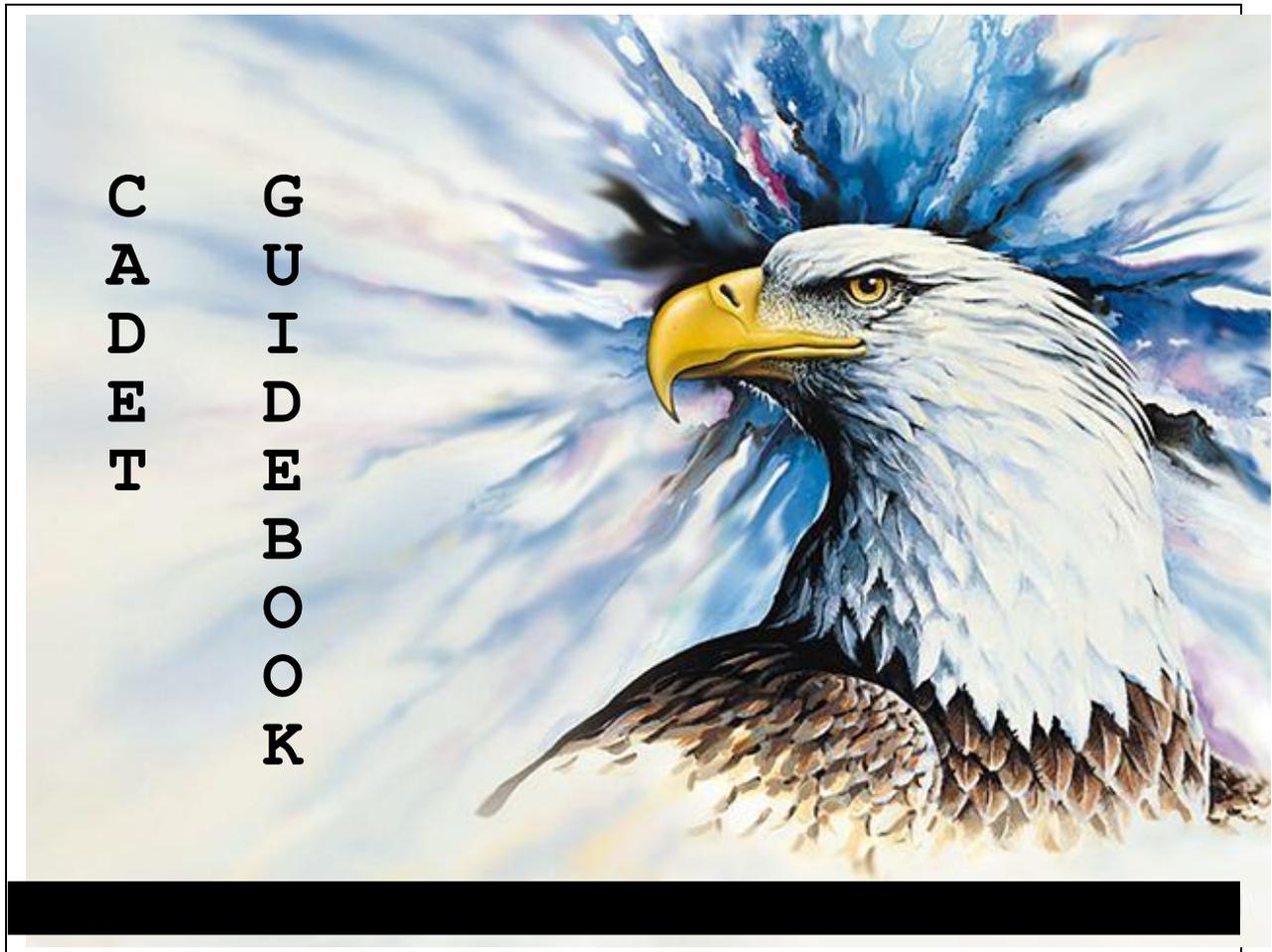


# THE EAGLE BATTALION



**THOMAS A. EDISON HIGH SCHOOL  
5801 FRANCONIA RD  
ALEXANDRIA, VA 22310  
703-924-8106**

**THOMAS A. EDISON HIGH SCHOOL  
5801 FRANCONIA RD  
ALEXANDRIA, VA 22310**

Dear Eagle Cadet,

I welcome you to the Thomas A. Edison High School Cadet Corps Program. In keeping with the Edison tradition of Excellence in Education and Character, the staff has prepared an outstanding Military Science Program. This program is designed to develop your skills in scholarship and leadership. It also provides opportunities for building strong moral character and rendering community service.

I am especially pleased that you have chosen to be an Army Junior Reserve Officer Training Corps (JROTC) Cadet. It will afford you the opportunity to participate in such special activities as drill meets, community service projects, summer camp, field trips and military social events. These activities are structured to enhance reliability and your leadership potential.

In future years, I am certain that you will remember the training you have received in the JROTC. Only the passage of time will give you the wisdom to be fully cognizant of the benefits you have received. I have every confidence that you will establish a performance record that will reflect high standards of excellence expected of an "Eagle" cadet.

This Cadet Guide Book has been prepared for the "Eagle" Battalion Cadets to help you become successful and serve as a model student in the Cadet Corps. Best wishes for a rewarding Military Science training program.

Sincerely,

Pamela Brumfield  
Principal



**DEPARTMENT OF THE ARMY  
UNITED STATES ARMY JROTC BATTALION  
THOMAS A. EDISON HIGH SCHOOL, 5801 FRANCONIA RD  
ALEXANDRIA VA 22310**



**MESSAGE FROM THE  
SENIOR ARMY INSTRUCTOR**

The Army Junior Reserve Officer Training Corps Program (JROTC) can be an important first step toward your future success. Leadership is an important component of your future achievement. The ability to lead can be learned and developed. The JROTC Program is designed to teach leadership, self discipline, citizenship and the ability to enhance life skills. Our program uses basic military skills as a tool to develop better citizens and leaders. You must never lose sight of the fact that you are first and foremost a citizen of the Fairfax County Community and a student of Edison High School.

The JROTC curriculum will challenge you and help develop your full leadership potential. You will learn to participate as part of a team and to experience exciting activities. You will be evaluated in academics, leadership and physical fitness. Key to these evaluations is being in the proper uniform and participating.

If you want to be a leader that others are willing to follow, the one they respect and look up to, then welcome to Edison High School JROTC Corps of Cadets. The skills you develop in JROTC will definitely help you after high school, whether in college, business or the career of your choice.

The contents of this guidebook will aid you in developing your potential to its fullest. Leadership Excellence starts here!

Edison High School  
JROTC Department  
703-924-8106  
kurt.berry@fcps.edu

KURT M. BERRY  
LTC (RET), USA  
Senior Army Instructor

CONTENTS  
THOMAS A. EDISON HIGH SCHOOL JROTC CADET GUIDEBOOK

<u>CHAPTER 1. THE JROTC DEPARTMENT</u>	<u>PARAGRAPH</u>
<u>Purpose</u>	<u>1- 1</u>
<u>Authority</u>	<u>1- 2</u>
<u>Mission</u>	<u>1- 3</u>
<u>Objectives</u>	<u>1- 4</u>
<u>Military Staff</u>	<u>1- 5</u>
<u>Enrollment</u>	<u>1- 6</u>
<u>Disenrollment</u>	<u>1- 7</u>
<u>The JROTC Program</u>	<u>1- 8</u>
<u>Curriculum</u>	<u>1- 9</u>
<u>Credit</u>	<u>1-10</u>
<u>Grading \ Make-up Work</u>	<u>1-11</u>
<u>Cadet Counseling</u>	<u>1-12</u>
<u>Inspection</u>	<u>1-13</u>
<u>Daily Evaluation</u>	<u>1-14</u>
<u>Teaching Methods</u>	<u>1-15</u>
<u>Positions and Rank</u>	<u>1-16</u>
<u>Method of Appointment</u>	<u>1-17</u>
<u>CHAPTER 2. CADET REGULATIONS</u>	
<u>Purpose</u>	<u>2- 1</u>
<u>Respect for Authority</u>	<u>2- 2</u>
<u>Authority of Cadet Officers and NCO's</u>	<u>2- 3</u>
<u>Responsibilities of Cadet Officers and NCO's</u>	<u>2- 4</u>
<u>Personal Conduct</u>	<u>2- 5</u>
<u>Military Discipline and Courtesy</u>	<u>2- 6</u>
<u>Visits to the JROTC Area</u>	<u>2- 7</u>
<u>Reporting to the SAI</u>	<u>2- 8</u>
<u>Training Standards</u>	<u>2- 9</u>
<u>The Cadet Honor System</u>	<u>2-10</u>
<u>The Merit/Demerit System</u>	<u>2-11</u>
<u>CHAPTER 3. UNIFORM STANDARDS</u>	
<u>Wearing of the Uniform</u>	<u>3-1</u>
<u>Prescribed Uniform</u>	<u>3-2</u>
<u>Wear and Appearance of the Cadet Uniform</u>	<u>3-3</u>
<u>Uniform Turn-in</u>	<u>3-4</u>
<u>CHAPTER 4. JROTC ACTIVITIES</u>	
<u>Purpose</u>	<u>4- 1</u>
<u>Drill Team</u>	<u>4- 2</u>
<u>Color Guard</u>	<u>4- 3</u>
<u>Raider Team</u>	<u>4- 4</u>
<u>Rifle Team</u>	<u>4- 5</u>
<u>Field Trips</u>	<u>4- 6</u>
<u>Military Ball</u>	<u>4- 7</u>
<u>CHAPTER 5. JROTC AWARDS</u>	
<u>The Awards Program</u>	<u>5-1</u>
<u>CHAPTER 6. LEADERSHIP</u>	
<u>Leadership Terms</u>	<u>6- 1</u>

Leadership Summary

6- 2

CHAPTER 7. THE HONOR CODE SYSTEM

Honor Code

7- 1

Ethical Behavior

7- 2

Lying

7- 3

Cheating

7- 4

Stealing

7- 5

Appendix A

Cadet Knowledge / Creed

Appendix B

Supply

Appendix C

Cadet Ranks

Appendix D

Promotion SOP

Appendix E

Awards SOP (summary)

In this book the word "He" refers to both male and female gender.

## **CHAPTER 1**

### **THE JROTC DEPARTMENT**

1-1 PURPOSE This guidebook has been prepared to orient you on the operations and administration of the Cadet Corps. It will provide guidance in procedures which are standardized as to format, recurring in practice, and informative in nature. You will save valuable time and avoid many mistakes if you study it closely.

1-2 AUTHORITY The Army Junior Reserve Officers' Training Corps (JROTC) Program originated as part of the National Defense Act of 1916. Maintaining national programs for training young citizens was validated during Congressional hearings preceding passage of the JROTC Vitalization Act of 1964. The program consists of three levels of instruction: the senior division, the military schools division, and the junior division. Our unit, the "Eagle" Battalion, is a junior division unit and was established in 1995 following application by Thomas A. Edison High School to the Department of the Army (DA).

