

Tohopekaliga High School

NJROTC Cadet Handbook (5TH Edition)

2023-2024



**TOHOPEKALIGA HIGH SCHOOL
NJROTC
CADET HANDBOOK**

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Subj: Tohopekaliga Tigers: NJROTC Cadet Handbook

**Ref: (a) NSTC M-5761.1
(b) CFM 11th Edition
(c) NJROTC Introduction Textbook
(d) NJROTC Cadet Reference Manual**

1. This NJROTC Cadet Handbook promulgates rules and regulations for cadets of Tohopekaliga High School's NJROTC unit. It is based on references (a) through (d) with emphasis on local procedures governing administration of the NJROTC component of the Citizenship Development Program. An effort has been made to include those areas that require detailed information and procedures that are commonly misunderstood.

2. It should be noted that Naval Science is an elective course. Students are enrolled in the program because they desire to be. Two key objectives of NJROTC are to develop self-discipline and respect for constituted authority. This handbook is intended to assist cadets in meeting these objectives by *clearly* stating the "rules of the road." All cadets are expected to become familiar with the contents of this handbook, refer to it often and comply with the rules and regulations contained herein. Should Osceola County School District policy conflict with this instruction, please follow the district policy.

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NAVY CORE VALUES

Guiding Principles: There are three core values that guide all we do in the NJROTC Program at Tohopekaliga High School:

Honor:

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

Courage:

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

Commitment:

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

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

Chapter 1: General

101. Authorization: The Navy Junior Reserve Officers Training (NJROTC) program is established under the authority of the ROTC Vitalization Act of 1964 which directed the Secretaries of each military service to establish and maintain JROTC units for their respective services.

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

- a. Promote patriotism.
- b. Develop informed and responsible citizens.
- c. Promote habits of orderliness and precision and to develop respect for constituted authority.
- d. Develop a high degree of personal honor, self-reliance, individual discipline, and leadership.
- e. Promote an understanding of the basic elements and requirements of national security.
- f. Develop respect for an understanding of the need for constituted authority in a democratic society.

103. Navy Support and Supervision: The Navy supports the NJROTC program to the fullest extent possible to meet its stated objectives. There are NJROTC programs in schools across the continental USA, and in Alaska, Hawaii, Guam, Japan, and Italy. There are more than 670 NJROTC/NJROTC units total.

- a. Naval Service Training Command (NSTC) is assigned overall responsibility for the NJROTC program. This includes certification of Naval Science instructors, textbooks, logistic support to units, and inspection of the NJROTC units at least annually. The Navy provides all required uniform items.
- b. The NJROTC/NNDC headquarters is in Great Lakes, Illinois and administrates the program. There are a number of NJROTC Area Managers, each responsible for the supervision of school programs in

several states. Tohopekaliga High School is under the Area Seven Manager with headquarters in Ponce Inlet, Florida.

104. NJROTC Instructors: NJROTC Instructors are qualified officers and non-commissioned officers who have retired from active duty or reserve, after a minimum of 20 years of service. NJROTC instructors are certified to teach by the U.S. Navy and the School District of Osceola County, Florida. Many instructors have additional educational qualifications such as Master Training Specialists. The Navy provides instructional materials and equipment related to the teaching of Naval Science courses.

105. Tohopekaliga High School Charter: The Tohopekaliga High School NJROTC unit received its official charter on 01 January, 2022.

Chapter 2: Cadet Code of Conduct

NJROTC cadets hold a unique place among students at Tohopekaliga High School. They are easily identified as belonging to a group that stands for honesty, patriotism, and living by the rules. Cadets who do not measure up to these ideals will likely not remain in the NJROTC unit for long. NJROTC cadets are expected to learn and follow the rules of the school and the unit. Parents/guardians and cadets must agree to these standards upon cadet enrollment. They also must understand that it is *the responsibility of the cadet* to uphold the rules outlined in the references and in this handbook.’

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

A dishonorable act must not be excused because of a classmate, individual, or “unit loyalty.” A cadet observing another in a dishonorable act may report the act directly to a Naval Science Instructor. A Cadet who observes an honor violation and does not take action has failed to uphold his or her responsibility to his or herself and to the NJROTC program.

Cadets promoted to Officer and Chief Petty Officer ranks are expected to set the highest example of personal integrity, conduct and tact.

Chapter 3: NJROTC Program

301. Enrollment Qualifications: to be eligible for enrollment and continuance in the NJROTC program at Tohopekaliga High School, a student must:
- a. Be a citizen of the United States* may *be waived*
 - b. Be of good moral character as determined by the school administration and NJROTC instructors.
 - c. Be enrolled in and attending a regular course of instruction in Tohopekaliga High School.

- d. Be selected by the SNSI with the approval of the school principal or his representative. Such selection shall not discriminate on the grounds of race, gender, religion, or national origin
- e. Agree to comply with honor code, uniform and grooming regulations, and standards set forth in this handbook and its references.

302. Disenrollment: A cadet may be dis-enrolled by the Senior, Naval Science Instructor (SNSI) with the approval of the principal(s) for any of the following reasons:

- a. Failure to maintain the standards required for enrollment.
- b. Lack of aptitude, indifference to training, disciplinary reasons, or undesirable traits of character.
- c. Failure to meet the terms of probation or to correct the deficiency for which placed in a probationary status.
- d. Terminated from school.
- e. Request by the individual student (no later than the add/drop date).
- f. Cadet Probation: The SNSI is authorized to place on probation any cadet who has academic deficiencies, fails to maintain standards of grooming or uniform wear, or fails to meet established standards of conduct. The action will be taken provided the SNSI considers the difficulty to be temporary, and the cadet has such aptitude motivation, or potential to make him particularly desirable as a NJROTC cadet. Cadets who are placed on probation shall be notified of their status in writing with a copy marked to the principal, counselor, and parents. A cadet may be dis-enrolled for failure to meet the terms of probation or to correct deficiencies that led to probation. Parents are urged to discuss cadet deficiencies with the instructors before disenrollment becomes the only alternative.

