CADET
STANDARD OPERATING
PROCEDURES (SOP)

JROTC DEPARTMENT
SENeca VALLEY HIGH SCHOOL
HARMONY, PENNSYLVANIA
ARMY JROTC CADET CREED

I am an Army JROTC 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.
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CHAPTER 1

GENERAL INFORMATION

1–1 Purpose of Standard Operating Procedures (SOP)

A. This Cadet SOP provides all information concerning the Seneca Valley High School Junior Reserve Officers’ Training Corps (JROTC) program. (This SOP will be available on the JROTC website as soon as the site is approved).

B. Every detail or situation is not covered in this SOP. The SOP is not intended to be a single reference for all aspects of the JROTC program. This SOP provides guidance and standardized procedures in the operation and administration of the Cadet Corps. You will save valuable time and avoid many mistakes by studying it closely.

C. You should address all questions and concerns to your chain-of-command.

1–2 Authority

A. The United States Army ROTC program originated as part of the National Defense Act of 1916. The principle of maintaining national programs of military training for young citizens attending school was validated during Congressional hearings preceding the passage of the ROTC Vitalization Act of 1964. The program consists of three levels of instruction: the Senior Division; the Military Schools Division; and the Junior Division.

B. The Seneca Valley High School program was established under the authority of Public Law 88–64, in the ROTC Vitalization Act of 1964 and Army Regulation 145–2. It was formally brought into service by the Department of the Army in 1968.

1–3 Mission To motivate young people to be better citizens and be part of a modern educational program which trains leaders for tomorrow. The Army Junior ROTC program provides a unique educational experience for citizens through their participation in a federally sponsored course of leadership instruction while pursuing their normal civilian education. You will acquire an understanding of the fundamental concepts of military art and science, and introduction to associated professional knowledge, and an appreciation of requirements for national security. The dual roles of citizen/soldier and soldier/citizen are studied. JROTC assists in the total development of high school students so that they can take their places as responsible citizens in our free society.

1–4 Objectives

A. JROTC provides an atmosphere designed to develop qualities of leadership. The program will offer you the challenge of intellectual inquiry under the direction of instructors who
are experienced leaders. Through classroom and other instructional activities, you may acquire the knowledge, self-discipline, patriotism, sense of responsibility and responsiveness to constituted authority which will enable you to better serve your country as a leader, as a citizen, or in the military service, should you decide to enter that career field.

B. Key Objectives.
   1. Promote and encourage good citizenship.
   2. Develop leadership & critical/creative thinking.
   3. Teach to communicate effectively.
   4. Improve physical fitness.
   5. Provide incentive to live drug-free.
   7. Provide global awareness to include a historical perspective of military service.
   8. Train to work as a team member.
   9. Inspire to graduate from high school, attend institutions of higher learning, and pursue meaningful careers particularly in areas of science, technology, engineering, and mathematics.

1–5 Benefits of the JROTC Program

A. No Military Obligations. Your participation in the JROTC program does not in any way cause you to incur a military obligation.

B. Credits to Graduate. One credit toward graduation for each year JROTC is successfully completed (maximum of four elective credits).

C. Senior ROTC Scholarships. You will gain valuable experience and knowledge in application for scholarships. Cadets with high academic standing and a desire to become an officer in one of the services should see the Senior Army Instructor (SAI). Whether you are a college-bound high school student or already attending a college or university, Army ROTC scholarships are available. Scholarships are awarded based on a student’s merit and grades, not financial need. Army ROTC scholarships are valuable in many ways:
   1. Two-, three-, and four-year scholarship options based on the time remaining to complete your degree.
   2. Full-tuition Scholarships.
   3. Additional allowances pay for books and fees.
   4. Army ROTC scholarships also provide monthly living allowances for each school year. This allowance is also available to all non-scholarship cadets enrolled in the Army ROTC Advanced Course (3rd and 4th year). You can earn certain amounts depending on your level in the Army ROTC curriculum:
      a. 1st year-$300 per month.
      b. 2nd year-$350 per month
      c. 3rd year-$450 per month
      d. 4th year-$500 per month.
D. Nomination to Service Academies. The JROTC program may nominate qualified candidates for appointment to the Service academies as outlined in the appropriate Service academy catalog. Cadets are encouraged to apply for all academies and for as many nominations as possible. See the SAI for further information and guidance.

E. Social Activities. You will have the opportunity to participate in social activities conducted by the Cadet Corps; field trips, parties, military ball, and awards ceremony.

F. Orientation Visits. You will have opportunities for orientation visits to various military installations during the school year.

G. Enlisted Grade Authorizations.

1. A Junior ROTC cadet may qualify for the following grade status of enlistment in a Regular or Reserve Component of the Army and the Army National Guard:
   a. The grade of Private (E-2) if you have successfully completed 1 year of a prescribed Junior ROTC course.
   b. The grade of Private First Class (E-3) if you have successfully completed a minimum of 3 years, are otherwise qualified by the SAI; if determined not entitled to the grade Private First Class (E-3), then to grade Private (E-2) minimum.

2. Junior ROTC Cadets who have completed a three or four year Junior ROTC course qualify for grade of Private (E-2), as a minimum, on enlistment in an Active or Reserve Component of the Armed Forces other than Army.

H. Placement in Senior ROTC. Subject to the approval of the college or university and the Professor of Military Science, a cadet who completes two years of JROTC may be given credit for one year of the Senior ROTC Program. Those cadets completing three or more years of the JROTC program may receive two years credit at the Senior Level, subject to the approval of the Professor of Military Science.

1–6 Military Staff

A. The JROTC Department of Seneca Valley High School faculty members are retired Army Personnel. The Department is headed by a retired officer with the title, Senior Army Instructor (SAI). The SAI is assisted by an Assistant Instructor (AI) who is responsible for the administration and logistics of the program. Acting in a dual capacity, the SAI is responsible to the Department of the Army for conducting training in accordance with pertinent directives and in a manner which meets prescribed standards. He/she is also responsible to the Seneca Valley Senior High School Principal for the administration and operation of the JROTC Department and the training and discipline of the Cadet Corps.

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

C. In addition to instructional duties, military staff members advise and assist the cadet leader of an extracurricular activity, such as: the Color Guard, Drill Team, Rifle Team, etc.

1-7 Enrollment

A. To be eligible for enrollment and continuance as a member of the Cadet Corps, you must:

1. Be enrolled in and attending full-time, a regular course of instruction at school.

2. Be a 9th thru 12th grade student.

3. Maintain an acceptable standard of academic achievement which warrants normal progression and will merit your graduation with your peers upon completion of the requirements of the school.

4. Maintain an acceptable standard of conduct and be of good moral character. You must require of yourself honesty, self-reliance, and a sense of responsibility in the performance of this course and other academic assignments. You must show self-discipline and responsiveness to constituted authority through observance of laws, rules, and regulations of both the school and the JROTC Department. You must be prompt and maintain regular attendance to instruction and drill.

5. Be physically fit to participate in the JROTC program without compromise to your health or well-being. You must provide the SAI with a certificate or statement of health signed by your doctor, parent, or guardian. This certificate will remain on file in the JROTC Department and be updated annually.

6. Enrollment at the beginning of the school year is with the understanding that all training will be completed.

7. Transfer of members from the Navy and Air Force JROTC units is authorized, and full credit will be completed.

1–8 Disenrollment Students will be disenrolled or excluded from attendance as determined by the SAI and/or the principal. In all cases, students will be disenrolled for the following reasons/circumstances:

A. Withdraw from school.

B. Become physically unfit
C. Demonstrate ineptitude for leadership training as demonstrated by lack of general adaptability, want of readiness or skill, or inability to learn.

D. Fail to maintain acceptable standards of academic achievement, conduct, or attendance.

E. Show undesirable traits of character as demonstrated by cheating on examinations, possession of habit-forming drugs, lying, conviction, or adjudicated as a juvenile offender for the commission of a felonious act, frequent acts of a discreditable nature with civil or school authorities, or similar acts.

F. Show indifference to, and lack of interest in, leadership training as demonstrated by frequent absences from class or drill, large accumulation of demerits, an established pattern of shirking, insubordination, or similar acts.
CHAPTER 2

MILITARY TRAINING COURSE

2–1 General The JROTC program is a cooperative effort on the part of the Army and the high school to provide secondary school students the opportunity for total development. No military obligation is incurred for any student; however, satisfactory completion of the program can lead to advanced placement credits in the Senior ROTC Program or to advanced rank in the armed forces. The United States Army provides all uniforms and awards free of charge. A JROTC Cadet Challenge Leadership (JCLC) summer camp is optional for students with leadership potential at minimal cost.

Program and Student Learning Outcomes: The program intends to teach you to:

1. Maximize potential for success through learning and self-management.
2. Develop leadership skills.
3. Incorporate principles of mental and physical wellness into behaviors and decisions.
4. Build effective relationships with peers, co-workers, and the community.
5. Apply physical and political geography to building global awareness.
6. Correlate the rights and responsibilities of citizenship to the purposes of U.S. government.
7. Relate events in U.S. history to choices and responsibilities Americans have today.
8. Characterize the role of the military and other national service organizations in building a democracy and maintaining peace in a democratic society.

2–2 Course of Study

A. The program of study at Seneca Valley High School is a four year elective course. You will receive military instruction each week. There will be a mix of classroom and drill field activities. You are expected to be present for all scheduled instruction and/or training.

B. Whenever possible, the “hands on” method of instruction will be used. This type of training has proven to be the best method for teaching the subjects to which you will be introduced.

C. Throughout the course of instruction your basic text books will be the JROTC manuals. These manuals contain all of the data that you need to adequately study and prepare for your classroom assignments.
2–3 Training Schedules

A. The Master Training Schedule (MTS) is prepared prior to the start of each school year. The MTS projects the subjects taught each class period for the school year. This schedule must be approved by 2nd Brigade Cadet Command and maintained on file. It must show each subject and number of hours required, and the number of hours scheduled for instruction in each subject. The training schedule will validate the number of hours and schedule electives.

B. A detailed weekly training schedule is published and posted on Thursday prior to the week it covers. This schedule outlines the requirements for the following weeks and is MANDATORY READING for all cadets.

2–4 Curriculum

A. The FIRST YEAR COURSE (Leadership, Education, and Training (LET-1)) is an introduction to leadership development and includes the following subjects or sub-courses:

1. Foundations of Army JROTC and Getting Involved:
   a. Identify how Army JROTC can impact your future
   b. Analyze the purpose of the Army JROTC Program
   c. Illustrate the rank and structure of Army JROTC
   d. Determine which signs of success you plan to accomplish within JROTC
   e. Demonstrate proper cadet appearance
   f. Demonstrate protocol to show respect for and handle the United States Flag
   g. Explore the purpose of military traditions, customs, and courtesies

2. Leadership Theory and Application
   a. Identify your leadership strengths and opportunities for improvement
   b. Compare leadership styles
   c. Develop a personal code of ethics, comparing the values it represents with the Army Values
   d. Draft a plan for using the 11 principles of leadership to improve your leadership abilities
   e. Take action to prevent and/or stop sexual harassment and assault
   f. Explain the importance of drill in military discipline
   g. Demonstrate effectual command voice in drill
   h. Analyze personal strengths and weaknesses as a drill leader

3. Foundations for Success
   a. Determine your behavioral preferences
   b. Apply an appreciation of diversity to interpersonal situations
   c. Develop a plan for personal growth
   d. Relate the structure and function of the brain to the learning process
   e. Use your intellectual strengths to improve academic performance
   f. Use Thinking Maps to enhance learning
   g. Select reading comprehension strategies to enhance learning
   h. Develop personal study and test-taking strategies
i. Demonstrate how the communication process affects interaction between individuals
j. Use active listening strategies
k. Determine causes of conflict
l. Apply conflict resolution techniques
m. Identify components of service training
n. Prepare for a service learning project
o. Evaluate the effectiveness of a service learning project
p. Determine personal finance goals

4. Wellness, Fitness and First Aid
   a. Demonstrate the proper method to evaluate a victim
   b. Demonstrate the proper method to treat a victim for shock
   c. Determine first aid treatment for shock, fractures, strains and sprains
   d. Demonstrate proper First Aid and Litter Carry
   e. Complete the Cadet Challenge (President’s Physical Fitness Program: one-mile run/walk, Shuttle run, pull-ups, curl-ups, V-sit reach, flexed-arm hang)

5. Geography, Map Skills, and Environmental Awareness
   a. Identify the different types of maps
   b. Interpret a topographic map
   c. Identify land and water features
   d. Locate a point using the military grid reference system
   e. Locate a point using six-digit grid coordinates
   f. Demonstrate the proper use of the coordinate scale
   g. Proper use of the lensatic compass
   h. Measure an azimuth using the lensatic compass
   i. Measure straight line and road distance

B. The SECOND YEAR COURSE (Leadership, Education, and Training (LET-2)) stresses the intermediate level of cadet leadership development. The emphasis is placed on training the cadet techniques of being a small unit leader. You will be given many opportunities to command a small group of cadets and lead them in the accomplishment of a common goal. Instruction will be conducted in the following subjects during the second year:

1. Leadership Theory and Application
   a. Demonstrate command and staff principles while performing the duties of an earned leadership position within your cadet battalion
   b. Perform the duties of a team leader or squad leader
   c. Execute Team or Squad drills
   d. Demonstrate an effectual command voice in drill

2. Foundations for Success
   a. Identify the components of service learning
   b. Prepare for a service learning project
   c. Evaluate the effectiveness of a service learning project

3. Wellness, Fitness and First Aid
   a. Evaluate how diet impacts life
   b. Analyze how well you meet nutrient guidelines
c. Assess first aid situations
d. Demonstrate life-saving skills in an emergency situation
e. Determine first aid procedures for bleeding victim
f. Determine first aid treatment for shock, fractures, strains and sprains
g. Determine first aid treatment for burns
h. Determine first aid treatment for wounds, bruises and poisons
i. Determine first aid treatment for heat related injuries
j. Determine first aid treatment for cold weather injuries
k. Determine first aid treatment for bites, stings and poisonous hazards
l. Assess the impact of drug and substance abuse on life today
m. Respond to substance use and abuse situations
n. Complete the Cadet Challenge (President’s Physical Fitness Program: one-mile run/walk, Shuttle run, pull-ups, curl-ups, V-sit reach, flexed-arm hang)

4. Geography, Map Skills, and Environmental Awareness
   a. Identify the different types of maps
   b. Interpret a topographic map
c. Identify land and water features
d. Locate a point using the military grid reference system
e. Locate a point using eight-digit grid coordinates
f. Demonstrate the proper use of the coordinate scale
g. Proper use of the lensatic compass
h. Measure an azimuth using the lensatic compass
i. Measure straight line and road distance
j. Convert grid-magnetic angle
k. Determine location using intersection
l. Determine location using resection
m. Determine direction/location using field-expedient methods
n. Demonstrate map reading/navigation using orienteering skills