1-3 MISSION JROTC Program mission philosophy is "To Motivate Young People to be Better Citizens." The JROTC Program is a service to our nation that provides cadets the motivation and skills to remain drug free, graduate from high school, and become successful citizens. The Program instills the values of citizenship, service to the community and the United States, personal responsibility, and a sense of accomplishment. Junior ROTC cadets may qualify for an advanced placement in the Senior ROTC Program or in the Active or Reserve Components of the Armed Forces. **THERE IS NO MILITARY OBLIGATION ASSOCIATED WITH JROTC.**

1-4 OBJECTIVES Participation in the program will offer you the challenge of intellectual inquiry under the direction of instructors who are experienced leaders. The Cadet Corps provides an atmosphere designed to develop the qualities of leadership. Through classroom and other instructional activities, you may acquire the knowledge, self-discipline, patriotism and sense of responsibility to become a better leader and citizen.

#### 1-5 MILITARY STAFF

a. The faculty members assigned to the JROTC Department of Thomas A. Edison High School are retired Regular Army personnel. This group known as the Military Staff, is headed by a retired officer with the title of Senior Army Instructor (SAI). The SAI is responsible to the Department of the Army to insure that training is conducted in accordance with pertinent directives in a manner which meets prescribed standards. He is also responsible to the principal for the administration of the JROTC Department and the administration, training, and discipline of the Cadet Corps. The Assistant Instructor (AI) is a retired Non-Commissioned Officer (NCO). In addition to functioning as an instructor, he also has responsibility for administrative functions of the department. All policies governing the Corps and the JROTC Department are to be approved by the principal of Thomas A. Edison High School.

b. The members of the Military Staff have been selected for their extensive military experience and for their particular qualifications for this duty. They are vitally interested in the well-being of the unit, but even more so, in each cadet as an individual. They understand your problems and are anxious to help you solve them. If you are having difficulty of any sort, do not hesitate to speak to the staff for help.

c. In addition to instructional duties, each military staff member is a Training Officer. In this capacity, they advise the leaders of the Battalion. They may also sponsor an extracurricular activity such as the Color Guard, Drill Team, Rifle Team, or Raider Team.

#### 1-6 ENROLLMENT

- a. To be eligible for enrollment as a member of the Cadet Corps, you must:
1. Be enrolled in and attending full-time, a regular course of instruction at this school
  2. Be above the eighth grade.
  3. Maintain an acceptable standard of conduct and be of good moral character. Require of yourself honesty, self reliance, and a sense of responsibility in the performance in this course and other academic

assignments. You must show self-discipline and responsiveness to constituted authority through observance of laws, rules, and regulations of the entire school as well as the JROTC Department; by prompt and regular attendance to instructions; and in your general behavior.

4. Maintain an acceptable standard for academic achievement. You must maintain an academic standing which warrants at least normal progression and will merit your graduation on completion of all requirements
  5. Be physically fit and provide the SAI with a certificate or statement of health signed by a parent or guardian
  6. Be selected by the SAI with the approval of the principal or his designated representative.
- b. Enrollment at the beginning of a school year is with the understanding that both semesters will be completed. However, credit may be awarded upon satisfactory completion of one semester.

#### 1-7 DISENROLLMENT

- a. Students will be disenrolled or excluded from attendance as determined by the SAI and/or the principal. Offenses will be substantiated by the SAI or AI. In all cases, a cadet will be disenrolled when he/she
1. Withdraws from school.
  2. Demonstrates ineptitude for leadership training indicated by a lack of general adaptability.
  3. Fails to keep an acceptable standard of academic achievement, conduct, appearance, or attendance.
  4. Exhibits undesirable character traits, such as—
    - (a) Lying, cheating, or stealing.
    - (b) Unauthorized possession or use of illegal drugs or substances.
    - (c) Conviction or adjudication as a juvenile offender for committing an offense that could lead to imprisonment.
    - (d) Frequent incidents of a discreditable nature with civil or school authorities or other similar acts.
  5. Fails to maintain the requirement for enrollment
  6. Exhibits an indifference to and a lack of interest in citizenship and leadership training as demonstrated by—
    - (a) Frequent absences or persistent tardiness from class or drill.
    - (b) Accumulation of a large number of demerits or other documented measurements.
    - (c) An established pattern of shirking responsibility or other similar acts.
- b. Cadets are expected to recite the Pledge of Allegiance, however, if due to religious reasons or other circumstances that prevent them from reciting it, they must not be disruptive in any way to include turning their backs, sitting on the floor, etc. Continued disruptive behavior will result in disenrollment from the program.

#### 1-8 THE JROTC PROGRAM

- a. The JROTC Program is conducted in accordance with Army Regulations and in conformity to local school regulations. The course IMPOSES NO MILITARY OBLIGATIONS upon the cadet outside or beyond the school environment. The major aim is to lay the foundation for intelligent citizenship by teaching the principles of leadership, respect for authority, and habits of precision, orderliness, courtesy, hygiene, and correctness of posture and deportment.
- b. You will receive military instruction each week. There will be a mix of classroom and drill field activity. One hour each week will normally be devoted to inspection and ceremonies. Each cadet is expected to be in the proper uniform and participating in all instruction and activities. Whenever possible, the "learning by doing" method of instruction is stressed; this practical approach to learning has been proven by the Army to be the most efficient method of teaching. Your instructors will use training aids to help you learn the many techniques and doctrines which you must absorb in order to successfully complete the course.
- c. The uniforms issued to you are Government property. YOU ARE RESPONSIBLE FOR SAFEGUARDING AND MAINTAINING THEM!

d. Cadets are required to bring a notebook and their planner to each class and will take notes. Planners are required for bathroom / hall passes. The notebook will contain the cadet guidebook and syllabus (both issued by the instructor) and paper. Cadets will also have a pencil and pen (blue or black ink).

## 1-9 CURRICULUM

a. The Leadership Education and Training ( LET ) -1, or first year course, is an introduction to Leadership Education and Training. Included are the following topics:

- Introduction to JROTC and the Army
- Drill and Ceremonies
- First Aid and Health
- Drug Abuse and Prevention
- Introduction to Technology Awareness
- Introduction to Physical Fitness
- Introduction to Techniques of Test Taking/Study Methods
- SAI Selected Optional Topics
- Introduction to Leadership Theory
- Overview of Citizenship through American History
- Your American Citizenship and Community Service
- Introduction to Maps and Map Reading
- Introduction to Techniques of Oral Communication

b. The LET-2, or, second year of military training, stresses intermediate Leadership Education and Training. The emphasis is placed on training the cadet in the techniques of being a small unit leader. A cadet is given opportunities to take control of small groups and lead them to the accomplishment of a goal. Cadets receive training in the following subjects:

- Intermediate Leadership Theory
- Drill and Ceremonies
- Drug Abuse and Prevention
- Technology Awareness
- Intermediate Physical Fitness
- Career Opportunities
- Intermediate Oral Communications and Writing Techniques
- SAI Selected Optional Topics
- Your American Citizenship and Community Service
- Intermediate First Aid and Hygiene
- Intermediate Map Reading
- Role of the U. S. Army
- American Military History

c. The LET-3 and LET-4 or, third and fourth years, are the climax of the cadet's JROTC training. This is the applied and advanced leadership development; the cadet assumes greater responsibilities. The senior leaders are to practice the theories taught during the preceding years. Instruction is in the finer techniques of leadership, including delegation of authority and supervision of subordinates. During the LET-3 and LET-4 years the senior cadet leaders are afforded the opportunity to practice:

- Applied Leadership Theory and Ethics
- Applied Map Reading/Land Navigation
- Advanced Physical Fitness
- The Role of the U.S. Armed Forces
- American Military History
- Career Opportunities
- SAI Selected Optional Subjects
- Drill and Ceremonies
- Applied Techniques of Oral Communication
- Service/ROTC Opportunities
- Citizenship and Community Service
- Military Current Events
- Technological Awareness and Ethical Applications

d. Optional Subjects A minimum of SAI selected subjects are programmed for each leadership education and training school year. Some suggestions are listed below but the SAI will not be restricted to the list and may select additional military subjects. Optional subjects may include, but are not limited to the following:

- Marksmanship and Safety
- Orienteering
- Army Customs and Courtesies
- Contemporary Issues: (presented/discussed as they occur)
- Consumer Education/Budgeting
- Human Relations
- Unlocking Your Potential/Winning Colors

e. Your course is a logically arranged program to take you step by step, to a point where you will be

more fully prepared as a citizen and leader. A WORD OF CAUTION: No course, regardless of how complete, well arranged and taught, can give anything unless you cooperate and put forward your best effort. As with all other subjects taught in schools, the knowledge and benefit you gain from this course of instruction will be in direct relation to the amount of effort you make. It is the duty of the instructors to do a good job in teaching, but what you learn depends upon your effort. YOU MUST HAVE THE DESIRE TO LEARN.

1-10 CREDIT The academic credit toward graduation is awarded on a basis of one full elective credit for each year of JROTC training successfully completed.

1-11 GRADING/MAKE-UP WORK The grading system, make up procedures, and retest procedures are covered in the syllabus.

1-12 CADET COUNSELING: Cadet counseling is the process of listening and communicating advice, instruction, or judgments with the intent of influencing a person's behavior or performance. The two types of counseling most used by leaders are personal and performance counseling. Effective counseling on a personal problem can often free the cadet's mind from pressures that are detrimental both to the cadet and to the unit. Through performance counseling, the leader can correct mistakes or reinforce good performance. At times, however, it is not possible to plan counseling, such as the time a cadet asks for immediate help or when making an "on the spot" correction. The preparation of a formal counseling session entails five steps:

1. Develop a general outline of topics to discuss
2. Select an appropriate place
3. Schedule enough time
4. Notify the cadet in advance
5. Create the proper atmosphere.

The leader's job is not over when the counseling session ends. The leader has the responsibility to take the necessary follow-up actions to insure that the counseling was helpful. Leaders must always maintain a record of formal counseling. Punitive action is not normally taken against any cadet where job performance is concerned unless counseling statements are prepared. Misconduct will be addressed on a case-by-case basis. All cadets will be counseled periodically in writing.

1-13 INSPECTIONS: Normally one inspection is scheduled each week during the school year. This is graded and will be used as a factor in computing your grade. The weekly inspection will be conducted on uniform day (Tuesdays and Wednesdays). Failure to wear the uniform on uniform day will result in a zero grade for that day. Examples of uniform deficiencies include:

- Failure to wear prescribed uniforms
- Wrinkled/dirty uniform
- Incomplete uniform or unpolished brass
- Shoes not shined or non regulation shoes
- Improper wear of uniform items
- Talking or chewing in ranks
- Unmilitary attitude in ranks
- Improper hair styles or hair cuts
- Unauthorized facial hair
- Unauthorized jewelry, make-up or nail polish

\*NO EXCUSE WILL BE ACCEPTED if a uniform part is not wearable on uniform day. The cadet is responsible to bring the entire uniform to school so it can be exchanged.

