



Navy Junior Reserve Officers Training Corps (NJROTC)

2023-2024

CADET HANDBOOK

July 1, 2023

Honor

Courage

Commitment

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KINGSWAY REGIONAL HIGH SCHOOL
213 Kings Highway
Woolwich Township, NJ 08085

Letter of Promulgation: KRSDINST 5000.1

From: Senior Naval Science Instructor

To: Distribution List

Subj: Kingsway Regional Cadet Handbook

1. Purpose. The issuance of the Cadet Handbook:
 - 1) Provide Naval Junior Reserve Officers Training Corps (NJROTC) cadets with detailed information and regulations for their guidance and compliance while they are attending Kingsway Regional High School.
 - 2) Establish a comprehensive and clearly defined organizational structure for the Company of the Kingsway Regional High School.
 - 3) Provide staff members with guidance for their dealing with Kingsway Regional High School cadets.
2. Cancellation. N/A.
3. Authority.
 - 1) The regulations define discipline and command structure within the Kingsway Regional Core of Cadets Command Structure.
 - 2) Since this handbook is primarily limited to and intended for matters of internal organization, it shall in no way be construed as contravening, altering, or amending the provisions of State of New Jersey Public Schools directives, Chief of Naval Education and Training Instructions, or directives of higher authority.
4. Action.
 - 1) All NJROTC cadets and staff members are responsible for a thorough knowledge of this directive.
 - 2) All NJROTC cadets shall comply with the regulations and standards set forth therein.

SCPO David Schuster (Ret)
Senior Naval Science Instructor

Distribution: All Cadets
All Staff Members
KINGSWAY REGIONAL HIGH SCHOOL
213 Kings Highway
Woolwich Township, NJ 08085



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PREFACE

All cadets enrolled in the Kingsway Regional NJROTC program have been enrolled at their request. Therefore, it is assumed that both the cadet and his/her parent/guardian, desired enrollment based on expectations the Kingsway Regional NJROTC program will uphold high standards of academic achievement and personal conduct. Each cadet is expected to observe the rules and regulations as stated in this manual, seeking worthwhile goals of citizenship; excellence; and patriotism. Additional regulations and instructions will be covered in the Naval Science classes. Although not subject to U. S. Navy Regulations or the Uniform Code of Military Justice, cadets will adhere to the principles and spirit contained therein.

The cadet handbook has been prepared to acquaint cadets and their parents/guardians with the expectations and requirements of the Kingsway Regional NJROTC program. If, at any time, a Naval Science Instructor feels that a cadet is unwilling to abide by the rules and procedures outlined in this handbook, the cadet may be unenrolled from the program. Likewise, if, at any time, a cadet feels that he/she is unwilling to abide by the rules and procedures outlined in this handbook, the cadet may request disenrollment from the program.



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Chapter 1: General Overview

PROGRAM OVERVIEW

The [NJROTC Program](#) is a program of choice at Kingsway Regional High School. Students of all grade levels may apply for admission to the program beginning in the 2023-2024 school year. As part of the program, students will take courses that meet both classroom learning objectives and physical fitness goals. Students will be given opportunities to serve their community, become leaders in their classes, and participate in area competitions.



NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS (NJROTC)

The NJROTC program was established by Public Law in 1964, which may be found in Title 10, U.S. Code, Chapter 102. The program is conducted at accredited secondary schools throughout the nation, and taught by instructors who are retired Navy, Marine Corps, and Coast Guard officers and enlisted personnel. The NJROTC-accredited curriculum emphasizes citizenship and leadership development, maritime heritage, the significance of sea power, and naval topics such as the fundamentals of naval operations, seamanship, navigation, and meteorology. Classroom instruction is enhanced throughout the year by extra-curricular activities of community service, academic, athletic, drill, and orienteering competitions, field meets, flights, visits to naval or other activities, marksmanship sports training, and physical fitness training.

NAVY NATIONAL DEFENSE CADET CORPS (NNDCC)

The Navy National Defense Cadet Corps is a precursor program for the Navy JROTC. Both programs strive for the same mission - to instill ideals of honor, courage, and commitment. The Kingsway Regional School District aims to grow the NNDCC program and apply to become an official NJROTC unit. To become an NJROTC program, Kingsway must adhere to all NNDCC standards, including a minimum student enrollment of one hundred (100) students for two consecutive years. If approved for the transition from NNDCC to NJROTC, government funding will be provided to support the program. The statute establishing the NNDCC program was enacted in 2008, and the Navy has elected to use this authority to support student citizenship development programs. Each of the services currently supports active programs in schools across the country. The Kingsway Regional School District received its official charter on October 5, 2022, for implementation during the 2023-2024 school year. For the purpose of this program summary, Kingsway's program will be referred to simply as NJROTC.

DEPARTMENT OF NAVY SUPPORT AND SUPERVISION

The Navy supports the NJROTC program to the fullest extent possible to meet its stated objectives. There are NJROTC programs in schools across the continental USA, and Alaska, Hawaii, Guam, Japan, and Italy. There are more than 670 NJROTC units in total. Naval Service Training Command (NSTC) is



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assigned overall responsibility for the NJROTC program. This includes certification of Naval Science instructors, textbooks, logistic support to units, and inspection of the NJROTC units at least annually.

NJROTC INSTRUCTORS

NJROTC Instructors may be non-commissioned officers who have retired from active duty or reserve, after a minimum of 20 years of service, or non-officers who are New Jersey certified teachers. All NJROTC instructors received program-specific training from the U.S. Navy. Many instructors have additional educational qualifications such as Master Training Specialists. The Navy provides all program curricula, instructional materials, and equipment related to teaching the four (4) Naval Science courses within the program.

