

CADET HANDBOOK



TOWNSHIP HIGH SCHOOL DISTRICT 214 Leadership Development Program (Naval Science Courses)

NAVAL JUNIOR RESERVE OFFICERS
TRAINING CORPS
Wheeling High School
900 South Elmhurst Road
Wheeling, IL 60090

Dr. Scott Rowe, Superintendent
Mr. Jeffrey Wardle, Principal Buffalo Grove
Mr. Paul Kelly, Principal Elk Grove
Dr. Heath McFaul, Principal John Hersey
Mr. Greg Minter, Principal Prospect
Ms. Megan Kelly, Principal Rolling Meadows
Dr. Bradford Hubbard, Principal Wheeling

LtCol W. Beyer, SNSI
CSCS J. Cotillier, NSI

2023 - 2024 Edition

Leadership Development Program Handbook

2023-2024 Edition

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SECTION A LEADERSHIP DEVELOPMENT PROGRAM

1. **HISTORY:** The Leadership Development Program at Wheeling High School was established in 1968 and now serves all the high schools within District 214. The program uses the Naval Junior Reserve Officers Training Corps (NJROTC) core curriculum. NJROTC is not a military recruitment program, we use NJROTC program goals to foster citizenship and responsibility among students.
2. **NJROTC:** The Naval Junior Reserve Officers Training Corps (NJROTC) was established in 1964 under authority of Public Law passed by the U.S. Congress and contained in Title 10, United States Code, Chapter 102, Section 2031: "To instill in students the value of citizenship, service to school and community, personal responsibility, and a sense of accomplishment." The NJROTC program is directed by Naval Educator Training Command (NETC) in Great Lakes and is supported and administered by the Naval Service Training Command (NSTC) in Pensacola, Florida.
2. **GOALS AND OBJECTIVES:** The goals for the Leadership Program and NJROTC center on learning the basic elements, requirements, and personal obligations of American citizens to contribute toward society. Specific objectives include:
 - a. Develop informed and responsible citizens.
 - b. Strengthen character, help form habits of self-discipline, time management, and provide an opportunity for the student to develop and excel in the intelligence of leadership.
 - c. Enrich the high school learning environment of cadets, leading to improved academic participation and performance, by complementing all courses of instruction.
 - d. Develop respect for, and an understanding of, the need for constituted authority in a democratic society.
 - e. Promote and prepare cadets for continued development following high school.
 - f. Prepare students for their desired education/career path. We provide an awareness of military service as a possibility, but improving individual cadet opportunities, potential, and ultimately success in any career path is our ultimate goal.

SY Unit 2023-2024 Goals

1. Average Cadet unit participation 25 hours
 2. Increase unit community outreach by 10%
 3. Improve retention by 10%
 4. Improve the process for informing incoming freshmen about the Naval Science Elective leading to increased Freshman enrollment for SY 24-25.
3. **CURRICULUM:** Naval Science is an **elective course** offered to all District 214 students set to support the unit's stated missions. Academics, drill, hands-on and -off campus experiences, and physical exercise are melded together to provide learning opportunities to a wide variety of learners. Academics range from freshman to college level concepts and include alternative learning experiences. Students apply learned principles in order to run an effective unit. Successful cadets develop a presence and bearing that serves them in their academic and their civilian or military endeavors.
 4. **NJROTC WHEELING:** NJROTC Wheeling, along with no more than 30 other Midwest units, is assigned to NJROTC Area Fifteen. Unique among NJROTC units, Wheeling has both a day program and a once-a-week night program. In addition to the academic classroom and unit activities, cadets can participate in marksmanship (air-rifle and weapon safety), drill (proper marching and discipline), color guard (ceremonial holding of flags and rifles), orienteering (navigation through compass and map usage), academic (testing in both Naval Science and civilian knowledge), cyberpatriot and computer programming (computer defense), physical training (athletic activities), SeaPerch (underwater robotics), and Drone activities. The unit participates in trips and training programs including Basic Leadership Training,

Leadership Academy, and orientation visits to military and college facilities. The unit participates in numerous community service activities as well.

5. MISSION: “To promote student leadership, confidence, discipline, teamwork, and learning skills to enable students to become more capable citizens.”

6. UNIT MOTTO: “Lead & Succeed”

7. ENROLLMENT QUALIFICATIONS: For enrollment in the Leadership Development Program, a student must:

- a. Be eligible for enrollment in District 214 but is not required to be a D214 student.
- b. Be physically fit in order to participate in the NJROTC physical fitness program (students with physical limitations may be admitted to the program with NSI approval).
- c. Abide with the rules and regulations of the unit and the NJROTC Program as set forth in this handbook and the Cadet Field Manual.
- d. Be approved by the NJROTC instructors and WHS administration.

8. CONTINUANCE IN THE PROGRAM: To continue in the Leadership Program at Wheeling High School, a cadet must meet the following minimum standards and expectations. If a cadet is discontinued, he or she will be asked to transfer out of the NJROTC elective and program. Depending on the circumstances, this transfer may result in the cadet not receiving an elective credit during the applicable semester.

- a. Stay eligible to be a District 214 student or to participate through D214.
- b. Stay physically fit by meeting the basic standards of the District’s physical education program. Cadets must participate in NJROTC Physical Fitness Training. Cadets needing to be excused from portions of physical training because of medical reasons must have prior permission. A written parental or doctor’s request must be provided and approved by a Naval Science instructor.
- c. Participate in unit activities and when required to wear the uniform, do so proudly and correctly.
- d. Pay lost/damaged textbooks or uniform replacement charges. There is no fee for textbooks or uniforms, but all textbooks and uniforms must be returned to the unit. Course credit may be withheld for cadets who have outstanding text or uniform charges.
- e. Develop and maintain a “unit/team participant” attitude: improve ability to act for the betterment of the unit rather than simply for oneself. No course credit will be given to a cadet who fails the aptitude portion of the course. NOTE: Aptitude may be measured by the cadet’s total District 214 behavior, not just NJROTC classroom behavior. **Truancy, tardiness, and suspensions** are measures of aptitude.
- f. Obtain parental/guardian permission form and return the completed permission form within one month of admittance into the NJROTC program.
- g. NJROTC has a zero tolerance drug policy. Substantiated illegal drug/substance use or possession, on or off school property, requires immediate withdrawal from NJROTC. Substantiation is determined by the SNSI and proof of illegal drug use or possession is not required. After having satisfactorily completed drug counseling or a program recommended by the school administration, a student may request re-enrollment in the NJROTC program. The SNSI will have final determination on the re-enrollment request. It should be noted that under-aged drinking and/or smoking is considered drug abuse.

