.

9. JROTC Co-Curricular Activities Policy: The co-curricular activities of the JROTC program consist of the Color Guard, Exhibition & Standard Drill, Saber Team, Raider Team, and Rifle Teams. It is the belief of JROTC that extra-curricular activities exist to help students learn teamwork, a good work ethic, sportsmanship, and fair play. We believe the values learned from honest competition will help every student throughout their lives. There are no losers in a fair competition. Cadets are expected to follow the standard: "Win with humility, lose with pride". No Cadet will ever be permitted to blatantly taunt a defeated opponent or sulk or gripe after losing a fair competition. No student will represent Lee/New Century High School JROTC in any competition if they have, by their actions, brought discredit upon the US Army, the JROTC program, or Lee/New Century High School.

a. Drill Team: The Honor Guard is a competitive, precision drill team which competes in military regulated and unregulated style drill meets throughout the State of Alabama and the Southeastern region. The drill team also participates in numerous civic activities in Huntsville County throughout the academic year. Tryouts are conducted at the start of each school year.

b. Rifle Team: The Rifle team is a Huntsville City High School sanctioned varsity and Junior Varsity sport in which cadets compete in. The team utilizes highly precise Crossman Air Pellet Rifles and competes in competitions with other high schools throughout the region. Cadets perform precision shooting from the standing, kneeling, and prone (lying down) positions.

c. Color Guard: Outstanding cadets are selected from volunteers for these positions. The Team performs at all JROTC military and social events, athletic activities, and other community and patriotic events.

d. Saber Team: The Sabre Team is an all-volunteer team that performs with military sabers during ceremonial events. Events include presenting the Homecoming Court, Military Ball Court and can be requested by the community to perform in such events as Military Weddings.

10. Promotions: The promotion system is not automatic. It is based on the merit promotion system, which promotes the best-qualified person. Promotion is based on academic success, drill performance, discipline, leadership ability, cadet leadership and JROTC cadre recommendations. Prior to each promotion cadets will be evaluated and recommended by their cadet leadership.

a. To be eligible for promotion a cadet must not be failing more than one full credit subject at the end of the nine-week grading period during which the promotion is being considered.

b. General guidelines for class rank are as follows:

FRESHMEN - Initially a Cadet. If considered outstanding after the first quarter, may be promoted to Private or Private First Class; after first semester, may be promoted to Corporal if serving in a leadership position; after third quarter, truly outstanding Cadets may be promoted to Sergeant.

SOPHOMORES - Initially holds the rank held at the end of the first year. Promotion can be from Corporal up to Sergeant First Class.

JUNIORS - Initially holds the rank held at the end of second year. Promotion can be from Staff Sergeant to First Lieutenant.

SENIORS - Initially holds the rank held at the end of the junior year. Senior rank and positions will depend largely on ability to perform the duties and responsibilities required.

11. Parades: All members of the General Battalion are expected to participate, and will receive a Parade Ribbon for their participation in the Veteran's Day and Martin Luther Day Jr. parades within the community.

12. Military Ball: All members of the General Battalion are expected to attend. This is a formal dinner planned and executed by the Cadet Battalion Staff and it is typically held at the end of the Fall Semester. After the formal dinner with a Guest Speaker, there is the announcement to retire the Colors and commence the informal portion of the evening.

13. Summer Camp: Introduces cadets to a series of adventure training events in a modified military environment with the intent of making them better leaders and to increase their self-confidence. Sign-up for camp typically begins in March with weekly training sessions scheduled to prepare the cadets for camp.

Chapter 2 - Conduct & Behavior

1. **Purpose:** The purpose of this chapter is to clarify and outline the rights, privileges, and responsibilities of each cadet as well as outline the conduct and discipline expected of each cadet. It is the responsibility of each cadet to be aware of the guidelines and rules set forth in this chapter of the SOP and to conduct themselves in a way that reflects not only the letter of these rules but its spirit as well.

2. **Respect for Authority:** The Mission of the Army Junior ROTC program is to motivate young people to be better citizens. In keeping with this goal, all cadets are required to show the proper respect for authority. This applies equally to other officials and teachers within the school and with relationships with cadets holding a higher rank and position. To develop into a good leader you first must be a good follower. Each cadet begins their JROTC experience as a follower, with no rank or leadership responsibilities. Rank and authority are given as each cadet shows his or her ability to follow, and therefore their potential for assuming a leadership role. It is important for you to learn that showing respect to one in authority is the first step in becoming a good follower or a good leader. It is not a reflection of your personal opinion, or how you feel about the individual concerned. Instead, it is showing respect to the unit that the person represents. The unit has chosen to place that person in a position of authority. If you show disrespect to the individual, you show disrespect to the unit. Prepare yourself for leadership by learning, first, to follow.

3. **Authority of Cadet Officers and NCO's:**

Cadet Officer and NCOs are duly appointed representatives of the officials of Lee/New Century High School and the Senior Army Instructor. Their lawful orders and instructions are to be followed by all cadets junior to them. *No cadet leader is allowed to assign physical punishment such as push-ups, to any other cadet.* It is not a lawful order if it requires you to break a law or school policy, or if the order requires you to perform a degrading or demeaning task. (Note: hard work is NOT either degrading or demeaning.) **Remember, all cadets are charged with the responsibility of following directives regardless of any personal feelings they may have toward the superior giving them.** Whenever you feel you are being subjected to an injustice follow this simple rule: "Follow Instructions First, Protest Later".

4. **Responsibilities of Cadet Officers and NCOs:** All cadet Officers and NCO's have certain responsibilities placed upon them when they assume their rank and position. Cadet rank is difficult to obtain but easy to lose. Leaders must, at all times, be fair, impersonal, and impartial in giving orders. Any cadet leader who misuses their authority will be considered unfit for that rank and risk reduction in grade and/or removal from their position. Cadet leaders have the responsibility to exercise every means of positive leadership to accomplish results and should resort to disciplinary measures only when all else fails. Remember that the primary job of a leader is to lead, not to punish. It is expected that leaders be more willing to reward good behaviors than to punish poor ones. The cadet leaders are primarily held responsible for ensuring the appearance and conduct of the corps of cadets meets the highest standards and reflects credit on the JROTC program.

5. Personal Conduct: The JROTC Department is the most visible in the school, because we wear a unique and distinctive uniform that instantly identifies each of us as a JROTC member. It is thus important that every cadet conduct him/herself in such a manner as to bring credit upon themselves and the corps. You must set high standards of conduct and courtesy at all times, especially in uniform. You are representing the JROTC program in the JROTC classroom or outside of it, in the school hallways and cafeteria or in other classrooms, and even outside of the building, on the buses and in the streets of your hometown. Cadets are expected to be leaders among their peers and by their high standards of conduct, set an example that others will follow. Behavior of any kind, which violates these standards, will not be tolerated.

a. Honor Code:

(1) The corps of cadets at Lee/New Century High School is built upon a basic code that cadets should all strive to live by at all times. A cadet does not lie, cheat, or steal, nor tolerate those who do. This is a difficult goal to achieve and we recognize that no one is perfect. Honor code violations, however, are the most serious violations a cadet can make and will be dealt with by a Disciplinary Board or by the military staff. Punishments for violations of the honor code can include disenrollment from the corps of cadets. (See Disciplinary Board in Section 2-13)

b. Personal Responsibility:

(1) Individuals will be given government property for their use from time to time in JROTC training and field trips. You are personally responsible for any government property and it is YOUR personal responsibility to ensure it is not lost, damaged and maintained in good working condition. If it's lost or damaged (other than through fair wear and tear), you will have to pay to replace the equipment. If you are not willing to accept this responsibility, do not join JROTC or participate in its training exercises.

