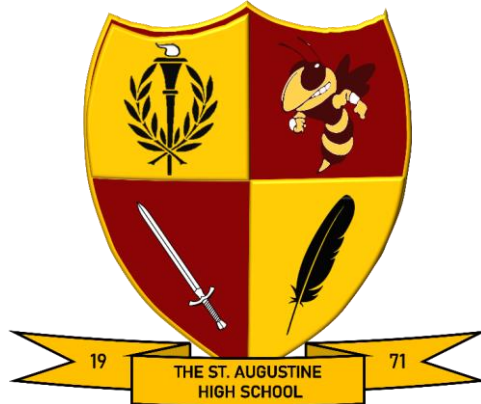




STANDARD OPERATING PROCEDURES (SOP)

**St. Augustine High School
Junior ROTC**



Battalion SOP

SAHS SOP Table of contents

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CHAPTER 1

GENERAL PROVISIONS (SAI & AI DUTIES)

A. AUTHORITY:

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

B. MISSION:

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

C. OBJECTIVES:

The objectives of the Army JROTC program are:

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

D. DEFINITIONS/JOB DESCRIPTIONS:

1. Senior Army Instructor (SAI) Responsibilities:

a. **General:** Directs, coordinates, and supervises the overall Army JROTC program, and teaches select classes in accordance with appropriate Army, State and School District regulations, directives and policies.

b. **References:** Current Army and School District regulations and policies.

c. Responsibilities:

(1) Department head of the JROTC department. Responsible for the success or failure of the JROTC program.

(2) Update designated lesson plans, student handouts and examinations for the JROTC program.

(3) Serves as counselor for the noncommissioned officer(s) assigned.

(4) Oversees training requirements and submission of requisitions for materials.

(5) Performs duties as official judge and/or board president/member in all cadet competitions.

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

2. Army Instructor (AI) Responsibilities:

a. **General:** The noncommissioned officer in charge (NCOIC) Army Instructor (AI) is responsible to the Senior Army Instructor (SAI) and the institutional head for the accomplishment of the instructional, operational, and administrative mission of the school's Army JROTC Program.

b. **References:** Current Army and School District regulations and policies.

c. Responsibilities:

- (1) On a daily basis, responsible for assisting the SAI with the overall Army Junior ROTC Training Program.
- (2) Prepare and maintain all records required by the Army and School District.
- (3) Performs as the primary instructor for LET 1 and LET 2 classes.
- (4) Serve as the designated primary hand receipt holder and Military Property Specialist (MPS) and IMPACT Card Custodian.
- (5) Faculty advisor for extracurricular activities.
- (6) Represents the SAI in his absence as JROTC department head and act as JROTC advisor to the principal and his staff.
- (7) Performs other duties as directed by the principal or SAI.

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

a. **General:** In addition to teaching different topics during the school year as required by the JROTC program of instruction (POI), the duties and responsibilities of all JROTC instructors encompass a variety of activities which extend beyond the classroom.

b. **References:** Current Army and School District regulations and policies.

c. Shared/Overlapping Responsibilities:

- (1) Adhere/comply with policies, procedures, rules, and regulations of the school principal, the School District, and US Army Cadet Command.
- (2) Establish and maintain cadet organization and rank structures, which, coupled with an awards and decorations program, provide incentives to promote acceptable performance of leadership responsibilities.
- (3) Plan and coordinate with supporting agencies, train cadets to conduct extracurricular activities to include community service.
- (4) Prepare a master training schedule and weekly training schedules.
- (5) Prepare cadets to attend summer camp (JCLC) IAW CCR 145-2.
- (6) Plan, coordinate, prepare for, and conduct a summer camp preparatory training session for cadets as needed.
- (7) Organize, train, and supervise multiple Color Guard teams to support school and community functions.
- (8) Organize, train and supervise cadet competitive teams to foster teamwork and the desire of cadets to excel.
- (9) Procure, maintain, safeguard, account for, and replace cadet uniforms, uniform accessories and accoutrements, training aids (to include drill rifles), air rifles, other

equipment and office supplies required to fully support and sustain an efficient JROTC unit.

(10) Create, maintain, and file for each JROTC student a cadet record which includes JROTC test/performance grades, promotions and reductions in rank, awards, and decorations, merits and demerits, and emergency data.

(11) Maintain various files and reports required by regulations.

(12) Routinely and frequently attend and participate fully in School District meetings and JROTC projects.

(13) Prepare for and participate in formal inspections conducted by the School District and Cadet Command.

4. Supply Activities and Tasks (See SAHS JROTC Supply SOP).

CHAPTER 2

CADET ENROLLMENT / DISENROLLMENT

A. CONDITIONS FOR ENROLLMENT:

1. Become at least 14 years of age during their Leadership, Education and Training (LET) 1 term/year.
2. Physically qualified under standards prescribed by CCR 145-2.
3. Acceptable to the high school principal and SAI.
4. Be a regularly enrolled student in 9th, 10th, 11th, or 12th grade. No student will be enrolled simultaneously in two (2) LET levels unless authorized by the SAI.
5. Morally qualified. Applicants for enrollment, who have a record of conviction by any military or civilian court, for other than minor traffic violations, are not eligible unless the Region Commander grants a waiver.
6. Eligibility for enrollment in LET 2-4 will be determined by the SAI.
 - a. Cadets MUST obtain a passing final grade (D or better) in order to advance to the next, LET level.
 - b. The SAI/AI have the right to not allow a Cadet to return to the program for reasons listed below (Disenrollment).

B. DIS-ENROLLMENT:

Normally cadets can be dis-enrolled or excluded from attendance, as appropriate, as determined by the SAI and the school counselors and principal.

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

CHAPTER 3

ACADEMIC CREDIT & GRADING

A. ACADEMIC CREDIT: JROTC Leadership Education & Training (LET):

Credit towards graduation is awarded as follows at SAHS:

1. LET-1: 1 elective credit (LET 1.1 & LET 1.2)
2. LET-2: 1 elective credit (LET 2.0)
3. LET-3: 1 elective credit (LET 3.0)
4. LET-4: 1 elective credits (LET 4.1 & LET 4.2)

B. GRADING:

1. The grading criteria for all LET-levels will vary depending on the instructor syllabus and curriculum and the prescribed JROTC Program of Instruction (POI) for each LET-level. However, the basic grading criteria will be broken down as follows (35% - 30% - 20%-15%):

- a. Uniform Inspections & General Cadet Knowledge (40%). Each Uniform Inspection is worth a total of **100** points. Specified points are deducted for uniform violations and failure to demonstrate general cadet knowledge.

(1) Uniform Inspections (see Chapter 9; Uniforms & Cadet Rank) are conducted during class periods on Wednesdays. Cadets are expected to wear their uniform to school and **remain in uniform for the entire day** (unless approved by SAI/AI to change into civilian clothes i.e., for PE activities, after completion of said activities, cadets will need to change back into their uniform).

(2) Cadets who FAIL to wear their uniform on inspection day or are ABSENT on uniform inspection day will be awarded **ZERO (0) points** for that inspection. They will be permitted to MAKE-UP this inspection the following day but **will only receive a maximum of 70 points**. The instructor (SAI/AI) will deal with any extended absences on a case-by-case basis.

(3) Failure to wear the uniform all day (even on a make-up day) will result in a ZERO (0) for that day's Uniform Inspection and possible Demerits (see Chapter 5).

- b. Exams, quizzes, tests, practical exercises, projects, presentations, etc. **(25%)**.

c. Overall, Class Participation (20%). Class participation is defined as asking/answering questions, discussion, etc. and may include mandatory participation in community support or JROTC events such as, the Jacksonville Veteran's Day Parade or submission of mandatory projects or assignments.

- d. Physical Readiness Training (PRT) **(15%)**

2. Extra credit may be made available to students, as determined by the classroom instructor (SAI/AI). Extra credit can be in the form of volunteering to support community, high school, and other extracurricular events or competitions, or academic coursework.

3. Any Cadet who is failing JROTC (below 60%) will NOT be permitted to compete as a member of a competitive team (Raider, Drill/Color Guard).

CHAPTER 4

CADET CONDUCT (CUSTOMS & COURTESIES)

A. CADET GENERAL CONDUCT:

Cadets will conduct themselves at all times in a manner to reflect credit upon themselves, the school, the Battalion, the U.S. Army, and the community.

B. CONDUCT IN FORMATION:

All JROTC instruction will be conducted in a military manner. Cadets will be considered to be in formation upon entry into the classroom or onto the drill field, will “fall in” as is appropriate to the occasion, and will come under the command and control of their cadet chain of command until released to the SAI/AI.

C. ACTS OF IRRESPONSIBILITY:

Horseplay and acts of irresponsibility will not be tolerated. At no time will public displays of affection be tolerated when in uniform or during field trips. Such actions may result in demerits given to the wrongdoer.

D. PUNCTUALITY:

Punctuality is mandatory for all formations.

E. Serious infractions of discipline and/or cadet regulations will be referred to as the SAI/AI. Actions will be referred to the appropriate school officials when necessary.

F. Cadets involving themselves in improper actions such as fighting, disrespect to staff or faculty, etc. while in or out of uniform are subject to demotion, demerits, and potential dismissal from the program (see Chapter 5; Merits and Demerits).

G. MILITARY STRATEGIES:

Courtesy is visible evidence of respect for designated authority and consideration of others. Courtesy among members of the Armed Forces is indispensable to discipline and unit cohesion. All JROTC cadets must consider this concept as an obligation to be in the program. These military courtesies must be adhered to and should be rendered to all current (Active Duty, National Guard, or Reserve) and former (Retired or otherwise) members of our Armed Forces. **Cadet Officers and NCOs** will be recognized, and their rank respected when in uniform or otherwise during school or at JROTC-supported functions/events.

1. Saluting (Officers): Saluting, more than any other courtesy, is the trademark of the military profession. It is both a greeting and an expression of MUTUAL respect. Rendering a salute does not mean that you are inferior or subservient. Instead, it reflects great pride in your profession and respect for those who are senior to you in rank or position and experience.

NOTE: Only OFFICERS receive a salute. Enlisted, to include NCO's, do not salute each other.

a. Procedures: **While in uniform (at all times)**, when meeting or walking past an officer outdoors (other than any designated non-Salute area), all Cadets will render a salute to ANY higher-ranking officer (Cadet or otherwise). The Salute should be rendered when

approaching and within 6 paces and eye contact is made (it is not necessary to stop; continue to walk, if walking). The subordinate will initiate the salute and will sound off with ***“Jackets,”*** the superior will return the salute with ***“Stronger Together.”*** Do not drop your salute until the superior officer returns the salute and drops their salute.

b. **DO NOT** render the hand salute when:

- (1) Indoors (unless reporting-in for a board, such as Cadet of the Month Board).
- (2) When NOT in uniform. However, cadets should acknowledge the higher-ranking or senior person by saying, “Good Morning, Sir”, or “Good Afternoon, Ma’am”.
- (3) As a member of a formation or group; the senior member or commander of that formation only needs to salute, after calling the formation or group to the position of attention.
- (4) Carrying articles in both hands, or otherwise occupied as to make saluting impractical. However, cadets should acknowledge the higher-ranking or senior person by saying, “Good Morning, Sir”, or “Good Afternoon, Ma’am”.
- (5) While driving a vehicle.
- (6) While inside a designated “no-salute” area.

c. **Avoiding eye contact or moving away from an officer to purposely avoid rendering a salute is a sign of disrespect and will not be tolerated.** Carry items in your LEFT hand so that you always have your RIGHT hand free so that you may render a salute.

2. **Officers:**

a. **Addressing an Officer by Name:** The most common courtesy is use of the words “Sir” and “Ma’am.” These terms are used when addressing a superior, either officer or cadet officer. When addressing an officer, the individual’s rank should precede his name. Example: when addressing Captain Jones, the proper address is “Captain Jones”. Lieutenants are referred to as Lieutenant, not First Lieutenant or Second Lieutenant when speaking in conversations. Likewise, Colonels and Lieutenant Colonels may be called Colonel. FOR CADETS: Full rank preceded by the word “**Cadet**” is usually used when making introductions, such as: “May I introduce to you Cadet First Lieutenant Jones.

b. **Talking to a Superior Officer:** Standing, when talking to or being addressed by an officer, is another common courtesy. Proper courtesy dictates that the subordinate will stand **at the position of ATTENTION while talking to an Officer.**

(1) Conversation with an Officer (outdoors): When approaching an officer for a conversation outdoors, halt approximately two (2) steps in front of the officer. Salute and state “Sir/Ma’am, Cadet _____, may I speak to you?” Wait for the salute to be returned and you are asked to state your business.

