

Chester Senior High School
Cyclone Battalion
U.S. Army Junior Reserve Officers' Training Corps
(JROTC)

Cadet Handbook

School Year 2019-20



COL(R) Jody L. Dew

SFC(R) Arther Lewis, III

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The Junior ROTC Cadet Creed

I am an Army Junior ROTC Cadet.

I will always conduct myself to bring credit to my family,
country, school and the corps of cadets.

I am loyal and patriotic. I am the future of the United States
of America.

I do not lie, cheat, or steal and will always be accountable
for my actions and deeds.

I will always practice good citizenship and patriotism.
I will work hard to improve my mind and strengthen my
body.

I will seek the mantle of leadership and stand prepared to
uphold the Constitution and the American way of life.

May God grant me the strength to always live by this creed.

Introduction

As a JROTC cadet you, are embarking on one of the most interesting and valuable educational experiences of your high school career. In JROTC you will be given the chance to participate in your education while learning to be a better citizen. This program provides you with tools and skills you can use to succeed in high school, but far more important, these tools and skills will be useful for the remainder of your life. JROTC is not about joining the military; JROTC is a program used to turn young men and women into better citizens.

You will learn to:

- **Appreciate the ethical values that underlie good citizenship.** Citizenship, taught through a study of history and government, demonstrates the importance of commitment and strengthens your character and resolves as you grow. You will learn to make ethical decisions based on core values.
- **Develop leadership potential and learn to live and work cooperatively with others.** Teamwork and leadership, within teams and groups, are essential to the smooth operation of any organization. You will learn leadership to increase your skills, not only to lead but also to work as a member of a team. Service, drill, cadet challenges, and other competitions make learning teamwork and leadership both challenging and fun.
- **Think logically and communicate effectively both orally and in writing.** You will learn important skills in writing, reading, and test-taking that will allow you to excel in your classes outside JROTC. You will learn basic problem-solving, financial planning, and conflict resolution life skills that will help you in the modern world.
- **Understand ways to resist negative peer pressure and support others.** It is one thing to know how to make better choices for yourself, and another to teach others to do the same. Through service learning you will be able to help others to develop the positive strategies you have learned that will enhance their quality of life.
- **Develop mental management abilities.** You will be able to assess your skills and learn to make more logical, positive decisions and choices. You will learn how to set goals and develop an action plan that will help you to achieve those goals. As you become a better citizen, a better leader, and a better team member your self-esteem will greatly improve. Your “Can Do” attitude will show beyond JROTC.
- **Become familiar with military history as it relates to America’s culture and with the history, purpose, and structure of the military services.** Learn not only about important events in our history, but also about their effect on our society. Discover the role the military services play in supporting our nation.
- **Understand the importance of high school graduation in relation to a successful future.** Develop the means and motivation to graduate from high school and to pursue a meaningful life.
- **Learn about college and other advances for educational and employment opportunities, and develop the skills necessary to work effectively as a member of a team.** You will learn about the many varied opportunities that are available to you upon graduation. The foundation and competency skills required to work effectively is ingrained throughout the JROTC curriculum.

Foundation

“The mission of JROTC is to motivate young people to be better citizens.”

“JROTC....enhancing tomorrow’s leaders, today.”

The United States Army Junior Reserve Officers' Training Corps (JROTC) came into being with the passage of the National Defense Act of 1916. Under the provisions of the Act, high schools were authorized the loan of federal military equipment and the assignment of active duty military personnel as instructors. There was a condition that the instructors follow a prescribed course of training and maintain a minimum enrollment of 100 students over the age of 14 years who were US citizens. The JROTC Program has changed greatly over the years. Once looked upon primarily as a source of enlisted recruits and officer candidates, it became a citizenship program devoted to the moral, physical and educational uplift of American youth. Although the program retained its military structure and the resultant ability to infuse in its student cadets a sense of discipline and order, it shed most of its early military content.

Key Words:

JROTC: Junior Reserve Officers’ Training Corps

Motivation: To provide with an incentive; move to action; impel

Teamwork: Cooperative work done by a team

Leadership: Capacity or ability to lead

Army Values:

Loyalty – to bear true faith and allegiance to the U.S. Constitution... to your peers

Duty – to fulfill your obligations

Respect – to treat people as they should be treated

Selfless Service – to put the welfare of the nation... before your own

Honor – to live up to all values

Integrity – to do what is right, legally and morally

Personal Courage – to face fear, danger, or adversity

Military Bearing:

Military courtesy is the showing of respect between members of the cadet corps in all interactions. It must be understood that in JROTC cadets are assigned leadership roles in order for the battalion to function and to teach leadership and followership. Along with these leadership roles, cadet leaders are given authority to carry out their duties. It is incumbent upon the cadet leader to treat subordinates with respect (peer leadership-see definitions) in issuing orders and directives. It is also incumbent upon cadet followers to follow the orders and directions of their cadet leaders. It is not a matter of status or bossing people around. It is an essential element in the Army culture of efficiency and command structure. This is about learning to lead and to follow. A lack of military courtesy, abuse of authority, or failure to follow orders and directives will not be tolerated.

Chapter 1: Introduction and Leadership

In this chapter you will find information pertaining to leadership. This chapter contains the essence of what JROTC is all about; learning to follow and learning to lead.

The U.S. Army JROTC Mission:

“To Motivate Young People to be Better Citizens”

The Chester Senior High School Cyclone Battalion Mission is to implement the necessary measures to ensure completion High School educational requirements, completion of the U.S. Army JROTC mission, and to demonstrate leadership excellence and the pursuit of knowledge, wisdom, and overall achievement

Purpose:

The Junior Reserve Officers’ Training Corps (JROTC) prepares high school students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as a productive member of society. The program remains flexible to permit adjustments necessary to meet the needs of the cadets, school, and community. The program is an excellent vehicle for the practical application of leadership and citizenship theory for high school students.

Specifics of this Handbook:

A. This handbook states specific rules pertaining to the Chester Senior High School JROTC program.

B. This handbook is subject to change each school year with the approval of the Senior Army Instructor (SAI).

C. Recommendations for additions or deletions to this handbook will be submitted in writing to the Battalion Commander.

D. To be eligible for membership in the Chester Senior High School U.S. Army JROTC program students must meet the following criteria:

- Be enrolled at Chester Senior High School in grades 9-12
- Maintain an acceptable level of health and attend all regular classes.

E. Students who transfer from other JROTC programs may be demoted in accordance with Cadet Command Regulation 145-2 (CCR 145-2).

Classroom Procedures:

An atmosphere conducive to study and learning is expected to be maintained in the classroom at all times. The instructor is completely responsible for formation and discipline of the classroom, but will provide opportunities for senior ranking cadets and assigned Squad Leaders to exercise leadership and authority. Courtesy and respect of all is required. Classroom rules and procedures are as follows:

1. Cadets will enter the classroom move directly to their seat.
2. When the final bell rings, cadets will stand at attention ready to learn. Any cadet who has a tardy will proceed to cadre and receive the number of demerits appropriate. If a cadet is excessively tardy, he or she will be recommended for after school detention.
3. Class Leaders will lead cadets in reciting the Pledge of Allegiance and the Cadet Creed. On the command of “At Ease”, direct the cadets to take their seats.

4. Cadets book bags and backpacks are not to be on the on the cadet's desk or table at any time. The Senior Army Instructor or Army Instructor will designate an area for book bags / backpacks storage.
5. Cadets will start the assigned daily task as outlined on the front boards.
6. When told by their instructor, the cadets will place their materials away properly.
7. Cadets will remain in their seat until dismissed by their instructor.
8. All cadets are encouraged to have a great and positive day every day!
9. Food, drink, candy, and gum are not allowed in the JROTC room unless approved by the SAI or AI.

Classroom Rules:

1. Proper military courtesy is expected from cadets at all times. The words "Sir", "Ma'am", "Sergeant Major" and "Sergeant" as appropriate are to be used freely. When in uniform proper salutes are expected and a respectful manner toward cadets senior in the chain of command is expected.
2. Only material related to the JROTC class may be out or in use during your JROTC class period. Letters, books, magazines, and assignments from other classes are to be put away before the tardy bell rings and may not be brought out without permission of an instructor. Non-JROTC materials will be picked up by the instructor and returned at the request of the cadet, not earlier than the end of that school day. Items in violation of the CCSD Students Rights and Responsibilities Handbook will dealt with accordingly.
3. Cadets are to remain upright and alert. Cadets that are ill are to ask permission to go to the nurse's office. Cadets will not put their head down on the desk at any time during class. If sleepy, they will ask permission to stand in back of the classroom until they can stay alert.
4. Cadets will not sit on any table or desk or lean back in any chair. The tables and desks are not built to hold your weight.
5. No loud talk or boisterous activity is permitted in the JROTC classroom. Violators will be asked to leave without warning.
6. Personal property will not be left in the JROTC classroom without permission of an instructor.
7. Book bags, backpacks, purses, etc., are personal property and no one except the owner is to touch or go into these items.
8. Cadets will follow all directions the first time given.
9. As a young adult, you will keep hands, feet and other objects to yourself.
10. Cadets will raise their hand to speak and wait to be recognized.
11. Cadets are not permitted to bring radios, televisions, disc or cassette players, video games, cards, dice, wallet chains, or tobacco products to school. Violation of this rule will result in disciplinary action.
12. Cadets will not leave the classroom or training area without the permission of a JROTC instructor.

