



Cadet Creed ⊕

- I AM A NAVY JUNIOR ROTC CADET
- I STRIVE TO PROMOTE PATRIOTISM AND TO BECOME AN INFORMED AND RESPONSIBLE CITIZEN
- I RESPECT THOSE IN POSITIONS OF AUTHORITY
- I SUPPORT THOSE WHO HAVE DEFENDED FREEDOM AND DEMOCRACY AROUND THE WORLD
- I PROUDLY EMBRACE THE NAVY'S CORE VALUES OF HONOR, COURAGE, AND COMMITMENT
- I AM COMMITTED TO EXCELLENCE AND THE FAIR TREATMENT OF ALL

Robertsdale High School Navy Junior Reserve Officer Training Corps



Cadet Handbook

_____/_____
Last Name, First Name / Rank (Rank in Pencil)

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Navy Junior Reserve Officers Training Corps
Robertsdale High School
21630 Highway 59 South
Robertsdale, Alabama 36567

From: Robertsdale High School Navy Junior Reserve Officers Training Corps (NJROTC)
To: New and Returning Cadets
Subj: ROBERTSDALE HIGH SCHOOL NJROTC HANDBOOK; 5TH EDITION

Welcome to the Award-Winning Robertsdale High School NJROTC! We are a distinguished unit with academic honors and currently have nearly 170 of the most incredible young adults that you will find in any high school anywhere, to include cadets from Elberta High School. We're profoundly glad to have you aboard.

There is no military commitment when you become a cadet. We don't haze, we don't discriminate and we don't try to get you to join the Navy or any other military service. Our highest priority is to help you become the best version of yourself. That's it. To that end, we start with a military template and infuse it with Naval, Marine Corps and Coast Guard culture, tradition and a whole lot of fun. We try to keep it interesting and are focused on constantly improving; so you'll never get bored or stagnant.

To get the most out of NJROTC, you must put your best into it. Some cadets stay with us for their entire High School career. The cadets that invest that much time in NJROTC often become our unit's leaders, an experience that carries over to life after high school in a very big way.

Please remember that there is no shortage of students wanting to be a part of this unit. Accountability is paramount and cadets must comply with rules, regulations and all procedures contained in this handbook. As part of something this special; you have to understand that it's no longer just about you, it's about all of us. We very much have an "all for one, one for all" mentality. Over 4000 cadets have passed through this program since 1992. That is a significant legacy and you have a big responsibility to honor it. Ask yourself everyday what you are doing to leave this program better than you found it.

FRANK STARR

W.F. Starr
LCDR USN (Ret.)
Senior Naval Science Instructor

Edward Theodore

E.A. Theodore
PO1 USN (Ret.)
Naval Science Instructor

Erin Pate

E.C. PATE
PO1 USCG (Ret.)
Naval Science Instructor

Joseph Sharp
Principal Robertsdale High School

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NOTES

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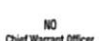







NOTES



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Officer Rank Structure

0-1	0-2	0-3	0-4	0-5	0-6	0-7	0-8	0-9	0-10	SPECIAL
ARMY - AIR FORCE - MARINES										
 Second Lieutenant (2LT)	 First Lieutenant (1LT)	 Captain (CPT)	 Major (MAJ)	 Lieutenant Colonel (LTC)	 Colonel (COL)	 Brigadier General (BG)	 Major General (MG)	 Lieutenant General (LTG)	 General (GEN)	 General of the Army (GA)
NAVY - COAST GUARD										
 Ensign (ENS)	 Lieutenant Junior Grade (LTJG)	 Lieutenant (LT)	 Lieutenant Commander (LCDR)	 Commander (CDR)	 Captain (CAPT)	 Rear Admiral Lower Half (RADM/L)	 Rear Admiral Upper Half (RADM/U)	 Vice Admiral (VADM)	 Admiral (ADM)	 Fleet Admiral (FADM)
W-1	W-2	W-3	W-4	W-5						
ARMY										
 Warrant Officer (WO1)	 Chief Warrant Officer (CW2)	 Chief Warrant Officer (CW3)	 Chief Warrant Officer (CW4)	 Chief Warrant Officer (CW5)						
NAVY - COAST GUARD										
Warrant Officer 1 W-1 * The grade of Warrant Officer W-1 is no longer in use.	 Chief Warrant Officer (CW2)	 Chief Warrant Officer (CW3)	 Chief Warrant Officer (CW4)	 NO Chief Warrant Officer (CW5)						
MARINES										
 Warrant Officer (WO)	 Chief Warrant Officer (CW2)	 Chief Warrant Officer (CW3)	 Chief Warrant Officer (CW4)	 Chief Warrant Officer (CW5)						
AIR FORCE										
NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT						

