

CORTEZ HIGH SCHOOL

**NAVAL JUNIOR RESERVE
OFFICERS TRAINING
CORPS (NJROTC) UNIT**

CADET HANDBOOK



***“LEARN TO LEAD
CHOOSE TO SUCCEED”***



Naval Junior Reserve Officers Training Corps
Cortez High School
8828 North 31st Avenue
Phoenix, Arizona 85051
623-915-8229/8283



Cadet Handbook

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Principal: Mr. Reid Chitwood

NJROTC Leadership:

Chief Warrant Officer Daniel Vass (USN, Ret.)
Unit Commander/Senior Naval Science Instructor
Office: 623-915-8229
Fax: 623-915-8244
Email: Daniel.Vass@guhsdaz.org

Command Master Chief Petty Officer Steve Bowes (USN, Ret)
Naval Science Instructor
Office: 623-915-8283
Email: Stephen.Bowes@guhsdaz.org

CORTEZ HIGH SCHOOL NJROTC UNIT REGULATIONS:

References: (a) CNETINST 1533.9 Series
(b) NJROTC Cadet Field Manual NAVEDTRA 37116 Series

Purpose. To promulgate rules and regulations for the conduct of the Navy Junior Reserve Officer Training Corps (NJROTC) program at Cortez High School and Cortez High School Student Policies. This handbook supplements the guidelines set forth in the references.

Background. These regulations provide direction and guidance for cadets enrolled in the NJROTC program at Cortez High School. They supplement, clarify, and in some cases modify for local use, guidance given by the Navy for the administration of NJROTC Units.

Action. All cadets enrolled in the Cortez High School NJROTC Unit will be familiar with and comply with these regulations.

Distribution: Cortez High School NJROTC Cadets

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CHAPTER 1

INTRODUCTION

GOALS, OBJECTIVES AND ELIGIBILITY FOR ENROLLMENT IN THE NJROTC PROGRAM

101. Program Background

A. Junior ROTC Units for all the military services were authorized by the Reserve Officers Vitalization Act of 1964 (Public Law 88-647 of 13 October, 1964 -- Title 10, U.S. Code, Chapter 102). Department of Defense Directive 1205.13 of June 16, 1982 requires the military service secretaries to "Sponsor and conduct a Junior ROTC program". Each of the services currently supports active programs in schools across the country and some overseas locations.

B. The Navy currently has nearly 624 NJROTC programs in schools across the continental USA, and in Alaska, Hawaii, Guam, Japan, and Italy. The Naval Service Training Command (NSTC) is assigned overall responsibility for the JROTC program for the Navy. Area managers, subordinate to NSTC, help direct the day-to-day operations of the program. The NJROTC area manager is responsible for the supervision of school programs in an assigned region. Cortez High School (CHS) falls under the Area Eleven Manager located in San Diego California. The Area Eleven Program Manager's region comprises of Navy JROTC units in Arizona and Southern California.

C. This is a very low cost elective for the student. A student has **no military or financial obligation** (other than incidental expenses such as haircuts, uniform cleaning, meals on field trips, etc.) as a result of participating in the NJROTC course in high school. There are significant benefits for those enrolled whether or not they plan on going into the military after graduation. NJROTC students who participate in extracurricular activities and field trips maybe required to pay for other incidental expenses.

102. Goals and Objectives.

The NJROTC program goals are to provide an opportunity for High School students to instill the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. These goals are met by teaching to these objectives around the core values of the United States Navy: HONOR, COURAGE and COMMITMENT. The objectives of the NJROTC program are:

- To promote patriotism.
- To develop informed and responsible citizens.
- To promote habits of orderliness, precision, and to develop respect for constituted authority.
- To developed a high degree of personal honor, self-reliance, leadership, and self- discipline.
- To promote an understanding of basic elements of and requirements for national security.

- To provide incentives to live healthy and drug free.
- To develop leadership potential.
- To provide alternative to gangs.
- To promote High School completion.
- To provide information on the military services as a possible career.

103. Benefits of Enrollment.

For students interested in attending college, scholarships worth up to \$180,000.00 each and Service Academy appointments worth over \$230,000.00 are available to qualified Cortez High students. Each year the Senior Naval Science Instructor can nominate students to compete for ROTC (any service), and Naval Academy openings and often for openings in other service academies. For those students interested in enlisting in the military after graduation, all five military services give one or two advanced pay grades (ranks) for people who enlist after taking Junior ROTC courses for at least two years in high school. For those enrolled students that do not join the military after high school, the leadership skills, and traits of pride, commitment, loyalty, responsibility, civic responsibilities, patriotism, self-discipline, and teamwork learned in the NJROTC program are qualities that will make them better citizens and more productive members of the civilian work force, college, or other institute of higher learning, and our community.

104. Instructors.

NJROTC teachers are retired officers, non-commissioned officers and senior petty officers of the Navy, Marine Corps or Coast Guard who have been specially certified by the Navy for employment as Naval Science Instructors. Each instructor is employed and paid by the local school board and not by the Navy. The Senior Naval Science Instructor and Naval Instructors are regular faculty members of CHS and work directly for the Principal.

105. Instruction and Credit Awarded.

Naval Science courses carry full elective credit toward graduation from Cortez High School. The purpose of the Naval Science I course is to introduce students to the meaning of citizenship, the elements of leadership, and the value of dedication in attaining life goals; engender a sound appreciation for the heritage and traditions of America, with recognition that the historically significant role of sea power will be important in America's future; develop in each cadet a growing sense of pride in his/her organization, and self. Naval Science II and III aim to further develop the traits of citizenship and leadership in cadets. Naval Science IV is for students who are able to work more independently and take on the leadership responsibilities of running the NJROTC Unit.

Typical weekly schedule (actual Course of Instruction can be modified in accordance with U.S. Navy instruction CNET 1533):

Monday	Physical Training
Tuesday	Academics and/or Drill
Wednesday	Uniform Inspection
Thursday	Academics and/or Drill
Friday	Physical Training

106. Supplies, uniforms and cost.

A. Course material, uniforms, supplies, and most other items are paid for by the Navy and are loaned to the cadet to use as long as he/she is enrolled in the NJROTC program. There are a few incidental items cadets must pay for including haircuts, socks, uniform cleaning, field trips, etc...

B. A complete, tailored, cadet naval uniform is provided free for the use by the cadet and is required to be worn once a week on a designated day. Cleaning and pressing of the uniform is the responsibility of the cadet and is an important part of the NJROTC program. Students must always wear the uniform correctly, as prescribed in this instruction and in the Cadet Field Manual. **The uniform must be returned clean (dry-cleaned) and in good condition when enrollment ends.** Grooming must meet minimum standards established by the school and the Navy as described in the Cadet Field Manual.

C. Cadets and parents are required to acknowledge receipt and return of these loaned uniform items by signing a supply custody card once a year, or upon significant issue or return of uniform items. This custody card will indicate all items issued to and returned by the cadet. Cadets must reimburse Cortez High School NJROTC for items lost, stolen, or maliciously damaged or destroyed.

