**Black Hawk Battalion**



**Cadet Handbook**

CADET NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fourth Edition – September 2017

**FORWARD**

Welcome to the Brooke Point High School Navy Junior Reserve Officers’ Training Corps (NJROTC) program. We are looking forward to another great year. The goal of the NJROTC program is to help cadets develop leadership skills, build character, promote citizenship and responsibility, and enhance self-discipline through the study and practical application of Navy leadership traits and principles.

Leaders at every level must be fully aware of the importance of character, responsibility, hard work, and self-discipline if they are to be successful in facing the challenges of a rapidly changing world. While participation in the program incurs no obligation of future military service, the training that you receive will go a long way toward enhancing opportunity in either a future civilian or military career.

There is a lot of important information contained in this handbook. We expect each cadet to be familiar with its contents. Please keep this information readily available for your use, as you will find it an invaluable learning tool for our leadership curriculum.

We are looking forward to working with each and every one of you, and we are proud that you have made the decision to become a NJROTC cadet at Brooke Point High School.

|  |  |  |
| --- | --- | --- |
| Maj Darnell, USMC (Ret) | MSgt Reid, USMC (Ret) | 1stSgt Polanco, USMC (Ret) |
| Senior Naval Science Instructor | Naval Science Instructor | Naval Science Instructor |

**CONTENTS PAGE**

CHAPTER 1 GENERAL INFORMATION 5

CHAPTER 2 BROOKE POINT HIGH SCHOOL NJROTC 7

CHAPTER 3 ORGANIZATION OF THE CORPS OF CADETS 13

CHAPTER 4 DAILY CLASSROOM PROCEDURES 23

CHAPTER 5 MILITARY CUSTOMS AND COURTESIES 26

CHAPTER 6 UNIFORM GUIDELINES AND PERSONAL 28

GROOMING STANDARDS

CHAPTER 7 CADET CONDUCT 32

CHAPTER 8 PROMOTIONS, AWARDS, RIBBONS, 34

AND PERSONAL RECOGNITION

CHAPTER 9 USEFUL CADET INFORMATION 39

**CHAPTER ONE**

**GENERAL INFORMATION**

1-1 AUTHORIZATION OF JUNIOR ROTC.Naval Junior Reserve Officers Training Corps units for all military services were authorized by the Reserve Officers Vitalization Act of 1964, established under the authority of Public Law 88-647 in Title 10, United States Code, Chapter 102, Section 2031, Department of Defense Directive 1205.13 dated 16 January 1982 requires military service Secretaries to sponsor and conduct a JROTC Program. Each of the military services currently supports active programs in high schools across the nation and overseas.

1.2 PURPOSE OF NJROTC. The NJROTC Program is designed to prepare cadets for a successful life and career in either the military or civilian world. There is no obligation for cadets enrolled in the program to enlist in the military. The NJROTC Program instills pride, excellent morals, and good work ethic into all of its cadets. The goals established for the NJROTC Program center on learning the basic elements and requirements for national security.

1.3 OBJECTIVES OF NJROTC: Basic Objectives of the program are:

1. to develop respect for proper authority
2. to instill a sense of patriotism
3. to develop a high degree of personal honor, self-discipline, leadership, and integrity
4. to develop pride, self-respect, confidence, and the desire to do one’s best
5. to develop an understanding of the role of the United States Navy in

national defense

f. to develop an understanding of the basic elements of national security

1. to develop respect for and an understanding of the need for a constituted democracy
2. to encourage cadets to accept the responsibility and the importance of citizenship as it relates to the democratic principles upon which our country was founded.
3. to develop leadership skills and strengthen cadet character
4. to achieve unit pride and group solidarity through the concept of teamwork

k. to develop an interest in the military as a possible career

# 1.4 MISSION.

# Mission of Navy JROTC:

# Develop informed citizens, strengthen character by the teaching of discipline, and develop an understanding of the responsibilities of citizenship.

**CHAPTER TWO**

**BROOKE POINT HIGH SCHOOL NJROTC**

* 1. ORGANIZATION. The NJROTC unit at Brooke Point High School is designated a

JROTC unit per Public Law 88-647, codified in Title 10, U.S.C., Section 2031. The Secretary of the Navy (SECNAV) has authorized retired commissioned and noncommissioned officers, and members of the Fleet Reserve whose qualifications are approved by SECNAV and the institution concerned, to serve as members of the Naval Science staff. Members of the Naval Science staff are employees of the school district and are responsible to school authorities for the conduct of the program. Course membership is limited to students who maintain academic and discipline standards acceptable to Stafford County Public Schools Board of Education and the U.S. Navy.

* 1. THE NJROTC PROGRAM

1. The NJROTC program at Brooke Point High School is a four year, four level,

elective academic course which provides one credit for each year satisfactorily completed.

1. Students are normally assigned to the Naval Science (NS) course level

appropriate to their year in school/year as a cadet. That is, freshmen and new NJROTC cadets are assigned to NS-1, sophomores/2nd year cadets to NS-2, juniors/3rd year cadets to NS-3, and seniors/4th year cadets to NS-4.

1. Cadets will progress through the Brooke Point High School NJROTC program

according to their satisfactory completion of the naval science curriculum.

1. In most cases, cadets transferring from other than a NJROTC program will receive full

credit for training accomplished, although their rank and billet held may be adjusted, as necessary. However, cadets who have three years of prior JROTC experience from other than a NJROTC program will not always be placed into the NS-4 curriculum. At Brooke Point High School, NS-4 cadets should have the prerequisite knowledge and experience of NJROTC, as they serve primarily as mentors and leaders for the rest of the cadets within the program.

* 1. GENERAL ENROLLMENT REQUIREMENTS. To be eligible for enrollment and

continuance in a NJROTC unit, the student must:

1. Be enrolled in and attending a regular course of instruction at Brooke Point

High School within the Stafford County Public School system.

1. Be a citizen of the United States, or U.S. National or alien lawfully admitted to the

United States for permanent residence, and in a grade above the 8th grade.

1. Be of good moral character as determined by the principal of the school and the

NJROTC staff.

1. Be physically qualified to participate fully in the school's physical education program.
2. Cadets in the NJROTC Program are required to pay the associated “Activity Fee” as stipulated by the Stafford County Public Schools.
   1. GENERAL DISENROLLMENT PROCEDURES. Cadets may be disenrolled from the

NJROTC program for any of the following reasons:

1. Voluntary Requests – cadets who voluntarily request disenrollment from the program

will be disenrolled if approved by the guidance department. Additionally, cadets who voluntarily transfer from Brooke Point High School will automatically be disenrolled from the program.

1. Enrollment Failure – cadets who fail to maintain Stafford County enrollment standards

may be disenrolled from the program.

1. Academic failure – cadets must maintain a “C” average grade within the NJROTC

curriculum in order to remain a part of the program. Additionally, cadets who do not maintain passing grades in three or more of their other classes may be considered for disenrollment.

1. Ineptitude – cadets who consistently demonstrate poor performance and/or an

inability to develop basic leadership skills may be disenrolled.

1. Poor attitude – any cadet who consistently displays a poor attitude and a lack of

motivation regarding the NJROTC program may be disenrolled.

f. Misconduct – cadets who fail to obey either Brooke Point High School regulations,

and/or any of the agreed upon enrollment requirements for NJROTC as outlined in the Appendixes of this handbook may be disenrolled from the NJROTC program. Additionally, cadets convicted of misdemeanor or felony charges in civilian court may be disenrolled from the program.

2-5. PROGRAM BENEFITS. Successful participation in the NJROTC program will enhance the cadet’s leadership skill, character development, and self-discipline. Additionally, successful completion of two years of instruction in the NJROTC program may result in the following additional benefits.

1. Upon enlistment in the U.S. military, enlistees may be appointed to an advanced rank upon completion of recruit training. In some cases, promotion to E-3 is even possible.
2. Enrollment in a NJROTC program enhances the possibility for a college ROTC

scholarship and/or a direct appointment to one of the service academies.

1. NJROTC instructors may provide recommendation letters and/or letters of reference to

cadets who successfully participate in the NJROTC program for inclusion into college/trade school applications.

1. NJROTC instructors may provide job recommendations and/or reference letters to

potential civilian employers for cadets who successfully participate in the NJROTC program.

