

Southeast Guilford High School



CADET HANDBOOK
NJROTC

“Welcome Aboard”

This is the traditional greeting given to a new shipmate by Officers and Sailors of the United States Navy.

Welcome to the Naval Junior Reserve Officer Training Corps (NJROTC).

This manual is meant to supplement the information in your Cadet Field Manual. You should familiarize yourself with the contents of both publications. While the Cadet Field Manual is used as one of the main texts during your Naval Science courses, it is a valuable reference for you to use throughout your time in NJROTC. This Cadet Handbook contains information specifically for Southeast Guilford High School's Company of Cadets and should be shared with your parents or guardians. Success in the Southeast Guilford NJROTC program depends on chartering a clear path, understanding how to avoid obstacles along the way, and steaming full speed ahead.

N.J.R.O.T.C.

TABLE OF CONTENTS

Core Values of NJROTC	
Code of Conduct (Uniform, Etiquette, Keeping Track of Uniform Items, and Behavior).....	
Cadet Creed.....	
Harassment Statement.....	
Suicide Prevention Pledge.....	
Anti-Bullying Pledge.....	
Bystander Intervention.....	

SECTION ONE

GENERAL

1-1 Authorization.....	
1-2 Program Goals and Objectives.....	
1-3 Enrollment Requirements.....	
1-4 Program Benefits.....	
A. Enlistment and Advancement in Rank.....	
B. Naval Academy Nomination.....	
C. ROTC Scholarship.....	
D. Other Service Academy Nomination.....	
1-5 Curriculum.....	
A. Naval Science One.....	
B. Naval Science Two.....	
C. Naval Science Three.....	
D. Naval Science Four.....	
E. Advanced Naval Science.....	

SECTION TWO

PERSONAL CADET RESPONSIBILITIES

2-1 Cadet Week Schedule.....	
A. Uniform Day.....	
2-2 Flag Detail.....	
2-3 Physical Standards.....	
2-4 Participation.....	

UNIT ORGANIZATION

2-5 Overview.....	
A. Company Organization.....	
B. Battalion Organization.....	
C. “Staff” and “Senior Staff”.....	

BILLET DUTIES AND RESPONSIBILITIES

2-6 Overview.....	
A. Commanding Officer (CO).....	
B. Executive Officer (XO).....	
C. Operations Officer (OPS).....	
D. Master Chief Petty Officer (MCPO)/Senior Enlisted Leader (SEL).....	
E. Training Officer (TRAINO).....	
F. Supply Officer (SUPP).....	
G. Administrative Officer (ADMIN).....	
H. Public Affairs Officer (PAO).....	
I. Assistant Supply Officer (ASO).....	
J. Assistant Administrative Officer (AAO).....	

K. Platoon Commanders.....	
L. Squad Leaders.....	
M. Drill Team Commander.....	
N. Color Guard Commander.....	
O. Rifle Team Commander.....	
P. Academic Team Commander.....	
Q. Physical Training Commander.....	

EXTRACURRICULAR TEAMS AND RESPONSIBILITIES

2-7 Overview.....	
A. Drill Team.....	
B. Color Guard.....	
C. Rifle Team.....	
D. Academic Team.....	
E. Athletic Team (P.T. Team).....	
F. Orienteering Team.....	
G. Seaperch Team.....	
H. Additional Teams	
2-8 Field Trips.....	

CHAIN OF COMMAND

2-9 Overview.....	
A. Chain of Command.....	

SECTION THREE

ADVANCEMENTS

3-1 Overview.....	
-------------------	--

- A. Promotions.....
- B. Reductions in Rank.....

SECTION FOUR

DISCIPLINE

- 4-1 Overview.....
- 4-2 Classroom Discipline.....
- 4-3 Military Etiquette.....
- 4-4 Office Etiquette.....
- 4-5 Honor Board.....

SECTION FIVE

CADET PERFORMANCE EVALUATION

- 5-1 Overview.....
- 5-2 Grading.....
- 5-3 Awards and Decorations.....

The Core Values of Navy Junior Reserve Officers Training Corps

As a member of the NJROTC, we are dedicated to the Core Values of **HONOR, COURAGE,** and **COMMITMENT** to build the foundation of trust and leadership upon which our NJROTC unit is based. These are the principles which will give us strength and guide us in our daily activities; we will be faithful to these Core Values as our abiding duty and privilege.

I AM ACCOUNTABLE FOR MY PERSONAL BEHAVIOR. I WILL BE MINDFUL OF THE PRIVILEGE I HAVE TO SERVE MY FELLOW NJROTC CADETS AND CLASSMATES.

HONOR: Accordingly we will: Conduct ourselves in the highest ethical manner in all relationships with peers, superiors and subordinates; be honest and truthful in our dealings with each other, and with those outside NJROTC, be willing to make honest recommendations; to accept those of junior personnel; encourage new ideas and deliver the bad news, even when it is unpopular; abide by an uncompromising code of integrity, taking responsibilities in our public and personal lives twenty-four hours a day. Illegal or improper behavior or even the appearance of such behavior will not be tolerated. We are accountable for our school, classroom, and personal behavior.

COURAGE IS THE VALUE THAT GIVES ME THE MORAL AND MENTAL STRENGTH TO DO WHAT IS RIGHT, WITH CONFIDENCE AND RESOLUTION, EVEN IN THE FACE OF TEMPTATION OR PERSONAL ADVERSITY.

COURAGE: Accordingly, we will: have the courage to meet the demands of our NJROTC unit when it is demanding or otherwise difficult; make decisions in the best interests of the NJROTC unit and the school without regard to personal consequences; meet these challenges while adhering to a high standard of personal conduct and decency; be loyal to our NJROTC unit and our fellow cadets and classmates ensuring the resources trusted to us are used in an honest, careful, and efficient way.

THE DAY-TO-DAY DUTY OF EVERY MAN AND WOMAN IN THE NJROTC PROGRAM IS TO JOIN TOGETHER AS A TEAM TO IMPROVE THE QUALITY OF OUR UNIT, OUR FELLOW CADETS AND CLASSMATES, AND OURSELVES.

COMMITMENT: Accordingly, we will: care for the safety, professional, personal and spiritual well-being of our fellow cadets and classmates; show allegiance toward all individuals without regard to race, religion, or gender; treat each person with human dignity; be committed to positive change and quality and competence in what we have been entrusted to do.

MISSION STATEMENT

It is the mission of the Southeast Guilford High School NJROTC to provide cadets with an equal opportunity to learn and participate in the basic areas of leadership, honor, courage, commitment and discipline.

EQUAL OPPORTUNITY

According to law, our unit refuses to discriminate against cadets based on gender, age, race, ethnicity, religion, and financial status. We deeply believe in equal opportunity and treatment for all cadets.

PURPOSE

The purpose of this Standard Operating Procedure is to structure the unit in writing so that the average cadet has a workable knowledge of their duties and responsibilities. Cadets should learn, by reading this manual thoroughly and completing the pages therein, all necessary information for chain of command, promotion, incentives, discipline, and cadet billets.

CODE OF CONDUCT

Navy JROTC is a pathway for students in high school to actively participate as citizens in a unit, working as a team. There is absolutely no required active duty after high school.

The national ensign is a symbol of America, the basic principles of a democratic republic, and the nation's enduring strength. It is to be treated with the utmost respect. When passing the ensign, in uniform (and covered), one should salute. Upon the playing of the National Anthem cadets are required to stand at attention, eyes straight forward without fidgeting, as a matter of honor to our proud nation. When raising the national ensign do so briskly; when lowering the ensign do so slowly, and when folding, be watchful that the flag does not touch the ground.

While in uniform the cadet should appear "squared away", that is within regulation and measurements of the Cadet Field Manual. At no time during uniform day will it be acceptable for a cadet to change from the uniform to "civies." Civilian shoes, shirts, and jackets are strictly prohibited in uniform.

When outside cadets must have their cover on, and when inside they must remove it. When outside (and covered) and passing an officer in the NJROTC program, a raised salute is required at which time the officer will return it. If their hands are full, a simple "By your leave Sir/Ma'am" is acceptable.

CADET CREED

I AM A NAVY JUNIOR ROTC CADET.

I STRIVE TO PROMOTE PATRIOTISM AND TO BECOME AN INFORMED AND RESPONSIBLE CITIZEN.

