



**Roswell High School
Hornet Battalion JROTC
Standard Operating Procedure**

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FORWARD

It is a pleasure to welcome you as a member to the Roswell High School Army Junior Reserve Officer Training Corps (JROTC) program. I would like to congratulate you on selecting the JROTC program; there is truly no better program in high school to prepare you for success as a leader no matter what endeavor you may decide to pursue. It is a program, which will enable you to combine your broadening academic knowledge with the best principles of American leadership, thereby enhancing your value as an individual, a member of our society, and a citizen of this great nation of ours.

This **Standard Operating Procedure (SOP)** has been prepared to provide information to you about the JROTC Program at Roswell High School. It gives the history, mission and objectives and a set of policies and procedures essential for the effective and efficient command and administration of the Corps of Cadets and enunciates the standard of conduct and appearance expected of each cadet.

A cadet is expected to comply with the provisions contained in the Cadet SOP, weekly training schedules, orders, memorandums, etc., published by the Cadet Chain of Command, or the Office of the Senior Army Instructor (SAI). Ignorance of orders or regulations is not a valid excuse for failure to obey. When in doubt as to the meaning of a direction, the cadet should question their cadet chain of command first and then the JROTC cadre.

We feel that the JROTC Program is an important factor in the total development of a young person. The program augments other regular classroom instruction with the development of each cadet depending largely upon the cooperation received from the parents and the cadet concerned.

You joined a winning team by joining and becoming a member of the Roswell High School Army JROTC Program. The JROTC cadre looks forward to the opportunity of working with you and assisting in the development of your academic and leadership attributes. Parents and Guardians should feel free to call the SAI at any time for explanations and/or instruction not covered in this SOP. Parent and Guardians are especially encouraged to call or visit the cadet's assigned instructor, as required.

Cordially,

Anthony E. Duplechien
LTC, US Army Retired
Senior Army Instructor

HISTORY

The Roswell High School Army JROTC program originally started in August 1995. As a new program, its staff was given the responsibility to set up all required inventories and administrative procedures as needed for operations.

Over the years the Roswell Hornet Battalion has accomplished many accolades and lauds over 3000 Cadets having passed through for the program.

Probably the most impressive evidence of the Corps' high quality of training, military standards and outstanding civic and soldierly qualities is the number of graduates that have distinguished themselves at Military academies, colleges, in the military service and as leading citizens in our great community.

Chapter 1 – General Provisions

1. Purpose: This Standard Operating Procedures (SOP) provides policies and procedures for the organization, administration, operation, and support of the Roswell High School Junior Reserve Officers Training Corps (JROTC) Program. All cadets participating in the program are expected to comply with this SOP.

2. Authority: The Army JROTC program originated as part of the National Defense Act of 1916. The principle of maintaining national programs of military training for citizens attending school was validated during Congressional hearings preceding passage of the ROTC Vitalization Act of 1964. The program consists of three levels of instruction: the Senior Division, the Military Schools Division, and the Junior Division. Roswell High School is a Junior Division unit.

3. Mission: The mission of the Roswell High School JROTC Program is to motivate young people to be better citizens. Another aspect of our mission is to train leaders for tomorrow. The Army JROTC program provides a unique educational experience for students through their participation in a federally sponsored course of leadership instruction while pursuing their normal civilian education. Students should acquire an understanding of the fundamental concepts of military art and science, an introduction to associate professional knowledge, and an appreciation of requirements for national security. The dual roles of citizen/soldier and soldier/citizen are studied. JROTC assists in the total development of high school students so that they can take their places as responsible citizens in our free society. Special emphasis is placed on teaching student's personal responsibility, integrity, dependability, and maturity.

4. Course Objectives: Each cadet should: Be a better citizen; Appreciation of ethical values and principles that are the groundwork of good citizenship; Develop leadership potential with abilities to live and work with others; Develop ability to think logically and to communicate effectively by writing and orally; Learn an appreciation of the importance of physical fitness in maintaining good health; Gain knowledge of the effects and dangers of drug abuse, and how to resist pressures to try drugs; Develop mental management abilities including goal setting, visualization, and positive self-image; Develop knowledge of educational and vocational opportunities and the development of basic skills necessary to work effectively as a member of a military or civilian team.

5. Enrollment: To be eligible for enrollment and continuance as a member of the Junior ROTC Program, each member of the Cadet Corps must meet the following requirements:

- a. Be enrolled in and attending full time a regular course of instruction at Roswell High School.
- b. Must be a 9th through 12th grade student.
- c. Must maintain an acceptable standard of academic achievement and academic standing, which warrants at least normal progression and will merit a student's graduation upon completion of all requirements.
- d. Must maintain an acceptable standard of conduct and be of good moral character. Student must be honest and self-reliant and have a sense of personal and social responsibility in the

performance of the program and other academic assignments; must exhibit self-discipline and respect for constituted authority through observance of laws, rules and regulations of the entire school as well as the JROTC Department.

e. Be physically fit to participate in the JROTC program without compromise to student's health or well-being.

6. Disenrollment: Students will be disenrolled or excluded from attendance as determined by the SAI, AI and/or the principal. In all cases, a cadet will be considered for disenrollment when he or she:

a. Withdraws from school.

b. Demonstrates ineptitude for leadership training indicated by a lack of general adaptability.

c. Fails to keep an acceptable standard of academic achievement, conduct, and uniform appearance.

d. Exhibits undesirable character traits such as lying, cheating, or stealing; unauthorized possession or use of illegal drugs or substances; conviction or adjudication as a juvenile offender for committing an offense that could lead to imprisonment; frequent incidents of a discreditable nature with civil or school authorities; or other similar acts.

e. Exhibits an indifference to and a lack of interest in leadership training as demonstrated by frequent absences from class or drill; a large accumulation of demerits; an established pattern of shirking responsibility or other similar acts.

f. Fails to maintain a requirement for enrollment.

g. Recommendation for Removal by a Disciplinary Board.

7. Uniforms and Equipment: Proper appearance and dress is an indication of self-respect, pride, alertness, and proper attitude. The Army uniform is the symbol of an old and honorable profession and of our great nation. **THE UNIFORM WILL BE WORN EVERY WEEK ON WEDNESDAYS AND ON SPECIAL OCCASIONS.**

a. The uniform will be worn in the correct manner at all times to include during class periods and to and from school.

b. Cadet officers, NCO's and instructor personnel are required to correct uniform violations when observed.

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

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

8. Haircuts: All cadets must present a neat appearance at all times. Haircuts will conform to the standards in the Cadet Command Regulation 145-2. The cadet's hair will be well groomed, cut

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

9. JROTC Extra-Curricular Activities Policy: The extra-curricular activities of the JROTC program consist of the Color Guard, Exhibition & Standard Drill, Raider Team, Saber Team, and Rifle Teams. It is the belief of JROTC that extra-curricular activities exist to help students learn teamwork, a good work ethic, sportsmanship, and fair play. We believe the values learned from honest competition will help every student throughout their lives. There are no losers in a fair competition. Cadets are expected to follow the standard: “Win with humility, lose with pride”. No Cadet will ever be permitted to blatantly taunt a defeated opponent or sulk or gripe after losing a fair competition. No student will represent Roswell High School JROTC in any competition if they have, by their actions, brought discredit upon the US Army, the JROTC program, or Roswell High School.

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

b. Rifle Team: The Rifle team is a Georgia High School sanctioned varsity sport in which cadets can letter in. The team utilizes highly precise air pellet rifles and competes in competitions with other high schools throughout the region. Cadets perform precision shooting from the standing, kneeling, and prone (lying down) position.

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

d. Saber Team: The Sabre Team is an all-volunteer team that performs with military sabers during ceremonial events. Events include presenting the Homecoming Court, Military Ball Court and can be requested by the community to perform in such events as Military Weddings.

e. Raider Team: The Raider team is an all-volunteer team that performs physical fitness and adventure training events that demand the most of a cadet. Teamwork, selfless service and dedication are the mark of a Raider and the Raider team. Competitions take place on weekends and the practice regimen is a daily grueling trial of each participating cadet.

f. Leadership and Academic Team: The Leadership and Academic teams are focused on learning JROTC Curriculum and High School Curriculum and competing in a quiz bowl type competition. An opportunity to compete at the National Level in Washington D.C. makes this team an appealing choice and highly selective.

10. Promotions: The promotion system is not automatic. It is based on the merit and knowledge promotion system, which promotes the best-qualified person. Promotion is based on academic

success, drill performance, discipline, leadership ability, cadet leadership and JROTC cadre recommendations. Prior to each promotion cadets will be evaluated and recommended by their cadet leadership.

a. To be eligible for promotion a cadet must not be failing more than two full credit subjects at the end of the nine week grading period during which the promotion is being considered.

b. General guidelines for class rank are as follows and are covered in greater detail in the Promotion SOP:

JROTC Leadership Duties & Responsibilities

What you Must Know to Serve in Each Position

SQUAD MEMBER CDT to CPL	TEAM LEADER SGT	SQUAD LEADER SSG	PLATOON SERGEANT SFC	PLATOON LEADER 2LT	EXECUTIVE OFFICER 1LT	FIRST SERGEANT 1SG	COMPANY COMMANDER CPT
<ul style="list-style-type: none"> • Cadet Creed • JROTC Ranks • Army Ranks • Stationary & Facing Movements • Marching • Wearing the Uniform 	<ul style="list-style-type: none"> • Squad Member duties • How to Inspect a squad • Maintain Accountability 	<ul style="list-style-type: none"> • Team Leader duties • 22 Commands • Train Squad to March • Report • Maintain Accountability • Inspect the Squad 	<ul style="list-style-type: none"> • Squad Leader duties • 22 Commands • Train Platoon to March • Receive Report • Maintain Accountability 	<ul style="list-style-type: none"> • Platoon Sergeant duties • 22 Commands • Inspect the Platoon • Instructor Qualified • Verify accuracy of Cadet records 	<ul style="list-style-type: none"> • Platoon Leader duties • 22 Commands • Maintain records of Cadets in the Company • Track Cadet Company Merit Points 	<ul style="list-style-type: none"> • Platoon Sergeant duties • 22 Commands • Form the Company • Receive Company Report • Maintain Accountability 	<ul style="list-style-type: none"> • Platoon Leader duties • 22 Commands • Instructor Qualified • Maintain Accountability
S-1 PERSONNEL CPT	S-3 OPERATIONS MAJ	S-4 LOGISTICS CPT	S-5 PUBLIC AFFAIRS CPT	S-6 INFORMATION CPT	EXECUTIVE OFFICER MAJ	SERGEANT MAJOR CSM	BATTALION COMMANDER LTC
<ul style="list-style-type: none"> • Battalion personnel actions • Maintain Cadet Records • Determine promotion board eligibility • Prepare event permission slips • Maintain event attendance records • Prepare info for JUMS input 	<ul style="list-style-type: none"> • Coordinator for Battalion Training & Operations • Prepare training schedules • Prepare risk assessment • Prepare field trip requests • Prepare training activity plans • Coordinate Service Learning Activities 	<ul style="list-style-type: none"> • Maintain Battalion Uniforms & Equipment • Issue clothing & equipment • Coordinate for transportation to events & activities • Coordinate for food, water, first aid at events • Maintain equipment 	<ul style="list-style-type: none"> • Prepare Unit advertising plan • Prepare recruiting plan • Coordinate for photo & video coverage for Cadet events & activities • Coordinate with newspaper & yearbook staff • Maintain display cases & bulletin boards 	<ul style="list-style-type: none"> • Battalion Computer Operator • Assist/Input Cadet info into JUMS • Coordinate Battalion Website • Maintain computers • Set up computer equipment • Accountable for ADP equipment 	<ul style="list-style-type: none"> • Know all Staff duties & responsibilities • Ensure all staff functions are accomplished • Prepare Battalion Staff Briefing • Conduct Event After Action Reviews • Serve as liaison to all Cadet Groups 	<ul style="list-style-type: none"> • Know all NCO duties & responsibilities • Maintain cleanliness of all Battalion areas • Track Cadet Merit Points • Track Battalion Proficiency Points • Conduct NCO Development • Supervise Color Guard activities • Conduct NCO promotion boards 	<ul style="list-style-type: none"> • Know Staff & Leadership duties & responsibilities • Provide Vision & guidance to all Cadets • Coordinate all actions with Instructors • Serve as liaison to HS Principal • Conduct Officer Development • Conduct Officer promotion boards • Supervise Battalion staff briefing

JROTC Promotion Rubric

What you Must Know or Accomplish to get Promoted

CPL 	SGT 	SSG 	SFC 	MSG 	1SG 	CSM 
<ul style="list-style-type: none"> • Cadet Ranks • Army Ranks • Stationary & Facing Movements • Basic Marching • Wear the Uniform • Cadet Creed • Positive Merit Balance • 6 Weeks in JROTC • Complete PNI-CPL Exam 	<ul style="list-style-type: none"> • Know CPL Duties & Material • Positive Merit Balance • 2.0 GPA • 10 Weeks in JROTC • Complete PNI-SGT Exam 	<ul style="list-style-type: none"> • Know SGT Duties & Material • March a Squad • Positive Merit Balance • 2.0 GPA • 12 Weeks in JROTC • Complete PNI-SSG Exam 	<ul style="list-style-type: none"> • Know SSG Duties & Material • March a Platoon • Positive Merit Balance • 2.25 GPA • 18 Weeks in JROTC • Complete PNI-SFC Exam 	<ul style="list-style-type: none"> • Know SFC Duties & Material • Positive Merit Balance • 2.25 GPA • 24 Weeks in JROTC • Complete PNI-MSG Exam 	<ul style="list-style-type: none"> • Know MSG Duties & Material • March a Company • Citation Cord • Positive Merit Balance • 2.25 GPA • 24 Weeks in JROTC • Complete PNI-1SG Exam 	<ul style="list-style-type: none"> • Know 1SG Duties & Material • 2 Citation Cords • Positive Merit Balance • 2.25 GPA • 2 years in JROTC • Complete PNI-CSM Exam
O F F I C E R	2LT 	1LT 	CPT 	MAJ 	LTC 	COL 
	<ul style="list-style-type: none"> • March a Platoon • Know Leadership Traits • Know Leadership Principles • Citation Cord • Instructor Qualified • 2.25 GPA • 1 Year in JROTC • 40 Community Service Hours • Complete PNI -2LT Exam 	<ul style="list-style-type: none"> • Know 2LT Material Citation • Instructor Qualified • 2.25 GPA • 2 Year in JROTC • 60 Community Service Hours • Complete PNI - 1LT Exam 	<ul style="list-style-type: none"> • Know 1LT Material • Superior Instructor • 2 Citation Cords • 2.25 GPA • 2 Years in JROTC • 60 Community Service Hours • Complete PNI-CPT Exam 	<ul style="list-style-type: none"> • Know CPT Material • Superior Instructor • 2 Citation Cords • Successful Staff or Company Officer • 2.25 GPA • 2 Years in JROTC • 100 Community Service Hours • Complete PNI-Maj Exam 	<ul style="list-style-type: none"> • Know MAJ Material • Superior Instructor • 2 Citation Cords • Experienced as Co Cdr or XO • 2.25 GPA • 30 Activity Credits • 2 Years in JROTC • 1000 Community Service Hours • Selection of the A/SAI 	<ul style="list-style-type: none"> • Know LTC Material • TopFCS LET IV • Class Officer • Varsity Sports • Command Voice • Superior Instructor • 2.5 GPA • 3 Years in JROTC • Selection of the DAI

11. Parades: All members of the Corps are expected to participate, and will receive a Parade Ribbon for their participation in two parades within the community. Failure to participate in a Parade may lead to dismissal from the program.

12. Military Ball: All members of the JROTC are expected to attend. This is a formal dinner planned and executed by the Cadet Battalion Staff and it is typically held at the middle of the Spring Semester. After the formal dinner with a Guest Speaker, there is the announcement of the King and Queen with their traditional waltz, and then a dance for all cadets and/or parents and instructors, which is less formal allowing the cadets to relax and have fun.

13. Summer Camp or JCLC: Introduces cadets to a series of adventure training events in a modified military environment with the intent of making them better leaders and to increase their self-confidence. Sign-up for camp typically begins in March with weekly training sessions scheduled to prepare the cadets for camp.

Chapter 2 - Conduct & Behavior

1. **Purpose:** The purpose of this chapter is to clarify and outline the rights, privileges, and responsibilities of each cadet as well as outline the conduct and discipline expected of each cadet. It is the responsibility of each cadet to be aware of the guidelines and rules set forth in this chapter of the SOP and to conduct themselves in a way that reflects not only the letter of these rules but its spirit as well.

2. **Respect for Authority:** The Mission of the Army Junior ROTC program is to motivate young people to be better citizens. In keeping with this goal, all cadets are required to show the proper respect for authority. This applies equally to other officials and teachers within the school and with relationships with cadets holding a higher rank and position. To develop into a good leader you first must be a good follower. Each cadet begins their JROTC experience as a follower, with no rank or leadership responsibilities. Rank and authority are given as each cadet shows his or her ability to follow, and therefore their potential for assuming a leadership role. It is important for you to learn that showing respect to one in authority is the first step in becoming a good follower or a good leader. It is not a reflection of your personal opinion, or how you feel about the individual concerned. Instead, it is showing respect to the unit that the person represents. The unit has chosen to place that person in a position of authority. If you show disrespect to the individual, you show disrespect to the unit. Prepare yourself for leadership by learning, first, to follow.

3. **Authority of Cadet Officers and NCO's:**

Cadet Officer and NCOs are duly appointed representatives of the officials of Roswell High School and the Senior Army Instructor. Their lawful orders and instructions are to be followed by all cadets junior to them. *No cadet leader is allowed to assign physical punishment such as push-ups, to any other cadet.* It is not a lawful order if it requires you to break a law or school policy, or if the order requires you to perform a degrading or demeaning task. (Note: hard work is NOT either degrading or demeaning.) **Remember, all cadets are charged with the responsibility of obeying lawful orders regardless of any personal feelings they may have toward the superior giving them.** Whenever you feel you are being subjected to an injustice follow this simple rule: "Follow Instructions First, Protest Later".

4. **Responsibilities of Cadet Officer and NCO's:** All cadet Officer and NCO's have certain responsibilities placed upon them when they assume their rank and position. Cadet rank is difficult to obtain but easy to lose. Leaders must, at all times, be fair, impersonal, and impartial in giving orders. Any cadet leader who misuses their authority will be considered unfit for that rank and risk reduction in grade and/or removal from their position. Cadet leaders have the responsibility to exercise every means of positive leadership to accomplish results and should resort to disciplinary measures only when all else fails. Remember that the primary job of a leader is to lead, not to punish. It is expected that leaders be more willing to reward good behaviors than to punish poor ones. The cadet leaders are primarily held responsible for ensuring the appearance and conduct of the corps of cadets meets the highest standards and reflects credit on the JROTC program.

5. Personal Conduct: The JROTC Department is the most visible in the school, because we wear a unique and distinctive uniform that instantly identifies each of us as a JROTC member. It is thus important that every cadet conduct him/herself in such a manner as to bring credit upon themselves and the corps. You must set high standards of conduct and courtesy at all times, but especially in uniform. You are representing the JROTC program in the JROTC classroom or outside of it, in the school hallways and cafeteria or in other classrooms, and even outside of the building, on the buses and in the streets of your community. Cadets are expected to be leaders among their peers and by their high standards of conduct, set an example that others will follow. Behavior of any kind, which violates these standards, will not be tolerated.

a. Honor Code:

(1) The corps of cadets at Roswell High School is built upon a basic code that cadets should all strive to live by at all times. A cadet does not lie, nor cheat, nor steal, nor tolerate those who do. This is a difficult goal to achieve and we recognize that no one is perfect. Honor code violations, however, are the most serious violations a cadet can make and will be dealt with by a Disciplinary Board or by the military staff. Punishments for violations of the honor code can include disenrollment from the corps of cadets. (See Disciplinary Board in Section 2-13)

b. Personal Responsibility:

(1) Individuals will be given government property for their use from time to time in JROTC training and field trips. You are personally responsible for any government property and it is YOUR personal responsibility to ensure it is not lost, damaged and maintained in good working condition. If it's lost or damaged (other than through fair wear and tear), you will have to pay to replace the equipment. If you are not willing to accept this responsibility, do not join JROTC or participate in its training exercises.

