

CHCORI BATTALION

STANDARD OPERATING PROCEDURES

Revised 2021-22 by c/LTC Nielsen

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I: Introduction

- 1-1** **The purpose** of this CHCORI Battalion Administrative (ADMIN) Standard Operating Procedure (SOP) is to provide cadets with the basic guidelines for the routine operations of the Courtland High School Army JROTC program. This document will be referred to as the CHCORI ADMIN SOP.
- 1-2** **This is** a living document. It will be updated as required to account for the way that the CHCORI Battalion executes business. Additional sections, appendices and updates will be issued as required.
- 1-3** **The CHCORI** ADMIN SOP is a substantial source of information, but is not intended to be a single source reference for all administrative aspects of the cadet battalion. Cadets are issued a CHCORI Battalion Handbook. Cadet Command provides a Cadet Reference. There are textbooks, manuals, pamphlets, regulations, DOD Directives and plenty of other sources to consult for guidance.
- 1-4** **JROTC** offers challenges of mind, body & spirit under the direction of cadre that are experienced leaders. The CHCORI BATTALION ADMIN SOP is an extension of the leadership directives and policies of this unit. This helps cadets determine, "WHAT DOES RIGHT LOOK LIKE?" The answer is, "Any cadet in the CHCORI Battalion."

II: General Provisions

- 2-1 Authority:** The Junior Reserve Officer Training Corps, usually referred to as JROTC, is a part of The Reserve Officer Training Corps; usually referred to as ROTC. ROTC is organized under the authority of: Title 10 USC (Title 10, Subtitle A, Part III, Chapter 102), National Defense Act of 1916 (as amended), and under the ROTC Vitalization Act of 1964 (as amended)
- 2-2 Purpose:** This Standard Operating Procedure (SOP) booklet was prepared to assist cadets in understanding the administration and operation of the: Army Junior Reserve Training Corps (AJROTC), Fourth Brigade, CHCORI Battalion. This booklet will help save cadets valuable time by familiarizing them with the CHCORI Battalion's Standardized Operating Procedures. It will also inform them of the several different rules, regulations, opportunities, and events that shall pertain to them throughout their experience in the CHCORI Battalion
- 2-3 Mission:** The mission of AJROTC is "to motivate young people to be better citizens." The entire program is devoted to the growth of its cadets. The program will teach the value of citizenship, leadership, service to the community, personal responsibility, and a sense of accomplishment while instilling a sense of self-esteem, teamwork, and self-discipline. JROTC teaches self-discipline, confidence, and pride in a job well done. It also offers cadets the following challenges and opportunities:
- a) Sharpen communication skills
 - b) Promote and encourage citizenship through participation in community service projects
 - c) Develop leadership potential
 - d) Strengthen self-esteem
 - e) Improve physical fitness
 - f) Provide incentives to live drug-free
 - g) Promote graduation from high school and develop a solid foundation for career development
- 2-4 Battalion Mission:** The CHCORI Battalion Army JROTC motivates cadets to be better citizens by providing a safe, spirited, supportive environment that fosters physical & intellectual growth through diverse activities & challenges that combine to instill qualities necessary for being productive individuals in today's society.
- 2-5 Goals:** Throughout a cadet's time in the CHCORI Battalion, they will accomplish many goals set by and for them. Through classroom and other instructional activities, cadets will acquire the knowledge, self-discipline, patriotism, both a sense of responsibility and pride, along with responsiveness to constituted authority. All of these skills will assist them in better serving their country as a leader, either in a civilian occupation or—should they choose to enter a branch of the military—as a service person. Some of the goals set by the program are as follows:
- a) Graduate from high school (this is the number one goal of JROTC)
 - b) Be good citizens by knowing and exercising the rights, responsibilities, privileges, and freedoms of good citizenship
 - c) Gain leadership potential and the ability to love and work cooperatively with others; demonstrate leadership in situations involving conflict resolution
 - d) Achieve positive self-esteem and winning behavioral concepts in a culturally diverse society

- e) Learn the ability to think logically and to communicate effectively, with emphasis on effective oral communication
- f) Learn the importance of diet and physical fitness in maintaining good health and appearance
- g) Gain an understanding of the history, purpose, and structure of Army JROTC
- h) Acquire proficiency in basic military skills (such as drill and ceremonies, first aid, map reading, and decision-making) that are necessary for working effectively as a member of a team
- i) Learn the importance of citizenship through American history as it relates to America's culture and future from the Revolutionary War period to the present
- j) Learn about the dangers of substance abuse and the importance of mental management, including goal setting and positive self-talk

III. CHCORI Unit Organization

- 3-1** **Cadets:** The CHCORI Battalion Army JROTC unit is one with a unique organization. The CHCORI battalion is stationed at the Spotsylvania Career and Technical Center. It has cadets from three of the high schools in the county. CHCORI pulls cadets that attend Chancellor, Courtland, and Riverbend High Schools. Each school is organized into its own company. Cadets may attain positions in either their respective company or in the battalion. Regardless of their "home" school, every cadet has the opportunity to advance. The battalion takes its name by combining the first letters from each of the high schools; CH from Chancellor, CO from Courtland, and RI from Riverbend. Combined the letters form CHCORI. Officially, the battalion is sponsored by Courtland High School. Hence, we are the Courtland High School JROTC CHCORI Battalion. *For an understanding of the battalion structure, see Section V.*
- 3-2** **Cadre/Facilitators:** Instructors are retired Army Officers and Senior NCOs that are approved and certified by U.S. Army Cadet Command and hired by the local school district. Within the CHCORI Battalion are two facilitators/instructors. The Senior Army Instructor (SAI) is the officer designated to instruct the senior cadets and directly supervise the JROTC Program at each school. This position is held by LTC (R) Brian D. Barham. A Noncommissioned Officer is usually given the position of Army Instructor (AI); and he/she will instruct the lowerclassmen. This position is held by MSG (R) Mose Mallard
- 3-3** **History:** Formed August 1, 2006 at the Spotsylvania Career and Technical Center, the CHCORI Battalion claimed a spot in the history of Spotsylvania, Virginia.

IV: Enrollment in Army JROTC

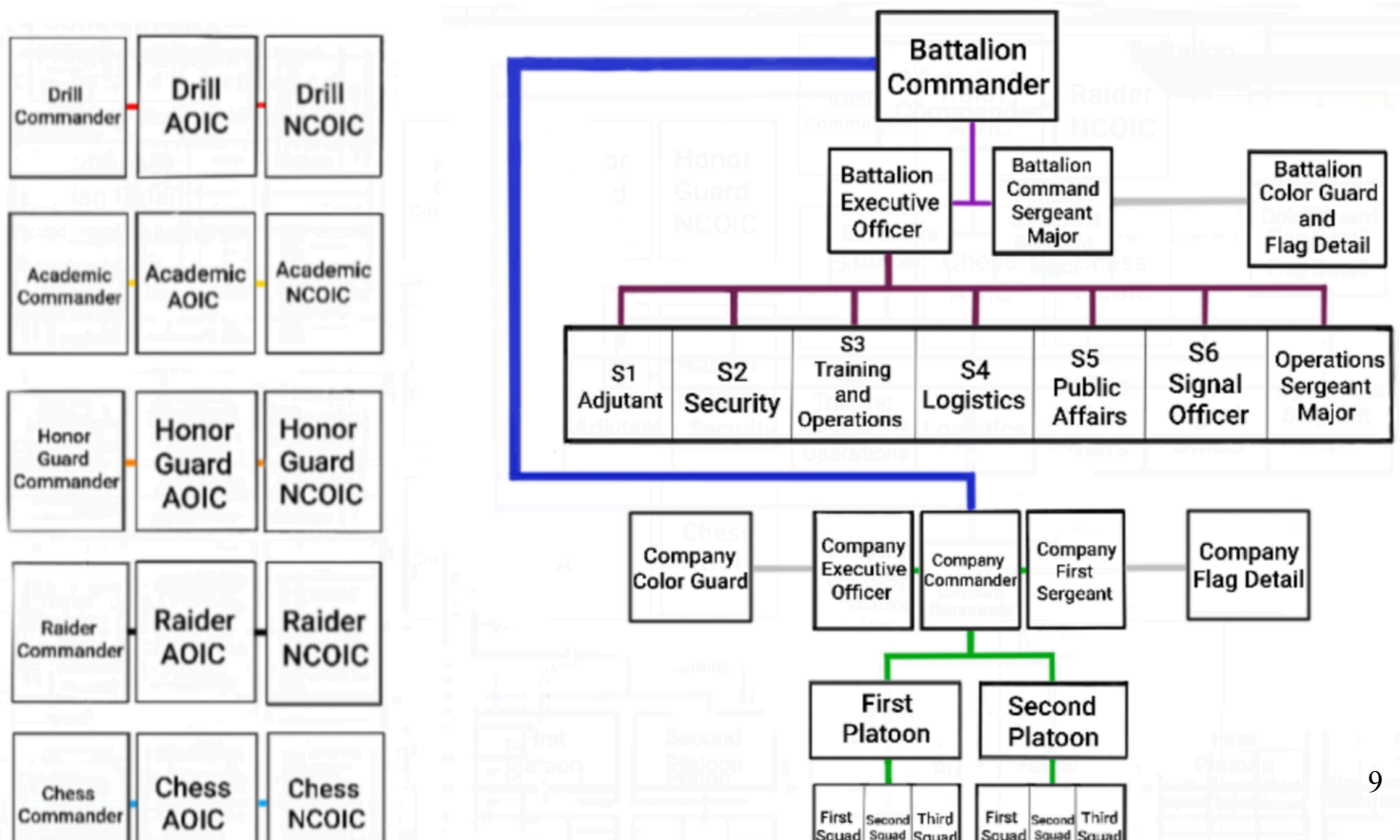
4-1 Conditions for Cadet Enrollment and Completion:

- a. **Cadet Enrollment:** To be eligible for enrollment and continuance as a member of the JROTC program, each participant must meet the following requirements:
- i. **Educational:** The student must be enrolled in and attending full-time a regular course at an institution offering JROTC instruction.
 - ii. **Citizenship:** The student must be a U. S. Citizen or resident alien.
 - iii. **Age:** The student must be in the 9th grade and at least 13 years of age upon enrolling in the AJROTC program.
 - iv. **Academic:** The student must maintain an acceptable standard of academic achievement and an academic standing (2.6 GPA) that warrants at least normal progression and will merit his/her graduation on completion of all requirements.
 - v. **Conduct/Character:** The student must maintain an acceptable standard of conduct, be of good moral character, and have integrity. The student must be honest and self-reliant and have a sense of responsibility in the performance of course and other academic assignments. The student must show self-discipline and responsiveness to constituted authority through observance of laws, rules, and regulations by prompt and regular class attendance; and in his/her general bearing.
 1. An individual who has been convicted by a civil court or received an adjudication as a juvenile offender by a civil court for other than a minor traffic offense or minor non-traffic offense (minor misdemeanor) must be granted a waiver by the region commander as a prerequisite for enrollment or continuance as a member.
 2. Requests for waivers must list all convictions and include circumstances and court action concerning each.
 - vi. **Application:** If all criteria are met, the student may fill out an application of entrance into the CHCORI Battalion. CHCORI cadets and instructors deliver applications to the “feeder” schools during their annual recruitment visits. Spare applications may be picked up in the guidance office of the student’s school, after the recruitment visit. All applications should be submitted to the student’s guidance counselor no later than the stated date.
 - vii. **SAI Selection:** The student must be selected by the SAI with the approval of the senior school official or his/her representative and in cooperative agreement to take the AJROTC course.
- b. **Acceptance:** The future cadet will receive an acceptance letter in the mail before the end of the school year. Some new cadets get the opportunity to experience PLT (Primary Leadership Training), a weeklong summer camp to prepare them for the activities ahead.
- i. **Attendance:** Students that are accepted into the AJROTC program shall attend an instructional class during the school day lasting approximately 90 minutes. The rest of their time spent at the SCTC is used as a study hall or work period; for Battalion Leaders.
 - ii. **Grading:** Grades for the AJROTC course will come via a variety of methods. Many vary from the following list, and are based on the Spotsylvania County Schools grading scale.
 1. Participation
 2. Performance
 3. Uniform Inspection
 4. Physical Training (PT)
 5. Test
 6. Quiz

- iii. **Graduation:** A training certificate, indicating the portion of JROTC training successfully completed, may be given to each student upon successful termination of JROTC training. Each school will complete one copy of DA Form 134 (Military Training Certificate, Reserve Officers' Training Corps) for each cadet upon termination of his/her JROTC instruction, provided such termination was under honorable conditions for reasons other than failure and the cadet has completed at least one year of instruction. Certificates will be signed by the SAI. The training certificate will be of value to the cadet in applying for entry into military service. If otherwise qualified and recommended by the instructor, cadets completing the three or four year JROTC program may enter the military services at an advanced pay grade, or receive advance placement in the Senior ROTC college program.

