

CHS CADET HANDBOOK

2018 — 2019

NJROTC



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INTRODUCTION - THE NJROTC PROGRAM

101. **General.**

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

b. The Navy has NJROTC units in over 600 schools across the continental U.S., in Alaska, Hawaii, Guam, and Italy. Central NJROTC was established in 2002. The Chief of Naval Service Training Command (CNSTC), with headquarters in Great Lakes, Illinois, directs the program for the Navy. The program is divided among several NJROTC Area Managers, each responsible for the support of NJROTC units at schools within their respective geographical area. NJROTC Central is located in NJROTC Area 7, with headquarters in Pensacola, Florida.

c. The purpose of NJROTC, as stated in the Congressional Record on October 1, 1992, is: "to instill in students in United States secondary educational institutions the values of citizenship, service to the United States, personal responsibility and a sense of accomplishment." To that end, NJROTC has the following objectives:

- to promote patriotism
- to develop habits of orderliness and precision and develop respect for constituted authority
- to develop a high degree of personal honor, self-reliance, individual discipline, and leadership
- to promote an understanding of the basic elements of and requirements for national security
- to develop respect for and an understanding of the need for constituted authority in a democratic society
- to develop an interest in the armed forces of the United States as a possible career.

For active cadets, the greatest benefit of the NJROTC program is personal growth and development, and the

opportunity to realize untapped potential.

d. A student incurs no military obligation of any kind from taking NJROTC in high school, but there are benefits for those interested in military service. Participation in NJROTC will enhance a student's chance of being awarded an ROTC scholarship or of receiving a nomination and appointment to the U.S. Naval Academy or other service academy. Assistance, information and counseling is available to any cadet interested in those programs. For those students who may choose to enlist in the armed services, successful participation in NJROTC may permit entry at up to two paygrades higher than those enlisting with no such experience.

e. The Navy Junior ROTC program does not discriminate based on race, and/or ethnicity, religion, national origin, or gender.

102. **Instructors.**

All instructors for NJROTC are retired officers or non-commissioned officers of the Navy, Marine Corps or Coast Guard who have been certified by the Navy for employment as Naval Science Instructors. Each is employed and paid by the local school board, not by the Navy. The Senior Naval Science Instructor is the chairman of the Naval Science Department, and all instructors are regular faculty members of the school, and not directly affiliated with the Navy.

103. **Curriculum.**

The Naval Science curriculum is a four year program of study (NS1 through NS4). To achieve the objectives of the program, the curriculum includes a wide range of classroom instruction in various Naval disciplines, extensive leadership training, plus military drill and ceremonies. After the first year, each of the succeeding courses builds upon the knowledge and experience gained during the previous year, and each year's material is more challenging and complex than that the year before. Although maximum benefit will be derived from taking all four levels of instruction, a student may enter the program as an upperclassman. Each level of instruction is designed as a two semester course. In addition to classroom and practical training, cadets should expect to participate in physical fitness training, academic and athletic competition, orientation trips to Navy and other military activities to enrich and

complement classroom training, and school and community support projects. The formal curriculum outline is as follows:

Naval Science 1 (NS 1):

Introduction to NJROTC: Leadership, Citizenship, Foundations of Our Government, Navy Ships & Aviation, NJROTC Uniforms, Military Customs, Courtesies, Etiquette & Ceremonies, Military drill & inspections, Financial Planning, Health & Physical Fitness, Intro to First Aid, Orienteering, and Survival.

Naval Science 2 (NS 2):

Naval Leadership, Naval History, and Nautical Sciences (including Maritime Geography, Oceanography, Meteorology, Astronomy, and Physical Sciences such as Physics of Flight, Buoyancy, Electricity and Sound Propagation in Water/Sonar.)

Naval Science 3 (NS 3):

Naval Leadership, Naval Knowledge and Naval Skills (including: Sea Power and National Security, Merchant Marine, Naval Operations, Communications, and Intelligence, Naval Logistics, Naval Research and Development, Military and International Law, Ship Construction/Damage Control, Shipboard organization and watchstanding, Seamanship, Nautical Rules of the Road, Navigation and Time, the Maneuvering Board, Naval Gunnery, Naval Aircraft and Missiles.)

Naval Science 4 (NS 4):

Readings/seminars in practical leadership.

104. Course Credit.

Each level of Naval Science is a two semester course. Successful completion of each level earns an elective credit.

105. Supplies, uniforms and costs.

a. Course materials, textbooks, uniforms, equipment, and most supplies are provided by the Navy at no cost to the student. Certain personal articles such as hosiery and underwear must be provided by the student. Each student must provide his or her own three-ring binder for NJROTC class notes. A nominal student fee (\$20) will be assessed each cadet to cover the

cost of a name tag, unit tee-shirt and ball cap, to help defray the cost of a group insurance policy, and other miscellaneous expenses associated with unit activities.

b. The Navy uniform is the distinctive dress of a proud and honorable profession. Wearing this uniform is an essential part of the NJROTC program. To the public, any person in a Navy uniform represents the United States Navy. Therefore, it is very important that Central High cadets take pride in their appearance and ensure that it reflects favorably on themselves and the Navy -- both while at school and in the community. The Navy issues uniforms at no cost to the cadet or to the school. Active members of the Drill Team or Color Guard may be issued additional uniform items for competition. The wearing of the NJROTC uniform should be a reflection of each cadet's pride in self, school, community and country. After issue, each cadet is responsible for the maintenance of his/her uniform, including laundry, dry cleaning and minor tailoring requirements when required. A stock of uniforms is maintained to exchange for those items which no longer fit due to growth of the cadet, or which simply wear out. Uniform items lost or destroyed through carelessness or misuse must be replaced at the cadet's expense. Uniforms remain the property of the United States government, and must be returned upon disenrollment from or completion of the NJROTC program.

c. Per Reference (b), all NJROTC cadets are required to wear the prescribed uniform once every week. The uniform days at Central High School are Wednesday but can be adjusted to meet school functions. The uniform may also be prescribed for special occasions or field trips.

d. Grooming must meet minimum standards established by the U.S. Navy. A personnel inspection will be conducted weekly to ensure the uniform is being worn properly, and that required grooming standards are met. The results of these inspections become an integral part of each cadet's grade.

106. Activities.

NJROTC sponsors a wide range of unit, school and community support activities. Each activity is open to any cadet in good standing who wants to take part, based on personal interest and time available. Most teams will compete on regular basis with teams from other JROTC units in the Central Florida area, in NJROTC Area 7, or nationwide. Established teams and planned activities include:

Academic Team
Color Guard
Drill Team (both standard and exhibition drill)
Rifle Team (Air Rifle)
Orienteering Team
Competitive athletic events
Field trips (local and out-of-area)
Various social activities, including a Military Ball

Other activities are feasible, if sufficient cadet interest and desire to participate warrant their introduction. Certain activities may incur costs beyond the scope of our current budget. To help defray these costs, we will conduct fund raising activities and will seek financial support from local civic organizations.

107. **Parents Booster Club.**

The unit has a Parents Booster Club. Their involvement includes fund-raising, transportation, chaperones, and occasional classroom assistance. All parents and otherwise interested adults are encouraged to join in this vicarious experience.

108. **Advancement and awards.**

a. NJROTC is the only high school course which has formal instruction and practice in leadership. Cadets run their extracurricular groups and are responsible for many aspects of the NJROTC program. This opportunity to be "in charge" is earned over time by participation and work. Cadet rank, patterned after U.S. Navy rank, is awarded based on evaluated achievement, conduct, participation, and the requirements of the unit.

b. There are a large number of awards which are given for participation and achievement in NJROTC. Some are given by the unit, and others by local civic and patriotic groups. All are available for all cadets to seek. Involvement and personal effort are the main ingredients for success in the program and special recognition for outstanding achievement.

109. **Community/Unit Service.**

Helping others is a little understood and under appreciated aspect of the NJROTC program. We recognize service by ribbons and other means but it is much more than simply another decoration. Learning to serve others is essential to the growth of the unit and its individual members. Each cadet will participate in

some sort of school and community service activity during each marking period! We expect each cadet to at least five hours of community service over the course of each marking period, to be awarded the Community Service ribbon by the end of the year. Failure to do so can have a negative impact on grades.

a. Community Service is an opportunity to serve others in need of help. Our unit participates in various activities that serve the community. Not only does this allow us to become closer to the community, but it builds unit cohesion as well. Although there is no financial benefit, there is a great deal of personal satisfaction to be gained. Opportunities for community service will be posted in the Plan of the Week and cadets will be expected to sign up and participate in them.

b. Unit Service is also a vital part of the NJROTC program. Our unit can only grow if its members are truly committed to helping the team over themselves. Many of the activities that are the most fun and desirable for the cadets, require funding that can only come from unit fund-raising efforts. Likewise, many of the tasks in the upkeep and maintenance of the unit and its equipment and spaces requires personal effort for completion.

110. **Academic Preparation.**

a. It is important for cadets to do well academically. Our goal, is to make each graduate as highly prepared for any post-high school opportunity that they might wish to follow, as possible. To that end we reward academic success by various means and offer academic counseling and mentoring as needed.

b. The school has a policy of allowing parental access to Chalk to monitor student progress. We also request that each parent who has an email address allow us to use it for routine communication on unit events and news. You will be given a school authorization form for that, at the beginning of the year.

111. **SAT Preparation.**

The Navy is vitally interested in student progression and therefore has paid for an on-line SAT Preparation course for every cadet in the nation. It is designed to assess each cadet's needs and prepare them in those areas. Each cadet needs to register for this program at:

<http://jrotccollegeprep.com/>.

CONDUCT, DISCIPLINE, AND EXPECTATIONS

201. **General.**

NJROTC cadets hold a unique place among students at Central High. They are easily identified as belonging to a group that stands for honesty, patriotism, and living by the rules. Cadets who do not measure up to these ideals, reflect badly upon the unit and may be asked to leave. NJROTC cadets are expected to learn and to follow the rules of the school and the unit at all times.

202. **Conduct in the school.**

Teachers and administrators at Central High form opinions about the NJROTC program based on the actions of the cadets they observe. Naturally, they expect nothing but the best of conduct from all students, but especially from NJROTC cadets. A cadet who causes trouble in another class can expect the teacher or administrator to contact a Naval Science Instructor for help. Students who fail to show proper respect during the Pledge and National Anthem, who fail to wear the uniform properly in all classes, who are tardy to classes, who fail to do assigned work, who disrupt classes, can expect to have their conduct brought to the attention of the Naval Science Instructors. Such negative conduct will have an adverse effect on the military performance grade and the cadet will risk being disenrolled from the NJROTC program.

203. **Military Courtesy and Custom.**

One of the objectives of the NJROTC program is to develop respect for constituted authority. Therefore, military courtesy and custom will be the basis of the standards of conduct expected of Central's cadets. Stated simply, members of this unit are expected to treat each other, and all people with whom they come in contact, with courtesy and mutual respect.

a. As a mark of respect, the proper response of a cadet to the SNSI, NSI, or any other school official or faculty member is "Yes, Sir/Ma'am," "No, Sir/Ma'am," or "_____, Sir/Ma'am," as appropriate.

b. When any adult enters the NJROTC classroom, the first cadet to see the visitor will call out smartly "ATTENTION ON DECK!" All cadets will come to the normal position of attention, and remain so until the command "CARRY ON!" is given. This is a traditional Navy custom, a show of respect for authority, and basic good manners.

c. The salute is an important military gesture used whenever a junior meets or greets a more senior officer, including other service and cadet officers. It shows respect and pride in service. We expect cadets in uniform to render proper hand salutes when they are appropriate.

204. **NJROTC general rules of conduct.**

The Navy's Core Values are: "Honor, Courage, and Commitment." All of the expectations below fall into one or more of those categories. The cadet will be well served to keep these core values uppermost in his or her mind at all times.

The basic philosophy of the NJROTC program is that cadets have chosen to be in the program, and that cadets want to do their best. Each cadet is responsible at all times for conducting him/herself in a manner which reflects credit upon the Navy, the unit, Central High School, and him/herself. In general: **All cadets are expected to be of high moral character and honest, courteous, respectful individuals** at all times. Lying, cheating and stealing are contrary to good order and discipline and are serious violations of expected standards of conduct. The list of expected or prohibited conduct below is only a guide and not all-inclusive.

In all cases, RESPECT is the benchmark for members of this unit. Respect for persons in and out of the unit and for others' property is expected and will be enforced!

A special case of RESPECT is deserving of note. SEXUAL HARASSMENT IS ILLEGAL!! Students are often not aware of how their actions and words are interpreted and are poorly educated in the legal ramifications of sexual harassment. Under the law, any actions of a sexual nature which create an atmosphere of fear or mistrust, constitute sexual harassment and cannot be tolerated!

Cadets will not engage in bullying. Intimidation of others is outside the realm of RESPECT in every way. Bullying can take many different forms, including verbal, physical or electronic, and each of them is contrary to our expectations.

The concept of RESPECT extends to the spoken word. We expect cadets to support their fellow cadets. They are not to engage in gossip, derogatory remarks, cutting statements or "put-downs." All of these things

are damaging to morale and detrimental to team unity.

Commitment implies that in all your dealings with others that you will do what you say you will do. For example, if you sign up for a trip or event, you are committing to being there.

At the beginning of class (when the instructor enters or when the bell rings if the instructor is already in the room) the class master-at-arms (MAA) will call the class to attention and give the muster report. The SNSI/NSI will receive the report and order the class to take their seats at the appropriate time.

At the end of class, the SNSI/NSI will direct the class MAA to take charge of the class. The MAA will call the class to attention and dismiss the class. The MAA, not the bell, dismisses the class.

The MAA will ensure the classroom is properly policed. The room must always be ready for the next class or for visitors.

Every cadet is expected to arrive in class on time prepared for the day's scheduled activity and equipped with the essential materials (e.g., text-book, class notebook, pencil, PT gear, etc.) Failure to comply may have an adverse effect on your grade.

A cadet arriving after the tardy bell rings is expected to present a pass. Failure to do so will result in an unexcused tardy which may lead to disciplinary measures.

Do not talk when the instructor is talking. If you have something to say, hold up your hand to be recognized. If a classmate is speaking to the instructor, do not interrupt. Although questions are encouraged at any time, courtesy to others is expected.

During tests, quizzes, or cadet presentations, **absolutely no talking** is permitted.

Cheating, in any form and on any assignment or task, is contrary to the core value of Honor. We expect all cadets to be honorable at all times.

Only Naval Science material may be out or in use during the conduct of class.

Do not ask to go to the head (bathroom) during class except in an emergency.

Chewing gum in class is prohibited. Cadets in uniform are not to chew gum at any time.

During the school day, use of personal electronic equipment is controlled. In accordance with HCSD policy, cell phones must be turned off and kept out of sight unless use approved by instructor.

Cell phones will not be allowed at practices. They are a distraction and are not conducive to effective training evolutions.

For safety considerations, shoes must be worn for all NJROTC activities. Flip flops will not be worn for any NJROTC group activity (PT, drill, team practices, etc.) Cadets not properly attired will not be permitted to participate.

Skylarking (Navy term for horseplay) or ungentlemanly or unladylike conduct of any kind, including vulgar or profane language is prohibited.

Do not lean your desk back or place your feet on the desk in front of you. Do not sit on desks or tables.

If you feel sleepy or drowsy you may, without prior permission, stand either in the back or the sides of the room.

Permission of the SNSI/NSI is required to leave personal or other gear in the unit spaces. Cadets are expected to treat the personal property of others with respect.

On the designated uniform day, the prescribed uniform of the day, in its entirety, will be properly worn, not just to Naval Science class, but throughout the entire day, including travel to and from school. Prior permission from the SNSI/NSI is required to deviate from this policy.

Homework must be handed in when due. If absent on the date due, it is due on the next class day back to school. Late homework is subject to reduced or no credit.

Make-up work is due within three class days of returning from an **excused** absence.

Attendance is essential and expected for those events designated as "mandatory attendance" activities.

The office, supply room, and armory are not lounges, and are only to be entered when on official business.

The telephone in the NJROTC office may only be used by cadets when granted permission to do so by the SNSI/NSI.

Cadets may leave class only with the permission of the instructor, and then only with an approved hall pass.

In order to obtain the maximum benefit from the program, the cadet needs to make a substantive input into the program. All cadets are encouraged to join a competition team. It is a great way to experience the teamwork and camaraderie that are the foundations of JROTC. We expect EACH CADET to participate in unit activities, unit service and community service opportunities during each marking period. One cadet cannot do everything, but every cadet can do something that will aid and improve the unit. Unit activities include: unit, school, and community service projects; competition drill, color guard, athletic, academic, marksmanship, and orienteering teams; parades; fundraising; and a number of other opportunities to demonstrate the teamwork, selfless dedication and patriotism that are all a part of NJROTC.

205. Leadership Responsibilities

Cadet staff & upper classmen (NS2,3,4) set the standards for the unit. The standards are for all to follow, so all upper classmen must model expectations. Some general standards and principals of leadership (all upper classmen are the model for the entire unit) are:

Action is rewarded – not talk. Take the initiative in all matters.

Lead from the front. Participate in/and supervise all unit activities

Set the example. Wear the uniform at all required times.

Demand/insist on good order and discipline in all matters at all times. Keep yourself organized, keep those you are in charge of in order and well-behaved

Foster a climate of mutual respect, personal dignity and professionalism. Gossip, negative comments, and the like have no place in NJROTC. Mutual support among all cadets and cooperation are required at all times.

Continuous improvement in everything the unit does is required to be a quality unit. Leadership must seize every opportunity to properly plan and coordinate activities in a timely manner (plans should be completed in a timely manner, not the day before an activity.)

As a cadet leader, participation plays a big role in motivating a unit. All cadet leaders that participate in unit events are setting good examples and showing leadership. This means that all events will have a sufficient number of cadet leaders participating to ensure the success of the event. If leaders don't participate as required, they will forfeit their leadership position and be given their earned or reduced rank.

206. Team Standards

Being a member of a team is a commitment to that team, its commander and every member of the team. You are relied upon to be prompt for practice, to do your best while practicing, and to perform at your very best for competition.

First, attend all practices; routinely missing practice or asking to be excused demonstrates lack of commitment to the team.

Second, when you join a team you are expected to demonstrate Honor, Courage, and *Commitment*. If you play around at practice you will not achieve much.

Third, the team is only as strong as its weakest member. All team members must work to improve the quality of each team member and therefore the entire team.

Team Leaders will generate practice time schedule and update weekly if needed to ensure all team members are aware of obligations. No cancellations of practices can be made by team leaders without approval of an instructor. Routine changes to practice days and times must be avoided and 48 hour's notice of changes is required for required adjustments.

