

**SPRING HIGH SCHOOL  
NJROTC UNIT**



**CADET  
GUIDEBOOK**

**September 2020**

# **FOREWORD**

Welcome to the Spring High School NJROTC Unit. Each member of the NJROTC Cadet Corps is responsible for the success of the program. Without your contributions the Unit cannot be the best in the nation. Be proud! Your performance and successes over this school year and your years at Spring High School will set the tone for future Cadets.

This Cadet guidebook will give you guidance on **our** program here at Spring High School. It will aid you in preparing for positions of leadership by stressing habits of orderliness, self-reliance, responsibility, discipline and pride. Remember that you are part of a great team. Each of you is a key component of the **Spring High School NJROTC TEAM and the REGIMENT/BATTALION.**

# **Section I. NAVAL JUNIOR RESERVE OFFICER TRAINING CORPS PROGRAM (NJROTC)**

**101. AUTHORIZATION.** The Naval Junior Reserve Officers Training Corps (NJROTC) was established in 1964 under authority of Public Law passed by the U.S. Congress. The NJROTC Program is administered by the Naval Service Training Command (NSTC), The NJROTC Director and the NJROTC Area TEN Manager.

**102. GOALS AND OBJECTIVES.** The goals of the NJROTC program are to provide an opportunity for secondary school students to learn about the basic elements and requirements for national security and their personal obligations as American citizens. Specifically, the NJROTC program has the following objective:

- A. *To promote patriotism.*
- B. *To develop informed and responsible citizens.*
- C. *To develop respect for constituted authority.*
- D. *To develop Leadership potential.*
- E. *To promote high school completion.*
- F. *To promote community service.*

**103. ACADEMIC EXPECTATIONS.** Each Cadet is expected to do the best work that he/she is capable of. Any Cadet who does not attain and maintain a passing grade will not be promoted and is subject to being placed on probation or a reduction in their current rank. You are required to satisfactorily complete all assignments whether they are written and/or oral reports. Additionally you are expected to participate in a positive way in the classroom. Your own sincere interest, efforts, and positive attitude as well as the initiative you display will be a measure of the success you attained. Enthusiasm and cooperation will result in your overall development and improvement. The high NJROTC standards and expectations in the program/unit will help guide you to be more successful in attaining your life's goals. The Senior Naval Science Instructor (SNSI) and Naval Science Instructors (NSI) as well as other Cadets in the Regiment/Battalion will assist you in attaining the goals that you set for yourself.

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

- A. Be enrolled in and attend a regular course of instruction at Spring High School and/or Spring ISD.
- B. Be physically qualified to participate fully in the physical education program at Spring High School.
- C. Maintain acceptable standards of academic achievement and standing that warrants at least normal progression leading to graduation.

- D. Wear the prescribed uniform weekly for inspection or as directed by the SNSI/NSI.
- E. Maintain acceptable standards of conduct.
- F. Comply with specified grooming standards.
- G. Be approved by the Naval Science Instructors with the concurrence of the Principal.

**105. PROGRAM BENEFITS.** For actively participating cadets, the biggest benefit to be gained from the NJROTC program is personal growth and development that will make the Cadet a better informed and more responsible citizen. Other program benefits may include:

**A. *Advanced paygrade enlistment in the Armed Services.***

- 1) Students completing two credits of Naval Science and receiving a letter of recommendation from the Naval Science Instructors are entitled to enlist in any of the United States Armed Services and the United States Coast Guard at the pay grade of E-2.
- 2) Students completing three or four credits of Naval Science and receiving a letter of recommendation from the Naval Science Instructors are entitled to enlist in any of the United States Armed Services and the United States Coast Guard at the pay grade of E-3, except for the United States Marine Corps which is currently are E-2.

**B. *Naval Academy Nomination.*** Students who successfully complete the NJROTC program may compete for a nomination and appointment to the U.S. Naval Academy under the NJROTC quotas program. In order to compete for an appointment under this program, each qualified cadet must meet the following minimum criteria:

- 1) Have successfully completed two years of NJROTC program by the end of their senior year.
- 2) Must be a citizen of the United States.
- 3) Must be of good moral character.
- 3) Must be at least 17 and less than 22 years of age by 1 July of the year he/she enters the Academy (see Academy website for age requirements).
- 5) Must be unmarried and have no children.
- 6) Must be recommended by the Senior Naval Science Instructor.

All interested Cadets should make their intentions known to the Naval Science Instructors not later than the fall semester of their junior year.

C. **ROTC Scholarships**. Participation in NJROTC program supports application for a full NROTC scholarship. Those Cadets actively participating in the NJROTC program who complete two years in the program and who have demonstrated above average traits of leadership, citizenship, scholarship, athletic ability, and military bearing may be nominated for a four year NROTC scholarship by the Senior Naval Science Instructor. Cadets will need to fill out service ROTC scholarship applications for any or all of the services online.

D. **Other Service Academy appointments/ROTC scholarships**. The Naval Science Instructors will provide assistance, information, and letters of recommendation to deserving Cadets who are interested in applying for these programs.

**106. CURRICULUM**. The NJROTC instructional/classroom school week is normally divided into three days of academics and two days of leadership training and leadership laboratories (includes drill, personnel inspections, physical readiness, and military skills instruction). Naval Science is an elective course with one unit of credit earned per year completed.

**107. WEEKLY CLASS ROUTINE**.

Weekly class routine will normally be conducted as follows:

- 1-2 Days of Academic
- 1-2 Days of Drill
- 1 Day of Physical Training
- 1 Day of Personnel Inspection

**108. WEEKLY SCHEDULE**. A weekly schedule of events to include team practices, uniform inspections and Cadet Staff meetings will be prepared by the Cadet Operations Officer and submitted to the Naval Science Instructors via the Regiment/Battalion CO/XO for approval. The Cadet Commanding Officer will be responsible for briefing the SNSI/NSIs on the proposed schedule.

**109. DAILY CLASS ROUTINE**. The classroom or academic days will be used to study text books, give oral and written reports, and study leadership/teamwork techniques. The drill days are composed of leadership training including close-order drill, ceremonial drill, manual of arms, guidon training, squad and platoon leadership on-the-job training. Ensure you dress appropriately for drill and/or physical training which will normally be conducted outside weather permitting.

When the SNSI/NSI enters the classroom/rifle range at the beginning of the class, the Platoon Commander will call the class to attention if not already at attention. The class will recite the Pledge of Allegiance and or the Cadet Creed together. Upon completion of this evolution, the Platoon Commander will give the "Attendance Report" to the Instructor.

Classroom etiquette is a must. Courtesy and respect of all is required. Courtesy is that quality of human association, which enables people to live together in harmony. It demands from you a considerate behavior toward others. Courtesies include ceremonial procedures and acts of kindness and politeness. The Navy Core Values stand as a guideline both in and out of the classroom. All Cadets will respond with Sir or Ma'am to the Instructors, senior cadets, and to all Spring High School staff and faculty members.

**110. NOTEBOOKS.** Each Cadet is required to maintain a three-ring loose-leaf notebook type devoted strictly to NJROTC. The notebook will be inspected each semester by the SNSI/NSI or Cadet Staff Officers for availability, neatness, completeness, accuracy, legibility, and initiative given to the notebook.

A. *The notebook* will be divided into five sections by a tabbed divider. The five parts are:

- 1) Cadet Advancement Record and Lettering Qualification Record (needed for Letter Jackets)
- 2) Plan of the Day/Week/Month notes and scheduling/planning calendars
- 3) Classroom notes, tests, handouts, and homework/projects
- 4) Physical Fitness and health graphs/charts
- 5) Field Manual/Leadership Academy Manual/Cadet Reference Manual if they have been issued. There will be classroom copies available.

**Cadets are required to bring their notebooks to class on academic days (unless directed otherwise by the SNSI/NSI) and as directed on other occasions.**

**111. UNIFORM DAY.** One day each week, will be designated as uniform day and all NJROTC Cadets will wear their uniform that day, unless otherwise scheduled or approved by the SNSI/NSI. The uniform day is selected by the SNSI/NSI, not individual Cadets and will be prescribed in the plan of the week or calendar of events. **Cadets will wear the complete uniform all day on uniform day.** Exceptions to this policy must be approved by the SNSI/NSI at least two days in advance. **Cadets are required to wear the uniform to school, during school, and return to their home or place of employment (if applicable).** Removal of the uniform is authorized for participation in other school activities, e.g., sport practice, band practice, Chemistry Lab, etc. Upon completion of these activities the Cadet will redress in the Cadet uniform until school dismissal and/or return to home if not employed or participating in an after school activity. The uniform is the distinctive dress of a proud and honorable profession, and wearing of the NJROTC Cadet uniform should likewise be a matter of pride in self, in unit, in school, in community, and in country.

The uniform shall be kept clean and well-tailored, and **will be returned dry-cleaned and in serviceable condition at the end of the school year or semester**. Rules on how to wear the uniform, how to care for the uniform, and how to maintain grooming standards may be found in the Cadet Reference Manual and the NJROTC Cadet Field Manual.

The uniform is always worn properly. If a tie is prescribed, it shall be worn. If ribbons are prescribed, they shall be worn. The uniform shall be cleaned/laundered **after each use/wearing**.

For Personnel Inspections/Competition, corfam shoes will not be worn in lieu of leather shoes which are issued to all Cadets. The Field Manual states that Cadets must wear leather shoes.

Name tags are an official part of the uniform and will be worn with each uniform prescribed. The proper wearing of the name tag is described in the Cadet Reference and Field Manuals.

Uniform terminology can be confusing. Here are a few words you may hear during inspections:

***Gig Line:*** A vertical line on the uniform formed by edge of the shirt at the buttons, edge of the belt buckle, and edge of the fly of the trousers/slacks.

***Irish Pennant:*** Pieces of thread or unraveled cloth, etc. which stick out from the buttons, button holes, rips, seams, etc. They should be trimmed off.

***Smiles:*** The wrinkles or creases around the edges of the cap cover (crown of a combination cover). The cover should be stretched tightly and/or cap frame metal strip extended to take up the slack (wrinkles) in the cap cover.

**Every cadet is responsible for ensuring his/her uniform is ready before uniform day. Any uniform issues, improper fit, lost or missing items, defects, must be corrected before uniform day. No uniform items will be issued out, exchanged or repaired on uniform day.**

**Failure to wear the uniform on uniform day will result in a grade of zero for that day's inspection grade. Naval Science 1 cadets failing to wear the uniform on the designated day will be given an opportunity to wear it the next day or a day mutually agreed upon between Cadet and SNSI/NSI, however the maximum grade that can be received will be a 70. Naval Science 2 Cadets will only be able to receive a maximum grade of 50. Since Naval Science 3 and 4 Cadets are the unit leaders, have been in the program for at least two years already, and are expected to set the example, by program design, they will not be afforded the opportunity to make up the zero.**

**Any Cadet who, in any way fails to properly wear the uniform all day without prior permission, will be given a zero for that day's inspection grade, even though they have been given a 100 or some other grade on inspection if they were inspected prior to the uniform violation having occurred.**

**Any cadet who is absent from class or school on uniform day will be required to wear his/her uniform the next day he/she is back in class or school. Failure to do so will result in a zero for that week's inspection grade.**

**112. CADET PERFORMANCE RECORD.** A Cadet Performance Record is kept for each Cadet while he/she is a member of the Spring High School NJROTC program and is normally retained for four years (depending on storage space) after the Cadet departs the program. It is the responsibility of the Cadet Administrative Officer/Assistant to keep the individual Cadet records current by entering promotions, awards earned, unit assignments, etc. as they occur and as approved by the Naval Science Instructors. The Cadet Administrative Officer has the overall responsibility for ensuring that all Cadets records are maintained in an up-to-date status. If a student transfers to another school and enrolls in a JROTC program, the receiving school may request that the Cadet's records be transferred.

**113. PROBATION.** The Naval Science Instructors may place on probation any Cadet who has academic deficiencies, fails to maintain standards of grooming or wearing of the uniform, fails to wear the appropriate clothing to physical fitness training, or fails to meet established standards of conduct. This action will be taken provided the deficiencies are considered temporary in nature, i.e. the Cadet appears to have minimum aptitude and motivation required to correct the

deficiencies and succeed in the program.

Cadets who have been placed on probation will be so notified in writing by the Senior Naval Science Instructor, with a copy of the letter to parents (or guardians).

**114. DISENROLLMENT.** Any NJROTC Cadet may be dis-enrolled for failure to meet the terms of probation; or for failure to correct any deficiencies for which he/she was placed on probation; or for disciplinary reasons and/or non-compliance with NJROTC standards, as determined by the Naval Science Instructors. Cadets who refuse to comply with grooming standards, to behavioral standards, who are repeatedly disrespectful of instructors and fellow cadets, who repeatedly are disruptive and who indicate they desire not to be in the NJROTC program will be disenrolled. The instructors will review Cadet's behavior, compliance and performance at the end of each semester to determine each Cadet's continued enrollment in the NJROTC program.

**115. TRAINING TIME OUT.** Many of the training evolutions utilized by the NJROTC program are new and foreign to Cadets. It follows naturally, therefore, that there may be some confusion or apprehension from time to time. The Training Time Out (TTO) procedure was developed to allow a Cadet the opportunity to clarify a situation concerning personal safety. The simple procedures for a TTO are as follows: The Cadet (feeling fatigue or in danger) shall simply say "TTO" with a raised fist or a Crossed "T". The Cadet then should seek assistance from the nearest officer or Instructor. Cadets are encouraged to take TTOs at any sign of a problem.

**116. PRE-MISHAP/RISK ASSESSMENT PLAN.** The NJROTC program is susceptible to potential Cadet injury just like any high school sports programs. A pre-mishap plan was developed to address this area of concern. Copies of the Spring High School NJROTC pre-mishap plan are available from the SNSI/NSIs upon request. When traveling on Spring NJROTC sponsored trips the SNSI/NSIs will have a copy of the pre-mishap plan in their possession as part of the admin trip package.

**117. PHYSICAL FITNESS DAY.** Friday will normally be drill and/or physical fitness day (see Plan of the Day/Week/Month). All Cadets must dress-out in the unit PT shirt and appropriate physical training attire (bike type pants/shorts will be worn under all gym shorts/pants by all cadets) and participate in physical fitness and drill training, unless excused. Cadets with a medical excuse will dress-out, but not participate.



## Section II. NJROTC Organization

**201. REGIMENTAL ORGANIZATION.** The following is the recommended rank/rate structure for an established Battalion size unit. However, the Spring High School's NJROTC Naval Science Instructors may deviate from the recommended structure.