1-14 DAILY EVALUATION: Cadets are evaluated daily by the Military Staff. The evaluation grade will be determined by a variety of factors and a number of assessment strategies. The factors will include:

1. Classroom participation
2. Personal work habits

3. Initiative
4. Conduct during class
5. Quality of work

1-15 TEACHING METHODS With the idea in mind that the best method of learning is by doing, the Cadet Corps is organized to achieve as much realism as possible. This particular organization provides the cadet with an opportunity to put into practice the theory taught in the classroom. The organization and the positions of leadership are similar in most aspects to those that would be found in an active Army unit. Basically, the cadets command the various units of the Corps with the Military staff acting in a supervisory and advisory capacity.

1-16 POSITION AND RANK

a. The various positions in the battalion and the ranks normally held by the incumbents are listed below. **It should be pointed out that the mere occupancy of a position calling for a certain rank does not entitle the incumbent to that rank.** Cadets must first prove that they are capable and willing to perform the required duties in a proficient manner and that the cadet is entitled to advanced rank by virtue of an exemplary record. (See Promotion Standard Operating Procedures, Appendix D, for further promotion guidance).

<u>POSITION</u>	<u>CADET RANK</u>
Battalion Commander	C/LIEUTENANT COLONEL (LTC)
Battalion Executive Officer	C/MAJOR (MAJ)
Adjutant (S-1)	C/CAPTAIN (CPT)
Security Officer (S-2)	C/CAPTAIN
Operations and Training Officer (S-3)	C/MAJOR
Supply Officer (S-4)	C/CAPTAIN
Public Affairs Officer (S-5)	C/CAPTAIN
Company Commander	C/CAPTAIN
Company Executive Officer	C/FIRST LIEUTENANT (1LT)
Battalion Sergeant Major	C/COMMAND SERGEANT MAJOR (CSM)
Battalion Operation Sergeant	C/MASTER SERGEANT (MSG)
Battalion Supply Sergeant	C/MASTER SERGEANT
Battalion Personnel Sergeant	C/MASTER SERGEANT
Company First Sergeant	C/FIRST SERGEANT (1SG)
Squad Leader	C/STAFF SERGEANT (SSG)

b. The above list is not exhaustive, some positions may not be used and additional positions with appropriate rank may be added whenever the need arises. The basic criterion is the needs of the Corps.

c. The number of officers and NCO's appointed in the Cadet Corps will be determined by the total enrollment. The fact that a cadet is an upper classman (Sophomore, Junior or Senior) does not imply that they will automatically be appointed to officer or NCO rank.

1-17 METHOD OF APPOINTMENT

a. The cadet battalion is actually commanded by the cadets. The positions of cadet officers and non-commissioned officers, therefore, are ones of great trust and responsibility. Appointment as a cadet officer or NCO is a demonstration of the special trust and confidence the school and military staff have in that particular cadet. The appointment is made only after the cadet has demonstrated leadership ability and general all-around worthiness for the rank, which carries with it many honors and privileges. Even more important are the added responsibilities that the cadet leader must shoulder.

b. Cadets are promoted based on their demonstrated ability and potential. (See promotion SOP for further promotion guidance).

c. After initial vacancies are filled, subsequent appointments to vacant positions will be based on

recommendations from the Battalion Commander to the SAI/AI.

d. Appointments during the first nine weeks of the school year are temporary. During that period, every cadet is closely observed and carefully evaluated. All temporarily appointed cadets must give their best effort at all times. Temporary appointments do not ensure permanent appointment to any rank, grade or position.

## **CHAPTER 2 CADET REGULATIONS**

2-1 PURPOSE The smooth running of any organization is dependent upon a clear understanding on the part of all members of the rights, privileges and responsibilities of each individual. It is the purpose of this chapter to clarify those rights, privileges and responsibilities. The provisions of this chapter have the same force as an order issued directly to a cadet. It is your responsibility to be fully aware of these regulations and to conduct yourself in such a way that the spirit as well as the letter of the regulation is met.

2-2 RESPECT FOR AUTHORITY A major aim of the Army JROTC program is to aid the cadet in becoming a better citizen. In keeping with this goal, all cadets are required to show the proper respect for authority. This applies to cadets of higher rank as well as school faculty. The maxim, "He who would lead must first learn to obey", should be taken very seriously by each cadet from the very first day in the Corps.

2-3 AUTHORITY OF CADET OFFICERS AND NCO'S Cadet officers and non-commissioned officers (NCO's) are duly appointed representatives of the school and the military staff. Their lawful orders and instructions are to be obeyed by all cadets junior to them. All cadets are charged with the responsibility of obeying lawful orders regardless of any personal feeling they may have toward the person giving the order. Whenever a cadet believes he is being subject to an injustice, immediately bring the issue to your cadet chain of command; the SAI and AI are your next source of relief.

2-4 RESPONSIBILITIES OF CADET OFFICERS AND NCO'S All cadet officers and NCO's have grave responsibilities placed upon them. They must, at all times, be fair and impartial in giving orders. Any cadet officer or NCO who abuses the authority delegated to him may be considered unfit for that rank, and could be reduced. Cadet officers and NCO's have the responsibility to exercise every means of positive leadership to accomplish results, and only when all else fails, should the cadet officer or NCO resort to disciplinary measures.

2-5 PERSONAL CONDUCT The JROTC Department is closely related to many school activities. The cadet must set high standards of conduct, courtesy, and department, whether in uniform or civilian attire, in the JROTC areas or in other areas of the school. Cadets are expected to be leaders among their peers, and maintain high standards of conduct.

### 2-6 MILITARY DISCIPLINE AND COURTESY

a. Discipline Military discipline is the attitude that insures prompt obedience to orders. It is demonstrated by smartness in all actions, neatness in dress, cleanliness of person, and respect for those who are senior to the cadet in age as well as rank.

1. In JROTC classes, drill and other JROTC activities, cadet officers will be addressed as "Sir" or "Ma'am" and will be accorded salutes and courtesies by all juniors. Cadet NCO's will be addressed by their rank, and all others will be addressed as "Cadet." The exchange of salutes and other military courtesies are required at all times when cadets are present in all JROTC areas (classroom, drill field, formation areas, etc.) These same courtesies will be observed in all areas of the school on days when the Cadet Corps is in uniform.

2. Cadets will report to the class areas designated on the training schedule, the unit will form and will be called to attention at the bell. Chewing, eating, talking, whispering, or other horseplay is not permitted in formation or when class is in session and will NOT be tolerated.

b. COURTESY Courtesy implies polite and considerate behavior towards others. These courtesies

should be shown promptly and smartly. Sloppy and half-hearted execution of these acts is, in itself, discourteous. Courtesy is important in civilian life and should be second nature to the cadet. Courtesy pays the largest returns for the least effort of anything one does.

1. Courtesy in civilian life is nothing more than the habit of being ladylike, gentlemanly, thoughtful, kind, and considerate of others. It has certain forms, such as saying, "Good Morning" or "Good Evening", shaking hands and so forth. In the military service, the expression of courtesy is more formal and precise than in civilian life. The most important expression of courtesy in the military is a SALUTE.

2. The salute is the military way of saying "Hello." It is also customary to exchange greetings, such as "Good Morning" or "Good Afternoon" when exchanging salutes. When greeting a senior officer, one adds "Sir/Ma'am" to the verbal part of the greeting.

2-7 VISITS TO THE JROTC AREA Cadets may visit the JROTC department before or after school to check the bulletin board or their boxes. Cadets will be required to read the bulletin board at least ONCE daily. Cadets WILL be responsible for all posted notices, instructions, or instructional material.

2-8 REPORTING TO THE SAI When cadets desire to speak to the SAI on official matters, the cadet will take their request through the chain of command. When permission is granted, the cadet will proceed to the office of the SAI, knock on the door (even if it is open), enter when instructed, report to the SAI in a respectful manner, and state their business.

2-9 TRAINING STANDARDS During training as a cadet, instructors will insist on perfection in what may seem to be a minor detail (cleanliness, haircuts, shaves, shoe shines, marching, posture, wearing of the uniform, and brass.) Cadets' performance will be expected to be of the highest standards both on and off school grounds. The cadets will be expected to conduct themselves, at all times, in a manner which will reflect credit upon them, their parents, the Cadet Corps, and the school.

2-10 THE CADET HONOR BOARD The cadet Honor Board is formed for the purpose of hearing cases referred to it for violation of the Cadet Honor Code. The board will recommend to the SAI action to be taken in all cases. The members of the board will be appointed from all year groups. The Cadet Battalion Commander will chair the board.

#### 2-11 THE MERIT/DEMERIT SYSTEM

a. The merit and demerit system is established to provide a means whereby cadet leaders and military staff can discipline cadets who violate policies and procedures, and reward cadets for superior performance of duties.

b. Merits will be awarded as a reward for outstanding efficiency, exceptional performance of duty, or noteworthy achievement. Cadet officers and NCOs may recommend the awarding of merits or demerits. All merits and demerits given by a cadet must be reviewed and approved to ensure they are fair, impartial, and not in excess. Merit and demerit forms will be routed to the SAI/AI for final approval. Any cadet who feels that he/she has been unjustly given demerits, may appeal, in writing, through the chain of command, to the Instructor Staff.

c. Demerits may be given for infractions of rules or regulations. If the matter requires stronger action, a written request for consideration by a Cadet Honor Board must be prepared and submitted to the President of the Cadet Honor Board, who will investigate and determine if a board should be held. Serious misconduct such as lying, cheating, stealing, or actions which would tend to bring discredit upon the Army JROTC, school or U.S. Army may require a Board of Review. Some offenses for which demerits may be given include: tardiness, repeated uniform violations, insubordination, failure to participate in PT, drill or other activities, failure to report for an agreed duty or detail, using profane or obscene language, being in the supply/staff room, instructor office, or any off-limits area, without permission,.

d. Demerit forms must be completed immediately and given to the Military staff member as soon as possible. The JROTC Staff will carefully review all reports submitted to ensure that they are fair, impartial, and appropriate for the act.

### CHAPTER 3 UNIFORM STANDARDS

3-1 WEARING OF THE UNIFORM The uniform is a symbol of a proud and honorable profession. As a JROTC cadet, you are expected to maintain high standards in both personal appearance and military bearing. Being properly uniformed is a large part of the image you project. As a future leader, you should present an outstanding image at all times. Cadets in uniform are subject to correction by cadet leaders for uniform violations while at school or on the way to and from school, including time as a passenger on a school bus. *The only exception to this is during periods of inclement weather. Cadets may wear civilian attire over their uniform to stay warm/dry on the way to/from school. Immediately upon entering the school the cadet will get back in proper uniform.*

a. Whenever the uniform is worn, it will be clean and neatly pressed (no wrinkles), fully buttoned, with shoes shined and insignia polished. Black socks are worn, the shirt is completely tucked in at all times, the gig line is straight, head gear is worn properly whenever needed, name tag and insignia are worn properly in correct places, and a plain white tee shirt is to be worn under the green shirt (no writing of any kind may be on the tee shirt).

1. Females The neck tab will be worn properly, fastened so that it is tight against your shirt collar but not choking. Pants are to be worn so that the waistband is to be above your hips, no lower.

