

**REGIMENTAL  
STANDARD OPERATING PROCEDURES  
George Rogers Clark  
Junior ROTC**



**Regimental SOP**  
2009-2010

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## SECTION I - GENERAL PROVISIONS

A. **AUTHORITY:** The Junior Reserve Officers Training Corps (JROTC) is organized under authority of section 40 to 47c, National Defense Act of 1916. Statutory provisions are contained in Title 10, United States Code, Section 2031. The program operates under the guidelines Army Regulation (AR) 145-2 and Cadet Command Regulation 145-2.

B. **MISSION:** The mission of JROTC is “To Motivate Young People to be Better Citizens.”

C. **OBJECTIVES:** The objectives of the Army JROTC program are:

1. Develop **leadership** and **patriotism**.
2. Develop informed and **responsible** citizens.
3. Strengthen **character**.
4. Develop **self-discipline**, responsibility, and a **positive response** to constituted authority.
5. Develop the ability to logically arrange thoughts and **communicate** effectively both orally and in writing.
6. Develop an appreciation of the values of physical and mental **fitness**.
7. Develop the basic skills necessary to work effectively as a **team member**.
8. Provide the motivation and the life skills necessary to **graduate** from High School.
9. Acquaint students with educational and vocational **career opportunities** and technical requirements of the modern age.
10. Promote a **historical understanding** of the role of the citizen soldier and familiarize students with the history, purpose and **structure** of the military service.
11. Encourage qualified cadets to apply for **scholarships**, and encourage those who are capable of college level academics to continue their education.

### D. DEFINITIONS/JOB DESCRIPTIONS

#### 1. Senior Army Instructor (SAI) Responsibilities:

- a. **General:** Directs, coordinates, and supervises the overall Army JROTC program, and teaches select classes in accordance with appropriate Army, State and School District regulations, directives and policies.
- b. **References:** Current Army and School District regulations and policies.
- c. **Responsibilities:**
  - (1) Department head of the JROTC department. Responsible for the success or failure of the JROTC program.
  - (2) Update designated lesson plans, student handouts and examinations for the JROTC program.
  - (3) Serves as counselor for the noncommissioned officer(s) assigned.
  - (4) Oversees training requirements and submission of requisitions for materials.

- (5) Performs duties as official judge and/or board president/member in all cadet competitions.
- (6) Principal classroom instructor for upper level cadets.
- (7) Encourages and assists cadets in applying for scholarships.
- (8) Establishes and maintains a public affairs program for the JROTC unit.
- (9) Coordinates cadet activities with the principal, designated staff coordinator, and other department heads as appropriate.
- (10) Responsible for implementation of the JROTC POI and appropriate Army regulations and directives. Works to obtain graduation credit for JROTC curriculum instruction.

## 2. Army Instructor (AI) Responsibilities:

- a. **General:** The noncommissioned officer in charge (NCOIC) Army Instructor (AI) is responsible to the Senior Army Instructor (SAI) and the institutional head for the accomplishment of the instructional, operational, and administrative mission of the school's Army JROTC Program.
- b. **References:** Current Army and School District regulations and policies.
- c. **Responsibilities:**
  - (1) On a daily basis, responsible for assisting the SAI with the overall Army Junior ROTC Training Program.
  - (2) Prepare and maintain all records required by Army and School District.
  - (3) Performs as the primary instructor for LET 1 and LET 2 classes.
  - (4) Serve as the designated primary hand receipt holder and Military Property Specialist (MPS) and IMPACT Card Custodian.
  - (5) Faculty advisor for extracurricular activities.
  - (6) Represents the SAI in his absence as JROTC department head and act as JROTC advisor to the principal and his staff.
  - (7) Performs other duties as directed by the principal or SAI.

## 3. Shared/Overlapping Responsibilities for the SAI & AI (s):

- a. **General:** In addition to teaching different topics during the school year as required by the JROTC program of instruction (POI), the duties and responsibilities of all JROTC instructors encompass a variety of activities which extend beyond the classroom.
- b. **References:** Current Army and School District regulations and policies.
- c. **Shared/Overlapping Responsibilities:**
  - (1) Adhere/comply with policies, procedures, rules, and regulations of the school principal, the School District, and US Army Cadet Command.
  - (2) Establish and maintain cadet organization and rank structures, which, coupled with an awards and decorations program, provide incentives to promote acceptable performance of leadership responsibilities.
  - (3) Plan, coordinate with supporting agencies, train cadets to conduct extracurricular activities to include community service.
  - (4) Prepare a master training schedule and weekly training schedules.
  - (5) Prepare cadets to attend summer camp (JCLC) IAW CCR 145-2.
  - (6) Plan, coordinate, prepare for, and conduct a summer camp preparatory

- training session for cadets as needed.
- (7) Organize, train, and supervise multiple Color Guard teams to support school and community functions.
  - (8) Organize, train and supervise cadet competitive teams to foster teamwork and the desire of cadets to excel.
  - (9) Procure, maintain, safeguard, account for, and replace cadet uniforms, uniform accessories and accoutrements, training aids (to include drill rifles), air rifles, other equipment and office supplies required to fully support and sustain an efficient JROTC unit.
  - (10) Create, maintain, and file for each JROTC student a cadet record which includes JROTC test/performance grades, promotions and reductions in rank, awards, and decorations, merits and demerits, and emergency data.
  - (11) Maintain various files and reports required by regulations.
  - (12) Routinely and frequently attend and participate fully in School District meetings and JROTC projects.
  - (13) Prepare for and participate in formal inspections conducted by the School District and Cadet Command.

#### **4. Supply Activities and Tasks (See Supply SOP)**

## **SECTION II - CADET ENROLLMENT/DISENROLLMENT**

### **A. CONDITIONS FOR ENROLLMENT:**

1. Become at least 14 years of age during their Leadership, Education and Training (LET) 1 term/year.
2. Physically qualified under standards prescribed by CCR 145-2.
3. Acceptable to the high school principal and SAI.
4. Be a regularly enrolled student in 9th, 10th, 11th, or 12th grade. No student will be enrolled simultaneously in two LET levels unless authorized by the SAI.
5. Morally qualified. Applicants for enrollment, who have a record of conviction by any military or civilian court, for other than minor traffic violations, are not eligible unless the Region Commander grants a waiver.
6. *Eligibility for enrollment in LET 2-4 will be determined by the SAI.*

**B. DISENROLLMENT:** Normally cadets will be disenrolled or excluded from attendance, as appropriate, as determined by the SAI and the school principal.

1. In all cases a student will be disenrolled when he/she:
  - a. Withdraws from school.
  - b. Shows inaptitude for leadership training indicated by lack of general adaptability, or desire to learn.
  - c. Fails to maintain acceptable standards of academic achievement, conduct, participation (such as failure to wear the uniform) or attendance.
  - d. Shows undesirable character traits such as
    - (1) Cheating
    - (2) Stealing
    - (3) Use of or possession of drugs
    - (4) Lying
    - (5) Frequent incidents of a discreditable nature with civil or school authorities.
  - f. Shows indifference to and lack of interest in leadership training as shown by:
    - (1) Frequent absence from class
    - (2) Large accumulations of demerits
    - (3) An established pattern of shirking or similar acts
    - (4) Disrespect towards the instructors or sponsors
2. Students disenrolled from JROTC may not be readmitted without permission of the Senior Army Instructor.

# SECTION III - ACADEMIC CREDIT AND GRADING

## A. CREDIT:

1. JROTC Leadership Education and Training (LET) are Elective Courses. Credit towards graduation may be awarded as follows:
  - a. LET I 1 elective credit (LET 1.0)
  - b. LET II 2 elective credit (LET 2.1, 2.2)
  - c. LET III 1 elective credit (LET 3.0)
  - d. LET IV 2 elective credit (LET 4.0)

*Note: Cadet who complete LET I receive Physical Education credit towards graduation.*

## B. GRADING:

1. The level of student achievement will be determined by practical performance, tests, participation, and written examinations.
2. A grade will be determined based on performance in the following areas:
  - a. Uniform Inspections. (50%)
  - b. Exams, quizzes, tests. (25%)
  - c. Overall class participation. (25%)

## C. MERITS/DEMERITS:

1. **Merits.** Cadets who exceed expected behavior in the following areas will receive the following merits:

Grades (A) each semester	3
Grades (B) each semester	2
Weekly Company IDR Knockout Winner	2
Most Dedicated @ Physical Training – Co (Wkly)	2
Most Improved between Cadet Challenge Diagnostics	3
Perfect Appearance – One Month	3
Cadet of the Month Nominee	2
Cadet of the Month Winner	5
Reported Helpful Behavior	3
Reported Excellent Behavior	3
Reported Respectful Behavior	3
50 <sup>th</sup> Percentile on Cadet Challenge	5
85 <sup>th</sup> Percentile on Cadet Challenge	10
Regimental Club Perfect Attendance 9-weeks	5
Regimental Club Team @ Competition	5

a. **REWARDS:** Cadets will receive the following rewards based on their performance:

1) Cadets will receive a recommendation for promotion to Cadet Private First Class when they reach 25 merits.

2) Cadets who reach 50 cumulative merits will reach a GRC JROTC VIP Card which entitles them to the following:

- A Free Uniform Day
- A Free PT Day
- A Free Late Paper (2 Day Extension)
- 5 point bonus on a Uniform Inspection
- Preferred bus seating

3) Cadets who earn 75 merits will earn 25 bonus points towards the Order of the Long Knife.

2. **DEMERITS:** Cadets who fail to meet expected behavior in the following areas will receive the following demerits:

Public Display of Affection (PDA) in Uniform *	2
Reported Poor Behavior (e.g. Detention)	2
Reported Disrespectful Behavior	2
Failure to Follow Instructions (FFI)	2
Horseplay in Uniform	2
Dereliction of Duty	3
Disrespect or Report of Disrespect	3
Use of Foul Language	3
Smoking	3
Minor Uniform Infractions	2
Out of Uniform	4
ISAP, PASS	4
Weapons Discipline ***	4
Suspension from School	5
Fighting	3
Fighting in Uniform	5
Abuse of authority	10

\* PDA is defined as lip contact or hanging on

\*\* Improper wear of uniform outside of JROTC class

\*\*\* Pointing Weapon inappropriately

a. **CONSEQUENCES:** Cadets will receive the following consequences based on their performance:

1) Cadets who receive ANY demerits during a week will be assigned Police Call during the following week.

