

Benson High School Magnet JROTC
5120 Maple Street
Omaha, Nebraska 68104

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Benson JROTC Cadet Battalion Standard Operating Procedure

Summary. This Standard Operating Procedure (SOP) Manual provides guidance for all JROTC cadets at Benson HS Magnet. This SOP supplements information in Army Regulation (AR) 145-2 Cadet Command Regulation (CCR) 145-2 CCR 145-8-3, and the Omaha Public Schools JROTC SOP dated August 2011.

Applicability. This SOP applies to all JROTC cadets at Benson High School. It covers the necessary procedures for all JROTC leadership and cadet staff officers to be successful in their positions.

Word Use. Will/Must Indicates mandatory actions, formats or requirements. **Should/Can** - Indicates recommended procedures. **May**- Indicates it is at the discretion of the individual to choose whatever method best fits the given situation.

Suggested improvements. Send comments and suggested improvements to the SAI/AI through the battalion executive officer.

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Chapter 1 – Introduction to the JROTC Department

1-1. Purpose. This Standard Operating Procedure (SOP) booklet has been prepared to assist you in understanding the operation and administration of the cadet corps. It will provide guidance in standardized operational procedures which will save you valuable time by becoming familiar with them.

1-2. Authority. The Army JROTC program originated as part of the National Defense Act of 1916. The principle of maintaining national programs of military training for citizens attending school was validated during Congressional hearings preceding passage of the ROTC Vitalization Act of 1964. The program consists of three levels of instruction: the Senior Division; the Military Schools Division; and the Junior Division. Benson High School Magnet is a Junior Division unit.

1-3. Mission. The Army Junior ROTC program provides a unique educational experience for students through their participation in a federally sponsored course of leadership instruction while pursuing their normal civilian education. The mission of JROTC is *“To motivate young people to become better citizens.”* In order to accomplish this mission the focus of the Benson JROTC program will assist in the total development of high school students so that they can take their places as responsible citizens in our free society. This will be done by promoting the development of the State of Nebraska Dept of Education Standards, Omaha Public Schools Standards, and Benson High School Magnet Core Values, and the JROTC Core Abilities as shown below.

a. Omaha Public school students will be able to:

- (1) Be responsible for their own learning
- (2) Work well with others
- (3) Engage in complex thinking and problem solving
- (4) Recognize quality performance and produce quality products
- (5) Communicate effectively
- (6) Use a variety of technologies effectively and ethically

b. Benson High School Magnet Core Values

- (1) High expectations
- (2) Mutual respect
- (3) Responsibility
- (4) Trust

c. JROTC Core Abilities

- (1) Build your capacity for life-long learning
- (2) Communicate using verbal, non-verbal, visual, and written techniques
- (3) Take responsibility for your actions and choices

- (4) Do your share as a good citizen in your school, community, country, and the world
- (5) Treat self and others with respect
- (6) Apply critical thinking techniques

1-4. Objectives.

a. Participation in the JROTC program will involve a combination of relevant knowledge and personal development. The program will offer you the challenge of intellectual inquiry under the direction of instructors who are experienced leaders. The cadet corps provides an atmosphere designed to develop the qualities of leadership. Through classroom and other instructional activities, you may acquire the knowledge, self-discipline, patriotism, sense of responsibility, and responsiveness to constituted authority which will assist you in better serving your country as a leader either in a civilian occupation or a service member, should you elect to enter a branch of the service.

b. JROTC Objectives:

- (1) Promote citizenship.
- (2). Develop leadership.
- (3) Communicate effectively.
- (4) Improve physical fitness.
- (5) Promote High School completion.
- (6) Provide incentive to live drug free.
- (7) Strengthen positive self-motivation and strengthen self-esteem.
- (8) Provide a historical perspective of the military services.
- (9) Work as a team member.
- (10) Graduate from high school.

1-5. Instructor Staff.

a. The faculty members assigned to the JROTC Department of Benson High School Magnet are retired Army personnel known as the Instructor Staff, and is headed by an officer with the title of Senior Army Instructor (SAI). Acting in a dual capacity, the SAI is responsible to the Department of the Army for training being conducted in accordance with pertinent directives and in a manner which meets prescribed standards. He is also responsible to the Principal for the administration of the JROTC Department in the administration, training and discipline of the Cadet Corps. All policies governing the Corps and the JROTC Department are approved by the principal of Benson High School Magnet. The SAI is assisted by an Army Instructor (AI) who has co-responsibility for the administration of the program.

b. The members of the Instructor Staff have been selected for their extensive leadership experience and for their

particular qualifications for this duty. They are vitally interested in the well-being of the unit, but even more so in each cadet as an individual and his future. They understand your problems and can help you solve them. If you are having difficulty of any sort, do not be afraid to ask any of the staff for help.

c. In addition to instructional duties, each Instructor Staff member is a Special Team Advisor. In this capacity, he advises the commander of a specific unit. He may also be the sponsor of an extra-curricular activity such as the Color Guard, Honor Guard, Drill or Rifle Teams.

1-6. Enrollment.

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

(1) Enrolled in, and attending full time, a regular course of instruction at this school.

(2) A citizen or resident alien of the United States.

(3) A 9th through 12th grade student.

(4) **Academic standing.** The student must maintain an acceptable standard of academic achievement and standing as required by the Benson JROTC Battalion and Benson High School Magnet. **You must maintain an academic standing which warrants at least normal progression and will merit your graduation upon completion of all requirements otherwise you will be considered for disenrollment under para 3-17, CCR 145-2 revised 7-01-07**

(5) **Conduct and character.** Cadets must maintain an acceptable standard of conduct. Those in leadership positions are expected to demonstrate high personal standards in order to set the example. All cadets should be honest, self-reliant, and have a sense of personal and social responsibility in performing unit and other academic assignments. They must exhibit self-discipline and respect for constituted authority through observance of laws, rules, and regulations; by prompt and regular attendance at instruction; and in their general demeanor. **Cadets who fail to meet standards will be removed from leadership positions.** All cadets will be screened at the end of each school year and will only be readmitted to the program with the approval of the SAI. You must show self-discipline and responsiveness to constituted authority through observance of laws, rules, and regulations of the entire school as well as the JROTC Department.

(6) **Physical ability.** The student must be able to participate in the physical education program in the school. This requirement, under the secondary schools' open enrollment policy and when desired by the principal and SAI of the school, may be waived. However, the school will provide any special equipment or additional instructors that may be needed to instruct these students at no cost to the government. The school must also work with the instructor to ensure these students do not cause disruption to the presentation of the JROTC curriculum. You must provide the SAI annually the following certificate produced in JUMS and signed by your parent, or guardian. This certificate will remain on file in the JROTC Department and be updated annually.

HEALTH STATEMENT

MY (OUR) SON/DAUGHTER: has no medical condition or impairment (except as noted below) that would preclude

(Print Student's Full Name) his/her full participation in the Army Junior Reserve Officers' Training Corps, and has my (our) permission to participate in any and all JROTC sponsored classes, training, and activities.

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

c. Transfer of members from Navy, Marine, Air Force and other JROTC units is authorized, and credit may be given for training received.

1-7. Disenrollment. Students may be dis-enrolled or excluded from attendance IAW CC Reg 145-2. Recommendations for disenrollment will be made by the SAI and approved by the principal.

1-8. JROTC Program.

a. The JROTC program is conducted as prescribed by Army Regulations and in conformity to local school policies. **The course imposes no military obligation upon a cadet.** This program is "To motivate young people to be better citizens". It has been shown that over 70 percent of cadets who graduate from the program return to their local communities and become community leaders.

b. The major objective is to lay the foundation for intelligent citizenship by teaching the principles of leadership, respect for constituted authority, and habits of precision, orderliness, courtesy, hygiene, and correctness of posture and deportment. It is to this end that the course of instruction is directed.

c. You will receive instruction each week. There will be a mix of classroom and hands on activity. Cadets are expected to be present for all scheduled instruction and/or training.

d. Wherever possible, the "four phase" method of instruction is stressed. This practical approach to learning has been proven by the Army to be the most efficient method for teaching the subjects to which you will be introduced. You will also find that your instructors will use a great number of training aids and visual equipment. This is not to keep you amused, but rather to aid in your learning as quickly as possible the many techniques and doctrines that you will have to absorb in order to successfully complete the course.

e. Throughout the course of instruction, your basic textbooks will be the JROTC LET appropriate manual, LET appropriate workbook, your cadet reference guide and your National Endowment for Financial Education (NEFE) workbook. If you have a particular need for additional information in the preparation of an assignment, you may use the Training Library with its extensive collection of Field Manuals and other reference books.

f. The appropriate greeting and response for JROTC is: "Train to Lead" and "We motivate"

g. **The meaning of the symbols on the ROTC Patch:** The Cadet Command Shield symbolizes the Army mission of National Defense and is divided into quarters representing the four traditional Military Science Courses comprising the Senior ROTC curriculum. The Sword signifies courage, gallantry, and self-sacrifice intrinsic to the profession of arms. The Lamp denotes the pursuit of knowledge, higher learning, and the partnership of Army ROTC with American colleges and universities. The Greek Helmet is symbolic of the ancient civilization concept of the Warrior Scholar. The motto "Leadership Excellence"

expresses the ultimate responsibility of Army ROTC in the discharge of its moral responsibility to the Nation.

h. **Battalion Patch.** Description: The Benson Battalion patch is similar in shape to the ROTC patch. It has a white background with green borders and green lettering. A broad green lightning bolt runs from top left to bottom right and the image of the Benson High School Magnet mascot, a Bunny, is embroidered on the lightning bolt.

1-9. Academic Credit. Academic credit toward graduation is awarded on the basis of one full credit for each year of JROTC training successfully completed.

- a. LET 1's will receive credit for physical education
- b. LET 2's will receive credit for physical education
- c. LET 3's & 4's receive credit as an elective that counts towards their graduation requirement.

1-10. Grading.

a. Each cadet receives a letter grade at the end of each nine weeks. This is a composite of all graded Classroom Performance System exams, paper exams, uniform inspection, project, essays and possible extra credit for school or community service. Grades are recorded in the OPS System, Infinite Campus, and may be viewed online by both Cadets and Parents/Guardians.

b. **The grading scale** follows the Benson High School Magnet grading policy.

A: 100	4.0
A-: 93-99	3.5
B+: 90-92	3.0
B-: 85-89	2.5
C+: 82-84	2.0
C-: 78-81	1.5
D: 74-77	1.0
F: Below 74	0.0

c. **Make-Up Tests.** Cadets missing a comprehensive test, quiz, or other graded exercises because of an excusable absence, in accordance with the Benson High School Magnet Policy, will be permitted to make up work missed during the absence at the instructor's discretion. This is to be done within the Unit of Study timeframe **with the student assuming the initiative**. For unexcused absences, makeup work is not automatic, the above procedures may also apply except for a reduction of the grade for the unexcused absence. **Training Plans are posted on the bulletin board by LET Level in the JROTC suite. Cadets are responsible for knowing what is on the training plan. Instructors and cadet leadership are not responsible for reminding cadets of assignments to be completed or made up**

d. Inspections.

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

(2). **Announced inspections and visits** will be made throughout the year by the Instructor Staff and representatives of the DAI, OPS Military Science and Tactics Dept., 3rd Brigade, or the Commanding General, ROTC Cadet Command, respectively. During the fall of each year, the Commanding General, ROTC Cadet Command, or his designated representative conducts a JPA (JROTC Program of Accreditation) Annual Formal Inspection or Informal Inspection / Assistance Visit of the Benson High School Magnet JROTC Battalion. This is the one chance the Cadet Corps has to demonstrate how well all phases of the Benson JROTC military training have been accomplished. Preparation for this inspection is meticulous because the results determine whether or not our unit is designated an Honor Unit with Distinction. A summative grade is received during this inspection as it is mandatory for all enrolled cadets. If you are an excused absence on the day of the inspection, you will not receive a grade. **If you are an unexcused absence on the day of the inspection, you will receive a "0" grade. Failure to be in uniform on the day of the inspection will result in a "0" grade.** This will also count as a Uniform Inspection (See Paragraph (3). Below for consequences of missed uniform inspections.

(3). **Uniform Inspections** conducted either by the Cadet Chain of Command or by the SAI/AI will count toward your overall grade in each quarter. Failure to wear your uniform as prescribed for an inspection will result in a grade of "0". It can be made up the immediate day following the scheduled inspection, but you will receive no more than ½ the credit you would have received the day of the inspection. For example, if you would have received a "4" the scheduled day of the inspection, your grade for the make-up could not exceed a "2". Failure to wear your uniform for an inspection on 2 consecutive inspections will result in reduction in rank one grade. After two or more consecutive failures to wear your uniform for inspection, you may also be removed from the JROTC Program.

(a). Uniform inspections for LET 1s in the first quarter will be conducted by the SAI/AI. In subsequent quarters, a cadet leader will conduct the inspection under the supervision of the SAI/AI.

(b) All other LET Levels. Inspections will be conducted by a cadet leader.

(c). In the event you are absent on the day of the scheduled inspection, you have 24 hours to make up the inspection for FULL CREDIT. It is your responsibility to present yourself to the SAI/AI in full uniform within 24 hours to receive full credit. The SAI/AI and/or Cadet Leadership has no obligation to remind you.

1-11. **Cadet Expectations.** The smooth running of any organization is dependent upon a clear understanding on the part of all concerned of the rights, privileges, and responsibilities of each individual. It is the purpose of this chapter to clarify those rights, privileges, and responsibilities. The provisions of this chapter have the same force as an order issued directly to a cadet. It is the responsibility of cadets to be aware of these regulations and to conduct themselves in a way that reflects not only the letter of the regulation, but the spirit as well.

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

b. **Authority of Cadet Officers and NCOs.** A cadet officer and non-commissioned officer are duly appointed representatives of the military staff. Their lawful orders and instructions are to be obeyed by all cadets junior to them. All cadets are charged with the responsibility of obeying lawful orders regardless of any personal feelings they may have toward the superior giving them. Whenever you feel that you are being subjected to an injustice, follow this simple rule: "Obey first, protest later".

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

d. **Appearance.** The Cadet Corps is a uniformed organization. Therefore, a neat and well-groomed appearance by cadets is fundamental to contribute to building pride and esprit essential to an effective unit. It is the responsibility of cadet leaders to insure that cadets under their duty command present a neat, well-groomed appearance, and it is the duty of each cadet to take pride in his appearance at all times, as each is representing the whole Corps.

(1). There are many hairstyles, which are acceptable. In all cases, the bulk or length of hair will not interfere with the normal wear of military headgear. As long as a cadet's hair is kept neat trimmed and combed, the acceptability of the style will be judged solely by the criteria described below:

(a) **Male:**

1). The hair on top of the head will be neatly groomed. The length and/or bulk of the hair will not be excessive or present a ragged, unkempt or extreme appearance. The so-called "block cut" fullness in the back is permitted in moderate degree.

2). If the cadet desires to wear sideburns, they 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.

3). The face will be clean-shaven, except that mustaches are permitted. If a mustache is worn, it will be kept neatly trimmed. The portion extending beyond the corners of the mouth will not fall below the line parallel with the bottom of the lower lip. Goatees and beards are not authorized.

(b) **Female:** The hair will be worn so that none of the hair hangs below the bottom of the collar of the garment worn.

e. **Personal Conduct.** The JROTC Department is closely related to every activity of the school. It is thus important that every cadet conduct themselves in such a manner as to bring credit upon them and the

Corps. You must set high standards of personal conduct, courtesy and deportment, whether in uniform or civilian attire; in the JROTC area or in other areas of the school; in military instruction or in academic classes. Cadets are expected to be leaders among their peers and, by their high standards of conduct, set the example that others will follow.

(1). **Cadets will be expected to devote whole-hearted efforts to perform DUTY** to the best of their ability. They should strive for perfection at all tasks assigned to standard no matter how small or trivial it may seem.

(2). **Cadets will maintain their HONOR above reproach at all times.** This means maintaining the highest standards of conduct at all times; being honest and honorable in his dealings with everyone. A cadets' word is their bond.

(3). **In abiding by the code of "DUTY, HONOR, COUNTRY"**, the cadets will remember their added responsibility as representatives of Benson High School Magnet, and the Omaha Public Schools Board in everything they do.

1-12. **Military Discipline and Courtesy.**

a. **Discipline:** Military discipline is the state of order and obedience among military personnel resulting from training. Discipline is demonstrated by smartness of appearance and actions, cleanliness of person, neatness of dress, and respect for those who are senior to you in age as well as rank.

(1) **In JROTC classes, drill, and other JROTC activities**, cadet officers will be addressed as "Sir" or "Ma'am" and will be accorded salutes and courtesies by their juniors. Cadet NCOs will be addressed by their rank, and all others will be addressed as "Cadet". The exchange of salutes and other military courtesies are required at all times when cadets are present in JROTC areas (classrooms, drill field, formation areas).

(2) **When the first bell rings**, cadets will report to the classroom designated on the training schedule and Fall in to formation. They will stand at attention until given "AT EASE" by an instructor, or cadet class leader, at which time a report will be taken by the class leader when the second bell rings. The class leader will report attendance to the SAI/AI, then direct the cadets to recite the "Pledge" to the Flag, any special instructions will be issued, and then seats will be taken.

b. **Courtesy:** Courtesy implies polite and considerate behavior toward all others, whether senior or junior. In general, juniors habitually give the same precedence to, and show the same deference toward, their seniors, as any courteous person does to his elders. These courtesies should be shown promptly and smartly. Slovenly and half-hearted execution of these actions is, in itself, discourteous. Courtesy among cadets is indispensable to discipline. Courtesy is hardly less important in civilian life. We cannot enjoy friendships, or have loyal subordinates in any walk of life, unless we treat people with courtesy. Courtesy must be second nature that is an almost unconscious habit to everyone. Courtesy pays the largest returns for the least effort of anything we do.

(1) **Courtesy in civilian life** is nothing more than the habit of being a gentlemen or gentlewoman, thoughtful, kind, and considerate to others. It has certain forms; saying "Good Morning", or "Good Afternoon." **In the military service, the expression of courtesy is more formal and precise** than in

civilian life. The most important expression of courtesy to a military man is the hand salute. This is not just representing discipline, but respect as well.

(2) **The hand salute is the military way of saying "Hello"**. It is also customary to exchange greetings, "Good Morning". You, of course, add "Sir" or Ma'am" to the verbal part of the greeting as appropriate.

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

c. **The Cadet Honor and Discipline Board**: The Cadet Honor and discipline Board is comprised of the JROTC command group (Battalion Commander, Executive Officer, S-3, and CSM). The board is allowed to counsel verbally and in writing cadets for violation of uniform, appearance or conduct.

Recommendations are made to the SAI regarding disposition of cadets who have had breaches of the honor and discipline guidelines of the cadet corps or school policies.

1-13. Visits to JROTC Area.

a. Cadets are free to visit the JROTC Department at any time except when it disrupts a class. Cadets are not permitted to enter the supply room, training office, or the office of the SAI without first seeking permission and approval from a member of the military staff.

b. **Each cadet will read the appropriate bulletin board daily**, possibly more, if you're on one of many teams. There are two bulletin board in the JROTC suite. One posts academic and leadership information and the other posts notices of upcoming events, overall calendar, etc. These are official communications and you are responsible for knowing what is posted. **If information is posted, Instructors and cadet leaders have fulfilled their responsibility in notifying you.**

1-14. Reporting to the SAI. When a cadet desires to speak to the SAI on an official matter, he will make his request through the chain of command. When permission is granted, the cadet will proceed to the office of the SAI in the proper manner, and state his business. When the interview is finished, the cadet will give the proper courtesy and respect that is expected before departing.

1-15. Training.

a. **A Military Training Certificate (DA Form 134)**, signed by the Senior Army Instructor, will be furnished to each cadet upon successful completion of his JROTC training upon request or graduation. b. During training as a cadet, instructors will insist on correcting what may seem to be minor details (cleanliness, haircuts, shaves, shoe shines, marching, posture, wearing of the uniform, and brass). Remember that your uniform is a symbol of pride and honor that has been respected for years. You are expected to respect your uniform by wearing it properly.

c. **Cadet officers and noncommissioned officers** will correct cadets for uniform violations while at school or on the way to and from school, including the time as a passenger on the school bus. This teaches leadership and responsibility.

d. **Set the example** as your performance will be expected to be of the highest standard both on and off the school grounds. You are expected to conduct yourself at all times in a manner, which will reflect credit upon yourself, your parents, the Cadet Corps, and your school.

1-16. Uniform. The prescribed uniform, as outlined in Army Regulation 145-2 with changes, is authorized for wear by the Cadet Corps, Benson High School Magnet.

a. **The uniform is a symbol of a proud and honorable profession.** As a JROTC cadet, you are expected to maintain high standards in both personal appearance and military bearing. Being properly uniformed is a large part of the image you project to all those with whom you come in contact. As a future leader, train yourself now to present an outstanding image at all times.

b. **When you are in uniform,** you must remember that you represent your unit, the Army Junior ROTC, and Benson High School Magnet. Credit or discredit, as the case may be, concerning your appearance, your uniform and your conduct is reflected on you, the JROTC, and the school.

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

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

e. A JROTC black coat, if issued, may be worn with the JROTC uniform.

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

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

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

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

j. **Wearing of the uniform for other than JROTC functions must be approved in advance by the SAI.**

1-17. Wearing Award Ribbons, Medals, and Badges.

a. **Ribbons** representing individual awards of academic, athletic and military excellence are worn on the Army JROTC uniform. Ribbons will be worn in the order of precedence from wearer's right to left in one or more rows either with no space between rows or a 1/8-inch space between rows. Not allowed to wear unauthorized ribbons that you did not earn.

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

(2) **Female** - Ribbons will be worn centered on the left side with the bottom row positioned parallel to the bottom edge of the nameplate. The placement of the ribbons may be adjusted to conform to individual figure difference, but not more than 1-inches above the top button on the coat.

b. Qualification badges.

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

(2) **Female** - The badge will be worn centered on the left side 1/4-inch below the bottom ribbon row.

c. **Insignia.** The following described insignia are authorized for wear as a part of the Army JROTC uniform.

(1). Insignia of Grade:

(a). Class "A" Jacket

- 1). **Cadet Officers** - on both shoulder epaulets, 5/8 inch from the shoulder seam and centered on the epaulets. When two discs or diamonds are worn the spacing between them is 1/4 inch. When three discs or diamonds are worn they are 1/4 inch from the shoulder seam and 1/4 inch spacing.
- 2). **Cadet NCO** - on both shoulder epaulets, centered on the epaulet.
- 3). **Cadet PVT and PFC** - on both shoulder epaulets, centered on the epaulet.

(b) Class "B" Gray Shirt

- 1). **Cadet Officer and NCOs** - shoulder boards with insignia of grade are worn slipped over the shoulder epaulets.
- 2). **Cadet PVT and PFC** – shoulder boards of insignia of grade are worn slipped over the shoulder epaulets.

(c) ACU Jacket

- 1). **Cadet Officers** - The subdued ROTC insignia is worn centered on the center tab on the ACU jacket.
- 2). **Enlisted Cadets** - The subdued ROTC insignia is worn centered on the center tab on the ACU jacket

d. Corps and Collar Insignia:

(1) Cadet Officers.

- (a) JROTC Cut-Out Insignia - centered on upper lapels of coat.
- (b) JROTC Torch Insignia - centered on lower lapels of coat.

(2) Enlisted Cadets - JROTC Torch Insignia centered on upper lapels on the coat.

e. Head Gear Insignia:

(1) Beret -

- (a) **Officers** - wear non-subdued insignia of grade centered on the flash of the Beret.
- (b) **Enlisted** - wear the ROTC insignia centered on the flash of the Beret

(2) **ACU Cap** - Grade insignia is centered top to bottom in the middle of the cap.

(a) **Officers** - wear non-subdued insignia of grade.

(b) **Enlisted** - wear subdued insignia of grade.

f. **Honor Unit Insignia** - Class "A" Jacket

HONOR UNIT WITH DISTINCTION

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

(2) **Female** - Centered 1/4 inch above the nametag on the right side on the jacket.

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

h. **Shoulder Cords** – Worn on the Class "A" Jacket or Class "B" shirt. The event being performed will determine which cord will be worn on the left shoulder. A second cord will be worn on the right shoulder. The following is a list of cords:

(1) Rifle Marksmanship Team

(2) Drill Team (Armed, Unarmed, Female, and Saber)

(3) Color Guard

(4) Courtesy Patrol/Honor Guard

(5) National Honor Society

(6) Flag Detail

i. Special unit designator pins - worn centered on the coats left breast pocket, between the bottom of the flap and the bottom of the pocket. When wearing more than one, spacing will be 1/4-inch. Order of precedence, Staff, Raiders, Rifle Team, Drill Teams (Unarmed, armed or saber), Honor Guard, Color Guard, AJCLC /Leadership

j. Nameplate - Army Class "A" ASU (Blue) Jacket or Class "B" shirt.

(1) Male - Centered left to right and between the top of the right pocket and the top of the pocket buttonhole on the pocket flap.

(2) Female - Centered on the right side on a line parallel, but not more than 2 inches above the top button on the jacket.

Chapter 2- Organization of the Cadet Corps

2-1. General. With the idea in mind that the best method of learning is by doing, the Cadet Corps is organized to achieve as much realism as possible. This practical organization provides the cadet with an opportunity to put into practice the theory taught in the classroom. The organization is fashioned after a typical Army organization and the positions of leadership are similar in most aspects to those that would be found in an active Army Battalion. The cadets command the various units of the Battalion with the Military Staff acting in a supervisory and advisory capacity.

2-2. Organization.

a. **The Benson High School Magnet Cadet Corps is organized as a battalion.** The elements are:

- (1) Battalion Headquarters consisting of the Battalion Commander, personal & coordinating staff.
- (2) Company A, B, C, etc., is determined by the total enrollment in the Corps.
- (3) Colors

b. **The battalion is normally commanded by a Cadet Lieutenant Colonel.** The commander has a staff consisting of an Executive Officer (XO), a Command Sergeant Major (CSM), an Adjutant (S-1), a Security and Intelligence Officer (S-2), an Operations and Training Officer (S-3) and Operations Sergeant Major (SGM) which is optional, a Supply Officer (S-4), a Public Affairs Officer/Historian (S-5) and a Liaison Officer, and a Battalion Maintenance Office (BMO). The companies are commanded by Cadet First Lieutenants/Captains, and the platoons are commanded by Cadet Second Lieutenants. The various non-commissioned officers (NCO), and their grades are similar to those found in any active Army infantry unit.

c. **Serving on Battalion Staff and in Leadership Positions. This is an earned privilege in the Benson JROTC Battalion and is earned through work, contribution to the Battalion, leadership, and integrity. The SAI/AI may relieve cadets from these positions for failure to adhere to these requirements and any other requirement outlined in this SOP, Army Regulations, School Policies, or other requirements.**

2-3. Positions and Rank.

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

Battalion Commander: Lieutenant Colonel /LTC

Battalion Executive Officer Major /MAJ

Adjutant (S-1) Captain /CPT

Intelligence Officer (S-2) Captain /CPT

Operations & Training Officer (S-3) /CPT

Logistics/Supply Officer (S-4) /CPT

Public Affairs/Historian Officer (S-5) ?CPT

Liaison Officer 1LT/CPT *

Battalion Maintenance Officer 1LT/CPT

Company Commander Captain /CPT

Executive Officer Second/First Lieutenant 2LT/1LT

Platoon Leader Second Lieutenant 2LT

Battalion Command Sergeant Major Command CSM

Battalion Operations Sergeant Major SGM *

Battalion Supply Sergeant Master Sergeant MSG *

Company First Sergeant First Sergeant 1SG

Platoon Sergeant Sergeant First Class SFC/MSG

Squad Leader Staff Sergeant SSG/SFC

Team Leader Corporal CPL/SGT

Guidon Bearer Corporal CPL

* denotes optional positions

b. The above list is not all inclusive, and additional positions with appropriate rank may be added whenever the need arises. The basic criteria is the need of the Corps.

IMPORTANT NOTE TO LEADERSHIP – PUSH UPS.

Push Ups may not be used as a punitive or harassing measure for any infraction of rules, etc.

Push Ups may be done only for physical training purposes exclusively.