* 1. NJROTC NAVAL SCIENCE EDUCATION. The program of instruction contained herein

describes the curriculum being used in the NJROTC program at Brooke Point High School. The Naval Service Training Command routinely updates the curriculum to include new texts, instructional materials and lesson plans. The curriculum is developed and revised by civilian educators and NJROTC instructors. The wide variety of subjects includes the following:

* CITIZENSHIP -- Instillation of values of good, responsible citizenship.
* NAVAL ORIENTATION -- Basic introduction to the Navy’s customs and traditions.
* NAVAL OPERATIONS/ORGANIZATION -- Familiarization with national naval strategy and daily military operations.
* NAVAL HISTORY -- History of the United States Navy from the colonial period to the present.
* NAVIGATION -- Introduction to piloting and navigation.
* SEAMANSHIP -- Introduction to basic seamanship and ship handling.
* LEADERSHIP -- Ongoing study of leadership, with opportunities to develop leadership abilities.
* NAUTICAL ASTRONOMY -- Study of astronomy and its use in navigation.
* ELECTRONICS -- Introduction to electronics as the basis for communications and weapons systems.
* OCEANOGRAPHY -- Information on the collection of data on the world's ocean systems.
* COMMAND, DRILL, AND CEREMONIES -- Close order drill and parade ceremonies.
* PHYSICAL FITNESS -- Activities to promote healthy, active lifestyles.

The NJROTC course of instruction is designed to emphasize leadership education and leadership development. Navy uniforms are worn and training in Navy history and customs, military courtesies, drill and ceremonies, grooming, physical training, and other military skills are used as vehicles to develop self-esteem, self-confidence, self-discipline, and basic leadership. NJROTC cadets will participate in a naval science level as dictated by the number of years completed in the program. Accordingly, NS-1 is for those cadets entering their first year of the program, while NS-4 is for those cadets who have successfully completed NS-1 through NS-3. The Naval Science levels are outlined as follows:

* 1. NAVAL SCIENCE 1

PURPOSE:  To introduce students to the meaning of citizenship, the elements of leadership, and the value of scholarship in attaining life goals; promote an awareness of the importance of a healthy lifestyle, including physical fitness, a proper diet, and controlling stress; drug awareness; provide the principles of health and first aid, geography and survival skills and an overview of Naval ships and aircraft.  These elements are pursued at the fundamental level.

COURSE CONTENT:  Includes introduction to the NJROTC program; introduction to Leadership, Citizenship and the American Government; introduction to Wellness, Fitness, and First Aid to include diet, exercise and drug awareness, introduction to Geography, Orienteering, Survival and Map Reading Skills; Financial Skills and  introduction to the U. S. Navy.

1. NAVAL SCIENCE 2

PURPOSE:  To build on the general introduction provided in Naval Science 1, to further develop the traits of citizenship and leadership, and to introduce cadets to the technical areas of naval science and the role of the U. S. Navy in maritime history and the vital importance of the world’s oceans to the continued well-being of the United States.

COURSE CONTENT:  Includes ongoing instruction into Leadership; introduction to Maritime History, including the American Revolution, Civil War, the rise of the U. S. to world power status, World Wars 1 and 2, the Cold War Era and the 1990s and Beyond; introduction to Nautical Sciences to include Maritime Geography, Oceanography, Meteorology, Astronomy, and Physical Sciences.

1. NAVAL SCIENCE 3

PURPOSE:  Broaden the understanding of students in the operative principles of military leadership, the concept and significance of teamwork, the intrinsic value of good order and discipline in the accomplishment of objectives, and the importance of sea power and national security.  Students gain a more in-depth knowledge of Naval ships and aircraft and an introduction to marine navigation and seamanship.

COURSE CONTENT:  Includes instruction in Sea Power and National Security, Naval Operations and Support Functions, Military Law, and International Law and the Sea.  Provides introduction to Ship Construction and Damage Control, Shipboard Organization and Watch Standing, Basic Seamanship, Marine Navigation, and Naval Weapons and Aircraft.  Ongoing instruction in leadership, citizenship and discipline.

1. NAVAL SCIENCE 4

PURPOSE:  Focused primarily on practical leadership techniques and implementation.  The intent is to assist seniors in understanding leadership and improving their leadership skills by putting them in positions of leadership, under supervision, then helping them analyze the reasons for their varying degrees of success throughout the year.  Classroom activities include seminars, reading assignments, classroom presentations, and practical work with younger cadets.  Seniors are mentored/guided in their preparation for life after high school to include college preparation, scholarship applications, and the variety of choices that are available to them.

COURSE CONTENT:  Includes instruction in theoretical and applied aspects of leadership, training, and evaluation of performance.  Students will become aware of the techniques used to create motivation, develop goals and activities for a work group, and the proper ways to set a leadership example.  Students are provided access to ACT/SAT prep courses, guidance in selecting a college and pursuing available scholarships, and mentoring in establishing long range life goals.

* 1. SENIOR NAVAL SCIENCE INSTRUCTOR (SNSI). The SNSI is a retired Navy, Marine

Corps, or Coast Guard Officer who administers and conducts the NJROTC program at Brooke Point High School in accordance with Navy Order P1533.6D, and under the direction and guidance of Stafford County Public Schools, the principal at Brooke Point High School, and the NJROTC Area 5 Manager.

* 1. NAVAL SCIENCE INSTRUCTOR (NSI). The NSI is a retired Navy, Marine Corps, or

Coast Guard enlisted or noncommissioned officer (NCO) who assists the SNSI in the operation of the NJROTC program at Brooke Point High School.

* 1. CADET EVALUATION/GRADING

1. Class standing is determined per the standards set forth by the Stafford County Public Schools Board of Education.
2. Overall NJROTC grades for each cadet are determined by the NJROTC instructional staff based on the cadet’s performance in the following areas:

(1) Academic Grade. The academic grade is a formulated grade based on all uniform inspection grades, homework assignments, assessments such as quizzes and tests, and military bearing and aptitude grades required during the grading period.

(2) Uniform Personnel Inspections. The wearing of the NJROTC uniform is integral part of the program. It teaches attention to detail, structure, responsibility and accountability. As such it is a key portion of a cadet’s grades. The uniform is to be worn during the entire school day from when the cadet enters the building until 14:15. The cadet may change for sports practice, P.E. dirty classroom evolutions or with the permission of the SNSI/NSI. Uniforms will be worn one day a week or at the direction of the SNSI/NSI. Failure to wear the uniform or wear it properly all day will have a negative impact on the grade.

(3) Homework Assignments. Periodically cadets will have homework assignments that reinforce the classroom material, pertain to the required paperwork of the program, or otherwise contribute to the development of character and responsibility. Homework is due on the due date in order to get full credit. Points (and grades) are reduced when assignments are turned in late. Time management is a part of the development process and cadets are expected to manage their time away from school so as to meet expected deadlines.

(4) Assessments. As with any academic course of instruction tests and quizzes are administered as a means of evaluating the learning process. The grading scale follows the Stafford County and Brooke Point High School scale. Tests and quizzes cover the classroom and textbook material as well as NJROTC related military topics and current events.

(5) Military Bearing and Aptitude Grade (MBA). The MBA grade will be based upon the cadet’s demonstrated ability to maintain proper standards of conduct, bearing, aptitude, and citizenship as a NJROTC cadet. Since NJROTC is a character development based program violations of school rules and regulations, resulting in either in-school or out-of-school suspension directly reflect a student’s inability to conform in character and will adversely affect the MBA grade. Additionally, class participation and the ability to maintain the guidelines for cadet conduct outlined in this handbook will affect the overall conduct grade.

* 1. COMPLETION CERTIFICATES. Completion certificates will be awarded to all cadets who satisfactorily complete each year in the NJROTC program.

