

Cadet Handbook



11th Edition

CHS NJROTC INSTRUCTION 5761.1

From: Senior Naval Science Instructor, Cherokee High School
Naval Science Instructor, Cherokee High School

Subj: NAVY JROTC CADET HANDBOOK

Ref: (a) NSTC M-5761.1 (Series), Regulation for Citizenship Development Program
(b) NAVEDTRA 37116 (Series), NJROTC Cadet Field Manual

1. This handbook promulgates rules and regulations for Cadets of the Navy Junior Reserve Officers Training Corps (NJROTC) at Cherokee High School. Unless otherwise specified, all guidance within this instruction is in accordance with references (a) and (b) and pertains to all activity within the NJROTC program with emphasis on local procedures governing administration of the program. An effort has been made to include those areas that require detailed information and procedures that are commonly misunderstood or are unique to Cherokee NJROTC.

2. This handbook supersedes previous versions. All Cadets are expected to become familiar with the contents of this handbook, refer to it often, and comply with the rules and regulations contained herein. The NJROTC program and the associated Naval Science courses are elective courses at Cherokee High School. Students enroll in the program because they desire to be a part of something larger than themselves. This handbook is designed to *clearly* and concisely lay out the “rules of the road” to assist all Cadets in achieving the objectives of the NJROTC program to include developing self-discipline and respect for constituted authority.

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NAVY CORE VALUES

Guiding Principles. The following core values guide all conduct and behavior within the Navy JROTC Program at Cherokee High School:

Honor

- I am accountable for my personal and professional behavior.
- I will be mindful of the privilege I have to serve my family, my school, my community, and my country. Honor is the bedrock of our character.
- Honor is the quality that guides us to exemplify the ultimate in ethical and moral behavior; never to lie, cheat, or steal; to abide by an uncompromising code of ethics; to respect human dignity; to have respect and concern for each other.
- The quality of maturity, dedication, trust, and dependability that commits us to act responsibly; to be accountable for our actions, to fulfill obligation; and to hold others accountable for their actions.

Courage

- Courage is the value that gives me the moral and mental strength to do what is right, with confidence and resolution, even in the face of temptation and adversity.
- The heart of our core values -- courage -- is the mental, moral, and physical strength to carry us through demanding challenges.
- It is the mastery of fear-- to do what is right; to adhere to a higher standard of personal conduct; to lead by example; and to make tough decisions under stress and pressure.
- It is the inner strength that enables us to take that extra step.

Commitment

- The spirit of determination and dedication to excellence that leads us to professionalism and superior performance.
- It leads to the highest order of discipline for our organization, and it is the ingredient that protects our integrity, our pride, our concern for others, and an unrelenting determination to achieve excellence in every endeavor.
- It is the value that establishes us as an example for others to emulate.

A Cadet does not lie, cheat, steal, or tolerate those who do

Chapter 1: General

101. Authorization. All Junior ROTC Units for all the military services were authorized by the Reserve Officers Vitalization Act of 1964 (Public Law 88-647 of 13 October 1964 -- Title 10, U.S. Code, Chapter 102). Department of Defense Directive 1205.13 of June 16, 1982, requires the military service secretaries to "sponsor and conduct a Junior ROTC program". Each of the services currently support active programs in schools across the country.

102. Objectives of the NJROTC Program. The Navy Junior Reserve Officer Training Corps (NJROTC) program is conducted to provide an opportunity for secondary school students to learn the basic elements and requirements for national security and their personal obligations as American citizens to contribute to national security. NJROTC is a leadership program designed to give students a head start and seeks to develop the self-discipline, self-confidence, and leadership skills to help students successfully meet life's challenges. People who are successful in life, who succeed in business, industry, and education, have developed strong self-discipline, the ability to show initiative and the ability to motivate. The NJROTC curriculum and instructional activities are designed to develop leadership ability regardless of one's career path. The NJROTC program objectives include:

- a. Promoting patriotism
- b. Develop informed and responsible citizens
- c. Promoting habits of orderliness and precision
- d. Develop a high degree of personal honor, self-reliance, individual discipline, and leadership
- e. Promoting an understanding of the basic elements of, and need for, national security
- f. Develop respect for, and an understanding of, the need for authority in a democratic society
- g. Promoting community service
- h. Develop leadership potential
- i. Promoting continued education
- j. Provide information on the military services as a possible career

103. Navy Support and Supervision. The United States Navy supports the NJROTC program to the fullest extent possible to meet its stated objectives. There are more than

600 NJROTC programs in schools across the continental USA, Alaska, Hawaii, Guam, Japan, and Italy.

a. The Naval Service Training Command (NSTC) is assigned, as administrative agent, overall responsibility for the NJROTC program. This responsibility includes certification of Naval Science instructors, maintaining of textbooks and uniforms, logistic support to units, and completion of inspections to the NJROTC units at least annually.

b. The Naval Education and Training Commander (NETC) headquarters is in Great Lakes, Illinois and executes the NJROTC program. There are also assigned NJROTC Area Managers, each responsible for the supervision of school programs in several states. Cherokee High School is within the Area Four (4) Manager with headquarters in Philadelphia, Pa.

104. Instructors. NJROTC instructors are comprised of both qualified officers and non-commissioned officers who have retired from active duty, after a minimum of 20 years of service. NJROTC instructors at Cherokee High School are certified to teach both by the United States Navy and the State of New Jersey. The NJROTC program is supervised by the Senior Naval Science Instructor (SNSI) in his/her capacity as Head of the Department of Naval Science. NJROTC instructors have additional educational qualifications such as Graduate degrees and the U.S. Navy Master Training Specialty. In addition to certification, the U.S. Navy provides certification, instructional materials and equipment to the instructors related to the Naval Science courses.

105. NJROTC Charter. Cherokee High School received its official NJROTC unit charter on 29 January 2009.

Chapter 2: Cadet Code of Conduct

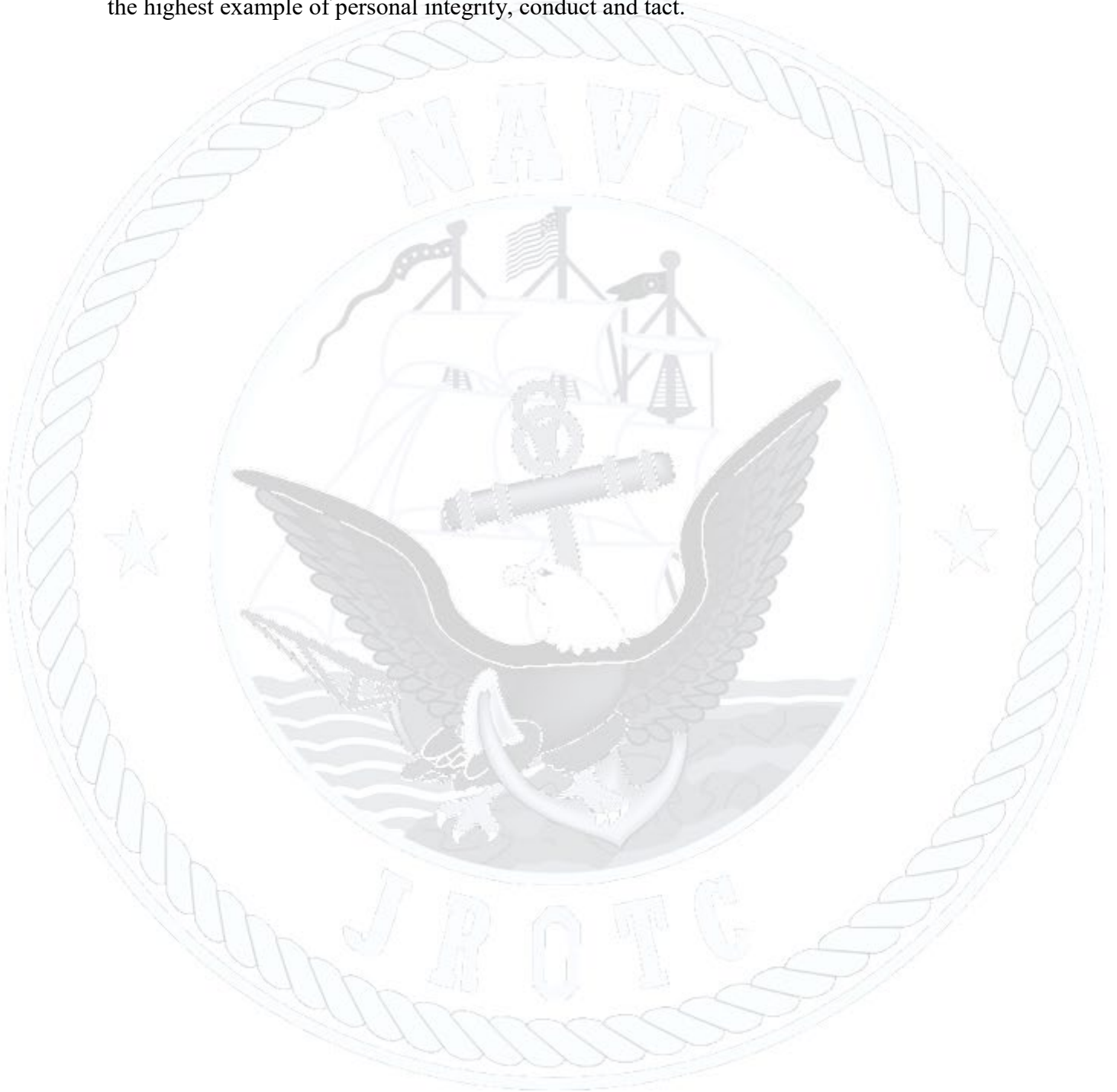
201. Standards. NJROTC Cadets hold a unique place among students at Cherokee High School. They are easily identified as belonging to a group that stands for honesty, patriotism, and living by the rules. Cadets who do not measure up to these ideals will be counseled on their deficiencies with the potential of disenrollment without observed improvement. NJROTC Cadets are expected to learn and to follow the rules of the school and the unit. Parents/guardians and Cadets must agree to these standards upon Cadet enrollment. They also must understand that it is the *responsibility of the Cadet* to uphold the rules outlined in the references and in this handbook.’

