

**ARMY**  
**JROTC**



**Bamberg High School**

**Cadet Handbook**

**3 September 2010**

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# SECTION I - GENERAL PROVISIONS

**A. AUTHORITY:** The Junior Reserve Officers Training Corps (JROTC) is organized under the authority of the National Defense Act of 1916.

**B. MISSION:** To Motivate Young People to be Better Citizens.

**C. 15th ARMY JROTC BATTALION MOTTO:** Dedication With Honor!

**D. OBJECTIVES:** The Army JROTC objectives are to:

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 think logically and communicate effectively both orally and in writing.
6. Develop an appreciation of the value 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.
10. Promote a historical understanding of the role of the citizen soldier and familiarize students with the history, purpose and structure of the military services.
11. Encourage those who are capable of college level academics to continue their education and qualified cadets to apply for scholarships.

## E. DEFINITIONS/JOB DESCRIPTIONS

1. *Director of Army Instruction (DAI)*. The DAI is responsible for overseeing the operations of JROTC units in Europe.

2. *Senior Army Instructor (SAI)*: The SAI is responsible for the overall management of the JROTC program.

3. *Army Instructor (AI)*: The AI assists in properly instructing cadets and managing the JROTC unit in accordance with Army Regulations.

## F. MILITARY SERVICE/COLLEGE OPPORTUNITIES

Enrollment in and completion of Army JROTC does not obligate a student to military service. If a student desires to serve in the military, the following recommendations may be made by the SAI:

1. Enlistment:

(1) In the regular or reserve components of the U.S. Army, as a Private 2<sup>nd</sup> Class (PV2), pay grade E-2, after completing one or two years of Army JROTC.

(2) In the regular or reserve components of the U.S. Army, Navy, Air Force, or Coast Guard in pay grade E-3; or pay grade E-2 in the U.S. Marine Corps after completing three years of Army JROTC.

2. Award of ROTC Scholarships.

3. Appointment to a Service Academy through allocations set aside for JROTC Cadets.

## **SECTION II - CADET ENROLLMENT/DISENROLLMENT**

### **A. CONDITIONS FOR ENROLLMENT:**

1. *Grade.* The student must be in 9<sup>th</sup> through 12<sup>th</sup> grade.

2. *Academic standing.* The student must maintain an acceptable standard of academic achievement (2.0 GPA) that will merit his or her graduation on completion of all requirements.

3. *Conduct and character.* The student must maintain an acceptable standard of conduct, be of good moral character, be honest and self-reliant, and have a sense of personal and social responsibility in performing program and other academic assignments. The student must exhibit self-discipline and respect for constituted authority through observance of laws, rules, and regulations by prompt and regular attendance at instruction and by his or her general demeanor.

4. *Physical condition.* The student must be physically qualified to participate fully in the school's physical education program and provide a statement of health signed by a parent or guardian.

**B. DISENROLLMENT:** At the discretion of the SAI, a cadet will be disenrolled or excluded from attendance, as appropriate. A cadet will be considered for disenrollment when he/she:

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

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

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

4. Exhibits an indifference to and lack of interest in leadership training as demonstrated by absences from battalion formations and activities; failure to wear the uniform; accumulation of a large number of demerits; an established pattern of shirking responsibility, etc.

## **SECTION III - ACADEMIC CREDIT AND GRADING**

### **A. GRADING:**

1. The level of student achievement will be determined by practical performance, conduct,

participation in battalion activities, leadership performance, and academic work.

2. The breakdown for calculating grades is: LET 1 & 2: Uniform Inspection 40%; Academic Achievement 40% and Citizenship 20%. LET 3 & 4: Uniform Inspection 25%; Academic Achievement 30%; Citizenship 20%; and Leadership 25%.

a. Uniform Inspections: Cadets are required to wear the uniform weekly. Each inspection is worth a possible 100 points. Failure to wear the uniform on the scheduled inspection day will result in a grade of zero. If a cadet has an excused absence from school, he/she will make up the uniform inspection on the first day he/she returns to school.

b. Academic Achievement: homework, exams, quizzes, tests, portfolio, etc.

c. Citizenship: Participation in battalion activities, leadership positions, and overall behavior and conduct (not only in JROTC).

d. Leadership (LET 3 and 4): performance of duties in leadership and staff positions.

#### **B. MERITS/DEMERITS:**

1. Merits may be awarded by any superior cadet, the SAI or the AI, for exceptional performance of duty or noteworthy achievement.

2. Demerits may be assessed by cadet officers, cadet noncommissioned officers, the SAI or the AI for inappropriate conduct or infractions of rules. Demerits may be worked off by performing tasks assigned by the SAI or the AI. Normally, one hour of work removes one demerit.

3. A merit/demerit list is at Appendix A. All merits and demerits will be maintained in JUMS.

## **SECTION IV - CADET REGULATIONS**

A. Cadets will conduct themselves at all times in a manner that will reflect credit upon themselves, the school, the JROTC program, the U.S. Army, and their community. Horseplay and acts of irresponsibility will not be tolerated and at no time will public displays of affection be tolerated when in uniform or during field trips.

B. All JROTC instruction will be conducted in a military manner. Cadets are considered to be in formation upon entry into the classroom or onto the drill field. They will “fall in” and will be under the command and control of their cadet leaders until released to the SAI/AI. Punctuality is mandatory for all formations.

C. Cadet Officers and NCOs will be recognized and their rank respected when in the immediate JROTC area and at all JROTC events.

D. Cadet Officers and NCOs will use written counseling forms to record infractions of discipline and/or cadet regulations. Serious infractions of discipline and/or cadet regulations will be referred to the SAI/AI or appropriate school officials when necessary.

E. Cadets involving themselves in derogatory actions such as fighting or disrespect to a staff or faculty member, will be disciplined by the SAI or AI. Discipline measures may include counseling, demotion, and/or removal from a leadership position.

## **SECTION V - ORGANIZATION OF THE CADET BATTALION**

### **A. BATTALION ORGANIZATION**

The Cadet Battalion will be organized as follows and is subject to modification as Cadet enrollment increases or decreases (See Appendix B) Authorized positions, ranks, and numbers are:

<u>Position</u>	<u>Rank</u>	<u>Number</u>
<u>Battalion Headquarters:</u>		
Battalion Commander	CDT LTC	1 per BN
Battalion Executive Officer	CDT MAJ	1 per BN Command
Sergeant Major	CDT CSM	1 per BN
S-1 Personnel Officer	CDT CPT	1 per BN
S-2 Security Officer	CDT CPT	1 per BN
S-3 Operations & Training Officer	CDT MAJ	1 per BN
S-4 Logistics Officer	CDT CPT	1 per BN
Armorer	CDT SSG	1 per BN
S-5 Public Affairs Officer	CDT CPT	1 per BN
S-6 Information Technology Officer	CDT CPT	1 per BN
 <u>Color Guard:</u>		
Color Guard Commander	CDT NCO	1 per BN
 <u>Drill Teams:</u>		
Drill Team Commander	CDT NCO	1 per BN
 <u>Rifle Team:</u>		
Rifle Team Commander	CDT NCO	1 per BN
 <u>Raider Team:</u>		
Raider Team Commander	CDT NCO	1per BN
 <u>Letter Company:</u>		
Company Commander	CDT CPT	1 per CO
Company First Sergeant	CDT 1SG	1 per CO
Guidon Bearer	CDT SGT	1 per CO

Platoon:

Platoon Leader	CDT 1LT	1 per Plt.
Platoon Sergeant	CDT SFC	1 per Plt.
Squad Leader	CDT SSG	4 per Plt.

Senior cadets may also be assigned as staff NCOs or assistants to staff officers in the ranks of SFC through SGM. All other cadets will be PVT through SSG. **Cadets will not be promoted unless there is a duty position open for them to occupy.** Senior cadets will not be unassigned in order to open up additional positions for the purpose of promotions.

**B. PROMOTIONS/DEMOTIONS:**

Promotions: The JROTC program is designed to recognize the individual contributions and performance of cadets. Promotions of cadet officers, Noncommissioned Officers (NCOs) and enlisted cadets are made based on recommendations of their superiors. Periodic promotion boards will be held to determine eligibility for the NCO ranks of corporal (CPL) through staff sergeant (SSG). Generally, promotions will be done on a quarterly basis. Any referral for detention or suspension during that quarter will disqualify the cadet for a promotion. Repeated referrals are grounds for demotion and possible elimination from the program.