**CHAPTER THREE**

**ORGANIZATION OF THE CORPS OF CADETS**

* 1. ORGANIZATION OF THE CORPS OF CADETS

1. The Brooke Point High School NJROTC Corps of Cadets operates as a battalion consisting of the following elements:

(1) Cadet Battalion Staff

(2) Cadet Company Staff

(3) Cadet Platoons (one per instructional period)

(4) Cadet Squads (two or three per platoon)

(5) Team Commanders

1. The Battalion Staff will consist of the following cadet billets:

(1) Cadet Battalion Commander Commander

(2) Cadet Battalion Executive Officer Lieutenant Commander

(3) Cadet Battalion Operations Officer Lieutenant Commander

(4) Cadet Battalion Supply Officer Lieutenant

(5) Cadet Battalion Administrative Officer Lieutenant

(6) Cadet Battalion Public Affairs Officer Lieutenant

(7) Cadet Battalion Athletic Officer Lieutenant

(8) Cadet Battalion Weapons Officer Lieutenant

(9) Cadet Ordnance Officer Lieutenant Junior Grade

(10) Cadet Battalion Senior Enlisted Advisor Master Chief Petty Officer

1. The “A” and “B” Company Staff will consist of the following cadet billets:

(1) Cadet Company Commander Lieutenant

(2) Cadet Company Executive Officer Lieutenant Junior Grade

(3) Cadet Company Senior Enlisted Advisor Senior Chief Petty Officer

1. The Cadet Platoon Staffs will consist of the following cadet billets:

(1) Cadet Platoon Commander Ensign

(2) Cadet Class Leader As assigned / earned

(3) Cadet Platoon Mustering Petty Officer As assigned / earned

(4) Cadet Platoon Guidon As assigned / earned

(5) Cadet Squad Leader As assigned / earned

1. The Company Team Commanders will consist of the following cadet billets:

(1) Air Rifle Team Commander Lieutenant Junior Grade

(2) Drill Team Commander Lieutenant Junior Grade

(3) Athletic Team Commander Lieutenant Junior Grade

(4) Orienteering Team Commander Lieutenant Junior Grade

(5) Academic Team Commander Lieutenant Junior Grade

(6) Color Guard Commander Lieutenant Junior Grade

(7) Cyber Patriot Team Commander Lieutenant Junior Grade

1. With the exception of the Battalion and Company Staff, actual ranks of billet holders will depend upon the rank the cadet has obtained according to the unit promotion system.
   1. BILLET ASSIGNMENTS. Except for the Battalion and Company Staff, cadet billets will be assigned by the SNSI/NSI on a rotating basis per the availability and suitability of available cadets within each platoon in order to allow as many cadets as possible the chance to serve in leadership positions.

* 1. CADET BILLET HOLDERS

1. Exercise of authority within the Corps of Cadets is delegated by the SNSI/NSI to those cadets serving in designated leadership billets***. Accordingly, subordinate cadets are required to respect the authority exercised by cadet billet holders, and follow their instruction, guidance, and direction.***
2. The SNSI/NSI will provide supervision, mentorship, and guidance for all cadets serving in leadership billets.

1. Duties

(1) Cadet billet holders are required to exercise the appropriate leadership responsibilities pertinent to their assigned leadership billet.

(2) Cadet billet holders are expected to set the highest standards of proficiency, conduct, military bearing, and personal grooming standards in order to provide the best possible example for their fellow cadets to follow.

(3) Cadet billet holders are responsible for exercising command, control, training, administration, and accountability of all personnel and equipment under their charge during NJROTC classroom activities, special events, and extracurricular activities.

(4) Cadet billet holders are responsible for maintaining good order and discipline of

their respective units.

(5) Cadet billet holders are only authorized to administer “motivational physical training” to subordinate cadets under the direct supervision of the SNSI/NSI.

1. ***Cadet Battalion Commander***

(1) Serve as the senior billet holder in the Corps of Cadets for all NJROTC functions,

special events, and assigned extracurricular activities.

(2) Advise and assist the SNSI/NSI in the execution of the administration of Black-Hawk Battalion.

(3) Lead, supervise, and direct the Staff in the execution of the annual training

plan, cadets functions, special events, and pertinent extracurricular activities.

(4) Serve as an overall mentor for each member of the Corps of Cadets.

(5) Personally maintain the highest standards of proficiency, conduct, military bearing,

and personal grooming standards for the Corps of Cadets.

***e. Cadet Battalion Executive Officer***

(1) Be prepared to serve as the senior member of the Corps of Cadets in the absence of

the Battalion Commander.

(2) Serve as the second in command for all NJROTC functions, special events, and

assigned extracurricular activities.

(3) Advise and assist the Battalion Commander in the execution of the administration of Black-Hawk Battalion, and other events, as required.

(4) Advise and assist the SNSI/NSI, as required.

(5) As needed, direct and supervise the actions of the Staff in the execution of

the annual training plan, cadets functions, special events, and pertinent extracurricular activities.

(6) Serve as a mentor for each member of the Corps of Cadets.

(7) Ensure that the Cadet Battalion Office and spaces are kept in a good state of police

at all times.

(8) Personally maintain the highest standards of proficiency, conduct, military bearing,

and personal grooming standards for the Corps of Cadets.

1. ***Cadet Battalion Operations Officer***

(1) Be prepared to serve as the Cadet Battalion Executive Officer or Cadet Battalion

Commander in the absence of either billet holder.

(2) Serve as the third in command for all NJROTC functions, special events, and

assigned extracurricular activities.

(3) Advise and assist the Battalion Commander and Battalion Executive Officer in the

execution of the administration of Black-Hawk Company, and other events, as required.

(4) Conduct primary planning and execution for special events throughout the academic

year for the Corps of Cadets.

(5) Advise and assist the SNSI/NSI, as needed.

1. As needed, direct and supervise the actions of the Staff in the

execution of the annual training plan, cadets functions, special events, and pertinent extracurricular activities.

1. Serve as a mentor for each member of the Corps of Cadets.
2. Manage the administration of the Drill Team, Color Guard, Academic Team, and the Cyber Patriot Team.
3. Manage the administration of Alpha Company and Bravo Company.

(10) Personally maintain the highest standards of proficiency, conduct, military bearing,

and personal grooming standards for the Corps of Cadets.

1. ***Cadet Battalion Supply Officer***

(1) Be prepared to serve as senior member of the Corps of Cadets in the absence of the

Battalion Commander, the Battalion Executive Officer, and the Battalion Operations Officer.

(2) Advise and assist the Battalion Commander, the Battalion Executive Officer, and

the Battalion Operations Officer in the execution of the administration of Black-Hawk Battalion, and other events, as required.

(3) Advise and assist the SNSI/NSI, as required.

(4) As needed, direct and supervise the actions of the Staff in the execution of

the annual training plan, cadets functions, special events, and pertinent extracurricular activities.

(5) Serve as a mentor for each member of the Corps of Cadets.

1. Become familiar with CD/MIS, and assist the SNSI/NSI in the input of pertinent data into CD/MIS.

(7) Assist the SNSI/NSI with pertinent cadet administrative requirements, to include Cadet Supply Records management, unit reports, and file administration.

(8) Maintain the highest standards of proficiency, conduct, military bearing, and

personal grooming standards for the Corps of Cadets.

1. ***Cadet Battalion Administrative Officer***

(1) Be prepared to serve as senior member of the Corps of Cadets in the absence of the

Battalion Commander, the Battalion Executive Officer, the Battalion Operations Officer, and the Battalion Supply Officer.

(2) Advise and assist the Battalion Commander, the Battalion Executive Officer, and

the Battalion Operations Officer in the execution of the administration of Black-Hawk Battalion, and other events, as required.

(3) Advise and assist the SNSI/NSI, as required.

(4) As needed, direct and supervise the actions of the Staff in the execution of

the annual training plan, cadets functions, special events, and pertinent extracurricular activities.

(5) Serve as a mentor for each member of the Corps of Cadets.

(6) Assist the SNSI/NSI with organizing and running the Class Compititions.

1. Become familiar with CD/MIS, and assist the SNSI/NSI in the input of pertinent data into CD/MIS.
2. Assist the SNSI/NSI with pertinent cadet administrative requirements, to include Cadet Training Records management, unit reports, and file administration.

(9) Maintain the highest standards of proficiency, conduct, military bearing, and

personal grooming standards for the Corps of Cadets.

1. ***Cadet Battalion Public Affairs Officer***

(1) Be prepared to serve as senior member of the Corps of Cadets in the absence of the

Battalion Commander, the Battalion Executive Officer, or other senior officers.

(2) Advise and assist the Battalion Commander, the Battalion Executive Officer, and

the rest of Battalion staff in the execution of the administration of Black-Hawk Battalion, and other events, as required.

(3) Advise and assist the SNSI/NSI, as required.

(4) As needed, direct and supervise the actions of the Staff in the execution of

the annual training plan, cadets functions, special events, and pertinent extracurricular activities.

(5) Serve as a mentor for each member of the Corps of Cadets.

1. Assist the SNSI/NSI in the administration of the unit website, facebook page, and twitter account. Maintain the bulletin boards outside the Naval Science Classrooms.

(7) Assist the SNSI/NSI with the planning and implementation of feeder school recruiting trips.