I RESPECT THOSE IN POSITIONS OF AUTHORITY.

I SUPPORT THOSE WHO HAVE GONE BEFORE ME TO DEFENDED FREEDOM AND DEMOCRACY AROUND THE WORLD.

I PROUDLY EMBRACE THE NAVY'S CORE VALUES OF HONOR, COURAGE AND COMMITMENT.

I AM COMMITTED TO EXCELLENCE AND THE FAIR TREATMENT OF ALL.

HARRASSMENT STATEMENT

Harassment Statement

Every member of the Navy Junior ROTC Unit at Southeast High School must be aware of the requirement to prevent and/or report instances of harassment. Whether it is sexual, racial, or religious, harassment is unlawful and immoral. It is demeaning, has a disruptive effect on the unit environment, has a harmful effect on the individuals well-being, and will not be tolerated. No cadet should put up with unwanted comments or actions by another, even if no real harm seems to have been done. Repeated harassment of a serious nature is grounds for drop from NJROTC and other action by the school or authorities, as necessary.

Sexual harassment is a form of sex discrimination. It is defined as unwelcome sexual advances, request for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature related to school or NJROTC activities. When acceptance or rejection of this conduct is or is in any way threatened to be a condition for assignment, awards, grades or other recognition, or if the conduct creates a hostile, intimidating or offensive environment, it is sexual harassment.

No one should tolerate sexual or other harassment in any other form. **A person who believes he or she is the victim of this harassment should report it as soon as possible to the SNSI/NSI.**

Cadet officers and petty officers must be vigilant to avoid even the appearance of sexual harassment in their dealing with members of the opposite sex. They must also be alert to instances of any harassment by others and take action to stop and/or report this action promptly.

As a bystander, if you see someone being sexually harassed, it is your responsibility as an NJROTC cadet to say something.

Cadet Anti-Suicide Pledge

The goal of Southeast NJROTC unit suicide prevention programs is to provide the mechanisms necessary to identify and respond to students who are at risk of self-destructive behaviors or possible suicide. The following are essential components of our unit's program:

- a. The ability to recognize behavioral patterns and other warning signs that indicate that a young person may be at risk of suicide.
- b. Active intervention that explores the level of risk without increasing it.
- c. Ensuring that at risk students receive the necessary services.

It is important to take the warning signs of teen suicide seriously and to seek help if you think that you know a person who might be suicidal. Here are some of the things to look for:

- Disinterest in favorite extracurricular activities
- Problems at work and losing interest in a job
- Substance abuse, including alcohol and drug (illegal and legal drugs) use
 - Behavioral problems
 - Withdrawing from family and friends
 - Sleep changes
 - Changes in eating habits
- Begins to neglect hygiene and other matters of personal appearance
- Emotional distress brings on physical complaints (aches, fatigues, migraines)
 - Hard time concentrating and paying attention
 - Declining grades in school
 - Loss of interest in schoolwork
 - Risk taking behaviors
 - Complains more frequently of boredom
 - Does not respond as before to praise

I pledge that I will notify school faculty or staff if I believe that a student is at risk for suicide. I also pledge that I will stay with a student and notify the proper authorities if a student is attempting suicide.

Cadet Anti-Bullying Pledge

While the SNSIs of NJROTC units are responsible for implementing hazing and bullying prevention programs, the goal of the program is that it should be led by the NJROTC unit's cadet leadership. The unit's program must ensure cadets can report improper conduct without fear of reprisal and take corrective action as deemed necessary to prevent recurrence in accordance with school policies regarding misconduct.

DEFINITIONS:

- a. Hazing is the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group. Hazing is any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a student.
 - b. Bullying is any type of unwanted, aggressive behavior that involves a real or perceived power imbalance with the intent to abuse, embarrass, control and/or harm the victim. Bullying can be physical, verbal or written (to include social media).
 - c. Cyber bullying is bullying that uses electronic communications devices, and it cannot be ignored as an avenue for bullying and sexual harassment. With the proliferation of social media, most students are aware of cyber bullying immediately and quite often know the perpetrator and the victim. However, most cyber bullying goes unreported. Nobody deserves to be bullied or sexually harassed, and it is our shared responsibility to ensure it does not happen.
 - d. Sexual harassment is bullying of a sexual nature and includes the creation of an atmosphere of fear or mistrust. Hazing/bullying is not acceptable in any form in the NJROTC program.
- NJROTC cadets should feel confident in their knowledge of hazing and bullying prevention and apply that knowledge throughout their school and community. We want and expect our cadets to be role models for other students to emulate. As professionals we understand that there is no place for any form of hazing or bullying.

Our training will use resources located at: <http://www.stopbullying.gov>

Bystander Intervention

Bystander intervention is the act of feeling empowered and equipped with the knowledge and skills to effectively assist in the prevention of inappropriate behavior or assault. Bystander intervention and bystander education programs teach potential witnesses safe and positive ways to prevent or intervene when there is a risk for violence. This approach gives students specific roles that they can use in preventing assault, including naming and stopping situations that could lead to violence before it happens, stepping in during an incident, and speaking out against ideas and behaviors that support violence. It also gives students the skills to be an effective and supportive ally to victims in the aftermath of violence.

The following are essential components of our unit's bystander intervention program:

- (1) Creating and nurturing a climate of caring for all students and staff.
- (2) Teaching students to recognize instances of bullying and distinguish between tattling and reporting.
- (3) Teaching students to develop empathy for victims and dealing with guilt for not intervening (not blaming the victim).
- (4) Teaching students how to report bullying to adults and to develop effective means of intervention.
- (5) Setting up a peer warning system.
- (6) Empowering bystanders to intervene.
- (7) Teaching conflict resolution skills.

Bystander Intervention training is being incorporated into the leadership training that is given each year within our NJROTC classrooms.

SECTION ONE

GENERAL

1-1 AUTHORIZATION

Congress authorized the Navy Junior Reserve Officers Training Corps under the *Italicization Act* in 1964.

1-2 PROGRAM GOALS AND OBJECTIVES

The goal of the Southeast Guilford High School NJROTC program is to provide an opportunity for students to learn about the basic areas of leadership, honor, courage, commitment and discipline.

The objectives are:

1. To develop informed and responsible citizens.
2. To strengthen character.
3. To help form habits of self-discipline.
4. To prepare cadets for continuing their education after graduation.
5. To have and utilize an active mentor program where students will peer mentor with other students and utilize the SNSI and SNI for mentorship and supervision.

1-3 ENROLLENT REQUIREMENTS

To be eligible for enrollment and continuance in the NJROTC program a student must:

1. Be enrolled in the NJROTC program.
2. Be good moral character as determined by the Principal and SNSI at Southeast Guilford High School.
3. Be physically fit if he/she is able to fully participate in Southeast Guilford High School's Physical Education Program.
4. *Other certain situations as listed in the NJROTC Manual.*

1-4 PROGRAM BENEFITS

For participating cadets, the biggest benefit to be gained from the NJROTC program is growth and development into better-informed and more responsible citizens. Other program benefits include:

A. ENLISTMENT AND ADVANCEMENT IN RANK

A certificate of completion for the appropriate level of the NJROTC curriculum will be presented to each successful cadet at the end of the school year. Enlistment benefits include students earning a Three-year Completion Certificate, a letter of recommendation from the SNSI, and entitlement to receive a pay grade of E-3 upon initial enlistment in active or reserve component of the Army, Navy, or Air Force, and pay grade of E-2 in the Marine Corps; or completion of two years earn a Two-year Completion Certificate, a letter of recommendation from the SNSI, and entitlement to E-2 (except in the Marine Corps and Air Force).

B. NAVAL ACADEMY

Students who successfully complete the NJROTC program may compete for a nomination and possible appointment to the U.S. Naval Academy under the Honor School/NJROTC quota. The Senior Naval Science Instructor is authorized to nominate a maximum of three eligible cadets each year to compete for U.S. Naval Academy appointments. All interested cadets should contact

Superintendent (Candidate Guidance Officer)

U.S. Naval Academy

Annapolis, Maryland 21402

Contact should begin in the spring of their junior year in high school, and the cadet should request a *Pre-candidate Questionnaire*. In order to compete for an appointment under this program, each qualified cadet must meet the following minimum requirements:

1. Will have successfully completed three years of NJROTC by the end of his/her senior year.
2. Must be a U.S. Citizen (except for the limited quotas of international midshipmen specifically authorized by Congress).
3. Must be at least 17 and less than 23 years of age by July 1st of the year he/she enters the Academy.
4. Must be of good moral character.
5. Must be unmarried and have no children.
6. Must be recommended by the SNSI.
7. Must be an active cadet.