1. Selection for any rank will be made on a "best qualified" basis. Consideration will be given to leadership ability, military proficiency, appearance and bearing, and character, scholastic grades, extracurricular activities, and participation in the JROTC program.
2. All promotions will be recorded in the cadet record by the S-1 and approved by the SAI and AI.
3. Reductions in rank may result at any time for inefficiency, improper conduct, or other causes, when properly supported by review and approval of the SAI/AI. Reductions will also be recorded in the cadet record by the S-1 and approved by the SAI and AI.
4. Cadets will normally be promoted one rank at a time and not skip ranks.
  - a. LET 1 Cadets. Normally, a cadet can expect to advance to Cadet/CPL after successfully completing one year in JROTC. First year cadets demonstrating outstanding military bearing and leadership qualities and academic excellence may be promoted to Cadet/SGT or SSG.
  - b. LET 2 Cadets. Except in exceptional or unusual circumstances, second year cadets will not be promoted higher than CDT/1LT. Normally, second year cadets can expect to fill squad leader and junior NCO positions. Second year cadets demonstrating outstanding military bearing and leadership qualities and academic excellence may be promoted to Cadet/1SG. Only truly outstanding second year cadets may be considered for advancement to Cadet/1LT.
  - c. LET 3 Cadets. Except in exceptional or unusual circumstances, third year cadets will not be promoted higher than Cadet/MAJ. Normally, third year cadets would be filling senior Cadet NCO and Junior Officer Positions.
  - d. LET 4 Cadets. Fourth year cadets will normally be assigned Cadet Field Grade Officer slots, Battalion Staff Officer Positions, Company Commanders, Command Sergeant Major or Company First Sergeant positions.
5. The requirements for promotion follow:

- a. Cadet/Private (PVT). Must recite the cadet creed (appendix C) with no errors, complete ten volunteer hours and not have a failing grade (“F”) in any class.
- b. Cadet/Private First Class (PFC). Must be able to name the chain of command, complete fifteen volunteer hours and not have a failing grade (“F”) in any class.
- c. Cadet/Corporal (CPL). Must be recommended by the cadet chain of command and promotion board, and not have a failing grade (“F”) in any class.
- d. Cadet/Sergeant (SGT). Must be recommended by the cadet chain of command and the promotion board, have at least a 2.0 GPA, and perform the 15-count manual of arms in 9 seconds.
- e. Cadet/Staff Sergeant (SSG). Must be recommended by the cadet chain of command and the promotion board, have at least a 2.5 GPA, march a squad with no errors using the FI drill commands, and not have a failing grade (“F”) in any class.
- f. Cadet/Sergeant First Class (SFC). Must be recommended by the cadet chain of command and the promotion board, have at least a 2.5 GPA, and march a platoon with no errors using the FI drill commands.
- g. Cadet/Master Sergeant (MSG). Must be recommended by the cadet chain of command, submit a written assignment on a military hero and not have a failing grade (“F”) in any class.
- h. Cadet/First Sergeant (1SG). Must be recommended by the cadet chain of command, have at least a 2.5 GPA and not have a failing grade (“F”) in any class.
- i. Cadet Officer/Command Sergeant Major (CSM). Must be recommended by the Cadet Chain of Command and approved by the Battalion Commander. Must have a grade of “A” in JROTC and a GPA of 3.0 or higher. Promotions are based upon submission of a resume and open vacancies.
- j. For commander, senior staff, and NCO positions, factors such as JCLC graduation, participation in extra-curricular JROTC activities, and prior staff assistant experience is considered.
- k. The above requirements may be waived by the SAI under special circumstances.

Demotions: Cadet PFCs and PVTs with twenty-one or more demerits will be reduced one rank. Cadet NCOs and officers with fifteen or more demerits will be reduced one rank. A cadet may also be demoted by the SAI for failure to perform his/her duties or for exhibiting undesirable character traits and behavior.

## **SECTION VI - COMMAND AND STAFF**

A. The cadet chain of command will function to the greatest extent possible. Cadet officers and NCOs are responsible for establishing and upholding the standards of performance in the battalion. Cadets will contribute to the operation of the JROTC program and will have the opportunity to express their ideas concerning conduct of classes, battalion activities and discipline of cadets.

## 1. Cadet Officers:

a. Cadet Officers will be cadets who have clearly demonstrated their competence and leadership ability as cadet NCOs. 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 obey all lawful orders from cadet officers and NCOs.

c. Cadet Officers who fail to comply with cadet regulations, or who passively allow other cadets to violate rules and regulations, may be reduced in rank.

## 2. Cadet Noncommissioned Officers:

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, without question.

b. Cadet NCOs who fail to discharge their duties and responsibilities may be reduced in rank

B. Cadet officers and NCOs are expected to set the example at all times, to work to inspire other cadets to follow regulations, to wear the uniform properly, and to conduct themselves in a manner that brings credit to themselves, the battalion, and Bamberg High School.

C. Cadet officers and NCOs are responsible for the appearance, discipline, efficiency, and welfare of their cadets during prescribed class periods. All officers and NCOs are expected to counsel their immediate subordinates on a quarterly basis in JUMS.

# SECTION VII - UNIFORMS AND EQUIPMENT

## 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. A military appearance and proper conduct in uniform is an indication of self-respect, pride, alertness, and loyalty to school, community, and country.

2. Each cadet will be issued required uniforms and ROTC insignia. The uniform is worn weekly for the uniform inspection, and other occasions as directed by the SAI/AI and published on the weekly training schedule. The uniform will be worn the entire school day. Cadets will be issued an overcoat upon request.

## B. PROPER WEARING OF THE UNIFORM:

1. The Army JROTC uniform will be worn only at times and places specified by the SAI or AI. Uniforms will present a neat and clean appearance. Loose strings will be cut from the uniform. No jewelry, watch chain, combs, checkbooks, pens, pencils, or similar items will appear exposed on uniforms. No bulky items will be placed in pockets. While in uniform, cadets will not place their hands in their pockets except momentarily to place or retrieve items. Headgear will be worn at all

times when outdoors. The Army uniform will not be mixed with civilian clothing.

2. Hair Styles. Hair will be clean, well groomed, and the length and bulk will not be excessive or present a ragged, unkempt, or extreme appearance. If dyes, tints, or bleaches are used, colors must be natural and not present an extreme appearance.

a. 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 while in uniform.

b. Females: Hairstyles will not interfere with proper wearing of military headgear. Hair holding ornaments, if used, must be transparent or similar in color to hair, and will be inconspicuously placed. Beads or similar ornamental items are not authorized. Females may wear braids and cornrows as long as the style is conservative and the braids and cornrows lie snugly on the head. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned, so no free-hanging hair is visible.

c. 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.

d. Jewelry: Cadets may wear a wristwatch, a wrist identification bracelet, and a total of two rings while in uniform. Males may not wear earrings while in any JROTC uniform. Females are authorized to wear earrings while in the Class A or B uniform, as long as they do not exceed ¼ inch in diameter and are unadorned, round or spherical gold, silver or diamonds. They must fit snugly against the ear and be a matched pair with only one earring per earlobe. No other body piercing jewelry is authorized for male or female cadets while wearing any JROTC uniform, to include the JROTC t-shirt. Necklaces may be worn under a uniform, but only the chain around the back of the neck may be seen.

### **C. WEARING OF CADET RANK:**

1. All cadets will wear the Shoulder Loop (Shoulder Board) Insignia on the green shirt and the Class A jacket.

2. Cadet officers will wear the non-subdued, pin-on Rank Insignia (Pips) on the Garrison Cap and Team Beret. When worn on the beret, pips will be worn horizontal and centered on the beret stiffener/flash.

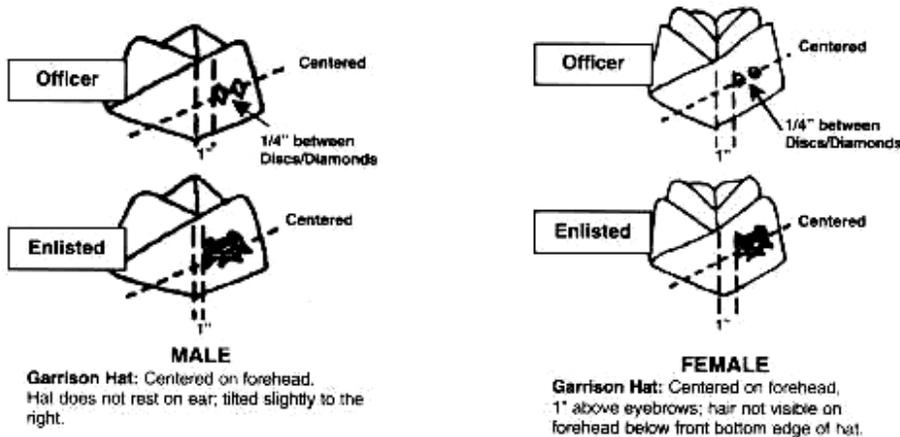
3. Cadet enlisted personnel will wear the ROTC Cap Insignia on the Garrison Cap and pin-on rank on the Team Beret.

