

**LA VEGA  
HIGH SCHOOL  
NJROTC**

**HANDBOOK  
2023**

## **LA VEGA HIGH SCHOOL NJROTC INSTRUCTION 1533.9D**

Subj: LA VEGA HIGH SCHOOL NJROTC HANDBOOK

Ref: (a) NSTC M-5761 NJROTC Regulations for Citizenship Development  
(b) Chief of Naval Education and Training Instruction 1533.9(series)  
(c) NAVEDTRA 37116 (series) NJROTC Cadet Field Manual  
(d) La Vega High School Faculty Handbook  
(e) La Vega High School Parent-Student Handbook  
(f) La Vega Independent School District Student Code of Conduct

1. Purpose. This instruction publishes rules and regulations and defines student requirements for participation in the La Vega High School NJROTC Program. This handbook supplements references (a)-(c).

2. Background. References (a) and (b) provide guidelines for NJROTC unit administration. Reference (c) establishes cadet responsibilities for physical fitness and explains expected dress and grooming standards. Additionally, reference (c) contains information pertinent to military drill. References (d) through (f) define the expectations for student behavior within the La Vega Independent School District (LVISD). More stringent behavioral standards are required for cadets participating in the La Vega High School NJROTC program. The Principal and the Senior Naval Science Instructor will be the final authorities within the school for administration of the NJROTC program at La Vega High School.

3. Action. Since Naval Science is an elective course, students are in the NJROTC program by choice and with the concurrence of the Senior Naval Science Instructor. Two of the primary objectives of the program are to develop self-discipline and respect for constituted authority. This handbook is designed to aid cadets in achieving these important objectives. All NJROTC cadets are expected to be familiar with this handbook and the NJROTC Cadet Field Manual. Adherence to the standards set forth by this handbook and the stated reference material is mandatory.

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<u>Section</u>	<u>Par.</u>	<u>Title</u>
I		THE NJROTC PROGRAM
	101	Mission Statement
	102	Authorization
	103	Program Goals & Objectives
	104	Enrollment Requirements
	105	Program Benefits
	106	Curriculum
	107	Weekly Class Routine
	108	Uniform Day
	109	Physical Fitness
	110	Grading System
	111	Cadet Performance Record
	112	Disenrollment
	113	Training Time Out (TTO)
	114	Operational Risk Management (ORM)
	115	Field Trips
	116	Mishap Plan
II		ORGANIZATION
	201	Company Organization
	202	Billets & Responsibilities
	203	Chain of Command
	204	La Vega High School NJROTC Teams
III		ADVANCEMENT
	301	General
	302	Requirements & Records
	303	Transfer of JROTC Cadets
IV		DISCIPLINE
	401	General
	402	Counseling
	403	Classroom Behavior
	404	Military Etiquette
	405	Office Etiquette
	406	Classroom Discipline
	407	Sexual Harassment
	408	Fraternization
	409	Suspension

V		UNIFORMS
	501	Uniform Philosophy
	502	Authorized Uniforms
	503	Uniform Responsibilities
	504	Appearance
	505	NJROTC Uniform Insignia
	506	Area Manager's Inspection

VI		PROGRAM ADMINISTRATION
	601	Philosophy
	602	NJROTC Spaces
	603	Grading
	604	Field Trips
	605	Mini-Boot Camp/Leadership Academy
	606	Professional Library
	607	Fundraising

VII		AWARDS AND CEREMONIES
	701	Morning & Afternoon Colors
	702	NJROTC Cadet of the Month
	703	NJROTC Awards/Ribbons/Devices
	704	Non-NJROTC Medals

### **INDEX OF APPENDICES**

1	Cadet Agreement
2	Training Time Out Procedures
3	Advancement/Promotion Requirements
4	Advancement/Promotion Study Guides
5	Advancement/Promotion Worksheet
6	Sample Counseling Form
7	Awards Criteria
8	Advancement Performance Evaluation Drill Cards

## SECTION I - THE NJROTC PROGRAM

101. **MISSION STATEMENT.** The La Vega High School (LVHS) Naval Junior Reserve Officer Training Corps (NJROTC) Unit will provide all cadets the opportunity to experience a team environment focused on citizenship, leadership skills, and academics which supports the La Vega Independent School District (LVISD) and LVHS missions “to cultivate future ready students to serve our evolving community and world.” In support of that mission, the LVHS NJROTC further promotes the following beliefs that form LVISD and LVHS curriculum and learning opportunities: student learning is the chief priority; students should have educational experiences that develop a commitment to civic rights and responsibilities; students need to develop self-discipline and responsibility; student development and learning opportunities should foster a respect for people and property; and, students should be prepared to meet the challenges of life upon graduation.

102. **AUTHORIZATION.** The Naval Junior Reserve Officers’ Training Corps (NJROTC) was established under authority of Public Law passed by the U.S. Congress in 1964 and contained in Title 10, United States Code, Chapter 102, Section 2031. The La Vega NJROTC unit was authorized in March 1983.

103. **PROGRAM GOALS AND OBJECTIVES.** The LVHS NJROTC Program has the following goals and objectives:

- a. promote patriotism, self-esteem, goodwill toward others, discipline, respect for authority, leadership, physical fitness, and personal hygiene.
- b. provide instruction in various Naval Science courses to include leadership, citizenship, naval history, physical and earth sciences, composition and grammar, etc...
- c. develop and maintain habits of cleanliness, precision, orderliness, and responsibility.
- d. establish a learning environment free from drug use, discrimination, and harassment.
- e. improve physical fitness, study habits, personal appearance, and marching skills.
- f. develop and maintain uniformed, disciplined, and cohesive teams, i.e., drill team, to perform in various events and competitions.
- g. provide support to the school and community and heighten parent, faculty, and community awareness concerning the NJROTC program and its ideals.

104. **ENROLLMENT REQUIREMENTS.** To be eligible for enrollment and continuance in the NJROTC program, a student must:

- a. be a citizen of the United States or a U.S. National, or alien lawfully admitted to the United States for permanent residence.

- b. be enrolled in and attending a regular course of instruction at LVHS.
- c. be approved by the instructors with the concurrence of the Principal.
- d. comply with the personal grooming standards set forth in Section V of this Handbook and reference (c), the Cadet Field Manual.
- e. be physically able to participate in the physical training.

Once enrolled, cadets will complete a **Standard Release Form**, a **Health Risk Screening Form**, a **Cadet Information Sheet**, a **Cadet Agreement**, a **Field Trip Medical Form**, a **Cadet Conduct Pledge**, and other permission slips as required. Other forms may be required in accordance with school or district policies as well as to verify completion of key events. Copies of any forms required will be held for the academic year.

105. **PROGRAM BENEFITS**. For actively participating cadets, the biggest benefit to be gained from the NJROTC program is **growth and development in becoming more informed and more responsible citizens**. Other program benefits may include the following:

- a. Advanced Pay Grade Enlistment in the Armed Forces
- b. Naval Academy Nomination
- c. NROTC Scholarships
- d. Other Service Academy Appointments/ROTC Scholarships

106. **CURRICULUM**. The NJROTC school week is normally divided into three days of academic classroom instruction and two days of leadership training and laboratories (includes drill, personnel inspections, and physical fitness training). NJROTC is an elective program with one credit earned for each course completed. A cadet may only take one Naval Science Course per school year, except seniors may take Naval Science 4 and Naval Science 5 when both courses are offered. A summary of the curriculum is as follows:

#### Naval Science 1

The NJROTC Program	Naval Customs and Traditions
Naval Orientation/Organization	Foundations of Government
Leadership and Citizenship	Military Drill
Introduction to First Aid	Physical Fitness
Health (Drugs/Alcohol Prevention & Hygiene)	Sexual Harassment Prevention
Introduction to Naval Ships and Aircraft	

### Naval Science 2

Leadership and Citizenship  
Maritime Geography  
Maritime History  
Military Drill  
Physical Science

Oceanography  
Meteorology  
Astronomy  
Physical Fitness  
Naval Customs and Traditions

### Naval Science 3

Seapower & National Security  
Navigation  
Electricity & Electronics  
International Law & the Sea  
Military Drill

Military Justice  
First Aid and Safety Basics  
Leadership and Citizenship  
Ship Construction/Damage Control  
Physical Fitness

### Naval Science 4/5

This course will vary from year to year depending on the number of NS-4/5 cadets, their class schedule, and their capabilities. It is primarily designed as a leadership & management applications or enhancement course. It also has elements of college and workforce preparedness and personal finance basics.

### Drill and Ceremonies Laboratory

This course will serve two purposes. Its primary purpose is to serve as a practical leadership development course where cadets will learn and practice leadership at levels commensurate with their skill level. As their skill increases, so will the leadership lessons. Cadets taking this course will also form the core of the LVHS NJROTC Drill Team and will compete throughout the year as well as participating in local exhibitions to represent LVHS and the NJROTC. The Drill and Ceremonies Laboratory can be taken each year as long as the cadet is also enrolled in a Naval Science course.

107. **WEEKLY CLASS ROUTINE.** The following is the normal weekly NJROTC class routine. It is subject to modification as required. On Fridays, the instructors will communicate to the cadets the schedule for the upcoming week (which will also be posted on the classroom whiteboards). The cadets are expected to take notes on the schedule and be prepared for all events. There will also be a long-range calendar posted in the classroom.

Monday  
Tuesday  
Wednesday  
Thursday  
Friday

Drill and Ceremonies  
Classroom Instruction  
Uniform Day / Classroom Instruction  
Classroom Instruction  
Physical Training

108. **UNIFORM DAY.** The Navy uniform is the distinctive attire of a proud and honorable profession, and wearing of the cadet uniform should likewise be a matter of pride in self, unit, school, community, and country. Remember, especially when off-campus, some people may think that you are Regular Navy. Most people do not know the difference between the cadet uniform and the Navy uniform. They will be watching you, so don't do anything to discredit the Navy, the uniform, the school, or yourself!

All NJROTC cadets will wear their uniform at least one day each week, normally on Wednesdays unless otherwise scheduled. The instructors – not the individual cadets – select the uniform day. Cadets will wear the complete uniform ALL DAY on uniform day, unless specifically excused, in advance, by the instructors. Cadets are required to coordinate, in advance, with the instructors before changing out of uniform for any reason. Failure to wear the uniform, or remain in uniform for the entire day, on the prescribed day will result in a 0 (out of 100) being entered into the gradebook. Cadets may be granted a make-up opportunity for a reduced grade but this will be on a case-by-case basis.

The uniforms shall be kept clean and well-tailored. It is expected that student's bodies will change during the year. It is the responsibility of the cadet to work with the instructors to be fitted for new uniform items as the clothing becomes too loose, too tight, too short, etc. Coordination for fitting of new uniform items should happen prior to uniform day, not the day of. It is the responsibility of the cadet to perform any hemming of uniform pants after having checked first with the instructors for permission. Prior to returning a uniform the instructors will give instructions regarding dry-cleaning.

Rules on how to wear the uniform, how to care for the uniform, and how to maintain grooming standards may be found in reference (c), the NJROTC Cadet Field Manual. Loss of uniform items will be the financial responsibility of the individual cadet. The instructors will provide replacement items once restitution has been made for the missing item. A standard price list will be available upon request.

White crew neck t-shirts and plain black crew socks are a part of the cadet uniform requirement. However, those items are considered undergarments and are not a part of the standard uniform issue. The unit will issue one crew neck t-shirt and one pair of black socks to new NS-1s. After the initial issue it becomes the responsibility of each cadet to procure and wear those prescribed items. White t-shirts and black socks may be purchased from the instructors for a nominal fee as a last resort. Nametags are also a part of the uniform requirement and will be provided by the instructors. Lost nametags will be replaced by the instructors at a cost to the cadet.

Many activities, both on and off campus, have the potential to result in damaged or extremely dirty uniforms. In these instances, the cadets will wear unit t-shirts with long pants and appropriate footwear. These organizational t-shirts are procured by the unit using unit funds; they are not provided by the Navy. As such, each cadet will be expected to purchase (at cost) at least one unit t-shirt. Those t-shirts will then become the property of the individual cadet.

109. **PHYSICAL FITNESS.** Physical fitness and healthful living routines are a part of the NJROTC curriculum. For freshmen cadets, NJROTC1 counts as the state required physical



education credit. The class schedule normally calls for one day of physical training (PT) during the weekly routine. Workout routines may consist of running (distances up to two miles), high intensity interval training, and resistance training. Weightlifting is not part of the training at LVHS.

On the day of PT, it is a requirement for cadets to change into clothing appropriate for workout routines (including proper footwear). Failure to change clothing will result in a loss of Physical Training points for the day. The cadet will still be expected to participate in some form, as appropriate to the conditions. There are several reasons for changing clothes. Health and sanitary reasons are the primary consideration. Secondary to health and sanitation, clothes need to be loose-fitting so as to not restrict motion during certain exercises and to allow for heat loss in order to avoid heat injuries.