107. Activities.

The NJROTC Unit supports a wide range of activities. The exact number and type depends on the interests of the students. Each activity is open to any cadet in good standing that wants to take part. A cadet may get started with most teams at any time during the year just by coming to practice (marksmanship teams require a safety indoctrination first).

A. Extracurricular activities usually available during the year are:

- Academic Team
- Athletic Team
- Cadet Newsletter
- Color Guard
- Field trips
- Drill Teams
- Marksmanship Teams Air Rifle
- Sail Academy
- Orienteering Team
- Various social events including the Military Ball

B. While it is not mandatory, it is strongly encouraged that cadets take an active role in the program and participate in as many opportunities as possible. Failure to participate may have an impact on their class grade. Participation will help the cadet meet the objectives of the NJROTC program and parents are highly encouraged to promote and help with these extracurricular activities.

C. Field trips to a variety of locations and functions will be offered throughout the year. Selected cadets will be invited to attend based on the number of seats available, performance, and participation in Unit activities, academic standing (must have an overall GPA of 2.0 or higher), attitude, and parental permission. A cadet will normally participate in one or two overnight field trips per academic year. Chaperones are vital to the success of any field trip. It is required that there will be one chaperone for every 10 cadets. There will be at least one female chaperone (preferably two) if there are any female cadets participating on an overnight field trip. Standard release forms and parental permission slips are required from all cadets participating in field trips. Missing items will result in the cadet being denied permission to go on the field trip.

108. Advancement and Awards.

A. NJROTC is the only course at Cortez High having formal instruction in leadership. Students practice what they learn by running their extra-curricular groups and being in charge of many areas of the program. This opportunity to be "in charge" is earned over time by participation and hard work. Cadet rank, patterned after the U.S. Navy rank structure, is awarded based on achievement, conduct, participation, and the requirements of the Unit. Increased rank normally means increased responsibility. The detailed requirements for advancement are provided in Chapter 6.

B. There are a large number of awards given for participation and achievement in NJROTC: some are given by the Unit, some by the school, and others by local civic and patriotic groups. Involvement and personal effort are the main requirements.

109. Requirements for Enrollment in the NJROTC program.

The general requirements for enrollment or continued enrollment in NJROTC are:

- A. Good conduct at home, in school, and in the community.
- B. Satisfactory grades
- C. Be enrolled in CHS.
- D. Be physically able to take Physical Education (PE) (special cases will be considered on a case-by-case basis).
- E. Have a “sports physical” completed by a licensed physician.
- F. Be willing to meet the grooming standards and to wear the uniform properly and at all required times.
- G. Be a U.S. Citizen or legal alien.
- H. New cadets, regardless of grade, must be enrolled as Naval Science I students.
- I. Upon graduation from high school, all cadets will receive a NJROTC certificate indicating the number of years of Naval Science completed. This document can be used for advanced placement in the military, scholarship application, Service Academy applications, or a host of other uses.
- J. Navy issued athletic P.T. shorts and shirt will be issued to all cadets and must be worn for Physical Training (PhysEd) training days, usually Monday and Friday of each week.

CHAPTER 2

GENERAL RULES OF CONDUCT

201. General.

NJROTC cadets hold a unique place among students at Cortez High. They are easily identified as belonging to a group that stands for honesty, patriotism, and living by the rules. Cadets who do not measure up to these ideals will probably not remain in the Unit long. Cadets are expected to learn and to follow, at all times, the rules of the school and the Unit. They will often find themselves held to a higher standard of conduct by teachers, administrators and the general public because they are cadets in the NJROTC program.

202. Conduct in the School.

Teachers and administrators at Cortez High form their opinions about the NJROTC program based on the actions of the cadets they observe. The outstanding reputation of the Unit is based in part on the outstanding conduct of the cadets and teachers have come to expect the best from NJROTC. A cadet who causes trouble in another class can expect the teacher or the assistant Principal to contact the Senior Naval Science Instructor (SNSI) or the Naval Science Instructors (NSI) for help. Students who fail to show proper respect during the pledge and national anthem, who fail to wear the uniform properly, who are tardy to class, who fail to do assigned work, who disrupt class, can expect to have their conduct brought to the attention of the SNSI/NSI's. If attempts to correct the problem fail, the cadet risks being disenrolled from the NJROTC program without credit.

203. NJROTC general rules of conduct.

It is impossible to provide a complete set of rules that covers all situations. Cadets are expected to guide their conduct by these three words: HONOR, COURAGE, & COMMITMENT. Cadets are expected to be honest, courteous, and be respectful to individuals at all times. In addition to meeting the standards established for all students by the Glendale Union High School District Policies, Cadets of the Cortez NJROTC Unit are expected to strive toward a higher standard of conduct, and set a good example for their fellow students. In keeping with the objectives of the program, learning and demonstrating self-discipline is a prerequisite to becoming a good leader, as are habits of orderliness and precision, a respect for authority, and responsibility for one's own actions. A cadet will not go wrong if he carries a level of respect at all times. The list of expected or prohibited conduct below is only a guide and not in any way all-inclusive.

A. Have respect for others. Harassment of another cadet or student will not be tolerated. Whether it is sexual, racial, cultural, physical, or religious in nature, harassment is unacceptable at CHS and in the NJROTC program. Remarks or actions that the recipient believes to be harassment should be reported to the SNSI/NSI as soon as possible. No cadet should put up with unwanted comments or actions by another, even if no real harm seems to have been done.

B. All cadets will be in their seats, (this means not talking) after the late bell rings.

C. When the late bell has rung and the class leader (e.g., Mustering Petty Officer, other) calls the cadets to "attention," respond smartly to his/her command to face the flag and recite the "Pledge of Allegiance."

D. In class, do not talk when the instructor or another student is talking. If you have something to say, hold up your hand to be recognized.

E. Sit up in your chair and remain alert. If you are ill, ask for a pass to the front office to be checked out by the school nurse. Do not put your head down on the desk or close your eyes to nap in class unless instructed otherwise.

F. Do not ask to go to the bathroom during class except in an emergency. Go to the bathroom between class periods.

G. **Chewing gum or eating in class is not permitted.** (Note: A bottle of water is permitted).

H. Do not sit on any NJROTC table or desk. They are not built to hold your weight.

I. The NJROTC telephone is available for limited cadet use only with prior permission of the SNSI/NSI. No long distance or directory assistance (information) calls are to be placed without the permission of an instructor.

J. Noise must be kept to a minimum in NJROTC spaces unless it is part of a planned activity.

K. The Supply Room is only for the SNSI/NSI and authorized cadets working on NJROTC business. Supply will not be used as a storage area for personal items.

L. No personal or other gear is to be left in any NJROTC space without the permission of an instructor. At the end of each week, every personal item left behind will be thrown away.

M. In class during times when a test is being given, no talking is permitted until all test papers have been turned in. A grade of zero may be assigned for any violations. Any person who cheats is subject to a grade of zero and maybe dropped without credit from NJROTC.

N. Proper military courtesy is expected from cadets at all times in uniform. This includes proper salutes and a respectful manner when dealing with Officers and cadets senior in the chain of command. The words sir and ma'am are appropriate and should be used freely.