4. All cadets will wear the brass pin-on rank on the shoulder tabs of the windbreaker and overcoat.

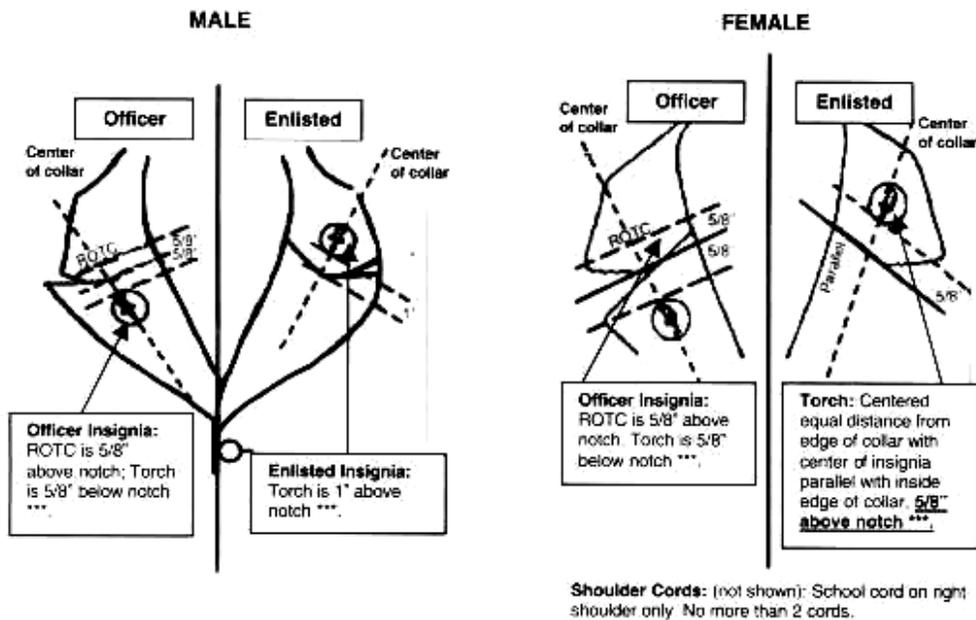
5. All cadets will wear the subdued pin-on rank on the front tab of the ACU jacket.

**D. RESPONSIBILITY AND MAINTENANCE OF UNIFORMS:** Before a student can be enrolled in JROTC, his/her parent or guardian must assume financial responsibility for lost or damaged uniform items by signing a JROTC Form "Agreement of Responsibility". The cadet must carefully check the issued clothing and equipment before signing the cadet clothing hand receipt. The cadet's signature is verification that the transaction is correct. Cost for laundry, cleaning, and normal maintenance of uniforms will be borne by the cadet. Uniform inspections will be conducted weekly 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.

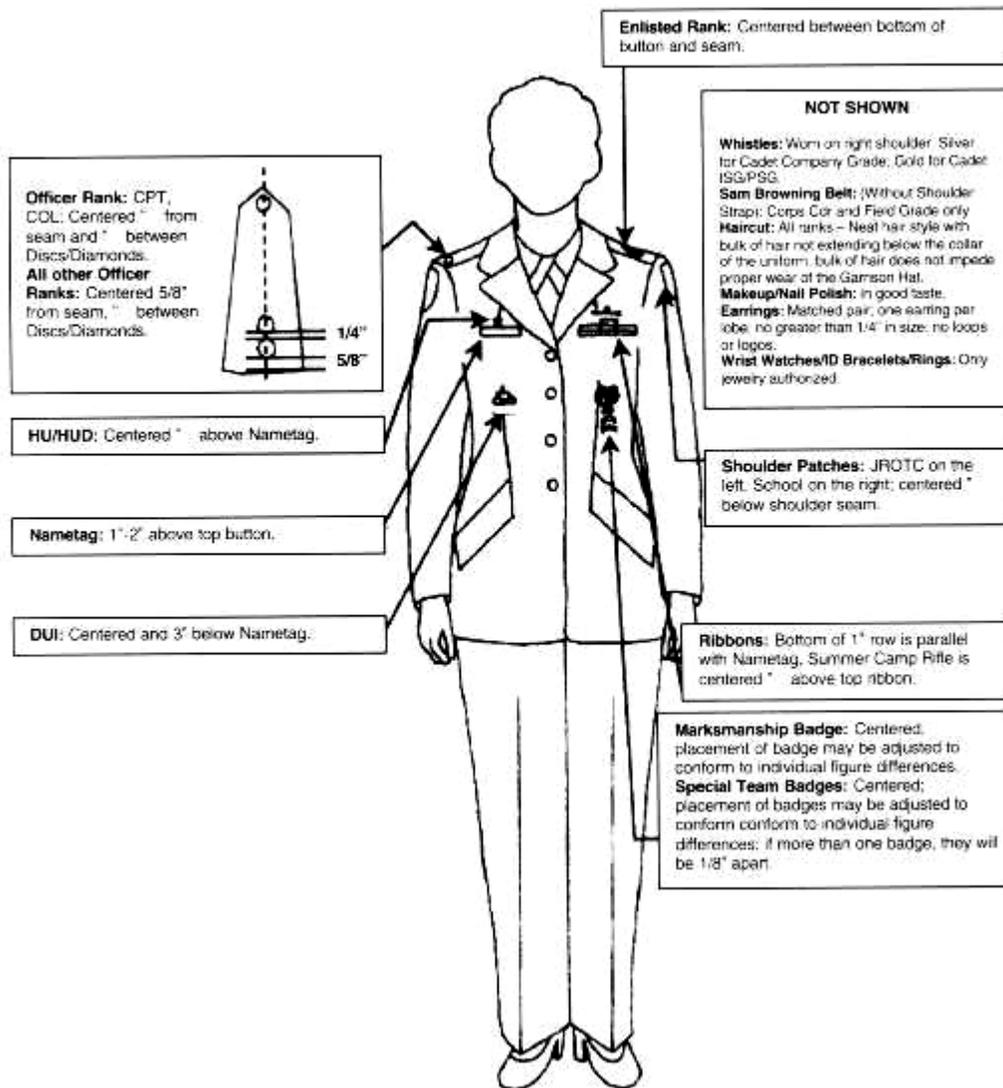
### THE ARMY GARRISON CAP



### INSIGNIA OF GRADE



**FEMALE**



**\*\*\*Correction Male/Female Class A Uniform - The DUI (JROTC Unit Crest) is no longer worn below the nametag. It is worn centered 1/4 inch above the Honor Unit/Honor Unit with Distinction Insignia (Blue/Gold Star). Shoulder (Shoulder Boards) insignia is worn on the green shirt and the Class A jacket (not pin on rank). Rank on the windbreaker and overcoat will be worn on the shoulder, 1" from the shoulder seam.**

## SECTION VIII - AWARDS

### A. ORDER OF PRECEDENCE IS AS FOLLOWS:

#### 1. Department of the Army

- a. Medal for Heroism
- b. Superior Cadet

2. **Battalion Awards:** N-1 Ribbons (Academic); N-3 Ribbons (Military); N-2 Ribbons (Athletic); and N-4 Ribbons (Miscellaneous).

#### 3. National Association Awards National Association Awards

**Awarded by:** Various National Organizations.

**Criteria:** See Appendix D for a list of awards and criteria.

**How Worn:** National Awards are worn 1/8 of an inch below the top seam of the left pocket on the male uniform and 1/4" below the bottom edge of the ribbons on the left side on the female uniform.

This may be adjusted to conform to individual figure differences. **Do not wear both ribbon and medal.**

- a. Legion of Valor Bronze Cross
- b. Sons of the American Revolution
- c. Military Order of the World Wars
- d. Daughters of the American Revolution
- e. American Legion
- f. National Sojourners
- g. Scottish Rite of Freemasonry
- h. USA Recruiting Command
- i. Noncommissioned Officers Association
- j. Association of the United States Army
- k. Military Officers Association
- l. Reserve Officers Association
- m. Military Order of the Purple Heart
- n. Veterans of Foreign Wars
- o. American Veterans
- p. Retired Enlisted Association
- q. Daedalians

### B. The following awards are attainable by conspicuous achievement as indicated.



#### 1. Superior Cadet Decoration Award (Medal, Certificate & Ribbon)

**Presented to:** One LET-1, LET-2, LET-3, and LET-4

**For:** The outstanding cadet in each year of military training based upon overall academic and military record.

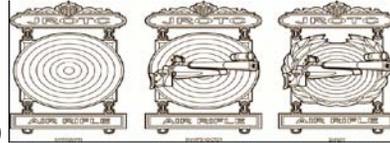


## 2. Academic Achievement Insignia

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually to those cadets who maintain a grade of “A” in JROTC and a 3.0 GPA. The second award is a red pad; the third award is a silver pad; and a fourth award is a gold pad. This award is not worn if the grades do not meet the criteria the following semester.