### **Battalion Staff**

Commanding Officer	C/CDR - LCDR
Executive Officer	C/LCDR - LT
Operations Officer	C/LT - LTJG
Supply Officer	C/LT - CPO
Administrative/Communications Officer	C/LT - CPO
Assistant Supply Officer	C/ENS - CPO
Public Affairs Officer	C/ENS - CPO
Ordnance Officer	C/ENS - CPO
Chaplain	C/ENS - CPO
Athletic Officer	C/ENS - CPO
Safety Officer	C/ENS - CPO
Training Officer	C/ENS - CPO
First Lieutenant	C/LTJG - CPO
Command Master Chief	C/MCPO - CPO
Drill Team Commander	C/LTJG - CPO
Color Guard Commander	C/ENS - CPO
Rifle Team Commander	C/LTJG - CPO
Field Team Commander	C/ENS - CPO
Orienteering Team Commander	C/ENS - CPO
Academic Team Commander	C/ENS - CPO

### **Company**

Commanding Officer	C/LT
Executive Officer	C/LTJG
Operations Officer	C/LTJG- ENS
Supply Officer	C/ENS - CPO
Administrative/Communications Officer	C/ENS - CPO
Company Chief Petty Officer -	C/CPO

### **Platoons**

Leaders	C/ENS-CPO
Mustering Petty Officers	C/CPO – PO1

**203. BILLETS AND RESPONSIBILITIES.** Billet duties and responsibilities for assigned NJROTC Cadet billets are outlined on the following pages. It is to be emphasized that this list is not all-inclusive. Each Cadet is expected to seek out and do those things, which make his/her particular job function run more smoothly. The responsibility of leadership for each Cadet Officer, Chief Petty Officer, and Petty Officer is to set the highest standards for performance possible in everything that he/she does.

**YOUR JOB IS TO DO YOUR JOB BETTER THAN IT HAS EVER BEEN DONE. YOU SHOULD SET THE METRIC BY WHICH YOUR BILLET IS EVALUATED AND GRADED.**

A. *All Cadets* at Spring High School are responsible for conducting themselves, at all times, in a manner which will reflect credit upon themselves, the NJROTC Unit, the school, and the community. Since we wear the uniform of the United States Navy our actions directly reflect on the United States Navy. Whether in uniform or not, Cadets are responsible for maintaining the highest standards of conduct and appearance; for abiding by rules and regulations of both the school and the unit; and for carrying out instructions and orders of their superiors to the best of their abilities.

B. *Cadet Officers and Petty Officers* are promoted by the Naval Science Instructors based on demonstrated performance, academics, leadership, team activities, physical performance, and participation in unit activities. Continued enthusiasm, active participation, a positive attitude, and leadership by example are required of a Cadet in order for her/him to advance and remain in unit leadership positions. Cadet Officers and Petty Officers are expected to set the example for junior Cadets in every aspect of the NJROTC program at Spring High School. The responsibilities of leadership must be accepted before the privileges of rank or rate can be enjoyed. Extra effort must be demonstrated. Normally, a Cadet must have at least 1-1.5 years of NJROTC experience and must have completed all advancement requirements before being designated a Cadet Chief/Officer, provided there is a billet for the increased rank. The Naval Science Officers will demote those Cadets whose performance is not up to the highest standards of the unit.

**C. CADET REGIMENTAL/BATTALION COMMANDER**

The Regiment/Battalion Commander must be emotionally, physically, and academically sound. He/she will be required to make enormous sacrifices in order to effectively command the Lion Regiment/ Battalion. His/her primary focus will be on the Regiment/Battalion and its individual cadets. The Regiment/Battalion Commander will maintain direct communication with the SNSI and NSIs and will be the key link between the instructors and the staff. It is the Commander's job to make sure that the staff of the unit knows what is going on and in turn that the unit members know what is going on. The Commander will ensure all information passed out by the instructors is passed down to the lowest level of the Unit necessary. The Commanders responsibilities include:

- 1) Carry out tasks and maintain a close contact with the SNSI\NSI on a **daily** basis.
- 2) Provide the necessary instruction to the unit cadets to ensure the proper operation of the unit.
- 3) Maintain high standards of discipline, grooming, uniform wear, and morale.
- 4) Be familiar with the duties of every staff member in the unit and be prepared to comment, in writing on the performance of each officer.
- 5) Be aware of and evaluate the leadership effectiveness of the other staff members in the unit.
- 6) Practice good positive leadership techniques.

- 7) Be aware that delegation of authority to subordinates does not mean the delegation of responsibility.
- 8) At all times, provide an example for other Cadets to emulate and continually prove that you are worthy of leading the Regiment/Battalion.
- 9) Schedule and preside over Regiment/Battalion staff meetings or delegate the Executive Officer to preside over staff meetings.
- 10) At the beginning of each semester, instruct cadet officers and team commanders of their responsibilities with regard to preventing and/or reporting sexual harassment and hazing. A written report confirming this instruction is to be submitted to the NSI. Additionally, ensure that sexual harassment training and hazing training is scheduled during the first 30 days of each semester for all cadet classes. This will be coordinated with the SNSI/NSI's to be placed on the academic schedule.
- 11) At the beginning of each semester, instruct cadet officers and team commanders of their responsibilities with regard to safety and the requirement to submit a written report through the chain of command for any injury witnessed or brought to their attention or any safety violation, unsafe condition or practice. During the first month of the semester ensure that safety training, including training time-out is scheduled for all cadet classes.
- 12) Coordinate with the SNSI to establish and publicize of the uniform of the day each week.
- 13) Ensure Regiment/Battalion staff officers are assigned to all events/activities the Unit is involved in. Additionally, his/her presence is expected at most events/activities.
- 14) Review, with the Executive Officer, the calendar each week at least two days before the scheduled meeting with the staff, to ensure all items are covered and planned for at all Officers' Calls and all planning meetings.
- 15) Coordinate with the SNSI/NSIs all existing calendar items and any proposed additions to or deletions from the calendar.
- 16) Represent the Lion Regiment/Battalion at Student Council and Principal Student meetings or assign a senior staff member to attend in his place.
- 17) Represent the Lion Regiment/Battalion at Booster Club Meetings or assign a senior staff member to attend in his place when required.
- 18) Ensure the PAO prepares, for your signature, thank-you letters or letters of Appreciation to those persons, agencies or organizations outside NJROTC which provide services or assistance to the unit.

## **D. REGIMENTAL/BATTALION EXECUTIVE OFFICER**

The Executive Officer (XO) is the second most important position within the Unit and reports directly to the Regiment/Battalion Commander. The XO is primarily responsible for publishing and enforcing the policies of the Regimental/Battalion CO and the SNSI. In this role he/she will serve as the enforcer. This requires a much more solemn and serious approach to dealings with staff and junior cadets. The XO is not generally known as the “nice guy”. Instead he/she is the driving force that makes the unit run. In view of the aforementioned description the XO must find a leadership approach to carrying out his/her responsibilities in such a manner as to earn the respect from all cadets in order to efficiently carry out the unit’s mission and attain unit goals. The XO is responsible for representing the CO at any functions, meetings or activities the CO cannot attend. In many cases the XO is charged with chairing all Unit meetings the CO cannot attend. The XO is expected to be willing to assume any of the tasks the CO is responsible for and may choose to delegate to the Executive Officer.

### **The Executive Officer’s responsibilities include:**

- 1) Be prepared to stand in for the CO at any time.
- 2) Carry out tasks assigned by the SNSI\NSI and CO.
- 3) Assist with special projects and annual events by working closely with the SNSI\NSI and other staff members.
- 4) Act as Assistant Commander of Troops during formations or parades.
- 5) Demonstrate leadership through positive participation in most Unit related programs, activities, and events. Keeping the CO informed of all activities and any problem areas.
- 6) Responsible for training all officers and chiefs to conduct personnel inspections.
- 7) Maintain records of Unit staff participation in all NJROTC related activities, events, and special functions.
- 8) Ensuring the proper administration of the Unit office and classroom spaces.
- 9) Conduct a weekly zone inspection of all NJROTC assigned spaces and surrounding grounds. Ensure all spaces and areas are maintained in the highest state of readiness.
- 10) Planning, organizing, directing, controlling and ensuring the proper accomplishment of Unit staff daily activities.
- 11) Keep current on the progress of all Cadet Advancements. The Training and Administrative Officers should be assisting with this.
- 12) Assigning duties to subordinates and evaluating their work for compliance and quality.

- 13) Planning for the welfare, recreation, athletic and training activities of the Regiment/Battalion. Ensuring advancement exams, social events, and semester physical fitness testing are administered in a timely manner.
- 14) Ensure each new cadet is properly introduced to his/her new platoon and receives all required forms, handouts, and books and also receives an orientation of the Program and the Battalion.
- 17) Coordinate NJROTC mentoring program and keep current on its progress. Oversee, review and recommend changes to the mentoring program.
- 18) Establish and oversee the Cadet of the Month/Six Weeks and Cadet of the Year Programs. Preside over Cadet of the six weeks selection boards. Ensure that clearly defined criteria are developed and circulated to all cadets for the selection of Cadet of the Six Weeks.
- 19) During the year, keep track of End-of-the-Year Report items and present the final rough to the SNSI.
- 20) Plan and coordinate with the SNSI/NSIs for Annual Inspection efforts and schedules.
- 21) Chair all Letter of Instruction meetings for drill meets and other activities requiring team and unit coordination.
- 22) Administer all staff and platoon evaluation submissions.
- 23) Administer the unit's disciplinary proceedings and reviews process and chair all review boards.
- 24) Maintain the watch officer, duty section and Master-at-Arms program.
- 25) Serve as Master of Ceremonies at all official unit ceremonies such as, Military Ball, Change-of-Command, and Annual Inspection Briefs.
- 26) Maintain a log of assigned tasks and deadlines for all staff and platoon tasks.
- 27) Obtain staff summer availability and publish staff summer schedules.
- 28) Coordinate with SNSI/NSIs scheduling classroom instruction at the beginning of each semester to ensure all required topics are covered, i.e., sexual harassment, safety training, uniform wear and care, shoe shining, etc.

#### **E. REGIMENTAL/BATTALION OPERATIONS OFFICER**

The Regimental/Battalion Operations Officer (OPS) is the third most senior Cadet in the Unit and reports directly to the Executive Officer. Under the direction of the XO, as head of the Operations Department, the OPS Officer is responsible for scheduling, planning and arranging activities for the Unit except those specifically assigned to others.

## **The Regiment/ Battalion Operations Officer's responsibilities include:**

- 1) Assuming command of the Staff Platoon for formations and as Unit in the absence of the CO/XO.
- 2) Demonstrating leadership through positive participation in all company related programs, activities, and events.
- 3) Organizing and monitoring fund raising projects.
- 4) Publishing and distributing the Rules of the Road for each trip.
- 5) Being prepared to move into the Executive Officer position upon the need arising.
- 6) Preparing, maintaining and publishing the unit calendar and update as events, appointments, activities change and posting a monthly activity schedule.
- 7) Monitoring Commanders in the performance of their duties and preparing written evaluations of their performance for submission to the Executive Officer. This will include ensuring Commanders are periodically counseled on their job performance and preparing and submitting formal performance evaluations and submitting them to the CO via the XO.
- 8) Providing guidance and training for all Commanders.
- 9) Monitoring Team Commanders in the performance of their duties, ensuring they are proficient in their position and preparing written evaluations of their performance for submission to the Executive Officer.
- 10) Ensuring Team Commanders submit proper team practice and competition muster records to the Administrative Officer in order for accurate lettering qualifications to be recorded in CDMIS and their individual Cadet Records folder.
- 11) Planning, scheduling, organizing and coordinating all Unit activities. This will begin with retrieving the action file for each event/activity and making recommendations, to the CO/XO, of assignments of primary responsibility to a staff officer and then monitoring progression of tasking using existing check-lists and notes. He/she will also be responsible for creating an action folder for any new activities/events that are added. Ops Officer remains responsible for ensuring each event/activity is executed properly. He shall also ensure he or whoever has been assigned responsibility for an event/activity creates and submits an after action report and any notes and lessons learned to the SNSI/NSIs, via the chain of command. The following are representative of such activities/events:
  - a) Orientation trips
  - b) School, civic, church, and other activities in which there is NJROTC participation such as Spring High School Open House, Salyers Fun Day, Winship game night, Tri Club activities, and March of Dimes activities...
  - c) Annual Inspection

- d) Veterans Day, Memorial Day and other patriotic or civic programs
  - e) Fundraising activities
  - f) Community service projects
  - g) Competition Meets
- 12) Planning and orchestrating the Military Ball.
  - 13) Administering the honor platoon program.
  - 14) Maintaining an up-to-date turnover manual for the Operations Officer position.
  - 15) Ensuring the Plan of the Week PowerPoint for the next week is submitted to the SNSI not later than close of business Thursday of the week before and the hard copy is neatly posted on the bulletin board by Friday afternoon the week before.
  - 16) Attending all Letter of Instruction meetings.
  - 17) Assisting the Executive Officer with maintenance and monitoring of assigned tasks and deadlines log.
  - 18) Performing such other duties as may be assigned by the SNSI, NSI, CO, or XO.

#### **F. REGIMENTAL/BATTALION ADMINISTRATIVE OFFICER**

The Administrative Department is the hub of all Unit and individual Cadet official activities. Almost everything that happens within the Unit requires the input or attention of the Administrative Department. The Administrative Officer is responsible for:

- 1) Managing the Unit's Administrative department and ensuring compliance with all administrative orders, directives, notices, requirements and functions.
- 2) Ensuring the proper maintenance of the Unit's administrative records, forms and files.
- 3) Providing guidance to the Unit's members on administrative procedures. Supervising the activities of Administrative Department personnel and is responsible for their training, performance and evaluation. Specific focus shall be given to periodic CDMIS training for Administrative Department personnel.
- 4) Maintain CDMIS generated Cadet personnel records and a hard copy record of disenrolled cadets and cadets checking in from other JROTC units in the Admin filing cabinet.
- 5) Ensuring all Cadet personal data, events, activities, promotions, awards, counseling, etc, relating to what cadets do or receive through the NJROTC program is accurately documented in CDMIS in a timely manner.
- 6) Maintaining Cadet "dead" files, i.e., closed out Cadet records and files on those who are no longer in the unit. Files will be maintained for 4 years if storage is available.

- 7) Ensuring forms packages for new/returning cadets are kept available prior to the beginning of each semester.
- 8) Keeping a running inventory of administrative forms and notifying the SNSI/ NSIs when forms inventory is running low so more copies can be printed, avoiding form inventory depletion.
- 9) Maintaining orderly storage of unit forms.
- 10) Record the minutes of the unit staff meetings and print copies for CO, XO, OPS, CMC and others as needed or directed.
- 11) Track personal awards, lettering qualifications, and advancement charts.
- 12) Maintain the Unit's Cadets' personnel records in CDMIS.
- 13) Maintain up-to-date rosters by platoon and distribute copies as needed to the CO, XO, SNSI and SNSI.
- 14) Ensuring the Unit staff reading board and standing orders are current and presented to the Operations Officer.
- 15) Ensuring effective communications within the Unit including the preparation, dissemination, and posting of a Plan of the Week NLT COB Friday of the preceding week. Maintaining of the Unit phone directory and Email directory.
- 16) Attending the Unit's Officers Call, prepared to brief the CO/XO on matters pertaining to administration and communications and the status of any projects which have been assigned to the Administrative Department or the Administrative Officer.
- 17) Preparing and submitting cadet travelers list, trip requests, transportation requests, and all administrative actions required for activities/trips.
- 18) Reporting status of cadet form turn-in and physical completion, by platoon, at Officers' Call until all forms and required physicals have been turned in.
- 20) Maintaining an up-to-date turnover manual for the Administrative Officer position.
- 21) Preparing unit directives when directed.
- 22) Demonstrating leadership through positive participation in all Unit related programs, activities and events.
- 23) Performing such other duties as may be assigned by the SNSI, NSIs, CO, or XO.