a. A Cadet will not lie, cheat, or steal, nor will he mislead or deceive anyone as to known facts. A Cadet will be truthful, honest, and forthright at all times. There is nothing less appealing than a person who lies, cheats, or steals for their own self-gain or profit at the expense of others.

b. A dishonorable act must not be excused because of a classmate, individual, or “unit loyalty.” A Cadet observing another in a dishonorable act may report the act directly to the Cadet Commander or to a Naval Science Instructor. A Cadet who observes an honor

violation and does not act has failed to uphold his or her responsibility to his or herself and to the NJROTC program.

c. Cadets promoted to the officer and chief petty officer ranks are expected to set the highest example of personal integrity, conduct and tact.



Chapter 3: NJROTC Program

301. Enrollment Qualifications: For eligibility for enrollment and continuance in the NJROTC program at Cherokee High School, a student must:

- a. Be a citizen of the United States (*may be waived*)
- b. Be of good moral character as determined by the school administration and NJROTC instructors.
- c. Be enrolled in and attending a regular course of instruction at Cherokee High School.
- d. Be physically able to participate fully in the school's normal physical education program. An exception to this enrollment requirement for students with special needs is outlined in reference (a).
- e. Be selected by the S/NSI (with the approval of the school principal or representative). Such selection shall not discriminate on the grounds of race, sex, religion, or national origin
- f. Maintain acceptable standards of academic achievement and an academic standing that warrants at least normal progression leading to graduation
- g. Maintain acceptable standards of conduct and comply with the personal grooming standards as set forth in reference (b) and in this handbook. Standards shall be maintained so that the NJROTC unit projects a neat and professional image

302. Disenrollment: A Cadet may be disenrolled by the NJROTC instructor, with the approval of the principal or representative, for any of the following reasons:

- a. Failure to maintain the standards required for enrollment
- b. Lack of aptitude, indifference to training, disciplinary reasons, or undesirable character traits
- c. Failure to meet the terms of probation or to correct the deficiency for which placed in a probationary status
- d. Receiving a final failing grade in any Naval Science course
- e. Disenrollment from the school
- f. Request by the individual student (no later than the add/drop date)

303. Cadet Probation: The SNSI is authorized to place on probation any Cadet who has

academic deficiencies, fails to maintain standards of grooming or uniform wear, or fails to meet established standards of conduct. The action will be taken provided the SNSI considers the difficulty to be temporary, and the Cadet has such aptitude motivation, or potential to make him particularly desirable as a NJROTC Cadet. Cadets placed on probation shall be notified of their status in writing with a copy marked to the principal, counselor, and parents. A Cadet may be dis-enrolled for failure to meet the terms of probation or to correct deficiencies that led to probation. Parents are urged to discuss Cadet deficiencies with the instructors before disenrollment becomes the only alternative.

304. Obligation or Commitment: Membership in NJROTC does NOT in any way obligate the student for service with the U.S. Government or any branch of the armed forces.

305. Program Benefits: For actively participating Cadets, probably the largest benefit to be derived from NJROTC is personal growth and development into better informed and more responsible citizens. Additional benefits are as follows:

a. Upon enlistment in the US Navy, students presenting evidence of successful completion (certificates) of 2 years of Naval Science are entitled to advanced promotion to pay grade E-2. Students presenting evidence of successful completion (certificates) of at least 3 years of Naval Science are entitled to advanced promotion to pay grade E-3 in an active or reserve component of the US Navy or Air Force, and pay grade E-2 in the US Army or Marine Corps.

b. Scholarship opportunities: NJROTC through its curriculum and leadership training, helps prepare students for a Navy-sponsored three- or four-year scholarship to over fifty-five colleges and universities including the US Naval Academy, US Air Force Academy, or US Military Academy. The SNSI is authorized to nominate a maximum of three eligible graduating Cadets each year for appointment to the USNA. Other scholarship opportunities are available with the Army, Air Force, Marines, and Nation Guard components.

c. Extracurricular activities: Educational field trips to various military bases and other points of interest are a regular part of the program. Other activities, but not limited to leadership camps, drill team, color guard, air rifle marksmanship, athletic competitions, and special summer leadership camps for select Cadets.

306. Curriculum. The NJROTC curriculum provides students both academic and practical knowledge of the responsibilities of citizenship. Students earn 5 elective credits with the completion of each year of participation in the program. A typical week of NJROTC is normally divided into three days of classroom study and two days of lab, which includes military drill, physical training, and uniform inspections.

a. **NJROTC Grading Criteria:** Naval Science grades will be assigned each grading period with percentages of performance assessed in the following areas:

- i. NJROTC academic assessments (Tests, Quizzes)
- ii. Personnel Inspection (Uniform and Bearing)
- iii. Drill
- iv. Projects/Homework

b. **Academics.** Cadets can expect tests and exams each marking period. Exams can be multiple choice, true/false, fill-in questions, short essay or hands-on practical evaluations (e.g., uniform inspection and both unarmed and armed drill). The Naval Science Academic Program is an extension of science, social studies, mathematics, psychology, and law with a naval application. Specific subject areas covered in Naval Science include:

Naval Science I

Principles of Leadership and Citizenship
Naval Customs, Courtesies, & Traditions
Foundations of our Government
Navy Ships and their Missions
Naval Aviation

Naval Science III

Navigation and Rules of the Road
Naval Weapon Systems
Maritime Strategy
Law of the Seas
Naval Orientation to careers
Financial Planning

Naval Science II

Nautical Sciences
Naval History
Leadership Fundamentals

Naval Science IV

Naval Leadership and Training
Ethical Leadership
Leadership Responsibilities & Qualities

c. **Personnel Inspection.** Each Cadet is required to wear his or her uniform on a weekly basis, normally on Wednesdays. Uniform inspections are graded and carry the same weight as an exam. Grooming standards shall be maintained regardless (haircut and shave for men). A subjective military bearing determination is assigned each Cadet based on the Bearing rubric. On assigned uniform days, if a Cadet does not have a scheduled Naval Science class, they are to meet with either the SNSI or NSI for a uniform inspection. Failure to wear the uniform on designated uniform days will result in a grade of zero (0). Only an excused absence, as defined by the LRHSD, will allow a Cadet to conduct a make-up uniform day inspection; the make-up will occur the next school day that the Cadet is in attendance. Forgetting to wear the uniform or failing to plan are not acceptable excuses.

d. **Drill:** Weekly grades are given for drill based on the drill rubric. Cadets will not be graded for any drill conducted as part of the drill team.

e. **Projects/Homework.** All homework in Naval Science classes will be checked for timely submission, accuracy, and completeness. Additionally, NS4 Cadets will complete a senior project as part of a group and will be graded based on a group project rubric.

