

**PALOMA VALLEY HIGH SCHOOL
“WILDCATS” NAVY JUNIOR RESERVE
OFFICERS TRAINING CORPS**

CADET HANDBOOK



“Area ELEVEN”

“Distinguished Unit 2013”

“Unit Achievement Award 2004, 2009-2010, 2014”

HONOR, COURAGE, COMMITMENT

***“This Cadet will not lie, cheat, or steal, nor tolerate
anyone who does!”***

PREFACE

Every cadet is expected to be familiar with the contents of this handbook and will be tested on their knowledge at least once each semester. It provides supplemental information that is not contained in Paloma Valley High School student policies and regulations. It is important that parents/guardians be knowledgeable of the special requirements expected of cadets so they can be as supportive as possible.

High standards and accountability are the keys to individual and unit success, and our goal is to continue to build on our successes to make our unit the best possible. With the combined efforts of the instructors, cadets, and parents/guardians – ***we can achieve these goals!***

I will obey and follow the NJROTC rules and regulations and I will give 100% toward improving my self-discipline and academic grades in all classes. I will at the best of my ability maintain a GPA of 2.0 or above with no F's. I have read and understood, and I agree to abide by content of the Cadet Handbook.

Print Cadet Full Name

Date

Cadet signature

I will encourage my child to wear the NJROTC uniform on inspection days and encourage him/her to succeed in academics. I have read and understood the content of the Cadet Handbook and what is expected of my son/daughter.

Print Parent/Guardian Name

Date

Parent/Guardian signature

******Please sign and detach this page and return it to the instructor by******

DATE

TABLE OF CONTENTS

Section I: The NJROTC Program

Subsection Title Page

101.	Authorization
102.	Program Goals and Objectives
103.	Enrollment Requirements
104.	Program Benefits
105.	Curriculum
106.	Weekly class routine
107.	Plan of the Week
108.	Uniform Day
109.	Cadet Performance Record
110.	Probation
111.	Disenrollment
112.	Training Time Out
113.	Pre-Mishap Plan
114.	Physical Fitness Day
115.	Dropping the Program

Section II: Organization

201.	General
202.	Battalion Organization
203.	Billets & Responsibility
204.	Chain of Command
205.	Armed/Unarmed Drill Team
206.	Color Guard
207.	Air Rifle Team/Marksmanship Team
208.	Academic Team
209.	Physical Fitness Team

Section III: Advancement

301.	General
302.	Requirements and Records
303.	Advancement Study Guide
304.	Officer Selection
305.	Transfer of JROTC Cadets

Section IV: Discipline

401.	General
402.	Discipline

- 403. Military Etiquette
- 404. Office Etiquette
- 405. Classroom Etiquette
- 406. Sexual Harassment/Fraternization Policy
- 407. Harassment of another Cadet

Section V: Uniforms

- 501. Uniform Philosophy
- 502. Rules of Conduct in Uniform
- 503. Authorized Wear
- 504. Uniform Responsibilities
- 505. Uniform Appearance
- 506. Care of Uniform

Section VI: Program Administration

- 601. Philosophy
- 602. NJROTC spaces
- 603. Grading
- 604. Field Trips
- 605. Basic Leadership Training (BLT) / Leadership Academy

Section VII: Awards

- 701. Seaman / Petty Officer of the Month
- 702. Seaman / Petty Officer of the Year
- 703. Distinguished Cadet
- 704. NJROTC Student of the Month
- 705. NJROTC Awards/Ribbons/Devices
- 706. School Letter Program

Appendix

1. NJROTC Grading System
2. Classroom Rules
3. Inspection Grading Rubric
4. Advancement Requirements
5. NJROTC Ribbon Awards
6. Organizational Chart
7. Attendance Required
8. Report of Infraction
9. Officer Evaluation Form
10. Enrollment Form
11. Dis-Enrollment Form
12. Ribbon Request
13. Probation / Exit Contract

Notes

1. List of Military Terms (Word) and Acronyms
2. Military Time / Phonetic Alphabets
3. Color Guard Knowledge
4. Traits & Qualities of an Effective Leader
5. Leadership Principles
6. Letter to Leadership
7. Orders to the Sentry

SECTION I: THE NJROTC PROGRAM

101. AUTHORIZATION. The Navy Junior Reserve Officers Training Corps (NJROTC) was established under authority of Public Law passed by the U.S. Congress in 1964 and contained in Title 10, United States Code, Chapter 102, and Section 2031.

102. PROGRAM GOALS AND OBJECTIVES. A student run program, the goals of the NJROTC program are to provide an opportunity for secondary school students to learn about the basic elements and requirements for national security and their personal obligations as American citizens. Specifically, the NJROTC program has the following objectives:

- 1. To promote patriotism.**
- 2. To develop informed and responsible citizens.**
- 3. To promote habits of orderliness and precision.**
- 4. To develop a high degree of personal honor, self-reliance, individual discipline, and leadership.**
- 5. To promote an understanding of the basic elements and requirements for national security.**
- 6. To develop respect for and an understanding of the need for constituted authority in a democratic society.**

Note: Although this program is student ran, the overall responsibility lies on the SNSI/NSI.

103. ENROLLMENT REQUIREMENTS. To be eligible for enrollment and continuance in the NJROTC program, a student must:

- 1. Be a citizen of the United States or a U.S. National or an exchange student at Paloma Valley High School.**
- 2. Be enrolled in and attending a regular course of instruction at Paloma Valley High School or an approved home school equivalent program associated with PVHS.**
- 3. Be of good moral character as determined by the Principal and the Senior Naval Science Instructor (SNSI) of Paloma Valley High School.**
- 4. Be physically fit to participate in NJROTC training. A student is considered physically fit if he/she is fully able to participate in Paloma Valley High**

School's physical education program (to include special needs cadets) and fully able to participate in military drill as determined by the instructors.

- 5. Be approved by the Senior Naval Science Instructor with the concurrence of the Principal.**
- 6. Comply with the personal grooming standards set forth in Section V of this Handbook and Chapter 1 of the NJROTC Field Manual.**

104. PROGRAM BENEFITS. For actively participating cadets, the biggest benefit to be gained from the NJROTC program is growth and development into better-informed and more responsible citizens. Other program benefits include but are not limited to the following:

a. Advanced Pay Grade Enlistment in the Armed Forces: a certificate of completion for the appropriate level of the NJROTC curriculum will be issued by the Senior Naval Science Instructor to each cadet who desires one at the end of the school year during which the student has successfully completed the previous year's course of instruction. Enlistment benefits include the following:

1. Students earning a three-year completion certificate with a letter of recommendation from the Naval Science Instructor are entitled to enlist at the pay grade of E-3 upon initial entry into any of the armed forces (E-2 in the Marine Corps).
2. Students earning a two-year completion certificate with a letter or recommendation from the Naval Science Instructor are entitled to enlist at the pay grade of E-2 upon initial entry into any of the armed forces, which assists for follow-on promotions and advance responsibilities.

Note: We are not a recruitment service for the Armed Forces.

b. Naval Academy Nomination: Students who successfully complete the NJROTC program may compete for a nomination and appointment to the U.S. Naval Academy. In order to compete for an appointment under this program, each qualified cadet must meet the following minimum requirements:

- (1) Must be a citizen of the U.S.
- (2) Must be of good moral character.
- (3) Must be at least 17 / less > 22 (age) by 1 July of the year he/she enters the Academy.
- (4) Must be unmarried and have no children.
- (5) Must be recommended by the Senior Naval Science Instructor.

Cadets interested in the Naval Academy should make their intention known to the Senior Naval Science Instructor no later than the beginning of their junior year. Additionally, they should contact the Superintendent (Cadet Guidance Officer) U. S. Naval Academy, Annapolis, MD 21402 or go online and request a pre-candidate questionnaire.

c. ROTC Scholarship: Participation in the NJROTC program supports application for a full NROTC scholarship. The Senior Naval Science Instructor for a 4-year NROTC scholarship may nominate those cadets actively participating in the NJROTC program who complete three years in the program and who have demonstrated above average traits of leadership. SAT / ACT score requirements vary yearly. See the Senior Naval Science Instructor for current requirements.

d. Other Service Academy Appointments/ROTC Scholarships: The Senior Naval Science Instructor will provide assistance, information, and letters of recommendation to deserving cadets who are interested in applying for these programs.

105. CURRICULUM. The NJROTC school week is normally divided into one day of academic classroom instruction, one day of academics and physical fitness training, two days of leadership training and leadership laboratories, (including drill and personnel inspection), and one full day of physical fitness training. For Naval Science I and II cadets NJROTC fulfills the required physical fitness education credits required for graduation. For Naval Science III and IV cadets NJROTC is an elective course. A summary of the four-year Naval Science curriculum is as follows:

NAVAL SCIENCE I

Leadership / Followership / Citizenship	Naval Ships / Ship construction
Foundation of Our Government Leadership	Citizenship Meteorology
Weather Maritime Geography	Leadership Laboratory
Military Drill	Close Order Drill
Uniforms	Rank and Rates
Fitness / Health	

NAVAL SCIENCE II

Leadership Laboratory	Physical Science	National Security
Military Customs and Courtesies	Naval Aviation	Maritime History
Oceanography	Astronomy	Sea Power

Nautical Rules of the Road Navigation and Time Shipboard Organization

Military Law / International Law

NAVAL SCIENCE III

Seamanship Leadership Naval Aircraft Naval Weapons Naval Operations

NAVAL SCIENCE IV

Naval Leadership Military Ethics Communication Skills

Readings in Naval Leadership Laboratory Strategic and Organizational Planning

**This course will vary from year to year depending on the number of NS-IV cadets, their class schedules, and their capabilities. It is primarily designed as a leadership laboratory.*

NAVAL SCIENCE COMMAND & STAFF

Cadets in command and staff positions will be graded on practical applications of leadership, staff, and command skills. These cadets will direct all NJROTC teams, activities, and tutor academic classes. Cadets will practice management techniques involving inventory controls, reports, and personnel directories and records management. Cadets will direct school support and community service activities.

106. WEEKLY CLASS ROUTINE. A typical NJROTC weekly schedule is depicted below. It is subject to modification as required and as determined by the SNSI. Since each class period is approximately 49 minutes long (except Wednesdays), cadets can expect to conduct Drill or Event planning before the end of each class period.

MONDAY: Physical Fitness Training with (Academic Alt. Week) / Leadership Lab

TUESDAY: Drill / Leadership Lab

WEDNESDAY: Uniform Inspection

THURSDAY: Academic / Leadership Lab

FRIDAY Physical Fitness Training

107. PLAN OF THE WEEK. The Operations Officer will prepare for approval by the Battalion Commanding Officer and SNSI a Plan of the Week. The purpose of this document is to keep everyone in the unit informed of unit activities. At a minimum, the schedule will include notices of team practices, information on upcoming events including color guard performances, drill meets, uniform of the week assignment, and times and places for staff and team meetings. The Operations Officer will post the plan of

the week on bulletin boards and NJROTC websites no later than Friday morning prior to 1st period of the week proceeding the week it is effective.

108. UNIFORM DAY. All NJROTC cadets will wear uniforms one day each week, normally WEDNESDAY, or as directed by instructors. The uniform day is selected by the SNSI/NSI, not individual cadets. ***Cadets will wear the complete uniform all day on uniform day, unless specifically excused in advance, by the SNSI/NSI. Cadets are required to coordinate in advance with the SNSI/NSI before changing out of uniform for any reason.*** The Navy uniform is the distinctive dress of a proud and honorable profession; wearing of the NJROTC cadet uniform should likewise be a matter of pride in self, in unit, in school, in community, and in country. The uniform shall be kept clean and well tailored, and shall be returned cleaned and in serviceable condition at the end of the school year. Rules on how to wear the uniform, how to care for the uniform, and how to maintain grooming standards may be found in Section V of this Handbook and Chapter One of the NJROTC Field Manual. ***Failure to wear the uniform on a routine basis will result in a cadet receiving a failing grade in the course, verbal and written reprimands along with counseling by the instructors.*** ***Missing uniform inspection 6 times in a semester is considered a failure and grounds for dropping.***

109. CADET PERFORMANCE RECORD. A Cadet Performance Record is kept for each cadet while he/she is enrolled in the Paloma Valley High School NJROTC program. It is the responsibility of the Administrative Officer/Company Executive Officers to keep the individual cadet records current by entering promotions, awards earned, unit assignments, etc., as they occur. The Administration Officer has the overall responsibility of insuring that all cadet records (with the exception of promotion records) are maintained in an up-to-date status. If a student transfers to another school and enrolls in a JROTC program, the receiving school may request that the cadet's record be transferred.

110. PROBATION. The SNSI/NSI may place on probation any cadet who has academic deficiencies, fails to maintain standards of grooming or wearing of the uniform, or fails to meet established standards of conduct. This action will be taken provided the deficiencies are considered temporary in nature, i.e., the cadet appears to have the minimum aptitude and motivation required to correct the deficiencies and succeed in the program. Cadets who have been placed on probation will be notified in writing by the SNSI, with a copy of the letter to parents (or guardians.)

111. DISENROLLMENT. With cause, any NJROTC Cadet may be dis-enrolled for:

1. Failure to meet the terms of probation and for failure to correct any deficiencies for which he/she was placed on probation
2. Cadets who are involved with drugs or alcohol in any way, shape, or form, regardless of first time offense, will be dis-enrolled.
3. Cadets who are suspended 3 times for any reasons will be dis-enrolled.

4. For disciplinary reasons as determined by the SNSI/NSI in accordance with Paloma Valley High School student discipline and all rules set forth by the NJROTC program.

112. TRAINING TIME OUT. Many of the training evolutions utilized by the NJROTC program are new and foreign to some cadets. It follows naturally that there may be some confusion and apprehension from time to time. The Training Time Out (TTO) Procedure was developed to allow a cadet the opportunity to clarify a situation concerning personal safety. The simple procedures for a training time out are as follows: The cadet (feeling fatigue or feeling unsafe) shall simply say “TTO”. The cadet then should seek assistance from the nearest officer or instructor. Cadets are encouraged to take TTO’s at any sign of a problem.

Note: Very often the intent is to drive cadets beyond their comfort zone, however safety being paramount each cadet has the authority to call a “TTO” if they feel they can go no further.

113. PRE-MISHAP PLAN. Pre-Mishap Plans are developed for use at school and at any event where arduous or potentially high-risk activities occur. Pre-Mishap Plans are developed by the SNSI and the NSI.

114. PHYSICAL TRAINING (PT) DAY. All cadets must dress out in physical training attire (P.E. uniform) as designated by the SNSI/NSI and participate in physical fitness training. Cadets with a written excuse from a medical professional will not participate in physical training, and will be excused for that day. Physical Fitness is 25 percent of **YOUR** grade in NJROTC, on Physical Training Days (normally Wednesdays and Fridays) * you will be graded on a scale of 0-10 based on the following grading Rubric:

Dress out and Participate = 10

Dress out and NOT Participate = 5

Non Dress and/or Absent = 0

School Approved Absence / Official Medical Note (still required to dress) = **EXCUSED**

Points awarded for PT days will vary from up to a MAX 10 points.

