

Lucy Beckham High School Coast Guard Junior Reserve Officer Training Corps (CGJROTC)



Cadet Manual

(Revised July 2022)

FOREWARD

Congratulations! As you open the first few pages of this document, you are beginning the start of an important and valuable education during your high school years, becoming a cadet in the U.S. Coast Guard Junior ROTC program!

Personally, I can tell you from my own experience, there was so much valuable information as well as impressive skills that I had learned during my high school years when I was a Naval JROTC cadet back in Detroit, MI. While my focused goals were a lot different at the time than where I ended up enlisting in the U.S. Coast Guard after high school, I knew that once I started in the JROTC program, I would learn a lot about the importance of teamwork, dedication to work ethics and attention to detail, which are very important characteristics and core values to build on a foundation of success in the future. In fact, it was my senior naval instructor, Chief Petty Officer George Fortias, USN Ret., who impressed the importance of three words to me that I have continued to carry on many years later in both my personal and professional life, "*Determination, Dedication and Discipline.*"

While not every JROTC cadet goes on to serve in the military after high school, the skills, knowledge and camaraderie learned in this curriculum provides just as much valued experience in civilian roles and responsibilities as well, and not to mention personal growth. Those three key words that I learned in my high school JROTC years, Determination, Dedication and Discipline, have just as easily translated in defining and achieving every goal that I set out to do, both in high school, my 30 year Coast Guard career, and even today in my civilian profession.

As a Coast Guard JROTC cadet, you have a wonderful opportunity at a young age to start the process of defining your future successes. The foundation is established through your involvement with the CGJROTC program. The topics covered in this Standard Operating Procedure becomes a roadmap to crystalizing how and why determination, dedication and discipline are indeed important core values to learn and understand. Every dream becomes a vision. Every vision can become a reality.

You have taken the first step in using the ability of learning to help guide you to where you want to be in the future. Again, congratulations on becoming a Coast Guard JROTC cadet, and enjoy the experience!

Semper Paratus!

Vincent W. Patton, III. Ed.D.

The Eighth Master Chief Petty Officer of the Coast Guard, Retired

LUCYBECKHAMINST 1500C
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LUCY BECKHAM HIGH SCHOOL CGJROTC INSTRUCTION 1500

Subj: CADET MANUAL

Encl: (1) Lucy Beckham High School CGJROTC Regulations

1. Purpose. To promulgate rules and regulations for the conduct of the CGJROTC program at Lucy Beckham High School to supplement those in NSTC M-5761.1 series and the CGJROTC Cadet Field Manual (1st Edition).
2. Background. These regulations provide direction and guidance for cadets enrolled in the CGJROTC at Lucy Beckham High School. They supplement, clarify and in some cases modify for local use guidance given by the Coast Guard for the administration of CGJROTC units.

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Distribution:

Senior Maritime Science Instructor (1)
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Lucy Beckham High School CGJROTC Regulations

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CHAPTER 1 - THE CGJROTC PROGRAM AT LUCY BECKHAM HIGH SCHOOL

101. General

The Junior ROTC program was established for the Army in 1916 and for all the other military services in 1964 (except the Coast Guard). The National Defense Authorization Act of 2020 authorized Coast Guard JROTC, and Lucy Beckham High School was selected to be the first Coast Guard JROTC unit in Charleston County in 2020 and comes under the Office of External Outreach and Heritage headquartered in Washington, D.C. The purpose of the CGJROTC program is to instill in students in U.S. secondary educational institutions the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment.

102. Instructors

CGJROTC teachers are retired officers and non-commissioned officers of the Coast Guard who have been certified by the Navy and Coast Guard for employment as Maritime Science Instructors. Each instructor is employed and paid by the Charleston County school board. The Senior Maritime Science Instructor (SMSI) and Maritime Science Instructor (MSI) are regular faculty members of Lucy Beckham High School and do not work directly for the Coast Guard.

103. Instruction and Credit Awarded

CGJROTC (or Maritime Science) courses carry full elective credit toward graduation from Lucy Beckham High School. The four-year syllabus includes Coast Guard orientation, history, science, government, law, leadership and drill. A fifth course, Leadership Lab, is normally available to unit staff officers to allow for completion of many of their assigned duties during the school day, to upper class cadets selected to serve as class leaders, and, when applicable, for the competition teams.

104. Supplies, Uniforms and Costs

a. Course materials, uniform, supplies and most other items are paid for by the Coast Guard. Each Cadet must pay for required personal items such as underwear, uniform cleaning, school supplies, etc.

b. A uniform is provided free for the use of the cadet and is required to be worn no more than once a week on the day designated by the instructor. Students must always wear the uniform correctly, as described in this instruction and in the Coast Guard Cadet Field Manual (current edition). The uniform must be returned when enrollment ends. Items not returned will result in a financial obligation against the student. Grooming must meet minimum standards established by the Coast Guard.

105. Benefits of Participation

Cadets are not required to participate in CGJROTC activities outside of the regular school day. However, participation is required for advancement in rank and those cadets who do participate in unit activities are the most likely to have fun and develop leadership skills.

In addition, although CGJROTC is not a recruiting program, cadets also have the opportunity to receive a nomination to a Service Academy, the opportunity to be selected for the Coast Guard's Academy Introduction Mission (AIM) the summer before their junior year, ROTC College Scholarships, and enlistment in the armed services at an Advanced Pay Grade. Cadets interested in these opportunities should discuss this desire with the SMSI and/or MSI as soon as their interest develops. The SMSI and MSI are available to the student body to provide information on military service and the military academies.

The CGJROTC Instructor Staff will always be available to counsel or advise a cadet who is interested in pursuing a military career either through the enlisted ranks or officer ranks, regardless of the service.

106. Requirements for Enrollment

The general requirements for enrollment or continued enrollment in CGJROTC are:

- a. Be enrolled at LBHS or homeschooled in the area served by LBHS.
- b. Adhere to the Coast Guard Core Values and Cadet Code of Conduct. (see section 202) Examples of misconduct include but are not limited to: bullying, skipping classes, in school/out of school suspension, stealing, lying, improper use of school property, ect.
- c. Maintain a "C" grade in JROTC
- d. Comply with Coast Guard grooming standards. (see the Cadet Field Manual)
- e. Always wear issued CGJROTC uniforms properly. (see the Cadet Field Manual)

107. Advancement and Awards

Students practice what they learn by leading their extra-curricular groups and overseeing many aspects of the CGJROTC program. This opportunity to be "in charge" is won over time by participation and work. Cadet rank, patterned after the U.S. Coast Guard, is awarded based on evaluated achievement, conduct, participation, and the requirements of the unit.

108. Cadet Performance Record

An electronic Cadet Performance Record is maintained in the Coast Guard JROTC unit while each cadet is enrolled in CGJROTC. The database, maintained by the Administrative Officer, contains promotions, awards earned, unit assignments, etc. as they occur. A paper copy will also be maintained and updated at the end of each semester. It is the responsibility of each cadet to notify the Administrative Officer through the Class Leader of changes that should be entered in his/her record. A

signed copy of the Cadet Performance Record will be furnished upon request for any cadet transferring to another school.

109. Activities and Good Standing

The CGJROTC unit supports a wide range of activities. A cadet may get started with most teams at any time during the year just by coming to practice. Each activity is open to any cadet in “Good Standing” who wants to take part.

“Good Standing” is defined as:

a. Maintaining a “C” or better in CGJROTC for the most recently completed academic quarter.

b. No conduct violations as outlined in section 106.

c. No adverse teacher referrals for behavior.

Any issues in these areas will also result in loss of good standing for the current and following quarter.

Additionally, any student not in good standing is prohibited from participating in any CGJROTC field trips, competitions or earning any award the unit receives during the period of not in good standing. All cadets are able to participate in Community Service events.

The loss of Good Standing will be documented on a CGJROTC memo and acknowledged by the cadet and the instructors.

Exceptions to this policy may be made by the Instructor Staff in unusual cases upon written request by the cadet. Cadets are able to earn back “Good Standing” by not having any violations during the following school quarter.

Activities usually available during the year are:

a. **DRILL TEAM.** Lucy Beckham CGJROTC’s drill team is made up of cadets who are particularly interested in the sharpness and precision developed by close order drill and the Manual of Arms. The drill team participates in frequent parades, ceremonies, and drill competitions. Each member is expected to set the highest standards for the unit in military bearing, discipline, grooming, and drill performance. Qualified members earn a shoulder cord and the Drill Team ribbon in accordance with Appendix 5.

b. **COLOR GUARD.** The CGJROTC Color Guards normally consist of groups of four outstanding cadets that present the Colors (National Ensign, S.C. State Flag, and the Coast Guard Standard) proudly and sharply at frequent community parades, ceremonies and drill competitions. They present the Colors at all Lucy Beckham HS home football games and various school activities. Like the drill team, they are expected to maintain the highest standards of military bearing and

appearance. Qualified members earn the Color Guard ribbon in accordance with Appendix 5.

c. **MARKSMANSHIP TEAM.** The CGJROTC Rifle Team represents the unit in local, regional, and national air rifle shooting matches. Membership is based on completion of a written safety procedures exam and marksmanship as demonstrated during tryouts. Qualified members earn the Rifle Team cord, ribbon and various qualification badges in accordance with Appendix 6.

d. **ACADEMIC TEAM.** The Academic Team is made up of those cadets who have demonstrated academic achievement and who represent the unit in competitions. Qualified members earn the Academic Team cord, and ribbon with a silver lamp device.

e. **ATHLETIC TEAMS.** Athletic teams are coordinated by the Athletic Officer(s) and represent the unit in various local and regional competitive field meets and tournaments. Teams are formed on an ad hoc basis for each event. Athletic team members can earn points toward a participation ribbon by participating in these team events.

f. **ORIENTEERING TEAMS.** Cadets who enjoy the outdoors and athletic competition may join the Orienteering Team and participate in local events coordinated by local JROTC units. The unit normally will participate in orienteering meets each year and cadets may participate in any or all of the meets. Members who complete the requirements in the Cadet Field Manual earn the orienteering ribbon.

g. **RAIDERS TEAM.** Cadets who enjoy the outdoors and athletic competition may join the Raiders Team and participate in local events coordinated by local JROTC units. The unit normally will participate in Raider meets each year and cadets may participate in any or all of the meets. Members who complete the requirements in the Cadet Field Manual earn the Raider Team shoulder cord.

h. **COMMUNITY SERVICE.** “Service” is one of the five pillars of Coast Guard JROTC. The unit participates in a variety of community service events each year and all cadets are strongly encouraged to join in and to lead these events. Community Service is a requirement for advancement.

i. **SPECIAL EVENTS.** Special events occur throughout the year. Many cadets are involved in their preparation and execution. The unit staff generally makes the decision on whether or not the unit will participate. Cadets can earn points toward a participation ribbon for participating in these events. Each Cadet decides if they want to take part in any of these extra-curricular activities based on interest and how much time they can afford to dedicate to the event. Most students take part in at least one of the many activities, but this is not required, apart from the Annual Inspection.

