

SECTION I - GENERAL PROVISIONS

1. Authority: The Reserve Officers' Training Corps, usually referred to by its short title, ROTC, is organized under authority of Sections 40 - 47c, National Defense Act of 1916, as amended and under the provisions of the ROTC Vitalization Act of 1964, as amended by Public Law 93165, 1973.

2. Definition, Standing Operating Procedures: The Cadet Guide/Standing Operating Procedures (SOP) are a set of instructions to be followed by the unit and individuals within the unit in the performance of those operations which the SAI desires to make routine.

a. Purpose:

(1) To facilitate and expedite operations by removing the necessity of repetition in giving instructions.

(2) To standardize the administration and training of the Corps of Cadets.

(3) To eliminate error and confusion.

b. Dissemination of Information:

(1) **ALL CADETS MUST CHECK THE JROTC BULLETIN BOARD LOCATED IN 'C' WING DAILY!**

(2) All orders, memoranda and weekly training schedules published will be posted on the JROTC bulletin board located in the hallway of the Military Department ('C' Wing). JUG rosters will also be posted on the two school bulletin boards.

(3) Cadet Brigade S-1 is responsible for checking with the JROTC Department NCOIC on drill days for any announcements that need to be made to the Brigade Units.

(4) All cadets are responsible for complying with all orders and instructions posted on the JROTC bulletin board or announced through the chain of command.

(5) Chain of Command: Every military organization must have a clear-cut channel of authority and command. This system is known as the "Chain of Command". In the military structure at Benedictine Military School, the chain of command extends from the SAI to the cadet private. Each cadet is responsible for knowing his position in this chain and he is responsible for adhering to the chain of command and the delegated authority and responsibilities associated with the respective positions and associated "rank".

3. Mission: The Mission of the Benedictine Military School JROTC is to motivate young people to be better citizens. The JROTC Program serves to TEACH habits of ORDERLINESS and PRECISION, to instill discipline and thereby RESPECT for CONSTITUTED AUTHORITY, to develop PATRIOTISM and to encourage a high sense of personal HONOR and DEPORTMENT. The program strives to give the cadet elementary military training which will be of benefit to him and of value to the nation if and when he becomes a member of the Armed Forces, and to develop an appreciation of the US Army in its National Defense role and to inform all students of the opportunities within the service.

The JROTC program is not an officer-producing program, but is designed to develop within each cadet:

- a. Good citizenship and patriotism.
- b. Self-reliance, leadership and responsiveness to constituted authority.
- c. Ability to communicate effectively both orally and in writing.
- d. Appreciation of the importance of physical fitness.
- e. Appreciation of the role of the US Army in support of national objectives.
- f. Knowledge of basic military skills.

4. Objectives: The JROTC program is designed to accomplish nine basic learning objectives. They are:

- a. Appreciation of the ethical values and principles that underline good citizenship which include integrity, responsibility and respect for constituted authority.
- b. Development of leadership potential and the abilities to live and work cooperatively with others.
- c. Ability to think logically and to communicate effectively both orally and in writing.
- d. Appreciation of the importance of physical fitness in maintaining good health.
- e. Knowledge of the effects and dangers of substance abuse, ways to resist pressures to try drugs and how to help others to avoid them.
- f. Development of mental management abilities including goal setting, visualization and positive self talk.
- g. Familiarity with the history, purpose and structure of the military services with emphasis on the accomplishments of the US Army.
- h. Knowledge of educational and vocational opportunities and the development of basic skills necessary to work effectively as a member of a military or civilian team.
- i. Understanding of the importance of high school graduation to a successful future

SECTION II - JROTC DEPARTMENT ORGANIZATION

ORGANIZATION: The JROTC Department operates under the direction and guidance of the Principal and in accordance with Army regulations. The SAI is responsible for supervising the JROTC program. Two Chief Warrant Officers (CWO) and one Noncommissioned Officer (NCO) are assigned to the department as instructors. One NCO is designated Noncommissioned Officer In Charge (NCOIC).

SECTION III - JROTC PROGRAM

1. **JROTC Honor High School:** As the result of the Department of the Army Formal Inspection, Army commanders select certain high schools as "Honor Unit". This distinction is attained as the result of especially high standards of training and discipline, facilities afforded for conducting the program, and the amount of support and cooperation extended by the school authorities and officials. The distinction of being "Honor Unit with Distinction" is one of the ultimate aims of the Corps of Cadets and the JROTC Department.

2. **Program of Instruction:** All freshmen and sophomores are required to participate in the JROTC Program. All freshmen must successfully complete the first year of military instruction to be enrolled for the sophomore year. The advanced program (Junior and Senior classes) is on a voluntary and selective basis.

3. The complete 4-year course of instruction has a minimum of 108 hours of instruction each year. Weekly schedules provide for 2 hours of academic instruction and 2 hours of drill/ physical training. Senior and junior cadets may take an additional 3 hours of JROTC laboratory. The various courses of instruction are conducted as prescribed by the Department of the Army and in conformity with school regulations. A curriculum synopsis of the 4-year program is as shown in the current issue of the student handbook.

4. **Enrollment Requirements:** Enrollment in the JROTC requires that the following conditions be met:

- a. Formally enrolled in Benedictine Military School.
- b. A male citizen of the United States.
- c. Completion of the eighth grade.
- d. Physically fit to participate in the JROTC Program.

e. Morally qualified - a student with a record of conviction by a civil court, for other than a minor traffic violation, is not eligible for enrollment unless a waiver is granted.

5. **Academic Credit:** Credit for satisfactory completion of **Leadership, Education Training (LET I-IV)** is awarded as follows:

Leadership, Education Training, I	(LET I)	1 per year
Leadership, Education Training, II	(LET II)	1 per year
Leadership, Education Training, III	(LET III)	1 per year

Leadership, Education Training, IV (LET IV) 1 per year

6. Benefits: Benefits achieved by successful completion of the JROTC Program include:

a. Academic credit toward graduation.

b. At colleges or universities where Army ROTC is offered the ROTC Department of Military Science may grant credit for 1 or more years for Cadets successfully completing 3 or more years of JROTC.

c. Upon completion of 2 years an individual is authorized to enlist in the United States Army/National Guard/Reserve with the rank of Private. For 3 or more years of training an individual is authorized to enlist with the rank of Private First Class.

d. Leadership training not attainable in any other academic subject.

e. Cadets who complete one or more years of the JROTC program will be provided a certificate DA Form 134 (Military Training Certificate - Army ROTC) upon termination of training.

7. Grading System: The intent of this system is to establish a standardized system by which each cadet is evaluated academically and proficiently.

a. Academically: For each quarter grading period a series of examinations and quizzes will be given. Quizzes are given at the discretion of the instructor.

b. Proficiency: At the beginning of each quarter the cadet is given a performance and conduct grade of 100 points. Points are deducted quarterly as deemed appropriate for failure to meet Department standards in the following areas:

- (1) Conduct.
- (2) Performance.
- (3) Attitude.
- (4) Bearing.

c. The quarter grade consists of an average of all examinations, quizzes, and performance conduct grade. All are given equal weight.

<u>EXAMPLE:</u>	Drill and ceremonies exam	92
	Major subject exam	88
	Quiz	84
	Performance-conduct grade	<u>80</u>
	Total numerical grade	344
	Divided by 4 =	86
	Merits	0
	Demerits	3 Note: See paragraph h below.
	Quarter numeric grade	85

d. The semester grade consists of an average of the 2-quarter grades.

<u>EXAMPLE:</u>	First quarter grade	85
	Second quarter grade	<u>95</u>

Total numerical grade	180
Divided by 2 =	90

e. The final grade consists of an average of the 2 semester grades.

<u>EXAMPLE:</u>	First semester grade	90
	Second semester grade	<u>84</u>
	Total numerical grade	174
	Divided by 2 =	87

f. All fractions of .5 or higher will be rounded off to the next higher number.

g. Numerical grades will be equated to the letter grade as shown in the table below:

A	90 - 100
B	80 - 89
C	74 - 79
D	70 - 73
F	Below 70

h. At the end of the grading quarter merits/demerits are added/subtracted to/from the student's grade average. It requires 3 merits to add 1 point to the grade average, up to a maximum of 5 points. It requires 3 demerits to reduce the student's grade average 1 point up to a maximum of 5 points. Demerits may be canceled by accumulating merits. ONE MERIT CANCELS ONE DEMERIT.

i. It is the cadet's responsibility to make-up a missed quiz/examination or a 0 will be given. UNEXCUSED ABSENCES WILL BE GIVEN A ZERO (0).

8. Counselors: At the start of the school year a military instructor/ counselor is assigned to each class, i.e. LET I, II, III, IV. The purpose of the Counselor system is to afford each student an opportunity to confer with a military faculty member and discuss and clarify his individual problems - academic, personal and otherwise. If requested a cadet may ask for and receive special assistance and instruction from the military instructor concerned. However, all cadets are expected and urged to exert a maximum effort to prepare and keep up their studies on their own initiative before requesting assistance.

9. Disenrollment: Any cadet who must be disenrolled from the JROTC program for cause will, at the discretion of the Principal, also be dismissed from Benedictine Military School. The decision of the Principal is final. Cadets may be disenrolled from the military program for the following reasons:

a. Become physically unfit to participate.

b. Demonstrates a lack of aptitude for leadership training indicated by a lack of general adaptability; lack of skill, and/or inability to learn.

c. Show undesirable character traits such as cheating, stealing, lying, frequent incidents of a discreditable nature with school or civil officials, or indifference to - and lack of interest in - leadership training shown by excessive absences and/or excessive amount of demerits.

10. Special Formations: There are several **MANDATORY** events throughout the school year conducted after normal school hours-REQUIRING JROTC student participation. They include:

Commissioning Ceremony	September 10
Gannam Day Review	December 7
St. Patrick's Day Parade	March 17
Senior Review	May 8

Failure to attend the above-mentioned events will be reflected in the student's performance evaluation. Additionally, 5 demerits plus 3 after-school additional training will be given by the **Senior Army Instructor (SAI)** to those students who are absent. Exceptions will be made only in cases of illness or an unforeseen emergency. **Uniforms will be cleaned and pressed for wear at these special formations.**

11. Medical Requirements: Each new student participating in the JROTC Program is required to submit a physical statement of general health and physical capability to participate in the JROTC program. Parents and students are responsible for advising the SAI or the school administrative office of any change in the state of health of the Cadet.

12. Training Standards: Department of the Army establishes the various programs of instruction. Personnel use these regulations, directives and lesson plans as a guide to each hour of instruction. Practical work by the student will be stressed, with maximum use being made of available training aids and equipment. Instruction by the senior cadets will be emphasized and must be prepared and presented in an understandable, interesting and enthusiastic manner.

13. Uniforms and Equipment: Proper appearance and dress is an indication of self-respect, pride, alertness, and proper attitude. The Army uniform is the symbol of an old and honorable profession and of our great nation. **THE UNIFORM WILL BE WORN TWICE WEEKLY AND ON SPECIAL OCCASIONS.** Each cadet will be issued the following uniform items:

- Garrison cap with cap insignia
- Black belt with gold plated belt buckle
- Trousers
- Coat with JROTC insignia
- Short-sleeve shirt with black necktie
- PT uniform will be the same as required by the Physical Education Department (purchased by cadet)

Additionally, cadet officers will be provided officer-related uniform items.

Issue hours are posted on the Supply Room Door. **NO ARTICLE OF UNIFORM OR EQUIPMENT WILL BE ISSUED IMMEDIATELY PRIOR TO DRILL PERIODS OR INSPECTIONS.**

Cadets that lose an item of clothing or equipment will report the loss to the JROTC Supply room. Cadets will be re-issued the item that was lost, and will sign a lost item inventory sheet. At the end of each FY Quarter, supply will initiate a Cash Collection voucher (DD11310, and forward to the Business Office. The Business Office will bill each cadet's account for the amount of the loss. Payments will be made to the Business Office.

EACH CADET, NOT THE PARENT, IS RESPONSIBLE FOR THE MAINTENANCE AND CARE OF HIS UNIFORM, TEXTBOOKS AND FURNISHED EQUIPMENT!!

The cap is part of the uniform and will be worn properly when out of doors. Each cadet will write his name **inside the sweatband** (last name, first name, and middle initial). The SHIRT will not be unbuttoned, nor will it be removed unless authorized by the faculty member concerned.

No major alterations will be made in the uniforms unless authorized by the JROTC Department. Lengthening/shortening the SHIRT sleeves and/or trousers are authorized.

NO PART OF THE UNIFORM WILL BE WORN WITH CIVILIAN CLOTHES!

No cadet may loan any part of the uniform or his equipment to another student.

Black, "GI"-type, plain toe shoes are required for purchase by each JROTC cadet. Cadets having a foot injury requiring the wear of a civilian type shoe or no shoe will wear the JROTC uniform with one uniform shoe on the non-injured foot. Cadets required, for medical reasons, to wear civilian type shoes or no shoes will not wear the JROTC uniform. In any case requiring the wear of a civilian type shoe or no shoe with the JROTC uniform, cadets are required to provide to the SAI a written medical excuse causing the deviation from the uniform policy.

Each cadet will provide himself with black socks and white T-shirts for wear while in the JROTC uniform.

The T-shirts will be white with no designs or writing on them. V-neck shirts are not authorized for wear with the JROTC uniform.

Each cadet is encouraged to purchase a black pullover sweater and/or a black windbreaker jacket, as noted in Annex A. **These are optional uniform items.**

Cadets may be issued a Dummy rifle. The Drill Team and Color Guard are responsible for the care, maintenance and safe keeping of that weapon when issued. The Dummy rifle will be stored in the school arms room when not in use.

Cadets having jobs will change out of uniform before reporting to work.

Cadets not in uniform for any reason will be required to wear it the next school day.

Coats, shirts, and pockets will be buttoned at all times.

Ties will not be loosened and sleeves will not be rolled.

Cadets will wear caps without peaks, tipped to the right 1 finger's width above the right eyebrow and 1 finger's width above the right ear.

Trousers should be long enough to completely hide socks when standing.

Excessive jewelry will not be worn while in uniform (chains, bracelets, rings, etc.)

See Annex A for uniform related diagrams.

The following information pertains to the JROTC cadet Class "A" and "B" uniforms.

(a) Ribbons and badges will be worn on the gray-green shirt when the coat is not worn. During formal in-ranks inspections and as announced, the coat would be worn. Ribbons and badges will be worn on the coat.

(b) Shoulder marks (rank, cloth) will always be worn on the gray-green shirt and the Class A coat.

(c) The JROTC Department will issue nametags to all incoming cadets. The nametag will be worn on flap of the right breast pocket, centered between the top of the buttonhole and the top of the pocket flap. See Annex A.

a. Care of Brass Articles: The following brass items **DO NOT** require shinning. Hat brass ,belt buckle, and Collar brass. Perspiration tarnishes brass on contact, so use a clean dry cloth when putting on the insignia and when handling the belt buckle.

b. Textbooks. JROTC manuals, Army field manuals, Cadet Guide/SOP and Training Circular will be loaned to cadets. Other authorized military publications are on file in the JROTC office for reference and study. Cadets may sign out these publications. Cadets will bring appropriate manuals to class as required by the weekly training schedule or as directed by the instructor. Textbooks will be returned upon completion of the school year or departure from the JROTC program. **CADETS WILL PLACE THEIR NAMES IN ALL OF THE BOOKS ISSUED TO THEM IN ACCORDANCE WITH SCHOOL POLICY.**

d. Students ID Card: Cadets will use student ID card in order to draw weapons from the Arms Room. Cadets will turn in their school ID card when drawing their weapon. In the absence of either the ID card cadets will be required to sign out their weapons by name and weapons serial number on the appropriate JROTC forms. Cadets will report immediately the loss of their student ID card to their cadet chain of command that will initiate action to report the loss and obtain a new card through the Business Office.

14. Haircuts: All cadets must present a neat appearance at all times. Haircuts will conform to the standards in the student handbook. The cadet's hair will be well groomed, cut short or medium length, and neatly trimmed at all times. The face and neck will be cleanly shaven.

The hair will be trimmed above the ears and above the top of the shirt collar around the back of the neck. Sideburns, when worn, will not extend lower than the ear opening and will be neatly trimmed at all times. A neat military hair cut normally measures not more than 3 inches in length. In all cases, the bulk or length of the hair will not interfere with wearing of issued headgear.

MUSTACHES, GOATEES AND BEARDS ARE NOT AUTHORIZED!

15. Awards: In recognition of academic, marksmanship, meritorious and drill achievements of outstanding cadets in the JROTC program, various awards are given. These awards usually consist of medals, ribbons, trophies and certificates as outlined in Section VII.

16. Promotions: The promotion system is not automatic. It is based on the merit promotion system, which promotes the best-qualified person. Promotion is based on academic success, drill performance ,discipline, leadership ability ,cadet leadership and JROTC cadre recommendations.

a. Prior to each promotion cadets will be evaluated by their cadet leadership. This evaluation will be done using the Cadet Promotion Recommendation worksheet, and this document will serve as the primary tool on which promotions occur. (see annex f).

b. General guidelines for class rank are as follows:

FRESHMEN - Initially a Cadet. If considered outstanding after first quarter, may be promoted to Private or Private First Class; after first semester may be promoted to Corporal; after third quarter truly outstanding Cadets may be promoted to Sergeant.

SOPHOMORES/JUNIORS - Initially holds the rank held at the end of the first or second year. Promotion can be from Staff Sergeant to Brigade Command Sergeant Major.