O. On uniform day, a complete and correct uniform is to be worn at all times.

P. Unless the instructor has specifically indicated otherwise, students are expected to bring the following items to each class: (1) Naval Science textbook on designated academic days; (2) paper and pencil; and (3) any other items assigned by the SNSI/NSI.

204. Enforcement:

CHS rules are strictly enforced. In order to have satisfactory conduct in NJROTC, a cadet must obey school rules and the laws of the community, as well as NJROTC regulations. Behavior which is not respectable for a cadet which may result in administrative action or reduction in rank includes, but is not limited to: Not fulfilling obligations and commitments, In School Suspension (ISS) and Out of School Suspension (OSS)/off-campus suspension, violation of public law or community standards, and inappropriate behavior at home and with the family. A Cadet violating these behavior standards will be placed on NJROTC probation, reduced rank, or disenrolled from the NJROTC program based on the severity of the offense, cadet attitude and performance in school and the NJROTC Unit.

205. Probation.

The SNSI is authorized to place on probation any cadet who:

- A. Fails to meet and maintain the standards of grooming or wearing the uniform.
- B. Fails to meet established standards of conduct and behavior as described previously described in this chapter.
- C. This action will be taken provided the SNSI considers the shortcomings to be temporary, and that the individual has such a strong motivation and aptitude to make him/her particularly desirable as an NJROTC cadet. Any cadet placed on probation shall be notified by letter of the reason and the terms of the probation. A copy of this letter will be mailed home to the parent or guardian.

206. Disenrollment.

A Cadet may be disenrolled at any time for failure to meet the terms of probation, or to correct the deficiency for which he/she was placed on probation in the period of time specified, for academic failure, or for disciplinary reasons as determined by the SNSI and the Principal. Due process procedures and their respective consequences for those cadets who fail to wear their uniforms on the prescribed days are as follows:

1st non-dress: Warning. Student will be counseled by the NJROTC instructors and parent or guardian contact will be initiated.

2nd non-dress: After hours detention will be assigned and parents/guardians will be notified.

3rd non-dress: Behavior Report will be forwarded to Dean of Discipline; Saturday detention will be assigned and parents/guardians will be notified.

4th non-dress: Disciplinary Action Report will be forwarded to Dean of Discipline; Parents/guardians will be notified and cadet will be disenrolled from NJROTC Naval Science class.

The above listed due process procedures will be also be applied to the weekly Physical Training (PT) uniform requirement.

207. NJROTC office Entry Procedures.

Cadets who have business with the SNSI or NSI (office) will strictly adhere to the appropriate procedure listed below:

- A. Cadets ordered to report to the SNSI or NSI will stand at attention, knock 3 times on the door frame, and when acknowledged, enter, and announce " Cadet _____ reporting

as ordered, Sir!" The cadet will enter the office area only after the SNSI/NSI grants permission to do so.

B. Cadets desiring to speak with the SNSI or NSI will stand at attention, knock 3 times on the office door frame, and when acknowledged, enter, and announce "Sir, Cadet _____ request permission to enter!" When granted permission, the Cadet will enter, stand at attention, and speak/state his/her business.

208. Classroom procedures.

A. When the SNSI, Principal, or a Commissioned Officer (O-1 or above) from any branch of the military enters the classroom when neither the SNSI nor NSI are in the classroom, "ATTENTION ON DECK!" will be sounded off by the first Cadet seeing the person. All cadets will immediately come to the position of attention until told to "CARRY ON".

B. Roll will be taken by the SNSI/NSI immediately after the tardy bell sounds. "ATTENTION TO MUSTER, SQUAD LEADERS REPORT!" will be called, at which time all Cadets come to the position of attention and squad leaders will report all cadets absent by name.

C. At the end of a class period, the class will be dismissed by the SNSI/NSI or designated cadet. Cadets will be called to the position of "ATTENTION ", then "DISMISSED." All cadets will reply "AYE, AYE, MA'AM or SIR" as appropriate, and then depart the classroom in an orderly manner.

209. Drill Rifle and Sword Policy.

The NJROTC program trains all Cadets in the basic manual of arms. Cadet Officers are required to become proficient in the manual of the sword. The Navy has provided the Unit with a number of (dummy) drill rifles and Naval Officer swords, which are used for training. Like any tools, improper handling of these training aids may result in personal injury or property damage; therefore, the following policy has been established and will be adhered to by all cadets.

Drill rifles and swords:

1. Shall be kept locked in the designated storage area when not in use for organized training.
2. Will be accounted for by hardcopy posting in the armory.
3. Will normally only be used outside during scheduled drill periods.
4. May be used in the classroom for instruction in the manual of arms only, and only when under the direct supervision of the SNSI/NSI.

5. Shall not leave the school campus unless in the custody of the SNSI/NSI for official purposes (e.g. drill/field meets, ceremonies, parades, etc.)
6. May be used after school for individual practice only when prior arrangement with the SNSI/NSI has been made for direct supervision.
7. Cadets abusing the privilege of using the training rifle or swords by using them in an unsafe manner, aiming or pointing them as a weapon, or other such abuses will forfeit the privilege of using the training rifle or sword for a time period to be determined by the SNSI.

CHAPTER 3

Uniform Wear and Military Etiquette

301. General.

This chapter provides guidance to cadets concerning the proper wear of the NJROTC uniform, for correct personal grooming and for public conduct while in uniform. Each cadet is responsible for knowing and following the standards of grooming, conduct and uniform wear established here and by Naval Service Training Command (NSTC) in the current edition of the Cadet Field Manual. Since this chapter provides some special rules that are observed at Cortez High, it should be followed in the event of disagreement with the Cadet Field Manual.

302. Rules of Conduct in Uniform.

NJROTC cadets, when in uniform, are looked upon by the public as representatives of the U.S. Navy and CHS. It is important, therefore, that the reputation of the Navy and CHS not suffer because of poor cadet attitude or appearance in uniform when they are in public view: "Public display of affection (hand holding, embracing, etc.), placing hands in pockets, chewing gum or tobacco, smoking, and other similar activities while in uniform detracts from military smartness and as such is considered inappropriate."

303. When to Wear the Uniform.

A. A "uniform day" will be designated by the SNSI, normally every Wednesday. Special events such as the Annual Military Inspection, the U.S. Navy birthday, Veterans Day, or as otherwise designated may change the "uniform day." A cadet must wear the designated full and complete uniform from the time he/she leaves home in the morning, until he/she returns home after school. The only exception to this rule is if he/she has received permission from the NSI/SNSI to change out of their uniform in advance. Permission may be granted to change after school for such things as sports practices or some jobs. Even if a student expects to check out of school early on designated uniform days, goes on a field trip, or does not attend NJROTC class that day, he still must wear the uniform unless excused in advance and must make an appearance before the SNSI/NSI prior to departing from school.

B. If a cadet wishes to wear the uniform at another time, such as for an event special to his/her family, he should get permission from the SNSI in advance.

C. If a cadet is on a school sport team and is required to dress out on game days, the cadet must advise the SNSI/NSI and wear the uniform the day before the game day.

D. If a cadet is absent from campus on uniform day, the cadet must wear his/her uniform on the next day school is attended in order to be eligible for maximum points and satisfy the weekly uniform dress requirement.

