GOLDEN GATE HIGH SCHOOL JROTC STANDARD OPERATING PROCEDURES AND CADET HANDBOOK

18 March 24

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FORWARD

It is a pleasure to welcome you as a member to the Golden Gate High School Army Junior Reserve Officer Training Corps (JROTC) program. I would like to congratulate you on selecting the JROTC program; there is truly no better program in high school to prepare you for success as a leader, no matter what endeavor you may decide to pursue. It is a program which will enable you to combine your broadening academic knowledge with the best principles of American leadership, thereby enhancing your value as an individual, a member of our society, and a citizen of this great nation of ours.

This Standard Operating Procedure (SOP) and Cadet Handbook has been prepared to provide information to you about the JROTC Program at Golden Gate High School. It gives the history, mission, objectives, and a set of policies and procedures essential for the effective and efficient command and administration of the Corps of Cadets and enunciates the standard of conduct and appearance expected of each cadet.

A cadet is expected to comply with the provisions contained in the SOP and Cadet Handbook, weekly training schedules, orders, memorandums, etc., published by the US Army Cadet Command, cadet chain of command, or the instructor staff. Ignorance of orders or regulations is not a valid excuse for failure to obey. When in doubt as to the meaning of a direction, the cadet should question their cadet chain of command first and then the JROTC cadre.

The JROTC Program is an important factor in the total development of a young person. The program augments other regular classroom instruction with the development of each cadet depending largely upon the cooperation received from the parents and the cadet concerned.

You joined a winning team by joining and becoming a member of the Golden Gate High School Army JROTC Program. The JROTC cadre look forward to the opportunity of working with you and assisting in the development of your academic and leadership attributes. Parents and Guardians should feel free to call the SAI (Senior Army Instructor) at any time for explanations and/or instruction not covered in this SOP. Parents and Guardians are especially encouraged to call or visit the cadet's assigned instructor, as required. We can be contacted by phone at: 239-377-1626 or 5385, e-mail: fossw@collierschools.com or dejagc@collierschools.com. Our website is: http://collierschools.com/domain/1954

Cordially,





William F.M. Foss
MAJ, U.S. Army Retired
Senior Army Instructor
Golden Gate High School

Craig DeJager
1SG, U.S. Army Retired
Army Instructor
Golden Gate High School

Purpose of JROTC

Army JROTC (JROTC) is a service to our nation, in that it provides Cadets the motivation and skills to improve physical fitness; remain drug free; think critically and creatively; communicate effectively; work as a team member; graduate from high school; pursue meaningful careers especially in the areas of science, technology, engineering, art, and mathematics (STEAM); and become better citizens. These Standard Operating Procedures (SOP) provide policies and procedures for the organization, administration, operation, and support of the Golden Gate High School Junior Reserve Officers Training Corps (JROTC) Program. All cadets participating in the program are expected to comply with this SOP.

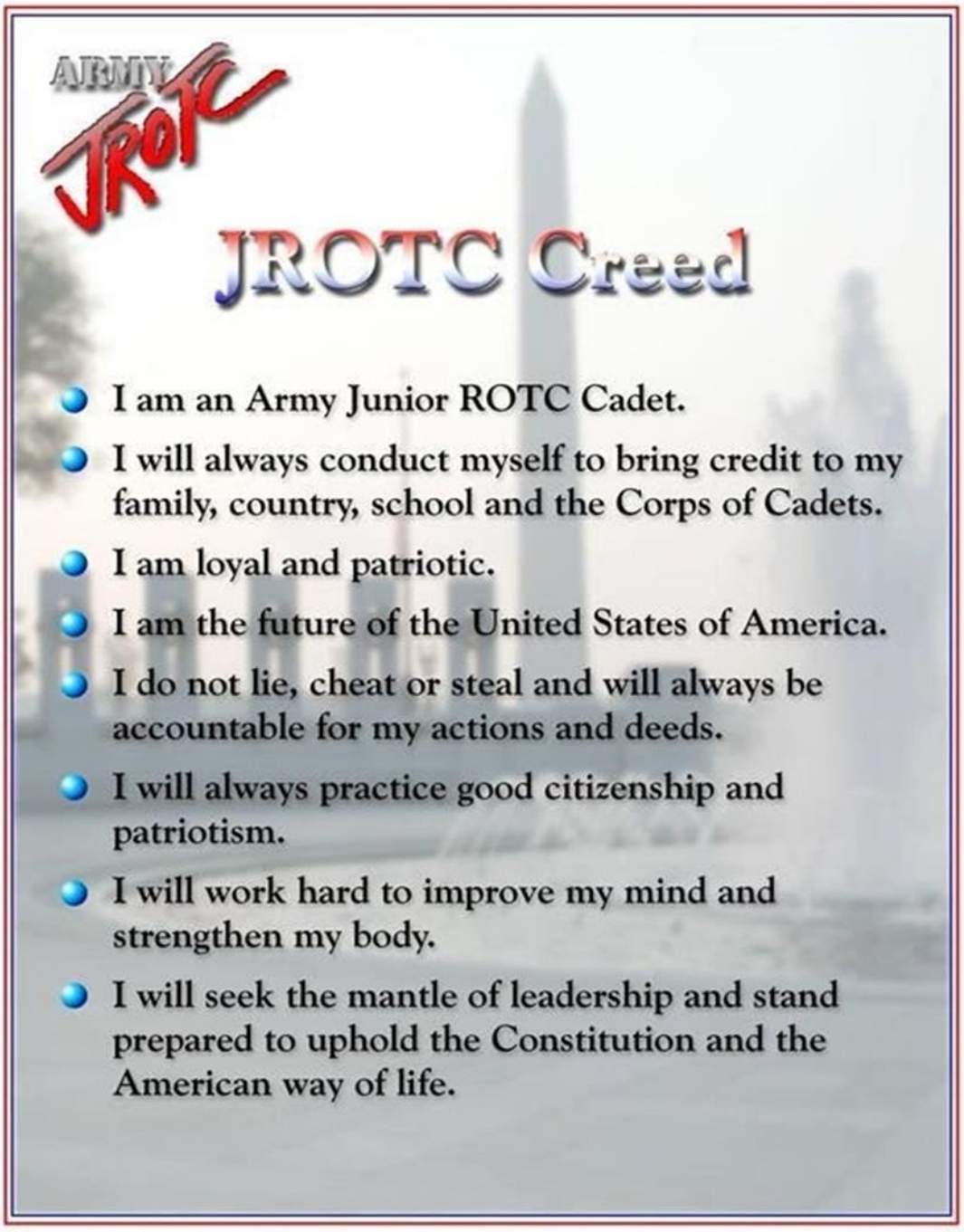
Mission of JROTC

The mission of the Golden Gate High School JROTC Program is to **Motivate Young People to be Better Citizens**. Another aspect of our mission is to train leaders for tomorrow. The Army JROTC program provides a unique educational experience for students through their participation in a federally sponsored course of leadership instruction while pursuing their normal civilian education. Students should acquire an understanding of the fundamental concepts of military art and science, an introduction to associate professional knowledge, and an appreciation of requirements for national security. JROTC assists in the total development of high school students so that they can take their places as responsible citizens in our free society. Special emphasis is placed on teaching student's personal responsibility, integrity, dependability, and maturity. JROTC stands for Junior Reserve Officers Training Corps, its sole purpose is "to motivate young people to be better citizens". It was established through the National Defense Act of 1916 and is funded through a partnership between the Department of Defense and the School District. JROTC is not intended, designed, nor permitted to recruit young people for a career in the military. We provide classes on the benefits of military service and information and assistance to cadets who desire to join the military, or wish to apply for a scholarship to College JROTC or a Military Academy after High School. The Titan Battalion's mission is to educate high school students in leadership roles while making them aware of the benefits of good citizenship.

Pledge of Allegiance

I Pledge Allegiance
To The Flag of The
United States Of America
And To The Republic For Which It Stands
With Liberty
And Justice For All.

Cadet Creed


ARMY JROTC
JROTC Creed
I am an Army Junior ROTC Cadet.
I will always conduct myself to bring credit to my family, country, school and the Corps of Cadets.
I am loyal and patriotic.
I am the future of the United States of America.
I do not lie, cheat or steal and will always be accountable for my actions and deeds.
I will always practice good citizenship and patriotism.
I will work hard to improve my mind and strengthen my body.
I will seek the mantle of leadership and stand prepared to uphold the Constitution and the American way of life.

Chapter 1: General Information

1-1. History of JROTC at Golden Gate High School

The Titan Battalion was established the year after the school opened in 2004 under the leadership of Lieutenant Colonel (Retired) Paul Garrah, and First Sergeant (Retired) George Harvey. The Titan Battalion was organized under 6th Brigade JROTC under the U.S Army Cadet Command. Since 2004, the Titan Battalion has supported Golden Gate High School, Collier County School District and our community in numerous ways achieving exceptional recognition for its support. Every year we have approximately 130 cadets enrolled into the Titan Battalion, we and have taught about 2,000 Cadets since 2004. Titan Battalion Cadets have volunteered over 2,000 hours per year since the program was established. The Titan Battalion had maintained the recognition of "Honor Unit with Distinction" every year since the program was established.

1-2. Instructor Background

MAJ (Retired) William Foss
Senior Army Instructor

I am your Senior Army Instructor for the Golden Gate AJROTC program. I graduated with a Bachelor of Arts Degree in Behavioral Science from National University. I began my military career as a Marine Tank Crewman from 1984 to 1988 and joined the California National Guard in 1996 where I served as a Tank Crewman and a Combat Engineer as an Enlisted Soldier. I was commissioned through Officer Candidate School in 1999.
I served in the military for 25 years in positions of increasing responsibility, commanding at the Platoon and Company Level, I have served on Staffs at the Battalion, Squadron and Brigade Level and California National Guard Counterdrug Task Force 1997 - 2013 and multiple deployments, Noble Eagle III, Dugway Proving Ground 2003 - 2004, Kosovo 2004 - 2006, Ukraine 2008 and Kosovo 2008 - 2009.

Upon retirement from the Army in 2013, I took a position teaching Organizational Leadership at San Diego High School. In Aug of 2015, I accepted the Senior Army Instructor position at Roosevelt High School in Boyle Heights, Los Angeles CA. In Aug of 2016 I accepted the Senior Army Instructor position at Will C. Crawford High School in City Heights, San Diego CA where I taught for 7 years. June of 2023 I accepted the position of Senior Army Instructor at Golden Gate High School.

I am a graduate of both the Armor Officer Basic and Advanced Courses. I am a graduate of the Combined Arms Staff Course and Command and General Staff College (Intermediate Leader Education). The Civil Affairs Qualification Course at the U.S. Army John F. Kennedy Special Warfare Center.

My military awards and decorations include the Meritorious Service Medal, Army Commendation Medal (with 3 Bronze Oak Leaf Clusters), Army Achievement Medal, Army Good Conduct Medal, Marine Corps Good Conduct Medal, Army Reserve Component Achievement Medal(with 3 Bronze Oak Leaf Clusters) Kosovo Campaign Service Medal (with 1 Bronze Star), National Defense Service Medal (with 1 Bronze Star), Global War on Terrorism Expeditionary Medal, Global War on Terrorism Service Medal, Armed Forces Service Medal, Armed Forces Reserve Medal (with "M" Device, Hourglass and Numeral 2), Army Service Ribbon, Overseas Service Ribbon (2nd Award), Reserve Components Overseas Service Ribbon, NATO Service Medal, U.S. Coast Guard Special Operations Ribbon, Non Article 5 NATO Service Medal, Public Service Commendation Medal, California Medal of Merit, California Good Conduct Medal, California Service Medal, Enlisted Trainers Excellence Ribbon (CA), Enlisted Excellence Ribbon (CA, 2nd Award), Recruiting Achievement Ribbon (CA), National Guard Federal Service Ribbon (CA), State Service Ribbon (CA), Counterdrug Service Ribbon (CA, 9th Award), Drill Attendance Ribbon. German Armed Forces Proficiency Badge (GOLD). Order of Saint George (BRONZE).

1SG Craig DeJager
Army Instructor

First Sergeant Craig DeJager was born in Johannesburg, South Africa and moved to the United States in 1985, he entered the United States Army on 1 June 1993 at Orlando Florida. He trained as an Infantryman and graduated at Fort Benning, Georgia. First Sergeant DeJager has served in the following duty positions and organizations: Machine Gunner, Team Leader and Bradley Fighting Vehicle Gunner in 1st ID, 1-16 Infantry, Fort Riley, Kansas; Squad Leader in 2nd ID, 1-9 Infantry, Camp Hovey, South Korea; Squad Leader, Section Leader and Platoon Sergeant in 3rd ID, 3-15 Infantry, Fort Stewart Georgia; Section Leader, Squad Leader, Platoon Sergeant and First Sergeant in 11th ACR, Fort Irwin, California and Operations Sergeant and Senior Military Instructor in Cadet Command, Florida Southern College, Lakeland, Florida; First Sergeant in Attack Company 5th Battalion 20th Infantry and Brigade Deputy Chief of Operations for 2-2 BCT. First Sergeant DeJager has attended and graduated from the following courses PLDC, BNCOC, ANCOC, First Sergeants Course; Airborne, Air Assault, Special Forces Basic Sniper, and Instructor Trainers Course, Tagging, tracking, and Locating course. First Sergeant DeJager's deployments include Bosnia-Herzegovinian; Operation Iraqi Freedom; Operation Enduring Freedom along with small contingency operations supporting both peacekeeping and combat operations. His awards and decorations include the Bronze Star; Meritorious Service Medal (2 Oak Leaf Clusters); the Army Commendation Medal (5 Oak Leaf Clusters); the Army Achievement Medal (1 Silver Oak Leaf Cluster, 4 Bronze Oak Leaf Clusters); the Army Good Conduct Medal (5th Award); the National Defense Service Medal with 1 Bronze Star; South Korean Defense Service Medal; the Armed Forces Expeditionary Medal; the Global War on Terror Service Medal; the Iraq Campaign Medal; the Afghanistan Campaign Medal; the NCO Professional Development Ribbon (with Numeral 3); the NATO Medal; the Army Service Ribbon; the Overseas Service Ribbon; the Expert Infantryman Badge; the Combat Infantryman Badge; the Parachutist Badge; and the Air Assault Badge.

1-3. Enrollment

To be eligible for enrollment and continuance as a member of the Junior ROTC Program, each member of the Cadet Corps must meet the following requirements:

a. Be enrolled in and attend full time a regular course of instruction at Golden Gate High School.
b. Must be a 9th through 12th grade student.
c. Must maintain an acceptable standard of academic achievement and academic standing, which warrants at least normal progression and will merit a student's graduation upon completion of all requirements.
d. Must maintain an acceptable standard of conduct and be of good moral character. Students must be honest and self-reliant and have a sense of personal and social responsibility in the performance of the program and other academic assignments; must exhibit self-discipline and respect for constituted authority through observance of laws, rules, and regulations of the entire school as well as the JROTC Department.
e. Be physically able to participate in the JROTC program without compromise to student's health or well-being.

1-4. Disenrollment

Students may be disenrolled or excluded from attendance in JROTC as determined by the SAI, AI with the approval of the principal. In all cases, a cadet will be considered for disenrollment when he or she**:**

a. Withdrawals from School.
b. Exhibits disrespect to Instructors, School Faculty Members and/or fellow Cadets.
c. Demonstrates ineptitude for leadership training, lack of general adaptability.
d. Fails to maintain an acceptable standard of academic achievement, conduct, appearance (refusal to wear uniform, haircut, shaving) and/or attendance.
e. Exhibits undesirable character traits such as bullying, lying, cheating and/or stealing.
f. Unauthorized possession or use of illegal drugs or substances.
g. Conviction or adjudication (juvenile offender) of an offense that could lead to imprisonment.

1-5. Uniform

Proper appearance and dress are an indication of self-respect, pride, alertness, and proper attitude. The Army uniform is the symbol of an old and honorable profession and of our great nation. The uniform will be worn every week during the entire school day generally on Thursdays for a grade. Uniform days will be posted on the weekly schedule posted in front of the classroom and on the weekly training schedules. The JROTC uniform will be worn at many JROTC co-curricular events and during special events such as the Military Ball, Battalion Change of Command, and end of year awards ceremony. The JROTC uniform, nor any part of the uniform will not be worn outside of school unless cadets are involved in a JROTC event or traveling to and from school or JROTC events.

a. The uniform will be worn in the correct manner at all times to include during class periods and to and from school.
b. Cadet Officers, NCO's and instructor personnel are required to correct uniform violations when observed.
c. Cadets not in uniform for any reason will be required to wear it the next school day.

d. NO PART OF THE JROTC UNIFORM WILL BE WORN WITH CIVILIAN CLOTHES!

1-6. Merits and Demerits

a. Merits may be recommended by anyone in a Cadet's Chain of Command, Cadet Officers and Senior NCOs (E-7 and Above) using the Merit/Demerit form below as a just reward for outstanding efficiency, exceptional performance of duty or noteworthy achievement. JROTC Instructors will approve or disapprove the merits and the Battalion S1 will input approved merits in the cadet's record in the JROTC Unit management System (JUMS) and the Battalion CSM will post merits on the JROTC Bulletin Board.

b. Demerits may be recommended by anyone in a Cadet's Chain of Command, Cadet Officers and Senior NCOs (E-7 and Above) using the Merit/Demerit form below for any offenses or violations of JROTC regulations or policies outlined in this SOP, or school rules and policies whether reported by the cadet's Chain of Command or any teacher or administrator regardless of where the offense or violation occurred or whether it was on or off campus.

c. The Merit / Demerit Slip below will be used for recommending Merits or Demerits including selecting the appropriate Code, recommending the Number of Merits or Demerits to be given based upon the Code and Range listed below, and a Reason. The JROTC Cadre will carefully review the forms for fairness and impartiality and approve or disapprove the form. If the cadet desires to appeal the Demerits they must use their cadet chain of command through to one of the JROTC Instructors. JROTC Cadre will ensure there are no excessive demerits. A listing of all merits and demerits, to include the current balance, will be maintained in JUMS and by the BN CSM.

d. Merits will be considered for cadet promotions and awards and other positive personnel actions such as selection for leadership positions, recommendations for scholarships etc.

e. Excessive Demerits will be considered for possible non-selection for promotion or leadership positions, or potential disenrollment from JROTC

(Circle one:) MERIT / DEMERIT SLIP

Date: _____ Time: _____

Cadet _____ LET Level: _____ Company: _____

No. of MERITS- _____ No. of DEMERITS- _____

Code: _____

Reasons for Merits or Demerits: _____

_____

_____

_____

Instructor signature_____

f. Merits and Demerits Reason Codes (Codes are maintained in JUMS Merit and Demerit Lists):

1) Merits

Reason Code	Explanation	# of Merits
• Uniform	Exceptional Uniform Appearance	3-5
• Drill	Outstanding Drill and Ceremony	3-5
• Leadership	Outstanding Act or Leadership	3-5
• Performance	Outstanding Performance of Duty	3-5
• Volunteer	Volunteer for Extra Duty	1-5
• Participation	Excellent Class Participation	1-3

2) Demerits

Reason Code	Explanation	# of Demerits
• ISS/OSS	ISS or OSS for Any Reason	5
• Misconduct	Hazing, Disrespect, Insubordination	5-10
• AWOL	No Show or Late for JROTC Event	5-10
• Uniform	Uniform not Worn or Improper Wear	5-10
• Safety	Any Safety Violation	5-10
• Integrity	Lying, Cheating, Stealing	10
• Language	Using Profane or Obscene Language	1-5
• Courtesy	Failure to Observe Military Courtesy	1-5
• Appearance	Hair, Shaving, Jewelry, Dress Code	1-5
• Eating/Chewing	Eating /Chewing Gum	1-3
• Inattention	Lack of Attention in Class or Training	1-3
• In-Ranks	Moving or talking in Ranks	1-3
• Damage	Damaging Property, Dropping Rifle	1-10

1-7. Course Overview

a. The Army JROTC program began in 1916. It is a partnership between the Army and over 1700 high schools nationwide.

b. JROTC students develop citizenship skills and patriotism; enhance self-reliance, leadership, and teamwork: develop thinking and communication skills; increase understanding of the importance of physical fitness and good health; familiarize themselves with our history and national heritage, and our military. Cadets work together with other school, county, state and federal programs to prepare them to lead successful lives after they graduate. This course allows cadets to investigate military command and staff roles while they continue to build their leadership development and decision-making skills. It includes negotiation skills and management principles. It emphasizes staff procedures and opportunities to handle various leadership situations as well as the effects of substance abuse. The research, identification, planning, and execution of a service-learning project is included. This course gives cadets the opportunity to apply basic concepts of strategies for career exploration and planning. It teachers how to create a career portfolio and plan for college or work. Financial management principles are studied and a financial plan is developed. Cadets will also learn about continuous improvement. Finally, cadets will learn and participate in platoon drill.

c. Since we only have two JROTC Instructors at Golden Gate High School, we alternate teaching LET 2 and LET 3 every other year.

1-8. Curriculum

a. (See Current course syllabus for your particular LET level for more specific information) The Titan Golden Gate High School program offers four years of JROTC training. The U.S. Army Cadet Command developed the Program of Instruction. The lessons provide the maximum growth opportunity for each Cadet. Cadets receive military style training and discipline fostering leadership and teamwork. Training is organized into four levels, designated as Leadership Education and Training (LET) Levels 1, 2, 3, and 4. Each succeeding year introduces a Cadet to more leadership and staff opportunities.

b. The four Leadership Educated Training (LET) Levels are broken down as follows:
   1) LET 1 (JROTC 1) - First Year Cadets.
   2) LET 2 (JROTC 2) - Second-Year Cadets who have completed LET 1.
   3) LET 3 (JROTC 3) - Third-Year Cadets who have completed LET 1 and 2.
   4) LET 4 (JROTC4) - Fourth-Year Cadets who have completed LET 1, 2 and 3.

c. JROTC consists of the sub- courses and activities listed below:

Chapter	Year 1	Year 2	Year 3	Year 4
JROTC Foundations	X			
Leadership Development		X	X	X
Personal Growth and Behaviors	X	X	X	X
Team Building	X	X	X	X
First Aid		X		
Decision Making	X	X	X	
Health and Fitness	X	X	X	X
Service Learning	X	X	X	X
Citizenship and Government		X	X	X

1) *JROTC Foundations* is your introduction to the program. You'll learn about how JROTC can benefit you, how to be successful in the program, and how to behave as a Cadet. *Leadership* explores what it means to be a leader and how you can develop your own leadership skills.

2) The content on *Personal Growth and Behaviors* will help you become a better student, learn study skills, develop personal goals and ethics, and think about your career plans.

3) In *Team Building,* you'll join other Cadets in drill ceremonies. You'll learn about the battalion structure and how to operate as part of a team.

4) In *First Aid,* you'll learn how to make decisions about the seriousness of injuries. You'll also demonstrate basic life-saving and first aid skills.

5) The *Decision-Making* content area focuses on using smart decisions in difficult situations. You'll learn a process for setting goals, as well as effective methods for dealing with conflicts.

6) *Health and Fitness* is more than physical education. You'll see how to control stress, eat right, and exercise. You'll also work at improving your physical fitness through the Cadet Challenge.

7) In *Service Learning*, you'll participate in a community service-learning project—a project where you and others on your team will help some aspect of your community while drawing upon skills and knowledge from the JROTC curriculum content.

8) *Citizenship and Government* covers some of the basic principles of our government and what it means to be a U.S. citizen.

d. Additional subjects or events may be taught or introduced to the Cadets at the discretion of the instructors and include: Guest Speakers, Field Trips, Marksmanship, Current Events, Financial, Planning, Drill and Ceremony, Communication Skills, Geography, Map Reading, and Government.

e. We also offer co-curricular teams that compete country/statewide against other JROTC programs and include Armed and Unarmed Drill Teams, Color Guard, Leadership and Academic Challenge Teams, and Raider team, and Essay Contests.

f. JROTC Program Accreditation Inspection (JPA): To maintain our accreditation and our Honor Unit with Distinction (HUD) award each year cadets will participate in or maintain the following:

1) Cadet Portfolio. All cadets will be required to maintain a Cadet Portfolio electronically or in a physical binder that may be inspected at any time and during the JPA Inspection for grades. Cadets will complete all cadet portfolio requirements according to their LET Level including a JROTC Essay (BDE JROTC Essay Contest), a Financial Plan, and a Resume.

2) Service-Learning Project. All Students will participate in Service Learning classes and a Service-Learning Project. Selected cadets will be chosen to prepare and brief the Service-Learning Project during the JPA Inspection for an Extra Credit grade. Due to COVID 19, this project will be done virtually. For example: WebEx interviews of veterans online.

3) Continuous Improvement Project. LET 4 Cadets will plan and execute a Continuous Improvement Project. They will be required to brief the project during the JPA inspection for a grade. Selected LET 2 and 3 students may be required to assist with the Continuous improvement project for Extra Credit.

4) Platoon Drill and Color Guard. Selected Cadets will participate in Platoon Drill and/or Color Guard Inspection as part of the JPA Inspection. Drill and ceremonies will be taught as part of the curriculum to all cadets throughout the year while adhering to all CDC, and District/School Health and Safety guidelines.

g. NO MILITARY COMBAT SKILLS ARE TAUGHT! There are no "WAR GAMES "or other activities related to military combat! CADETS DO NOT JOIN THE ARMY BY TAKING JROTC! There

is no military obligation for those who join ROTC. Cadets will be introduced to the benefits of military service or attendance in college level JROTC or Military Academics but are not required to join the military or continue in ROTC after High School. Students who do join the military and participate as Cadet's will have many advantages over their peers who did not.

h. Materials Required: All textbooks for this course are provided online. All military uniforms are issued out to cadets at no cost to the Cadet. Instructional materials will be sent home with the Cadet on a case-by-case basis if the situation dictates (occasional homework, make-up work etc.). However, the materials are to be returned to the classroom as dictated by the instructor. **Uniforms will be returned to the program at the end of the school year or when a student withdraws from JROTC. Failure to return uniforms or academic materials, textbooks etc. may result in fines or loss of privileges (Attendance at school events and/or graduation).**

1-9. Classroom Procedures and Rules

a. Procedures

1) When the tardy bell rings, cadets will be in their seat ready to learn with everything off the tables. The cadets' backpacks will be placed under the desk or against the wall and out of the aisle. Book bags and backpacks are not to be on the desk at any time.

2) Company First Sergeants will call the class to attention, cadets will recite the Cadet Creed and their company motto, and once squad leaders report in for attendance, cadets will take their seats.

3) Cadets will be briefed the weekly schedule by their Company First Sergeant or another designated, as well as any other information necessary.

4) Class will then be turned over to the JROTC instructors.

5) When told by their instructor, the cadets will place their materials away properly.

6) Cadets will remain at their seat until dismissed by their instructor or classroom Leadership.

7) All cadets are encouraged to have a great and positive day every day.

8) Food, drink, candy, and gum are not allowed in the JROTC room unless approved by the SAI/AI or when it is lunch time.

b. Classroom Rules

1) Cadets will follow all rules/ direction and SOP'S.

2) As a young adult, you will keep hands, feet and other objects to yourself.

3) Cadets will raise their hand to speak and wait to be recognized.

4) Cadets are not permitted to use their electronic devices without prior approval by the SAI/AI.

5) Cadets will not leave the classroom or training area without permission of the instructors.

6) The front desk of the classroom and the back office is a place of business for the Senior Army Instructor (SAI), Army Instructor (AI), the Cadet Battalion Commander, and the Cadet Battalion Staff. Cadets will stay out of this area unless they are conducting JROTC business or receive permission to enter.

7) All cadets will always respect each other's personal space and belongings.

8) All cadets must stay in their seat unless they have permission to get up.

9) Cadets are not leave to use the Restroom at the beginning of the first 10 minutes of class or the last 10 minutes.

10) Cadets will not use JROTC class time to complete assignments for other classes without approval from one of the Instructors.

1-10. Grades and Grading Policy

a. Grade Categories and Percentages (Percentages and Categories may vary slightly year to year)

1) 20% Assignments and Discussions
2) 20% Projects, Essays, Cadet Portfolio
3) 25% Uniform Inspection, Drill, Leadership Labs, Participation
4) 10% Physical Training
5) 25% Curriculum Assessments and Quizzes

b. Grading Policy:

1) 20% **Assignments / Discussions**. This includes completion of all Canvas lesson modules and assignments on a daily/weekly basis, and participation in discussion groups. We will have one or two assignments per JROTC Lesson for a grade of between 50-100 Points. If you do not complete the majority of your assignments, you may fail JROTC for the Quarter.

2) 20% **Projects/Essays/ Cadet Portfolios.** Participation and completion of projects including the Service Learning Project (SLP) and Continuous Improvement Project (CIP). Completion of Essay for JROTC Essay Contest. Maintenance of all required items in individual Cadet Portfolios. Cadets will be graded on all mandatory SLP and CIP class activities as well as required Cadet Portfolio maintenance using the SMART Cadet Portal. The JROTC Essay Contest Essay will be assigned to all LET 2-4 Students and will be mandatory. Students who volunteer for after school SLP and / or CIP activities and / or a member of the Project / Briefing Teams may be awarded Extra Credit. Project / Essay / Portfolio Assignments will generally be worth 100-200 Points depending on difficulty and time required to complete. You may fail JROTC for the Quarter, Semester and / or Year if you do poorly or do not complete these assignments.

3) **25% Uniform Inspection, Drill, Leadership Labs, Participation**. All Cadets will wear their Uniform once a week (Once Issued). All Cadets will be inspected on proper uniform wear and grooming as well as cadet knowledge. Non-suits and unexcused absences on uniform days will get a zero without valid excuse or until made-up. We will grade all Cadets on individual, squad, and platoon drill as well as selected Cadets on Color Guard. Cadets will also get graded for performance and participation during Leadership Laps. Each week there will generally be one Uniform / Drill / Leadership / Participation Grade (100 Points). You will likely fail JROTC for the Quarter, Semester and / or Year if you do not wear your JROTC uniform or participate in Drill and Leadership Labs.

4) **10% Physical Training.** We will do Physical Fitness Training (PT) for a grade. Cadets are graded for actively participating in the exercises and making their best effort to improve their physical fitness. There will generally be one Physical Fitness Grade Per week (100 Points).

5) **30% Curriculum Assessments and Quizzes**. (Lesson Quizzes and Unit Tests). We will usually have one Quiz per JROTC Lesson for 100 Points and a test at the end of each unit. There will also be a comprehensive Mid-Term and Final Exam. If you do not complete or pass the majority of your Assessments, you may fail JROTC for the Quarter, Semester and / or Year.

c. Grading Rubrics. Below is an example of a typical Quarter Grading Rubric with a total of 3000 possible points. Actual total points available will vary Quarter to Quarter and will depend on actual number of Assignments /Assessments / Projects / Uniform Days / PT Days and a Cadets Leadership Position.

	A	B	C	D	F
20% Assignments / Discussions	**315-350 Points**	**280-314 Points**	**245-279 Points**	**210-244 Points**	**Less than 210 Points**
20% Projects/Essays/Portfolios	**450-500 Points**	**400-449 Points**	**350-399 Points**	**300-349 Points**	**Less than 300 Points**
25% Uniform Inspection, Drill, Leadership Labs, Participation	**765-850 Points**	**680-764 Points**	**595-679 Points**	**510-594 Points**	**Less than 510 Points**
10% Physical Training	**810-900 Points**	**720-809 Points**	**630-719 Points**	**540-629 Points**	**Less Than 540 points**
25% Curriculum Assessments and Quizzes	**360-400 Points**	**320-359 Points**	**280-319 Points**	**240-279 Points**	**Less than 240 Points**
Quarter Grade (Weighting will Cause actual Points to vary)	**2700-3000 Points**	**2400-2699 Points**	**2100-2399 Points**	**1800-2099 Points**	**Less than 1800 Points**

d. Critical Thinking and Mastery of Competencies. Cadets will be expected to explain and apply concepts, not just memorize information; we will use essays, tests, quizzes, and oral presentations to have you demonstrate your understanding of different subject areas.

	Essays	Application	Explanation	Reflection	Group Work
		Scenario Based	Open ended Questions	Self Application	Effective Team Work
Mastery of Subject	Grade A	Best	90% + Accurate	Well Thought Out	Vital part of the Team
Clear understanding of the Subject	Grade B	Good	80-90% Accurate	Clearly Applied	Important part of the Team
Basic understanding of the Subject	Grade C	Satisfactory	70-80% Accurate	Satisfactory	Contributes to the Team
Limited understanding of the Subject	Grade D	Needs Improvement	60-70% Accurate	Not Well Thought Out	Minimal Team Participation
Doesn't understand the Subject	Grade F	Not Applied properly	Less Than 60% Accurate	Minimal Effort	No effort to be part of the Team

1-11. Military Courtesy

a. All cadets of Golden Gate High School JROTC are expected to conduct themselves in a manner that will reflect no discredit upon themselves, their parents, their school, and the cadet corps.

b. Military courtesy is nothing more than the display of good manners and politeness in dealing with other people. The only distinction between military courtesy and civilian courtesy is the form of expression by the military, which has become our customs and traditions of the service.

1) The hand salute is one of the most significant forms of military courtesy and is simply the military way of saying "hello." It is also the custom to say, "Good morning, afternoon, or evening Sir, or Ma'am," when exchanging salutes.
2) Cadets addressing officers will use "sir" or "ma'am", or the rank and cadet's last name and will address all other cadets by their cadet rank and their last name. An NCO will never be addressed as "Sir" or "Ma'am."

1-12. JROTC Co-Curricular Activities

The co-curricular activities of the JROTC program consist of the Color / Honor Guard, Drill Teams, Raider Team, JROTC Leadership and Academic Bowl (JLAB) Teams, Rifle Team, Sea Perch (STEAM), and other activities and teams as designated such as JROTC sports teams. It is the belief of JROTC that co-curricular activities exist to help students learn teamwork, a good work ethic, sportsmanship, and fair play. We believe the values learned from honest competition will help every student throughout their lives. There are no losers in a fair competition. Cadets are expected to follow the standard: "Win with humility, lose with pride." No Cadet will ever be permitted to blatantly taunt a defeated opponent or sulk or gripe after losing a fair competition. No student will represent Golden Gate High School JROTC in any competition if they have, by their actions, brought discredit upon the US Army, the JROTC program, or Golden Gate High School.

a. Color / Honor Guard and Drill Teams – are competitive, precision military drill and ceremony teams which compete in military regulated and unregulated style drill at the County and potentially at State and National drill competitions. Honor Guard also participates in numerous civic activities in Collier County throughout the academic year. Tryouts are conducted during the 1st or 2nd Quarter of each school year.

b. Raider Team - is a competitive physical fitness team that focuses on physical endurance and conditioning. The Raider Team Competition normally includes the Army Physical Fitness Test, a 10KM road march with equipment, Raider Gauntlet (obstacle course), Land Navigation, and One Rope Bridge Competition.

c. JROTC Leadership and Academic Bowl (JLAB) Teams - The JROTC Leadership & Academic Bowl is an all-service national competition in academics and JROTC leadership knowledge that may result in the top teams attending the Level III JLAB Championship in Washington, DC.

d. Rifle Team - The Rifle Team is a Golden Gate High School in which cadets can letter in. The team utilizes highly precise air pellet rifles and competes in competitions with other high schools throughout the region. Cadets perform precision shooting from the standing, kneeling, and prone (lying down) position.

e. Sea Perch Team (STEAM) - A hands-on project-based engineering program allows students to build their own remotely operated underwater vehicle, called Sea Perch. In training sessions with a

JROTC Instructor, students learn to use a variety of tools and equipment, including PVC pipe cutters, wire strippers, soldering irons and multi-meters. The instructor assists the students through all the stages of construction, helping them wire and waterproof their motors, teaching them how to wire the switches and power cables in their control box and assisting them as they troubleshoot their Sea Perch.

1-13. JROTC Co-Curricular Participation Policy

Though participation is encouraged, co-curricular activities participation is voluntary on the part of the individual cadet except for 2 or 3 mandatory co-curricular events throughout the year. The SAI and/or AI serves as the faculty supervisor for these activities. One of the strengths of JROTC is that it allows many students to become involved in school co-curricular activities. This participation builds teamwork, self-esteem, and leadership skills. To remain in good standing on a voluntary team, a cadet must maintain a 2.0 GPA (Grade Point Average) each grading period, cannot have a D or F in JROTC, or an F in any subject. Cadets who do not meet the above criteria will be suspended from all voluntary team activities temporarily. The cadet's suspension is not a punishment. The cadet will have the chance to bring up his or her grades. Once they have done so, they will be able to resume training with the team if he or she chooses. If the cadet has all passing grades at mid-nine weeks and their grades are above 2.0, they may resume team practice and competition. ISS/OSS may result in a 1-week or longer suspension from all team activities. Finally, if a cadet has an unexcused absence from school, they will not be able to participate in any JROTC co-curricular activities during that entire day.

1-14. Military Ball

All members of the JROTC are strongly encouraged to attend our annual military ball. This is a formal military dinner planned and executed by the Cadet Battalion Staff and it is typically held at the end of the Fall Semester or the beginning of the Spring Semester. After the formal dinner, and other military traditional ceremonies like the fallen comrade and punch bowl ceremony, and a presentation by our Guest Speaker there is a semi-formal dance for all cadets and/or parents and instructors, allowing the cadets to relax and have fun. There is a charge to attend the military ball that is offset by cadet fundraising efforts throughout the year. Cadets must be in good standing in JROTC to attend and must be in compliance with the co-curricular participation policy above. See Appendix E. for more details on planning, coordinating and executing the military ball.

1-15. Mandatory Co-Curricular Events

a. Parade.

All members of the Titan Battalion must participate in one mandatory annual parade per Cadet Command Regulation 145-2, such as the Naples Martin Luther King JR. Parade or Naples Christmas Parade. Cadets may be given parade credit at the discretion of the JROTC Instructors for a pass in review associated with the annual Titan Battalion Change of Command Ceremony. Since the parade event is mandatory, cadets will receive a grade for attending. Cadets will also receive the JROTC Parade Ribbon for their participation in a parade within the community. See Appendix D. for more details on planning, coordinating and executing the parade.

b. Titan Battalion Change of Command

The Titan Battalion Change of Command Ceremony is a mandatory graded event that takes place at the end of every school year. It will likely take place during school hours at the school or immediately after school ends. It is a formal military ceremony that formally passes responsibility from the current school year's Titan Battalion Commander to the cadet selected to be the next year's Titan Battalion Commander.