Depending upon the individual level of fitness, the workout routines will be moderate to hard but not to an extreme level. The NJROTC program does have a ribbon which can be earned for achieving a high level of physical fitness. In order to take the fitness test to earn this ribbon the cadet must have completed and returned the Health Risk Screening Form.

110. **GRADING SYSTEM.** NJROTC grades will be in compliance with LVISD and LVHS standards and policies. The overall NJROTC grade will consist of academic performance, uniform appearance, physical fitness, military drill, and leadership.

111. **CADET PERFORMANCE RECORD.** A cadet performance record is maintained on each cadet while he/she is enrolled in the LVHS NJROTC Program and is kept for three years after the cadet leaves. Maintenance of the cadet record will be the responsibility of the instructors with assistance from the cadet Administrative Officer (ADMINO). The ADMINO will help track promotions; awards earned, unit assignments, and event participation, as they occur, and as approved by the instructors. If a student transfers to another school and enrolls in a JROTC program, the receiving school may request that the cadet's record be transferred. Records will not be hand-carried by the cadet to the new school.

112. **DISENROLLMENT.** With the concurrence of the Principal, cadets may be disenrolled from the NJROTC program for significant violations of LVHS or NJROTC established policies. There is ZERO TOLERANCE for alcohol or substance abuse, weapons violations, fighting, or harassment of any form. Being disenrolled from the program may result in a Withdraw/Fail being entered into the gradebook and transcript. Minor violations of established policies and the code of conduct will be dealt with through the LVISD disciplinary system or counseling. Counseling will be explained in Section 402 of this handbook.

113. **TRAINING TIME OUT (TTO).** A TTO may be called at any time during a training evolution. Many of the training evolutions utilized by the NJROTC program are new and unfamiliar to the cadets and it is the cadet's responsibility to know when he/she is unable to continue with that training evolution. Causes for not being able to continue include illness, physical incapacitation, not understanding instructions, etc. A doctor's note is required TO NOT participate in drill or PE/PT class. It is the responsibility of the cadet to present a legitimate dated note to the instructors in order to be excused from training evolutions.

Following a TTO, the training situation, as it exists, shall be examined and additional explanation and instruction will be provided as necessary to allow safe resumption of training.

In those instances where a cadet refuses to participate in training after instruction has been provided, or when excessive use of TTO occurs, the cadet shall be removed from training and will not receive credit for the training.

114. **OPERATIONAL RISK MANAGEMENT (ORM)**. In accordance with Navy directives, ORM will be used to minimize risks and hazards during conduct of the Physical Fitness Test (PFT), strenuous physical activity, and other activities in the unit that present increased opportunity for accidents and/or injury to cadets. At a minimum, an ORM analysis will be completed prior to the following events: PFT; outdoor activities (once each semester for physical hazards in the training area and for weather conditions for each event), these activities include drill, physical fitness training, and orienteering; indoor activities (once each semester for physical hazards in the training area and any time significant changes occur within the training area), these activities include drill, physical fitness training, and rifle/marksmanship training; all field trips.

115. **FIELD TRIPS**. Orientation, community service, and competitive team trips are a significant part of the NJROTC program and occur periodically throughout the year. As schedules dictate and funding allows for, the possibility of overnight or multi-day field trips exists for the unit as a whole or in part. These trips away from the LVHS campus generally include, but are not limited to, educational visits, community events such as parades, veteran's events, community service projects, drill and color guard demonstrations/competitions, and other competitions. Any trip with the NJROTC unit, which has been approved by the principal, will be entered into the attendance system with the appropriate code as determined by the attendance clerk. Participation is highly encouraged. See section 604 for eligibility requirements and participation responsibilities.

116. **MISHAP PLAN**. In the event of a mishap or emergency, the unit will follow procedures in accordance with the LVHS Crisis Response Handbook. Certain portions of the school emergency procedures will be practiced during the year to train the students and faculty and ensure adherence to instructions.

## SECTION II - ORGANIZATION

201. **LVHS NJROTC COMPANY ORGANIZATION.** The following is the recommended rank/rate structure for a company size unit. Pirate Company will be tailored to the cadets and their leadership abilities:

Company Staff:

Commanding Officer (CO)	c/LCDR
Executive Officer (XO)	c/LT
Operations Officer (OPSO)	c/LTjg
Command Senior Chief	c/SCPO
First Lieutenant (1LT)	c/ LTjg
Administrative Officer (ADMINO)	c/ENS
Supply Officer (SUPPO)	c/ENS
Ordnace Officer	c/CPO
Public Affairs Officer (PAO)	c/CPO
Color Sergeant	c/PO2
Platoon Commander(s)	various
Team Commanders	various

202. **BILLETS AND RESPONSIBILITIES.** Billet duties and responsibilities for assigned NJROTC cadets are outlined in the following paragraphs. This list is not all-inclusive...each cadet is expected to seek out and do those things which make his/her particular billet (job) function most effectively. Every cadet that is a member of the Company Staff will be expected to develop and maintain a “turn over binder” describing the details of their duties and responsibilities, work in progress, and history items. These folders are an Area Manager’s Inspection item. Cadets will not be assigned leadership billets simply because they are seniors. In order to be assigned these billets, a cadet must earn the right to lead through dedication and continued support of the LVHS NJROTC objectives. The responsibility of leadership for each Officer, Chief, and Petty Officer is to set the highest standards for performance possible in everything that he/she does.

A. All cadets: Each LVHS NJROTC cadet is responsible for conducting him/herself, at all times, in a manner which will reflect credit upon him/herself, the LVHS NJROTC unit, the school, and the community. Since the uniform is worn at least once per week, cadets’ actions also reflect upon the United States Navy and the Armed Forces. Whether in uniform or not, cadets are responsible for maintaining the highest standards of conduct and appearance; for abiding by the rules and regulations of both the school and the unit; and for carrying out instructions and orders of their superiors (both cadet officers and instructors) to the best of their abilities.

B. Cadet Officers and Chief Petty Officers: The Naval Science Instructors promote and select cadets for the unit assignments based on demonstrated performance, academics, leadership, team activities, and participation in unit activities. Continued enthusiasm, active participation, a positive attitude, and leadership by example are required of a cadet in order for him/her to advance and remain in unit leadership positions. Cadet Officers

and Chief Petty Officers are expected to set the example for junior cadets in every aspect of the NJROTC Program at LVHS. The responsibilities of leadership must be accepted before the privileges of rank or rate can be enjoyed. Normally, a cadet must have about 1 1/2 years of NJROTC experience and must have completed all CPO advancement requirements before being designated as a Cadet Officer or Chief Petty Officer by the instructors. Section III of this publication describes advancement requirements for cadet CPO. Officers and Chief Petty Officers are expected to maintain the highest standards of conduct and performance if they are to continue to achieve greater responsibility. The cautionary tale is that with increased rank and responsibility comes increased accountability!

C. Commanding Officer: The CO is the senior cadet in the company and reports to the instructors concerning military or administrative matters. While not a formal requirement, it is the expectation that the Cadet Commanding Officer attends as many functions and activities as possible. The nature of command is that the leader is present whenever and wherever his/her charges are engaged in activities to provide supervision and/or moral support. Service to others and personal sacrifice are significant parts of leadership. The CO is authorized to wear the Commanding Officer's Loop Cord on the left shoulder of their uniform. His/her formal duties and responsibilities include:

- (1) Maintaining a high degree of morale and enthusiasm within the company.
- (2) Developing a team spirit and sense of camaraderie within the company.
- (3) Setting the highest standards of performance, conduct, appearance, military bearing, and courtesy within the company.
- (4) Developing and communicating unit goals for the year.
- (5) Being the Cadet Officer-In-Charge (OIC) at company functions.
- (6) Ensuring the smooth and proper operation of the company in accordance with NJROTC and school regulations.
- (7) Directing the efforts of the company, ensuring that all Officers, Chiefs, and Team Leaders are equipped and resourced to perform their duties and responsibilities.
- (8) Receiving and evaluating recommendations for cadet evaluation, promotion, and assignment from the senior staff and forwarding those recommendations with comment to the instructors.
- (9) Looking after the well-being of all cadets.

D. Executive Officer: The XO is the second most senior officer in the company and reports directly to the CO. As a senior member of the leadership team, service and sacrifice are also critical to the role of Executive Officer. It is also an expectation that he/she be present at as many functions and activities as possible. The XO is authorized to wear the Executive Officer's Loop Cord on the left shoulder of their uniform. His/her formal duties and responsibilities include:

- (1) Fostering a high degree of morale and enthusiasm within the company.
- (2) Encouraging a team spirit and sense of camaraderie within the company.

- (3) Modeling the highest standards of performance, conduct, appearance, military bearing, and courtesy within the company.
- (4) Recommending unit goals for the year.
- (5) In the absence of the Commanding Officer, serving as the Officer-In-Charge (OIC) at company functions.
- (6) Supervising the smooth and proper operation of the company in accordance with NJROTC and school regulations.
- (7) In concert with the Command Senior Chief, providing recommendations for cadet evaluation, promotion, meritorious awards, and assignment.
- (8) Supervising the company staff in their execution of administrative functions within the company.
- (9) Forwarding with comment a proposed yearly schedule for the unit to execute. The draft schedule should include school support activities, community service, and other outreach opportunities. The instructors will schedule team competitions.

E. Operations Officer: The OPSO is the third most senior officer in the company. As the final member of the senior leadership team, service and sacrifice are also critical to the role of Operations Officer. It is also an expectation that he/she be present at as many functions and activities as possible. The OPSO is authorized to wear the White Staff Cord on the left shoulder of their uniform. His/her formal duties and responsibilities include:

- (1) Modeling the highest standards of performance, conduct, appearance, military bearing, and courtesy within the company.
- (2) Recommending unit goals for the year.
- (3) Coordinating the smooth and proper operation of the company in accordance with NJROTC and school regulations.
- (4) Leading the company staff in their execution of operational and logistical functions within the company such as trip and event planning and other tasks as directed.
- (5) Creating a proposed yearly schedule for the unit to execute. The draft schedule should include school support activities, community service, and other outreach opportunities. The instructors will schedule team competitions.

F. Command Senior Chief: The Command SCPO will normally be the senior 11<sup>th</sup> grade student as determined by the instructors. The Command SCPO is a key part of the company staff and a principle advisor to the Commanding Officer in matters pertaining to the morale and behavior of the underclassmen. As the senior enlisted advisor to the CO, it is also an expectation that he/she be present at as many functions and activities as possible. The Command SCPO will work in concert with the senior leadership team on matters of cadet evaluation, promotion, meritorious awards, and assignment. The Command SCPO is authorized to wear the Command SCPO Cord on the left shoulder of their uniform.

G. First Lieutenant: The 1LT is responsible for the unit's equipment and reports to the XO and the instructors concerning maintenance and upkeep of materials and spaces assigned as well as military matters. The OPSO is authorized to wear the White Staff Cord on the left shoulder of their uniform. His/her duties and responsibilities include:

- (1) Maintenance and upkeep of the unit's wall-to-wall inventory and other minor equipment (minus air rifle equipment). Ensuring accountability of inventory of all items and proper storage of equipment.
- (2) Maintenance and upkeep of the unit's assigned spaces. Ensuring desks and learning materials are clean and functional, rooms are neat and orderly, and reporting material deficiencies or discrepancies to the instructors
- (3) Creating and maintaining a Citizenship Development Management and Information System (CDMIS) account for use in the performance of his/her duties.

H. Administrative Officer: The ADMINO is the supervisor of administrative and personnel matters in the company and reports to the XO and the instructors concerning administrative and personnel functions as well as military matters. The ADMINO is authorized to wear the White Staff Cord on the left shoulder of their uniform. His/her duties and responsibilities include:

- (1) Having a working knowledge of unit organization, regulations, instructions and procedures.
- (2) Assisting the instructors with the preparation of instructions, notices, lists, schedules, etc.
- (3) Supervising the maintenance of NJROTC cadet files, inspection records, textbook/equipment receipts, etc.
- (4) Locating awards and rate/rank insignia and providing any assembly required.
- (5) Recommending assistants as needed to complete the above duties and responsibilities.
- (6) Creating and maintaining a Citizenship Development Management and Information System (CDMIS) account for use in the performance of administrative duties.

I. Supply Officer: The SUPPO is the supervisor of supply and logistical matters in the company and reports to the XO and the instructors concerning supply and logistics as well as military matters. The SUPPO is authorized to wear the White Staff Cord on the left shoulder of their uniform. His/her duties and responsibilities include:

- (1) Maintaining the Supply Room in a neat, secure, and orderly manner.
- (2) Assisting with the issue, receipt, storage, inventory, and accounting of uniform items and other unit equipment.
- (3) Recommending assistants as needed to complete the above duties and responsibilities.

- (4) Creating and maintaining a Citizenship Development Management and Information System (CDMIS) account for use in the performance of supply related duties.