**How Worn:** Worn ¼ of an inch above the right pocket on the male uniform and ¼ of an inch above the nameplate on the female uniform. The unit award is worn centered inside the academic wreath.



## 3. Marksmanship Qualifications (Badge)

**Presented to:** Cadets who are on the Rifle Team or fire during classroom marksmanship training.

**For:** Successfully completing prescribed course of fire with minimum established score. The scores for the different badges are:

- Expert: 200 – 300 Points
- Sharpshooter: 175 – 199 Points
- Marksman: 150 – 174 Points

**How Worn:** Worn centered, 1/8 of an inch below the top seam of the left pocket on the male uniform. Worn ¼” below the bottom edge of the ribbons on the left side on the female uniform. This may be adjusted to conform to individual figure differences.

## C. ACADEMIC AWARDS (Series 1)



### **Distinguished Cadet Award for Scholastic Excellence Ribbon**

**Criteria:** Awarded annually to one cadet who exhibits the highest degree of excellence in scholastics.



### **Academic Excellence Award Ribbon**

**Criteria:** Awarded annually to one cadet in each LET level for maintaining the highest academic GPA.



### **Academic Achievement Ribbon**

**Criteria:** Awarded annually to those cadets who maintain a grade of “A” in JROTC and a “B” in their remaining academic subjects.



### **Perfect Attendance Ribbon**

**Criteria:** Awarded annually to cadets with no unexcused absences during a semester.



**Student Government Ribbon**

**Criteria:** Awarded annually to cadets elected to a student government office.



**Leadership Development Service Ribbon**

**Criteria:** Awarded annually to cadets successfully completing the first quarter/semester of training of each LET year.



**National Honor Society Ribbon**

**Criteria:** Awarded to those cadets inducted into the National Honor Society.



**Meritorious Achievement Ribbon**

**Criteria:** Awarded to cadets for meritorious achievements (Cadet of the month/year; drill off winner; etc.).



**Band**

**Criteria:** Awarded to members of the high school band/drum line.



**Academic Improvement Award**

**Criteria:** Awarded to cadets who improve their overall GPA by .5 or improved their grade in a class by one letter grade in one quarter or semester.

**D. ATHLETIC AWARDS (Series 2)**



**Varsity Athletic Ribbon**

**Criteria:** Awarded annually to cadets who participate in varsity sports.



**Physical Fitness Ribbon**

**Criteria:** Awarded annually to cadets who maintain excellent physical fitness. The ribbon will be presented to cadets receiving an 85 percentile or better in all 5 Cadet Challenge events. Cadets will also be awarded the Presidential Physical Fitness Award. This patch may be sewn centered on the left

sleeve of the JROTC T-shirt.



**ROTC Athletic Ribbon**

**Criteria:** Awarded annually to cadets who maintain a basic, yet challenging level of physical fitness. The ribbon will be presented to cadets receiving a 50 percentile or better in all 5 Cadet Challenge events. Cadets will also be awarded the National Physical Fitness Award. This patch may be sewn centered on the left sleeve of the JROTC T-shirt.



**USAREUR Rifle Championship Team Ribbon**

**Criteria:** Awarded to cadets participating in the USAREUR Championship Rifle competition.



**Exceptional Athlete**

**Criteria:** Awarded annually to cadets who participate in three team sports per year including CYS teams.

**E. MILITARY AWARDS (Series 3)**



**Senior Army Instructor Leadership Ribbon**

**Criteria:** Awarded annually to one cadet per LET level who displays the highest degree of leadership.



**Personal Appearance Ribbon**

**Criteria:** Awarded annually to cadets who consistently present an outstanding appearance.



**Proficiency Ribbon**

**Criteria:** Awarded annually to cadets who demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.



**Drill Team Ribbon**

**Criteria:** Awarded annually to drill team members who compete in at least one competitive event.



**Orienteering Ribbon**

**Criteria:** Awarded annually to members of orienteering teams or JCLC graduates.



**N-3-6**

**Color/Honor Guard Ribbon**

**Criteria:** Awarded annually to members of the color/honor guard.



**N-3-7**

**Marksmanship Team Ribbon**

**Criteria:** Awarded annually to rifle team members.



**N-3-8**

**Adventure Training Ribbon**

**Criteria:** Awarded annually to members of raider or adventure training teams or JCLC graduates.



**N-3-9**

**Commendation Ribbon**

**Criteria:** Awarded annually to cadets whose performance of duty is exceptional and exceeds that expected of a cadet of his/her LET level and experience.



**N-3-10**

**Good Conduct Ribbon**

**Criteria:** Awarded annually to cadets who demonstrate outstanding conduct during the school year.



**N-3-11**

**JCLC Ribbon**

**Criteria:** Awarded to cadets who attend JCLC.



**N-3-12**

**USAREUR Championship Exhibition Drill Team Ribbon**

**Criteria:** Awarded to cadets who compete in the USAREUR Championship Exhibition Drill Competition.



**N-3-13**

**USAREUR Championship Color Guard Ribbon**

**Criteria:** Awarded to cadets who participate in the USAREUR Championship Color Guard Competition.



**N-3-14**

**USAREUR Championship Precision Squad/Platoon Ribbon**

**Criteria:** Awarded to cadets who participate in the USAREUR Championship Precision Squad or Platoon Drill Competition.



**Inspirational Cadet Ribbon**

**Criteria:** Awarded annually to cadets who have the greatest impact on cadet morale.

**F. MISCELLANEOUS AWARDS (Series 4)**



**Parade Ribbon**

**Criteria:** Awarded to cadets who participate in a parade (ex. Veterans Day or Battalion Parade).



**Recruiting Ribbon**

**Criteria:** Awarded to cadets who recruit students into the JROTC program.



**Voluntary Service Ribbon**

**Criteria:** Awarded to cadets who perform 10 hours of volunteer work. A bronze lamp is awarded for 20 hours; a silver lamp for 30 hours; and a gold lamp for 50 hours.



**Fund Raising Ribbon**

**Criteria:** Awarded to cadets who participate in JROTC fund raising activities. Cadets must earn 10 fundraising points to be awarded the ribbon. A fundraising bar is awarded for 15 fundraising points.



**Humanitarian Ribbon**

**Criteria:** Awarded to cadets who participate in major charitable projects (i.e Club Beyond or Eagle Scout Service Projects).



**Service Learning**

**Criteria:** Awarded annually to cadets who participate in Service Learning Projects.



**Excellent Staff Performance Ribbon**

**Criteria:** Awarded annually to cadet staff officers for excellent performance.

**How Worn:** On the male uniform, ribbons are centered 1/8 of an inch above the left pocket, with no more than 3 across. On the female uniform, ribbons are worn centered on the left side, with the bottom edge of the ribbon(s), parallel with the bottom of the nameplate, with no more than 3 across. The order

of precedence is N-1 (Academic); N-3 (Military); N-2 (Athletic); and N-4 (Miscellaneous). Ribbons are worn in numerical order within each category.

## G. SHOULDER CORDS AND BERETS

### 1. Shoulder Cords

**National Honor Society (Gold)**



**Criteria:** Inducted into the National Honor Society.

**Color Guard/ Honor Guard (White)**



**Criteria:** Current member of the color guard and participated in three color guard performances.

**Drill Team (Red)**



**Criteria:** Current member of the drill team.

**Rifle Team (Tan)**



**Criteria:** Current member of the rifle team.

**Raider Team (Black)**



**Criteria:** Current member of the Raider team and participated in three Raider team activities.

**How Worn:** Shoulder cords, passing under the shoulder loop will not exceed two in number for any one person (one on each shoulder). All cadets will wear a school cord consisting of two colors (blue and gold) on the right shoulder. Cords listed above will be worn on the left shoulder. When participating in an activity as part of a special unit (Color Guard, Drill Team, etc.), the shoulder cord for that special unit will be given priority and worn on the left shoulder.

2. **Berets:** are authorized only for those cadets who are currently active team members.