9. PROGRAM BENEFITS: The program has an abundance of benefits. Those cadets who participate in co-curricular activities, maintain positive attitudes, and respect the rules and regulations will find participation in the unit to be especially fitting. Successful participation leads to improved self-confidence and life skills, as well as new friendships and learning experiences. Foremost will be a marked improvement in self-discipline, team (cooperative) spirit, maturity, and responsibility. Participation in Leadership Development is recognized as an asset in the classroom. In general, cadets are better prepared for college or

employment, and NJROTC experience is recognized by civilian and military employers. Being in NJROTC, cadets are more successful, confident, responsible, and involved. They project themselves and interview better having the NJROTC experience. Cadets are **not** recruited for the military, cadets are **not** part of the military, and cadets do **not** have any obligation to join the military. However, if a cadet chooses to join the military, the cadet will derive the following tangible benefits:

- a. NROTC Scholarships: NJROTC cadets who apply for an NROTC scholarship will compete with all other applicants on a national basis. However, NJROTC experience contributes towards selection. Cadets must meet the basic eligibility requirements as prescribed by the Naval Education Training Command (NETC) as well as provide a significant contribution to the unit's leadership. Normally, cadets who are considered for NROTC scholarships will have achieved a high level of academic performance, a well-balanced activity profile, and be on a college track curriculum. There are also special NJROTC scholarship nominations from the NJROTC Area Manager.
- b. NJROTC Scholarships: Limited NJROTC scholarships are available from the unit and from community organizations to assist cadets with post-high school education or training.
- c. Academy Nominations: Nomination for an NJROTC Naval Academy appointment may be submitted by the Naval Science Instructor for those cadets who meet all Naval Academy qualifications and requirements. Additionally, cadets may apply for appointments via their senator, congressman, or the Vice President of the United States. Normally, cadets who are being considered for academy nominations must have at least a 1250 SAT/21 ACT score, a well-balanced activity profile, and be on a college track curriculum. Honor unit designation enables the principals to nominate three cadets to each of the three military academies.
- d. Enlistment at Advanced Pay Grade: Cadets who have satisfactorily completed three years of NJROTC are entitled to an advance promotion to pay grade E-3 upon enlistment in the Army, Navy, or Air Force (E-2 for Marines) and the completion of recruit (basic) training. Cadets completing two years of NJROTC are entitled to advance promotion to E-2 in the Army and Navy.

Note: Cadets should speak with their Instructor if they have any questions concerning NJROTC benefits.

- 10. PERSONAL GROWTH AND DEVELOPMENT:** The basic concepts of the Leadership Development Program require that all cadets develop and maintain a POSITIVE personal growth trend throughout their time as members of the NJROTC. Unlike other classes where the objectives are primarily to teach the specifics of the courses (such as math, history, science, etc.), the NJROTC Program is designed to help each cadet mature.

First year- cadets must learn the rules and regulations quickly and abide by them explicitly, show some degree of heightened loyalty as the year progresses, learn the principles of followership, develop realistic goals to achieve in the short-term (during the first year), and set achievable goals for the long term (during the second and third years). First-year cadets must have a desire to learn military drill and courtesies quickly and must demonstrate their maturity by applying their knowledge *without being told to do so*.

Second-year cadets are expected to begin taking on positions and jobs of higher responsibility. To do so, they must learn the details and requirements of division officer jobs. They should be mindful that the first-year cadets are looking for role models to pattern themselves after. Second-year cadets are also expected to continue the

maturity trend they established in their first year. This maturity, combined with the development of leadership skills, will be required as they progress in the unit.

Third-year cadets are preparing for assignments to the highest jobs in the unit (staff, department heads, platoon leaders, team leaders). They must be able to “be with subordinates, yet apart.” They lead from within the unit, are able to evaluate subordinates and peers objectively and be able to generate spirit in his/her department/platoon/special team.

Fourth-year cadets, with instructor guidance, are expected to ‘run’ the unit. They will apply leadership techniques to real-world applications. They are teachers and models for the younger cadets. Because of their experience, longevity in the program, and their trust invested in them, they will be expected to perform at a significantly higher level than other cadets. Fourth-year cadets will be graded on their leadership performance and academics or special assignments tasked by the Naval Science Instructor.

All cadets should show signs of progressing maturity. Examples of this are: appropriate behavior (being serious or casual when required by the situation), “taking charge” of situations and doing what is morally correct, and not being negatively influenced by peers.

Cadets have the respect of peers and instructors when they begin the NJROTC program, however, respect increases or decreases as a result of cadet actions.

SECTION B PROGRAM REGULATIONS AND POLICY

1. **PROGRAM ORGANIZATION:** The Leadership Program has three facets to promote and maximize citizenship and leadership among students: the academic classroom, the NJROTC unit, and extracurricular activities. Participation in the academic classroom and the NJROTC unit is required. Participation in extra-curricular activities is encouraged but not required.
2. **ACADEMIC ROUTINE:** NJROTC courses are elective classes. They are offered in both a day and a night format. Wheeling High School students normally take the course as a full year, 45-minute day class. Students from other D214 schools and those WHS students who can't otherwise fit it into their schedule attend class once a week at WHS on Wednesday nights. Academic class is from 1630 to 1830, dinner, or "chow," from 1830 to 1900, and field house time where activities such as drill and other team-building activities take place from 1900 to 2030. Buses transport students from their home schools to WHS and back to their respective home schools at the end of the night. Cadets who miss class due to sports or club activities must maintain sufficient progress and 'contact time' with unit activities to warrant continuation in the program.

GRADING CRITERIA: A cadet's NJROTC report card grade, unlike other classes, is an average of academics, drill, leadership, followership, participation, appearance, attitude, self-discipline, and involvement in the activities of the unit. Historically, those cadets who maintain a positive attitude toward the NJROTC Program and toward the rules of the unit will receive a significantly higher grade than those with a poor or negative attitude. If a cadet experiences a significant drop in grades, in all probability, attitude, not academics, is the problem. The grade that appears on the cadet's report card is derived from an average of the following:

- a. Academic grades will be compiled on a portfolio basis using points to track accomplishments. Points will be awarded for academic endeavors including quizzes, reviews, reports, homework, uniform inspections, special projects, and tests. Points may also be awarded to recognize non-academic accomplishments in leadership and organizational skills, physical fitness, participation in unit activities, attendance, cadet aptitude, and cadet behavior.
- b. Aptitude grade: **Aptitude concerns, such as failure to wear the uniform as prescribed or adhere to NJROTC regulations, may result in a lower or failing academic grade as well as a lower aptitude grade.** Aptitude grades are used in selecting cadets who will be awarded the aptitude ribbon or possible promotion, and may serve to determine suitability for continuing in the NJROTC program.
- c. Participation: Each activity, field trip, or some special event has a subjective value to the unit and to the cadet depending on the importance of the event. Cadets will be expected to participate in certain essential events but may be excused by obtaining a note from their doctor on letterhead stationery OR by a note from the coach or band director as appropriate. Absences must be noted at minimum, one week before the event. Participation may result in grade points or in credit toward a participation ribbon. The Pass-in-Review ceremony is considered a mandatory event for all cadets, and exceptions are not granted except in the case of emergencies.
- d. Extra-curricular activities: To remain on an NJROTC team or in an officer billet, cadets must maintain a 'C' or better in all their classes or submit and follow a Plan of Action and Milestone (POAM) for grade improvement to the NSI. The POAM is not limited to but should include, study commitment and tutoring/mentorship.

Note: Maintaining at least a 'C' course grade is critical for a promotion of any kind and a 'B' Naval Science grade is required for promotion to officer status.

3. **UNIFORM POLICY:** Wearing NJROTC uniform should be a matter of personal pride to all student-cadets. Cadets represent the United States Navy, Wheeling NJROTC, and school communities. Appearance and grooming standards are listed in the Cadet Field Manual. Wearing the NJROTC uniform properly one day each week and taking care of

the uniform develops responsibility, attention to detail, pride, and leadership among cadets. Uniform days are on Wednesdays. There are no excuses for not wearing the uniform, unless cadets are participating in athletic team dress or school spirit days (cadets must get prior permission). The cadet representative in each school will verify uniform compliance. To be credited with wearing the proper uniform, it is the cadet's responsibility to meet with their respective school's cadet representative. Non-compliance should be reported when observed and will be formally recorded by the cadet representative on the muster alpha list. See Section G for additional information.