J. Ordnance: The Armorer is responsible for the unit's drill rifles and reports to the First Lieutenant and the instructors concerning maintenance and upkeep of those items. His/her duties and responsibilities include:

- (1) Maintenance and upkeep of the unit's drill rifle inventory. Working with the instructors to order replacement parts and conducting repairs as needed.
- (2) Ensuring accountability and proper storage of all color guard, drill and ceremonies, and organizational equipment.
- (3) Creating and maintaining a Citizenship Development Management and Information System (CDMIS) account for use in the performance of armorer related duties.

K. Public Affairs Officer: The PAO reports to the instructors concerning public affairs matters and to the CO through the XO for military matters. The PAO is authorized to wear the White Staff Cord on the left shoulder of their uniform. His/her duties and responsibilities include:

- (1) Maintaining the unit's Public Affairs Program under the supervision of the instructors.
- (2) Ensuring photographs/videos of unit activities are taken.
- (3) Submitting photographs to the school yearbook staff for consideration for use in the yearbook.
- (4) Collecting and forwarding company photographs and other memorabilia to the instructors. This includes scanning newspaper/publications for inclusion into the company public affairs file (scrapbooks).
- (5) Compiling and submitting articles for print in the school newspaper or other publications.

L. Color Sergeant: The Color Sergeant reports to the First Lieutenant and is responsible for the unit's inventory and use of various national, state, and organizational flags. His/her duties and responsibilities include:

- (1) Ensuring the National and State Colors are raised at the beginning and lowered at the end of each school day.
- (2) Training and preparing the unit's various color guards.
- (3) Assisting the OPSO in planning various color guard requirements throughout the year.

M. Platoon Commander(s): The Platoon Commanders will be the most visible leaders in the unit for the new, junior personnel. Specific duties include:

- (1) Being personally familiar with each cadet in his/her platoon.
- (2) Providing a vital link in the chain of command for information to and from the individual platoons.

N. Squad Leaders: This is usually the first opportunity for leadership. Responsibilities include the following duties:

- (1) Forming the squad during platoon and company formations.
- (2) Reporting accurate musters to the Platoon Leaders.
- (3) Knowing the members of his/her squad personally.
- (4) Providing a vital link in the chain of command.

O. Team Commanders: The Team Commanders are responsible for the overall operation of the individual teams (Drill, Color Guard, etc.). The ultimate success in team competition is directly related to the effectiveness of the Team Commander. Team Commanders will keep accurate musters and report the same to the instructors. Each Team Commander will make a concerted effort to become the “expert” on their particular team.

203. **CHAIN OF COMMAND**. The Chain of Command is the primary channel of communication throughout the unit. Information flows from the instructors and CO through various members of the unit to individual cadets and from individual cadets back through the same channel to the CO and the instructors. The two-way nature of this chain is extremely important. The Chain of Command for LVHS NJROTC Unit extends up and down as follows:

Senior Naval Science Instructor  
Naval Science Instructor  
Commanding Officer  
Executive Officer  
Command Senior Chief  
Platoon Commander  
Squad Leader  
Individual Cadet

204. **NJROTC TEAMS**. Standard NJROTC Teams include Drill Team, Color Guard, Academic Team, and Athletic Team. As the situation permits NJROTC may also sponsor an Orienteering Team, a Cyberpatriot Team, a Sea Perch Team, a Competitive Drone Team, and a marksmanship team. These teams each have separate goals and rewards resulting from both team membership and the results achieved in competition. Team membership, whether in school, in a social club, or a professional organization, involves a great deal of commitment and discipline, as well as a willingness to sacrifice personal goals and time for the benefit of the team. Being part of a team united in the pursuit of a common goal can be a unique and uplifting experience.



a. **DRILL TEAM.** The Drill team is trained in, and practices, armed and unarmed precision marching, close order drill, and the Manual of Arms. They represent LVHS in parades, ceremonies, and competitions with other JROTC Units. Individual members of the Drill Team are expected to maintain the highest standards of grooming, conduct, discipline, and uniform appearance. When funds are available, they represent the unit in local, state, and national competitions. Cadets in good standing will be authorized to wear the Black Drill Team Cord on the left shoulder of their uniform.

b. **COLOR GUARD.** The Color Guard is a ceremonial unit with the unique responsibilities of both safeguarding and properly displaying the National Ensign in support of LVHS and the NJROTC Unit. This group of cadets is highly visible and, like the Drill Team, are expected to set the example in grooming, conduct, discipline, and uniform appearance.

c. **ACADEMIC TEAM.** The Academic Team is comprised of cadets who are interested in academic achievement, who are top achievers in Naval Science, and who are willing to devote the extra effort and individual study necessary to compete successfully. When funds are available, they represent the unit in local, state, and national competitions. Cadets in good standing will be authorized to wear the Orange Academic Team Cord on the left shoulder of their uniform.

d. **ATHLETIC TEAM.** The Athletic Team is comprised of cadets trained in and practicing strength and conditioning exercises, as well as, team sports. When funds are available, they represent the unit in local, state, and national competitions. Cadets in good standing will be authorized to wear the Red Athletic Team Cord on the left shoulder of their uniform.

e. **ORIENTEERING TEAM.** The Orienteering Team is comprised of cadets who are interested in land navigation and physical fitness. When funds are available, they represent the unit in local, state, and regional competitions. Cadets in good standing will be authorized to wear the Green Orienteering Team Cord on the left shoulder of their uniform.

f. **SEA PERCH TEAM.** The Sea Perch Team is comprised of cadets who are interested in robotics. The Sea Perch team constructs and operates underwater remotely operated vehicles and when funds are available, they represent the unit in local, state, and regional competitions.

g. **CYBERPATRIOT TEAM.** The Cyberpatriot Team is comprised of cadets who are interested in computer coding and cybersecurity. The Cyberpatriot Team analyzes computer images and scenarios for security vulnerabilities and when funds are available, they represent the unit in local, state, and regional competitions.

h. **COMPETITIVE DRONE TEAM.** The Drone Team is comprised of cadets who are interested in competitive flight and STEM. The Drone Team flies small, unmanned aircraft through various obstacle courses and precision aerial problem solving situations. They represent the unit in local, state, and regional competitions.

i. **MARKSMANSHIP TEAM.** The Marksmanship Team is comprised of cadets who are interested in precision marksmanship. The Marksmanship Team utilizes air rifles to practice and compete in precision marksmanship competitions. They represent the unit in local, state, and regional competitions. Cadets in good standing will be authorized to wear the Yellow Rifle Team Cord on the left shoulder of their uniform.

### SECTION III - ADVANCEMENT

301. **GENERAL.** Advancement in rank within the LVHS NJROTC unit is based on time in the unit, time in grade, naval science knowledge, military drill performance, and community service. In order to advance in enlisted cadet rank, a cadet must demonstrate a prescribed degree of proficiency in military drills and ceremonies, military knowledge, and community service as well as adherence to the principles of good order and discipline. This degree of proficiency is evaluated by performance observations and written tests as administered by the cadet chain of command and Naval Science Instructors. In order to advance to Chief Petty Officer and/or the Officer Ranks, a cadet must normally be in his/her second and third year, respectively.

Positions of leadership are of a temporary nature and the duties and responsibilities of both rank and position must be performed in a satisfactory manner to maintain those ranks and positions.

Advancement in rank is based on performance but is not a part of the cadet's academic grade. When taking advancement exams, the grades on the exam are not reflected in the school gradebook. Likewise, academic performance is not the sole reason for advancement. A cadet that may not be doing well academically is not precluded from taking an advancement exam and a strong academic student will not be advanced solely because of class standing.

302. **REQUIREMENTS AND RECORDS.** A record of each cadet's advancement progress is maintained by the unit. A listing of the requirements for advancement through the rate of Chief Petty Officer can be found in Appendix 3 of this publication.

- a. Study for advancement involves curriculum material from the textbooks, Cadet Field Manual, training posters, instructor lectures, and this handbook. All cadets must maintain at least a "C" average in Naval Science to be eligible for advancement.
- b. Written Examinations: These generally consist of several questions pertinent to the military in general and the Navy in particular. Written exams will be pass or fail as graded by the instructor. In the event of failure, a cadet must wait one week before retesting. Cadets are encouraged to seek assistance from the cadet chain of command in this situation. Study guides for each advancement exam can be found in Appendix 4 of this publication. Important note: Advancement in Rank exams are separate from academic exams and are not a part of the cadet's permanent student record. There is no penalty for failing an advancement exam; those grades are not recorded and not reported outside of the unit.
- c. Practical Evaluations: As cadets rise through the ranks, certain aspects of the program are performance-based and better assessed through practical exercises. In these cases, as a part of their advancement requirements, cadets will have to demonstrate proficiency in drill or other practical applications of the curriculum (safety, first aid, flag etiquette, etc.). These practical evaluations will be in addition to the written examinations and only administered after the advancement exam has been passed. Cadets must successfully pass both the written and the practical portion in order to be advanced. In the event that a cadet passes the advancement exam but

fails the practical evaluation, only the practical evaluation must be repeated. As with the advancement exam, cadets failing the practical evaluation must wait one week before being retested.

- d. Cadet Chain of Command Evaluations: There will be some advancement requirements that will be met through the evaluation of cadets by the cadet chain of command. Cadets evaluating, as well as cadets being evaluated, are expected to treat each other with dignity, respect, and professionalism. Any issues that arise will be mediated by the instructors who will have the final say.
- e. Faculty Evaluations: Promotion in NJROTC is not just based on a cadet's performance in NJROTC. Leadership by example is a constant requirement that must be fostered. Therefore, in order to qualify for promotion, cadets will be required to acquire recommendations from various faculty members.
- f. Advancement Worksheets: Cadets will utilize the Advancement Worksheet found in Appendix 5 to verify the achievement of promotion requirements. This worksheet will have blocks that will need to be signed by various members of the cadet chain of command, LVHS faculty members, and the NJROTC instructors. As these worksheets are a direct reflection of the cadet's desire to take on more leadership responsibilities, advancement worksheets that have multiple folds, tears, or stains will not be accepted. Exceptions may be made at the discretion of the instructors in extenuating circumstances.

303. **TRANSFER OF JROTC CADETS**. Cadets in the LVHS NJROTC unit who transfer to another school will have their personnel records transferred to the new school if the receiving unit requests the records. These records will not be hand-carried by the cadet. Cadets transferred into the LVHS NJROTC unit from other JROTC units (Navy or other services) will be assigned to the appropriate class and be assigned an equivalent rate/rank based on rate/rank held at their previous unit. After receipt of their personnel record and observation of their performance, this initial rate/rank assignment may be adjusted.

## SECTION IV - DISCIPLINE

401. **GENERAL.** The basic philosophy of the NJROTC program is that cadets are part of the NJROTC unit because they want to be and that they will strive to do their best when they know what is expected of them. **Cadets are responsible for maintaining the high standards of conduct expected of each member of the LVHS NJROTC Unit.** Each cadet is first responsible for his/her own conduct and for ensuring that his/her actions reflect credit upon the unit, school, and U.S. Navy. Each cadet also has an obligation to assist with maintaining high standards for every student in the NJROTC Program.

The instructors will consider behavior in making the final determination as to which cadets will be permitted to participate in NJROTC extracurricular team activities or field trips.

402. **COUNSELING.** The instructors may counsel any cadet who has academic deficiencies, fails to maintain standards of grooming or wearing of the uniform, or fails to meet established standards of conduct. This action will be taken provided the deficiencies are considered temporary in nature, i.e. the cadet appears to have the minimum aptitude and motivation required to correct the deficiencies and succeed in the program. Counseling is provided to assist the cadet in improving noted deficiencies. Failure to respond to counseling may result in course failure or dismissal.

Cadets who have been counseled will be so notified in writing (Appendix 6) by the instructors.

403. **CLASSROOM BEHAVIOR.** The basic school/classroom rules and regulations governing LVHS are contained in references (e) and (f), the LVHS Parent-Student Handbook and the LVISD Code of Conduct. The major items have been/will be explained by the Home Room Teachers. **The four cornerstones of leadership's foundation are: 1) Integrity, do what you say you are going to do; 2) Commitment, finish what you start; 3) Show up on time; and 4) Treat others with respect.** With these cornerstones in mind, the LVHS NJROTC Rules are as follows:

- a. **Proper decorum and good manners are expected at all times.** This includes; the use of: "Please," "Thank you," "Yes, Sir," "No, Ma'am," etc. and not interrupting someone else. The term "Shut up" is rude and will not be used in the NJROTC area. Vulgarity, profanity, "trash talk," crude jokes, crass remarks, and the like will not be tolerated and will result in discipline as appropriate. The instructors will be addressed by rank/name, i.e. Chief Warrant Officer Mendoza or Warrant and Master Gunnery Sergeant Rodriguez, Master Guns Rod, or Master Guns.
- b. **Raise your hand, be recognized, then speak.** Be as considerate, courteous, and respectful toward the instructors and your classmates as you would like them to be toward you. If free time is available during class, the instructor will say whether talking is permissible.

