

Chapter I – NAVAL JUNIOR RESERVE OFFICER TRAINING CORPS PROGRAM (NJROTC)

101. AUTHORIZATION. The Naval Junior Reserve Officers Training Corps (NJROTC) was established in 1964 under authority of Public Law passed by the U.S. Congress. The NJROTC Program is administered by the Naval Training and Service Command (NTSC) and locally supervised by the NJROTC Area Twelve Manager located at Naval Air Station, Jacksonville, FL.

102. GOALS AND OBJECTIVES. The goals of the NJROTC program are to provide secondary school students the opportunity to learn the basic elements and requirements for national security and their personal obligations as American citizens. Specifically, the NJROTC program has the following objectives:

- A. To promote patriotism.
- B. To develop informed and responsible citizens.
- C. To promote habits of orderliness and precision.
- D. To develop a high degree of personal honor, self-reliance, discipline, and leadership.
- E. To promote an understanding of the basic elements and requirements for national security.
- F. To develop respect for and an understanding of the need for constituted authority in a democratic society.

103. ENROLLMENT REQUIREMENTS. To be eligible for initial and continued enrollment in the NJROTC program, a student must:

- A. Be a citizen of the U.S., a U.S. National, or an exchange student at Allatoona HS.
- B. Be enrolled in and attending a regular course of instruction at Allatoona High School.
- C. Be of good moral character as determined by the Principal and the Naval Science Instructors.
- D. Be physically fit to participate in all aspects of NJROTC training. Exceptions will be considered on a case by case basis and shall be approved by the SNSI.
- E. Wear the prescribed uniform, as required.
- F. Maintain a minimum 2.0 overall GPA.

G. Adhere to all aspects of the Cadet honor code and Allatoona HS's policies of conduct.

H. Comply with the personal grooming standards set forth in Section V of this handbook and Chapter 1 of the NJROTC Cadet Field Manual.

I. Be approved by the Naval Science Instructors, with the concurrence of the Principal.

104. PROGRAM BENEFITS. For actively participating cadets, the greatest benefit to be gained from the NJROTC program is personal growth and development, particularly in the areas of academic performance, responsibility, and accountability. Simply stated, you will become a better-informed and more responsible citizen. Other program benefits include:

A. *Advanced pay grade enlistment in the Armed Services.* A certificate of completion for the appropriate level of NJROTC curriculum successfully completed will be issued by the Naval Science Instructors to each cadet at the end of each school year.

1) Students completing two years of Naval Science are entitled to enlist in any of the United States Armed Services and the United States Coast Guard at the paygrade of E-2.

2) Students completing three years of Naval Science are entitled to enlist in any of the United States Armed Services and the United States Coast Guard at the paygrade of E-3, except the United States Marine Corps (E-2).

B. *Naval Academy Nomination.* Students who successfully complete the NJROTC program may compete for a nomination and appointment to the U.S. Naval Academy. In order to compete for a nomination under this program, each qualified cadet must meet the following minimum criteria:

1) have successfully completed three years of NJROTC at the end of their senior year.

2) be a citizen of the United States.

3) be of good moral character.

4) be at least 17 and less than 22 years of age by 1 July of the year he/she enters the Academy.

5) be unmarried and have no children.

6) be recommended by the Senior Naval Science Instructor.

All interested Cadets should make their intentions known to the Naval Science Instructors not later than spring of their junior year. Additionally, they should contact the Superintendent (Cadet

Guidance Officer), U.S. Naval Academy, Annapolis, MD 21402 and request a pre-candidate questionnaire.

C. **ROTC Scholarships.** Participation in NJROTC program supports application for a full NROTC scholarship at one of more than 160 colleges and universities nationwide. Those Cadets actively participating in the NJROTC program who have demonstrated above average traits of leadership, citizenship, scholarship, athletic ability, and military bearing may be nominated for a four year NROTC scholarship by the Senior Naval Science Instructor. This scholarship is currently valued at up to \$180,000.

D. **Other service academy appointments/ROTC scholarships.** The Naval Science Instructor will provide assistance, information, and letters of recommendation to deserving Cadets who are interested in applying for any of these programs.

E. All Cadets interested in enlistment into any of the services or think they may want to apply for a ROTC or Naval Academy commissioning program should notify the Naval Science Instructors as early as possible to ensure you understand and meet all program requirements.

105. ACADEMIC EXPECTATIONS. Each Cadet is expected to do his/her best work each and every day. You are required to satisfactorily complete assignments, present written and oral reports (as assigned), and participate in a positive way in the classroom. Your own sincere interest, effort, positive attitude, and initiative are critical to your own personal academic success, as well as the success of our NJROTC unit. Enthusiasm and cooperation will result in your continual development and improvement. Maintaining the highest standards of academic performance within the NJROTC program will help you establish a foundation for success throughout your life. The Senior Naval Science Instructor (SNSI) and Naval Science Instructor (NSI), as well as other Cadets, will assist you in attaining academic goals. Cadets who do not meet minimum academic requirements will not be eligible for promotion, participation on unit teams/competitions, or attend college/orientation visits.

106. CURRICULUM. The NJROTC instructional week will normally consist of academics (60%) and leadership or physical training (40%). Leadership training will include military drill, personnel inspections, military skills, and other training. Naval Science is an elective course with one unit of credit earned each semester. A summary of the four-year Naval Science curriculum is as follows:

Naval Science I

Intro to NJROTC	Citizenship	Leadership
Foundations of American Govt	Naval Aviation	Navy Ships
Leadership Laboratory	Health/Nutrition	Physical Fitness

Naval Science II

Leadership	Naval History	Oceanography
Maritime Geography	Meteorology and Weather	Astronomy
Basic Electricity	Physical Fitness	

Naval Science III

Seapower and National Security	Naval Operations	Military Law
Naval Leadership	International Law	Ship Construction
Marine Navigation	Naval Weapons & Aircraft	Leadership Lab
Physical Fitness		

Naval Science IV

This course will vary from year to year depending on the number of Naval Science IV Cadets, their class schedule, and their capabilities. It is designed to enhance the Cadets leadership skills and prepare the Cadet for the transition to future leadership roles. The Cadet will be expected to assume positions of increased leadership and responsibility and improve communication skills through practical classroom instruction, community service and experience.

107. WEEKLY CLASS ROUTINE.

Monday	Academics/Military Drill
Tuesday	Academics
Wednesday	Uniform Day/Personnel Inspection/Current Events
Thursday	Academics/Military Drill
Friday	Physical Fitness

108. DAILY CLASS ROUTINE. Academic days will be used to study the textbooks, give oral and written reports, and study leadership and teamwork techniques. Drill periods are composed of leadership training including close-order drill, ceremonial drill, manual of arms, guidon training, and other squad and platoon leadership training. Ensure you dress appropriately for drill and/or

physical training. Much of this training will occur outdoors, as weather conditions permit. Flip-flops or other sandals are not appropriate for military drill.

