11 November 2017

Magnolia High School NJROTC Cadet Handbook

Subj: NJROTC Regulations and Guidelines

Encl: (1) Magnolia High School NJROTC Cadet Handbook

1. **Purpose**. To promulgate regulations and guidelines for the conduct of the NJROTC program at Magnolia 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 Magnolia High School. This handbook is for the sole use of MHS/MWHS 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 Magnolia Independent School District or MHS/MWHS rules and instructions. If there is a conflict, the MISD and MHS/MWHS 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 MHS/MWHS.

d. Willingness to meet all NJROTC grooming standards and to wear the uniform properly and at all required times.

e. Agree to and abide by the Magnolia NJROTC cadet contract.

f. Complete and sign the Magnolia 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 Magnolia Battalion.

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

a. Academics will be 20% of your grade. Academics consist of classroom work, and tests. 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. Participation will be 30% of your grade. Participation consists of physical training, attendancedrill (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 50% 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 without a valid excuse (as determined by the SNSI/NSI) may result in a grade of zero. Cadets who are absent from uniform day are required to wear the uniform on the day they return to school unless they have made other arrangements with the SNSI/NSI. Plan ahead and if you are going to miss a uniform day get prior approval from the SNSI/NSI. Makeup uniform inspections may result in a reduced grade as determined by the SNSI/NSI.

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) Attend community service events.

(4) Participate in fund raising projects.

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 <u>entire</u> 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. 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 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 a safety indoctrination first). Activities usually available during the year are:

- Academic Team (may include Sea Perch and CyberPatriot)
- Color Guard
- Armed and Unarmed Drill Teams
- Marksmanship Team
- Raider/Physical Fitness 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 monthly Unit Calendar on the Magnolia 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 4 community service and fund raising events.

111. ADVANCEMENT AND AWARDS.

a. NJROTC is the only course at MHS or MWHS 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 Magnolia High School. They do not work for the Navy.

113. **DIVE LOCKER/**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 Dive Locker/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:
"Here Sir or Ma'am"
The MPO will report to the instructor:
Sir, Cadet _____ reporting muster for ___ platoon. All cadets are present with the exception of cadet(s) ……."

SNSI or NSI will say, **"Very well"**

SNSI or NSI will then say **"At Ease".** Cadets may then sit in a relaxed but attentive manner (if in classroom) (**NOT SLUMPED**) with no hats on or hoodies up. 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 or in formation. The Platoon Commander will then say **"Dismissed"** at which time Cadets may collect their items and leave the Dive Locker or classroom in an orderly manner. (Each platoon may end the session in their own agreed upon, (yet still military), way such as "Aye Aye, Sir", "Deep Sea, Hoo Yah!" or any appropriate comment. This is agreed upon by the platoon and all must participate.)

d. At the end of each class period, the Dive Locker or 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 Dive Locker or classroom during the day unless approved by the SNSI or NSI. At the end of the day, the Dive Locker or classroom will be checked by the Seventh 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 MHS 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 the instructors and their parents. 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, <u>if a student is dropped from the program, he will not be allowed to re-enter the program without the consent of the SNSI</u>.

116. EQUAL OPPORTUNITY. **MHS 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.**

CHAPTER 2: RULES OF CONDUCT

201. GENERAL. NJROTC cadets hold a unique place among students at Magnolia High School. They are easily identified as belonging to a group that stands for **pride, character and living by the MHS 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 MHS

a. FHS Discipline. **First and foremost, all NJROTC cadets will be subject to the rules and regulations of Magnolia 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-MHS Discipline Intervention.

1. The students and faculty of Magnolia 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 MHS 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 M**HS 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 lost and found bin.

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 MHS 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.

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.**

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.

206. Sexual Harassment: Members of the Magnolia NJROTC Unit must be aware of what sexual harassment is, and that it is forbidden, Sexual harassment, a form of sex discrimination, is defined by the Department of the Navy as: "Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career; or when submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or when such conduct has the purpose and effect of interfering with an individual's performance or creates an intimidating, hostile or offensive environment."