- c. **Respect the privacy of the instructors and the other students.** Do not sit at the instructor's desks or bother anything in or on the desks, including pencils, pens, grade books, etc. Do not prowl through other people's belongings, desks, or drawers. Do not enter the SNSI/NSI Offices, Armory, or Bos'n Locker without specific permission.
- d. **Be cooperative, on time, and on task.** Littering, tearing paper, passing notes, personal grooming, throwing anything either at or to another person, or leaving your seat without permission is inappropriate. Sharpen pencils; get books and paper, etc., at the beginning of class, before the tardy bell sounds. If arriving after the tardy bell you must, **“Request permission to come aboard”**.
- e. **Be considerate of others.** All doors of the school building are to remain closed, for security and also for environmental control. Therefore, if you go through a door close it. If, however, you are the first person in a formation, hold the door open until the formation has cleared the door.
- f. **Always come prepared for class.** At a minimum, bring your book, a writing instrument, and paper. On physical fitness days, have a change of clothing.
- g. **Be at your assigned seat**, when the tardy bell sounds: **otherwise you are tardy.** When you are assigned a seat, it is your permanent seat unless changed by the instructor.
- h. **The class leader will call “Attention on deck”** when the tardy bell rings. The class will rise to attention beside their desks until the Instructor says “Carry on,” continue, or to be seated.
- i. **Desktops are not for sitting on** and leaning on two legs in the chairs can be hazardous. Writing on desks or in the books, unless they are your personal property, is inappropriate.
- j. **Put all waste in the wastebaskets**, not in desks or on the floor. You will be asked to clean up if paper is left in or around your desk. All Hands will participate in room and drill area clean up.
- k. **Proper behavior of an NJROTC cadet is expected at all times, particularly in uniform.** Ball caps, stocking caps, headbands, or hoods are not to be worn in class. During cooler temperatures, only the Navy issued jacket or sweater may be worn with the uniform; civilian hoodies or jackets are not authorized. Chewing gum while in uniform or in formation is inappropriate. Follow the instructions or orders of those cadets placed in positions of leadership and authority. Keep your hands to yourself.

- l. **Missed uniform inspections** due to an unauthorized absence are your responsibility to make up. You will have one (1) day to arrange to make up a missed inspection; it is your grade and your responsibility. **Failure to wear the prescribed uniform on uniform day** will earn cadets a **ZERO** Grade. Uniform days that are missed with an excused absence will be marked as “exempt” in the gradebook and do not need to be made up.
- m. **The Instructor or Senior Officer present, not the bell, will dismiss the class.**  
Enter and leave like ladies and gentlemen.
- n. **Cheating** in any form is dishonorable, an ethical infraction of the most serious nature. This includes loaning or borrowing uniform items for inspection. It will result in an automatic zero and notification of parent(s) or guardian(s). Do not violate the instructor's trust in you.
- o. **No electronic devices** are to be used in the NJROTC classrooms without explicit permission from the instructors. Phones, headphones, gaming devices or anything of a similar nature should be turned off and remain in the cadet’s bag or backpack.

404. **MILITARY ETIQUETTE.** One of the objectives of the NJROTC program is to develop a respect for and an understanding of the need for constituted authority. It is expected that members of the NJROTC unit will respond to the Instructor’s, other teachers, and adults, and senior cadet officers in a polite, respectful, and dignified manner.

405. **OFFICE ETIQUETTE.** The Unit Office is a working space and not a cadet lounge, telephone booth, or storeroom. If a cadet has official business to discuss with an instructor, he/she will; knock at the door, request permission to enter, or report as ordered, and then enter only after permission to enter is received. Request permission to sit down if appropriate.

406. **CLASSROOM DISCIPLINE.** One of the military training techniques used in the classroom is that of physical exercise to correct minor misconduct or a behavioral problem. Such exercises may include push-ups, sit-ups, ammo can lifts, or jumping jacks and will be within the capability of the cadet to complete immediately and may only be assigned by the instructors. Failure to comply with such assignments would be “insubordination” and addressed according to the infraction.

407. **SEXUAL HARASSMENT, BULLYING, AND HAZING.** The LVHS Parent-Student Handbook, reference (e), is the controlling factor in governing relations between male and female students in the NJROTC program. In addition to sexual harassment, bullying and hazing of any nature is strictly prohibited and will be handled with appropriate disciplinary action. **All cadets** will remain alert for infractions of the school discipline code and/or any circumstances of sexual harassment, bullying, and hazing and immediately report same to the instructors **without** going through the chain of command.

It is the belief of this unit that all cadets should be able to perform in an environment free from any type of harassment, save those authorized activities involving military training which are designed to increase self-discipline. In these specific instances, training will not involve actual

or inferred comments demeaning to one's sex, race, religion, or another characteristic. Acts of sexual harassment, or any other harassment, are prohibited practices and subject to school and NJROTC disciplinary measures.

408. **FRATERNIZATION.** Fraternization is defined as the “unduly familiar relationship between a senior and subordinate.” Fraternization in any organization, military or otherwise, can result in a breakdown in morale and discipline. Every cadet is entitled to be treated fairly and equally, by **all** members of the unit. Within the LVHS NJROTC fraternization will not be tolerated. While we cannot, and will not, prohibit dating amongst cadets, it is frowned upon. Dating between upperclassmen and freshmen is strongly discouraged. In the event that cadets have an extracurricular relationship, they will be separated during field trips to avoid any improprieties.

409. **SUSPENSIONS.** In accordance with reference (f), the LVISD Code of Conduct, significant disciplinary violations may result in In-school/Out-of-school (ISS/OSS) suspension. Cadets receiving ISS/OSS will generally not be removed from the NJROTC program but may have their extracurricular activities restricted. On a case-by-case basis, participation with any team or attendance on field trips will be reviewed and allowed or denied as appropriate. In the event that the instructors deny participation to a cadet for disciplinary reasons, a parent or guardian may appeal this decision to the school administration.

Additionally, the NJROTC instructors have a system for grading daily participation. This is done to enable the instructors to assess military bearing, leadership, and aptitude and to be able to draw distinctions between the individual cadets at the end of the year for the purpose of leadership roles, award recognition, and possible scholarship recommendations. In the event that a cadet misses class time due to ISS or OSS, they will receive a 0 in the gradebook for each day missed. Because there are 180 contact days scheduled in the school year, this has minimal impact on the overall grade. However, it does allow for differentiation between the level of performance and adherence to expectations of the cadets. A cadet will not receive a failing grade as the result of time spent in ISS or OSS.



## SECTION V - UNIFORMS

501. **UNIFORM PHILOSOPHY.** The NJROTC uniform is the attire of a proud and effective unit. As the uniform of the United States Navy, it is widely recognized as identifying members of a proud, professional, and honorable worldwide organization. **IT IS FULLY EXPECTED THAT THE UNIFORM WILL BE WORN WITH PRIDE; WE WILL ACCEPT NOTHING LESS!** Uniforms are normally worn only one day (usually on Wednesday) per week, unless specific obligations require additional days. On this day, a cadet's actions affect more than just themselves; they reflect on the unit, the school, and the United States Navy. The first thing the public sees is the uniform, not the individual. They may not know the cadet, but they do know they are a member of the LVHS NJROTC unit.

Cadets will receive a uniform grade on uniform day during personnel inspection. This is the cadet's grade, not the cadet's parent's or guardian's grade. **No excuse** will be accepted for not wearing the uniform on the prescribed day. Excuses such as... "I forgot, my mom sent it to the cleaners, I have Wellness Class, or it was dirty" are **unacceptable**. Cadets must learn personal responsibility/accountability, and this is one of the many methods the LVHS NJROTC uses to teach it.

Wearing of the uniform is considered a vital part of this program and will be graded and weighted as such in the cadet's permanent student record. This means that wearing the uniform affects the cadet's grade and therefore their overall GPA. Failure to wear the uniform on the prescribed day, without prior authorization from the instructors, will result in a grade of **ZERO**. If a cadet is absent due to an excused absence on uniform day, he/she will be exempted from that week's uniform grade. However, if the absence is not excused, the cadet **is expected to wear the uniform on the first day he/she returns to school.**

The **complete uniform** will be worn **all day** on prescribed uniform days. This includes appropriate headgear worn to and from school, in company/squad formations, and when outdoors. Cadets are required to coordinate with the instructors **in advance** before changing out of uniform. Removing the uniform or articles of the uniform during the school day without prior permission, will result in a severely reduced uniform grade for that day.

502. **AUTHORIZED UNIFORMS.** Uniforms are issued to male and female cadets at no cost. The cost to the Government is approximately \$250.00 per cadet. We will generally attempt to issue uniforms not later than the second week of the term. One complete uniform will be issued to each cadet; the Navy Service Uniform. The Service Dress Blue Uniform will be issued to Officers, Chiefs, Color Guard personnel, and others as required. Other uniform combinations will be issued when necessary, such as field trips or Leadership Academy assignments.

During cold weather, cadets are authorized to wear only authorized outer garments with their uniform. **ONLY JACKETS/COATS WHICH HAVE BEEN ISSUED AS PART OF YOUR UNIFORMS ARE AUTHORIZED TO BE WORN WITH THE UNIFORM.**

503. **UNIFORM RESPONSIBILITIES.** After initial issue of the NJROTC uniforms, the cadet assumes responsibility for the care and maintenance of the uniforms. Alterations of a minor nature; hemming, replacing missing buttons, and regular cleanings are the responsibility of the cadet. Many uniform items require professional dry cleaning. Other items may be washed in a washing machine. Check the individual uniform garment tag for proper cleaning instructions. It should be understood that the uniform is **on loan** from the United States Government and must be returned cleaned and in a serviceable condition.

a. Alterations: In the event that a uniform alteration is required, it shall be coordinated through the instructors. Prior to any alteration the first step will be to resize the cadet and issue a replacement item (after the original item has been returned). The cadet will be fitted at issue time and alterations will be accomplished as required. In the event of a change of physical status, i.e., “growth spurt,” change in shoe size, etc., the cadet can return the portion of the uniform which is affected and be resized for a new uniform item.

b. Worn or Missing Items: Uniform items are subject to normal wear and issue of replacement items will be made as required, with return of the worn items. Lost uniform items or items that have been damaged due to carelessness or neglect will be replaced at the cadet’s expense. **Uniform issue will not be done on uniform days.**

504. **APPEARANCE.** NJROTC cadets must set the highest possible standards of smartness in uniform appearance. The military image reflected by attention to detail in wearing the uniform is a key element in the public opinion and impression of our unit. Reference (b), the Cadet Field Manual, should be consulted to maintain the highest uniform standards.

a. Smartness: Uniforms shall be kept immaculately clean with devices and insignia bright and free of tarnish or corrosion. **DO NOT USE BRASSO, NEVERDULL, OR OTHER BRASS CLEANING PRODUCTS ON ANY UNIFORM ITEM!**

b. Unauthorized Articles: No items such as pencils, pens, pins, necklaces, pendants, chains, handkerchiefs, combs, earbuds, headphones, Bluetooth devices, bracelets, etc. shall be worn on or carried exposed on the uniform. Necklaces can be worn, but must not be showing (long enough to be tucked under shirts). The wearing of a wristwatch and ring is permitted as long as they are within the bounds prescribed by the United States Navy. Earrings are not permitted to be worn by males while in uniform. Conservative sunglasses are permitted, except when in military formation. No eccentricities or faddishness of dress, jewelry, or grooming will be permitted.

c. Haircuts and fingernails: Haircut styles and length will be in accordance with reference (b), the NJROTC Cadet Field Manual. Hair color must be of a color that occurs naturally. When in uniform, fingernails shall be close cut and natural and for females, polish must be of a subdued nature and complements the skin tone in accordance with U.S. Navy grooming standards. Males must be clean shaven on uniform days.

d. Nametags: Nametags will be worn at all times while in uniform. Initial issue will be the expense of the unit. Replacement nametags will be paid for by the cadet.

e. Backpacks: Backpacks are not part of the uniform and will damage uniform shirts and accessories and should therefore only be carried on uniform day and not worn over the shoulders. Damage done to the uniform by backpacks will be the responsibility of the cadet.

505. **NJROTC UNIFORM INSIGNIA.** Uniform insignia forms part of the uniform and shall be worn whenever wearing the uniform. Reference (c), the Cadet Field Manual, should be consulted for proper assembly of the uniform insignia.

a. Collar Devices: The NJROTC bar and the appropriate rate/rank insignia should be worn in accordance with reference (c).

b. Name tags/Class Stars: Required at all times with the uniform in accordance with reference (c).

c. Ribbons/Medals: When earned and properly awarded by the instructors, ribbons and medals become part of the uniform. Ribbons shall be worn at all times, medals will be prescribed for wear on specific occasions since they typically cannot be replaced if lost or damaged.