**Drill Team** Blue or Gold Beret

**Criteria:** Current active drill team member.

**Raider Team** Red Beret

**Criteria:** Pass the Army Physical Fitness Test in the current school year.

## H. METAL ARC PINS:

**Staff**



**Criteria:** Current member of the staff.

**Honor Roll**



**Criteria:** Current GPA of 3.5 or higher.

**JCLC**



**Criteria:** Completed JCLC.

**Summer Camp**



**Criteria:** Completed Air Force Summer Camp.

**Color Guard/Honor Guard**



**Criteria:** Participated in five performances/current team member.

**Saber Guard**



**Criteria:** Participated in three performances/current team member.

**Drill Team**



**Criteria:** Participated in three drill team meets/current team member.

**Rifle Team**



**Criteria:** Participated in three matches/current team member.

**Raider**



**Criteria:** Participated in five Raider activities/current member.

**Orienteering**



**Criteria:** Participated in three orienteering/land navigation events.

**Flag Detail**



**Criteria:** Participated in 15 morning flag details.

**How Worn:** On the male uniform, arcs will be centered on the right pocket, 1/8” below pocket flap on the AG green shirt and Class A coat. On the female uniform arcs will be centered on the 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. This may be adjusted to conform to individual figure differences.

Arc Pins will be spaced 1/8” apart, in the order of precedence as shown above: 1) Staff, 2) Honor Roll, 3) Summer Camp, 4) Color Guard, 5) Saber Guard 6) Drill Team, 7) Rifle Team, 8) Raider, 9) Orienteering, and 10) Flag Detail. A maximum of six (6) arc pins may be worn at any time.

## I. DISTINCTIVE UNIT INSIGNIA

- a. **Honor Unit With Distinction Insignia (Gold Star)** ★
- b. **Honor Unit Insignia (Blue Star)** ★
- c. **Meritorious Unit Insignia (White Star)** ★

**Presented to:** All Cadets

**For:** Attainment of Merit Unit (80% on Formal Inspection/Unit Report), Honor Unit (90% on Formal Inspection/Unit Report) or Honor Unit With Distinction (96% on Formal Inspection/Unit Report).

**How Worn:** Worn ¼ of an inch above the right pocket on the male uniform and ¼ of an inch above the nameplate on the female uniform. It is worn centered ¼ inch above the Honor Unit with Distinction Insignia (Gold Star).

**J. RIFLE BADGE** - This will be worn ¼ inch above the ribbons on the left side of the male and female uniform. The badge is awarded to rifle team members. First year members wear the rifle; second year team members wear the rifle with one star; and third year members wear the rifle with two stars.



**K. RIFLE TEAM VARSITY LETTER** – Rifle Team Members may earn a Varsity Letter.

**Criteria:** Qualify for Marksmanship Badge (shoot 150 or higher), have no more than 1 unexcused absence from practice and compete in at least 3 of 5 conference matches

**L. DRILL TEAM VARSITY LETTER** – Drill Team Members may earn a Varsity Letter.

**Criteria:** Have no more than 2 unexcused absences from practice and compete in 3 of 3 conference meets.



## M. THE PRESIDENT'S VOLUNTEER SERVICE AWARD

**Criteria:** Awarded to cadets who perform 100 hours of volunteer work within a 365 day period.

**How worn:** On the male uniform it is centered on the left pocket below the pocket flap on the green shirt and the Class A coat. On the female uniform it is centered on the left side of the 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. This may be adjusted to conform to individual figure differences.

# SECTION IX - CADET DUTY POSITION DESCRIPTIONS

## A. DUTIES AND RESPONSIBILITIES OF CADET LEADERS

### 1. Battalion Commander

- a. Responsible for the training, administration, logistical support, discipline, morale, esprit de corps,

and performance of the cadet battalion.

b. Reports directly to the SAI/AI.

c. Sets the example for the battalion in appearance, attitude, conduct, bearing, tact, discipline, and performance.

d. Commands the battalion through proper use of the cadet chain of command and within the policy and guidelines set by the SAI/AI.

## **2. Battalion Executive Officer**

a. In the absence of the battalion commander the battalion executive officer assumes command and is responsible for the efficient operation of the command.

b. Coordinates and supervises the cadet staff to ensure that the orders and policies of the battalion commander are carried out effectively.

c. Is responsible to the battalion commander for all discipline within the battalion.

d. Keeps the battalion commander informed of problem areas within the unit in general, and of action taken or recommended with respect to such problems.

e. In coordination with the command sergeant major investigates all cadet complaints concerning the merit/demerit system and makes recommendations to the battalion commander and the SAI/AI concerning any irregularities.

f. Serves as president of the honor board.

## **3. Battalion S-1, Personnel Officer**

a. Is responsible to the commander for all matters relating to personnel and administration.

b. Prepares orders, directives, or announcements as directed by the battalion commander or executive officer and in conjunction/coordination with the SAI/AI.

c. Prepares and maintains current organizational rosters.

d. Maintains the cadet JROTC record files to include posting all information on JUMS cadet records.

## **4. Battalion S-2, Security Officer**

a. Assists the SAI/AI in matters pertaining to unit security and enforces the provisions of the security requirements for the battalion.

b. Reports to the battalion executive officer and assists in making periodic inspections of the security of weapons.

- c. Makes period inspections of the security of the supply room and equipment storage areas.

### **5. Battalion S-3, Operations and Training Officer**

- a. Is the principal staff assistant to the commander in matters pertaining to organization, training, and primary operations.
- b. Prepares all training schedules in accordance with the master training schedule and program of instruction.
- c. Responsible for the storage, maintenance, and issue of training aids and reference materials.
- d. Plans for, and coordinates, all of the battalion's training activities to include field trips, parades and extra-curricular activities (JROTC, school, community support).
- e. Ensures that classroom and field training areas are properly prepared prior to training.
- f. Ensures that cadet instructors are properly prepared to give assigned classes and that the battalion commander is informed of the evaluation given to all cadet instructors.
- g. Assumes command of the unit in the absence of the battalion commander and executive officer.

### **6. Battalion S-4, Logistics Officer**

- a. Is the principal staff assistant to the battalion commander in matters pertaining to the to the provision of supply, maintenance, transportation, and miscellaneous logistic support.
- b. Is 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 supply actions.
- c. Responsible for the storage, maintenance, issue, and turn-in of all supplies and reference material.
- d. Is thoroughly familiar with supply procedures, requisitions, turn-in salvage, laundry, and inventory of equipment.
- e. Assigns weapons to cadets and supervises the armor in the maintenance of weapons and equipment.
- f. Responsible for the cleanliness, organization, and up-keep of the supply and arms rooms areas.

### **7. Battalion S-5, Public Affairs Officer/Recruiting Officer**

- a. Is the principal staff assistant to the commander on public information and public relations matters between the Army and JROTC program, the school, the parents of students and cadets, and the community.

- b. Establishes contacts with the news media within the high school, the Bamberg and Schweinfurt communities, and AFN Europe.
- c. Arranges for reporters and photographers, for newspaper or television coverage and arranges for the coverage of the JROTC unit by the news media of any or all cadet activities that are newsworthy.
- d. As the information officer, the S-5 prepares and submits items to school and local newspapers and other news media deemed appropriate.
- e. Assists the SAI/AI in activities involving organizational units currently supporting the Army JROTC program. Handles preparation and mailing of invitations, responses, seating arrangements, and protocol.
- f. Will assist the battalion commander in the formulation, preparation and maintenance of current listing. A roster of dignitaries and supporters will be prepared to include name, address, and phone number.
- g. Due to exposure to the public, must be fully knowledgeable of the organizational structure and mission of the Bamberg High School Army JROTC program.
- h. Is responsible for maintaining the battalion unit history and creating a pictorial scrapbook of significant events pertaining to the unit.
- i. Responsible for maintaining and creating the battalion website with updates of current JROTC events, pictures, and a link to the Battalion SOP online.

#### **8. Battalion S-6, Information/Technology Officer**

- a. Responsible for maintaining all automation equipment.
- b. Responsible for updating the Classroom Performance System (CPS) and creating CPS tests and games as directed by the SAI/AI.
- c. Responsible for ensuring that JUMS is updated and patches downloaded.
- d. Responsible for backup of JUMS weekly.
- e. Responsible for inventorying automation equipment as directed by the SAI/AI.
- f. Responsible for setup of automation equipment for JROTC activities.
- g. Responsible for requesting automation supplies (i.e. ink cartridges).

#### **9. Battalion Command Sergeant Major**

- a. Is the senior cadet noncommissioned officer in the unit and the commander's advisor concerning enlisted and noncommissioned cadets and makes recommendations concerning promotions, reductions,

awards and problem areas encountered.

- b. Responsible to the commander for consolidation of attendance rosters at battalion formations.
- c. Records merits and demerits in JUMS and assists the battalion executive officer in conducting investigations into irregularities and complaints concerning the merit/demerit system..
- d. Responsible for the police of the JROTC classrooms and outside areas.
- e. Assigns extra duties and details as needed on a fair and equitable basis to enlisted cadets.
- f. Responsible for all color guard performances and records all performances in JUMS.
- g. Responsible for flag details and records all details in JUMS.
- h. Responsible for all cadet promotion boards.