- a. On prescribed uniform days, cadets wear the uniform for the entire day; the penalty for "changing out" will be the same as not wearing the uniform.
- b. Cadets will be in full uniform when going to and from school; partial uniforms are unacceptable and grounds for disciplinary action.
- c. **Wearing the uniform on prescribed uniform days WILL NOT BE AN EXCUSE for not dressing for PE class or participation in classroom activities in such subjects as shop, chemistry, biology, art, etc.**
- d. Cadets who have a valid reason for not wearing the uniform on the prescribed occasions must receive approval by a Naval Science Instructor.
- e. The Naval Science Instructors or designated cadets will conduct inspections on prescribed uniform days to recognize outstanding personal appearance or to note uniform/personal appearance infractions.

4. PROGRAM FEES: There are no NJROTC fees. Most items needed for the NJROTC program are provided by the unit for cadets to borrow: textbooks, uniforms, and etc. However, uniforms must be returned professionally dry cleaned (as evidenced by a receipt/cleaning ticket) directly to the NJROTC instructors at the end of enrollment. Fees are charged for items not returned or cleaned. Incidental expenses for field trips, team fees or social functions, and maintaining uniforms are paid for by the cadet. Fundraising events can be used to pay for or offset these incidental expenses as a percentage of the fundraiser money a cadet brings in goes into a cadet account system which can then be used for unit expenses or college expenses (not including uniform expenses).

5. REQUIRED CADET FORMS: Each cadet is required to have NJROTC information forms filled out and signed by a parent or guardian and returned within one month after acceptance into the program. Non-compliance can result in the cadet's removal from the program or exclusions from unit activities and promotions. Required forms include the NJROTC Standard Release Form, Health Risk Screening Form, Cadet-Parent Agreement Form, and a copy of current physical if a member of any cadet team.

6. PLAN OF THE WEEK (POW): The purpose of the POW is to keep each cadet informed on the schedules and activities of the unit and is posted by the school representatives via email and on Remind on Saturday (4 days before night class). Cadets are to show the POW to their parents/guardians as often as possible.

The POW will include the following information:

- (1) The Uniform of the Day (UD) for Wednesday and any additional uniform days
- (2) Scheduled unit/team meetings and practices
- (3) Upcoming events such as parades, competitions, field trips, and social events
- (4) Money/paperwork deadline
- (5) Congratulatory messages
- (6) Additional notices, as appropriate

7. TRAINING PLAN: The purpose of the Plan of the Week is to inform cadets of class activities. It includes times and descriptions of all activities from the start of class to dismissal. It is presented two weeks in advance by the Training Officer and added to the POW by Training six days before each class if approved by the NSIs.

- 8. CADET RECORDS (CDMIS):** The Administration Department maintains individual cadet records including a performance record of advancements, awards, Naval Science course grades, qualifications, and any correspondence pertaining to the cadet. Access is directed by the instructors, and the paper copies are treated as confidential records.
- 9. FIELD TRIPS AND SEA CRUISES:** Supplementing the academic portion of the program and to experience firsthand various evolutions, a cornerstone of the NJROTC program, is the opportunity to take numerous trips to ships, stations, museums, etc. In addition, the unit schedules at-sea cruises, Basic Leadership Training, Leadership Academy, and orientation training trips. With each field trip, cadets planning to attend must complete, in advance, all necessary paperwork. **It is important that cadets meet the paperwork deadlines and turn in the necessary funds. Failure to keep up with paperwork or payment schedule/deadlines will result in loss of a reserved seat and possible loss of down payment.** Each cadet will be representing their school and the NJROTC unit. Therefore, it is imperative that cadets maintain outstanding appearances at all times. Cadets must follow grooming standards listed in the Cadet Field Manual and Section C of the handbook. Provided that all paperwork is in order, all fees have been paid, uniforms and personal appearance are above reproach, and conduct reflects maturity and pride in the school and the unit, cadets will find that all field trips can be fun and educational. Cadets should not have any D's or F's if they are traveling during the academic year, however, 'progress contracts' can serve as annulment to the general rule. Medical conditions, allergies, or medications and poor behavior may make it implausible for some cadets to attend field trips. In the event more cadets desire to attend a field trip than can be taken, the instructors will select cadets based on aptitude, grades, participation in unit activities, and past or potential participation on similar trips.
- 10. NJROTC PARENTS' ASSOCIATION:** Parental involvement in the NJROTC unit is highly encouraged and necessary for the smooth running of the unit. Parent participation may include: attending and volunteering at NJROTC events, being present for Parents' Nights, and chaperoning field trips.
- 11. FUNDRAISING PROJECTS:** Our unit occasionally needs extra funds to provide the items necessary to have a successful organization because the Navy's budget for our unit sometimes does not meet our needs. Depending on the school, cadets may organize their own home school fundraisers for NJROTC with the SNSI and the school activities coordinator approval. Fundraising participation is not required by cadets but encouraged.
- 12. ENROLLMENT EFFORTS** Sharing the NJROTC opportunity is an important element to the growth of the unit and in developing leadership and citizenship among the student body. Without people, we could not have an organization. To this end, all cadets in the unit should make a concerted effort to enroll new students in the unit. When talking with other students about the NJROTC Program, cadets are expected to provide the prospective cadet with an honest and objective picture of what the program is all about and the benefits of the program for enlistment, scholarships, appointments to the service academies, and the chance to belong to something all year long. Every year, each home school has a curriculum and activities nights. These are excellent opportunities for cadets to show off unit activities and benefits. Cadets who are responsible for enrolling new cadets receive credit and a ribbon for helping the unit. Students interested in enrolling should talk with one of the instructors.
- 13. SPECIAL EVENTS:** During the school year, there are various events in which the entire unit must participate. These events have been scheduled by the United States Navy or the unit in observance of very important occasions. These include, but are not limited to, Annual Military Inspection and Annual Awards Night. Aptitude and academic grades will be affected by attendance. These functions are classified as mandatory or essential. Cadets must be present for the entire mandatory event and grades will be affected significantly lowered if mandatory events are not attended.

Mandatory events:

- a. Annual Military Inspection (AMI): This inspection is normally scheduled by the Navy during the winter/spring timeframe. The NJROTC Area Manager or his representative inspects the unit. Parents are encouraged to attend this event.
- b. Annual Awards Night: Cadets receive end-of-the-year awards and recognition. Parents are invited to this event.

Essential events:

- a. Military Ball: Normally occurring in April or May. It is the social highlight for the unit and cadets. The Military Ball is a semi-formal dinner and dance for all cadets. The unit must pass AMI to attend military ball.
- b. Quarterly Awards Night/Parents' Night: A Parent Meeting night will normally be the second or third Wednesday every other month. Parents, family members, and friends are invited to attend. Following the Parent Meeting if those cadets in uniform, will receive any awards, advancements, and ribbons they have earned.
- c. Chicagoland Drill Meet: Hosted every year by the Wheeling NJROTC, the Chicagoland Drill Meet is a way for cadets to gain experience in the military setting. Requiring a lot of preparation in advance and an all-hands effort on the day of the event, we ask that cadets help set up and run the event, so that it may run smoothly.

14. Event Planning:

A Cadet Operational Plan (COP), Operational Risk Assessment (ORM), and After Action Report (AAR) will be completed for unit evolutions for safety purposes. When applicable, a Mission Risk Assessment (MORM) will be used to improve the success of unit evolutions. The Cadet-in-Charge will compose the required reports, but the Operations Officer will provide instruction and assist to ensure reports are completed in a timely manner. COPs and ORMs should be published online for all hands to use, normally two weeks prior to the evolution.