(1.) **Parades.** The unit may be asked to enter a marching unit and/or a color guard in various local parades.

(2.) **Annual Inspection.** The CGJROTC Program Director or another officer will inspect the unit each school year. The inspection includes a personnel

inspection, Pass in Review and inspection of administrative records.

(3.) Military Ball. The unit will hosts an annual Military Ball during the spring semester. The dance is formal and is by invitation only.

(4.) Spring Awards Ceremony. Unit awards are presented. Awards from various organizations recognizing leadership will also be presented.

(5.) Fund Raising. The unit receives financial support from the U.S. Coast Guard and the booster club, but not enough to carry out the many activities and transportation costs that are incurred. Cadets participate in fund raising activities to help off set these costs. Fund raising opportunities will be discussed during the school year.

(6.) NAVY JROTC Leadership Academy and the Air Force JROTC Cadet Leadership Course of South Carolina (CLC), both held at The Citadel each summer. Rising junior or senior cadets will be selected to attend the Area Manager's Leadership Academy or CLC program. This is a "boot camp" style leadership activity. The unit will cover half the registration costs, but the selected cadets have to arrange for their transportation.

i. PLAN OF THE WEEK. The Plan of the Week (POW) details what is scheduled during each day of the week. It includes uniform day and prescribed uniform, drill team/rifle team practices, and routine general announcements. The Operations Officer is responsible for producing the POW and presenting it to the SMSI no later than Wednesday of each week and ensuring it is posted on the unit website. It is to be read to each class by the Class Leaders.

110. Grading Policy

Students enrolled in CGJROTC (Maritime Science/JROTC) receive elective academic credit toward completing state graduation requirements. The grade is based on a percentage of military knowledge and performance, academic knowledge of Maritime Science, and participation.

111. Dropping the Course

The school recognizes that CGJROTC is a new experience, and it is difficult for students to know in advance whether or not it is for them. A student who wants to drop CGJROTC must make this decision by the add/drop date, which for LBHS is **the 5th day** of the semester.

112. Training Time Out

At any time during drill, physical training or any instruction involving the possibility of exhaustion or injury, cadets have the option of stopping the training if they feel that their safety or physical well being or that of any other cadet is in question. The procedure is simple: The cadet simply raises his hand or otherwise gets the attention of instructor or group leader and calls, "TRAINING TIME OUT".

The leader will honor all requests for a "Training Time Out" and allow the cadet to adjust activity as necessary. Cadets should never feel they would be punished or reprimanded for calling a "Training Time Out". **This procedure is an important safety device and should never be used in a joking manner.**

CHAPTER 2 - GENERAL RULES OF CONDUCT

201. General

a. CGJROTC cadets hold a unique place among students at Lucy Beckham High School. They are easily identified as belonging to a group that stands for honesty, patriotism, and self-discipline. Cadets who do not measure up to these ideals will not be allowed to return to the unit. Cadets are expected to commit themselves to achieving and maintaining the high standards of courtesy and conduct as described in the Cadet Code of Conduct. Each cadet is responsible for his/her own conduct and ensuring that his/her actions reflect credit upon the CGJROTC unit and school. CGJROTC cadets are expected to learn and to follow the rules of the school and the unit **at all times**.

202. Cadet Creed and Code of Conduct

It is impossible to provide a complete set of rules that covers all situations; therefore, the following Creed and Code of Conduct have been developed to provide clear standards.

LUCY BECKHAM HIGH SCHOOL CGJROTC CADET CREED

I am proud to be a United States Coast Guard JROTC cadet.

I revere that long line of splendid Coasties who, by their devotion to duty and sacrifice, have made it possible for me to be associated with a service honored and respected throughout the world.

I never, by word or deed, will bring disgrace upon the name of the U.S. Coast Guard.

I will cheerfully fulfill my commitments and obligations and shall endeavor to do more, rather than less, than my share. I will always act with integrity and be respectful. I shall endeavor to be a model citizen in the community in which I live.

I shall endeavor to be a noble work, living by the Coast Guard's Core Values, Honor Respect, and Devotion to Duty.

LUCY BECKHAM HIGH SCHOOL CGJROTC CODE OF CONDUCT

Articles:

- I** A cadet lives in accordance with the Cadet Creed.
- II** A cadet does not lie, cheat, or steal.
- III** A cadet exercises self-discipline at all times.
- IV** A cadet shows concern for the well being of others and aids them as necessary.

V A cadet works to make school a safe place and to improve the quality of life there.

VI A cadet contributes to the creation of a positive learning climate in the classroom.

VII A cadet accepts responsibility for learning and works to improve his knowledge and skills.

VIII A cadet does not sell or use illegal drugs, alcohol, or tobacco.

IX A cadet will not participate in cyber bullying.

X A cadet will not participate in inappropriate social media and computer technology usage with district provided items. All technology will be used as per the school policies.

203. CGJROTC General Regulations

The CGJROTC spaces consist of two classrooms, instructor's office, Staff Room, Armory and Supply Room. Regulations concerning these spaces are set forth below:

a. Proper military courtesy is expected from cadets at all times. The words "Sir", "Ma'am", "Chief", "Senior Chief", and "Master Chief" as appropriate, are to be used freely. When in uniform proper salutes are expected as is a respectful manner toward cadet's senior in the chain of command.

b. Only material related to the CGJROTC class may be out or in use during your CGJROTC class period. Letters, books, magazines, and assignments from other classes are to be put away before the tardy bell rings and may not be brought out without permission of an instructor. Non-CGJROTC materials will be picked up by the instructor.

c. Sit up in your chair and remain alert. If you are ill, ask permission to go the office and/or nurse. Do not put your head down on the desk or close your eyes to nap in class. If you are sleepy, ask permission to stand in back of the classroom until you can stay alert.

d. Do not chew gum in any CGJROTC space at any time. If in uniform, do not chew gum at any time while at school or in public places.

e. Do not sit on any CGJROTC table or desk or lean back in any chair. The tables and desks are not built to hold your weight.

f. No food or drink, other than water, is to be consumed in CGJROTC spaces at any time without permission of an instructor.

g. No loud talk or boisterous activity is permitted in the CGJROTC spaces. Violators will be asked to leave without a prior warning.

h. Do not leave any personal gear in any CGJROTC space without permission of an instructor.

i. Book bags, purses, etc., are private personal property and no one except the owner is to touch or go into these items. Book bags will be stowed in the back of the class prior to the tardy bell.

The offices of the Instructor Staff are considered to be off limits to all cadets except those cadets with specific CGJROTC business. All instructor staff desks, file

cabinets and storage cabinets are off limits to all cadets, regardless of rank. **DO NOT READ OR TOUCH ANY MATERIAL ON AN INSTRUCTOR'S DESK UNLESS TOLD TO DO SO BY THE INSTRUCTOR.**

The CGJROTC telephone is available for limited cadet use only with the prior permission of an instructor.

The Unit Staff Office is only for authorized cadets working on CGJROTC business unless authorized by an instructor.

The armory is a secure storeroom where the rifle team air rifles, drill rifles and miscellaneous drill equipment is kept. The armory shall be left unlocked only when a cadet is inside the armory.

The Supply Room is the storage room for miscellaneous training equipment, unit supplies and all uniforms. This area is off limits to all cadets, except designated unit supply personnel, cadets accompanied by an instructor or supply officer, and cadets with specific permission to enter the Supply Room. The Supply Room shall be left unlocked only when a cadet is inside the Supply Room.

204. Classroom Procedures

An atmosphere conducive to study and learning is expected to be maintained in the classroom at all times. The instructor is completely responsible for the muster and discipline of the classroom but will provide opportunities for senior ranking cadets and assigned Squad Leaders to exercise leadership and authority. Courtesy and respect of all is required. Classroom rules and procedures are as follows:

a. Cadets will enter the classroom place their bags in the back of the classroom and stand behind their seats. The class leader will call the class to attention and have the cadets form up. Class leader will take roll and lead the cadets in reciting the Cadet Creed.

b. After muster the Class Leader will seat cadets, read the Plan of the Week, and make any other general announcements.

205. Field Trip Rules of the Road

a. Cadet platoons and platoon leaders will be assigned for each trip. A Duty Section Watch Bill and Cadet Duty Officer will be maintained when needed. Extended orientation and field trip watch standing requirements are contained in Appendix 7.

b. When overnight lodging has been obtained at a military installation, off base liberty will normally not be authorized unless prior permission and arrangements have been made with parents and the SMSI/MSI. A security guard/fire watch will be maintained at the discretion of the SMSI/MSI from 2200 to 0600 hours and will be assigned by the senior cadet on the trip.

c. Cadets will remain with their platoon at all times. Each cadet is responsible for notifying their squad leader of any authorized departure from the group, where they are going, and when they are planning to return. Departures must be authorized by an instructor or chaperon. A BUDDY SYSTEM will be strictly used, and cadets will not leave their squad alone.

d. All cadets shall attend all scheduled activities and meals. Any cadet that is late for any activity will be disciplined.

e. There will normally be a 2200 curfew (back in barracks or rooms) with lights out at 2300. Silence will be maintained during lights out. (Times may vary as necessary depending upon the field trip schedule of events.)

f. Uniforms and other wearing apparel:

(1.) Cadets shall wear a clean uniform during the day while visiting military commands.

(2.) "Presentable" civilian clothes may be worn en route to and from a destination and at recreational areas. Uniforms must be worn, however, if traveling on military transportation.

g. **THERE SHALL BE:**

(1.) **NO** profanity, obscene or foul language at any time.

(2.) **NO** tobacco products, of any kind, used.

(3.) **NO** drugs taken on trip other than prescribed medication given to adult chaperon or OTC medications.