C. ROTC SCHOLARSHIP

Participation in NJROTC supports application for a full ROTC scholarship, especially by showing continuing interest in the Navy. Those participating cadets in the NJROTC program who complete two years in the program, and who have demonstrated above average traits of leadership and military bearing, may be nominated by the SNSI will be considered by both the NROTC selection board and the national ROTC board.

D. OTHER SERVICE ACADEMY NOMINATIONS

The SNSI will provide assistance, information, and letters of recommendation to deserving cadets who are interested in applying for these programs.

1-5 CURRICULUM

A. NAVAL SCIENCE ONE (NS1)

Leadership	NJROTC Field Manual Study
Sea Power Concepts	Naval Orientation
Naval Ships	Naval Operations
First Aid	Orienteering
Military Drill/Fitness	Health and Hygiene

B. NAVAL SCIENCE TWO (NS2)

Maritime History	Leadership
Nautical Sciences	Military Drill
Physical Fitness	

C. HONORS NAVAL SCIENCE THREE (NS3)

Leadership	International Law and the Sea I
Sea Power/National Security	Military Law
Marine Navigation	Military Drill
Naval Operations, Intelligence and Communications	Physical Fitness
Ship Construction and Damage Control	Basic Seamanship
Rules of the Road and Maneuvering Board	Shipboard Organization and Watch standing
	Naval Weapons and Aircraft

D. HONORS NAVAL SCIENCE FOUR (NS4)

Fundamentals of Leadership	The Responsibilities and Qualities of Leadership
Effective Communications	Physical Fitness
Military Drill	
College Prep/Resume Writing	

E. HONORS NAVAL SCIENCE FIVE (NS5)

Cadet Leadership Position: Assist Instructor in Classroom Instruction

Discipline

Military Drill

Physical Fitness

Intense Military Drill

Physical Fitness

Leadership

SECTION TWO

PERSONAL CADET RESPONSIBILITIES

2-1 CADET WEEK SCHEDULE

Monday: Classroom Instruction / Drill

Tuesday: Classroom Instruction / PT

Wednesday: Uniform Day/Classroom Instruction

Thursday: Classroom Instruction / PT

Friday: Classroom Instruction / Drill

A. UNIFORM DAY

The uniform of the day is required for uniform day and will be designated by the SNSI. At no time will the cadet be allowed to change out of their uniform or add civilian items to their uniform. For the duration of the day the cadet will maintain high personal integrity, i.e. No profanities and slandering in uniform. Salute all colors, standards not cased, and all officers including the SNSI. Cover must be worn outside and must be removed inside.

2-2 FLAG DETAIL

Flag detail is the raising of the national ensign every morning. Cadets should arrive at the school at a time designated by the NSI, in the uniform/attire prescribed by the NSI. The detail is made up of 4 cadets; two to raise the flags; two to hold them and salute them off. The senior cadet will be commanding the group.

Flag detail is also required for the lowering of the flag at the end of the school day. Cadets should arrive at the front of the school at a time designated by the NSI, in the uniform/attire prescribed by the NSI. The detail is made up of 4 cadets; two to lower the flags; two to assist in the folding of the flag. The senior cadet will be commanding the group.

2-3 PHYSICAL STANDARDS

Cadets are required to participate in NJROTC physical training (PT) in class. It is a large part of their grade to dress out and participate. If the need arises for the cadet to take a break from PT they can call a TTO (Training Time Out), at which point the instructor is required to give them time to rest themselves, but this is only in case of emergency, and may not be used to substitute the whole day's PT without a deduction of the cadets grade.

2-4 PARTICIPATION

Active cadets are urged to participate in as many activities as possible. Cadets get to know each other when they are around each other often, and they learn to work as a team. When cadets participate, they come up for ribbons and special awards. They also build the units morale.

Senior and junior cadets are required to participate in some way in the unit, through a job or a team, and sophomores and freshman are strongly encouraged to join a team and join a department if the position arises.

UNIT ORGANIZATION

2-5 OVERVIEW

Depending on the average number of cadets enrolled, the NJROTC unit will be organized into either a Company (150 cadets or less) or a Battalion (151 cadets or more). The Company organization will include three or more platoons, with three or more squads per platoon, each squad will have five or more cadets. The Battalion organization will contain two or more of the companies; platoon and squad requirements will be the same as for a Company organization. All ranks are cadet rank indicated by "C/". (All ranks/promotions are approved by SNSI)

RANK/RATE	ABBREVIATION
Commander	C/CDR
Lieutenant Commander	C/LCDR
Lieutenant	C/LT
Lieutenant (Junior Grade)	C/LTJG
Ensign	C/ENS
Master Chief Petty Officer (Battalion strength only)	C/MCPO
Senior Chief Petty Officer	C/SCPO
Chief Petty Officer	C/CPO
Petty Officer First Class	C/PO1
Petty Officer Second Class	C/PO2
Petty Officer Third Class	C/PO3
Seaman	C/SN
Seaman Apprentice	C/SA
Seaman Recruit	C/SR

A. COMPANY ORGANIZATION

COMPANY STAFF	ABBREVIATION
Commanding Officer	C/LCDR
Executive Officer	C/LT
Operations Officer	C/LTJG
Training Officer	C/LTJG
Supply Officer	C/LTJG
Administrative Officer	C/LTJG
First Lieutenant	C/LTJG
Public Affairs Officer	C/ENS
Ordnance Officer	C/ENS

Assistant Supply Officer	C/ENS
Assistant Administrative Officer	C/ENS
Senior Enlisted Leader (C/SCPO)	C/SEL
Supply Assistant(s)	C/CPO

PLATOON STAFF	ABBREVIATION
----------------------	---------------------

Commander (CO)	C/ENS
Guide	C/PO1
Squad Leaders	C/PO1

EXTRACURRICULAR TEAMS	ABBREVIATION
------------------------------	---------------------

Drill Team Commander	C/ENS
Color Guard Commander	C/ENS
Rifle Team Commander	C/ENS
Academic Team Commander	C/ENS
Athletic Team (PT) Commander	C/ENS
Orienteering Team Commander	C/ENS

B. BATTALION ORGANIZATION

In a Battalion organization, the platoon and extra curricular teams are organized the same as a company organization. Battalion staff is as follows:

BATTALION STAFF	ABBREVIATION
------------------------	---------------------

Commanding Officer	C/CDR
Executive Officer	C/LCDR
Operations Officer	C/LT
Training Officer	C/LTJG
Supply Officer	C/LTJG
Administrative Officer	C/LTJG
Public Affairs Officer	C/LTJG
Ordnance Officer	C/ENS
Assistant Supply Officer	C/ENS
Assistant Administrative Officer	C/ENS
Command Master Chief	C/MCPO

COMPANY STAFF	ABBREVIATION
----------------------	---------------------

Commanding Officer	C/LT
Executive Officer	C/LTJG
Operations Officer	C/ENS

B. “STAFF” AND “SENIOR STAFF”

All cadets with a leadership position are considered “Staff”. It is the job of the “Staff” to lead the unit under the direction of the Commanding Officer via the Executive Officer. The CO or XO will

determine when and where “Staff” meetings are to be held and will dictate the agenda for those meetings. The “Senior Staff” is comprised of the CO, XO, Ops, CMC (or SEL), and any other person that the CO determines to be part of the “Senior Staff”. The “Senior Staff” is under direct supervision of the CO and meetings for this group will be at the CO’s choosing.

BILLET DUTIES AND RESPONSIBILITIES

2-6 OVERVIEW

Basic duties and responsibilities for assigned NJROTC cadet's billets are outlined below. It is to be emphasized that these are not all inclusive. Each cadet is expected to seek out and do those things that will make his or her particular billet (job) function more smoothly. The primary responsibility of leadership for each Cadet Officer, Chief Petty Officer and Petty Officer is to set the highest standards of performance possible in everything that he or she does. The SNSI will select and promote cadets for unit assignments based on demonstrated performance in academics, leadership, drill, and team activities. Continued enthusiasm, active participation, a positive attitude and leadership by example for junior cadets in every aspect of the NJROTC program at Southeast Guilford High School. Responsibilities of leadership must be accepted before the privileges of rank can be enjoyed. Extra effort and time will be required especially of Cadet Officers and Chief Petty Officers. Those selected for advancement who do not wish to accept the responsibilities must decline the promotions. Normally a cadet must have at least two years of NJROTC experience before he/she is assigned a leadership position. The SNSI may demote officers whose performance is not satisfactory.