304. Penalty for Not Wearing the Uniform.

A cadet, present in school for any part of the day, who does not wear their uniform on the designated day, or takes it off after NJROTC class, will receive a grade of zero for that day. A cadet who wears the uniform in an inappropriate fashion (e.g., shirt tail out, shirt not buttoned, etc.) will “earn” a grade of zero for the day. For excessive non-dress violations for both NJROTC uniforms and NJROTC Physical Training uniforms, refer to section 206 “Disenrollment”.

305. Borrowing or Lending Uniform Items.

Uniforms are issued to a cadet for their sole use. **Items may not be loaned to another cadet, used by another cadet, or used by any other person. A cadet is not authorized to borrow or be in possession of any item or other equipment not formally issued to him/her.**

306. Exchanges/ Lost/Replacement of Uniform Items.

A. If any item does not fit properly or is too worn to look sharp, it will be repaired or replaced at no cost to the cadet. Cadets must obtain authorization from the SNSI or NSI for exchange. An item to be exchanged must be professionally laundered and dry cleaned, before it is turned in, unless it is clearly not suitable for reissue (as determined by the SNSI/NSI).

B. No exchanges or issues of replacement uniform items will be made on a day scheduled for a graded uniform inspection, until after inspection or as designated by the SNSI/NSI.

C. Lost items of uniforms or equipment will be replaced upon payment for the item by the cadet at the current Navy Catalog price. Payment must be by check payable to CHS so that the school can reimburse the Treasurer of the United States. The SNSI may authorize payment be delayed or suspended for good reason, but it must be shown that the loss or damage was beyond the cadet's control.

D. Uniforms must be returned when a cadet is no longer enrolled in NJROTC at Cortez High. Uniforms accepted for return must be in good condition and reflect only normal wear and tear. Items must be cleaned prior to turn-in unless, in the judgment of the SNSI/NSI, they are not fit for re-issue to another cadet.

307. Hat Wear (Uniform covers).

Covers will not be worn inside of CHS except in the following conditions:

1. Uniform inspection.
2. Participating in a special event, such as presenting the colors at an assembly, during the Pledge of Allegiance, drill competition, or school tour guide.
3. Except while inside a car or bus, hats must be worn on the way to school, going home and at most other times while outdoors in uniform. Hats are required to be brought to NJROTC class on each uniform day and will be worn during inspection.
4. Other events directed by the SNSI.

308. Female Handbags.

The Navy does not provide handbags. If desired, females should carry a black bag of plain design and small to moderate size when wearing the uniform.

309. Corfam Shoes.

NJROTC cadets at CHS are not authorized to wear corfam shoes.

310. Saluting.

Saluting is the customary greeting between members of the military and is done smartly, and with pride. While wearing your cover in uniform, proper military salutes and greetings are required to be rendered to all commissioned officers, cadet officers senior to you, and to the Principal of CHS.

311. Uniform Inspection Guidelines.

The following items will result in an immediate “unsatisfactory:”

Any uniform items missing, white socks, no haircut, excessive facial hair, earrings on males, improper hair arrangement on females, missing ribbons, JROTC bar, rank, any jewelry that does not belong, wrong colored shirt, white shirt with writing on it, and any unauthorized uniform items.

CHAPTER 4 - Awards

401. General.

The information in this chapter amplifies the awards section of the Cadet Field Manual and is considered to be the policy of this Unit.

402. Eligibility.

NJROTC awards are given to deserving cadets as determined by the SNSI. Cadets must strive and perform at their highest abilities to become eligible for awards. A cadet should not expect to receive an award for everything they do, but should work their hardest without rewards in mind.

403. Medals.

Medal awards will not be worn on standard uniform days. The Unit SNSI will determine when medals may be worn.

404. Team Captains.

Captains of teams of which a ribbon is given, wear the ribbon of their team on the right side of the chest, above the nametag, in a position comparable to the ribbons on the left. The ribbon will bear a distinguishing anchor device. Past captains of teams will wear the team ribbon and anchor device in its normal position of precedence on the left chest.

405. Required Wearing of Awards.

Ribbons must be kept clean and in good condition or replaced. Proper placement of ribbons is described in the Cadet Field manual. Earned medals are required to be worn at all formal events such as the Area Mangers Inspection, Veterans Day ceremonies, etc., and other activities as designated by the SNSI.

406. Criteria and Order of Precedence of NJROTC Ribbons.

The criteria for the award of cadet ribbons is described in the Cadet Field Manual.

407. NRA Awards.

National Rifle Association air-rifle awards may be won and worn by cadets who qualify.

408. Special Individual Awards.

Special recognition is provided to outstanding cadets by patriotic, veterans, fraternal and service organizations. Although underclass cadets are eligible for several of these awards, the majority are given to recognize the accomplishments of juniors and graduating senior cadets. Not all awards are presented each year.

A. American Legion: The American Legion Medals are presented annually to senior or junior

cadets who have demonstrated superior scholastic performance and outstanding Unit leadership.

B. Daughters of the American Revolution: The DAR Medal is awarded annually to a female senior who has demonstrated a high level of patriotism, leadership, and service.

C. Sons of the American Revolution: A medal is presented annually to the cadet who has demonstrated a high level of patriotism, leadership, and service.

D. The Retired Officer Association: A medal is presented annually to a junior or sophomore cadet who has demonstrated a high level of judgment, devotion to duty, and high moral values.

E. Navy League: A medal is presented annually to a cadet who has demonstrated the highest potential as a leader.

F. The Marine Corps League: A medal is presented to a junior for outstanding patriotism, fidelity, and upholding the traditions of the U.S. Marine Corps.

G. Scottish Rite Award: Awarded to a junior who has contributed the most among cadets to encourage Americanism, while demonstrating academic excellence and leadership.

H. Legion of Valor Bronze Cross for Achievement: Awarded to a junior in their third year of Naval Science who is in the top 25% of their class academically and has demonstrated outstanding military leadership skills. The Area Manager presents this award to two cadets in Area Eleven.

I. Military Order of the World Wars: A medal and certificate for leadership and excellence and is presented annually to a qualified senior or junior cadet.

J. Reserves Officers Association: ROA annually presents a medal, and certificate in recognition of military efficiency and excellence, to a cadet at each of the top three grade levels in NJROTC.

K. Veterans of Foreign Wars: The VFW medal is presented annually to a senior cadet in recognition of military excellence and Unit leadership.

L. Rotary Club: The Rotary Club Award is presented annually to the cadet who best typifies service to the community, school, and country.

M. Non-Commissioned Officers Association Award: Awarded to a Cadet Petty Officer who has consistently exhibited the best military bearing, personal appearance, deportment and leadership ability.

N. The National Sojourners Award: Awarded to a sophomore or junior in the top 25% of their academic class who has encouraged and demonstrated the ideals of Americanism by deed or conduct or both and has demonstrated a potential for outstanding leadership.

O. Rotary Club Award: Awarded to the Cadet who has performed the most outstanding community service as a representative of the NJROTC Unit.