303. Obligation or Commitment: Membership in NJROTC does NOT in any way obligate the student for service with the U.S. Government or any branch of the armed forces. However, those cadets who successfully complete two-three years of the program receive an appropriate *certificate of completion* that the armed services, active, reserve, Guard, and Coast Guard will honor for advanced pay-grade standing should a graduate enlist.

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

Additional benefits are as follows:

- a. Students earning a two-year completion certificate are entitled to advanced promotion to E-2 upon enlistment in most armed service branches. Students earning a three or four year certificate may be eligible for enlistment at pay-grade E-3. The only exception is the Marine Corps. The Marines will advance to E-2 only.
- b. Scholarship opportunities: NJROTC through its curriculum and leadership training, helps prepare students for a Navy-sponsored three or four year scholarship to over fifty-five colleges and universities including the Naval

Academy, Air Force Academy, or USMA West Point. Other scholarship opportunities are available with the Army, Air Force, Marines, and Nation Guard components.

- c. Extracurricular activities: Educational field trips to various military bases and other points of interest are a regular part of the program. Other activities, include drill team, color guard, air rifle marksmanship, athletic competitions, and special summer leadership camps for select cadets.

305. Curriculum: The NJROTC curriculum provides students both academic and practical knowledge of the responsibilities of citizenship. Students earn one elective credit with the completion of one year of the program. The NJROTC week is normally divided into two days of classroom study and three days of lab, which includes military drill, uniform inspections and Physical Fitness training. The Naval Science Academic Program is an extension of science, social studies, mathematics, psychology, and law with a naval application. Subject areas studies include:

Naval Science I	
NJROTC and Your Future	Citizenship and American Government
Leadership Skills	The US Navy
Wellness, Fitness, and First Aid	Geography and Survival Skills

Naval Science II	
Maritime History	Leadership
Maritime Geography	Oceanography
Meteorology	Astronomy
Physical Science	

Naval Science III	
Sea Power and National Security	Naval Operations and Support Functions
Military Law	International Law and the Sea
Naval Weapons	Modern Naval Warfare
Shipboard Organization and	Leadership
Watchstanding	
Ship Construction and	Deck Seamanship
Damage Control	
Navigation	Rules of the Road

Naval Science IV	
College and Career Readiness	Personal Finances
Leadership and Ethics	Cyber Technology
Space Exploration	

306. NJROTC Grading Criteria: Naval Science grades will be assigned each grading period using the following criteria:

NJROTC academics: Exams 25% Quizzes 10%
Personal Inspection 25% and bearing 10%
Drill 15% (not drill teams)
Projects/Homework 15%

Academics: Cadets can expect tests and exams each marking period. Exams can be multiple choice, true/false, fill-in questions, short essay or hands-on practical evaluations (e.g. uniform inspection and unarmed drill).

Personal Inspection & bearing: each cadet is required to wear his or her uniform one day a week as designated by the SNSI/NSI. Uniform inspections are graded and carry the same weight as an exam. Failure to wear the uniform on designated uniform days will result in a Zero assigned. Only an excused absence as defined by TKHS will allow a missed uniform day to be made-up. The make-up will be on the following Monday/Tuesday. The only exception is if you have not yet received your uniform. Forgetting to wear the uniform or failure to plan are not excuses. Grooming standards will be maintained regardless (haircut and shave for men).

Drill: Weekly grades are given for drill.

Projects/Homework: In addition to an Individual project, All NS4 seniors will complete a senior project as a group and will be graded based on a group project rubric. Homework in all Naval Science classes will be checked for timely submission and completeness.

307. Classroom Policy and Procedures: Proper military bearing and classroom etiquette is an essential ingredient to success in the NJROTC classroom. The following rules and procedures should be adhered to at all times in class:

- a. Be on time to class. All cadets are expected to be in the assigned classroom standing at attention by their desk prior to the bell sounding. Bearing grades will be reduced for tardiness. A cadet who is tardy more than six days will not be eligible for field trips that quarter.
- b. Come to school regularly.
- c. Be courteous: Treat Classmates, Instructors and Senior Cadets with respect at all times. "Yes Sir/Ma'am", "No Sir/Ma'am" shall always be utilized when addressed by U.S. military and NJROTC cadet officers. Naval personnel do not salute uncovered or indoors. This includes the Senior Naval Science Instructor. Proper military courtesy is expected from Cadets at all times when in uniform. This includes proper salutes and a respectful manner when dealing with Cadets' seniors in the chain of command. The words "sir" and "ma'am," as appropriate, are to be used freely.
- d. All Cadet leaders understand their responsibility in the Cadet organization for the safe conduct of training and activities.
- e. **UNDER NO CIRCUMSTANCES ARE CADETS TO INITIATE**

CORPORAL PUNISHMENT ON OTHER CADETS INCLUDING PHYSICAL FITNESS ROUTINES.

Cadets shall report any violation of training safety procedures to the SNSI/NSI immediately.

- f. When a Naval Officer, school administrator, or District Board member enters the class, “Attention on Deck” is announced and all cadets stand at attention.
- g. Only material related to the Naval Science class may be out or in use during your NJROTC class hour. 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 the permission of the instructor.
- h. Absolutely no gum chewing at any time.
- i. Remain quiet and orderly whenever class work is being discussed or a lesson is being explained.
- j. Bring pencil/pens, and expected NJROTC items, including books, to class.
- k. Raise your hand when you have a question or require assistance.
- l. Remain seated in your assigned seat during class. You must request permission to leave your seat. Review bulletin board notices, sign-up sheets, and postings before or after class.
- m. Cadets are not to go to the head during the first and last 10 minutes of class without permission of the Instructor.

