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## **Joshua High School NJROTC Cadet Handbook**

**Subj:** NJROTC Regulations and Guidelines

**Encl:** (1) Joshua High School NJROTC Cadet Handbook

1. **Purpose.** To promulgate regulations and guidelines for the conduct of the NJROTC program at Joshua High School in order to supplement those in the Commander, Naval Education and Training Command (CNET) Instruction 1533.9 series (Regulations Governing Administration of the Naval Junior Reserve Officer Training Corps) and NAVEDTRA 37116 series (Cadet Field Manual).
2. **Background.** These regulations and guidelines provide direction and guidance for the Cadets enrolled in the NJROTC program at Fredericksburg High School. This handbook is for the sole use of FHS NJROTC Cadets and supplements, clarifies and expands guidance given by the Navy for administration of NJROTC Units.
3. **Action.** All Cadets are expected to be familiar with this handbook, to refer to it often and comply with the rules and regulations contained herein.
4. **Exceptions.** This handbook is not intended to replace or modify established Fredericksburg Independent School District or Fredericksburg High School rules and instructions. If there is a conflict, the FISD and FHS rules and instructions have precedence.

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## **CHAPTER 1: INTRODUCTION TO THE NJROTC PROGRAM**

101. **PURPOSE OF NJROTC.** The purpose of the Navy Junior Reserve Officers Training Corps program is to instill a value of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. It does not seek any particular commitment to the military. The current legal basis for JROTC is Section 2031 of Title 10, United States Code. That section is implemented by the Department of Defense. The governing directive, 1205.13 “JROTC Program for Secondary Educational Institutions” is dated 16 June 1982. The Department of Defense funds and sponsors JROTC through the Secretaries of the Military Departments. NJROTC is funded and sponsored through the Officer of the Secretary of the Navy.

102. **MISSION OF NJROTC.**

- a. Promote patriotism.
- b. Develop informed and responsible citizens.
- c. Promote good habits of orderliness and precision.
- d. Develop leadership skills and potential.
- e. Strengthen character.
- f. Develop a high degree of **personal honor, self-reliance, individual discipline, and leadership.**
- g. Promote community service.
- h. Promote an understanding of the basic elements and requirements for national security.
- i. Help form habits of self-discipline.
- j. Develop respect for, and an understanding of, the need for constituted authority in a democratic society.
- k. Provide incentives to live healthy and drug free.
- l. Promote high school completion.
- m. Provide information on the military services as a possible career.

103. **MILITARY OBLIGATION.** There is no obligation to serve in the military that comes from association with NJROTC programs. There are, however, significant

benefits which include advanced rank placement, considerations for scholarships, and/or instructor assistance when dealing with military recruiters for those interested in the military or going to college upon graduation.

104. REQUIREMENTS FOR ENROLLMENT. General requirements for NJROTC enrollment are:

- a. Satisfactory grades (“C” average including a “C” or higher in NJROTC or specific approval of the Senior Naval Science Instructor (SNSI).
- b. Be at least 14 years old by the end of the first semester of enrollment.
- c. Physically able to take PE at Fredericksburg High School.
- d. Willingness to meet all FHS NJROTC grooming standards and to wear the uniform properly and at all required times.
- e. Agree to and abide by the FHS NJROTC Honor Code: **“A Cadet will not lie, cheat or steal.”**
- f. Complete and sign the FHS NJROTC Contract.

105. INSTRUCTION AND CREDIT AWARDED. NJROTC (Naval Science) courses carry full elective credit and satisfy the Physical Education requirements for graduation. The academic portion of Naval Science (NS) courses include a number of sections on subjects related to the sea, the Navy, health, science, history, and government.

a. Naval Science I introduces cadets to **the precepts of citizenship, the elements of leadership, and the value of scholarship and academics in attaining life goals** while emphasizing each person’s responsibilities in American society. This course is designed to engender a sound appreciation of the heritage and traditions of the United States with a focus on the historical significance of sea power. An emphasis on the development, in each cadet, of a sense of pride in his community, school, unit, associates, and self is a predominant theme throughout the course. This course includes classroom instruction, physical fitness, military drill, wearing of the uniform, and practicing military customs and courtesies. Field trips, community service, and competitive meets are used to enhance training objectives. **All cadets will be treated with due respect.**

b. Naval Science II builds on the foundation begun in Naval Science I, to further develop the traits of leadership, citizenship, discipline, and self-confidence that form the basis of the NJROTC program. This course examines United States Navy and Marine Corps history from 1776 to 2004 and United States Government concepts that are related to a citizen’s rights and responsibilities. The technical aspects of the course include oceanography, meteorology, astronomy, physical science of the oceans, and maritime geography. The themes of pride in self,

community, and school will permeate the course. Service and leadership will be stressed. These elements are developed from the advanced level. Field trips, community service, and competitive meets are used to enhance training objectives.

c. Naval Science III builds on the foundation begun in Naval Science I and II, to further develop the traits of leadership and self-discipline. Leadership is the paramount topic in the Naval Science III course. In addition to continued stress being placed on the fundamentals of democracy and United States Naval History, the cadets are introduced to the vital importance of military justice, international law, national security, Navy and Marine Corps operations, ship construction, basic seamanship, marine navigation, and Naval weapons and aircraft. The course will include reading, writing, and practical exercises. Cadets at this level are challenged with platoon leader and/or unit staff officer duties that expand their leadership development opportunities. Outstanding cadets are chosen to attend summer leadership camps. Field trips, community service, and competitive meets are used to enhance training objectives.

d. Naval Science IV is the culmination of the Naval Science Program. Leadership and Global Awareness are the primary areas of study. It is a leadership lab course. Naval Science IV cadets will pursue a rigorous course of study in leadership techniques, effective communications, and group dynamics. Cadets are expected to be role models for all Naval Science cadets. This course will include reading, writing, and practical exercises tailored to both college and non-college bound cadets. Field trips, community service, and competitive meets are used to enhance training objectives. Naval Science IV is for cadets who are able to work more independently and take on the leadership responsibilities of running the Fredericksburg High School Battlin' Billies Battalion.

106. GRADES. Will be made up of academics, field work, uniform inspections, and examinations. Your grade? It is up to you!

a. Academics will be 20% of your grade. Academics consist of classroom work, homework, and community service. Community service is expected of each cadet. Each cadet is expected to participate in a community service projects each six-week period. Ten bonus points will be given for the projects.

b. Field work will be 20% of your grade. Field work consists of drill (individual and unit), and physical training. Physical training will be held on Tuesday and Friday. If you dress out in the NJROTC PT clothing and participate giving 100% you will get a 100 for the day. If you fail to wear your provided PT clothing and/or do not participate, you will be given a grade based level of non-participation and/or PT clothing worn.

c. Uniform Inspections will be 45% of your grade. You must properly wear it all day to and from school to get a grade of 100. A checklist of what is inspected on

your uniform is provided in paragraph 311. Failure to wear your uniform on uniform days will result in a reduction in grade and must be made up within two days for Naval Science 1 cadets and within one day for Naval Science 2/3 cadets. There is no second chance for Naval Science 4 cadets. Plan ahead and if you are going to miss a uniform day get prior approval from the SNSI/NSI. Your maximum grade on makeup uniform inspections is 85 for Naval Science 1 cadets and 75 for Naval Science 2/3 cadets.

d. Final Six Week and Semester Examinations will be 10% of your grade for a six-week period and 10% for the semester.

e. Final Semester Examination Exemptions. Cadets may earn an exemption from taking a semester final examination by completing ALL of the following:

(1) Properly wearing the uniform 100% of the required days with no make-ups.

(2) Dressing out and participating in every PT day.

(3) Joining and practicing (minimum of two per week) on one team (academic, color guard, marksmanship, orienteering, armed or unarmed drill)

(4) Attend all fund raising projects.

f. Community Service is expected from all cadets and will be counted as 5% of the grade. Extra credit will also be awarded for additional community service.

#### 107. SUPPLIES, UNIFORMS AND COSTS.

a. The Navy pays for course materials, uniforms, supplies and most other items. Cadets must pay for required personal items such as underclothing, uniform cleaning and personal grooming (haircuts).

b. A complete, tailored, Naval style uniform is provided **free for the temporary use** of the cadet and is required to be worn once a week on a designated day. Students must wear the uniform correctly, as described in this instruction and in the Cadet Field Manual for the entire day including to and from school. The uniform must be turned-in, in good condition and dry cleaned (with receipt attached), when enrollment in the NJROTC program ends. Grooming must meet the minimum standards established by the school and the Navy.

108. BENEFITS OF ENROLLMENT. For students interested in obtaining fully paid college scholarships, the NJROTC Program has been successful each year in helping High School students obtain ROTC scholarships and Service Academy appointments from all services. Scholarships worth up to \$ 250,000 each and Service Academy

appointments worth up to \$ 375,000 are available to qualified Fredericksburg High students. Each year the Senior Naval Science Instructor can nominate students to compete for Navy and Marine Corps ROTC and Naval Academy openings and for openings in other service academies. All five military services give one or two pay grades (ranks) advanced standing for people who enlist after successfully taking Junior ROTC courses for at least two or three years in high school.