(2) You are personally responsible for the uniform you are issued. It is your job to keep it clean and wrinkle free for wear. It is also your job to protect it from damage or theft. The uniform items you are issued total more than \$200. If you do not return them in serviceable and dry cleaned condition, you will be charged for their replacement cost. These charges will be assessed through the school just as are those for a lost textbook or library book. The school does not issue a diploma to students with outstanding bills on graduation day. The federal government may pursue the adult responsible for you, (or you if 18 or over), through the Internal Revenue Service for reimbursement for any items damaged, or not returned.

6. Discipline and Courtesy:

a. Discipline: The Hornet Battalion uses a model of discipline adapted from the military. Discipline is that state of order and obedience among cadets resulting from training. Discipline is demonstrated by smartness of appearance and actions, cleanliness of person, neatness of dress, and respect for those who are senior to you in age as well as rank.

(1) In JROTC classes, drills, and other JROTC activities, cadet officers will be addressed as "Sir" or "Ma'am" appropriately, and will be accorded salutes and courtesies by their juniors. Cadet NCOs will be addressed by their rank, and all others will be addressed as "Cadet."

(2) Chewing gum, eating, drinking, talking, whispering, leaning back in chairs, laying the head upon the desk, placing feet on the furniture, or other disrespectful, inattentive conduct is not permitted when class is in session. The instructor may designate a portion of the class time for group work, research, or project completion when some of these standards may be relaxed. At all times, however, when an instructor, either cadet or military staff, is presenting a class, these rules will be strictly enforced.

b. Courtesy: The word “courtesy” implies polite and considerate behavior towards others, whether senior or junior in rank, and whether or not members of the Corps of Cadets. In general, juniors in rank habitually give the same precedence to, and show the same deference toward seniors in rank as any courteous person shows towards his/her elders. Courtesies should be shown promptly and smartly. Slovenly or half-hearted execution of these actions is, in itself, disrespectful. In the military, courtesy is indispensable to discipline. In civilian life, it is hardly less important. This may seem a strange notion to you now, because the teenage years are frequently those when courtesy is least often practiced. Learning good habits of courtesy now will often be of great service to you in later years. Of all the things we do each day, common courtesy often pays the greatest rewards for the least effort.

(1) Courtesy in civilian life is nothing more than the habit of being gentlemanly or ladylike, thoughtful, kind, and considerate to others. Traditional forms include saying “Good Morning” or “Good Afternoon,” shaking hands, standing when talking to a superior, opening doors for those with their hands full, etc. In the military service, the expressions of courtesy are more formal and precise. The most important military expression of courtesy is the hand salute. The hand salute is the military way of saying “hello” and rendering respect. It is also customary to exchange greetings when saluting. “Good morning, Ma.am” or “Good afternoon, Sir” are examples of appropriate greetings to accompany the hand salute. The complete rules for saluting will be covered in your class on Customs and Courtesies.

(2) Upon the entrance of the JROTC Instructor or a visiting officer or NCO into the JROTC Department, the first cadet who sees her or him will call “Attention” and all cadets will stand at attention until otherwise directed. After instruction has begun, if an officer or NCO enters the classroom, the class will continue and attention will not be called.

(3) Use common sense and good manners in all situations and you will have little trouble with courtesy.

7. Training Standards:

During training as a cadet, your instructors will insist on very high standards in what may seem to be minor details (cleanliness, haircuts, shaves, shoeshine, brass polish, posture, etc.). Your performance and conduct are expected to be of the highest standards both on and off school grounds. You are expected to conduct yourself at all times in a manner, which will reflect credit upon yourself, your family, the Cadet Corps, and Roswell High School. Cadets in uniform are subject to correction by cadet officers and NCOs for uniform violations while at school or on the way to and from school, including the time as a passenger on a school bus. Remember that your uniform is a symbol of pride and honor that has been respected for years. You are expected to respect your uniform by wearing it properly.

8. Public Displays of Affection:

The Army has established standards for cadets in uniform that are even more stringent than school standards. While in uniform, cadets are to refrain from any type of intimate contact, including holding hands, kissing or embracing one another. It is important to the image of the JROTC cadet corps that we set the example in all areas, including this one. Follow both policies to the letter.

9. Sexual Harassment Policy:

Roswell High School has an excellent policy designed to prevent the sexual harassment of all students, it is a part of the student Handbook. Read it! Believe it! Our JROTC program is NOT a military organization, but it is based on the ideals of one. The US Army recognizes that it is a fundamental duty of the strong to protect those who are weaker. Sexual harassment occurs when any person abuses their strength, either physical or authoritative, to force unwanted sexual contact on another. This is entirely repulsive to the ideals on which this organization is based.

a. Sexual harassment is not only physical; it also occurs when a student is forced to listen to unwelcome sexual comments, jokes, innuendoes, or repeated advances. If you are in such a position, you should make your discomfort known to the offender immediately, "I am not comfortable with that kind of talk, please stop it" or, "Please, allow me to leave." Continued offensive actions constitute sexual harassment and will be punished as such.

b. Proven instances of sexual harassment will be dealt with as one of the most severe offenses a cadet can commit. Since sexual harassment is so repulsive to the ideals of JROTC, offenders will be considered for elimination from the Corps with a failing grade. They will, of course, be reported through proper channels for whatever legal action is deemed appropriate.

10. Non-Uniform Dress Code:

Cadets are expected to set the example, whether in or out of uniform. When not in uniform, cadets are expected to follow both the spirit and the letter of the Fulton County Schools student dress policy. Be aware that it will be strictly enforced in JROTC. Cadets may NOT wear for physical fitness T-shirts or other garments that promote tobacco or alcohol or other drug abuse, nor encourage or promote promiscuous sexual activity. Clothing containing wording with ambiguous messages of a sexual nature such as "Coed Naked..." or "Big Johnson.", or messages promoting alcohol or other drug use, or any unsafe or illegal conduct is NOT appropriate for wear by cadets. Cadets found wearing such items will be given demerits according to the nature of the offense and immediately asked to either remove or reverse the offending garment.

11. Merits and Demerits:

Merits may be recommended by the Cadet officer and Senior NCO chain of command and JROTC staff using the Merit/Demerit form as a just reward for outstanding efficiency, exceptional performance of duty or noteworthy achievement as approved by the Cadet Unit Commander and appropriate JROTC staff. Merits will be posted on the JROTC Bulletin Board. Demerits will be recommended for offenses reported by the cadet chain of command and JROTC staff. The Merit/Demerit form will be used for recording offenses and recommending the number

of demerits to be given. If the cadet desires to appeal the demerits they must use his/her chain of command. The Provost Marshall will carefully review the forms for fairness and impartiality. The Provost Marshall will ensure there are no excessive demerits. A listing of all demerits, to include the current balance, will be posted on the battalion bulletin board.

Each SSG and above is required to issue either a Merit or DeMerit at least once a month. The Provost Marshall is the owner of this process and will ensure it is enforced.

Merits may be issued for:

- Color Guards
- Saber Guards
- Ushering
- Excellence
- Above and Beyond
- Appearance



DeMerits may be issued for:

- Tardy
- Not Following Instructions
- Uniform Violation
- Conduct
- Disrespect
- No Show to an activity



Extenuating or mitigating circumstances will always be considered in assigning of punishment. Cases involving lying, cheating or stealing will be referred to the Cadet

Disciplinary Board for recommended action to the SAI. When a cadet repeatedly commits one of the offenses listed above additional DeMerits may be given for that offense at the discretion of the SAI.

12. Excessive Demerits and Additional JROTC Training (JTTs) Tours:

a. The accumulation of an excessive amount of DeMerits by any cadet is an indication of a cadet’s inability to properly adhere and adapt to the JROTC standards and is accordingly unacceptable. Upon receiving a total of 5 demerits without accumulating any Merits to cancel them out, a cadet will be considered on probation and not allowed to participate in any JROTC field trips or JROTC team sponsored activities or considered for awards/other favorable actions.

b. A cadet may accumulate 5 DeMerits during a school year before receiving an Additional JROTC Training (JTT) Tour. Upon reaching 2 demerits without the accumulation of any merits a DT will be issued. A JTT consists of 15 minutes of additional marching with rifle or other training as directed by the Provost Marshall or JROTC cadre member. Each additional 2 demerits will result in another JTT. JTT will be supervised by a JROTC cadre member and controlled by a JROTC Cadet Officer. JROTC cadre members will utilize JTT’s in lieu of regular administrative school detentions; however, if a cadet fails to execute a JTT they will receive a school detention requiring them to serve after school in the same capacity as a JTT Tour. Demerits, JTT, reduction in rank, appearance before a JROTC Discipline Board and dismissal from the JROTC program are all actions used to enforce discipline.

13. Cadet Discipline Board (Annex A):

The Board will be convened on the order of the SAI to judge improper performance or major breaches of discipline and offenses. The Board will have the authority to call and interview witnesses and make recommendations towards the awarding of demerits, DT, reductions in rank and other specific punishments. The Board will normally consist of the following personnel:

- Battalion Commander – President
- Battalion Executive Officer
- Battalion S-2 – Recorder
- Company Commander
- Company First Sergeant

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

14. Suspension of Rank:

Promotions are hard earned, but the suspension of rank and demotions can be easily achieved at any time due to inefficiency, misconduct, or other justifying cause when properly investigated and the action is approved by the Senior Army Instructor.

(a) Cadet Officers and noncommissioned officers that are subject to disciplinary action by school authorities that results in out of school suspension will have their rank suspended for one week for each day of suspension not to exceed six weeks.

Chapter 3 - Battalion Duties and Responsibilities

The Hornet Battalion is organized in much the same way as a regular Army battalion, although it is much smaller than the active Army unit would be. This organization provides the number and variety of command and staff positions that are needed to properly train Cadets.