13. The SAI and AI's office and unit supply room is a place of business for the Senior Army Instructor (SAI) and Army Instructor (AI). Cadets will stay out of these areas unless they are conducting JROTC business and have permission to enter.

14. Cadets are not allowed to eat food or drink beverages in the JROTC classroom. Cadets must take pride in JROTC areas and clean up after themselves. Any exceptions to the no food, no drink rule must be approved by the SAI or AI.

15. All cadets will respect each other's personal space and belongings at all times.

16. All cadets must stay in their seat unless given permission to get up.

17. Cadets will not use JROTC class time to complete assignments for other classes without approval from one of the Instructors. Cadets caught copying homework or completing other class assignments without approval will have the material confiscated and the teacher of that subject informed.

18. JROTC focuses on having fun while learning.

Cadet Codes:

1. You will live in accordance with the Cadet Creed.
2. Your goals are to be self-reliant, to achieve high moral values, to develop leadership and citizenship skills, to be patriotic, and to show respect for constituted authority.
3. You must learn to follow before you can lead.
4. You are 100% responsible for your actions in everything you do or fail to do.
5. You will be personally correct before you try to correct others.
6. You will never lie, cheat, steal, nor bring discredit upon the Corps
7. A cadet exercises self-discipline at all times.
8. A cadet shows concern for the well-being of others and aids them as necessary.
9. A cadet works to make school a safe place and to improve the quality of life there.
10. A cadet contributes to the creation of a positive learning climate in the classroom.
11. A cadet accepts responsibility for learning and works to improve his knowledge and skills.
12. A cadet does not sell or use illegal drugs, alcohol, or tobacco.
13. A cadet will respect all those in leadership position (Civilian Chain of Command, military chain of command, CSHS leadership to include all teachers, and Cadet and or classroom leadership). **At no time will cadets make negative comments about those in leadership position.**

Teamwork:

Teamwork is when the members of a group cooperate or work together to complete tasks on time with good results. As a leader, keeping a team productive is your main goal. When understanding and applying the leadership styles, traits, and principles, your team will work together to accomplish the assigned task. As a team member, you will give 100% to help your team succeed because the team's success is your success.

Military Bearing/Courtesy:

Probably one of the hardest things for new cadets to accept is to give respect or take orders from someone their approximate age. One of the JROTC program objectives is to develop respect and an understanding of the need for constituted authority. It is expected that members of the JROTC unit will deal with each other and those people with whom they encounter with mutual respect and courtesy. Military courtesy will be the basis of unit standard.

1. The response to attendance taken by anyone, regardless of rank shall be, "Here, Sir/Ma'am'," as appropriate.
2. During military instruction, response to the Instructor Staff or to a cadet officer shall be "Yes, Sir," "No, Sir" or "Sir, (answer), Sir." When addressing an NCO start and end your answer with their rank.

Examples:

Questioning officer: "Cadet, what is your rank?"

Cadet: "Sir, my rank is... Sir."

Questioning First Sergeant: "Cadet, who is your Company Commander?"

Cadet: "First Sergeant, my Company Commander is... First Sergeant"

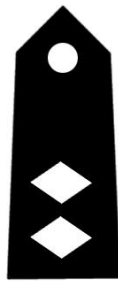
Note: If you do not know the answer to a question simply say, "Sir, Ma'am or (enlisted rank), this cadet does not know at this time but I will find out."

3. The hand salute is recognized as a courtesy between cadets. While in uniform and outdoors, cadets will salute all senior officers. The lower ranking cadet salutes first and holds the salute until the senior officer returns the salute and replies, "carry on." All cadets in uniform and covered will salute the Senior Army Instructor every time they meet him outdoors and will always greet the Army Instructors.
4. When outdoors and in uniform, all cadets' salute upon hearing the National Anthem.
5. When saying the pledge of allegiance to the flag, cadets in and out of uniform will stand at attention; place their right hand over their heart.
6. When a uniformed officer enters the classroom and a class is not in session, the first cadet who recognizes the officer calls the room to attention. Be sure there is not a higher-ranking officer or visiting officer already in the classroom.
7. When in uniform, cadets walk on the left side of a senior officer or NCO.

Cadet Rank and Abbreviations:



CADET COLONEL



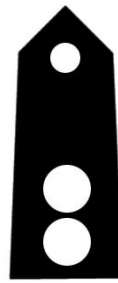
CADET LIEUTENANT COLONEL



CADET MAJOR



CADET CAPTAIN



CADET FIRST LIEUTENANT



CADET SECOND LIEUTENANT

INSIGNIA OF GRADE FOR
CADET ENLISTED PERSONNEL



CADET COMMAND SERGEANT MAJOR



CADET SERGEANT MAJOR



CADET FIRST SERGEANT



CADET MASTER SERGEANT



CADET SERGEANT FIRST CLASS



CADET STAFF SERGEANT



CADET SERGEANT



CADET CORPORAL



CADET PRIVATE FIRST CLASS



CADET PRIVATE

C/COL- Cadet Colonel	JROTC- Junior Reserve Officers' Training Corps
C/LTC- Cadet Lieutenant Colonel	LET 1- Leadership Education and Training 1 st year cadet
C/MAJ- Cadet Major	LET 2- Leadership Education and Training 2 nd year cadet
C/CPT- Cadet Captain	LET 3- Leadership Education and Training 3 rd year cadet
C/1LT- Cadet First Lieutenant	LET 4- Leadership Education and Training 4 th year cadet
C/2LT- Cadet Second Lieutenant	NCO- Non-Commissioned Officer
C/CSM- Cadet Command Sergeant Major	XO- Executive Officer
C/SGM- Cadet Sergeant Major	1SG- First Sergeant
C/1SG - Cadet First Sergeant	PLT LDR- Platoon Leader
C/MSG- Cadet Master Sergeant	PSG- Platoon Sergeant
C/SFC- Cadet Sergeant First Class	RFI- Request for Information
C/SSG- Cadet Staff Sergeant	SAI- Senior Army Instructor
C/SGT- Cadet Sergeant	SQD LDR- Squad Leader
C/CPL- Cadet Corporal	
C/PFC- Cadet Private First Class	
C/PVT- Cadet Private	

Chapter 2: Administration and Study Guides

This chapter informs a cadet concerning their grades and promotions. All rules and requirements to do well in the JROTC program are included here.

Grading Policy:

Grading for cadets in the areas below on a 100 % basis as follows:

A. Physical Training / Drill and Ceremony 100 %

B. Quizzes, homework, class participation and flag detail 100%

C. Test, selected quizzes, and mandatory activities 100%

D. Uniform Inspection / Wear of Uniform 100 %

E. Merits/Demerits may raise or lower a grade by one letter.

F. Grades structure:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Anything below 60

Merit/Demerit Policy:

1. The purpose of the merit/demerit system is to recognize the cadet's outstanding performances or shortcomings in the classroom or during outside training.

2. The company First Sergeant is responsible for recording and maintaining the balance of merits and demerits for all cadets assigned to their company. Each First Sergeant will coordinate the awarding of merits and demerits and the Command Sergeant Major will maintain them on an excel spreadsheet. The merits and demerits will be updated each time an event occurs and posted on the bulletin board of each classroom.

3. Merits/Demerits may be recommended by:

- A. Squad Leaders, Platoon Sergeants, and Platoon Leaders
- B. First Sergeants
- C. Command Sergeant Major
- D. Officers
- E. SAI and AI

4. Only by the SAI/AI issues Merits and Demerits.

5. Cadets receiving merits/demerits will be informed of the reason for receiving the merits/demerits. If the cadet wishes to protest demerits, he or she should go through their chain-of-command first, then the Board of Officers if necessary. The Board of Officers will make a final recommendation to the SAI.

6. The merit/demerit balance is totaled through one semester period. A cadet who has one hundred (100) merits at the end of the semester may earn a Good Conduct ribbon.