207. Grading Criteria.

Grades will be based upon the Hernando County grade scale as follows:

A	100-90
B	89-80
C	79-70
D	69-60
E	below 60

The Board of Education standard for semester grades is 40% each for the two marking periods and 20% for the final exam. Each marking period grade is made up from four components:

- a. Academic performance
(Quizzes/tests/homework/classwork/class projects)

- b. Military performance
(Uniform/drill/PT/PFT/evaluations)
- c. Aptitude
(Attendance/participation/attitude)
- d. Community Service

Of particular note is the participation aspect of the Aptitude grade. Outstanding students need to be active participants in unit activities, unit service and community service opportunities over the course of each marking period.

Successful completion of Naval Science requires strict attention to the following areas:

a. Formative Assessments:

(1) Aptitude: 10%. The Naval Science Program is very structured and challenging. It requires attention to detail, discipline, initiative, enthusiasm, integrity, leadership and demonstrated acceptable and improved performance. Cadets will be given a subjective evaluation on their overall effort and performance in meeting the requirements of the Naval Science Program. Conduct, preparation, involvement, and the ability to follow directions play a significant role in this area of evaluation. All Cadets are required to demonstrate acceptable conduct while enrolled in NJROTC (includes other school related classes and activities as well as non-school related activities). Cadets are also required to prepare for all NJROTC classes/activities which equates to homework on a regular basis. Participation in NJROTC extra-curricular activities for practical application of the skill development taught in class is another requirement. Upper-class cadets are expected to lead by example and therefore demonstrate exemplary conduct as well as be more involved than the under-class cadets. Substandard performance to include lack of involvement in extra-curricular activities will have a negative impact on the Cadet's Aptitude and overall Naval Science grade as well as their retention in the Program

All Cadets are required to demonstrate acceptable Leadership Development. Selected cadets (usually the second, third, and fourth year cadets) will be assigned to leadership positions (billets) within the military structured Cadet Regimental Organization. Those cadets in leadership billets will be evaluated on their performance and that evaluation will be a significant part of their Aptitude grade. Cadets in leadership billets will be expected to know the billet requirements

for their individual billets. They will also be expected to put forth a demonstrated effort in performing those billet requirements, which will often equate to an extra-curricular time commitment.

(2) Quizzes (oral, practical, and written): 20%.

Quizzes are given throughout the term to measure comprehension of the current material in preparation for the summative assessments (Tests). Usually the low quiz will be dropped each quarter.

b. Summative Assessments:

(1) Quiz: 10%. Tests are generally given following the completion of each unit but may be cumulative in nature to measure long term comprehension. Tests are most often a combination of objective (multiple choice/matching/True-False) and fill in the blank questions. Depending upon the material, there also may be subjective (essay) questions as well as practical application assessments (e.g., physical fitness test, drill evaluations, orienteering practical, etc.). From time to time the upper-class cadets may have an oral presentation that will also count in this category to assess communication skill development.

(2) Military Skills: 20%. All Cadets are required to demonstrate acceptable Military Appearance and Bearing while enrolled in NJROTC.

All Cadets are required to stand personnel inspections on a weekly basis. Cadets are evaluated on their military bearing, the smartness of their personal appearance (to include meeting grooming standards), on their military knowledge and on their participation in military drill. Unless announced in advance, personnel inspections are conducted each week on the specified "Uniform Day." Failure to remain in uniform as required will result in an assigned grade of zero for the inspection even though the Cadet may have received a passing grade on the personnel inspection during the assigned Naval Science class.

(NOTE: Cadets are allowed to change out of uniform temporarily for PE classes and for classes where normal participation might result in damage to their uniform (e.g., Art, Chemistry, Biology, Culinary, etc.). However, all Cadets must get the SNSI's or NSI's permission in advance and Cadets are to be back in the Uniform-of-the-Day prior to reporting to their next class).

Unless excused by an instructor before school, failure to

wear the uniform on the day required will result in an assigned grade of zero for the inspection and the cadet must wear his/her uniform the very next school day and get inspected before school or another zero will be recorded.

If a Cadet is absent from school on a uniform inspection day, it is the individual Cadet's personal responsibility to make up the inspection by being in uniform on the first day back in school and getting inspected before school or a zero will be assigned for the missed inspection.

The first Personnel Inspection grade of zero per academic quarter will have a significant negative impact upon the Military Skills grade plus will also result in the maximum Aptitude grade the cadet can then achieve is a 69/D. The second Personnel Inspection grade of zero in the same academic quarter will again have a negative impact on the Military Skills grade and also will result in the maximum Aptitude grade the cadet can then achieve is a 59/F. The third Personnel Inspection grade of zero per academic quarter will result in an automatic failure for Naval Science for that quarter (regardless of grade average) and possible disenrollment from Naval Science.

(Note: From time to time participation in various extracurricular activities or simply following instructions will count as an assessment and a written excuse prior to the activity is required if the cadet is unable to participate. Having the excuse prior will result in no grade for that event but non-participation without a prior excuse will result in a zero for that event.)

c. Misc:

(1) Physical Training: 10%. The pursuit of physical fitness is both desirable and required. Unless specifically excused by a Doctor's written note for a temporary period of time, all Cadets must participate in weekly physical training (PT) in the prescribed PT uniform. Training Time Out is always allowed but should not show a trend. The ability to participate is a requirement imposed by the United States Navy on all individuals who wish to participate in the NJROTC program. Cadets are required to pass a pre-participation physical exam in order to participate in NJROTC. It is recognized that each Cadet has different abilities. Cadets will be evaluated on the effort put forth and the improvement in performance demonstrated during all weekly PT classes. The PT

uniform consists of the Unit PT Shirt and PT Shorts which are issued every year. Cadets are also authorized to wear the Unit Sweat Suit, the Unit Regimental T-Shirt, or the Central High Physical Education Uniform for NJROTC PT to fulfill the PT Uniform requirement. Additional PT gear is available for purchase.

The first occasion per academic quarter where a cadet is physically able but doesn't put forth an acceptable effort to participate or fails to wear the appropriate PT Uniform will have a significant negative impact upon the PT grade plus will also result in the maximum Aptitude grade the cadet can then achieve is a 69/D. The second occasion in the same academic quarter will again have a negative impact on the PT grade and also will result in the maximum Aptitude grade the cadet can then achieve is a 59/F. The third occasion per academic quarter will result in an automatic failure for Naval Science for that quarter (regardless of grade average) and possible disenrollment from Naval Science.

(2) Drill: 10% is expected and evaluated. Cadets must participate in drill events, discussions, group activities, and presentations.

(3) Community Service 10%. One of the primary objectives of the NJROTC Program is the development of responsible citizens. The concept of "service" is an important aspect of this development. All cadets are required to perform Five Hours of documented Community Service each quarter outside of the Unit-related community and school service activities that are conducted by cadets throughout the year. This individual community service will also count toward graduation and scholarship requirements. The documentation will require specific paperwork and signatures from supervisors other than the individual cadet's parents or guardians. Cadets may get approval beforehand by an instructor concerning whether or not the planned service activity will count toward this requirement.

Cadets will also be required to complete a combination of reading, studying, research, self-paced, and written assignments. From time to time they will also be required to carry information home to their parents/guardians and if necessary return it filled out with an appropriate signature.

d. Exams (Tests): 10%

(1) **Quarter Exams.** At the end of each Quarter (nine weeks) the cadets will be given an Exam that will count for 10% of the overall grade for the quarter.

(2) **End of Course Exam (EOC).** At the end of the school year, the cadets will be given an EOC which will count 20% of the final grade for the year.

208. Scholarships & Service Academies

If you are interested in receiving a scholarship or appointment to a military academy, you need to begin when you are a freshman and work hard at your studies every day. Remember, scholarships are awarded for scholarly achievement – grades less than A’s and B’s are usually not high enough to qualify for most scholarships. Each scholarship has its own, different requirements. More information will be made available during class and during special college and recruiter briefings. But, you should check into scholarship opportunities at your earliest opportunity. **It is never too soon to find out what the requirements are, but it may be too late to study harder to raise your grade point average. Begin as a freshman to work and study hard to compile a strong academic record!**

209. Discipline.

a. Every cadet is informed of the rules, requirements, and the standards of conduct expected. Violation of school and unit directives will be dealt with accordingly. Cadets should know that they are responsible for their conduct and actions, regardless of whether or not they “remember” reading it in this handbook or other published sources.

b. Only cadets in good standing (those without academic deficiencies or violations of conduct standards) will be eligible to go on extended field trips, at-sea cruises on Navy ships, orientation visits to military installations, or attend the Military Ball. The Senior Naval Science Instructor will determine which cadets will participate in such field trips based upon performance in academics, leadership laboratories and unit events, plus demonstrated leadership by example, enthusiasm and positive attitude.

c. Disciplinary infractions or any conduct inappropriate to accepted standards will be subject to

review by the Cadet Honor Board. Honor Board will consider the infraction and make a recommendation to the SNSI as to its disposition.

d. Students who are suspended, or assigned to the Suspension Prevention Program, will, at a minimum, be placed on Conduct Probation for a period commensurate with the infraction.

e. The Senior Naval Science Instructor has a range of options available for violation of expected standards. They include:

- (1) reprimand and/or counseling.
- (2) notifying parents by telephone or letter.
- (3) assignment of demerits, which may require Extra Military Instruction (EMI) sessions after normal school hours.
- (4) restriction from participation in unit field trips or interscholastic competition.
- (5) award of appropriate class grade.
- (6) reduction in rank, and/or removal from cadet leadership positions.
- (7) placement on formal probation.
- (8) referral to school administrator for disciplinary action.
- (9) disenrollment from the NJROTC program.

210. Probation.

The Senior Naval Science Instructor is authorized to place on probation any cadet who:

- a. fails to meet and maintain the standards of grooming or wearing the uniform.
- b. fails to meet established standards of conduct and behavior.
- c. has academic deficiencies.

This action will be taken provided the SNSI considers the shortcoming to be temporary, and that the individual has such strong motivation and aptitude as to make him/her particularly desirable as an NJROTC cadet. Probation will automatically affect the participation of the cadet in unit activities. While on probation, cadets will not be allowed to attend field trips and/or compete in interscholastic contests. Any cadet placed on probation shall be notified in writing of the reason, and the terms of the probation. A copy of this letter will be sent to the parents/guardians.

UNIT SUPPORT

301. **General.**

- a. In order for the unit to maintain its high standards of quality, and in order for all cadets to gain the maximum from the program, the unit must have a dynamic calendar. This active calendar gives cadets opportunities for growth in leadership and citizenship.
- b. In order to maintain the an active calendar the unit depends on the support and participation of cadets.
- c. It is understood that all cadets cannot participate in every event and team, but all cadets can do something to support the units goals.

302. **Requirements.**

- a. Requirements for advancement are found in chapter 6 and appendix 7. Some ranks require community service, unit service, and/ or unit support. Many of the practical factors delineated in appendix 7, can be accomplished in class; however, starting with Cadet/ PO3 a cadet may have to work on advancement outside of class.
- b. All cadets are required to complete five hours of community service per quarter. Developing citizenship is one of NJROTC key goals, and community service is a key part of citizenship.

AWARDS

401. **General.**

The information in this section amplifies that in the awards section of the Cadet Field Manual and sets forth unit policies. Awards serve as recognition of exceptional achievement or performance by an individual or group, as well as providing a means of measuring dedication to the school, the unit and the program.

402. **Eligibility.**

Awards are made based strictly upon fair standards. That is, every cadet has equal opportunity to strive for each recognition. Awards are not guaranteed to any cadet.

403. **Multiple Awards.**

Provisions exist for the cadet who qualifies for multiple awards to receive multiple recognition. Oftentimes, the addition of subsequent awards' stars will require a replacement ribbon. Instructors will authorize all new ribbon issues.

404. **Non-NJROTC Awards.**

Civic, service and school groups make periodic presentations of awards to cadets and some cadets have received awards from JROTC units of other services. These awards, when approved for wear by the SNSI, take precedence after all NJROTC awards. They will take precedence among themselves as follows:

- a. High School special awards
- b. Special awards from other NJROTC units
- c. JROTC awards from other services
- d. Awards from other organizations in the order received.

405. **Medals.**

When an authorized award consists only of a medal, with no corresponding ribbon given, the medal may be worn on the uniform, centered below the ribbon bar and 1/4 inch below the top of the pocket. Medal awards are worn in the order received, subject to the precedence delineated in Cadet Field Manual. That order is: Academic first, then Rifle awards and then all others.

406. **Required Wear.**

NJROTC ribbons and awards become a required part of the uniform when earned. Ribbons must be worn whenever a non-working uniform is worn. Ribbons must be kept clean and in good condition. Replacement ribbons may be issued when the SNSI/NSI deem it necessary and appropriate. Since medals are usually irreplaceable and keeping them clean and presentable is important, their wear is optional except for special occasions such as picture day, change of command and unit inspections.

407. **Senior End of Year Awards.**

Several awards are normally presented only at the end of the academic year, usually at the Annual Change of Command Ceremony. To allow graduating seniors time to wear the ribbon and to provide the information to colleges should they so desire, they will usually receive their end of year awards at the annual Area Manager's Inspection in the Spring. These awards include, but are not limited to:

- Honor Cadet Ribbon
- Military Aptitude Ribbon
- Outstanding Cadet Ribbon
- Exemplary Conduct Ribbon
- Academic Ribbon
- Exemplary Personal Appearance Ribbon

408. **NJROTC Ribbons.**

The Cadet Field Manual lists the specific criteria for awarding NJROTC ribbons, the order of precedence and the manner of wear. These are summarized here for convenience only. The number by each award indicates its precedence.

1. Meritorious Achievement. Awarded for outstanding meritorious achievement or performance of a meritorious act by the Area Seven Manager. The award can be for either a single act or a series of events to the unit or community. Any cadet may make nominations for this award to the SNSI.
2. Distinguished Unit. Awarded by the Area Manager to, approximately, the top 20 percent of the Area Five units every year.
3. Distinguished Cadet. Awarded to the cadet

in each Naval Science year group with the highest combined average for overall scholastic standing and aptitude (includes academics, physical fitness, community service, drill, etc.)

4. Honor Cadet. Awarded to the cadet in each Naval Science year group who has the highest GPA for the first three marking periods of the academic year in which awarded. Each cadet who also receives an "A" in Naval Science shall wear the Lamp distinguishing device as follows:

NS-1	Bronze
NS-2	Silver
NS-3/4	Gold

5. Cadet Achievement. Awarded by the Area Manager for significant achievement under criteria established by CNET.

6. Unit Achievement. Issued by the Area Manager to Area Seven Units which excel but who were not awarded the Distinguished Unit Award.

7. Military Aptitude Award. Awarded annually to outstanding cadets, who demonstrate exceptional military aptitude and dedication. A gold distinguishing torch device shall be worn if the cadet is both on the academic team and on the school honor roll.

8-11. Naval Science IV/III/II/I Outstanding Cadet. Awarded annually to outstanding cadets based on citizenship, academic performance, personal appearance, and conduct. The criteria for this award includes but is not limited to:

- a. Having a minimum grade point average (GPA) of 2.0 with a "B" or better in Naval Science;
- b. Being an active member of a unit team, or being awarded the Participation Ribbon for the current year;
- c. Being awarded the Exemplary Conduct and the Exemplary Personal Appearance ribbon for the current year;
- d. Participation in a parade marching unit and/or unit picnic or dinner;
- e. Being awarded the Unit/Community Service ribbon for the current year; plus the recommendation of the instructor.

12. Exemplary Conduct. Awarded annually to each cadet who has demonstrated exemplary conduct throughout the year. Serious disciplinary infractions or a pattern of behavioral problems, inside or outside of the unit, are enough to disqualify a cadet. Such infractions would include, but are not limited to: any sort of school suspension, frequent tardiness, and frequent non-compliance with classroom policies.

13. Academic Recognition Awards.

(1) Honor Roll Award. Awarded to any cadet that achieves honor roll status. The Award is denoted by wearing a Service Star above the J-bar on the collar of the uniform. Two Service Stars may be worn to indicate the Cadet is on the Principal's Honor Roll. Once a new Honor Roll is published, if the cadet is no longer listed, the award shall be removed.

(2) Academic Team Ribbon. Awarded annually to each member of the Academic Team who has taken part in at least three formal competitions, who has regularly attended team meetings and who has been recommended by the Academic Team Commander. The award distinguishing device varies with the number of awards. See the Cadet Field Manual for details.

14. Exemplary Personal Appearance. Awarded at the end of each semester to each cadet:

(1) Who has worn the uniform on all uniform days and other required occasions, and was present for a minimum of 75% of the scheduled weekly uniform inspections, and whose personal grooming has consistently met Navy standards with no major uniform infractions.

(2) Who has achieved a nominal 90% inspection grade average with all excused uniform make-ups made up in a timely manner.

15. Physical Fitness. Awarded to each cadet meeting or exceeding the basic physical fitness standards during the semi-annual PFT. NOTE: that a current Sports Physical, Health Risk Screening and Standard Release form must be on file for the PFT results to be recorded.

16. Participation. Awarded when earned to each cadet who has participated in three unit events other than routine cadet activity. This would include, but not be limited to such things as:

- Parades
- Cadet Ball

Field Trips
Athletic/Field/Orienteering Meets

Multi-day events may, at the discretion of the SNSI, be designated for more than one participation point. Events such as the Parents Back to School Nights and other times where the unit is called upon to act as guides for the school may be recognized by awarding of merits. The unit may issue separate subsequent awards for participation beyond the three gold star level. Participation points will normally not be awarded for activities which earn credit toward other ribbons, for example: competing in an Academic Competition will earn credit towards the Academic Team Ribbon but not the Participation Ribbon.

17. Unit Service. Awarded as earned for superior service to the unit. Unit concessions are counted as unit service. The award may be for a single act or for sustained service at a level above that of the norm. Any cadet may make nominations for this award to the SNSI.

18. Community Service. Awarded to any cadet who has contributed satisfactory volunteer work toward a project or activity designated by the SNSI/NSI for "community service." Service normally must be at least eight hours of NJROTC sponsored or recognized activity. A cadet may perform service external to the unit projects but:

- (1) It must be approved by the SNSI/ NSI,
- (2) It must be documented by the organization receiving the benefit,
- (3) It must be of at least 20 hours duration.

Combining NJROTC and personal service projects is acceptable. In such cases each hour of NJROTC projects is the equivalent to 2 ½ hours of other projects. Hours can be "banked" and carry over from one year to the next.

19. Drill Team. Awarded as earned, to each cadet who has fulfilled the following criteria:

- (1) Been an active member of the team for at least three months, attending at least 75% of all regularly scheduled practices, unless excused by either the Drill Team Commander or SNSI/NSI.
- (2) Participated in at least three public appearances of the Drill Team **-or-** who has entered competition with the Drill Team.