307a. After the bell sounds at the beginning of each class, cadets will remain at attention by their assigned desk. When you hear the command “*Seats,*” cadets will say “*Aye Aye Sir or Chief*” and be seated. At the end of class, a selected cadet will say, “*Attention on Deck.*” The SNSI/NSI will give the command “*dismissed.*” Cadets will say “*Aye Aye Sir/Chief*” Once dismissed, cadets will depart quietly.

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

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

Per contractual agreement between the U.S. Navy and Tohopekaliga High School, it is **mandatory** that each cadet wear the prescribed uniform ALL school day (from home to home) at least one day each week. Cadets must wear the complete uniform prescribed during the entire school day unless released by the SNSI/NSI for a laboratory or shop class

that might unduly soil/damage uniform articles, or other approved reason. The uniform shall be kept clean and well tailored, and shall be returned clean and in serviceable condition when leaving the program. Rules on how to wear the uniform and how to maintain grooming standards can be found in the NJROTC Cadet Reference Manual.

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

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

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

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

311. Drill Rifles: the NJROTC program utilizes *inert* 1903 Springfield drill rifles. Rifles maintained by NJROTC, including Navy ceremonial swords, are closely regulated at all times. Cadets shall handle all Drill Rifles with extreme care and professionalism. Activities involving Rifles of any kind will be supervised by an instructor at all times.

- a. Drill Rifle Safety: Cadets involved in drill rifle training will familiarize themselves with reference (b) regarding handling and spinning of rifles. Loss, mishandling negligence, or pointing a rifle at another person shall be grounds for dismissal from NJROTC and school disciplinary action including automatic suspension.
- b. Air Rifle Safety. Air rifles are considered weapons by the state of Florida and by the United States Navy. They are dangerous and can be the cause of an injury if not handled properly. NJROTC air rifles can only be fired by those who have passed rigorous safety training, tests, and have reputations for good conduct and maturity. For specifics on this topic, please refer to Chapter 8: Air Rifle Standard Operating Procedures (SOP).

312. Training Time Out: The following instructions are to be read and understood by all NJROTC cadets to ensure that you will be able to stop whatever physical activity you may be involved in so that you are not pushed beyond your limits of endurance:

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

“TRAINING TIME OUT”

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

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

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

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

- (1) Determine if the benefit of the activity exceeds the risk involved.
- (2) Accept and insure student-cadets take no unnecessary risks during NJROTC activities, events and functions.
- (3) Plan for the probability of risk occurring, anticipate that injury is possible, and manage/supervise student-cadets closely to prevent/reduce occurrence of accidents and injuries.
- (4) Be decisive in ORM actions to prevent unnecessary risk and injury.

ORM Terms

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

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

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

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

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

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

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

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

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

Assessing ORM

1. The following ORM criteria will be evaluated at each and every NJROTC activity:

- a. Determine hazard.
- b. Assess risk of injury.
- c. Decide whether to continue with or cease activity/event.
- d. Implement management control to reduce possibility of injury.
- e. Supervise activity/event.

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

a. Levels:

1: Critical 2: Serious 3: Moderate 4: Minor 5: Negligible

Severity:

Critical: may cause death, grave damage to persons or property.

Serious: may cause severe injury, illness, property damage.

Moderate: may cause minor injury, illness, property damage.

Minor or negligible: minimal threat to injury, illness, or property damage.

Probability:

Likely: Expected to occur immediately or in a short period of time.

Probably: Reasonable expectation of occurrence during activity.

May: Possibility of occurrence at some time during the activity.

Unlikely: Doubtful that participation in event/activity will result in injury,

illness or property damage.

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

- (1) Identify Activity
- (2) Assign RAC. Example: L1 signifies that the activity is Likely to result in critical injuries to student-cadets or property.
- (3) Identify management/supervisory controls.

NJROTC ORM Analysis and Assessment

<u>Activity/Event</u>	<u>RAC</u>	<u>Management/Supervision Controls & Actions</u>
Classroom		
Instruction	U5	Close supervision.
Free-time	M4	IAW NJROTC SOP.
Basic Drill	M4	Identify trip hazards. Close supervision. Dressed for weather.
Platoon Drill	M3	
Physical Fitness		Warm-up/stretch prior to all exercise periods. Observe each cadet – check for hydration, skin color, in-haler use, fainting, breathing patterns, and any other symptom that indicates physiological problems.
Warm-up	M4	
Stretching	M3	
Calisthenics	M2	
Running	P2	
PT Test		Same as regular physical fitness. Include proper clothing, shoes, PPE, water, inhalers, symptoms of injuries, PT risk forms, physicals completed and cool down.
Sit-ups	M4	
Push-ups	M4	
1 Mile Run	P1	
Drill Teams		Standard Release forms on file and taken to competitions. Buddy system when cadets are released for meals, etc.
Unarmed		Insure area clear of trip hazards, proper traffic controls, and adherence to guidance in cadet field manual.
Regulation Exhibition	U4 M4	
Armed		Same as for Unarmed Drill plus no illegal tosses or spins, careful execution of rifle spins/movements, and drill rifles in good repair.
Regulation Exhibition	M4 P1	
Orienteering Practice	M3	Proper clothing. PT risk forms on file with no problems

Meets	P2	indicated. Safety precautions taught and understood. Proper clothing/PPE. Check for hydration, breathing, and other symptoms of injury. Standard release forms completed and taken to competitions.
Rifle Team		
Practice	P2	Strictly follow Shooter’s Guide and National Standard Three-position Air Rifle Rules. Insure weapons in superb operating order. Insure compliance by all shooters with standard NRA range safety rules and guidelines. Insure pellet traps are in proper order – tight seals, cardboard covers secure, etc. – to prevent stray pellets causing injury. Insure all shooters wear safety goggles while shooting.
Meets	P2	

Chapter 4: Program Administration

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

- a. The NJROTC classrooms will be open Monday through Friday, before and after school to all cadets who desire to study if an instructor is present and amenable to this usage of space. Cadets are expected to be quiet and considerate of those who are studying. The senior cadet present is responsible for maintaining order and discipline in the classroom during such times.
 - i. Scheduled meetings will take precedence over study periods.
 - ii. There will be no horse playing in NJROTC spaces.
 - iii. The office desks, computers, file cabinets, classroom lectern and seats are off limits to all cadets without permission.
 - iv. Gear adrift will be sent to the school’s lost and found.

