Table of Contents

Section I – About JROTC
1.1 Authority
1.2 Mission of JROTC
1.3 Objectives of JROTC
1.4 Cadet Obligation
1.5 Credits Fulfilled By the JROTC Program
1.6 Military Training Certificate
1.7 Instructors
1.8 Textbooks

Section II – About You In JROTC
2.1 Qualifications For Disenrollment
2.2 Discipline
2.3 Personal Appearance
2.4 Orders
2.5 Military Courtesy

Section III – Grading and Promotion & Demotion Systems
3.1 Inspections
3.2 Annual Command Inspection
3.3 Grading Formulas
3.4 Promotions & Appointments
3.5 Ineligibility For Promotion
3.6 Demotion

Section IV – Cadet Battalion Organization
4.1 Cadet Battalion Structure
4.2 Extracurricular Teams

Section V – Position Duties and Responsibilities
5.1 Battalion Commander
5.2 Battalion Executive Officer
5.3 Battalion Staff Officers
5.4 Battalion Command Sergeant Major
5.5 Company Commanders
5.6 Company Executive Officers
5.7 Company 1st Sergeants
5.8 Platoon Leaders
5.9 Platoon Sergeants
5.10 Squad Leaders
5.11 Team Commanders
Annex A – Uniform

Annex B – Awards Criteria

Annex C – Rank Insignia
Section I – About JROTC

Authority | 1-1
Mission   | 1-2
Objectives| 1-3
Cadet Obligation | 1-4
Credits Fulfilled | 1-5
Military Training Certificate | 1-6
Instructors | 1-7
Textbooks | 1-8

1-1 – Authority - The Junior Reserve Officer Training Corps (JROTC) is organized under authority of Section 40 to 47c, National Defense Act of 1916, as amended, and under the provisions of the ROTC Vitalization Act of 1964 as amended by Public Law 93165, 1973.

1-2 – Mission - The mission of the JROTC Program is “To Motivate Young People to Be Better Citizens.”

1-3 – Objectives – The objectives of the V. Sue Cleveland JROTC program are to:
   a. Develop leadership potential and the desire to serve others.
   b. Promote patriotism by developing informed and responsible citizens.
   c. Strengthen character through the teaching of values associated with productive behavior.
   d. Develop self-discipline, responsibility, and positive response to authority and peer pressure.
   e. Develop the ability to logically arrange thoughts and communicate effectively both orally and in writing.
   f. Develop the appreciation of the values of physical and mental fitness.
   g. Develop the basic skills necessary to work effectively as a team member.
   h. Provide the motivation and the life skills necessary to graduate from high school and become a productive member of society and a patriotic citizen.
   i. Promote a historical understanding of the role of the citizen soldier in a democratic society and familiarize students with the history, purpose and structure of the military service.

1-4 – Cadet Obligation – Each cadet is expected to abide by the rules and regulations of the JROTC department; to perform each assigned task as well as they are able to; wear the uniform correctly and with pride; strive to improve themselves and others; respect the flag and the nation; and treat others with dignity, courtesy, and respect.

1-5 – Credits Fulfilled – One credit will be awarded upon completion of one semester. 10th-12th Grade students must have prior approval of the SAI/AI. As a prerequisite to enrollment in LET-2 courses, a student must first have satisfactorily completed all courses in LET-1. The following credits will be awarded each year:
   a. 1st year of JROTC will account for 1 PE (JROTC 1)
   b. 2nd year of ROTC will account for 1 Elective credit. (per semester)
   c. 3rd year of JROTC will account for 1 Elective credit. (per semester)(JROTC 2+)
   d. 4th year of JROTC will account for 1 Elective credit. (per semester)
1-6 – Military Training Certificate
a. A Military Training Certificate (CC Form 134) will be given to each cadet who successfully completes at least two years of Army JROTC and is recommended by the SAI.
b. The Certificate will be of value to the cadet in the event he applies for enlistment in the active military service of the United States, or of the Reserve Components. If otherwise qualified and recommended by the SAI, cadets having completed two years of course of instruction are eligible to enlist in a branch of the Army in the grade of Private (E-2).

1-7 – Instructors - JROTC instructors are certified by the Army and employed by the Rio Rancho Public School Board and are members of V. Sue Cleveland High School faculty. The Army JROTC Department is organized under the provisions of the ROTC Vitalization Act of 1964. The school’s Senior Army Instructor (SAI) is responsible for directing, supervising, and conducting JROTC instruction and activities for V. Sue Cleveland High School. It is the SAI’s responsibility to establish a climate of mutual respect and teamwork within the JROTC Department and the school staff and faculty. The school’s Army Instructor (AI) is a senior non-commissioned officer (NCO) responsible for conducting instruction and activities as mutually agreed upon by the SAI. He is the principal instructor for LET 1/4 cadets and primarily responsible for supply activities.

1-8 – Textbooks - The JROTC Manuals, Army Field Manuals, and other textbooks will be issued to each cadet for classroom use. Books may be checked out with the SAI or the AI. Other authorized publications are on file in the JROTC Department for reference and study. Cadets will bring to class the appropriated textbook, and SOP as directed by the SAI/AI, to all indoor classes.
Section II – About You in JROTC

2-1 – Cadet Enrollment – To be eligible for enrollment and continuance as a member of the JROTC program, each participant must meet the following requirements:
   a. The student must be enrolled in and attending a full-time regular course at V. Sue Cleveland High School.
   b. The student may be a U.S. citizen or alien, if they meet the following requirements:
      1) Resident aliens who have been lawfully admitted for permanent residence in the United States are authorized to participate in JROTC if they have in their possession Form I-151 (Alien Registration Receipts Card); or present to the SAI/AI documentary evidence issued by the U.S. Immigration and Naturalization service attesting that the individual has been admitted to the United States for permanent residence.
      2) Nonresident aliens are authorized to participate as a JROTC student if the ROTC Region approves them.
      3) Resident aliens who attend JROTC classes may qualify for advanced placement in the Senior ROTC or for grade advancement upon enlistment in service.
   c. The student must maintain an acceptable standard of academic achievement and an academic standing that warrants at least normal progression and will merit his graduation on completion of all requirements.
   d. The student must maintain an acceptable standard of conduct and be of good character. The student must show self-discipline and responsiveness to constituted authority through observance of laws, school rules, and regulations; by prompt and regular attendance at instruction; and in their general demeanor.
   e. Applicants for enrollment, who have a record of conviction by a civil court, for other than minor traffic violations, are not eligible for enrollment in JROTC, unless the ROTC Region grants a waiver.

2-2 – Qualifications for Disenrollment – Cadets will be disenrolled as determined by the SAI and the principal. Normally, a student will be disenrolled when he/she:
   a. Fails to maintain acceptable standards of academic achievement, conduct, or attendance.
   b. Behavior not in accordance with the JROTC Cadet Creed (See ANNEX A).
   c. Frequent discreditable incidents with civil or school authorities.
   d. Use or possession of drugs.
   e. Shows indifference to and lack of interest in leadership training as shown by:
      1) Continual disruption and/or apathy to JROTC Instruction.
      2) Continued behavior not in accordance with leadership traits and principles.
2-3 – Discipline  

a. Discipline comes from the Latin word that means “learning.” The dictionary defines it as “training which connects, molds, strengthens, or perfects.” It has no connotation of punishment. Military discipline is an outward manifestation of mental attitude and state of training, which renders obedience and proper conduct instinctive under all conditions. It is founded upon respect for loyalty to properly constituted authority. Do not confuse military discipline with punishment.  

b. Being disciplined means that the cadets are learning to place the tasks of their cadet corps and team above their personal desires. It means they are learning to follow the orders of their cadet leaders and instructors promptly and cheerfully, so that even in the leader’s absence they will observe established rules and conduct themselves properly. Cadets learn the principles of delayed gratification and dedication to trust and duty. They learn to balance responsibility, to delegate duties accordingly, to exercise judgment, and to regulate emotion.  

c. In training, cadet leaders will insist upon perfection in what may seem to be minor details. Such things as wearing the uniform properly will be closely scrutinized. Cadet behavior and applied leadership are expected to be of the highest caliber, both in and out of the JROTC classroom. Cadets are expected to conduct themselves at all times in a manner that will reflect credit upon themselves, their parents, the AJROTC Storm battalion, V. Sue Cleveland High School, and the United States Army.  

d. When necessary, the following means will be employed to enforce conformance to proper behavior standards:

1) Physical Exercise (Muscular Strength and Endurance Exercises).  
2) Administering detention and/or Bottom Line Notification.  
3) Demotion in cadet rank.  
4) Suspension or dismissal from the JROTC program.  