307. Classroom Rules and Protocol: Proper military bearing, discipline, and classroom etiquette is an essential ingredient to success in the NJROTC program. Cadets are expected to adhere to baseline rules and procedures during all Naval Science classes and NJROTC activities. If additional, temporary procedures are required, the class instructor(s) will clearly define and communicate the details to all Cadets.

a. **Rules.** The classroom rules are part of a defined plan that guides Cadets' actions and adhering to them is pertinent to an effective classroom environment. Just as Governments invoke laws, companies create by-laws, and games have rules – each Naval Science class will only fully succeed with basic classroom rules. If a Cadet chooses to not adhere to the rules, the instructor will direct appropriate consequences. Rules include:

i. **Come ready to learn, to each class.** Bring all required materials (pencils, pens, books, notebooks, Chromebook, etc.) to the classroom each day. The use of personal electronics (phones, tablets, pagers, smartwatches, wearables, etc) is not permitted during class without explicit permission from the instructor.

ii. **Be on time to class.** All Cadets are expected to be in the assigned classroom prior to the bell sounding. Military Bearing grades will be impacted for tardiness. A Cadet who is tardy more than six days will not be eligible for field trips that quarter.

iii. **Be courteous** and treat fellow Cherokee classmates, instructors, and senior Cadets with respect at all times.

iv. **Maintain a Safe environment.** All Cadet Staff and assigned leaders shall strive to always understand their responsibility in the Cadet organization for the safe conduct of training and activities. UNDER NO CIRCUMSTANCES ARE CADETS TO INITIATE CORPORAL PUNISHMENT ON OR TOWARDS OTHER CADETS INCLUDING PHYSICAL FITNESS ROUTINES. Cadets shall report any violation of training safety procedures to the S/NSI immediately.

v. **Leave food, drink, and chewing gum outside** the classroom. Absolutely no gum chewing while in uniform at any time.

b. **Protocols.** A protocol is a defined way that individuals and organizations do things. By defining classroom protocol and procedures in a simplified format, the Naval Science classes will be the most efficient.

i. Only material related to the NJROTC class may be out or in use during the class hours. All letters, books, magazines, and assignments from other classes are to be put away before the period bell rings. These materials are not to be brought out without the explicit permission of the instructor.

ii. Each Naval Science class has assigned seating for Cadets. After the bell sounds at the beginning of each class, Cadets shall be standing at the position of Attention

next to their assigned desk. After the command of “*Seats*,” Cadets will respond with “*Aye, Aye Sir/Mam (or Chief)*” and then take their seats.

iii. At the end of each class, a selected Cadet will call out, “*Attention on Deck.*” After the S/NSI gives the command “*Dismissed*”, Cadets will respond “*Aye, Aye Sir/Mam*” and shall quietly depart the classroom.

iv. If the Cadets are departing the class for any activity (i.e., Drill outside) the class leader will instruct the class to transit in single file.

v. Remain quiet and orderly whenever class work is being discussed or a lesson is being explained. Raise your hand when you have a question or require assistance. Remain seated in your assigned seat during class. You must request permission to leave your seat. Review bulletin board notices, sign-up sheets, and postings immediately before or after class.

vi. All Cadet Staff and assigned leaders shall strive to always understand their responsibility in the Cadet organization for the safe conduct of all training and activities, to include the appropriate implementation of Operational Risk Management assessments. Cadets shall report any violation of training safety procedures to the S/NSI immediately.

vii. When a Naval Officer, school administrator, or school board member enters the classroom, “Attention on Deck” shall be announced by the first to observe the individual enters, and all Cadets stand at attention.

viii. Be courteous: Treat fellow Cherokee classmates, instructors, and senior Cadets with respect at all times. “Yes Sir/Ma’am”, “No Sir/Ma’am” shall always be used when addressing U.S. military members and members of the NJROTC Chain of Command. Proper military courtesy is always expected from Cadets when in uniform. Cadets in uniform shall render a proper military greeting to the Senior Naval Science Instructor, visiting Military Officers, and all Cadet Officers; to include hand salutes when covered (wearing a hat). Naval personnel do not salute uncovered or indoors.

ix. Leave food, drink, and chewing gum outside the classroom. Absolutely no gum chewing while in uniform, at any time.

x. “Yes Sir/Ma’am”, “No Sir/Ma’am” shall always be used when addressing U.S. military members and members of the NJROTC Chain of Command. Proper military courtesy is always expected from Cadets when in uniform. Cadets in uniform shall render a proper military greeting to the Senior Naval Science Instructor, visiting Military Officers, and all Cadet Officers; to include hand salutes when covered (wearing a hat). Naval personnel do not salute uncovered or indoors.

c. Consequences. Cadets that do not adhere to classroom rules or repeated failures to follow classroom protocol will result in consequential disciplinary action focused on improving the Cadet’s behavior. These include:

- i. Warning (Verbal or non-verbal)
- ii. Direct counseling with Cadet (Senior Cadet and/or Instructor)
- iii. Demerits
- iv. Contact Parents
- v. Formal Parent Contact (conference, meeting)
- vi. After School Detention
- vii. Referral to School Administration

308. Quarterly Company Quarters: All Cadets will have the opportunity to muster together when practicable during scheduled times to be determined. Quarters are normally conducted in the NJROTC space or outside, weather permitting. Announcements of interest to all Cadets and presentation of special awards are normally conducted during quarters. Quarters' attendance is expected for all Cadets and advanced notice will be given for planning purposes.

309. Cadet Student Record: A Cadet performance record is maintained on each Cadet throughout his/her enrollment in the program. The unit Administrative Officer and staff are assigned the responsibility of maintaining Cadet records and entering promotions, awards, assignments, etc. Cadets will have the opportunity to periodically review their record for accuracy. Active Cadet records will be maintained at least five years following Cadet graduation and then destroyed. A signed copy of the Cadet record will be furnished for any Cadet transferring to another school.

310. Uniform Philosophy: Each Cadet is responsible for knowing and following the standards of grooming, conduct, and uniform wear established here and in the Cadet Field Manual. The WORD "uniform" means "one form" meaning that all Cadets are to dress alike. The Cadet uniform is the distinctive replica of the official naval uniform which represents a proud and honorable heritage. Wearing the NJROTC Cadet uniform should likewise be a matter of pride in self, in unit, in school, in community, and in country.

a. Per contractual agreement between the U.S. Navy and Cherokee High School, it is **mandatory** that each Cadet wear the prescribed uniform all school day (from home to home) at least one day each week. **This day is normally Wednesday unless otherwise prescribed.** Cadets must wear the complete uniform prescribed during the entire school day unless released by the S/NSI for a laboratory or shop class that might unduly soil/damage uniform articles, or other approved reason. The uniform shall be kept clean and well-tailored and shall be returned clean and in serviceable condition at the end of the school year. Rules on how to wear the uniform and how to maintain grooming standards can be found in the NJROTC Cadet Field Manual.

b. The uniform day is selected only by the SNSI, not Cadets or Cadet Staff. Cadets will wear the complete uniform all day on uniform day, unless specifically excused in advance by the SNSI/NSI. Cadets must coordinate in advance with the SNSI/NSI before changing out of uniform for any reason. It is strictly prohibited to wear civilian items of clothing with your uniform. Examples are civilian jackets, hats, and belts.

c. Wearing the cover (uniform hat) is mandatory when out of doors. This includes waiting, arriving, or departing on school grounds. Covers do not have to be worn on buses or in cars. Covers are to be removed once inside a building, except if directed to wear covers while in military formation.

d. While in uniform, proper military salutes and greetings are required to be rendered to the SNSI, all commissioned officers, more senior Cadet officers, and to the Principals of Cherokee High School. Naval personnel do not salute indoors unless the salute is part of a military ceremony.

e. Failure to wear the uniform the entire school day will result in a grade of "0." Repeat offenses will result in the removal of the distinction of a Cadet in good standing and can result in removal from the program. Inspections will be conducted in a professional manner, following the chain of command for platoons, squads, and elements. Uniforms are issued to a Cadet for his/her sole use. Items may not be loaned to another Cadet or used by any other person, whether they are/are not in NJROTC. The Navy does not provide handbags. Female Cadets should carry a small black bag of plain design when wearing the uniform. During interscholastic drill meets, the uniforms for the Color Guard and Drill Team must comply with specific directions published for drill meet participants.

311. Weapons: The NJROTC program includes the use of *inert* 1903 Springfield MK6 (M-1) drill rifles. All weapons maintained by NJROTC, including Navy ceremonial swords, are closely regulated at all times. Cadets shall handle all weapons including inert drill rifles with extreme care and professionalism. Activities involving weapons of any kind shall always be supervised by an instructor.

a. Drill Rifle Safety: Cadets involved in drill rifle training will familiarize themselves with reference (b) regarding handling and spinning of rifles. Loss, mishandling negligence, or pointing a weapon at another person shall be grounds for dismissal from NJROTC and school disciplinary action including automatic suspension.

b. Air Rifle Safety. Air rifles are considered weapons by the state of New Jersey and by the United States Navy. They are dangerous and can be the cause of an injury if not handled properly. NJROTC air rifles can only be shot by those who have passed rigorous safety training, tests, and have reputations for good conduct and maturity. *Cherokee High School does not have a marksmanship program.*

312. Training Time Out: The following instructions are to be read and understood by all NJROTC Cadets prior to any planned physical activity to ensure the activity can be

immediately stopped in the event a Cadet may be pushed beyond their limits of endurance or the potential of immediate harm is imminent:

a. *At any time during drill, physical training or any instruction involving the possibility of exhaustion or injury, you have the option of stopping the training if you feel that your safety or physical well-being or that of any other Cadet is in question. The procedure is simple. Just raise your hand and signal or get the attention of instructor and loudly call out*