V: The Cadet Corps

- 5-1 General:** All cadets will start in LET I, and progress their way up the levels one after another. Physical Training (PT) is held on each Friday and uniforms are worn on Wednesday or Thursday, depending on the cadets' class period.
- 5-2 Organization:** The CHCORI Cadet Corps is organized as a Battalion with the following elements:
- a. Battalion Headquarters and Staff has cadets from all schools
 - b. Three (3) letter companies
 - i. Alpha Cougars (Courtland)
 - ii. Bravo Bears (Riverbend)
 - iii. Charlie Chargers (Chancellor)
 - c. Special Units (Cadets from all schools serve on the special units)
 - i. Academic
 - i. Battalion
 - ii. Alpha Company
 - iii. Bravo Company
 - iv. Charlie Company
 - ii. Color Guard
 - iii. Drill
 - iv. Honor Guard
 - v. Chess Team
 - vi. Raiders
 - i. A Team
 - ii. Mixed Team
 - iii. B Team
 - iv. F Team
 - v. C Team



VI: The Battalion Commander

(Cadet Lieutenant Colonel)

- 6-1** **General:** This position is the most demanding in the CHCORI Battalion. The cadet for this position is selected by means of an Officer Selection Board and approval by the Army Instructor (AI) and the Senior Army Instructor (SAI). The potential cadet must demonstrate leadership ability and academic standing, and be able to apply common sense and judgment in the solving of problems that affect the entire cadet corps.
- 6-2** **Jobs:** The battalion commander controls the staff through the battalion executive officer and the companies through the company commanders/first sergeants, while maintaining the final approval authority in the cadet chain of command. The battalion commander always has direct access to the SAI and AI. The specific duties of the battalion commander are to:
- a. Command the battalion at all formations.
 - b. Prepare for and conduct the training of the battalion on drill days.
 - c. Maintain a direct and personal relationship with the staff and the company commanders.
 - d. Encourage the company commanders to communicate.
 - e. Use the staff to assist in gathering information and preparing plans for conducting training and controlling the battalion.
 - f. Designate staff officers to assist in the preparation, execution, and supervision of orders.
 - g. Ensure feelings of respect and confidence exist throughout the battalion.
 - h. Ensure that staff members are capable and that they understand their responsibilities to the battalion commander, battalion executive officer, and the corps of cadets.
 - i. Ensure orders and actions are in compliance with JROTC regulations, policies, and directives and with local school regulations and policies.
 - j. Execute all responsibilities in the name of the SAI and AI; seek advice and assistance from the cadre and carry out all of their directives quickly and completely.
 - k. Arrange the staff meeting with the required command or staff personnel to determine any actions that may be necessary in fulfilling the obligations of the cadet battalion.
 - l. Be prepared to evaluate any member of the battalion, but specifically the battalion headquarters personnel and the company commanders.
 - m. Make operational decisions for the cadet battalion.
 - n. Preside over officer calls.
 - o. Work with school authorities in coordinating activities of the cadet battalion with the organizations of the school, ensuring that battalion activities are in accordance with school policy.
 - p. In coordination with the SAI and AI, assign missions to all extracurricular team captains and unit commanders (e.g., drill, color guard, etc.).
 - q. Be responsible for all the battalion does or fails to do.

VII: The Battalion Executive Officer

(Cadet Major)

- 7-1** **General:** The second most demanding position in the CHCORI Battalion, the XO, is directly in charge of the cadet staff. Being second in command of this unit, he/she works side by side with the battalion commander to ensure the success of the unit. This position is also filled by means of the Officer Selection Board.
- 7-2** **Jobs:** The cadet battalion executive officer (XO) supervises, directs, and coordinates the cadet battalion staff to prevent overlapping efforts and ensure that the commander's desires are understood and achieved. The cadet battalion XO keeps the staff informed of the commander's policies and keeps the cadet battalion commander informed of the status of projects assigned to the staff. The cadet battalion XO assumes command of the cadet battalion in the absence of the cadet battalion commander. The specific duties of the battalion executive officer are to:
- a. Organize the cadet battalion staff and ensure that it works as a team
 - b. Organize staff meetings
 - c. Do monthly evaluations of all staff positions
 - d. Inspect the work of the battalion staff
 - e. Ensure that tasks given by the cadet battalion commander are executed
 - f. Maintain consolidated milestones staff suspense-list
 - g. Oversee order in the cadet staff room
 - h. Ensure the instructions and orders issued to the cadet battalion are in accordance with (IAW) established policies; report violations to the cadet battalion commander.
 - i. Perform other assigned tasks and duties assigned by the cadet battalion commander.
- 7-3** **Enc**
- a. Staff Officer Suspense List

Enc a, (Staff Officer Suspense List) to Section 7 (Battalion XO) to CHCORI ADMIN SOP

Staff Officer Suspense List				
Staff Department	Task Assigned	Date Due	Date Completed	Comments
S1				
S2				
S3				
S4				
S5				
S6				

VIII: Personnel

(Cadet 1LT)

- 8-2 **General:** The S-1 functions as the battalion adjutant. The S-1 and personnel staff performs administrative functions for the Corps of Cadets. The Personnel Staff is responsible for maintaining records of the specific assignments of all cadets, preparing orders, and maintaining a current record of all cadets in the CHCORI BATTALION.
- 8-3 **Job Overview:** The S-1 staff maintains records in JUMS and maintains the cadet personnel records and files. The Adjutant performs such duties as the Commander and/or Executive Officer may direct. Specific responsibilities include:
- Responsible for the training and directing the personnel staff in the performance of their duties. The S-1 is supported with an NCOIC and several assistants.
 - Publishing Orders
 - Maintaining Files
 - Maintaining Personnel Records
 - Maintaining Cadet Portfolios
 - Functioning as the Adjutant at Formal Ceremonies
 - Write thank you letters for the battalion
- 8-4 **Publication of Orders**
- Orders will be published in accordance with AR 310-10 and filed in accordance with JROTC CCR 145-2.
 - All awards and decorations, both to individuals and to units, will be documented with permanent orders.
 - Orders will be published for the following:
 - All promotions in grade
 - All awards and decorations
 - Announcing a duty appointment or duty assignment
- 8-5 **Files:** The following procedures will be followed by the S-1 staff and filing of orders:
- A copy of each file published will be filed chronologically.
 - S-1 will maintain files on all orders and permanent orders issued. Cut off will be the end of each school year and files will be maintained for one year thereafter.
 - The SAI will not maintain files for information copies or orders and permanent orders issued by other schools.
- 8-6 **Cadet Personnel Records**
- Information published in orders and permanent orders will be entered in the appropriate sections of Cadet Personnel records of all cadets concerned.
 - Cadet personnel files will be maintained in the following manner:
 - Hard copy as an individual as an individual personnel record.
 - On a computer with a backup disk for each section.
 - The JUMS system will be used if a computer file is utilized.
 - Health and Medical Exam records will be maintained as hardcopy documents in each individual personnel file.
 - Additional Documents

8-7 Enc

- a.** AJROTC Personal Information Sheet
- b.** Statement of Understanding
- c.** AJROTC Parental Release & Statement of Health
- d.** Orders Example
- e.** End of the Year Awards Sheet

Enc a, (AJROTC Personal Information Sheet) to Section 8 (Personnel) to CHCORI Admin SOP



CHCORI Battalion JROTC Personal Information Sheet

Name (last, First, MI) _____

Student Number: _____

Home Address: _____

LET Level: _____ Grade: _____ Ethnicity: _____ JROTC Class: _____

Age: _____ Gender: _____ Date of Birth: _____

High School: _____

Cadet Contact Info. Home Phone: _____

Cell Phone: _____

E-Mail: _____

Parent/Guardian Contact Info. Name: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

E-Mail: _____

Parent/Guardian Contact Info. Name: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

E-Mail: _____

Con't Enc a, (AJROTC Personal Information Sheet) to Section 8 (Personnel) to CHCORI Admin SOP

_____ Squad _____ Platoon _____ Company _____ Staff Position

Classes

A Day

B Day

A-1 _____

B-5 _____

A-2 _____

B-6 _____

A-3 _____

B-7 _____

A-4 _____

B-8 _____

Other Activities: (Employment, Sports, Band, JROTC Special Units, etc) _____

Data required by the Privacy Act of 1974.

AUTHORITY: Title 10 United States Code 30312

PRINCIPAL PURPOSES: To provide emergency notification data on cadets

ROUTINE USES: Personal information for the efficient administration of JROTC procedures

RELEASE: Mandatory or Voluntary disclosure and effect on individual

Enc b, (Statement of understanding) to Section 8 (Personnel) to CHCORI Admin SOP

Courtland High School AJROTC CHCORI Battalion

Statement of Understanding

I fully understand that I must properly wear the uniform on the days designated by the JROTC Cadre Leadership of the CHCORI Battalion. I understand that this is a fundamental part of the JROTC course requirement. Furthermore, in order to earn a passing grade in the course, a cadet must *properly* wear the uniform on designated days. Proper wear of the uniform is defined as being in accordance with Army Regulation 670-1, Cadet Command Regulation 145-2, and SCTC and Parent High School policies.

Date

Cadet Signature

Parent Signature

Enc c, (AJROTC Parental Release & Statement of Health) to Section 8 (Personnel) to CHCORI Admin SOP

Courtland High School AJROTC CHCORI Battalion

AJROTC PARENTAL RELEASE & STATEMENT OF HEALTH

I. PARENT APPROVAL

My child (First name, MI, Last name) _____ has my approval to participate in all AJROTC related activities for Spotsylvania County Career and Technical Center, including – but not limited- drill and ceremonies, physical training, marksmanship training, and if elected by the cadet , extracurricular activities including drill team, honor guard, color guard, marksmanship team, raider team, and JROTC Summer Camp Cadet Leadership Challenge. This agreement remains in effect throughout the school year and can only be revoked by the undersigned, the Senior Army Instructor, or the school principal.

I agree to be financially responsible to the Board of Education for such articles of clothing and equipment issued to the above-named student in accordance with the law for his/her use as a member of the JROTC. With the exception of fair wear and tear, I am responsible for those items that are not returned in good condition at the completion of the cadet's JROTC commitment.

II. AUTHORIZATION FOR ACCESS TO STUDENT RECORDS

Notwithstanding the provisions of Public Law 93-390, "Family Education Rights and Privacy Act of 1974" and in connection with the participation of Cadet(First name, MI, Last name) _____ in the Army JROTC program I (name of guardian) _____ hereby authorize the release of any and all records maintained by the AJROTC Department.

III. STATEMENT OF HEALTH

To the best of my knowledge, (First name, MI, Last name) _____ is in good health mentally and physically, under no medication that would prevent participation in AJROTC, and in good physical condition that is sufficient to enable him/her to participate in JROTC activities, such as those described above. Should illness or disability manifest itself during this period of enrolment, I agree to notify JROTC cadre at the school.

I have read and understand the contents of Parts I, II, and III of this JROTC Parental Release and Statement of Health and hereby subscribe to the information and agreements contained herein.

Date

Signature of Parent/ Guardian/ Relationship

Home Address: _____

Telephone #: _____

Business Address: _____

Telephone #: _____

Enc d, (Orders Example) to Section 8 (Admin) to CHCORI BATTALION ADMIN SOP



JUNIOR ROTC DEPARTMENT
Courtland High School
Spotsylvania, VA 22553

Effective Date: 2006.12.14

Order Number: _____

Reason: The Senior Army Instructor has reposed special trust and confidence in the patriotism, fidelity and abilities of the following cadets. In view of this special trust and confidence and the demonstrated potential of these cadets the following awards are announced:

XXX XXX	LET Level: 01 Class Period:00	# Presented
---------	-------------------------------	-------------

1	XXX (1 st Award)	
---	-----------------------------	--

Authority: AR 145-2 and Unit Sop/ Handbook

Approved: _____
SAI Initial

AI Initial

Adam Stillabower

c/CPT

Enc e, (Award Sheet) to Section 8 (Admin) to CHCORI BATTALION ADMIN SOP



CHCORI Battalion Award Sheet



Ribbons

Academic

- ___ (N-1-1) Distinguished Cadet
- ___ (N-1-2) Academic Excellence
- ___ (N-1-3) Academic Achievement
- ___ (N-1-4) Perfect Attendance
- ___ (N-1-5) Student Government
- ___ (N-1-6) LET Service
- ___ (N-1-7) Honor Roll
- ___ (N-1-8) National Honor Society
- ___ (N-1-9) Academic GPA
- ___ (N-1-10) Citizenship

Military

- ___ (N-3-1) DAI/SAI Instructor Leadership
- ___ (N-3-2) Personal Appearance
- ___ (N-3-3) Proficiency
- ___ (N-3-4) Drill Team
- ___ (N-3-5) Orienteering
- ___ (N-3-6) Color Guard
- ___ (N-3-7) Rifle Team
- ___ (N-3-8) Adventure Training
- ___ (N-3-9) Commendation
- ___ (N-3-10) Good Conduct
- ___ (N-3-11) JCLC
- ___ (N-3-12) PLT Cadre
- ___ (N-3-13) Cadet of Month
- ___ (N-3-14) PLT Cadet
- ___ (N-3-15) Raider Competition

Athletic

- ___ (N-2-1) Varsity Athletics
- ___ (N-2-2) JROTC Physical Fitness Award
- ___ (N-2-3) JROTC Athletics
- ___ (N-2-4) NCO of Quarter
- ___ (N-2-5) MAPFT Excellence

Misc.

- ___ (N-4-1) Parade
- ___ (N-4-2) Recruiting
- ___ (N-4-3) CHCORI Spirit
- ___ (N-4-4) Fundraiser
- ___ (N-4-5) Cadet Achievement
- ___ (N-4-6) Service Learning
- ___ (N-4-7) Excellent Staff Performance
- ___ Olympics

CURRENT

Name: _____
 Company: _____
 Rank: _____
 Position: _____

Arcs

- ___ Distinguished Cadet
- ___ Academics
- ___ Honor Roll
- ___ National Honor Society
- ___ Drill Team
- ___ Exhibition
- ___ Orienteering
- ___ Rappelling
- ___ Color Guard
- ___ Rifle Team
- ___ Raider
- ___ JCLC
- ___ PLT Cadre
- ___ NCO of the Quarter
- ___ Cadet of the Year
- ___ Cadet of the Month
- ___ PLT Cadet
- ___ Honor Guard
- ___ Flag Detail
- ___ Fundraising
- ___ Band
- ___ Chess Team

Varsity Sport: _____
 Varsity Sport: _____
 Varsity Sport: _____

Cords

- ___ Drill
- ___ Exhibition
- ___ Color Guard
- ___ Rifle Team
- ___ Raiders
- ___ Honor Guard
- ___ Chess
- ___ National Honor Society

Misc.