2) Cadets who reach the 25 demerit level will be reduced in rank by one grade or denied promotion.

3) Cadets who reach the 35 demerit level will be ineligible to be a member of a competitive team.

4) Cadets who reach the 50 demerit level will be ineligible to receive the Order of the Long Knife, or if they have been inducted, will be removed from The Order.

### **3. IMPLEMENTATION:**

a. Any Cadet Corporal or above may recommend any cadet for merits or demerits.

b. All merits/demerits will be maintained in the JUMS cadet database by the Regimental S-1.

c. In most cases, merits earned will erase demerits for total merit count. An exception to this rule is that all demerits earned during a cadet's tenure in JROTC will be considered in disqualifying a cadet for the Order of the Long Knife (i.e. any cadet who accumulates 50 demerits will be disqualified, regardless of the number of merits earned).

d. Cadets who earn zero (0) demerits for a whole school year will earn the Good Conduct ribbon. Merits cannot be used to erase demerits towards this award.

e. The AI/SAI will determine Merits/Demerits for all grades. They will also refer PASS, ISAP, and Detention demerits to the appropriate Cadet First Sergeant.

### **4. PROCEDURES:**

a. When a cadet non-commissioned officer or officer sees a cadet exceeding expected standards of behavior (merits) or failing to meet expected standards of behavior (demerits) they will complete a Merit/Demerit Card. [Note: Cadets will not "stack" demerits. Select the most appropriate category of offense – other offenses can be mentioned to the Army Instructor for consideration.]

b. Cadet leaders will give the Merit/Demerit Card(s) will be given to the Army Instructor who will give it to the accused cadet's Company First Sergeant.

c. The Company First Sergeant will have the cadet and his/her Squad Leader and Platoon Sergeant report to the Army Instructor who will investigate the circumstances. The Army Instructor will determine whether the merits/demerits will "stick" or be "dismissed".

d. If demerits are assessed, the Company First Sergeant will add the cadet's name to the Police Call Roster for the following week. If merits are assessed, the Company First Sergeant will read the cadet's merits during formation, and recognize the cadet's behavior.

e. Once a Merit/Demerit has been approved, the Company First Sergeant will give the Merit/Demerit Card to the Regimental S-1 for recording in the JUMS database.

### **5. POLICE CALL:**

a. Cadets who receive demerits during a week, will be automatically assigned Police Call (trash pick up) responsibilities during the following week.

b. Cadets who are on the Police Call list will be meet by the 1SG or designated PSG in front of the high school and will perform Police Call on the way to class in the area designated by the Army Instructor.

c. Cadets who fail to show for Police Call will be given additional demerits for failure to follow instructions. Cadets who refuse to perform their police call duties will be placed in a probationary status (participant) and recommended for dismissal from the program.

## SECTION IV - CADET REGULATIONS

- A. Cadets will conduct themselves at all times in a manner to reflect credit upon themselves, the school, the Regiment, the U.S. Army, and the community.
- B. All JROTC instruction will be conducted in a military manner. Cadets will be considered to be in formation upon entry into the classroom or onto the drill field, will “fall in” as is appropriate to the occasion, and will come under the command and control of their cadet officers until released to the SAI/AI.
- C. Horseplay and acts of irresponsibility will not be tolerated. At no time will public displays of affection be tolerated when in uniform or during field trips.
- D. Punctuality is mandatory for all formations.
- E. Cadet officers and NCOs will be recognized and their rank respected when in the immediate JROTC area. Recognition will be made while in uniform by the hand salute. Outside of the JROTC area cadets are not expected to render the hand salute but will show proper respect when speaking to a cadet officer or NCO.
- F. Serious infractions of discipline and/or cadet regulations will be referred to the SAI/AI. Actions will be referred to the appropriate school officials when necessary.
- G. Cadets involving themselves in improper actions such as fighting, disrespect to staff or faculty, etc. while in or out of uniform are subject to demotion, demerits, and potential dismissal from the program.
- H. Military Courtesy: Courtesy is visible evidence of respect for designated authority and consideration of others. Courtesy among members of the Armed Forces is indispensable to discipline and unit cohesion. All JROTC cadets must consider this concept as an obligation being in the program.
  - 1. The most common courtesy is use of the words “Sir” and “Ma’am”. These terms are used when addressing a superior, either officer or cadet officer. When addressing an officer, the individual’s rank should precede his name. Example: when addressing Captain Jones, the proper address is “Captain Jones”. Lieutenants are referred to as Lieutenant, not First Lieutenant or Second Lieutenant when speaking in conversations. Likewise, Colonels and Lieutenant Colonels may be called Colonel. Full rank preceded by the word “cadet” is usually used when making introductions, such as: “May I introduce to you Cadet First Lieutenant Jones.
  - 2. When a cadet addresses a noncommissioned officer (NCO), the individual’s rank should precede his last name. Example: when addressing Sergeant First Class Williams, the proper address is “Sergeant Williams”. Sergeants, Staff Sergeants, Sergeants First Class, and Master Sergeants are referred to as Sergeant. First Sergeants are always referred to as First Sergeant. Likewise, Sergeant Majors and Command Sergeant Majors are always

addressed as Sergeant Major. When responding to a question from an NCO, the reply should include the NCOs rank, e.g. “Yes, Sergeant” or “No, Sergeant Major”.

3. Standing, when talking to a superior or when being addressed by a superior, is another common courtesy. Proper courtesy dictates that the subordinate rise and stand at a modified position of attention. That means, not so rigid as to be obnoxious, but straight enough to show your respect. Additionally, when a superior enters the room, all junior to him (either in rank or position) should stand. The first person to see the Senior Officer enter the room will call the room to “Attention”. Everyone remains at attention until told by the Senior Officer commands “carry-on”, “at ease” or “as you were”. Normally, if the Senior Officer is in and out of the room frequently, it is not necessary to call the room to attention each time they enter. When an officer enters the Mess (Dining Facility), all personnel seated at meals remain seated and continue eating unless the officer directs otherwise. An individual addressed by the officer ceases eating and sits at attention until completion of the conversation.

4. Saluting, more than any other courtesy is the trademark of the military profession. It is both a greeting and an expression of MUTUAL respect. Rendering a salute does not mean that you are inferior or subservient. Instead, it reflects great pride in your profession and respect for those who are senior to you in rank or position and experience. Below is a list of Do’s and Don’ts of saluting.

a. Do render the hand salute when:

(1) In uniform when meeting an officer outdoors. Salute should be rendered when within 6 paces or when approaching and eye contact is made. The subordinate will initiate the salute and will sound off with “Long Knife Pride”, the superior will return the salute with “Never Dies”.

(2) In uniform when REPORTING to a senior officer indoors or outdoors as described below:

(a) Salutes are not exchanged except when reporting to an officer, not non-commissioned officers.

(b) Knock on the door of the office and wait to be told to enter.

(c) Move to a position directly in front of the officer, assume the position of attention and salute, state his/her name, rank, and business. (Example: “Sir, Cadet Jones, Reporting as Ordered”). Hold your salute until it is returned. If you are told to sit down, be seated. When business is completed, the cadet rises, stands at the position of attention, salutes, executes a facing movement and departs.

(3) When approaching an officer FOR CONVERSATION outdoors, halt approximately two steps in front of the officer. Salute and state “Sir, Cadet \_\_\_\_\_ reports.” Wait for the salute to be returned and you are asked to state your business. When approaching an officer indoors do not salute. When an officer is in conversation with someone else, approach the officer but remain 6 paces away at the position of Parade Rest. When the officer is no longer busy, come to attention, step forward and state your business. Remain at

attention until given a different command from the officer. When reporting to a non-commissioned officer it is proper to stand at parade-rest.

b. DO NOT render the hand salute when:

- (1) In a classroom or outdoors receiving instruction.
- (3) A member of a formation, unless you are serving as its commander.
- (4) Performing manual details.
- (5) Carrying articles in each hand, or otherwise occupied as to make saluting impractical. However, cadets should acknowledge the senior by saying, "Good Morning, Sir", or "Good Afternoon, Ma'am".
- (6) While driving a vehicle

c. Avoiding eye contact or moving away from an officer to purposely avoid rendering a salute is a sign of disrespect and will not be tolerated.

## I. Honors to the National Flag and National Anthem

a. The daily ceremonies of reveille and retreat constitute a dignified homage to the National flag at the beginning of the day, when it is raised, and at the end of the day, when it is lowered. The flag is hoisted at the sound of the first note of reveille. At the last note of retreat, a gun will be fired at which time the band or field music will play the National Anthem or sound TO THE COLORS and the flag will be lowered. All personnel within sight or sound will assume the position of attention, face the colors, and render a salute.

b. When passing or being passed by uncased national color, military personnel render honors by executing a salute appropriate to their dress and formation. If indoors and not in formation, personnel assume the position of attention, but do not salute. When saying the Pledge of Allegiance cadets in uniform will stand at attention, but will NOT render a salute nor place their hand across their chest.

c. Whenever and wherever the National Anthem, TO THE COLORS, or HAIL TO THE CHIEF is played:

(1) In uniform. At the first note all dismounted personnel in uniform and not in formation, within saluting distance to the flag, will face the flag, or music, (if the flag is not in view) salute, and maintain the salute until the last note is sounded.

(2) Not in uniform. When wearing civilian headgear, remove headgear with the right hand and hold it at the left shoulder with the right hand over the heart. When in athletic uniform stand at attention and remove headgear, if any. When no headgear is worn, render honors by placing the right hand over the heart.

d. The National Flag when not flown from a staff or mast, should always be hung flat, whether indoors or out. Under no circumstances should the flag be draped over chairs or benches, nor should any object or emblem of any kind be placed above or on it, nor should it be hung where it can be easily contaminated or soiled. When carried with other flags, the national colors should always be on the right (as the color bearers are facing) or in the front.