Prior to the beginning of each class period, the class leader will position himself or herself at the classroom door. All other cadets will position themselves next to their assigned desks. Upon hearing the bell all cadets will immediately come to the position of parade rest. The class leader will close the door, take a position next to the smart-board, call the class to "Attention," and conduct muster (roll-call). Upon completion, a verbal muster report will be passed to the SNSI/NSI. The class leader will then lead the class in reciting the NJROTC Cadet Creed. Upon completion, the class leader will direct all cadets to their seats with the command "Ready, Seats." Students will take their seats and remain at the position of attention. When all students are properly seated, the class leader will give the command "At Ease" and proceed to his or her seat.

Classroom etiquette is a must. Courtesy and respect of your fellow cadets is required at all times. Courtesy is that quality of human association, which enables people to live and work together in harmony. It demands from you a considerate behavior toward others. Courtesies include ceremonial procedures and acts of kindness and politeness. The Navy Core Values stand as a guideline both in and out of the classroom.

The following classroom guidelines will be observed or followed at all times:

1. All Cadets will respond with Sir or Ma'am, or the appropriate rank, when speaking to the SNSI, NSI, or cadet officers. This same courtesy will also be extended to the Allatoona High School Principle, Vice Principles, and staff.
2. "Attention on Deck" will be called any time the SNSI, NSI, Principal, Asst. Principal, Cadet Commanding Officer, or any other commissioned officer enters the classroom.
3. While in the classroom, cadets will remain seated at all times. Cadets should only speak when given permission by the Instructor. Raise your hand to ask a question and only one person will speak at a time.

109. MONTHLY SCHEDULE. A Plan of the Month (POM) (schedule of events) to include team practices, uniform inspections, meetings, community service events, and other items of interest will be prepared by the Cadet Operations Officer and submitted to the Cadet Commanding Officer for briefing to Naval Science Instructors for final approval. The POM will be posted on the unit website and on space bulletin boards.

110. NOTEBOOKS. Each Cadet is required to maintain a three-ring loose-leaf notebook devoted strictly to NJROTC. The notebook will be graded periodically by the SNSI/NSI for availability, neatness, completeness, accuracy, legibility, and initiative given to the notebook.

A. *The notebook* will be divided into five sections and include:

- 1) Cadet Advancement Record and Lettering Qualification Record

- 2) Plan of the Day Notes and Scheduling/Planning Calendars
- 3) Classroom notes, tests, handouts, and homework
- 4) Physical Fitness graphs/charts
- 5) Field Manual/Leadership Academy Manual

Cadets are required to bring their notebooks to class every day!

111. UNIFORM DAY. Uniforms will be worn every Wednesday. The “Uniform of the Day” will be assigned by the SNSI and will be listed in the POM. Uniforms may be required to be worn on additional days, as required/assigned by the Naval Science Instructors. **Cadets will wear the complete uniform all day (including to/from school) on uniform day. Uniform wear is a graded event and failure to comply with these guidelines will result in a grade of “0.”** Exceptions to this policy must be approved by the Naval Science Instructors, in advance. Removal of the uniform is authorized for participation in other school activities/classes, e.g., PE class, sports or band practice, etc. Upon completion of these activities the Cadet will return to their uniform. The uniform is the distinctive dress of a proud and honorable profession, and wearing of the NJROTC Cadet uniform should likewise be a matter of pride in self, unit, school, community, and country. The uniform shall be kept clean and well tailored. **Upon return at the end of the semester/school year, it shall be dry cleaned and in serviceable condition.** Rules for proper uniform wear and grooming standards can be found in chapter one of the Cadet Field Manual(CFM).

112. CADET PERFORMANCE RECORD. A Cadet Performance Record is kept for each Cadet while he/she is a member of the Allatoona High School NJROTC program and is maintained for three years after the Cadet leaves. It is the responsibility of the Cadet Administrative Officer/Assistant to keep the individual Cadet records current by entering promotions, awards earned, unit assignments, etc. as they occur and as approved by the Naval Science Instructors. The Cadet Administrative Officer has the overall responsibility for ensuring that all Cadet records are maintained in an up-to-date status. If a student transfers to another school and enrolls in a JROTC program, the receiving school may request that the Cadet’s records be transferred.

113. PROBATION. The Naval Science Instructors may place on probation any Cadet who has academic deficiencies, fails to maintain standards of grooming or wearing of the uniform, fails to wear the appropriate clothing to physical fitness training, or fails to meet established standards of conduct. This action will be taken provided the deficiencies are considered temporary in nature, i.e. the Cadet appears to have minimum aptitude and motivation required to correct the deficiencies and succeed in the program. Cadets who have been placed on probation will be so notified in writing by the Senior Naval Science Instructor, with a copy of the letter to parents (or guardians).

114. DISENROLLMENT. Any NJROTC Cadet may be disenrolled for failure to meet the terms of probation, failure to correct any deficiencies for which he/she was placed on probation, or for disciplinary reasons as determined by the Naval Science Instructors.

115. TRAINING TIME OUT. Many of the training evolutions utilized by the NJROTC program are new and foreign to Cadets. It follows naturally, therefore, that there may be some confusion or apprehension from time to time. The Training Time Out (TTO) procedure was developed to allow a cadet the opportunity to clarify a situation concerning personal safety or any other misunderstanding. The simple procedures for a TTO are as follows: The Cadet (feeling fatigue or in perceived danger) shall simply say “Training Time Out” or “TTO”. The Cadet should then seek assistance from the nearest officer or instructor. Cadets are encouraged to take a TTO at any sign of a problem.

116. PRE-MISHAP PLAN. The NJROTC Cadet is susceptible to potential injury, as is participation in any high school sports programs. A Pre-mishap plan was developed to address this area of concern. A copy of the Allatoona High School NJROTC pre-mishap plan is available upon request. Every Cadet is responsible for knowing the contents and guidance provided in this plan.

117. PHYSICAL FITNESS DAY. Friday will normally be our physical fitness day. All Cadets will dress-out in the appropriate unit Physical Training (PT) attire and participate in physical fitness training (unless excused by an Instructor or with a medical excuse from a doctor). Cadets with a medical excuse will dress-out, but not participate.

Cadets with specific medical limitations or that require the use of an inhaler must notify the instructor at the beginning of each PT session. Those who require the use of an inhaler should use it immediately upon reporting to class that particular day, prior to the commencement of the day’s physical activities.

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Chapter II – Allatoona Unit Organization

201. GENERAL. Depending on enrollment, the unit will be organized into a Company (150 Cadets or less), a Battalion (151 – 300 Cadets), or a Regiment (greater than 300 Cadets).