- ___ Academic Wreath
- ___ Bronze Lamp
- ___ Silver Lamp
- ___ Gold Lamp

SAI Signature: _____

AI Signature: _____

S-1 Signature: _____

IX. SECURITY & SAFETY (S-2)*(Cadet 1LT)*

- 9-1.** The battalion S-2 assists the battalion commander and the SAI/AI in matters pertaining to unit security and safety. The S-2 is assisted by an NCOIC.
- 9-2.** Specific duties of the S-2 are;
- a.** Assist in making and recording periodic inspections of the security of weapons and other sensitive items
 - b.** Make periodic inspections for the security of the supply room and other areas of the CHCORI BATTALION
 - c.** When possible, make on-the-spot corrections of security violations and keep the battalion commander and SAI/AI informed
 - d.** Perform duties as the battalion safety officer
 - e.** Follow-up on Permission Slips for battalion activities
 - f.** Conduct Risk Assessments on battalion activities
- 9-3** **Enc**
- a.** Sample Permission Slip
 - b.** Sensitive Items Inventory
 - c.** Sample Risk Assessment
 - d.** Rifle Room Sign In
 - e.** Safety Checklist

Enc a, (Permission Slip) to Section 9 (Security & Safety) to CHCORI BATTALION ADMIN SOP

May 19, 2009

MEMORANDUM FOR Selected JROTC Cadets

SUBJECT: Memorial Day Ceremony, May 29 at Taylor Park

1. On Monday, May 29 at Taylor Park selected cadets will take part in supporting the Memorial Day's Ceremony.
2. Uniform for Cadets is Class A.
3. Cadets will report to the CHCORI JROTC Room at 10:15 a.m. After the ceremony cadets will return and be released about 12:00.
4. MSG(R) Mallard and LTC(R) Barham will accompany the cadets.
5. Permission Slips are due on Wednesday, May 24.
6. Chaperones are welcome. If interested, please list your name and contact info below.
7. POC is the undersigned at 540 582-3882 ext 1136

BRIAN D. BARHAM
LTC(R), U.S. Army
Senior Army Instructor

_____ has my permission to support the Memorial Day
STUDENT'S NAME Ceremony at Taylor Park. In granting this permission, I understand that I will not hold the school or its personnel liable in case of an accident not caused by the negligence of the school or its personnel. Should an accident or illness occur the school personnel are authorized to follow whatever procedure is necessary to secure medical treatment as needed. If inappropriate behavior occurs, students will disqualify themselves from future field trips.

STUDENT'S NAME

PARENT/ GUARDIAN SIGNATURE

DATE: _____

EMERGENCY CONTACT NUMBER

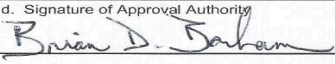
CHAPERONE VOLUNTEER & PHONE #: _____

Enc b, (Sensitive Items/M1) to Section 9 (Security & Safety) to CHCORI BATTALION ADMIN SOP

MONTHLY INVENTORY (Weapons/Ammunition/Sensitive Items)			Page 1 of 1 Pages		
			Unit Name: CHCORI Bn		Month:
Item No.	NSN/DODIC & Nomenclature	Serial or Lot No.	Item No.	NSN/DODIC & Nomenclature	Serial or Lot No.
1	Demil M1903 ✓	054210	26	Demil M1903 ✓	060846
2	Demil M1903 ✓	058845	27	Demil M1903 ✓	060873
3	Demil M1903 ✓	058855	28	Demil M1903 ✓	060880
4	Demil M1903 ✓	058872	29	Demil M1903 ✓	060904
5	Demil M1903 ✓	058877	30	Demil M1903 ✓	060916
6	Demil M1903 ✓	058972	31	Demil M1903 ✓	060924
7	Demil M1903 ✓	059026	32	Demil M1903 ✓	060970
8	Demil M1903 ✓	059112	33	Demil M1903 ✓	061013
9	Demil M1903 ✓	059132	34	Demil M1903 ✓	061018
10	Demil M1903 ✓	059139	35	Demil M1903 ✓	061024
11	Demil M1903 ✓	059143	36	Demil M1903 ✓	061084
12	Demil M1903 ✓	059152	37	Demil M1903 ✓	061101
13	Demil M1903 ✓	059212	38	Demil M1903 ✓	061130
14	Demil M1903 ✓	059247	39	Demil M1903 ✓	061157
15	Demil M1903 ✓	059265	40	Demil M1903 ✓	061163
16	Demil M1903 ✓	059515	41	Demil M1903 ✓	061170
17	Demil M1903 ✓	059603	42	Demil M1903 ✓	061172
18	Demil M1903 ✓	059631	43	Demil M1903 ✓	061197
19	Demil M1903 ✓	059665	44	Demil M1903 ✓	061207
20	Demil M1903 ✓	060724			
21	Demil M1903 ✓	060732		All M1903 Replicas	
22	Demil M1903 ✓	060733		NSN: 1005010811400	
23	Demil M1903 ✓	060766			
24	Demil M1903 ✓	060773			
25	Demil M1903 ✓	060827			
The inventory for the above was conducted on <u>4/11/13</u> IAW AR 190-11 and AR 710-2.					
(Date)					
Typed Name, Grade, Title: 11F Nicole Sacramento SJ			Signature: <i>Nicole Sacramento</i>		Date: 4/11/13

CC FORM 195-R, OCT 02

Enc c, (Sample Risk Assessment) to Section 9 (Security & Safety) to CHCORI BATTALION ADMIN SOP

DELIBERATE RISK ASSESSMENT WORKSHEET					
1. MISSION/TASK DESCRIPTION MLK Drill Competition			2. DATE (DD/MM/YYYY) Start: 01/17/15 End: 01/17/15		
3. PREPARED BY					
a. Name (Last, First, Middle Initial) McKishen, Sara, M.		b. Rank/Grade c/MSG/Cadet		c. Duty Title/Position Safety Officer/S-2 NCOIC	
d. Unit Courtland Drill Team		e. Work Email bbarham@spotsylvania.k12.va.us		f. Telephone (DSN/Commercial (Include Area Code)) (w) 898.2655 x6 (c) 540.840.3806	
g. UIC/CIN (as required) W1V5SQ		h. Training Support/Lesson Plan or OPORD (as required)		i. Signature of Preparer	
Five steps of Risk Management: (1) Identify the hazards (2) Assess the hazards (3) Develop controls & make decisions (4) Implement controls (5) Supervise and evaluate (Step numbers not equal to numbered items on form)					
4. SUBTASK/SUBSTEP OF MISSION/TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. CONTROL	8. HOW TO IMPLEMENT/WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
Opening Ceremony	Dehydration	M <input type="checkbox"/>	Cadets drink water through out the day.	How: Tell cadets to not play around Who: Cadre ad cadets	L
Marching/ Squad Drill	Tripping/ Steping on people	H <input type="checkbox"/>	Tell people to stay away from the people who are marching.	How: Be Careful and watch your step Who: Cadre and cadets	M <input type="checkbox"/>
Platoon Drill	Running into others during double time.	M <input type="checkbox"/>	Teach them how to maintain the correct distance from each other during training.	How: Tell cadets to watch out the tire will Who: Cadre and cadets	L
Closing Ceremony	Passing out	H	Cadets drink water before ceremony and do not lock their legs.	How: Drink water and do not lock their legs Who: Cadre and cadets	M <input type="checkbox"/>
		<input type="checkbox"/>		How: Who:	<input type="checkbox"/>
Additional entries for items 5 through 9 are provided on page 2.					
10. OVERALL RESIDUAL RISK LEVEL (All controls implemented): <input type="checkbox"/> EXTREMELY HIGH <input type="checkbox"/> HIGH <input checked="" type="checkbox"/> MEDIUM <input type="checkbox"/> LOW					
11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION 					
12. APPROVAL OR DISAPPROVAL OF MISSION OR TASK <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE					
a. Name (Last, First, Middle Initial) Barham, Brian D.		b. Rank/Grade LTC(R)/05		c. Duty Title/Position Commandant/Senior Army Instl	
d. Signature of Approval Authority 		e. Additional Guidance:			

ADMINISTRATIVE COPY

CHCORI Battalion Admin SOP

Enc d, (Rifle Room Sign In) to Section 9 (Security & Safety) to CHCORI BATTALION ADMIN SOP

[illegible]

Enc e, (Safety Checklist) to Section 9 (Security & Safety) to CHCORI BATTALION ADMIN SOP

Multi-Purpose Room														
Safety Checklist														
School Year:														
	Checked By													
	Dates													
Equipment														
Emergency Bag														
Emergency Folder														
First Aid Kit														
Clear Doorways														
Fire Extinguisher														
Emergency Bag Containing:														
Working Flashlight														
First Aid Items														
Gloves														
Hand Sanitizer														
Emergency Folder Containing:														
Incident Response														
Respons Map														
Evacuation Map														
Roster														
Fire Drill Map														
Pen/Pencil														
Note Pad														
Outside of Classroom:														
C.O.W														
Rifles														
Wooden Rifles														
Sabers														

X. TRAINING & OPERATIONS (S-3)*(Cadet CPT)*

- 10-1.** The battalion S-3 assists the battalion commander and executive officer in the preparation, coordination, conduct, and supervision of all training activities of the cadet battalion. Additionally, the S-3 keeps the commander advised on the progress of training within the battalion.
- 10-2.** The principal duties of the S-3 are to:
- a. Assume command of the battalion in the absence of both the battalion commander and XO.
 - b. Maintain the training portion of cadet records.
 - c. Prepare weekly training schedules.
 - d. Prepare and Maintain CHCORI BATTALION Training Calendar
 - e. Ensure coordination is made for all required resources.
 - f. Record the training of the Drill Team, Color Guard, Raider Team and Honor Guard.
 - g. Coordinate with the S-5 to organize events and extracurricular activities or parking missions.
 - i. Fill out all needed forms for trips, OPORDs
 - j. Perform other duties as assigned by the battalion commander, battalion executive officer, or the instructor staff.
- 10-3. Enc**
- a. Sample Training Schedule**
 - b. Sample Training Calendar**
 - c. Sample OPORD**

Enc a, (Training Schedule) to Section 10 (Training & Operations) to CHCORI BATTALION ADMIN SOP

Department of the Army
CHCORI Battalion Army JROTC
6713 Smith Station Road
Spotsylvania, Virginia 22553

Week of: 8-14 Feb

Date	Unit	Event	Instructors	Reference	Uniform
Mon.					
8-Feb	Detail	Colors Reveille	ISGs	FM 3-21.5 Apdx E-2	Civ
	LET 1	SEE OTHER SCHEDULE	MSG (R) Mallard		Civ
	LET 2	Essay Prep/ Portfolio Maintenance	LTC (R) Barham	Unit 3, Ch.6, L1/ Unit 3 Ch9 L3	Civ
	LET 3	Essay Prep/ Portfolio Maintenance	LTC (R) Barham	Unit 3, Ch.6, L1/ Unit 3 Ch9 L3	Civ
	LET 4	Essay Prep/ Portfolio Maintenance	LTC (R) Barham	Unit 3, Ch.6, L1/ Unit 3 Ch9 L3	Civ
	Detail	Colors Retreat	ISGs	FM 3-21.5 Apdx E-3	Civ

Tue.

9-Feb	Detail	Colors Reveille	ISGs	FM 3-21.5 Apdx E-2	Civ
	LET 1	SEE OTHER SCHEDULE	MSG (R) Mallard		Civ
	LET 2	Essay Prep/ Portfolio Maintenance	LTC (R) Barham	Unit 3, Ch.6, L1/ Unit 3 Ch9 L3	Civ
	LET 3	Essay Prep/ Portfolio Maintenance	LTC (R) Barham	Unit 3, Ch.6, L1/ Unit 3 Ch9 L3	Civ
	LET 4	Essay Prep/ Portfolio Maintenance	LTC (R) Barham	Unit 3, Ch.6, L1/ Unit 3 Ch9 L3	Civ
	Detail	Colors Retreat	ISGs	FM 3-21.5 Apdx E-3	Civ
	Sel Per.	Raider Practice	c/CPT Berryman	TC 3-22.20	PT Gear
	Sel Per.	Drill Practice	c/CPT Weaver	FM 3-21.5	Civ

Wed.					
10-Feb	Detail	Colors Reveille	ISGs	FM 3-21.5 Apdx E-2	Class B
	LET 1	Inspection	MSG (R) Mallard	AR 670-1/ FM 3-21.5/	Class B
	LET 2	Inspection/ Essay Prep	LTC (R) Barham	AR 670-1/ FM 3-21.5/ Cadet Ref.	Class B
	LET 3	Inspection/ Essay Prep	LTC (R) Barham	AR 670-1/ FM 3-21.5/ Unit 3 Ch.6 L3	Class B
	LET 4	Inspection/ Essay Prep	LTC (R) Barham	AR 670-1/ FM 3-21.5/ Unit 3 Ch.6 L3	Class B
	Detail	Colors Retreat	ISGs	FM 3-21.5 Apdx E-3	Class B
	Sel Per.	Raider Practice	c/CPT Berryman	TC 3-22.20	PT Gear
	Sel Per.	Drill Practice	c/CPT Weaver	FM 3-21.5	Civ

Enc b, (Training Calendar) to Section 10 (Training & Operations) to CHCORI BATTALION ADMIN SOP