SECTION C

UNIFORM REGULATIONS AND POLICY

1. **RESPONSIBILITY:** Properly wearing and taking care of the NJROTC uniform develops responsibility and leadership among cadets. Each cadet will be issued a complete set of NJROTC uniforms. Sub-custody signatures of the cadet and parent/guardian are required for issued items. Any items that are lost or destroyed through negligence must be replaced in kind or restitution made to the United States government. Failure to clear uniform obligations may result in the withholding of report cards and transcript records and/or not being able to attend graduation exercises until the obligation has been met.
2. **CLEANING AND PRESSING:** It is the cadet's responsibility to have uniforms prepared. All uniforms will be kept cleaned and pressed at all times. Clothes in the cleaners will not be accepted as an excuse for not wearing the uniform on prescribed uniform days. Always have a uniform ready for opportunities that occur with little notice.
 - a. Routine dry-cleaning of Service Dress Blue (SDB) coats, Naval Service Uniform (NSU) shirts (polyester/wool khaki), pants, skirts, ties, and all-weather coats must be paid by the cadet, however, the unit may pay for cleaning under special circumstances. If possible, dry-clean the NSU (black) pants. **Do not use an iron directly on the NSU material.**
 - b. Covers (garrison/combo covers), washed-khaki shirts (cotton khaki, not NSU shirts) and khaki pants may be laundered at home. Shirts should be ironed. Light starch may be used if desired.
 - c. Ensure you wash the uniform each time after you wear it. It is **HIGHLY** recommended that cadets assemble their uniform on Sundays in order to ensure it is available for Wednesday inspections or to be able to contact the Supply Officer or NSIs Officer or NSIs Monday to rectify any discrepancies.
 - d. Uniforms must be returned to the unit professionally dry cleaned with a receipt. Military creases should be requested if applicable to the uniform.
3. **PROPER WEARING OF THE UNIFORM:** The uniform is always to be worn in accordance with the Cadet Field Manual (CFM). Partial or dirty uniforms are not to be worn. Cadets must remember that the NJROTC uniform is a Navy uniform and reflects upon the naval services. Issued sweaters, all weather coats, and relaxed-fit jackets are the **only** outerwear authorized to wear with uniforms. Similarly, only the all weather coat may only the all weather coat may be worn with civilian clothes.
 - a. Khakis will be provided on an 'as needed' basis for special trips and circumstances.
 - b. Cadets will receive shoes on their initial uniform issue and will keep those shoes for the entire four years of NJROTC. Replacement shoes may be issued at the discretion of the NSI.
 - c. Specific information on the wear of devices, name tag, and medals is contained in the CFM. .
 - d. All prescribed outerwear should be zipped or buttoned per regulations.
4. **PERSONAL GROOMING:** Length and style of hair for male and female cadets, as well as other personal grooming standards, is prescribed in the CFM. The CFM includes:
 - a. Tie Bar: It will be issued to male cadets at the discretion of the SNSI and is worn even with the bottom of the breast pockets.

- b. Earrings: Male cadets are not permitted to wear earrings when in uniform (including PT gear) or when attending an NJROTC function (unless specifically authorized by SNSI). Females may wear one pair of gold or silver ball or post earring one earring in each lower ear lobe in the center. All other piercings shall not be seen while in uniform or attending an NJROTC event (unless specifically authorized by SNSI).
 - c. Watches/Bracelets/Rings: Unobtrusive watches, watch bands, and rings are permitted while in uniform. One bracelet may be worn with the uniform--ankle bracelets may not be worn. One ring per hand is authorized in addition to a wedding and/or engagement ring. Religious wear is allowed but must follow regulations stated above, and cadets should communicate with their instructors about their unique situations.
 - d. Sunglasses: A conservative pair is permitted, except in military formations. Retainer straps are not authorized.
 - e. Necklaces: Religious necklace is authorized, but shall not be visible (must be tucked into cadets' shirts).
 - f. Fingernails: Male fingernails shall not extend past the fingertips. Female fingernails shall not exceed ¼ inch measured from the fingertip. Nail polish color must complement the skin tone.
 - g. Hair: It shall be worn in accordance with the CFM. Hair ornaments for female cadets must be similar to hair color; conspicuous bands, combs, and pins are not authorized.
 - h. Female Cadets: Black purses are allowed only while in uniform.
 - i. Earbuds and over-ear headphones are not to be worn in uniform while outside of a classroom.
- 5. COLD WEATHER ACCESSORIES:** During cold weather, the following items of clothing may be worn or added to the prescribed uniform(s). Standard issue items should be worn when possible.
- a. Gloves: Only plain, black gloves are authorized for outside wear.
 - b. Watch caps: Military watch caps, civilian boots and/or civilian overcoats may be authorized on a temporary basis by the SNSI.
 - c. Earmuffs: Military style ear muffs are authorized for all uniforms.
- 6. UNIFORM TERMINOLOGY:**
- a. Gig line: A vertical line on the uniform formed by the edge of the shirt at the buttons, the edge of the belt buckle, and the edge of the fly on the trousers or slacks.
 - b. Willy Worms/Irish Pennants: Pieces of thread or unraveled cloth, etc. which stick out from the buttons, buttonholes, rips, seams, etc. They should be trimmed off.
 - c. Smiles: The spaces between the edges of the combination cap cover (crown) and the black headband. The cover should also be stretched tightly and/or cap frame metal strip extended to take up the slack (wrinkles) in the cap cover.
 - d. Dead or Sick Eagles: Gold buttons ordained with eagles should have eagles in an upright position, or the eagles are referred to as "dead" or "sick."

SECTION D UNIT ORGANIZATION

- 1. UNIT ORGANIZATION:** The Leadership Program organizes all cadets into an NJROTC unit, in order to maximize leadership and teamwork development. The organization of the unit is similar to a shipboard structure in the U.S. Navy. As cadets progress in the unit, they are placed in leadership positions so that the unit operates smoothly and so that cadets benefit from 'hands-on' learning situations. All cadets must participate in unit drill and unit activities. Though all three are interrelated, unit organization should not be confused with classroom and team organization.

NJROTC units which consist of at least 150 cadets are organized as a Battalion. The Battalion is subdivided into two companies containing two platoons each. Each platoon contains three squads. Drill team members will be integrated amongst all platoons. Units of less than 150 are organized as a single company.

- 2. UNIT ORGANIZATION TABLE:** Note: Positions annotated with a rank/rate abbreviation indicate the highest rank normally associated with that position. Ranks are not automatic and must be earned and maintained. Administratively the unit is divided into the Operations, Administrative, Training and Supply departments. Operationally the unit is divided into companies, platoons and squads.

Organizational Table

Operational Unit Chain of Command

Battalion Commander (as applicable)
 Company Commander
 Platoon Commander
 Mustering Petty Officer
 Squad Leader

Staffing Organization (based on Battalion strength)

Battalion Commander
 Battalion Executive Officer
 Command Master Chief
 Cadet Representatives (one per school)
 Battalion Operations Officer
 Operations Assistant
 Community Service Officer
 Battalion Administration Officer
 Administration Assistant
 Battalion Supply Officer
 Supply Assistant
 Armory Officer
 Battalion Training Officer
 Training Assistant
 Athletic and Teams Director
 Team Captains
 Team Co-Captains
 Training Officer
 Battalion Public Affairs Officer (PAO)
 PAO Assistant
 Color Guard Coordinator

 Company Commanders
 Company Executive Officer
 Company Master/Senior Chief
 Company Guidon
 Platoon Commanders

Mustering Petty Officer
Guide
Squad Leader

Note: when less than 150 cadets, Battalion Staff becomes Company Staff and the 'extra' Company XO and Company Senior Chief are normally left vacant.

Special Organizations: As necessary, some function organizations will be created at the NSI discretion. Typically, these include:.

Military Ball Committee, Cadet Action Teams.