If you believe you have been a victim of sexual harassment, notify the SNSI or NSIs. This policy requires anyone in a supervisory role not to condone sexual harassment.

207. Hazing: Hazing is prohibited. The Texas Education Code describes hazing as any type of physical brutality, any dangerous activity, any activity that INTIMIDATES or THREATENS a student or any activity that may induce or require a student to perform a violation of the State Penal Code. Any cadet found guilty of hazing another student (whether or not that student is a fellow cadet) may be dropped from the NJROTC program.

208. Bullying: Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Any cadet found guilty of bulling another student (whether or not that student is a fellow cadet) may be dropped from the NJROTC program.

209. Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Any cadet found guilty of cyberbullying another student (whether or not that student is a fellow cadet) may be dropped from the NJROTC program.

MHS NJROTC CADET CONTRACT

Name _____ Date: _____ Per: ____

I have enrolled in JROTC and agree to participate in the Naval Junior Reserve Officer Training Corps (NJROTC) program.

While enrolled in this program I agree to abide with the regulations established by the U.S. Navy for NJROTC, Cadet Code of Conduct and Magnolia HS rules and regulations.

I understand that to receive a passing grade and to receive credit for this course I must:

A. Treat all Adults and other Cadets with dignity and respect at all times. **RUDENESS or DISRESPECT** towards anyone will not be tolerated.

B. Attend and be on time for ALL classes and remain in class unless authorized to leave by competent authority. Accountability will be expected at all times. No sleeping in class, maintain an attentive posture at all times.

C. Come to class **PREPARED**. Be prepared (appropriate dress/shoes; writing utensils) for all JROTC curriculum events (i.e. drill, physical training, academics etc.).

D. Wear the NJROTC Uniform properly one day (designated uniform day) per week for the **FULL SCHOOL DAY**. Excuses, i.e. "my mom did not pick it up from the cleaners in time" are not acceptable. It is each cadet's individual responsibility to be prepared.

E. Cadets will wear the PT (physical training) uniform on the designated PT day during their class period. All cadets must participate in PT unless excused by a doctor's note.

F. Maintain my conduct so that I will not bring discredit to the NJROTC uniform or to the Magnolia HS NJROTC unit.

G. Abide by all Magnolia ISD/MHS student regulations (i.e. no cell phones, electronics etc.) per the Magnolia ISD High School Student-Parent Handbook.

H. Not use any drugs, alcohol, or tobacco at any time. Refrain from chewing gum. Consume food in class only when authorized.

I. Abide by student and JROTC Cadet Field Manual dress standards ("no sagging", proper footwear, no facial piercing etc.).

J. Take all tests/quizzes on JROTC subjects and complete all assignments.

K. Attend mandatory JROTC events (i.e. annual inspection, special events, etc.).

Extracurricular Activities: Maintain a GPA of C or above and no failing grades to participate in extracurricular activities.

Exercise: to build and maintain upper body strength and cardiovascular fitness push-ups, curl-ups, drill rifle PT and running will be performed for physical training and <u>rule infractions</u>.

II. Understand that my grade in JROTC will be based on the following:

A. Military Uniform (50%): smartness, proper wear, one full day per week

B. Academic (20%): Classroom work, test/quizzes, projects

C. Participation/Military Bearing/Attitude (30%): Drill, Physical Training, attendance and active involvement in all areas of the NJROTC curriculum plus proper dress/grooming; good order and discipline.

I understand that my parents/guardians will be contacted if I am in violation of any of these regulations.

Cadet signature: _____ Parent Signature:_____

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 MISD and the Navy. 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 Magnolia 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 who fail to wear the uniform and do not have a valid excuse may wear the uniform at the discretion of the SNSI/NSI and receive a reduced grade as determined by the SNSI/NSI.

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. Failure to shave or an unsatisfactory haircut may result in a failing grade.

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 <u>any</u> 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 NSIs).

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 MHS/MWHS. 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 legally absent from class on a designated uniform day, he must wear the uniform <u>on the day that he returns to school</u> 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 <u>required to be brought to NJROTC class on each uniform day</u> 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.