<div><div>← → ↺</div><div>www.localenda.com/public/CHCORI_Battalion</div><div>🔍 ☆ ☰</div></div> <div><div>JROTC CHCORI Battalion Event Calendar</div><div>February 2016</div><div>JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC</div><div>Opal Events & Summits</div><div>Conferences For Finance, Investment & Asset Management Register Today</div><div>></div><div>🏠</div></div>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	February 1	2 Grounding Day 3 pm - 5 pm EST Drill Practice 3 pm - 5 pm EST Raiders Practice 10:20 pm - 11 pm EST Bravo Company Meeting	3 3 pm - 5 pm EST Drill Practice 3 pm - 5 pm EST Raiders Practice	4 Chancellor Company Yearbook Photos 6 pm - 7:15 pm EST Scottsylvania County Wide JROTC Brief	5 Lincoln's Birthday	6
7	8 3 pm - 4 pm EST Academic/Leadership Team Testing	9 3 pm - 5 pm EST Drill Practice 3 pm - 5 pm EST Raiders Practice	10 Ash Wednesday 3 pm - 5 pm EST Drill Practice 3 pm - 5 pm EST Raiders Practice 5 pm - 7 pm EST Riverbend Rising Freshmen Night	11	12	13
14	15 President's Day	16 3 pm - 5 pm EST Drill Practice 3 pm - 5 pm EST Raiders Practice	17 JPA In-Ranks Inspection 3 pm - 5 pm EST Drill Practice 3 pm - 5 pm EST Raiders Practice	18 JPA In-Ranks Inspection	19	20
21 1 pm - 3 pm EST CHCORI Bowling	22 Washington's Birthday	23 Rain 7:19° 3 pm - 5 pm EST Drill Practice 3 pm - 5 pm EST Raiders Practice	24 Rain 12:18° JPA Inspection 3 pm - 5 pm EST Drill Practice 3 pm - 5 pm EST Raiders Practice	25 Chance Rain Showers 11:10° Cadet of the Month 3 pm - 5 pm EST	26 Mostly Sunny 7:13° Chancellor Middle School JROTC Brief 3 pm - 4 pm EST	27 Mostly Sunny 8:10°
28 Partly Sunny 12:11°	29	1 3 pm - 5 pm EST Drill Practice 3 pm - 5 pm EST Raiders Practice	2 3 pm - 5 pm EST Drill Practice 3 pm - 5 pm EST Raiders Practice	3	4	5

If you see an event with the wrong information or know of an event that is not listed here please E-mail the details to the webmaster at CHCORI.SB@gmail.com

Orange County Raider Competition OPORD:

1.Situation: Raiders will come together in teams from different schools to compete in challenging events to test their teamwork and raider skills.

Weather: Saturday- High 54 degrees, low of 41. Precipitation 20%

Terrain: Rolling Hills, Muddy Terrain, Heavily Forested, Orange County High School Track, along with an Asphalt Parking Lot

A: Enemy Forces: Apathy, Bad Attitudes, and Unwillingness to properly prepare.

B: Friendly Forces: CHCORI Raiders, CHCORI Cadet Supporters, and other Raider Units

2. Mission: The CHCORI Raider Team will compete on October 17th 2015 to the best of its abilities to show CHCORI pride and recognize the hard work, esprit de corp, and dedication of the Raider Team.

3.Execution

- **Concept of Operations:**

Phase 1: Preparation- raider practice every Sunday for the Pocahontas Raider Competition.

Phase 2: Competition- Known events are PT Test, 5k Litter Carry, Tire Flip, Relay, and Rope Bridge

Phase 3: Recovery- make sure all equipment, every raider is accounted for and has a form of transportation home.

- **Subunit Instructions:**

- S3 Operations- Mark when the Raider Competition is on the Calendar, and prepare OPORD

Con't Enc c, (Sample OPORD) to Section 10 (Training & Operations) to CHCORI BATTALION ADMIN SOP

- Raider Teams- Train for appropriate events via OCHS OPORD
- S5 Public Affairs- Photos and Records of the Event

- **Coordinating Instructions:**

- S3 plans when the raiders go to the events.
- Raider teams train for the events.
- Raiders fill out all paperwork required being able to participate or go to the Raider competition.
- Raiders arrive and participate at competition
- Events will be performed by the Raider teams
- Award Ceremony
- Official end of Competition
- Depart and Come home safely

4. Service and Support

- A. Uniforms- All active participant Raiders, including Alternates, were issued each a full set of ACU's
- B. Transportation- Spotsylvania County Bus
- C. Food- food provided by the CHCORI Bn. Booster Club Cadets have the option of bringing their own food. One stop enroute to the competition to eat breakfast at McDonalds.

5. Command Signal:

A. Command

A-Team: c/Captain Andre Berryman
c/NCOIC: c/SFC Kevin Ooten

B. Signal

Cell phones

|

XI. SUPPLY & LOGISTICS (S-4)*(Cadet 1LT)***11-1. Responsibilities**

- a. The battalion logistics/supply officer is responsible for the maintenance, security, record keeping, issue and turn-in of all U.S. government property controlled from the CHCORI BATTALION supply room. An NCOIC, NCO, and several assistants support the S-4 officer.
- b. Create a JROTC Clothing and Equipment Record and file for each cadet and maintain all supply records in proper order, electronically and on paper.
- c. Maintain supply records as appropriate in JUMS.
- d. Maintain a running inventory of all supplies and conduct periodic inventories of the on-hand supplies and equipment.
- e. Make recommendations for procurement of new items and supplies to the battalion commander, executive officer and the SAI/AI.
- f. Maintain security of all items in the supply room.
- g. Maintain the supply in a neat and orderly fashion at all times.
- h. Issue supplies as directed by the battalion commander, AI, and SAI.
- i. Perform other duties as assigned.

11-2. Uniform

- a. The uniform and equipment of the CHCORI BATTALION JROTC department is the property of the United States Government. They are loaned to cadets for specifically authorized purposes. Cadets are authorized to use equipment issued to them for training and other activities approved by the JROTC Department. Uniforms and equipment are not authorized for use for personal purposes and if used for such will be turned in by cadets.
- b. Initial fitting and alteration cost, to include sewing on shoulder sleeve insignias and beret flashes, will be paid by the JROTC Department. Minor repairs and cleaning, pressing, and laundering of uniforms items are the responsibility of each cadet. The replacement of zippers, buttons and other uniform parts are the responsibility of each cadet, the supply room upon request of the cadet will furnish military type buttons.
- c. Clothing and equipment which has been declared unserviceable through fair wear and tear will be exchanged at no cost to the cadet. The cadet who signed for the issue will pay for items of equipment, which have been damaged as a result of unauthorized use and/or neglect. The prevailing rate in accordance with Army Supply Bulletin and Regulations will be charged.
- d. Unauthorized alterations, which change the configuration of the uniform or issued equipment, will result in the cadet being held financially liable and appropriate disciplinary action will be taken.
- e. At the beginning of each school year, cadets and parents or guardians will sign a Statement of Understanding agreeing to properly wear the uniform and accepting responsibility for all uniforms and equipment issued during the school year. Loss of any item will hold the cadet and parent or guardian jointly liable for the cash equivalent of the property. All cases of the property remain with the government.

11-3. Supply Room Access

- a. SAI, AI, battalion commander, executive officer, company commanders, first sergeants, and supply personnel
- b. ISSUE: When the Statement of Understanding has been returned to the JROTC Department cadets will be issued their uniform and equipment. All issues will be recorded on the JROTC Clothing and Equipment Record (Enc a). Cadets will be required to sign their printed Hand Receipt (Enc b) after it has been entered into JUMS. The Hand Receipt, once signed by the cadet, is the official record that each cadet will be held liable in the event of loss or damage to clothing and/or equipment.
- c. TURN-IN: When turning in property, cadets must make sure that proper credit is recorded on their Clothing and Equipment Record, and that the initial of the supply representative accepting the turn-in placed on the form in the proper location. The Clothing and Equipment Record is the only document which officially records turn-ins and is the only way to receive credit for that turn-in. **Cadets should not leave clothing or equipment on an instructor's desk and expect to receive credit for turn-in.** Additionally, other cadets should not be asked to turn-in equipment or property as they cannot sign any official documents for another cadet.
- d. RE-ISSUE: From time to time cadets may lose small items of clothing and/or equipment. Supply personnel, the SAI, or AI should be immediately notified so a like item can be reissued and documented on the Clothing and Equipment Record. If the lost item is eventually found, it should be turned-in and documented on the Clothing/Equipment Record. Items which are not found, will result in the cadet making payment for the lost item or items.

11-4. Enc

- a. Clothing and Equipment Record
- b. Hand Receipt
- c. Supply Reissue Sheet
- d. Award Cards
- e. Order Request

USAPPC V2.00

34

Enc b, (Hand Receipt) to Section 11 (Supply & Logistics) to CHCORI BATTALION ADMIN SOP

COURTLAND HS
6701 SMITH STATION RD
SPOTSYLVANIA, VA 22553
Cadet Clothing Instructional Material Record
As of 12 Jan 2016

Name: JUAN MAMBOYO Student ID: xxxx Total: 195.25

Description	Size	NSN	LIN	Cat	Tag	Issued	Returned	Price
JACKET UTILITY, WINDBREAKER, BLACK	X SMA LL	8405014477188	J23664			12 Jan 2016		40.82
SHIRT,MANS SHORT SLEEVE AG-415	15	8405013748890	T03089			12 Jan 2016		13.50
TROUSERS,MENS POLY/WOOL AG- 489	31R	8405013419983	X36906			12 Jan 2016		37.05
COAT, MANS POLY/WOOL AG- 489	32R	8405015034073	E44261			12 Jan 2016		103.88

Cadet Acknowledgement:

I acknowledge receipt of the clothing and equipment listed above and hold myself responsible. I understand that the clothing and equipment are the property of the U.S. Government, and that they are to be returned to the Army.

Date: 02-09-2016

Cadet Signature: Juan Mamboyo

Date: 2/9/2016

Parent/Guardian Signature: [Signature]

* JUMS Cadet Clothing Record (In Lieu Of DA 3645-1)

* Prices are subject to change.

Enc c, (Supply Reissue Sheet) to Section 11 (Supply & Logistics) to CHCORI BATTALION ADMIN SOP

DRILL ONLY
↓

NAME	SHIRT	PANTS	CLASS A	SIGN IN	SIGN OUT	S-4
Bradner, Michael	✓	✓	Tie ✓	5-30-13		
Briganti, Tazman	X2	✓			TB	MM
Butterfield, Andrew	✓	✓				
Cannon, Hannah	✓	✓			(A)	
Carter, Lee (Gregory)	✓	✓	Tie ✓			
Clarke, Jacob	✓	✓				
Cornett, Nicholas	✓	✓			NC	MM
Davies, Erik	✓	✓			ED	MM
Dunnigan, Austin	✓	✓				
Fleck, Gregory	✓	✓				
Goldsmith, Ariel	X2	✓	✓			
Haag, Amber	✓	✓	Barret		AH	AH
Henry, Iselle	X2	✓	Tie ✓			
Jolly, Autumn	✓	✓				
Knappenberger, London	✓	✓				
McGovern, Sam	✓	✓				
O'dell, Hunter	✓	✓				
Osorio, Tania	X2	✓				
Pavon, Maria	✓	✓	✓			
Quann, Samuel	✓	✓				
Randhahn, Heidi	X2	✓	✓			
Schlupp, Alyssa	✓	✓				
Sciascia, Keyla	✓	✓				
Sheldrick, Adam	✓	✓				
Stillabower	✓	✓				
Tripplett, James	✓	✓	Tie		JWT	MM

Enc d, (Award Cards) to Section 11 (Supply & Logistics) to CHCORI BATTALION ADMIN SOP

Prior to all Mid-Term and Change of Command Award Ceremonies, a 3x5 index cards must be filled out for each cadet's earned ribbons and awards. These cards should be filled out by company commanders or first sergeants and then placed in the S4 box. Note: extra items may be written on the back of the card, please draw an arrow.

<u>Name (Last, First)</u>	<u>Company</u>
<u>LET Level</u>	
<u>Ribbons</u>	
N-#-# (title) – B, S, G (bronze, silver, gold)	
N-#-#	
N-#-#	
<u>Arcs</u>	<u>Ropes</u>
(title)	(title)

DA FORM 3161, DEC 2000

[illegible]

XII. PUBLIC AFFAIRS (S-5)*(Cadet 1LT)*

12-1. The S-5 and staff are mainly responsible for publicity and historical documentation. This shop also plays a large role in community involvement and fundraising, along with the CHCORI Booster Club. The S-5 staff acts as the contact between the corps of cadets and all news media and student publications. S-5 publicizes as many of the activities of the Army JROTC program as possible to create an outstanding image of the cadet battalion and to reinforce the image of the cadets' schools.

12-2 Some of the specific duties of the S-5 are:

- a) Maintain cadet battalion scrapbook each school year
- b) Publish monthly newsletters to the battalion to inform them on recent and upcoming events, otherwise known as CHCORI Chronicles
- c) Take photos for the historical file and maintain online photo album, in conjunction with S-6
- d) Maintain national and CHCORI chain of command picture boards
- e) Act as the battalion's point of contact with the school's yearbook committees
- f) Keep abreast newsworthy events of the cadet battalion and prepare and distribute news releases, articles, and announcements on the events of the JROTC program to news agencies
- g) Maintain and update (every 3-4 months) bulletin board at SCTC
- h) Keep contact with Boosters to spread word about fundraising and other events
- i) Keep contact with each school's morning news and send announcements
- j) Make recommendations to improve morale and welfare of the cadet battalion

12-2. Enc:

- a) Scrapbook Page
- b) CHCORI Chronicles
- c) Newspaper Article
- d) Bulletin Board Layout
- e) School News Announcement

Enc a, (Scrapbook Page) to Chapter 12 (Public Affairs) to CHCORI BATTALION ADMIN SOP




CHCORI Chronicles

12/17/2015

S-5

Volume 8, Issue 2

Inside this Issue:

Orange County	1
Pocahontas	2
X-mas Parade	2
Back-to-School	3
Fort Lee	3

Orange County Raider Competition: With Hard Work Comes Success

By C/1LT Ryuku "Ace" Ventura

On October 17, 2015, the CHCORI Bn. Raider Team had traveled to Orange County to compete at the Orange County Raider Competition. As they had arrived at their assigned post, the Raider Commander, C/1LT Andre Berryman reports the A Team in with a total of 10 cadets.