A. COMMANDING OFFICER (CO)

The CO is the senior cadet. The “Boss” of the Corps of Cadets, responsible to the SNSI/NSI for all areas of the NJROTC program. Specifically, his or her duties include but are not limited to:

1. Maintaining high morale and enthusiasm within the unit.
2. Developing team spirit within the unit.
3. Proper and timely execution of all unit activities.
4. Looking after the well being of unit personnel.
5. Recommending cadets for promotions and assignments.
6. Directing and coordinating the efforts of the cadet staff.
7. Ensuring the smooth and proper operation of the unit in accordance with this handbook, and the unit policy set forth by the SNSI/NSI.
8. Being the cadet officer in charge during unit formations.
9. Setting the highest standards of performance, conduct, appearance, military bearing, and courtesy as an example for all cadets of the unit.
10. Must maintain a 3.0 GPA or higher and an “A” in Naval Science.
11. Must have knowledge of all aspects of team activities.
12. Senior member on **ALL HONOR BOARDS**.
13. Must maintain high proficiency in all areas of the NJROTC program including drill and leadership capability.

B. EXECUTIVE OFFICER (XO)

The XO will support the CO in all respects and will be prepared to act on the CO's behalf in his or her absence. Specifically, the XO is responsible for:

1. Disciplinary matters within the unit, the XO shall make decisions as to whether or not cadets go to the Honor Board.
2. Supervision of the battalion staff as directed by the CO.

3. Keeping the staff officers informed of all unit activities.
4. Leading by example.
5. Must maintain a 3.0 GPA or higher and an “A” in Naval Science.
6. Commanding the Corps of Cadets in the absence of the CO.
7. Must maintain high proficiency in all areas of the NJROTC program including drill and leadership capability.
8. Monitor departments to ensure smooth and timely execution of orders.
9. Member of the Honor Board .

C. OPERATIONS OFFICER (OPS)

The OPS officer will support the CO and XO in all respects. Specifically, the OPS officer is responsible for:

1. Coordinating all unit activities, ensuring that everything is running smoothly.
2. Assisting with trip planning.
3. Leading by example.
4. Must maintain a 2.5 GPA or higher and an “A” in Naval Science.
5. Works hand-in-hand with the Training Officer to make sure all teams are properly trained.
6. Responsible for preparation and performance of all teams, especially for drill meets.
7. Must maintain high proficiency in all areas of the NJROTC program including drill and leadership capability.
8. Notifying the team commanders of all team competitions, special dates, etc.

D. COMMAND MASTER CHIEF(MCPO) / SENIOR ENLISTED LEADER (SEL)

The MCPO or SEL (depending of program size) deals directly with enlisted cadets and reports directly to the CO. He/she takes care of disciplinary situations with the enlisted as well as the promotion process for individual cadets. Specifically, his/her responsibilities include but are not limited to:

1. Aiding cadets in their promotion process (setting up meetings with the CO, SNSI and NSI for certain requirements that require their presence).
2. Taking care of disciplinary problems with the enlisted at the lowest level possible.
3. Being the Enlisted Advisor at all Honor Board meetings.
4. Track his/her Chief Petty Officers to be sure that all are aware of upcoming events, changes in the unit, new orders, and to get input from them on how to keep the unit running smoothly.
5. Being the highest of the enlisted cadets and working with them in close company, the Master Chief Petty Officer (or Senior Chief Petty Officer) holds a great deal of responsibility as a role-model for the rest of the enlisted cadets and is held to the same standards as the CO.

E. TRAINING OFFICER (TRAI NO)

Reports to the CO via the XO. Responsible for tracking the progress of all members of the program and to justify awards and promotions. Specific responsibilities include but are not limited to:

1. Mustering Officer for the Company/Battalion Staff.

2. Working with team commanders and assistant commanders to keep team operations running smoothly.
3. Track progress of awards and recognition of individual cadets in the unit.
4. Track promotions and promotion process of individual cadets.
5. Track Merit/Demerit system to ensure it is running smoothly.
6. Aid OPS in tasks concerning individual cadets.
7. Lead by example.
8. Must maintain a 2.5 GPA or higher and at least an "A" in Naval Science.
9. Perform the Operations Officer's job in his/her absence.
10. Must maintain a high proficiency in all area of the NJROTC program including drill and leadership capability.
11. Maintain a tracker of all promotion training for the unit

F. SUPPLY OFFICER (SUPPO)

The Supply Officer is a member of the Company/Battalion Staff. He/she reports directly to the NSI for supply related matters and to the XO for military matters. Specific responsibilities include but are not limited to:

1. Maintaining the supply room in a secure, neat, and orderly manner.
2. The issuing, receipt, storage, inventory and accounting of unit uniforms and organizational materials.
3. Assisting with storage and accounting of unit equipment.
4. Supervise and train the supply staff.
5. Must maintain a 2.5 GPA or higher and at least an "A" in Naval Science.
6. Responsible for the integrity of the supply spaces.
7. Lead by example.
8. Must maintain high proficiency in all areas of the NJROTC program including military drill and leadership capability.

G. ADMINISTRATIVE OFFICER (ADMIN)

The ADMIN Officer is responsible for personnel functions, specifically but not limited to:

1. Having a good working knowledge of the unit's organization and activities, and assisting the SNSI and the NSI with preparation of the unit notices and instructions, personnel list, reports, correspondence, and other unit paperwork as directed.
2. Preparing and maintaining the unit's personnel files to include all promotions, awards, merits/demerits, and address and telephone numbers and the unit organization board, and assisting the SNSI and NSI with the Plan of the Week (POW) and otherwise ensuring that information flows within the unit.
3. Maintain the minutes of all staff meetings.
4. Must maintain a 2.5 GPA or higher and at least an "A" in Naval Science.
5. Lead by example.
6. Must maintain high proficiency in all areas of the NJROTC program including military drill and leadership capability.

H. PUBLIC AFFAIRS OFFICER (PAO)

The PAO is responsible to the SNSI through the XO and the CO for, but not limited to, the following:

1. Maintaining the PAO Log of yearly events.
2. Maintaining the unit scrapbook.
3. Ensuring unit activities are posted on school activity bulletin boards and are included in the school weekly activity schedule.
4. Be the public face of the program.
5. Respond to all media inquiries (with approval of the SNSI).
6. Provide weekly updates and information on the program.
7. Must maintain a 2.5 GPA or higher and at least an "A" in Naval Science.
8. Lead by example.
9. Must maintain high proficiency in all areas of the NJROTC program including military drill and leadership capability.

I. ASSISTANT SUPPLY OFFICER (ASO)

The Assistant Supply Officer is responsible to the Supply Officer for duties that he/she may direct. Specifically, the Asst. Supply Officer duties include but are not limited to:

1. Assist the Supply Officer in maintaining Supply inventory.
2. Assist the Supply Officer in issuing uniform items to cadets and taking inventory of returned items.
3. Perform other Supply related duties as directed by the Supply Officer.
4. Must maintain a 2.5 GPA or higher and at least an "A" in Naval Science and maintain high proficiency in all areas of the NJROTC program including military drill and leadership capability.

J. ASSISTANT ADMINISTRATIVE OFFICER (AAO)

The assistant Admin Officer is responsible to the Admin Officer for duties as he/she may direct. Specifically, the Asst. Admin Officer duties include but are not limited to:

1. Assist the Admin Officer duties in maintaining the unit.
2. Act on behalf of the Admin Officer in his/her absence.
3. Maintain instructions of governing procedures and policies.
4. Perform other administrative duties as directed by the Admin Officer.
5. Must maintain a 2.5 GPA or higher and at least an "A" in Naval Science and maintain high proficiency in all areas of the NJROTC program including military drill and leadership capability.

