STANDARD OPERATING PROCEDURE (SOP)



ARMY

JUNIOR RESERVE OFFICER TRAINING CORPS

**SCIENCE HILL HIGH SCHOOL**

**1509 JOHN EXUM PARKWAY**

**JOHNSON CITY, TENNESSEE 37604**

**REVISION 3 DTD 15 July 2015**

**Army Junior Reserve Officers Training Corps**

**Science Hill High School**

# 1509 John Exum Parkway

# Johnson City, Tennessee 37604

 15 July 2015

**SCIENCE HILL HIGH SCHOOL ARMY JROTC - - BATTALION SOP**

From: Senior Army Instructor

To: Science Hill High School Army JROTC Cadets

Subj: SCIENCE HILL HIGH SCHOOL ARMY JROTC STANDING OPERATING PROCEDURES

 (SHORT TITLE: JROTC SOP)

Ref: (a) Science Hill High School Student Handbook

(b) Cadet Command Regulation 145-8-3, Organizational Inspection and Checklist

 (c) Cadet Command Regulation 145-2,Organization, Administration, Operation

Training and Support

 (d) Army Regulation 670-1, Wear and Appearance of Army Uniforms and Insignia

1. Purpose. To publish policies and procedures governing the operation of the Science Hill High School Army JROTC unit.

2. Action. The procedures established in this manual are applicable to all Cadets of the Science Hill High School Army JROTC unit. Where conflict exists, those rules and regulations outlined in references (a-d) take precedence.

3. Recommendations. Recommendations for changes to this SOP are invited and should be submitted through the Cadet Chain of Command to SHHS JROTC Instructors.

4. Certification. Reviewed and approved this date.

 Michael R. Johnson

 Colonel, Army (Retired)

Approval Pending:

Melanie Riden-Bacon

Principal, Science Hill High School

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**CHAPTER 1**

##### THE ARMY JROTC PROGRAM

1. **AUTHORIZATION**. The Army Junior Reserve Officer Training Corps (JROTC) Program was established at Science Hill High School in 1935.

1-2. **OUR MISSION**. The mission of the JROTC program is “To Motivate Young People to Be Better Citizens.” We do not recruit for the military. The JROTC program seeks to help Cadets achieve the following:

1. To appreciate the ethical values and principles that underlie good citizenship.
2. To develop leadership potential, while living and working cooperatively with others.
3. To be able to think logically and to communicate effectively with others, both orally and in writing.
4. To appreciate the importance of physical fitness in maintaining good health.
5. To understand the importance of high school graduation for a successful future, and learn about college and other advanced educational and employment opportunities
6. To develop mental management abilities.
7. To become familiar with military history as it relates to America’s culture, and understand the history, purpose, and structure of military services.
8. To develop the skills necessary to work effectively as a member of a team.

1-3**. ENROLLMENT REQUIREMENTS**. To be eligible for enrollment and continuation in the JROTC program, a student must:

1. Be enrolled in and attending Science Hill High School; 9th-12 grade.
2. Be in acceptable academic standing at SHHS and the JROTC program.
3. Be of good moral character as determined by the Principal and Senior Army Instructor.
4. Be qualified to participate fully in the school’s physical education program.
5. Comply with the grooming standards and other rules as set forth in this SOP.

1-4. **PROGRAM BENEFITS**. The greatest benefit to be gained from the JROTC Program is growth and development into better informed and more responsible citizens. Other program benefits include:

1. **Course Credit Toward Graduation:**
	1. Required elective course credit towards graduation.
	2. Required Health/Wellness course credit towards graduation.
	3. Required Personal Finance course credit towards graduation.
	4. Required Physical Education course credit towards graduation
	5. Required Elective Focus course credit towards graduation
	6. Advance pay and benefits if subsequently to serve in the Armed

 Forces.

1. **SERVICE ACADEMY NOMINATION.** Cadets who successfully complete the Army JROTC Program may compete for nomination and appointment to the U.S. Military Academy (West Point, New York), U.S. Naval Academy (Annapolis, Maryland), and the U.S. Air Force Academy (Colorado Springs, Colorado) under the Honor School/JROTC quota. To be competitive under this program, qualified cadets should meet the following minimum requirements:
	1. Successfully complete three years of Army JROTC by the end of

 his/her senior year.

* 1. Be a U.S. Citizen.
	2. Be of good moral character.
	3. Be at least 17 and less than 22 by 1 July of the year he/she

 enters the academy.

* 1. Be unmarried and have no children.
	2. Be recommended by the Senior Army Instructor.

Interested cadets should contact the Superintendent (Candidate Guidance Officer) of the respective academy, in the spring of their junior year to request an application.

1. **ROTC COLLEGE SCHOLARSHIPS**. The military services offer full tuition, books, fees, uniforms, a stipend, and in some cases full room and board to cadets who have the academic and leadership credentials to earn an ROTC college scholarship. The SAI will provide assistance, information, and letters of recommendation to deserving cadets who are interested in these programs.

1-5. **CURRICULUM**. Army JROTC is Certified by AdvancED, the State of Tennessee Department of Education, and Johnson City Schools. JROTC is an elective course with one credit earned toward graduation for each full semester successfully completed. The curriculum also provides graduation credit for the following courses:

1. **Each semester of JROTC satisfies one elective requirement for graduation.**
2. **Two semesters of JROTC satisfies the graduation requirement for Health/Wellness.**
3. **A separate semester of JROTC satisfies the graduation requirement for Personal Finance and Physical Education.**

1-6. **WEEKLY CLASS ROUTINE**. The following is the normal weekly routine. It may occasionally be modified.

 Monday........................ Physical Training – Drill & Ceremony

 Tuesday....................... Classroom Instruction

 Wednesday..................... Uniform Inspection & Classroom Instruction

 Thursday...................... Classroom Instruction

 Friday........................ Physical Training

1-7. **MONTHLY SCHEDULE**. A monthly schedule is published to inform cadets of unit activities. At a minimum, the schedule will include notices of team practices, upcoming activities (games, color guards, drill meets, rifle team matches), uniform of the week assignments, and time and place of activities/meetings). Input from the Cadet Battalion and Instructor Staff will be collected at the weekly Staff Meeting and published. The schedule will be prepared and updated by the Operations Officer for approval by the Battalion Commander and posted on the cadet bulletin boards in the JROTC classrooms.

1. **REQUIRED AFTER SCHOOL FUNCTIONS**: All Cadets are to participate in the following events with their performance reflected in the Cadet’s course grade.
2. **SHHS Homecoming Parade** (Sept),
3. **Change of Command & Promotion Banquet, Parents invited**

(December),

1. **City of Johnson City** **Christmas Parade** (December),
2. **Awards Night** (April/May), and
3. **Military Ball** (April/May).

1-8. **GROOMING STANDARDS**. The JROTC program has a proud tradition of setting high standards of dress, demeanor, ethics, and personal conduct. Cadets will be expected to maintain those standards at all times. Annex A to this order provides detailed guidance as to the established grooming standards for cadets.

1-9. **UNIFORM DAY**. The JROTC uniform will be worn one day each week (normally Wednesday). The training schedule will designate the appropriate uniform for all cadets. Cadets will wear the complete uniform **ALL DAY** unless expressly excused beforehand by the SAI/AI for courses such as Vocational classes and Physical Education. Failure to comply with uniform regulations will result in the Cadet receiving a grade of zero (0) for that uniform day. **Cadets who are absent on uniform day will wear the uniform on the FIRST DAY they return to school.**

1. The Army uniform is the distinctive dress of a proud and honorable profession. The wearing of the JROTC Cadet uniform should likewise be a matter of pride in self, in school, in community, and in country. The uniform shall be kept clean, well tailored, and shall be worn as a complete uniform**.** Cadets leaving the JROTC program at the end of the school year due to graduation, transfer, or for any other reason will return their uniforms in a clean, serviceable condition. Cadets who outgrow their uniforms should see the SAI/AI for a uniform exchange.
2. Cadets will be inspected in the designated uniform. The uniform grade constitutes nearly 1/2 of the nine-week and semester grade. To help improve the chances of maximizing an inspection grade, every Cadet should review Annex A to this SOP in conjunction with the uniform section of the SHHS JROTC website.

1-10. **CADET SERVICE RECORD BOOK (SRB).** A Cadet SRB is maintained on each cadet while he or she is enrolled in JROTC. The Battalion Adjutant is charged with keeping Cadet SRBs current by entering promotions, awards, assignments, and other pertinent data onto each record as they occur. The S1 is responsible to the Senior Army Instructor for reviewing these records periodically (at a minimum, once each nine week grading period) to ensure that they are properly maintained. A signed copy of the record will be furnished upon request to any Cadet transferring to another school provided the Cadet is not encumbered for any reason (does not owe uniform items, books,).