P. Surface Navy Association's Stephen Decatur Award Recognizes a first year cadet (Freshman or sophomore) and a junior Cadet. Cadets should possess character reflecting the Navy's core values of Honor, Courage, and Commitment. Demonstrates leadership potential, motivation, military bearing and aptitude for the NJROTC program.

CHAPTER 5 EXTRACURRICULAR ACTIVITIES

501. General.

NJROTC is a dynamic program that provides students with an opportunity to get involved in worthwhile activities and have fun at the same time. Any cadet in good standing is eligible to participate in any NJROTC extracurricular activity. Cadets who are members of any NJROTC team are expected to attend practice on a regular basis. Failure to attend practice may result in loss of position on a team. Any cadet may challenge for a position on any team.

School Letter Program

The CHS NJROTC Letter Program is designed to encourage and reward participation in extra-curricular activities that require team effort on a year-round basis. Cadets who are members of any of the teams are eligible to participate.

The following guidelines apply to all team members:

1. Maintain a minimum average of 90% on personal appearance and 85% on aptitude.
2. Maintain a grade of "C" or better in NJROTC.
3. Maintain academic eligibility throughout the school year.
4. Cadets must not incur any major infractions of school rules or regulations. In particular, if a cadet is suspended as a result of disciplinary problems, he/she will lose their eligibility to letter for that school year. The circumstances surrounding the incident will be considered if mitigation exists.
5. Cadets must participate in all scheduled meets unless excused by the SNSI/NSI prior to the event.

6. The cadet must attend practices as scheduled. Only bona-fide emergencies and other pre-excused absences will be permitted. It is the member's responsibility to familiarize them with the practice schedule and make doctor, dentist, etc, appointments accordingly.

7. Members must participate for at least two consecutive years on the drill team. Being a member of any team during the two year eligible for lettering. On the third and fourth year cadets will receive NJROTC team pins. (Drill Team/Color Guard, etc.)

The SNSI will be the final approval for all NJROTC Letters awarded.

Each team captain will maintain accurate records concerning attendance at practice sessions and meets. The SNSI will be responsible for ordering letters and jackets. Jackets will be sold to cadets at cost or a reduced amount as determined by the SNSI. The Unit will provide original issue letters with replacements provided at cost. Subsequent awards after the original letter award will consist of team pins.

The following guidelines are established for specific teams:

Color Guard - More performances are required of the color guard than any other team. During the school year, and the summer, the color guard is tasked to perform at countless school and civic events. In many ways, they are the most visible part of the NJROTC Unit always in community or sports activities. For this reason, failure to show for a scheduled performance is considered very serious and will disqualify the individual from lettering for that school year. Performance at parades is mandatory unless specifically excused in advance by the SNSI.

Drill Team - Discipline is a key part of an effective drill team. Insubordination will not be tolerated at practice sessions. The word of the drill team commander is law. Any disagreements with procedures will be handled individually after the practice session. Attendance at practice is a critical part of the learning process; therefore, muster records will be accurately kept and attendance requirements adhered to. Poor attendance or failure to attend a scheduled event is grounds to lose varsity letter eligibility.

Academic Team - Due to the unique nature of the Academic team, the bulk of preparation and study is done on an individual basis. At times, team meetings will be called and attendance at these will be mandatory. The SNSI will determine, through the use of scores on all academic competitions and the National NJROTC Academic Test, eligibility for each school year. Studying and taking practice tests will result in higher test scores.

502. Academic Help.

Help on NJROTC material is available from the instructors on most days, either before or after school. Help on all academic subjects are available through volunteer NJROTC tutors. It is up to the individual cadet who wants to remain available, to take every advantage if these opportunities.

CHAPTER 6

PROMOTIONS AND ADVANCEMENTS

601. General.

A. Promotions and position assignments in NJROTC are based on individual performance and potential and must be earned. The SNSI evaluates a large number of facts concerning each individual cadet before awarding increased rank or assigning job responsibilities. This chapter outlines the standards that are applied for advancement to each level of cadet rank.

B. In order to be advanced and be assigned responsible positions, cadets must demonstrate (1) high moral standards, (2) overall good conduct, (3) acceptable appearance in uniform, (4) satisfactory performance in carrying out all assigned NJROTC responsibilities, and (5) a reasonable level of participation in NJROTC activities. Also considered is the grade level of the cadet, the number of years he/she has been in programs, and other factors as determined by the SNSI.

602. Advancement Procedures.

The Administrative Officer will verify a cadet's eligibility and qualifications for promotion to the next rank level. Advancements will be announced on uniform day. New rank insignias will be issued to those being advanced.

603. Promotion and Advancement Requirements.

Cadet's are promoted or advanced based on their performance. The following requirements must be met for advancement to each of the ranks indicated. The Administrative Officer will ensure that an Advancement Requirement Worksheet is completed for each level of rank that a cadet is attempting to complete. The worksheet may only be signed by the SNSI/NSI or cadets so designated by the instructors. These requirements do not have to be passed in any particular order as long as it's done before the advancement date. Failure to attain a passing test score of 70% will require the cadet to wait at least two weeks before a retest will be administered. Once the cadet satisfies all the requirements on the worksheet, the Administrative Officer will submit the worksheet via the chain of command for approval. The Administrative Officer will maintain records of the Advancement Requirement Worksheets for each cadet.

A. SEAMAN APPRENTICE:

- | | |
|----------------------|---|
| a. Time in service | 2 months (Cortez) |
| b. Time in grade | 2 months |
| c. Practical Factors | Odd numbered "Orders to the Sentry"
Chain of Command - NSI to Commander-in-Chief
Demonstrate all facing movements
Demonstrate all marching movements |

- d. Aptitude Explain & discuss the Navy's Core Values (CRM pg 6)
Earned 3 participation points
Test - NJROTC Uniform Regulations (Chapter 1 CFM)
- e. Uniform Inspection Test - NJROTC & Navy Ranks/Rates (Chapter 2 CFM)
No "Unsatisfactory" marks for last month

B. SEAMAN:

- a. Prerequisites Have met all advancement requirements for C/SA
- b. Time in service 3 months (Cortez)
- c. Time in grade 2 months as C/SA
- d. Practical Factors Orders to the Sentry (All)
Cadet Chain of Command
Unit Staff "Duties and Responsibilities"
Earned three participation points
- e. Aptitude Test - Military Customs, Courtesies, etc (CH 3 CFM)
Test – Personnel Inspection (Chapter 4 CFM)
Test – Military Time
- f. Uniform Inspection No "Unsatisfactory" marks for last two months

C. PETTY OFFICER THIRD CLASS:

- a. Prerequisites Have met all advancement requirements for C/SN
- b. Time in service 3 months (Cortez)
- c. Time in grade 2 months as C/SN
- d. Practical Factors Earned five participation points
Earned five community service hours
Form platoon for PT and lead "daily 5" exercises.
- e. Aptitude Test – Introduction to Military Drill (Chapter DM 1)
Test – Positions (Chapter DM 2)
- f. Uniform Inspection No "Unsatisfactory" marks for last three months
- g. Fundraising Participate in a minimum of one