“TRAINING TIME OUT”

b. *The instructor will honor your request for a “Training Time Out” and allow you to rest or adjust your activity as necessary. You should never feel you would be punished or reprimanded for calling a “Training Time Out”. Training Time Out can be announced if a Cadet feels a fellow Cadet is in danger. Never let peer pressure or your enthusiasm to complete a task prevent you from calling a “Training Time Out”. This procedure should not be used in a non-serious or joking manner.*

313. Operational Risk Management (ORM) Plan: Although Naval Science in the high school environment is an elective course of instruction with a variety of curriculum and classroom activities; there are several events and activities, during the school day and outside-school extracurricular, which present certain risks to the health and welfare of the student-Cadets enrolled in the program. Naval Science Instructors, as leaders of this program, must be especially alert to these dangers and ensure every precaution is identified and exercised to prevent injury, to the maximum extent possible, to the student-Cadets entrusted to them.

a. The purpose of this ORM plan is to identify known risks involved in the various activities associated with the NJROTC Program, to assess the severity and probability of injury to participants, to determine if the activity benefit is greater than the associated risk involved with engaging in the activity, to implement controls that significantly reduce the chance of and opportunity for injury, and to insure proper supervision is in place during the activities with risk involved in order to prevent, to the maximum extent possible, injury to the student-Cadets.

i. Naval Science Instructors will follow the principles outlined below when applying ORM during any NJROTC activities, events and extracurricular functions.

ii. Determine if the benefit of the activity exceeds the risk involved.

iii. Accept and ensure student-Cadets take no unnecessary risks during NJROTC activities, events and functions.

iv. Plan for the probability of risk occurring, anticipate that injury is possible, and manage/supervise student-Cadets closely to prevent/reduce occurrence of accidents and injuries.

- v. Be decisive in ORM actions to prevent unnecessary risk and injury.

b. ORM Terms

i. **Hazard.** A condition with the potential to cause illness, injury, death, property damage, or Unit objective degradation.

ii. **Cause.** Something that produces an effect, result, or consequence. The person, event, or condition responsible for an action or result.

iii. **Risk.** A possible loss expressed in terms of severity and probability. Decision-making is enhanced when hazards are converted to risks.

iv. **Risk Assessment.** Process of detecting hazards and assessing associated risks.

v. **Risk Assessment Code (RAC).** Level of identity of hazard severity and mishap probability.

vi. **Severity.** Expected consequence of an event in terms of degree of injury, illness, property damage, or other impairments to achieving Unit objectives.

vii. **Controls.** Actions taken to eliminate hazards or reduce their risk.

viii. **Administrative Controls.** Actions taken by leaders to reduce risk through specific administrative and supervisory actions.

ix. **Personal Protective Equipment (PPE).** Devices, equipment, and other such materials that serve as a barrier between the personnel involved and the potential risk or hazard. Examples for NJROTC include such items as knee braces, proper clothing, proper exercise equipment and first aid equipment.

c. Assessing ORM. The following ORM criteria will be evaluated at every NJROTC activity:

- i. Determine hazard.
- ii. Assess risk of injury.
- iii. Decide whether to continue with or cease activity/event.
- iv. Implement management control to reduce possibility of injury.
- v. Supervise activity/event.

d. The following RAC particulars will be used to identify the levels of hazard severity and probability of injury to student-Cadets:

i. Severity:

1. Critical: may cause death, grave damage to persons or property.
2. Serious: may cause severe injury, illness, property damage.
3. Moderate: may cause minor injury, illness, property damage.
4. Minor or negligible: minimal threat to injury, illness, or property damage.

ii. Probability:

1. Likely: Expected to occur immediately or in a short period of time.
2. Probably: Reasonable expectation of occurrence during activity.
3. May: Possibility of occurrence at some time during the activity.
4. Unlikely: Doubtful that participation in event/activity will result in injury, illness, or property damage.

e. The following RAC will be used to apply ORM assessment for activities/events in which student-Cadets will be involved. This list is probably not complete and NSI will aggressively manage/supervise student-Cadet activities and update as necessary.

i. Identify Activity

ii. Assign RAC. Example: L1 signifies that the activity is Likely to result in critical injuries to student-Cadets or property.

iii. Identify management/supervisory controls.

NJROTC ORM Analysis and Assessment

<u>Activity/Event</u>	<u>RAC</u>	<u>Management/Supervision Controls & Actions</u>
Classroom		
Instruction	U5	Close supervision.
Free-time	M4	IAW NJROTC SOP.
Basic Drill	M4	Identify trip hazards. Close supervision. Dressed for weather.
Platoon Drill	M3	
Physical Fitness		
Warm-up	M4	Warm-up/stretch prior to all exercise periods. Observe each Cadet – check for hydration, skin color, in-haler use, fainting, breathing patterns, and any other symptom that indicates physiological problems.
Stretching	M3	
Calisthenics	M2	
Running	P2	
PT Test		
Sit-ups	M4	Same as regular physical fitness. Include proper clothing, shoes, PPE, water, inhalers, symptoms of injuries, PT risk forms, physicals completed and cool down.
Push-ups	M4	
1 Mile Run	P1	
Drill Teams		Standard Release forms on file and taken to competitions. Buddy system when Cadets are released for meals, etc.
Unarmed Regulation Exhibition	U4 M4	Insure area clear of trip hazards, proper traffic controls, and adherence to guidance in Cadet field manual.
Armed Regulation Exhibition	M4 P1	Same as for Unarmed Drill plus no illegal tosses or spins, careful execution of rifle spins/movements, and drill rifles in good repair.
Orienteering Practice Meets	M3 P2	Proper clothing. PT risk forms on file with no problems indicated. Safety precautions taught and understood. Proper clothing/PPE. Check for hydration, breathing, and other symptoms of injury. Standard release forms completed and taken to competitions.
Rifle Team Practice Meets	P2 P2	Strictly follow Shooter's Guide and National Standard Three-position Air Rifle Rules. Insure weapons in superb operating order. Ensure compliance by all shooters with standard NRA range safety rules and guidelines. Insure pellet traps are in proper order – tight seals, cardboard covers secure, etc. – to prevent stray pellets causing injury. Ensure all shooters wear safety goggles while shooting.

Chapter 4: Program Administration

401. NJROTC Spaces: The NJROTC spaces consist of classrooms, offices, and storage areas. NJROTC spaces are not to be used for personal storage. All Cherokee High School rules and regulations for classroom behavior are, of course, included in this handbook. Regulations concerning these spaces are set forth below:

a. The NJROTC classrooms will be open Monday through Thursday to all Cadets who desire to study if an instructor is present and amenable to this usage of space. Cadets are expected to be quiet and considerate of those who are studying. The senior Cadet present is responsible for maintaining order and discipline in the classroom during such times.

- i. Scheduled meetings will take precedence over study periods.
- ii. There will be no horse playing in NJROTC spaces.
- iii. The office desks, computers, file cabinets, classroom lectern and seats are off limits to all Cadets without permission.
- iv. Gear adrift will be sent to the school's lost and found.

b. NJROTC offices: The SNSI/NSI offices are off-limits to all Cadets. No Cadet may enter unless permission is granted. Cadets wishing to speak to the instructors or conduct business should knock and when acknowledged, sounding off, "Sir/Chief, Cadet ____ (Name) requests permission to enter", or "request permission to speak to the Commander / Chief". When approval has been granted, Cadets will position themselves in front of the desk at attention until told to stand "at ease."

- i. The instructors (S/NSI) office telephones are strictly off limits to Cadets unless under the supervision of the instructors.
- ii. The office desks, computers, file cabinets, classroom lectern and seats are off limits to all Cadets without permission.
- iii. No Cadet is allowed to use any NJROTC computer for personal use. Cadets working for unit purposes ONLY may use the computers and should coordinate in advance for scheduling purposes.
- iv. Supply is limited to the Company Commander, the Executive Officer and Cadets in the supply department. Specific issuing times will be posted but will NEVER be on an inspection day.

402. Fees. All Navy JROTC texts, workbooks and uniform apparel are provided free of charge. However, should a Cadet lose, destroy, mutilate, or make unusable (normal wear and tear expected) an article of clothing or text/workbooks, then that Cadet will be required

to reimburse the government for the cost of that item. Additionally, the Lenape Regional High School District has instituted a one-time, annual fee for participation in all school activities, which includes participation in NJROTC Drill, Color Guard, and athletic teams.