(8) Maintain the highest standards of proficiency, conduct, military bearing, and

personal grooming standards for the Corps of Cadets.

1. ***Cadet Battalion Athletic Officer***

(1) Be prepared to serve as senior member of the Corps of Cadets in the absence of the

Battalion Commander, the Battalion Executive Officer, or other senior officers.

(2) Advise and assist the Battalion Commander, the Battalion Executive Officer, and

the rest of Battalion staff in the execution of the administration of Black-Hawk Battalion, and other events, as required.

(3) Advise and assist the SNSI/NSI, as required.

(4) As needed, direct and supervise the actions of the Staff in the execution of

the annual training plan, cadets functions, special events, and pertinent extracurricular activities.

(5) Serve as a mentor for each member of the Corps of Cadets.

1. Manage the administration of the Physical Fitness Team and the Orienteering Team.

(7) Assist the SNSI/NSI with organizing and running the quarterly field meets and Cadet Challenges.

(8) Maintain the highest standards of proficiency, conduct, military bearing, and

personal grooming standards for the Corps of Cadets.

1. ***Cadet Battalion Weapons Officer***

(1) Be prepared to serve as senior member of the Corps of Cadets in the absence of the

Battalion Commander, the Battalion Executive Officer, or other senior officers.

(2) Advise and assist the Battalion Commander, the Battalion Executive Officer, and

the rest of Battalion staff in the execution of the administration of Black-Hawk Battalion, and other events, as required.

(3) Advise and assist the SNSI/NSI, as required.

(4) As needed, direct and supervise the actions of the Staff in the execution of

the annual training plan, cadets functions, special events, and pertinent extracurricular activities.

(5) Serve as a mentor for each member of the Corps of Cadets.

1. Manage the administration of the Armory and the Air Rifle Team.

(7) Assist the SNSI/NSI with organizing and running the quarterly field meets.

(8) Maintain the highest standards of proficiency, conduct, military bearing, and

personal grooming standards for the Corps of Cadets.

1. ***Cadet Battalion Senior Enlisted Advisor***

(1) Advise and assist the Battalion Staff in the execution of the administration of Black-Hawk Battalion, and other events, as required.

(2) Advise and assist the SNSI/NSI, as required.

(3) Serve as a mentor for each member of the Corps of Cadets.

(4) Assist the SNSI/NSI with the administration and management of the advancement program.

1. Organize and conduct training for the CPO Mess.

(6) Maintain the highest standards of proficiency, conduct, military bearing, and

personal grooming standards for the Corps of Cadets.

1. ***Cadet Company Commanders***

(1) Serve as the senior billet holder in their respective Companies for all NJROTC functions, special events, and assigned extracurricular activities.

(2) Advise and assist the SNSI/NSI in the execution of the administration of their Company.

(3) Lead, supervise, and direct the Company Staff in the execution of the annual training

plan, cadets functions, special events, and pertinent extracurricular activities.

(4) Serve as an overall mentor for each member of the Company.

(5) Personally maintain the highest standards of proficiency, conduct, military bearing,

and personal grooming standards for the Corps of Cadets.

1. ***Cadet Company Executive Officer***

(1) Be prepared to serve as the senior member of their respective Companies in the absence of the Company Commander.

(2) Serve as the second in command for all NJROTC functions, special events, and

assigned extracurricular activities.

(3) Advise and assist the Company Commander in the execution of the administration of their Company, and other events, as required.

(4) Advise and assist the SNSI/NSI, as required.

(5) As needed, direct and supervise the actions of the Company Staff in the execution of

the annual training plan, cadets functions, special events, and pertinent extracurricular activities.

(6) Serve as a mentor for each member of the Company.

(7) Personally maintain the highest standards of proficiency, conduct, military bearing,

and personal grooming standards for the Corps of Cadets.

1. ***Cadet Battalion Senior Enlisted Advisor***

(1) Advise and assist the Company Staff in the execution of the administration of their respective Company, and other events, as required.

(2) Advise and assist the SNSI/NSI, as required.

(3) Serve as a mentor for each member of the Company.

(4) Assist the Battalion Senior Enlisted Leader with the administration and management of the advancement program.

(6) Maintain the highest standards of proficiency, conduct, military bearing, and

personal grooming standards for the Corps of Cadets.

1. ***Cadet Platoon Commanders***

(1) Serve as the senior billet holder in the class.

1. Assist the SNSI/NSI in the execution of the daily class schedule.

(3) Supervise daily platoon formations.

(4) Ensure strict accountability of personnel and equipment at all times.

1. Be prepared to perform administrative functions at the direction of the SNSI/NSI.
2. Conduct platoon uniform inspections, as required.
3. Ensure pertinent information is passed to your platoon on a daily basis.

(8) Lead your platoon in close order drill and physical training in accordance with the

training schedule.

(9) Serve as an overall mentor for each member of your platoon.

1. Maintain the highest standards of proficiency, conduct, military bearing, and

personal grooming standards for your platoon.

1. ***Cadet Class Leaders***.

(1) Assist the SNSI/NSI in the execution of the daily class schedule.

(3) Supervise daily platoon formations.

(4) Supervise execution of the daily platoon muster, and provide accountability

information to the SNSI/NSI at the start of each class.

(5) Ensure strict accountability of personnel and equipment at all times.

(6) Conduct platoon uniform inspections, as required.

1. Maintain the highest standards of proficiency, conduct, military bearing, and

personal grooming standards for your platoon.

1. ***Cadet Platoon Mustering Petty Officer***

(1) Assist the Cadet Platoon Commander in the supervision and execution of the daily

class training schedule.

1. Execute daily platoon formations.
2. Execute the daily platoon muster, and provide accountability information to the

Cadet Platoon Commander at the start of each class.

1. Ensure strict accountability of personnel and equipment at all times.
2. Be prepared to perform pertinent administrative functions at the direction of the

Cadet Platoon Commander.

1. Conduct platoon uniform inspections, as required.
2. Lead your platoon in close order drill and physical training in accordance with the

training schedule.

1. Serve as an overall mentor for each member of your platoon.

(9) Maintain the highest standards of proficiency, conduct, military bearing, and

personal grooming standards for your platoon.

(10) Be prepared to serve as the Platoon Commander or Class Leader in his/her absence.

1. ***Cadet Squad Leader***

(1) Serve as the senior member of your squad.

(2) Assist the Cadet Platoon Commander in the supervision and execution of the daily

Class training schedule.

(3) Execute daily platoon formations.

(4) Execute the daily platoon muster, and provide squad accountability information to

the Cadet Platoon Commander at the start of each class.

(5) Ensure strict accountability of squad personnel and equipment at all times.

(6) Be prepared to perform pertinent administrative functions at the direction of the

Cadet Platoon Commander.

1. Ensure your squad is properly informed of pertinent information.
2. Conduct squad uniform inspections, as required.
3. Lead your squad in close order drill and physical training in accordance with the

training schedule.

(10) Serve as an overall mentor for each member of your squad.

(11) Maintain the highest standards of proficiency, conduct, military bearing, and

personal grooming standards for your squad.

1. ***Cadet Team Commanders***

(1) Serve as the senior member of your team.

(2) Coordinate with the SNSI/NSI to sign-up and commit to competitive events within

the NJROTC organization.

1. Schedule and conduct practice sessions pertinent for you team. Develop your team

training plan to support the key elements of the practices. Submit a calendar of these events to the Cadet Company Operations Officer for inclusion into the Unit Calendar.

1. Assist the SNSI/NSI with the selection of team members to participate in each

competitive event.

1. Maintain accurate records of team member attendance at all practices and

competitions. Pass attendance information to the Cadet Battalion Administrative Officer to ensure cadet records are updated and cadets receive appropriate credit.

1. Submit award recommendations to the Battalion Staff officers when cadet

achievement warrants these awards.

1. Ensure your team is properly informed of pertinent information.

(8) Maintain the highest standards of proficiency, conduct, military bearing, and

personal grooming standards for your team.

**CHAPTER FOUR**

**DAILY CLASSROOM PROCEDURES**

* 1. ATTENDANCE

1. Class attendance. Attendance at all assigned classes is mandatory for cadets.
2. Absences. Excused and unexcused absences will be dealt with in accordance with

established school policy.

1. Tardiness. A cadet not present when the late bell sounds will be counted as

tardy. Entry into class will require a tardy slip in accordance with established school policy.