3. JOB DESCRIPTIONS: Job Description (Nominal Rank: Battalion/Company): Note: All staff members must turn in turnover notebooks at the end of each semester or at each change of jobs. Noncompliance may result in a grade for the class being withheld or inability to be promoted.

a. Cadet Commander (CDR/LCDR): The Cadet Commander (CC) is tasked with the duty of maintaining the high standards and morale of the unit. The CC is responsible and accountable for the unit as a whole. It is the CC's responsibility to ensure that other cadets perform their duties as expected and to monitor the performance of all departments. The CC must also maintain a close relationship with the NSIs to ensure that the support required to get a job done is obtained. The CC also recommends all promotions to the SNSI, approves all Cadet Operational Plans (COPs), and schedules all staff meetings. The CC maintains a schedule of events for the unit and assigns specific responsibilities for the preparation of each event. The CC may occasionally conduct cadet lessons (under the tutelage of the instructors.)

b. Executive Officer (LCDR/LT): The Executive Officer (XO) is charged with the day-to-day operation of the unit by carrying out the policies of the CC. The XO is second-in-command of the unit and administers discipline throughout the unit. The XO serves as the unit's primary communicator to ensure that all cadets remain fully informed on all policies, procedures, and schedules. He is the 'Chief of Staff' and conducts staff meetings, trains and monitors staff, and facilitates staff success. The XO, with CC concurrence, determines billet descriptions, makes placement recommendations and monitors billet performance.

c. Command Master Chief (MCPO): The Command Master Chief (CMC) is the highest enlisted advisor in the unit and has direct access to the unit Commander. The CMC is responsible for and reports to the CC in matters of cadet welfare. The CMC is responsible for maintaining muster and uniform compliance records, and may also be assigned communication and coordination duties regarding Cadet Representatives. The CMC ensures that all new cadets are assigned a cadet mentor and facilitates new cadet assimilation into the unit.

d. Operations Officer (LT/LTJG): The Operations Officer (OPS) supervises preparation and coordination of field trips, social events, civic events, unit movement, and unit fundraising. OPS will ensure a Cadet Operational Plan (COP), Operational Risk Management (ORM), Sign Up Forms, and After Action Report are provided for all cadet evolutions, except those under the purview of the Training Officer. OPS assigns a Cadet-in-Charge for each event and a Cadet Duty Officer when applicable, and ensures that they are prepared to execute their responsibilities OPS also ensures that participation credit is assigned in After Action Reports. OPS reviews and publishes the Plan of the Week (POW), five days prior to Wednesday night classes.

e. Administration Officer (LTJG/ENS): The Administration Officer (Admin) is tasked with monitoring and organizing paperwork within the unit. It is Admin's job to ensure that promotion records, unit activities, field trip permission forms, and ribbon awards are kept in order and entered into CDMIS as appropriate. Admin maintains an accurate record

(minutes) of all staff meetings and provides a courtesy copy to the NSI. Admin coordinates publicity efforts including school announcements, newsletters, press releases, unit thank-yous and promotional videos. Admin supervises the Public Affairs Officer, Electronics Officer, Legal Officer and any assistants (including MAA). Admin will present the server and watch suggestions a week in advance to staff. Once confirmed, the watch information will be added to the Plan of the Week.

f. Master-at-Arms (if assigned) (SCPO/PO1): The MAA works directly with the Legal Officer. The MAA ensures all cadets are behaving properly and reports all infractions to the Legal Officer and NSI. The MAA sets the watch anytime cadets are not in the academic portion of training, including orientation trips. A logbook shall be provided to those standing watch and shall be reviewed once a month. Any discrepancies in the book should be reported via written form to the Legal Officer. The MAA prepares a weekly watch bill for each month one month in advance on a rotational basis. A copy should be provided for OPS to be printed in the Plan of the Week (POW). The MAA also provides training to cadets on watch duties and supervises the watch standers.

g. Assistant Administration Officer (CPO/PO1): Assistant Admin is supervised by and assists Admin with record keeping, operating CDMIS, and correspondence. Assistant Admin must be ready and able to carry out the duties of the Admin. Rank varies with responsibilities.

h. Assistant Operations Officer (CPO/PO1): Assistant OPS (AOPS) is supervised by OPS and carries out functions necessary to help OPS, including serving as the Safety Officer. As Safety Officer, the AOPS ensures the ORM is completed for events.

j. Supply Officer (LTJG/ENS): The Supply Officer is responsible for coordinating the issue, exchange, and return of all uniform items under the NSI. The Supply Officer works directly for the NSI in regards to the ordering and upkeep of the Supply Department. The Supply Officer shall train the other supply personnel on the use of the computer inventory and ordering programs. The Supply Officer will also conduct a monthly spot check on CDMIS compared to the real inventory. At the beginning of the year, the Supply Officer provides each cadet with a Custody Card listing all uniform items in the cadet's possession. The Supply Officer also controls all drill rifles and swords in the unit. It is imperative that the Supply Officer maintains all equipment for unit competitions and functions and directs cadets assigned to the task of range or weapon maintenance.

k. Armory Officer (ENS/ CPO): The Armory Officer is responsible for the equipment within supply. The Armory Officer works under the Supply Officer and is in charge of coordinating the distribution of drill rifles, swords, and color guard equipment. Maintenance of the equipment is also the responsibility of the Armory Officer.

l. Assistant Supply Officer (CPO/PO1): The Assistant Supply Officer is tasked with maintaining the policies of the Supply Officer. The Supply Chief will normally have access and permission to issue supplies. Rank varies with responsibilities.

m. Public Affairs Officer (ENS/CPO): The PAO is responsible for maintaining a close liaison with the media in regards to the unit and is accountable for writing press releases. The PAO should work closely with team commanders, the drill teams, the Operations Officer, and Athletic Officer. The PAO should work with Cadet Representatives to have trophies, awards, and other NJROTC items circulated throughout the various high schools. The PAO also coordinates with the Operations Chief for all recruiting drives. The PAO takes all photographs of unit events and maintains a record of all unit events for the entire school year to be put into a scrapbook. The PAO is expected to produce a parental newsletter once per month. The PAO is an Admin assistant.

n. Training Officer (LTJG/ENS): The Training Officer (TO) works with the NSIs and Promotion Boards to develop advancement tests for cadets, issue and grade advancement exams, and supervise promotion tracking and testing. The TO provides

notification of awards, recognitions, and advancements to the Admin Officer. The TO supervises the Athletic Officer and (if incorporated) the Training Platoon Commander; schedules advancement and unit training; and tracks individual cadet advancement. In order to coordinate unit training requirements, the TO will conduct a 'Planning Board for Training' (PBFT) each week to track and plan for training requirements. The PBFT may be conducted in conjunction with a staff meeting or as a separate meeting. The TO produces a Yearly Training Plan (YTP) and updates it as required throughout the year. The TO also ensures there is a Team Training Plan for specific drill nights, team training, unit training events. A weekly Training Plan for each class night should be completed two weeks in advance. The TO supervises and coordinates the efforts of all team commanders; ensures and facilitates team practices, membership, and recruitment; ensures Cadet Operational Plans, Training Plans, Event Sheets, and press releases are completed as required for all team activities.

o. Assistant Training Officer (CPO/PO1): The Assistant Training Officer assists the Training Officer by grading advancement exams, filing promotion papers, and other tasks designated by the Training Officer.

p. Athletic and Teams Director (ATD): The Athletic Officer is supervised by the Executive Officer. The ATD is responsible for all unit athletic and team events and activities including the physical fitness tests and physical events at NJROTC meetings, picnics, or field trips. The Athletic Officer will coordinate obtaining any athletic equipment needed for those events. The ATD will coordinate monthly athletic nights with the Training Officer.