Their first event was the PT test, where they performed one minute of push-ups, sit-ups, and a one-mile run. The team did well in this event, even though they had felt better scores were achievable.

The next event was the five kilometer run, where the team has to run as a unit in a roughly three mile course with a guide-leading in front. In this event, however, the event had a twist where each team had to carry a heavy sandbag throughout the event; the Raider Team had done fantastically in this event, despite a few shortcoming in between start and finish.

The next event was the tire flip. The A Team had been presented with an unfamiliar course, as the tire had to be flipped through a certain course without touching barriers that would cause time penalties. Although a few penalties were given, the event had gone fantastically.

Following the tire flip was the rope bridge, where Raiders must work together in this timed event to get across a these two pillars by rope. The event had gone seamlessly, as the rope was tied on both ends and fellow Raiders were placed onto the rope bridge, the Raiders were battling against time and had found themselves at an advantage with minimal penalties.

Finally, the last competitive event was the litter carry, which involves a mock simulation of carrying a casualty through various obstacles. Even with the disadvantage of seeing a new style of course and being presented with numerous regulations and rules, Raiders had pulled off an outstanding time, as they had worked together to be alerted of unforeseen obstacles and push each other on to the finish. All muddled and exhausted, the Raiders had celebrated their last event with cheer as they had just posted the fastest time of the day.

Over all, this competition was very successful as the Raiders had trained tirelessly through the summer and early fall months to prepare; this dedication had allowed them to place first in every single event that they had competed on; "The Raiders worked hard and achieved excellence," stated Raider Commander 1/LT Andre Berryman. Great job the the Raiders in the A Team, who have kept up the high standards of the great Raiders before them. Hooah!

Upcoming Events:

December

- 25th Christmas

January

- 16th MLK Drill Competition
- 18th MLK Day

February

- 15th President's Day
- 24th JPE Inspection



Team all together after the hard yet fun day of competition.



Enc c, (Newspaper Article) to Chapter 12 (Public Affairs) to CHCORI BATTALION ADMIN SOP

Spotsylvania JROTC battalion organizes recognition event for veterans at Spring Arbor

BY CADET 1st LT. RYUKU VENTURA LEONARDO | Posted: Sunday, December 13, 2015 12:00 am

BY CADET 1st LT. RYUKU VENTURA LEONARDO

The CHCORI Battalion JROTC, which comprises 176 cadets from Chancellor, Courland and Riverbend high schools, recently organized a Service Learning Project on Nov. 11 to honor veterans who live at the Spring Arbor of Fredericksburg.

Organized by the Battalion Special Projects Officers Cadet 2nd Lt. Heidi Randahn and Cadet 2nd Lt. Keyla Sciascia, the event featured a Color Guard to pay respects to the national and state flag, a drill and rifle exhibition. An Honor Guard honored veterans as they passed through the arch of sabers to receive their certificates of appreciation for their service. There was also a closing presentation of the colors as Taps was played to pay respects to fellow veterans, present and fallen.

Honor guard commander Cadet 1st Lt. Landon Knappenberger, said the event "was successful veteran recognition" because each cadet carried certificates through the arch of sabers and presented them to the veterans individually.

"It was a great privilege to be able to command armed platoon drill in front of the senior veterans and to see their appreciation for JROTC as a unit," added Event Drill Team Commander Cadet 1st Lt. Gregory Sublett.

Cadet Sgt. 1st Class Samuel Foltz was the Master of Ceremony during the activities.

Many of the cadets said the highlight of the event was the chance to visit several veterans. Participants said the veterans were appreciative, and cadets heard several heartfelt stories from the vets.

Cadet 1st Lt. Ryuku Ventura Leonardo is a senior at Riverbend High School.



Spotsylvania JROTC battalion organizes recognition event for veterans at Spring Arbor

Cadet 1st Lt. Caleb Thorburn presents a certificate of appreciation to a veteran who resides at Spring Arbor of Fredericksburg.

Enc d, (Sample Bulletin Board) to Chapter 12 (Public Affairs) to CHCORI BATTALION ADMIN SOP



Enc e, (School News Announcement) to Chapter 12 (Public Affairs) to CHCORI BATTALION ADMIN SOP

Monday, March 13

JROTC

Sponsor: LTC(R) Brian Barham

Announcement:

Once again our JROTC cadets achieved outstanding results at the Drill Competition at Caroline High School against a field of ten other schools on Saturday. The meet was divided into two categories. The experienced cadets competed against each other and the first year cadets competed against other new cadets. For the upperclassmen, Cadet Lieutenant Colonel Kirk commanded the Color Guard that took second place and the armed squad that finished fourth. Cadet Captain Carmen Paniagua led the Unarmed Platoon to a fourth place finish, and Cadet Corporal Tanella led the unarmed squad to a fourth place finish. Great job to every member of the Drill Team. You make us proud.

XIII. COMMUNICATIONS (S-6)*(Cadet 1LT)*

13-1. Responsibilities. Information technology resources and administration for the CHCORI Battalion

13-2. Specific Duties of the S-6:

a. System Administration

- (1) General cleanliness of the computer working area
- (2) Monthly Maintenance:
 - Clean Systems
 - Ensure Security Patch Updates occur through the schools IT Director
- (3) Troubleshoot computers that may need maintenance
- (4) Bring new technologies into the CHCORI Battalion's operations and Cadet Command while increasing capabilities of the cadets (and cadre)

b. Web Page Administration

- (1) Maintain current web page (chcori.com)
- (2) Keep documents, information, and tools up-to-date
- (3) Seek/collect web page inputs

c. Inventory Management

- (1) Maintain current inventory of the active computer systems
- (2) Maintain inventory of parts
- (3) Make recommendations for procurement of additional technologies

d. Multimedia Maintenance

- (1) Update social media accounts (Facebook, Twitter, Instagram, Youtube)
- (2) Upload pictures from S-5 to the Picasa account
- (3) Keep track of pictures and videos taken throughout the year
- (4) Create slideshow videos for special events
 - PLT Graduation (10 min)
 - Mid-Term Awards (10-15 min)
 - Middle School Briefings (7-10 min)
 - Year in Review (20-30 min)

e. Oversee set-up of technologies used for major events (Military Ball, Awards Ceremony, special briefings)

13-3. Enc

a. Technology Inventory/Serial Numbers

b. Slideshow Templates

Enc a, (Inventory/Serial Numbers) to Chapter 13 (Communications) to CHCORI BATTALION ADMIN SOP

VGA Cable Splitter	N/A	0	N/A	N/A
VGA Cable	N/A	5	N/A	N/A
Outlet Box	N/A	2	N/A	N/A
Computer Power Cable	N/A	6	N/A	N/A
Blue Ethernet Cable	N/A	1	N/A	N/A
Yellow Ethernet Cable	N/A	4	N/A	N/A
Mouse	N/A	5	N/A	N/A
Keyboard	N/A	4	N/A	N/A
Speakers	N/A	4	N/A	N/A
SCTC 303 Office #1	MPR	1	2UA6350167	Functional
SCTC 303 Office #2	Backroom	1	2UA6350164	Functional
Optiplex 755 Dell	MPR	1	9X6LXD1	Functional
Optiplex 150 Dell	JUMS	1	GDNRP01	Functional; Outdated
Optiplex 755 Dell #2	Backroom	1	FX6LXD1	Not In Use
SCTC 109 HP #1	Backroom; Middle	1	2UA6300NZ1	Sometimes Functional
SCTC 109 HP #2	Backroom; Right	1	2UA6350166	Functional
SCTC 302 HP	Backroom; Left	1	N/A	Functional
SCTC Sysop HP	LTC Barham	1	2UA72705F8	Functional
SCTC Office HP	MSG Mallard	1	2UA72705B7	Functional
SCTC Projector	MPR	1	VT590	Functional
Epson Projector	Backroom	1	KM3F86C308L	Functional
Polyvision Smart Board	Backroom	1	AWTEGMQ023E	Functional; Needs Update

Enc b, (Slideshow Templates) to Chapter 13 (Communications) to CHCORI BATTALION ADMIN SOP

Tips for all slideshows:

- Use moviemaker if no other programs are available
- Go through the pictures/videos first, know what is appropriate
- Use songs that are about **motivation, teamwork, standing together**

Yearly slideshows:

- PLT: 10-12 minutes in length, split up pictures by day
 - *This video is sold by boosters, \$5 per DVD
- Mid-term Awards: 10-15 minutes, featuring...
 - JCLC, PLT, any drill/raider comps so far
- 8th Grade Orientation: 7-10 minutes, featuring...
 - Summer camps, raiders/drill, awards ceremony
- Year-in-Review: 20-30 minutes, featuring all events photographed during the year
 - *This video is sold by boosters, \$5 per DVD

Promotional slideshows (already made):

- 3 minute video: sent out to middle school morning announcements
- 30 second video: essence of CHCORI; placed at the end of each slideshow and posted on social media pages throughout the year

See S5/S6 flash drive for examples of these videos

XIV. OPERATIONS SERGEANT MAJOR*(Cadet SGM)*

- 14-1** The battalion Cadet Operations Sergeant Major is the principal cadet enlisted assistant to the battalion Executive Officer. As the senior enlisted member of staff, the Operations Sergeant Major supervises other noncommissioned officers in command (NCOICs)/ noncommissioned officer assistants (NCOA) of the battalion.
- 14-2** Duties of the Operations Sergeant Major include:
- a.** Advise and assist the Executive Officer in all matters pertaining to the enlisted members of the CHCORI Staff.
 - b.** Assist subordinate NCOs, and the battalion executive officer with administrative duties and details.
 - c.** Counsel NCOICs that are marginal or poor performers with the goal of having them improve.
 - d.** Ensure the battalion staff room is kept neat and orderly.
 - e.** Help XO with staff or any other JROTC related responsibilities.
 - f.** Work closely with the battalion XO throughout the year.
 - g.** Head and coordinate all staff NCOICs and help them fulfill their responsibilities.
 - h.** Define and help inform goals set out for NCOICs set by staff.
 - i.** Help CSM command and lead the NCO and enlisted personnel in the battalion.
 - j.** Actively search for ways to improve all staff shops and inform, then help the appropriate staff member.

XV. COMMAND SERGEANT MAJOR*(Cadet CSM)*

- 15-1** The battalion Cadet Command Sergeant Major is the principal cadet enlisted assistant to the battalion commander. As the senior enlisted member of the CHCORI BATTALION, the Command Sergeant Major supervises other noncommissioned officers (NCOs) of the battalion.
- 15-2** Duties of the Command Sergeant Major include:
- a.** Advise and assist the battalion commander in all matters pertaining to the enlisted members of the CHCORI Battalion.
 - b.** Assist subordinate NCOs, and the battalion adjutant with administrative duties and details.
 - c.** Assist the adjutant with the alignment and formation of the battalion.
 - d.** Ensure company First Sergeants submit weekly flag details and post rosters in a timely fashion.
 - e.** Counsel NCOs that are marginal or poor performers with the goal of having them improve.
 - f.** Ensure the battalion area, classroom, and range room are kept neat and orderly.
 - g.** Prepare cadets for boards: Cadet of the Month/Year, NCO of the Quarter/Year, and promotion boards
 - h.** Organize promotion boards, Cadet of the Month/Year, NCO of the Quarter/Year
 - i.** Perform other duties as assigned.
- 15-3 Enc**
- a.** Flag Roster
 - b.** Battalion Study Packet
 - c.** Cadet of the Month and NCO of the Quarter Evaluation Form

Enc a, (Flag Roster) to Chapter 15 (Command Sergeant Major) to CHCORI BATTALION ADMIN SOP

Flag Detail Roster

Week of: _____

School: _____

AM

Monday	Tuesday	Wednesday	Thursday	Friday

PM

Monday	Tuesday	Wednesday	Thursday	Friday

c/1SG x _____

c/CSM x _____

ADMIN SOP Enc b, (Battalion Study Packet) to Chapter 15 (Command Sergeant Major) to CHCORI BATTALION ADMIN SOP

CHCORI Battalion

Cadet of the Month Study Packet

Be Prepared!

As One, HOOAH!