2-4 – Personal Appearance  

Personal cleanliness and good grooming are a necessity for JROTC cadets at all times.  

a. Hair Styles:  
Hairstyle choice is an individual decision. There are a wide variety of hairstyles that, if neatly maintained, are acceptable. No unnatural hair colors, extreme contrast in hair colors, extreme high lights (Ex. red, blue, green), or fad hairstyles are allowed. The SAI/AI will make the final decision for questionable haircuts

1) Haircuts for male cadets, without reference to style, must conform to the following standards in order to receive a passing mark upon inspection:

a) The hair on top of the head will be neatly trimmed and not of an excessive length. The hair will not be allowed to fall over the eyebrows.

b) No male ponytail, pig tails, braids or spiked hair.

c) The sides and back will be trimmed and tapered, but not shaven; however, it will not touch the collar or upper most tips of the ears.

d) Sideburns will be neatly trimmed and evenly tapered, with a clean line and no flare at the base, and they will not extend below the bottom part of the ear.

e) Beards and not authorized.

f) Mustaches may not extend beyond a vertical line drawn upward, from the corner of the mouth or cover the upper lip.
2) Haircuts for female cadets, without reference to style, must conform to the following standards in order to receive a passing mark on uniform inspection:
   a) Hair should be worn in such a manner that it does not fall below the bottom of the collar and not fall over one’s eyebrows. No spiked hair allowed.
   b) Hair must not interfere with the proper wearing of the military head cover.
   c) Hair must not be loose with the exception of minor fly-a-ways.
   d) Hair bands must be of natural color or black. They must match your hair color.
   e) Hair must not fray out of hair bands.
   f) Cadets should use gel or hairspray to keep hair looking clean cut.

b. Uniforms – The uniform of the United States Army is more than just a mere suit of clothes. It is a symbol of honor, tradition, and achievement. Smart appearance and proper conduct of a cadet in uniform is an indication of self-respect, pride, alertness, and loyalty to one’s school and to country. Remember always that you are judged by your appearance.

1) The uniform and required equipment are furnished on a loan basis to each cadet. Cadets are responsible for the condition of these items and for the proper return of all items issued at the end of the school year or disenrollment. There is no charge for the use of the uniform and other equipment, provided all items are turned in at the end of the school year or when the cadet is disenrolled from the JROTC program. Any misplaced items that are on loan to a cadet must be paid for at uniform turn-in at the close of the year or you will be unable to register, transfer or graduate until you do so.

2) Cost of cleaning, laundry, and normal maintenance of uniforms will be the responsibility of the cadet while the uniform is in their possession. Dry-cleaning and pressing of the Uniforms needs to occur every 2-3 weeks. If a cadets family is having problems getting the uniform cleaned, the SAI/AI must be informed so that arrangements can be made.

3) Uniforms will normally be worn one day (Wednesday) each week or as announced by the SAI.

4) The following are some of the “do’s” and “don’ts” regarding proper wear of the uniform:
   a) No portion of the uniform is ever worn as part of civilian attire.
   b) Do not loosen the tie. The top button will be buttoned when the tie is worn.
   c) No article of outer civilian clothing will be worn with the uniform except in inclement weather. (i.e., black gloves.)
   d) Keep the coat, shirt, and coat pockets buttoned and, when issued, wear the cap when outside.
   e) Trousers should be long enough to completely hide your socks when standing and not sagging to the floor.
   f) Males wear the belt so the metal tip is to your left. Females wear the belt so the metal tip is to the right.
   g) Plain black socks will be worn with trousers and black shoes. Females wearing skirts will wear natural color panty hose with pumps.
   h) Uniforms will not be altered without the permission of the JROTC cadre.
   i) See ANNEX B with appendices for proper wearing of the uniform shoulder patch and insignia.
   j) Males will only wear plain white T-shirts with Class A/B uniform.
k) It is the cadets’ responsibility to inform SAI/AI of the improperly fitting uniform so that a new uniform can be issued to the cadet.

2-5 – Orders
a. Orders may be oral or written. V. Sue Cleveland High School JROTC cadets are expected to obey the orders or directives from our principal and teachers, the SAI and AI, and those cadet leaders who rank higher than those to whom the order is directed.
b. If every subordinate were to question the fairness, justice, propriety, or wisdom of orders received from any authorized source, there would be no discipline and the JROTC unit of V. Sue Cleveland High School would soon degenerate. A cadet is to obey lawful orders first and, if aggrieved, register a complaint to their superiors afterward.
c. One of the main purposes of JROTC training is to develop leadership skills and the capacity to lead. To lead, one must first have learned to obey, as a follower. The ideal cadet is one who finds no task too small to be faithfully performed.

2-6 – Military Courtesy
a. All members of the V. Sue Cleveland High School JROTC are expected to conduct themselves in a manner that will reflect no discredit upon themselves, their parents, their school, and the cadet corps.
b. Military courtesy is nothing more than the display of good manners and politeness in dealing with other people. The only distinction between military courtesy and civilian courtesy is the form of expression by the military, which has become our customs and traditions of the service.
   1) The hand salute is one of the most significant forms of military courtesy and is simply the military way of saying “hello.” It is also the custom to say “Good morning, afternoon, or evening Sir, or Ma'am,” when exchanging salutes.
   2) Cadets addressing officers will use “sir” or “ma'am”, or the rank and cadet’s last name and will address all other cadets by their cadet rank and their last name. An NCO will never be addressed as “Sir” or “Ma'am.”
Section III – Grading, Promotion & Demotion

3-1 – Inspections - In-class uniform inspections will be conducted weekly throughout the school year to ensure that high standards of personal appearance are maintained and to ascertain the condition of uniforms and equipment.

3-2 – Annual Command Inspection – An Annual Command Inspection (ACI) will be conducted during one semester of each academic year. Cadets must be extremely careful in preparing for this inspection since the results may determine whether or not V. Sue Cleveland High School JROTC is awarded an honor rating/honor unit with distinction rating or is placed on probation. All cadets will participate in this Annual Command Inspection.

3-3 – Grading Formulas - JROTC is an elective course. One credit for JROTC (per semester) will be granted on the same basis as for core subjects. Grading will be based on Academics, proper wear of the uniform, appearance, Physical Training, and participation. See class syllabus for specific breakdown.

Grading For LET-1 through LET-4:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>59 &amp; Below</td>
<td>F</td>
</tr>
</tbody>
</table>

3-4 – Promotions & Appointments - Appointments and promotion of cadets in the battalion will be made on the basis of best qualified cadet, taking into consideration their leadership ability, military proficiency, appearance and bearing, academic grades, and participation in cadet activities. There must also be a position vacancy. All assignments and promotions must be approved by the SAI/AI prior to orders being issued. Promotions, demotions, and appointments will be made on a cadet battalion order. No appointments, promotions, or demotions will be effective until that order is published. Assignments/promotions will be made as follows:

a. The SAI and AI will select the following year’s battalion leadership (Battalion Commander, Executive Officer, and Battalion Command Sergeant Major).

b. With input from the commanders and primary staff officers, and the final approval from the SAI, the Cadet Battalion Commander will make the beginning of the year’s assignments to all staff sections or companies. Thereafter, if there should be more than one individual under consideration for the promotion, all assignments to these positions will be by promotion board.
c. Deserving LET-1 cadets may be promoted each nine-weeks based on performance and academics. The SAI/AI will make the determination if LET-1’s are to be promoted. The highest rank a LET-1 may achieve is c/SGT. A LET-1 must appear before the promotion board to be promoted to c/CPL or above.

d. Deserving LET-2/3 cadets will be promoted and assigned to positions of increased responsibility.