SENIORS - Initially holds the rank held at the end of the junior year. Senior rank and positions will depend largely on ability to perform the duties and responsibilities required.

17. Discipline: This is an essential attribute of every cadet and may be described as an attitude which causes an individual to act in a desirable manner to orders and instructions, or in the absence of orders, to take reasonable and appropriate action. A consistently high state of discipline will be maintained in order that the mission, objectives and benefits of the JROTC program can be achieved. Cadets are subject to military discipline under the supervision of JROTC Department personnel and from commissioned and noncommissioned cadet officers of the Corps of Cadets.

18. Orders: Orders may be verbal or written. They will, in some cases be sent to the classroom or to the field by orderlies in the form of notices or announcements. If every subordinate were to question the fairness, justice, propriety or wisdom of orders received from an authorized source, there would be no discipline in the JROTC unit. **REMEMBER, A CADET IS TO OBEY ALL LAWFUL ORDERS FIRST** and, if aggrieved, register a complaint to his superior afterward. One of the main purposes of the JROTC program is to develop leadership ability and the capacity to command. To command, one must first learn to obey. This is something to remember if one expects promotions. The well-trained cadet is receptive to the wishes of his superiors, regardless of how informally they may be expressed. The ideal cadet is one who finds no task too small to be faithfully performed.

19. Additional JROTC Training (JUG): Each cadet may accumulate 10 demerits during a quarter before receiving a JUG. Upon reaching 11 demerits a JUG will be issued. A JUG consists of 50 minutes of marching with rifle or other training. It is scheduled on Monday and Wednesday after school. Each additional 3 demerits will result in another JUG. JUG will be supervised by a JROTC cadre member and controlled by a JROTC Cadet Officer and Senior Noncommissioned officer (NCO). Unserved JUG's at the end of a quarter will be served during the next quarter. All JUG's must be served by the end of the school year. End-of-year report cards will not be issued until all JUG's have been served. The following actions will be used to enforce discipline: Demerits, JUG, reduction in rank, reduction in JROTC grade, appearance before the JROTC Discipline Board, referral to SAI, Disciplinarian and/or Principal and suspension or dismissal from the JROTC program. If a cadet is unable to serve JUG on the scheduled day, it is the responsibility of the cadet to notify a cadre member during the day or before JUG starts to be excused. Unexcused absences will result in an additional JUG. Repeated offenses will result in an administrative detention and possibility 5 disciplinary points.

20. Customs and Courtesies: Military customs and courtesies exist for the expressed purpose of fostering good manners and politeness in dealing with other military personnel. The adage "Do unto others as you would have others do unto you" is the guidance for proper conduct anywhere. The customs at BC, its common law and its usage, are firmly established as those procedures accepted in military training programs and organizations. All cadets are expected to display a high order of military courtesy at all times, especially on school grounds when in uniform and on the drill field. Courtesy among military men is indispensable to discipline. The salute is a courtesy and all cadets in uniform will render the salute to all commissioned officers of the armed services and Cadet Officers senior to the cadet concerned. Cadets addressing other cadets will use "Mister" instead of cadet rank.

21. Classroom Conduct: Cadets entering the classroom will take their assigned seat at the sound of the last bell. The appointed classroom leader will be in charge until the arrival of the instructor. The first cadet who sees an instructor entering the classroom will call the class to attention. A cadet will stand while reciting, and as far as practical face the class. The class leader will call the class to attention when the Principal, faculty, or adult enters the classroom. The instructor will dismiss class only. Uniform coats may be removed at the discretion of the instructor. Proper classroom decorum will be maintained at all times. Any cadet who is discourteous, inattentive or improperly prepared may be dismissed from the classroom and be required to return to make up the assignment.

22. Reporting: When reporting to the JROTC office or the SAI, a cadet will knock and enter when told to do so. Upon entering the cadet will stop 2 paces from the instructor's desk and say, "**Sir, Cadet (name) requests permission to speak with (name).**" If reporting to the SAI or Cadet Officer, the cadet will enter and stop 2 paces from the Officer's desk, halt, salute, and say, "**Sir, Cadet (name) reports as ordered (requests permission) to ____.**" The salute will be held until the salute is returned. When the business is completed, the cadet again salutes, executes about face and withdraws. In official communication the last name shall be used. Cadets shall make use of the word "Sir" in answering official questions asked by Cadet Officers or JROTC instructors.

THE JROTC SUPPLY AND ARMS ROOMS AND CADRE OFFICES ARE OFF LIMITS EXCEPT FOR TRAINING AND OFFICIAL BUSINESS!!

23. Hazing: Hazing is persecution or harassment of a JROTC cadet with tasks that are meaningless, difficult or humiliating.....**HAZING IS ABSOLUTELY FORBIDDEN!!! For Example, using "Push ups" as a Disciplinary action is a form of Hazing Regardless of who directs it.**

24. Cadet Disciplinary Board: The Board will be convened on the order of the SAI to judge outstanding performances or major breaches of discipline and offenses. The Board will have the authority to call and interview witnesses and to make recommendations towards the awarding of merits, awards, demerits, reductions and specific punishments.

The Board will normally consist of the following personnel:

Brigade Executive Officer - President
Brigade S-1 - Recorder
Battalion Commanders
3 Company Commanders

In a cadet hearing, three Cadet Senior NCOs may be substituted for the Company Commanders.

The Board may recommend elimination from the Corps of Cadets for any Cadet guilty of major infractions of rules and regulations. The SAI and Staff will be the reviewing authority over all recommendations made by the Board. Any cadet has the prerogative of appealing a disciplinary Board action to the SAI. See Annex C.

25. Demotions: Demotions in rank may result for misconduct, inefficiency, or other justifying causes when properly investigated and the action is approved by the SAI.

26. Inspections: Weekly inspections will be scheduled on uniform days to ensure that the high standards of personal appearance are being maintained and to enable the JROTC Staff to observe the condition of the equipment. The SAI or his representative will make periodic inspections throughout the year. Inspections may either be announced or unannounced.

The **Region Formal Inspection** (RFI) will be conducted as directed by the Sixth Brigade. Cadets must be extremely thorough in preparing for this inspection. The results determine whether or not the Corps of Cadets is awarded an Honor Unit (Blue Star) or Honor Unit with Distinction (Gold Star) or Merit Unit (white star) for the school year.

EXCEPT IN CADRE-SUPERVISED TRAINING SITUATIONS NO CADET SHALL HAVE IN HIS POSSESSION ANY FIRE ARMS, EXPLOSIVE MATERIALS OR AMMUNITION!!!

SECTION V - DEMERITS

Demerits will be given for offenses reported by the cadet chain of command and JROTC staff. The Merit/Demerit/Jug form will be used for recording offenses and recommending the number of demerits to be given. See Section IV for a sample of the form. **Cadets will be given the yellow copy of the form.** If the cadet desires to appeal the demerits he must use his chain of command.

The JROTC Cadre Unit Advisor will carefully review the forms for fairness and impartiality. JROTC cadre will ensure there are no excessive demerits. A listing of all demerits, to include the current balance, will be posted in the company books.

Partial Demerit Guide and number allowed:

Serious misconduct - hazing, flagrant disrespect to a JROTC Instructor, etc. _____	REPORTED TO SAI	SMC
Insubordination, Direct Disobedience _____	REPORTED TO SAI	ISD
Weapons Violations _____	REPORTED TO SAI	WEV
Damage to School Property _____	REPORTED TO SAI	DSP
Making a False Official Statement _____	REPORTED TO SAI	FOS
Striking a Superior Officer/NCO _____	DISCIPLINARY BOARD	SSO
Wearing Improper Rank. _____	REDUCTION IN RANK	WIR
Skipping Jug _____	SATURDAY DETENTION	SJU
Conduct Unbecoming a Cadet _____	3-5	CUC
Unexcused Absence from JROTC _____	5	UXZ
Late to JROTC class. _____	3	UXT
Absent From or Late to Assigned Place of Duty _____	1-5	UXA
Uniform not worn _____	5	UNW
Uniform Worn Improperly _____	3	UWI
Using Profane or Obscene Language _____	5	POL
Failure to Observe Military Courtesy _____	1-5	FOC
Need Haircut or Shave _____	1-5	NHS
Eating/Chewing Gum _____	3	ECG
Inattention, _____	1-3	INA
Dropping Rifle _____	3	DRR
Moving or talking in Ranks _____	1	MTR
Hands in Pockets _____	1	HIP
Failure to follow instructions _____	1-5	FFI

Extenuating or mitigating circumstances will always be considered in assigning of punishment.

Cases involving lying, cheating or stealing will be referred to the Cadet Disciplinary Board for recommended action to the SAI. When a cadet repeatedly commits one of the offenses listed above additional demerits may be given for that offense at the discretion of the SAI. Posted demerits will not be carried forward to the next quarter.

Punishment tours (JUGs) will be carried forward to the next quarter.

SECTION VI - EXTRA-CURRICULAR ACTIVITIES

There are a number of military extra-curricular activities available to the JROTC cadet. All cadets are encouraged and invited to participate in one or more of these activities.

Drill Team: The Benedictine Drill Team, St. Benedict's Guard, is a competitive, precision drill team which competes in military style drill meets throughout the State of Georgia and the southeastern region. The drill team also participates in numerous civic activities in Chatham County throughout the academic year. Tryouts are conducted at the start of each school year.

Military Band: The purpose of the military band is to provide ceremonial music for civic parades and the military ceremonies of the JROTC unit. All students who are musically inclined are encouraged to participate in this activity.

Color Guard: Outstanding cadets are selected from volunteers for these positions. The Team performs at all JROTC military and social events, athletic activities, and other community and patriotic events.

See the current copy of the student handbook for the awarding of school letters for participation in varsity athletic/JROTC extra curricular activities. i.e. Drill Team, Color Guard.

SECTION VII - AWARDS

The primary purpose of the awards program is to provide tangible evidence for distinctive acts performed, and valuable service rendered by JROTC cadets. Each award will be noted on the JROTC student record.

The awards listed in Part I will be presented by the donor or his representative at the annual Awards Day Ceremony unless formal presentation is appropriate at an earlier time. Awards listed in Part II will be announced on published Unit Orders and presented as required. The JROTC department will maintain a display board containing all awards a cadet may earn during the year. Awards from other schools will be worn after local awards. Awards from other schools will be validated by the DAI/SAI of the school presenting the award.

Part I - Donated Awards

Henderson Marksmanship Award - Awarded annually to the 1st, 2nd and 3rd place shooters on the rifle team.

Chatham Artillery Marksmanship Award - Awarded annually to each rifle team member. (City Champions)

Summerell Leadership Award - Recipient must have demonstrated high qualities of leadership under adverse conditions and must be in the top 25% of his JROTC and other academic classes. **Awarded to a LET IV cadet.**

American Legion Award for Scholastic Excellence - Recipient must be in the top 10% of his academic class, be in the top 25% of his JROTC class and have demonstrated high qualities of leadership. He must have actively participated in related student activities such as student organizations, constructive activities, or sports. **Awarded to a LET III cadet.**

American Legion Award for Military Excellence - Recipient must be in top 25% of his JROTC class and other academic classes and have demonstrated outstanding qualities in military leadership, discipline, character and citizenship. **Awarded to a LET III cadet.**

Daughters of the American Revolution Award - Recipient must be in the top 25% of his JROTC and other academic classes and must have demonstrated qualities of dependability and good character, adherence to military discipline, leadership ability and a fundamental patriotic understanding of the importance of JROTC training. **Awarded to a LET IV cadet.**

Military Order of World Wars Award - Awarded to the cadet that has shown the most improvements in military and scholastic studies during the school year. Recipient must be in good standing in all military aspects and academic grades. He must have shown marked improvements in both military and scholastic grades and have indicated by military and scholastic grades, extra curricular activities, or individual endeavor a desire to serve his country. Recipient must not have previously received this award. **Awarded to a LET 1 cadet.**

Sons of the American Revolution Award - Recipient must be in good standing militarily and scholastically and show a high degree of merit with respect to leadership qualities, soldierly bearing, and excellence. **Awarded to a LET II cadet.**

Sons of the Revolution in the State of Georgia Award - Recipient must have demonstrated high scholastic and military standing and be of high moral character. He must have demonstrated a high degree of leadership and dedication to duty. **Awarded to a LET IV cadet.**

Superior Cadet Award - Recipient must be in top 25% of his class. **Awarded to a LET I, LET II, LET III, and LET IV cadet.**

George K. Gannam Medal - **Awarded during the Annual Gannam Day Review (December 7) to the most outstanding sophomore (LET II) cadet.** The award is sponsored by American Legion Post 184. The selection of the award is based upon academic achievement, leadership, and overall contributions to the Corps of Cadets.

American Legion Post 184 God and Country Medal - Recipient selected based on his demonstrated devotion to God and Country and his proven leadership ability . **Awarded to a LET IV cadet.**

Legion of Valor With Bronze Cross - The Legion of Valor of the United States of America, Inc., to simulate development of leadership, gives this award annually for achievement of scholastic excellence in military and academic subjects. The number of awards authorized per ROTC Region is one award for each 4,000 cadets enrolled in the Region. The criteria for selecting students for this award will be the same as that for the Superior Cadet Award. **Awarded to a LET IV cadet.**

Association of the United States Army JROTC Award - Recipient must have demonstrated qualities of dependability, sound character, adherence to military discipline and sound leadership traits and principles. **Awarded to a LET IV cadet.**

Military Officers Association (MOA) ROTC Medal - Recipient must be in the top 25% of his class, be of high moral character, demonstrate a high order of loyalty to his unit, Benedictine Military School and the country and show exceptional potential for military leadership. **Awarded to LET III cadet.**

US Army Recruiting Command Award for JROTC - **Recipient must be a LET III student**, be in the top 25% of his academic class, have demonstrated outstanding leadership traits and possess the potential for assuming positions of increased responsibility, participate in extra-curricular activities that foster both scholastic and military excellence, demonstrate qualities of dependability and good character, respect military discipline and standards, and possess a fundamental and patriotic understanding of the importance of JROTC training.

Immaculate Conception Assembly 4th Degree Knights of Columbus God and Country Medal - **Recipient must be a LET III student.** Awarded to student based on his devotion to God and Country, proven leadership ability, academic success and citizenship attributes.

Scottish – American Military Society Medal – The award is sponsored by the Lieutenant Hugh McKay Post #7 of the Scottish – American Military Society. Recipient must be in the top 10% of his academic class, be in the top 25% of his JROTC class, have demonstrated high qualities of academic achievement, leadership, and have a patriotic understanding of the traditions of American military service. **Awarded to a LET III cadet.**

Military Order of the Purple Heart Award for JROTC- Recipient must be a LET II student, be in the top 25% of his academic classes and have demonstrated outstanding qualities in Military Leadership, Discipline, Character, and Citizenship. **Awarded to a LET II cadet.**

Veterans of Foreign Wars JROTC Medal- Recipient must be in the top 25% of his Academic class, have Demonstrated Outstanding Achievement and Exceptional Ability. **Awarded to a LET II cadet.**

Part II - JROTC Awards (Ribbons):

ACADEMIC AWARDS

N-1-1 Distinguished Cadet Award for Scholastic Excellence - Awarded by Principal annually to one (1) cadet who exhibits the highest degree of excellence in scholastics.

N-1-2 Academic Excellence Award - Awarded by Principal annually to one cadet in each LET level for maintaining highest school academic grades.

N-1-3 Academic Achievement Ribbon - Awarded by SAI annually to cadets who maintain a grade of "A" in all academic subjects.

N-1-4 Perfect Attendance Ribbon - Awarded by SAI to cadets meeting the school's perfect attendance standards. Awarded at the end of the first and second semesters.

N-1-5 Student Government Ribbon - Awarded by Principal to those cadets elected to a student government office.

N-1-6 LET Service Ribbon - Awarded by SAI to those cadets successfully completing the first semester of training for each year. Second, third and fourth year training awards will be bronze, silver, and gold lamps, respectively.

N-1-7 National Honor Society Ribbon - Awarded by SAI to those cadets selected to the National Honor Society.

N-1-8 High Honor Roll Ribbon - Awarded by SAI to those cadets who achieve a quarterly average of 94 or higher and have no grades below a 85. Awarded at the end of each quarter.

N-1-9 Honor Roll Ribbon - Awarded by SAI to those cadets who achieve a quarterly average of 85 or higher and have no grades below a 80 . Awarded at the end of each quarter.

N-1-10 Home Room Representative-Awarded by the SAI to those cadets selected as a home room representative

Academic Achievement Wreaths - Awarded annually by SAI to cadets in the top 10 percent of their JROTC class based on grades in JROTC. A felt pad indicates receipt of subsequent awards. Second award - a red (scarlet) pad; third award - a silver gray pad; fourth award - a gold pad.

ATHLETIC AWARDS

N-2-1 Varsity Athletic Ribbon - Awarded by SAI to cadets who excel in varsity sports.

N-2-2 Physical Fitness Ribbon - Awarded by SAI annually to those cadets who pass the CADET CHALLENGE physical fitness test with a 50% average and must run one mile in 8 1/2 minutes or less.

N-2-3 JROTC Athletic Ribbon - Awarded by SAI annually to cadets who excel in JROTC athletics.

N-2-4 Cadet Challenge Ribbon- Awarded by SAI each semester to cadets in each LET Level that scored above 85% on the Cadet Challenge.

N-2-5 Outstanding Cadet Challenge Ribbon- Awarded by SAI each semester to the cadet achieving the highest overall score on the Cadet Challenge in each LET Level.