1-11. **PROBATION.** Science Hill High School JROTC is a voluntary program designed to provide willing students the opportunity to excel in such areas as leadership, management, military drill, and competition in arms. It is not a program without demands and expectations nor is it a disciplinary program to correct unacceptable student behavior. Cadets are expected and required to comply with those directives that govern JROTC, Cadet Command regulations, this Battalion SOP and the rules as expressed in the Science Hill High School Student Handbook. The SAI is authorized to place on probation any Cadet who has academic deficiencies, repeatedly fails to maintain standards of grooming or wearing of the uniform, or who fails to meet established standards of conduct.

1. Cadets placed on probation will be so notified in writing by the SAI, with a copy of the letter forwarded to parents/guardian and the school’s principal.
2. An established improvement in academic performance and/or compliance with those rules and regulations governing Cadet behavior will be grounds for removal of the probationary status and return to full participation in the program. Cadets who fail to correct those deficiencies that caused placement in the probationary status can, upon the recommendation of the SAI and approval by the principal, be disenrolled from the JROTC program.
3. A sample Probation Letter is provided as Annex B to this SOP.

**CHAPTER 2**

**ORGANIZATION**

2. **GENERAL.** The Army Junior Reserve Officer Training Corps at Science High School will be organized along traditional battalion lines with a headquarters element and 2 or more companies. Company organization includes two or three platoons of two to three squads each.

2-1. **BATTALION STAFF.** The Battalion Commander is charged with the welfare and training of the battalion. To accomplish this task, the Battalion Staff assists the Commanding Officer by assuming responsibility for specific staff functions. The Science Hill High School JROTC staff is structured as follows:

 Commanding Officer (2 Semesters) Cadet/Lieutenant Colonel

 Executive Officer (2 Semesters) Cadet/Major

 Command Sergeant Major (2 Semesters) Cadet/Command Sergeant Major

 Color Sergeant (2 Semesters) Sergeant

S-1/Adjutant (2 Semesters) Cadet/Captain

 S-2/Security & Ordinance Officer (2 Semesters) Cadet/Captain

S-3/Operations Officer (2 Semesters) Cadet/Major

 Operations Sergeant (2 Semesters) Cadet/Master Sergeant

 S-4/Logistics Officer (2 Semesters) Cadet/Captain

 Supply Officer (2 Semesters) Cadet/2nd Lieutenant

 Logistics Chief (2 Semesters) Cadet/Master Sergeant

 S-5/Public Affairs Officer (2 Semesters) Cadet/Captain

2-3. **COMPANY ORGANIZATION**. The Battalion will be comprised of two or more companies. Company staffs will be organized as follows:

 Company Commander (2 Semesters) Cadet/Captain

 Executive Officer (By Semester) Cadet/1st Lieutenant

 First Sergeant (2 Semesters) Cadet/First Sergeant

2-4. **PLATOON ORGANIZATION**. There will be two to three platoons in each company. Platoons will be organized as follows:

 Platoon Leader (By Semester) Cadet/2nd Lieutenant

 Platoon Sergeant (By Semester) Cadet/Master Sergeant

 Squad Leader (X2 or X3) (By Semester) Sergeant

2-5. **BILLET DUTIES AND RESPONSIBILITIES.** Basic duties and responsibilities for assigned JROTC cadet billets are outlined on the following pages. Each cadet is expected to seek out responsibility and perform those tasks that will make his/her particular billet function more smoothly. The primary responsibility of leadership for each cadet officer, staff noncommissioned officer, and noncommissioned officer is to set the highest standards for performance possible in all fields of endeavor.

1. **ALL CADETS**. Each Science Hill High School JROTC Cadet is responsible for conducting himself/herself, at all times, in a manner which reflects credit upon himself/herself, the JROTC unit, the school, and the community. Since we wear uniforms once a week, our actions also reflect on the U.S. Army. Whether in uniform or not, cadets are responsible for maintaining the highest standards of conduct and appearance, for abiding by the rules and regulations of both the unit and the school, and for carrying out instructions and orders to the best of his/her ability.
2. **CADET OFFICERS AND SENIOR NONCOMMISSIONED OFFICERS (NCO)**. Cadets are promoted and selected for unit assignments based on demonstrated performance and academic excellence. Continued enthusiasm, active support of and participation in the JROTC program, a positive attitude, and demonstrated leadership skills are required of the cadet in order for appointment to a leadership position. Cadet Officers and Senior NCOs are expected to set the example for their subordinates. Extra effort and time will be required of these billets. Cadets whose performance of duties is not of a satisfactory nature may be demoted.
3. **Battalion Commander (BnCdr).** TheCO is responsible for everything the Battalion does or fails to do. He/she is held accountable for the training, efficiency, discipline, administration, and welfare of the battalion.
4. **EXECUTIVE OFFICER (XO).** The XO is 2nd in command of the Battalion. He/she will perform such duties as are assigned by the CO and will serve as the coordinator of Battalion staff activities. The XO will keep abreast of all activities of the Battalion and assume command in the absence of the CO.
5. **COMMAND SERGEANT MAJOR**. The Command Sergeant Major is the senior enlisted member of the battalion. He/she reports directly to the Battalion Commander, keeping him/her advised on matters pertaining to the discipline, conduct, and morale of the battalion.
6. **COLOR SERGEANT**. The Color Sergeant is responsible for the training and assignment of cadets who participate in color guard commitments. The Color Sergeant also ensures the school’s national flag is raised during 1st Block on Monday mornings and lowered each Friday during 6th Block each Friday. Additionally, the Color Sergeant will ensure a Cadet during 1st Block on the 10-12 campus leads the entire school every Monday, Tuesday, Thursday & Friday (over the intercom) in the Pledge of Allegiance (SGA leads the Pledge every Wednesday).
7. **S-1/ADJUTANT**. The Adjutant exercises staff cognizance over personnel activities, correspondence, historical/command chronology activities, and other administrative areas not specifically tasked to other staff officers.
8. **S-2/SECURITY & ORDINACE OFFICER**. The S-2 conducts routine and special property inventories as specified in Cadet Command regulations and determines the requirements for storage, maintenance, and distribution of all ordnance materials (weapons and optics).
9. **S-3/OPERATIONS OFFICER.** The S-3 has cognizance over matters pertaining to the organization and training of the battalion. Specifically, the S-3:
	1. Prepares and publishes monthly training schedules.
	2. Plans and coordinates inspections and tests.
	3. Schedules, assigns, and monitors ceremonial commitments.
	4. Develops Plans of Action and Milestones for training events.
10. **OPERATIONS SERGEANT (X2)**. The Operations Sergeant assists the S-3 by performing such duties as may be assigned in the organization and training of the battalion.
	1. Primary responsibility is managing and tracking ALL support tasking.
11. **S-4/LOGISTICS OFFICER**. The S-4 exercises responsibility for logistics, supply, and maintenance management activities of the battalion. Specifically, the S-4:
12. Plans, coordinates, and supervises the storage, issue and recovery of all supplies, ordnance, and equipment.
13. Monitors and accounts for all equipment custody records
14. Budgets all training activities of the battalion.
15. **S-4/LOGISTICS SERGEANT**. The Logistics Chief assists the S-4 by performing such duties as may be assigned in the maintenance of the command’s logistics structure.
16. **SUPPLY OFFICER**. The Supply Officer exercises responsibility for the issuance, inventory, and recovery of all uniforms and equipment of the cadet battalion.
17. **COMPANY COMMANDER.** The Company Commander is responsible for everything the company does or fails to do. The CO is held accountable for the training, efficiency, discipline, administration, and welfare of the company.
18. **COMPANY EXECUTIVE OFFICER.** The Executive Officer is 2nd in command of the company. The XO performs such duties as are assigned by the CO and serves as the coordinator of all company staff activities. He/she will assume command of the company in the absence of the CO.
19. **FIRST SERGEANT**. The First Sergeant is the senior enlisted member of the company. He/she assists the CO by performing such duties as may be assigned. The First Sergeant is the principal enlisted assistant to the CO in supervising the administration of the company.
20. **PLATOON LEADER**. The Platoon Leader is responsible for everything the platoon does or fails to do. He/she is held accountable for the training, efficiency, discipline, administration, and welfare of the platoon.
21. **PLATOON SERGEANT**. The Platoon Sergeant is 2nd in command of the platoon and performs those duties assigned by the Platoon Leader. The Platoon Sergeant assumes command of the platoon in the absence of the Platoon Leader. He/she assists in all aspects of the supervision and control of the platoon.
22. **SQUAD LEADER**. The Squad Leader assists the Platoon Leader and Platoon Sergeant in all activities of the platoon.
23. **CLASS LEADERS & ASSISTANT SQUAD LEADERS.** Each JROTC class will have one class leader and three squad leaders. These positions will be rotated at the discretion of JROTC Instructors to ensure a balance between maximum learning opportunities and unit continuity. Purpose of these positions to provide Cadets leadership opportunities and established POCs for Cadet Battalion leadership with which to manage.