## **G. REGIMENTAL/BATTALION SUPPLY OFFICER**

The Regiment/Battalion Supply Officer (SUPO) is tasked with maintaining the unit military property, instructional materials and uniform items inventory. It is the Supply Officers mission to ensure all items are secure and accounted for and for outfitting the units Cadets with necessary uniforms. The Supply officer is responsible for:

- 1) Managing the Unit's Supply Department including the proper maintenance, ordering, inventory, issuance, survey, and administration of all provided government property.
- 2) Ensuring all units supply materials, including uniforms, are accounted for.
- 3) Ensuring the proper maintenance of the Unit's supply records, forms, and files.
- 4) Coordinating the issue and turn-in of all uniforms.
- 5) Supervising the activities of Supply Department personnel and responsible for their training, evaluation and performance.
- 6) Ensuring the proper administration to effect the ordering, receipt, stocking, inventory, and disposal of military property as directed by the SNSI and supervised by the NSIs.
- 7) Organizing the overall uniform issue at the beginning of each semester and the end of semester/year uniform turn-in.
- 8) Conducting the annual uniform wall-to-wall inventory as well as other routine and special uniform inventories when required.
- 9) Conducting the annual military property wall to wall as other routine and special military property inventories as required.
- 11) Inventory incoming shipments and ensure receipt of ordered material is posted into CDMIS, reporting discrepancies to the SNSI/NSI.
- 12) Inventorying all NJROTC ribbons, rank devices, and other related accoutrements on a quarterly basis and notifying the SNSI/NSI whenever reordering is necessary.
- 13) Control access to all unit supply storerooms.
- 14) Promote personal custodial responsibility throughout the unit.
- 15) Ensure all storerooms are clean and orderly every day.
- 16) Recommend to SNSI/NSI uniforms, gear and books for survey, repair/cleaning.
- 17) Maintaining, issuing, inventorying, and collecting Naval Science textbooks for all year groups.

- 18) Responsible for the security of unit uniform assets and minor property.

## **H. REGIMENTAL/BATTALION PUBLIC AFFAIRS OFFICER**

Under the direction of the Regiment/Battalion Commander, the PAO as head of the Public Affairs Department is responsible for the flow of information within and from the Unit. Further duties include:

- 1) Ensuring effective communications are maintained between a Public Affairs Department representative and each NJROTC team/unit likely to have newsworthy activities.
- 2) Ensuring that accurate, neat and legible bulletin boards are maintained for Unit announcements and activities and sign-up lists.
- 3) Maintaining the Spring NJROTC website and ensure the SNSI/NSIs are kept apprised of necessary changes to the site.
- 4) Ensuring that comprehensive files for PAO-related material are established and maintained. As a minimum, the following files are to be established and maintained:
  - a. NJROTC news releases and list of media to which submitted
  - b. Copies of all news stories mentioning NJROTC or NJROTC Cadets
  - c. NJROTC Newsletters/Newspapers
  - d. Photographs of NJROTC activities
  - e. Unit history file and related scrapbooks, logs and diaries
- 5) Arranging for publicity of and photo coverage for all NJROTC activities including annual inspection, fund-raisers, social events, competition, community service projects, special classes, parades and projects.
- 6) Ensuring the Unit Historian maintains an accurate chronological account of the unit's activities in such detail it gives a clear picture of the unit's history.
- 7) Coordinating the presentation by Regiment/Battalion Staff Officers at the Annual Inspection briefing and other public appearances as required.
- 8) Preparing annual inspection brief utilizing PowerPoint or other computer software.
- 9) Making sure appropriate photographic coverage of all unit events is arranged.
- 10) Ensuring the NJROTC pages in the yearbook properly reflect the activities of the cadets by working with the yearbook staff on the layout.
- 11) Ensuring that fundraising activities sponsored by the unit are given appropriate support and publicity.
- 12) Maintaining a close liaison with the media in regards to the unit.

- 13) Maintaining an accurate local media list of points of contact.
- 14) Publishing a monthly unit newsletter.
- 15) Preparing signs and posters as required for NJROTC and Booster Association Activities.
- 16) Maintaining an annual scrapbook of unit activities.
- 17) Coordinating with the Operations Officer, prepare a PowerPoint presentation for the Annual Military Ball.
- 18) Preparing a video of the Unit's activities for the year.
- 19) Preparing a new chain of command at the beginning of each semester or any time changes occur.
- 20) Coordinating with the Regiment/Battalion Staff and photographers for the periodic creation of recruiting videos and advancements.
- 21) Maintaining file of current biographies and photos of military and civilian officials in the Navy/Marine Corps chain of command.
- 22) Maintaining the Unit's Chain of Command picture board both for the Navy chain of command and the Unit chain of command.
- 23) Maintaining the Unit's bulletin boards in a neat, orderly appearance.

#### **I. REGIMENTAL/BATTALION CHAPLAIN**

The Chaplain, under the direction of the Executive Officer, is responsible for:

- 1) Providing nondenominational fellowship activities, spiritual support and encouragement to NJROTC cadets, who desire and request such services. These include get well cards and cards of sympathy for cadets and cadet family members.
- 2) Initiating Christmas card mailings to military personnel stationed in war zones and those wounded members in hospitals around the world.
- 4) Recommending Unit or individual involvement in various humane community service events.
- 4) Giving invocations and benedictions at Unit formal events.
- 5) Serve as the primary point of contact for all NJROTC charity projects such as canned food drives.

## **J. REGIMENTAL/BATTALION ATHLETIC OFFICER**

The Athletic Officer reports directly to the Operations Officer and is responsible for:

- 1) Scheduling, preparing and coordinating the Unit physical fitness test each semester.
- 2) Maintaining Cadet records and identify those who have qualified for the NJROTC Physical Fitness Ribbon.
- 3) Posting new exercise records established and identifying cadets who performed at the highest level in each category.
- 4) Conducting remedial training/testing, as necessary, of all cadets who have not met the minimum physical standards, for their age/gender group during the first semester of the current school year.
- 5) Organizing, scheduling, and conducting intramural team sporting competitive events between platoons.
- 6) Prepare annual recommendations of sportsmanship and physical fitness awards.
- 7) Plan and schedule Lion Regiment/Battalion Athletic Postal meets.
- 8) Plan and organize the Regiment/Battalion's Physical Fitness Team.
- 9) Taking charge of planning the March of Dimes Walk America community service efforts including fund raising for the event as well as forming a run/walk platoon or both.

## **K. REGIMENTAL/BATTALION FIRST LIEUTENANT**

The Regimental/Battalion First Lieutenant is the Regiment/Battalion Operations Officer's right hand man. He/she is primarily responsible for ensuring the cleanliness, orderliness and scheduling of NJROTC spaces, proper behavior of Unit personnel and after school, muster and instruction of Unit personnel remaining after school for NJROTC activities. He/she is the key person in the orderly execution of after school activities. The First Lieutenant reports directly to the Operations Officer and is responsible for:

- 1) Overseeing the Unit's Master-at-Arms force.
- 2) Overseeing the Armory by conducting a monthly inspection of the Armory and a inventory of:
  - a. Drill rifles
  - b. Air rifles
  - c. Navy swords
  - d. Practice swords

- e. Sword belts
  - f. Flags and poles
  - g. Guidons and poles
  - h. Color guard equipment including gloves, ascots and leggings
  - i. Drill team equipment
- 3) Ensuring the cleanliness of the Unit spaces and that all spaces are maintained in an organized manner at all times.
  - 4) Assist CO/XO/OPS/CMC in special projects that may arise including field trips, parades, etc.
  - 5) Schedule monthly field day of all spaces and ensure a thorough field day is conducted before annual inspections, school breaks and before all other major evolutions to include **all** unit spaces. The following are space responsibility assignments:
    - a) The Supply Officer will be responsible for all supply areas.
    - b) The Armory Officer will be responsible for the Armory.
  - 6) Ensuring all equipment and miscellaneous items are set up for special ceremonies such as Annual Inspection, Change of Command, Military Ball, and Award Ceremony.
  - 7) Coordinating the loading of all the Color Guard and Drill Team's equipment for meets and special events, such as graduation and Memorial Day Ceremonies unless an event coordinator is designated.
  - 8) Serves as the Unit's Physical Security Officer. Ensures all equipment is properly stowed and all spaces secured to avoid theft, loss, or malicious destruction.
  - 9) Attend the weekly Officer's Call, briefing the CO/XO on all matters pertaining to assigned responsibilities and activities.
  - 10) Maintaining an up-to-date turnover manual for the First Lieutenant position.

#### **L. REGIMENTAL/BATTALION COMMAND MASTER CHIEF**

The Command Master Chief (C/CMC) is the highest ranking enlisted cadet in the Unit and as such advises the CO on policies and issues relating to the enlisted personnel of the Unit. He/she is also responsible for the smooth, efficient transition of new cadets into the NJROTC Program and into the Lion Regiment/Battalion. The C/CMC reports directly to the CO, but, as a matter of courtesy, will inform the XO prior to briefing the CO, if possible without adversely affecting the issue at hand, any items he/she discusses with the CO. If it will adversely affect the issue, the C/CMC should brief the XO as soon as possible after discussing the issue with the CO. Responsibilities of the C/MCPO include, but are not limited to:

- 1) Assisting the CO in managing the Unit activities and exercising general supervision over all enlisted cadets.

- 2) Serving as the liaison between the CC and enlisted Cadets within the Unit.
- 3) Demonstrating leadership through positive participation in all Unit related programs activities, and events.
- 4) Attending Officers' Call and briefing the CO on matters pertaining to assigned responsibilities and activities.
- 5) Conducting Chief Petty Officer meetings to ensure all CPOs are aware of and are involved in scheduled Unit activities. Maintain a roster of Cadet Chief Petty Officer participation in all Unit activities.
- 6) Ensuring CPOs are conducting monthly enlisted meeting to ensure all enlisted Cadets are kept apprised of unit events and activities and to ascertain the status of morale within the enlisted community.
- 7) Escorting inspecting officers/visitors at Unit inspections, formations or functions.
- 8) Forming the Unit for parades, inspections or other military formations when directed by the Commander of Troops.
- 9) Maintaining an up-to-date turnover manual for the Unit's MCPO position.
- 10) Put up sign-up sheets for all events and activities three weeks in advance.
- 11) Plan Cadet Activities on days of Spring High football games.
- 12) Plan for any parades the Unit, drill teams or color guards are involved in.
- 13) Be actively involved in the Unit's mentoring and advancement programs to ensure cadets are encouraged and afforded the opportunity to participate in both programs and will promote individual Cadet improvement in their personal fitness program or encouraging their participation in all Unit and platoon fitness activities.
- 14) Plan and coordinate programs/classes/instruction to enhance the smooth transition of new cadets into the NJROTC and into the Unit.  
Explain the purpose for and how the chain of command works, explaining concept of authority that results in the requirement to take orders from peers, etc.

## **M. REGIMENTAL/BATTALION TRAINING OFFICER**

The Cadet Regimental/Battalion Training Officer's scope is very broad and encompasses assisting with or conducting the Unit's general military training, classroom training, and individual Cadet advancement/promotion. The Training Officer reports directly to the XO and is responsible for:

- 1) Preparing, administering and maintaining the records of each Cadet ensuring all training received is documented in the Cadet records.
- 2) Managing the Unit's tutoring program through the identification of the Naval Science peer tutors and providing appropriate services to Cadets in need of additional NJROTC drill or academic assistance. Additionally, the Training Officer will monitor the tutoring program for all courses NJROTC Cadets need help with. In the tutoring area the Training Officer will:
  - a. Create an NJROTC tutorial pool to help Cadets struggling with any aspect of NJROTC. To do this the Training Officer will:
    - (1a) Identify Cadets who are skilled in drill, physical fitness, or Naval Science curriculum and are willing to give up time to assist other cadets.
    - (2a) Pair up struggling Cadets with a cadet tutor.
  - b. Create an Academic tutorial pool to help Cadets struggling with any of their Spring High School courses. To do this the Training Officer will:
    - (1b) Identify Cadets who excel in the various courses offered at Spring High School and who are willing to give up their time to tutor a Cadet and then create a pool of tutors.
    - (2b) Identify other Spring High School students or teachers who would be willing to assist Cadets with their courses.
    - (3b) Pair up struggling Cadets with a Cadet or student tutor.
- 3) Administer the Unit's Promotion/Advancement program.
  - a. Schedule various training classes Cadets need for advancement such as flag etiquette, military time, ranks and rates, military courtesies, color manual, sword manual, manual of arms, and other classes that will assist junior Cadets with passing their advancement tests and Professional Qualification Standards.
  - b. Maintain and periodically review the Unit's advancement exams, bibliography for advancement and advancement requirements and all associated handouts.
- 4) Schedule, with the SNSI/NSI, a training time out brief for the entire Unit once each semester and ensure it is recorded in their CDMIS record.

- 5) Schedule the sexual harassment brief once each semester and ensure attendance is recorded in their CDMIS record.
- 6) Schedule the hazing brief each semester and log in CDMIS record.
- 7) Create and maintain a curriculum and test bank for the Unit's Orientation Camp and Camp Advancement programs.
- 8) Annually, review the Unit's advancement tests and the bibliography for advancement study for currency and accuracy.
- 9) Maintaining, inventorying, posting, and properly filing study guides, quizzes or other materials to be distributed to the Naval Science Classes.
- 10) Conduct an annual Instructional Materials Inventory during the month of December.

#### **N. REGIMENTAL/BATTALION EDUCATIONAL SERVICES OFFICER**

The Educational Services Officer (ESO) reports directly to the Training Officer and is responsible for the Unit's Advancement Program and all related training. The ESO is responsible for:

- 1) Reviewing all advancement tests, annually, for accuracy, currency and viability.
- 2) Reviewing all personal qualifications standards (PQS), annually, for currency and viability.
- 3) Reviewing Bibliography for Advancement Study to ensure advancement tests references are accurate.
- 4) Reviewing handouts for accuracy and currency.
- 5) Reviewing testing procedures and making recommendations for changes to the advancement program to the SNSI via the chain-of-command.
- 5) Grading advancement tests and recording results in CDMIS and the advancement tracking log.
- 7) Logging PQS results into CDMIS and the Advancement tracking log.
- 8) Updating the advancement section of the Cadet Guidebook.
- 9) Expeditious handling of advancement requests.
- 10) Administering advancement tests.
- 11) When necessary, designs and schedules tutoring classes for Cadets struggling with advancement exams.



- 12) Preparing tests and administering testing for Orientation Camp and Camp Advancement.
- 13) Scheduling training classes to cover advancement exam material such as flag etiquette, military time, ranks and rates, military courtesies, color manual, sword manual, manual of arms, and other classes that will assist junior Cadets with passing their advancement tests and Professional Qualification Standards.