MILITARY AWARDS

N-3-1 Senior Army Instructor Leadership Ribbon - Awarded by SAI annually to one cadet per LET level who displays the highest degree of leadership.

N-3-2 Personal Appearance Ribbon - Awarded by SAI annually to cadets who consistently present an outstanding appearance.

N-3-3 Proficiency Ribbon - Awarded by SAI annually to those cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.

N-3-4 Drill Team Ribbon - Awarded by SAI annually to Drill Team members.

N-3-5 Orienteering Ribbon - Awarded by SAI annually to cadets who excel at orienteering.

N-3-6 Color/Honor Guard Ribbon - Awarded by SAI annually to cadets who are member of Color/Honor guard.

N-3-7 Rifle Team Ribbon - Awarded by SAI annually to Cadet Rifle Team members.

N-3-8 Adventure Training Ribbon - Awarded by SAI annually to cadets who excel in adventure training activities.

N-3-9 Commendation Ribbon - Awarded by SAI to cadets whose performance of duty exceeds that expected of a cadet of his rank and experience.

N-3-10 Good Conduct Ribbon - Awarded by SAI annually to cadets who have demonstrated outstanding conduct throughout the school year.

N-3-11 Summer Camp Participation Ribbon - Awarded by SAI annually to cadets for summer camp participation.

N-3-12 Best Drill Squad - Awarded by SAI quarterly to the best drill squad.

N-3-13 Band Ribbon - Awarded by SAI annually to band members.

N-3-14 Best Drill Platoon - Awarded by SAI each semester to the best drill platoon.

N-3-15 Best Drill Company - Awarded by SAI annually to the best Drill Company and Company of the Year.

Honor Unit and Honor Unit with Distinction Insignia - This award insignia will be furnished by SAI to cadets during the school year following designation.

MISCELLANEOUS AWARDS

N-4-1 Parade Ribbon - Awarded by SAI to parade participants.

N-4-2 Recruiting Ribbon - Awarded by SAI to the cadets who recruit students into the JROTC program.

N-4-3 Cadet of the Month Ribbon - Awarded to the Cadet of the month.

N-4-4 Exceptional Performance Ribbon- Awarded to cadet that was recommended by a Cadre member for performing an act in an exceptional manner.

N-4-5 Outstanding Staff Member (NCO) - Awarded each semester to selected NCOs.

N-4-6 Service Learning- Awarded by SAI annually to cadets who participate in Service Learning Projects.

N-4-7 Excellent Staff Performance- Awarded each semester to selected staff Officers.

SECTION VIII - HONOR CODE

Development of character and integrity in the members of the Benedictine Corps of Cadets is one of the basic objectives of the JROTC Program. The Cadet Honor Code and System are officially recognized as the primary means through which the objective is attained. The purpose of the Honor Code is to maintain honor and integrity within the Corps of Cadets.

The Honor Code is based on the foundation of honesty and integrity, with a strong sense of discipline and excellence of knowledge. The Honor Code simply means:

A CADET WILL NOT LIE, CHEAT OR STEAL OR TOLERATE THE SAME.

The Honor Code requires complete integrity in both words and deeds of **ALL** of the JROTC Corps of Cadets, and permits **NO DEVIATION** from these standards. In the classroom and on the drill field a Cadet does his own work. Each Cadet is expected not to lie, cheat, steal, or participate in any act contributing to a possible misunderstanding. Any intentional violation by any Cadet is cause for disciplinary action and possible separation from Benedictine Military School.

An integral part of the Honor Code is the acceptance of a Cadet's word or signature that he has complied with the known or established principles and regulations.

SECTION IX - THE CADET CODE

The development of a Cadet's character is a particularly vital part of the Cadet's education, training and character building at Benedictine Military School. The following Benedictine Cadet Code has been established for the guidance and performance of each JROTC Cadet.

As a member of the Benedictine Corps of Cadets I will strive to:

- a. Respect my God, family, fellow cadets, school faculty and country. Develop my character and integrity and be loyal to objectives and principles of Benedictine Military School.
- b. Perform every duty and act with fidelity and consciousness.
- c. Obey all orders and regulations of the JROTC Corps of Cadets.
- d. Take pride in myself, my uniform, and traditions of the school and commit no act which would bring discredit upon the Corps of Cadets and Benedictine Military School.
- e. Further myself and Benedictine Military School by reason of my being a Cadet and to remember always that the honor of attending BC imposes upon me a corresponding obligation to live up to the Cadet Code.

THE CADET CREED

I AM AN ARMY JUNIOR ROTC CADET. I WILL ALWAYS CONDUCT MYSELF TO BRING CREDIT TO MY FAMILY, COUNTRY, SCHOOL AND THE CORPS OF CADETS.

I AM LOYAL AND PATRIOTIC. I AM THE FUTURE OF THE UNITED STATES OF AMERICA.

I DO NOT LIE, CHEAT OR STEAL AND WILL ALWAYS BE ACCOUNTABLE FOR MY ACTIONS AND DEEDS.

I WILL ALWAYS PRACTICE GOOD CITIZENSHIP AND PATRIOTISM.

I WILL WORK HARD TO IMPROVE MY MIND AND STRENGTHEN MY BODY.

I WILL SEEK THE MANTLE OF LEADERSHIP AND STAND PREPARED TO UPHOLD THE CONSTITUTION AND THE AMERICAN WAY OF LIFE.

MAY GOD GRANT ME THE STRENGTH TO ALWAYS LIVE BY THIS CREED.

SECTION X - DUTIES AND RESPONSIBILITIES OF A CADET LEADER

General:

a. The code of the cadet officer is the beacon, which guides his course of action. He applies this code as a first essential step in the performance of his official responsibilities.

b. The cadet officer follows the principles of the code in his relations with other people, military or civilian. The code is part of the development of officers and is one of the standards by which you are compared and evaluated.

The Code:

a. I am a cadet officer of the Corps of Cadets.

b. In this important position of responsibility and trust I shall:

(1) Set the example for my cadets by high standards of integrity, professional knowledge, conduct, loyalty, physical fitness, and personal appearance.

(2) Teach and practice character development and good citizenship.

(3) Maintain strong discipline and administer merits and demerits fairly and impartially with justice, common sense, and sound judgment.

(4) Plan, prepare, and conduct the training of my cadets with care and initiative. Make it interesting and productive.

(5) Assure myself constantly that my cadets are maintaining their equipment properly and practicing supply economy.

(6) Keep my cadets informed of what is going on and why. Make sure that they are aware of objectives and obtain their ideas appropriately.

(7) Delegate duties and functions to subordinate Cadet officers and cadet Noncommissioned officers commensurate with their rank and position. Ensure that every task, which I assign or delegate is understood, supervised, and accomplished.

(8) Guard against being overbearing or using abusive or profane language toward my cadets. Prohibit the use of such action and language among my cadets.

(9) Promote physical fitness and participation in school and community activities.

(10) Bring out the best in my cadets, keeping in mind any job worth doing is worth doing well.

(11) Make my unit the best by promoting Esprit-de-Corps within my unit.

Officer-NCO Relationships: Much that can be said about the officer-basic cadet relationship can be said of the officer-NCO relationship. Beyond the officer-cadet relationship, however, you must know what to expect from your cadet NCOs. The NCO is an essential link in the JROTC program. The effectiveness of the cadet NCO depends to a great extent upon the support he receives from his superiors. Given proper responsibility and authority, the NCO can accomplish many duties and can be a never-ending source of help. Cadet officers should observe the following rules concerning their relationships with an NCO:

- a. Expect a lot from your NCO. Let the NCO know that you depend on him as an assistant.
- b. Give your cadet NCO the responsibility and authority to go along with his ability. If you give responsibility without the necessary authority to get the job done, your NCO will have a difficult time in getting the job done in the manner you expect.
- c. Be loyal to your cadet NCO. Support your NCO in what he tries to do. If a cadet's action is improper, take the cadet aside and privately advise him of anticipated problems and appropriate actions. The NCO needs your backing if he is to get the job done.
- d. Let your cadet NCO know how he is doing. Occasionally discuss the cadet NCO's strengths and weaknesses with him; try to build on strengths and overcome weaknesses.
- e. Listen to your cadet NCO's suggestions and recommendations. If a suggestion is sound, give the cadet NCO the authority to implement it, or do it yourself.
- f. Give your cadet NCO credit when deserved.
- g. Discuss relevant problems with the cadet NCO. In many cases, the cadet NCO will know more about certain matters than you will.
- h. Never place the blame on your cadet NCO. In the final analysis, you make the decisions. Therefore, the responsibility is yours.

Officer/Junior Officer Relationships: The discussion above applies equally to your relationship with your junior officers.

Officer/Superior Relationships: Giving orders and supervising subordinates will take much of your time, but an important part of your work must be conducted with persons of higher rank.

- a. The activities of each JROTC unit must be coordinated, if not by the cadet in command, then by the advisor or instructor. Regardless of whether directives come from ranking cadets or from your instructors, you must be prepared to carry them out promptly.
- b. Just as the cadet NCO must nourish respectful association with cadet officers, so must you avoid familiarity with higher ranking cadet officers and with the JROTC cadre. Your best friend may be your cadet officer; proper communication/association must be maintained.

Cadet NCO Responsibilities: Since cadet NCO positions vary, it is virtually impossible to list every single function or responsibility for which he is responsible. However, the following general list should give you an idea of NCO responsibilities. The cadet NCO must:

- a. Know his job. This is one of the first responsibilities of a new cadet NCO. The new NCO must ask questions, read cadet regulations, and talk to the person whose position he is taking over. In every way possible, the cadet NCO must learn what he is expected to do and then begin to do it.
- b. Execute all duties promptly, without continuous supervision. When told to do something, the cadet NCO does it, without requiring the supervisor to waste valuable time in unnecessary supervision.
- c. Use initiative and resourcefulness. There are many ways to get things done. The cadet NCO finds the best way.
- d. Keep superiors informed. The cadet NCO knows when to handle matters and when to refer them to superiors; but whenever he takes action, the cadet NCO makes sure that the superior is informed of the action taken.
- e. Know cadet regulations and follow them. The cadet NCO does not get lax and allow subordinates to become lax in accomplishing their duties or in the practice of JROTC customs and courtesies.
- f. Conduct drill and ceremonial procedures for the squad, platoon, and company.
- g. Maintain high standards of conduct in and out of uniform, on and off the school grounds. Since the cadet NCO sets the example, his actions should reflect the attitude and demeanor of the JROTC and the Army.
- h. Be a good teacher. The cadet NCO assists, supervises, and corrects subordinates in matters of dress, conduct, and performance of duty.
- i. Be firm, fair, impartial, and tactful in dealing with those he supervises. The cadet NCO is consistent and does not play favorites.
- j. Put the welfare of units, subordinates, job, and the JROTC above his own personal interests.

SECTION XI - CADET LEADER'S GUIDE

General: This guide establishes the basic responsibilities for the Cadet Officers and Cadet Noncommissioned Officers of the Benedictine Military School Corps of Cadets.

Purpose:

a. To ensure that each cadet occupying a leadership position clearly understands his own duties and responsibilities, and is familiar with the duties of his subordinates.

b. To assist in the accomplishment of the above, cadet leaders must first be familiar with the following terms:

(1) **Unity of Command:** Within the command structure, or any level of command, there can be one and only one commander. He is responsible for everything his unit does or fails to do. The authority necessary to carry out his responsibilities matches his responsibility. While he can delegate the authority to take an action, he cannot delegate the responsibility for that action.

(2) **Span of Control:** One commander can only control a given number of subordinate leaders effectively. Normally the maximum span is six, and the ideal span is three subordinate leaders.

(3) **Chain of Command:** The succession of leaders through which command is exercised is called the Chain of Command. It enables the commander to retain unity of command within the maximum span of control. The Brigade Commander assigns tasks to the Battalion Commanders and holds them responsible for the successful execution of the assigned tasks. Company Commanders use the same procedures with the Platoon Leaders and the Platoon Leaders the same procedure with the Squad Leaders.

(4) **Staff Authority and Responsibility:** The staff of a unit consists of those officers and NCOs who assist the commander in the exercise of his command. They are advisers and they supervise the execution of plans and orders only within the specific areas assigned them by the commander. Staff officers keep the commander advised of matters within their area of responsibility, which may require his attention.

Cadet Officers: General responsibilities of cadet officers are shown below. Specific details are shown from pages (25-38)

a. **Brigade Commander:** Is responsible for everything that his brigade does or fails to do. He exercises control of his staff through the Brigade Executive Officer and control of subordinate units through the Battalion Commanders. **(Page 27-28)**

b. **Brigade Executive Officer:** Supervises and directs the staff to prevent overlapping efforts and to ensure that the commander's desires are understood and achieved. He keeps the staff informed of the commander's policies and keeps the commander informed of the status of projects assigned to the staff. He assumes command in the absence of the commander. **(Page 28-29)**

c. **Brigade Adjutant (S-1):** Responsible for assigning cadets to the various companies, maintains a record of their assignments, preparing unit orders and requests for unit orders,

maintains a current record of all the cadets in the unit and maintains the cadet merit and demerit records, and prepares the weekly strength report. Specifically, he maintains the unit manning board, keeps attendance records, maintains the cadet records and files and performs other administrative details as the Cadet Brigade Commander and the JROTC Cadre may direct. **(Page 29-30)**

d. **Brigade Operations and Training Officer (S-3):** Is responsible for assigning areas for outdoor training and for insuring that classrooms are available and prepared for instruction. Under the supervision of the JROTC cadre, he prepares the weekly training schedule. He maintains the training portion of the cadet records. He keeps the commander advised of the progress in training and prepares the drill field for ceremonies. He prepares training programs as directed by the Brigade Commander. **(Page 30)**

e. **Brigade Supply Officer (S-4):** Under the supervision of the JROTC cadre, the Brigade Supply Officer determines supply requirements, maintains a running inventory of property, requisitions, procures, and stores supplies, and collects and disposes of excess and salvage equipment and clothing. He supervises the activities of the Brigade Ordnance Officer/NCO. In the absence of a Brigade Ordnance Officer/NCO is responsible for their functional areas. **(Page 30-31)**

f. **Brigade Public Affairs Officer (S-5):** Under the supervision of the SAI, the Public Affairs Officer assists the JROTC cadre and is responsible to the Brigade Commander in all matters pertaining to communication with the school and the community on the activities of the Brigade. **(Page 31-32)**

g. **Brigade Ordnance Officer:** Advises the Bde Cdr, Bde S-4, and JROTC cadre of the condition of all weapons. Supervises the cleaning of and maintenance of all weapons. Supervises the maintenance of the weapons and ensures that adequate cleaning materials are on hand. Supervises the issue and turn-in of all weapons. He maintains the weapons roster and prepares and issues weapons cards. **(Page 32)**

h. **Battalion Commander:** Responsible for everything that his battalion does or fails to do. He keeps the Brigade Commander advised of the state of training of his unit and especially any areas where additional or make-up training is required. He ensures that his Company Commanders are prepared for training and he supervises the training to ensure that it is conducted correctly. He recommends assignment, reassignment, promotions and reductions of personnel within his battalion. He must be an expert in all phases of drill, but especially battalion drill. **(Page 27-28)**

i. **Battalion Executive Officer:** Performs same functions as Bde XO for Bn Cdr . **(Page 28-29)**

j. **Battalion Adjutant (S-1):** Performs same functions as Bde S-1 for Bn Cdr. **(Page 29-30)**

k. **Battalion Operations and Training Officer (S-3):** Performs same functions as Bde S-3 for Battalion Commander. **(Page 30)**

l. **Battalion Supply Officer (S-4):** Performs same functions as Bde S-4 for Bn Cdr. **(Page 30-31)**

m. **Battalion Ordnance Officer:** Performs same functions as Bde Ordnance Officer for Battalion Commander as appropriate. **(Page 32)**

n. **Company Commander:** Is responsible to the Battalion Commander for everything that his company does or fails to do. He keeps the Battalion Commander advised of the state of training of his unit and especially any areas where additional or make-up training is required. He ensures that his subordinate leaders are prepared for training and he constantly supervises the training to ensure that it is conducted correctly. He recommends assignment, reassignment, promotions and reductions of personnel within his unit. He must be expert in all phases of drill, but especially in company drill. Responsible for the condition and upkeep of unit book. **(Page 33-34)**

o. **Headquarters and Headquarters Detachment (HHD) and Band Commanders:** The commanders of these units are responsible for everything their units do or fail to do. They coordinate with those individuals designated and/or selected to assist in the training of their units. They keep the Cadet Brigade Commander and JROTC cadre continuously informed on the status and training of their units. **(Page 34)**

p. **Company Executive Officer:** Is responsible to and assists the Company Commander. He must be prepared to assume command during the absence of the Company Commander. He must be an expert in all phases of company/platoon/ squad drill. **(Page 34)**

q. **Company Training, Admin and Supply Officer:** Is responsible to and assists the Company Commander in all matters pertaining to training, administration and supply within the Company. **(Page 34-35)**

r. **Platoon Leader:** The Platoon Leader's responsibilities to the Company Commander are the same as the Company Commanders to the Battalion Commander. He must be expert in all phases of company/platoon/squad drill. **(Page 34-35)**