2. Males The tie will be tied properly. Pants are to be worn with the waistband above your hips. Your belt is to be started on the left side and buckled correctly.

b. The proper headgear MUST be worn when outdoors and not under cover. Cadets WILL remove their headgear when indoors except when under arms. Members of special units will wear authorized special headgear as prescribed by the military staff advisor of the special unit.

c. Female cadets may carry a shoulder bag with the uniform, provided it is black. When under arms, female cadets will not carry a purse.

d. The only insignia authorized for wearing on the shirt of the JROTC uniform is the name tag, rank, and distinctive unit crest, awards (ribbons), if any, and authorized shoulder cords. Items of insignia and awards worn above the breast pockets of the male uniform will be similarly positioned on the female uniform. An imaginary horizontal line connecting the female axilla (arm pit) corresponds to the tip of the breast pockets on the male uniform, is used to align the name tag and ribbons.

e. Shoes and boots must be black in color, and meet military specifications. Male cadets will wear black socks and low quarter shoes. Shoe and boot laces, except for special unit designation, will be black.

f. On uniform day, cadets will wear the uniform for the ENTIRE day. Members of athletic teams and/or cheerleaders will wear JROTC uniforms during JROTC class if it is a game day. IN THE EVENT THE UNIFORM IS NOT WORN ON THE DAY PRESCRIBED OR THE CADET IS ABSENT, THE CADET CAN MAKE UP THE UNIFORM WEAR THAT WEEK. An essential element of your grade is the proper wear of the uniform. If your uniform is accidentally soiled or damaged, rendering it temporarily unserviceable, bring it to school so that the condition may be verified by the military staff. SENDING THE UNIFORM TO THE CLEANERS AND NOT HAVING IT BACK IN TIME FOR UNIFORM DAYS IS NOT A VALID EXCUSE FOR NOT BEING IN UNIFORM. A note from home will not excuse you for failing to have the uniform cleaned. You are responsible for being properly uniformed.

g. Failure to wear the prescribed uniform as required in paragraph (f) could result in removal from a position of leadership and/or reduction in rank or lower academic grade. The only acceptable reason for a cadet being out of uniform, except as noted above, is not being issued a uniform.

h. The uniform is not to be worn on the job by working cadets. CADETS ARE NOT TO participate in any kind of sports activity which could result in damage to the uniform. Cadets will not wear the uniform while performing work which could cause excessive wear or soil the uniform.

i. You are NOT to lend any part of the uniform to any other persons for any reason.

j. Cadets will participate in Physical Training (PT) every Thursday and Friday. PT consists of activities like running, marching, exercising, and other sports activities. Weather permitting, these activities are typically held outside. When the SAI/AI makes the weather decision to conduct PT outside, **ALL CADETS WILL GO OUTSIDE** with the unit.

k. Cadets must wear appropriate clothing for PT activities as outlined below in paragraph 2-13. Tennis shoes are the appropriate footwear. Failure to wear the proper attire may result in a failing uniform grade and may preclude cadets from participating, resulting in a failing participation grade. As the weather gets cooler cadets may wear gloves, sweatshirts, etc. as they deem necessary.

3-2 PRESCRIBED UNIFORM The following uniforms are prescribed and authorized for wear by the Cadet Corps. Note: The all weather coat may be worn with these uniforms when appropriate.

a. Male Cadets

1. Class B: A plain white Tee-Shirt; Shirt, AG415, short sleeves; trousers, AG/489; garrison cap, AG489, with appropriate insignia; black shoes; black socks; designated rank, ribbons, unit crest, school cord, activity cord, name tag.

2. Class A: Class B uniform plus Coat, AG415/344 and black tie.

3. Physical Training (PT): Tennis shoes, socks, shorts, T-shirt (w/ sleeves) that covers to the waist. **OPTIONAL ITEMS:** sweat pants, sweat shirts, gloves, stocking cap, or other clothing items the cadet deems appropriate to stay warm.

b. Female Cadet

1. Class B: A plain white Tee-Shirt; Shirt, AG415, short sleeves with or without neck tab; slacks, AG489; black shoes; black hose/socks; cap; name tag, unit crest, designated rank, ribbons, school cord and activity cord.

2. Class A: Class B uniform plus Coat, AG44/344 and neck tab.

3. Physical Training (PT): Tennis shoes, socks, shorts, T-shirt (w/ sleeves) that covers to the waist. **OPTIONAL ITEMS:** sweat pants, sweat shirts, gloves, stocking cap, or other clothing items the cadet deems appropriate to stay warm.

3-3 WEAR AND APPEARANCE OF THE CADET UNIFORM – (see CCR145-2)

a. Cadet Command Regulation (CCR)145-2 stipulates the proper wear and appearance of the cadet uniform to include the wearing of decorations medals and badges.

b. Personal appearance as prescribed by CCR 145-2 will be adhered to by all cadets while in uniform.

3-4 UNIFORM TURN-IN

a. Cadets will dry clean all uniform items prior to turn-in. Failure to dry clean the uniform will result in a \$25.00 obligation for dry cleaning expenses.

b. See Appendix B for issue and details on uniform issue and turn in.

## **CHAPTER 4 JROTC ACTIVITIES**

4-1 PURPOSE The Cadet Corps has many activities outside the regularly scheduled hours of instruction. These activities are planned to provide additional training, as well as recreation. You are urged to take an active part in these activities. Members of the extracurricular teams are all volunteers. From the cadets who volunteer for these activities, only the very best are selected to represent the JROTC and the school in such teams as the Color Guard, Drill Team and Rifle Team. If you are not selected to one of the teams, do not be discouraged. Keep working to improve your skills and you may be selected at a later time.

4-2 DRILL TEAM The Cadet Corps Drill Team members are selected from volunteers each year and the team participates at numerous school, civic, and competitive events. All members must attend practices and meetings in order to stay on the Drill Team.

4-3 COLOR GUARD The JROTC Color Guard is formed from exceptional cadets, and represents the Cadet Corps and the school and many formations, reviews, athletic, competitive, and civic events throughout the year.

3-4 RAIDER TEAM The team will focus on increased physical requirements to the Cadet Challenge. Raider Program activities may include adventure team building and outdoor training events.

4-5 RIFLE TEAM In general, the team instills a spirit of competition and rivalry between each member and each high school that competes. A respect for and an appreciation for firearms and safety will be developed.

4-6 FIELD TRIPS Field trips are planned throughout the school year to many interesting civilian and military facilities. These trips are planned so that they coincide with the subject material being taught as much as possible.

4-7 MILITARY BALL This activity is one of the highlights of the school's social calendar. The ball is held annually and includes a formal dinner, dance and refreshments. Each cadet is expected to attend and assist in whatever way possible to make the conduct and aftermath of the ball successful. Male cadets wear the Army green uniform with white shirt and black bow-tie. Female cadets may wear the Class a uniform, a formal gown or evening dress.

## **CHAPTER 5 JROTC AWARDS**

5-1 THE AWARDS PROGRAM As a member of the Cadet Corps, you have an opportunity to compete with your contemporaries for numerous awards which recognize outstanding performance of duty, scholarship, athletic achievement, and military skills. Award details are in the Awards SOP (see Appendix E) and will be covered in class.

## **CHAPTER 6 LEADERSHIP**

6-1 LEADERSHIP TERMS A detailed leader guide is included in the Cadet Handbook. In order to accomplish your mission as a leader, you must be thoroughly familiar with the following terms:

a. Unity of Command Within the command structure, or at any level of command, there can be one and only one commander. The commander is responsible for everything the unit does or fails to do. This responsibility is matched by the authority necessary to carry out these responsibilities. A commander can delegate authority to take an action, but cannot delegate the responsibility for that action.

b. Span Of Control One commander can effectively control only a given number of subordinates. Normally, the maximum number is seven, and the minimum is three. The ideal span of control is five subordinates.

c. Chain Of Command The succession of leaders through which command is exercised is called the chain of command. It enables the commander to retain unity of command within the maximum span of control. The Battalion Commander assigns tasks to the company commanders and holds them responsible for the successful execution of the assigned tasks. Company commanders use the same procedures with their subordinate leaders.

d. Staff Authority and Responsibility The staff of a unit consists of those officers and NCOs who assist the commander in the exercise of command. There are advisors who assist the commander in the exercise of command. They are advisors to the commander and they supervise the execution of plans and orders only within specific areas assigned them by the commander. Staff officers will keep the commander informed on matters within their area of responsibility.

## 6-2 LEADERSHIP SUMMARY

a. Human Factors Every member of Thomas A. Edison High School Cadet Corps must be a leader. You should strive to make the most of your inherent human factors, the traits or characteristics that are yours alone. It is anticipated that you will use these factors in furthering your study and developing your own philosophy of leadership.

b. Leadership Traits Leadership traits are distinguishing personal qualities which, if demonstrated in daily activities, help the commander earn the respect, confidence, willing obedience, and loyal cooperation of subordinates. Each person differs in the degree to which he displays each of the traits which compose the total personality. Our reaction to other individuals depends in great part to their personalities, which are the sum of their traits. The traits demonstrated by a commander directly affect the behavior of subordinates and their willingness to accomplish a mission.

c. Self-evaluation It is essential that a good leader know himself. To know yourself fully, it is important that you make an honest objective self-evaluation which will allow you to take advantage of your strong traits, and to strengthen or eliminate the weak ones.

d. Leadership Techniques Leadership is simply the action you take as an individual to solve problems confronting you in your command of your subordinates. Individuals use different techniques; some good, some bad. Good techniques are developed by solving leadership problems in your own way; while using leadership principles as your guide. A commander can delegate subordinates to carry out orders under threat of punishment, but this commander will probably not survive as a leader. You must develop techniques of leadership that will enable you to influence your subordinates. You must learn for yourself how best to impose your will in a way to gain respect, obedience, and loyal cooperation, while creating good morale, discipline, and proficiency among your subordinates.

## **CHAPTER 7 THE HONOR CODE SYSTEM**

7-1 THE HONOR CODE "A cadet will not lie, cheat or steal, nor tolerate those who do." This is the Honor Code. It belongs to the American public, the Army, and former members of the JROTC, but most importantly, it belongs to you, and each of you is entrusted with its guardianship and the ideals it represents.

a. The Code means many things to many different people. To your subordinate, it means they can have confidence that you will be fair and just in all your dealings with them. To the fellow cadet, it means that your word is your bond, that you seek credit only for what you, yourself, have accomplished; that you respect the property of others, and that you demand the same standards of behavior from those around you. The Code is not an all-inclusive prescription for ethical behavior; rather, it is the minimum standard of behavior expected of former members of the JROTC, but most importantly, it belongs to you, and each of you is entrusted with its guardianship and the ideals it represents.

b. The Code is not a difficult standard to live by. It does not demand perfection, but rather, a commitment to self-betterment and a recognition of the special mission of the Army JROTC Program. By the same token, however, the standards contained within the Code are not unique to the military. While they may not be of

special importance to JROTC, the ideals expressed within the Honor Code are valid guidelines for behavior for any individual in any profession at any time. You have chosen this program - an integral element of JROTC is the acceptance of collective and individual responsibility for honesty and integrity as a way of life.