*Loaner PT gear can be issued and returned from supply at a fraction of the daily grade (better than a “0”) but must be acquired in the morning before the start of school **NO!** Exceptions, and be returned immediately after PT. The issuance of Loaner PT gear will be monitored closely to prevent abuse and it is not designed as a bailout. After the second use of Loaner PT Gear the cadet will in fact receive the appropriate grade earned.

****NOTE ON PHYSICAL TRAINING DAYS:**

All NJROTC cadets having NJROTC class on Wednesday and Friday are required to dress out and participate in physical training (PT). Forgetting that you had NJROTC class on Wednesday and Friday or failure to bring the proper PT uniforms is not acceptable in

this class. As noted above Physical Fitness is 25% of your total grade, failure on your part to be ready for Physical Training will result in a lower grade. There are no make up for missing PT days. Remember that for 9th and 10th graders NJROTC counts towards you mandatory PE requirements.

115. DROPPING THE PROGRAM. The school recognizes that NJROTC is a new experience and it is difficult for students to know in advance whether or not it is for them. A student who wants to drop NJROTC should make this decision no later than the second week of any semester if credit is to be received in the new class. The SNSI will work with the student's counselor to try to find an acceptable alternative course. Counselors will normally make schedule changes for NJROTC students only with the approval of the parents and SNSI. A student wishing to drop NJROTC for any reason should let the SNSI know first or the process may be delayed.

SECTION II: ORGANIZATION

201. GENERAL. Depending on enrollment, the unit will be organized into either a Company (150 or less cadets) or a Battalion (151 or more cadets).

A. Ranks and Rates: The following abbreviations will be used: (c=CADET)

COMMANDER = c/CDR

LIEUTENANT COMMANDER = c/LCDR

LIEUTENANT = c/LT

LIEUTENANT JUNIOR GRADE = c/LTJG

ENSIGN = c/ENS

MASTER CHIEF PETTY OFFICER = c/MCPO

SENIOR CHIEF PETTY OFFICER = c/SCPO

CHIEF PETTY OFFICER = c/CPO

FIRST CLASS PETTY OFFICER = c/PO1

SECOND CLASS PETTY OFFICER = c/PO2

THIRD CLASS PETTY OFFICER = c/PO3

SEAMAN = c/SN

SEAMAN APPRENTICE = c/SA

SEAMAN RECRUIT = c/SR

202. BATTALION / UNIT ORGANIZATION: The following is the highest possible rank/rate that individuals in the following positions could obtain:

B. BATTALION / UNIT STAFF	RANK / RATE
BATTALION COMMANDING OFFICER	c/CDR
BATTALION EXECUTIVE OFFICER	c/LCDR
OPERATIONS OFFICER	c/LTJG

ADMINISTRATIVE OFFICER	c/LT
SUPPLY OFFICER	c/LTJG
RECORDER (Scribe)	c/LT (As determined)
PUBLIC AFFAIRS OFFICER	c/LTJG
COMPANY COMMANDING OFFICER	c/LT
COMPANY EXECUTIVE OFFICER	c/LTJG
COMMAND / MASTER CHIEF PETTY OFFICER	c/CMC or c/MCPO
CHIEF MASTER AT ARMS (CMAA)	c/SCPO
PLATOON SERGEANT	c/CPO
GUIDE / PETTY OFFICER	c/PO (1st, 2nd, or 3rd)
SQUAD LEADER	(As Assigned)

203. BILLETS & RESPONSIBILITIES. A Billet is the job you have within the unit. The duties and responsibilities for primary NJROTC cadet billets are outlined on the following pages. It is to be emphasized that this list is not all-inclusive. Each cadet is expected to seek out and do those things, which make his/her particular billet (job), function more smoothly. The responsibility of leadership for each cadet officer, chief petty officer, and petty officer is to set the highest standards for performance possible in everything that he/she does.

YOUR GOAL IS TO ACCOMPLISH EACH TASK BETTER THAN THE PERSON WHO ASSIGNED IT THOUGHT IT COULD BE DONE!

a. **All Cadets:** Each Paloma Valley High School NJROTC cadet is responsible for conducting him/herself, *at all times*, in a manner which will reflect credit upon him/herself, the Paloma Valley NJROTC Unit, the school, and the community. Since we wear the uniform once each week, our actions also reflect on the United States Navy and a more widespread community. Whether in uniform or not, cadets are responsible for: maintaining the highest standards of conduct and appearance; abiding by the rules and regulations of both the school and the unit; and carrying out instructions and orders of their superiors (both cadet officers and instructors) to the best of their abilities.

b. **Cadet Officers, Chief Petty Officers & Petty Officers:** The Senior Naval Science Instructor and the NSI promote and select cadets for unit billet assignments based on demonstrated performance, academics, leadership, team activities, and participation in unit activities. Continued enthusiasm, active participation, a positive

attitude, good grades in all classes (no **F**'s) and leadership by example at all times are required of a cadet in order for him/her to advance and **remain** in unit leadership positions. Cadet Officers, Chief Petty Officers and Petty Officers are expected to set the example for junior cadets in every aspect of the NJROTC program at Paloma Valley High School. The responsibilities of leadership must be accepted before the privileges of rank or rate can be enjoyed. As a cadet officer or chief petty officer, you will be expected to put extra effort and time in with the unit and your job; you may also be required to attend special, extra-curricular events and functions as designated by the SNSI/NSI. The SNSI/NSI **will**, at their discretion, demote and or reassign cadet officers and petty officers whose performance in their assigned billet is not up to the high standards of the unit.

a. Commanding Officer (CO): The CO is the senior cadet, directly responsible to the SNSI/NSI for:

1. Supervising the training of the staff and ensuring staff members understand and fulfill the duties of their areas of responsibility.
2. Ensuring compliance with the chain of command at all levels.
3. Carrying out all orders and directives of the SNSI/NSI.
4. Maintaining high morale, enthusiasm, and team spirit within the unit.
5. Setting the highest standards of performance, conduct, appearance, military bearing, and courtesy as an example for all unit cadets.
6. Developing goals and direction for the unit.
7. Establishing policies to help the unit excel.

b. Executive Officer (XO): The XO will support the CO in all respects, and will always be prepared to take charge of the unit in the absence of the CO. The Executive Officer is also responsible for:

1. Executing the policies of the CO and SNSI/NSI.
2. Supervision of the Battalion staff (Operations, Administration, and Supply, Training Officers, etc.) ensuring that they are completing their assigned duties and other task as directed by the unit CO and SNSI/NSI.
3. Ensuring that all staff officers are performing their assigned tasks in a timely and proper manner.
4. Developing the weekly schedule along with the CO, SNSI, and OPS.

5. Chairing the weekly staff meeting.
6. Disciplinary matters within the unit.
7. Acting as ADJUTANT / (Assistant) during Pass in Review and other battalion size drill evolutions.

c. Operations Officer (OPS): The OPS Officer is responsible for:

1. Maintaining and scheduling all unit activities; all activities will be coordinated through the Operations officer.
2. Being assigned as the Point of Contact (POC) for all unit events and functions.
3. Providing a Letter of Instruction (LOI) to the Unit CO for all events at least 1 month in advance of the event for approval by the Unit CO and the SNSI.
4. Developing 1 month, 3 month, and 5-month events calendar, as well as providing a copy to the CO, XO, SNSI, NSI, Battalion Staff and Company Commanders.
5. Submitting required paperwork to the school activities office through the XO and SNSI.
6. Preparing the Plan of the Week and ensuring it is approved by the XO and posted on bulletin boards and NJROTC website no later than the Friday of the week before it is effective.
7. Providing names and addresses to the PAO for “Thank You” letters to persons and organizations who provide support to the unit.
8. Training the Assistant Operations Officer and coordinating his/her activities.
9. Maintaining an archive of all operations related forms and files.

d. Administrative Officer (ADMIN): The ADMIN Officer is responsible for all the “paperwork” of the unit; specifically, he/she will:

1. Have a thorough working knowledge of the unit’s organization and activities and assist the unit CO, XO and SNSI/NSI with preparation of unit notices and instructions, personnel lists, reports, and other paperwork as required.
2. Prepare and maintain the unit’s Cadet Files and unit organization boards, and assist the unit CO, XO and SNSI/NSI with other personnel matters as directed.
3. Maintain JUMS (Admin. module), ensuring that all cadet information is current.

4. Ensure at all times that there are sufficient copies of needed forms such as-but not limited to: NJROTC Standard Release; Health Risk Screening; Sports Physical; Course Expectations; Behavior Contracts; and Inspections Sheets available for issue and use.
5. Train the Assistant Administrative officer and coordinate his/her activities as well as the activities of the Company Commanders in regard to administrative issues.

e. Supply Officer (SUPPO): The Supply Officer is charged with the overall responsibility for maintaining all supplies that the unit requires. Each Company will have a designated supply Petty Officer who will coordinate issue of replacement uniform items for their company throughout the year. The Supply Officer will have direct responsibility for training these Company Supply Petty Officers. Duties include:

1. Maintaining the supply room in a neat, orderly, secure manner.
2. The issue, receipt, storage, cleaning, inventory and accounting for all uniform items.
3. The store and accounting of all other unit equipment.
4. Maintaining JUMS (Supply Module) records and reports.
5. Completing all supply orders to Area Commander, and informing NSI when ready to send out.
6. Maintaining survey reports.
7. The security of supply spaces, including daily lockup.
8. Coordinating supply issue / receipt schedule with Operations Officer.

f. Recorder (Scribe): Duties include:

1. Developing and updating of Seaman Apprentice to Chief Petty Officer Advancement Exams and requirements. (Assistance from CMC for CPO's)
2. Administering advancement exams, to include administering and grading tests by using the Class Room Performance System (CPS).
3. Working with Company Commanders to ensure cadet's advancement requirements are complete. Working with the Administration Officer, ensuring cadets' JUMS records indicate the cadets' correct rank/rate.
4. Preparing the "Promotion/Advancement List" for promotion day.

5. Monitoring the advancement percentage and procedure of each company.
6. Provide monthly updates to Command Master Chief.
7. Attend all staff meetings and preparing minutes for SNSI / NSI.
8. Completing all additional assignments as directed by SNSI / NSI

g. Public Affairs Officer (PAO): The job of PAO is one of the most important billets within the unit. Duties include:

1. Publishing the Unit Newspaper and Maintaining unit archive and Web Site.
2. Ensuring unit activities are published in school publications to include schools Marquee.
3. Writing and preparing articles and news releases concerning unit activities for distribution to local papers, as well as radio and television stations.
4. Maintaining file of unit photographs.
5. Assisting SNSI in publicizing to the school and community activities of Paloma Valley High School's NJROTC.
6. Filming designated unit events.
7. Generating recruitment posters and videos for NJROTC events (i.e. Awards Night and Military Ball).
8. Coordinating, and executing community service events, as well as tracking and recording the community service hours for individual cadets and the unit as a whole.

h. Command / Master Chief Petty Officer (CMC / MCPO): The MCPO is the senior enlisted advisor for the battalion; responsibilities include, but are not limited to:

1. Supporting the Cadet Chain of Command and Naval Science Instructors in ensuring their decisions and policies are carried out and understood by all cadets.
2. Coordinating the Petty Officer, Seaman of Month/Year program and the Company of the Month/Year program.
3. Developing a Command program that promotes the welfare of all unit members.
4. Listening to the concerns and problems of Cadets, and advising the c/CO, c/XO, and SNSI/NSI of these concerns.

5. Assisting with the coordination and execution of unit wide events and functions and coordinating Honor Roll luncheons with SNSI.
6. Promoting the Paloma Valley NJROTC unit within the school and in the community.
7. Running the Unit's Cadet Birthday Program and Unit Suggestion Box.

i. Chief Master at Arms (CMAA): When assigned is the assistant to the Battalion Executive Officer but works directly for CMC / MCPO and responsible for enforcing unit rules, regulations and cadet discipline. Duties include:

1. Enforcing Paloma Valley NJROTC uniform and grooming regulations.
2. Regulating classroom discipline (at the cadet level) at school and during unit events such as parades, unit day, etc.
3. Supervising and holding responsibility for classroom/unit cleanliness, security and maintenance.
4. Ensuring the unit is set up for such events as: parades, Unit Day, AMI; awards ceremonies; and any other events as directed by the Battalion XO and or Naval Science Instructors. (Works closely with OPS)

Note: The specific authority of the CMAA, in addition to the above detailed procedures and regulations are given by direction of the SNSI/NSI.

j. Company Commanding Officer (CO): The Company CO is the senior cadet in the Company/Class and is responsible to the Unit XO and CO for the performance of their Company/Class in the following areas:

1. Demonstrating proficiency of Company in-close order drill.
2. Training and Supervising platoon sergeants, ensuring that they know their jobs.
3. Support the chain of command, their decisions and policies.
4. Carrying out all orders and directives of the Bn. CO/XO, SNSI and NSI.
5. Maintaining high morale, enthusiasm and team spirit within the company.
6. Setting the highest standards of performance, conduct, appearance, discipline, military bearing, and courtesy as an example for all company personnel.
7. Planning and executing all activities the company is assigned.

8. Keeping the Bn. CO and XO informed of any area of concern.
9. Maintaining good order and classroom discipline in the company via the Company XO and Platoon Sergeants.
10. Coordinating with the Battalion Staff for all unit activities.
11. Assigning mentors for each NS-1.
12. Preparing letters of recommendation for cadets of the month/year and providing to the NSI on dates assigned.

k. Company Executive Officer (XO): The Company XO will support the company CO in all respects, and will always be prepared to take charge of the company/class in the absence of the CO. The Executive Officer is also responsible for:

1. Executing the Plan of the Week and daily class schedule.
2. Disciplinary matters within the company
3. Administrative matters, including cadet records and advancements.
4. Academic instruction and training of all cadets in the company.
5. Maintain company accountability rosters for various NJROTC events.

l. Platoon Sergeant (PLTSGT): The most visible leaders in the unit for the new or junior cadet; *is the most demanding billet (Job) in the Battalion.* Duties include:

1. Holding responsibility for the performance of their Platoon in regards to military drill, participation in unit activities and classroom discipline.
2. Preparing Platoon members for advancement.
3. Knowing each cadet in their platoon and their capabilities and limitations.
4. Establishing a link between the Company Commanders, and Platoon members, and relaying information up and down the Chain of Command.
5. Training new cadets in regard to uniforms and military knowledge.
6. Being knowledgeable and proficient in platoon and company drill.
7. Being able to use proper instructional techniques to instruct their platoon.
8. Looking out for the welfare of platoon members.