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Enlisted Rank Structure

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	SENIOR NCO ADVISORS
ARMY									
no insignia									
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Specialist (SPC)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	First Sergeant (1SG)	Sergeant Major of the Army (SMA)
MARINES									
no insignia									
Private (PV)	Private First (PF)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunnery Sergeant (GySgt)	Master Sergeant (MSGt)	First Sergeant (1stSgt)	Sergeant Major of the Marine Corps (SgtMaj/MC)
AIR FORCE									
no insignia									
Airman Basic (AB)	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSGt)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	Chief Master Sergeant (CMSgt)
NAVY									
no insignia									
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)	Force or Fleet Command Master Chief Petty Officer (FORMC/FLTMC)
COAST GUARD									
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)	Command Master Chief (CMC)

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Nautical Knots

Slip hitch
A quick knot to tie that is easy to release and used for securing sails.

Admiralty stopper knot
Used as a stopper knot in the end of sheets, and halyard to stop the rope from running through the sheave. (This is preferred to the simpler figure of eight knot, which is easily washed out by the force of water.) Lines used for flying spinnaker (sheets, guys and halyard) must NEVER have stopper knots in them, to ensure that in the event of an emergency, the ropes will run free.

Bowline
Ties a non-slip loop in the end of a rope and is used to secure a sheet to sail clew and mooring lines.

Clove hitch
Also used to attach a line to an object such as fenders to the stanchions.

Reef knot
Used to attach two lines of equal thickness together such as sail ties when something more secure than a slip knot is required.

Rolling hitch
Used to tie a line to an object when the load is parallel such as a sheet when taking a riding turn out of a winch or when transferring the sheet load to allow fairlead cars to be moved up or down the track.

Coiling rope
Loose rope ends should be coiled and secured with the tail so that they are ready to be shaken out at a moment's notice.

Round turn and two half hitches
Used to attach a line to an object such as a tender to the yacht or pontoon. Easy to untie under load.

GOING INTO THE OFFICE FOR A SIGN OFF? BETTER KNOW HOW TO TIE A BOWLINE. BETTER KNOW HOW TO PRONOUNCE IT TOO. BRING YOUR OWN PIECE OF LINE AND UNDERSTAND THE PRACTICAL APPLICATION OF THESE KNOTS, NOT JUST HOW TO TIE ONE IN A LABORATORY.

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YOU WEAR THEM. YOU HAVE TO KNOW THEM. RIBBONS AREN'T GIVEN, THEY'RE EARNED. WANT TO LOOK LIKE CHESTY PULLER? WORK LIKE CHESTY PULLER.

NJROTC Ribbons ⊕



2. DISTINGUISHED UNIT	3. DISTINGUISHED CADET	4. HONOR CADET	5. CADET ACHIEVEMENT
6. UNIT ACHIEVEMENT	7. APTITUDE	8. NS IV OUTSTANDING CADET	9. NS III OUTSTANDING CADET
10. NS II OUTSTANDING CADET	11. NS I OUTSTANDING CADET	12. EXEMPLARY CONDUCT	13. ACADEMIC AWARD
14. EXEMPLARY PERSONAL APPEARANCE	15. PHYSICAL FITNESS	16. PARTICIPATION	17. UNIT SERVICE
18. COMMUNITY SERVICE	19. DRILL TEAM	20. COLOR GUARD	21. RIFLE TEAM
22. ORIENTEERING	23. RECRUITING	24. MINI-BOOT CAMP	25. SEA CRUISE
LAMP-BRONZE	LAMP-SILVER	LAMP-GOLD	TORCH-GOLD
ANCHOR-GOLD	STAR-BRONZE	STAR-SILVER	STAR-GOLD



ROBERTSDALE NJROTC MISSION STATEMENT

"We will instill in our Cadets the values of Honor, Courage, Commitment and Service-Above-Self. We will foster a deep appreciation for learning and we will create an environment that develops strong minds and bodies. Robertsdale NJROTC will be an example of excellence in our school through the development of high quality leadership and personal responsibility in our organization, our school and our community."

Throughout this book, "⊕" indicates an item or section shall be memorized.