**PROMOTION CRITEREA** for LET I-IV cadets is as follows for each cadet-grade indicated:

a. **E1-E4**
   i. Grade of C in JROTC for current grading period; and no grade of F in any class for current Semester and GPA must be above 2.0.
   ii. Completed Promotion Checklist
   iii. Drill Certification (properly march within a squad, platoon, company)
   iv. Fitness Certification (50% in each event – pull-ups/flex-armed hang, sit-ups, 1-mile run)
   v. Minimum Time-in-Grade of 45 days
   vi. Study Guide knowledge

b. **LET E5-E9**
   i. Grade of B in JROTC for current grading period; and no grade of F in any class for current Semester and GPA must be above 2.25.
   ii. Completed Promotion Checklist
   iii. Drill Certification (properly march a squad and platoon to include providing proper supervision and training critique)
   iv. Fitness Certification (55% in each event – pull-ups/flex-armed hang, sit-ups, 1-mile run, and push-ups)
   v. Minimum Time-in-Grade of 45 days
   vi. Appear before a Promotion Board to assess the candidate’s appearance in uniform, Study Guide Knowledge, Confidence/Bearing and Career Goals/Plans/Aspirations

c. **OFFICERS**
   i. Minimum grade of B+ in JROTC for current grading period; and no grade of D or lower in any class for current Semester and GPA must be above 2.50
   ii. Completed Promotion Checklist
   iii. Drill Certification (properly march a platoon and company to include providing proper supervision and training critique)
   iv. Fitness Certification (60% in each event – pull-ups/flex-armed hang, sit-ups, 1-mile run)
   v. Minimum Time-in-Grade = 45 days
   vi. Appear in front of an Officer promotion board

3-5 – **Ineligibility for Promotion** – Promotion boards will be conducted when necessary for those cadets being promoted to the rank of c/CPL and above. Each promotion board will have at least 3 deciding members. The president of the board, with the approval of the SAI or AI, will decide upon all other members. Cadets are not eligible for promotion when:

a. A cadet who has a GPA below 2.0 on their last report card is not eligible for promotion.

b. A cadet who has made a D or F in any subject on their last report card is not eligible for promotion and they must maintain a B or above in JROTC E5 and above, E4 and bellows must maintain at least a C.

c. A cadet who has been suspended out of school (OSS) or has been suspended in school (ISS) during the last nine-weeks or any cadet who exceeds 5 detentions per 9 weeks is not eligible for promotion.

d. No more than five unexcused absences
3-6 – Demotion – The following demotion criteria are in effect:

a. Any cadet who continuously disrupts instruction and/or displays apathy (failure to wear proper uniform, failure to perform in class or during physical training, failure to maintain proper uniform and appearance standards) will be administratively demoted accordingly.

b. A cadet who has below a 2.0 GPA at the end of a semester will be demoted one rank. A cadet who makes a D or F in JROTC on their last report card will be demoted one rank. Any cadet who received an F in a class will be demoted one rank.

c. Any cadet who receives out-of-school suspension (OSS) or in-school suspension (ISS) will be demoted one rank for each offence received at the discretion of the SAI/AI and could be relieved of their leadership position.

d. Cadet officers and non-commissioned officers who fail to comply with JROTC regulations, the Cadet Creed, and V. Sue Cleveland High school handbook policies or who passively allow other cadets to violate rules and regulations, will be demoted in rank and/or dismissed from the cadet corps.
Section IV – Cadet Battalion Organization

Battalion Commander
c/LTC

Cadet Command Sergeant
Major c/CSM

Executive Officer (xo)
c/MAJ

Battalion Commander

Battalion S-1
Adjutant

Battalion S-2
Security

Battalion S-3
Operations and Training

Battalion S-4
Supply and Logistics

Battalion S-5
Public Relations

Battalion S-6

Example of a Company

Company Commander

Company 1SG

1st PLT SGT
C/SGT or above

2nd PLT SGT
C/SGT or above

Squad leaders
C/CPL or above

NOTES:

*Each class period will be designated as one company. We will have five companies. Some positions may not be filled due to the unavailability of qualified cadets.

*1st Period- Alpha
2nd Period- Bravo
3rd Period- Charlie
4th Period – Delta
5th Period- Echo
4-2 – Extracurricular Teams – Though participation is encouraged, extracurricular activities participation is voluntary on the part of the individual cadet. The SAI/AI serves as the faculty supervisor for these activities. One of the strengths of JROTC is that it allows many students to become involved in school extracurricular activities. This participation builds teamwork, self-esteem, and leadership skills. To remain in good standing on a team, a cadet must maintain a 2.0 GPA each grading period, cannot have a D or F in JROTC, or an F in any subject. Cadets who do not meet the above criteria will be suspended from all team activities temporarily. The cadet’s suspension is not a punishment. The cadet will have the chance to bring up his or her grade. Once they have done so, they will be able to resume training with the team he or she chooses. If the cadet has all passing grades at mid-nine weeks and their grades are above 2.0, they may resume team practice and competition. ISS/OSS will result in a 2-week or longer suspension from all team activities. The following organizations and activities are authorized within the CHS JROTC program:

a. Raider Team  
b. Physical Fitness Team  
c. Color Guard Team  
d. Drill Team  
e. Shooting Team  
f. Orienteering Team

Team Arc-Cord-Ribbon Criteria

1) Cadets must consistently attend and actively participate in **two drill, PT or raider competitions** to earn the appropriate Arc and Cord for the team they have been practicing with. Excused absences will be considered on a case by case basis by the SAI/AI. Excused absences will not be counted against you. If you will be absent, you must write a note to the team commander and inform the SAI/AI.

2) Cadets must maintain their grades in accordance with the guidelines above.

3) Cadets who fully participate in a competition will be awarded the appropriate ribbon. The SAI/AI will make final decision regarding awarding of a ribbon with input from Team Commanders.

4) Cadets may only miss 2 practices a month and consistently attend and actively participate in all team practices to retain the cord. Final decisions regarding the retention of a Team Cord and Arc by a cadet member will be made by the SAI/AI with input from the Team Commander.

5) Cadets who are no longer practicing with the team for which they earned the Cord and Arc will return the Cord and Arc to the Team Commander. Cadets who are not practicing with the team because of conflicts with another VSCHS and/or other JROTC Extracurricular Activities will retain the Arc and return the cord.
Section V – Position Duties & Responsibilities

Battalion Commander 5-1
Battalion Executive Officer 5-2
Battalion Staff Officers 5-3
Battalion Command Sergeant Major 5-4
Company Commanders 5-5
Company Executive Officers 5-6
Company 1st Sergeants 5-7
Platoon Leaders 5-8
Platoon Sergeants 5-9
Squad Leaders 5-10

5-1 – Battalion Commander (BNCO) (Lieutenant Colonel) - The Cadet Battalion Commander holds the most demanding position within the Corps. The BNCO must be mature, responsible, and able to delegate authority, supervise subordinates, and stand by his/her convictions. The duties of the Battalion Commander include:

- Commanding the battalion at all formations.
- Presides over officer calls and meetings; makes suggestions to the SAI for topics of discussion.
- Executing all responsibilities in the name of the SAI/AI, and keeps the SAI/AI informed of all happenings in the BN.
- Carries out all orders issued by the SAI and the AI.
- Supervises Battalion XO, and all Company Commanders and inspects work of staff and staff orders.
- Works with and supports all CSM decisions.
- Makes operational decisions for the Cadet Battalion.
- Is the battalion’s representative on Student Council and Principal’s Advisory Council.
- Works with school authorities to coordinate activities of the Battalion with the other organizations of the school.
- Completion of the end of year Unit Report (Cadet Command Form 187).
- Recruitment of the incoming Freshman Class.
- Taking responsibility for what the Battalion achieves or fails to do. Provides effective leadership.
  - Counsels and motivates cadets on a regular basis.
- Informs the SAI immediately of all cadet conduct violations or inappropriate behavior.
- Participates in all unit parades, socials, battalion fund raisers and ceremonies.
- Organizing the awards ceremony in conjunction with the Battalion S-1.
- Organize and conducts Officer promotion boards.
- Leads and organizes the Battalion’s Service Learning project.
- Makes recommendations to the SAI on ways to improve the CHS JROTC program.
- Checks and actions BN Commander distribution box on a daily basis.
5-2 – **Battalion Executive Officer (BNXO) (Major)** – is the primary assistant to the BNCO. His duties include:

- Assuming command of the battalion in the absence of the BNCO.
- Supervising the battalion staff.(S-1,S-2,S-4,S-5,S-6)
- Counsel Battalion Staff regularly.
- Planning and executing of all JROTC social events in conjunction with the CSM/S3.
- Advises the Battalion Commander in the formation of policy, plans and activities of the Cadet Battalion.
- Provides purpose, motivation and direction for the Cadet Battalion Staff.
- Inspects the work of the Battalion Staff,
- Formulates and posts the Command & Staff Meeting agenda NLT 2 class days prior to the next staff meeting.
- Records the minutes of each cadet staff meeting, obtains the Battalion Commander’s signature of approval and submits to the SAI for critique.
- Maintains the battalion suspense roster.
- Is the Battalion’s alternate representative to Student Council and Principal’s Advisory Council;
- Participates in all unit parades, socials, battalion fund raisers, ceremonies and cadet promotion boards.
- Checks and actions XO distribution box on a daily basis.