OBJECTIVES

While the NJROTC exposes students to the basic elements of the military, the program's main objectives are to engage students in experiences that promote leadership, discipline, hard work, community service, and self-confidence. A number of the students within the program are not interested in entering the military; however, they do have an interest in developing their interpersonal skills and learning more about their obligations as citizens. The NJROTC curriculum, instructional activities, and co-curricular experiences are designed to develop life skills regardless of one's goals after high school

The NJROTC program aims to:

1. Develop informed and responsible citizens.
2. Promote habits of orderliness and precision.
3. Foster respect for authority in a democratic society.
4. Acquire a high degree of personal honor, self-reliance, individual discipline, and leadership.
5. Support patriotism.
6. Encourage an understanding of national security's basic elements and requirements.
7. Develop respect for an understanding of the need for constituted authority.

OBLIGATIONS

There is NO MILITARY OBLIGATION to join any service upon completion of the NJROTC program. There may be a benefit to cadets who decide to join the military as those cadets completing two or more years of NJROTC may qualify for advancement up to two pay grades depending on the service and circumstances if they do join.



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Chapter 2: Program Standards

CADET CODE OF CONDUCT

Being a member of the NJROTC program is a privilege as cadets hold a unique place among students at Kingsway Regional High School. They are easily identified as belonging to a group that represents the core values of the Navy, NJROTC, and the District. Cadets who do not measure up to these ideals, and the District’s Vision for Excellence, will not remain in the NJROTC unit. Parents/guardians and cadets must agree to these standards upon cadet enrollment. They also must understand that it is the responsibility of the cadet to uphold the rules outlined in the listed references and this Cadet Handbook. The Cadet Core of Conduct is in addition to the Kingsway Regional High School's Student Code of Conduct.

KINGSWAY’S VISION & MISSION FOR EXCELLENCE

Students enrolled in NJROTC represent Kingsway Regional High School and are expected to be role models as well-rounded, young scholastic professionals. Exemplary performance, leadership, kindness to others, and a strong work ethic are expected of all NJROTC students and make it possible to serve as role models and representatives of our Dragon family inside and beyond our school walls.

NJROTC aims to help advance Kingsway’s mission, vision and core values. With our collective **Commitment to Excellence**, NJROTC will engage our student-cadets within a diverse and nurturing community dedicated to Kingsway’s vision that looks to successfully prepare students for their unique path in life. In partnership, we will secure our commitment to our core values of growth, teamwork, belonging, perseverance, and student-centeredness for the betterment of our #1DragonFamily.

Vision for Excellence: It is the vision of the Kingsway Regional School District to successfully prepare students for their unique path in life.

Mission: The Kingsway Regional School District, guided by our core values, engages students within a diverse and nurturing community dedicated to our Vision for Excellence.

KINGSWAY’S CORE VALUES

Growth

We are committed to growing our students academically, socially, and emotionally. Through this commitment, students view the journey of education as a lifelong pursuit and continuous personal advancement beyond high school.

Belonging

We are committed to ensuring every student feels they are included, supported, represented, valued, and celebrated at Kingsway. Through this commitment, students develop a lasting sense of worth for themselves and others.

Teamwork

We are committed to providing a collaborative environment that invites participation and



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partnership from all stakeholders. Through this commitment, different perspectives and ideas are realized for the betterment of students.

Student-Centered

We are committed to placing the safety, needs, and well-being of students at the forefront of decision-making. Through this commitment, the district remains focused on servicing the unique needs of every student.

Perseverance

We are committed to cultivating resilience and self-reflection as students cope with life's hardships. Through this commitment, students emerge stronger and more confident as they work to achieve their goals.

NAVY'S CORE VALUES

The Department of the Navy is dedicated to the Core Values of Honor, Courage, and Commitment, which build the foundation of trust and leadership upon which guide the NJROTC Program at Kingsway Regional High School. ([Department of the Nave Core Values Charter](#))

Honor

- Abide by an uncompromising code of integrity, taking full responsibility for my actions and keeping my word.
- Conduct myself in the highest ethical manner in relationships with seniors, peers, and subordinates.
- Be honest and truthful in my dealings within and outside the Department of the Navy.
- Make honest recommendations to my seniors and peers and seek honest recommendations from junior personnel.
- Encourage new ideas and deliver bad news forthrightly.
- Fulfill my legal and ethical responsibilities in my public and personal life.

Courage

- Have the courage to meet the demands of my profession.
- Make decisions and act in the best interest of the Department of the Navy and the nation, without regard to personal consequences.
- Overcome all challenges while adhering to the highest standards of personal conduct and decency.
- Be loyal to my nation by ensuring the resources entrusted to me are used in an honest, careful, and efficient way.

Commitment

- Foster respect up and down the chain of command.
- Care for the personal and spiritual well-being of my people.
- Show respect toward all people without regard to race, religion, or gender.
- Always strive for positive change and personal improvement.
- Exhibit the highest degree of moral character, professional excellence, quality, and



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competence in all that I do.

ESSENTIALS FOR SUCCESS IN KRHS NJROTC

1. **SELF-CONTROL.** The ability to control one's emotions and actions under adverse conditions. If you cannot control yourself, you cannot lead others.
2. **SELF-DISCIPLINE.** The ability to continue to strive toward one's goal without dependency on outside control, punishment, or reward. If you cannot motivate yourself, you cannot motivate others.
3. **SELF-ESTEEM.** The internal feeling of pride and confidence in one's self that, regardless of the difficulty, one has the self-control, the discipline, and the knowledge needed for leadership.
4. **SELF-AWARENESS.** The ability to know one's tick and why they do what they do. If you do not know why you do what you do, you cannot lead yourself and you can not lead others.
5. **LEADERSHIP.** Leadership is not obtained by faulting others, but by the realization that a complete understanding of self will garner self-respect and respect from others before acquiring true leadership.