If as a leader, you choose to use push ups as a team building instrument, you must lead the exercise while doing it yourself in the same number of repetitions your cadets perform. NO EXCEPTIONS.

Chapter 3- Command & Control

3-1. Purpose. This chapter is designed to assist you, the cadet leader, in accomplishing your mission. Leadership is not an inherent characteristic, but it is something that can be learned. All the material in this chapter is to aid you to become a better leader so you can accomplish your mission efficiently and with the least burden on those you have been selected to lead. The key is leadership by example.

3-2. Definitions. In order to accomplish your mission, you must be thoroughly conversant with the following terms:

a. **Unity of Command:** Within the command structure, or at any level of command, there can be one and only one commander. The commander is responsible for everything his unit does or fails to do. The commander's responsibility is matched by the authority necessary to carry out his responsibilities. A commander can delegate authority to take an action, but cannot delegate the responsibility for that action. Battalion Commanders and other Battalion Staff will serve in their positions for one academic year, and may be extended based on their performance, needs of the battalion and the judgment of the SAI/AI. Continuity is important to the success of the Battalion.

b. **Span of Control:** One commander can effectively control only a given number of subordinates. Normally, the maximum number is 7 subordinates, and the minimum is 3 subordinates. The ideal span of control is 5 subordinates.

c. **Chain of Command:** The succession of leaders through which command is exercised is called the chain of command. It enables the commander to retain unity of command within the maximum span of control. The battalion commander assigns tasks to the company commanders and holds them responsible for the successful execution of the assigned tasks. Company commanders use the same procedure with the platoon leaders, and the platoon leaders use the same technique with the squad leaders.

d. **Staff Authority and Responsibility:** The staff of a unit consists of those officers and noncommissioned officers who assist the commander in the exercise of command. They are advisors to the commander and they supervise the execution of plans and orders only within the specific areas assigned them by the commander. Staff officers will keep the commander informed on matters within their areas of responsibility.

Chapter 4 - Duties and Responsibilities

4-1. Battalion Commander: Duties and responsibilities include, but are not limited to the following:

- a. Perform as the **primary liaison between the JROTC instructors and the JROTC cadets** for all operations beyond the normal classroom instruction.
- b. **Coordinate with the JROTC instructors and provide guidance to the JROTC staff** and leadership for the planning and execution of all JROTC events.
- c. **Command the Battalion**, by taking responsibility for everything the Battalion accomplishes or fails to accomplish and making use of the subordinate chain of command to conduct all operations.
- d. Based on guidance from the SAI/AI and paragraph 1-2 of this SOP, **develop goals for the battalion**, and oversee the progress towards those goals.
- e. **Lead by example**; the primary role model for appearance, behavior, and attitude for the entire Battalion.
- f. **Coordinate with the JROTC instructors to be the final decision authority** for JROTC staff actions, promotion boards, and JROTC cadet issues.
- g. Prepare the battalion for the **Cadet Formal Inspection**.
- h. Be prepared to be the **primary briefing officer** for all JROTC briefings.

4-2. Battalion Executive Officer

Duties and responsibilities include, but are not limited to the following:

- a. **Take command of the battalion in the Battalion Commander's absence.**
- b. **Supervise the JROTC staff.** Monitor staff in-boxes to ensure actions are accomplished in a timely manner.
- c. Coordinate with the JROTC instructors and the Battalion Commander to **prioritize staff actions.**
- d. **Coordinate with the S3** to insure the JROTC instructors' and Battalion Commander's JROTC calendar of upcoming events is current at all times.
- e. Be prepared to **brief and escort VIP's** to the JROTC program.
- f. **Ensure the cadet staff is prepared for the Cadet Formal Inspection**
- g. **Lead the weekly Command and Staff meetings.**

4-3. Battalion Command Sergeant Major

Duties and responsibilities include, but are not limited to the following:

- a. Be the **Battalion expert on Drill and Ceremony.**
- b. **Advise the Battalion Commander** on issues pertaining to enlisted cadets.

- c. **Attend JROTC staff meetings** and provide input as necessary to insure that the interests of enlisted cadets are represented. Manage and oversee the Merit/Demerit program.
- d. Coordinate with the JROTC instructors to process and plan all requests for JROTC cadet color guards.
- e. Schedule and provide oversight of the daily flag detail.
- f. Maintain the chain of command boards.
- g. Not later than the end of August break the cadet battalion down into companies, platoons, and squads and post the information on the cadet bulletin board.
- i. Ensure Cadet of the Month boards are scheduled monthly.
- j. Maintain Cadet of the Month and Promotion Board score sheets and study guides.
- k. Maintain the cleanliness of the JROTC area.
- l. Be prepared to brief and escort VIP's to the JROTC program.

4-4. Battalion S1

Duties and responsibilities include, but are not limited to the following:

- a. Ensure that all requirements on the S1 section of the Cadet Formal Inspection checklist are met at all times.
- b. Maintain active cadet records in the JUMS program.
- c. Maintain inactive cadet records in JUMS, or paper copies for cadets not entered in JUMS as required.
- d. Produce JUMS generated orders for all promotions and cadet awards.
- e. Maintain cadet administrative records, and ensure they contain all required documents.
- f. Maintain, update, and post the cadet merits/demerits to JUMS in a timely manner.
- g. Coordinate with the Company Commanders to ensure cadet portfolios are being checked against the current Cadet Command standards.
- h. Maintain copies of the battalion's Assistance Visits and inspection checklists for the past three years.
- i. Be prepared to brief VIP's on the S1 functions, current status, historical data, and how JROTC has impacted your high school experience.
- j. Attend cadet staff meetings, and be prepared to discuss any JROTC issues from the S1 perspective.
- j. Update the Unit Report in the JUMS program after every Unit Report event executed by the cadet battalion.
- k. Update and maintain Cadet Challenge information in the JUMS program.

4-5. Battalion S2

Duties and responsibilities include, but are not limited to the following:

- a. Ensure battalion security.
- b. Ensure conduct of monthly sensitive item inventory.
- c. Maintain the JROTC lost and found.
- d. Attend Battalion Staff Meetings
- e. Advise Battalion Commander and Staff on weather impact to events.

4-6. Battalion S3

Duties and responsibilities include, but are not limited to the following:

- a. Ensure that all requirements on the S3 section of the Cadet Formal Inspection checklist are met at all times.
- b. Produce and publish the weekly training schedules.
- c. Maintain and update 6 month training calendar (On wall in staff operations room)
- d. Produce and publish planning documents for all JROTC activities not later than two weeks prior to the activity.
- e. Maintain file copies of all coordination with the school and community for any support requested by the cadet battalion.
- f. Coordinate with the JROTC instructors to process, prioritize, and plan all requests for JROTC competitions, community support, and service learning projects.
- g. Be prepared to brief VIP's on the S3 functions, upcoming events, completed events, and how JROTC has impacted your high school experience.
- h. Attend cadet staff meetings, and be prepared to discuss any JROTC issues from the S3 perspective.

4-7. Battalion S4

Duties and responsibilities include, but are not limited to the following:

- a. Ensure that all requirements on the S4 section of the Cadet Formal Inspection checklist are met at all times.
- b. Coordinate with the JROTC instructors to input all JROTC equipment and uniform information into the JUMS program.
- c. Produce and maintain a signed, JUMS generated, clothing record for every active cadet.
- d. Maintain an accurate inventory (shelf) of all JROTC uniform items. Primary system is the JUMS program; secondary system is a manual inventory maintained in the Supply Room.
- f. Organize and maintain the Supply Room in an efficient manner; and ensure the area is free from safety or fire hazards.
- g. Tag all government equipment to distinguish it from school property.

- h. Be prepared to brief VIP's on the S4 functions, equipment status, supply issues, and how JROTC has impacted your high school experience.
- i. Attend cadet staff meetings, and be prepared to discuss any JROTC issues from the S4 perspective.
- j. Coordinate with the S1 for orders to document promotions and awards issue.
- k. Maintain documentation demonstrating coordination with the cadet leadership and staff for all supply matters.

4-8. Battalion S5

Duties and responsibilities include, but are not limited to the following:

- a. Ensure that all requirements on the S5 section of the Cadet Formal Inspection checklist are met at all times.
- b. Coordinate with the JROTC instructors and school personnel as appropriate to establish and maintain Cadet Battalion web site.
- c. Produce and publish JROTC newsletters that inform cadets, students, parents, and school administrators of past, current, and future JROTC activities and accomplishments.
- d. Coordinate to have JROTC information published in the school and local newspapers. Maintain documentation of all requests for articles and published articles. Must coordinate through OPS Communications.
- e. Maintain the JROTC bulletin board to advertise JROTC activities and promote higher enrollment.
- g. Coordinate with the Year Book Staff to have the JROTC pages published in the Year Book.
- f. Coordinate with the JROTC instructors, S3 and middle schools to conduct feeder school visits to each feeder school at least once a year.
- g. Be prepared to brief VIP's on the S5 functions, web site, Feeder schools, and how JROTC has impacted your high school experience.
- h. Attend cadet staff meetings, and be prepared to discuss any JROTC issues from the S5 perspective.
- i. Attend all JROTC events and functions, Drill Meets, etc. for the purpose of taking photos and videos, and providing write-ups about the events for meeting publishing requirements.

4-9. Company Commanders

Duties and responsibilities include, but are not limited to the following:

- a. Command the Company, by taking responsibility for everything the Company accomplishes or fails to accomplish and making use of the subordinate chain of command to conduct all operations.
- b. Coordinate with the Battalion Commander and the Battalion Staff to organize and direct Company personnel to accomplish all required activities.
- c. Lead by example; the primary role model for appearance, behavior, and attitude for the Company.

- d. Coordinate conduct of battalion drill.
- e. Supervise all Courtesy Patrols, particularly for Home Football Games. One Company Commander will be present without exception.
- f. Monitor the contents of cadet portfolios and notify S1 of any discrepancies.
- g. Recommend cadets for promotion. Prepare cadets to go before promotions boards.

4-10. Company First Sergeants

Duties and responsibilities include, but are not limited to the following:

- a. Assist the Company Commander to oversee Company activities and taskings.
- b. Supervise all Courtesy Patrols, particularly for Home Football Games. One First Sergeant must be present without exception.
- c. Lead by example; the primary role model for appearance, behavior, and attitude for the Company.
- d. Recommend cadets for promotion up through the grade of Corporal. Prepare cadets to go before the promotion board for higher promotions.

4-11. All Cadets

Duties and responsibilities include, but are not limited to the following:

- a. Follow the instructions of the JROTC instructors and cadet chain of command.
- b. Strive to improve as a student and a citizen by fully participating in and applying the lessons learned in JROTC.
- c. Wear the JROTC uniform on all uniform days and for designated JROTC activities in accordance with (IAW) the standards in the Cadet Reference Guide.
- d. Maintain a current JROTC cadet portfolio.
- e. Live by the JROTC Creed and Core Abilities.
- f. Remember that the Benson Battalion is a team and that your actions reflect not just on yourself, but on the entire battalion, Benson High School, and JROTC as a whole.

Chapter 5 - Cadet Records, Portfolios, and Administration (S1 Procedures)

5-1. Daily Actions.

The S1 will check the S1 in-box each morning for actions that require his attention.

5-2. Gathering Cadet Information

When a student enrolls in JROTC there are several pieces of information that must be gathered in order to enter the cadet into JUMS. The required forms to be filled out are included in Appendix B.

a. Every student must fill out the cadet record information sheet and return it to the S1 through the instructors.

b. Establish a separate folder for each cadet in the S1 file cabinet.

(1) Each folder will have the cadet's last name placed in the upper left hand corner.

(2) The folders will be placed in alphabetical order.

(3) At the beginning of each school year, the S1 will purge the folders of inactive cadets and remove obsolete documents from the folders of active cadets.

c. Every student must fill out and have their parents or legal guardian sign their Privacy Act and Health Statements. These statements are generated out of JUMS and, once signed will be maintained in the cadet portfolio.

5-3. Inputting Cadet Information into JUMS

The incoming S1 should receive an orientation and training on JUMS from the outgoing S1 and the instructors.

This paragraph is written with the assumption that this training has taken place.

a. Open JUMS and log in. NOTE: Always restore data from the most recent data on the flash drive before entering new data. Always back up to the flash drive before exiting JUMS. This will ensure no data is lost.

b. Select the Cadet tab.

c. Select the new tab.

d. Input the information for the open fields using the information off of the JROTC Personal Information Sheet completed by each cadet.

(1) The items in red and the DOB are mandatory.

(2) The cadet's ID number will be his student ID number.

e. Some input areas require you to build new entries into a table before they can be inputted. To do this, select Table then add a new entry and save it.

f. After completing all blue fields, save the cadet.

g. After the cadet information has been saved you can then enter the family point of contact information for each cadet.

5-4. Privacy Act and Health Statements. (PAS)

Each cadet must have a signed PAS in their files. These will be inspected during the Formal Inspection.

a. The PAS's can be printed individually, or all at once using JUMS. To print PAS's, follow these instructions:

(1) Open the Cadet tab.

(2) Open the Reports tab.

(3) Scroll down the reports and select the PAS.

(4) Select the Run tab.

(5) From this point you have the option to filter for the group of cadets you would like to print a PAS for, select individual cadets, or print them all at once. To print all the cadets' use the double arrows; to print individual cadets, highlight them and use the single arrow to push them over.

(6) Before you print you have the option to export them to a Word document. If the instructors wish to manipulate the documents in any way, they must be exported to Word and edited before you print them.

b. The PAS is valid for each cadet for the entire school year. However, if a cadet's legal guardian status changes they must get a new PAS signed.

c. The PAS will remain in the cadet's S1 folder until they are no longer in JROTC and the folder is destroyed.

5-5. Backing up JUMS Information

Backing up the JUMS information is critical. If there is a computer failure on the JUMS computer all data will be lost to the point of the last back up.

a. A USB drive will be the primary backup for all JUMS information.

b. JUMS information will be backed up on the USB drive every time a change is made in JUMS.

(1) Close out of all open JUMS windows, and select File.

(2) Select Backup.

(3) Choose the USB drive as the location to backup JUMS.

(4) Select backup and follow the on-screen instructions.

(5) Exit JUMS.

5-6. Inactive Cadet Records

Maintaining Inactive cadet records is a requirement in CCR 145-2 and inactive records are inspected during the Cadet Formal Inspection. Inactive records must be maintained for four years after cadet leaves JROTC or one year after graduation.

- a. At the end of each school year final JUMS cadet records for all cadets (active, inactive, and graduates) will be transferred to the SAI computer in the "Cadet Record Folder."
- b. This data will then be transferred to the S1 folder on the S1/S3 computer.

5-7. Awards

Cadet awards are one of the primary functions of the S1 and are inspected in both the S1 and S4 sections of the Cadet Formal Inspection checklist. The goal for awards is to present them to cadets as soon as possible after they have been earned.

- a. CCR 145-2, Chapter 11 is the authority for JROTC awards. The SAI will set internal policies on how discretionary awards are earned.
- b. When cadets become eligible for a JROTC award, the S1 will generate a list of those eligible. Alternatively, the SAI/AI may provide the list.
- c. JUMS is used to produce orders for all cadet awards and post them to the cadet records.
 - (1) Open JUMS, log in and select Cadets.
 - (2) Select Batch.
 - (3) Type in additional remarks that will identify the event, month and year it was earned. Choose "award" in the drop down menu, then continue.
 - (4) Select the cadets that are to receive the award, then continue.
 - (5) Look through the categories until you find the right award and select it in the drop down menu. Do NOT use the "award" category for any N-series (academic, military, athletic, miscellaneous) awards. Make sure the date is correct, then run.
 - (6) Close out of this operation.
- d. To print batched orders.
 - (1) Open JUMS, log in and select Reports.
 - (2) Select Award Orders Create.
 - (3) JUMS will automatically select an order number.
 - (4) Type in a description what the award is for.
 - (5) Print the order.
 - (6) Sign the order and have the SAI/AI initial it.

(7) Maintain a copy of the order in the binder for the applicable school year.

e. Coordinate with the S4 to ensure enough award ribbons are on hand to present to the cadets. Provide the S4 with the list of cadets receiving awards and the number of the award each cadet will receive.

f. Coordinate with the SAI/AI to determine when the awards are to be presented. Awards will normally be presented as soon as possible after they are earned during the weekly uniform inspection. Provide the SAI/AI with the list of cadets receiving awards and the number of the award each cadet will receive.

5-8. Assignments

Recommendations for assignment for cadets to positions within the cadet battalion is made on the basis of best qualified, taking into consideration their leadership ability, military proficiency, appearance and bearing, academic grades in all subjects, and participation in cadet activities. There must also be a position vacancy within the cadet structure. All assignments should be approved by the instructor staff prior to being announced.

Assignments should be made as follows:

a. The Cadet Battalion Commander, Executive Officer and Command Sergeant Major will be selected by the SAI and AI. The cadet's academic record, school discipline record, JROTC academic record, Merits/Demerits, JROTC activities, demonstrated leadership competency in lower level positions of leadership, common sense, and overall leadership ability and qualities will be taken into account. This is both a quantitative and qualitative decision. Only the SAI and AI have the background and experience to make this decision due to the military nature of the organization, and their day-to-day working experience with the cadets.

b. Assignments to any Staff Officer position and to Special Unit Leadership positions will be made by the SAI and AI with input and recommendations from the Cadet Battalion Commander, and Cadet Executive Officer.

c. Assignments to staff sections or companies will be made by the SAI and AI with input and recommendations from the Cadet Battalion Commander and Cadet Battalion XO.

d. Company Commanders should be responsible for the assignment of personnel to positions within their units below the level of 1SG.

e. Assignments to positions within special units should be made by the leader of that unit, with the recommendation of the Cadet Battalion Commander.

f. Assignments should be made on battalion orders. No assignment will be effective until an order is published.

g. All position assignments are subject to final review and approval by the SAI and AI.

5-9. Promotions

Promotions are very important to many cadets, and morale can be adversely effected if promotions are not processed in a timely manner. Cadet promotion status will be inspected during Cadet Formal Inspections.

- a. The SAI will establish and update a cadet promotion system (see Chapter 10).
- b. When cadets are selected for promotion, the S1 will produce promotion orders and update JUMS cadet records.
- c. Promotion Orders.
 - (1) Open JUMS, log in and select Cadets.
 - (2) Select Batch.
 - (3) Select Promotions.
 - (4) Type in optional remarks that identify promotion from one rank to another. Select rank from the drop down menu and continue.
 - (5) Select the cadets being promoted and continue.
 - (6) Select the rank they are being promoted to and run.
- e. To print batched orders.
 - (1) Open JUMS, log in and select Reports.
 - (2) Select Promotion Orders Create.
 - (3) JUMS will automatically select an order number.
 - (4) Print the order.
 - (5) Sign the order and have the SAI/AI initial it.
 - (6) Maintain a copy of the order in the binder for the applicable school year.
- f. Coordinate with the S4 to ensure rank insignia are on hand to present to the cadets. Provide the S4 with the list of cadets being promoted and the rank to which they are being promoted.
- g. Coordinate with the SAI/AI to determine when the promotions will be conducted. Promotions will normally be conducted as soon as possible after they are earned during the weekly uniform inspection. Provide the SAI/AI with the list of cadets being promoted and the rank to which they are being promoted.

5-10. Cadet Portfolios

Cadet Portfolios are inspected under the S1 section in the Cadet Formal Inspection.

- a. Create a cadet portfolio index/checklist (see Chapter 11 and Appendix J) for each cadet portfolio.
- b. Coordinate with company commanders to ensure all portfolios are up to date with the minimum required elements in the portfolio.
- c. Provide cadets a printed copy of their cadet records from JUMS prior to higher headquarters visits or inspections to be included in their portfolios.

d. Coordinate with the company commanders for the current standards for the cadet cover page format. (See Chapter 11 and Appendix J)

5-11. Inspection and Assistance Visit Records.

The S1 is required to maintain the historical files for the last two Assist Visits and the last Cadet Formal Inspection. The S1 is also responsible to insure that shortcomings in the last Visit or Inspection have been corrected or improvements have been made in those areas. The S1 should keep the Battalion XO informed of the last inspection results so the XO and coordinate the staff effort to improve any deficiencies.

5-12. Cadet Staff Briefings (Appendix H)

a. Update the S1 portion of the Cadet Staff Briefing when there are changes to the data in the briefing.

b. Maintain data to be used in the briefing.

(1) Five-year Opening Enrollment history chart.

(2) Current enrollment chart.

(3) Current M/F demographic enrollment chart.

c. Brief S1 responsibilities.

(1) Maintaining JUMS cadet records.

(2) Producing orders for awards.

(3) Producing orders for promotions.

(4) Cadet portfolios.

d. Personal information.

(1) Name, age, grade.

(2) Accomplishments in school and JROTC.

(3) How JROTC has affected your life.

(4) Future goals.

5-13. Historical Data.

Maintaining historical cadet data can assist in preparing briefings and provide the instructors or school administrators information they may use for funding matters. The types of data that should be maintained and updated annually include:

a. Opening Enrollment reports.

b. Unit Report scores.

c. Cadet Formal Inspection scores.

5-14. Cadet Staff Meetings.

Be prepared at each staff meeting to participate with information or requirements from the S1 perspective.

- a. Pending award issues.
- b. Pending promotion issues.
- c. Cadet record issues.
- d. Cadet Portfolio issues.

Chapter 6 – Security (S2 Procedures)

6-1. Daily Actions.

The S2 will check the S2 in-box each morning for actions that require his attention.

6-2. Security

a. The S2 will ensure at the end of each day that:

(1) All weapons are secured in the arms rack. The arms / supply room (T108) is locked.

(2) The offices are locked. Laptop computers are secured.

(3) Classrooms are secured and doors are locked.

(3) The security checklist posted on T107 classroom door is completed each school day to signify the above actions are accomplished. (Figure 4-1)

b. Sensitive item inventories.

(1) Sensitive items are defined as the following items:

- Air Rifles - Fax Machine
- De-mil rifles - TV's
- Computers - White Boards
- Printers - CPS's
- Projectors - Cameras
- VCR's
- DVD players

(2) Sensitive items must be inventoried, by serial number, once every month. This will be accomplished using the inventory listing prepared by the OPS DAI. (Appendix H). it must be turned in to the SAI/AI by the 15th of every month.

(3) Coordinate to have a different instructor conduct the sensitive item inventory to avoid having the same instructor conduct the inventory two months in a row. S2 personnel may assist with sensitive item inventories.

(4) If any items are missing, report it to the SAI immediately, and coordinate a search of the JROTC area to find the item.

(5) The OPS Military Science inventory sheet for the sensitive item inventory will be checked for accuracy and updated at the time of the 100% inventories. It will also be updated whenever a new piece of sensitive equipment is received or a piece of equipment is destroyed at the end of its life cycle.

6-3. Courtesy Patrols.

The S-2 is responsible for recruiting courtesy patrols for JROTC, or School events to provide support as required.

- a. Notify staff and class leaders of CP requirements and number of cadets required.
- b. Post a notice on the Bulletin Board with a sign-up sheet.
- c. Communicate with cadets volunteering for CPs to insure they understand the requirements, date, time, location, uniform, etc.
- d. Supervise the CP activity for the duration of the event/activity. For extended durations or more complex events, recruit other competent cadet leaders to assist. Company Commanders and First Sergeants are required to supervise Courtesy Patrols for large events such as Home Football Games, etc. In all of these cases at least one Company Commander and one First Sergeant must be present and supervising.
- e. For all CP events, a CP roster will be completed when CPs report in, and each CP will be issued a CP Badge. CP Badges are numbered and the badge number will be recorded along with the cadet's name on the roster. The senior cadet officer supervising the CPs will brief them on their responsibilities and assignment them to a post with orders.
- f. When the activity is completed, process Merit, or Demerit recommendations as appropriate to give to the CSM for processing through the chain of command.
- g. Provide the S1 with a roster of names of cadets completing the CP requirement.

6-4. Lost and Found Procedures

The S2 is responsible for maintaining the battalion Lost and Found using the procedures listed below. Only the Battalion Commander, XO, CSM, S2, and S4 personnel are authorized unaccompanied access to the lost and found.

- a. Every morning the S2 will check the classroom and staff areas for unauthorized items left overnight.
- b. Once he/she has determined an item was not authorized for overnight storage, he will tag the item with the name of the owner and the date and move the item to the lost and found box located in the supply area.
- c. If he can determine the name of the owner of the item, he will post the name on the bulletin board to notify the owner to claim his item from the S2, S4, a designated representative, or the SAI/AI.
- d. Once the cadet claims his items the S2 or S4, as appropriate will prepare a demerit slip based on the number of days the item was left in the JROTC area and forward the demerit slip to the SAI/AI. **Demerits will be charged at the rate of 1 per day until the item is recovered and properly secured.**
- e. The lost and found box will be purged monthly. The S2 will notify cadets by posting the purge date on the chalkboard one week in advance of the date.

6-5. Cadet Staff Meetings.

Be prepared at each staff meeting to participate with information or requirements from the S2 perspective.

- a. Lost and found concerns
- b. Status of monthly inventories
- c. Weather report as it impacts scheduled events and activities. Make recommendations on protective measures.
- d. Security concerns with regard to facility or security of sensitive items and equipment
- e. Courtesy Patrol Report:
 - (1). Upcoming CP requirements
 - (2). CP Reporting and conduct information
 - (3). CPs conducted.
 - (4) CP After-Action Comments

Chapter 7 – Operations and Training Management (S3 Procedures)

7-1. Daily Actions.

The S3 will check the S3 in-box each morning for actions that require his attention.

7-2. Master Training Schedules (MTS)

The MTS is completed each year by the SAI/AI and submitted to Brigade Headquarters for approval. The S-3 will maintain a copy of the MTS for inspection during the Cadet Formal Inspection.

- a. Obtain a copy of the MTS from the SAI/AI and maintain it in the S3 files.
- b. Coordinate with the instructors and use the MTS as a basis for constructing the weekly training schedules.

7-3. Weekly Training Schedules (WTS) (Appendix C)

The WTS is a key responsibility of the S3 Officer. The WTS will be inspected during the Cadet Formal Inspection. The WTS is also the primary document that keeps the cadets informed of the classes and upcoming events over the next two weeks.

- a. Coordinate with the instructors, using the MTS, lesson plans, and the calendar of upcoming events to construct WTS in Word, using the format in Appendix C.
- b. WTS must be developed the week prior to the week covered. Once developed, give the WTS to the SAI for review and approval.
- c. If corrections or additions are required, they must be made within two days and the WTS is given to the SAI for approval.
- d. Once approved, the WTS will be posted in the JROTC classroom. A copy of the WTS must be sent Interoffice Mail to the OPS DAI at TAC/JROTC
- e. If significant changes occur after the WTS is posted; one or two corrections can be made to the WTS with pen and ink, if more than two changes are necessary a new WTS must be constructed and posted
- f. Old WTS will be filed in the S3 Continuity Book for one year. After one year the WTP's are destroyed.

7-4. Planning Documents

Planning documents are important to keep cadets informed of upcoming events and any requirements they may have to take part in those events. Planning documents will be inspected during the Cadet Formal Inspection. All planning documents will be maintained in the S3 files, separated into school years; and maintained for one full year

- a. JROTC Calendar of Events. This calendar will be updated by the SAI as changes occur.
 - (1) The S3 will use this calendar to develop plans for each event in which the battalion participates.
 - (2) The S3 will post a copy of the calendar on the cadet bulletin board.
 - (3) The S3 will maintain the Master Events Calendar posted on the wall in the JROTC Admin Office.

b. Tasking letters.

(1) Tasking letters will be used for routine or recurring events that happen several times a year.

(2) Tasking letters must answer the “5 W’s” of What, Who, When, Where, Why, and the How an event is to take place. Follow the format of the Five Paragraph Field Order.

(3) Template is located in Appendix D.

(4) Tasking letters should be complete and given to the Battalion Commander / SAI ten days prior to the event, and the cadets involved should have access to the tasking letter not less than five days prior to the event.

c. Operations Orders (OPORD).

(1) OPORDs will be used for major/significant events that require more detail than can be organized into a tasking letter.

(2) OPORDs will use the template in Appendix D to clearly inform the entire battalion and the staff of the requirements to make an upcoming event happen.