# SECTION V - ORGANIZATION OF THE REGIMENT

## A. The Regiment is authorized up to the following positions:

### 1. Authorized Position, Ranks, and Number:

<u>Position</u>	<u>Rank</u>	<u>Number</u>
a. Regimental Headquarters:		
Regimental Commander	CDT LTC	1
Regimental Executive Officer	CDT MAJ	1
Regimental Sergeant Major	CDT CSM	1
S-1 Personnel Officer	CDT CPT	1
S-1 Asst. Personnel Officer	CDT 1LT	1
S-1 Personnel NCOIC	CDT MSG	1
S-2 Security/ Projects Officer	CDT CPT	1
S-2 Security/Projects NCO	CDT MSG	1
S-3 Operations & Training Officer	CDT CPT	1
S-3 Asst. OPNS/TNG Officer	CDT 1LT	1
S-3 Operations & Training NCO	CDT MSG	1
S-4 Logistics and Supply Officer	CDT CPT	1
S-4 Assistant Logistics Officer	CDT 1LT	1
S-4 Supply NCO	CDT MSG	1
S-5 Public Affairs/ Recruiting	CDT CPT	1
S-5 Public Affairs NCO	CDT MSG	1
S-6 Automation Officer	CDT CPT	1
S-6 Automation NCO	CDT MSG	1
c. Color Guard:		
Color Guard Commander	CDT CPT	1
Color Guard NCOIC	CDT SGM	1
d. Drill Teams:		
Drill Team Commander	CDT CPT	1
Drill Team NCOIC	CDT SGM	1
e. Raider Platoon		
Raider Platoon Commander	CDT CPT	1
Raider Platoon NCOIC	CDT SGM	1
g. Line Company:		
Company Commander	CDT CPT	1 per
Company Executive Officer	CDT 1LT	1 per
Company First Sergeant	CDT 1SG	1 per
Company Supply NCO	CDT SFC	1 per
Company Admin NCO	CDT SFC	1 per
Guidon Bearer	CDT SGT	1 per

h. Line Platoon:

Platoon Leader	CDT 1LT	1 per
Platoon Sergeant	CDT SFC	1 per
Squad Leader	CDT SSG	3 per
Team Leader	CDT SGT	6 per

- i. All other cadets will be CPL, PFC, PVT, or cadet basic. Cadet will not be promoted unless there is a duty position authorized a higher rank open for them to occupy. All cadets must be assigned to one of the above duty positions in order to hold the equivalent rank indicated. A cadet may hold a higher grade position while wearing a lower grade, but not the reverse. Senior cadets cannot be left in unassigned status in order to open up additional positions for the purpose of promotions.

- j. Rank by LET level will not exceed the following except by approval from SAI:

LET-1 - SGT  
LET-2 – 1SG  
LET-3 - MAJ  
LET-4 - LTC

**2. Selections and Appointment:**

- a. Selection for appointment to any rank will be made on a “best qualified” basis. Consideration will be given to leadership ability, military proficiency in multiple disciplines (supply, admin, drill, etc.), appearance and bearing, and high character qualifications. Scholastic grades, extracurricular activities, and other requisites will also be considered. The Regimental Commander may provide advice in the selection of commander and staff officers.
- b. Final determination and all appointments will be by written order of the SAI/AI.
- c. Reductions in rank may result at any time for inefficiency, improper conduct, or other justifying causes when properly supported and with the approval of the SAI/AI. Reductions will also be made by written order.
- d. Strong consideration should be given to promoting cadets one rank at a time and not skipping ranks.

**3. Duties and Responsibilities: See Section X**

## SECTION VI - COMMAND AND STAFF

A. Authority to exercise command and control at each unit level is vested in the cadet officers and noncommissioned officers who are solely responsible for establishing and upholding the standards of performance in their respective units. Duties and responsibilities for each duty position are outlined in Section X.

### 1. Cadet Officers:

a. Cadet officers will be cadets who have clearly demonstrated their competence and leadership ability as cadet noncommissioned officers. In addition to command and staff abilities, they must be qualified to assist the SAI/AI and to act as instructors in any military duty or class activity. **Promotion to cadet officer will not be given solely as a reward for longevity.**

b. Cadets of lower rank are required to receive and obey all lawful orders from cadet officers and noncommissioned officers.

c. Cadet officers who fail to comply with cadet regulations, or who passively allow other cadets to violate rules and regulations, may be demoted in rank and/or reassigned.

d. Cadets who have received excess demerits during their time in JROTC may not be eligible for promotion to officer status. The level of excess demerits is determined by the SAI/AI.

### 2. Cadet Noncommissioned Officers:

a. Cadet noncommissioned officers are assistants to the cadet officers and the SAI/AI. In this capacity, cadets of lower rank will obey all lawful orders of noncommissioned officers.

b. Cadet noncommissioned officers who fail to discharge their duties and responsibilities may be demoted and/or reassigned.

B. Normally the responsibilities of cadet officers and noncommissioned officers cease upon termination of the school day. However, these responsibilities are extended, and these individuals are encouraged to inspire other cadets to follow regulations and to wear the uniform properly on campus, when in public, or on specified uniform days and during extracurricular activities on and off campus.

C. Cadet officers and noncommissioned officers are responsible to the SAI/AI for the appearance, discipline, efficiency, and welfare of their units during prescribed class periods. The entire Cadet Chain of Command is responsible for enforcing uniform standard at ALL times. Members of a cadet's chain of command will be held accountable for the performance of their subordinates in this regard, to include demerits for dereliction of duty.

E. Cadets serving in Regimental Staff positions (to include the commander) will wear the White Shoulder Cord on their left shoulder during the period they are serving as a staff member only. Members of the Company staffs are not authorized to wear the cord.

## SECTION VII - WEAPONS/SECURITY

A. **PURPOSE:** The purpose of this SOP is to establish policies and procedures for securing arms (M1903), air rifles, and air rifle ammunition.

B. **RESPONSIBILITIES:**

1. The SAI will ensure adherence to provisions of Department of the Army (DA), Training and Doctrine Command (TRADOC), US Army Cadet Command, and 7<sup>th</sup> Brigade publications and this SOP concerning the security of arms and ammunition.
2. Cadets will handle weapons in a safe and secure manner.

C. **PROCEDURES:**

1. No demilitarized and air rifles or ammunition larger than a pellet, no explosives, or pyrotechnics will be stored in the arms room.
2. No privately owned weapons will be stored in the school's facilities.
3. All demilitarized and air rifles will remain under the surveillance and control of the instructors. No rifles will be placed under the sole control of a cadet with the exception of non-military replica drill rifles.
4. Demilitarized service rifles (M1903) are for drill purposes only and when not in use will be stored in the arms rooms. These rifles will be placed in racks and locked under double lock.
5. The Daisy Air Rifles and pellets for them will be stored in the arms room or secured at the range.
6. Inventories:
  - a. A physical count of all rifles will be conducted whenever the arms room is opened. This will ensure that all weapons are present before starting or ending the day's activities.
  - b. A serial number inventory (Air Rifle) will be conducted monthly by the responsible officer or his representative. This inventory will be recorded in ROTC Cadet Command Form 195-R with all air rifle serial numbers listed. The form will be signed by the person conducting the inventory and will be placed in a security file (subject to inspection).
  - c. The Military Property Specialist will conduct a serial number inventory of the M1903 drill rifles annually. This report will be forwarded to appropriate commands and a copy maintained at the centralized supply facility.
  - d. To further insure accountability, a monthly visual count inventory will be conducted and recorded.
  - e. Immediately report losses or overages to the SAI for investigation and accountability in accordance with AR 190-11, AR735-11, and AR 710-2.

7. Control:

- a. A current roster of personnel having unaccompanied access to keys to arms room, locks, and containers will be posted inside the arms room.
- b. Keys to the arms room, racks, ammunition containers will be maintained separately from the other keys and accessible only to those on the unaccompanied access list.
- c. No cadet is authorized to sign for or maintain control of the arms room and ammunition keys.
- d. A master key system will not be used for the arms room door lock.
- e. If keys are lost, misplaced or stolen, replace the affected locks or cores immediately.
- f. If training rifles are used during the course of a day, at the end of each class period or at the end of each training period, a physical count of the rifles will be made prior to the release of the class or team.
- g. Rifles and ammunition will be under the visual surveillance of the SAI/AI at all times.
- h. Under no circumstances will a cadet be allowed to take a training rifle or air rifle home or transport such weapon in a POV; with the exception of non-military replica drill rifles.

## SECTION VIII - UNIFORMS

### A. UNIFORMS:

1. The uniform of the United States Army is more than a mere suit of clothes. It is a symbol of honor, tradition, and achievement. It is worn by those who are willing to sacrifice their lives for our liberty and freedom. It must always be worn with dignity and respect. A cadet will not wear or allow others to wear the uniform in a disrespectful manner.
2. Cadets will not be issued a uniform until they have demonstrated mastery of the following skills:
  - a. Memorization of the Cadet Creed
  - b. Memorization of the ranks, Active Army and Cadet
  - c. Effectively demonstrate saluting, individual positions, and facing movements.
  - d. Achieved appropriate grooming standards as specified in CC Reg 145-2.
3. Cadets must achieve these skills by the end of the first 9 weeks of enrollment. Cadets who do not achieve these standards will not be issued a uniform and therefore will be unable to complete the uniform requirements for the class to receive a passing grade. Cadets who are out of uniform three(3) times will be required to turn it in and will receive failing inspection results for the remainder of the semester. Any uniform make up granted must be done prior to the next scheduled inspection or the grade will remain a zero.
4. Each cadet will be issued uniforms and regulation ROTC insignia when they have mastered the skills described in para. A.2. above. Uniforms will normally be worn on one day of each school week as directed by the SAI/AI. On this day, the complete uniform will be worn as prescribed by cadet regulations. The uniform will be worn to and from school and all day during school, except during P.E. or lab classes.
5. **No Wear Rules:** Cadets will NOT wear their uniforms when participating in the following:
  - a. After school jobs.
  - b. Non-JROTC fundraising activities.
  - c. Non-JROTC events unless participating as a member of a color guard or team or representing the Cadet Regiment.
  - d. In connection with the furtherance of any political or commercial interests.
  - e. When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except when authorized by the Commander, USACC.
  - f. When attending any meeting or event that is a function of, or is sponsored by, an extremist organization.
  - g. When wearing the uniform will bring discredit upon the Army.
  - h. When specifically prohibited by Army regulations.