2-6. **CHAIN OF COMMAND.** The Chain of Command is the primary channel of communications throughout the unit. To work properly, it must be a two-way channel with information flowing in both directions. The Chain of Command for the Science Hill High School JROTC unit extends upward and downward as follows:

1. Senior Army Instructor (SAI)
2. Army Instructor (AI)
3. Cadet Battalion Commander (BnCdr)
4. Executive Officer (XO)
5. Command Sergeant Major (CSM) (see Note 1)
6. Company Commander
7. Platoon Leader
8. Platoon Sergeant
9. Squad Leader
10. Individual Cadet

 Note (1). The Command Sergeant Major (CSM) is the senior enlisted cadet. He/she holds this billet as a direct result of the particular trust and confidence that the SAI/AI have in his/her skills and judgment. The Sergeant Major’s primary job is to keep the CO informed of the attitudes and concerns of the cadets within the unit. While not directly in the reporting chain, the CSM has direct access to the BnCdr and the SAI/AI. Concerns of any cadet that cannot be resolved using the chain of command are encouraged to go directly to the Command Sergeant Major.

2-7. **DRILL TEAMS.**  The Drill Team is comprised of Cadets particularly interested in the sharpness and precision developed by close order drill and the manual of arms. They represent Science High School in ceremonies, and competitions with other JROTC units. SHHS will the following category of teams: Exhibition Male, Exhibition Female, IDR Male w/weapons, IDR Female w/weapons, and Color Guard. Drill Team members are expected to set the highest standards for the unit in sharpness, discipline, grooming, performance, and overall esprit de corps.

2-8. **COLOR GUARD.** JROTC Color Guards are expected to present the Colors (National, Tennessee State Flag, U.S. Army colors, and unit guidons) proudly and with precision in parades, ceremonies, competitions, and sporting events. Instructions for presenting the Colors are in the Army Drill and Ceremonies Manual. The Color Sergeant is responsible for the scheduling, training, and evaluation of color guards as well as the conduct of morning and evening colors at Science Hill High School.

2-9. **MARKSMANSHIP TEAM.**  The Marksmanship Team is comprised of Cadets who are interested in the discipline and teamwork necessary to improve their marksmanship skills. They represent Science Hill High School and the JROTC unit in local and postal marksmanship competition.

2-10. **Academic & Leadership Bowl Teams.** The Academic and Leadership Bowl Teams are comprised out high performing academic and JROTC leadership Cadets. They compete in two online competitions with the goal of earning the right to compete in a head-to-head competition week long event hosted by George Mason University.

**CHAPTER 3**

**PERFORMANCE EVALUATION AND PROMOTIONS**

3. **OVERVIEW**. The promotion of Cadets must positively contribute to the high standards of leadership and proficiency required for the continued success of the JROTC program. Promotion in not just a reward for past performance; it is an expectation of future superior performance at levels of increased responsibility.

1. Performance evaluation and promotion of Cadets in the Science Hill High School JROTC program parallels to the greatest extent possible the same opportunities afforded every United States Army Soldier, whether enlisted or commissioned officer. To that purpose, Cadets begin their “careers” as followers, learning the principles and traits of leadership while under the charge of more seasoned cadets and the instructor staff. As they gain more knowledge and confidence in their abilities, Cadets are given occasion to demonstrate their skills as developing leaders. At regular intervals, a Cadet receives an assessment of his/her performance, counseling regarding strengths, and recommendations for improvement.
2. When a Cadet has met the eligibility criteria for promotion, he/she will be considered for promotion by a duly constituted board of senior Cadets. That board will forward its recommendations to the Army Instructor for review and comment prior to submission to the Senior Army Instructor for approval. The Senior Army Instructor will make the final determination as to a Cadet’s promotion.

3-1. **OBJECTIVES**

1. To maintain the actual strength in each grade necessary for the successful operation of the Cadet Battalion.
2. To ensure that all eligible Cadets receive full and equitable opportunity to compete for promotion.
3. To ensure that only the best and fully qualified Cadets are promoted.

3-2. **GRADE STRUCTURE**. Officer and enlisted grade of the Science Hill High School JROTC program, in order of seniority, are:

1. **Officer Grades**

 Cadet/Lieutenant Colonel (C/LTC) 0-5

 Cadet/Major (C/MAJ) O-4

 Cadet/Captain (C/CPT) 0-3

 Cadet/First Lieutenant (C/1LT) O-2

 Cadet/Second Lieutenant (C/2LT) O-1

1. **Enlisted Grades**

 Cadet Sergeant Major / CMD SGM (C/CSM) E-9

 Cadet Master Sergeant / 1st SGT (C/1SGT) E-8

 Sergeant First Class (C/SFC) E-7

 Staff Sergeant (C/SSG) E-6

 Sergeant (C/SGT) E-5

 Corporal (C/CPL) E-4

 Private First Class (C/PFC) E-3

 Private E2 (C/PV2) E-2

 Private E1 (C/PVT) E-1

3-3. **PERFORMANCE EVALUATION**. Leadership development of Cadets requires frequent evaluations of strengths and weaknesses, an assessment of growth, and the implementation of a plan to maximize an individual’s potential. Junior enlisted Cadets and NCOs in the grade of Private (E-1) through Corporal (E-4) will be evaluated through assignment of Proficiency and Conduct (Pro/Con) marks while Cadet noncommissioned and commissioned officers will be evaluated through Noncommissioned Officer Evaluation Reports (NCOER) and Officer Evaluation Reports (OER).

1. Pro/Con marks are a measure of a cadet’s duty proficiency and personal conduct during a specified period of time. They are an indication of how well a cadet is developing as a leader and a gauge for potential to serve in a higher grade.
2. The OER/NCOER provides for the periodic reporting, recording, and analysis of the performance and character of cadets in the grades of Sergeant through Lieutenant Colonel. Its fundamental concepts are accuracy, accountability, simplicity, and consistency of policy and evaluation methods. The evaluation report provides a history of a cadet’s performance and potential.

3-4. **PROMOTIONS**. Promotions within the Science Hill High School JROTC are based on time in grade and, more importantly, on demonstrated performance. See Annex K for by-rank standards for promotion.

1. Rating Scheme:

BN CDR rates BN XO, CO CDRs(If Deputy Cdr is in place, he/she rates the BN XO)

BN XO rates staff officers (If Deputy Cdr is in place, he/she does the rating)

CSM rates all staff NCOs

CO CDRs rate respective CO XO & 1SGT

1SGTs rate respective SQD LDRs

3-5. **PROMOTION CRITERIA**. Each cadet who enrolls in the JROTC program, regardless of class standing, will begin his/her JROTC career as a Cadet Private. Cadets who transfer in from other JROTC programs will have their records evaluated and will be assigned a rank based on that record.

1. The following chart details the promotion opportunities for cadets:

 CLASS MAY BE PROMOTED MERITORIOUS PROMOTION

 STANDING TO THE RANK OF TO THE RANK OF

 1st Year Cadet Corporal Cadet Sergeant

 2nd Year Cadet Sergeant Cadet Sergeant First Class

 3rd/4th Years Based on recommendation of Promotion Board and billet availability

1. A cadet will be evaluated for promotion based on the following criteria:

 (1) Academic Performance

 (2) Pro/Con marks or NCOER/OER

 (3) Time in Grade

 (4) Participation in JROTC Sponsored Activities

 (5) Extracurricular Activities

 (6) Recommendation from the Chain of Command

3-6. **MERITORIOUS PROMOTION**. Cadets who have demonstrated a superior degree of diligence, academic excellence and military skill may be meritoriously promoted upon the forwarding of a recommendation through the cadet chain of command by the SAI/AI.

3-7. **PROMOTION BOARDS**. The purpose of promotion boards is to recommend the best qualified cadets for promotion based on a cadet’s performance and potential to serve in the next higher grade. Promotion boards will be convened at the direction of the Cadet Battalion Commander. Normally, a board will be convened every month.

**CHAPTER 4**

**DISCIPLINE**

4. **GENERAL.** The basic philosophy of the JROTC program is that Cadets are part of the unit because they want to be and that Cadets will do their best when they know what is expected of them. Cadets are responsible for maintaining the highest standards of conduct. Each Cadet is responsible for ensuring that his/her actions reflect credit on himself/herself, the Cadet Battalion, the school, the community, and the U.S. Army. Each Cadet also has an obligation to assist other Cadets in maintaining high standards of conduct and execution of duties.

1. It is the responsibility of Cadets to follow the directions of their respective Cadet leaders and JROTC Instructors. Additionally, each Cadet is responsible for their own; at all times Cadet conduct is to be respectful manner while ensuring that their own behavior brings great credit upon the Cadet Battalion.
2. Cadets who have noted behavioral problems within the unit will not be allowed to participate in JROTC extracurricular activities.
3. Team members will be dismissed from the team for any significant behavioral problems, both in the classroom and while on trips away from school.
4. Only deserving cadets (those without behavioral or academic problems) will be permitted to participate in JROTC activities. The SAI will make the final determination in these matters.
5. **Inappropriate behavior, language, or actions that bring discredit upon the unit, the school, the community, or the U.S. Army can be considered grounds for a Cadet being reduced in rank, placed on probation, suspended from extracurricular activities, or disenrolled from the JROTC program.**
6. Cadets have a specific responsibility to depart after school activities in a timely manner; key is that respective parents/guardian are available to pickup their Cadet at the appointed time. Violation of this places the Cadet at risk of disciplinary action IAW the SHHS Student Handbook.