(3) Been recommended to the SNSI by the Drill Team Commander.

For the initial award only, the time requirement may be waived based upon the recommendation of the Drill Team Commander.

20. Color Guard. Awarded as earned, to each cadet who has fulfilled the following criteria:

- (1) Been an active member of the team for at least three months, attending at least 75% of all regularly scheduled practices, unless excused by either the Color Guard Commander or SNSI/NSI.
- (2) Participated in at least three public appearances of the Color Guard **-or-** who has entered competition with the Color Guard.
- (3) Been recommended to the SNSI by the Color Guard Commander.

For the initial award only, the time requirement may be waived based upon the recommendation of the team commander.

21. Rifle Team. Awarded semi-annually, to each cadet who has fulfilled the following criteria:

- (1) Been an active member of the team for at least three months, attending at least 75% of all regularly scheduled practices, unless excused by either the Rifle Team Commander or SNSI/NSI.
- (2) Has entered a minimum of one shoulder-to-shoulder or three postal competitions.
- (3) Been recommended to the SNSI by the Rifle Team Commander.

For the initial award only, the time requirement may be waived based upon the recommendation of the team commander.

22. Orienteering. Awarded as earned, to each cadet who has competed in any organized orienteering competition, or who meets the requirements outlined in the Cadet Field Manual.

23. Recruiting. Awarded as earned to any cadet successfully recruiting two new students into the NJROTC Unit. The new cadets must register, participate in the Naval Science program and acknowledge the original cadet's role in their joining the

unit.

24. Basic Leadership Training. Awarded to graduates of Basic Leadership Training (BLT), Leadership Academy or similar training.

25. Sea Cruise. Awarded to any cadet who has been underway on a U.S. Naval vessel as a part of an NJROTC orientation or activity.

409. **Shoulder Cords.**

As further recognition of service to teams, the unit awards shoulder cords to be worn on the left shoulder only. Should a cadet be awarded more than one cord, they may wear the cord of their choice. Criteria for awarding the cords varies from team to team, but the philosophy is to recognize prolonged service to the team, therefore, should a cadet no longer be active on the team, the privilege of wear may be withdrawn. In general, cords will be awarded to those who show up at practices and are available and willing to perform and compete, and have been consistent in their support of the team and unit.

UNIT ORGANIZATION

501. **Basic Unit Organization.**

An effective and functioning cadet organization is necessary to manage day-to-day operations and support unit activities. NJROTC Central High School is organized as company, with each class period nominally corresponding to a platoon. Each platoon is further broken down into squads. Should unit enrollment exceed 150 cadets, the unit will be reorganized as a battalion of two companies when greater than 250 cadets the unit will be organized into a regiment unless otherwise dictated by the Senior Naval Instructor.

502. **Cadet Staff Organization.**

Service in a staff billet provides meaningful learning experiences and numerous opportunities for the practical application of leadership skills. Ranks are assigned based on experience, class seniority and unit needs by the SNSI. In general, the following guidelines apply:

a. Cadet Staff Position Cadet Rank/Rate

Regimental Commander (RC)	Captain
Regimental Executive (RX)	Commander
Company Senior Enlisted Advisor (SEA)	MCPO
Operations Officer (OPS)	Lieutenant
Company Commander (CC)	Lieutenant Commander
Executive Officer (XO)	Lieutenant
Department heads	CPO-LT as assigned
(Those reporting to the XO see App 5)	
Departmental Assistants	As earned/assigned

b. Platoon

Commander	As earned/assigned
Squad Leaders	As earned/assigned
Master-at-arms (MAA)	As earned/assigned

c. Competition Units

Team Commander	CPO-LTJG as assigned
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503. **Basic Duties and Responsibilities.**

The basic duties and responsibilities of specific billets are outlined below. Note that these billet descriptions are not all-inclusive. It goes without saying that all billet descriptions include the phrase "Other duties as assigned." Likewise, not all billets will be assigned, but may be combined. Billet assignments will, of necessity, reflect unit enrollment.

Each cadet is expected to seek out and do those additional tasks which will make the billet and the unit function more smoothly. The primary responsibility of leadership for all cadet officers and senior petty officers is to set the highest standards of performance -- to lead by example -- and to do the best job possible.

Extra effort and time will be required to do the job assigned, particularly when the duties and responsibilities of multiple billets are combined into a single billet. Enthusiasm, a positive attitude, strong motivation and outstanding performance are expected of each cadet in position of leadership. Cadets who routinely fail to perform the duties of their jobs can expect to be replaced by those who will.

The importance of a competitive Drill Team is a rallying point for the unit and its morale and fortunes for each year. While the Drill Team is not the only contributing team, it assumes a position of great importance in the Area's end of year rankings. A winning Drill Team depends upon experienced cadets for its success, therefore, all cadet staff members must consider themselves to be members of the Drill Team.

504. **Cadet Regimental Commander.**

The Cadet Company Commander (RC) is the senior cadet in the Regiment, and is expected to consistently demonstrate superlative leadership traits, academic achievement, maturity and self-confidence. The RC is responsible to the SNSI/NSI, and is tasked to:

- a. Set the highest standard of performance, conduct, military bearing and appearance as an example to all.
- b. Maintain high morale and enthusiasm within the unit. Advise the SNSI on matters of unit morale, activity scheduling, training and personnel.
- c. Develop team spirit and a desire to excel in the unit.
- d. Ensure timely execution of unit activities, taking actions to involve the maximum number of cadets in NJROTC activities.
- e. Ensure that a cadet officer is designated as "action officer" or Cadet in Charge for all events, competitions, and activities in which NJROTC cadets will participate.
- f. Act as the head mentoring officer, make every effort to ensure each cadet achieves their utmost academic and

military potential.

g. Chair the Advancement Review Board, ensuring they hold regularly scheduled and announced meetings. Recommend qualified cadets for advancement/promotion and specific billet assignments.

h. Direct and coordinate the efforts of the cadet staff.

i. Take charge of all company formations.

j. Ensure that Orientation Training is scheduled and conducted for new cadets annually prior to the fall opening of school to introduce new cadets to NJROTC and NJROTC activities.

k. Be familiar with the duties and responsibilities of all cadet officers and be prepared to comment in writing on the performance of each officer.

l. Establish a written means for cadets to make complaints and/or suggestions. The appropriate OMBUDSMAN will investigate all complaints and recommendations and forward the results to the SNSI/NSI for final action.

m. Endorse the staff nomination forwarded by the Adjutant, with justification, of an individual to be selected as "Cadet of the Month." This nomination is due to the NSI by the end of the second week of each month. Negative reports are required.

n. Ensure that all cadets either assigned to a billet or who are members of a competitive team are regularly evaluated by their immediate superior, using the standard evaluation form, (appendix 6) at least once per nine-week marking period. Special evaluations may be submitted at any time by any cadet officer on any cadet, whether or not the above criteria are met, to document either superlative or substandard performance. All evaluations will include comments from the next senior cadet in the chain of command (reviewing officer.) Additionally, the reviewing officer will counsel the cadet concerned on their performance. Evaluations are due to the NSI at least one week prior to the end of each nine-week marking period.

o. Coordinate award recommendation inputs to the SNSI/NSI. Ensure that accurate and timely records are maintained of cadet participation in any activity which might involve credit toward any award.

p. Ensure that a proactive NJROTC recruiting program is established and functioning. Take actions

to involve all cadets in the unit recruiting program and to coordinate unit presentations and recruiting efforts at feeder middle schools.

505. Cadet Regimental Executive Officer.

Under the direction of the Regimental Commander, assist him/her in the execution of all his/her duties and be prepared to act for the Regimental Commander at any time. The Regimental Executive Officer (RX) is the RC's alter-ego and should share the RC's supervisory and work load as much as possible. Specifically, the RX is to lead by example and is tasked to:

a. As the senior staff officer, supervise and coordinate the activities of the cadet staff and preside over staff meetings.

b. Act as reviewing officer, when appropriate, on cadet evaluations.

c. Chair the Cadet Honor Board.

d. Act as a member of the Advancement Review Board. In the case of the absence of the Regimental Commander, the RX will chair the board and forward the results of deliberations and recommendations to the RC.

e. Keep staff officers and other commanders informed.

506. Cadet Company Commander.

The Cadet Company Commander (CC) is the senior cadet in the company, and is expected to consistently demonstrate superlative leadership traits, academic achievement, maturity and self-confidence. The CC is responsible to the SNSI/NSI, and is tasked to:

a. Set the highest standard of performance, conduct, military bearing and appearance as an example to all.

b. Maintain high morale and enthusiasm within the company. Advise the SNSI on matters of company morale, activity scheduling, training and personnel.

c. Develop team spirit and a desire to excel in the company.

d. Participate in the Advancement Review Board. Recommend all qualified cadets for advancement/promotion and specific billet assignments.

e. Direct and coordinate the efforts of the company staff.

f. Take charge of all company formations.

g. Be familiar with the duties and responsibilities of all company officers and be prepared to comment in writing on the performance of each officer.

h. Recommend individuals to be selected as "Cadet of the Month." This nomination is due to the NSI by the end of the second week of each month. Negative reports are required.

i. Coordinate award recommendation inputs to the RX. Ensure that accurate and timely records are maintained of cadet participation in any activity which might involve credit toward any award.

j. Support proactive NJROTC recruiting program. Take actions to involve all cadets in the unit recruiting program and to coordinate unit presentations and recruiting efforts at feeder middle schools.

507. **Cadet Executive Officer.**

Under the direction of the Company Commander, assist him/her in the execution of all his/her duties and be prepared to act for the Company Commander at any time. The XO is the CC's alter-ego and should share the CC's supervisory and work load as much as possible. Specifically, the XO is to lead by example and is tasked to:

a. As the senior staff officer, supervise and coordinate the activities of the company staff and preside over staff meetings.

b. Act as reviewing officer, when appropriate, on cadet evaluations.

c. Participate as a member the Cadet Honor Board.

d. Act as a member of the Advancement Review Board. In the case of the absence of the Company Commander, the XO will chair the board and forward the results of deliberations and recommendations to the CC.

e. Keep staff officers and other commanders informed.

508. **Company Master Chief Petty Officer.**

The Cadet Master Chief Petty Officer is also called the Leading Chief and is responsible for all the CPO's in the unit. He/she reports to the XO for disciplinary matters and to the Company Commander on all other matters. Specific duties include:

a. Participating in all staff meetings to represent the views of the cadet rank and file to the staff.

b. Act as enlisted OMBUDSMAN. Duties include acting as point of contact for cadets dissatisfied with or who have a complaint about the unit. Investigate and report on all complaints and/or suggestions.

c. Vice Chair of the Honor Board.

d. Act as a member of the Advancement Review Board. As the senior enlisted member, will represent the best interests of any enlisted cadet before the board.

e. Setting the standard and example for all petty officers.

509. **Cadet Operations Officer.**

The Operations Officer reports to the Executive Officer for administrative matters and to the Company Commander for operational matters. He/she is responsible for the tasks listed below and others as assigned.

a. The primary duty of the OPS Officer is to plan, schedule and coordinate all unit operations not associated with team or Color Guard activities and events. The following is a representative but not all-inclusive listing of such operations:

- (1) Cadet watches.
- (2) Field trips/sea cruises.
- (3) Platoon and company drill.
- (4) School, civic and other activities in which there is NJROTC participation, such as parades, assemblies, meetings, recruiting efforts, etc.
- (5) Annual inspection.
- (6) Fund raising activities.

b. Ensure that adequate files and records of field trips and associated activities are maintained.

510. **Company Adjutant**

The Company Adjutant reports to the Executive Officer and is responsible for ensuring coordination of staff interactions. Specific Duties include:

a. Maintaining the recurring reports tickler. This is a list of reports due and their due dates. The Adjutant will report at staff meetings those reports overdue and the staff members responsible for their completion. These include, but are not limited to:

- (1) Trip/event reports
- (2) Cadet of the Month
- (3) Cadet evaluations
- (4) Event critiques
- (5) other reports required

b. Generate agenda for staff meetings, take minutes during staff meetings, and generate a report highlighting significant discussions and decisions.

c. Act as cadet officer OMBUDSMAN. Duties include acting as point of contact for cadets dissatisfied with or who have a complaint about the unit. Investigate and report on all complaints and/or suggestions.

d. Help coordinate company social events, such as the unit picnics and Cadet Ball.

511. **Cadet Administrative Officer.**

The Administrative Officer reports to the Executive Officer. He/she is responsible for the administrative, personnel and communications functions of the unit. Specific responsibilities include:

a. Assisting the SNSI/NSI with the preparation of required reports and records.

b. Filing merit/demerit reports as directed.

c. Maintaining cadet records in JUMS as directed by the SNSI/NSI

d. Publishing a matrix of community service hours at the end of each marking period, so that cadets might better track their awards.

512. **Cadet Supply Officer.**

The Supply Officer is the principal assistant to the NSI for the management of the unit's inventory of Navy

uniforms and equipment. He/she reports directly to the NSI on supply matters, and to the Executive Officer for other military matters. Specific duties and responsibilities include:

a. Assisting with receipt, storage, issue and inventory management of Navy uniforms and equipment.

b. Ensuring that the uniform storerooms are kept clean and neat at all times.

c. Informing the NSI of uniform items, ribbons and insignia which need to be ordered because of high usage and/or short supply.

d. Nominate uniform items unfit for re-issue to the NSI for survey and disposal.

e. Conduct inventories as directed.

f. Train and supervise all supply assistants. The assistants will act in the stead of the Supply Officer for immediate need types of supply issue or inventory matters.

513. **Cadet Training Officer.**

The Training Officer reports to the Executive Officer. Specific responsibilities include:

a. Coordinating Orientation Training for new cadets.

b. Coordinating recruiting presentations for feeder middle schools and other high schools as necessary.

c. Administering the Cadet Advancement System. Including maintaining and giving the Advancement exams and monitoring the advancement check lists. Act as a member of the Advancement Review Board.

514. **Community Services Officer.**

The CSO reports to the XO and is responsible for coordinating all outreach programs involving community service, whether those programs are internal to the school such as FOD walk-downs, or school beautification day, or external, such as food drives and collections for the public good. Accurate records of participation are critical not only for awards but for reporting as community service for End of Year and Service Learning credits as well.

515. **Mentoring Programs.**

The Mentoring Programs Officer will assist the Adjutant and the CSC in their duties as Ombudsman. Specific duties include:

- a. Coordinate internal mentoring programs to include, but not limited to, academic and military help programs, assigned junior-senior cadet mentoring pairs, squad leader training, etc..
- b. Coordinate external mentoring programs to include, but not limited to adopt-a-school involvement and other community service programs helping the people of Brooksville.
- c. Establish and maintain academic assistance teams to provide help to cadets with academic problems, as required. (Junior Achievement as an example)

516. **Cadet Public Affairs Officer.**

The PAO reports to the XO and is responsible for assisting with all public relations/publicity matters affecting the unit. Specific duties include:

- a. Preparing a periodic (no less than one per month) newsletter, highlighting individual cadet achievements and unit activities and accomplishments.
- b. Creating an expanded awareness of the unit and its activities in both school and community.
- c. Maintaining a unit scrapbook and staff photo board.
- d. Preparing rough news releases or feature articles for community and school newspapers highlighting unit events of interest such as unit inspections, fund-raisers, Color Guard and/or Drill Team performances, social events, field trips, and competitions.
- e. Assisting the Training Officer in the middle school recruiting effort.
- f. Supervise classroom bulletin boards used for displaying unit schedules and activities, keeping material relevant and timely.
- g. Maintaining and periodically revising the unit display board in the Main passageway.
- h. Ensuring that comprehensive files for PAO

related material are established and maintained.

- i. Ensuring the maintenance of a unit history in such detail that a clear picture of the year's activities is presented.
- j. Conducting liaison with the school yearbook staff to ensure NJROTC layout in the yearbook accurately reflects unit activities.
- k. Coordinating correspondence and liaison with Navy ships, squadrons and activities soliciting unit memorabilia for classroom display.

517. **Staff Photographer.**

The staff photographer will assist the Public Affairs Officer. Specific duties include:

- a. Providing/arranging for photographic coverage of unit activities and field trips.
- b. Perform liaison with cadets in charge of activities to ensure a photographic history of events is kept.

518. **Cruise Book Editor.**

Reports to the Public Affairs Officer and is responsible for the publication of the annual cruise book. If no Cruise Book Editor is assigned, the PAO will assume all duties thereof. The Cruise Book is a large, long-term project that cannot be left to the last moment! While most cadets will find that working from home is more convenient, it also breeds procrastination. Therefore, we require the majority of the lay-out and editing be done on the staff computer and the original document be stored on the office network. Specific duties include:

- a. On a monthly basis, provide the SNSI, completed, camera ready page layouts covering each of the events/activities occurring during the previous month.
- b. Working with the Parents Booster Club and advisors to coordinate all production phases of the cruise book.
- c. Coordinate with the parents and cadets to accumulate pictures and other inputs for the cruise book.

519. **Web Master.**

Reports to the SNSI/NSI and is responsible for creating and maintaining a unit Web Page. Specific Duties

include:

a. Ensuring security of the computers and associated data, software, etc. This is to include security of personal information which needs to be kept from unauthorized view and maintaining files of parental release forms for photos and data.

b. Conducting appropriate training for cadets needing assistance in their use of computers.

c. Conducting liaison with school and CNET and/or NJROTC Web Page managers to establish appropriate links.

520. **Cadet Weapons Officer.**

The Weapons Officer reports to the Executive Officer and is responsible for assisting the SNSI/NSI in all matters relating to assigned weapons and related equipment. Specific duties include:

a. Maintaining the unit armory in a secure, orderly, and neat manner.

b. Overseeing drill rifle issuing procedures.

c. Conducting weapons related inventory functions, as directed.

521. **Armorer.**

The Armorer reports to the Weapons Officer and is responsible for the maintenance of the company drill equipment. Specific duties include:

a. Maintaining all assigned drill rifles in good operating condition.

b. Assisting with proper care and stowage of swords, belts, guard belts, and other weapons related equipment.

c. Cleanliness of the guard belts and leggings used by the unit for special drill performances.

522. **Company First Lieutenant.**

The 1st Lieutenant reports to the XO and is responsible for ensuring the cleanliness and ship-shape appearance of unit spaces. Specific duties include:

a. Conducting a weekly, walk-through inspection of unit spaces and reporting the results to the

staff at the staff meetings. Responsible staff members are then to ensure correction of any discrepancies. This inspection is to monitor the cleanliness and upkeep of the area. Should major structural, safety, or material hazards exist, the SNSI is to be informed immediately.

b. Monitor the training of classroom MAAs.

c. Setting up a system of morning and afternoon color guards for the school flag-pole. Additionally, ensuring that all cadets who participate in this responsibility are given adequate credit towards the community service ribbon. Typically, for each six events, one regular hour of community service should be allowed.