MILITARY COURTESIES – SALUTES

1. The salute is a traditional sign of respect and greeting extended to all officers of the Armed Forces of the United States and high-ranking government dignitaries. Additionally, all cadet officers merit salutes, SNSI, and all NSIs.
2. A salute is always initiated by the junior. Therefore, it is incumbent upon cadets to be alert to their surroundings and to salute all senior cadet officers and staff members.
3. The salute should always be accompanied by an appropriate greeting. For example, "Good morning sir/ma'am."
4. The salute shall be executed when six paces from the person or at the closest point of approach. Thirty paces are usually regarded as the maximum distance for saluting. Good judgment should be exercised in using this criterion.
5. All salutes shall be acknowledged. If covered and in uniform, acknowledgment is by returning the salute. If uncovered or not in uniform, acknowledgment is by returning the greeting or telling the saluting cadet to "carry on."
6. There are certain times when saluting is not appropriate. At the following times, salutes are not required:
 - a. When uncovered.
 - b. In the cafeteria during meals.
 - c. During drills, e.g. a fire drill.
 - d. When engaged in athletics or similar activity.
 - e. When part of a detail at work.
 - f. When in ranks (except on command).
7. Although a salute may not be required under certain circumstances, an officer or staff member's presence must still be acknowledged and shown proper respect and courtesy. Again good judgment should be exercised.



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8. Cadets-in-charge of formation shall salute for the formation. If there is not a cadet-in-charge present, the cadet on the right end of the front rank will salute for the formation.



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Chapter 3: KRHS NJROTC Overview

ELIGIBILITY

1. Be enrolled in and attend a regular course of instruction in grades 9 through 12 at Kingsway Regional High School.
2. Must be enrolled as a high school student.
3. Be physically qualified to participate in the school's physical education program and all NJROTC activities.
4. Be selected by the NJROTC instructor with the approval of the school principal or his/her representative.
5. Maintain acceptable standards of academic achievement and an academic standing that warrants at least normal progression leading to graduation. This includes attendance and behavior.
6. Comply with specified personal grooming and dress standards.



APPLICATION PROCESS

To be considered for admission to the NJROTC program, students must submit a completed Application of Interest by TBD mid-January each year. Applications of Interest are considered complete only if the following items are submitted in their entirety.

1. Completed online application
2. Two (2) Faculty Recommendations (Students will note the faculty member they are requesting to complete the recommendation and send them the following Recommendation Link <https://forms.gle/8YG8L39MqFfNXK4E6>. The administration will follow up with any faculty member who may not have completed it.)
3. Other measures, such as behavior and attendance may be considered as part of the entry criteria.

A general timeline of the application and selection process is as follows:

- Information Session – On/about the second Thursday of December.
 - Application Opens – The day after the Information Session.
 - Application of Interest Due – On/about the second Thursday of January.
 - Application Interviews Begin – On/about the last Monday in January.
 - Letter of Acceptance – On/about the first Monday of February.
- NOTE.** It is understood that there may be extenuating circumstances and changes of interest in the program by students. Because of this, acceptance into the program beyond this tentative timeline will be considered on a case-by-case basis.

NJROTC PROGRAM ACCEPTANCE

Program acceptance is based upon multiple measures of consideration. In an effort to best serve the needs of the students in these programs, acceptance may be limited to a maximum number of qualifying students each year. All instructions must be followed to ensure interested students are properly evaluated for the program. Students are asked to dress in business-casual attire for the



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interview. Students and families will be notified via email, approximately one week after the application window closes to schedule an interview, which will begin the last week of January. Students and families will again be notified via email on/about the first week of February but no later than two weeks after being interviewed as being accepted or waitlisted for the program. Official notification of acceptance or waitlist status will be mailed home on/about the third Tuesday of February.

BASIC LEADERSHIP TRAINING (BLT)

Students admitted to Kingsway's NJROTC Program will participate in Basic Leadership Training during the summer. The purpose of the Basic Leadership Training is to provide initial leadership training, exposure to program expectations, uniform sizing and issuance, basic drill, and an introduction to the General Orders to the Sentry (GOTTS). The orientation is designed to be mentally and physically challenging with the goal of new cadets understanding the expectations of the program and learning what it means to work together and be a part of a team and a part of something larger than themselves.

DISENROLLMENT

Disenrollment will be determined on an individual basis taking into account the cadet's overall record and individual circumstances. However, cadets will be deemed NOT to have met minimum standards for retention in the NJROTC program if:

1. Cadet receives a failing grade in their Naval Science class.
2. Cadet fails more than two (2) classes in a school year.
3. Cadet attains excessive unexcused absences per semester as determined by KRSD Student Handbook.
4. Cadet exhibits persistent disregard for authority, rules, and regulations and who show no apparent effort to change their attitude or behavior will be considered for disenrollment.
5. Cadet fails to meet the terms of any probation or correct the deficiency for which they were placed on probation.
6. Cadet fails to make the minimum rank for their grade level.
7. Failure to maintain the standards required for enrollment.
8. Lack of aptitude, indifference to training, disciplinary reasons, or undesirable traits of character.
9. Request of the individual student.

To minimize disenrollment due to any of the above measures, the cadet will be counseled and the parent/guardian contacted. A plan will be formulated to identify ways of improvement for the cadet and their continued enrollment in the NJROTC program. This counseling will be documented in the Citizenship Development Management Information System (CDMIS). If the cadet does not meet the requirements listed in the developed plan, they will be dropped from the program.