- b. NJROTC office: The SNSI/NSI Area is off-limits to all cadets except Battalion CO/XO/OPS/ADMIN. No cadet may enter unless permission is granted. Cadets wishing to speak to the instructors or conduct business should knock and when acknowledged, sounding off, “Sir/Chief, Cadet ____ (Name) requests permission to enter”, or “request permission to speak to the LCDR / Master Chief / Chief”. When approval has been granted, cadets will position themselves in front of the desk at attention until told to stand “at ease.”
 - i. The SNSI office telephone is strictly off limits to cadets unless under the supervision of the instructors.
 - ii. The office desks, computers, file cabinets, classroom lectern and seats are off limits to all cadets without permission.

- iii. No cadet is allowed to use any NJROTC computer for personal use. Cadets working for unit purposes ONLY may use the computers, and should coordinate in advance for scheduling purposes.
- iv. Supply Office is limited to the Company Commander, the Executive Officer and cadets in the supply department. Specific issuing times will be posted, but will NEVER be on an inspection day.

402. Fees. \$30.00. All NJROTC texts, workbooks and uniform apparel are provided free of charge. However, should a cadet lose, destroy, mutilate or make unusable (normal wear and tear expected) an article of clothing or text/workbooks, then that cadet will be required to reimburse the U.S. Treasury department for the cost of that item. The fee covers the cost of additional uniform items not covered by the OCSD or NSTC.

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

- a. Initial Issue. Upon initial enrollment in the NJROTC program, each cadet will be issued the necessary naval uniforms as warranted. Since sizes vary and our unit requires that a proper fit and wear is essential, the School District will pay for some alterations required ensuring each cadet presents a sharp, military correct appearance.
- b. Accountability. As indicated above, a student who enters the Tohopekaliga High School NJROTC program assumes accountability for certain issued material similar to band instruments, athletic uniforms or equipment. As such, the parent(s)/guardians of each cadet must sign specific forms indicating they are aware of the responsibility for reimbursing the federal government of lost, damaged uniform apparel, text or workbooks or equipment such as rifles, swords, scopes, compasses, training manuals, etc. Forms indicating issue will be signed by parent as well. Normal wear and tear of uniform articles or classroom materials is expected, however, negligence or willful damage or loss will result in restitution.
- g. Wear and care. Just like buying a new car, it is the responsibility of each cadet to care for and properly maintain issued material. The Cadet Field

Manual describes in part how to maintain, wear and care for various uniform articles. Additional tips:

- i. Always hang coats, shirts, pants, skirts on hangars when not in use.
 - ii. Do not use bleach on NJROTC patched articles.
 - iii. Professional dry cleaning or laundering is permissible.
Trousers/Slacks must be dry cleaned and NOT washed.
 - iv. Do not wear uniform articles except to official NJROTC events or on designated uniform days.
 - v. Wash blue uniform articles in cold water only; if press at home versus dry-cleaning, always place a white cloth handkerchief between the steam iron and the material to prevent shining/sheen, or iron uniform inside-out. If you don't have a steam iron, slightly dampen the white cloth.
 - vi. Only alter uniforms with the permission of the SNSI/NSI.
 - vii All cadets will be given a pre-made NJROTC nametag at initial issue. Lost or broken replacement costs are the responsibility of the cadet.
 - viii. DO NOT damage clothing through improper care and remember: YOU ARE ACCOUNTABLE!
- h. Uniform Return Procedures:
- i. *Upon disenrollment from the NJROTC program or graduation, all uniform must be returned. If an item is worn beyond serviceable use, bring the item in for the SNSI/NSI to make a determination if the item is to be surveyed or dry cleaned.*
 - ii. All items must be returned in at the same time in order to facilitate complete and accurate accountability.
 - iii. The following items need not be returned: ribbons, nametag, medals, tee shirts and socks.
 - iv. Upon turning in uniforms, cadets will be issued a "cleared" custody card thereby allowing the release of school transcripts.

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

405. Physical Fitness and Athletics: Physical fitness is an integral part of the NJROTC program. Cadets participating in the various extracurricular activities available through NJROTC, as well as regularly scheduled athletics in class must be physically fit. Successful completion of the PT test will earn the Physical Fitness ribbon. Qualifying minimums for the PT test and ribbon are contained in reference (b).

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

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

- a. Academic Team
- b. Athletic Team
- c. Marksmanship Team
- d. Armed Drill Team
- e. UnArmed Drill Team
- f. Color Guard Drill
- g. Orienteering Team
- h. Drone Team

1. The shoulder cord, or aiguillette, is authorized to be worn by **active** team members only who have competed in three competitions and met practice requirements. Cords are an issued item and once a cadet is off the team, they must return the cord back to the team instructor. Cord colors will be determined before the first competition by NJROTC Headquarters.

2. If a cadet has more than one cord color, only one cord of their choice may be worn at a time on the left shoulder. The Silver Cord, which is worn on the right shoulder should be worn at all times. Cadets who do not continue to meet the requirements to keep the cord will be required to return the cord to the SNSI/NSI. This may occur not only after leaving a team, but also if the cadet has disciplinary problems (disrespect, not following the core values etc.). If the privileges of wearing the shoulder cord are revoked, the cadet must re-qualify to have the shoulder cord returned to him/her.