## **B. PROPER WEARING OF THE UNIFORM:**

1. The Army JROTC uniform will be worn only at times and places specified by the SAI/AI. Uniforms will be worn in accordance with AR 145-2, CC Reg 670-1, and interim change to CC Reg 672-5-1. Types of uniforms to be worn as follows:

- a. Class A Uniform: Dress Coat w/awards on top of Class B Uniform.
- b. Class B Uniform: Trousers/Slacks, Short Sleeve Shirt, Nametag, Belt, Black Shoes
- c. Class B Uniform w/Brass: Above uniform with awards and badges
- d. Army Combat Uniform (ACUs): Trousers, Jacket, Belt, Boots

2. Wearing of partial uniforms is not authorized. Cadets are either in uniform in the prescribed manner, or they are to be in civilian clothing. Under no circumstances will shirt-tails be worn outside the trousers. When authorized the ACU top may be removed in hot weather, provided that the issued t-shirt or Raider t-shirt is worn. Removal of the ACU top will only be authorized by the senior instructor present. On all other occasions the ACU uniform must be worn with proper boots, headgear, insignia, and with all buttons fastened. ACUs boots ARE NOT to be worn as personal everyday footwear.

3. Black Jackets: The issued black jackets with liner may be worn during cold weather on uniform days or over civilian clothes. The Regimental jacket may be worn in lieu of the JROTC black jacket. A non-hooded sweatshirt or field jacket liner may be worn underneath the jacket for additional warmth. **No coat may be worn over the issued black jacket, Regimental jacket or Class A coat.**

4. Berets. The Regimental Beret is authorized headgear for all uniforms. Headgear will be worn at all times when outdoors. Headgear is never worn indoors except while under arms or during appropriate ceremonies/inspections/reviews. Cadets are expected to uncover (take headgear off) when indoors. This applies to civilian and military headgear alike. The term "outdoors" includes such buildings as drill halls, gymnasiums, and other roofed enclosures used for drill or exercise of troops. The term "indoors" is construed to mean offices, hallways, dining facilities, orderly rooms, amusement rooms, bathrooms, and libraries, or other dwellings.

5. Cords. There are two shoulder cords authorized for wear in the Regiment:

- a. Scarlet Cord – Order of the Long Knife - worn on right shoulder.
- b. White Cord – Current Regimental Staff – worn on left shoulder.

6. Grooming. The following grooming standards apply to all cadets:

- a. Hairstyles. Many hairstyles are acceptable, as long as they are neat and conservative. Hair will be neatly groomed. The length and bulk of hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Lines or designs will not be cut into the hair or scalp. If dyes, tints, or bleaches are used, colors used must be natural to human hair and not present an extreme appearance. Applied hair colors that are prohibited include, but are not limited to, purple, blue, pink, green, orange, bright (fire-engine) red, and fluorescent or neon colors. It is the responsibility of instructors to

use good judgment in determining if applied colors are acceptable, based upon the overall effect on cadets' appearance.

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

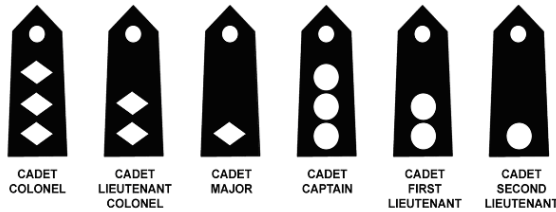
- b. Fingernails. Cadets will keep fingernails clean and neatly trimmed so as not to interfere with performance of duty. Females may wear polish that is not exaggerated, faddish, or of extreme coloring, such as purple, gold, blue or white while in uniform.
- c. Hygiene and Tattoos. Cadets are expected to maintain good hygiene while in uniform. Tattoos are authorized except in areas of the body (i.e., face, legs) 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.

7. Cadets will not be allowed to participate in public events such as school or community support activities unless they meet the published standards and represent the Army and the JROTC program in an appropriate manner.

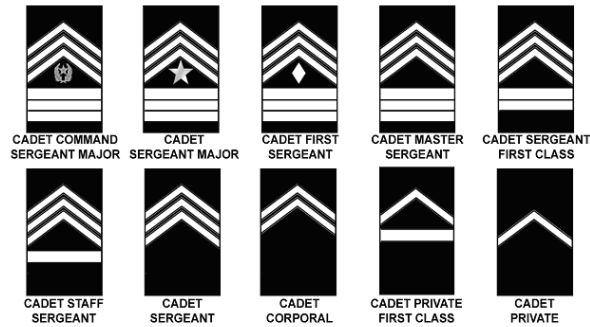
## **B. WEARING OF CADET RANK:**

1. All cadets except Cadet Basic will wear cadet rank. Cadets will wear the Shoulder Loop (Shoulder Boards) Insignia on the Class "B" Shirt, Class A Coat and the Black Jacket.

INSIGNIA OF GRADE FOR  
CADET OFFICERS



INSIGNIA OF GRADE FOR  
CADET ENLISTED PERSONNEL

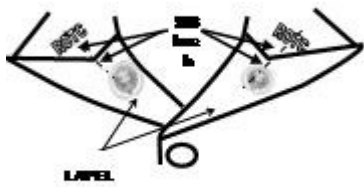


2. Cadet officers will wear the non-subdued, pin-on Rank Insignia (Pips or Diamonds) on their Berets. Rank will be centered on the Flash and worn horizontally (straight across).
3. Enlisted cadets will wear the non-subdued, pin-on ROTC wreath on the Beret. Cadets in the grade of Corporal or above will be issued a Regimental Flash. When the flash is worn, the non-subdued ROTC insignia will be centered on the Flash.
4. The flash will be sewn on the beret so that it is centered on the stiffener.
5. All cadets will wear the subdued pin on rank insignia on the ACU top and field cap.
  - a. Officers - Cadet officers will wear the subdued JROTC insignia on the left collar of the ACU top and their cadet rank on the right collar.
  - b. Enlisted - Enlisted cadets will wear subdued pin-on rank on both collars of the ACU.
  - c. The ACU field cap will be worn in lieu of the Beret when conducting field training. Cadet will wear their subdued rank centered on the cap. Cadets may order and wear a name tag on the back of their field cap.

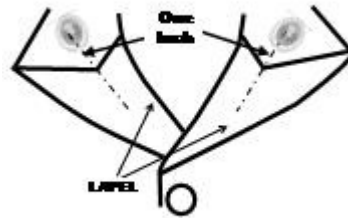
## PLACEMENT OF CADET RANK AND INSIGNIA



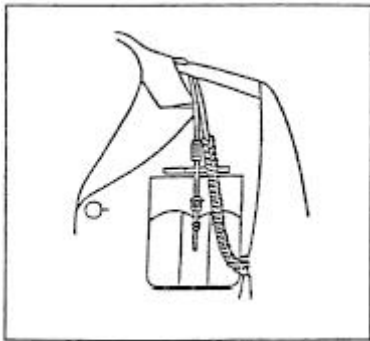
Academic Wreath w/ Honor Unit  
Insignia (Star)



Officer Class A  
Lapel Insignia



Enlisted Class A  
Lapel Insignia



Wear of Shoulder Cord



Placement of DUI, Metal Arc Tabs, Marksmanship Badge

## **B. RESPONSIBILITY AND MAINTENANCE OF UNIFORMS:**

1. Before a student can be enrolled in JROTC, his/her parent/guardian must assume financial responsibility for loss or damage of government items issued. Parents or guardian will sign a JROTC Form "Agreement of Responsibility". During uniform issue, each cadet must insure that he/she receives the clothing or equipment for which they are signing the DA Form 3645. A cadet's signature on this form is verification that the transaction is correct.
2. Costs of laundry, cleaning, and normal maintenance of uniforms is the responsibility of each cadet. Inspections will be conducted on the uniform day of each week to insure that high standards of personal appearance are being maintained, and to enable the SAI/AI to observe the condition of clothing and equipment.
3. Upon leaving the JROTC program, all government uniforms and equipment must be returned to the department. Failure to return uniforms and equipment may result in a debit being placed on the cadet's student account. ***Failure to return uniforms and equipment constitutes theft of U.S. Government property and will be reported to court authorities for enforcement.***

## SECTION IX - RECOGNITION

A. **GENERAL:** Cadet ribbons, badges, tabs, and cords are presented to cadets in recognition of outstanding performance or achievement.

### *Order of the Long Knife*

Of all the cadet awards the most coveted is the *Order of the Long Knife* cord. The *Order of the Long Knife* is named for General George Rogers Clark whose name among the Indian tribes of the Northwest Territory was *Long Knife*. The *scarlet cord* symbolizes the Red Belt of War General Clark presented to Indians during treaty negotiations. The *Order of the Long Knife* is the most prestigious award because it requires the cadet to demonstrate self-discipline, competency, and success in all aspects of cadet life. Only the most devoted cadets will achieve the *Order of the Long Knife*. It is anticipated that cadets will not achieve this status before the end of their sophomore year at the earliest. Each year cadets who achieve 700 points will be inducted into the order and will have his or her name added to the *General Clark - Long Knife* plaque.

Criteria for the *Order of the Long Knife* are explained in Appendix 1 of this section.