5. Citizenship in American History and Government
   a. Examine the Preamble to the American Constitution
   b. Hypothesize what our country would be like without the seven citizenship skills
c. Use the small group meeting process in decision-making situations
d. Participate in a Representative Group Session
e. Explore the Chief Justice process for debating constitutional and contemporary issues
f. Trace the development of American ideas of individual rights
g. Show how the Founders built on the principles of British representative government
h. Form an opinion about how the Declaration of Independence reflects your ideas about the purpose of government and protection of individual rights
i. Examine the first states’ constitutional ideals for protecting their rights
j. Determine why the Founders created the Articles of Confederation and the concerns that resulted
k. Assess how the powers granted to the legislative, judicial and executive branches of government result in a balance of power
l. Compare positions on capital punishment to rights protected in the Fifth through Eighth Amendments
m. Justify the differences between the military and civilian justice systems
n. Determine your role as a citizen of a constitutional democracy
o. Predict how increased diversity, technological changes, closer international relationships, and current constitutional issues are likely to affect your life as an American citizen over the next 10 years
p. Illustrate similarities and differences between the American view of human rights and the human rights views held by the wider international community

C. The THIRD YEAR COURSE (Leadership, Education, and Training (LET-3)) is the applied leadership development year. Third year cadets will have the opportunity to practice the leadership they learned in preceding years. Among the subjects that will be covered during the third year:

1. Foundations of Army JROTC and Getting Involved
   - Demonstrate command and staff principles while performing the duties of an earned leadership position within your cadet battalion
2. Leadership Theory and Application
   a. Employ strategies for neutralizing the impact of personal prejudices and stereotypes on your relationships with others
   b. Outline a developmental counseling plan
   c. Negotiate a win/win solution for a given situation
   d. Solve a problem using the seven-step problem-solving process
   e. Execute platoon drills
   f. Perform the duties of a team leader, squad leader, platoon sergeant, or platoon leader
3. Foundations for Success
   a. Organize writing for a specific purpose
   b. Write a speech for a specific purpose
   c. Present a speech for a specific purpose
   d. Apply anger management strategies
   e. Develop strategies for resolving conflict in a diverse, multicultural setting
   f. Apply mediation techniques to resolve conflict
   g. Apply strategies to prevent violence
   h. Identify the components of service learning
   i. Prepare for a service learning project
   j. Investigate a career
   k. Assemble a personalized career portfolio
   l. Relate the military to your career
   m. Create a College Preparation Action Plan
   n. Apply effective decision-making process to personal situations
   o. Develop a personal goals action plan
   p. Develop a personal time management plan
   q. Apply the rules of etiquette to your role as a Cadet
   r. Plan personal financial goals
s. Outline a personal budget
t. Forecast personal savings and investments

4. **Wellness, Fitness and First Aid**
   Complete the Cadet Challenge (President’s Physical Fitness Program: one-mile run/walk, Shuttle run, pull-ups, curl-ups, V-sit reach, flexed-arm hang)
5. **Geography, Map Skills, and Environmental Awareness**
   a. Identify the different types of maps
   b. Interpret a topographic map
   c. Identify land and water features
   d. Locate a point using the military grid reference system
   e. Locate a point using eight-digit grid coordinates
   f. Demonstrate the proper use of the coordinate scale
   g. Proper use of the lensatic compass
   h. Measure an azimuth using the lensatic compass
   i. Measure straight line and road distance
   j. Convert grid-magnetic angle
   k. Determine location using intersection
   l. Determine location using resection
   m. Determine direction/location using field-expedient methods
   n. Demonstrate map reading/navigation using orienteering skills
6. **Citizenship in American History and Government**
   a. Investigate how leadership choices and decisions can lead to good and/or bad consequences
   b. Illustrate how ethical choices and decisions can lead to good and/or bad consequences
   c. Predict how American choices and decisions can affect those in other countries differently from the way in which they affect Americans
   d. Outline how major decisions (leadership, ethical, or global) have led to significant events in American history

**D. The FOURTH YEAR COURSE (Leadership, Education, and Training (LET-4))** includes the finer techniques of leadership and the actual management of the Cadet Corps. As a fourth year cadet, you are granted more privileges and latitude and greater responsibility. Fourth year cadets are selected to fill leadership positions from commander to leaders of platoons and staff positions. They are involved in the management of all the activities of the Cadets Corps. Among the subjects covered during the fourth year are:

1. **Service to the Nation**
   a. Explore the purpose of the United States Department of Defense
   b. Relate the role of the Active Army to the United States Army
   c. Distinguish among the reserve components of the United States Army

2. **Leadership Theory and Application**
   a. Demonstrate command and staff principles while performing the duties of an earned leadership position within your cadet battalion
   b. Outline a personal plan to build strong relationships with team members
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1. Specific Job Functions

c. Assess personal leadership style
d. Assess personal management skills
e. Adapt communication to give direction and provide feedback to others
f. Employ motivation strategies that inspire others to achieve goals

3. Foundations for Success
   a. Identify the components to Service Learning
   b. Prepare for a service learning project
   c. Evaluate the effectiveness of a service learning project
   d. Appraise personal credit worthiness
   e. Relate insurance to current and future personal needs
   f. Prepare to teach
   g. Develop a lesson plan
   h. Use effective teaching methods to deliver instruction
   i. Incorporate a variety of strategies into a lesson plan
   j. Use Thinking Maps and Graphic Organizers as tools for teaching others
   k. Use feedback to enhance learning in the classroom

4. Wellness, Fitness and First Aid
   Complete the Cadet Challenge (President’s Physical Fitness Program: one-mile run/walk, Shuttle run, pull-ups, curl-ups, V-sit reach, flexed-arm hang)

2–5 Use of Cadets as Instructors

   A. Selected qualified cadets, (normally LET 2-4 cadets) will be used as Assistant Instructors (AI). The position of AI will be used to assist in your development as a good oral communicator. You, when selected as an AI will be given special instructions and assistance by the Military Staff, especially the principal instructor.

   B. To further develop your leadership skills and effectiveness as a communicator, you will participate to the maximum extent in the training of your units. But under no circumstance will you present instruction unless supervised by an instructor.

2-6 Credit Academic credit toward graduation is awarded on the basis of one full credit for each year of JROTC training successfully completed. A Military Training Certificate (DA Form 134), signed by the SAI, will be furnished to you upon successful completion of your JROTC training.

2-7 Methods of Grading

   A. You will receive a letter grade at the end of each nine weeks. This is a composite of all graded exercises and leadership grades. The composite grades you receive are adjusted by merits and demerits assessed at the end of the grading period:
      1. Tests and evaluations 40%
      2. Uniform inspection grade and conduct 40%
      3. Participation (merits/demerits) 20%

   B. The grading scale used by Seneca Valley High School is as follows:
      A  92-100
2–8 Inspections

A. The purpose of an inspection is to determine how well you are caring for the government property entrusted to you. It is also serves as a vehicle for teaching the proper conduct of an inspection, and to assure that high standards of personal appearance are maintained.

B. Unannounced inspections and visits may be conducted throughout the year by the military staff or representatives of Cadet Command.

C. A graded inspection will be conducted weekly either by the cadet chain-of-command or by the SAI/AI.

D. Each school year a representative from the 2nd Brigade Headquarters will conduct a Staff Assistance Visit to address concerns that the SAI/AI may have regarding JROTC.

E. Every third year, the Commanding General, Cadet Command, or his representative conducts an Annual Formal Inspection of the Seneca Valley High School JROTC Battalion. This is the one chance the Cadet Corps has to demonstrate how well all phases of the year’s military training have been accomplished. Preparation for this inspection is meticulous because the results determine whether or not your unit is designated at Honor Unit with Distinction (HUD).
CHAPTER 3

THE CADET CORPS

3–1 General With the idea in mind that the best method of learning is by doing, the Cadet Corps is organized to achieve as much realism as possible. This practical organization provides you with an opportunity to put into practice the theory taught in the classroom. The organization is fashioned after a typical Army organization and the positions of leadership are similar in most aspects to those that would be found in an active Army unit. Basically, the cadets command the various units of the Corps with the military staff acting in a supervisory and advisory capacity.

3–2 Organization

A. The Seneca Valley High School Cadet Corps is organized as a battalion. The elements of the Battalion are:
   1. Battalion Headquarters.
   2. Letter companies such as; Company A, B, C, etc., the number of which is determined by the total enrollment in the Corps.

B. The battalion is normally commanded by a Cadet Lieutenant Colonel. He has on his staff an Executive Officer (XO), and Adjutant (S-1), a Security Officer (S-2), an Operations and Training Officer (S-3), a Supply Officer (S-4), a Public Affairs Officer (S-5), an Information and Technology Officer (S-6), a President of the Cadet Review Board, and such other officers and noncommissioned officers as may be required. The companies are commanded by cadet captains, and the platoons are commanded by cadet lieutenants. The noncommissioned officers (NCOs) and their grades are similar to those found in any active Army infantry unit.

C. The fact that a cadet is a member of the upper class (2nd, 3rd, or 4th years) does not imply that automatic appointment to a leadership position or advanced rank.

3-3 Positions and Rank

A. The various positions to be found in the battalion and the rank normally held by the incumbents are listed below. It should be pointed out that the mere occupancy of the position calling for a certain rank does not entitle the incumbent to that rank. He/she must first prove that he/she is capable and willing to perform the required duties in a proficient manner and that he is entitled to advance by virtue of an exemplary record.

Battalion Headquarters:
Battalion Commander
Battalion Executive Officer
Battalion Command Sergeant Major
President of the Board
Adjutant (S-1)
Assistant S-1
Battalion Personnel Sergeant
Security Officer (S-2)
Assistant S-2
Operations/Training Officer (S-3)
Assistant S-3
Battalion Operations Sergeant
Logistics Officer (S-4)
Assistant S-4
Battalion Supply Sergeant
Public Affairs Officer (S-5)
Assistant S-5
Battalion Public Affairs NCO
Information Technology Officer (S-6)
Assistant S-6
Battalion Information Technology NCO

Letter Company:

Company Commander
Company Executive Officer
Platoon Leader
Company First Sergeant
Platoon Sergeant
Squad Leader
Team Leader
Assistant Team Leader
Squad Member

Company Commander
Company Executive Officer
Platoon Leader
Company First Sergeant
Platoon Sergeant
Squad Leader
Team Leader
Assistant Team Leader
Squad Member

B. The above list is not inclusive, and additional positions with appropriate rank may be added whenever the need arises. The basic criteria are based on the needs of the Corps.

3–4 Methods of Appointment

A. The cadet battalion is actually commanded by the cadets themselves. The positions of cadet officers and noncommissioned officers, therefore, are ones of great trust and responsibility.

1. Officer Appointments. Appointment as a cadet officer is a demonstration of the special trust and confidence that the school and military authorities have in the particular
The appointment is made only after the cadet has demonstrated his/her leadership ability and general all-around worthiness for the rank. It carries with it honor and privileges. But more importantly, are the added responsibilities that the cadet commissioned leader must shoulder. To be eligible for appointment as a cadet officer, or for appointment to higher cadet officer rank, a cadet must:

a. Have successfully completed all previous military training courses
b. Have maintained at least a “B” average in JROTC and a “C” average or higher in all other classes
c. Have demonstrated ability to lead others by actual performance in the Cadet Corps
d. Be recommended by the cadet next senior in the chain of command, the Cadet Battalion Commander, and approved by the SAI

2. NCO Appointments. Appointment as a noncommissioned officer is recognition of good qualities already demonstrated, as well as the military staff’s confidence in the cadet’s potential leadership ability. To be eligible for appointment as a cadet noncommissioned officer or for promotion to a higher grade a cadet must:

a. Have at least a “C” average in JROTC and be passing grades in all subjects attempted.
b. Have demonstrated the ability to hold a position of authority.
c. Possess a record of military accomplishments showing fitness for advancement.
d. Be recommended by the Cadet CO CDR, by the Cadet BN CDR, and approved by the SAI.

B. After initial appointments are made, subsequent appointments will be based upon promotion criteria indicated below. Appointments during the first six weeks of the school year are temporary. During that period, every cadet is being closely observed and carefully evaluated. It is advantageous for all temporary appointees to give their best effort at all times. Temporary appointment is not tantamount to permanent appointment to any rank, grade, or position. Normally, cadet officer appointments will be made from the LET-3 and LET-4 levels. The appointment of noncommissioned officers normally will be from the LET-2 and LET-3 levels. Outstanding cadets may progress faster than their contemporaries as well as cadets that successfully complete JROTC Cadet Leadership Challenge (JCLC).

3–5 Promotions

A. The President of the Board, in conjunction with the battalion commander, is responsible for establishing and scheduling at least four promotion boards during the school year.

B. Cadets are promoted on their demonstrated ability and evaluation by the cadet chain-of-command, the school faculty, and the military staff. The following policy is established in order to provide an equitable system of promotions, and to provide for an orderly flow of experienced personnel through the leadership positions.
1. General requirements for promotion to any rank are as follows:
   Must maintain an overall “C” average for promotion
   Attainment of scholastic standing commensurate with the grade
   Recommendation of the immediate superior in the chain-of-command
   Approval of the SAI
   Leadership ability
   Military proficiency
   Appearance and military bearing
   Character and attitude
   Academic grades
   Extra-curricular activities

2. To establish a fair and impartial system for compiling information for promotion of all cadets, the following procedure is submitted for determining performance evaluation grade for drill:
   Cadet Evaluation
   Knowledge (Drill)
   Command Voice
   Appearance/Bearing
   Degree of Control
   Self Confidence
   Attitude

C. Recommendations for promotion may be submitted through the cadet chain-of-command to the President of the Board. The recommendations are carefully weighed with the cadet’s overall academic record; his/her JROTC record; his/her disciplinary record, both JROTC and overall; and a careful evaluation of the cadet’s leadership ability/potential.

D. Composition of the promotion board will include:
   1. President of the Board
   2. Command Sergeant Major
   3. Company officer
   4. First Sergeant
   5. Platoon Sergeant

3–6 Reductions Reduction is an extremely serious matter. The cadet chain-of-command may recommend reduction when supported by valid evidence. No reduction will be affected without an inquiry into the facts of each case and without providing the cadet with an opportunity to show cause as to why he/she should/should not be reduced.

A. Recommendations for reduction will be submitted through the cadet chain-of-command to the President of the Board.

B. The President of the Board is responsible for establishing the proper board to gather the facts to make a recommendation to the battalion commander and the SAI.
C. Reduction will be made under the following conditions:

1. Inefficiency or neglect of duty.
2. Demonstrated inability to serve as a leader in the grade held.
3. Conduct improper for a person holding that grade.
4. Failure to maintain the academic standard for promotion.
5. Deficiency in JROTC academics during any grading period.
6. Suspension from school for any reason.
7. Non-excused failure to wear the uniform when prescribed, or to maintain personal grooming standards such as hair length, etc.
8. Excessive accumulation of demerits.
9. Disrespect to cadet officers or non-commissioned officers, Army instructors, school officials, teachers, or school employees.
10. Action that reflects unfavorably upon individual character or upon the JROTC Corps.

D. A cadet officer or noncommissioned officer may be suspended from the rank for a specified period of time in lieu of reduction. A cadet suspended from rank will be relieved from leadership duties during the period of such suspension and will wear the insignia of rank of a Cadet Private E-2. During the period of suspension from rank, the affected cadet will be ineligible for favorable consideration for any action.

E. Any indication that battalion duties are interfering with academic class work will be dealt with on an individual basis.