The highest position in the Battalion is the Battalion Commander, who is responsible for everything within the unit. The Commander is assisted by an Executive Officer, who supervises the Staff, and a Command Sergeant Major, who is responsible for morale, welfare and discipline among the enlisted Cadets. Company Commanders are appointed to command companies within the Battalion, and are assisted by First Sergeants.

Battalion Commander

The Battalion Commander is responsible for everything that the Battalion does or fails to do. The commander directs subordinate units through Company Commanders and the staff through the Executive Officer. Specific duties are:

1. Command the Battalion at appropriate formations, such as parades and ceremonies.
2. Prepare for and conduct the training of the Battalion.
3. Establish a working climate within the Battalion that promotes mutual respect and confidence.
4. Directly supervise the Executive Officer, Company Commanders, and Command Sergeant Major, and ensure they are fully trained to perform their duties.
5. Supervise the preparation and delivery of command briefings to visitors and inspectors.
6. Make recommendations to the AAI and SAI on all matters affecting the Battalion, such as staffing, promotions, awards, and operations.

Battalion Executive Officer

The Battalion Executive Officer is the second in command of the Battalion. The primary duty of the Executive Officer is to supervise the Battalion staff and ensure the directives of the Battalion Commander are carried out. Specific duties are:

1. Supervise the primary staff and assist them with the supervision of their assistants.
2. Counsel individual Cadets.
3. Supervise the preparation and submission of required reports.
4. Serve as Commander of Troops for review ceremonies.
5. Coordinate recommendations for promotions and awards within the staff, and submit them through the Battalion Commander for approval.
6. Conduct periodic inspections of the JROTC area and staff sections, and ensure needed corrections are made.

Command Sergeant Major

The Command Sergeant Major is the senior enlisted member of the Battalion. He supervises noncommissioned officers and enlisted Cadets and advises the Commander on all matters pertaining to them. Specific duties are:

1. Supervises Battalion staff noncommissioned officers to be sure they are properly fulfilling their responsibilities. This requires tactful coordination with the officer supervisors of the Battalion NCOs.
2. Helps train and counsel noncommissioned officers and enlisted Cadets regarding attitude, appearance, military courtesy, and discipline. Reports serious cases to the Battalion Commander.
3. Directly supervises the Color Guard to maintain the highest standards of training and appearance. Supervises the flag detail.
4. Inspects Cadet uniforms for serviceability and cleanliness, and for compliance with regulations.
5. Assumes command of the battalion in the absence of all officers.
6. Make recommendations to the battalion Commander as deemed necessary, i.e. promotions, dismissals from the Corps, etc.

Battalion Primary Staff Officers/NCO's

The Battalion Staff consists of five primary staff officers, deputies, and assistants. The staff works under the direction of the Executive Officer. The primary staff officers are the S1, S2, S3, S4, S5, and S6

All Battalion Primary Staff Officers are responsible for assisting the Battalion Commander in accomplishing the mission and tasks of the Battalion, under the supervision of the Executive Officer. Specific duties include the following:

1. Prepare briefings on the staff area to give to visitors and inspectors.
2. Keep the assigned area in the staff office neat and clean.
3. Recruit, train, and supervise deputies and assistants to provide for continuity from year to year.
4. Maintain a "smart book" with important information for the staff area.
5. Be prepared at all times to tell the XO, BC, AAI, or SAI about important things going on in the staff area, and the status of special projects.

Battalion Adjutant (S-1)

The S-1 is responsible for personnel management. Specific duties are:

1. Advise the Battalion Commander on personnel matters.
2. Maintain a Cadet record on each Cadet in the Battalion, and ensure that promotions, reductions, duty assignments, awards, and decorations are posted promptly to the cadet record folder. Maintain records of former Cadets for five years.

3. Gather information needed for awards and promotions from team captains, commanders, staff, and the AAI and SAI, and publish unit orders.
4. Keep Notes and Records of Staff Meetings and Attendance at Events.
5. Prepare advance information papers for staff meetings, as necessary, and keeping the minutes of the staff meetings.
6. Align the battalion at all formations and serve as Adjutant for ceremonies.
7. Be proficient in the use of JUMS.

Battalion Security and Intelligence Officer (S-2)

The S-2 is responsible for security. Specific duties include:

1. Inspect JROTC facilities regularly for security, with special attention to the weapons storage area, rifle range, supply room, and the cadet staff office. Make necessary on-the-spot corrections based on the inspections, and report deficiencies to the XO
2. Collect, consolidate, post and maintain all merit and demerit reports and records for all cadets in the Battalion in coordination with the Provost Marshall.
3. Supervises additional JROTC training (DTs) for cadets who accumulate too many demerits.
4. Provide Weather Forecast and impact to operations as well as act as additional safety officer for battalion events in conjunction with the S3.

Battalion Operations and Training Officer (S-3)

The S-3 is responsible for plans, training, and operations. Specific duties include:

1. Assumes command of the Battalion in the absence of Battalion Commander and the Battalion XO.
2. Prepare and post weekly training schedules and maintain training records.
3. Develop and publish letters of instruction for special training or ceremonial events (Veterans Day ceremonies, Commissioning ceremony, etc.).
4. In coordination with the Battalion XO, conduct Cadet of Month Program within the Battalion
5. Conduct daily training inspections and report findings to the battalion Commander and the SAI.
6. Prepare Certificates of Training (DA Form 154) and Cadet Challenge Certificates for signature by the SAI.
7. Maintain the JROTC classroom and a bulletin board for training information.
8. Prepare the gym or drill field for use by the Battalion for ceremonies and other events.
9. Maintain a record of all extracurricular activities conducted by the Hornet Battalion.
10. Be Proficient in the use of JUMS

Battalion Operations and Training NCO (S-3)

The S-3 is responsible for plans, training, and operations. Specific duties include:

1. Tracking all taskings by the S3.
2. Post weekly training schedules and maintain training records.
3. Develop and publish letters of instruction for special training or ceremonial events (Veterans Day ceremonies, Commissioning ceremony, etc.).
4. In coordination with the Battalion XO, conduct Cadet of Month Program within the Battalion
5. Conduct daily training inspections and report findings to the battalion Commander and the SAI.
6. Prepare Certificates of Training (DA Form 154) and Cadet Challenge Certificates for signature by the SAI.
7. Maintain the JROTC classroom and a bulletin board for training information.
8. Prepare the gym or drill field for use by the Battalion for ceremonies and other events.
9. Maintain a record of all extracurricular activities conducted by the Hornet Battalion.

Battalion Supply Officer (S-4)

The S-4 is responsible for supply management. Specific duties are:

1. Manage and maintain the supply room in a neat and orderly fashion.
2. Requisition, maintain, and issue supplies and equipment under the direction of the Military Property Custodian (MPC).
3. Keeps inventory records of all supplies and tells cadre of any discrepancies.
4. Assist the MPC in conducting regular and special inventories of supplies and equipment.
5. Organize the issue and turn in of uniforms and ensure proper entry of all required data on Cadet Clothing Records.
6. Maintain Cadet Clothing Records for all assigned cadets.

Battalion Public Affairs Officer (S-5)

The S-5 is responsible for public relations. Specific duties are:

1. Maintain a scrapbook of Hornet Battalion activities during the year.
2. Publish a periodic Newsletter documenting past, current and future events
3. Prepare and distribute news releases to appropriate news media.
4. Take photos, videotape, etc. of JROTC activities to use for publicity.
5. Establish and operate recruiting and retention programs to attract new members into JROTC and to encourage good Cadets to stay in JROTC.
6. Publicize activities of the Battalion to all Cadets through fact sheets, posters letters, school announcements, etc.
7. Maintain the front of the school JROTC display case.
8. Ensure weekly photos of Company Best Dressed Cadets are posted.

Battalion Signal Officer (S-6)

The S-6 is responsible for technology and information management. Specific duties are:

1. Manage technology assets of the Battalion.
2. Conduct technology training for members of the Battalion.
3. Consolidate all slides for weekly Cadet Command and Staff briefing
4. Manage the Hornet Battalion web site.

Company Organization

Company Commander

The company commander is responsible to the Battalion Commander for everything his or her company does or fails to do. You are the production person. Until orders reach you they are just plans; you are the one who gets the job done. Your job is not finished when you tell a member of your company to do something. Indeed, the telling is the smallest part of the job. You provide the purpose (Why) and the direction (How) to accomplish the mission assigned. Then you must check and inspect to ensure that what you wanted done is being accomplished. You must be an outstanding leader with plenty of initiative. Do not wait for someone to tell you what to do. Think ahead and plan what you believe is best for your company. Specific duties are:

1. Command your company at all formations
2. Consult the training schedules, study the drill references, and ensure that you and your subordinates are prepared to instruct.
3. Keep your Executive Officer informed and ensure they keep themselves informed so that they can assume command of the Company in event of your absence.
4. Make on-the-spot corrections, at any time, and ensure that all members of your company understand and comply with Cadet Regulations.
5. Ensure that all members of your company know and use the chain of command.
6. Take an interest in the problems of your people and make effort to solve them; make each cadet an effective member your team.
7. Conduct formal inspections during uniform days and brief periodic inspections during other formations. Make on-the-spot corrections and follow through during the next inspection to ensure the cadet is not making the same mistake.
8. When you encounter a challenge to which you don't know the answer, seek advice first from the Battalion Commander; if the Bn Cdr cannot answer your question satisfactorily, get their permission to discuss the challenge with the JROTC cadre.
9. Responsible to the Battalion Commander for:
 - a. Administration. Through the use of assistant staff, ensure the the preparation/posting of individual information on personal records, merits, demerits, awards, promotions, reductions, unit rosters, assignments, etc.

- b. Training. Drill, physical training, parades, etc. Ensure that chain of command is prepared to conduct scheduled training. Advise the Battalion Commander of any change to schedules training. Plan for and be prepared to conduct inclement weather training during drill periods. Prepare/select individuals to compete in Cadet of the month program.
- c. Discipline. Directly responsible for the state of discipline within Company. Ensure cadets receiving demerits/merits are notified of them and why.
- d. Organize Company into Platoons and Squads.
- e. Assign definite duties to assistants so that each will do their part of command supervision.
- f. Inspect company prior to all ceremonies, formations, etc.
- g. Logistics. Ensure all cadets in the company have all authorized clothing and equipment.
- h. Perform other duties as assigned by the Battalion Commander.