Cadet Noncommissioned Officers: General responsibilities are shown below. Specific details are shown from pages (36-40)

a. **Brigade Command Sergeant Major:** Responsible to the Brigade Commander for all tasks given him. Is responsible to the Brigade Adjutant for supervision of the NCO members of the Brigade staff. Submits absentee reports to the Adjutant. He assists the Brigade Commander and the Brigade Executive Officer in matters pertaining to cadets. He is the senior NCO in the Brigade and in this capacity is responsible for initial Brigade formations. **(Page 36)**

b. **Battalion Command Sergeant Major:** Is responsible to the Battalion Commander for all assigned tasks given to him. Is responsible to the Battalion Adjutant for supervision of the NCO members of the battalion staff. He assists the Battalion Commander in matters pertaining to cadets. He is the senior NCO in the Battalion and in this capacity is responsible for initial Battalion formations. **(Page 36)**

c. **First Sergeant:** Responsible to the Company Executive Officer for administrative matters or to the Company Commander if no Executive Officer is assigned. Is responsible for Company formations and submits absentee reports to the Battalion Sergeant Major. He keeps the Company Commander informed on all matters pertaining to the unit. He checks all merits and demerits with the Company Commander before submitting to the JROTC Office. Must be thoroughly familiar with all aspects of squad, platoon and company drill. **(Page 36-37)**

d. **Training, Admin and Supply NCO:** The Company Training and Supply NCO, working through the Company Training, Admin and Supply Officer, assists the Company Commander in all matters pertaining to training and supply within the Company. **(Page 37)**

e. **Platoon Sergeant:** Is responsible for the formation of his Platoon. Submits absentee reports to the Company First Sergeant. Keeps the Platoon Leader informed on all matters pertaining to the Platoon. He assists the Platoon Leader in training the Platoon and must be prepared to assume command of the platoon during the absence of the Platoon Leader. He must be thoroughly familiar with all aspects of squad, platoon and company drill. **(Page 37-38)**

f. **Squad Leader:** Is responsible for the formation of his squad. Submits absentee reports to the Platoon Sergeant. Assists in the training of his squad. Must be thoroughly familiar with squad drill and platoon drill. **(Page 38-39)**

g. **Fire Team Leader:** Is responsible for the performance of the personnel in his Team, assists the Squad Leader as directed, and must be thoroughly familiar with Squad and Platoon drill. **(Page 39)**

h. **Color Guard Commander:** Is responsible to the Brigade Command Sergeant Major for the training of the Color Guard. Ensures Color Guard equipment is in a high state of readiness at all times. Coordinates with the Brigade Command Sergeant Major on all activities of the Color Guard. **(Page 39)**

i. **First Sergeant HHD/Band:** The First Sergeants of these units are responsible to the Cadet Officer-in-Charge (OIC). They are responsible to the OIC for those duties as prescribed for the First Sergeant and Platoon Sergeant in paragraphs c and e as they pertain to the units. **(Page 36-37)**

Staff Noncommissioned Officers: Cadet Noncommissioned Officers on the staff such as, Administrative Sergeant, Operations Sergeant, Supply Sergeant, and Ordnance Sergeant, assists the Cadet Staff Officer in such duties as may be directed.

Additional Leader Positions: If warranted by cadet strength and concurred by the SAI, additional cadet officer and Noncommissioned officer positions may be established. In this event, cadets occupying these additional positions will be notified of their specific duties and responsibilities by the SAI.

Duties of the Cadet Brigade/Battalion Commanders: The Cadet Brigade/Battalion Commanders is appointed to these positions because of their demonstrated leadership ability and their academic performance. These are the most demanding positions in the entire Corps of Cadets. It requires the use of good command sense and judgment. The cadets appointed to these positions must be mature and willing to accept responsibility, delegate authority, supervise subordinates and stand by their convictions. The following are their specific responsibilities:

a. Assist the SAI in the execution of his duties to successfully accomplish the mission, objectives and training programs within the Corps of Cadets.

b. Through the Corps of Cadets chain of command, direct, coordinate, integrate and be responsible for all phases of command, training, social affairs, and esprit-de-corps.

c. Make (or secure) positive recommendations, direction or guidance on matters concerning organization, command and staff positions, promotions, awards and administrative instructions in furtherance of the Corps of Cadet programs.

d. Be directly responsible for the state of discipline of the Brigade/Battalion.

- e. Command the brigade/battalion at all formations.
- f. Prepare for and conduct the training of the brigade/battalion on drill days IAW the Training Circular.
- g. Maintain a direct and personal relationship with his unit commanders and staff.
- h. Encourage Bn/Co commanders to deal directly with him whenever they feel it is desirable.
- i. Use his staff to assist him in giving information and preparing plans for training and controlling the Brigade/Battalion.
- j. Designate staff officers to assist in the supervision and execution of his orders.
- k. Ensure mutual respect and confidence exist between the staff and the Battalion/Companies, that the staff is capable and that they understand their responsibilities to him and the other cadets.
- l. Ensure compliance with the JROTC Cadet Guide/SOP and the Training Circular.
- m. Execute all of his responsibilities in the name of the SAI.
- n. Seek advice from and carry out all orders issued by the BdeCdr, SAI and the JROTC cadre.
- o. Ensure the proper keeping of all required records for brigade/battalion.
- p. Responsible for the administration, training, discipline and organization of brigade/battalion.

Duties of the Cadet Brigade Executive Officer (XO): The Cadet Brigade Executive Officer is the principal assistant and adviser to the Cadet Brigade Commander. He coordinates and supervises the details of training, logistics and administration, thereby, enabling the Brigade Commander to spend more of his time on the broader aspects of command. The primary duty of the Executive Officer is supervision of the staff. The following are his specific duties:

- a. Assumes command of the Brigade during the absence of the Brigade Commander.
- b. Sees that required reports are prepared and submitted on time.
- c. Ensures that the staff is engaged in future plans.
- d. Ensures that instructions and orders issued to the Brigade are in accordance with the established policies of the Brigade Commander.
- e. Ensures that the staff is properly organized and works as a team.
- f. Reports all violations of orders to the Brigade Commander.
- g. Conducts a daily inspection of the JROTC Department and takes necessary action to see that it is maintained in a high state of cleanliness and neatness.

- h. Performs such duties as may be directed by the Brigade Commander.
- i. Direct, coordinate and be responsible for the Cadet Disciplinary Board, i.e., grievances and major disciplinary of offenses
- j. Recommend , direct, and supervise the implementation of all military functions, commissioning ceremonies and related activities, homecoming affairs etc.
- k. Represent and coordinate all matters of the Corps of Cadets with the school student council.
- l. In coordination with the Brigade S-1 and JROTC Cadre conduct Cadet of the Month Program within the Corps.
- m. In coordination with the Brigade S-3, Battalion Commanders and JROTC Cadre conduct Squad of the Quarter , Platoon of the Semester and Best Company Programs within the Corps.

Duties of the Cadet Brigade Adjutant (S-1): The Adjutant is the administrative assistant to the Brigade Commander. His duties and responsibilities include:

- a. Assist in aligning the unit at formations.
- b. Receives the report from the Battalion Commanders.
- c. Receives names of absentees from the Sergeant Major and turns them in, in accordance with instructions from the JROTC instructors.
- d. Collect, consolidate, post, and maintain all merit and demerit reports and records. Direct and supervise the weekly "Jug" tours and administrative records associated with the system.
- e. Maintain school JROTC Department offices in a high state of neatness and orderliness.
- f. Keeps manning board and unit rosters posted and up to date.
- g. Coordinates with Battalion Commanders on recommendations to JROTC instructors on reassignments and organization.
- h. Prepares weekly strength reports under the supervision of the JROTC cadre.
- i. Performs such duties as may be directed by the Brigade Commander or Brigade Executive Officer.
- j. Prepare and publish such orders as approved by the SAI pertaining to the Corps of Cadets.
- k. In coordination with the Brigade XO conduct Cadet of Month Program within the Corps.
- l. Supervises efforts of the S-1 NCO and company clerks and ensures they are fully trained and capable of performing all facets of their duties.

m. Record and post the following to personnel records located in JROTC Admin Office:

- (1) Merits and demerits at end of each quarter.
- (2) Promotions and reductions as they occur.
- (3) Awards and decorations as they occur.

Duties of the Cadet Brigade Operations and Training Officer (S-3): The Cadet Brigade Operations Officer assists the JROTC cadre and is responsible to the Brigade Commander in the conduct of training and general operation of the Brigade and JROTC Department. He supervises the training and operations of the Brigade IAW with the Training Circular. His duties include:

- a. Assume command of the unit in the absence of both the Commander and Executive Officer.
- b. Conduct Manual of Arms training for cadet officers.
- c. Preparation of weekly training schedule for drill days and assigns cadet officers and Noncommissioned officers as instructors and assistant instructors, as required.
- d. Posting of weekly training schedule on JROTC bulletin board not later than Thursday prior to week of training.
- e. Inspection of drill field and necessary preparation prior to use by the Brigade.
- f. Ensures that the drill field is left in a very clean state upon completion of the JROTC training period.
- g. Ensures that the Operations Sergeant is fully trained and capable of performing all facets of his duties.
- h. Performs duties as directed by the Brigade Commander or Executive Officer.
- i. As directed, prepare and publish directives for all military formations, parades, and special military exercises of the Corps of Cadets.
- j. Preparation of inclement weather schedule for drill periods, parades, etc.
- k. Plan, coordinate, and supervise the physical training program within the Corps.
- l. In coordination with Brigade XO, Battalion Commanders and JROTC cadre plan, coordinate, publish and conduct Squad of the Quarter, Platoon of the semester, and Best Company programs within the corps.
- m. Conduct daily training inspections and report findings and recommendations to the Commander and SAI.

Duties of the Cadet Brigade Supply Officer (S-4): The Cadet Brigade Supply Officer assists the JROTC cadre and is responsible to the Brigade Commander in the maintenance, security, records, issue and turn-in of all property except ordnance. His duties include:

- a. Proper entry of all required data on Cadet Clothing Records.
- b. Maintaining security of all items of clothing and equipment in the Supply Room, Arms Room and Training Aids storage area.
- c. Makes weekly inventory of all items of supply.
- d. Keeps inventory record of supplies and tell cadre of any discrepancies noted.
- e. Maintains Supply Room in a neat and orderly fashion at all times.
- f. Submits weekly reports to JROTC cadre as to condition of equipment.
- g. Directs and supervises Cadet Supply NCO to ensure that he is familiar with and capable of performing all required duties in Supply Room.
- h. Supervises activities of Cadet Brigade Ordnance Officer.
- i. Performs such duties as may be directed by the Brigade Commander or XO.
- j. Assist JROTC cadre with monthly serial numbered inventories of JROTC property.
- k. In absence of assigned ordnance officer responsible for his duties. **(Page 33-34)**

Duties of the Cadet Brigade Public Affairs Officer (S-5): The Cadet Brigade Public Affairs Officer assists the JROTC cadre and is responsible to the Brigade Commander in all matters pertaining to communication with the school and the community on the activities within the Brigade. His duties include:

- a. Developing an ongoing recruiting program involving JROTC cadets visiting feeder schools.
- b. Assist in the recruiting process of cadets interested in attending JROTC summer camp.
- c. Provide articles concerning JROTC cadets, units and program achievements and activities to the "Banner", "Cadence", "Southern Cross", local newspapers and the BC web site Home Page.
- d. Prepare memorandums inviting the local TV, radio and print media to provide coverage of Cadet Brigade activities (Commissioning, Ganem Day, Awards Day, and Senior Review).
- e. Develop and maintain a Cadet Brigade scrapbook.
- f. Assist in the preparation of Unit pictures for the JROTC section "Sabre".
- g. Provide Brigade input to the formulation of the JROTC section of the "Sabre".

- h. Provide photographic coverage of Brigade activities (Commissioning, Ganem Day, RFI, Veterans' Day Parade, Georgia Day Parade, St. Patrick's Day Parade, Brigade, Battalion, Company, Platoon, Squad and Individual competitions).
- i. Update, publish and distribute the Brigade media handout pertaining to the St. Patrick's Day Parade.
- j. Establish and maintain a Public Affairs Bulletin Board.
- k. Update, maintain, use power point RFI briefing

Duties of the Cadet Brigade Ordnance Officer: The Cadet Brigade Ordnance Officer assists the JROTC cadre and is responsible to the Brigade S-4 for the issue and turn-in of weapons on drill days or as directed. At any time a weapon is missing, an immediate report will be made to the SAI and a search initiated. His duties include:

- a. Coordination with S-3 and S-4 for training requirements for use of weapons.
- b. Ensures compliance with directed procedures for issue and turn-in of all weapons.
- c. Makes weekly inspection of weapons for serviceability. Tags any unserviceable weapons and reports status to JROTC cadre.
- d. Maintains discipline in Arms Room.
- e. Keeps Arms Room clean and orderly at all times.
- f. Receives assistance in his duties from the Jug Officer/Sergeant as required.
- g. Request maintenance details as required.
- h. Make required serial number inventories of weapons and reports to JROTC cadre.
- i. Maintains weapon assignment roster and prepares and issues weapons cards.
- j. Maintains weapons cleaning records.
- k. Performs such duties as may be directed by the Brigade Commander, Brigade Executive Officer, or S-4.

Duties of the Cadet Assistant Brigade/Battalion S1, S3, S4, and S5 Officer: Performs functions as shown/appropriate pertaining to the primary staff position and as directed and supervised by the primary Brigade/Battalion Staff Officer.

Duties of the Cadet Battalion Executive Officer: Performs functions, as shown, for Battalion Commander. (Page 29-30)

Duties of the Cadet Battalion Adjutant (S-1): Performs functions, as shown/appropriate, for Battalion Commander. (Page 30-31)

Duties of the Cadet Battalion Operations and Training Officer (S-3): Performs functions, as shown/appropriate, for Battalion Commander. (Page 31-32)

Duties of the Cadet Battalion Supply Officer (S-4): Performs functions, as shown/ appropriate, for Battalion Commander. (Page 32-33)

Duties of the Cadet Battalion Ordnance Officer: Performs functions, as shown/ appropriate, for Battalion Commander. (Page 33 -34)

Duties of the Cadet Company Commander: You are the production man. You get things done. Until orders reach you they are just plans, something someone would like to get done; you are the one who gets the job done! You and you alone are responsible for all that your Company does or fails to do. Your job is not finished when you tell a member of your Company to do something. Indeed, the telling is the smallest part of the job. You must provide the why and how to accomplish the mission assigned. Then you must check and inspect to ensure that what you wanted done is being accomplished. You must be an outstanding leader with plenty of initiative. Do not wait for someone to tell you what to do. Think ahead and plan what you believe is best for your Company. The following are some of your specific duties:

- a. Command your Company at all formations.
- b. Consult the training schedules, study the drill references, and ensure that you and your subordinates are prepared to instruct.
- c. Keep your Executive Officer informed, and ensure that he keeps himself informed, so that he can assume command of the Company in event of your absence.
- d. Make on-the-spot corrections, at any time, and ensure that all members of your company understand and comply with Cadet Regulations.
- e. Ensure that all members of your Company know and use the chain of command.
- f. Take an interest in the problems of your men and make an effort to solve them; make each cadet an effective member of your team.
- g. Conduct a short inspection (1st 10 minutes) at each formation, make on-the-spot corrections and follow through during the next inspection to ensure that the cadet is not making the same mistake.
- h. Execute the orders of the Battalion Commander even though you may not personally agree with those orders.
- i. When you encounter a problem to which you don't know the answer, seek advice, first from the Battalion Commander; if he cannot answer your question satisfactorily, get his permission to discuss the problem with the JROTC cadre.
- j. Responsible to the Battalion Commander for:
 - (1) Administration. Through the use of Company clerks, ensure the preparation/ posting of individual information on personnel records, merits, demerits, awards, "Jug" periods (in unit books), promotions and reductions, unit rosters, assignments.
 - (2) Training. Drill, physical training, parades etc. Ensure that chain of command is prepared to conduct scheduled training. Advise Battalion Commander of any change to

scheduled training. Plan for and be prepared to conduct inclement weather training during drill periods. Prepare/select units/individuals to compete in Cadet of the Month, Squad of the Quarter, Platoon of Semester Programs.

(3) Discipline. Directly responsible for state of discipline within Company. Ensure cadets receiving merits/demerits are notified of them and why.

(4) Organize Company into Platoons and Squads.

(5) Assign definite duties to assistants so that each will do his part of command supervision.

(6) Inspect Company prior to all ceremonies, formations etc.

(7) Logistics. Ensure all cadets in Company have all authorized clothing and equipment; care, cleaning and maintenance of weapons assigned to Company.

(8) Perform other duties as required by the Battalion Commander.

Duties of the HHD and Band Commanders: These cadets are responsible to the Cadet Brigade Commander and the SAI for training the unit. They supervise and conduct the training and operation of their units. Their duties include but are not limited to:

a. Conduct of training for the unit.

b. In coordination with the Brigade Adjutant and Senior NCO cadre member survey the Brigade for personnel to fill his unit.

c. In coordination with the Cadet Supply Officer provide for the issuance, storage, maintenance and security of equipment issued to personnel within the elements.

d. In coordination with the Cadet Operations Officer, prepares a weekly training schedule.

e. Coordinate with those designated individuals for the training of the unit.

f. Ensure that the Senior NCO of the unit is fully trained and capable of performing all facets of his duties.

g. Responsible to the Brigade Commander for points as shown on **pages 35-36**.

Duties of the Cadet Company Executive Officer: The Cadet Company Executive Officer assists the Cadet Company Commander in the training of the Company and performs such administrative duties as designated by the Company Commander. He functions in a relationship similar to the Company Commander as do Brigade XO and Staff Officers to the Brigade Commander. He should be well versed in all the functions of command and be prepared to assume command during the absence of the Company Commander.