The Cadets will be military uniform in company formation and may march in a pass in review at the end the ceremony. This pass in review may substitute for the parade requirement above. Friends and Family of cadets are strongly encouraged to attend this event. See Appendix C. for more details on planning, coordinating and executing the Titan Battalion Change of Command.

c. Titan Battalion Annual Awards Ceremony

The Titan Battalion Annual Awards Ceremony is the final mandatory graded event for every cadet and likely will be scheduled after school on the same evening as the Titan Battalion Change of Command so Parents /Guardians Family and Friends of the Cadets may attend. It is highly recommended that the annual awards ceremony take place immediately following the annual Titan Battalion Change of Command. This event and / or the Annual Titan Battalion Change of Command will normally be the last official Uniform Day of the school year. See Appendix B-4. for more details on planning, coordinating and executing the Titan Battalion Annual Awards Ceremony.

Chapter 2. Battalion Leadership and Cadet Responsibilities

2-1. Battalion Organizations

a. The Titan Battalion is organized in much the same way as a regular Army Battalion, although it is much smaller than a regular Army Battalion would be. The Cadet Battalion organizational structure facilitates leadership instruction by providing the number and variety of command and staff positions that are needed to properly train cadets in leadership.

b. The highest position in the battalion is the Battalion Commander (BC), who is responsible for everything that the battalion does/fails to do. The BC is assisted by an Executive Officer (BN XO), who supervises the Battalion Staff (Staff), and a Command Sergeant Major (CSM), who is responsible for morale, welfare, uniform standards and discipline among the enlisted cadets. Company Commanders (CO) are appointed to command companies, organized by class period, within the battalion and are assisted by Company First Sergeants (C/1SG).

c. Platoon Leaders (PL), Platoon Sergeants (PSG) and Squad Leaders (SL) are assigned to companies based upon the size of each cadet company. Platoons may be omitted from the organizational structure due to small class sizes.

2-2. Battalion Commander (BC)

The Battalion Commander is responsible for everything that the Battalion does or fails to do. The BC directs subordinate units through the COs and the staff through the BN XO. Duties and responsibilities include, but are not limited to the following:

a. Perform as the primary liaison between the JROTC instructors and the JROTC cadets for all operations beyond the normal classroom instruction.
b. Coordinate with the JROTC instructors and provide guidance to the JROTC staff and leadership for the planning and execution of all JROTC events.
c. Command the battalion, by taking responsibility for everything the battalion accomplishes or fails to accomplish, and making use of the subordinate chain of command to conduct all operations.
d. Develop vision, goals and priorities for the battalion and oversee the progress towards those goals.

e. Lead by example, be the primary role model for appearance, behavior, and attitude for the entire battalion.

f. Coordinate with the JROTC instructors to be the final decision authority for JROTC staff actions, promotion boards, and JROTC cadet issues.

2-3. Battalion Executive Officer (BN XO)

The BN XO is the second in command of the battalion. The primary duty of the BN XO is to be the Chief of Staff and supervise the Battalion Staff and ensure the directives of the BC are carried out. Duties and responsibilities include, but are not limited to the following:

a. Take command of the battalion in the BC's absence.
b. Organize the staff properly and ensure that it works as a team.
c. Inspect the work of the staff and make other inspections as directed by the BC.
d. Ensure that the Staff Officers prepare and submit reports and briefings as well as command and staff call updates / slides on time and that they are engaged in future planning and event execution.
e. Act as the Commander of Troops during ceremonies (BN Change of Command).
f. Ensure that instructions and orders issued to the battalion are in accordance with the established policies of the BC, SAI and AI; report all violations of orders to the BC, SAI and/or AI as needed.
g. Perform other duties as assigned by the BC, SAI and AI.

2-4. Battalion Command Sergeant Major (CSM)

The Command Sergeant Major is the senior enlisted member of the battalion. They supervise noncommissioned officers and enlisted cadets and are the principal advisor to the BC on the state of morale, discipline, uniform standards, and training proficiency of cadets within the battalion. Duties and responsibilities include, but are not limited to the following:

a. Be the battalion expert on Drill and Ceremony, Color / Honor Guard, and Flag Detail.
b. Advise the BC on issues pertaining to health, morale and welfare of all cadets.
c. Attend JROTC command and staff meetings and provide input as necessary to ensure that the interests of enlisted cadets are represented.
d. Advise C/1SG and battalion NCOs to be sure they are properly fulfilling their responsibilities. This requires tactful coordination with the COs and officer supervisors of the C/1SGs and Staff NCOs.
e. Helps train and counsel NCOs and enlisted cadets regarding attitude, appearance, military courtesy, and discipline.
f. Plan, establish, and maintain the battalion's merit / demerit system. Coordinate with the Battalion Personnel Officer (S1) to ensure approved merits and demerits are input into JUMS and post them on bulletin boards. Inform the S1, SAI and AI whenever a cadet has earned enough merits for a distinction or enough demerits for a demotion or other negative personnel action.
g. Schedule and inform cadets of the daily flag detail as well as provide oversight.
h. Schedule and conduct the battalion promotion and NCO Boards, update promotion tests and study guides, and keep companies updated on future boards and study guides / procedures.
i. Establish and train the Battalion Honor Guard Team/s as well as assist with training other color guard and drill teams (ex; armed/unarmed squads, armed/unarmed platoons...) in coordination with the Drill Team Commander if one is assigned.

j. Conducts battalion formations and is responsible for the training and execution of company level drill and ceremonies, making sure each company executes correctly.

2-5. Battalion Adjutant / Battalion Personnel Officer (S1)

The Battalion Adjutant / S1 is the administrative assistant to the BC and the Battalion Personnel Officer. The S1 is also responsible for executing all cadet personnel actions other administrative duties as assigned by the BC, BN XO, or the instructor staff. Duties and responsibilities include, but are not limited to the following:

a. Assist in aligning the battalion at all battalion formations.
b. Prepare an updated attendance/grade roster weekly.
c. Receive the report at battalion formations from the COs and receive the names of absentees from the CSM.
d. Plan for the conduct of special ceremonies in coordination with the Battalion Plans Operations and Training Officer (S3).
e. Assist the S3 in prepare and publish any orders, or Memorandums of Instruction (MOI) necessary for the operation of the battalion.
f. Maintain the qualification records and personal files on all cadets in JUMS and in hard copy as required.
g. Publish and execute the cadet battalion's recruiting plan.
h. Collect, consolidate, post, and maintain all merit and demerit reports and records and enter into JUMS.
i. Coordinate with the COs and the staff on recommendations to the instructor staff on reassignments and organization; assign cadets to the various companies and maintain a record of those assignments.
j. Provide update slides for the Battalion Command and Staff Calls as directed by the BN XO.
k. Perform other duties as assigned by the BC, BN XO, or the instructor staff.

2-6. Battalion Intelligence and Security Officer (S2)

The Battalion S-2 assists the BC and the instructor staff in matters pertaining to unit physical security and enforces the provisions of physical security for the battalion. Duties and responsibilities include, but are not limited to the following:

a. The S2 is responsible to the battalion commander for all matters related to physical security and sensitive equipment such as Air Rifles, Drill Rifles, Computers, Printers and other electronic devices and related equipment.
b. Conduct monthly inspections of air, drill rifles and sensitive items (equipment on the Army Hand Receipt and belonging to GGHS or the School District).
c. Make periodic physical security inspections of the supply rooms and equipment storage areas.
d. Make necessary on-the-spot corrections resulting from security inspections and keep the BC and instructor staff informed.
e. Coordinate with the S3 and BN XO to provide significant local news, weather and information and its potential impact on battalion operations.
f. In coordination with the S1, report incidents that are prejudicial to good order and discipline (ISS and OSS reports), and submit reports to the instructor staff, the BC, BN XO and CSM
g. Provide updated slides for the Battalion Command and Staff Calls as directed by the BN XO.
h. Perform other duties as assigned by the BC, BN XO, S3 or the instructor staff.

2-7. Battalion Plans, Operations and Training Officer (S3)

The Battalion S3 plans and coordinates the execution of all battalion operations, and training events. The S3 is responsible for all long-range plans and calendars as well as weekly training schedules for the battalion. The S3 has tasking authority through the BC to task companies to execute operations and training. Additionally, the S3 keeps the BC advised on the progress of training within the battalion. Duties and responsibilities include, but are not limited to the following:

a. Maintain long range planning calendar and tasking / mission Board in classroom in coordination with JROTC instructors.
b. Prepare the weekly training schedules.
c. Enter all events, event cadet rosters, and associated awards in coordination with the S1 in JUMS.
d. Prepare and submit all off-campus events / field trip paperwork to appropriate GGHS administrative staff at least 2 weeks prior to the event.
e. Plan coordinate resource and supervise the successful execution of all battalion operations.
f. Select and designate cadet instructors in coordination with the instructor staff; post the weekly training schedules no later than one week in advance of training on all bulletin boards.
g. Assign areas for outdoor training and ensure classrooms are available and prepared for instruction.
h. Inspect the drill field prior to use by the battalion and prepare it for ceremonies.
i. Coordinate the training plan of drill team(s), Color / Honor Guard(s); the rifle team(s), to support events in coordination with the CSM and Drill Team Commander if one is assigned.
j. Organize events such as reviews, parades, and co-curricular activities.
k. Plan and supervise field events.
l. Inspect cadet training for compliance.
m. Maintain the training portion of cadet records in JUMS
n. Assume command of the battalion in the absence of both the BC and BN XO.
o. Supervise the activities of the S2 and S6 if one is assigned.
p. Provide update slides for the Battalion Command and Staff Calls as directed by the BN XO.
q. Perform other duties as assigned by the BC, BN XO or the instructor staff.

2-8. Battalion Logistics and Supply Officer (S4)

The Battalion S4 is responsible for the maintenance, security, record keeping, issue, and turn-in of all U.S. government property to cadets specifically their Army uniforms. The S4 informs the AI of shortages of Army uniform items and accoutrements as well as expendable office supplies so additional items may be ordered. The S4 coordinates the securing of property with the S2. Duties and responsibilities include, but are not limited to the following:

a. Create a JROTC Clothing and Equipment Record (Hand Receipt) for each cadet in JUMS. Maintain all cadet supply records (Hand Receipts) in proper order.
b. Maintain accountability of all equipment and supplies used by the unit.
c. Conduct periodic inventories of the on-hand supplies, uniforms and uniform items; submit weekly reports to the instructor staff on the availability of supplies and on the condition of equipment.
d. Ensure that adequate cleaning materials are available for use during assigned maintenance activities.
e. In coordination with the CSM, make periodic inspections of the National, State, and Organizational Colors for serviceability as well as the National, State and School flags used by the daily flag detail.
f. Maintain security of all items of clothing and equipment in the supply room and training aids storage area.

g. Maintain the supply room in a neat and orderly fashion at all times.

h. Maintain a running inventory of all supplies/property; determine supply requirements; and prepare requisitions for equipment and supplies required for the battalion.

i. Issue clothing, insignia, and other supply items as directed by the BC, BN XO, or the instructor staff.

j. Collect and dispose of excess salvage equipment and clothing.

k. Provide update slides for the Battalion Command and Staff Calls as directed by the BN XO.

l. Perform other duties as assigned by the BC, BN XO or the instructor staff.

2-9. Battalion Public Affairs Officer (S5)

The Battalion S5 or PAO acts as the contact between the corps of cadets and all news media and student publications. This officer publicizes as many of the activities of the Army JROTC program as possible to create an outstanding image of the cadet battalion and to reinforce the image of the school. Duties and responsibilities include, but are not limited to the following:

a. Coordinate with the JROTC instructors and BN S6 if one is assigned to maintain the Titan Battalion GGHS website: https://www.collierschools.com/domain/1954.

b. Maintain the cadet information board in the correct state showing news events of local, national, and international interest.

c. Keep abreast of newsworthy events in the battalion; prepare and distribute news releases, articles, or announcements on events of the JROTC program to appropriate news agencies. Submit all articles to the instructor staff for approval prior to their release.

d. Act as the battalion's point of contact with the GGHS school newspaper and yearbook committees. Ensure at least one item of JROTC interest makes every publication of the school newspaper.

e. Coordinate with the GGHS Yearbook Staff to have the JROTC pages published in the GGHS Yearbook.

f. Maintain the cadet battalion scrapbook.

g. Make recommendations to improve morale and welfare of the cadet battalion.

h. Produce and publish quarterly JROTC newsletters that inform cadets, students, parents, and school administrators of past, current, and future JROTC activities and accomplishments.

i. Maintain documentation of all requests for articles and published articles.

j. Maintain the JROTC bulletin board in the hallways and classroom to advertise JROTC activities and promote higher enrollment.

k. Maintain the National, School District, Instructor and Cadet Battalion Chain of Command bulletin boards in both JROTC classrooms.

l. Provide update slides for the Battalion Command and Staff Calls as directed by the BN XO.

m. Perform other duties as assigned by the BC, BN XO, or the instructor staff.

2-10. Battalion Staff Assistants

Staff Assistants assist the primary staff officers S1, S2, S3, S4, and S5 and are immediately responsible to those primary staff officers. Assistants are required to assist their primaries on all tasks assigned by the BN XO The battalion assistants must be prepared to act as their primary in their absence. The Titan Battalion consists of the following assistants:

a. Battalion Adjutant / Personnel Officer (S1) Assistant.

b. Battalion Intelligence / Security Officer (S2) Assistant.

c. Battalion Plans, Operations and Training Officer (S3) Assistant.

d. Battalion Logistics / Supply Officer (S4) Assistant.

e. Battalion Public Affairs Officer (S5) Assistant.

2-11. Company Commander (CO)

The Company Commander is responsible for everything the company does or fails to do. The CO is held accountable for the training, efficiency, discipline, administration, and welfare of the company. Responsible for all company level activities. Supervises, provides guidance to and directs the Company Executive Officer (XO), Platoon Leaders (PL) and Company First Sergeant (1SG) in ensuring all activities and training are planned, coordinated and executed efficiently. Duties and responsibilities include, but are not limited to the following:

a. Command the company at all formations.
b. Ensure that all members of the company know and use the chain of command.
c. Consult the training schedule, study the drill references, and ensure that subordinates are prepared to instruct during training days such as Drill and Ceremony (D&C) and Physical Training (PT) days.
d. Check with the instructor staff daily prior to formation to obtain any changes or other information they may want announced.
e. Seek advice from the S3, BN XO, BC or the instructor staff when encountering a problem to which you do not know the answer.
f. Execute the orders of the BC as if they were your orders, even though you may personally disagree with them (as long as they do not violate any school / JROTC policies or regulations or are unsafe).
g. Conduct short inspections at every formation, making on-the-spot corrections as necessary; follow-up to ensure that deficiencies from earlier inspections are corrected.
h. Make each cadet an effective member of the team; take an interest in them and their problems; offer advice and help them to solve their problem.
i. Make on-the-spot corrections at any time to ensure that all members of the company understand and comply with cadet regulations.
j. Keep the Company XO informed in case of absence.
k. Provide updates and requested information from the battalion staff and attend all Command and Staff Call meetings with the 1SG.
l. A good Company Commander will strive to learn the Battalion XO's and S3's responsibilities.

2-12. Company Executive Officer (XO)

The Company Executive Officer (XO) assists the CO in the training of the company and performs such administrative duties as designated by the commander. The XO should be well versed in all functions of the company and prepared to assume command of the company in the absence of the CO. Duties and responsibilities include, but are not limited to the following:

a. Responsible for being familiar with and capable of executing the duties, responsibilities, and policies of the CO.
b. Assumes command of the company in the absence of the CO.
c. Assists the battalion staff as needed in the posting and reviewing of the administrative and supply records of the cadets in the company.
d. Coordinates with BN XO and S1 for company promotion and award orders and posts all award and promotion orders at company award ceremonies.
e. Attend BN Command and Staff Meetings with the CO and 1SG.

2-13. Company First Sergeants (1SG)

The Company First Sergeant (1SG) is the senior enlisted member of the company. The 1SG is responsible for the training and uniform standards of the company. The 1SG forms the company for D&C and PT as well as uniform inspections. The 1SG also is responsible for the morale, welfare, and discipline of all enlisted cadets in the company, and has specific duties similar to those of the BN CSM. Duties and responsibilities include, but are not limited to the following:

a. Assist the CO to oversee company activities and tasking.
b. Perform as the primary drill and ceremony instructor for the company.
c. Lead by example, the primary role model for appearance, behavior, and attitude for the company.
d. Assist the CO to ensure that all cadets in the company are maintaining JROTC cadet portfolios, and they contain the minimum requirements.
e. Inspect cadets in the company to insure they meet appearance standards.
f. Coordinate with the Titan BN CSM and S1 for updating company cadet's merits and demerits.
g. Recommend cadets for promotion boards and awards.
h. Attend BN Command and Staff Meetings with the CO and XO.

2-14. Platoon Leader (PL)

A Platoon Leader (PL) has a platoon of cadets for whom they are directly responsible. Primarily, the job is one of leadership, training, and discipline. PLs also have the opportunity and privilege to be a role model, coach, and counselor. The duties and responsibilities include, but are not limited to the following:

a. Keep the CO apprised of the status of the platoon at all times.
b. Organize and maintain an effective chain of command. Learn the name of everyone in your platoon and use their names when addressing them.
c. Conduct an inspection of the platoon at formations.
d. Use the chain of command to accomplish tasks; work mainly with the Platoon Sergeant (PSG) and the squad leaders.
e. Know all cadet regulations and ensure that all members of the platoon also know and follow them.
f. Enforce orders from superiors whether you agree with them or not; however, if you think an order is wrong, discuss it with the chain of command or the instructors, as necessary. Develop a spirit of teamwork so as to instill respect, obedience, and cooperation in the unit.
g. Know all phases of drill; be able to supervise/conduct platoon drill and, if you are the senior officer present in a formation, be able to conduct company drill.
h. Set high standards of personal appearance and conduct for yourself. Remember, the platoon leader sets the example for the platoon to follow.
i. Make an effort to resolve all leadership, training, and disciplinary problems at your level; if you cannot solve a problem, seek the advice and assistance of the CO, company XO, or 1SG.
j. Provide assistance/counseling to personnel in the platoon, especially when requested by a Squad Leader (SL) or the PSG, and/or when necessary, for performance or disciplinary reasons.

2-15. Platoon Sergeant (PSG)

Platoon Sergeants (PSG) always set the example; assist in the supervision of the Squad Leaders (SL); develop a spirit of teamwork in the platoon; submit absentee reports to the 1SG; assist the PL in training the platoon; counsel personnel at a SL's request; and assume control of the platoon in the absence of the PL.

a. Enforce the orders and instructions of the PL.
b. Accounting for all members of the platoon through the SLs
c. Supervise the SL's inspection at formations.
d. Ensure the SLs inspect their squads as to uniform fit, cleanliness and condition, proper haircuts, hygiene, etc.
e. Form the platoon in the prescribed area at the appointed time.
f. Know and follow correct procedures for forming the platoon and receiving the report from SLs.
g. Develop a spirit of teamwork in your platoon.
h. Must have a thorough knowledge of platoon and squad drill and ceremonies (TC 3-21.5).
i. Be prepared to assume command of the platoon in the absence of the PL.
j. Make recommendations for cadet promotions and/or reductions to the 1SG.

2-16. Squad Leader (SL)

The Squad Leader (SL) is the most important individual in the chain of command. In the classroom or on the drill field, the success of the unit depends the SL. Since they are responsible for a squad of cadets, their job is never done. They must set the example at all times; they must convince the other members of their squad that they are the most capable member of the squad. The success of the squad, the platoon, the company, maybe even the entire battalion may depend on their performance as SL. Duties and responsibilities include, but are not limited to the following:

a. Leads and trains the squad.
b. Responsible for making an accurate report of attendance daily and during all co-curricular activities.
c. Must be familiar with the duties of the PSG and 1SG.
d. Responsible for the appearance, uniform standards, discipline, and welfare of the members of his/her squad.
e. Inspect their squads as to uniform fit, cleanliness and condition, proper haircuts, hygiene, etc. at uniform inspections.
f. Trains the squad in squad drill.
g. Leads and sets the example in PT.
h. Assists squad members with signing for and fitting of uniforms and uniform items and setting up of uniforms.
i. Prepares squad members for promotion boards.
j. Assume duties of PSG or 1SG as required.

2-17. All Titan Cadets

Duties and responsibilities of all cadets enrolled in the Golden Gate High School Titan Battalion. include, but are not limited to the following:

a. Follow all the instructions of the JROTC instructors and cadet chain of command.
b. Strive to improve as a student and a citizen by fully participating in, completing all assignments completely and on time, and applying the lessons learned in JROTC to all aspects of your life.
c. Wear the JROTC uniform proudly the entire day on all uniform days and for designated JROTC activities, in accordance with the standards in the Cadet Reference Guide / Cadet Notebook and JROTC uniform regulations.
d. Maintain a current JROTC Cadet Portfolio in SMART Cadet portal.
e. Do your best to live by the JROTC Cadet Creed and Core Abilities.
f. Remember that you are a key member of the Titan Battalion team and that your actions reflect on the entire battalion and GGHS.

g. Seek the Mantle of Leadership by seeking additional responsibility and increasing levels of leadership and promotion.

2-18. Special Leadership Positions

Certain special leadership positions will be offered throughout the year to deserving cadets. Below is a list of typical special leadership positions in the Titan Battalion and responsibilities of each position.

a. Drill Team / Honor Guard Captain

1) Leading the team in all aspects such as training, uniform maintenance, and accountability of personnel and equipment.
2) Planning, preparing, and executing objective Color Guard and Drill training.
3) Leading the team to success during competitions.
4) Be responsible for the issue and turn-in of all weapons on drill days.
5) Ensuring that all weapons are accounted for and any losses are immediately reported to the SAI/AI.
6) Inspecting all weapons periodically for serviceability and completeness.
7) Responsible for periodical inventory of all items with serial numbers.
8) Organization of equipment stored in the Arms room.
9) Completing Risk Management Process for all training and operations.
10) Coordinating all competitions/ events with the Cadet Battalion S-3 to ensure they are put on the training schedule.
11) Keep attendance roster of all practices.
12) Coordinate the maintenance of uniforms and equipment as necessary.

b. Raider Team Captain

1) Leading the team, such as training, uniform maintenance and accountability of personnel and equipment.
2) Planning, preparing, and executing objective oriented Raider training.
3) Leading the team to success during competitions.
4) Be responsible for the issue and turn-in of all equipment.
5) Ensuring that all equipment is accounted for and that any losses are immediately reported to the SAI/AI.
6) Inspecting all equipment periodically for serviceability and completeness.
7) Responsible for periodic inventory of all items with serial numbers.
8) Organization of equipment storage.
9) Completing Risk Management Process for all training and operations.
10) Coordinating all competitions / events with the S3 to ensure that they are put on the training schedule.
11) Keep attendance records of all practices.
12) Coordinating the maintenance of uniforms and equipment as necessary.
13) Ensure thorough familiarity with all aspects of the competition to include uniform, specified routines, and required equipment.

Chapter 3. Managing Daily Cadet Activities (Pledge and Flag Detail) (BN XO & CSM)

3-1. Pledge of Allegiance Management

The Golden Gate Titan Battalion is in charge of the Pledge of Allegiance every morning. The BN XO is responsible to make sure there is a cadet everyday ready to recite the pledge. The BN XO is responsible to create a monthly schedule with a designated cadet to go on each day. Below you will find an example on how to plan and prepare the schedule for the pledge.

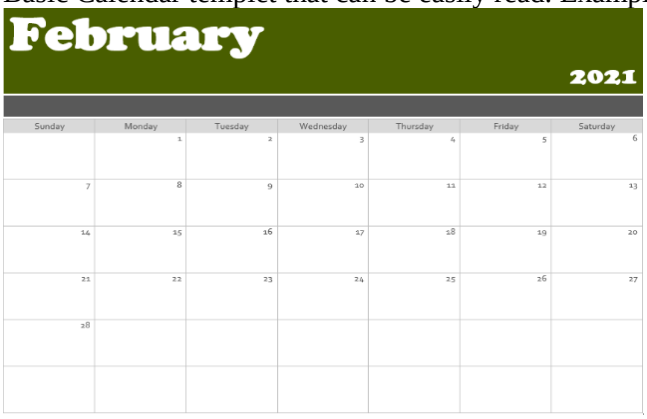
a. Preparing Monthly Pledge Schedule

1) In order to create the monthly schedule, you must request an updated copy of the attendance roster form the S-1. Below you can see what the roster looks like.

Vs/Va/IP	Charlie Company Student	Student ID	Grade Level	Attendance P/A M	T	W	TH	F	Grade Uniform Grade	Drill Grade	Other Grade	Birth Day	Remarks
Vs	Arguelles-Flores, Moises	357291	9									May	
Vs	Argueta, Ernesairi C.	359409	10									Feb	
IP	Bautista-Lopez, Andrea	345196	11									Jan	
Vs	Bischof, Elizabeth H.	388383	11									Jan	
IP	Blanco-Montes, Lizeth E.	357306	9									Nov	
IP	Bustillo-Guevara, Oswaldo	360319	9									May	
Vs	Cortes, Angela M.	367850	9									Aug	
IP	Eugene, Emmanuella	412755	9									Sep	
IP	Gallardo, Juan P.	335105	11									Nov	
IP	Garcia, Bryan	367989	9									May	
IP	Gutierrez, Jonathan	345974	9									Oct	
IP	Hernandez, Nelson G.	359669	9									Aug	
IP	Iglesias, Bryan E.	369129	9									Jan	
IP	Lamela Fonte, Melani	450059	9									Jun	
Vs	Leyva, Valentin	440241	11									Nov	
IP	Lopez, Alison V.	422639	9									Mar	
IP	Martinez, Luis A.	365650	9									Feb	
IP	Olvera-Solorio, Ana P.	369023	9									Oct	
Vs	Pereyra Moya, Yohany E.	362281	9									Feb	
IP	Sanchez, Harmony L.	368465	9									Jul	
IP	Saul, Frantz-Derly	410056	11									Apr	
IP	Saye, Jowey F.	397823	12									Nov	
Vs	Toledano, Alexis	356286	10									Feb	
IP	Von Holle, Leland M.	354976	9									Dec	

Attendance Key	
Present =	P
Absent =	A
LET 1's	19
LET 2,3,4	5
TOTAL	24
SCHEDULE	
M	
T	
W	
TH	
F	
Sa	
Su	

2) Then you will open up a word document and choose a calendar template. Make sure it is a Basic Calendar templet that can be easily read. Example of a calendar template below:



3) Once you have chosen the template you will then go down the attendance roster and assign a cadet to a date, they will say the pledge. An example of the final product should look like:

February 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Charlie Co Bryan Iglesias	2 Charlie Co Melani Lamela	3 Charlie Co Valentin Leyva	4 Charlie Co Alison Lopez	5 Charlie Co Luis Martinez	6
7	8 Charlie Co Ana Solorio	9 Charlie Co Frantz Saul	10 Charlie Co Jowey Saye	11 Charlie Co Alexis Toledano	12 Charlie Co Leland VonHolle	13
14	15 NO SCHOOL PRESDIENTS DAY	16 Delta Co Wood Bien- Aime	17 Delta Co Marc Caballero	18 Delta Co Gabriella Cabrera	19 Delta Co Brandon Diaz	20
21	22 Delta Co Erick Escalona	23 Delta Co Litzi Gallo	24 Delta Co Jayleen Lopez	25 Delta Co Jorge Martinez	26 Delta Co Daniel Martinez	27
28						

4) When creating the calendar ensure you check the school's calendar for any holidays or any days there is no school to avoid scheduling a cadet on a non-school day.

5) Once you have checked the calendar you send it out to the company commanders a week prior to the new month. This way they can inform their cadets know when it's their designated to say the pledge.

6) You will also print out a paper copy to display it the Bulletin case that is located in the JROTC hallway. You must update the bulletin case every month.

b. Execution:

1) Cadets are to show up to the JROTC room to meet with the BN XO on their designated day no later than 7:05 am.

2) The BN XO will then go to the Attendance and Discipline office. In the case the BN XO is not present the BN S-3 will ensure this task is completed to standard.

3) Before anything, the cadet and BN XO must Check in using the Kiosk that is located on the desk near the ISS room. Cadets are to check in so their 1st period teacher does not mark them as "absent".

4) You will then proceed and move to where the phone is at and the instructions are posted on the desk where the phone is. Below is an example of what the paper looks like:

The Pledge of Allegiance

Good Morning! This is _____ from the Titan JROTC Battalion,
Please stand for the pledge.
(Pause 3 second)
I Pledge allegiance to the flag.
of the United States of America,
and to the republic for which it stands,
One Nation, under God, Indivisible
With liberty and justice for all.
And remember, at Golden Gate High School we are learners today and leaders tomorrow!
Have a great day Titans!

Special instructions (Do Not Read Out Loud)
Go time is 0712.
Hit pound zero zero (#00)
Cadets are to get excused pass to go to class...

5) You will make sure the cadet practice out loud and be sure to correct them when necessary.

6) Once you have finished you will check out from the kiosk machine and print out a pass to head back to class.

7) If a cadet cannot show up any other person from leadership must fill in for the cadet who did not show up.

8) You must keep track of which cadet shows up and who does not and give credit to the alternate cadet an example of a spreadsheet is below:

	A	B	C	D	E	F	G	H	I	J
1										
2	Date assigned	Cadet Name	Company	Show up	No show	Alternate Cadet				
3	2/1/2021	Bryan Iglesias	Charlie	Yes						
4	2/2/2021	Mealani Lamela	Charlie	Yes						
5	2/3/2021	Valetin Leyva	Charlie		No	Juan Gallardo				
6	2/4/2021	Alison Lopez	Charlie	Yes						
7	2/5/2021	Luis Marinez	Charlie		No	Juan Gallardo				
8	2/8/2021	Ana Solorio	Charlie							
9	2/9/2021	Frantz Saul	Charlie							
10	2/10/2021	Jowey Saye	Charlie							
11	2/11/2021	Alexis Toledano	Charlie							
12	2/12/2021	Leland VonHolle	Charlie							
13	No School									
14	2/16/2021	Wood Bien-Aime	Delta							
15	2/17/2021	Marc Caballero	Delta							
16	2/18/2021	Gabriella Cabrera	Delta							
17	2/19/2021	Brandon Diaz	Delta							
18	2/22/2021	Erick Escalona	Delta							
19	2/23/2021	Litzi Gallo	Delta							
20	2/24/2021	Jayleen Lopez	Delta							
21	2/25/2021	Jorge Martinez	Delta							
22	2/26/2021	Daniel Martinez	Delta							
23										
24										

3-2. Daily Flag Detail

The BN CSM manages and trains the daily Flag Detail. The National, State and GGHS School Flags are raised at the beginning of the School Day, and lowered and folded at the end of the School Day. Depending on whether or not the SAI and AI have a 1st or 7th Period Class, will determine whether a specific company is selected (A Company in the morning and E Company in the afternoon), or a rotating Flag Detail is established to raise and lower the flags daily. The CSM will manage the schedule for Flag Detail either way and ensure it gets done every day (unless there is inclement weather). The CSM will coordinate with the S2 and the SAI or AI for determination of inclement weather restrictions and to verify if the Flags are to be flown at Half Staff. Specific Instructions on the Procedures for executing the Daily Flag Detail are found in Appendix F. Titan Battalion Flag Detail.

Chapter 4. Command and Staff Call Meetings (BN XO, & BN Staff, COs, 1SGs, CO XOs)

As the Titan Battalion has Command and Staff every two weeks on Monday's. Command and staff are where all company leadership (Company CO'S. XO'S, 1SG's) and the battalion staff comes together and share upcoming information or events that will occur. The Battalion XO is responsible in organizing the command and staff meetings below are instructions on how to prepare and Execute**:**

4.1 Preparing.

a. Set up Command and Staff slides on a Google Slides template. We use Google slides because it efficiently allows the staff primaries to work on their slides at the same time. The link to the command and staff slides will be located in the reference section for the future BN XO.

b. Ensure that you share the slides with SAI/IA and the battalion Staff, ensure that everyone can edit this document.

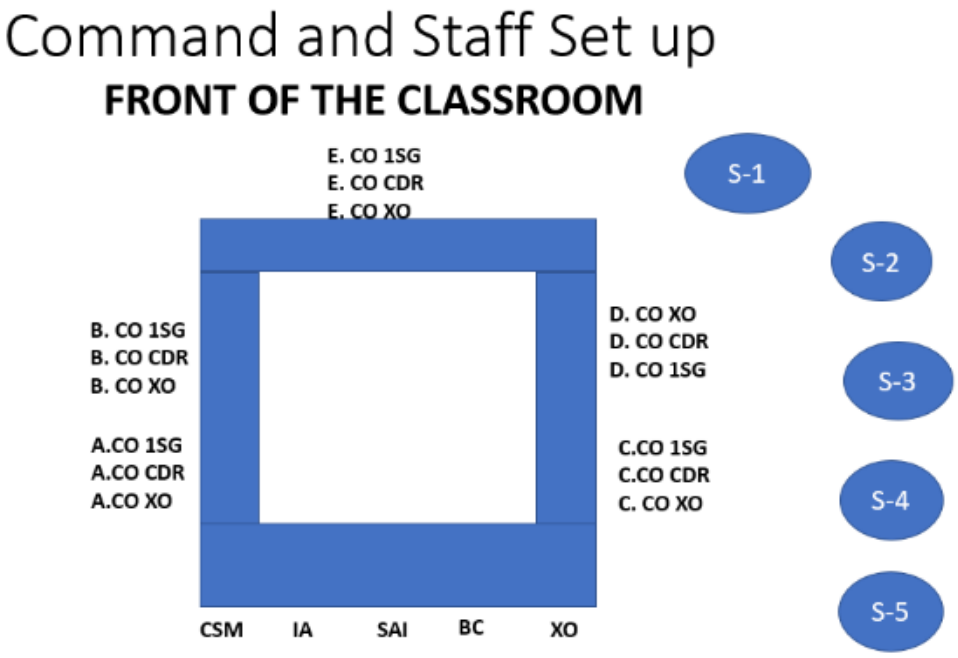
c. S-2 should get the ISS reports at the end of the day from ISS teacher he/she will take the attendance roster.

d. The Staff primaries have a week to complete these slides. Give the staff primaries a due date of when all slides must be updated. Example of due date: All slides are due by 6:00pm on Friday.

e. This gives the BN XO, BC and CSM to review the slides and fix any minor mistakes.

4-2. Executing

a. The last few minutes of class Echo Company will help set up the classroom for command and staff see below to see how the classroom should be arranged.



b. Command and staff will begin @2:15pm and should last approximately 30 minutes.

c. Battalion XO will take role of each company and staff primary.

d. If a person is absent from a company take note and make sure to communicate with them to know why they were absent.

e. At the end of the briefing once SAI stands up everyone stands up and salutes and says “TITANS HOOAH”.

f. Once briefing ends make sure all desks and chairs are put back in their places.

Chapter 5. Cadet Records, Awards, Promotions, Portfolios, and Admin (S1 Procedures)

5-1. Gathering Cadet Information

When a student enrolls in JROTC there are several pieces of information that must be gathered in order to enter the cadet into the JROTC Unit Management System (JUMS). The BN S1 is primary responsible for ensuring that all cadet personnel information is maintained in JUMS to include Awards, Promotions, Duty Positions. Hard copy records are also maintained of required forms and other cadet personnel documents that are used in a Cadet's Portfolio. Below are the annual requirements that the S1 much ensure every cadet does:

a. At the beginning of the year and when a new cadet enters the program, establish a separate File Folder for each cadet in the S1 file cabinet. File labels can be printed using JUMS. At the beginning of each school year, the S1 will place the folders of inactive cadets in the inactive section of the S1 file cabinet to be retained for 4 years; purge inactive files over 4 years old, and remove obsolete documents from the folders of active cadets. Each folder will have the cadet's last name placed in the upper left-hand corner. The folders will be placed in alphabetical order.

b. Every cadet must fill out the cadet record information sheets and release forms that are provided at the beginning of the year with the Course Syllabus and return them to the S1 for filing in each cadet's hard copy file folder.

c. Every student must fill out and have their parents or legal guardian sign their Privacy Act and Health Statements. These statements are generated out of JUMS and, once signed will be maintained in the cadet, file folder**.**

d. Copies of cadet personnel records will be placed in the cadet's file folder by the S1 throughout the year to include but not limited to Cadet Award Orders, Promotion Orders, and Copies of External Awards the cadet receives. A copy of these documents can be made for the individual cadet for placement in their Cadet Portfolio.

5-2. Inputting Cadet Information into JUMS

At the end of each school year, the incoming S1 should receive orientation and training on JUMS from the outgoing S1 and the instructors. At the beginning of the school year new incoming cadet information must be entered into JUMS. Instructors are the only ones that can actually enter new cadets into JUMS but the S1 assists the SAI/AI in this process. New cadet information is entered in two ways:

a. Inputting Cadet Information by Batch Action

1) Using the instructions from the current JUMS User Guide from the JUMS or Army JROTC Website, new incoming cadet information should be entered into JUMS by batch action.
2) The S1 or SAI/AI will download the Cadet Import Template File, an Excel spreadsheet from JUMS.
3) THE SAI/AI will provide new incoming cadet info from the school FOCUS system as soon as class lists are released by administration and will download cadet info needed for the Cadet Import Template File and provide it to the S1.
4) Using the information provided by the instructors, the S1 will fill out all 14 required fields in the Cadet Import Template. The required fields are last name, first name, birth month, birth year, gender, race, student type, attending different school, class period, grade, LET, enrollment date, expected graduation month, and expected graduation year.

5) To ensure Proper formatting of the Cadet Import Spreadsheet in JUMS, the drop-down menus on the columns that have then must be used.

6) In the Cadet ID # Field the S1 will input the cadet's student # from FOCUS.

7) The S1 will add the cadet's company, A-E and HQ based upon cadet class period in consultation with the SAI/AI

8) Once the S1 has completed filling out the Cadet Import Excel File they will save it and e-mail it to the SAI/AI for final review and import into JUMS.

9) The S1 will review all cadet information imported into JUMS for accuracy.

b. Entering Cadet Information Manually into JUMS. Throughout the year, the S1 will assist the AI/SAI in updating cadet information that changes. New cadets will be entered by the SAI/AI as new cadets enter the program at the start of the year but the S1 can assist in updating information such as changing class periods or company.