9. Setting a good example to all cadets at all times; leading by example.
10. Provide monthly Petty Officer / Seaman of the Month nominations to the Company XO/CO.

m. Guide / Petty Officer - (PO): The Guide will take charge whenever the Platoon Sergeant is not present. The Guide is the most senior cadet in the platoon after the Platoon Sergeant. As the most senior Petty Officer / Chief Petty Officer in the platoon, his/her duties include:

1. Taking accurate platoon muster.
2. Maintaining order and discipline within the platoon.
3. Training and evaluating the performance of Squad Leaders.
4. Performing duties as the Platoon Sergeant when required.
5. Be proficient in and able to instruct all aspects of Platoon Drill, including manual of arms, and manual of Guidon.

n. Squad Leader: The Squad Leader is the initial step in becoming a leader and will be in charge of as many as 5 to 10 cadets within their platoon, his/her duties include:

1. Having basic understanding and instructional powers to command and teach squad Drill.
2. Conducting military training of his/her squad members. (To include Drill, Uniforms Standards, Orders to the Sentry, etc.)
3. Getting to know his/her squad members and helping them succeed.
4. Setting a good example for cadets in his/her Squad.
5. Providing input for the Seaman of the Month nominations.

o. Drill Commander:

Responsible for the overall operation/performance of the individual teams (Armed/Unarmed Drill Team, Color Guard, Air Rifle, Academic, Orienteering and Physical Fitness.) The ultimate success in team competition is directly related to the effectiveness of the Team Commander; Team Commanders must be ***THE EXPERT*** on their team. Team Commanders serve in their position at the discretion of the NSI. The NSI is assigned as the coach of the team. Team Commanders **can / will** be relieved of their duties at the discretion of the NSI for poor performance, aptitude, attitude, and for disciplinary reasons.

204. CHAIN OF COMMAND. As a cadet of a student run program, the Chain of Command is the primary channel of communication throughout the unit. Information flows from the SNSI/NSI and CO through various members of the unit to individual cadets and from cadets back through the same channel to the CO and SNSI/NSI. The two-way nature of this 'chain' is extremely important. The Chain of Command for Paloma Valley High School NJROTC extends up and down as follows:

PRINCIPAL

SENIOR NAVAL SCIENCE INSTRUCTOR

NAVAL SCIENCE INSTRUCTOR

COMMANDING OFFICER (CO)

EXECUTIVE OFFICER (XO)

COMPANY COMMANDING OFFICER

COMPANY EXECUTIVE OFFICER

PLATOON SERGEANT

CHIEF PETTY OFFICER

GUIDE / PETTY OFFICER

SQUAD LEADER

INDIVIDUAL CADET

205. ARMED/UNARMED DRILL TEAM. These teams are composed of a group of highly dedicated cadets interested in the sharpness and precision developed by close order drill and the Manual of Arms. They represent Paloma Valley High School in parades, ceremonies, and competitions with other JROTC units. They will wear a drill shoulder aiguillette (Maroon and Black) to distinguish them from other cadets. Individual members of the drill teams are expected to maintain the highest standards of conduct, to include grooming, discipline, academic performance and uniform wear.

206. COLOR GUARD. This group of cadets is one of the most visible portions of the unit to the school and to the community. They present the Colors at parades, school sporting events, other activities and community ceremonies, and competitions with other JROTC units. They will wear a drill shoulder aiguillette (Maroon and Black) to distinguish them from other cadets. Members of the color guard are expected to maintain the highest standards of conduct, to include grooming, discipline, academic performance and uniform wear.

207. AIR RIFLE TEAM. This team is composed of a group of highly dedicated cadets interested in competitive shooting and firearms safety. They represent the unit in local, state and national competitions. They will wear a drill shoulder aiguillette (Maroon and Black) to distinguish them from other cadets. Individual members of the team are expected to maintain the highest standards of conduct, to include grooming, discipline, academic performance and uniform wear.

208. ACADEMIC TEAM. This team is composed of a group of highly dedicated cadets particularly interested in academic achievement and the study of Naval Science. They represent the Battalion in state, national and international competitions. They will wear a drill shoulder aiguillette (Maroon and Black) to distinguish them from other cadets. Individual members of the team are expected to maintain the highest standards of conduct, to include grooming, discipline, academic performance and uniform wear.

209. PHYSICAL FITNESS TEAM: This team is composed of cadets dedicated to physical endurance and training. The team competes in local, state and national competitions. Members wear a drill shoulder aiguillette and are expected to maintain the highest standards of conduct, to include grooming, discipline, academic performance and uniform wear.

Note: A member of any NJROTC team can be dropped from the teams for poor conduct (at and away from school), performance, attitude or grades.

SECTION III: ADVANCEMENT

301. GENERAL. Advancement in rate or rank within the Paloma Valley High School NJROTC unit is based on time in current rank, time in unit, and more importantly, on demonstrated performance. In order to advance from cadet seaman recruit to cadet chief petty officer, a cadet must demonstrate a prescribed degree of proficiency in military drill and ceremonies, military knowledge, coupled with good grades and discipline. This degree of proficiency is evaluated by formal, objective written and practical application tests and subjective evaluation by the SNSI/NSI. In order to advance to cadet officer ranks, a cadet must normally be in his/her third year of the program. These rates/ranks are obtained by appointment by the Senior Naval Science Instructor and completing the requirements outline in Appendix 4. Each cadet has an equal opportunity for advancement through the ranks to Cadet Lieutenant Commander (for a company size unit) or Cadet Commander (for a battalion size unit) with the billet of unit Commanding Officer. It is important to remember that cadet officer, chief petty officer and petty officer promotions are of a *temporary* very demanding nature; if an officer, chief petty officer or petty officer does not perform his/her duties in a satisfactory manner, is guilty of misbehavior, or poor grades (D or F's) he/she will be demoted and replaced.

NOTE TO CADETS ON ADVANCEMENT, CLASS GRADE AND RETENTION

Not advancing up the NJROTC rank scale will affect your class grade (aptitude grade), ability to hold leadership positions and your recommendation to return for another year of NJROTC. It will also keep you from being considered for certain awards, NJROTC team membership, and special camps/activities. A desire to advance on your part shows that you are willing to TAKE CHARGE and take on added responsibility. Minimum end of school year advancement requirements are as follows:

Naval Science-I:	C/Seaman Apprentice (C/SA) by end of 1st Semester.
Naval Science-II:	C/Petty Officer Second Class (C/PO-2).
Naval Science-III:	C/Petty Officer First Class (C/PO-1).
Naval Science-IV:	C/Chief Petty Officer (C/CPO).

302. REQUIREMENTS AND RECORDS. The unit keeps a record of each cadet's advancement progress; Appendix 4 lists the requirements for advancement through the rank of Cadet Lieutenant:

A. Recommendation of Chain of Command (CoC): To advance you must be recommended by your Company CO/XO following your respective chain of command, approved by The Top 3; final determination will be the Naval Science Instructor and Senior Naval Science Instructor.

B. Written Examinations: Given using the Classroom Performance System (CPS); a passing grade of 85% is required (100% for Cadet/Seaman Apprentice and Cadet/Seaman exam). In case of failure, the cadet must wait until the next scheduled testing date before retesting. The NSI or an assigned cadet will provide assistance as

required. Written exams will be given **in class** in accordance with the posted testing schedule. Promotion day is the last Wednesday and Thursday of each month (See the posted testing and advancement schedule for details).

C. Practical Examinations: The exam will be administered by the NSI, or senior cadet who will determine, whether the cadet has demonstrated the prerequisite knowledge and skill level to earn a passing grade. In the event of failure, the cadet must wait one week before retesting.

D. Verbal Examinations: Verbal exams will be given to some cadets in lieu of the written exam. The NSI will determine which cadet will take the verbal exams. The NSI or senior cadet will determine whether the cadet has demonstrated the prerequisite knowledge and skill level to earn a passing grade, The NSI or senior cadet will administer the exam. Cadets failing the Verbal exam must wait one week after studying before being retested.

303. ADVANCEMENT STUDY GUIDE. Appendix 4 of this Handbook contains a guide that will be used by cadets in preparing for advancement examinations. Examination questions will be taken from classroom lectures, and other references as indicated.

304. OFFICER SELECTION. The Senior Naval Science Instructor along with the Naval Science Instructors at their discretion will determine which cadets obtain officer status at their discretion. Officer status is dependent on the demonstrated performance of the individual cadet, his/her aptitude for appointment to cadet officer status and officer billets available. Specific requirements are outlined in Appendix 4 of this handbook.

305. TRANSFER OF JROTC CADETS. Cadets in the Paloma Valley High School NJROTC Battalion who transfer to another school will be given a copy their personnel records upon transfer and a copy sent to their new school if requested by their new unit. Cadets transferred into the Paloma Valley High School unit from other JROTC units (Navy) will be assigned to the appropriate class and be assigned an appropriate rate/rank based on the rate/rank held at their previous unit. Army, Air Force, and Marine Corps JROTC cadets will have their rank/rate adjusted until receipt of their personnel record and observation of their performance. All cadets transferring into the Paloma Valley NJROTC program from other units will complete all Paloma Valley advancement requirements for their final assigned rank/rate. Billet assignment will be determined by the SNSI/NSI's after evaluating the transferred cadet.

SECTION IV: DISCIPLINE

401. GENERAL. The basic philosophy of the NJROTC program is that cadets are part of the NJROTC unit because *they want* to be, and that cadets will strive to do their best when they know what is expected of them. *Cadets are responsible for maintaining the high standards of conduct expected of each member of the Paloma Valley High School NJROTC unit at all times.* Each cadet is first responsible for his/her own conduct and for ensuring that his/her actions reflect credit upon the unit, the school, and the U.S. Navy. Each cadet also has an obligation to assist with maintaining high standards for every student in the NJROTC program. NJROTC guidelines are in addition to those of the Paloma Valley High School rules, but will not be in conflict with them. Cadets who have behavior problems within the unit or elsewhere at school will not be allowed to participate in NJROTC extracurricular activities or field trips. Extracurricular team members **will be dismissed** from the team for any significant behavior problems, both in the classroom and while on trips away from school. Only “deserving” cadets will be allowed to go on field trips. The SNSI and NSI will make the final determination as to which cadets will be allowed to go on any particular trip.

402. DISCIPLINE. Discipline in the NJROTC program is different from regular classroom discipline. It is based on the special goals of the program. **The NJROTC program is based on self-discipline and adherence to rules and regulations.** Cadets who are permitted to "do their own thing" would be detrimental to good order and discipline within the organization. In short, the program would not be effective.

A. One unique aspect of the NJROTC program is the leadership training that permits higher ranking cadets to train and discipline other cadets. **All cadets must show proper respect to higher-ranking cadets** and follow their instructions. If cadets do not follow instructions or heed the advice from a senior cadet, the senior cadet can recommend but not assign participation and/or aptitude grades and unit disciplinary action may be warranted.

B. Discipline is intended to be instructive. Warnings are given to assist a cadet in understanding the nature of their offense. If a cadet corrects the problem after being warned, the incident is settled. However, if a cadet ignores the warning and/or exhibits disrespect in their attitude concerning the disciplinary actions taken, they will be referred to the cadet Disciplinary Review Board (DRB) for possible Captain's Mast. Serious or repeated offenses will also result in referral to the CO/XO via the Chief Master at Arms (CMAA).

C. Certain offenses do not warrant warnings prior to disciplinary action. **Incidents involving violation of the cadet maxim or school policy will not be tolerated** and will be handled in accordance with school discipline policy in addition to any action taken by the SNSI/NSI of the unit.

D. Parents/guardians will be kept informed of serious or recurring problems, but our program depends on cadets to demonstrate high standards of self-discipline, responsibility, and accountability.

1. **Counseling Report:** Cadet counseling may correct many minor infractions and cadet performance issues. Counseling will be conducted by a c/CPO or the Platoon Sergeant when necessary, and the report will be filed with the CMAA.

2. **Report Chits:** Report chits (Appendix 8) may be initiated by any cadet and submitted via their chain of command to the XO who will review the chit and determine appropriate action.

3. **Cadet Disciplinary Review Board (DRB):** The board reviews report chits/cases and will recommend disciplinary action or Captain's Mast to the SNSI/NSI. All parties involved will receive at least two days notification of a scheduled DRB.

- a) **Membership.** The board will consist of the XO, CMAA, the Cadets Platoon Sergeant and either the Company CO or XO if not both (at least one officer). The c/MCPO must be present for all cases.
- b) **Conduct of the Board.** The XO will chair the board. The report chit will be read by the CMAA at the beginning of the DRB. The XO will then call any witnesses for statements and have any written statements read. The accused will make a statement and/or answer any questions. Any statements or answers to questions by the accused are voluntary. After the XO, other board members may ask additional questions.
- c) **Deliberations.** Once all testimony has been given, the board will meet in private to determine the outcome and may recommended disciplinary action(s). A simple majority of the board is required to make a recommendation. The board will reconvene and inform the accused of their recommendation. The recommendation will be presented to the CO within one school day for final action and then to the SNSI/NSI within two school days.
- d) **Disciplinary Action(s).** Possible actions include, but are not limited to, one or more of the following: dismissal of charges, verbal reprimand, written reprimand in the cadet's permanent record, probation, extra duty, reduction in rate or rank, removal from position or team, forfeiture of field/competition trip participation, or expulsion from the unit.
- e) **Failure to Appear.** Failure to appear before the board is a serious offense. Every effort will be made to schedule the board when it is convenient for all involved. If the accused is unable to be present, **he/she must notify the SNSI/NSI at least one school day prior.** Two attempts to convene a DRB will be made before the board meets with the accused in absentia. Failure to appear may result in additional disciplinary action.

403. MILITARY ETIQUETTE. One of the objectives of the NJROTC program is to develop respect for an understanding of a constituted authority. It is expected members of the NJROTC unit will respond to the SNSI/NSI, other teachers, adults, and senior cadet leadership in a polite, respectful and dignified manner. **No cadet will be belittled or disrespected by another cadet on campus, in the classroom, or at any event!** Any deviation from this policy will be handled by the SNSI/NSI for correction.

404. OFFICE ETIQUETTE. The SNSI and NSI offices are working spaces. Cadets will enter with permission of the SNSI / NSI

405. CLASSROOM ETIQUETTE. An atmosphere conducive to study and learning will be maintained in the classroom at all times. When the tardy bell rings the platoon sergeant / petty officer, or a squad leader, will call the class to attention and take the muster. The first cadet to observe the SNSI/NSI entering the classroom will call "Attention on Deck." If the SNSI or NSI is in the Classroom "Attention on Deck" will not be called. The latest edition of the Paloma Valley Student Handbook provides all students with reasonable and just rules for conduct in the school environment, including the classroom. Cadets are responsible for knowing all rules that govern student body behavior and for conducting themselves accordingly. Additional rules are in Appendix 2.

****Cadets can and will be sent to the discipline office for disciplinary problems.***

Behavior regulations as follows:

1. During the class period, cadets will address one another using proper naval etiquette.
2. In class, do not talk when the SNSI/NSI or another student is talking. If you have something to say, hold up your non-firing hand to be recognized.
3. Sit up in your chair, feet under your own desk and remain alert. If you are ill, ask for a pass to see the nurse. If possible, ask to leave before the class begins. Do not put your head down on the desk or close your eyes to nap in class.
4. Do not ask the instructor to go to the bathroom (head) during class except in an emergency. At best go between class periods and bring your own handkerchief or tissue paper to class if you require it.
5. Do not sit on any NJROTC table or lean back in any chair. The tables are not built to hold your weight and we cannot afford to replace any that are broken.
6. The NJROTC telephone is available for limited cadet use only with the prior permission of the SNSI/NSI. No long distance or directory assistance (information) calls are to be placed without the permission of an instructor.