Company Executive Officer

The Company Executive Officer assists the Company Commander in the training of the company and performs such administrative duties as designated by the Company Commander. The Company Executive Officer functions in a relationship with the Company Commander similar as do the Battalion Executive Officer and Staff Officers do with the Battalion Commander. The Company Executive officer should be well versed in all functions of the command and be prepared to assume command during the absence of the Company Commander.

Assistant Staff Officer/NCO

Perform functions as shown/appropriate pertaining to the primary staff position, and as directed and supervised by the primary Battalion Staff Officer or Company Executive Officer.

Platoon Leader

The Platoon leader is the most desirable commissioned duty assignment in the cadet Battalion because you are a leader of people and have a platoon of cadets for who you are directly responsible. Primarily your job is one of leadership, training and discipline. It is a rare opportunity for a cadet to have the privilege of leading, instructing and controlling a platoon of people. Specific duties are;

1. Organize and maintain an effective chain of command in your platoon. Be sure that all your cadets know and understand where they fit in the chain of command.

2. Utilize chain of command to accomplish all assigned tasks. Specifically, you deal with the platoon sergeant and the Squad Leaders.
3. Learn the names of all cadets in your platoon and use them when addressing individual cadets.
4. Conduct a short inspection of your platoon at each formation. Emphasize personal appearance and cleanliness.
5. Ensure that all members of your platoon have their authorized clothing and equipment and that they are being maintained as prescribed.
6. Must be thoroughly familiar with JROTC regulations.
7. If a member of your platoon asks a question and you do not know the answer, state that you do not know the answer, but that you will find the answer for them. The find the answer to the question and at the next formation inform the entire platoon of question and of the answer. You are not expected to know everything, but it is expected that you will be able to know where to look for the information and find answers.
8. Enforce all orders and instructions from the company Commander even though you may not personally agree with them.
9. Don't complain, especially in the presence of your subordinates.
10. Ensure the Platoon sergeant forms the platoon in the prescribed area at the appointed time.
11. Develop a spirit of teamwork in your Platoon so that you get willing obedience and cooperation.
12. You must have a thorough knowledge of all phases of drill and ceremonies (TC 3-21.5). You must be able to supervise or conduct squad and platoon drill. If are the senior officer present, you must be able to conduct company drill. Always be prepared to teach a class. It is most embarrassing to try to teach a class when you are unprepared.
13. Make an effort to resolve all leadership, training, and disciplinary challenges at the Platoon level. If you cannot solve a challenge, seek the advice of your Company Commander.
14. Remember, the success achieved by the cadet battalion depends primarily upon the Platoon Leaders and the Squad Leaders. Set a high standard of personal appearance and duty and demand that all your cadets meet the same high standard.
15. Platoon Leaders are responsible for drill, discipline and neatness of the platoon. Make recommendations to the Company Commander as to disciplinary problems, promotions and reductions.

Company First Sergeant

The Company First Sergeant is the senior enlisted member of the Company. The 1SG is responsible for the administrative matters of the Company. The 1SG forms the Company for drill and ceremonies. The 1SG also is responsible for the morale, welfare, and discipline of all enlisted Cadets in the Company, and has specific duties similar to those of the Command Sergeant Major.

1. Responsible for the initial formation and alignment of the Company.

2. Ensures all member of the Company are properly uniformed.
3. Assists Company Command and Executive Officer in administrative details as directed
4. Must be thoroughly familiar with all phases of Company, Platoon, and Squad drill and ceremonies.
5. Assume command of the Company in the absence of all officers.
6. Ensures Platoon Sergeants are performing their duties in a military manner.
7. Make recommendation to the Company Commander for promotions and/or reductions.

Platoon Sergeant

The Platoon Sergeant is the first supervisor above the Squad Leader in the chain of command. He/she should know the weaknesses and strengths of each cadet within the Platoon. The Platoon Sergeant must set the example and must be a superior instructor. The primary concern of the Platoon Sergeant is the training of the Platoon and supervising the Squad Leaders. Specific duties include;

1. Enforce the orders and instructions of the Platoon Leader.
2. Supervise the Squad Leader's inspection at formations.
3. Ensure the Squad Leaders inspect their squads as to uniform fit, cleanliness and condition.
4. Form the Platoon in the prescribed area at the appointed time.
5. Know and follow correct procedures for forming the platoon and receiving the report from Squad Leaders.
6. Develop a spirit of teamwork in your platoon.
7. Must have a thorough knowledge of Platoon and Squad drill and ceremonies (TC 3-21.5).
8. Be prepared to assume command of the Platoon in the absence of the Platoon Leader.
9. The Platoon Sergeant is responsible for:
 - a. Appearance of members of the platoon
 - b. Accounting for all members of the Platoon through the Squad Leaders
 - c. Assisting in inspections.
 - d. Ensuring all cadets are clean and have proper haircuts.
 - e. Ensuring cadets wear clean pressed uniforms with brass properly wiped off of daily smudges.
 - f. Ensure that cadets' shoes are shined.
 - g. Make recommendations for promotions and/or reductions to the First Sergeant.

Squad Leaders

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

1. Inspect your squad's personal appearance at each formation.
2. Inspect each cadet for authorized clothing and equipment and ensure that each is being maintained properly.
3. Report to your Platoon Leader any loss or damage to school or Government property.
4. Assist members of your squad who may be having difficulty with drill or other subjects.
5. Establish a chain of command within your squad.
6. Use your Team Leaders to the maximum of their abilities.
7. Report to your Platoon Sergeant any failure to obey orders and regulations.
8. You must know the provisions of the Cadet Guide and be well versed in all phases of squad and platoon drill.
9. If are asked a question to which you cannot answer, so state, but find the answer and inform the cadet and squad at the next opportunity. Never try to "bluff" your way through a question or answer.
10. The Squad Leader is responsible for:
 - a. Appearance of members of your squad.
 - b. Rendering to the Platoon Sergeant a correct report on the status of members of their squad.
 - c. Informing the Platoon Sergeant of squad members having improperly fitting uniforms.
 - d. Making recommendations for promotions and/or reductions to the Platoon Sergeant.
 - e. Performing other duties as required by the Platoon Sergeant.

Team Leader

The Senor Cadet team Leader is the next in command under the Squad Leader. Specific duties include;

1. Training members of their team.
2. Ensuring all members of the team are in the correct uniform.
3. Ensuring the team is at the proper place at the proper time.
4. Be well versed in all phases of squad and platoon drill to include being able to execute the Squad Drill Sheet.
5. Must be able to assume command of the squad in the absence of the Squad Leader.
6. Perform duties as required by the Squad leader.

Individual Cadet

Each cadet of the Battalion is responsible for:

1. The cleanliness and upkeep of your uniform.
2. Personal appearance;
 - a. Haircut and proper grooming.
 - b. Brass wiped off of daily smudges and shine brass as needed.
 - c. Shoes shined.

- d. Uniform accessories properly worn.
3. Being on time, in proper uniform and doing what you are told to do.
4. Reading and understanding the JROTC Cadet Guide.
5. Study and understand the inspection questions

Chapter 4 - AWARDS

1. Purpose: The primary purpose of the awards program is to provide tangible evidence for distinctive acts performed and valuable service rendered by JROTC cadets. Each award will be noted on the JROTC cadet records. No Awards will be given if a Cadet is Flagged for excessive DeMerits

The awards listed in Part I will be presented by the donor or his representative at the annual Awards Day Ceremony unless formal presentation is appropriate at an earlier time. Awards listed in Part II will be announced on published Unit Orders and presented as required.

Part I – Donated Awards

SENIOR MEDAL FOR LEADERSHIP: Awarded by the Roswell Chapter of the Sons of the American Revolution in the State of Georgia. Cadet must have contributed to the improvement of the JROTC program during the year. Cadet must have also displayed those qualities of a leader willing to increase the esteem of their organization above self.

PHYSICAL FITNESS MEDAL: Awarded to a cadet who scores a 270 or above on the Army APFT and a 90 percent or better on the Cadet Challenge

COMMUNITY SERVICE MEDAL: The good citizenship medal is sponsored by the VFW. It is for those JROTC Cadets who display extraordinary examples of service to the school, JROTC, community and nation. It may be awarded for a completion of exploits or one single act. The recipient of a Good Citizen Medal will have put duty and love of country first and self second.

MILITARY ORDER OF WORLD WARS: Awarded by the Roswell chapter of Military Order of World Wars: Awarded to an outstanding cadet at each school. Cadet selected must be in good standing in all military aspects and scholastic grades, as indicated by JROTC and scholastic grades, extracurricular activities or individual endeavors, and have a desire to serve their country.

SONS OF THE AMERICAN REVOLUTION (SAR): Awarded to a LET 2 cadet that is in good standing as a cadet and academically at the time of selection and presentation of the award, show a high degree of merit with respect to leadership qualities, military bearing, and excellence. Excellence is defined as all around excellence in the AJROTC program of studies and activities.

DAUGHTERS OF THE AMERICAN REVOLUTION: Awarded by the Roswell Chapter of the Daughters of the American Revolution: Awarded to a cadet at each school chosen for his/her

outstanding qualities of leadership, dependability, good character, and adherence to discipline and a patriotic understanding of the importance of the JROTC program.

AMERICAN LEGION MEDAL FOR MILITARY EXCELLENCE: Awarded by Post 201 of the American Legion: Awarded to the outstanding cadet chosen for his/her outstanding leadership, discipline and good moral character.

AMERICAN LEGION MEDAL FOR SCHOLASTIC EXCELLENCE: Awarded by Post 201 of the American Legion: Awarded to an outstanding cadet chosen for his/her leadership in both academic and JROTC training. Cadet must be in the top 25% of his/her academic class.