**3-7 Posting Promotions and Reductions** All promotions and reductions will be posted on the bulletin board.
CHAPTER 4

CADET REGULATIONS

4-1 Purpose The purpose of this chapter to provide a clear understanding of cadet rights, privileges, and responsibilities to ensure smooth run organization. The provisions of this chapter have the same force as an order issued directly to a cadet. Your responsibility is to be aware of these regulations and to conduct yourself in a way that reflects not only the letter of regulations, but the spirit as well.

4-2 Respect for Authority A major aim of the Army Junior ROTC program is to aid you in becoming a better citizen. In keeping with this goal, you are required to show the proper respect for authority. This applies equally to your relationships with cadets holding a higher rank and to school officials. The maxim, “He who would lead must first learn to follow,” should be taken seriously by you from the very first day in the Corps.

4-3 Authority of Cadet Officers and Noncommissioned Officers Cadet officers and noncommissioned officers are duly appointed representatives of the officials of the school and the military staff. Their orders and instructions are to be obeyed by all cadets junior to them. You are charged with the responsibility of obeying orders regardless of any personal feelings you may have toward the senior/superior giving them. Whenever you feel that you are being subjected to an injustice, follow this simple rule: “Obey first, protest later.”

4-4 Responsibilities of Cadet Officer and NCOs All cadet officers and noncommissioned officers have certain responsibilities placed upon them when they assume their ranks. They must at all times be fair, impersonal, and impartial in giving orders. Any cadet officer or noncommissioned officer, who misuses the authority delegated to him/her, will be considered unfit for that rank and will be reduced. Cadet officers and noncommissioned officers have the responsibility to exercise every means of positive leadership to accomplish results, and should resort to disciplinary measures only when all else fails. Remember, the job of the cadet officer and noncommissioned officer is to lead.

4-5 Personal Appearance The JROTC Program is a uniformed program where discipline is judged, in part, by the manner in which you wear a prescribed uniform, as well as by the your personal appearance. Therefore, a neat and well-groomed appearance by all cadets is fundamental to the JROTC Program and contributes to building the pride and esprit essential to an effective Corps of Cadets.

A. 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 must be natural to human hair and not present an extreme appearance. Applied hair colors that are prohibited, including but not limited to, purple, blue, pink, green, orange, bright (fire-engine) red, and fluorescent or neon colors.

1. 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. If a mustache is worn, it will be kept neatly trimmed. The portion extending beyond the corners of the mouth will not fall below the line parallel with the bottom of the lower lip. Goatees and beards are not authorized. 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.

2. Females. Hair styles 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 the 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 anytime 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 no free-hanging hair is visible.

3. Wigs may be worn as long as the hairpiece is of natural hair color and the style and length conforms to appearance standards. A hairnet will not be worn unless it is required for health or safety reasons.

B. Fingernails. All personnel will keep fingernails clean and neatly trimmed so as not to interfere with performance of duty, detract from the military image, or present a safety hazard.

C. Hygiene and Tattoos. Cadets are expected to maintain good hygiene while in uniform. Tattoos are authorized except in areas of the body that 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.

D. Jewelry. No jewelry, watch chains, or similar items, to include pens and pencils, will appear exposed on uniforms. Authorized exceptions are a conservative tie tack or tie clasp which may be worn with the black four-in-hand necktie. Fad devices, vogue medallions, personal talismans, or amulets are not authorized for wear in uniforms or on duty.

1. The wearing of a wrist watch, a wrist identification bracelet, and not more than two rings (wedding set is considered one ring) is authorized with Army uniforms unless prohibited for safety or health reasons as long as the style is conservative and in good taste.
2. Female cadets are authorized optional wear of screw-on, clip-on, or post-type earrings with the uniform. They will be of gold, silver, or white pearl; unadorned and spherical. When worn, earrings will fit snugly against the ear and will be worn as a matched pair with only one earring per ear lobe. The band connecting non-pierced earrings may extend slightly below the ear lobe. Male cadets are not authorized to wear any type of earring when in uniform or on duty.

E. Females may wear plain black pumps with the Army green uniform. Natural colored hose will be worn with pumps.

4-6 Personal Conduct The JROTC Department is closely related to every activity of school. It is very important that you conduct yourself in such a manner as to bring credit upon yourself with the Corps. You must set high standards of personal conduct, courtesy, and deportment, whether in uniform or civilian attire; in the JROTC area or in other areas of the school; in military instruction or in academic classes. You are expected to be leaders among your peers, and by your high standards of conduct, set the example that others will follow.

A. A cadet will be expected to devote his/her wholehearted efforts to perform his/her DUTY to the best of his/her ability. He/she should strive for perfection at all tasks assigned to him/her no matter how small or trivial it may seem.

B. A cadet will maintain his/her HONOR above reproach at all times. This means maintaining the highest standards of conduct at all times; being honest and honorable in his/her dealings with everyone. A cadet’s word is his bond.

C. A cadet must bear in mind at all times and under all circumstances that he/she is now preparing himself/herself to better serve mankind and country. With a devotion to his/her heritage as a free man/woman, he/she will strive to serve his/her COUNTRY in any hour needed.

D. In abiding by the code “DUTY, HONOR, COUNTRY”, the cadet will remember his/her added responsibility as a representative of Seneca Valley High School, and the Seneca Valley School Board in everything he/she does.

4-7 Classroom, Discipline, and Courtesy

A. Class Rules. These rules are established to maintain order and discipline in the classroom:
   1. Do not talk when the Colonel or the Command Sergeant Major is talking
   2. Be on time to class and come to school
   3. Wear the uniform properly when designated
   4. Do not cross the Red Lines
   5. Feet and knees are under your desk and head and eyes are directed to the front of the class.
B. Discipline. Military discipline is the state of order and obedience among military personnel resulting from training. Discipline is demonstrated by smartness of appearance and actions, cleanliness of person, neatness of dress and respect for those who are senior to in age as well as rank.

1. You are expected to be in class or area designated on time. You should arrive to class and be in your seat before the tardy bell rings. If you arrive after the tardy bell rings you are expected to go to the attendance office for a tardy pass.

2. The class leader will form the class, take roll and report the class prepared for instruction to the principal instructor. The class leader will call the class to “ATTENTION.” Cadets will assume the position of attention while the cadet leader gives the report to the instructor. Cadets will remain at attention until the command “TAKE SEATS” is given by the class leader.

3. Chewing gum, eating, talking, whispering, or other horseplay is not acceptable conduct when a class is in session and will not be tolerated.

4. You are expected to be prepared and participate daily. Respect and positive attitudes are expected of everyone. You will wait for the bell at your desk or chair. There is no reason for you to wait at the door.

C. Courtesy. Courtesy implies polite and considerate behavior toward all others, whether senior or junior. In general, juniors habitually give the same precedence to, and show the same deference toward, their seniors, as any courteous person does to his elders. These courtesies should be shown promptly and smartly.

1. You are expected to show military courtesy in JROTC classes, drill and other JROTC activities. Cadet Officers will be addressed as “sir” or “Ma’am,” will be afforded salutes, and courtesies by their “juniors.”

2. Cadet NCOs will be addressed by their rank. All other cadets will be addressed as “Cadet,” “Mister,” or “Ms.”

3. The exchange of salutes and other military courtesies are required at all times when cadets are present in JROTC areas (classroom, formation, and drill). These same courtesies will be observed in all areas of the school on days when the uniform is worn.

4. When an instructor or visiting officer enters a military classroom, the Cadet in Charge will call “ATTENTION,” and all cadets will assume the position of attention. After instruction has started the instruction will continue and the class will not be interrupted by calling the class to attention.

D. Uniform. The Cadet Corps is a uniformed organization. The purpose of wearing the uniform is to promote morale, esprit de corps, discipline and attention to detail. The weekly
uniform grade is an integral part of the curriculum. You are required to properly wear the uniform every week in accordance with the Seneca Valley High School JROTC Uniform Policy.

E. Activity Period. Activity period is the only time the entire cadet battalion is formed. It is critical that all cadets wear their uniform to activity period. Activity period is the time when personal recognition is done (awards and promotions).

F. Writing Assignments. You should write as if you were in English class. Complete sentences, complete thoughts with supporting information and correct spelling are expected on all written assignments unless instructed otherwise. You will be required to write each class period on a topic. Take the assignments seriously. The exercise will help you with your other classes.

G. Bulletin Board. There are bulletin boards located outside and inside the classroom door. You are required to check it every time you come to JROTC classes. The weekly training schedules are posted in advance. It is your responsibility to read the information and adhere to the schedule (e.g., if physical training is scheduled 5 Sep 08, you must have PT clothes for class). Important information will be posted that may not be covered in class. It is your responsibility to read the bulletin board!

H. Passes. Passes will only be issued to students who are called to guidance or the office. Restroom passes will not be issued. It is your responsibility to use the restroom between classes and after lunch. There will be a group class break approximately half-way through class. Cadets will able to use the restroom at that time.

I. Fire Drills. Fire drills must be orderly and efficient. Exit the classroom and make a right, exit the building across the parking lot. The JROTC assembly area is by the transformer box next to tennis courts on the south side of school. Attendance will be taken; if you are not present you will be turned in with a disciplinary infraction. If it a real fire, it must be assumed that you are still inside the building.

J. Red Lines. The red tape on the floor signifies “OFF LIMITS” areas. Only cadets who have permission are authorized to cross the red lines. These include the Arms Room, the Supply Room, and the instructors’ office. Cadets who need to see one of the instructors must knock and request permission to enter.

K. Pledge of Allegiance. You are required to stand and recite the Pledge of Allegiance. When in uniform, you will stand at the position of attention, remain silent and face the flag.

L. Cadet Folders. Cadet folders are maintained in the file cabinet in the rear of the room. It is your responsibility to retrieve your folder before class starts and replace the folder at the end of class. You may take the folders home but will be responsible for returning it before the next scheduled class.
4-8 Visits to the JROTC Areas

A. Cadets are free to visit the JROTC Department at any time. Cadets are not permitted to enter the JROTC office, Arms Room, or the Supply Room without permission from the SAI/AI.

B. Cadets who wish to speak to the SAI/AI on an official matter will request permission through the chain-of-command. When authorized, the cadet will knock on the door of the SAI’s office, he/she will enter when instructed to do so, report in a proper manner, and state his/her business. When the business is completed the cadet will salute, do an about face, and depart.

4-9 Chain-of-Command and Communication Channel

A. The chain-of-command is to be used in all matters involving orders, and communication with school and Army authorities concerning the JROTC Program (Appendix B). It is the official channel of communications established for efficient and orderly transmission of orders and information. Communication will pass through the elements of the chain-of-command in the sequence described below (both up and down the chain):

1. Senior Army Instructor (SAI)/Army Instructor (AI)
2. Cadet Command Sergeant Major/Battalion Commander
3. Cadet First Sergeant/Company Commander
4. Cadet Platoon Sergeant/Leader
5. Cadet Squad Leader
6. Cadet Team Leader
7. Cadet (You)

B. An OPEN DOOR POLICY is in effect for personal matters or grievances. You have direct access to the SAI/AI without going through the chain of command. You should try to work out grievances within the chain-of-command, if the matter cannot be handled to their satisfaction, the matter will be brought to the attention of the SAI/AI.

C. Staff channels are established to coordinate between different staff sections and to facilitate the accomplishment of routine tasks in administration and supply matters where no command decision or breach of policy is involved.

4-10 Training Standards During training as a cadet, instructors will insist on perfection in what may seem to be minor details (posture, shoes shined, cleanliness, etc.). Your performance will be of the highest standard both on and off the school grounds. You will be expected to conduct yourself at all times in a manner which will reflect favorable on yourself, your parents/guardians, your school, and the Cadet Corps. Cadets not in proper uniform will be corrected by cadet officers, cadet non-commissioned officers, and the Military Staff at the school, or away from school. Any time you wear the uniform it must be worn correctly.
CHAPTER 5
MERITS/DEMERITS SYSTEM

5–1 Purpose The merit and demerit system is established to provide a means whereby cadet leaders can discipline cadets who violate policies and procedures, and reward cadets for superior performance of duties.

A. Merits will be awarded to those cadets who excel in any phase of their training or whose adherence to standards of the JROTC far exceed those of the average cadet.

B. Demerits may be assessed for any infraction or violation of existing standards of the JROTC Department and the school. The number of demerits received by a cadet is an indication of his/her effort and interest in the school, Cadet Corps, and himself/herself. Assessed demerits will accumulate during each grading period and can reduce the numerical grade average.

C. Merits cancel out demerits. Cadets may work off demerits prior to the end of each grading period by performing supervised constructive work. Remaining merits and demerits will be used to develop student grades for the six week period. Merit/demerit records will be closed out each six weeks to permit inclusion in the six weeks’ grades.

5–2 Responsibilities

A. Cadet officers and NCOs in the rank of Sergeant First Class and above may recommend the awarding/issuing of merits or demerits.

B. The provisions of good leadership and the chain-of-command will be followed in awarding merits and issuing demerits.

C. Failure of cadets to carry out this very important responsibility in the proper spirit and manner is grounds for corrective action.

5–3 Effect on Alphabetical Grade Merits/demerits are accrued cumulatively for each nine week grading period and will added to, or subtracted from, the final nine weeks’ grade. The merits/demerits are applied when the six week academic grade is computed and a tentative numerical grade is assigned. Outstanding merits at the end of the grading period will result in an adjustment of the grade on the basis of one (1) point for each five (5) merits but will not raise the grade more than one letter grade. Demerits will result in an adjustment of the grade on the basis of one (1) point for each five (5) demerits, but will not lower the grade more than one letter grade. Merits/demerits given during the last seven days (including the weekend) of a grade period will be carried forward to the next grading period.
Example #1: Cadet has an average of 93 and 10 merits. His/her final average for the grading period will be calculated as follows:

\[ 93 + 2 \text{ (gain of 2 points for 10 merits)} = 95 \text{ of “A”} \]

Example #2: Cadet has an average of 95 and 15 demerits. His/her final average for the grading period will be calculated as follows:

\[ 95 - 3 \text{ (loss of 1 point for the 5 demerits)} = 92 \text{ or “B”} \]

5–4 Control

A. All merits and demerits given by a cadet must be reviewed and approved/disapproved by the SAI/AI to ensure they are fair, impartial, and not in excess of the amount authorized. Merit and demerit forms (Appendix C) will routed through the chain-of-command to the cadet BN CDR or cadet XO; review for approval/disapproval by the SAI/AI; forwarded to the S-1 who will record them in the cadet’s official record.

B. Merits and demerits will not be issued without the approval of the SAI/AI.

C. No cadet may issue merits to himself/herself.

D. Any cadet who feels that he/she has been unjustly given demerits may appeal, in writing, through the chain-of-command, to the SAI.

5–5 Accrual of Excessive Demerits

A. Cadets who accrue an unusually high number of demerits may be considered for disenrollment from JROTC.

B. At the end of each grading period any cadet having been assessed more demerits than merits will have his or her grade average lowered by one point for each five (5) excess demerits. No grade will be lowered more than one letter grade.

C. Demerits may be worked off by arrangement with the SAI/AI. The specific number of demerits and the work required will be decided at the time of the arrangement.

D. Cadets who accumulate more than twenty-five (25) demerits, at any one time will not be considered for any favorable personnel action.