7. The Top 20 cadet staff area “Eagles Nest” is only for those cadets working on NJROTC business. It is not to be used for personal conversations, as a lounge or as a storage area for personal items, uniforms or school materials.
8. No personal items are to be left in any NJROTC space including the storeroom without permission from an instructor (Gear Adrift). After 24 hours all gear adrift will be taken to the school’s Lost & Found.
9. In class during times when a test is being given, no talking is permitted until all test papers have been turned in. A grade of zero may be assigned for any violations.
10. Any person who cheats from another’s work is considered an integrity violator and is subject to a grade of zero and will be sent to the SNSI/NSI and may be dropped without credit from NJROTC.
11. Book bags, purses, etc., are private personal property and no one except the owner is to touch or go into these items without permission. Any evidence of theft will result in disciplinary action by the school and the person will be dropped from NJROTC.
12. Proper military courtesy is expected from cadets at all times when in uniform. This includes proper salutes and a respectful manner when dealing with cadets’ senior in the chain of command. The words **Sir** and **Ma’am**, as appropriate, are to be used freely.
13. On uniform day, a complete and correct uniform is to be worn at all times during the school day unless an instructor permits variations. Coats, when worn, are to be buttoned or zipped $\frac{3}{4}$ of the way up; covers are to be worn when outside; ties are to be to the top of the collar; sleeves to be rolled down and all buttons to be buttoned. The apron is considered a “NO COVER ZONE.”
16. Only material related to the NJROTC class may be out or in use during your NJROTC class hour. Letters, books, magazines and assignments from other classes are to be put away before the tardy bell rings and may not be brought out without the permission of the instructor. Non-NJROTC material will be picked up by the instructor and may not be claimed until after school hours on that day.
17. A number of NJROTC spaces are “off limits.” The supply room, armory and unit storage areas are off limits to all unauthorized personnel.
18. No non-NJROTC students are allowed in NJROTC classrooms or spaces without permission of the SNSI or NSI during or after school hours.

Special Consideration: Several classroom behaviors have been problems for some individuals in the past and are covered here:

1. Tardy: Defined as not being in your seat when the bell rings and not having an excused pass from a teacher or the office. Detention procedures will be in accordance with school rules.
2. Class materials: Unless the instructor has specifically indicated otherwise, students are expected to bring the following items to each class: chrome book, notebook, cadet handbook and current assignment, Naval Science textbook, paper, and pen or pencil. On uniform days, students are expected to be in uniform for the entire school day.
3. Gum: chewing gum is **Not Allowed** in uniform at any time, day or night.

406. SEXUAL HARASSMENT. The Paloma Valley High School discipline code is a controlling factor in governing relations between male and female students in the NJROTC program. All cadet officers and petty officers will remain alert for infractions of the school discipline code and/or any circumstances of sexual harassment and immediately report any infractions to the Naval Science Instructors without going through the cadet chain of command.

407. HARASSMENT OF ANOTHER CADET: Harassment of another cadet will not be tolerated whether it is sexual, racial, or religious in nature. Remarks or actions, which the recipient believes to be harassment, should be reported to the SNSI/NSI immediately. No cadet should put up with unwanted comments or actions by another, even if no real harm seems to have been done. Repeated harassment or harassment of a serious nature is grounds for dismissal from NJROTC and other action by school officials. It is the position of this unit that all cadets should be able to learn in an environment free from any type of harassment or hazing (bullying). All military training will be conducted in such a way as to increase a cadet's self-discipline and self-confidence. Training methods that involve actual or inferred comments or actions demeaning to a cadet's race, ethnicity, religion, or sexuality will not be tolerated. Any type of harassment, hazing or bullying is prohibited practices subject to school and unit disciplinary measures. **"DON'T DO IT"!!**

SECTION V: UNIFORMS

501. UNIFORM PHILOSOPHY. The NJROTC uniform is the dress of a proud, honorable and award-winning unit. Furthermore, as a uniform of the United States Navy, it is widely recognized as identifying members of a proud, professional, and honorable Worldwide organization. **It is fully expected that the uniform will be worn with pride; WE WILL ACCEPT NO LESS; YOU WILL ACCEPT NO LESS!**

Uniforms are normally worn only one day a week (unless specific obligations require additional days). On this day, cadets are expected to stand a little taller, be a little more attentive in class, and be more courteous. Especially on this day your actions affect more than just yourself, they reflect on the unit, your school, and the United States Navy and Marine Corps. The first thing the public sees is the uniform, not the individual. They may not know you, but they do know that you are a member of a NJROTC unit. Tips on grooming and uniform care are contained in the Cadet Field Manual.

You will receive a uniform grade on uniform day during personnel inspection. This is ***your*** grade, neither your parent nor guardian's grade, and it is worth 50% of your total grade in the class. **NO** excuse will be accepted for not wearing the uniform on the prescribed day. Excuses such as (not all inclusive): *I forgot - My mother did not wash my shirt - I didn't get it back from the cleaner in time* - **will not be accepted!**

YOU must learn responsibility, and wearing the uniform is one of the many methods we use to teach it. Wearing of the uniform is considered a vital part of this program. Failure to wear the uniform on the prescribed day will result in an inspection grade of "0" (on a scale of 0-10) for that day. There will be NO make up for missing your scheduled uniform day. If you are absent on your uniform day you will be marked as missing that assignment. If you are absent because of an approved school activity (ASA) and or Official Medical reason your grade for that day will be changed to excused. Skipping NJROTC class on uniform day is not acceptable; instructors have the ability to tell if you are skipping class and if you are, not only will your uniform (military grade) be lowered, but so will your aptitude grade, and you will be subject to class discipline procedures and referral to the discipline office. Instructors or senior cadets will conduct formal inspections each uniform day.

502. RULES OF CONDUCT IN UNIFORM. The public looks upon NJROTC cadets, when in uniform, as representatives of the U.S. Navy. It is important, therefore the reputation of the Navy not suffer because of poor cadet conduct or appearance in uniform. The following applies to all NJROTC cadets in uniform when they are in public view:

1. **Public Display of Affection** (PDA—handholding, embracing, etc.), There is to be ***NO!*** public displays of affection in uniform, save for walking with arms entwined, in the same fashion that one formally escorts another on occasions such as the Military Ball. Other than this exception, ***NO!*** PDA is allowed in uniform, to include hugs, handholding, kissing, etc., with anyone. There is also ***NO!*** PDA in any attire with one's significant other in the designated NJROTC areas, that is: the rectangle created by the imaginary line

between the male and female locker rooms that extends across the basketball courts to the fence (near the Back 40). There is **NO!** PDA allowed at any ROTC sanctioned events, to include: Car Washes; Drill Meets; Community Service; and after school Drill Practice. Lastly, any PDA committed on campus must be of a modest nature; specifically, cadets are prohibited in touching or kissing to excess. **The individual cadet must use discretion**, but if the leadership feels that PDA is excessive, counseling will be given. Violations of the PDA rule will result in an official, documented counseling session by a member of the Top 3 and/or the Master-at-Arms at first offense. After the counseling session, the Top 3 and the Master-at-Arms will determine whether or not the offense counts as an official strike or not. If the first offense counts as an official strike, then the cadet will be placed into a probationary period, during which any additional offense will result in the cadet's immediate demotion. Cadets on staff who receive a demotion will also be expelled from their respective billets.

2. Backpacks are not permitted to be carried over the shoulders while in uniform, but must be carried in the non-saluting arm/hand, this will allow for proper saluting of all officers (to include c/officer's) and colors. There is **NO!** Exception.

3. Placing hands in pockets, eating, or drinking beverages while walking in uniform detracts from military smartness and as such is considered inappropriate.

Note: The restriction on eating and drinking refers only to walking along or near public streets and not on school campus during lunchtime's hours.

503. AUTHORIZED WEAR. The complete uniform will be worn all day on prescribed uniform days.

- The appropriate headgear must be worn to and from school and when outdoors.
- Cadets will not wear their cover inside any classroom.
- Cadets are required to coordinate with the SNSI/NSI **in advance** before changing out of uniform.
- Removing the uniform during the school day without prior permission will result in a "0" for a uniform grade that day.
- During inclement weather, cadets are authorized to wear the issued relaxed fit jacket as an outer garment with their uniform.

Note: The relaxed fit jacket is the only jacket authorized when in uniform.

504. UNIFORM RESPONSIBILITIES. After initial issue of the NJROTC uniforms the cadet assumes responsibility for the care and maintenance of the uniforms.

Cleanings are the responsibility of the cadet. Only the Relaxed Fit Jacket, Garrison Cover and Service Dress Blue uniform require professional dry cleaning, other items may be

laundered at home. Check the individual uniform item garment tag for proper cleaning instructions. Cadets will be required to reimburse the program for lost uniform items.

Understand this uniform is on loan from the NJROTC program and must be returned in a serviceable condition.

1. **Alterations.** Initial and subsequent alterations will be made at the expense and direction of the NJROTC unit. The cadet will be fitted at issue time and alterations will be accomplished as needed. As the cadet grows, alterations or reissue of uniform items will be done as needed. Only shirt sleeve and pant length alterations are authorized—no other alterations to uniforms are permitted.
2. **Worn or Missing Items.** Uniform items are subjected to normal wear and issue of replacement items will be made as required, with return of the worn items. Lost uniform items or uniforms that have been damaged due to carelessness or neglect will be replaced at the cadet's expense. Uniform issue (items) will be in the morning prior to the school bell, with the exception of uniform day and no items will be issued on this day.
3. **Marking/Stenciling.** Marking or stenciling on the uniform fabric is not permitted. However, a positive identification of certain uniform items will prove helpful in returning lost or missing items. Hats (covers) are an easily misplaced item; masking tape with your name on it should be placed inside or your cover. Relax fit jacket will have masking tape with your name placed near the inside collar.

Note: Iron-on fabric is authorized in replacement of masking tape.

4. **Citation Cords (Aiguillette).** When awarded, citation cords are worn only on the NJROTC Uniform. Cords are to be attached to the uniform as per the Cadet Field Manual.

E. Exchange or Replacement of Uniform Items.

- 1) If any uniform item does not fit properly or is too worn to look correct, it will be repaired or replaced at no cost to the cadet. Cadets should see the NSI to obtain authorization for replacement or exchange. An item to be exchanged must be laundered or dry-cleaned before it is turned in unless it is clearly not suitable for reissue (as determined by the NSI.)
- 2) NO exchanges or issues of replacement uniform items will be made on a day scheduled for a graded uniform inspection, so plan ahead.
- 3) Lost items of uniforms or equipment will be replaced upon payment for the item at the current Navy Catalog price. Payment must be made by check payable to Paloma Valley High School NJROTC so the school may reimburse the Navy. The SNSI/NSI may authorize payment to be delayed or suspended for good reason, but it must be shown that the loss or damage was beyond the cadet's control.

4) Uniforms must be returned when a cadet is no longer enrolled in NJROTC at Paloma Valley High School. Uniforms accepted for return must be in good condition and reflect only normal wear and tear. Items must be cleaned, and on separate hangers. They must pass inspection, which ensures they are fit for issue to another cadet.

505. UNIFORM APPEARANCE. NJROTC cadets must set the highest possible standards of smartness in uniform appearance. The military image reflected by attention to detail in wearing the uniform is a key element in the public opinion and impression of our unit. The NJROTC Field Manual should be consulted to maintain the highest standard in uniform appearance.

1. **SMARTNESS.** Uniforms shall be kept immaculately cleaned with devices and insignia bright and free of tarnish or corrosion.
2. **AUTHORIZED ARTICLES.** No items such as pencils, pens, pins, necklaces, pendants, handkerchiefs, combs, etc., shall be worn or carried exposed on the uniform. The wearing of a wristwatch and ring is permitted at the discretion of the NSI as long as it remains within the bounds of good taste and as prescribed by the NJROTC program. Males while in uniform or anytime within NJROTC spaces will not wear earrings. Conservative sunglasses are permitted, except in military formation. No eccentric or ‘fad’, as determined by the SNSI/NSI, dress, jewelry or grooming is permitted.
3. **HAIR STYLES.** Must be in accordance with current directives Natural Colors and the NJROTC Field Manual and as determined by the SNSI/NSI. Bizarre, faddish, or outrageous multicolored hairstyles are unauthorized.

MALE: Hair shall be neat, clean, trimmed, and present a groomed appearance. Hair in back shall not touch the collar; shall not touch the ears; shall be groomed so it does not fall below the eyebrow when you are uncovered. Eccentric cuts, lines, rows of hair, or other hair arrangements that detract from the uniform are not permitted. Sideburns are permitted provided they are neatly trimmed, do not flair, and do not extend past the top of the orifice of the ear. The cadet field manual provides details on male grooming standards. **Tapered haircuts are the preferred style for Paloma Valley NJROTC.** Blocked hair cuts may result in a lower inspection score.

FEMALE: In uniform, the hair on the back of the head may touch but not fall below the lower edge of the collar. Long hair is permitted as long as it is in accordance with the above stated guideline and concealed beneath the headgear. In no case shall the length or bulk of the hair interfere with the proper wearing of any military headgear. Plain hairpins, barrettes or plastic holders similar in color to your hair, may be worn. The cadet field manual provides details on female grooming standards.

4. **NAME TAGS.** Nametags cost each cadet \$3 and will be worn at all times while in uniform.

5. **NJROTC UNIFORM INSIGNIA.** Uniform insignia that is attached by the cadet forms part of the uniform and shall be worn whenever the uniform is worn in accordance with the NJROTC Field Manual. The NJROTC Field Manual, Chapter 1, should be consulted for proper assembly of the uniform.
6. **COLLAR DEVICES.** The NJROTC bar and appropriate rate/rank insignia should be worn in accordance with the NJROTC Field manual.
7. **RIBBONS/MEDALS.** Ribbons and medals will be worn in accordance with the NJROTC Field Manual.

G. DESIGNATION STARS. Required at all times with the uniform in accordance with the NJROTC Field Manual.

506. CARE OF THE UNIFORM. The Uniform will always be worn in a scrupulously clean condition. Your good care of all uniform items will ensure future cadets access to clean uniforms in excellent condition.