4-1. **CLASSROOM DISCIPLINE.**  An atmosphere conducive to study and learning will be maintained in the classroom at all times. All Cadets are expected to come to class prepared with all necessary materials (textbooks, paper, pencils, etc.). Failure to do so will result in a reduced academic grade. The latest edition of the Science Hill High School Student Handbook provides guidance to all students with reasonable and just rules for conduct in the school, including the classroom. Cadets are responsible for knowing the rules that govern student behavior and for conducting themselves accordingly.

1. All Cadets will be in formation when the tardy bell rings. Cadets who repeatedly violate this rule will find themselves subject to administrative or corrective action.
2. When the tardy bell rings, the class leader will command “FALL IN” and “Receive The Report”; when responding to the Class Leader, Squad Leaders will follow reporting guidance in the Army Drill and Ceremony Manual. After reporting procedures are complete the Class Leader will command “TAKE SEATS”. The class will take one step backward, recite in unison the Cadet Creed followed by the Battalion Motto followed by executing an About Face and automatic movement to their seats.
3. When the JROTC Instructor initially enters the classroom, the Class Leader will call the class to attention and give a verbal report regarding attendance to the instructor. The instructor will then assume control of the class.
4. During the class, the Class Leader and Squad Leaders are responsible for the conduct of their respective personnel. It is the responsibility of subordinate Cadets to follow the directions of their respective leaders. Additionally, each Cadet is responsible to conduct themselves in a respectful manner ensuring that their behavior bring great credit upon the Cadet Battalion.

4-2. **MILITARY ETIQUETTE.**  One of the objectives of the JROTC program is to develop respect for and an understanding of the need for constituted authority. It is expected that members of the JROTC unit will deal with each other and those outside of the unit with respect and courtesy. Proper military etiquette is to be observed and practiced on a daily basis. Based on the above, here are a few examples of a proper response:

1. Cadets will address instructors, officer and enlisted, by the instructor’s rank, rank and surname, or use of the word “SIR” or “MA’AM”, as appropriate.
2. Cadets will render appropriate military courtesies to officers of all branches of the uniformed services and cadet officers. Salutes and greetings will be exchanged with professionalism and pride.
3. In responding to questions, a statement, or orders from instructors and senior cadets, the term “Yes/No Sir” or “Yes/No Sergeant” as appropriate when talking to officers or NCOs. Cadets will maintain the position of Parade Rest when talking to the SAI or AI.
4. It is inappropriate and an indication of a lack of respect for authority to address or refer to school officials and others in official positions by their surnames only. For example, “Smith asked me to deliver this to you.” Therefore, cadets will be required to address or refer to administrators, faculty members, and their elders by their title and surname. For example, “Mr. Smith asked me to deliver this to you” or “Ms. Jones, may I return this book to the library?”
5. Cadets will address one another with the respect and dignity they would have others accord them.

**CHAPTER 5**

##### PROGRAM ADMINISTRATION

5. **PHILOSOPHY.** There are probably as many ways to administer the JROTC program as there are instructors in the program. In every unit, however, one item is the same: THE CADET IS THERE TO LEARN, AND LEARNING IS ALL IN THE PERSON. Consequently, the role of instructor can only be as director of the learning process. The basic philosophy governing the administration of the Science Hill High School JROTC unit is, therefore, as follows:

1. The SAI and AI maximum extent possible encourage Cadets to “run” their battalion. Instructors are the final approving authority and, in addition to teaching classes, serve as primary advisors and counselors to the cadet organization.
2. The SOP is the “Bible” for all JROTC Cadets in matters pertaining to the administration and operation of the Cadet battalion.
3. The Cadet battalion will be run by the Cadets with direction and counseling provided by the SAI/AI. It is important to remember that Cadet promotions are of a temporary nature; if a Cadet does not perform his/her duties in a satisfactory manner, or is guilty of misbehavior, he/she will be demoted and replaced.
4. There is no such thing as a “free ride” in the JROTC program. Rules and regulations will be applied firmly and fairly to all Cadets. Promotions, the opportunity to participate on an extracurricular team, and the privilege of going on trips with the unit must all be earned.

5-1. **JROTC SPACES**. Campus spaces include classrooms, instructor offices, armory, supply rooms, and the drill hall.

1. The SAI and AI desks and spaces are off limits to cadets. Unless given permission by the SAI/AI, no Cadet will remove or handle anything in or on an instructor’s desk.
2. The JROTC office telephone may be used by Cadets only after permission has been granted by an instructor to do so.
3. With the exception of those drawers dedicated to Cadet Battalion Staff use, the file cabinets in the JROTC office are off limits to cadets.
4. The JROTC computers are reserved for the exclusive use of instructors and designated Cadets of the battalion staff.
5. The Cadet Office (when space is allocated by the administration) is for the exclusive use of the battalion staff and is not to be used as a storage facility or Cadet lounge.
6. Cadet mailboxes are for official use only. They should be checked daily for current information and updates.
7. The supply room is off limits to all Cadets except designated S-4 personnel, unless accompanied by an instructor. Routine business (exchange of items too large or small, worn out items, etc.) will normally be conducted on an “as needed” basis.
8. The armory is off limits to all Cadets except designated personnel. The SAI/AI, Cadet Battalion Commander, S-4 Officer, S-2 Officer, and those personnel on the access list are authorized entry into the armory.

5-2. **GRADING.** The JROTC Department at Science Hill High School is interested in developing a well-rounded cadet; self-confident, self-reliant, academically strong, militarily correct, goal oriented, and a team player.

1. A significant percentage of a Cadet’s grade is determined by the individual’s academic performance on examinations, quizzes, homework, projects, reports, essays, appearance, military bearing and the final semester exam.
* 1st Nine Weeks:  50% from Uniform Wear and Inspection; 30% from Physical Training; & 20% from Participation/Bearing/Tests
* 2nd Nine Weeks:  50% from Uniform Wear and Inspection; 30% from Physical Training; 20% from Participation/Bearing/Tests; & 25% from the Final Semester Exam
* 1st & 2d Nine Week grades are averaged to determine the Semester grade.
1. It is the Cadet’s responsibility to be prepared for an assignment on the day it is given.
2. If a Cadet is absent (excused) on the day an assignment is given, he/she must make arrangements with the instructor for making it up within five days after returning to class. Failure to do so will result in a grade of zero for the exam. An unexcused absence will also result in a grade of zero for the missed examination.
3. Homework or other assignments are due on the date specified by the instructor. The only acceptable excuse for not turning these assignments in on time is an excused absence. Assignments that are submitted one day late will have a 25% deduction from the final grade regarding that assignment. Assignments two or more days late will not be accepted. Assignments not turned in/accepted receive a grade of zero.

 b) In conjunction with academic work, a cadet’s military aptitude and attitude

 factor heavily in his/her overall grade.

1. The grade will be determined by the Cadet’s military bearing and personal appearance as reflected in classroom conduct and regularly scheduled uniform inspections, personal development as a leader, the Cadet’s ability to grasp basic military subjects, and a subjective evaluation of his/her adherence to the leadership traits and principles espoused by the U.S. Army.

5-3. **MARKSMANSHIP TRAINING**. Marksmanship training is an integral part of a Cadet’s training. Marksmanship teaches individual discipline, control, and precision. In order to participate in any marksmanship training, Cadets must have a completed parental consent form on file in their SRB. A copy of the form will remain on file as long as the Cadet is enrolled in the program. A copy of the consent form appears as Annex C to this SOP.

5-4. **EXTRA CREDIT.** Extra credit provides a means for raising a low grade and developing an interest in a military subject. Examples of extra credit work are research papers, reports, additional homework, and additional projects.

1. Students with a failing grade midway through the grading period may request the opportunity to submit extra credit work to earn a passing grade. The instructor has the discretion to accept or deny such a request.
2. Students earning a passing grade are not expected to do any extra credit work, but may be permitted to do so in order to raise their grade.
3. Extra credit work can be used to improve grades by only one letter grade or to bring a failing mark up to a passing grade.

5-5. **FIELD TRIPS.** Educational field trips are scheduled to military installations, key historical sites, JROTC drill meets, parades, and other extracurricular events These trips are subject to the availability of billeting and transportation.