#### **O. REGIMENTAL/BATTALION ASSISTANT ADMINISTRATIVE OFFICER**

The Unit's Assistant Administrative Officer is the Administrative Officer's "right hand man" and is therefore extremely important to the Administrative Department. The Assistant Administrative Officer's responsibilities include:

- 1) Compiling CDMIS platoon rosters with the muster book each month and make necessary CDMIS entries to ensure CDMIS and any CDMIS generated rosters reflect the Spring High School muster roster.
- 2) New Cadets are entered into CDMIS each year prior to the start of school and during the school year as new Cadets arrive.
- 3) Ensuring Cadet personal data changes are entered into CDMIS Cadet Records are made as soon as notified of such changes.
- 4) Maintaining the Administrative Department's training schedule and planning the actual training.
- 5) Updating and publishing the Unit's activity schedule before each month's Booster Club meeting.
- 6) Checking required forms and, if required, physicals of Cadets participating in trips, various types of meets and other extracurricular activities.
- 7) Tracking completion and turn in of all required forms and physicals from all Cadets and advising the Administrative Officer of the status of forms turn-in.
- 8) Entering Standard Release Form, Health Risk Screening Form and physical dates into CDMIS.
- 10) Entering Cadet Personal Data Form information into CDMIS.
- 11) Assigning Administrative Department work and responsibilities to the Platoon YNs.
- 12) Performing such other duties as may be assigned by the Administrative Officer.

## **P. REGIMENTAL/BATTALION ASSISTANT SUPPLY OFFICER.**

The Unit's Assistant Supply Officer is the second highest ranking person in the Supply Department. Responsibilities include:

- 1) Serving as the Regiment/Battalion Supply Officer in the Supply Officer's absence.
- 2) Maintaining the cleanliness and organization of the supply rooms.
- 3) Assisting during uniform issue/return.
- 4) Ensuring uniforms are in a ready-to-issue status at all times.
- 5) Maintaining current and correct Cadet issue records.
- 6) Inspecting all returned uniform items for cleanliness and serviceability. Uniforms requiring cleaning will be placed in the laundry bag. Unserviceable uniform items will be turned in for survey/disposal.
- 6) Reporting incomplete uniform returns to the Supply Officer/SNSI/NSI for further collection action.
- 7) Identifying uniform item shortages and recommending reorder quantities and sizes.
- 8) Briefing the Supply Officer on a weekly basis on matters pertaining to assigned responsibilities.
- 9) Maintaining an up-to-date turnover manual for the Assistant Supply Officer position.
- 10) Attending Unit Officers' Call when the Supply Officer will not be able to attend.
- 12) Performing such other duties as may be assigned.

## **Q. REGIMENTAL/BATTALION EVENT COORDINATOR**

The event coordinator will work directly under the First Lieutenant to ensure the smooth conduct of the various Unit activities and will serve as the on-site director of all activities that Unit members are engaged in. He/she will be responsible for:

- 1) Assisting with the planning for all events and activities the Unit is involved in and or assigned.
- 2) Preparing and distributing a schedule of events at the event/activity as soon as times are known, ensuring SNSI, NSI Team Commanders, Public Affairs, CO, XO, OPS and CMC receive a copy of the schedule and that there are sufficient copies to be passed out to parents and spectators at the meet.

- 3) Coordinating with all team commanders to ensure they are aware of requirements of their teams and the related equipment requirements so as to ensure all required items are loaded on the trailer or bus.
- 4) Ensuring, at drill meets, that teams are at the proper location at the appointed time and that the team members get their required equipment or that equipment is delivered to team members.
- 5) Ensuring that PAO personnel are directed to cover all activities.
- 6) Ensuring all equipment is returned to the trailer/bus after completion of competition/event.
- 7) Ensuring that Cadets are assigned to monitor any changing rooms assigned to this unit to prevent theft when Cadets are not in the room.
- 8) Ensuring all Cadets assist with the clean-up of any rooms assigned to the Unit upon completion of the competition/event.
- 9) Ensuring our assigned area is cleaned up and all equipment is stored/loaded at the end of all activities, such as car wash, etc.
- 10) Ensuring the inside of buses are cleaned upon arrival back at SHS after all trips and that the bus cleaning detail is designated the day before the trip is to be made.

## **R. REGIMENTAL/BATTALION ARMORY OFFICER**

The Armory Officer reports to the First Lieutenant and is responsible for:

- 1) Coordinating with team commanders to ensure all weapons and associated equipment are in a high state of readiness, effecting repairs and ordering replacement parts as necessary. Cleanliness of rifles remains the responsibility of the Armed Drill Team and Color Guard members.
- 2) Ensuring the proper security of all equipment stowed in the Armory. Taking inventory to ensure proper accountability of all drill weapons, air rifles, swords, flags and poles, on a routine basis.
- 3) Keeping the Armory in a clean and organized manner at all times. Ensuring all tools, spare parts, and related equipment are properly maintained and stowed at all times.
- 4) Maintaining a detailed check-out system for all drill rifles, air rifles and swords.
- 5) Ensuring that drill rifles, air rifles and swords are secure at the end of each class day and reporting same to the First Lieutenant (Operations Officer or one of the instructors if the First Lieutenant billet is vacant).

- 6) Maintaining a stock of drill rifle spare parts and ordering replacement parts as necessary.
- 7) Keeping the NJROTC shooting range in an organized, well kept, and ready for use condition, reporting any discrepancies to the First Lieutenant for repair/replacement.
- 8) Attending the weekly Officer's Call in the absence of the First Lieutenant.
- 9) Briefing the First Lieutenant on a weekly basis on assigned responsibilities.
- 10) Demonstrating leadership through positive participation in all Unit related programs, activities, and events.
- 11) Maintaining an up-to-date turnover manual for the Armory Officer position.
- 12) Coordinate the loading of color guard and drill team equipment for meets and special events, such as graduation.
- 13) Performing such other duties as may be assigned by the First Lieutenant, Operations Officer or the Instructors.

## **S. REGIMENTAL/BATTALION PHOTOGRAPHER**

Unit Photographers support the unit's historical, media, training, competition and ceremonial mission. The unit photographers work directly for the Unit's Public Affairs Officer. There are two types of photographers, still and video photographers.

- 1) Still photographers are responsible for:
  - a. Assisting with putting together the Military Ball power point.
  - b. Assisting with putting together Awards Ceremony power point.
  - c. Assisting Unit staff with their Annual Inspection brief power points, when any unit event photo coverage is incorporated into their power points.
  - d. Taking photos of Unit Chain of Command Personnel and maintaining the Unit Chain of Command Wall/Board.
  - e. Providing still photographic coverage for:
    - (1) Meets.
    - (2) Unit activities or any activities Cadets are involved in as representatives of the Unit, such as football game participation, Booster Club Cook-out, Booster Club meetings, Open House, Booster Club Car Wash, Adopt a County mile, and community and school service activities.
    - (3) Drill Teams and Color Guard practices.
    - (4) Unit Color Guard presentations and school and community service activities
    - (5) Orientation/field trips.
    - (6) Daily activities, periodically, i.e., classroom instruction, drill, PT, personnel inspections, staff office routine, supply department work and administrative department work.

- (7) Area Manager's Inspection (AMI)
- 2) Video Photographers are responsible for:
  - a. Shooting and assisting with development of recruiting videos.
  - b. Shooting and assisting with development of and Military Ball Etiquette and protocol videos.
  - c. Providing video coverage for:
    - (1) Drill teams and color guard practices.
    - (2) Meets.
    - (3) Awards Ceremonies.
    - (4) Area Manager's Inspection.
    - (5) School and Community service color guards.
    - (6) Orientation/field trips.
    - (7) Daily activities, periodically, i.e. classroom instruction, drill, PT, personnel inspections, morning colors, staff office routine, supply department work, administrative department work.
- 3) All photographers will be trained on their equipment and will review thoroughly the owner's manuals that came with that equipment.
- 4) All photographers will be responsible for the safety and security of their equipment. Equipment will be checked out through the PAO or one of the NSIs and will be checked back in through the PAO or one of the NSIs. No equipment will be loaned out to any other Cadets/personnel without approval from one of the instructors.

## **T. REGIMENTAL/BATTALION HISTORIAN**

The Unit Historian is the primary official tasked with keeping the Unit's History accurate and current so that throughout the years Unit and school officials will have, available to them, an accurate look at where the unit started and its history throughout its existence. The Unit Historian reports directly to the Public Affairs Officer. In this capacity, the Unit Historian is responsible for:

- 1) Preparing and maintaining a Unit scrap book for the school year.
- 2) Keeping the scrapbook current at all times and should reflect the activities of the Unit and individual cadets through the use of pictures, certificates or copies of, special letters, and other appropriate materials.
- 3) Maintaining close liaison with the PAO and photographers to coordinate filing and use of photos of historical value to the unit in the unit scrapbook and the Administrative Officer and Operations Officer for coordinating entries that need to be made in the unit historical log.
- 4) Preparing and maintaining a logbook for the school year.

- 5) Keeping the logbook current at all times recording all events, activities, and incidents the unit is involved in or a part of.
- 6) Keeping a calendar of significant events that have occurred in the Unit's, Navy's, Marine Corps and Nation's history and providing one or two of those events each week to the Operation Officer for inclusion in the Plan of the Week.
- 7) Keeping a file of people of historical value to the Navy, Marine Corps and American history.

#### **U. REGIMENTAL ADJUTANT – INTENTIONALLY LEFT BLANK**

#### **V. REGIMENTAL CHIEF MASTER-AT-ARMS – LEFT INTENTIONALLY BLANK**

#### **W. BATTALION COMMANDERS**

Battalion Commanders report directly to the Operations Officer and their responsibilities include:

- 1) Presenting a proper example of a leader to follow at all times.
- 2) Providing Operation Officer with upcoming events/activities of their respective Battalion each week.
- 3) Planning and monitoring the performance of the Platoon Commanders of the platoons they are responsible for. Ensuring they are periodically reviewing their log of the performance of the Cadets in their platoon. Ensuring they are routinely counseling all their cadets on good or bad behavior or actions and that they are scheduling periodic review of cadet performance with their cadets. Requiring a schedule from the Platoon Commanders of their planned review/counseling sessions.
- 4) Assigning duties to subordinates and evaluating their work for compliance and quality. Evaluating and rating Platoon Commanders on their performance.
- 5) Counseling each Platoon Commander and the Battalion XO on their performance, ensuring all counseling is documented.
- 5) Ensuring all Platoon Commanders who are unable to attend Officers' Call are briefed on the meeting in such a way the Platoon Commander can brief the platoon at the next day's muster.
- 6) Tracking and ensuring Platoon Commanders are tracking personnel requests the Cadets have submitted with the chain of command, i.e. advancement/promotion request, ribbon requests and uniform requests to name a few.
- 8) Taking the lead in teaching military courtesies, drill, and routines to fellow Cadets.

- 9) Setting up a military/PQS/advancement training schedule for people in their Battalion and ensuring Squad Leaders and Platoon Commanders follow the schedule.
- 10) Planning semester counseling.
- 11) When assigned as primary coordinator for one of the Battalion's many events/activities, at the prescribed time before the trip, meet, event or activity, pull the file that event/activity and utilizing the checklist start taking necessary or appropriate action or ensuring required action is assigned and action taken and report progress at Officers' Call and when all required actions are completed report completion to the Unit Operations Officer.
- 12) Each week, review the Platoon Commanders' lists of Cadets who did not participate in drill or PT or who did not wear their uniform including those who were absent and then pass the lists to the SNSI via the chain of command.
- 13) Monitoring the advancement efforts of the Cadets in each platoon and advancement training efforts to the Platoon Commanders and the Squad Leaders.
- 14) Actively monitoring the mentoring efforts within each platoon. Ensuring the Platoon Commanders are aggressively seeking out Cadets who need academic or NJROTC help and Cadets who are willing and have the capacity to tutor/mentor other Cadets.
- 15) Keeping the Battalion PAO apprised of any events or other items that may be photo or newsworthy.
- 16) Assisting the Unit CO/XO with any other duties that they assign.

## **X. BATTALION EXECUTIVE OFFICER**

See Regimental/Battalion duties.

## **Y. PLATOON COMMANDER**

The Platoon Commander is the senior member of the platoon. He/she is responsible for:

- 1) Leading the platoon in all formations.
- 2) Making recommendations regarding awards, promotions and reductions.
- 3) Keeping an up-to-date list of all Cadets in your platoon.
- 4) Maintaining a log of all the Cadets in the platoon and record all accomplishments, deficiencies, jobs performed and how well and how timely they were completed. this will assist in counseling sessions and will serve as a good reference when make recommendations for promotions, assignment to positions or awards.

- 5) Periodically discussing observations of Cadet performance, including strengths and deficiencies with each cadet privately.
- 6) Reporting any significant findings/incidents within the platoon to the chain of command.
- 7) Maintaining an additional list of new Cadets in the platoon who are new to the unit.
- 8) Ensuring Squad Leaders:
  - (a) Get a welcome aboard package to the new cadets.
  - (b) Brief new Cadets on unit procedures and if they are new to NJROTC the Squad Leader teaches them how to do basic drills.
  - (c) Ensures the Squad Leader introduces new Cadets to the other squad members
- 9) Ensuring new Cadets are introduced to the whole platoon.
- 10) Ensuring an outstanding Cadet and if possible a 2<sup>nd</sup> or 3<sup>rd</sup> year Cadet is assigned as a sponsor to new Cadets to help these Cadets learn their way around the unit and how to conduct themselves.
- 11) Ensuring new Cadets know proper muster procedures.
- 12) Ensuring new Cadets know the proper way to enter instructors' offices.
- 13) Immediately upon arrival in the classroom and looking in his/her Platoon box for any information that needs to be passed on to the platoon at muster.
- 14) Beginning work as soon as he/she arrives at the classroom each class period.
- 15) Attending Officer's call, taking notes then passing the word down to the platoon the next day.
- 17) Meeting with Mustering Petty Officers (MPO's), Guides and Squad Leaders periodically, at least monthly, to pass information and discuss problem areas/Cadets.
- 18) Keeping the Chain of Command (COC) fully informed of all that is happening in or with his/her platoon and who is demonstrating outstanding or poor behavior, attitude, etc.
- 19) Each week providing your COC with a list of Cadets in your platoon who did not participate in drill or PT and those who did not wear their uniform including those absent.
- 20) Ensuring platoon administrative and supply petty officers perform necessary admin and supply functions for the platoon.



- 21) Keeping tracking sheet of all personnel requests submitted by cadets in his/her platoon and track the progress and final disposition to the request.
- 22) Recording all counseling session and submit a copy to the SNSI/NSI via the COC.
- 23) Nominating Cadets in his/her platoon (no more than one per six weeks) for Cadet of the six weeks or Cadet of the Year.