7. Demerit balance can affect a cadet's status as follows:

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A. Removal from all team participation and lowering of assigned grade if cadets has a balance of -20

B. Reduction in rank for Cadets with a balance of -40.

Merit/Demerit Codes:

<u>Merits:</u>	<u>Number</u>
1. Cadet of the Month Winner	25
2. Community Service	10 per hour
3. Participation in Parades	10 per hour
4. Before and after school Battalion Practices/company clean up	10 per hour
5. Usher at school activities and Parking Cars	10 per hour
6. Special Teams	5 per hour
7. Other appropriate assignments	1-10

<u>Demerits:</u>	<u>Number</u>
1. Insubordination or disrespect	1-25
2. Failure to complete assignments	10
3. Skipping class	10
4. Eating food or chewing gum in class/ranks	10
5. Missed uniform day (unexcused)	25-1 st offense, 50 -2 nd , 100 – 3 rd)
6. Inattention in class or ranks	10
7. Missed physical training day (unexcused)	10
8. Other inappropriate actions	1-10

Roll Call and Dismissal Procedures

Roll call: After the tardy bell sounds, the cadet class leader will call the room to attention and start roll call. Cadets will reply “here, Sir, Ma’am” when their name is called. The names of cadets absent or tardy will be recorded in the attendance book. Once the roll call is complete, the class will then recite the Pledge of Allegiance and the Cadet Creed. The cadets will be commanded to take their seats. Tardiness will be noted and cadets will adhere to school policy for discipline.

Dismissal: No cadet will leave the classroom or training area unless the SAI or AI excuses them. At the end of the period, the class leader will call the room to attention. When all of the cadets are at their assigned seats, chairs placed under the table and all the trash is picked up, the class leader will say “Dismissed.” Cadets will say motto together and will exit the room calmly and continue on with their day.

Detention Policy:

The JROTC instructors may recommend cadets detention. Cadets’ assigned detention will report to one of the instructors to determine the date of detention.

On the day of detention cadets will:

1. Report to the JROTC room by the hour specified and complete the detention.
2. You must also write an essay explaining why you received detention and how you plan to correct the situation in the future.

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NOTE: Cadets who fail to report for detention will receive a counseling statement and their parents will be called. Failure to make up the detention could result OSS.

Promotion Policy: General

Promotions are based on: (1) overall conduct; (2) appearance in uniform; (3) academic achievement; (4) participation in unit activities; and, (5) completion of Professional Promotion Requirements (PPRs) in Appendix 1. Students start as cadets and each individual, based on his/her performance, has the opportunity to advance to the rank of Cadet Lieutenant Colonel and the position of Battalion Commander.

The best way to advance in rank is by being a member of the unit's extra-curricular teams. The many hours of after school practice, hard work and dedication in these teams demonstrates a commitment to the unit through participation and performance. Many cadets, however, cannot, for various reasons participate in these after school functions. These students must show their participation and performance in other ways. Examples are:

- a. Wear the uniform when required and wearing it smartly and with pride. Have an excellent military bearing. This is always the first requirement of any promotion.
- b. Show respect to cadet officers, noncommissioned officers and Army instructors.
- c. Carry out orders given by persons of authority without questions.
- d. Show initiative, do something that needs to be done before being told to do it.
- e. Participate in unit athletic events or support the teams by your attendance at these events.
- f. Participate in unit fund raising activities.
- g. Continue to be respectful and courteous to all teachers and administrative staff.
- h. Maintain a satisfactory academic standing in all classes.
- i. Participate in unit community service.
- j. Have a positive attitude and take the goals and objectives of the JROTC program seriously.

For all promotions, the battalion table of organization and its rank structure will be used as a guide. In no case will it be exceeded without the approval of the Senior Army Instructor. Cadets are eligible for promotion during each quarter of the school year. All promotion recommendation rosters are due to the Battalion Adjutant (S-1) two weeks prior to the end of the promotion period.

Promotion Paths:

- a. New Cadets; on entering JROTC without any JROTC experience, each student is assigned the rank of Cadet.
- b. Cadets transferring from other JROTC units who have earned rank in other JROTC units; Army, Navy, Air Force or Marine Corps, can generally expect to have a comparable Army JROTC rank upon receipt of a verified records from their original unit, completion of PPR's and demonstrated worthiness. This rank, however, will normally not exceed CPL.
- c. Mid-school year re-assignments In order to share leadership positions with a limited number of unit positions, staff officers may be re-assigned after the first semester. The retiring Unit Commander will become a special assistant to the Instructor Staff and an advisor to the second semester Unit Commander. If the Unit Executive Officer is not promoted to Unit Commander he/she will become a special assistant.

Promotion Procedures:

- a. CPL and below: Class Commanders are responsible for preparing and recommending cadets in their class for promotion up to and including the rank of SSG upon successful completion of the Professional Promotion Requirements (PPRs). Class Commanders forward the PPRS with their recommendation through the chain of command for final action by the instructor staff.
- b. SFC through 1SG: The Unit Commander will convene a selection board when directed. The Class Commanders shall submit recommendations for cadets who, upon successful completion of the appropriate Professional Promotion Requirements (PPRs), are to be considered by the selection board to the Unit

Commander through the Unit Executive Officer. The Unit Commander will be the chairperson of the board. The board will include the Operations Officer, Administrative Officer, Supply Officer, and Command Sergeant Major. The recommendations of the selection board will be sent to the Unit Commander who will then recommend cadets for promotion to SFC, MSG, and 1SG to the Instructor Staff.

d. Unit officers will be selected by the Instructor Staff.

e. All promotions and presentation of new rank will be made on a uniform day at the quarterly awards ceremony. Promotions will normally occur at the beginning of each quarter.

Reductions in Rank:

a. Cadets in JROTC may be reduced in rank should an occasion arise that warrants disciplinary action. Any violations of the Cadet Creed are cause for immediate reduction and removal from any leadership position.

b. Officers and Noncommissioned Officers are expected to set the example at all times including their academics. Officers and Noncommissioned Officers will be reduced in rank to CPL if they receive less than a "C" in JROTC during any quarter and to CPL if they receive less than a "C" in any class for the semester. Cadets in the rank of PVT or PFC will be reduced to Cadet if they fail any quarter.

Chapter 3: Battalion Leaders' Guide

This chapter is designed to describe the leadership structure and duties and responsibilities of the chain of command in the Cyclone Battalion.

Definitions:

Leadership: The art of influencing people to get the job done.

Peer Leadership: Cadet Leaders understand that the authority and position they hold are to facilitate mission accomplishment and that they are **leading their peers** with respect and inspirational methods. They are not more important than their subordinates; they simply have responsibilities that require authority.

Unity of Command- the Cyclone Battalion is commanded by the Battalion Commander. He or she is responsible for everything the battalion does or doesn't do. All subordinates to the BC must give absolute loyalty to and follow the directions and leadership of the BC.

Span of Control- One commander can effectively control only a given number of cadets. Normally the number is 5 to 7 subordinates.

Chain of Command- This is the succession of leaders from the BC through the XO to the Company CDRs to the Platoon Leaders through the Platoon Sergeants to the Squad Leaders. It is through this chain of command that orders, directions, and communications flow that enables the BC to maintain control and gain optimum performance.

Staff Authority and Responsibility- The battalion staff consists of those cadets chosen by the commander who advise and assist him in the exercise of command and management of the battalion.

Battalion Commander and Staff:

Battalion Commander (BC): The battalion commander is the cadet leader of the battalion and thus is responsible for everything the battalion does or fails to do. He/she has the authority to exercise control of the battalion through the battalion staff and members of the chain of command.

Battalion Executive Officer (XO): The XO is the principle assistant to the BC. When the BC is not present, the XO is in command of the battalion. The XO supervises the BN Staff in the exercise of their duties and acts as the President of the Promotion board.

Battalion Adjutant (BN S1): The S1 is the administrative officer of the BN. He/she is responsible for maintaining all personnel records and actions including the updating of JUMS. Also acts as a member of the promotion board.

Battalion Security Officer (BN S2): The BN S2 is responsible for all security/safety matters and special projects. Also acts as a member of the promotion board.

Battalion Operations and Training Officer (BN S3): The S3 is responsible for all cadet training and operations, to include all operational plans, after action reports, and training schedules. Also acts as a member of the promotion board.

Battalion Supply Officer (BN S4): The S4 is responsible for the maintenance, security, record keeping, issue, and turn in of all government property. He/she is also responsible for the coordination of transportation and all supplies required for operations. Also acts as a member of the promotion board.

Public Relations and Communications Officer (BN S5): The S5 is responsible for all communications within the BN and with outside organizations, preparation and maintenance of the Corps website. He/she prepares the news letters and communications with the JROTC Booster Club to include announcements on Channel 7 or local newspapers, radio and television stations. Also acts as a member of the promotion board.