(2) Conversation with an Officer (indoors): When approaching an officer indoors **do not salute.** Come to the position of Attention, and then ask your question.

(3) Reporting to an Officer (SAI): Follow the following steps when reporting to a senior officer indoors:

- (a) Knock on the door of the office and wait to be told to enter.
- (b) Move to a position directly in front of the officer, assumes the position of attention and salute. State your rank, name, and purpose. Example: “Sir, Cadet Private Jones,

Reporting as Ordered.” Hold your salute until it is returned. If you are told to sit down, be seated. When business is completed, the cadet rises, stands at the position of attention, salutes, executes a facing movement and departs.

(c) Saluting an Officer: **When in uniform outdoors, cadets will render the hand salute to higher ranking Officers and will show proper respect when speaking to a cadet officer or NCO, no matter what LET level they are.** When NOT in uniform, a hand salute is not expected, but higher-ranking cadets will be properly recognized.

3. Non-Commissioned Officers (NCO):

a. Addressing an NCO by Name: When a cadet addresses an NCO, the individual’s rank should precede his/her last name. Example: when addressing Sergeant First Class (SFC) Williams, the proper address is “Sergeant Williams.” Sergeants, Staff Sergeants, Sergeants First Class, and Master Sergeants are referred to as Sergeant. First Sergeants (1SG) are always referred to as First Sergeant. Likewise, Sergeant Majors and Command Sergeant Majors are always addressed as Sergeant Major. When responding to a question from an NCO, the reply should include the NCOs rank, e.g. “Yes, Sergeant” or “No, Sergeant Major”. FOR CADETS: Full rank preceded by the word “**Cadet**” is usually used when making introductions, such as: “May I introduce to you Cadet First Sergeant Williams.”

b. Talking to or reporting to an NCO: Standing, when talking to or being addressed by an NCO, is another common courtesy. Proper courtesy dictates that the subordinate will stand **at the position of PARADE REST while talking to an NCO.**

c. Saluting an NCO: **Enlisted do NOT salute other enlisted, to include NCOs.** However, it is still proper courtesy to acknowledge another superior NCO when passing.

4. Approaching a Higher-Ranking Cadet: When a higher ranking/superior officer or NCO is in conversation with someone else, approach the Officer/NCO but remain 6 paces away at the position of Parade Rest. When the Officer/NCO is no longer busy, step forward, come to the position of Attention (Officer) or Parade Rest (NCO) and state your business.

5. Senior Officer or NCO (SAI/AI) Entering the Battalion/Battalion Area: It is common military courtesy to recognize the entrance and/or departure of any senior Officer(s) and/or NCO(s) into the unit area.

a. SAI:

(1) When the SAI enters the JROTC area at the beginning of the day, the first Cadet to recognize him will call the Battalion to “**Attention.**” All present will stand at the position of “Attention” until told to “Carry On” by the SAI.

(2) When the SAI announces he is departing for the day, a Cadet will call the Battalion to “**Attention,**” and all present will stand at the position of “Attention” until told to “Carry On” by the SAI.

b. AI (**If the SAI is not present**): When the AI enters the JROTC area at the beginning of the day, the first Cadet to recognize him will call the Battalion to “**At Ease.**” All present will stand at the position of “Parade Rest” until told to “Carry On” by the AI. **If the SAI is not present** when the AI announces he is departing for the day, a Cadet will call the Battalion to “**At**

Ease,” and all present will stand at the position of “Parade Rest” until told to “carry on” by the AI.

c. Other Military in Uniform: Additionally, when a superior of the SAI/AI (typically an announced visit from the Cadet Command) enters the room, the same courtesy will be rendered.

H. Honors to the National Flag and National Anthem.

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

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

3. Whenever and wherever the National Anthem, “To the Colors,” or “Hail to the Chief” is played:

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

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

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

CHAPTER 5 MERITS & DEMERITS

NOTE: This is a Cadet-led program! Cadets must be proactive about submitting these.

A. MERITS:

Cadets who **exceed** expected behavior may be submitted or recommended by another Cadet for the following Merits (final determination made by SAI/AI):

Outstanding appearance at inspection	1
Outstanding at drill (squad, platoon, company)	1
Volunteering for cleaning details, school projects and extra duties (for each hour of work)	3
Cadet of Quarter participation (awarded based on order of finish. 1 st Place-5 merits; 2 nd Place- 3 merits; 3 rd Place- 1 merit)	1-5
Miscellaneous; submitted by another Cadet (approved by the SAI/AI)	1-3

B. DEMERITS:

Cadets who **fail to meet** expected behavior in the following areas may receive the following Demerits (final determination made by SAI/AI):

Public Display of Affection (PDA) while in Uniform *	2
Detention (Reported Poor Behavior)	2
Disrespectful Behavior (reported by another Cadet or Teacher)	2
Failure to Follow Instructions (FtFI)	2
Horseplay while in Uniform	5
Dereliction of Duty (failure to attempt to accomplish assigned mission)	3
Abuse of foul or inappropriate Language	3
Smoking (or Dipping) on Campus	10
Uniform Infractions (out-of-uniform at SAHS or improper wear off campus)	3
ISSP	5
OSS	10
Improper/Poor Weapons Discipline (on an air rifle range)	10
Improper/Poor Weapon Discipline (during drill activities)	7
Restorative Justice	3
Fighting (observed & reported)	7
Fighting while in Uniform	10
Abuse of Authority	10
Miscellaneous (as determined by the SAI/AI)	3*

* PDA is defined per the SAHS Student Guide/Handbook

* Subject to change

C. PROCEDURES (STEPS/SEQUENCE):

1. Any Cadet NCO (Corporal or above) may recommend any cadet for merits or demerits. When a Cadet NCO or Officer observes another cadet exceeding expected standards of behavior (**merits**) or failing to meet expected standards of behavior (**demerits**) they will fill-out a **Merit/Demerit Card**. NOTE: The Cadet NCO/Officer submitting the Merit/Demerit Card must specify what behavior or category has been met on the Merit/Demerit Card. Select the most appropriate category per the table above – other behavior or categories can be mentioned to the SAI/AI for consideration. The Merit/Demerit Card must be completely filled out and should include the names of witnesses. Demerits can also come from the school administration for ISSP, OSS or Restorative Justice or be from a teacher who contacts the SAI/AI.

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2. The Cadet NCO or Officer will give the Merit/Demerit Card(s) to the AI (or SAI) as soon as possible after observing or reporting the behavior.

3. The AI (or SAI) will then investigate the circumstances surrounding the behavior/event. The AI/SAI may require other Cadets (or teachers) who observed the behavior (witnesses) to discuss it with them and may also include a discussion with the accused Cadet's chain of command.

4. The AI (or SAI) will confer about the circumstances and make a final determination whether the merits or demerits will "stick" or be "dismissed."

5. Once a determination has been made by the AI/SAI, the Merit or Demerit Card will be given to the appropriate Company 1SG or Battalion CSM for entry into the Merit/Demerit Log. For LET 2 Cadets, the Card will be given to the CSM to enter into the Log. The AI/SAI will also refer any ISSP or OSS demerits (obtained via email) to the appropriate Company 1SG or CSM for entry into the Log.

6. Once a Merit/Demerit has been approved, the Company 1SG or CSM will give the Merit/Demerit Card(s) and a copy of the Merit-Demerit Log to the Battalion S-1 for recording in the JUMS database.

7. The Merit/Demerit Log should be reviewed every Friday by the respective Company 1SG's and CSM.

8. Merits and demerits will be maintained separately, and a total count maintained (in both the Merit/Demerit Log Spreadsheet and JUMS) for a cadet's tenure in JROTC.

9. Cadets who earn zero (0) demerits for a whole school year will earn the Good Conduct Ribbon (N-3-10).

D. ADDITIONAL CONSEQUENCES (DEMERITS):

Cadets will receive the following additional consequences for failing to meet expected behavior:

1. Cadets who reach the **20** Demerit level during a Semester (1/2-year) will be ineligible to compete as a member of a competitive team for the rest of that Semester.

2. Cadets who reach the **40** Demerit level during a School Year (SY) will be reduced in rank by one grade or denied promotion.

NOTE: This system will only work if the Corps of Cadets uses it!

CHAPTER 6 ORGANIZATION OF THE BATTALION

A. The BATTALION IS AUTHORIZED UP TO THE FOLLOWING POSITIONS:

BATTALION (Cadet Battalion) Headquarters:

POSITION	CADET RANK
Battalion Commander (BC)	LTC
Battalion Executive Officer (XO)	CPT / MAJ
Battalion Command Sergeant Major (CSM)	CSM
S-1 (Personnel & Administration) Officer	1LT / CPT
Assistant S-1 Officer	2LT / 1LT
S-1 NCO In-Charge (NCOIC)	SFC / MSG
S-2 (Security & Special Projects) Officer	1LT / CPT
Assistant S-2 Officer	2LT / 1LT
S-2 NCO In-Charge (NCOIC)	SFC / MSG
S-3 (Operations & Training) Officer	CPT / MAJ
Assistant S-3 Officer	1LT / CPT
S-3 NCO In-Charge (NCOIC)	SFC / MSG
S-4 (Logistics & Supply) Officer	1LT / CPT
Assistant S-4 Officer	2LT / 1LT
S-4 NCO In-Charge (NCOIC)	SFC / MSG
S-5 (Public Affairs & Recruiting) Officer	1LT / CPT
Assistant S-5 Officer	2LT / 1LT
S-5 NCO In-Charge (NCOIC)	SFC / MSG
S-6 (Automation) Officer	1LT / CPT
Assistant S-6 Officer	2LT / 1LT
S-6 NCO In-Charge (NCOIC)	SFC / MSG

Company Headquarters:

POSITION	CADET RANK
Company Commander	1LT / CPT
Company Executive Officer (XO)	2LT / 1LT
Company First Sergeant (1SG)	1SG
Supply NCO (& Assistant Supply NCO)	SGT / SSG / SFC
Admin NCO (& Assistant Admin NCO)	SGT / SSG / SFC
Guidon Bearer	PFC / CPL

Platoon Headquarters:

POSITION	CADET RANK
Platoon Leader	SFC / 2LT
Platoon Sergeant	SSG / SFC
Squad Leader	SGT / SSG
Team Leader	CPL / SGT

NOTES: LET 3 (Junior) and LET 4 (Senior) Cadets will begin the Fall Semester at a RANK and in a DUTY POSITION as dictated by the SAI/AI (using an Order of Merit (OML) ranking; see below). They will be designated to a rank commiserate with their duty position, but typically one-below the typical rank found in typical Army units. This allows for a possible follow-on promotion in the Spring Semester. Cadets can be promoted above the authorized duty position, but only at the discretion of the SAI/AI. Some LET 3 (Junior) cadets (which are also taking LET-4) may be selected and appointed to staff positions on the Cadet Battalion Staff (when they are enrolled as a LET-3/4). However, they will be the same rank as both a LET-3 and LET-4.

B. SELECTIONS, APPOINTMENTS, AND PROMOTIONS:

1. General Guidelines. (See Annex on Promotions for more detailed procedures)

(a) Selection for promotion to any rank will be made on a “best qualified” basis. Consideration will be given to leadership ability, military proficiency in multiple disciplines (supply, admin, drill, etc.), appearance and bearing, and high character qualifications. Scholastic grades (both overall GPA & JROTC GPA), extracurricular activities, and other requisites will also be considered. See Race-to-PFC (under LET 1 paragraph below) for details on promotion to cadet PFC.

(b) Final determination and all appointments/promotions will be approved by the SAI/AI and promotion orders published (JUMS). This includes making duty position changes.

(c) Reductions in rank or change in duty position may result at any time for inefficiency, improper conduct, or other justifying causes when properly supported and with the approval of the SAI/AI. Reductions will also be made by written order in JUMS.

(d) Rank by LET level will not exceed the following except by approval from SAI:

- (1) LET 1 – SGT.
- (2) LET 2 – SFC/2LT.
- (3) LET 3 – SGM/CPT.
- (4) LET 4 – CSM/LTC.

2. LET 4 (Senior-year) Selections/Appointments/Promotions:

(a) During the final semester of the LET 3 (Junior) year, all LET 3 cadets will fill out a questionnaire that provides them an opportunity to rank-order what positions they desire to have during their LET 4 (Senior) year (on the Cadet Battalion Staff).