## **Z. MUSTERING PETTY OFFICER RESPONSIBILITIES**

The Mustering Petty Officer is the 2<sup>nd</sup> ranking member of the platoon and is the just below the Platoon Commander in the chain of command. He/she is responsible for:

- 1) Assuming the role of Acting Platoon Commander in the Platoon Commander's absence.
- 2) Taking an accurate daily muster at the beginning of the class period each day.
- 3) Ensure Squad Leaders are properly trained to perform their duties.
- 4) Ensure Squad Leader properly welcomes and orients Cadets new to their squad.
- 5) During extended formations, such as Annual Inspection, will assist Cadets who become ill, who pass out or need physical assistance in any way.
- 6) Training the Platoon Guide.
- 7) Making recommendations of advancement for personnel within the squads.
- 8) Picking up clip boards for personnel inspection and ensuring they are returned at the conclusion of personnel inspection.
- 9) Ensuring that all Cadets' inspection grades are consolidated onto one inspection grade report sheet with Cadets listed in alphabetical order by NS1, NS2 etc.
- 10) Maintain a list of those Cadets not in uniform on uniform day and recording when Cadets make up the missed uniform grade.
- 11) Ensuring the classrooms are maintained in a neat, clean orderly condition.
- 12) Ensuring personal gear is not left adrift during their class period.
- 13) Reporting any unacceptable classroom material conditions such as: cleanliness issues, safety hazards, equipment breakage, etc. to the First Lieutenant (or Operations Officer if the First Lieutenant billet is vacant) as soon as possible.

## **AA. SQUAD LEADER RESPONSIBILITIES**

The Squad Leader is one of the most important leaders in the Unit. He/she is the most basic element in the chain of command is the person most directly involved in the development of new and junior cadets. The squad is directly responsible for ensuring the welfare and training of cadets and is the first person in the chain of command for the individual cadet. The squad leader is responsible for:

- 1) Instructing and assisting individual squad members whenever possible.
- 2) Assisting the platoon commander in all platoon activities.
- 3) Supervising the squad in preparing for personnel inspections.
- 4) Supervising their squad during all working parties.
- 5) Assisting the class instructor or platoon commander as required.
- 6) Distributing to and collecting any paperwork from members of their squad, keeping records of squad members' performance during class activities, squad drills, monitoring the completion and return of required NJROTC and school forms handed out during NJROTC class's forms submissions.
- 7) Ensuring squad member personnel requests are submitted up the chain of command, keeping a log of requests that have been submitted and following up to ensure requests are acted upon quickly and feedback to the member is made.
- 8) Assisting squad members understand and complete advancement requirements, providing personal instruction or arranging for instruction in any areas the individual cadets are struggling with.
- 9) Ensuring squad members are notified, in a timely manner, the results of any advancement tests taken.
- 10) Ensure the following items are taken care of for new Cadets:
  - a. Introduced to the platoon.
  - b. Meet and are greeted by everyone in the squad
  - c. Receive all necessary uniform items
  - d. Receive all admin forms
  - e. Receive appropriate naval science book (if any are issued to individual cadets)
  - f. Receive/locate a Cadet Field Manual
  - g. Receive/locate a Unit Cadet Guidebook
  - h. Cadets new to ROTC are taught basic facing and drill movements
    - 1) Right face
    - 2) Left face
    - 3) About face

- 4) Hand salute
- 5) Parade rest
- 6) At ease
- 7) Fall in
- 8) Dress right dress
- 9) At a close interval dress right dress
- 10) Uncover
- 11) Fall out
- 12) Dismiss
- 13) Attention
- 14) Forward march
- 15) To the rear
- 16) Flanking movements
- 17) Obliques
- 18) Columns

- i. Proper way to enter classroom
- j. Proper way to enter instructors' office
- k. Proper way to enter Cadet Office
- l. How to properly set up the uniform
- m. How to properly wear the uniform
- n. About shirt stays
- o. About ironing and military creases
- p. How to shine shoes
- q. How to shine belt buckles

11). When cadets fall into platoon formation:

- a. Check for identification badges before muster/physical exercise
- b. ENSURE proper bearing when in formation
- c. Check for gum
- d. ENSURE squad lists are up-to-date
- e. Ensure squad members are paired off and helping each other prepare for inspection
- f. Check each squad member to ensure they are ready for inspection
- g. Encourage each squad member to take advancement exams/learn material/do practical factors.
- h. Turn into admin all ribbon requests
- i. Ensure you take care of all the needs of your Cadets or put them in touch with someone who can

## **BB. PLATOON YEOMAN (YN)**

The platoon YN is a very important member of each platoon and the Administrative Department team. He/she is in the best position to help individual cadets with personnel matters such as being presented with earned awards or promotions. The Platoon YN is instrumental in assisting the Regiment/Battalion Administrative Officer maintaining accurate personnel records. The Cadet YN is responsible for:

- 1) Ensuring each Cadet in his/her platoon receive all necessary forms at the beginning of each school year and tracks the return of completed forms.
- 2) Ensuring each new Cadet in his/her platoon receives all necessary forms and tracks the return of completed forms.
- 3) Ensuring each new cadet receives a Cadet Field manual and guidebook
- 4) Providing Ribbon Request forms to Cadets needing to receive earned awards
- 5) Providing Advancement Request forms to Cadets in his/her platoon who have completed all requirements for the next higher rate.
- 6) Assisting the Administrative Officer with entering Cadet record data into CDMIS.
- 7) Assisting the NSI's with entering Physical Readiness Tests data into CDMIS for members of his/her platoon immediately following the completion of the PRT.
- 8) Assisting the Training Officer and Educational Services Officer with notifying Cadets of advancement test results and entering those results and PQS results into CDMIS
- 9) Assisting with any administrative matters associated with platoon, company or regiment/battalion events as directed by the Administrative Officer or the NSI's.

## **CC. PLATOON STOREKEEPER (SK)**

The Platoon Storekeeper (SK) is an integral part of the supply department and the platoon. The Platoon SK assists the Platoon Commander with the supply/uniform needs of the Cadets in the platoon, but he/she reports to the Supply Officer. The Platoon SK is responsible for:

- 1) Ensuring new Cadets receive their full complement of uniform items, coordinating with the NSI's, Platoon Commander and Supply Officer.
- 2) Checking to see if any tailored uniform items have been returned from the tailor and if so getting those items into the hands of the Cadet concerned.

- 3) Taking care of uniform needs of all the platoon, checking with one of the NSI's before issuing replacement items for lost or damaged uniform items.
- 4) Assisting with the initial outfitting of new and returning Cadets at the beginning of each school year and each semester.
  - 5) Maintaining assigned areas in the supply rooms and supply cage in a neat and orderly manner.
  - 6) Assisting the Supply Officer with semi-annual inventories of uniform stock.
  - 7) Notifying the Supply Officer of any uniform items that have a low inventory.
- 4) Assisting with recording of uniform issues and returns into CDMIS as directed by the Supply Officer/NSI.
- 9) Inventorying of uniform and instructional material items received and entering the counts into CDMIS as directed by the Supply Officer/NSI.
- 10) Identifying uniform items that may be to worn or discolored to be retained in the inventory and presenting them to the Supply Officer/ NSI for final determination.

#### **DD. ARMED DRILL TEAM COMMANDER**

The Armed Drill Team Commander reports directly to the OPS Officer, and is responsible for:

- 1) Commanding the Armed Drill Team (ADT) during practices, demonstrations, competitions, and performances.
- 2) Training the ADT thoroughly in the areas of regulation drill, exhibition drill and personnel inspection sequence.
- 3) Keeping accurate records of Cadet participation in drill team practices, competitions, and special performances.
- 4) Maintaining a team notebook which will contain, as a minimum, training schedules, record of practices, performances, competitions, and active members.
- 5) Ensuring proper maintenance, issuance, cleaning, repair, and accurate inventory of all armed drill team equipment in conjunction with the Armory Officer.
- 6) Ensuring, prior to the day of departure for drill competitions or demonstrations all necessary gear and equipment and is packed and staged ready to load and then ensuring that gear and equipment is actually loaded for travel.

- 7) Ensuring that practices are conducted properly and on time every scheduled practice day, weather permitting, or at such other times as may be directed by the instructors or Unit Commander.
- 8) Demonstrating leadership through positive participation in all Unit related programs, activities, and events.
- 9) Making drill team ribbon and varsity letter qualification recommendations through the chain of command.
- 10) Attending Officers Call when required.
- 11) Briefing the OPS Officer on a weekly basis on matters pertaining to assigned responsibilities and drill team activities.
- 12) Maintaining an up-to-date turnover manual for the Armed Drill Team Commander.
- 13) Performing such other duties as may be assigned.

#### **EE. UNARMED DRILL TEAM COMMANDER**

The Unarmed Drill Team (UDT) Commander reports directly to the OPS Officer, and is responsible for:

- 1) Commanding the UDT during practices, demonstrations, competitions, and performances.
- 2) Training the unarmed drill team thoroughly in the areas of regulation drill, exhibition drill and personnel inspection sequence.
- 3) Keeping accurate records of Cadet participation in drill team practices, competitions, and special performances.
- 4) Maintaining a team notebook which will contain, as a minimum, training schedules, record of practices, performances, competitions, and active members.
- 5) Ensuring proper maintenance, issuance, cleaning, repair, and accurate inventory of all unarmed drill team equipment.
- 6) Ensuring, prior to the day of departure for drill competitions or demonstrations all necessary gear and equipment and is packed and staged ready to load and then ensuring that gear and equipment is actually loaded for travel.
- 6) Ensuring that practices are conducted properly and on time every scheduled practice day, weather permitting, or at such other times as may be directed by the instructors or Unit Commander.
- 8) Demonstrating leadership through positive participation in all battalion related programs, activities, and events.

- 9) Making drill team ribbon and varsity letter qualification recommendations through the chain of command.
- 10) Attending Officers Call when required.
- 11) Briefing the OPS Officer on a weekly basis on matters pertaining to assigned responsibilities and drill team activities.
- 12) Maintaining an up-to-date turnover manual for the unarmed drill team commander.
- 13) Performing such other duties as may be assigned.

#### **FF. COLOR GUARD COORDINATOR**

The Color Guard Coordinator reports directly to the OPS Officer and is responsible for:

- 1) Coordinating all color guards for non-competition events such as athletic events, parades, special programs and events, Spring ISD Board Meetings, church programs, community service events, school sponsored events, veterans reunions, holiday programs and events, such as Memorial Day ceremonies and Veterans Day Ceremonies.
- 2) Coordinating flag folding demonstrations for various school and community programs.
- 3) Coordinating flag details for homeless veterans funerals and memorials.
- 4) Coordinating competition events with the Male, Female and Novice Color Guard Commanders and monitoring the conduct of competition team practices and eligibility as well as team member awards.
- 5) Keeping accurate records of Cadet participation in color guard practices and competitions and special performances.
- 7) Maintaining a team notebook which shall contain, as a minimum, training schedules, record of practices, performances, competitions and active members.
- 8) Ensuring the proper maintenance, storage, issuance, cleaning and accurate inventory of all Color Guard equipment and all flags and ensuring all equipment necessary for Color Guard events that are conducted off the school campus is prepared and staged for loading and transporting.
- 9) Directing the training and performance of Cadets assigned to the various Color Guards, ensuring that practices are conducted properly and on time every practice day or specially called practices.

- 10) Ensuring that morning and afternoon colors are observed properly and on time every academic day, weather permitting, or at such times as may be prescribed by the SNSI or NSI.
- 11) Demonstrating leadership through positive participation in all company related programs, activities, and events.
- 12) Making Color Guard ribbon and Varsity Letter qualification recommendations up the chain of command.
- 13) Attending staff meetings when required.
- 14) Briefing the OPS officer on a weekly basis on matters pertaining to assigned responsibilities and color guard activities.
- 15) Maintaining and up-to-date turnover manual for the Color Guard Commander position.
- 16) Performing such other duties as may be assigned.

**GG. COMPETITION COLOR GUARD COMMANDERS  
(MALE/FEMALE/NOVICE)**

The Competition Color Guard Coordinator reports directly to the Color Guard Coordinator and is responsible for:

- 1) Commanding the Competition Color Guard during practices and competitions.
- 2) Training the Competition Color Guard team thoroughly in the areas of basic drill, manual of colors, personnel inspection sequence and preparing the Color Guard for any Color Guard academic tests they are required to take.
- 3) Keeping accurate records of Cadet participation in drill team practices and competitions.
- 4) Maintaining a team notebook which will contain, as a minimum, training schedules, record of practices, competitions and active members.
- 5) Ensuring proper maintenance, issuance, cleaning, repair, and accurate inventory of all competition color guard equipment.
- 6) Ensuring, prior to the day of departure for drill competitions or demonstrations all necessary gear and equipment and is packed and staged ready to load and then ensuring that gear and equipment is actually loaded for travel.
- 7) Ensuring that practices are conducted properly and on time every scheduled practice day, weather permitting, or at such other times as may be directed by the instructors or Unit Commander.



- 8) Demonstrating leadership through positive participation in all company related programs, activities, and events.
- 9) Making Color Guard Ribbon and varsity letter qualification recommendations through the chain of command.
- 10) Attending Officers Call when required.
- 11) Briefing the Color Guard Coordinator on a weekly basis on matters pertaining to assigned responsibilities and drill team activities.
- 12) Maintaining an up-to-date turnover manual for the armed drill team commander.
- 13) Performing such other duties as may be assigned.

#### **HH. ACADEMIC TEAM COMMANDER**

The Academic Team Commander reports directly the Operations Officer, and is responsible for:

- 1) Commanding the academic team during meetings, practices, and competitions.
- 2) Training, supervising, and monitoring the team thoroughly in the areas academic training, meetings, and competitions.
- 3) Keeping accurate records of cadet participation in team meetings, practices, and competitions.
- 4) Maintaining a team record which shall contain as a minimum; training schedules, record of competitions, active members, individual academic qualifications, and related records.
- 5) Ensuring the proper maintenance, issuance, and accurate inventory of all team materials.
- 6) Leading study sessions, when scheduled.
- 7) Ensuring that practices are conducted properly and on time every scheduled day or at such other times as may be prescribed by the SNSI/NSI's.
- 8) Reviewing, with the academic team coach, available postal competitions each month and help decide which competitions to enter.
- 9) Ensuring that once postal competitions are decided upon and entrance applications and fees are submitted, the postal academic exams are scheduled to be taken in sufficient time to be mailed without having to rush at the last minute to get to get to the meet sponsor or postmarked by a certain date.

- 10) Electing team members to enter postal matches and drill meet academic competitions.
- 11) Monitoring the Naval Science academic grades, require community service/school service hours of all team members to ensure only eligible cadets receive NJROTC varsity letter recommendations.
- 12) Making Academic Ribbon and varsity letter qualification recommendations up the chain of command for annual awards.
- 13) Attending staff meetings when required.
- 14) Briefing the OPS Officer on a weekly basis on matters pertaining to assigned responsibilities and team activities.
- 15) Maintaining an up-to-date turnover manual for the Academic Team Commander position.
- 16) Demonstrating leadership through positive participation in all company related programs, activities, and events.
- 17) Performing such other duties as may be assigned.