523. **Fund Raising Coordinator.**

The unit Fund Raising Coordinator reports to the Operations Officer and to the NJROTC Booster Club Fund Raising Chair, and shall assist by whatever means possible to relieve the day-to-day administration of that function. The unit cannot afford to miss this commitment, therefore, specific duties include:

a. Soliciting, certifying and timely scheduling cadets to participate in unit fund raising activities.

b. Ensuring that sufficient cadets show up for fund raising activities, on time and in the correct dress.

c. Tracking and reporting the names of cadets who provide this critical support, so that they can be properly recognized.

524. **Departmental Assistants.**

From time to time the cadet staff will include a number of assistants. Administratively and operationally, they will report to their departmental leader and are responsible for the completion of duties assigned. These duties may include but are not limited to: inventory, filing, issuing, etc. These personnel will be assigned on a as needed basis by an instructor.

525. **Cadet Academic Team Commander.**

The Academic Team Commander reports to the Executive Officer and is responsible for organizing and training cadets to participate in NJROTC and other academic competitions. Specific duties include:

a. Establishing and conducting a regular

schedule of training sessions, including administering practice academic tests.

b. Nominating qualified cadets to participate in competitions.

c. Maintaining a file of material which will assist cadets in preparing for tests.

d. Report competition participants and make recommendations for awarding appropriate recognition (ribbons, devices, medals, etc.) to the Admin Officer.

526. **Cadet Athletic Coordinator.**

The Athletic Coordinator reports to the XO and is responsible for coordinating unit athletic activities. Specific duties include:

a. Coordinating, scheduling and supervising unit practice sessions for field meets and other athletic competitions, maintaining a record of attendance and performance comments on each participating cadet.

b. Assisting with scheduling athletic activities for weekly PT sessions.

c. Coordinate/schedule intramural unit athletic activities and inter-platoon competition, as directed.

527. **Cadet Drill Team/Color Guard Commander.**

The Drill Team Commander and Color Guard Commander report to the Executive Officer. They are responsible for organizing, directing, training and managing the competitive team which they command. Specific duties include:

a. Being prepared to meet all scheduled appearances and to react at short notice to requests for special appearances.

b. Establishing a schedule of practices which will result in the greatest training value and which will cause the least inconvenience to cadets and their families.

c. Developing a strong working knowledge of the contents of the Drill and Ceremonies Manual, insofar as it affects their respective team.

d. Managing respective team equipment, ensuring periodic inventories are conducted and all equipment is accounted for, particularly when teams attend a competition or event away from Annapolis

High School.

e. Maintaining an accurate roll of team members attending scheduled practices, competitions and events. Make recommendations to the SNSI regarding issuance of awards for team participation.

f. Providing the PAO with information about team activities.

g. Conducting proactive team recruiting efforts, when required.

h. Report competition participants and make recommendations for awarding appropriate recognition (ribbons, devices, medals, etc.) to the Administrative Officer for record update.

528 **Cadet Rifle Team Commander.**

The Rifle Team Commander reports to the Executive Officer and the Rifle Team Advisor, and is responsible for the organization and training of the Rifle Team. Specific duties include:

a. Overseeing the functioning of team members and all other casual shooters.

b. Ensuring that range safety rules are observed at all times and that any violations are reported to the SNSI/NSI via the Rifle Team Advisor without delay.

c. Maintaining a current roster of cadets eligible to shoot. To be eligible, a cadet must watch the rifle safety training tape, and satisfactorily complete a formal safety exam.

d. Establishing and maintaining regular schedule of proficiency maintenance practices, keeping records of cadet attendance and shooting scores for each. Compute average scores for each participant at least once monthly using the ten most recent targets (ten for each firing position).

e. Ensure that a qualified, knowledgeable and responsible cadet is designated to supervise each firing session, and that the designated cadet is able to enforce safety rules and all other team procedures and administrative requirements.

f. Advise the SNSI/NSI via the Rifle Team Advisor, regarding target, ammunition, and other supply requirements with ample lead-time for procurement.

g. Ensure that the range is kept in good repair, is

properly set up for each practice, is cleaned after practice, and that all spent pellets are removed periodically.

h. Organize multiple competitive teams based on shooter's abilities from team assets, and make recommendations to the SNSI for team participation in invitational competitions.

i. Ensure all equipment is periodically inventoried and accounted for, particularly when removed from school property for competitions.

j. Report competition participants and make recommendations for awarding appropriate recognition (ribbons, devices, medals, etc.) to the Administrative Officer for record update.

529. Cadet Orienteering Team Commander.

The Orienteering Team Commander reports to the Executive Officer and is responsible for the organization and training of the Orienteering Team. Specific duties include:

a. Overseeing the events to ensure orderliness and success in competition. Particularly important is the matching of cadets with partners and assignment to appropriate levels of competition.

b. Ensuring all participating cadets understand safety rules and emergency procedures.

c. Maintaining a roster and scheduling appropriate training, events and competitions.

530. Cadet Platoon Commander.

Each period in which Naval Science classes are held will have a Platoon Commander assigned. The Platoon Commanders report to the Operations Officer for drill matters, and to the XO for all other matters. They are automatically members of the cadet staff and provide key links in the chain of command between the staff and the individual cadets of their platoon. Through daily contact with each cadet in their platoon, they exert significant influence and leadership. Specific duties and responsibilities include:

a. Keeping platoon members informed, and providing a two-way flow of information. To this end, they will conduct the daily announcement time prior to the beginning of class.

b. Knowing each individual cadet in the platoon,

and promoting the personal growth and development of each.

c. Striving to make their platoon the best in the unit.

d. Maintaining the highest standard of conduct, discipline, appearance and military bearing at all formations.

e. Taking muster at all platoon formations.

f. Assisting with training and leading assigned platoon personnel in all aspects of military drill.

g. Administrative processing of Merit/Demerit report forms.

531. Cadet Squad Leaders.

The Squad Leaders report to the Platoon Commander and are the individual cadets' initial link or immediate superior in the chain of command. Specific duties and responsibilities include:

a. Knowing each individual in the squad. As their immediate superior in the chain of command, the squad leader's responsibility goes beyond being aware of their presence to being their mentor and friend.

b. Assisting the Platoon Commander in all platoon activities and formations, including taking an accurate muster.

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

d. Leading by example.

532. Cadet Master-at-Arms.

Each NS1 class will have an MAA assigned who reports directly to the NSI in the performance of his/her duties. In the NS2,3, and 4 classes the Platoon Leader will perform the duties of the MAA and will report directly to the SNSI in the performance of those duties. Specific responsibilities will be assigned to the MAA by the instructor. Generally, they include assisting the instructor in classroom procedures, condition and order. Specific duties include:

a. Taking charge of and presenting the class at the beginning of each class period.

- b. Taking a daily class muster.
- c. Maintaining good order and discipline during classroom activities.
- d. Administrative processing of merit/ demerit report forms for cadets in their class, as required.
- e. Ensuring that proper classroom decorum is maintained.
- f. Ensuring the classroom is policed prior to dismissing the class.
- g. Taking charge of and dismissing the class when directed to do so by the instructor.

533. **Competition Units**

The unit sponsors the following special teams which compete against teams from other JROTC units. Each is open to any cadet with the interest in participating.

- a. **Drill Team.** The Drill Team is composed of cadets who are particularly interested in the skills and precision developed by mastering the manual of arms and military drill in team competition. The Drill Team represents the unit in ceremonies, parades and drill competition with other JROTC units. Team members are expected to set the highest standards of grooming, military bearing, performance and self-discipline.
- b. **Color Guard.** The Color Guard presents America's national colors, Navy Colors, and Unit Colors with great precision at parades, ceremonies, school assemblies, sporting events and other patriotic occasions. The Color Guard also represents the unit in competition against other schools at JROTC drill meets.
- c. **Academic Team.** The Academic Team is composed of cadets particularly interested in academic achievement and who express an interest in, and an aptitude for, representing the unit in regional and national academic competition in Naval Science.
- d. **Rifle Team.** The Rifle Team is composed of selected cadets who shoot well, and would like to perfect their shooting skills. Team members shoot air rifles against other JROTC unit teams in national and regional postal and shoulder-to-shoulder competition.
- e. **Athletic Team.** The Athletic Team is composed of cadets who enjoy competing against other schools in a variety of sporting events. Past competitions have included a variety of field meets,

basketball and volleyball tournaments.

f. **Orienteering Team.** The Orienteering Team is composed of cadets who enjoy the mixture of inter-unit competition, combined with the field sport of orienteering.

g. **Honor Guard.** The Honor Guard assists with the presentation of America's national colors, Navy Colors, and Unit Colors with great precision at parades, ceremonies, school assemblies, sporting events and other patriotic occasions.

534. **Cadets in Charge.**

For every evolution in which the Unit participates, there will be a designated Cadet in Charge. That cadet will normally be the senior cadet or the Team Commander as appropriate. Their duties will include:

- a. Coordinate unit participation in the event or activity.
- b. Responsible for accurately mustering cadets at appropriate times. For instance when re-boarding transportation after a stop.
- c. Organizing the cadets to complete the evolution goal or task, whether it is a competition, field trip or service activity.
- d. Ensuring a photographic record is kept for cruise book and/or the recruiting video.
- e. Submit within three working days an "event" report to the SNSI, via the chain of command, briefly outlining the activity, describing problems encountered, and recommending procedural changes for subsequent events as necessary. For all activities of a "work" or "service" nature, a complete list of all participants and the degree of participation of each will be included with the report.
- f. For events in which persons or agencies outside of NJROTC provide a service or assistance to the unit, a formal thank-you letter will be drafted and attached to the report.

535. **Cadet Recruiting Officer.**

The cadet Recruiting Officer reports to the Executive Officer and is responsible for assisting the SNSI/NSI on all matter relating to new Cadet recruitment efforts. The Recruiting Officer will plan, organize and coordinate efforts to bring visibility of unit and school to other

Elementary and Middle school as possible in regards to formal and informal visits and coordinated events with Guidance personnel.

536. Cadet CDMIS Officer.

The CDMIS Officer reports to the Executive Officer and is responsible for the inputting of Cadet Information into the Navy system. Each company shall support the CDMIS Officer to ensure timely and accurate input.

RANKS, PROMOTION AND EVALUATIONS

601. **General**

a. Advancement in rate or promotion in rank. Advancements and promotions within the NJROTC Unit are based upon demonstrated performance. Students start as cadets and each individual dependent upon self-application and performance has the opportunity to advance to the rank of Cadet Commander and the position of Company Commander. Ultimately one Cadet will obtain the rank of Captain and be assigned as the Regimental Commanding Officer. Stated differently, each cadet is expected to do the best work that he or she is capable of doing. Under the concept of cadet centered activity, you are responsible for what you learn. You will need to demonstrate your proficiency and knowledge in various subjects. Your knowledge will be tested by means of practical factor and written examinations. Your development as a cadet and leader will be evaluated by the cadet chain of command to ensure that your performance within the unit is sufficient enough to warrant an advancement or promotion. Your own sincere interest, efforts, and positive attitude should be indicative of the success attained. Initiative enthusiasm and cooperation will result in your development and improvement. It must be your goal to achieve and to complete satisfactorily the course of study. The instructors are available at any time to assist you in reaching your goals. The standards are high, but they will help you attain your current goals and prepare you for the attainment of your life goals.

b. Basic responsibility. One of the basic responsibilities of being a good cadet is to ensure that you have all of your NJROTC Program required forms on file with the Unit's Administrative Department. The required forms are:

- NJROTC Standard Release Form
- NJROTC Health Risk Screening Questionnaire
- Pre-Participation Physical Evaluation (Physical Examination) signed by a Medical Practitioner
- Cadet Custody Card

These forms must be updated annually and an important significant item during the Unit's Annual Inspection. Cadets will NOT be authorized advancements or promotions until which time the forms have been received by the Unit. If otherwise qualified, they will be authorized to participate in the advancement cycle but will not be authorized their advancement until all of the forms are accounted for.

c. Increased responsibilities. As you advance in rate or rank, with each new advancement or promotion will come increased duties and responsibilities. No cadet will be advanced or promoted above Petty Officer Second Class without holding a position of leadership and responsibility within the Unit. In many ways, the NJROTC Unit mirrors that of a college level NROTC program with major exception and that is there is NO full time active duty staff to administratively run the program. As a consequence, one of the ways the NJROTC develop a leader is to motivate cadets in positions of leadership within the unit from hands-on training and experience.

d. Respect of Authority. Each cadet who hopes to lead can do so only after learning how to follow. This is something cadets can do only if they are willing to accept the authority of their leaders. First year cadets must learn the job to be done by developing the quality of following instructions accurately and by being an effective follower. In the second and third years the cadets should not only be willing to follow but be ready to lead, guide, and tell others what to do in more specific detail as they gain experience. The task of each cadet at each level is to learn the job to the best of their ability. You should be willing to demonstrate through your actions that you are ready for the next level of responsibility.

(1) **Warning.** Having authority means leading by example and treating others with the utmost respect and dignity. One who issues orders arbitrarily without reason or thought, but only because he/she has the rank to do so, is not a true leader, true leaders are in a position of authority because they have earned the right to be there and do not abuse their authority. Please bear in mind that each cadet and each leader are learning from each other regardless of rank and position. Because of his/her earned authority and the responsibilities entailed, the leader is entitled to respect and courtesy from juniors. Cadet leaders are authorized to give appropriate and reasonable orders to cadets under supervision but have no authority to excuse them from formations or class without specific approval of SNSI/NSI.

e. Terminology. Listed below are definitions for terms used throughout this chapter.

(1) Enlisted rates. As outlined within the Cadet Reference Manual and Cadet Field Manual, the cadet enlisted rates and their appropriate abbreviations which are used within this Unit include:

Seaman Cadet (C/SC)
Seaman Recruit (C/SR)
Seaman Apprentice (C/SA)
Seaman (C/SN)
Petty Officer Third Class (C/PO3)
Petty Officer Second Class (C/PO2)
Petty Officer First Class (C/PO1)
Chief Petty Officer (C/CPO)
Senior Chief Petty Officer (C/SCPO)
Master Chief Petty Officer (C/MCPO)

(2) Officer ranks. As outlined within the Cadet Field Manual, the cadet ranks and their appropriate abbreviations which are used within this Unit include:

Ensign (C/ENS)
Lieutenant Junior Grade (C/LTJG)
Lieutenant (C/LT)
Lieutenant Commander (C/LCDR)
Commander (C/CDR)
Captain (C/CAPT)

(3) Advancements. Enlisted cadets are advanced up to and including the rate of C/MCPO.

(4) Promotions. Cadets are promoted to the cadet ranks of C/ENS through C/CAPT.

(5) Reduction in Rate/Rank. There are two types of rate or rank reductions for enlisted and officer personnel respectively.

(a) Permanent Reduction (also referred to as a "Bust") or demotion. A cadet may be awarded a permanent reduction in their rate or rank at the discretion of the SNSI for failure to maintain satisfactory grades for two consecutive grading quarters, failure to maintain satisfactory performance evaluations for two consecutive evaluation periods, or other serious breaches of conduct which reflect poorly on the cadet and Unit. They must wear the appropriate rate/rank devices for the reduced rate or rank. Once a cadet receives a permanent reduction in rate or rank his/her time in grade begins anew for future advancements.

(b) Suspended Reduction (also referred to as a "Suspended Bust"). A cadet may be awarded a suspended reduction in their rate or rank at the discretion of the SNSI for failure to maintain satisfactory grades for one grading quarter, failure to maintain satisfactory performance evaluations for one evaluation period, or for minor breaches of conduct which reflect

poorly on the cadet and Unit. Essentially a suspended bust is probation and is normally awarded for periods of 1 to 3 months to allow time for the cadet to correct the deficiency or deficiencies. They continue to wear the rate/rank device of their original rate/rank (**NOT** wear the rate/rank devices of the reduced rate or rank). If the cadet corrects the deficiencies and maintains a clean record of performance and behavior the suspended bust is rescinded and no other actions are required and the original time in grade remains the same. While on a suspended bust a cadet can not be advanced or promoted to any higher rate or rank.

(c) Vacated Reduction. A vacated reduction in rate or rank is when a cadet who is on a suspended bust fails to correct the deficiencies which caused the reduction or fails to maintain a clean record. Basically the suspended bust becomes a permanent bust and the provisions of paragraph 106e (1) from above apply.

(6) Time in Grade (TIG). Is the amount of time the cadet has spent in his/her current rate or rank. The purpose of setting minimum TIG standards is to allow cadets adequate time to hone their leadership skills at the particular rate or rank before assuming the additional responsibilities expected of a higher rate or rank.

(7) Time in Program (TIP). Is the amount of time a cadet has been enrolled in Junior ROTC. The purpose of setting minimum TIP standards is to allow cadets adequate time to develop their leadership skills and to ensure adequate upward mobility to properly staff the Unit with experienced and motivated leaders.

(8) Practical Factor Test (PFT). It is usually a test in which a cadet physically demonstrates their skills and knowledge of a specific subject matter.

(9) Automatic Advancements. This is also referred to as a "bump-up" or "push button" advancement. Automatic promotions are authorized only once during a school year and the cadet must be fully qualified for the rate he/she is being advanced to (including any required PFTs). TIP is automatically waived for future advancements during the school year. Bump-ups are normally authorized for those cadets who successfully complete a Basic Leadership Training encampment (min-boot camp), the, or the NJROTC Area Leadership Academy (LA). There will be no more than a total of TWO (2) bump-ups authorized to any cadet while a member of the Unit.

(10) Advancement/Promotion Cycles.

There are normally 3 advancement cycles per school year, each beginning shortly after the start of a new grading quarter. A 4th cycle may be authorized at the discretion of the SNSI in late May to allow cadets who failed to advance during an earlier cycle an opportunity to advance.

602. Cadet Officers

a. Selection of Cadet Officers. The SNSI appoints cadets as officers because of a special trust and confidence placed in them. Normally a cadet will be in Naval Science III or have completed Naval Science II, prior to being appointed to an officer rank. All cadets normally should have attained the rate of Chief Petty Officer before being eligible for appointment. However, the SNSI reserves the right to grant exceptions in cases warranting special consideration. In addition to being a Chief Petty Officer a cadet seeking appointment as an officer must fulfill the following requirements:

(1) Have no less than a "B" average in Naval Science for the semester preceding the appointment.

(2) Must maintain no less than a 2.00 grade point average in all subjects and no grade less than a "C" in the preceding grading quarter.

(3) Must have successfully completed BLT, NJROTC Leadership Academy, Boys/Girls State, MOWW Youth Leadership Conference, or other leadership training as approved by the SNSI.