1. **ELIGIBILITY**. In order for a Cadet to be eligible to participate in a field trip, he/she must, in the present school year:
2. Not owe money for fundraising activities, books, uniform items, etc.
3. Have a minimum JROTC grade average of 80%.
4. Have an excellent record of wearing the prescribed uniform.
5. Have no significant disciplinary record in school.
6. Obtain approval from the SAI.
7. Deserving upperclassmen will take precedence over deserving underclassmen if limited availability of transportation or billeting spaces becomes an issue.
8. **FORMS**. Two forms are required to be completed and returned to the instructor prior to a Cadet’s participation on any field trip:
	1. **Science Hill High School Parental Permission for Field Trip**. This form, signed by a cadet’s parent/guardian, grants permission for the cadet to participate in a designated field trip. A sample appears as Annex D of this order.
	2. **JROTC Standard Release Form.** This form releases the government of any liability should a cadet require emergency medical treatment at a government facility while participating on school authorized field trips. Once completed and turned in to the instructor, it is kept on file for as long as the cadet is enrolled in the program. A sample appears as Annex E of this order.

1. **CONDUCT.** While on field trips each Cadet is responsible for conducting himself/herself in a manner that reflects credit upon the unit, the school, and the U.S. Army. All rules and regulations that apply in school will be enforced on the field trip. Uniform wear and civilian dress will be especially sharp. Any additional requirements will be published through the cadet chain of command. Cadets who do not comply with the rules will be disciplined as required and, if necessary, returned home at their own expense.

**CHAPTER 6**

**UNIFORMS**

6. **GENERAL.**  The distinctive uniform of the JROTC cadet represents a proud branch of the Armed Forces of the United States of America and should be worn with pride. In every sense of the word, the cadet is the Army’s representative in Johnson City, Tennessee. While the correct wearing of the cadet uniform is taught in great detail by the instructor staff and figures prominently in the Cadet’s overall grade, Cadets should understand the following provisions relative to uniform care and maintenance:

1. Uniforms are issued at NO CHARGE to Cadets.
2. Uniforms are the property of the U.S. Government and on temporary loan to the Cadet while he/she is a member in good standing in the unit, but are to be returned (fully cleaned) once the Cadet leaves the unit or school.
3. Items outgrown or damaged through no fault of the Cadet may be turned in without penalty and exchanged for a replacement uniform. The SAI will be the final authority regarding culpability.
4. The complete uniform issue is to be turned in before Cadets will be allowed to graduate or before transcripts are released.
5. **Civilian clothing will not be worn with JROTC uniforms at any time** except as specified in paragraph 1008(1) of this order.

6-1. **UNIFORM CLEANING.** Cadet uniforms require both dry cleaning and cleaning in a washing machine/wash tub.

1. The following items should always be **dry-cleaned**:
2. Dress Green Trousers/Slacks, Coat, Black Overcoat & Black Wind Breaker
3. Green Shirt/Blouse
4. Neck Tie/Tab
5. Garrison Cap

1. The following items may be cleaned in a washing machine/wash tub:
2. Green Shirt/Blouse
3. Army Combat Uniform (ACU)

6-2. **CLOTHING ISSUE FORMS.** Cadet Clothing Issue forms for both males and females will be maintained by the AI and the Cadet S-4 Officer. Only the SAI/AI will dispose of these forms and only when all uniform items have been returned and properly accounted for.

6-3. **UNIFORM TAILORING.** Uniforms will be tailored to fit the Cadets at unit expense. Uniforms that are improperly tailored should be brought to the attention of the Cadet chain of command or the SAI/AI.

**CHAPTER 7**

**CADET OFFICER/SENIOR NCO GUIDELINES**

7. **GENERAL.** Cadet Officers and Senior Noncommissioned Officers assigned to leadership billets have earned their positions through consistently exceptional performance in the JROTC unit. These Cadets must continue to perform their duties in the same manner that led to their selection as a leader within the battalion.

7-1. **SELECTION.** The Senior Army Instructor (SAI), upon the recommendation of the Army Instructor (AI) and the Cadet Promotion Board, is solely responsible for the selection of Cadets to leadership positions. Appointment to such positions should be viewed by every Cadet as a vote of confidence. A Cadet is chosen for command or staff assignment because he/she has demonstrated the requisite skills, judgment, maturity, and academic prowess to serve effectively in that billet. He/she has also proven a willingness to dedicate personal time to the unit to make it a success.

7-2. **TOUR OF DUTY.**  A Cadet billet holder’s Tour of Duty will normally be for one academic year unless otherwise specified (Command & Staff billets will run from January through the following December). However, a cadet officer or Senior NCO can be dismissed from his/her billet should such action be warranted. Cadet billet holders earn their position each and every day.

7-3. **RESPONSIBILITIES OF LEADERSHIP**. A Cadet officer or Senior NCO must understand that his/her actions or lack of action affect and influence every cadet in the battalion. A leader must learn to listen and understand the concerns of his/her subordinates. At times, the leader must assume a teacher/scholar or big brother/sister relationship with underclassmen. The Cadet officer or Senior NCO may very often prove critical in preventing a subordinate from heading down the wrong path in life.

1. Cadet officers and Senior NCOs **will:**

1. Set the example in appearance, conduct, and classroom preparation.
2. Assist underclassmen in academic and leadership skills.
3. Listen to subordinates and, to the best of one’s ability, provide sound advice.
4. ALWAYS refer to the SAI/AI any Cadet who needs assistance with school, personal, or family situations.
5. Cadet officers and Senior NCOs **will never**:
6. discipline another cadet. Disciplinary problems will be forwarded up the chain of command. Physical or verbal abuse, exercises or drills designed as punishment and assignment to after school tasks by Cadets are strictly forbidden. Use of these techniques is grounds for immediate dismissal from a billet, possible reduction in rank, and disenrollment from the JROTC program.
7. try to mediate family/school situations. Cadet officers are not trained or qualified to handle situations of this nature.
8. allow personal feelings to interfere with recommendations to the SAI/AIon discipline, awards, or billet assignments.
9. lay hands on another Cadet, with the exception of corrections to uniforms or to prevent injury.
10. use one’s position as a tool to help in personal matters.
11. lie to protect another Cadet from disciplinary action

**ANNEX A**

**CADET UNIFORM AND GROOMING REGULATIONS**

A-1. **PERSONAL APPEARANCE**. The JROTC uniform regulations for standards of personal appearance and grooming are as specific as possible in order to establish the rules that cadets must follow. JROTC uniform standards of grooming do not allow eccentric or faddish styles of hair, jewelry or glasses. Eccentricities in individual appearance detract from uniformity and team identity. Because it is impossible to provide examples of every appropriate or unacceptable style of “conservative” or “eccentric” grooming and attire, the good judgment of cadets at all levels is key to enforcement of JROTC standards.

1. Articles that are not authorized for wear as a part of the uniform will not be worn with the uniform unless otherwise specifically authorized by the instructor staff.
2. Articles that may be worn while in uniform include inconspicuous wristwatches, rings and earrings (earrings, females only, small stud type, see Grooming Regulation Section below). Sunglasses are not authorized unless certified by a doctor. Eccentric or conspicuous eyepieces are prohibited.
3. Articles that may not be worn while in uniform include earrings (males only), piercings of any kind (to include tongue piercings), or any article of jewelry, chain or medallion worn around the neck that is apparent or visible when worn with the uniform.

A-2. **GROOMING REGULATIONS**

1. **All Cadets:**  Cadets will wear an Army issued dress uniform once a week (each Wednesday). The JROTC program is a uniformed program where discipline is judged, in part, by the manner in which a cadet wears a prescribed uniform as well as by the individual’s personal appearance. Cadets are also required to wear physical fitness attire at their own expense during all fitness classes (T-Shirt, gym shorts, socks & tennis shoes) (Fitness classes each Monday and Friday). Tattoos must be covered.
2. **MALE CADETS**. No eccentricities in the manner of wearing head or facial hair will be permitted. The hair must complement the person’s complexion tone. Color changes that detract from a professional image are prohibited. Fingernails will be kept clean and neatly trimmed. Male cadets will be well groomed at all times and will abide by the following;
	* + 1. Hair will be natural color, tapered cut, will be evenly graduated from zero length at the hairline in the lower portion of the head not touching the ears, not touching the collar and not be over approximately 1 inch in length on top. The wear of braids, cornrows, dreadlocks, unkempt, twisted, matted, or shaved individual parts of hair are not authorized while in uniform. The face will be clean-shaven, except for permitted mustaches IAW Army Regulations. Sideburns will not extend below the center of the ear canal.  Male Drill Team Members must have a High-And-Tight haircut for all performances/competitions.
			2. Head hair will be styled so as not to interfere with the proper wear of uniform headgear. Hair which protrudes from beneath properly worn headgear in an unsightly manner is considered excessive, regardless of length.
			3. No male cadet will be required to have his hair clipped to a high-and-tight standard; however, this does not preclude him from doing so if he so desires.
3. **FEMALE CADETS**. The requirement for hair regulations is to maintain uniformity within a military population. Women’s hairstyles require non-eccentric styles. Females cadets will be well groomed at all times and when in uniform will abide by the following:
	* 1. Hairstyles will be natural color and not interfere with proper wearing of the military headgear and will not fall over the eyebrows or extend below the bottom edge of the collar. Hair is to be pulled back into a bun on the back center of the head while in uniform.
		2. Hair will be styled so as not to interfere with the proper wear of the uniform headgear. All headgear will fit snugly and comfortable around the largest part of the head without distortion or excessive gaps. Hairstyles which do not allow the headgear to be worn in this manner are prohibited.
		3. Faddish or exaggerated styles to include shaved portions of the scalp other than the neckline, designs cut in the hair, unsecured ponytails and styles which are distinctly unbalanced or lopsided are prohibited. Multiple braiding is authorized. The wear of braids, cornrows, dreadlocks, unkempt, twisted, matted, or shaved individual parts of hair are not authorized while in uniform. If hair extensions are used, the extensions must have the same general appearance as the individual’s natural hair. Braided hairstyles will be conservative, and conform to other guidelines listed herein.
		4. Barrettes, combs, rubber bands, etc., are authorized, if concealed by the hair. Inconspicuous hairpins and bobby pins, if required, are authorized. Wigs, if worn in uniform, must look natural and conform to the above regulations.
		5. Cosmetics, if worn, will be applied conservatively and will complement the individual’s complexion tone. Exaggerated or faddish cosmetics styles are inappropriate with the uniform and will not be worn. Non-eccentric lipstick and nail polish colors, to include colorless nail polish, may be worn with all uniforms. Fingernails with multiple colors or decorative ornamentation and designs are prohibited. Nail length will be no longer than ¼ inch from the tip of the finger.
4. Female cadets may wear small, white color ball or round stud earrings (post, screw-on, or clip), not to exceed ¼ inch in diameter earrings with uniforms at the individual’s option. When worn earrings will fit tightly against, and will not extend below, the earlobe. **Only one earring will be worn on or in each earlobe**.