THE RULES

1. Uniform Day. You will wear your Navy Uniform when directed (ex: uniform day, Color Guard detail, Awards Night). A fee may be assessed for uniforms that is not returned or lost/damaged due to negligence.
2. Tactical Days. You will wear your Tactical Gear when directed (ex: field trip, fundraisers, etc.). Don't wear it as personal clothing. A fee may be assessed for Tactical Gear that is not returned or lost/damaged due to negligence.
3. Up or Out. You must advance at least two times per school year. A cutoff date for this requirement will be set approximately 60 days before the last day of school. You'll have to plan your advancement strategy accordingly. We will facilitate IEP's, for illness, hardship or any physical challenges; we just need the affected Cadet to collaborate with us so a plan can be developed. This means that there is no excuse not to advance.
4. Physical Training (PT). PT is mandatory and written excuses are required. While we can't force you to PT, you will receive a zero in the gradebook for participation on that day.
5. Training Time Out (TTO). Cadets are expected to call a Training Time Out (TTO) if they see any unsafe condition. Make a "T" with your hands and shout "Training Time Out."
6. Instructor Country. Cadets will stay out of the Instructor Office unless invited in.



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Code of Conduct

"I speak with integrity and act with honor.

I am always on time and I lead by example.

I am enthusiastic, not afraid to take action and never underestimate my ability.

I crush obstacles regardless of size; because for a Cadet, quitting is not an option.

I respect experience, authority and am grateful for all opportunities.

I own my decisions, even the bad ones, and always help others.

I am a Robertsdale NJROTC Cadet." ⊕

Speak with integrity: Your word is your bond so think before you speak.

Act with honor: Honor is more of a concept than a "word" and it can mean different things to different people. Over time, you'll refine what honor means to you, but start by always doing the right thing, even when nobody's looking.

Be on time: Always and everywhere, and observe all due dates.

Lead by example: Leadership can be difficult and lonely. Regardless, of the challenges...if you're a Leader...you lead. So, don't shy away from the burden; pick it up and go.

Be enthusiastic, take action: Great attitudes are contagious. Don't wait to be told. Have a bias towards action and understand the message in "Message to Garcia!"

Don't underestimate yourself: You are capable of far more than you can imagine so test yourself daily. It's ok if you fail, it makes you stronger, just get up and try again.

Overcome obstacles regardless of size: Go over, under, around or through them if you have to. Chip away at big obstacles with small deliberate actions. Cadets don't quit.

You don't know it all...really: Learn from people that have been there and done that, respect people that rose to positions of authority and understand that someone else, somewhere, sacrificed for the opportunities you have.

Own my actions even when others don't: We all make mistakes. Mistakes are expected. What separates those that act with honor from those that don't? Honorable Cadets own their mistakes and move forward. Be honorable.

Help others: Helping others is a deliberate choice. Don't look the other way. You'll need help someday too.

Disregard for the Rules on the previous page or the Code of Conduct may result in reduction in rank and/or restriction from certain activities or removal from the program.

Cadet: By signing below, you are making a promise to respect our standards and follow our procedures.

Parent/Guardian: By signing below, you are acknowledging your support of our standards and our procedures and that you intend to help us develop your child as a future leader.

Cadet Signature/Date: _____/_____

Parent/guardian Signature/Date: _____/_____



Cadets to master the following commands in order and may use book to reference:

Basic Armed Drill Card

1. Attention
2. Dress Right Dress
3. Ready Front
4. Parade Rest
5. Attention
6. Rifle Salute
7. Ready Two
8. Inspection Arms
9. Port Arms
10. Order Arms
11. 14 Count Manual of Arms

Form Platoon for Inspection

1. Platoon Fall In
2. Verbal Report In (Sir/Ma'am permission to utilize your drill deck for PO1 practical)
3. Squad Leaders Report In
4. Open Ranks March
5. Dress Right Dress (Check squads for alignment)
6. Ready Front (Step in front of first squad leader then right face)
7. Close Ranks March
8. Platoon Fall Out

Sword Manual Drill Card

1. Draw Sword
2. Parade Rest
3. Attention
4. Present Arms
5. Order Arms/ Carry Sword
6. Forward March
7. Eyes Right
8. Ready Front
9. Platoon Halt
10. Return Sword



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Platoon Drill Card

- | | |
|-------------------------|----------------------------|
| 1. Fall In | 26. To the Rear March |
| 2. Present Arms | 27. To the Rear March |
| 3. Verbal Report-In | 28. Platoon Halt |
| 4. Order Arms | 29. Forward March |
| 5. Dress Right Dress | 30. Eyes Right |
| 6. Ready Front | 31. Ready Front |
| 7. Cover | 32. Platoon Halt |
| 8. Parade Rest | 33. Forward March |
| 9. Platoon Attention | 34. Column Left March |
| 10. Left Face | 35. Mark Time March |
| 11. About Face | 36. Forward March |
| 12. Forward March | 37. Change Step March |
| 13. Column Right March | 38. To the Rear March |
| 14. Right Oblique March | 39. To the Rear March |
| 15. Platoon Halt | 40. Column Half Left March |
| 16. Forward March | 41. Column Half Left March |
| 17. Column Right March | 42. Left Flank March |
| 18. To the Rear March | 43. Right Flank March |
| 19. To the Rear March | 44. Platoon Halt |
| 20. Platoon Halt | 45. Left Face |
| 21. Forward March | 46. Present Arms |
| 22. Column Right March | 47. Report Out |
| 23. Right Flank March | 48. Order Arms |
| 24. Left Flank March | 49. Fall Out |
| 25. Column Left March | |