(4) Must be assigned to an officer billet within the Unit as detailed in the Unit Handbook.

(5) Must normally be a third or fourth year cadet but at the discretion of the SNSI may include a second year cadets who are seniors and have demonstrated an exceptional degree of leadership potential and dedication to the Unit.

(6) Must exhibit a willingness and ability to fulfill the added responsibility of the officer rank and billet assigned.

(7) Have all required NJROTC Program forms on file with the Administrative Department.

b. Reduction in Rank for Cadet Officers. Cadet Officers are expected to set the "standard" for subordinates to emulate and follow. The following details some instances in which an officer may receive

a "suspended reduction" or permanent reduction (demotion) in rank.

Once appointed, a Cadet Officer is expected to maintain a high level of overall performance and at all times act as a lady or gentleman. Accordingly, cadet officers should expect demotions for violations of school or unit regulations (i.e. suspensions - in or out of school, below average military aptitude grade) or for receiving two performance evaluations in which they have an overall rating of "Below Standards".

603. Cadet Enlisted Advancement Requirements

a. Requirements. Listed below are the requirements needed to advance to various enlisted rates within the Unit. Study guides and Practical Factor Tests will be revised annually to reflect . The current Practical Factors and Study guides can be found in appendices 7 and 8.

Seaman Apprentice (C\SA)

- 1 academic quarter TIG as a C\SR
- 1 academic quarter TIP
- Have all required NJROTC Program forms on file in the Admin Department
- Complete 1 hour of community service
- Complete the required Practical Factors for C\SA
- Maintain a 2.0 overall grade point average for the previous grading period and no grades less than a "D".
- Be assigned a grade of "C" or higher in the preceding quarter in NJROTC
- Be recommended by the NSI
- Approved for advancement by the SNSI

Seamen (C\SN)

- 1 academic quarter TIG as a C\SA
- 2 academic quarters TIP
- Have all required NJROTC Program forms on file in the Admin Department
- Participated in 3 unit sponsored activities (eligible for the participation ribbon)
- Complete 6 hours of community service.
- Complete the required Practical Factors for C\SN
- Maintain a 2.0 overall grade point average for the previous grading period and no grades less than a "D".
- Be assigned a grade of "C" or higher in the

- preceding quarter in NJROTC
- Be recommended by the NSI
- Approved for advancement by the SNSI

Petty Officer Third Class (C\PO3)

- 1 academic quarter TIG as a C\SN
- 8 months TIP
- Have all required NJROTC Program forms on file in the Admin Department
- Complete the required Practical Factors for C\PO3
- Been awarded the NJROTC Exemplary Personal Appearance Ribbon
- Completed 10 hours of community service.
- Participated in at least one unit service activity.
- Maintain a 2.0 overall grade point average for the previous grading period and no grades less than a "D".
- Be assigned a grade of "B" or higher in the preceding quarter in NJROTC.
- Be recommended by the Cadet Commanding Officer
- Approved for advancement by the SNSI

Petty Officer Second Class (C\PO2)

- Successfully completed one year of JROTC
- 1 academic quarter TIG as a C\PO3
- Have all required NJROTC Program forms on file in the Admin Department
- Complete the required Practical Factors for C\PO2
- Be approved for and assigned to a position of leadership within the Unit as detailed by the Unit Handbook**
- Participated in 6 unit sponsored activities (eligible for the 2nd participation ribbon)
- Maintain a 2.0 overall grade point average for the previous grading period and no grades less than a "D".
- Be assigned a grade of "B" or higher in the preceding quarter in NJROTC.
- Be recommended by the Cadet Commanding Officer
- Approved for advancement by the SNSI

Petty Officer First Class (C\PO1)

- Successfully completed one year of JROTC
- Successfully completed a minimum of quarter of JROTC2
- 1 academic quarter TIG as a C\PO2
- Have all required NJROTC Program forms on file in the Admin Department
- Complete the required Practical Factors for C\PO1
- Successfully performed the duties for a position of leadership within the Unit as detailed by the Unit Handbook. Received a satisfactory Performance Evaluation for the preceding quarter with a recommendation for advancement
- Participated in 9 unit sponsored activities (eligible for the 3rd participation ribbon)
- Participated in 6 hours of unit service activities.
- Maintain a 2.0 overall grade point average for the previous grading period and no grades less than a "C".
- Be assigned a grade of "A" or higher in the preceding quarter in JROTC.
- Achieve a score of **80 percent** or higher on the C\PO1 written examination (a study guide is found in appendix 8)
- Be recommended by the Cadet Commanding Officer
- Approved for advancement by the SNSI

Chief Petty Officer (C\CPO)

- Successfully completed one year of JROTC
- Successfully completed a minimum of 2 quarters of JROTC2
- 3 Months TIG as a C\PO1
- Have all required NJROTC Program forms on file in the Admin Department
- Complete the required Practical Factors for C\CPO
- Successfully performed the duties for a position of leadership within the Unit as detailed by the Unit Handbook. Received a satisfactory Performance Evaluation for the preceding quarter with a recommendation for advancement
- Been awarded the NJROTC Exemplary Personal Appearance Ribbon
- Been awarded the NJROTC Exemplary Conduct Ribbon
- Been awarded the Outstanding Cadet ribbon
- Participated in 12 unit sponsored activities (eligible for the 4th participation ribbon)
- Completed at least 30 hours of community service and 10 hours of unit service during the preceding 12 months.
- Maintain a 2.0 overall grade point average for the previous grading period and no grades less than a "C".
- Be assigned a grade of "A" or higher in the preceding quarter in JROTC.
- Achieve a score of **90 percent** or higher on the C\CPO written examination (a study guide is found in appendix 8)
- Be recommended by the Cadet Commanding Officer
- Approved for advancement by the SNSI

Senior Chief Petty Officer (C\SPO)

- Successfully completed two years of JROTC
- 3 Months TIG as a C\CPO
- Have all required NJROTC Program forms on file in the Admin Department
- Successfully performed the duties for a position of leadership within the Unit as detailed by the Unit Handbook. Received a satisfactory Performance Evaluation for the preceding quarter with a recommendation for advancement
- Maintain a 3.0 overall grade point average for the previous grading period and no grade less than a “C”.
- Be assigned a grade of “A” or higher in the preceding quarter in JROTC.
- Approved for advancement by the SNSI

Note: the Unit is only authorized one c/MCPO and that person is normally assigned the duties of Senior Enlisted Advisor.

604. **Transfer-Ins**

a. Rate or Rank Determination. Cadets that are received as transfer-ins from other JROTC Units will be evaluated on an individual basis by the Naval Science Instructors to determine the most appropriate rate or rank that should be assigned to the newly enrolled cadet. It is widely known that some JROTC Units are very liberal in the advancement and promotion policies, such is NOT the case for our Unit. It is imperative that a fair and equitable decision be made for the transfer-in cadet and to the Cadets of our Unit. In addition, transfer-in cadets may on a case by case instance be asked to pass the Practical Factors or advancement examination for the rate that they are seeking as a further measurement of their skill and knowledge level. Although not all inclusive, listed below are some of the factors which will be considered by the Naval Science Instructor:

- Grade Level
- Years in JROTC
- Academic Performance
- Former Instructor Recommendation
- Leadership Training Received
- Assigned position within the Bowie NJROTC Program
- Centrals’ normal rate of progression for advancements and promotions

UNIFORM REGULATIONS AND MILITARY ETIQUETTE

701. **General.**

Wearing of the cadet uniform is a significant and visible aspect of the NJROTC program, and one that separates you, and makes you stand out from all others. It is important, therefore, that the uniform is worn properly, and that cadets meet proper standards of appearance in uniform. You have the responsibility for ensuring the uniform is properly maintained and ready to wear as prescribed. Your parent is not responsible for your failure to meet this requirement. Additional uniform guidance can be found in the Cadet Field Manual.

b. Cadets need to know that wearing the uniform IS a requirement. It is not an option! Therefore, not wearing the uniform on the designated day is evidence of lack of commitment to meeting NJROTC program expectations and requirements. Likewise, not wearing it all day, or wearing it improperly, is also a serious problem.

702. **Rules of Conduct While in Uniform.**

NJROTC cadets, when in uniform, are perceived by the public as representatives of the U.S. Navy. The public image of the Navy must not suffer because of poor cadet conduct or appearance in uniform. The following excerpt from the U.S. Navy Uniform Regulations applies to NJROTC cadets in uniform, in public view:

"Public showing of affection (hand holding, embracing, etc.), placing hands in pockets, smoking, eating and or drinking beverages while in uniform as pedestrians detracts from military smartness and as such is considered inappropriate."

Note that public displays of affection apply to any cadet in uniform whether or not both parties are in the unit or are both in uniform. The restrictions on eating and drinking refer only to walking along or near public streets and not to the school cafeteria at lunch time.

Smoking is against Florida state laws for students (cadets) and is therefore PROHIBITED. A cadet which brings such obvious discredit on the unit and themselves by flagrantly ignoring this will be placed on probation and dealt with appropriately!

Cell phones and headsets are not part of the uniform, and are not to be worn or displayed while in uniform. This

includes not wearing a phone or portable CD/MP-3 device on the belt.

703. **When to Wear the Uniform.**

a. Wednesday are designated as normal "uniform days," depending on which day the cadet is scheduled for their Naval Science class. **All cadets are to wear the prescribed uniform of the day to school and throughout the school day!**

(1) A special event such as the annual Unit Inspection, or the U.S. Navy birthday, may necessitate a change in the uniform day for the week in which it occurs, but any changes will be announced well ahead of time.

(2) **On uniform days, a full and complete uniform must be worn for the entire school-day,** unless permission to change has been granted in advance by the SNSI/NSI. Even if a student expects to check out of school early on uniform day, he or she still must wear the uniform that day.

b. Should an injury prevent the wearing of a part of the uniform, such as a bandage or cast on the foot interfering with the wear of the uniform shoes, the uniform may be worn with appropriate modifications, such as tennis shoes. However, unless the uniform will not physically fit over the cast/support, etc., the uniform must still be worn for inspection.

c. Should a cadet wish to wear the uniform at some other time, such as for an event special to his or her family, request permission in advance from the SNSI/NSI.

704. **Consequence of not Wearing the Uniform.**

In accordance with CNET regulations for the NJROTC Program, cadets are required to wear the uniform for one complete day every week. Accordingly, failure to do so is a failure to meet minimum program requirements and will result in an inspection grade of zero. (See Section 207 – Grading Criteria for specific uniform grading parameters).

705. Borrowing or Lending Uniform Items.

a. Uniforms are for the sole use of the cadet to whom they are issued. Items may **not** be loaned to or used by any other person, whether or not they are in NJROTC. A cadet may not borrow or be in possession of any uniform item or other equipment not issued to him or her, to so constitutes misappropriation of U.S. government property.

706. Exchanges of Uniform Items.

a. Proper fit is critical to uniform appearance. Although every attempt will be made to procure and issue proper uniform sizes, exchange for an alternate size to obtain a better fit may be made when clearly warranted.

b. Should a uniform item, through normal wear and tear, become no longer serviceable, a replacement item will be issued.

c. As a rule, no exchanges or issues of replacement uniform items will be made on the day prior to, or the day of a uniform inspection. Plan Ahead!

d. Lost uniform items or equipment will generate an obligation at the current Navy procurement cost. Payment must be made by check payable to Central High School, so that the school may reimburse the Navy for the replacement. The SNSI or NSI may authorize payment to be delayed or suspended for good reason, but it must be shown that the loss or damage was beyond the cadet's control.

e. All uniform items must be returned when a cadet leaves the NJROTC program for any reason. Uniforms returned must be in good condition and reflect only normal wear and tear from use.

f. Cadets are responsible for cleanliness and maintenance of all uniforms in their possession. Uniform maintenance guidance is provided in a separate section of this directive.

707. Uniform Inspections.

a. Graded inspections will be conducted each uniform day.

b. Leather shoes must be worn Corfam shoes are not authorized.

c. Black socks are a required uniform item.

Should a cadet not wear a pair of black socks to a uniform inspection, they will be given one from unit stocks, and charged for its cost.

708. Wearing of Covers.

Navy uniform regulations generally prescribe that covers are worn only when outside. Except under certain circumstances, **covers are not normally worn when inside a building**. The following amplifies that general guidance for NJROTC cadets.

a. Except while actually inside a car or bus, covers must be worn on the way to school and going home and at any other time while outside, in uniform, whether off-campus or on-campus.

b. Except when required during NJROTC class and designated special events, covers will not be worn when inside the school building.

c. Covers are required to be brought to NJROTC class on each uniform day. They will be worn both inside or outside for inspections or when in formation.

d. As a matter of unit policy, the school is viewed as an uncovered area until further notice. Therefore cadets are not required to wear covers outside except in formation or when required by an instructor.

e. Cadets are to place their names on masking tape inside their combination covers and garrison caps.

709. Female Shoes and Handbags.

a. Females may choose to wear dress pumps instead of Navy issue shoes as an optional uniform item, unless prescribed otherwise. Nylon hosiery, similar in color to skin tone, are required with pumps. Dress pumps for wear with the optional skirt, may be obtained by request via the Supply Officer. Cadets desiring to purchase them may do so at their own expense. Pumps must conform to Navy standards for uniform wear and meet the following criteria:

(1) plain black leather or Corfam, closed toe.

(2) Heels shall be no higher than 2 5/8" nor less than 5/8" measured from the forward edge and no wider than 1 3/4" at the base.

(3) Soles shall be no thicker than 1/4".

(4) Wedge heels, bows, scallops, cut-outs,

etc. **are not authorized.**

If in doubt about the suitability of shoes, check with the SNSI/NSI before buying them.

b. Handbags are not provided by the Navy. If possible, females, in uniform, should carry a black bag of plain design and small-to-moderate size.

710. **Uniform Marking.**

All uniform items which might reasonably be expected to be removed and mixed with someone else's gear in class or other gatherings of cadets such as drill meets, Leadership Academy, Mini-Boot Camps, field trips, etc. must be marked with the cadet's name on a piece of masking tape inside the garment (see art. 708 above.) These items include: covers, all-weather coats, and relaxed fit jackets which might conceivably get mixed up with another cadet's clothing and mistakenly taken.

711. **Uniform Terminology.**

a. Gig line: The vertical line formed by the edge of the shirt at the buttons, the edge of the belt buckle and the edge of the fly of the uniform pants.

b. Irish Pennant: (also: IP) Unseamanlike loose threads hanging from buttons, button holes, seams, etc. They should be carefully trimmed with a sharp pair of scissors.

c. Smile: The gap formed between the upper edge of the black hat band of the male combination cover and the seam of the base of the white crown. Properly worn, there should be no smile in the cover.

d. Flying Eagles: The head of the eagle on all brass buttons on the combination cover, Service Dress Blue jacket and Reefer (Officer's Pea-Coat) must always be upright. If it is not, it is referred to as a "Flying Eagle."

e. Blousing: (Not to be confused with "blouse.") A blouse, is the term for the Service Dress Blue jacket.) Blousing refers to the billowing portion of a partially untucked shirt. It is unmilitary and detracts from the sharpness of the uniform.

712. **Saluting.**

When in uniform and covered, proper military salutes and greetings ("Good morning/ afternoon, Sir/Ma'am") are required to be rendered to all military officers and

cadet officers senior to you. When uncovered or out of uniform, cadets are still expected to acknowledge officers and senior officials with the appropriate verbal greeting.

713. **Personal Grooming.**

Grooming standards outlined in this manual are covered in greater detail in the Cadet Field Manual. NJROTC grooming standards are based upon Navy Uniform Regulations. (See also appendix 10.)

a. Male Hair. Hair must be neat, clean, trimmed and present a groomed appearance. Hair must be tapered in back, must not touch the collar, be off the ears, and not fall below the eyebrows when uncovered. No plaited or braided hair will be worn in uniform. Bulk and length of hair must not interfere with the proper wearing of headgear. No bizarre or eccentric hairstyles are acceptable. Facial hair is limited to a neatly trimmed mustache which does not extend beyond the corners of the lip.

b. Female Hair. Hair must be clean and neatly arranged. Hair in back may touch but not fall below the lower edge of the collar. While multiple braids are authorized, they must be neatly secured at all points to the head. Bulk and length of hair must not interfere with the proper wearing of headgear. No hair ornaments are to be worn, with the exception of plain pins, combs, barrettes or plastic holders which match the hair color. No bizarre or eccentric hairstyles are acceptable.

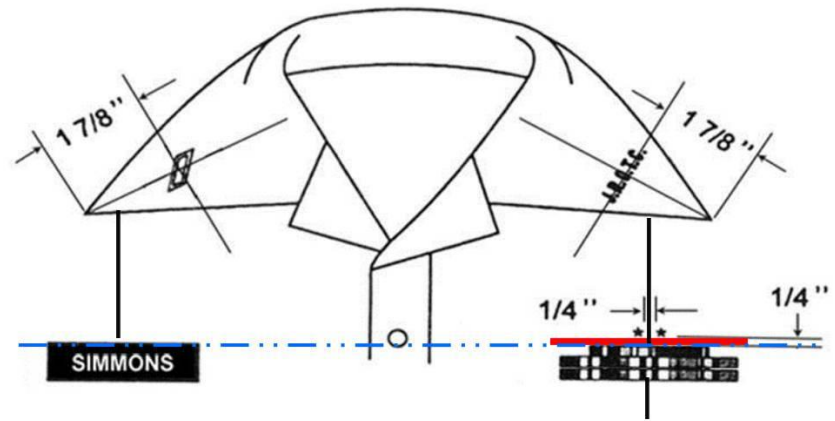
c. Uniforms. Uniforms must be kept clean, neat and in good repair. Insignia and devices are to be free from tarnish and corrosion.

d. Earrings. Females may wear small gold or silver ball earrings (post or screw back) one per ear when in uniform. **Male cadets may not wear earrings in uniform.**

714. **Hem Length.**

Both male and female pants/slacks shall be hemmed such that the rear of the hem is approximately 2" from the deck at the back of the shoe, and there is a single "break" in the front crease as the cadet stands at attention.

Female skirt length may range from 1 1/2 inches above to 1 1/2 inches below the crease behind the knee. Wear skirts with the zipper centered in back.



715. Female Overblouse Fit and Wear.

The overblouse shall be worn outside the slacks and skirt and shall hang comfortably over the hips and chest without pulling open. The length shall be long enough to fall 1" above the bottom of the side pocket opening. All buttons shall be closed.