5–6 Merits Cadets may receive merits in the amounts and for the reasons shown:

<table>
<thead>
<tr>
<th>REASON</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Attending JROTC activity period in the proper uniform and on time</td>
<td>1-5 merits</td>
</tr>
</tbody>
</table>
B. Outstanding demonstration of leadership 1-5 merits

C. Drill Team or Color Guard performance 1-5 merits

A. Drill/Color Guard/Marksmanship/Raider Team members of a winning team in competition 10 merits

E. JROTC work outside normal school hours, including lunch (voluntary assistance) 1-2 merits per hour

F. Being responsible for a new cadet enrolling in JROTC 10 merits

G. Outstanding performance and appearance 1-5 merits

H. Special projects 1-10 merits

5-7 Demerits Cadets receive demerits for infractions of rules or regulations. A written request for consideration by a Cadet Board of Review must be prepared and submitted to the President of the Cadet Board of Review if the matter requires stronger action. The POB will investigate and determine if a board should be conducted.

A. Listed is the maximum number of demerits for each offense. Lesser number of demerits may be given, depending on the seriousness of the offense.

<table>
<thead>
<tr>
<th>Offenses</th>
<th>Max # Demerits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Malingering (hanging out w/o permission in the supply room, SAI/AI office, or off-limits area)</td>
<td>10 demerits</td>
</tr>
<tr>
<td>2. Misuse of Government or JROTC property</td>
<td>10 demerits</td>
</tr>
<tr>
<td>3. Unacceptable conduct (Using profane or obscene language while in uniform in the JROTC area or during a JROTC activity)</td>
<td>5 demerits</td>
</tr>
<tr>
<td>4. Failure to report for an agreed duty or detail</td>
<td>1-5 demerits</td>
</tr>
<tr>
<td>5. Discourtesy or insubordination</td>
<td>1-15 demerits</td>
</tr>
<tr>
<td>6. Improper wear of uniform (disarray, dirty brass, shoes, clothing, wearing unauthorized items)</td>
<td>1 demerit/item</td>
</tr>
<tr>
<td>7. Need shave, haircut, or hair not worn to</td>
<td>1-5 demerits</td>
</tr>
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standard

8. Misconduct in classroom 1-5 demerits
   (sleeping, excessive talking, or horseplay)

9. Chewing gum or talking in formation 1-5 demerits

10. Unprepared for class 1-5 demerits

11. Unexcused late to class or formation 1-5 demerits

12. Not wearing the proper uniform 10 demerits
    on the prescribed uniform day

B. Serious offenses and misconduct such as, lying, cheating, stealing, hazing (bullying or
   harassing) subordinates or actions which would bring discredit upon the Seneca Valley JROTC
   Corps, Seneca Valley High School, or the US Army are in direct contradiction to the JROTC
   Cadet Creed and will not be tolerated. The action taken for such offenses is determined by the
   cadet’s LET level, academic level, and JROTC rank.

1. Officer-Board of Review and disciplinary action by the school

2. Noncommissioned officer-25 demerits and/or board of review and disciplinary
   action by the school

3. Private-10 demerits (1st offense), 25 demerits or board of review (2d offense)
   and disciplinary action by the school
CHAPTER 6

UNIFORM

6-1 Wearing the Uniform The uniform is a symbol of a proud and honorable profession. As a JROTC cadet, you are expected to maintain high standards in both personal appearance and military bearing. Being properly uniformed is a large part of the image you project to all those with whom you come in contact. As a future leader, train yourself now to present an outstanding image at all times. When you are in uniform, you must remember that you are a living advertisement of your unit, the Army Junior ROTC, and Seneca Valley High School. Credit or discredit, as the case may be, is reflected on you, the JROTC, and the school, by your appearance, your uniform and your conduct.

A. Whenever the uniform is worn, it will be clean and neatly pressed, fully buttoned, with shoes shined and insignias polished. It is your responsibility to keep the uniforms you are issued clean.

B. The proper headgear will be worn with the uniform when outdoors and not under cover.

C. A sweater may be worn under the Class A coat or the ACU shirt, provided no part of the sweater is visible.

D. Shoes must be black in color, with plain toes and matching laces. Socks must be black.

E. Cadets will wear the uniform for the entire designated uniform day and on special occasions as directed by the SAI. If your uniform is unserviceable, bring the uniform to school so the damage may be verified by a member of the military staff and you can exchange the damaged item.

F. The uniform will not be worn by cadets participating in any type of sports which could cause damage to the uniform. Cadets who have after school employment may not wear the uniform on the job.

G. You are not to lend any part of the uniform issued to you to another cadet or to any other person for any reason.

H. Wearing of the uniform for other than JROTC functions must be approved in advance by the SAI.
6-2 Prescribed Uniform The prescribed uniform, as outlined in the appropriate Army and Cadet Command Regulations, is authorized for wear by the Cadet Corps, Seneca Valley High School.

6-3 Supply

A. Responsibilities. The uniform and equipment of the Seneca Valley High School JROTC Department are the property of the United States Government. It is loaned to you for specifically authorized purposes. You are charged with the responsibility of maintaining your issued equipment and clothing in the best possible state of serviceability. You are authorized to use your uniform and equipment for training and other activities approved by the JROTC Department and the school. To use your uniform or equipment for purely personal purposes is a direct violation of the trust that has been placed in you.

1. Initial fitting and alteration costs, to include sewing on shoulder sleeve insignia, will be paid by the JROTC Department. Minor repairs and cleaning, pressing, and laundering of uniforms are your responsibility.

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

3. Unauthorized alterations, which change the configuration of the uniform, will result in disciplinary action, as well as financial liability by you.

B. Issue and Turn-In Procedures.

1. Issue. Upon enrollment into the JROTC program, your parents or legal guardian must sign an agreement of responsibility, which states that they will be responsible for the items of Government property issued to you. When this agreement has been returned to the JROTC Department, you will be issued your clothing and equipment. All issues will be recorded on Clothing and Instructional Material Record. You will be required to sign this form acknowledging receipt of the property. You are cautioned, when signing for property, to be sure that you have received what you have signed for. The Clothing and Instructional Material Record, once signed, is the official record of the clothing and equipment you are charged with, and you will be held responsible for the items listed on it.

2. Reissue. From time to time, you may lose items of clothing and/or equipment. If this happens to you, immediately notify the SAI/AI and you will be issued another item. You will be required to sign for the reissue. If the lost item is found at a later date, turn in the excess item and receive credit for it. If it is not recovered you will be expected to pay for the lost item.
3. Turn-Ins. When turning in property, you must be sure that proper credit is recorded on your and the signature Clothing and Instructional Material Record of the person accepting the turn-in is placed on the form in the proper places. This record is the only document which officially records turn-ins, and the only way you can receive proper credit is to ensure that the entry is made on the Clothing and Instructional Material Record. Above all, do not leave equipment on an instructor’s desk and expect to receive credit for a turn-in. Part of your course of instruction is aimed toward making you a responsible citizen. The issue and turn-in procedures are designed to assist in accomplishing that goal.

4. If uniforms are not turned in as required, upon leaving the program or completion of the school year, a student’s grades will be held up until the uniforms are returned or monetary compensation is made for lost items.

C. Individual Weapons.

1. A demilitarized US rifle, M-1903 is assigned to designated cadets at the beginning of each school year. These weapons are stored in numbered slots, in arms racks, in the Arms Room.

2. You are responsible and accountable for the weapon assigned to you during drill, or any other time the weapon is in your possession. Any part of the weapon that may be broken or damaged through carelessness or neglect on your part must be paid for you. You will not attempt to repair or replace any broken part of an assigned weapon.

3. You will clean your assigned weapon at least once each week. This is an individual responsibility. Failure to comply with this instruction will result in disciplinary action.

4. Weapons will not be exchanged without the approval of the SAI.

5. Weapons are not toys and will not be pointed at individuals at any time.

6-4 Wearing Award Ribbons, Medals, Badges, AND Tabs

A. Ribbons representing individual awards of academic, athletic, and military excellence are worn on the Army Green uniform. Ribbons will be worn in the order of procedures from wearer’s right to left in one or more rows either with no space between rows or a 1/8-inch space between rows.

1. Male-Ribbons will be worn centered with the pocket button 1/8-inch above the left breast pocket in as many rows as necessary.

2. Female-Ribbons will be worn centered on the left side with the bottom row positioned parallel to the bottom edge of the nameplate. The placement of the ribbons may be adjusted to conform to individual figure difference, but not more than 2-inches above the top button on the coat.
B. Qualification badges.

1. Male-The badge will be centered from left to right on the left pocket flap with the upper portion of the badge 1/8-inch below the seam.

2. Female-The badge will be worn centered on the let side ¼-inch below the bottom ribbon row.

6-5 Insignia The following described insignia are authorized for wear as a part of the Army JROTC uniform:

A. Shoulder Sleeve Insignia.

1. JROTC-centered on the left sleeve of the coat. The top of the insignia will be ½ inch down from the shoulder seam.

2. Seneca Valley High School-centered on the right sleeve of the coat. The top of the insignia will be ½ inch down from the shoulder seam.

B. Insignia of Grade.

1. Class A Coat and Class A Green Shirt. The shoulder epaulet sleeve with insignia of grade is slipped over both shoulder epaulets of the uniform so that the insignia will be centered on the shoulder loops.

2. Dress Blues. The pin on rank for cadet officers and enlisted is worn one inch from the edge of the epaulet.

3. Black jacket. The pin on rank for cadet officers and enlisted is worn centered on the epaulet.

C. Corps and Collar Insignia. (See figures 6-5.3 and 6-5.4)

1. Cadet Officers.

   a. JROTC Cut-Out Insignia-centered on upper lapels of coat.

   b. JROTC Branch Insignia-centered on lower lapels of coat.
2. Enlisted Cadets-JROTC Branch Insignia centered on upper lapels on the coat.

D. Cap Insignia.

1. Garrison Cap. (Figures 6-5.5)
   
a. Officers-wear non-subdued insignia of grade centered on the left curtain of the cap, 1 inch from the front edge spaced at 1/8-inch if wearing more than one.

   b. Enlisted-wear the ROTC insignia centered on the left curtain of the cap, 1 inch from the front edge.
2. Army Combat Uniform Patrol (ACU) Cap. Non-subdued rank insignia is centered top to bottom in the middle of the cap.

E. Honor Unit Insignia-Class A Jacket and Class A Shirt.

1. Male-Centered 1/4-inch above the right breast pocket.

2. Female-Centered 1/4-inch above the name tag on the right side on the coat.

F. Academic Achievement Insignia. If worn with the Honor Unit Insignia, the wreath will be pinned so that the star is within the wreath. The measurement used would be the same as the Honor Unit Insignia above.

G. Shoulder Cords-Class A Coat and Class A Shirt and Dress Blues. If only one shoulder cord is worn, it is to be placed on the left shoulder only. However, if a cadet has earned more than one shoulder cord, no more than two cords will be worn at the same time, one on each soldier. Commander’s cords will be worn on the left shoulder only. If a cadet commands more than one team, they may choose which cord to display, but will not wear more than one cord at a time.

1. Color Guard-White
2. Drill Team-Red
3. Raider Team-Gray
4. Unarmed Exhibition-Beige
5. Armed Exhibition-Blue & Gold
6. Marksmanship Team-Brown
7. Summer Camp-Blue & White

H. Tabs. When wearing more than one, spacing will be 1/4-inch. If more than one row is required, the tabs will be spaced evenly on the pocket or right side as appropriate. Order of precedence: Academics, Staff, Summer Camp, Cadet Challenge, Rappelling, Teams (Color Guard, Drill, Armed/Unarmed, Raider, Marksmanship).
1. Class A Coat.
   a. Male-worn centered on the right breast pocket of the coat, between the bottom of the flap and the bottom of the pocket.
   b. Female-worn centered on the right side of the coat between the second and third button.

2. Class A Shirt.
   a. Male-worn centered on the right breast pocket of the shirt, between the bottom of the flap and the bottom of the pocket.
   b. Female-worn centered on the right side of the shirt, between the third and fourth button.

J. Nameplate-Class A Coat and Class A Shirt.
   1. Male-Centered left to right and between the top of the right pocket and the top of the pocket button hole on the pocket flap.
   2. Female-Centered on the right side on a line parallel, but not more than 2-inches above the top button on the garment.

K. Seneca Valley High School Unit Crest
   1. Class A Coat.
      a. Male-Worn above the right breast pocket of the coat, centered ¼” above the Honor Unit with Distinction insignia.
      b. Female- Worn on the right side of the coat, centered on the vertical seam, ¼” above the Honor Unit with Distinction insignia.
   2. Class A Shirt.
      a. Male-Worn above the right breast pocket of the shirt, centered ¼” above the Honor Unit with Distinction insignia.

Figure 6-5.6 Male placement of unit crest
b. Female- Worn centered on the shirt seam and ¼” above the Honor Unit with Distinction insignia.

Figure 6-5.7 Female placement of unit crest

Class A Uniform-Male and Female
Class B Uniforms-Male and Female

- Army Green Garrison Cap
- Shoulder Marks
- Army Green Long or Short Sleeve shirt
- Black Necktie/Neck Tab (mandatory with long sleeve shirt, optional with short sleeve shirt)
- Black Belt with a gold plated buckle
- Army Green Slacks
- Black Socks
- Black Low Quarter Shoes or Pumps
Male Uniform-Enlisted

1. RANK-Shoulder epaulet sleeve is centered on the shoulder loop.

2. SENECA VALLEY HIGH SCHOOL SHOULDER PATCH is centered on sleeve, 1/2-inch down from the shoulder seam.

3. JROTC SHOULDER PATCH is centered on sleeve, 1/2-inch down from shoulder seam.

4. TORCHES-Upper lapel, 5/8-inch above notch on lapel, parallel to inside of lapel.

5. STAR-Centered 1/4-inch above top of pocket.

6. ACADEMIC WREATH-Centered and 1/8-inch above top of pocket. (Star is placed inside wreath).

7. NAME TAG-Worn on the flap of the right breast pocket. Centered (left-right) and between the top of the pocket and the pocket button.

8. SCHOOL CREST-Worn on the right breast pocket, centered (left-right), 1/8 inch above academic wreath insignia.

9. RIBBONS-Worn centered and 1/8 inch above the left breast pocket.

10. TABS-Worn on the right breast pocket. Centered (left-right) and between the bottom of the pocket flap and the bottom of the pocket. When wearing two or more tabs, space the tabs 1/4-inch apart.
Male Uniform-Officer

1. RANK-Shoulder epaulet sleeve is centered on the shoulder loop.

2. SENECA VALLEY HIGH SCHOOL SHOULDER PATCH-Centered on sleeve, 1/2-inch down from shoulder seam.

3. JROTC SHOULDER PATCH is centered on sleeve, 1/2-inch down from shoulder seam.

4. ROTC BRASS-Upper lapel, 5/8 inch above notch on lapel, perpendicular to inside of lapel.

5. TORCHES-Lower lapel, 5/8 inch below notch on lapel, parallel to inside of lapel, diagonally aligned with the ROTC pin.

6. STAR-Centered 1/4 inch above top of pocket.

7. ACADEMIC WREATH-Centered and 1/8 inch above top of pocket.

8. NAME TAG-Worn on the flap of the right breast pocket. Centered (left-right) and between the top of the pocket and the pocket button.