1. **KHAKI SHIRTS.** Machine washable in warm water. DO NOT BLEACH. Dry on low heat, remove immediately, and hang up. Iron on low heat. Do not crease NJROTC patch on sleeve. Recommended wash after each wearing with the emphasis on inside of collar.
2. **BLACK PANTS.** Machines wash in warm water on permanent press cycle. DO NOT BLEACH. Dry on permanent press cycle remove immediately, hang-up. Iron on low heat. Should be hung on hanger with cardboard ring. Fold at creases and over hanger. Should be hung, never folded. Recommended wash after each wearing. May be dry-cleaned. Check clothing tag before washing.
3. **TIES/NECK TABS.** Dry clean only.
4. **SERVICE DRESS BLUE JACKET & RELAXED FIT JACKET.** Dry clean only and keep hung up at all times.
5. **COMBINATION COVER "WHITE." (E7 and above)** Machine washable or hands wash in warm water, no bleach. Dry in dryer on low setting. Iron to remove wrinkles. Tips in the care of the female hat cover: take out of washer and placed on top of lamp shade, turn lamp on, wait until dry; or place hat cover in washing machine spindle until dry, then iron out wrinkles.
6. **SHOES.** There is nothing like a pair of highly shined shoes to set off one's personal appearance and enhance an outstanding uniform, however, this does not come automatically. There has to be some personal effort on the part of every cadet to produce an excellent shoeshine. The most popular paste- wax polish available today is KIWI. This paste-wax produces an outstanding spit shine on

your shoes. A soft cloth like an old t-shirt is ideal to apply the polish. Wrap the cloth tightly around your forefinger, dip in *warm water*, rub a small amount of polish on your fingertip, and apply to shoes in small circular motion. Repeat this over and over again on the entire shoe. As the water mixes with the wax, the wax hardens and acquires a deep glossy shine. For the final shine, use a clean spot on the cloth with lots of water and little polish. Due this nightly on a new pair of shoes until you have a good base on the shoes and then weekly to maintain a great shine. Remember to clean and polish the edge and heel of the shoe. Edge/sole dressing is available in stores but normal black polish works just as well. Use an old toothbrush to clean and polish the stitching. **DO NOT USE AEROSOL SPRAY-ON POLISH OR ACRYLIC FLOOR WAX.**

7. **GIRLS HANDBAG.** The Navy does not provide handbags.
8. **SALUTING.** While in uniform and outdoors, proper military salutes and greetings are required to be rendered to the SNSI, and all cadet officers.

SPECIAL NOTE

NO UNIFORM ITEMS SUCH AS RANK INSIGNIA, RIBBONS OR MEDALS ARE TO BE WORN ON CIVILIAN (STREET) CLOTHING, INCLUDING BACKPACKS CADETS WHO WEAR OR HAVE IN THEIR POSSESSION RANK INSIGNIA OR AWARDS THAT THEY ARE NOT ENTITLED TO HAVE WILL BE SUBJECT TO DISCIPLINARY ACTION (THIS IS CONSIDERED THEFT OF NJROTC PROPERTY).

SECTION VI: PROGRAM ADMINISTRATION

601. PHILOSOPHY. The basic philosophy governing the Paloma Valley High School NJROTC unit is as follows:

THE CADETS ARE HERE TO LEARN

THE INSTRUCTORS ARE HERE TO TEACH, MOLD, INSPIRE AND ENCOURAGE

1. The SNSI/NSI are to be considered as more than just instructors; they are role models for the cadets to emulate.
2. This Cadet Handbook (along with various other references) is the guiding directive for all Paloma Valley High School NJROTC cadets.
3. The academic portion of the program will be administered by the SNSI/NSI. The cadets, with direction and counseling from the instructors, will administer the military protocol portion of the program.
4. There is no such thing as a 'free ride' for anyone in this program. The rules and regulations will be applied firmly and fairly to all cadets. Advancements, promotions, billet assignments, and the privilege of going on trips, must be earned and may be taken away for infractions of the rules.
5. The unit must always be thought of as a team that works and plays together to accomplish the task at hand.
6. The unit will constantly strive for PRIDE, PROFESSIONALISM, and PATRIOTISM. If you have pride in yourself, in the NJROTC unit, and in your school, it follows that you believe in yourself and your fellow cadets. You should try your best at every task you are given. With achievement comes success, whether it is a trophy won at a parade or competition, a good academic grade, or just the satisfaction that your contribution to the team made it happen. To top it all off, you probably will have learned a lot about being a good citizen, having patriotism and demonstrating strength of character.

602. NJROTC SPACES. Campus NJROTC spaces include classrooms, all office spaces, and the supply room.

A. CLASSROOM: Specific classroom rules are found in Appendix 2. You are to leave the classroom in as good or better condition as it was when you entered the space.

B. OFFICES. Under no circumstances will a cadet enter the SNSI/NSI office without **specific permission**. There will be no exception to this rule! You will **NEVER**

read any material in the offices without specific permission. Violations of this rule will be dealt with accordingly.

C. SUPPLY ROOM. The supply area will not be entered without specific authorization of the SNSI/NSI. In general, only the supply officer and assistants will be given this authorization.

D. ARMORY. This is a controlled area, which requires specific authorization for entry. In general, only the SNSI/NSI, armory officer and drill/rifle team commanders or assistants will be permitted in the armory.

603. GRADING. In the NJROTC program, instructors look at the “whole” cadet, not just how he/she does in the academic or physical fitness portion of the program. We are interested in developing a well-rounded citizen, not just someone who can memorize facts for an exam or someone who is really good at precision drill. Specific grading criteria can be found in Appendix 1 of this handbook and should be reviewed in detail. It is the cadet’s responsibility to be prepared for a test or examination on the day it is scheduled. If a cadet is absent it is his/her responsibility to make arrangements to make up the missed work. Generally, the cadet should ascertain what is required the day he/she returns to school, and then complete the required work within 3 school days (longer for extended absences). Assignments are due on the date specified by the instructor.

604. FIELD TRIPS. Educational field trips are a major part of the Naval Science program. They are scheduled each year to military installations located in California and along the west coast of the United States. Also, operational schedules permitting, short sea cruises may be scheduled aboard various naval ships. These field trips are in addition to several trips taken each year to participate in NJROTC drill meets, parades, etc.

A. ELIGIBILITY. For a cadet to be eligible for one of the major field trips, he/she must (in addition to abiding by all school rules):

1. Not owe any money for NJROTC fund raising activities, books, uniform, etc.
2. Must have participated in fundraising activities.
3. Must have a passing grade in all classes.
4. Must have a satisfactory record at personnel inspection. Not have missed a uniform day.
5. Must not be a disciplinary problem.
6. Must be approved by the SNSI/NSI.
7. Meet other requirements as explained to cadets at the beginning of the year.

B. FORMS. Each cadet must return all required forms such as permission slips/standard release forms by the date specified. In addition, any trip fees must be paid when required.

C. CONDUCT. Only cadets who have conducted themselves in a satisfactory manner during the period leading up to the field trip will be permitted to attend. All school rules will be strictly enforced while on field trips. The SNSI will also list specific rules for each field trip. Violations of these rules will be dealt with according to school policy and will result in that cadet not being permitted on the next field trip.

605. LEADERSHIP ACADEMY. Generally 5 to 10 cadets possessing high potential for future leadership positions, as determined by the NSI, will be offered the opportunity to attend. The Leadership Academy is held in Irvine, CA. A cadet must have passed the Naval Science – II or III (NS-II / III) course to attend. Cadets must pass the Cadet Physical Fitness Challenge Test (PFC) during the second semester to be eligible for this program.

SECTION VII: AWARDS & CEREMONIES

701. SEAMAN and PETTY OFFICER OF THE MONTH. To recognize those junior cadets (Cadet Seaman Recruit to Cadet Petty Officer First Class) who have shown exceptional performance and dedication during the month; a Seaman and Petty Officer of the Month will be selected each month during the school year. Basic criteria for selection: **Cadet Seaman of the Month:** Naval Science I (NS-I) only. Nominees must be a Cadet Seaman Recruit, Cadet Seaman Apprentice or Cadet Seaman and must have demonstrated exceptional performance and dedication to the unit during the month.

Cadet Petty Officer of the Month: Must be either a Cadet Petty Officer Third, Second or First Class and must have demonstrated exceptional performance and dedication to the unit during the month.

Naval Science IV cadets and all Cadet Chief Petty Officers and Officers are not eligible for this award.

A. SELECTION PROCESS. Each month the Command Master Chief will solicit nominations for Cadet Seaman and Petty Officer of the Month from each Company Commander. Company Commanders will present the names of those cadets, (one for Seaman of the month and one for Petty Officer of the Month), from their companies who they consider deserving of recognition along with a letter of nomination to the NSI's for approval before submission to the Command Master Chief. The Command Master Chief will then hold a separate selection board for Cadet Seaman and Petty Officer of the month. The boards will be comprised of Company COs or XOs and the previous Cadet Petty Officer of the Year; for Cadet Petty Officer of the Month the Platoon Sergeant and the previous Cadet Seaman of the Year; for Cadet Seaman of the Month; the Platoon Sergeant. At a minimum one instructor will sit on each board. The board members will then interview each nominee and then submit their recommendation for the "Cadet Seaman and Cadet Petty Officer of the Month". The Command Master Chief will then submit the names of these cadets to the Senior Naval Science Instructor for final approval. During the Cadet of the Month selection process a cadet will be evaluated in various areas including but not limited to: Overall school GPA, community service, participation in unit events, uniform appearance, military bearing, followership and leadership.

B. AWARDS. The selected cadets will be awarded a certificate; their pictures will be placed on the Cadet Seaman/Petty Officer of the Month Board; they will wear the gold aiguillette for one month; and will be eligible for selection as Cadet Seaman/Petty Officer of the Year.

702. SEAMAN and PETTY OFFICER OF THE YEAR. Cadet Seaman and Petty Officer of the Year will be selected from among those cadets who were previously selected as Seaman and Petty Officer of the Month; the evaluation process is the same as that for Seaman and Petty Officer of the Month. Selected Cadets will be named during Awards Night Ceremony at which time they will be presented with a plaque awarded the gold aiguillette for one year and meritoriously advanced to the next highest rate.

Those NS-I cadets who were selected as Cadet Seaman of the Month and achieve Cadet Petty Officer Third Class at the end of their NS-I year **are eligible** for Cadet Seaman of the Year. Those Cadet Petty Officers who were selected as Cadet Petty Officer of the Month and then achieve Cadet Chief Petty Officer by the end of the year **are not eligible** for Cadet Petty Officer of the Year.

703. DISTINGUISHED CADET. The DISTINGUISHED CADET is the BEST overall cadet in his/her year group. As outlined in Unit 1 Chapter 8 of the Cadet Field Manual this ribbon is awarded to one cadet in each year group (NS-I, II, III, IV), with the highest combined average as determined by the SNSI in scholastics, aptitude, academics, physical fitness, community service, drill, unit participation, etc. Distinguished Cadets are named during Awards Night Ceremony at which time they will be presented with their ribbon, a certificate and presented the Distinguished Cadet black and gold aiguillette and meritoriously advanced to the next highest rate or rank.

704. NJROTC STUDENT OF THE MONTH. Each month the Senior Naval Science Instructor will select an outstanding cadet (Seniors Only) as the NJROTC Student of the Month. This cadet will be recognized at a breakfast hosted by the school principal. In addition their photo will be displayed along with the other school department students of the month on a picture board located in the school lobby.

705. NJROTC AWARDS/RIBBONS/DEVICES. Recognition for performance, achievement, and participation will be acknowledged, on the unit level, by the awarding of ribbons (see Cadet Field Manual). Subsequent awards of the same ribbon will be through the awarding of an appropriate device for attachment to the ribbon or medal. No more than one ribbon or medal of each kind is ever worn on the uniform.

A. NON-NJROTC AWARDS. Civic, service, and school groups make periodic presentations of awards to cadets and some cadets have received ribbon awards from JROTC units of the other services. These outside awards, when approved for wear by the NSI; take precedence *after* all NJROTC ribbons. They will take precedence among themselves as follows: (1) Paloma Valley High School special NJROTC ribbons, (2) JROTC awards of other services, (3) awards from other organizations in alphabetical order of the official name of the presenting organization, unless the SNSI makes another determination in individual cases.

B. SPECIAL INDIVIDUAL AWARDS: Special recognition is provided to outstanding cadets by patriotic, veteran, fraternal, and service organizations, normally, at the end of the year, Awards Night. Although NS-IV cadets are eligible for several of these awards, the majority is given to recognize the accomplishments of NS-II/III cadets. The following is a list of the awards given by each organization:

American Legion Medal for Military Excellence
Citizenship Medal
Veterans JROTC Medal

American Legion
Veterans of Foreign Wars
Veterans of Foreign Wars

Daughters of the American Revolution ROTC Medal	D.A.R.
National Sojourners Medal	National Sojourners
MOWW Award of Merit	MOWW
Veterans of Foreign Wars Medal of Excellence	Veterans of Foreign Wars
Reserve Officer's Association Medal	Reserve Officer's Association
Naval Order of the U.S. Leadership Medal	Naval Order of the U.S.
Daedalian ROTC Achievement Medal	Daedalians
Sons of the American Revolution ROTC Medal	S.A.R.
Freemasonry Medal	Scottish Rite of Freemasonry
Naval Reserve Association Leadership Medal	Naval Reserve Association
Fleet Reserve Association Medal	Fleet Reserve Association
Non-Commissioned Officers Association Medal	NCO Association

706. SCHOOL LETTER PROGRAM. The Paloma Valley High School NJROTC School Letter program is designed to encourage and reward participation in extra-curricular activities that require team effort on a year-round basis. Cadets, who are active members of the Drill Team, and/or a part of a **VARSITY** school athletic team, are eligible after meeting the following criteria.

- Compete in at least 3 drill meets. (Super Bowl being one)
- Pass the Physical Readiness Test each year.
- Mandatory 45 hours of Community Service.
- Overall GPA of 2.5 on a 4.0 scale.
- No suspensions or on campus detention (OCD).
- No missed uniform day.
- No NJROTC Discipline Review Board.

Note: In addition to the above criteria, a cadet must fully complete 3 years in the program.

APPENDIX 1

NJROTC GRADING SYSTEM

Cadets are graded on their performance in four general areas: 1) Academic (Test, Homework, and Class work); 2) Military (Drill, Personnel Uniform Inspection); 3) Physical Fitness; and 4) Aptitude (including Leadership/Followership).

- 1. Academic Grade:** determined by the cadet's combined performance on tests, quizzes, homework, and other classroom assignments and activities = **(25% of total grade)**.
- 2. Military Grade:** determined by the cadet's combined performance on uniform/personnel inspections and Military Drill. = **(25% of total grade)**.
- 3. Physical Fitness:** determined by dressing in proper PT gear and participating during Wednesday and Friday physical fitness training. (PT gear is mandatory on Wednesdays and Fridays for all cadets. Cadets with a valid medical excuse will still dress out but will not be required to participate). = **(25% of total grade)**.
- 4. Aptitude/Conduct:** determined by cadet's Leadership/Followership ability, meeting minimum advancement requirements, attitude toward instructors, faculty, staff, cadet leaders, and fellow cadets. The aptitude assessment will also include a review of the cadet's daily appearance, classroom behavior in all classes, attitude toward the program, and his or her attendance and participation in class activities and community service hours = **(25% of total grade)**.

Notes

1). Mondays are uniform days **Failure** to wear the uniform (including unexcused absences) will result in a "0" for that week's inspection. Failure to wear his/her uniform could result in receiving a failing grade from the course. **Only absences due to Approved School Activities (ASA) and / or Official Medical notes are excused but in order to receive full credit the cadet must wear their uniform the following school day.**

2). Aptitude is a subjective evaluation made by the SNSI/NSI concerning the performance of the cadet in relation to the capabilities he or she possesses. In other words, how much effort the cadet is putting forth. Some of the factors considered in evaluating aptitude are: attitude towards the NJROTC program; responsibility; dependability (days absent); initiative; conduct in and beyond NJROTC; judgment; adaptability; cooperation; followership; and leadership ability and potential.