5-3. Awards

Cadet awards are one of the primary functions of the S1. The goal for awards is to present them to cadets as soon as possible after they have been earned. Cadet awards are entered into JUMS automatically when and award is associated with a JROTC Event in JUMS and the event is completed by the SAI/AI. Awards are also entered manually by the S1 when directed by the SAI/AI using the JUMS User Guide instructions either individually or by batch action. Batch actions should be used when multiple cadets are receiving the same award. As much as possible awards should be associated with JROTC events by the S3. Every year the SAI/AI will set-up award criteria in JUMS, for example, how many award credits are required to get a Color Guard Ribbon. See Appendix B for current GGHS JROTC Awards Criteria. Once awards are created in JRUMS, the S1 will:

a. Print the Awards orders out of JUMS
b. Submit Award Orders to SAI and AI for approval signature
c. Make a copy of all signed award orders and place copy in the individual cadet file folder.
d. Distribute original Award Orders to individual companies for presentation in next upcoming Award Ceremony.
e. Provide the S4 with the list of cadets receiving awards and the number of the award each cadet will receive so the S4 can ensure enough award ribbons are on hand to present to the cadets.
f. Coordinate with the SAI/AI to determine when the awards are to be presented. Awards will normally be presented as soon as possible after they are earned either during the weekly uniform inspection. At a minimum, Award ceremonies will be done at the end of each quarter during a Uniform Day.
g. The S1 will coordinate with Company XOs to ensure they understand who is getting awards in their company and the proper procedures for presenting them.

5-4. Promotions

Promotions are very important to many cadets, and morale can be adversely affected if promotions are not processed in a timely manner. When cadets are selected for promotion either by a promotion board or by the SAI/AI, the S1 will produce promotion orders in JUMS either individually or by batch action (for multiple cadets being promoted to the same rank) using procedures in the JUMS User Guide. The S1 will follow the same general procedure as with awards above, printing the award orders, getting them signed by the SAI and AI, filing them, and distributing them to the companies for presentation.

5-5. Cadet Portfolios

Cadet portfolios contain an organized collection of work based on a cadet's accomplishments, personality, goals and aspirations. Cadet Portfolios will be maintained in the JROTC SMART Cadet Portal and in hard copy if desired by the cadet. The portfolio provides insight and information on a cadet's personal achievements and growth over time. It is a cadet's responsibility is to maintain their portfolio in a high state of readiness since it is an inspected and graded item. Cadet Portfolios are inspected periodically by the cadet's company chain of command, as well as the CSM and S1.. The S1s primary role is to assist cadets that may need cadet records printed out of JUMS for entry into their Cadet Portfolio.

5-6. Awards Ceremonies

If possible, awards ceremonies should be done outside in Company Formation. When weather precludes an outdoor ceremony, the classroom will be used. The only difference is that cadets will stand behind their desks in the indoor ceremony and not in formation. Cadets being awarded will always post to the front of the formation (classroom), facing the formation (class), in order from left to right with the highest-level award to the left, or in alphabetical order by last name. There will be a power point presentation at the beginning of the school year, before the first award ceremony takes place. The S-1 will show it to company leadership, so they understand what steps to take when executing a classroom award ceremony. The following procedures will be used:

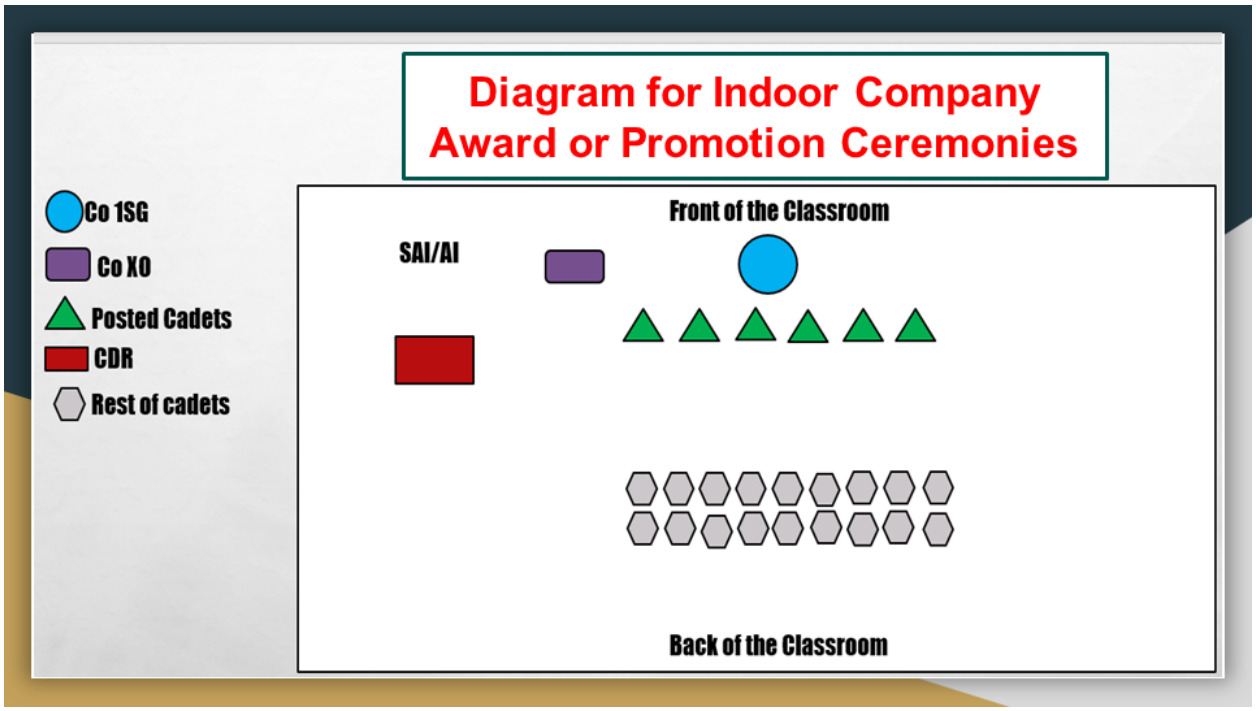
a. During Uniform Inspection, the CO XO will get awards ready.
b. The CO XO will let SAI/AI know that the company is ready to execute the award ceremony.
c. Company 1SG will call Attention and have cadets post.
d. Th SAI followed by the AI, The CO CDR and 1SG will come forward to present the awards.
e. The XO will call "Attention to Orders."
f. The XO will read the following award citation once.

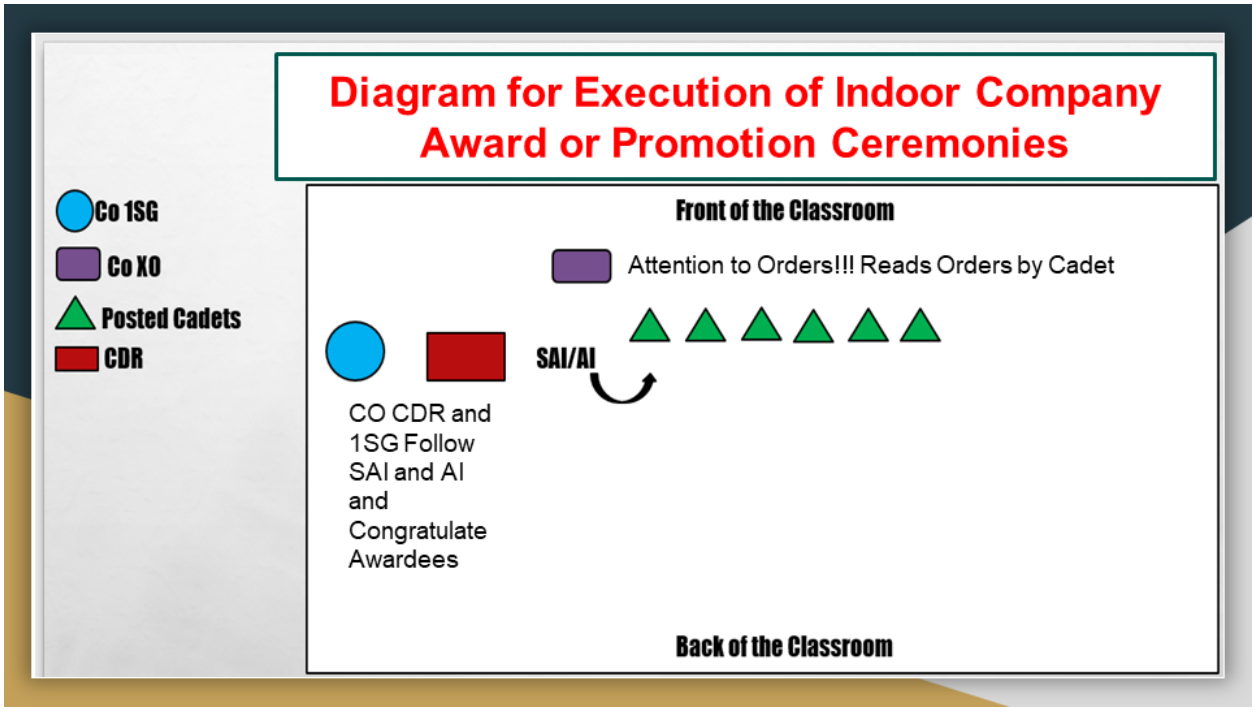
"The listed awards are presented in recognition of Cadet participation, superior performance, and achievement in attaining award requirements. Awards are indicative of a Cadet's demonstrated ability to accomplish goals, achievement of excellence and recognize Cadet's untiring efforts and dedication to personal development, learning, and teamwork. This achievement reflects great credit upon yourself, the school, US Army Cadet Command, and the Junior Reserve Officer Training Corps."

g. After the citation has been read, the XO will say the first and last name of the first cadet and what award(s) are they going to receive. Once the SAI shake hands with the cadet being awarded and steps in front of the next cadet, the name and award(s) for that cadet are read.

h. This process continues until all cadets are presented their awards. The SAI/AI will make a few comments and tell the awardees to fall back into the formation. The SAI/AI will give the formation back to the CO CDR

i. **Note: If the XO is out then next most senior person will read the awards being presented**
j. Below are diagrams depicting and Indoor Promotion Ceremony set-up and Execution.





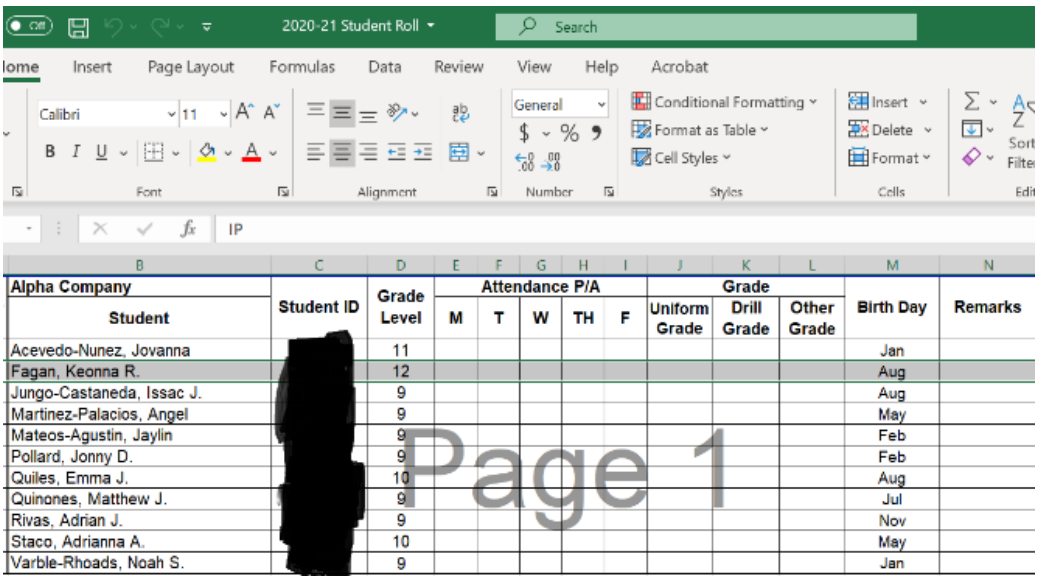
5-7. Creating/ Managing and Updating Weekly Roster

The S1 is responsible for creating a weekly attendance and grade roster in an Excel spreadsheet for use by the company leaders and instructors. In addition, new cadets come into the program from time to time while other cadets leave the program or transfer to other class periods and the S1 must keep track of them. The company leadership will annotate the weekly roster with any changes so the S1 can make the required updates in JUMS. Company leadership must gather information needed for new cadets, write it

at the end of their company roster, and the S1 in coordination with the SAI/AI will ensure the new cadet information is entered into JUMS. The S1 will then update the weekly roster for the next school week.

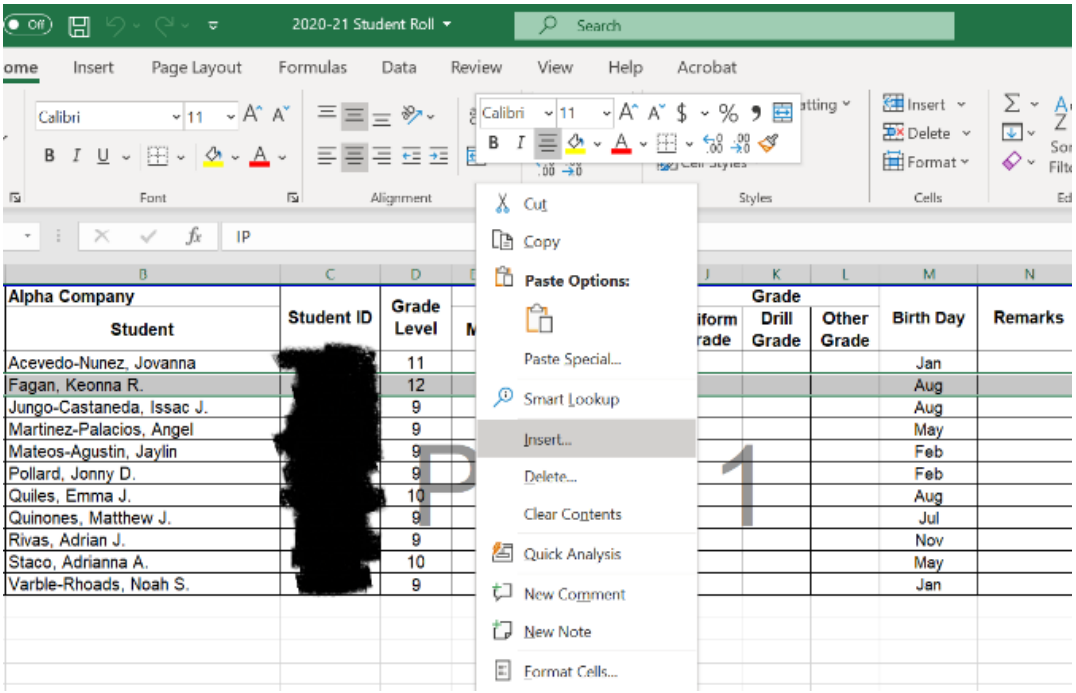
a. To add a new cadet to the weekly roster, the S1 will do the following:

1) Make sure you know where to place the new cadet in the roster. The roster should be in alphabetical order by last name. Look for the letter that goes after the letter of the last name you are adding and select that name. (The one you are moving one column down)



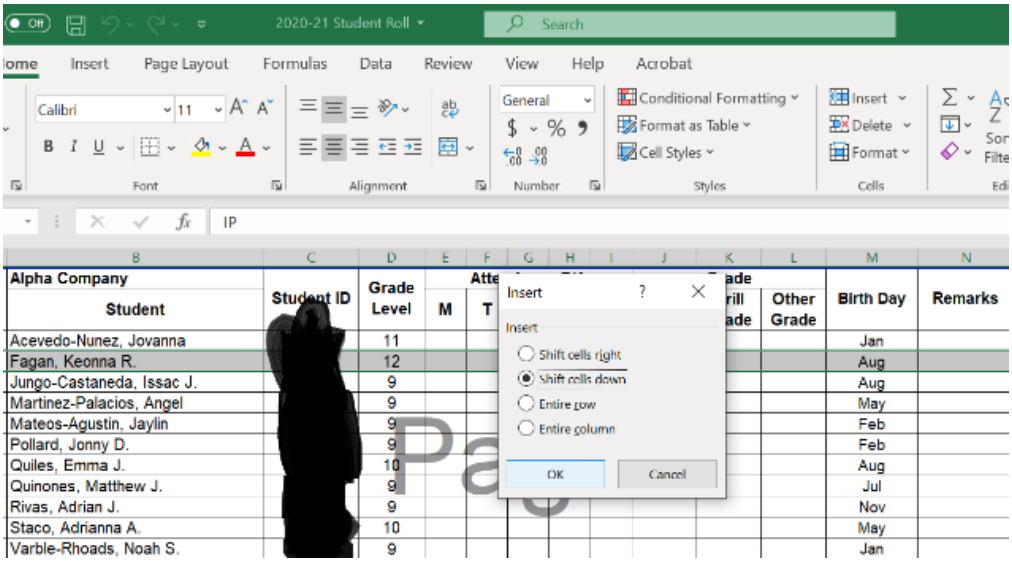
Alpha Company Student	Student ID	Grade Level	Attendance P/A M	T	W	TH	F	Grade Uniform Grade	Drill Grade	Other Grade	Birth Day	Remarks
Acevedo-Nunez, Jovanna	[redacted]	11									Jan	
Fagan, Keonna R.		12									Aug	
Jungo-Castaneda, Issac J.		9									Aug	
Martinez-Palacios, Angel		9									May	
Mateos-Agustin, Jaylin		9									Feb	
Pollard, Jonny D.		9									Feb	
Quiles, Emma J.		10									Aug	
Quinones, Matthew J.		9									Jul	
Rivas, Adrian J.		9									Nov	
Staco, Adrianna A.		10									May	
Varble-Rhoads, Noah S.		9									Jan	

2) Then you do right click, and a series of settings will appear. You must click on the one that says “Insert.”.

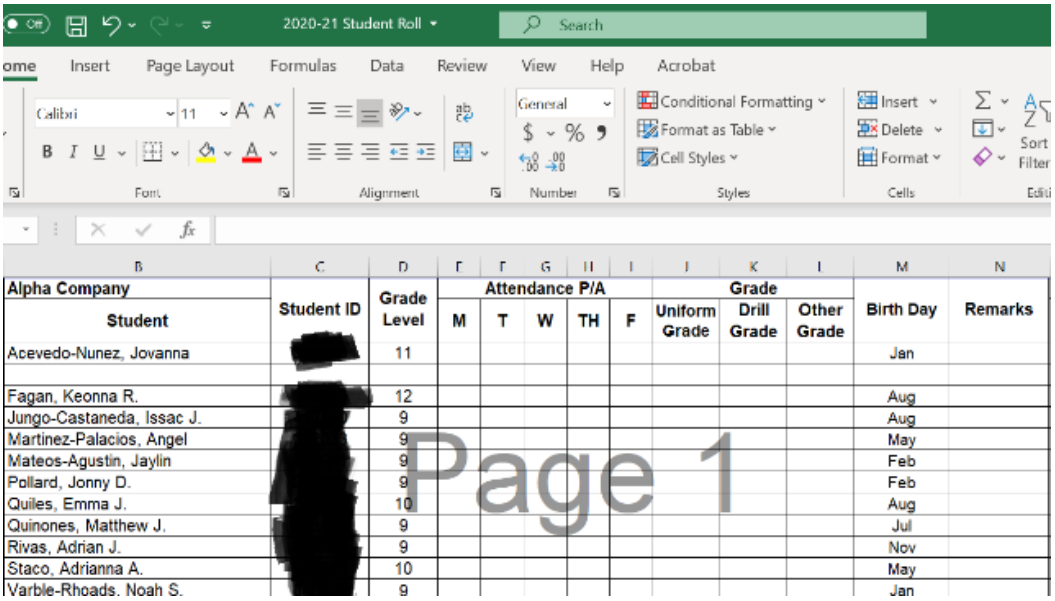


Alpha Company Student	Student ID	Grade Level	Grade Drill Grade	Other Grade	Birth Day	Remarks
Acevedo-Nunez, Jovanna	[redacted]	11			Jan	
Fagan, Keonna R.		12			Aug	
Jungo-Castaneda, Issac J.		9			Aug	
Martinez-Palacios, Angel		9			May	
Mateos-Agustin, Jaylin		9			Feb	
Pollard, Jonny D.		9			Feb	
Quiles, Emma J.		10			Aug	
Quinones, Matthew J.		9			Jul	
Rivas, Adrian J.		9			Nov	
Staco, Adrianna A.		10			May	
Varble-Rhoads, Noah S.		9			Jan	

3) If you click on it four options will pop-up.

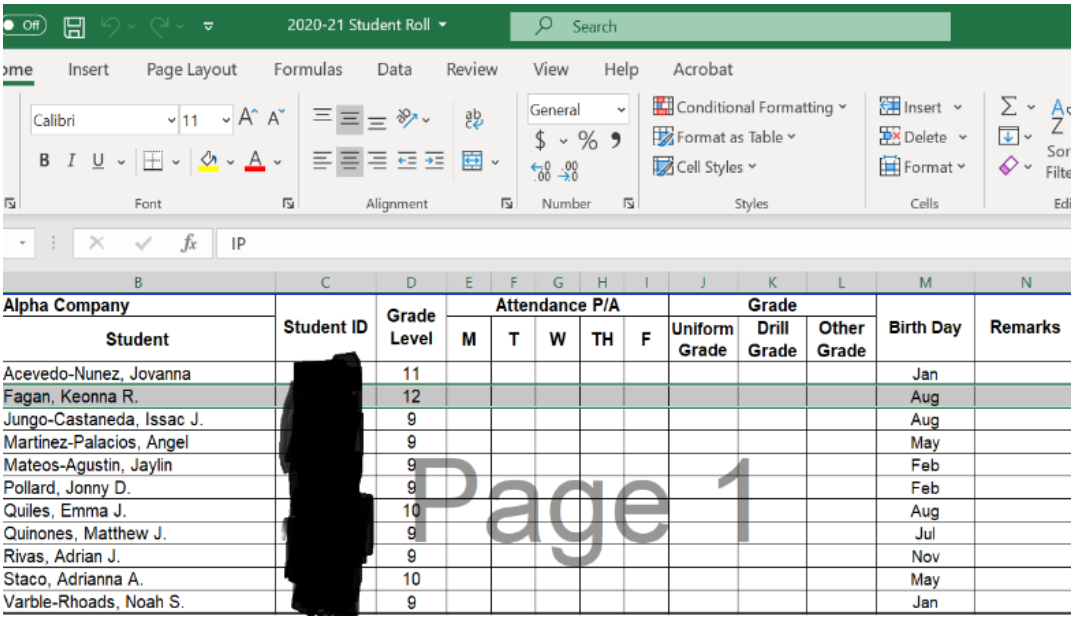


4) Chose the one that says, “Shift cells down” and then you will have a blank column to add the new cadet.

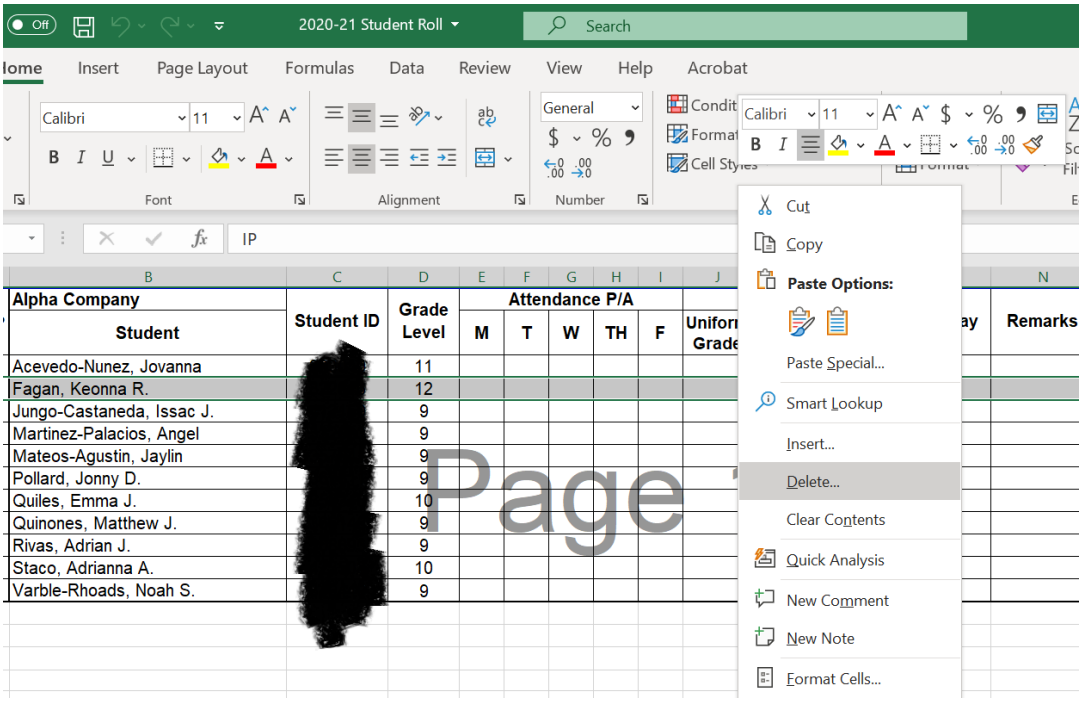


b. How to update the roster if a cadet has dropped the program.

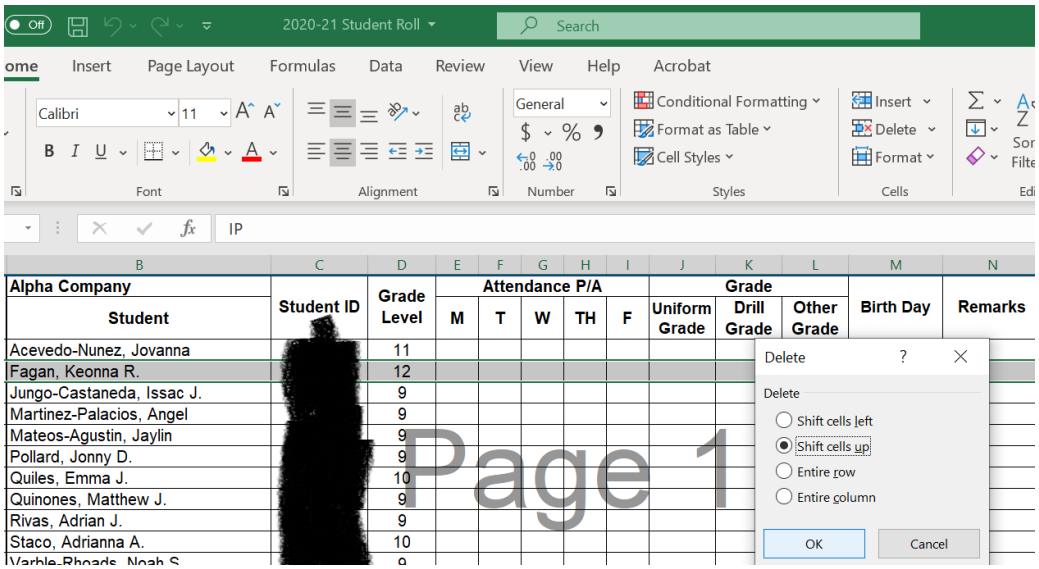
1) As new cadets can join our program, others can drop, so it is important that you know how to delete them from the roster.
2) You will basically do the first step as if you were adding someone new, just with the difference that you will be deleting that person. First Select the cadet you want to delete.



3) Then do right click and different options will pop-up. Chose “Delete”



4) Four option will appear, and you must choose the one that says, “Shift cells up.”

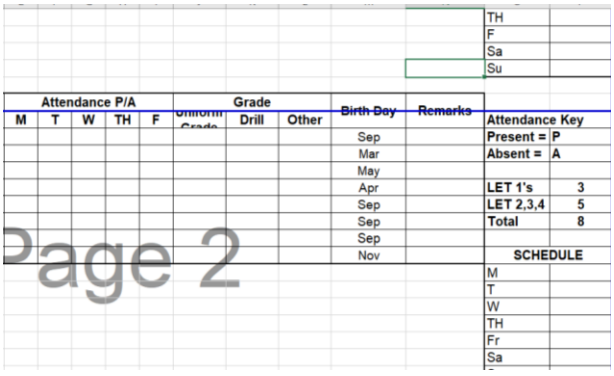


5) Press “OK” and then the cadet will be deleted from the company he/she was previously.”

DETAILS TO KNOW

a) When you add or delete a cadet from the roster, the page breaker will move. You need to be careful with this because when you are going to print the roster for the week, some cells will be moved and then they will not appear on the page they need to be.

b) When you add or delete a cadet from the roster, the page breaker will move. You need to be careful with this because when you are going to print the roster for the week, some cells will be moved and then they will not appear on the page they need to be.

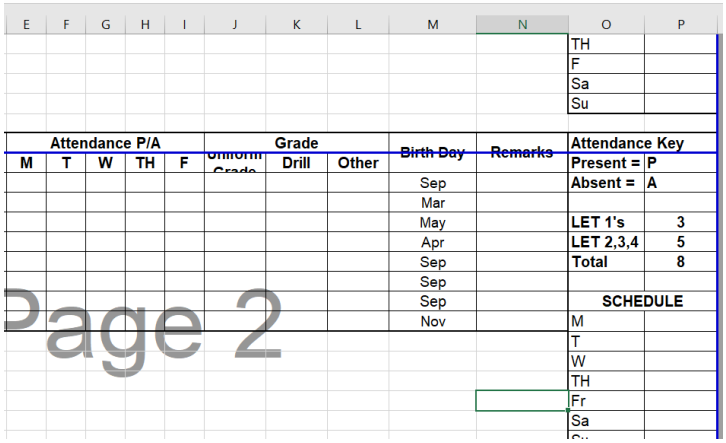


[See how the columns look off]

(1) Try to fix those cells by cutting the left column of the roster {Where the total of Let 1’s, 2’s, 3’s, and 4’s is}

(2) Align it to the rest of the columns. (Click on paste)

(3) After you do this, do not forget to fix the blue line that breaks the pages by number. Move the blue line up and you will have the same format as the beginning.



5-8. Inactive Cadet Records

Inactive cadet records must be maintained for four years after cadet leaves JROTC or one year after graduation. Hard copy records to include critical documents from the cadet's portfolio (PSM, Winning Colors) will be maintained in in the inactive cadet's folder in the S1 filing cabinet inactive files section.

Chapter 6. (S-2) Procedures

6-1. Primary hand receipts

Hand receipts must be updated when:

a. Transferring any equipment from one storage unit to the other.
b. On-the spot corrections within the hand receipt need to be made.
c. Equipment is damaged and will be turn-ed in.

6-2. Weather Report

Most of our operations will happen in and around the Southwest Florida region and due to the nature of the changing weather conditions weekly and sometimes daily analysis of these changes must be monitored and planned for. As such the Battalion weather report is an important resource for all leaders to use.

a. Weather report needs to be posted in the front of the classroom on the first day of the week and will be updated as necessary.
b. Immediately notify the S-3 and BN XO if any issues arise that will affect battalion operations and be prepared to provide constant updated until operations return to normal.
c. Coordinate with the S-5 to send out updates and ensure all posted information is updated.

6-3. ISS Reports

ISS reports will be run for each Command and Staff Call

a. Create a report based on the cadets who were sent to ISS (In school suspension.
b. Make a list with their names.

c. Inform the CSM and the cadet's chain of command of the behavior so it can be addressed with the Cadet and he/she can understand how this affects thier leadership potential.

d. Update any Merit/Demerit list as needed.

e. For command and staff meetings, make sure to balance the information to ensure an up-to-date report.

6-4. Daily Inspections

a. Prior to 1st class period.
   1) Check to ensure all doors (Classroom, Offices and Storage) are locked.
   2) Sign necessary inspection check sheets at opening of day.
   3) Turn on equipment charging stations (S-2/S-4 Locker)
   4) Check seals on Arms room weapons cases.
   5) Check to ensure all seals (color guard weapons cases and door seals) are intact.
   6) Lock up any areas you've entered and go to class.

b. Periodic Daily Checks
   1) Coordinate with company leadership to ensure:
      i) All classroom doors remain locked.
      ii) Any deficiencies found will be immediately reported to the instructors and to the S-2 shop.

c. After School
   1) Turn off all the equipment's charging stations.
   2) Check for any missing or signed out equipment.
   3) Lock the door and report your exit to the instructors.

6-5. Monthly Inspections

This is a **REQUIREMENT** and cannot be waived by anyone.

a. Between the 1st and 5th day of the month determine an afternoon when you can commit two to three hours to verifying every piece of equipment assigned to the battalion. This is a lengthy process due to the requirement of explicit attention to detail and accuracy.

b. Use the official Cadet Command issued hand receipt and battalion equipment checklist to verify the documented serial number against the serial number on the piece of equipment.and mark the amount the items on hand.

c. If equipment is determined to be missing immediately inform both instructors as well as the BC; they might know where the equipment is, or they can help solve this problem.

d. Once all efforts (search / investigation) have been expended to find the equipment complete the necessary loss documentation to ensure the hand receipt can be updated.

6-6. On/Off Campus Events

a. Create a checklist of any equipment being used during the event.

b. Ensure any equipment that is handed out is signed for by the person receiving the equipment.

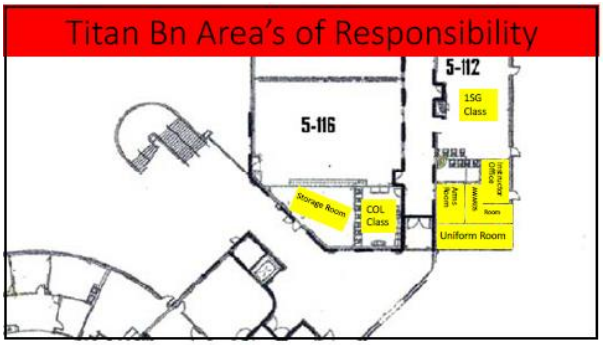
c. Account for all equipment prior to releasing any Cadets.

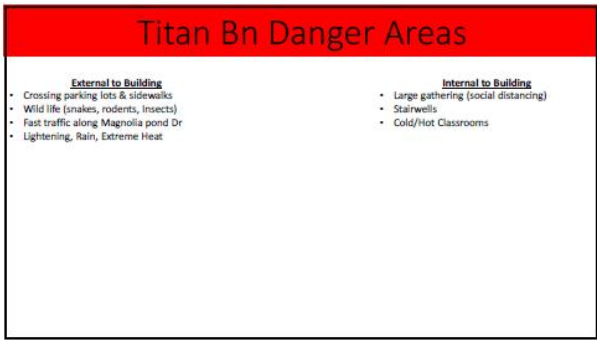
d. If any equipment is missing release all Cadets except those who were responsible for the equipment to complete a thorough search.

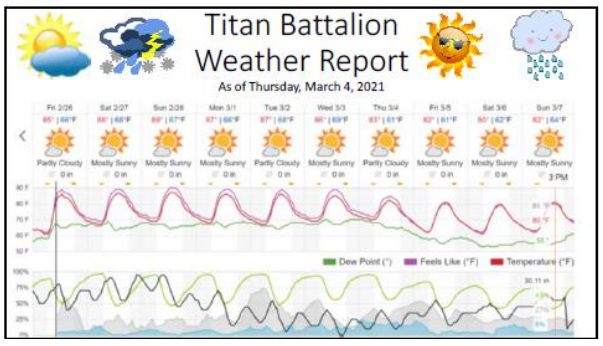
e. Once all efforts (search / investigation) have been expended to find the equipment complete the necessary loss documentation to ensure the hand receipt can be updated.

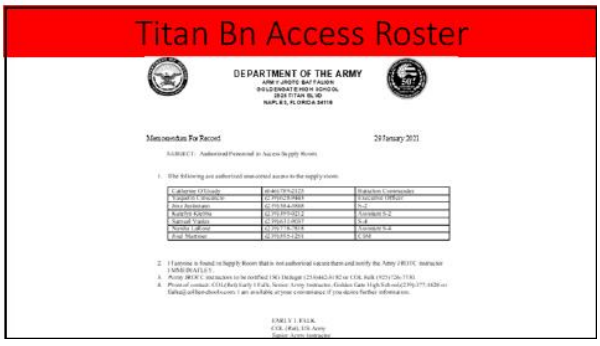
6-7. Threat Analysis

a. One of the primary duties of the S-2 is to determine and evaluate any possible threats to regular Battalion operations and special events.
b. A threat is defined as any person, group, condition or circumstance that will alter the mission in any way.
c. The S-2 must be resourceful in gathering relevant data to determine the impact of the threat on our operations. Some relevant data could be:
    a. Local news
    b. Weather reports
    c. Specific safety hazards to the immediate area. (Wildlife, poisonous plants etc.)
d. Update and assist the S-3 in developing plans to minimize the impact of the threats on the plan.









Chapter 7. Operations and Training Management (S-3 Procedures)

7-1. Physical Training Days

As the Battalion Operations Officer, part of your job is creating Physical Training Day Schedule following the steps bellow:

a. How do we come up with a PT plan? To come up with a PT plan we start off with a couple of steps.

1) What part of the body do you base it on? Example: we want to target PT on the Lower body, we base it off on the thighs, legs, and calf's

2) Come up with some exercises that go with the Lower body.

3) Examples: Lunges, squats, High knees, Mountain Climbers, Running etc.

4) we come up with a timeline to see how much time we have for every company. Each company has 45 minutes, and they get 5 extra minutes to change and 10 minutes to change out and that leaves us with 30 minutes of a warmup and the exercises.

5) We try to fit at least 1 warm up in 5 minutes and 4-6 exercises in 20-30 min. We would at least do 1 exercise for 3-5 minutes each.

b. As the Battalion S3 you must be well prepared and have a backup physical training plan ready to execute if weather changes. We work with our alternatives Example: EMOMs (every minute on the minute) this PT is indoors. 5 exercise's (pushups, sit-ups, burpees, squats, jumping jacks.