D. PETTY OFFICER SECOND CLASS:

- a. Prerequisites Have met all advancement requirements for C/PO3
- b. Time in service Seven months (Cortez)
- c. Time in grade 3 months as C/PO3
- d. Practical Factors Conduct a Platoon Inspection
Perform Duties as a Squad Leader

- e. Aptitude
 - Earned five participation points
 - Earned ten community service hours
 - Test – Manual of Arms with the NJROTC Drill Rifle (Chapter DM 3)
 - Test – Squad Drill (CFM DM-7)
 - Test – Platoon Drill (CFM DM-8)
- f. Uniform Inspection
 - No “Unsatisfactory” marks for last four months
- g. Fundraising
 - Participate in a minimum of one

E. PETTY OFFICER FIRST CLASS:

- a. Prerequisites
 - Have met all advancement requirements for C/PO2
- b. Time in service
 - 15 months (based on 12 month calendar)
- c. Time in grade
 - 3 months as C/PO2
- d. Practical Factors
 - Demonstrate abilities to perform as a Platoon Leader
 - Conduct a Platoon Inspection
 - Drill
 - Muster

Earned five participation points
 Earned ten community service hours

Lecture & Powerpoint ONE of the following:

- 1) The four styles of leadership (NS1, Unit 2, CH 2) OR
- 2) Relationships and Attitudes and Emotions (NS1, Unit 2, CH 3 & 4)

- e. Aptitude
 - Test – National and Organizational Flags (CH 3 CFM and CH 6 Drill Manual pgs DM67-DM75)
 - Test - Physical Fitness and Exercise (NS1, Unit V)
 - Test - Guidon Manual (CFM DM-5)
- f. Uniform Inspection
 - No “Unsatisfactory” marks for last six months

F. CHIEF PETTY OFFICER: *

- a. Prerequisites
 - Have met all advancement requirements for C/PO1
- b. Time in service
 - 18 months (based on 12 month calendar)
- c. Time in grade
 - 3 months as C/PO1
- d. Practical Factors
 - Lecture & PowerPoint on the Personal Qualities of a Leader (NS1, Unit 2, Ch 2 & NS2 Textbook Section II, Chapters 1-3)

- d. The SNSI has the authority to waive any and all of the requirements for advancement due to meritorious advancement or medical waivers.
- e. The cadet must have satisfactorily passed the Physical Readiness Test (PRT).

NEEDS OF THE UNIT:

Occasionally, the SNSI may advance or promote a cadet(s) to maintain the proper rank structure in the chain of command even through the cadet may not have met all the various rate requirements listed above.

CHAPTER 7

UNIT ORGANIZATION AND JOB REQUIREMENTS

701. General.

In order for NJROTC to support a large number of teams and activities, there must be an effective and functioning cadet organization to manage the day-to-day operations of the Unit. This instruction provides guidance and minimum performance standards for those assigned this responsibility.

702. Position assignment.

Cadets are assigned duties based on their interests, abilities, and the needs of the Unit. Initial assignment will normally not occur until the cadet has been enrolled for one quarter. Cadets can expect to be assigned a variety of jobs as they progress so that they will have a better understanding of the entire Units operation. Service in a Command or Staff billet provides meaningful learning experiences and opportunities for the application of leadership skills.

703. Cadet Staff Organization.

Company Staff Cadet Rank/Rate:

1. Company Commander – Cadet Lieutenant Commander
2. Company Executive Officer – Cadet Lieutenant
3. Operations Officer – Cadet Lieutenant (Junior Grade)/Cadet Lieutenant
4. Supply Officer – Cadet Ensign/Cadet Lieutenant (Junior Grade)

5. Administration Officer – Cadet Ensign/Cadet Lieutenant (Junior Grade)
6. Ordnance Officer – Cadet Ensign/Cadet Lieutenant (Junior Grade)
7. Public Affairs Officer - Cadet Ensign/Cadet Lieutenant (Junior Grade)
8. Master Chief – Cadet Master Chief Petty Officer (Command Master Chief)

704. Duties and Responsibilities.

A. This chapter is NOT intended to provide detailed instructions for every situation or to limit cadet initiative. Cadets are expected to use it as a guide and a set of minimum requirements. Cadets in the chain of command are responsible for the fulfillment of their own listed task and for the task assigned to cadets under them.

B. A number of cadets will be assigned to task for which there are no written guidelines, such as deputies to department heads, and deputies to team and Unit captains. The duties of a deputy are the same as those of the commander and the deputy must be prepared to assist the commander and take charge in his or her absence. Cadets are expected to know the task of the Unit or section to which they are attached and to be prepared to assist as required.

C. All cadet Officers and Chief Petty Officers are required to attend the weekly Unit leadership (Staff) meeting.

705. Basic duties and responsibilities.

A. The basic duties and responsibilities of the individual assigned to a specific billet are contained in the information that follows. Each cadet is expected to seek out and do the additional things that will make the billet function more smoothly.

B. The primary responsibility of leadership for all cadet Officers and Chief Petty Officers is to set the highest standards of performance - lead by example - and do the best job possible. All CHS cadets are responsible for meeting the expected standards of conduct and personal grooming as explained in this handbook and the Cadet Field Manual.

706. Officer and Chief Petty Officer responsibilities.

The SNSI selects and promotes/advances cadets to Officer and Chief Petty Officer positions based on demonstrated leadership, performance, academic competence, active participation in Unit activities, and enthusiasm. Cadet Officers and Chief Petty Officers are expected to set the example for junior cadets in every aspect of the NJROTC program at CHS, as well as in school activities, in the community and at home. The responsibilities of leadership must be accepted before the privileges associated with officer and chief rank may be enjoyed. Extra effort and time will be required to do the job assigned. Continued enthusiasm, a positive

attitude, strong motivation, and outstanding performance are required of each cadet Officer and Chief Petty Officer if he/she wishes to remain in their assigned billet or to earn promotions or advancements. The SNSI will remove from the Officer and Chief Petty Officer ranks any cadet whose performance is unsatisfactory. All advancements to Chief Petty Officer and promotions to Officer positions are temporary and will be evaluated at the end of each marking period for continuation or removal from the position.

707. Company Commander (CO).

The Commander is responsible to the SNSI for the performance of the Cadet Company. The Commander's duties include, but are not limited to those listed below.

- A. Set the highest standard of performance, conduct, military bearing and appearance as an example to all.
- B. Maintain high morale and enthusiasm within the Unit.
- C. Develop team spirit and a desire to excel in the Unit.
- D. Avoid joining or forming cliques or special groups that may result in, or have the appearance of, giving favor or special treatment to individuals within these groups.
- E. Act as the official point of contact between the Cadet Unit and the SNSI/NSI on all matters relating to the functioning of the Company.
- F. Take actions to involve the maximum number of cadets in NJROTC activities.
- G. Represent the Unit in the Student Government Association (SGA) and/or other school bodies where appropriate.
- H. Ensure that all military formations, ceremonies, and routines are planned and carried out in a proper fashion and in a timely manner.
- I. Promote the personal growth and well-being of each cadet.
- J. Advise the SNSI on matters of Unit morale, activity schedule, training, and personnel.
- K. Conduct frequent inspections to ensure the proper execution of Unit functions.
- L. Be aware of and ensure coordination of all Unit activities to ensure that conflicts and omissions are minimized.
- M. Arrange for a new cadet orientation course to be held prior to the fall opening of school to introduce new cadets to NJROTC and its activities. A portion of the course may be devoted to developing the basic drill skills of new cadets.