3). Low marks in one area will result in lower marks in other areas. For example, failure to properly wear the cadet uniform will not only mean a lower Military grade but will also lower your Aptitude grade. Semester grades are based on the following: 1st and 2nd six week grades + Final semester exam Grade = 100% (25% + 25% + 25% + 25% =

100%). Grades of zero will be assigned when work is not completed on time. Cadets may receive adverse progress reports for academic and/or unit-related problems. Cadets who receive adverse progress reports should schedule a meeting with the SNSI/NSI as soon as possible to discuss corrective action. Close liaison between the SNSI/NSI and the respective parents/guardians to resolve any performance discrepancies is essential.

APPENDIX 2

CLASSROOM RULES

The following rules not all-inclusive have been established to guide your conduct in NJROTC space:

1. **All school rules apply.**
2. When the tardy bell begins to ring, you will be inside the classroom and come to attention, no talking. When the role is called, muster will be conducted, upon hearing your name you will report "present, sir/ma'am," and then go to parade rest. After muster you will continue to listen to Platoon Sergeant / Guide / Petty Officer.
3. You will not enter the SNSI/NSI office unless specifically instructed to do so, and then only long enough to accomplish the specific purpose of your mission. **NO EXCEPTIONS!**
4. Under no, **REPEAT NO**, circumstances will any cadet go into the supply area without specific authorization of the Supply Personnel and/or the SNSI/NSI.
5. You will NOT write anything on the white boards unless specifically told to do so; you will NOT erase anything that has been written on these boards.
6. **"Attention on Deck"** will be called when the SNSI / NSI enters your area for the first time, unless the SNSI or NSI is already in the area or conducting class, or whenever any of the following enter the classroom: Principal, Area 11 Supervisor, any other SNSI/NSI, and the Battalion c/ CO and XO. The rule is...**if in doubt, call it out!**
7. You may come to the NJROTC spaces from other classes if you have at least a "B" grade with an appropriate Hall Pass from the respective teacher and you present it to the SNSI/NSI; you will behave appropriately and not disturb any class in session. If it's a PT day you are expected to join in the session and not complete other classwork.
8. Personal items such as coats, books, uniform items, etc., will not be left in NJROTC spaces', each cadet should be issued a locker for their personal use.
9. At the end of every class period, each cadet will police the area around their desk for any trash and deposit it in the wastebasket outside of the classroom.
10. The classroom will be a place to exchange ideas and learn new and different things without personal attack or verbal abuse from other cadets.

APPENDIX 3

PERSONNEL AND UNIFORM INSPECTION GRADING RUBRIC

<p>9-10 Outstanding “A”</p>	<ul style="list-style-type: none"> • Proper Grooming Per Field Manual/Cadet Handbook: Example; Shave/Hair cut (Male), Hairstyle/Makeup (Females). • Exhibits proper military bearing, including sounding off. • Answers “2” Chain of Command and/or “2” Orders to the Sentry questions correctly. • Uniform Clean and in Good condition; Pressed with military creases present; No IP’s. • Uniform properly fitted and worn correctly by Cadet (i.e. Shirt not too big / small, pants not too long/short; Gig line correct. • Has all required Uniform Items (J-Bar, Rank, Tie, Ribbons, Nametag, Fouled Anchor, Cover, etc.); Required items worn correctly. • Shoes shined and edges dressed, black socks, belt buckle shined and in good condition.
<p>8 Excellent “B”</p>	<ul style="list-style-type: none"> • Proper Grooming Per Field Manual/Cadet Handbook. • Exhibits proper military bearing, including sounding off. • Answers 1 of 2 Chain of Command and or Orders to the Sentry questions correctly. • Uniform Clean and in Good condition; Pressed with military creases Present; No more than 1 IP. • Uniform properly fitted and worn correctly by Cadet. • Missing only “1” required Uniform Item: required items worn correctly. • Shoes shined and edges dressed, black socks, belt buckle shined and in good condition.
<p>7 Satisfactory “C”</p>	<ul style="list-style-type: none"> • Proper Grooming Per Field Manual/Cadet Handbook: Example; Shave/Haircut (Male), Hairstyle/Makeup (Females). • Exhibits proper military bearing, including sounding off. • Answers 0 of 2 Chain of Command and or Orders to the Sentry questions correctly. • Uniform Clean and in Good condition; Pressed with Military creases Present; No more than 2 IP’s. • Uniform properly fitted and worn correctly by Cadet. • Missing 2 required Uniform Item; Required items worn correctly. • Shoes shined and edges dressed, black socks, belt buckle shined and in good condition.
<p>1-6 Un- satisfactory “D”</p>	<ul style="list-style-type: none"> • Cadet not within Grooming Standards per Field Manual/Cadet Handbook: Needs haircut/shave (males); Improper Hairstyle/Make-up (Females). • Poor military bearing, including sounding off. • Answers 0 of 2 Chain of Command and or Orders to the Sentry questions correctly.

	<ul style="list-style-type: none"> • Uniform Dirty and in poor condition; No Military Creases present; 3 or more IP's • Uniform Improper fit • Missing 3 or more required Uniform Item, Items not worn correctly • Shoes not shined and not edged dressed; Wearing white socks and Belt buckle in poor condition
0 "F"	➤ Failed to wear uniform on required uniform day.

APPENDIX 4

ADVANCEMENT REQUIREMENTS

The following requirements must be met for advancement to each of the rates indicated. Written (CPS) exams will be taken only after all other requirements are completed. Time in Rate can be waived for those cadets who show exceptional aptitude and ability. Generally, failing a test will require the cadet to wait one week before a retest will be given. The Administration Officer maintains Cadet Advancement Record. All advancements require cadets maintain the highest standards of uniform appearance, as well as a recommendation from their respective Company Executive Officer. The Naval Science Instructors will forward the final recommendation in regards to all enlisted promotions to the Senior Naval Science Instructor for final approval.

C/Seaman Apprentice E-2

- Must be a member of the Paloma Valley High School NJROTC for two months.
- Pass C/Seaman Apprentice Advancement Exam (Chain of Command / Military Time).
- Pass practical “In Place Drill” test.

C/Seaman E-3

- Must have been a Seaman Apprentice for three months.
- Pass C/Seaman Advancement Exam (NJROTC Rates & Ranks, Eleven General Orders).
- Pass Practical “Squad Drill” and “Platoon Drill” test.

C/Petty Officer Third Class E-4

- Must have been a Seaman for three months.
- Pass C/PO3 Advancement Exam (NJROTC Ribbons, Leadership Traits / Principles).
- Pass “Manual of Arms” and “Guide-on” practical test.
- Conduct Squad Drill and Squad Personnel Inspection.
- Must have no grade of “F” in any course for the current quarter.

C/Petty Officer Second Class E-5

- Must have been a Petty Officer Third Class for four months.
- Conduct Platoon Drill and Platoon Personnel Inspection.
- Pass C/PO2 Advancement Exam (U. S. Navy / U. S. Marine Corps Enlisted and Officer, rate and rank insignia).
- Demonstrate proper leadership traits.
- Recite and explain the Eleven General Orders to the Sentry. Have knowledge of and can locate the Physical Fitness Condition requirements.
- Must have no grade of “F” in any course for the current quarter.

C/Petty Officer First Class E-6

- Must have been a Petty Officer Second Class for four months.
- Pass C/PO1 Advancement Exam.
- Demonstrate knowledge of Platoon Drill requirements for AMI and Pass-in-Review Pass “Sword Manual of Arms” practical test.
- Must be eligible for the Exemplary Personal Appearance and Exemplary Conduct ribbons.
- Know the Supply and Administration requirements for checking in a new cadet to a company (Issue uniforms and hand out and explain paperwork requirements).
- Must have no grade of “F” in any course for the current quarter.

C/Chief Petty Officer E-7

- Must have been a Petty Officer First Class for four months.
- Pass C/CPO Advancement Exam.
- Have an open billet for CPO in the Battalion (5 CPOs).
- Demonstrate knowledge of and ability to conduct Company Drill for AMI Pass in Review.

- Demonstrate to the Naval Science Instructor knowledge of Naval Customs and Courtesies. Supervise Three (3) Community Service Events.
- Must be eligible for exemplary personal appearance and exemplary conduct ribbons.
- Complete Leadership Essay Question provided by the NSI.
- Must have no grade of “D” or “F” in any course for the current quarter.

C/Senior Chief Petty Officer E-8

- Must meet all requirements of a C/CPO.
- Currently serving in the billet of Chief Master at Arms.
- Recommended by the C/MCPO and approved by the NSI.

C/Master Chief Petty Officer E-9

- Must meet all requirements of a C/CPO.
- SNSI / NSI will select this position during Change of Command.

Note: The period 11 June through 10 August does not count for the purpose of meeting “Time in Rate” requirements.

PROMOTION REQUIREMENTS (OFFICERS)

The Senior Naval Science Instructor will make all officer rank appointments and promotions.

C/Ensign O-1

- Must be in good standing with the instructors and recommended by NSI.
- Must have no D’s or F’s and cannot be truant.
- Must have an open billet as designated in Appendix 6 of this handbook available for promotion to Ensign.

Company billets to Ensign (PLTSGT / GUIDE / PPO):

- Meet the standard requirements above.

- Tested on proficiency of knowledge in Seaman of the Month and Petty Officer of the Month requirements.
- Recommended by their respective Company CO and XO.
- Give an oral presentation of their billet descriptions to the Battalion C/Commanding Officer and C/Executive Officer, earning their recommendation.
- Pass practical “Sword Manual of Arms” test.
- Must have completed all advancement requirements up to and including Chief Petty Officer.
- Pass a promotion board. *

Staff billets to Ensign (CPO’s):

- Meet the standard requirements above.
- Tested on proficiency of knowledge in their assigned billet’s subject matter.
- Recommended by their respective Department Head through in extensive interview.
- Give an oral presentation of their billet descriptions as it pertains to AMI to the Battalion C/Commanding Officer and C/Executive Officer, earning their recommendation.
- Pass practical “Sword Manual of Arms” test.
- Pass a promotion board. *

C/Lieutenant Junior Grade O-2

- Must be a C/Ensign for in their respective billet at least a semester.
- Must have an open billet of Company XO or Staff (Ops, Admin, Supply, Drill or PAO).
- Must be in good standing with the instructors and recommended by NSI.
- Must have no D’s or F’s and cannot be truant.
- Must meet and pass all the requirements of a C/Ensign.

- Must have effectively completed their respective billet's entire task including AMI.
- Pass an evaluation done by battalion C/Commanding Officer and C/Executive Officer.
- Pass a promotion board. *

Company XO

- Must meet all requirements as above.
- Will be evaluated on effective distribution of paperwork (administrative skills), and their performance throughout the whole year.
- Performance of their respective first year cadets in advancement from C/Seaman Recruit to C/Seaman Apprentice to C/Seaman.
- Promotion will be at Change of Command if all requirements are met, the promotion board recommendation and SNSI approve candidate.

C/Lieutenant O-3

- Must be a C/Lieutenant Junior Grade for at least a semester.
- Must have an open billet of Company CO or Staff.
- Must be in good standing with the instructors and recommended by NSI.
- Must have no D's or F's and cannot be truant.
- Must meet and pass all the requirements of a C/Lieutenant Junior Grade.
- Must have effectively completed their respective billet's entire task including AMI.
- Pass a promotion board. *

Company CO's

- Must meet all requirements as above.
- Will be evaluated on the success of their company and their ability to work effectively with battalion staff within the first semester of school.

- Will be evaluated on paperwork (administrative skills), drill training stations, uniform work stations, leadership, and other requirements as deemed necessary by the Battalion C/Commanding Officer and C/Executive Officer.
- Promotion will be at the Change of Command if all requirements are met, the promotion board recommendation and SNSI approve candidate.

Battalion Staff: Must meet all requirements as above and will be evaluated on quality of work in billet and will be promoted at the discretion of the NSI and SNSI.

C/Lieutenant Commander O-4

Normally, only the Battalion Executive Officer holds the rank of C/Lieutenant Commander. However, Naval Science IV Cadet/Lieutenants may be promoted to C/Lieutenant Commander in the second semester of their NS-IV year under the following conditions.

- Have served as a staff department head for two consecutive years.
- Have served as a company commander for two consecutive years.
- Have served both as a staff department head and a company commander for two years. (Example: department head / Company XO during their Junior (NS-III) year, Company CO during their senior (NS- IV year).

***Officer Promotion Board** will consist of the Battalion C/Commanding Officer, C/Executive Officer, NSI, and SNSI. **Candidates will not be present at the board.** All officer candidates and officers eligible for promotion will have their performance, conduct, aptitude, and cadet record reviewed by members of the promotion board, who will then make their recommendations to the Senior Naval Science Instructor for final approval or disapproval.

Note: The SNSI and NSI reserve the right to meritoriously promote deserving Cadets and spontaneously demote Cadets as necessary, to preserve good order and discipline.

APPENDIX 5

NJROTC RIBBON AWARDS

The United States Navy JROTC program offers 25 ribbon awards to recognize superior cadet performance in areas ranging from physical fitness and community service to team membership, academic achievement, and leadership. The general requirements and proper manner of wearing these awards are outline in the Cadet Field Manual. Below are the specific Paloma Valley NJROTC requirements for the most commonly presented awards.

Exemplary Personal Appearance: Average 96% inspection score (Military Grade) and no missed uniform days during the semester, (any missed uniform day that were the result of an approved school activity or approved by an instructor will be excused). This award when earned is presented once per semester.

Participation: Take part in 3 or more scheduled unit events per semester. This award when earned is presented once per semester.

Community Service: Awarded as earned to the cadet who has contributed at least 10 hours of satisfactory volunteer work toward a project or activity designated by the SNSI/NSI for community service. Service must be a part of the NJROTC supported/approved or recognized activity "Community Service." This award when earned is presented once per semester.

Exemplary Conduct: No school disciplinary record for the current school year. No reports from school staff or faculty of conduct problems. No history of not wearing uniform when required or missing uniform days. No conduct or behavior problems in the JROTC class as determined by the NJROTC instructors and demonstrated exemplary conduct in the battalion, school and community. When earned this award is presented once per school year.

Naval Science I/II/III or IV Outstanding Cadet: Exemplary Personal Appearance (X2) + Participation (X2) + Community Service (X2/48 Hours for the Year) + Exemplary conduct (X1) + Average NJROTC grade of 80% or higher + School GPA of 2.0 "C" or higher + recommendation of the instructors. When earned this award is presented once per school year.

Military Aptitude: Must be in the top 10% of the battalion, This Outstanding Naval Science I/II/III/IV cadet + Recommend for and Pass Petty Officer Third Class exam (NS-I); Must be Petty Officer Second Class or higher (NS-II); Must be Petty Officer First Class or higher (NS-III/IV) + Recommended by the instructors. When earned this award is presented once per school year. The Naval Science I/II/III/IV Outstanding Cadet and Military Aptitude awards are the highest two NJROTC ribbon awards that the typical NJROTC cadet can strive to achieve during the school year.