#### 7-2 ETHICAL BEHAVIOR

a. Put most simply, ethical behavior is doing what is right in a situation of choice. From an early age, we are all taught the difference between right and wrong. We learn that through doing what is right, one gains the respect and trust of associates. To deal with other people comfortably and efficiently requires a high degree of mutual respect and trust. The importance of ethical behavior in interpersonal relations is significant.

b. Ethical behavior in any profession is of great importance. Leaders are responsible for vast resources of personnel, money and material placed at their disposal by citizens of this country. This is a high responsibility, requiring a high standard of honor. Leaders must be absolutely confident that the orders they give to subordinates are in fact being carried out, and also that their seniors can be relied upon to meet their responsibilities. The lack of trust due to breaches of honor severely hinders the effectiveness of an organization. It is important for each leader to internalize and live by a code which ensures that the proper ethical climate of their profession is maintained and improved.

c. JROTC has long recognized that one of its primary responsibilities is to produce leaders of high integrity. The strength of the JROTC Program is that the Code has remained simple. Lying, cheating, and stealing are the basic acts considered unacceptable for future leaders. In addition, graduates must not only have the courage to maintain their own personal integrity, but they must also require such integrity from those with whom they work. It is the application of the living Honor Code that provides the foundation for the development of such leaders.

#### 7-4 LYING

a. Description A cadet violates the Honor Code by lying if they make an oral or written statement, or a gesture of communication in the presence of and to another, intended to deceive or mislead. Quibbling is the creating of a false impression through evasive wording, the omission of relevant facts, or the telling of a partial truth. Quibbling is a form of lying.

b. Oral and Written Statements A cadet's word is accepted without challenge. That a cadet's oral and written word is true without qualification is fundamental to the Honor Code and Honor System. False oral and written statements made with an intent to deceive or mislead are violations of the Honor Code.

1. Signature An individual's signature or initials say a written document is true and accurate. The worth of the cadet's signature or initial is an integral part of the Honor Code.

2. Accountability Personal accountability, not only for one's actions but also for the actions of others, is a frequent requirement in the JROTC Program. Accordingly, a cadet often responds by oral and written statements to the requirements of accountability.

(a) Reports Whether oral or written, reports are official statements and must always be complete and accurate. Cadets are individually responsible for ensuring the correctness of a report, before and after it is rendered. Cadets reporting at formation or in the classroom will consider an absent cadet properly accounted for only when certain that the absence is authorized. If reporting cadets have doubt in this regard, they must report the cadet absent.

(b) Hall Passes A hall pass is a written authorization to conduct official business during class hours. The destination/reason stated on the pass is the only purpose of the pass. Cadets must go directly to and from the stated destination promptly. A hall pass does not authorize a cadet to roam throughout the school, visit friends, or leave the school grounds. Cadets will use their planners and all passes must be written in ink. Cadets altering or forging a pass are in violation of the Honor Code.

#### 7-5 CHEATING

a. Cadets violate the Honor Code by cheating if they fraudulently act out of self-interest or assist another

to do so with intent to gain or to give an unfair advantage. Cheating involves such acts as presenting one's own work dishonestly, presenting someone else's work as one's own without attribution, or transmitting material to someone who should not properly have access to it. Therefore all work submitted or presented by a cadet must be the cadet's own; any outside source either personal or documentary, that contributes to the preparation and performance must be clearly indicated.

b. Academic Work

1. Principles In academic procedures, the basic principle in regard to graded work is that it must represent the cadet's personal effort and that any assistance received from other persons must be acknowledged. In practice, this means that cadets are encouraged to enter into full and free discussion in the preparation of homework assignments, provided that they document any reference and assistance used. A cadet's signature on a completed homework assignment indicates that the cadet has met the obligation to identify clearly and unambiguously all sources and assistance used and the extent of that use. The cadet who violates these academic restrictions may be guilty of deceiving the instructor as well as gaining unfair advantage. It is the responsibility of individuals to ensure that they have followed the requirements of a specific course or assignment.

2. Classroom Discussion Cadets are authorized unrestricted discussion of anything that occurred in a class as soon as they are dismissed from the classroom.

3. Documentation Cadets frequently will use the work of others in their academic papers, reports and projects. They must clearly and completely indicate any portions of their work which are not solely their own. Handwriting, typing, mark sensing, and the like must be the cadets own work.

4. Time Limitation On many occasions, a time limit is placed upon the completion of graded work. Sometimes this is done so that the cadet's ability with the material may be tested. Cadets may not exceed the prescribed time limits, since to do that would give unfair advantage and a false impression of the amount of work that can be done within a given time period. Penalties will be assessed for this offense.

5. Individual Behavior

(a) A cadet is frequently required to complete graded requirements under conditions in which it is possible to observe another cadet's work. Examples are working map problems, answering questions on a classroom exercise, or preparing reports. Cadets must be aware that observing another's work, if only to confirm that their own work is correct, may enable them to get help that they should not get, and so might constitute an honor violation

(b) A cadet's submission or presentation of signed or unsigned academic work implies adherence to the Honor Code. Questions concerning proper academic procedures that arise in the classroom should be directed to the SAI or the AI.

7-6 STEALING Cadets violate the Honor Code by stealing if they wrongfully take, obtain, or withhold by any means, from the possession of the owner or any other person, any money, personal property, or article of value of any kind, with intent permanently to deprive or defraud another person of the use and benefit of property; or if they appropriate it to their own use or to the use of any person other than the owner.

## APPENDIX A CADET KNOWLEDGE

1. Each cadet is expected to recite certain information when called upon to do so by the military staff members, visiting inspectors, and/or the cadet leaders. The requirement is established for the purpose of teaching self-discipline, increasing military knowledge and skills, and preparing cadets for the difficult tasks involved in leadership positions.

2. In order to better understand military terminology, you will learn the phonetic alphabet, pronunciation of numbers when used in communication, the 24-hour time system, and the abbreviations for months of the year. To aid you in this requirement, the following information is furnished:

**a. U. S. Army Phonetic Alphabet:**

A - ALPHA	H - HOTEL	O - OSCAR	V - VICTOR
B - BRAVO	I - INDIA	P - PAPA	W - WHISKEY
C - CHARLIE	J - JULIET	Q - QUEBEC	X - X-RAY
D - DELTA	K - KILO	R - ROMEO	Y - YANKEE
E - ECHO	L - LIMA	S - SIERRA	Z - ZULU
F - FOXTROT	M - MIKE	T - TANGO	
G - GOLF	N - NOVEMBER	U - UNIFORM	

**b. Abbreviations for the months of the year:**

JANUARY	<b>JAN</b>	MAY	<b>MAY</b>	SEPTEMBER	<b>SEP</b>
FEBRUARY	<b>FEB</b>	JUNE	<b>JUN</b>	OCTOBER	<b>OCT</b>
MARCH	<b>MAR</b>	JULY	<b>JUL</b>	NOVEMBER	<b>NOV</b>
APRIL	<b>APR</b>	AUGUST	<b>AUG</b>	DECEMBER	<b>DEC</b>

Dates are always written with the day followed by the month and year. For example: 8 October 1976 (08OCT76). If the time of day is to be included as part of the date, the four digit time designator is used and the date then becomes a date time group (DTG). For example: 10:00 a.m., October 8, 1976; 081000OCT76.

**c. Twenty-Four Hour System** The military time system is much the same as the European system, a 24-hour designator system. This is used to preclude confusion between before noon (a.m.) and afternoon (p.m.) times. The system is simple and useful. It is not difficult to learn and is used in the JROTC Department at all times. You are expected to learn it and to use it.

<u>CIVILIAN</u>	<u>MILITARY</u>		<u>CIVILIAN</u>	<u>MILITARY</u>		<u>CIVILIAN</u>	<u>MILITARY</u>
<u>TIME</u>	<u>TIME</u>		<u>TIME</u>	<u>TIME</u>		<u>TIME</u>	<u>TIME</u>
12:00 MIDNIGHT	2400		8:00 A.M.	0800		4:00 P.M.	1600
1:00 A.M.	0100		9:00 A.M.	0900		5:00 P.M.	1700
2:00 A.M.	0200		10:00 AM.	1000		6:00 P.M.	1800
3:00 A.M.	0300		11:00 AM.	1100		7:00 P.M.	1900
4:00 A.M.	0400		12:00 NOON	1200		8:00 P.M.	2000
5:00 A.M.	0500		1:00 P.M.	1300		9:00 P.M.	2100
6:00 A.M.	0600		2:00 P.M.	1400		10:00 P.M.	2200
7:00 A.M.	0700		3:00 P.M.	1500		11:00 P.M.	2300

Increments of time after the hour are always written cumulatively; 5 minutes before 11:00 a.m. is written (and spoken) 1055 hours; 5 minutes before midnight, 2355.

### ARMY JROTC CADET CREED

I am an Army JROTC cadet. I will always conduct myself to bring credit to my family, country, school, and corps of cadets. I am loyal and patriotic. I am the future of the United States of America. I do not lie, cheat or steal and will always be held accountable for my actions and deeds.

I will always practice good citizenship and patriotism. I will work hard to improve my mind and strengthen my body. I will seek the mantel of leadership and stand prepared to uphold the Constitution and the American way of life. May God grant me the strength to always live by this creed.

## APPENDIX B SUPPLY

1. RESPONSIBILITIES The uniform and equipment of the JROTC department is the property of the United States Government. They are loaned to you for specifically authorized purposes. You are not permitted to use the property as you please. You are charged with the responsibility of maintaining your issued equipment and clothing in the best possible state of serviceability. You are authorized to use your equipment for training and other activities approved by the JROTC Department and your school. To use your uniforms and equipment for purely personal purposes is a violation of the trust that has been placed in you.

a. Initial fitting and alteration costs to include sewing on shoulder sleeve insignia, will be paid by the JROTC Department. Minor repairs and the cleaning, pressing, and laundering of uniform items are your responsibility. This includes replacing zippers, buttons, and other findings. Insignia type buttons will be furnished by the supply representative.

b. You may exchange without cost, clothing and equipment which had become unserviceable through fair wear and tear (normal use). Items of equipment which have been damaged because of unauthorized use or by neglect, will be paid for by you at the prevailing rate in accordance with Army Supply Bulletin.

c. Unauthorized alterations which change the configuration of the uniform will result in pecuniary liability and disciplinary action against you.

d. Your parent or guardian has signed an agreement whereby you and your guardian have joint responsibility for all items issued to you. If you lose an item, you or your parent or guardian are jointly liable for the cash equivalent or the property. In all cases the title of the property remains with the government.