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.

h. Military alignment (or gig line) is when your 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 times 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 earrings on male cadets, only small gold/silver ball earrings on female cadets.

s. Knowledge. You must know your general knowledge, chain of command, orders to the sentry, uniform regulations, and drill regulations at all times.

Uniform Inspection Grading Sheet

Cadet: _____NS Year _____

Platoon: _____ Squad: _____

WEEK (Corresponds to the 9 week schedule)

Item	Max deduction	1	2	3	4	5	6	7	8	9
Cover	5									
Hair	Sat/Unsat									
Shave	Sat/Unsat									
Jewelry	5									
UA gear	5									
Jacket/Shirt	5									
Devices	5									
Ribbons	5									
Nametag	5									
Gigline/belt	5									
Brass	5									
Trousers	10									
Shoes	10									
Socks	5									
Bearing	10									
Knowledge	20									
	Total									
	Inspector Initial									
	Plt Cdr Initial									
	Date									

Instructions to Inspector:

- **Mark deductions only, 100 possible points.**
- INSTRUCTORS are the only inspectors that can fail a cadet (UNSAT).
- If the cadet is absent, or not in uniform, write ABSENT or No Uniform vertically in the column.
- Use the Remarks block to detail why NO UNIFORM, or for amplifying information.

Remarks (USE DATES):

_____

_____

_____

_____

CHAPTER 4: AWARDS AND HONORS

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

a. NJROTC Ribbons. (See the Cadet Field Manual)

b. Others/Special.

(1) Distinguished Service Award – awarded to the outgoing Cadet Commanding Officer for his/her service to the unit.

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

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

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

(5) Outstanding Drill Team Member Award – awarded yearly to one male and one female cadet who has participated in the highest number of official drill functions and has contributed most significantly to the drill team. Selected by the drill team head coach.

(6) Outstanding Marksmanship Award– awarded yearly to one cadet who has participated in the highest number of official rifle functions and has contributed most significantly to the rifle team. Selected by the rifle team head coach.

(7) 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.

(8) 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.

(9) 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.

(10) 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 MHS/MWHS Junior class.

(11) 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.

(12) 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 activates such as student organizations or athletics.

(13) 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.

(14) 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.

(15) 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.

(16) 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.

(17) 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.

(18) 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.

(19) 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.

(20) 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.

402. HONOR PLATOON CRITERIA. All platoons will be evaluated throughout the school year to determine honor platoon on a yearly basis. Each member of the Honor Platoon will receive a special ribbon, a field trip and will fly the Honor Platoon Banner from the platoon guidon. Following criteria will apply:

a. Drill evaluation
b. Uniform inspections
c. Academic Test
d. PT Test

403. LETTER JACKETS

a. Cadets can earn MHS/MWHS 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.

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

1. Time: 2 years of Team (Drill, Rifle, Raider, etc..) participation
2. Leadership:
   - Completed BLT
   - Minimum of a squad leader
3. Service:
   - Community Service ribbon
   - Participation ribbon with lamp (8 hrs of school service)
4. Must be in good standing with all JROTC regulations and policies

c. The unit will award 5 free (base price of the jacket only (no bling)) letter jackets annually. The requirements to earn a free jacket include:

1. Attended all meets
2. Exemplary community service participation
3. Academic Honor Roll
4. Fully participated in unit fundraisers

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.

c. Officer promotions are based upon demonstrated initiative, leadership, ability, motivation, and performance. Requirements for each rank are outlined in the Officer Promotion Matrix.

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.