q. Team Captains (ENS/CPO): Team Commanders lead the following NJROTC teams: Academic, Athletic, Orienteering, Marksmanship, Regulation Drill, Exhibition Drill, CyberPatriot, SeaPerch and Color Guard. Team Commanders are proficient in the specialties of their teams and are responsible for instructing and preparing their team members for competitions and performances. Team Commanders draft news releases for the PAO, provide team participation records to the Administration Officer, and provide Cadet Operational Plans or Cadet Training Plans for their team activities. Team Commanders report to the Training Officer.

r. Company Commanders (LT/LTJG): Company Commanders (CCs) are responsible for the leadership and supervision of two Platoons and Platoon Commanders. Company CCs coordinate the development, monitoring and training of company personnel in military drill, advancement, and proper wearing of the uniform. Company COs also ensure that weekly personnel inspections are conducted.

s. Company Executive Officers (LTJG/CPO): Company Executive Officers (XOs) are charged with the day-to-day operation of the company by carrying out the policies of the Company CO. Company XOs are second-in-command of the Company and administer discipline throughout the Company. Company XOs serve as the Company's primary communicator to ensure that all cadets remain fully informed on all policies, procedures, and schedules to be met.

t. Company Senior Chiefs (SCPO/SCPO): In a battalion organization, the Company Senior Chiefs (CSCs) coordinate company, social, and civic events; and they assist the CMC. The CSC are the Company adjutants, aides, supply chiefs, and clerks. The CSCs answer to and work with the Company XOs.

u. Platoon Commanders (ENS/CPO): Platoon Commanders (PCs) are responsible for the welfare and condition of their respective platoon members. Platoon Commanders ensure that platoon members wear uniforms properly, meet grooming standards, and maintain military bearing. PCs are charged with teaching proper military drill, conducting weekly Personnel Inspection, taking accurate musters, and monitoring the progress of each platoon members' advancements. Platoon Commanders supervise the Mustering Petty Officers, Guidons, and Squad Leaders.

v. Mustering Petty Officers (CPO/PO1): Mustering Petty Officers (MPO) assist the Platoon Commanders in all matters they are directed to do. In the absence of or by the direction of the Platoon Commander, the MPO musters the platoon.

w. Platoon Guides/Guidon Bearers (PO1/PO2): Platoon Guides serve to align platoons in formations. All members of the platoon center on the Guide while marching to insure that the platoon has correct alignment. Guidon Bearers carry company guidons to identify companies during military formations. NJROTC uses platoon guidons for drill competitions and platoon formations.

x. Squad leaders (PO2/PO3): Squad leaders are the first level of the chain of command for cadets-in-ranks. They are responsible for instructing their squads in military drill, proper wearing of the uniform and military behavior and bearing. Squad Leaders know every cadet in their squad and assist each cadet, including assistance in advancement preparations. They also keep track of their cadets' participation and advancement. This goes onto a spreadsheet shared with their platoon commander, MPO and CC.

y. Cadet Representatives: Each high school has a Cadet Representative (CR). There is also a single CR representing all non-d214 cadets. The CRs are the cadets' NJROTC point-of-contact (POC) in the schools and the school administrations' POC for NJROTC. The representatives keep the NSIs informed of opportunities, needs, and concerns of the schools. Cadet Representatives should serve on principal advisory boards or as liaisons to school governments as determined by individual principals. The CR is responsible for coordinating and tracking cadet efforts within the school. This includes morning musters, uniform compliance, color guards, cadet participation in unit and school activities, and cadet recruiting and visibility within the school. The CR tracks and reports information to the Command Master Chief.

The CR conducts a morning muster each Wednesday to assist cadets in uniform compliance and review/present the Plan of the Week to keep cadets informed. Every Wednesday morning, the cadets will have their uniforms inspected and corrected by the CR - the cadets will receive a score which affects their overall grade, but the purpose of it is simply to ensure that the uniform is properly worn all day. If a cadet misses morning muster, it is the cadet's responsibility to find the CR and, if appropriate, receive a uniform grade.

z. School Squad Leaders: The CR will recommend certain cadets to be School Squad Leaders (SSL) to NSI's. Each SSL will be assigned a portion of the school's cadets and contact them two nights before with the UOD and Plan of the Week as directed by their CR. At morning muster these cadets will inspect and correct their cadets uniforms and report cadet scores to their CR. Cadets who are late or missing morning muster will receive a 0 and must talk to their NSI to make up points.

aa. UpStander Coordinator: The unit shall designate a senior cadet as the UpStander Coordinator for the bystander intervention/shipmate program. At a minimum, the coordinator will ensure cadets are briefed at the beginning of each semester about every cadets' responsibilities to each other in the protection of shipmate welfare including suicide prevention, anti-bullying, and appropriate internet/social media use measures.

SECTION E ADVANCEMENT AND PROMOTION

1. **General:** Advancement in rank within the NJROTC unit is based on time in the assigned Naval Science class and demonstrated performance. In order to advance in the ranks, a cadet must demonstrate a prescribed degree of proficiency in military drill, military bearing, military commands, proper display of uniform, and military knowledge, coupled with attendance and good discipline. A cadet may demonstrate proficiency through checklists and completion of advancement requirements. Outstanding cadets may also be promoted meritoriously at the discretion of the SNSI.

The following abbreviations will be used:

Captain	C/CAPT	O-6
Commander	C/CDR	O-5
Lieutenant Commander	C/LCDR	O-4
Lieutenant	C/LT	O-3
Lieutenant Junior Grade	C/LTJG	O-2
Ensign	C/ENS	O-1
Master Chief Petty Officer	C/MCPO	E-9
Senior Chief Petty Officer	C/SCPO	E-8
Chief Petty Officer	C/CPO	E-7
First Class Petty Officer	C/PO1	E-6
Second Class Petty Officer	C/PO2	E-5
Third Class Petty Officer	C/PO3	E-4
Seaman	C/SN	E-3
Seaman Apprentice	C/SA	E-2
Seaman Recruit	C/SR	E-1

2. General Requirements for Advancements:

Promotion Path: Following is the Promotion Criteria to be used for cadets of the D214-Wheeling NJROTC Program: Advancement to ranks of Cadet Seaman Apprentice to Cadet Petty Officer First Class will require a passing score of at least 70 percent on an advancement test and acquire necessary signatures as listed on promotion checklist. Cadets will normally hold the current rank at least 3 months before taking the next advancement test. For advancement purposes, the 'current school year' begins after the last school day of the previous year.

a. Promotion Board

When a cadet wishes to advance to a rank E5 or above, the cadet must meet with a promotion board composed of cadets of or higher rank than which the cadet is applying. This board will evaluate and interview the cadet on their leadership and behavior in or out of uniform to determine whether or not he or she is fit to advance.

C/SA- Written test on individual drill terms.

C/SN - Pass a written test on the above items, first five general orders, rank structure, chain of command to the Commander-in-Chief. Must have participated in at least one NJROTC event during the current school year (team events do not count). Must have an NJROTC grade average of a "C"

C/PO3 - Normally not before second semester as a cadet in NJROTC. Cadets must pass a written test on all of the above and Flag etiquette, armed drill, know all 11 general orders, chain of command, and rank and recognition. Must have participated in at least two NJROTC events since last promotion (team events do not count). Must have an NJROTC grade of "C"

C/PO2 - Normally not before the 4th quarter as cadet in NJROTC. Must pass a written test

on the above. platoon drill, Guidon manual, and Personnel inspections. Must have participated in at least two NJROTC events since last promotion (team events do not count). Must meet with a promotion board (consisting of current petty officers in the advancing rank). Must have an NJROTC grade average of a "C".