Battalion Command Sergeant Major (CSM): As the senior enlisted member of the Corps, he is the senior NCO advisor to the BC and also responsible to supervise the enlisted members of the BN. Also acts as a member of the promotion board.

Company Grade Officers

Company Commander (CO): The CO is responsible for everything his company does and fails to do. He supervises the actions of his company, insures it is prepared for training, and insures that information is passed up and down the chain of command. The CO reports to the BC and supervises the company through his platoon leaders.

Platoon Leader (PL): The PL is responsible for all actions of his platoon. He assists the SAI/AI in classroom management and leads/supervises his platoon with the assistance of the platoon sergeant and squad leaders.

Platoon Sergeant (PSG): The PSG assists the PL as the immediate supervisor of the Squad leaders. He assists the SAI/AI in classroom management, drill, and inspections.

Squad Leader (SL): The squad leader is the first line supervisor of cadets. He is a follow-me leader that always sets the example. He is responsible for all his cadets do and fail to do. They look to him to lead them to get the job done.

Chapter 4: Special Teams

Included in this chapter are all the rules and guidelines pertaining to teams, their administration, and procedures

General:

Any cadet interested in joining the Academic Team, Drill Team, Color Guard, Honor Guard, Rifle Team, Orienteering Team or Raiders must have a passing grade in JROTC and an overall grade point average of 2.0 at all times. Grades will be checked at the completion of the first, second, and third quarter. The instructors must approve all team members that have more than ten demerits at any time.

Cadets may participate in more than one special team, and can switch from one team to another with the approval of the SAI/AI only.

NOTE: A decision to cancel any special team practice will be made by the SAI/AI only.

“NO EXCEPTIONS”

Rules for Teams:

1. Team Commanders will keep a team book with the following information:
 - a. An attendance roster with cadet name, rank, company and phone number. Before weapons are issued; the Team Commander will submit a daily attendance record to the SAI/AI.
 - b. A roster of cadets who have participated in each performance.
2. Practices will be held on days specified by the SAI or AI.
3. Practices will commence at 1515 HRS and end no later than 1630 HRS. If practice is cancelled it must be done before the buses leave school. Be sure all team members are notified that practice has been canceled.
4. After 5 excused or 2 unexcused absences, a cadet will be removed from the team and added to the inactive roster. Exceptions will be approved by the SAI/AI.
5. When a cadet's work or school activity prevents them from attending all practices, he/she will be placed on the inactive roster.
6. While a cadet is on the inactive roster, he/she will not be allowed to participate in team practices or events. Exceptions will be approved by the SAI/AI.
7. Inactive team members will be allowed to wear their team equipment if playing a sport or academics that keeps them from attending practices and events.
8. Inactive team members may return to a team immediately after a sport, job, or academics are completed. Cadets returning to the active roster must be available for all scheduled practices.
9. New cadets who join a sport activity at the start of the school year may join a team immediately after their sport is complete.

Color Guard:

1. The Color Guard Commander is appointed by the SAI/AI.
2. The Commander will be allowed to appoint one Assistant Commander with the approval of the SAI/AI.
3. Team members will be issued a white shoulder cord.
4. To be awarded a Color Guard ribbon (N-3-6) a cadet must have attended practices and participated in at least three performances during the semester. Exceptions will be approved by

the SAI/AI.
5. In order for a member to receive an arc, the cadet must meet the qualifications for receipt of the Color Guard ribbon.

Drill Team:

1. The Drill Team Commander is appointed by the SAI/AI.
2. The Commander will be permitted to appoint one assistant approved by the SAI/AI.
3. Team members will be issued a red shoulder cord for the first competition. This gear may be worn on uniform days. A cadet will not be issued a red cord if they have not attended at least one drill competition.
4. To be awarded a Drill Team ribbon (N-3-4) a cadet must have attended practices and participate in at least three performances during the semester.
5. In order for a member to receive an arc, the cadet must meet the qualifications for receipt of the Drill Team ribbon.

Honor Guard:

1. The Honor Guard Commander is appointed by the SAI/AI.
2. The Commander will be permitted to appoint one NCO assistant approved by the SAI/AI.
3. Members must be able to be absent from academic classes for the last twenty minutes of class and in the case of special ceremonies.
4. On days members are on duty they will receive passes to leave class early. Cadets found using these passes for anything else other than Honor Guard will be apprehended and receive proper corrective actions.

Raiders:

1. The Raider Commander is appointed by the SAI/AI.
2. The Commander will be permitted to appoint one assistant approved by the SAI/AI.
3. Team members will be issued a black shoulder cord. This gear may be worn on uniform days. Members will also be issued one BDU uniform after the first quarter.
4. To be awarded the Adventure Training ribbon (N-3-8), a cadet must have attended practices and participated in at least one Raider Competition during the semester.
5. In order for a member to receive an arc, the cadet must meet the qualifications for receipt of the Adventure Training ribbon.

Marksmanship Team: (We will not have a Marksmanship Team in SY 2019-20)

1. The Rifle Team Leader is appointed the SAI/AI.
2. The Commander will be permitted to appoint one assistant approved by the SAI/AI.
3. Team members will be issued a tan shoulder cord for the first competition. This gear may be worn on uniform days. A cadet will not be issued a shoulder cord if they have not participated in at least one shooting competition. Exceptions will be approved by the SAI/AI.
4. To be awarded a Rifle Team Arc a cadet must have attended practices and participated in at least three competitions during the year.

Orienteering Team:

1. The Orienteering Team Commander is appointed by the SAI/AI.
2. The Commander will be permitted to appoint one Assistant approved by the SAI/AI. Team members will be issued a green shoulder cord after having participated in practices regularly for 6 weeks.
3. To be awarded an Orienteering Ribbon, a cadet must have attended practices and participated in at least one Orienteering Competition. Exceptions will be approved by the SAI/AI.

Chapter 5: Uniforms:

Chapter 5 explains all rules and procedures referring to the uniform and its components, and awards. The uniform you will wear is the same as that worn by active duty and retired army personnel. Men and women have dedicated their lives and liberties, while providing the privilege to wear this uniform of honor. **At all times, you will give the uniform the respect it deserves.**

Wear of the JROTC Uniform by Cadets. Cadets will normally wear the Class A or Class B uniform at least once per week on the designated day (Thursdays). **Cadets are responsible for the upkeep of their uniform.** Uniforms must present a neat and clean appearance. Loose strings will be cut from the uniform. No jewelry, watch chains, combs, checkbooks, pens, pencils or similar items will appear exposed on uniforms. Mixing the **Army JROTC uniform with civilian clothing unauthorized.** Bulky items in pockets distract from the uniform. While in uniform, Cadets will not place their hands in their pockets except momentarily to place or retrieve items.

The following are considered appropriate occasions for Cadets to wear the Army uniform:

1. JROTC Class/Leadership laboratory
2. When visiting a military installation to participate in military drill or exercises
3. Military social functions.
4. Parades and similar ceremonies.

JROTC Cadets are prohibited from wearing the JROTC ASU or ACU uniform in any of the following situations:

1. In connection with the furtherance of any political or commercial interests, or when engaged in off-duty civilian employment.
2. When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except as authorized by the CG, USACC.
3. When attending any meeting or event that is a function of, or is sponsored by, an extremist organization.
4. When wearing the uniform would bring discredit upon the Army.
5. When specifically prohibited by Army regulations.
6. In connection with any activity that would be considered offensive for the JROTC Program.

Missed Uniform Day Policy:

Cadets are required to wear their JROTC uniform all day on uniform days. Cadets who fail to wear uniform will faced the following consequences:

1. He or she will receive a zero for that week's uniform inspection. A cadet may make up the grade (with an excused absence) by wearing their uniform on the next scheduled Academic class day which is normally on Tuesdays.
2. Failure to wear the uniform for **two** consecutive weeks will result in the cadet receiving **50 demerits**, the cadet's parents being contacted and the receipt of a second "0" being recorded in the grade book.
3. Failure to wear the uniform **three** times in a Quarter will result in the cadet receive **75** demerits, parents being contacted, the loss of any leadership position, the student being referred to their counselor and the a third "0" being recorded in the grade book. The cadet will be required to turn in their uniform and the cadet's status will be change to "participating" cadet. A "participating" cadet cannot pass JROTC and will subsequently remove from the course and will not be re-enrolled without permission of the SAI/AI.
4. **There will not be a make-up uniform wear for cadets who are present for class and do not wear uniform.**

Personal Appearance Policies:

Personal Appearance

JROTC is a uniformed organization which is judged, in part, by how a Cadet wears a prescribed uniform and maintains his/her personal appearance. Therefore, a neat and well-groomed appearance by all Cadets is fundamental to JROTC and contributes to building the pride and esprit essential to an effective Corps of Cadets.