5-3 – **Battalion Staff Officers**

- **The duties of the Battalion S-1 Adjutant & Personnel Officer (Major)** mentored by SAI, supervised by BN XO; supervises Assistant S1s (one per class period) include:
  1. Recording attendance at the battalion formation.
  2. Responsible for all administration matters for the battalion (Records/J.U.M.S.)
  3. Overseas the cadet personnel files (Portfolios).
  4. Posting all promotion, demotion, and award orders, pertinent data.
  5. Maintenance of the Modern Army Record Keeping System (MARKS) and all other files located in the S-1 filing cabinet.
  6. Maintains a staff duty log of all S1 actions taken; briefs the status of personnel actions taken since the last staff meeting.
  7. Maintains attendance rosters for extra-activities of the Cadet Battalion.
  8. Develops and maintains the Master Roster, Organization Roster, Chain of command and charts.
  9. Ensures cadet Privacy Act/Health and Covenant Not to Sue forms are current and on file for all cadets.
  10. Participates in all unit parades, socials, battalion fund raisers, and ceremonies.
  11. Checks and Actions S1 distribution box on a daily basis.
  12. Conducts Risk Management process for all training and operations.
• **The duties of the Battalion S-2 Security/Intelligence Officer (Captain)** mentored by SAI, supervised by BN XO; supervises Assistant S2s (one per class) include:

1. Manages the Cadet Battalion’s intelligence and security programs
2. Posting of the Weather Conditions, current and projected. A 5-7 day weather forecast and how that weather might affect scheduled up-coming training events.
3. Schedules up-coming training events
4. Responsible for office security, key control register and inventory of sensitive items.
5. Maintains a written log of S2 actions taken; briefs status of S-2 actions, since last staff meeting.
6. Develops and presents security briefings for all Command & Staff Meetings, to include: security violations
7. Continually checks the security of JROTC buildings, locked cabinets and high dollar value equipment such as technology equipment, rifles and media equipment; immediately reports any violations or discrepancies to the SAI/Al.
8. Ensures rifle cabinets and racks are locked and associated keys are given to the proper cadre member prior to departing each day;
9. Checks rifles issue to ensure proper sign-out procedures are adhered to;
10. Supervises rotating cadets each month in conducting inventories of all rifles, air and drill.
11. Ensures all personal items, left in classrooms, and are properly disposition in a timely manner.
12. Reports all security violations, and any missing equipment, immediately upon detection to the SAI and AI.
13. Participates in all unit parades, socials, battalion fund raisers, and ceremonies.
14. Checks and dispositions S2 distribution box on a daily basis.

• **The duties of the Battalion S-3 Operations & Training Officer (Major)** mentored by SAI supervised by BN Cdr supervises Assistant S3s (mission Commanders) include:

1. Preparing and posting of the JROTC weekly training schedule and calendar on classroom bulletin boards.
2. Responsible for the maintenance and upkeep of the reference library and all classroom training aids.
3. Preparing LOIs regarding special events (I.E. Drill, Color Guard Meets, Raiders, Parades, Special Events, Fund Raisers, Community Support, Service Learning, etc.)
4. Complete required Risk Management Forms for all training and operations.
5. Maintains a written staff duty log of all S3 actions taken since the last meeting, and briefs the status at each Command & Staff Meeting.
6. Coordinates battalion participation in events such as parades, reviews, drill meets, athletic events, and all other extra-curricular events.
7. Assists, as necessary, mission commanders in developing their warning orders, operations orders and in executing their assigned missions.
8. Monitors and updates the monthly training schedule with SAI assistance.
9. Records all events, in which the battalion participates, into the JUMs system
10. Inputs, tabulates and publishes the results of Cadet Challenge tests.
11. Participates in all unit parades, socials, battalion fund raisers and ceremonies.
12. Maintains taskings & briefs master calendar.
13. Checks and actions S3 distribution box on a daily basis.

**The duties of the Battalion S-4 Logistics and Support Officer (Captain)** mentored by SAI, supervised by the BN XO; supervises Assistant S4s include:

1. Assisting the AI in maintenance of records, issue and turn-in of all property.
2. Responsible for neatness and arrangement of the supply room.
3. Responsible for the care of uniforms.
4. Responsible for accountability of all uniform items and accessories.
5. Establish supply hours. Room is staffed and operational at set times.
6. Conducts monthly inventories of all equipment designated by the SAI to be sensitive items.
7. Assists SAI in preparing requisitions for equipment and supplies as required.
8. Maintains a written staff duty log of S4 actions taken since the last meeting, and briefs the status at each Command & Staff Meeting.
9. Assists the AI and SAI in inventorying all supplies and equipment when required.
10. Ensures ample cleaning supplies are on hand in each JROTC building....submits request to SAI for re-supply.
11. Participates in all unit parades, socials, battalion fund raisers, and ceremonies.
12. Checks and actions S4 distribution box on a daily basis.

- **The duties of the Battalion S-5 Public Affairs Officer (Captain)** mentored by SAI supervised by BN XO; supervises Assistant S5s (1 per class) include:

1. Editor of the JROTC scrapbook and newsletter
2. JROTC photographer and videographer.
3. Public Affairs Officer (PAO) is responsible for all news releases and coordination with local news agencies regarding CHS JROTC events.
4. Maintains the Battalion Web page. Updates the site in an expeditious manner.
5. Maintains the JROTC display case every month.
6. Manages the battalion public awareness and recruiting/retention programs
7. Maintains a written staff duty log of S5 actions taken, briefs the status of all actions since the last meeting, at each Command & Staff Meetings.
8. Creates end-of-year power point presentation of battalion memories and presents it at spring awards ceremony.
10. Assists the school’s Yearbook staff in preparing JROTC pages for the school’s yearbook.
11. Coordinates public service events and plans such events in coordination with the battalion’s master calendar.

12. Prepares and submits announcements to CHS STORM on important Battalion and team accomplishments.

13. Develops the JROTC Unit History book annually and submits it to the SAI NLT 1 May.

14. Participates in all unit parades, socials, battalion fund raisers, and ceremonies.

15. Checks and Actions the S5 distribution box on a daily basis.

- **The duties of the Battalion S-6 AUTOMATION/TECHNOLOGY OFFICER/S-6 (Captain)**
  Mentored by SAI; supervised by the BN XO; supervise Assistant S6(s) include:
  1. Serves as the battalion technical expert for all associated automation (software and hardware).
  2. Maintains a written staff duty log of all S6 events briefs the status at all Command & Staff meetings.
  3. Designs, maintains and updates the battalion WEB Page.
  4. Assists on resolving automation problems and educates automation users.
  5. Trains command and staff members to use spreadsheet, word processor, publisher, and PowerPoint programs.
  6. Participates in all unit parades, socials, battalion fund raisers, ceremonies and cadet promotion boards.
  7. Checks and actions the S6 distribution box on a daily basis.