109. **ACTIVITIES.** The NJROTC unit supports a wide range of activities. Each activity is open to any cadet, in good standing, who wishes to get involved. A cadet may get started with most teams at any time during the school year just by coming to practice (marksmanship teams require parent permission and a safety indoctrination first).

Activities usually available during the year are:

- Academic Team
- Athletic Team
- Color Guard
- Armed and Unarmed Drill Teams
- Marksmanship Team
- Orienteering Team
- Community Service Activities
- Various social events

Students decide if they want to take part in any of these extracurricular activities based on their interests and how much time they can afford to spend. Participation in at least one of these activities is required.

110. **ATTENDANCE AND PARTICIPATION.** Cadets are expected to attend all JROTC functions. This includes everything from daily classes to extracurricular activities and special events which are published in the Long Range Schedule and the Unit Calendar on the FHS NJROTC website. Cadets should anticipate, as much as possible, when they will not be able to attend a NJROTC requirement in order to be able to let the Chain of Command and/or Officer-in-Charge (OIC) know in advance. In order to participate/go on the field/orientation trips taken each year, a cadet must help with a minimum of six community service and/or fund raising events.

111. **ADVANCEMENT AND AWARDS.**

a. NJROTC is the only course at Fredericksburg High School that has formal instruction in leadership. Students get to practice what they learn in class by leading their extra-curricular groups and being in charge of many aspects of running the unit. This opportunity to be “in charge” is given to cadets who display the interest and dedication it takes to be a leader and manager. Cadet rank, patterned after United States Navy rank, is awarded based on evaluated achievement, conduct, participation, and the requirements of the unit. **Increased rank means increased responsibility, something you WANT to strive for.**

b. There are a large number of awards that are given for participation and achievement in NJROTC. The unit, school and others given by local civic and

patriotic groups sponsor the awards. Each cadet has an equal opportunity to earn both advancements and awards.

112. INSTRUCTORS. NJROTC instructors are retired officers and non-commissioned officers of the Navy, Marine Corps or Coast Guard who have been specially certified by the Navy for employment as Naval Science Instructors. Each instructor is employed and paid by the local school district. The Senior Naval Science Instructor is the Head of the NJROTC Department and both he and the Naval Science Instructors are regular faculty members of Fredericksburg High School. They do not work for the Navy.

113. CLASSROOM PROCEDURES. Classes will be run in both a formal and informal basis. This is for the purpose of maintaining a sense of order as well as creating a positive learning environment.

a. Formal Classroom Procedure. Each class will begin (and end) in a formal manner with all cadets standing beside their desks until muster (attendance) is completed. (Done correctly, this procedure should take no longer than one minute to accomplish.) The Mustering Petty Officer (MPO) will take muster (attendance) and report to the SNSI/NSI (the senior member of the class may be asked to do this) in the following manner:

Call the platoon to attention:

**“Platoon, Attention (pronounced Atten-hut)!”**

Call each cadet’s last name from the electronic roster

The correct response from each cadet is:

**“Sir, Cadet Smith present, Sir”**

The MPO will report to the instructor:

**Sir, First Platoon all present or accounted for”** or

**“Sir, First Platoon all present or accounted for except Cadet(s).....”**

SNSI or NSI will say, **“Thank you Petty Officer.”**

SNSI or NSI will then say **“Seats”**. At that time all Cadets will sit at their desks, **AT ATTENTION**.

SNSI or NSI will then say **“At Ease”**. Cadets may then sit in a relaxed but attentive manner (**NOT SLUMPED**). It is expected that all Cadets be relaxed at their desks during informal instruction but always demonstrating good posture. If a cadet is sleepy, they must stand in the back of the classroom.

b. Informal Classroom Procedure. Generally, the remainder of the class will be conducted in an informal manner. Cadets are encouraged and expected to ask questions, offer their opinions and generally contribute to the class. In

order to do this, cadets will raise their hand and when recognized will offer their comments. Unless otherwise directed, it is not necessary to stand.

c. **Ending the Class Session.** When the class is complete, the Platoon Commander will call, **“Platoon, Attention!”** The class will stand at attention beside their desk. The Platoon Commander will then say **“Dismissed”** at which time Cadets may collect their items and leave the room in an orderly manner. (Each platoon may end the session in their own agreed upon, (yet still military), way such as “Aye Aye, Sir”, “Ooh Rah”, “Go Navy” or any appropriate comment. This is agreed upon by the platoon and all must participate.)

d. At the end of each class period, the classroom will be inspected by the Mustering Petty Officer for cleanliness, trash left on the desks and floors, and all personal items will be removed unless approved by the SNSI or NSI. No personal items will be stored in the NJROTC classroom during the day unless approved by the SNSI or NSI. At the end of the day, the classroom will be checked by the Sixth Platoon Mustering Petty Officer for personal items left behind and these will be stored in the storage room until the next day. Items left in the storage room for longer than one week will be turned over to the office for disposal or re-use.

114. SNSI/NSI OFFICE PROCEDURES. To receive permission to enter the SNSI/NSI office:

1. Center evenly in front of doorway.
2. Knock three times and say “Sir, request permission to come aboard.”
3. The SNSI/NSI will respond with, “state your business.”
4. Then you will respond, (“Sir, I need (then state what you need.)”)
5. If told to enter, center on the desk of the instructor with whom you have business.

All cadets are to follow these rules unless you are the CO, XO, MCPO, Operations Officer, Administrative Officer, or Supply Officer or other staff officer (Marksmanship Commander, Color Guard Commander, etc). The office is NOT to be used as a lounge area. If you do not have any business in the office then you do NOT need to be in there.

115. DROPPING THE COURSE.

a. Drop on Request (DOR): The FHS recognizes that NJROTC is a new experience and it is difficult for students to know, in advance, whether or not it is for them. A student who wants to drop NJROTC should discuss the decision with both the SNSI and NSI. If dropping the course is the only suitable option, the SNSI and student will work with the student’s counselor to change their schedule.

Any student, who leaves the program while in good standing, may request to re-enter at any time, after the end of the semester in which he withdraws.

b. Instructor Drop (ID) Before a student is dropped from the program due to poor performance, poor attitude, and/or inappropriate conduct, he will appear before the SNSI and NSI to afford him every opportunity to conform to acceptable NJROTC standards. However, if a student is dropped from the program, he will not be allowed to re-enter the program without the consent of the SNSI. Drops may occur at any time during the semester without regard to whether the student is able to find another course.

**116. EQUAL OPPORTUNITY. FHS NJROTC IS LOOKING FOR LEADERS REGARDLESS OF GENDER OR ETHNICITY based upon the following factors:**

- a. **A cadet's desire to learn to become a leader.**
- b. **Demonstrating the leadership skills a cadet has or has learned.**
- c. **A cadet's willingness to accept the added responsibility that goes with leadership.**

## **NJROTC CADET CONTRACT**

1. I agree to abide by the FHS NJROTC Code of Honor: **“A CADET WILL NOT LIE, CHEAT, OR STEAL.”**
2. I agree to treat my instructors, all teachers, school administrators, my fellow cadets and all students with respect **at all times** (in and out of the classroom). I understand that rudeness and disrespect towards anyone will not be tolerated.
3. I agree that I will not leave the classroom or instructional areas without permission. I understand **personal accountability** will be expected of me at all times.
4. I agree to come to class prepared. I will have all required items for each day including pencils, pens, and paper. I understand I may rent items from an NJROTC instructor for a specified number of push-ups or curl-ups and I will return those items at the end of the class period. **All Naval Science 1 cadets will bring their Cadet Field Manual and their NJROTC Notebook every day.**
5. I agree to be at attention beside my seat **before the tardy bell rings.**
6. On all Physical Training Days I will participate unless excused by a doctor’s/nurse’s note, parent’s note, or by the instructor. I understand any cadet not properly excused and not participating may earn a grade as low as ZERO for that period. I agree to wear the FHS NJROTC PT gear for PT training unless an instructor announces otherwise either directly or in the Plan of the Week.
7. **On Uniform Day (normally Wednesday), I understand I must properly wear my uniform the entire day, i.e. from home, to school, during school, and back home unless my NJROTC instructor grants exception in advance specifically to me. If a uniform is taken off, re-inspection is the next school day.** I understand having my uniform prepared in advance and worn correctly is **MY RESPONSIBILITY**. I understand my mom, dad, or guardian is not in NJROTC, I am, and these items are **MY RESPONSIBILITY**.
8. I understand I am responsible for knowing and abiding by all items in the FHS NJROTC Handbook.
9. I understand that violations of this contract will result in quick and memorable correction such as push-ups and/or curl-ups. Furthermore, I understand that persistent violations my result in being dismissed form FHS NJROTC and a failing grade.