Hair Styles. Many hairstyles are acceptable, as long as they are neat and conservative. Hair will be neatly groomed. The length and bulk of hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Lines or designs will not be cut into the hair or scalp. If dyes, tints, or bleaches are used, colors used must be natural to human hair and not present an extreme appearance. Applied hair colors which are prohibited include, but are not limited to, purple, blue, and pink, green, orange, bright (fire-engine) red, and fluorescent or neon colors. It is the responsibility of Instructors to use good judgment in determining if applied colors are acceptable, based upon the overall effect on Cadets' appearance.

Males. Sideburns will be neatly trimmed. The base will not be flared and will be a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening. The face will be clean-shaven, except for permitted mustaches. Males are not authorized to wear braids, cornrows, or dreadlocks (unkempt, twisted, matted, individual parts of hair) while in uniform. Hair that is clipped closely or shaved to the scalp is authorized.

Females. Hairstyles will not interfere with proper wearing of military headgear. Hair holding ornaments (barrettes, pins, clips), if used, must be transparent or similar in color to hair, and will be inconspicuously placed. Beads or similar ornamental items are not authorized. Females may wear braids and cornrows as long as the braided style is conservative and the braids and cornrows lie snugly on the head. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during normal activity or when standing in formation. Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned, so that no free-hanging hair is visible.

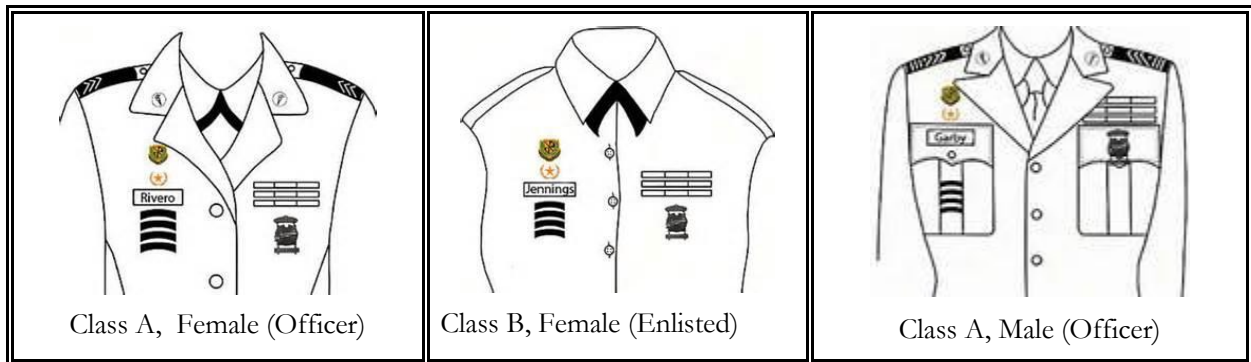
Fingernails. Cadets will keep fingernails clean and neatly trimmed so as not to interfere with performance of duty. Females may wear polish that is not exaggerated, faddish, or of extreme coloring (such as purple, gold, blue or white) while in uniform. It is the responsibility of Instructors to use good judgment in determining if applied colors are acceptable, based upon the overall effect on Cadets' appearance.

Hygiene and Tattoos. Cadets are expected to maintain good hygiene while in uniform. Tattoos are authorized except in areas of the body which would cause the tattoo to be exposed while in Class A uniform. Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body, as they are prejudicial to good order and discipline within the unit, the school, and the community.

Religious Item Wear. The term "religious apparel" is defined as articles of clothing worn as part of the observance of the religious faith practiced by the Cadet. Religious articles include, but are not limited to, medallions, small booklets, pictures, or copies of religious symbols or writing carried by the individual in wallets or pockets. Except as noted below, Cadets may not wear religious items if they do not meet the standards of this SOP (per CCR 145-2). Cadets may wear religious apparel, articles, or jewelry with the uniform, if they are neat, conservative, and discreet. "Neat, conservative, and discreet" is defined as meeting the uniform criteria of this regulation. In other words, when religious jewelry is worn, the uniform must meet the same standards of wear as if the religious jewelry were not worn. For example, a religious item worn on a chain may not be visible when worn with uniforms. The width of chains worn with religious items should be approximately the same size as the width of the ID tag chain.

Class A & Class B Uniform:

Your appearance is important to you and the JROTC program. Maintaining proper bearing while in uniform will reflect good leadership traits on you and the JROTC program.



Your uniform consists of:

Female

Gray Beret*
Army Gray Shirt*
Neck Tab
AB Coat
AB Pants*
Oxfords*
Black socks*
Name Tag*
All ribbons and decorations*
Medals-on special occasions
Belt and buckle*

Male

Gray Beret*
Army Gray*
Neck Tie
AB Coat
AB Slacks*
Oxfords*
Black socks*
Name Tag*
All ribbons and decorations*
Medals-on special occasions
Belt and buckle*

NOTE: Class B uniform items are listed with an asterisk (*). AG is the abbreviation for “Army Gray”. AB is the abbreviation for “Army Blue”. Gray Beret will be issued and worn as required. It is the responsibility of each cadet to have the uniform cleaned however JROTC do provide cleaning services on a case by case basis for special occasions. Keep the uniform in wearable condition and return the uniform clean when you leave JROTC. Cadets are to wear their uniforms only on uniform days unless the SAI/AI has scheduled a special activity. Class A & B uniforms will be worn depending on weather situation. Cadets will be inform of any modification to the uniform wear schedule.

*NOTE: On extremely cold days cadets must sign for a lined windbreaker from the supply room to wear over the Class B uniform to and from school. Coats, jackets, sweaters, sweat shirts; etc. cannot be worn over the uniform during classes or lunch periods.

Wearing of Service Ribbons:

Ribbons are worn in the order of precedence, Appendix 2, from left to right (when facing the shirt). On the Class B, if more than one row is worn then the rows must be compact on top of each other with no spacing. No more than three ribbons will be worn in any one row.

On the Class A, the rows may vary. Continue with rows of three until it reaches the collar of the jacket, then and only then may the cadet begin to stagger right with his or her ribbons. No ribbons will be completely covered by the collar to the wearer's left.

Cadets will be issued a ribbon for the first award only. A bronze lantern will be issued to signify second, silver for third, and gold for fourth, after that on the fifth award a gold cluster and bronze cluster will be placed on the ribbon, for the sixth award gold cluster and silver cluster, etc., all the way until three gold clusters are placed, and no more. Lanterns will be attached to the center of the ribbon in a vertical position.

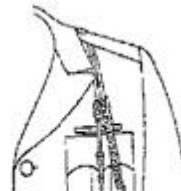
Aiguillettes/Shoulder Cords:

Shoulder cords will be used to designate participation in extra-curricular activities including but not limited to in order of precedence -

- (a) Staff - Red/ White
- (b) Color Guard - White
- (b) Drill Team – Black / White
- (c) Band - Blue
- (d) Rifle Team - Tan
- (e) National Honor Society - Gold
- (f) Orienteering Team - Green
- (g) Raider Team - Black
- (h) Honor Guard - Orange

NOTE: Only two aiguillettes/shoulder cords may be worn at a one time (one on each side). If a cadet has more than two aiguillettes then he or she will choose which two teams they would like to represent on that given day.

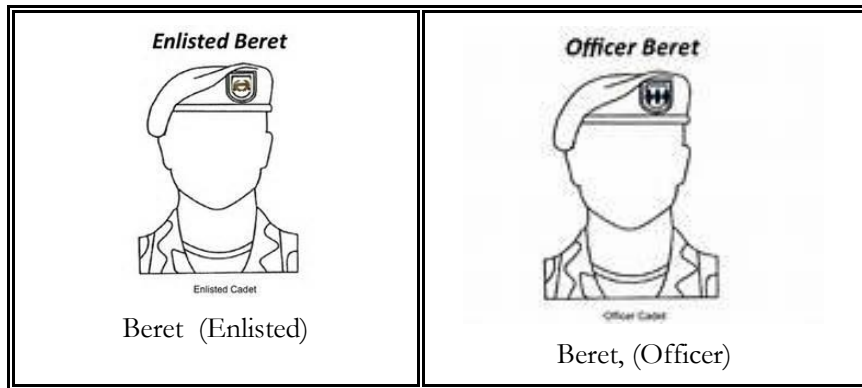
-While at a specific event for a specified team, the team members will be required to wear the appropriate team aiguillette on the left shoulder for that specific event. The second aiguillette will be



moved to the right shoulder in order of precedence.