Duties of the Cadet Platoon Leader: General: Yours is the most desirable commissioned duty assignment in the Cadet Brigade because you are a leader of men and have a platoon of cadets for whom you are directly responsible. Primarily your job is one of leadership, training and discipline. It is a rare opportunity for a cadet to have the privilege of leading, instructing and controlling a platoon of men. The following are some of your duties:

- a. Organize and maintain an effective chain of command in your platoon. Be sure that all your cadets know and understand where they fit into the chain of command.
- b. Utilize the chain of command to accomplish all assigned tasks. Specifically, you deal with the Platoon Sergeant and the Squad Leaders.
- c. Learn the names of all cadets in your platoon and use them when addressing individual cadets.
- d. Conduct a short inspection of your platoon at each formation. Emphasize personal appearance and cleanliness.
- e. Assign a subordinate to conduct instruction for those not proficient in drill.
- f. Make frequent inspections of the weapons assigned to the members of your platoon. Ensure that weapons are clean and maintained in a superior manner.
- g. Ensure that all members of your platoon have their authorized clothing and equipment and that they are being maintained as prescribed.
- h. You must be thoroughly familiar with JROTC regulations as outlined in the Cadet Guide SOP.
- i. If a member of your platoon asks a question and you do not know the answer, state that you do not know the answer, but that you will find the answer for him. Then find the answer to his question and at the next formation inform the entire platoon of the question and the answer. You are not expected to know everything but it is expected that you will be able to know where to look for information and find answers.
- j. Enforce all orders and instructions from the Company Commander even though you may not personally agree with them.
- k. Don't complain, especially in the presence of your subordinates.
- l. Ensure that the Platoon Sergeant forms the platoon in the prescribed area at the appointed time.
- m. Develop a spirit of teamwork in your Platoon so that you get willing obedience and cooperation.
- n. You must have a thorough knowledge of all phases of drill and ceremonies (FM 22-5). You must be able to supervise or conduct squad and platoon drill. If you are the senior officer present, you must be able to conduct company drill. Always be prepared to teach a class. It is most embarrassing to try to teach a class when you are unprepared.
- o. Make an effort to resolve all leadership, training, and disciplinary problems at the Platoon level. If you cannot solve a problem, seek the advice of your Company Commander.
- p. Remember, the success achieved by the cadet battalion depends primarily upon the Platoon Leaders and the Squad Leaders. Set a high standard of personal appearance and duty and demand that all of your cadets meet that same high standard.
- q. Platoon Leaders: The Platoon Leaders are responsible for:

- (1) Drill.
- (2) Discipline.
- (3) Neatness of his platoon.
- (4) Making recommendations to the Company Commander as to any disciplinary problems, promotions and reductions.
- (5) Perform other duties as required by the Company Commander.
- (6) The ranking Platoon Leader will take command in the absence of the Company Commander, XO and Training & Supply Officer.

Duties of the Cadet Training and Supply Officer: Performs functions as appropriate/ shown, for Company Commander (Page 34-35)

Duties of the Cadet Brigade/Battalion Command Sergeant Major (CSM): The Cadet Brigade/Battalion Sergeant Major is the senior NCO of the Cadet Brigade/Battalion. As such he supervises the other NCOs on the Brigade/ Battalion staff as well as the Company Noncommissioned Officers. His duties include:

- a. Receiving lists of absentees from cadet Company First Sergeants and turning them in to the Adjutant.
- b. Assisting the Adjutant in the formation and alignment of the Cadet Brigade/ Battalion.
- c. Assisting subordinate NCOs, the Executive Officer and the Adjutant in administrative details.
- d. Assuming command of the Cadet/Brigade Battalion in the absence of all officers.
- e. Keeping the Brigade/Battalion Commander informed of all disciplinary problems as well as recommendations from Battalion Sergeant Majors/Company First Sergeants as to promotions and reductions.
- f. Performing such duties as required by the Brigade/Battalion Commander.
- g. Responsibility for sick call during drill periods.
- h. Responsibility for ensuring that the flag is raised/lowered during school days.
- i. Responsibility for training of Color Guard and Guidon Bearers.
- j. Consolidation and turn in to the Brigade CSM the merits, demerits and recommendations for promotion and/or reduction.
- k. Ensuring that the Battalion CSM/First Sergeants are performing their duties.
- l. Making recommendations to the Brigade/Battalion Commander as he may deem necessary, i.e., promotions, and dismissal from the Corps, etc.

Duties of the Cadet Assistant Brigade/Battalion S1, S3, S4, S5 NCO: Performs functions as shown/appropriate pertaining to the primary staff position, and as directed and supervised by the primary Brigade/Battalion Staff Officer.

Duties of the Cadet Company First Sergeant: The Cadet Company First Sergeant is the senior NCO of the Company. His duties include:

- a. Responsibility for initial formation and alignment of the Cadet Company.
- b. Receiving absentee reports from Platoon Sergeants and submits to the Sergeant Major.
- c. Ensuring that all members of the Company are properly uniformed and armed with the correct weapon.
- d. Assists Company Commander and Executive Officer in administrative details as directed.
- e. Must be thoroughly familiar with all phases of Company, Platoon, and Squad drill and ceremonies.
- f. Assuming command of the Company in the absence of all officers.
- g. The 1SG is responsible to the Company Commander for any action that takes place within the company.
 - (1) He will see that the Platoon Sergeants are performing their duties in a military manner.
 - (2) Give the Battalion Sergeant Major a report of absentees, merits and demerits.
 - (3) Make recommendations for promotions and/or reductions to the Company Commander.

Duties of the Cadet Company Training, Admin and Supply NCO: Performs functions as shown/ appropriate for Company Commander **(Page34-35)**, and as directed and supervised by the Company Training, Admin and Supply Officer.

Duties of the Cadet Platoon Sergeant: The Cadet Platoon Sergeant is the first supervisor above the Squad Leader in the chain of command. He should know the weaknesses and strengths of each cadet within the Platoon. The Platoon Sergeant must set the example and must be a superior instructor. The primary concern of the Platoon Sergeant is the training of the platoon and supervising the Squad Leaders. Some of the specific duties of the Platoon Sergeant are:

- a. Enforce the orders and instructions of the Platoon Leader.
- b. Supervise the Squad Leader's inspection at formations.
- c. Ensure that Squad Leaders inspect their squads as to uniform fit, cleanliness and condition.
- d. Form the platoon in the prescribed area at the appointed time.
- e. Know and follow correct procedure for forming the platoon and receiving the report from the Squad Leaders.
- f. Develop a spirit of teamwork in your platoon.
- g. You must have a thorough knowledge of Platoon and Squad drill and ceremonies (FM 3-21.5).
- h. You must know and require the members of the platoon to know the provisions of the JROTC Cadet Guide/SOP.

i. Be prepared to assume command of the Platoon during the absence of the Platoon Leader.

j. The Platoon Sergeant is responsible for:

(1) Appearance of all members of his platoon.

(2) Accounting for all members of his Platoon through the Squad Leaders and reporting any absence to the First Sergeant.

(3) Assisting in inspections.

(4) Ensuring all cadets are clean- and have proper haircuts.

(5) Ensuring cadets wear clean pressed uniform w/brass properly wiped off of daily smudges , unless otherwise directed to shine.

(6) Ensuring that cadets' shoes are shined.

(7) Make recommendations for promotions and/or reductions to the First Sergeant.

(8) Perform other duties as required by the Platoon Leader/First Sergeant.

Duties of the Cadet Squad Leader: The Cadet Squad Leader is the most important individual in the chain of command. In the classroom or on the drill field, the success of the unit depends upon you. Since you are responsible for a squad of cadets, your job is never done. You must set the example at all times; you must convince the other members of your squad that you are the most capable member of the squad. The success of the squad, the platoon, the company, maybe even the entire battalion may depend upon your performance as Squad Leader. Here are some of your specific duties:

a. Inspect your squad's personal appearance at each formation.

b. Inspect each cadet for authorized clothing and equipment and ensure that each is being maintained properly.

c. Inspect all weapons assigned to your squad. Ensure that each cadet is issued a weapon card and that he knows the serial number of that weapon.

d. Report to your Platoon Leader any loss or damage to school or Government property.

e. Assist members of your squad who may be having difficulty with drill or other subjects.

f. Establish a chain of command within your Squad.

g. Use your Fire Team Leaders to the maximum of their ability.

h. Report to your Platoon Sergeant any failure to obey orders or regulations.

i. You must know the provisions of the Cadet Guide/SOP and be well versed in all phases of squad and platoon drill.

j. If you are asked a question to which you cannot answer, so state, but find the answer and inform the cadet and the squad at the next opportunity. Never try to "bluff" your way through a question or answer.

k. Remember, you are the doer: You are the person who gets things done. You must ensure that each cadet learns what is expected, does what is expected, and conducts himself as expected. If you can accomplish this with your squad, then you will have the best Battalion in the Cadet Brigade.

l. The Squad Leader is responsible for:

- (1) Appearance of all members of his Squad.
- (2) Rendering to the Platoon Sergeant a correct report on the status of members of his squad.
- (3) Informing the Platoon Sergeant of squad members having improperly fitting uniforms.
- (4) Making recommendations for promotions and/or reductions to the Platoon Sergeant.
- (5) Performing other duties as required by the Platoon Sergeant.

Duties of the Cadet Fire Team Leader: The Senior Cadet Fire Team Leader is the next in command under the Squad Leader. The duties of a Fire Team Leader include:

- a. Training members of his fire team.
- b. Ensuring that all members of his team are in the correct uniform.
- c. Ensuring that his fire team is at the proper place at the proper time.
- d. Being well versed in all phases of Squad and Platoon Drill.
- e. Must be able to assume command of squad in the absence of the Squad Leader.
- f. Performing duties as required by the Squad leader.

Duties of the Cadet Color Guard Commander: The Color Guard Commander is the senior member of the Color Guard. He is responsible to the Brigade Command Sergeant Major for:

- a. Training of Color Guard members.
- b. Conduct and appearance of team members.
- c. Informing team members of participation in training and/or special events.

Duties of the HHD and Band Cadet First Sergeants: The Cadet First Sergeant is senior cadet member of the HHD and Band. His duties are identical to those as indicated for the Cadet Company First Sergeant as they pertain to the HHD and Band. **(Page 34-36)**

Duties of each individual cadet: Each cadet of the Brigade is responsible for:

- a. The cleanliness and upkeep of his uniform.
- b. Personal appearance:
 - Haircut and shave.
 - Brass wiped off of daily smudges and shine brass only when directed.
 - Shoes shined. (No cracks, tears, serviceable)
 - Uniform accessories properly worn.
- c. Cleanliness of individual weapon. (Drill Team and Color Guard Members)
- d. Being on time, in proper uniform, doing what he is told to do.
- e. Reading JROTC bulletin board daily.
- f. Reading and understanding the JROTC Cadet Guide /SOP.

SECTION XII - CORPS OF CADETS ORGANIZATION

1. The Corps of Cadets will be organized as follows:

a. The Corps will be organized as a Brigade consisting of three Battalions. Each Battalion will have three companies (see below). The total number of cadets enrolled will determine the actual organization.

b. Each Company will consists of a Company Headquarters and not less than two nor more than three Platoons.

c. Each Platoon will have three Squads.

d. Each Squad will have a minimum of three members.

e. The HHD and Band will be organized as a separate unit under the control of respective battalion commanders.

f. The Color Guard will be organized as a separate unit under the control of the Brigade Command Sergeant Major.

1st BN Consists of HHD, A, B
2nd BN Consists of C, D, Band
3rd BN Consists of E, F, G

2. Authorized Positions and Ranks:

a. The following positions and ranks are authorized within the Corps of Cadets. The SAI, with the help of the cadre, will determine which positions shall be filled.

JROTC BRIGADE

<u>POSITION</u>	<u>AUTH RANK</u>	<u>CDT OFF</u>	<u>CDT NCO</u>	<u>OTHER CADETS</u>
BRIGADE CDR	COL	1	0	0
XO	LTC	1	0	0
BDE CSM	CSM	0	1	0
S-1	LTC/SGM	1	1	0
S-3	LTC/SGM	1	1	0
S-4	LTC/SGM	1	1	0
S-5	LTC/SGM	1	1	0
Assist. S-1	MAJ/MSG	2	2	0
Assist. S-3	MAJ/MSG	2	2	0
Assist. S-4	MAJ	1	0	0
Assist. S-5	MAJ/MSG	1	1	0
ORD OFF	MAJ/MSG	1	1	0
COLOR SGT	SSG	0	1	0
COLOR BEARER	SSG	0	1	0
GUARD	SGT	0	2	0
BATTALION CDR	LTC	3	0	0
BN EXEC OFF	MAJ	3	0	0
BN CSM	CSM	0	3	0
BN S-1	CPT/MSG	3	3	0
BN S-3	CPT/MSG	3	3	0
BN S-4	CPT/MSG	3	3	0
COMPANY CDR	CPT	9	0	0
XO	1LT	9	0	0
TRNG/ADMIN/SUP OFF/ 1 per line Co	1LT	7	0	0
PLT LDR	1LT	14	0	0
1SG	1SG	0	9	0
TRNG/ADMIN/SUP NCO/ 1 per line Co	SFC	0	7	0
PLT SGT	MSG	0	14	0
SQD LDR	SFC	0	48	0
FIRE TEAM LDR	SSG	0	42	0
GUIDON BEARER	SSG	0	9	0
CO CLERK	CPL	0	0	7
OTHER CADETS	CPL -- CDT	0	0	140
HHD/BAND CDR	CPT	0	0	0
XO/PLT LDR	1LT	0	0	0
1SG	1SG	0	0	0
TRNG/SUP NCO	1SG	0	0	0
CDT	SGT -- CDT	0	0	22

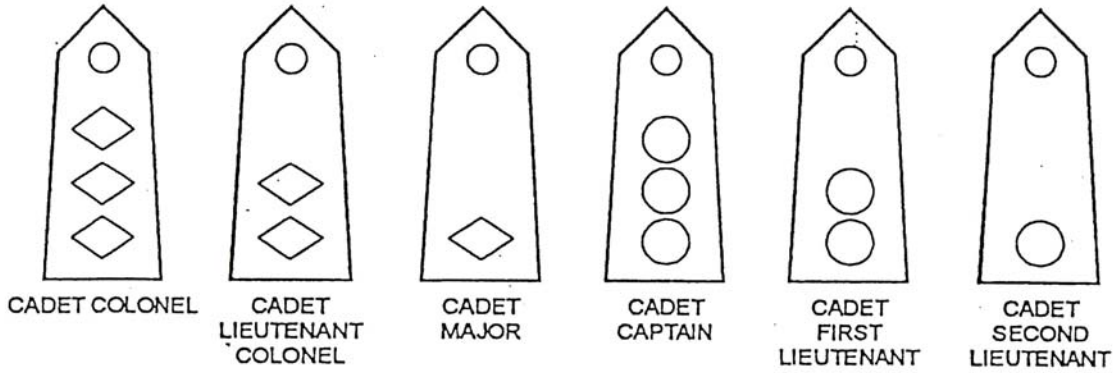
b. The ranks shown above are the highest ranks authorized for each position. SAI and Cadre will determine the individual cadets' qualifications and degree of responsibility each position carries in arriving at the rank in which appointments will be made.