PT Schedule

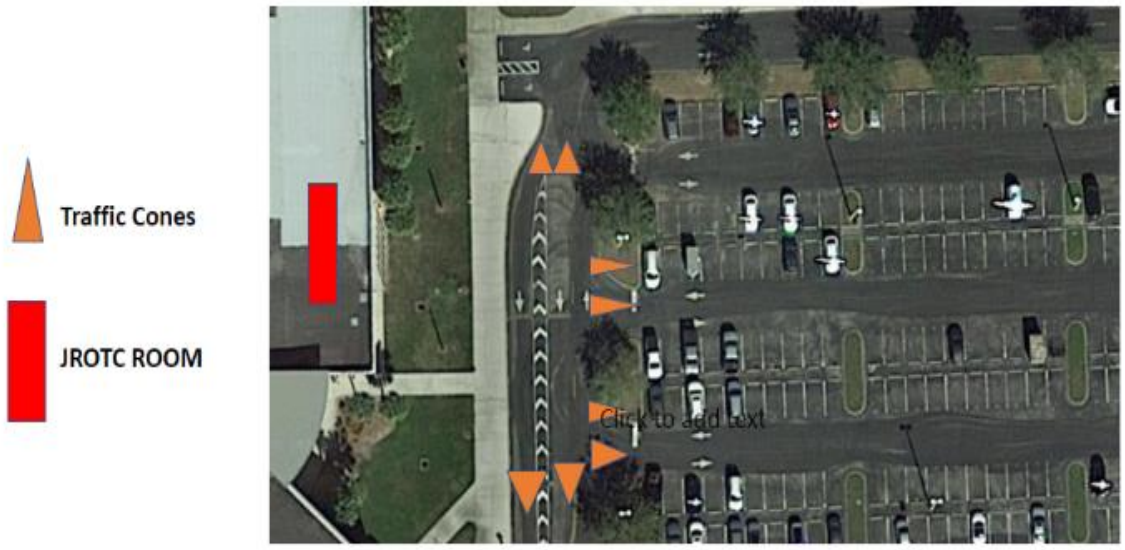
Body Part	warm up	Exercises
Arms	5 min run	Push-ups, Bear crawls, Dimond Push-ups, Planks, Pull-ups
Legs	5 min stretch	1 Mile, Tire Flips, Burpees
Calfs	2 laps around soccer field	Running, High knees
Abs	15 min step ups	Sit-ups, Left knee touch, Right knee touch, Leg kicks
Thighs	5 min race	Lunges, Step-ups, Jump squats
Behind	5 min stretch	Wall sits, Squats, Lunges

7-2. Drill and Ceremony Days

As the Battalion S3 one of your duties is to ensure on the days we have drill and ceremony all equipment that will be needed that day is prepared. You will also ensure the company 1SG'S and Company commanders know what they are doing.

a. You must prepare to have all equipment ready for the next morning. For drill and ceremony days you will need to gather 10 traffic cones. You can get these cones in the Equipment room. You need these cones to put out in the front of the parking lot in front of the JROTC room, these cones will help keep our cadets from an incoming car.

b. Below is an example of how the cones should be set up on drill and ceremony days.



a.

c. The company 1SG and commander should follow the CSM'S drill and ceremony day training schedule. This schedule will be created from the S-3 and CSM. In this schedule there are drill and ceremony commands the company 1SG must properly teach the company. Below is an example of what the training Schedule looks like.

Drill and Ceremony Training Schedule

Company 1SG:	Company CDR:
Drill Commands Executing: 1. Left Face 2. Right Face 3. About Face 4. Present arms 5. Order Arms 6. Forward March 7. Mark Time March 8. Company/ Squad Halt	**Activity**: Company Drill **Purpose:** Teaching cadets the basics of drill and ceremony **Type of formation that will be used:** Practice in individual squads the first 25 minutes of class. The remainder of time practice commands as a company.

Company commanders and 1SG feedback on how companies participated and over all progress.

7-3. Yearly Calendar Management

The Yearly calendar is in the back of the JROTC Classroom this calendar is an overall view of all the whole school year. The S3 is responsible to making sure this yearly calendar is always updated**.**

a. The yearly calendar is first updated in the begging of the school year with dates and events that we planned out.

b. The S3 must update the Yearly calendar as soon as the BC, XO, CSM SAI/AI have new events or activities to add.

c. If any events are canceled the S3 must update the yearly calendar.

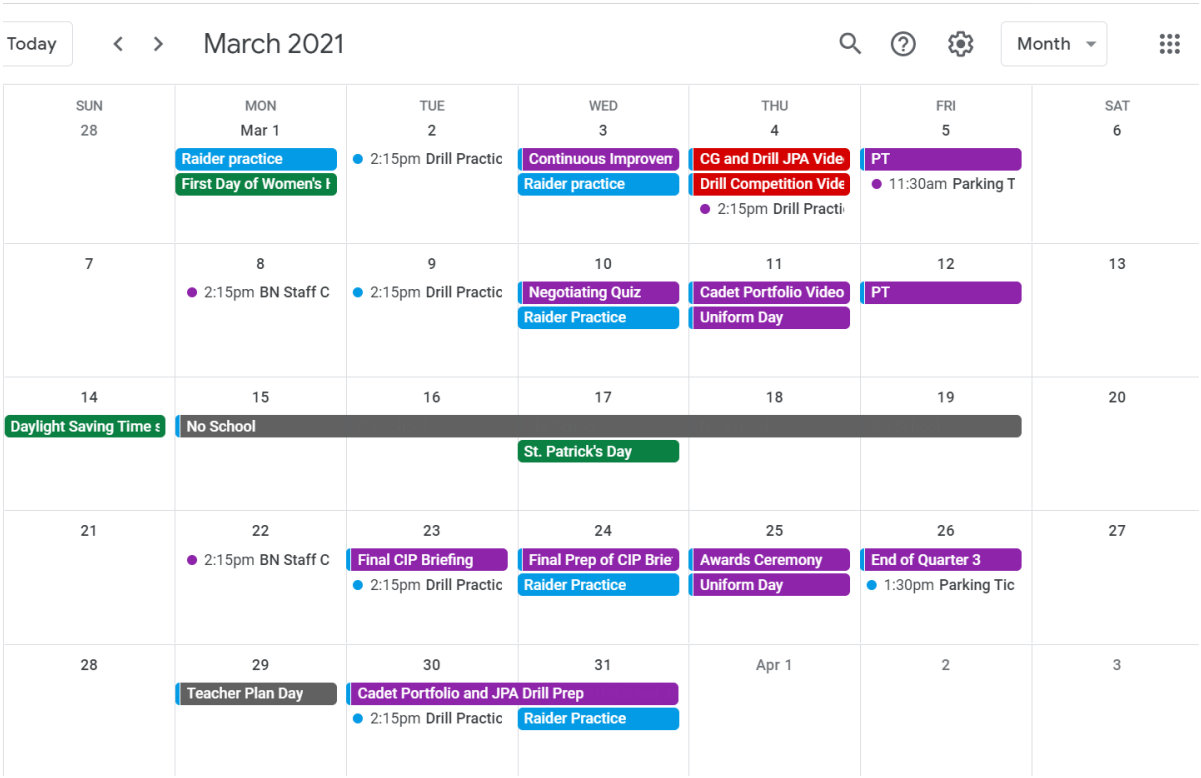
7-4. Weekly Calendar Management

The Battalion S-3 is responsible for displaying the weekly Calendar schedule. This schedule is in the front of the JROTC room on the board. On the weekly board all activities that will be occurring are written on the board to inform everyone what is going on during the week.

a. The S3 or S3 assistant is to update the weekly calendar every Monday morning before 1st period.

b. In order to update this weekly calendar, they must check the SAI/ AI monthly calendar the battalion XO will provide a copy to the S3 and S3A.

c. If any cancelation of afterschool practices or other changes occur in the week the S3 is responsible to inform all company leadership and staff members.



7-5. Weekly Training Schedules Management

a. To make the weekly schedule the S-3 Assistant (S-3A) is told to look if there are new reports or any type of events prior to that week and the following week as well.

b. Before anything new is added or changed The S3 or S3A makes sure that the information that is given is correct.

c. Every week the S3 or S3A will put a new schedule outside of the JROTC room on the Board.

d. On the schedule it has the day when the week starts and ends. On the schedule it has what we will be doing for that exact date and where they should look at for the information they need. All the information for upcoming events will be found on the weekly schedule, leadership will make sure to motivate cadets into attending/signing up for the events.

e. The Schedule will also have an extra space that will tell cadets what they should be doing if they have any questions for that week.

7-6. Event Management

a. To prepare for an event we made a list depending on what type of event we would be Hosting. Every event has different types of equipment or extra materials that will be needed. Every event has a specific type of uniform that the cadets that will be participating will wear, the S-3 and S-3 assistant would find the Location where the event will be held at and at what time and day the cadets must be there. After all the information is found the S-3 must notify the cadets when, where, and at what time the event will be.

b. Example Event Checklist:

1) Event: Color Guard Event- Military
2) Where- Home Base Quail Creeks
3) Time- 1200-1430
4) Uniform- Class A
5) Cadets- 7 cadets
6) Rifles (2)
7) Flags (2) State and American
8) Helmets (4)
9) Braws (2)
10) Big Color Guard Case

c. The S-3 must make sure everything on the check list is clean. Once equipment is clean and ready to go the S-3 must make sure nothing is missing from their check list and have any extra materials like water or snacks ready.

7-7. Creating Event Paperwork

As the S3 one of your major responsibilities is creating paperwork for all types of events to go on in the battalion. Creating this paperwork is extremely important for all events to happen.

a. In order to create you will need to have an I-travel packet. This packet can be found in the Activity Office with the Activities Secretary.

b. All event paperwork must be turned in 2 WEEKS PRIOR to the event. If it is an event outside out the collier county event paperwork must be turned in 4 WEEKS PRIOR from the event date.

c. There are 4 different types of events below are the types of events.

1) Off School Campus events during school hours
2) Off School Campus events on weekdays
3) On School Campus events during school hours
4) On School Campus events on weekdays
5) Out of County Events

d. Before turning any event paperwork, the S3 must get it revised by the battalion XO to check for minor mistakes before it is given to the SAI/ IA to sign off. Before turning any event paperwork, the S3 must get it revised by the battalion XO to check for minor mistakes before it is given to the SAI/ IA to sign off.

7-8. Inputting Events into JUMS

The S3 is responsible for imputing all events into the JROTC Unit Management System (JUMS) every event that occurs must be recorded into the system, JUMS keeps track of the events we do yearly and awards such as ribbons that cadets earned for participating or earing community service hours after so many events for each individual cadet.

a. JUMS is to be check and updated once a week to ensure all events are in.

b. Refer to JUMS User Manual for instruction on how to navigate through JUMS.

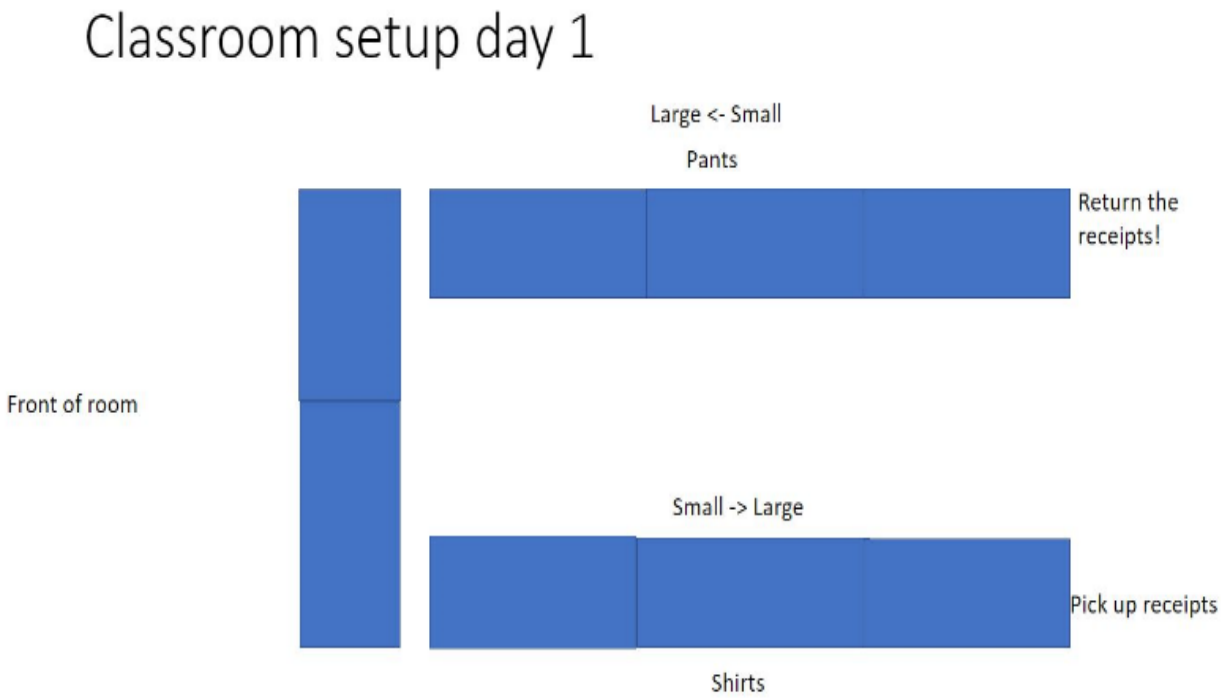
c. The S3 is responsible to make changes into JUMS if an event is canceled or if any cadets are switched.

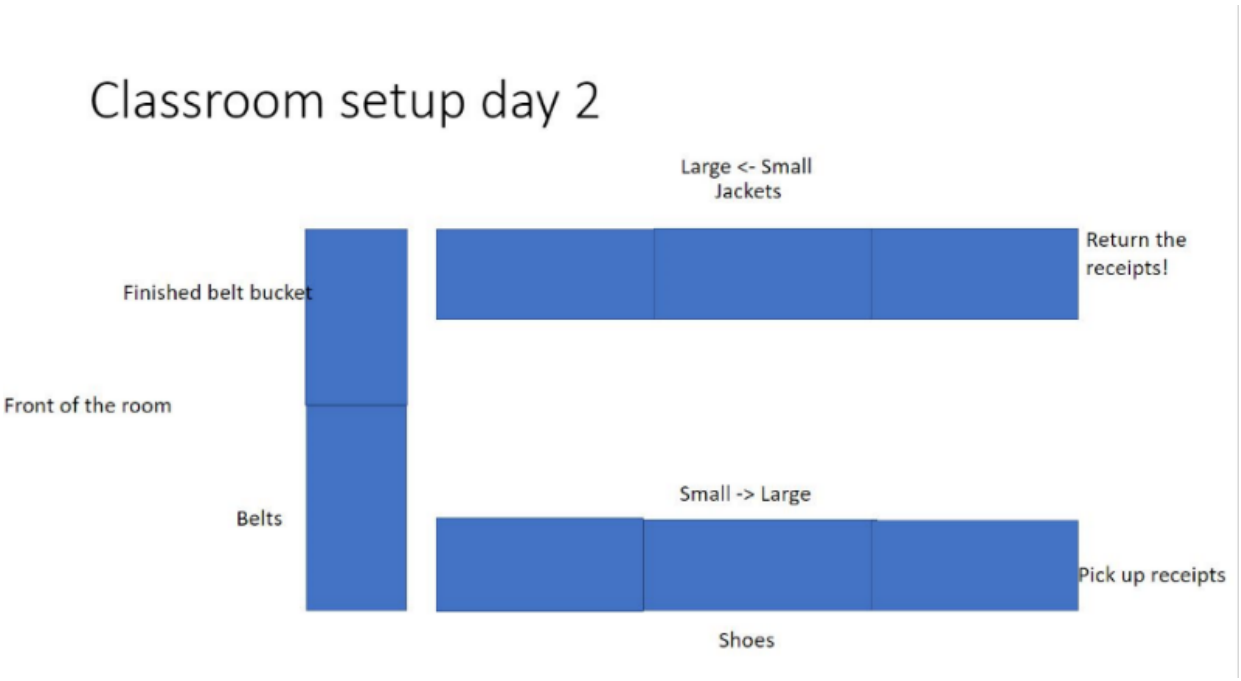
Chapter 8. Uniform and Supply Operations (S-4 Procedures)

8-1. Uniform Issue

a. Preparation:

1) Before issuing uniforms take accountability of all uniform blouses, white shirts, pants, shoes, socks, and belts to ensure we have enough for the upcoming battalion.
2) Organize the uniforms in their proper places to be ready for issuing.
3) Order any missing equipment before it is needed.
4) S4 will revise the plan and brief the staff and instructors on how the uniform issuing will take place.
5) A week before issuing the S4 section will brief the supply sergeants and company leadership on how the procedure will work, so each company will know how to issue the uniforms.
6) The S4 and Supply Sergeant's will lay out 1 to 2 pairs of each:
   a) blouse
   b) pants
   c) shoes
   d) black jacket
7) Two of each size will be placed on the tables in 1SG's room for males and MAJ's room for females as shown by:







b. Execution:

a. First day of uniform sizing:

1) Cadets will get a blank receipt and they will have to fill it out with the correct uniform sizes. They need to return the receipts in order for them to get their uniforms.

2) Along with that, Leadership will help size cadets for pants and shirts.
3) Cadets will go to the bathroom to try on the uniform an see if it fits.
4) After every cadet is done filling the receipts, cadets will fold the shirts and all clothing into the proper place they got it from.
5) Between classes the Supply Sargent's will disinfect everything and make sure all the clothes are in the correct places.
6) The Cadets will NOT take any of the clothes home.

b. Second day of uniform sizing:

1) Cadets will use the same receipts as the day before to fill out their sizes.
2) For belts cadets will try them on and roll them up with tape and label them with their names and company.
3) Cadets will also try on shoes and jackets. They do NOT need to go to the bathroom to try these on. After they are do thew will put them back to the place they found them.
4) Cadets will then take their receipts home to be signed. They MUST return them in order for them to receive their uniforms.
5) Between classes the Supply Sergeants will disinfect everything and make sure all the items are in the correct places.
6) The Cadets will NOT take any of the clothes home.

c. **Uniform issuing**:

1) After receiving all the receipts from the cadets, the S4 section will categorize the receipts into their company's folder. All receipts must be returned in order for uniforms to be issued.
2) The supply sergeants and S4 will come on the weekend and start collecting the sizes necessary for each cadet with the information from the receipts.
3) Once we have the blouse, pants, shoes, and jacket, the uniform will be taped together and hung in the company section. This is repeated for every cadet in the program.
4) After each cadet uniform is done and rearranged into their company then the ballet bars will be brought into 1SG room and each company will have a designated area on the bar for their company leadership to pass out the uniforms to the designated cadet.
5) The Supply Sergeants and S4 will put socks, unit crest, HUD star, and white shirts together for the cadets. The S4 section will use the size of the cadet's jacket to determine the size of the white shirts issued.
6) After each cadet receives their uniform, they will put in pins, if the pants need to be altered.
7) The Supply Sergeants will check each cadets' pants and help the Cadets put in pins.
8) The Cadets will take home their uniforms and they will receive their pants after they are altered.
9) Patience and Communication is KEY!!!!

8-2. Uniform Receipts/ Orders

a. Individual Hand Receipts

1) Go to JUMS and login.
2) Click manage Cadets and search for the cadet you need.
3) Click clothing, then issue items
4) Select all items and the number of each items that will be issued.
5) Then click Move All.
6) Then go to the top of JUMS and click on reports and Cadet Clothing/IM Hand Receipt

7) Search up the Cadet who you just issued equipment to then click view report.
8) Save the report and print it to give to the cadet.

b. Bulk receipts

1) Use the blank male and female receipt template.
2) Print the templates out and distribute them to each company.
3) Each cadet will receive one and fill out their name and sizes.

c. Orders

1) For most orders you will need to go to JROTC dog tags
2) You will create a spread sheet before ordering and put the number of items and the price individually and the total for all the items you are ordering.
3) You must get the order approved by the instructors and fill out the uniform request for supplies and services form.
4) Then you must add the items ordered into JUMS for records.

8-3. Supply Room Organization

a. The Awards Room Located to the right of the instructor's office and to the left of the S2 room.

1) The awards room has all the awards, ranks, shoulder cords, HUD stars, unit crests, color guard equipment, and the white shirts.
2) The class B ranks are in the bottom containers on the wall, and the class A ranks are in the second from the bottom containers. The ranks go in order from Cadet Private to Cadet Colonel. Each rank goes into the correct labeled container.
3) The awards take up the rest of the containers and go in order of precedence. Each award goes into the correct labeled container.
4) The HUD stars, and unit crests also go into their specific containers on the wall.
5) The color guard bras, belts, helmets, and rifles are stored in containers. The color guard flags, and flag poles are stored on shelfs at the back of the awards room.
6) The white shirts are stored in lockers at the back of the awards room. The smallest shirts are on the top and the biggest are on the bottom.

b. Supply Room One Located Past Major’s Classroom and to the Left

1) Supply room one is where all the jackets, class A coats, slacks, trousers, and ACU boots are stored.
2) The male trousers, and female slacks are on the bottom hangers of the room, and part of the top hangers. The trousers are on the left, and the slacks are on the right. For both slacks and trousers, the smallest sizes start by the door and go back, the biggest sizes are on the top racks.
3) The jackets are on the top hangers on the left and the smallest sizes are the closest to the door and the biggest are at the back of the room.
4) The class A coats are on the top rack on the right. The smallest sizes are the closest to the door and the biggest are at the back of the room.
5) The ACU boots are on shelfs above the hangers. The boots are not in boxes and the sizes are written on the back of the soles. The smallest sizes start by the door and the biggest are at the back of the room.

c. Supply Room Two Located past Major's Room to the Right.

1) Supply room two is where all the class b shirts, shoes, belts, socks, grey berets, ACU trousers, ACU blouses, ACU under shirts, ACU belts, ACU socks, canteens, pistol belts, and various other equipment is stored.

2) The class b shirts are stored on hangers in the center of the room. The male shirts are on the top hanger and the female shirts are on the bottom. The hanger has labeled sections for each size.

3) The shoes are stored on shelfs in the back of the supply room. The male shoes are on the left and the female are on the right. The smallest sizes are on top and the biggest are on the bottom.

4) The class b belts are stored in two large buckets, the female belts are in one bucket and the male are in another.

5) The class B and ACU socks are stored in containers. The smallest sizes are on the top and the biggest are on the bottom.

6) The grey berets are stored in a box at the back of the supply room.

7) The ACU blouses and trouser are stored on shelfs on the side of the supply room. The trousers are on the bottom shelfs and the blouses are on the top.

8) The ACU under shirts are stored on shelfs, the smallest sizes are at the top and the biggest are on the bottom.

9) The ACU canteens, canteen holders, and pistol belts are stored in a locker. Each type of item has a specific shelf in the locker.

10) The various other equipment that is used by our JROTC program is stored on shelfs.

8-4. Supply Records

a. Records of uniforms and equipment is kept in JUMS and when any equipment is issued receipts will be used.

b. When issuing uniforms, the S4 will give every cadet a blank receipt. Then the cadets will put their uniform sizes on the receipt.

c. After the S4 has gotten all the receipts back they will enter all the sizes that are being used into JUMS and keep the receipts as a backup.

d. The S4 will use the JUMS records and receipts to see if any equipment needs to be ordered.

e. When ordering new equipment, the amount and type of equipment must be put in to JUMS so there is a record of it

8-5. Yearly Inventory

a. Preparation

a) The S4 section will create a spread sheet and type in all the equipment and pieces of uniforms that we have.

b) The S4 section will count every piece of equipment, and how much of each uniform size we have and enter it into the spreadsheet.

c) After everything is counted the spread sheet will be compared to the JUMS record to check if we have everything.

d) If there isn't enough of something the S4 will order it and they will make sure to put it into JUMS and into the inventory sheet.

e) First make sure that you have a good amount of space to move things around the room or the space you are provided.

b. Execution

1) Start off by getting accountability of everything.
2) After everything is accounted for then start by moving and organizing the equipment/clothing where you will be storing it.
3) The most important thing is that you make sure you know where everything is no matter what.
4) Once you and your helpers are done organizing the room/rooms the way you want them, make sure you take accountability of everything in the room to ensure nothing went missing.
5) After everything is organized, use or make the room inventory sheet and fill in EVERYTHING that is in that room.
6) After everything is done, you will check to make sure the room inventory sheet and JUMS records match.

Chapter 9. Public Affairs Officer (S-5 Procedures)

9-1. Website Management

Website link: **https://www.collierschools.com/domain/1954**

a. Have pictures and videos of past events that had taken place recently with a short overview of what happened/what took place by the end of the school year. There can be a link to the JROTC social media or other applications of the posts about such events.

b. Approval is needed for any changes made on the website. Have it approved by the XO first, who will then get it approved by the SAI (Senior Army Instructor)/AI (Army Instructor.)

c. The Battalion website must be updated at least once a semester, preferably the end of the year with new information. Old information is to be thrown out.

d. The website is required is be updated at least once or twice a year. There should not be any information that does not correspond with the present.

e. The S-5 and S-5 assistant are fully responsible for the website, if not in excepted conditions by the end of the year then it will not be considered updated.

9-2. Newsletters

a. Before anything official takes place, have a template ready to show the BC and the instructors for approval or any changes that needs to happen.

b. What is shown must portray our battalion in the best, positive way possible.

c. There must not be any mistakes or misworded material. Make sure it is all correct.

d. Discuss our battalion's vision and make any adjustments needed. Remember, once able to publish anything it all goes to the public.

e. When approval is given, contact the head of the school's newsletters for further actions.

f. Newsletters for the battalion must be published at least once a year. More is persuaded, but not required.

9-3. Social Media

Social media is a major part of JROTC, referring to a series of applications where content is made and shared with others through networking. We inform cadets, parents, and others about what our battalion is currently doing, what upcoming events are going to take place, and how well we are performing. The S-5 must involve themselves in social media, it is one of the key components of their duties and responsibilities. Some of the platforms used are Instagram, Twitter and YouTube. Tasks and limits include, but at not limited to the following:

a. Set an exact posting schedule based on the day of the week. Ex: From Monday through Thursday not later than 6pm, and from Friday to Sunday no later than 8pm.

b. Update pictures and videos of events. Make sure each big event has been posted about at least once for the current school year.

c. All that is posted must be neat, JROTC-related, and appropriate. No disorganized posts, no irrelevant content, and no inappropriate material.

d. Have ideas for social media approved by the BC, XO, or CSM which will then be obtain permission from the SAI/AI, before planning to act. No approval means no change Once permission is obtained, the S-5 may proceed with their idea. For security purposes, certain applications must be private. For further information on why the JROTC social media must be private get a hold of the BC, CSM, & XO.

e. The battalion's social media must be active every so often, once every three or four months preferably. There should be many recent posts of the current school year by the end of it. Social media is not a once-a-year thing.

f. For security purposes, certain applications must be private. For further information on why the JROTC social media must be private get a hold of the BC, CSM, & XO.

g. The battalion's social media must be active every so often, once every three or four months preferably. There should be many recent posts of the current school year by the end of it. Social media is not a once-a-year thing.

9-4. Video Management

The Public Affairs Officer is responsible for video editing and publication. One of the videos that needs to be created is the recruitment video for the upcoming Freshmen. The following are the steps on where and how the video is created:

a. Decide on an application to use that can edit videos. iMovie and Adobe Premiere are highly recommended.

b. Gather video clips and pictures of all the important events that have taken place throughout the whole year and sort them out into categories.

c. Once they are sorted into different categories plan out the order you would like them to be in. For example, uniform inspection and PT in the beginning and fun events at the end of the recruitment video.

d. You should have a clear idea of how the video should be, so now start with the introduction. It should be quick and simple with a title of what the video is.

e. Now start combining all your pictures, videos, and introductions together and make it all into one video. There should be a clear description of what's happening in the video clips and pictures.

f. Finally, upload your work to a certain place that is safe to trust on not deleting the video.

The video should be understanding and not confusing. Once the video has been edited, make any final adjustments then show the Instructors and BC for approval. When approval is given, you may continue with the video to post it or do anything necessary for further actions.

9-5. Yearbook Preparations

By the end of the school year, a yearbook will be published that includes many school activities, events, and more. JROTC is a part of it which means there is a specific order and way the section is to be placed. The following describes the process of how the S-5 prepares the pictures for the yearbook and what pictures go on them:

a. A visual of the format is created so there is some type of view on how the JROTC section is to be placed. The visual would include major events in the battalion and express them in the way intended. Some examples would be introducing the BC, XO, and CSM on the first page, showing all the teams there are, and including fun activities/events that took place throughout the year. Having a visual is one out of the two ways to prepare for the yearbook.

b. Another way to prepare for the yearbook is to pick out specific pictures of each major subject that is going to be represented. In advance, there would be an overview of what exact pictures are going to make it into the yearbook. For example, the S-5 would pick out drill practice and drill competition photos that express the team in the best way possible on the drill section of the yearbook.

c. The pictures that go on the yearbook would be major events/activities that took place, like drill, raiders, fundraising, JLAB, and more. The top priority is to have major things included and then some other things can be published. The S-5 would have taken all the photos that are expected to be on the yearbook, so everything is prepared.

d. Once all the above is finished the S-5 should go further onto speaking to the instructors and Battalion Executive Officer about the yearbook for their approval. Eventually, he/she will have contact with the person in charge of the yearbook to make all decisions and/or edits finalized to be published on the yearbook.

9-6. Yearbook

a. There should be a variety of pictures in each main category of JROTC ready, for example Drill, JCLC, STEM, Raiders, Military Ball, and MLK parade.

b. Approval must be given for the pictures before anything happens. Must be approved by the Battalion Commander and the SAI/AI.

c. Set up a meeting with the yearbook editors in charge of the JROTC portion of the yearbook at least once a year.

d. Make sure you are clear on what our battalion is looking for as far as school publicity.

e. If granted permission by the instructors, set a meeting weekly or maybe every two weeks with new ideas for the yearbook page.

f. Everything must look smooth and neat; nothing disorganized.

9-7. Company Public Affairs Officers

a. Company Public Officers should be taking pictures every time their company takes part in an event.

b. Cadets planning on becoming a Publicity Officer must meet these requirements:
1) Attends JROTC most of the time, about 3 days out of 5 for a regular school week.
2) Owns a device that works properly and is available for use when needed. Ex: Pie fundraiser, PT, MLK Parade, Uniform Inspections, Company Award Ceremonies,
3) Schedule weekly meetings with all your company PAO's.

c. At these company PAO meetings, you should be making everything you are looking for in them clear. For Example:
1) How many pictures are you looking for a week?
2) How often will they send you pictures?
3) Advice on how to take good pictures/videos.
4) You could take this time to get their input on any upcoming events.
5) You can also answer any other questions they may have related to JROTC.

9-8. Bulletin Boards

Both the S-5 primary and the S-5 assistant must work on creating a blueprint of what they may want on the outside and inside classroom bulletin boards.

a. This blueprint should include the following:
1) All board Measurements
2) Color scheme
3) Overall price of materials needed.
4) The estimated time it will take to achieve your vision.

b. A good example and format: **https://collierschools-my.sharepoint.com/:w:/p/356061/EcRue5W8LFZOh3SRRxwUgKABXx_DG3BSXhEBm1rW768l0w?e=o1xOjB**; **https://collierschools-my.sharepoint.com/:u:/p/356061/EemKm-3e_rZPgPBLpnshPgUB_QdjV7ako3_S6H9B7-2hDw?e=PDMkjH**

c. Show the BC and your instructors your ideas and make any necessary adjustments. You will need their approval before starting your vision.

d. Once all is approved make sure to fill out any paperwork if you plan to pay for any of it, so you are insured for reimbursement.

e. When you have done all this you and your assistant may begin the process of decorating the bulletin boards.

f. The bulletin boards must be well-organized and relating to what is currently happening; no sloppy, careless work.

9-9. Events

Examples of events are parking details, MLK Parade, Vision Screenings, Military Ball, fundraisers, and others.

a. The S-5 must pick two of their company PAO's to attend the upcoming event if additional cadets are needed.

b. Those PAO's chosen should be taking pictures on their phones, or they may utilize one of our battalion cameras after permission is given by the S-5.

c. The S-5 could also substitute as a PAO as well as the S5 assistant.

d. As the S-5 you should be working with the S-3 by letting them know how many PAO's are going to be present and making sure to give them their names.

e. Once the event is over you PAO's should send you the pictures and any videos they took. You get to choose a specific date by which they will have to send them.

f. As the S5 you are expected to write a summary of what took place during the event and how our Battalion contributed. This summary must include a collage of photos that will be posted on our battalion social media, or other applications once approved by the big three.

Chapter 10. Drill and Ceremonies (CSM)

10-1. Color Guard

Consists of five people. Four primaries and one alternate. Each person of the CG must know every position including commands. Alternates must know each position, in order to qualify.

a. Color Guard will be picked two weeks prior to the event by the Command Sergeant Major when informed by the Operation Officer.

b. In the two weeks of the CG being informed of the event they will get assigned their positions

c. Uniforms will be inspected 2 days before the actual event to ensure the cadets are prepared and equipped.

d. CG equipment will be sanitized and neatly placed inside their casings and stored at the ready for the event no one is to use this equipment after it has been sanitized and inspected.

e. A week before the CG event the team will sit down with CSM and the OP Officer to discuss and design a plan which will help the CG execute an exceptional performance in addition to be cautions with objects around the area.

10-2. Squad and Platoon Drill - TBP

10-3. Internal Company Drill Competition - TBP

10-3. Drill Team - TBP

Chapter 11. Promotion and Demotion System (CSM)

11-1. Promotion Board Criteria

a. Cadets will be considered for promotion at promotion boards every nine weeks (Once Per Quarter) (dates will be published on the training calendar).

b. Promotions are based upon your academic and leadership achievement, participation in non-mandatory JROTC co-curricular activities and teams, recommendation by your chain of command, and approval by the SAI/AI. Participation and effort in fundraising activities, not the amount raised by an individual, is considered as part of support to the battalion and can be used as an evaluative criterion when being considered for promotion.

c. Your rank is also related to your duty position. In other words, if you are selected for a leadership position, you are more likely to be promoted to a rank commensurate with that duty position.

d. With approval of the SAI or AI, if you are assigned to a leadership position which requires a higher rank, you may be frocked (temporarily promoted) to the minimum required rank for that position. Your rank will be validated at the next promotion board or a separate promotion validation board.

11-2. Promotion Board Test

Promotions require a written or an online test. You must receive at least an 80% on the promotion board test for a particular rank to be promoted to that rank. The Promotion Study Guide is published separately by the CSM and will be updated regularly. It is your responsibility to study and prepare for promotion tests**.** See Appendix I. for requirements for each JROTC Rank.

Chapter 12 Uniform Days / Uniform Inspections (CSM)

12-1. Class A / Class B Uniforms / Inspections

a. All Cadets will normally wear the Class B uniform on the uniform inspection days. The Cadet leadership is responsible for ensuring all Cadets are aware of the proper uniform wear for the week.

b. The Staff will wear Class A on uniform days unless told differently by the Battalion Executive Officer.

c. Cadets will be graded on uniform days using the Uniform Inspection Rubric located in Appendix H. Uniform inspections should also include asking the cadets JROTC general knowledge questions. The Promotion Board Study Guide and JROTC Curriculum that the cadets

have already been taught can be used by cadet leaders to asks 1-3 questions of each cadet that may be incorporated into their uniform inspection grade.

d. Cadet leaders (CO CDR, CO XO, 1SG) will be inspected by a senior cadet or commander not a cadet from their own company. This will be coordinated by the BC and BN staff and may take place during lunch. Grades must be updated on the weekly attendance and grade roster before the end of the day so the SAI and AI can enter grades.

e. Uniform grades will be used to determine the winners of the JROTC Personal Appearance Ribbon Awarded to Cadets who average 95% or above on uniform inspections throughout the year.

f. Cadet Leaders will perform ungraded uniform inspections anytime cadets are in Class B or A uniform for JROTC events.

12-2. Wear of the Army Combat Uniform (ACU or OCP)

The Raider and Orienteering Team members may wear the Army Combat Uniform (ACU or OCP) during the RAIDER and Orienteering season during practices and on the Friday before a weekend competition. The Team Captains, through the SAI/AI, will coordinate this well in advance. They will still wear their Class A's or Class B's on uniform day that week**. Cadets will not wear the ACU or OCP Uniform or any part of the uniform at any other time on campus or off campus.**

12-3. Uniform Regulations / Guidance

JROTC Cadets will follow all uniform regulations to include, Cadet Command Regulation 145-2 and Army Regulation 670-1. Additional guidance on JROTC uniform wear, grooming, haircuts, and wear of jewelry is provided in Appendix G.

Chapter 13 Cadet Portfolios

a. JROTC cadets will create a portfolio that contains an organized collection of work, based on accomplishments, personal skills, goals and aspirations. The portfolio should provide insight and information on the cadet's personal achievements and growth over the years. The goal of the cadet portfolio is evidence of reflection on learning and growth.

b. Cadets will upload required documents, JROTC classwork and evidence of their achievements in their personal online Cadet Portfolio in the JROTC Smart Cadet Portal. Cadets may be required to maintain certain documents in hard copy in a binder located in the classroom as directed by the SAI or AI. Cadet Portfolio checklists are provided in Cadet Command Regulation 145-8-3. This regulation is being revised so refer to the current regulation for the most updated cadet portfolio checklists.

c. Cadet Company Leaders and the Battalion CSM will conduct periodic inspections of Cadet Portfolios to ensure they are being maintained. **Cadet Portfolios will be inspected during JPA inspections.**

d. Cadet Portfolios will be maintained during a Cadet's entire high school career. Cadets that have left the program and may return will have their portfolios saved. Portfolios may be taken home by graduating seniors and should be taken by cadets transferring to other schools.

