

WEST FORSYTH HIGH SCHOOL ARMY JROTC
TITAN BATTALION
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CADET STANDARD OPERATING PROCEDURES
SY 2023-24 Version 2



WEST FORSYTH HS ARMY JROTC TITAN BATTALION
STANDARD OPERATING PROCEDURES

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1. MISSION

A. MISSION STATEMENT

1) JROTC MISSION STATEMENT: *To motivate young people to be better citizens*

2) WFHS MISSION STATEMENT: *To provide an opportunity for all students to reach their optimum potential in an ever-changing, highly technical, global society*

B. THE CADET CREED

I am an Army Junior ROTC Cadet.

I will always conduct myself to bring credit to my family, country, school and the Corps of Cadets.

I am loyal and patriotic. I am the future of the United States of America.

I do not lie, cheat or steal and will always be accountable for my actions and deeds.

I will always practice good citizenship and patriotism.

I will work hard to improve my mind and strengthen my body.

I will seek the mantle of leadership and stand prepared to uphold the Constitution and the American way of life.

May God grant me the strength to always live by this creed.

2. VISION

The Titan Battalion is the top Army JROTC program in the country

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3. RULES

A. Do Not Lie, Cheat, or Steal

There is no wiggle-room for this- it is absolute and not open for any interpretation or debate. Failure to comply with this rule will result in consequences

B. Be in the Right Place, at the Right Time, in the Right Uniform, and Ready to Execute

Cadets are expected not only to follow the rules and comply with the norms of our school, but to model appropriate behavior for the rest of the student body

1) Cadets must be in the right place. Normally, that is the classroom, fitness area, or drill area during class time. When executing co-curricular activities, Cadets must be in the approved location

2) Cadets are on time. One second late is the same as one hour late- both are not in compliance with the directed standard. When the tardy bell rings, Cadets are required to be in the classroom at their assigned seats; not hanging out in the hallway, not sending one-last text, not going to the bathroom at the last second

3) Cadets are in the right uniform

a) Civilian attire. When wearing civilian attire, cadets must be clothed in accordance with published West Forsyth High School dress code

b) Cadet Uniform: Class “A” or “B” uniform will be worn weekly on Wednesdays or Thursdays when the Cadet has JROTC class and will be worn in accordance with AR 670-1, CCR 145-2, and classroom instruction. Normally Class “B” will be worn 1st and 4th quarters, and Class “A” will be worn in the winter months of 2nd and 3rd quarters

i) ~~On the first uniform day of the month, Cadets will wear Class “A” uniform for awards and promotions.~~ On the last uniform day of the quarter, Cadets who have been issued ACU/ OCP may opt to wear such in lieu of the Class “A” or “B”

ii) Approximately once a quarter, the entire Corps of Cadets will dress out on the same day and conduct a 100% formation. Details will be communicated directly to cadets

iii) Uniform for drill competition is ASU, complete with headgear

iv) Uniform for Raider competitions is the ACU/ OCP, complete with Camelbak or other hydration system.

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v) Uniform for JLAB, **Archery**, and Rifle competitions is appropriate civilian attire, or as directed

c) Athletic attire may be worn on prescribed days--normally Friday--in order to allow freedom of movement during physical training. Cadets will have the opportunity to change into athletic attire if they choose; dressing out for PT is NOT mandatory, but participation is

4) Cadets are ready to execute when directed. When classroom instruction begins, cadets are prepared with their books ready, portfolios out, and pencils at the ready. When **homework** **work** is due, Cadets have it prepared to turn in without debate or complaint

C. Use Military Customs and Courtesies

1) Forms of Address and protocol

a) When addressing the Senior Army Instructor, use rank ("Major") or the title ("Sir"). When addressing the Army Instructor, use the rank/ title ("First Sergeant")

b) Stand when speaking

c) Do not interrupt others when they are speaking

d) Call the room to "ATTENTION" when the Senior Army Instructor, or a more senior Commissioned Officer, enters the room for the first time. Call the room to "AT EASE" when the Army Instructor, or a more senior NCO, enters the room for the first time

2) Saluting and Greeting of the Day

a) Cadets are required to salute Officers and Cadet Officers upon recognition when both are in uniform, outside, and not under cover in accordance with military customs and classroom instruction

b) Cadets are required to use the Greeting of the Day when saluting. The Greeting of the Day is: "TITANS". The response is: "LEAD THE WAY"

D. Do Your Best Every Day and Have Fun Doing It

1) Whether in the classroom, during Physical Training, or executing drill, all Cadets are expected to give their best effort every time. Failure to put forth maximum effort will result in consequences which may include on-the-spot corrections, counseling, demerits, or even suspension

2) JROTC is one of many elective class options for our students and can be a fun and rewarding class. If a Cadet is in the class and is not having fun, that Cadet should seek another

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option for that class period- and will have the full support of the Cadre with the WFHS guidance counselors and school administration

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4. CLASSROOM PROCEDURES AND BATTLE RHYTHM

A. Daily Battle Rhythm

1) Between classes, Cadets will move to the JROTC classroom, using the latrine as necessary. They will be greeted at the door by the class leader or his representative, and enter the classroom, find their assigned seats, ready their portfolios and writing utensils, and stand at PARADE REST at their desk

2) When the bell rings, the class leader will enter the class room; call “**COMPANY PLATOON**, ATTENTION” and receive the report from subordinate leaders, lead the class through the Company Motto and the Cadet Creed; the Class Leader will give an accurate accountability report to the Cadre.

4) Cadre, or an assigned Cadet leader, will conduct curricular instruction in accordance with the Battalion Training Calendar. It will consist of a Warm Up, Instructional Time, and Review

a. The warm up is a review of what we covered in the last academic portion of class; maybe a discussion, homework review, or a short quiz using the CPS system or Canvas. There will also be a segue leading into the day’s topic

b. The instructional time follows the 4-phase lesson format (Inquire/ Gather/ Process/ Apply) as outlined in the US Army JROTC Curriculum Manager and designated by the Master Training Schedule

c. The review is a brief check on learning to ensure that everyone has mastered the Essential Question for the day’s lesson. If there is assigned work, Cadre will ensure that the Cadets understand the Task, Conditions, and Standards

B. Weekly Battle Rhythm and Leadership Lab

1) Monday’s and Tuesday’s instruction will normally consist of in-class curriculum delivery followed by Uniform (Cadet led) Inspection, Portfolio and Knowledge Inspection, followed by Drill instruction (Cadre or Cadet led)

a) On designated days, Cadets will wear their Uniforms to school (see 3.b.3.b.) and wear them for the entire day unless specifically required to change out (e.g. for auto tech, art, or PE class).

b) Cadets will execute an in-ranks inspection

i. The in-ranks inspection will be in accordance with TC 3-21.5 and we will follow the procedures outlined in 4th Brigade Drill Standard Operating Procedures Annex A.9.