9. SENECA VALLEY HIGH SCHOOL UNIT CREST-Worn above the right breast pocket. Centered (left-right) and 1/4 inch above the Academic Wreath or Star.

10. RIBBONS-Worn centered and 1/8 inch above the left breast pocket.

11. TABS-Worn on the right breast pocket. Centered (left to right) and between the bottom of the pocket flap and the bottom of the pocket. When wearing two or more pins, space the pins 1/4 inch apart.
Male Uniform-Class “B”

1. RANK-Shoulder epaulet sleeve is centered on the shoulder loop.

2. NAME TAG-Worn on the flap of the right breast pocket. Centered (left to right) and between the top of the pocket and the pocket button.

3. RIBBONS-Worn centered and 1/8 inch above the left breast pocket.

4. STAR-Centered 1/4 inch above top of pocket.

5. ACADEMIC WREATH-Centered and 1/8 inch above top of pocket. (Star is placed inside wreath).

6. SENECA VALLEY HIGH SCHOOL UNIT CREST-Worn above the right breast pocket. Centered (left-right) and 1/4 inch above the Academic Wreath or Star.

7. TABS-Worn on the right breast pocket. Centered (left-right) and between the bottom of the pocket flap and the bottom of the pocket. When wearing two or more pins, space the pins 1/4 inch apart.
Female Uniform-Enlisted

1. RANK-Shoulder epaulet sleeve is centered on the shoulder loop.

2. SENECA VALLEY HIGH SCHOOL SHOULDER PATCH-Centered on sleeve, 1/2 inch down from shoulder seam.

3. JROTC SHOULDER PATCH-Centered on sleeve, 1/2 inch down from shoulder seam.

4. TORCHES-Upper lapel, centered 5/8 inch above notch on lapel, parallel to inside of lapel.

5. STAR-Centered 1/4 inch above the name plate.

6. ACADEMIC WREATH-Centered and 1/4 inch above the name plate. (Star is placed inside wreath).

7. NAME TAG-Worn centered on the right side of the uniform, on an imaginary, parallel line, not more than 2 inches above the top button on the jacket.

8. SENECA VALLEY HIGH SCHOOL UNIT CREST-Worn on the right side of the uniform. Centered (left to right) and 1/4 inch above the Academic Wreath or Star.

9. RIBBONS-Worn centered on the left side of the uniform and above the parallel line used by the name plate.

10. TABS-Worn on the right side of the uniform. Centered (left-right) and between the second and third button. Place on the seam. When wearing two or more pins, space the pins 1/4 inch apart.
Female Uniform-Officer

1. RANK-Shoulder epaulet sleeve is centered on the shoulder loop.

2. SENECA VALLEY HIGH SCHOOL SHOULDER PATCH-Centered on sleeve, ½ inch down from shoulder seam.

3. JROTC SHOULDER PATCH-Centered on sleeve, ½ inch down from shoulder seam.

4. ROTC PIN-Upper lapel, centered 5/8 inch above notch on lapel, perpendicular to inside of lapel.

5. TORCHES-Lower lapel, 5/8 inch below notch on lapel, parallel to inside of lapel, diagonally aligned with the JROTC pin.

6. STAR-Centered ¼ inch above the name plate.

7. ACADEMIC WREATH-Centered and ¼ inch above the name plate. (Star is placed inside wreath).

8. NAME TAG-Worn centered on the right side of the uniform, on an imaginary, parallel line, not more than 2 inches above the top button on the jacket.

9. SENECA VALLEY HIGH SCHOOL UNIT CREST-Worn on the right side of the uniform. Centered (left-right) and 1/4 inch above the Academic Wreath or Star.

10. RIBBONS-Worn centered on the left side of the uniform and above the parallel line used by the name plate.

11. TABS-Worn on the right side of the uniform. Centered (left-right) and between the second and third button. Place on the seam. When wearing two or more pins, space the pins ¼ inch apart.
Female Uniform-Class “B”

1. RANK-Shoulder epaulet sleeve is centered on the shoulder loop.

2. NAME TAG-Worn centered on the right side of the uniform, on an imaginary, parallel line, not more than 2 inches above the top button on the jacket.

3. RIBBONS-Worn centered on the left side of the uniform and above the parallel line used by the name plate.

4. STAR-Centered 1/4 inch above the name plate.

5. ACADEMIC WREATH-Centered and 1/4 inch above the name plate. (Star is placed inside wreath).

6. SENECA VALLEY HIGH SCHOOL UNIT CREST-Worn on the right side of the uniform. Centered (left-right) and 1/8 inch above the Academic Wreath or Star.

7. TABS-Worn on the right side of the uniform. Centered (left-right) and between the third and fourth button. Place on the seam. When wearing two or more pins, space the pins 1/4 inch apart.
**Army Combat Uniform (ACU)**

- **Army JROTC**
  - "Motivating young people to be better citizens"

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**Wear of the ACU Coat / Trousers**
- The coat is worn buttoned and zipped.
- The coat has hook and loop fasteners for wearing shoulder sleeve insignia, rank, JROTC patch, and school name tape.
- The mandarin collar will be normally worn in the down position.
- Cadets are authorized to wear the mandarin collar in the up position when weather conditions dictate the wear as prescribed by the DA
- The coat is normally worn outside the trousers, and the trousers are worn with a belt. The coat may also be worn inside the trousers when directed by the SNAU. The coat will not extend below the top of the cargo pocket on the trousers and will not be higher than the bottom of the side pocket on the trousers.
- The elbow patch with hook and loop closure for internal elbow pad inserts must be closed at all times.
- Sleeves will be worn down at all times, and not rolled or cuffed.
- The moisture wicking tan t-shirt or cotton t-shirt is worn underneath the coat and it is tucked inside the trousers at all times.
- Cadets will wear the trousers tucked into the top of the boots or bloused using the draw strings at the bottom of the trousers. When bloused, the trousers should not extend below the third eyelet from the top of the boot.
- The ACU is meant to fit loosely and comfortably. Alterations to tailor this is not authorized.
- Cadets will wear the ACU in accordance with GFR 140-2.
- Cadets will not wrap the trouser leg around the leg tightly enough to present a pegged appearance or insert any items inside the trouser leg to create a round appearance at the bottom of the trouser leg.

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**Wear of the ACU Headgear**
- The ACU Patrol Cap will be the only headgear worn with the uniform.
- Cadets will wear the ACU Patrol Cap straight on the head so that the cap band creates a straight line around the head, parallel to the ground.
- The Patrol Cap will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. The cap is worn so that no hair is visible on the forehead beneath the cap. Silver or pin on rank is worn on the ACU Patrol Cap.
- The Velcro area on the rear of the cap will remain blank at all times.

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**Wear of Desert / Optional Items**
- Black boots are NOT authorized for wear with the ACU.
- Army Combat Boots - For weather (and weather) made of tan nubuck side cut cattles hide leather with a plain toe and tan rubber outsole.
- The boots are laced diagonally with tan laces, with excess lace turned into the top of the boot under the bloused trousers, or wrapped around the top sole of the boot.
- Only boots with tan rubber outsole are authorized for wear.

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**The ACU Care Policy**
- Wash in cold water and mild detergent containing no optical brighteners or bleach. Tumble dry at low heat (not to exceed 130 degrees Fahrenheit).
- Remove immediately from the dryer and fold flat or place on a nonproof hanger and ensure heat from the dryer does not set wrinkles.
- To dry, remove from the washer and place on a nonproof hanger. Do not wring or burst.

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*DO NOT STARCH THE ARMY COMBAT UNIFORM UNDER ANY CIRCUMSTANCES. THE USE OF STARCH, SEWING, AND ANY PROCESS THAT INVOLVES DRY-CLEANING OR A STEAM PRESS WILL ADVERSARILY AFFECT THE TREATMENTS AND DURABILITY OF THE UNIFORM.*
CHAPTER 7

JROTC AWARDS AND DECORATIONS

7-1 The Awards Program  You will be recognized for your excellence, outstanding achievement, or superior performance as a member of the Cadet Corps. The two categories of individual awards are national and institutional awards.

7-2 National Awards  National awards recognize individual JROTC cadets for heroic, distinguished, meritorious, and other commendable acts and achievements.

   A. Medal of Heroism-Awarded to any JROTC cadet who has been distinguished by an act of heroism.

   B. Superior Cadet Decoration-Awarded annually to the outstanding cadet of each LET level.

   C. Legion of Valor Bronze Cross for Achievement-Awarded annually to a LET 3 cadet for achievement of scholastic excellence in military and academic subjects and development of leadership. The cadet is nominated by the SAI and the nomination is sent to Cadet Command. One award is authorized for each 4,000 LET 2/3 cadets in a region.

   D. Sons of the American Revolution Award-Awarded to a cadet enrolled in ROTC for meritorious achievement.

   E. The Military Order of the World Wars Award-Awarded annually for overall improvement in military and scholastic studies.

   F. Daughters of the American Revolution-Awarded annually to a cadet at HHS for outstanding ability and achievement.

   G. American Legion-Awarded annually to outstanding cadets at each institution for general excellence and scholastic achievement.

   H. The National Sojourners-Awarded annually to an outstanding cadet at each institution who contributed the most to encourage and demonstrate Americanism.

   I. U.S. Army Recruiting Command Award for JROTC-Awarded annually to a cadet at each school in recognition of their outstanding achievement and contributions to the JROTC program.

7-3 Institutional Awards  Institutional awards are presented by the superintendent, principal, and Army instructors to individual JROTC cadets for reasons of academic excellence, military and athletic achievement or performance, participation in community parades, excelling in recruiting programs, and other reasons that are determined by your instructors. The order of
merit (or importance) for these awards is: academic awards (6 ribbons); military awards (15 ribbons); athletic awards (5 ribbons); and miscellaneous awards (7 ribbons).

A. Academic Awards

1. N-1-1  Distinguished Cadet Award for Scholastic Excellence
   Awarded by: Superintendent
   Criteria: Awarded annually to one cadet who exhibits the highest degree of excellence in scholastics.

2. N-1-2  Academic Excellence Award
   Awarded by: Principal
   Criteria: Awarded annually to one cadet in each LET level for maintaining highest school academic grades.

3. N-1-3  Academic Achievement Ribbon
   Awarded by: SAI
   Criteria: Awarded annually to those cadets that maintain a grade of “A” in all academic subjects.

4. N-1-4  Perfect Attendance Ribbon
   Awarded by: SAI
   Criteria: Awarded to cadet with no unexcused absence during each semester.

5. N-1-5  Student Government Ribbon
   Awarded by: Principal
   Criteria: Awarded to cadets elected to a student government office.

6. N-1-6  Leadership Education Training Service Ribbon
   Awarded by: SAI
   Criteria: Awarded to cadets successfully completing first semester of training each LET year.

B. Military Awards

1. N-3-1  Senior Army Instructor Leadership Ribbon
   Awarded by: SAI
   Criteria: Awarded annually to one cadet per LET level who displays the highest degree of leadership.

2. N-3-2  Personal Appearance Ribbon
   Awarded by: SAI
Criteria: Awarded annually to cadets who consistently present an outstanding appearance.

3. **N-3-3** Proficiency Ribbon
   Awarded by: SAI
   Criteria: Awarded annually to those cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.

4. **N-3-4** Drill Team Ribbon
   Awarded by: SAI
   Criteria: Awarded annually to Drill Team members

5. **N-3-5** Orienteering Ribbon
   Awarded by: SAI
   Criteria: Awarded annually to cadets who are members of the orienteering team.

6. **N-3-6** Color Guard Ribbon
   Awarded by: SAI
   Criteria: Awarded annually to members of the Color/honor guard.

7. **N-3-7** Rifle Team Ribbon
   Awarded by: SAI
   Criteria: Awarded annually to members of the Rifle Team.

8. **N-3-8** Raider Team Ribbon
   Awarded by: SAI
   Criteria: Awarded annually to members of the Raider team.

9. **N-3-9** Commendation Ribbon
   Awarded by: SAI
   Criteria: Awarded to cadets whose performance of duty exceptionally exceeds that expected of cadets of their grade and experience.

10. **N-3-10** Good Conduct Ribbon
    Awarded by: SAI
    Criteria: Awarded annually to cadets who demonstrated outstanding conduct and participation throughout the school year.

11. **N-3-11** JROTC Cadet Leadership Challenge (JCLC) Ribbon
    Awarded by: SAI
Criteria: Awarded to cadets for JCLC participation.

12. N-3-12 Outstanding Instructor Ribbon
    Awarded by: SAI
    Criteria: Awarded to senior cadets who have taught three classes and have average 95% on the presentations and lesson plans.

13. N-3-13 Best Drill Squad Ribbon
    Awarded by: SAI
    Criteria: Awarded annually to each cadet member of the squad that is judged best drilled.

14. N-3-14 Best Drilled Cadet
    Awarded by: SAI
    Criteria: Awarded to a cadet(s) who demonstrate the highest degree of proficiency in armed and unarmed drill during the end of the year competition.

15. N-3-15 Raider North
    Awarded by: SAI
    Criteria: Awarded to members of the Raider Team who participate in the Raider North Competition.

C. Athletic Awards

1. N-2-1 Varsity Athletic Ribbon
    Awarded by: Principal
    Criteria: Awarded annually to cadets in varsity sports.

2. N-2-2 Physical Fitness Ribbon
    Awarded by: SAI
    Criteria: Awarded annually to cadets who maintain excellent physical fitness. Presented to cadets who receive 85% or better in all 5 Cadet Challenge events.

3. N-2-3 ROTC Athletic Ribbon
    Awarded by: SAI
    Criteria: Awarded annually to cadets who maintain a basic, yet challenging level of physical fitness. Presented to cadets receiving 50% or better in all 5 Cadet Challenge events.

4. N-2-4 Endurance Ribbon
    Awarded by: SAI Criteria: Awarded to cadets who
complete the one-mile run in a specified time. Males 7 minutes or less; females 10 minutes or less.

5. **N-2-5** Modified Army Physical Fitness Ribbon  
   Awarded by: SAI  
   Criteria: Awarded to cadets who attain the highest overall score in the MAPFT (push-ups, sit-ups, one-mile run)

### D. Miscellaneous Awards

1. **N-4-1** Parade Ribbon  
   Awarded by: SAI  
   Criteria: Awarded to cadets who participated in local community parades during the school year.

2. **N-4-2** Recruiting Ribbon  
   Awarded by: SAI  
   Criteria: Awarded to cadets who recruit students into the JROTC program.

3. **N-4-3** Community Service Leadership Ribbon  
   Awarded by: SAI  
   Criteria: Awarded annually to cadets who mentor or provide guidance in the execution of service learning projects.

4. **N-4-4** Band/Choral Ribbon  
   Awarded by: SAI  
   Criteria: Awarded to cadets who are members of the band or choir.

5. **N-4-5** Activities Ribbon  
   Awarded by: SAI  
   Criteria: Awarded to the cadet who participate in at least 6 activities (parking control, fundraisers, picnics, escort duty, or hikes).

6. **N-4-6** Service Learning Ribbon  
   Awarded by: SAI  
   Criteria: Awarded annually to cadets who participated in service learning projects.