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(Cadet’s Signature)

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(Date)

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(Parent/Guardian’s Signature)

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(Date)



## **CHAPTER 2: RULES OF CONDUCT**

201. GENERAL. NJROTC cadets hold a unique place among students at Fredericksburg High School. They are easily identified as belonging to a group that stands for **pride, character and living by the FHS NJROTC Code of Honor: “A cadet will not lie, cheat or steal.”** Cadets who do not measure up to these ideals will not remain in the unit. **NJROTC cadets are expected to learn and to follow, at all times, the rules of the school and the unit.**

### 202. CONDUCT IN FHS

- a. FHS Discipline. **First and foremost, all NJROTC cadets will be subject to the rules and regulations of Fredericksburg High School.** If a cadet breaks school rules, they will be held accountable within the unit and/or referred to school administrators for discipline.
- b. Expectations and Pre-FHS Discipline Intervention.
  1. The students and faculty of Fredericksburg High School form their opinions of the NJROTC Program based on the actions of the cadets they observe. The reputation of this unit is based, in part, on the outstanding conduct of our cadets. Teachers and administrators will come to expect the best from NJROTC.
  2. **If deemed appropriate by the teacher,** a cadet who causes trouble in another class can contact the Naval Science Instructors for assistance. If cadets do not respond to the SNSI/NSI intervention by correcting or modifying his/her behavior, they will be referred to the FHS administrators who will take action as prescribed. Cadets who continue to misbehave and demonstrate a severe lack of self-discipline will appear before the SNSI and NSI and, if unable to correct their behavior, will be disenrolled from the program. Students who fail to **SHOW PROPER RESPECT DURING THE PLEDGE AND/OR THE NATIONAL ANTHEM** or fail to wear the uniform properly in all classes, who are consistently tardy to class, fail to do assigned work, or disrupt class can expect to have their conduct brought to the attention of the Naval Science Instructors.

203. NJROTC GENERAL RULES OF CONDUCT. It is impossible to provide a complete set of rules that covers all situations. As previously stated, Cadets are expected to abide by the **FHS NJROTC Cadet Code of Honor: “A cadet will not lie, cheat or steal”**. In general, cadets are expected to be honest, courteous, respectful individuals at all times. The list of expected or prohibited conduct below is only a guide and not in any way all-inclusive.

- a. **No gum**, soft drinks, food or candy will be consumed in the NJROTC classroom or during NJROTC classes unless the instructor gives permission.
- b. The NJROTC office and classroom telephones are available for limited CADET use only with the prior permission of the SNSI/NSI. Long distance or directory assistance (information) calls are not allowed.
- c. No loud talk or boisterous activity is permitted in NJROTC spaces. Violators will be asked to leave without prior warning.
- d. **The NJROTC Office is only for authorized cadets working on NJROTC business. It is not to be used for personal conversations, as a lounge, or as storage area for personal items, uniforms, or school materials.**
- e. No personal or other gear is to be left in any NJROTC space without permission of an instructor or it will be put into the “Lucky Bag.”
- f. Proper military courtesy is expected from cadets at all times, especially when in uniform. This includes proper salutes and a respectful manner when dealing with cadets’ senior in the chain of command. The words “Sir” and “Ma’am”, as appropriate, are to be used when addressing all FHS faculty and employees.
- g. On uniform day, a complete and correct uniform is to be worn at all times unless an instructor permits variations with advance approval. Coats, when worn, are to be buttoned or zipped; hats are to be worn when outside; ties are to be run up to the top of the collar; sleeves to be rolled down and all buttons to be buttoned.

#### 204. DAILY CADET CONDUCT.

- a. Cadets do not lie, cheat, or steal.
- b. Cadets arrive on time for class, greet the instructor on the way into class.
- c. Cadets contribute to the class with appropriate answers to questions.
- d. Cadets wear appropriate clothing.
- e. Cadets strive to improve themselves and the unit continuously.
- f. Cadets honor their word.
- g. Cadets demonstrate initiative by doing things without being told to.

h. Cadets remain loyal to their families, fellow cadets and students, their school and their community.

i. Cadets treat others with dignity and respect regardless of race, religion, or gender.

j. **Cadets take care of each other** (see Captain Fadok's **Big Three Card**).

k. Cadets wear their uniforms proudly and with distinction.

l. Cadets maintain appropriate military haircuts.

m. Cadets do not smoke.

n. Cadets respond to adults with a **“Yes or No, Sir/Ma’am.”**

o. Cadets use appropriate language.

p. Cadets do not use alcohol or drugs.

q. Cadets offer suggestions to improve the system.

r. Cadets maintain a can-do attitude.

s. Cadets respect public and private property.

t. Cadets respect public laws and regulations.

205. FIELD/ORIENTATION TRIP AND AEP/ISS. Any cadet that is assigned to the Alternative Education Program (AEP) and two or more In-School Suspensions (ISS) is not eligible to go on the field/orientation trip and/or drill meets. Exceptions may be granted only by the Senior Naval Science Instructor.



## **CHAPTER 3: UNIFORM WEAR AND MILITARY ETIQUETTE**

301. GENERAL. Wearing the NJROTC uniform is an integral part of the program. A grade is given to each cadet every uniform day that the uniform is worn. Instructions on how to wear the uniform will be taught in Naval Science I and are contained in the Cadet Field Manual. This chapter provides guidance to cadets concerning the proper wear of the NJROTC uniform, acceptable personal grooming standards and conduct while in uniform. Each cadet is responsible for following the standards of grooming; conduct and uniform wear established here and in the Cadet Field Manual.

302. RULES OF CONDUCT WHEN IN UNIFORM. The public looks upon NJROTC cadets, when in uniform, as representatives of not only the NJROTC program but FHS, the Navy and Fredericksburg. It is important, therefore, that our reputation does not suffer because of poor cadet conduct while in uniform. The following excerpt from U.S. Navy Uniform Regulations applies to NJROTC cadets in uniform when they are in public view. When in uniform cadets **may not**

1. Show public displays of affection
2. Place hands in pockets except to get something out of the pocket
3. Smoke or chew tobacco.
4. Chew gum while in uniform.
5. Wear sunglasses while in formation.

If caught (more than once) a cadet can be penalized by subtracting points from his/her next inspection grade. This also includes not having a cover on outside or having one on indoors. Wearing non-uniform items such as earrings for males and looped earrings for females also penalizes cadets. How extreme the infraction is will determine the points subtracted from the cadet's next grade.

303. FINANCIAL RESPONSIBILITY FOR UNIFORM. Uniforms are issued at no cost to all NJROTC cadets. A custody list of all uniform items will be sent home with cadets and must be signed by a parent or guardian and returned when uniforms are issued. Uniforms that are lost and/or destroyed due to neglect must be paid for promptly to avoid indebtedness to the United States Government and/or Fredericksburg Independent School District.

304. WHEN TO WEAR THE UNIFORM.

- a. A standard "uniform day" will be designated. (Wednesday on most weeks). A special event, such as the annual Navy inspection, the Navy birthday, or Veterans Day may change the "uniform day" for the week in which it occurs, but any changes will be announced well ahead of time. On this official "uniform day", a cadet must wear the correct, full, and complete uniform from the time he leaves home in the morning, until he returns home after school, unless he has **received advanced permission** to the change from

the SNSI or NSI. Permission may be granted to change after school for such things as varsity sports practices or some jobs. Cadets will be expected to wear their uniform on all required occasions unless excused by an instructor in advance. If the uniform is taken off without permission, a penalty grade (down to a zero) will be recorded for the day.

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

### 305. PENALTY FOR NOT WEARING THE UNIFORM

a. Cadets must wear the uniform on the next school day for a maximum grade of 80 (NS1) / 70 (NS2/3) / 50 (NS4), or on the following day for a maximum grade of 70 (NS1)/50 (NS2/3). (i.e. if uniform day is Wednesday, and the uniform is not worn until Friday, the maximum grade that can be recorded for a grade is 70 / 50). Failure to wear the uniform by the second day will result in a grade of 0.

b. A cadet in uniform who does not meet minimum standards for uniform appearance or for personal grooming will receive a reduced uniform grade for the day. (Failing to wear a required part of the uniform such as the cover or belt is failing to meet minimum standards.)

306. **BORROWING OR LENDING UNIFORM ITEMS.** Uniforms are individual items of issue. **No items may be loaned to a cadet or used by any other person**, whether or not they are in NJROTC. A cadet is not permitted to borrow or be in possession of any item of uniform or other equipment not formally issued to him or her.