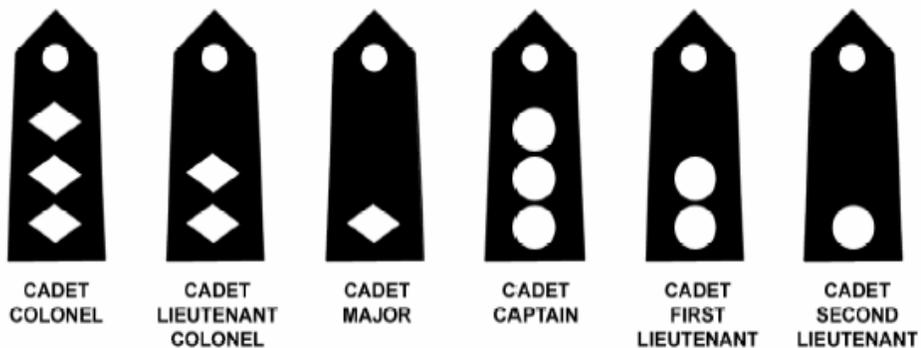
## 2. ISSUE AND TURN-IN PROCEDURE

a. Issue At the beginning of the school year, your parent or legal guardian must sign an agreement of legal responsibility which states that they will be responsible for the items of federal property issued to you. When this agreement has been returned to the JROTC Department, you will be issued your clothing and equipment. All issues will be recorded on a JROTC Clothing and Equipment Record. You will be required to sign this form acknowledging receipt of the property. You will be cautioned that when signing for the property to be sure you have received what you have signed for. The Clothing and Equipment Record, once signed by you is an official record for the clothing and equipment that you are charged with and you will be held liable for all listed items.

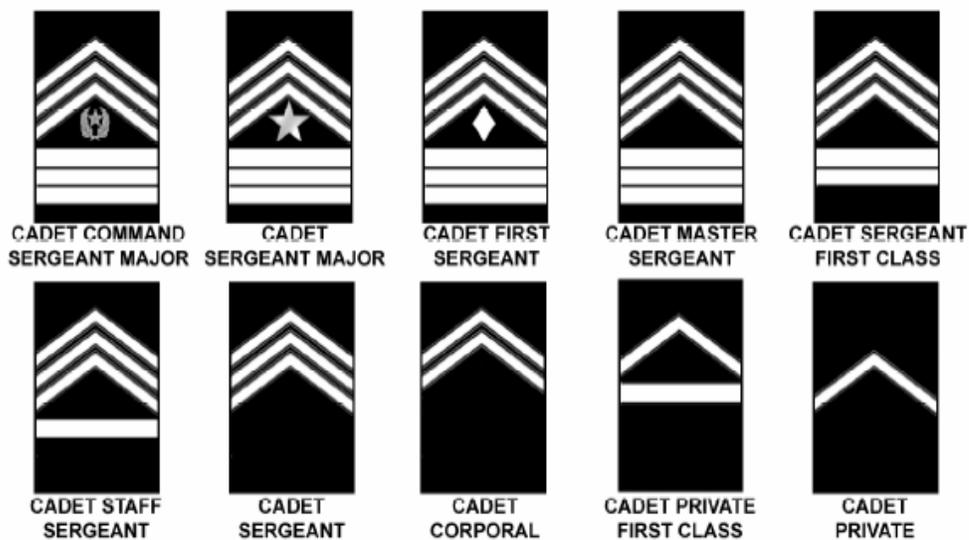
b. Reissue From time to time you may lose small items of clothing and/or equipment. If this happens, immediately notify the supply representative. You will be charged a nominal fee and you will be issued a like item. Should the lost item be found at a later time, you should then turn in the excess item and receive credit for it. Do not wait until the day you need the item before asking the supply representative for a re-issue. Issues will not be made on days that you wear the uniform.

c. Turn-in When turning in property, you must be sure that proper credit is recorded on your Clothing and Equipment Record, and that the initials of the person accepting the turn-in are placed on the form in the proper place. This record is the only document which officially records turn-ins, and the only way to receive credit is to be sure that the entry is made on the form. Above all, do not leave clothing or equipment on an instructor's desk and expect to receive credit for a turn-in. Further, do not ask another cadet to make a turn-in for you. Part of your course of instruction is aimed toward making you a responsible person. The issue and turn-in procedures are designed to assist in accomplishing that goal. You are responsible for turning in all clothing and equipment on-time. Follow the guidelines you are issued in class. All uniforms will be dry-cleaned with items (pants, shirt, coat) on separate hangers and in plastic. This facilitates storage for the following year.

**Cadet Officer  
Shoulder Boards**



**Enlisted Cadet  
Shoulder Boards**



(Figure 10-7. JROTC shoulder boards)

## Edison AJROTC Promotion SOP

**LET 1 promotions** will be centralized under the LET 1 instructor. Cadets must be passing and recommended by the cadet chain of command to be promoted.

The promotion cycles are:

- \* First nine weeks: Private (E-2)
- \* Second nine weeks: Private First Class (E-3)
- \* Third nine weeks: Corporal (E-4)

**LET 2 promotions** will be based on promotion boards. The boards meet three times per year: at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters. Cadets cannot skip a rank regardless of the score achieved on a particular board.

The promotion cycles are:

- |  | <u>minimum score</u> |
|--|----------------------|
| * First nine weeks: Sergeant (E-5)             | 70%                  |
| * Second nine weeks: Staff Sergeant (E-6)      | 75%                  |
| * Third nine weeks: Sergeant First Class (E-7) | 80%                  |

NOTE: These scores/ranks assume that a LET 2 was promoted to the rank of Corporal by the end of their LET 1 year.

**LET 3/4** cadets can be promoted based on the recommendation of their instructor, a successful uniform inspection (minimum passing score of 90%) and a written exam (scores detailed below).

The promotion cycles are:

- |  | <u>minimum score</u> |
|--|----------------------|
| * First nine weeks: Master Sergeant (E-8)            | 85%                  |
| * Second nine weeks: Sergeant Major (E-9)            | 90%                  |
| * Third nine weeks: 2 <sup>nd</sup> Lieutenant (O-1) | 95%                  |

NOTE: These scores/ranks assume a LET 3/4 was promoted to Sergeant First Class by the end of their LET 2 year. The highest rank possible for a LET 3 or 4 cadet not in a leadership position is 2LT. Cadets will test the same week as the LET 2 promotion boards. Uniform inspections will be conducted at the promotions test.

**Transfer cadets:** Cadets that transfer from other schools / JROTC programs will be evaluated after their 2<sup>nd</sup> week in the Thomas A. Edison High School Eagle Battalion in order to determine their rank. This gives the cadet time to adjust to the Eagle Battalion. The cadet's primary instructor will accomplish the evaluation. Newly arriving cadets should provide their JROTC records to assist their instructor in the evaluation. The evaluation will consider the cadet's prior record, general knowledge, and leadership potential as demonstrated in the classroom and drill.

### LET 1 PROMOTIONS

- \* As a LET 1, a cadet can reach the rank of corporal during their first year as a cadet, but they also have to be recommended by their company commander and the battalion chain of command. They do not have to go through the promotion board process.
- \* At the end of the first 9 weeks a cadet *MAY* be promoted to the rank of private. This is the first rank that the cadet shall receive during this program.
- \* At the end of the second 9 weeks of the school year the cadet *MAY* be promoted to the rank of Private First Class (PFC), which is the second rank that the cadet will receive during his/her LET 1 year.
- \* At the end of the third nine weeks, the cadet *MAY* be promoted to the rank of corporal, which is the highest rank the 1<sup>st</sup> year cadet shall receive.

- \* In order for a cadet to accomplish these goals and become a corporal during their 1<sup>st</sup> year they have to:
  - Be passing academically in JROTC
  - Come to class on time
  - Come prepared to class everyday that they have class
  - Follow the instructions of the SAI and the AI's (teachers)
  - Follow the chain of command
  - Participate and behave in class and other activities
  - Treat others as you want to be treated
  - Follow the Cadet Creed
  - Be respectful
  - Be a good example throughout the school and community

## **LET 2 PROMOTIONS: PROMOTION BOARDS**

### **Guidelines**

#### Board Dates:

- \* There will be 3 boards held every year.
- \* The first board will be held approximated 7 weeks into the school year.
- \* The second board will be held approximately 9 weeks after the first, and the third board will be held approximately 9 weeks after the second.

#### Scheduling (will be completed by the S-1):

- \* LET 2 cadets must be recommended for promotion by their company leadership and army instructors before being scheduled to go before a promotion board.
- \* The list of board members and attendees must be posted on both leader boards (in the LET 2 classroom and in the main classroom) no later than 2 weeks prior to the start of the boards.
- \* Special consideration must be paid to upcoming holidays, teacher workdays, etc.
- \* Boards can only be held during a 5 day week (for example, not during the week of Thanksgiving break or teacher work days).
- \* Only instructors may change scheduled dates. The board must be rescheduled as soon as possible after the list is posted. Friday of board week will be reserved as a make up day.
- \* There cannot be more than 10 cadets scheduled per board. If more than 10 cadets are scheduled per day, then multiple boards are required on one or more days.

#### Questions:

- \* All military knowledge questions will come straight from the cadet general knowledge packet.
- \* 2 current even questions will be asked from the front page of *The Washington Post*, which will be posted outside of the room on the day of the promotion board.

### **Members**

#### President:

- \* Must be the CSM or an officer

#### Other Members:

- \* LET 3s and 4s only
- \* 1 staff officer
- \* 2 company or team level commanders

- \* Each board may contain up to 1 cadet that is not in a leadership position

Observer Purpose:

*The purpose of an observer is to ensure that the board is being conducted correctly and fairly for all LET 2 cadets that come before it. They can also serve as alternate board members in the event that a scheduled member is unable to attend.*

Observer Requirements:

- \* Only one observer per board
- \* All company 1SG will be scheduled for at least one board
- \* LET 3/4s who are recommended by their army instructor may be an observer
- \* Observers are required to be in class A uniform
- \* They will sit *quietly* in the back of the room and observe, they do not participate

**Board Member Assignments**

Board President-leadership, current events

Judge 1-General Knowledge

Judge 2-Government and Constitution, First Aid

Judge 3-Chain of Command, Map Reading

Judge 4-Drill and Ceremony

All judges will also grade on military bearing and personal appearance

**Boards at Lee High School**

- \* Lee boards will mirror Edison boards
- \* Lee boards will be held on the Wednesday during the week of promotion boards. If additional boards are needed, they will be scheduled on different days of the same week.
- \* All effort will be made to keep/complete the Lee H.S. board on Wednesday of board week.
- \* The Lee board will consist of as many leaders who attend Lee as possible, with the rest of the members needed coming from Edison.

**Board Procedure**

The cadet that is up for promotion, and all cadets that are sitting on the board, will be in class A uniform.

- \* The cadet will knock three times and the president of the board will tell him/her to ‘enter.’
- \* The board members will be standing at attention when the cadet enters. The cadet will close the door behind them and then march to the center of the room and stop in front of a chair, then execute a right (or left) face so that they are facing the board members.
- \* The cadet will then present arms and say “Cadet *rank and last name* reporting for the board sir/ma’am (addressing the president of the board, who is standing in the middle of all the other board members/judges).” Hold your salute until the president of the board drops his/hers. The president will then tell you to be seated and the questioning will begin.
- \* There will be five questions asked on each of the following topics:
  - *Leadership*
  - *General Knowledge*
  - *Government and Constitution*
  - *First Aid*
  - *Chain of Command*
  - *Map Reading*
  - *Drill and Ceremony*
- \* There will also be 2 question asked on *current events*

- \* Each question will be worth two points. There will also be ten points awarded for military bearing and ten points for personal appearance.
- \* When all of the questions have been asked, the president of the board will say “thank you,” then all of the members of the board will stand at attention, and the LET 2 cadet will stand up and go to the position of attention as well.
- \* The cadet should then salute the president of the board. The president will return the salute and give the command ‘dismissed.’ The cadet should not drop their salute until the president does so. After dropping their salute, the cadet will execute a right (or left) face and march out of the room, closing the door behind them when they leave.