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DEDICATION. PARTICIPATION. MOTIVATION...IT SOUNDS PRETTY EASY, RIGHT? WELL, IT IS PRETTY EASY WHEN YOU'RE WELL RESTED, FED AND UNDER NO STRESS. HOW ABOUT WHEN YOU'RE TIRED, HUNGRY, UNCOMFORTABLE AND UNDER DEADLINES? THIS IS WHERE THE BEST LEADERS SHINE.

Core Values

We are dedicated to the Core Values of Honor, Courage and Commitment. These values build the foundation of trust and leadership for our unit. Research these values. You can use the internet, the library (yes, that place with books) or interview someone who embodies these values to you. Think about what you learn then write what these values mean to you below. No less than three sentences per value. Take your time and print legibly. Check your spelling, double-check your grammar and own your words. We will review these values frequently throughout the course of the school year. When you're done, sign your name at the bottom of the page.

HONOR _____

COURAGE _____

COMMITMENT _____



Safety

1. Report anything that looks unsafe or call TTO.
2. Make good decisions.
3. Don't push yourself so hard that you get hurt.

Operational Risk Management

1. Assess the risks of every activity.
2. Implement procedures to reduce the risk.
3. Update procedures as required.

Surprise Inspections

1. We inspect what we expect.
2. Staff and Block Leaders will stand surprise inspections for their functional areas. Staff will be counseled or removed if expectations are not being met.
3. Cadets will stand surprise grooming and Handbook inspections when required. The applicable criteria from a Uniform Inspection will be applied.

Mentoring

All Upperclassmen are responsible for mentoring junior Cadets. Have the heart of a teacher and always step up when you see a cadet that needs it.

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Squad Drill Card

- | | |
|------------------------------|------------------------------|
| 1. Fall In | 20. By the Right Flank March |
| 2. Present Arms | 21. By the Left Flank March |
| 3. Verbal Report In | 22. By the Right Flank March |
| 4. Order Arms | 23. To the Rear March |
| 5. Dress Right Dress | 24. To the Rear March |
| 6. Ready Front | 25. Mark Time March |
| 7. Cover | 26. Forward March |
| 8. Parade Rest | 27. Change Step March |
| 9. Squad Attention | 28. Column Right March |
| 10. Right Face | 29. Column Right March |
| 11. Forward March | 30. Squad Halt |
| 12. Column Right March | 31. Left Face |
| 13. Right Oblique March | 32. Present Arms |
| 14. Squad Halt | 33. Verbal Report Out |
| 15. Forward March | 34. Order Arms |
| 16. Column Right March | |
| 17. To the Rear March | |
| 18. To the Rear March | |
| 19. By the Right Flank March | |

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Basic Unarmed Drill Card

1. Attention
2. Hand Salute
3. Ready Two
4. Dress Right Dress
5. Ready Front
6. Left Face
7. About Face
8. Right Face
9. About Face
10. Parade Rest
11. Attention
12. At Ease
13. Attention
14. Right Step march
15. Halt
16. Left Step March
17. Halt
18. Backwards March
19. Halt
20. Right Face
21. Forward March
22. Half Step March
23. Forward March
24. To the Rear March
25. To the Rear March
26. Change Step March
27. Mark Time March
28. Forward March
29. To the Rear March
30. Halt
31. Right Face



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Nat'l Chain of Command & Key Leadership (It Changes from Time to Time...So Use Pencil Only)⊕

<u>National Chain of Command</u>	
Commander in Chief	
Vice President	
Secretary of Defense	
Secretary of the Navy	
Chief of Naval Operations	
Commander Naval Education and Training Command	
Commander Naval Service Training Command	
NJROTC Director	
Area 8 Manager	
Senior Naval Science Instructor	
Naval Science Instructor	
Naval Science Instructor	
<u>Key Leadership</u>	
Secretary of State	
Chairman Joint Chiefs of Staff	
Master Chief Petty Officer of the Navy	
Commandant of the Marine Corps	
Sergeant Major of the Marine Corps	

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Organization

The unit is organized into a Battalion which consists of companies (for our purposes). Companies are made from blocks/periods. Companies consist of Platoons and Platoons consist of Squads.