N. Carry out such other duties as may be assigned by the SNSI/NSI.

708. Company Executive Officer (XO).

The XO will support the Commander in all respects, and be ready to take charge of the Unit in the absence of the Commander. The XO is also tasked to:

- A. Supervise and coordinate the activities of the Staff.
- B. In the absence of the Commander, supervise the subordinate staff as directed by the Commander.
- C. Enforce the rules and regulations of the Unit, acting to solve the disciplinary problems before they come to the attention of the SNSI.
- D. Keep the Company and Platoon Commanders and Staff Officers informed.
- E. Lead by example, and be “involved.”
- F. Avoid joining or forming cliques or special groups that may result in, or have the appearance of, giving favor or special treatment to individuals within these groups.
- G. Supervise and Coordinate the Activities of all Staff Departments.

709. Operations Officer (OPSO).

The Operations Officer (OPS) will support the CO and XO in all respects. The primary duty of the OPS Officer is to plan, schedule and coordinate all Unit activities and events. Specific activities include:

- A. Coordinate all scheduled Unit activities to ensure that the events happen according to plan.
- B. Maintain the Unit Master Schedule, Two-Month plan, and Plan of the Week.
- C. Establish and maintain academic assistance teams to provide help to cadets with academic problems.
- D. Assist the SNSI/NSI in planning for field trips and Unit events.
- E. Coordinate community service projects and events.
- F. Maintain records of events the Unit participated in during the school year, number of cadets who participated, community service hours, and a historical file of event information such as directions, travel time, transportation arrangements, chaperone names and other relevant information for future planning.

G. Obtain and coordinate all necessary information (e.g., signatures, emergency numbers, etc.) for permission slips and participation rosters; submit to the SNSI via the chain of command a minimum of one week before every event in which the Unit is participating.

710. Supply Officer (SUPPO).

The SNSI has assigned one NSI to act as his Military Property Custodian. As such the NSI is responsible for the proper and accurate accounting of all Unit supplies and equipment. The NSI will provide necessary guidance and direction to the Supply Officer to ensure this accounting is completed as required.

Under the direction of the XO, the Supply officer is responsible for the requisitioning, receiving, issuing, accounting, stowage and security of all items of uniform clothing, text books, training aids, and other material placed in the NJROTC storage room and supply room.

- A. Prepare orders for uniforms and other equipment as required by the SNSI and MPC.
- B. Ensure that an accurate record of all uniforms issued to each cadet is maintained.
- C. Ensure that the supply storeroom is kept clean and neat at all times.
- D. Utilize all assigned personnel to issue and turn-in uniforms and equipment.
- E. Inform the NSI of items that need to be ordered because of high usage and/or short supply.
- F. Ensure that an accurate wall-to-wall inventory is conducted when required.
- G. Assist with receipt, storage, issue and inventory management of the Navy uniforms and equipment.
- H. Train, direct and supervise supply room personnel in the performance of supply functions.
- I. Select and train a Storekeeper Petty Officer in each class.
- J. Maintain an accurate record of supply inventory and cadet uniform issue and return in the JUMS database.

711. Administration Officer (ADMINO).

Responsible for the administration and personnel functions of the Unit. Specific duties include:

- A. Establish a system to ensure that personnel data on file is current.

B. Draft and files minutes of all staff meetings. After the minutes have been approved by the CO/XO, distribute copies to each officer and the SNSI/NSI. Keep a file of all minutes.

C. Assist the SNSI/NSI/CO/XO in the preparation of all required reports.

D. Prepare and maintain the Unit's administrative and personnel records and other such files as the NSI may require.

E. Ensure accuracy of individual cadet records (i.e., ribbons, participation, promotion).

F. Conduct training for Admin personnel in personnel record keeping.

G. Select and train a Yeoman Petty Officer in each class.

H. Maintain an accurate record of cadet participation, ranks, awards, and required personal data in the JUMS database.

712. Ordnance Officer (ORDO).

Responsible for assisting the SNSI/NSI in all matters relating to assigned weapons and related equipment. Specific duties and responsibilities include:

A. Maintain the assigned drill rifles, and Daisy air rifles in good operating condition.

B. Maintain the Unit Armory in a secure, orderly, and neat manner.

C. Assist in care and storage of swords and belts.

D. As directed by the SNSI/NSI, perform maintenance and upgrades on all rifles.

E. Maintain the pellet traps for the air rifle team in satisfactory condition.

F. Always have a full accounting of all rifles, swords, duty belts and other equipment as required.

713. Public Affairs Officer (PAO).

The PAO is responsible for assisting with all public relations/publicity matters affecting the Unit. He/She reports to the CO/XO via the OPS Officer. Specific duties and responsibilities include:

A. Member of school newspaper staff and Yearbook Committee – if possible.

B. Ensure that press releases and/or articles are prepared and submitted (to the SNSI via NSI) to appropriate news media each time an event of interest is scheduled and/or takes place.

Media to be considered will include as a minimum local newspapers and the school newspaper.

C. Establish a system that will ensure positive contact by a PAO member with each NJROTC group likely to have newsworthy activities.

D. Establish communications with parents through publication of a periodic newsletter, newspaper, or webpage to be published at least once per school quarter and distributed in the MEDIA folder.

E. Ensure that comprehensive files for PAO-related material are established and maintained. As a minimum, the following files are to be established.

1. NJROTC news releases and list of media to which submitted.
2. Copies of all news stories mentioning NJROTC and/or its cadets.
3. NJROTC Newsletters, Newspapers and Webpage entries.
4. Photographs of NJROTC activities arranged by subject and properly labeled as to date, event and persons involved.

F. Arrange publicity for NJROTC activities including annual inspection, competitions, field meets, drill meets, Change of Command, fund-raisers, social events, and projects.

G. Ensure the maintenance of a Unit history in such detail that a clear picture of the year's activities is presented. (Nominate a "Historian" and task appropriately.)

H. Make sure appropriate photographic coverage of all Unit events is obtained.

I. Ensure that the NJROTC pages in the yearbook properly reflect the activities of the cadets by working with the yearbook staff on the layout.

J. Ensure that fund-raising activities sponsored by the Unit are given appropriate support and publicity.

K. Maintain the Unit's Web Home Page (If applicable).

L. Maintain a point of contact listing for all local news media.

714. Academic and Orienteering Team Captains.

Under the direction of the Unit Commander, organize, and train cadets to take part in NJROTC and other competitions.