(3) OPORDs should be given to the Battalion Commander / SAI 30 days prior to the event.

(4) OPORDs should be made available to all cadets as soon as possible to allow them the maximum amount of time to complete taskings and prepare for the event.

7-5. Unit Report (UR)

The UR is the single most important report that the JROTC Battalion submits each year. The UR is a summary of the important events that the Battalion accomplishes each year between 1 July and 30 June. The UR is tracked and reported through JUMS. The Unit Report will be completed in coordination with the S-1 due to the requirement to use JUMS to create the report.

a. Become familiar with the different categories and the scoring system for events in the Unit Report in CCR 145-8-3.

b. Coordinate with the Battalion Commander, S-1, and instructors throughout the year to ensure that enough events are scheduled in each area to earn full credit in every section.

c. Print out a blank copy of the UR and use it in the S3 binder to track events to be entered into JUMS, and as a hard copy backup, just in case the JUMS data is lost. Include short notes about each event to be entered into JUMS that are used to clarify the events validity when the Brigade HQ double checks the UR scores submitted by all the JROTC Battalions.

d. JUMS entries. JUMS should be updated every time a UR event is completed. The UR in JUMS is a working document that tracks the Battalion’s progress at all times. NOTE: Always restore data from the most recent data on the flash drive before entering new data. Always back up to the flash drive before exiting JUMS. This will ensure no data is lost.

(1) The S1/SAI must have completed an Opening Report for the current school-year before JUMS will let you enter any UR events.

- (2) Log into JUMS, select Reports, select unit, and select Unit Report.
- (3) Each of the tabs across the top of the page represents one of the sections on the UR. Select each tab to enter the appropriate events and notes for each section.
- (4) The Service Learning Projects must be completed, and the instructors must give you the information required to complete the checklists for each Service Learning Project before the entries can be made in that section.
- (5) Be prepared to show an inspector or visitor the current UR information in JUMS at any time.

7-6. Requests from the Battalion for Support.

All requests from JROTC for support from outside agencies must be documented and filed for future reference. Requests for support will be inspected during the Cadet Formal Inspection. Requests are normally prepared by the S3 and made by the instructors, but the S3 is responsible to maintain the documentation. (See Appendix E.)

All requests for support will be maintained in the S3 files, separated by event, and maintained for one full year.

(Documents will be kept through the entire School Year (SY) and destroyed once the following SY is started)

a. Requests for support include, but are not limited to:

- (1) School facility support. (gym, other classrooms, football field, pool)
- (2) School transportation support. (bus, van)
- (3) Guest speakers/instructors. (in class, formals, awards night)
- (4) Facility, equipment, or personnel support for fund raisers.
- (5) Requests for parental support. (money, food, transportation)
- (6) Training facility/personnel. (graders for competitions, training areas, soldiers or SROTC cadets)

b. Documentation for requests for support can include any of the following:

- (1) School request forms.
- (2) Memorandums.
- (3) Letters.
- (4) Printed e-mail requests.
- (5) Phone logs, with details about the requests.
- (6) Printouts of web-based request forms.

7-7. Requests to the Battalion for Support.

Normally, requests for support from JROTC cadets will come through the instructors. These requests will be maintained in the same manner as other S3 documents. When the SAI approves a request for support from JROTC cadets.

- a. The event will be added to the Calendar of Events.
- b. The S3 will prepare planning documents as necessary.
- c. Events will be posted to the UR, if applicable.

7-8. Cadet Challenge

The Cadet Challenge is required in the POI and is a UR event. The Cadet Challenge records will be inspected during the Cadet Formal Inspection.

- a. Collect and organize all score cards. Scorecard format is at Appendix F. Prior year cards must be maintained to update results.
- b. Enter the scores into JUMS. NOTE: Always restore data from the most recent data on the flash drive before entering new data. Always back up to the flash drive before exiting JUMS. This will ensure no data is lost.

- (1) Log into JUMS, select cadets.

- (2) You must enter the scores for each cadet individually.

- Select the Fitness tab, Select New, - Enter the current scores
- (If a cadet did not take the Cadet Challenge yet, enter 100 for the shuttle run (in order to track cadets who have not taken the test in JUMS)
- Save the information

- c. Track cadets who have not taken the Cadet Challenge.

- (1) Print out the JUMS cadet report for Cadet Challenge by score.

- (2) All cadets with a shuttle run time of 100 are the cadets that still need to take the Cadet Challenge.

- (3) As cadets make up the Cadet Challenge update their records and update the tracking sheet.

7-9. Cadet Staff Briefings (Appendix H)

- a. Update the S3 portion of the Cadet Staff Briefing anytime there are significant changes to the data in the briefing.

- b. Maintain data to be used in the briefing.

- (1) Upcoming Event Calendar.

- (2) Unit Report Event Tracking.

(3) Planning document templates.

(4) Highlights of SY events so far.

c. Brief S3 responsibilities.

(1) Maintaining JUMS for the Unit Report and Cadet Challenge records.

(2) Training schedules.

(3) Calendars.

(4) Planning documents.

(5) JROTC requests for support

d. Personal information.

(1) Name, age, grade.

(2) Accomplishments in school and JROTC.

(3) How JROTC has affected your life.

(4) Future goals.

7-10. Historical Data.

Maintaining historical cadet data can assist in preparing briefings and provide the instructors or school administrators information they may use for a variety of purposes. The types of data that should be maintained and updated annually include:

a. Unit Reports.

b. Planning documents.

c. Requests for Support for JROTC.

d. Requests for Support from JROTC cadets.

7-11. Cadet Staff Meetings.

Be prepared at each staff meeting to participate with information or requirements from the S3 perspective.

a. Upcoming events.

b. Unit Report score status.

c. Equipment and transportation issues to coordinate with the S4.

d. New WTS

Chapter 8 – Supply Room Operations (S4 Procedures)

8-1. Daily Actions.

The S4 will check the S4 in-box each morning for actions that require his/her attention.

8-2. Inventories

There are two types of inventories that are mandatory for a JROTC Battalion; an annual 100% inventory and a monthly inventory. Both inventories deal only with government property; school property will be accounted for separately. Weapons and sensitive items inventories will be conducted by the Battalion S2.

a. 100% inventories.

- (1) The battalion conducts a 100% inventory every June after all JROTC uniforms and equipment have been returned to the Supply Room.
- (2) The inventory is a count of all government equipment and uniforms on-hand. The inventory numbers are matched against the HMSU Property Book. .
- (3) The standard is for all JROTC accountable equipment to be entered into JUMS.
- (4) Coordinate the time and number of cadets needed to assist conducting the inventory with the instructors.
- (5) If equipment does not have a National Stock Number (NSN) and/or a Line Item Number (LIN) one will have to be created for it. All equipment must have a NSN and LIN to be entered into JUMS. Check with the instructors on creating NSN's and LIN's for items that do not have them. In most cases the automation equipment will not have an NSN or LIN.

b. Sensitive item inventories.

- (1) Sensitive items are defined as the following items:

- Air Rifles - DVD players
- De-mil rifles - Fax Machine
- Facsimile rifles - TV's
- Computers - White Boards
- Printers - CPS's
- Projectors - Cameras
- VCR's - Video Cameras

- (2) Sensitive items must be inventoried, by serial number, once every month. This will be accomplished using the inventory listing prepared by OPS TAC/JROTC. This inventory is the responsibility of the Battalion S-2.

(3) Although the S2 has primary responsibility for sensitive item inventories, the S4 should assist as appropriate.

8-3. Inputting Equipment into JUMS

All government equipment and uniforms should be entered into JUMS. All primary uniform items must be entered into JUMS by size in order for JUMS to issue Cadet Clothing Records and to track uniform items still on the shelf in the Supply Room. Tracking uniform items on the shelf will be inspected during the Cadet Formal Inspection.

a. Clothing items.

(1) The following clothing items will be marked inside with a "BEN" and will also be numbered sequentially: **Coats, trousers, and shirts**. Each male clothing item will be numbered M1 through M?. Each Female clothing item will be numbered F1 through F?. Numbers will be recorded in the cadet clothing record for each cadet.

(2) All clothing items should be entered into JUMS by size. This is very time consuming to get everything initially in JUMS. Once all uniforms items are in JUMS the addition of new uniforms and the retirement of old uniforms is much less time consuming.

(3) In order to put the uniform items into JUMS, use the following steps:

- Log into JUMS. NOTE: Always restore data from the most recent data on the flashdrive before entering new data. Always back up to the flash drive before exiting JUMS. This will ensure no data is lost. \
- Select supply, select clothing
- Select Adjust Shelf
- Use the 100% inventory sheet to add or remove items to make the shelf number correct (be sure to account for any uniforms that cadets have current clothing records for, the number of items on the shelf should only show the number of items in the Supply Room; JUMS will automatically remove issued items from the shelf)
- Select Save

b. Property items.

(1) All government property should be entered into JUMS.

(2) In order to put JROTC government equipment into JUMS, use the following steps:

- Log into JUMS. NOTE: Always restore data from the most recent data on the flash drive before entering new data. Always back up to the flash drive before exiting JUMS
- Select supply, select property
- Select New
- Select Description, if item is a choice, select replicate, then input the correct data

- If the item is not a choice in description; Select Table
- Select New
- Input a basic description
- Input the NSN and LIN
- If it is a computer be sure to select track item at the bottom of the screen
- Select Save then go back to the third step

c. There are actually multiple methods for inputting data into JUMS. JUMS can also generate many different types of inventory reports. The best way to become familiar with JUMS is to experiment with the different functions. If a better method of inputting data or printing inventories that method should be added to Appendix L.

8-4. Cadet Clothing Records.

Cadet clothing records are produced using JUMS, and act as signed hand receipt to show what uniform items each cadet has been issued. Cadet clothing records will be inspected during the Cadet Formal Inspection.

a. The S4 is the primary assistant to the instructors for issuing uniforms. The S4 must coordinate with the instructors to schedule a time when cadets are to be issued uniforms. This will normally be done as part of in-processing during class time at the beginning of each year. In order to begin the process of establishing a cadet clothing record, the following steps must be taken:

- (1) Schedule a uniform fitting and issue day, by class, with the instructors.
- (2) Coordinate to have both male and female experienced cadets to assist with fitting and issuing of uniforms.
- (3) Establish male and female fitting rooms with uniforms of all different sizes available for cadets to try on, if they do not know their sizes.
- (4) Upon receipt of uniform items, each cadet will sign a DA Form 3645-1 (See Figure G-1, Appendix G) temporarily acknowledging receipt of the items issued. Each piece of clothing, by size, must be recorded so that it can be entered into JUMS. The S4 will generate a hand receipt on the JUMS program, and a copy given to the cadet for the signature of the cadet. The properly signed hand receipt generated by JUMS will be placed in the hand receipt file, replacing the temporary DA Form 3645-1, which will be destroyed.
- (5) If there are not enough of certain sizes to put all cadets in complete uniforms, report the shortages to the instructors immediately. The instructors will either order new uniforms, or coordinate with OPS TAC/JROTC to fill the shortages.
- (6) Alteration of uniforms:
 - (a) Hemming of uniforms may be accomplished by Battalion S-4 personnel if appropriately skilled, or by the OPS contractor, Nan.

(b). If time constrained, the SAI/AI may take items to a local tailor shop.

(7) Laundry/dry cleaning service for cadet uniforms will be provided by the contractor hired by OPS DAI, TAC/JROTC. Normally, this will include only Class A Uniforms and ACUs used by cadets during JROTC Cadet Leadership Camp (JCLC). Cadets are responsible for the cleaning of their Class A and B uniform after it has been issued to them.

(8) At the end of each school year cadets must turn in all items issued for final clearance. Exceptions must be approved by the SAI/AI.

(9) The names of cadets who fail to turn in items they have signed for will be posted to the school's "FINE" list for collection of funds. Additionally, the SAI/AI will attempt to recover lost items or payment by contacting parents/guardians. If a cadet should fail to return an issued or hand receipted item, he must pay for it or a report of survey will be initiated.

b. Inputting the clothing records into JUMS. The S1 must have completed updating JUMS with all activecadets prior to uniform issue in order for the clothing records to be created for each cadet.

(1) Log into JUMS

(2) Select Supply

(3) Select Cadet

(4) Select Clothing

(5) Select issue/return/edit

(6) Select issue

(7) Select each item – by size if applicable - to be issued from the list, and push it down to the lower block

(8) Select save

c. Printing the cadet clothing record.

(1) Log into JUMS

(2) Select Reports

(3) Select Cadet clothing/IM record

(4) Select cadets by name, or all the cadets to be printed, and push them to the right

(5) Select continue

(6) Select "do not print returns" box, "do not include parent signature" box, "clothing only" box, then continue

(7) Select print

d. Every cadet must sign the Cadet Clothing Record.

- (1) Coordinate with the SAI/AI to hand out the clothing records to the cadets.
- (2) Coordinate with the SAI/AI to set a suspense on when all cadet clothing records must be returned.
- (3) As the cadet leadership collect and turn in the cadet clothing records they are placed in the S4 Cadet Clothing Record Binder. Separate Binders will be maintained for Males and Females

e. Cadet Clothing Record Binder.

- (1) The binder will be a 3-three-ring binder.
- (2) It will be clearly identified and secured by the SAI/AI at all times.
- (3) The binder is organized by class periods in alphabetical order.
- (4) This binder will be the primary tool when cadet clothing records are inspected.

f. Changes to cadet clothing records.

- (1) Students leave JROTC.
 - Collect the uniform items from them, unless the instructors give them permission to keep any of the items because it is at the end of its life cycle.
 - Initial that the items have been returned on the cadet's clothing record and give them the record.
 - Enter the returns into JUMS
 - The names of cadets who fail to turn in items they have signed for will be posted to the school's "FINE" list for collection of funds. Additionally, the SAI/AI will attempt to recover lost items or payment by contacting parents/guardians. If a cadet should fail to return an issued or hand receipted item, he must pay for it or a report of survey will be initiated.
 - Put returned items back in the Supply Room.
- (2) Cadets need to change sizes or trade-in damaged items.
 - Collect the uniform items from them, unless the instructors give them permission to keep any of the items because it is at the end of its life cycle
 - Issue the new items
 - Make pen/pencil changes on old hand receipt
 - Enter the changes into JUMS
 - Print out a new cadet clothing record and have the cadet sign it
 - Replace the old hand receipt with the updated one
 - Put the returned items back in the Supply Room

(3) Temporary Hand Receipt. Temporary hand receipts are used to account for items issued on a temporary basis. These items include, but are not limited to, Class A coats for the Military Ball, JCLC uniform items, and other team uniform items. (See Figure G-2)

- Maintain a supply of the "Benson High School Magnet JROTC Temporary Hand Receipt" form
- When the inventory of these forms drops below 10 notify the SAI/AI for resupply
- In the "From" block write "Benson JROTC"
- In the "To" block write the name of the cadet receiving the item(s)
- In the "Item No" column, enter "1" in the first row, "2" in the second, etc
- In the "Item Description" column, enter one item, including size if appropriate, per row
- In the "Quantity" column, enter the quantity of that specific item issued
- In the row immediately below the last item in the "Item Description" column, enter "LAST ITEM"
- In the "Issued by" block, print the name of the cadet issuing the item(s) and sign
- Complete the "Date" block
- In the "Issued to" block, print the name of the cadet receiving the item(s) and sign
- File completed temporary hand receipts in alphabetical order in the S4 file cabinet
- Once the need for the use of these uniform items has passed, the S4 will establish a suspense date for the return of the items
- Once a cadet returns all items on his temporary hand receipt, the hand receipt will be destroyed
- If all items are not returned at the same time, the items returned will be lined out and the receiving cadet will print and sign his name on that line
- Once all items are returned, the S4 will destroy the temporary hand receipt
- The S4 will post the names of each cadet not meeting the suspense for return of the items on the Bulletin Board and prepare a demerit slip daily for each cadet and submit the slip to the SAI/AI until all items are returned
- The names of cadets who fail to turn in items they have signed for will be posted to the school's "FINE" list for collection of funds. Additionally, the SAI/AI will attempt to recover lost items or payment by contacting parents/guardians. If a cadet should fail to return an issued or hand receipted item, he must pay for it or a report of survey will be initiated

g. Awards, Cords, Berets, Rank Insignia, Unit Awards, Garrison Insignia, and Academic Wreaths. The S4 will inventory these items weekly to ensure adequate supplies are on hand. Required quantities are listed below and in Table 6-1.

(1) Awards.

- Awards will be issued based on JUMS orders produced by the S1.
- The S4 will coordinate with the SAI/AI to ensure adequate quantities of awards are available for presentation
- When the supply of any single award goes below 30 in the Supply Room, notify the instructors of the need to order that type of award

(2) Cords. Cords will be secured in the locker and issued on the hand-receipt.

(3) Berets. Berets will be maintained by the SAI and issued on the hand-receipt.

(4) Rank Insignia.

- Rank Insignia will be issued based on JUMS orders produced by the S1.
- The S4 will coordinate with the SAI/AI to ensure adequate quantities of rank insignia are available for presentation
- A separate minimum quantity for each rank insignia will be established and annotated on the storage cabinets. Notify the instructors of the need to order a specific rank insignia whenever the stock on hand falls below the minimums as shown in Table 6-1.

(5) Unit Awards. The S4 will ensure that sufficient unit awards are on hand to present each cadet with the appropriate award. This means a minimum of 100 awards at the beginning of each school year and a minimum stockage of 20 is maintained once the initial issue of awards is made.

(6) Garrison Insignia. The S4 will ensure that sufficient garrison insignia are on hand to issue to each cadet. This means a minimum of 100 insignia at the beginning of each school year and a minimum stockage of 20 is maintained once the initial issue is made.

(7) Academic Wreaths. The S4 will ensure that sufficient academic wreaths are on hand to issue to each cadet. This means a minimum of 10 insignia at the beginning of each school year and a minimum stockage of 5 is maintained once the initial issue is made.

TABLE 8-1

RANK STOCKAGE LEVELS

SHOULDER MARKS (ENLISTED)

RANK	LARGE	SMALL
CPL	20	20
SGT	20	20

SSG	10	10
SFC	10	10
MSG	5	5
1SG	5	5
SGM	2	2
CSM	2	2

SHOULDER MARKS (OFFICER)

RANK	LARGE	SMALL
2LT	5	5
1LT	5	5
CPT	5	5
MAJ	5	5
LTC	2	2

METALLIC RANKS METALLIC RANKS

RANK	NONSUBDUED	SUBDUED
PVT	100	50
PFC	100	50
CPL	50	25
SGT	50	25
SSG	40	20
SFC	30	15
MSG	10	6
1SG	9	6
SGM	6	3
CSM	6	6
SILVER DISKS	30	30
SILVER DIAMONDS	20	20

8-5. Supply Room Organization.

The JROTC Supply Room is an important part of the overall JROTC program. A neat and well organized Supply Room will help make the instructors' and the S4's jobs easier and it will be a source of pride during visits and inspections. When Cadets are present in the Supply Room the door must be open, it may only be closed when uniform fittings are being conducted, and under those circumstances the door must not be locked. The SAI/AI must be made aware when uniform fittings are taking place.

a. **Safety.** The Supply Room must be free of fire and safety hazards.

- (1) Make sure no clothing or equipment is stored within six inches of a light source.
- (2) Make sure that no items are stacked in such a way where they could fall and injure someone getting items out of the supply room.

b. **Security.**

(1) The Supply Area will have controlled access. Coordinate with the executive officer and the instructors to determine who can have access to the Supply Area and post the list at the entry to the supply area.

(2) All of the items on the Sensitive Items inventory list must be given an extra level of security.

- o Laptop computers if not secured by cable
- o Video cameras
- o Digital cameras
- o CPS remotes
- o Projectors

(b) The following items must be locked in arms room or weapons rack when not in use.

- o Air Rifles
- o Demilitarized rifles
- o Facsimile rifles

(3) Any violation of security procedures or if there is a problem in securing any equipment must be brought to the attention of the SAI/AI immediately.

(4) Weapons:

(a) All weapons used for drill will be signed in and out of the supply room on a locally produced form.

(b) Air rifles and pistols will be secured in the safe on the range when they are in use for marksmanship training and competition. When the range is not in use, the range will also be locked. When not in use for that purpose they will be locked in a locker in the supply room and the supply room will be locked at all times it is not occupied. In effect, functional weapons will be "double locked" at all times when not in use under the supervision of a certified instructor.

(b) PMCS of weapons will be accomplished monthly under the supervision of the BMO.

c. Organization of equipment and uniforms.

- (1) The Supply Area will be clean and neat at all times. The area will be swept and dusted at least once every two weeks.
- (2) All female and male uniform items will be separated and maintained on shelves and clothing racks. The contents of each shelf/rack will be listed on a 3 x 5 card.
- (3) All uniform items will be separated by size.
- (4) All shoes and boots will be organized by size.
- (5) The current Supply Area layout for organization of equipment and uniform items will be posted to the inside of the Supply Room door.

d. **Lost and Found.** Although the lost in found is located in the Supply Area, the S2 is responsible for maintaining it using the procedures below. Only the Instructor staff, Battalion Commander, executive officer, CSM, S2, and S4 personnel are authorized unaccompanied access to the lost and found.

- (1) Items tagged for unauthorized storage will be maintained in the lost and found box.
- (2) Once a cadet claims his items the S2 or S4, as appropriate will prepare a demerit slip based on the number of days the item was left in the JROTC area and forward the demerit slip to the CSM.
- (3) Items not claimed will be turned into the school's lost and found.

8-6. Tagging Equipment.

Government equipment must be tagged to distinguish it from School owned property. These tags will be inspected during the Cadet Formal Inspection.

- a. Use the tag templates in Appendix G. for both government and school equipment.
- b. Tags are not required for school owned clothing items, unless they are not clearly distinguishable from the basic JROTC uniform items.
- c. Tags will be affixed in such a way that the information can be read without having to significantly move the equipment.

8-7. Required Documentation – Staff Coordination.

The S4 is required to document that coordination with other staff officers and the chain of command is taking place to execute the S4 responsibilities. Staff coordination documentation will be inspected during the Cadet Formal Inspection. This SOP is the primary document that spells out the procedures requiring staff coordination.

- a. S1 coordination documents. Award and promotion coordination documents will be maintained in separate folders in the S4 file cabinet in chronological order.

(1) The S1 will provide the S4 with a list of cadets receiving awards and the number of the each award needed for presentation. Copies of the lists will be signed by the S4, dated, and maintained in the S4 file cabinet.

(2) The S4 will coordinate with the SAI/AI to ensure sufficient quantities are available for presentation.

(3) The S1 will provide the S4 with a list of cadets being promoted and the number of ranks needed for presentation. Copies of the lists will be signed by the S4, dated, and maintained in the S4 file cabinet.

(4) The S4 will coordinate with the SAI/AI to ensure sufficient quantities of rank insignia are available for presentation.

b. S3 coordination documents.

(1) The JROTC Calendar of Events – used to plan ahead to insure that we have enough awards on hand to issue the cadets who participate.

(2) OPOD's – used to identify specific tasks to the S4 and to plan ahead for any logistical requirements that may result from the event.

(3) Tasking letters – used to identify S4 requirements and to coordinate suspense's that affect the S4 records.

c. **Staff meeting minutes.** Staff meeting notes or a S4 log of staff meetings will document the staff coordination that takes place face-to-face during these meetings.

8-8. Cadet Staff Briefings (Appendix H)

a. Update the S4 portion of the Cadet Staff Briefing anytime there are significant changes to the data in the briefing.

b. Maintain data to be used in the briefing.

(1) Number of current Cadet Clothing Records.

(2) Current logistical areas of concern.

c. Brief S4 responsibilities.

(1) Maintaining JUMS for cadet clothing records.

(2) Organization of the Supply Area.

(3) Issuing cadet uniforms, awards, and rank insignia.

(4) Maintaining records of staff coordination.

d. Personal information.

(1) Name, age, grade.

(2) Accomplishments in school and JROTC.

(3) How JROTC has affected your life.

(4) Future goals.

8-9. Historical Data.

Maintaining historical cadet data can assist in preparing briefings and provide the instructors or school administrators information they may use for a variety of purposes. The types of data that should be maintained and updated annually include:

- a. 100% equipment inventory
- b. Cadet uniform items not recovered when a cadet leaves the Program.

8-10. Cadet Staff Meetings.

Be prepared at each staff meeting to participate with information or requirements from the S4 perspective.

- a. Logistical requirements for upcoming events.
- b. Supply shortages.
- c. Equipment issues to coordinate with the S3.
- d. Record the staff coordination taking place.

Chapter 9 – Public Affairs (S5 Procedures)

The purpose of public affairs is to inform the general public and students of the purpose, scope, objectives and benefits of the JROTC program at Benson High School Magnet. The S5 is primarily responsible to promote the Benson Battalion, to the public, and to help encourage new students to participate in JROTC. The S5 will maintain a log to record all efforts to publicize JROTC. .

9-1. JROTC Web Page

The Benson web page is one of the primary ways to advertise to the public the great things that our battalion is doing in the community and in the school. It is a source of information to both students and parents. Incoming students can use our web site an additional source of information to make their decision whether or not to join JROTC. The JROTC web site will be inspected during the Cadet Formal Inspection.

- a. The JROTC web page must have a hyper link to it from the high school's web page. Coordinate with appropriate school personnel to ensure that the hyper link stays active.
- b. Information that interests students in JROTC. The web page always needs to include basic information about our JROTC program and the advantages to being a JROTC cadet. The information should primarily be geared towards 8th and 9th grade students and their parents who desire information about the JROTC Program.
- c. The web page must be updated to keep the information on it current and to attract return visits by students and cadets.
 - (1) The cadet chain of command photos will be updated within one week anytime a change is made.
 - (2) The event photos will be updated every month.
 - (3) The upcoming event calendar will be updated every month.
 - (4) The Feeder school section will be updated after each Feeder school visit.

9-2. Newsletter

Next to the web page, the Newsletter is the best source of information to keep both cadets and parents up to date on upcoming events, completed events, and volunteer opportunities. The Newsletter allows the cadet Battalion to have a JROTC Corner in every issue.

- a. The S5 will coordinate for submissions of articles for publishing.
- b. The Battalion Commander and SAI/AI must approve the draft article prior to submission.

9-3. Publicity.

Publicizing the JROTC program will be inspected during the Cadet Formal Inspection.

a. School Newspaper when published.

- (1) Coordinate with the School Newspaper staff to have the JROTC Program retain a dedicated section of each edition published.
- (2) Use the space in the paper to advertise the fun and/or important things the Battalion has coming up in the near future.
- (3) Maintain copies of the articles in the current SY JROTC scrapbook.

b. Local newspapers.

- (1) Prepare short articles and pictures to send to the newspaper to request publication, for significant events. Must coordinate with OPS Communications Dept.
- (2) Maintain copies for the requested articles for two years.
- (3) Maintain copies of the articles in the current SY JROTC scrapbook.

c. Radio.

- (1) Request announcements to advertise upcoming events.
- (2) Maintain e-mails, phone logs, or letters that request air time on the radio.
- (3) Document any time announcements concerning the Menhune Battalion or on the radio and maintain the file for two years.

d. Television.

- (1) Anytime a television crew is at a JROTC event, record the event in the S5 log and contact the station to determine if it is possible to get a digital copy of the JROTC clip.
- (2) File a digital file for all JROTC clips on television, from any source, to the library in the staff's primary computer.
- (3) At the end of each school year, burn the clips to CD or DVD for filing.

9-4. In-School Recruiting for New JROTC Cadets.

There are several ways to encourage other students in our school to join JROTC. Making items available to the general student population will be inspected during the Cadet Formal Inspection. a. Registration presentations. Present the benefits of JROTC to the parents of 8th grade students at the incoming freshmen meeting. Distribute brochures of JROTC program to parents of eighth grade students. Have cadets in uniform to answer questions and have a sign in roster. Award the Recruiting Ribbon (N-4-3) to cadets that recruit new members in the Corps. (See Chapter 11, JROTC Awards).

b. JROTC/School Bulletin boards. Use the JROTC/school bulletin boards to post information pertaining to JROTC, its activities, and have pictures of JROTC cadets.

c. School Year Book.

- (1) Coordinate with the year book staff to maintain the JROTC page(s) every year.