(2) You are personally responsible for the uniform you are issued. It is your job to keep it clean and wrinkle free for wear. It is also your job to protect it from damage or theft. The uniform items you are issued total more than \$400. If you do not return them in serviceable and dry cleaned condition, you will be charged for their replacement cost. These charges will be assessed through the school just as are those for a lost textbook or library book. The school does not issue a diploma to students with outstanding bills on graduation day. The federal government may pursue the adult responsible for you, (or you if 18 or over), through the Internal Revenue Service for reimbursement for any items damaged, or not returned.

6. Discipline and Courtesy:

a. Discipline: The General Battalion uses a model of discipline adapted from the military. Discipline is that state of order and compliance among cadets resulting from training. Discipline is demonstrated by smartness of appearance and actions, cleanliness of person, neatness of dress, and respect for those who are senior to you in age as well as rank.

(1) In JROTC classes, drills, and other JROTC activities, cadet officers will be addressed as "Sir" or "Ma'am" appropriately, and will be accorded salutes and courtesies by their juniors. Cadet NCOs will be addressed by their rank, and all others will be addressed as "Cadet."

(2) Chewing gum, eating, drinking, talking, whispering, leaning back in chairs, laying the head upon the desk, placing feet on the furniture, or other disrespectful, inattentive conduct is not

permitted when class is in session. The instructor may designate a portion of the class time for group work, research, or project completion when some of these standards may be relaxed. At all times, however, when an instructor, either cadet or military staff, is presenting a class, these rules will be strictly enforced.

b. Courtesy: The word “courtesy” implies polite and considerate behavior towards others, whether senior or junior in rank, and whether or not members of the Corps of Cadets. In general, juniors in rank habitually give the same precedence to, and show the same deference toward seniors in rank as any courteous person shows towards his/her elders. Courtesies should be shown promptly and smartly. Slovenly or half-hearted execution of these actions is, in itself, disrespectful. In the military, courtesy is indispensable to discipline. In civilian life, it is hardly less important. This may seem a strange notion to you now, because the teenage years are frequently those when courtesy is least often practiced. Learning good habits of courtesy now will often be of great service to you in later years. Of all the things we do each day, common courtesy often pays the greatest rewards for the least effort.

(1) Courtesy in civilian life is nothing more than the habit of being gentlemanly or ladylike, thoughtful, kind, and considerate to others. Traditional forms include saying “Good Morning” or “Good Afternoon,” shaking hands, standing when talking to a superior, opening doors for those with their hands full, etc. In the military service, the expressions of courtesy are more formal and precise. The most important military expression of courtesy is the hand salute. The hand salute is the military way of saying “hello” and rendering respect. It is also customary to exchange greetings when saluting. “Good morning, Ma’am” or “Good afternoon, Sir” are examples of appropriate greetings to accompany the hand salute. The complete rules for saluting will be covered in your class on Customs and Courtesies.

(2) Upon the entrance of the JROTC SAI, the first cadet who sees the SAI will call “Attention” and all cadets will stand at attention until otherwise directed. Upon the entrance of the JROTC AI, the first cadet who sees the AI will call “AT Ease” and all cadets will stand at the position of AT Ease until otherwise directed. After instruction has begun, if an officer or NCO enters the classroom, the class will continue and attention will not be called.

(3) Use common sense and good manners in all situations and you will have little trouble with courtesy.

7. Training Standards:

During training as a cadet, your instructors will insist on very high standards in what may seem to be minor details (cleanliness, haircuts, shaves, shoeshine, brass polish, posture, etc.). Your performance and conduct are expected to be of the highest standards both on and off school grounds. You are expected to conduct yourself at all times in a manner, which will reflect credit upon yourself, your family, the Cadet Corps, and Lee/New Century High School. Cadets in uniform are subject to correction by cadet officers and NCOs for uniform violations while at school or on the way to and from school, including the time as a passenger on a school bus. Remember that your uniform is a symbol of pride and honor that has been respected for years. You are expected to respect your uniform by wearing it properly.

8. Public Displays of Affection:

The Army has established standards for cadets in uniform that are even more stringent than school standards. While in uniform, cadets are to refrain from any type of intimate contact, including holding hands, kissing or embracing one another. It is important to the image of the JROTC cadet corps that we set the example in all areas, including this one. Follow both policies to the letter.

9. Sexual Harassment Policy:

Lee/New Century High School has an excellent policy designed to prevent the sexual harassment of all students, it is outlined in the Behavioral Learning Guide and is a level 4 response. Read it! Believe it! Our JROTC program is NOT a military organization, but it is based on the ideals of one. The US Army recognizes that it is a fundamental duty of the strong to protect those who are weaker. Sexual harassment occurs when any person abuses their strength, either physical or authoritative, to force unwanted sexual contact on another. This is entirely repulsive to the ideals on which this organization is based.

- a. Sexual harassment is not only physical; it also occurs when a student is forced to listen to unwelcome sexual comments, jokes, innuendoes, or repeated advances. If you are in such a position, you should make your discomfort known to the offender immediately, "I am not comfortable with that kind of talk, please stop it" or, "Please, allow me to leave." Continued offensive actions constitute sexual harassment and will be punished as such.
- b. Proven instances of sexual harassment will be dealt with as one of the most severe offenses a cadet can commit. Since sexual harassment is so repulsive to the ideals of JROTC, offenders will be considered for elimination from the Corps with a failing grade. They will, of course, be reported through proper channels for whatever legal action is deemed appropriate.

10. Non-Uniform Dress Code:

Cadets are expected to set the example, whether in or out of uniform. When not in uniform, cadets are expected to follow both the spirit and the letter of the Huntsville City Schools Behavioral Learning Guide dress code, appendix A. Be aware that it will be strictly enforced in JROTC. Cadets may NOT wear for physical fitness T-shirts or other garments that promote tobacco or alcohol or other drug abuse, nor encourage or promote promiscuous sexual activity. Clothing containing wording with ambiguous messages of a sexual nature such as "Coed Naked..." or "Big Johnson., or messages promoting alcohol or other drug use, or any unsafe or illegal conduct is NOT appropriate for wear by cadets. Cadets found wearing such items will be assessed demerits according to the nature of the offense and immediately asked to either remove or reverse the offending garment.