## **II. ATHLETIC TEAM COMMANDER**

The Athletic Team Commander reports directly the OPS Officer, and is responsible for:

- 1) Commanding the athletic team during meetings, practices, and competitions.
- 2) Training, supervising, and monitoring the team thoroughly in the areas of safety.
- 3) Keeping accurate records of Cadet participation in team meetings, practices, and competitions.
- 4) Maintaining a team notebook which shall contain as a minimum; training schedules; record of practices, performances, competitions; active members; signed permission forms; and related records.
- 5) Ensuring that practices are conducted properly and on time every scheduled day, weather permitting, or at such other times as may be prescribed by the SNSI/NSI's.
- 6) Reviewing, with the athletic team coach, available postal competitions each month and helping to decide which competitions to enter.
- 7) Ensuring that once postal competitions are decided upon and entrance applications and fees are submitted, the postal athletic exams are scheduled to be taken in time to be able to mail off the tests without having to rush at the last minute to get the tests to the meet sponsor or postmarked by a certain date.

- 8) Selecting team members to enter postal matches and drill meet athletic competitions.
- 9) Monitoring the Naval Science academic grades and community service requirements of all team members to ensure only eligible cadets receive NJROTC varsity letter recommendations.
- 10) Demonstrating leadership through positive participation in all company related programs, activities, and events.
- 11) Demonstrating leadership through positive participation in all company related programs, activities, and events.
- 12) Attending staff/departmental meetings when required.
- 13) Briefing the OPS Officer on a weekly basis on matters pertaining to assigned responsibilities and team activities.
- 14) Maintaining an up-to-date turnover manual for the Athletic Team Commander position.
- 15) Performing such other duties as may be assigned.

## **JJ. RIFLE TEAM COMMANDER**

The Rifle Team Commander reports directly to the OPS Officer, and is responsible for:

- 1) Commanding the Air Rifle Team during meetings, practices, and competitions.
- 2) Training, supervising, and monitoring the team thoroughly in the areas of safety, range discipline, and marksmanship practices.
- 3) Administering the range safety tests to all prospective rifle team members or Cadets who desire to fire air rifles.
- 4) Keeping accurate records of Cadet participation in team meetings, practices, and competitions.
- 5) Maintaining a team notebook which shall contain as a minimum; training schedules; record of practices, performances, competitions; active members; signed permission forms, CMP Numbers, safety pledge; and related records.
- 6) Ensuring the proper maintenance, issuance, cleaning, repair, and accurate Inventory of all team weapons and equipment.
- 7) Serving as the Assistant Range Safety Officer (ARSO) during all live firings.

- 8) Ensuring that practices are conducted properly and on time every scheduled day or at such times as may be prescribed by the SNSI/NSI's.
- 9) Reviewing, with the rifle team coach, available postal competitions each month and helping to decide which competitions to enter.
- 10) Ensuring that once postal competitions are decided upon and entrance applications and fees are submitted, the postal rifle competitions are scheduled to be taken in sufficient time to be mailed off without having to rush at the last minute to get to the meet sponsor or postmarked by a certain date.
- 11) Selecting team members to enter postal matches and drill meet shooting competitions.
- 12) Monitoring the Naval Science academic grades and community service requirements of all team members to ensure only eligible Cadets receive NJROTC varsity letter recommendations.
- 13) Demonstrating leadership through positive participation in all company related programs, activities, and events.
- 14) Making the marksmanship ribbon and varsity letter qualification recommendations up the chain of command for annual awards.
- 15) Attending staff/departmental meetings when required.
- 16) Briefing the OPS officer on a weekly basis on matters pertaining to assigned responsibilities and team activities.
- 17) Maintaining an up-to-date turnover manual for the Air Rifle/Air Pistol team Commander position.
- 18) Performing such other duties as may be assigned.

#### **KK. ORIENTEERING TEAM COMMANDER**

The Orienteering Team Commander reports directly to the OPS Officer, and is responsible for:

- 1) Commanding the Orienteering Team during meetings, practices, and competitions.
- 2) Training, supervising, and monitoring the team thoroughly in the areas of orienteering skills, safety, discipline and practices.
- 3) Keeping accurate records of cadet participation in team meetings practices, outings and competitions.
- 4) Maintaining team records which shall contain as a minimum; training schedules, record of competitions, active members and individual orienteering qualifications.

- 5) Ensuring the proper maintenance, issuance, cleaning, repair and accurate inventory of all team equipment.
- 6) Ensuring that pre- and post-outing/activity meetings are conducted as well as other training practice sessions that may be necessary.
- 7) Monitoring the Naval Science academic grades and community service requirements of all team members to ensure only eligible Cadets receive NJROTC varsity letter recommendations.
- 8) Demonstrating leadership through positive participation in all battalion related programs, activities, and events.
- 9) Making Orienteering Ribbon and varsity letter qualification recommendations for annual awards.
- 10) Attending Officers calls when required.
- 11) Briefing the OPS Officer on a weekly basis on matters pertaining to assigned responsibilities and team activities.
- 12) Maintaining an up-to-date turnover manual for the Orienteering Team Commander position.
- 13) Performing such other duties as may be required.

## **LL. MASTER-AT-ARMS FORCE**

The Master-at-Arms (MAA) Force is responsible for maintaining good order and discipline within the Spring High School NJROTC Unit, and ensuring orderliness and cleanliness of the Lion spaces are maintained. The force is basically the Unit's police force. The MAA Force will report to the Chief Master-at-Arms (CMAA), who will report directly to the 1<sup>ST</sup> Lieutenant and will therefore form a division under the Operations Department. The CMAA billet will normally be filled with a chief or senior chief.

- 1) The force will be composed of sections of five (5) cadets with a section leader in charge of each section. The section leader billet will normally be a petty officer 1<sup>st</sup> class.
- 2) Requirements for selection for the MAA force:
  - a) Be petty officer 3<sup>rd</sup> class or above.
  - b) Be available for after school assignment.
  - c) Must display good self-discipline and restraint.
  - d) Must not have had any citizenship issues at Spring High School and have had no disciplinary problems.

- e) Must be passing all classes.
  - f) Must demonstrate maturity and display positive leadership qualities.
  - g) Must be tactful.
- 3) Requirements for selection for CMAA:
- a) Be a Chief or above or have passed **ALL** requirements for CPO.
  - b) Be available for after school assignment.
  - c) Must display good self-discipline and restraint.
  - d) Must not have had any citizenship issues at Spring High School and have had no disciplinary problems.
  - e) Must be passing all classes.
  - f) Must demonstrate maturity and display positive leadership qualities.
  - g) Must be tactful.
- 4) Each day one of the MAA sections will be on duty until 1730 or until the last practice ends.
- 5) Assist with the muster of Cadets staying after school.
- 6) Assist with security of rifle range on days live fire is being conducted.
- 7) Ensure no food or drinks are being taken into the NS classrooms.
- 8) Prevent/stop/report Cadet PDA.
- 9) Ensure Cadets do not litter the campus and dispose of trash in a proper receptacle.
- 10) Prevent/stop/report horseplay.
- 11) Prevent/stop/report unauthorized use of school/Navy equipment.
- 12) Ensure when Teams/Cadets are finished using classrooms that they police the classrooms, disposing of any trash and that items in the classroom are put in their proper place and the classroom is ready for the next day's business/instruction.
- 13) Ensure cadets who are authorized on campus for NJROTC activities remain in the NJROTC spaces and adjacent areas.

**204. CHAIN OF COMMAND.** The chain of command is the primary channel of communication throughout the unit. Information flows from the SNSI/NSIs and Commanding Officer through various members of the Unit to individual Cadets and from Cadets back through the same channel to the Commanding Officer and SNSI/NSI's. The two-way nature of this 'chain' is extremely important. The chain-of-command for Spring High School NJROTC extends up and down as follows:

Senior Naval Science Instructor  
 Naval Science Instructor  
 Regiment/Battalion Commander

Executive Officer  
Operations Officer  
Company Commanding Officer  
Company Executive Officer  
Company Operations Officer  
Platoon Leader  
Mustering Petty Officer  
Squad Leader  
Individual Cadet

**205. ARMED and UNARMED DRILL TEAMS.** Are groups of highly dedicated Cadets interested in the sharpness and precision developed by close order drill and the Manual of Arms. They represent Spring High School in parades, ceremonies, and competitions with other JROTC units. Individual members of the drill team are expected to maintain the highest standards of grooming, discipline, and uniform.

**206. COLOR GUARD.** This group of Cadets is one of the most visible portions of the unit to the school and community. They present the Colors at parades, school sporting events, other activities and community ceremonies, and competitions with other JROTC units. Like the drill teams, the members of the Color Guard are expected to set the example in uniform and conduct.

**207. AIR RIFLE TEAM.** The rifle team is composed of Cadets interested in competitive shooting and firearm safety. They represent the unit in local, state, and national competitions.

**208. ACADEMIC TEAM.** The academic team is composed of Cadets who are particularly interested in academic achievement, who are top achievers in Naval Science academics, and who are willing to devote the extra effort and individual study necessary to compete successfully. They represent the unit in state, area and national competitions.

**209. ORIENTEERING TEAM.** The orienteering team is composed of Cadets who are particularly interested in land navigation and are willing to devote extra time and effort, especially on Saturdays. They represent the unit in state and regional competitions.

**210. HONOR GUARD DETAIL.** The Honor Guard Detail will consist of a minimum of four Cadets who will raise the National Ensign, Texas State flag, and the Spring ISD flag each school day (except during inclement weather) no later than 0715. This practice is called '**Morning Colors**'. They will march to the flagpole in a single line formation with the National Ensign in the front. They will do this in a military manner with respect and pride. The Honor Guard Detail will be set up by the Unit Executive Officer. This is a very serious event and should never be taken lightly. A certain number of morning honor guards must be completed for advancements. An Honor Guard Detail will lower the flags each school day at the end of the school day.

**211. ATHLETIC TEAM.** The Athletic Team is composed of Cadets who are interested in physical fitness challenges. They represent the unit in local, state, and national competitions.

**212. PISTOL TEAM.** The pistol team is composed of Cadets interested in competitive shooting and firearm safety. They represent the unit in local, state, and national competitions.





## Section III. NJROTC Advancement

**301. GENERAL.** Advancement in rate or rank within the Spring High School NJROTC unit is based on time in grade, time in unit, and more importantly demonstrated performance and leadership abilities. The greatest emphasis will be placed on demonstrated performance, academic achievement, and adherence to the core values of the NJROTC program. All Cadets entering NJROTC for the first year are assigned the rate of Cadet Seaman Recruit. Normally, in order to advance from Cadet Seaman Recruit to Cadet Chief Petty Officer, a Cadet must demonstrate a prescribed degree of proficiency in military drills, and ceremonies, military knowledge, coupled with good grades and discipline. This degree of proficiency is evaluated by formal, objective tests and subjective evaluation by the SNSI/NSI and Cadet Staff Officers. Requests for advancement by all Cadets must follow the chain of command. In order to advance to Cadet Chief Petty Officer and the Cadet Officer ranks, a Cadet must normally be in their third year of the program. These rate/ranks are obtained by appointment of the SNSI/NSI's. Outstanding second year Cadets may also be promoted to Cadet Chief Petty Officer and Cadet Officer status at the discretion of the SNSI. Each Cadet has an equal opportunity for advancement through the ranks. **It is important to remember that Cadet Officer and Petty Officer promotions are temporary and can be removed if the Cadet does not perform his/her duties in a satisfactory manner or is guilty of misbehavior.**

**302. REQUIREMENTS AND RECORDS.** A record of each Cadet's advancement progress is kept by the Unit. The Advancement Guide (Article 305) lists the requirements for advancement through the rate of Cadet Chief Petty Officer. Completion of requirements for the next rate does not automatically earn advancement. The Cadet must also have a signed recommendation of his Platoon commander, the concurrence of the Chain of Command. Advancements will normally be effected at scheduled Awards and Promotion Ceremonies and will become effective that date.

A. ***Written examinations.*** A passing grade of 90% is required. In case of failure, the Cadet must wait one week before retesting. The SNSI/NSI or an assigned Cadet will provide assistance as required. Examinations should be taken in the listed sequence.

B. ***Practical Factor examinations.*** These will be administered by the SNSI/NSI or a Cadet Staff Officer normally a ESO who will determine whether the Cadet has demonstrated the requisite knowledge and skill level to earn a passing grade. In the event of failure, the Cadet must wait one week before retesting.

C. ***Oral examinations.*** These will be administered by the SNSI/NSI or a Cadet Staff Officer/ESO who will determine whether the Cadet has demonstrated the requisite knowledge and skill level to earn a passing grade. Cadets failing the oral exam must wait two weeks before retesting.

**303. OFFICER SELECTION.** After attainment of the rate of Chief Petty Officer, Officer status is obtained through selection by the SNSI/NSI. There are no formal examinations or practical skills to demonstrate as with previous rate advancements. Officer status is dependent on the demonstrated leadership and performance of the individual Cadet, his/her aptitude, the billet held by the individual, and the need for officers in that particular rank.

### **304. TRANSFER OF JROTC CADETS.**

A. Cadets in the Spring High School NJROTC unit who transfer to another school will have their personnel records transferred to the new school if the receiving unit requests the records. These records will not be hand carried by the Cadet.

B. Cadets transferred into the Spring High School NJROTC unit from other JROTC units will be assigned to the appropriate class and be temporarily assigned equivalent rate/rank based on the rate/rank held at the previous unit. After receipt of their personnel record and observation of their performance, this initial rate/rank assignment may be adjusted up or down.

### **306. PERFORMANCE STANDARDS.**

A. Cadets who hold officer status and who are awarded school suspensions may be automatically demoted to enlisted status. Cadets who are demoted for this or any other reason will normally not be considered for reinstatement to officer status. Each case will be considered on its individual merit. The final decision regarding reinstatement to officer status rests entirely on the SNSI.

B. Enlisted Cadets who earn suspensions will normally be demoted one rate. Based on his/her actions subsequent to the suspension they may be restricted to enlisted status for the duration of their participation in NJROTC. Parents of any Cadet demoted or reinstated will be advised in writing by the SNSI.

C. Cadets appointed to officer status must maintain a continuous minimum overall GPA of 2.0 or higher. Should a Cadet Officer fail to earn 2.0 for any six-week period he/she will be issued a letter of probation and caution, with a copy being sent to that Cadet's parents. Should a Cadet Officer fail to earn a 2.0 for consecutive six-week periods he/she will be considered for demotion to enlisted status and removal from any position he/she may hold. If placed in a probationary status, should the Cadet successfully raise his/her GPA to 2.0 or higher, that Cadet will be removed from probationary status.

## **Section IV. NJROTC Discipline**

**401. GENERAL.** The basic philosophy of the NJROTC program is that Cadets are part of the NJROTC unit because they want to be and that Cadets will strive to do their best when they know what is expected of them. **Cadets are responsible for maintaining the high standards of conduct expected of each member of the Spring High School NJROTC unit.** Each Cadet is first responsible for his/her own conduct and for ensuring that her/his actions reflect credit upon the unit, the school, and the U.S. Navy. Each Cadet also has an obligation to assist with maintaining high standards for every student in the NJROTC program. **The NJROTC program in general and this Unit have set high standards. The instructors at this Unit will not relax these standards, rather each individual Cadet will rise to the standard set at this Unit. Nothing less is acceptable.**

Cadets who have behavior problems within the unit will not be allowed to participate in NJROTC extra-curricular activities, including field trips. Extra-curricular team members may be dismissed from a team for any significant behavior problems, both in the classroom and while on trips away from school.