7. **N-4-7** Excellent Staff Performance Ribbon  
   Awarded by: SAI  
   Criteria: Awarded annually to cadet staff officers for excellent performance.
# Seneca Valley High School Army JROTC Awards & Decorations

## Ribbons

<table>
<thead>
<tr>
<th>Medal for Heroism</th>
<th>Superior Cadet Award</th>
<th>Distinguished Cadet</th>
<th>Academic Excellence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awarded to any JROTC Cadet who performs acts of Heroism</td>
<td>Awarded annually to one cadet in each LET Level</td>
<td>Awarded annually to one cadet who exhibits the highest degree of excellence in scholastics.</td>
<td>Awarded annually to one cadet in each LET level for maintaining highest school academic grades.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Achievement</th>
<th>Perfect Attendance</th>
<th>Student Government</th>
<th>LET Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awarded annually to those cadets who maintain a grade of &quot;A&quot; in all academic subjects.</td>
<td>Awarded to cadets with no unexcused absence during each semester.</td>
<td>Awarded cadets elected to a student government office.</td>
<td>Awarded to cadets successfully completing first semester of training of each LET year.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional by SAI</th>
<th>Optional by SAI</th>
<th>Optional by SAI</th>
<th>Optional by SAI</th>
</tr>
</thead>
<tbody>
<tr>
<td>N-1-7</td>
<td>N-1-8</td>
<td>N-1-9</td>
<td>N-1-10</td>
</tr>
<tr>
<td>Award Name</td>
<td>Description</td>
<td>N.</td>
<td></td>
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<tr>
<td>------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------</td>
<td></td>
</tr>
<tr>
<td>SAI Instructor Leadership</td>
<td>Awarded annually to one cadet per LET level who displays the highest degree of leadership.</td>
<td>N-3-1</td>
<td></td>
</tr>
<tr>
<td>Personal Appearance</td>
<td>Awarded annually to cadets who consistently present an outstanding appearance.</td>
<td>N-3-2</td>
<td></td>
</tr>
<tr>
<td>Proficiency</td>
<td>Awarded annually to cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.</td>
<td>N-3-3</td>
<td></td>
</tr>
<tr>
<td>Drill Team</td>
<td>Awarded annually to Drill Team members.</td>
<td>N-3-4</td>
<td></td>
</tr>
<tr>
<td>Orienteering Team</td>
<td>Awarded annually to cadets who are members of orienteering teams.</td>
<td>N-3-5</td>
<td></td>
</tr>
<tr>
<td>Color Guard</td>
<td>Awarded annually to members of the Color/Honor guard.</td>
<td>N-3-6</td>
<td></td>
</tr>
<tr>
<td>Rifle Team</td>
<td>Awarded annually to members of the Rifle Team.</td>
<td>N-3-7</td>
<td></td>
</tr>
<tr>
<td>Raider Team</td>
<td>Awarded annually to members of the Raider Team.</td>
<td>N-3-8</td>
<td></td>
</tr>
<tr>
<td>Commendation Ribbon</td>
<td>Awarded to cadets whose performance of duty exceptionally exceeds that expected of a cadet of their grade and experience.</td>
<td>N-3-9</td>
<td></td>
</tr>
<tr>
<td>Good Conduct</td>
<td>Awarded annually to cadets who have demonstrated outstanding conduct and participation throughout the school year.</td>
<td>N-3-10</td>
<td></td>
</tr>
<tr>
<td>JROTC Cadet Leadership Challenge (JCLC)</td>
<td>Awarded to cadets for JCLC participation.</td>
<td>N-3-11</td>
<td></td>
</tr>
<tr>
<td>Outstanding Instructor</td>
<td>Awarded to senior cadets who have taught three classes and have average 95% on the presentations and lesson plans.</td>
<td>N-3-12</td>
<td></td>
</tr>
<tr>
<td>Best Drill Squad</td>
<td>Awarded annually to each cadet member of the squad that is judged best drilled.</td>
<td>N-3-13</td>
<td></td>
</tr>
<tr>
<td>Best Drill Cadet</td>
<td>Awarded to a cadet(s) who demonstrate the highest degree of proficiency in armed and unarmed drill during the end of the year competition.</td>
<td>N-3-14</td>
<td></td>
</tr>
<tr>
<td>Raider North</td>
<td>Awarded to members of the Raider Team who successfully complete the Raider North competition</td>
<td>N-3-15</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td>Award Criteria</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Varsity Athletics</td>
<td>Awarded annually to cadets in varsity sports.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Fitness</td>
<td>Awarded annually to cadets who maintain excellent physical fitness.</td>
<td>Presented to cadets who receive 85% or better in all 5 Cadet Challenge events.</td>
<td></td>
</tr>
<tr>
<td>ROTC Athletic</td>
<td>Awarded annually to cadets who maintain a basic, yet challenging level of</td>
<td>Presented to cadets receiving 50% or better in all 5 Cadet Challenge events.</td>
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</tr>
<tr>
<td></td>
<td>physical fitness.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endurance</td>
<td>Awarded to cadets who complete the one-mile run in a specified time.</td>
<td>Males 7 minutes or less; females 10 minutes or less.</td>
<td></td>
</tr>
<tr>
<td>Modified Army Physical</td>
<td>Awarded to cadets who attain the highest overall score in the three event</td>
<td>MAPFT (push-ups, sit-ups, one-mile run).</td>
<td></td>
</tr>
<tr>
<td>Fitness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parade</td>
<td>Awarded to cadets who have participated in local community parades during</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>the school year.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recruiting</td>
<td>Awarded to cadets who recruit students into the JROTC program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Service</td>
<td>Awarded to cadets who mentor or provide guidance in the execution of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td>service learning projects.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Band/Choral</td>
<td>Awarded to cadets who are members of the band or choir.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activities</td>
<td>Awarded to cadets who participate in at least 6 activities (parking,</td>
<td></td>
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<tr>
<td></td>
<td>control, fundraisers, picnics, escort duty, or hikes)</td>
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<td></td>
</tr>
<tr>
<td>Service Learning</td>
<td>Awarded Annually to cadets who participate in Service Learning Projects.</td>
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<td></td>
</tr>
<tr>
<td>Excellent Staff</td>
<td>Awarded annually to cadet staff officers for excellent performance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance</td>
<td></td>
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</tr>
</tbody>
</table>
7-4 Unit Awards The Junior ROTC Unit Inspection Program is used to annually evaluate JROTC units to determine if the schools, Corps of Cadets, and instructors meet and maintain, and identify/appropriately reward those that exceed minimum program standards.

A. The evaluation system is comprised of two components that collectively provide a maximum of 1,000 points on an annual school year basis.

1. The UNIT REPORT completed annually by the unit, and forwarded through brigade to Cadet Command. The Unit Report represents data for the applicable school year. The Unit Report is worth 400 points.

2. The FORMAL INSPECTION is conducted at least every three years on an announced schedule developed by the brigade and conducted by teams designated by the brigade. The Formal Inspection is worth 600 points. In years that no Formal Inspection is conducted, the last pervious score will be used.

B. The Annual Unit Evaluation Summary will be calculated annually using the applicable components of the Unit Report and the Formal Inspection. Inspectors CANNOT round scores (up or down). Different levels of achievement are listed below:

1. Honor Unit with Distinction (HUD): For units that achieve at least a 96 percent on each element. The insignia for this level is a Gold Star.

2. Honor Unit (HU): For units that achieve at least a 90 percent on each element. The insignia for this level is a Blue Star.

3. Merit Unit (MU): For units that achieve at least 80 percent on each element. The insignia for this level is a White Star.

4. Satisfactory (S): For units that achieve at least a 75 percent on each element.
Unit Awards

| Merit Unit Insignia. The white star is awarded to all JROTC units designated as a merit unit. |
| 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 (gold star). |

7-5 Academic Insignia, Patches, Badges, Tabs, and Shoulder Cords

A. Academic Achievement Insignia. The academic achievement award is awarded to the top 10% of each JROTC class based on grades earned in JROTC courses. The award will be automatically withdrawn when a cadet’s academic standing is below 10% of his/her contemporaries the following semester after initial award. Subsequent awards are denoted by an oval shaped felt cloth pinned behind the badge. Scarlet denotes the second award, silver-gray donates the third award, and gold donates the fourth or more awards.

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. Subsequent awards are indicated by a felt pad center background.
- Second award – red pad.
- Third award – silver pad.
- Fourth award – gold pad.
B. Physical Fitness Awards. Cadets who excel in the Cadet Challenge are awarded the President’s Physical Fitness patch or the National Physical Fitness patch.

**Physical Fitness Awards**

Given to a cadet who achieves 85% or higher in each Cadet Challenge Event

Given to a cadet who achieves 50% or higher in each Cadet Challenge Event

C. Marksmanship Badges. JROTC Air Rifle qualification badges for marksmanship will be issued to cadets who qualify in the marksmanship program as provided for in AR 145-2, CCR 145-2, and the Civilian Marksmanship Program.

| Marksman | Sharpshooter | Expert |
D. Shoulder Cords and Tabs. Cadets may earn shoulder cords and tabs for participating on various teams and completing the established criteria in their respective SOPs.

### Shoulder Cords

<table>
<thead>
<tr>
<th></th>
<th>Color Guard/Honor Guard - White</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shoulder Cords</strong></td>
<td>Drill Activities - Red</td>
</tr>
<tr>
<td><strong>Color Guard/Honor Guard</strong></td>
<td>Drill Activities - Red</td>
</tr>
<tr>
<td><strong>Guard</strong></td>
<td><strong>Guard</strong> - White</td>
</tr>
<tr>
<td><strong>Drill Activities</strong></td>
<td><strong>Drill Activities</strong> - Red</td>
</tr>
<tr>
<td><strong>Activities</strong></td>
<td><strong>Marksmanship Activities</strong> - Tan</td>
</tr>
<tr>
<td><strong>Unarmed Exhibition</strong></td>
<td><strong>Unarmed Exhibition</strong> - Ivory</td>
</tr>
<tr>
<td><strong>Armed Exhibition</strong></td>
<td><strong>Armed Exhibition</strong> - Gold</td>
</tr>
<tr>
<td><strong>Summer Camp (JCLC)</strong></td>
<td><strong>Summer Camp (JCLC)</strong> – Blue and White</td>
</tr>
</tbody>
</table>

Marksmanship Activities - Tan  
Raider Team - Gray  
Unarmed Exhibition - Ivory  
Armed Exhibition - Gold  
Summer Camp (JCLC) – Blue and White
## Tabs

<table>
<thead>
<tr>
<th>Tab</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color Guard/Honor Guard</td>
<td>White</td>
</tr>
<tr>
<td>Drill Team</td>
<td>Red</td>
</tr>
<tr>
<td>Rifle Team (Marksmanship Activities)</td>
<td>Tan</td>
</tr>
<tr>
<td>Summer Camp</td>
<td>Brown</td>
</tr>
<tr>
<td>Raider Team</td>
<td>Black</td>
</tr>
<tr>
<td>Rappelling</td>
<td>Black</td>
</tr>
<tr>
<td>Staff</td>
<td>Purple</td>
</tr>
<tr>
<td>Exhibition</td>
<td>Red</td>
</tr>
<tr>
<td>Cadet Challenge</td>
<td>Black</td>
</tr>
</tbody>
</table>
CHAPTER 8
CADET LEADER GUIDES

8–1 General This chapter is designed to assist the cadet leader in accomplishing their assigned mission. Leadership is not an inherent characteristic, but it is something that can be learned provided that the potential leader is willing to come to terms with himself/herself and his/her mission. All of the material in this chapter is to aid you in learning to become a leader so that you can accomplish your mission efficiently and with the least burden on those you have been selected to lead. The key is to “Lead by Example.”

8–2 Definitions In order to accomplish your mission, you must thoroughly know the following terms:

A. UNITY OF COMMAND. Within the command structure, or at any level of command, there can be one and only one commander. He/she is responsible for everything his/her unit does or fails to do. His/her responsibility is matched by the authority necessary to carry out his/her responsibilities. A commander can delegate authority to take an action but he/she cannot delegate the responsibility for that action.

B. SPAN OF CONTROL. A leader or supervisor can effectively control only a given number of subordinates. The ideal span control is three to five subordinates and the maximum number is seven subordinates.

C. CHAIN OF COMMAND. The succession of leaders through whom command is exercised is called the chain-of-command. The chain starts at the top with the Commander-in-Chief (President of the United States) and ends with the leader immediately above you. It enables the commander to retain the unity of command within the maximum span of control. The battalion commander assigns tasks to the company commander and holds them responsible for the successful execution of the assigned tasks. Company commanders use the same procedures with the platoon leaders, and the platoon leaders use the same technique with squad leaders.

D. STAFF AUTHORITY AND RESPONSIBILITY. The staff is a unit consisting of those officers and noncommissioned officers who assist the commander in the exercise of command. They are advisors to the commander in areas assigned to them by the commander. Staff officers will keep the commander informed on matters within their areas of responsibility which may require his/her attention.

8–3 Battalion Commander and Staff

A. Battalion Commander (BN CDR) (Cadet Lieutenant Colonel) is the most demanding position in the battalion. The BN CDR is selected for this position based on demonstrated leadership ability and academic standing. The appointed cadet must be able to use of good common sense and judgment in solving of problems that affect the entire Cadet Corps. The cadet appointed to this position must be mature and willing to accept responsibility, delegate
authority, supervise subordinates, and stand by his/her convictions. Specific duties and responsibilities include:

1. Commanding the battalion at all formations.
2. Preparing for and conducting the training of the battalion during activity periods and collective training events.
3. Maintaining a direct and personal relationship with his/her staff and company commanders.
4. Ensuring good two way communication within the chain-of-command is maintained.
5. Using the staff to assist him/her in gathering information and preparing plans for training and controlling the unit.
6. Designating staff officers to assist in the preparation, execution, and supervision of orders.
7. Ensuring a feeling of mutual respect and confidence exists between the staff and the companies.
8. Ensuring that staff members are capable and that they understand their responsibilities to the BN CDR, BN XO, and the Corps of Cadets.
9. Ensuring orders and actions are in compliance with JROTC regulations, policies, and directives with the Seneca Valley High School JROTC regulations through the chain-of-command.
10. Executing all responsibilities in the name of the SAI; seek advice and assistance from the SAI/AI and carry out all their directives quickly and completely.
11. Arranging the required meetings and assemble the required commander or staff personnel to determine any actions that may be necessary in fulfilling the obligations of the cadet battalion.
12. Providing evaluations for any members of the battalion, but specifically the battalion headquarters personnel and the company commanders.
14. Presiding over officer calls.
15. Working with school authorities in coordinating activities of the cadet battalion with the organizations of the school, ensuring that battalion activities are in accordance with school policy.
16. Assigning missions (in coordination with the SAI) to all extra-curricular team captains such as drill, marksmanship, color guard.
17. Responsible for all the battalion does or fails to do.

B. Battalion Executive Officer (BN XO) (Cadet Major). The BN XO coordinates, supervises, directs, and coordinates the battalion staff to prevent overlapping efforts and to ensure that the commander’s desires are understood and achieved. BN XO keeps the staff informed of the commander’s policies and keeps the BN CDR informed of the status of projects assigned to the staff. The BN XO assumes command of the battalion in the absence of the BN CDR. Specific responsibilities and duties include:

1. Organizing the cadet battalion staff properly and ensuring that it works as a team.
2. Inspecting the work of the cadet battalion staff and making other inspections as directed by the cadet battalion commander.