Rates and Ranks: The following Cadet abbreviations will be used:

Commander	c/CDR
Lieutenant Commander	c/LCDR
Lieutenant	c/LT
Lieutenant Junior Grade	c/LTJG
Ensign	c/ENS
Master Chief Petty Officer	c/MCPO
Senior Chief Petty Officer	c/SCPO
Chief Petty Officer	c/CPO
First Class Petty Officer	c/PO1
Second Class Petty Officer	c/PO2
Third Class Petty Officer	c/PO3
Seaman	c/SN
Seaman Apprentice	c/SA
Seaman Recruit	c/SR

202. COMPANY ORGANIZATION. The Allatoona High School's NJROTC Unit is currently at COMPANY strength. The following is the recommended rank/rate structure for an established COMPANY size unit. The Naval Science Instructors reserve the right to deviate from this structure, as deemed appropriate.

Company

Commanding Officer	c/LCDR
Executive Officer	c/LT
Operations Officer	c/LTJG
Supply Officer	c/ENS
Administrative/Communications Officer	c/ENS
Assistant Supply Officer	c/ENS
Company Master Chief	c/CPO/SCPO/MCPO

Platoons

Leaders	c/ENS
Assistant Platoon Leaders	c/ENS/SCPO/CPO

203. BILLETS AND RESPONSIBILITIES. Duties and responsibilities for assigned Cadet billets are outlined below. This list is by no means all-inclusive. Each Cadet is expected to seek out and do those things, which make his/her particular area of responsibility operate most

efficiently. The responsibility of leadership for each Cadet officer, chief petty officer, and petty officer is to set the highest standards for performance possible in everything that he/she does.

A. *All Cadets* are responsible for conducting themselves, at all times, in a manner which will reflect credit upon themselves, our unit, our school, and our community. Since we wear the uniform of the United States Navy, our actions are a direct reflection on our Navy. Whether in uniform or not, Cadets are responsible for maintaining the highest standards of conduct and appearance, for abiding by rules and regulations of both the school and the unit, and for carrying out instructions and orders of their superiors to the best of their abilities.

B. *Cadet Officers and Petty Officers* are promoted by the Naval Science Instructors based on demonstrated performance, academic achievement, leadership potential, team or unit activity involvement, and physical fitness performance. Continued enthusiasm, active participation, a positive attitude, and leadership by example are required of a Cadet in order for him/her to advance to and remain in unit leadership positions. Cadet officers and petty officers are expected to set the example for junior Cadets in every aspect of the NJROTC program. The responsibilities of leadership must be accepted before the privileges of rank or rate can be enjoyed. Normally, a Cadet must have at least one and one half years of NJROTC experience and must have completed all advancement requirements before being designated a Cadet officer. The Senior Naval Science Instructor will remove from leadership positions and demote those Cadets whose performance is not up to the highest standards.

C. *CADET COMPANY COMMANDER*

- 1) Carry out assigned tasks and maintain daily contact with the SNSI\NSI.
- 2) Provide the necessary instruction to all Cadets to ensure the proper and efficient operation of the unit.
- 3) Maintain the highest standards of unit discipline, appearance, and morale.
- 4) Be familiar with the duties of all unit staff members.
- 5) Practice sound leadership techniques and be aware of the leadership styles/effectiveness of the other unit staff members.
- 6) Be aware that delegation of authority to subordinates does not mean delegation of responsibility.
- 7) Provide an example for all Cadets to emulate and continually prove that you are worthy of leading the company.

D. *CADET COMPANY EXECUTIVE OFFICER*

- 1) Carry out tasks assigned by the unit Company Commander or the SNSI\NSI.

- 2) Be prepared to stand in for the Company Commander at any time.
- 3) Maintain the unit EOY report as a living document.
- 4) Assist with special projects and annual events by working closely with the SNSI/NSI and other staff members.
- 5) Keep current on the progress of Cadet advancements.
- 6) Coordinate NJROTC mentoring program and keep current on its progress.
- 7) Conduct Company staff meetings.

E. CADET COMPANY OPERATIONS OFFICER

- 1) Ensure the Plan of the Month is properly prepared and submitted.
- 2) Maintain / update the unit calendar.
- 3) Organize fund raising projects.
- 4) Be familiar with field trip requirements especially for drill teams, color guard teams and athletic teams.
- 5) Be prepared to fill in as Executive Officer as required.
- 6) Ensure team commanders are proficient in their positions as team leader.
- 7) Ensure team commanders get proper muster records to the Administration Officer for recording for lettering qualifications.
- 8) Assist CO/XO in special projects, to include field trips, parades, etc.

F. CADET COMPANY ADMINISTRATION OFFICER

- 1) Maintain Cadet administrative records in JUMS.
- 2) Record the minutes of the unit staff meetings and print copies for all involved including the SNSI/NSI.
- 3) Track personnel awards, lettering qualifications, and advancement charts.

G. CADET COMPANY FIRST LIEUTENANT/WEAPONS OFFICER

- 1) Plan and supervise routine clean up of unit spaces.

- 2) Ensure weapons are clean, in good repair and accounted for.
- 3) Ensure all spaces are maintained in a neat and organized manner every day.
- 4) Conduct a major field day before command inspection and before all other major evolutions, to include all unit spaces. The Supply Officer will assist in cleaning the supply storerooms.

H. CADET COMPANY PUBLIC AFFAIRS OFFICER / PHOTOGRAPHER

- 1) Maintain a close liaison with the media with regards to the unit.
- 2) Maintain the yearly unit scrapbook with pictures from each event.
- 3) Maintain the unit bulletin boards in a neat and orderly appearance.
- 4) Coordinate the publishing of a unit newsletter each semester.
- 5) Submit articles to the school newspaper.
- 6) Draft input for school yearbook.
- 7) Photograph (video and still) unit activities.

I. CADET COMPANY SUPPLY OFFICER

- 1) Maintain inventory and accountability for all instructional material, organizational items and uniform items.
- 2) Coordinate the issue and turn-in of all uniform items.
- 3) Conduct inventories and submit required annual reports.
- 4) Control access to all unit supply storerooms.
- 5) Ensure all storerooms are clean and orderly.
- 7) Coordinate pick-up/delivery of uniforms from cleaner as required.
- 8) Recommend to SNSI/NSI uniforms, gear and books for survey, repair or cleaning.

J. CADET COMPANY TRAINING OFFICER

- 1) Coordinate advancement testing of all platoon members, to include exam creation, administering, grading and promotion recommendations.
- 2) Maintain advancement exam test bank.
- 3) Coordinate and conduct training for those cadets in need of additional training relating to general military knowledge and drill, including those Cadets who join the unit during the school year.
- 4) Be responsible for Academic and Athletic teams ensuring required practices are held and meets are properly prepared for.
- 5) Organize physical fitness tests for recording in Cadet records and awarding of ribbons.
- 6) Ensure Platoon Commanders check class notebooks weekly for completeness and neatness.

K. RECRUITING OFFICER

- 1) Responsible for coordinating all recruiting efforts for the unit.
- 2) Setup recruiting events at feeder middle and elementary schools.
- 3) Coordinate Color Guard events for local school PTA meetings.
- 4) Track and recommend the recruiting ribbon for those cadets who successfully recruit cadets into the NJROTC program.