407. Marksmanship Team Standard Operating Procedures (SOP)

Mission. The mission of NJROTC Marksmanship Team is to encourage and introduce cadets to the discipline of competitive, precision marksmanship. This is accomplished by providing structured, classroom marksmanship instruction, practical application, individual qualification and competitive match opportunities. As members of a highly trained group, team members should gain satisfaction from being part of a precision, professional, smoothly functioning team.

Team Commander. The Marksmanship Team Commander will normally be selected by the SNSI based on demonstrated marksmanship proficiency and commitment to maintaining a routine shooting schedule. The Commander may be designated as the Assistant Range Officer to assist the SNSI Range Officer and is the cadet in authority on the range and all team outings. The Marksmanship Commander may select a Team Executive Officer to record attendance and take charge of the team in his/her absence. The Marksmanship Commander is authorized to wear the Team Commander ribbon with Anchor device.

Membership. The Marksmanship Team shall be composed of a total of no more than fifteen (15) currently enrolled cadets. The Marksmanship Team cadets will exhibit superb safety and marksmanship expertise and demonstrate exemplary team spirit. Each member must be part of the "Team." Team members are expected to do his or her best and put forth the maximum effort to make and keep our Marksmanship Team competitive. No personal alternates are authorized. There shall be no Freshman or Junior Varsity Marksmanship Team established. Marksmanship Team members must meet the following criteria:

- i. Complete Civilian Marksmanship Program (CMP) Rifle Safety & Marksmanship Training CD.
- ii. Complete the unit's Basic Marksmanship Course.
- iii. Complete the Cadet Individual Safety Pledge.
- iv. Demonstrate a respect for academic achievement by having a "B" or above grade and acceptable uniform wearing record in Naval Science.
- v. Complete a Permission/Release of Liability Form signed by parent or guardian.
- vi. Satisfactorily complete the Basic Marksmanship Course classroom instruction.
- vii. Show a willingness to follow instructions in a highly disciplined manner and have an aptitude for marksmanship training.
- viii. Dedicate themselves to a demanding practice and competitive schedule. Practices are one day per week unless revised by the team commander.

Additional eligibility or team requirements are as follows:

If a team member resigns or is otherwise ineligible thereby creating a vacancy, any cadet who has successfully completed the CMP Rifle Safety & Marksmanship Training CD and the unit's Basic Marksmanship Course may be recruited to fill the vacancy.

Violations of any safety regulation, range rule, or failure to follow strict discipline will result in immediate and permanent removal from the team.

Attendance. Failure to attend a scheduled practice on a regular basis or frequent tardies may result in dismissal from the team. Failure to report for a required competition may result in immediate dismissal from the team. Excused absences require a 24-hour

notification to the SNSI/NSI or Team Commander.

Behavior. Behavior of team members reflects directly on the NJROTC Unit, school, community, and U. S. Navy. Therefore, unacceptable behaviors such as failing classes, assignment of frequent detentions, suspensions for violations of school rules, or any act determined to be prejudicial to good order and discipline by the SNSI/NSI may result in immediate dismissal from the team.

EQUIPMENT. All team members are responsible for keeping Marksmanship equipment and weapons secure and in good condition. The SNSI, assisted by the Team Commander, is solely responsible to ensure Marksmanship equipment is kept in good repair, clean, and performance ready. The commander shall initiate appropriate action to order replacement or new equipment with the approval of the SNSI/NSI. The SNSI is responsible for ensuring that equipment is not loaded and is properly secured at all times when not in use.

Safety. The SNSI is assigned as the official Range Officer per NJROTC regulations and is responsible for the safe conduct of all marksmanship training, and must be present at all training activities. This accountability cannot be transferred to school administrators, chaperons who may accompany the instructor on a field trip/competition, or other personnel who may instruct cadets as part of a training activity. The Cadet Commander of the Marksmanship Team may be assigned as the Assistant Range Officer. **CADETS ARE STRICTLY PROHIBITED FROM:**

- i. CLEARING JAMMED PELLETS FROM AIR RIFLES
- ii. FILLING/CHANGING CO2 OR COMPRESSED AIR CYLINDERS
- iii. HANDLING AIR RIFLES/EQUIPMENT WITHOUT AN INSTRUCTOR PRESENT.

Range Operation Procedures. All NJROTC instructors and cadets participating in NJROTC marksmanship activities must be knowledgeable of and in compliance with the NJROTC Air Rifle Range Procedures at TAB A.

Ribbon Awards. Air Rifle ribbons are earned by team members in good standing who:

- i. Attend their scheduled practices on a regular basis.
- ii. Participate in at least one competitive Air Rifle event.
- iii. Receives the Team Commander's recommendation and approval by the SNSI.
- iv. This ribbon will be revoked when removed from the team for a safety violation.

408. **Cadet Fund Raising:** Cadets have the opportunity to participate in NJROTC fundraising activities. Since funding for field trip travel and other support is limited from the Navy, fund-raisers are a necessary part of the NJROTC program.

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

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

411. Field Trip Sign-ups: NJROTC field trips are considered a special privilege for deserving cadets who have earned consideration through their outstanding unit service, participation, and good academic standing. Accordingly cadets wishing to participate in field trips will be considered based on these factors. Some NJROTC activities including field trips are limited in terms of allowed participation. This often is the case with shared trips with neighboring NJROTC/NJROTC units, bus size limitations, and berthing constraints. If a cadet is unable to participate in a field trip due to any of these reasons, he/she will be given first priority on a subsequent trip scheduled. All cadets must have a current Standard Release Form and NJROTC Health Risk Screening form on file prior to participating in any field trip.

Chapter 5: Advancements

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

502. Promotion Criteria: You are a student first, a cadet second. Your first priority is your education and grades, i.e. your overall grade point average (GPA) in school. Therefore the following overall school grades must be met before you can advance: Any failing grade (at interim times as well) removes any cadet from further advancement. For E-4 and above, only one (1) "D" on the report card is allowed. For Chief Petty Officer and above, all courses must have a "C" or better for the last eight weeks of school. The requirements within NJROTC must also be met for advancement to each of the rates indicated (see Chapter 5, par. 503).