* 1. DAILY CLASSROOM PROCEDURES

1. Upon arrival into the classroom, and prior to the sounding of the bell, cadets may

place their personal belongings at their desk, and prepare for formation. Just prior to the bell, the cadets will begin to muster in formation in the designated classroom area.

1. At the sound of the bell, the hatch will be closed, and all cadets will muster in formation,

stand at their chairs, and come to “Attention”. There will be no talking allowed by the cadets until the conclusion of the formation.

1. A cadet billet holder will take muster reports from Squad Leaders. Each Squad Leader

will report attendance of cadets in his/her squad. Cadets will remain at the position of “Attention” until instructed otherwise.

1. A cadet billet holder in the First Block Class of each day will lead the cadet class in the

recital of the “Pledge of Allegiance”. Cadets may stand “at ease” during announcements.

1. Upon completion of muster and reporting, a cadet billet holder will pass pertinent

information to the cadet formation. Upon completion of the word being passed, a cadet billet holder will give the class the command “Seats”. At that time, cadets will take their seats, and prepare for instruction.

1. Unless performing practical application activities at the direction of the SNSI/NSI or

cadet billet holder, cadets are expected to remain seated and attentive until dismissed from class.

1. A cadet billet holder is responsible to ensure that classroom spaces are “policed up”

prior to dismissing the class.

1. Upon completion of instruction, the SNSI/NSI will turn the class over to a cadet billet

holder. A cadet billet holder will pass any further word, as needed, and answer any pertinent questions. Upon the sound of the bell, the cadets will come to “Attention”, the cadet billet holder will give the command to “Fall Out”. Cadets will respond following proper “Fall Out” procedures. Cadets will ensure their desk areas are “squared away”, and then depart the classroom for their next class.

* 1. CLASSROOM RULES

1. Cadets are expected to conduct themselves in a respectful, quiet, and dignified manner

while in school, especially when they are in uniform, or in or near the NJROTC classroom.

1. Uniforms will be worn on days directed by the SNSI/NSI.
2. Come to class on time and ready to learn. No food, drink, or gum are allowed in the

classroom unless authorized by the SNSI/NSI.

1. Cadets will always use **“Sir/Ma’am”** while addressing or answering the SNSI, NSI, or

any adult.

1. When asking for permission or assistance, cadets are expected to say **"Please"** first.
2. Cadets are not to interrupt the SNSI/NSI’s conversation. They are to wait for proper

acknowledgment, and then say, **"Excuse me, Sir"**.

1. When a request is granted, cadets will respond with a polite, **"Thank you, Sir/Ma’am"**.
2. Cadets are NOT allowed in the Instructor’s office, the Armory, or the Supply

Room without specific approval by either the SNSI/NSI or a cadet billet holder.

1. Cadets are expected to bring appropriate materials to every class, which will include the

Cadet Handbook, Naval Science textbooks, notebook paper, and writing utensils. When directed by the SNSI/NSI, cadets will also bring the physical training (PT) uniform, or appropriate footwear for close order drill, to class.

1. Cadets are expected to read the Plan Of The Week on a weekly basis.
2. Cadets should call “Attention on Deck” and come to attention whenever the Cadet Battalion Commander, SNSI, or any official senior to the SNSI enters the room. This courtesy will only happen one time each day.
3. Cadets are responsible for “policing up” the trash in the immediate area of their desk at

the end of each class period. Cadets may also be tasked with helping to police up the classroom common areas at the end of the class period.

1. Sleeping is not permitted in class. If a cadet is tired, he/she will either voluntarily, or

be directed to, stand up in the back of the classroom in order to remain alert.

1. NJROTC classroom/office telephones are for official use by the SNSI/NSI only.

Cadets are only authorized to use the telephones with permission of the SNSI/NSI. No routine calls may be made from these telephones.

**CHAPTER FIVE**

**MILITARY CUSTOMS AND COURTESIES**

* 1. GENERAL. NJROTC cadets will observe and practice military customs and courtesies as

part of the curriculum. Cadets will familiarize themselves with these customs and courtesies. The principles of military courtesy are basic courtesies applied to military life, and are augmented by military customs of long standing tradition.

* 1. COURTESY. Courtesy is the accepted form of politeness among civilized people. Courtesy

builds personal relationships among individuals in all walks of life. Just as you show courtesy in civilian life, military courtesy requires that you show respect to your seniors, your peers, and your subordinates.

* 1. SALUTING

1. The salute is a time honored tradition of military professionals throughout the world. It

is believed to have originated when men first began to bear arms. In those days, warriors raised their weapons in such a manner as to show friendly intentions. At times they would shift their weapon to their left hand and raise their right hand to show that they did not plan to attack.

1. Military seniors are the officers and noncommissioned officers senior in rank. Military

regulations require that all officers, be they active duty, retired, or NJROTC cadet officers be saluted by their juniors, and that they return such salutes. Enlisted personnel do not ordinarily exchange salutes, except as part of formal formations and ceremonies.

1. In the Navy, we are not covered (wearing a service cap) indoors, and therefore

do not salute while indoors, unless under arms or during formal formations and ceremonies.

* 1. REPORTING. Reporting is the act of formally presenting yourself to a senior military

member. The following rules for reporting shall be followed:

1. When reporting to the SNSI/NSI or NJROTC cadet officer or staff member while

outdoors, or indoors if under arms, approach the individual halting (2) paces in front of him or her,

come to the position of attention, render the appropriate salute and say, **“Sir/Ma’am, (your cadet rank and last name) reporting as ordered”**. Hold the salute until it is acknowledged, and wait for further instruction. When business is completed, come to the position of attention (if not there already), salute, and after the salute is acknowledged take one step backward, execute an about face, and march off smartly.

1. When reporting while indoors, and not under arms, the same reporting procedures are

followed except no salute is required.

1. When reporting to the SNSI/NSI or cadet staff member who is in an office, halt at the

hatch, come to the position of attention, knock on the bulkhead, and say, **“Sir/Ma’am, (your cadet rank and last name) and state your business (“reporting as ordered”, “request permission to speak to the SNSI/NSI or staff member”, etc.)**, then wait to be acknowledged. DO NOT ENTER until told to do so.

* 1. HONORS TO THE COLORS, NATIONAL ANTHEM, AND ANCHOR’S AWAY

1. When in uniform, outdoors, and not in formation or a vehicle, and the National Anthem

is played, you will come to the position of attention, face the flag or direction of the music if the flag cannot be seen, render the appropriate salute, and hold the salute until the last note of the music is completed. When in formation during the playing of the “National Anthem”, salute only on the order, **“Present, Arms”**.

1. When indoors, whether you are in uniform or not, and the “National Anthem” is being

played, you will stand at attention and face the flag or the direction of the music if the flag cannot be seen, until the last note of the music is complete.

1. When outdoors, in uniform, and not in formation, and the Colors are being marched by,

halt (if you are moving), come to attention, and salute the Colors until they pass you by. If outdoors, in uniform, and in formation, and the Colors are being marched by, the senior cadet member will call the formation to attention, and the senior cadet member will salute the Colors until they have passed by.

d. During the playing of “Anchor’s Away,” the Marine Corps Hymn, or any other sister service anthem, whether indoors or outdoors, and whether you are in uniform or not, you will stand at the position of attention until the last note of the music is played.

e. During the Pledge of Allegiance, cadets will stand at attention, right hand over their heart, and recite the Pledge.

**CHAPTER SIX**

**UNIFORM GUIDELINES AND PERSONAL GROOMING STANDARDS**

* 1. GENERAL. The appearance of a cadet is a measure of pride in the NJROTC program,

Brooke Point High School, and our country. The uniform that a cadet is issued is the same as those issued to U.S. Navy personnel, with the exception of NJROTC patches and nametapes, and associated cadet rank insignia. Since 1775, Service Members have worn their uniform with pride and distinction, many giving their lives while wearing the uniform in service of their country. ***Accordingly, the NJROTC uniform will always be worn properly, neatly, and proudly.*** Repeated failure to wear the uniform appropriately will result in the confiscation of the uniform from the cadet. This action will adversely affect the cadet’s military bearing and aptitude grade and overall course grade. Confiscation of the uniform may also result in disenrollment from the program. Wearing of the NJROTC uniform will be in accordance with the Cadet Field Manual.