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(pp A-11 & A-12) and Annex C (pp C-12 & C-14) dated 28 August 2012
http://www.ajrotc.us/docs/sops/sop_drill_280812.pdf

ii. Each Cadet's performance will be annotated on a separate Uniform Inspection Grading Rubric, a "3x5" card variant, or other grading aid

c) Uniform wear is a grade. A passing grade will only be given if the cadet wears the uniform to the published and instructed standard

i. For excused absences, the Cadet may arrange with Cadre for a make-up day or other arrangement for full credit

ii. For unexcused absences or other reasons (e.g. "I forgot"), the Cadet may arrange for a make-up day for reduced credit

iii. For cases with extenuating circumstances, the Cadet may work directly with the Cadre for an acceptable arrangement

d) Once taught how to wear the uniform properly, it is the Cadet's duty to do so. The expectation is that the cadet will earn a 100% every time he or she wears it. Sometimes, however, a Cadet may not be wearing the uniform properly and his or her grade may be impacted. Deficiencies include: on-the-spot corrections, minor infractions, and major infractions

i. On-the-spot corrections are infractions that can easily be corrected such as gig-line, awards misaligned or out of sequence, or smudged brass. A quick correction and drive on--no penalty if the infraction is corrected.

ii. Minor infractions are not easy to correct or are on-the-spot corrections that are not corrected. These may include such things as a stained, dirty, or excessively wrinkled uniform. Ten point deduction for minor infractions.

iii. Major infractions are egregious violations of regulations and/ or standards. While the Cadet will get credit for wearing the uniform he or she will not earn a passing grade. Major infractions include: non-regulation haircut or style; non-regulation uniform (e.g. colored or missing t-shirt or socks) or missing pieces; unauthorized nail polish; etc. ~~Forty~~ **Forty one** point deduction for major infractions.

e) Drill will be conducted IAW TC 3-21.5, the 4th Brigade Drill SOP, and curricular instruction.

i. Generally, LET 1s will work up to squad drill, unarmed in the fall semester, and armed in the spring.

ii. Generally, LET 2s will work up to platoon drill, unarmed in the fall and armed in the spring

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2) Wednesday/ Thursday: in-class curriculum delivery

3) Friday: Physical Training (Cadet Led)

a) On designated days, usually Fridays, Cadets will participate in PT (see 3.b.3.c.)

b) PT will consist of three phases: (a) 5-7 minute warm-up or preparation; (b) a main body; and a (c) 5-7 minute cool down or recovery.

c) PT will be given in accordance with FM 7-22 Army Physical Readiness Training

d) Cadets who have medical limitations **will** participate in PT, but only within the limits of their capabilities. For example, a Cadet with a broken leg will not be required to execute the 1-mile run.

e) Although “dressing out” is not mandatory, because of North Carolina law, participation is. Cadets will be allocated a 5-minute period before warmups and after cool downs to change into or out of PT attire.

E. Monthly Battle Rhythm

1) During each semester, select cadets will conduct inspections and property inventories in accordance with CCR 145-2.

a) The S2 will:

i. Inspect the physical security of the JROTC footprint, including classroom, supply room, offices, arms room, and any other facility in which US Government property is stored. A memorandum for record will be added to the S2’s Battle Book detailing the inspection

ii. Conduct a by-serial-number inventory of every rifle in the battalion. Using a copy of the unit hand receipt, the S2 will reconcile the serial number on each rifle with the numbers on the hand receipt and annotate the document, sign it, and date it.

b) The S4 will inspect the remaining items on the hand receipt, reconciling it with the serial numbers of items on hand; annotating, signing, and dating it.

2) Awards and promotions will follow the following timeline:

a) Cadets will be promoted and presented awards on the first uniform wear day of each month. Cadets who are not presented with their promotions and awards (for example, they are absent) will be presented on their next uniform day.

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b) On the staff meeting prior to each awards and promotions day (generally the last Friday of each month), the S1 will present all recommendations to the BC and CSM for approval. The S1 will then prepare awards and promotions for presentation

c) Prior to the last Friday of each month, the Cadet chain of command must submit awards and/ or promotion requests to the S1.

5. BATTALION COMPETITION TEAMS

A. Introduction

1) In addition to a nationally accredited curriculum with multiple opportunities for college credits and volunteer service hours as a part of class, West Forsyth JROTC offers several co-curricular competition teams which allow our Cadets additional opportunities to excel as leaders and team members

2) All teams are led by Cadets and coached by Cadre as indicated

a) SAI: JLAB, Rifle, Drill and Color Guard

b) AI: Raider, Archery, Orienteering

3) All teams will be organized into **one or more** platoons

a) The lead cadet (e.g. “team captain”) will hold the position on Platoon Leader and rise to the rank of C/1LT (unless he or she already exceeds that rank)

b) The second in command will hold the position of Platoon Sergeant and rise to the rank of C/SFC (unless he or she already exceeds that rank)

c) Squad Leaders will hold the position of Squad Leader and the rank of C/SSG (unless they already exceed that rank). Method for determining Squad Leaders will be left to the discretion of the Cadre

d) Method for assigning squad members will be left to the discretion of the Cadre

4) Recognition. Cadets who participate on teams are authorized to wear ribbons, shoulder cords, and arc pins as indicated

a) Ribbons. Individuals who participate on a team may be awarded the appropriate ribbon (e.g. N-3-7 for being on the rifle team). The ribbon once awarded is the cadet’s to wear for as long as he or she is in JROTC

b) Shoulder cords. Individuals who are currently active on a team may be awarded the appropriate shoulder cord (e.g. red cord for drill team). The shoulder cord is **temporary and is only authorized for wear so long as the cadet remains an active member** of the team.

c) Arc pins. Individuals who compete on a team in an in-person event (i.e. no “virtual” or “postal” matches) may be awarded the appropriate arc pin (e.g. “Leadership” for the JLAB-Leadership team.)