403. Uniform Care. Each Cadet will be issued a uniform and physical training gear for his/her use while enrolled in the NJROTC program. This uniform is United States Government property and must be inventoried and receipted for both at issue and return. Each Cadet will have his/her parent/guardian sign on an inventory of all uniform/accessories issued certifying that parent or guardian is aware of the responsibility stated above. A Cadet failing to return any uniform article of clothing or accessory (belt, pants, belt buckle, etc.) will result in a letter being sent to his/her parents detailing funds due to the Federal Government. Fail to respond will result in administrative actions restricting access to school transcripts and data. The most accurate inventory of items is in the JUMS computer.

a. **Initial Issue.** Upon initial enrolment in the NJROTC program, each Cadet will be issued the necessary Navy summer and winter uniforms as warranted. Since sizes vary and our unit requires that a proper fit and wear is essential, the Navy will pay (if funding is available) for some alterations required ensuring each Cadet presents a sharp, military correct appearance. Cadets are to visit the Cherokee NJROTC webpage for current alteration information / updates.

b. **Accountability.** As indicated above, a student who enters the Cherokee High School NJROTC program assumes accountability for certain issued material similar to band instruments, athletic uniforms or equipment. As Such, the parent(s)/guardians of each Cadet must sign specific forms indicating they are aware of the responsibility for reimbursing the federal government of lost, damaged uniform apparel, test or workbooks or equipment such as rifles, swords, scopes, compasses, training manuals, etc. Forms indicating issue will be signed by parent as well. Normal wear and tear of uniform articles or classroom materials is expected, however, negligence or willful damage or loss will result in restitution.

c. **Wear and care.** Just like buying a new car, it is the responsibility of each Cadet to care for and properly maintain issued material. The Cadet Field Manual describes in part how to maintain, wear and care for various uniform articles. Additional tips:

- i. Always hang coats, shirts, pants, skirts on hangars when not in use.
- ii. Do not use bleach on NJROTC patched articles.
- iii. Professional dry cleaning or laundering is permissible.

iv. Do not wear uniform articles except to official NJROTC events or on designated uniform days.

v. Wash blue uniform articles in cold water only; if press at home versus dry-cleaning, always place a white cloth handkerchief between the steam iron and the material to prevent shining/sheen, or iron uniform inside-out. If you don't have a steam iron, slightly dampen the white cloth.

vi. Only alter uniforms with the permission of the SNSI.

vii. All Cadets will be sold a pre-made NJROTC nametag at initial issue. Lost or broken replacement costs are the responsibility of the Cadet.

viii. DO NOT damage clothing through improper care and remember: YOU ARE ACCOUNTABLE!

d. Uniform Return Procedures:

i. Upon disenrollment from the NJROTC program or graduation, all uniform items (to include garrison caps and service cap covers) will be professionally dry cleaned prior to turn in. If an item is worn beyond serviceable use, bring the item in for the NSI to review and decide if the item is to be surveyed or dry cleaned.

ii. All items must be returned in at the same time to facilitate complete and accurate accountability.

iii. Items must be turned in with the dry cleaner bag intact and ticket affixed showing cleaning was performed.

iv. The following items need not be returned: ribbons, nametag, medals, insignia, tee shirts, socks, and shoes.

v. Upon turning in uniforms, Cadets will be issued a "cleared" custody card thereby allowing the release of school transcripts.

404. Supply. Since all supply and materials storage areas contain sizable dollar value articles, all such areas are designated "OFF LIMITS" to all Cadets other than those authorized by the Naval Science Instructors. Hours of operation for supply issue and return will be posted for your convenience. CADETS NEED TO BE "INSPECTION READY" WHEN ARRIVING TO SCHOOL ON UNIFORM DAYS. THERE IS NO ISSUING TO CADETS ON UNIFORM INSPECTION DAYS.

405. Physical Fitness and Athletics: Physical fitness is an integral part of the NJROTC program. Cadets participating in the various extracurricular activities available through NJROTC, as well as regularly scheduled athletics in class must be physically fit. While it is recognized that the physical fitness test and its training is optional, it is hoped each Cadet's physical fitness abilities will show improvement each semester.

a. Successful completion of the PT test will earn the Physical Fitness ribbon. Qualifying minimums for the PT test and ribbon are contained in reference (b).

b. All Cadets participating in NJROTC must have a current Standard Release Form and NJROTC Health Risk Screening form. Cadets must also have a current school sports physical on file (within 12 months).

406. NJROTC Teams: The Cherokee High School NJROTC unit is interested in developing teams that compete with other JROTC units at other high schools. Most of these competitions are within the tri-state area, but some are conducted over the Internet and by mail. A Cadet can be on more than one team at a time but understands there are obligations to make practices for all active teams.

a. The teams are as follows:

- i. Academic Team
- ii. Athletic Team
- iii. Drills Teams
 1. Color Guard Drill
 2. Armed Drill
 3. Unarmed Drill
 4. Trick (Armed/Unarmed) Drill
- iv. Orienteering Team

b. Uniforms. The shoulder cord, or aiguillette, is authorized to be worn only by **active** team members who have competed in three competitions and met practice requirements. Cords are an issued item and once a Cadet is no longer an active member of the team, they shall return the cord to the team commander or the NSI.

i. Cord colors are as follows:

- | | |
|---------------|---|
| 1. Orange | Academic Team |
| 2. Red | Athletic Team |
| 3. Blue | Color Guard |
| 4. Black | Drill Team |
| 5. Green | Orienteering Team |
| 6. White | Company Staff |
| 7. Black/Gray | Company Commander, Executive Officer, CMC |
| 8. Silver | Leadership Academy graduate |

ii. If a Cadet has more than one cord color, only one cord of their choice may be worn on the left shoulder, at a time. The Silver Cord, which is worn only on the right shoulder, shall always be worn. Cadets who do not continue to meet the requirements to

keep an earned cord, shall promptly return the cord to the NSI. This may occur not only after leaving a team, but also if the Cadet has disciplinary action or review. If the privileges of wearing the shoulder cord are revoked, the Cadet must re-qualify to have the shoulder cord returned to him/her for wear.

407. Cadet Fundraising: Cadets have the opportunity to participate in NJROTC fundraising activities. Most fund raising is conducted under the supervision of the boosters with permission from the high school. Since funding for field trip travel and other support is limited from the Navy, fund-raisers are a necessary part of the NJROTC program.

408. Plan of the Week (POW): A plan of the week will be prepared each week by the Operations Officer for approval by the SNSI with purpose to keep all informed of unit activities. The Plan of the Week will be posted by the OPSO no later than Friday of the week before it is effective. It will include Team practices, color details, company quarters. Uniform of the Day, meetings (staff, officers, departments etc.), and special activities. The POW will be posted in the classroom and on the NJROTC webpage.

409. Cadet Sign-Up Sheets: A Cadet sign-up sheet is posted in advance of all scheduled NJROTC activities, soliciting Cadet participation for field trips, service projects etc. Since scheduled activities often rely on a required minimum number of participants, Cadets should be *sure* of their commitment prior to sign-up. Signed-up Cadets *failing* to muster for scheduled activities, without just cause, will jeopardize the opportunity for future participation.

410. Field Trips. NJROTC field trips are considered a special privilege for deserving Cadets who have earned consideration through their outstanding unit service, participation, and good academic standing. Accordingly, Cadets wishing to participate in field trips will be considered based on these factors.

a. Some NJROTC activities including field trips are limited in terms of allowed participation. This often is the case with shared trips with neighboring NJROTC units, bus size limitations, and berthing constraints.

b. If a Cadet is unable to participate in a field trip due to any of these reasons, he/she will be given priority on a subsequent trip scheduled.

c. All Cadets must have a current Standard Release Form and NJROTC Health Risk Screening form on file prior to participating in any field trip.

Chapter 5: Advancements

501. General. Cadet advancement in rank is based on demonstrated performance and successful completion of advancement requirements set forth herein. Each Cadet has the opportunity to advance to the position of unit company commander. Advancement exams will be given only after grades are disseminated every quarter.

502. Promotion Criteria. You are a student first, a Cadet second. Your priority is your education and grades, i.e., your overall grade point average (GPA) in school. Any failing grade (at interim times as well) removes any Cadet from further advancement. The Cadet's academic grades at Cherokee shall correspond to the minimum grades required for advancement as delineated in Table 5-1 (i.e., for promotion to E-5 and above, only one (1) "D" on a report card is allowed. Additionally, all other requirements within NJROTC (to include practical application) shall be met for advancement as delineated in Table 5-1.

503. Enlisted Advancement. Reference (a) sets forth Cadet enlisted grades and allowances for petty officers in various billet assignments. There is no standardized NJROTC system, however, to promote deserving Cadets to these positions the following advancement system has several distinct advantages:

- a. Cadets will be well prepared for the military responsibilities they must assume as Petty Officers and Officers.
- b. The system describes exactly what is required to advance while eliminating the question of "why him and not me?"
- c. While the system adds record keeping, it provides the Admin Officer and staff with meaningful records and data on each Cadet.
- d. Drill days, which can become rather dry when the basics have been learned, take on new meaning as Cadets are motivated to try their hand at leading the platoon or conducting an inspection to meet advancement requirement.
- e. To advance, each promotion to the higher rank will require Cadets to pass a written test. To be eligible for the written test, Cadets shall complete and submit a Promotion Worksheet (*Enclosure 1*) to their respective chain of command.