C/PO1 - Normally not before the second year. Must pass a written test on all of the above and Sword manual and Company drill, Must have participated in at least two NJROTC Events since last promotion(team events do not count). Must meet with the promotion board (consisting of current petty officers in the advancing rank). Must have an NJROTC grade average of a "C".

C/CPO - Normally not before the 8th quarter (final quarter of 2nd year) as a cadet.

- A. Pass the military knowledge test on: Drill vocabulary, chain-of-command, ranks (ROTC and Navy), uniform regulations, and leadership traits.
- B. Essay(s) on why you want to become a Chief.
- C. Get basic training in each dept from the various dept heads.
- D. Pass a chief selection board consisting of the NSI, the CMCPPO, and one additional chief.
- E. Must have an NJROTC grade average of a "B".

C/SCPO to C/CAPT Cadet promotions are determined by the SNSI with the recommendation of the CC. Officer billets are controlled by NSTC Instruction. Appointments shall be made based upon the following criteria: Academic Standing in school; Leadership; Appearance and Aptitude; School Conduct; Individual Strengths; Needs of the Unit.

3. Officer Promotions: An Officer Selection Board shall meet whenever an officer candidate is eligible for a promotion board in order to interview and select Cadets for promotion to an officer rank. The Officer Selection Board shall be composed of the Cadet Commander, Executive Officer, and the Senior Naval Science Instructor. All final appointments and promotions shall be the decision of the Senior Naval Science Instructor. Any Cadet who fails to conform to academic and military standards will be relieved of their rank after a short probation period. In the event that action is required, the selection board shall meet immediately to select a replacement.

- A. Cadet officer candidates must meet the following requirements in order to be promoted to and maintain an officer rank.
 - a. Billet must have officer rank associated with it (CC, XO, department heads, platoon commanders)
 - b. Must be (or meet the requirements to be) a C/CPO. Must have passed the Chief test.
 - c. Must have (or qualify for) participation, exemplary appearance, exemplary conduct, and aptitude ribbons.
 - d. Must have participated in at least one activity within 30 days of promotion board date and must continue to participate in at least 1 activity per month
 - e. Must have a 'B' or higher in NJROTC
 - f. Teacher sign-off sheet completed (see appendix #2)
 - g. Must be recommended by the Officer Selection Board

SECTION F

RULES OF CONDUCT AND PROCEDURES

1. **GENERAL:** We are dedicated to keeping NJROTC spaces as clean and ready to receive visitors at any time. Cadets and their guests are to follow the prescribed rules of conduct and related procedures while in the unit's spaces.
 - a. Horseplay, fighting, and abusive language shall not be tolerated. A relatively organized and controlled atmosphere will prevail at all times.
 - b. When a VIP (school official, military officer, etc.) enters NJROTC spaces, the cadet who sees the person first will call, "Attention on Deck." The senior cadet present shall offer to assist the VIP in any way possible.
 - c. Unless checked out through the NSI, books, magazines, and reference library materials are to remain in NJROTC spaces.
 - d. The chairs are for sitting only; do not put your feet on the tables or chairs.
 - e. Cadets are reminded to exercise 'senior cadet' responsibility when situations arise that require immediate direction. Unless otherwise specified, the senior cadet is determined by rank. **The senior cadet present should take charge of the situation and will be held accountable!**
 - f. The last cadet to leave any of the NJROTC spaces will ensure that they are clean and orderly and ready to receive cadets and guests.
 - g. All bulletin boards, flow charts, qualification charts, and displays are the property of the NJROTC. Unless special permissions are granted, they are not to be tampered with, written on, or defaced in any manner.
 - h. **Unless under arms, on watch, or for inspection purposes, cadets will uncover and remain uncovered at all times while inside. However, the fieldhouse and gym shall be considered 'outdoor' spaces.**
 - i. To enter the SNSI office, cadets should knock three times on the door and respond only when they are acknowledged by one of the NSIs. Do not interrupt.
2. **CLASSROOM:**
 - a. Unless otherwise directed, Cadets should always bring their notebooks, paper, pencils/pens and charged iPads to the academic classes. When entering the classroom for study, the cadets will go to their desks and prepare for class.
 - b. If assigned, the section leader will call the class to attention, take muster if needed, and seat the class. When the class instructor enters the room, the class leader will call the class to attention and report "Good morning/afternoon LtCol Beyer/ CSCS Cotillier. Naval Science XX is formed. XX Cadets absent (give names)."
 - c. Each cadet shall be familiar with announcements or POW information.
 - d. Gum is not allowed in class or anytime in uniform. Food and drink will not normally be allowed in class.
 - e. When a VIP (school official or military officer) enters a classroom, the first cadet to see them will call, "Attention on Deck." All cadets will snap to attention and look straight ahead until the VIP calls, "Seats" or "Carry on."

- f. During class, each cadet will pay strict attention to what is being said and show respect to the person who is speaking.
- g. Do not move around the classroom unless specifically cleared to do so by the instructor.
- h. Class will be released by the instructor, not the bell or any other occurrence.
- i. In the absence of the instructors, all cadets will respond directly to the lawful orders of the cadet-in-charge. Generally, this will be the platoon leader, a staff member, section leader, or the senior ranking cadet.

SECTION G DISCIPLINE - RULES AND REGULATIONS

1. GENERAL:

- a. Cadets are expected to conduct themselves with honor, integrity, and self-discipline. Our core values of Honor, Courage, and Commitment apply to cadets at all times. Situations may occur when the cadets need to address inappropriate or counter-productive behavior of other cadets. Possible cadet infractions and typical corrective actions are provided but are not all-inclusive. The goal of the legal system is to treat each cadet equally and to respond appropriately to individual situations and circumstances. When possible, the cadet legal system will address cadet infractions, but the ultimate disposition rests with the instructors. ALL infractions shall be reported immediately to the chain-of-command and to the NSIs.
- b. For major offenses the XO will bring the case up to the unit CC.
- c. If a cadet is issued three or more report sheets (chits) or has three uniform violations for not wearing the uniform properly or at all during school or NJROTC class within a period of one year the XO will review the cadet's performance and recommend a corrective action.
- d. The legal system does not supplant the grading and classroom management of individual instructors, nor does the cadet legal system supersede school administration or civil legal system actions where appropriate or required. A cadet may be referred to school administration with a recommendation for behavior modification **without warning**. Incidents occurring at schools should also be reported to the school's dean.
- e. Any cadet may report inappropriate behavior. Cadets may first try to correct the inappropriate behavior, but never use force or coercion includes physical contact, punishment, hazing and PT). If additional action is required, cadets should use the chain-of-command whenever possible. Report sheets (chits) are available from the XO, NSIs, or Cadet Handbook (appendix #1) to ensure infractions are recorded and acted on. Report chits may be filled out by any cadet and should be turned in to the Executive Officer. The XO will inform the cadet chain-of-command and the NSIs and initiate the legal system action. The goal is to act on disciplinary matters the same day/night on which it occurs. Report chits will be annotated with corrective action taken (if any) and will be placed into the cadet's file. It is expected that most infractions will cease when brought to the attention of the offending cadet. Positive corrective measures may be taken by any cadet. Positive corrective measures do **not** include assignment of pushups, physical force, or intimidation under any circumstances.

2. CORRECTIVE ACTIONS: Corrective actions assigned to cadets may include counseling, Extra Military Instruction, demotion in rank, referral to school administration or civil authorities, or removal from the NJROTC program. Cadets may also receive lower grades as a result of poor behavior or performance. Cadets may also be placed on probation or have suspended sentences. Cadets and the guardians of cadets given corrective action for behavior, including suspended sentences or probation, will be informed by a formal letter. Cadets are reminded that failure to wear their uniform when required more than three times in a semester (or two terms) will normally result in zero credit ("F") in the course.