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5) Varsity Letter Criteria. Cadets who compete as members of co-curricular teams may earn varsity letters as indicated.

a) Overview. Cadets who embody the Cadet Creed, have zero unexcused absences, zero missing uniform grades and who participate in the program's cocurricular activities may qualify for a varsity letter. Participation must be for the entirety of the activity's season and the cadet must be considered a "starter" in them to qualify

b) Drill: Cadets must compete in *at least* two (2) drill meets in the year to be awarded a letter

c) JLAB: the team must qualify for Level 2—the national semi-finals—for Cadets to be awarded a letter

d) Rifle: Cadets must both earn "expert" (IAW CCR 145-2) *and* compete in *at least* two (2) shoulder-to-shoulder matches to be awarded a letter

e) Raider: Cadets must compete in *at least* two (2) raider meets in the year to be awarded a letter

f) Cadet of the Semester: any Cadet named as the WSFCS "Cadet of the Semester" for his or her LET level qualifies to be awarded a letter

g) Archery: Cadets must compete in *at least* two (2) in-person tournaments to be awarded a letter

6) Participation: with the exception of the Battalion Leadership (see 6.A.5.), Cadets are not required to participate in competition teams; they are however, highly encouraged to do so

a) All members of competition teams must be passing all their classes. If any member is failing one or more classes and wishes to continue to participate, he or she must attend tutoring

b) All members of competition teams must make scheduled practices. If a conflict arises that the Cadet cannot deconflict, he or she must notify the Cadre through the chain of command of his or her impending absence

c) Cadets on the competition teams will be held accountable for their conduct; violations that discredit the *Corps* of Cadets may result in disciplinary actions or dismissal from the team

B. Drill Platoon

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1) Competes in multiple competitions throughout the State in all 13 disciplines: Regulation Armed and Unarmed Platoon and Squad; Regulation Armed Inspection; Color Guard; Armed and Unarmed Platoon and Squad Exhibition; Armed Solo and Dual Exhibition; and Unarmed Dual Exhibition. Reference: 4th Brigade Drill SOP-
http://www.ajrotc.us/docs/sops/sop_drill_280812.pdf

2) ~~The season lasts from the 1st week of school through the National High School Drill Team Championships in May. There may be a break following the 4th Brigade Best of the Best Drill qualifiers in mid-November until after the Winter Break in January as the competition schedule allows.~~ Although we train in drill as part of our curriculum, our competition team forms after Veterans Day and continues until the weekend before Mothers Day; highlights include the WSFCS district Championship in February, and the National High School Drill Team Championships in May

3) Drill training is during class time--drill and ceremony is part of the curriculum. Additional training is held before school on weekdays in accordance with the training schedule. ~~Additional practices may be scheduled.~~

C. JROTC Leadership and Academic Bowl (JLAB) Team

1) Consists of up to two 6-Cadet teams: Leadership and Academic. Each competes in successive rounds of quiz-bowl format, web-based competitions as offered by the College Options Foundation.

a) Academic Team consists of four primaries and two alternate Cadets normally with two freshmen, two sophomores, and two juniors, or as otherwise specified. Academic Team concentrates on ACT-type disciplines of Math, English, and Science with a smattering of JROTC Curriculum

b) Leadership Team consists of four primaries and up to two alternate Cadets normally with three sophomores, and three juniors, or as otherwise specified. Leadership Team concentrates on JROTC Curriculum with a smattering of ACT-type disciplines of Math, English, and Science

2) The season starts with team selection and registration in October; Level One web-based test in November; Level Two web-based test in February; and concludes with the Level Three head-to-head test (National Finals) in Washington DC in June

3) JLAB practices are TBD

D. Rifle Platoon

1) Consists of multiple 4-Cadet squads. The top four shooters make up 1st squad, the next four shooters make up 2nd squad, etc.

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2) We fire .177 caliber pellets from Crossman Challenger air rifles in accordance with the Civilian Marksmanship Program (CMP) 3-position competition rules. We only compete in “Sporter” class. Reference: http://www.ajrotc.us/cdt_tng/marksmanship_moi.pdf

3) Competes in “Shoulder-to-Shoulder” Matches in North Carolina and surrounding areas against other JROTC and CMP teams as well as in “Postal” Matches fired at the WFHS Range.

4) ~~Competitive shooting is broken into two “Seasons”: The JROTC season which corresponds with the Fall Semester and the Championship Season which corresponds with the Spring.~~ Our season starts in early August for returning shooters; we add new shooters following the 9/11 weekend and embark on an intense 9-week training program designed to stress the fundamentals of safety and marksmanship while introducing our shooters to competition. Those who wish to continue after Veterans Day can certainly do so and will be rewarded with many opportunities to compete against some of the best teams in the country.

~~— a) The JROTC season begins in August and culminates with the 4th Brigade Best of the Best Rifle Championships in December or January.~~

- ~~Key Items~~

- ~~○ JROTC Marksmanship Instruction (Unit 5 from the curriculum)~~
- ~~○ Focus and priority is on current and active cadets~~

- ~~Key Matches~~

- ~~○ Multiple 3x20 CMP Cup matches~~
- ~~○ WSFCS Rifle Championship~~
- ~~○ JROTC Postal~~
- ~~○ CMP Postal~~
- ~~○ 4th Brigade Best of the Best Championships~~

~~———— b) The Championship Seasons begins in January with the start of the second semester and follows the 8-part Basic Marksmanship Course of instruction published by the American Legion Junior Shooting Sports. It culminates with the CMP National Championships and USA Shooting Junior Olympics in June.~~

- ~~Key Items~~

- ~~○ Open to both Cadets and non-Cadets (because of our affiliation with AL-JSS)~~

- ~~Key Matches~~

- ~~○ BMC Record Qualification~~
- ~~○ American Legion Postal~~
- ~~○ Army JROTC Rifle Championships~~
- ~~○ Multiple 3x20 CMP Cup matches~~
- ~~○ NC Junior Olympic match(es)~~
- ~~○ NC American Legion Championships~~
- ~~○ Joint Service JROTC Rifle Championships~~
- ~~○ CMP Regionals~~
- ~~○ CMP National Championships and USA Shooting Junior Olympics~~

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5) Training

a) Training is Monday through Thursday from 0700-0830. Times are 0645-0845 on record fire days (see the training schedule for specific dates). Dates are subject to change based on the requirements of the program

c) Occasionally, the team will have Saturday training, normally from 0700-0900. Specifics will be disseminated to team members.

6) New shooters may join the program at any time.

E. Raider Platoon

1) Consists of two nine-Cadet squads organized into a “Male” and a “Mixed” (i.e. co-ed) and an unspecified number of additional Raiders. **When we have enough Raiders to field a third team for competition, we will do so**

2) Competes in Raider Meets throughout the State of North Carolina, as well as border regions of neighboring states, against other JROTC Raider Teams in 5-event competitions. The events are:

a) Modified Army Physical Fitness Test or Team Fitness Event

b) One-Rope Bridge

c) 5-KM Road March

d) Litter Carry

e) One of the following: Logistics Relay, Vehicle Pull, Knot-Tying Relay, or Fireman’s Carry Relay

3) ~~The Raider year is divided into two seasons: fall and spring~~ **Raider season starts for returning Raiders in early August and we add our new Raiders in late August/ early September; we continue through Veterans Day weekend. Highlights include two large meets--East Surry and Fred T. Foard, and the Raider Nationals. After taking a well-deserved break, our season resumes after the Winter Break and continues through late March with Raider meets at Lee County, our WSFCS District Championships, and--if we qualify again--the 4th Brigade Best-of-the-Best Championships.**

~~a) The fall season begins in August and normally culminates with the Fred T. Foard and/or Overhills Raider meets in mid-November.~~

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~~———— b) The spring season begins in mid-January and normally culminates with the 4th Brigade Best of the Best Raider Championships in April.~~

4) Practices are held **either two days a week--Monday and Tuesday--or four--Monday through Thursday--depending on the battalion's main effort**, from 0715-0815. Additional practices may be scheduled.