11. Merits and Demerits:

Merits may be awarded by the Cadet officer and Senior NCO chain of command and JROTC staff using the Merit/Demerit form as a just reward for outstanding efficiency, exceptional performance of duty or noteworthy achievement as approved by the Cadet Unit Commander and appropriate JROTC staff. Merits will be posted on the JROTC Bulletin Board.

Demerits will be given for offenses reported by the cadet chain of command and JROTC staff. The Merit/Demerit form will be used for recording offenses and recommending the number of demerits to be given and placed in the cadet's portfolio as a matter of record. If the cadet desires to appeal the demerits they must use his/her chain of command. The JROTC Cadre will

carefully review the forms for fairness and impartiality. JROTC cadre will ensure there are no excessive demerits. A listing of all demerits, to include the current balance, will be posted in the company books.

An example of a properly filled out Merit/Demerit Slip.

Partial merit guide and number allowed:

Action Merits

- Best Drilled Cadet 3-5
- Best Dressed Cadet 3-5
- Outstanding Act or Leadership 1-5
- Outstanding Demonstration of Leadership 1-5
- Outstanding Dress or Appearance 1-3
- Outstanding Performance of Duty 1-5
- Volunteer for Extra Duty 3
- Excellent Class Participation 2-4

Partial merit guide and number allowed:

Action Demerits

- Serious misconduct - hazing, flagrant disrespect, etc. REPORTED TO SAI/AAI
- Insubordination, Direct Disobedience REPORTED TO SAI/AAI

- Damage to School/Government Property REPORTED TO SAI/AAI
- Making a False Official Statement REPORTED TO SAI/AAI
- Striking a Superior Officer/NCO DISCIPLINARY BOARD
- Wearing Improper Rank. REDUCTION IN RANK
- Skipping DETENTION
- Conduct Unbecoming a Cadet 3-5
- Unexcused Absence from JROTC 5
- Late to JROTC class 2
- Absent from or Late to Assigned Place of Duty 1-5
- Uniform not worn 5
- Uniform Worn Improperly 1-3
- Using Profane or Obscene Language 5
- Failure to Observe Military Courtesy 1-5
- Need Haircut or Shave 1-5
- Eating/Chewing Gum 3
- Inattention 1-3
- Dropping Rifle 3
- Moving or talking in Ranks 1
- ISS/OSS 5

Extenuating or mitigating circumstances will always be considered in assigning of punishment. Cases involving lying, cheating or stealing will be referred to the Cadet Disciplinary Board for recommended action to the SAI. When a cadet repeatedly commits one of the offenses listed above additional demerits may be given for that offense at the discretion of the SAI.

12. Excessive Demerits and Additional JROTC Training:

a. The accumulation of an excessive amount of demerits by any cadet is an indication of a cadet's inability to properly adhere and adapt to the JROTC standards and is accordingly unacceptable. Upon receiving a total of 15 demerits without accumulating any merits to cancel them out, a cadet will be considered on probation and not allowed to participate in any JROTC field trips or JROTC team sponsored activities.

b. A cadet may accumulate 19 demerits during a school year before receiving an Additional JROTC Training () Tour. Upon reaching 20 demerits a will be issued. A consists of 50 minutes of additional marching with rifle or other training as directed by the Cadet S-2 or JROTC cadre member. Each additional 5 demerits will result in another . will be supervised by a JROTC cadre member and controlled by a JROTC Cadet Officer. JROTC cadre members will utilize 's in lieu of regular administrative school detentions; however, if a cadet fails to execute a they will receive a school detention requiring them to serve after school in the same capacity as a Tour. Demerits, , reduction in rank, appearance before a JROTC Discipline Board and dismissal from the JROTC program are all actions used to enforce discipline.

13. Cadet Discipline Board (Annex A):

The Board will be convened on the order of the SAI to judge improper performance or major breaches of discipline and offenses. The Board will have the authority to call and interview

witnesses and make recommendations towards the awarding of demerits, , reductions in rank and other specific punishments. The Board will normally consist of the following personnel:

Battalion Commander – President
Battalion Command Sergeant Major
Battalion S-2 – Recorder
Company Commander
Company First Sergeant

The Board may recommend elimination from the Corps of cadets for any Cadet guilty of major infractions of rules and regulations. The SAI and Staff will be the reviewing authority over all recommendations made by the Board. Any cadet has the prerogative of appealing a Disciplinary Board action to the SAI

14. Suspension of Rank:

Promotions are hard earned, but the suspension of rank and demotions can be easily achieved at any time due to inefficiency, misconduct, or other justifying cause when properly investigated and the action is approved by the Senior Army Instructor.

Cadet Officers and noncommissioned officers that are subject to disciplinary action by school authorities that results in out of school suspension will have their rank suspended for one week for each day of suspension not to exceed six weeks.

Chapter 3 - Battalion Duties and Responsibilities

The General Battalion is organized in much the same way as a regular Army battalion, although it is much smaller than the active Army unit would be. This organization provides the number and variety of command and staff positions that are needed to properly train Cadets.

The highest position in the Battalion is the Battalion Commander, who is responsible for everything within the unit. The Commander is assisted by an Executive Officer, who supervises the Staff, and a Command Sergeant Major, who is responsible for morale, welfare and discipline among the enlisted Cadets. Company Commanders are appointed to command companies within the Battalion, and are assisted by First Sergeants.

Battalion Commander

The Battalion Commander is responsible for everything that the Battalion does or fails to do. The commander directs subordinate units through Company Commanders and the staff through the Executive Officer. Specific duties are:

1. Command the Battalion at appropriate formations, such as parades and ceremonies.
2. Prepare for and conduct the training of the Battalion.
3. Establish a working climate within the Battalion that promotes mutual respect and confidence.
4. Directly supervise the Executive Officer, Company Commanders, and Command Sergeant Major, and ensure they are fully trained to perform their duties.
5. Supervise the preparation and delivery of command briefings to visitors and inspectors.
6. Make recommendations to the AAI and SAI on all matters affecting the Battalion, such as staffing, promotions, awards, and operations.

Battalion Executive Officer

The Battalion Executive Officer is the second in command of the Battalion. The primary duty of the Executive Officer is to supervise the Battalion staff and ensure the directives of the Battalion Commander are carried out. Specific duties are:

1. Supervise the primary staff and assist them with the supervision of their assistants.
2. Supervise the preparation and submission of required reports.
3. Serve as Commander of Troops for review ceremonies.
4. Coordinate recommendations for promotions and awards within the staff, and submit them through the Battalion Commander for approval.
5. Conduct periodic inspections of the JROTC area and staff sections, and ensure needed corrections are made.