A-3.  **WEARING THE UNIFORM**

* 1. **ARMY COMBAT UNIFORM (ACU).** **Regulation haircut and shave** (Males) **Hair** **is to be pulled back into a bun on the back center of the head** (Females). Tan boots cleaned and brushed, black boot socks, uniform cleaned without wrinkles, tan issued undershirt, web belt, jewelry - 1 ring only and 1 watch). In periods of cold weather. (Females) No earrings.
	2. **DRESS UNIFORM (Blues)**
		1. **MALE CADETS**. **Regulation haircut and shave**, shined shoes (including edge/heel polish), black socks, clean and pressed uniform, correct placement of ribbons, shooting badge, and rank insignia, clean white undershirt, web belt with brass polished buckle, hat clean, jewelry (earrings – small single white ball only; no neck chains; 1 ring per hand; only 1 watch), proper gig line. In periods of cold weather, the long black overcoat may be worn over the Dress Green coat or the short black windbreaker jacket may be worn over the green shirt (when the Dress Green coat is NOT worn).
		2. **FEMALE CADETS.** **Hair** **is to be pulled back into a bun on the back center of the head**, shined shoes (including edge/heel polish), black socks (when wearing dress green pants) or flesh colored hosiery (when wearing the dress green skirt), clean and pressed uniform, correct placement of ribbons, shooting badge, and rank insignia, cover cleaned and pressed, earrings (if worn) to be a small single white ball, clear nail polish only (no colors), jewelry – no more than 1 ring on each hand and only 1 watch). In periods of cold weather, the long black overcoat may be worn over the Dress Green jacket or the short black windbreaker jacket may be worn over the green shirt (when the Dress Green coat is NOT worn). Skirt length will be no higher than 1 inch above the center of the knee and no lower than even with the center of the knee cap.

A-4. **PLACEMENT OF RANK INSIGNIA ON THE UNIFORM**

1. **DRESS BLUE UNIFORMS**
	1. **CADET ENLISTED**. SEE THE CADET REFERENCE SECTION OF THE SHHS JROTC WEBSITE FOR SPECIFIC REQUIREMENTS.
	2. **CADET OFFICERS**. SEE THE CADET REFERENCE SECTION OF THE SHHS JROTC WEBSITE FOR SPECIFIC REQUIREMENTS.
	3. **RIBBONS, BADGES & ARCS**. SEE THE CADET REFERENCE SECTION OF THE SHHS JROTC WEBSITE FOR SPECIFIC REQUIREMENTS.
	4. **GARRISON CAP**. SEE THE CADET REFERENCE SECTION OF THE SHHS JROTC WEBSITE FOR SPECIFIC REQUIREMENTS.

A-5. **CIVILIAN CLOTHING**. Cadets may well be associated with the JROTC program even when not wearing a uniform. At all times at school and on school related functions, Cadets will conform to those standards established in the Science Hill High School Student Handbook and the Washington County Board of Education Handbook.

1. **TRAVEL UNIFORM**. When Cadets travel to functions and/or attend events where civilian business casual clothing is required, the prescribed uniform will be hard soled shoes, dress trousers/pants, and collared shirt. Female cadets may opt to wear a skirt or dress.

**ANNEX B**

**NOTIFICATION OF PROBATIONARY STATUS**

SCIENCE HILL HIGH SCHOOL

U.S. Army JROTC

1509 JOHN EXUM PARKWAY

JOHNSON CITY, TN 37604

 DATE OF MEMO

From: Senior Army Instructor

To: Cadet First and Last Name

 Home Address

 Johnson City, TN 37604

Subj: NOTIFICATION OF PROBATIONARY STATUS

Ref: (a) SHHS JROTC Standard Operating Procedure

 (b) Science Hill High School Student Handbook

1. In accordance with the provisions of references (a) and (b), you are hereby notified that you are being placed on probation for conduct prejudicial to the good order and discipline of the Science Hill High School JROTC program. At present, you are failing Leadership Education I/II/III/IV as a result of the following:

 EXAMPLE……….

 Failure to wear the prescribed JROTC uniform

 Poor attitude towards the JROTC program

 Academic failure in the JROTC program

2. Failure on your part to correct these attitudes and discrepancies by Day/Month/Year will result in a recommendation to the Principal that you receive further disciplinary action or be disenrolled from the JROTC program.

3. You are encouraged to discuss this matter with your JROTC Instructor, with your counselor and with your parents/guardians in order to help establish a course of action that will again place you in good standing within the cadet battalion.

 Michael R. Johnson

 JROTC, Senior Army Instructor

 Science Hill High School

 Colonel, U.S. Army (Ret)

Copy to:

Cadet’s Personal File

Cadet’s Parents

Principal, SHHS

Cadet’s Counselor

**ANNEX C**

**PARENTAL CONSENT FOR MARKSMANSHIP TRAINING**

I, the undersigned parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Cadet’s full name)

request he/she be permitted to participate in JROTC marksmanship training. I grant my consent with full knowledge that the training will involve the firing of air rifles. I understand that all training will be conducted under the direct supervision of the JROTC staff and under conditions approved by the Johnson City Schools Department of Education and the Principal of Science Hill High School.

I am aware that I may make arrangements with the JROTC staff to visit the range facilities and acquaint myself with all procedures and safety measure in effect.

Signature of Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number (Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number (Work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### ANNEX D

##### SCIENCE HILL HIGH SCHOOL

##### OFF CAMPUS FIELD TRIP PERMISSION FORM

**Various JC Schools Field Trip Permission Slips change from time-to-time, Cadets should see their SAI/AI for forms as neededANNEX E**

**U.S. ARMY JUNIOR RESERVE OFFICER TRAINING CORPS**

**(JROTC)**

**STANDARD RELEASE FORM**

 Date  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , the parent/legal guardian

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a member of the Army Junior Reserve Officer Training Corps (JROTC), in consideration of the continuance of his/her membership in the JROTC and/or his/her acceptance for JROTC training, do hereby release from any and all claims, demands, actions, or causes of action, due to death, injury, or illness, the government of the United States and all its officers, representatives, and agents acting officially and also the local, regional and national Marine Corps officials of the United States.

I hereby authorize personnel of the Department of Defense, Armed Forces, Public Health Service or civilian physicians to render such medical and dental care as may be necessary and medically indicated in the case of my son/daughter/ward during his/her period of training, as is deemed necessary by a qualified practitioner.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My son/daughter/ward has been determined to have the following allergies:

He/she requires medication for the treatment of:

Below are listed any other medical conditions that he/she is known to have, which would preclude or limit in any way his/her participation in physical exercise and athletic programs:

His/her physician is:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: (\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medical Insurance Company\*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy/ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Confirmation Number: (\_\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dental Insurance Company\*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy/ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Confirmation Number: (\_\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\* INSURANCE INFORMATION IS NOT REQUIRED. HOWEVER, THE INFORMATION PROVIDED MAY BE REQUIRED TO OBTAIN NON-EMERGENCY CARE.