L. CADET COMPANY MASTER CHIEF / SENIOR CHIEF PETTY OFFICER

- 1) Responsible for the highest standards of discipline, conduct, and proper wearing of the uniforms.
- 2) Take muster at company functions, practices, staff meetings and report to the XO/CO.
- 3) Assist the CO/XO in any way necessary to run the unit efficiently.
- 4) Be prepared to form the company for drill or inspection in the absences of officers.

M. *PLATOON LEADERS*

- 1) Be responsible for the appearance, discipline, and conduct of their platoons at all times.
- 2) Maintain high proficiency within their platoons in drill, ceremonies, customs, courtesies and appearance.
- 3) Develop leadership in sub-unit members and provide opportunities for each member to practice leadership training.
- 4) Ensure accurate musters of their platoons at all unit functions.
- 5) Be at all times, a model example of leadership.
- 6) Check notebooks once a week to ensure neatness and completeness.
- 7) Distribute completed exams and homework and assist Instructor in any way possible.
- 8) Take the lead in teaching military courtesies, drill, and routines to fellow Cadets.
- 9) Take the lead in helping the company/platoon members review for tests and drill examinations.
- 10) Check the level of standardization for drill and courtesies among the company/platoon members to ensure all members are working to the best of their ability.
- 11) Act as a sponsor for a newly assigned Cadet during the school year.

N. *COMMUNITY SERVICE OFFICER*

- 1) Responsible for establishing, setup, and conducting of all unit community service opportunities.
- 2) Provide timely notification to unit staff and cadets of all community service activities.
- 3) Ensure all community service events are posted to the unit calendar.
- 4) Coordinate signups for all events to ensure the required number of cadets for each event.

O. *UNIT CHAPLAIN*

- 1) Responsible for coordinating and/or conducting prayers at all appropriate unit functions.
- 2) Coordinate/conduct invocation at unit's Military Ball, Annual Military Inspection and other unit events as required.

204. CHAIN OF COMMAND. The chain of command is the primary channel of communication throughout the unit. Information flows from the SNSI/NSI and Commanding Officer through various members of the unit to individual Cadets and from Cadets back through the same channel to the Commanding Officer and SNSI/NSI. The two-way nature of this 'chain' is extremely important. The chain-of-command for Allatoona High School NJROTC extends up and down as follows:

Senior Naval Science Instructor

Naval Science Instructor

Company Commanding Officer

Company Executive Officer

Platoon Leader

Squad Leader

Individual Cadet

205. ARMED and UNARMED DRILL TEAMS. Groups of highly dedicated Cadets interested in the sharpness and precision developed by close order drill and the Manual of Arms. They represent Allatoona High School in parades, ceremonies, and competitions with other JROTC units.

206. COLOR GUARD. This group of Cadets is possibly the most visible unit within our school and community. They present the Colors at parades, school sporting events, other community activities and ceremonies, and competitions with other JROTC units.

207. AIR RIFLE TEAM. The rifle team consists of Cadets interested in competitive shooting and firearms safety. They represent the unit in Area 12 and national competitions.

208. ACADEMIC TEAM. The academic team is comprised of Cadets who are particularly interested in academic achievement, who are top achievers in Naval Science academics, and who are willing to devote the extra effort and individual study necessary to compete successfully in Area 12 and national competitions.

209. ORIENTEERING TEAM. The orienteering team is comprised of Cadets who are particularly interested in land navigation and are willing to devote the extra time and effort required to compete competitively in both Area 12 and national competitions.

210. HONOR GUARD DETAIL. The honor guard detail will typically consist of three Cadets who will raise the National Ensign and the Georgia State flag each school day (except during inclement weather) at approximately 0815. This practice is called “**Morning Colors.**” They will march to the flagpole in a single line formation with the National Ensign in the front. They will do this in a military manner, with respect and pride. The Company Executive Officer or Honor Guard Commander will ensure personnel are assigned to complete honor guard detail duties each week. Colors is highly visible ritual that requires extreme precision and attention to detail. You must be at your very best. Participation as a member of the Honor Guard Detail is required for advancement to pretty Officer Third Class.

Chapter III – NJROTC Advancement

301. GENERAL. Advancement in rate or rank within Allatoona High School's NJROTC unit is based on time in grade and more importantly, demonstrated performance. During the first two years within the NJROTC unit, the greatest emphasis will be placed on demonstrated performance, academic achievement, and adherence to the core values of the NJROTC program. Normally, in order to advance from Cadet seaman recruit to cadet chief petty officer, a Cadet must demonstrate a prescribed degree of proficiency in military drill, ceremonies, and military knowledge, coupled with good grades and discipline. This degree of proficiency is evaluated by formal, objective tests, and subjective evaluation by the SNSI/NSI. In order to advance to Cadet chief petty officer or the Cadet officer ranks, a Cadet will have normally completed at least two years within the NJROTC program. All rate/ranks are obtained by appointment of the SNSI. Exceptional second year Cadets may also be promoted to Cadet chief petty officer and Cadet officer status at the discretion of the SNSI. Each Cadet has an equal opportunity for advancement through the ranks. *It is important to remember that Cadet officer and petty officer promotions are temporary and can/will be removed if the Cadet does not perform his/her duties in a satisfactory manner or is guilty of misbehavior. Being promoted to, holding, or being removed from a particular rank or leadership position will in no way affect your NJROTC course grade.*

302. REQUIREMENTS AND RECORDS. The Training Officer will keep a record of each Cadet's advancement progress. Specific advancement requirements are located in appendix 1 to this instruction.

A. *Written examinations.* A passing grade of 80% is required. In case of failure, the Cadet must wait until the following month before retesting. The SNSI, NSI, Training Officer, or other assigned Cadet will provide proctoring and assistance as required.

B. *Practical examinations.* These will be administered by the SNSI, NSI, Training Officer, or other a senior Cadet who will determine whether the Cadet has demonstrated the prerequisite knowledge and skill level to earn a passing grade.

C. *Oral examinations.* When required, these will be administered by the SNSI, NSI, Training Officer, or a senior Cadet who will determine whether the Cadet has demonstrated the prerequisite knowledge and skill level to earn a passing grade.

303. ADVANCEMENT STUDY GUIDES. Study guides for advancement through Petty Officer First Class will be available from the SNSI, NSI, or Company Training Officer. Examination questions will be taken from material in the study guide, classroom lectures, and other NJROTC reference material as listed for each advancement rank. A minimum of one study guide will be located in each classroom for cadet use.

304. OFFICER AND CHIEF PETTY OFFICER SELECTIONS. Upon attaining the rate of Petty Officer Second Class, cadets may be considered for selection to the cadet officer and chief petty officer ranks. Such status will be obtained through selection by the SNSI and NSI and is

dependent on the demonstrated superior performance of the individual Cadet, his/her aptitude, and the billet(s) held by the individual.