Command Sergeant Major

The Command Sergeant Major is the senior enlisted member of the Battalion. He supervises noncommissioned officers and enlisted Cadets and advises the Commander on all matters pertaining to them. Specific duties are:

1. Supervises Battalion staff noncommissioned officers to be sure they are properly fulfilling their responsibilities. This requires tactful coordination with the officer supervisors of the Battalion NCOs.
2. Helps train and counsel noncommissioned officers and enlisted Cadets regarding attitude, appearance, military courtesy, and discipline. Reports serious cases to the Battalion Commander.
3. Directly supervises the Color Guard to maintain the highest standards of training and appearance. Supervises the flag detail.
4. Inspects Cadet uniforms for serviceability and cleanliness, and for compliance with regulations.
5. Assumes command of the battalion in the absence of all officers.
6. Make recommendations to the battalion Commander as deemed necessary, i.e. promotions, dismissals from the Corps, etc.

Battalion Primary Staff Officers

The Battalion Staff consists of five primary staff officers, deputies, and assistants. The staff works under the direction of the Executive Officer. The primary staff officers are the S1, S2, S3, S4, S5, and S6

All Battalion Primary Staff Officers are responsible for assisting the Battalion Commander in accomplishing the mission and tasks of the Battalion, under the supervision of the Executive Officer. Specific duties include the following:

1. Prepare briefings on the staff area to give to visitors and inspectors.
2. Keep the assigned area in the staff office neat and clean.
3. Recruit, train, and supervise deputies and assistants to provide for continuity from year to year.
4. Maintain a "smart book" with important information for the staff area.
5. Be prepared at all times to tell the XO, BC, AI, or SAI about important things going on in the staff area, and the status of special projects.

Battalion Adjutant (S-1)

The S-1 is responsible for personnel management. Specific duties are:

1. Advise the Battalion Commander on personnel matters (i.e. number of cadets in the battalion, cadets on probation, upcoming promotions and awards)

2. Maintain a Cadet record on each Cadet in the Battalion, and ensure that promotions, reductions, duty assignments, awards, and decorations are posted promptly to the cadet record folder. Maintain records of former Cadets for five years.
3. Gather information needed for awards and promotions from team captains, commanders, staff, and the AAI and SAI, and publish unit orders.
4. Maintain the Battalion Organization Board.
5. Prepare advance information papers for staff meetings, as necessary, and keeping the minutes of the staff meetings.
6. Align the battalion at all formations and serve as Adjutant for ceremonies.

Battalion Security and Intelligence Officer (S-2)

The S-2 is responsible for security. Specific duties include:

1. Inspect JROTC facilities regularly for security, with special attention to the weapons storage area, rifle range, supply room, and the cadet staff office. Make necessary on-the-spot corrections based on the inspections, and report deficiencies to the XO
2. Collect, consolidate, post and maintain all merit and demerit reports and records for all cadets in the Battalion.
3. Supervises additional JROTC training (S) for cadets who accumulate too many demerits.
4. Collect weather data and its impact on the mission and the cadets

Battalion Operations and Training Officer (S-3)

The S-3 is responsible for plans, training, and operations. Specific duties include:

1. Assumes command of the Battalion in the absence of Battalion Commander and the Battalion XO.
2. Prepare and post weekly training schedules and maintain training records.
3. Develop and publish letters of instruction for special training or ceremonial events (Veterans Day ceremonies, Commissioning ceremony, etc.).
4. In coordination with the Battalion XO, conduct Cadet of Month Program within the Battalion
5. Conduct weekly training inspections and report findings to the battalion Commander and the SAI.
6. Prepare Certificates of Training (DA Form 154) and Cadet Challenge Certificates for signature by the SAI.
7. Maintain the JROTC classroom and a bulletin board for training information.
8. Prepare the gym or drill field for use by the Battalion for ceremonies and other events.
9. Maintain a record of all co-curricular activities conducted by the General Battalion.

Battalion Supply Officer (S-4)

The S-4 is responsible for supply management. Specific duties are:

1. Manage and maintain the supply room in a neat and orderly fashion.
2. Requisition, maintain, and issue supplies and equipment under the direction of the Military Property Custodian (MPC).
3. Keeps inventory records of all supplies and tells cadre of any discrepancies.
4. Assist the MPC in conducting regular and special inventories of supplies and equipment.
5. Organize the issue and turn in of uniforms and ensure proper entry of all required data on Cadet Clothing Records.
6. Maintain Cadet Clothing Records for all assigned cadets.

Battalion Public Affairs Officer (S-5)

The S-5 is responsible for public relations. Specific duties are:

1. Maintain a scrapbook of General Battalion activities during the year.
2. Publish a periodic Newsletter documenting past, current and future events
3. Prepare and distribute news releases to appropriate news media.
4. Take photos, videotape, etc. of JROTC activities to use for publicity.
5. Establish and operate recruiting and retention programs to attract new members into JROTC and to encourage good Cadets to stay in JROTC.
6. Publicize activities of the Battalion to all Cadets through fact sheets, posters letters, school announcements, etc.
7. Maintain the front of the school JROTC display case.
8. Ensure weekly photos of Company Best Dressed Cadets are posted.

Battalion Signal Officer (S-6)

The S-6 is responsible for technology and information management. Specific duties are:

1. Manage technology assets of the Battalion.
2. Conduct technology training for members of the Battalion.
3. Consolidate all slides for weekly Cadet Command and Staff briefing
4. Manage the General Battalion web site.

Company Organization

Company Commander

The company commander is responsible to the Battalion Commander for everything his or her company does or fails to do. You are the production person. Until orders reach you they are just plans; you are the one who gets the job done. Your job is not finished when you tell a member of your company to do something. Indeed, the telling is the smallest part of the job. You provide the purpose (Why) and the direction (How) to accomplish the mission assigned. Then you must check and inspect to ensure that what you wanted done is being accomplished. You must be an

outstanding leader with plenty of initiative. Do not wait for someone to tell you what to do. Think ahead and plan what you believe is best for your company. Specific duties are:

1. Command your company at all formations
2. Consult the training schedules, study the drill references, and ensure that you and your subordinates are prepared to instruct.
3. Keep your Executive Officer informed and ensure they keep themselves informed so that they can assume command of the Company in event of your absence.
4. Make on-the-spot corrections, at any time, and ensure that all members of your company understand and comply with Cadet Regulations.
5. Ensure that all members of your company know and use the chain of command.
6. Take an interest in the problems of your people and make effort to solve them; make each cadet an effective member your team.
7. Conduct formal inspections during uniform days and brief periodic inspections during other formations. Make on-the-spot corrections and follow through during the next inspection to ensure the cadet is not making the same mistake.
8. When you encounter a challenge to which you don't know the answer, seek advice first from the Battalion Commander; if the Bn Cdr cannot answer your question satisfactorily, get their permission to discuss the challenge with the JROTC cadre.
9. Responsible to the Battalion Commander for:
 - a. Administration. Through the use of assistant staff, ensure the the preparation/posting of individual information on personal records, merits, demerits, awards, promotions, reductions, unit rosters, assignments, etc.
 - b. Training. Drill, physical training, parades, etc. Ensure that chain of command is prepared to conduct scheduled training. Advise the Battalion Commander of any change to schedules training. Plan for and be prepared to conduct inclement weather training during drill periods. Prepare/select individuals to compete in Cadet of the month program.
 - c. Discipline. Directly responsible for the state of discipline within Company. Ensure cadets receiving demerits/merits are notified of them and why.
 - d. Assign definite duties to assistants so that each will do their part of command supervision.
 - e. Inspect company prior to all ceremonies, formations, etc.
 - f. Logistics. Ensure all cadets in the company have all authorized clothing and equipment.
 - g. Perform other duties as assigned by the Battalion Commander.