K. PLATOON COMANDERS (CO's)

These mid-level officers report to the XO, and each is responsible for about one third of the company. The Platoon Commanders and their Platoon Executive Officers stand before their platoons in formation, directing their drill movements. Additionally, they are responsible for ensuring members of their platoons are working toward promotion and participating in unit activities.

L. SQUAD LEADERS

These Petty Officers are responsible for about eight to twelve cadets each. They maintain administrative records pertaining to their cadets and ensure their cadets are fully informed of all schedules, competitions, community service efforts and policies. Additionally, they stand at the head (end) of their squads during drill formations.

M. DRILL TEAM COMMANDER

This team commander recruits, trains and commands members of the drill team, preparing them for and leading them at several local and regional drill competitions and exhibitions.

N. COLOR GUARD COMMANDER

This team commander recruits and trains members of the color guard team, preparing them for competitions and presentation of the colors at ceremonial events throughout the year.

O. RIFLE TEAM COMMANDER

This team commander recruits and trains members of the air rifle marksmanship team, preparing them for regional competitions, as well as mail-in or “postal” competitions from around the country.

P. ACADEMIC TEAM COMMANDER

This staff officer reports to the XO and is responsible for matching up cadets in need of tutoring with teachers or other cadets who are willing to tutor them. Additionally, the Academic Team Commander recruits and leads the study groups for academic competitions.

Q. PHYSICAL TRAINING COMMANDER

This team commander recruits and trains members of the PT team to compete in postal or regional competitions (often held in conjunction with drill meets). They also maintain the required records of cadet's sports physicals which are required annually to participate in many of our events. This cadet will score and maintain an “Excellent” on the most recent PFA.

EXTRACURRICULAR ACTIVITIES AND RESPONSIBILITIES

2-7 OVERVIEW

Extracurricular teams will be organized at the discretion of the SNSI. The SNSI also reserves the right to dictate who may or may not participate in unit related extracurricular activities. Unit representation at community functions and competitions may be a mix of any of the teams listed below. The conduct of any cadet participating on any extracurricular team is expected to be above reproach at all times. Embarrassment by any cadet is considered to be an embarrassment to the entire unit and will not be tolerated.

A. DRILL TEAM

Will be comprised of cadets who are particularly interested in the sharp precision developed by close order drill as described in the NJROTC CADET FIELD MANUAL. This team will represent the unit as well as Southeast Guilford High School in parades, ceremonies, competitions with other JROTC units, and any other place that they go as a group. They are expected to set the highest standards for the unit in sharpness of character and appearance, discipline, grooming, and performance.

B. COLOR GUARD

The Color Guard is expected to present the colors (National Ensign, Navy Flag, and the N.C. State Flag) proudly and with precision in parades, ceremonies, sports events, competitions with other JROTC units, and any other place that they go as a group. They are expected to be the elite of the unit sharpness of character and appearance, discipline, grooming and performance. Instructions for presenting the colors are contained in SECNAVINST 5060.22, the MARINE CORPS DRILL AND CEREMONIES MANUAL and the CADET FIELD MANUAL.

C. RIFLE TEAM

The NJROTC Rifle Team is made up of cadets interested in the exercise of precision firing of air rifles in a competition. They represent the Southeast Guilford High School NJROTC Unit in National and Regional Competitions and rifle postal competitions. Rifle Team safety instructions and procedures may be found in the CADET SHOOTERS MANUAL.

D. ACADEMIC TEAM

The Academic Team is composed of cadets who are particularly interested in academic achievement (particularly in the areas of Naval Science), are top achievers in NJROTC academics, and are willing to devote their time to tutoring others as well as preparing for academic competitions, both area and national. In order to be a member one must be on the school's Honor Roll and willing to provide tutoring to any cadet with a grade below "C" in any class.

E. ATHLETIC TEAM (PT TEAM)

The Athletic Team is composed of cadets who have earned the PT ribbon and who are

willing to devote the time and energy to become more physically fit so they can properly represent the unit in JROTC Athletic Field Meets.

F. ORIENTEERING TEAM

The Orienteering Team consists of those members who are interested in land navigation by using a compass and a map. Members of this team must have earned the PT ribbon. They will perform in competitions throughout the year.

2-8 FIELD TRIPS

Only cadets that are active in NJROTC, have an exemplary conduct, are passing all of their classes, and get promoted are allowed to travel. In addition, all of the cadet's teachers must sign the permission slip issued by the SNSI or the NSI. The cadet is responsible for all missing work and must complete such in a timely manner.

CHAIN OF COMMAND

2-9 OVERVIEW

The Chain of Command is the primary channel of communications throughout the unit. Information flows from the SNSI/NSI to the Commanding Officer down throughout the rest of the unit to the individual cadets, and from the cadets back through the same system to the CO and up to the SNSI/NSI. It must be a two-way channel, with correct information flowing both ways. The Chain of Command for the NJROTC extends upward and downward as follows:

Senior Naval Science Instructor (SNSI)
Naval Science Instructor (NSI)
Commanding Officer (CO)
Executive Officer (XO)
Operations Officer (OPS)
Command Master Chief (CMC) (or Senior Enlisted Leader)
Department Staff
Company/Battalion Staff
Platoon Staff/Company Staff
Individual Cadet

SECTION THREE

ADVANCEMENTS

3-1 OVERVIEW

Advancement in rank within the NJROTC unit is based on time in each grade and most importantly on continued overall sustained performance. In order to advance from Cadet Seaman Recruit to Cadet Chief Petty Officer (or higher), a cadet must demonstrate a described degree of proficiency in military drill, ceremonies, and military knowledge, accompanied with good grades, attendance, advancement points, and professionalism as described in the promotion chart criteria provided. In order to be advanced to an officer grade a cadet must normally be in his/her third year or higher or, under special circumstances, be field promoted by the SNSI. Regardless, all ranks are appointed by the SNSI. The below information gives a rough guide as to promotion. Each cadet will be required to complete all promotion course aspects which they can retrieve from the advancements course provided in their canvas. Each cadet has an equal opportunity to advance, and cadets have all the necessary materials available to them twenty-four hours a day.

ENLISTED PROMOTION REQUIREMENTS

SEAMAN APPRENTICE (E-2)

- *Participated in Freshman Orientation
- If so automatically forward to the Chain of Command for approval
- *Advancement Points: 15 (reported on tracker and reviewed)
- *One Month in Unit (Checked by Admin Officer)
- *“C” Average in Naval Science
- * Seaman Apprentice Uniform Quiz
- * Seamen Apprentice Chain of Command Quiz
- *Seamen Apprentice Phonetic Alphabet Quiz
- *Seamen Apprentice Military Time Quiz

SEAMAN (E-3)

- *Advancement Points: 20 (reported on tracker and reviewed)
- *Two Months in Unit (Checked by Admin Officer)
- *“C” Average in Naval Science
- *Seamen Navy/Marine Ranks Quiz
- *Seamen Phonetic Alphabet Quiz
- * Seamen Military Time Quiz
- * Seamen Enlisted Ranks Quiz
- * Seamen Chain of Command Quiz

PETTY OFFICER 3RD CLASS (PO3)

- *Drill Demo Video
- * PO3 Vocabulary Quiz

- *PO3 Orders to the Sentry Quiz
- *PO3 Chain of Command Quiz
- *PO3 Uniform Quiz
- *Advancement Points: 25 (reported on tracker and reviewed)
- *Six Months in Unit (two as C/SN)
- *Participated in three unit events
- *“C” Average in Naval Science

PETTY OFFICER 2ND CLASS (PO2)

- *Drill Demo Video
- *Completed Naval Science I
- *Two months as PO3
- *Five hours of service
- *Advancement Points: 30 (reported on tracker and reviewed)
- *Six Months in Unit (two as C/SN)
- *“C” Average in Naval Science as of this date
- * PO2 Leadership Quiz
- * PO2 Drill Manual Quiz
- * PO2 Naval Terminology Quiz
- * PO2 Chain of Command Quiz

PETTY OFFICER 1ST CLASS (PO1)

- *Complete NS2
- *Advancement Points: 35 (reported on tracker and reviewed)
- *Two Months as PO2 (Checked by Admin Officer)
- *Participated in three (3) unit events
- *“C” Average in Naval Science as of this date
- *PO1 Uniform CFM Quiz
- *PO1 Drill Manual Quiz
- * Drill Demo Video

CHIEF PETTY OFFICER (CPO)