(b) At the end of the LET 3 (Junior) year (during the Summer), the SAI and AI will determine and select which new LET 4 cadets would be best suited (“best qualified”) to hold leadership and staff positions on the Cadet Battalion (Battalion) Staff, using an Order of Merit List (OML). The OML will assist the SAI/AI in determining what cadets are best qualified for each Battalion Staff position. See OML Criteria below.

(c) At the beginning of the first semester, LET 4/Senior year Cadets will be promoted into their new positions (some may even go from NCO to Officer rank) on the Cadet Battalion Staff (at one rank less than the typical rank for the position).

(d) Just prior to the end of the first semester, all LET-4 Cadets will be assessed and recommended for final promotion to the appropriate/typical rank for the position of which they hold. These promotions will take place at the beginning of the Spring (final) Semester (January timeframe).

3. **LET 3** (Junior-year) Selections/Appointments/Promotions:

(a) During the final semester of the LET 2 (Sophomore) year, all LET 2 cadets will fill out a questionnaire that provides them an opportunity to rank-order what positions they desire to have during their LET 3 (Junior) year (on a Company-level staff).

(b) At the end of the LET 2 (Sophomore) year (during the Summer), the SAI and AI will determine and select which LET 3 cadets would be best suited ("best qualified") to hold leadership and staff positions on the Cadet Company-level staff. The OML will assist the SAI/AI in determining what cadets are best qualified for each Company-level duty position. See OML Criteria below.

(c) At the beginning of the first semester (LET 3/Junior year), Cadets will be promoted into their new positions (some may even go from NCO to Officer rank) within their respective Company at one rank less than the typical rank for the position.

(d) Just prior to the end of the first semester, all LET-3 Cadets will be assessed using the "Blue Card" Leadership Card (by the SAI) and recommended for final promotion to the appropriate/typical rank for the position of which they hold.

4. **LET 2** (Sophomore-year) Selections/Appointments/Promotions:

(a) At the end of the Spring Semester of the LET 1 (Freshman) year (during the summer), the SAI and AI will determine which LET 1 cadets are worthy of promotion for the next school year. This promotion will be announced at the beginning of the LET-2 year.

(b) Additionally, any LET 1 cadet who attends JROTC Cadet Leadership Camp (JCLC) or "Summer Camp" will be considered for immediate promotion to the next higher rank. These promotions will typically take place immediately upon return from JCLC.

(c) Just prior to the end of the Fall Semester (December), all LET-2 Cadets will be assessed by the AI and SAI and identified for promotion. These promotions will take place at the beginning of the Spring (final) Semester (January timeframe).

5. **LET 1** (Freshman-year) Selections/Appointments/Promotions: "The Race to PFC."

(a) The "Race to PFC" begins immediately after the start of the school year and ends at the end of the second nine-week grading period (prior to Christmas Break).

(b) The "Race to PFC" includes LET 1 cadets having to locate and interview select LET 4 (Senior) cadets and ask them to challenge the cadet with answering a total of 25 select questions (selected and approved by the SAI/AI).

(c) The general guidelines of this section and the Demerit system still apply and can cause a LET 1 cadet to either not get promoted to PFC or cause them to lose their rank.

(d) After the "Race-to-PFC," all LET-1 cadets may be considered for additional promotions. This includes additional promotions to PFC or above (no higher than SGT). These promotions typically occur at the beginning of the Spring (final) Semester (January timeframe) and may continue throughout the remainder of the school year.

6. **Order of Merit List (OML) Criteria.** The OML for both PROMOTIONS and JCLC attendance will be based upon the cumulative rankings of the following:

(a) **Cumulative GPA (all years in HS).**

(b) **JROTC GPA (cumulative; all years in JROTC).**

(c) **Final APFT Score (taken during the Spring Semester).**

- (d) Demerit points (lower is best).**
- (e) Leadership evaluation by SAI.**
- (f) Leadership evaluation by AI.**

CHAPTER 7

CADET OFFICERS & NCO'S

A. GENERAL:

Authority to exercise command and control at each unit level is vested in the cadet officers and NCO's who are solely responsible for establishing and upholding the standards of performance in their respective units. Duties and responsibilities for each duty position are outlined in Chapter 8.

1. Cadet Officers:

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

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

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

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

2. Cadet Noncommissioned Officers (NCOs):

a. Cadet NCOs are assistants to the cadet officers and the SAI/AI.

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

c. Cadet NCO's who fail to discharge their duties and responsibilities may be demoted and/or reassigned.

B. LIMITS TO AUTHORITY AND RESPONSIBILITY:

Responsibilities of cadet officers and NCO's cease upon leaving school grounds. They are however, authorized to and are held accountable for the enforcement and practice of regulations pertaining to personal conduct. This responsibility will NOT be abused by any cadet of any rank.

C. ARMY INSTRUCTORS:

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

CHAPTER 8

CADET DUTY POSITION DESCRIPTIONS

A. DUTIES AND RESPONSIBILITIES OF BATTALION & STAFF LEVEL LEADERSHIP:

Note: All leadership will be appointed, in writing, by SAI/AI. Thus, SAI/AI are the only personnel that can appoint and relieve cadet leadership and staff.

1. Battalion (Battalion) Commander (BC):

- a. Reports directly to the SAI/AI and is responsible for advance coordination with the SAI/AI on all matters pertaining to training, operations, and policies and procedures for the Cadet Battalion, focusing on future operations and training.
- b. Responsible for the overall training, administration, logistical support, discipline, morale, esprit de corps, and performance of the cadet Battalion. **In essence, the Battalion Commander is responsible for what the unit does or does not (fails to) do.**
- c. Set the example for the Battalion in appearance, attitude, conduct, bearing, tact, discipline, and performance. Lead by example at all times. **Be involved in all aspects of JROTC operations, training, and community/school support.**
- d. Command the Battalion through proper use of the cadet chain of command and within the policy and guidelines set by the SAI/AI, this SOP, and Cadet Command Regulations (CCR).
- e. Be fully knowledgeable of all matters regarding the Battalion.
- f. Make recommendations for the promotion/reduction of cadets.
- g. Mentor all members of the Staff and Company-Level leadership.
- h. Direct and supervise any staff work conducted.
- i. Prepare and/or approve briefings as directed.
- j. Delegate authority to the Battalion Executive Officer (XO) when absent.

2. Battalion Executive Officer (XO):

- a. **Directly supervise (as the Chief of Staff) the Battalion (cadet battalion) Staff** and be responsible to the BC and the SAI/AI for the daily coordination of all staff actions related to all staff functions; administrative & personnel actions (S1), security & special projects (S2), operations and training (S3), logistics & supply (S4), public relations/affairs & recruiting operations (S5), and automation operations (S6). Be thoroughly knowledgeable of all staff duties, responsibilities, and actions. **Check and verify staff actions are being accomplished.**
- b. The XO is a key advisor to the BC. Therefore, the XO must keep the BC informed of all ongoing staff actions, future operations, and problem areas within the unit. The XO is responsible for making recommendations with respect to such areas.
- c. Act in the absence of the Battalion Commander (BC). Therefore, the XO must be familiar with the duties and responsibilities of the BC.
- d. **Take notes during all Battalion Command and Staff/Training Meetings.**
- e. **Direct and supervise any staff work conducted. Conduct a daily out-brief of any staff work conducted (or not conducted).**
- f. Perform other duties as the BC, SAI, or AI directs.

3. Battalion Sergeant Major (CSM):

- a. Serve as the most senior cadet Non-Commissioned Officer (NCO) of the Cadet Battalion and is the BC's key advisor concerning enlisted and noncommissioned cadets. Advise the BC on all NCO matters and provide guidance.
- b. Make recommendations concerning promotions/reductions/awards and/or problem areas encountered. Makes input to BC and S-3 for the annual **Race-to-PFC MOI**.
- c. Responsible for the BC and S-1 for consolidation of attendance rosters at any formations or functions/events (obtained from ISGs).
- d. Closely monitor the training, conduct, and inspection of any drill and ceremonies (especially Color Guards, Saber Guards, and Honor Guards), both during and after school.
- e. Manage and monitor the **Merit/Demerit system** and all problems/issues related to cadet conduct. Maintain the Merit/Demerit LOG in coordination with the SAI/AI. Coordinate with S-1 to document Merits/Demerits into JUMS (monthly basis).
- f. Responsible for planning, coordinating, and executing the monthly **Cadet of the Month Board**. Publish the annual **Cadet of the Month Board MOI**.
- g. Overall responsible for the police-call (tidiness and cleanliness) of the JROTC classrooms and any designated outside areas.
- h. Mentor all other NCO's, especially the Battalion Staff NCO's and Company 1SG's.
- i. Perform other duties as assigned by the BC, SAI or AI.

4. Battalion Adjutant (S-1):

- a. The S1 is the principal staff officer responsible to the BC and SAI/AI for all matters relating to personnel and administration (awards and promotions).
- b. Responsible for inputting and maintaining cadet personnel and administrative data in JUMS. Be fully knowledgeable in entering JUMS data and creating reports. Maintain a binder that includes all printed (hard copy) award and promotion orders.
- c. **Track the turn-in of all required forms (beginning of schoolyear). Update daily.**
- d. Ensure that cadet ribbons and awards are ready for issue (awarding) each Wednesday (Uniform Inspection). Ensure cadets receive the correct award and orders are posted to binder.
- e. **Responsible to ensure that rosters (Required Forms and Battalion Roster) remain current and accurate (update weekly).**
- f. Responsible for inputting Merit/Demerit information into JUMS (monthly).
- g. Overall responsible for the planning and execution of the **New Cadet (LET-1) Induction Ceremony**.
- h. Overall responsible for the planning and execution of the end-of-the-year **Annual Cadet Awards Ceremony**.
- i. Assist in the preparation of any invitations, mailings, seating arrangements, and protocol, including the annual **Military Ball**.
- j. Assist the SAI/AI in the **annual Awards Program**.
- k. Supervise the Assistant S-1 and S-1 NCOIC in execution of duties of the S-1 shop.
- l. Perform other duties as the BC or XO directs.

5. Battalion Security and Special Projects Officer (S-2):

a. The S2 is the principal staff officer responsible to the BC and SAI/AI on all matters related to the physical security and accountability of sensitive equipment (weapons and sabers).

(1) **Responsible for the appearance and cleanliness of the Arms Room.**

(2) Supervise the issue and/or return of weapons or sabers from the Arms Room.

(3) **Conduct monthly weapons inventory (includes all Color Guard equipment). See Chapter 11 of this SOP.**

(4) Issue color guard equipment (and any other equipment stored in the Arms Room) to cadets and maintain accountability and serviceability of equipment.

(5) Assist the SAI/AI in the set-up and preparation of marksmanship training.

b. Serve as the **Special Project Officer** that encompasses duties or operations that do not normally fall under the duties and responsibilities of other principal staff, such as: open houses, informal parents' inspections, community service events, etc. Also, may be required to assist in the planning and execution of the Military Ball or Awards Ceremony or other events.

c. Supervise the Assistant S-2 or NCOIC in execution of duties of the S-2 shop.

d. Perform other duties as assigned by the BC or XO.

6. Battalion Operations and Training Officer (S-3):

a. The S3 is the principal staff officer to the BC and SAI/AI in matters pertaining to cadet operations and training. The S-3 also advises, assists, and coordinates with other staff officers in the operational aspects of their particular duties and activities.

b. Plan and coordinate all Battalion training activities and community support events to include ceremonies, fund-raising events, service-learning projects, programs, parades, and extracurricular activities (JROTC, school, community support). Responsible for preparing and disseminating Memorandums of Instruction (MOI), Letters of Instruction (LOI), and Operation Orders (OPORDS). Prepare briefings based upon MOI/LOI/OPORD. Coordinate all MOI, LOI, and OPORD with all other Staff sections. The S-3 should review any previous AAR's prior to publishing a new MOI/LOI/OPORD.

c. **Responsible for training schedules/calendars.**

(1) Post (and sign) all weekly training schedules as directed by the SAI/AI and coordinate training with the Companies.