Rank	Time in Rank	Participation /Community Service	Academics	Practical Factors	Test Subjects	Study Material	Recommendations	
C/SA	4 Weeks* (NJROTC)	3 Events*	<ul style="list-style-type: none"> No F's B in NJROTC 	Perform Basic Drill (Stationary)	<ul style="list-style-type: none"> Uniform Regulations Knowledge 	<ul style="list-style-type: none"> CFM Unit 1 Military time General Orders (1 – 4) 	<ul style="list-style-type: none"> Platoon Leader Instructor <i>*Requirements waived for completion of Orientation (2 days)</i> 	
C/SN	4 Weeks** (C/SA)	6 Events**		<ul style="list-style-type: none"> No F's B in NJROTC 	Perform Basic Drill (Marching)	<ul style="list-style-type: none"> Basic Drill (Unarmed) Knowledge 	<ul style="list-style-type: none"> CFM Unit 2 Ship terms General Orders (1 – 8) 	<ul style="list-style-type: none"> Platoon Leader Instructor <i>**Requirements may be waived for assignment as Squad Leader</i>
C/PO3	4 Weeks (C/SN)	8 Events			Direct Squad in Basic Drill (Guidon)	<ul style="list-style-type: none"> Basic Drill (Armed, Guidon) Knowledge 	<ul style="list-style-type: none"> CFM Unit 1 Chain of Command General Orders (All) 	
C/PO2	10 Weeks (C/PO3)	9 Events	<ul style="list-style-type: none"> No F's Only 1 D B in NJROTC 	Direct Squad in Basic Drill (Armed)	<ul style="list-style-type: none"> Squad Drill (Armed, Unarmed) Precedence of Ribbons 	<ul style="list-style-type: none"> CFM Units 1, 5, 6, & 9 Chain of Command General Orders (All) 	<ul style="list-style-type: none"> Platoon Leader Instructor 	
C/PO1	10 Weeks (C/PO2)	10 Events	<ul style="list-style-type: none"> No F's Only 1 D A in NJROTC 	Direct Platoon in Basic Drill (Armed)	<ul style="list-style-type: none"> Platoon Drill (Armed, Unarmed) Military Honors & Ceremony 	<ul style="list-style-type: none"> CFM Units 1, 5, 7, & 9 Chain of Command General Orders (All) 		
C/CPO	8 Weeks (C/PO1)	12 Events 1 Initiated	<ul style="list-style-type: none"> No D's A in NJROTC 	Perform Sword Manual	<ul style="list-style-type: none"> Platoon Drill (Armed, Unarmed) Sword Manual Inspection Procedures 	<ul style="list-style-type: none"> CFM Units 1 & 3 Chain of Command General Orders (All) 	<ul style="list-style-type: none"> Platoon Leader Instructor Chief's Board 	

TABLE 5-1: Cadet Advancement Requirement Matrix

504. Officer Promotions. Top-achieving Cadets who have completed advancement through Chief Petty Officer will be considered for officer rank. Rank assigned in most cases will be commensurate with the billet assigned and in accordance with reference (b) and this handbook. Cadets will be promoted through the officer ranks based on citizenship, overall school GPA/class rank, NJROTC aptitude, unit participation, peer rating and leadership potential. The top ranked senior Cadets will be offered the CC, and XO billets based on these characteristics.

505. Cadet Evaluations. Cadet Officers, Department Heads, CMC, Team Commanders, Platoon Commanders, Squad Leaders, and guide bearer will be evaluated periodically by the Senior Naval Science Instructor and/or Naval Science Instructor in writing using the Staff Member Evaluation Form (*Enclosure 3*) and testing for knowledge.

506. Cadet Transfers. Cadets who have earned rate/rank in other NJROTC units can expect to be issued comparable Navy NJROTC rank/rate upon presentation of their verified record from the unit in which they earned their rank/rate provided it is reasonable.

507. Incentives.

a. Ribbons: Basic criteria for earning NJROTC ribbons and awards are covered in reference (b). It is the responsibility of the individual Cadet to understand the requirement of the individual Cadet to understand the requirement of each award and to request presentation of the award once earned.

b. While a ribbon or award is something most Cadets aspire to receive, it is more important that each Cadet strive to meet basic values of honesty, decency, high morals, common courtesy, and good camaraderie. Those Cadets who put their emphasis in NJROTC activities will be in line to earn ribbons and awards above those of their nonparticipating contemporaries. Awards recognize and reward outstanding achievements and acts of performance, which are beyond what is normally expected.

c. Procedures to request an earned ribbon are under the cognizance of the Administration Officer:

i. Complete an Award Request Chit (*Enclosure 2*) specifying the name of the award/ribbon requested and action taken to earn the award. Award Request Chits may also be picked up in the dispenser located in the NJROTC administrative office space.

ii. Submit completed chit to respective chain of command.

d. Veteran and Civic Awards: Each year, several civic and veteran organizations recognize Deptford Township Cadets who have excelled. These special awards are normally reserved for Cadet senior staff members who have performed their duties in a highly professional manner. Ribbons from non-NJROTC organizations such as American Legion, DAR, etc., may be worn after the lowest ranked NJROTC award on the left breast.

Chapter 6: Cadet Chain of Command and Responsibilities

601. Company Organization:

a. The NJROTC unit, will be organized as follows:

- i. One Company- containing two or more platoons
- ii. Each platoon- containing two or more squads
- iii. Each Squad- containing five elements

b. The standard Cadet chain of command starts with the Cadet Company Commander, the Executive Officer, Adjutant, Platoon Commanders, and the Squad Leaders. Basic duties and responsibilities for assigned billets are outlined below. Each Cadet is encouraged to seek out additional opportunities, which will make the billet more challenging, and function more smoothly. Assignment to a billet does not imply automatic promotion to the associated rank. Ranks represent suggested levels based on reference (a).

602. Cadets: All Cadet staff members are responsible for thoroughly knowing and carrying out their duties and responsibilities. Cadet Officers and senior petty officers are expected to set the example for juniors in every aspect of the NJROTC program. The responsibilities of leadership must be *accepted* before the privileges of rank/rate can be enjoyed. Those selected for advancement who do not wish to accept the related responsibilities and requirements should decline the promotion. Any Cadet staff member not performing his/her duties satisfactorily will be considered for dismissal from their post and for reduction in rank.

603. Billet descriptions and responsibilities:

a. **COMPANY COMMANDER (CC).** The Company Commander is responsible to the SNSI/NSI for the overall performance of the unit. The CC shall be a graduate of the NJROTC Leadership Academy and has earned the silver cord. Specific duties include:

- i. Sets the standard of the Company in appearance, attitude, conduct, bearing, tact, discipline, and performance throughout the entire high school, with all staff and students alike.

- ii. Responsible for the training, administration, supply, discipline, morale, esprit de corps, and performance of the Company.

- iii. Commands the Company through the proper use of the Cadet Chain of Command and within the rules and guidelines set by the SNSI.

- iv. Supervises the training of the staff and ensures that staff members understand and fulfill their areas of responsibility.

v. Schedules bi-weekly staff meetings to discuss and promulgate plans for upcoming events, involving Cadet staff in planning events.

vi. Works with Executive Officer and Adjutant in preparation for the yearly AMI.

vii. Tries to involve and maximize the number of Cadets in NJROTC activities.

viii. Makes recommendations for the promotion/demotion of Cadets and for filling any staff vacancies.

ix. Carries out tasks and maintains close daily contact with the S/NSI.

x. Is aware that delegation of authority to subordinates does not mean the delegation of responsibility.

b. **EXECUTIVE OFFICER (XO).** The Executive Officer is the CC's "stand in" and runs the CC's supervisory load as much as possible. XO specific duties include:

i. Assumes command of the Company in the absence of the CC.

ii. Commands the Company through the proper use of the Cadet Chain of Command.

iii. Coordinates and supervises the Cadet staff and ensures that the orders and rules of the CC are carried out.

iv. Acts on information from the CC and assigns tasks for appropriate staff officers. Checks to insure that assigned staff actions are carried out properly and in a timely manner.

v. Keeps the CC informed of problem areas within the Company and of action taken or recommended with respect to correcting such problems, specifically squelching rumors.

vi. Will inspect/identify/report/rectify discrepancies discovered during periodic in-house audits of departments.

vii. Assists with special projects and events by working closely with the SNSI/NSI and other staff.

viii. Keeps current on the progress of Cadet advancements.

ix. Commands the Department through the proper use of the Cadet Chain of Command.

x. Works with CC and Adjutant in preparation for the yearly Area Manager's Inspection.

c. **ADJUTANT.** The Adjutant (if assigned) is the Company Commander's advisor and assists the CC with administrative tasks. Specific duties include:

i. Assist the SNSI/NSI and CC/XO in the coordination of military drill and ceremony activities including the Annual Pass-in-Review during the AMI.