- *Completed NS2
- *Essay (1,000 words on why you want C/CPO)
- *Recommendation: MCPO
- *Direct Superior Evaluation (Company CMDR)
- *Four Months as PO1 (Checked by Admin Officer)
- *Participated in three (3) unit events
- *“B” Average in Naval Science as of this date
- *Interview with the Naval Science Instructor
- * Chief Board (conducted by Senior Staff)

***THE SENIOR ENLISTED LEADER (SEL), C/SCPO WILL BE CHOSEN BY THE NAVAL SCIENCE INSTRUCTOR BASED ON PERFORMANCE AND INTERVIEW**

OFFICER (CADET ENSIGN [C/ENS])

- *Exam (issued by SNSI/NSI)
- *Essay (2,000 words on why you want C/CPO)

- *Completed NS2
- *Recommendation: C/CO
- *Direct Superior Evaluation (Company CMDR)
- *Advancement Points: 50 (reported on tracker and reviewed)
- *Three Months as PO1/CPO (Checked by Admin Officer)
- *Participated in five (5) unit events
- *“A” Average in Naval Science as of this date
- *Interview with the Senior Naval Science Instructor

*ADDITIONAL OFFICER PROMOTIONS ABOVE THE RANK OF C/ENS WILL BE AT THE RECOMMENDATION OF THE C/CO AND APPROVAL OF THE SNSI. THESE PROMOTIONS WILL BE BASED ON LEADERSHIP POTENTIAL AND OPEN OFFICER BILLETS AS WELL AS TIME CONSTRAINTS LISTED IN THE BELOW CHARTS. At a minimum the requestor will have to complete the following:

- *Recommendation: C/CO
- *Direct Superior Evaluation (Officer)
- *Goals and Improvement Sheet
- *Three Months as Officer at present rank
- *“A” Average in Naval Science as of this date
- *Interview with the Senior Naval Science Instructor

OFFICER PROMOTIONS (typical timeline/requirements)

Rank	Yrs. In Program	Overall Average	Course Average	Uniform Average	Military Bearing	Physical Standards	Disciplinary Referrals	Honor Boards
CDR	3	B	A	100	100	Outstanding	NONE	NONE
LCDR	3	B	A	98	100	Excel.	NONE	NONE
LT	3.	C	A	95	95	Pass 4-4	NONE	NONE
LTJG	2	C	A	95	95	Pass 4-4	NONE	NONE
ENS	2	C	A	95	95	Pass 4-4	NONE	NONE

A. PROMOTIONS

Even though a cadet meets all requirements described above, promotion is still at the discretion of the chain of command all the way up to the SNSI. Any enlisted cadet who wishes to be promoted can begin the process by signing up to meet with the SEL. The SEL holds a meeting once a week with promotion candidates to discuss their promotions.

- **DISCIPLINARY REFERRALS.** Will be reviewed by the Honor Board. Although the table below quantifies the number of acceptable referrals prior to promotion, the board may overlook the number and base their assessment on severity rather than quantity.
- **PARTICIPATION.** Although it is not listed in the table, participation will be a major factor in determining which cadets are to be promoted. Level of participation will play a major factor in the Honor Board's decision.

B. REDUCTIONS IN RANK

The SNSI reserves the right to at any time reduce any cadet based on failure to continue the sustained performance that earned a promotion. Enlisted cadets may be demoted as a single punishment or as part of a punishment depending on what the circumstances require. For an officer to be demoted they must first go before the Honor Board unless the crime was so heinous that they are demoted on the spot by the SNSI.

C. POINTS

All cadets will earn promotions through a point system (along with other requirements). The following chart explains how points can be added and subtracted. It is the responsibility of the cadet (working with their Squad Leader and the Administration Officer) to keep track of THEIR points.

NJROTC Advancement Point System

<u>To Advance to:</u>	<u>Advancement Points</u>
Cadet Seaman Apprentice	15
Cadet Seaman	20
Cadet Petty Officer 3 rd Class	25
Cadet Petty Officer 2 nd Class	30
Cadet Petty Officer 1 st Class	35

NOTE: Advancement Points rollover.

<u>How to earn points:</u>	<u>Pts</u>	<u>How to lose points:</u>	<u>Pts</u>
1 hour of Community Service =	1	Assigned Detention =	2
1 hour of Community Service over the Summer =	2	Assigned ISS =	5
1 hour of Unit Service =	1	Assigned ISS in Uniform =	6
1 hour of Unit Service over the Summer =	2	Assigned Suspension (One for everyday) =	1
Academic, Drill, Rifle, Orienteering Team Competition =	5	Changing out of Uniform =	5
Achieve the A/B honor roll =	3	Disrespect to Subordinates =	5
All A's on report card	10	Disrespect to Superior Cadet Officer or PO=	5
Athletic Team Competition* =	4	Failure to Wear Uniform when Required =	5
Attend an Orientation Trip =	3	Insubordination =	4
Attend an Overnight Orientation Trip (Pts per night)=	5	Misconduct in Formation =	5
Color Guard Competition =	3	Missing Team Practice (unexcused) =	3
Color Guard Performance =	3	Missing Unit Movement or Competition	1
Complete entire PFT (once per semester)	2	Other: Assigned by the NSI/SNSI =	1-6
Unit Activity (Designated by NSI/SNSI) =	1-5	Tardy for Formation/Muster =	5
First Place in Team Competition	5		
Fund Raiser Participation	2		
Fund Raiser top 10% =	5		
Fund Raiser top 50% =	3		

Gate Guard =	4		
Junior Varsity Team Letter =	3		
Receive a commendation from a teacher / instructor =	3		
Receive a commendation from a unit officer =	2		
Receive a commendation from a visiting inspector =	3		
Receive a commendation from the NSI/SNSI =	4		
Receive Cadet of the Month =	4		
Recruit One Person into the Unit =	3		
Second or Third Place in Team Competition	3		
Team Practice (3 days) MAX 10 points	1		
Turning in Required Forms on Time (once per year)	5		
Varsity Team Letter =	4		
Wear uniform three uniform days in row =	1		
Attend 2 days of Live Instruction	1		
Attend Live PT Session	1		
Meet with mentor (one per week)	1		

SECTION FOUR

DISCIPLINE

4-1 OVERVIEW

The basic philosophy of the NJROTC program is that cadets are part of the NJROTC unit because they want to be. Cadets want to do their best when they know what is expected of them. They are responsible for maintaining the highest standards of conduct of this unit. Each cadet is first responsible for his/her conduct and ensuring that his/her actions reflect great credit towards the unit, the school, and the NJROTC program. Each person also has an obligation to assist with maintaining the high standards expected of every student in the program.

- a. Cadets who have significant behavior problems within the unit will not be allowed to participate in NJROTC extracurricular team activities, go on orientation trips, or attend the NJROTC ball.
- b. Extracurricular team members will be dismissed from the team for any significant behavior problems; both in the classroom and on trips away from the school.
- c. Only those cadets without behavior problems or debts will be allowed to attend orientation trips. The SNSI will make the final determination as to which cadet will be allowed to attend any particular trip.

4-2 CLASSROOM DISCIPLINE

An atmosphere conducive to study and learning will be maintained in the classroom at all times. Students will follow all instructions of the Naval Science Instructors and will leave the classroom in good condition.

- **CLASSROOM POLICY.** The latest edition of the School Student Handbook provides all the students with reasonable and just rules for conduct in the school environment. Cadets are responsible for knowing all rules that govern the student behavior and for conducting themselves accordingly. Until a rule is modified or repealed, it will be supported and obeyed

4-3 MILITARY ETIQUETTE

The one thing that sets the military apart from their civilian counterparts is military etiquette. One of the NJROTC program objectives is to develop respect for, and an understanding of, the need for constitute authority. Members of the NJROTC unit will deal with each other, as well as the supporters of the unit with honor and courtesy. Military etiquette is the basis for unit standards.

- a. Response to instructors will be, “Yes, Sir/Ma'am”, or “No, Sir/Ma'am”.
- b. Response to questions when in formation will be addressed the same way.
- c. Any distinguished guest or adult as well as the SNSI, NSI, and CO who enters the classroom will be greeted with honor. The first cadet seeing them enter will call, “Attention on deck!”. At which time all cadets in the area will come to attention until ordered to “Carry on” or “Take your seats”. There is no need to call “Attention on deck!” for the NSI if the SNSI is in the room and vice versa. Also the order will not be given during active times of instruction.