The top of the nametag shall be aligned with the top button and centered on the right side (dart) seam. Up to three rows of ribbons shall be aligned with the top button and centered on the left side (dart) seam. Additional rows of ribbons work upward. Annual Service Stars are placed ¼ inch above the ribbons. **This is a change from the information in the Cadet Reference Manual, see the diagram below for correct placement.**

THE MERIT SYSTEM

801. **General.**

- a. **Merits** may be earned by cadets as a just reward for outstanding efficiency, exceptional performance of duty or noteworthy achievement. **Demerits** may be assessed for any infraction or violation of existing standards of the Naval Science department. While cadets may make recommendations, final numbers of merits and demerits and/or punishments are awarded by the chiefs! Demerits received by a cadet are indicative of their effort and interest in the school, the Naval Science program, and him/herself. As such, they may be used as supportive evidence to dis-enroll a cadet. Merits are used to eliminate accrued demerits or may enhance a cadet's grade.
- b. E-7 and up cadets may recommend the awarding of merits/ demerits by using the Merit-Demerit Report Form found at Appendix 4. See article 306 for procedures.
- c. The SNSI/NSI may periodically issue merits/demerits for actions they have observed.

802. **Extra Military Instruction.**

Cadets assessed demerits may voluntarily "work off" demerits by serving **extra military instruction (EMI)** or by completing an additional assignment made by the instructor. EMI consists of performing 30 minutes minimum or 2 hours max of supervised community service, constructive work, pt, drill, or study after school or submitting a written critique of the infraction. The critique will include a descriptive narrative, justification, discussion of the appropriateness of the act, and a plan of action for future

improvement and will only affect the demerits assigned for that infraction. Written work must be approved as an alternative by the instructor and may be assigned in lieu of EMI. An acceptable critique will reduce the demerit balance and may be assigned a stand-alone grade.

- a. One 30 minute EMI session cancels one demerit.
- b. EMI will be conducted as required, Monday and Tuesdays, after the last instructional period of the day, under the supervision of the Company Chief.
- c. Although EMI is voluntary at any time to reduce the number of accumulated demerits, it becomes mandatory when a cadet is placed on conduct probation. Conduct probation will occur when the demerit balance reaches eight. Mandatory EMI will be served on the next regularly scheduled EMI session after allowing one evening for parental notification.
- d. Unexcused absence from a mandatory EMI will result in an additional two demerits being assigned.
- e. Excessive demerits are cause for referral to the principal, for further EMI or other disciplinary action. When warranted, this action may result in reduction in rank, suspension, or disenrollment from the NJROTC program.

803. **Effect of Demerits on Grade.**

- a. Demerits not canceled by EMI will not be carried forward to the following marking period, except as outlined below. When a

marking period ends, the cadet's marking period numeric grade will be reduced by one point per demerit. Merits may be applied to enhance the grade at the discretion of the instructor. Eligibility for this benefit is also dependent upon participation in unit activities, community service and unit service. Demerits given during the last five school days of a marking period will be carried forward to the succeeding grading period.

b. Demerits quickly add up and become a grade reduction. While EMI will reduce a demerit balance, it will do so only if the EMI is served. That is the cadet's responsibility.

804. Cadet Disciplinary Review Board.

A Cadet Disciplinary Review Board will carefully review the circumstances and facts surrounding all cadet initiated, merit/demerit reports to ensure fairness, impartiality, and M Each case must be reviewed on its own merit and sound judgement exercised when administering the merits/demerits.

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The Cadet Disciplinary Review Board will consist of the XO (Chair), the Company CPO (Vice-Chair), and representatives from the unit. Representatives will include all cadet CPOs plus one designated NS1 from each platoon to serve on the Board during the marking period. The Board will meet at least once per week immediately prior to the Staff Meeting. The Chair or Vice Chair plus at least two other members constitutes a quorum. The Board, after considering each case, will recommend action to be taken to the SNSI.

805. Merit/Demerit Tables.

The tables below shall serve as a guide in assessing merits and demerits. They do not cover all possible situations, neither should the table be followed blindly.

Guide for awarding merits:

Active participation:

Members of competitive team and/or high individual placing:

1st in overall competition	3 *
2nd in overall competition	2 *
3rd in overall competition	1 *
Back-to-School/Parents Night, etc. guides	1
Ever extra hour of community service	1
Outstanding demonstration of leadership	1-3
Uniform grade above 95%	1
Most improved uniform appearance since last inspection	1
Outstanding display of required knowledge	1
Constructive work in support of the unit, performed before/after school (5 max per marking period)	1-5

Guide for awarding demerits:

Serious misconduct (cheating, theft, lying, fighting)	
Cutting class	4
Failure to support the unit during a given marking period	1-3
Failure to participate in PT	1
Failure to observe county/school policy	1-3
Incomplete or improperly worn uniform	1-2
Inappropriately attired for class/unit activity	1
Repeated failure to know required information	1
Insubordination, direct disobedience	4
Talking in class or ranks	1
Pattern of failure to bring proper books or supplies to class	1
Unmilitary attitude in class (inattention/sleeping/disruption)	2
Unprepared class project	1-2
Failure to observe a military courtesy	1-3
Failure to salute a cadet officer	1
Use of profane or obscene language/gestures	2
Negligent or intentional misuse of drill rifle	2
Late to formation or class (unexcused)	1-3
Failure to comply with classroom rules/policies	1-3
PDA lvl 1 (hand-holding inside of regiment, in uniform, or on regimental grounds)- 1 demerit	
PDA lvl 2 (kissing)- 2 demerits	
PDA lvl 3 (Hugging all over individual and/or making out, etc.) – 3 demerits	
Out of Grooming Standards	2
Disrespect toward another cadet	1
Being in room without authorization	3
Destruction of ROTC property	4
Physical disrespect (shoving, pushing, hitting)	5

* Upon recommendation of the respective team commander, within two weeks of announcing results of the specified event

Note: Normally demerits for uniform and grooming discrepancies will not be assigned during a class period in which an inspection is held. Uniform discrepancies noted during an inspection will take precedence over, and normally, cancel demerits that may be reported for the same items during that day.

806. Administrative Processing of Merits and Demerits.

1-3 per MP *

a. Recommendations for the award of merits or the assessment of demerits will be made on a Merit-Demerit Report Form, and submitted to the Cadet Disciplinary Review Board. Note that the Merit/Demerit system is designed to teach cadets both the consequences of their own actions and to properly assess difficult and complex issues. Accordingly, demerit reports are to be written with thought to the offense. Reports on lesser included offenses are not desired. The goal is to complete administrative processing of a report within ten days. The steps are as follows:

1. The cadet who observes the offense will obtain the Merit-Demerit form from admin, and report in detail what happened.

2. They will then either have the cadet who is being reported on, sign and write a statement, or give it to the Company Chief.

(a) Signing the report, simply indicates the cadet is aware of its submission. It does not indicate agreement or disagreement.

(b) Cadets acknowledging a report are expected to submit a written statement of explanation of extenuating circumstances by filling in the back of the form. This statement will be considered by the Cadet Disciplinary Review Board and the SNSI when deliberating the case.

3. After acknowledgment, the report will be placed in the XO's box for review at the next scheduled Disciplinary Review Board meeting. It should be noted that this box is private and cadets other than the Chair and Vice-Chair of the Board should stay out.

4. The Board will meet and carefully consider each Merit/Demerit report submitted for review and make their recommendation regarding its disposition, to the SNSI, via the Regimental Commander. The range of recommendation options available includes:

- (a) Dismissal with no further action.
- (b) Verbal warning from Platoon Cdr.
- (c) Written warning from the Board.
- (d) Merit/demerit recommendation.
- (e) Other action as deemed

appropriate.

Note: The Cadet Honor Board is an administrative board that makes recommendations to the SNSI via the Regimental Commander. No action, including dismissal, may be unilaterally implemented by either the Board or the Regimental Commander. As a guide the following tally of offenses should be referenced and recommended to SNSI:

- (a) 5 Demerits - counseling/mentoring from respective Company Chiefs.
- (b) 8 Demerits – counseling/mentoring from company CO and XO and scheduled EMI with instructor.
- (c) 11 Demerits – restriction from all events.
- (d) 14 Demerits – stripped of leadership position.

5. The Company Commander will review and endorse all recommendations of the Disciplinary Review Board and forward, within 24 hours of the Board’s deliberation, all recommendations to the SNSI for final action.

6. The SNSI will review all suggestions, recommendations, determine the action to be taken for each report submitted, and endorse the report accordingly. In the absence of the SNSI, the NSI will make such determination.

7. After final action is indicated, and the Regimental CO has recorded it in the Merit/Demerit balance report, the form will be forwarded to the Administrative Officer who will place the original in the cadet's personnel record folder.

8. Demerits and merits will reset after each quarter. However, demerits will be recorded for reference for future billet assignments.

9. To emphasize that NS4’s are to be held to a higher standard, each awarded demerit will be counted as one point higher than listed.

10. Cadets are able to earn merits that take away from their demerits count by completing certain objectives listed on the merits rewards chart. These merits can be stacked up to 5 but will be subtracted for any awarded demerits.

**NAVAL JUNIOR RESERVE OFFICERS TRAINING CORPS
(NJROTC)
STANDARD RELEASE FORM**

Date: _____

I, _____, being the legal parent/guardian of _____, a member of the Naval Junior Reserve Officers Training Corps, in consideration of the continuance of his/her membership in the Naval Junior Reserve Officers Training Corps and/or his/her acceptance for Naval Junior Reserve Officers Training Corps training, do hereby release from any and all claims, demands, actions, or causes of action, due to death, injury, or illness, the government of the United States and all its officers, representatives, and agents acting officially and also the local, regional, and national Navy Officials of the United States.

I hereby authorize personnel of the Department of Defense, Armed Forces, Public Health Service, or civilian physicians to render such medical and dental care as may be necessary and medically indicated in the case of my son/daughter/ward during his/her period of training, as is deemed necessary by a qualified practitioner.

I understand that care at a military medical facility for non-military dependents will normally be rendered on a temporary (emergency) basis only: if further care is indicated, the patient will be transferred to non-military care as soon as possible. Emergency care provided to cadets who are not military dependents at a military facility may be subjected to reimbursement, and I may be billed for the care provided. For Navy Medical Department facilities, such care is authorized by NAVMEDCOMINST 6320.3B.

My son/daughter/ward has been determined to have the following allergies:

He/she requires medication for the treatment of:

Below are listed other medical conditions which my son/daughter/ward is known to have, which would preclude or limit in any way his/her participation in physical exercise and athletic programs.

His/her physician is:

Name:

Address:

Telephone (include area code):

Initials _____

Medical Insurance Company *
Name:
Street:
City, State, Zip Code:
Policy/ID Number:
Telephone Confirmation Number: ()

Dental Insurance Company*
Name:
Street:
City, State, Zip Code:
Policy/ID Number:
Telephone Confirmation Number: ()

***This insurance is not required. However, the information provided may be required to obtain non-emergency care.**

PRIVACY ACT NOTIFICATION
 Under the authority of 5 U.S.C. Sec. 301, the information regarding your child's/ward's health, medical condition and treatment is requested in order to verify any need to administer medication and to enable medical/dental personnel to diagnose and treat any emergency condition which may arise during training. Pursuant to the Privacy Act, 5 U.S.C. Sec. 552, the requested information will not be divulged without your written authorization to anyone other than NJROTC area personnel involved with administration of NJROTC activities and medical/dental personnel requiring the information in order to effectively treat any medical/dental problem which may arise. Disclosure is voluntary: however, failure to provide the requested information will preclude your child's/ward's participation in the training.

Signature of Parent or Guardian:		
Address:		
City:	State:	Zip:
Telephone (include area code):		



Naval Junior Reserve Officer's Training Corps Unit
 Central High School
 14075 Ken Austin Pkwy
 Brooksville, FL 34613
 (352) 797-7020
<https://www.centralnjrotc.com>



NJROTC CADET-PARENT-INSTRUCTOR AGREEMENT

The NJROTC Program is unique, particularly with respect to education in self-discipline, patriotic awareness, personal responsibility, loyalty, and obedience. Therefore, we do affirm and agree to the following:

CADET'S RESPONSIBILITIES

I, _____ agree to comply with rules and regulations of the Central Senior High School NJROTC Program; and that **I will abide with the Navy Core Values: Honor, Courage and Commitment.**

HONOR

- I will uphold the highest image of the Navy and NJROTC at ALL times.
- I will abide by all school and NJROTC rules and regulations.
- I will accept all challenges and learn more about myself in all areas of growth.
- I will honor myself and the other cadets by understanding and refraining from any sort of fraternization, and/or sexual harassment.

COURAGE

- I represent the Navy and the Central High School NJROTC program. I will wear the uniform appropriately with pride and maintain military bearing and courtesies.
- I will wear a complete uniform including black socks. If, for whatever reason, I wear another color of socks, that I will be given a pair of black socks and charged for them.
- If required, I will attend Extra Military Instruction (EMI) sessions.

COMMITMENT

- I am committed to the unit and to the NJROTC program at all times. I will meet its challenges and demands.
- I will keep my grades up to that standards of NJROTC.
- I will participate in class, in drill and in physical activities to the best of my abilities.
- I will participate in unit service, community service and unit competitive teams.
- I will attend all "mandatory events."
- The "TEAM" is more important than my personal advancement.

 (Date)

 (Cadet's signature)

PARENT/GUARDIAN RESPONSIBILITIES

As parents/guardians of an Central NJROTC Cadet, we agree to support the special rules and regulations of the NJROTC Unit. And, to help our cadet gain the most from the program, we will:

- Help them to learn the meaning and value of commitment as a basis of self-discipline and personal accountability;
- Support our cadet in his/her efforts to uphold their agreement listed above, to comply with rules and regulations of the Central Senior High School NJROTC Program and to **abide with the Navy Core Values: Honor, Courage and Commitment.**
- Show pride and concern for our cadet, the program and the unit, which will help to foster the same attitude among the cadets. In doing so, make every effort to attend as many functions and events as possible to demonstrate our interest in and support of the program and our cadet's accomplishments and achievements.
- Understand that repeated or habitual infractions of NJROTC or school rules and regulations by our cadet will jeopardize his or her continued participation in the program.
- Acknowledge and respond to, as appropriate, performance or disciplinary advisories from the unit and/or the school and understand that Extra Military Instruction (EMI) sessions may be assigned as a result of accrued demerits. In that regard, we agree to help ensure our cadet's attendance at those sessions when and if required;
- Help to ensure that our cadet attends those events and activities designated as "mandatory attendance" functions;
- Encourage our cadet to tell others about his/her participation in NJROTC, so as to promote public knowledge of and enhance the image of the program.

(Date)

(Parent/Guardian signature)

=====

INSTRUCTORS' RESPONSIBILITIES

We, the Naval Science Instructors of Central Senior High School's NJROTC Unit, will ensure that unit policies, rules and regulations conform to those in force Navy-wide, and that they reflect and directly support the vision and goals of Central Senior High School and the Hernando County Public School System; and

- that we will dedicate ourselves to maintaining a program that will help to enhance academic and social growth and development, and which will challenge the cadets and foster responsible citizenship by emphasizing development of leadership skills, character, self-confidence, and self-discipline, and encourage both personal achievement and teamwork;
- that we will strive to set the highest standards of personal example, military appearance, and moral character;
- that we will emphasize the importance of teamwork and demand that team achievement and performance come before that of individuals;
- that we will keep the cadets and parents/guardians closely advised, with as much lead-time as possible, as to dates and times of all events, particularly those designated as "mandatory attendance" functions;
- that we will keep the parents/guardians informed as to the academic progress of their cadet, and that we will communicate with them as required concerning promotion progress and job performance of their cadet.

(Date)

(Instructors' signatures)

NJROTC Unit Central High School

PRE-MISHAP PLAN

In case of an emergency during NJROTC activities, take the following actions as appropriate:

Emergency involving personnel:

1. Draw the SNSI/NSI's attention to the emergency.
2. Contact the Health Clinic by runner or phone **X200/233**.
3. Render aid as required.
4. Contact the main office **X400** for additional assistance as necessary.

Emergency requiring evacuation:

1. Draw the SNSI/NSI's attention to the emergency.
2. Contact the main office **X400**
3. Pull the fire alarm located on the outside wall in the NS1 classroom.
4. Exit the building and muster per CHS instructions.

The main office will call 911 if required.
DO NOT CALL 911 UNLESS DIRECTED
BY THE SENIOR PERSON PRESENT !!

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CENTRAL HIGH NJROTC UNIT, CADET EVALUATION

CADET EVALUATED	JOB ASSIGNED	DATE	REGULAR	SPECIAL

DIRECTIONS: Evaluate the cadet fairly and to the best of your ability, without letting your personal feelings influence you. You must be fair to the cadet and to the unit. When measuring performance, compare the cadet to the one of **similar age and experience** who is closest to the Standard. Check the upper boxes if you are the Evaluating Individual, the lower boxes if you are the reviewer. **Comments are required** on the back of this form for grades of Superior or Poor.

	Superior	Above Average	Average	Below Average	Poor	Not Observed
PERSONAL APPEARANCE						
STANDARD: Appearance in uniform is correct and military at all times. Wears the uniform with pride. Always sets a good example for others and is a credit to the unit.						
ATTITUDE						
STANDARD: Promotes good morale. Cheerful and reasonable in relations with others. Doesn't gripe, or complain, or encourage others to do so. Demonstrates self-discipline. Doesn't allow personal likes and dislikes to influence actions when dealing with others.						
MILITARY SKILLS						
STANDARD: Knows and uses correct procedures in formation, meetings, drill, and other evolutions. Always observes proper military courtesies with seniors and subordinates alike. When in charge, demands and receives proper courtesy and behavior from subordinates.						
LEADERSHIP						
STANDARD: Sets the example. Leads rather than drives subordinates. Gives guidance and help to subordinates when needed. Shows concern for subordinate's feelings and welfare. Makes sure tasks and plans are understood by subordinates. Provides effective supervision and follows up to see that jobs are done correctly.						
INITIATIVE						
STANDARD: Looks for ways to improve personal performance and that of the unit. Is quick to offer help whenever needed to get the overall job done. Looks for ways to succeed rather than finding reasons for failure.						
JOB PERFORMANCE						
STANDARD: Knows what the job requires and consistently fulfills responsibilities correctly and on time. Works without constant reminders of direct supervision. Sets goals and deadlines for him/herself and subordinates, and generally meets them. Accepts direction and correction from seniors as a way to improve performance.						
OVERALL EVALUATION						
STANDARD: How does this cadet compare to the best cadet you know, of the same age and experience?						

Recommendation for Promotion: (A recommendation for promotion now must be justified below.)