506. **AREA MANAGER'S INSPECTION.** Each year the unit will be subject to an Area Manager's Inspection (AMI). Half of the inspection consists of a thorough review of the unit's processes, procedures, record-keeping, financials, and other performance criteria as outlined in the Area Manager's letter of instruction and references (a) and (b). The second half of the inspection consists of a personnel inspection of the entire unit, a pass-in-review ceremony, and a demonstration of military drill. Performance during this inspection is the primary determining factor in the unit maintaining its certification and existence at the school. A failing grade can have dire consequences.

The date for the AMI will be placed on the school calendar and communicated to all stakeholders well in advance of its scheduled occurrence. Because of the importance of this event, and the personnel inspection therein, cadets must absolutely meet the grooming and uniform standards during AMI. In the weeks leading up to the AMI, cadets should refrain from doing anything to change their appearance such as getting a tattoo, new piercing, coloring of hair, addition of braids, or similar events. Anything along these lines, that cannot be easily undone, should be delayed until after the completion of the AMI.

## SECTION VI - PROGRAM ADMINISTRATION

601. **PHILOSOPHY.** There are as many ways to administer NJROTC units as there are Naval Science Instructors in the program. In every unit, however, one item is always the same: **THE CADET IS HERE TO LEARN AND THE INSTRUCTOR IS HERE TO TEACH.** The basic philosophy governing the LVHS NJROTC unit is as follows:

- a. The academic portion of the program will be administered by the instructors and the military portion of the program will be administered by the cadets, with direction and counseling from the instructors.
- b. This is a participation course of instruction, there is no such thing as a “free ride” for anyone in this program. The rules and regulations will be applied firmly and fairly to all cadets. Advancements, promotions, billet assignments, and the privilege of going on trips must be earned and may be taken away for infractions of the rules.
- c. The unit must always be thought of as a team and your fellow cadets as your shipmates that work and play together to accomplish the assigned task(s).
- d. Physical fitness is an integral part of this curriculum. Unless specifically waived by a physician, cadets will participate in all physical fitness activities and their participation will be graded. A Physical Fitness Test (PFT), see reference (c), the Cadet Field Manual, for details, may be administered upon request by those cadets seeking to earn the Physical Fitness ribbon or attend summer camps. All cadets are required to have a Health Risk Screening Form or higher to participate in the PFT. Fitness scores are a portion of the overall term grade.
- e. The unit will constantly strive to set challenging goals, improve on our past performance, and set the example for pride in ourselves, our school, and our country.

602. **NJROTC SPACES.** LVHS NJROTC spaces include two classrooms, one office, a Supply Room, a changing area, and two storage rooms (one designated as the Armory and one designated as the Bosun’s Locker).

- a. Classroom(s): Specific classroom rules are found in Section IV of this handbook.
- b. Office: Specific office entry procedures are found in Section IV of this handbook.
- c. Armory: This is a controlled area which requires specific authorization for entry. In general, only the First Lieutenant, Armorer, and Drill Team members (with supervision) will be permitted in the Armory with an instructor present.
- d. Supply Room: This area is not to be entered without the specific authorization of the instructors. This area also serves as the office of the Naval Science Instructor. It will be treated like the unit Office. In general, only the SUPPO and assistants will be permitted in this space.

e. Bosun's Locker: This is the air-rifle locker and general material store room and is not to be entered without specific authorization from the instructors.

603. **GRADING.** The final course grade for NJROTC will be in accordance with LVISD and LVHS standards and policies. In the NJROTC program, the instructors are tasked with “developing responsible and civic-minded individuals” so there is more to the final grade than just academic performance. Accordingly, the instructors look at the “whole” cadet, not just how he/she does in the academic portion. NJROTC is interested in developing a well-rounded citizen, not just someone who can memorize facts for an exam or someone who is really good at marching.

It is the cadet's responsibility to make up missed work when absent. Make-up work for absences must be completed within the standard set by reference (e).

Assignments are due on the date specified by the instructors. Late assignments will have grades reduced at the discretion of the instructors.

Extra credit and/or remediation will only be exercised sparingly, at the discretion of the instructor, on a case-by-case basis.

604. **FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES.** Field trips are a supplemental part of the Naval Science program and participation is highly encouraged. In order to participate, cadets must earn the right by living up to their responsibilities. All NJROTC Field Trips or Competitions will be announced in advance and an LVISD Permission Slip will be required.

a. Eligibility: In order for a cadet to be eligible for most field trips, he/she must (in addition to the school rules):

- (1) have at least a grade of “C” in NJROTC
- (2) have other course grades that support time away from class(es)
  - a. if other course grades are below a “C,” the teacher(s) assigning that grade must endorse the cadet absence for the period of time required
- (3) have a satisfactory record at personnel inspections (75% or greater)
- (4) OSS is an automatic disqualifier; ISS may be a disqualifier depending upon the code of conduct violation
- (5) no more than three unexcused tardies during the semester

b. Forms: Each cadet must return the permission slip/standard release form by the date specified (including money deposit if applicable).

c. Chaperones: Any field trips will require adequate adult supervision. The unit requirement will generally be one adult per 8 cadets. For groups up to 8 cadets no chaperone will be required, the attending Instructor will meet the supervision requirement. For groups larger than 8, additional support will be required in support of the chaperone requirement. One instructor will travel with the cadets and one instructor

will remain at LVHS to fulfill instructional requirements for the remainder of the unit. Additionally, at least one (1) female chaperone will be required on overnight field trips in order to permit female cadets to participate. Chaperones are the guests of the unit and will be required to pay only their food expenses. There will be a formal vetting process prior to accepting any volunteer as a chaperone. The instructors will coordinate this process.

d. Conduct: All school rules will be strictly enforced while on field trips. In addition, the instructors may promulgate specific rules for each trip. Strict safety rules must also be adhered to. Any cadet failing to follow the safety measures in place during the field trip will be restricted from participation in future trips.

e. Uniforms: A specific uniform may be prescribed for field trips or other extra-curricular activities. When that is the case, it is expected that all cadets wear the prescribed uniform for the duration of the event. Cadets who fail to do so may be denied participation in that event and future events.

605. **MINI-BOOT CAMP/LEADERSHIP ACADEMY/SAIL ACADEMY**. Cadets that are considered to have high potential for future leadership positions will be offered the opportunity to attend the following:

a. Basic Leadership Training (BLT): Generally offered to cadets who have exhibited a high level of motivation and a desire to continue with the program. Rising sophomores will attend as cadets. Rising juniors and seniors may be submitted for leadership roles if they have previously attended BLT. There is a cost-sharing arrangement between the unit and the cadets attending BLT that will vary each year depending upon unit financial status at the time. Similarly, unit financial status and campsite capacity will determine the maximum number of cadets that may attend.

b. Leadership or CO/XO Academy: An advanced leadership training opportunity for a selected few of the more senior cadets (generally cadets that have completed NS-2 or 3). This is a very demanding program and only those cadets who have demonstrated exceptional leadership and maturity will be given the opportunity to attend. At a minimum, cadets must have no grade less than a "C," received credit for all courses taken, not been disciplined with either an In-School Suspension or Out of School Suspension. Additionally, all CO/XO and Leadership Academies require a current sports physical and must have satisfactorily passed the Physical Fitness test. There is a cost-sharing arrangement between the unit and the cadets attending LA/CO/XO Academy that will vary each year depending upon unit financial status at the time. After attending Leadership Academy for the first time, the cadet may speak with camp staff about returning the next year as camp cadre.

c. Sail Academy: Generally offered to cadets who have exhibited a high level of motivation and a desire to continue with the program. Only two billets (1 male/1 female) are allocated to each school due to capacity restraints at the campsite. After attending Sail Academy for the first time, the cadet may speak with camp staff about returning the

next year as camp cadre. There is a cost-sharing arrangement between the unit and the cadets attending SA that will vary each year depending upon unit financial status at the time.

606. **PROFESSIONAL LIBRARY.** The unit maintains a library for cadet use. These texts and manuals have been provided by the government, and personally by the instructors, for the benefit of the students in research as well as personal and professional development. These materials can be checked out through the instructors.

607. **FUNDRAISING.** Fundraising is very important to the NJROTC program; it is how we pay for trips, competitions, and the purchase of supplies and equipment that the unit needs. The school district does not provide monetary support for the NJROTC program and the Navy only funds certain categories of expenses. During the course of the school year, and possibly during the summer months, the cadets will be expected to participate in fundraising activities. On certain occasions, it may be necessary to request parent participation to assist with fundraising activities as well. All monies raised are spent on the cadets and the unit; it is not spent on building repairs, school supplies, or instructor reimbursements.

## SECTION VII - AWARDS AND CEREMONIES

701. **MORNING & AFTERNOON COLORS.** LVHS NJROTC is responsible for the daily display of the National Ensign, South Carolina State Flag, and other flags as may be required. These duties will be spelled out by a watchbill.

702. **NJROTC CADET OF THE MONTH.** A Cadet of the Month will be selected from the freshman class each month during the school year. The deserving cadet must be an exceptional performer whose reliability, loyalty, and service reflect favorably upon the unit and La Vega High School and is based on performance in leadership, academic standing, military bearing, participation in NJROTC and school activities, and personal appearance.

a. **Selection Process:** Each month the Command SCPO will solicit nominations from the cadet Chief Petty Officers and Petty Officers for a Cadet of the Month. Upon receipt, the Command SCPO in concert with the Commanding Officer and Executive Officer will evaluate each candidate and forward a recommended “rack and stack” to the instructors for final approval authority on the final selection.

b. **Criteria for this selection:** General areas of consideration should include but not be limited to:

1. Uniform appearance and inspection results
2. Class preparation and participation
3. Punctuality
4. Academic performance
5. Sets example for other cadets.

Extracurricular activities, community service, and club participation, as well as cadet behavior will be considered.

c. **Awards:** The Command SCPO will present the selected junior cadet with a certificate suitable for framing.

703. **NJROTC AWARDS/RIBBONS/DEVICES.** Recognition of performance, achievement, and participation will be acknowledged, at the unit level, by the awarding of ribbons. Reference (c), The Cadet Field Manual, lists the authorized NJROTC ribbons in the order of precedence and how each award is earned. Appendix 7 of this publication gives specific requirements for NJROTC awards. Subsequent awards of the same ribbon will be through the awarding of an appropriate device for attachment to the ribbon or medal. No more than one ribbon of each kind is ever worn on the uniform.

704. **NON-NJROTC MEDALS.** In addition to NJROTC ribbons, many civic organizations award medals to NJROTC cadets each year. These medals are awarded for a variety of achievements and normally presented based on recommendations from the instructors. As this list varies from year to year, and the requirements are different for each award, the instructors will promulgate a listing by separate memorandum with criteria, requirements, and due dates.



**APPENDIX 1**

**LA VEGA HIGH SCHOOL NJROTC UNIT**

**NJROTC CADET AGREEMENT**

I, \_\_\_\_\_, upon enrolling as a NJROTC Cadet, do affirm that:

- 1) I understand that NJROTC is a voluntary program and that my participation DOES NOT INCUR ANY MILITARY OBLIGATION.
- 2) I will diligently work to improve my education, strengthen my character, and become a better informed, more responsible citizen.
- 3) I will diligently work to conform to the regulations and requirements of the NJROTC unit as they pertain to me, realizing that such is necessary for the smooth operation of the unit.
- 4) I will wear the NJROTC uniform, when required, properly and with pride, realizing that it is the distinctive uniform of a proud, professional, and honorable service, the United States Navy.
- 5) I will conduct myself in a manner that will bring positive recognition to my school, my unit, and myself.
- 6) I will respect, obey, and cooperate with the Cadet Officers and Cadet Chief Petty Officers appointed over me while in execution of their duties.

I recognize that conforming to the terms of this agreement will help me grow in responsibility and is in my best interest as well as that of the NJROTC La Vega Pirate Company, La Vega High School, and the communities of Waco and surrounding areas.

Date: \_\_\_\_\_  
\_\_\_\_\_ Cadet's Signature

I hereby agree that my son/daughter/ward has my approval to participate fully in all phases of the NJROTC program at LVHS and I further accept financial responsibility for items issued to my cadet.

I understand that the value of the items issued to my cadet may be in excess of \$250.00. I further understand that activities of the unit, such as field trips and competitions, may require additional funds above and beyond unit funding and that fund-raising requirements may be needed to support those activities.

I affirm that if there are physical limitations or medical issues that will interfere with my cadet's full participation I will keep the instructors fully informed.

Date: \_\_\_\_\_  
\_\_\_\_\_ Parent/Guardian's Signature

## APPENDIX 2

### TRAINING TIME OUT POLICY

Any time a cadet or instructor experiences apprehension concerning personal safety, it is an indication that a need for clarification of procedures or requirements exists and an immediate “Training Time Out” (TTO) shall be called.

A cadet or instructor may indicate a TTO:

**Shouting or calling out, “Training Time Out!”**

**Signaling by making the letter “T” with their hands.**

**Raising a hand indicating, “Stop!”**

**Shouting “Stop!” while on the range.**

Upon recognizing that a TTO situation exists, the cadet or instructor in charge of the event will immediately halt all training to address the TTO situation.