Company Executive Officer

The Company Executive Officer (XO) assists the Company Commander in the training of the company and performs such administrative duties as designated by the Company Commander. The Company Executive Officer functions in a relationship with the Company Commander similar as do the Battalion Executive Officer and Staff Officers do with the Battalion Commander. The Company Executive officer should be well versed in all functions of the command and be prepared to assume command during the absence of the Company Commander.

Assistant Staff Officer/NCO

Perform functions as shown/appropriate pertaining to the primary staff position, and as directed and supervised by the primary Battalion Staff Officer or Company Executive Officer.

Platoon Leader

The Platoon leader (PL) is the most desirable commissioned duty assignment in the cadet Battalion because you are a leader of people and have a platoon of cadets for who you are directly responsible. Primarily your job is one of leadership, training and discipline. It is a rare opportunity for a cadet to have the privilege of leading, instructing and controlling a platoon of people. Specific duties are;

1. Organize and maintain an effective chain of command in your platoon. Be sure that all your cadets know and understand where they fit in the chain of command.
2. Utilize chain of command to accomplish all assigned tasks. Specifically, you deal with the platoon sergeant and the Squad Leaders.
3. Learn the names of all cadets in your platoon and use them when addressing individual cadets.
4. Conduct a short inspection of your platoon at each formation. Emphasize personal appearance and cleanliness.
5. Ensure that all members of your platoon have their authorized clothing and equipment and that they are being maintained as prescribed.
6. Must be thoroughly familiar with JROTC regulations.
7. If a member of your platoon asks a question and you do not know the answer, state that you do not know the answer, but that you will find the answer for them. The find the answer to the question and at the next formation inform the entire platoon of question and of the answer. You are not expected to know everything, but it is expected that you will be able to know where to look for the information and find answers.
8. Enforce all orders and instructions from the company Commander even though you may not personally agree with them.
9. Don't complain, especially in the presence of your subordinates.
10. Ensure the Platoon sergeant forms the platoon in the prescribed area at the appointed time.
11. Develop a spirit of teamwork in your Platoon so that you get willing obedience and cooperation.
12. You must have a thorough knowledge of all phases of drill and ceremonies (TC 3-21.5). You must be able to supervise or conduct squad and platoon drill. If are the senior officer present, you must be able to conduct company drill. Always be prepared to teach a class. It is most embarrassing to try to teach a class when you are unprepared.
13. Make an effort to resolve all leadership, training, and disciplinary challenges at the Platoon level. If you cannot solve a challenge, seek the advice of your Company Commander.
14. Remember, the success achieved by the cadet battalion depends primarily upon the Platoon Leaders and the Squad Leaders. Set a high standard of personal appearance and duty and demand that all your cadets meet the same high standard.
15. Platoon Leaders are responsible for drill, discipline and neatness of the platoon. Make recommendations to the Company Commander as to disciplinary problems, promotions and reductions.

Company First Sergeant

The Company First Sergeant (1SG) is the senior enlisted member of the Company. The 1SG is responsible for the administrative matters of the Company. The 1SG forms the Company for drill and ceremonies. The 1SG also is responsible for the morale, welfare, and discipline of all enlisted Cadets in the Company, and has specific duties similar to those of the Command Sergeant Major.

1. Responsible for the initial formation and alignment of the Company.
2. Ensures all member of the Company are properly uniformed.
3. Assists Company Command and Executive Officer in administrative details as directed
4. Must be thoroughly familiar with all phases of Company, Platoon, and Squad drill and ceremonies.
5. Assume command of the Company in the absence of all officers.
6. Ensures Platoon Sergeants are performing their duties in a military manner.
7. Make recommendation to the Company Commander for promotions and/or reductions.

Platoon Sergeant

The Platoon Sergeant (PSG) is the first supervisor above the Squad Leader in the chain of command. He/she should know the weaknesses and strengths of each cadet within the Platoon. The Platoon Sergeant must set the example and must be a superior instructor. The primary concern of the Platoon Sergeant is the training of the Platoon and supervising the Squad Leaders. Specific duties include;

1. Enforce the orders and instructions of the Platoon Leader.
2. Supervise the Squad Leader's inspection at formations.
3. Ensure the Squad Leaders inspect their squads as to uniform fit, cleanliness and condition.
4. Form the Platoon in the prescribed area at the appointed time.
5. Know and follow correct procedures for forming the platoon and receiving the report from Squad Leaders.
6. Develop a spirit of teamwork in your platoon.
7. Must have a thorough knowledge of Platoon and Squad drill and ceremonies (TC 3-21.5).
8. Be prepared to assume command of the Platoon in the absence of the Platoon Leader.
9. The Platoon Sergeant is responsible for:
 - a. Appearance of members of the platoon
 - b. Accounting for all members of the Platoon through the Squad Leaders
 - c. Assisting in inspections.
 - d. Ensuring all cadets are clean and have proper haircuts.
 - e. Ensuring cadets wear clean pressed uniforms with brass properly wiped off of daily smudges.
 - f. Ensure that cadets' shoes are shined.
 - g. Make recommendations for promotions and/or reductions to the First Sergeant.

Squad Leaders

The cadet Squad Leader (SL) is the most important individual in the chain of command. In the classroom or on the drill field, the success of the unit depends on you. Since you are responsible for a squad of cadets, your job is never done. You must set the example at all times; you must convince the other members of your squad that you are the most capable member of the squad.

The success of the squad, the platoon, the company, maybe even the entire battalion may depend on your performance as Squad Leader. Specific duties include;

1. Inspect your squad's personal appearance at each formation.
2. Inspect each cadet for authorized clothing and equipment and ensure that each is being maintained properly.
3. Report to your Platoon Leader any loss or damage to school or Government property.
4. Assist members of your squad who may be having difficulty with drill or other subjects.
5. Establish a chain of command within your squad.
6. Use your Team Leaders to the maximum of their abilities.
7. Report to your Platoon Sergeant any failure to obey orders and regulations.
8. You must know the provisions of the Cadet Guide and be well versed in all phases of squad and platoon drill.
9. If are asked a question to which you cannot answer, so state, but find the answer and inform the cadet and squad at the next opportunity. Never try to "bluff" your way through a question or answer.
10. The Squad Leader is responsible for:
 - a. Appearance of members of your squad.
 - b. Rendering to the Platoon Sergeant a correct report on the status of members of their squad.
 - c. Informing the Platoon Sergeant of squad members having improperly fitting uniforms.
 - d. Making recommendations for promotions and/or reductions to the Platoon Sergeant.
 - e. Performing other duties as required by the Platoon Sergeant.