**B. Order of Precedence: Award will be worn in the follow order of precedence (See Chart)**

1. **Department of the Army**
  - a. Medal for Heroism
  - b. Superior Cadet Award (Regimental Selection)
  - c. Legion of Valor Bronze Cross (Region Selection)
2. **Battalion Awards:** N-1 (Academic); N-3 (Military); N-2 (Athletic) ; N-4 (Service)
3. **Fraternal and Association Awards such as:**
  - a. Sons of the American Revolution
  - b. Military Order of the World Wars
  - c. Daughters of the American Revolution
  - d. American Legion
  - e. National Sojourners
  - f. Scottish Rite of Freemasonry
  - g. U.S. Army Recruiting Command
  - h. Noncommissioned Officers Association (NCOA)
  - i. Association of the United States Army (AUSA)
  - j. Military Officer Association
  - k. Military Order of the Purple Heart
  - l. Veterans of Foreign Wars
  - m. Reserve Officer's Association
  - n. American Veterans (AMVETS)
  - o. The Retired Enlisted Association (TREA)
  - p. Daedalian Award

**C. The following awards are attainable by conspicuous achievement as indicated.**

**1. General George Rogers Clark “Master of the Long Knife” Award**

**Presented to:** Awarded annually to the cadet who achieves the highest point total of the new *Order of the Long Knife* inductees.

**For:** All Order Inductees will have their names added to the *General Clark - Long Knife* plaque. The cadet achieving the highest total at the conclusion of the year will receive a miniature sword with indicating his/her selection as the “Master of the Long Knife” award recipient.

**2. Superior Cadet Decoration Award (Medal, Certificate & Ribbon)**

**Presented to:** LET-1, LET-2, LET-3, LET-4

**For:** The outstanding cadet in each year of military training based upon overall academic and performance record.

**3. Marksmanship Qualifications (Badge)**

**Presented to:** Cadets who achieve the marksmanship standards as prescribed in Cadet Command Regulation (CCR) 145-2.

**For:** Successfully completing prescribed course of fire with minimum established score. The scores for the different badges are: 230-300 is Expert, 130-200 is Sharp Shooter, and 110-129 is Marksman; based on firing the AR-1 (10 Bull) target.

**4. Academic Achievement Wreath**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets who attain an overall B average in all subject and an A average in JROTC. *The award may only be worn in the semester following receipt.* Consecutive receipt of the awards will be recognized by the placement of a colored felt pad behind the wreath in the following colors: 2<sup>nd</sup> award (Red), 3<sup>rd</sup> award (silver), 4<sup>th</sup> + award (gold).

**5. Honor Unit With Distinction Insignia (Gold Star)**

**Honor Unit Insignia (Blue Star)**

**Merit Unit Insignia (White Star)**

**Presented to:** All Cadets

**For:** Attainment of Merit Unit, Honor Unit or Honor Unit With Distinction rating during Department of the Army Formal Inspections. The Unit Insignia is worn 1/8” above the right coat/shirt pocket. When wearing the Academic Achievement Wreath, the star device is worn inside the wreath’s laurels.

**6. Leadership Tab**

**Awarded by:** Senior Army Instructor

**Criteria:** Presented to cadets who make the JROTC Leadership and Academic Bowl teams that make it two the second round of the competition or higher (alternates included). The Leadership Metal Arc Tab is the highest tab in precedence and is worn on top.

## 7. Raider Tab

**Awarded by:** Senior Army Instructor

**Criteria:** Cadets who earn the N-2-4 (Army Physical Fitness Test Ribbon) and the N-3-8 (Adventure Team Ribbon) will be awarded the Raider Tab demonstrating physical achievement.

## 8. Cadet of the Month Tab

**Awarded by:** Senior Army Instructor

**Criteria:** LET 1 award presented to the Cadet of the Month as selected by a Board comprised of officers and NCOs from the Regimental Staff. Cadet of the Month also receives the Commendation Ribbon (N-3-9).

D. **RIBBONS:** The following ribbons may be earned by cadets as prescribed below. Awards noted as being presented “annually” will be given at the Annual Awards Ceremony in May.

### 1. ACADEMIC RIBBONS (Series 1)

#### **N-1-1 Distinguished Cadet Award for Scholastic Excellence Ribbon**

**Awarded by:** Superintendent

**Criteria:** Awarded annually to the senior cadet who exhibits the highest GPA.

#### **N-1-2 Academic Excellence Award Ribbon**

**Awarded by:** Principal

**Criteria:** Awarded annually to one cadet in each LET level for maintaining highest school academic GPA.

#### **N-1-3 Academic Achievement Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually to all cadets who maintain a grade of "A" in all academic subjects for the academic year. (May not also receive the N-1-7 ribbon).

#### **N-1-4 Perfect Attendance Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets with no unexcused absences during the school year prior to the annual award ceremony (once per year).

#### **N-1-5 Student Government Ribbon**

**Awarded by:** Principal

**Criteria:** Awarded annually to cadets elected to any student held office.

#### **N-1-6 Leadership Development Ribbon**

**Awarded by:** Principal

**Criteria:** Awarded to cadets successfully complete their LET level training each year.

#### **N-1-7 Academic Performance Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually to cadets who maintain a cumulative GPA 3.0 or better GPA

**N-1-8 National Honor Society Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually in accordance with criteria established by the School.

**N-1-9 Academic (LEAD) Team Member**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets who compete as a member of the Academic (LEAD) Team at one competition (once per year).

**2. MILITARY RIBBONS (Series 3)**

**N-3-1 Senior Army Instructor (SAI) Leadership Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually to one cadet per LET level who displays the highest degree of leadership.

**N-3-2 Personal Appearance Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets who consistently present an outstanding appearance with a during a semester grading period. (Once per year).

**N-3-3 Proficiency Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually to those cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.

**N-3-4 Drill Team Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to drill team members who have competed in at least 1 competition. (Once per year) Cadets who have earned this award twice are entitled to wear the DRILL TEAM Metal Arc Tab.

**N-3-5 Orienteering Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets who have competed in an orienteering event or competition. (Once per year) Cadets who have earned this award twice are entitled to wear the ORIENTEERING Metal Arc Tab.

**N-3-6 Color Guard Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to color guard members who have performed 3 or more color guards. (Once per year) Cadets who have earned this award twice and have competed as a member of Color Guard in a competition are entitled to wear the COLOR GUARD Metal Arc Tab. (NOTE: Some Color Guard events may be given credit for School/Community

service in lieu of color guard credit).

**N-3-7      Marksmanship Team Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets who participate in a competitive air-rifle marksmanship competition or postal match. (Once per year)

**N-3-8      Adventure Training Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets who have competed as a member of the Raider team or participate in a qualifying Adventure Training event. (Once per year)

**N-3-9      Commendation Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets whose performance of duty exceptionally exceeds that expected of a cadet in his/her grade and experience.

**N-3-10     Good Conduct Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually to the cadets who have demonstrated outstanding conduct throughout the school year by receiving zero demerits.

**N-3-11     JCLC Summer Camp Performance Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets for who complete all training requirements of the JROTC Summer Camp. Cadets awarded this ribbon are also eligible to wear the SUMMER CAMP Metal Arc Tab.

**N-3-12     Honor / Saber Guard Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets selected to serve in an Honor Guard or Saber Guard during the school year. Cadets who have served in both an Honor Guard and Saber Guard are entitled to wear the HONOR GUARD Metal Arc Tab.

**N-3-13     Flag Detail Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets who serve on the daily Flag Detail for a three week period (one week in command). Cadets who have earned this award twice are entitled to wear the FLAG DETAIL Metal Arc Tab.

**N-3-14     Formal Inspection Performance Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to the cadets who efforts in support of the Regiment's Formal Inspection go above and beyond expectations.

**N-3-15 Rappelling Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to those cadets who successfully rappel during a JROTC sanctioned training event.

**3. ATHLETIC RIBBONS (Series 2)**

**N-2-1 Varsity Athletic Ribbon**

**Awarded by:** Principal

**Criteria:** Awarded annually to cadets that participate in varsity sports.

**N-2-2 Physical Fitness Excellence Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually to cadets who maintain excellent physical fitness by achieving an 85-percentile rating or better in all 5 Cadet Challenge events. Cadets earning this ribbon will not wear ribbons N-2-3 or N-2-5 even if previously earned.

**N-2-3 ROTC Athletic Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually to cadets who achieve a challenging level of physical fitness as demonstrated by achieving a 50-percentile rating or better in all 5 Cadet Challenge events. Cadets earning this ribbon will not wear ribbon N-2-5 even if previously awarded.

**N-2-4 APFT Excellence Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets who attain the minimum Army standard of 75 points on each event and 225 points overall on the Army Physical Fitness Test (FM 21-20).

**N-2-5 Cadet Challenge Performance Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually to cadets who participate in each event of the cadet challenge while giving their best effort. Cadets who receive or have received ribbons N-2-2 or N-2-3 are ineligible.

**4. MISCELLANEOUS RIBBONS (Series 4)**

**N-4-1 Parade Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets who have participated in local community parades: i.e., Veterans Day Parade, Memorial Day Parade, etc.

**N-4-2 Recruiting Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to the cadets who recruit students into the JROTC program each semester.

**N-4-3 School/ Community Service Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets who participate in two or more JROTC-sponsored school or community service projects.

**N-4-4 Fund Raising Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually to cadets who participate in two or more fund raising activities during the year.

**N-4-5 Humanitarian Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets who participate in donating blood or other charitable projects outside of JROTC where participation can be documented.

**N-4-6 Service Learning Ribbon**

**Awarded by:** Senior Army Instructor












































**Criteria:** Awarded to Cadets who participate in at least one JROTC Service Learning Projects during the school year. (Once per year) Cadet must participate in the entire project, not just the exploratory project.

**N-4-7 Excellence Staff Performance Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually to those cadet staff members who perform their duties in an efficient and supportive manner.