(4.) **NO** alcoholic beverages.

(5.) **NO** food or beverages on a bus unless specifically authorized by the SMSI/MSI.

(6.) **NO** hazing of any sort. Respect will be shown to all present at all times.

(7.) **NO insubordination.** Cadets will obey all instructions from instructors, chaperons, drivers, and senior cadets.

(8.) **NO** taking of items from lodgings, transportation, etc.

(9.) **NO** public displays of affection.

h. All Cadet Manual regulations and Charleston County Schools regulations are to be followed at all times.

i. THOSE CADETS WHO DO NOT CONFORM WITH THESE RULES AND REGULATIONS WILL BE TREATED ACCORDINGLY TO THE EXTENT OF PERMANENT LOSS OF GOOD STANDING IN THE UNIT AND LOSS OF ALL RANK AND PRIVILEGES.

CHAPTER 3 – UNIFORM WEAR AND MILITARY ETIQUETTE

301. General

The CGJROTC uniform is the distinctive dress of a proud and effective unit. Furthermore, as the U.S. Coast Guard uniform (with a relatively small CGJROTC insignia) it is widely recognized as identifying members of a proud, professional, and honorable world-wide

organization. The Cadet Field Manual, provides guidance to cadets concerning the proper wear of the CGJROTC uniform, for correct personal grooming and for public conduct while in uniform. Each cadet is responsible for knowing and following the standards of grooming, conduct, and uniform wear. It is fully expected that the uniform be worn with pride.

a. Each cadet is issued, at no cost, various CGJROTC uniforms. The list of uniforms authorized and the proper manner of wearing and caring for them is in the CGJROTC Cadet Field Manual. Each cadet is responsible for reviewing and following these instructions unless otherwise directed. The wearing of the prescribed CGJROTC uniform is a requirement of participation in Maritime Science and the uniform inspection grade is a major portion of each cadet's overall CGJROTC grade.

b. Tailoring of uniforms. Cadets who need to have uniforms altered for a better fit may do so at no cost. This requires prior permission from an instructor.

302. Rules of Conduct When in Uniform

CGJROTC cadets, when in uniform, are looked upon by the public as representatives of the U.S. Coast Guard. It is important, therefore, that the reputation of the Coast Guard does not suffer because of poor cadet conduct or appearance in uniform.

When in uniform a cadet:

a. Renders a smart military salute and greeting to cadet officers and the SMSI.

b. Does not chew gum.

c. Always maintains smart military bearing, keeping hands out of pockets.

d. Maintains the standards expected of a gentleman or lady.

303. Wearing the Uniform

a. The specific uniform to be worn and the day of the week the uniform is to be worn are directed by the Instructor Staff and will be promulgated in the Plan of the Week. Cadets are to wear the prescribed uniform. It is each cadet's responsibility to know what day and what uniform to wear. If a cadet is unsure, he/she should refer to the Plan of the Week posted in unit spaces and online at ccsdschools.com/lucybeckham.

b. When the uniform is to be worn on cold days the CGJROTC jacket may be worn. Civilian jackets or coats may not be worn with the CGJROTC uniform other than when traveling directly to and from school and home during periods of extreme cold.

304. Borrowing or Lending Uniform Items

Uniforms are issued to a cadet for his/her sole use. Items may **not** be loaned to another cadet or used by any other person, whether or not they are in CGJROTC. A cadet is not permitted to borrow or be in possession of **any** item of uniform or other equipment not formally issued to him or her.

305. Exchanges or Replacement of Uniform Items

a. If any uniform item does not fit properly or is too worn to look militarily sharp, it will be repaired or replaced at no cost to the cadet. Any item that needs to be replaced or exchanged must be turned in.

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

c. Lost items of uniforms or equipment will be replaced upon payment for the item. An instructor may authorize payment to be delayed or suspended for good reason, but it must be shown that the loss or damage was beyond the cadet's control.

d. Uniforms must be returned when a cadet is no longer enrolled in CGJROTC at Lucy Beckham High School. Uniforms accepted for return must be in good condition and reflect only normal wear and tear. Failure to return uniforms constitutes a financial obligation to the school and will be dealt with accordingly.

306. Formal uniform inspection

a. A graded formal uniform inspection will be held by the Class Leader or Instructor during class every Wednesday unless stated by the SMSI or MSI based on the academic calendar. This is a formal grade and is a major factor in the cadet's overall grade for Maritime Science.

b. All cadets are expected to be in the prescribed uniform on the prescribed uniform day unless they are absent from school. If a cadet attends school on a uniform day and is not in uniform, he/she will receive a uniform inspection grade of zero. Exceptions to this may be granted only by the Instructor Staff. Cadets who shift out of uniform without permission will have their uniform inspection grade changed to a failing grade and may be given a grade of zero for a repeated offense. Permission may be obtained to shift out of uniform because of other class work that would soil the uniform, e.g., auto mechanics or certain art classes.

c. A cadet in uniform who does not meet minimum standards for uniform appearance or for personal grooming, will receive an "F" for that inspection and may be given a grade of zero.

b. A cadet who is absent from school on an inspection day may complete a makeup inspection on a date agreed upon by the Instructor.

c. A sample of the grading sheet used for inspections is in Appendix 2 to this instruction.

307. Shoulder Cords

Shoulder cords are authorized to be worn as follows:

- a. Navy Blue and Kelly Green with 2 silver tips:
CO
- b. Navy Blue and Kelly Green with one silver tip:
XO
- c. Navy and Kelly Green box cord: Unit Staff.
- d. Navy Blue cord: Current members of the drill team

- e. Green Cord: Current members of the rifle team.
- f. Yellow Cord: Current members of the Academic Team
- g. White Cord: Current members of the Color Guard.
- h. Brown Cord: Current members of the Raiders Team.
- e. Solid Metallic Silver cord: Navy Leadership Academy/ Air Force CLC graduates.

With the exception of the silver leadership cord that will be worn on the right shoulder, the cords will be worn on the left shoulder. Only one cord can be worn on the left shoulder and the staff cord will take precedence except during drill competitions when all drill team members will wear the drill team cord. Any cadet, not on staff, may wear the cord of choice on their left shoulder so long as they are in good standing with the team.

308. Military Etiquette

Probably one of the hardest things for new cadets to accept is to give respect or take orders from someone their approximate age. One of the CGJROTC program objectives is to develop respect and an understanding of the need for constituted authority. It is expected that members of the CGJROTC unit will deal with each other and those people with whom they come into contact with mutual respect and courtesy.

a. The response to muster (roll call) taken by anyone, regardless of rank shall be, "(Rank and last name) here, Sir/Ma'am/Chief," as appropriate.

b. During military instruction, response to the Instructor Staff or to a cadet officer shall be "Yes, Sir," "No, Sir" or "Yes, Master Chief", "No, Master Chief".

c. Cadets will always salute a cadet officer who is senior to them when both are in uniform and covered outdoors. All cadets in uniform and covered will salute the Senior Maritime Science Instructor every time they meet him outdoors, even when the SMSI is not in uniform, and will always greet the MSI.

CHAPTER 4 - AWARDS AND CEREMONIES**401. Eligibility for CGJROTC Ribbons**

In order to be eligible for a CGJROTC ribbon award, a cadet must meet the criteria for the award and be listed as a recipient by the instructor staff. In the event a cadet believes he/she is eligible but has not been listed, he/she should put the facts of the case in writing and submit his/her comments to the Class Leader. If the situation is not resolved to the cadet's satisfaction, the report will be forwarded to Senior Maritime Science Instructor through the chain of command. If the award in dispute is a team participation award, the team commander's comments must be attached to the cadet's submission.

402. Wearing Awards

The criteria for CGJROTC awards and their precedence are contained in the Cadet Field Manual.

a. Multiple awards. A distinctive ribbon will be presented with the first presentation of a ribbon award. The second and any subsequent awards of the same ribbon will be indicated by a metal star(s) of appropriate color, to be worn on the basic ribbon as described in the Cadet Field Manual. Where replacement of multiple stars would cause the ribbon to look unsightly, a replacement ribbon will be issued.

b. Non-CGJROTC Awards. Civic, service and school groups make periodic presentation of awards to cadets. These outside awards take precedence in alphabetical order after all CGJROTC ribbons but before awards from JROTC units of other services.

c. Medals. Medals will be worn in accordance with the Cadet Field Manual. Specific requirements for each level are contained in Appendix 4.

d. Required wear. CGJROTC ribbons and awards become a required part of the uniform when earned. They must be worn whenever a dress uniform is worn. The exception is drill team uniforms during drill competitions.

403. Morning and Evening Colors

The CGJROTC has been given the privilege of raising and lowering the American Flag each school day.

a. MORNING COLORS Procedures for executing Morning Colors are:

(1.) The Cadet-in-Charge will halt the detail directly in front of the flagpole.

(2.) The Cadet-in-Charge and his/her assistant will unlock and/or straighten out the halyard and secure the American Flag to the halyard.

(3.) If cadets are in uniform, the Cadet-in-Charge will give the command "HAND SALUTE" and salute. At this time, the flag bearer will hoist the Flag smartly. The assistant will also salute.

(4.) When the Flag is in its proper position at top of flagpole, the Cadet-in-Charge will give the command "READY, TWO."

(5.) The Morning Colors Detail will secure the halyard and then raise the LBHS and NC State flags prior to falling-in again facing the flagpole. The Cadet-in-Charge will then march the detail back to the classroom building and dismiss the detail.

(6.) When directed by the Instructor Staff to hoist the Flag at "Half Mast," the Flag is to be raised to the top of the flagpole and then lowered to half-mast.

b. EVENING COLORS Procedures for executing Evening Colors are:

(1.) The Cadet-in-Charge will halt the detail directly in front of the flagpole. The LBHS and NC State flags shall be lowered first.

(2.) The Cadet-in-Charge and his/her assistant will unlock and/or straighten out the halyard and prepare the halyard for lowering the Flag.

(3.) If cadets are in uniform, the Cadet-in-Charge will give the command "HAND SALUTE" and salute. At this time, the flag bearer will slowly lower the Flag. The assistant will also salute.

(4.) When the Flag has been completely lowered, the Cadet-in-Charge will give the command "READY, TWO."

(5.) The Colors Detail will secure the halyard, properly fold the Flag, and then fall-in again facing the flagpole. The Cadet-in-Charge will march the detail back to the classroom building and dismiss the detail.