#### **10. Cadet Company Commander**

- a. Responsible for the effective training, discipline, morale, esprit-de-corps, appearance and performance within the company.
- b. Is familiar with all unit members and makes continuous evaluation subordinates with regard to performance, effectiveness, and appearance to make valid recommendations for promotions, reductions, and awards.
- c. Sets the example for the company in appearance, attitude, conduct, bearing, tact, discipline, and performance.
- d. Commands the company through proper use of the cadet chain of command and within the policy and guidelines set by the battalion commander, SAI and AI.

#### **11. Cadet Platoon Leader**

- a. Responsible for the effective training, discipline, morale, and esprit-de-corps of subordinates within the platoon.
- b. Is familiar with all platoon members. Makes continuous evaluation subordinates' performance, effectiveness, and appearance to make valid recommendations for promotions, reductions, awards, and changes of assignment.
- c. Sets the example for the platoon in appearance, attitude, conduct, bearing, tact, discipline, and performance.
- d. Commands platoon through proper use of the cadet chain of command and within the policy and guidelines established by the company commander.

## **12. Cadet First Sergeant**

- a. Assists the company commander in the maintenance of discipline, esprit de corps, morale, and appearance of enlisted cadets assigned to the company.
- b. Advises the company commander of any problem areas concerning enlisted cadets in the company and makes recommendations with regard to specific problems.
- c. Supervises the actions and conduct of the platoon sergeants and other NCOs within the company.
- d. Maintains a current roster of company's cadets with platoon and squad assignments.
- e. Sets the example for the NCOs and enlisted cadets of the company in appearance, conduct, bearing, tact, discipline, and performance.
- f. Makes recommendations for promotions, reductions, and awards when appropriate.
- g. Closely monitors the merit/demerit system.

## **13. Cadet Platoon Sergeant**

- a. Is familiar with the duties of the platoon leader and takes charge of the platoon in his absence of the platoon leader.
- b. Advises the platoon leader of any problem areas concerning personnel in the platoon and makes recommendations concerning specific problems.
- c. Assists the platoon leader in maintaining discipline, esprit de corps, morale, appearance, and training of the cadets in the platoon.
- d. Maintains a current roster of cadets in the platoon with squad assignments.
- e. Closely monitors the merit/demerit system.
- f. Sets the example for the NCOs and enlisted cadets of the platoon.
- g. Makes recommendations as appropriate for promotions/reductions/awards.

## **14. Cadet Squad Leader**

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

e. Senior squad leader assumes duties of platoon sergeant when absent.

## **15. Squad Members**

a. Maintains and wears the uniform properly.

b. Safeguards and cares for all issued equipment and materials.

c. Is on time for all official formations.

d. Conducts oneself in a manner that brings credit to self, the cadet battalion, and school.

## **SECTION X - RECRUITING AND PUBLICITY**

**A. GENERAL:** It is essential each year, that a number of new cadets be brought into the program and those that are in the program are retained in it. Recruiting and publicity campaigns work hand-in-hand to ensure that the program attracts the maximum number of qualified students for the cadet corp. Every effort must be made to make incoming freshman aware of the JROTC program and its benefits.

**B. INITIATIVES AND POLICIES:** To encourage active involvement of current cadets in the recruiting effort, rewards and awards are available for those who successfully recruit new cadets. Cadets who qualify for these rewards must request them in writing through the S-1 to the SAI/AI. The request should include pertinent information that will substantiate their claim that they are entitled to credit for recruiting the new cadet or cadets.

1. Any cadet who recruits one or more students will receive the Recruiting Ribbon (N-4-2)

2. Any cadet below the rank of staff sergeant, who recruits three cadets, will receive a one rank promotion.

### **C. RECRUITING AND RETENTION**

1. A constant effort will be made to keep parents, sponsors, and the school faculty apprised of the JROTC program. They will be invited and encouraged to attend all activities to include the JROTC open house, the military ball, promotion ceremonies, field trips, and competitions.

2. Parents of Cadets will also be invited to be guest speakers during the school year.

## **SECTION XI - EXTRACURRICULAR ACTIVITIES**

**A. DRILL TEAM:** Drill is a spring sport. All students are eligible to try out for the team. The team will perform year round at pep rallies, community functions, and other activities and will compete at drill meets in the spring.

**B. RIFLE TEAM:** Marksmanship is a winter sport. All students are eligible to try out for the rifle team. Students must pass a safety test with a grade of 100% to be eligible for the team.

**C. COLOR GUARD AND SABER GUARD:** The Color Guard and Saber Guard practices and performs throughout the school year. All cadets are eligible to be on the teams. The Color Guard/Saber Guard performs at high school games, assemblies and graduation and other community functions.

**D. FUND RAISING:** Cadets are expected to fully support and participate in fund raising events throughout the year. Fund raising is necessary to support various JROTC activities.

**E. CADET OF THE MONTH/QUARTER/YEAR:** A board will convene monthly to select a Cadet of the Month. Nominations will be made by the company chain of command. Those cadets selected to appear before the board will be given general study guidelines to prepare themselves for the board. The chain of command should ensure that only truly deserving cadets are nominated for the board. The immediate NCO in the cadet's chain-of-command is responsible for ensuring that the cadet is prepared for the board. Cadets with a current grade of "F" in any class will not be recommended for the board. Winners of the Cadet of the Month boards will compete for the Cadet of the Quarter. Winners of the Cadet of the Quarter Boards will compete for the Cadet of the Year. Winning cadets will be awarded a medal that will be worn on the Class A uniform the same as national medals.

**F. JROTC CADET LEADERSHIP CHALLENGE (JCLC):** The camp is a dynamic, eleven day adventure designed to be physically and mentally challenging. Cadets gain practical leadership experience which builds on the foundation of leadership training received during the previous year. Camp graduates earn one semester of Army JROTC credit which may be applied toward a two or three year JROTC training certificate. Cadets who graduate from JCLC will also be promoted one rank.

**G. LEADERSHIP TEAM:** The team is comprised of six LET 2 and 3 cadets (four primary and two alternates) who will compete in the annual JROTC leadership competition. It will include cadets who are slated for primary leadership positions within the unit for the coming year. Team members should have a solid working knowledge of JROTC Leadership theory and have the ability to translate those tenets and theories to scenario-based questions. Members will also study George C. Marshall's leadership tenants. Team members will be chosen based on leadership experience, performance in the practice round, ability to work with a team and enthusiasm for the competition.

**H. ACADEMIC TEAM:** The team is comprised of six cadets (four primary and two alternates) who will compete in the annual JROTC academic competition. The competition includes questions from the JROTC curriculum and current event as well as SAT/ACT type questions in English, Math, and Science. Team members will be chosen based on grades, performance in the practice round, ability to work with a team and enthusiasm for the competition.

## **SECTION XII - SUPPLY**

### **A. PROPERTY ACCOUNTABILITY**

1. The 15th JROTC Battalion Consolidated Supply maintains a hand receipt for all accountable government property. Supply records consist of the following:

- a. Cadet Command Form 194-R, Inventory Control Listing, for the annual 100 percent inventory.
- b. A monthly 10% inventory control list.
- c. A JUMS clothing record for each cadet.

2. The DAI will resolve all issues dealing with property accountability.

## **SECTION XIII - WEAPONS/SECURITY**

**A. PURPOSE:** To establish policies and procedures for securing weapons and ammunition.

**B. RESPONSIBILITIES:**

1. The SAI will ensure adherence to provisions of DA, TRADOC, US Army Cadet Command, and US Army Europe publications and this SOP concerning the security of arms and ammunition.

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

**C. PROCEDURES:**

1. Only JROTC M1903 rifles and air rifles will be stored in the arms room.

2. All weapons will remain under the surveillance and control of the instructors. No weapons will be placed under the sole control of a cadet.

3. 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 kept under double lock.

4. The 600 or 603 series Feinwerkbau Rifles will be stored on the rifle range under double lock. Pellets for these weapons will be stored in a separate container.

5. Inventories:

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

b. The responsible officer or representative will conduct a monthly air rifle serial number inventory. This inventory will be recorded on 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 on file (subject to inspection).

c. To further insure accountability, a monthly visual count inventory will be conducted and recorded by the S-2 officer.

d. All losses/overages will be reported to the DAI immediately for investigation and accountability in accordance with AR 190-11, AR 735-11, and AR 710-2.

7. Control:

a. A current roster of personnel having unaccompanied access to keys to the arms room, locks, and

containers will be posted outside the arms room.