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Chapter 4: Cadet Ranks

CADET RANK

1. To gain rank is an honor. Retaining that rank requires constant attention to duty. All assigned tasks must be carried out thoroughly. For example, the Company Commander should be the most flawless cadet in the Company. His/her grade point average must be among the highest. His/her bearing and carriage must be above reproach. He/she must be an obvious leader.
2. The most important single factor in advancement or promotion is personal example. All rank pre-supposes a certain level of maturity and capability and bears a commensurate responsibility. Any cadet who, through action or omission, shows that he/she lacks the maturity and responsibility which is expected of his/her rank will lose that rank regardless of how it was obtained. Loss of rank will usually take place one rank at a time but it is possible, under certain circumstances, for a cadet to lose all rank. This would normally be the result of action taken by the Senior Naval Science Instructor in conjunction with the KRSD Administrative Leadership Team.
3. Precedence for Cadet Officers will be by rank and by grade (seniors over juniors, etc.). The Company Commander has precedence over all other cadets. The Company Executive Officer when acting as the Company Commander will have precedence over all cadets.

GENERAL REQUIREMENTS

1. Assignments and advancement in rank in KRHS NJROTC are based on demonstrated performance without regard to race, gender, or religious preference. Enlisted advancement will be based on a combination of testing, practical factors completion, inspection grades, class standing, and recommendations by KRHS NJROTC staff and by more senior cadets.
2. Promotion to advanced ranks (Senior Chief Petty Officer and Officer) will be at the discretion of the Naval Science Instructors with final approval by the Senior Naval Science Instructor (SNSI). All promotions will be based on performance criteria which encompass leadership potential, maturity, initiative, management skills, physical fitness test, and the respect of other cadets.

TRANSFER STUDENTS

Cadets transferring from other Junior Reserve Officers Training Corps units may receive rank up to and/or equivalent to, but not above the rank previously earned. However, a rank assignment will not exceed the rank of Ensign. Cadets must ensure that verified records from their previous unit is received by KRHS NJROTC to maintain their earned rank. The Senior Naval Science Instructor (SNSI) and/or the Naval Science Instructors (NSI) may waive the minimum advancement requirements outlined in the advancement eligibility requirements section below. (See eligibility below.)



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SEAMAN RECRUIT ELIGIBILITY

- A) Time Requirements:
 - 1) Time-in-Unit: Two weeks minimum
 - 2) Time-in-Rate: Not applicable
 - B) Uniform
 - 1) Received initial outfitting of uniform
 - 2) Passed uniform inspection
 - C) Academics:
 - 1) Overall Grade: Attain a C in Naval Science
 - D) Oral Tests:
 - 1) 1st and 2nd General Order to the Sentry (JROTC bar)
 - 2) Training Time Out (anchor)
 - E) Pass the Physical Fitness Test (PFT). See Cadet Field Manual for score requirements.
 - F) Submission of the appropriate advancement sheet
- Designation:** JROTC bar collar device and the anchor for garrison caps

SEAMAN APPRENTICE ELIGIBILITY

- A) Time Requirements:
 - 1) Time-in-Unit: Two months minimum
 - 2) Time-in-Rate (Seaman Recruit): Two months minimum
 - B) Uniform: Passed uniform inspection on three consecutive uniform days
 - C) Academics:
 - 1) Overall grade: Attain a C in the Naval Science Course
 - D) Written Tests:
 - 1) Military Time
 - 2) NJROTC ribbons and awards
 - E) Pass the Physical Fitness Test (PFT). See Cadet Field Manual for score requirements.
 - F) Submission of the appropriate advancement sheet
- Designation:** Seaman Apprentice Class Device

SEAMAN ELIGIBILITY

- A) Time Requirements:
 - 1) Time-in-Unit: Two months minimum
 - 2) Time-in-Rate: (Seaman Apprentice): Two months minimum
 - B) Uniform: No failed uniform inspection days in six weeks
 - C) Academics:
 - 1) Overall grade: Maintain a C in Naval Science
 - D) Written Test: Military rates/ranks
 - E) Practical Test: Demonstrate response to all standard facing and basic marching commands.
 - F) Pass the Physical Fitness Test (PFT). See Cadet Field Manual for score requirements.
 - G) Submission of the appropriate advancement sheet
- Designation:** Seaman Class Device



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PETTY OFFICER THIRD CLASS ELIGIBILITY

- A) Time Requirements:
 - 1) Time-in-Unit: Two months minimum
 - 2) Time-in-Rate (Seaman): Two months minimum
- B) Uniform: No failed uniform inspection days in six weeks
- C) Academics:
 - 1) Overall grade: Maintain a C in Naval Science
- D) Written Test:
 - 1) KRHS NJROTC Chain of Command
- E) Practical Test:
 - 1) Demonstrate ability to lead a squad in all standard-facing commands, salutes, and basic marching
- F) Pass the Physical Fitness Test (PFT). See Cadet Field Manual for score requirements.
- G) Submission of the appropriate advancement sheet

Designation: Petty Officer Third Class Device

PETTY OFFICER SECOND CLASS ELIGIBILITY

- A) Time Requirements:
 - 1) Time-in-Unit: Four months minimum
 - 2) Time-in-Rate (Petty Officer Third Class): Second year.
- B) Uniform: No failed uniform inspection days in two months
- C) Academics:
 - 1) Overall grade: Maintain a C in Naval Science
- D) Written Test:
 - 1) National Chain of Command and General Orders to the Sentry
- E) Practical Test:
 - 1) Nine and Sixteen Count Manual of Arms
- F) Pass the Physical Fitness Test (PFT). See Cadet Field Manual for score requirements.
- G) Submission of the appropriate advancement sheet

Designation: Petty Officer Second Class Device

PETTY OFFICER FIRST CLASS ELIGIBILITY

- A) Time Requirements:
 - 1) Time-in-Unit: At the discretion of the SNSI
 - 2) Time-in-Rate: (Petty Officer Second Class): Second year.
- B) Uniform: No failed uniform inspection days in two months
- C) Academics:
 - 1) Overall grade: Maintain a C in Naval Science
- D) Written Test: Chain of Command, leadership qualities, unit policies, military education, drill requirements, and seamanship
- E) Practical Test:
 - 1) Demonstrated performance in conducting a proper inspection