Proper Wear of Uniform:

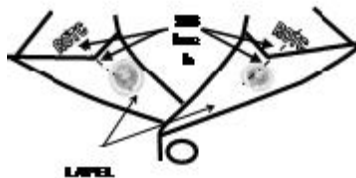
The JROTC **Gray Beret** is a one piece, gray knitted wool shell, bound with leather and a draw cord through the binding. It has a gold trim, black center flash (sewn onto the badge stay). The beret is worn so that the headband (edge binding) is straight across the forehead, one (1) inch above the eyebrows. The flash is positioned over the left eye; the excess material is draped over the right ear, (extending to at least the top of the ear, and no lower than the middle of the ear). (Cadets may cut off the ends of the adjusting ribbons and secure the ribbon knot inside the edge of the binding in the back of the beret.) When worn properly, the beret is formed to the shape of the head. The only items authorized for wear, on the flash, are the cadet, silver officer rank (centered left to right) or the enlisted 1 3/16 inch, gold "ROTC" wreath, (centered on the flash). (Note: *If the garrison cap is worn (until its wear-out date of October 2015); cadet Officers wear their silver grade/rank insignia on the cap. Enlisted cadets wear the gold ROTC wreath, cap insignia. Both are worn on the left side of cap, one inch in, from the front crease, and centered vertically between the top braid and bottom edge of the cap.*)



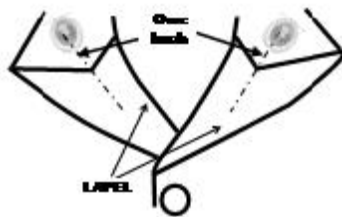
2. Collar Insignia (Torches)- On the male coat for enlisted, the bottom of the discs will be placed approximately one inch (1") up from the notch in the right and left collar and centered with the center line of the torch parallel to the inside edge of the lapels pointing at the top button.

On the female enlisted coat, the bottom of the discs will be placed approximately five eighths of an inch (5/8") up from the notch in the right and left collar and centered with the center line of the torch parallel to the inside edge of the lapels, pointing at the top button.

On the Officer's coat, the ROTC insignia will be five eighths of an inch (5/8") up from the notch in the right and left collar and centered with the inside edge of the lapels. The top of the disc will be placed approximately five eighths of an inch (5/8") down from the notch in the right and left collar and centered with the inside edge of the lapels.



(Corps and collar insignia (JROTC) on cadet officer coat)



(Corps insignia (JROTC) on enlisted cadet coat)

3. Nametags- On the male uniform, the name tag will be worn on the **flap** of the right breast pocket (View from top), centered from the left and right with the name tag placed centered between the top of the pocket and the top of the button on both the Class A and Class B Uniform. On females, the nametag will be worn centered on the right side with the bottom edge of the nametag one to two inches (1"-2") above the top of the first button.

4. Special Ribbons- On the male uniform, special ribbons are centered one-eighth (1/8") above the right breast pocket. On the female uniform, centered one half inch (1/2") above the nametag.

5. Merit Unit, Honor Unit, and Honor Unit with Distinction Insignia- On the male uniform, the star is centered one-fourth inch (1/4") above the right breast pocket or one-fourth inch (1/4") above Special Ribbons. On the female uniform, the star is centered one fourth inch (1/4") above the nametag or one-fourth inch (1/4") above the special ribbons. On male and female uniforms, the star will have one point of the star pointing up.



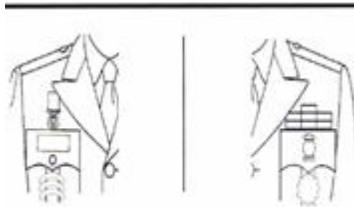
6. Academic Achievement Insignia- On the male uniform it is centered one-fourth inch (1/4") above the right breast pocket or one-fourth inch (1/4") above Special Ribbons. On the female uniform it is centered one fourth of an inch (1/4") above the nametag. When worn with the unit insignia star, it is pinned so that the star is worn in the center of the wreath.



7. Arcs- Special JROTC team pins designating various JROTC teams may be worn on the left chest pocket with SAI approval. Team pins approved for wear are color guard, flag detail, drill team, JROTC bands, drum and bugle, academic, rifle team, honor guard, cadet challenge, raider team, JCLC, orienteering, and physical training excellence.

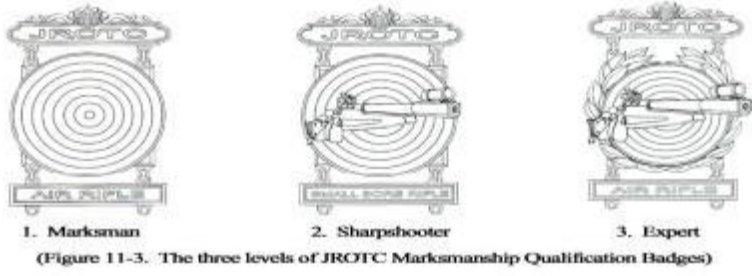
On the male uniform it is centered vertically and horizontally between bottom of the pocket and bottom of the pocket flap. If more than one arc is worn, they will be 1/8" apart.

On the female uniform, it is centered vertically on the jacket and centered between the second and third button. All arcs, if more than one, are worn. If more than one arc is worn, they will be 1/8" apart.



8. JROTC Ribbons: On the male uniform, ribbons will be worn centered one eighth of an inch (1/8") above the left breast pocket and centered. On the female uniform, ribbons will be centered on the left side of the coat with the bottom row of ribbons aligned with the bottom edge of the nametag on the right side. (For cluster rules see page 5-3).

9. Marksmanship Badges: On the male uniform it is centered on the left breast pocket flap one-eighth inch (1/8") below the top of the pocket. On the female uniform it is centered on the left side of the coat one-eighth inch (1/8") below the ribbons.



10. JROTC Medals: On the male uniform, medals will be worn centered one eighth of an inch ($1/8''$) below the seam of the left breast pocket. On the female uniform, medals will be centered on the left side of the coat with the top row of medals one eighth inch ($1/8''$) below the bottom row of ribbons. The rules for aligning medals are the same, in reference to precedence, arrangement, and alignment.

11. Rank: On the male and female Class A jacket, officer pin-on rank for CADET COLONEL AND CADET CAPTAIN will be placed centered on the shoulder board between the top and bottom and left to right. For all other officers (Cadet Lieutenant Colonel, Cadet Major, Cadet First Lieutenant, and Cadet Second Lieutenant) Rank will be placed centered left to right on the shoulder boards and five eighths of an inch above the bottom of the shoulder board.

All enlisted will wear their pin-on rank centered on shoulder board from left to right and top to bottom.

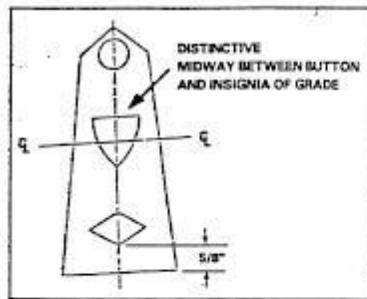


Figure 6-25. Wearing of distinctive insignia and insignia of grade on shoulder loop (one lozenge)

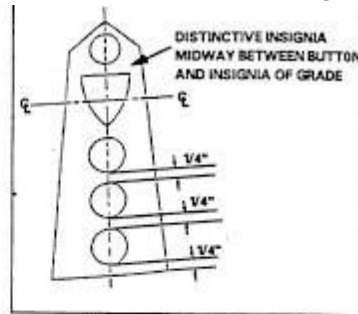


Figure 6-27. Wearing of distinctive insignia and insignia of grade on shoulder loop (three disks)

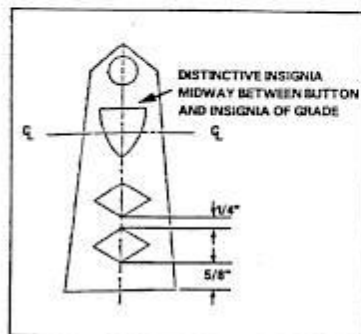


Figure 6-26. Wearing of distinctive insignia and insignia of grade on shoulder loop (two lozenges)