- b. Keys to the arms room, racks, and ammunition containers will be maintained separately from the other keys and accessible only to those on the unaccompanied access list.
- c. If keys are lost, misplaced or stolen, replace the locks and notify the DAI immediately.
- d. No cadet is authorized to sign for or maintain control of the arms room and ammunition keys.
- e. 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.
- f. Weapons and ammunition will be under the visual surveillance of the SAI/AI at all times.
- g. Under no circumstances will a cadet be allowed to take a training rifle or air rifle home or transport such weapon in a POV.

## **SECTION XIV – OPEN DOOR POLICY**

- A. The SAI/AI are available to offer advice and assistance to any cadet. Most problems confronting the individual cadet can be best handled through open dialogue and communication using the existing chain of command. The SAI/AI open door policy has been established to address problems, which by virtue of their sensitivity and/or magnitude, do not lend themselves to resolution through the conventional process.
- B. The SAI/AI will have an “Open Door” on Mondays from 1500 to 1600. The SAI/AI are also available during most lunch periods to listen to cadet concerns. Cadets may also make an appointment with the SAI/AI for a one-on-one discussion.

# Appendix A

## Merits

	<u>Number</u>	<u>Code</u>
Cadet of the Month	10	A
Outstanding Uniform	5	B
Outstanding military courtesy/bearing	3	C
Setting the example in non-JROTC classes	1 to 5	D
Exhibiting "Character Counts" behaviors (politeness, good manners, respect)	1 to 5	E
Other commendable acts	1 to 5	F

## Demerits

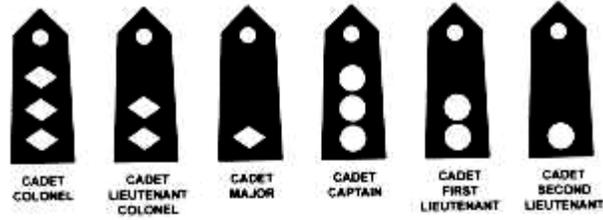
	<u>Number</u>	<u>Code</u>
False statements, lying, cheating or stealing	10	AA
Fighting	8	BB
Use of foul or obscene language	5	CC
Unexcused absence from class or other function	5	DD
Failure to follow instructions	3	EE
Insubordination or disrespectful to a superior	3	FF
Disrupting instruction	3	GG
Breaking school rules	3	HH
Improper Uniform Wear	3	II
Eating food or chewing gum in class or ranks	2	JJ
Failure to bring planner, paper or pencil to class	2	KK
Inattention in class or ranks	2	LL
Horseplay in classroom or on school grounds	2	MM
Being disrespectful to another student	2	NN
Leaving personal items in the classroom (jacket open, missing hat, missing tie, etc.)	1	OO
Missing award/promotion ceremony	3	PP
Other inappropriate conduct	1 to 5	QQ

Merits/Demerits are cumulative for the entire school year. A Merit/Demerit list will be posted weekly by the CSM. Merits may be awarded to a cadet by any superior cadet. Any superior cadet non-commissioned officer or cadet officer may access demerits. All merits and demerits will be approved by the battalion commander and reviewed by the AI or SAI.

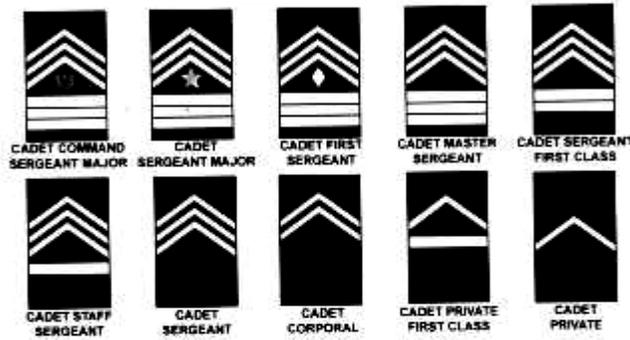
Cadet PFCs and PVTs with twenty-one (21) or more demerits will be reduced one rank. Cadet NCOs and officers with fifteen (15) or more demerits will be reduced one rank. **Demerits may be worked off by performing duties for the AI or SAI.**

# Appendix B

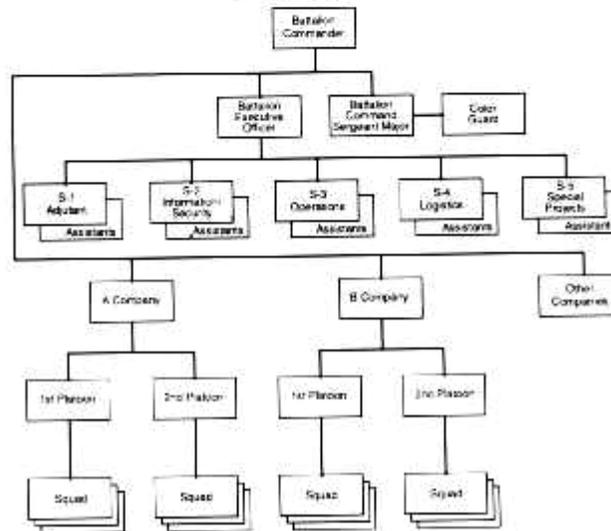
## INSIGNIA OF GRADE FOR CADET OFFICERS



## INSIGNIA OF GRADE FOR CADET ENLISTED PERSONNEL



## Battalion Organization



## Appendix C

# The Army Junior ROTC 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.

## Appendix D

### NATIONAL AWARDS

#### **Legion of Valor Bronze Cross for Achievement**

General: For achievement of scholastic excellence in military and academic subjects.

Criteria: LET 3. Highest scholastic excellence in military and academic subjects. One per every 4000 cadets in the brigade.

#### **Sons of the American Revolution (SAR) Award**

General: For a meritorious cadet.

Criteria: LET 3. Exhibit a high degree of merit with respect to leadership qualities, military bearing, all around excellence in JROTC and community service. Top 10% of JROTC class and top 25% of overall class.

#### **The Military Order of the World Wars (MOWW) Award**

General: For overall improvement in military and scholastic studies during the school year.

Criteria: Be in good standing in all military aspects and scholastic grades. Shown marked improvement in both military and scholastic grades. Indicated a desire to serve his or her country.

#### **Daughters of the American Revolution Award**

General: For outstanding ability and achievement.

Criteria: Senior. Top 25% of cadets in JROTC and academic subjects. Demonstrated qualities of dependability and good character, adherence to military discipline, leadership ability, and a fundamental and patriotic understanding of the importance of JROTC training.

#### **American Legion Military Excellence Award**

General: For general military excellence.

Criteria: Top 25% of his or her class in academic subjects and JROTC subjects. Demonstrated outstanding qualities in military leadership, discipline, character and citizenship.

#### **American Legion Scholastic Excellence Award**

General: For general scholastic excellence.

Criteria: Top 10% of his or her class in academic subjects. Top 25% of his or her class in JROTC subjects. Demonstrated qualities of leadership. Actively participated in related student activities such as student organizations, constructive activities, or sports.

#### **The National Sojourners Award**

General: For contributing the most to encourage and demonstrate Americanism within the Corps of Cadets and on the high school campus.

Criteria: LET 2 or 3. Top 25% of his or her academic class. Demonstrated the ideals of Americanism by deed or conduct. Demonstrated a potential for outstanding leadership.

### **Scottish Rite of Freemasonry JROTC Award**

General: For scholastic excellence and Americanism.

Criteria: Contributed the most among cadets to encourage and demonstrate Americanism, by deeds or conduct during participation in integrated-curricular activities or community projects.

### **U.S. Army Recruiting Command (USAREC) Award for JROTC**

General: For outstanding achievement and contributions to the JROTC program.

Criteria: LET 3. Top 25% of his or her academic class. Demonstrated outstanding leadership traits and possess the potential for assuming positions of increased responsibility. Participate in integrated-curricular activities that foster both scholastic and military excellence. Demonstrate qualities of dependability and good character, respect military discipline and standards, and possess a fundamental and patriotic understanding of the importance of JROTC training.

### **Noncommissioned Officers Association (NCOA) Award for JROTC**

General: For the most outstanding noncommissioned officer cadet.

Criteria: Consistently exhibit the best military bearing, personal appearance, deportment, and leadership ability in the unit.

### **Association of the United States Army (AUSA)**

General: For outstanding leadership and academic achievement.

Criteria: Top 20% of academic class. Demonstrate outstanding qualities in military leadership, discipline, character and citizenship.

### **The Military Officers Association (MOA)**

General: For an outstanding 3<sup>rd</sup> year cadet who has demonstrated exceptional potential for military leadership.