(2) Review the Training Schedules and Semester Calendar with the Battalion Staff every week. **The S-3 is the expert on the Semester Calendar.**

d. Assist and support the Battalion Club in preparation for competitive events (Raider Team, Color Guard Team, Drill Teams, Rifle Team, etc). Prepare Permission Slips.

e. Responsible for ensuring that any classroom and/or outdoor training areas are properly coordinated and ready prior to training.

f. Ensure After Action Reviews (AARs) are conducted after every cadet event. Every AAR must be documented (written-up) and placed on the network computer drive.

g. Serve as the XO in their absence. In the absence of the BC and XO the S3 assumes command of the Battalion.

h. Supervise the Assistant S-3 and S-3 NCOIC in execution of duties of the S-3 shop.

i. Use JUMS to log training plans.

j. Perform other duties as directed by the BC or XO.

7. Battalion Logistics & Supply Officer (S-4):

- a. The S-4 is the principal staff officer to the BC and SAI/AI in matters pertaining to the provision of supply, maintenance, transportation, and miscellaneous logistic support.
- b. Advise other staff officers and assist them in logistical matters respective to their areas of responsibility. **Responsible for planning and coordinating the logistical support of all JROTC cadet events and competitions.**
- c. Supervise and ensure the cleanliness and tidiness of the Supply Room in coordination with Company Supply NCOs. The Supply Room should never be left unattended.
- d. Responsible for the storage and maintenance of accurate supply records (inside a file cabinet), including cadet clothing records, hand receipts, up-to-date inventories, and other such supply actions as directed by the SAI/AI.
- e. Responsible for the proper storage, maintenance, issue, and turn-in of all supplies and equipment material as directed by the SAI/AI. Must READ and understand the Supply SOP.
- f. Be thoroughly familiar with supply procedures, requisitions, turn-in, laundry/dry cleaning/alterations, pickup, and inventory of equipment. Conduct a monthly inventory of all major clothing items.
- g. Responsible for assisting in the investigation of losses of issued property under the guidance of the SAI/AI.
- h. Supervise the Assistant S-4 and S-4 NCOIC in the execution of duties of the S-4 shop.
- i. Perform other duties as assigned by the BC or XO.

8. Battalion Public Affairs Officer/ Recruiting Officer (S-5):

- a. **Public Affairs:** The S5 is the principal staff officer to the BC and SAI/AI on public information and public relations matters between the Army/JROTC program, and the school, the parents of students/cadets, and the community.
 - (1) Establish contacts with the news media within the high school newspaper and SAHS Newsletter) and St. Johns County and submit articles and photos to school and local newspapers, and any other news media deemed appropriate:
 - (a) **Provide input and prepare the JROTC section to the St. Augustine High School Newsletter. Coordinate with Battalion Staff and SAI/AI.**
 - (b) Arrange with reporters, photographers, television media, and other public relations organizations for coverage of Battalion activities and events that are newsworthy.
 - (c) Prepare and submit press releases with information about unit, team, or individual accomplishments, community activities, and service-learning projects.
 - (2) **Serves as the Battalion photographer and ensures that all events are covered by a photographer (responsible to train on how to use camera & ensure fresh batteries are always loaded). Downloads photos and maintains an organized digital database (files) of all photos.**
 - (3) Assist the S-6 in creating any digital Battalion MS-PowerPoint slide shows (with music) for special events such as the Battalion Military Ball, and Annual Awards Ceremony.
 - (4) Responsible for collecting articles and photos for inclusion in the Battalion Scrapbook (published at the end of the school year but maintained throughout the year).
 - b. **Recruiting:** Overall responsible for all Recruiting events and opportunities.
 - (1) Advise the SAI/AI on ways and means to improve the awareness and acceptance of Army JROTC on campus and in the community and be fully knowledgeable of the mission of the Army JROTC.
 - (2) Responsible for reviewing and publish any Recruiting pamphlets or programs.

- (3) Responsible for the JROTC Trophy Case.
- c. Supervises the Assistant S-5 or NCOIC in execution of duties of the S-5 shop.
- d. Perform other duties as directed by the BC/RXO or SAI/AI.

9. Battalion Automation Officer (S-6) (optional):

- a. The S-6 is the principal staff officer to the RC and SAI/AI responsible for maintaining automation (computers) and communications (radio) equipment.
- b. Automation (Computers):
 - (1) Responsible for updating the SAHS JROTC Battalion page in coordination with the S-5 and the SAI/AI.
 - (2) Assists the SAI/AI in the maintenance of automation/computer systems and other technology equipment. Keep all classroom computers updated and operational.
 - (3) In coordination with the S-5, responsible for creating any digital Battalion MS-PowerPoint slide shows (with music) for special events such as the New Cadet (LET-1) Induction Ceremony, Battalion Military Ball, and Annual Awards Ceremony.
- c. Communications (radios): Responsible for maintaining accountability, maintenance, and operational capabilities of all walkie-talkie radios and other technology equipment (PA system, AV projectors, etc).
- d. Overall responsible for planning, coordinating, and executing all Fundraising for the corps of cadets. Responsible for advertising and tracking all fundraising activities.
- e. Supervise the Assistant S-6 or NCOIC in execution of duties of the S-6 shop.
- f. Perform other duties as directed by the BC/XO or SAI/AI.

10. Assistant Staff Officers and NCOIC's:

- a. Responsible to their respective staff officer in the efficient execution of staff functions.
- b. Assume the duties of the primary staff officer in his/her absence.
- c. Coordinate all staff actions with other members of the Battalion Staff and Company leadership.
- d. Ensure all data entered the JUMS database is 100% accurate.

B. DUTIES AND RESPONSIBILITIES OF COMPANY-LEVEL LEADERSHIP:

1. Company Commander:

- a. Responsible for the effective training, discipline, morale, esprit de corps, appearance and performance of the Company. **The Company Commanders are responsible for what their Company does or does not (fails to) do.**
- b. **Set the example in appearance, attitude, conduct, bearing, tact, discipline, and performance always.**
- c. Be familiar with the duties and responsibilities of all the members of the Company Headquarters and make continuous evaluation of subordinates with regard to performance, effectiveness, and military bearing and appearance. Make recommendations for promotions, reductions, and awards.

- d. Mentor, guide, & directly supervise Platoon Leaders.
- e. Command the company through proper use of the cadet chain of command and within the policy and guidelines set by the SAI/AI, this SOP, and Cadet Command Regulations (CCR).
- f. Supervise any inspections (uniform or otherwise).
- g. Be familiar with the duties of the Cadet Battalion Staff and the BC.
- h. Counsel Platoon leaders if necessary.
- i. Perform other duties as the BC or SAI/AI may direct.

2. Company Executive Officer (XO):

- a. Responsible for being familiar with the duties, responsibilities, and policies of the Company Commander (see above) and always be prepared to assume command of the Company in the absence of the Company Commander.
- b. Assist the Company Commander to mentor and guide the Platoon Leaders.
- c. Assist and coordinate with the Cadet Battalion Staff as needed.
- d. Perform other duties as directed by the Company Commander.
- e. Report classroom attendance to the SAI daily.

3. First Sergeant (1SG):

- a. Serve as the senior cadet Non-Commissioned Officer (NCO) of the Company and is the Company Commander's key advisor concerning enlisted and other NCO cadets. Advise the Company Commander of any problem areas concerning enlisted cadets in the company and make any necessary recommendations with regard to specific problems or issues.
- b. Set the example for the NCOs and enlisted cadets of the Company in appearance, conduct, bearing, tact, discipline, and performance. Mentor and guide other NCO's, especially Platoon Sergeants.**
- c. Make recommendations concerning promotions/reductions/awards and/or problem areas encountered. Monitor and track LET-1 progress during the annual **Race-to-PFC**.
- d. Responsible for consolidation and correctness of attendance rosters at any formations or functions/events.
- e. Closely monitor the training, conduct, and inspection of any drill and ceremonies (especially Color Guards, Saber Guards, and Honor Guards), both during and after school.
- f. Counsel Platoon Sergeants if necessary.
- g. Responsible for coordinating LET-1 attendance at the monthly **Cadet of the Month Board**.
- g. Track and review the Merit/Demerit LOG for the Company.
- h. Responsible for the police-call (tidiness and cleanliness) of the JROTC classrooms, locker rooms, and any designated outside areas.
- i. Supervise the Admin NCO and Supply NCO and ensure they coordinate their actions and duties with the Battalion S1 and S4.
- j. Maintain a current and accurate roster of all LET-1 cadets in the company.
- k. Supervise preparation and conduct of any uniform inspections.
- l. Make recommendations for promotions and/or reductions in rank when appropriate.
- m. Utilize NCO's to monitor and enforce cadet appearance standards on uniform day Wednesday throughout the high school (from arrival to departure).
- n. Form the company for daily inspections.
- o. Perform other duties as directed by the Company Commander.

p. Appoint a Company Guidon Bearer and ensure the guidon is present at all company functions. Train and supervise.

4. **Platoon Leader (PL):**

a. Responsible for the effective training, discipline, morale, esprit-de-corps of subordinates with regard to performance of the platoon. **Platoon Leaders are responsible for what their platoon does or does not (fails to) do.**

b. Set the example in appearance, attitude, conduct, bearing, tact, discipline, and performance always.

c. Be familiar with all members of the Platoon and make continuous evaluation of members of the platoon regarding performance, effectiveness, and appearance in order to make recommendations for promotions, reductions, awards, and changes of assignment.

d. Exercise command of the platoon through proper use of cadet chain of command and within the policy and guidelines established by the Company Commander and this SOP.

e. Conduct Uniform Inspections, as directed.

f. Be familiar with the duties of the Company Commander and Company XO as well as all the members of the platoon. Serve as the Company XO in his/her absence.

g. Perform any other duties as the Company Commander may direct.

5. **Platoon Sergeant (PLTSGT):**

a. Be familiar with the duties of the Platoon Leader (PL) and take charge of the platoon in their absence.

b. Advise the PL of any problem areas concerning personnel in the platoon and make recommendations concerning specific problems or promotion recommendations.

c. Assist the PL in the maintenance of discipline, esprit de corps, morale, appearance, and training of the cadets in the platoon.

d. Maintain a current roster of cadets in the platoon. Know the names of every Cadet in the platoon.

e. Prepare cadets for any inspections and prepare cadets for the Cadet of the Month Board.

f. Monitor the Merit/Demerit system and assist with resolving issues.

g. Monitor and make recommendations as appropriate for promotions/reductions and awards. Ensure cadets receive timely recognition of both promotion and awards.

h. Set the example for the NCOs and enlisted cadets of the platoon.

i. Assist the 1SG in monitoring and enforcing cadet appearance standards throughout the day on uniform day (Wednesday). Serve as Company 1SG in their absence.

j. Be able to counsel squad leaders.

k. Perform other duties as directed by the PL or 1SG.

6. **Squad Leader (SL):**

a. Be familiar with the duties of the Platoon Sergeant (PLTSGT) and take charge of the platoon in their absence.

b. Maintain a current roster of cadets in the squad. Know the names of every Cadet in the squad.

c. Train squad members both as individuals and as a team.

Commented [JP3]: Forgot to add in Squad Leader. Use the older SAHS SOP for reference, check to make sure they follow CCR 145-2

- d. Counsel/assist squad members with matters regarding JROTC and help them find solutions to other matters if possible.
- e. Report all losses or damage of either school or government equipment to their PL or PLTSGT.

7. Supply NCO and Assistant:

- a. Serve as the company's principal point of contact with the Battalion (Battalion) S-4 on all supply and equipment issues.
- b. Assist the Battalion S-4 in maintaining accurate records and conducting supply actions for company personnel to include cadet clothing records, hand receipts, inventories, and other such supply actions.
- c. Serve as the company Arms Room NCO. Assist the Battalion S-2 in issuing and accounting for all weapons and arms room equipment.
- d. Responsible for the storage, maintenance, issue, and turn in of all supplies, uniforms, and reference material as directed by the Company 1SG, SAI or AI. Assist in sizing and issuing uniforms to LET-1 Cadets.
- e. Assist the Battalion S-4 in the cleanliness and tidiness of the Supply Room.
- f. Perform other duties as directed by the Company Commander/1SG, SAI or AI.

8. Admin NCO and Assistant:

- a. Serve as the company's principal point of contact with the Battalion (Battalion) S-1 on all personnel and administrative issues.
- b. Assist the Company 1SG and Battalion S-1 in tracking the turn-in of all required forms (beginning of school year).
- c. Assist the Company 1SG and Battalion S-1 in monitoring cadet awards program to insure timely recognition of cadet achievements. Assist the SAI in the conduct of weekly awards or promotion ceremonies.
- d. Ensure all personnel and administrative data provided is 100% accurate.
- e. Perform other duties as directed by the Company Commander/1SG, SAI or AI.
- f. Assist the SAI/AI in maintaining the Cadet Record Filing System.