Listed below are billet duties and responsibilities. Basic duties and responsibilities for assigned NJROTC cadet billets are outlined on the following pages. It is to be emphasized that these are not all inclusive. Each cadet is expected to seek out and do those things which will make his or her particular billet (job) function more smoothly. The primary responsibility of leadership for each cadet officer, chief petty officer and petty officer is to set the highest standards for performance possible in everything that he or she does.

All cadets are responsible for conducting themselves, at all times, in a manner which reflects credit upon him or herself, the NJROTC unit, the school and community. Since we wear uniforms once a week, our actions also reflect on the U.S. Navy and a more widespread community. Whether in uniform or not, cadets are therefore responsible for maintaining the highest standards of conduct and appearance, all rules and regulations of the unit and school and the instructions and orders of their superiors to the best of their ability.

Cadet officers and petty officers are expected to set the example for junior cadets in every aspect of the NJROTC program here at RHS. Responsibilities of leadership must be accepted before the privileges of rank can be enjoyed. Extra effort and time will be required. Those selected for advancement who do not wish to accept the related responsibilities must decline the promotion.



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**BRAVO ECHO ALPHA WHISKEY ECHO SIERRA OSCAR MIKE
ECHO ALPHA NOVEMBER DELTA INDIA MIKE PAPA ROMEO
ECHO SIERRA SIERRA YANKEE OSCAR UNIFORM ROMEO
FOXTROT ROMEO INDIA ECHO NOVEMBER DELTA SIERRA...
OORAH!**

Phonetic Alphabet

A	Alpha	K	Kilo	U	Uniform
B	Bravo	L	Lima	V	Victor
C	Charlie	M	Mike	W	Whiskey
D	Delta	N	November	X	X-Ray
E	Echo	O	Oscar	Y	Yankee
F	Foxtrot	P	Papa	Z	Zulu
G	Golf	Q	Quebec		
H	Hotel	R	Romeo		
I	India	S	Sierra		
J	Juliet	T	Tango		

**SO, "GOLDEN BEAR" WOULD BE SPELLED: "GOLF, OSCAR, LIMA, DELTA, ECHO,
NOVEMBER - SPACE - BRAVO, ECHO, ALPHA, ROMEO"**

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YOU CAN'T KNOW WHERE WE'RE GOING UNLESS YOU KNOW WHERE WE CAME FROM. THE NAVY AND MARINE CORPS HAVE BEEN AROUND FOR A LONG TIME. THEIR TRADITIONS ARE EXCEPTIONAL AND A DIRECT LINKAGE TO ALL THOSE THAT HAVE GONE BEFORE.

Terms and Heritage ⊕

Navy

- ★ Port - Left
- ★ Starboard - Right
- ★ Deck - Ground or floor of a ship
- ★ Bulkheads - Walls
- ★ Head - Bathroom
- ★ Hatch - Door
- ★ Navy Mascot - Billy Goat
- ★ Oldest Commissioned ship in the Navy - USS Constitution (1798)
- ★ Nickname of USS Constitution - "Old Ironsides"
- ★ Depth of a Fathom - Six feet
- ★ Who names ships today - Secretary of the Navy
- ★ Birthday of the Navy - 13 October 1775
- ★ Founding of the Department of the Navy - 1798
- ★ Navy Colors - Navy Blue and Gold
- ★ Current Navy Seal adopted - 1959
- ★ Father of the Nuclear Navy - Admiral Rickover
- ★ Father of the Modern Navy - Alfred Thayer Mahan
- ★ Father of the Navy - John Paul Jones
- ★ Navy Fight Song - "Anchors Aweigh"
- ★ Meaning behind Navy Colors - Eagle: National Defense, Anchor: Maritime Tradition, Ship at Sea: US Naval Service, Ship: USS Constitution

Marine Corps

- ★ Birthday of the Marine Corps - 10 November 1775
- ★ Birthplace of the Marine Corps - Tun Tavern, Philadelphia, PA
- ★ First Commandant of the Marine Corps - Captain Samuel Nichols
- ★ Grand Old Man of the Marine Corps - Archibald Henderson
- ★ What is the Motto of Marine Corps Aviation - On Time, On Target
- ★ When were Marines bestowed the Place of Honor in Naval Formations - 9 August 1876
- ★ Meaning of the Blood Stripe - In memory of those who died at Chapultepec
- ★ Mascot of the Marine Corps - English Bulldog
- ★ Marine Corps Motto - Semper Fidelis ("Always Faithful")
- ★ Only two Marines to receive two Medals of Honor - Dan Daly and Smedley Butler
- ★ Only Marine to receive 5 Navy Crosses - Lewis B. "Chesty" Puller
- ★ "Teufelhunden" -or- "Devil Dog" - Given by Germans in WWI
- ★ Origin of the Nickname "Leatherneck" - Derived from the fact that Marines used to wear high leather collars to defend against sword slashes