- 1) Cadet Marches and Reports in:
 - a. Report in "Cadet Salutes" and says "Cadet (Rank and Name) reporting to the President of the Board"
 - b. President returns salute
 - c. Cadet stays at attention to commence stationary drill
 - d. President of the Board commands Cadet to take their seat
- 2) Board will ask a series of questions that will cover:
 - a. General Knowledge
 - i. Rank Structure
 - ii. Basic Knowledge that pertains to LET level and lower
 - b. Drill and Ceremony
 - i. Drill
 - ii. Uniform
 - c. Map Reading and Orienteering
 - d. Current Events
- 3) President of the Board will dismiss Cadet
 - a. Cadet will rise to the position of attention
 - b. Render "salute" to President of the Board
 - c. President of the Board will give the appropriate gesture
 - d. Cadet marches out

Enc c, (Evaluation Sheet) to Chapter 15 (Command Sergeant Major) to CHCORI BATTALION ADMIN SOP

Cadet of the Month/ NCO of the Quarter Evaluation

Cadet: _____ Rank: _____ LET Level: _____
Grader: _____ Rank: _____ LET Level: _____

Section 1: Reporting In (20 total points)

Marching in/ Report In:	0	1	2	3	4	5
Facing Movements:	0	1	2	3	4	5
Military Bearing:	0	1	2	3	4	5
March Out/Report Out	0	1	2	3	4	5

Points: _____/20

Section 2: Uniform (20 total points)

Decorations:	0	1	2	3	4	5
Grooming:	0	1	2	3	4	5
Uniform Press:	0	1	2	3	4	5
Belt & Shoe Polish:	0	1	2	3	4	5

Points: _____/20

Section 3: Mental Evaluation (60 total points)

Category (circle one): General Knowledge Drill Raider Current Event

Question 1:	0	1	2	3	4	5
Question 2:	0	1	2	3	4	5
Question 3:	0	1	2	3	4	5

Total: _____/15

Category (circle one): General Knowledge Drill Raider Current Events

Question 1:	0	1	2	3	4	5
Question 2:	0	1	2	3	4	5
Question 3:	0	1	2	3	4	5

Total: _____/15

Category (circle one): General Knowledge Drill Raider Current Events

Question 1:	0	1	2	3	4	5
Question 2:	0	1	2	3	4	5
Question 3:	0	1	2	3	4	5

Total: _____/15

Category (circle one): General Knowledge Drill Raider Current Event

Question 1:	0	1	2	3	4	5
Question 2:	0	1	2	3	4	5
Question 3:	0	1	2	3	4	5

Total: _____/15

Complete Evaluation: _____/100

Additional Comments:

XVI: COMPANY COMMANDERS*(Cadet CPT)*

- 15-1.** The company commander turns plans into orders to get the job done. The company commander uses common sense action and tries not to worry about making mistakes, **knowing that the greatest mistake is to do nothing when action is required.** By using all available help to accomplish company duties and to keep subordinates informed, assurance that the goals of the mission remain in focus is achieved. The company commander provides the why and how to accomplish the assigned mission and must check and inspect to ensure that what needs to be done is being accomplished. The company commander must be an outstanding leader with plenty of initiative; someone who doesn't wait for another to tell them what to do – they think ahead and plan what is best for the company.

The company commander...

- a. Is responsible for all the company does or fails to do
- b. Keeps the battalion commander apprised of the status of the company at all times
- c. Ensures the company to accomplish its assigned mission in a satisfactory manner
- d. Is proficient in drill & ceremonies

*In the CHCORI Battalion, the company commander in charge of their high school's affairs and cadets

- 15-2.** Duties of the company commander

- e. Command the company at all formations
- f. Ensure that all members of the company know and use the chain of command
- g. Consult the training schedule, study the drill references, and ensure that subordinates are prepared to instruct
- h. Check with the instructor staff prior to formations to obtain any changes or other information to be announced
- i. Seek advice from the battalion commander or the instructor staff when encountering problems to which answers are not known
- j. Execute the orders of the battalion commander even in time of personal disagreement
- k. Conduct short inspection at every formation, making on-the-spot corrections as necessary
- l. Make each cadet an effective member of the team; take an interest in the cadets and their problems – offer advice and help when applicable
- m. Ensure that all members of the company understand and comply with cadet regulations
- n. Keep the company executive officer informed in case of absence
- o. Maintain bulletin board at home school

XVII: The Company Executive Officer*(cadet 2LT)*

17-1 General: The Company Executive Officer is the second in command in a company. This position assumes all responsibilities in the absence of the Company Commander.

17-2 Jobs:

- a) Free the Company Commander from routine details and pass pertinent data, information, and insight from staff to Company commander and from Company commander to staff.
- b) Ensures the Company staff suspenses are met and remains knowledgeable of current status of staff actions.
- c) Responsible for Safety and Risk assessment of all Company events.
- d) Maintain communication with the First Sergeant

17-3 In absence of Company Commander the Company XO will assume the following positions,

- a) Command the Company at the current formation
- b) Ensure that all members of the Company are pursuing The Chain of Command
- c) Conduct short inspection every formation in effort for on-spot corrections
- d) Make each cadet an effective member of their team and take interest in the cadets and their needs

XVIII: COMPANY FIRST SERGEANTS*(Cadet ISG)*

- 18-1.** The Company First Sergeant is responsible to the company commander and responds to the battalion Command Sergeant Major. The company First Sergeant is responsible for company formations, attendance, developing subordinates, unit discipline, and keeping the company commander informed in all matters pertaining to the health and welfare of the company. The First Sergeant is always prepared to assume command of the company.
- 18-2.** Duties of the ISG:
- a. Principle assistant to Battalion CSM
 - b. Supervise other enlisted cadets
 - c. Assist the Battalion Executive Officer and S-1 with administrative duties/details
 - d. Align the companies for battalion formation
 - e. Plan and supervise Physical Training
 - f. Responsible for instructing cadets in individual, squad, and platoon drill
 - g. Always be concerned for cadet welfare
 - h. Drill cadets in general knowledge
 - i. Prepare Flag Rosters (see CSM, Enc a)
 - j. Assist AI/SAI

ANNEX A (History) to CHCORI BATTALION ADMIN SOP

(Updated October, 2022)

The Army Junior ROTC program originated as part of the National Defense Act of 1916. The principle of maintaining national programs of military and citizenship training for young citizens was validated during congressional hearings and Congress passed the ROTC Vitalization Act of 1964. The program continues to exist on two levels; the senior program is taught at colleges and universities and the junior program at high schools.

Previously, any student wanting to take JROTC had to be bussed to Spotsylvania High School. All five of the county's high schools were part of a single JROTC program. However, the program grew along with the desire to expand the county's JROTC program in order to provide greater opportunities for more students, therefore requiring the addition of another unit within the county. Thus the Courtland JROTC program was initially formed as an NDCC unit, but was accepted as a fully recognized and supported JROTC unit before the end of the 2006/2007 school year, as the CHCORI Battalion.

The Courtland High School JROTC program was established under the authority of Public Law 88-64, the ROTC Vitalization Act of 1964, and Army Regulation 145-2. On 10 September 2005, in accordance with Paragraph 1 of General Order #9 from Headquarters Department of the Army, Courtland High School began its JROTC program.

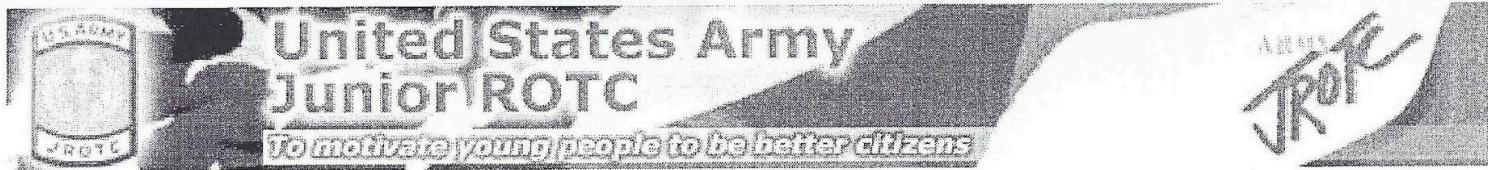
Army JROTC Cadets at Courtland High School are organized into a battalion sized unit. Normally, a Cadet Lieutenant Colonel commands the battalion. Headed by the battalion executive officer, a dedicated staff equipped with unit officers and NCOs assist the battalion commander. As Courtland High School began to organize for JROTC, the cadets determined that they should select a name for their battalion that was of historical significance. They called themselves "CHCORI."

The unit crest for the CHCORI Battalion is a shield that shows each of the CHCORI Battalion's participating high schools colors: blue for Courtland, maroon represents Chancellor, and green for Riverbend. The torch in the middle of the patch represents a continuing quest for knowledge to light our path. While there are many iterations throughout the years, these symbols remain.

The unique composition of the CHCORI Battalion gave rise to a meaningful motto. Three strands bonding together as one are stronger than a single twine. In the same manner, these CHCORI Battalion cadets are stronger because they can draw on the talents and dedication of cadets from three different high schools. Yet, the cadets are one united battalion. The three schools make a single unit. This gives rise to the battalion motto, "CHCORI, As One! HOOAH!"

CHCORI cadets can be proud of their unit. It has a meaningful heritage and has already established a rich history. As cadets of the CHCORI Battalion, they proudly wear their uniforms with a unit crest that has great significance and a shout a motto that has a tangible effect on the morale of the unit; they know that they are in a good place to become better citizens.

CHCORI ETHOS: I will never quit. I will always live by the Cadet Creed. I will never give up on a fellow cadet.

ANNEX B (Welcome Letter) to CHCORI BATTALION ADMIN SOP

Department of the Army
Courtland High School and the Spotsylvania Career & Technical Center (SCTC)
CHCORI Battalion Army JROTC
6713 Smith Station Road,
Spotsylvania, Virginia 22553

Sep 2, 2013

Dear Cadets, Parents, and Friends of JROTC,

Welcome to JROTC for our new cadets and welcome back to JROTC for our experienced cadets. The purpose of this letter is to provide a scope of JROTC, communicate some of the expectations of cadets, to highlight some of the activities, and allow me to briefly introduce myself. JROTC can be the most meaningful high school experience for any student and I'm looking forward to this school year.

The mission of JROTC is to motivate young people to be better citizens. There are a variety of ways to challenge and encourage cadets. JROTC is a unique experience for a high school student. JROTC is a class, but it is also a unit. JROTC has instructors, but is also led by a cadet chain of command. JROTC has an academic emphasis, but also offers physical challenges. Cadets study military customs and courtesies, geography, government, history, communication, health, fitness and leadership. JROTC uses a military structure as a vehicle to teach leadership and responsibility. Mondays and Tuesdays emphasize academics. Uniform day and inspection are on Wednesday or Thursday (whichever day the cadet has JROTC). Fridays are Physical Training (PT) days. There is a \$10 cost for the company PT t-shirt. Cadets must maintain a proper appearance when in uniform (cleanliness, haircuts, clean-shaven, females wear hair up with uniform, etc). Uniforms are issued at no charge, but cadets are responsible for the care and cleaning of their uniform. Cadets will need to purchase black socks and white t-shirts to wear with their uniform. If uniforms are lost or damaged, the cadet/parent may be held liable. Cadets will have the opportunity to advance in rank and earn awards to wear on their uniforms.

JROTC offers several special units or teams for cadets. The Drill Team, Color Guard, Raider Unit, Academic Team, and staff train after school and are a major part of the JROTC experience for many cadets. After school, a shuttle bus transports students from Riverbend and Chancellor to the SCTC for training, but there is not a return bus. Cadets that train after school will need to be picked up at the SCTC at 4:30. Members of these units may travel to several competitions a year and usually compete on Saturdays. There is a role for any cadet that wants to get involved.

There are a number of special activities to mark your calendar for parents and cadets. Come see **JROTC on BACK to School Night, Sep 25, from 5:00-7:00 pm**. This gives you time to visit JROTC at the SCTC and get to your cadet's other high school. The other schools will run Back to School from 6:00-8:00. We have three Mandatory events. We host a Drill Meet at Courtland High School scheduled for Saturday, October 19. There is an Awards Ceremony on Dec 5 at the Riverbend School Auditorium, and our Change of Command/Awards Ceremony is on May 8 at the Courtland High School Gym. All cadets are required to attend these functions. There are several other events that cadets are highly encouraged to attend. The Spotsylvania Parade is on Saturday, Dec 7, the Military Ball is on Friday, March 29 at the Hospitality House, and Organizational/Field Day will be May 9. A list of JROTC activities is enclosed. Additional

Con't ANNEX B (Welcome Letter) to CHCORI BATTALION ADMIN SOP

activities will be added as we get further into the school year. Parents and cadets can keep current by visiting our website that includes a calendar at <http://www.chcori.com>. There is a link at the SCTC web sites as part of the students' drop down list. Additional information will be sent home with the cadets prior to each event.

We have an active Booster Club that supports the CHCORI Battalion cadets. These dedicated parents are always looking for more motivated families to help support the cadets. I encourage every JROTC family to join the CHCORI Boosters. I've included some forms.

Master Sergeant Mallard and I are looking forward to another exciting, active and productive year for JROTC. We are honored that a member of your family has chosen to be part of this JROTC program. If you have any questions or concerns, please contact us at 540.898.2655x6 or email bbarham@spotsylvania.k12.va.us & mmallard@spotsylvania.k12.va.us. Be assured that you are welcome to visit us or accompany our extra-curricular activities. We especially invite you to become actively involved as a chaperone for our out-of-town activities.

Welcome, and welcome back, to JROTC! Please, complete the required forms for JROTC and the SCTC as soon as possible.

CHCORI! As One, HOOAH!