- **5-4 – Battalion Command Sergeant Major (CSM)** – The cadet CSM supervises all enlisted members of the battalion staff as well as all company NCOs. Mentored by AI; works with the BN Cdr on all battalion activities; indirectly guides and mentors all 1SGs, PSGs and SLs. CSM duties include:
  1. Is the Senior NCO within the Battalion.
  2. NCO professional development.
  3. Counsel Battalion NCOs regularly.
  4. Provide input to commander and staff for all major JROTC activities.
  5. Presides over NCO calls and meetings.
  6. Offers information and guidance at Command and Staff meetings as appropriate.
  7. Provides direction concerning the duties of the First Sergeant(s).
  8. Conducts the roll call at major battalion events; renders report to S3.
  9. Inspects the police/clean-up of the JROTC classroom, office spaces and outside areas; works with the First Sergeants to organize and supervise police details.
  10. Is the liaison between the NCOs of the Cadet Battalion and the Battalion Commander on matters pertaining to enlisted personnel.
  11. Supervises routine Color Guard taskings and Daily Flag Detail duty rosters.
  12. Presentation of the Colors at all home football and basketball games, JROTC functions, and other events as prescribed by the SAI/AI.
  13. Carries the Battalion colors while on parade.
  14. Recruits members for the Color Guard through the First Sergeants and Platoon Sergeants;
15. Monitors all color guard activities to ensure appropriateness and professionalism.
16. Becomes thoroughly familiar with, and ensures all 1SGs and PSGs are familiar with, the contents of FM 3-21.5 as pertains to individual, squad, platoon, company, and battalion drill procedures.
17. Participates in all unit parades, socials, battalion fund raisers, ceremonies and cadet promotion boards.
18. Checks and actions the CSM distribution box on a daily basis.

5-5 – Company Commanders (Captain) – Mentored by cadre; supervised by Battalion Commander; supervise CO XO, 1SG, and PLDRs. The duties of the Company Commander include:
1. Provides competent and caring leadership.
2. Conducts a short inspection at each formation and make on the spot corrections to insure that cadets do not repeat their mistakes.
3. Executes orders given by the Battalion Commander.
4. Counsel subordinates leaders on a scheduled basis.
6. Ensures the cleanliness of JROTC classrooms each class period.
7. Responsible for everything the company does or fails to do.
8. Supervises the discipline procedures of the company.
9. Prepares and presents Company briefing at Command and Staff meetings.
10. Direct cadets in the manner of maintaining good military bearing and appearance.
11. Supervises the activities and training of the platoon leaders;
12. Ensure all officers and NCOs in the company are familiar with FM 3-21.5.
13. Conduct uniform inspection of all company officers and conducts in-ranks inspection of other company cadets as requested by Platoon Leaders.
14. Instructs company and platoon classes as needed.
15. Assists Platoon Leaders in drill and fitness training as requested.
16. Make recommendations to the cadre on promotions or awards of personnel in the company.
17. Report disciplinary cases to the cadre without delay.
18. Use the chain of command to the utmost when issuing orders or making corrections.
19. Participates in all unit parades, socials, battalion fund raisers, ceremonies and cadet promotion boards.

5-6 – Company 1st Sergeants – The Company 1SG is the senior enlisted member of the company. He is mentored by C/CSM; works with Company Commander; he supervises junior NCO’s and the Guidon Bearer

The duties of the Company 1SG include:
1. Provides competent and caring leadership.
2. Forms the company and takes roll.
3. Ensures that all members of the company are properly uniformed.
4. Selects and trains a guidon bearer.
5. Develop the Daily Flag Detail duty rosters for platoons.
6. Inspects the company area for state of police and appearance.
7. Trains flag details on taking down and putting up the colors.
8. Supervise the training of the company drill IAW FM 3-21.5.
9. Supervise the activities and training of the platoon sergeants.
10. Develop the weekly duty roster for police of the JROTC areas.
11. Participates in all unit parades, socials, battalion fund raisers, ceremonies and cadet promotion boards.

5-7 – Platoon Leaders – The Platoon Leader is primarily in charge of the training and discipline of his platoon.

He is mentored by C/CO Cdr and supervises PSGs and 1SG’s. The duties of the Platoon Leader include:
1. Provides competent and caring leadership.
2. Conducts a short inspection at each formation and make on the spot corrections to ensure that cadets do not repeat their mistakes.
3. Executes orders given by the Company Commander. Commanding the platoon at all formations.
4. Counsels Cadets once a month.

5-8 – Platoon Sergeants – Are mentored by C/1SG; and supervises SLs. The duties of the Platoon Sergeant include:
1. Assumes command of the platoon in absence of the Platoon Leader
2. Forms the platoon and receiving the report.
3. Inspects Squad Leaders and ensure that they inspect and correct their personnel regularly.
4. Serves as the NCO-in-charge of each respective class (platoon);
5. Maintains an orderly environment within the class; notify the AI or SAI immediately of any unsafe conditions or disciplinary problems.
6. Supervises the training of all platoon cadets in accordance with instructor guidance.
7. Be thoroughly familiar with FM 3-21.5 as pertains to Individual, Squad, Platoon, and Company drill procedures.
8. Conducts daily accountability procedures and report absences/tardies to 1SG.
9. Reads daily announcements to all platoon members; discuss the relevance of the information to the platoon as necessary.
10. Supervise the Demerit system within the platoon.
11. Conducts platoon uniform inspections except during monthly major inspections when the cadre will conduct the inspection.
12. Conducts platoon drill and fitness training.
13. Participates in all unit parades, socials, battalion fund raisers, ceremonies and cadet promotion boards

5-9 – Squad Leaders – The Squad Leader is the most important leader in the Chain of Command. He is mentored by cadre; supervised by PSG and he supervises squad members. The duties of the Squad Leader include:
1. Serves as the NCO-in-charge of the assigned squad.
2. Provides competent and caring leadership ensuring that each squad member is aware of what is expected.
3. Inspects the squad’s personal appearance at each formation.
4. Ensures that all squad members are aware of the date/time of formations and inspections.
5. Counsels Cadets regularly.
6. Maintains an orderly conduct among all squad members.
7. Notifies the cadet chain of command or the AI or SAI immediately of any unsafe conditions or disciplinary problems.
8. Supervises the training of all squad members;
9. Motivates each squad member to perform to the best their ability;
10. Conducts squad level drill and fitness training, and uniform inspections.
11. Be thoroughly familiar with FM 3-21.5 as pertains to Individual squad, and platoon drill procedures.
12. Participates in all unit parades, socials, battalion fund raisers, ceremonies and cadet promotion boards.

- All Storm Battalion Cadets
  1. Notify your chain of command, AI, or SAI immediately of any unsafe conditions or disciplinary problems.
  2. Work diligently towards graduating from high school within a normal time frame and with career plan in mind (usually within 4 years from date of entry as a freshman).
  3. Adhere faithfully to the Cadet Creed, Cadet Code, and the Six Pillars of The Character Counts Philosophy.
  4. Maintain an outstanding school attendance rate (shoot for no more than 1 absence per grading period).
  5. Wear the Army Junior ROTC uniform faithfully, and with pride, as required on designated uniform wear days.
  6. Obey and be loyal to your cadet chain of command when you are a follower and take care of and respect your subordinates when you are a leader.

5-10 – Team Commanders -
  a. The Drill and Color Guard Team commander will assume the duties of a battalion armorer. The responsibilities of the battalion armorer include:
     1. Leading the team and accountability of personnel and equipment.
     2. Planning, preparing, and executing objective Color Guard and Drill training.
     3. Leading the team to success during competitions.
     4. Be responsible for the issue and turn-in of all weapons on drill days.
     5. Ensuring that all weapons are accounted for and any losses are immediately reported to the SAI/AI.
     6. Inspecting all weapons periodically for serviceability and completeness.
     7. Responsible for periodical inventory of all items with serial numbers.
     8. Organization of equipment stored in the Arms room.
10. Coordinate all competition/events with the Cadet Battalion S-3 to ensure they are put on the training schedule.

11. Ensure thorough familiarity with all aspects of the competition to include uniform, specified routines, and required equipment.