305. TRANSFER OF JROTC CADETS. Cadets in the Allatoona High School NJROTC unit who transfer to another school will have their personnel records transferred to the new school if the receiving unit requests the records. These records will not be hand carried by the Cadet. Cadets transferred into the Allatoona High School NJROTC unit from other JROTC units will be assigned to the appropriate class and be assigned equivalent rate/rank based on the rate/rank held at their previous unit. After receipt/review of the personnel record and observation of Cadet performance, the rate/rank assignment may be adjusted, based on Allatoona requirements.

Chapter IV – NJROTC Unit Discipline

401. GENERAL. The basic philosophy of the NJROTC program is that Cadets are part of the NJROTC unit because they want to be and that Cadets will strive to do their very best when they know what is expected of them. **Cadets are responsible, at all times, for maintaining the highest standards of conduct as a member of the Allatoona High School NJROTC unit.** Each Cadet is first responsible for his/her own conduct and for ensuring that her/his actions reflect credit upon himself/herself, our unit, our school, and the U.S. Navy. Each Cadet also has an obligation to assist with maintaining the highest standards for every student in the NJROTC program. Cadets who have behavior problems within the unit will not be allowed to participate in NJROTC extracurricular activities, including field trips. Only *deserving* Cadets will be allowed to go on field trips and participate in drill meets; this is a privilege, not a right. The SNSI and NSI will make the final determination as to which Cadets will be allowed to go on any particular trip.

402. CORE VALUES. Students who participate in NJROTC represent more than just themselves. An individual cadet's performance reflects highly on their fellow cadets, our unit, our school, our community, and the U.S. Navy. All cadets are expected to maintain the highest standards of conduct at all times and to exemplify the Navy Core Values of Honor, Courage, and Commitment.

A. Honor – I am accountable for my attitude and personal behavior.

B. Courage – I will have moral and mental strength to do what is right, even in the face of temptation or adversity.

C. Commitment – The day-to-day duty of every cadet to join together as a team to improve the quality of our unit and school.

D. In addition to the navy's traditional core values as outlined above, cadets are expected to maintain the highest level of integrity at all times. Integrity is a concept of consistency of actions, values, methods, measures, principles, expectations, and outcomes. In ethics, integrity is regarded as the honesty and truthfulness of one's actions. In general, it is how you act, regardless of whom you are with, or who is watching. Regardless of what you do in life, you must never compromise your integrity. It is who you are.

403. CLASSROOM DISCIPLINE. An atmosphere conducive to study and learning will be maintained in the classroom at all times. When the tardy bell rings, the platoon leader, or in her/his absence the assistant platoon leader or a squad leader will call the class to attention and take the muster. Call "Attention on Deck" as required and outlined in section 109 of this instruction.

404. MILITARY ETIQUETTE. One of the objectives of the NJROTC program is to develop a respect for and an understanding of the need for constituted authority. It is expected that members

of the NJROTC unit will respond to the SNSI/NSI, school administrators and faculty, other adults, and senior Cadet officers in a polite, respectful, and dignified manner. All Cadets will extend military honors to the Principal and all Assistant Principals. This includes the honor of “Attention on Deck”. As in the case of the SNSI/NSI entering the room, the first Cadet to observe the Principal or any Assistant Principal entering a classroom or NJROTC office or space will call “Attention on Deck” and each and every Cadet in the immediate area will come to the position of “Attention” until directed to “Carry On.”

405. OFFICE ETIQUETTE. The SNSI and NSI offices are working spaces and not Cadet lounges, telephone booths, or storerooms. Instructors will have an “open door” policy, meaning that any Cadet may speak with an instructor for any issue they are not able to resolve through the normal chain of command. Should any Cadet need to speak with the SNSI/NSI, they shall stand at the door of the respective instructor at attention, knock, and wait to enter or speak until acknowledged by the instructor and given permission to do so. Upon completion of business, the Cadet should immediately depart.

406. SEXUAL HARASSMENT. The Allatoona High School NJROTC discipline code is the controlling factor in governing relations between male and female students in the NJROTC program. All Cadet officers and petty officers will remain alert for infractions of the school discipline code and/or any circumstances of sexual harassment and immediately report same to the SNSI without going through the chain of command. **SEXUAL HARASSMENT WILL NOT BE TOLERATED!**

It is the position of this unit that all Cadets should be able to perform in an environment free from any type of harassment, save those activities involving military training which are designed to increase self-discipline. In these specific instances, any type of training will not involve actual or inferred comments demeaning one’s sex. Acts of sexual harassment are prohibited practices subject to school and unit disciplinary measures.

407. FRATERNIZATION. Personal relationships between staff officers and enlisted members that are unduly familiar and that do not respect differences in rank and grade should be avoided. Relationships within the unit will typically result if difficulties in carrying out the duties and responsibilities of those members involved, particularly for the senior cadet. If relationships are determined to exist and are creating a conflict within the unit, one or both cadets may be reduced in rank and/or removed from their unit position at the discretion of the unit Company Commander and the SNSI.

Chapter V – Uniform Wear and Maintenance

501. PHILOSOPHY. The NJROTC uniform is the dress of a proud and effective unit. As the uniform of the United States Navy, it is widely recognized, identifying members of a professional and honorable worldwide organization. **Each Cadet is expected to wear the uniform with Pride; YOU SHOULD ACCEPT NO LESS!** Uniforms are normally worn one day per week (unless specific obligations require otherwise). On this day in particular, your actions affect more than just yourself. They are a direct reflection on your unit, school, and the United States Navy. The first thing anyone will notice is the uniform, not the individual. They may not know you, but they will know that you are a member of the Allatoona High School NJROTC unit. Always hold yourself to the highest standards, bringing credit upon yourself, your unit, and your school.

You will receive a uniform inspection grade each uniform day. **No excuse** will be accepted for not wearing the uniform on the prescribed day. You must learn responsibility and be accountable for your actions. This is one of the many methods we will use to teach it.

Wearing the uniform is considered a vital part of this program. Failure to wear the uniform on the prescribed day will result in a grade of ‘zero’ for that particular day. If a Cadet is absent (excused) on uniform day, he/she is expected to wear the uniform on the first day back to school. You must check-in with your NJROTC Instructor to ensure you receive credit for wearing your uniform. If you do not wear your uniform on the assigned day, you may wear it the following day to receive half-credit (grade of 50) for the week. **You will not pass this course if you do not wear the uniform!**

502. UNIFORM ISSUE. All uniform items and/or instructional material for use while in the NJROTC Program will be issued by the SNSI/NSI, supply officer, or a designated representative. All items will be issued using appendix 3 and will be maintained in the Joint Unit Management System (JUMS) by the unit supply officer.