### 307. EXCHANGES OR REPLACEMENT OF UNIFORM ITEMS.

a. If any uniform item does not fit properly or becomes unsightly due to wear, it will be repaired or replaced at no cost to the cadet. An item to be exchanged must be professionally laundered or dry-cleaned before it is turned in, unless it is clearly not suitable for reissue (as determined by the SNSI).

b. **NO** exchanges or issues of replacement uniform items will be made on a day scheduled for a graded uniform inspection – **PLAN AHEAD!**

c. Lost items of uniforms or equipment will be replaced upon payment for the item at the current JUMS price. Payment must be by check made payable to **United States Treasurer**. The SNSI 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. ("My dog ate my uniform" is not beyond the Cadet's control.)

d. Uniforms must be returned when a cadet is no longer enrolled in NJROTC at Fredericksburg High School. Uniforms accepted for return must be in good condition and reflect only normal wear. Items must be professionally cleaned prior to turn-in and still be in the cleaning bag with a receipt. If not, a \$25 fee must accompany the uniforms so they can be cleaned.

308. MISSED UNIFORM DAYS. If a cadet is absent from class on a designated uniform day, he must wear the uniform on the day that he returns to school without grade penalty. Failure to make-up uniform wear will be treated just as a non-made-up test would be treated for grading purposes.

309. WEARING YOUR COVER. As a general rule, cadets are required to wear their covers whenever they are outside and nothing man-made is over their heads. Covered walkways, inside automobiles, and overhangs of buildings are considered to be man-made, however, the branches of trees, clouds, etc. are not. This means uniform covers must be worn on the way to school, going home and at most other times while outdoors in uniform. Covers are required to be brought to NJROTC class on each uniform day and will be worn during marching drills. Cadets will also be expected to wear their covers during inspection. Covers need not be worn while eating lunch outside.

310. GIRLS' HANDBAGS. The Navy does not provide handbags. If possible, girls should carry a black bag of plain design and small to moderate size when wearing the uniform.

311. UNIFORM INSPECTION CHECKLIST.

a. ALWAYS practice your proper position of attention, feet at 45 degrees. Always maintain your military bearing; look straight ahead, start and end responses with Sir/Ma'am.

b. Shoes must always be polished and laced correctly.

c. Wear black issued socks only.

d. Trousers/slacks must be ironed properly; creases must go up to bottom of pockets. Irish pennants (loose threads) must be taken off the belt loops and pockets.

e. Belt must be clean, and belt tip needs to be polished every time you wear the uniform.

f. Buckle must be free of the quartermaster, highly polished all around, inside and out. Use q-tips and lighter fluid to clean up.

g. Shirt must be free of Irish pennants and ironed. Creases must be on the back, and sleeves for all cadets. For males, the front must have creases. Working khaki does not have creases.

- h. Military alignment (or gig line) is when you shirt, end of buckle, and your trouser fly are in line.
- i. Cover must fit centered and one inch above the eyebrow; insignia needs to be on cover correctly.
- j. Hair must be neat, short, and trimmed at all times. Male cadet's hair must not touch the collar, be tapered, with "white-walls" around the ears. Female cadet's hair must not fall below the collar with color matching hairpins if used.
- k. Shave is always required when wearing your uniform for male cadets.
- l. Rank must be worn on your uniform at all time and worn correctly.
- m. NJROTC insignia must be worn on left collar correctly.
- n. Nametags must always be worn on you uniform centered ¼ inch above the right pocket.
- o. Ribbons must always be worn on your uniform centered ¼ inch above the left pocket. The exception to this is the working uniform Know what each ribbon was earned for and the correct precedent.
- p. Buttons must be always buttoned and free of Irish pennants.
- q. Hands/nails must be clean at all times and female cadets may have neutral fingernail polish only.
- r. No earring on male cadets, only small gold/silver ball earrings on female cadets.
- s. Knowledge. You must know you general knowledge, chain of command, orders to the sentry, uniform regulations, and drill regulations at all times.

## **CHAPTER 4: AWARDS AND HONORS**

401. RIBBONS/MEDALS. The below awards are awarded to deserving cadets based on the criteria in the Cadet Field Manual for NJROTC awards and local criteria for other awards. Most of these medals will be presented at the Annual Award Program in the spring. The below list is not inclusive.

a. NJROTC. (In order of precedent)

(1) Meritorious Achievement – awarded to any cadet who distinguishes him/herself by outstanding meritorious achievement. (Awarded by Area Manager.)

(2) Distinguished Cadet – awarded yearly to one cadet in each year group with the highest combined average for overall scholastic school standing and aptitude in NJROTC. Includes a locally provided medal.

(3) Honor Cadet – awarded yearly to one cadet in each year group with the highest CPA in school. Includes a locally provided medal.

(4) Military Aptitude Award – awarded yearly to those outstanding cadets who demonstrate an exceptional military aptitude and dedications to the NJROTC program.

(5) Naval Science IV Outstanding Cadet – awarded yearly to outstanding cadets in Naval Science 4 based on citizenship, academic performance, personal appearance, conduct, and a Naval Science grade of 95 or above.

(6) Naval Science III Outstanding Cadet – awarded yearly to outstanding cadets in Naval Science 3 based on citizenship, academic performance, personal appearance, conduct, and a Naval Science grade of 90 or above.

(7) Naval Science II Outstanding Cadet – awarded yearly to outstanding cadets in Naval Science 2 based on citizenship, academic performance, personal appearance, conduct, and a Naval Science grade of 85 or above.

(8) Naval Science I Outstanding Cadet – awarded yearly to outstanding cadets in Naval Science 1 based on citizenship, academic performance, personal appearance, conduct, and a Naval Science grade of 80 or above.

(9) Exemplary Conduct – awarded yearly to each cadet who demonstrates exemplary conduct for the school year. Cadet must have no ISS or AEP during the year.

(10) Academic Award – awarded to cadets on the Honor Roll for a six week period during a semester or competed in the National Academic Competition three times. A maximum of two per year may be awarded.

(11) Exemplary Personal Appearance – awarded twice a year to each cadet who displays exemplary personal appearance and has worn his/her uniform on all occasions required and uniform inspections average greater than or equal to 90.

(12) Physical Fitness – awarded twice a year to any cadet who meets or exceeds the basic physical fitness standard.

(13) Participation – awarded when earned, to any cadet who has participated in three events other than routine unit activities.

(14) Unit Service – awarded to the cadets in the Honor Platoon.

(15) Community Service – awarded to any cadet in good standing who distinguished him/herself by dedication and outstanding service to the community for three or more events.

(16) Drill Team – awarded to each member of a drill team in good standing who has entered competition or performed at three or more official functions.

(17) Color Guard – awarded to each member of a color guard in good standing who has entered competition or performed at three or more official functions.

(18) Pistol/Rifle Team – awarded twice a year, to any cadet in good standing who has entered any competition.

(19) Orienteering – awarded, twice a year, to any cadet in good standing who meets the orienteering qualification standards or who has entered any competition.

(20) Recruiting – awarded when earned, to a cadet who is instrumental in the enrollment of two students in the NJROTC program.

(21) Mini-boot Camp – awarded to any cadet upon satisfactory completion of mini-boot camp, leadership academy, or similar training as approved by the area manager.

(22) Sea Cruise – awarded to any cadet upon completion of an at-sea cruise.

b. Others/Special (In order of precedent.).

(1) Cadet of the Year Medal – awarded to the graduating senior who has done the most for the battalion as selected by the Corps of Cadets and approved by the SNSI/NSI.

(2) Outgoing Cadet Commanding Officer Medal – awarded to the outgoing Cadet Commanding Officer for his/her service to the unit.

(3) Outstanding Military Leadership and Achievement Medal – awarded yearly to one cadet in each year group who has achieved the highest military aptitude.

(4) Outstanding Unit Participation Medal – awarded yearly to one cadet in each year group who has the highest number of unit participation points.

(5) Outstanding Community Service Medal – awarded yearly to one cadet in each year group who has the highest number of community service hours.

(6) Outstanding Female Physical Training Medal – awarded yearly to one female cadet who has the highest physical readiness test score.

(7) Outstanding Male Physical Training Medal – awarded yearly to one male cadet who has the highest physical readiness test score.

(8) Outstanding Color Guard Member Medal – awarded yearly to one male and one female cadet who has participated in the highest number of official color guard functions and has contributed significantly to the color guard. Selected by the Color Guard Commander as approved by the SNSI/NSI.

(9) Outstanding Unarmed Drill Team Member Medal – awarded yearly to one female cadet who has contributed the most to the drill team. Selected by the Unarmed Drill Team Commander as approved by the SNSI/NSI.

(10) Outstanding Armed Drill Team Member Medal – awarded yearly to one male cadet who has contributed the most to the drill team. Selected by the Armed Drill Team Commander as approved by the SNSI/NSI.

(11) Courage Medal – awarded yearly to one or more cadets who have demonstrated the most mental and physical courage in meeting the demands of the program. Selected by Cadet Company Commander, Cadet Master Chief Petty Officer, and SNSI/NSI.