The situation as it exists shall be examined and additional explanation and instruction provided as necessary to allow the safe resumption of training.

In those instances where a cadet refuses to participate in training after instruction has been provided, or when excessive use of TTO occurs, the cadet shall be removed from training.

Instructors and senior cadets are responsible for maintaining situational awareness and shall remain alert to signs of cadet panic, fear, extreme exhaustion, or lack of confidence that may impair the safe completion of the training exercise and shall immediately cease training when this action is considered appropriate.

All cadets shall be briefed on TTO procedures and visual/audible signals prior to commencement of training. This briefing will be repeated and emphasized prior to start of high risk training situations to reinforce the initial briefing.

\_\_\_\_\_  
Parent/Guardian Signature      Date

\_\_\_\_\_  
Cadet Signature                      Date

**APPENDIX 3**

**Advancement/Promotion Requirements**

<b>Advancement to Cadet Seaman Apprentice (c/SA)</b>		
<b>Requirement</b>	<b>Evaluator</b>	<b>Notes</b>
Recite the Cadet Creed	c/PO3 or higher	
No referrals resulting in ISS/OSS in the previous six weeks	SNSI/NSI	
Acceptable school attendance	SNSI/NSI	
Uniform worn every time required with an 80% or higher uniform average	SNSI/NSI	
One faculty/staff recommendation	Faculty/Staff	

<b>Advancement to Cadet Seaman (c/SN)</b>		
<b>Requirement</b>	<b>Evaluator</b>	<b>Notes</b>
Recite the 11 General Orders to the Sentry, Cadet Chain of Command, and the Cadet Creed	c/PO2 or higher	
Participate in 1 or more community/school service events as a c/SA	SNSI/NSI ADMINO	
Pass stationary drill performance evaluation	c/PO2 or higher	
No referrals resulting in ISS/OSS in the previous six weeks	SNSI/NSI	
Acceptable school attendance	SNSI/NSI	
Uniform worn every time required with an 80% or higher uniform average	SNSI/NSI	
One faculty/staff recommendation	Faculty/Staff	

<b>Advancement to Cadet Petty Officer Third Class (c/PO3)</b>		
<b>Requirement</b>	<b>Evaluator</b>	<b>Notes</b>
Recite the Cadet Chain of Command, the 11 General Orders to the Sentry, Navy/Marine Corps Ranks, and the Cadet Creed	c/PO1 or higher	
Participate in 3 or more community/school service events as a c/SN	SNSI/NSI ADMNO	
Pass moving drill performance evaluation	c/PO1 or higher	
No referrals resulting in ISS/OSS in the previous eight weeks	SNSI/NSI	
Acceptable school attendance	SNSI/NSI	
Uniform worn every time required with an 80% or higher uniform average	SNSI/NSI	
Pass an advancement exam with a 75% or higher score	SNSI/NSI	
Maintain a "C" average (70%) or higher in NJROTC and no failing grades in any other class the last quarter.	SNSI/NSI	
Two faculty/staff recommendation	Faculty/Staff	

<b>Advancement to Cadet Petty Officer Second Class (c/PO2)</b>		
<b>Requirement</b>	<b>Evaluator</b>	<b>Notes</b>
Participate in 3 or more community/school service events as a c/PO3	SNSI/NSI ADMNO	
Pass armed drill performance evaluation	c/CPO or higher	
Pass Guidon drill performance evaluation	c/CPO or higher	
No referrals resulting in ISS/OSS in the previous eight weeks	SNSI/NSI	
Acceptable school attendance	SNSI/NSI	
Uniform worn every time required with an 80% or higher uniform average	SNSI/NSI	
Pass an advancement exam with a 75% or higher score	SNSI/NSI	
Maintain a "C" average (70%) or higher in NJROTC and no failing grades in any other class the last quarter.	SNSI/NSI	
Three faculty/staff recommendation	Faculty/Staff	

<b>Advancement to Cadet Petty Officer First Class (c/PO1)</b>		
<b>Requirement</b>	<b>Evaluator</b>	<b>Notes</b>
Participate in 3 or more community/school service events as a c/PO2	SNSI/NSI ADMNO	
Pass armed drill performance evaluation	c/CPO or higher	
Pass sword manual drill performance evaluation	c/CPO or higher	
Pass the unarmed drill squad leader drill performance test	c/CPO or higher	
No referrals resulting in ISS/OSS in the previous twelve weeks	SNSI/NSI	
Acceptable school attendance	SNSI/NSI	
Uniform worn every time required with an 85% or higher uniform average	SNSI/NSI	
Pass an advancement exam with a 80% or higher score	SNSI/NSI	
Maintain a "B" average (80%) or higher in NJROTC and no failing grades in any other class the last quarter.	SNSI/NSI	
Achieve an 80% or higher PT grade average for the quarter	SNSI/NSI	
Three faculty/staff recommendation	Faculty/Staff	At least one recommendation must come from an administrator or department head

<b>Advancement to Cadet Chief Petty Officer (c/CPO)</b>		
<b>Requirement</b>	<b>Evaluator</b>	<b>Notes</b>
Participate in 3 or more community/school service events as a c/PO1	SNSI/NSI ADMNO	
Pass sword manual drill performance evaluation	c/CPO or higher	
Pass the unarmed drill platoon leader drill performance test	c/CPO or higher	
No referrals resulting in ISS/OSS in the previous twelve weeks	SNSI/NSI	
Acceptable school attendance	SNSI/NSI	
Uniform worn every time required with an 90% or higher uniform average	SNSI/NSI	
Pass an advancement exam with a 80% or higher score	SNSI/NSI	
Maintain a "B" average (80%) or higher in NJROTC and no failing grades in any other class the last quarter.	SNSI/NSI	
Achieve an 80% or higher PT grade average for the quarter	SNSI/NSI	
Complete Leadership Reading and Essay Assignment	SNSI/NSI	
Pass the c/CPO Interview Panel	CSC	
Three faculty/staff recommendation	Faculty/Staff	At least one recommendation must come from an administrator

## APPENDIX 4

### Advancement/Promotion Study Guides

Each advancement exam is a continuation of the previous exam and all answers are in the NJROTC publications. This study guide is intended to be a roadmap to the information needed to be successful during these advancement exams. It is not intended to give the cadets the answers.

#### c/PO3 Study Material:

- Cadet Field Manual pages 5-42 (Uniforms)
- Cadet Field Manual pages 58-60 and NJROTC Drill Manual pages 73-79 (Flag Etiquette)
- Cadet Field Manual pages 47-54 (Navy/NJROTC Ranks)

#### c/PO2 Study Material:

- All c/PO3 study material
- Cadet Field Manual pages 84-87 (USMC Ranks)
- NJROTC Drill Manual (Drill)
- Naval Science I Textbook Unit II Chapter 2 (Government)

#### c/PO1 Study Material:

- All c/PO3 study material
- All c/PO2 study material
- Naval Science II Textbook Maritime History (History)

The advancement exam for c/CPO will be based on the 14 Leadership Traits and the 11 Leadership Principles as defined below.

The fourteen leadership traits can be remembered with the acronym JJDIDTIEBUCKLE:

#### **Justice**

*Definition* - Giving reward and punishment according to the merits of the case in question. The ability to administer a system of rewards and punishments impartially and consistently.

*Significance* - The quality of displaying fairness and impartiality is critical in order to gain the trust and respect of subordinates and maintains discipline and unit cohesion, particularly in the exercise of responsibility.

*Example* - Fair apportionment of tasks by a leader during clean up.

#### **Judgment**

*Definition* - The ability to weigh facts and possible courses of action in order to make sound decisions.

*Significance* - Sound judgment allows a leader to make appropriate decisions in the guidance and training of his/her cadets and the employment of his/her unit. A cadet who exercises good judgment weighs pros and cons accordingly when making appropriate decisions.

*Example* - A cadet properly apportions his/her liberty time in order to relax as well as to study.

### **Dependability**

*Definition* - The certainty of proper performance of duty.

*Significance* - The quality that permits a senior to assign a task to a junior with the understanding that it will be accomplished with minimum supervision.

*Example* - The leader ensures that his/her class falls out in the proper uniform without having been told to by the SNSI/NSI.

### **Initiative**

*Definition* - Taking action in the absence of orders.

*Significance* - Since a cadet often works without close supervision; emphasis is placed on being a self-starter.

*Example* - In the absence an instructor, a cadet takes charge of the platoon and carries out the training schedule.

### **Decisiveness**

*Definition* - Ability to make decisions promptly and to announce them in a clear, forceful manner.

*Significance* - The quality of character which guides a person to accumulate all available facts in a circumstance, weigh the facts, and choose and announce an alternative which seems best. It is often better that a decision be made promptly than a potentially better one be made at the expense of more time.

*Example* - A leader, who sees a potentially dangerous situation developing, immediately takes action to prevent injury from occurring.

### **Tact**

*Definition* - The ability to deal with others in a manner that will maintain good relations and avoid offense. More simply stated, tact is the ability to say and do the right thing at the right time.

*Significance* - The quality of consistently treating peers, seniors, and subordinates with respect and courtesy is a sign of maturity. Tact allows commands, guidance, and opinions to be expressed in a constructive and beneficial manner. This deference must be extended under all conditions regardless of true feelings.

*Example* - A cadet discreetly points out a mistake in drill to another cadet by waiting until after the unit has been dismissed and privately asking which of the two methods are correct.

### **Integrity**

*Definition* - Uprightness of character and soundness of moral principles. The quality of truthfulness and honesty.

*Significance* - A cadet's word is his/her bond. Nothing less than complete honesty in all of your dealings with subordinates, peers, and superiors is acceptable.

*Example* - A cadet who uses the correct technique during drill, even when he/she cannot be seen by the instructor

### **Enthusiasm**



*Definition* - The display of sincere interest and exuberance in the performance of duty.

*Significance* - Displaying interest in a task and optimism that can be successfully completed greatly enhances the likelihood that the task will be successfully completed.

*Example* - A cadet who leads a chant or offers to help carry a load that is giving someone great difficulty while on a hike despite being physically tired, he encourages his fellow cadets to persevere.

### **Bearing**

*Definition* - Creating a favorable impression in carriage, appearance, and personal conduct at all times.

*Significance* - The ability to look, talk, and act like a leader whether or not these manifestations indicate one's true feelings.

*Example* - Wearing clean uniforms, boots, and collar devices. Avoiding profane and vulgar language. Keeping a trim, fit appearance.

### **Unselfishness**

*Definition* - Avoidance of providing for one's own comfort and personal advancement at the expense of others.

*Significance* - The quality of looking out for the needs of your subordinates before your own is the essence of leadership. This quality is not to be confused with putting these matters ahead of the accomplishment of the mission.

*Example* - A team captain ensures all members of his unit have eaten before he does, or if water is scarce, he will share what he has and ensure that others do the same.

### **Courage**

*Definition* - Courage is a mental quality that recognizes fear of danger or criticism, but enables a cadet to proceed in the face of danger with calmness and firmness.

*Significance* - Knowing and standing for what is right, even in the face of popular disfavor. The business of fighting and winning wars is a dangerous one; the importance of courage on the battlefield is obvious.

*Example* - Accepting criticism for making subordinates field day for an extra hour to get the job done correctly.

### **Knowledge**

*Definition* - Understanding of a science or an art. The range of one's information, including professional knowledge and understanding of your cadets.

*Significance* - The gaining and retention of current developments in school, naval science, and world affairs is important for your growth and development.

*Example* - The cadet who not only knows how to maintain and operate his assigned equipment, but also knows how to use the other equipment in the unit.

### **Loyalty**

*Definition* - The quality of faithfulness to country, school, unit, seniors, subordinates and peers.

*Significance* - You owe unswerving loyalty up and down the chain of command.

*Example* - A cadet displaying enthusiasm in carrying out an order of a senior, though he may privately disagree with it.

### **Endurance**

*Definition* - The mental and physical stamina measured by the ability to withstand pain, fatigue, stress, and hardship.

*Significance* - The quality of withstanding pain during physical training in order to improve stamina is crucial in the development of leadership. Leaders are responsible for leading their units in physical endeavors and for motivating them as well.

*Example* - A cadet keeping up during an exceptionally difficult physical training session.