Physical Fitness Test: Must be in the top 10% of the battalion, This Outstanding Naval Science I/II/III/IV cadet + Recommend for and Pass Petty Officer Third Class exam (NS-I); Must be Petty Officer Second Class or higher (NS-II); Must be Petty Officer First Class or higher (NS-III/IV) + Recommended by the instructors. When earned this award is presented once per school year. The Naval Science I/II/III/IV Outstanding Cadet and Military Aptitude awards are the highest two NJROTC ribbon awards that the typical NJROTC cadet can strive to achieve during the school year.

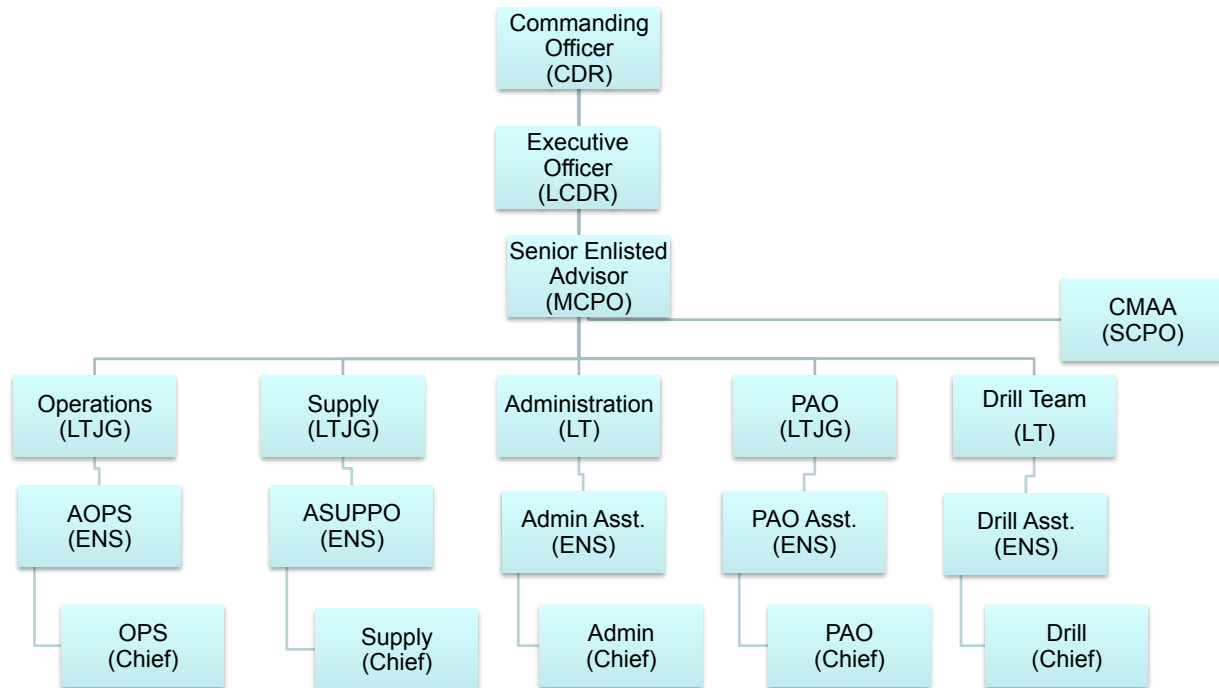
Recruiting: Must be in the top 10% of the battalion, This Outstanding Naval Science I/II/III/IV cadet + Recommend for and Pass Petty Officer Third Class exam (NS-I); Must be Petty Officer Second Class or higher (NS-II); Must be Petty Officer First Class or higher (NS-III/IV) + Recommended by the instructors. When earned this award is presented once per school year. The Naval Science I/II/III/IV Outstanding Cadet and Military Aptitude awards are the highest two NJROTC ribbon awards that the typical NJROTC cadet can strive to achieve during the school year.

Basic Leadership Training: Must be in the top 10% of the battalion, This Outstanding Naval Science I/II/III/IV cadet + Recommend for and Pass Petty Officer Third Class exam (NS-I); Must be Petty Officer Second Class or higher (NS-II); Must be Petty Officer First Class or higher (NS-III/IV) + Recommended by the instructors. When earned this award is presented once per school year. The Naval Science I/II/III/IV Outstanding Cadet and Military Aptitude awards are the highest two NJROTC ribbon awards that the typical NJROTC cadet can strive to achieve during the school year.

APPENDIX 6

NJROTC ORGANIZATIONAL CHART

❖ **Note: Rank is subject to change based on billet assignment.**



APPENDIX 7

ATTENDANCE REQUIRED

Required Unit Events: There are certain unit events/activities that are required by the U.S. Navy each year. Obviously, these events require 100% participation by cadets and will result in grades as either test and/or class participation. These events are critical to determining end of year awards such as the Distinguished Unit Award.

Required events include, but are not limited to, Annual Military Inspection, Awards Night, and Military Ball. Advance notice will be provided to all cadets

ANNUAL MILITARY INSPECTION. Each year the Chief of Naval Education and Training's NJROTC Area ELEVEN Manager holds a comprehensive inspection of the NJROTC Unit. The inspection takes all day and requires much work and preparation. Virtually every aspect of the NJROTC program is covered, starting with a presentation by the cadet staff followed by a personnel inspection and drill demonstrations by the cadet battalion, observation of classroom activities, in-depth look at supply and administrative practices and procedures, and ending with conferences with cadets and school administrators. During the weeks before the inspection, much of the effort of the battalion will be directed toward becoming as prepared as possible.

AWARDS NIGHT. Toward the end to the school year we like to celebrate the accomplishment/achievement of the cadets with a ceremony strictly in that regard. Awards Night is somewhat of a tradition where past military heroes donate their time and their organization's acknowledgement to honor and praise America's future leaders.

MILITARY BALL. The Military Ball is probably the most delightful, formal, social event sponsored by Paloma Valley High School NJROTC. The ball combines an excellent catered dinner with dancing to a military orchestra or a disk jockey. School and Navy officials are normally in attendance. Boys wear their "dress" uniform while girls wear civilian dresses. The Ball is usually held in May.

APPENDIX 8

REPORT OF INFRACTION

Official Cadet Report Chit

Date: _____

Name of reporting Cadet: _____ Position: _____

Name of Cadet being reported: _____ Platoon: _____ Squad: _____

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

Was the cadet warned prior to this report sheet or other corrective action attempted?
(YES/NO).

If yes, please explain.

Also list all corrective actions taken.

THIS REPORT SHEET WILL ENTER OFFICIAL CADET RECORDS.

The Reporting Cadet signature swears the circumstances occurred as reported and is required. The reported Cadet signature is only an acknowledgement that a charge has been made and not a presumption of guilt. The reported Cadet signature is not required.

Reporting Cadet signature: _____ Date: _____

Reported Cadet signature: _____ Date: _____

Disposition of Report Chit

Cadet filing Report / Investigating: _____ Date: _____

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

CMAA: _____ XO: _____

CO: _____ SNSI/NSI: _____

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

The review will be conducted by: **Disciplinary Review Board**

Executive Officer: _____

Chief Master at Arms: _____

Company CO: _____

Company XO: _____

Platoon Sergeant: _____

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

Recommended further action: _____

APPENDIX 9

NJROTC OFFICER EVALUATION FORM

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

Student Name _____

Please rate the students grade and in each category below:

1 - Outstanding 2 - Excellent 3 - Average 4 - Fair 5 - Poor

Subject: _____

Grade: A B C D F

Attendance: 1 2 3 4 5

Attitude: 1 2 3 4 5

Effort: 1 2 3 4 5

Additional Comments:

(Note: Cadet must have one sheet from each teacher with signature)

Teacher's Name / Signature

APPENDIX 10

NJROTC ENROLLMENT FORM

(THIS FORM WILL BE USED FOR INITIAL ISSUE OF NJROTC GEAR)

STUDENT NAME _____ PERIOD _____

NJROTC ISSUED ITEMS:

UNIFORM ITEMS

COVER _____

ANCHOR _____

SHIRT _____

TROUSERS _____

SHOES _____

BELT _____

RIBBONS _____

JBAR _____

RANK _____

DEVICES _____

PT SHIRT _____

PT SHORTS _____

CLASSROOM MATERIALS

TEXTBOOK _____

REF. MANUAL _____

FIELD MANUAL _____

CADET SIGNATURE _____

RECEIVING CLERK _____

SUPPO _____

DATE ENTERED IN JUMS _____

APPROVED BY CWO4 WALTON OR MSGT PUEBLA _____

APPENDIX 11

NJROTC DISENROLLMENT FORM

(THIS FORM WILL BE USED IF A STUDENT WISHES TO DROP NJROTC)

STUDENT NAME _____ PERIOD _____

REASON FOR DROPPING NJROTC _____

NJROTC ISSUED ITEMS RETURNED:

UNIFORM ITEMS

COVER _____

ANCHOR _____

SHIRT _____

TROUSERS _____

SHOES _____

BELT _____

RIBBONS _____

JBAR _____

RANK _____

DEVICES _____

PT SHIRT _____

PT SHORTS _____

CLASSROOM MATERIALS

TEXTBOOK _____

REF. MANUAL _____

FIELD MANUAL _____

CADET SIGNATURE _____

RECEIVING CLERK _____

SUPPO _____

DATE ENTERED IN JUMS _____

APPROVED BY CWO4 WALTON OR MSGT PUEBLA _____

APPENDIX 12

RIBBON REQUEST

NAME _____ PLATOON _____ DATE _____

RIBBON/DEVICE EARNED _____

RECOMMENDATION:

SQUAD LEADER: _____

PLATOON SERGEANT: _____

COMPANY XO: _____

COMPANY CO: _____

JUSTIFICATION: (ATTACH DOCUMENTS, IF NECESSARY)

DATE RIBBON/DEVICE AWARDED: _____

ADMIN: _____

OPS: _____

XO: _____

CO: _____

APPROVED / DISAPPROVED

DATE ENTERED IN JUMS: _____

APPENDIX 13

PROBATION / EXIT CONTRACT

NAME _____ PLATOON _____ DATE _____

I understand that my enrollment in the NJROTC program at Paloma Valley High School is now on probationary status for the following reasons:

☞ Grade point average has fallen below a 2.0.

In order to remain in the program, I will need to abide by the following requirements:

1. GPA for 1st semester must be a 2.0 or higher with no D's or F's.
2. Grades will be re-evaluated at the 12 week progress report and/or at semester
3. Student must commit to making up low grades in summer school and/or credit recovery programs if necessary.
4. Student needs to attend school regularly.

I understand that the failure to comply with the above stated conditions by the end of the 1st semester will result in my being removed from the NJROTC program.

Student's Signature

Parent Signature

NJROTC Instructor

Counselor

☐ I understand that my failure to comply with the above stated conditions have resulted in my expulsion from the NJROTC program, and that I will not be able to re-enter the program at a later date.

☐ Due to circumstances outside of this contract, I am voluntarily exiting the NJROTC program, with the support of my parents/guardians, and I understand that I will not be able to re-enter the program at a later date.

Student's Signature

Parent Signature

NJROTC Instructor

Counselor

NOTE: 1 LIST OF MILITARY TERMS (WORDS) AND ACRONYM

ADMIN - Department that is responsible for the personnel records and administrative paperwork of the unit

ADRIFT - Loose from the moorings or out of place

AFT - In rear of or towards the stern of a vessel

ALL HANDS - Entire ship's company, both officers and enlisted

AMI - Annual Military Inspection

AREA 11 - Geographical area containing NJROTC Units from Southern California and Arizona

AYE, AYE - Official acknowledgement of an order

BELAY - Cancel an order; to stop; to firmly secure a line

BOW - Forward section of a vessel

BUNK - Bed

BRAVO ZULU - (BZ) JOB WELL DONE.

BY YOUR LEAVE, SIR or MA'AM - When overtaking (Passing from behind to the left of) an officer who is senior to you, tradition dictates that you must render a hand salute and say "BY YOUR LEAVE SIR or MA'AM" depending on the situation. The officer who is senior will return your salute and say "CARRY-ON." You may then drop your salute and proceed

CARRY ON - An order to resume work or duties

CMC - Command Master Chief; senior enlisted member of the Unit

CO - Commanding Officer; senior cadet in the Unit

COLORS - National flag

COVER - Hat or cap

CROSSING THE LINE - The ceremony of Crossing the Line is an initiation rite in the Royal Navy, U.S. Navy, U.S. Coast Guard, and U.S Marine Corps, and other navies that commemorates a sailor's first crossing of the Equator

DECK - Floor

DECK DIVISION – Division in Logistics responsible for the cleaning, preservation, and maintenance of the NJROTC spaces/areas

DRILL - Marching/executing a routine

ESPIRIT DE CORPS – Spirit of Camaraderie

FIELD DAY - Clean up entire area

FIELD MEET - Competition between units including athletics, academics, and/ or drill.

FORWARD - Towards the bow; opposite the aft

GALLEY – Kitchen

GANGWAY - Move out of the way, “make a hole” or make room; also roped-off passageway on a ship

GENERAL QUARTERS - Battle station for all hands

GUNG HO - Working in the spirit

HATCH - Door

HEAD - Bathroom

IRISH PENNANT - Dangling loose end of a line, string, or piece of bunting.

KEELHAUL - To reprimand/punish severely

LADDER or LADDERWELL – Stairs

LOGISTICS - Department responsible for all supply, ordnance, and maintaining unit spaces/areas

LOI - Letter of Instruction

MAN OF WAR - A warship from the days of sail

MPO - Mustering Petty Officer; senior enlisted cadet in a platoon; assistant to the platoon Sergeant.

NAUTICAL MILE - 6,076.11 feet, or about a 6th longer than a statute mile.

NSI - Naval Science Instructor, assistant to the SNSI

NSTC - Naval Service Training Command (NJROTC Headquarters)

OPS - Operations - A staff department responsible for the planning, scheduling, and executing of unit events; 3rd in command.

ORDNANCE - Division in Logistics, responsible for security and maintenance weapons and armory equipment.

PAO - Public Affairs Office(r), a division in Administration.

PERSONNEL - A division in Administration responsible for cadet records, awards, and other administrative issues.

PRT/ PFT - Physical Readiness Test/Physical Fitness Test

PLAN OF THE DAY - Schedule of the day's events, as planned by operations and finalized by the Executive Officer.

POIC - Petty Officer In Charge

POLLYWOG - In the Navy, one who has not crossed the Line (Equator).

PORT - Left side of the ship, while looking forward.

REVEILLE - Time to get up.

QUARTERDECK - Part of the main (or other) deck reserved for honors and ceremonies and the station of the OOD. The quarterdeck received its name in the days when decks were in tiers. The "half-deck" was half the length of the ship, and the "quarter-deck" was half the length of the half-deck.

SCUTTLEBUTT - Container of drinking water, or a drinking fountain; a rumor usually of local importance

SEA LAWYER - Cadet who likes to argue; usually one who thinks he can twist regulations and standing orders around to favor his personal inclinations.

SEAWORTHY- Capable of being put to sea and meeting usual sea conditions.

SECURE - Stop work, put away, close, or lock.