Only ‘deserving’ Cadets will be allowed to go on field trips. The SNSI and NSI will make the final determination as to which Cadets will be allowed to go on any particular trip.

**402. CLASSROOM DISCIPLINE.** An atmosphere conducive to study and learning will be maintained in the classroom at all times. When the tardy bell rings, the platoon leader, or in her/his absence the mustering petty officer or a squad leader will call the class to attention and take the muster. The first Cadet to observe the SNSI/NSI entering the classroom will call “Attention on Deck”.

**403. MILITARY ETIQUETTE.** One of the objectives of the NJROTC program is to develop a respect for and an understanding of the need for constituted authority. It is expected that members of the NJROTC unit will respond to the SNSI/NSI, other teachers and adults, and senior Cadet Officers in a polite, respectful, and dignified manner. All Cadets will extend military honors to the Principal and all Assistant Principals. This includes the honor of “Attention on Deck”. As in the case of the SNSI/NSI entering the room, the first Cadet to observe the Principal or any Assistant Principal entering a classroom or NJROTC office or space will call “Attention on Deck” and each and every Cadet in the immediate area will come to attention.

### **404. OFFICE ETIQUETTE.**

A. The SNSI and NSI office(s)/classrooms are working spaces and will not be used as Cadet lounges, telephone booths, or storerooms. These office(s) are not to be entered or used by Cadets for any purpose unless authorized by the SNSI/NSI. Should a Cadet have a need to enter the SNSI/NSI office(s) or have been summoned to the SNSI/NSI office(s), the cadet stop just outside the office(s) door knock loudly three times on the door facing and when recognized by either the SNSI or one of the NSIs will announce. “Cadet \_\_\_\_\_ requests permission to speak”. (Do not step on or cross over the **RED LINE** until given permission to enter.) When permission is granted the Cadet will state his/her business, i.e. “Cadet \_\_\_\_\_ requests permission to use the phone.

B. Office phone(s) are for official business only. Cadets must request permission to use the office telephone(s) and they will normally be allowed to do so to call home, conduct NJROTC business, etc., however they will not be used to socialize or call girlfriends/boyfriends.

C. When a Cadet is required to answer an incoming call, proper military etiquette will be used. The correct procedure is to respond in the following manner:

a. "Spring Naval Junior ROTC (or Spring NJROTC), Cadet (rate/rank) (last name) speaking, may I help you Sir or Ma'am.

b. **UNDER NO CIRCUMSTANCES WILL THE TELEPHONE BE ANSWERED WITH A SIMPLE "HELLO".**

**405. SEXUAL HARASSMENT.** The Spring High School NJROTC discipline code is the controlling factor in governing relations between male and female students in the NJROTC program. All Cadet officers and petty officers will remain alert for infractions of the school discipline code and/or any circumstances of sexual harassment and immediately report the same to the SNSI/NSI without going through the chain of command. **SEXUAL HARASSMENT WILL NOT BE TOLERATED!!!!**

It is the position of this Unit that all Cadets should be able to perform in an environment free from any type of harassment. In specific instances, any type of training conducted will not involve actual or inferred comments demeaning ones sex. Acts of sexual harassment are prohibited practices subject to school and Unit disciplinary measures.

## Section V. NJROTC Uniforms

**501. UNIFORM PHILOSOPHY.** The NJROTC uniform is the dress of a proud and effective Unit. As the uniform of the United States Navy, it is widely recognized, identifying members of a proud, professional, and honorable world-wide organization. **Each Cadet is fully expected to wear the uniform with Pride: WE WILL ACCEPT NO LESS!** Uniforms are normally worn only one day a week (unless specific obligations require additional days). On this day Cadets are expected to stand a little taller, be a little more attentive in class, and be more courteous. On this day your actions affect more than just yourself, they reflect on the unit, the school, and the United States Navy. The first thing the public sees is the uniform, not the individual. They may not know you, but they do know that you are a member of the Spring High School NJROTC unit.

You will receive a uniform grade on uniform day during personnel inspections. This is **your** grade, not your parent's or guardian's grade. **NO excuse** will be accepted for not wearing the uniform on the prescribed day. You must learn responsibility and this is one of the many methods we use to teach it.

Wearing the uniform is considered a vital part of this program. Failure to wear the uniform on the prescribed day will result in a grade of 'zero' for that day. If a Cadet is absent on uniform day, she/he is expected to wear the uniform on the first day that he/she returns to school.

**502. WEARING THE UNIFORM.** The complete uniform will be worn all day on prescribed days. The appropriate headgear (cover) can be worn to and from school and when outdoors. Cadets will not wear their cover in school. Cadets are required to coordinate with the SNSI/NSI's **in advance** before changing out of the uniform. Removing the uniform during the school day without permission will result in **A ZERO** for a uniform grade that day which will normally count as a major grade.

Cadets participating in specific school activities, e.g., sports, band, etc. are excused from wearing the uniform during the specific practice, class, or competition. The Cadet will again be required to wear the uniform once that authorized activity is complete, i.e. immediately after football practice the Cadet puts the complete uniform back on, unless otherwise approved by the SNSI/NSI's. The Cadet is authorized to remove the uniform once she/he has returned home from school or is going to work.

During cold weather, Cadets are authorized to wear the "Relaxed Fit Jacket" or "Navy Sweater" as an approved outer garment with their uniform. Cadet Chiefs and Officers may wear the Service Dress Blue (SDB) if they have been issued it.

**503. UNIFORM RESPONSIBILITIES.** After the initial issue of the NJROTC uniforms the Cadet assumes responsibility for the care and maintenance of the uniforms. Uniform cleanings are the responsibility of each Cadet. Some uniform items require professional dry cleaning. Home laundry of those items will result in the uniform being unserviceable and the Cadet will be required to reimburse the government for its cost. Other items may be laundered at home. **Check the individual uniform items garment tag for proper cleaning instructions.** It should be understood that this uniform is on loan from the United States government and must be returned in serviceable condition.

- A. **Alterations.** Initial and all subsequent alterations will be made at the expense and direction of the NJROTC Unit. The Cadet will be fitted at issue time and alterations will be accomplished as needed. As the Cadet grows, alterations or reissue of uniform items will be accomplished as required. Only pants length alterations are authorized.
- B. **Worn or missing items.** Uniforms are subjected to normal wear and issue of replacement items will be made as required, with return of the worn items. **Lost uniform items or uniforms that have been damaged due to carelessness or neglect will be replaced at the Cadet's expense.** Cash payment will be made to Spring High School NJROTC. The cost of each item will be provided to the Cadet and his/her parents or guardians. Uniform issues will not be done on uniform inspection day.
- C. **Marking/stenciling.** Marking or stenciling on the uniform fabric by the Cadets is not permitted. However, a positive identification of certain uniform items will prove very helpful in returning lost or missing items. Hats are an easily misplaced item; each combination cover contains a slot for a piece of paper with your name on it. The uniform jacket should have your name on a piece of paper in one of the pockets.

**504. APPEARANCE.** NJROTC Cadets must set the highest possible standards of smartness in uniform appearance. The positive military image reflected by attention to detail in wearing the NJROTC uniform is a key element in the public's opinion and impression of our Unit and in achieving personal grooming standards.

- A. **Smartness.** Uniforms shall be kept immaculately cleaned with devices and insignia bright and free of tarnish or corrosion. Do not use BRASSO on insignias.
- B. **Unauthorized articles.** No items such as pencils, pens, pins, necklaces, pendants, handkerchiefs, combs, etc. shall be worn or carried exposed on the uniform. The wearing of a wristwatch and ring is permitted as long as it remains within the bounds of good taste and as prescribed by the United States Navy. **Earrings are not permitted to be worn by males while in uniform or anytime within NJROTC spaces, Spring High School or NJROTC sponsored activities on or off campus.** Conservative sunglasses are permitted, except when in military formation. **No eccentricities or faddishness of dress, jewelry or grooming will be permitted.**
- C. **Haircuts.** Haircut styles and length will be in accordance with current directives. Bizarre hair-styles are not authorized.
- D. **Nametags.** Nametags will be worn at all times while in uniform. Name tags are purchased at the Cadets expense.

**505. NJROTC UNIFORM INSIGNIA.** Uniform insignia, which will be attached by the Cadet, forms part of the uniform and shall be worn whenever the uniform is worn, in accordance with current directives.

**506. CARE OF THE UNIFORM.** The uniform will always be worn in a scrupulously clean condition. Your good care of all uniform items will ensure future Cadets access to clean uniforms in excellent condition.

- A. **White shirts.** Machine wash in warm water, bleach with color safe bleaching products. Dry on low heat, remove immediately and hang up. Iron on low heat. Wash after each use, with emphasis on inside of the collar.
- B. **Black pants.** Hang the pants, never fold them. Wash after every wearing. Some black pants may be dry cleaned only. Check the label on the pants **SOME PANTS MUST BE DRY CLEANED ONLY.** For those pants that may be washed, machine wash in warm water on a permanent press cycle. **DO NOT BLEACH.** Dry on a permanent press cycle, remove immediately and hang up. Iron on low heat. Hang on a hanger with a cardboard ring or clipped at the cuff. When hanging on a hanger, fold at the creases and hang over the hanger.
- C. **Khaki shirt.** Machine washable in warm water on a permanent press cycle. **DO NOT BLEACH.** Dry on permanent press cycle. Iron on low heat. Hang on a hanger, never fold. May be dry cleaned. Keep hung at all times.
- D. **Ties.** Dry clean only.
- E. **Dress coats and relaxed fit jackets.** Dry clean only and keep hung up at all times.
- G. **Combination covers white.** Machine wash or hand wash in warm water with bleach. Dry in the dryer on a low setting. Iron to remove wrinkles.
- H. **Belts.** Machine wash in cold water. Hang up to dry. **DO NOT BLEACH OR PUT IN DRYER.**
- I. **Shoes.** There is nothing like a pair of well shined shoes to set off one's personal appearance and enhance an outstanding uniform. Each Cadet must expend the personal effort to produce an excellent shoeshine. Techniques for producing a highly polished pair of shoes will be demonstrated by the NSI. Each Cadet will be responsible for his/her own shoes. **DO NOT USE AEROSOL SPRAY OR ACRYLIC FLOOR WAX ON POLISH.**
- J. **Black Garrison Covers.** Dry clean only.

## Section VI. NJROTC Program Administration

**601. PHILOSOPHY.** There are many ways to administer the NJROTC program. Every Unit has two things that are always the same: **THE FOUNDATION FROM WHICH WE BUILD EVERYTHING IS BASED ON THE CORE VALUES OF HONOR, COURAGE, AND COMMITMENT AND THE CADET IS THERE TO LEARN AND THE INSTRUCTORS ARE THERE TO TEACH.** The following basic philosophies govern the Spring High School NJROTC Unit:

- A. The SNSI and NSI are more than just instructors, they are role-models for the Cadets to emulate.
- B. This 'Cadet Handbook', along with various other references, are the guiding directives for all Spring High School NJROTC Cadets.
- C. The academic portion of the program will be administered by the SNSI and NSI(s) while the military portion will be administered in part by the senior ranking Cadets, with direction, instruction and counseling from the SNSI/NSI(s).
- D. There is no such thing as a "free ride" for anyone in this program. The rules and regulations will be applied firmly and fairly to all Cadets. Advancements, promotions, billet assignments, and the privilege of going on trips must be earned and may be taken away for infractions of the rules.
- E. The Unit must always be thought of as a **TEAM** that works and plays together to accomplish the task at hand.
- F. The Unit will constantly strive for "Pride, Professionalism, and Patriotism". If you have pride in yourself, in the NJROTC Unit, and in your school; it follows that you believe in yourself and your fellow Cadets. You should then try your best at every task you are given: professionalism. With achievement comes success, whether it be a trophy won at a parade or competition, a good academic grade, or just the satisfaction that your contribution to the team "made it happen". To top it all off, you probably will have learned a lot about being a good citizen: about patriotism and character.
- G. Exemplary conduct, appearance and demeanor is the norm for our Cadets.

**602. NJROTC Spaces.** Spring High School NJROTC spaces include the NJROTC building and all assigned spaces.

- A. ***Classrooms.*** Specific classroom rules are posted in each classroom.
- B. ***Offices.*** Under no circumstances will any Cadet enter the SNSI's or NSI's office without **specific permission.** On a case by case basis, specific permission will be granted to go in/out of the office to conduct NJROTC **official business.** The office is not a lounge or a place for socializing. No Cadet **will ever read any material in Instructors offices without specific permission.** Violations of this rule will be dealt with very severely!



- C. ***Supply areas.*** The supply areas will not be entered without the specific authorization of the SNSI or NSI(s). In general only the Supply Officer and his/her assistants will be given this authorization.
- D. ***Armory.*** The Armory is a controlled area within the confines of the NJROTC building. No Cadet is authorized access to this area without the specific authorization of the SNSI or NSI's.

**603. GRADING.** In the NJROTC program, the instructors look at the “whole” Cadet, not just how he or she does in any one area of the program. We are interested in developing a well-rounded citizen.

It is the Cadet's responsibility to be prepared for a test, examination, inspection, drill demonstration or any other graded exercise. If a Cadet is absent, then he/she must make arrangements with the SNSI or NSI for retesting, inspection, grading. Generally, the Cadet should ascertain what is required the day they return to school and then complete the required work. The exception to this rule is a Cadet who misses a personnel inspection; personnel inspections will be made up the day the Cadet returns to school unless there are unusual circumstances and the SNSI/NSI's approved extended time.

Assignments are due on the date specified by the instructor. Late assignments will generally not be accepted or will be accepted with a penalty (reduced grade),

Grading will follow SISD grading policies.

**604. FIELD TRIPS.** Educational field trips are a major part of the Naval Science program and are scheduled each year to military installations, colleges/universities, government institutions and historical/cultural centers to name a few.

Additionally, operational schedules permitting, short sea cruises may be scheduled aboard U.S. Navy/Coast Guard ships. These field trips are in addition to several trips taken each year to participate in JROTC drill meets, parades and other competitions or events.

A. ***Eligibility.*** In order to participate in field trips and competition, a Cadet must:

- 1) Comply with all Spring High School rules
- 2) Not owe money for NJROTC fund raising activities, books, uniforms, etc.
- 3) Must have participated in annual fund raising activities
- 4) Have passing grades in accordance with UIL rules where applicable
- 5) Have a satisfactory record of personnel inspections and conduct
- 6) Be approved by the SNSI/NSI's

- B. **Forms.** Each Cadet must return the parental permission slip/standard release and other forms, as required by the date specified (including money deposits if required).
- C. **Conduct.** Only those Cadets who have conducted themselves in a satisfactory manner during the period leading up to the field trip will be permitted to attend. All school rules will be strictly enforced while on field trips. Violations of these rules will be dealt with according to school policy and could result in the Cadet being sent home and not allowed to participate in the next field trip or competition.
- D. **Dress Code.** When civilian attire is authorized in lieu of the NJROTC Uniform, a strict and appropriate dress code will be mandated. **STANDARDS ARE HIGH.**

**605. BASIC LEADERSHIP TRAINING (BLT) LEADERSHIP ACADEMY**

**ORIENTATION CAMP.** Cadets that are considered to have high potential for future leadership positions may be offered the opportunity to attend.