JROTC Arms Room Policy

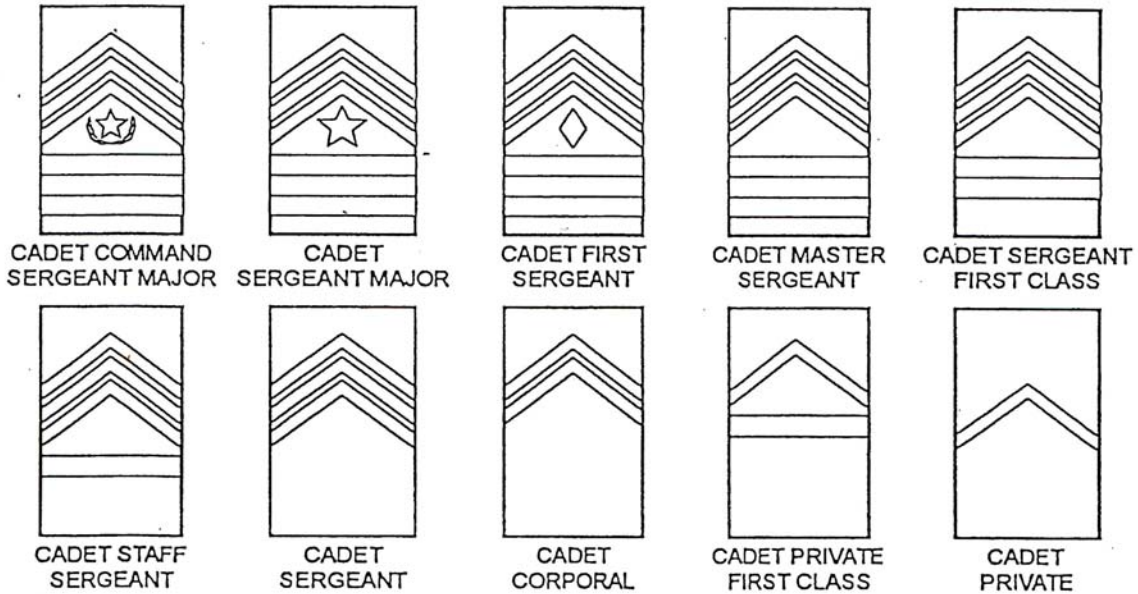
1. Only JROTC Cadre is authorized to open the arms room.
2. No more than five cadets are allowed in the arms room during weapons issue or turn-in.
3. When the Arms room is open for drill a Brigade staff member must be present at all times.
4. An officer must accompany their unit to the Arms Room during the issue and turn-in of weapons.
5. Unauthorized personnel in the arms room will be punished.
6. No food or beverages are allowed in the arms room.
7. Access to the Arms Room is allowed for official business only.
8. Only a school ID card will be left in the rifle slot when drawing a weapon. **In the event that a cadet does not have his school ID card, the cadet will fill out a locally produced rifle card.**

ANNEX A
CADET OFFICER AND CADET INSIGNIA OF GRADE
 (Cloth Ranks Only)

**INSIGNIA OF GRADE FOR
 CADET OFFICERS**



**INSIGNIA OF GRADE FOR
 CADET ENLISTED PERSONNEL**

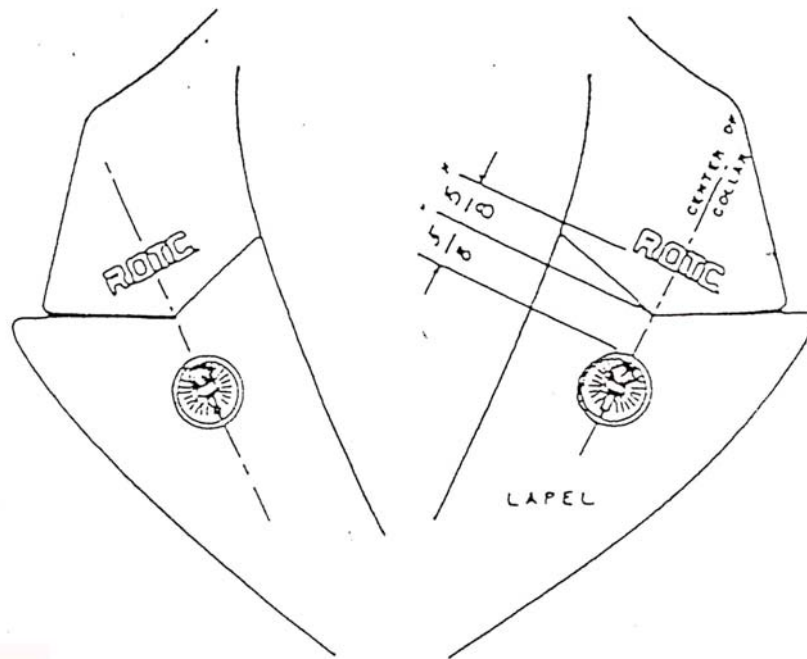


WEARING OF DISTINCTIVE SCHOOL INSIGNIA-All Cadets

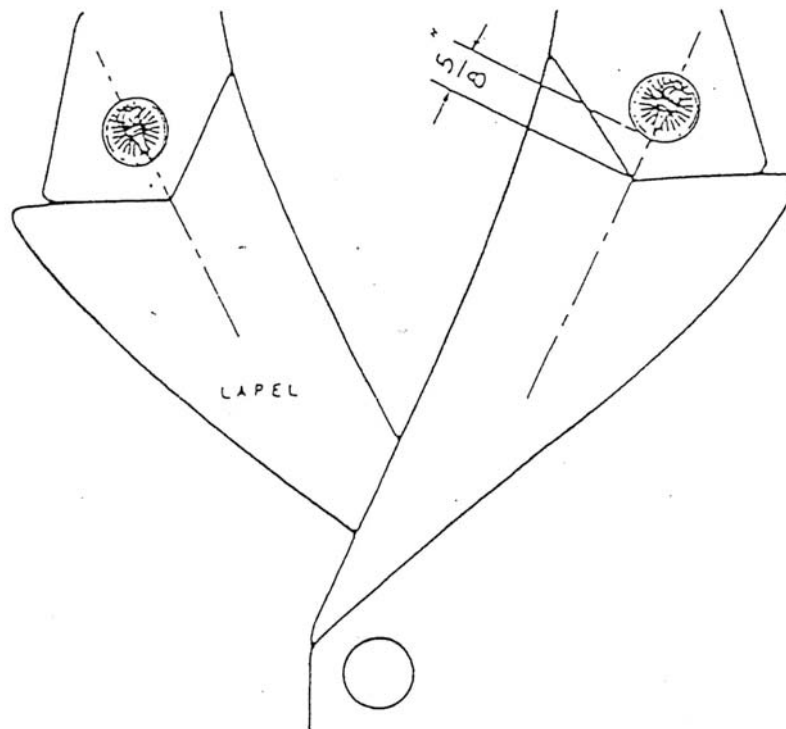
The Distinctive School Insignia will be worn centered on the right breast pocket.



COAT INSIGNIA ALIGNMENT -- CADET OFFICER AND OTHER CADETS

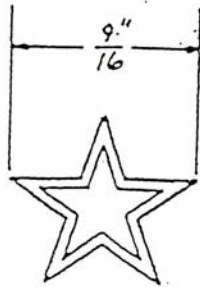


Corps and collar insignia (JROTC) on cadet officer coat.



CADETS (ALL OTHERS:)

WEARING OF HONOR UNIT AND ACADEMIC ACHIEVEMENT INSIGNIAS



Honor Unit (blue)

Honor Unit With Distinction (gold)

Honor unit
Honor unit with DISTINCTION insignia

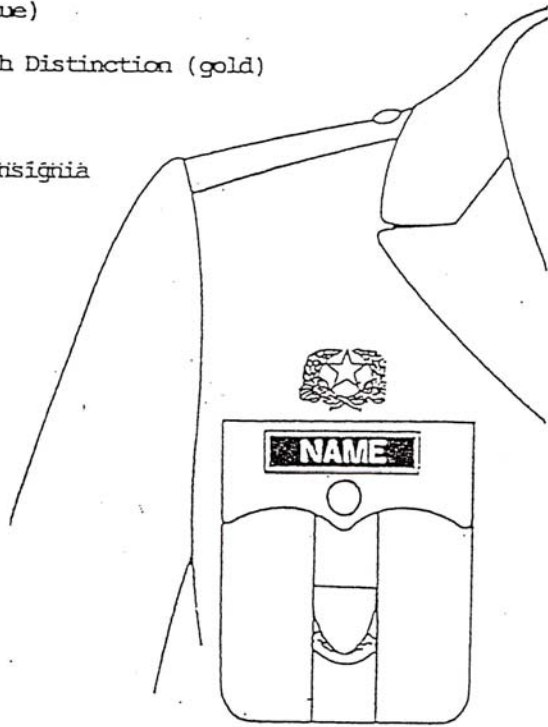


Academic Achievement Insignia



Academic Achievement Insignia
with
Honor Unit (blue)

or
Honor Unit with Distinction (gold)



Honor unit insignia.

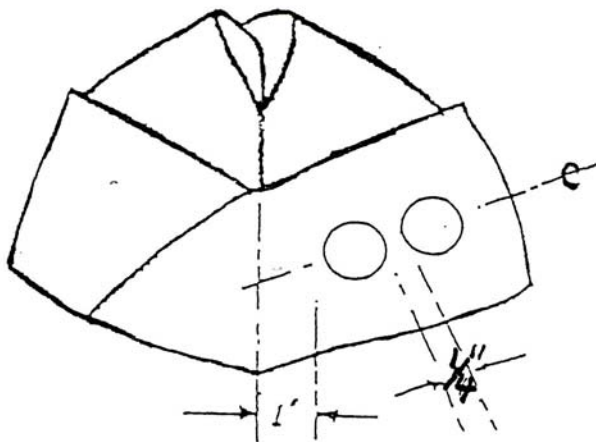
Honor unit/honor unit with distinction insignia (STAR) must be centered $\frac{1}{4}$ " above the right pocket. When wearing the academic achievement insignia, the honor unit/honor unit with distinction insignia REMAINS centered above the right pocket and the academic achievement insignia surrounds the "STAR".

$\frac{1}{2}$

JROTC INSIGNIA ON HEADGEAR

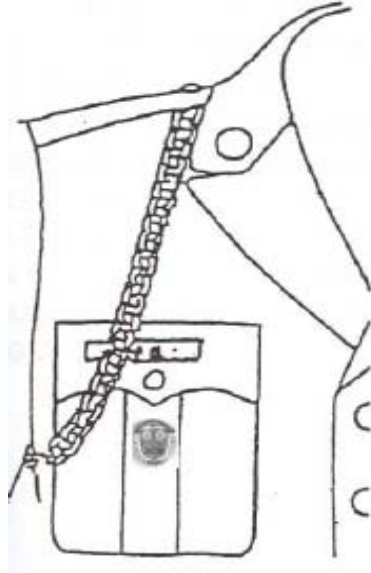


JROTC insignia on garrison cap is worn one inch from center crease and centered on the full panel.

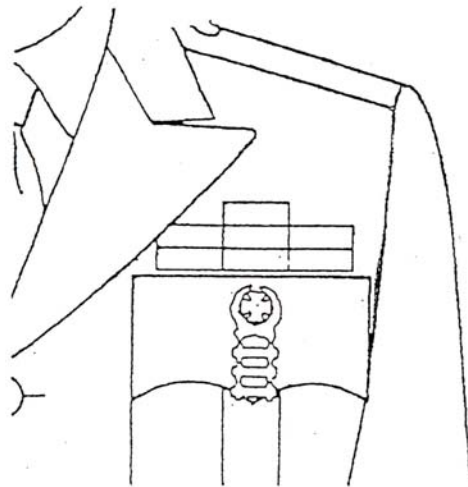


CADET OFFICERS WEAR
INSIGNIA OF RANK ON THE GARRISON
CAP AS SHOWN ABOVE.

SHOULDER CORDS



School Cord: For Wear by all JROTC cadets. Maroon and white colors inter-twined. Worn on right shoulder

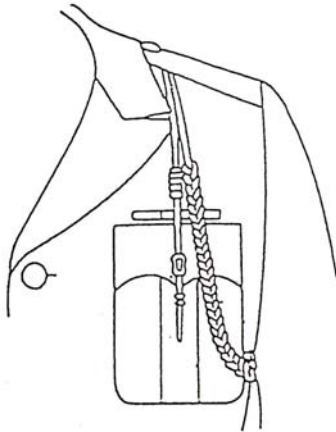


Cadet Ribbons

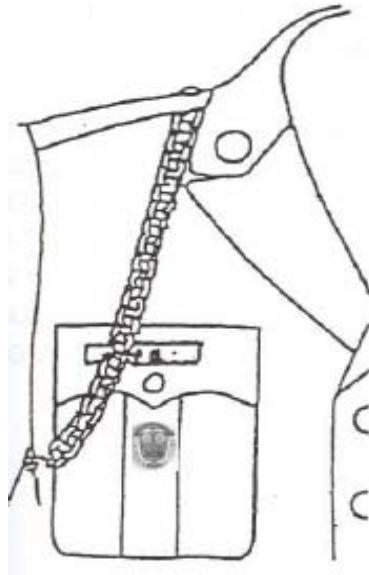
DRILL TEAM: Worn by all members of drill team. White in color with brass tip.
RIFLE TEAM: Worn by varsity rifle team members. Maroon in color with brass tip.
COLOR GUARD: Worn by members of color guard. White in color with brass tip.
BAND: Worn by all band members. White with brass tip.

All special team shoulder cords are worn on left shoulder

WEARING OF RIBBONS, MARKSMANSHIP BADGES, AND NAME TAG



Left Pocket Ribbons are to be worn in order of precedence over left pocket of coat or shirt. First row of ribbons is to be worn 1/8 " above the pocket. Marksmanship badges are to be worn 1/8" below the top of the left pocket.



Right Pocket The name tag will be worn on the flap of the right breast pocket, Centered between the top of the button and the top of the pocket.

WEARING OF BLACK SWEATER AND WINDBREAKER

A. BLACK PULLOVER SWEATER

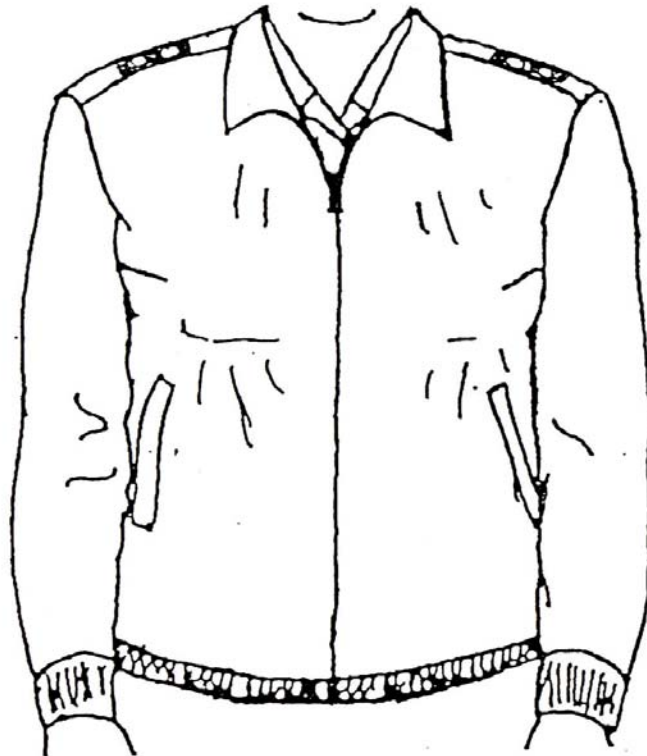
1. The pullover sweater is optional.
2. It is 100 percent wool or 100 percent acrylic, black, V-neck with shoulder, elbow and chest polyester and cotton fabric patches.
3. The sweater is authorized for optional wear with the Class B uniform. The short-sleeve shirt collar, when worn without a tie, will be work outside the sweater. The pullover sweater may also be worn under the black windbreaker. When worn under the windbreaker, it must not show below the windbreaker. All Cadets with the grade of private or higher will wear shoulder marks indicating insignia of rank. The name plate will be worn centered ½ inch above the bottom of the patch and the BC Distinctive Unit Insignia (DUI) will be centered from left to right, top to bottom above the nameplate. The sleeves of the sweater will not be rolled or pushed up above the wrist.



Sweater, pullover

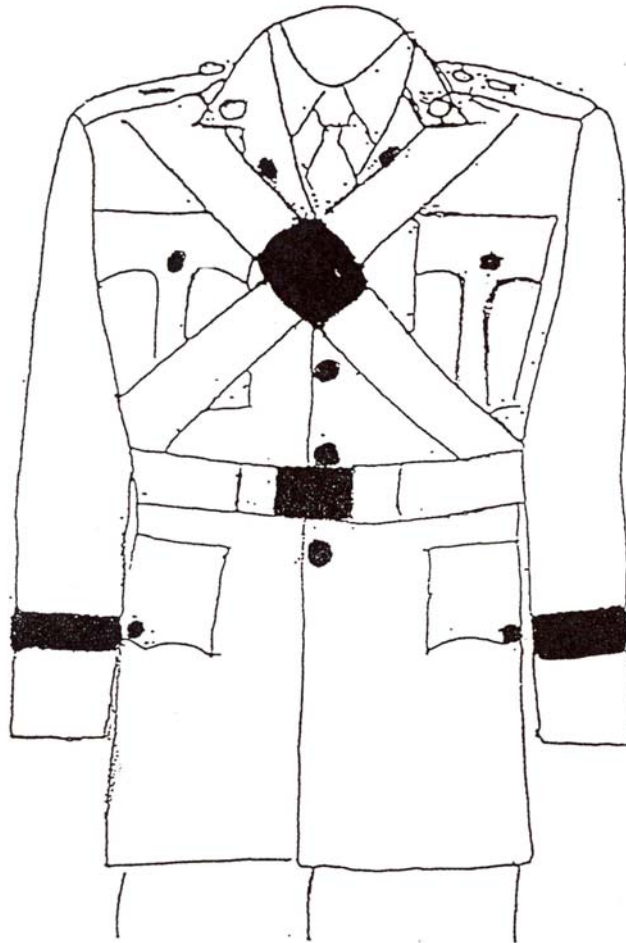
B. BLACK WINDBREAKER JACKET

1. The windbreaker is optional.
2. It is made of polyester and wool (65/35), black, and has a removable liner. The Cadet Officer windbreaker has a knit collar, knit cuffs and knit waistband. The windbreaker worn by all other cadets has a standard collar, knit cuffs and knit waistband.
3. The windbreaker is authorized for optional wear with the Class B uniform. The windbreaker will be worn zipped to at least the top of the second button from the top of the shirt. All cadets private and higher will wear shoulder marks on the windbreaker shoulder loops.



Windbreaker worn by Officers, NCO's , and Cadets.
(Shown with the shoulder marks)

WEARING OF OLD SCHOOL UNIFORM



All insignia are worn as on the Class A uniform, except that the unit crests are worn on the lapels.

Officers will wear Sam Browne and sash as shown on page 55.