Appendix A: References

AR 145-2. Junior Reserve Officer's Training Corps Program: Organization, Administration, and Support

AR 190-13. The Army Physical Security Program

AR 190-40. Serious Incident Reports

AR 670-1. Wear and Appearance of Army Uniforms and Insignia

AR 700-84. Issue and Sale of Personal Clothing

AR 710-2. Inventory Management Supply Policy Below the National Level

AR 725-50. Requisition, Receipt and Issue System

AR 735-5. Policies and Procedures for Property Accountability

AR 840-10. Flags, Guidons, Streamers, Tabards, Automobile and Aircraft Plates

DA Pam 710-2-. Using Unit Supply System (Manual Procedures)

CTA 50-900. Clothing and Individual Equipment

CTA 50-909. Field and Garrison Furnishing and Equipment

CCR 145-8-3. Junior Reserve Officer's Training Corps: Organizational Inspection Program Checklist

CCR 385-10. Cadet Command Safety Program

CCR 700-1. Logistics: ROTC Standardized Logistics Policy and Procedures

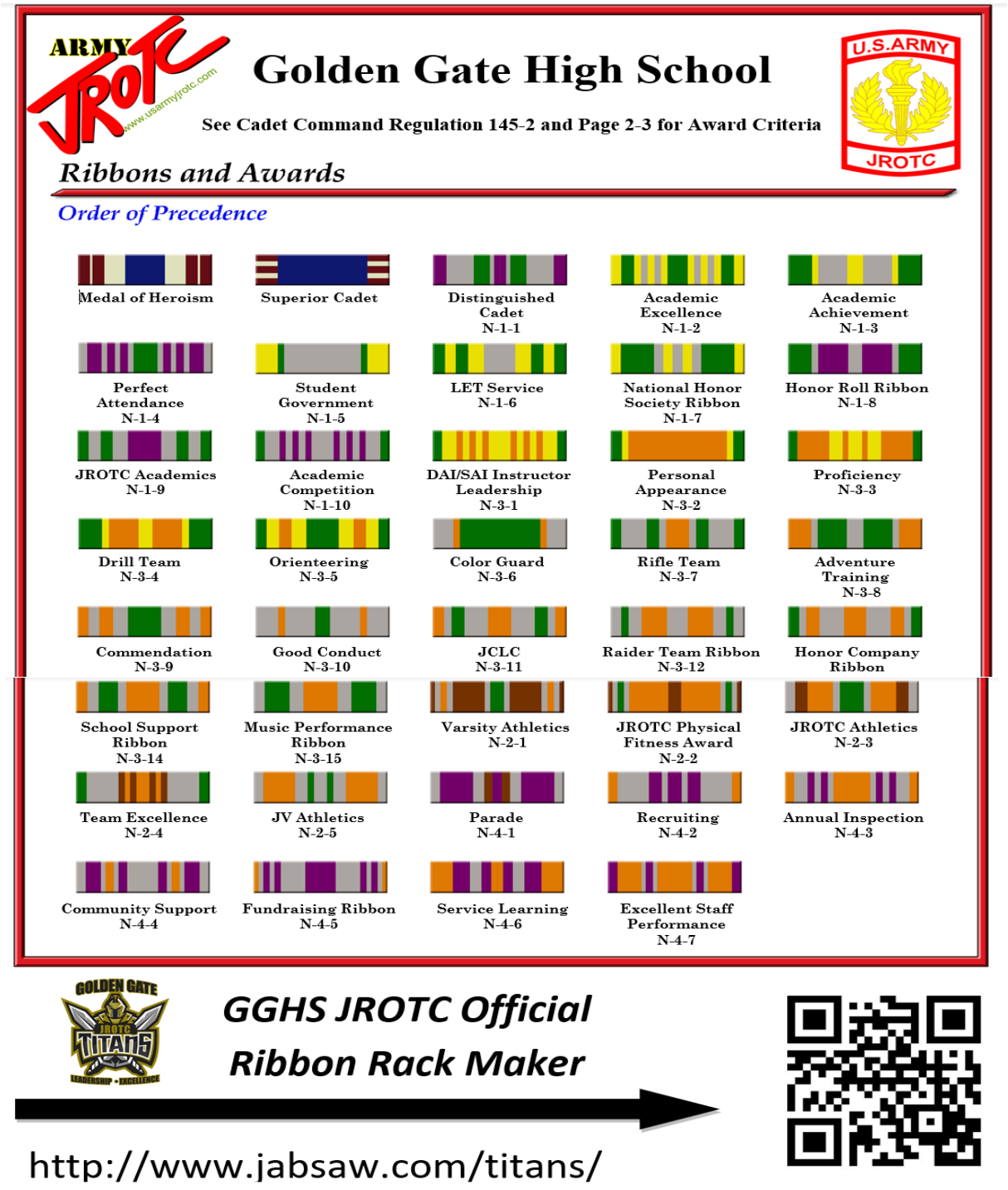
JUMS User Guide

TC 3-21.5 (FM 3-21.5). Drill and Ceremonies

6th Brigade State Drill Competitions MOI

Appendix B: GGHS JROTC Awards and Annual Award Ceremony

B-1: GGHS JROTC Awards Chart



GOLDEN GATE JROTC TITANS LEADERSHIP • EXCELLENCE

GGHS JROTC Official Ribbon Rack Maker

http://www.jabsaw.com/titans/

B-2: Golden Gate JROTC Ribbon Criteria

Refer to Cadet Command Regulation 145-2 for Cadet Command JROTC Award Criteria
Below is Golden Gate High School Specific JROTC Award Criteria and Supplemental Guidance on Cadet Command JROTC Awards:

Superior Cadet: **Awarded Annually by SAI the most outstanding cadet in each LET Level.**
N-1-1 Distinguished Cadet: **Awarded annually to the cadet who has the highest Weighted Cumulative GPA.**

N-1-2 Academic Excellence: **Awarded annually the cadet in each LET level who has the highest Weighted Cumulative GPA.**

N-1-3 Academic Achievement: **Awarded annually to Cadets that maintain an "A" in JROTC and at least a "B" in every other subject.**

N-1-4 Perfect Attendance: **Awarded each Semester to any cadet who has no unexcused absences or tardies.**

N-1-5 Student Government: **Awarded annually to Cadets that are elected to Student Government.**

N-1-6 Leadership Development Service: **Awarded to cadets who successfully complete each LET level.**

N-1-7 National Honor Society: **Awarded to any cadet who is part of the National Honor Society.**

N-1-8 Honor Roll Ribbon: **Awarded to cadets who are on the Honor Roll each quarter (3.0 GPA or higher) Cadets also receive Academic Wreath.**

N-1-9 JROTC Academics: **Awarded to any cadet who receives all A's in JROTC for a year (includes exams).**

N-1-10 Academic Competition: **Awarded to any cadet who competes in any academic competition at district or higher level (Science Fair Essay etc.)**

N-3-1 Leadership: **Awarded annually to one cadet in each LET level who displays the highest degree of leadership.**

N-3-2 Personal Appearance: **Awarded annually to cadets who consistently present outstanding military appearance and bearing and score above 95% on uniform inspections.**

N-3-3 Proficiency: **Awarded annually to cadets who have demonstrated an exceptionally high degree of leadership academic achievement and performance.**

N-3-4 Drill Team: **Awarded annually to Drill Team members.**

N-3-5 Orienteering: **Awarded annually to cadets who are members of orienteering teams. Also awarded to cadets who complete JCLC (Summer Camp) Land Navigation course.**

N-3-6 Color/Honor Guard: **Awarded annually to members of the Color/Honor Guard (minimum five events*).**

N-3-7 Rifle Team: **Awarded annually to rifle team members who have been on the team for one year.**

N-3-8 Adventure Training: **Awarded annually to cadets who are members of Raiders team or participate in adventure training.**

N-3-9 Commendation: **Awarded to cadets whose performance of duty exceptionally exceeds that expected of cadets of their grade and experience.**

N-3-10 Good Conduct: **Awarded annually to cadets who have demonstrated outstanding conduct throughout the year.**

N-3-11 JCLC Participation: **Awarded to any cadet who successfully participates in the JROTC Cadet Leadership Challenge (Summer Camp)**

N-3-12 Raider Team: **Awarded annually to Raider team members who have been on the team for one year.**

N-3-13: Honor Company: **Awarded annually to all cadets of the Company selected as the Golden Gate High School Honor Company or members of the Honor Company at JCLC**

N-3-14 School Support: **Awarded to any cadet who provides service/support to Golden Gate High School or the CCPS School District (minimum five events*)**

N-3-15 Music Performance: **Awarded to any cadet who successfully participates for one year in Band Chorus or the Orchestra and participates in at least one performance.**

N-2-1 Varsity Athletics: **Awarded annually to cadets that excel in varsity sports.**

N-2-2 Physical Fitness: **Awarded annually to cadets who participate in the Cadet Challenge and they receive an 85-percentile rating or better in all 5 Cadet Challenge events**

N-2-3 JROTC Athletics: **Awarded to cadets who participate in the Cadet Challenge they receive a 50-percentile rating or better in all 5 Cadet Challenge events**

N-2-4 Team Excellence: **Awarded to members of JROTC teams (includes Drill Team Color Guard Raiders Rifle Team) that successfully compete at the district level or higher.**

N-2-5 JV Athletics: **Awarded to cadets who are part of a Junior Varsity or Freshman level school sports team.**

N-4-1 Parade: **Awarded to any cadet who participates in a community parade or ceremony (Pass in Review) as a representative of JROTC or the band.**

N-4-2 Recruiting: **Awarded to any cadet who recruits at least two students into the JROTC Program or for recruiting visit to local middle school.**

N-4-3 Annual Inspection: **Awarded to any cadet who successfully participates in the annual JROTC inspection.**

N-4-4 Community Support: **Awarded to cadets who complete two* JROTC community support events approved by the SAI or AI.**

N-4-5 Fundraising: **Awarded to any cadet who exceeds the minimum requirement for a fundraiser.**

N-4-6 Service Learning: **Awarded annually to cadets who participate in service-learning projects.**

N-4-7 Excellent Staff Performance: **Awarded annually to cadet Staff Officers for excellent performance.**

** The number of events required may be modified annually depending upon availability of event or conditions (i.e., COVID 19 Pandemic)*

B-3 Team Cord –Arc-Ribbon Criteria

a. Cadets must consistently attend and actively participate in all team practices (unless excused absence) and **compete in a District Level or higher Drill Team, Raider Team or Marksmanship Competitions** to earn the Red Shoulder Cord (Drill), Black Shoulder Cord (Raider), or Tan Shoulder Cord (Marksmanship) and the appropriate Arc Pin and Team Ribbon. **For the White Shoulder Cord (Color / Honor Guard) cadets must be a member of 10 or more Color or Honor Guards at JROTC Events.** The Color Guard ribbon will be awarded after 5 Color Guards. The Gold Cord is reserved for the Cadet Battalion Commander and cadets that are in the National Honor Society. Other Arc Pins are awarded for successful participation in other teams or events as determined by the SAI/AI. Excused absences for practices will be considered on a case-by-case basis by the SAI/AI. If you must be absent from a practice absent, you must e-mail, or discuss with the appropriate team commander first and then get approval from the SAI/AI.

b. Maintaining Shoulder Cords, Arc Pins and Ribbons. Arc Pins and Ribbons once awarded are the cadets to wear on their uniform until they graduate from JROTC. In order to be eligible to keep wearing a Shoulder Cord once it is awarded the cadet must:

1) Cadets who are no longer a participating member of the team for which they earned the Shoulder Cord will return the Shoulder Cord to the Team Commander. Cadets who are not practicing with the team because of conflicts with another GGHS sponsored extra-curricular activities (i.e.. Band, JV or Varsity Sports) and/or other JROTC Co-curricular Activities or Teams may continue to wear the Shoulder Cord they earned at the discretion of the SAI/AI as long as they continue to actively participate in the other activity.

2) Cadets must also be in good standing in JROTC and other classes and maintain their grades above a 2.0 and not be suspended from school in order to keep their Shoulder Cord(s).

3) Gold Cords may be only retained as long as a cadet remains BN Commander or remains in National Honor Society.

B-4: Annual Awards Ceremony

This is a Mandatory Graded Event for every Cadet and likely will be scheduled after school so Parents /Guardians Family and Friends of the Cadets may attend. It is recommended that the Titan Battalion End of Year Awards Ceremony take place immediately following the Annual Titan Battalion Change of Command, which is also a Mandatory Event for all JROTC Students. This event and / or the Annual Titan Battalion Change of Command will normally be the last official Uniform Day of the school year.

a. Planning for the Titan Battalion End of Year Awards Ceremony must begin early in the School Year.

1) Identify the Date, Time and Location of the Awards Ceremony at the beginning of the School Year (NLT the end of the 1st QTR).

2) Get approval from the GGHS Athletic Director for the location on campus.

a) It is highly recommended that the GGHS Theater be used and that the Ceremony is scheduled to begin between 1800-1900 to allow maximum participation of Family, Friends and the Personnel Presenting the Awards.

b) The date must be de-conflicted with the other JROTC Schools in Collier County because the Award presenters must be able to attend other JROTC School Events as well.

3) Once date has been determined, the SAI or AI will send the date to the CCPS JROTC Instructor Coordinator.

4) No later than the end of the 3rd Quarter, after 3rd Quarter grades have been posted, develop an Order of Merit List (OML) for all Cadets for possible JROTC Awards and outside Veteran Organization Awards (Special Awards).

5) Use the Excel Spreadsheet Format Below to develop the OML.

a) The OML will be used to determine eligibility for JROTC Academic, Attendance, Leadership and Special Awards per GGHS JROTC Awards Criteria and Veteran Organization Award Criteria.

b) The SAI will get the GPA information for Academic Score from the GGHS Counselling Department.

c) The **BN S1** and **S3** will run Reports in JUMS to determine JROTC Teams and Volunteer Hours for a Participation Score, and JROTC.

d) Responsibility Score will be determined by the SAI and AI based on level of leadership responsibility and leadership competence.

e) Scores will be rated from 1 (Best Score) to the highest number being the worst score.

f) The highest ranked cadets will have the lowest score.

g) Scores will be sorted along with SAI and AI review of Gradebooks to determine JROTC Academic Awards, Special Awards that require a certain GPA or Average Grade, and JROTC class standing.

h) JROTC perfect Attendance will be determined by the SAI and AI using FOCUS.

i) Previous Special Awards will be identified using the External Award Field in JUMS by the S1 to ensure the same Special award is not given to a cadet twice.

GGHS JROTC Awards OML Example

Student	Student ID	Grade	Unweighted GPA	Weighted GPA	Teams	JROTC Hours	Respond Score	Particip Score	Academic Score	Total Score	Prev Special Awards	Recommended Award
Student Name	**Student ID #**	**12**	**3.2609**	**3.2609**	**2**	**202**	**1.5**	**1**	**14**	**16.5**		**MOAA, Academic Achievement**
Student Name	**Student ID #**	**10**	**3.7083**	**3.9883**	**3**	**73**	**4**	**14**	**1**	**19**	**None**	**Distinguished Cadet for Scholastic Excellence, Academic Excellence, West Point**
Student Name	**Student ID #**	**10**	**3.5909**	**3.8309**	**4**	**92**	**4**	**10**	**5**	**19**	**None**	**West Point, Academic Achievement**
Student Name	**Student ID #**	**10**	**3.6818**	**3.9618**	**1**	**74**	**4**	**13**	**3**	**20**	**None**	**Jewish War Vets, Academic Achievement**
Student Name	**Student ID #**	**12**	**3.0652**	**3.1052**	**0**	**189**	**2**	**2**	**18**	**22**		**Academic Achievement**
Student Name	**Student ID #**	**12**	**3.7391**	**3.9791**	**2**	**39**	**4**	**18**	**2**	**24**	**Military Excellence**	**DAR, Academic Achievement**
Student Name	**Student ID #**	**12**	**2.619**	**2.619**	**0**	**172**	**1**	**3**	**21**	**25**		
Student Name	**Student ID #**	**11**	**3.7143**	**3.7143**	**1**	**54**	**4**	**16**	**6**	**26**	**Citadel Alumni**	**Daedalians, Sons of American Revolution, Academic Achievement**
Student Name	**Student ID #**	**11**	**3.1429**	**3.1829**	**0**	**133**	**3**	**7**	**16**	**26**	**None**	**Jewish War Vets**
Student Name	**Student ID #**	**10**	**3.5**	**3.54**	**0**	**62**	**4**	**15**	**8**	**27**	**None**	**DAR, Academic Achievement**
Student Name	**Student ID #**	**10**	**3.4286**	**3.4286**	**2**	**88**	**4**	**12**	**11**	**27**	**None**	**Daughters of 1812, Academic Achievement**
Student Name	**Student ID #**	**10**	**3.2857**	**3.2857**	**0**	**92**	**4**	**11**	**13**	**28**		**Academic Achievement**
Student Name	**Student ID #**	**11**	**2.4643**	**2.5043**	**0**	**161**	**3**	**4**	**24**	**31**		
Student Name	**Student ID #**	**12**	**2.5**	**2.58**	**1**	**146**	**3**	**6**	**23**	**32**		

6) Starting NLT, the end of the 3rd Quarter. BN S1 assisted by the SAI and AI will use the OML and coordinate with outside veteran organizations to determine Award Criteria, what Special Awards are available for the current year, who the Presenter will be, and what Cadets will receive what awards.

7) The Awards and Award Certificates will be obtained and updated with the cadet names. Some Award Certificates must have cadets' names added manually before the Awards Ceremony (See SAI or AI for Assistance).

8) The BN S1 will use the Script to enter all the Cadet and Presenter Names before the Awards Ceremony rehearsal.

a) The **S1** will correct, modify and validate the script as needed right up to the actual execution of the Awards ceremony.

b) Presenters change often as well as Awardees so the S1 must constantly keep the script updated.

9) The **BN S1** will be the narrator for the End of Year Awards Ceremony and will ensure all Awards are ready to be presented.

10) The BN XO and Staff will assist with handing out awards as needed at the ceremony.

b. External Medals Criteria and Points of Contact

1) MOAA: POC: Susan Farr, info@moaswf.org. Awarded by the Military Officer's Association of America (MOAA): Awarded to an outstanding cadet who is in his/her junior year of high school. Cadet chosen must be in good academic standing, be of good moral character, demonstrate a high order of loyalty to unit, school and country, and must display an exceptional potential for military leadership.

2) West Point Society: POC: Pete Lilly, Pete Lilly, lilly1970@comcast.net.

3) Daedalian: POC: Maj Jessica Sterns, aviatrixjs@gmail.com. Awarded by the Order of Dedalian which is a fraternity of commissioned military pilots from all military services. This award recognizes cadets who demonstrate patriotism, love of country, and service to our nation, indicate the potential and desire to pursue a military career, and rank in the upper 10% of his/her JROTC class.

4) Big Cypress DAR Bronze and Youth Citizenship: POC: Gayle Nance, gaylenance1@gmail.com. Was established to foster among schoolchildren a greater appreciation of the qualities of citizenship Americans must possess if our country is to remain sovereign and independent. This medal is presented to a student who exemplifies the qualities of honor, service, courage, leadership, and patriotism.

5) The Daughters of 1812: POC: Gayle Nance, gaylenance1@gmail.com. Recognize students who have demonstrated qualities of academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits which exemplify the ideals upon which our nation was founded.

6) National Society/Daughters & Patriots: POC: Gayle Nance, gaylenance1@gmail.com. Is awarded to an JROTC basic course cadet at the battalion who has excel in a specific course or related activity based on the following criteria: Be in the top 25% of the JROTC class. Have accomplished a high degree of excellence. Have demonstrated a potential for good leadership. Have demonstrated similar or related accomplishments reflecting the ideals of patriotism.

7) Sons of the American Revolution: POC: Jim MGGarty, jmcgarity5@comcast.net, Work (239) 252-8747, Cell (239) 825-9605. The Sons of the American Revolution gives the award to a meritorious cadet enrolled in Army JROTC at each school (or one medal for each 500 cadets enrolled at time of the award) and recognizes an outstanding second-year cadet in a 3-year program or a third-year cadet in a 4-year secondary school program. This award consists of a bronze medal pendant and ribbon bar. Recipient must exhibit a high degree of merit with respect to leadership qualities, military bearing, all around excellence in JROTC activities, and community service. Be currently enrolled in the JROTC program. Be in the top 10% of their JROTC class. Be in the top 25% of their overall class.

8) Jewish War Vets: POC: Harve Strum, jwvpost202@gmail.com. Can be awarded to deserving students if they meet the following requirements: Remain in good academic standing among their peers. Maintain a leadership position in their JROTC unit or show exemplary leadership potential within JROTC and other school activities.

9) National Sojourners: POC: COL Jim Bolla, shrinerjim@hotmail.com. Awarded by Savannah Chapter number 502 of the National Sojourners: Awarded to a cadet who has demonstrated and

26 encouraged the ideals of Americanism by deeds and action. Cadet must also rank in the top 25% of his/her academic class.

10) American Legion Post 135: POC: CW4 Mike Harp, harpm@collierschools.com, Office 239-377-4253. These awards are given annually to outstanding cadets at each school for general military and scholastic excellence. Not more than one student at a school may be nominated per year for these awards. A cadet may receive an award for general military excellence and an award for scholastic excellence for the same school year or for more than one year. The cadet must be in the top 25 percent of his or her class in academic subjects and JROTC subjects. Have demonstrated outstanding qualities in military leadership, discipline. character, and citizenship.

11) Scottish Rites: POC: Fred Wright, wright-fred@comcast.net. Awarded by the Scottish Rite of Freemasonry, Valley of Savannah, Georgia. Awarded to the cadet who has contributed the most among cadets to encourage and demonstrate Americanism by deeds and conduct. Cadet selected must be in the top 25% of his/her academic class and must have demonstrated a potential for outstanding leadership by displaying dependability, good character, self-discipline, good citizenship and patriotism.

12) Purple Heart: POC: Steward Mckeown, stewardmckeown@purpleheart.org. Awarded by the Military order of Purple Hearts Chapter 596, Savannah. Georgia. This award recognizes an outstanding cadet who is enrolled in the program and demonstrates leadership ability. The recipient of this award must hold a positive attitude toward the program and country, be a leader in the cadet corps, active in school and community affairs and attain a grade of "B" or better in all subjects.

13) AUSA: POC: https://www.ausa.org (Program must Purchase). The AUSA medal shall be presented to cadets (1 per high school). Cadets who are recognized for outstanding leadership and academic achievement.

14) NCOA: This award is presented annually by NCOA to each unit's most outstanding noncommissioned officer cadet during the past school year. The award consists of a medal, ribbon, and certificate. Larger units more than 150 cadets may coordinate with NCOA for approval to present additional awards. The NCOA requires fees for such awards. Instructors may purchase these awards for JROTC cadets at no cost to the government. The cadet must have consistently exhibited the best military bearing, personal appearance, deportment, and leadership ability in his or her unit.

15) 82nd Airborne: (Program must Purchase). The 82nd Airborne Association Award is presented to cadets who are recognized for outstanding leadership and academic achievement.

16) Military Order of WW: The award in each case will be given for overall improvement in military and scholastic studies during the school year. Be in good standing in all military aspects and scholastic grades at the time of selection and presentation of the award. Have shown marked improvement in both military and scholastic grades at the time of selection and presentation of the award. Have indicated by military and scholastic grades, integrated-curricular activities, or individual endeavor a desire to serve his or her country.

17) ROA: Reserve Officers Association Awards are presented to cadets in the program for recognition of outstanding achievement and exceptional leadership ability. To be eligible for this award the candidate must be in the second year of a three-year program or the third year of a four-year program. Participate in the program the following semester. Be in good academic standing. Demonstrate a high degree of loyalty to the units, school, community and the country. Demonstrate exceptional potential in leadership. Not have previously received this award.

18) Vets of Foreign Wars: POC: Randy Cashin, rcash@goflamingoair.com. Awarded by Golden Gate VFW Post 7721, Veterans of Foreign Wars. Awarded to a cadet in the 10th grade or above in recognition of outstanding achievement and exceptional leadership qualities expected in military leaders.

19) AMVETS: POC: Jack Horner, ludi@aol.com, (352) 602-4018 The AMVETS medal shall be presented to cadets (1 per high school) who are recognized for outstanding leadership, community/school involvement and academic achievement. To be eligible for an award the candidate must: Be in the third year of a four-year program. Be in good academic standing. Demonstrate a high degree of military bearing both in and out of the military uniform. Not have previously received this award.

20) Special Forces: POC: COL Steve Epkins, 239-481-8488. An awards program developed jointly by the Special Forces Association and the U.S. Army ROTC/JROTC command. The program is designed to recognize outstanding cadets in the junior (JROTC) and senior (ROTC) programs in as many high schools or colleges in the vicinity of a SFA Chapter and/or a member of the SFA around the nation as possible. The selection criteria to receive this award is: The cadet has achieved a high level of overall Scholastic Excellence in their school. The cadet has demonstrated a high level of Military Proficiency. The cadet must know and keep the Traditions and Ideals of the U.S. Army Special Forces. The cadet must be an American Citizen. It is expected that the cadet will, in fact, be the "Distinguished Military Science Cadet" of their school's program.

21) Catholic War Veterans: POC **MAJ Gonzalez,** GONZALRU@collierschools.com.

22) U.S. Army: POC SFC Michael Smuk, Michael.l.smuk2.mil@mail.mil, Office 239-593-2101, 813-892-8137.

23) U.S. Marine Corps: POC SGT ROA, Cell 754-264-9055, Work 239-304-1126.

24) U.S. Navy: POC: AO1 Jason Himmel, Office: 239-593-3625

25) US Air Force: POC: Tech Sgt Tanner, daniel.tanner@us.af.mil, Office 239-278-1676, Cell 941-979-1525 This AFA-sponsored award consists of a medal and ribbon and is presented annually at each unit to the outstanding third-year cadet. The award recipient must possess/meet the following personal characteristics and eligibility criteria: Positive attitude (toward AFJROTC and school). Outstanding personal appearance (uniform and grooming). Display personal attributes such as initiative, judgment, and self-confidence. Courteous demeanor (promptness, obedience, and respect for customs).

c. Annual End of Year Awards Ceremony Setup

1) S-1will make a seating arrangement based on company and name (A-Z).

2) Seats are going to have cadet's name under the seat, so when the ceremony starts, it will make it easier for them to get seated.

3) S-1 will choose 2 school days to spend doing rehearsals for the ceremony (Will be best if he/she decides that the days are within a week before the awards ceremony takes place).

4) S-1 needs to go over script with SAI and AI to make sure everything is in the correct order and the names printed on the completion diploma are correct as well. NO ERRORS!!

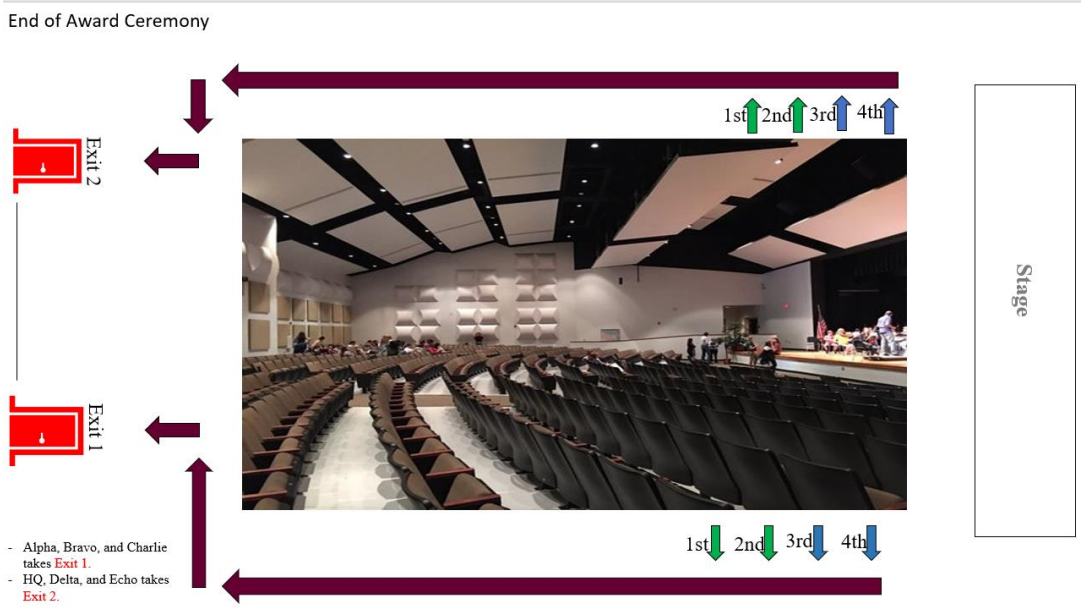


5) Companies will take their respective seats as fixed during rehearsal. (they will be seated by order; A-Z)

6) If cadets need to go to the stage they will go through the ramp (or stairs) at the right and they will come down through the ramp (or stairs of the left).

7) To incorporate to their seats, they will need to go through the very back, so the ceremony is not interrupted.

8) When awards ceremony is done, companies will go out through the same doors they went in. The last row that entered the auditorium will be first one to exit it.



d. Example End of Year Award Ceremony Script

XO: GOOD EVENING LADIES AND GENTLEMEN, WELCOME TO THE xTH ANNUAL GOLDEN GATE HIGH SCHOOL JROTC AWARDS NIGHT. I AM _____, THE GOLDEN GATE HIGH SCHOOL JROTC TITAN BATTALION EXECUTIVE OFFICER. AT THIS TIME WILL YOU PLEASE SILENCE YOUR CELL PHONES/ELECTRONIC DEVICES.

(*PAUSE)*

THANK YOU FOR ATTENDING TONIGHT'S CEREMONY AND SHOWING YOUR SUPPORT FOR THE CADETS AND THE TITAN BATTALION. PLEASE FEEL FREE TO COME DOWN TO THE FRONT AND TAKE PICTURES OF YOUR CADET WHEN THEY RECEIVE AN AWARD.
A WARM WELCOME AND SPECIAL THANKS TO ALL THE PRESENTERS HERE TONIGHT. YOUR ORGANIZATIONS DONATE A VAST AMOUNT OF TIME, EFFORT, AND MONEY TO NUMEROUS PROJECTS JROTC SUPPORTS THROUGHOUT OUR COMMUNITY, AND THIS CEREMONY TONIGHT IS ONLY POSSIBLE BECAUSE OF YOUR SUPPORT. AT THIS TIME, THE COMPANIES WILL ENTER THE BUILDING AND THE CEREMONY WILL BEGIN.
17:00-17:10
(Battalion CDR FRONT AND CENTER OF STAGE FACING CADETS ENTERING)
CADETS MARCH IN AND FILE INTO ASSIGNED ROWS-REMIAN STANDING AT ATTENTION
XO: LADIES AND GENTLEMEN, PLEASE RISE FOR THE POSTING OF THE COLORS AND THE NATIONAL ANTHEM.
17:10-17:15
(COLOR GUARD PRESENT THE COLORS)
THE NATIONAL ANTHEM WILL NOW BE SUNG BY _____

BN CDR: BN ATTENTION PRESENT ARMS

NATIONAL ANTHEM COMPLETE

BN CDR: ORDER ARMS
(COLOR GUARD EXITS)
C/_____ EXITS STAGE

XO: LADIES AND GENTLEMEN PLEASE BE SEATED
C/BN CDR ANNOUNCES THE CDT CREED AND CDTS RESITE
BN CDR- "CO CDRS, HAVE YOUR UNITS TAKE SEATS"
IN SEQUENCHEL ORDER A CO – HQ CO SOUND OFF WITH MOTTO & TAKE SEATS
(IN ORDER, CDRS GIVE COMMANDS "CO, TAKE SEATS" & CADETS SAY MOTTO)

17:15-17:20
AT THIS TIME, I'D LIKE TO INTRODUCE OUR HONORED GUEST, SHE IS EXTREMELY SUPPORTIVE AND PROMOTES THE TITAN BATTALION JROTC PROGRAM, PLEASE JOIN ME IN A WARM TITAN BATTALION WELCOME, *GOLDEN GATE HIGH (FIND OUT WHICH ADMISISTRATOR).*

(ADMINISTRATOR REMARKS)
THANK YOU *(ADMINISTRATOR)*
17:20-18:20

IT IS NOW TIME TO BEGIN THE AWARDS PORTION OF THE EVENING. THIS HAS BEEN ANOTHER TREMENDOUS YEAR OF SUCCESS FOR OUR TITAN BATTALION. WE HAVE CONTINUED TO EXCEL THROUGH COMPETITIONS, HIGH STANDARDS, CHALLENGING PROMOTION BOARDS, AND OVER A HUNDRED SCHOOL AND COMMUNITY SUPPORT ACTIVITIES ACHIEVING OVER 3000 COMMUNITY SERVICE HOURS. YOUR SON, DAUGHTER OR FAMILY MEMBER IS THE REASON FOR OUR SUCCESS. WE REQUIRE UNWAVERING DEVOTION TO DUTY, THE FULL COOPERATION OF EVERY CADET AND 100% EFFORT SO THAT THEY MEET EVERY CHALLENGE. MANY OF YOUR CADETS DESERVE RECOGNITION AND WE HAVE ALREADY AWARDED OVER *549* RIBBONS AND BADGES. TONIGHT, WE WOULD LIKE TO PRESENT CERTIFICATE OF APPRECIATION FOR THEIR SUPPORT TO THE PROGRAM AND SUCCESSFULLY COMPLETING THEIR RESPECTIVE LEVEL OF JROTC LEADERSHIP EDUCATION AND TRAINING.

PROUD PARENTS, FAMILY MEMBERS, AND PHOTOGRAPHERS, PLEASE FEEL FREE TO COME UP TO THE FRONT AND TAKE PICTURES.

USE ROSTER TO ANNOUNCE NAMES
---EXAMPLE C/ FIGUEROA, CYNTHIA

ALPHA COMPANY PLEASE COME UP TO THE STAGE
BRAVO COMPANY PLEAS COME UP TO THE STAGE
CHARLIE COMPANY PLEASE COME UP TO THE STAGE
DELTA COMPANY PLEASE COME UP TO THE STAGE
ECHO COMPANY PLEASE COME UP TO THE STAGE
HQ PLEASE COME UP TO THE STAGE

ROUND OF APPLAUSE FOR THEIR SUPPORT AND DEDEICTAION TO THE PROGRAM.

AT THIS TIME LOCAL ORGANIZATIONS THAT SUPPORT AND CONTRIBUTE TO THE PROGRAM WOULD LIKE TO RECOGNIZE A FEW OF THE MOST DESERVING CADETS.

1. THE WEST POINT SOCIETY MEDALS ARE PRESENTED TO A FIRST AND THIRD YEAR CADET WHO DEMONSTRATES THE WEST POINT ETHIC OF DUTY, HONOR AND COUNTRY. THIS YEAR'S AWARDS WILL BE PRESENTED BY _____ TO _____AND _____
WE WOULD ALSO LIKE TO THANK THE WEST POINT SOCIETY FOR THEIR DONATION OF $200.

2. THE SONS OF THE AMERICAN REVOLUTION MEDAL FOR ALL AROUND SCHOLARSHIP AND PATRIOTISM WILL BE PRESENTED BY _____TO _____.

3. THE MILITARY ORDER OF THE WORLD WARS AWARD OF MERIT MEDAL & CERTIFICATE FOR OVERALL IMPROVEMENT IN MILITARY AND SCHOLASTIC STUDIES DURING THE SCHOOL YEAR WILL BE AWARDED BY_____TO _____.

4. THE BIG CYPRESS CHAPTER OF THE DAUGHTERS OF THE AMERICAN REVOLUTION CITIZENSHIP MEDAL IS AWARDED TO A JROTC STUDENT WHO HAS DEMONSTRATED ACADEMIC EXCELLENCE, DEPENDABILITY, GOOD CHARACTER,

AND ADHERENCE TO MILITARY DISCIPLINE, LEADERSHIP, AND A FUNDAMENTAL AND PATRIOTIC UNDERSTANDING OF THE IMPORTANCE OF THE RESERVE OFFICER TRAINING CORPS. _____ WILL PRESENT A MEDAL AND $50 CHECK TO _____.

THE DAUGHTERS OF THE AMERICAN REVOLUTION IS ALSO PRESENTING A MEDAL TO A SENIOR JROTC CADET. _____ WILL PRESENT THIS AWARD AND $50 CHECK TO _____.

5. THE DAUGHTERS OF 1812 MEDAL AND CERTIFICATE IS AWARDED TO A JROTC STUDENT WHO HAS DEMONSTRATED QUALITIES OF ACADEMIC EXCELLENCE, LEADERSHIP, MILITARY DISCIPLINE, DEPENDABILITY, PATRIOTISM AND UPRIGHT CHARACTER IN SPEECH AND HABITS WHICH EXEMPLIFY THE IDEALS UPON WHICH OUR NATION WAS FOUNDED. _____ WILL PRESENT THE MEDAL AND CERTIFICATE TO *C/?*

6. _____, PRESIDENT OF THE DAUGHTERS OF FOUNDERS OF AMERICAN PATRIOTS WILL PRESENT THE PATRIOTS MEDAL TO *C/?*

7. _____ IS PRESENTING THE AMERICAN LEGION POST #135 MEDALS AND CERTIFICATES FOR MILITARY EXCELLENCE; THEY WILL GO TO _____THE AMERICAN LEGION WILL ALSO PRESENT THE SCHOLASTIC EXCELLENCE MEDALS TO -
_____.

8. THE NATIONAL SOJOURNERS' MEDAL AND CERTIFICATE IS GIVEN IN RECOGNITION OF THE HIGHEST ATTRIBUTES OF AMERICANISM AND SUPPORT OF THE UNITED STATES AS A MEMBER OF THE RESERVE OFFICERS TRAINING CORPS WILL BE PRESENTED BY _____ TO *C/?*

9. THE VETERANS OF FOREIGN WARS POST #7721 MEDAL FOR EXCELLENCE, CERTIFICATE, AND $100 CHECK WILL BE PRESENTED BY _____ TO *C/?*

10. THE RESERVE OFFICERS ASSOCIATION AWARD RECOGNIZES OUTSTANDING DEDICATION TO CITIZENSHIP, KNOWLEDGE OF CIVIC RESPONSIBILITY, MILITARY ORIENTATION, SELF-DISCIPLINE AND A SOUND WORK ETHIC. PRESENTING THE AWARDS IS _____. RECEIVING A MEDAL IS *C/?*
CERTIFICATE TO *C/?*, AND CHECK FOR $100 COLLEGE EXPENSES WILL GO TO *C/?*

11. THE MILITARY OFFICERS ASSOCIATION OF SWFL WILL PRESENT A MEDAL TO A CADET FOR HAVING DEMONSTRATED EXCEPTIONAL POTENTIAL FOR MILITARY LEADERSHIP. THE MEDAL IS BEING PRESENTED BY _____TO *C/?*

THE TITAN BN WOULD LIKE TO THANK THE MILITARY OFFICERS ASSOCIATION OF SWFL FOR THEIR $500 DONATION TO OUR PROGRAM THIS YEAR.