(12) Legion of Valor Bronze Cross for Achievement – awarded yearly to a cadet who is in the junior class and his/her third year of NJROTC, has an NJROTC class standing in the top 25%, has a school academic standing in the top

25%, and has demonstrated outstanding military leadership qualities. This award is sponsored by the Legion of Valor of the United States which is composed of Medal of Honor, Distinguished Service Cross, Navy Cross and Air Force Cross award recipients.

(13) The Navy League of the United States Youth Medal – awarded yearly to a cadet who has completed at least one year in the NJROTC program attained a minimum grade of 3.0 GPA in Naval Science during the current school year, attained a grade of “B” in overall academics during the current school year, active in extra-curricular activities (competition teams, community service, etc.), attained outstanding leadership, and achieved overall performance reflecting the highest standards of the NJROTC program in academics, leadership, attitude and appearance. This award is sponsored by the Greater Central Texas Chapter of the Navy League of the United States.

(14) Military Order of the Purple Heart Award – awarded yearly to a cadet who has a positive attitude toward NJROTC and country, holds a leadership position in the unit, is active in school and community affairs, attains a grade of “B” or better in all subjects for the previous semester, and has not been a previous recipient of this award. This award is sponsored by the Military Order of the Purple Heart.

(15) Daughters of the American Revolution JROTC Award – is awarded yearly to a female cadet who is in her Junior year of school, third year of the NJROTC program, in good standing militarily and scholastically at the time of selection and presentation, and shows a high degree of merit with respect to leadership qualities, military bearing, and excellence. This award is sponsored by the Ephraim Andrews Chapter of the National Society Daughters of the American Revolution..

(16) Sons of the American Revolution Medal – is awarded yearly to a male cadet who is in his Junior year of school, third year of the NJROTC program, in good standing militarily and scholastically at the time of selection and presentation, and shows a high degree of merit with respect to leadership qualities, military bearing, and excellence. This award is sponsored by the Bluebonnet Chapter of the Sons of the American Revolution.

(17) Daedalian JROTC Achievement Award – is presented yearly to a cadet who has demonstrated an understanding and appreciation of patriotism, love of country, and service to the nation, has indicated a potential and desire to pursue a military career, is ranked in the upper 10% of the Junior class (third year of NJROTC), and is ranked in the upper 20% of the Fredericksburg High School Junior class. This award is sponsored by the Order of the Daedalians, America’s Premier Fraternal Organization of Military Pilots.

(18) American Legion JROTC General Military Excellence Medal – awarded yearly to a cadet in his/her third/fourth year of the NJROTC program who is in the upper 25% of their class in academic standing and demonstrates outstanding qualities in military leadership, discipline, character and citizenship. This award is sponsored by the Louis Jordan American Legion Post #244.

(19) American Legion JROTC Scholastic Medal – awarded yearly to a cadet in his/her third/fourth year of the NJROTC program, who is in the upper 10% of the high school class, in the upper 25% of the Naval Science classes, demonstrates qualities of leadership, and actively participates in constructive student activities such as student organizations or athletics. This award is sponsored by the Louis Jordan American Legion Post #244.

(20) Fleet Reserve Association Award – awarded yearly to a cadet who has a very positive attitude toward the NJROTC program, is in good standing militarily and scholastically, and has a high degree of respect for leadership qualities, military bearing and excellence, and best represents the spirit of Americanism and patriotism. This award is sponsored by the Capitol Area Branch #201 of the Fleet Reserve Association.

(21) The Military Order of the World Wars JROTC Bronze Medal of Merit – awarded yearly to a cadet officer who has demonstrated understanding of patriotism and love for our country, has demonstrated outstanding accomplishment or service to the NJROTC unit, and has a positive attitude toward the NJROTC program and will return as a cadet next year. This award is sponsored by the Hill Country Chapter of the Military Order of the World Wars.

(22) Military Order of the World Wars Certificate of Merit - awarded yearly to a cadet petty officer who has demonstrated understanding of patriotism and love for our country, has demonstrated outstanding accomplishment or service to the NJROTC unit, and has a positive attitude toward the NJROTC program and will return as a cadet next year. This award is sponsored by the Hill Country Chapter of the Military Order of the World Wars.

(23) Reserve Officers Association Award – awarded yearly to a cadet who has demonstrated dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline and a sound work ethic. This award is sponsored by Chapter #5, Department of Texas, Reserve Officers Association of the United States.

(24) National Sojourner's Award – awarded yearly to a cadet who is in their sophomore or junior year and will enroll in the NJROTC program next year, is in the top 25% of his/her academic class, has encouraged and demonstrated the ideals of Americanism by deed or conduct, has demonstrated a potential for outstanding leadership, and has not previously received this award. This award is sponsored by the Fort Sam Houston Chapter #17, National Sojourners, Inc.

(25) Scottish Rite Award, Southern Jurisdiction Award – awarded yearly to a third year cadet who has contributed the most among cadets on campus to encourage and demonstrate Americanism, by deeds or conduct during participation in extracurricular activities or community service, has demonstrated academic excellence by being in the top 25% of his/her academic class, has demonstrated a potential for outstanding leadership by exhibiting qualities of dependability, good character, self-discipline, good citizenship and patriotism, and has not previously received this award. This award is sponsored by Scottish Rite Cathedral of San Antonio.

(26) The Stephen Decatur Awards – awarded yearly to two cadets who possess character reflecting the Navy’s core values of honor, courage, and commitment, who demonstrates leadership potential, who demonstrates an aptitude in NJROTC as evidenced by motivation, performance of duty and military bearing, and who received a “B” grade or better in NJROTC during the current year and a minimum cumulative “B” grade point average in all academic studies. These awards are sponsored by the Surface Navy Association.

(27) Military Officers Association of American (MOAA) JROTC Medal – awarded yearly to a cadet who is in his/her sophomore or junior year, in good academic standing, of high moral character, has an evidence of a high order of loyalty to their unit, their school, and their country, and shows exceptional potential for military leadership. This award is sponsored by Texas Hill Country Chapter of the Military Officers Association of America..

(28) Non-Commissioned Officers Association JROTC Award – awarded yearly to a cadet who is a petty officer and has consistently exhibited the best military bearing, personal appearance, deportment and leadership ability. This award is sponsored by Roadrunner Chapter #153 of the Non-Commissioned Officers Association.

(29) American Veterans JROTC Recognition Award – is awarded yearly to a cadet who possesses individual characteristics that contribute to leadership such as a positive attitude toward the NJROTC program and service in the Navy, outstanding personal appearance, personal attributes of initiative, dependability, sound judgment, self-confidence, and officer potential. The cadet must have obtained a grade of “A” in NJROTC and be in good standing in all scholastic grades at the time of selection and presentation. This award is sponsored by the Department of Texas American Veterans.

(30) The Robert E. Lee Leadership Award – is awarded yearly to the cadet who best emulates the leadership principles, moral character, and dedication to duty demonstrated so superbly by General Robert E. Lee. This award is sponsored by Texas Division, Sons of Confederate Veterans, West Texas Brigade, Camp #1441.

(31) Celebrate Freedom Foundation/Embry Riddle Aeronautical University JROTC Award – awarded yearly to one cadet that possess/meets the personal characteristics and eligibility of a positive attitude, outstanding personal appearance, displays personal attributes of initiative, judgment, and self-confidence. He must be in the top 5% of their JROTC class and top 25% of their academic class.

(32) Outstanding Marksmanship Team cadet. Chosen by Marksmanship Team Captain and approved by SNSI / NSI.

402. HONOR PLATOON CRITERIA. All platoons will be evaluated throughout the school year to determine honor platoon on a semester basis. Each member of the Honor Platoon will receive the Unit Service Ribbon and will fly the Honor Platoon Banner from the platoon guideon. Following criteria will apply:

- a. Drill evaluation
- b. Uniform inspections
- c. Fund raising participation
- d. Community service
- e. Competitive team participation
- f. Academic Performance
- g. PFT scores

403. LETTER JACKETS

a. Cadets can earn Fredericksburg High School letter jackets like those awarded for participation in other extra-curricular activities. In accordance with UIL rules, a student can receive only one letter jacket during his high school career. Therefore, any cadet who receives a jacket for another extracurricular activity cannot be awarded an additional jacket based upon his participation in NJROTC competitive teams. Further, the school can pay for only the letter jacket and “FHS” letter. Any other patches, inserts, etc. must be paid for by the student/cadet.

b. Eligibility requirements for a letter jacket and letter are as follows:

1. Three years participation in the NJROTC program. The three year requirement can be waived if a cadet is a member of an active competitive drill, color guard, marksmanship, or orienteering team and has competed against other JROTC units.
2. Maintain a grade of 90 or better in NJROTC.
3. Successfully hold or have the potential to hold a company leadership position.
4. Be in NJROTC as a Senior.
5. Be recommended by the SNSI.