## Order of Precedence

 <b>Medal for Heroism</b>	 <b>Superior Cadet</b>	 <b>Distinguished Cadet</b> (N-1-1)	 <b>Academic Excellence</b> (N-1-2)
 <b>Academic Achievement</b> (N-1-3)	 <b>Perfect Attendance</b> (N-1-4)	 <b>Student Government</b> (N-1-5)	 <b>Leadership Development</b> (N-1-6)
 <b>Academic Performance</b> (N-1-7)	 <b>National Honor Society</b> (N-1-8)	 <b>Academic (LEAD) Team</b> (N-1-9)	 <b>Optional by SAI</b> (N-1-10)
 <b>DAI/SAI Instructor Leadership</b> (N-3-1)	 <b>Personal Appearance</b> (N-3-2)	 <b>Proficiency</b> (N-3-3)	 <b>Drill Team</b> (N-3-4)
 <b>Orienteering</b> (N-3-5)	 <b>Color Guard</b> (N-3-6)	 <b>Marksmanship Team</b> (N-3-7)	 <b>Adventure Training</b> (N-3-8)
 <b>Commendation</b> (N-3-9)	 <b>Good Conduct</b> (N-3-10)	 <b>JCLC</b> (N-3-11)	 <b>Honor/Saber Guard</b> (N-3-12)
 <b>Flag Detail</b> (N-3-13)	 <b>Formal Inspection</b> (N-3-14)	 <b>Rappelling</b> (N-3-15)	 <b>Varsity Athletics</b> (N-2-1)
 <b>JROTC Physical Fitness Award</b> (N-2-2)	 <b>JROTC Athletics</b> (N-2-3)	 <b>APFT Performance</b> (N-2-4)	 <b>Cadet Challenge Performance</b> (N-2-5)
 <b>Parade</b> (N-4-1)	 <b>Recruiting</b> (N-4-2)	 <b>Special Projects/ Community Service</b> (N-4-3)	 <b>Fundraising</b> (N-4-4)
 <b>Humanitarian Service</b> (N-4-5)	 <b>Service Learning</b> (N-4-6)	 <b>Excellent Staff Performance</b> (N-4-7)	
	<b>Meritorious Unit Insignia.</b> Each member of a unit designated as a Meritorious Unit is awarded the Meritorious Unit Insignia (white star).		
	<b>Honor Unit Insignia.</b> Each member of a unit designated as an Honor Unit is awarded the Honor Unit Insignia (blue star).		
	<b>Honor Unit with Distinction Insignia.</b> Each member of a unit designated as an Honor Unit with Distinction is awarded the Honor Unit with Distinction Insignia (yellow star).		
	<b>Academic Achievement Wreath:</b> Awarded to cadets who attain an overall B average in all subject and an A average in JROTC. The award may only be worn in the semester following receipt. Consecutive receipt of the awards will be recognized by the placement of a colored felt pad behind the wreath in the following colors: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>2nd award (Red)</span> <span>3rd award (Silver)</span> <span>4th + award (Gold).</span> </div>		

# Long Knife Regimental Club Jacket

**Eligibility –**  
Complete all  
Order of the Long Knife  
mandatory requirements.

*Cadet must purchase Jacket  
and have name embroidered  
on the jacket.*



## E. Multiple Awards

1. Multiple awards of any ribbon or medal will be designated with a lamp device affixed to the ribbon as follows: 2<sup>nd</sup> award, bronze lamp; 3<sup>rd</sup> award, silver lamp; 4<sup>th</sup> award, gold lamp; 5<sup>th</sup> award, gold and bronze lamp; 6<sup>th</sup> award, gold and silver lamp, 7<sup>th</sup> award, 2 gold lamps, etc.

2. Maximum Ribbons: Cadets will be limited to wearing six rows of ribbons (with the exception of the Superior Cadet award which may be worn centered above the six rows)

3. Wearing of Medals: Cadet will wear a maximum of three medals (excluding marksmanship medals). Medals that also have ribbons will not be worn as medals until cadets have enough other ribbons to meet the six row criteria stated above. (Note: The Superior Cadet Award will NOT be worn as a medal; it will always be worn as the top ribbon in the order of precedence.)

## F. METAL ARC TABS:

1. Metal Arc Tabs are authorized for wear based upon criteria established in above paragraphs. Only the below listed Arc Pins are authorized and worn in the order listed:

Leadership - First  
Summer Camp – Second  
Raider Team - Third  
Color Guard - Fourth  
Cadet of the Month – 9<sup>th</sup>

Drill Team - Fifth  
Orienteering - Sixth  
Honor Guard - Seventh  
Flag Detail - Eighth

a. **Male:** centered on the right pocket, 1/8” below pocket flap on the AG green shirt and Class A coat. Arc Pins will be spaced 1/8” apart.

b. **Female:** centered on right side of AG green shirt, even with the bottom of the second button and centered on the Class A coat even with the bottom of the first button. Arc Pins will be spaced 1/8” apart.

c. No other arcs pins will be authorized and a **maximum of six arc pins** can be worn at one time.

G. **Distinctive Unit Insignia (School Crests)** The DUI will be worn above the right coat pocket. When worn with the Unit Insignia (star) or Academic Achievement Wreath, the DUI will be worn 1/8” above either device or 1/8” above the top seam of the pocket when worn alone.

H. **Staff Cord.** Members of the Regimental Staff are authorized to wear the White Cord on their left shoulder during their tenure on the staff. The **white cord** symbolizes the White Belt of Peace General Clark offered the Indians during negotiations.

**I. Alumni Challenge Coin:** The GRC Alumni Challenge Coin is presented to seniors upon graduation who meet the following criteria:

- a. Be an active JROTC cadet upon graduation for George Rogers Clark High School.
- b. Have completed the 14 mandatory requirements for the Order of the Long Knife.
- c. Have maintained an 85 percent rating on uniform appearance inspections.
- d. Graduate with a “B” average in JROTC.
- e. Incur no disciplinary actions as a senior that would bring discredit to the JROTC program (e.g. suspension from school, assignment to PASS, etc.).
- f. Coins will be presented at the annual Awards ceremony to eligible seniors.
- g. Coins are numbered. The Senior Army Instructor maintains a log who coins are present to annually. Unnumbered coins are presented to VIPs and supporters of the program as special recognition.



**GRC Alumni Challenge Coin**

Appendix 1 Order of the Long Knife

Mandatory Requirements	PTs Available	PTs Award
1) Memorization of the JROTC Cadet Creed * <i>Must score 100%</i>	30 pts – 1 <sup>st</sup> Try 20 pts – 2 <sup>nd</sup> Try 10 pts – 3 <sup>rd</sup> Try	
2) Memorization of Army Ranks * <i>Must score 100%</i> * <i>Zero points after 3rd try</i>	30 pts – 1 <sup>st</sup> Try 20 pts – 2 <sup>nd</sup> Try 10 pts – 3 <sup>rd</sup> Try	
3) Memorization of Cadet Ranks * <i>Must score 100%</i> * <i>Zero points after 3rd try</i>	30 pts – 1 <sup>st</sup> Try 20 pts – 2 <sup>nd</sup> Try 10 pts – 3 <sup>rd</sup> Try	
4) George Rogers Clark Knowledge Test	Up to 50 pts	
5) Memorization of the National Chain of Command * <i>Must score 100%</i>	30 pts – 1 <sup>st</sup> Try 20 pts – 2 <sup>nd</sup> Try 10 pts – 3 <sup>rd</sup> Try	
6) Command of a Squad in the Drill Box * * <i>Must score 90% or better</i> * <i>Zero points after 3rd try</i>	25 pts – 1 <sup>st</sup> Try 15 pts – 2 <sup>nd</sup> Try 5 pts – 3 <sup>rd</sup> Try	
7) Flag Detail Ribbon	20 pts	
8) Color Guard or Drill Team Ribbon	20 pts	
9) Adventure Team Ribbon	20 pts	
10) Service Learning Ribbon (w/Leadership Position) Service Learning Ribbon	40 pts 20 pts	
11) Parade Ribbon	20 pts	
12) Fund Raising Ribbon	30 pts	
13) Community Service Ribbon	30 pts	
14) Cadet Challenge Ribbons* * <i>Highest Award Counts</i>	50 pts N-2-2 40 pts N-2-3 30 pts N-2-5	

**NOTE: Cadets who earn demerits will have points removed from the Order of the Long Knife total equaling the number of demerits accumulated at the time of determination for induction. Cadets who receive more than 50 demerits become ineligible. Cadets who accumulate 50 demerits after being inducted into the order must relinquish their cord and will be removed from the Order's roles.**

Additional Points	PTs Available	PTs Award
1) Academic Wreath ( <i>Max four awards</i> )	25 pts each award	
2) Staff Cord	50 pts – one time award	
3) JCLC	50 pts – one time award	
4) Cadet of the Month	20 pts	
6) Honor Guard Tab	30 pts	
7) Flag Detail Tab	30 pts	
8) Color Guard Tab * <i>Must also have commanded</i> Command at Competition Command at School-Wide Event	30 pts 20 pts 10 pts	
8) Drill Team Tab * <i>Must also have commanded</i> Command at Competition	30 pts 20 pts	
7) Orienteering Tab	30 pts	
8) Student Gov't, Varsity Athlete, National Honor Soc.	40 pts	
9) Good Conduct Ribbon* <i>*May only receive points in this category once.</i>	30 pts	
10) Humanitarian Ribbon <i>*May only receive points in this category twice.</i>	30 pts	
11) <b>Second</b> Award of the following ribbons Fund Raising Ribbon Parade Ribbon Community Service Service Learning	15 pts 10 pts 15 pts 20 pts	
12) Participate in Cadet Ride	25 pts	
13) Raider Tab	50 pts	
14) Leadership Tab	25 pts	
15) Army Physical Fitness Test (APFT) 300 270 240 210 180	50 pts 40 pts 30 pts 20 pts 10 pts	
16) Earn a marksmanship qualification badge* <i>* Highest Award Counts</i>	30 pts – Expert 20 pts – Sharpshooter 10 pts - Marksmanship	

# SECTION X - CADET DUTY POSITION DESCRIPTIONS

## A. DUTIES AND RESPONSIBILITIES OF CADET LEADERS

### 1. Regimental Commander (RC)

- a. Responsible for the training, administration, logistical support, discipline, morale, esprit-de-corps, and performance of the cadet Regiment. In essence, is responsible for what the unit does, or does not do.
- b. Reports directly to the SAI/AI.
- c. Responsible for advance coordination with the SAI/AI on all matters pertaining to policies and procedures for the regiment.
- d. Sets the example for the regiment in appearance, attitude, conduct, bearing, tact, discipline, and performance.
- e. Commands the Regiment through proper use of the cadet chain of command and within the policy and guidelines set by the SAI/AI.
- f. Makes recommendations for the promotion/reduction of cadets.
- g. Will delegate his/her authority to the Regimental Executive Officer when absent from the unit.
- h. Be fully knowledgeable of all matters regarding his/her unit.