Name _____

JROTC Start Date _____ Plt _____

Advancement Record

Rank	SA 9 wks	SN 18 wks	PO3 end of NS1 yr	PO2 end of 1st sem NS2 yr)	PO1 End of NS2 yr	_____ Prescribed by instructors	_____ Prescribed by instructors
Date Advanced							

Requirements

(cadets must meet all requirements in order to advance)

Seaman Apprentice (SA)

_____Recommendation of PC
_____Approval of instructors
_____Pass practical test on individual drill, top 5 General Orders (GO's) and CoC
_____Exemplary uniform record
_____Exemplary conduct record (in ROTC & School)
_____ 1 community service or school service event

Seaman (SN)

_____ Recommendation of PC
_____Approval of instructors
_____Pass written test on squad drill, Display & respect for flag & ribbons & devices
_____Pass practical test on squad drill, CoC, GO's
_____Exemplary uniform record
_____Exemplary conduct record (in ROTC & School)
_____ 1 community service or school service event

Petty Officer Third Class (PO3)

_____Recommendation of PC
_____Approval of instructors
_____Pass written test on Man of Arms & Navy ranks
_____Complete JROTC DL Course: Test Taking
_____Pass practical test on manual of arms
_____Exemplary uniform record
_____Exemplary conduct record (in ROTC & School)
_____ 1 community service or school service event

Petty Officer Second Class (PO2)

_____Recommendation of PC
_____Approval of instructors
_____Pass written test on guidon & MC ranks
_____Complete JROTC DL Course: First Aid
_____Pass practical test on guidon
_____Exemplary uniform record
_____Exemplary conduct record (in ROTC & School)
_____ 1 community service or school service event

Petty Officer First Class (PO1)

_____Recommendation of PC
_____Approval of instructors
_____Pass written test on platoon drill
_____Complete JROTC DL Course: Health & Nutrition
_____Pass practical test on platoon drill
_____Exemplary uniform record
_____Exemplary conduct record (in ROTC & School)
_____ 2 community service or school service events

Platoon Commander & APC

_____Approval of instructors
_____Write an essay on critical thinking questions from NS2 text Leadership Unit: Ch 1, quest 1 and Ch 2, quest 1
_____Complete JROTC DL Course: Conflict Resolution
_____Exemplary uniform record
_____Exemplary conduct record (in ROTC & School)
_____ 2 community service or school service events
_____ Earn Silver Cord/pass Leadership Academy

Rev 3 dtd Nov 2017

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 MHS/MWHS, other students and the community. As such, they must constantly strive to insure their actions and attitude reflect favorably on the unit.

All MHS/MWHS 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 MHS/MWHS 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. BATTALION COMMANDING OFFICER. Responsible to the SNSI and NSI for all matters relating to the functioning of the Battalion. 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. BATTALION 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.

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d. Perform other such duties as directed by the Battalion Commander.

606. BATTALION 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. Plans and organizes the unit's annual Military Ball.

c. Take part in all appropriate Unit meetings as the senior enlisted representative.

d. Perform such other tasks as may be assigned by the Naval Science Instructors or Commanding Officer.

607. BATTALION ADJUTANT. Responsible to the SNSI and NSI for all matters relating to the functioning of the Magnolia West Cadets. 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 adequate representation of the Unit Cadets at all appropriate school functions and activities.

608. 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.

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609. 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.

610. 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.

611. SQUAD LEADER. Under the direction of the Platoon Commander and/or Guide, the squad leader is responsible for the training, appearance and general wellbeing 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 1st Squad to 2nd Squad to 3rd Squad; in the absence of the Guide, the 3rd Squad Leader will assume the position of Platoon Guide.

612. OPERATIONS OFFICER. Under the direction of the Battalion 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 Day and maintain historical copies of each.

613. ADMINISTRATIVE OFFICER. Under the direction of the SNSI/NSI and the guidance of the Battalion 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 (Permission Slips; Standard Release, etc.)

7. Update NJUMS with award, advancement, evaluation, PRT, etc., data as required (weekly, minimum).

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. During advancement cycle, 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.

614. 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. Ensure all logistics requirements are met for all unit activities (e.g. Color Guards, Drill Meets, field trips, etc.)

615. PUBLIC AFFAIRS OFFICER. Under the direction of the SNSI and the Battalion 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 newspaper.

7. Arrange for media coverage of all Unit events.

8. Draft and publish a family newsletter each semester.

616. 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.