404. SCHOLARSHIPS. In addition to service academics and ROTC scholarships which are national competitions there are two local scholarships that are focused on NJROTC cadets. The Commander Calvin Ray Davis, United States Navy, Memorial Scholarship application is due to the SNSI in early April and the K Bar J Marine Corps Memorial Scholarship application is due in mid-April each year.

## **CHAPTER 5: ADVANCEMENTS AND PROMOTIONS**

501. GENERAL. Enlisted advancements and officer promotions are designed to reward increased skills and improved performance in accordance with established NJROTC and Unit standards. The Enlisted and Officer Promotion Checklists provide the requirements/expectations that must be met in order to be advanced. General categories of requirements are as follows:

- a. Time in unit or current rank, which is referred to as Time in Rank and is meant to serve as a measure of experience which leads to awareness of the goals and objectives of the NJROTC Program and this unit.
- b. Academic grade is a measure of daily performance and potential for future leadership growth. Academic grades in NJROTC are used to assess a cadet's ability to master the topics presented during classes and the ability to follow directions such as wear of the uniform on uniform days. They also are a measure of self-discipline, concentration and motivation.
- c. Practical Factors, for enlisted ranks, ensure that a cadet has the basic skills that will be required of his new rank. The practical factors required for E-2 and E-3 are taught as part of the Naval Science I curriculum. Practical Factors will also include the requirement to be part of the unit by being an active member of a competitive team for PO2 and above. In addition, a trademark of the program is community service and thus community service points will be required for advancement to PO2 and above. University Interscholastic League (UIL) eligibility is a requirement for CPOs and above.
- d. Knowledge refers to basic facts concerning the NJROTC Program, the United State Navy, military orders and the Standard Operating Procedures of this unit. Cadets who wish to be advanced will be required to know how the program and unit operate.
- e. Experience requirements, for officer promotions, are intended to ensure that cadets have had an opportunity to see how the unit is run and have participated, first hand, in running the various departments of the unit.
- f. Special Requirements refer to extracurricular (outside of the normal school day) activities, considered to be beneficial to the development of leadership skills needed for higher positions of responsibility in the NJROTC Program. Special requirements will include being an active member of a competitive team for promotion checklists. In addition, a trademark of the NJROTC program is community service and thus community service points will be required for all officers. UIL eligibility is a requirement for being an officer.
- g. Increased levels of physical fitness will be expected as cadets advance to higher ranks.

## 502. PROCEDURES FOR ADVANCEMENT.

- a. All students who enroll in the NJROTC Program for the first time will be assigned the rank of Seaman Recruit (SR). After being in the unit for six weeks and having satisfactorily completed all sign-offs listed in the Promotion Checklist (drill, uniform, academics, and aptitude), they are advanced to the rank of Seaman Apprentice (SA). After six more weeks of continued satisfactory progress in NS-1, they are advanced to the rank of Seaman (SN). Both of these advancements are based upon the recommendation of the Platoon Leader and are approved by the SNSI/NSI.
  
- b. Petty Officer and Chief Petty Officer advancements are based upon cadet initiative and knowledge. Requirements for advancement are outlined in the Promotion Checklist. After satisfactorily performing the required military skills, and demonstrating the required knowledge for the desired rank, the cadet will be promoted based on the recommendation of the Platoon Commander. All candidates for promotions to PO1 and above must appear before a Promotion Board of the CO, XO, and MCPO. Upon a positive recommendation from the Promotion Board, the SNSI and NSI will promote the cadets as of the date of the successful completion of their board. All Chief Petty Officers must sign the NJROTC Officer and Chief Petty Officer Contract and Agreement.
  
- c. Officer promotions are based upon demonstrated initiative, leadership, ability, motivation, and performance. Requirements for each rank are outlined in the Officer Promotion Matrix. Similar to enlisted Petty Officer advancements, officers must complete all the requirements for the rank they are seeking and then appear before a Promotion Board consisting of the SNSI, NSI, CO and XO. All Officers must sign the NJROTC Officer and Chief Petty Officer Contract and Agreement.
  
- d. Meritorious Promotion refers to the ability of a highly qualified and motivated cadet to have his time in rate (TIR) or other requirements waived for advancement to the next rank. Cadets who wish to be considered for “early” advancement must obtain a written recommendation from his/her Platoon Commander. The written recommendation must attest to the cadet’s superior performance, ability to perform at the next higher rank, and the assurance of the person making the recommendation that the cadet he is recommending has the knowledge, maturity and ability to assume greater levels of responsibility. Cadets recommended for Meritorious Promotion to PO1 or above must still appear before the promotion board.

## 503. LEADERSHIP PRINCIPALS.

- a. Be technically and tactically proficient.

- b. Know yourself and seek self-improvement.
- c. Know your people and look out for their welfare.
- d. Keep your people informed.
- e. Set the example.
- f. Insure that the task is understood, supervised and accomplished.
- g. Train your people as a team.
- h. Make sound and timely decisions.
- i. Develop a sense of responsibility among subordinates.
- j. Seek responsibility and take responsibility for your actions.

504. LEADERSHIP TRAITS AND DEFINITIONS.

- a. Bearing – creating a favorable impression, appearance.
- b. Courage – mental quality that recognizes and faces fear of danger or criticism.
- c. Decisiveness – ability to reach sound decisions in a timely manner.
- d. Dependability – completing assigned tasks completely and on time.
- e. Endurance – mental and physical strength.
- f. Enthusiasm – sincere interest in performing your task.
- g. Initiative – seeing what needs to be done and getting it done.
- h. Integrity – complete truth and honesty.
- i. Judgment – using facts to make sound decisions.
- j. Justice – being impartial and fair.
- k. Knowledge – learning information and using it.
- l. Loyalty – faithfulness to your organization and yourself.
- m. Tact – the ability to deal with others without causing offense.
- n. Unselfishness – placing the welfare of others ahead of your own.

## Promotion Checklist

Requirements in one area *may* be waived on a case-by-case basis by the SNSI/NSI for cadets who have demonstrated outstanding overall performance in all other facets of cadet activities.

Cadets must uphold the core values of “Honor, Courage and Commitment” and comply with all uniform and grooming standards.

**Cadet Name:** \_\_\_\_\_

Requirements	Observer/Evaluator Signature	Date
<b>Seaman Apprentice</b>		
First Six Week Grading Period	_____	_____
Academic Average – 75	_____	_____
Basic Drill: Attention, Parade Rest, Hand Salute, Facing Movements, Dress Right, Open-Close Ranks, Forward March, Column Movements, To The Rear March	_____	_____
Orders to the Sentry (One to Five)	_____	_____
<b>Seaman</b>		
Second Six Week Grading Period	_____	_____
Academic Average – 75	_____	_____
Basic Marching Drill: Eyes right, mark time, half step, right/left step, back step, right/left flank, change step, right/left oblique.	_____	_____
All Orders to the Sentry	_____	_____

## Promotion Checklist

Requirements in one area *may* be waived on a case-by-case basis by the SNSI/NSI for cadets who have demonstrated outstanding overall performance in all other facets of cadet activities.

Cadets must uphold the core values of “Honor, Courage and Commitment” and comply with all uniform and grooming standards.

**Cadet Name:** \_\_\_\_\_

Requirements	Observer/Evaluator Signature	Date
<b>Petty Officer Third Class</b>		
18 weeks as a Seaman	_____	_____
Academic Average – 80	_____	_____
Drill with Arms: Order arms, trail arms, parade rest, at ease and rest, port arms, right/left shoulder arms, inspections arms, rifle salutes, present arms.	_____	_____
Pass Written Drill Examination.	_____	_____
Pass 1 out of 3 Cadet PRT events	_____	_____
All Orders to the Sentry and Chain of Command from Chief of Naval Operations to President / Commander-in-Chief	_____	_____
<b>Petty Officer Second Class</b>		
18 Weeks as a PO3		
Academic Average – 85	_____	_____
Active member of at least one <b><u>competitive</u></b> team.	_____	_____
Be able to march a squad.	_____	_____
Three community service points per six week period.	_____	_____
Pass Written Drill Examination.	_____	_____
Pass 2 out of 3 Cadet PRT events	_____	_____
UIL Eligible	_____	_____
All Orders to the Sentry and the Chain of Command from Area Manger to President / Commander-in-Chief	_____	_____

## Promotion Checklist

Requirements in one area *may* be waived on a case-by-case basis by the SNSI/NSI for cadets who have demonstrated outstanding overall performance in all other facets of cadet activities.

Cadets must uphold the core values of "Honor, Courage and Commitment" and comply with all uniform and grooming standards.