Team Leader

The Alpha or Senior Cadet Team Leader (TL) is the next in command under the Squad Leader. Specific duties include;

1. Training members of their team.
2. Ensuring all members of the team are in the correct uniform.
3. Ensuring the team is at the proper place at the proper time.
4. Be well versed in all phases of squad and platoon drill to include being able to execute the Squad Drill Sheet.
5. Must be able to assume command of the squad in the absence of the Squad Leader.
6. Perform duties as required by the Squad leader.

Individual Cadet

Each cadet of the Battalion is responsible for:

1. The cleanliness and upkeep of your uniform.
2. Personal appearance;
 - a. Haircut and proper grooming.
 - b. Brass wiped off of daily smudges and shine brass as needed.
 - c. Shoes shined.
 - d. Uniform accessories properly worn.
3. Being on time, in proper uniform and doing what you are told to do.

4. Reading and understanding the JROTC Cadet Guide.
5. Study and understand the inspection questions

Chapter 4 - AWARDS

1. Purpose: The primary purpose of the awards program is to provide tangible evidence for distinctive acts performed and valuable service rendered by JROTC cadets. Each award will be noted on the JROTC cadet records.

The awards listed in Part I will be presented by the donor or his representative at the annual Awards Day Ceremony unless formal presentation is appropriate at an earlier time. Awards listed in Part II will be announced on published Unit Orders and presented as required.

Part I – Donated Awards

MILITARY ORDER OF WORLD WARS: Awarded to an outstanding cadet at each school. Cadet selected must be in good standing in all military aspects and scholastic grades, as indicated by JROTC and scholastic grades, extracurricular activities or individual endeavors, and have a desire to serve their country.

SONS OF THE AMERICAN REVOLUTION Awarded to a meritorious cadet enrolled in Army JROTC who exhibits a high degree of merit with respect to leadership qualities, military bearing, all around excellence in JROTC activities, and community service. Cadet must be currently enrolled in JROTC, in the top 10% of his/her JROTC class, and in the top 25% of his/her overall class.

DAUGHTERS OF THE AMERICAN REVOLUTION: Awarded to a cadet at each school chosen for his/her outstanding qualities of leadership, dependability, good character, and adherence to discipline and a patriotic understanding of the importance of the JROTC program.

AMERICAN LEGION MEDAL FOR MILITARY EXCELLENCE: Awarded to the outstanding cadet chosen for his/her outstanding leadership, discipline and good moral character.

AMERICAN LEGION MEDAL FOR SCHOLASTIC EXCELLENCE: Awarded to an outstanding cadet chosen for his/her leadership in both academic and JROTC training. Cadet must be in the top 10% of his/her academic class.

NATIONAL SOJOURNERS AMERICANISM AWARD: Awarded to a cadet who has demonstrated and encouraged the ideals of Americanism by deeds and action. Cadet must also rank in the top 25% of his/her academic class.

ASSOCIATION OF THE UNITED STATES ARMY MEDAL: Awarded by the Association of the United States Army to a cadet who displays outstanding leadership and demonstrated academic excellence.

MILITARY OFFICER’S ASSOCIATION OF AMERICA (MOAA) ROTC MEDAL:

Awarded by the Military Officer’s Association of America (MOAA): Awarded to an outstanding cadet who is in his/her junior year of high school. Cadet chosen must be in good academic standing, be of good moral character, demonstrate a high order of loyalty to unit, school and country, and must display an exceptional potential for military leadership.

ANCIENT AND ACCEPTED SCOTTISH RITE MEDAL: Awarded to the cadet who has contributed the most among cadets to encourage and demonstrate Americanism by deeds and conduct. Cadet selected must be in the top 25% of his/her academic class and must have demonstrated a potential for outstanding leadership by displaying dependability, good character, self-discipline, good citizenship and patriotism.

SCOTTISH AMERICAN MILITARY SOCIETY MEDAL: Awarded to the cadet who has contributed the most among cadets to encourage and demonstrate patriotism by deeds and conduct. Cadet selected must be in the top 25% of his/her academic class and in his/her sophomore or junior year of high school.

MILITARY ORDER OF PURPLE HEARTS: Awarded by the Military order of Purple Hearts. This award recognizes an outstanding cadet who is enrolled in the program and demonstrates leadership ability. The recipient of this award must hold a positive attitude toward the program and country, be a leader in the cadet corps, active in school and community affairs and attain a grade of “B” or better in all subjects.







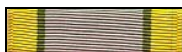

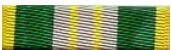















CELEBRATE FREEDOM FOUNDATION JROTC AWARD FOR EXCELLENCE IN ACADEMICS: Awarded by the Celebrate freedom Foundation and is presented annually to the outstanding first or second-year cadet who possesses a positive attitude toward JROTC and school, outstanding personal appearance (uniform and grooming) Displays personal attributes such as initiative, judgment, and self-confidence, courteous demeanor (promptness, obedience, and respect for customs), growth potential (capacity for responsibility, high productivity, adaptability to change) and possession of the highest personal and ethical standards and strong positive convictions.

















VETERANS OF FOREIGN WARS (VFW) AWARD: Awarded to a cadet in the 10th grade or above in recognition of outstanding achievement and exceptional leadership qualities expected in military leaders.

DAEDALIAN JROTC ACHIEVEMENT AWARD: Awarded by the Order of Daedalians which is a fraternity of commissioned military pilots from all military services. This award recognizes cadets who demonstrate patriotism, love of country, and service to our nation, indicate the potential and desire to pursue a military career, and rank in the upper 10% of his/her JROTC class.

Part II – JROTC Awards (Ribbons)

Academic Awards – N-1-1 through N-1-10
Athletic Awards – N-2-1 through N-2-5
Military Awards – N-3-1 through N-3-15
Miscellaneous Awards – N-4-1 through N-4-8