5) Raiders will be issued the Army Combat Uniform (OCP) and a Camelbak hydration system upon selection to the team at the discretion of the coach and team captain

F. Drone Platoon- TBD

G. Cyberpatriot Platoon- TBD

H. Archery Platoon

1) Consists of one **or more** 6-Cadet teams and an unspecified number of additional archers.

2) Trains and competes in accordance with National Archery in the Schools Program (NASP)

~~3) The Archery year begins in early September and continues until the Brigade Best of the Best championships in January (?) or as specified.~~ **Our season starts after Veterans Day with an intensive 5-week training cycle designed to teach the sport to new archers and re-look the fundamentals to our returning ones; and it continues after winter break through early May with more focus on competitions and culminates with the JROTC Eastern National Championships (if we qualify).**

~~4) Training is on Thursdays and Fridays in the 600-gym from 0700-0830.~~ **Practices are held either two days a week--Wednesday and Thursday-- or four--Monday through Thursday--depending on the battalion's main effort, from 0715-0815. Additional practices may be scheduled.**

5) On the last training days of the month, we will host an internal tournament for our Archers during practice following the NASP tournament procedures.

I. Robotics Platoon- TBD

J. Orienteering Platoon- TBD

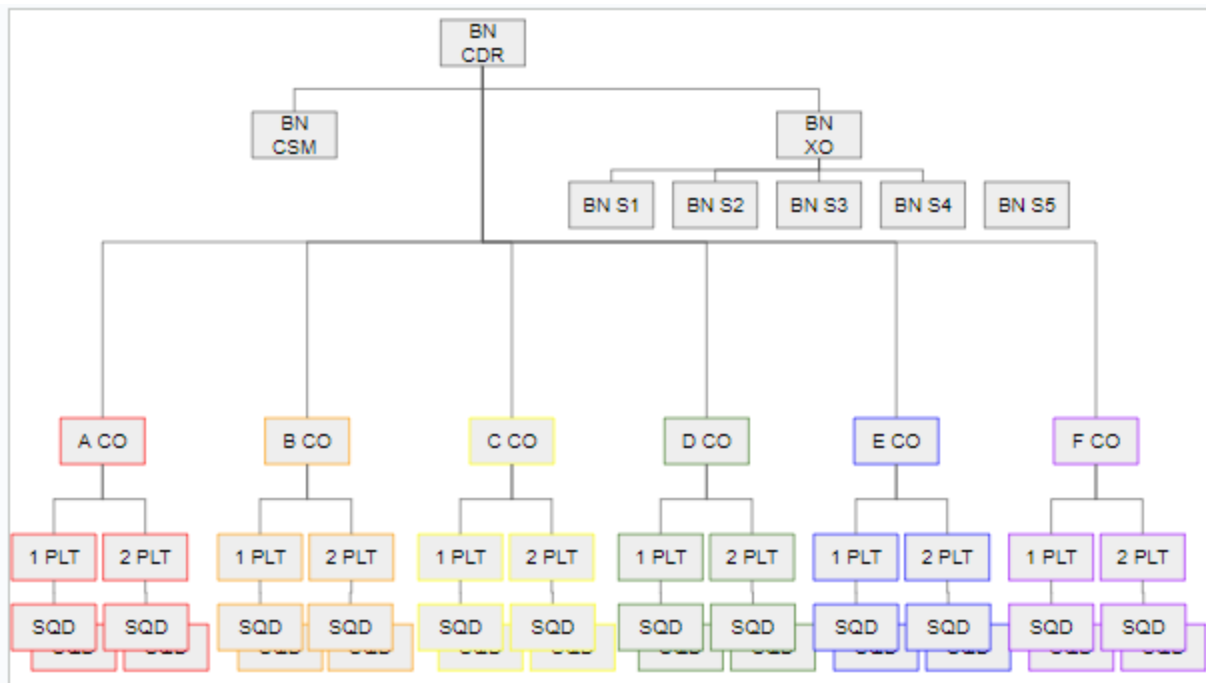
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6. BATTALION COMMAND AND STAFF

A. Introduction

1) The Duties and Responsibilities of the Battalion Command and Staff Officers and NCOs are outlined in Unit 1, Chapter 1, Lesson 3 **Moving Up In Army JROTC** (Rank and Structure) pp18-29

2) Organizational diagram:



3) Unless otherwise specified below, all the duties and responsibilities outlined in the following lessons are required by said Staff Officer or NCO:

- Unit 2, Chapter 3, Lesson 3, **Taking Charge-Leadership Responsibilities** (pp.146-147);
- Unit 3, Chapter 1 Lesson 1, **Command and Staff Roles** (pp. 5-11);
- Unit 3 Chapter 3, Lesson 1 **Responsibilities of Platoon Leadership** (pp.119-123);

4) Battalion leadership (i.e. Commander, CSM, Staff Officers and NCOs) must apply and compete for these prestigious positions.

a) Applications will be typed and include of the following:

- Photo in Class “A” Uniform
- A resume with references
- Letters of recommendation (no more than three) from employers, teachers, coaches, etc.
- A statement of the Cadet’s vision for the Battalion for the upcoming school year and how his or her selection as a battalion leader facilitates that vision

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- b) Cadre may elect to conduct interviews with applicants
- c) Cadre will convene a selection board consisting of *at least* the SAI, the AI, and a representative of West Forsyth's administration (e.g. principal). Other individuals may be invited to sit on the board at the discretion of the SAI
- d) Suspense for applications will be on or about 01 ~~May~~ **February** of each school year. ~~The board will follow shortly, and selections will be made by the Brigade Review~~
- 5) All Battalion Leadership (not Company) is required to participate in at least one of West Forsyth's competition teams (see 5.A.)
- 6) Additional duties, responsibilities, and tasks are specified below

B. Battalion Commander (C/LTC)

- 1) Is the single most important member of the Cadet Battalion and responsible for everything that happens or fails to happen
- 2) Preside over staff meetings and briefings
- 3) Be personally present or designate a representative to be personally present at every Titan Battalion event
- 4) Approve or disapprove all awards and promotions presented by the S1