9. Company Guidon Bearer (LET-1):

- a. Serve as the bearer of the Company guidon. Be responsible for ensuring the guidon is present at all company functions.
- b. Assist the 1SG in training any potential Guidon Bearers.
- c. Perform other duties as directed by the Company chain of command.

C. DUTIES and RESPONSIBILITIES OF TEAM LEADERSHIP:

Commanders (or Captains) of any Color Guard, Drill Team, or Raider Team will be hand-selected by the SAI/AI in order to provide leadership opportunities for deserving cadets in order to develop their leadership skills and abilities. The following three teams do not represent the only teams available at AJROTC. Covered are only the official ones and can be used as templates for other teams.

1. Color Guard Commander (assigned by the SAI/AI):

- a. In coordination with the SAI/AI, determine the membership and specific duties of the Color Guard (team); who are the Rifle Bearers and who carries the Florida flag.
- b. Responsible for supervising the effective training, discipline, morale, and esprit-de-corps of the assigned Color Guard (team).
- c. Ensure each member of the Color Guard is properly briefed on the assignment or event to include the date, time, and location of the event, the uniform required, and type of color guard equipment required. **Track the turn-in of Permission Slips (if required), and ensure all necessary equipment is ready and on-hand prior to the event.**
- d. Ensure proper credit is recorded in JUMS database (for awards and ribbons).
- e. Set the example in terms of appearance, attitude, conduct, bearing, tact, discipline, and performance.
- f. Ensure that an AAR is sent to the CSM or in their absence the S-3 for every week's practice and event.
- g. Coordinate with the SAI/AI or Battalion Staff for support requirements.

2. Drill Team Commander (assigned by the SAI/AI):

- a. In coordination with the SAI/AI, determine the membership and specific duties of the Drill Team; identify the squad leaders.
- b. Responsible for supervising the effective training, discipline, morale, and esprit-de-corps of the assigned members of the Drill Team.
- c. Ensure each member of the Drill Team is properly briefed on the competition event to include the date, time, and location of the event, the uniform required, and the type of Drill Team equipment required (i.e. M-1903 drill rifle). **Track the turn-in of Permission Slips (if required), and ensure all necessary equipment is ready and on-hand prior to the event.**
- d. Ensure proper credit is recorded in JUMS database (for awards and ribbons).
- e. Set the example in terms of appearance, attitude, conduct, bearing, tact, discipline, and performance.
- f. Ensure that an AAR is sent to the CSM or in their absence the S-3 for every week's practice and event.
- g. Coordinate with the SAI/AI or Battalion Staff for support requirements.

3. Raider Team Commander (Assigned by SAI/AI):

- a. In coordination with the SAI/AI, determine the membership and specific duties of the Raider Team.
- b. Responsible for supervising the effective training, discipline, morale, and esprit-de-corps of the assigned Raider Team.
- c. Ensure each member of the Raider Team is properly briefed on the competition event to include the date, time, and location of the event, the uniform required, and type of Raider Team equipment required (i.e. 1-Rope Bridge, running shoes, etc). **Track the turn-in of Permission Slips (if required), and ensure all necessary equipment is ready and on-hand prior to the event.**
- d. Ensure proper credit is recorded in JUMS database (for awards and ribbons).
- e. Set the example in terms of appearance, attitude, conduct, bearing, tact, discipline, and performance.

- f. Ensure that an AAR is sent to the CSM or in their absence the S-3 for every week's practice and event.
- g. Coordinate with the SAI/AI or Battalion Staff for support requirements.

CHAPTER 9

UNIFORMS & CADET RANK

A. UNIFORM ISSUE:

1. The uniform of the United States Army is more than a mere suit of clothes. It is a symbol of honor, tradition, and achievement. It is worn by those who are willing to sacrifice their lives for our liberty and freedom. It must always be worn with dignity and respect. A cadet will **not** wear or allow other Cadets to wear the uniform in a disrespectful manner.

2. Cadets will be issued JROTC uniforms and associated uniform items on a hand receipt. The requirements and standards for the issuing and wearing of uniforms are contained in the subsequent paragraphs in this chapter and Chapter 12; SUPPLY (Supply Room/S-4).

3. **Uniform Inspections:** Uniform Inspections are conducted once a week (normally on Wednesdays) or as directed by SAI/AI. All Cadets are required to wear their designated Class A or Class B uniform to and from school (Unless PE is their first or last class of the day) on this day. The uniform will be worn ALL day during school, except during PE/PT or lab/shop classes that would risk damage to or spills on the uniform. Cadets will discuss and request to change out of and back-into uniform with their respective PE or Lab/Shop teacher (or SAI/AI). Failure to wear the uniform all day will result in a ZERO (0) for that day's Uniform Inspection and possible De-Merits (see Chapter 5). Additionally, Cadets who are out of uniform three (3) times or more during a 9-week grading period may be required to turn-in their uniform and will receive failing inspection results (zero) for the remainder of the semester.

4. **New (LET-1) Cadets:** New (LET-1) will **not** be issued a uniform until they have demonstrated mastery of the skills listed below (normally awarded at the New (LET-1) Cadet Induction Ceremony near the end of the first 9-week grading period). New Cadets must achieve these skills by the end of their first 9 weeks of enrollment (if enrolled later in the school year). Cadets who **do not** achieve these standards by the first 9 weeks of enrollment will **not** be issued a uniform and therefore will receive a non-passing grade (Zero (0)) for each Uniform Inspection.

- a. Memorized the Cadet Creed.
- b. Memorized the ranks of the U.S. Army and JROTC Cadet ranks.
- c. Effectively demonstrated saluting, individual positions, and facing movements.
- d. Achieved appropriate grooming standards as specified in CC Regulation 145-2.

5. **No Wear Rules:** Cadets will **NOT** wear their uniforms when participating in the following:

- a. After school jobs.
- b. Non-JROTC fundraising activities.
- c. Non-JROTC events, unless participating as a member of a color guard or team or representing the Cadet Battalion.
- d. In connection with the furtherance of any political or commercial interests.
- e. When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except when authorized by the Commander, USACC.
- f. When attending any meeting or event that is a function of, or is sponsored by, an extremist organization.
- g. When wearing the uniform will bring discredit upon the Army.

- h. When specifically prohibited by Army regulations.
- i. The mix of civilian attire with the Army uniform, such as a school jacket, sweater, etc, is not authorized. The wearing of partial uniforms is NOT authorized.

B. PROPER WEARING OF THE UNIFORM:

1. Uniform Description/Definition: Army JROTC uniforms will be worn only at times and places specified by the SAI/AI. Uniforms will be worn in accordance with Army Regulation (AR) 670-1, AR 145-2, and Cadet Command (CC) Regulation 145-2. In accordance with CCR 145-2 (Chapter 11), the Class A or B uniform is the standard for the classroom and campus. Types of uniforms and description to be worn as follows:

a. **Class A/B (dress) Uniform (Army Service Uniform or ASU)**: The standard dress (Class A/B) uniform consists of black shoes, black socks, trousers/slacks or skirt, belt with belt buckle, short-sleeve dress shirt (grey) with white t-shirt, coat/jacket (black), necktie or neck tab, and headgear (beret). Also included are additional pin-on items such as nametag, rank, unit crest (DUI), JROTC torch of knowledge insignia, and all authorized ribbons, awards, decorations, and tabs.

(1) **Class A Uniform (with Coat/Jacket)**: includes the wear of the dress coat/jacket (green or black) with all authorized awards, ribbons, badges (arc tabs), nametag, pin-on rank, JROTC torch of knowledge insignia, unit crest, star, and any other issued items. This uniform is typically worn during the winter months and during ceremonies and competitions, or as directed.

(2) **Class B Uniform (NO Jacket) with Brass**: This version of the dress uniform is without the Class A coat/jacket. The Short-sleeve shirt (grey) is worn without necktie; the neck tab is optional for female cadets. If a LONG-sleeve shirt is worn, the Cadet MUST wear a necktie/neck tab. Either shirt is worn WITH all ribbons, awards, and badges (taken off coat/jacket and placed on the shirt) and must include nametag and unit crest and star. This uniform is typically worn during the warmer months. SAI/AI will provide guidance on this uniform. At times, only rank, nameplate, star and unit crest are worn.

(3) **Class B Uniform (without brass)**: This version of the dress uniform is only worn during times the Class A uniform is prescribed, but authorization to temporarily remove the Class A jacket has been approved (during class periods or work details). If the Class A coat/jacket is taken off, cadets must still wear rank and nameplate on short sleeve shirt.

b. **Army Combat Uniform (ACUs)**: The ACU consists of tan combat boots, socks, trousers, belt, coat/blouse, tan t-shirt, pin-on or Velcro rank, nametapes (GRC, JROTC or Cadet last name), patches (GRC and JROTC), and headgear (beret). The ACU is to be worn only on an exceptional basis for adventure (Raider Team) training, JCLC, or special team activities, but NOT on campus during the school day. **Therefore, the ACU will only be issued to deserving cadets and will ONLY be worn when directed.**

NOTE: Class A or Class B w/ Brass are the STANDARD uniforms for Uniform Inspections as directed by SAI/AI (seasonally dependent).

2. Uniform Appearance: Uniforms must present a neat and clean appearance. Loose strings will be cut from the uniform. No jewelry, watch chain, combs, checkbooks, pens, pencils or similar items will appear exposed on uniforms. The Army uniform will not be mixed with civilian clothing. Bulky items in pockets distract from the uniform. While in uniform, Cadets will not

place their hands in their pockets except momentarily to place or retrieve items. Under **no** circumstances will shirttails be worn outside the trousers.

3. **ACU Proper Wear:** When authorized, the ACU top may be removed in hot weather, provided that the issued t-shirt or Raider t-shirt is worn. **Removal of the ACU top will only be authorized by the senior instructor present.** On all other occasions the ACU uniform must be worn with proper boots, headgear, insignia, and with all buttons fastened. **ACUs boots ARE NOT to be worn as personal everyday footwear unless authorized by SAI/AI.**

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

5. **Headgear/Cover:** Headgear/cover will be worn at all times when outdoors. Headgear is **never** worn indoors except while under arms (with weapon) or during appropriate ceremonies, inspections, or parades. Cadets will uncover (take headgear off) when indoors. This applies to civilian and military headgear alike. *

***Religious headgear is acceptable**

C. CADET GROOMING STANDARDS:

1. **Grooming:** The following grooming standards apply to all cadets WHILE IN UNIFORM:

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

(1) **Males.** Sideburns will be neatly trimmed. The base will not be flared and will be a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening. The face will be clean-shaven, except for permitted mustaches. Males are not authorized to wear braids, cornrows, or dreadlocks (unkempt, twisted, matted, individual parts of hair) while in uniform. Hair that is clipped closely or shaved to the scalp is authorized.

(2) **Females.** Hairstyles will not interfere with proper wearing of military headgear. Hair holding ornaments (barrettes, pins, clips), if used, must be transparent or similar in color to hair, and will be inconspicuously paced. Beads or similar ornamental items are not authorized. Females may wear braids and cornrows as long as the braided style is conservative, and the braids and cornrows lie snugly on the head. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during normal activity or when standing in formation.

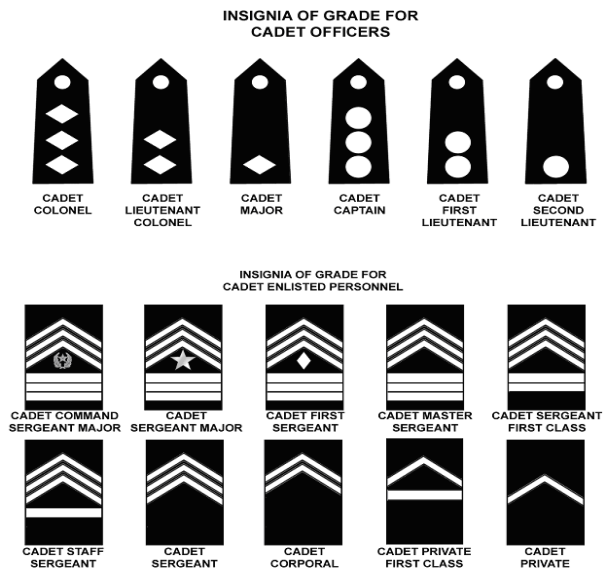
Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned, so no free-hanging hair is visible.

b. **Fingernails.** Cadets will keep their fingernails clean and neatly trimmed so as not to interfere with performance of duty. Females may wear polish that is not exaggerated, faddish, or of extreme coloring, such as purple, gold, blue or white while in uniform.

c. **Hygiene and Tattoos.** Cadets are expected to maintain good hygiene. Tattoos are authorized except in areas of the body (i.e., face, legs) that would cause the tattoo to be exposed while in Class A uniform. Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body, as they are prejudicial to good order and discipline within the unit, the school, and the community.