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- 2) Perform as a shadow inspector for at least 1 inspection
- 3) Drill a Platoon.
- 4) Inspect a Platoon
- F) Pass the Physical Fitness Test (PFT). See Cadet Field Manual for score requirements.
- G) Submission of the appropriate advancement sheet

Designation: Petty Officer First Class Device

REQUIREMENTS FOR CHIEF PETTY OFFICER

Selection to Chief Petty Officer (CPO) positions, minimum requirements:

- A) Must have completed at least 10 hours of Community Service after becoming a C/PO1.
- B) Must have attended at least one Unit Service event after becoming a C/PO1. (Check with an NSI in advance to ensure the event satisfies the requirement).
- C) Academics:
 - 1) Must have a cumulative GPA of 2.5 or higher.
 - 2) Currently passing all academic classes.
 - 3) Minimum of an 85 average in Naval Science.
- D) Written Test:
 - 1) CPO Exam
- E) Practical Test:
 - 1) Must be proficient in flag and rifle movements of a marching color guard.
 - 2) Must participate in one color guard event.
 - 3) Exhibit proficiency in Saber Drill.
- F) Pass the Physical Fitness Test (PFT). See Cadet Field Manual for score requirements.
- G) CPO check-off sheet must be utilized for all CPO candidates and submitted upon its completion.
- H) Selection process: Cadets who are eligible for promotion to the rank of Chief Petty Officer will have their records reviewed by a board designated by the SNSI. Candidates will be considered based on their participation, standing, and aptitude for a major leadership position. After completion of the selection process, the NSIs will present possible candidates for CPO selection to the SNSI for advancement consideration.

Designation: Chief Petty Officer Device.

REQUIREMENTS FOR SCPO THROUGH CADET OFFICER

Selection for Senior Enlisted and Officer ranks, minimum requirements:

- A) Must have a unit service ribbon.
- B) For Seniors:
 - 1) Must have participated in at least one community service event during the current year.
- C) For Juniors
 - 1) Must have at least 5 hours of community service during the current year.
- D) Academics
 - 1) Must be passing all subjects.
 - 2) Must have at least a grade of B in Naval Science



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- 3) Must be able to demonstrate basic sword manual drill.
 - 4) Must be able to demonstrate the movements of the American and Navy flags in a marching color guard.
 - 5) Must have a 3.0 GPA.
- E) Pass the Physical Fitness Test (PFT). See Cadet Field Manual for score requirements.

Designation: Appropriate Earned Rank Device.

WAIVERS

Time-in-Unit and other eligibility requirements may be waived by the SNSI and the NSIs for students in unit leadership positions. Meritorious advancements will be on a temporary basis until published eligibility requirements are met.

EXPECTED GRADE-LEVEL PROMOTION

Cadets wishing to return to the KRHS NJROTC unit in subsequent years must complete the minimum requirements set forth below. Cadets not completing the requirements may be counseled regarding further consideration for continuance with the unit.

- A) Second-year cadets, (9th going into 10th) minimum requirements:
 - 1) Cadet rank of Seaman (SN)
 - 2) Successfully passed Naval Science 1
 - 3) Participation ribbon
 - 4) Completed 10 hours of community service
 - 5) Completed 5 hours of unit service
 - 6) Pass the Physical Fitness Test
- B) Third-year cadets, (10th going into 11th) minimum requirements:
 - 1) Cadet rank of Petty Officer Second Class (PO2)
 - 2) Successfully passed Naval Science 2
 - 3) Completed 10 hours of additional community service
 - 4) Complete 5 hours of unit service.
 - 5) Participation ribbon with bronze star
 - 6) Pass the Physical Fitness Test
- C) Fourth-year cadets, (11th going into 12th) minimum requirements:
 - 1) Cadet rank of Petty Officer First Class (PO1)
 - 2) Successfully passed Naval Science 3
 - 3) Community Service ribbon with two bronze stars (30 hours)
 - 4) Pass the Physical Fitness Test



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Chapter 5: Uniforms

UNIFORM REGULATIONS

The Navy uniforms issued to each cadet are to be worn only as prescribed by the Senior Naval Science Instructor. Wearing the Navy uniform is a privilege, a responsibility, and a requirement. Cadets MUST be in the uniform prescribed by the Plan of Week each day of the school year. Civilian articles of clothing shall not be worn with the uniform. The wearing of civilian coats with the uniform will not be tolerated. To mix Navy uniform articles of clothing and civilian clothing is disrespectful to the uniform of the United States Navy and its traditions and will, therefore, not be condoned.

KRHS NJROTC UNIFORMS

There are three basic uniforms worn within KRHS NJROTC. The uniform prescribed for each day's wear will be detailed in the Plan of the Week/Day. Uniforms are as follows:

1. Navy Service Uniform w/ribbons
2. Service Dress Blue
3. PT uniform

Uniform composition and wear are detailed in the Cadet Field Manual (NSTC INST M - 5761 1A).

OTHER UNIFORM ITEMS/OPTIONAL ITEMS

Other uniform items not covered in the Cadet Field Manual:

- A) The Relaxed Fit Jacket (RFJ) is authorized for wear with any uniform (including the PT uniform).
- B) Gloves may be worn for comfort with any uniform when the RFJ is worn. Gloves shall not be worn in the classroom, during inspections, or at any other time when not exposed to the elements. Gloves should be black.
- C) Overshoes/Boots (not issued by the Navy). May be worn for comfort and to protect shoes during rain or snow.
- D) Caps/Earmuffs (not issued by the Navy). There are times, particularly in mid-winter, when the Navy-issued caps may not provide the desired low-temperature protection. During such times a knit stocking cap or earmuffs may be worn, or a rain cap may be worn when it is raining. These articles should be black. Sports logos are not permitted on black knit caps.
- E) Expected wearing of items indoors in cold weather:
 - 1) The RFJs may be worn with the Navy Service Uniform.
 - 2) RFJs, when worn, should be zipped.
 - 3) Socks – the only socks authorized with the Navy Service Uniform and the Service Dress Blue uniform are BLACK crew socks (no low socks).
- F) Earrings (Females only). One silver ball (PO1 and below) or One gold ball (CPO and above) per ear centered on the ear lobe. No other visible piercings including clear studs or spacers are authorized.