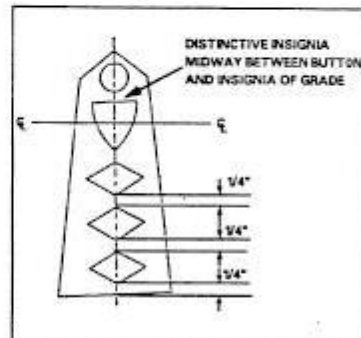


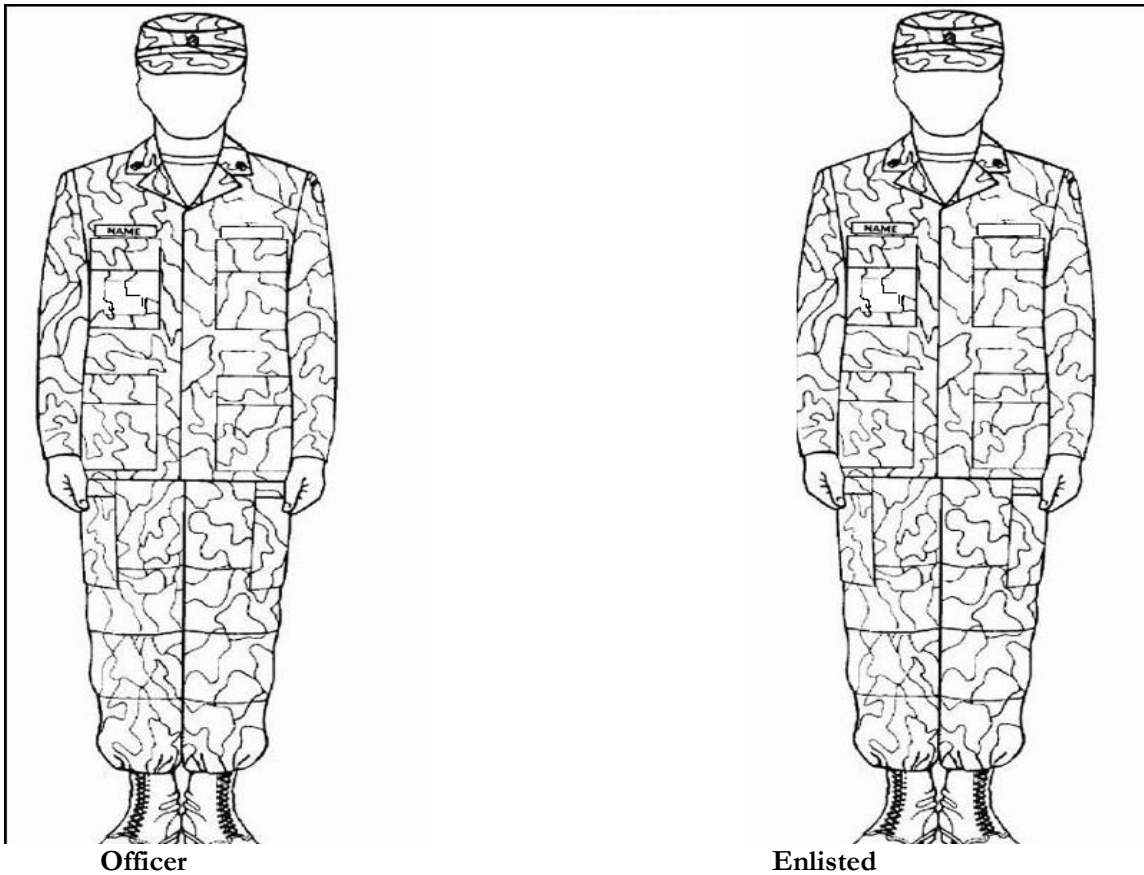
Figure 6-28. Wearing of distinctive insignia and insignia of grade on shoulder loop (three lozenges)

Preparation for Inspection:

The night before uniform day cadets should use the following checklist:

1. Is your uniform clean and pressed?
2. Are your shoes shined?
3. Is your brass shined?
4. Are all your awards and brass properly positioned?
5. Did you shave?
6. Is your haircut above your collar?
7. Female cadets should have a hair tie that is transparent or similar in color holding their hair up.
8. Do you have your cap or beret if needed?
9. Do you have a tie or neck tab if needed?
10. Is your uniform ready to be worn in a proper manner?
11. Is it complete and serviceable?

Army Combat Uniform (ACU) Wear:



ACU: The ACU will be properly maintained. It will be neatly pressed with sleeves rolled down unless otherwise stated by SAI/AI. Boots will be brush shined and kept clean.

Religious Wear:

1. Cadets may wear religious headgear while in uniform if the headgear meets the following criteria.
 - (a) It must be subdued in color (black, brown, green, dark or navy blue, or a combination of these colors).
 - (b) It must be of a style and size that can be completely covered by standard military headgear.
 - (c) The headgear cannot bear any writing, symbols, or pictures.
 - (d) Cadets will not wear religious headgear in place of military headgear when military headgear is required (outdoors, or indoors when required for duties or ceremonies).

2. Exceptions to appearance standards based on religious practices.
 - (a) The term “religious apparel” is defined as articles of clothing worn as part of the observance of the religious faith practiced by the cadet. Religious articles include, but are not limited to, medallions, small booklets, pictures, or copies of religious symbols or writing carried by the individual in wallets or pockets. Except as noted below, cadets may not wear religious items if they do not meet the standards of this regulation, and requests for accommodation will not be

 - (b) Cadets may wear religious apparel, articles, or jewelry with the uniform, if they are neat, conservative, and discreet. “Neat conservative and discreet” is defined as meeting the uniform criteria of this regulation. In other words, when religious jewelry is worn, the uniform must meet the same standards of wear as if the religious jewelry were not worn. For example, a religious item worn on a chain may not be visible when worn with uniforms. The width of chains worn with religious items should be approximately the same size as the width of the ID tag chain.

Important note: Failing to wear your JROTC uniform will result in ***failing the class.***

Chapter 6: Special Events

Chapter 6 details all the special events held annually by the Chester Senior High School JROTC Program.

Cadet Awards Program:

General: A variety of awards (medals, ribbons, certificates, etc.) presented each year to members of the **Cyclone Battalion**. These awards recognize meritorious performance in the areas of military, scholastic, physical and personal achievement. The awards are sponsored by the Army, national and local societies, organizations, businesses and by private individuals. Cadets will wear their ribbons in rows, 1/8 of an inch apart or stacked flush (maximum width of 4 ribbons) with the bottom row 1/8 of an inch above the top of the left breast pocket. Ribbons, medals, and badges will be worn in the order of precedence from the wearer's right to left. All active service ribbons take precedence over the "JROTC" ribbons. The **Cyclone Battalion** will have an annual awards ceremony in conjunction with the Cadet Ball. The annual awards ceremony recognizes outstanding cadets, issue awards, and ribbons. Current Awards chart on page 43, Appendix 2.

Senior Cadets Awards Ceremony:

General: There are three awards issue to Cadets in their last year in High School.

- a. **Senior Cadets Medallion.** This medallion is presented to senior cadets who were members of the Cyclone Battalion during their Junior and Senior years. This is considered the advanced program.
- b. **JROTC Black Graduation Cords:** This cord is presented to senior cadets who were members of the Cyclone Battalion during their Junior and Senior years and made significant contribution to the success of the Cyclone Battalion.
- c. **Red, White, and Blue United States Armed Forces Cords.** This cord is presented to senior cadets who enlisted to join the active military service upon graduation. This cord is not presented to senior cadets who enlisted in the Army National Guard or Army Reserve.

CSHS JROTC Military Ball

The Cyclone Battalion sponsors an annual Military Ball each March or April. All Chester High school JROTC cadets and their guests join together in a celebration of the JROTC program. It is an elegant affair with strict dress codes with the highest tradition of military standards. **Cadets are authorized to bring one guest if they so desire.**

Chapter 7: Misc. Information and Duty Sheets

Chapter 7 includes important information that does not fall under previous chapter's scope

Military Courtesy/Bearing:

1. The hand salute is recognized as a courtesy between cadets. While in uniform and outdoors, cadets will salute all senior officers. The lower ranking cadet salutes first and holds the salute until the senior officer returns the salute and replies, "carry on."
2. While in uniform and indoor, cadets must only salute when reporting in or out.
3. When outdoors and in uniform, all cadets' will stand at "Attention" and salute upon hearing the "National Anthem".
4. When indoors and in uniform, all cadets will stand at attention upon hearing the "National Anthem"
5. When indoors or outdoors in uniform, all cadets' will stand at "Attention" and place their right hand over their heart and recite the "pledge of allegiance".
6. When a uniformed officer enters the classroom and a class is not in session, the first cadet who recognizes the officer calls the room to attention. Be sure there is not a higher-ranking officer or visiting officer already in the classroom.
7. When in uniform, cadets walk on the left side of a senior officer or NCO.
8. When addressing the SAI address him by "Sir" and the AI by his rank.

NOTE: Any location without four walls and a roof is considered an outside area.

Answering Questions:

1. When answering a question, stand at the proper position of attention, speak loud and clear and do not hesitate with your answer.
2. When addressing a male officer start and end your answer with "Sir".
3. When addressing a female officer start and end your answer with "Ma'am".
4. When addressing an NCO start and end your answer with their rank.