2. Cadets will not be allowed to participate in public events such as school or community support activities unless they meet the published standards and represent the Army and the JROTC program in an appropriate manner. Cadets may be required to depart the premises or take off their uniform if they fail to meet these standards.

D. WEARING OF CADET RANK:



1. **Class A/ASU Jacket:** Cadet pin-on rank (“shiny”) will be centered between the bottom of the buttonhole and the top of the shoulder seam of the Class A/ASU jacket for all ranks.

2. **Class B (grey) Shirt:** Cadets will wear the Shoulder Boards (cloth) Insignia on both shoulders of the Class “B” Shirt.

3. **ACU:** All cadets will wear the **subdued** pin-on or Velcro rank insignia (purchased by cadet) on the ACU top/blouse. Multiple-disc grades (1LT, CPT, and LTC) are worn vertically on the ACU coat, but horizontally on the ACU cap (see headgear below).

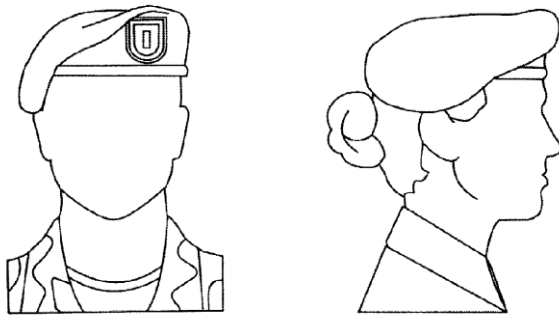
E. WEARING OF CADET HEADGEAR:

1. Beret (grey):

a. Cadet **Officers** will wear the non-subdued (“shiny”) pin-on Rank Insignia (Pips or Lozenges) on their Berets. Cadet Officer Rank will be centered on the Flash and worn horizontally (straight across).

b. Cadet **NCO’s** (CPL – CSM) do not wear a rank on Beret flash. Cadet NCO’s will wear the non-subdued, pin-on ROTC wreath on the Beret flash.

c. Cadet **Enlisted** will wear only the standard issue JROTC wreath on their beret.



**Wear of the Beret, male and female
(Centered over LEFT eye; level all around – not tilted)**

2. **ACU Field Cap:** The ACU patrol/field cap is the standard headgear with the ACU uniform, unless specified or directed by the SAI/AI (see Red and Tan beret below):

a. All cadet **Officer’s** will wear **non-subdued, silver** (“shiny”) pin-on rank on their ACU patrol cap, centered on the cap.

b. All **Enlisted** cadets will wear **subdued** pin-on rank on their ACU patrol cap, centered on the cap.

c. Cadets may wear their personal name tape (Velcro) or SAHS (St. Augustine HS) on the back of their patrol/field cap. This does not apply to raiders.

F. PLACEMENT OF ROTC LAPEL INSIGNIA:

1. Cadet Officer (Class A uniform):

a. **Male** Cadet officer. The ROTC insignia (**R.O.T.C. letters**) will be worn **5/8 inch** above the notch on both collars with the centerline of the insignia bisecting the notch and parallel to the inside edge of the lapel. The Corps insignia (torch of knowledge disc) should be positioned so that the centerline of the insignia bisects the centerline of the ROTC insignia and is parallel to the inside edge of the lapel.

b. **Female** Cadet officer. The ROTC insignia (**R.O.T.C. letters**) will be worn centered on both collars **5/8 inch** up from the collar and lapel seam with the centered line of the insignia parallel to the inside edge of the lapel. The Corps insignia (R.O.T.C. letters) will be worn on both lapels **1 1/4 inches** below the ROTC insignia, with the insignia bisecting the ROTC insignia and parallel to the inside edge of the lapel.

2. **Cadet Enlisted (Class A uniform):** The Corps insignia (torch of knowledge disc) are worn centered on both lapels of the coat, parallel to the inside edge of each lapel, and placed so the bottom angle is 1 inch above the notch on the male and 5/8 inch above female lapel.

3. **ACU:** No Corps collar insignia of either type is worn on the ACU.



Officer: - JROTC Insignia (5/8") Enlisted: JROTC Torch Insignia (1")
- JROTC Torch Insignia (1 1/4")

JROTC



G. PLACEMENT OF FORMAL INSPECTION STAR and ACADEMIC WREATH:

1. **Formation Inspection (MU/HU/HUD) STAR:** The Merit Unit (WHITE Star), Honor Unit (BLUE Star), or Honor Unit (GOLD Star) with Distinction is worn centered **1/4 inch** above the right breast pocket on the male Class A jacket/coat and **1/4 inch** above the nameplate on the female Army Class A jacket/coat. One point of the star is up on the coat or on the shirt when it is worn as an outer garment.



1/4 inch above right breast pocket (or nameplate for female)

2. **Academic Achievement Wreath:** Cadets with at least a B average in all subjects and an A average in JROTC are authorized to wear the Academic Achievement Wreath and receive the Academic Achievement, (N-1-3) ribbon.

a. The Academic Wreath is worn **centered immediately above the right breast pocket** on the Class A jacket/coat or Class A shirt when worn as an outer garment.

b. If the Formal Inspection Star (MU/HU/HUD) insignia is worn, the wreath will be pinned so that the star will be worn inside the wreath.

c. Subsequent awards (Academic Wreath). Receipts of subsequent awards are indicated by the appropriate color felt backing placed behind the Academic Wreath. See Order of Precedence Chart.



Academic Wreath w/ Honor Unit Insignia (Star)

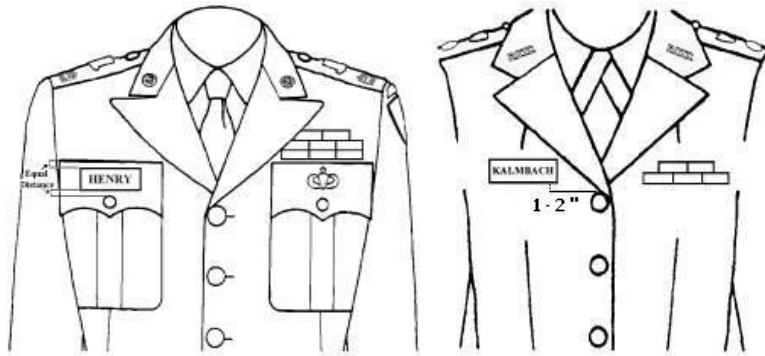
Centered **1/4 inch** above the right breast pocket, with the point of star **facing up**.

SAHS JROTC Unit Crest (DUI) is 1/8 inch above Star/Academic Wreath

H. PLACEMENT OF NAME PLATE (Class A): The pocket area on the class B uniform shirt is the same as the pocket area on the Class A uniform.

1. **Male:** The male name plate will be worn on the flap of the right breast pocket. The name plate will be **vertically centered** between the top of the button and the top of the pocket. Center the name plate horizontally above the button.

2. **Female:** The nameplate should be placed 1 to 2 inches above the top button of the coat and centered horizontally on the wearer's right side. The nameplate will be worn in a comparable position on the Class B uniform. Female personnel may adjust the placement of the nameplate to adjust to body configuration (in line with the top button).



CLASS "A" NAMEPLATE – MALE **CLASS "A" NAMEPLATE – FEMALE**

I. PLACEMENT OF RIBBONS:

1. Male Cadets:

a. ASU Coat: Male Cadets wear ribbons placed 1/8" from the top of the pocket. Medals of any kind are to be worn centered on the pocket flap 1/8" from the top of the pocket seam (See Chapter 10).

b. Grey Short-Sleeve Shirt: Male Cadets wear ribbons placed 1/8" from the top of the pocket. Medals of any kind are to be worn centered on the pocket flap 1/8" from the top of the pocket seam (See Chapter 10).

2. Female Cadets: Female Cadets wear ribbons centered on the left side, with the bottom row positioned parallel to the bottom edge of the nameplate.

a. ASU Coat: Female Cadets wear ribbons 1" – 2" above the TOP button of the coat, adjusted to conform to individual body-shape differences.

b. Grey Short-Sleeve Shirt: Female Cadets wear ribbons 1" – 2" above the third (3d) button from the top, adjusted to confirm to individual body-shape differences.

J. PLACEMENT OF MARKSMANSHIP BADGES & FRATERNAL MEDALS (Class A Coat):

MALE

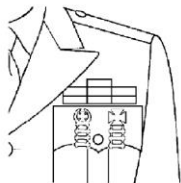


Figure 29-23. Wear of two marksmanship or two special skill badges on pocket flap, male

FEMALE



Figure 29-24. Wear of two marksmanship or two special skill badges below ribbons, female



(Figure 11-3. The three levels of JROTC Marksmanship Qualification Badges)

K. WEARING OF SHOULDER CORDS (Class A):

Shoulder Cord wear is limited to one cord per shoulder. Cords will be worn in order of precedence with the highest worn on the left shoulder. However, during any competition the cord associated with the competition will be worn on the left shoulder.

There are five (5) shoulder cords authorized for wear in the Battalion:

- a. **White Cord** – Color Guard
- b. **Red Cord** – Drill Team
- c. **Tan Cord** – Marksmanship Team
- d. **Yellow Cord** – National Honor Society (only those in active NHS leadership positions will wear)
- e. **Black Cord** – Raider Team

Wear of Shoulder Cord

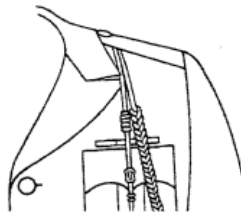
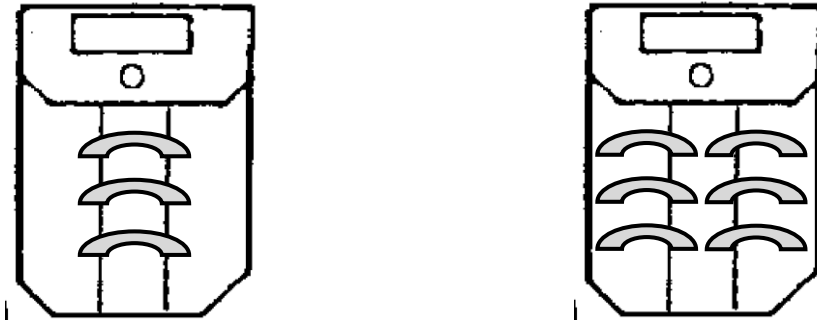


Figure 7-31. DUI shoulder cords

L. WEARING OF ARC TABS (Class A):



Wear of the Metal ARC TABS

Males - centered on right breast pocket - 1/8 inch apart from each.

Females – centered below nametag – 2-4” below – 1/8 inch apart from each.

Females may adjust placement of badges to conform to individual body-shape differences.

(Wear in order of precedence – See Chapter 10)

M. WEARING OF ACU:



OFFICERS will wear shiny (non-subdued) brass on Patrol Cap.

ENLISTED will wear subdued brass on Patrol Cap.

BOTH can wear individual nametape or GRC HS on the back of Patrol Cap.

RANK can be pin-on or Velcro (subdued).

NOTE: Leadership Position Patches (Velcro) are worn on the **LEFT SHOULDER** (above patch)

N. RESPONSIBILITY AND MAINTENANCE OF UNIFORMS:

1. Before a student can be enrolled in JROTC, his/her parent/guardian must assume financial responsibility for loss or damage of government items issued.

a. Parents or guardians will sign a JROTC Form “**Statement of Health and Agreement of Responsibility.**”

b. During uniform issue, each cadet must ensure that he/she receives the clothing or equipment for which they are signing for (Cadet Hand-Receipt and JUMS Clothing Record). Every time a Cadet turns-in or receives any additional uniform items, they must update their Hand-Receipt.

c. The cadet and parent must sign the initial issue hand receipt verifying that the cadet has been issued everything on the hand receipt.

2. Costs of laundry, cleaning, and normal maintenance of uniforms **is the responsibility of each cadet.** Inspections will be conducted on the uniform day of each week to ensure that high standards of personal appearance are being maintained, and to enable the SAI/AI to observe the condition of clothing and equipment.