C. Command Sergeant Major (C/CSM)

- 1) Is the primary agent of execution of the Battalion's events and speaks with the Commander's authority on all things during execution
- 2) Is the Commander of the Color Guard
- 3) Advises the BN Commander on approval or disapproval of all awards and promotions

D. Executive Officer (C/MAJ)

- 1) Is the Chief of Staff and reviews all staff products before they are viewed by the Battalion commander
- 2) Preview all staff meeting and briefing products and run the meetings
- 3) Is the primary resourcer and speaks with the Commander's authority on all sustainment matters

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4) Is the Officer in Charge (OIC) for the Brigade formal inspection in the Fall, and the Brigade Review in the Spring

5) Organize the Cadet Staff Officers and Noncommissioned Officers for missions

E. S1 (C/CPT; C/MSG)

1) Complete staff meeting and briefing products as directed and present them

2) Update the JROTC Unit Management System (JUMS) as required, but no less than weekly

5) Processes all awards and promotions from Company Commanders and Team Platoon Leaders; presents to Battalion Commander for approval

4) Prepare and run all promotion and award activities--including promotion boards

F. S2 (C/CPT; C/MSG)

1) Complete staff meeting and briefing products as directed and present them

2) Assume duties as the Battalion Ordnance Officer

3) Conduct monthly physical security inspections of JROTC areas and keep physical security paperwork/ documents posted and up to date

4) Conduct arms room inventories

G. S3 (C/MAJ; C/SGM)

1) Issue a written Order for every Operation the Battalion does; maintain a record of those orders; use a binder with tabbed dividers

2) Complete staff meeting and briefing products as directed and present them

3) Is the primary planner and speaks with the Commander's authority on all operational matters

4) Update the JROTC Unit Management System (JUMS) as required, but no less than weekly

5) Maintain an updated digital calendar and another physical calendar in the classroom

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H. S4 (C/CPT; C/MSG)

- 1) Complete staff meeting and briefing products as directed and present them
- 2) Update the JROTC Unit Management System (JUMS) as required, but no less than weekly
- 3) Conduct semester inventories of all property

I. S5 (C/CPT; C/MSG)

- 1) Assume Duties as the Battalion Communications Officer
- 2) Assume Duties as the Battalion Public Affairs (Information) Officer
- 3) Create a storyboard (some kind of product for mass distribution) for every Operation the Battalion does; present at staff meetings. Post physically outside the JROTC classroom or virtually on social media
- 4) Maintain and update the Battalion's social media outlets
- 5) Complete staff meeting and briefing products as directed and present them
- 6) Submit media releases to school and local media for exceptional events as directed by the Battalion Commander, XO, or Cadre

J. Company Commanders (C/CPT)

- 1) Lead the company for all parades, reviews, inspections, and functions
- 2) Approves or disapproves awards and promotions for all subordinate Cadets; forwards to S1 for action
- 3) Maintains, or delegates to a subordinate cadet the company communications platform (e.g. remind.com)
- 4) Ensures all Cadets in his or her Company receive awards and promotions as applicable

K. Company First Sergeants (C/1SG)

- 1) Assist the Commander for all parades, reviews, inspections, and functions
- 2) Advises Company commander on approval or disapproval of all awards and promotions

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3) Maintain accountability of the company at all times; report daily accountability to Cadre

L. Platoon Leaders (C/2LT)

1) All duties and responsibilities outlined in U3C3L1- Responsibilities of Platoon Leadership; ~~is the “class leader” for his or her class~~

2) Reviews Platoon Sergeants’ recommendations for awards and promotions; recommends PSG for awards and promotions; forwards to Company Commander (or S1 for Team Platoon Leaders)

4) Supervises the PSG in the execution of his duties

M. Platoon Sergeants (C/SFC)

1) All duties and responsibilities outlined in U3C3L1- Responsibilities of Platoon Leadership; ~~is the assistant “class leader” for his or her class~~

2) Reviews Squad Leaders’ recommendations for awards and promotions; recommends Squad Leaders for awards and promotions; forwards recommendations to Platoon Leader

3) Executes or oversees all drill activity, PT, and collective actions of the platoon for the duration of the assigned period

4) Maintain accountability of the platoon at all times; reports daily accountability to 1SG

5) Supervises the SLs in the execution of their duties

6) Inspects Squad Leaders and supervises their inspections

N. Squad Leaders (C/SSG)

1) All duties and responsibilities outlined in Unit 2, Chapter 3, Lesson 3, **Taking Charge-Leadership Responsibilities**

2) Executes all drill activity, PT, and collective actions of the squad as directed for the duration of the assigned period

3) Reports daily accountability to PSG

4) Executes inspections within the squad

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5) Recommends squad members for awards and promotions

6) Successfully drills the squad no less than once during the graded period IAW 4th BDE Drill SOP, a local published LET-1 Drill sequence, or JPA Drill grade sheet

O. Additional Duties

1) Physical Training Leader (PTL). The ~~Platoon Leader~~ Company Commander may assign one of his or her subordinate leaders the additional duty of PTL. The PTL will plan, resource, and execute all PT Training for the graded period for the Company

2) Drill Leader (DL). The ~~Platoon Leader~~ Company Commander may assign one of his or her subordinate leaders the additional duty of DL

a) Plan, resource, and execute all Drill Training for the graded period for the Company

b) Successfully drill a formation (squad for LET 1; platoon for LET 2-4) no less than once during the graded period IAW 4th BDE Drill SOP or the JPA Drill grade sheet

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7. Promotion Criteria

A. Introduction

1) Promotions reflect leadership potential; rank is in direct proportion to the amount of authority a Cadet is allotted. Rank is not given; it is earned.

2) Promotions will occur on the first Uniform day following a Cadet's successful completion of the criteria.

3) In general promotions will follow the following sequence (some exceptional cadets may move faster than the timeline indicates):

a) LET 1: Cadet Private, PFC, Corporal

b) LET 2: Sergeant, and Staff Sergeant

c) LET 3: Sergeant First Class, Master Sergeant, First Sergeant, Sergeant Major, and Command Sergeant Major. Battalion NCO leadership

d) LET 4: Cadet Officers. Battalion Officer leadership

4) Although there will be exceptions (e.g. Battalion Commander and CSM will rarely be one-step promotions), the overwhelming majority of promotions will occur one rank at a time.