- d. The order, “Lock it up!” will be used by any instructor or class leader who recognizes that the classroom noise level is getting out of hand or feels they are losing control in the classroom, during drill, or PT.

4-4 OFFICE ETTIQUETTE

The SNSI/NSI offices, as well as Supply and Ordnance areas, is a working space, not cadet lounges, telephone booths or storerooms. If a cadet has official business to discuss with an instructor he/she will, “Pound the Pine” (knock three times on the office door), request permission to enter and enter ONLY after given permission to do so. Once in the instructor's office, a cadet will conduct his/her self in a professional manner while maintaining military bearing at all times. Failure to do so will result in ejection from the office.

- **OFFICE RULES/POLICY.** The following is a brief summary of the rules and policies governing the NJROTC spaces. This is not an all-inclusive list so when in doubt, abide by what the SNSI/NSI or the CO says.
 1. Cadets may use telephones in the instructional offices ONLY after an instructor has granted permission. During class, telephones are only to be used for emergencies. After school hours, telephones may be used to call home to make transportation arrangements.
 2. The SNSI/NSI's desks and instructors' filing cabinets are off limits to all cadets regardless of rate or rank. **ABSOLUTELY DO NOT READ MATERIAL ON THE SNSI/NSI'S DESK.**
 3. There will be no food or drink allowed within four feet of any NJROTC computers with the exception of the SNSI/NSI.
 4. The Supply spaces are off limits to all cadets except designated Supply personnel, the SNSI/NSI, CO, and the XO, unless accompanied by an instructor or designated cadet.
 5. The Armory is off limits to anyone except the CO, XO, OPS, and the Rifle Team Commander.
 - A. When drill rifles are drawn, the cadet in charge will replace them in the slots from which they came. Drill Team members will be assigned one rifle per person, and will be responsible for the upkeep of that weapon and its return.
 - B. Rifle Team members, when accompanied by the Rifle Team Commander, are authorized entry into the Armory for the purpose of checking out targets, rifles, tripods, scopes, cleaning kits, and bags.

4-5 HONOR BOARD

An Honor Board will be held for those students who commit honor or academic violations while participating in NJROTC. The Honor Board will not contradict school policy, nor is it any type of legal proceeding. The SNSI will have final determination as to all Honor Board proceedings and procedures via the CO. The purpose of the Honor Board is to review an action or academic status of a

cadet by the leadership of the unit. Any member of the unit that feels that it is necessary to convene an Honor Board may do so by contacting the SNSI/SNI, SEL, any CPO or Officer.

- A.** An Honor Board may be requested for the following (this is NOT an all-inclusive list, again final determination lies with the SNSI):
 - Failure to maintain academic standards
 - Failure to maintain PT standards
 - Violation of any NJROTC rule/policy
 - An action which bring embarrassment/discredit upon the NJROTC program
- B.** After a request for an Honor Board has been made to the SNSI an “Report Chit” (provided by the SNSI or NSI) will be used to document the violation and will be the basis for a unit directed investigation.
- C.** Procedures for the Honor Board will be provided in separate instructions.
- D.** The Honor Board will consist of, but not limited to, the following personnel:
 - CO
 - XO
 - SEL

SECTION FIVE

CADET PERFORMANCE EVALUATION

5-1 OVERVIEW

Cadets who are performing within the standards set forth by the unit/school will be recognized with good grades, promotions, awards, special privileges and the right to travel with the unit. Those performing outside the standards will be counseled regarding their performance, and notified that continued bad performance will result in disciplinary action

5-2 GRADING

The NJROTC Department at Southeast Guilford High School is interested in developing a well-rounded cadet, not just someone who is really good at precision drill. The NJROTC grading system therefore is composed of the following:

- a. **ACADEMIC GRADE.** This grade is determined by the cadets combined performance on examinations, quizzes, homework and projects such as oral reports and term papers. The academic grade accounts for the majority of the final or reported grade for any grading period. With the remainder of the grade to be determined by Military Drill, Military Bearing, Uniform Inspections, participation and PT.
 - 1. Cadets are expected to be prepared for exams on days given.
 - 2. If a cadet is absent on the day the examination is given, he/she must make arrangements with the SNSI/NSI for making it up within three days of end of absence. Failure to do so will result in a grade of zero.
 - 3. Homework or other assignments are due on the date specified by the instructor. The only acceptable excuse for not turning these assignments in on time is an excused absence

- b. **EXTRA CREDIT.**

The purpose of extra credit is to provide a means for improving low grades and for development of interest in a subject relating to Naval Science. Examples of extra credit work are: research, reports, helping instructors in preparing teaching materials and lesson plans, additional homework, attendance of field and/or away events and activities.

5-3 AWARDS and DECORATIONS

Awards can be earned throughout the year. There are many opportunities to earn ribbons and medals. Ribbons and medals display what a cadet in NJROTC has achieved. Each ribbon has a different meaning and different ways to earn it. When a cadet earns the same ribbon more than once, a star(s) is/are placed on the ribbon. Due to the fact that this school is on semesters, “annually” may mean once per semester.

Awards in precedence:

Navy Junior ROTC Ribbons

			
	1. MERITORIOUS ACHIEVEMENT	2. DISTINGUISHED UNIT	
			
3. DISTINGUISHED CADET	4. HONOR CADET	5. CADET ACHIEVEMENT	6. UNIT ACHIEVEMENT
			
7. APTITUDE	8. NS IV OUTSTANDING CADET	9. NS III OUTSTANDING CADET	10. NS II OUTSTANDING CADET
			
11. NS I OUTSTANDING CADET	12. EXEMPLARY CONDUCT	13. EXEMPLARY PERSONAL APPEARANCE	14. PHYSICAL FITNESS
			
15. PARTICIPATION	16. UNIT SERVICE	17. COMMUNITY SERVICE	18. ACADEMIC TEAM
			
19. DRILL TEAM	20. COLOR GUARD	21. MARKSMANSHIP TEAM	22. ORIENTEERING TEAM
			
23. INTER-SERVICE COMPETITION	24. RECRUITING	25. LEADERSHIP TRAINING	26. SEA CRUISE
			
LAMP - BRONZE	LAMP - SILVER	LAMP - GOLD	ANCHOR - GOLD
			
STAR - BRONZE	STAR - SILVER	STAR - GOLD	



1. **Meritorious Achievement** - Awarded, WHEN EARNED, to any NJROTC cadet who distinguishes him/herself by outstanding meritorious achievement or performance of a meritorious act. Awarded on a case-by-case basis by the Area Manager.



2. **Distinguished Unit** - Awarded YEARLY to cadets who were unit members during the academic year in which the school earned the Distinguished Unit status. Awarded to only 30 percent of the total number of NJROTC units in the program.



3. **Distinguished Cadet** - Awarded YEARLY to one cadet in each year group with the highest combined average for overall scholastic standing and aptitude in NJROTC unit activities (includes academics, homework, physical fitness, community service, drill, etc.)



4. **Honor Cadet** - Awarded YEARLY to one cadet in each year group with the highest overall academic achievement (GPA) in school, including naval science.



5. **Cadet Achievement** - Awarded, WHEN EARNED, to any cadet who distinguishes him/herself by outstanding achievement or sustained superior performance. The cadet must exhibit exceptional military aptitude and dedication to the program as well as overall excellence in all facets of NJROTC. Awarded on a case-by-case basis by the Area Manager.



6. **Unit Achievement** - Awarded YEARLY to cadets in good standing who were unit members during the academic year which the school earned the Unit Achievement status as determined by the Area Manager. Awarded only to those units that demonstrated exceptional performance, but did not qualify for Distinguished Unit status.



7. **Aptitude** - Awarded YEARLY to outstanding cadets who demonstrate an exceptional military aptitude and dedication to the NJROTC program.



8. **NS IV Outstanding Cadet** - Awarded YEARLY to outstanding cadets in Naval Science 4 based on citizenship, academic performance, personal appearance, and conduct.



9. **NS III Outstanding Cadet** - Awarded YEARLY to outstanding cadets in Naval Science 3 based on citizenship, academic performance, personal appearance, and conduct.



10. **NS II Outstanding Cadet** - Awarded YEARLY to outstanding cadets in Naval Science 2 based on citizenship, academic performance, personal appearance, and conduct.