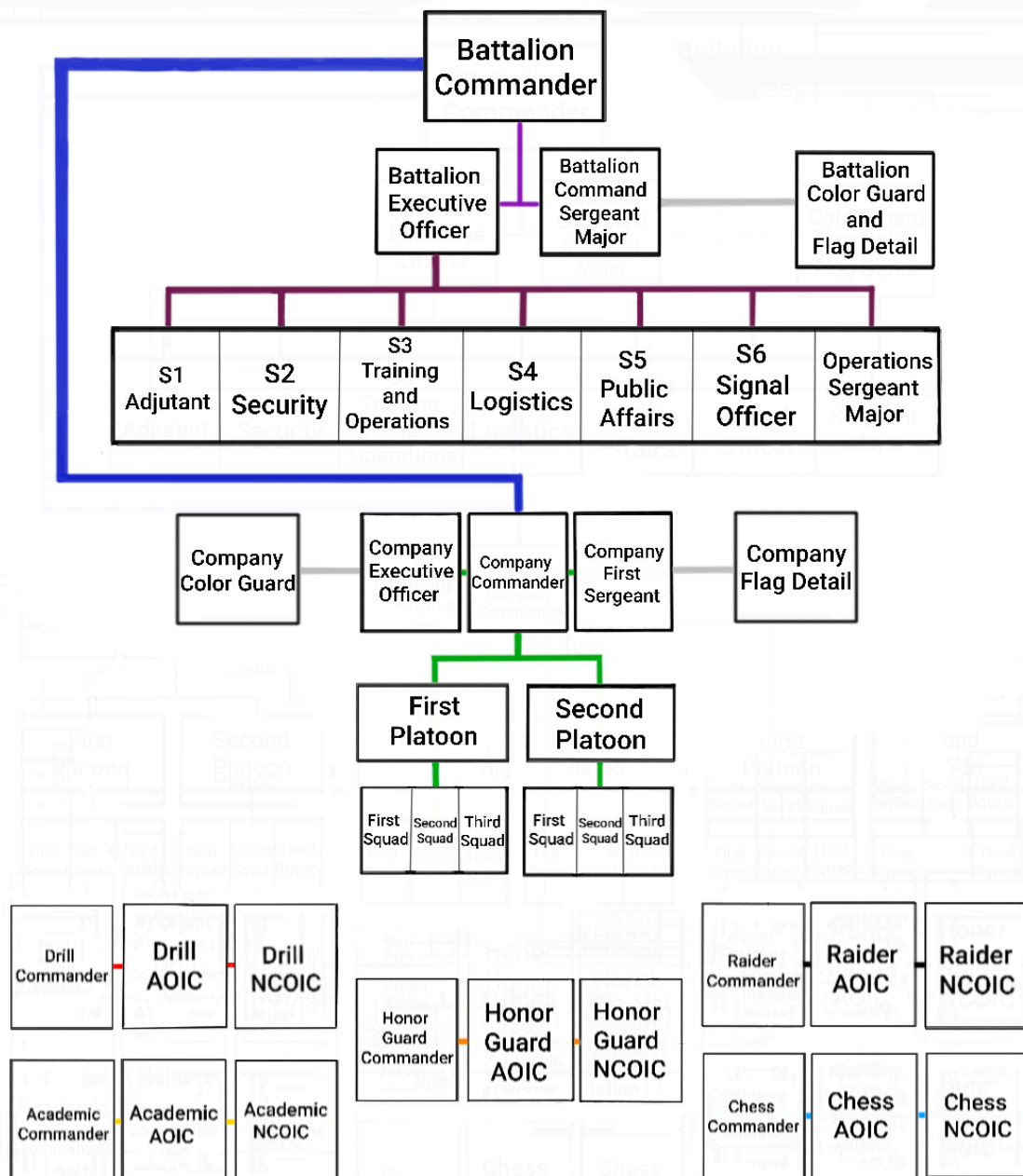
BRIAN D. BARHAM
LTC(R), U.S. Army
Senior Army Instructor

Enclosures

ANNEX C (Battalion Organization) to CHCORI BATTALION ADMIN SOP



CHCORI Battalion Structure



ANNEX D (Contact List) to CHCORI BATTALION ADMIN SOP**Command and Staff Contact List 2015-2016**

<p>Battalion HQ</p> <p>BC: c/LTC Tazman Briganti cell: 540-424-4692 e-mail: bc.chcori.bn@gmail.com</p> <p>XO: c/Maj Alexandra Parent cell: 540-850-4477 e-mail: xo.chcori.bn@gmail.com</p> <p>CSM: c/CSM Mariah Larkin cell: 540-322-6229 e-mail: csm.chcori.bn@gmail.com</p>	<p>NCOIC: c/SFC Will Cather cell: 540-273-4887</p> <p>Asst NCO: c/SFC Rhett Loving cell: 540-621-4955</p> <p>S4: Supply and Logistics s4.chcori.bn@gmail.com</p> <p>OIC: c/1LT Greg Sublett cell: 540-645-3167 e-mail: gsublett97@gmail.com</p> <p>NCOIC: c/SFC Brett Harte cell: 540-395-4244</p> <p>Asst NCO: c/SFC Ryan Woodard cell: 540-604-4724</p> <p>Asst NCO: c/SSG Taylor Samuels cell: 540-419-9578</p> <p>Asst NCO: c/SSG Brandon Hornug cell: 540-903-9543</p>	<p>Alpha Company aco.chcori.bn@gmail.com</p> <p>CDR: c/CPT Matthew Luther cell: (703)-930-8689 e-mail: matterluther@yahoo.com</p> <p>XO: c/1LT Dillon Balda cell: 540-645-1039</p> <p>1SG: c/1SG Avery Bledsoe cell: 540-621-4530 e-mail: aannbledsoe@gmail.com</p>
<p>S1: Personnel s1.chcori.bn@gmail.com</p> <p>OIC: c/1LT Adam Stillabower cell: 540-656-8111 e-mail: supercharger2016@gmail.com</p> <p>Asst OIC: c/2LT Adam Sheldrick cell: 540-455-5401</p> <p>Asst NCOIC: Samuel Foltz cell: 540-632-4877</p> <p>Asst NCO: c/SSG Cameron Hall cell: (540)419-3857</p>	<p>S5: Public Affairs s5.chcori.bn@gmail.com</p> <p>OIC: c/1LT Ace Ventura cell: 813-454-4568</p> <p>Asst OIC: c/2LT Andrew O'Neill cell: 540-623-9129</p> <p>NCOIC: c/SFC Morgan Blackwelder cell: 540-604-0511 e-mail: mhb61199@gmail.com</p> <p>Asst NCOIC: c/SFC Jeffrey Bartolucci cell: 540-847-2777 e-mail: bartoluccis@comcast.net</p> <p>Asst NCO: c/SSG Daniel Ford cell: 540-419-7081</p>	<p>Bravo Company bco.chcori.bn@gmail.com</p> <p>CDR: c/CPT Hunter O'Dell cell: 540-841-6872</p> <p>XO: c/1LT Garrison Proudfoot cell: 540-207-6963 e-mail: Garrison@Proudfoot.email</p> <p>1SG: c/1SG Hayden Grant cell: 540-656-7959 e-mail: hjgrant24@gmail.com</p>
<p>S2: Security s2.chcori.bn@gmail.com</p> <p>OIC: c/1LT Sara McKishen cell: (804) 867-7811 e-mail: smckishen-03@spotsylvania.k12.va.us</p> <p>NCOIC: c/SFC Chandler Mosher cell: 404-791-3095</p> <p>Asst NCO: c/SSG Aidan Cancasi cell: 540-322-6959</p>	<p>S6: Communications s6.chcori.bn@gmail.com</p> <p>OIC: c/1LT Autumn Jolly cell: 540-958-2393</p> <p>NCOIC: c/SFC Elijah Beckham cell: 540-724-1996 e-mail: Elijahbeckham24@yahoo.com</p>	<p>Charlie Company cco.chcori.bn@gmail.com</p> <p>CDR: c/CPT Juan Marnboyo cell: (540) 538-1742 email: emmanuelmarnboyo@gmail.com</p> <p>XO: c/1LT Elijah Abernathy cell: 703-389-0436</p> <p>1SG: c/1SG Chris Smith cell: (540) 848-4516 e-mail: ncdoritos@gmail.com</p>
<p>S3: Training and Ops s3.chcori.bn@gmail.com</p> <p>OIC: c/1L Caleb Thorburn cell: 540-273-1668</p> <p>Asst OIC: c/2LT Greg Fleck cell: N/A</p>		<p>Drill Team drill.chcori.bn@gmail.com</p> <p>CDR: c/1LT Kyle Weaver cell: (540) 498-8639 e-mail: kyle1998weaver@gmail.com</p> <p>Raider Team raider.chcori.bn@gmail.com</p> <p>CDR: c/1LT Andre Berryman cell: 540-376-5286</p>

ANNEX E (LAR) to CHCORI BATTALION ADMIN SOP

LEADERSHIP ASSESSMENT REPORT				CADET COMMAND REG 145-3 REQUIREMENTS CONTROL SYMBOL ATCC-122	
PART III - RECORD OF OBSERVATIONS AND COUNSELING			Check here if SPOT REPORT <input type="checkbox"/>		
a. SUMMARY OF OBSERVATION: Summarize most significant observed leadership behaviors. Use sufficient detail to support summary ratings in Parts I and II. Use continuation card if necessary.					
b. COUNSELING: Comment on at least 1 "SUSTAIN" and 1 "IMPROVE" attribute and/or core leader competency as identified in Part I and II. ("IMPROVE" comments are required for each "N" entry in Part I and II). Not required for Spot Report.					
SUSTAIN:					
IMPROVE:					
PART IV - OVERALL NET ASSESSMENT (Circle one)					
RATED CADET NAME		UNIT	DUTY POSITION (Location if Spot Report)		DATE
RATED CADET SIGNATURE		ASSESSOR NAME / INITIALS		CADRE CADET	

CDT CMD FORM 156-4A-R JUL 09 - REPLACES ALL PREVIOUS VERSIONS

NOTE: Signature indicates that counseling was administered as reflected in Part to above, and does not imply agreement with ratings.

ANNEX F (Events/Boosters/Funds) to CHCORI BATTALION ADMIN SOP

Pulling cadets from three separate high schools in Spotsylvania County, the CHCORI Battalion is able to have a presence at many events throughout the school year. There are, however, some mandatory events where every cadet in the CHCORI Battalion is required to attend. These include but are not limited to:

Back-to-School Drill Meet – hosted at Courtland annually (October)
Mid Term Awards Ceremony – host school rotates (November/December)
Change of Command Ceremony – hosted at Courtland annually (May)

Cadets are encouraged to participate in a multitude of events throughout the school year but are not required to attend. These include but are not limited to:

Spotsylvania Winter Parade – Spotsylvania Courthouse (December)
Military Ball – (March)
Organizational (Field) Day – (May)
Raider Competitions – (October-April)
Drill Competitions – (October-April)

Selected cadets attend summer camps such as **PLT** (Primary Leadership Training) and **JCLC** (JROTC Cadet Leadership Challenge).

Service Learning plays a large role in the JROTC program. Cadets participate in a service learning project with the whole battalion. In the past, LET 2's have tutored at-risk students at a local elementary school. LET 3's and 4's participate in service learning projects with their companies, such as holding a book drive or raising awareness for Leukemia Lymphoma as a result of a bowling night and auction.

The CHCORI Battalion JROTC unit is unique in many ways, one of those being the presence of a Booster Club. The CHCORI Battalion Booster Club is headed by a board of dedicated parents who serve 2-year terms holding the positions of President, Vice President, Secretary, and Treasurer. All CHCORI Battalion parents can be members of this club, and are invited to join the Booster Board at their monthly meetings.

With so many cadets and so many events to attend, travel fees to pay, food to buy. The Booster Club plays an integral role in managing funds. They also provide and set-up refreshments at the Back-to-School Drill Meet and Award Ceremonies. Along with the S-5, Booster parents help to organize fundraisers throughout the year including but not limited to:

Car Wash – (2-3 times per year)
DVD Sale – PLT and Year-in-Review videos courtesy of S6 (\$5)
CHCORI Paraphernalia – sweatshirts, t-shirts, magnets, etc (cost varies)

The CHCORI Battalion not only prides itself in its dedicated cadets, but also the dedicated parents and other volunteers who help keep the program running.

ANNEX G (Academic Team) to CHCORI BATTALION ADMIN SOP

1. **General:** The Academic and Leadership Teams are commanded by a cadet officer. This officer oversees the Academic and Leadership teams, neither of which they may be a member of. This officer is assisted by an NCOIC, who can be a member of either team. Each team consists of six cadets (five competitors and one alternate). Questions are answered in a college-bowl style manner, meaning each question is multiple choice and timed. Cadets complete practice rounds individually and rounds for score together as a team. In order to advance to the next level, cadets must score higher than a percentage of other teams. Cadets earn the "Academics" arc for participation in this team.
2. **Uniform** – civilian clothes
3. **Requirements** – To be a member of the Academic or Leadership Team, a cadet must:
 - a) Be a LET 1-3
 - b) Dress for all uniform days
 - c) Be academically motivated
 - d) Be able to attend practices after school (weekly/bi-monthly)
 - e) Be proficient in all core subjects
 - i. Academic – math, reading, history, science
 - ii. Leadership – current events, scenario-based thinking
 - f) Have a positive attitude when working with others
 - g) Have confidence in abilities of self and team
 - h) Be reliable, trustworthy and responsible
4. **Timeline** – College-bowl style schedule of practices/competitions:
 - a) Practice Round for Level 1 (October)
 - b) Team Registration (October-November)
 - c) Level 1 (November)
 - d) Practice Round for Level 2 (January)
 - e) Level 2 (February)
 - f) Championship (June)
5. **Summary** – The Academic and Leadership Teams consist solely of dedicated underclassmen NCO cadets who lead their peers academically. *Additional information can be found in the Academic/Leadership Team binder.*

ANNEX H (Color Guard) to CHCORI BATTALION ADMIN SOP

1. General – There are multiple Color Guard units within the CHCORI Battalion, all overseen by the Cadet Command Sergeant Major. Each Color Guard consists of two riflemen and two to three flagmen (Nation, State, and Unit). The Battalion Color Guard is a sector of the Drill Team and competes during Drill Meets. Company Color Guards preferably consist of LET 3's & 4's and are used for any battalion or company events as requested. Cadets earn the White Cord for participation, the "Color Guard" arc after participating in three events and N-3-6 after participating throughout the year.
2. Uniform – Class A w/ beret or chrome dome, pistol belt, flag holster
3. Requirements – To be a member of the Color Guard, a cadet must:
 - a. Dress for all uniform days
 - b. Be able to attend practices after school (weekly/bi-monthly)
 - c. Have a positive attitude when working with others
 - d. Have confidence in one's own abilities and the abilities of his/her teammates
 - e. Be reliable, trustworthy and responsible
4. Timeline – Color Guard events happen year-round:
 - a) Drill Meets (October-April)
 - b) Homecoming Football Game (October)
 - c) Awards Ceremonies (November/May)
 - d) Parade (December)
 - e) 8th Grade Orientation (February)
 - f) Military Ball (March)
 - g) Graduation (June)
 - h) Other events as requested by schools or other organizations
5. Summary – The Color Guard consists of dedicated cadets who understand the importance of properly presenting the Colors of our nation where requested.