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

- a. Cadets will be well prepared for the military responsibilities they must assume as Petty Officers and Officers.
- b. The system describes exactly what is required to advance while eliminating the question of “why him and not me?”
- c. While the system adds record keeping, it provides the Admin Officer and staff with meaningful records and data on each cadet.
- d. Drill days, which can become rather dry when the basics have been learned, take on new meaning as cadets are motivated to try their hand at leading the platoon or conducting an inspection to meet advancement requirement.
- e. In order to advance, a cadet going for rank must pass the written test. Each promotion to the higher rank will have a written test.

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

505: Cadet Evaluations: Cadet Officers, CMC, Team Commanders, Platoon Commanders, Squad Leaders, and guide bearer will be evaluated periodically by the Senior Naval Science Instructor and/or Naval Science Instructor in writing using the Staff Member Evaluation Form and testing for knowledge prior to assignment.

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

Rank	Time in Rank	Participation / Community Service	Academic	Practical Factors	Recommendations	Test Subjects	Study Material
C/SA	Four Weeks in NJROTC	Three Events	NO F's; At Least B in NJROTC	Perform Stationary Basic Drill	Platoon Leader and Instructor	Uniform Regulations and Knowledge	CFM Field Manual Unit 1; military time First Four General Orders
C/SN	Four Weeks as C/SA	Six Events	No F's; At Least B in NJROTC	Perform Basic Drill Marching	Platoon Leader and Instructor	Basic Drill Unarmed and Knowledge	CFM Field Manual Unit 2; ship terms First Eight General Orders
C/PO3	Four Weeks as C/SN	Eight Events	No F's; At Least B in NJROTC	Direct Squad in Basic Drill Guidon	Platoon Leader and Instructor	Basic Drill Armed and Guidon and Knowledge	CFM Field Manual Unit1, All general orders All chain of command
C/PO2	Ten Weeks as C/PO3	Nine Events	No F's; 1 D only; At least B in NJROTC	Direct Squad in Basic Armed Drill	Platoon Leader and Instructor	Platoon (Armed, Unarmed) and Precedence of Ribbons	CFM Field Manual Unit 1, Units 5 & 6, Unit 9, Chain of Command All general orders
C/PO1	Ten Weeks as C/PO2	Ten Events	No F's, 1 D only; B in NJROTC	Direct Platoon in Basic Armed Drill	Platoon Leader and Instructor	Platoon Drill (Armed, Unarmed), Military Honors, and Ceremony	CFM Unit 1, 5, 7, 9 All chain of command All general ordeers
C/CPO	Eight Weeks as C/PO1	Twelve Events, Initiated One	C's or better only; A average in NJROTC	Perform Sword Manual	Chief's Board, Platoon Leader, and Instructor	Platoon Drill (Armed, Unarmed), Sword Manual, and Inspection Procedures	CFM Unit 1 & 3 All chain of command All general orders

507: Incentives:

a. Ribbons: Basic criteria for earning NJROTC ribbons and awards are covered in reference (b). It is the responsibility of the individual cadet to understand the requirement of each award and to request presentation of the award once earned. Procedures to request an earned ribbon are under the cognizance of the Administration Officer. Complete an Award Request Chit specifying the name of the award/ribbon requested and action taken to earn the award. Award Request Chits may be picked up in the dispenser located in the NJROTC space. While a ribbon or award is something most cadets aspire to receive, it is more important that each cadet strive to meet basic values of honesty, decency, high morals, common courtesy, and good camaraderie. Those cadets who put their emphasis in NJROTC activities will be in line to earn ribbons and awards above those of their nonparticipating contemporaries. Awards recognize and reward outstanding achievements and acts of performance, which are beyond what is normally expected. Ribbons from non-NJROTC organizations such as American Legion, DAR, etc., may be worn after the lowest ranked NJROTC award on the left breast below the ribbon.

b. Veteran and Civic Awards: Each year, a number of civic and veteran organizations recognize Osceola County cadets who have excelled. Many of the awards include medals to wear on uniforms. These special awards are normally reserved for cadet senior staff members who have performed their duties in a highly professional manner.

Chapter 6: Cadet Chain of Command and Responsibilities

601. Battalion Organization: The NJROTC unit, will be organized as follows:

One Battalion – containing six companies

Each company- containing two platoons

Each platoon- containing three squads

Each Squad- containing five elements

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

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

603. Billet descriptions and responsibilities:

BATTALION COMMANDER (BC): The Battalion Commander is responsible to the SNSI/NSI for the overall performance of the unit.

BC's specific duties are:

- Sets the standard of the Battalion in appearance, attitude, conduct, bearing, tact, discipline and performance throughout the entire high school, with all staff and students alike.
- Responsible for the training, administration, supply, discipline, morale, esprit de corps and performance of the Battalion.
- Commands the Battalion through the proper use of the Cadet Chain of Command and within the policies and guidelines set by the SNSI.
- Supervises the training of the staff and insures that staff members understand and fulfill their areas of responsibility.
- Schedules bi-weekly staff meetings to discuss and promulgate plans for

- upcoming events, involving cadet staff in planning events.
- Works with Executive Officer and OPS in preparation for the yearly AMI.
- Tries to involve and maximize the number of cadets in NJROTC activities.
- Makes recommendations for the promotion/demotion of cadets and for filling any staff vacancies.
- Carries out tasks and maintains close contact with the SNSI on a daily basis.
- Is aware that delegation of authority to subordinates does not mean the delegation of responsibility.

EXECUTIVE OFFICER (BXO): The Executive Officer is the BXO “stand in” and runs the BC’s supervisory load as much as possible.