503. UNIFORM RESPONSIBILITIES. After initial issue of the NJROTC uniforms, each Cadet assumes responsibility for the care and maintenance of their uniforms. The initial cleaning will be paid for by the Allatoona High School NJROTC unit. Subsequent cleanings are the responsibility of the Cadet. Check the individual uniform items garment tag for proper cleaning instructions; some require dry cleaning. It should be understood that this uniform is on loan from the United States government and must be returned in a serviceable condition. Slacks/Trousers, Shirts, and Jackets are required to be dry cleaned prior to uniform turn-in at the end of the semester/school year.

A. **Alterations.** Initial and all subsequent alterations will be made at the expense and direction of the NJROTC unit. The Cadet will be fitted at time of issue and alterations will be accomplished as needed. As the Cadet grows, alterations or reissue of uniform items will be accomplished as required. **Only shirt sleeve and pant length alterations are authorized.** No other alterations to uniforms are permitted.

B. Worn or missing items. Uniforms are subjected to normal wear and issue of replacement items will be made as required, with the return of the worn items. *Lost uniform items or uniforms that have been damaged due to carelessness or neglect will be replaced at the Cadets expense. The cost of each item will be provided to the Cadet and his/her parents or guardians.* Any unpaid uniform expenses due to the NJROTC program will be reported to the school's accountant and will be required to be paid prior to graduation. Uniform items will not be issued on uniform day.

C. Marking/stenciling. Marking or stenciling on the uniform fabric is not permitted. However, a positive identification of certain uniform items will prove very helpful in returning lost or missing items. Hats are an easily misplaced item; each hat contains a slot for a piece of paper with your name on it. The uniform jacket should have your name on a piece of paper in one of the pockets.

504. WEARING THE UNIFORM. The complete uniform will be worn all day, on prescribed days. The appropriate head gear (cover) is to be worn to and from school and when outdoors. Cadets will not wear their cover inside the school; the courtyard is designated a "no-cover" zone. Cadets are required to coordinate with their respective chain of command, **in advance**, before changing out of the uniform, unless specifically authorized by this instruction. Removing the uniform during the school day without permission will result in a zero for that uniform day.

During the school day, Cadets participating in specific school activities, e.g., sports, band, etc are excused from wearing the uniform during the specific practice or competition. The Cadet will again be required to wear the uniform once that authorized activity is complete (ex. immediately after PE class). Each Cadet will depart Allatoona's campus in their uniform at the end of the school day, unless participating in other after school activities requiring its removal.

During cold weather, Cadets are authorized to wear the Relaxed Fit Jacket. This is the only 'approved' outer garment to be worn while in uniform. Cadet Chiefs and Officers may wear the service dress blue uniform, if issued.

505. APPEARANCE. NJROTC Cadets must set the highest possible standards of smartness in uniform appearance. The military image reflected by attention to detail in wearing the uniform is a key element in the school's and public's opinion and impression of our unit. The CFM should be referenced as a tool to aid in maintaining the highest standards in uniform appearance.

A. Smartness. Uniforms shall be kept immaculately cleaned with devices and insignia bright and free of tarnish or corrosion. **Do not use BRASSO on any insignia.**

B. Unauthorized articles. No items such as pencils, pens, pins, necklaces, pendants, handkerchiefs, combs, etc. shall be worn or carried exposed on the uniform. The wearing of a wristwatch and/or ring is permitted as long as it remains within the bounds of good taste and as prescribed in the CFM. **Earrings are not permitted to be worn by males while in uniform or anytime within NJROTC spaces.** Conservative sunglasses are permitted, except when in military formation. No eccentric or faddish dress, jewelry or grooming will be permitted.

C. Haircuts. Haircut styles and length will be in accordance with current directives and the NJROTC CFM. Faddish hairstyles are not authorized.

1) Males. The hair shall be neat, clean, trimmed, and present a groomed appearance. The hair in the back shall not touch the collar. It should not touch the ears and be groomed so that it does not fall below the eyebrows when you are uncovered. Eccentric cuts, lines or rows of hair, or other hair arrangements which detract from the uniform are not permitted. Sideburns are permitted provided they are neatly trimmed, do not flair, and do not extend past the middle of the ear. Facial hair is limited to a neatly trimmed mustache, not extending beyond the corners of the mouth.

2) Females. When in uniform, the hair on the back of the head may touch, but not fall below, the lower edge of the collar. A maximum of two braids, neatly secured to the head are authorized. "Long hair" is permitted as long as it is in accordance with the above stated guidelines and concealed beneath the headgear. In no case shall the length or the bulk of the hair interfere with the proper wearing of any military headgear. Plain hairpins, combs, barrettes, or plastic holders, which are similar in color of your hair, may be worn.

D. Name tags. Nametags will be worn at all times while in uniform. Initial nametags will be provided. Subsequent nametags are purchased at the Cadets expense.

E. Females may wear one conservative earring per ear, while in uniform.

F. Uniform terminology can be confusing. Here are a couple words you may hear during inspections:

1) Gig Line: A vertical line on the uniform formed by edge of the shirt at the buttons, edge of the belt buckle, and edge of the fly of the trousers/slacks.

2) Irish Pennant: Pieces of thread or unraveled cloth, etc. which stick out from the buttons, buttonholes, rips, seams, etc. These should be trimmed/clipped (do not pull).

506. UNIFORM INSIGNIA. Uniform insignia is part of each Cadets uniform and shall be worn at all times, in accordance with the NJROTC CMF. Collar devices, Ribbons/ Medals (when earned), and name tags will be worn in accordance with the CFM and when directed by the SNSI/NSI.

507. UNIFORM CARE. The uniform will always be worn in a clean and pressed condition. Your good care of all uniform items will ensure future Cadets access to clean uniforms in excellent condition.

A. **White shirts.** Machine wash in warm water, bleach with color safe bleaching products. Dry on low heat, remove immediately and hang up. Iron on low heat. Wash after each use, with emphasis on inside of collar.

B. **Dress Khaki Shirt.** Machine wash, in warm water on permanent press cycle. Do not mix colors and do not bleach. Tumble dry, medium heat and remove immediately from dryer. Touch up with iron if needed. May also be dry cleaned.

C. **Black pants.** Machine wash, in warm water on permanent press cycle. Do not mix colors and do not bleach. Dry on permanent press cycle, remove immediately and hang up. Iron on low heat. Hang on a hanger with a cardboard ring or clipped at the cuff. When hanging on a hanger, fold at creases and hang over hanger. They may be dry-cleaned. Check the label on the pants **SOME PANTS MUST BE DRY CLEANED.**

D. **Working Khaki Shirt.** Machine washable, in warm water, on permanent press cycle. Do not Bleach. Dry on permanent press cycle. Iron on low heat. May be dry cleaned.

E. **Ties.** Dry clean only.

F. **Dress coats and relaxed fit jackets.** Dry clean only and keep hung up at all times.

G. **Combination covers white.** Machine wash or hand wash in warm water with bleach. Dry in dryer on low setting. Iron to remove wrinkles.