(6.) When the Flag is at "Half Mast," the Flag must first be raised to the top of the flagpole and then lowered.

c. In the event of rain or the threat of rain Colors may not be executed. If the colors are up, they are to be hauled down when it begins to rain. A final decision will be made by the Instructor Staff.

d. The Bravo Zulu flags are a symbol of excellence. The instructor staff may authorize the flying of "BZ" when they determine that the unit's activities or school accomplishments merit it.

CHAPTER 5 – ADVANCEMENT IN RANK

501. General

Advancement in rank is based on: (1) overall conduct; (2) appearance in uniform; (3) academic achievement; (4) participation in unit activities; and (5) completion of Professional Advancement Requirements (PARs) in Appendix 4. Students start as cadet Seaman Recruit and each individual, based on his/her performance, has the opportunity to advance to the rank of Cadet Lieutenant Commander and the position of Unit Commander.

Cadets seeking promotion and selection for staff positions should demonstrate their capabilities and commitment in many ways. Examples include:

a. Wearing the uniform when required and wearing it smartly and with pride. Have a smart military bearing. This is always the first requirement of any promotion.

b. Show respect to cadet officers, senior petty officers and the instructor staff.

c. Carry out orders given by persons of authority without questions.

d. Show initiative, do something that needs to be done before being told to do it.

e. Participate in unit athletic events or support the teams by your attendance at these events.

f. Participate in unit fund raising activities.

g. Continue to be kind and courteous to all teachers and administrative staff.

h. Maintain a satisfactory academic standing in all classes.

i. Participate in unit community service.

j. Have a positive attitude and take the goals and objectives of the CGJROTC program seriously.

k. **Cadets who are on staff are expected to be able to learn their jobs and fulfil the requirements of the staff position. If they feel they need help learning their position they should ask for guidance from the instructors and their shipmates. If they find that they are not able to dedicate the time required to accomplish the job they need to speak to the instructors. A job that fits with their level of commitment can be found and so they can still participate to the fullest extent possible.**

502. Advancement Path

a. New Cadets. On entering CGJROTC without any JROTC experience, each student is assigned the rank of Cadet Seaman Recruit.

b. Cadets transferring from other JROTC units. Cadets who have earned rank in other JROTC units; Coast Guard, Army, Air Force, Marine Corps, Space Force, or Navy can generally expect to have a comparable Coast Guard JROTC rank upon receipt of a verified record from their original unit, completion of PARs and demonstrated worthiness. This rank, however, will normally not exceed PO1 and these cadets are not entitled to any billet or team membership based solely upon their previous status in another unit.

c. Mid-school year re-assignments. In order to share leadership positions with a limited number of unit billets, staff officers may be re-assigned after the first semester. If the CO is replaced, he/she will become a special assistant to the Instructor Staff and an advisor to the second semester Unit Commander.

503. Advancement Procedures.

a. PO1 and below: Class Leaders are responsible for preparing and recommending cadets in their class for promotion up to and including the rank of PO3 upon successful completion of the Professional Advancement Requirements (PARs). Class Leaders forward the PARS with their recommendation through the chain of command for final action by the instructor staff.

b. Chief Petty Officers must complete the CPO PAR sheet prior to advancement to CPO. Staff CPO's will be selected out of the available CPO's to serve on the cadet staff by the Instructors.

c. Unit officers will be selected by the Instructor Staff and must complete the Officer PAR sheet.

d. All promotions and presentation of new rank devices will be made on a uniform day.

504. Reductions in Rank for Academic Reasons

Officers and CPOs are expected to set the example at all times including their academics. Officers and CPOs will be reduced in rank to PO1 if they receive less than a "C" in Maritime Science during any quarter. Officers, CPOs and Petty Officers who receive less than a "C" for the semester will be temporarily reduced in rank to the last petty officer rate for which PARs were completed. Subsequent failure to achieve a "C" in the third quarter

will result in a permanent reduction in rate. Completion of the course with a "C" or better is a prerequisite enrollment the following year.

Help on CGJROTC material is available from instructors at any time.

CHAPTER 6 - UNIT ORGANIZATION AND JOB DESCRIPTIONS

601. General

In order for CGJROTC to support a large number of teams and activities, there must be an effective and functioning cadet organization to manage the day-to-day operations of the Unit. This instruction provides guidance and minimum performance standards for those assigned this responsibility.

a. Chain of Command. The Chain of Command is the primary channel of communications throughout the unit. Information flows from the Instructor Staff and the Unit Commander through the unit to individual cadets, and from cadets back through the same system to the Unit Commander and the Instructor Staff. It must be a two-way channel for information. The Chain of Command for CGJROTC cadets extends upward and downward from: Instructor Staff, Unit Commander, Unit Executive Officer and Staff, Class Leaders, Cadets.

b. Unit organization The CGJROTC unit is organized under the Unit concept as authorized by Office of External Outreach & Heritage Regulations. If the Unit has over 150 cadets enrolled, it will use the Battalion organization. If the Unit has 150 or less cadets enrolled, it must use the Company organization. CGJROTC cadets will generally be organized and assigned to positions of responsibility as shown in the unit organization chart, Appendix 1. Billets may remain vacant at the SMSI's discretion.

c. Position assignment. Cadets are assigned duties based on their interests, abilities, level of commitment and the needs of the Unit. Cadets can expect to be assigned a variety of jobs as they progress so that they will have a better understanding of the Unit as by the time they are seniors. Cadets who wish to be considered for a specific job, or request a change in jobs, should fill out the job request form in Appendix 3. CO/XO/Dept Head positions will be determined separately by the Instructor Staff who will discuss these decisions with the selected cadets to determine if they are willing and able to fulfil the position.

602. Billet Duties and Responsibilities

All assigned billets have specific duties that are outlined below. These do not cover everything a cadet must do; each cadet is expected to seek out and do those things that will make the particular billet function more effectively. The primary leadership responsibility for each cadet officer, chief petty officer and petty officer is to **set the standards of performance in everything they do.**

Cadets are promoted and selected for unit billet assignments based on demonstrated performance, continued enthusiasm, active participation, a positive attitude, and leadership by example. **Cadet Officers and Chief Petty Officers are expected to set the example for junior cadets in every aspect of the CGJROTC program.** The responsibilities of leadership must be accepted before the privileges of rank/rate can be enjoyed. Extra effort and time will be required, especially of cadet officers and chief petty officers. Those selected for advancement that do not wish to accept the related responsibilities and requirements must decline the promotion. When circumstances no longer allow a cadet to fulfill billet responsibilities, the cadet should make an offer of resignation to the CO, MSI, and SMSI.

603. Unit Commander: Commanding Officer

The Unit Commander is the senior cadet. He/she is responsible to the Instructor Staff for the following:

- a. Maintain high unit morale. Look after the well-being of all cadets. Take actions to involve the maximum number of cadets in CGJROTC activities. Ensure that new cadets are provided personalized orientation assistance during their first semester in the program. Maintain the best possible CGJROTC unit.
- b. Ensure smooth and proper operation of the unit in accordance with this manual, CGJROTC Regulations and the guidance of the Instructor Staff. Ensure sharp and timely execution of unit activities. Ensure that a Cadet Officer is designated as "in charge" of all events, parades, competitions, etc., in which CGJROTC cadets participate.
- c. Be aware that delegation of authority doesn't mean delegation of responsibility.
- d. Provide recommendations for cadet evaluation, promotion, and duty assignment to billets listed in Appendix 1 to the Instructor Staff.
- e. Be familiar with the duties and responsibilities of all Cadet officers. Through the Unit Executive Officer, direct and coordinate the efforts of the Unit Staff and Class Leaders. Ensure that all officers are properly trained to conduct personnel inspections.
- f. Be the cadet officer in charge during Unit functions. Be aware of and ensure coordination of all Unit activities to ensure that conflicts and omissions are minimized.
- g. Set the highest standards of performance, conduct, appearance, bearing and courtesy.
- h. Establish attainable goals and objectives for the Unit that include academic objectives, performance objectives and community and school service objectives.
- i. Cause to be investigated, all matters of Cadet misconduct and recommend specific corrective action to the Instructor Staff for each case. **Only the Instructor Staff may punish a cadet.**
- j. Recommend to the Instructor Staff cadets to receive the Unit Service and other ribbons. Ensure that accurate and timely records are maintained of cadet

participation in any activity that might involve credit toward any award.

k. During field trips, ensure that cadet watches are established as necessary to provide for the security of CGJROTC spaces.

l. Carry out such other duties as may be assigned by the Instructor Staff.

604. Executive Officer

The Unit Executive Officer shall support the Unit Commander in all respects and be prepared to take charge in the event of absence of the Unit Commander. Under the direction of the Unit Commander, the Unit Executive Officer's additional responsibilities include:

- a. As the senior staff officer, supervise, coordinate and direct the actions of the Unit Staff and Class Leaders.
- b. Carry out additional orders as directed by the Unit Commander.
- c. Plan and supervise routine clean-up of all CGJROTC spaces. Ensure that all spaces are maintained in a neat and organized manner every day. Conduct a major field day before command inspection and before all other major evolutions.

605. Command Senior Chief

The Command Senior Chief Petty Officer is the Senior Enlisted Advisor. The senior petty officer in the unit, he/she is the "Leading Chief" of the unit reporting directly to the Unit Commander. Duties include:

- a. Be the personal spokesman for all "enlisted" cadets to the Unit Commander and Unit Staff. Be the "point of contact" for cadets with problems or complaints.
- b. Take care of problems within the enlisted ranks before they arise.
- c. Set the standards for military bearing, appearance and military courtesy for all cadets.
- d. Carry out additional orders as directed by the Unit Commander.

606. Academic Officer

The Academic Officer works with the SMSI and MSI to track the academic status of the unit. Duties include:

- a. Tracking and maintain the 5th Year Plan data calls.
- b. Tracking and promoting the scholarship deadlines and applications.
- c. End Of Year Reporting academic requirements to include:
 - a. Ensuring maximum use of field trip opportunities to conduct college visits.
 - b. Military academy, ROTC, Military college (VMI, The Citadel etc..) visits
 - c. Any misc. EOY Report data calls concerning academics.
- d. Will be the unit college visit POC and will pursue opportunities for furthering the academic stability of the unit.