12. THE MILITARY ORDER OF THE PURPLE HEART MEDAL AND CERTIFICATE FOR COMMITMENT TO EXCELLENCE AND EXHIBITING THE IDEALS OF PATRIOTISM AND LEADERSHIP WILL BE PRESENTED BY _____ TO *C/?.*

13. THE SPECIAL FORCES ASSOCIATION IS PRESENTING A MEDAL TO A CADET WHO HAS SHOWN GREAT LEADERSHIP ABILITY AND A SENSE OF DRIVE TO EXCELL THROUGH ANY ADVERSITY. THE MEDAL IS PRESENTED BY _____ TO *C/?*

14. THE AMERICAN VETERANS MEDAL FOR DILIGENCE IN THE DISCHARGE OF DUTIES AND WILLINGNESS TO SERVE BOTH GOD AND COUNTRY FOR THE MUTUAL BENEFIT OF ALL IS PRESENTED BY _____ TO *C/?.*

15. THE JEWISH WAR VETERANS CITIZENSHIP MEDAL, CERTIFICATE, AND $100.00 CHECK IS PRESENTED BY _____ TO *C/?* AND *C/?*

16. THE NON-COMMISSIONED OFFICERS ASSOCIATION AWARD IS GIVEN FOR OUTSTANDING PERFORMANCE AS A CADET NON-COMMISSIONED OFFICER. PRESENTING THE MEDAL & CERTIFICATE WILL BE _____. RECEIVING THE AWARD THIS YEAR FOR THEIR PERFORMANCE AS A NON-COMMISSIONED OFFICER IS *C/ ?*

17. THE ORDER OF THE DAEDALIANS, A FRATERNITY OF COMMISSIONED MILITARY PILOTS FROM ALL MILITARY SERVICES, RECOGNIZES A CADET WHO SEEKS TO PERPETUATE THE SPIRIT OF PATRIOTISM, LOVE OF COUNTRY AND THE IDEALS OF SELF-SACRIFICE WHICH PLACE SERVICE TO THE NATION ABOVE PERSONAL SAFETY AND POSITION. PRESENTING THE AWARD THIS YEAR _____. THIS YEAR'S RECIPIENT IS *C/?*

18. THE CATHOLIC WAR VETERANS MEDAL FOR PATRIOTISM AND CITIZENSHIP IS PRESENTED BY _____ TO _____

19. THE SCOTTISH RITE OF FREEMASONRY MEDAL AND CERTIFICATE IS GIVEN TO A CADET WHO DEMONSTRATES THE QUALITIES OF VOLUNTEERISM, PATRIOTISM, CITIZENSHIP AND SCHOLASTIC EXCELLENCE, _____WILL PRESENT THE AWARD TO *C/?*

20. THE 82ND AIRBORNE DIVISION ASSOCIATION WILL PRESENT A CERTIFICATE THAT RECOGNIZES A CADET WITH THE CHARACTER, LEADERSHIP, AND COURAGE THAT CHARACTERIZES "THE AIR-BORNE SPIRIT". PRESENTING THE AWARD WILL BE _____, RECEIVING THE AWARD IS *C/? AND*_____

21. THE CITADEL ALUMNI ASSOCIATION WILL PRESENT AWARDS TO A 1ST, 2ND , AND 3RD YEAR CADET WHO HAVE DEMONSTRATED EXCELLENT LEADERSHIP POTENTIAL, ACADEMIC APTITUDE, AND ADMIRABLE CHARACTER. THEIR NAMES WILL BE ADDED TO THE PERPETUAL PLAQUE IN THE JROTC CLASSROOM. THE PLAQUES ARE GIVEN IN MEMORY OF SPECIAL FORCES CAPTAIN DANIEL EGGER, CITADEL CLASS OF 1997, KILLED IN ACTION MAY 29, 2004 WHILE SERVING HIS COUNTRY IN AFGHANISTAN. PRESENTING THE AWARDS IS_____. RECEIVING THE AWARDS ARE:

1ST YEAR *C/?*
2ND YEAR *C/?* AND
3RD YEAR *C/?*

22. THE US ARMY RECRUITING COMMAND AWARD MEDAL AND CERTIFICATE FOR DEMONSTRATED QUALITIES OF DEPENDABILITY, GOOD CHARACTER, RESPECT FOR MILITARY DISCIPLINE, AND CONTRIBUTIONS TO THE JROTC PROGRAM FOR THE ACADEMIC YEAR IS AWARDED BY _____ TO
C/?* AND *C/?

23. THE USMC RECRUITER WILL PRESENT THREE ANNUAL AWARDS TO GGHS CADETS. THE AWARDS WILL BE PRESENTED BY THE LOCAL MARINE CORPS RECRUITER _____
- THE "ESPRIT DE CORPS" CADET AWARD. THIS YEAR THE AWARD GOES TO *C/?*.
- THE "LEADERSHIP" AWARD WHICH RECOGNIZES A CADET WHO'S INFLUENCE AND LEADERSHIP HAS CONTRIBUTED TO OUR UNIT'S OVERALL SUCCESS. THIS YEAR THE AWARD GOES TO *C/?*.
- THIRD, "GUNG HO" AWARD FOR EXCELLENCE GOES TO *C/?*

24. UNITED STATES NAVY LEADERSHIP AWARDS A FIRST YEAR CADET FROM EACH COMPANY THAT HAS DEMONSTRATED OUTSTANDING LEADERSHIP POTENTIAL. THE AWARDS WILL BE PRESENTED BY_____, THE DISTINGUISHED SCHOLAR AWARD GOES TO *C/?* AND THE OUTSTANDING ATHLETE AWARD GOES TO *C/?*

25. THE CCSO STUDENT OF DISTINCTION AWARD AKNOWLEDGES A CADET WHO IS RECOGNIZED FOR EXEMPLARY BEHAVIOR, CITIZENSHIP, AND COMMITMENT TO "DO THE RIGHT THING." _____ WILL BE PRESENTING _____ WITH A CERTIFICATE OF DISTINCTION.

WE WOULD NOW LIKE TO GIVE OUR PRESENTERS A MOMENT TO LEAVE BEFORE PRESENTATION OF UNIT LEVEL AWARDS

VIDEOS WILL BE PRESENTED

26. THE TOP ACADEMIC AWARD FOR GOLDEN GATE HIGH SCHOOL JROTC SCHOLASTIC EXCELLENCE IS PRESENTED BY _____ TO ONE CADET REPRESENTING THEIR LEADERSHIP EDUCATION TRAINING LEVEL. EACH CADET WILL RECEIVE THE N-1-2 AND THE TOP CADET WILL RECEIVE THE N-1-1; THIS YEAR RECIPIENTS OF THE ACADEMIC AWARD WITH A WEIGHTED CUMULATIVE GPA GOES TO:
FRESHMAN: *C/?*, SOPHMORE: *C/?*,
JUNIOR: *C/?*, SENIOR: *C/?*.

27. NOW, ATHLETIC ACCOMPLISHMENTS WILL BE RECOGNIZED. THESE ARE IN ADDITION TO RIBBONS CADETS HAVE ALREADY RECEIVED FOR PARTICIPATION IN FRESHMAN OR VARSITY ATHLETICS. THE CADET CHALLENGE AWARDS WILL BE PRESENTED BY _____.

DURING THE ANNUAL CADET CHALLENGE, CADETS ARE TESTED IN FIVE EVENTS TO MEASURE PHYSICAL FITNESS: THE MILE RUN, SHUTTLE RUN, V-SIT REACH, PULL-UPS OR FLEX ARM HANG, AND CURL-UPS. THIS YEAR HAS BEEN VERY COMPETITIVE

WITH SOME WINNING PLACES DETERMINED BY HUNDREDTHS OF PER-CENTAGE POINTS. WE HAD 3 CADETS EARN THE PRESIDENTIAL PHYSICAL FITNESS AWARD AND 27 CADETS EARN THE NATIONAL PHYSICAL FITNESS AWARD.

IN THE FEMALE COMPETITION:
IN THIRD PLACE WITH AN AVG OF _____.
IN SECOND PLACE WITH THE PRESIDENTIAL AWARD WITH AN AVG OF _____.
FIRST PLACE MEDAL, NECK MADALION AND PRESIDENTIAL AWARD WITH AN AVG OF __% - GOES TO _____.

IN THE MALE COMPETITION:
IN THIRD PLACE WITH AN AVG OF __%.
IN SECOND PLACE WITH AN AVG OF _____.
FIRST PLACE MEDAL, NECK MADALION AND PRESIDENTIAL AWARD WITH AN AVG OF __%.

28. COMMUNITY SERVICE HOURS THIS YEAR THE BATTALION HAD OVER *5000* COMMUNITY SERVICE HOURS THE CADETS THAT HAVE GIVEN THE MOST COMMUNITY SERVICE HOURS ARE GIVEN AN AWARD FOR COMMUNITY SERVICE.
THE AWARDS WILL BE PRESENTED BY _____,
IN THIRD PLACE WITH x *HOURS* IS _____.
IN SECOND PLACE WITH *x HOURS* IS _____.
IN FIRST PLACE WITH *x HOURS* IS _____.

EACH COMPANY COMMANDER RECOMMENDED ONE PERSON THAT THEY FELT DONATED THE MOST TOWARDS THE COMMUNITY. THEY WILL BE PRESENTED WITH A COMPANY PICTURE AS A TOKEN OF APPRECIATION.
- A CO-C/_____
- B CO-C/_____
- C CO-C/_____
- D CO-C/_____
-E CO- C/_____
-HQ-_____

BC MOVES UP TO THE PODIUM

AT THIS TIME WE WOULD LIKE TO PRESENT JROTC STAFF AND TEAM AWARDS
29. BN STAFF CONSIST OF STAFF OFFICERS DIVIDED INTO 5 SECTIONS EACH WITH SPECIFIC DUTIES. THEY ARE RESPONSIBLE FOR THE ADMINISTRATIVE, OPERATIONAL, AND LOGISTICAL NEEDS OF THE BATTALION.
THE AWARDS WILL BE PRESENTED BY THE BN XO _____
XO MOVES UP TO THE PODIUM

COMPANY LEADERSHIP CONSIST OF CADETS THAT HAVE DEMONSTRATED OUTSTANDING LEADERSHIP, COMMON SENSE AND ATTENTION TO DETAIL IN ORDER TO ACCOMPLISH THE MISSION:
THE AWARDS WILL BE PRESENTED BY _____
BC MOVES UP TO THE PODIUM

JLAB- AN ACADEMIC AND LEADERSHIP TEAM WHERE THE MOST ELITE STUDENTS ARE SPLIT UP INTO TWO GROUPS AND COMPETE WITH OTHER TEAMS ACROSS THE COUNTRY.
THE AWARDS WILL BE PRESENTED BY _____ TO
LEADERSHIP TEAM

ACADEMIC TEAM

DRILL- IS A MARCHING UNIT THAT PREFORMS ROUTINES BASED ON MILITARY DRILL. THESE TEAMS OFTEN PRACTICE PRECISION ROUTINES FOR COMPETITIONS AND EXHIBITIONS.
THE AWARDS WILL BE PRESENTED BY _____
THE DRILL CAPTAIN _____
C/?
C/?

THE RAIDER TEAM WORKS HEAVILY ON PT, CHALLENGING OBSTACLES, ROPE BRIDGES, SURVIVAL SKILLS AND MAP NAVIGATION. ALL WHILE WORKING AS A TEAM. AS A RAIDER, YOU WILL GET A GOOD TASTE OF TESTING BOTH YOUR SKILLS AND PHYSICAL LIMITS.
THE AWARDS WILL BE PRESENTED BY _____TO
THE RAIDER CAPTAIN: _____
C/?
C/?
C/?
C/?
C/?
C/?
C/?

SEAPERCH- IS AN INNOVATIVE UNDERWATER ROBOTICS PROGRAM THAT EQUIPS STUDENTS WITH THE RESOURCES THEY NEED TO BUILD AN UNDERWATER ROMOTELY OPERATED VEHICLE. STUDENTS BUILD THE SEAPERCH FOLLOWING A CURRICULUM THAT TEACHES BASIC ENGINEERING AND SCIENCE CONCEPTS WITH A MARINE ENGINEERING THEME.
THE AWARDS WILL BE PRESENTED BY 1SG DEJAGER TO
C/?
C/?
C/?
C/?
C/?
C/?
C/?

JPA- THE HONOR UNIT WITH DISTINCTION IS THE HIGHEST AWARD A JROTC UNIT CAN EARN; IT'S REPRESENTED BY A GOLD STAR. KEEPING THE GOLD STAR IS A BIG DEAL; IT REFLECTS HOW HARD THE BATTALION HAS WORKED. THIS IS A TRIENNIAL INSPECTION FROM THE US ARMY TO DETERMINE WHETHER A UNIT CAN

KEEP THEIR GOLD STAR. THE ARMY INSPECTS ELEVEN AREAS SUCH AS BATTALION STAFF INTERVIEWS, CADET AND INSTRUCTOR PORTFOLIO INSPECTIONS, DRILL, COLOR GUARD, CADET BRIEFINGS, AND IN-RANKS INSPECTION. THE TITAN BATTALION PASSED WITH A SCORE OF 96% OUT OF 100%; IT WAS A BIG RELIEF TO KNOW THE BATTALION GETS TO KEEP THIS HIGH HONOR. THE CADETS WORKED HARD FOR THE INSPECTION AND ARE PROUD TO MAINTAIN THEIR STATUS AS AN HONOR UNIT WITH DISTINCTION.
THE AWARDS WILL BE PRESENTED BY _____

HONOR COMPANY- Awarded annually to each member of the best overall company, The companies were evaluated on community service hours, in-school suspension, unarmed platoon drill, color guard, cadet challenge, JROTC team participation, uniform inspections, fundraising and overall GPA.
C/LTC FIGUEROA, AND C/CSM MANGANA WOULD LIKE TO AWARD SY 18-19 HONOR COMPANY TO….PAUSE FOR ANTICIPATION…… "XXXXXXXXXXXXX" PLEASE COME UP TO THE STAGE AND RECEIVE YOUR AWARD.

30. EACH QUARTER WE SELECT A LET 1 AND A LET 2 AS THE CADET OF THE QUARTER. AT THE END OF THE YEAR THESE WINNERS COMPETE FOR THE CADET OF THE YEAR AND ONE IS SELECTED; HE/SHE WILL RECEIVE A CADET OF THE YEAR TROPHY AND $50 GIFT CARD. PRESENTING THE GOLDEN GATE HIGH SCHOOL CADET OF THE YEAR AWARD IS PRESENTED BY
_____TO_____

31. AND NOW, THE HIGHEST MEDAL THAT CADETS CAN EARN, THE COVETED DEPARTMENT OF THE ARMY SUPERIOR CADET DECORATION FOR BEING THE OUTSTANDING CADET OF THE CLASS FOR THE ACADEMIC YEAR 2018-2019.
_____ WILL PRESENT THE AWARDS.
FIRST YEAR CADET: *C/?*
SECOND YEAR CADET: *C/?*
THIRD YEAR CADET: *C/?*,
FOURTH YEAR CADET: *C/?*.

LET'S HAVE A BIG ROUND OF APPLAUSE FOR ALL OF THE AWARD WINNERS.

Appendix C: Titan Battalion Change of Command and Script

C-1. This Appendix describes the exact sequence of events and script for the Titan Battalion Change of Command Ceremony that takes place at the end of every school year. This Ceremony and Script Appendix is in accordance with the Army Drill and Ceremonies Manual TC 3-21.5 (FM 3-21.5), dated January 2012. This will be a Mandatory Graded Event for every Cadet and may be scheduled after school. It is recommended that the Titan Battalion Change of Command take place immediately preceding the Annual Awards Ceremony (See Appendix B-4), which is also a Mandatory Event for all JROTC Students. This event and / or the Annual Awards Ceremony will normally be the last official Uniform Day of the school year.

C-2. 15 Min Prior to Ceremony

a. Music Person: Plays pre-ceremonial Music "Invincible Eagle, National Emblem, National Spirit March, The Rifle Regiment, The Thunderer, Washington Grays, and or Washington Post March" Link to Ceremonial Music is: https://www.usarmyband.com/watch-listen/ceremonial-music-guide.html

b. Units online arrayed from Left to Right with HHC, A, B, C, D, E COs. Color Guard is on-line with COs. Centered on the Parade Field between B and C CO. Smaller Companies may be consolidated.

C-3. 2 Min Prior to Ceremony

a. Narrator: Ladies and Gentlemen, please take your seats, The Titan Battalion Change of Command Ceremony will begin in 2 Minutes.

b. The Commander of Troops (COT) (BN XO) and his/her BN staff assume their position to the right side of the reviewing stand with COT in front of Staff facing troops.

c. The S1 (Adjutant) is responsible for the formation of troops. He or she takes a position at the right flank of the line on which the units are to be formed and faces down the line. See Figure C-1 Below for the Battalion Formation at the beginning of the Change of Command Ceremony.

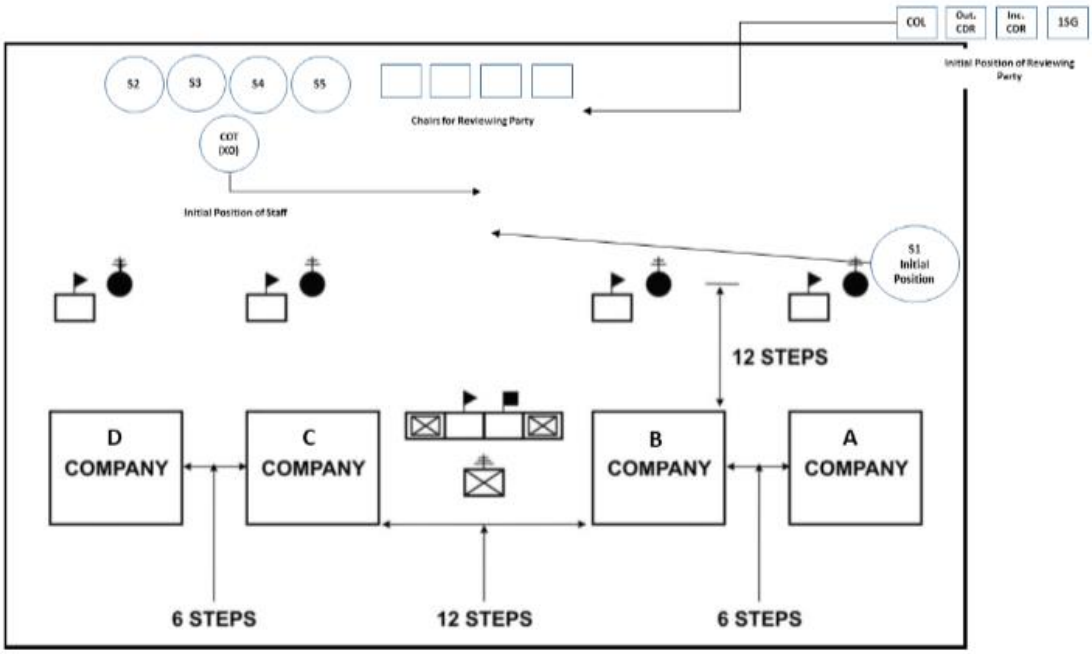


Figure C-1. Battalion Change of Command Formation at Beginning of Ceremony

d. From the S1s position on the flank they direct “Bring Your Units To Parade Rest”. For this and all subsequent commands each CO CDR faces about simultaneously and then execute the command in sequence starting with HQ CO (if we have one) and ending with E CO. After each CO CDR executes each command they face about facing the stands.

C-4. Sequence and Commands that begin at the Ceremony Start Time.

a. Music Person: Stops Pre-Ceremonial Music

b. Narrator: “Ladies and Gentlemen, welcome to the Change of Command ceremony of the Golden Gate High School JROTC Titan Battalion”

c. From the S1s position on the flank they direct “Sound Attention”. The Music Person immediately sounds plays “Attention”.

d. Unit commanders immediately face about and command their units (in sequence from right to left) to “ATTENTION” and then face about.

e. When the last unit is at Attention, the S1 directs “SOUND ADJUTANT’S CALL”. The Music Person immediately plays “Adjutant’s Call”.

f. The S1 then moves to his or her post (Walking Swiftly) midway between the line of troops and the designated post of the commander of troops and faces the commander of troops. (See Figure C-1)

g. Narrator: Introduces the COT. “The Commander of Troops for Today’s Ceremony is Cadet Major _____”.

h. COT: commands the staff to the position of attention and marches forward to the Adjutant. (See Figure C-1)

i. S1: When the COT has halted at his/her post, the S1 faces the formation and directs "BRING YOUR UNITS TO PRESENT ARMS."

j. S1: Faces the COT, salutes, and reports “SIR/MA’AM, THE COMMAND IS FORMED”

k. COT: returns the S1’s salute and directs "TAKE YOUR POST." The S1 takes his/her post by facing half left, marching to a position at normal interval to the right flank of the other staff officers, and facing about.

l. COT: directs "BRING YOUR UNITS TO ORDER ARMS."

m. CDRs: The commanders (in unison) terminate their salutes and face their units. The commanders (in sequence) command "ORDER, ARMS" and face about.

Staff: When all units are at order arms, the left flank staff officer commands RIGHT, FACE; FORWARD, MARCH; COLUMN LEFT, MARCH; COLUMN LEFT, MARCH; STAFF

n. HALT; and LEFT, FACE. At that time, the staff should be centered on, and two steps in front of, the commander of troops. See Figure C-2 below.

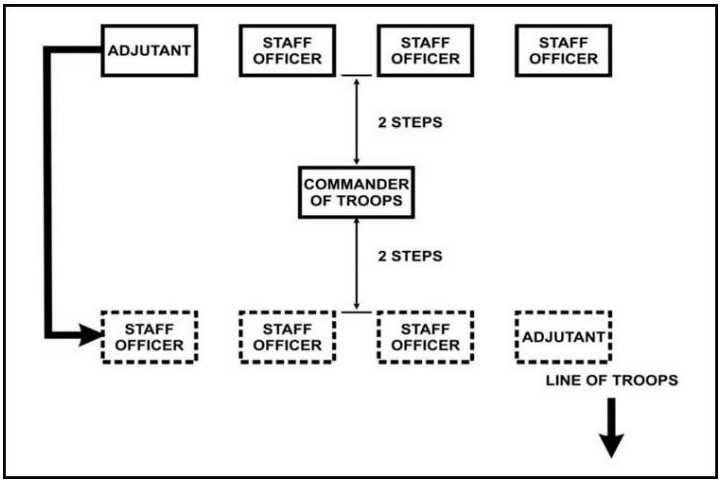


Figure C-2. Movement of the staff to the rear of the commander of troops

o. Staff & COT: When the staff performs the left face, the COT simultaneously performs an about face.

p. Narrator: “Ladies and Gentlemen please rise for the entrance of the Reviewing Party and Honors to the Nation”. “The Reviewing Party consists of our Senior Army Instructor, Colonel (Retired) Ian Falk, thebcurrent Titan Battalion Commander, Cadet Lieutenant Colonel_____, the incoming Titan Battalion Commander, Cadet Lieutenant Colonel _____,and the Titan Battalion Army Instructor, 1SG (Retired) Criag Dejager”.

q. The Reviewing Party moves to their positions in front of their seats centered on and facing the formation.

r. COT: When the reviewing party has halted at their post, The COT faces about and commands “COLORS, CENTER MARCH” On the command of “Center”; the BN Staff executes a right face, marches forward ten steps, halts and executes a left face. The color guard moves forward and halts two steps in front of and centered on the COT. See Figure C-3 for Steps on the Command “Colors, Center March.”

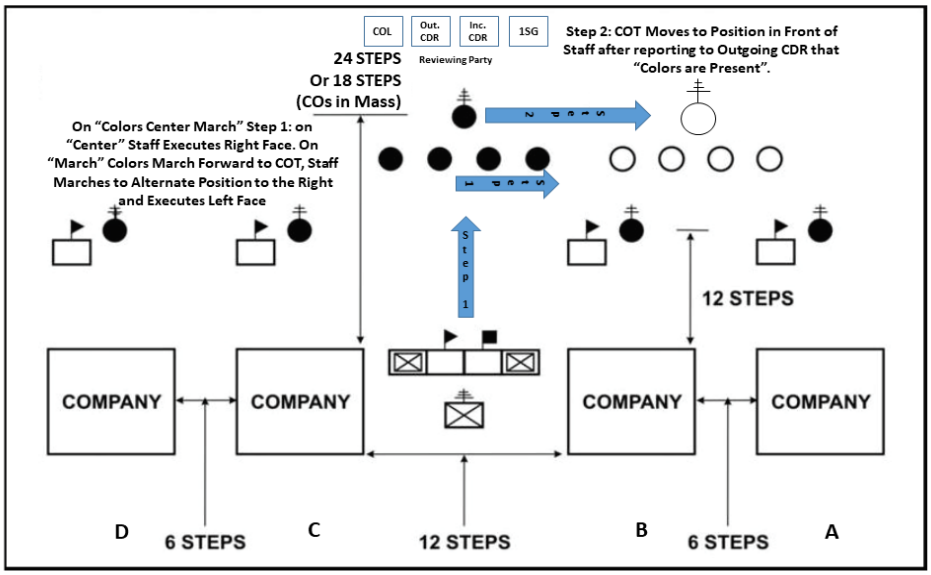


Figure A-3. Movement of the Colors and Staff on “Colors Center March”

s. Music Person: On the Command March above, the Narrator starts the music “National Emblem Trio.” Music is stopped when Color Guard is in final position.

t. COT: Faces about salutes and says: “Ma’am THE COLORS ARE PRESENT.” Outgoing Battalion CDR returns the salute and directs “ASSUME YOUR POST”

u. COT: The COT executes order arms, faces to the right as in marching, and moves to a position two steps in front of the staff facing the formation.

v. COT: directs “BRING YOUR UNITS TO PRESENT ARMS”

w. The Battalion Colors dip during this salute. When all units are at present arms, the COT faces the reviewing party.

x. COT: commands himself/herself and his/her staff to “PRESENT, ARMS.”

y. Music Person: Plays “National Anthem” (Music Person starts music after staff is at present Arms) (Reviewing Party Salutes at first note of music and drops salute after last note)

z. COT: After National Anthem COT brings himself/herself and his/her staff to order arms. The COT faces the formation and directs “BRING YOUR UNITS TO ORDER ARMS AND PARADE REST”

aa. Narrator: “Ladies and Gentlemen, Please Take Your Seats” 1SG Dejager takes his seat as well.

bb. Reviewing Party: The reviewing party moves forward directly in front of the colors with outgoing commander on the right of MAJ Foss and incoming commander on his left. The outgoing commander positions herself four steps in front of the BN Colors; the old and new commanders then take one step forward and execute Facing movements so that they are facing each other.

cc. CSM: At the same time the Reviewing party moves forward the CSM moves in front and centered on the BN Colors facing the Reviewing Party.

dd. Narrator: The passing of the Organizational Colors marks the transition of command authority from then outgoing commander to the new commander. The Cadet Command Sergeant Major is the keeper of the battalion colors. He passes the colors to the outgoing commander who then passes them to the Senior Army Instructor who passes the colors to the New Commander.

ee. CSM: Does an about face and grasps the BN Colors from the Color Guard, Faces about and presents the BN Colors to the outgoing commander

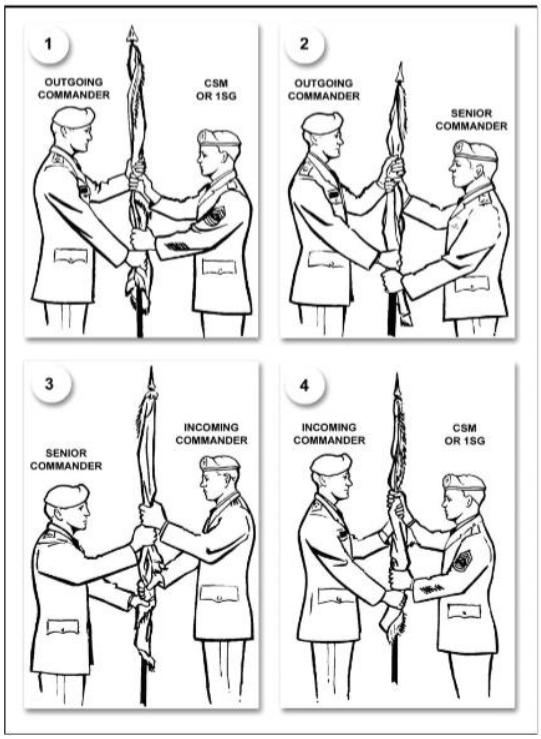
ff. Outgoing CDR: Grasps the BN Colors with left hand above his right hand. The outgoing commander passes the BN Colors to MAJ Foss.

gg. MAJ Foss: Grasps the BN Colors with his right hand above his left hand and, in turn, passes the organizational color to the new commander.

hh. Narrator: By Authority of Cadet Command Regulation 145-2 The Undersigned Assumes Command of the Titan Battalion Effective 7 May 2019, Signed Cadet Lieutenant Colonel_____.

ii. ii. New CDR: Grasps the BN Colors with left hand above his right hand. The incoming commander passes the organizational color to the command sergeant major.

jj. CSM: Grasps the BN Colors with his right hand above his left hand, faces about, hands BN Colors back to Color Guard. See Figure C-4 below for the correct procedure for passing the Titan Battalion Colors from the outgoing Battalion Commander to the new Battalion Commander.



C-4 Passing of Organizational Colors for Change of Command

kk. Reviewing Party/CSM: The CSM and the reviewing party return to their post/seats. Both commanders and MAJ Foss execute Facing movements facing back toward their original seats. As they return to their seats, the Outgoing and New Commander Swap positions behind the back of MAJ Foss.

ll. Narrator: introduces the senior commander; MAJ Foss, and he makes remarks (3 minutes maximum) and is seated.

mm. Narrator: introduces the outgoing commander, C/LTC _____who makes remarks (3 minutes maximum) and goes to his/her seat.

nn. Narrator: introduces the new commander, C/LTC _____ who makes remarks (1 minute maximum) and goes to his/her seat.

oo. COT: Directs "BRING YOUR UNITS TO ATTENTION."

pp. COT: Once all units are at attention, The COT commands "DETACHMENT, POST MARCH."

qq. Color Guard/ Staff: On the command of "Post" the color guard executes a reverse march and halts. The COT and staff execute a left face. The CSM will follow his/her unit color bearer during the reverse march.

rr. Color Guard/ Staff: On the command of "March"; the color guard moves back to its original position in the BN formation, executes a reverse march and halts.

ss. COT: As soon as the colors pass the COT position, he/she will command "LEFT FACE" and "FORWARD MARCH" and return with his/her staff to their original positions, centered on the floor. Once in position, the COT and his/her staff executes center face. The COT will remain facing the formation until the colors are back in line.

tt. COT commands "Pass in Review."

uu. Music Person: Starts the music "Invincible Eagle, National Emblem, National Spirit March, The Rifle Regiment, The Thunderer, Washington Grays, and/or Washington Post March" Play Music until last unit completes Pass in review and passes the reviewing party.

vv. CO CDRs: face to the right (in unison) when the COT directs "PASS IN REVIEW."

ww. COT: faces to his/her left.

xx. CO CDRs: Command Forward March and execute Right Turns in procession in column at the prescribed distance. All CO CDRs move into positions in the column and at the head of their companies before turning onto the reviewing line. Companies will maintain 12 steps between companies.

yy. COT and BN Staff: COT and his/her staff move forward and execute turning movements to arrive at a position 12 steps in front of HHC before turning onto the reviewing line.

zz. COT / CO CDRs: At the eye's right marker, the COT and each CO CDR will command "EYES, RIGHT" for himself/herself and his/her staff. Each cadet will turn their head and eyes to the right. At the ready front marker, the COT/CO CDRs will command "READY, FRONT."

aaa. Narrator: Announces COT, Staff, Color Guard and Each Company Commander and First Sergeant as they Pass the Reviewing Party. As Battalion Staff Passes Reviewing Stand "The BN Staff is led by the Commander of Troops for today's ceremony. Cadet Major_____. The BN S1 is Cadet Captain_____, the S2 is Cadet Captain_____, the S3 is Cadet Major_____, the S4 is Cadet Captain_____, the S5 is Cadet Captain_____. As Each Company Passes the Reviewing Party: Commanding Alpha Co is _____, Company First Sergeant is _____. Commanding Bravo Co is _____, Company First Sergeant is _____. As Color Guard Passes Reviewing Party: Commanding the Color Guard today is Cadet Command Sergeant Major _____. Continue Announcing Companies after Color Guard passes Reviewing Party: Commanding Charlie Co is _____, Company First Sergeant is _____ Commanding Delta Co is_____, Company First Sergeant is _____ Commanding Echo Co is _____, Company First Sergeant is

bbb. Narrator: "Ladies and Gentlemen, please rise for the playing of the Army Song" Music Person: Start playing "Army Song" BN Passes in Review and then Marches to the parking lot in front of JROTC Classroom or in Front of the Theater (If doing the Annual Awards Ceremony after the Change of Command). See Figure C-5 below for the proper execution of the Battalion Pass in Review.

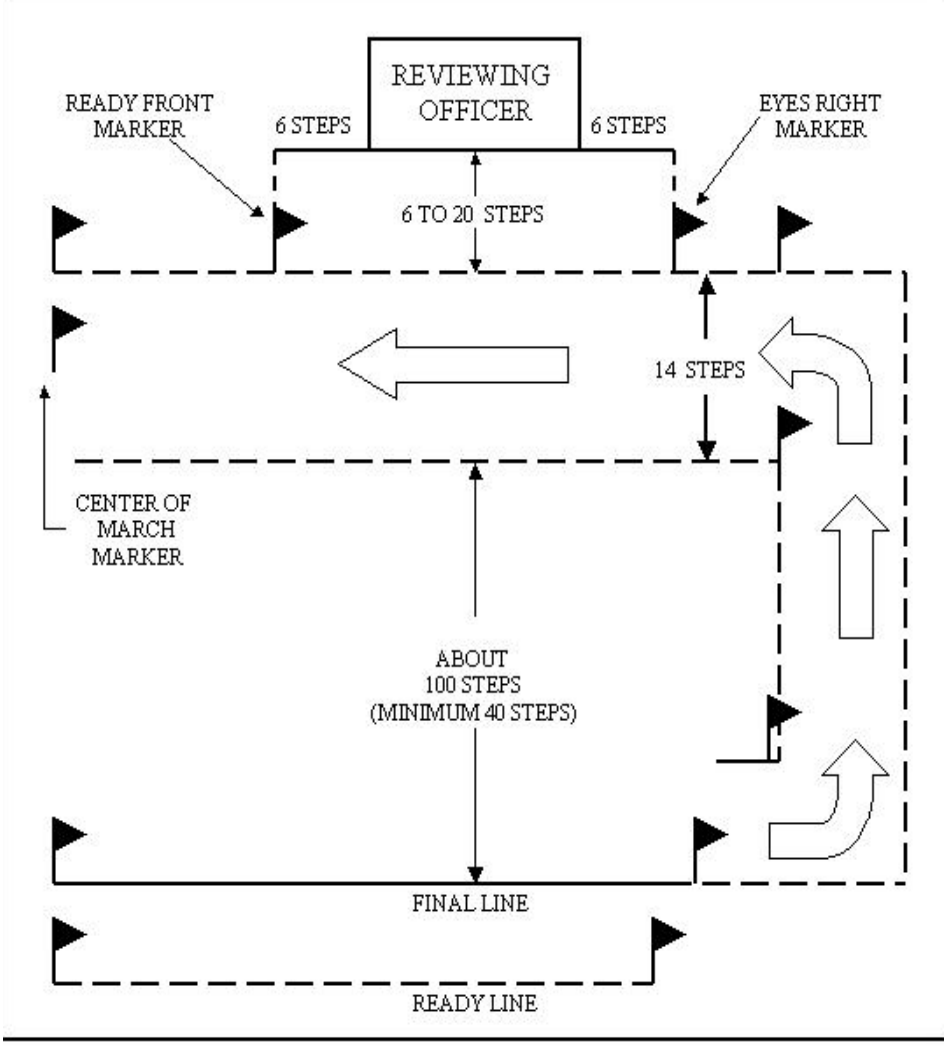


Figure C-5. Battalion Pass in Review

Narrator: "Ladies and Gentlemen this Concludes the Change of Command. (If Applicable) "We will start the Annual Golden Gate High School Awards Ceremony in the Theater after a brief break. Please enter the Theater and find a seat". After Pass in Review and short break, Cadets will enter the Theater and take seats in the predesignated area.

Appendix D: Titan Battalion Event Participation

D-1 Example of Participation Memo sent to Parents

DEPARTMENT OF THE ARMY
6th Brigade (JROTC)
Golden Gate High School JROTC
2925 Titan Way, Naples, FL 34116

GGHS-JROTC

19 November 2023

MEMORANDUM FOR Parents or Guardians of Golden Gate High School Army ROTC CADTES

SUBJECT: JROTC Voluntary Participation in Home Base SWFL Charity Golf Tournament

1. Golden Gate High School JROTC will be supporting the Home Base SWFL Charity Golf Tournament on Sunday, November 19* at Naples Lakes Country Club from 7:30 AM - 1:00 PM (0730 - 1300). The Address of Naples Lakes Country Club is 4784 Naples Lakes Blvd. Naples, FL 34112. Enter Main Gate off Collier Blvd. Cadets will be providing Color Guards at one opening ceremonies (One Golf Shotgun Starts), at 8:20 AM. Also, Cadets will be doing "Push-Ups for Dollars" to raise money for Home Base SWFL and our JROTC Program.

2. Home Base, founded in 2009, is a partnership of the Boston Red Sox Foundation and Massachusetts General Hospital, and has been breaking new ground, leading regional and national efforts with a multi-disciplinary team of experts working together to help Service Members, Veterans and their Families heal from the Invisible Wounds: traumatic brain injury (TBI), post-traumatic stress (PTS), and related conditions. The Southwest Florida arm of Home Base was created to empower local Veterans and Warriors to take control of their physical well-being, provide tools to help manage stress and provide a portal for more complex care for those in need of treatment for the Invisible Wounds.

3. Cadets can volunteer for the entire day (7:30 AM - 1:00 PM). Lunch will be provided by the JROTC program from 11:45 AM - 12:45 PM for all cadets. Please arrange to have your cadet dropped off at the appropriate time at the Naples Lakes Driving Range across from the Clubhouse and arrange to pick them up not later than 1:00 PM (1300) or after lunch if they are doing the morning shift.

4. Participation in this event will qualify the cadet for Community Service Hours and a JROTC Fundraising Ribbon. If the cadet volunteers for the entire day, they will qualify for the JROTC Community Service Ribbon.

5. The uniform for this event is JROTC Military Class A Uniform for Color Guard members, OCP Pants, boots, and Raider competition shirt for Raider participants, non-raider cadets will wear shorts and a JROTC shirt for "Push-Up for Dollars".