### 2. Regimental Executive Officer (XO)

- a. In the absence of the Regimental Commander the Regimental Executive Officer assumes command and is responsible for the efficient operation of the command. Must be totally familiar with the duties of the Regimental Commander.
- b. Coordinates and supervises to ensure that orders and policies are effectively carried out.
- c. Responsible for all discipline matters within the regiment.
- d. Keeps the commander informed of problem areas within the unit in general, and of action taken or recommended with respect to such problems.
- e. In coordination with the Regimental Command Sergeant Major investigates all cadet complaints concerning the merit/demerit system and makes recommendations to the commander and the SAI/AI concerning any irregularities.
- f. Directly supervises the battalion staff officers and is responsible to the commander and the SAI/AI for the proper coordination of all staff actions related to administrative, operations and training, logistics, public relations/public information, record keeping, school and community support activities; and that periodic inspections are made of staff performances and immediate remedial action is implemented to resolve shortcomings.
- g. Should be knowledgeable of the morale, esprit-de-corps, and problem areas of all cadets in the regiment.
- h. Make recommendations for the promotion/reduction of staff members.
- i. Perform other duties as the commander, SAI, or AI directs.

### **3. Regimental Sergeant Major (SGM)**

- a. He/she is the senior cadet noncommissioned officer in the unit and is the commander's advisor concerning enlisted and noncommissioned cadets and makes recommendations concerning promotions/reductions/awards and/or problem areas encountered.
- b. Responsible to the commander for consolidation of attendance rosters at drill/classes/formations.
- c. Closely monitor the conduct of drill and ceremonies and conducts frequent training inspections of cadet classes or performances.
- d. Monitors the merit/demerit system and drill areas.
- e. Is responsible for the police of the JROTC classrooms and outside areas.
- f. Assigns extra duties and details as needed on a fair and equitable basis to enlisted cadets.
- g. Monitors the company's DA Form 6 for Flag Detail assignments.
- h. Assists the Regimental Executive Officer in conducting investigations into irregularities and complaints concerning the merit/demerit system.
- i. Advises the Regimental Commander on all NCO matters and provides guidance.
- j. Perform other duties as assigned by the commander.

### **4. Regimental Personnel Officer (S-1)**

- a. The S-1 is responsible to the commander for all matters relating to personnel and administration. Supervises the Asst. S-1 and S-1 NCOIC in execution of duties of the S-1 shop.
- b. Prepares orders, directives, or announcements as directed by the Regimental Commander/Executive Officer and in conjunction/coordination with the SAI/AI. Responsible for insuring timely issuing of cadet ribbons and awards.
- c. Prepares and maintains current rosters in the JUMS database.
- d. Maintains the cadet JROTC record files, correspondence and publications to include posting all necessary information on cadet records, enclosures on Privacy Act, cadet information form, health certification, parental responsibility form, etc. through management of the cadet database in JUMS.
- e. Coordinates with the SAI/AI on all matters pertaining to eligibility of each cadet for promotion/demotion.
- f. Assist SAI/AI in the annual Regimental Awards Program/Banquet.
- g. Perform other duties as the RC or XO.

### **5. Regimental Security and Special Projects Officer**

- a. The S-2 is responsible to the Regimental Commander and SAI/AI on all matters related to physical security and sensitive equipment. Assigns weapons to cadets, supervises the maintenance of weapons and equipment, and maintains records of maintenance performed within guidelines set by the SAI/AI. Supervises the S-2 NCOIC in execution of duties of the S-2 shop.
- b. Responsible for insuring that all weapons that leave the arms room are properly accounted for and that all weapons are turn-in and accounted for at the conclusion of training.

- c. Assist the SAI/AI in the conduct of firing ranges, the management of the Safety Certification Exam Book.
- d. Serves as the SAI/AI special staff officer for special projects that do not normally fall under the duties and responsibilities of other principal staff, such as: open houses, informal parents inspections, community service, etc.
- e. The S-2 may be responsible for all aspects of the planning, preparation, and execution of the military ball or awards banquet.
- f. Perform other duties as assigned by the RC or XO.

#### **6. Regimental Operations and Training Officer (S-3)**

- a. The Regimental S-3 is the principal staff assistant to the commander in matters pertaining to organization, training, and primary operations. He/she also advises and assists other staff officers in the operational aspects of their particular activities. Supervises the Asst. S-3 and S-3 NCOIC in execution of duties of the S-3 shop.
- b. Posts all weekly training schedules as directed by the SAI/AI. Reviews the weekly training schedule and ensures that the training is conducted as scheduled. Observe, evaluate, and report the status of training being conducted within the companies.
- c. Responsible for the storage, maintenance, and issue of training aids and reference materials.
- d. Plans and coordinates all Regimental training activities to include field trips, parades and extra-curricular activities (JROTC, school, community support). Exercises operational control (scheduling) over all special units; Rifle Team, Color Guard, Drill Team, Raider Platoon, etc.
- e. Responsible to insure that classroom and field training areas are properly prepared prior to training.
- f. Insures that cadet instructors are properly prepared to give assigned classes and that the Regimental Commander is informed of the evaluation given to all cadet instructors.
- g. Recommends to the SAI/AI those cadets that are qualified for the rating of "cadet instructor" as having met all requirements for the LEADERSHIP tab.
- h. Prepare and disseminate special training schedules for field training exercise.
- i. In the absence of the Regimental Commander and Executive Officer the S-3 assumes command of the unit.
- j. Compiles training operational records and reports.
- k. Prepares, authenticates and publishes operations orders.
- l. Perform other duties as directed by the RC or XO.

#### **7. Regimental Logistics & Supply Officer**

- a. Is the principal staff assistant to the Regimental Commander in matters pertaining to the provision of supply, maintenance, transportation, and miscellaneous logistic support. Supervises the Asst. S-4 and S-4 NCOIC in execution of duties of the S-4 shop.
- b. The S-4 advises other staff officers and assists them in logistical matters

respective to their areas of responsibility.

- c. Is responsible for the storage and maintenance of accurate supply records, to include cadet clothing records, hand receipts, up-to-date inventories within the unit, and other such supply actions as directed by the SAI/AI.
- d. Responsible for the storage, maintenance, issue, and turn-in of all supplies and reference material as directed by the SAI/AI.
- e. Is thoroughly familiar with supply procedures, requisitions, turn-in salvage, laundry/dry cleaning/alterations, pick-up, and inventory of equipment.
- f. Responsible for the investigation of losses of issued property, under the guidance of the SAI/AI.
- h. Coordinates all supply actions with the SAI/AI.
- i. Performs other duties as assigned by the RC or XO.

#### **8. Regimental Public Affairs Officer/ Recruiting Officer**

- a. The S-5 is the principal staff assistant to the commander on public information and public relations matters between the Army and JROTC program, the school, the parents of students/cadets, and the community. Supervises the S-5 NCOIC in execution of duties of the S-5 shop.
- b. The S-5 is charged with establishing contacts with the news media within the high school and Clark County. As such, arranges with, reporters, photographers, television media, and other public relations organizations for coverage of Regimental activities that are newsworthy. Prepares and submits press releases with information about unit, team, or individual accomplishments, community activities, and service learning projects.
- c. As the information officer, the S-5 prepares and submits items to school and local newspapers, and any other news media deemed appropriate.
- d. Maintains the school JROTC news bulletin board and places articles from the bulletin board into the Regimental Scrapbook. Coordinates with Regimental Automation Officer for scanning of key articles for posting to the Regimental website.
- d. Advises the SAI/AI on ways and means to improve the acceptance of Army JROTC on campus and in the community.
- e. Assist the SAI/AI in preparation of invitations, the mail-outs, responses, seating arrangements, and protocol.
- f. Assists the SAI/AI in the formulation and maintenance of current listing of dignitaries and supporters will be prepared to include name, address, and phone number.
- g. Due to the exposure of the S-5 to the public eye, he/she must be fully knowledgeable of the organizational structure and mission of the Army JROTC program.
- h. Perform other duties as directed by the cadet battalion commander.
- i. Is responsible for maintaining the battalion unit history and the maintenance of a pictorial scrapbook of significant events pertaining to the unit.

### **9. Regimental Automation Officer (S-6)**

- a. Responsible for developing and maintaining the Regimental Website in coordination with the appropriate faculty and staff and Clark County Schools Technology Department. Supervises the S-6 NCOIC in execution of duties of the S-6 shop.
- b. Assists the SAI/AI in the maintenance of automation systems and network programs.
- c. Serves as the Regimental photographer and maintaining an organized digital database of photos. Responsible for producing a CD-ROM of best pictures after each significant event that can be printed and given to the Regimental S-5 for posting on the JROTC Bulletin Board.
- d. Responsible of creating and reproducing a digital Regimental DVD slide show with music for special events such as the Awards Banquet or Military Ball, and the annual Regimental DVD Scrapebook for sale and distribution to the regiment.

### **10. Staff Assistance and NCOIC.**

- a. Responsible to their respective staff officer of the efficient execution of staff functions.
- b. Assumes the duties of the staff officer in his/her absence.
- c. Coordinates staff actions with Company leadership and staff. Assists company administrators in resolving issues or in verifying accuracy of data.
- d. Insure all data entered into the JUMS database is 100% accurate.

### **11. Company Commander**

- a. Responsible for the effective training, discipline, morale, esprit-de-corps, appearance and performance of his/her company.
- b. Is familiar with all the members of his/her unit and makes continuous evaluation of his/her subordinates with regard to performance, effectiveness, and appearance so that he/she may make valid recommendations for promotions, reductions, and awards.
- c. Sets the example for his/her company in appearance, attitude, conduct, bearing, tact, discipline, and performance.
- d. Commands the company through proper use of the cadet chain of command and within the policy and guidelines set by the Regimental Commander, SAI, and AI.
- e. Will be familiar with the duties of the cadet staff and the Regimental Commander as well as all members of his/her command.
- f. Perform other duties as the Regimental Commander may direct.