607. Administration Officer

Under the direction of the Unit Executive Officer, as head of the Administrative Department, the Unit Administrative Officer is responsible for all administrative matters pertaining to the unit including maintaining records up to date in accordance with CGJROTC Regulations. Additional duties include:

- a. Account for each cadet's CGJROTC Standard Release, Insurance, Health Risk Screening Questionnaire Forms, and phone recall list.
- b. Have a working knowledge of unit organization and activities and assist the Instructor Staff with the preparation of unit instructions, notices, cadet lists, and other administrative requirements.
- c. Maintain the administrative portion of the CGJROTC Unit Administration File System. Ensure that cadet personal and performance data are entered in a timely manner. This includes ranks, unit jobs, unit activities and ribbons and awards.
- d. Supervise the Public Affairs Officer and Parking Officer.
- e. Maintain inventory of unit ribbons, ribbon bars, rank devices, and ribbon accessories.

608. Public Affairs Officer. The Public Affairs Officer is responsible for assisting with all public relations matters that directly or indirectly affect the CGJROTC unit. Duties include:

1. Act as reporter for the unit. Write articles about unit activities and noteworthy cadet for the school newspaper and/or community newspapers. All articles and press releases are to be approved by the SMSI prior to publication.
2. Ensure that accurate, neat, and legible notice boards are maintained for Unit schedules and activities.
3. Maintain a unit scrapbook. Ensure photos are taken at all unit events.
4. Assist yearbook/annual staff with CGJROTC section. Ensure that the CGJROTC pages properly reflect the activities of the cadets by working with the staff on the layout.

609. Operations Officer

Under the direction of the Unit Executive Officer, as head of the Operations Department, the Unit Operations Officer is responsible for the tasks listed below and others as assigned.

- a. Coordinate all unit activities not connected with teams or Color Guard. The following activities are representative of such operations:
 - i. Field Trips.
 - ii. Company social events
 - iii. School, civic, and other activities in which there is CGJROTC participation such as Open House, Homecoming activities, etc.
 - iv. Annual Inspection
 - v. Fund Raising activities

- b. Prepare the Plan of the Week (POW). The final form shall be presented to the SMSI via the Unit Commanding Officer and MSI before noon on Wednesday.

- c. Coordinate with the MSI cadet participation in all funds raising activities and perform other tasks relating to these activities as assigned.

610. The Athletic Officer coordinates all CGJROTC athletic events. The unit maintains a male and female athletic team headed by their respective athletic officers. Duties include:

1. Announce upcoming athletic events, solicit cadets to participate, and conduct practices in advance of the activity.
2. Keep a record of attendance in athletics practices and events.
3. Ensure that no cadet is allowed to participate in practices or competitions who is ill or injured in any way or who does not have all required forms, i.e., Health Risk, Standard Release Form, and Insurance Form, on file.
4. Carry out additional orders as directed by the Operations Officer.

611. Supply Officer

Under the direction of the Unit Executive Officer and in coordination with the instructor assigned as Military Property Custodian (MPC) the Supply Officer is responsible for the receiving, issuing, accounting, stowage, and security of all uniform items. Duties include:

- a. Maintain the supply room(s) in a secure, neat, and orderly manner.
- b. Assist the instructors with issue, receipt, storage, inventory and accounting of uniforms. Ensure that an accurate record of all material issued to each Cadet is maintained in the unit supply system.
- c. Handle uniform issue/receipt in an efficient and thoughtful manner, being aware that uniform receipt is the initial contact with the unit and Unit Staff for many new cadets.
- d. Inform the SMSI/MSI of items which need to be ordered because of high usage and/or short supply.
- e. Maintain an accurate wall-to-wall inventory.
- f. Carry out additional orders as directed by the Unit Commander /Unit Executive Officer and MSI.
- g. Train and supervise all class leaders in the issue and return of uniforms.
 - i. **Assistant Supply Officer and Supply Chief.** Under the direction of the Supply Officer, assist in the completion of all assigned supply tasks.

612. Community Service Officer

The Community Service Officer is responsible for coordinating all unit community service. The CSO shall arrange at least one community service opportunity for cadets each month of the school year. Activities should

include at least one environment-related service opportunity per semester.

613. Class Leaders

Each class will have one cadet chosen by the SMSI/MSI to serve as class leader. Class Leaders have a major impact on the experiences of MS1 cadets and on the unit as a whole.

CGJROTC Class Leaders have three main roles: that of a Leader, a Counselor, and a Teacher.

As a Leader they must:

- a. Always set high standards and ensure they personally meet those standards.
- b. Motivate the class to succeed.
- c. Always be fair in discipline. Never physically discipline a cadet.
- d. Always recognize the good in cadets.
- e. Encourage competition.
- f. Establish realistic goals and objectives.

As a Counselor they must:

- a. Be someone cadets want to come to for advice.
- b. Be ready to lend assistance to cadets.
- c. Evaluate cadets on a regular basis. Recommend promotions for those that are deserving. Let those who are not being promoted know why and what they need to do to get your recommendation.

As a Teacher they must:

- a. Teach proper military bearing, respect and protocol.
- b. Teach military drill. The drill field is a primary arena for the exercise of leadership and will largely determine the class' respect for and loyalty to the leader.
- c. Teach the proper manner of maintaining and wearing the CGJROTC uniform.

Additional duties are:

- a. In the classroom:
 - i. Ensure that a proper military muster is taken and recorded daily.
 - ii. Maintain proper decorum.
 - iii. Deal with discipline fairly.
 - iv. Publicly praise cadets when deserving.
- b. Evaluating cadets:
 - i. Conduct weekly uniform inspections using Appendix 2. The inspection must be objective, impartial and a conscientious appraisal of how the cadet looks. The quality of the inspection will influence the degree of pride in the cadet, the degree of respect he/she pays to the Class Leader, and the extent to which the school respects the unit. The final grade will be written on the class muster sheet.
 - ii. Recommend cadets for promotion up to the rate of PO3 when they have completed the required Professional Advancement Requirements (PARs) in Appendix 4. Be sure these PAR sheets are filed in the cadet's personal record when completed.
- c. Training:
 - i. Teach MS I and/or beginning cadets basic military regulation drill progressing from basic facing

movements through platoon marching maneuvers without arms.

ii Teach MS II/III cadets basic regulation drill under arms and begin squad leader training.

iii Juniors (MS III) should drill under arms to maintain proficiency and to train squad leaders. The Sword Manual is to be introduced and mastered by CPOs and above.

iii Use the CGJROTC Field Manual as the source and authority for drill maneuvers and the Marine Corps Drill and Ceremonies Manual to resolve questions.

iv Teach and demonstrate through personal appearance, the proper and improper placement of awards, insignia, and uniform items. Stress the gig line, cap placement, grooming standards, and military bearing. Use the criteria from the CGJROTC Field Manual.

d. Administration:
Maintain cadet PARs. Send notification of promotions/demotions, awards, special recognition, participation in events to the Administrative Officer to be entered in their record.

CLASS LEADERS SHALL NOT:

- i. Use profanity at any time.
- ii. Leave a group of cadets unattended.
- iii. Place a hand on another cadet except to demonstrate a drill or facing maneuver.
- iv. Physically discipline a cadet.

Keep in mind that the Instructor Staff is ultimately responsible for everything that goes on in CGJROTC. Class Leaders must keep the Instructor Staff fully informed. The Chain of Command for Class Leaders is to report to the Instructor Staff for administrative matters and class procedures and to the Unit Commander via the Executive Officer for military matters.

614. Drill Team Commander

Under the direction of the Unit Commander, organize, direct, train and manage the CGJROTC team or group to which assigned.

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

b. Establish practice schedules that will cause the least inconvenience to Cadets, their families and the school and result in the greatest training value. Practices not listed on the Plan of the Week will not be held unless expressly approved by the SMSI/MSI.

c. Team Commanders will be held responsible for knowledge of the contents of the Drill and Ceremonies Manual and the CGJROTC Cadet Field Manual in so far as it affects their teams.

d. An accurate roll will be maintained at each scheduled practice. A permanent roll book will be utilized, and the book will be given to the SMSI/MSI at the end of the school year. Those team members who are an excused absentee from school on the day of practice or

who have been excused by the Unit Commander or SMSI/MSI will not be penalized in any way.

i. **Ordnance Petty Officer.** The Ordnance Officer reports to the Operations Officer and is responsible for assisting with all matters relating to assigned weapons. Duties include:

1. Maintain drill rifles in good and clean condition. Ensure that cadets are using them properly and that they are not being endangered by horseplay. Report any discrepancies to the Instructor Staff immediately.

2. Assist with accounting of all weapons.

3. Ensure that Rifle Team support materials are available for use.

4. Maintain Armory in a secure, neat, safe and orderly manner. Report any discrepancies to the Instructor Staff immediately.

5. Supervise the Armory NCO.

6. Carry out additional orders as directed by the Operations Officer.

ii. **Armory NCO Acts** as an assistant to the Ordnance Officer.

615. Rifle Team Commander

Under the direction of the Unit Commander, organize, direct, train and manage the CGJROTC rifle team.

a. Oversee the functioning of the team.

b. Ensure that range safety rules are observed at all times and that any violations are reported to the SMSI/MSI without delay.

c. Maintain an up-to-date list of team members and ensure the Admin Officer has a copy.

d. Maintain accurate records of attendance at practice and the scores of each shooter on every target fired. Compute average scores for each participant at least once monthly utilizing the ten most recent targets (ten for each firing position). Establish a shooters ladder based on scores fired during the current school year and post this in the passageway. This ladder is to be updated at least monthly.

e. Ensure that equipment is properly maintained and keep an accurate log of the current status and repairs to each item of equipment. Ensure that all supplies, targets, ammunition, etc., are adequate for at least six weeks of shooting. Advise the SMSI/MSI of equipment needs in ample time to order, allowing for shipping time. A list of weapons not fully serviceable will be provided to the MSI at the start of each semester and this will be updated as changes occur.

f. Ensure that a qualified and responsible cadet is designated to be "in charge" for each firing session and that the designated person knows and is able to enforce the safety rules and all other team procedures and administrative requirements.

g. Ensure that the range equipment is kept in good repair, is properly set up for each practice, and is cleared and stowed after practice.

616. Color Guard Commander

Under the direction of the Unit Commander, organize, direct, train and manage the CGJROTC team or group to which assigned.