NATIONAL SOJOURNERS AMERICANISM AWARD: Awarded National Sojourners: Awarded to a cadet who has demonstrated and encouraged the ideals of Americanism by deeds and action. Cadet must also rank in the top 25% of his/her academic class.

SUMMERELL LEADERSHIP AWARD: Awarded by General William F. Summerell: Awarded to the outstanding LET I cadet who has demonstrated outstanding leadership for a first year cadet.

RETIRED OFFICERS ASSOCIATION: Awarded to the Top Cadet whose military and scholastic are above their peer group.

RESERVE OFFICERS ASSOCIATION: Awarded to the Top Cadet whose military and scholastic are above their peer group and who show loyalty to the program through acts, works and deeds.

GEORGIA NATIONAL GUARD MINUTEMAN AWARD: Awarded to one cadet who best exemplifies the spirit and interest of America's original minutemen. Goes above and beyond the call of duty in JROTC, Academics and Community.

ASSOCIATION OF THE UNITED STATES ARMY MEDAL: Awarded by the Association of the United States Army to a cadet who displays outstanding leadership and demonstrated academic excellence.

MILITARY OFFICER'S ASSOCIATION OF AMERICA (MOAA) ROTC MEDAL: Awarded by the Military Officer's Association of America (MOAA): Awarded to an outstanding cadet who is in his/her junior year of high school. Cadet chosen must be in good academic standing, be of good moral character, demonstrate a high order of loyalty to unit, school and country, and must display an exceptional potential for military leadership.

ANCIENT AND ACCEPTED SCOTTISH RITE MEDAL: Awarded by the Scottish Rite. Awarded to the cadet who has contributed the most among cadets to encourage and demonstrate Americanism by deeds and conduct. Cadet selected must be in the top 25% of his/her academic class and must have demonstrated a potential for outstanding leadership by displaying dependability, good character, self-discipline, good citizenship and patriotism.

SCOTTISH AMERICAN MILITARY SOCIETY MEDAL: Awarded by the Scottish American Military Society. Awarded to the cadet who has contributed the most among cadets to

encourage and demonstrate patriotism by deeds and conduct. Cadet selected must be in the top 25% of his/her academic class and in his/her sophomore or junior year of high school.

MILITARY ORDER OF PURPLE HEARTS: Awarded by the Military order of Purple Hearts. This award recognizes an outstanding cadet who is enrolled in the program and demonstrates leadership ability. The recipient of this award must hold a positive attitude toward the program and country, be a leader in the cadet corps, active in school and community affairs and attain a grade of “B” or better in all subjects.

VIETNAM VETERANS OF AMERICA LEADERSHIP AWARD: Awarded by the Vietnam Veterans of America Post. Awarded to an underclassmen cadet who holds a leadership position in the cadet corps, is active in school and community affairs and attained a “B” or better in all subjects the previous semester.

U.S. ARMY RECRUITING COMMAND MEDAL: Awarded by the U.S. Army Recruiting Command: Awarded to a male and female cadet at each school in recognition of their outstanding achievement and contribution to the JROTC program. Cadets must be in their third year of JROTC training, have demonstrated outstanding leadership traits, and possess the potential for assuming positions of increased responsibility. Cadet must also have proven qualities of dependability and good character, respect military discipline and standards and possess a fundamental and patriotic understanding of the importance of JROTC training. Cadet must be in the top 25% of his/her academic class.

CELEBRATE FREEDOM FOUNDATION JROTC AWARD FOR EXCELLENCE IN ACADEMICS: Awarded by the Celebrate freedom Foundation and is presented annually to the outstanding first or second-year cadet who possesses a positive attitude toward JROTC and school, outstanding personal appearance (uniform and grooming) Displays personal attributes such as initiative, judgment, and self-confidence, courteous demeanor (promptness, obedience, and respect for customs), growth potential (capacity for responsibility, high productivity, adaptability to change) and possession of the highest personal and ethical standards and strong positive convictions.

VETERANS OF FOREIGN WARS (VFW) AWARD: Awarded by Post 660, Veterans of Foreign Wars. Awarded to a cadet in the 10th grade or above in recognition of outstanding achievement and exceptional leadership qualities expected in military leaders.

DAEDALIAN JROTC ACHIEVEMENT AWARD: Awarded by the Order of Daedalians which is a fraternity of commissioned military pilots from all military services. This award recognizes cadets who demonstrate patriotism, love of country, and service to our nation, indicate the potential and desire to pursue a military career, and rank in the upper 10% of his/her JROTC class.

SENIOR ARMY INSTRUCTOR MEDAL: Awarded to outstanding cadets who have made significant contributions to the success of the JROTC program.

ARMY INSTRUCTOR MEDAL: Awarded to outstanding cadets who have made significant contributions to the success of the JROTC program.

Part II – JROTC Awards (Ribbons)

Academic Awards – N-1-1 through N-1-10

Athletic Awards – N-2-1 through N-2-5

Military Awards – N-3-1 through N-3-15

Miscellaneous Awards – N-4-1 through N-4-7



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

Superior Cadet Decoration

Criteria: These medals are U.S. Military Decorations awarded by the Department of the Army and limited to one outstanding cadet in each leadership development class in each JROTC institution. To be considered for these awards, an individual must be in the top 10 percent of their JROTC class and top 50 Percent overall. Awarded to LET 1, 2, 3, and 4.

 <p>Medal for Heroism</p> <p>Awarded to any JROTC Cadet who performs an act of heroism</p>	 <p>Superior Cadet</p> <p>Awarded to one outstanding JROTC Cadet in each LET level per school</p>	 <p>Distinguished Cadet N-1-1</p> <p>Awarded annually to one cadet who exhibits the highest degree of expertise in scholastics</p>	 <p>Academic Excellence N-1-2</p> <p>Awarded annually to one cadet in each LET level with the highest school academic grades</p>
 <p>Academic Achievement N-1-3</p> <p>Awarded annually to those cadets who maintain an A in all subjects</p>	 <p>Perfect Attendance N-1-4</p> <p>Awarded to cadets with no unexcused and no more than 3 excused absences during each semester/quarter</p>	 <p>Student Government N-1-5</p> <p>Awarded annually to cadets elected to any student government office</p>	 <p>LET Service N-1-6</p> <p>Awarded to cadets successfully completing the 1st semester/quarter of training each LET year</p>
 <p>SAI Top 10% N-1-7</p> <p>Awarded to cadet 's who achieve a ranking within the top 10% of their Roswell HS academic class</p>	 <p>Drum and Bugle Corps N-1-8</p> <p>Awarded to cadets who perform with distinction either the drums or bugles for the JROTC</p>	 <p>Community Service N-1-9</p> <p>Awarded to cadets who participate in a community service project sponsored by the JROTC</p>	 <p>Academic Competition N-1-10</p> <p>Awarded to cadets who are team members in an academic competition sponsored by the JROTC</p>
 <p>DAI/SAI Instructor Leadership N-3-1</p> <p>Awarded annually to one cadet per LET level exhibiting the highest degree leadership</p>	 <p>Personal Appearance N-3-2</p> <p>Awarded each semester to cadets who consistently present an outstanding appearance</p>	 <p>Proficiency N-3-3</p> <p>Awarded annually to cadets who have demonstrated leadership, academic achievement, and performance</p>	 <p>Drill Team N-3-4</p> <p>Awarded annually to active drill team members</p>
 <p>Orienteering N-3-5</p> <p>Awarded annually to active members of the orienteering team</p>	 <p>Color Guard N-3-6</p> <p>Awarded annually to active color guard members</p>	 <p>Rifle Team N-3-7</p> <p>Awarded annually to active Rifle Team members</p>	 <p>Adventure Training N-3-8</p> <p>Awarded each semester to members of approved adventure teams</p>
 <p>Commendation N-3-9</p> <p>Awarded annually to cadets whose performance exceeds</p>	 <p>Good Conduct N-3-10</p> <p>Awarded annually to cadets who have demonstrated</p>	 <p>JCLC N-3-11</p> <p>Awarded annually to cadets who successfully complete</p>	 <p>Best Drill Squad N-3-12</p> <p>Awarded to squad members who received the highest</p>

that expected of a cadet of his/her grade	outstanding conduct throughout the year	the JROTC Summer Camp (JCLC)	evaluation during the best drill squad evaluation
 Best Drill Platoon N-3-13 Awarded to platoon members who received the highest evaluation during the best drill platoon evaluation	 Honor Company Ribbon N-3-14 Awarded to cadets in the Company having the highest average JROTC GPA, Cadet Challenge and Program support	 Best Drill Cadet N-3-15 Awarded to a cadet in each LET Level who wins in the end of the year individual drill down competition	 Varsity Athletics N-2-1 Awarded annually to cadets who are in varsity sports
 JROTC Physical Fitness N-2-2 Awarded annually to cadets who score above the 85 th % on all 5 Cadet Challenge fitness events	 JROTC Athletics N-2-3 Awarded annually to cadets who score above the 50 th % on all 5 Cadet Challenge fitness events	 Cadet Challenge N-2-4 Awarded annually to cadets who actively participate and complete all 5 Cadet Challenge fitness events	 Raider Team N-2-5 Awarded annually to active Raider Team members
 Parade N-4-1 Awarded to cadets who participated in a parade as part of a JROTC unit	 Recruiting N-4-2 Awarded to cadets who recruit at least 2 students to JROTC and for each student thereafter	 Best Dress N-4-3 Awarded to cadets who are recognized at least three times during uniform day as the best dressed cadet	 Outstanding Cadet Officer N-4-4 Awarded to a senior cadet officer who has been a positive example and role model for subordinate cadets
 Outstanding Cadet NCO N-4-5 Awarded to cadet NCO who best demonstrates the JROTC values	 Service Learning N-4-6 Awarded annually to participants in unit service learning projects	 Excellent Staff Performance N-4-7 Awarded annually to cadet staff officers for excellent performance	

Part III – Cords

Rifle Cord: Awarded to team members on the Rifle Team. The Cord is a gold braided shoulder cord.

Raider Cord: Awarded to team members on the Raider Team. The Cord is a black braided shoulder cord.

Color Guard Cord: Awarded to team members on the Color Guard Team. The Cord is a white braided shoulder cord.