### **12. Company Executive Officer**

- a. Responsible for being familiar with the duties, responsibilities, and policies of the company commander.
- b. Assumes command of the company in the absence of the company commander.
- c. Assists the battalion staff as needed in the posting and reviewing of the

- administrative and supply records of the cadets in the company.
- d. Perform other duties as directed by the company commander.

### **13. Cadet Platoon Leader**

- a. Responsible for the effective training, discipline, morale, esprit-de-corps of his/her subordinates with regard to performance of his/her platoon.
- b. Is familiar with all members of his/her unit and makes continuous evaluation his/her subordinates with regard to performance, effectiveness, and appearance so that he/she may make valid recommendations for promotions, reductions, awards, and changes of assignment.
- c. Set the example for his/her platoon in appearance, attitude, conduct, bearing, tact, discipline, and performance.
- d. Exercises command of his/her platoon through proper use of cadet chain of command and within the policy and guidelines established by the company commander.
- e. Will be familiar with the duties of the company commander as well as all the members of his/her platoon.
- f. Perform any other duties as the company commander may direct.

### **14. Company First Sergeant**

- a. Assists the company commander in the maintenance of discipline, esprit-de-corps, morale, and appearance of enlisted cadets assigned to the company.
- b. Advises the company commander of any problem areas concerning enlisted cadets in the company and makes any necessary recommendations with regard to specific problems.
- c. Supervises the actions and conduct of the platoon sergeants and other NCOs within the Company.
- d. Insures the correctness of attendance at drill and turns in attendance rosters.
- e. Maintains a correct roster of cadets in the company.
- f. Supervise subordinates in their coordination with the Regimental S-1 and S-4 in posting cadet records and hand receipts as appropriate.
- g. Monitor the cadet awards program to insure timely recognition of cadet achievements. Conduct, or supervise the conduct of monthly awards ceremony.
- g. Sets the example for the NCOs and enlisted cadets of the company in appearance, conduct, bearing, tact, discipline, and performance. Supervises preparation for all in-ranks inspections.
- h. Responsible for using the company's non-commissioned officers to monitor and enforce cadet appearance standards on uniform day throughout the high school, from arrival to departure.
- i. Establishes and maintain the DA Form 6 by squad for the Flag Detail during the period of time for which the company has the detail and insures equal distribution of duty between squad in each platoon.
- j. Makes recommendations for promotions, reductions, and awards when appropriate.

- k. Monitors the merit/demerit system and assist in resolving issues regarding the same.
- l. Perform other duties as directed by the company commander.

**15. Company Supply NCO**

- a. Serves as the company's principal point of contact with the Battalion S-4 on all supply issues.
- b. Responsible assisting the Battalion S-4 in maintaining 100% accurate records supply actions for company personnel to include cadet clothing records, hand receipts, inventories, and other such supply actions.
- c. Serves as the company Arms Room NCO. Assists the Battalion S-2 in issuing and accounting for all weapons and arms room equipment.
- d. Responsible for the storage, maintenance, issue, and turn-in of all supplies and reference material as directed by the Company 1SG, SAI or AI
- e. Performs other duties as directed by the Company 1SG, SAI or AI.

**16. Company Admin NCO**

- a. Serves as the company's principal point of contact with the Battalion S-1 on all personnel issues.
- b. Responsible for assisting the Battalion S-1 in maintaining the company personnel files to include: posting all necessary information on cadet records, enclosures on Privacy Act, cadet information form, health certification, parental responsibility form, etc.
- c. Assist the Company 1SG and Battalion S-1 in monitoring cadet awards program to insure timely recognition of cadet achievements. Assists Company 1SG in the conduct of monthly awards ceremony.
- d. Insures all information provided to the Battalion S-1 is 100% accurate.
- e. Performs other duties as directed by the Company 1SG, SAI or AI.

**17. Cadet Platoon Sergeant**

- a. Must be familiar with the duties of the platoon leader and takes charge of the platoon in his absence.
- b. Advise the platoon leader of any problem areas concerning personnel in the platoon and makes recommendations concerning specific problems.
- c. Assists the platoon leader in the maintenance of discipline, esprit-de-corps, morale, appearance, and training of the cadets in the platoon.
- d. Maintains a current roster of cadets in the platoon. Insures the correctness of attendance at drill and turns in attendance rosters.
- e. Monitors the merit/demerit system and assist with resolving issues.
- f. Monitors the cadet awards program to insure timely recognition of all cadets assigned to his/her platoon.
- g. Sets the example for the NCOs and enlisted cadets of the platoon. Assists the Company First Sergeant in monitoring and enforcing cadet appearance standards on uniform day throughout the high school, from arrival to departure.
- h. Ensures the daily Flag Detail are prepared and present to perform their duties.
- i. Makes recommendations as appropriate for promotions/reductions/awards.

- j. Perform other duties as directed by the platoon leader or first sergeant.

#### **16. Cadet Squad Leader**

- a. Commands the squad.
- b. Must be familiar with the duties of the platoon sergeant and platoon leader.
- c. Responsible for the training, appearance, discipline, and welfare of the members of his squad. Assists the Platoon Sergeant in monitoring and enforcing cadet appearance standards on uniform day throughout the high school, from arrival to departure.
- d. Supervises the execution of daily Flag Detail.
- e. Responsible for making an accurate report of attendance as required.
- f. Monitors the cadet awards program to insure timely recognition of all cadets assigned to his/her squad.
- g. Perform other duties as directed by the platoon leader and platoon sergeant.
- h. Senior squad leader assumes duties of platoon sergeant in his/her absence.

#### **17. Cadet Team Leader**

- a. Commands the members of his team under the direction and supervision of his/her squad leader.
- b. Must be familiar with the duties of his/her squad leader and platoon sergeant.
- c. Commands the execution of the Flag Detail when assigned that responsibility.
- d. Responsible to the squad leader for the training, appearance, discipline, and welfare of the members of his/her team. Assists the Squad Leader in monitoring and enforcing cadet appearance standards on uniform day throughout the high school, from arrival to departure.
- f. Assist the Squad Leader in monitoring the cadet awards program to insure timely recognition of all cadets assigned to the squad.
- e. Reports attendance to the squad leader as required.
- f. Perform other duties as directed by the squad leader.

#### **18. Company Guidon Bearer**

- a. Serves as the bearer of the Company guidon. Responsible for insuring the guidon is present at all company functions.
- b. Leads the company in the Pledge of Allegiance at the beginning of each class period.
- c. Assist the ISG in training of the cadet Flag Detail.
- d. Performs other duties as directed by the Company chain of command.

#### **19. Color Guard Commander**

- a. Responsible for supervising the effective training, discipline, morale, esprit-de-corps of all Regimental Color Guard teams. Must have earned the Color Guard Metal Arc Tab to be considered for the position.
- b. In coordination with the SAI/AI, determines the membership of the Color Guard teams and insuring proper credit is recorded for team member participation in events and competitions.
- c. Assigns Color Guards to perform at specific events. Insures each team is

properly briefed on the assignment to include type of color guard presentation, number of flags, etc. Select team members to serve as Color Guard Commanders on a rotating basis.

- d. Set the example in terms of appearance, attitude, conduct, bearing, tact, discipline, and performance.
- e. Coordinate with the Regimental Staff for support requirements.

## **20. Drill Team Commander**

- a. Responsible for supervising the effective training, discipline, morale, esprit-de-corps of the Regimental Drill Team. Must have earned the DRILL TEAM Metal Arc Tab to be considered for the position.
- b. In coordination with the SAI/AI, determines the membership of the Drill Team and insuring proper credit is recorded for team member participation in events and competitions. Select team members to serve as Commanders on a rotating basis.
- c. Assign members of the Drill Team to perform at specific events such as Honor Guards and Saber Arches. Insures each team is properly briefed on the assignment. Coordinate with Color Guard Commander as necessary when performing at joint events.
- d. Set the example in terms of appearance, attitude, conduct, bearing, tact, discipline, and performance.
- e. Coordinate with the Regimental Staff for support requirements.

## **21. Raider Team Commander**

- a. Responsible for supervising the effective training, discipline, morale, esprit-de-corps of the Regimental Raider Platoon. Must have earned the RAIDER TEAM Metal Arc Tab to be considered for the position.
- b. In coordination with the SAI/AI, determines the membership of the individual Raider Teams. Select team members to serve as Event Team Captains on a rotating basis.
- c. Insures team members receive proper credit for participation in events and competitions.
- d. Insure Event Team Captains are properly briefed on the task, condition, and standards for event competitions. Verify that team is prepared for each event in the competition
- e. Set the example in terms of appearance, attitude, conduct, bearing, tact, discipline, and performance.
- f. Coordinate with the Regimental Staff for support requirements.

## **21. Special Team/Platoon Sergeant Majors**

- a. Assist special team commanders in execution of assigned duties.
- b. Responsible for the effective training, discipline, morale, esprit-de-corps of the teams.

## **SECTION XI - SUPPLY**

### **PROPERTY ACCOUNTABILITY**

1. George Rogers Clark JROTC maintains a property book for all government accountable property. The property book records consist of the following records:
  - a. Document register for supply actions on expendable, durable, and non-expendable requisitions, turn-ins, and lateral transfers of government property.
  - b. Informal Property Book: DA Form 3328/3328-1 is maintained on all non-expendable and serial number property. All uniforms and TA-50 will be maintained on the Informal Property Book system.
  - c. Supporting Document File: Maintained for all requisitions received for each requisition posted to the Document Register or IMPAC Card Log, received, cancel requisitions, turn-ins and lateral transfers.
  - d. IMPAC Card Purchase Log: Log of all purchases made by the IMPAC Credit Card for all expendable, durable, and non-expendable OMA requisitions.
2. The SAI will investigate and resolve all issues dealing with property accountability in coordination with the BDE JROTC Team.