 <p>Medal for Heroism</p> <p>Awarded to any JROTC Cadet who performs an act of heroism</p>	 <p>Superior Cadet</p> <p>Awarded to one outstanding JROTC Cadet in each LET level per school</p>	 <p>Distinguished Cadet N-1-1</p> <p>Awarded annually to one cadet who exhibits the highest degree of expertise in scholastics</p>	 <p>Academic Excellence N-1-2</p> <p>Awarded annually to one cadet in each LET level with the highest school academic grades</p>
 <p>Academic Achievement N-1-3</p> <p>Awarded annually to those cadets who maintain an A in all subjects</p>	 <p>Perfect Attendance N-1-4</p> <p>Awarded to cadets with no unexcused and no more than 3 excused absences during each semester/quarter</p>	 <p>Student Government N-1-5</p> <p>Awarded annually to cadets elected to any student government office</p>	 <p>LET Service N-1-6</p> <p>Awarded to cadets successfully completing the 1st semester/quarter of training each LET year</p>
 <p>Honor Society N-1-7</p> <p>Awarded to cadets that have been inducted into the Lee/New Century HS Honor Society</p>	 <p>JLAB N-1-8</p> <p>Awarded to cadets who participated in the Joint Leadership / Academic Bowl Competition</p>	 <p>Academically Improved N-1-9</p> <p>Awarded to cadets who demonstrated a high level of Academic Improvement</p>	 <p>Youth Leadership Conference (YLC) N-1-10</p> <p>Awarded to cadets who attended and completed the Youth Leadership Conference</p>
 <p>DAI/SAI Instructor Leadership N-3-1</p> <p>Awarded annually to one cadet per LET level exhibiting the highest degree leadership</p>	 <p>Personal Appearance N-3-2</p> <p>Awarded each semester to cadets who consistently present an outstanding appearance</p>	 <p>Proficiency N-3-3</p> <p>Awarded annually to cadets who have demonstrated leadership, academic achievement, and performance</p>	 <p>Drill Team N-3-4</p> <p>Awarded annually to active drill team members</p>
 <p>Orienteering N-3-5</p> <p>Awarded annually to active members of the orienteering team</p>	 <p>Color Guard N-3-6</p> <p>Awarded annually to active color guard members</p>	 <p>Rifle Team N-3-7</p> <p>Awarded annually to active Rifle Team members</p>	 <p>Adventure Training N-3-8</p> <p>Awarded each semester to members of approved adventure teams</p>
 <p>Commendation N-3-9</p>	 <p>Good Conduct N-3-10</p>	 <p>JCLC N-3-11</p>	 <p>Marksmanship Participation N-3-12</p>

Awarded annually to cadets whose performance exceeds that expected of a cadet of his/her grade	Awarded annually to cadets who have demonstrated outstanding conduct throughout the year	Awarded annually to cadets who successfully complete the JROTC Summer Camp (JLDC)	Awarded to cadets that practiced with the Rifle Team but did not compete
 <p>Flag Detail Team N-3-13 Awarded to cadets on the Flag Detail Team</p>	 <p>Aviation Challenge N-3-14 Awarded to cadets that attended and completed the Air Force Aviation Challenge</p>	 <p>Joint Leadership Development Conference (JLDC) N-3-15 Awarded to cadets that attended the JLDC</p>	 <p>Varsity Athletics N-2-1 Awarded annually to cadets who are in varsity sports</p>
 <p>JROTC Physical Fitness N-2-2 Awarded annually to cadets who score above the 85th % on all 5 Cadet Challenge fitness events</p>	 <p>JROTC Athletics N-2-3 Awarded annually to cadets who score above the 50th % on all 5 Cadet Challenge fitness events</p>	 <p>Raider Team / PT Team N-2-4 Awarded annually to cadets who actively participate and compete in the Raider Team / PT Team events</p>	 <p>Saber Team N-2-5 Awarded annually to active Saber Team members</p>
 <p>Parade N-4-1 Awarded to cadets who participated in a parade as part of a JROTC unit</p>	 <p>Recruiting N-4-2 Awarded to cadets who recruit at least 2 students to JROTC and for each student thereafter</p>	 <p>Community Service N-4-3 Awarded to cadets who participate in a community service project sponsored by the JROTC</p>	 <p>OCS/NCOES N-4-4 Awarded to a cadet who completes a one week afterschool professional development camp</p>
 <p>Honor Company N-4-5 Awarded to cadets in a company that has been recognized during a formal inspection as achieving an excellent rating</p>	 <p>Service Learning N-4-6 Awarded annually to participants in unit service learning projects</p>	 <p>Excellent Staff Performance N-4-7 Awarded annually to cadet staff officers for excellent performance</p>	 <p>Cyber Patriot N-4-8 Awarded annually to cadets who compete in the Cyber Patriot Competition</p>



Academic Achievement Wreaths - Awarded annually by SAI to cadets in the top 10 percent of their JROTC class based on grades in JROTC. A felt pad indicates receipt of subsequent awards. Second award - a red (scarlet) pad; third award - a silver gray pad; fourth award - a gold pad.

Meritorious Unit Insignia with Distinction

Lamps:



Multiple awards of any ribbon or medal will be designated with a lamp device as follows: 2nd award, bronze lamp; 3rd award, silver lamp; 4th award, gold lamp; 5th award, one gold lamp and one bronze lamp; 6th award, one gold lamp and one silver lamp; 7th award, two gold lamps; and so on. (In no case, will there be no more than one of the same ribbon, medal or medallion be worn).

Cords:

White – Color Guard

Red – Drill Team

Tan – Air Rifle (Marksmanship)

Black – Raider Team

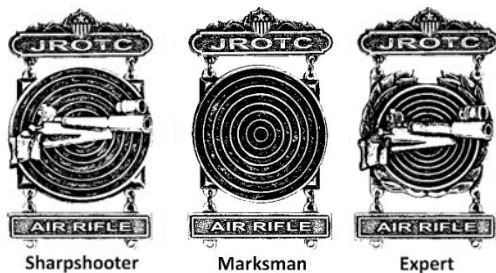
Gold – National Honor Society

Orange – CyberPatriot

Black and Yellow – PT Team

White and Blue – Sabre Team

Air Rifle Qualification Badges:



Marksman 110-129 (10 shots Standing and 10 shots Prone)

Sharpshooter 130 - 229 (10 shots Standing and 10 shots Prone)

Expert 230-300 (10 shots Standing and 10 shots Prone and 10 shots Kneeling)

ARC Precedence:

1. Honor Unit
2. Superior Cadet
3. National Honor Society
4. Academics
5. Honor Roll
6. Perfect Attendance
7. Staff
8. JCLC
9. Leadership
10. Student Government
11. JLAB
12. Rappelling
15. Drill
16. Saber Team
17. Air Rifle
18. PT Team
19. Cadet Challenge
20. Raider Team
21. Exhibition
22. Service Learning
23. Citizenship
24. BETA
25. Recruiting

- | | |
|------------------|-----------------------|
| 13. Color Guard | 26. Varsity Athletics |
| 14. Flag Detail | 27. Cheerleading |
| 15. CyberPatriot | 28. Dance |

Parade # 11

Chapter 5 - Inspections

1. Purpose: Weekly inspections will be scheduled on uniform days to ensure that the high standards of personal appearance are being maintained and to enable the JROTC Staff to observe the condition of the equipment. The SAI or his/her representative will make periodic inspections throughout the year. Inspections may either be announced or unannounced. The **Regional Formal Inspection** (RFI) will be conducted as directed by the Sixth Brigade. Cadets must be extremely thorough in preparing for this inspection. The results determine whether or not the Corps of Cadets is awarded an Honor Unit (Blue Star) or Honor Unit with Distinction (Gold Star) or Merit Unit (white star) for the school year.