A. Establish and hold a regular schedule of training sessions.

- B. Nominate qualified cadets to take part in competitions.
- C. Establish and maintain team assignments to support the best training and competitiveness of the teams.
- D. Verify team members ribbon request forms for awarding the Team Ribbon in accordance with established criteria.
- E. Maintain a file of material that will assist cadets in preparing for tests.
- F. Coordinate desired competitions with the team's coordinator.
- G. An accurate roll will be maintained at each scheduled practice. A permanent roll book will be utilized and the book will be placed in permanent file at the end of the school year. Those team members who have excused absence from school on the day of a practice or who have been excused by the CO/XO or SNSI/NSI will not be penalized in any way.
- H. The PAO is to be provided with the information concerning activities of teams so that press coverage can be obtained.
- I. Provide the SNSI with a list of those cadets qualified to receive the NJROTC Varsity Letter two weeks prior to the Change of Command ceremony.

715. Drill Team and Color Guard Captains.

The SNSI has appointed the NSI to coach the drill and color guard teams. Drill/Color Guard Captains are directly responsible to the NSI in carrying out the functions required.

Under the direction of the Unit Commander, organize, direct, train and manage the NJROTC team or group to which assigned.

- A. Be prepared to meet all scheduled appearances and to act on short notice to requests for special appearances.
- B. In conjunction with the Teams Coordinator, establish practice schedules that will cause the least inconvenience to Cadets, their families, and the school and result in the greatest training value. Practices not listed on the master schedule, will not be held unless expressly approved by the SNSI/NSI.
- C. Work with the Teams Coordinator, SNSI/NSI and CO/XO/OPS to schedule public appearances in the school and community. A tentative schedule should be worked out for the Teams Coordinator within one week of the start of school in the fall.
- D. Team Commanders will be held responsible for knowledge of the contents of the Drill and Ceremonies Manual in so far as it affects their teams.

E. An accurate roll will be maintained at each scheduled practice. A permanent roll book will be utilized and the book will be placed in permanent file at the end of the school year. Those team members who are an excused absence from school on the day of a practice or who have been excused by the CO/XO or SNSI/NSI will not be penalized in any way.

F. Verify team members ribbon request forms for awarding the Team Ribbon in accordance with established criteria.

G. The PAO is to be provided with the information concerning activities of teams so that press coverage can be obtained.

H. Color Guard Commander is responsible for maintenance and accountability of the Unit and school flags.

I. Coordinate desired competitions with the team's coordinator.

J. Provide the SNSI with a list of those cadets qualified to receive the NJROTC Varsity Letter three weeks prior to the awards ceremony.

716. Rifle Team Captain.

The SNSI will appoint the NSI as "Coach" for the Air Rifle Team. The NSI will ensure the safe and effective handling of rifles while training the shooters in all aspects of this type competition. The "Rifle Team Captain" will:

A. Oversee the functioning of the team and all casual shooters.

B. Ensure that range safety rules are observed at all times and that any violations are reported to the SNSI/NSI without delay.

C. Maintain an up-to-date list of cadets eligible to fire and ensure the Teams Coordinator has a copy. To be eligible, a cadet must have a permission slip from the current year on file and have satisfactory completed a formal safety lesson.

D. Post a sign up list in the classroom at least three school days before each scheduled practice.

E. Maintain accurate records of attendance at practice and the scores of each shooter on every target fired. Compute average scores for each participant at least once monthly utilizing the ten most recent targets (ten for each firing position for rifle.)

F. Ensure that all supplies, targets, ammunition, etc., are adequate for at least six weeks of shooting. Advise the NSI of equipment needs in ample time to order, allowing for shipping time. A list of all pellet rifles, traps, scopes, etc. not fully serviceable will be provided to the NSI at the start of each semester and this will be updated as changes occur.

G. Establish a shooters ladder based upon scores fired during the current school year and post this in the classroom. This ladder will be updated monthly.

H. Ensure that the range is kept in good repair, is properly set up for each practice, is cleaned after each practice and that all spent pellets are removed at least once a month.

I. Hold a Unit-wide double-elimination competition to establish the top rifle shooter. The competition is to be completed no later than two weeks prior to the awards ceremony.

J. Make recommendations to the SNSI/NSI for awarding the Rifle Team Ribbon and NRA awards, based on established criteria.

K. Coordinate desired competitions with the Teams Coordinator.

717. Master/Senior Chief Petty Officer. Under the direction of the Commander and as the senior petty officers of the Unit, perform the functions listed below and others assigned.

A. Supervise and be the "expert reference" for all Unit ceremonies.

B. Initiate and maintain a current roster of all cadets in the Unit and their assigned position.

C. Take part in staff meetings to represent the views of the Cadet rank and file to the staff.

D. Determine Cadet concerns and make these known to the staff at the appropriate time.

E. Carry out such other duties as may be assigned by the SNSI/NSI/CO/XO.

F. Instruct guidon bearers in the guidon manual.

G. Supervise the Company Senior Chief Petty Officers/Platoon Chief Petty Officers in the performance of their duties.

H. Lead by example, and be "involved."

718. (Only if the Unit is a Battalion) Company Commander.

The company Commander is responsible to the Battalion Commander and under the supervision of the Battalion Executive Officer for the performance of the Cadet Company. The Company Commander's duties include, but are not limited to those listed below.

A. Act as the official point of contact between the Cadet Company and the Battalion Commander on all matters relating to the functioning of the company.

B. Ensure that all military formations, ceremonies and routines are planned and carried out in a proper fashion.

C. Support the Battalion Commander and XO at all times, and maintain high standards of conduct, appearance, and discipline within their companies.

D. Foster a healthy spirit of competition between platoons.

E. Keep their platoon leaders informed.

F. Promote the welfare of all cadets in the company.

G. Lead by Example.

H. Carry out such duties as may be assigned by the SNSI/NSI.

719. Platoon Commanders.

Under the direction of the Company Commander, train and lead assigned platoon personnel in all aspects of military drill.

A. A thorough knowledge of the individual, squad, and platoon drill, plus the guidon, inspection and sword manual portions of the drill and Ceremonies Manual is required. A score of 80% or greater on a test covering that material must be taken by each Platoon Commander prior to appointment.

B. Take steps necessary to ensure the platoon is prepared for the Area Managers Annual Military Inspection, Change of Command and for any other functions where basic drill skills are required.

C. Take charge of the assigned platoon for all inspections, and other military formations.

D. Develop and promote high morale and spirit in their platoons.

E. Take personal responsibility for the advancement, participation, and welfare of the cadets in their platoon.

F. Be the motivator and driving force to make the platoon the best in the Unit.

G. Lead by example, and be “involved.”

720. Platoon Chief Petty Officers (Mustering Chief Petty Officers/MPOs).

Assist the Platoon Commander in all matters. Coordinate with the squad leaders to ensure the platoon works together as a team. Responsible responsibilities include:

A. Take muster at all Platoon formations.

B. Supervise the performance of the squad leaders and guide as directed by the platoon commander.

C. Promote high standards of military bearing, discipline and conduct.

D. Act to solve the little problems as they rise within the platoon.

E. Be prepared to assume the duties of the Platoon Commander in his/her absence.

F. Lead by example, and be “involved.”

721. Squad Leaders. The squad leader is the individual first in line above the individual cadet in the chain of command. Responsibilities include:

A. Knowing each individual in the squad.

B. Assist the Platoon Leader in all platoon activities and formations.

C. Take responsibility for the state of training of the squad, its proficiency at drill, and its military bearing and discipline.

D. Lead by example, and be “involved.”

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