Criteria: LET 3. Be in good academic standing. Demonstrate a high degree of loyalty to the unit, school, and the country. Demonstrate exceptional potential for military leadership.

### **Reserve Officers Association (ROA)**

General: For outstanding achievement and exceptional leadership ability.

Criteria: LET 3. Be in good academic standing. Demonstrate a high degree of loyalty to the unit, school, community and the country. Demonstrate exceptional potential in leadership.

### **Military Order of the Purple Heart (MOPH)**

General: For an outstanding cadet who demonstrates leadership ability.

Criteria: Positive attitude toward the program and country. Hold a leadership position in the cadet corps. Be active in school and community affairs, Attain a grade of "B" or better in all subjects for the previous semester.

### **Veterans of Foreign Wars (VFW)**

General: For recognition of outstanding achievement and exceptional leadership ability.

Criteria: Positive attitude toward the program. Outstanding military bearing and conduct in and out of uniform. Personal attributes of self-confidence, initiative, flexibility, and judgment. Patriotism (commander of member of color guard, drill team, flag protocol instruction team and actively promote Americanism). Courtesy (dependability, punctuality, human relations, respect, cooperation). Growth potential (capable of assuming high leadership responsibilities in the unit with additional training and experience).

### **American Veterans (AMVETS)**

General: For outstanding leadership, community/school involvement and academic achievement.

Criteria: LET 3. Be in good academic standing. Demonstrate a high degree of military bearing both in and out of the military uniform.

### **The Retired Enlisted Association (TREA) Award**

General: For exceptional potential leadership ability.

Criteria: LET 3. Be in good academic standing. Present outstanding military bearing in and out of uniform. Demonstrate a high degree of loyalty to the unit, school, community and the country.

### **Daedalian JROTC Medal Set Award**

General: The order of Daedalians is a Fraternity of commissioned military pilots from all military services.

Criteria: Demonstrates patriotism, love and country, and service to our nation. Indicate the potential and desire to pursue a military career. Rank in the upper 10% of the JROTC class. Rank in the upper 20% of the high school class.

## Appendix E

### Formal Inspection In – Ranks Inspection Questions

#### I. Basic Knowledge

1. **Q:** What does JROTC stand for?  
**A:** Junior Reserve Officers Training Corps
2. **Q:** What does LET stand for?  
**A:** Leadership Education and Training
3. **Q:** What does JCLC stand for?  
**A:** JROTC Cadet Leadership Challenge
4. **Q:** What does SAI stand for?  
**A:** Senior Army Instructor
5. **Q:** What does AI stand for?  
**A:** Army Instructor
6. **Q:** What is the mission of JROTC?  
**A:** To motivate young people to become better citizens.
7. **Q:** What is the key to success in JROTC?  
**A:** The key to success in JROTC is teamwork.
8. **Q:** What are the three levels of distinction that JROTC units can earn?  
**A:** Merit Unit, Honor Unit and Honor Unit with Distinction.

#### II. Leadership

9. **Q:** What is the definition of leadership?  
**A:** The ability to influence subordinates in order to accomplish a mission.
10. **Q:** What are the three leadership styles? Explain each.  
**A:** **Delegating** – Giving decision making authority to subordinates.  
**Participating** – Involving subordinates in the decision making process.  
**Directing** – Instructing subordinates.
11. **Q:** What are the seven Army values?  
**A:** Loyalty  
e  
a  
Duty  
e  
Respect  
Selfless Service  
Honor  
Integrity  
Personal Courage

12. **Q:** Define Teamwork  
**A:** The cooperative effort on the part of a number of people working together to achieve a goal.

**III. Drill and Ceremonies**

13. **Q:** What are the two parts of a command?  
**A:** Preparatory command and command of execution.
14. **Q:** What foot do you call the command Rear, March on?  
**A:** The right foot.
15. **Q:** On which foot can you give command of halt?  
**A:** Either foot.
16. **Q:** What is normal cadence?  
**A:** 120 steps per minute.

**IV. Map Reading**

17. **Q:** How do you read a military map?  
**A:** Right and up
18. **Q:** What are the five basic colors on a military map and what do they represent?  
**A: Basic**  
Blue - Water  
Green - Vegetation  
Brown – Contour lines/Elevation  
Black – Man-made objects  
Red – Major roads
19. **Q:** Name the five major terrain features on a military map.  
**A:** Hill, saddle, valley, ridge, and depression.
20. **Q:** What are the three types of north on a military map?  
**A:** True, grid and magnetic.

**V. First Aid and Health**

21. **Q:** Define first aid.  
**A:** The immediate medical care given before professional medical help arrives.
22. **Q:** What are the four life savings steps?  
**A:** Check the Airway; Check for Bleeding; Check and treat for shock; and Dress and bandage the wound

**VI. Chain of Command**

23. **Q:** Who is the \_\_\_\_\_?  
Commander-In-Chief – **President Barack H. Obama**  
Secretary of Defense – **Honorable Robert M. Gates**  
Secretary of State – **Honorable Hillary Clinton**  
Chairman of the Joint Chiefs of Staff – **Admiral Mike Mullen**  
Secretary of Army – **Honorable John McHugh**  
Chief of Staff of the Army – **General George W. Casey Jr.**  
Sergeant Major of the Army – **SMA Kenneth O. Preston**

Commanding General, Cadet Command – **MG Arthur M. Bartell**  
Command Sergeant Major, Cadet Command – **CSM Hershel L. Turner**  
Commander, Army JROTC-**Colonel John V. Vanderbleek**  
Commander, 2<sup>nd</sup> Brigade – **Colonel Glenn H. Goldman**  
Command Sergeant Major, 2<sup>nd</sup> Brigade – **CSM Kevin L. Goetz**  
Director of Armt Instruction – **MAJ Roberts Hase**  
Senior Army Instructor – **MAJ Madonna Roberts**  
Army Instructor – **SFC Prince Young**

24. **Q:** What are the three branches of the government?  
**A:** Executive, legislative and judicial.

**\*\*\* All cadets should know the Hierarchy of Cadet Rank (officer and enlisted) and should be able to describe the cadet rank insignia for each rank. \*\*\***

**VII. American History and Citizenship**

25. **Q:** Who wrote the Star Spangled Banner?  
**A:** Francis Scott Key
26. **Q:** What do the colors on the United States flag represent?  
**A:** **Blue** – Justice; **White** – Purity; and **Red** - Valor
27. **Q:** What do the 13 stripes on the United States flag represent?  
**A:** The 13 original colonies.
28. **Q:** What are the three types of American flags and which one is the largest?  
**A:** Post, storm and garrison; Garrison is the largest.

**VIII. Military Customs and Courtesies**

29. **Q:** Name the five basic staff positions found in most large military organizations.  
**A:** **S-1:** Administrative  
**S-2:** Information/Security  
**S-3:** Operations and Training  
**S-4:** Logistics/Supply  
**S-5:** Public Information
30. **Q:** What is the UCMJ?  
**A:** The Uniform Code of Military Justice

\*\*\*\*You must also know current events\*\*\*\*

**YOUR CHAIN OF COMMAND IS:**

Commander in Chief \_\_\_\_\_

Secretary of Defense \_\_\_\_\_

Secretary of the Army \_\_\_\_\_

Chairman of the Joint Chiefs of Staff \_\_\_\_\_

Chief of Staff, US Army \_\_\_\_\_

Sergeant Major of the Army \_\_\_\_\_

Commanding General Cadet Command \_\_\_\_\_

Command Sergeant Major , Cadet Command \_\_\_\_\_

Commander, 2<sup>nd</sup> Brigade \_\_\_\_\_

Commanding General USAREUR \_\_\_\_\_

Commander, USAG Bamberg \_\_\_\_\_

Director of Army Instruction \_\_\_\_\_

Senior Army Instructor \_\_\_\_\_

Army Instructor \_\_\_\_\_

Cadet Battalion Commander \_\_\_\_\_

Cadet Battalion Executive Officer \_\_\_\_\_

Cadet Battalion Command Sergeant Major \_\_\_\_\_

Cadet Company Commander \_\_\_\_\_

Cadet Company First Sergeant \_\_\_\_\_

Cadet Company Executive Officer \_\_\_\_\_

Cadet Platoon Leader \_\_\_\_\_

Cadet Platoon Sergeant \_\_\_\_\_

Cadet Squad Leader \_\_\_\_\_

**YOUR BATTALION STAFF IS:**

Cadet Battalion S-1 \_\_\_\_\_

Cadet Battalion S-3 \_\_\_\_\_

Cadet Battalion S-5 \_\_\_\_\_

Cadet Battalion S-2 \_\_\_\_\_

Cadet Battalion S-4 \_\_\_\_\_

Cadet Battalion S-6 \_\_\_\_\_