1. Assumes command of the Battalion in the absence of the BC.
2. Commands the Battalion through the proper use of the Cadet Chain of Command.
3. Coordinates and supervises the cadet staff and ensures that the orders and policies of the BC are carried out.
4. Acts on information from the BC and assigns tasks for appropriate staff officers. Checks to insure that assigned staff actions are carried out properly and in a timely manner.
5. Keeps the BC informed of problem areas within the Battalion and of action taken or recommended with respect to correcting such problems; specifically squelching rumors.
6. Will inspect/identify/report/rectify discrepancies discovered during periodic in-house audits of departments.
7. Assists with special projects and events by working closely with the SNSI/NSI and other staff.
8. Keeps current on the progress of cadet advancements.
9. Works with BC in preparation for the yearly Area Manager’s Inspection.

COMMAND MASTER CHIEF PETTY: (CMC)

1. The senior non-commissioned cadet in the company and is the Commander’s Battalion advisor on all matters pertaining to all enlisted cadets.
2. Ensure each new cadet is provided personalized mentoring assistance during their first semester in the program and keeps current on their progress.
3. Will be available and approachable to all junior cadets.
4. Is accountable for immediately squelching rumors.
5. Is responsible for the policing of all NJROTC spaces and drill areas.
6. Will oversea and maintain established standards of enlisted cadets’ performance and conduct when specifically assigned by SNSI or BC.

OPERATIONS OFFICER: (OPS)

1. Serves as the BC’s Department Head concerning all matters in Operations.
2. Is responsible for the success of the Special Event Coordinator.
3. Ensures unit information flyers/notes/forms are on the unit information board (NSI/NSIII classes) for all to see, keeping them current.

4. Will Inspect/identify/report/rectify discrepancies discovered during periodic audits within department/team administrations.
5. Responsible for the training and proficiency of team commanders, and for holding timely meetings to ensure smooth running of unit team schedules.
6. Assists BC/BXO in special projects that may arise e.g. field trips, parades, etc.
7. Commands the department through the proper use of the Cadet Chain of Command.
8. Prepares the Plan of the Week for posting no later than the Friday before.

SUPPLY OFFICER: (SUPPO)

1. Is head of the supply staff, reporting to the SNSI for supply related matters and to the BXO for military matters.
2. Is familiar with all supply procedures and space utilizations.
3. Supervision and training of the supply staff.
4. Assists with the issue, receipt, storage, inventory, survey and accounting of all unit uniforms and uniform accessories.
5. Responsible for knowing the actions, or lack thereof, of departmental personnel.
6. Inspects/identifies/reports/rectifies discrepancies discovered during periodic audits within the department.
7. Can approve the addition of other recommended cadets in issue after informing the SNSI of his/her decision.

ADMINISTRATION OFFICER: (AO)

1. Serves as the BC's Department Head in areas of Personnel and Administration.
2. Tracks personnel awards, lettering qualifications, and advancement charts.
3. Ensures a list of cadets eligible for advancement or awards is given to the SNSI at least the Monday before the Thursday of awards presentation (scheduled monthly). Ensures up-to-date cadet files and verifies all required paperwork is annotated in CDMIS and physical copies are kept in their records. Publishes orders, directives, and announcements as directed by the BC.
Maintains correspondence files and publications to include posting changes.
Maintains CDMIS-ADMIN
4. Inspects/identifies/reports/rectifies discrepancies discovered during periodic audits within department/team administrations. Records the minutes of staff meetings and print copies for all involved. Commands the Department through the proper use of the Cadet Chain of Command.
5. Allow only Administration personnel to utilize CDMIS for Administration, no other cadets will be allowed in CDMIS.

PUBLIC AFFAIRS OFFICER: (PAO)

1. Ensure that press releases and/or articles are prepared and submitted to the SNSI/NSI for approval and then submitted to the appropriate news media for each time an event of interest is scheduled and/or takes place.
2. Establish a system, which will ensure positive contact by a PAO member with each NJROTC group likely to have newsworthy activities.
3. Establish communications with parents/guardians through the publication of a unit newsletter on a quarterly basis..
4. Maintain unit scrapbook
5. Ensure comprehensive files for PAO-related materials are established and maintained. As a minimum, the following files are established:
 - NJROTC new releases and list of media to which submitted
 - Copies of all news letters/stories mentioning NJROTC or NJROTC Cadets
 - NJROTC news letter.
 - Photographs of NJROTC activities arranged by the subject and properly labeled as to date, event and persons involved.
 - Arrange for publicity for NJROTC activities including annual inspection, fundraising events, social events, and projects.
 - Ensure that the NJROTC pages in the yearbook properly reflect the activities of cadets by working with the yearbook staff.
6. Submit articles to the school newspaper.
7. Draft input for school yearbook and base newspaper. Photograph (video and still) unit activities.
8. Designates a camera and video support custodian who assists the SNSI/NSI and the Public Affairs Officer in the support for camera and video for Unit events.
9. Tracks and documents Units accomplishments and events.

DRILL TEAM COMMANDER:

1. Organize, direct, train, and manage the NJROTC teams, which include: Armed, Unarmed, Color guard, and organization of the Armory.
2. Directly supervise Team Commanders.
3. Establish practice schedules, which cause least inconvenience to cadets.
4. Hold drill team Commanders accountable for participating in every practice.
5. Assist SNSI/NSI in preparation of drill meets.
6. Notify SNSI/NSI of all discrepancies that need to have parts purchased.
7. Be familiar with Cadet Field Manual and Marine Corp. Drill manual.

COLOR GUARD COMMANDER:

1. Organize, direct, train, and manage the Color Guard Drill Team.
2. Reports to the OPS for any questions pertaining for drill.
3. Notify SNSI/NSI of all discrepancies, which need to have parts purchased via the SUPPO.
4. Be familiar with Cadet Field Manual and Marine Corp Drill manual.
5. Recommend personnel for awards when requirements are met.