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Local Key Leadership (It Changes from Time to Time...So Use Pencil Only) ⊕

CO	
XO	
BCPO	
Operations Officer	
Supply Officer	
Assistant Supply Officer	
Public Affairs Officer	
Academics Officer	
Physical Training Officer	
Administration Officer	
Assistant Administration	
Color Guard RHS	
Color Guard Elberta	
Chaplain	
Company CO	
Company XO	





THERE ARE 583 NAVY JROTC UNITS. WE ARE THE ONLY ONE WITH T2 GEAR. WEAR YOUR T2 GEAR WITH PRIDE. NO DIRTY AND WRINKLED SHIRTS. BLOUSE YOUR TROUSERS. CLEAN YOUR BOOTS.

Tactical Gear



GOUGE: FOR CLEANING EVERYDAY DIRT AND MUD, FIRST ALLOW THE MUD TO DRY. SCRUBBING EVEN SLIGHTLY DAMP MUD WILL FORCE IT DEEPER INTO THE SHOE. ONCE IT IS DRY, KNOCK THE BOOTS TOGETHER TO RELEASE AS MUCH AS POSSIBLE. THEN, USING A COARSE BRUSH, SCRUB THE BOOTS TO REMOVE AS MUCH DRY DIRT AS POSSIBLE. IF THE BOOTS HAVE STAINS, TRY USING WARM WATER AND DISH DETERGENT THEN RINSE THOROUGHLY.



WE UNDERSTAND THAT THE GENERAL ORDERS ARE NOT DIRECTLY APPLICABLE TO LIFE AS A CADET. DOESN'T MATTER - THERE ARE LESSONS ON TAKING RESPONSIBILITY IMBEDDED WITHIN THE GENERAL ORDERS THAT ARE CORE TO WHAT WE DO HERE.

General Orders to the Sentry ⊕

1. Take charge of this post and all government property in view.
2. Walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
3. Report all violations of orders I am instructed to enforce.
4. Repeat all calls from any post more distant from the guard house or quarterdeck than my own.
5. Quit my post only when properly relieved.
6. Receive, obey, and pass on to the sentry who relieves me all orders from the commanding officer, command duty officer, officer of the deck, and officers and petty officers of the watch only.
7. Talk to no one except in the line of duty.
8. Give the alarm in case of fire or disorder.
9. Call the Officer of the Deck in any case not covered by instructions.
10. Salute all officers and all colors and standards not cased.
11. Be especially watchful at night, and during the time for challenging, challenge all persons on or near my post, and allow no one to pass without proper authority.



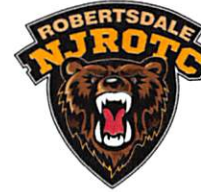
14 Leadership Traits ⊕

Justice
Judgement
Dependability
Integrity
Decisiveness
Tact
Initiative
Endurance
Bearing
Unselfishness
Courage
Knowledge
Loyalty
Enthusiasm



REMEMBER: "JJ DID TIE BUCKLE"

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NOW THAT YOU KNOW HOW TO BUILD A PROPER GOAL, FILL THE INFORMATION IN BELOW TO PLAN YOUR SPECIFIC JOURNEY THIS YEAR. YOU WILL ACHIEVE A NEW GOAL EVERY 4 MONTHS USING THIS METHODOLOGY. FILL THIS IN, IT'S MANDATORY.

Make Your Goal (in pencil because you'll plan a new goal every 4 months):

	Word	Explanation	My Specific Goal
S	SPECIFIC	Set a goal that is specific enough to be accomplished.	
M	MEASURABLE	Establish criteria (what you have to show) for the goal to be achieved.	
A	ACTION-ORIENTED	Involves specific actions that will result in your reaching the goal	
R	REALISTIC	Should be something that is attainable given the resources and limitations that you have	
T	TIMELY	Allow reasonable time to complete each goal, but not so much time that you lose focus	

My goal is to _____ (S). I will know that I have reached my goal if _____

_____ (M). In order to reach it, I will take the following actions _____

_____ (A). I plan to accomplish my goal by _____ (T).



ADVANCING IS NOT A MYSTERIOUS PROCESS THAT FEW UNDERSTAND. THERE IS A ROADMAP AND IT'S PRINTED BELOW. MASTER THE CHECKLISTS AND GET PROMOTED (ADVANCE). IT'S NOT ROCKET SCIENCE. IT JUST REQUIRES CONTINUAL EFFORT.