H. **Belts.** Machine wash in cold water. Hang to dry. Do not bleach or put in dryer.

I. **Shoes.** There is nothing like a pair of well-shined shoes to set off one's personal appearance and enhance an outstanding uniform. Each Cadet must expend the personal effort to produce an excellent shoeshine. Techniques for producing a highly polished pair of shoes will be demonstrated by the NSI's and/or fellow Cadets. **DO NOT USE LIQUID SHOE POLISH, AEROSOL SPRAY ON POLISH, OR ACRYLIC FLOOR WAX.** Only issued leather shoes may be worn with any issued uniform. Coraframs are not authorized for wear in the NJROTC program. The only exception is the female style pumps issued to NS-2 and above female cadets.

Chapter VI – NJROTC Program Administration

601. PHILOSOPHY. There are many ways to administer the NJROTC program. Every unit has one thing that is always the same: **THE CADET IS THERE TO LEARN AND THE INSTRUCTORS ARE THERE TO TEACH.** The following basic philosophies govern the Allatoona High School NJROTC unit:

A. The SNSI and NSI are more than just instructors. They serve as mentors and as role models for the Cadets to emulate will always make themselves available to the Cadets.

B. This ‘Cadet Handbook,’ along with various other references, will serve as the guiding directives for all Allatoona High School NJROTC Cadets.

C. The academic portion of the program will be administered/directed by the SNSI/NSI.

D. The military portion of the program will be administered by the senior Cadets, with direction and counseling from the instructors.

E. There is no such thing as a “free ride” for anyone in this program. The rules and regulations will be applied firmly and fairly to all Cadets. Advancements, promotions, billet assignments, and the privilege of going on trips must be earned.

F. The unit must always be thought of as a team that works together to accomplish the task at hand. This is how we will achieve success.

602. REQUIRED FORMS. In order for the unit to run smoothly there are a number of forms that will be required of students upon entering the program. These forms will allow for the proper tracking of uniform and instruction related items, as well as to document the efforts and activities of each cadet to ensure the proper recognition is given, when earned. The administrative officer is responsible for maintaining all forms and administrative data in the unit’s JUMS system. Required forms are outlined below and included as appendix 4 to this handout:

A. *Cadet Information Form.* This form is required to create each cadets JUMS profile to allow tracking of all NJROTC related activities.

B. *Standard Release Form.* A required form that holds harmless the navy and instructors for possible injury that may occur while in the program.

C. *Health Risk Screening Questionnaire.* This form solicits basic medical history to ensure all cadets are cleared to participate in all aspects of the program, particularly the physical conditioning and testing aspect.

D. *Training Timeout Form (TTO).* This form ensures that cadets and parent understand that they may/shall stop instruction any time they feel there is danger of injury to themselves,

another cadet, or the possibility of damage to any NJROTC equipment. The student simply raises a hand and/or states, "Training Timeout."

E. *CCSD Blanket Release Form*. This form is used for a series of planned activities or trips associated with the NJROTC program. For additional one-time events, additional required forms will be provided to cadets for cadet/parent signature.

603. NJROTC SPACES. Allatoona High School NJROTC spaces include two classrooms, two supply/storage areas, two instructor offices and a Cadet work space.

A. *Classrooms*. Specific classroom rules are posted in each classroom.

B. *Offices*. Under no circumstances will any Cadet enter the SNSI's or NSI's office without specific permission. Cadets will follow the procedure outlined in section 404 above in order to enter an instructor's office.

C. *Supply room*. The supply area will not be entered without the specific authorization of the SNSI, NSI, or cadet Supply Officer. Failure to comply with this regulation will result in appropriate disciplinary action.

D. *Armory*. The Armory is a controlled area within the confines of the Supply room. No Cadet is authorized access to this area without the specific authorization of the SNSI or NSI.

604. GRADING. In the NJROTC program, the instructors look at the "whole" Cadet, not just how he or she does in any one area of the program. We are interested in developing well-rounded citizens.

It is the Cadet's responsibility to be prepared for tests, quizzes, inspections, drill demonstrations, or any other graded exercise. If a Cadet is absent, he/she must make arrangements with their respective instructor in order to make-up any missed assignments. Generally, the Cadet should ascertain what is required the day they return to school and then complete the required work within three school days or as agreed upon with the instructor. A Cadet who misses a personnel inspection is required to wear their uniform the first day back to school and to stop by their instructor's office for a make-up inspection. An unexcused and missed personnel inspection will result in a grade of "zero" being assigned and will eliminate the Cadet from earning the Exemplary Personal Appearance Ribbon.

Assignments are due on the date specified by the instructor. Late assignments will generally be accepted with an assessed penalty, at the instructor's discretion.

NJROTC grades will be determined as based on the following categories and weighting, unless modified in advance by the Instructor:

A. Academics – 50 %

- 1) Tests / Report – 25% (two to three unit tests per semester, one report, annual military inspection participation)
- 2) Quizzes – 10%
- 3) Homework/Current Events – 5%
- 3) Final Exam – 10%

B. Uniform Wear / Bearing / Physical Fitness – 50 %

- 1) Uniform Wear / Inspections – 20%
- 2) Physical Fitness – 15%
- 3) Drill Participation – 15%

Current events are one of the most important academic areas that can help develop a cadets sense of citizenship and community knowledge. Cadets are required to bring to school every Wednesday a recent current event that relates to the NJROTC curriculum, military, federal or local government, or other social issue. Current events can come from newspapers, the internet and magazines. Format for weekly current will be provided in class.

Reports and/or presentations are required of all Naval Science 2 and 3 Cadets. Guidelines for all required reports and presentations will be provided in class.

605. FIELD TRIPS. Educational field trips are a major part of the Naval Science program and are scheduled each year to military installations or historically significant cities. Additionally, operational schedules permitting, short sea cruises may be scheduled aboard Naval Ships. These field trips are in addition to several trips taken each year to participate in JROTC drill meets, parades and other competitions.

A. ***Eligibility.*** In order to participate in field trips and drill meets, a Cadet must:

- 1) Comply with all Allatoona High School and NJROTC Conduct policies.
- 2) Not owe money for NJROTC fund raising activities, books, uniforms, etc.
- 3) Must have participated in annual fund raising activities.

4) Have a grade of “B” or better in NJROTC and an overall current school year GPA or 2.0 or better.

5) Have a satisfactory record of personnel inspections.

6) Be approved by the SNSI/NSI.

B. **Forms.** Each Cadet must return the parental permission slip/standard release form by the date specified (including money deposit, if required).

C. **Conduct.** Only those Cadets who have conducted themselves in a satisfactory manner during the period leading up to the field trip (at the discretion of the SNSI and/or NSI) will be permitted to attend. All school rules will be strictly enforced while on field trips. The SNSI will promulgate specific rules for each field trip. Violations of these rules will be dealt with according to school policy and could result in the being sent home and not allowed to participate in future field trips or drill meets.