NAME TAGS



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The name tag is part of the Navy uniform. It is also the school identification badge. Consequently, wearing the name tag is required at all times while in uniform. It is worn as prescribed by the cadet handbook. The first name tag will be issued to the cadet free of charge. Lost or damaged tags will be replaced at cost and are the responsibility of the cadet.

UNIFORM RESPONSIBILITY

- A) All uniform items issued by the Navy remain the property of the Navy and are the responsibility of the cadet to whom they are issued. If an item is lost, stolen, or damaged to the extent that it is not repairable for further wear due to the cadet's negligence or misconduct, it is the responsibility of the cadet (or parent/guardian) to reimburse the Navy for that item.
- B) If an article is outgrown or worn out through normal usage it will be replaced by the NJROTC staff at no cost to the cadet.
- C) All minor uniform repairs (such as replacing buttons and zippers, and repairing minor tears or rips) will be handled by the Naval Science Department.
- D) Loss of an article of clothing must be reported immediately to the Senior Naval Science Instructor and arrangements made for reimbursing the Navy. In most cases, some extended payment plans may be made through the Senior Naval Science Instructor. As soon as payment is made, or payment arrangements have been made, a new article will be issued. Academic records CANNOT be transferred to another school if a cadet's uniform account is not clear.
- E) Cadets are advised to place their name or other identification on uniform items and PT uniforms. A laundry marker or similar device may be used.
- F) Identification should not be visible when the uniform is worn.
- G) Cadets must replace lost or stolen PT Gear promptly. Additionally, PT gear must be maintained in good condition.

COSTS

All uniforms and Naval Science textbooks are the property of the United States government and are issued at minimal to no cost to the cadet. Maintaining the cleanliness of the uniform and the security of all issued items is the responsibility of the cadet. Cadets must purchase, at the minimum, several white crew neck tee shirts (with no inscription of any kind); several sets of black socks; running shoes; and appropriate undergarments. Replacement of uniform items due to normal wear and tear or due to the growth of the cadet will be made without cost to the cadet. Replacement of uniform items due to loss, negligence, unsanitary conditions, etc. will incur a cost for each item damaged or not returned.

When a cadet leaves the unit all designated uniform items will be required to be returned. Once returned, the cadet will receive a custody card printout reflecting the status of returned gear. If a cadet chooses not to return any item listed on their custody card, they will be required to pay for such uniform items not returned.



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Chapter 6: KRHS NJROTC Organizational Structure

COMAPANY ORGANIZATION

Cadets enrolled in the KRHS NJROTC are organized as a Company. The Company is then divided into platoons, which varies depending on enrollment, but generally, there will be at least four platoons. Additionally, there are generally two squads in each platoon. The number of squads and the number of cadets in each squad will be determined by the number of cadets actually in ranks.

ORGANIZATIONAL CHART

| <u>CADET LEADERSHIP POSITION</u> | <u>MAXIMUM ASSOCIATED RANK</u> | |
|---|--------------------------------|------------|
| Company Commander | Cadet Lieutenant CDR | C/LCDR |
| Company Executive Officer | Cadet Lieutenant | C/LT |
| Company Chief | Cadet Senior Chief/Chief | C/SCPO/CPO |
| Company Operations | Cadet Lieutenant JG | C/LTJG |
| Company Supply | Cadet Lieutenant JG | C/LTJG |
| Company Admin | Cadet Lieutenant JG | C/LTJG |
| Company Training (2) | Cadet Lieutenant JG | C/LTJG |
| Company PAO | Cadet Ensign | C/ENS |
| Platoon Commander/Leader | Cadet Ensign | C/ENS |
| Assistant Platoon Leader (Mustering PO) | Cadet Master Chief PO | C/MCPO |
| Platoon Guide | Cadet Chief Petty Officer | C/CPO |
| Platoon Squad Leader (2) | Cadet Chief Petty Officer | C/CPO |
| Platoon Admin | Cadet Chief Petty Officer | C/CPO |
| Platoon Training | Cadet Chief Petty Officer | C/CPO |
| Platoon Awards | Cadet Chief Petty Officer | C/CPO |
| Platoon Supply | Cadet Chief Petty Officer | C/CPO |

| <u>COLOR GUARD</u> | <u>ASSOCIATED RANK</u> | |
|---|---|-------|
| National Color Bearer (Team Commander) | Cadet Chief | C/CPO |
| Color Bearer | Cadet 1 st Class Petty Officer | C/PO1 |
| Color Escorts (Left/Right Riflemen) (2) | Cadet 2 nd Class Petty Officer | C/PO2 |

| <u>DRILL TEAM</u> | <u>ASSOCIATED RANK</u> | |
|---------------------|---|--------|
| Commander | Cadet Lieutenant JG | C/LTJG |
| Assistant Commander | Cadet Ensign | C/ENS |
| Guide | Cadet 1 st Class Petty Officer | C/PO1 |
| Squad Leader (3) | Cadet 2 nd Class Petty Officer | C/PO2 |

| <u>RIFLE TEAM</u> | <u>ASSOCIATED RANK</u> | |
|--------------------------|------------------------|--------|
| Commander | Cadet Lieutenant JG | C/LTJG |
| Assistant Ranger Officer | Cadet Ensign | C/ENS |



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NAVAL SCIENCE INSTRUCTOR STAFF

The cadet Company operates under the supervision of the Naval Science Instructor (NSI) staff. One of the objectives of the NJROTC program is that the cadets will run the unit organization, experience hands-on leadership, and develop leadership skills with the guidance of professionals who have completed careers in leadership positions. While gaining a high school education, the cadets at the Kingsway Regional will conduct an ongoing leadership laboratory where they can test and refine their skills. The Naval Science staff will instruct the Naval Science curriculum and model different leadership traits and styles for the cadets. As the cadets progress they should follow the guidance of the staff, trust in their advice, and defer to their directions.