### **LET 3/4 PROMOTIONS**

- \* LET 3/4 cadets in leadership or staff positions wear the rank commensurate with their position
- \* If a cadet is relieved of their position , they will revert back to the highest *RANK EARNED*
- \* The promotions consist of two parts that are both conducted on the same day, after school, during promotions week:
  - A uniform inspection that is conducted at 14:30 by the SAI or AIs prior to taking the test. 90% is the minimum score for a cadet to be eligible to take the promotions test. Anything below a 90% results in the cadet not being promoted.
  - The second part is a written exam with 50 general knowledge questions. There will be a mixture of multiple choice, true or false, and fill in the blank questions. All questions will come from the general knowledge packet.
- \* All LET 3 and 4 cadets should continue to take the promotions test so that they can receive a higher earned rank in the case that they no longer have a leadership position.

### **RESIGNATIONS**

If a cadet decides to resign from his/her position, they will wear their highest earned rank (LET 2s would be the highest rank earned from promotion boards and LET 3 or 4s would be the highest rank earned from the promotions test).

### **DEMOTIONS**

In order for a cadet to be recommended for demotion, counseling must be done prior in order to support the recommendation. If the counseling has no effect on the cadet’s conduct, then a recommendation for demotion should be done. The company leadership for that cadet will submit the recommendation, and then it will go through the chain of command and SAI / AIs for approval.

## **RIBBONS AND TEAM AWARDS** **STANDARD OPERATING PROCEDURES**

### **OVERVIEW**

This section of the Standard Operating Procedure (SOP) addresses the ribbons that can be awarded in the Eagle Battalion based on Cadet Command Army JROTC ribbon criteria. See your Company leadership for a complete edition of this SOP.

### **APPLICABILITY**

This SOP applies to all cadets in the Eagle Battalion. All staff departments must comply with this SOP.

### **GENERAL SUMMARY**

- Ribbon Classifications (National Stock #-#)
  - N-1 Class Awards- Academic Awards
  - N-2 Class Awards- Athletic Awards
  - N-3 Class awards- Military Awards
  - N-4 Class Award- Miscellaneous
- Total Number of Ribbons - 37 Ribbons (36 active)

### **CONTENTS**

- Methods of Issuance
- Responsible Parties
- Award Ceremonies
- Proper Wear of Ribbons and Medals
- Ribbon Criteria

## **METHODS OF ISSUANCE**

### **OVERVIEW**

This section of the SOP outlines the method by which each ribbon is issued or awarded.

### **Methods of Issuance**

- Self Advocated- If a ribbon is labeled as self advocated it means that if a cadet is entitled to it he/she must show proof of this to his/her instructor individually. Upon their approval the instructor must sign a Self-Advocate letter written by the cadet to be submitted to the S-1 that includes: Cadet Name, Date, Company, LET Level, Ribbon #, Ribbon Name, Signature, SAI /AI Signature, S-1 Signature of Acknowledgment.
- Responsible Party- if a ribbon is not labeled as self advocated it will be assigned to a responsible party who will be responsible to submitting the names of eligible cadets to the S-1.

## **RESPONSIBLE PARTIES**

### **OVERVIEW**

This section of the SOP outlines responsibilities of certain leaders within the battalion. Every ribbon has an assigned *Responsible Party* based on the information needed to issue that award. It is the responsibility of the responsible party to submit the names of the cadets that have earned a ribbon that is assigned to them before a designated time. The names must be on the Award Qualification form (see awards SOP) and submitted to the S-1.

## **Battalion Staff Responsibilities**

**Battalion Executive Officer-** Submit to the S-1 the names of staff members who earned the following ribbons

- N-1-9 Staff Participation Ribbon
- N-4-7 Outstanding Staff Performance Ribbon (With conjunction with the SAI)

**S-1 Adjutant Officer-** Responsible for informing the responsible parties to submit assigned information. Based on information received from the Responsible Parties, if a cadet receives an award the S-1 must enter these records into the JUMS database and submit the awards orders to the S-4 department a week prior to an award ceremony.

**S-3 Operations Officer-** Responsible for calculating the information of the Honor Company Competition (outlined in Section II) and informing the S-5 of the winner of each month to be displayed. Also responsible for submitting to the S-1 the names of the cadets who earned the following ribbon.

- N-3-14 Honor Company Ribbon - Based on the Honor Company Competition results

**S-4 Supply Officers-** Be aware of the supply of ribbons and cords and submit a memo to the Supply Custodian (SFC Alston) to order more awards if necessary. Receive S-1 orders and keep them as records. Ready the awards to be issued to cadets 2 days before an award ceremony.

**CSM-** Submit the names of cadets (to the S-1) who have earned the following ribbons

- N-3-6 Color Guard Ribbon -Based on CSM records
- N-3-12 NCO of the quarter -Based on NCO interview/evaluation
- N-3-13 Cadet of the quarter - Based on Cadet interview/evaluation
- N-4-3 Community Service Ribbon - Based on CSM records
- N-4-4 Tutoring Ribbon - Based on CSM records
- N-4-5 Courtesy Patrol Ribbon - Based on CSM records

## **Company Leadership Responsibilities**

**Company Commanders-** Thoroughly explain to cadets the information in the awards SOP. Submit the names of cadets (to the S-1) who have earned the following ribbons:

- N-2-2 Physical Fitness Award - Based on cadet challenge scores
- N-2-4 Cadet Challenge Award - Based on Cadet challenge scores
- N-2-5 Cadet Challenge Participation - Based on cadet challenge participation
- N-3-2 Personal Appearance
- N-3-10 Good Conduct
- N-4-1 Parade Ribbon - Based on parade Attendance

**Individual Cadet-** Each cadet is responsible to review the criteria for each ribbon. Some ribbons must be advocated for by submitting a Self Advocate memo to the S-1 (See Appendix II).

## **Team Commanders Responsibilities**

**Team Commanders-** Submit to the S-1 names of all cadets within their unit that have earned team decorations.

**Drill Team Commander** is responsible for the following decorations when earned

- N-3-4 Drill Team Ribbon, Drill Team Arc and Drill Team Cord
- N-3-6 Color Guard Ribbon, Color Guard Arc and Color Guard Team Cord

**Rifle Team Commander** is responsible for the following decorations when earned

- N-3-7 Rifle Team Ribbon, Rifle Team Arc, Rifle Team Cord, Marksmanship Badges

**Raider Team Commander** is responsible for the following decorations when earned

- N-3-8 Adventure Training Ribbon, Raider Team Arc, Raider Team Cord, N-3-5 Orienteering Ribbon

## **Senior Army Instructor/ Army Instructors**

The SAI/AIs play a crucial role in the awards process. There are certain ribbons that can only be determined and issued by the instructors.

**Senior Army Instructor** is responsible for issuing the following ribbons

- N-1-6 Leadership Education Training Service Ribbon
- N-2-3 JROTC athletics

## Appendix E Awards SOP

- N-3-1 SAI Instructor Leadership Ribbon
- N-3-3 Proficiency
- N-3-9 Commendation
- N-3-11 Summer Camp Ribbon
- N-4-6 Service Learning
- N-4-7 Outstanding Staff Performance (with conjunction with the Bn XO)

**Army Instructor** is responsible for issuing the following decorations

- N-1-6 Leadership Education Training Service Ribbon
- N-3-3 Proficiency
- N-3-9 Commendation

### **NOTE: Grouped Awards**

- **All Cadets part of the Eagle Battalion must receive**
  - Honor Unit With Distinction Insignia (Yellow Star)
- **If a cadet completes summer camp they must receive the following decorations:**
  - N-3-11 Summer Camp Ribbon, Summer Camp Cord , N-3-5 Orienteering, N-3-8 Adventure Training, N-2-2 Physical Fitness
- **If a cadet receives N-3-9 Commendation Ribbon they must receive the following decoration:**
  - Academic Achievement Wreath/Insignia
- **If a cadet has completed the LET 1 year and are returning must be given**
  - The Eagle Crest Insignia

## **AWARD CEREMONIES**

### **OVERVIEW**

This section of the SOP explains the frequency of awards within the Eagle Battalion. This section also sets an estimated time when leaders will be obligated to submit names of cadets who have earned ribbons to the S-1.

### **S-1 Award Orders**

All responsible parties must submit the names of cadets that earned a ribbon to the S-1 on the last week of the quarter. The S-1 will send out memos, and add reminders to the leaders notes to remind these parties on what is to be submitted and when. The S-1 will enter names into JUMS and type up orders. These orders will be submitted to the S-4 in preparation for the Award Ceremony. The 4<sup>th</sup> quarter award orders must be typed and ready for the succeeding S-1 officer (because there is no 4<sup>th</sup> quarter award ceremony it is held at the beginning of the next year).

### **S-4 and the Award Ceremony**

The S-4 department must ready all awards 2 days prior to the 1<sup>st</sup> award ceremony. The S-4 department is also in charge of setting up the procedures of the award ceremony. The S-4 representatives are responsible for carrying out the procedures of the award ceremony and responsible for preparing awards during their class period. After the award ceremony the S-4 room must be cleaned and all awards returned to its place.

### **Frequency of Award Ceremonies**

In-class Award ceremonies within the eagle battalion are held 4 times a year (on the 4<sup>th</sup> week of each quarter if not earlier). These award ceremonies are held in the JROTC classroom (RM 509) on uniform days. An additional award ceremony is held in the auditorium each may where medals are awarded and the new leadership named.

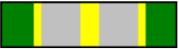
**The Beginning of the 1<sup>st</sup> Quarter-** The previous year's 4<sup>th</sup> quarter awards are awarded. Summer camp ribbons and cords are also awarded.