- A. **Area Manager sponsored Basic Leadership Training (BLT).** Generally offered to a very limited number of our more junior Cadets who exhibit leadership potential in NJROTC. From time to time we may have the opportunity to participate in other BLT camps, these will be announced and the selection of Cadets will be based on the same criteria. Typically most BLT camps are in June and will require updated physicals and training as well as payment prior to attending.
- B. **Area Manager sponsored Leadership Academy.** Offered to a very limited number of Junior/Senior cadets who have been selected for and or are serving in key leadership positions in the Regiment/Battalion. The Leadership Academy has limited quotas and a strict physical fitness requirement (Cadets must pass the Physical Fitness Test) in order to attend. Updated physicals, forms, training and funds must be on hand/completed prior to attending the Leadership Academy.
- C. **Spring High School sponsored Orientation camp.** Each summer the senior Cadets under the direction of the Naval Science Instructors will conduct an *Orientation Camp* for incoming freshman/new Cadets. This camp will be planned and coordinated by the Cadet Leadership. The intent of this camp is to give incoming freshman/new Cadets a head start on learning the chain of command, drill, physical fitness, rank, and discipline. Cadets successfully completing this week of training will earn the *Orientation* ribbon and be given the opportunity to complete the Seaman Apprentice tests and advance to Seaman Apprentice at the end of this one week *Orientation camp*.

## **Section VI. NJROTC Awards & Ceremonies**

**701. NJROTC CADETS OF THE MONTH/SIX WEEKS.** A ‘Cadet of the Month/Six Weeks’ (Seaman Recruit through Petty Officer First Class) will be selected each Grading Period during the school year. Criteria for this selection is based on performance in leadership, academics, military bearing, participation in NJROTC and school activities, physical fitness, and personal appearance.

- A. ***Selection process.*** Each Grading Period the Regimental/Battalion/Company Operations Officer will solicit nominations from each Platoon leader. Squad leaders will make recommendations to the Platoon leaders. The Regimental/Battalion/Company Commander will then gather the Regimental/Battalion/Company staff together to deliberate, and submit their recommendations, in order of priority, to the SNSI/ NSI’s, who will make the final selection.
- B. ***Awards.*** The Cadets selected will be awarded a Certificate suitable for framing and will be authorized to wear the “Cadet of the Month/Six Weeks” medal or ribbon.

**702. NJROTC AWARDS/RIBBONS/DEVICES.** Recognition for performance, achievement, and participation will be acknowledged, on the unit level, by the awarding of ribbons. The list of authorized NJROTC ribbons, in order of precedence, and criteria required, will be available through the SNSI/NSI. Subsequent awards of the same ribbon will be through the awarding of an appropriate device for attachment to the ribbon or medal.

Ribbons that are authorized by NJROTC regulations are to be worn over the left breast pocket (over the heart). Once a Cadet leaves the NJROTC program, the ribbons are no longer authorized to be worn. Ribbons will be clean and in the correct order when worn. For example, the Meritorious Achievement Ribbon outranks all other awards and is worn at the top or on the top row inboard of all other ribbons. Ribbons and other awards from non-NJROTC organizations such as American Legion, Daughters of the American Revolution, Navy League, etc., may be worn but after the lowest ranked NJROTC award. When an award is given that has a ribbon and medal, the medal will be worn on special occasions only and not on a normal uniform day. The medal is worn on the left breast below the ribbon(s).

**703. SHOULDER CORDS:** Shoulder aiguillettes (cords) are authorized to be worn by Cadets in accordance with NJROTC Instructions/Directives.

Cadets who have earned more than one cord will be allowed to wear only one cord at a time, their choice. In fact, cadets who earn more than one cord will only be issued one cord. Cadets who have successfully completed Leadership Academy and earned the right to wear the leadership cord may wear that cord and one more if so earned. The local/team cords will be worn on the left shoulder. When a Cadet wears a cord, it is a sign of special recognition. Cadets are expected to be role models at all times.

Criteria for earning each team cords is established by NJROTC directives. If no directives exist then the team captain will establish criteria with approval of the Senior Naval Science Instructor. The criteria for the various team cords will be posted in the NJROTC Building.

Cadets who do not continue to meet the requirements of a cord, will be required to return the cord to the SNSI/NSI. This may occur if the Cadet has disciplinary problems (disrespect, ISS/EC, failure to attend practice sessions, etc.). If the privileges of wearing the shoulder cord are revoked, the Cadet must re-qualify to have the shoulder cord returned to them.

# **Appendix A. Cadet Expectations**

## **WHAT YOU CAN EXPECT:**

- a. To learn the basics of our Naval Science curriculum.
- b. To learn more about yourself which will help to develop self-discipline.
- c. To develop leadership skills to the degree that you will NOT hesitate to step forward and assume a leadership role given the situation.
- d. To learn how to be a good follower in a leadership situation.
- e. To learn how to function as an effective team member in a platoon or company.
- f. To learn how to express yourself better orally.
- g. To learn the value of good, clean, competition and how to win or lose with dignity.
- h. To respect the teaching and instruction given you from Instructors and other Cadets.
- i. To experience real honest “fun” in an academic setting. It will be fun to learn all aspects of the NJROTC program.
- j. To learn the meaning of morale and pride and how it impacts on unit effectiveness.

## **WHAT YOU WILL BE EXPECTED TO DO:**

- a. To accept the rules and regulations of the Spring NJROTC Unit.
- b. To have a positive attitude toward the program, realizing that your positive attitude in this course is just as important and maybe more so than your academic abilities.
- c. To attend all essential functions. This includes Annual Area Manager Inspection, End-of year external and internal awards days and other required evolutions as mandated by the Unit.
- d. To conduct yourself in an exemplary manner at all times.
- e. To realize that Cadet-officers appointed over you are in those positions of authority to help/guide your attainment of NJROTC/Spring High School goals.
- f. To realize that your Instructors will “tax” you to do your best at all times and will not accept excuses for your NOT making your best effort and/or meeting NJROTC high standards of excellence.
- g. To learn and be responsible for your actions.

h. Adhere to the Core Values of Honor, Courage, and Commitment.

i. To develop and maintain an outstanding personal and military appearance.

# **Appendix B. Rules for conduct in NJROTC spaces and attendance guidelines**

## **GENERAL:**

1. We are dedicated to keeping our spaces clean and ready to receive visitors at all times.
2. Cadets and authorized guests will conduct themselves in an exemplary manner and follow the rules. Cadets are responsible for the behavior/conduct of their guests.
3. Horseplay, fighting, and abusive language will not be tolerated at any time.
4. When a superintendent, principal, or military officer, etc. enters the NJROTC spaces, the Cadet who first sees the person will call, "Attention on Deck" and offer whatever assistance is needed in any way possible.
5. Chairs are for sitting on only. DO NOT put your feet on chairs or sit on desks!
6. The senior Cadet in the area is responsible for actions in the spaces.
7. All Cadets in the area will ensure it is clean and orderly.
8. All bulletin boards, qualification charts and displays are the property of NJROTC and will not be tampered with or defaced in any way.
9. Supply spaces are not storage areas. The only personnel who will be routinely allowed into the Supply spaces will be the Supply Staff.
10. The Resource Center (if available) is to be used as a Staff office. It is not a storage area.
11. Classroom and all office spaces are not storage areas.
12. Lockers are for daily use only and will be cleaned out by close of business.

## **CLASSROOM:**

1. The classroom will be kept clean and orderly at all times. Careful attention should be made in keeping all books, papers, and equipment in their proper places.
2. The Platoon Commander will call "Attention on Deck" to the class upon the SNSI/NSI entering the classroom. The Mustering Petty Officer will lead the class in the Pledge of Allegiance and/or reciting the Cadet Creed.
3. Cadets are responsible for copying the Plan of the Day notes.
4. Cadets will pay close attention to what is being said in class -- by the teacher and other Cadets. Cadets will be *exceptionally courteous* to all people at all times.

5. Raise your hand or wait for acknowledgement to ask or answer questions in class.
6. Classroom instruction will normally terminate approximately five minutes before the bell to allow the Platoon Commander to conduct class business unless time is given at the beginning of the class period. All desks and tables will be returned to their original positions at that time.
7. In the absence of the instructors, the Platoon Commander will take charge of the class.
8. There will be no food, gum or soda allowed in the NJROTC spaces unless authorized by the SNSI/NSI's.
9. NJROTC spaces are not storage areas. **Anything left unattended will be discarded.**
10. **NAVY CORE VALUES** will be adhered to at all times in and out of NJROTC spaces.

## **ATTENDANCE**

1. You are expected to be present each school day. If you are absent, you will be held accountable for work missed. Tardiness will not be tolerated. It reflects your inattention to school and lack of responsibility.
2. Lettering qualifications, in part, are based on your attendance at school. You will not be allowed to skip school and then participate in your teams practice sessions or competitions.

**TARDIES.** Cadets reporting to class late shall step inside the door, come to a position of attention, knock on the door facing loudly three times and when recognized by the SNSI/NSI or Cadet Staff member in charge of the class will announce:

“Cadet \_\_\_\_\_ reporting, Sir/Ma’am. Request permission to enter the classroom.” When permission is granted, if the platoon is still in formation, the Cadet will proceed to the Platoon Commander come to the position of attention and announce:

“Cadet \_\_\_\_\_ requests permission to join the platoon Sir/Ma’am.” When permission is granted the Cadet will proceed to his/her squad leader come to a position of attention and announce:

“Cadet \_\_\_\_\_ request permission to fall in.” When permission is granted the Cadet will proceed to the end of the squad and fall in.

If the platoon is already seated when permission is granted for the tardy Cadet to enter the classroom he/she will quietly proceed to his/her assigned seat and be seated



# Appendix C. Criteria for earning a SPRING High School Letter in NJROTC

**1. MUST HAVE EARNED A “B+” AVERAGE IN THE NJROTC COURSE DURING THE QUALIFICATION PERIOD.**

**2. MUST SUCCESSFULLY COMPLETE AT LEAST 2 YEARS OF NJROTC IN GOOD STANDING IF LETTERING FOR A COMPETITION TEAM OR IN AN ACTIVE STAFF POSITION. MUST SUCCESSFULLY COMPLETE THREE YEARS IN GOOD STANDING IF NOT ON A COMPETITION TEAM.**

**3. MUST ATTEND 3/4 OF ALL OF YOUR TEAM EVENTS (I.E. DRILL MEETS, COLOR GUARDS, ATHLETIC MEETS, OR ACADEMIC MEETS) AND ALL REQUIRED PRACTICES.**

**4. HAVE NO MORE THAN ONE (1) UNEXCUSED ABSENCE PER SEMESTER FOR REQUIRED/SCHEDULED TEAM PRACTICES. EXCUSED ABSENCES CAN BE APPROVED BY SNSI/NSI WITH PROPER VERIFICATION FROM A PARENT OR DOCTOR. NON-COMPETITIVE INDIVIDUALS MUST COMPLETE AT LEAST 5 – 10 HOURS A WEEK OF APPROVED UNIT/SCHOOL SERVICE AS DIRECTED BY THE SNSI/NSI AND ATTEND 3/4 OF ALL UNIT ACTIVITIES.**

**5. CADETS NOT IN A NAVAL SCIENCE COURSE MUST BE AN ACTIVE MEMBER OF A TEAM AND ARE REQUIRED TO WEAR THE UNIFORM ON UNIFORM DAY AND BE INSPECTED BY THE C/COMMANDING OFFICER, C/EXECUTIVE OFFICER, SENIOR NAVAL SCIENCE INSTRUCTOR OR NAVAL SCIENCE INSTRUCTOR(S).**

**6. ALWAYS WEAR UNIFORM WHEN REQUIRED AND WITH PRIDE!**

**7. MAINTAIN A MINIMUM OF C IN ALL CLASSES AT ALL TIMES IN OTHER SPRING HIGH SCHOOL COURSES. (REPORT CARDS MUST BE SHOWN TO DOCUMENT GRADES ON QUALIFICATION SHEET.)**

**8. ABIDE BY THE NAVY CORE VALUES AND HAVE NO MAJOR CONDUCT ISSUES.**

**9. MUST HAVE EARNED THREE (3) AWARDS (60 HOURS – IN ANY COMBINATION) OF COMMUNITY, SCHOOL AND/OR UNIT SERVICE FOR COMPETITION TEAM/STAFF MEMBERS. ONE HUNDRED TWENTY (120) HOURS WILL BE REQUIRED FOR NON-COMPETITIVE TEAM MEMBERS.**

**10. BE RECOMMENDED FOR THE LETTER BY THE NAVAL SCIENCE INSTRUCTORS.**

## Appendix D. Navy Core Values

### **HONOR**

Integrity  
Responsibility  
Honesty

### **COURAGE**

Patriotism  
Loyalty  
Valor

### **COMMITMENT**

Competence  
Teamwork  
Concern for People

# Appendix E. Behavior Contract

## SPRING HIGH SCHOOL NJROTC UNIT BEHAVIOR CONTRACT

All Texas State and Spring Independent School District rules and regulations will be in effect and strictly followed to include:

1. I will not use alcohol products of any kind.
2. I will not use tobacco products of any kind.
3. I will not use drugs of any kind including prescription medications without doctor's authorization and Instructors awareness.
4. I will abide by the Navy Core Values: Honor, Commitment and Courage.
5. I understand that females will be allowed only in female rooms and males allowed only in male rooms on any field trip.
6. I understand that muster times for NJROTC events will be strictly adhered to.
7. I will observe all curfews during field trips or other events as required.
8. I will not use profanity.
9. I will not steal.
10. I will accept and abide by other School/Unit/Navy requirements as required.
11. I will respect and not question the SNSI's/NSI's/Teachers/chaperones directions to me.
12. I will be especially respectful to all adults, display good manners, help out and volunteer every chance I get.

Any violations in this contract will result in restriction from further activities during NJROTC events. I have read, understand and will comply with all of the above requirements and thoroughly understand that any infractions will result in disciplinary action.

Student Signature/Date: \_\_\_\_\_/\_\_\_\_\_

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

SNSI/Signature/Date: \_\_\_\_\_/\_\_\_\_\_

SPRING HIGH SCHOOL  
PARENTAL ACKNOWLEDGEMENT  
OF NJROTC PROGRAM REQUIREMENTS

I \_\_\_\_\_ and  
\_\_\_\_\_ the parent/guardians of Cadet  
\_\_\_\_\_, do acknowledge that my  
son/daughter has presented to me a copy of the Spring High School NJROTC  
Cadet Handbook.

**Parent/Guardian Signature/Date:** \_\_\_\_\_ / \_\_\_\_\_

**Parent/Guardian Signature/Date:** \_\_\_\_\_ / \_\_\_\_\_

**SPRING HIGH SCHOOL**  
**NJROTC UNIT**

**CADET**  
**GUIDEBOOK**

**(Revision 09/20)**