3. Upon leaving the JROTC program, all government uniforms and equipment must be returned to the JROTC department. Failure to return uniforms and equipment may result in a debit being placed on the cadet's student account. ***Failure to return uniforms and equipment constitutes theft of U.S. Government property and will be reported to court authorities for enforcement.***

CHAPTER 10 RECOGNITION (AWARDS & RIBBONS)

A. GENERAL:

Cadet awards, ribbons, badges, tabs, and cords are presented to cadets in recognition of outstanding performance and/or achievement. Some of these are awarded as soon as practical after earning the award/ribbon and some are only awarded at the Annual Awards Ceremony.

B. TYPES OF AWARDS:

The following are the various types of awards and ribbons that Cadets may earn:

1. Department of the Army:

- a. Medal for Heroism.
- b. Superior Cadet Award (Battalion Selection). See paragraph H (SAI Awards) for selection criteria.
- c. Legion of Valor Bronze Cross (Region Selection).

2. JROTC Individual Awards/Ribbons (paragraph C of this section):

- a. N-1 (Academic).
- b. N-2 (Athletic).
- c. N-3 (Military).
- d. N-4 (Service).

3. Fraternal and Association (external to SAHS JROTC) Awards such as:

- a. Special Forces Association- LET 2 or LET 3
- b. Veterans of Foreign Wars (VFW) – LET-2 only.
- c. American Veterans (AMVETS) – LET-3 only.
- d. Sons of the American Revolution (SAR) – LET-3 only.
- e. Daughters of the American Revolution (DAR) – LET-4 only.
- f. Sons of Confederate Veterans (SCV) – LET-1 Only.

NOTE: These awards should be worn in the above-listed order of precedence.


ORGANIZATION	WHO (LET level) can receive?	WHAT do they receive?	CRITERIA
Military Order of the World Wars (MOWW)	A deserving Cadet in each class or to a single Cadet at a school	medal pendant, ribbon bar, & certificate	(1) Be in good standing in all military aspects & scholastic grades at the time of selection & presentation of the award. (2) Have shown marked improvement in both military & scholastic grades at the time of selection & presentation of the award. (3) Have indicated by military & 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.
Florida National Guard	ANY Cadet		Any deserving cadet who excels at JROTC and may potentially join the Army National Guard

Marine Corps League (MCL)	ANY Cadet	ribbon	Leadership of service project/activity, top 25% of class in all subjects (including JROTC)
Veterans of Foreign Wars (VFW)	Cadets in 10 th (LET-2) grade or above who are actively engaged in JROTC activities are eligible for the award.	medal pendant with matching ribbon bar	(1) Positive attitude toward the JROTC. (2) Outstanding military bearing & conduct in & out of uniform. (3) Personal attributes (self-confidence, initiative, flexibility, & judgment). (4) Patriotism (commander or member of color guard, drill team with or without arms, flag protocol instruction team & actively promotes 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).
AMVETS	Be in the 3 rd year (LET-3) of a 4-year program.	medal &/or certificate	(1) Be in good academic standing. (2) Demonstrate a high degree of military bearing both in & out of the military uniform. (3) Not have previously received this award.
Sons of the American Revolution (SAR)	3rd-year (LET-3) cadets		High degree of merit in leadership, military bearing, & general excellence. Top 10% of their JROTC class. Top 25% of their overall class.
American Legion	During the junior (LET-3) year, a Cadet in a class HS JROTC unit will receive the bronze medal	bronze medal & ribbon bar	(1) General Military Excellence Award. The Cadet must— (a) Be in the top 25% of his/ her class in JROTC & non-JROTC subjects. (b) Have demonstrated outstanding qualities in military leadership, discipline, character, & citizenship. (2) Scholastic Excellence Award. The Cadet must— (a) Be in the top 10% of his/her class in non-JROTC subjects. (b) Be in the top 25% of his/her class in JROTC. (c) Have demonstrated qualities of leadership. (d) Have actively participated in related student activities such as student organizations, constructive activities, or sports.
Sons of Confederate Veterans (SCV)	LET-1 (LET-2)	medal, certificate & ribbon	The award should go to a rising 2nd-year cadet who has demonstrated the qualities of Honor, Courage & in particular commitment to his/her unit throughout the school year.
Daughters of the American Revolution (DAR)	Be a member of the graduating class (LET-4).	bronze medal & ribbon bar,	(1) Be in the top 25% of the Cadets in JROTC & academic subjects. (2) Have demonstrated qualities of dependability & good character, adherence to military discipline, leadership
Special Forces Association	LET 2 or LET 3	Medal & certificate	(1) Superior physical fitness (2) Be in the top 25% of the Cadets in JROTC & academic subjects. (3) Have demonstrated outstanding qualities in military leadership, discipline, character, & citizenship.




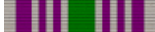




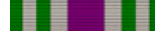
C. RIBBONS (JROTC):

The following ribbons may be earned by cadets as prescribed below and must be worn in order of series: N-1, N-3, N-2, N-4. Awards noted as being presented “annually” will only be awarded at the Annual Awards Ceremony.

1. SUPERIOR CADET Ribbon:






#	TITLE of RIBBON	Awarded By:	Criteria
	Superior Cadet Ribbon 	SAI	Awarded <u>annually</u> to one (1) Cadet in each LET level for outstanding academic achievement & leadership.

2. ACADEMIC RIBBONS (Series 1):





#	TITLE of RIBBON	Awarded By:	Criteria
N-1-1	Distinguished Cadet Award for Scholastic Excellence 	Superintendent or designated representative	Awarded <u>annually</u> to a cadet who exhibits the highest cumulative GPA.
N-1-2	Academic Excellence Award Ribbon 	Principal	Awarded <u>annually</u> to 1 cadet per LET-level for maintaining the highest academic GPA.
N-1-3	Academic Achievement Ribbon 	SAI	Awarded <u>annually</u> to all cadets who maintain a cumulative GPA 4.0 (in all academic subjects) for the academic year (may not also receive the N-1-7).
N-1-4	Perfect Attendance Ribbon 	SAI	Awarded <u>annually</u> to cadets with zero unexcused absences during the SY prior to the <u>annual</u> award ceremony (1x per year).
N-1-5	Student Government Ribbon 	Principal	Awarded <u>annually</u> to cadets elected to any student held office.
N-1-6	Leadership Development Ribbon 	Principal	Awarded <u>annually</u> to cadets who successfully complete (pass) their LET-level training.
N-1-7	Academic Performance Ribbon 	SAI	Awarded <u>annually</u> to cadets who maintain a cumulative GPA 3.0 (“B” average) or higher.
N-1-8	CPR/ 1st Aid Proficiency Ribbon 	SAI	Awarded <u>annually</u> to cadets who have acquired a CPR certification.
N-1-9	Military History Ribbon 	SAI	Demonstrate an adequate knowledge of a specific point in history. Cadets must





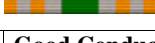

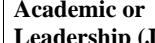

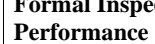
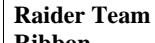

			provide a project such as a paper or briefing.
N-1-10	JROTC Academic Excellence 	SAI	Awarded annually to cadets that earn all A's throughout the school year in JROTC.

3. ATHLETIC RIBBONS (Series 2):

#	TITLE of RIBBON	Awarded By:	Criteria
N-2-1	Varsity Athletic Ribbon 	Principal	Awarded <u>annually</u> to cadets that participate in a "Senior" Varsity sport.
N-2-2	Physical Fitness Excellence Ribbon 	SAI	Awarded 1x <u>annually</u> (in the fall semester) to cadets who maintain excellent physical fitness by achieving an 85% or better in all five (5) Cadet Challenge events . Cadets earning this ribbon will not wear the N-2-3 ribbon, even if previously earned.
N-2-3	ROTC Athletic Ribbon 	SAI	Awarded 1x <u>annually</u> (in the fall semester) to cadets who achieve a 50% rating or better in all five (5) Cadet Challenge events .
N-2-4	Not Used 		
N-2-5	Not Used 		







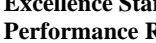
4. MILITARY RIBBONS (Series 3):

#	TITLE of RIBBON	Awarded By:	Criteria
N-3-1	Senior Army Instructor (SAI) Leadership Ribbon 	SAI	Awarded <u>annually</u> to one (1) cadet per LET level who displays the highest degree of leadership, as determined by the SAI and AI.
N-3-2	Personal Appearance Ribbon 	SAI	Awarded <u>annually</u> to cadets who consistently present an outstanding appearance (85% or better average for uniform inspections for the school year).
N-3-3	Proficiency Ribbon 	SAI	Awarded <u>annually</u> to those cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, & performance of duty.
N-3-4	Drill Team Ribbon 	Drill Team CMDR	Awarded annually to drill team members who have competed in a competition. (1x per year)

N-3-5	Orienteering Ribbon 	SAI	Awarded to cadets who have competed in an orienteering event as an individual or competition (team or individual) (1x per year). NOTE: Often awarded after J.C.L.C.
N-3-6	Color Guard Ribbon 	Color Guard CMDR	Awarded annually to members of the Color Guard.
N-3-7	Marksmanship Team Ribbon 	Rifle Team CMDR	Awarded to cadets who participate in a competitive air-rifle marksmanship competition or postal match (1x per year). See also Rifle Team & Marksmanship Qualification Badge.
N-3-8	Adventure Training Ribbon 	SAI	Awarded to cadets who have competed as a member of the Raider team or participate in a qualifying Adventure Training event (1x per year).
N-3-9	Commendation Ribbon 	SAI	Awarded to cadets whose performance of duty exceptionally exceeds that expected of a cadet in his/her grade and experience. See Cadet of the Month.
N-3-10	Good Conduct Ribbon 	SAI	Awarded <u>annually</u> to the cadets who have demonstrated outstanding conduct throughout the school year by receiving zero (0) demerits .
N-3-11	JCLC Summer Camp Ribbon 	SAI	Awarded to cadets who complete all training requirements of the JROTC Summer Camp. Also see JCLC (Summer Camp) Metal.
N-3-12	Academic or Leadership (JLAB) Team Member 	JLAB Team CMDR	Awarded <u>annually</u> to cadets who compete as a member of the JLAB Academic or Leadership Team at one competition. (1x per year)
N-3-13	Band/Choir Ribbon 	SAI	Awarded <u>annually</u> to cadets who participate in a band or choir.
N-3-14	Formal Inspection Performance Ribbon 	SAI	Awarded to the cadets whose efforts in support of the Battalion's Formal Inspection go above and beyond expectations.
N-3-15	Raider Team Ribbon 	Raider Team CMDR	Awarded <u>annually</u> to members of the Raider Team who have participated in a competition. (1x per year)

5. MISCELLANEOUS RIBBONS (Series 4):

	TITLE of RIBBON	Awarded By:	Criteria
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N-4-1	Parade Ribbon 	SAI	Awarded to cadets who have participated in local community parades: i.e., Veterans Day Parade, Memorial Day Parade, Christmas Parade, etc.
N-4-2	Recruiting Ribbon 	SAI	Awarded to the cadets who recruit students into the JROTC program. Recruited student must earn their LET service ribbon (Complete 1 Semester).
N-4-3	School/Community Service Ribbon 	SAI	Awarded to cadets who participate in 2 or more JROTC-sponsored school or community service projects.
N-4-4	Fundraising Ribbon 	SAI	Awarded to cadets who participate in 2 or more fundraising activities.
N-4-5	Humanitarian Ribbon 	SAI	Awarded to cadets who participate in donating blood or other charitable projects outside of JROTC where participation can be documented.
N-4-6	Service-Learning Ribbon 	SAI	Awarded to Cadets who participate in at least one Service-Learning Project (SLP) during the school year (1x per year). Cadet must participate in the entire project, not just the exploratory project.
N-4-7	Excellence Staff Performance Ribbon 	SAI	Awarded <u>annually</u> to the cadet staff members who perform their duties in an efficient and supportive manner.

D. Multiple Awards (Ribbons):

1. Multiple awards of any ribbon or medal will be designated with a lamp device affixed to the ribbon as follows:

- 2nd award - bronze lamp.
- 3rd award - silver lamp (replace bronze lamp).
- 4th award - gold lamp (replace silver lamp).
- 5th award - gold and bronze lamp.
- 6th award – Gold and Silver lamp.
- 7th award - 2 Gold lamps, etc.