**Cadet Name:** \_\_\_\_\_

Requirements	Observer/Evaluator Signature	Date
Petty Officer First Class 18 Weeks as a PO2		
Academic Average – 85	_____	_____
Active member of at least one <b><u>competitive</u></b> team.	_____	_____
Be able to march a squad.	_____	_____
Three community service points per six week period.	_____	_____
Pass Written Drill Examination.	_____	_____
Pass 3 out of 3 Cadet PRT events	_____	_____
UIL Eligible	_____	_____
All Orders to the Sentry and the Chain of Command from Squad Leader to President / Commander-in-Chief	_____	_____
Promotion Board	_____	_____

## Promotion Checklist

Requirements in one area *may* be waived on a case-by-case basis by the SNSI/NSI for cadets who have demonstrated outstanding overall performance in all other facets of cadet activities.

Cadets must uphold the core values of “Honor, Courage and Commitment” and comply with all uniform and grooming standards.

**Cadet Name:** \_\_\_\_\_

Requirements	Observer/Evaluator Signature	Date
Chief Petty Officer / Senior Chief Petty Officer / Master Chief Petty Officer		
6 months as a PO1	_____	_____
Academic Average – 90	_____	_____
Active member of a least one <b><u>competitive</u></b> team.	_____	_____
Be able to march a platoon.	_____	_____
Three community service points per six week period.	_____	_____
Must be able to pass Cadet PRT*	_____	_____
UIL eligible.	_____	_____
Pass 3 out of 3 Cadet PRT events	_____	_____
Must have a defined leadership* or Department Head position.	_____	_____
All Orders to the Sentry and the Chain of Command from Squad Leader to President	_____	_____

\* Leadership positions are: Assistant Department Heads, Competitive Team Commanders, Platoon Commanders, and Mustering Petty Officers.

## Promotion Checklist

Requirements in one area *may* be waived on a case-by-case basis by the SNSI/NSI for cadets who have demonstrated outstanding overall performance in all other facets of cadet activities.

Cadets must uphold the core values of “Honor, Courage and Commitment” and comply with all uniform and grooming standards.

**Cadet Name:** \_\_\_\_\_

Requirements	Observer/Evaluator Signature	Date
Ensign		
Two Years in NJROTC	_____	_____
Academic Average – 85	_____	_____
Squad Commander and/ or Mustering Petty Officer.	_____	_____
Pass Sword Practical Exam	_____	_____
Active member of at least one competitive team.	_____	_____
Three community service points per six week period.	_____	_____
Be able to march a platoon.	_____	_____
Be a team captain, platoon commander or CO, XO or Department Head.	_____	_____
Pass 3 out of 3 Cadet PRT events	_____	_____
Must be UIL eligible	_____	_____

Have demonstrated the ability to take charge of a major event or activity and utilize problem solving techniques to plan, organize, and execute the event.

## Promotion Checklist

Requirements in one area *may* be waived on a case-by-case basis by the SNSI/NSI for cadets who have demonstrated outstanding overall performance in all other facets of cadet activities.

Cadets must uphold the core values of “Honor, Courage and Commitment” and comply with all uniform and grooming standards.

**Cadet Name:** \_\_\_\_\_

Requirements	Observer/Evaluator Signature	Date
Lieutenant Junior Grade		
Two Years in NJROTC	_____	_____
Academic Average - 90	_____	_____
Served as Department Head Officer and/or Platoon Commander, and/or Mustering Petty Officer, and/or Guide	_____	_____
Currently serving as a Department Head	_____	_____
Active member of at least one competitive team.	_____	_____
Three community service points per six week period.	_____	_____
Be able to march a platoon.	_____	_____
Be a team captain, platoon commander or CO, XO or Department Head.	_____	_____
Pass 3 out of 3 Cadet PRT events	_____	_____
Must be UIL eligible	_____	_____

Have demonstrated the ability to take charge of a major event or activity and utilize problem solving techniques to plan, organize, and execute the event.

For promotions to Lieutenant, Lieutenant Commander, or Commander, see SNSI or NSI.

**Notes:**

1. Rank/rate as compared to academic grade.
  - a. Some rates/ranks have a requirement of being UIL eligible to receive and to maintain that specific rank/rate.
  - b. You will not become a CPO or above if you have an academic grade below 70 in any class.
  - c. If you have already attained the rate of CPO or above and your name appears on any academic list (progress reports/report cards) showing your average to be failing, you will be placed on academic probation for a maximum of six weeks. At any time during that six week academic probation, you can remove yourself from that list with a signed note from a teacher showing that you have a passing grade. If at the end of that six week period you are still have an academic average below 70, there will be a board of your chain of command to determine further action which could result in a demotion/loss of rank/rate.
2. Rank/rate as compared to community service.
  - a. Some rates/ranks have a requirement of community service points per six weeks.
  - b. If you do not meet those minimum numbers, you will not reach the rate of PO2 or above.
  - c. If you have already attained the rate of PO2 or above and you fail to maintain your community service numbers for a six week period, without first clearing it through the Chain of Command, then there will be a board of your Chain of Command to determine further action which could result in a demotion/loss of rank/rate.

**NJROTC CADET OFFICER AND CHIEF PETTY  
OFFICER CONTRACT AND AGREEMENT**

**STANDARDS FOR OFFICERS/CHIEF PETTY OFFICERS**

NJROTC Officers and Chief Petty Officers hold a position of respect and responsibility in the unit and the school. They have earned their rank/rate through hard work and experience. They have demonstrated an exceptional knowledge of military and Naval subjects. Officers and Chief Petty Officers are personal examples to junior cadets and are representatives of the Battalion/Company of Cadets, to the faculty of Fredericksburg High School, other students and the community. As such, they must constantly strive to insure their actions and attitude reflect favorably on the unit.

All Fredericksburg High School NJROTC Officers and Chief Petty Officers are assigned a specific duty that is a part of their office. These duties range from minor assistant positions to being in charge of large groups of cadets and responsibility for expensive equipment. Regardless of the duty assignment, each Officer and Chief Petty Officer is expected to carry it out to the very best of his/her ability.

In addition to duty assignment, every Officer and Chief Petty Officer is responsible for being an excellent personal example, as mentioned above. Appearance, discipline, and pride are to be exhibited by Officers and Chief Petty Officers at all times. School discipline problems such as apathy, class skipping, insubordination to teachers, and neglect of schoolwork are not considered to be acceptable behavior. Neglect or mistreatment of junior cadets is unacceptable behavior.

Each and every Officer and Chief Petty Officer is responsible for the high moral of the battalion. Spreading rumors, joining or condoning cliques, and showing prejudice or preference are detrimental to morale and as such should never be practiced.

I, \_\_\_\_\_, understand that as an Officer or Chief Petty Officer of the Fredericksburg High School NJROTC unit, I am expected to practice in work and deed, the general standards for Officers and Chief Petty Officers as outlined above. I understand that failure to place my duties above my personal desires may result in being relieved of my duties as an Officer or Chief Petty Officer and reduced in rank/rate. I will meet or exceed all requirements set forth in the advancement/promotion matrix.

With a complete understanding of the duty, responsibility, and privilege granted to me by virtue of this office, I hereby accept the rank/rate of \_\_\_\_\_ in NJROTC.

Signature of Cadet: \_\_\_\_\_



## CHAPTER 6: UNIT ORGANIZATION

601. GENERAL. In order for NJROTC to support a large number of teams and activities, there must be an effective and functioning cadet organization to manage the day-to-day operations of the Unit. This instruction provides very general guidance for those cadets assigned to leadership positions in the Unit. Cadets are expected to use their best judgment and initiative in the execution of their duties and will be evaluated upon their ability to follow, lead and motivate.

602. POSITION ASSIGNMENT. Cadets are assigned duties based on their interest, abilities, and the needs of the Unit. Initial assignment will normally not occur until the cadet has been enrolled in the Unit for one semester. Exceptions are made for beginning upper class cadets and those cadets who meet the requirements for promotion after the first nine-week grading period. Cadets can expect to be assigned to a variety of jobs so that they will have a better understanding of all aspects of the Unit.

603. DUTIES AND RESPONSIBILITIES NOT COVERED.

a. This chapter is NOT intended to provide detailed instructions for every situation or to limit Cadet initiative. Cadets are expected to use it as a guide in the performance of their duties, while always keeping in mind the “**Mission, Cadets, Me**” philosophy concerning the execution of their duties and responsibilities.

b. A number of cadets will be assigned to tasks for which there are no written guidelines. In these cases, cadets are expected to follow the instructions of their department heads and supervisors, using their own initiative and good judgment. Other jobs, which have no written descriptions, are almost exclusively in support of a unit or individual for which guidance is provided. Cadets are expected to know the tasks of the unit or section to which they are attached and to be prepared to assist as required.

604. COMPANY COMMANDING OFFICER. Responsible to the SNSI and NSI for all matters relating to the functioning of the Company. Duties include, but are not limited to the following:

a. Responsible for the instruction and training of all Cadets.

b. Act as the official point of contact for all the Cadets in all matters internal and external to the Unit.

c. Ensure that all military formations, ceremonies and routines are planned and carried out in a proper manner and executed on time.