Promote Now _____ Promote on Time _____ Not Recommended _____

SY-2018/2019 Practical Factor Tests for Seaman Apprentice

Printed Name (Last, First)

Demonstrate the proper folding of the U.S. Flag (done in groups of two cadets) -

Competency

G = Good

S = Satisfactory
(Circle)

Date Evaluated **Initials**

Flag Folding	G	S	_____	_____
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Properly demonstrate the following stationary drill movements:

Competency

G = Good

S = Satisfactory
(Circle)

Date Evaluated **Initials**

Attention	G	S	_____	_____
Parade Rest	G	S	_____	_____
Right Face	G	S	_____	_____
Left Face	G	S	_____	_____
Hand Salute	G	S	_____	_____
Ready Two	G	S	_____	_____
Mark Time March	G	S	_____	_____
Halt	G	S	_____	_____
Present Arms	G	S	_____	_____
Order Arms	G	S	_____	_____
Dress Right Dress	G	S	_____	_____
Close Interval Dress				
Right Dress	G	S	_____	_____

(over)

Correctly recite the entire phonetic alphabet (a through z):

Competency

G = Good

S = Satisfactory
(Circle)

Date Evaluated **Initials**

Phonetic Alphabet

G S

Correctly recite all eleven Orders to the Sentry:

Competency

G = Good

S = Satisfactory
(Circle)

Date Evaluated **Initials**

Orders to the Sentry

G S

Printed Name of Platoon Leader (Last, First)

(Signature & Date Completed)

TRAINING OFFICER

CDMIS Data Entry Date: _____ Date Filed: _____ Initials: _____

SY-2018/2019 Practical Factor Tests for Seaman

Printed Name (Last, First)

Properly demonstrate the following marching movements -

	<u>Competency</u>			
	G = Good	S = Satisfactory	<u>Date Evaluated</u>	<u>Initials</u>
		(Circle)		
Forward March	G	S	_____	_____
To the Rear March	G	S	_____	_____
Column Right March	G	S	_____	_____
Column Left March	G	S	_____	_____
By the Left Flank March	G	S	_____	_____
By the Right Flank March	G	S	_____	_____
Right Oblique March	G	S	_____	_____
Halt	G	S	_____	_____
Right Step March	G	S	_____	_____
Left Step March	G	S	_____	_____
Forward March	G	S	_____	_____
Left Oblique March	G	S	_____	_____
In Place Halt	G	S	_____	_____
Resume March	G	S	_____	_____
Forward March	G	S	_____	_____
Half-Step March	G	S	_____	_____
Forward March	G	S	_____	_____
Change Step March	G	S	_____	_____
Halt	G	S	_____	_____

Correctly recite all eleven Orders to the Sentry:

	<u>Competency</u>			
	G = Good	S = Satisfactory	<u>Date Evaluated</u>	<u>Initials</u>
		(Circle)		
Orders to the Sentry	G	S	_____	_____

(over)

Properly name and identify the components of a guidon:

	<u>Competency</u>			
	G = Good			
	S = Satisfactory (Circle)		<u>Date Evaluated</u>	<u>Initials</u>
Lower Ferrule	G	S	_____	_____
Staff Connector	G	S	_____	_____
Upper Ferrule	G	S	_____	_____
Staff	G	S	_____	_____
Guidon Flag	G	S	_____	_____
Spear head	G	S	_____	_____

Properly demonstrate the following grips and guidon movements from the stationary position:

	<u>Competency</u>			
	G = Good			
	S = Satisfactory (Circle)		<u>Date Evaluated</u>	<u>Initials</u>
“V” Grip	G	S	_____	_____
Strong Grip	G	S	_____	_____
Ready Guidon	G	S	_____	_____
Carry Guidon	G	S	_____	_____
Order Guidon	G	S	_____	_____
Present Guidon	G	S	_____	_____
Order Guidon	G	S	_____	_____

Printed Name of Platoon Leader (Last, First)

(Signature & Date Completed)

TRAINING OFFICER
CDMIS Data Entry Date: _____ Date Filed: _____ Initials: _____

SY-2018/2019 Practical Factor Tests for Petty Officer Third Class

Printed Name (Last, First)

Correctly recite all 11 Orders to the Sentry –

Competency

G = Good

S = Satisfactory
(Circle)

Date Evaluated

Initials

11 Orders to the Sentry G S _____

Properly conduct a personnel inspection for your assigned squad –

Competency

G = Good

S = Satisfactory
(Circle)

Date Evaluated

Initials

Personnel Inspection G S _____

Correctly conduct squad drill for your assigned squad using the below listed commands or movements-

Competency

G = Good

S = Satisfactory
(Circle)

Date Evaluated

Initials

Forward March	G	S	_____	_____
To the Rear March	G	S	_____	_____
Column Right March	G	S	_____	_____
Column Left March	G	S	_____	_____
By the Left Flank March	G	S	_____	_____
By the Right Flank March	G	S	_____	_____
Right Oblique March	G	S	_____	_____
Halt	G	S	_____	_____
Forward March	G	S	_____	_____
Left Oblique March	G	S	_____	_____
In Place Halt	G	S	_____	_____
Resume March	G	S	_____	_____
Forward March	G	S	_____	_____
Half-Step March	G	S	_____	_____
Forward March	G	S	_____	_____
Change Step March	G	S	_____	_____
Halt	G	S	_____	_____

(Over)

Properly demonstrate the following drill rifle movements –

	<u>Competency</u>			
	G	S		
	S = Satisfactory		<u>Date Evaluated</u>	<u>Initials</u>
	(Circle)			
Attention	G	S	_____	_____
Port Arms	G	S	_____	_____
Order Arms	G	S	_____	_____
Present Arms	G	S	_____	_____
Order Arms	G	S	_____	_____
Trail Arms	G	S	_____	_____
Order Arms	G	S	_____	_____
Right Shoulder Arms	G	S	_____	_____
Rifle Salute	G	S	_____	_____
Ready Two	G	S	_____	_____
Left Shoulder Arms	G	S	_____	_____
Rifle Salute	G	S	_____	_____
Ready Two	G	S	_____	_____
Order Arms	G	S	_____	_____
Parade Rest	G	S	_____	_____
Attention	G	S	_____	_____
Right Shoulder Arms	G	S	_____	_____
Present Arms	G	S	_____	_____
Order Arms	G	S	_____	_____
Rifle Salute	G	S	_____	_____
Ready Two	G	S	_____	_____

Continued on next page

Properly identify the following parts of a drill rifle:

	<u>Competency</u>		<u>Date Evaluated</u>	<u>Initials</u>
	G = Good	S = Satisfactory		
	(Circle)			
Heel of Butt	G	S	_____	_____
Toe of Butt	G	S	_____	_____
Lower Hand Guard	G	S	_____	_____
Barrel	G	S	_____	_____
Stock	G	S	_____	_____
Stacking Swivel	G	S	_____	_____
Lower Sling Swivel	G	S	_____	_____
Upper Hand Guard	G	S	_____	_____
Trigger Guard	G	S	_____	_____
Sling	G	S	_____	_____
Front Sight	G	S	_____	_____
Small of the Stock	G	S	_____	_____

Printed Name of Platoon Leader (Last, First)

(Signature & Date Completed)

TRAINING OFFICER

CDMIS Data Entry Date: _____ Date Filed: _____ Initials: _____

SY-2018/2019 Practical Factor Tests for Petty Officer Second Class

Printed Name (Last, First)

Properly execute and perform the following Sword movements or actions:

	<u>Competency</u>		<u>Date Evaluated</u>	<u>Initials</u>
	G = Good			
	S = Satisfactory			
	(Circle)			
Carry of the Sword				
Unrigged and Scabbard	G	S	_____	_____
Draw Sword	G	S	_____	_____
Present sword	G	S	_____	_____
Order sword	G	S	_____	_____
Carry sword	G	S	_____	_____
Parade rest	G	S	_____	_____
Attention	G	S	_____	_____
Carry Sword	G	S	_____	_____
Left Face	G	S	_____	_____
Forward march	G	S	_____	_____
Eyes right	G	S	_____	_____
Ready front	G	S	_____	_____
Detail halt	G	S	_____	_____
Right face	G	S	_____	_____
Return Sword	G	S	_____	_____

(over)

Properly identify the following parts of the Sword and Belt:

	<u>Competency</u>		<u>Date Evaluated</u>	<u>Initials</u>
	G = Good	S = Satisfactory		
	(Circle)			
Sword Grip	G	S	_____	_____
Knuckle Bow	G	S	_____	_____
Short Sling	G	S	_____	_____
Long Sling	G	S	_____	_____
Scabbard	G	S	_____	_____

Printed Name of Platoon Leader (Last, First)

(Signature & Date Completed)

TRAINING OFFICER

JUMS Data Entry Date: _____ Date Filed: _____ Initials: _____

SY-2018/2019 Practical Factor Tests for Petty Officer First Class

Printed Name (Last, First)

Correctly conduct platoon drill for your assigned platoon using the below listed commands or movements:

	<u>Competency</u>		<u>Date Evaluated</u>	<u>Initials</u>
	G = Good	S = Satisfactory		
		(Circle)		
Fall In	G	S	_____	_____
Present Arms	G	S	_____	_____
Report In	G	S	_____	_____
Order Arms	G	S	_____	_____
Open Ranks March	G	S	_____	_____
Ready Front/ Cover	G	S	_____	_____
Close Ranks March	G	S	_____	_____
Right Face	G	S	_____	_____
Forward March	G	S	_____	_____
Column Right March	G	S	_____	_____
Column Right March	G	S	_____	_____
Right Flank March	G	S	_____	_____
Left Flank March	G	S	_____	_____
To the Rear March	G	S	_____	_____
To the Rear March	G	S	_____	_____
Platoon halt	G	S	_____	_____
Forward march	G	S	_____	_____
Eyes right	G	S	_____	_____
Ready Front	G	S	_____	_____
Column Left March	G	S	_____	_____
Column Left March	G	S	_____	_____
By the Left Flank March	G	S	_____	_____
Platoon Halt	G	S	_____	_____
Present Arms	G	S	_____	_____
Report Out	G	S	_____	_____

Using proven public speaking skills and methods, prepare, and give a 6 minute oral Powerpoint presentation to A PLATOON on the Navy's Core Values and why they are important to you, all Cadets, and the Unit as whole. Or explain how Cyber bullying can affect a student; include statistical data, causes, identification, and prevention of cyber bullying. Coordinate the date and platoon with the instructor staff. And have the instructor approve your Powerpoint prior to the presentation.

Competency

G = Good

S = Satisfactory
(Circle)

Date Evaluated

Instructor

Initials

Oral Presentation

G S

Printed Name of Platoon Leader (Last, First)

(Signature & Date Completed)

TRAINING OFFICER

JUMS Data Entry Date: _____ Date Filed: _____ Initials: _____

SY-2018/2019 Practical Factor Tests for Chief Petty Officer

Printed Name (Last, First)

Using 3 other cadets to assist you, conduct a 10 minute class of instruction for the Manual of the Colors (Chapter 6, sections 2 and 3 of the Drill Manual section of the Cadet Field Manual). Instruction should include composition, rifle movements, commands, and flag movements. Coordinate the date and platoon with the instructor staff.

Competency

G = Good

S = Satisfactory
(Circle)

Date Evaluated

Instructor

Initials

Manual of the Colors

G S

Using proven public speaking skills and methods, prepare, and give a 10 minute oral presentation to A PLATOON about one of the following: USS Cole (bombing), USS Stark (Missile attack), USS Princeton and Samuel B. Roberts (Mine damage), or Operation Desert Storm. Coordinate the date and platoon with the instructor staff.

Competency

G = Good

S = Satisfactory
(Circle)

Date Evaluated

Instructor

Initials

Oral Presentation

G S

Properly conduct a personnel inspection for your assigned PLATOON

Competency

G = Good

S = Satisfactory
(Circle)

Date Evaluated

Instructor

Initials

Platoon Inspection

G S

Printed Name of Platoon Leader (Last, First)

(Signature & Date Completed)

TRAINING OFFICER

CDMIS Data Entry Date: _____ Date Filed: _____ Initials: _____

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SY 18-19 ADVANCEMENT TESTS STUDY GUIDE

Petty Officer First Class

- National Chain of Command
- Navy Ranks and Rates
- NJROTC Ranks and Rates
- Phonetic Alphabet
- Orders to the Sentry
- Unit Chain of Command
- Other Federal Government Officials
- Drill Manual
- Uniform regulations

Chief Petty Officer

- Phonetic Alphabet
- Core Values
- Orders to the Sentry
- Military Time
- Unit Chain of Command
- National Chain of Command
- Navy and Marine Corps Ranks and Rates
- Uniform Regulations
- Ribbons Requirements
- Flag Regulations
- Drill Manual
- Rifle Nomenclature
- Sword Nomenclature
- Guidon Nomenclature
- Other Federal Government Officials

CLOTHING AND GROOMING TIPS

Uniforms. Uniforms must fit properly, be kept clean and well pressed, and worn according to regulations. The following tips will help you maintain your uniforms at a minimum cost. Different uniforms require different care. Listed below are the uniforms and the things you should do to keep them in good shape. Some uniforms may be home washed while others require commercial dry cleaning all or some of the time. Paying close attention to the care requirements of each uniform item can save you money and ensure a sharp looking uniform.

a. **Pressing.** Uniform items should be pressed with an ordinary iron at a setting that is proper for the material (usually low heat). The black coats, skirts and pants **must be pressed with a PRESS CLOTH** in order to avoid a permanent shine. A press cloth is a lint-free cloth that is placed between the garment and the iron. Brown paper, such as from a grocery sack, sprinkled lightly with water can be used in place of the cloth.

b. **Washing.** In general, follow the instructions on the label when washing uniform items.
- Wash khaki (poly-cotton) uniforms and white shirts can be washed with normal clothing of the same type.

- White shirts should be bleached with non-chlorine bleach such as Clorox-II. Chlorine bleaches will cause the shirts to turn gray and should be avoided.

- Poly-Wool khaki shirts/Black pants (NSU): best results are obtained by dry cleaning; however, they may be washed on gentle cycle (or by hand) in cool or cold water, with mild detergent and dried on low heat and permanent-press setting. Remove them immediately after drying.

- The Black garrison caps should be dry cleaned or washed by hand. Do not put them in the washer or dryer. Press as above.

c. **Dry Cleaning.** Any commercial dry cleaner may be used for NJROTC uniforms and some establishments may give a discount of some amount if you ask. All uniform items are dry cleanable, although **white shirts should be laundered instead**. For the white shirts a light starch is recommended to help preserve the press throughout the school day, but it is not required.

d. **Special Uniform Instructions.**

(1) **Black trousers/slacks/skirts:** Even though these items are marked "Dry Clean only," they may be washed if care is used. See the instructions under washing above. Frequent washing will cause these items to fade, so spot cleaning with a damp cloth to reduce washing frequency is suggested. Lint may be remove from most black uniform items with a lint brush or masking tape.

(2) **White combination covers:** The only reliable way of getting a dirty white cover clean is washing by hand in warm or hot water using laundry detergent and bleach, and using a stiff brush on the heavily soiled areas. For very lightly soiled covers, you can try the automatic washer with other white items. The cover should be spread out flat to dry and may need to be ironed. Female white covers can be ironed more easily if placed over a full toilet tissue roll to fill out their shape. Keeping your cover in a clean plastic or paper bag when not in use, whether at home, in your locker, or in the classroom, will help immensely in keeping it from getting unnecessarily soiled.

(3) **All Weather Coat.** Spot clean with a damp cloth when warranted. This item **must be professionally dry cleaned** to preserve its water repellency.

(4) **Relaxed Fit, Service Dress Blouse.** The zip-up black jacket **must be professionally dry cleaned.**

(5) **Service Dress Blouse.** (Dress coat with metal buttons). This item **must be professionally dry cleaned.** With care, this cleaning may only need to be done once per year, as this uniform is not worn as often as others. Proper spot cleaning and pressing will reduce the need to take it to the cleaners. **Do not attempt to wash this uniform item in the washer or by hand** - it will ruin the uniform at a cost of about \$100.00.

(6) **Shoes.** The black uniform shoes must be shined to a high gloss, using black paste wax. **Do not use liquid shoe polish** as it will eventually crack and you will then be required to remove it completely, a very difficult job. Several companies make acceptable shoe polish - KIWI, JOHNSON, and ESQUIRE to name a few. The polish normally comes in a small tin and is applied with an applicator, or better yet, a soft cloth such as an old T-shirt. A small amount of polish is rubbed into the leather and then buffed lightly. An old nylon stocking is great for buffing, but any soft cloth will do. This must be repeated many times on new shoes. Special techniques used to a mirror, or spit shine, will be discussed further in class. In addition to shining the upper part of the shoe, you should ensure that edges of the sole (the welt) and heel are shined, too, using an old toothbrush dipped lightly in shoe polish to remove dust and dirt from the indentations around the sole.

(7) **Brass.** Only solid brass items such as the belt buckle should be polished. **Do not** polish NJROTC bars, rank insignia, or uniform buttons, etc. These items are plated and will be ruined by metal polish. Clean them with soap and water if necessary, and then buff with a soft, dry cloth. The brass belt buckle and brass belt tip, on the other hand, must be polished. The buckle and belt tip are coated with a thin layer of plastic coating called “quartermaster” which **must be removed.** BRASSO, NEVER-DULL, or a similar product will work well after the coating on a new buckle has been removed. Removing the coating from a new buckle can be accomplished by soaking it in household ammonia for several minutes. The coating should then peel off easily. Fingernail polish remover will work as well, applying it with a soft cloth, buffing vigorously, and repeating until the coating is removed. Repeated polishing with a metal polish will also remove the coating, but requires considerable effort.

PERSONAL APPEARANCE AND GROOMING

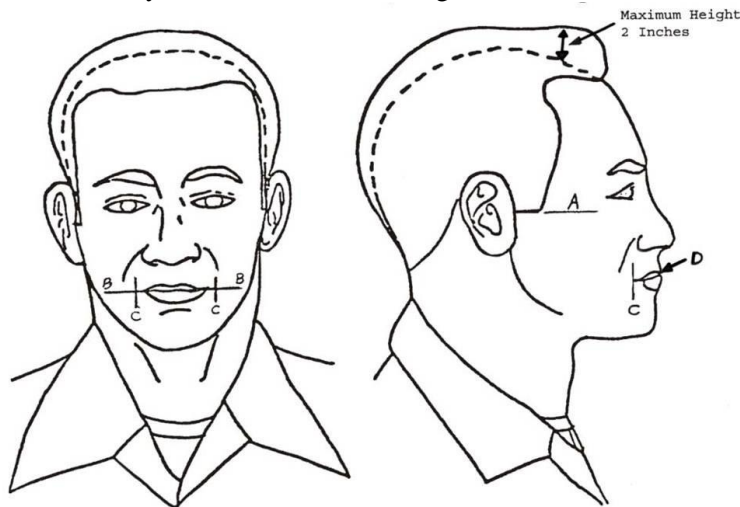
MEN

Hair: Neat, clean, trimmed and present a well-groomed appearance. Above the ears and around the neck: must be tapered upwards 3/4-inch and outwards not greater than 3/4-inch. Must not touch the collar. No longer than 4 inches and the bulk shall not exceed 2 inches. (In no case shall the bulk or length of your hair interfere with the proper wearing of your cap. Bulk is defined as the distance that the mass of the hair protrudes from the scalp as indicated by the - - - - line in the drawing below). One narrow part in the hair is authorized. This may be cut, clipped, or shaved.