Advancement Requirements

1. All requesting and approving of advancements shall be completed online, per XO's direction.
2. Boards will be scheduled in a timely manner and will provide Advancement opportunities to all.
3. CPO's or Officers that do not process Advancement requests in a timely manner may be dismissed from their position depending on the severity of negligence.
4. All administrative requirements shall be met prior to any board being conducted.
5. GPA requirement for advancement to Chief Petty Officer is 3.0; Officer is 3.5.
6. Knowledge criteria below, shall be initiated by CPO or Officer with a date.
7. Knowledge is cumulative, meaning you must know all prior ranks' knowledge in addition to the rank you're advancing to. The same goes for members conducting the board; they must know the knowledge they're evaluating. Respect the system; if you ask it, you need to know it.
8. Board members will be well-prepared. If in-uniform, they will be inspection ready. If out of uniform, they shall observe the highest standards of hygiene, grooming, professional appearance and will set the example. Don't think you're going to be allowed to conduct a board without a shave, with your shirt untucked and tennis shoes. Board members will be excused from participating on a board if they do not meet our high standards.
9. Hazing, discrimination or belittlement on a board or anywhere else in this program is strictly prohibited. There is a difference between extra military instruction and hazing. It is imperative that all leadership understand that the goal of this program is not to make a Cadet feel bad about themselves -- the goal is to help a cadet become a better version of themselves.
10. Cadets that appear before a board or an Instructor for a sign off that are obviously not prepared will be asked to leave and will not stand the board or receive a sign off on that day.
11. Cadets that need an Instructor sign off will allow ample time for Instructors to assess their level of knowledge; do not come for an Instructor sign off between blocks, 5 minutes before the end of a block or any other time that an Instructor is unable to give the cadet the full measure of attention required to fully assess their knowledge.
12. All Cadets will be accommodated when/required; we understand that every cadet has a story and no two cadets are alike. There is no excuse not to advance.
13. Officers are selected via a closed-board process due to relationship between new staff positions, awards night and billet-rank requirements. The closed-board is comprised of instructors and executive cadet leadership. Being an officer is not a reward, it's a responsibility. These promotions are aligned to the needs of the unit, not the individual. If you want to be an officer, become indispensable to the continued growth, improvement and management of this unit.
14. All current ranks are "Grandfathered" in, meaning you may resume the advancement process where you left off in the last version of this handbook. Being Grandfathered does not mean you're excused from knowing junior ranks' material.
15. Time in grade requirement for all ranks is 30 days.

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HIP POCKET CLASSES ARE USED TO FILL "WHITE SPACE" IN OUR TRAINING SCHEDULE. THEY ARE ALSO AN OPPORTUNITY FOR CADETS TO PRACTICE PUBLIC SPEAKING AND -- SOMETHING ESSENTIAL TO BECOMING AN EFFECTIVE LEADER.

Hip Pocket Class (Talk for 2-Minutes)⊕

Problem: A frustration or challenge that I can help cadets with?

Cause: What caused the problem?

Solution: What can you teach Cadets to solve the problem?

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Master Chief Petty Officer

Advanced upon sign offs
and SNSI discretion

Topic	Remarks	Signoff Last Name	Initials	Date
12 Hrs Community Service Does not include any previous hours.	Have "Customer" Leave Last Name (Phone # Under Name), Initials & Date			
NJROTC GRADE	95% or Better			
Organize the Weekly Agenda	Coordinate with SNSI			
Write a Press Release on Significant Accomplishment or Upcoming Event in Unit				
4 Page Paper (not including Cover Sheet) on What You Will do For Unit as a MCPO and how We Will be Able to Measure your Success.	Double-spaced. Font: Arial. Pitch: 11. Format: MLA. Be prepared to discuss and "defend" your position to the Instructors.			
Board	Only Initialed Upon Successful Completion			
		NSI		
		SNSI		

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Seaman Apprentice

Will Meet by: _____

Topic	Remarks	Signoff Last Name	Initials	Date
1 Hr Community Service	Have "Customer" Leave Last Name (Phone # Under Name), Initials & Date			
Ch1 Field Man/39 Questions	Questions in GC			
All General Orders/Phonetic Alphabet				
All Navy JROTC Ranks/Rates				
Local Chain of Command				
Prepare Uniform for Inspection	Needs to know all Measurements			
Fold US Flag/Raise & Lower Procedures				
Tie a Reef Knot				
Basic Unarmed Drill Card	Demonstrate Proficiency			
Company XO/CO Recommendation				
		NSI		
		SNSI		