2. Procedures: Cadets are expected to be at their very best in personal appearance at the time of the inspection. When the inspector halts and faces the cadet, the cadet will sound off giving his a greeting of the day, the cadet rank, last name, and LET level followed by "Sir", Example: "Good morning / afternoon, Cadet Private First Class Smith, LET I, Sir". As the inspector looks at the cadet's personal appearance he may ask the cadet one or more questions testing his military knowledge. When asked a question by an inspector the cadet will begin by rephrasing the question and then providing the answer. Example: If inspector asks "What are the three types of flags? The cadet will answer "Sir or Ma'am, the three types of flags are Post, Garrison, and Storm Sir. When asked a question that the cadet cannot answer, the cadet should respond "Sir/Ma'am, I do not know".

a. All cadets are responsible for knowing their chain of command from the first cadet leader in their chain up to the Commander-In-Chief. A current copy of the chain of command will be posted on the JROTC bulletin board.

b. All cadets are responsible for knowing the 6th Brigade Inspection questions. During weekly inspections cadet leaders will ask cadets that are being inspected a minimum of two questions from the list (Annex B)

Annex A - DISCIPLINARY BOARD PROCEDURES

The Disciplinary Board will meet when necessary. Cadet Officers and JROTC cadre will make referrals. Once a referral has been made to the board president the time to investigate and dispose of the matter will be no more than 5 continuous school days.

The Disciplinary Board will normally consist of five cadets: Battalion Commander (president), Battalion Executive Officer, Battalion S-2 (recorder), Company Commander and Company First Sergeant. No person who has pressed charges against an individual may sit on the board.

The board president should consider the circumstances leading up to the case. He/She should also base each case on whether it is the first, second, or third offense.

The Disciplinary Board will be authorized to reduce any cadet that comes before it three ranks as a maximum. Any reduction of more than three ranks must be approved by the SAI. Additionally, the board will be authorized to recommend demerits and additional JROTC training () as part of the punishment. All board judgments must be approved by the SAI before it takes effect on the individual concerned. Furthermore, the SAI may reduce the board's punishment if he/she feels it is too severe, but cannot change the punishment to a more severe punishment.

The president will control board proceedings. After an investigation of the case at hand has been completed, the president will call the Disciplinary Board into session, and call the individual concerned into a hearing. The charges will be read to the accused. After hearing the charges the accused individual will be given an opportunity to present any evidence and witnesses on his behalf to the board. Once he/she has finished the individual will be told to leave the room and a judgment will be made on his case. All members will vote by secret ballot "guilty" or "not guilty" and turn it in to the president. The majority vote will be the board's decision. Once judgment has been passed the individual concerned will be called back into the room and the board's decision will be read to the individual by the president.

In cases where the board renders a guilty decision the accused individual will be given an opportunity to present matters in mitigation or extenuation. Once he has finished, the individual will again be told to leave the room and all board members will again vote by secret ballot on the amount of punishment to be given and give it to the president. Majority vote will decide the punishment. Once the board has determined the amount of punishment as a verdict, the individual will be called back into the room and the verdict will be read to the accused by the president.

Before the board is adjourned the board president will inform the board members that the board's decision is not final until the SAI has reviewed and approved the case. The board president will ensure that a written overview of the proceedings are prepared for the SAI.

Annex B – 6th Brigade Inspection Questions

General Questions:

1. Chain of Command: (See Current Chain of Command)

Commander-in-Chief
Secretary of Defense
Secretary of the Army
Army Chief of Staff
CG, TRADOC
CG, Cadet Command
Commander, Sixth Brigade
SAI Lee/New Century

2. What is the Mission of JROTC? To motivate young people to be better citizens.

3. What is the key to success in JROTC? The key to success in JROTC is TEAMWORK.

Cadet Rank Structure:

4. What rank is a cadet with _____?

Officer Ranks

Three Diamonds	Colonel
Two Diamonds	Lieutenant Colonel
One Diamond	Major
Three Disks	Captain
Two Disks	First Lieutenant
One Disk	Second Lieutenant

Enlisted Ranks

Three Chevrons Up/three down a star and a wreath	Command Sergeant Major
Three Chevrons Up/three down and a star	Sergeant Major
Three Chevrons Up/three down and a lozenge	First Sergeant
Three Chevrons Up/three down	Master Sergeant
Three Chevrons Up/two down	Sergeant First Class
Three Chevrons Up/one down	Staff Sergeant
Three Chevrons	Sergeant
Two Chevrons	Corporal
One Stripe Up/one down	Private First Class
One Stripe Up	Private E2

First Aid:

5. What is the Heimlich Maneuver used for? To clear a blocked airway.
6. What is First Aid? The assistance someone provides to an injured person until trained medical personnel arrive.
7. What is mouth-to-mouth resuscitation used for? To restore breathing

Map Reading:

8. What are the five basic colors found on a military map and what do they represent?

Blue Water

Green Vegetation

Brown Contour, Elevation and Relief

Black Manmade Objects

Red Other Manmade Objects and Densely Populated areas

9. What instrument would you use to determine a magnetic azimuth in a field environment?
Compass

10. What instrument is used to determine grid azimuth on a map? Protractor

11. What are the five major terrain features? Hilltop, Ridgeline, Saddle, Valley, Depression

Drill and Ceremony:

12. How many inches in a normal step in marching? 30 inches
13. Which foot can you give the command halt on? Either foot
14. What position are you allowed to speak while in formation? The position of “REST”

U.S. Military History:

15. Who were the primary antagonists during World War II (who did the U.S. and its allies fight)? Germany, Italy and Japan
16. What happened on 7 December 1941 in Hawaii? The Japanese attacked Pearl Harbor
17. Who was the Commander of the Revolutionary Army? George Washington
18. What war was fought during the 1960's and 1970's? The Vietnam War

Citizenship and the Constitution:

19. What are the first 10 Amendments to the U.S. Constitution know as? The Bill of Rights

20. Which amendment grants the “Freedom of Speech”? The First Amendment
21. What age is a U.S. Citizen first allowed to vote? 18 years old
22. What are the two primary political parties? The Republican Party and the Democrat Party

Current Events

23. What happened in New York City and Washington DC. on 11 September 2001? Terrorists attacked the World Trade Center and the Pentagon.
24. Which country did the U.S. attack initially in the "War on Terrorism"? Afghanistan
25. What military operation was initiated on 21 March 2003? Operation Iraqi Freedom

Classroom Management

26. What tools are being used in the classroom to assist in the presentation of the curriculum? Classroom Performance System (CPS), Walk & Talk Chalkboard, Smart Broad, Laptop Computers, DVD player, and DVD's.
27. What are the steps to the 4-Phase Lesson Plan? Inquire, Gather, Process, Apply
28. Identify two Thinking Maps: Brace Map, Bridge Map, Bubble Map, Circle Map, Double Bubble Map, Flow Map, Multi-Flow Map, and Tree Map.

Winning Colors

29. What are the four Winning Colors and what do they each represent?

Brown Builder
Red Adventurer
Blue Relater
Green Planner

30. What are Winning Colors used for? Determine strengths and potential weaknesses and how to conduct meetings and to capitalize on Strengths and Weaknesses of individuals in group planning.