- (2) Include school support project pictures with headings.
- (3) Include cadet chain of command picture.
- (4) Ensure the last two year books are available in the JROTC classroom for all inspections.

d. JROTC Scrap Book. The scrap book is the primary tool to visually document JROTC events in any given school year.

- (1) All pictures must have a heading with a minimum of the name of the event, location, month and year. A common heading is appropriate for multiple pictures of an event on a page.
- (2) Newspaper articles should also have headers if the event and date are not clearly identified in the article heading.
- (3) Add items to the scrap book throughout the year. It will be a work in progress and be available for all inspections and visits.
- (4) All scrapbooks will be separated into individual school years.

9-5. Feeder School Visits.

Feeder school visits are an extremely important event and have a big effect on the number of 8th graders that will register for JROTC as freshmen. Documenting Feeder school visits will be inspected during the Cadet Formal Inspection.

a. Coordination.

- (1) The S5 will coordinate with the feeder school's principals to schedule the dates and times of the visits to explain the benefits of the program, curriculum content, objectives, scholarship information and distribute recruiting material.
- (2) Coordinate with the S3 to add the Feeder school visits to the upcoming events calendar and to construct the tasking letter for the cadets to perform the visits, if applicable.

b. Frequency. Feeder school visits should be scheduled by the S5 in coordination with the SAI/AI to take place each year two weeks prior to registration.

c. Procedures.

- (1) The SAI will determine the makeup of each feeder school visit team; the S5 and S3 will work together to construct a tasking letter for the visit.
- (2) The feeder school visiting team members will meet three days prior to the visit to coordinate the materials needed, individual roles, and transportation details and also review the AAR from the last visit.
- (3) The S5 will call to verify the time and class room the day prior to the feeder school visit.
- (4) The visiting team will depart the school early enough to reach the feeder school 30 minutes prior to the scheduled time and position equipment and displays for an on-time start.

(5) Immediately following the feeder school visit the S5 will conduct an AAR to determine what went well, what did not go well, and improvements to make for the next visit.

d. Documentation.

- (1) Coordinate for a cadet to take digital photos of the visit.
- (2) File the AAR in the S5 files under Feeder school visits.
- (3) Print the pictures and add them to the current scrap book.

9-6. Cadet Staff Briefings (Appendix H)

a. Update the S5 portion of the Cadet Staff Briefing anytime there are significant changes to the data in the briefing.

b. Maintain data to be used in the briefing.

- (1) Current newsletter.
- (2) Names of feeder schools.
- (3) Currently scheduled feeder school visits.
- (4) Current Web Site.

c. Brief S5 responsibilities.

- (1) Maintaining JROTC web site.
- (2) Publicity of JROTC program.
- (3) JROTC Corner in the Newsletter.
- (4) Scrap books and Year Book.
- (5) Feeder school visits.

d. Personal information.

- (1) Name, age, grade.
- (2) Accomplishments in school and JROTC.
- (3) How JROTC has affected your life.
- (4) Future goals.

9-7. Historical Data.

Maintaining historical cadet data can assist in preparing briefings and provide the instructors or school administrators information they may use for a variety of purposes. The types of data that should be maintained and updated annually include:

a. School Year Books.

- b. JROTC Article submissions to newsletter.
- c. JROTC Scrap books.
- d. Feeder school visit AAR's.

9-8. Cadet Staff Meetings.

Be prepared at each staff meeting to participate with information or requirements from the S5 perspective.

- a. Ideas to bring in new cadets.
- b. Photo coverage at upcoming events.
- c. Equipment and transportation issues to coordinate with the S3 for Feeder school visits.
- d. Logistics needed for scrap books or display cases.

Chapter 10 – Appointments, Promotions & Reductions

The purpose of appointments and promotions is to provide the cadet the authority to meet increased responsibilities. All appointments and promotions are temporary, based on the continuing satisfactory performance and duty position of the cadet. Cadets can normally expect to serve at a rank commensurate with their position within the battalion organization. While they may not be promoted immediately upon assuming the responsibilities of their position, successfully meeting the expectations of the position will ensure promotion to the appropriate rank. In all cases the final authority for selection and appointment to all positions rests with the SAI.

10-1. General Guidelines. Appointment of officers and promotion of enlisted cadets is made on the basis of best qualified, taking into consideration their leadership ability, military proficiency, appearance and bearing, academic grades in JROTC and overall school subjects, and participation in cadet activities. There must be a vacancy within the cadet structure into which a cadet may be assigned in the higher rank. The SAI has authority to promote.

a. Cadets desiring to be considered for Cadet Battalion Commander, Executive Officer and Command Sergeant Major will submit their resume identifying their participation in school/community service events, service learning projects, essays stating why they are qualified, and portfolios for consideration of appointment or promotion to a higher rank by a command selection board consisting of the Senior Army Instructor, Army Instructor, and the outgoing Cadet Battalion Commander and if applicable the outgoing Executive Officer. The information submitted by these individuals will be reviewed by the command selection board and the cadets will be required to appear before a formal cadet Command Selection Board if there is more than one cadet desiring the same position. As an exception to policy, if no positions have two cadets competing for it, an informal board consisting of the Senior Army instructor, Army instructor and outgoing Cadet Battalion Commander will review their packet submissions and approve the selections.

b. All cadets who desire to be selected for a command and staff position and meet the minimum requirements will be eligible to participate in this selection process. The following outlines the selection process:

(1) The minimum requirement for consideration for a Battalion Commander or Battalion Executive Officer:

- (a). Minimum Grade Point Average 3.0 , no “F” in any academic subject
- (b) JROTC grade average of B or better
- (c) Held a leadership/primary staff position last year (Battalion or Company Level)
- (d) Have commanded a company, a drill team, color guard, or other team as designated by the SAI.
- (d) Minimum of 50 hours of participation in JROTC sponsored School and Community Services/Service Learning Projects
- (e) Member of one JROTC team and / or attended 5 activities last school year

(f) LET 3 or LET 4 in the upcoming academic year selected for.

(2) The minimum requirement for Primary Staff Officer Positions and CSM

(a) Minimum GPA of 3.0 or higher. No “F” in any academic subject

(b) JROTC GPA of 3.0 or higher

(c) Minimum of 25 hours of participation in a Service Learning or community service project.

(d) Member of 1 JROTC Team, and/or attended 5 events in the last year

(e) Served in an Assistant Staff Position or made significant contributions to the program

(f) LET 2 or Higher in upcoming academic year selected for.

(3) The minimum requirement for consideration for company level positions are:

(a). Minimum Grade Point Average 3.0

(b) JROTC grade average of B or better

(c) Held a leadership position last year (Battalion or Company Level)

(d) Minimum of 25 hours of participation in JROTC sponsored School and Community Services/Service Learning Projects.

(e) Member of one JROTC team and / or attended 5 activities last school year

(f) LET 2 and above in upcoming academic year selected for.

(4) Selection Procedures: Each cadet desiring a command and staff position will participate in the following selection process for selection prior to the start of a new school year. If a position becomes vacant during the year, the SAI will select the most qualified cadet to fill that position.

(a) Cadets desiring to be selected for a command and staff position will prepare the following for review by the SAI, AI and the outgoing Cadet Battalion Commander.

- A resume’ outlining their experiences, qualifications, school & community service.
- A one page essay describing the position they are seeking and why they are the best qualified to be selected for that position.
- Cadet portfolio – Include participation in school and community organizations, i.e. student government, athletics, clubs, church groups, etc.

(b) At the conclusion of the 3rd Quarter, Cadets who desire to compete for a Battalion Command and Staff position the following year will submit a resume to the SAI which outlines the following criteria: (Your JUMS record may be included)

a. Leadership positions held within the Battalion (Battalion, Company, Drill Teams, Color Guard, Service Learning/ Community Service leader. etc)

- b. Number of Community Service hours
- c. Number of Service Learning activities/hours
- d. GPA (School/ JROTC)
- e. Team participation (Drill, etc)
- f. School clubs, activities, teams involved with.
- g. Any other pertinent information

(c) **A selection board will convene in April of each year to select the leaders for the next school year.** Members of the board will consist of the SAI, AI and outgoing Cadet Battalion Commander, and Executive Officer. The SAI will oversee the board proceedings. The following positions will be determined:

- | | |
|------------------------|----------------------|
| a. Battalion Commander | b. Executive Officer |
| c. CSM | d. S-1 |
| e. S-2 | f. S-3 |
| g. S-4 | h. S-5 |
| i. LNO | j. BMO |

(d) The selection board will review the resume, essay of each cadet and their portfolio. If a formal board is convened, each cadet will be present themselves to the board in a military manner and be interviewed by board members. They will be asked a minimal of three questions which will be scored. Other questions may be asked randomly to aid in the selection process. Scoring criteria are described in the Promotion Board Scoresheet. All information contained in the cadet reference is subject to questioning as well as the following example questions.

- a) What position are you competing for and why should we select you?
- b) What is your vision for Benson HS JROTC next year?
- c) Provided an example of a leadership situation have the cadet explain what action they would take?
- d) What is your commitment to the Battalion?
- e) What other school or community activities are you involved in?
- f) If not selected for the position you applied for what other position would you like?

(e) **Selection and announcement:** The selection board will discuss, select, and announce the results of the board after all positions are determined. The SAI reviews and approves the selections prior to announcing the results. The function of the board is to make a recommendation to the SAI, the SAI makes the final determination in all position selections.

(f) Because this process is both quantitative and qualitative, board results will not be released in a published format. Cadets may meet with the SAI if they were not selected to understand what may have disqualified them.

c. Selection of cadets for Assistant Staff positions will be determined by the same board, and again, the SAI will have final decision making authority on the selections.

d. Selection of Company Commanders and First Sergeants will be made by the SAI, and AI.

e. **Promotion of cadets assigned to Primary Staff positions:** These cadets will be “frocked” to the rank appropriate to that position by Army custom. The cadets permanent rank will be the rank earned within the JROTC system. These cadets may continue to compete on Promotion Boards to increase their permanent rank. If a cadet leaves a Primary Staff Position for any reason, that cadet will revert to his/her permanent rank as reflected in JUMS at the time they depart the Primary Staff Position. Frocked cadet officers will have all of the authority and responsibility of the cadet rank to which they have been frocked.

f. **Cadets commanding Drill Teams and Special Units.** These cadets may be frocked to officer rank appropriate to the size of the team and the responsibility if they are not already holding officer rank as a result of a primary battalion staff positions, or they have been promoted through the normal process to officer rank. Again, when they are no longer in the position of team or special unit commander, frocked officers will revert to their permanent rank as maintained in JUMS. Frocked cadet officers/nco’s will have all of the authority and responsibility of the cadet rank to which they have been frocked.

g. **Cadets in Senior Enlisted Positions:** If their enlisted rank is not commensurate with their position rank, these cadets will be frocked to the enlisted rank appropriate by Army custom for their positions. As Frocked NCO’s they will have all of the authority and responsibility associated with their frocked rank. When they are no longer in the position for which they were frocked, they will revert to their permanent cadet rank maintained in JUMS.

h. **Impact Promotions.** Cadets may receive Impact Promotions that become effective immediately (Cadets holding frocked rank will receive impact promotions based on their permanent ranks in JUMS):

- 1). Best cadet in the platoon on the JPA Annual Inspection (Formal or Informal). Promote one pay grade.
- 2.) Participating as part of a JROTC team that wins **First Place** in a competition. Promote one pay grade.
 - (a) Drill competition
 - (b) JLAB
 - (c) Academic Bowl
 - (d) Cadet Challenge Inter School Competition
- 3).The time in grade requirements reset with this promotion. See Table _____ for time in grade requirements.

i. **Promotion of cadets assigned to companies**, to the rank of Staff Sergeant or below, should be recommended by the Company Commander, with the concurrence of the Cadet Battalion Commander, based on the results of the promotion board. Cadets may go before the promotion board without prior permission by the company commander as long as they meet the criteria for promotion eligibility. After the promotion board has convened at completed its assessments company commanders will be required to sign off on the Promotion Recommendation Form to move the promotion forward.

f. Because the SAI and AI are classroom instructors and each class constitutes a Platoon, the SAI/AI will select Platoon Leaders, Platoon Sergeants, and Squad Leaders.

g. **The positions of cadet officers and noncommissioned officers are ones of great trust and responsibility.** Appointment as a cadet officer is a demonstration of the special trust and confidence that the school and instructor staff has in the particular cadet. The appointment is made only after the cadet has demonstrated his leadership ability and general all-around worthiness for the rank. It carries with it honor and privileges. But, even more important, are the added responsibilities that the cadet commissioned leader must shoulder. Promotion to a noncommissioned officer is recognition of good qualities already demonstrated, as well as the instructor staff's confidence in the cadet's potential leadership ability.

h. **Cadets are promoted solely on their demonstrated ability and evaluation by the cadet chain of command and the instructor staff.** Recommendations for promotion may be submitted through channels by any of the cadet leaders for personnel under their command. These recommendations are carefully weighed with the cadet's overall community and school service, academic record; military record; disciplinary record, both military and overall; and an evaluation of the cadet's past demonstrated leadership ability. Cadets may also meet eligibility for promotion based on attainment of established standards. Cadet enlisted personnel will be promoted once they have met the additional criteria in paragraph 10-4. Cadet officers will be appointed with the approval of the SAI/AI.

i. **New cadets.** Will begin with the rank of Cadet Private no matter what academic year they enter the program.

j. **Cadets in the JROTC Program.** Cadets having been in the JROTC program in the prior academic year will begin the new academic year at the rank they held at the end of the prior academic year.

k. **Cadet transferring from another school.** Cadets who are transferring from another school and who were actively participating in a JROTC program at that school will enter the Benson JROTC program at the same equivalent rank held when they departed the prior school's JROTC Program.

l. **Systematic Promotions:** Cadets may receive "due course" promotions. These promotions will progress according to the following schedule:

<u>LET Level</u>	<u>1st Semester Begins</u>	<u>Second Semester begins</u>
LET 1	C/PV1	C/PV2
LET 2	C/PFC	C/CPL
LET 3	C/SGT	**
LET 4	**	**

**** Due course promotions end at the rank of C/SGT.** To progress beyond this rank, cadets must go before the promotion board for promotion consideration or be promoted according to other previously outlined criteria.

10-2. Promotion points. Promotion boards will use the following point matrix in determining the eligibility of cadets for enlisted promotions.

Table 10.1.

<u>Activity</u>	<u>Points</u>
Completion of one quarter of JROTC	2 per qtr completed
Performance as a member of the Color Guard	2 per qtr participating
Selection as Cadet of the Month	2 per selection
Performance as a member of a drill team, Marksmanship team, or other team	5 per year/team
Participation in a JROTC service project, parade or JROTC fundraising event	5 per year/event
Leadership of a JROTC service project, JROTC fundraising event, or other approved JROTC event	10 per year/event
Satisfactory completion of JCLC	15 per year

10-3. Enlisted Ranks. Promotion Boards will consider the following criteria in the promotion of cadets to enlisted ranks:

a. **Private:** Enrollment in JROTC

b. **Private (C/PV2):**

- (1) Total of three (3) promotion points
- (2) Grade of B or above in JROTC
- (3) Satisfactory performance at rank of Private
- (4) Approval by SAI/AI

c. **Private First Class (C/PFC):**

- (1) Total of six (6) promotion points
- (2) Grade of B or above in JROTC

(3) Satisfactory performance at rank of Private

(4) Approval by SAI/AI

d. Corporal (C/CPL):

(1) Total of twenty (20) promotion points

(2) Grade of B or above in JROTC

(3) Satisfactory performance at rank of Private First Class

(4) Successful appearance before promotion board

(5) Approval by SAI/AI

e. Sergeant (C/SGT): (Maximum rank for LET 1)

(1) Total of thirty five (35) promotion points

(2) Satisfactory completion of LET 1 (may be waived by SAI/AI in the case of truly outstanding cadets)

(3) Grade of B or above in JROTC and 2.0 GPA

(4) Satisfactory performance at rank of Corporal

(5) Successful appearance before promotion board

(6) Approval by SAI/AI

f. Staff Sergeant (C/SSG):

(1) Total of sixty (60) promotion points

(2) Satisfactory completion of LET 1

(3) Grade of B or above in JROTC and 2.0 GPA

(4) Satisfactory performance at rank of Sergeant

(5) Successful appearance before promotion board

(6) Approval by SAI/AI

g. Sergeant First Class (C/SFC):

(1) Satisfactory completion of LET 1 and 75 promotion points.

(2) Grade of B or above in JROTC and 2.0 GPA

(3) Satisfactory supervision of a JROTC service project, JROTC fundraising event, drill team, color guard, other team, or SAI approved JROTC event

(4) Satisfactory performance at rank of Staff Sergeant

(5) Successful appearance before promotion board

(6) Approval by SAI/AI

h. First Sergeant/Master Sergeant (C/MSG or C/1SG):

(1) Satisfactory completion of LET 2 (may be waived by SAI/AI in the case of truly outstanding cadets). 90 promotion points.

(2) Grade of A in JROTC and 3.0 GPA

(3) Comprehensive knowledge of JROTC related subjects, especially leadership and drill

(4) Satisfactory supervision of a JROTC service project, JROTC fundraising event, or other approved JROTC event or team where you were the leader.

(5) Satisfactory performance at rank of Sergeant First Class

(6) Approval by SAI/AI

(7) Appointment to a position for 1SG/MSG

i. Command Sergeant Major/Sergeant Major (C/SGM or C/CSM):

(1) Satisfactory completion of LET 3 and 100 promotion points.

(2) Grade of A in JROTC and 3.0 GPA

(3) Comprehensive knowledge of JROTC related subjects, especially leadership, drill, and color guard

(4) Satisfactory supervision of a JROTC service project, JROTC fundraising event, or other approved JROTC event

(5) Satisfactory performance at rank of First Sergeant/Master Sergeant

(6) Satisfactory completion of JCLC or other JROTC Leadership Program (may be waived by SAI/AI)

(7) Approval by SAI/AI

(8) Appointment to position for CSM/SGM

10-4. Officer Ranks

a. **Selection for appointment as a cadet officer** will be based on the determination of the best qualified, taking into consideration leadership ability, military and academic proficiency, appearance, bearing, officer position vacancies, participation in JROTC activities, and overall performance/behavior as a Benson High School Magnet student.

b. **In most cases officer appointments are temporary (Frocked)**, based on satisfactory performance in an appropriate duty position, and position vacancy in the cadet battalion. The final Appointment Authority is the SAI.

c. **Permanent Officer Promotions.** In the event the Promotion Board recommends the promotion of a cadet to permanent officer rank, a vacant position must exist in the cadet battalion that can be filled by that cadet at that rank. To be considered for permanent cadet officer promotion, a cadet must accumulate a minimum of 100 points towards promotion and must be at least a LET 3. Needs of the cadet battalion, and the appropriate specific skill sets for the vacant position are criteria that the cadet must also meet. The SAI/AI will make the final determination.

The criteria for promotion to officer rank as below:

- (1) Satisfactory completion of LET 1 & 2, and demonstrated performance in a leadership capacity.
- (2) Satisfactory completion of JCLC or other JROTC Leadership Program (Waiverable by SAI/AI) k
- (3) Participating in a Service Learning Project or one of the special teams.
- (4) Continued satisfactory performance in an officer duty position.
- (5) Maximum grade per LET Level is subject to cadet battalion needs subject to SAI/AI discretion.

10-5. Promotion boards. Promotion boards will be convened by the Battalion Commander a minimum of once per quarter, but may be held more often to consider recommended enlisted cadets for promotion to the next higher rank. Cadets will be recommended for promotion by the cadet chain of command, including staff officers, senior noncommissioned officers, and class leaders. Promotion boards will consist of a minimum of two cadets, one of whom must be an officer. All members of the board must out rank all cadets scheduled to appear before the board.

Procedures:

- (1) Promotion boards will be scheduled not less than two weeks prior to the conduct of the board. Quarterly Promotion Boards will be placed on the Master Training Calendar at the beginning of the semester. They will normally be scheduled on a regularly scheduled uniform inspection day.
- (2) Timeline for preparation for the board will be IAW the schedule in **Table 10-2** below.
- (3) The Battalion Commander will determine the composition of the board. Board members will consist of three members of the chain of command; at least one cadet must be an officer.

TABLE 10-2

Promotion Board Timeline

<u>What</u>	<u>When</u>
Determination of the date of the promotion board	D - 14
Determination of composition of the board	D - 14
Submission of names of cadets who will appear before the board	D - 11
Final approval of cadets who will appear before the board	D - 10

Names of attendees posted on the bulletin board	D - 9
Coordination for board site as necessary	D - 7
Conduct of board	D Day

b. Conduct.

(1) Immediately prior to the conduct of the board, the Cadet CSM or other chain of command representative will brief all attendees on the proper procedures for the conduct of the board to include, as a minimum:

(a) Procedures for reporting in.

(b) The sequence of events for the board.

(c) Board evaluation criteria. Read the Cadet reference guide and inspection questions.

(d) Procedures for reporting out.

(2) The board room will be configured with desks side by side for the board members and a chair facing the desks approximately 4 paces from them.

(3) Each board member will maintain a promotion board score sheet for each cadet. (See Figure 8-2) After each cadet has reported out each board member will complete his score sheet before calling the next cadet.

(4) Each board member will add the score attained at the board and enter in the "Board Total" section of the score sheet. They will then consult on a consolidated score sheet for the cadet being considered for promotion. Once that is done, the ranking cadet board member will note whether the cadet is recommended/not recommended for promotion, and the rank to which he will be promoted to, if applicable. ***He will then forward the completed consolidated score sheet to the SAI/AI.***

(5) The ranking member of the board will ensure that all classrooms used for the board are returned to their original configuration following the completion of the board.

Note: The C/CSM will be responsible for tallying the promotion points that have been achieved by each cadet appearing before the board prior to the board convening.

Figure 10-1

Benson High School Magnet JROTC Promotion Board Score sheet

Cadet Name: _____ Board Member: _____ Date: _____

Reporting:	Points:	3	2	1	0
1. Enters room, centers self on highest ranking board member		—	—	—	—
2. Reports (“Sir/Ma’am,Cadet (Rank/Name) reports”)		—	—	—	—
3. Simultaneously renders hand salute		—	—	—	—
4. Holds salute until returned by the board		—	—	—	—
5. Salutes prior to departing		—	—	—	—
Bearing:					
1. Eye contact (Looks at individual to whom he/she is responding)		—	—	—	—
2. Posture (Sits erect, does not slouch, feet on floor)		—	—	—	—
3. Exhibits self-confidence		—	—	—	—
4. Maintains voice control (Speaks clearly and distinctly)		—	—	—	—
Uniform:					
1. Hair neatly groomed		—	—	—	—
2. Shirt clean and pressed		—	—	—	—
3. Trousers/slacks/skirt cleaned and pressed		—	—	—	—
4. Shoes shined		—	—	—	—
5. Brass shined		—	—	—	—
6. Authorized awards worn		—	—	—	—
7. Jewelry (No earring for male/plain, only 1 per ear for female)		—	—	—	—
JROTC Knowledge:					
1. Question:		—	—	—	—
2. Question:		—	—	—	—
3. Question:		—	—	—	—
4. Question:		—	—	—	—
Current Event Knowledge:					
1. Question:		—	—	—	—
2. Question:		—	—	—	—

Board Total Points _____

Promotion Points (Non-Board) _____

Required _____**TOTAL POINTS FOR PROMOTION** _____

Recommendation: _____ Promote to _____.

Time in Grade Met? Yes / No

_____ DO NOT PROMOTE

Board Member Signature _____ SAI _____

AI _____

Table 10-3. Minimum Time in Grade Requirements for Promotion

Promote From	Promote to	Min time in Grade	Time in JROTC
Cadet Entry	C/PVT (E-1)	7 weeks	7 weeks
C/PVT	C/PFC	1 ½ Quarters	1 ½ Quarters
C/PFC	C/CPL	1 ½ Quarters	3 Quarters
C/CPL	C/SGT	1 Quarter	1 year (Note 1)
C/SGT	C/SSG	1 ½ Quarters	5 ½ Quarters
C/SSG	C/SFC	1 ½ Quarters	7 Quarters
C/SFC	C/MSG/1SG	1 Quarter	2 years (Note 2)
C/MSG/1SG	C/SGM/CSM	1 Quarter	9 Quarters
C/SGM/CSM	C/2LT	2 Quarters	11 Quarters (Note 2)
C/2LT	C/1LT	1 Quarter	12 Quarters (3 yrs)
C/1LT	C/CPT	1 Quarter	13 Quarters (Note 3)
C/CPT	C/MAJ	1 Quarter	14 Quarters (Note 3)
C/MAJ	C/LTC	1 Quarter	15 Quarters (Note 3)
C/LTC	C/COL	Note 4	15 Quarters

Note 1: Accelerated promotion only in exceptional cases as determined by the SAI/AI

Note 2: Promotion of only the most outstanding cadets

Note 3: Generally, cadets holding these ranks are Frocked into them by duty position. Time in grade requirements will be maintained to the extent possible.

Note 4: The rank of C/COL is reserved for only the cadet selected by an independent board of officers to be selected for Command of the Omaha Public Schools Brigade.

This matrix is provided for guidance. The SAI may make exceptions as deemed necessary to meet the needs and requirements of the cadet battalion.

10-6. Reductions in rank. Unfortunately there are occasions where some cadets do not perform or behave at a level expected of them. At these times it becomes necessary to reduce them to a rank more appropriate for the behavior/duty performance displayed. Instances warranting the demotion of a cadet will be handled on a case by case basis by the SAI and AI. Examples of performance that could lead to reduction in rank include, but are not limited to, performance as listed below:

- a. Behavior that brings discredit upon JROTC(i.e. behavior, violation of the cadet code of conduct, violation of school rules, school discipline, conduct outside of school, arrest, etc.)
- b. Failure to wear the JROTC uniform as required on two occasions during a quarter
- c. Receiving a grade of "F" in JROTC
- d. Relief from a staff position
- e. Failure to complete assigned duties
- f. Insubordination
- g: Causing turbulence in the battalion
- h. Failing grades In non JROTC courses
- i. Accumulation of 20 or more Demerit s.
- j. Any behavior deemed unbecoming by the SAI or AI.
- k. This list provides examples, **but may not be all-inclusive** of reasons for reductions in rank.

Chapter 11 – Awards

11-0. The Awards Program. The purpose of awards is to motivate cadets to achieve high standards and to recognize that achievement. As a member of the cadet corps, you have an opportunity to compete with your contemporaries for numerous awards, which recognize outstanding performance of duty, scholarship, and military skills. The cadet Battalion and Company Commanders, Staff may nominate cadets for awards. The AI and SAI are the final authority on qualification or disqualification for awards. Cadets are evaluated on their academic achievements, military leadership, discipline, courtesy, dependability, character, school and community service and other consistently demonstrated qualities. Based on their LET level and performance they are matched to an award they qualify for. Every attempt will be made by the SAI to recognize all deserving cadets. The awards are made in the following categories:

- a. **Department of the Army Awards** authorized by AR 145-2
- b. **Institutional Awards** presented by OPS DAI, sponsoring units, SAI's and individual Schools
- c. **Organizational Awards** procured and presented by various civic and military affiliated organizations, commonly those having chapters, or affiliates in the Greater Omaha Area.

Authorization of Awards. As required and appropriate, awards will be presented with Orders generated in JUMS. The authority and sequence of the award will be included in the order. Proper entry will be made in the cadet's record.

Presentation of Awards. End of year awards ceremonies will be conducted in April or May of each academic year. The SAI must schedule the date in advance reserving the auditorium and associated facilities and equipment prior the beginning of the academic year.

Invitees: Parents of Cadets, Members of the School Board, Principal, Assistant Principals, Curriculum Specialists, Teachers, organizations that sponsor JROTC Activities that donate money or awards, and individuals from those organizations to present their awards.

Notifications: Invitation should be made NLT 30 days in advance of the ceremony date. OPS DAI must be advised NLT than 40 days prior to the event, but preferably when the reservation of the facility is confirmed by the school district.

Ribbons, Promotions, etc. Periodically throughout the academic year, Cadet Battalion Formations will be conducted to recognize cadets with ribbons, promotions, and lesser awards. It is recommended that one ceremony of this type be held at least one time each academic quarter.