Sabre Guard Cord: Awarded to team members on the Sabre Guard Team. The Cord is a blue braided shoulder cord.

Drill Cord: Awarded to team members on the Drill Team. The Cord is a red braided shoulder cord.

Academic Cord: Awarded to team members on the Academic Team. The Cord is a gold and white braided shoulder cord.

Scabbard and Blade Cord: Awarded to team members on Warrior Brigade Scabbard and Blade organization. The Cord is a blue and red braided shoulder cord.

Brigade Commander Cord: Awarded to the Fulton County Warrior Brigade Commander. The Cord is gold and black braided shoulder cord with shoulder loops.

Battalion Commander Cord: Awarded to the Roswell Hornet Battalion Commander. The Cord is green braided shoulder cord with green shoulder loops.

Executive Officer Cord: Awarded to the Roswell Hornet Battalion Executive Officer. The Cord is yellow braided shoulder cord with white shoulder loops.

Color Guard Commander Cord: Awarded to the Roswell Hornet Battalion Color Guard Commander. The Cord is white braided shoulder cord with white shoulder loops.

Sabre Guard Commander Cord: Awarded to the Roswell Hornet Battalion Sabre Guard Commander. The Cord is blue braided shoulder cord with blue shoulder loops.

Drill Commander Cord: Awarded to the Roswell Hornet Battalion Drill Commander. The Cord is red braided shoulder cord with red shoulder loops.

Rifle Commander Cord: Awarded to the Roswell Hornet Battalion Rifle Commander. The Cord is gold braided shoulder cord with gold shoulder loops.

Leadership Commander Cord: Awarded to the Roswell Hornet Battalion Leadership Commander. The Cord is orange braided shoulder cord with orange shoulder loops.

Academic Commander Cord: Awarded to the Roswell Hornet Battalion Academic Commander. The Cord is gold and white braided shoulder cord with white shoulder loops.

Chapter 5 - Inspections

1. Purpose: Weekly inspections will be scheduled on uniform days to ensure that the high standards of personal appearance are being maintained and to enable the JROTC Staff to observe the condition of the equipment. The SAI or his representative will make periodic inspections throughout the year. Inspections may either be announced or unannounced. The **JROTC Program of Accreditation** (JPA) will be conducted as directed by the Sixth Brigade or the DAI shop. Cadets must be extremely thorough in preparing for this inspection. The results determine whether or not the Corps of Cadets is awarded an Honor Unit (Blue Star) or Honor Unit with Distinction (Gold Star) or Merit Unit (white star) for the school year.

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

a. All cadets are responsible for knowing their chain of command from the first cadet leader in their chain up to the Commander-In-Chief. A current copy of the chain of command will be posted on the JROTC bulletin board.

b. All cadets are responsible for knowing the 6th brigade Inspections questions. During weekly inspections cadet leaders will ask cadets that are being inspected a minimum of two questions from the list (Annex B)

Annex A - DISCIPLINARY BOARD PROCEDURES

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

The Disciplinary Board will normally consist of five cadets: Battalion Commander (president), Battalion Executive Officer, Battalion S-2 (recorder), Company Commander and Company First Sergeant. No person who has pressed charges against an individual may sit on the board.

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

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

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

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

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

Annex B – 6th Brigade Inspection Questions

General Questions:

1. Chain of Command: **(See Current Chain of Command)**

Commander-in-Chief
Secretary of Defense
Secretary of the Army
Army Chief of Staff
CG, TRADOC
CG, Cadet Command
Commander, Sixth Brigade
SAI Roswell

2. What is the Mission of JROTC? To motivate young people to be better citizens.
3. What is the key to success in JROTC? The key to success in JROTC is TEAMWORK.

Cadet Rank Structure:

4. What rank is a cadet with _____?

Officer Ranks

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

Enlisted Ranks

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

First Aid:

5. What is the Heimlich Maneuver used for? To clear a blocked airway.

6. What is First Aid? The assistance someone provides to an injured person until trained medical personnel arrive.
7. What is mouth-to-mouth resuscitation used for? To restore breathing

Map Reading:

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

Blue	Water
Green	Vegetation
Brown	Contour, Elevation and Relief
Black	Manmade Objects
Red	Other Manmade Objects and Densely Populated areas

9. What instrument would you use to determine a magnetic azimuth in a field environment?
Compass
10. What instrument is used to determine grid azimuth on a map? Protractor
11. What are the five major terrain features? Hilltop, Ridgeline, Saddle, Valley, Depression

Drill and Ceremony:

12. How many inches in a normal step in marching? 30 inches
13. Which foot can you give the command halt on? Either foot
14. What position are you allowed to speak while in formation? The position of "REST"

U.S. Military History:

15. Who were the primary antagonists during World War II (who did the U.S. and its allies fight)? Germany, Italy and Japan
16. What happened on 7 December 1941 in Hawaii? The Japanese attacked Pearl Harbor
17. Who was the Commander of the Revolutionary Army? George Washington
18. What war was fought during the 1960's and 1970's? The Vietnam War

Citizenship and the Constitution:

19. What are the first 10 Amendments to the U.S. Constitution know as? The Bill of Rights

20. Which amendment grants the “Freedom of Speech”? The First Amendment
21. What age is a U.S. Citizen first allowed to vote? 18 years old
22. What are the two primary political parties? The Republican Party and the Democrat Party

Current Events

23. What happened in New York City and Washington DC. on 11 September 2001? Terrorists attacked the World Trade Center and the Pentagon.
24. Which country did the U.S. attack initially in the "War on Terrorism"? Afghanistan
25. What military operation was initiated on 21 March 2003? Operation Iraqi Freedom

Classroom Management

26. What tools are being used in the classroom to assist in the presentation of the curriculum? Classroom Performance System (CPS), Walk & Talk Chalkboard, Smart Board, Laptop Computers, DVD player, and DVD's.
27. What are the steps to the 4-Phase Lesson Plan? Inquire, Gather, Process, Apply
28. Identify two Thinking Maps: Brace Map, Bridge Map, Bubble Map, Circle Map, Double Bubble Map, Flow Map, Multi-Flow Map, and Tree Map.

Winning Colors

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

Brown	Builder
Red	Adventurer
Blue	Relater
Green	Planner

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

Annex C Portfolio Requirements.

The following are the Portfolio requirements for each LET Level required to be posted to the SmartCadet Portal. Items will be posted to OneNote as part of weekday lessons and is the responsibility of the Cadet to post to SmartCadet Portal. Instructions Found in the Portfolio Section of the Class OneNote Notebook.

LET 1

LET 1 ACT

U1C2L2A3_Exercise 2 - Self Awareness Matrix.pdf

U1C2L2A6_Quick Write and Reflection.pdf

U1C2L3_Cadet_Generated_Written_Analysis_Using_Winning_Colors_Behavior_Clusters.docx

U1C4L3_Cadet_Generated_Written_Summary_Using_Conflict_Resolution_Techniques.docx

LET 2 ENGAGE

U1C1L4_Cadet_Generated_Dining_Out_Package.docx

U1C6L2A3_Exercise 2 - Service Learning Project Plan.pdf

LET 3 GRADUATE

U1C2L6_Cadet_Generated_Journal_Applying_Study_Skill_Strategies_2_to_3_Week_Period.docx

LET 4 MAKE DECISIONS

U1C2L8A2_Exercise 1 - Personal Growth Plan Worksheet - Pre-Assessment.pdf

U1C2L8A4_Exercise 3 - Personal Growth Plan Worksheet.pdf

U1C4L2_Cadet_Generated_Written_Anger_Management_Plan_Using_SMART_Process.docx

U1C5L2A5_Exercise 2 - My Goals for the Challenge.pdf

LET 2 VALUE

U1C3L2A2_Performance Assessment task

LET 2

LET 2 ACT

U2C1L2A1_Exercise 1 - Score Your Attributes

U2C2L2_Cadet_Generated_Checklist_For_Improving_Writing

U2C2L2_Cadet_Generated_Summary_Of_Results_Using_Checklist

U2C2L5_Cadet_Generated_Analysis_Of_How_A_Personal_Code_of_Conduct_Supports_Ethics

U2C6L2_Cadet_Generated_Summary_Describing_Personal_Fitness_Plan

U3C2L3_Cadet_Generated_PSM_Year_2

U2C3L1A4_Performance Assessment Task

LET 2 ENGAGE

U2C5L1_Cadet_Generated_Written_Resolution_To_Bullying_Cyberbullying_Situation

U2C6L1A2_Exercise 1 - My Health Habits

U2C6L1_Cadet_Generated_Plan_For_Self_Improvement_of_Health_Habits

LET 2 GRADUATE

U2C2L3A5_Performance Assessment Task

U2C2L4A8_Performance Assessment Task

LET 2 MAKE DECISIONS

U2C4L2_Cadet_Generated_Set_Of_First_Aid_Help_Cards

U2C6L2_Cadet_Generated_Summary_Describing_Personal_Fitness_Plan

U2_Cadet_Challenge_Results

LET 2 VALUE

U2C3L2A2_Performance Assessment Task

LET 3

LET 3 ACT

U3C1L2_Cadet_Generated_Written_Summary_Of_How_To_Improve_Personal_Skills_Leading_Meetings.docx

U3C1L5_Cadet_Generated_Written_Leadership_And_Management_Skills_Self_Improvement_Plan.docx

U3C1L6_Cadet_Generated_Written_Reflection_Of_An_Ethical_Dilemma.docx

U3C1L7_Cadet_Generated_Written_Reflection_of_Personal_Supervisory_Skills_And_Experience.docx

LET 3 ENGAGE

U3C6L1A3_Handout 2 - Service Learning Project Plan and Schedule.pdf

LET 3 GRADUATE

U3C2L1_Cadet_Generated_Personal_Action_Plan_For_Attending_Post_Secondary_Institution.docx

U3C2L2_Cadet_Generated_Personal_Time_Management_Plan_For_A_Specified_Long_Term_Goal.docx