Example:

Questioning officer: "Cadet, what is your rank?"

Cadet: "Sir, my rank is... Sir."

Questioning First Sergeant: "Cadet, who is your Company Commander?"

Cadet: "First Sergeant, my Company Commander is... First Sergeant"

Note: If you do not know the answer to a question simply say, "Sir, Ma'am or (enlisted rank), this cadet does not know at this time but will be will be sure to find out soon."

ABC's of Management:

The ABC's of management are styles leaders can use to assign tasks and consequences to cadets. The cadet's response or behavior to an assigned task will determine the consequences given by the chain-of-command.

I. ABC words and meanings:

- A. Activator: A task assigned to cadets by the chain-of-command.
- B. Behavior: What a cadet does in response to the assigned task.
- C. Consequences: What the chain-of-command assign to a cadet for their behavior. Consequences are positive (reward) or negative (reprimand).

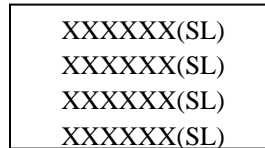
II. When a leader assigns an activator or task to a cadet, these procedures will be followed:

- Tell the cadet what task should be accomplished.
- Demonstrate how to accomplish the task.
- Allow the cadet to practice the task. Perfect practice is the best practice.
- Observe the practice and assign consequences for the cadet's behavior. Give awards for good behavior and reprimands for poor behavior.

Physical Training Commands and Exercises:

Forming the platoon

X



X = Platoon LDR/Exercise LDR

Platoon, Attention

Extend to the Left, March (Group takes left face and double times to certain amount of steps and shouts AHHHH then turns in place facing commander)

Arms Downward, Move

Left Face

Extend to the Left, March (Group takes left face and double times to certain amount of steps and shouts AHHHH then turns back into designated command.)

Arms Downward, Move

Right Face

From Front to Rear, Count, Off (First squad sounds off (one) and so on)

Even Numbers to the Left, Uncover (Second and fourth squad takes one step to the left)

Stand at, ease

NOTE: Stretches are done freely.

Conducting the Exercise

Platoon Attention

The First Exercise will be (ex. Side Straddle Hop) . (Group will echo name of exercise.)

Start Position, move.

I will count the cadence, you will count the repetitions.

In Cadence (Group will echo command)

Exercise

(1,2,3, [counted by commander] (1) [counted by group] 1,2,3,(2), and so on. When voice is inflected, group will halt.

Position of Attention, Move

At Ease

After the exercises are complete: **Assemble to the Right, March**

Example Exercises are:

1. Side Straddle Hop
2. Knee Bender
3. Bend and Reach
4. Squat Bender
5. Four Count Push-up
6. Back Bender
7. Turn and Bounce
8. Sit-up










































APPENDIX 1: PROFESSIONAL PROMOTION REQUIREMENTS (PPR):

General: As proficiency in each professional trait listed herein is demonstrated, an entry is to be made in the DATE and INITIALS columns by the Class Commanders. The original will be maintained in the Student Portfolios. As each cadet completes all required professional requirements, the Class Commander will forward a copy of the PPR via the chain of command to the Senior Army Instructor for promotion recommendation or notification. Completion of professional requirements is not a guarantee of promotion, it is notification to the Command that the cadet has completed the passing requirements and is ready to be promoted. It is the responsibility of each individual cadet to seek out and qualify for promotion. Promotion is not automatic.

The Class Commander, by signing and forwarding the PPR up the chain of command, is, in fact, endorsing that cadet and certifies he/she is recommending that cadet for promotion. The Class Commander shall take into consideration unit participation, classroom, drill abilities, participation, attitude; merits etc., but use the PPR as the basic instrument for certification.

Each cadet will start, as a cadet, and will progress up through the PPR process unless specifically waived by the Senior Army Instructor.

*Note: In order to be promoted to the rank of Sergeant or above cadets must be able to score a minimum of 35% on the most recent Cadet Challenge. If a cadet is medically exempt from the fitness test he/she can still be promoted as per their appropriate level until the next Cadet Challenge is given. Should the cadet fail to pass (35%) the next fitness test, they will be reduced to the rank held prior the fitness challenge from which they were medically excused.

 Medal for Heroism Awarded to any JROTC cadet who performs an act of heroism.	 Superior Cadet Awarded annually to one outstanding cadet in each LET level.	 Distinguished Cadet (N-1-1) Awarded annually to one cadet who exhibits the highest GPA in the battalion	 Academic Excellence (N-1-2) Awarded annually to one cadet in each LET level for GPA per LET Level
 Superior Academic (N-1-7) Awarded annually to those cadets who maintain a grade of "A" in all subjects.	 Perfect Attendance (N-1-4) Awarded to cadets with no unexcused absence during each quarter/semester.	Student Government (N-1-5) Elected to a student government office.	 LET Service (N-1-6) Awarded to cadets successfully completing first quarter/semester of training of each LET year.
 Academic Achievement (N-1-3) Awarded annually to those cadets who maintain a grade of "A" in JROTC and a "B" in the remaining academic subjects	 Escort (N-1-8) Awarded annually to cadets who perform Escort duty during Homecoming	 Honor Guard (N-1-9) Awarded annually to cadets who perform Honor Guard duty during Homecoming	Student Leadership (N-1-10) Awarded annually to cadets who perform Junior Achievement and mentoring duties during the school year
 DAI/SAI Instructor Leadership (N-3-1) Awarded annually to one cadet per LET level who displays the highest degree of leadership.	 Personal Appearance (N-3-2) Awarded annually to cadets who consistently present an outstanding appearance.	 Proficiency (N-3-3) Awarded annually to cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.	 Drill Team (N-3-4) Awarded annually to drill team members.
 Orienteering (N-3-5) Awarded annually to cadets who are members of orienteering teams.	 Color Guard (N-3-6) Awarded annually to members of the color/honor guard.	 Rifle Team (N-3-7) Awarded annually to rifle team members.	 Adventure Training (N-3-8) Awarded annually to cadets who attends USMC Mud Run Challenge.
 Commendation (N-3-9) Awarded to cadets whose performance of duty exceptionally exceeds that expected of a cadet of his grade and experience.	 Good Conduct (N-3-10) Awarded annually to cadets who have demonstrated outstanding conduct throughout the school year.	 JCLC (N-3-11) Awarded to cadets for JCLC participation.	 Raider (N-3-12) Awarded for participation in Raider Team competition.
 Whitewater Center Award (N-3-13) Awarded annually to cadets who attends USNWC Adventure Training	 Optional by SAI (N-3-14)	 Optional by SAI (N-3-15)	 Varsity Athletics (N-2-1) Awarded annually to cadets that excel in varsity sports.
JROTC Physical Fitness Award (N-2-2) Awarded to cadets who scores above the 85 th percentile on all five fitness tests.	 JROTC Athletics (N-2-3) Awarded to cadets who score at or above the 50 th percentile on all five standard exercises.	 Physical Fitness Award (N-2-4) Cadet Challenge: Male cadets must run one mile in 8:30 minutes or less; females in 10:45 minutes or less.	 JLAB Team N-2-5) Awarded to cadets who competed in Leadership competition.
 Parade (N-4-1) Awarded to cadets who have participated in local community parades (Veterans' Day Parade, Memorial Day Parade, etc).	 Recruiting (N-4-2) Awarded to cadets who recruit students into the JROTC program each quarter/semester.	 Community Support (N-4-3) Awarded to cadets who perform service in the local community	 Maximum Effort (N-4-4) Awarded to cadets who overcame odds and achieve success
 Fund Raising (N-4-5) Awarded for raising \$50.00 or more during fund raising activities	 Service Learning (N-4-6) Awarded annually to cadets who participate in service learning projects	 Excellent Staff Performance (N-4-7) Awarded annually to cadet staff officers for excellent performance	 Flag Detail Awarded to cadets who perform a minimum of ten Flag Detail and duties
	Meritorious Unit Insignia. Each member of a unit designated as a Meritorious Unit is awarded the Meritorious Unit Insignia (white star).		
	Honor Unit Insignia. Each member of a unit designated as an Honor Unit is awarded the Honor Unit Insignia (blue star).		
	Honor Unit with Distinction Insignia. Each member of a unit designated as an Honor Unit with Distinction is awarded the Honor Unit with Distinction Insignia (yellow star).		
	Academic Achievement Insignia. A gold wreath authorized for wear by cadets in the top ten percent of each JROTC class – based on grades earned in JROTC courses, as determined by the SAI. A felt pad center background indicates subsequent awards. • Second award – red pad. • Third award – silver pad. • Fourth award – gold pad.		

Appendix 2-----Updated 18 April 2016