* 1. UNIFORM PROPERTY. The uniform issued to the NJROTC cadets is the property of the

U.S. Navy, and is issued to cadets on a recoverable basis. It will be returned to the control of the Brooke Point High School NJROTC staff at the end of the school year, immediately upon separation of a student from the program for any reason, or upon request of the SNSI/NSI.

* 1. UNIFORM ISSUE. Cadets will be issued uniforms during their first month of the school

year. Uniform parts will be issued/reissued as necessary to ensure that the cadet has a complete and properly fitting uniform. Uniform parts that require replacement due to size changes or normal wear will be replaced in kind without charge to the cadet. ***Uniform parts which have been lost or damaged will be paid for by the cadet and replaced at the cost stated in the current Navy uniform price list.***

* 1. UNIFORM DAY. Cadets will be required to wear their uniform at least one day per week.

The SNSI/NSI will prescribe which day is uniform day for each class. Cadets are required to know uniform wear assignments, and will wear the prescribed uniform accordingly. ***The NJROTC uniform will be worn to and from school, and throughout the day while at school, on assigned uniform days.*** Changing out of uniform for physical education or extracurricular activities is permissible. Unless there are exceptional circumstances, Cadets must request permission from the SNSI/NSI to modify their uniform day ***prior to*** the scheduled date to wear the uniform in order to receive an excused uniform day and schedule a make-up uniform wear date. Cadets who receive an excused uniform day will make-up the uniform day during the same week of the excused uniform day. Exceptions to a cadet’s weekly uniform day will be handled on a case-by-case basis. Cadets are normally inspected in their uniform on uniform day, and since this is a graded event, if a cadet fails to make-up the uniform day during the same week, he/she will receive uniform/inspection grades of zero. ***Three uniform grades of zero during a marking period may result in the failure of the NJROTC class for the marking period****.*

* 1. UNIFORM WEAR. ***The NJROTC uniform will only be worn during the times***

***prescribed by the SNSI/NSI.***  The uniform will NOT be worn under circumstances which will subject it to unnecessary soiling, damage, or undue wear. Permission to wear the NJROTC

uniform outside of the scheduled uniform day or other NJROTC scheduled extracurricular event must be obtained from the SNSI/NSI.

* 1. UNIFORM INSPECTION. Cadets are required to wear the prescribed uniform one day per

week. On that day, cadets will normally be inspected in uniform as part of their military proficiency grade.

* 1. UNIFORM ITEMS. The NJROTC uniform will consist only of those uniform items

issued by the NJROTC staff. ***No unauthorized items will be worn with or attached to the issued uniform. Conversely, uniform items will NOT be worn with civilian attire at any time.***

* 1. UNIFORM TYPES. The type of uniform worn by cadets will be designated by the

SNSI/NSI in accordance with availability of uniforms. Accordingly, the type of uniform issued to a cadet will normally be determined by his or her cadet rank. Company Staff Officers, Chief Petty Officers, and Drill/Ceremonial team members will be issued Service Dress Blue (SDB) uniforms as needed/required. Uniform types include:

a. Navy Service Uniform (NSU) Black trousers with Khaki Shirt/Overblouse, black

garrison cover (with devices), black shoes, ribbons,

collar devices, and Nametag. (All cadets). Sweater and

relaxed fit jacket are optional.

b. Service Dress Blue (SDB) Black trousers, dress blue coat, long sleeve white shirt

(males), short sleeve white shirt (females), neck tie or tab, combination cover, black shoes, ribbons, devices, and nametag.

c. Physical Training (PT) Unit PT shirt, appropriate shorts, tennis shoes, sweat

pants, sweat shirt.

* 1. GUIDELINES FOR WEARING THE NJROTC UNIFORM

1. Your appearance while in uniform is expected to be impeccable.
2. Your conduct while in uniform is expected to be beyond reproach.

1. The uniform will be worn to and from school, and throughout the day while at school, on

assigned uniform days.

1. Covers will not be worn indoors, unless under arms.
2. Covers will be worn outdoors at all times.
3. Grooming standards will be strictly adhered to.
4. Shoes and brass will be highly polished and present a “shined” finish.
5. All buttons will be buttoned.
6. Hands will be kept out of pockets.
7. Uniform items will **NOT** be worn with civilian attire at any time.
8. Unauthorized (civilian) items will not be worn with, or attached to, the uniform.

1. Neckties for male cadets will be worn with the issued tie bar.

1. Gum will not be chewed while in uniform.
2. There will be no “horseplay” while in uniform.
3. Public displays of affection while in uniform are prohibited.
   1. UNIFORM FITTING. Cadet uniforms will be fitted per the latest edition of program

regulations. No tailoring of the uniforms is to be done without permission of the SNSI/NSI.

* 1. UNIFORM ALTERATIONS. For the Dress Blue and Service uniforms, alterations and

repairs required to insure a proper fit will be done at Navy expense at a designated tailor prior to final issue of the uniform. Cadets are not permitted to alter the uniform or to make major repairs to it. Hemming of men’s trousers or women’s slacks/skirts by cadets is not permitted unless authorized by the SNSI/NSI.

* 1. UNIFORM LAUNDERING. All laundering, dry cleaning, pressing, and button replacement

are the cadet’s responsibilities while the uniform is in his or her possession. ***All Dress uniforms must be dry cleaned***. ***Do not wash them at home!***

* 1. UNIFORM SERVICEABILITY AND ACCOUNTABILITY

1. Cadets are responsible for the accountability, serviceability, and care of their uniforms.
2. Unserviceable uniforms and uniform parts can be exchanged for serviceable uniforms.

Request an appointment with the Supply Officer during the Supply Workday times after school to exchange these items.

1. Replacement of lost, stolen, or damaged uniforms is the financial responsibility of the cadet.
   1. UNIFORM MEASUREMENT AND WEAR LOCATION
2. All uniform(s) and uniform items will be worn in accordance with “NJROTC Uniform

Regulations” found in the latest edition of the “Field Manual for the Navy Junior Reserve Officers Training Corps (NJROTC)”

b. Rank Insignia, Medals, Ribbons and Badges - rank insignia, medals, ribbons and badges

are integral parts of the NJROTC cadet’s uniform. Therefore, these items must be worn with great care and IAW program guidelines.

* 1. RANK INSIGNIA. Only the rank insignia designated for cadets by the NJROTC program

will be worn.

**CHAPTER SEVEN**

**CADET CONDUCT**

* 1. SCHOOL CITIZENSHIP. NJROTC cadets are high school students who are fully

expected to conduct themselves in accordance with all school rules and regulations. Any cadet failing to consistently maintain proper standards of conduct and citizenship may be disenrolled from the NJROTC program.

* 1. CORE VALUES. Our NJROTC core values will mirror those of the U.S. Navy –

honor, courage, and commitment.

a. Honor – integrity, responsibility, and accountability.

b. Courage – do the right thing, for the right reason, no matter the circumstance.

1. Commitment – devotion to my fellow cadets, the NJROTC program, and my school.
   1. CADET CONDUCT. As members of the NJROTC program, cadets are expected to

adhere to the highest standards of discipline, character, integrity, and conduct. Accordingly, cadets will adhere to the following standards:

1. NJROTC Cadets will:

(1) Demonstrate respectful behavior towards the United States and the U.S. flag.

(2) Display honor, courage, and commitment.

(3) Follow all cadet regulations, school regulations, and public laws and regulations.

(4) Respect authority.

(5) Display the utmost integrity and honor their word.

(6) Do the right thing.

(7) Treat others with dignity and respect.

(8) Respect public and private property.

(9) Demonstrate attention to duty, attention to detail, and moral courage.

(10) Set the example, display a positive attitude, and exert positive peer pressure.

(11) Use appropriate language.

(12) Strive to continuously improve themselves.

(13) Take care of each other.

(14) Demonstrate initiative (do things without being told to do so).

(15) Be courteous to their families, their fellow cadets and students, and school faculty.

(16) Wear their uniforms respectfully and exercise appropriate grooming standards.

(17) Wear appropriate clothing to class on non-uniform days.

1. NJROTC Cadets will not:

(1) Lie, cheat, or steal nor tolerate those who do.

(2) Demonstrate bigotry or discrimination regardless of race, religion, or gender.

(3) Engage in any form of sexual harassment.

(4) Involve themselves in any form of gang participation, activity, or association.

(5) Swear, curse, or make obscene gestures.

(6) Use drugs or alcohol.

(7) Use tobacco products illegally.