The 11 Leadership Principles are:

### **Know Yourself and Seek Self Improvement**

- This principle of leadership should be developed by the use of leadership traits. Evaluate yourself by using the leadership traits and determine your strengths and weaknesses.
- Make an honest evaluation of yourself to determine your strong and weak personal qualities
- Seek the honest opinions of your friends or superiors
- Learn by studying the causes for the success and failures of others
- Develop a genuine interest in people
- Master the art of effective writing and speech
- Have a definite plan to achieve your goal

### **Be Technically And Tactically Proficient**

- A person who knows their job thoroughly and possesses a wide field of knowledge. Before you can lead, you must be able to do the job. Tactical and technical competence can be learned from books and from on the job training.
- Know what is expected of you then expend time and energy on becoming proficient at those things
- Form an attitude early on of seeking to learn more than is necessary
- Observe and study the actions of capable leaders
- Spend time with those people who are recognized as technically and tactically proficient at those things
- Prepare yourself for the job of the leader at the next higher rank
- Seek feedback from superiors, peers and subordinates

### **Know Your People And Look Out For Their Welfare**

- This is one of the most important of the leadership principles. A leader must make a conscientious effort to observe his cadets and how they react to different situations. A cadet who is nervous and lacks self-confidence should never be put in a situation where an important decision must be made. This knowledge will enable you as the leader to determine when close supervision is required.
- Put your cadets welfare before you own
- Be approachable
- Encourage individual development
- Know your unit's mental attitude; keep in touch with their thoughts
- Ensure fair and equal distribution of rewards
- Provide sufficient recreational time and insist on participation

### **Keep Your Personnel Informed**

- Cadets by nature are inquisitive. To promote efficiency and morale, a leader should inform the cadets in his unit of all happenings and give reasons why things are to be done. This is accomplished only if time and security permits. Informing your cadets of the situation makes them feel that they are a part of the team and not just a cog in a wheel. Informed cadets perform better.
- The key to giving out information is to be sure that the cadets have enough information to do their job intelligently and to inspire their initiative, enthusiasm, loyalty, and convictions.
- Whenever possible, explain why tasks must be done and the plan to accomplish a task
- Be alert to detect the spread of rumors. Stop rumors by replacing them with the truth
- Build morale and esprit de corps by publicizing information concerning successes of your unit
- Keep your unit informed about current legislation and regulations affecting their pay, promotion, privileges, and other benefits

### **Set The Example**

- A leader who shows professional competence, courage and integrity sets high personal standards for himself before he can rightfully demand it from others. Your appearance, attitude, physical fitness and personal example are all on display daily for the cadets in your unit. Remember, your Cadets reflect your image!
- Show your subordinates that you are willing to do the same things you ask them to do
- Maintain an optimistic outlook
- Conduct yourself so that your personal habits are not open to criticism
- Avoid showing favoritism to any subordinate
- Delegate authority and avoid over supervision, in order to develop leadership among subordinates
- Leadership is taught by example

### **Ensure That The Task Is Understood, Supervised, and Accomplished**

- Leaders must give clear, concise orders that cannot be misunderstood, and then by close supervision, ensure that these orders are properly executed. Before you can expect your cadets to perform, they must know what is expected of them.
- The most important part of this principle is the accomplishment of the mission.
- Issue every order as if it were your own
- Use the established chain of command
- Encourage subordinates to ask questions concerning any point in your orders or directives they do not understand
- Question subordinates to determine if there is any doubt or misunderstanding in regard to the task to be accomplished
- Supervise the execution of your orders
- Exercise care and thought in supervision; over supervision will hurt initiative and create resentment, while under supervision will not get the job done

### **Train Your Cadets As A Team**

- Teamwork is the key to successful operations. Teamwork is essential from the smallest unit to the entire NJROTC. As a leader, you must insist on teamwork from your cadets. Train, play and operate as a team. Be sure that each cadet knows his/her position and responsibilities within the team framework.
- Stay sharp by continuously studying and training
- Encourage unit participation in recreational and military events
- Do not publicly blame an individual for the team's failure or praise just an individual for the team's success
- Ensure that training is meaningful, and that the purpose is clear to all members of the command
- Train your team based on realistic conditions
- Insist that every person understands the functions of the other members of the team and the function of the team as part of the unit

### **Make Sound And Timely Decisions**

- The leader must be able to rapidly estimate a situation and make a sound decision based on that estimation. Hesitation or a reluctance to make a decision leads subordinates to lose confidence in your abilities as a leader. Loss of confidence in turn creates confusion and hesitation within the unit.
- Developing a logical and orderly thought process by practicing objective estimates of the situation
- When time and situation permit planning for every possible event that can reasonably be foreseen
- Considering the advice and suggestions of your subordinates before making decisions
- Consider the effects of your decisions on all members of the unit

### **Develop A Sense Of Responsibility Among Your Subordinates**

- Another way to show your cadets you are interested in their welfare is to give them the opportunity for professional development. Assigning tasks and delegating authority promotes mutual confidence and respect between leader and subordinates. It also encourages subordinates to exercise initiative and to give wholehearted cooperation in accomplishment of unit tasks. When you properly delegate authority, you demonstrate faith in your cadets and increase authority, and increase their desire for greater responsibilities.
- Operate through the chain of command
- Provide clear, well thought out directions
- Give your subordinates frequent opportunities to perform duties normally performed by senior personnel
- Be quick to recognize your subordinates' accomplishments when they demonstrate initiative and resourcefulness
- Correct errors in judgment and initiative in a way which will encourage the individual to try harder
- Give advice and assistance freely when your subordinates request it
- Resist the urge to micro manage
- Be prompt and fair in backing subordinates
- Accept responsibility willingly and insist that your subordinates live by the same standard

### **Employ Your Unit Within its Capabilities**

- A leader must have a thorough knowledge of the tactical and technical capabilities of the unit. Successful completion of a task depends upon how well you know your unit's capabilities. If the task assigned is one that your unit has not been trained to do, failure is very likely to occur. Failures lower your unit's morale and self-esteem. Seek out challenging tasks for your unit, but be sure that your unit is prepared for and has the ability to successfully complete the mission.
- Avoid volunteering your unit for tasks that are beyond their capabilities
- Be sure that tasks assigned to subordinates are reasonable
- Assign tasks equally among your subordinates
- Use the full capabilities of your unit before requesting assistance

### **Seek Responsibilities And Take Responsibility**

- For professional development, you must actively seek out challenging assignments. Seeking responsibilities also means that you take responsibility for your actions. Regardless of the actions of your subordinates, the responsibility for decisions and their application falls on you.
- Learn the duties of your immediate senior, and be prepared to accept the responsibilities of these duties
- Seek a variety of leadership positions that will give you experience in accepting responsibility in different fields
- Take every opportunity that offers increased responsibility
- Perform every task to the best of your ability

## APPENDIX 5

### **Advancement/Promotion Worksheets**

The following worksheets will be used for tracking and executing advancement within the LVHS NJROTC unit. The following rules apply to the usage of these worksheets.

- a. Forgery of a signature or initials will not be tolerated. Any confirmed forgery will result in nullification of the entire worksheet and may result in further disciplinary actions.
- b. The Advancement/Promotion Worksheets are a direct reflection of the cadet. Therefore, it is the responsibility of the cadet to ensure the sheet is properly filled out and protected from damage. Worksheets that are crumpled, folded, stained, torn, etc. will not be accepted.

## Cadet Seaman Apprentice Advancement Worksheet

Name: \_\_\_\_\_

Period: \_\_\_\_\_ Naval Science (circle one): I II III IV

Requirement	Evaluator Print	Evaluator Signature	Date
Recite the Cadet Creed			
No referrals resulting in ISS/OSS in the past quarter			
Acceptable school attendance			
Uniform worn every time required with an 80% or higher uniform average			

Faculty/Staff Member (circle one and comment below): Recommended / Not Recommended

\_\_\_\_\_  
 \_\_\_\_\_

Faculty/Staff Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Cadet Acknowledgement: I, \_\_\_\_\_, am requesting consideration for advancement to Cadet Seaman Apprentice. The above signatures and information are original and accurate.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

CSC: Recommend / Not Recommend Sign: \_\_\_\_\_ Date: \_\_\_\_\_

CO: Recommend / Not Recommend Sign: \_\_\_\_\_ Date: \_\_\_\_\_

NSI: Recommend / Not Recommend Sign: \_\_\_\_\_ Date: \_\_\_\_\_

SNSI: Approve / Disapprove Sign: \_\_\_\_\_ Date: \_\_\_\_\_

ADMINO entered in CDMIS Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## Cadet Seaman Advancement Worksheet

Name: \_\_\_\_\_

Period: \_\_\_\_\_ Naval Science (circle one): I II III IV

<b>Requirement</b>	<b>Evaluator Print</b>	<b>Evaluator Signature</b>	<b>Date</b>
Recite the 11 General Orders to the Sentry, Cadet Chain of Command, and the Cadet Creed			
Participate in 1 or more community/school service events as a c/SA			
Pass stationary drill performance evaluation			
No referrals resulting in ISS/OSS in the past quarter			
Acceptable school attendance			
Uniform worn every time required with an 80% or higher uniform average			



**Cadet Seaman Advancement Worksheet Page 2**

Faculty/Staff Member (circle one and comment below): Recommended / Not Recommended

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Faculty/Staff Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Cadet Acknowledgement: I, \_\_\_\_\_, am requesting consideration for advancement to Cadet Seaman. The above signatures and information are original and accurate.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

CSC: Recommend / Not Recommend Sign: \_\_\_\_\_ Date: \_\_\_\_\_

CO: Recommend / Not Recommend Sign: \_\_\_\_\_ Date: \_\_\_\_\_

NSI: Recommend / Not Recommend Sign: \_\_\_\_\_ Date: \_\_\_\_\_

SNSI: Approve / Disapprove Sign: \_\_\_\_\_ Date: \_\_\_\_\_

ADMINO entered in CDMIS Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## Cadet Petty Officer Third Class Advancement Worksheet

Name: \_\_\_\_\_

Period: \_\_\_\_\_ Naval Science (circle one): I II III IV

Requirement	Evaluator Print	Evaluator Sign	Date
Recite the Cadet Chain of Command, the 11 General Orders to the Sentry, Navy/Marine Corps Ranks, and the Cadet Creed			
Participate in 3 or more community/school service events as a c/SN			
Pass moving drill performance evaluation			
No referrals resulting in ISS/OSS in the past quarter			
Acceptable school attendance			
Uniform worn every time required with an 80% or higher uniform average			
Pass an advancement exam with a 75% or higher score			
Maintain a "C" average (70%) or higher in NJROTC and no failing grades in any other class the last quarter.			

**Cadet Petty Officer Third Class Advancement Worksheet Page 2**

Faculty/Staff Member (circle one and comment below): Recommended / Not Recommended

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Faculty/Staff Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty/Staff Member (circle one and comment below): Recommended / Not Recommended

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Faculty/Staff Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Cadet Acknowledgement: I, \_\_\_\_\_, am requesting consideration for advancement to Cadet Petty Officer Third Class. The above signatures and information are original and accurate.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

CSC: Recommend / Not Recommend Sign: \_\_\_\_\_ Date: \_\_\_\_\_

CO: Recommend / Not Recommend Sign: \_\_\_\_\_ Date: \_\_\_\_\_

NSI: Recommend / Not Recommend Sign: \_\_\_\_\_ Date: \_\_\_\_\_

SNSI: Approve / Disapprove Sign: \_\_\_\_\_ Date: \_\_\_\_\_

ADMINO entered in CDMIS Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## Cadet Petty Officer Second Class Advancement Worksheet

Name: \_\_\_\_\_

Period: \_\_\_\_\_ Naval Science (circle one): I II III IV

Requirement	Evaluator Print	Evaluator Sign	Date
Participate in 3 or more community/school service events as a c/PO3			
Pass armed drill performance evaluation			
Pass Guidon drill performance evaluation			
No referrals resulting in ISS/OSS in the past quarter			
Acceptable school attendance			
Uniform worn every time required with an 80% or higher uniform average			
Pass an advancement exam with a 75% or higher score			
Maintain a "C" average (70%) or higher in NJROTC and no failing grades in any other class the last quarter.			