ii. Oversee Platoon Commanders, to include Squad Leaders and Mustering Petty Officers.

iii. Carry out tasks assigned by the SNSI/NSI and Company Commander.

iv. Be prepared to stand in for the Executive Officer at any time.

v. Assist with special projects and events by working closely with the SNSI/NSI and other staff.

d. **COMMAND MASTER CHIEF PETTY (CMC).** The senior non-commissioned Cadet in the company and is the Company Commander's advisor on all matters pertaining to all enlisted Cadets. Specific duties include:

i. Ensure each new Cadet is provided personalized mentoring assistance during their first semester in the program and keeps current on their progress.

ii. Will be available and approachable to all junior Cadets.

iii. Is accountable for immediately squelching rumors.

iv. Is responsible for the policing of all NJROTC spaces and drill areas.

v. Will oversee and maintain established standards of enlisted Cadets' performance and conduct when specifically assigned by S/NSI or CC.

e. **CHIEF MASTER-AT-ARMS (CMAA).** Assists in the organization for the merit and demerit system.

i. Oversees the maintenance of the merit/demerit log and reports for the CO/XO during the promotion process.

ii. Organizes safety briefings for rifle, field trips, and any other events that include NJROTC.

f. **OPERATIONS OFFICER (OPS).** Serves as the CC's Department Head concerning all matters in Operations.

- i. Is responsible for the success of the Special Event Coordinator.
 - ii. Ensures unit information flyers/notes/forms are on the unit information board (NSI/NSIII classes) for all to see, keeping them current.
 - iii. Will Inspects/identifies/reports/rectifies discrepancies discovered during periodic audits within department/team administrations.
 - iv. Responsible for the training and proficiency of team commanders, and for holding timely meetings to ensure smooth running of unit team schedules.
 - v. Assists CC/XO in special projects that may arise e.g., field trips, parades, etc.
 - vi. Commands the department through the proper use of the Cadet Chain of Command.
 - vii. Prepares the Plan of the Week for posting no later than the Friday before.
- g. **SUPPLY OFFICER (SUPPO).** Is head of the supply staff, reporting to the SNSI for supply related matters and to the Executive Officer for military matters.
- i. Is familiar with all supply procedures and space utilizations.
 - ii. Supervision and training of the supply staff.
 - iii. Assists with the issue, receipt, storage, inventory, survey and accounting of all unit uniforms and uniform accessories.
 - iv. Responsible for knowing the actions, or lack thereof, of departmental personnel.
 - v. Inspects/identifies/reports/rectifies discrepancies discovered during periodic audits within the department.
 - vi. Can approve the addition of other recommended Cadets in issue or loft work after informing the SNSI of his/her decision.
- h. **ADMINISTRATION OFFICER (AO).** Serves as the CC's Department Head in areas of Personnel and Administration.
- i. Tracks personnel awards, lettering qualifications, and advancement charts.
 - ii. Ensures a list of Cadets eligible for advancement or awards is given to the SNSI at least the Monday before the Wednesday of awards presentation (scheduled

monthly). Ensures up-to-date Cadet files and verifies all required paperwork is annotated in JUMS and physical copies are kept in their records.

- iii. Publishes orders, directives, and announcements as directed by the CC.
- iv. Maintains correspondence files and publications to include posting changes.
- v. Maintains JUMS-ADMIN
- vi. Inspects/identifies/reports/rectifies discrepancies discovered during periodic audits within department/team administrations. Records the minutes of staff meetings and print copies for all involved. Commands the Department through the proper use of the Cadet Chain of Command.
- vii. Allow only Administration personnel utilized JUMS for Administration, no other Cadets will be allowed in JUMS.
 - i. **COMMUNITY SERVICE OFFICER (CSO).** Contacts and maintains communication for Community Service.
 - i. Coordination of the specific unit campaigns (i.e., Toys-for-tots)
 - ii. Providing information to Cadet on community service opportunities
 - iii. Inputting into JUMS for all community service events
 - j. **PUBLIC AFFAIRS OFFICER (PAO).** Ensure that press released and/or articles are prepared and submitted to the SNSI/NSI for approval and then submitted to the appropriate news media for each time an event of interest is scheduled and/or takes place.
 - i. Establish a system, which will ensure positive contact by a PAO member with each NJROTC group likely to have newsworthy activities.
 - ii. Establish communications with parents/guardians through the publication of a handed out a unit newsletter on a quarterly basis.
 - iii. Maintain unit scrapbook
 - iv. Ensure comprehensive files for PAO-related materials are established and maintained. As a minimum, the following files are established:
 - 1. NJROTC new releases and list of media to which submitted
 - 2. Copies of all newsletters/stories mentioning NJROTC unit or it's Cadets
 - 3. NJROTC newsletter and newspaper

4. Photographs of NJROTC activities arranged by the subject and properly labeled as to date, event and persons involved.
 - v. Arrange for publicity for NJROTC activities including annual inspection, fundraising events, social events, and projects.
 - vi. Ensure that the NJROTC pages in the yearbook properly reflect the activities of Cadets by working with the yearbook staff.
 - vii. Submit articles to the school newspaper.
 - viii. Draft input for school yearbook and base newspaper. Photograph (video and still) unit activities.
 - ix. Designates a camera and video support custodian who assists the SNSI/NSI and the Public Affairs Officer in the support for camera and video for Unit events.
 - x. Tracks and documents unit's accomplishments and events.
- k. **DRILL TEAM COMMANDER:** Organize, direct, train, and manage the NJROTC teams, which include:
 - i. Drill (Armed, Unarmed, Color guard, Trick), and organization of the Armory, Orienteering, and Academic Teams.
 - ii. Directly supervise Team Commanders.
 - iii. Establish practice schedules, which cause least inconvenience to Cadets.
 - iv. Hold drill Commanders and drill team accountable for participating in every practice.
 - v. Assist SNSI/NSI in preparation of drill meets.
 - vi. Notify SNSI/NSI of all discrepancies that need to have parts purchased.
 - vii. Be thoroughly familiar with Cadet Field Manual and Marines Corp Drill manual.
- l. **COLORGUARD COMMANDER:** Organize, direct, train, and manage the Color Guard Drill Team.
 - i. Reports to the Drill Commander for any questions pertaining for drill.

ii. Notify SNSI/NSI of all discrepancies, which need to have parts purchased via the Drill Team Commander.

iii. Be familiar with Cadet Field Manual and Marine Corp Drill manual.

iv. Recommend personnel for awards when requirements are met.

v. Ensures periodic maintenance is performed on all gear that is applicable to the team.

vi. Responsible for all equipment is stowed properly at completion of practice and meet.

vii. Get approval from Drill Commander and SNSI/NSI on perspective color guard candidates.

viii. Responsible to receive and stow all Color guard equipment in all spaces, including the Supply loft. You may coordinate with SUPPO for access into space.

m. ACADEMIC TEAM COMMANDER.

i. Schedules regular academic team practices to prepare team for academic meets including postals.

ii. Ensures proper muster records are always filed.

n. AIR RIFLE TEAM COMMANDER. Responsible for assisting the SNSI and Rifle Team Coach in all matters relating to live firing weapons. Responsibilities include:

i. Ensures safe operating procedures are utilized in the handling of all weapons during rifle firing evolutions.

ii. Maintains .177 caliber rifles in good clean operation condition.

iii. Ensures that support materials are always available.

iv. Schedules regular air rifle team practices to prepare team for air rifle meets including postals.

v. Ensures proper muster records are always filed.

vi. Conducts Cadet training in rifle handling and safety.

o. PHYSICAL FITNESS OFFICER. Under the direction of the S/NSI, with coordinated schedule approval of the Operations Officer, schedule regular athletic practices

such that Cadets will be able to state there has been adequate preparatory time to enter any athletic competition/meet and for attempting the physical fitness ribbon.

i. Assist SNSI/NSI in ensuring that all Cadets who wish to participate in any physical fitness competition or test has all required paperwork IAW CNETINST 1533 series.

ii. Ensure proper muster and athletic times are filed for recording qualifications.

p. **WEAPONS OFFICER.** Under the direction of the Drill Commander, establish and oversee all operations of the Armory.

i. Maintain drill rifles and swords in good clean operating condition.

ii. Assist with the accounting for assigned rifles and proper stowage.

iii. Ensure cleanliness and order of the NJROTC armory.

iv. Ensure issuing log is maintained and properly utilized.

v. Report all violations of these operations to the Drill CDR

vi. Assist with Cadet qualification in the proper care and handling of weapons.

vii. Notify NSI of all parts purchased via the Drill Team Commander.

q. **PLATOON COMMANDER.** Has a thorough knowledge of individual, squad, and platoon drill, plus guide-on, inspection and sword manual portions of the Drill Manual.

i. Responsible for the appearance, conduct, and discipline of the Platoon at all times.

ii. Maintains high proficiency in drills, ceremonies, and appearance of self and platoon.

iii. Develops leadership in sub-unit members and provide opportunities for leadership training.

iv. Assures accurate musters of the unit by the Platoon Mustering Chief Petty Officer.

v. Presents proper military bearing and appearance at all times.