Plaited or braided hair is unauthorized. Hair may not show under the front brim of any uniform cap. Below are examples of male haircuts which conform to NJROTC regulations.



Note: Ethnic hairstyles are permitted provided they are groomed to fit within the guidelines stated above. Bizarre hairstyles and faddish or outrageous multicolor hair are unauthorized.



GROOMING STANDARDS FOR MEN

Sideburns: Neatly trimmed and tailored as described above. Shall not extend below a point level with the middle of the ear, as indicated by line "A" in the drawing above, and shall be of even width (not flared). Shall end with a clean shaven horizontal line.

Fingernails: Will not extend past the fingertips.

Earrings/Studs: Not authorized in the ear, nose, eyebrows, tongue, lips, or other areas of the face or body visible to the naval science instructor.

Necklaces: Authorized, but shall not be visible

Rings: One per hand is authorized.

Wristwatch/Bracelet: One of each is authorized, but no ankle bracelets.

Sunglasses: A conservative pair is permitted when authorized by the naval science instructor. Sunglasses are never authorized in military formations. Retainer straps are not authorized.

WOMEN

Hair: Clean, neatly shaped, and presents a well-groomed appearance. Lopsided or asymmetrical haircuts and hairstyles are not authorized. The wearing of an approved style is authorized provided it does not prohibit the proper wear of safety gear and allows uniform head gear to be worn squarely on the head.

a. Braids and Ponytails. Single braid, French braid, or a single ponytail is authorized in Service, Working, and PT uniforms. The initial accessory for the ponytail will not be visible when facing forward. Authorized accessory devices must be consistent with the color of the hair. The end of the braid or ponytail may extend up to three inches below the lower edge of the collar of the shirt, jacket or coat.

b. Hair Buns. Will not exceed three inches from the scalp or extend beyond the width of the back of the head.

c. Lock Hairstyle. Consists of one section of hair that twists from or near the root to the end of the hair and creates a uniform ringlet or cord-like appearance. Locks may be worn in short, medium, and long hair lengths in the following manner:

(1) Locks must continue from the root to the end of the hair in one direction (no zig-zagging, curving, or ending before the end of the lock to dangle as a wisp or loose hair) and should encompass the whole head. Locks partings must be square or rectangular in shape in order to maintain a neat and professional appearance.

(2) Locks can be loose (free-hanging where no hair is added to the lock once it is started other than hair extensions that are attached at the end of the natural hair). When worn loose, locks will be spaced no more than three-eighths of an inch apart, diameter/width will not exceed three-eighths of an inch, and locks will be tightly interlaced to present a neat and professional military appearance. Locks may also be worn in a bun provided all hair grooming requirements are met. Locks may not be worn in combination with other hair styles (e.g. twists, braids).

(3) New growth (defined as hair that naturally grows from the scalp and has not yet been locked) will not exceed one-half inch at any time.

(4) Locks that do not meet the above standards and do not present a neat and professional military appearance will not be worn in uniform. The Senior Naval Science Instructor has the ultimate responsibility for determining when hairstyles are eccentric, faddish, or out of standards.

Examples of female hair styles that conform to NJROTC regulations can be found at: http://www.navy.mil/ah_online/um/femalehair.html

GROOMING STANDARDS FOR WOMEN

Hair Ornaments: Barrettes must be similar to hair color. Conspicuous rubber bands, combs and pins are not authorized.

Cosmetics: Applied in good taste and colors blend with natural skin tone. Exaggerated or faddish cosmetics are inappropriate. Lipstick should be conservative.

Fingernails: Shall not be excessive in length. Nail polish color shall complement the skin tone.

Earrings/Studs: One per ear, centered on the earlobe. Must be a small gold or silver ball (post or screw on). Studs are not authorized in the nose, eyebrows, tongue, lips, or other areas of the face or body visible to the naval science instructor.

Necklaces: Authorized, but shall not be visible.

Rings: One per hand is authorized, plus the engagement ring or the wedding ring.

Wristwatch/Bracelet: One of each is authorized, but no ankle bracelets.

Sunglasses: A conservative pair is permitted when authorized by the naval science instructor. Sunglasses are never authorized in military formations. Retainer straps are not authorized.

Standard Operating Procedure for all NJROTC units. The original *italicized* text was edited by the SNSI to be unit-specific. Non-italicized text *was* not edited.

**NJROTC UNIT CENTRAL HIGH SCHOOL
AIR RIFLE TEAM
STANDARD OPERATING PROCEDURES**

1. **MISSION.** The mission of the NJROTC Air Rifle Team is to encourage and introduce cadets to the discipline of competitive, precision marksmanship. This is accomplished by providing structured, classroom marksmanship instruction, practical application, individual qualification and competitive match opportunities. As members of a highly trained group, team members should gain satisfaction from being part of a precision, professional, smoothly functioning team.
2. **TEAM COMMANDER.** The Air Rifle Team Commander will normally be selected by the S/NSI based on demonstrated marksmanship proficiency and COMMITMENT to the team. The Commander may be designated as the Assistant Range Officer to assist the S/NSI Range Officer and is the cadet in authority on the range and all team outings. The Air Rifle Commander is authorized to wear the Team Commander Anchor device with ribbon.
3. **MEMBERSHIP.** The Air Rifle Team shall be composed of a total of no more than eighteen (18) currently enrolled cadets. The Air Rifle Team will consist of cadets who exhibit superb marksmanship expertise and demonstrate an exemplary team spirit. Each member must be part of the “Team.” Team members are expected to do his or her best and put forth the maximum effort to make and keep our Air Rifle Team competitive. Any currently enrolled Naval Science Cadet may try out for the team. Air Rifle members must meet the following criteria:
 - a. Complete the Civilian Marksmanship Program (CMP) Rifle Safety & Marksmanship Training CD.
 - b. Complete the unit's Basic Marksmanship Course.
 - c. Complete the Cadet Individual Safety Pledge.
 - d. Demonstrate a respect for academic achievement by having a “2.0” or above overall grade point average and acceptable uniform wearing record in Naval Science.
 - e. Complete a Permission/Release of Liability Form signed by parent or guardian.
 - g. Show a willingness to follow instructions in a highly disciplined manner and have an aptitude for marksmanship training.
 - h. Dedicate themselves to a demanding practice and competitive schedule.
 - i. Additional eligibility or team requirements are as follows:
 - (1) Cadets from other units must complete the CMP Rifle Safety & Marksmanship Training CD and the Central Basic Marksmanship Course in order to be considered for team membership.
 - (2) If a team member resigns or is otherwise ineligible thereby creating a vacancy, any cadet who has successfully completed the CMP Rifle Safety & Marksmanship Training CD and the unit's Basic Marksmanship Course may be recruited to fill the vacancy

(3) Violations of any safety regulation, range rule, or failure to follow strict discipline will result in immediate and permanent removal from the team.

4. ATTENDANCE. Failure to attend a scheduled practice on a regular basis or frequent tardies may result in dismissal from the team. Failure to report for a required competition may result in immediate dismissal from the team. Excused absences require a 24-hour notification to the coach.

5. BEHAVIOR. Behavior of team members reflects directly on the NJROTC Unit, school, community, and U. S. Navy. Therefore, unacceptable behaviors such as failing classes, assignment of frequent detentions, suspensions for violations of school rules, or any act determined to be prejudicial to good order and discipline by the SNSI/NSI may result in immediate dismissal from the team.

6. EQUIPMENT. All team members are responsible for keeping Air Rifle equipment and weapons secure and in good condition. The S/NSI, assisted by the Team Commander, is solely responsible to ensure Air Rifle equipment is kept in good repair, clean, and performance ready. The commander shall initiate appropriate action to order replacement or new equipment with the approval of the SNSI/NSI. The S/NSI is responsible for ensuring that equipment is not loaded and is properly secured at all times when not in use.

7. SAFETY. The S/NSI is assigned as the official Range Officer per NJROTC regulations, is responsible for the safe conduct of all marksmanship training, and must be present at all training activities. This accountability cannot be transferred to school administrators, chaperons who may accompany the instructor on a field trip/competition, or other personnel who may instruct cadets as part of a training activity. The Cadet Commander of the Air Rifle/Pistol Team(s) may be assigned as the Assistant Range Officer. **CADETS ARE STRICTLY PROHIBITED FROM:**

- a. CLEARING JAMMED PELLETS FROM AIR RIFLES
- b. FILLING/CHANGING CO2 OR COMPRESSED AIR CYLINDERS
- c. HANDLING AIR RIFLES/EQUIPMENT WITHOUT AN INSTRUCTOR PRESENT

8. RANGE OPERATION PROCEDURES. All NJROTC instructors and cadets participating in NJROTC marksmanship activities must be knowledgeable of and in compliance with the NJROTC Air Rifle Range Procedures at TAB A.

9. RIBBON AWARD. Air Rifle ribbons are earned by team members in good standing on a semester basis, who:

- a. Attend scheduled practices on a regular basis.
- b. Participate in at least one shoulder -to-shoulder, or three postal competitive Air Rifle events.
- c. Receives the Team Commander's and the coach's recommendation and approval by the SNSI.

APPROVED AND APPENDED TO NJROTC UNIT CENTRAL HIGH SCHOOL HANDBOOK

SNSI

NJROTC Air Rifle Range Operation Procedures - TAB A

NJROTC Instructors must supervise all air rifle range firing. The NJROTC Instructor may act as the Range Officer, who is directly in charge of firing, or may appoint another qualified adult to act as a Range Officer who works under the Instructor's supervision. The Range Officer conducts range firing by using these commands, instructions and procedures.

Command/Action Step	Procedure	Range Officer Notes
Before firing begins:	Step 1--Range and Equipment Preparation: Before firing, the Range Officer must prepare or supervise the preparation of the range for firing. Check to be sure target holders and backstops are in place and that the necessary supplies such as shooting mats, pellets and targets are available. Cadets may be assigned to bring these items from the storage area to the range. Cadets should not take positions on the firing line until they are called to their firing points by the Range Officer.	
Before firing begins:	Step 2--Assign Firing Points: Divide cadets who will be firing into groups or relays with one cadet assigned to each available firing point in each relay that is required.	
RELAY NUMBER 1, MOVE TO THE FIRING LINE or (MOVE YOUR RIFLES AND EQUIPMENT TO THE FIRING LINE)	Step 3—Call Relay to the Line: Call the cadets who will fire next to the firing line. Give the cadets on that relay an opportunity to move their rifles and equipment to the firing line if the necessary equipment is not already there. Be sure that all air rifle actions are open before moving rifles to the firing line.	
GROUND YOUR RIFLES. GO FORWARD AND HANG YOUR TARGETS	Step 4—Hang Targets: After firers are on their firing points, instruct them to ground their rifles (place them on the shooting mats or floor). Issue targets to each cadet and instruct them to go downrange and hang their targets.	
THE LINE IS HOT. YOU MAY HANDLE YOUR RIFLES AND GET INTO THE (PRONE, STANDING, KNEELING) POSITION	Step 5—Preparation for Firing: When all cadets on that relay have returned from downrange, the Range Officer announces the beginning of a preparation period. During this period, cadets may handle their rifles and assume their firing positions. Help any cadets who need assistance in getting into a correct firing position. Once the cadets are in position, you may instruct them to dry fire by closing the bolts on their rifles (without charging them with air) so that they can practice the technique of firing before actually loading their air rifles. Later, if the cadets enter competitions, they will be given a formal "Preparation Period" of ten or five minutes when they may get into position, close their rifle actions and dry fire.	

<p>IN THIS FIRING EXERCISE YOU WILL FIRE (Describe the firing exercise). LOAD, START</p>	<p>Step 6—Start Firing: At the end of the preparation period, after all cadets on that relay are ready and have been given a short opportunity to dry fire, the Range Officer describes the firing exercise (how many shots—whether shots may be fired at the practice/sighting targets, whether there is a time limit, etc.) and gives the commands that formally authorize cadets to load and begin firing. Be sure no cadet cocks or charges the rifle and/or places a pellet in the rifle until after the command LOAD is given. Be sure no cadet fires a shot until after the command START is given. If the firing exercise is timed, the time begins when the command START is given.</p>	
<p>During the shooting time:</p>	<p>Step 7—Monitor Firing: While cadets are firing, the Range Officer must constantly observe them to be sure muzzles remain pointed in a safe direction (up or downrange), especially during loading, and to assist, answer questions, deal with malfunctions and resolve any problems.</p>	
<p>During the shooting time (if required by a malfunction):</p>	<p>Step 8—Malfunctions: If at any time during firing, a rifle used by a cadet fails to fire or malfunctions, the cadet must inform the Range Officer immediately by raising his/her hand and declaring: “Malfunction.”</p> <p>The Range Officer will then take control of the air rifle while keeping the muzzle pointed downrange. The Range Officer must examine the rifle to determine the cause of the malfunction (Was the safety engaged? Was the bolt/action fully closed? Was the air chamber charged? Has a part in the mechanism broken?). The Range Officer may then direct the cadet to attempt to fire another shot. Or, if the rifle cannot be used, it must be unloaded before it can be removed from the firing line. If the rifle can be fired, discharge the rifle into a pellet discharge container. If it cannot be fired, open the bolt/action and release the gas pressure by opening the cocking lever or unscrewing the gas cylinder. Then use a cleaning rod to remove the pellet from the barrel. The Range Officer must retain control of the malfunctioning air rifle until it can be taken to the storage area and repaired.</p>	
<p>DOES ANYONE NEED ADDITIONAL TIME?</p>	<p>Step 9—Confirm Completion of Firing: When cadets finish firing, they must open their rifle actions. Then they must ground their rifles (place them on the floor or mat with the action open) after the Range Officer checks the action to be sure it is open. Cadets who finish firing must step back from the firing line without disturbing other cadets, but they may not remove their rifles or equipment from the line until instructed to do so by the Range Officer.</p>	
	<p>Step 10—Stop Firing: When all cadets complete</p>	

STOP, UNLOAD	firing that exercise or if firing must be stopped for any other reason, the Range Officer gives the commands to stop firing and unload rifles. Any cadet who is still firing must stop immediately, open the bolt or action on his/her air rifle and hold the rifle so it is clearly visible to the Range Officer. Cadets must ground or set the rifle down with the muzzle pointing downrange after it has been cleared by a Range Officer.	
If there is still a loaded air rifle:	<p>Step 11—Clear Loaded Rifles: If a cadet has a loaded air rifle with a charged gas/air chamber and/or with a pellet still in the barrel when the command STOP is given, the cadet must inform the Range Officer immediately by raising his/her hand and declaring: "Loaded Rifle"</p> <p>The Range Officer will direct the cadet to discharge the rifle into a pellet discharge container or to fire the rifle at a safe area of the backstop where there are no targets. The rifle can then be grounded after the Range Office confirms that the bolt/action is open.</p>	
THE LINE IS SAFE, GO FORWARD AND REPLACE (or REMOVE) YOUR TARGETS	<p>Step 12—Retrieve and Hang Targets: After the Range Officer(s) confirms that all air rifles are unloaded and grounded, the Range Officer instructs cadets to change targets.</p> <p>If the last relay/group of cadets has completed firing, go directly to Step 14.</p>	
RELAY 1, MOVE BACK TO THE READY AREA, RELAY 2, YOU MAY MOVE TO THE FIRING LINE	Step 13—Change to Next Relay: When targets for the next position are hung and the Range Officer confirms that the line is safe (all cadets are behind the firing line and all air rifles remain grounded), the Range Officer calls the next relay (group) to the firing line. The Range Officer then repeats Steps 5-12 until that relay completes the same firing exercise.	
CADETS, REMOVE YOUR EQUIPMENT FROM THE FIRING LINE	Step 14—Close Range: When all firing is complete, the Range Officer must confirm that all rifles are unloaded before they can be safely placed in storage. To confirm that air rifles are in an unloaded condition, with no pellet in the barrel and no gas charge in the operating mechanism, instruct each cadet in the last group of firers to cock their air rifles without loading pellets. Then have each one, in turn, close the bolt/action and release the trigger while they point the muzzle into a pellet discharge container held by the Range Officer. If a pellet was accidentally left in the barrel or a gas charge in the mechanism, this will assure that the air rifle is unloaded before it is returned to storage. Cadets may then be instructed to take air rifles and other equipment from the range to the storage area.	

Safety Definitions:

- **Unloaded Rifle.** The air rifle must 1) have its bolt/action open, 2) not have a pellet in the barrel and 3) not have an air/gas charge in the firing mechanism.
- **Grounded Rifle.** The air rifle must be 1) unloaded, 2) checked by a Range Officer to confirm it is unloaded, 3) placed on the floor, shooting mat or bench and 4) not handled by anyone in any way.
- **Line is Hot.** The firing line is prepared for the start of a firing exercise. All personnel are behind the firing line. Individuals are on active firing points and may be authorized by the Range Officer to handle rifles, dry fire and load and start live firing.
- **Line is Safe.** The firing line has been made safe so that personnel may go forward of the firing line. All air rifles have been checked by a Range Officer and are grounded. No one is handling an air rifle.
- **LOAD, START.** Formal commands that must be given by a Range Officer to authorize individuals on assigned firing points to charge their air rifles, load pellets in the barrel and start actual firing.
- **STOP, UNLOAD.** Formal commands that must be given by a Range Officer to stop live firing on a range. When these commands are given, anyone on a firing line must immediately stop any attempt to fire that they are making and open the action on their air rifle. If their air rifle remains loaded (charged with air/gas or with a pellet in the barrel) they must keep the muzzle pointed downrange, raise their hand and announce to the Range Officer that they have a Loaded Rifle.

TRAINING TIME OUT

(T.T.O.)

**ANY CADET OR INSTRUCTOR EXPERIENCING
APPREHENSION ABOUT SAFETY ABOUT
SAFETY OR WELL BEING WILL IMMEDIATELY
CALL FOR:**

TRAINING TIME OUT

**THIS MAY BE DONE BY SIMPLY RAISING YOUR
ARM AND LOUDLY CALLING:**

“TIME OUT”

**THE SITUATION WILL BE REVIEWED BY YOUR
INSTRUCTOR AND PROPER ADJUSTMENTS
WILL BE MADE.**

**CADETS WILL NEVER BE DISCIPLINED
OR PENALIZED FOR FOLLOWING THIS
PROCEDURE!**

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