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

b. Establish practice schedules that will cause the least inconvenience to Cadets, their families and the school and result in the greatest training value. Practices not listed on the Plan of the Week will not be held unless expressly approved by the SMSI/MSI.

c. Team Commanders will be held responsible for knowledge of the contents of the Drill and Ceremonies Manual and the CGJROTC Cadet Field Manual in so far as it affects their teams.

d. An accurate roll will be maintained at each scheduled practice. A permanent roll book will be utilized, and the book will be given to the SMSI/MSI at the end of the school year. Those team members who are an excused absentee from school on the day of practice or who have been excused by the Unit Commander or SMSI/MSI will not be penalized in any way.

617. Academic Team Commander

Under the direction of the Unit Commander, organize, direct, train and manage the CGJROTC team or group to which assigned.

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

b. Establish practice schedules that will cause the least inconvenience to Cadets, their families and the school and result in the greatest training value. Practices not listed on the Plan of the Week will not be held unless expressly approved by the SMSI/MSI.

c. Team Commanders will be held responsible for knowledge of the contents of the Drill and Ceremonies Manual and the CGJROTC Cadet Field Manual in so far as it affects their teams.

d. An accurate roll will be maintained at each scheduled practice. A permanent roll book will be utilized, and the book will be given to the SMSI/MSI at the end of the school year. Those team members who are an excused absentee from school on the day of practice or who have been excused by the Unit Commander or SMSI/MSI will not be penalized in any way.

618. Raider Team Commander

Under the direction of the Unit Commander, organize, direct, train and manage the CGJROTC team or group to which assigned.

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

b. Establish practice schedules that will cause the least inconvenience to Cadets, their families and the school and result in the greatest training value. Practices

not listed on the Plan of the Week will not be held unless expressly approved by the SMSI/MSI.

c. Team Commanders will be held responsible for knowledge of the contents of the Drill and Ceremonies Manual and the CGJROTC Cadet Field Manual in so far as it affects their teams.

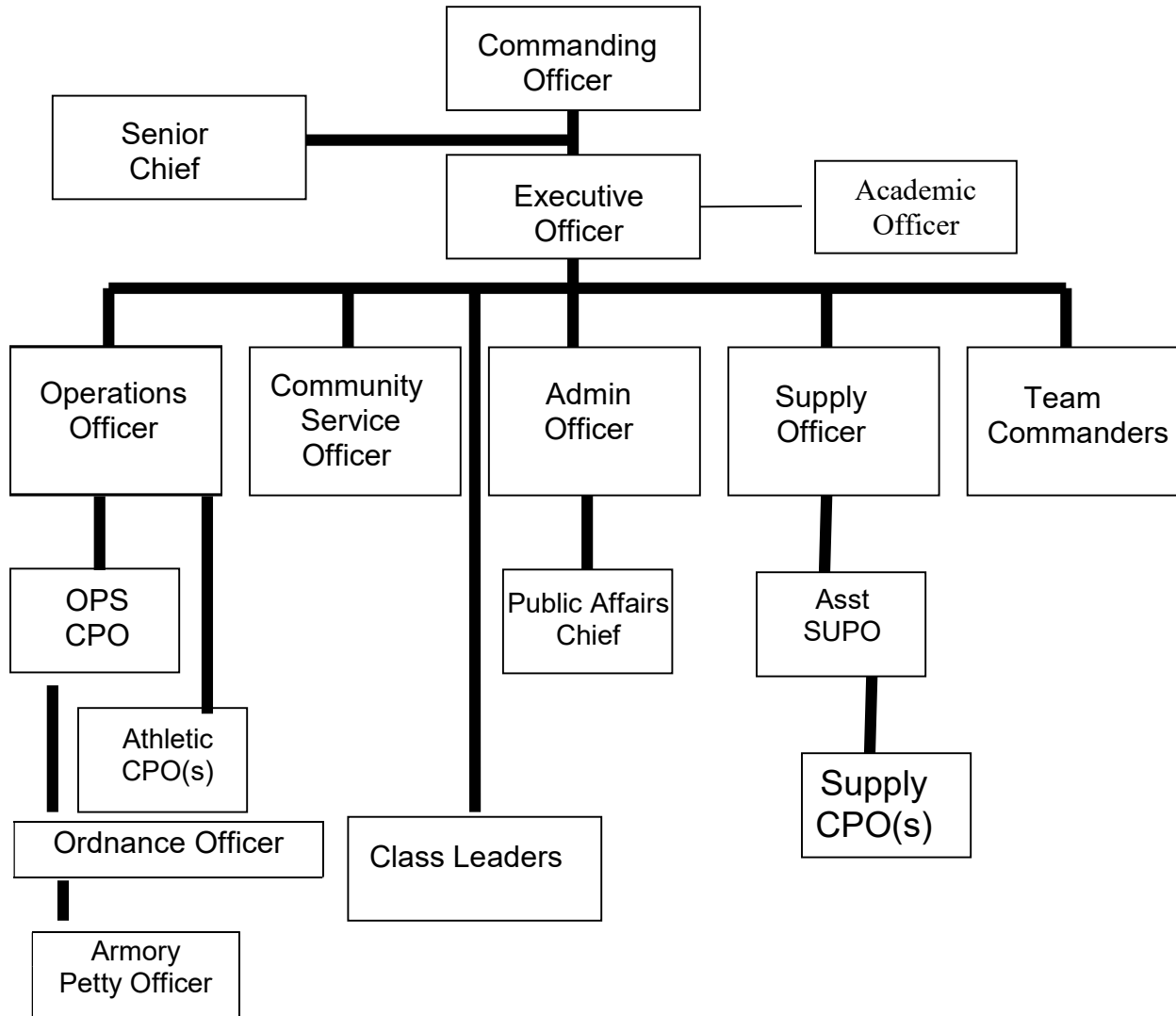
d. An accurate roll will be maintained at each scheduled practice. A permanent roll book will be utilized, and the book will be given to the SMSI/MSI at the end of the school year. Those team members who are

an excused absentee from school on the day of practice or who have been excused by the Unit Commander or SMSI/MSI will not be penalized in any way.

619. Job Requests

Cadets may volunteer for many of the billets that have been described above or those shown on the organization charts in Appendix 1. The Job Request Form in Appendix 3 may be used and submitted through the chain of command.

APPENDIX 1: ORGANIZATION CHART



APPENDIX 2: UNIFORM INSPECTION SCORE SHEETS

UNIFORM INSPECTION SCORE SHEET – L Name: _____ Class _____

DATE _____

This form can be used for multiple inspection dates per cadet. Enter dates across the top line. Enter point deductions for each category. Each line item is 10 pts.

Item							
Cover (Cleanliness /Neatness / Devices)							
GROOMING (Hair Length /Neatness / Cleanliness/ Shaved)							
JEWELRY (Amount /Type)							
SHIRT/JACKET/BLOUSE (Fit /Pressed / Cleanliness)							
COLLAR DEVICES (Condition / Position)							
RIBBONS (Order /Position /Cleanliness)							
BELT/BUCKLE/GIG LINE (Shirt /Belt Buckle / Trousers in line)							
TROUSERS (Length /Fit / Clenaliness / Pres)							
SHOES (Condition / Shine /Heels /Welts)							
MILITARY BEARING / KNOWLEDGE							
OTHER DEDUCTIONS List: _____							
Total Points Deducted:							
Max possible score:	100						
Final Inspection Score:							

APPENDIX 3: CADET JOB REQUEST FORM

Name: _____ Cadet Rank/Rate _____ Date: _____ Class Period: _____

Current Job Assignment(s): _____

Job(s) desired:

1) _____

2) _____

3) _____

In the space below, list any special qualifications and indicate availability after school to complete assigned tasks. Explain why you think you are qualified and deserve selection.

 Signature

1st Endorsement by Senior Chief	Recommend: <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval <input type="checkbox"/> Other (see below)
Remarks:	
Signature:	
2nd Endorsement by Executive Officer	Recommend: <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval <input type="checkbox"/> Other (see below)
Remarks:	
Signature	
Unit Commander Recommendation	Recommend: <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval <input type="checkbox"/> Other (see below)
Remarks:	
Signature	
SMSI Disposition	: <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval <input type="checkbox"/> Approved as modified below
Remarks:	
SMSI Initials:	

APPENDIX 4: PROFESSIONAL ADVANCEMENT REQUIREMENTS

As proficiency in each professional trait listed herein is demonstrated, an entry is to be made in the DATE and INITIALS columns by the Class Leaders or Instructor Staff. The original will be maintained in a Personnel Folder. Completion of professional requirements is not advancement; it is notification to the Command that the cadet has completed the passing requirements and is ready to be advanced. It is the responsibility of each individual cadet to seek out and qualify for advancement. Advancement is not automatic. Advancement is at the discretion of the instructor Staff.

The Class Leader, by signing the PAR, is, in fact, endorsing that cadet and certifies he/she is recommending that cadet for promotion. The class leader shall take into consideration unit participation, classroom, drill field participation, attitude, etc., but use the PAR as the basic instrument for certification.

Each cadet will start as a Cadet/Seaman Recruit and will progress up through the PAR stages unless specifically waived by the Senior Maritime Science Instructor.

CADET SEAMAN APPRENTICE PAR

Cadet's Name: _____ Class Period: _____

<u>Area of Professional Qualification</u>	<u>Date/Initial</u>
Recite Pledge of Allegiance	____/____
Recite Cadet Creed	____/____
Recite the Unit Chain of Command	____/____
Recite Coast Guard Core Values	____/____
Demonstrate proper position of attention and the hand salute	____/____
Perform Basic Stationary Drill movements'	____/____

<u>Overall Evaluation</u>	<u>Date/Initial</u>
No school discipline referrals in record this quarter or previous quarter	____/____
Demonstrated proper wearing of the Cadet Uniform <i>(Received an average of 80 or higher on uniform inspections in previous and current quarter)</i>	____/____
Was not assigned ISS/OSS during previous or current quarter	____/____
Abides by Cadet Code of Conduct	____/____
A member of the unit for at least one school quarter	____/____
In Good Standing	____/____

<u>Recommendation:</u>	<u>Signature/Title</u>	<u>Date</u>
Yes No	_____ (Class Leader)	_____

<u>Approval:</u>	<u>Signature/Title</u>	<u>Date</u>
Yes No	_____ (SMSI/MSI)	_____

Advanced to Cadet Seaman Apprentice this date of _____ 202___. Copy forwarded to ADMIN to update Cadet Data Base. Original returned to Class Leader to place in cadet record.