**CHAPTER EIGHT**

**PROMOTIONS, AWARDS, RIBBONS, AND PERSONAL RECOGNITION**

* 1. PROMOTIONS. Cadet seeking advancement opportunities for any rank must meet the

following basic criteria: (1.) Passing NJROTC with a minimum of “C”, and (2.) No classroom or school discipline infractions during the rank eligibility period. All cadet NJROTC promotions must be approved by the SNSI/NSI. All cadets successfully completing their present Naval Science course will be promoted one grade the following year. The following are the general requirements for each rank:

a. Seaman Apprentice (SA). Candidates for SA will request advancement and meet the following requirements:

(1) Maintain at least a “C” average in NJROTC.

(2) Know and consistently comply with unit grooming standards.

(3) Habitually observe proper military customs and render proper military courtesies per

the information contained within this handbook.

(4) Complete Professional Requirements and advancement exam for Seaman Apprentice.

b. Seaman (SN). Candidates for SN will request advancement and meet the following requirements:

(1) Maintain at least a “C” average in NJROTC.

(2) Know and consistently comply with unit grooming standards.

(3) Habitually observe proper military customs and render proper military courtesies

per the information contained within this handbook.

(4) Complete Professional Requirements and advancement exam for Seaman.

1. Petty Officer Third Class (PO3). Candidates for PO3 will request advancement and meet the following requirements:

(1) Maintain at least a “C” average in NJROTC.

(2) Know and consistently comply with unit grooming standards.

(3) Habitually observe proper military customs and render proper military courtesies

per the information contained within this handbook.

(4) Continuously demonstrated maturity, dependability, integrity, and leadership.

(5) Take and successfully pass the Professional Requirements and C/PO3 Advancement Exam.

1. Petty Officer Second Class (PO2). Candidates for PO2 will request advancement and meet the following requirements:

(1) Maintain at least a “B” average in NJROTC.

(2) Know and consistently comply with unit grooming standards.

(3) Habitually observe proper military customs and render proper military courtesies per

the information contained within this handbook.

(4) Continuously demonstrated maturity, dependability, integrity, and leadership.

(5) Take and successfully pass the Professional Requirements and C/PO2 Advancement Exam.

1. Petty Officer First Class (PO1). Candidates for PO1 will request advancement and meet the following requirements:

(1) Maintain at least a “B” average in NJROTC.

(2) Know and consistently comply with unit grooming standards.

(3) Habitually observe proper military customs and render proper military courtesies

per the information contained within this handbook.

(4) Continuously demonstrated maturity, dependability, integrity, and leadership.

(5) Take and successfully pass the Professional Requirements and C/PO1 Advancement Exam.

1. Chief Petty Officer (CPO). Candidates for CPO will request advancement, be

recommended by the Senior Enlisted Advisor, and meet the following requirements:

(1) Maintain at least a “B” average in NJROTC.

(2) Know and consistently comply with unit grooming standards.

(3) Habitually observe proper military customs and render proper military courtesies

per the information contained within this handbook.

(4) Continuously demonstrated maturity, dependability, integrity, and leadership.

(5) Complete professional requirements.

* 1. MERITORIOUS PROMOTIONS. On a case-by-case basis, the SNSI/NSI may give

meritorious promotion to a cadet for exemplary performance above and beyond the call of duty, especially as it pertains to extracurricular activities, without consideration of the above requirements. The Cadet Staff may also nominate exemplary cadets for consideration for meritorious promotions to the SNSI/NSI. Pertinent justification for the nomination is required.

* 1. REDUCTIONS. Administrative reductions in rank may occur at the discretion of the

SNSI/NSI when cadets fail to maintain any of the following: academic standards, an adequate level of military proficiency or leadership skill, and established standards of conduct, to include uniform wear regulations.

* 1. AWARDS. The following awards may be given to Brooke Point High School

NJROTC cadets from outside agencies:

1. Navy Reserve Officers’ Association Ribbon. Authorized for those cadets whose

unit received recognition by placing either first, second, or third in competition for the outstanding NJROTC unit.

1. American Legion Award for Scholastic Excellence Ribbon. Awarded to one cadet per

school year who has an academic average earned on all courses other than NJROTC in the top 10% of the class and have grades in all NJROTC subjects within the top 25%. Must have

demonstrated qualities of leadership and actively participated in related student activities. Worn with Scholastic Excellence Device.

1. American Legion Award for Military Excellence Ribbon. Awarded to one cadet per

school per year who has grades in all NJROTC subjects within the top 25% and has demonstrated outstanding qualities in military leadership, discipline, character, and citizenship. Worn with Military Excellence Device.

1. Sons of the American Revolution Ribbon. Awarded to a junior cadet who has exhibited

the highest standards of leadership, soldierly bearing, and excellence.

1. Daughters of the American Revolution Ribbon. Presented to graduating cadet who is in

the upper 25% of the graduating class in all subjects. Also, cadet must have demonstrated qualities of dependability and good character, military discipline, leadership ability, and understand the importance of JROTC.

1. Military Order of World Wars Ribbon. Presented to an outstanding first year cadet who

excels in both military and scholastic activities, be in good standing in all military and scholastic courses, have indicated a desire to serve the United States in some capacity, and have committed to continue NJROTC.

1. Military Officers Association of America Ribbon. Presented to cadet for outstanding

academic achievement. The cadet must be in the top 10% of the class, have an “A” average in NJROTC subjects, hold an officers billet in the unit, and be in the junior year of high school.

1. Veterans of Foreign Wars Ribbon. Presented to cadets who possess individual

characteristics contributing to leadership both in and out of uniform. A minimum grade of “B” in NJROTC, and a “C” in overall school academics. The cadet must be active in at least one other extracurricular activity or club, and may not be a former recipient of the award.

1. Daedalian Award. Presented to junior cadet who has demonstrated an understanding

and appreciation of patriotism, love of country, and service to the nation. Cadet must also show a desire and potential to pursue a military career, ranked in upper 10% of the NJROTC junior class, and 20% of the school’s junior class.

1. National Sojourners Award. Presented annually to sophomore or junior cadet who is

enrolled for the next year, is in the op 25% of class, and has encouraged and demonstrated ideals of Americanism.

* 1. RIBBONS. The following ribbons may be presented to Brooke Point High School

NJROTC cadets by the NJROTC instructional staff:

1. Meritorious Achievement- Awarded to any NJROTC cadet who distinguishes him/herself by outstanding meritorious achievement. Awarded on a case-by-case basis by the area manager.
2. Distinguished Unit- Awarded yearly to cadets who were unit members during the academic year in which the school earned the Distinguished Unit status. Awarded only to 30 % of the NJROTC schools in the program.
3. Distinguished Cadet-Awarded yearly to one cadet in each year group with the highest combined average for overall scholastic standing and aptitude in NJROTC unit activities (includes academics, homework, physical fitness, community service, drill, etc.)
4. **Honor Cadet- Awarded yearly to one cadet in each year group with the highest overall academic achievement (GPA) in school, including naval science courses.**
5. **Cadet Achievement - Awarded, when earned, to any cadet who distinguishes himself/herself by outstanding achievement or sustained superior performance. The cadet must exhibit exceptional military aptitude and dedication to the program as well as overall excellence in all facets of NJROTC. Awarded on a case-by-case basis by the area manager.**
6. **Unit Achievement- Awarded to cadets in good standing who were unit members during the academic year in which the school earned the Unit Achievement status as determined by the Area Manager. Awarded only to those units that demonstrated exceptional performance but did not qualify for Distinguished Unit status.**
7. **Aptitude Award- Awarded yearly to the top 10 percent of the cadets based on evaluation of aptitude.**
8. **Outstanding Cadet-** presented annually to the cadet in each year group (NS1 through NS4) who demonstrates a consistent superior performance in facets of the Naval Science course, academic achievement in the top 25% of class in all academic subjects, and displays exceptional qualities of leadership.
9. **Exemplary Conduct- Awarded yearly to each cadet who demonstrates exemplary conduct for the year.**
10. **Academic Award- Awarded, when earned, to each member in good standing who has entered any 3 academic competitions. Awarded once annually upon completion of the minimum requirement.**
11. **Exemplary Personal Appearance- Awarded twice a year to each cadet who displays exemplary personal appearance and has worn his/her uniform on all occasions required.**
12. **Physical Fitness- Awarded twice a year to any cadet who meets or exceeds the minimum requirements as defined in the Cadet Field Manual for your specific age.**
13. **Participation- Awarded, when earned, to any cadet who has participated in three activities other than routine unit activities.**
14. **Unit Service- Awarded to any cadet who has demonstrated exemplary service and dedication to the unit as determined by the NSI.**
15. **Community Service- Awarded, when earned, to any cadet in good standing who distinguishes himself/herself by meritorious service to the community.**
16. **Drill Team- Awarded, when earned, to each member of a drill team in good standing, who has entered a competition or performed at three or more official functions.**
17. **Color Guard- Awarded, when earned, to each member of a color guard in good standing who has entered a competition or performed at three or more official functions.**
18. **Rifle Team- Awarded, when earned, to any cadet in good standing who has entered any competition including all air-powered weapons.**
19. **Orienteering- Awarded once a year, to any cadet in good standing who meets orienteering standards.**
20. **Inter-Service Competition- Awarded, when earned, to any cadet in good standing who has entered any inter-service competition where no other ribbon would apply.**
21. **Recruiting- Awarded, when earned, to a cadet who is instrumental in the enrollment of two students in the NJROTC program. Subsequent awards are given when two additional students are enrolled.**
22. **Basic Leadership Training- Awarded to any cadet upon satisfactory completion of mini-boot camp, Leadership Academy, or similar training as approved by the area manager.**
23. **Sea Cruise- Awarded to any cadet upon completion of an at-sea cruise (vessel must be cast off lines and be underway).**
24. **Cadet of the Year Award**
25. **Black-Hawk Outstanding Service Award – Presented to a deserving cadet who has shown outstanding service to the unit.**
26. **Black-Hawk Superior Service Award - Presented to a deserving cadet who has shown superior service to the unit.**
27. **Class of the Year Ribbon.**
28. **Class of the Quarter Ribbon**
29. **Field Meet Ribbon**
30. **Color Detail Ribbon – Awarded after conducting eight (Color Details).**
31. **Attendance Ribbon – Awarded for perfect attendance for an entire school year.**
    1. LETTERS OF RECOMMENDATION. Upon cadet request, Letters of Recommendation