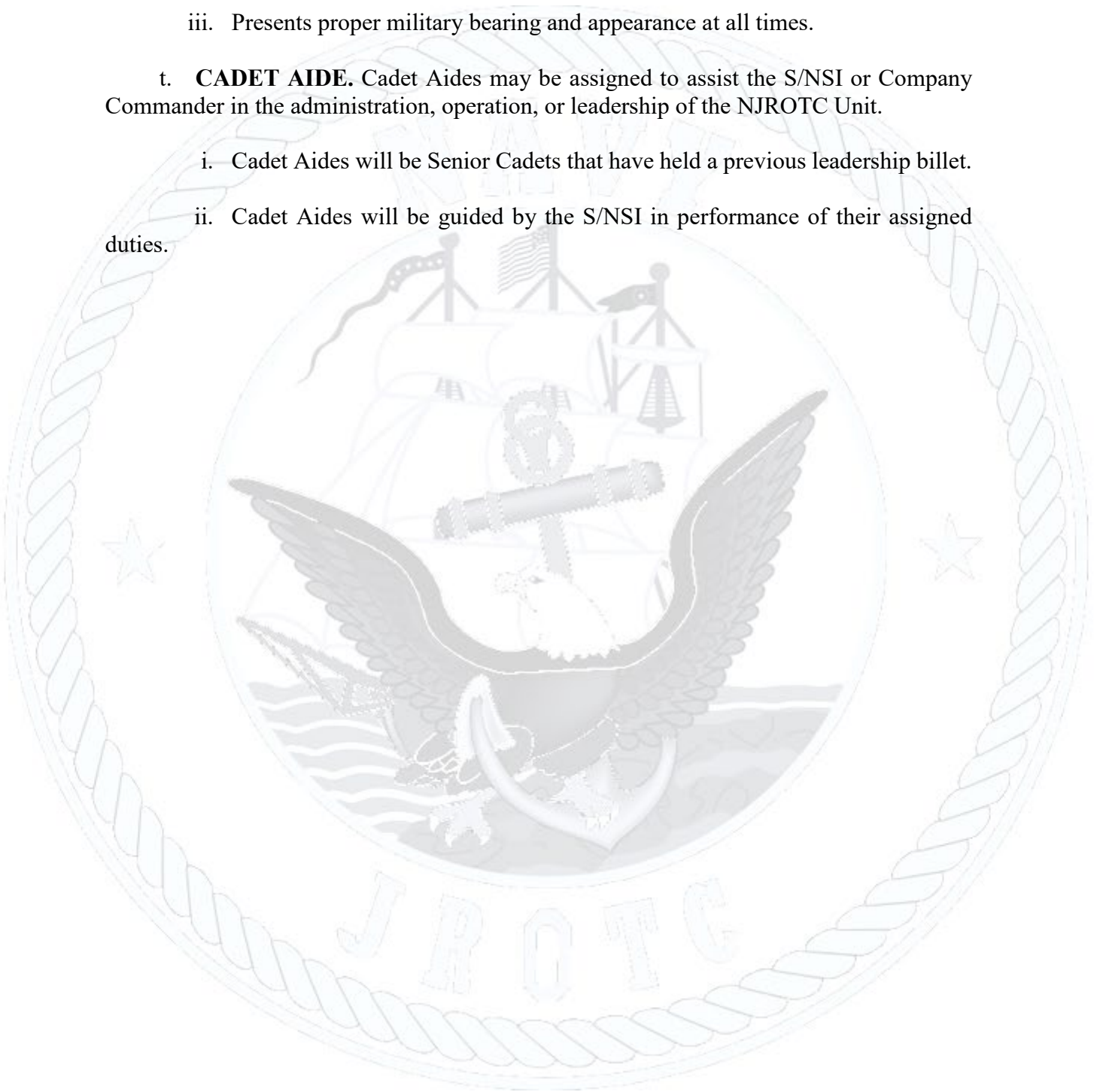
r. **PLATOON MUSTERING CHIEF PETTY OFFICER.**

i. Assures accurate musters and reports IAW Cadet Field Manual.

ii. Presents proper military bearing and appearance at all times.

s. **SQUAD LEADER.**

- i. Responsible for the appearance and conduct of assigned squad at all times.
- ii. Assures accurate musters of squad via the platoon mustering petty officer.
- iii. Presents proper military bearing and appearance at all times.
- t. **CADET AIDE.** Cadet Aides may be assigned to assist the S/NSI or Company Commander in the administration, operation, or leadership of the NJROTC Unit.
 - i. Cadet Aides will be Senior Cadets that have held a previous leadership billet.
 - ii. Cadet Aides will be guided by the S/NSI in performance of their assigned duties.



Enclosure (1): Promotion Worksheet

Cadet Name: _____ Naval Science Year: **1 2 3 4**

Current Rank: _____ Prospective Rank: _____

A. Grades: _____ Quarter: _____

Period	Class	Grade	Last Quarter Grade
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____

B. Time in rank (last date of promotion) _____

C. Participation / Community Service Time _____
Note: Must be entered in JUMS to give credit via the Community Service Officer

Community Service Events (List Events) _____

Participation Events (List Events) _____

D. Can Cadet perform Practical factors specified in Table 5-1 of the Cadet Handbook?

Date of completion _____ Signed _____ (SNSI/NSI)

E. Assistant Principal (Please Circle)
 No Disciplinary Problems / Detention / SDR / Internal Suspension / External Suspension

Assistant Principal _____ (Sign/Date)

F. **Recommendations (Circle One)**

Platoon Leader Recommended Y / N _____ (Sign/Date)

Executive Officer Recommended Y / N _____ (Sign/Date)

Company Commander Recommended Y / N _____ (Sign/Date)

- A Cadet **MUST MEET ALL** the criteria set forth in Chapter 5 of Cadet Handbook and complete this worksheet prior to advancement.

- Submit this to your Naval Science Instructor (once complete) to be eligible to take the advancement exam or be scheduled for an advancement board (Chief Petty officer and above).

Enclosure (2): Ribbon Request

Date: _____

From: Cadet _____ Rank _____ Class _____
(Print First and Last Name)

To: Senior Naval Science Instructor
Via: Naval Science Instructor

SUBJ: RIBBON REQUEST

1. Respectfully request to be awarded the _____ ribbon IAW
the Cadet Field Manual and Cadet Handbook. The following is provided for consideration:

2. _____

(List events, service provided, or description of your actions that warrant the specified ribbon)

3. Recommendations (Circle One)

Platoon Leader Recommended Y / N _____ (Sign/Date)

Executive Officer Recommended Y / N _____ (Sign/Date)

Company Commander Recommended Y / N _____ (Sign/Date)

**** Chain of Command shall verify eligibility prior to recommending and submitting to the NSI ****

4. **Date Awarded:** _____

5. **Date Entered in JUMS:** _____

6. **Admin Officer:** _____ (Sign/Date)

****Retain copy of this sheet in Cadets' service jacket****

Enclosure (3): Counseling Form

*****INSTRUCTOR COUNSELING FORM ONLY*****

Cadet Name _____

Rank _____

Date _____

Background:

As a NJROTC Cadet, it is important to be regularly evaluated for your performance. The goal of this type of counseling is to educate the Cadet and inform them that they are/are not exhibiting the proper behavior of their position or rank.

The primary purpose of this counseling is to focus the Cadet's priorities and change behavior when required. A Cadet who chooses to not change his/her behavior may be replaced or demoted.

Accountability will continue to grow in importance the further a Cadet advances in position/rank within the NJROTC unit. In a high-performing organization, Cadet staff leaders must be held accountable and if specific behavior warrants, the Senior Naval Science Instructor will set goals with the Cadet that will include courses of action to accomplish, to assist the Cadet in their success while in NJROTC.

You are being counseled in the following area (s):

- Personal Appearance
- Leadership
- Initiative
- Job performance
- Failure to comply with military rules of etiquette

Evaluators Comments: (Describe behavior)

Plan of Action

Signed: _____
Senior Naval Science Instructor

Signed: _____
Cadet

CC: Cadet Service Record

*****INSTRUCTOR COUNSELING FORM ONLY*****

Enclosure (4): Demerit and Merit Form
(Shall be placed in all Cadet Service Record)

Cadet Rank /Name _____ Cadet Period _____

Counselor Rank / Name _____

Cadet Demerits

Date: _____ # of Demerits _____

Reasons/remarks:

Cadet Merits

Date: _____ # of Merits _____

Reasons /Remarks:

Responsibility for maintaining: CC –NS1; XO-NS2; MAA-NS3; CMAA-NS4