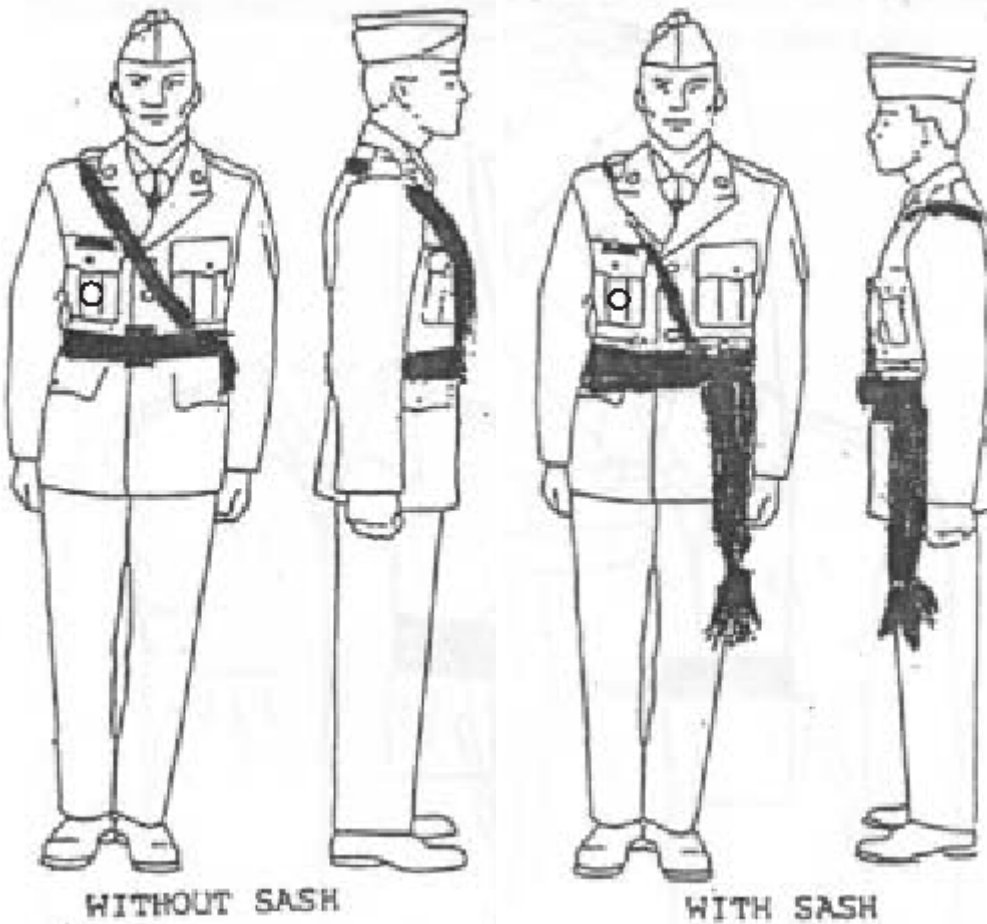
Other cadets will wear a cross belt as shown above.

White shirt and black tie will be worn with this uniform.

Cadets will wear the pin on ranks with this uniform.

WEARING OF THE Sam Browne BELT – WITH OR WITHOUT A SASH

The Sam Browne belt, named after General Sir Samuel J. Browne (1824-1901), a British Army officer, is a military belt with one or two diagonal shoulder straps, usually one across the right shoulder. It is designed to carry the weight of a pistol or sabre.



The Sam Browne belt will be worn with the strap going under the shoulder loop of the coat, or shirt, when worn as an outer garment. The strap is positioned under the right loop.

ANNEX B

SYMBOLISM OF THE BENEDICTINE MILITARY SCHOOL'S UNIT CREST



1. The Medal or Cross of Saint Benedict:

On the arms of the cross are the initial letters of a Latin prayer: Crux sacra sit mihi lux! Numquam draco sit mihi dux! (May the holy cross be my light! The dragon never is my guide!) CSPB: Crux Sancti Patre Benedicti: The cross of our Holy Father Benedict. Above the cross is the word PAX (Peace) - a Benedictine motto for centuries.

Around the margin: Vade Retro Satana | Numquam suade mihi vana | Sunt mala quae libas. Ipse venena bibas! (Begone, Satan! Tempt me not with your vanities!) What you offer me is evil. Drink the poisoned cup yourself!)

2. Seal of State of Georgia - Founded 1776

3. The founding abbot of Belmont Abbey was Leo Heid, OSB. Latin word for lion is "Leo". The 10 stars represent the 10 Benedictines who were with him. Benedictine monks from Belmont Abbey founded Benedictine Military School in 1902.

4. The lamp of learning and book of knowledge.

At the bottom of the shield is the Latin word for peace supported by olive branches - symbols of peace. The eagle, a symbol of our country, is above the shield, clutching olive branches and arrows, symbolizing Peace and Defense

ANNEX C
DISCIPLINARY BOARD PROCEDURES

The Disciplinary Board will meet when necessary. Cadet officers and JROTC cadre will make referrals. Once a referral has been made to the board president the time to investigate and dispose of the matter will be no more than 5 continuous school days.

The Disciplinary Board will normally consist of seven cadets: Brigade Executive Officer (president), Brigade S-1 (recorder), two Battalion Commanders and three Company Commanders. No person who has pressed charges against an individual may sit on the board.

The board president should consider the circumstances leading up to the case. He should also base each case on whether it is the first, second, or third offense.

The Disciplinary Board will be authorized to reduce any cadet that comes before it three ranks as a maximum. Any reduction of more than three ranks must be approved by the SAI. Additionally, the board will be authorized to recommend demerits and additional JROTC training (Jug) as part of the punishment. All board judgments must be approved by the SAI before it takes effect on the individual concerned. Furthermore, the SAI may reduce the board's punishment if he feels it is too severe, but he cannot change the punishment to a more severe punishment.

The president will control board proceedings. After an investigation of the case at hand has been completed, the president will call the Disciplinary Board into session, and call the individual concerned into a hearing. The charges will be read to the accused. After hearing the charges the accused individual will be given an opportunity to present any evidence and witnesses on his behalf to the board. Once he has finished the individual will be told to leave the room and a judgment will be made on his case. All members will vote by secret ballot "guilty" or "not guilty" and turn it in to the president. The majority vote will be the board's decision. Once judgment has been passed the individual concerned will be called back into the room and the board's decision will be read to the individual by the president.

In cases where the board renders a guilty decision the accused individual will be given an opportunity to present matters in mitigation or extenuation. Once he has finished, the individual will again be told to leave the room and all board members will again vote by secret ballot on the amount of punishment to be given and give it to the president. Majority vote will decide the punishment. Once the board has determined the amount of punishment as a verdict, the individual will be called back into the room and the verdict will be read to the accused by the president.

Before the board is adjourned the board president will inform the board members that the board's decision is not final until the SAI has reviewed and approved the case. The board president will ensure that a written overview of the proceedings are prepared for the SAI.

ANNEX D
JROTC INSPECTION PROGRAM
 UNIT VISIT and REGION FORMAL INSPECTION (RFI) PROCEDURES

1. The JROTC inspection program is a three-year cycle consisting of a **Unit Visit**, and a **Formal Inspection**. The results of these visits and inspections will be used to determine a units rating. **Honor Unit With Distinction, Honor Unit, Satisfactory, Unsatisfactory** The purpose of the JROTC inspection program is to evaluate JROTC Programs to ensure that they are in compliance with the standards established by the US Army and 1ROTCR.

2. A typical visit or inspection agenda is as follows:

<u>TIME</u>	<u>EVENT</u>
0800 - 0805 HR	Meeting Inspection Team by SAI and Cadet Brigade Commander
0805 - 0815 HR	Meeting with Principal.
0815 - 0845 HR	Cadet staff briefing.
0845 - 0900 HR	Tour of facilities.
0900 - 1030 HR	Cadet Brigade In-Ranks Inspection.
1030 - 1200 HR	Administrative Inspections: S-1, S-3 ,S-4 ,and S-5
1130 - 1200 HR	Inspector General Complaint Period
1200 - 1230 HR	Lunch
1230 - 1400 HR	Administrative Inspections: S-1, S-3, S-4, and S-5 ; Curriculum Questions
1400 - 1430 HR	Inspection team critique preparation
1430 -	Out briefing

3. Cadet participation in the RFI will begin immediately after homeroom. Cadets, less those involved in the briefings, will move directly to the gym to form up in their units. See page 61 for the lay out of units in the gym for the inspection. If enough inspectors are available the entire brigade will form in the gym at the same time to undergo the inspection. If there are not enough available inspectors to adequately inspect the brigade, a modification will be made and the schedule will reflect one battalion at a time being inspected in the course of one class period per battalion.

4. Part of the RFI includes the in-ranks inspection as outlined above. In the course of the in-ranks inspection each cadet in the brigade will be personally inspected including being asked questions.

5. Upon completion of the in-ranks portion of the inspection, cadets will return to their normal class schedule.

6. The Drill Team will participate in a graded dismounted drill movements consisting of a sequence of commands used in the State Drill competition.

7. Upon completion of the Drill Team Sequence the Color Guard will perform using the State Color Guard Sequence.

8. Upon completion of the in-ranks inspection those cadets not participating in other areas of the inspection will be dismissed to attend normal scheduled classes.

9. Part of the Region Formal Inspection involves the setting aside of time for a complaint period so individuals associated with the JROTC program (cadets, cadre, faculty, parents) can meet with the Acting Inspector General. The announcement pertaining to the complaint period will be published and posted on the JROTC and school bulletin boards several weeks in advance of the inspection. It is normally held from 1130-1200 hours in the school conference room. Prior to presenting a complaint to the inspecting personnel, individuals should consider whether their complaints may be solved more quickly and simply by referring them to their immediate chain of command, JROTC cadre members or the SAI.

10. During the lunch portion of the inspection day, cadre, cadets, and the inspecting team will eat with school officials. Cadets include BDE CDR, BN CDR's, BDE Primary Staff Officers, CO CDR's and PLT LDRs of units winning PLT of the Semester and the BDE CSM.

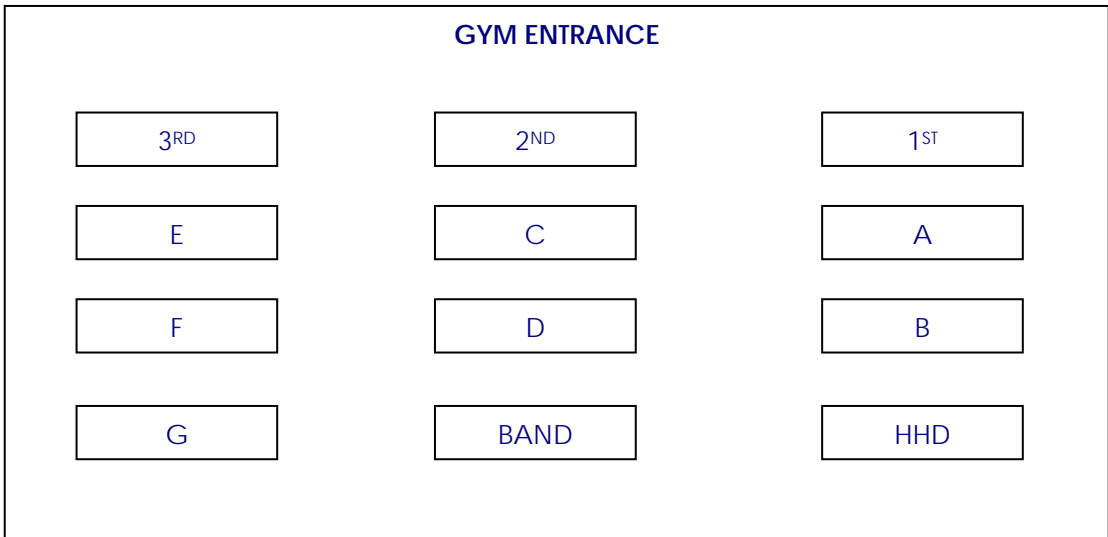
11. During lunch, and under the direction of the BDE XO, the BDE staff will prepare their responsible areas for inspection. When the inspecting party returns from lunch the BDE staff will be formed up in front of C-2 awaiting the beginning of the staff inspection. BDE staff members will undergo this inspection by answering questions and providing material, reports and documents requested by the inspecting party. Once a staff sections portion of the inspection is complete, the staff officer will report this to the BDE XO. That staff section will be dismissed to return to their normal class schedule.

12. When the entire inspection is completed a debriefing will be presented at the designated time in Room C-2 to the Principal and JROTC cadre. Cadets to attend the debriefing include: BDE and BN CDRs, BDE XO and BDE Staff Officers BDE Staff SGM's and BDE CSM.

13. Gym layout for the RFI:

IN-RANKS INSPECTION PROCEDURES FOR RFI GYMNASIUM FLOOR

BRIGADE STAFF



RFI IN RANKS PROCEDURES AND TYPES
OF QUESTIONS THAT MAY BE ASKED

1. Cadets are expected to be at their very best in personal appearance at the time of the inspection. When the inspector halts and faces the cadet, the cadet will sound off giving his cadet rank, last name, and LET level followed by "Sir", Example: "Cadet Private First Class Smith, LET I, Sir". As the inspector looks at the cadet's personal appearance he may ask the cadet one or more questions testing his military knowledge. When asked a question by an inspector the cadet will begin by rephrasing the question and then providing the answer. Example: If inspector asks "What is the serial number of your assigned weapon?" the cadet will answer "Sir, the serial number of my weapon is 123456". When asked a question that the cadet cannot answer the cadet should respond "Sir, I do not know".

2. All cadets are responsible for knowing their chain of command from the first cadet leader in their chain up to the Commander-In-Chief. A current copy of the chain of command will be posted on the JROTC bulletin board. The format is as shown below:

BENEDICTINE MILITARY SCHOOL, JROTC CADET BRIGADE CHAIN-OF-COMMAND

<u>TITLE</u>	<u>NAME</u>
Commander-In-Chief	
Secretary of Defense	
Secretary of the Army	
Chief of Staff, US Army	
US Army Training & Doctrine Command	
CG US Army Accessions Command	
US Army Cadet Command	
6 th Brigade Commander	
Senior Army Instructor	
Cadet Brigade Commander	
Cadet First Battalion Commander	
Cadet Second Battalion Commander	
Cadet Third Battalion Commander	
Cadet Company Commander	
Cadet Platoon Leader	
Cadet Brigade CSM	
Cadet First BN CSM	
Cadet Second BN CSM	
Cadet Third BN CSM	
Cadet Company First Sergeant	
Cadet Platoon Sergeant	
Cadet Squad Leader	

3. The following are recurring types of questions and areas looked at during the in-ranks portion of past RFI inspections.

- Do you like the JROTC program? Will you continue to stay in the program?

APPEARANCE AND UNIFORM

- Haircut policy? Explain.
- Mixture of buttons on uniform.
- Sole & heel dressing on shoes.
- Alignment of buttons on uniform - some were upside down.
- Missing name tags.
- Patches not sewn on correctly.
- Missing ribbons - bar missing a ribbon.
- Dirty shoes.
- Hand sewn patches.
- Placement and alignment of Gold Star.
- Placement and alignment of nametag.
- Placement and alignment of ribbons.
- Knowledge of ribbons worn.
- Mixing of new and old coats and pants.
- School patch - Meaning?
- School cord - Significance?
- Academic achievement wreath - meaning?
- Meaning of Gold Star?

MAP

- Colors on a map - What are they - What do they signify?
- Map reading - intersection, resection-What is the difference, rule for determining a back azimuth.
- How many meters are in a grid square?

LEADERSHIP

- Define leadership.
- Two types of leadership styles?
- Squad leaders' knowledge of members names.
- All leaders - How many cadets assigned to your unit?
- Question to leaders "Did you inspect/check your cadets today?"
- Chain-of-command questions.
- When and where is the complaint period?

RIFLE

- Serial # of assigned weapon.
- Steady hold factors associated with rifle marksmanship.
- Why do you look into the bolt area of a rifle at inspection arms?

FIRST AID

- What are the 4 first aid life saving steps?

JUG

- JUG - Knowledge of how it works.

The following are types of questions that may be asked a cadet during the RFI inspection. All cadets must be able to answer all question at their level and the levels below them.

LET- I QUESTIONS

1. Q. What is the mission of JROTC?
A. The mission of JROTC is to motivate young people to be better citizens.
2. Q. What is the key to success in the JROTC program?
A. The key to success in the JROTC program is teamwork.
3. Q. What name is given to the first 10 constitutional amendments?
A. The first 10 constitutional amendments are known as the Bill of Rights.
4. Q. What type of uniform is normally worn during ceremonies, and formal inspections?
A. The Class A uniform.
5. Q. How should the JROTC uniform be worn?
A. The JROTC uniform should be worn with pride.
6. Q. Who is the Commander-In-Chief of the entire Armed Forces?
A. The President of the United States of America.
7. Q. What are the two major categories of rank for ROTC cadets and military personnel?
A. The two major categories of rank are cadet officers and other cadets.
8. Q. What is the rank of a cadet with two silver discs on each shoulder?
A. The cadet with two silver disks on each shoulder is that of Cadet First Lieutenant.
9. Q. A cadet who has a diamond in the center of his chevrons has obtained what rank?
A. The cadet with a diamond in the center of his chevrons is a Cadet First Sergeant.
10. Q. What title is given to the cadet leader in charge of the Company?
A. The cadet leader in charge of the Company is called the Company Commander.
11. Q. When you salute during the playing of "The Star Spangled Banner", who are you saluting?
A. You are saluting the Nation.
12. Q. Who is your Cadet Company Commander?
A. Cadet Captain _____ is my Company Commander.
13. Q. Being a good follower is an important part of what concept?
A. Being a good follower is an important part of being a good leader.
14. Q. What does the position of honor dictate?
A. The position of honor dictates that those of a lower rank walk or sit to the left of those with senior rank.
15. Q. How much education must you have to enroll in JROTC?
A. The minimum is completion of the eighth grade.
16. Q. How do you show respect for the National Anthem when in uniform outside?
A. Stand at the position of Attention, face the music and salute.