6. If you have any questions feel free to contact MAJ Foss at (619) 857-5641 or 1SG DeJager at (253) 442-3182.

WILLIAM FM FOSS
Major, U.S Army, Retired
Senior Army Instructor
Golden Gate High School

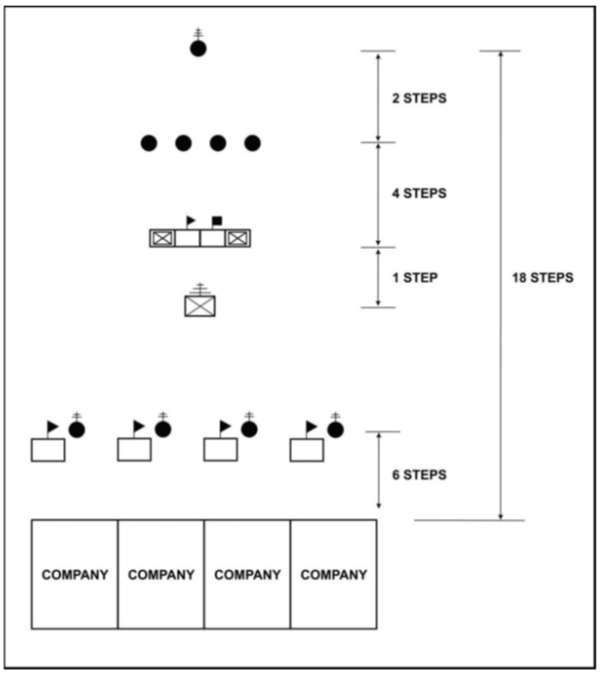


Figure D-1. BN in Mass Formation

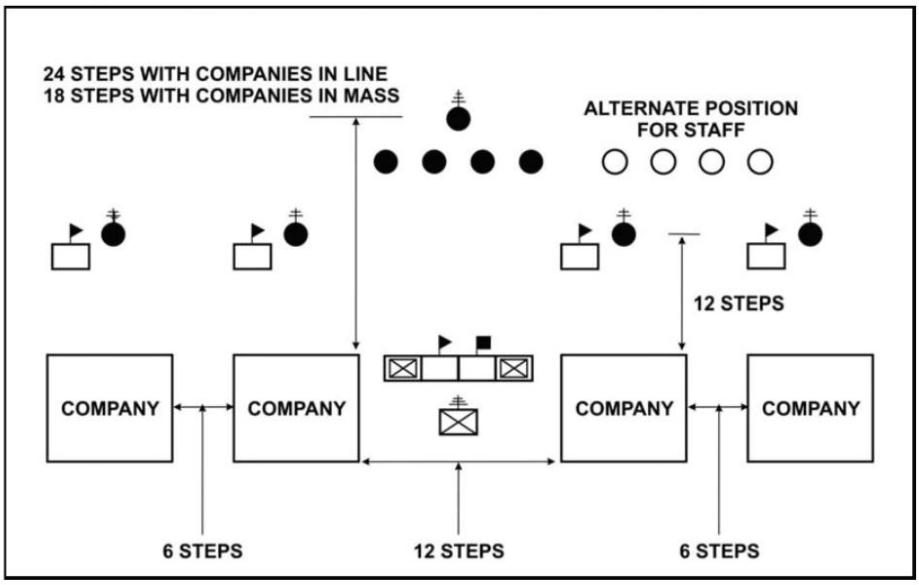


Figure D-2. BN in line with CO in line

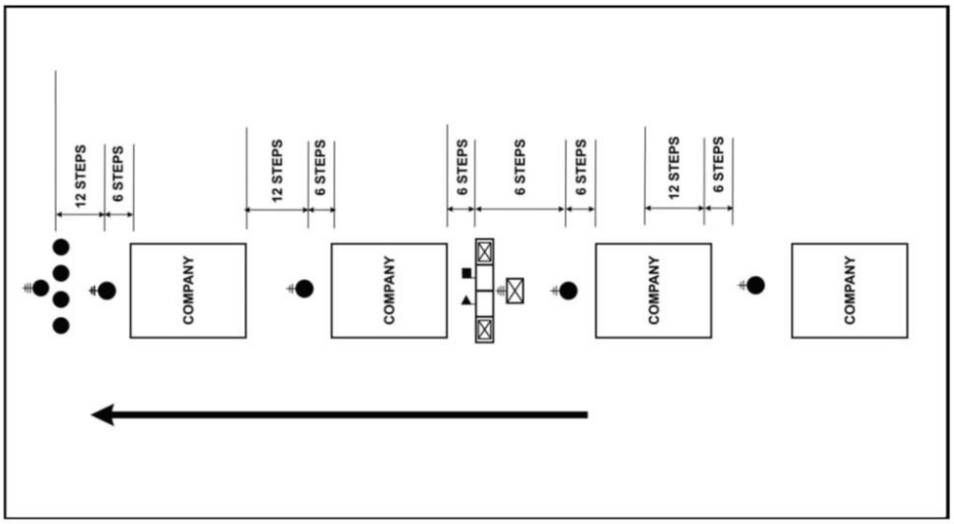


Figure D-3. BN in columns with companies in columns

Appendix E: Military Ball

All members of the JROTC are expected to attend. This is a formal dinner planned and executed by the Cadet Battalion Staff and it is typically held at the end of the Fall Semester. After the formal dinner with a Guest Speaker, a dance for all cadets and/or parents and instructors, which is less formal allowing the cadets to relax and have fun.

E-1. Sequence of Events

1700:	ARRIVAL / SOCIAL HOUR BEGINS
1745:	RECEIVING LINE BEGINS
1805:	OPENING OF THE BALL-ARRIVAL OF THE OFFICIAL PARTY
	POSTING OF COLORS (MARCH IN) NATIONAL ANTHEM INVOCATION
1815:	FORMAL TOASTS
1820:	FALLEN SOLDIER CEREMONY
1830:	SERVE FOOD/DINNER/JAZZ MUSIC
1945:	INTRO GUEST SPEAKER
1950:	GUEST SPEAKER
2000:	THANK GUEST SPEAKER
2005:	COIN PRESENTATION CEREMONY
2010:	CAKE CEREMONY
2020:	GROG BOWL
2040:	CLOSING REMARKS
2045:	RETIRING OF THE COLORS
2050 - 2230	DANCING
2230- 2300	STUDENT PICK-UP

E-2. Key Personnel

SENIOR ARMY INSTRUCTOR	MAJ FOSS	TABLE
ARMY INSTRUCTOR	1SG DEJAGER	TABLE

GUEST SPEAKER	_____	TABLE
GGH SCHOOL REP	_____	TABLE
NATIONAL ANTHEM	C/_____	TABLE
INVOCATION	C/_____	TABLE
CG CDR	C/ _____	TABLE
TOASTER #1 (US OF A)	C/ _____	TABLE
TOASTER #2 (CDR IN CHIEF)	C/ _____	TABLE
TOASTER #3 (US ARMY)	C/ _____	TABLE
TOASTER #4 (US CDT CMD)	C/ _____	TABLE
TOASTER #5 (TITAN BN)	C/_____	TABLE
TOASTER #6 (CLASS OF 2020	C/_____	TABLE
TOASTER #7 (FALLEN COMRADES)	1SG DEJAGER	TABLE
TOASTER #8 (THE LADIES)	MAJ FOSS	TABLE
BREW MASTER	C/ _____	TABLE
GROG NARRATOR	1SG DEJAGER	TABLE
GROG INGREDIENT #1 INGREDIENT NAME: SCHOOL	C/ _____	TABLE
GROG INGREDIENT #2 INGREDIENT NAME: RAIDER	C/ _____	TABLE
GROG INGREDIENT #3 INGREDIENT NAME: OPPONENT	C/_____	TABLE
GROG INGREDIENT #4 INGREDIENT NAME: DRILL	C/ _____	TABLE
GROG INGREDIENT #5		

INGREDIENT NAME: FEEDER C/ _____ TABLE

GROG INGREDIENT #6
INGREDIENT NAME: JLAB C/ _____ TABLE

GROG INGREDIENT #7
INGREDIENT NAME: PT C/_____ TABLE

GROG INGREDIENT #8
INGREDIENT NAME: FLORIDA C/_____ TABLE

GROG INGREDIENT #9
INGREDIENT NAME: TITAN BLOOD C/ _____ TABLE

GROG INGREDIENT #10
INGREDIENT NAME: SOCK C/_____ TABLE

YOUNGEST MEMBER C/_____ TABLE

E-3. JROTC Military Ball Example Script

1700-1745 HRS: ***GUESTS ASSEMBLE FOR SOCIAL HOUR AND / OR PICTURES.***

1745-1800 HRS: C/_____, C/_____, C/_____ & C/_____
START PUSHING GUEST INTO THE RECEIVING LINE.

1745-1805 HRS: **RECEIVING LINE**
1835 HRS: (XO) *DIRECTS MEMBERS OF THE BALL INTO THE DINING ROOM AND HAS THEM STAND BEHIND THEIR CHAIRS.*

GUESTS BEGIN TO MOVE INTO THE BALL AND REMAIN STANDING BEHIND THEIR RESPECTIVE SEATS.

1805 HRS: **OPENING OF THE BALL**
XO: *LADIES AND GENTLEMEN, PLEASE FIND YOUR TABLE AND STAND BEHIND YOUR SEAT, THE FORMAL PROGRAM WILL BEGIN SHORTLY. PLEASE MAKE SURE ANY CELLULAR DEVICES ARE SILENCED AT THIS TIME.*

CHECK WITH AI—EYE CONTACT
GOOD EVENING. I AM C/MAJ , YOUR MASTER OF CEREMONIES FOR THE EVENING. ON BEHALF OF THE TITAN BATTALION, I WOULD LIKE TO WELCOME YOU TO THE 16TH ANNUAL GOLDEN GATE HIGH SCHOOL JROTC MILITARY BALL. PLEASE REMAIN STANDING FOR THE POSTING OF THE COLORS, NATIONAL ANTHEM AND INVOCATION.

1810 HRS **POSTING OF THE COLORS**
XO: *THE COLOR GUARD FOR TONIGHT IS COMMANDED BY C/_____, AND IS CARRYING THE NATIONAL FLAG, THE STATE FLAG IS CARRIED BY C/_____, THE RIGHT RIFLE GUARD IS C/_____, AND THE LEFT RIFLE GUARD IS C/ ____*

CG CDR: *"REQUEST PERMISSION TO POST THE COLORS."*(MOVES TO FRONT OF HEAD TABLE).

MAJ*: "POST THE COLORS!"* (RETURNS SALUTE)

CG CDR: *"RIGHT FACE, FORWARD MARCH."*

(COLORS ARE POSTED AT FRONT/CENTERED ON STAGE AND FACE HEAD TABLE. AFTER INVOCATION POST COLORS AND THEN DEPART BALLROOM.)

XO: *C/_____ WILL NOW SING THE NATIONAL ANTHEM.*
CDTS MOVES FROM HER TABLE TO THE CENTER OF THE STAGE/CG.
CDT: *SINGS NATIONAL ANTHEM*
CADETS MOVES BACK TO THEIR TABLE.

XO: *C/_____WILL NOW LEAD US IN OUR INVOCATION.*
CDT MOVES TO THE PODIUM.

CDT: (PLEASE BOW YOUR HEADS) *HEAVENLY FATHER, WE ASK THAT YOU BLESS ALL WHO ARE PRESENT HERE TODAY, AND BLESS THE FOOD WE ARE ABOUT TO PARTAKE. BLESS AND SAFEGUARD ALL OUR SERVICE MEN AND WOMEN AS THEY PROTECT THIS GREAT NATION, HERE, AND AROUND THE WORLD. IN YOUR NAME, AMEN."*

1815 HRS: FORMAL TOASTS
XO: *AT THIS TIME, WE WILL CONDUCT A LONG-STANDING CEREMONY THAT HAS ENDURED FOR CENTURIES, THE TRADITIONAL TOASTS TO OUR COUNTRY, HONORED INDIVIDUALS, AND ORGANIZATIONS."*
NOTE: COORDINATE WITH TABLES TO ENSURE THAT ALL TABLES HAVE CHARGED GLASSES BY A MALE MEMBER AT EACH TABLE.
NOTE: FIRST TOASTER MUST PAUSE TO ENSURE THAT ALL GLASSES ARE CHARGED..... PAUSE.....

XO: *AT EVERY PLACE SETTING THERE IS A GLASS OF GINGER ALE FOR TOASTING. WOULD EVERYONE PLEASE ENSURE THEIR GLASS IS CHARGED AND PICK THEM UP IN THEIR RIGHT HAND. YOU WILL FIND THE APPROPRIATE RESPONSE TO EACH TOAST IN THE PROGRAM."*
ALL MEMBERS OF THE BALL SHOULD BE STANDING BEHIND THEIR CHAIRS WITH A CHARGED WINE GLASS HELD AT WAIST LEVEL.
MEMBERS OF THE BALL WILL REMAIN STANDING UNTIL ALL THE TOASTS ARE COMPLETED.

C/_____: *"LADIES AND GENTLEMEN, I PROPOSE A TOAST TO THE UNITED STATES OF AMERICA."*
ALL MEMBERS RESPOND WITH: *"TO THE UNITED STATES OF AMERICA."*
C/_____: *"LADIES AND GENTLEMEN, I PROPOSE A TOAST TO THE COMMANDER-IN-CHIEF."*
ALL MEMBERS RESPOND WITH: *"TO THE PRESIDENT."*
C/_____: *"LADIES AND GENTLEMEN, I PROPOSE A TOAST TO THE UNITED STATES ARMY."*
ALL MEMBERS RESPOND WITH: *"TO THE UNITED STATES ARMY."*
C/_____: *"LADIES AND GENTLEMEN, I PROPOSE A TOAST TO THE UNITED STATES ARMY CADET COMMAND."*

ALL MEMBERS RESPOND WITH: *"TO CADET COMMAND."*
C/_____: *"LADIES AND GENTLEMEN, I PROPOSE A TOAST TO THE TITAN BATTALION."*
ALL MEMBERS RESPOND WITH: *"TITANS HOOAH."*
C/_____: *"LADIES AND GENTLEMEN, I PROPOSE A TOAST TO CLASS 0F 2020."*
ALL MEMBERS RESPOND WITH: *"TO THE SENIORS."*
NOTE: THIS IS NOT THE FINAL TOAST!

1820 HRS: FALLEN SOLDIER CEREMONY
_____4 DESIGNATED PAX_____: DIMS LIGHTS
NOTE: TABLE IS SET UP AND PLACED EITHER NEAR THE OFFICIAL PARTY OR IN A PLACE OF HONOR WHERE EVERYONE CAN SEE IT. A DESCRIPTION OF THE TABLE IS GIVEN DURING THIS PART OF THE PROGRAM.

CUE: THE HOUSE LIGHTS ARE DIMMED, BUT NOT TURNED OUT. MC PODIUM LIGHT FADES.
XO: PREP YOU'RE CHARGED GLASS AT PODIUM: *"AS YOU ENTERED THE BANQUET HALL TONIGHT, YOU MAY HAVE NOTICED A SMALL TABLE IN A PLACE OF HONOR FRONT STAGE. IT IS SET FOR ONE. THIS MILITARY FORUM IS FILLED WITH SYMBOLISM. THIS TABLE IS OUR WAY OF SYMBOLIZING MEMBERS OF OUR PROFESSION OF ARMS THAT ARE MISSING FROM OUR MIDST. THEY ARE COMMONLY CALLED PRISONERS OF WAR, MISSING IN ACTION AND FALLEN COMRADES. WE CALL THEM 'BROTHERS AND SISTERS.'*

THEY ARE UNABLE TO BE WITH US THIS EVENING AND SO WE REMEMBER THEM BECAUSE OF THEIR SACRIFICE.

1SG DEJAGER: *THIS TABLE SET FOR ONE IS SMALL, SYMBOLIZING THE FRAILTY OF ONE SOLDIER ALONE AGAINST HIS ENEMIES.*
THE TABLECLOTH IS WHITE, SYMBOLIZING THE PURITY OF THEIR INTENTIONS TO THEIR COUNTRY'S CALL TO ARMS.
THE SINGLE YELLOW ROSE DISPLAYED IN A VASE REMINDS US OF THE FAMILIES AND LOVED ONES OF OUR COMRADES-IN-ARMS WHO KEEP FAITH AWAITING THEIR RETURN.

THE RED RIBBON TIED SO PROMINENTLY ON THE VASE IS REMINISCENT OF THE RED RIBBON WORN UPON THE LAPEL AND BREASTS OF THOUSANDS WHO BEAR WITNESS TO THEIR UNYIELDING DETERMINATION TO DEMAND PROPER ACCOUNTING OF OUR MISSING.

A SLICE OF LEMON IS ON THE PLATE TO REMIND US OF THEIR BITTER FATE.

SPILLED SALT IS ON THE PLATE TO REMIND US OF THE FAMILIES' TEARS AS THEY WAIT.

THE GLASS (BEHIND THE RED CANDLE) IS INVERTED; THEY CANNOT TOAST WITH US TONIGHT.

THE CHAIR LEANED UP AGAINST THE TABLE IS EMPTY TO REMIND US THEY ARE NOT HERE.

THE LIGHTING OF THE CANDLE SERVES TO REMIND US OF THE ULTIMATE SACRIFICE OF OUR FALLEN COMRADES."

DJ: BUGLER PLAYS TAPS.—ENSURE BOBBY HAS MUSIC

1SG: *"I PROPOSE A TOAST TO OUR FALLEN COMRADES."*

ALL MEMBERS RESPOND WITH: (NO RESPONSE, ONLY SILENCE)
NOTE: ROOM LIGHTS REMAIN DIM UNTIL "TAPS" IS COMPLETED. THE COLOR GUARD MEMBERS SLOWLY PRESENT, ARMS AT THE START AND ORDER, ARMS AT THE COMPLETION OF TAPS.
NOTE: COLOR GUARD MEMBER WILL EXTINGUISH THE CANDLE AND RETURN TO THE COLOR GUARD MEMBERS WILL THEN EXECUTE APPROPRIATE DRILL AND CEREMONIES MOVEMENTS AND THEN SLOWLY EXIT AND RETURN TO SEAT AFTER MOMENT OF SILENCE.

CUE: RETURN HOUSE LIGHTS TO NORMAL LEVEL.

XO: *GENTLEMEN AT THIS TIME PLEASE SEAT YOUR LADIES AND REMAIN STANDING. LADIES PLEASE WAIT UNTIL A GENTLEMAN HELPS YOU TO YOUR SEAT.*
MAJ FOSS*: "LADIES AND GENTLEMEN, I PROPOSE A TOAST TO THE LADIES."*
ALL MEMBERS RESPOND WITH: *"TO THE LADIES."*
XO: *"GENTLEMEN, PLEASE BE SEATED."*

(INTRODUCTION OF THE HEAD TABLE)
XO: *"WELCOME AGAIN TO THE GOLDEN GATE HIGH SCHOOL JROTC BALL. WE WILL BEGIN BY INTRODUCING THE DISTINGUISHED GUESTS. PLEASE WILL YOU STAND AS YOU ARE INTRODUCED.*
FIRST, OUR GUEST SPEAKER FOR THE EVENING,_____.

THE SENIOR ARMY INSTRUCTOR MAJOR (RETIRED) WILLIAM FOSS AND HIS WIFE KAREN.

THE ARMY INSTRUCTOR 1SG (RETIRED) CRAIG DEJAGER AND HIS WIFE GINA .

REPRESENTING GOLDEN GATE HIGH SCHOOL, OUR ASSISTANT PRINCIPAL, MS. SCHOLASTICA LEE AND HER GUEST JIM YODER.

THE TITAN BATTALION COMMANDER, C/LTC_____ AND HER DATE _____

THE TITAN BATTALION COMMAND SERGEANT MAJOR, C/CSM_____AND GUET_____

AND I AM THE TITAN BATTALION EXECUTIVE OFFICER, C/MJ_____ HERE WITH MY DATE _____

NEXT, I WOULD LIKE TO RECOGNIZE THE PARENTS, GUEST, TEACHERS THAT HAVE DEVOTED THEIR TIME AND EFFORTS TO GOLDEN GATE JROTC.

XO: *"WELCOME TO THIS MOST DISTINGUISHED OCCASION. THE MILITARY BALL IS A LONG-STANDING TRADITION ORIGINALLY PRACTICED IN MONASTERIES AND ADOPTED BY THE BRITISH MILITARY IN THEIR OFFICER'S BALL. MILITARY LEADERS HAVE RECOGNIZED OVER THE YEARS, THE EXTREME IMPORTANCE OF CAMARADERIE AND ITS SIGNIFICANCE TO UNIT EFFECTIVENESS. THE MILITARY BALL IS AN OPPORTUNITY FOR MILITARY MEMBERS TO MEET SOCIALLY, PARTAKE IN A SUMPTUOUS MEAL, HEAR DISTINGUISHED SPEAKERS, AND ENJOY OUTSTANDING ENTERTAINMENT. TONIGHT, WE WILL CONTINUE THIS TRADITION AND HOPE THAT YOU WILL BE CARRIED AWAY WITH THE SPIRIT OF THIS OCCASION. DINNER WILL NOW BE SERVED*

1830 HRS: DINNER
NOTE: WILL NEED TO COORDINATE WITH THE EVENT COORDINATOR OR HEAD STEWARD IN A CHEF HAT AND THEN WAITS FOR ACKNOWLEDGEMENT AND HAVE DINNER SERVED TO HEAD TABLE FIRST.

NOTE: XO INSTRUCTS THE BALL TO PARTAKE OF THE MEAL, STARTING WITH THE HEAD TABLE, THEN ALL OTHERS

DJ PLAYS LIGHT JAZZ MUSIC THROUGH DURATION OF DINNER

1945 HRS: INTRODUCTION OF GUEST SPEAKER
XO: LADIES AND GENTLEMEN, MAY I HAVE YOUR ATTENTION, PLEASE?
TONIGHTS DISTINGUISHED GUEST SPEAKER; _____

INSERT INTRODUCTION OF GUEST SPEAKER NARRATIVE HERE

PLEASE JOIN ME IN A WARM WELCOME FOR OUR GUEST SPEAKER _____

START CLAPPING
GUEST SPEAKERS SPEECH

1950-2000 HRS: GUEST SPEAKER SPEAKS
(MEAL COMPLETE/GUEST SPEAKER REMARKS COMPLETE)

2000-2005 HRS: PRESENT GUEST SPEAKER GIFT & FLOWERS
(CDTS SPONSORED WITH DRESSES) PHOTO OPPORTUNITY

XO: *"ON BEHALF OF THE TITAN BN", WE WOULD LIKE TO THANK YOU FOR YOUR WORDS OF WISDOM AND INSPIRATION. AT THIS TIME OUR TITAN BATTALION COMMANDER WOULD LIKE TO PRESENT YOU A TOKEN OF OUR GRADATUIDE"* (GIFT)

2005 HRS: COIN PRESENTATION CEREMONY

XO: CALLS C/_____, C/_____, AND C/_____FORWARD TO RECEIVE THEIR BLUE STAR MOTHERS COIN.

AT THE END OF PRESENTING FLOWERS, col WILL INTRODUCE MS. BARBARA SALKOW FROM BLUE STAR MOTHERS OF SWFL

2010 HRS: CAKE CUTTING CEREMONY

NARRATOR WILL ACKNOWLEDGE TRADITIONAL CAKE CUTTING CEREMONY. IN ADDITION, MAJOR AND 1SG WILL LINK UP NEAR CAKE CUTTING TABLE????
XO: *"MEMBERS OF THE BALL, MAY I HAVE YOUR ATTENTION. IT IS A TIME HONORED TRADITION THAT WE CONTINUE THE CEREMONY BY CUTTING THE CAKE; HOWEVER, I WOULD BE REMISS IN MY DUTIES IF I DO NOT FOLLOW TRADITION. IT IS CUSTOMARY THAT WE GIVE THE HONOR OF CUTTING THE CAKE TO THE GUEST SPEAKER AND THE YOUNGEST CADET IN THE BATTALION."*

XO: C/_____ *OUR YOUNGEST CADET IN THE TITAN BN WILL ASSIST <u>OUR HONORED GUEST</u>_____ _____ CUT THE BATTALION CAKE, WILL YOU NOW PLEASE BOTH APPROCH THE CAKE TABLE.*

PHOTO OPPORTUNITY

2020-2040 HRS: <u>GROG CEREMONY</u>

CSM STAYS WITH THE GROG BOWL AND ASSISTS WITH POURING, STIRRING, AND INTERACTING DURING THE GROG BOWL CEREMONY.

AI: *"FORMAL MILITARY DINNERS ARE A TRADITION IN ALL BRANCHES OF THE UNITED STATES ARMED SERVICES. IN THE AIR FORCE AND NAVY, IT IS THE DINING-IN; IN THE ARMY, THE MILITARY BALL; IN THE MARINE CORPS AND COAST GUARD, MESS NIGHT.*

AS WITH MOST ANCIENT TRADITIONS, THE ORIGIN OF THE DINING-IN IS NOT CLEAR. FORMAL DINNERS ARE ROOTED IN ANTIQUITY. FROM PRE-CHRIST ROMAN LEGIONS, TO SECOND CENTURY VIKING WARLORDS, TO KING ARTHUR'S KNIGHTS IN THE SIXTH CENTURY, FEASTS TO HONOR MILITARY VICTORIES AND INDIVIDUAL AND UNIT ACHIEVEMENTS HAVE BEEN A CUSTOM.

THE MILITARY BALL HAS SERVED THE ARMY WELL AS AN OCCASION FOR SOLDIERS TO MEET SOCIALLY AT A FORMAL MILITARY FUNCTION. IT ENHANCES THE ESPRIT DE CORPS OF UNITS, LIGHTENS THE LOAD OF DEMANDING DAY-TO-DAY WORK, GIVES THE COMMANDER AN OPPORTUNITY TO MEET SOCIALLY WITH HIS/HER CADETS, AND ENABLES LEADERS OF ALL RANKS TO CREATE BONDS OF FRIENDSHIP AND BETTER WORKING RELATIONS THROUGH AN ATMOSPHERE OF GOOD FELLOWSHIP.

ONE OF THE MOST TRADITIONAL PARTS HAS BEEN THE "GROG BOWL." THE HISTORY OF THE "GROG BOWL" HAS BECOME OBSCURED WITH TIME. IT IS THOUGHT THAT DURING THE YEARS OF THE WESTWARD EXPANSION, CAVALRY TROOPERS WOULD SHARE THEIR SPIRITS WITH ONE ANOTHER THEREBY ENSURING THAT ALL FELLOW TROOPERS HAD SOMETHING. THE SPIRITS USUALLY CONSISTED OF WHAT EVER AN INDIVIDUAL TROOPER'S TASTE WAS, AND THAT, WHEN MIXED WITH OTHER DRINKS, CREATED A POWERFUL DRINK KNOWN AS "GROG".

TODAY'S "GROG" CEREMONY IS MORE SYMBOLIC. IT ENCOMPASSES THE AGE OLD CUSTOM OF SHARING WITH THE HISTORY OF A UNIT. SINCE ITS INCEPTION, "GROG" HAS BECOME ENTRENCHED AS A GLORIOUS TRADITION AND IS ENJOYED BY ALL. IT HAS BEEN A LONG TIME SINCE WE HAVE PARTAKEN IN SUCH AN AFFAIR AND ABLE TO DRINK THE "GROG". IT IS A SUBSTANTIVE BREW OF PROVEN MEDICINAL VALUE. IT WILL CURE WHAT AILS YOU, OR ENSURE THAT YOU JUST SIMPLY DON'T CARE.

WE CARRY IT WITH US IN OUR CANTEENS TO WARD OFF THE SOUTHWEST FLORIDA COLD FRONTS. IN A PINCH, IT IS A SUFFICIENT WATER PROOFER FOR OUR EQUIPMENT AND HAS PROVEN TO BE SUPER EFFECTIVE AS BUG REPELLANT, LUBRICANT AND STEAK SAUCE, WITH THAT IN MIND HERE IS OUR GOLDEN GATE HIGH SCHOOL TITAN ARMY JROTC PUNCH BOWL CEREMONY:"

(GROG CONTRIBUTORS MOVE TO GROG BOWL AND RECEIVE THE MIKE AND THEIR INGREDIENT FROM THE CSM AND SPEAK AT THE GROG TABLE)

_____ (A CO 1SG): *"I WILL NOW POUR FROM A BUCKET RETRIEVED FROM THE GOLDEN GATE HIGH SCHOOL CONSTRUCTION SITE IN 2004. THE GROUND WAS BROKEN, SWAMP WATER WAS PUMPED OUT AND SAND WAS BROUGHT IN DUE TO EXCESS WATER. THESE CONTENTS ARE A UNIQUE BLEND OF SWAMP WATER AND SAND FILL. –POUR FROM ORANGE HOME DEPOT BUCKET BROWN SUGAR AND NAKED GREEN MACHINE AND BROWN SUGAR FROM PLATE*

_____ (RAIDER CPT*): "I WILL NOW POUR RAIDER BLOOD FROM A WARRIOR'S HELMET. GALLANTRY AND COMRADESHIP IN ARMS HAVE ENABLED OUR CORPS TO BUILD AND*

MAINTAIN A NAME FOR ITSELF. COUNTLESS CADETS HAVE TAKEN THE CHALLENGE OF JOINING THE RAIDER TEAM AND SUFFERED FROM BLISTERS ON THEIR FEET AND BLOODY FINGERS ON THE ROPE BRIDGE IN AN EFFORT TO CONSTANTLY CHALLENGE THEIR LIMITS – POUR THICK RED LIQUID FROM ACH HELMET

_____ (B CO 1SG*):" DUE TO ALL OF THE ATHLETIC EVENTS THE CADETS HAVE SUPPORTED I AM POURING THE SALTY TEARS OF DEFEAT COLLECTED FROM OUR OPPONENTS. GO TITANS" POUR LIME JUICE TEARS FROM TITAN HELMET*

_____(DRILL CPT*): "I WILL NOW POUR FROM A HONOR GUARD HELMET TO SYMBOLIZE THE RIGOROUS COMMITMENT OF THE DRILL TEAM, THEIR EXCELLENCE, PRECISION AND DEDICATION CONSTANTLY BRING GREAT CREDIT TO THE BATTALION. DUE TO THE LONG HOURS SPENT ON THE FIELDS IN THE BEATING DOWN SUN WE ADD GRASS CLIPPINGS AND SUN SCREEN POUR GRASS CLIPPING FROM CG HELMET AND SQUIRT/ POUR WHITE CREAMY LIQUID*

_____(C CO 1SG): *"DURING THIS PAST YEAR OUR CADET'S TRAVELED ACROSS COLLIER COUNTY SUPPORTING MANY VISION AND HEARING SCREENINGS RESULTING IN SAVING OUR COMMUNITY ALMOST A MILLION DOLLARS. FROM OUR TIME SPENT IN THE ELEMENTARY AND MIDDLE SCHOOLS WE ADD BOOGER'S AND GUM SCRAPED FROM UNDER THE ELEMENTARY AND MIDDLE SCHOOL CAFETERIA TABLES- FROM FLOWER BOWLS ADD GUMMY BITS AND GRAHAM CRACKERS AND PINK OOZE*

_____ (JLAB CPT*):"I WILL NOW POUR FROM TO SYMBOLIZE THE COUNTLESS HOURS SPENT STUDYING AND PLANNING FOR THE JROTC LEADERSHIP AND ACADEMIC BOWL. POUR ENERGY DRINK FROM CHEMISTRY FLASK*

_____ (D CO 1SG): *"THROUGHOUT THE YEAR WE WORK HARD AND PLAY HARDER, FOR THE INTENSE PHYSICAL TRAINING SESSIONS WE CONDUCTED WE ADD CADET'S SWEAT AND MUD FROM THE PLAYING FIELDS. WRING LEMON JUICE RAG FROM CLEAR BOWL TWICE THEN POUR BOWL AND SCRAP OREO CRUST MUD OFF PLATE.*

_____ (E CO 1SG): *"TO REPRESENT THE HIGH STANDARD'S OUR CADET'S LIVE BY." POUR ORANGE JUICE FROM PITCHER*

CSM: *I WILL NOW ADD THE FINAL INGREDIENT "TITAN BLOOD" WHICH WILL SERVE AS A CATALYST TO TIE OUR PUNCH TOGETHER. IT REPRESENTS ALL OF THE CADET'S; IT SERVES TO REMIND US OF OUR COMMON BOND AND THAT NO ONE ARM CAN DO IT ALL. WE MUST HAVE A TEAM ON THE FIELD OF BATTLE." POUR BLACK AND GOLD JUICE FROM PITCHER*

CSM: TAKES A LARGE SPOON, STIRS THE PUNCH, AND TAKES A SIP. *"THIS PUNCH IN NOT QUITE RIGHT. SOMETHING IS MISSING! WHAT HAVE WE FORGOTTEN?"*

NOTE: AT THIS MOMENT, THE MISSING INGREDIENT SOLDIER BARGES INTO THE DINING IN FROM OUTSIDE.

_____: *(PULLS AN OLD, DUSTY BLACK SOCK WITH BROWN SUGAR FROM A ZIPLOCK BAG IN HIS POCKET AND SAYS): "CSM, I HAVE TRAVELED THE WHOLE WORLD OVER, LOOKING FOR THAT MISSING INGREDIENT. I HAVE SEARCHED THE FIELDS OF AMERICA, THE BEACHES AT NORMANDY, THE ISLANDS IN THE PACIFIC, AND THE MOUNTAINS OF KOREA. I HAVE SCOURED THE RICE PADDIES OF VIETNAM, THE HILLS OF GRENADA, AND THE ISTHMUS OF PANAMA. I HAVE BEEN TO SUCH PLACES AS SOUTHWEST ASIA, SOMALIA, AND HAITI. I HAVE LOOKED LONG AND HARD. BUT THIS, THIS IS THE MISSING INGREDIENT. THIS GREEN SOCK REPRESENTS THE BASIC INDIVIDUAL CADET, WITHOUT WHOM NOTHING CAN BE ACCOMPLISHED."*

NOTE: MISSING INGREDIENT SOLDIER DROPS SOCK INTO THE PUNCH BOWL ONTO THE DRY ICE AND RETURNS TO THEIR SEAT.

NOTE: MR. VICE STIRS THE PUNCH ONE FINAL TIME.

CSM: *"MA'AM, I HAVE TASTED THIS CONCOCTION AND IT HAS BEEN FOUND (COUGH) FIT FOR CONSUMPTION.*

BC: *"EXCELLENT, FEEL FREE TO PARTAKE IN THE GROG IN AN ORDERLY MANNER.*

2040 HRS: **MAJ'S CLOSING REMARKS**

MAJ: (GIVES THANKS AND CLOSING COMMENTS)
CG: *Leave ballroom and standby for retiring the colors*
CLOSING OF THE BALL)

2045 HRS: **RETIRING OF COLORS**

XO: *"PLEASE RISE FOR THE CADET CREED, AND RETIRING OF THE COLORS."*
CG: *Enter ballroom.....*
XO: "CADET CREED

MAJ: "COLOR GUARD, POST."
(COLOR GUARD MOVES TO A PREDETERMINED POSITION IN FRONT OF HEAD TABLE.)
CG CDR: *"COL, REQUEST PERMISSION TO RETIRE THE COLORS."* (SALUTES AND REPORTS)

MAJ: *"RETIRE THE COLORS."* (RETURNS SALUTE)

CD CDR: *"RIGHT, FACE; FORWARD, MARCH"* (UPON COMMAND, THEY MOVE FORWARD AND POSITION THEMSELVES TO THEIR RESPECTIVE FLAG).

CG CDR: *"SECURES COLORS, RIGHT FACE, AND FORWARD MARCH"*.
(CG CDR THEN MARCHES THE DETAIL OUT OF THE DINING AREA).

BC: *AS THE TITAN BN CDR, I WOULD LIKE TO TAKE THIS OPPORTUNITY TO THANK YOU ALL FOR ATTENDING OUR JROTC BALL. I ESPECIALLY WANT TO THANK THE BN XO C/MAJ IRIDIAM RODRIGUEZ AND THE MILITARY BALL COMMITTEE FOR THEIR HARD WORK AND DEDICATION FOR THIS SUCCESSFUL EVENT. I SINCERELY HOPE YOU HAVE ENJOYED YOUR EVENING THUS FAR AND CONTINUE TO DO SO. REMEMBER CADETS AND GUEST, PLEASE STAY INSIDE THE BUILDING UNLESS YOU HAVE PERMISSION FROM THE INSTRUCTORS TO LEAVE. LET'S HAVE FUN AND KEEP IT CLEAN, NO DIRTY DANCING OR ANYTHING OUR INSTRUCTORS WOULDN'T DO, NOW LETS START DANCING.*

2059 HRS: **BALL CEREMONY OFFICIALLY CLOSES**

2100 HRS **DANCING STARTS…**

Appendix F: Titan Battalion Flag Detail

F-1. Intent

To ensure the Titan Battalion renders the proper courtesy and conducts flag detail according to regulation.

F-2. Responsibilities

a. Battalion Command Sergeant Major

1) Training and quality control of all flag details
2) establish a duty roster assigning each company specific weeks of responsibility.
3) Spots check all details.

b. Operations Sergeant Major's

Assist the CSM with training requirements and quality control.

c. Company First Sergeants

1) Ensure 100% of company is trained to standard.
2) Establish a duty roster.

d. Platoon Sergeants

1) Ensure 100% of Platoon is trained to standard.
2) conduct pre-execution back brief with detail (to ensure understanding of task)

F-3. Guidance

a. Flag detail will consist of 9 Cadet's. 1 NCOIC and 6 Cadet's

b. The NCOIC will march the detail to the flagpole conduct the raising/lowering, folding and march the detail back.

c. The US flag will be raised and lowered first then the state and school flag.

d. Flag Detail will consist of all PSG's and above until they have been trained and certified then the remaining Cadet's in the Battalion will be trained and certified.

F-4. BELOW IS SOME GENERAL ADDITION GUIDANCE PERTAINING TO FLAG DETAIL

a. https://www.youtube.com/watch?v=ZJUZQL6KsDU
https://www.youtube.com/watch?v=xnlgeABzbag

b. Generally, the flag detail consists of one NCOIC, two halyard pullers, and two to eight flag handlers. The purpose of the flag handlers is to ensure correct folding (unfolding) of the flag and to ensure that the flag does not touch the ground. Two flag handlers are needed when raising or lowering the storm flag; six handlers, for the post (medium) flag; and eight handlers, for the garrison (large) flag.