11-1. General. Awards will be presented IAW this chapter and Appendix L, CCR 145-2. The Unit Awards, National Awards, and Army JROTC Awards will be earned and worn IAW Chapter 11 and Appendix L, CCR 145-2 and the OPS JROTC SOP.

11-2. Medal of Heroism.

a. Criteria. The Medal of Heroism (fig 11–1) is a U.S. military decoration awarded by the Department of the Army (DA) to a JROTC cadet who performs an act of heroism. The achievement must be an accomplishment so exceptional and outstanding that it clearly sets the individual apart from fellow students or from other persons in similar circumstances. The performance must have involved the acceptance of danger and extraordinary responsibilities, exemplifying praiseworthy fortitude and courage.

b. Nominations will be—

(1) Initiated by the SAI based on achievements described in a above. Such acts may have been accomplished while on or off the institution property.

(2) Submitted by the SAI to the appropriate subordinate commander concerned for approval or disapproval. A DA Form 638 (Recommendation for Award) or a letter will be used. Statements of eyewitnesses (preferably in the form of certificates, affidavits, or sworn statements), extracts from official records, sketches, maps, diagrams, or photographs will be attached to support and amplify stated facts. The final approval authority is the Brigade Commander.

c. Requisitions for the medals may be submitted to Defense Personnel Support Center, ATTN: DPSC–T, 2800 South 20th Street, Philadelphia, PA 19101 through the supporting installation. d. Presentation of this award will be made during an appropriate ceremony by a general officer or other senior officer of the Active Army.

11-3. Superior Cadet Decoration.

a. Criteria. The JROTC medal is an U.S. military decoration awarded by DA and limited to one outstanding cadet in each LET level in each JROTC battalion.

b. To be considered eligible for this award, an individual must be—

(1) A JROTC cadet.

(2) In the top 10 percent of his or her class in JROTC academically and in the top 50 percent of his or her class in overall academic standing.

(3) Recommended by the SAI and principal or head of the appropriate institution.

c. Nominations for this award will be made by the SAI and AI.

Criteria Points:

Military scholarship and grades (grades earned in JROTC) - 50

Academic scholarship and grades (grades earned in all courses other than JROTC) - 50

Military leadership- 50

Academic leadership (separate from academic grades attained in JROTC and regular courses. Includes all demonstrated qualities of leadership in student organizations, constructive activities, participation in sports, etc.) - 50

Demonstrated qualities of discipline, courtesy, and character, and consistently demonstrated potential qualities as an officer (to be an overall estimate for all pertinent elements of the cadet's performance) - 100

Total point weight against which leading students are selected – 300.

11-4. Legion of Valor Bronze Cross for Achievement.

a. General. The Legion of Valor of the United States of America, Inc., to stimulate development of leadership, gives an award annually for achievement of scholastic excellence in military and academic subjects. This award, a bronze cross and certificate, is awarded to outstanding LET-3 (4-year program) cadets. The number of awards authorized per ROTC brigade or overseas command is based upon the following criteria: one award is authorized for each 4,000 LET-2/LET-3 cadets enrolled within an Army JROTC brigade or overseas command, plus one additional award for each fraction of that. The total number of eligible JROTC cadets and NDCC cadets are combined to determine the authorized number of awards per brigade or overseas command. (For example, 12,448 LET-2/LET-3 cadets, authorized four awards; LET-2/LET-3 cadets, authorized one award.)

b. Criteria. The criteria for selecting students for the Legion of Valor Bronze Cross for Achievement will be the same as that for Superior Cadet Decoration (para. 11-7).

c. Selection. The SAI and AI will recommend one LET-2/ LET-3 cadet for the Legion of Valor Cross for Achievement. The SAI will submit the nomination according to command guidance, endorsed by the principal or head of the school to the ROTC subordinate or overseas command not later than 1 June. The ROTC subordinate or overseas command will forward the nominations of those determined best qualified in the numbers indicated in a above, to the Director of Awards of The Legion of Valor of the USA, 4766 Larwin Avenue, Cypress, California 90630-3513, telephone (714) 761-5427. The Legion of Valor will send Bronze Crosses and certificates to the appropriate ROTC Brigade Commander concerned.

d. Presentation. These awards should be presented in early fall during the cadet's last year in school by members of the Legion of Valor, when possible. The Legion of Valor will send along with the awards, names of members residing in the vicinity of the school having winners. The SAI will invite one or more Legion of Valor members to participate in the presentation. If no member is available, the award will be made by active military personnel who are recipients of the Medal of Honor, Distinguished Service Cross, Navy Cross, or Air Force Cross, or who occupy positions of appropriate prestige. JROTC parades or similar traditional school events, if held early in the school year, are considered suitable occasions for presentation.

11-5. Sons of the American Revolution (SAR) Award.

a. General. The Sons of the American Revolution gives the award to a meritorious cadet enrolled in Army JROTC at each school (or one medal for each 500 cadets enrolled at time of the award), and recognizes an outstanding second-year cadet in a 3-year program or a third-year cadet in a 4-year secondary school program. This award consists of a bronze medal pendant and ribbon bar.

b. Criteria. Recipient must:

(1) Exhibit a high degree of merit with respect to leadership qualities, military bearing, all-round excellence in JROTC activities, and community service.

(2) Be currently enrolled in the JROTC program.

(3) Be in the top 10% of their JROTC class.

(4) Be in the top 25% of their overall class.

c. Selection. The SAI or authorized representative will select the recipient. The award may be presented at the end of a cadet's second year in a 3-year program, or at the end of the cadet's third year if in a 4-year program. A recipient of the award will not be eligible for a second award.

d. Source. A representative of SAR will present the award, and the State or Local SAR organizations will correspond directly with each JROTC unit within their areas. The SAI may inquire about the award to the Local or State SAR organizations, or to National SAR headquarters.

11-6. The Military Order of the World Wars (MOWW) Award.

a. General. This award, which consists of a medal pendant, ribbon bar, and certificate is authorized for award annually to high school cadets and cadets at Class MI schools. The award in each case will be given for overall improvement in military and scholastic studies during the school year.

b. Criteria. Cadet must—

(1) Be in good standing in all military aspects and scholastic grades at the time of selection and presentation of the award.

(2) Have shown marked improvement in both military and scholastic grades at the time of selection and presentation of the award.

(3) Have indicated by military and scholastic grades, integrated-curricular activities, or individual endeavor a desire to serve his or her country.

(4) Not have previously received this award.

(5) Participate in the program the following semester.

c. Selection. Selection will be made by the SAI with concurrence of the ranking school official present. Award may be made to a deserving cadet in each class or to a single cadet at a school. Approval must be obtained from the MOWW before awarding more than one medal at the school.

d. Source. The SAI may request medals from the nearest local chapter of The Military Order of the World Wars. If no local chapter is available, information may be obtained from the National Headquarters, The Military Order of the World Wars, 435 North Lee Street, Alexandria, VA 22314.

e. Presentation. Arrangements will be made by the SAI for an MOWW member to present the award to the recipient at an appropriate military ceremony. If a member is not available, any active, reserve, or retired commissioned officer, or individual with prior commissioned service who served honorably by full time active duty in the armed forces during a period of hostilities may present the award.

11-7. Daughters of the American Revolution (DAR) Award

a. General. This award, which consists of a bronze medal and ribbon bar, is presented annually by the Daughters of the American Revolution to a cadet at each school for outstanding ability and achievement.

b. Criteria. The cadet must—

(1) Be a member of the graduating class.

(2) Be in the top 25 percent of the cadets in JROTC and academic subjects.

(3) Have demonstrated qualities of dependability and good character, adherence to military discipline, leadership ability, and a fundamental and patriotic understanding of the importance of JROTC training.

c. Selection. Selection will be made by the SAI and the AI.

d. Source. Requests for sponsorship of the DAR award may be made by the SAI to the local DAR Chapter Regent. If local contacts are unavailable, information may be obtained from the National Defense Committee, National Society, Daughters of the American Revolution, 1776 D Street, NW, Washington, DC 20006.

e. Presentation. The award should be presented at an appropriate ceremony by a DAR Chapter Regent, a National Defense Chairman, or an appointed DAR representative.

11-8. American Legion Awards (American Legion and American Legion Auxiliary)

a. General. These awards are given annually to outstanding cadets at each school for general military and scholastic excellence. Not more than one student at a school may be nominated per year for these awards. Students participating in JROTC programs conducted at high schools will receive the bronze medal. A miniature reproduction of the official JROTC crest is attached to the medal awarded for scholastic excellence. Recipients of either award will also receive a ribbon bar to which the crest or scroll is attached.

b. Criteria. A cadet may receive an award for general military excellence and an award for scholastic excellence for the same school year or for more than one year.

(1) **General Military Excellence Award.** The cadet must—(a) Be in the top 25 percent of his or her class in academic subjects and JROTC subjects.

(b) Have demonstrated outstanding qualities in military leadership, discipline, character, and citizenship.

(2) **Scholastic Excellence Award.** The cadet must—

(a) Be in the top 10 percent of his or her class in academic subjects.

(b) Be in the top 25 percent of his or her class in JROTC subjects.

(c) Have demonstrated qualities of leadership.

(d) Have actively participated in related student activities such as student organizations, constructive activities, or sports.

c. Selection. The SAI and AI both will make selection.

d. Source. Requests for awards may be made to the local posts of the American Legion. If no local post exists, information may be obtained from the National Security Division, The American Legion, K Street NW, Washington, DC 20006.

e. Presentation. Arrangements will be made by the SAI for an American Legion representative to present the awards at an appropriate military ceremony.

11-9. The National Sojourners Award

a. General. This award, which consists of a ribbon with medal pendant, is made annually to an outstanding cadet at each school who contributed the most to encourage and demonstrate Americanism within the Corps of Cadets and on the campus.

b. Criteria. The cadet must—

- (1) Be in the second or third year of JROTC.
- (2) Be in the top 25 percent of his or her academic class.
- (3) Have encouraged and demonstrated the ideals of Americanism by deed or conduct or both.
- (4) Have demonstrated a potential for outstanding leadership.
- (5) Not have previously received the award.

c. Selection. The SAI or AI. Final approval rests with the sponsoring chapter of National Sojourners.

d. Source. Request for National Sojourners Award sponsorship may be made by the DAI/SAI to the nearest local chapter. Requests are normally made in January for presentation in April or May. If no local chapter exists, information may be obtained from the National Sojourners, Inc., 8301 E. Boulevard Drive, Alexandria, VA 22308.

e. Presentation. The SAI will make appropriate arrangements for presentation of the award.

11-10. Scottish Rite of Freemasonry JROTC Award

a. General. This award, which consists of a bronze metal pendant, a ribbon, and a certificate may be awarded annually to one outstanding cadet who demonstrates scholastic excellence and Americanism.

b. Criteria. The cadet must—

- (1) Have contributed the most among cadets on campus to encourage and demonstrate Americanism, by deeds or conduct during participation in integrated-curricular activities or community projects.
- (2) Have demonstrated academic excellence by being in the top 25 per cent of his or her academic class.
- (3) Have demonstrated a potential for outstanding leadership by exhibiting qualities of dependability, good citizenship, and patriotism.
- (4) Be in the third year of a 4-year program.
- (5) Not have previously received this award.

c. Selection. Selection will be made by the SAI or AI..

d. Source. Requests for the award should be made to the nearest Scottish Rite Valley of the Southern Jurisdiction. Requests may be made at any time during the calendar year. If the location of the nearest Valley is unknown, that information is available from the National Headquarters. Call (202) 232–3579 or write to the Supreme Council, Thirty-third Degree, Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, 1733 Sixteenth Street, N.W., Washington, DC 20009–3199.

e. Presentation. With 30 days prior notice of the presentation ceremony, the local Scottish Rite Valley that provided the award will select and provide a presenter.

11-11. U.S. Army Recruiting Command (USAREC) Award for JROTC

a. General. This award is presented annually by USAREC to a cadet at each school in recognition of outstanding achievement and contributions to the JROTC program. The award consists of a bronze medal and ribbon bar.

b. Criteria. The cadet must:

(1) Be in the third year of a 4-year program.

(2) Be in the top 25 percent of his or her academic class.

(3) Have demonstrated outstanding leadership traits and possess the potential for assuming positions of increased responsibility.

(4) Participate in integrated-curricular activities that foster both scholastic and military excellence.

(5) Demonstrate qualities of dependability and good character, respect military discipline and standards, and possess a fundamental and patriotic understanding of the importance of JROTC training.

(6) Not have previously received the award.

c. Selection. The SAI and AI will Select.

d. Source. The bronze medal and ribbon bar will be provided by USAREC. Submit requests to Commander, U.S. Army Recruiting Command, ATTN: RCAPA–PA, Ft Knox, KY 40121–2726. e.

Presentation. The award will be presented at the end of the school year along with the annual awards program. A representative of USAREC will make the presentation.

11-12. Noncommissioned Officers Association (NCOA) Award for JROTC

a. General. This award is presented annually by NCOA to each unit's most outstanding noncommissioned officer cadet during the past school year. The award consists of a medal, ribbon, and certificate. Larger units in excess of 150 cadets may coordinate with NCOA for approval to present additional awards. The NCOA requires fees for such awards. Instructors may purchase these awards for JROTC cadets at no cost to the government.

b. Criteria. The cadet must have consistently exhibited the best military bearing, personal appearance, deportment, and leadership ability in his or her unit.

c. Selection. Candidates for this award should be selected by the SAI and AI. The cadet's name and rank, and date, time, and place of ceremony will be sent in writing to the nearest NCOA chapter, the nearest NCOA Service Center, or Roadrunner Chapter #153, NCOA, 16771 West Ton bridge Street, Surprise, AZ 85374-6821.

d. Source. This program is administered by the Roadrunner Chapter #153, NCOA. For additional information, call or write NCOA JROTC Award Coordinator, 16771 West Ton bridge Street, Surprise, AZ 85374-6821, Telephone (623) 544-1851, FAX (623) 975-2163.

Presentation. The medal, ribbon, and certificate, provided by NCOA, will either be presented by an NCOA representative at an appropriate ceremony or will be mailed to the SAI for presentation.

11-13. Association of United States Army (AUSA)

a. The AUSA medal shall be presented to cadets (1 per high school).

b. Criteria: Cadets who are recognized for outstanding leadership and academic achievement.

c. The SAI and the local AUSA chapter will establish the criteria selection for the award. The SAI should contact the local AUSA chapter or write to AUSA, 2425 Wilson Blvd, Arlington, VA 22201.

11-14. Military Officers Association of America (MOAA).

a. The MOAA JROTC medal shall recognize an outstanding cadet who is in their next-to-last year in the Program and who has demonstrated exceptional potential for military leadership. To be eligible for an award the candidate must:

(1) Be in the next-to-last year of the Program.

(2) Be in good academic standing.

(3) Demonstrate a high degree of loyalty to the unit, school, and the country.

(4) Demonstrate exceptional potential for military leadership.

b. The recipient will be selected by the SAI who coordinates the selection and the presentation with the local chapter. However, when the local chapter is sponsoring the award, final approval rests with the chapter and a representative of the chapter should make the award.

c. In the event there are no chapters in the local community, the SAI may request the medal and/or certificate from MOA national directly by contacting the Council and Chapter Affairs Department at (800) 245-8762, ext. 118, or by addressing the request to MOA, Council and Chapter Affairs Department, 201 N. Washington St., Alexandria, VA 22314-2539.

11-15. Reserve Officers Association (ROA).

a. Reserve Officers Association Awards are presented to cadets in the program for recognition of outstanding achievement and exceptional leadership ability. To be eligible for this award the candidate must:

(1) Be in the second year of a three-year program or the third year of a four-year program.

- (2) Be in good academic standing.
- (3) Demonstrate a high degree of loyalty to the units, school, community and the country.
- (4) Demonstrate exceptional potential in leadership.
- (5) Not have previously received this award.

b. The nominee will be selected by the SAI who will coordinate the selection and the presentation with the local chapter. However, when the local chapter is sponsoring the award, final approval rests with the chapter and a representative of the chapter should make the award presentation.

c. In the event there are no local chapters in the local community, the SAI/AI may request the medal and/or certificate from ROA directly by contacting the ROA, One Constitution Avenue, NE, Washington, DC 20002-9448, phone: 1-800-809-9448, or www.roa.org.

11-16. Military Order of the Purple Heart

The Military Order of the Purple Heart (MOPH) Award recognizes an outstanding cadet who is enrolled in the Program and demonstrates leadership ability.

a. The recipient of the award must—

- (1) Hold a positive attitude toward the Program and country.
- (2) Hold a leadership position in the cadet corps.
- (3) Be active in school and community affairs.
- (4) Attain a grade of “B” or better in all subjects for the previous semester.
- (5) May not have been a previous recipient of this award.

b. The SAI will select and present the award annually at an appropriate ceremony with a representative of the Military Order of the Purple Heart, if available.

c. Request the award from the nearest local MOPH unit before February for presentation in April or May. If no local MOPH unit is available, obtain the award by writing the MOPH, 5413 Backlick Road, Springfield, VA 22151.

11-17. Veterans of Foreign Wars (VFW)

Veterans of Foreign Wars awards are presented to cadets in the Program for recognition of outstanding achievement and exceptional leadership ability. The medal pendant with matching ribbon bar is 1 3/8 inches in width overall consisting of the 1/8 inch gold stripe, a 1/8 inch purple stripe, a 7/8 inch gold stripe, a 1/8 inch purple stripe and a 1/8 inch gold stripe. Students in 10th grade or above who are currently enrolled in the Program and actively engaged in Program activities are eligible for the award.

a. Criteria. Possession of individual characteristics contributing to leadership including:

- (1) Positive attitude toward the Program.
- (2) Outstanding military bearing and conduct in and out of uniform.

- (3) Personal attributes (self-confidence, initiative, flexibility, and judgment).
- (4) Patriotism (commander or member of color guard, drill team with or without arms, flag protocol instruction team and actively promote Americanism).
- (5) Courtesy (dependability, punctuality, human relations, respect, cooperation).
- (6) Growth potential (capable of assuming high leadership responsibilities in the unit with additional training and experience).

b. The recipient of the award will be selected by the SA/AI who coordinates the presentation. It is recommended that the award be presented annually at an appropriate ceremony. It is further recommended that a representative of the VFW be on hand to present the award if available.

11-18. American Veterans (AMVETS)

a. The AMVETS medal shall be presented to cadets (1 per high school) who are recognized for outstanding leadership, community/school involvement and academic achievement.

b. Criteria. To be eligible for an award the candidate must:

- (1) Be in the third year of a four-year program.
- (2) Be in good academic standing.
- (3) Demonstrate a high degree of military bearing both in and out of the military uniform.
- (4) Not have previously received this award.

c. The recipient will be selected by the SAI/AI who coordinates the selection and the presentation with local AMVET Chapter. However, when the local chapter is sponsoring the award, final approval rests with the chapter and a representative of the chapter should make the award presentation.

d. In the event there are no chapters in the local community, the SAI/AI may request the medal and/or certificate from AMVETS directly by contacting amvets@amvets.org or telephone 1-877-7AMVETS.

11-19. The Retired Enlisted Association (TREA) Award

a. The Retired Enlisted Association JROTC award is presented to cadet(s) in the program who demonstrate exceptional potential military leadership. To be eligible for this award the candidate must:

b. Criteria. To be eligible for an award the candidate must:

- (1) Be in the third year of a four-year program.
- (2) Be in good academic standing.
- (3) Present outstanding military bearing in and out of uniform.
- (4) Demonstrate a high degree of loyalty to the unit, school, community and the country.
- (5) Not have previously received this award.

c. The recipient will be selected by the SAI/AI who coordinates the selection and the presentation with the local chapter. However, when the local chapter is sponsoring the award, final approval rests with the chapter and a representative of the chapter should make the award(s) presentation.

d. In the event there are no TREA chapters in the local community, the SAI/AI may request the medal and/or certificate from TREA national directly by contacting TREA, 1111 S. Abilene Ct., Aurora, Colorado 80012, or by calling toll free (800) 338-9337, or (303) 752-0660, or www.trea.org.

with no expectation of anything in return.

11-20. Disabled American Veterans Medal

a. Criteria: Presented to a cadet who exhibits excellent leadership qualities and has displayed the ability to excel in the Battalion.

b. The award is a medal, ribbon and a check for \$100.00.

c. Selection is made by SAI/AI

11-21. Arnold Air Society.

a. Criteria. Awarded to a cadet for the most outstanding contribution to civic activities in the school and in the community. May be any LET Level Cadet.

b. The awards is a medal and a ribbon

c. Selection is made by the SAI and AI.

d. Point of contact: The AFROTC Department at University of Nebraska, Omaha (UNO).

11-22. Sons of Union Veterans of the Civil War.

a. Criteria. Awarded to a cadet for outstanding ability and achievement. Must be a Senior in the graduating JROTC class in the top 25% of the JROTC class and non-JROTC grades as well. Potential for outstanding leadership and citizenship must be demonstrated by the cadet.

b. The award is a medal and a ribbon.

c. Selection. The SAI and AI will make the selection.

d. Point of Contact.

e. This award may not be worn on the cadet uniform.

11-23. The Tuskegee Airmen Award.

a. Criteria. Two awards are presented. One award is presented for Military Achievement and one award is presented for Outstanding Leadership.

b. The award is a certificate.

c. Selection. The SAI and AI will make the selection. Normally one award is made to a male cadet and one award to a female cadet.

11-24. The Director of Army Instruction Medal.

- a. Criteria. The award is made to any LET level cadet for outstanding military achievement
- b. The award is a medal
- c. Selection. The SAI and AI will make the selection.
- d. Point of Contact: OPS DAI office.

11-25. Senior Army Instructor Medal.

- a. Criteria. The award may be made to any LET Level cadet for Outstanding Academic Achievement.
- b. The award is a medal
- c. Selection. The SAI and AI will make the selection.

11-26. The Earl H. Schroer Award.

- a. Criteria. This is a Benson High School Award made to a cadet who has demonstrated all around outstanding performance in JROTC, academics, and citizenship during the academic year.
- b. The award is a medal.
- c. Selection. The SAI and AI will make the selection.

11-27. The Howard R. Sorenson Award.

- a. Criteria. This is a Benson High School Award made to a cadet who has demonstrated exceptional all around academic achievement during the academic year.
- b. The award is a medal.
- c. Selection. The SAI and AI will make the selection.

11-28. The Lisa K. Dale Award.

- a. Criteria. This is a Benson High School Award made to a cadet who has demonstrated Outstanding Leadership during the academic year.
- b. The award is a medal.
- c. Selection. The SAI and AI will make the selection.

11-29. The Mary McNamara Award.

- a. Criteria. This is a Benson High School Award made to a cadet who has demonstrated exceptional academic performance and outstanding leadership during the academic year.
- b. The award is a medal.
- c. Selection. The SAI and AI will make the selection.

11-30. The Most Improved Cadet Award.

- a. Criteria. This is a Benson High School Award that is made to a cadet who has shown the most overall improvement in both academic performance and leadership skills during the academic year.
- b. The award is a Certificate.
- c. Selection. The SAI and AI will make the selection.

11-31. Cadet Challenge Medals (Benson JROTC Cadets)

The Cadet Challenge is a series of physical fitness exercises that cadets participated in. The exercises were sit-ups, pull-ups, 60 yard shuttle run, v-sit reach and the mile run.

- a. Criteria: Male and Female cadets scoring the highest total score.
- b. **The top 3 male and top 3 female cadets** will be receiving medals.
- c. The recipients will be identified by the cadet S3. The SAI will approve and forward the names to OPS DAI for receipt of the medals.
- d. Medals are also awarded by the DAI for the Top 5 males and top 5 females in the OPS interschool Cadet Challenge Competition conducted annually. The Benson Cadet Challenge Medals are for Benson Cadets only. Benson cadets may earn the OPS medal(s) in addition to the Benson medal at the interschool competition.

11-32. JROTC Ribbons

a. To ensure ribbon awards are uniformly designed, DA has approved 36 designs (Figure 11-2) that will be made based on criteria specified in Appendix M and by subordinate commanders. These designs are divided into four series:

- (1) Academic awards - 10 designs.
- (2) Military awards - 15 designs.
- (3) Athletic awards - 5 designs.
- (4) Miscellaneous awards - 6 designs.

b. The order of merit of these awards, by series, is academic, military, athletic, and miscellaneous. The order of merit within a series is determined by the last digit of the numerical designations

c. Multiple awards of any ribbon or medal will be designated with a lamp device as follows: **2nd award**, bronze lamp; **3rd award**, silver lamp; **4th award**, gold lamp; **5th award**, 1 gold lamp and 1 bronze lamp; **6th award**, 1 gold lamp and 1 silver lamp; **7th award**, 2 gold lamps; and so on. (In no case will more than one of the same ribbon, medal or medallion be worn).

(1). Academic Awards

(a). N-1-1 Distinguished Cadet Award for Scholastic Excellence

Criteria: Awarded annually to **one cadet** who exhibits the highest degree of excellence in scholastics.

(b). N-1-2 Academic Excellence Award

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

(c). N-1-3 Academic Achievement Ribbon

Criteria: Awarded Annually to those cadets that maintain a grade of "A" in all academic subjects.

(d). N-1-4 Perfect Attendance Ribbon

Awarded by: Senior Army Instructor awarded to cadet with **no unexcused absence** during each semester.

(e). N-1-5 Student Government Ribbon

Criteria: Elected to a student government office.

(f). N-1-6 LET Service Ribbon

Criteria: Awarded to cadets successfully completing first semester of training.

(g). N-1-7 Academic Team Competition

Criteria: Awarded to cadets who were a member of an academic that competes in interscholastic competition.

(h). N-1-8 Academic Achievement Tests

Criteria: Awarded to cadets who demonstrated outstanding achievement in a recognized state of national test/exam.

(i). N-1-9 Honor Student

Criteria: Awarded to cadets who achieve the school honor roll for each semester.

(j). N-1-10 Flag Detail

Criteria: Awarded to cadets who were on a Flag Detail for one semester.

(2). Athletic Awards

(a). N-2-1 Varsity Athletic Ribbon

Criteria: Awarded annually to cadets in varsity sports.

(b). N-2-2 Physical Fitness Ribbon

Criteria: Awarded annually to cadets who attain a high level of physical fitness. They must achieve 85% or better in all 5 Cadet Challenge Events.

(c). N-2-3 JROTC Cadet Challenge Ribbon

Criteria: Awarded to cadets that excel in ROTC athletics and who achieving score of 50% or more in Cadet Challenge events.

(d). N-2-4 Run for Your Life

Criteria: Awarded to male cadets who run one mile in 8.5 minutes and to female cadets who run one mile in 9.5 minutes while dressed in ACUs and Combat Boots.

(e). N-2-5 UNO Drill Meet

Criteria: Awarded to cadets who participate in the UNO (University of Nebraska, Omaha) Drill meet.

(3). Military Awards**(a). N-3-1 Director of Army Instruction/Senior Army Instructor Leadership Ribbon**

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

(b). N-3-2 Personal Appearance Ribbon

Criteria: Awarded annually to cadets who consistently present an outstanding personal appearance.

(c). N-3-3 Proficiency Ribbon

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

(d). N-3-4 Drill Team Ribbon

Criteria: Awarded to cadets who are drill team members and participate in 3 or more drill meets during one academic year.

(e). N-3-5 Orienteering Ribbon

Criteria: Awarded annually to cadets on the orienteering team.

(f). N-3-6 Color/Honor Guard Ribbon

Criteria: Awarded annually to members of color/honor guard.

(g). N-3-7 Marksmanship Team Ribbon

Criteria: Awarded annually to marksmanship team members.

(h). N-3-8 Adventure Team Ribbon

Criteria: Awarded annually to members of an adventure team. (Includes the Cadet Challenge Team)

(i). N-3-9 Commendation Ribbon

Criteria: Exceptional meritorious service. For a cadet whose performance substantially exceeds the requirements of his grade and position in the cadet battalion.

(j). N-3-10 Good Conduct Ribbon

Criteria: Awarded annually to cadets who have outstanding conduct throughout the school year in all areas.

(k). N-3-11 JCLC Participation Ribbon

Criteria: Awarded to cadets for completion of JCLC.