12. Keep a attendance roster of all practices.

b. The Raider team commander will assume the responsibility of the organization of the Raider team. The Raider team commander’s responsibilities include:
   1) Leading the team, accountability, serviceability, and organization of equipment.
   2) Planning, preparing, and executing objective oriented training.
   3) Leading the team to success during competitions.
   4) Assisting the SAI/AI in Map Reading, Rope Bridge, and Orienteering classes.
   5) Ensure thorough familiarity with all aspects of the competition to include uniform, specified routines, and required equipment.

c. The Physical Fitness (PT) team commander will assume the responsibility of the organization of the PT teams. The PT team commander’s responsibilities include:
   1) Leading the team and accountability.
   2) Planning, preparing, and executing objective PT training.
   3) Leading the team to success during competitions.
   4) Assisting the SAI/AI in conducting Physical fitness training.
   5) Completing Risk Management Process for all training and operations.
   6) Organize and ensure supervision of all JROTC athletic competition teams.
   7) Coordinate all athletic competition events with the Cadet Battalion S-3 to ensure they are put on the training schedule.
   8) Ensure thorough familiarity with all aspects of the subject sport and how the competition is to be run.
   9) Notify the AI or SAI immediately of all unsafe conditions or disciplinary problems.

d. MISSION COMMANDERS: Mentored and supervised by assigned cadre member.
   1) Serves as the person responsible for planning, organizing, and conducting an assigned extra-curricular event such as a parade, drill meet, team sports tournament, social, ceremony, etc.
   2) Delegates associated tasks to assistants/committee chairmen as necessary; supervises them in task performance, assists them when necessary.
   3) Ensures coordination of all associated logistics, through the SAI/S4, to include transportation, lodging, entry fee payment, uniform/equipment needs, etc.
   4) When needed, gets help and assistance from the S3.
5) Contacts the hosting school or agency for clarification of questions concerning the hosting agency’s LOI/SOP/OPORD as needed.

6) Notifies the AI or SAI immediately of all unsafe conditions or disciplinary problems.

Annex A – The Uniform

**The Male and Female Class A Uniform**
The Class A uniform is generally worn for inspections. The Class A uniform is also worn during ceremonies, social functions, and formal inspections. The tie or neck tab must be worn with this uniform and all buttons must be buttoned. Underneath the jacket, the cadet must wear the Class B short sleeve shirt.

**Male and Female Class B Uniform**
The Class B uniform is generally worn for inspections in the summer months and in the late spring. The Class B uniform is always worn under the Class A uniform. You do not have to wear a tie or a neck tab with this uniform unless it has long sleeves or with the Class A uniform coat. The placement of awards and ornamentation in the pocket areas is the same as on the Class A uniform.
Gray Beret. The beret is a one piece Gray knitted wool shell bound with leather and a draw cord through the binding. The beret has a Gold trim black center flash sewn onto the badge stay. Items that are authorized for wear on the flash are Cadet Officer Rank and the JROTC cap insignia with wreath. Officer Rank will be centered left to right. The JROTC cap insignia will be worn by Enlisted Cadet. It is a wreath 1 3/16 inches in height containing the letters ‘ROTC’ on a panel inside the wreath, with gold color metal.

Gray Beret Flash Apparel Examples

- **Officer**

- **Enlisted**
Gray Beret

Wear. The beret is worn so that the headband (edge binding) is straight across the forehead, 1 inch above the eyebrows. The flash is positioned over the left eye, and the excess material is draped over to the right ear, extending to at least the top of the ear, and no lower than the middle of the ear. Personnel will cut off the ends of the adjusting ribbon and secure the ribbon knot inside the edge binding at the back of the beret. When worn properly, the beret is formed to the shape of the head; therefore, soldiers may not wear hairstyles that cause distortion of the beret.

**V. Sue Cleveland High School Team Colors**

- Raider Team - Black Cords
- Color Guard Team - White Cords
- Drill Team - Red Cords
- Staff - Purple Cords
- Marksmanship Team - Tan Cords
- National Honor Society - Gold Cords

**Wearing of the shoulder cord**

Academic Achievement insignia
Worn centered immediately above right breast pocket

Wearing of the Academic Achievement with honor Insignia
V. Sue Cleveland High School JROTC SOP
Wear of the ACU Coat / Trousers

- The coat is worn hook and looped and zipped.
- The coat has a hook and loop fasteners for wearing shoulder sleeve insignia, rank, JROTC patch, and school name tape.
- The mandarin collar will be normally worn in the down position.
- Cadets are authorized to wear the mandarin collar in the up position when weather conditions dictate the wear as prescribed by the SAIM.
- The coat is normally worn outside the trousers, and the trousers are worn with a belt. The coat may also be worn inside the trousers when directed by the SAIM. The coat will not extend below the top of the cargo pocket on the trousers and will not be higher than the bottom of the side pocket on the trousers.
- The elbow patch with hook and loop closure for internal elbow pad inserts must be closed at all times.
- Sleeves will be worn down at all times, and not rolled or cuffed.
- The moisture wicking ten-t-shirt or cotton t-shirt is worn underneath the coat and is tucked inside the trousers at all times.
- Cadets will wear the trousers tucked into the top of the boots or bloused using the draw strings at the bottom of the trousers. When bloused, the trousers should not extend below the third eyelet from the top of the boot.
- The ACU is meant to fit loosely and comfortably. Alterations to hinder this is not authorized.
- Cadets will wear the ACU in accordance with OCP 145-2.
- Cadets will not wrap the trouser leg around the leg tightly enough to present a pegged appearance or insert any items inside the trouser leg to create a round appearance at the bottom of the trouser leg.

Wear of the ACU Headgear

- The ACU Patrol Cap will be the only headgear worn with the uniform.
- Cadets will wear the ACU Patrol Cap straight on the head so that the cap band creates a straight line around the head, parallel to the ground.
- The Patrol Cap will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. The cap is worn so that the nacel is visible on the forehead beneath the cap. Sewn on pin or rank is worn on the ACU Patrol Cap.
- The Velcro area on the rear of the cap will remain blank at all times.

Wear of Desert / Optional Boots

- Black boots are NOT authorized for wear with the ACU.
- Army Combat Boots, Desert (Hot Weather and temperate weather) made of tan rough side out cattle hide leather with a plain toe and tan rubber outsoles.
- The boots are laced diagonally with tan laces, with excess lace tucked into the top of the boot under the bloused trousers, or wrapped around the top side of the boot.
- Only boots with tan rubber outsoles are authorized for wear.

The ACU Care Policy

- Wash in cold water and mild detergent containing no optical brightener or bleach. Tumble dry at low heat (not to exceed 130 degrees Fahrenheit).
- Remove immediately from the dryer and fold flat or place on a rack/pair hanger to ensure heat from the dryer does not set wrinkles.
- To drip dry, remove from the washer/water and place on a rustproof hanger. Do not wring or braket. *

*DO NOT STARCH THE ARMY COMBAT UNIFORM UNDER ANY CIRCUMSTANCES. THE USE OF STARCH, SZING, AND ANY PROCESS THAT INVOLVES DRY-CLEANING OR A STEAM PRESS WILL ADVERSELY AFFECT THE TREATMENTS AND DURABILITY OF THE UNIFORM AND IS NOT AUTHORIZED*
**Four-in-Hand**

1. Have wide end longer and cross over narrow end.
2. Bring wide end around and behind narrow end.
3. Then completely around and over the front, then continue around and up through center of tie.
4. Now pull down through loop, form dimple and tighten.
5. A knot perfect in size, softly draped with a near dimple.

**Half Windsor**

1. Have wide end longer and cross over narrow end.
2. Bring wide end around and behind narrow end.
3. Bring wide end up and drop it through the center of the tie.
4. Bring it back down and around the front of the narrow end and go up the center of the tie.
5. Now pull down into the loop and form a perfect dimple.

**Shelby**

1. Begin with the tie inside out, wide end over narrow end.
2. Loop wide end under and over narrow end.
3. Pull tight and bring wide end around the front of tie.
4. Bring wide end up and put through loop.
5. Adjust and make the perfect dimple.
Annex B– Awards Criteria

**Medal for Heroism**- Performing any act deemed to be heroic by SAI/AI.

**Superior Cadet**- Awarded annually by SAI/AI to one cadet in each LET level for outstanding performance in class-work, physical training, leader/staff responsibilities, and uniform inspections.