Members of the flag detail are equipped according to local standing operating procedure and letter of instructions. During the ceremony, the NCOIC inconspicuously gives the necessary commands or directives to ensure proper performance by the flag detail. On windy days, the NCOIC may assist the flag handlers to secure or fold the flag.

c. Reveille is the signal for the start of the official duty day. Because the time for the start of the duty day varies, the commander designates the specified time for reveille. If the commander desires, a reveille ceremony may accompany the raising of the flag. This ceremony takes place in the vicinity of the base flagstaff and is held after sunrise. In the unit area, reveille is normally held, using the line formation. This formation is used when a reveille ceremony is not held at the base flagstaff.

d. When practical, a detail consisting of an NCO and two junior enlisted hoists the flag. This detail should be armed with sidearms (if the special equipment of the guard includes sidearms).

e. The detail is formed in line with the NCO carrying the flag in the center. The detail is then marched to the flagstaff and halted, and the flag is attached to the halyards. The flag is always raised and lowered from the leeward side of the flagstaff. The two junior enlisted attend the halyards, taking a position facing the staff to hoist the flag without entangling the halyards. The NCO continues to hold the flag until it is hoisted clear of the grasp, taking particular care that no portion of the flag touches the ground. When the flag is clear of the grasp, the NCO comes to attention and executes present arms.

f. On the last note of the music or after the flag has been hoisted to the staff head, all members of the detail execute order arms on command of the senior member. The halyards are then secured to the cleat of the staff or, if appropriate, the flag is lowered to half-staff and the halyard secured. The detail is formed again and march.

Appendix G: Uniform Regulation Supplemental Instructions

G-1 Female Uniform Regulation Supplemental Instructions

a. Authorized Jewelry

1) Medical ID Bracelet
2) Wristwatch (G-shocks, Baby Gs, apple watches)
3) 1 ring per hand
4) Necklace are allowed but should be tucked inside white shirt and not shown.

b. Piercing

1) One earring PER EAR Must be a matching set. Circular shape. Can be Gold, sliver, diamond, or pearl.
2) No hoops.
3) No Industrial Bar.
4) No helix piercing.
5) No gauges.



c. Nails

1) Females will be allowed to wear acrylic nails or press on but nails will not exceed the length of ¼ inch as measured from the finger to the tip of the nail. Nails should always be clean and presentable.









d. Hair

1) Hair must be slicked back and lower enough for authorized helmets or berets to fit correctly.
2) Twist and braids are allowed in order to keep hair neat. Bun should not be too low that it touches the collar of the uniform.



Unauthorized Buns Examples:





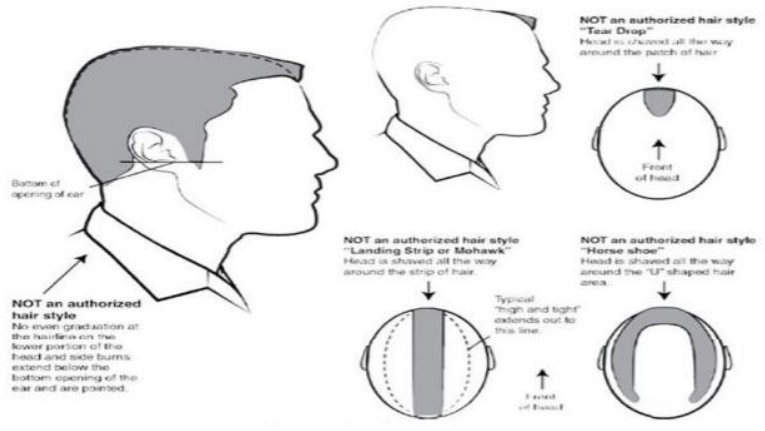
3) To add that some female cadets are unable to create a bun due to the length and/ or texture of their hair and allow them to place into a ponytail.



G-2. Male Uniform Regulation Supplemental Instructions

a. Hair

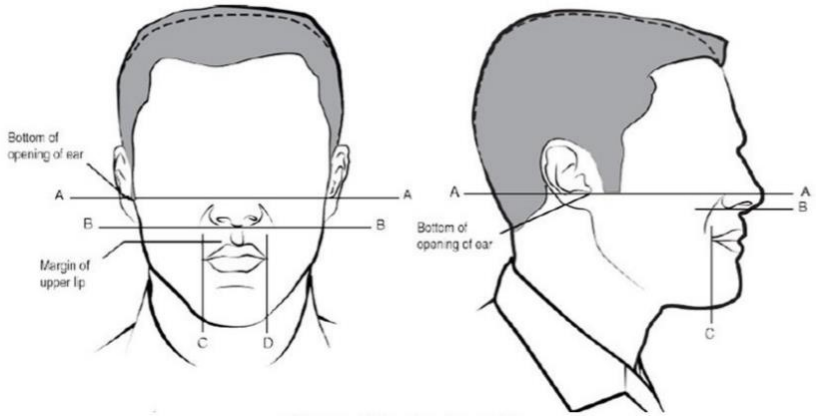
The hair on top of the head must be neatly groomed. The length and bulk of the hair may not be excessive and must present a neat and conservative appearance. The hair must present a tapered appearance. A tapered appearance is one where the outline of the Cadet's hair conforms to the shape of the head, curving inward to the natural termination point at the base of the neck. When hair is combed, it will not fall over the ears or eyebrows. It will not touch the collar, cut hair at the back of the neck. The block-cut fullness in the back is permitted to a moderate degree, as long as the tapered look is maintained. Hair that is clipped closely or shaved to the scalp is authorized. Haircuts with a single, untampered patch of hair on the top of the head (not consistent with natural hair loss) are considered eccentric and are not authorized. Examples include, but are not limited to, when the head is shaved around a strip of hair down the center of the head (mohawk), around a u-shaped hair area (horseshoe), or around a patch of hair on the front top of the head (tear drop). Hair that is completely shaved or trimmed closely to the scalp is authorized.



Prohibited Male Haircuts

b. Sideburns

Sideburns are hair grown in front of the ear and below the point where the top portion of the ear at-taches to the head. Sideburns will not extend below the bottom of the opening of the ear. Sideburns will not be styled to taper, flair, or come to a point. The length of the individual hairs of the sideburn will not exceed 1/8 inch when fully extended.



c. Facial Hair

Males will keep their face clean-shaven when in uniform, or in civilian clothes on duty. Mustaches are permitted. If worn, males will keep mustaches neatly trimmed, tapered, and tidy. Mustaches will not present a chopped off or bushy appearance, and no portion of the mustache will cover the upper lip line, extend sideways beyond a vertical line drawn upward from the corners of the mouth, or extend above a parallel line at the lowest portion of the nose. Handlebar mustaches, goatees, and beards are not authorized. If appropriate medical authority allows beard growth, the maximum length authorized for medical treatment must be specific.

ARMY JROTC

Motivating young people to be better citizens



name tags will be allowed on the back of the patrol cap

Wear of the ACU Coat / Trousers

- The coat is worn hook and looped and zipped.
- The coat has a hook and loop fasteners for wearing shoulder sleeve insignia, rank, JROTC patch, and school name tape.
- The mandarin collar will be normally worn in the down position.
- Cadets are authorized to wear the mandarin collar in the up position when weather conditions dictate the wear as prescribed by the SA/AI.
- The coat is normally worn outside the trousers, and the trousers are worn with a belt. The coat may also be worn inside the trousers when directed by the SA/AI. The coat will not extend below the top of the cargo pocket on the trousers and will not be higher than the bottom of the side pocket on the trousers.
- The elbow pouch with hook and loop closure for internal elbow pad inserts must be closed at all times.
- Sleeves will be worn down at all times, and not rolled or cuffed.
- The moisture wicking tan t-shirt or cotton t-shirt is worn underneath the coat and it is tucked inside the trousers at all times.
- Cadets will wear the trousers tucked into the top of the boots or bloused using the draw strings at the bottom of the trousers . When bloused, the trousers should not extend below the third eyelet from the top of the boot.
- The ACU is meant to fit loosely and comfortably. Alterations to hinder this is not authorized.
- Cadets will wear the ACU in accordance with CCR 145-2.
- Cadets will not wrap the trouser leg around the leg tightly enough to present a pegged appearance or insert any items inside the trouser leg to create a round appearance at the bottom of the trousar leg.

Wear of the ACU Headgear

- The ACU Patrol Cap will be the only headgear worn with the uniform.
- Cadets will wear the ACU Patrol Cap straight on the head so that the cap band creates a straight line around the head, parallel to the ground.
- The Patrol Cap will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. The cap is worn so that no hair is visible on the forehead beneath the cap. Sewn or pin on rank is worn on the ACU Patrol Cap.
- The Velcro area on the rear of the cap will remain blank at all times.

Wear of Desert / Optional Boots

- Black boots are NOT authorized for wear with the ACU.
- Army Combat Boots – (Hot Weather and temperate weather) made of tan rough side out cattle hide leather with a plain toe and tan rubber outsoles.
- The boots are laced diagonally with tan laces, with excess lace tucked into the top of the boot under the bloused trousers, or wrapped around the top side of the boot.
- Only boots with tan rubber outsoles are authorized for wear.

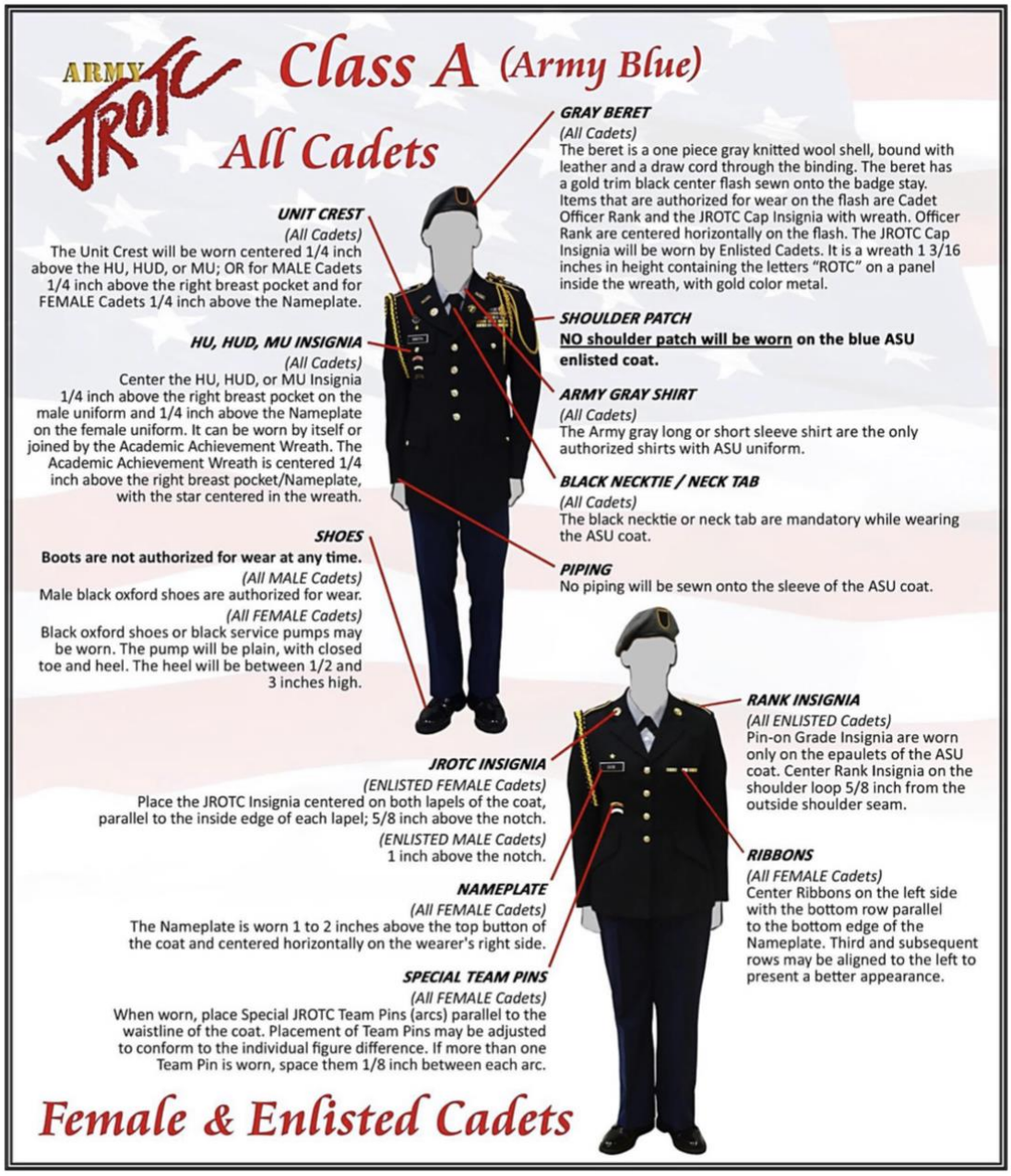
The ACU Care Policy

- Wash in cold water and mild detergent containing no optical brighteners or bleach. Tumble dry at low heat (not to exceed 130 degrees Fahrenheit).
- Remove immediately from the dryer and fold flat or place on a rustproof hanger to ensure heat from the dryer does not set wrinkles.
- To drip dry, remove from the washer/water and place on a rustproof hanger. Do not wring or twist. *

...DO NOT STARCH THE ARMY COMBAT UNIFORM UNDER ANY CIRCUMSTANCES. THE USE OF STARCH, SIZING, AND ANY PROCESS THAT INVOLVES DRY-CLEANING OR A STEAM PRESS WILL ADVERSELY AFFECT THE TREATMENTS AND DURABILITY OF THE UNIFORM AND IS NOT AUTHORIZED"

ACU MILPER MESSAGE, AMENDMENT TO AR 670-1


ARMY JROTC
Army JROTC ACU
Pin-on or Velcro
Rank on Front;
Nametag on Back
Patrol Cap
School Name
Nametape
Velcro Backing
JROTC Nametape
Velcro Backing
JROTC Unit
Patch Velcro
Backing
JROTC
Patch
Velcro
Backing
Rank Insignia
Velcro Backing
(Rank is worn vertically)
Combat Boots
(hot-weather
or temperate-
weather)


ARMY JROTC
Class A (Army Blue)
All Cadets
GRAY BERET
(All Cadets)
The beret is a one piece gray knitted wool shell, bound with leather and a draw cord through the binding. The beret has a gold trim black center flash sewn onto the badge stay. Items that are authorized for wear on the flash are Cadet Officer Rank and the JROTC Cap Insignia with wreath. Officer Rank are centered horizontally on the flash. The JROTC Cap Insignia will be worn by Enlisted Cadets. It is a wreath 1 3/16 inches in height containing the letters "ROTC" on a panel inside the wreath, with gold color metal.
UNIT CREST
(All Cadets)
The Unit Crest will be worn centered 1/4 inch above the HU, HUD, or MU; OR for MALE Cadets 1/4 inch above the right breast pocket and for FEMALE Cadets 1/4 inch above the Nameplate.
SHOULDER PATCH
NO shoulder patch will be worn on the blue ASU enlisted coat.
HU, HUD, MU INSIGNIA
(All Cadets)
Center the HU, HUD, or MU Insignia 1/4 inch above the right breast pocket on the male uniform and 1/4 inch above the Nameplate on the female uniform. It can be worn by itself or joined by the Academic Achievement Wreath. The Academic Achievement Wreath is centered 1/4 inch above the right breast pocket/Nameplate, with the star centered in the wreath.
ARMY GRAY SHIRT
(All Cadets)
The Army gray long or short sleeve shirt are the only authorized shirts with ASU uniform.
BLACK NECKTIE / NECK TAB
(All Cadets)
The black necktie or neck tab are mandatory while wearing the ASU coat.
SHOES
Boots are not authorized for wear at any time.
(All MALE Cadets)
Male black oxford shoes are authorized for wear.
(All FEMALE Cadets)
Black oxford shoes or black service pumps may be worn. The pump will be plain, with closed toe and heel. The heel will be between 1/2 and 3 inches high.
PIPING
No piping will be sewn onto the sleeve of the ASU coat.
RANK INSIGNIA
(All ENLISTED Cadets)
Pin-on Grade Insignia are worn only on the epaulets of the ASU coat. Center Rank Insignia on the shoulder loop 5/8 inch from the outside shoulder seam.
JROTC INSIGNIA
(ENLISTED FEMALE Cadets)
Place the JROTC Insignia centered on both lapels of the coat, parallel to the inside edge of each lapel; 5/8 inch above the notch.
(ENLISTED MALE Cadets)
1 inch above the notch.
RIBBONS
(All FEMALE Cadets)
Center Ribbons on the left side with the bottom row parallel to the bottom edge of the Nameplate. Third and subsequent rows may be aligned to the left to present a better appearance.
NAMEPLATE
(All FEMALE Cadets)
The Nameplate is worn 1 to 2 inches above the top button of the coat and centered horizontally on the wearer's right side.
SPECIAL TEAM PINS
(All FEMALE Cadets)
When worn, place Special JROTC Team Pins (arcs) parallel to the waistline of the coat. Placement of Team Pins may be adjusted to conform to the individual figure difference. If more than one Team Pin is worn, space them 1/8 inch between each arc.
Female & Enlisted Cadets

Class A (Army Blue)

Male Cadets & Cadet Officers



ROTC INSIGNIA

(MALE Cadet OFFICERS)
Place the ROTC Insignia 5/8 inch above the notch on both collars, with the centerline of the Insignia bisecting the notch and parallel to the inside edge of the lapel.

(FEMALE Cadet OFFICERS)
Place the ROTC Insignia 5/8 inch up from the collar and lapel seam, with the centerline of the insignia parallel to the inside edge of the lapel.

NAMEPLATE

(All MALE Cadets)
The Nameplate is worn centered left to right on the flap of the right breast pocket, and centered between the top of the button and the top of the pocket.

SPECIAL TEAM PINS

(All MALE Cadets)
When worn, center Special JROTC Team Pins (arcs) between the bottom of the pocket flap and the bottom of the pocket. If more than one Team Pin is worn, space them 1/8 inch between each arc.

RANK INSIGNIA

(All Cadet OFFICERS)
Pin-on Grade Insignia are worn only on the epaulets of the ASU coat. Center Rank Insignia on the shoulder loop 5/8 inch from the outside shoulder seam.

TORCH OF KNOWLEDGE INSIGNIA

(All Cadet OFFICERS)
Center Torch of Knowledge Insignia on both lapels 1 1/4 inches below the ROTC Insignia, with the centerline of the insignia bisecting the ROTC Insignia and parallel to the inside edge of the lapel.

RIBBONS

(All MALE Cadets)
Center Ribbons 1/8 inch above the top of pocket flap. Third and subsequent rows may be aligned to the left to present a better appearance.



Class B

(Army Blue)

Appendix H: Uniform Inspection Rubric and Grading Sheet

Company **Date**

GGHS Cadet In-Ranks Uniform Inspection Sheet

	Uniform and Personal Hygene (85 Ponts)						General Knowledge (15 PTS)			Total Score
	General Uniform Appearance (30 PTS)	White Tee Shirt (10 PTS)	Hair / Shave ---- Unauth Jewelry / Nails (20 PTS)	Awards & Decorations (10 PTS)	Belt / Buckle (5 PTS)	Socks / Shoes (10 PTS)	#1	#2	#3	100 Possible
OUTSTANDING (90-100) A	27-30 Points Uniform is pressed, clean & neat. No lint or pet hair is evident; Uniform is spotless.	9-10 PTS Servicable White Tee Shirts with No Logo	18-20 PTS Hair and Female Bun IAW Regs, neat, well groomed, Males clean shaven. No excessive makeup. No excessive jewelry or Nails non-natural length or colors	9-10 PTS Wearing all authorized awards and decorations correctly. If no Awards Auth, All required uniform items are present	5 PTS Belt is worn properly and cotrrect length Buckle is shined.	9-10 PTS Blacks socks with no Logo; shoes shined and free of smudges, dust & mud	5 PTS Ques Corr	5 PTS Ques Corr	5 PTS Ques Corr	
EXCELLENT (80-89) B	24-26 Points Uniform is neat and clean, pressing is evident, but there is some wrinkles from normal daily wear.	8-PTS White Tee Shirt with No Logo but strecched colar or V Neck	14-15 PTS Hair mostly neat, well groomed. Males clean shaven. No excessive makeup. One Unauthorized piece of Jewelry, Nails IAW Regs	8 PTS Wearing most of their awards and decorations correctly, or is missing one uniform item	4 PTS Belt is worn properly and correct length Buckle is not shined	8 PTS Blacks socks with no Logo; shoes clean but some dust or smudges	3 PTS Partial Answer	3 PTS Partial Answer	3 PTS Partial Answer	
SATISFACTORY (70-79) C	21-25 Points Uniform is slightly wrinkled from long wear or from last inspection. Pressing is not evident.	7 PTS White Tee Shirt with Stretched Colar or V-Neck, Dirty or has Logo	9-10 PTS Multiple issues with Hair or Not Clean Shaven Two Unauthorized pieces of Jewelry or Nails not IAW Regs	7 PTS Wearing some of their awards and decorations correctly or missing two uniform items	3 PTS Belt is backwards, or wrong length but buckle is shined	7 PTS Blacks socks with a Logo; shoes have some dirt, dust and/or smudges	2 PTS understands concept	2 PTS understands concept	2 PTS understands concept	
BORDERLINE (60-69%) D	18-20 Points Uniform is unkempt, soiled and spotted. Cadet's appearance is in violation of, Cadet Command, JROTC policies.	1-6 PTS Tee Shirt Wrong Type and/or Color	4-5 PTS Hair & Shaving or make-up in violation of, JROTC or school policies. Two or more pieces of Jewelry and/ or Nails not IAW Regs	1-6 PTS No authorized awards or decorations on uniform. Or missing more than two uniform items	1-2 PTS Belt is backwards, or wrong length and buckle not shined	1-5 PTS No Black Socks; shoes are dirty	1 PT knows where to find answer	1 PT knows where to find answer	1 PT knows where to find answer	
FAIL	0 Points Cadet not in Uniform	0 Points Cadet not in Uniform or no Tee Shirt	0 Points Cadet not in Uniform	0 Points Cadet not in Uniform	0 Points Cadet not in Uniform or no Belt	0 Points Cadet not in Uniform or no Shoes	0 PTS Wrong Ans	0 PTS Wrong Ans	0 PTS Wrong Ans	

Company **Date**

Cadet Name	Uniform and Personal Hygene (85 Ponts)						General Knowledge (15 PTS) (5 PTS Per Ques)			Total Score
	General Uniform Appearance (30 PTS)	White Tee Shirt (10 PTS)	Hair / Shave ---- Unauth Jewelry / Nails (20 PTS)	Awards & Decorations (10 PTS)	Belt / Buckle (5 PTS)	Socks / Shoes (10 PTS)	#1	#2	#3	100 Possible

Appendix I: Promotion and Rank Requirements

a. Ranks by Duty Positions.

1) The Cadet Battalion is organized similar to a regular U.S. Army Battalion and the cadet ranks for leadership positions will be similar to those used in Army battalions.

2) The Battalion Command Group Ranks will be:

a) Battalion Commander - Cadet Lieutenant Colonel
b) Battalion Executive Officer - Cadet Major
c) Battalion Command Sergeant Major - Cadet Command Sergeant Major

3) The Battalion Staff minimum and maximum ranks will be:

a) S1 - Cadet Second Lieutenant to Captain
b) S2 - Cadet Second Lieutenant to Captain
c) S3 - Cadet Captain to Major
d) S4 - Cadet Second Lieutenant to Captain
e) S5 - Cadet Second Lieutenant to Captain
f) S6 - Cadet Second Lieutenant to Captain
g) Appropriate staff assistants as deemed necessary commensurate with responsibility but will not outrank the Primary Staff Officer (Cadet PFC to Cadet Captain).

4) Company minimum and maximum ranks will be:

a) Company Commander - Cadet Second Lieutenant to Captain
b) Company Executive Officer – Cadet Second Lieutenant to First Lieutenant
c) Company First Sergeant - Cadet Sergeant First Class to First Sergeant
d) Platoon Leaders - Cadet Second Lieutenant to First Lieutenant
e) Platoon Sergeants – Cadet Sergeant to Sergeant First Class
f) Squad Leaders - Cadet Corporal to Staff Sergeant
g) Staff Company Representatives (S1-S6 Reps) – Cadet Private E1 to Sergeant

b. Students enroll in JROTC as Cadet Private (E1). The general pattern of promotion for a cadet in good standing is as follows. SAI or AI may grant an exception when a cadet is selected to fill one of the duty positions above before attaining the minimum rank required for that position on case by case basis:

LET 1 (first year) - Cadet to Cadet Sergeant
LET 2 (second year) - Cadet Corporal to Cadet First Sergeant
LET 3 (third year) - Cadet Master Sergeant to Cadet Captain
LET 4 (fourth year) - Cadet Sergeant Major or Command Sergeant Major, or Cadet Captain to Lieutenant Colonel

c. Criteria for Promotions:

1) Possess high qualities of leadership and high moral character.

2) Exhibit definite aptitude for and interest in the JROTC program.

3) Be in good standing in the school.

4) Have at least a ‘C’ average in all their classes.

5) Be recommended by their chain of command and have concurrence of Cadet Battalion Commander and AI or SAI. SAI will have the final approval.

6) Does not have any suspensions in the current term.

7) Pass all weekly uniform inspections

8) Have no more than 10 demerits

9) Honored all commitments made

10) Meet the following promotion requirements listed below for the rank to be promoted including passing the appropriate promotion board written test for the rank desired as well as the hands on testing and pass the Promotion Board if required.

11) All officers will be selected and promoted by the AI or SAI. Cadets in the chain of command may recommend cadets for officer positions at any time directly to the AI and SAI. Officers may have to attend an interview with the SAI / AI and/or a Promotion validation board.

d. Promotions and selection for leadership positions will normally occur at the beginning of each term.

e. Promotions and presentation of new rank will be made on uniform days if possible or at other formal ceremonies / events.

f. Any Cadet in the Chain of Command or on Battalion Staff may Recommend a Cadet for a meritorious Promotion or Demotion due to poor duty performance or misconduct (numerous Demerits, ISS OSS etc.) using the form below. All promotion requirements outlined in this SOP and below must also be met before the effective date of promotion (Exceptions may be granted by the SAI / AI).

PROMOTION / DEMOTION REOUEST FORM

Cadets can recommend any cadet under their chain of command/authority for promotion. The Company Commanders or Battalion Commander may also recommend cadets for promotion or demotion. Battalion Staff Officers may only recommend cadets on the battalion staff for promotion. Care will be taken to not promote above authorized ranks for a position as outlined above. The Senior Army Instructor/Army Instructor is the final approving authority for all promotions and demotions.

INSTRUCTIONS: The Recommending Official (Any cadet in the chain-of-command) will complete this form and give it to the next Recommending Official as indicated for his/her initials. Company Commanders may only recommend cadets in his/her company for promotions, and the Battalion Staff may only recommend cadets on the battalion staff for promotion. Once all required initials are obtained, the form will be submitted to the Senior Army Instructor/Army Instructor for final approval/disapproval. If disapproved, the Senior Army Instructor/ Army Instructor will provide comments and return the form to the Recommending Official. If approved, the Senior Army Instructor will submit the form to the S-1 for the promotion to be entered into JUMS. The S-1 will then return the form to the Recommending Official who will notify the cadet of the status. If a promotion or demotion is approved, the S4 or Company S4 Rep will issue the new rank to the Company Commander.

ACTION (circle one): PROMOTION DEMOTION

Cadet's Current Rank: _____ Cadet's Current Position:__ _____

Recommended Rank: _____

Cadet's Name: _____

Reason for Promotion/Demotion (required):

Recommending Official:

Did you check Demerits/Merits; check participation; uniform and PT grades; attendance? YES / NO (Circle one)

(Rank/Name/Position):_____Date Checked:_____

Company Commander: (circle one) APPROVED DISAPPROVED

Did you check Demerits/Merits; check participation; uniform and PT grades; attendance? YES / NO (Circle one)

Signature:_____ Date Checked:_____

BN CDR (Officers) or CSM (Enlisted): (circle one) APPROVED DISAPPROVED

Signature:_____

SAI/AI Comments on Reverse APPROVED DISAPPROVED

Signature:_____

S-1 Action Completed and entered in JUMS: Initials_____ Date Entered:_____

g. **PROMOTION REQUIREMENTS**

Enlisted Ranks

Cadet Private
(C/PVT E2)



Requirements:

- Pass Written Test for Rank
- Must able to recite Cadet Creed from memory
- Must be able to pass Cadet Rank Quiz
- Must be able to perform Basic Stationary Drill Movements
- 70% or above on uniform inspections
- C or above course average in JROTC (grades)
- One school activity or community service per semester
- Sets the example at all times
- Good attitude, bearing and performance

Cadet Private
First Class
(C/PFC)



Requirements:

- All of above plus:
- Pass Written Test for Rank
- Must have 80% or above on uniform inspections
- B or above average in JROTC (grades)

Cadet
Corporal
(C/CPL)



Requirements:

- All of above plus:
- Pass Written Test for Rank
- Recommended by Platoon Sergeant or above
- Must be able to pass the squad drill (unarmed) practical exam
- Demonstrate how to properly fold the U. S. Flag

Cadet Sergeant (C/SGT)



Requirements:

- All of above plus:
- Pass Written Test for Rank
- 90% or above on uniform average
- 85% or above course average in JROTC
- Can conduct PT by the book
- Can Perform duties as a member of a Color Guard

Cadet Staff Sergeant (C/SSG)



Requirements:

- All of above plus:
- Pass Written Test for Rank
- Should be a LET 2 or Above
- Above average demonstrated leadership
- A average in JROTC and C average or above in all classes
- Able to Command a Platoon in basic unarmed drill

Cadet Sergeant First Class (C/SFC)



Requirements:

- All of above plus:
- Must be at Least a LET 2A
- Pass Written Test for Rank
- Recommended by Cadet Promotion Board
- Demonstrate thorough knowledge of Preparing PLT/CO for inspection
- Able to march a platoon
- Participate in at least 1 Color Guard Event
- Excellent attitude, bearing and performance

Cadet Master Sergeant (C/MSG)



Requirements:

- All of above plus:
- Must be at least a LET 2
- Must have served as a Squad Leader or Platoon Sergeant for at least one term
- Pass Written Test for Rank
- Recommended by Cadet Promotion Board
- Must be an expert in one staff area (S1, S2, S3, S4, S5, S6)

Cadet First Sergeant (C/1SG)



Requirements:

- All of above Plus:
- Exceptional Leadership Potential
- Pass Written Test for Rank
- Must Pass Promotion Board
- Must Demonstrate Exceptional Proficiency in Platoon Drill
- Must be at Least a LET 2 or Above

Selected by AI or SAI

Cadet Sergeant Major (C/SGM)



Requirements:

- All of above plus:
- Must be a at least a LET 3
- Exceptional leadership potential
- Must have at least two years on Drill Team and / or Color Guard
- Must be an expert in Armed and Unarmed Drill, and Color Guard
- Recommended by Battalion Commander and AI
- Approved by SAI

Cadet Command Sergeant Major (C/CSM)



Requirements:

- All of above plus:
- Must be a at least a LET 3A
- Exceptional leadership potential
- Must have at least two terms on Drill Team and Color Guard
- Must be an expert in Armed and Unarmed Drill, and Color Guard
- Recommended by Battalion Commander and AI
- Approved by SAI

OFFICER RANKS

Requirements:

Cadet Second Lieutenant (2LT)



- Must be at least LET 2
- Must be proficient in Platoon Drill
- Must have at least B Average in JROTC
- Selected and Approved by AI/SAI

Requirements:

Cadet First Lieutenant (1LT)



- Same as above plus:
- Must be proficient in Color Guard, Drill or Raider
- Selected and Approved by AI/SAI

Cadet Captain (CPT)



Requirements:

- All of above plus:
- Recommended by Battalion Commander
- Demonstrated proficiency in Company Drill
- Excellent understanding of JUMS, administrative, security, operations, supply, computers or public affairs.
- Selected and Approved by AI/SAI

OFFICER RANKS

Cadet Major (MAJ)



Requirements:

- All of above plus:
- Must be at least a LET 3
- Superior proficiency in all aspects of battalion operations and administration
- Selected and Approved by AI/SAI

Cadet Lieutenant Colonel (LTC)



Requirements:

- All of above plus:
- Must be in the top 10% of all cadets in terms of JROTC participation, knowledge, and proficiency in Drill, Color Guard, Raider, physical fitness, demonstrated leadership, and motivation.
- Must Interview with SAI and AI for possible selection

Appendix J: Honor Company Requirements and Scoring

J-1. Purpose: To establish the program and system for designating an Honor Company at the end of the year.

J-2. Procedure:

a. Designation of an HONOR COMPANY at the end of each school year will be based on accomplishments of the unit and individuals within the unit. Listed below are the unit and individual subject areas which will be evaluated every year. Points will be assigned/deducted for successes and failures in the areas as a minimum:

1) **Average Merits / Demerits Per Cadet** (OSS and ISS will be counted as 5 Demerits for each occurrence). (i.e.. 125 Merits – 75 Demerits = 50 / 25 Cadets = 2.0 Points)

2) **SMART Cadet Portfolio Completion** expressed as percent of Cadets with 100% of required documents uploaded in their SMART Cadet Portfolio multiplied by a weighting factor of 5 or more. (i.e. .85 x 5 = 4.25 Points)

3) **Uniform Inspection** expressed as average grade for all cadets in CO for entire year expressed as Grade divided by 20 (i.e.. 95% / 20 = 4.75 Points)

4) **JPA or Practice JPA Inspection Participation** expressed as percent of Cadets that actually participated in either JPA CIP Brief, SLP Brief, Color Guard, Drill Evaluations, and / or Cadet Portfolio Inspection multiplied by a weighting factor of 5 or more. Cadets can be counted more than once if they participated in more than one JPA Inspection Event (i.e. .1.12 x 5 = 5.6 Points)

5) **Fund Raising** expressed as average amount of money raised per Cadet with Companies ranked 5 to 1 with 5 being the most raised per cadet or 0 if no money raised (i.e.. B CO raised more per cadet than any other Company, they get 5 Points, A CO raised no money, they get 0 Points).

6) **Color Guard** expressed as the grade the CO attains for the Annual CO Color Guard Competition divided by 20 and multiplied by a factor giving smaller companies a higher score (i.e.. 90% / 20 = 4.5 (1 - class size percentage (14.67%))= 3.84 Points).

7) **Unarmed Platoon** expressed as the grade the CO attains for the Annual CO Platoon Drill Competition divided by 20 and multiplied by a factor giving larger companies a higher score (i.e.. 90% / 20 = 4.5 (1 + class size percentage (18.67%))= 3.84 Points). This also makes Unarmed Platoon a slightly higher overall grade than Color Guard.

8) **JROTC Team Participation** expressed as percent of Cadets that actually participated in a Co-Curricular JROTC Team including but not limited to Drill, Color Guard, Raider, JLAB, Sea Perch, multiplied by a weighting factor of 5 or more. Cadets can be counted more than once if they participated in more than one team (i.e. .1.62 x 5 = 8.1 Points).

9) **Average GPA (Weighted)** expressed as the average weighted GPA of all cadets in the Company on a 4.0 Scale.

b. The **Total** of all scores will be added up to determine the HONOR COMPANY for the School Year. The average Points per cadet will also be calculated for possible further recognition of cadets or Companies that have the most cadet participation despite not necessarily getting the highest overall score.

c. Below are additional categories of accomplishments that may be added to the HONOR COMPANY Scoring as determined by the Cadet Staff and approved by the SAI / AI each year:

1) **Military Ball Participation** expressed as percent of Cadets that actually attend the Military Ball multiplied by a weighting factor of 5 or more.

2) **Event Participation** expressed as the total number of events attended by Cadet ranked from 5 Points to 1 Point with 5 Points for the Company with the most events and 1 Point for the Company with the lowest number of events.

3) **Community Support Hours** expressed as average hours per Cadet divided by 20 (i.e.. 44 hours / 20 = 2.2 Points).

4) **Cadet Challenge** expressed as average cadet challenge score % for the company divided by 100 (i.e.. 350% / 100 = 3.5 Points) (at least 90% of eligible cadets must participate and complete all 5 events)

J-3. Honor Company Streamer. A Guidon Streamer depicting the HONOR COMPANY will be ceremoniously placed on the winning Company's Guidon at the End of Year Award Ceremony and will remain on the Guidon for the next School Year until the next year's End of Year Award Ceremony. The streamer will read "HONOR COMPANY."

J-4 Honor Company Ribbon, The Honor Company Ribbon (N 3-13) will be awarded to all HONOR COMPNY Cadets in good standing. The HONOR COMPANY Commander and 1SG may also be recognized at the JROTC End of Year Awards Ceremony with additional awards.

J-5. Responsibilities:

a. The Battalion Executive Officer has overall supervisory responsibility for the execution of this program.

b. Staff Officers and Company Commanders are responsible for providing data and statistics within their own area of responsibility to the Battalion Executive Officer to enable him or her to formulate and complete the information to be placed on the appropriate Score Spreadsheet / Charts. Below is an Example of a completed HONOR COMPANY Score Sheet with the appropriate calculations. See SAI or AI for the Excel Spreadsheet.

Bn Honor Company Calculations

	Merit / Demerits	Smart Cadet Completion	Uniform Inspection	JPA Participation	Fundraising (5-1) (5 Highest)	Color Guard	Unarmed Platoon	Team Participation	Average GPA (Weighted	TOTAL POINTS	Average PTs per Cadet	Rank Order
A Co.	2.73	4.09	5.00	5.00	2.00	4.60	3.80	10.00	3.75	40.97	3.72	
B Co.	-1.43	4.29	4.75	2.14	3.00	5.00	3.80	5.00	2.50	29.05	4.15	
C Co.	0.87	4.35	4.60	2.17	1.00	4.75	4.10	6.52	3.20	31.56	1.37	
D Co.	2.50	3.75	4.50	2.50	5.00	4.80	4.70	5.00	3.45	36.20	1.81	
E Co.	14.29	2.50	4.45	2.50	4.00	4.95	4.60	7.50	2.87	47.66	3.40	

Co Size	Bn Size	%
11	75	14.67%
7	75	9.33%
23	75	30.67%
20	75	26.67%
14	75	18.67%

Company	Merits - Demerits	# 100% Complete with SMART Port.	Avg Uniform Grade	# Cadets that Participated	Amount Raised/ Per Cadet	Grade for Company Color Guard Eval	Grade for Unarmed Platoon Eval	Teams Participated in By Cadet
A Co.	30	9	100	11	30	92	76	22
B Co.	-10	6	95	3	45	100	76	7
C Co.	20	20	92	10	20	95	82	30
D Co.	50	15	90	10	85	96	94	20
E Co.	200	7	89	7	80	99	92	21