**The Beginning-mid of the 2<sup>nd</sup> Quarter-** All first quarter awards are awarded.

**The Beginning-mid of the 3<sup>rd</sup> Quarter-** All second quarter awards are awarded

**The Beginning-mid of the 4<sup>th</sup> Quarter-** All 3<sup>rd</sup> Quarter awards are awarded.

**May – Annual Award Ceremony is held**

<p>N-1-1</p>  <p><b>DISTINGUISHED CADET</b> CRITERIA: Awarded <b>annually</b> to one cadet who exhibits the highest degree of excellence in scholastics. (Highest GPA in the Battalion) <b>SELF-ADVOCATED</b></p>	<p>N-1-2</p>  <p><b>ACADEMIC EXCELLENCE</b> CRITERIA: Awarded <b>annually</b> to one cadet in each LET level who exhibits the highest degree of excellence in scholastics. (The highest GPA in each LET level) <b>SELF-ADVOCATED</b></p>	<p>N-1-3</p>  <p><b>ACADEMIC ACHIEVEMENT</b> CRITERIA: Awarded <b>annually</b> to those cadets that maintain a grade of "A" in all academic subjects. <b>SELF-ADVOCATED</b></p>
<p>N-1-4</p>  <p><b>PERFECT ATTENDANCE</b> CRITERIA: Awarded <b>annually</b> to cadets with no unexcused absences. <b>SELF-ADVOCATED</b></p>	<p>N-1-5</p>  <p><b>STUDENT GOVERNMENT</b> CRITERIA: Awarded <b>annually</b> to cadets elected to a student government office. <b>SELF-ADVOCATED</b></p>	<p>N-1-6</p>  <p><b>LEADERSHIP EDUCATION TRAINING SERVICE</b> CRITERIA: Awarded <b>semi-annually</b> to cadets successfully completing the first semester of training for each LET year. <b>RP: SAI, AI'S</b></p>
<p>N-1-7</p>  <p><b>HONOR ROLL</b> CRITERIA: Awarded <b>quarterly</b> to those cadets who are placed on the School Honor Roll. <b>SELF-ADVOCATED</b></p>	<p>N-1-8</p>  <p><b>NATIONAL HONOR SOCIETY</b> CRITERIA: Awarded to cadets upon their initiation into the National Honor Society. <b>SELF-ADVOCATED</b></p>	<p>N-1-9</p>  <p><b>STAFF PARTICIPATION</b> CRITERIA: Awarded <b>annually</b> to cadets who participated on a staff section both semesters. (Head Staff officer) <b>RP: BATTALION XO</b></p>
<p>N-1-10</p>  <p><b>ACADEMIC CLUB</b> CRITERIA: Awarded <b>annually</b> to cadets who participated in an academic club for two semesters (i.e. French club, Spanish club, math clubs, etc). <b>SELF-ADVOCATED</b></p>	<p>N-2-1</p>  <p><b>VARSITY ATHLETICS</b> CRITERIA: Awarded <b>annually</b> to cadets who participate in varsity sports. <b>SELF-ADVOCATED</b></p>	<p>N-2-2</p>  <p><b>PHYSICAL FITNESS</b> CRITERIA: Awarded <b>annually</b> to cadets who maintain excellent physical fitness. Male cadets must run one mile in 8:30 minutes or less; females in 10:45 minutes or less. <b>RP: COMPANY CMDRS.</b></p>



<p>N-3-7</p>  <p><b>RIFLE TEAM RIBBON</b></p> <p>CRITERIA: Awarded <b>annually</b> to rifle team members. To qualify for this award a cadet must have competed at a rifle match.</p> <p><b>RP: RIFLE TM. CMDR</b></p>	<p>N-3-8</p>  <p><b>ADVENTURE TRAINING</b></p> <p>CRITERIA: Awarded <b>annually</b> to cadets who have participated in adventure training events. (Raider Team/Summer camp).</p> <p><b>RP: RAIDER TM. CMDR</b></p>	<p>N-3-9</p>  <p><b>COMMENDATION RIBBON</b></p> <p>CRITERIA: Awarded <b>annually</b> to cadets whose performance of duty exceptionally exceeds that expected of a cadet of his grade and experience. They must have demonstrated outstanding military bearing both in and out of uniform. Cadets must be in the top 10% of their class.</p> <p><b>RP: SAI/AIs</b></p>
<p>N-3-10</p>  <p><b>GOOD CONDUCT</b></p> <p>CRITERIA: Awarded <b>annually</b> to the cadets who have demonstrated outstanding conduct throughout the school. Cadet must not have received any demerits.</p> <p><b>RP: COMPANY COMMANDERS</b></p>	<p>N-3-11</p>  <p><b>SUMMER CAMP</b></p> <p>CRITERIA: Awarded <b>annually</b> to cadets for summer camp participation.</p> <p><b>RP: SAI</b></p>	<p>N-3-12</p>  <p><b>NON-COMMISSIONED OFFICER OF THE QUARTER</b></p> <p>CRITERIA: Awarded <b>quarterly</b> to LET 2's who receive the NCO of the quarter title from the Command Sergeant Major. (SEE SECTION III SOP FOR DETAILS)</p> <p><b>RP: CSM</b></p>
<p>N-3-13</p>  <p><b>CADET OF THE QUARTER</b></p> <p>CRITERIA: Awarded <b>quarterly</b> to LET 1's who receive the Cadet of the Quarter title from the Command Sergeant Major. (SEE SECTION III SOP FOR DETAILS)</p> <p><b>RP: CSM</b></p>	<p>N-3-14</p>  <p><b>HONOR COMPANY</b></p> <p>CRITERIA: Awarded <b>annually</b> to the company who wins the Honor company competition. (SEE SECTION II SOP FOR DETAILS)</p> <p><b>RP: BATTALION S-3</b></p>	<p>N-3-15</p>  <p><b>BEST DRILLED CADET</b></p> <p>CRITERIA: <b>INACTIVE</b></p>

<p>N-4-1</p>  <p><b>PARADE RIBBON</b>  <b>CRITERIA:</b> Awarded <b>annually</b> to cadets who have participated in local community parades. One per each academic year.</p> <p><b>RP: COMPANY CMDRS</b></p>	<p>N-4-2</p>  <p><b>RECRUITING RIBBON</b>  <b>CRITERIA:</b> Awarded to cadets who recruit at least 2 students into the JROTC program during the year. Recruited cadet must remain in the program for a semester.</p> <p><b>SELF-ADVOCATED</b></p>	<p>N-4-3</p>  <p><b>COMMUNITY SERVICE</b>  <b>CRITERIA:</b> Awarded to cadets who participate in a community service event. 1 time for ribbon, 3 additional for lamps.</p> <p><b>RP: CSM</b></p>
<p>N-4-4</p>  <p><b>TUTORING</b>  <b>CRITERIA:</b> Awarded to cadets who participate tutoring activities (SEE SECTION IV SOP FOR DETAILS)</p> <p><b>RP: CSM</b></p>	<p>N-4-5</p>  <p><b>COURTESY PATROL</b>  <b>CRITERIA:</b> awarded to cadets who have participated in a courtesy patrol event. 1 time for ribbon, and 3 additional times for lamps.</p> <p><b>RP: CSM</b></p>	<p>N-4-6</p>  <p><b>SERVICE LEARNING</b>  <b>CRITERIA:</b> Awarded <b>annually</b> to cadets who receive a 74% or above on their Service Learning Project, complete the goal of their project and meet the requirements set by cadet command.</p> <p><b>RP: SAI</b></p>

<p>N-4-7</p>  <p><b>OUTSTANDING STAFF PERFORMANCE</b>  <b>CRITERIA:</b> Awarded <b>semi-annually</b> to cadets on the staff who receive a 95% or higher on the annual staff inspection. Award will be void if cadet is removed from his/her position.</p> <p><b>RP: SAI/XO</b></p>
---

### Unit Awards

	<p><b>Honor Unit Insignia.</b> Each member of a unit designated as an Honor Unit will be awarded the Honor Unit Insignia (blue star).</p>
	<p><b>Honor Unit with Distinction Insignia.</b> Each member of a unit designated as an Honor Unit with Distinction will be awarded the Honor Unit with Distinction Insignia (yellow star).</p>
	<p><b>Academic Achievement Insignia.</b> A gold wreath authorized for wear by cadets in the top ten percent of each JROTC class based on grades earned in JROTC courses. <b>RP: SAI, AI'S</b></p>

## TEAM DECORATIONS

If a cadet is an active member of a team they will be decorated with a ribbon, an arc, and a shoulder cord. The qualifications to receive these decorations are high and a cadet must be actively competing with their team. The basic criterion is to be an active member but each commander could add some qualifications.

	<p>N-3-4 Ribbon</p>  <p><b>DRILL TEAM</b></p> <p>CRITERIA: Awarded annually to drill team members. To qualify for this award a cadet must be a competing member of the team for the entire drill season.</p> <p>RP: <b>DRILL TM. CMDR.</b>-N-3-6 Ribbon</p>						
	<p><b>COLOR GUARD</b></p>  <p>Must be a competing member of the Color Guard.</p> <p>RP: <b>DRILL TEAM CMDR.</b></p>						
	<p>N-3-7 Ribbon</p>  <p><b>RIFLE TEAM</b></p> <p>CRITERIA: Awarded annually to rifle team members. To qualify for this award a cadet must be a active competing member of the team and competed in 8 competition</p> <p>RP: <b>RIFLE TM. CMDR</b></p> <table border="1" data-bbox="740 869 1430 1352"> <tr> <td data-bbox="748 877 878 1024">  </td> <td data-bbox="883 877 1422 1024"> <p><b>Marksman</b></p> <p>Shoot a score of 200 out of 300.</p> </td> </tr> <tr> <td data-bbox="748 1031 878 1178">  </td> <td data-bbox="883 1031 1422 1178"> <p><b>Sharpshooter</b></p> <p>Shoot a score of 210 out of 300.</p> </td> </tr> <tr> <td data-bbox="748 1184 878 1331">  </td> <td data-bbox="883 1184 1422 1331"> <p><b>Expert</b></p> <p>Shoot a score of 230 out of 300.</p> </td> </tr> </table>		<p><b>Marksman</b></p> <p>Shoot a score of 200 out of 300.</p>		<p><b>Sharpshooter</b></p> <p>Shoot a score of 210 out of 300.</p>		<p><b>Expert</b></p> <p>Shoot a score of 230 out of 300.</p>
	<p><b>Marksman</b></p> <p>Shoot a score of 200 out of 300.</p>						
	<p><b>Sharpshooter</b></p> <p>Shoot a score of 210 out of 300.</p>						
	<p><b>Expert</b></p> <p>Shoot a score of 230 out of 300.</p>						
	<p>N-3-8 Ribbon</p>  <p><b>RAIDER TEAM</b></p> <p>CRITERIA: Awarded annually to cadets who are members of adventure training type units (Raider Team).</p> <p>RP: <b>RAIDER TM. CMDR</b></p>						

## SHOULDER CORDS

Color of Cord	Criteria
White	<b>Competition Color Guard</b> Criteria- Be a competing member of the Battalion Honor Guard.
Red	<b>Drill Team</b> Criteria- Be a competing member of the drill team.
Yellow and Blue	<b>Marksmanship</b> Criteria- Compete in 8 competitions, and stay active with the team to maintain it.
Black	<b>Raider Team</b> Criteria-Pass gut check and be and active member of the team.
Red, White, and Blue	<b>Summer Camp</b> Criteria- Participate and complete in JCLC Camp Success. See summer camp criteria for more information.
Blue and White	<b>Color Guard-</b> Blue and White Criteria- Participate in 3 Color Guards.
Blue and Silver	<b>Primary Staff Officers</b> Criteria- Designated for wear by primary staff officers only (S-1, S-2, S-3, asst S3, S-4, S-5, S-6) and the Battalion CSM and Executive Officer