Comments:

CADET SEAMAN PAR

Cadet's Name: _____

Class Period: _____

Area of Professional Qualification

Date/Initial

Properly raise and lower the U. S. Flag _____/_____

Demonstrate how to properly fold the U. S. Flag _____/_____

Recite the Phonetic Alphabet _____/_____

Recite the DHS Chain of Command _____/_____

Recognize Coast Guard enlisted rate insignia _____/_____

Recite the rules on who to salute and when to salute _____/_____

Perform Basic Stationary Class Period Drill (Unarmed) _____/_____

Perform Basic Squad Drill Marching (Unarmed) _____/_____

Overall Evaluation

Date/Initial

Earned Participation Ribbon _____/_____

No school discipline referrals in record this quarter or previous quarter _____/_____

Demonstrated proper wearing of the Cadet Uniform
(Received an average of 80 or higher on uniform inspections in previous and current quarter) _____/_____

Was not assigned ISS/OSS this quarter or previous quarter _____/_____

Abides by Cadet Code of Conduct _____/_____

A Seaman Apprentice for a minimum of one school quarter _____/_____

In Good Standing _____/_____

Recommendation:

Signature/Title

Date

Yes No _____(Class Leader) _____

Approval:

Yes No _____(SMSI/MSI) _____

Advanced to Cadet Seaman this date of _____202___. Copy forwarded to ADMIN to update Cadet Data Base. Original returned to Class Leader to place in cadet record.

CADET PETTY OFFICER THIRD CLASS (PO3) PAR

Cadet's Name: _____

Class Period: _____

Area of Professional Qualification

Date/Initial

Recite the eleven General Orders _____/_____

Identify the Coast Guard Enlisted Rate and Officer Rank insignia _____/_____

Command a Color detail _____/_____

Command a squad in Regulation Unarmed Drill _____/_____

Perform Regulation Manual of Arms _____/_____

Demonstrate comprehensive knowledge of Cadet Field Manual _____/_____

Overall Evaluation

Date/Initial

No school discipline referrals in record this quarter or previous quarter _____/_____

Earned Community Service Ribbon _____/_____

Demonstrated proper wearing of the Cadet Uniform
*(Failed no uniform inspections and received an average of 80 or higher
on uniform inspections in previous and current quarter)* _____/_____

Was not assigned ISS/OSS this quarter or previous quarter _____/_____

Abides by Cadet Code of Conduct _____/_____

A Seaman for a minimum of one school quarter _____/_____

In Good Standing _____/_____

Recommendation:

Signature/Title

Date

Yes No _____(Class Leader) _____

Approval:

Yes No _____(SMSI/MSI) _____

Advanced to Cadet PO3 this date of _____202___. Copy forwarded to ADMIN to update Cadet Data Base. Original returned to Class Leader to place in cadet record.

Comments:

CADET PETTY OFFICER SECOND CLASS (PO2) PAR

Cadet's Name: _____ Class Period: _____

Area of Professional Qualification

Date/Initial

Identify Coast Guard rate insignia _____/_____

Command a morning or evening Color Detail _____/_____

Demonstrate knowledge of guidon bearer drill procedures _____/_____

Command a platoon in basic unarmed drill _____/_____

Demonstrate a complete knowledge and be able to recite the Eleven General Orders of a Sentry, the Pledge of Allegiance, first verse of National Anthem and Cadet Creed _____/_____

Demonstrate comprehensive knowledge of Chapters 1-5 of Cadet Field Manual _____/_____

Participate in at least three Unit events as a PO3 _____/_____

Event: _____ Date: _____

Event: _____ Date: _____

Event: _____ Date: _____

Earn a bronze star on Community Service ribbon _____/_____

Overall Evaluation

Date/Initial

No school discipline referrals in record this quarter or previous quarter _____/_____

Demonstrated proper wearing of the Cadet Uniform _____/_____

(Failed no uniform inspections and maintained an average of 80 or higher on uniform inspections in previous and current quarter)

Was not assigned ISS/OSS this quarter or previous quarter _____/_____

Abides by Cadet Code of Conduct _____/_____

A PO3 for a minimum of one school quarter _____/_____

In Good Standing _____/_____

Approval:

Yes No _____(SMSI) _____

Advanced to Cadet PO2 this date of _____ 202___. Copy forwarded to ADMIN to update Cadet Data Base. Original returned to Class Leader to place in cadet record.

CADET PETTY OFFICER FIRST CLASS (PO1) PAR

Cadet's Name: _____ Class Period: _____

<u>Area of Professional Qualification</u>	<u>Date/Initial</u>
Demonstrate proficiency in armed drill	____/____
Participate in a color guard or demonstrate proficiency as a member of a color guard	____/____
Demonstrate a continuing knowledge of the Cadet Field Manual	____/____
Demonstrate knowledge of the LBHS CGJROTC Cadet Manual	____/____
Demonstrate a basic knowledge of the US Constitution	____/____
Participate in at least three Unit events as a PO2	____/____
Event: _____ Date: _____	
Event: _____ Date: _____	
Event: _____ Date: _____	
Earn a second bronze star for Community Service	____/____

<u>Overall Evaluation</u>	<u>Date/Initial</u>
No school discipline referrals in record this quarter or previous quarter	____/____
Demonstrated proper wearing of the Cadet Uniform <i>(Maintained an average grade of 85 and received no failing grade on uniform inspections in previous and current quarter)</i>	____/____
Was not assigned OSS this semester or previous semester	____/____
Abides by Cadet Code of Conduct	____/____
A PO2 for a minimum of one school quarter	____/____
In Good Standing	____/____

<u>Recommendation:</u>	<u>Signature/Title</u>	<u>Date</u>
Yes No	_____ (Unit Commander)	_____
Yes No	_____ (MSI)	_____

Approval:		
Yes No	_____ (SMSI)	_____

Advanced to Cadet PO1 this date of _____ 202___. Copy forwarded to ADMIN to update Cadet Data Base. Original returned to Class Leader to place in cadet record.

CADET CHIEF PETTY OFFICER (CPO) PAR

Cadet's Name: _____ Class Period: _____ Job Assignment: _____

Area of Professional Qualification

Command a platoon in armed and unarmed drill and be able to demonstrate any drill movement or command

Date/Initial

_____/_____

Overall Evaluation

No school discipline referrals in record this quarter or previous quarter

Has demonstrated accountability and responsibility

Abides by Cadet Code of Conduct

Understands and demonstrates proper classroom protocol

Demonstrated proper wearing of the Cadet Uniform

(Received an average of 85 or higher on uniform inspections in previous and current quarter)

Was not assigned ISS/OSS this semester or previous semester

A POI for a minimum of two school quarters

Successfully pass CGJROTC with a "B" grade or better and be passing all other classes

Participate in at least three Unit events as a POI

Date/Initial

_____/_____

_____/_____

_____/_____

_____/_____

_____/_____

_____/_____

_____/_____

_____/_____

_____/_____

Event: _____ Date: _____

Event: _____ Date: _____

Event: _____ Date: _____

SMSI Evaluation

Demonstrate thorough knowledge of Cadet Field Manual

_____/_____

Demonstrate thorough knowledge of LBHS CGJROTC Cadet Manual

_____/_____

Demonstrate a thorough knowledge of:

Coast Guard and other Services ranks, ratings and insignias

_____/_____

Naval terminology, phonetic alphabet, chain of command, general orders

_____/_____

Cadet Creed, Pledge of Allegiance, National Anthem

_____/_____

Demonstrate a thorough knowledge of current unit chain of command

_____/_____

In Good Standing

_____/_____

Recommendations:

Signature/Title

Date

Yes No _____ (CO)

Yes No _____ (MSI)

Approval:

Yes No _____ (SMSI)

Advanced to Cadet CPO this date of _____ 202___. Copy forwarded to ADMIN to update Cadet Data Base. Original returned to Class Leader to place in cadet record.

CADET OFFICER PAR

Cadet's Name: _____ Class Period: _____ Job Assignment: _____

Area of Professional Qualification

Date/Initial

Command a platoon in armed and unarmed drill and be able to demonstrate any drill movement or command _____/_____

Has been a member of at least one unit team for one year or longer _____/_____

Has extensive knowledge of how to complete a uniform inspection as the inspector and completed 3 inspections.

- 1) _____
 - 2) _____
 - 3) _____
- _____/_____

Overall Evaluation

Date/Initial

No school discipline referrals in record this quarter or previous quarter _____/_____

Has demonstrated accountability and responsibility _____/_____

Abides by Cadet Code of Conduct _____/_____

Understands and demonstrates proper classroom protocol _____/_____

Demonstrated proper wearing of the Cadet Uniform _____/_____

(Received an average of 85 or higher on uniform inspections in previous and current quarter)

Was not assigned ISS/OSS this semester or previous semester _____/_____

Held a staff position for a minimum of one full year _____/_____

Maintains a "B" grade or better in CGJROTC and be passing all other classes _____/_____

Participate in at least three Unit events as a PO or CPO _____/_____

- Event: _____ Date: _____
- Event: _____ Date: _____
- Event: _____ Date: _____

Has earned at least one bronze star on each of the following ribbons.

- Participation: _____
- Unit Service: _____
- Community Service: _____

SMSI/MSI Evaluation

Demonstrate thorough knowledge of Cadet Field Manual and SOP _____/_____

Demonstrate a thorough knowledge of:

Coast Guard and other Services ranks, ratings and insignias _____/_____

Naval terminology, phonetic alphabet, chain of command, general orders _____/_____

Cadet Creed, Pledge of Allegiance, National Anthem _____/_____

Demonstrate a thorough knowledge of current unit chain of command _____/_____

In Good Standing _____/_____

Approval:

Yes No _____(SMSI/MSI) _____

Advanced to Cadet Officer this date of _____202___. Copy forwarded to ADMIN to update Cadet Data Base. Original returned to Class Leader to place in cadet record.