606. PROGRAM ACTIVITY FEE. While all program equipment, uniforms, and educational material is provided by the navy, nearly all other expenses of the program, to include competitions and orientation trips must be from self-generated funds. As a result, we will request an activity fee from all Cadets. These fees will be used to off-set the cost of running the ROTC program, including drill meets, competitions, orientations trips, awards banquet, an annual Navy ball and other unit functions. Some functions, such as overnight orientation trips and our annual Navy ball will generally require an additional fee. This fee is required to participate in all extracurricular activities within the program. With payment of activity fee, Cadets will also receive unit physical training (PT) gear (t-shirt, shorts, sweatshirt, sweat pants, and embroidered unit polo) which is not included in the standard uniform issue.

All program dues should be made payable to the AHS NJROTC BOOSTER CLUB.

607. SUMMER LEADERSHIP OPPORTUNITIES. Each year, a limited number of Cadets who have displayed the qualities needed to assume leadership position within the unit will be offered the opportunity to attend selected leadership training opportunities.

A. **Leadership Academy.** Offered to a limited number of future leaders and sponsored by Area 12. Our unit will typically have the opportunity to send two or three rising juniors or seniors to this week-long military “bootcamp” style Academy. Those chosen to attend are expected to hold senior leadership positions within our unit during upcoming the upcoming school year. This is one of the most competitive and prestigious camps that a Navy JROTC cadet can attend.

B. **Basic Leadership Training.** Generally offered to between 10 and 15 of our more junior Cadets, who exhibit leadership potential in NJROTC. The focus is on developing leadership and team-building skills. From time to time we may have the opportunity to participate in other boot camps, these will be announced and selection of Cadets will be based on the same criteria.

C. *Science, Technology, Engineering and Math (STEM) Camp.* Each year we will have the opportunity to nominate one or two cadets to attend one of the NJROTC program sponsored STEM camps. These programs are designed for future leaders who have shown a desire to pursue and career in the areas of science and math and an interest to pursue a career in the military. The cost of this camp is typically covered by the NJROTC program.

D. *Sail Academy.* An annual sailing academy is held each summer in Jacksonville, FL for Area 12 cadets. We will typically have the opportunity to send a limited number of cadets to this academy where they will learn and practice the art of sailing. In addition, they will be exposed to additional leadership and teambuilding skills while attending.

The opportunities listed above, unless otherwise noted, will involve an additional cost to the cadets selected to attend. We will attempt to offset the cost of these camps whenever possible. Additional information will be provided to cadets and parent in advance of these summer opportunities.

608. FRESHMAN ORIENTATION CAMP. Each summer, senior cadets will conduct a Freshman Orientation Camp for incoming freshman. This camp will be planned, coordinated and run by the cadet staff, with instructor oversight. The intent of this camp is to give incoming freshman a head start on military knowledge and unit organization and will include areas of instruction in: chain of command, military drill, physical fitness, rates/ranks, discipline, and unit policies. Cadets successfully completing this week of training will earn the Freshman Orientation ribbon and be given the opportunity to complete the Seaman Apprentice exam for early advancement upon completion of training.

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Chapter VII - Awards / Recognition

701. GENERAL. One of the many ways that cadets can be recognized for outstanding achievement in the NJROTC program is through the awarding of uniform ribbons, medals, and other devices. These items may be issued locally through our unit, or as a result of competition or other achievements that may take place at other venues. Cadets should be proud of their accomplishments and wear all awards/recognition with pride. They are well-deserved recognition for your hard work.

702. AWARDS, RIBBONS, AND DEVICES. The list of authorized NJROTC ribbons, in order of precedence and required criteria, is included as appendix 2 to this handbook. Subsequent awards of the same ribbon will be through the awarding of an appropriate device for attachment to the ribbon or medal. No more than one ribbon or medal of each kind is ever worn on the uniform. Each year, one or two outstanding Cadets, may be selected by the SNSI and NSI for nomination to the Area Manager for the NJROTC Meritorious Achievement Ribbon, the highest NJROTC individual award.

Awards will typically be presented, when earned, throughout the school year, by the Senior Naval Science Instructor, on an assigned uniform day. Awards may also be presented at an appropriate ceremony, such as the annual Awards Banquet, held each spring.

Ribbons are authorized by Naval Education and Training Command and are to be worn over the left breast pocket. Ribbons/awards are only authorized to be worn while a member of the NJROTC Program. The order of the ribbons (precedence) and proper location on the uniform is listed in the Cadet Field Manual. Ribbons and other awards from non-NJROTC organizations such as American Legion, Daughter of the American Revolution, Navy League, etc., and local Allatoona NJROTC ribbons may be worn but after the lowest ranked NJROTC award. When an award is given that has a ribbon and medal, the medal will be worn on special occasions only and not on a normal uniform day. Medals are to be worn on the left breast below the ribbons.

703. NJROTC CADET OF THE MONTH. A Cadet of the Month (COM) will be selected each month of the school year. Criteria for this selection are based on performance in leadership, academics, military bearing, participation in unit and school activities, physical fitness, and personnel appearance.

A. **Selection process.** At the beginning of each month, each Platoon Commander will solicit nominations for Cadet of the Month, based on the criteria above. During the first scheduled monthly staff meeting, the unit staff will deliberate, vote and submit their recommendations, in order of priority to the SNSI and NSI for approval.

B. **Awards.** The Cadets selected will be awarded a certificate, a ribbon/medal, and will be authorized to wear the Cadet of the Month Cord until the next COM is chosen.

704. SHOULDER CORDS (AIGUILLETTES): Shoulder cords (aiguillettes) are authorized to be worn by Cadet staff officers, outstanding cadets and active unit team members. The colors of these cords are as follows:

- 1) Staff members: Red/Black/Silver
- 2) Competition Team members:
 - a) Drill Team (Armed and Unarmed): Brown/White/Yellow
 - c) Color Guard: White/Blue/Red
 - d) Air Rifle Team: Green/White/Yellow
 - e) Athletic Team: Blue/Gold
 - f) Academic Team: Gray/Orange
 - g) Orienteering Team: Orange/White
 - h) Cadet of the Month: White
 - i) Platoon Commander: Black/Red
- 3) Silver Leadership Cord: Worn on the right shoulder and only by Leadership Academy graduates.

If a Cadet is on staff, they will wear the staff cord. If not a staff member and a cadet is on more than one team, they will be allowed to wear the cord of their choice. All cords, with the exception of the Silver Leadership Cord will be worn on the left shoulder. A cadet may only wear one cord per shoulder. When a Cadet wears a cord, it is a sign of special recognition.

Cadets are expected to be role models at all times. Criteria are established for earning each team cord, by the team captain and approved by the Naval Science Instructors. Cords are earned through the active participation on a unit team. Cadets who do not continue to meet the requirements of a cord, including regularly attending all team practices and events, will be required to return the cord to the team captain. This may also occur if the Cadet has disciplinary problems (disrespect, ISS, OSS, failure to attend practice sessions, etc.). If the privileges of wearing the shoulder cord are revoked, the Cadet must re-qualify.