17. Q. You normally fall-in and start drill from what position?
A. The position of Attention.
18. Q. During drills, what is the length of a step?
A. A step is 30 inches in length.
19. Q. When talking to an officer, how should you address him/her to show the proper military courtesy?
A. Sir or Madam.
20. Q. What does the flag being positioned at half-staff mean?
A. A sign of mourning.
21. Q. The command Halt can be given on what foot?
A. As either foot strikes the ground.
22. Q. How many steps per minute are required for double time?
A. 180 steps/minute.
23. Q. Blood that is bright red in color and shooting out in spurts is an indication of what type of bleeding?
A. Arterial bleeding.
24. Q. What is artificial respiration used for?
A. Artificial respiration is used to restore breathing.
25. Q. What is likely to happen to a person with a severe injury?
A. A person with a severe injury is likely to go into shock.
26. Q. What are the five basic map colors?
A. The map colors are: red, blue, green, brown, and black.
27. Q. Who is the person in charge of the Benedictine Military School JROTC program?
A. _____ is the Senior Army Instructor.
28. Q. What does the term first aid mean?
A. The term first aid is defined as the first treatment given to a victim before professional medical help arrives.
29. Q. What is the rank of a cadet with one silver disk on each shoulder?
A. The rank of a cadet with one silver disk on each shoulder is a Cadet Second Lieutenant.
30. Q. Who is the Commander-in-Chief of the Armed Forces?
A. The President of the United States.
31. Q. What is the proper length of a half step?
A. Fifteen (15) inches.
32. Q. What does the color blue represent on a map?
A. The color blue represents water.

33. Q. What does the color green represent on a map?
A. The color green represents vegetation.
34. Q. What does the color brown represent on a map?
A. The color brown represents contour elevation and relief.
35. Q. What does the color red represent on a map?
A. The color red represents roads.

LET- II QUESTIONS

1. Q. What are the three characteristics of effective writing?
A. The three characteristics of effective writing are: It must be simple, readable and understandable.
2. Q. What are the three parts of a research paper?
A. A research paper contains an introduction, body and conclusion.
3. Q. What are the three teaching methods types?
A. The three types of teaching methods are lecture, conference and demonstration.
4. Q. What is teamwork?
A. Teamwork is working together to complete assigned tasks on time and with good results.
5. Q. What are the two parts of an oral drill command?
A. The two parts of an oral drill command are the preparatory command and the command execution.
6. Q. What is the Heimlich maneuver used for?
A. The Heimlich maneuver is used to clear a blocked airway.
7. Q. What are the four life-saving steps?
A. The four life-saving steps are:
a. Open the airway and restore breathing and heartbeat.
b. Stop the bleeding.
c. Control/treat for shock.
d. Dress and bandage the wound.
8. Q. What are the two common types of fractures?
A. The two common types of fractures are simple and compound, or closed and open fractures.
9. Q. What is the most common injury caused by exposure to cold?
A. Frostbite is the most common injury caused by exposure to cold.
10. Q. What does CPR stand for?
A. CPR stands for cardiopulmonary resuscitation.

11. Q. What types of measurement are used to calculate distance on a map?
A. Map distance can be measured in miles, meters and yards.
12. Q. What five terrain features are shown on a map?
A. The five terrain features shown on a map are hill, saddle, valley, ridge and depression.
13. Q. What are the base directions used on a topographic map?
A. The base directions used on a topographic map are true north, grid north and magnetic north.
14. Q. What instrument is used to measure a grid azimuth on a map?
A. A protractor is used to measure an azimuth on a map.
15. Q. What instrument is used to measure a magnetic azimuth in a field environment?
A. The compass is normally used to measure a magnetic azimuth in a field environment.
16. Q. In what drill position may a cadet talk?
A. A cadet may talk when in the rest position.
17. Q. What is the correct name for the JROTC torch?
A. The Corps Insignia.
18. Q. What do the colors on the flag symbolize?
A. White - purity; Red - hardiness and valor; Blue - vigilance, perseverance and justice.
19. Q. What is the name of the military organization used to make up the platoon?
A. The Squad.
20. Q. What is the definition of leadership?
A. Leadership is the ability to influence and direct others to accomplish an assigned mission.
21. Q. What is a map?
A. A map is a lined drawing made to scale of the earth's surface as seen from above.
22. Q. What is the rule for reading a set of coordinates?
A. Read to the right and up.
23. Q. Who was the first Commanding General of the Continental Army?
A. General George Washington.
24. Q. What command is given to stop a marching unit?
A. The command is **halt**.
25. Q. How should a cadet report to an officer in his office?
A. Remove headgear, knock and enter when told to do so, approach to with two steps of desk, halt and salute.
26. Q. What are grid reference lines for on a map?
A. Grid reference lines are used to find location.
27. Q. What is likely to happen to a person with a severe injury?

- A. A person with a serious injury is likely to go into shock.
28. Q. How many fire teams are in a rifle squad and what are they called?
A. Two, they are called Alpha and Bravo.
29. Q. How many men are in an infantry rifle squad?
A. Eleven men are in an infantry rifle squad.
30. Q. When the flag is folded correctly, it is in what shape?
A. The flag will be folded in the shape of a triangle.
31. Q. What do the colors on the map usually represent?
A. Red Main roads
Brown Relief features (e.g., contour lines)
Green Vegetation
Black Man-made objects, secondary roads and trails
Blue Water

LET- III QUESTIONS

1. Q. If you had a question on drill and ceremony, what book would you use to find the answers?
A. You would use Field Manual 22-5 - "Drill and Ceremony"
2. Q. How many rifle squads are there in a rifle platoon?
A. There are three.
3. Q. What is the position of the head when executing the command "Eyes Right"?
A. All cadets turn their head to the right except those on the right; they look to the front.
4. Q. What is an azimuth?
A. An azimuth is a horizontal, clockwise angle measured from a known reference point.
5. Q. The difference between a back azimuth and a forward azimuth is how many degrees?
A. The difference is 180 degrees.
6. Q. How many degrees are in a circle?
A. 360 degrees.
7. Q. What is my rank?
A.
8. Q. What is my branch?
A.
9. Q. If you should enlist in the Armed Forces, can you receive an advanced rank?
A. Yes. Three years of JROTC equals PFC, two years of JROTC equals PV2.
10. Q. What military agency is available to your Governor in case of disaster or civil disturbance?
A. The Army National Guard or active Army forces.
11. Q. What should a good training aid accomplish?
A. Interest students, develop understanding and save time.
12. Q. What are the two types of counseling sessions?
A. Personal and performance.
13. Q. What are the three approaches to a counseling session?
A. Direct, nondirect and combined.
14. Q. Define the three approaches to a counseling session.
A. Direct: The leader provides the subordinate with a course of action to take to solve his problem.
Nondirect: The leader allows the subordinate enough leverage to arrive at a conclusion to solve his problem.
Combined: Both the leader and the subordinate provide input into solving the subordinate's problem.
15. Q. What are the two types of human needs?
A. Physical and learned.

16. Q. Security is considered to be what type of human need.?
A. Learned.
17. Q. What are the four indicators of unit effectiveness?
A. Morale, Discipline, Esprit de Corps and Proficiency.
18. Q. What is the definition of Proficiency?
A. Proficiency is the ability of the men in the unit to accomplish the mission.
19. Q. What is the definition of Esprit de Corps?
A. It means having pride, enthusiasm and loyalty in your unit.
20. Q. What is the chain of command?
A. It is successive commanders through which command actions are channeled.
21. Q. What is the commander **alone** responsible for?
A. All that his unit **does** or **fails** to do.
22. Q. What are the five functions that are common to all staff officers?
A. Staff officers:
 Provide information
 Make estimates
 Prepare plans and orders
 Make recommendations
 Supervise the execution of plans and orders.

LET- IV QUESTIONS

1. Q. What is the definition of **Command**?
A. Command is the authority that a commander in the military service exercises over his subordinates by virtue of his rank or assignment.
2. Q. What is the primary purpose of a staff?
A. The primary purpose of a staff is to assist the commander in the exercise of his command responsibilities.
3. Q. What are the two types of staff groupings?
A. **Unit Staff** (XO, S-1, S-2, S-3, S-4, S-5): Principal assistants to the commander, have broad fields of interest, exercise staff supervision over the special staff.
Special Staff: Staff members who assist the commander and unit staff in professional, technical and other functional areas included in but more narrow than the broad fields of interest of the unit staff. Examples of Special Staff are Chaplain, maintenance officer, and medical platoon leader.
4. Q. What are the responsibilities of the Executive Officer?
A. Staff coordination, supervise details of operations and administration, information officer and unit readiness officer, accomplish the desires of the commander.
5. Q. What are the responsibilities of the S-1?
A. Unit strength, personnel and manpower management, health services, discipline, law and order, headquarters management, miscellaneous administrative duties not assigned to another staff section.
6. Q. What are the responsibilities of the S-2?
A. Combat intelligence, counterintelligence, intelligence training.
7. Q. What are the responsibilities of the S-3?
A. Organization, plans, training and operations.
8. Q. What are the responsibilities of the S-4?
A. Supply, movements, maintenance and services.
9. Q. What is the staff sequence of actions in making and executing decisions?
A. Receive the mission, information to commander and staff sections, mission analysis and commander's planning guidance, staff estimates including recommendations, commander's estimate including decision (commander's concept), preparation of plans/orders, approval of plans/orders, issuance of plans/orders, staff supervision/command supervision, mission accomplishment.
10. Q. What are the seven principles of oral communication?
A. Motivation, objective, response, reinforcement, realism, background, appreciation.
11. Q. What are the leadership principles?
A. Know yourself and seek self improvement, be technically and tactically proficient, make sound and timely decisions, set the example, know your unit members and look out for their welfare, develop a sense of responsibility in your subordinates, train your unit members as a team, employ your unit members in accordance with its capabilities.

12. Q. In a group what is expected of the leader?

A. The leader of the group is expected to:

Set goals.

Establish standards.

Motivate performance.

Use subordinates.

Handle disruptive influences.

RFI QUESTIONS:

1. Chain of Command: **(See Current Chain of Command)**
Commander –in-Chief
Secretary of Defense
Secretary of the Army
Army Chief of Staff
CG, TRADOC
CG, US Army Accessions Command
CG, Cadet Command
Commander, Sixth Brigade
Senior Army Instructor
2. What is the Mission of JROTC? To motivate young people to become better citizens.
3. What is the Key to success in JROTC? The Key to success in JROTC is **TEAMWORK**

Cadet Rank Structure:

4. What is a cadet with:

Officer Ranks

Three Diamonds	Colonel
Two Diamonds	Lieutenant Colonel
One Diamond	Major
Three Disks	Capitan
Two Disks	First Lieutenant
One Disk	Second Lieutenant

Enlisted Ranks

Three Stripes Up/three down a star and a wreath	Command Sergeant Major
Three Stripes Up/three down and a star	Sergeant Major
Three Stripes Up/three down and a diamond	First Sergeant
Three Stripes Up/three down	Master Sergeant
Three Stripes Up/two down	Sergeant First Class
Three Stripes Up/one down	Staff Sergeant
Three Stripes	Sergeant
Two Stripes	Corporal
One StripeUp/one down	Private First Class
One Stripe	Private

First AID:

5. What is the Heimlich Maneuver used for? To clear a blocked airway.
6. What is First Aid? The assistance someone provides to an injured person until trained medical personnel arrive.
7. What is mouth-to-mouth resuscitation used for? To restore breathing

Map Reading

8. What are the five basic colors found on a military map and what do they represent?

Blue Water

Green Vegetation

Brown Contour, Elevation, and Relief

Black Manmade Objects

Red Other Manmade Objects and Densely Populated Areas

9. What instrument would you use to determine a magnetic azimuth in a field environment? Compass

10. What instrument is used to determine a grid azimuth on a map? Protractor

11. What are the five major terrain features? Hilltop, Ridgeline, Saddle, Valley, Depression

Drill and Ceremony

12. How many inches in a normal step in marching? 30 inches

13. Which foot can you give the command halt? Either foot

14. What position are you allowed to speak while in formation? The position of "REST".

US Military History

15. Who were the primary antagonist during World War II (who did the US and its allies fight)? Germany, Italy, and Japan

16. What happened on 7 December 1941 in Hawaii? The Japanese attacked Pearl Harbor

17. Who was the Commander of the Revolutionary Army? George Washington

18. What war was fought during the 1960's and 1970's? The Vietnam War

Citizenship and the Constitution

19. What are the first ten amendments to the US constitution known as? The Bill of Rights

20. Which amendment grants the "freedom of Speech"? The First Amendment

21. What age is a US citizen allowed to vote? 18 years old

22. What are the two primary parties? The Democratic and The Republican parties

Current Events

23. What happened in New York City and Washington D.C. on 11 September 2001? Terrorists hijacked airplanes which crashed into the World trade center in New York City and the Pentagon in Washington, DC
24. Which country did the U.S. attack initially in the "War on Terrorism" Afghanistan
25. What military operation was initiated on 21 March 2003? Operation Iraq Freedom
26. What tools are being used in the classroom to assist in the presentation of the curriculum? Classroom performance System (CPS), Walk & Talk Chalkboard, Smart Board , Laptop Computers, DVD player, and DVD's
27. What are the steps to the 4-Phase lesson Plan? Inquire, Gather, Process , Apply
28. Identify two Thinking Maps: Brace Map, Bridge Map, Bubble Map, Circle Map, Double Bubble Map, Flow Map, Multi-Flow Map, Tree Map.

Winning Colors

29. What are the four Winning Colors and what do they each represent?

Brown	Builder
Red	Adventurer
Blue	Relater
Green	Planner

30. What are Winning Colors used for? Winning Colors is used to determine strengths and potential weakness and how to conduct meetings and to capitalize on Strengths and Weaknesses of individuals in group planning?

ANNEX E
JROTC FIRE DRILL PROCEDURES

1. **Inclement Weather Scenario:** Cadets will exit their inclement weather classrooms according to the maps of fire drill procedures posted in each classroom. First Sergeants will check roll once their unit is assembled outside. Company Commanders will remain to ensure that all cadets have exited the room, all lights have been shut off and that the door has been shut. He will then join his cadets and the designated checkpoint.
2. **Cadets in JROTC Offices, Members of the Cadre, Cadets in the Arms Room:** Cadets and the Cadre will file out of the JROTC Department through the east (rear) C-wing exit. They will then proceed to the forest line. The Cadre will inspect the offices and Arms Room to ensure that all cadets have exited the building and are accounted for at the checkpoint.
3. **Cadets on the Plaza:** Cadets in formation (Bde, Bn or Co) will immediately move to the drill field at the sound of the fire alarm under the direction of the Bde/Bn/Co CDRs, with guidance and leadership from the Company CDRs. The Company 1SG will account for Cadets when arriving at the drill field. Any Cadet on the plaza, whether at formation or going to/from an assigned area, will immediately move to his unit at the sound of the fire alarm. Units located on the drill field or football/practice field will remain there.
4. **Cadets in the Cafeteria:** Cadets will gather their belongings and exit the rear cafeteria doors (doors closest to the serving lines) to their appointed assembly point on the drill field. Cadets must have shorts and a pair of shoes on when exiting the building. Cadets will proceed under the guidance of their PLT LDRs to the designated check- point. Each CO 1SG will take roll at their assembly point. CO CDR(s) and BN CDR(s) will remain to shut off lights, close doors and ensure that all cadets have quickly and quietly exited the cafeteria. They will leave after lights out, etc. have been accomplished.
5. **Cadets in the Gym:** The same rules apply for cadets in the gym as in the cafeteria, with the following exception: Cadets exit through the east (rear) gym door and form with their company at the volleyball courts.

ANNEX F
 Benedictine Military School JROTC Department
Cadet Promotion Recommendation

Cadet: _____ Company: _____
 Last Name First Name
 Platoon: _____
 Squad: _____

LET (circle): I II

Please rate the cadet in the following areas using a numerical scale where 1 is poor and 10 is outstanding.

	SQD LDR	PLT SGT	PLT LDR	AVG
Leadership	_____	_____	_____	_____
Drill Performance	_____	_____	_____	_____
Appearance	_____	_____	_____	_____
Military Knowledge	_____	_____	_____	_____

Years Total for Cadet (see Company Admin Officer):

Merits: _____ Demerits: _____ JUGs: _____

Cadet's Current rank: CDT/ _____

Recommend promotion to: CDT/ _____ Not Recommended: _____ (SQD LDR) _____
 CDT/ _____ Not Recommended: _____ (PLT SGT) _____
 CDT/ _____ Not Recommended: _____ (PLT LDR) _____

NOTE: If cadet is not recommended for promotion the cadet must be told why he was not selected. Record these comments in the Additional Comments section (this applies to all evaluators).

Additional Comments towards cadet:

Squad Leader:

Platoon Sergeant:

Platoon Leader:

Company Commander:

When completed return this form to your Battalion S-1.

Cadet Signature: _____

First Sergeant Approved _____ Denied _____ Rank _____

Company Cdr Approved _____ Denied _____ Rank _____

Cadre Acaemic Advisor Approved _____ Denied _____ Rank _____