(l). N-3-12 Best Company, Platoon, or Squad Ribbon

Criteria: Awarded to cadets who are members of the Best Company, platoon, or squad on the JPA Inspection

(m). N-3-13 Flag Detail Ribbon

Criteria: Awarded to cadets who have participated on Flag Detail for at least 9 weeks during the school year..

(n). N-3-14 Drill Meet Participation Ribbon

Criteria: Awarded to cadets who compete at the UNO or Bellevue Invitational Drill Meets.

(o). N-3-15 Military Field Trip or Cadet Ride Ribbon

Criteria: Awarded to cadets who participated in an orientation trip/visit, or field trip to an Army (Active, Reserve, National Guard), or other U.S. Military facility, or tour a military battlefield site.

(4). Miscellaneous Awards.

(a). N-4-1 Parade Ribbon

Criteria: Awarded to cadets who participate in the Bellevue Veterans Day Parade or other parade(s) as designated by the SAI. Participation must be in conjunction with the Benson HS JROTC Cadet Battalion.

(b). N-4-2 Recruiting Ribbon

Criteria: Awarded to cadets who recruit students into The JROTC program.

(c). N-4-3 Musical Activity Ribbon

Criteria: Awarded to cadets who perform in a school sanctioned, or community sanctioned musical organization for at least one semester.

(d). N-4-4 School Service Ribbon

Criteria: Awarded to cadets who perform school service. Must be approved by SAI.

(e). N-4-5 Courtesy Patrol

Criteria: Awarded to cadets who complete at least two Courtesy Patrols in one semester.

(f). N-4-6 Service Learning Ribbon

Criteria: Participation in at least one service learning project in an academic year.

(g). N-4-7 Excellent Staff Performance Award

Criteria: Awarded to cadet staff officers for outstanding performance. An example of outstanding performance would be receiving the designation of **Honor Unit With Distinction** on the **JPA Inspection**.

11-33. Unit Awards

a. **Honor Unit with Distinction.** This award is presented by the Department of the Army after being recommended by Headquarters, 3rd Brigade, and U.S. Army Cadet Command. To qualify for this award, Benson High School Magnet JROTC must demonstrate exceptional performance in all areas of program performance during the JPA Inspection so as to set them above all other schools in the program. This is recognized by a streamer for the unit colors and a gold five-pointed star worn on the right breast by cadets. The Unit must achieve a score above 95% on the JPA Inspection.

11-34. Marksmanship badges and ribbons

a. **JROTC Marksmanship Qualification Badges** will be worn centered on the flap of the left breast pocket of the Class A uniform coat or Class B uniform shirt. Only the latest award will be worn.

b. There are three levels of badges: Expert, Sharpshooter, and Marksman.

c. **Qualification scores are:**

- (1). Expert 255-300
- (2). Sharpshooter 225-254
- (3) Marksman 185-224

11-35. School Awards. School awards may include Cadet of the Month and Cadet of the Year awards.

a. The Cadet of the Month Award consists of a certificate.

b. The Cadet of the Year Award consists of a certificate and a plaque.

11-36. Shoulder Cords. Shoulder cords are used to designate participation in JROTC activities. They will be awarded only to bona fide team, squad, or group members as designated below.

a. **Types of shoulder cords.** Below are the types of shoulder cords authorized for wear by Benson High School Magnet JROTC cadets.

(1) Green & White – Cadet staff/command. Always worn on the **Right** shoulder. Cadet must be a primary staff officer to wear this cord.

(2) Black – Adventure Team/Raider Challenge

(3) Red – Unarmed, Armed, or Saber Drill Team, Must be a member of a Drill Team for 1 school year and participate in at least 2 Drill Competitions. The cord may be worn while performing with a drill team as well.

(4) White – Color Guard. Cadet must have been a color guard member for 1 school year. The cord may also be worn while performing in a color guard.

(5) Orange – Honor Guard. Cadet must have performed honor guard functions to include flag detail for a period of 1 year.

(6) Blue – Musical Activity, such as Band, Orchestra, Chorus, etc.

(7) Tan – Marksmanship Team. Cadet must be on a marksmanship team for one year and competed in 4 matches.

(8) Yellow/gold – National Honor Society

(9) Green – Orienteering. Cadet must be a member of the Orienteering Team, and must have competed in at least one Orienteering completion.

(10) Lavender – Courtesy Patrol. Cadet must have completed at least 9 courtesy patrol events to earn this cord.

(11) Silver – Saber Team. Cadet must be a member of the Saber Team for one year and participate in Saber team events designated by the SAI.

b. Wearing of Shoulder Cords.

(1) If a cadet wears only one shoulder cord, it will be worn on the left shoulder.

(2) If a cadet wears two shoulder cords, the cord highest in order of precedence will be worn on the right shoulder.

c. An initial shoulder cord will be issued to cadets that earn it. Replacement shoulder cords are the responsibility of the cadet should they lose it. Double cords are available for purchase by cadets.

11-37. Berets. Berets are currently optional headgear which are used for teams participating in special events. **The only authorized Beret for JROTC Cadet wear is the Gray JROTC Beret. No other Beret may be worn by cadets to include the Black U.S. Army Beret.**

b. Benson JROTC has limited numbers of Berets available due to budgetary constraints. Berets will be issued on an as needed basis for cadets participating in activities where they are required. Cadets are permitted to purchase their own Berets, but the Beret must be the official JROTC Cadet Beret, and the cost of and procurement of the Beret will be the responsibility of the individual cadet.

c. Berets are appropriate headgear for all routine uniform inspections and other activities where uniform wear is required.

11-38. Arc Pins. Special JROTC Arc Pins designating various JROTC teams/activities may be worn by cadets that earn them by participating in the appropriate activity.

a. On the male Class A uniform Arc pins will be worn centered on the right chest pocket. Arc pins will not be worn on the Class B shirt. Multiple pins will be worn in order of precedence with 1/8" between pins.

b. On the female Class A uniform pins will be worn on the right side of the jacket parallel to the waist. Multiple pins will be worn in order of precedence with 1/8" between pins. Arc pins will not be worn on the class B shirt.

c. Pins identified in the Army JROTC Cadet Reference, 6th Edition are authorized for wear by Benson High School Magnet JROTC cadets. Pins will be worn in the order of precedence indicated in the Cadet Reference. It is not required to wear Arc Pins, and you may wear the pins that you choose to purchase.

d. Cadets who wish to wear Arc Pins must purchase the pins at their own expense.

11-39. Wearing Awards. Cadets are expected to wear all awards to which they are entitled during uniform inspections. When an award consists of both a ribbon and a medal, the cadet may wear one or the other, but not both. Wearing of awards may be restricted for members of drill teams, or special teams when participating in competitions or special ceremonies. In those cases the SAI/AI will designate the precedence, type, and number of awards that may be worn.

11-40. Certificates of Training. Certificates of training will be issued to cadets who complete training or military training in addition to the prescribed curriculum, or that goes beyond the scope of the regular course of instruction. These may be presented at the completion of the instruction, at a Battalion Formation, or at the end of year awards ceremony at the discretion of the SAI/AI.

11-41. Certificates of Achievement. *Certificates of Achievement may be to cadets for outstanding achievement that elevates them above their contemporaries.* They may be issued for team participation and other activities where the cadet has given time, effort, and service above that which is normally expected.

11-42. Benson JROTC Varsity Marksmanship Team Letter.

a. Criteria. The cadet must have been a successful participating member of the Benson JROTC Marksmanship Team for one academic year, meeting all team and competitive requirements and making a positive contribution to the team. Must shoot in 50 percent or more of team matches during the season.

b. The award is a Benson Letter “B” and a certificate. Pins are awarded for subsequent awards.

c. Selection. This is at the discretion of the AI who coaches the marksmanship team.

11-43. Benson JROTC Activity Letter.

a. Criteria. The cadet must accumulate 150 net Merits in the academic year to qualify for the letter. Refer to Chapter 12 for the details of the Merit/Demerit Program. In addition to accumulating 150 net Merits, the cadet must also demonstrate the values outlined in the Cadet Creed, be maintaining a 2.0 “C” grade point average in all courses, and clearly be meeting the goals of the JROTC Program to become a better citizen. All LET Levels are eligible to earn the Letter.

b. The award is a Benson Letter “B” and a certificate. Pins will be awarded for subsequent awards of the letter.

c. Selection. The SAI and AI will select cadets to receive the award.

11-44. SAI/AI Impact Awards.

a. Criteria. Outstanding performance that is indicative of excellence and stands apart from simply accomplishing the mission.

b. The award may be a symbolic “dog Tag” or a Challenge Coin based on the discretion of the SAI or AI.

Chapter 12. Merits and Demerit Program. (JROTC Letter Program)

Merits and Demerits are used to encourage positive behavior in Cadets

12-1. The Merit/Demerit program fosters the development of discipline within the Cadet Battalion and aids in teaching and motivating cadets. Extreme care is necessary so that this program does not become a means to arbitrarily deny participation in the JROTC Program. Cadets should be treated with dignity and respect as young adults at all times.

12-2. The Merit/Demerit system will be administered and controlled by the SAI and AI in a manner which will enhance the overall JROTC Program at Benson High School. All cadets must understand the system.

12-3. Minor infraction of rules and regulations should be resolved on the spot if possible to avoid assessment of demerits for trivial reasons. The success of the system depends upon the leadership of the SAI and AI, and the senior cadet leadership: Company Commanders, 1SGs, Bn CSM, XO, and CDR. It must be administered impartially and using good common sense.

12-4. Merits and Demerits will be cumulative for one school year only. An accounting will be made at the end of each school quarter and posted to a cadet roster which will be posted on the unit bulletin board. Merit and Demerit tracking will be maintained by the Cadet CSM and by the Cadet S1 in JUMS.

12-5. The SAI will insure that the program is not in conflict with school policies.

12-6. Merits. Merits are positive points awarded for exceptional conduct that reflects positively on the JROTC program, the community, and the school. See the matrix in Table 12.1.

12-7. Demerits Demerits are negative points assessed for infraction of JROTC program, or school rules and regulations, or any act that would reflect unfavorably upon them. See the matrix in Table 12.2,

- a. May be given at any time or more than once in a day for the same offense unless a correction can be made on the spot.
- b. May be assessed on campus, or if participating in a school or JROTC activity, off campus. If in uniform, may be assessed regardless of time or location.

12-8. Guide for awarding Merits and assessing Demerits:

- a. Table 12.1 provides guidance on conduct that Merits may be awarded for.
- b. Table 12.2 provides guidance on conduct that Demerits may be assessed for.
- c. SAI and/or AI may assess merits or demerits other than those listed in the matrices.

12-9. Responsibilities:

- a. Cadets in the rank of SGT or above in a leadership position may recommend merits or demerits.
- b. The Cadet Battalion CSM and Cadet Bn S-1 are responsible to the Cadet Battalion Commander and SAI/AI for the administration of the program.
- c. Only the SAI/AI has authority to have Merits or Demerits posted to the cadets record.

12-10. Procedures.

- a. The matrices in Tables 12.1 and 12.2 will be posted on the bulletin board.
- b. All merits and demerits accumulated during the quarter/semester may be considered by the instructor in determining the cadet's grade.
- c. Cadets acquiring 20 or more Demerits in a school quarter will be formally counseled by the JROTC instructor and may be considered deficient or failing in the program. More than 20 Demerits in a quarter may be grounds for dismissal from the program.
- d. Merits and Demerits may be considered for promotion or reduction in rank, and application of favorable or unfavorable administrative actions.
- e. Cadets with a net accumulation of Demerits will not be permitted to go before a promotion board.
- f. Cadets with a net accumulation of Demerits may not be permitted to participate in JROTC activities, functions, or on JROTC teams.
- g. The SAI and/or AI will be the sole final arbiter with regard to Merits and Demerits.
- h. A cadet who earns 150 or more net merits in a school year may be considered for a JROTC Activity Letter. Merit accumulation is only one component of lettering. The Cadet must also be recommended by the SAI/AI for a letter. Lettering takes into account the total cadet.***

12-11. Administration:

- a. The SAI and AI may award Merits and assess Demerits unilaterally.
- b. Cadets in leadership positions in the cadet rank of SGT or above may **RECOMMEND** Merits and Demerits.
- c. Recommendations will flow up the cadet chain of command from the level at which it was recommended.
- d. After the recommendation is received by the Cadet Battalion Commander, he/she will make a recommendation to the SAI/AI.
- e. After review the SAI/AI will direct the Cadet Bn CSM to process the award/assessment and forward it to the Cadet Bn S-1.
- f. Cadet Bn S-1 will enter the Merits, or Demerits into JUMS.
- g. Recommendations for Merits/Demerits will be made on the form contained in Figure 12.1,

- h. Cadet CSM will track Merits/Demerits on the Cadet Merit and Demerit Tracking Record and maintain those tracking records in the CSM Continuity Book.
- i. Cadet CSM will maintain a file of all Merit/Demerit Recommendation Forms.
- j. The Cadet CSM will post an updated roster of Merits/Demerits to the bulletin board weekly and will also announce merits and demerits assessed for the prior week in the weekly Cadet Battalion Staff Meeting.
- k. A roster will be developed and maintained for the school year. At the end of the School year it will be removed from the Cadet CSM's continuity book and turned in to the SAI.
- l. If a cadet has accumulated Demerits, Merits earned will first work off Demerits. If a cadet is assessed Demerits, they will reduce net Merits.

12-12. Appeal of Merits and Demerits.

- a. A cadet has the right to appeal merits awarded if they believe that the number of merits assessed was insufficient based on the matrix in Table 12.1.
- b. A cadet has the right to appeal any Demerits assessed if he or she believes they were unjustly assessed.
- c. Appeals must be submitted using the form letter contained in Figure 12.2. Appeals will only be considered if they are in writing on the designated form.
- d. Appeals must be submitted within 5 school days of the roster being posted on the bulletin board. Appeals will be submitted to the SAI directly. Appeals will be answered in writing only, within 5 school days.
- e. The SAI is the final arbiter on ALL appeals.

BENSON HIGH SCHOOL MAGNET JROTC

MERIT/DEMERIT

RECOMMENDATION/APPROVAL

Date: _____

Cadet _____ Rank _____ Company/Plt/LET _____

Merit Matrix Number _____ Demerit Matrix Number _____ Time/Blk _____

Reason:

Cadet Informed: YES NO If not, why?

RECOMMENDED BY: _____

Name Rank Position

Recommend: Approval ____ Disapproval ____ _____

1SG Name

Recommend: Approval ____ Disapproval ____ _____

CSM Name

Recommend: Approval ____ Disapproval ____ _____

Co. Commander Name

Recommend: Approval ____ Disapproval ____ _____

Battalion Cdr Name

APPROVED ____ DISAPPROVED ____ _____

SAI/AI

Posted to Record _____

Date S-1

CSM

Figure 12.1

**BENSON HIGH SCHOOL MAGNET JROTC
APPEAL OF MERITS OR DEMERITS**

Date: _____

To: Senior Army Instructor
Benson High School Magnet JROTC

1. I, _____, was assessed ___ merits___ demerits ___
for

2. I feel that this was an incorrect or unjust assessment and I wish to appeal based on the following facts:

a. _____

b. _____

c. _____

d. _____

Cadet Name Rank

LET LEVEL

Company

Figure 12.1

Figure 12.4

BENSON HIGH SCHOOL MAGNET JROTC											School Year _____ - _____	
CADET MERIT AND DEMERIT TRACKING RECORD												
Cadet: Last name _____, First _____ MI _____												
LET _____ Company _____ Platoon _____												
MERITS												TOTAL
Date												
Matrix #												
Points												
DEMERITS												TOTAL
Date												
Matrix #												
Points												

**Table 12.1
MERITS**

CATEGORY	MERITS			
	A. 20	B. 15	C. 10	D. 5
1. Team Participation	Places in any JROTC competition designated by the SAI.	Competes in any JROTC competition designated by the SAI.	Attends any competition as a JROTC team member.	Member of any JROTC team as designated by the SAI.
2. Leadership	Battalion Cdr Executive Officer, CSM, or Primary Staff Officer	Team commander, Company Cdr, Asst Staff Officer	Platoon Leader or Company First Sergeant	Squad Leader in a company.
3. Awards	Legion of Valor, Superior Cadet Award or School Award, Cadet of the Year.	National organization award, Cadet of the month, Best Cadet in a class for JPA	Member of best squad or company for JPA	Receives any authorized JROTC award or certificate of achievement
4. Academics -	National Honor Society	Achieves Honor Roll	Maintains an A in JROTC	Maintains a B in JROTC
5. School Support	Participate in 4 Color Guard or Courtesy Patrols supporting school events.	Participate in 3 Color Guard or Courtesy Patrol supporting school events.	Command a Color Guard or Courtesy Patrol supporting a school event.	Participate in Color Guard or Courtesy Patrol supporting a school event.
6. Service Learning or Community Support	Leads a Service Learning Project or Accumulates 20 hours of community service.	Plans a Service Learning Project or Accumulates 10 hours of community service.	Participates in a Service Learning Project or Accumulate 5 hours of community service.	Accumulate 2 hours of community service.

**Table 12.2
DEMERITS**

CATEGORY	DEMERITS			
	A. 20	B. 15	C. 10	D. 5
1. Ethics	Cheating on a quiz, test, or exam. Making a false report**	Conduct in Uniform that is a discredit to JROTC (Fighting, PDA, etc.) **	Signing up to support an event/team or activity and not showing up.	Conduct unbecoming - first offense. Use of vulgar language each offense.
2. Military Courtesy and Respect	Insubordinate to the SAI or AI. Failure to obey the orders or direction of either. **	Insubordination to, or Failure to obey the orders of a Cadet Officer or NCO.	Distractive or Disruptive actions in the classroom or formation	Argumentive with instructor or Cadet superior. Improper conduct in formation
3. School Discipline	Discipline imposed by school administrators	Unexcused absence. Each occurrence.	Late to JROTC class, or assigned duty. Second + Offense. Cell Phone 2d+ Off.	Late to JROTC class, or assigned duty. First offense. Cell Phone 1st offense
4. Academics -	Receives an F Grade in non JROTC courses	Receives a D grade in non JROTC courses	Receives an F grade in JROTC	Receives a D grade in JROTC
5. Safety and Security	Any violation of weapon safety or security .	Loosing or willfully damaging an accountable JROTC item of equipment	Unsafe act during a classroom activity or athletic activity	Any act of horseplay or practical jokes.
6. Wear of the Uniform***	Wearing incomplete uniform, or unauthorized insignia, and awards.	Uniform is not cleaned or pressed, shoes not cleaned or shined, brass not polished.	Maintains substandard personal appearance, grooming, cleanliness, chewing gum in class.	Failure to wear uniform when required. Each offense.

Notes:

** May result in dismissal from JROTC

*** These may be assessed cumulatively. One offense could result in 50 demerits.

Chapter 13 – Cadet Portfolios

Cadet Portfolios are required by Chapter 2, CCR 145-2, and are a part of the Cadet Formal Inspection checklist. Every cadet is responsible for the contents of his portfolio. Cadet company commanders are responsible for monitoring the portfolios for their company.

13-1. Minimum Requirements

CCR 145-2, Paragraph 2-5 should be consulted annually to determine if any changes have been made to the portfolio requirements.

a. LET 1

- (1) Personal Cover Page.
- (2) Mission Statement of goals.
- (3) Personal Transition Plan
- (4) Personal Skills Map.
- (5) Winning Colors Communication Discovery Form
- (6) Learning Style Inventory
- (7) At least two samples reflecting academic work.
- (8) Awards / Certificates / Pictures

b. LET 2 - 4

- (1) All LET 1 items from above.
- (2) Personal financial planning portfolio.
- (3) Personal growth plan assessment task.
- (4) Results of fitness summary (JUMS Cadet record).
- (5) Appreciating diversity reflection assessment tool.
- (6) An entry from the JROTC Essay Contest or other writing assignment
- (7) Resume with references.
- (8) Samples of awards, certificates of accomplishments or other achievements.
- (9) Samples of academic units of studies.

13-2. Cadet Cover Page

The cadet cover page is every cadet's opportunity to personalize their portfolio. Cover pages can have pictures and/or drawings, but must meet the minimum standards below.

a. Minimum information required.

- (1) Full Name. (Upper left hand corner)
- (2) LET level. (Upper right hand corner)
- (3) Class Period. (Lower right hand corner)
- (4) Year of High School (Freshman, Sophomore, Junior, or Senior)(Lower left hand corner)

b. Pictures and/or drawings.

- (1) Can not be sexual in nature.
- (2) Can not be violent in nature.
- (3) Must be in good taste (the AI/SAI is the final authority).

13-3. Statement of goals.

The statement of goals is a constant work-in-progress. Each cadet will be given a Statement of goals worksheet at the beginning and at the end of each LET level. Every worksheet will be kept in the portfolio so each cadet can track and see how their goals change and evolve as they go through high school.

13-4. JUMS Cadet Record.

A copy of the cadet JUMS record will be added to the portfolios after the Cadet Challenge is complete.

- a. The cadet S1 will print out the cadet records for each cadet within two weeks after the Cadet Challenge scores have been inputted into JUMS. The S1 will separate the records by class for distribution to cadets.
- b. The company commanders will ensure the records are added to cadet portfolios.
- c. The records help meet requirements for fitness scores and awards.

Chapter 14 - JROTC Co/Extracurricular Activities

14-1. General. The Cadet Corps has many activities outside the regularly scheduled hours of instruction. These activities are planned to provide additional training, as well as recreation. Insofar as schedules permit, you are urged to take an active part in these activities. You will find that JROTC activities are both official and social.

14-2. Selection of Teams. Members of the extracurricular teams are all volunteers. From the groups who volunteer for these activities, only the very best are selected by testing to represent the JROTC and the school in such activities as the Drill Team (Unarmed/Armed/Female), Rifle Team, Adventure/Cadet Challenge, Orienteering, Saber, and Color Guard. If you are not selected for one of these teams, do not be discouraged. Keep working to improve your military skills and you may be selected at a later time.

14-3. COMPETITION GUIDELINES.

a. The purpose of going to the competitions is to increase self confidence, promote team work build working relationships with team mates and other schools, and to have fun. Winning is not everything.

b. All cadets trying out for any competition must have a GPA of 2.0 or higher with No "F"s.

c. All **cadets trying out** for competitions ***must make all practices***, notices of where and when the practices will take place will be posted on the JROTC room doors, and the JROTC Bulletin Board at least one day prior to the practices, It your responsibility to check the schedule.

d. ***Any cadet who misses 3 practices or is late 3 times will be dropped from the try out team.***

e. ***If attendance at a competition requires the cadet pay a fee, buy a ticket for travel, etc. and a cadet drops out for either missing practices or absences, the cadet is responsible for the payment of the fees, price of the tickets, and must reimburse Benson JROTC. When cadets are asked to pay a portion of their tickets or team fees the amount you owe will be posted on the bulletin board and the right hand corner of your travel permission form and the cadet will also be told verbally how much their portion will be.***

f. Cadets who don't bring the proper clothing or foot wear for practice will not be able to practice and will be considered absent until they obtain the uniform at which time they will be listed as late.

g. Selection for the competition teams will be an aggregated average of the try out times, and attendance. In the event of a tie the AI will make the decision of who will go. The decision will be based on what is best for the teams and who will benefit most from the experience. All cadets should remember winning is only part of the reason for going to a competition.

h. Any cadet who becomes disruptive during practices or at the competition will be dropped from the team and immediately sent home.

I have read and understand the above guidelines for the competition

PRINTED NAME _____

SIGN _____ DATE _____

Initials _____

14.4. Benson High School Magnet JROTC Competition Contract.

BENSON HIGH SCHOOL MAGNET JROTC

Competition Participation Contract

(For All Events)

1. I, _____ (last name, first name), do hereby agree with full consent to the terms and service requirements of the Competition Participation Contract.
2. I understand that I must abide by the Rules, Standards, and Expectations of the Benson High School Magnet JROTC SOP for competition: stating that:
 - a. A minimum GPA of 2.0, with no "Fs", must be maintained to participate in practice and compete in events. In the event tickets for travel are purchased or fees are expended on my behalf and I become disqualified due to grades or nonparticipation due to attendance or attitude, I will be required to pay for the ticket or reimburse Benson JROTC for fees and expenses advanced on my behalf.
 - b. Promptness to all practices and events is required.
 - c. I can NEVER leave equipment i.e. rifles, harnesses, flags, ropes, seats unattended.
 - d. I cannot give equipment i.e. rifles, harnesses, flags, ropes, seats to a person outside of the competition teams.
 - e. Military bearing must be maintained during practices.
 - f. Open toe shoes/no shoes will result in Demerits issued by the Team Commander.
 - g. In the event I am asked to contribute money for an event, notice will be given verbally as well as on the permission form.
 - h. Cell phones and any other electronic devices are not allowed in formation and the risk of loss is on the owner. The SAI/AI may confiscate my phone and return it at their sole discretion.
 - i. All equipment must be respected and maintenance completed at all times. At the conclusion of the competition all equipment will be cleaned for turn in within 5 days.
 - j. To sign out equipment, i.e., rifle, I must wait outside the supply room in a single file line at the position of Parade Rest while waiting to sign for my equipment.
 - k. Improper use and care of equipment will result in Demerits equal to my age. If the equipment item is lost or damaged, payment will be expected from the cadet.
 - l. The equipment should undergo maintenance after every practice.
 - m. There will be a three-day window for all changes in routine.
3. I further understand that there will be a schedule for practices implemented by the Competition Team Commander(s), approved by the SAI/AI, and posted on the board in the class room, of which it is mandatory to read.

4. I understand there is also an Attendance policy that I must abide by that states: a. Reasonable excuses are: family emergencies, medical appointments, work/job, mandatory meetings or classes. Lack of a ride is not an acceptable excuse unless it is the result of one of the other authorized excuses. If you do not have a ride, every reasonable effort must be made to obtain one. In most cases other cadets will be willing and able to assist if given notice of your need.

b. ALL EXCUSES MUST BE WRITTEN AND GIVEN TO A COMMANDER (preferably the team commander) prior to the day of practice.

c. No late notes will be accepted (unless returning from a sick leave; then the note may be turned in the day of my return).

d. Three unexcused absences or tardies in a team will result in dismissal from participating in that portion of the competition by the team commander with approval by the SAI/AI.

5. I further understand that:

a. Only members of the Competition Adventure / Drill Teams / Color Guard are able to compete.

b. I must have the proper uniform for the competition i.e. wear my complete class A uniform when I arrive for drill competition.

c. I am required to be on time and prepared.

d. I must complete and return a permission slip by the date indicated on the form in order to travel and participate in the event.

e. Should there be any fees, I will turn in payment the same time I turn in the permission form. Fees will be identified on the top right-hand portion of the travel permission slip.

f. I'm required to bring spending money in case of extra expenditures. Bring text books or Accelerated Reading books to keep me occupied between events.

g. If in the event I am a disruption (as determined by the SAI/AI) during training or an event, I will be dropped from the team and sent home.

h. I also understand that safety is a main concern and that I must follow the Safety section of the SOP stating that:

i. Weapons taken to the competition will not be left unattended.

j. At no time will weapons be pointed in the direction of other cadets and that this action will result in immediate dismissal.

6. I acknowledge the fact that all these rules and regulations can be found in the JROTC Cadet Standard Operating Procedures (SOP) located on the JROTC website as well as available upon request. Should I have any questions, comments, or concerns, I will refer to the SOP, Team Commander, and/or SAI/AI.