11. **NS I Outstanding Cadet** - Awarded YEARLY to outstanding cadets in Naval Science 1 based on citizenship, academic performance, personal appearance, and conduct.



12. **Exemplary Conduct** - Awarded YEARLY to each cadet who demonstrates exemplary conduct for the school year.



13. **Academic Award** - Awarded, WHEN EARNED, to each cadet who has met any of the following academic award criteria:

A. **HONOR ROLL** - Awarded ONCE ANNUALLY upon completion of the minimum requirement, to any cadet who attains school honor roll status equal to 50% or more of the academic year. The first award is the ribbon with a bronze lamp. Subsequent awards are as follows: 2nd award - Silver Lamp, 3rd award - Gold lamp, 4th award - Gold anchor.

B. **Academic Team** - Awarded ONCE ANNUALLY upon completion of the minimum requirement, to any cadet who is a member in good standing of the Academic Team and has participated in three or more academic competitions. The first award is the ribbon. Subsequent awards are as follows: 2nd award - Bronze star, 3rd award - Silver star, 4th award - Gold star.

When both the academic team and honor roll awards have been earned, the torch and lamp are positioned side-by-side on the ribbon, with the lamp on the wearer's right. Subsequent award stars for the academic team are worn outboard of the gold torch.

C. **Academic Team Captain** - The cadet chosen for this honor wears the Academic Award ribbon on the right side of the uniform with a gold anchor centered on the ribbon. Note: No other devices will accompany the gold anchor for the 4th honor roll award. In this case, both anchors can remain on the ribbon when moved to the wearer's right.

NOTE: When becoming captain of more than one team, the ribbon with the highest precedence is worn inboard, to the wearer's left.

NOTE: When wearing the ribbon of a team captain on the right side of the uniform, a similar ribbon without the team captain gold anchor cannot be worn in its normal position on the left side of the uniform.



14. **Exemplary Personal Appearance** - Awarded, WHEN EARNED, to each cadet who displays exemplary personal appearance and has worn his/her uniform on all occasions required.



15. **Physical Fitness** - Awarded TWICE A YEAR to any cadet who meets or exceeds the basic physical fitness requirements as outlined in Chapter 13 on pages 13-10/11 of the Cadet Field Manual.



16. **Participation** - Awarded, WHEN EARNED, to any cadet who has participated in three events other than routine unit activities.



17. **Unit Service** - Awarded, WHEN EARNED, to any cadet who has demonstrated exemplary service and dedication to the unit as determined by the SNSI.



18. **Community Service** - Awarded, WHEN EARNED, to any cadet in good standing who distinguishes him/herself by dedicated and outstanding service to the community.



19. Awarded, WHEN EARNED, to each member of a drill team in good standing who has entered competition, or performed at three or more official functions.



20. Color Guard - Awarded, WHEN EARNED, to each member of a color guard in good standing who has entered competition or performed at three or more official functions.



21. Pistol/Rifle Team - Awarded WHEN EARNED, to any cadet in good standing who has entered any competition.



22. Orienteering - Awarded, WHEN EARNED, to any cadet in good standing who has entered any organized orienteering competition, or who meets the orienteering qualification standards outlined on pages 9-18/19 of the Cadet Field Manual.



23. Recruiting - Awarded, WHEN EARNED, to a cadet who is instrumental in the enrollment of two students in the NJROTC program. Subsequent awards are given for each additional two students enrolled.



24. Mini Leadership Academy - Awarded to any cadet upon satisfactory completion of mini leadership academy, Leadership Academy (Newport) or similar training as approved by the Area Manager.



25. Sea Cruise - Awarded to any cadet upon completion of an at-sea cruise (vessel must cast off lines and be underway).

Device Ribbon with which device is worn

a. Lamp



To be worn on the Honor Cadet ribbon by each cadet who has also achieved an "A" in naval science as follows:

Bronze Lamp - NS-1

Silver Lamp - NS-2

Gold Lamp - NS-3 and NS-4

Cadets achieving school honor roll status for one or more semesters wear a bronze, silver or gold lamp on the Academic Award ribbon.

b. Torch



The Gold Torch is worn on the Aptitude Award ribbon if the cadet is on both the academic team and the school honor roll.

Members of the NJROTC academic team wear the gold torch on the Academic Award ribbon. When a cadet who has already earned the former "NSTC Unit Award" ribbon is awarded the Cadet Achievement ribbon (precedent #5) by the area manager, a gold torch is attached to the Cadet Achievement ribbon indicating both ribbons were earned. Wearing two ribbons of the same design is not authorized.

c. Anchor



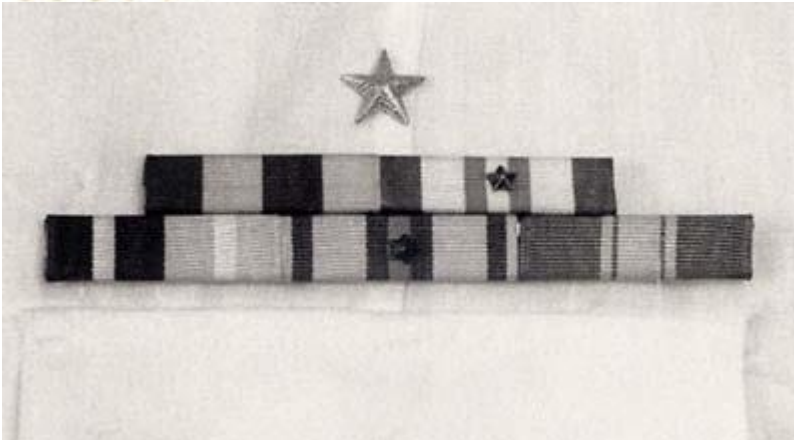
The gold anchor is worn on the following ribbons: Drill Team, Color Guard, Academic Award, Pistol/Rifle Team, Physical Fitness, and Orienteering, by the cadet who is the present leader or team commander of the group. This ribbon with anchor is worn on right side of the team commander's chest.

In addition, the cadet who is selected as the commanding officer of the NJROTC unit will attach a gold anchor to the Unit Service ribbon and wear the ribbon on the right side of his/her uniform. Note: No other devices will accompany the gold anchor when the award is worn on the right side, except with the Academic Award Ribbon, anchor and any subsequent awards

earned previously are to be worn on the left side of the chest in regular order of precedence by the cadet who was a previous unit commanding officer, team leader or commander of a group.

d. Subsequent Awards

Only one of any ribbon design may be worn. Subsequent awards may be worn on ribbons 1 through 6, 11, 13, and 15 through 24. No more than eight awards (including the original ribbon award) are authorized. Subsequent awards for ribbon 12 (academic award).



Stars issued for subsequent awards are issued only ONCE EACH SEMESTER. Stars are worn one ray up, two rays down. They are awarded as follows:

- (a) Second Award 1 BRONZE STAR
- (b) Third Award 2 BRONZE STARS
- (c) Fourth Award 1 SILVER STAR
- (d) Fifth Award 2 SILVER STARS
- (e) Sixth Award 1 GOLD STAR
- (f) Seventh Award 2 GOLD STARS
- (g) Eighth Award 3 GOLD STARS

Note: Those schools which are on a 4X4 block schedule are authorized to give subsequent star awards twice a semester.

SECTION SIX

CADET KNOWLEDGE

Chain of Command:

Commander-in-Chief (President of the U.S.)	_____
Secretary of Defense	_____
Secretary of the Navy	_____
Chairman Joint Chief of Staff:	_____
Chief of Naval Operations	_____
Commandant of the Marine Corps:	_____
Chief of Naval Education and Training	_____
Commander Naval Service Training Command	_____
Master Chief Petty Officer of the Navy	_____
Sergeant Major of the Marine Corps	_____
NJROTC Area Six Manager	_____
Senior Naval Science Instructor	_____
Naval Science Instructor	_____

Cadets:

Commanding Officer (CO)

Executive Officer (XO)

Operations Officer (OPS)

Senior Enlisted Leader (SEL)

Orders to the Sentry

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

Proper Format for Saying an Order to the Sentry*

Inspecting/Senior Officer:* "Cadet (your name here), what is your first order to the sentry?"

Cadet: "Sir, this cadet's first order to the sentry is: Take charge of this post and all government property in view, sir." Be sure to answer in a loud tone and always project your voice.