**Distinguished Cadet (N-1-1)**- Awarded annually by SAI/AI to one cadet in any LET level, who exhibits the highest degree of experience in scholastics in all subjects and must have maintained at least at 3.5 GPA all year.

**Academic Excellence (N-1-2)** - Awarded annually to one cadet in each LET level who maintains the highest GPA in all classes.

**Academic Achievement (N-1-3)** - Awarded to cadets with A’s in all classes for a semester.

**Perfect Attendance (N-1-4)** - Awarded to all cadets who have 0 (zero) unexcused absences and no ISS during the semester. SAI/AI have confirmed no unexcused absences with the attendance office.

**Student Government (N-1-5)** - Awarded to cadets elected into student office or holds an officer position in any school club (approval required by club sponsor and SAI/AI).

**LET Service Ribbon (N-1-6)** - Awarded to cadets who complete a LET I semester.

**Bronze LET I Service Lamp**- Awarded after completion of LET II second semester.

**Silver Service Lamp**- Awarded after completion of LET III first semester.

**Gold Service Lamp**- Awarded after completion of LET IV second semester.

**Academic/Leadership Team (N-1-7)**– Awarded to cadets who have participated in academic/leadership or JLAB competitions.

**DAI/SAI Instructor Leadership (N-3-1)**- Awarded annually to a cadet in each LET level who displays the highest degree of leadership in class, physical training, leadership and staff, and teamwork. This will include active participation in class and physical training and consistent high scores (an A average) on uniform inspections.

**Personal Appearance (N-3-2)**- Awarded each semester to any cadet who averages 90% for the semester on uniform inspections and have consistently dressed in the correct physical training uniform throughout the semester.

**Proficiency (N-3-3)** - Awarded annually to cadets who display competent and caring leadership through active participation in class and physical training, have an A average in JROTC, consistently motivating other cadets to do their best. They must also have a 3.0 GPA or higher in all classes, and display effort in fulfilling their roles in JROTC.

**Drill Team (N-3-4)**- Awarded to members of the drill team after participation in one drill team competition and who have consistently attended practice for a semester.

**Orienteering (N-3-5)** - Awarded to cadets who participate in one orienteering meet and who have consistently attended practice for a semester.

**Color Guard (N-3-6)** - Awarded to members of the color guard after participation in event and who have consistently attended practice for a semester.

**Rifle Team (N-3-7)** - Awarded to cadets who participate on the rifle team and who have consistently attended practice for a semester.
**Adventure Training (N-3-8)** - Awarded to cadets who are members of adventure training and consistently attend practice.

**Commendation (N-3-9)** - Awarded to cadets whose performance is consistently above that expected of their grade and rank for the semester. Cadet will be recommended by their Chain of Command including the Battalion Commander and approved by the SAI/AI.

**Good Conduct (N-3-10)** - Awarded to cadets who achieve at least a B in JROTC and complete a semester without an ISS or OSS in any class.

**JCLC (Junior Cadet Leadership Challenge) (N-3-11)** - Awarded to cadets who successfully complete JCLC during the summer.

**Physical Fitness Team (N-3-12)** - Awarded to cadets who have competed in a physical fitness competition and consistently attend practice.

**Competition Color Guard Ribbon (N-3-13)** - Awarded to cadets who competed in color guard competitions and who have consistently attended practice for a semester.

**Raider Team Service Ribbon (N-3-14)** - Awarded to cadets who competed in one raider event and who have consistently attended practice for a semester.

**Varsity Athletics (N-2-1)** - Awarded to cadets who participate on a Varsity Athletic team for a semester (approval required by Varsity Coach and SAI/AI).

**JROTC Physical Fitness Award (N-2-2)** - Awarded to cadets who score in the 85th percentile or higher in all Cadet Challenge testing events.

**JROTC Athletics (N-2-3)** - Awarded to cadets who score in the 50th percentile or higher in all Cadet Challenge testing events.

**Bataan Death March (N-2-4)** - Awarded to cadets who have participated in the Bataan Death March 26.2 Miles.

**JV/C Team Athletics (N-2-5)** - Awarded to those cadets who participated in JV or C team sports (approval required by Coach and SAI/AI).

**Parade (N-4-1)** - Awarded to cadets who have participated in one community parade with JROTC or with another club. If you were in the parade with the school Band or equivalent Organization it must be approved by the SAI/AI to receive the ribbon (lamps will be earned by doing an additional parade.)

**Recruiting (N-4-2)** - Awarded to all cadets who have verifiably recruited another cadet into JROTC. Information must be verified with the counselor and the new cadet.

**After School Clubs (N-4-3)** - Awarded to cadets who participate in extracurricular activities (approval required by club sponsor and SAI/AI).

**Fund Raising (N-4-4)** - Awarded to cadets who have participated in two or more fund raisers.

**Superior Cadet (N-4-5)** - Awarded annually to cadet staff officers for excellent performance. Completed all requirements and submitted all required reports on time. Must be recommended by the Battalion Commander and approved by SAI/AI. “Bronze-Silver-Gold Lamps will be awarded for successive awards”

**Service Learning (N-4-6)** - Awarded to cadets who have served in or conducted service learning projects and met the requirements of the SAI/AI.

**Top Sellers (N-4-7)** - Awarded to the top sellers in each fundraisers.
**Level Awards**

**Medal of Heroism (ROTC and NDCC)**

a. Criteria. The Medal of Heroism (fig 11–1) is a U.S. military decoration awarded by the Department of the Army (DA) to a JROTC cadet who performs an act of heroism. The achievement must be an accomplishment so exceptional and outstanding that it clearly sets the individual apart from fellow students or from other persons in similar circumstances. The performance must have involved the acceptance of danger and extraordinary responsibilities, exemplifying praiseworthy fortitude and courage.

**Superior Cadet Decoration**

Criteria
- Military scholarship and grades
- Academic scholarship and grades
- Academic leadership

Includes all demonstrated qualities of leadership in student organizations, constructive activities, participation in sports, etc

Demonstrated qualities of discipline, courtesy, and character, and consistently demonstrated potential qualities as an officer

**Legion of Valor Bronze Cross for Achievement**

a. General. The Legion of Valor of the United States of America, Inc., to stimulate development of leadership, gives an award annually for achievement of scholastic excellence in military and academic subjects. This award, a bronze cross and certificate, is awarded to outstanding LET–2 (3-year program) and LET–3 (4-year program) cadets.

b. Criteria. The criteria for selecting students for the Legion of Valor Bronze Cross for Achievement will be the same as that for Superior Cadet Decoration

c. Selection. The selection board convened for the Superior Cadet Decoration Award will recommend one LET–2/LET–3 cadet for the Legion of Valor Cross for Achievement. The SAI will submit the nomination according to command guidance, endorsed by the principal or head of the school to the ROTC subordinate or overseas command not later than 1 June.

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

a. General. The Sons of the American Revolution gives the award to a meritorious cadet enrolled in Army JROTC at each school (or one medal for each 500 cadets enrolled at time of the award), and recognizes an outstanding second-year cadet in a 3-year program or a third-year cadet in a 4-year secondary school program. This award consists of a bronze medal pendant and ribbon bar.

b. Criteria. Recipient must—
   1. Exhibit a high degree of merit with respect to leadership qualities, military bearing, all around excellence in JROTC activities, and community service.
   2. Be currently enrolled in the JROTC program.
   3. Be in the top 10% of their JROTC class.
   4. Be in the top 25% of their overall class.

c. Selection. The SAI or authorized representative will select the recipient. The award may be presented at the end of a cadet’s second year in a 3-year program, or at the end of the cadet’s third year if in a 4-year program. A recipient of the award will not be eligible for a second award.

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

a. General. This award, which consists of a medal pendant, ribbon bar, and certificate is authorized for award annually to high school cadets. The award in each case will be given for overall improvement in military and scholastic studies during the school year.

b. Criteria. Cadet must—
   1. Be in good standing in all military aspects and scholastic grades at the time of selection and presentation of the award.
   2. Have shown marked improvement in both military and scholastic grades at the time of selection and presentation of the award.
(3) Have indicated by military and scholastic grades, integrated-curricular activities, or individual endeavor a desire to serve his or her country.

(4) Not have previously received this award.

(5) Participate in the program the following semester.