**PRIVACY ACT NOTIFICATION**

**Under the authority of 5 U.S.C. Sec. 301, the information regarding your child’s/ward’s health, medical condition, and treatment is requested in order to verify any need to administer medication and to enable medical/dental personnel to diagnose and treat any emergency condition which may arise during training. Pursuant to the Privacy Act, 5 U.S.C. Sec 552, the requested information will not be divulged without your written authorization to anyone other than JROTC personnel involved with administration of JROTC activities and medical/dental personnel requiring the information in order to effectively treat any medical/dental problem which may arise. Disclosure is voluntary; however, failure to provide the requested information will preclude your child’s/ward’s participation in the program.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature of Parent/Guardian:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip Code:

Telephone: ( )

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX F**

**Example Syllabus - - LET 1, LET 2, LET 3, & LET 4**

**Syllabi change annually. Current version of Course syllabi are maintained by the SAI on the SHHS JROTC Website under the Overview/Curriculum tabs.**

**ANNEX G**

**Subject: JROTC SUPPORT ASSOCIATION**

G-1. Parents can get involved through the support association. We mainly ask for your support helping supervise the Cadets during trips, during training, and assisting in fund raising activities. All team competitions and social events have an associated cost, but we get no financial support from either the school or the Army for these special events. Our association is vitally important because through fundraising, they give students and opportunity to take part in and excel at new experiences.

G-2. We are pleased to have a small but very productive group of volunteers We normally meet on the second Tuesday 7:00pm. The first meeting of each year is in August, in the JROTC classroom, Room 815 (main gym), on the main Science Hill campus. Please join us.

**ANNEX H**

**Subject: JROTC Uniform Wearing Policy**

**H-1. Basic Policy**: All JROTC Cadets are required to wear the uniform as part of their normal course work. Wearing the uniform constitutes a major portion of the overall grade and is integral to building self-esteem and discipline. The following procedures apply:

1. The Class A uniform will be worn for all inspections. The biggest deficiencies noted are typically wrinkled uniforms and dirty soles of shoes.
2. The uniform will be worn one day each week as directed by the SAI/AI for a weekly grade. Grades received during inspections are considered **major test grades**.
3. A zero “0” will be recorded anytime a Cadet misses a uniform inspection because of an unexcused absence.
4. A zero resulting from an excused absence or excused failure to wear the uniform may be made up during the following two weeks without penalty. After that, the “0” will become a permanent grade.
5. A zero resulting from an unexcused absence or an unexcused failure to wear the uniform ordinarily will not be made up. These grades will be changed only under extenuating circumstances and at the discretion of the instructors.
6. Cadets are required to wear the uniform all day on the day of inspection. Failure to comply will result in a reduction of that day’s uniform grade to a zero.
7. The military hat is to be worn anytime you are outside and in uniform. If you are walking under an awning, hats are optional. If you are going in and out, I recommend wearing the hat at all times when outside.
8. Cadets may wear the Class B uniform to their non-JROTC classes; however, they must be in the Class A uniform during JROTC class.
9. If the Class B is worn, the minimum accoutrements are nametag and rank. Neckties are required at all times when a long sleeve shirt is worn.
10. Military and civilian clothing will not be mixed with these exceptions: Military provided shoes and neckties may be worn with civilian attire when it is appropriate, e.g. going to church or anytime you’re wearing suit coat. However once at school, school and civilian and military clothing will not be mixed.

**ANNEX I**

**Subject: Care and Cleaning of the Army Class A Uniform**

**I-1. Basic Policy**: The uniform your Cadet has been issued is made of a high quality blend of polyester and wool and will provide great service if handled properly. Please follow the simple guidelines below to properly care for the uniform.

1. **Dry-Clean the coat, pants, tie, neck tab and hat**. Never place these items in a washing machine as severe damage to the fabric may result. If the pants are washed, they fade and get shinny and will not match the coat. It effectively makes them unusable.
2. **Wash and dry the shirt as a permanent press item** – cold or warm wash and permanent press dry cycle. A warm iron may be used to remove wrinkles.
3. **Avoid getting the uniform wet**. However, if it gets wet, hang the pants and coat on separate hangers where they will get air and allow them to dry naturally.
4. If mud or dirt gets on the uniform, allow the mud to dry, then rub with a good clothes brush until the dirt disappears.
5. **If the uniform is stained, immediately blot the stained area with a clean soft cloth removing as much of the stain as possible**. Have the uniform professionally cleaned paying attention to the stained area.
6. **It is very important to keep the uniform hanging on a hanger** - - not thrown into a heap on the floor or crammed into a locker. If allowed to hang loosely with a little breathing room, the coat and pants will maintain their shape and press and will require very infrequent trips to the cleaners.
7. **Never, never, never shine your brass while it is on the uniform**. Ensure all “BRASSO” is removed before the brass is placed on the uniform, especially the back of all pieces. The number one cause of ruined uniform pieces is “Brasso stain.” It will not come out!

I-2. Remember, this uniform is on loan to you by Johnson City Schools and the Army; any loss or damage due to negligence is your responsibility.

**ANNEX J**

**Subject: Requirements for Promotion**

**J-1. The SHHS JROTC Instructor Staff must approve all appointments, promotions, or reductions..officer or enlisted. The Instructor Staff may appoint, promote, reduce, or reassign any Cadet, at any time, when he believes such action is in the best interest of the Cadet Corps and or the individual concerned.**

J-2. **Appointments, promotions, or reductions of cadets will be made on Cadet Battalion Orders. No appointment, promotion, or reduction will be made until approval is obtained from the SAI or AI and orders are published by the S1.**

J-3. **Cadets selected to serve in one of the 8 key battalion leadership positions (BnCdr, BnXO, CSM, S1, S2, S3, S4, S5, CoCdrs & 1SGTs) must agree to serve in that position for the next two semesters.**

J-4. **The following will make a Cadet ineligible for promotion.**

1. **Failure to wear the designated uniform on a mandatory uniform day and failure to make up the missed day within two weeks more than twice in the current 9 Week Term.**
2. **Failure to attend a mandatory battalion activity during the current 9 Week Term, without a valid excuse or prior approval.**
3. **Repeated discipline issues in JROTC or any other classes.**

**J-5.** **The following are the established requirements for promotion to a higher rank:**

1. Must have demonstrated outstanding performance in current rank
2. Recommendation by Chain of Command
3. Excellent performance, appearance, bearing, and attitude
4. Properly demonstrates the Army Values
5. Role model to other cadets
6. C/PV2 through C/SSG: Must have no less than a B or better in JROTC class and a C or better in all other classes, as noted in PowerTeacher at time of the Promotion Board. Higher Cadet GPA contributes significantly to Promotion Board decisions (i.e., determining who is selected for promotion)
7. C/SFC and higher: Must have an A or better in JROTC class and a C or better in all other classes, as noted in PowerTeacher at time of the Promotion Board. Higher GPA contributes significantly to Promotion Board decisions (i.e., determining who is selected for promotion)
8. Knowledge in all areas required of lower ranks

**J-6. CADET PRIVATE (E-2,C/PV2)**

1. Three uniform inspection grades in a row with 90% or higher.
2. Know the Cadet Chain of Command (at least four out of the first seven most senior people in the Chain of Command).
3. Recite the Cadet Creed to the class with no more than 3 errors.

**J-7.** **CADET PRIVATE FIRST CLASS (E-3, C/PFC)**

1. Must have demonstrated outstanding performance in current rank
2. Recommendation by SAI or AI
3. Pass a promotion test which includes the written rank test (70%) and the demonstration of individual drill skills (100%)

**J-7.** **CADET CORPORAL (E-4, C/CPL)**

1. Must have six weeks Time in Grade (TIG) as a PFC (E-3).
2. Must be able to demonstrate knowledge of what was taught in JROTC class.
3. Knowledge in all areas required of lower ranks to include knowledge of ranks and drill and ceremony
4. Perform Drill and Ceremony in a squad. Certified by the SAI or AI during class.
5. Know the required names/positions from the Chain of Command:
6. Commander-in-Chief
7. Secretary of Defense
8. Secretary of the Army
9. Science Hill High School Senior Army Instructor
10. Know the required names/positions from the NCO support channel:
11. Sergeant Major Of the Army
12. TRADOC Command Sergeant Major
13. Accessions Command Sergeant Major
14. Cadet Command Sergeant Major
15. 7th Brigade Command Sergeant Major
16. Science Hill High School Army Instructor
17. Know the duties, names/rank of your Cadet Chain of Command.
18. Squad leader
19. Platoon leader and/or platoon sergeant
20. First Sergeant
21. Company Executive Officer
22. Company Commander
23. Battalion Command Sergeant Major
24. Battalion Commander
25. Know the mission of JROTC
26. Present a current media event to the class with a 90% or higher

**J-7.** **CADET SERGEANT (E-5, C/SGT)**

1. Must have 6 Weeks Time in Grade as a Corporal.
2. March a squad as the squad leader. Certified by the SAI or AI during class.
3. Must know the names, major duty, and rank of the Battalion Commander and Primary Staff
4. Must know the definition of leadership. Describe examples of good leadership.
5. Must be able to recite the Cadet Creed with no more than one error
6. Must be recommended by the Board