**Cadet Petty Officer Second Class Advancement Worksheet Page 2**

Faculty/Staff Member (circle one and comment below): Recommended / Not Recommended

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Faculty/Staff Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty/Staff Member (circle one and comment below): Recommended / Not Recommended

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Faculty/Staff Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty/Staff Member (circle one and comment below): Recommended / Not Recommended

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Faculty/Staff Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Cadet Acknowledgement: I, \_\_\_\_\_, am requesting consideration for advancement to Cadet Petty Officer Second Class. The above signatures and information are original and accurate.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

CSC: Recommend / Not Recommend Sign: \_\_\_\_\_ Date: \_\_\_\_\_

CO: Recommend / Not Recommend Sign: \_\_\_\_\_ Date: \_\_\_\_\_

NSI: Recommend / Not Recommend Sign: \_\_\_\_\_ Date: \_\_\_\_\_

SNSI: Approve / Disapprove Sign: \_\_\_\_\_ Date: \_\_\_\_\_

ADMINO entered in CDMIS Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## Cadet Petty Officer First Class Advancement Worksheet

Name: \_\_\_\_\_

Period: \_\_\_\_\_ Naval Science (circle one): I II III IV

Requirement	Evaluator Print	Evaluator Sign	Date
Participate in 3 or more community/school service events as a c/PO2			
Pass armed drill performance evaluation			
Pass sword manual drill performance evaluation			
Pass the unarmed drill squad leader drill performance test			
No referrals resulting in ISS/OSS in the past quarter			
Acceptable school attendance			
Uniform worn every time required with an 85% or higher uniform average			
Pass an advancement exam with a 80% or higher score			
Maintain a "B" average (80%) or higher in NJROTC and no failing grades in any other class the last quarter.			
Achieve an 80% or higher PT grade average for the quarter			

**Cadet Petty Officer First Class Advancement Worksheet Page 2**

Faculty/Staff Member (circle one and comment below): Recommended / Not Recommended

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Faculty/Staff Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty/Staff Member (circle one and comment below): Recommended / Not Recommended

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Faculty/Staff Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Admin/Dept Head (circle one and comment below): Recommended / Not Recommended

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Admin/Dept Head Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Cadet Acknowledgement: I, \_\_\_\_\_, am requesting consideration for advancement to Cadet Petty Officer First Class. The above signatures and information are original and accurate.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

CSC: Recommend / Not Recommend Sign: \_\_\_\_\_ Date: \_\_\_\_\_

CO: Recommend / Not Recommend Sign: \_\_\_\_\_ Date: \_\_\_\_\_

NSI: Recommend / Not Recommend Sign: \_\_\_\_\_ Date: \_\_\_\_\_

SNSI: Approve / Disapprove Sign: \_\_\_\_\_ Date: \_\_\_\_\_

ADMINO entered in CDMIS Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## Cadet Chief Petty Officer Advancement Worksheet

Name: \_\_\_\_\_

Period: \_\_\_\_\_ Naval Science (circle one): I II III IV

Requirement	Evaluator Print	Evaluator Sign	Date
Participate in 3 or more community/school service events as a c/PO1			
Pass sword manual drill performance evaluation			
Pass the unarmed drill platoon leader drill performance test			
No referrals resulting in ISS/OSS in the past quarter			
Acceptable school attendance			
Uniform worn every time required with an 90% or higher uniform average			
Pass an advancement exam with a 80% or higher score			
Maintain a "B" average (80%) or higher in NJROTC and no failing grades in any other class the last quarter.			
Achieve an 80% or higher PT grade average for the quarter			
Complete Leadership Reading and Essay Assignment			
Pass the c/CPO Interview Panel			



**Cadet Chief Petty Officer Advancement Worksheet Page 2**

Faculty/Staff Member (circle one and comment below): Recommended / Not Recommended

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Faculty/Staff Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty/Staff Member (circle one and comment below): Recommended / Not Recommended

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Faculty/Staff Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator (circle one and comment below): Recommended / Not Recommended

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Administrator Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Cadet Acknowledgement: I, \_\_\_\_\_, am requesting consideration for advancement to Cadet Chief Petty Officer. The above signatures and information are original and accurate.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

CSC: Recommend / Not Recommend Sign: \_\_\_\_\_ Date: \_\_\_\_\_

CO: Recommend / Not Recommend Sign: \_\_\_\_\_ Date: \_\_\_\_\_

NSI: Recommend / Not Recommend Sign: \_\_\_\_\_ Date: \_\_\_\_\_

SNSI: Approve / Disapprove Sign: \_\_\_\_\_ Date: \_\_\_\_\_

ADMINO entered in CDMIS Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX 6**

**Cadet Counseling Form**

Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Date: \_\_\_\_\_

Period: \_\_\_\_\_ Naval Science (circle one) I II III IV

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Subjects on which guidance was provided:

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Remediation assigned:

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Cadet Comments

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Cadet: \_\_\_\_\_

CSC Sign: \_\_\_\_\_

## APPENDIX 7

### Awards Criteria

This appendix is not intended to supplant or replace the Cadet Field Manual. Rather, it is intended to provide amplifying guidance to cadets in regard to earning awards that are described as “determined by the SNSI” or “in good standing” in the Cadet Field Manual and will therefore only cover those awards. This appendix is not exhaustive and the final authority on all awards will be the SNSI unless specifically held for the Area Manager.

1. **Exemplary Conduct:** The Cadet Field Manual describes the Exemplary Conduct award as being awarded to each cadet who demonstrates exemplary conduct for the school year. The SNSI at the LVHS NJROTC has determined that to be a school year with no suspensions of any type.
2. **Participation:** The Participation award is awarded to a cadet once that cadet has earned seven (7) participation credits in CDMIS. Participation credits are awarded any time a cadet participates in any extracurricular activity with the LVHS NJROTC. These credits will be awarded in conjunction with any other award credits a cadet receives at an event.
3. **Unit Service:** The Cadet Field Manual describes the Unit Service award as being awarded to any cadet who has demonstrated exemplary service and dedication to the unit. In order to demonstrate this dedication to unit, a cadet must gain five unit service credits in CDMIS. Unit service credits are awarded in CDMIS when a cadet participates in extracurricular activities specifically designed to improve the unit.
4. **Community Service:** Unlike most awards, the Community Service award will be based on hours completed vice number of events. The Community Service award will be awarded to a cadet when they have obtained 20 hours of community service with the NJROTC unit. Community service hours are earned during events that directly improve the community.
5. **Orienteering:** Cadets can be awarded the Orienteering award for competing in orienteering competitions or by meeting orienteering qualification standards. In order to meet those standards, a cadet must complete an orienteering course with a minimum of five (5) controls within the established time limit for that course.

## APPENDIX 8

### **Advancement Performance Evaluation Drill Cards**

This appendix contains two types of drill cards. They are Individual Performance and Leader Drill Performance evaluation cards.

Individual Performance evaluation drill cards will be called by the evaluator. No more than three cadets can be evaluated at one time by an evaluator. In the event that more than three cadets are being evaluated at one time, one evaluator will call commands while the other will grade each cadet.

Leader Drill Performance evaluation cards will not be a specific list of commands. Instead, the evaluator will have the cadet performing the evaluation move his/her squad/platoon from one point to another. The evaluation cards will be graded using a rubric format. The purpose of this is for the cadet performing the evaluation to show that he/she can effectively move the unit in an orderly and safe manner.

### Stationary Drill Performance Evaluation

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

Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Rank: \_\_\_\_\_

#### Evaluation Rubric

1	2	3	4	5
Performs movement incorrectly and fails to maintain bearing.	Performs movement incorrectly but maintains bearing.	Performs movement correctly with no precision or snap.	Performs movement correctly with little precision and snap.	Performs movement correctly with precision and snap.

Fall In	1	2	3	4	5
Parade Rest	1	2	3	4	5
Attention	1	2	3	4	5
Hand Salute	1	2	3	4	5
Ready Two	1	2	3	4	5
Left Face	1	2	3	4	5
About Face	1	2	3	4	5
Right Face	1	2	3	4	5
About Face	1	2	3	4	5
Fall Out	1	2	3	4	5
Bearing	2	4	6	8	10

Total Score: \_\_\_\_\_

Must have 45 or higher to pass: Pass / Fail

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Evaluator Sign: \_\_\_\_\_

Cadet Sign: \_\_\_\_\_

## Moving Drill Performance Evaluation

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

Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Rank: \_\_\_\_\_

### Evaluation Rubric

1	2	3	4	5
Performs movement incorrectly and fails to maintain bearing.	Performs movement incorrectly but maintains bearing.	Performs movement correctly with no precision or snap.	Performs movement correctly with little precision and snap.	Performs movement correctly with precision and snap.

Fall In	1	2	3	4	5	Forward March	1	2	3	4	5
Parade Rest	1	2	3	4	5	Right Flank	1	2	3	4	5
Attention	1	2	3	4	5	Left Flank	1	2	3	4	5
Hand Salute	1	2	3	4	5	To the Rear	1	2	3	4	5
Ready Two	1	2	3	4	5	To the Rear	1	2	3	4	5
Right Step	1	2	3	4	5	Mark Time	1	2	3	4	5
Halt	1	2	3	4	5	Forward March	1	2	3	4	5
Left Step	1	2	3	4	5	Halt	1	2	3	4	5
Halt	1	2	3	4	5	Left Face	1	2	3	4	5
Right Face	1	2	3	4	5	Fall Out	1	2	3	4	5

Bearing                      2      4      6      8      10

Total Score: \_\_\_\_\_

Must have 85 or higher to pass: Pass / Fail

Comments: \_\_\_\_\_

Evaluator Sign: \_\_\_\_\_

Cadet Sign: \_\_\_\_\_

## Armed Drill Performance Evaluation

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

Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Rank: \_\_\_\_\_

### Evaluation Rubric

1	2	3	4	5
Performs movement incorrectly and fails to maintain bearing.	Performs movement incorrectly but maintains bearing.	Performs movement correctly with no precision or snap.	Performs movement correctly with little precision and snap.	Performs movement correctly with precision and snap.

Fall In	1	2	3	4	5	Right Shoulder	1	2	3	4	5
Parade Rest	1	2	3	4	5	Port Arms	1	2	3	4	5
Attention	1	2	3	4	5	Order Arms	1	2	3	4	5
Present Arms	1	2	3	4	5	Port Arms	1	2	3	4	5
Order Arms	1	2	3	4	5	Left Shoulder	1	2	3	4	5
Right Face	1	2	3	4	5	Rifle Salute	1	2	3	4	5
Left Face	1	2	3	4	5	Ready Two	1	2	3	4	5
Port Arms	1	2	3	4	5	Port Arms	1	2	3	4	5
Left Shoulder	1	2	3	4	5	Order Arms	1	2	3	4	5
Port Arms	1	2	3	4	5	Fall Out	1	2	3	4	5

Bearing                      2      4      6      8      10

Total Score: \_\_\_\_\_

Must have 85 or higher to pass: Pass / Fail

Comments: \_\_\_\_\_

Evaluator Sign: \_\_\_\_\_

Cadet Sign: \_\_\_\_\_

## Guidon Drill Performance Evaluation

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

Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Rank: \_\_\_\_\_

### Evaluation Rubric

1	2	3	4	5
Performs movement incorrectly and fails to maintain bearing.	Performs movement incorrectly but maintains bearing.	Performs movement correctly with no precision or snap.	Performs movement correctly with little precision and snap.	Performs movement correctly with precision and snap.

Fall In	1	2	3	4	5
Present Arms	1	2	3	4	5
Order Arms	1	2	3	4	5
Parade Rest	1	2	3	4	5
Attention	1	2	3	4	5
Right Face	1	2	3	4	5
Forward March	1	2	3	4	5
Halt	1	2	3	4	5
Left Face	1	2	3	4	5
Fall Out	1	2	3	4	5
Bearing	2	4	6	8	10

Total Score: \_\_\_\_\_

Must have 45 or higher to pass: Pass / Fail

Comments: \_\_\_\_\_

\_\_\_\_\_

Evaluator Sign: \_\_\_\_\_

Cadet Sign: \_\_\_\_\_



### Sword Manual Drill Performance Evaluation

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

Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Rank: \_\_\_\_\_

#### Evaluation Rubric

1	2	3	4	5
Performs movement incorrectly and fails to maintain bearing.	Performs movement incorrectly but maintains bearing.	Performs movement correctly with no precision or snap.	Performs movement correctly with little precision and snap.	Performs movement correctly with precision and snap.

Fall In	1	2	3	4	5
Draw Sword	1	2	3	4	5
Present Sword	1	2	3	4	5
Order Sword	1	2	3	4	5
Carry Sword	1	2	3	4	5
Parade Rest	1	2	3	4	5
Attention	1	2	3	4	5
Carry Sword	1	2	3	4	5
Return Sword	1	2	3	4	5
Fall Out	1	2	3	4	5
Bearing	2	4	6	8	10

Total Score: \_\_\_\_\_

Must have 45 or higher to pass: Pass / Fail

Comments: \_\_\_\_\_

Evaluator Sign: \_\_\_\_\_

Cadet Sign: \_\_\_\_\_

## Platoon/Squad Leader Drill Performance Evaluation

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

Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Rank: \_\_\_\_\_

### Evaluation Rubric

1	2	3	4	5
Fails to meet standard or complete movement.	Doesn't meet standard, but completes movement.	Meets standard	Meets standard with precision or snap.	Meets standard with precision and snap.

Effectively falls unit into formation	1	2	3	4	5
Keeps formation in step	1	2	3	4	5
Marches unit to final destination	1	2	3	4	5
Moves unit with efficiency	1	2	3	4	5
Moves unit without hitting objects	1	2	3	4	5
Commands are crisp	1	2	3	4	5
Commands are given correctly	1	2	3	4	5
Correct placement as unit leader	1	2	3	4	5
Maintains good order and discipline	1	2	3	4	5
Gives proper instruction at Fall Out	1	2	3	4	5
Maintains Bearing	2	4	6	8	10

Total Score: \_\_\_\_\_

Must have 45 or higher to pass: Pass / Fail

Comments: \_\_\_\_\_

\_\_\_\_\_  
Evaluator Sign: \_\_\_\_\_

Cadet Sign: \_\_\_\_\_