Student Printed Name _____

Signature _____ Date: _____

Parent Printed Name _____

Signature _____ Date: _____

14.5. Official/Social/Competitive Activities . Throughout the year there are other activities open to all Cadets.

a. **Academic Bowl.** OPS DAI and Cadet Command both sponsor academic bowls. OPS Academic Bowl consist of each OPS High School putting up a team made of up a LET 1,2,3, and 4. The Cadet Command academic bowl consists of LET I – IIIs. Cadet Command also sponsors a Leadership Bowl that consists of LET I – IIIs.

b. **Cadet Challenge. *It is mandatory for all cadets in the battalion to participate.*** Cadets are usually tested from November through March. Make-ups can be completed as soon as possible. OPS Cadet Challenge Competition is normally held in March with all OPS High School JROTC units participating. The event is hosted by Benson High School Magnet.

d. **Color Guard.** The JROTC Color Guard is formed from exceptional cadets and represents the Cadet Corps and the school at many formations, reviews, athletic events, and civic events throughout the year. There may be a Varsity Color Guard I, Varsity Color Guard II, and a Junior Varsity Color Guard.

e. **OPS Color Guard Competition.** A Color Guard Competition is conducted each academic year during the second semester by the OPS DAI. There is a Varsity and Junior Varsity Division.

f. **Flag Detail.** Selected cadets will raise and lower the flags each school day. This is normally accomplished before school and during the last class of the day. This group will also participate in Flag retirement ceremonies. A roster is maintained of participation.

g. **Honor Guard.** The honor guard practices periodically throughout the year and has a minimum of six cadets for each of its events. Cadets are selected from the staff and saber drill team. Participants will receive the Honor Guard/ Color Guard ribbon.

h. **Parades.** All members of the Corps are required to participate in the **Bellevue Veterans Parade**. This event performed for a **Summative Grade**. Nonparticipation means that you will not receive a grade. Participation in this even can only help your JROTC GPA. Other parades are encouraged. All participants will receive a Parade Ribbon for their participation.

i. **Military Dining Out (Military Ball).** The OPS DAI hosts a Military Dining out during the second semester of each academic year. All JROTC cadets are encouraged to attend. This is a formal ceremony followed by dancing and is jointly conducted with all seven (7) OPS High Schools. Host duties are rotated between High Schools in alphabetical order.

j. **JROTC Awards Ceremony.** All JROTC cadets are required to attend in uniform. If the cadet is unavailable, they must notify the military staff. The ceremony is held in the Benson High School Auditorium. If possible, a member of the awardee’s family should attend. This event consists of presentations of Scholarships, medals and certificates. It is followed by a reception in the Commons Area of Benson High School

k. **Battalion Staff Retreat.** This event is run by the Command & Staff. It is a social event held off-site at the conclusion of the Annual JPA Inspection. It is only authorized by the SAI/AI if the Battalion has performed to standard or better on the outcome of the JPA Inspection.

l. **Drill Teams.** The drill teams consists of the Saber, Armed Rifle, Unarmed mixed, and a Female team. Members are selected from volunteers each year and the teams participate at school, civic, and competitive events. Competitions are in Jan, Feb, Mar, and Apr. Cadets will be selected from their prospective teams. Members may compete in the following: Unarmed Regulation (Mixed and Female), Armed Regulation, Armed Exhibition, and Color Guard. Participants will receive the drill team ribbon.

m. **OPS Drill Competition.** Each academic year in the second semester, the OPS DAI hosts an OPS wide Drill meet open to only the seven (7) high school JROTC units in Omaha Public Schools. Benson Drill Team participation in this event is required.

l. **Air Rifle and Pistol Marksmanship Team.** The Air rifle team is formed early in the school year in Aug. The members are all volunteers and participate in match shooting. The matches open only to JROTC. Cadets must also sign a pledge and score 100% on the safety test.

m. **JROTC Cadet Leadership Challenge (JCLC).** Cadets are selected from the signup list. The number of participants are based on cadet enrollment with priority going to LET 1 Cadets and other cadets who have not previously attended the event. OPS DAI coordinates and runs the event. OPS DAI determines the by-school allocation of numbers of cadets who may attend. Cadets must be able to participate in normal physical education classes in order to be allowed to participate due to the physical requirements of the events at JCLC. JCLC is normally held during the week following the last week of school for the second semester. Cadets who attend and complete all scheduled days of JCLC will receive the JCLC ribbon or a ribbon from the appropriate service.

n. **Cadet Challenge/Physical Fitness Team.** There are two types of competitions. One is done at the school and the other is the OPS Cadet Challenge Competition. The team normally consists of a Junior Varsity Team made up of 3 Freshman LET 1 females, and 3 freshman LET 1 males; and a Varsity Team made up of 3 LET 2 – 4 females, and 3 LET 2 -4 males. Selection for the teams is competitive based on the cadet's scores on Cadet Challenge Testing conducted during JROTC Cadet Challenge Training.

o. **Orienteering Team/Adventure Training Team (ATT).** Training begins in August in preparation for an annual orienteering competition in October. Rigorous and strenuous training prepares cadets for competition. Classes in map reading and land navigation are also conducted to prepare this team for competition..

Chapter 15 – Color Guard

Color guard is an area of high visibility for JROTC. Therefore, it is important that color guard activities be conducted to the highest standards of professionalism.

15-1. Conduct. Color guard procedures will be conducted IAW FM 23-1.5. The cadet CSM and the Color Guard Commander are responsible to ensure this requirement is met.

15-2. Coordination. Color guard requirements will come from the Omaha Public Schools DAI, Benson High School Magnet, Benson Community, and Greater Omaha Area military and community service organizations.

- a. Request for Color Guard support must be made through the Benson SAI or AI. Normally the AI has primary responsibility for preparing and organizing color guard participation in events. The cadet CSM should also be proactive and, by monitoring the JROTC calendar of events, coordinate at least two weeks in advance to determine requirements.
- b. The cadet CSM must ensure that all color guard members receive permission forms for the event and get them signed by teachers and parents as applicable and returned to the SAI/AI NLT three days prior to the event, if permission forms are required.
- c. The CSM, S4 or instructor staff will issue and received weapons and equipment. The Color Guard Commander may receive all weapons and equipment alternatively depending upon the location and nature of the event.
- d. The S3 will ensure that all color guard events are documented on the training schedule and entered into JUMS in the unit report.
- e. The instructor staff will deliver the equipment to the Color Guard Commander prior to each event and ensure 100% of the equipment is returned upon conclusion the event.
- g. The S5 will support the color guard by taking photos and writing articles for publication.
- h. The S1 will document and coordinate with the S4 for the award of Color Guard Cords & ribbons.

15-3. Personnel Requirements. Normally the color guard will consist of four personnel: the national color bearer, the state color bearer, and two guards. Occasionally inclusion of the school colors will require a five member color guard. The AI, Color Guard Commander and cadet CSM will determine the make up of the color guard and ensure that for each color guard commitment and insure that for each event there is an additional cadet on standby in the event of illness or emergency for one of the members to meet the commitment.

15-4. Equipment Requirements. The Color Guard Commander will ensure that all color guard equipment is serviceable and ready for use at least two days prior to color guard commitments. He will immediately bring any discrepancies to the attention of the SAI/AI.

- a. See Annex A this Chapter.

15-5. Practice. Practice is critical to a high quality color guard. The cadet CSM will ensure that all color guards practice sufficiently to guarantee a professional performance.

15-6. Competition Color Guard. The competition color guard is a select group of four individuals selected by the AI.

a. At the AI's discretion the following competition Color Guards may be fielded:

- 1). Varsity I Color Guard
- 2). Varsity II Color Guard
- 3). Junior Varsity Color Guard

Chapter 16 – Drill Teams

The purpose of drill team competition is to promote teamwork, leadership, and self discipline.

16-1. Conduct. Drill team competitions will normally be conducted IAW FM 23-1.5. Drill competition hosts will publish LOIs that provide sequences and standards for the competition that must be adhered to by all participants.

16-2. Personnel. Teams will consist of a commander and marching unit as prescribed in meet directives.

16-3. Responsibilities.

a. Battalion Commander will:

- (1) Ensure that teams that wish to compete are formed and drill meet officials are notified of our participation IAW meet directives.
- (2) Resolve any practice scheduling conflicts.
- (3) Ensure planning documents are prepared IAW paragraph 5-4.

b. Team Commanders will:

- (1) Maintain safety as their top priority.
- (2) Become thoroughly familiar with the requirements of their event prior to the first team practice.
- (3) Recruit their team and schedule practices prior to the competition.
- (4) Develop a plan for the conduct of practices and brief the BC/SAI/AI on that plan a minimum of three weeks prior to the competition.
- (5) Ensure practice schedules are coordinated with other team commanders.
- (6) Ensure any equipment needed for practice and competition is available.
- (7) Ensure all permission forms are signed and turned in prior to competition.

c. Team members will:

- (1) Attend all scheduled practice sessions and comply with the instructions of the team leader.
- (2) Return all required signed permission forms prior to competition.

16-4. Rifle Drill Team Standard Operating Procedures

1. Command Policy

a. There will be either one commander or two co-commanders that are at least third year Rifle Drill Team members.

b. The duties of the Rifle Drill Team commander are to schedule and implement a drill schedule, to work with the SAI/AI to plan Rifle Drill Team related events, to train in accordance with the implemented Rifle Drill Team sequence, and to handle discipline measures.

c. The previous year's commander or commanders with the approval of the SAI/AI will choose the next year's commander (With the exception of the commander not graduating).

2. Rifle Drill Team Commander criteria:

- a. Required GPA 2.0
- b. Preferably will be a fourth year drill team member
- c. Leadership ability
- d. Time commitment (i.e. able to attend practices and other related events)
- e. Dependability
- f. Ability to manage time wisely
- g. Aptitude in Rifle Drill

3. Training Policy. Rifle Drill Team Practices must be held on a weekly basis. Three practices per week are preferred if possible.

- a. Rifle Drill Team practices must have at least 60 minutes of training time and may not exceed more than two hours long when including any added training time and/or breaks.
- b. Breaks must be given at least every 25-45 minutes and must be at least three minutes long.
- c. New Rifle Drill Team members will not be allowed to drill with the rifle until they are proficient at the basic drill and ceremonies.
- d. When a Rifle Drill Team member is allowed to handle a rifle, the proper sign-in and sign-out procedures must be followed.
- e. Before a Rifle Drill Team member is allowed to become part of the exhibition team, the 15 count manual test must be taken. On this test there can be no more than three errors and must be done with precision and form.
- f. Shoes must be worn at all practices. NO EXCEPTIONS!

4. Rules, Standards, and Expectations

- a. A minimum GPA of 2.0 must be maintained to participate in practice and events
- b. Promptness to all practices and events is required
- c. NEVER leave a rifle unattended
- d. Do not give a rifle to a person outside of Rifle Drill Team
- e. Military bearing must be maintained during practices
- f. Cell Phones and any other electronic toys are not permitted in formation
- g. The equipment must be respected at all times

h. To sign for your rifle, you must wait outside the supply room in a single file line at the position of Parade Rest while waiting to sign for your rifle.

5. Handling the Rifle

a. Dropping the rifle will result in 5 Demerits.

b. The rifle should undergo maintenance after every practice (Such as retightening screws etc.). There will be a three-day window for every exhibition move. This means that when a new exhibition move has been learned, the Rifle Drill Team member has a total of three days before he or she must do a push up for dropping the rifle while attempting this new move.

6. Award Policy

a. A Drill Team ribbon will be awarded after one Rifle Drill Team performance.

b. A cord will be only awarded given after two performances.

c. Other awards may be attained at competition.

Chapter 17 - Unarmed / Armed Drill Team and Color Guard Competition

17-1. General

a. **Mission:** To teach Cadets teamwork, leadership, and discipline.

b. **Competition:**

- 1) Cadets must be a member of the Drill Team/Competition Color Guard to compete.
- 2) Members need to be in class A uniform. Cadets with the wrong uniform will not participate.
- 3) Cadets are required to be on time and prepared.
- 4) Cadets who do not complete and return a permission slip will not be able to travel to compete.
- 5) Cadets are required to have their uniforms, money, and quiet entertainment to keep them occupied between events.
- 6) Cadets who are disruptive, as determined by the SAI/AI, will be asked to contact a parent and leave the Drill Competition. Conduct will be taken seriously. Those that do not represent their school will be suspended from the next Drill Competition. If the bad conduct continues the cadet will be removed from the team.

c. **Awards:** Members of the Color Guard and/or Drill Team compete for individual medals and team trophies for their performances.

17-2. Supplies and Equipment

a. Uniform. Uniform for competition is Class A w/awards and decorations.

b. Equipment. See Annex A of this chapter and the competition MOI.

- 1) An inventory sheet must be present to keep track of all items and members. This document will be signed by the Drill Team Commander and filed in the Drill Team folder.
- 2) All items will be accounted for before leaving for a Drill Competition.

17-3 - Safety

a. All cadets participating in a competition must be accompanied by a chaperone. These chaperones will consist of either the SAI/AI and/or a parent volunteer.

b. Weapons taken to a competitions will not be left unattended. The Team Commanders must keep track of all weapons.

c. At no time will weapons be pointed in the direction of other cadets. This action is cause for dismissal from the team on the first occurrence.

ANNEX A - Drill and Color Guard Competition

Drill Team and Color Guard Competitions

Chapter 18 - Honor Guard and Saber Team

The Honor guard is an area of high visibility for JROTC. Therefore, it is important that Honor guard activities be conducted to the highest standards of professionalism.

18-1. Conduct. Honor guard procedures will be conducted IAW FM 23-1.5. The cadet CSM is responsible to ensure this requirement is met.

18-2. Coordination.

a. Requests for Honor Guard/Saber Team Support should be made through the SAI and/or AI. The cadet CSM should be proactive and, by monitoring the JROTC calendar of events, coordinate at least two weeks in advance to determine requirements.

b. The cadet CSM must ensure that all honor guard members receive permission forms for the event and get them signed by teachers and parents as applicable and returned to the SAI/AI NLT three days prior to the event.

a. The S1 will document and coordinate with the S4 for the award of Honor Guard Cords & ribbons.

c. The CSM, S4 or instructor staff will issue and received sabers.

d. The S3 will ensure that all honor guard events are documented on the training schedule and entered into JUMS in the unit report.

e. The instructor staff will deliver the equipment to the Honor Guard Commander prior to each event and ensure 100% of the equipment is returned upon conclusion the event.

f. The Honor Guard/Saber Team will wear the standard JROTC Cadet Gray Beret.

g. The S5 will support the honor guard by taking photos and writing articles for publication.

18-3. Personnel Requirements. Normally the honor guard will consist of a minimum of six personnel and a maximum of thirteen personnel. The AI assisted by the cadet CSM will determine the make-up of the honor guard and ensure that for each honor guard commitment, there is an additional cadet on standby to meet the commitment if one of the primary honor guard members is unable to participate. So, for example, if there is a commitment for a six man color guard, seven cadets will be prepared and have approved permission forms completed.

18-4. Equipment Requirements. The cadet CSM will ensure that all honor guard equipment is serviceable and ready for use at least two days prior to honor guard commitments. He will immediately bring any discrepancies to the attention of the SAI/AI.

18-5. Honor Guard/Saber Drill Standard Operating Procedures.

1. Command Policy

a. The Honor Guard is on a higher standing than the Saber Drill.

b. There will be one Honor Guard commander and up to two Saber Drill Commanders.

- 1) The responsibilities of the Honor Guard commander are to inform both Honor Guard and Saber Drill members of upcoming events, to assist in all saber-related practices, to schedule any needed practices for the Honor Guard, to ensure that the Saber Drill commanders are fulfilling their duties, and in the case of a lack of Saber Drill commanders to fulfill their roles.
- 2) The duties of the Saber Drill commander are to cooperate with the Honor Guard commander, to schedule and implement a drill schedule, to inform subordinates of any upcoming events in the case that information is give directly to him/her, to train in accordance with the implemented Saber Drill Move List/Manual, and to fulfill the role of the Honor Guard commander in the case that he/she is unable to fulfill the given responsibilities.
- 3) In the case of two Saber Drill commanders, the post-first year commander will have precedence over the first year commander in fulfilling the role of Honor Guard commander. But, no one Saber Drill commander is above the other in authority. In the case of two Saber Drill commanders, all decisions made need to be mutual with each other.
- 4) In the case that a decision cannot be made regarding Saber Drill, the Honor Guard commander will objectively choose the course of action that will be taken.
- 5) Any decisions made by a higher authority must be followed.

2. Training Policy

a. Saber Drill practices must be held on at least a weekly basis. Two practices per week are preferred if possible.

- 1) Saber Drill practices must have at least 60 minutes of training time and may not exceed more than 3 hours long when including any added training time and/or breaks.
- 2) Breaks must be given at least every 25-45 minutes and must be at least 3 minutes long. Breaks must constitute 10 percent of the total time practice takes.
- 3) Water must be drunk before practice begins.
- 4) A review of regulation must take place for 10 minutes on a bi-weekly basis during the practice.

b. Honor Guard practices must be held at least once a month to ensure proficiency.

- 1) Honor Guard practices must be at least 30 minutes with training time and should cover all the different concepts and ceremonial procedures.
- 2) In the case that a Saber Drill and Honor Guard practice occurs on the same day, the Honor Guard practice will take place first. Sabers will be obtain based on seniority. Following in essence, the practices still may not be shortened.

3. Saber Policy

a. In the case of the Saber Drill, each person will be assigned a designated saber.

b. If there is an overage of members, first year and post-first year practices will be held on separate days and two people may share the use of one saber.

c. When an Honor Guard practice occurs, those who are not in the Saber Drill will be allowed to obtain a saber first.

d. Shoes must be worn at all practices. NO EXCEPTIONS!

4. Rules, Standards, and Expectations

a. Promptness to all practices and events is required.

b. Military bearing must be maintained during practices.

c. The core values must be followed.

d. Cell phones must be turned off and secured during practices.

e. **YOU MAY NOT HAVE A CELL PHONE ON YOU DURING A PERFORMANCE.**

f. The equipment must be respected at ALL times.

g. Ensure that all items are on the saber.

h. When getting your equipment, you must wait to get them in a single file line at the position of Parade Rest while waiting; and as the line advances, go to the position of Attention, step forward, and return back to Parade Rest.

5. Absences, Tardiness, and Leaving Early

a. Reasonable excuses are such as: A family emergency, medical appointment, work/job, mandatory meetings or classes.

b. **ALL EXCUSES MUST BE WRITTEN AND GIVEN TO A COMMANDER** (preferably the commander in charge of the practice).

c. Excessive absences and tardiness will result in a reprimand, then dismissal from participating for a set amount of time, and finally permanent dismissal.

6. Handling the Saber

a. The saber must be taken care of, and dropping the saber will result in assessment of Demerits.

1) First drop will result in 2 Demerits.

2) Consecutive drops will result in five Demerits added to the initial number of Demerits.

3) The sabers should be cleaned the day before an event if possible, and should be wiped off after every practice.

5) Leniency policy is as follows:

b. Depending on the move and the amount of practice needed to gain proficiency, leniency will be given if somehow the saber is dropped.

7. Award Policy

a. A cord will only be given after **five performances**, whether it be Honor Guard or Saber Drill. Of the five performances, **2 must be performing a Saber Arch**, and the remaining three may be any activity at which the Saber Team performs.

b. The specialized ribbon attachment is for Saber Drill members. Bronze represents first-year, silver is for second and third year, gold is for the commanders and fourth year members.

Chapter 19 - Marksmanship Program – Rifle and Pistol

19-1. General

a. **Purpose.** One of the basic military skills is marksmanship. The program of marksmanship instruction is designed to give each cadet an opportunity to develop their potential in their area.

b. Instruction and Competition.

1). Instruction: Instruction is conducted as a part of the regular Army JROTC curriculum. The course includes: safety, sighting and aiming, positions, and actual firing for practice and for record. You will fire 3 – 6 sight in rounds and 10 rounds in each of three positions: prone, kneeling, and standing. The maximum possible score is 300.

2). Competition: Rifle teams will be organized within the battalion. Competitive rifle matches will be arranged to inspire a wholesome spirit of rivalry between individuals and schools. JROTC rifle teams normally participate in the following matches:

(a) Omaha Public Schools Interscholastic Matches

c. **Marksmanship Awards.** All members of the team are awarded a tan cord and Rifle team ribbon. Appropriate marksmanship badges are awarded to all cadets who qualify with the rifle. Badges are awarded during the next awards ceremony. In order to qualify, you must score as indicated below:

- | | |
|------------------|-----|
| 1) Expert | TBD |
| 2) Sharpshooter | TBD |
| 3) Marksman | TBD |
| 4) Not Qualified | TBD |

19-2. Rifle Range Regulations

a. **Safety.** The paramount consideration in the conduct of range firing is safety. You will hear instructors continuously calling the attention of all firing groups to the safety regulations. Range firing can be a great deal of fun if everyone follows the few simple safety rules. If these rules are not followed, the range session becomes a chore and, in the worst case, someone could be seriously or even fatally injured. If these rules are not followed you'll be asked to leave to insure the safety of everyone.

b. **Regulations.** These range regulations are few and simple, but very important. Know them and abide by them at all times when on the range.

1) The SAI or AI will supervise cadets when they are using the rifle range. Groups to fire will not enter the range unless accompanied by that member.

2) Cadets firing an exercise will keep the weapon pointed down range until the exercise is terminated and the weapon cleared by the instructor in charge.

3) The bolts of weapons will be open, and the chamber of the weapons clear at all times, unless the instructor in charge has cleared the range and has issued instructions to firers to proceed with the designated firing exercise.

4) The range area will be maintained in a superior state of police. Before leaving the range, the instructor in charge will inspect the range to assure that it meets the proper standards of police.

5) The range will not be used without the express permission of the SAI/AI or their representative.

19-3. Marksmanship and Range Safety

a. **General.** Safety is paramount in the conduct of all forms of marksmanship training (e.g. preliminary, familiarization, qualification, and competitive firing). Firearms in the hands of untrained people are dangerous and may easily result in a serious or fatal injury. Safety applies before, during, and after firing.

1) Any person who observes an unsafe act, both on or off the range, will immediately correct the violation and report it to the officer in charge.

2) All weapons will be cleared and inspected by JROTC instructor personnel before and after use.

3) Issue and Handling of Marksmanship Weapons.

a) At all times during the issue of marksmanship weapons, a member of the military cadre will be present.

b) When a weapon is issued to an individual cadet, the cadre member will insure that the weapon is cleared and bolt is open. The receiving individual will insure that the weapon is cleared by visually inspecting the chamber.

b. Individuals handling weapons will keep the muzzle pointed up in the air and/or away from individuals.

c. No aiming, dry firing, or position work will be conducted outside the firing area.

d. Ammunition will be issued only on the firing range. The cadre will maintain a strict accountability of ammunition. All live ammunition and expended ammunition will be turned-in and accounted for by the cadre. A member of the military cadre will maintain visual control of the ammunition at all times.

e. All personnel engaged in marksmanship training will receive a safety briefing at the start of each period of instruction.

f. Turn-In of Marksmanship Weapons.

1) The range OIC will clear all weapons before they are removed from the firing line.

2) The weapons will be returned to the cadre with the bolts open and safety on. Cadets will visually check the chambers prior to handing the weapons to the cadre member.

3) The cadre member will inspect the weapons to insure they are clear with safety on before placing them in the rack.

g. Shooting Safety. The most important principles the beginning shooter should learn are those concerning safety. Therefore, before any individual is exposed to the use of firearms, they must be fully cognizant of the rules listed below.

1) Treat each weapon as if it is loaded.

2) Follow all commands given by the range officer, especially "Stop firing" and "Begin firing".

- 3) Always hold the weapon so that it is pointed in a safe direction. There is usually in the air or down range.
- 4) Be sure of your target before you shoot.
- 5) Be sure of your backstop.
- 6) Never point a gun at anything you do not want to shoot.
- 7) Do not climb trees or fences with a loaded gun.
- 8) Shooting at flat, hard surfaces and water causes ricochets. Don't shoot at these.
- 9) Do not handle or use a weapon while under the influence of alcohol / drugs.

h. Responsibilities.

- 1) The SAI/AI is responsible for the maintenance, security, and accountability of all weapons and ammunition issued to their detachments.
- 2) The SAI/AI is responsible for the preparation of the range SOP and insuring it is understood by all engaged in marksmanship training. All cadets will be required to understand all rules and follow them. Cadets should attend a brief safety/ training course before their first time using the rifle.

i. FIRING PROCEDURES AND COMMANDS. The range officer or instructor conducts the firing activity on the range. One of these personnel will be on the range with the cadets at all time without exception. To begin a range activity, the range officer designates the shooters who will use the firing points and instructs them to move their equipment to the firing line and take their shooting positions. When rifles are brought to the range, their muzzles must be pointed upward or downward range, their actions must be open and the guns must be unloaded. After the shooters get into their shooting positions and are ready, the range officer gives a series of commands to start and stop firing.

1) LOAD. No one may load any rifle until the range officer gives the command LOAD. Then the shooters may cock their rifles and insert a pellet or cartridge in them. It is a serious offense to load a rifle on a range before the command LOAD is given.

2) START. The next command tells the shooters that they can begin to aim and fire at their targets. No one may fire a shot until the command is given, even if the command LOAD has been given.

3) STOP. When shooting is finished, the range officer commands STOP. If the command STOP is given during firing, every shooter must immediately stop firing, open the actions on their rifles and wait for further instructions. No one is authorized to fire a shot after the command STOP is given. The range officer or any other person on the range can command STOP if they become aware of a dangerous or unsafe condition.

4) UNLOAD. If anyone on a range has a loaded air rifle after the command STOP is given, they must notify the range officer by raising their hand or calling out "Loaded rifle." The instructor will then give directions for unloading any loaded rifles. Loaded air rifles are normally unloaded by firing the rifle into an Air Rifle Discharge Container.

5) After firing is completed the range officer will check each rifle to be sure it is unloaded and the action is open. When that check is completed, the range officer will instruct the shooters on the firing line to leave the firing line so the next group of shooters can move up to the firing line.

6) There are a few other rules that are used on shooting ranges to assure safety and orderly conduct of the shooting activity. Every shooter should be familiar with these rules and any special rules that apply to the range you are using.

j. ADDITIONAL SAFETY RULES

1) TARGET. Shoot only at the target designated for you. Be sure your target is properly placed in front of a safe backstop. Shooting at any object on a range besides your own target is strictly forbidden.

2) LOADING. Rifle muzzles must remain pointed downrange or upward whenever the rifle is cocked and loaded. Special care must be taken to assure that a rifle muzzle is never allowed to point at a neighboring shooter or to any area behind the firing line during cocking and loading.

3) GOING DOWNRANGE. Whenever it is necessary for someone to go forward of the firing line to place or retrieve a target or for any other purpose, all rifle actions must be opened and rifles placed on the floor. No one should go forward of the firing line until authorized to do so by the range officer and no one should handle rifles while anyone is in front of the firing line.

4) TREAT EVERY RIFLE AS IF IT WERE LOADED. That is the ultimate gun safety rule. Even if you are sure your rifle is unloaded and even if a range officer has checked it treat the rifle as if it were loaded. Be sure it is never pointed at another person.

19-4. Air Rifle Marksmanship Qualification Awards.

JROTC cadets who participate in rifle marksmanship instruction are eligible to earn qualification badges. The badges designate three qualification levels, Marksman, Sharpshooter and Expert. The Expert badge is the highest ranking and most difficult to earn. The badges signify that the cadets who earn them have demonstrated the knowledge and skill to handle rifles safely and have mastered basic rifle marksmanship skills to achieve required scores in qualification firing tests. JROTC cadets are authorized to wear marksmanship qualification badges on their Class A or Class B uniforms. Cadets may earn more than one badge, but may only wear the highest-ranking badge earned.

a. **Qualification Course Standards.** The following standards apply to the conduct of unit qualification firing:

1. **Rifles.** Air rifle qualification firing must be done with sporter-class air rifles such as the Daisy M853/753/953 series rifles that were issued through the military supply system.

2. **Distance.** Air rifle qualification firing must be done at a distance of 10 meters (33 feet).

3. **Targets.** Air rifle qualification firing may be done on either the BMC (basic marksmanship course) or AR-1 competition targets.

4. **Clothing and Equipment.** During qualification firing, a sling may be used in the prone and kneeling positions, a glove may be worn on the support hand in any position and a kneeling roll may be used in the kneeling position. Shooting jackets cannot be worn when qualifying with the air rifle.

b. Integration with JROTC Marksmanship Curriculum. Cadets must receive marksmanship instruction before they do qualification firing. These marksmanship qualification standards and procedures are designed for qualification firing to be done in conjunction with the teaching of Unit 7 in the Army JROTC Leadership Education & Training curriculum. Qualification firing may be done in stages that are coordinated with completing these lessons in Unit 7:

1. Lessons 1-6, which include instruction in gun safety, the operation of the rifle, the standing position, the technique of firing a shot, sight adjustments and scoring, must be completed before qualification firing is done in any firing position. After Lesson 6 is completed, qualification firing in the standing position may be done.
2. After Lessons 1-7 are completed, qualification firing in the standing and prone positions may be done. To qualify for the Marksman and Sharpshooter badges, qualification firing must be done in those two positions, standing and prone.
3. After Lessons 1-8 are completed, qualification firing in the standing, prone and kneeling positions may be done. To qualify for the Expert badge, qualification firing must be done in all three positions, prone, standing and kneeling.

c. Qualification Scores. To receive a qualification badge, cadets must attain the required scores in firing supervised by a unit instructor.