U3C2L3_Cadet_Generated_Career_Portfolio.docx

U3C1L4_Cadet_Generated_Battalion_Continuous_Improvement_Plan.docx

MAKE DECISIONS

U3C4L1_Cadet_Generated_Action_Plan_To_Address_Prejudice.docx

U3C5L2_Cadet_Generated_Speech_About_Advantages_Of_A_Drug_Free_Life.docx

U3C2L3_Cadet_Generated_PSM_Year_3.docx

LET 3 VALUE

U3C3L1_Cadet_Generated_Written_Summary_Of_Duties_And_Responsibilities_Of_A_Platoon_Leadership_Position.docx

LET 4

LET 4 ACT

U4C1L2_Cadet_Generated_Revised_Lesson_Plan

U4C1L3A3_Exercise 2 - Feedback Scoring Guide

U4C3L2A2_Exercise 1 - Plan of Action

LET 4 ENGAGE

U4C4L1_Cadet_Generated_Gannt Chart_Used_In_Management_Of_Service_Learning_Project
U4C5L2_Cadet_Generated_Position_Paper_Describing_A_Current_Issue_And_Ways_It_Challenges_Citizen_Rights_A_Democracy

LET 4 GRADUATE

U4C2L1_Cadet_Generated_SMART_Goals_Worksheet_For_Achieving_Two_Goals_After_High_School_From_PAT

U4C1L1_Cadet_Generated_Written_Plan_For_LET_4_Capstone_Project

U4C2L2A2_Exercise 1 - Professional and Personal Development Action Plan

LET 4 MAKE DECISIONS

U4C2L1_Cadet_Generated_Core_Abilities_Self_Assessment_Summary_From_PAT

LET 4 VALUE

U4C3L3_Cadet_Generated_Diagram_And_Execution_Of_Company_Drills_In_Leadership_Lab

U4C3L4_Cadet_Generated_Diagram_Of_Battalion_Formation

Annex D - Instructions for Cadets to Establish a MyGoArmy.com Account

Instructions for JROTC Cadets to Establish a MyGoArmy.com account

Step 1.

Click on the link below or copy and paste the URL below into your web browser.

https://my.goarmy.com/accounts/register/user_agreement.jsp

Step 2.

Read the End User Agreement.

Click the "Accept" radio button located at the bottom of the agreement.

Click "Continue."

Step 3.

Type in your first name, last name, date of birth, and e-mail address in the boxes provided.

If you fail to provide an e-mail address, you cannot create an account and your Army JROTC Instructor will not be able to set-up a JUMS account for you.

Type in your zip code.

Based on **your personal preference** check or leave unchecked the box adjacent to the statement

"Please send me information about future Army Opportunities."

Type the text as it appears in the image on the screen in the box provided.

Click "Continue."

Step 4.

Receive Email Confirmation.

A message has been sent to the email address you provided. This message contains a link; clicking that link will take you to the next step in the registration process.

Please note that some email programs might identify the message as "Spam", "Bulk" or "Junk" mail. If you do not receive the registration email within five or ten minutes of clicking the "Continue" button on the previous screen, please check your email program's "Junk" or "Bulk" mail folder.

Step 5.

Click the link provided in the email or enter the ENTIRE URL into your web browser (try to copy & paste).

** Upon verifying your email address, you will be redirected to the "Create an Account" page.

Step 6.

Enter your month, day and year of birth from the drop down menus.

Type in a screen name.

Type in a password. Passwords must be between 8 and 15 characters and must contain at least one lowercase letter, one uppercase letter, and one non-alpha character.

Retype your password.

Click Finish.

Step 7.

You will be redirected to the Log in Screen.

Enter the e-mail address you provided in step 3 in the box provided.

Enter your password in the box provided.

Click "Log In."

Step 8.

Provide your JROTC Instructor with the e-mail address used in step 7. This is the login ID your JROTC Instructor will set-up in JUMS.

Step 9.

Once your JROTC instructor has set-up and entered your account email address information into JUMS, you will be able to login into JUMS using the e-mail address login and password you created in step 7.

Tips for getting your password, user name, 15 minute locked out message, and resolving error message**Forgot your user name or password?**

- Select the "Retrieve Lost User Name/Password" link under the "Registered Users Sign In" section of the GoArmyEd public page

Account Locked Out – You must wait 15 minutes

- After 15 minutes, clear your browser's cookies/browsing history and open a new window to enter your user name or password.

Need help clearing cookies?

1. Scroll down to the footer section and select the "Technology Support" link
 2. Next, select the Browser Settings link
 3. Depending on the browser you are using, make sure to follow the steps in Delete Cookies section
- If your user name or password is pre-populated, clear those fields and manually enter your username and password

Password Guidelines

- Your password will need to be a minimum of 15 characters and maximum of 25 characters
- Contain 2 upper and 2 lower case characters, 2 numbers, and 2 special characters (! @ # \$ ^ _ - = , . ?)
- Do not use the (+) symbol or space key in your password
- You cannot reuse the 10 previous passwords
- Your password must be at least 4 characters different than your previous password

Annex E Roswell High School JROTC Mentoring Program Guide

1. A successful mentoring program is key to establishment of a strong battalion. The rich honors and traditions of our program and the many items of knowledge a Cadet must master to navigate through the established system can be overwhelming. In order to establish a strong program RHS JROTC will capitalize on the strength of the upper LET Cadets in developing the lower LET Cadets. Each Junior and Senior and some select Sophmores will be assigned a LET 1 and will be expected to Mentor them.

2. As mentors upper LETS will must meet long enough and often enough to build a relationship that helps the lower LET feel supported and develop self-confidence and self-esteem, and see new leadership and participation paths in the JROTC program at Roswell High School.

3. The 7 Key ingredients of the Mentoring Program.

Key to this success of the Mentoring Program assigned Mentors will:

1. Be available to the Lower LET and at least weekly reach out through an email, text message, phone call or conversation to simply check on the Mentee.

2. Help establish realistic goals and expectations in the Program and Academic focus of the Mentee by monitoring passing status in classes.Me

3. At official events (ie.. football ushering) in which both are participating the Mentor will spend a few minutes talking with the Mentee and assisting with presentation in the uniform.

4. Show the Mentee the key resources of the Battalion SOP and Promotion SOP by actually going through the documents with them to discuss how we do business and how to get promoted.

5. Encourage the Mentee to enroll in at least one special team, Leadership, Academic, Drill, Rifle, Raider, Saber or Robotics.

6. Ensure the Mentee knows the Cadet Creed from memory.

7. Encourage and track the Mentee in taking promotion exams to at least he Private First Class Level (see promotion SOP for specific requirements.)

4. Company Commanders will be responsible for establishing and tracking Mentoring and Mentee progress as outlined in “The 7 Key ingredients of the Mentoring Program”

5. Some tips for Mentors.

- Don't act like a Drill Sergeant. The relationship between Mentor and Mentee is informal. They should be able to come to you with problems.
- Teach them the “Army Values” remember LDRSHIP is our acronym Loyalty, Duty, Respect, Self-Less Service, Honor, Integrity and Personal Courage. Every encounter is a chance to talk your Mentee about one of the values and how it guides your actions.
- DON'T be afraid to talk about how overwhelmed when you felt when you first started but DO talk to them about how to overcome that. Its actually pretty simple.
- Focus on their Development in JROTC and Academics by reminding them about their goals and how those goals lead to becoming a prepared adult.

- Have fun with them. Invite them to try one of the activities you are in and show them how to do things. This cannot be overstated. The bonds of a shared struggle are always stronger than just hanging out.

6. Be Positive: Given the opportunity give them encouragement when they do something right.
20 Ways To Say “You’re Great!”

- | | |
|-------------------------------|--|
| 1. Terrific! | 11. Outstanding! |
| 2. Great idea. | 12. Will you show me how to do that? |
| 3. You did a great job. | 13. Way to go! |
| 4. I’m proud of you. | 14. Perfect! |
| 5. Fantastic! | 15. Wonderful! |
| 6. You learned that fast! | 16. You get better at this all the time. |
| 7. I knew you could do it. | 17. I know what you mean. |
| 8. Keep trying—you’ll get it. | 18. I hear what you’re saying. |
| 9. Exactly right! | 19. That was awesome. |
| 10. Nice going. | 20. EXCELLENT! |

8. Commanders Mentoring Report and Mentoring Program Measurements

9. The Commanders being responsible for the Mentoring program will use two main tools for measurement and success of the program.

10. Annex F Weekly Mentor Report (to be filled out by the Mentor and Checked by the Company 1SG or Command Sergeant Major)

11. Annex G Company Mentor Report (to be briefed by company commanders at command and staff)

Annex E-1 Weekly Mentor Report (to be filled out by the Mentor and Checked by the Company 1SG or Command Sergeant Major)

Annex F Weekly Mentor Report		
Assigned Mentee	Assigned Mentor	Assigned Validator
Name:	Name:	Name:
Contacted Mentee	Date:	Date:
Mentee know where to find BN SOP's	Date:	Date:
Mentee is on Special Team	Date:	Date:
Mentee knows Cadet Creed	Date:	Date:
Mentee took PVT Exam	Date:	Date:
Mentee took PFC Exam	Date:	Date:
Mentee is Passing all classes	Date:	Date:

Annex E-2 Company Mentor Report (to be briefed by company commanders at command and staff)

Annex F Weekly Mentor Report		
	Report the number as of current week:	Report the number from the previous week:
Number of Mentors Assigned	Number:	Number:
Number of Mentees	Number:	Number:
Confirmed Contacts	Number:	Number:
Confirmed SOP location	Number:	Number:
LET 1s on special teams	Number:	Number:
Number of Mentees that know the Cadet Creed	Number:	Number:
Number of Mentees that have taken the PVT Exam	Number:	Number:
Number of Mentees that have take the PFC Exam	Number:	Number:
Number of Mentees passing all classes	Number:	Number:

Annex E-3 Mentee and Mentor information sheet to facilitate connection between Mentee and Mentor. No information about either is permitted without the express permission of the person in question.

Things about us:	Mentee	Mentor
Name:		
Went to MS where?		
Age?		
How many Siblings?		
Want to be a -----?		
My hobby is?		
My sport is?		
My interest are?		
My email address is?		
My phone number is?		
I am good at?		