APPENDIX 5: DRILL TEAM AND COLOR GUARD BY-LAWS

1. These By-Laws are established to provide for continued outstanding performance by Lucy Beckham High School's elite Drill Teams and Color Guards. The Drill Team Commander will be appointed by the SMSI/MSI based on overall ability, not just marching ability. It is essential that the team commander be a leader capable of motivating and pulling the team together.
2. Drill Team/Color Guard members are expected to:
 - a. Gain satisfaction from being sharp and being part of a close knit, smoothly functioning team.
 - b. Set the example by maintaining high standards of performance, grooming, appearance, military bearing and discipline.
 - c. Take part in all practices and performances.
 - (1.) Drill Team Commanders should be notified of cadet absences in advance.
 - (2.) Two unexcused absences from practice during a nine (9) week period or any unexcused absence from a performance are grounds for removal from a drill team/color guard.
 - d. Be a cadet in good standing.
 - e. Respect, show courtesy and support members of each Drill Team and Color Guard.
3. Drill Team/Color Guard Ribbons Cadets may earn the Drill Team Ribbon after competing in two meets. A Color Guard Ribbon is earned through two competitive events or after participating in three (3) color guard performances. Cadets who command a drill team platoon or squad or a color guard in competition earn a command device for their appropriate ribbon.
4. Drill Team/Color Guard Shoulder Cords Navy Blue (Drill Team) and White (Color Guard) shoulder cords are authorized for wear only by current team members in good standing only 1 cord may be worn on the left shoulder at a time.
5. Disciplinary action should not be necessary in a volunteer extra-curricular activity. However, to handle infractions of the By-Laws and inappropriate conduct, the Drill Team Commanders, with the approval of the SMSI/MSI, may award disciplinary action as follows:
 - a. Warning to the cadet.
 - b. Physical drill.
 - c. Dismissal from practice with immediate departure from school grounds.
 - d. Suspension from team for one school quarter.
 - e. Permanent dismissal from Drill Team/Color Guard.
6. Drill rifles are to be treated with respect and as actual weapons at all times. The Ordnance Officer is responsible to the Drill Team Commander and to the SMSI/MSI for the proper accounting of drill team rifles, swords, and color guard gear. Rifles shall not:
 - a. Be "aimed" at anybody or anything.
 - b. Spun recklessly. Only actual members of the drill team are allowed to "spin" a rifle.
 - c. Exchanged or "thrown" without close supervision. Only the "challenge teams" can throw or toss drill rifles.
 - d. Handled carelessly in such a manner to endanger others or damage the rifle.
 - e. Be taken off campus other than under the close supervision of instructor staff or be left unattended at any time.

APPENDIX 6: RIFLE TEAM BY-LAWS AND SAFETY REGULATIONS

1. **The Rifle Team is an extra-curricular activity made up of cadets who like to shoot, who would like to improve their marksmanship, and who would like to represent the Unit and Lucy Beckham High School in Air Rifle Team competitions in local and regional matches.**

2. Team members must attend all firing practices and take advantage of the limited opportunities to improve their rifle firing skills. The team's prior success has been achieved through concentrating and working together as a team.

a. A Rifle Team Captain and Assistant Captain will be appointed by the SMSI/MSI RIFLE Team Advisor based on their overall ability, not just marksmanship. It is essential that the team captains be leaders capable of motivating and pulling the team together.

b. The Rifle Team will normally consist of eight shooters assigned to Team "A" and Team "B." Any cadet who desires to join the Rifle Team must:

- (1.) Have a consent form and CGJROTC Standard Release signed by their parent/guardian and on file in the Unit records.
- (2.) Attend a Safety and Range Orientation Briefing and earn a 100% score on the range safety test.
- (3.) Be selected and approved by the SMSI/MSI Rifle Team Advisor.
- (4.) Gain satisfaction from being sharp and being part of a close knit, smoothly functioning team.
- (5.) Set the example by maintaining high standards of performance, grooming, appearance, military bearing and discipline.
- (6.) Take part in all practices and competitions.
 - (a) Rifle Team Captain should be notified of cadet absences in advance.
 - (b) Two unexcused absences from practice during a nine (9) week period or any unexcused absence from a competition are grounds for removal from the rifle team.
- (7.) Be a cadet in good standing.
- (8.) Respect, show courtesy and support members of the Rifle Team.

3. Rifle Team Ribbons/Shoulder Cords Cadets are awarded a CGJROTC Rifle Team Ribbon after they shoot in one competition. The Green Shoulder Cord may be worn by a cadet in good standing with the Rifle Team. Only one cord may be worn on the Left Shoulder at a time.

4. **SAFETY PRECAUTIONS** The following safety precautions shall be observed by all cadets firing in the CGJROTC Rifle Team:

- a. General Safety Precautions
 - (1.) Always assume that a weapon is loaded until it has been personally inspected and found to be not loaded. With the air rifle this is accomplished by holding the rifle pointed up in the air, opening the bolt, and inspecting the chamber to see that it is not loaded. (All other weapons are inspected in a similar manner.)
 - (2.) If a weapon has been out of the cadet's sight since the cadet determined it was not loaded, it must be treated as a loaded weapon until inspected again.
 - (3.) Except when actually firing, the air rifle will be kept with the bolt open and clear barrel indicator inserted (CBI).
 - (4.) Whenever the air rifle is being carried, it will be held straight up and down, with two hands.
 - (5.) While awaiting their turn to fire, cadets shall remain well to the rear of shooters on the firing line.
 - (6.) While firing is in progress, loud talking, taking practice positions, or any other distracting actions shall not be permitted anywhere on the range.
 - (7.) **Never playfully or carelessly point a weapon at anyone or anything.** (A weapon is always pointed in a safe direction downrange, up to the ceiling or to the floor) (This can cause dismissal from the team!)
 - (8.) No one shall move in front of the firing line for any reason until directed to do so by the advisor.
 - (9.) Do not remove a weapon from the firing line until it has been checked that it is clear of ammunition.
 - (10.) When on the firing line, keep the weapon pointed down range at all times and into the range back stop.
 - (11.) No cadet shall handle a weapon until he/she has been checked out on the safety features of the weapon and range safety by the advisor.
 - (12.) Firing shall not be permitted on the range unless there is a qualified Range Safety Officer (generally the advisor) present.

b. Specific Precautions for the Firing Range

- (1.) Never pick up a weapon until the order to do so be the Range Safety Officer.

- (2.) Never lay down a loaded weapon.
- (3.) Always lay a weapon down with the bolt open, with the bolt side down (not on the rifle sight), and the CBI inserted.
- (4.) Never turn around on the firing line while holding a weapon. The weapon could accidentally be pointed at another shooter.
- (5.) Never load a weapon until at the firing station and instructed to do so by the Range Safety Officer by giving the command LOAD.
- (6.) Never close the bolt on a weapon until the command "READY ON THE FIRING LINE, START" has been given by the Range Safety Officer.

- (7.) In case of a jam or misfire (or malfunction) during the course of firing, a cadet should retain their position on the firing line and raise their hand. The Range Safety Officer will come to the aid of the cadet. If a rifle misfires, allow at least ten (10) seconds from the last attempt to fire the weapon before opening the breach. (Normally, if the weapon cannot be cleared in 30 seconds, no further attempt will be made to clear it. The weapon must be pointed in a safe direction for at least thirty (30) minutes in case of a cook-off.)
 - (8.) In clearing a jam or removing a pellet not fired, simply extract the cartridge from the chamber by drawing back the bolt on the air rifle. (Advise the Range Safety Officer of any malfunction.)
 - (9.) If there is any delay on the firing line and a weapon is loaded, open the bolt, maintain control of the weapon and keep it pointed downrange.
 - (10.) Never place a weapon on the ground where sand or dirt may enter the bore or mechanism. If the weapon inadvertently falls, inspect the chamber and barrel to insure it is clear before firing.
 - (11.) Prior Rifle Team members may be designated and serve as Assistant Range Safety Officers. **RESPOND IMMEDIATELY TO ANY INSTRUCTIONS FROM THEM.**
 - (12.) It is the duty of anyone who considers it necessary to stop firing on the range to insure safety, to give the command "CEASE FIRE" or "STOP". All firing shall stop! All shooters shall keep their places, remove their finger from the trigger and out of the trigger guard, open the bolt of the rifle, keep the rifle pointed downrange and await instructions from the Range Safety Officer.
 - (13.) **CONSTANT ALERTNESS ON THE RANGE IS AN ABSOLUTE REQUIREMENT!!**

Appendix 6

APPENDIX 7: EXTENDED ORIENTATION/FIELD TRIP WATCH STANDING REQUIREMENTS

1. When the Unit is berthed in military berthing facilities or when the SMSI/MSI direct, a watch will be set generally prior to commencement of "on-base" liberty or taps and remain set until clean-up after reveille or as determined by the SMSI/MSI. The Cadet Officer-in-Charge will promulgate a watch bill.

2. Standing a watch is a very serious duty that can affect the safety and security of all personnel. The duty will not be taken lightly. Watch standers are completely responsible for the security and fire protection of the Unit's assigned area, and for the conduct of cadets within that area during the time period of their watch.

3. In addition to executing the Eleven General Orders to the Sentry, the duties of the watch include:

a. Identify all persons entering the area. Only personnel with business with a cadet or instructor should be permitted entry.

b. Maintain a proper fire and security watch. Inspect the entire area at least hourly. Know the location of fire extinguishers and the fire alarms. If a phone is available, know the base emergency phone numbers and who to report a fire to.

c. In the event of a fire:

(1.) Sound the alarm in the area - "**FIRE, FIRE, FIRE.**"

(2.) Phone emergency number or report to barracks duty watch: "**FIRE IN BUILDING _____, _____ DECK. (YOUR NAME) REPORTING.**"

(3.) GET THE AREA VACATED AS SOON AS POSSIBLE.

d. Ensure cadets' compliance with the Extended Field Trip Rules of the Road in Section 107 and other established instructions.

e. Maintain order (silence and lights out in area after Taps.)

f. Be aware of the location of the SMSI/MSI and Cadet Officer-in-Charge.

g. Notify the Cadet Officer-In-Charge and SMSI/MSI of any irregularities among cadets or unusual occurrences, i.e. strangers in the area, accidents, phone calls, etc.

h. Maintain an accurate log.

i. Pass down to the next watch standers all orders given.

4. The watch will maintain a log as follows:

TIME	ENTRY
2030	Assumed the watch.
---	(Record any significant events)
2130	Completed fire and security check. All Secure.
2345	Properly relieved by Cadet (Name).

Signature of Cadet being relieve