3. Ensuring that the battalion staff officers prepare and submit reports on time and that they are engaged in future planning.

4. Acting as the commander of troops during ceremonies.

5. Ensuring that instructions and orders issued to the cadet battalion are in accordance with the established policies of the cadet BN CDR; report all violations of orders to the cadet BN CDR.

6. Performing other duties as assigned by the cadet BN CDR or the SAI/AI.

7. Supervising the preparation and submission of required reports as required by higher authority.

8. Conducting periodic inspections of the JROTC area and taking necessary action to see that it is properly policed and arranged.

C. Battalion Adjutant (BN S-1) (Cadet Captain). The S-1 is the administrative assistant to the BN CDR and advises the BN CDR on personnel matters. The S-1 is responsible for maintaining records of all cadets. The S-1 keeps attendance records preparing orders and performs such other administrative duties as directed by the BN CDR or the BN XO. The BN S-1 specific duty and responsibilities include:

1. Assisting in aligning the battalion at all battalion formations.

2. Receiving the report at battalion formations from the CO CDRs and receiving the names of absentees from the CSM.

3. Planning for the conduct of special ceremonies in coordination with the BN S-3.

4. Preparing and publishing any orders necessary for the operation of the cadet battalion.

5. Maintaining the qualification records and personal files on all cadets.

6. Collecting, consolidating, posting, and maintaining all merit and demerit reports and records.

7. Publishing and executing the cadet battalion’s recruiting plan.

8. Coordinating with the CO CDRs and the battalion staff on recommendations to the SAI/AI on reassignments and organization; assign cadets to the various companies and maintaining a record of those assignments.

9. Preparing periodic strength reports under the supervision of the SAI/AI and keeping the manning board posted and up to date.

10. Reporting incidents that are prejudicial to good order and discipline, and submitting reports to the SAI/AI, the cadet BN CDR, and the BN XO.

11. Making recommendations to improve morale and welfare of the cadet battalion.

12. Performing other duties as assigned by the BN CDR, BN XO, or the SAI/AI.

13. Maintaining and filing the Cadet Personnel Data Entry Form.

14. Maintaining and filing the Cadet Privacy Act Statement and the Health Statement.

15. Maintaining the record of all cadet activities on JUMS.

16. Maintaining the JROTC office in a high state of police.
17. Training the assistant S-1/NCO and directing them in the performance of their duties.

D. Battalion Security Officer (BN S-2) (Cadet Captain). The S-2 is responsible to the BN CDR for the enforcement of the security SOP. The BN S-2 specific duties and responsibilities include:
   1. Making periodic inspections of weapons, supply and classroom security.
   2. Making necessary on-the-spot corrections resulting from the above inspections and reporting same to the BN XO, BN CDR and the SAI.
   3. Investigating incidents that are prejudicial to good order and discipline and submits reports of the investigation to the BN CDR and the SAI as required.
   4. Providing a weather update to the staff for upcoming operations and events.
   5. Coordinating all activities involving rifles and advises the BN CDR and the SAI on the condition of the rifles. Specific duties include:
      a. Ensuring compliance with the HHS JROTC Security SOP for issue, turn-in and storage of weapons.
      b. Maintaining and posting a current access roster for arms room and supply room.
      c. Assisting the military staff in the conduct of the monthly sensitive item inventory by serial number of all weapons and ammunition stored in the arms room.
   6. Coordinating and supervising cadets for parking control activities.

E. Battalion Training and Operations Officer (BN S-3) (Cadet Captain). The BN S-3 assists the BN CDR in the conduct of training, and general supervision of all training of the Cadet Corps. He/she is responsible for training and for ensuring that classrooms are prepared for instructions. Under the supervision of the SAI, he/she prepares the weekly training schedule. He/she keeps the BN CDR informed of the progress in training and prepares the drill field for ceremonies. The BN S-3 specific duties and responsibilities include:
   1. Preparing weekly training schedule and assigning cadet officers and NCOs as instructors.
   2. Posting weekly training schedules on bulletin boards no later than Thursday two weeks prior to the scheduled week of training.
   3. Inspecting of the drill field prior to use by the battalion.
   4. Ensuring that the drill field is left in a high state of police upon completion of training periods.
   5. Ensuring the football field or gym (during inclement weather) is prepared for reviews and ceremonies.
   6. Ensuring the cadet portfolios are maintained IAW CCR 145-2.
   7. Coordinating with the S-1 to ensure a record is maintained of all extracurricular training/activities conducted by the cadet corps.
   8. Coordinating the training of the marksmanship team, drill teams, and color guard.
   9. Maintaining a record of team membership and team practice attendance.
   10. Organizing events such as, reviews, parades, and extracurricular activities.
   11. Maintaining the unit reference library.
12. Ensuring the assistant S-3 and operations sergeant are fully trained and capable of performing their assigned duties.

F. Battalion Supply Officer (BN S-4) (Cadet Captain). The BN S-4 is responsible to the BN CDR for the maintenance, security, record keeping, issue, and turn-in of all government property. Under the supervision of the military staff, the supply officer determines supply requirements; maintains a running inventory of property; requisitions, procures, and stores supplies; collects and disposes of excess and salvage equipment and clothing. The BN S-4 specific duties and responsibilities:

1. Ensuring that the DA Form 3645-1 for each cadet is properly maintained.
2. Preparing requisitions as directed by the Military Property Specialist (MPS).
3. Maintaining the supply room in a neat and orderly fashion.
4. Maintaining security of the supply room and other storage areas in coordination with the S-2.
5. Conducting inventories of supplies and equipment and informing the SAI of discrepancies.
6. Assisting the military staff in the issue and turn-in of clothing and equipment.
7. Arranging for maintenance and cleaning details as required in coordination with the S-1 and BN CSM.
8. In coordination with the CSM, making periodic inspections of the national, state, and organizational colors for serviceability.
9. Training and supervising the assistant S-4/NCO ensuring they are familiar with and capable of performing their assigned duties.

F. Battalion Public Affairs Officer (BN S-5) (Cadet Captain). The S-5 is the “spokesperson” for the Cadet Corps. The BN S-5 is the contact between the Cadet Corps and all of the representatives of the student body, the faculty, and the local news media. The BN S-5 must be alert to assure that the many JROTC activities are publicized in such a way as to create the best possible image of the Cadet Corps and Seneca Valley High School. The specific duties and responsibilities of the BN S-5 include:

1. Preparing and distributing news releases to all elements of the local news media (newspapers, radio, and television stations). News releases will be prepared on all HHS JROTC activities such as: the annual awards banquet; Formal Inspection; battalion participation in parade and community events; and any other information which will be favorably viewed or read, or which provide public knowledge of JROTC programs and activities.
2. Maintaining the historical record of events of HHS JROTC. The record will be started at the beginning of the school year and maintained on a compact disk (CD). All news articles, photographs and other items of information pertaining to the cadet corps will be included in this record.
3. Maintaining a unit journal of ALL extracurricular events of a civic action nature in which the battalion participates or supports, i.e. parades, Color Guard support, football games, competitions etc.
4. Planning and overseeing all community and school civic action projects.
5. Assuring that all articles for release to news media have been cleared and approved by the SAI before publication.
6. Maintaining the JROTC bulletin board.
7. Maintaining the trophy and display cases: placing new trophies as they are earned by teams; arranging for dusting, maintenance, or rearranging of all display items or trophies as needed.
8. Chairing and organizing the “March for Babies” service learning project in which the cadet corps participates.
9. Conducting briefings on the functions and purpose of the Seneca Valley High School JROTC program.
10. Training and supervising the assistant S-5/NCO ensure they are familiar with and capable of performing their assigned duties.

G. Battalion Information and Technology Officer (S-6) (Cadet Captain). The S-6 is responsible to the BN CDR for all matters concerning signal operations, automation management, network management, and information security. The specific duties and responsibilities of the BN S-6 include:
   1. Establishing automation systems procedures for all automation software and hardware in JROTC.
   2. Ensuring the automation equipment in JROTC is properly working.
   3. Coordinating with the S-5 for publication of the HHS JROTC monthly newsletter on the HHS JROTC website.
   4. Establishing and updating the HHS JROTC website.
   5. Coordinating with the team commanders and staff officers for information for the HHS JROTC website.
   6. Managing communication security for all automation software and hardware (passwords) in JROTC.
   7. Managing radio (hand-held) allocations and assignments.

H. Battalion Command Sergeant Major (Cadet CSM). The battalion CSM is the senior enlisted member of the Cadet Corps. As such, he/she supervises the other enlisted members of the battalion. The CSM is responsible to the BN CDR and advises him/her on all matters pertaining to enlisted cadets. The specific duties and responsibilities for the CSM include:
   1. Assisting subordinate NCOs, the BN XO, and the BN S-I with administrative duties/details.
   2. Advising and assist the BN CDR in all matters pertaining to the enlisted members of the cadet battalion.
   3. Assisting the adjutant in the formation and alignment of the battalion at all battalion formations.
   4. Receiving lists of absentees from companies and submitting them to the BN S-1.
   5. Supervising the color guard and all flag details.
   6. Ensuring the flag details are properly trained.
   7. Making frequent inspections of uniforms for serviceability and cleanliness and of cadets for compliance with cadet regulations.
   8. Ensuring the color guard is properly trained.
   9. Coordinating with the color guard commander and SAI/AI for the scheduling of the color guard for home games, assemblies, pep rallies, and community functions.
10. Reporting to the BN CDR any instances of lack of interest during training, lack of respect of the Colors, and any other detrimental information concerning the color guard and the Cadet Corps.

11. Supervising battalion staff noncommissioned officers to ensure they are properly fulfilling their responsibilities.

12. Ensuring that the battalion area is maintained in a high state of police at all times and that JROTC offices and classrooms are kept neat and orderly.

13. Assisting the President of the Board in all board actions involving all enlisted members of the cadet battalion.

14. Assuming command of the battalion in the absence of all officers.

I. President of the Board of Review (POB) (Cadet Captain/Major). The PBO is an extension of the eyes, ears, voice, and conscience of the BN CDR. The PBO is a personal staff officer providing the BN CDR with a sounding board for issues of the Corps of Cadets. The PBO must be an honest broker and consummate fact finder. The PBOR must understand the merit and demerit system, promotion policy, and be very knowledgeable in all aspects of drill, training, and staff procedures. Specific duties and responsibilities for the PBOR include:

1. Advising the BN CDR and staff of the morale and training of the Corps of Cadets.
2. Ensuring the merit and demerit system is maintained and implemented with highest integrity.
3. Establishing the promotion boards for the Corps of Cadets.
4. Ensuring the promotion system (boards and policy) is maintained with integrity and fairness.
5. Assisting the BN CDR and staff in the execution of their duties as determined by the BN CDR and SAI/Al.

A. Special Assistant to the SAI (SASAI). The special assistant to the SAI is a cadet that serves as a teacher’s assistant who performs those tasks designated by the SAI/Al. Specific duties and responsibilities include:

1. Assisting the SAI/Al in administrative matters.
2. Assisting the SAI/Al in issuance of books and manuals.
3. Taking charge of the JROTC office and controls access to same in the absence of the SAI/Al.
4. Serves as special project officer for functions, exercises, and operations designated by the SAI.

8–4 Company Officers

A. Company Commander (CO CDR) (Cadet Captain). The CO CDR is responsible for all the company does or fails to do. He/she exercises control of the company through the XO and platoon leaders. He/she keeps the BN CDR apprised of the status of the company at all times. The CO CDR recommends assignment, reassignment, promotions, and reduction of cadets under his/her command. The CO CDR must be an expert in all phases of drill. The following are some of your specific duties:
1. Commanding the company at all formations.
2. Consulting the training schedules, studying the drill references, and ensuring that you and your subordinates are prepared to instruct.
3. Keeping the CO XO informed and ensuring that he/she is prepared to assume command in your absence.
4. Making on-the-spot corrections at any time to ensure that all members of the company understand and comply with cadet regulations.
5. Ensuring that all members of your company know and use the chain of command.
6. Making each cadet an effective member of your company; taking an interest in their problems; offering advice and helping them solve their problems.
7. Conducting inspections at every formation; making on-the-spot corrections as necessary; following-up ensuring that deficiencies from earlier inspections are corrected.
8. Executing the orders of the BN CDR even though you may not personally agree with them.
9. Seeking advice from the BN CDR or SAI/AI when encountering a problem to which you do know the answer.

B. Company Executive Officer (CO XO) (Cadet First Lieutenant). The CO XO assists the CO CDR in the training of the company and performs such administrative duties as designated by the CO CDR. The CO XO should be well-versed in all of the functions of command and be prepared to assume command of the company during the absence of the CO CDR.

C. Platoon Leader (PLT LDR) (Cadet Second Lieutenant). The PLT LDR is a very desirable position. A PLT LDR has a platoon of cadets for whom they are directly responsible. Primarily, the job is one of leadership, training, and discipline. PLT LDRs also have the opportunity and privilege to be a role model, coach, and counselor. The duties and responsibilities of a PLT LDR are:
1. Keep the company commander apprised of the status of the platoon at all times.
2. Organizing and maintaining an effective chain of command. Learning the names of every one in your platoon and use their names when addressing them.
3. Conducting an inspection of your platoon at platoon formations.
4. Using the chain of command to accomplish tasks; working mainly with the platoon sergeant and squad leaders.
5. Knowing all cadet regulations and ensuring that all members of the platoon also know and follow them.
6. Enforcing orders from superiors whether you agree with them or not; however, if you think an order is wrong, discuss it with the chain-of-command or SAI/AI, as necessary.
7. Developing a spirit of teamwork so as to instill respect, obedience, and cooperation in the unit.
8. Knowing all phases of drill; be able to supervise/conduct platoon drill and, if you are the senior officer present in a formation, be able to conduct company drill.
9. Setting high standards of personal appearance and conduct for yourself. Remember, the PLT LDR sets the example for the platoon to follow.
10. Making an effort to resolve all leadership, training, and disciplinary problems at the platoon level; if you cannot solve the problem, seek the advice and assistance of the CO CDR, CO XO, or ISG.

11. Providing assistance/counseling personnel in the platoon, especially when requested by a squad leader or the platoon sergeant, and/or when necessary for performance or disciplinary reasons.

8–5 Company Noncommissioned Officers

A. Company First Sergeant (CO 1SG). The CO 1SG is responsible to the CO CDR for administrative matters. The 1SG is the senior enlisted person in the company. Specific duties and responsibilities include:
   1. Forming and aligning the company, except when directed otherwise by the CO CDR.
   2. Receiving the report from platoon sergeants and submitting them to the BN CSM.
   3. Checking all merits and demerits with the CO CDR before submitting them to the S-1.
   4. Keeping the CO CDR informed on all matters pertaining the health and welfare of the unit.
   5. Ensuring all cadets of the company are in proper uniform for training.
   6. Assisting the company commander and executive officer in administrative details as directed.
   7. Knowing all phases of drill and ceremonies.
   8. Assuming command of the company in the absence of all cadet officers.
   9. Setting a good example.
  10. Training platoon sergeants to take over his or her job in an emergency.
  11. Training the company guidon bearer.