2. Wearing of Ribbons:










- Cadets will be limited to wearing 6 rows of 3 ribbons (With the exception of the Superior Cadet Award which may be worn centered above the 6 rows). Third and subsequent rows may be aligned to the left to present a better appearance.

3. Wearing of Medals:

- Cadets may wear a maximum of 6 medals. Medals are worn in 2 rows of 3 with a quarter inch spacing. The second row will contain the same number of medals or less than the first row.
- Cadets may not wear any marksmanship badges with medals. However, wearing any marksmanship badge is permitted with the wear of ribbons.







F. MEDAL ARC:

The following Arcs may be earned by cadets as described below. Only the Arcs listed below are authorized and worn in the order listed. Arcs may only be worn after the season for which the award is given ends. Cadets may not wear an Arc and a Cord representing the same team at once. See Chapter IX (Uniforms and Rank) for a diagram for proper wear.

ORDER of PRECEDENCE	TITLE of	Awarded by	Criteria
1	Raider 	SAI	Awarded to cadets who have competed in Raider's in a leadership position.
2	Color Guard 	SAI	Awarded to cadets who have participated in Color Guard in a leadership position.
3	Drill Team 	SAI	Awarded to cadets who have competed in Drill Team in a leadership position.
4	Drone Team 	SAI	Awarded to cadets who have participated in Drone Team in a leadership position.
5	JCLC 	SAI	Awarded to cadets who have participated in JCLC in a leadership position.
6	Cadet of the Quarter 	SAI	As selected by a Board comprised of officers & NCOs from the Battalion Staff. Cadet of the Quarter also receives the Commendation Ribbon (N-3-9) .
7	Rifle Team 	SAI	Awarded to cadets who have competed in Rifle Team in a leadership position.
8	JLAB 	SAI	Awarded to cadets who have competed in JLAB in a leadership position.
9	National Honor Society 	SAI	Awarded to cadets who are a part of the National Honor Society.

G. SAI AWARDS:

The following AWARDS are attainable by conspicuous achievement as indicated and awarded by the Senior Army Instructor (SAI):

TITLE of AWARD	Presented To (WHO)	Criteria (FOR)
Superior Cadet Award (Medal, Certificate & Ribbon) 	LET-1 LET2 LET3 LET4	The outstanding cadet in <u>each LET level</u> . Top 10% of JROTC class & the top 50% of class in overall academic standing. Includes the highest degree of leadership, involvement, participation, discipline, character, & potential.
Marksmanship Qualifications (Badge) 	Cadets who achieve the marksmanship standards as prescribed in CCR 145-2 & Marksmanship SOP	Successfully completing prescribed course of fire (based on firing the AR-1 (10 Bull)) target with minimum established score. The scores for the different badges are: 230-300 is Expert. 130-200 is Sharpshooter. 110-129 is Marksman
Academic Achievement Wreath 	LET-1 LET-2 LET-3 LET-4	Awarded to cadets who attain an overall B average in all subjects & an A average in JROTC. <i>The award may only be worn in the semester following receipt.</i> Consecutive receipt of the awards will be recognized by the placement of a colored felt pad behind the wreath in the following colors: 2 nd award (red), 3 rd award (silver), 4 th + award (gold).
Honor Unit with Distinction Insignia (Gold Star) Honor Unit Insignia (Blue Star) Merit Unit Insignia (White Star)	ALL Cadets   	Attainment of Merit Unit, Honor Unit or Honor Unit with Distinction rating during HQCC Formal Inspections. The insignia is worn 1/8" above the right coat/shirt pocket. When wearing the Academic Achievement Wreath, the star device is worn inside the wreath's laurels.

CHAPTER 11

WEAPONS & SECURITY (Arms Room/S-2)

NOTE: This Chapter is only an extract taken from the SAHS JROTC Supply SOP that includes all standard operating procedures and regulatory guidance regarding weapons and security.

A. PURPOSE:

The purpose of this Chapter is to highlight for Cadets the applicable established policies and procedures for securing weapons (Drill & Air Rifles), ammunition, and other sensitive (pilferable) items.

B. RESPONSIBILITIES:

1. Arms Room (weapon) security is the responsibility of the SAI/AI or MPS/MPC, designated cadet supply and security personnel (Battalion S-4 or S-2 Staff or Company-level Supply Sergeants), and all cadets in the possession of Government property. All will ensure that all sensitive containers in the Arms Room and doors permitting access into the Arms Room are secured daily prior to close of business.

2. The SAI/AI will ensure all members and participants in JROTC adhere to the provisions outlined in applicable regulations and guidance contained in the SAHS JROTC Supply SOP and other regulatory guidance concerning the security of arms and ammunition.

3. All JROTC Cadets will handle weapons, ammunition, and other sensitive items in a safe and secure manner.

4. Organize and ensure the security of property used for event functions.

C. TYPES OF WEAPONS:

The SAHS JROTC currently has the following types of weapons on-hand and authorized:

1. Rifle, Air (LIN: 60002N), NSN: 100501C051181 (by serial number).
2. Rifle, Dummy Drill, (LIN: R44655), NSN: 100501D811400 (by serial number).
3. Rifle, Drill, Facsimile (LIN: XA101G), NSN: 6910015194121 (by serial number).

D. ARMS ROOM ACCESS & SECURITY:

1. A memorandum will be posted on the Arms Room door listing the personnel that have authorized UNESCORTED access. Normally this access will be limited to the Battalion S-2 and S-4 Staff(s).

2. A memorandum will be posted on the Arms Room door listing the personnel that have authorized ESCORTED (escort must be a JROTC Cadre/Instructor) access.

3. No individual will be in the Supply or Arms Room unless accompanied by SAI/AI or designated cadet supply and security personnel (Battalion S-4 or S-2 Staff or Company-level Supply Sergeants).

4. Key access to any supply storage area will be limited to the SAI/AI or MPS/MPC or designated cadet supply and security personnel (Battalion S-4 or S-2 Staff or Company-level Supply Sergeants).

5. Loss or Theft: Dummy drill rifles and air rifles are pilferable items; therefore, SAHS JROTC will ensure the storage of dummy drill rifles and air rifles IAW regulatory security requirements. Any loss or theft of weapons (dummy drill or air rifle) will be reported

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immediately to the SAI/AI. Loss of accountability of weapons constitutes a serious incident and requires special reports and procedures (per AR 190-11 and AR 190-40).

6. Ammunition Storage: Air Rifle pellets will be stored and secured separately from the Air Rifles (not in the Arms Room).

E. ISSUE/TURN-IN PROCEDURES:

1. In a classroom or training environment, there is no need for students/cadets to sign a control sheet when continuous surveillance/supervision exists by cadre personnel.

a. In this instance, the instructor (SAI/AI) signs the control sheet for the total number of weapons issued.

b. If training rifles are used during the day, at the end of each class period or at the end of each training period, a physical count of the rifles will be made prior to the release of the class or team.

2. The SAHS JROTC Weapons Control Log may be used to issue weapons, as necessary.

3. Under no circumstances will a cadet be allowed to take a training drill rifle or air rifle home or transport such weapons in a POV; with the exception of non-military (white plastic) replica drill rifles.

F. WEAPONS (DRILL & AIR RIFLE) INVENTORY:

Drill and Air Rifles will be physically inventoried by serial number monthly.

1. Serial numbers will be verified quarterly with those recorded on the IPBO Hand Receipt and the informal property book (JUMS) by the MPS/MPC.

2. Consecutive inventories will not be conducted by the same individual (iaw AR 190-50).

3. The Cadet S-2 is authorized to conduct the monthly inventory; verified by the MPS/MPC.

4. The Cadet S-2 (or MPS/MPC) will use JUMS to print-out a serial number listing (reports) of all dummy drill rifles and air rifles to inventory (Log onto JUMS, then go to Reports tab):

(a) Use **Rifle Tracking Report** (found under Property tab) to print-out a report of all Government-issued air and dummy drill rifles.

(b) Use the **M1903 Drill Rifles (School) Report** (found under Ad Hoc Reports) to print out a report of all School-issued drill rifles (x4).

(c) Use **Daisy 853 Air Rifles (School/Government) Report** (found under Ad Hoc Reports) to print-out a report of all School-issued air rifles (x4).

(d) Sign and Date the Rifle Tracking Report (on the last page) and attach the M1903 Drill Rifles and Daisy 853 Air Rifles (School/Government) Reports and then file accordingly.

CHAPTER 12

SUPPLY (Supply Room/S-4)

NOTE: This Chapter is only an extract taken from the SAHS JROTC Supply SOP that includes all standard operating procedures and regulatory guidance regarding supply activities and actions.

A. PURPOSE:

The purpose of this Chapter is to highlight for Cadets the applicable established policies and procedures and regulatory guidance regarding supply activities and actions.

B. RESPONSIBILITIES:

The SAI and AI are responsible for proper supervision to ensure that property accountability is maintained in accordance with all Department of Defense (DoD), U.S. Army, TRADOC, Cadet Command, and Fort Knox regulations and other applicable directives.

1. The SAI or the AI will be appointed (in writing) by the SAHS HS Principal as the Military Property Custodian (MPC)/Military Property Specialist (MPS) to perform logistics tasks, to be responsible and accountable for government property, and to manage it in accordance with Army policy and procedures. Normally, the MPC/MPS will be the AI.

2. The Cadet S-4 and his/her staff section will supervise all cadet supply activities and actions, as directed by the Cadet Battalion Commander and SAI/AI. Refer to Chapter 8 (Cadet Duty Position Descriptions) for additional details.

C. STORAGE of CLOTHING/UNIFORM ITEMS, SUPPLIES & EQUIPMENT:

Supply Room security is the responsibility of the SAI/AI or MPS/MPC, designated cadet supply personnel (Battalion S-4 Staff or Company-level Supply Sergeants), and all cadets in the possession of Government or school property. All will ensure that all sensitive containers in the Supply Room and doors permitting access into the Supply Room are secured daily prior to close of business. All Supply representatives (SAI/AI, MPS/MPC, and all authorized Cadet supply personnel) will use the following guidance to ensure proper storage of clothing/uniform items, equipment and supplies:

1. Ensure the security of all government property. Ensure the doors to the Supply and Arms Room are locked after use.
2. Ensure all items stored in the Supply Room and Arms Room are properly stored in designated locations at all times and are kept clean and serviceable.
3. Ensure all government property and school property are properly marked and stored separately.

D. CADET CLOTHING/UNIFORM ISSUE & TURN-IN:

1. Cadet Clothing/Uniform **Issue:**

- (a) Cadets and parents/guardians are required to sign and have on-file a copy of the **Statement of Health and Agreement of Responsibility** prior to issue of any uniform or clothing items.

(b) For the initial (first) issue (Fall semester or new student) of uniform Class B items, a JUMS Hand Receipt will be printed, and the Cadet AND Parent/Guardian will sign for all items issued.

(1) The Cadet will be provided a copy of the signed JUMS Hand Receipt.

(2) The original signed copy will be filed in the filing cabinet (by name).

(3) If there are any changes to the initial issue, only the Cadet must sign the new JUMS Hand Receipt.

(c) A JUMS Hand Receipt will be used to document the issuing of the Army Combat Uniform (ACU).

(d) For Cadets attending JCLC (Summer Camp), the SAHS JROTC Form 3645-1 (JCLC) will be used to temporarily issue and document the issue of ACU and other associated military/government-issued equipment (OCIE).

(e) Cleaning, alteration, and renovation of cadet uniforms will be accomplished prior to issuing uniforms to cadets, whenever possible. Once issued to cadets, the cost of cleaning and normal maintenance of uniforms is a cadet (parent/guardian) responsibility.

2. Cadet Clothing/Uniform **Turn-In:**

(a) Cadets will turn-in all or specified clothing/uniform items upon:

(1) Disenrollment or Graduation.

(2) End of School Year (SY) or as directed by SAI/AI or MPS/MPC.

(b) Once clothing/uniform and/or equipment issued to cadets is returned, it will quickly be documented in JUMS and returned to the Supply Room. A copy of the cadet's new JUMS Hand Receipt will be provided to the cadet, as necessary.

(c) Clothing worn out through fair wear and tear will be replaced at no cost to the student.

E. HAND RECEIPTS:

JUMS Hand Receipts will be maintained in the file cabinet managed by the Cadet S-4 and the MPS/MPC. The Company-level Supply Sergeants will assist in maintaining clothing records/hand receipts on all Cadets.