ANNEX I (Drill Team) to CHCORI BATTALION ADMIN SOP

1. General – The Drill Team is commanded by a dedicated senior cadet officer, chosen by the previous year's team members. Drill Team cadets make up units for competitions including inspection, unarmed and armed squad, armed and unarmed platoon, color guard, and occasionally exhibition. Cadets learn how to call and execute the proper commands for each of these events to prepare for competitions.

Cadets earn the red cord in preparation for their first competition and wear it as an active member, the N-3-4 for participation in one competition, and the "Drill Team" arc after participating in three events. Ribbons and other awards may be received at individual competitions.
2. Uniform – practice: civilian clothes; competition: full Class A
3. Requirements – To be a member of the Drill Team, a cadet must:
 - a. Dress for all uniform days
 - b. Be able to attend practices after school (2-3 times per week)
 - c. Maintain "C" or better in core classes
 - d. Maintain overall GPA of 2.3 or higher
 - e. Maintain overall JROTC GPA of 2.7 or higher
 - f. Have a positive attitude when working with others
 - g. Have confidence in abilities of self and team
 - h. Be reliable, trustworthy and responsible
4. Timeline – Drill Team events happen year-round:
 - a) Practices from 1445-1630 twice a week at the SCTC
 - b) Saturday practices before competitions (if necessary)
 - c) Back-to-School Drill Meet (October)
 - d) T.C. Williams Drill Meet (November)
 - e) MLK Drill Meet (January)
 - f) Woodrow Wilson Drill Meet (February)
 - g) Other Drill Meets
5. Summary – The Drill Team consists of dedicated cadets who lead their peers in stationary and marching proficiency and general knowledge. *Additional information and documents can be found in the Drill Team binder.*

ANNEX J (Honor Guard) to CHCORI BATTALION ADMIN SOP

1. General – The Honor Guard is not a competition-oriented unit. It is commanded by a dedicated senior cadet officer, chosen by the outgoing BC, XO, and Company Commanders, approved by the SAI and AI. This commander trains and employs an Honor Guard when needed for events. Along with the S2, the Honor Guard commander maintains the swords and other equipment. Company-level Honor Guard Commanders may be appointed where fit, but all events go through the Honor Guard Commander. Any interested cadet may participate in Honor Guard; the unit is formed specifically for each event.

Cadets earn the orange cord participation in one Honor Guard event and “Honor Guard” arc for two events.
2. Uniform – practice: civilian clothes; event: full Class A
3. Requirements – To be a member of the Honor Guard, a cadet must:
 - a. Dress for all uniform days
 - b. Be able to attend practices after school (prior to events)
 - c. Have a positive attitude when working with others
 - d. Have confidence in abilities of self and team
 - e. Be reliable, trustworthy and responsible
4. Timeline – Honor Guard events can happen year-round:
 - a) Practices from 1445-1630 (2 months before an event)
 - b) Saturday practices before events (if necessary)
 - c) Homecoming Football Games (October)
 - d) **Military Ball** (March)
 - e) Graduation (June)
 - f) Funerals
 - g) Other events as requested
5. Summary – The Honor Guard consists of dedicated cadets who form up on an event-by-event basis to make an appearance at special events, such as the Military Ball.

ANNEX K (Raider Team) to CHCORI BATTALION ADMIN SOP

1. General – The Raider Team is commanded by a dedicated senior cadet officer, chosen by the outgoing BC, XO, and Company Commanders, approved by the SAI and AI. They are assisted by a motivated Raider cadet Officer and NCO, chosen in the same manner. Raider Team cadets practice to compete in the events of: Team PFC, Litter Carry, Rope Bridge, Commander's Event (Logistics Relay), and a 5k Run. Prior to competitions, cadets try out for one of nine slots on two to three teams by completing a PT Test.

Cadets earn the black cord by regularly attending practices. N-3-15 after participating in their first competition, and the "Raider Team" arc after participating in two competitions. Ribbons and other awards may be received at individual competitions.
2. Uniform – practice: PT uniform; competition: Full OCP (with tennis shoes)
3. Requirements – To be a member of the Raider Team, a cadet must:
 - a. Be physically fit
 - b. Dress for all uniform days
 - c. Be able to attend practices after school (2-3 times per week)
 - d. Maintain "C" or better in core classes
 - e. Maintain overall GPA of 2.3 or higher
 - f. Maintain overall JROTC GPA of 2.7 or higher
 - g. Have a positive attitude when working with others
 - h. Have confidence in abilities of self and team
 - i. Be reliable, trustworthy and responsible
4. Timeline – Raider Team events can happen year-round:
 - a) Practices from 1445-1630 twice a week at the SCTC
 - b) Saturday practices before events (Team specific)
 - c) Raiders North (November)
 - d) Manchester Raiders (March)
 - e) Ft. Pickett Raiders (April)
 - f) Other Raider Meets
5. Summary – The Raider Team consists of dedicated cadets who lead their peers in PT, first aid, and land navigation who compete in teams of nine. *Additional information and documents can be found in the Raider Team Binder.*

ANNEX L (Chess Team) to CHCORI BATTALION ADMIN SOP

1. **General:** The Chess Team is commanded by a dedicated senior cadet officer, chosen by the outgoing BC, XO, and Company Commanders, approved by the SAI and AI. They are assisted by a motivated cadet NCO, chosen in the same manner. Cadets are placed into teams based on the practices they attend: home school clubs, Wegmans club. Cadets earn the cyan cord by regularly attending practices. Chess Competition after participating in the CHCORI tournament, and the "Chess Team" arc after participating in two tournaments. Ribbons and other awards may be received at individual tournaments.
2. **Uniform:** practice: civilian clothes; tournaments: CHCORI spirit wear
3. **Requirements:** To be a member of the Chess Team, a cadet must: dress for all uniform days, be able to attend practices, maintain "C" or better in core classes, maintain overall GPA of 2.3 or higher, maintain overall JROTC GPA of 2.7 or higher, be academically motivated, have a positive attitude when working with others, have confidence in abilities of self and team, be reliable, trustworthy and responsible.
4. **Timeline:** Chess Team events can happen year-round: company practices during home school club time, battalion practices 1830-2100 at Wegmans, CHCORI Tournament (November & April), Maryland K-12 Tournament (December), D.C K-12 Tournament (March), and other chess tournaments.
5. **Summary:** The Chess Team consists of dedicated cadets who lead their peers in strategic excellence. *Additional information and documents can be found in the Chess Team Binder.*

ANNEX M (PLT) to CHCORI BATTALION ADMIN SOP

1. General – The purpose of the Primary Leadership Training (PLT) is to provide thirty rising LET 1 cadets a challenging, meaningful, and hands-on training environment to prepare them to be leaders during their LET 1 year. Attendance and completion of all scheduled events earns each PLT cadet the rank of Cadet Private First Class, N-3-14, and the “Summer Camp” arc. These cadets arrive at the SCTC a few weeks before school starts for a five day training consisting of:
 - a. Monday: Intro to JROTC and Personal Appearance
 - b. Tuesday: Leadership and Chain of Command
 - c. Wednesday: Introduction to Drill & Ceremonies
 - d. Thursday: Introduction to Raiders and Cadet Challenge
 - e. Friday: PT Test, Drill Competition, Academic Test, and Graduation
2. Uniform – PT, Class B, and civilian clothes
3. Objectives
 - a. To provide a safe, healthy, and fun training environment that is both physically and mentally challenging
 - b. To provide hands-on training designed to develop leadership, discipline, teamwork, and self-confidence
 - c. To enable existing and new cadets the opportunity to exercise their leadership potential
4. Effect on the Battalion
 - a. Cadet officers and NCOs who can effectively teach classes
 - b. A new cadet staff that figures out how to work together
 - c. Thirty new cadet records already entered in JUMS
 - d. Thirty new uniforms already issued out
 - e. Cadet First Sergeants working with their new cadets
 - f. Cadets in each LET 1 class who have a basic understanding of how JROTC in the CHCORI Battalion works
5. Summary – Although the training is held for rising LET 1's, the existing cadet leadership—all the way down to the squad leader—is tested on its ability to carry out such a project before the school year even begins. These leaders benefit just as much (if not more) than the PLT cadets. *Additional information can be found in the Primary Leadership Training Binder.*

1. General – The purpose of the Army JROTC Cadet Leadership Challenge (JCLC) is to provide JROTC cadets challenging, meaningful, hands-on training in a military environment which develops good citizenship, leadership, and patriotism. Cadets are eligible to be chosen to attend JCLC upon completing their LET 1 year. *In order to hold a high leadership position in the CHCORI battalion, a cadet must have first attended JCLC.* Usually, the CHCORI Battalion will participate in JCLC Eagle at Fort Pickett during the month of June. JCLC introduces cadets to life in a military setting. This camp provides a safe environment for the practical application of good citizenship and leadership techniques.
2. Uniform – PT, Full ACU, and civilian clothes
3. Objectives
 - a. To provide a safe, healthy, and fun training environment
that is both physically and mentally challenging
 - b. To provide hands-on training designed to develop
leadership, discipline, teamwork, and self-confidence
 - c. To enable existing and new cadets the opportunity to
exercise their leadership potential
 - d. To provide adventure training not normally available
 - e. To allow cadets to participate in citizenship-building
exercises
 - f. To give cadets the opportunity to experience living and
interacting with their peers in a military setting
 - g. To take advantage of recreational facilities available in the
area and to have fun
4. Activities – Rappelling, Leadership Reaction Course, Map Reading/Land Navigation, Aquatics/Drown Proofing, Orienteering, Field Day/Picnic, Award/Graduation Ceremony
5. Summary – JCLC allows experienced CHCORI JROTC Cadets to further their leadership skills while making lasting friendships with other JROTC cadets in the region.

1. General – Cadet of the Month is an evaluation that occurs once a month to distinguish the LET 1 cadet who most exemplifies “what right looks like.” It is the responsibility of the Company First Sergeants to nominate the top two LET 1 cadets from their respective companies to go before each board. All winners of Cadet of the Month will be invited to the Cadet of the Year board in May.
2. Procedure – Upon notification of nomination to appear before the Cadet of the Month Board, the cadet will complete mock boards during their study hall (or Cougar AM) with LET 2 cadets. On the scheduled date of the board, nominated cadets will arrive at the SCTC after school in Class B and report to the back room for a briefing. Once all cadets have arrived, an order will be selected and the cadets will each make their way to the board which consists of the President of the Board (Cadet Command Sergeant Major) and Company First Sergeants. The cadet will report to the President of the Board and the evaluation will begin. Failure to keep all information between the board and cadet may result in disqualification.
3. Requirements – To be nominated for Cadet of the Month a cadet to must:
 - a) Be a LET 1
 - b) Dress for all uniform days
 - c) No referrals in JROTC or other classes
 - d) Maintain overall GPA of 2.0 or higher
 - e) Maintain overall JROTC GPA of 3.0 or higher
4. Content – cadets are evaluated on the following:
 - a) Stationary Drill
 - b) Uniform Inspection
 - c) General Knowledge
 - i. Rank Structure
 - ii. Chain of Command
 - iii. Drill & Ceremonies
 - iv. Raider Knowledge
 - d) Current Events
5. Summary – Cadet of the Month rewards LET 1 cadets for being “what right looks like” and having the ability to perform the task above and beyond the call of duty.

1. General – NCO of the Quarter is an evaluation that occurs once a grading period to distinguish the cadet NCO who most exemplifies “what right looks like.” It is the responsibility of the Company First Sergeants to nominate the top two cadet NCOs (c/CPL – c/SFC) from their respective companies to go before each board. All winners of NCO of the Quarter will be invited to the NCO of the Year board in May.
2. Procedure – Upon notification of nomination to appear before the Cadet of the Month Board, the cadet will complete mock boards during their study hall (or Cougar AM) with fellow cadets. On the scheduled date of the board, nominated cadets will arrive at the SCTC after school in Class B and report to the back room for a briefing. Once all cadets have arrived, an order will be selected and the cadets will each make their way to the board which consists of the President of the Board (Cadet Command Sergeant Major) and Company First Sergeants. The cadet will report to the President of the Board and the evaluation will begin. Failure to keep all information between the board and cadet may result in disqualification.
3. Requirements – To be nominated for Cadet of the Month a cadet to must:
 - a. Be a LET 2 (or 3)
 - b. Dress for all uniform days
 - c. No referrals in JROTC or other classes
 - d. Maintain overall GPA of 2.0 or higher
 - e. Maintain overall JROTC GPA of 3.0 or higher
4. Content – cadets are evaluated on the following:
 - a. Stationary Drill
 - b. Uniform Inspection
 - c. General Knowledge
 - i. All COM information
 - ii. Leadership
 - iii. Citizenship
 - iv. Patriotism
 - d. Current Events
5. Summary – NCO of the Quarter rewards cadet NCOs for being “what right looks like” and having the ability to perform the task above and beyond the call of duty.