B. Platoon Sergeant (PSG) (Cadet Sergeant First Class (SFC)). The primary concern of the PSG is the training of the platoon and supervising the squad leaders. The PSG is responsible to the PLT LDR for the administrative duties of the platoon. The PSG is the first supervisor above the squad leader in the chain-of-command. He/she works directly with the squad leaders. He/she should know the weaknesses and strengths of each cadet within the platoon. The specific duties and responsibilities of the platoon sergeant include:
   1. Setting the example at all times.
   2. Forming the platoon; submitting the report to the CO 1SG.
   3. Keeping the PLT LDR informed on all matters pertaining to the platoon.
   4. Assuming command of the platoon in the absence of the platoon leader.
   5. Enforcing the orders and instructions of the platoon leaders.
   6. Supervising the squad leaders with the inspection of their squads at formation.
   7. Developing a spirit a teamwork and respect from each member of the platoon.
   8. Becoming proficient in drill and ceremonies and knowing FM 3-21.5.
   9. Knowing and requiring all platoon members to know the cadet regulations.
  10. Becoming familiar with the duties of the 1SG so that he/she is capable to assume those duties when needed.
C. Squad Leader (SL) (Cadet Staff Sergeant (SSG)/Sergeant (SGT)). Squad leaders are responsible to the PLT LDR/PSG for the appearance, conduct, training, and discipline of their squad. They ensure that each squad member learns and does what is expected, maintains high standards of behavior. Specific duties and responsibilities include:

1. Setting the example at all times.
2. Knowing the number, names, and personal information on all assigned personnel.
3. Counseling/assisting squad members with JROTC matters or helping them find solutions to other issues when possible; referring them to the PSG/PLT LDR if you are unable to handle/resolve an issue.
4. Forming the squad correctly. Making an accurate by-name report of the persons present and absent during activity period, company or platoon formations, and other cadet battalion activities.
5. Being thoroughly familiar with individual, squad, and platoon drill outlined in FM 3-21.5.
6. Inspecting the personal appearance of each squad member at each formation; ensuring each cadet has the authorized clothing and equipment and it is properly maintained.
7. Developing responsibility and leadership in team, leaders and be the first person they turn to for assistance and advice.

D. Team Leader (TL) (Cadet Corporal (CPL)). Team leaders are responsible for the formation, appearance, and discipline of their team members, and must be prepared to assume control of the squad in the absence of the squad leader. Specific duties and responsibilities of the TL are:

1. Setting the example at all times.
2. Knowing the number, names, and personal information on all assigned personnel.
3. Assisting team members with JROTC matters when possible; refer them to the SL for assistance if you are unable to handle/resolve an issue.
4. Be thoroughly familiar with individual and squad drill IAW FM 3-21.5; inspect team members during formations, ensuring they know what is required of them.

E. Team Members. Duties and responsibilities of team members are:

1. Maintaining and wear the entire uniform to standard when prescribed.
2. Properly safeguarding and care for all equipment and materials issued to you and for which you are responsible.
3. Ensuring you are on time for all official formations requiring your presence.
4. Conducting yourself in a manner that brings credit to you, the Cadet Corps, and Seneca Valley High School.

F. Color Guard Commander. Primary duties include:

1. Training members of the color guard.
2. Representing the Corps of Cadets at activities as directed by the cadet BN CDR, cadet BN XO, or SAI/AI.
3. Coordinating uniform, flag, and rifle requirements with the S-4.
4. Scheduling competitions for the color guard; coordinating these activities with the S-3 and the training schedule.
5. Inspecting uniform and personal appearance of color guard members.
6. Ensuring practice attendance is properly recorded.
7. Coordinating with the S-1 to ensure color guard personnel attending competitions are recorded in JUMS.

G. Drill Team Commander(s) (Armed, Unarmed, and Exhibition). Primary duties include:
1. Recruiting members and organize the cadet drill team(s).
2. Scheduling the drill team training program.
3. Coordinating uniform and rifle requirements with S-4.
4. Scheduling drill programs, parades, and competitions for the drill team; coordinating these activities with S-3 and the training schedule.
5. Ensuring practice attendance is properly recorded.
6. Coordinating with the S-1 to ensure color guard personnel attending competitions are recorded in JUMS.

H. Marksmanship Team Commander. Primary duties include:
1. Organizing the training schedule for the marksmanship team.
2. Scheduling matches/competitions for the marksmanship team; coordinating these activities with the S-3 and the training schedule.
3. Supervising the maintenance and care of the JROTC rifle range.
4. Developing the rifle marksmanship program for the cadet battalion.
5. Coordinating rifle requirements with the S-4.
6. Ensuring practice attendance is properly recorded.
7. Coordinating with the S-1 to ensure color guard personnel attending competitions are recorded in JUMS.

I. Raider Commander. Primary duties include:
1. Organizing the training schedule for the raider team.
2. Recruiting members and organize the cadet drill team(s).
3. Coordinating uniform and rifle requirements with S-4.
4. Scheduling drill programs, parades, and competitions for the drill team; coordinating these activities with S-3 and the training schedule.
5. Ensuring practice attendance is properly recorded.
6. Coordinating with the S-1 to ensure color guard personnel attending competitions are recorded in JUMS.

8–6 Leadership Summary

A. Human Factors. Today we live in a complex world and it is essential that every member of the Seneca Valley High School Corps of Cadets be a leader—actually or potentially. You must know how to take the best advantage of the inherent human factors with which you were born. These things are traits or characteristics that are his/her alone. You must be aware of
your own strengths and weaknesses. Each person must know themselves. This section is a distillation of many years of experience that have been devoted to being a leader of men and women and studying successful leaders. You will use these factors in furthering your own study and development of your own philosophy of leadership and citizenship.

B. Leadership Traits. Leadership traits are personal qualities which, if demonstrated in daily activities, help the commander earn the respect, willing obedience, and loyal cooperation of his/her followers. Each person differs in the degree to which he/she displays each of the traits which compose their total personality. Our reaction to other individuals depends in great part on their personalities, which are the sum total of their traits or personal characteristics. The attitudes of the followers toward a leader are greatly influenced by the personal qualities he/she demonstrates, since the effect of leadership in a military unit, as in any other group, depends upon the interaction of two or more personalities. The traits demonstrated by a leader directly affect the behavior of the followers and their willingness to accomplish a mission.

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

D. Leadership Techniques. Leadership is simply the action you take as an individual to solve problems confronting you in a leadership position. Different individuals use different techniques; some good, some bad. Good techniques are developed by solving leadership problems in your own way, while using leadership principles as your guides. A leader can, if necessary, force subordinates to carry out orders under threat of punishment. The leader who uses this fear technique will not survive as a leader. You must develop techniques of leadership that will enable you to direct and to influence your subordinates. The key word is “influence,” not “direct.” You must learn for yourself how to impose your will in a way to gain respect, obedience, and loyal cooperation, while creating good morale, discipline, and proficiency among those you lead. To lead, you must set the example and know your job. Remember: Only a fool thinks he/she can fool his/her contemporaries and subordinates.

E. Counseling. A leader has an inherent responsibility to provide timely help and guidance to subordinates. A leader must talk with a person in a way that helps that person solve a problem or helps to create conditions that will cause the person to improve his/her behavior, character, or values. In order to effectively counsel, a leader must first learn to listen. A leader must learn to observe and determine the actions that must be taken to improve performance of subordinates.

F. Counseling versus Punishment. Repeatedly issuing demerits may get a cadet’s attention, but it does not get their wholehearted cooperation. People do things because they WANT to do them, not because YOU want them to do them. The secret is to convince them that they want the same things you do. The way to do this is to motivate not punish.
CHAPTER 9

JROTC ACTIVITIES

9–1 General

A. The HHS JROTC Corps of Cadets has many activities outside the regularly scheduled hours of instruction. These activities are planned to provide additional training, as well as recreation for you. As your schedule permits, you are urged to take an active part in these activities. These activities are both military and social.

B. Members of extracurricular teams are all volunteers. From the groups who volunteer for these activities, only the very best are selected to represent the Corps of Cadets and Seneca Valley High School in such activities as the color guard, armed/unarmed drill teams, armed/unarmed exhibition drill teams, marksmanship team, and raider team. If you are not selected for one of these teams, do not be discouraged. Keep working to improve your military skills and you may be selected at a later time.

9–2 Military Activities The purpose of the military activity teams is to: provide a means through drill training and drill competitions; of enhancing the morale of the Corps of Cadets; developing the spirit of cohesion; and presenting traditional, interesting and well executed military drill routines; provide for the development of participating cadets in the practice of team work and leading fellow cadets; aiding in the disciplinary training by instilling habits of precision and response to the leaders’ orders. Through hard work and discipline, team members develop leadership skills and abilities necessary to become effective leaders in many situations.

A. Color Guard. The JROTC Color Guard is formed from exceptional cadets and represents the Corps of Cadets and the school at many formations, reviews, parades, athletic events, civic events, and competitions throughout the year. Details on the functions and operations of the color guard are in the Color Guard SOP.

B. Drill Teams. There are four different drill teams formed from volunteer cadets who excel in drill and appearance. They participate at school, civic, and competitions throughout the year. Details on the functions and operations of the drill teams are in the Drill Team SOP.

1. Armed/Unarmed Regulation Drill. The armed regulation drill team practices and performs with rifles. Likewise, unarmed regulation drill team practices and performs without rifles. Regulation drill is performed as a squad or platoon and all movements must be executed in accordance with US Army Field Manual 3-21.5, Drill and Ceremonies. Commanders are required to memorize as many as 90 commands and train the squad/platoon.

2. Armed/Unarmed Exhibition. The armed exhibition drill team practices and performs with rifles. Likewise the unarmed exhibition drill teams practices and performs without rifles. Exhibition drill is performed as a squad or platoon but does not have to execute specific drill movements. The commander and team develop a routine that is based on military drill but the drill movements performed are exaggerated with very few verbal commands. The
routines are usually developed by counting steps between movements and are difficult to synchronize. These routines are judged on originality, precision, and time.

C. Marksmanship Team. This team is formed early in the year. Final selection takes place after the range season. The 15 team members are chosen based on their average scores on the range. They are placed into three teams “A”, “B”, and “C”. The “C” team consists of alternates, while “A” and “B” teams participate in or attend matches. Details on the functions and operations of the Marksmanship Team are in the Marksmanship Team SOP (TBD).

D. Raider Team. Cadets in this unit take part in outdoor adventure type training. This training requires that the cadets be in better than average physical condition. The Raider team participates in competitions that involve land navigation, physical training test, obstacle course, rock wall, one-rope bridge, and other outdoor/physical activities. Details on the functions and operations of the Raider Team are in the Raider Team SOP.

E. Academic/Leadership Teams. Cadets may qualify for their academic/leadership team(s) based on in-class/school competitions that emphasize the use of the Classroom Performance System (CPS) and questions from teachers that assist with end of course and other standardized tests. The composite team will compete in the JROTC Leadership and Academic Bowl (JLAB).

9–3 Social Activities Seneca Valley High School JROTC Corps of Cadets participate in many social activities which are planned by the cadet chain-of-command. Examples of some of the social activities include:
A. Picnics
B. Parades
C. Receptions
D. Military ball.
E. Dining-In
F. Bivouacs (camp-outs)
G. Lock-Ins
H. Parking control
I. Field trips
J. Staff rides
K. Hikes
L. Caving
M. Awards banquet/ceremony
APPENDIX A

REFERENCES

SECTION I-Publications

AR 145-2
Junior Reserve Officers’ Training Corps: Organization, Administration, and Support

AR 190-11
Physical Security of Arms, Ammunition, and Explosives

AR 190-13
The Army Physical Security Program

AR 600-8-22
Military Awards

AR 600-20
Army Command Policy

AR 601-210
Regular Army and Army Reserve Enlistment Program

AR 670-1
Wear and Appearance of Army Uniforms and Insignia

AR 700-84
Issue and Sale of Personal Clothing

AR 710-2
Inventory Management Supply Policy Below the National Level

AR 725-5
Policies and Procedures for Property Accountability

AR 840-10
Flags, Guidons, Streamers, Tabards, Automobile and Aircraft Plates

DA Pam 710-2-1
Using Unit Supply System (Manual Procedures)

CTA 50-900
Clothing and Individual Equipment

CTA 50-909
Field and Garrison Furnishing and Equipment

CTA 50-970
Expendable/Durable Items (Except Medical, Class V, Repair Parts and Heraldic Items)

FM 3-21.5
Drill and Ceremonies

CCR 145-2
Junior Reserve Officers’ Training Corps Program: Organization, Administration, Operation, Training and Support

CCR 145-8-3
Junior Reserve Officers’ Training Corps: Organizational Inspection Program Checklist

CCR 385-10
Cadet Command Safety Program

CCR 700-1
Logistics: ROTC Standardized Logistics Policy and Procedures

Supply Bulletin 700-20
APPENDIX B

JROTC CADET CHAIN OF COMMAND

Each cadet must know the chain of command in its entirety and be prepared to recite it for any inspection or senior ranking person. You are responsible for completing and maintaining the chart (pencil recommend). Use it as a study guide.

President, Commander in Chief
Secretary of Defense
Secretary of the Army
Chairman of Joint Chiefs of Staff
Chief of Staff, United States Army
Sergeant Major, United States Army
Commander, Training and Doctrine Command
Sergeant Major, Training and Doctrine Command
Commander, Accession Command
Sergeant Major, Accession Command
Commander, Cadet Command
Sergeant Major, Cadet Command
Commander, Eastern Region
Sergeant Major, Eastern Region
Commander, 2nd Brigade
Sergeant Major, 2nd Brigade
Mayor, City of Harmony
Superintendent, Seneca Valley School District
Principal, Seneca Valley High School
Senior Army Instructor (SAI)……………………______________________________

Army Instructor (AI)…………………………………………_____________________

Cadet Battalion Commander………………………………………………………

Cadet Command Sergeant Major…………………………………………………

Cadet Company Commander…………………………………………………….

Cadet Platoon Leader………………………………………………………………

Cadet Squad Leader……………………………………………………………….

Team Leader………………………………………………………………………..
APPENDIX C

MERIT-DEMERIT REPORT

INSTRUCTION: All entries must be legible. If several cadets are given merits or demerits, one form may be used and a list of attached of the cadets concerned, who must initial all demerits by their name on the list. Forms will be turned in to the box provided in the staff area. Forms must be initialed by the Cadet BN CDR or BN XO and SAI/AI before being routed to the S-1 for posting.

MERIT or DEMERIT REPORT
(Circle appropriate one)

DATE___________

CADET________________________________________COMPANY______________
Last name            first name           middle initial

REASON (describe in detail)_______________________________________________

RECOMMEND:             ______________                _______________
Merits                                  Demerits

I have been shown the demerits listed and wish to appeal them    YES / NO ________
(circle one)   initials

GIVEN BY:________________________________________RANK____POSITION_________

APPROVED BY CADET COMPANY COMMANDER:________________________
APPROVED BY CADET BATTALION COMMANDER:_____________________
APPROVED BY SAI:___________________________________________________
POSTED BY:________________________________DATE:__________________

Original copy will be filed in the cadet’s record folder. Second copy will be returned to cadet.
## APPENDIX D

### MILITARY PHONETIC ALPHABET

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