**J-8. CADET STAFF SERGEANT (E-6, C/SSG)**

1. Must have 6 Weeks Time in Grade as a Sergeant
2. Describe the symbolism of the Hilltopper Battalion Patch
3. Recommended by the Board

**J-9. CADET SERGEANT FIRST CLASS (E-7, C/SFC)**

1. Must have six weeks Time in Grade as a Staff Sergeant
2. Must have demonstrated outstanding performance as a SSG
3. March the Platoon as the Platoon Sergeant. Certified by the SAI or AI during class
4. Describe the Leadership Requirements Model
5. Recommended by the Board

**J-10. CADET MASTER SERGEANT (E-8, C/MSG)**

1. Must have six Weeks Time in Grade as a Sergeant First Class (SFC)
2. March a Company. Certified by the SAI or the AI during class
3. Must be familiar with the duties of a Company First Sergeant (1SG)
4. Recommended by the Board

**J-11. CADET FIRST SERGEANT (E-8, C/1SG)**

1. Must be a current Master Sergeant or have 6 Weeks Time in Grade as a Sergeant First Class
2. Meet the requirements of a MSG
3. Knowledge in all areas required of lower ranks
4. Recommended by the Board

**J-12. CADET SERGEANT MAJOR (E-9, C/SGM) AND COMMAND SERGEANT MAJOR (E-9, C/CSM)**

1. Same as First Sergeant
2. For selection to serve as the Command Sergeant Major the Cadet agrees to serve in that position for two full semesters
3. Knowledge in all areas required of lower ranks
4. Recommended by the Board

**J-13. CADET OFFICER - CADET 2ND LIEUTENANT TO CADET LIEUTENANT COLONEL**

1. Per selection by the SAI. Recommended by the Board and the Battalion Commander. Rank/Position is based on potential and previous performance in JROTC.  GPA is heavily factored-in as well
2. **The following are the established requirements for advancement from Cadet 2d Lieutenant (C/2LT) through Cadet Lieutenant Colonel (C/LTC)**
3. Must have demonstrated adequate performance in current rank
4. Recommended by the Board
5. Properly lives the Army Values
6. Role model to others

**CADET SECOND LIEUTENANT (0-1, C/2LT)**

**CADET FIRST LIEUTENANT (0-2, C/1LT)**

**CADET CAPTAIN (0-3, C/CPT)**

**CADET MAJOR (0-4, C/MAJ)**

 **CADET LIEUTENANT COLONEL (0-5, C/LTC)ANNEX K**

**Subject: Preparing For The Promotion Board**

The following information is intended to help you prepare for Cadets Promotion Board.

K-1. Studying for the board will help you pass the knowledge portion, but you also need to learn board procedures. You can do this by attending a cadet of the month board prior to appearing at the promotion board. You can also conduct mock (practice) boards within your platoon or squad, and ask questions of cadets that have already attended a board.

K-2. Review and study the selected question areas.

K-3. Be familiar with the mission of JROTC.

K-4. When being considered for promotion, know the duties of your next higher rank.

K-5. Be prepared to express opinions on items currently in the news.

K-6. Ensure your uniform looks good and focus on minor things such as unbuttoned pockets, holes, etc. Make sure it is clean, fits correctly, and is well pressed. Also, ensure that:

1. Rank is worn properly.
2. All authorized awards and decorations are clean, fit correctly, and are correctly positioned on the uniform.
3. Brass is of the authorized type, highly shined, and correctly positioned.
4. Name tag is in accordance with the regulation and properly positioned on the uniform.
5. Footgear is in good repair, clean and highly shined. Also ensure shoes are properly laced, not cracked, and heels are not worn down.
6. Know why you were awarded each particular ribbon or award and know what they are.

K-7. Ensure that you get a good haircut and are shaven properly. If you have a moustache, ensure it is in accordance with Army Regulation 670-1. Females ensure your hair is put up or cut in accordance with Army Regulation 670-1.

K-8. Get a good night’s rest the night before the board. You will perform better if you are fresh and alert.

K-9. Have your leader check your uniform appearance prior to the board. Have several different people check it out for accuracy and proper fit. They may notice something your leader missed.

K-10. Reporting to the board.

1. Knock LOUDLY on the door of the board room and enter only when told to do so.
2. Approach the president of the board using proper facing movements and position yourself in front of the president of the board.
3. Halt at attention, render a crisp hand salute, and report to the president of the board (i.e. " Cadet First Sergeant, Cadet Smith reports.) Hold your salute until the president of the board returns it.
4. After reporting to the board, you may be asked to recite the Cadet Creed and/or perform some facing movements. Execute them properly and crisply. Practice them with your supervisor and in front of a mirror to ensure you are executing them correctly.
5. Once you are told to be seated, look over your shoulder, step to the rear with your left foot, (or about face as directed ), and be seated. While seated, sit straight with both feet flat on the floor and approximately one foot apart. Place your hands, fingers outstretched, but comfortable, on your knees or thighs.

K-11. Answering board member's questions.

1. Do your best not to show nervousness and listen very carefully to questions being directed at you.
2. Begin all statements to the board members by title with "Cadet Sergeant major," "Cadet First sergeant," or with whatever salutation is appropriate.
3. Speak loudly enough so that all board members will hear you and distinctly enough so that you will not be misunderstood. If you feel your voice start to waiver because of nervousness, raising your voice will help to steady it. Do not raise your voice to the point you are yelling at the board members.
4. Direct your answer to the person asking the question, maintaining eye-to-eye contact at all times.
5. Do not give answers you do not know or try to fake an answer. If you do not know an answer, simply say "\_\_\_\_\_\_\_\_\_, I do not know the answer." Do not lose your bearing or become frustrated because you miss a question.
6. If you do not understand the question, ask the board member to please repeat or rephrase it.
7. Do not mumble or begin your reply with "uh", "oh", "I think" or "I believe". This indicates indecisiveness. Never say, "I'm sorry", if you do not know the answer.
8. It is helpful and impressive to repeat the question as part of your answer. For example, "Cadet Sergeant Major, the mission of JROTC is..."
9. When asked your opinion, be sure it is your opinion. Board members do not penalize you for an opinion they do not agree with. They only want to evaluate your knowledge, speaking ability, and ability to intelligently present an opinion.

K-12. Departing the board.

1. Come to attention in front of the board president.
2. Render a hand salute to the president of the board and hold your salute until it has been returned.
3. Leave the room using proper facing movements and close the door unless directed otherwise.
4. Do not discuss questions or information with other personnel attending the board. This would give them an unfair advantage and an unrealistic evaluation of their knowledge (cadet of the month board).

**ANNEX L**

**Subject: Junior Enlisted Leadership Performance Evaluation (JELPE)**

The following JELPE form is used for Cadets in the Rank of PVT through Corporal. A completed copy should be put in the Cadet Record Book (CRB) approximately every three weeks. The elements of this form are derived from the Army Leadership Field Manual (FM 6-22)

**Attributes - - What a Leader is:**

**A Leader of Character**

Pro/Con/Neutral Army Values

Pro/Con/Neutral Empathy

Pro/Con/Neutral Warrior Ethos

**A Leader with Presence**

Pro/Con/Neutral Military bearing

Pro/Con/Neutral Physically fit

Pro/Con/Neutral Composed, Confident

Pro/Con/Neutral Resilient

**A Leader with Intellectual Capacity**

Pro/Con/Neutral Mental agility

Pro/Con/Neutral Sound judgment

Pro/Con/Neutral Innovation

Pro/Con/Neutral Interpersonal tact

Pro/Con/Neutral Domain knowledge

**Competencies - - What A Leader Does:**

**Leads**

Pro/Con/Neutral Leads others

Pro/Con/Neutral Extends influence beyond the chain of command

Pro/Con/Neutral Leads by example

Pro/Con/Neutral Communicates

**Develops**

Pro/Con/Neutral Creates a positive environment

Pro/Con/Neutral Prepares self

Pro/Con/Neutral Develops others

**Achieves**

Pro/Con/Neutral Gets results

 **# of Pro:\_\_\_\_\_\_\_\_ # of Con:\_\_\_\_\_\_\_\_ # of Neutral:\_\_\_\_\_\_\_**

Date of Assessment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Cadet Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cadet Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Evaluator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX M**

**Subject: Cadet NCO Evaluation Report (C/NCOER)**

**ANNEX N**

**Subject: Cadet Officer Evaluation Report (C/OER)**

**PRINT RATED OFFICER’S NAME (LAST, FIRST M) PRINT EVALUATOR’S NAME (LAST, FIRST M) DATE – 9 WEEK EVAL**

**SHHS JROTC C/OER**

**TO BE COMPLETED EVERY 9 WEEKS & PLACED IN THE CADET RECORD BOOK**

**SHHS CADET OFFICER EVAL FORM & TO BE COMPLETED EVERY 9 WEEKS**

**ANNEX O**

**Subject: TASKING REQUEST FORM & MASTER TASKING LOG**

**The S3 maintains the original Tasking Sheet and the Master Tasking Log in the Instructor’s office**