19-5. JROTC Cadet Individual Safety Pledge

This JROTC Cadet Individual Safety Pledge is to be reviewed and affirmed by all cadets who handle, use or fire air rifles in Army JROTC Rifle Marksmanship Programs.

Cadet Name: _____

Key Words / Personal Actions

1. Obeying Commands & Instructions

An Army Instructor or Range Officer will be in charge of all range firing activities. I will listen to and immediately obey all commands and instructions given by this person.

2. Muzzle

Whenever I handle an air rifle, or guns of any kind, I will always maintain control of the muzzle so that it points in a safe direction. I will take special care to be sure I never point the muzzle at another person or myself.

3. Action

Whenever I handle an air rifle, or guns of any kind, I will immediately open the gun action (bolt or operating mechanism), or visually check to be sure the action is open. I will close a gun action only when I am on the firing line of a range and am authorized to do so by the Range Officer or instructor.

4. Trigger

Whenever I handle guns, I will do so without placing my finger on the trigger. I will place my finger on the trigger only when I am on the firing line, after I have placed my air rifle in a firing position and have begun to aim at the target.

5. Range Commands

I understand what the range commands LOAD, START, STOP and UNLOAD mean. I will respond properly to those commands whenever they are given.

6. Safe Loading

I will close the action of my air rifle or cock and load my air rifle only when I am on a designated firing point and have been given instructions or commands to do so. When I cock and load my air rifle I will take special care to keep the muzzle pointed up or downrange towards the targets.

7. Target

When I am firing on a range, I will fire only at my designated targets. I will not fire at anyone else's target or at any other objects on the range.

8. Malfunction

If, when I am on the firing line attempting to load or fire my air rifle, my air rifle fails to fire or malfunctions, I will keep the muzzle pointed downrange, raise my hand so the Range Officer can see it and announce "Malfunction." I will wait for the Range Officer to give me instructions or clear the malfunction.

9. Firing Completed

Whenever I have fired my last shot in a firing exercise, I will immediately open the action on my air rifle and present it so that the Range Officer can confirm that it is open. Unless instructed to remove my air rifle from the firing line, I will ground the air rifle as soon as it is cleared by the Range Officer.

10. Loaded Air Rifle

If I still have a loaded air rifle after the command STOP is given, or even if I think there may still be a pellet or gas charge in my rifle, I will keep the muzzle pointed downrange, raise my hand so the Range Officer can see it and announce "Loaded Rifle." I will wait for the Range Officer to give instructions for unloading the rifle.

11. Going Downrange

I understand that whenever anyone must go downrange to hang targets or for any other reason, that my air rifle action must be opened, my rifle must be grounded and I may not handle my air rifle while anyone is forward of the firing line.

12. Hygiene

I will protect my health by never bringing food or open drink containers to the range. I will always wash my hands immediately after I finish firing on the range.

13. Emergency Range Officer

I am also responsible for making sure everyone around me handles guns safely. If I observe someone pointing a gun muzzle at another person, handling a gun with a closed action or handling a gun with their finger on the trigger, I will immediately instruct or help that person safely control the muzzle, open the action or take their finger off of the trigger.

14. Self-Discipline and Focus

I recognize that gun safety is possible only if I and my fellow cadets apply the self-discipline and focus to continually think safety every time we handle guns or shoot on the range.

15. Safety Goal

The safety goal for our JROTC unit is zero accidents. I want to be part of achieving that goal.

Cadet Signature _____ Date _____

19-6. Marksmanship Team Offerings

1. Rifle Team. Open only to JROTC Cadets
2. Pistol Team. Open to all Benson High School Students who meet qualification standards.
3. Varsity and Junior Varsity competition Levels.

Chapter 20 – Physical Training Team/Cadet Challenge Team

During the year there may be events featuring physical fitness competition. This may be Cadet Challenge, an event with one or more schools, or other type of physical activity competition. An example might be an Army/Navy flag football game conducted with a neighboring NJROTC Program School.

20-1. Conduct. Physical training competitions will be conducted IAW the event host's directive.

20-2. Personnel. Teams will consist of a commander and team members as prescribed in meet directives.

20-3. Responsibilities.

a. Battalion Commander will:

- (1) Ensure that teams that wish to compete are formed and the event host is notified of our participation IAW event directives.
- (2) Resolve any practice scheduling conflicts.
- (3) Ensure planning documents are prepared IAW paragraph 5-4.

b. Team Commanders will:

- (1) Maintain safety as their top priority.
- (2) Become thoroughly familiar with the requirements of their event prior to the first team practice.
- (3) Recruit their team and schedule practices a minimum of three weeks prior to the competition.
- (4) Develop a plan for the conduct of practices and brief the BC/SAI/AI on that plan a minimum of three weeks prior to the competition.
- (5) Ensure practice schedules are coordinated with other team commanders.
- (6) Ensure any equipment needed for practice and competition is available.
- (7) Ensure all permission forms are signed and turned in prior to competition.

c. Team members will:

- (1) Attend all scheduled practice sessions and comply with the instructions of the team leader.
- (2) Return all required signed permission forms prior to competition.

Chapter 21 – Adventure Teams

During the year there are normally several events featuring adventure training competition. The Adventure teams physical fitness and competitive excellence. Members of the team will develop teamwork and leadership skills that can be used both in the classroom and in life. However, the main reasons to be a part of Adventure teams are to get to know your fellow cadets better and have fun! An example of an adventure team event would be Orienteering.

21-1. Personnel. Teams will consist of a commander and team members as prescribed in event directives. Normally two to three teams of 4 - 6 members and alternates will be selected based upon Cadet Challenge scores and overall skill proficiency. There may be more than two teams, however, only the best teams will be selected to participate in competitions

21-2. Responsibilities.

a. Battalion Commander will:

- (1) Ensure that teams that wish to compete are formed and the event host is notified of our participation IAW event directives.
- (2) Resolve any practice scheduling conflicts.
- (3) Ensure planning documents are prepared IAW paragraph 5-4.

b. Team Commanders will:

- (1) Maintain safety as their top priority.
- (2) Become thoroughly familiar with the requirements of the event prior to the first team practice.
- (3) Recruit their team and schedule practices a minimum of three weeks prior to the competition.
- (4) Develop a plan for the conduct of practices and brief the BC/SAI/AI on that plan a minimum of three weeks prior to the competition.
- (5) Ensure practice schedules are coordinated with other team commanders.
- (6) Ensure any equipment needed for practice and competition is available.
- (7) Ensure all permission forms are signed and turned in prior to competition.

c. Team members will:

- (1) Attend all scheduled practice sessions and comply with the instructions of the team leader.
- (2) Return all required signed permission forms prior to competition.
- (4) Baldwin, Campbell and Punahou Triathlon (no cord issued)

21-3. Safety.

Safety is always the first consideration in everything that the Adventure team does. An adult supervisor will always be present for the workouts to insure that the proper safety measures are being taken. Those include:

- (1) The proper stretching techniques and the proper use of exercises.
- (2) When the team is practicing rope bridge skills, an adult will be standing by to ensure that everything is done correctly; to avoid injury. and can support the weight of the cadets.
- (4) Cadets will use the buddy system when practicing land navigation so that if one cadet gets hurt or lost the other member can get help.
- (5) The adult supervisor will be familiar with all start and end points to ensure all cadets can be located quickly, if required.
- (6) A risk assessment will be completed by the AI and submitted to the SAI for review and approval.

21-4. Conduct.

Adventure training competitions will be conducted IAW Benson JROTC and the event host directives if we are hosting. Training is conducted as an extracurricular activity. The following directives will be followed when conducting Adventure Team training or competition. It is important to know them and abide by them at all times. They are as follows:

- (1) An SAI/AI must be present during any activity and during all practices.
- (2) Always follow orders from superior officers. Failure to do so can result in possible injury to yourself and others.
- (3) Be safe and stay alert!
- (4) Do not leave the group without permission from the SAI/AI present.
- (5) Follow the Cadet Code and remember that you are not only representing yourself but the Benson JROTC Battalion..
- (6) Remember that the equipment is not yours; treat it with proper care and make sure it is properly maintained.

21-5.Uniforms and Equipment.

Equipment and uniform will be IAW competition LOI. (See Annex A, Chapter 21)

- (1) Team members will be issued and wear appropriate/required equipment.
- (2) All equipment and supplies must be turned back in to the S-4 either when you are no longer on the team or within one week after the competition as applicable.
- (3) You will be issued equipment such as ropes, gloves, snap links and other items during practice and competition. This equipment will be signed for by Adventure Challenge Team who will maintain accountability at all times. All equipment will be turned in at the end of each practice, and will be clean and serviceable.

Chapter 22 – Cadet of the Month Program/Cadet of the Year

The purpose of the Cadet of the Month Program is to recognize outstanding cadets.

22-1. General. In coordination with the cadet commanders and staff, the cadet CSM will ensure that a Cadet of the Month board is scheduled and conducted monthly August through April each year. The board in April will be used to determine the Cadet of the Year and will take place prior to the Annual Awards Ceremony. On some occasions, a Cadet of the Month board may be held in conjunction with a promotion board.

22-2. Procedures.

a. Cadet of the Month is a unique distinction and should ideally be the cadet who has made the most significant contribution to Benson JROTC for the month. Conducting a traditional board may mean that the most deserving cadet is not recognized because they do not choose to go before a board. Therefore it is our position that the Cadet of the Month Board will not require cadets to physically appear before the board.

b. **Board Composition.** The Cadet of the Month Board will be made up of:

- 1). SAI
- 2). AI
- 3). Cadet Battalion Commander
- 4). Cadet Battalion XO
- 5). Cadet Battalion CSM

c. **Selection Considerations.** The following criteria will be applied by board members to make recommendations to the board on potential Cadet of the Month candidates:

- 1). Overall Grade Point Average (Improvement in this area may be a reason for consideration, not just a high GPA)
- 2). JROTC Grade Average (Improvement in this area may be a reason for consideration)
- 3). Leadership demonstrated in JROTC and/or in School
- 4). Merits earned
- 5). Community and School Service activities
- 6). Performance on JROTC or School extracurricular activities
- 7). Stepping up to a challenge that was difficult
- 8). Recognition for outstanding performance on the JPA, other inspection, or other evaluation.
- 9). Military bearing and personal grooming, while not a significantly qualifying factor should be considered as well. Is the cadet setting the standard for others?

b. Timeline for preparation. The board will be convene NLT then 15th of the month following the month for which the selection will be made. (For example: September Cadet of the Month Board will convene NLT 15 October).

22-3. Conduct. The board will meet and discuss their nominations. If a conclusion is not reached by consensus, the SAI will put the candidates to a vote by the board members. In the event the board members come to a tied decision, the SAI will break the tie.

22-4. Award. The cadet will receive a Cadet of the Month Certificate signed by the SAI and the Benson High School Magnet Principal.

22-5. Cadet of the Year. This same board will make a Cadet of the Year determination NLT than 30 March of the academic year. Cadet of the Year may or may not be a cadet previously selected as Cadet of the Month.

22-6. Cadet of the Year Award. The Cadet of the Year will receive a Certificate and a Plaque that will be presented at the JROTC Annual Awards Ceremony.

Chapter 23 – JROTC Cadet Leadership Challenge (JCLC)

23-1. Description. The purpose of the JROTC Cadet Leadership Challenge (JCLC) is to provide an opportunity for JROTC cadets to participate in required Army JROTC leadership training and to experience a simulated field training exercise (FTX) utilizing Army facilities.

23-2. Conduct. JCLC is normally conducted after the last week of school second semester. It will be conducted IAW the Omaha Public Schools DAI Memorandum of Instruction. All OPS schools participate in JCLC.

23-3. Cadet Attendance. The number of cadets who may attend JCLC is normally determined by a quota received from OPS DAI. In addition to the criteria set forth by OPS DAI, Benson High School attendees must meet the following criteria:

- a. Have a grade of “B” or better in JROTC, 2.0 GPA with no “F’s” in any subject..
- b. Consistently demonstrate appropriate behavior.
- c. LET 1 Cadets have priority followed by higher LET Level Cadets who have not previously attended JCLC. Graduating Senior Cadets may not attend JCLC.
- c. Comply with requirements of Chapter 14.
- d. Completion of every scheduled day must be accomplished by cadets who wish to receive the JCLC Ribbon.

Appendix A – Cadet Formal Inspection Procedures and Checklist. CCR 145-8-3 (Jul 2015)

The annual Cadet Formal Inspection is a snapshot of how well the battalion adheres to Cadet Command and 3rd Brigade requirements. It will normally take place during the second quarter each year. The Cadet Formal Inspection Evaluation checklist is shown at Figure A-1. Benson High School Magnet procedures are shown below:

A-1. The battalion commander will ensure that overall preparation for the inspection is accomplished.

A-2. The battalion executive officer will ensure that the battalion staff is prepared for its portion of the inspection.

(1) Schedule staff briefing rehearsals as appropriate to ensure a professional briefing in accordance with the format at Appendix I, Figure I-1.

(2) Ensure that pre-inspections of staff areas are scheduled IAW the inspection checklist so that there is time to make any corrections necessary. More than one pre-inspection may be scheduled if deemed necessary.

(3) Ensure that a detailed plan is developed for the preparation and conduct of the inspection.

(4) Ensure that a briefing book is prepared for the inspection.

A-3. The battalion Command Sergeant Major will ensure that drill requirements of the inspection are met.

Figure A-1

Cadet Formal Inspection Evaluation Checklists. The Cadet Formal Inspection Checklist may be found in CCR 145-8-3 (Jul 2015) and due to its length and detail will not be reprinted in this SOP.

Appendix B – (Place Holder)

Appendix C – Training Schedule Format

Appendix D – Planning Document Formats

TASKING LETTER SAMPLE

Date: 12/17/2015
From: COL Lydic
To: C/LTC Irlanda Arenas
Subject: West Point Parents' Association Dinner 22 Dec 2015

1. Event: West Point Parents' Association Dinner
2. Date/Time: 22 Dec 2015/ 6:00 pm to 10 pm
3. Location: Embassy Suites, LaVista
4. Report Time: 5:30 pm
5. Uniform: Class A
6. Purpose: Man Coat Check and collect tips and donations to Benson JROTC in support of Pearl Harbor trip.
7. Equipment: Need to have poster(s) display material; containers to collect money/checks/etc.
8. Cadets Volunteering:
 - a. Irlanda Arena
 - b. Carlos Hernandez
 - c. Jordan Fashing
 - d. Christian LeRoy
9. Cadets are responsible for their own transportation
10. Event Coordinator's name and contact info:
 - a. Amy Welton, 402-619-6008
11. My contact info: Cell: 610-223-6732

BENSON HS JROTC CADET BATTALION OPERATIONS ORDER SAMPLE

Date: 14 March 2016
From: COL Lydic, SAI, Benson JROTC
To: Cadet Bn Staff and Cadets Traveling to Pearl Harbor
Subject: March-a-Thon OPORD– 24 March 2016

1. **Situation:** Cadets planning to attend the Pearl Harbor Anniversary Event are in need of funds to support the trip. Fundraising and personal contribution is the way in which the trip will be paid for.

2. **Mission:** On 24 March 2016 the Benson Cadet Battalion will conduct a March-A-Thon in Benson High School Stadium to raise funds to defray the cost of attending the Pearl Harbor Anniversary Event.

3. **Execution:**

a. **Concept of Operation:** All Cadets participating in the Pearl Harbor Event will receive pledge forms to collect pledges for the number of laps they will complete in the March-A-Thon. On 24 March 2016 all cadets participating in the March-A-Thon will be released from classes at the end of 4th Block and assemble in the Benson HS Stadium for the event.

b. **Rules of Engagement:**

- 1.) The Benson JROTC Banner and the Benson Color Guard will lead off the march.
- 2.) Banner carriers and Color Guard will wear ACU's
- 3.) Participants will be excused from 5th Block classes
- 4.) Participants will have pledges solicited and pledge forms turned in to the SAI NLT end of classes on 23 March.
- 5.) Cadet Battalion Commander will form up the marching cadets 1350 hours (1:50 p.m.)
- 6.) Cadet Battalion Commander and participating Cadet Staff will be preceded by the JROTC Banner. Benson Color Guard will follow the commander and staff.
- 7.) Marching music will be played on the PA system for the marchers

8.) Cadets will march for a minimum of 12 laps around the Benson High School Track. Objective is to complete as many laps as possible within the time allotted

9.) All cadets planning to make the trip to Pearl Harbor will participate and solicit for pledges.

c. Tasks to supporting staff:

1.) **S3** will insure that the stadium facility and sound system equipment are coordinated for use on the afternoon of Wednesday, March 23rd. Will have facility opened and sound equipment in place and operation on the day of the event.

2.) **S2** will provide ongoing updates on expected weather conditions for the afternoon of 23 March. Updates will be provided beginning at the staff meeting on 18 March, and daily thereafter until the day of the event. Advise the Cadet Battalion Cdr, SAI, and AI on any weather or safety/security concerns for the event.

3.) **S4** will coordinate for water and first aid items to be available at the time of the march. **S4** will also coordinate issue of ACU's to the Color Guard and Banner Carriers. ACU issue must occur NLT than 23 March.

4.) **S1** track and record cadet performance in the march-a-thon. Number of laps completed, pledges obtained, funds raised. **S1** also coordinate for marching music to be played on the PA system during the march-a-thon.

5.) **S5** will coordinate with OPS media representative, Deb Garza, and coordinate opening ceremony, and media presence at the event. Also coordinate:

- Announcement in Weekly School Bulletin – 21 March
- Publicity on the JROTC Website
- Publicity in the JROTC and School Newsletter
- Photographs and video of the event on 24 March for future JROTC promotion, yearbook, and scrap book content.

4. Admin and Logistics

- a. Covered in tasks to support staff

5. Command and Signal

- a. 1SG Falcon, AI, will start the marchers
 b. COL Lydic, SAI, will perform Master of Ceremonies duties
 c. Cadet Staff will coordinate with Cadet Battalion Cdr and XO.
 d. Deb Garza contact info: Email: Deborah.garza@ops.org; Phone: 402-557-2075

SIGNATURE OF COMMANDER

C/LTC, JROTC

Commander

ANNEX A (EVENT LIST)

ANNEX B (EVENT SCHEDULE)

ANNEX C (PLANNING TIMELINE)

ANNEX D (TASK LIST and PROCEDURES)

Appendix E – PLACE HOLDER

Appendix F – Cadet Challenge Score Sheets

The scoresheet shown below may be used to record individual scores on the Cadet Challenge.

(PLACE HOLDER)

Appendix G – (Place Holder)

5. S2 SITREP

- This week's weather report through next Friday
- Report on Status of CP Taskings: Completed; Upcoming; Any issues
- Submit CP rosters on completed events to S-1 for entry into JUMS
- Submit completed Sensitive Items Inventory to SAI.
- Monthly Sensitive Item Inventory findings
- Monthly Rifle Inventory findings
- Facility/Equipment Security issues
- Any Security concerns?

6. S1 SITREP

- Current Status of Cadet Enrollment
- Update on JUMs for last week's events
- Last week's cadet participation rosters to instructors
- Promotions Boards: Results of most recent; Upcoming Board Dates
- Promotion Orders issued
- Newly received ribbons
- Cadet Records deficiencies/requirements
- Any Personnel/Administration concerns?

7. S4 SITREP

- Any new Clothing Items, Supplies and/or Equipment received since last meeting
- Any shortage clothing items, supplies and/or equipment
- Appearance, orderliness, cleanliness of Supply Room
- Any Supply and/or Logistic concerns?
- Status of preparation for inspections
- Cadet clothing records issues or concerns

8. S5 SITREP

- Events covered since last meeting
- Events to be covered in the upcoming week
- Events to be covered in the next 3 weeks out.
- Articles to Website, Social Media and/or News-Bulletin since last meeting
- Battalion News-Letter status
- Battalion History Book status
- Modifications made to JROTC Website since last meeting
- Modifications to be initiated
- Web Page management concerns?

10. CSM - observations/concerns about overall cadet Training, Conduct, Appearance and Morale within the battalion, and about general appearance, maintenance, and security/safety of battalion facilities, grounds, equipment and supplies.

11. XO - RECAP of taskings and suspense dates assigned to staff by Bn Cdr, XO, and/or Cadre

12. Bn Cdr - closing remarks to include PURPOSE, MOTIVATION, AND DIRECTION as he/she sees

appropriate. Areas of Emphasis

Appendix I. (PLACE HOLDER)

Appendix J. Unit Supply Procedures

1-1. Purpose. This SOP describes the customer service for students and cadre in utilizing the Benson High School JROTC supply room and equipment.

1-2. References:

- a. AR 710-2 Supply Policy below the Wholesale System w/changes and all supplements.
- b. AR 780-40 Issue and Sale of Personal Clothing.
- c. DA PAM 710-2-1 Using unit supply System Manual Procedures.
- d. CC REG 700-1 ROTC Standardized Logistics Procedures.
- e. Current Unit Supply Update.

1-3. Applicability.

- a. All personnel assigned to the Benson High School JROTC Battalion.
- b. All administration, staff and faculty of Benson High School JROTC.

1-4 Hours of Operation. The normal hours of operation coincide with the school operating hours.

1-5 Responsibilities.

- a. The uniforms and equipment of the Benson High School JROTC Department are the property of the United States Government. Uniforms and equipment are loaned to cadets for specifically authorized purposes.
- b. Every cadet is charged with the responsibility of maintaining his issued equipment and clothing in the best possible state of serviceability.
- c. Cadets are authorized to use their uniform and equipment for training and other activities approved by the JROTC Department and the school.
- d. Use of uniforms and equipment for purely personal purposes is a direct violation of the trust that has been placed in you.

1-6. Issue Procedures.

a. Uniforms.

(1) Uniforms will be issued to cadets during the first week of regularly scheduled classes. You must sign a hand receipt and agreement of responsibility, which states that they will be responsible for the items of Government property issued to you. When this agreement has been signed, you will be issued your clothing and equipment. Uniforms will be issued IAW with authorizations contained in the JUMS system.

(2) All issues will be recorded in JUMS by the S4. You will be required to sign this form acknowledging receipt of the property. You are cautioned, when signing for property, to be sure that you have received what you have signed for. The clothing record, once signed, is the official record of

the clothing and equipment you are charged with, and you will be held responsible for the items listed on it.

(3) A cadre member must be notified prior to issuing any additional equipment to a cadet by the cadet S4 section.

(4) All coats, trousers, and shirts will be sequentially numbered by item and as to whether it is male or female. Numbers will be recorded on the cadet's clothing record when the items are issued. A cadet not turning in the item number issued to him/her will be financially liable for the replacement of the item.

b. Equipment.

(1) Equipment will be issued on an "as needed" basis in coordination with the SAI and/or AI as applicable.

(2) All equipment issued will be annotated in JUMS and a hand receipt generated that will be signed by the cadet in charge.

c. Reissue. From time to time, a cadet will lose items of clothing and/or equipment. If this happens, immediately notify the SAI or AI and they may be issued another item. They will be required to sign for the reissue. At the time they receive the reissue, they will also be required to sign a Benson High School JROTC Fine slip which will be filed with the Benson High School Business Office. If the lost item is found at a later date, turn in the excess item and receive credit for it. If it is not recovered the cadet will be expected to pay for the lost item. If the item is found or paid for the Fine Slip will be withdrawn. If not, the cadet will not be able to clear the school to transfer academic records, etc, or in the case of graduation, Diploma's will not be awarded until all fines are paid by the student/cadet.

1-7 Maintenance of Uniforms and Equipment.

a. Minor repairs and the cleaning, pressing, and laundering of uniforms are the responsibility of the cadet.

b. Initial fitting and alteration costs will be paid by the Benson JROTC Department/OPS DAI.

c. Cadets may exchange, without cost, clothing equipment, which has become unserviceable through fair wear and tear (normal use).

d. Items of equipment and clothing, which have been damaged because of unauthorized use or through neglect, will be paid for by the cadet responsible, at the prevailing rate in accordance with appropriate regulations. (See Fine Slip discussion under "Equipment" above)

e. Unauthorized alterations, which change the configuration of the uniform, will result in financial liability by the responsible cadet.

1-8 Turn-In Procedures.

a. All uniforms and equipment must be turned in at the end of the school year, with the exception of those cadets attending Summer Camp or participating in Color Guards or ceremonies schedules during

the summer break. Those attending Summer Camp will turn in their uniforms and equipment as directed by the SAI/AI.

b. All uniforms and equipment must be turned in prior to disenrollment from the JROTC program. Grades/Diplomas will not be issued to those students who fail to turn in all required items.

c. All turn-in of uniforms and equipment will be recorded in JUMS by the cadet S4 or authorized representative and a clearance hand receipt generated.

d. Turn-in of equipment will be made to the cadet battalion S4 or their designated representative. All turn-ins must be witnessed by either the SAI or AI prior to an adjustment to JUMS.

ANNEX A – Requisitions, Issues and Turn-Ins (OPS DAI)

ANNEX B - Resource Management (OPS DAI)

ANNEX C – Credit Card Procedures and CARE System (OPS DAI)

ANNEX D - Cadet Fundraisers

ANNEX E – Inventories

ANNEX F - Weapons and Ammunition

ANNEX D

Cadet Fundraisers

C-1. Approval of a Fundraiser. Approval for all cadet fundraisers must be obtained in the following order:

a. Request for fundraising event submitted to the Benson High School Principal by the SAI or AI for approval

b. This must be accomplished and approved by the Principal before the fundraiser can begin.

c. The cadets may conduct the fundraising event once it is approved by the Principal.

d. All funds generated will be safeguarded and given to the SAI/AI daily for delivery to the high school main office. The high school accountant will deposit the funds into the Benson High School JROTC account as soon as possible.

C-2. Expenditure of JROTC Fundraiser Funds. Requests for expenditure of JROTC funds must be made by the SAI or AI through the high school accountant.

a. Submit a Purchase Order Request to the high school accountant for approval

b. Order/request items desired to be purchased.

c. When invoice is received the SAI or AI submits a request for payment or a check request to the high school accountant for release of the funds for payment

C-3. Request for Funds. All requests for JROTC funds held in the Benson JROTC account must be made in advance of need. All expenditures of cadet-generated funds must be supported by receipts that will be provided to the Benson High school accountant upon the completion of the transaction.

ANNEX E

Inventories

D-1. Annual “Wall to Wall” Inventory.

- a. A “wall-to-wall” inventory of all items will be accomplished by the JROTC Cadre, with the assistance of the cadet S4 section, on an annual basis.
- b. This inventory will be accomplished once cadets have returned all uniforms and equipment.
- c. All items will be accounted for at that time. If items are discovered missing, the battalion will regain accountability through one of the following:

- (1) Student obligation
- (2) Fine Slip
- (3) Report of Survey

D-2. Documentation. The inventory will be accomplished with the assistance of the automated rosters from JUMS. All adjustments will be made at the conclusion of the inventory to ensure 100% accountability of all uniforms and equipment.

ANNEX F

Weapons and Ammunition

E-1. Inventories.

- a. Daily. The cadre will conduct a muzzle count each time the weapons locker or safe is opened and again when closed.
- b. Monthly. A serial number inventory of all weapons will be alternately conducted by the SAI or AI and signed on a monthly basis along with all sensitive items. The result of that inventory will be forwarded to OPS DAI.

E-3. Authorizations.

E-4. Accountability. Weapons will be issued on a DA Form 3161 by serial number or by school number for those Air rifles that were purchased by the school.

E-5. Security.

- a. Cadets issued weapons and pellets are personally responsible for those items and will not further issue them to any other cadets.
- b. A cadre member will be present at the supply room or whenever weapons are issued or received; this will NOT be delegated to a cadet at any time.
- c. A cadre member will personally inspect locks, at the conclusion of any range/activity, to ensure that the supply room or range is secure and all weapons and pellets are accounted for prior to release of any cadets.