**Daughters of the American Revolution (DAR) Award**

a. General. This award, which consists of a bronze medal and ribbon bar, is presented annually by the Daughters of the American Revolution to a cadet at each school for outstanding ability and achievement.

b. Criteria. The cadet must—

(1) Be a member of the graduating class.

(2) Be in the top 25 percent of the cadets in JROTC and academic subjects.

(3) Have 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 Awards**

a. General. These awards are given annually to outstanding cadets at each school for general military and scholastic excellence. Not more than one student at a school may be nominated per year for these awards. Students participating in JROTC programs conducted at high schools will receive the bronze medal; students participating at military schools during their Junior year will receive the silver medal. A miniature reproduction of the official JROTC crest is attached to the medal awarded for scholastic excellence. Recipients of either award will also receive a ribbon bar to which the crest or scroll is attached.

b. Criteria. A cadet may receive an award for general military excellence and an award for scholastic excellence for the same school year or for more than one year.

(1) General Military Excellence Award. The cadet must—

(a) Be in the top 25 percent of his or her class in academic subjects and JROTC subjects.

(b) Have demonstrated outstanding qualities in military leadership, discipline, character, and citizenship.

(2) Scholastic Excellence Award. The cadet must—

(a) Be in the top 10 percent of his or her class in academic subjects.

(b) Be in the top 25 percent of his or her class in JROTC subjects.

(c) Have demonstrated qualities of leadership.

(d) Have actively participated in related student activities such as student organizations, constructive activities, or sports.

**The National Sojourners Award**

a. General. This award, which consists of a ribbon with medal pendant, is made annually to an outstanding cadet at each school who contributed the most to encourage and demonstrate Americanism within the Corps of Cadets and on the campus.

b. Criteria. The cadet must—

(1) Be in the second or third year of JROTC.

(2) Be in the top 25 percent of his or her academic class.

(3) Have encouraged and demonstrated the ideals of Americanism by deed or conduct or both.

(4) Have demonstrated a potential for outstanding leadership.

(5) Not have previously received the award.

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

a. General. This award is presented annually by USAREC to a cadet at each school in recognition of outstanding achievement and contributions to the JROTC program. The award consists of a bronze medal and ribbon bar.

b. Criteria. The cadet must—

(1) Be in the second year of a 3-year program or in the third year of a 4-year program.

(2) Be in the top 25 percent of his or her academic class.

(3) Have demonstrated outstanding leadership traits and possess the potential for assuming positions of increased responsibility.

(4) Participate in integrated-curricular activities that foster both scholastic and military
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.

(6) Not have previously received the award.

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

a. General. This award is presented annually by NCOA to each unit’s most outstanding noncommissioned officer cadet during the past school year. The award consists of a medal, ribbon, and certificate. Larger units in excess of 150 cadets may coordinate with NCOA for approval to present additional awards. The NCOA requires fees for such awards. Instructors may purchase these awards for JROTC cadets at no cost to the government.

b. Criteria. The cadet must have consistently exhibited the best military bearing, personal appearance, deportment, and leadership ability in his or her unit.

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

The AUSA medal shall be presented to cadets (1 per high school) who are recognized for outstanding leadership and academic achievement. The SAI and the local AUSA chapter will establish the criteria selection for the award. The SAI should contact the local AUSA chapter or write to AUSA, 2425 Wilson Blvd, Arlington, VA 22201.

**The Military Officers Association of America (MOAA)**

a. The MOA JROTC medal shall recognize an outstanding cadet who is in their next-to-last year in the Program and who has demonstrated exceptional potential for military leadership. To be eligible for an award the candidate must:

1. Be in the next-to-last year of the Program.
2. Be in good academic standing.
3. Demonstrate a high degree of loyalty to the unit, school, and the country.
4. Demonstrate exceptional potential for military leadership.

**Reserve Officers Association (ROA)**

a. Reserve Officers Association Awards are presented to cadets in the program for recognition of outstanding achievement and exceptional leadership ability. To be eligible for this award the candidate must:

1. Be in the second year of a three-year program or the third year of a four-year program.
2. Be in good academic standing.
3. Demonstrate a high degree of loyalty to the units, school, community and the country.
4. Demonstrate exceptional potential in leadership.
5. Not have previously received this award.

**Military Order of the Purple Heart**

The Military Order of the Purple Heart (MOPH) Award recognizes an outstanding cadet who is enrolled in the Program and demonstrates leadership ability.

a. The recipient of the award must—

1. Hold a positive attitude toward the Program and country.
2. Hold a leadership position in the cadet corps.
3. Be active in school and community affairs.
4. Attain a grade of “B” or better in all subjects for the previous semester.

**Veterans of Foreign Wars (VFW)**

Veterans of Foreign Wars awards are presented to cadets in the Program for recognition of outstanding achievement and exceptional leadership ability. The medal pendant with matching ribbon bar is 1 3/8 inches in width overall consisting of the 1/8 inch gold stripe, a 1/8 inch purple stripe, a 7/8 inch gold stripe, a 1/8 inch purple stripe and a 1/8 inch gold stripe. Students in 10th grade or above who are currently enrolled in the Program and actively engaged in Program activities are eligible for the award.

a. Criteria. Possession of individual characteristics contributing to leadership including:

1. Positive attitude toward the Program.
(2) Outstanding military bearing and conduct in and out of uniform.
(3) Personal attributes (self-confidence, initiative, flexibility, and judgment).
(4) Patriotism (commander or member of color guard, drill team with or without arms, flag protocol instruction team and actively promote Americanism).
(5) Courtesy (dependability, punctuality, human relations, respect, cooperation).
(6) Growth potential (capable of assuming high leadership responsibilities in the unit with additional training and experience).
(If you want to be a leader in the “Storm Battalion”, begin acting in accordance with these leadership traits, principles, and dimensions. You will soon be noticed and in all probability put into a leadership position. Beware! These are not easy concepts to master in personal action. Don’t give up, however. To become proficient in them will give you enormous satisfaction and enable you to not only MANAGE, but also LEAD in your future career.)

14 LEADERSHIP TRAITS (Traits)

1. BEARING - Creating a favorable impression in appearance, personal conduct, and the way one carries oneself. DON’T WHINE OR MAKE EXCUSES.

2. COURAGE - Overcoming fears of bodily harm and doing your duty. Standing up for your values, moral principles, and convictions.

3. DECISIVENESS - Ability to make decisions promptly and express them in a clear and confident manner.

4. DEPENDABILITY - The certainty of proper performance of duty with loyalty to seniors, subordinates, and teammates. DO YOU BEST, NO MATTER HOW TRIVIAL THE TASK!

5. ENDURANCE - Mental and physical stamina measured by the ability to stand pain, fatigue, distress and hardship.

6. ENTHUSIASM - The display of sincere interest and exuberance in the performance of duties; a liking for the task at hand.

7. INITIATIVE - The action of making the first move or taking the first step; the quality of seeing what has to be done and starting a course of action.

8. INTEGRITY - Truthfulness, sincerity, and openness; adherence to ethical and moral standards. ALWAYS TELL THE TRUTH!

9. JUDGMENT - Weighing facts and possible solutions on which to base sound decisions. CHOOSE THE DIFFICULT RIGHT OVER THE EASY WRONG!

10. JUSTICE - The fair treatment of all people regardless of race, religion, color, sex, age, or national origin. JUDGE OTHERS BY THEIR ACTIONS, NOT THEIR RACE, CREED, GENDER, OR COLOR.

11. KNOWLEDGE - Acquired information including professional knowledge and an understanding of others.

12. LOYALTY - Faithfulness to country, your senior, subordinates, and teammates.

13. TACT - The ability to deal with others without offending anyone.

14. UNSELFISHNESS - Putting the comfort and advancement of another ahead of one’s own comfort and advancement. LOOK OUT FOR THE GROUP BEFORE YOU LOOK OUT FOR YOURSELF.
Annex C – JROTC Rank Insignia Officers:

Enlisted:

Cadet Command Sergeant Major C/CSM
Cadet Sergeant Major C/SGM
Cadet First Sergeant C/1SG
Cadet Master Sergeant C/MSG
Cadet Sergeant First Class C/SFC
The 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 (Core) 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.