B. Private

1) Time in grade: 1 month

2) Time in *corps*: 1 month

3) Additional Criteria

- Recite the Cadet Creed

C. Private First Class

1) Time in grade: 1 month

2) Time in *corps*: 1 semester

3) Additional Criteria

- Satisfy requirements for promotion to Private
- Demonstrate mastery of Cadet Ranks
- Demonstrate mastery of the Phonetic Alphabet

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- Demonstrate mastery of Military Time

D. Corporal

- 1) Time in grade: 1 semester
- 2) Time in *corps*: 2 semesters
- 3) Additional Criteria
 - Satisfy requirements for promotion to Private First Class
 - Complete the Cadet Challenge
 - March in a Parade or Review

E. Sergeant

- 1) Time in grade: 1 semester
- 2) Time in *corps*: 3 semesters
- 3) Additional Criteria
 - Satisfy requirements for promotion to Corporal
 - **Complete a Service Learning Project w/ Reflection**
 - Stand before a promotion board and be recommended for promotion

F. Staff Sergeant

- 1) Time in grade: 1 semester
- 2) Time in *corps*: 4 semesters
- 3) Additional Criteria
 - Satisfy requirements for promotion to Sergeant
 - Successful leadership tour in any position
 - Demonstrate leadership in or out of class
 - March a Regulation Squad (Armed or Unarmed) in accordance with 4th Brigade Drill SOP- http://www.ajrotc.us/docs/sops/sop_drill_280812.pdf, a LET 1 squad in accordance with a published grading sheet from a local drill competition, or the JPA drill sequence from CCR 145-8-3

G. Sergeant First Class

- 1) Time in grade: 1 month
- 2) Time in *corps*: 4 semesters

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3) Additional Criteria

- Satisfy requirements for promotion to Staff Sergeant
- Successful leadership tour as Platoon Sergeant or above
- Demonstrate leadership in or out of class (second, separate occurrence)
- Inspect a platoon in formation and make necessary corrections
- March a Regulation Platoon (Armed or Unarmed) in accordance with 4th Brigade Drill
SOP- http://www.ajrotc.us/docs/sops/sop_drill_280812.pdf

H. Master Sergeant or First Sergeant

1) Time in grade: 1 month

2) Time in *corps*: 4 semesters

3) Additional Criteria

- Satisfy requirements for promotion to Sergeant First Class
- Successful leadership tour as First Sergeant or above
- Rank is position dependent- must serve in staff, Company First Sergeant, or other similar position

I. Sergeant Major or Command Sergeant Major

1) Time in grade: 1 month

2) Time in *corps*: 4 semesters

3) Additional Criteria

- Satisfy requirements for promotion to Master Sergeant or First Sergeant
- Rank is position dependent- must serve as either a staff officer/ NCO or Battalion/ Brigade Command Sergeant Major

J. Second Lieutenant

1) Time in grade: N/A

2) Time in *corps*: 4 quarters

3) Additional Criteria

- Must serve in a leadership or staff position

K. First Lieutenant

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1) Time in grade: 1 quarter

2) Time in *corps*: 4 semesters

3) Additional Criteria

- Must have successfully served as a Second Lieutenant
- Successful leadership tour as Platoon Leader or above
- Must continue to serve in a leadership or staff position

L. Captain

1) Time in grade: 1 quarter

2) Time in *corps*: 5 semesters

3) Additional Criteria

- Must have successfully served as a First Lieutenant
- Successful leadership tour as Company Commander or above
- Must continue to serve in a leadership or staff position

M. Major

1) Time in grade: 1 quarter

2) Time in *corps*: 6 semesters

3) Additional Criteria

- Must have successfully served as a Captain
- Must continue to serve in a leadership or staff position, normally Battalion XO or S3.

N. Lieutenant Colonel

1) Time in grade: 1 quarter

2) Time in *corps*: 6 semesters

3) Additional Criteria

- Must have successfully served as a Major
- Must serve as Battalion Commander or as Brigade Primary Staff Officer

O. Reasons why a Cadet would not get promoted. Under certain circumstances, a Cadet may be passed over for promotion. Specific instances include:

- Fail to meet the criteria

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- Fail to live up to the Cadet Creed
- Fail to wear the uniform as directed
 - Private to Corporal: more than one instance in a quarter
 - Sergeant and above: once or more in a quarter

P. Waivers may be granted by the AI for Cadets and by the SAI for Cadet Officers under circumstances where a Cadet would otherwise not meet the requirements for a particular promotion. Examples include, but are not limited to:

- Transfer Cadets
- Inclement weather preempts a parade or review
- Unable to participate in a SLP because of circumstances beyond a Cadet's control
- Exceptionally meritorious performance where a Cadet clearly demonstrates capability of increased levels of responsibility and authority (e.g. named WSFCS "Cadet of the Semester" or JCLC "Honor Graduate")

Q. Demotions can happen in one of two ways

1) Disciplinary Demotions are the result of a Cadet's failure to live up to one or more parts of the Cadet Creed. Normally, a Cadet will be given notification and the opportunity to correct his behavior before a demotion, but in egregious cases, rank may be stripped immediately at the discretion of the Cadre

2) Administrative Demotions result when a Cadet is unable to fulfill the duties and responsibilities of his current rank or position. In these cases, a Cadet will be given the opportunity to demonstrate proficiency at a lower level of responsibility and when ready, may compete for advancement

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8. GRADES

A. Grading Policy:

Grades will be based on a total points system, and although not weighted, they will generally align as follows:

Academics	33.3%
Leadership Lab	33.3%
Uniform	33.3%

See syllabus for clarification

B. Letter-Grades will be awarded in accordance with the Winston-Salem/ Forsyth County School District policy on grades:

90-100%	"A"
80-89%	"B"
70-79%	"C"
60-69%	"D"
Below 60%	"F"

C. Merits and Demerits in accordance with WSFCS JROTC SOP Chapter 9: Cadets may be awarded merits by the SAI/ AI or by the Cadet Chain of Command for exceptional individual performance. Conversely, Cadets may also be awarded demerits in the same manner for exceptionally poor individual performance. At the end of a grading period, merits will be added to the Cadet's final percent mark and demerits will be subtracted from the Cadet's final percent mark. The Cadet's final letter grade will not change by more than one- either up or down. For example, a Cadet earns a 79% through his grading period but has received 6 merits. His grade would change from 79% to 85% (a "C" to a "B").

9. PARTICIPATING STUDENTS

A. Definition: a Participating Student is one who takes the JROTC Class, but is not a Cadet. Students may change their status from Participating Student to Cadet when all parties agree that it is in the best interest of the student and the JROTC program

B. Limitations- a Participating Student is **not authorized** to do the following:

- 1) Wear the Army Uniform. Wearing the same uniform as the forces that defend America's freedoms both at home and abroad is a privilege that must be earned
- 2) Participate in extracurricular activities such as Raider, Drill, etc.
- 3) Represent JROTC in any capacity at any event

C. Requirements- a Participating student will:

- 1) Participate in all Academic Portions of class
- 2) Participate in all Drill, PT, or other lab portions of class

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10. HONOR ~~PLATOON~~-COMPANY PROGRAM

A. Introduction: each semester, ~~platoons~~-companies earn points through activities that when totaled at the end of each semester determine the top or “Honor” ~~Platoon~~-Company for the Battalion.