The Senior Naval Science Instructor (SNSI) and the Naval Science Instructors (NSIs) reserve the final approval of cadet leadership decisions. Cadets will find that they will gain authority and responsibility as they mature in their leadership roles within the unit. As they gain autonomy, they must always remember that their decisions are, in the final determination, a recommendation to the Naval Science Instructors and the Senior Naval Science Instructor.

DUTIES AND RESPONSIBILITIES OF CADET OFFICERS

It is the duty and responsibility of every Cadet Officer to abide by and enforce the rules and regulations of the KRHS NJROTC unit. Cadet Officers must provide the proper example(s) for the company in matters of military appearance, bearing, conduct, and academic performance. Cadet Officers will report all offenses of the discipline code to the chain of command and will carry out duties as assigned by the Company Commander.

PLAN OF THE WEEK

The Plan of the Week is an official publication of KRHS NJROTC. All cadets and staff are charged with a thorough knowledge of their contents. A Plan of the Week (POTW) will be published at the beginning of each week and read to each platoon at muster. The POTW will include notices of school activities, class schedule information, duty Squad assignments, the prescribed uniform for each day of the week, special announcements, etc. Each Platoon Mustering PO must ensure that the POTW is read to his/her platoon at muster. A copy of the POTW will be posted in Naval Science classrooms, for reference.

NJROTC EXTRACURRICULARS

NJROTC has several extracurricular activities that KRHS NJROTC will have an opportunity to participate in. These activities may or may not be available each year and will be determined by cadet interest and instructor availability. The following activities are available through NJROTC: Color Guard (Mandatory), Drill Team (Mandatory), Rifle Marksmanship Team, Honor Guard, Orienteering, Sea Perch, Cyber Patriot, Drone Flying, Academic Brain Brawl, and Leadership Academy.



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Chapter 7: Naval Science Curriculum and Classroom Policies

CURRICULUM

The NJROTC curriculum provides students with both academic and practical knowledge of the responsibilities of citizenship. Students earn one elective credit with the completion of one year of the program. The Naval Science Courses are an extension of science, social studies, mathematics, psychology, and law with a naval application. The program sequence consists of four Naval Science courses that teach a wide range of topics. Go to [Naval JROTC Course Sequence](#) to learn more.

A description of each of the Naval Science courses, which is developed and provided by the US Navy, can be found below.

A) NAVAL SCIENCE 1

This course is an introduction to the meaning of citizenship. Students will learn the elements of leadership, the value of scholarship in attaining life goals, the importance of a healthy lifestyle, how to control stress, principles of first aid, and an overview of Naval ships and aircraft. These elements are presented at the fundamental level.

1) Course Content

- i) Introduction to the NJROTC Program
- ii) The NJROTC Uniform
- iii) Introduction to Military Drill and Ceremonies
- iv) Introduction to Leadership
- v) Citizenship and Government
- vi) Introduction to Fitness and First Aid
- vii) Introduction to the US Navy

B) NAVAL SCIENCE 2

This course builds on the principles discussed in Naval Science 1. The course introduces Cadets to the technical areas of naval science and the role of the U.S. Navy in maritime history.

1) Course Content

- i) Continued Leadership Development
- ii) Introduction to Maritime History: Beginning of Sea Power through War on Terrorism and Beyond.
- iii) Introduction to Nautical Sciences: Maritime Geography, Oceanography, Meteorology, Astronomy, Physical Sciences

C) NAVAL SCIENCE 3

Broadens the understanding of students in operative principles of military leadership. Students learn about teamwork, using order and discipline to accomplish objectives. Students gain a more in-depth knowledge of Naval ships and aircraft. Marine navigation and seamanship are introduced.

1) Course Content

- i) National Security



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- ii) Naval Operations
 - iii) Military Law and International Law at Sea
 - iv) Introduction to Ship Construction and Damage Control
 - v) Organization
 - vi) Basic Seamanship
 - vii) Continued Instruction in Leadership, Citizenship, and Discipline
 - viii) ACT/SAT Preparation Courses
 - ix) Life Skills
- D) NAVAL SCIENCE 4
- This course focuses on practical leadership. Students in this course will have the opportunity to lead under supervision. Students will have the opportunity to work with other junior Cadets as mentors and leaders. There is a strong emphasis on preparation for life after high school.
- 1) Course Content
- i) Theoretical and Applied Aspects of Leadership
 - ii) Motivational Techniques
 - iii) Goal Setting and Development
 - iv) ACT/SAT Preparation Courses
 - v) Financial Literacy
 - vi) Life Skills

NAVAL SCIENCE PREREQUISITES

Entering KRHS NJROTC cadets regardless of school year classification (freshman, sophomore, etc.) will take Naval Science 1 unless they have transferred from a high school that has JROTC and have completed a JROTC course there. Normally cadets take courses in sequence, (i.e. Naval Science I, II, III, and IV.) Completion of Naval Science requirements by means other than participating in a classroom setting (i.e. "Independent Study") would only be considered on an individual and limited basis. Additionally, under certain circumstances as determined by the Senior Naval Science Instructor and KRHS Administration, a cadet may bypass a Naval Science course to align with their year group cohorts. For example, a student who joins NJROTC their Junior Year and passes Naval Science 1 with a 90% or better, has exceeded grade level requirements for Naval Science 1 and 2, and has demonstrated exceptional leadership abilities would be recommended to then take Naval Science 4 in their Senior Year.