Extra Military Instruction (EMI) is designed to help the offending cadet modify behavior. EMI may include assignment of additional duties, or additional days wearing the uniform, essays or text work, or restriction from NJROTC events. For uniform infractions, a guide for the assignment of corrective action is:

- | | |
|-----------------------------|--|
| 1 st infraction: | Verbal warning and record annotation. |
| 2 nd infraction: | Assign essay & possible loss of extracurricular activities. |
| 3 rd infraction: | Refer to NSIs and call to parents and/or guardians. |
| 4 th infraction: | 'F' for Uniform/Inspection grade, lower grade in Leadership. |

3. BEHAVIOR OUTSIDE OF LEADERSHIP PROGRAM: Cadets are representatives of the Leadership Program and NJROTC. Their behavior outside of the program can affect their status in the program. Cadets who do not meet the expectations for NJROTC cadets may be reduced in rank or removed from the program. Cadets will conform to school behavior programs and disciplinary actions. Cadets are reminded that receiving an in-school suspension (ISS) or behavior modification is a warning that their conduct is not as expected in the NJROTC Program and steps should be taken to correct the problem(s) as soon as possible. Cadets who have received ISS are not eligible for the Exemplary Conduct Ribbon and may lose grade points.

4. MINOR UNIFORM AND CONDUCT INFRACTIONS: This includes, but is not limited to:

- a. Uniform violations and unsatisfactory personal appearances.
- b. Failure to bring the NJROTC notebook and/or textbook to class when needed.
- c. Failure to meet obligations on time.
- d. Chewing gum or eating/drinking in prohibited areas.
- e. Failure to achieve an acceptable level of concentration, or attentiveness at drill.
- f. Showing Public Displays of Affection (PDA) while in uniform.
- g. Disrespect to other cadets.
- h. Expressions of disloyalty.
- i. Disruptive conduct in class or on the drill deck.
- j. Tardiness to class.
- k. Leaving gear adrift.
- l. Missing movement ("no show") for in-town trips without instructor approval.

5. MAJOR CONDUCT INFRACTIONS: These include, but are not limited to:

- a. Disrespect to teachers, administrative staff, and school staff.
- b. Smoking in uniform.
- c. Fighting.
- d. Defacing government or school property.
- e. Missing movement ("no shows") for out-of-town trips without instructor approval.
- f. Profanity (in or out of uniform).
- g. Lying, cheating, or stealing.
- h. Breaking bus rules.
- i. Gambling.
- j. Hazing.
- k. Harassment (sexual, physical, emotional, etc.).

6. REGULATIONS: Riding the bus is a privilege, not a right. Any student who chooses to break the rules may have all bus riding privileges, including riding regular school buses, revoked. Cadets must observe the lawful orders of the bus driver and senior cadets. These rules of the bus are not all-inclusive, but are provided as a reminder of expected conduct:

No switching seats.
No use of "boom box" or loud devices.
No use of flashlights or laser pointers.
No smoking.
No yelling or loud singing.
No body parts outside of the bus.
No writing on seats or abuse of the bus.
No eating.
No public display of affection (PDA) .
No harassing the bus driver.
No sitting with the opposite sex unless permitted in certain circumstances.

These items are not allowed at any point on the bus or on school grounds:
Weapons, drugs, explosives, animals, pornography.

Section H: APPENDIX

Note: Appendix items are for informational purposes.

- 1. NJROTC Official Cadet Report Sheet**
- 2. NJROTC Officer Evaluation Form**
- 3. ORM Blank**
- 4. NJROTC Commitment to Safety of Cadets**

Official Cadet Report Sheet

Date: _____, 20____
Name of reporting cadet: C/ _____
Position: _____
Name of cadet being reported: C/ _____
Platoon: _____ Squad: _____

Detail the violation. Cite specifics, names of witnesses, etc.

Was the cadet warned prior to this report sheet or were other corrective action(s) attempted? If yes, please explain. Also, list all corrective actions taken.

THIS REPORT SHEET WILL ENTER OFFICIAL CADET RECORDS. The 'reporting' cadet's signature swears that the circumstances occurred as reported and is required. The 'reported' cadet's signature is acknowledgement that a charge has been made. The reported cadet's signature is strongly encouraged.

Reporting Cadet's signature:
Date:

Reported cadet's signature:
Date:

Disposition of Report Chit

Cadet filing report/investigating: _____ Date _____

The following circumstances were determined and actions or recommendations were taken as a result of this report chit:

TRAINING/LEGAL _____

CO/XO _____

SNSI/NSIs _____

A review (if applicable) of this action is due on: ____/____/____

The review will be conducted by: _____

A review of this incident was conducted on: ____/____/____

by: _____

Recommended further action:

Once finished, submit to Executive Officer

NJROTC OFFICER EVALUATION FORM

Teachers: The student cadet mentioned below is a member of your class and also of the NJROTC elective class. He/she has passed a series of qualifying test both academic and practical that are designed to prove knowledge and ability to hold a position of leadership in the NJROTC. In order for him/her to attain that position, the cadet must be considered to have the qualities necessary to set a good personal example for all other members of the unit and of the student body. We are asking you for your assistance in determining the eligibility of this student.

Student's Name _____

Please rate the student in each category (attendance, attitude, effort) from 1-5.
1-Outstanding; 2-Excellent; 3-Average; 4-Fair; 5-Poor

<u>P</u> <u>e</u> <u>r</u> <u>:</u>	<u>Teacher Signature</u>	<u>Gr</u> <u>ad</u> <u>e</u>	<u>Attendan</u> <u>ce</u>	<u>Attitud</u> <u>e</u>	<u>Eff</u> <u>ort</u>	<u>Comment**</u>
<u>1</u>						
<u>2</u>						
<u>3</u>						
<u>4</u>						
<u>5</u>						
<u>6</u>						
<u>7</u>						
<u>8</u>						

(Note: Cadet must have signature of every teacher.)

****Additional Comments:**

**NJROTC
ORM EVENT BRIEFING FORM**

DATE: ____/____/20____

NSI/OIC/CIC _____

EVENT _____

Summary of event:

HAZARD(s) (safety or mission, numbered as appropriate)

Initial RAC /

Mitigated RAC Code(s)

#1 _____

____/____

#2 _____

____/____

#3 _____

____/____

#4 _____

____/____

RAC Matrix	Mishap Probability				
		Likely	Probably	May	Unlikely
Hazard Severity	Critical (death)	1	1	2	3
	Serious (major injury)	1	2	3	4
	Moderate (minor injury)	2	3	4	5
	Minor	3	4	5	5

CONTROLS APPLIED (Engineering/Administrative/Physical for each identified hazard):

#1 _____

#2 _____

#3 _____

#4 _____

INSTRUCTOR SIGNATURE

Monitoring and AAR must be completed (and recorded) for the ORM cycle. Submit AAR submitted via Google Docs.

I verify that I have read, understand and made suggestions (not edit) the Cadet Handbook for SY 2019-2020:

NJROTC

Commitment to the Safety of Cadets

The Navy Junior Reserves Officer Training Corps (NJROTC) Program is committed to the safety of our cadets. If you are reporting information about, or have experienced misconduct or abuse related to a NJROTC program, please report that information to the following:

1. Local Police or Sheriff Departments
2. Your school's Principal, Assistant Principal, Resource Officer, Guidance Counselor, or Teacher
3. Your school or school district's Title IX Coordinator
4. Your state's child protection agency
5. NJROTC@us.navy.mil

Please be advised that the NJROTC Instructors are not employees of the Navy. They are employees of the school where the JROTC unit is located.