SHELLBACK - Sailors who have already crossed the Line (Equator) are nicknamed Shellbacks, often referred to as "Sons of Neptune."

SHIP'S COMPANY – The crew of a ship

SHIPMATE – Fellow sailor on your ship or at your command

SMART – Snappy; seamanlike.

SNSI - Senior Naval Science Instructor

SQUADBAY - Large room in barracks where personnel live

SQUARED AWAY - A person who is neat and looking sharp/proficient and knowledgeable - To cleanup

STAND BY - Preparatory order meaning, “get ready” or “prepare to...”

STARBOARD - Right side of a ship looking forward.

SUPPLY - Responsible for the storage, issue, and recovery of all uniforms and unit equipment

STERN – Aft (back) part of the ship

SURVEY - Return and replacement of unserviceable items.

SWAB – Mop / to mop.

TRAINING - A division in Operations responsible for the execution of unit operations/ events.

WATCH – A period of duty, usually of four hours duration.

XO – Executive Officer, assistant to the Commanding Officer, responsible for staff coordination, 2nd in command.

NOTE: 2 MILITARY TIME / PHONETIC ALPHABET

Military Time

Morning

0100 – 1AM

0200 – 2AM

0300 – 3AM

0400 – 4AM

0500 – 5AM

0600 – 6AM

0700 – 7AM

0800 – 8AM

0900 – 9AM

1000 – 10AM

1100 – 11AM

1200 (NOON)

Afternoon

1300 – 1PM

1400 – 2PM

1500 – 3PM

1600 – 4PM

1700 – 5PM

1800 – 6PM

1900 – 7PM

2000 – 8PM

2100 – 9PM

2200 – 10PM

2300 – 11PM

2400 (MIDNIGHT)

Phonetic Alphabet

A-ALPHA

B-BRAVO

C-CHARLIE

D-DELTA

E-ECHO

F-FOXTROT

G-GOLF

H-HOTEL

I-INDIA

J-JULIETT

K-KILO

L-LIMA

M-MIKE

N-NOVEBER

O-OSCAR

P-PAPA

Q-QUEBEC

R-ROMEO

S-SIERRA

T-TANGO

U-UNIFORM

V-VICTOR

W-WHISKEY

X-XRAY

Y-YANKEE

Z-ZULU

NOTE: 3 COLOR GUARD KNOWLEDGE

1. Other than Garrison, Post, Field, Storm, and Internment flags, name the other types of military flags. Colors - These are flags of organizations and certain civilian and military officials. Standards - Flags of mounted units were formerly called standards. Now they are used on vehicles of COs, Generals, Admirals and the U.S. President. Distinguished flags - These flag identify headquarters, offices, general officers/ admirals, and organizations, none of which are authorized organizational or individual Colors. Ensigns - An ensign is a rectangular flag flown from aircraft, ships, and boats. Guide-on -A guide-on is a swallow-tailed flag carried by companies, batteries, troops, and certain detachments. Pennants - A pennant is a triangular flag used for various utility purposes.

2. How is the flag flown on Memorial Day?

At half-mast till noon, then from noon until retreat sounds, it is at full staff

3. When can the flag be flown at night?

When it is illuminated.

4. What date was the U.S. Navy flag dedicated?

The flag was officially authorized by President Dwight D. Eisenhower on April 24, 1959 and was formally introduced to the public on April 30, 1959.

5. When a President or Past President dies, how long is the flag flown at half-mast?

30 days

6. How is the flag draped over the casket?

So the stars are over the left shoulder (Blue field with stars to the right)

7. How many stripes does the American flag have?

13 stripes (7 red and 6 white) representing the 13 Original colonies

8. What is the difference between the National Colors and the National Flag?

The National Colors are trimmed on 3 sides with golden yellow fringe

9. What do the colors on the flag represent?

Red-Hardiness and Valor, White-Purity and Innocence, Blue-Vigilance, Preservation, and Justice

10. When Military personnel die, the flag is presented to the beneficiary, who provides the flag? The postmaster general

11. When the national flag is worn out, how is it disposed of?

The section of the flag with the stars is cut from the flag and then both pieces are burned together.

12. What are the 2 ways that the flag can be displayed?

Flag flown, hanging free. When hanging flat, the blue field with stars is to the left.

13. What is the history of the California flag?

On June 14, 1846, a small band of settlers marched on the Mexican garrison at Sonoma and took the commandant, Mariano Vallejo, prisoner; they issued a proclamation which Declared California to be a Republic independent of Mexico. This uprising became known as the Bear Flag Revolt after the hastily designed flag depicting a grizzly bear and a five-pointed star over a red bar and the words "California Republic." The grizzly bear was a symbol of great strength while the lone star made reference to the Lone Star of Texas.

14. Who is traditionally responsible for the safeguarding, care and display of the unit's colors?

The senior enlisted: The Command Sergeant Major, Command Master Chief, etc.

15. How is the American flag raised to the half-staff position?

It is first raised all the way to the top of the staff for an instant, and then lowered to half-staff slowly.

16. If a flag is in the half-staff position, how is it lowered?

It is first raised to the top of the staff for a brief moment, and then it is lowered.

17. When folded, what is the shape of the American flag?

The shape like that of a cocked hat

18. What does the Hoist and Fly of a flag mean?

The Hoist is the width of a flag (vertical edge measured from top to bottom); the Fly is the length of the flag (horizontal edge, measured from left to right)

19. What are the two bugle calls played at Retreat?

"Retreat" and "To The Colors"

20. What are some places that the flag is flown 24 hours a day by specific legal authority as of January 1966?

US Capitol in Washington DC, Fort McHenry National Monument, Flag House Square in Baltimore MD, Francis Scott Keys Grave, The World War Memorial in Worcester, MA

21. Are the colors ever dipped as a salute or compliment?

Never on land, only at sea when 2 friendly ships of war meet

22. Name the 3 types of flags normally flown and their sizes?

Storm - 5 feet x 9 and 1/2 feet.

Post - 10 feet X 19 feet.

Garrison - 20 feet x 38 feet.

23. What are the 5 basic US flags used by the Military?

Garrison, Post, Field, Storm, Interment.

24. When a new state enters the Union, when is the star added to the flag?

The following 4th of July

25. Approximately how long is "to the color"?

40 seconds in duration

26. How many National colors can be present during a review, parade, or honor guard ceremony?

1

27. What is the height of a flagpole?

50 feet, 60 feet, or 75 feet

28. What date was the U.S. Marine Corps flag was dedicated?

The official flag is scarlet with the Marine Corps emblem in gray and gold. It was adopted on January 18, 1939, although Marine Corps Order 4 had established scarlet and gold and the official colors of the Corps as early as 1925

NOTE: 4 LEADERSHIP

LEADERSHIP is the art of influencing and directing subordinates. The Eleven (11) Principles of Leadership are taught to every member of our armed forces. The proper senior-subordinate relationship is mutual respect and confidence, without undue familiarity.

LEADERSHIP PRINCIPLES

- ❖ **Know yourself and seek self- improvement.**
- ❖ **Be technically proficient.**
- ❖ **Seek responsibilities and take responsibility for your actions.**
- ❖ **Make sound and timely decisions.**
- ❖ **Set the example.**
- ❖ **Know your people and look out for their well-being.**
- ❖ **Keep your workers informed.**
- ❖ **Develop a sense of responsibility in your workers.**
- ❖ **Ensure that task are understood, supervised and accomplished.**
- ❖ **Train as a team.**
- ❖ **Use the full capabilities of your organization.**

**NOTE: 5 TRAITS AND QUALITIES OF AN EFFECTIVE LEADER
(LEADERSHIP TRAITS & QUALITIES)**

Leadership traits / qualities influence the leadership process. If demonstrated daily, they help the leader earn respect, confidence, willing obedience, and loyal cooperation of subordinates.

TRAITS

INTEGRITY - truthfulness and honesty.

LOYALTY - faithfulness of country, school, family, etc.

COMMITMENT - support your unit or organization and its goals.

ENERGY - enthusiasm and drive to take the initiative.

DECISIVENESS - ability to make prompt decisions.

SELFLESSNESS – placement of others ahead of self.

QUALITIES

COURAGE – be calm and firm in the face of danger or criticism.

RESPONSIBILITY - take responsibility and be accountable for your actions.

SET THE EXAMPLE - display high standards of performance, conduct, and appearance.

SELF-DISCIPLINE - be dependable, fulfill responsibilities and without direct supervision.

SELF-CONFIDENCE - know yourself, know your abilities, and be decisive.

SENSE OF HUMOR – understand laughter is sometimes the best medicine.

TACT - deal with others respectfully.

COMMON SENSE - make the right choices based on what you have been taught.

OTHER LEADERSHIP CHARACTERISTICS

ENDURANCE - mental and physical stamina

ENTHUSIASM - sincere interest and zeal

INITIATIVE - action in the absence of others.

JUDGMENT – weighing of facts, solutions, and alternatives.

KNOWLEDGE – understanding of know your job, your cadets, and yourself.

BEARING - appearance and conduct.

JUSTICE – impartiality in giving reward and punishment.

DEPENDABILITY - certainty of performance.

NOTE: 6 LETTER TO LEADERSHIP

MEMORANDUM

From: CWO4 Alfonza Walton / Master Sergeant Frank M. Puebla

To: PVHS Wildcat NJROTC Cadets Chief and Above

Subj: LETTER TO LEADERSHIP

1. Purpose: The purpose of this memorandum is to ensure that every member of this unit has a clear and common understanding of the expectations placed upon them. Make no mistake, each of you are pivotal in the success and continued development of this unit.

2. Mission: Simply put, our mission is to build upon the successes of last school year. As you are all aware last year was amazing, and we are poised to be and do even better this school year. How will we be better than our best selves? Though there is no clear cut formula one can be sure that it will require discipline, dedication, and teamwork on the part of every member of this command, and especially the leadership.

Our goal in training is to create cadets who have confidence in their own abilities, trust in their peers, and understand their value to this program. If any of that can happen...it can only happen under solid leadership. It is believed that if all our Chiefs and Above are people of strong character and strong integrity then the growth potential of this unit is limitless, Why? Because your cadets will trust you and if they trust you, they will follow you. Your cadets will admire you if your character and integrity are not compromised.

3. Strength of Character/Integrity: Circumstances do NOT build character so much as reveal it. Leaders, the character you possess along with the strength of integrity is the only true definition of who you are. Strength in character consists of having the qualities that allow you to exercise control over your instincts and passions, to master yourself, and to resist the myriad temptations that constantly confront you. Moreover, strength in character is freedom from biases and prejudices of the mind, and is about displaying tolerance, love, and respect for others.

Cadets, a solid leader truly endeavors to understand what character and integrity are. The definitions of these words are often stretched or misrepresented. From an instructor vantage point, we believe that **Character** is the sum of qualities shown up in a person or group, moral or ethical strength, and the description of a person's attributes, traits and abilities. Character is who you are; reputation is what other people think you are. Your character defines you and guides your actions, hopefully in a positive way. **Integrity** is steadfast adherence to a strict moral and ethical code, being whole and undivided; completeness. Integrity can be summed up simply as doing the right thing for the right reason even when no one is watching.

4. Chiefs & Above: Understand that you are the lifeblood of this program. Undoubtedly it is your leadership and example that will drive us to succeed this coming school year. The weight of the program is squarely on your shoulders and its future is in your hands. It is expected that each of you consistently exhibit the following:

- A. A positive attitude.
- B. The willingness to go above and beyond.
- C. Solid understanding of our Core Values and Leadership Traits/Principals.
- D. Set out to gain a firm understanding of the Cadets in your charge.
- E. The moral courage to do what is right, including developing and treating subordinates in appropriate ways.
- F. As a Chief and above you must believe in and practice our Leadership Creed daily.

“These Cadets are entrusted to my care. I will train them to the best of my abilities. I will develop them into smartly disciplined, physically fit, basically trained cadets, thoroughly indoctrinated in the Love of our Core Values of Honor, Courage, and Commitment. I will demand of them and demonstrate by my own example, the highest standards of Personal Conduct, Morality, and Professional Skill.”

Leadership By Example: Our Chiefs and Above will be held to the highest standard and are expected to understand that their leadership and responsibilities extend to far and beyond the time at school/in and out of uniform. *Cadets in whom character or ability is to be found lacking will be removed from positions of authority.* As we already know, “Leadership is a burden you have to love.” You will be worked very hard, and you will be entrusted with a great deal of responsibility.

Chiefs and above will:

- 1. Complete homework for every class
- 2. Have report cards free of “F’s”
- 3. Always wear uniform on the prescribed day
- 4. Wear proper civilian attire (belts, no flip flops)
- 5. Always be on time to class, formations and meetings
- 6. Do home chores / responsibilities
- 7. Respect the PDA expectation
- 8. Participate in most events
- 9. Encourage subordinates to participate to their fullest ability
- 10. Know and understand that your instructors are always available to assist in any way

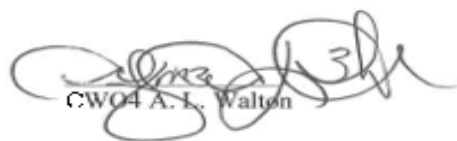
4. We will discuss these and other topics frequently. I expect that every leader in this Battalion will discuss this command philosophy with their subordinates, and that new members of this command will be counseled on these expectations.

NOTE: 7 ORDERS TO THE SENTRY

1. TAKE CHARGE OF THIS POST AND ALL GOVERNMENT PROPERTY IN VIEW.
2. WALK MY POST IN A MILITARY MANNER, KEEPING ALWAYS ON THE ALERT, AND OBSERVING EVERYTHING THAT TAKES PLACE WITHIN SIGHT OR HEARING.
3. REPORT ALL VIOLATIONS OF ORDERS I AM INSTRUCTED TO ENFORCE.
4. REPEAT ALL CALLS FROM POSTS MORE DISTANT FROM THE GUARD HOUSE OR THE QUARTERDECK THAN MY OWN.
5. QUIT MY POST ONLY WHEN PROPERLY RELIEVED.
6. RECEIVE, OBEY AND PASS ON TO SENTRY WHO RELIEVES ME, ALL ORDERS FROM THE COMMANDING OFFICER, COMMAND DUTY OFFICER, OFFICER OF THE DAY, OFFICER OF THE DECK, AND OFFICERS AND PETTY OFFICERS OF THE WATCH ONLY.
7. TALK TO NO ONE EXCEPT IN THE LINE OF DUTY.
8. GIVE THE ALARM IN CASE OF FIRE OR DISORDER.
9. CALL THE CORPORAL OF THE GUARD OR OFFICER OF DECK IN ANY CASE NOT COVERED BY INSTRUCTIONS.
10. SALUTE ALL OFFICERS AND ALL COLORS AND STANDARDS NOT CASED.
11. BE ESPECIALLY WATCHFUL AT NIGHT, AND DURING THE TIME FOR CHALLENGING, CHALLENGE ALL PERSONS ON OR NEAR MY POST, AND TO ALLOW NO ONE TO PASS WITHOUT PROPER AUTHORITY.

Stated: This Cadets' # General Order to the sentry is.....Sir/ma'am!


MSgt F. M. Duebla


CW04 A. L. Walton