- d. Provide guidance and direction to the Executive Officer and Department Heads and ensure that each is executing his responsibilities per current directives and guidelines.
- e. Ensure that all Unit events are scheduled, planned, and executed per the annual schedule of events and that each is executed per established expectations, customs and traditions of performance.
- f. Ensure adequate representation of the Unit Cadets at all appropriate school functions and activities.

605. COMPANY EXECUTIVE OFFICER. Under the direction of the CO, assist in the execution of all of his duties and responsibilities. Other duties include, but are not limited to:

- a. Directly responsible for the conduct of the cadet staff, including all the department heads and their subordinate staffs.
- b. Monitor promotion to ensure fairness and uniformity.
- c. Responsible for tracking promotion, participation, retention, and PRT statistics for platoon competition. Will be assisted in his duties by his platoon commanders and their assistants.
- d. Perform other such duties as directed by the Company Commander.
- e. Ensure Cadet of the Month ballots are distributed and processed each month.

606. COMPANY COMMAND MASTER CHIEF PETTY OFFICER. Under the direction of the Cadet Company Commanding Officer and in conjunction with the Company Executive Officer, responsible for the training, morale, and welfare of all the enlisted cadets in the Unit.

- a. Responsible for the training and performance of all chief petty officers.
- b. Take part in all appropriate Unit meetings as the senior enlisted representative.
- c. Perform such other tasks as may be assigned by the Naval Science Instructors or Commanding Officer.

607. PLATOON COMMANDER. Under the direction of the Company CO and XO, responsible for the training and welfare of all the members of his platoon. Serve as the primary point of contact for matters concerning the NJROTC program and his cadets. Other duties include:

- a. Serves as the operational commander of his platoon.
- b. Be able to teach all aspects of basic military drill and be able to lead and motivate his platoon to perform to the best of their ability.
- c. Take charge of his platoon at the beginning of each class period, ensure a proper muster is taken and reported; execute those duties directed by the SNSI/NSI pertaining to the normal routine of Naval Science classes.

608. MUSTERING PETTY OFFICER (MPO). Under the direction of the Platoon Commander, responsible for forming the platoon for all formations (formal and informal) and for ensuring an accurate muster is taken and reported to the Platoon Commander or his assistant.

- a. Serve as the primary supply point of contact for his platoon. Responsible, via the Supply Officer, for issuing and/or gathering-up all uniform items, as required, for his platoon.
- b. The MPO is second in command of the platoon and will assume Platoon Commander Responsibilities if the Platoon Commander is not present.

609. GUIDE. Under the direction of the Platoon Commander or Mustering Petty Officer, serve as the base element for the formation of the platoon. A thorough knowledge of the appropriate chapter of the Cadet Field Manual is essential for the proper execution of this billet. The Guide will be assisted in his duties by the platoon Squad Leaders.

610. SQUAD LEADER. Under the direction of the Platoon Commander and/or Guide, the squad leader is responsible for the training, appearance and general well being of his squad. An Assistant Squad Leader may assist him in his duties, if one is so designated by the Platoon Commander. Seniority of Squad Leaders goes from 1<sup>st</sup> Squad to 2<sup>nd</sup> Squad to 3<sup>rd</sup> Squad; in the absence of the Guide, the 3<sup>rd</sup> Squad Leader will assume the position of Platoon Guide.

611. OPERATIONS OFFICER. Under the direction of the Company Executive Officer, responsible for the planning, scheduling, execution and recording of all events that take place throughout the year. Specific duties include, but are not limited to:

- 1. Produce and maintain the annual Schedule of Events calendar; ensure the adequacy of logistic arrangements and personnel for all events; ensure awareness of all activities; and, ensure adequate records are maintained to document events and procedures.
- 2. In conjunction with the SNSI/NSI, designate those events, from the Calendar of Events, that require additional planning and cadet involvement

and designate them as either major or minor projects. In conjunction with the XO assign and train all Project Officers to plan, coordinate, execute, and document assigned projects.

3. In conjunction with, and assisted by appropriate company representatives (X.O., Platoon Commanders), establish criteria for and maintain individual platoon performance data for Honor Platoon Competition. Posts platoon standings.
4. Publish a Plan of the Week and maintain historical copies of each.

612. ADMINISTRATIVE OFFICER. Under the direction of the SNSI/NSI and the guidance of the Company Executive Officer, responsible for maintaining all administrative records, correspondence, electronic records, and documentation of cadets and Unit activities. Specific duties include, but are not limited to:

1. Maintain all cadet records, including NJUMS files.
2. Prepare cadet records and information as required for presentation as required.
3. As directed by the SNSI/NSI, assist with handling company correspondence.
4. Develop and maintain an accurate Cadet Recall Bill.
5. In conjunction with the Supply and Operations Officer, prepare a list of awards and advancement for each formation.
6. Prepare rosters for field trips and gather all required forms (Fredericksburg High School Permission; Standard Release, Rules of the Road, etc.)
7. Update NJUMS with award, advancement, evaluation, PRT, etc., data as required (weekly, minimum).
8. Each month, after the staff has completed the selection process, print out the Cadet of the Month Certificate and ensure the C.O. and SNSI sign them.
9. Each quarter, after the staff has completed the selection process, print out the Senior Cadet of the Quarter Certificate and ensure the C.O. and SNSI sign them.
10. Every Tuesday, get names of cadets who will be promoted from Platoon Leaders and give a written memo to the SNSI and NSI with the names of those cadets. Ensure the correct rank device is available for the ceremony on Uniform Inspection Day.

613. SUPPLY OFFICER. Under the guidance of the SNSI and the direction of the XO responsible for receiving, storing, inventorying, issuing and keeping records on all Navy uniform items in the Unit. Other specific duties include, but are not limited to:

1. Maintain an accurate Supply Log, recording each transaction (receipt, issue, return) at the time it occurs and ensure that all entries/transactions in the Log are transferred into NJUMS records no later than the close of business each school day.
2. Maintain accurate, up-to-date NJUMS files and records on each cadet.
3. Conduct regular inventories and update NJUMS database on a regular basis.
4. Make recommendations, as requested/required concerning ordering quantities/items.
5. Maintain all Supply spaces in a neat and orderly fashion and ensure proper accountability of spaces and inventories.
6. Provide periodic training for Mustering Petty Officers/and or Platoon Supply Petty Officers.
7. Ensure all logistics requirements are met for all unit activities (e.g. Color Guards, Drill Meets, field trips, etc.)

614. PUBLIC AFFAIRS OFFICER. Under the direction of the SNSI and the Company Executive Officer/Administrative Officer, the Public Affairs Officer is responsible for the flow of information concerning cadet activities within and outside of the Unit. Clear all stories/news clips with the SNSI before releasing to any media representative. Duties include by are not limited to the following:

1. Remain aware of all cadet event activities and publicize them as appropriate.
2. Establish and maintain contact with the School and Community newspaper and advise both of upcoming Unit events.
3. Coordinate the recording (still picture and video) of all events and provide story and cut lines to accompany such pictures/videos for submission to the school/community papers.
4. Document as many events as possible. Maintain an organized file of all pictures/negatives for future reference.

5. Maintain a video record/library of as many Unit events as possible. Be able to provide video cuts of various cadet activities upon demand and be able to discuss the NJROTC mission and purpose with news media representatives.
6. Promotions and awards published in school/Fredericksburg newspaper.
7. Arrange for media coverage of all Unit events.
8. Draft and publish a family newsletter each semester.

615. CHAPLAIN. Under the direction of the XO, will enhance unit morale. Duties include but are not limited to:

1. Procure gift cards and/or flowers for occasions warranting them (e.g. funerals, illnesses).
2. Prepare and deliver the invocation at all unit-wide events (e.g. Military Ball, Awards Banquet, etc.).
3. Set up and maintain the Prisoner of War / Missing In Action Table. Present the formal speech at all appropriate functions.

616. MASTER-AT-ARMS. Under the direction of the CO, XO, and CMC, will enhance the discipline of the unit by setting the example in behavior and appearance and challenging all cadets to do the same.

617. FLAG DUTY OFFICER. Under the direction of the Operations Officer, will ensure that the unit U.S. Ensign and Texas State Flag are raised and recovered each school day. Additionally, the FDO will enhance the knowledge of all cadets in the unit regarding flag history and etiquette.

618. STAFF AIGUILLETES. Cadets holding the following staff and leadership positions will be issued aiguilletes in the color(s) annotated below:

Commanding Officer – Gold  
 Executive Officer – Silver  
 Command Master Chief – Black and Orange  
 Operations Officer – White  
 Supply Officer – Black and Yellow  
 Administrative Officer – Black and White  
 Platoon Commanders – Blue and White  
 Others Staff Members - As decided

The aiguilletes will be worn on the left shoulder and pinned with a fouled anchor. These will be turned in when the cadets leaves the office at the end of the year or by decision of the SNSI and NSI.