NJROTC GRADING

An assigned grade ***measures student achievement relative to identified standards, course outcomes, and overall course goals and objectives.*** Grades inform students, parents, teachers, and administrators of the degree to which proficiency and/or mastery has been attained and help teachers adjust instruction to meet the individual needs of all students. Student achievement is relative to Naval Science grades will be assigned consistently with [Kingsway Regional High School's Grading Policy](#).



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CLASS CONDUCT FOR ALL CLASSES

- A) Beginning of each class - cadets are expected to enter the classroom BEFORE the late bell sounds.
- B) Cadets entering late must stop at the threshold of the classroom door; come to attention and, WHEN RECOGNIZED by the teacher, say in a firm voice "Request permission to come aboard, sir or ma'am". When permission is granted the cadet may enter and go to his/her seat quietly or state his/her business with the teacher.
- C) All NJROTC classes at Kingsway Regional will begin with the Platoon Leader or ranking cadet calling the class to attention. If the teacher is not in the room, the class will also be called to attention when he/she enters the room. At the end of class and upon a signal from the teacher, the Platoon Leader or ranking cadet will call the class to attention for dismissal. Cadets WILL NOT LEAVE until dismissed.
- D) Cadets will address all teachers and staff appropriately (Mr., Mrs., or Ms. with the teacher's last name - for example: "Mr. Smith, Mrs. Jones," etc.). Naval Science Instructors will be addressed by their military rank and name - for example: "Senior Chief Fields, Master Sergeant Roe," etc. Naval Science Instructors will address cadets as either "Cadet ____ (last name)" or, Mr., or Miss (last name). Also, the use of cadet rank and last name is always appropriate. Use of the last name only is acceptable for E-6 and below.
- E) Responses such as: "yeah", "huh", "okay", "un huh" or other guttural replies will not be used by cadets in response to teacher inquiries. "Yes, sir/ma'am" or "No, sir/ma'am" or a direct informational response is the only replies that will be accepted. The only proper seaman-like response to an order is "Aye Aye, sir/ma'am".
- F) Classes will be called to attention when visitors enter the room and will remain at attention until instructed to "carry on," "seats," or some other appropriate command. Also, attention on deck will be called for school administrators, and the Cadet Company Commander when appropriate. The class will be called to attention by the ranking cadet or the first person seeing the visitor enter.
- G) Classes will not be called to attention when a test is in progress.
- H) Generally speaking, the rule of seniority presides. If an instructor/teacher is conducting class, one would not call attention for someone junior who is entering. (Someone junior would usually be asking for permission to enter.) A senior or visitor would be recognized. Furthermore, "Attention on deck" will not be called for Cadet Officers (including the Company Commander) who are members of the class. When a cadet officer enters the room on official business "Attention on Deck" will be sounded, if no senior person is present.
- I) Instructors transiting back and forth into the same class during the same period would usually only be recognized the first time they entered class during that period.
- J) When "Attention on Deck" is sounded all members of the class will come to attention regardless of their rank or position.
- K) Food and Drink Policy
 - 1) Food and drinks are not permitted in classrooms. Cadets who need to carry water, for medical reasons, must get permission from the school nurse.
- L) Cell Phone/Electronic Equipment Policy



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- 1) Cadets in the KRHS NJROTC program are expected to follow the cell phone policy established by the District. Cell phones, ear buds and other electronic devices, with the exception of the District issued Chromebook, will not be permitted in class and must be silenced. Violations of this policy will result in consequences outlined in the High School Code of Conduct.

M) Illness

- 1) If a cadet falls ill during the school day, they must report to the nurse who will evaluate their condition and contact a parent, if necessary.

PATRIOTISM AND SCHOOL (UNIT) SPIRIT

One of the basic tenets of the NJROTC program is to engender a sense of patriotism in the cadet's everyday life and to exhibit patriotism through participation in events such as parades and ceremonies connected with the military and/or veteran's groups. Other community groups will undoubtedly approach the unit for support in terms of color guards, cadet attendance in uniform, and like ventures.

A daily manifestation of this spirit will be reciting the Pledge of Allegiance in the classroom or attending to the playing of the National Anthem when appropriate. Full participation by each cadet in the recitation of the Pledge of Allegiance to the Flag and respect during the playing of the National Anthem is thereby assumed and expected.

School spirit and Navy-based themes will rally the cadets to feel proud of their school and their NJROTC unit. Healthy competition and friendly rivalry with other service-based units will be expected with the consideration that we are ultimately all on the same team. Good sportsmanship and mutual respect are the number one priority when dealing with any other JROTC or military unit, or any other high school or student group, for that matter.

FIELD TRIPS (NAVY SPONSORED)

Each year there will be military-related field trips. Cadets will wear their NJROTC military uniforms as directed and as appropriate while on field trips. If attending a field trip, it is the cadet's responsibility to know what the appropriate attire is for the day. Eligibility to participate:

1. Classroom performance
2. No discipline problems
3. Not failing any classes
4. Class year (Seniors - Freshman)
5. Timely submission of paperwork

Field Trips may include, but are not limited to the following:

Camping Trips, Naval Base Norfolk, Dover Air Force Base, Naval Air Stations, Cape May Coast Guard Base, MCB Quantico, VA, Sunset Parade, Sea Cruise (PHL/NOR), USNA Annapolis, USMA West Point, Washington DC, Gettysburg, US Navy Boot Camp RTC Great Lakes, and other places of interest.



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