B. Events. The events which earn a ~~platoon~~-company points are uniform wear, drill, academic performance, board performance, and PT participation

1) Uniform Wear (100 points possible per occurrence)

a) If everyone in the ~~platoon~~-company dresses out to standard, the ~~platoon~~-company earns full credit of 100 points

b) If one cadet fails to dress out, or a single infraction is egregious (e.g. hair, nails, jewelry violation, etc), the ~~platoon~~-company earns partial, but not passing, credit of 60 points

c) If more than one Cadet fails to dress out, or there are multiple egregious infractions, the ~~platoon~~-company earns neither credit nor points

2) Drill (1,000 points possible). Every semester, companies will learn drill in accordance with the 4th Brigade Drill SOP. LET 1 classes will drill as a squad; LET 2 classes will drill as a platoon. First semester is unarmed; second, armed

a) Points will be awarded IAW 4th Brigade Drill SOP. These points will be converted to a percent and then multiplied by 500. For example, an Armed Platoon earns 360 out of a possible 400 points; this value is converted to a percent (90%) and multiplied by 500 to receive points (450).

3) Academic Performance Points (400 points possible) are determined by averaging the class’ JROTC (only) GPA for the 1st (or 3rd) quarter and multiplying it by 100.

4) Board Performance (100 points possible)

a) Every semester, West Forsyth sends one Cadet from each LET level to compete at the WS/FCS Cadet of the Semester board. Any cadet who represents West Forsyth at this board earns his or her ~~platoon~~-company 50 points

b) Any Cadet who wins the WS/FCS Cadet of the Semester Board will earn his or her ~~platoon~~-company an additional 50 points.

5) PT (500 points possible)

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- a) Every semester, Cadets take the Cadet Challenge.
 - b) The company's PT score will be the average Cadet Challenge score for **all** Cadets in the ~~platoon~~-company (including those who are injured or absent and do not make it up in a timely manner)
 - 6) Service Learning Projects (100 points). Points are awarded equal to the percentage of Cadets from the ~~platoon~~-company who participate in the semester's SLP
 - 7) Parades and Reviews (100 points). Points are awarded equal to the percentage of Cadets from the ~~platoon~~-company who participate in the Veteran's Day Parade or Brigade Review
- C. Glory.** In addition to being named the "Honor ~~Platoon~~-Company", the winning ~~platoon~~ company will receive:
- 1) a luncheon (or breakfast) hosted by the SAI following the in-ranks inspection, etc. on the last uniform day of the semester.
 - 2) The N-3-13 Ribbon for each Cadet in the platoon

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APPENDIX L- AWARDS

A. Introduction: The Titan Battalion follows CCR 145-2 Appendix L for all things regarding unit-level awards. Some awards require clarification or specific modifications for local conditions as indicated

B. Series 1—Academic Awards

1) N-1-1 Distinguished Cadet Award for Scholastic Excellence

Criteria: Awarded annually to one Cadet who exhibits the degree of excellence in scholastics.

Awarded by: Superintendent, Principal, or SAI

Clarification: Awarded to Cadet with highest QPA in the Battalion

2) N-1-2 Academic Excellence Ribbon

Criteria: Awarded annually to one Cadet in each LET level for achieving the highest academic grades.

Awarded by: Principal or SAI

Clarification: Awarded to one cadet per LET Level with Highest QPA

3) N-1-3 Academic Achievement Ribbon

Criteria: Awarded annually to those Cadets who maintain a grade of —A in JROTC and a —B in the remaining academic subjects.

Awarded by: The Director of Army Instruction or Senior Army Instructor

4) N-1-4 Perfect Attendance Ribbon

Criteria: Awarded to Cadets with no unexcused absences during each quarter/semester.

Awarded by Senior Army Instructor

5) N-1-5 Student Government Ribbon

Criteria: Elected to a student government office.

Awarded by: Principal

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6) N-1-6 Leadership Development Service Ribbon

Criteria: Awarded to Cadets successfully completing first quarter/semester of training of each LET year.

Awarded by: Senior Army Instructor

Clarification: Quarter for “block” students; Semester for “Year-Long”

7) N-1-7 Eagle Scout Ribbon

Criteria: Awarded to Cadets who have earned the rank of Eagle Scout in the Boy Scouts or similarly high rank in a similar organization (e.g. Girl Scouts)

8) N-1-8 Joint Service Brigade Cadet of the Semester Ribbon

Criteria: Awarded to a single Cadet from each LET Level once per semester who demonstrates the highest degree of motivation and excellence by winning the WSFCS Joint Service Brigade Cadet of the Semester Board.

Awarded by: DAI

9) N-1-9 Cadet of the Semester Ribbon

Criteria: Awarded to a single Cadet from each LET Level once per semester who demonstrates the highest degree of motivation and excellence.

Awarded by: AI

Clarification: Normally associated with the Cadet of the Semester Board

10) N-1-10 Academic Institution Support Ribbon

Criteria: Awarded to a cadet who performs at least one school support mission (e.g. parking, stadium police, et al.) for which the Cadet does not receive another award. Only one N-1-10 is authorized per LET year.

Awarded by: SAI

C. Series 2—Athletic Awards

1) N-2-1 Varsity Athletic Ribbon

Criteria: Awarded annually to Cadets in varsity sports.

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Awarded by: Principal

Clarification: This award is for external (i.e. non-JROTC) athletics like football, etc, and for internal (e.g. Raider) athletics and activities that award a varsity letter (e.g. band)

2) N-2-2 Physical Fitness Ribbon

Criteria: Awarded annually to Cadets who maintain excellent physical fitness. The ribbon will be presented to Cadets who score ~~a 400 or better~~ **85% or better in each of the five events** in the Cadet Challenge.

Awarded by: Senior Army Instructor

3) N-2-3 ROTC Athletic Ribbon

Criteria: Awarded annually to Cadets who maintain a basic, yet challenging level of physical fitness. The ribbon will be presented to Cadets who score ~~a 300 or better~~ **50% or better in each of the five events** in the Cadet Challenge.

Awarded by: Senior Army Instructor

4) N-2-4 and N-2-5 Open

D. Series 3—Military Awards

1) N-3-1 Directors of Army Instruction/Senior Army Instructor Leadership Ribbon

Criteria: Awarded annually to the one Cadet in each LET level who displays the highest degree of leadership.

Awarded by: Senior Army Instructor

2) N-3-2 Personal Appearance Ribbon

Criteria: Awarded annually to Cadets who consistently present an outstanding appearance.