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Seaman

Must have been a SA for 9 weeks

Topic	Remarks	Signoff Last Name	Initials	Date
2 Hrs Community Service (Does not include Previous Rank Community Service Hrs)	Have "Customer" Leave Last Name (Phone # Under Name), Initials & Date			
Cadet Creed	Memorized			
Ribbons and Awards	Requirements to earn and visual identification			
Military Time	You should be able to teach me this			
Navy Ranks	Be able to visually identify as well as write & orally recite			
Bowline & Clove Hitch	Be able to use it in a hands-on way, not just in a laboratory setting.			
Basic Armed Drill Card	Demonstrate Proficiency			
Practice Brag Sheet	Develop your Brag Sheet for future use			
Observe a 3rd Class Board	For familiarization only, do not participate in board.			
Company XO/CO Recommendation				
		NSI		
		SNSI		

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Senior Chief Petty Officer

Advanced upon sign offs and SNSI discretion

Topic	Remarks	Signoff Last Name	Initials	Date
10 Hrs Community Service (Does not include Previous Rank Community Service Hrs)	Have "Customer" Leave Last Name (Phone # Under Name), Initials & Date			
NJROTC GRADE	90% or Better			
Plan a Field Trip				
3 Page Paper (not including Cover Sheet) on policy or issue within NJROTC program that you disagree with or believe can be improved. Honesty is key. You will not be punished, nor will there be any negative consequences.	Double-spaced. Font: Arial. Pitch: 11. Format: MLA. Be prepared to discuss and "defend" your position to the instructors. If your ideas are good enough, they will be written into the program either immediately or at a future date and you will not be required to stand a board for this rank.			
Battalion XO/CO Recommendation				
Board	Only Initialed Upon Successful Completion (if required)			
		NSI		
		SNSI		

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Chief Petty Officer
Must be a PO1 for 10 weeks.

Topic	Remarks	Signoff Last Name	Initials	Date
6 Hrs Community Service (Does not Include Previous Rank Community Service Hrs)	Have "Customer" Leave Last Name (Phone # Under Name), Initials & Date			
Command Unarmed Nationals Routine	Unarmed Platoon			
Command a Nationals Routine	Armed Platoon			
Know all 4 Positions and Command Nationals Routine	Color Guard			
Perform as Company XO	2 Weeks			
Submit Lesson for Tactical Thursday	Coordinate with Instructors for Time/Date No Less Than One Week in Advance			
Sword Manual Drill Card				
Command PT Friday Event				
Sit as an observer on Promotion Boards for Chief				
XO Recommendation				
Board	Only Initialed Upon Successful Completion			
		NSI		
		SNSI		

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Petty Officer 3rd Class
Must have been SN for 12 weeks.

Topic	Remarks	Signoff Last Name	Initials	Date
3 Hrs Community Service (Does not Include Previous Rank Community Service Hrs)	Have "Customer" Leave Last Name (Phone # Under Name), Initials & Date			
Armed Squad Leader	All 3 Squads			
NJROTC Unit Staff Positions	Describe What they Do (Your Own Words)			
National Chain of Command				
Participate on 3 Color Guards	1. 2. 3.			
Navy Heritage	All of It			
Marine Corps Ranks	Be able to visually identify as well as write & orally recite			
Command Squad Drill Card	NSI and CO/XO inspect			
Company XO/CO Recommendation				
Board	Only Initialed Upon Successful Completion			
		NSI		
		SNSI		

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Petty Officer 2nd Class

Must have been a PO3 for 12 weeks.

Topic	Remarks	Signoff Last Name	Initials	Date
4 Hrs Community Service (Does not Include Previous Rank Community Service Hrs)	Have "Customer" Leave Last Name (Phone # Under Name), Initials & Date			
Conduct Personnel Inspection	For a Squad			
Guide/Guidon	Stationary/Marching			
Create Staff Resume (Presented to a group of no less than 12 Cadets)	Position you'd like on staff. Why you're qualified for it. This is like a brag sheet but specifically targeted to a specific job on the staff. This information can very easily be transposed to a staff application when the time comes.			
Command Platoon Drill Card				
Army Ranks	Be able to visually identify as well as write & orally recite			
Company XO/CO Recommendation				
Board	Only Initialed Upon Successful Completion			
		NSI		
		SNSI		

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Petty Officer 1st Class

Must be a PO2 for 9 Weeks

Topic	Remarks	Signoff Last Name	Initials	Date
5 Hrs Community Service (Does not Include Previous Rank Community Service Hrs)	Have "Customer" Leave Last Name (Phone # Under Name), Initials & Date			
Command a Personnel Inspection	For the Entire Block			
Color Guard	All 4 Positions			
Air Force Ranks	Be able to visually identify as well as write & orally recite			
Turning Point Cloud Presentation	Coordinate with Instructors for Time/Date No Less Than One Week in Advance			
Marine Corps Heritage				
Must be a Member of JROTC/SCHOOL/BAND team	Not a member of a team double community service hours			
Company XO/CO Recommendation				
Board	Only Initialed Upon Successful Completion			
		NSI		
		SNSI		

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