may be prepared for those cadets who have contributed significantly to the success and enhancement of the NJROTC program as demonstrated by their leadership in the program.

* 1. CERTIFICATES OF COMMENDATION. These certificates may be awarded to those

cadets who contribute significantly to the success and enhancement of the program as demonstrated by their participation in the NJROTC program, community service events, and program related extra curricular activities.

**CHAPTER NINE**

**USEFUL CADET INFORMATION**

THE JUNIOR ROTC CADET CREED

I am a Navy Junior ROTC Cadet.

I strive to promote patriotism and to become an informed and responsible citizen.

I respect those in positions of authority.

I support those who have gone before me to defend freedom and democracy around the world.

I proudly embrace the Navy's core values of Honor, Courage and Commitment.

I am committed to excellence and the fair treatment of all.

Anchors Aweigh

*Anchors Aweigh, my boys,*

*Anchors Aweigh.*

*Farewell to foreign shores,*

*We sail at break of day, of day.*

*Through our last night on shore,*

*Drink to the foam,*

*Until we meet once more.*

*Here's wishing you a happy voyage home!*

***Semper Paratus***

*We're always ready for the call,  
We place our trust in Thee.  
Through surf and storm and howling gale,  
High shall our purpose be.  
"Semper Paratus" is our guide,  
Our fame, our glory too.  
To fight to save or fight and die,  
Aye! Coast Guard we are for you!*

***Marine Corps Hymn***

*From the*[*Halls of Montezuma*](https://en.wikipedia.org/wiki/Battle_of_Chapultepec)*, To the*[*shores of Tripoli*](https://en.wikipedia.org/wiki/Battle_of_Derne)*;  
 We fight our country's battles, In the air, on land, and sea;  
 First to fight for right and freedom, And to keep our honor clean;  
 We are proud to claim the title, Of United States Marine*

Orders to the Sentry

1. Take charge of this post and all government property in view.
2. Walk my post in a military manner, keeping always on the alert, and observing

everything that takes place within sight or hearing.

1. Report all violations of orders I am instructed to enforce.
2. Repeat all calls from any post more distant from the guardhouse or quarterdeck than my own.
3. Quit my post only when properly relieved.
4. Receive, obey and pass on to the sentry who relieves me, all orders from the

Commanding Officer, Command Duty Officer, Officer of the Deck, and Officers and Petty Officers of the Watch only.

1. Talk to no one except in the line of duty.
2. Give the alarm in case of fire or disorder.
3. Call the Officer of the Deck in any case not covered by instructions.
4. Salute all officers and colors and standards not cased.
5. Be especially watchful at night and during the time for challenging, challenge

all persons on or near my post, and to allow no one to pass without proper authority.

***GENERAL INFORMATION ABOUT THE U.S. Navy***

Navy Birthday – 13 October 1775

Navy Motto – “Semper Fortis” (Ever Strong)

Navy Colors – Blue and Gold

First Chief of Naval Operations (CNO) – ADM William Benson

***GENERAL INFORMATION ABOUT THE U.S. Coast Guard***

Coast Guard Birthday – 4 August 1790

Coast Guard Colors – White, CG Blue, and CG Red

Coast Guard Motto – “Semper Paratus” (Always Ready)

First Commandant of the Coast Guard – Captain Leonard G. Shepard

***GENERAL INFORMATION ABOUT THE U.S. Marine Corps***

Marine Corps Birthday – 10 November 1775

Marine Corps Birthplace – Tun Tavern, Philadelphia, PA

Marine Corps Motto – “Semper Fidelis” (Always Faithful)

First Commandant of the Marine Corps – Captain Samuel Nicholas

GLOSSARY OF NAUTICAL TERMS

Adrift Loose, scattered about, not in proper storage area

Aft Referring to or toward the stern (rear) of a vessel

All Hands All members of a unit

Ashore Any place off a ship or outside a Marine or Naval Installation

As You Were To resume former activity

Aye Aye, Sir Official acknowledgment of an order (“I have received, understand, and will obey”)

Barracks A building where Sailors and Marines live

Bow The front of a ship

Bulkhead Wall

Carry On The order to resume a previous activity

Chow Mealtime

CO Commanding Officer

Colors/ Ensign The national flag

Cover Hat

Deck Floor

Drill Marching

Field Day To clean up the area

Gangway Move out of the way

Gee Dunk Candy, sweets etc. or place where they can be purchased

Gung Ho Extremely enthusiastic, dedicated

Hatch Door

Head Restroom

Ladder(well) Stairs/Stairwell

NCO Noncommissioned Officer

OIC Officer-in-Charge

Overhead Ceiling

Passageway Corridor or hallway

PFT/PT Physical Fitness Test/Physical Training

Police To straighten up or clean up

Port Left side

Rack A bed or bunk

Reveille Time to get up

Seabag The bag used to stow personal gear

Secure To stop work, put away, lock up

Sickbay Hospital, clinic, or dispensary

Skipper Commanding Officer

Square away To straighten up

Starboard Right side

Stern The back end of a ship

Swab Mop

**CHAIN OF COMMAND**

**Commander-In-Chief                                   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Secretary of State                                      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Secretary of Defense                                     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Secretary of Homeland Security                 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Secretary of the Navy                                   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chairman of the Joint Chiefs of Staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chief of Naval Operations                           \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Master Chief Petty Officer of the Navy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Commandant of the USMC                        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sergeant Major of the USMC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Commandant of the USCG                         \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Master Chief Petty Officer of the USCG \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Commander, Naval Education &**

**Training Command \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Commander, Naval Service**

**Training Command \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NJROTC Area 5 Manager                          ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Senior Naval Science Instructor                  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Naval Science Instructor     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CADET OFFICERS**

**Cadet Battalion Commanding Officer .**

**Cadet Executive Officer .**

**Battalion Operations Officer           .**

**Battalion Administrative Officer            .**

**Battalion Supply Officer                       .**

**Battalion Public Affairs Officer                  .**

**Battalion Athletic Officer          .**

**Battalion Weapons Officer                         .**

**Battalion Ordnance Officer                       .**

**Battalion Senior Enlisted Advisor  .**

**Drill Team Commander     .**

**Color Guard Commander         .**

**Academic Team Commander       .**

**Cyber Patriot Commander        .**

**Athletic Team Commander             .**

**Orienteering Team Commander   .**

**Air Rifle Team Commander           .**

**Company Commanding Officer     .**

**Company Executive Officer     .**

**Company Senior Enlisted Leader .**