6. Ensures periodic maintenance is preformed on all gear that is applicable to the team.
7. Responsible for all equipment is stowed properly at completion of practice and meet.
8. Get approval from OPS and SNSI/NSI on perspective color guard candidates.
9. Responsible to receive and stow all Color guard equipment in all spaces, including the Supply loft. You may coordinate with SUPPO for access into space.

ACADEMIC TEAM COMMANDER:

1. Schedules regular academic team practices to prepare team for academic meets including postals.
2. Ensures proper muster records are filed at all times.

MARKSMANSHIP TEAM COMMANDER:

1. Is responsible for assisting the SNSI and Marksmanship Team Coach in all matters relating to live firing weapons. Responsibilities include:
 - a. Ensures safe operating procedures are utilized in the handling of all weapons during rifle firing evolutions.
 - b. Maintains .177 caliber rifles in good clean operation condition.
 - c. Ensures that support materials are always available.
 - d. Schedules regular air rifle team practices to prepare team for air rifle meets including postals.
 - e. Ensures proper muster records are filed at all times.
 - f. Conducts cadet training in rifle handling and safety.

ATHLETIC TEAM OFFICER:

1. Under the direction of the SNSI, with coordinated schedule approval of the Operations Officer, schedule regular athletic practices such that cadets will be able to state there has been adequate preparatory time to enter any athletic competition/meet and for attempting the physical fitness ribbon.
2. Assist SNSI/NSI in ensuring that all cadets who wish to participate in any physical fitness competition or test has all required paperwork IAW CNETINST 1533 series.
3. Ensure proper muster and athletic times are filed for recording qualifications.

WEAPONS OFFICER:

1. Under the direction of OPS, establish and oversee all operations of the Armory.
2. Maintain drill rifles and swords in good clean operating condition.
3. Assist with the accounting for assigned rifles and proper stowage.
4. Ensure cleanliness and order of the NJROTC armory.

5. Ensure issuing log is maintained and properly utilized.
6. Report all violations of these operations to the TeamCDR
7. Assist with cadet qualification in the proper care and handling of weapons.
8. Notify NSI of all parts purchased via OPS.

PLATOON COMMANDER:

1. Has a thorough knowledge of individual, squad, and platoon drill, plus guide-on, inspection and sword manual portions of the Drill Manual.
2. Responsible for the appearance, discipline, and conduct of the platoon at all times.
3. Maintains high proficiency in drills, ceremonies, and appearance of self and platoon.
4. Develops leadership in sub-unit members and provide opportunities for leadership training.
5. Assures accurate musters of the unit by the Platoon Mustering Chief Petty Officer.
6. Presents proper military appearance and bearing at all times.

PLATOON MUSTERING CHIEF PETTY OFFICER:

1. Assures accurate musters and reports IAW Cadet Field Manual
2. Presents proper military appearance and bearing at all times.

PLATOON SQUAD LEADER:

1. Responsible for the appearance and conduct of squad at all times.
2. Assures accurate musters of squad via the platoon mustering petty officer.
3. Presents proper military appearance and bearing at all times.

NJROTC PROMOTION WORKSHEET

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

Current Rank: _____ Prospective rank: _____

A. Grades:

Period	Class	Grade	Quarter_____	Grade
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____

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

C. Participation/Community Service _____

- Must be entered in CDMIS to give credit via the PAO.

Community Service Events (List Events): _____

Participation Events (List Events) _____

D. Can you perform Practical factors outlined in Chapter 5 of the Cadet Handbook?

Date of completion _____ Signed _____

Recommendation _____ (Company Commander, CCO)

Recommendation _____ (Executive Officer, BXO)

Recommendation _____ (Battalion Commander, BC)

- A cadet **MUST MEET ALL** the criteria set forth in Chapter 5 of Cadet Handbook and complete this worksheet prior to advancement.
- Submit this to your Naval Science Instructor (once complete) to be eligible to take the advancement exam or be scheduled for an advancement board (Chief Petty officer and above).

ENCLOSURE (1)

Memorandum

Date: _____

To: Senior Naval Science Instructor
Naval Science Instructor

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

SUBJ: RIBBON REQUEST

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

2. _____

- List events, service provided, or description of your actions that warrant a ribbon.

3. Recommendation _____ (Company Commander, CCO)
Recommendation _____ (Executive Officer, BXO)
Recommendation _____ (Battalion Commander, BC)
(Chain of Command will verify eligibility prior to submitting to the Naval Science Instructor)

4. Date Awarded: _____
5. Date Entered in CDMIS: _____
6. Cadet entering in CDMIS: _____

- Once in CDMIS, retain in Cadets service jacket

ENCLOSURE (2)

Tohopekaliga HIGH SCHOOL
NJROTC UNIT

COUNSELING FORM

Cadet Name _____ Rank _____

Background:

As a NJROTC cadet, it is important to be evaluated on occasion for your performance. Some cadets need to be told that they are doing right or wrong to correct or continue the behavior.

This counseling form is to be used as for positive (for a superb job etc.) or negative counseling (behavior/lack of initiative) to inform the cadet on his/her performance and develop a plan with the Senior Naval Science Instructor to assist the cadet in their success while in NJROTC

Accountability is also important the further you advance in the Unit. Staff leaders will be held accountable and if required, the Senior Naval Science Instructor will set goals with the cadet and course of action will be required.

The goal of this type of counseling is to educate the cadet and inform them that they are not exhibiting the behavior of their position or rank.

In this type of counseling is administered, a cadet who does not choose to change his/her behavior could be replaced or demoted. The sole purpose of this is not to fire a cadet, but to focus him/her and change their behavior. It will also send the message of acceptable behavior for staff.

Your are being counseled in the following area (s)

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

- Failure to comply with military rules of etiquette:

Evaluators Comments: (Describe behavior)

Plan of Action _____

Signed: _____

Senior Naval Science Instructor

Signed: _____
Cadet

CC: Cadet Service Record