Awarded by: Senior Army Instructor

Clarification: Awarded to cadets who complete a semester without missing a single uniform grade

3) N-3-3 Proficiency Ribbon

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Criteria: Awarded annually to those Cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.

Awarded by: Directors of Army Instruction/Senior Army Instructor

Clarification: Often awarded to cadets who are key in preparing and presenting the JROTC Program of Accreditation Inspection

4) N-3-4 Drill Team Ribbon

Criteria: Awarded annually to drill team members.

Awarded by: Senior Army Instructor.

5) N-3-5 Orienteering Ribbon

Criteria: Awarded annually to Cadets who are members of the orienteering teams.

Awarded by: Senior Army Instructor

6) N-3-6 Color/Honor Guard Ribbon

Criteria: Award annually to members of color/honor guard.

Awarded by: Senior Army Instructor

7) N-3-7 Marksmanship Team Ribbon

Criteria: Awarded annually to rifle **and archery** team members.

Awarded by: Senior Army Instructor

8) N-3-8 Adventure Team Ribbon

Criteria: Awarded annually to Cadets who are members of adventure training type units.

Awarded by: Senior Army Instructor

Clarification: Raider

9) N-3-9 Commendation Ribbon

Criteria: Awarded to Cadets whose performance of duty exceptionally exceeds that expected of Cadets of their grade and experience.

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Awarded by: Senior Army Instructor

10) N-3-10 Good Conduct Ribbon

Criteria: Awarded annually to Cadets who have demonstrated outstanding conduct throughout the school.

Awarded by: Senior Army Instructor

Clarification: Awarded to cadets who get no disciplinary actions and participate in something either in or out of JROTC

11) N-3-11 JCLC Participation Ribbon

Criteria: Awarded to Cadets for JCLC participation.

Awarded by: Senior Army Instructor

12) N-3-12 JLAB Ribbon

Criteria: Awarded to Cadets who participate and compete on either of the Program's JLAB competition teams.

Awarded by: SAI

13) N-3-13 Honor ~~Platoon~~ Company Ribbon

Criteria: Awarded to Cadets who are in the Honor ~~Platoon~~ Company (see item 10- Honor ~~Platoon~~ Company Program in this SOP) for any particular semester

Awarded by: Senior Army Instructor

14) N-3-14 National-Level Competition Participation Ribbon

Criteria: Awarded to Cadets who are competing members of a co-curricular activity team that advances to a national-level final (e.g. JLAB Level 3, CMP Regional Championships, National High School Drill Team Championships, Raider Nationals, etc.).

Awarded by: Senior Army Instructor

15) N-3-15 Brigade-Level Competition Participation Ribbon

Criteria: Awarded to Cadets who are competing members of a co-curricular activity team that advances to a Brigade-level final.

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Awarded by: Senior Army Instructor

E. Series 4—Miscellaneous Awards

1) N-4-1 Parade Ribbon

Criteria: Awarded to Cadets who have participated in local community parades; for example, Veterans' Day, Memorial Day, etc.

Awarded by Senior Army Instructor

Clarification: Homecoming Parade, Winston-Salem Veterans Day Parade, Lewisville Christmas Parade, or Brigade Review

2) N-4-2 Recruiting Ribbon

Criteria: Awarded to Cadets who recruit at least one student into the JROTC program.

Awarded by: Senior Army Instructor

Clarification: A student must be enrolled as a CADET in order to qualify the recipient for this award

3) N-4-3 Volunteering

Criteria: Awarded to Cadets who volunteer 20 or more hours in any school year

Awarded by: SAI

4) N-4-4 Open

5) N-4-5 Superior Staff Performance Ribbon

Criteria: Awarded annually to Cadet Staff Officers for superior performance.

Awarded by: Senior Army Instructor

Clarification: Generally awarded to primary staff officers

6) N-4-6 Service Learning Ribbon

Criteria: Awarded annually to Cadets who participate in service learning projects.

Awarded by: Senior Army Instructors.

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7) N-4-7 Excellent Staff Performance Ribbon

Criteria: Awarded annually to Cadet Staff Officers for excellent performance.

Awarded by: Senior Army Instructor

Clarification: Generally awarded to assistant staff officers/ NCOs

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HONOR COMPANY SCORE SHEET

	Alpha	Bravo	Charlie	Delta	Echo	Foxtrot
1. Uniform Wear: 100 pts per occurrence						
2. Drill: 500 pts						
3. Academics: 400 pts						
4. Boards: 100 pts each						
5. Cadet Challenge: 500 pts						
6. SLP: 100 pts						
7. Parade/ Review: 100 pts						
TOTAL						

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PROMOTION TRACKING SHEET

NAME:

		1SG/ CO Initials	Date
C/ PRIVATE (TIG: 1 M, TIC: 1M)			
<input type="checkbox"/>	Recite the Cadet Creed		
C/ PRIVATE FIRST CLASS (TIG: 1M, TIC: 1S)			
<input type="checkbox"/>	Demonstrate mastery of Cadet Ranks		
<input type="checkbox"/>	Demonstrate mastery of the Phonetic Alphabet		
<input type="checkbox"/>	Demonstrate mastery of Military Time		
C/ CORPORAL (TIG: 1S, TIC: 2S)			
<input type="checkbox"/>	Complete the Cadet Challenge		
<input type="checkbox"/>	March in a Parade or Review		
C/ SERGEANT (TIG: 1S, TIC: 3S)			
<input type="checkbox"/>	Promotion Board		
<input type="checkbox"/>	Complete a Service Learning Project w/ Reflection		
C/ STAFF SERGEANT (TIG: 1S, TIC: 4S)			
<input type="checkbox"/>	Successful leadership tour in any position		
<input type="checkbox"/>	Demonstrate leadership in or out of class		
<input type="checkbox"/>	March a Regulation Squad or Platoon (Armed or Unarmed)		

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UNIFORM INSPECTION RUBRIC

NAME: _____

Item	On-the-spot correction	Minor Infraction -10 pts	Major Infraction -41 pts
Beret			
Hairstyle and/ or cut			
Facial hair			
Ear rings, jewelry (incl nose rings), makeup			
Gum in formation			
Shirt, gray			
T-shirt, white			
Jacket (Class-A only)			
Necktie or neck tab (Class-A only)			
Rank, name plate, HUD; insignia, awards			
Watches, rings, jewelry, nail polish			
Belt w/ buckle; gig line			
Trousers or skirt			
Socks, black (not required w/ pumps)			
Shoes, dress, low-quarter; or pumps			
Overall bearing			
Other:			
Other:			
Other:			
Other			
Subtotal--points deducted			

TOTAL: 100 minus subtotal =: _____