

General

- a. Junior ROTC Units for military services are authorized by the Reserve Officer Vitalization Act of 1964 (Public Law 88-647 of 13th October 1964- Title 10, U.S. Code, Chapter 102) Department of Defense Directive 1205.13 of 16th June 1982 requires the military service Secretaries to “Sponsor and conduct a Junior ROTC program”. Each of the services currently supports active programs in schools across the country.
- b. The Navy has NJROTC programs in schools across the USA and overseas. Naval Education Training Command (NETC) with headquarters in Pensacola, Florida directs the program for the Navy. NETC has several NJROTC Area Managers, each responsible for the supervision of school programs in several states. RVRHS comes under the Area Four Manager located at NAS Willow Grove.
- c. A student takes on no military obligation of any kind from taking NJROTC, but there are benefits for those interested in going into the military.

II. Instructors

NJROTC teachers are retired officers and non-commissioned officers of the Navy, Marine Corps, or Coast Guard who have been specially certified by the Navy for employment and paid by

the local school board and not by the Navy. Your SNSI and NSI are regular faculty members of RVRHS.

III. Instruction and Credit Awarded

Each NJROTC (or Naval Science) courses carries 5 credits toward graduation from RVRHS. Classes include a number of sections on subjects related to the Navy, science, history and government. The NJROTC 1st year curriculum includes units on U.S. maritime history, leadership, world geography, naval customs, drill, seamanship and a number of other topics. The NJROTC 2nd and 3rd year curriculums include such subjects as oceanography, astronomy and more advanced work on topics covered the 1st year. The NJROTC 4th year curriculum is for students who are able to work more independently and take on the leadership responsibilities of running the NJROTC unit.

IV. Supplies, Uniforms, and Costs

- a. The Navy pays for course materials, uniforms, supplies, and most other items. Each cadet must supply personal items such as white T-shirts, black or navy blue socks, and uniform cleaning and maintenance.
- b. A complete, tailored, naval officer-style uniform is provided free for the use of each cadet and is required to be worn once a week on a designated day. Students must always wear the uniform correctly, as described in this instruction and the Cadet Field Manual. The uniform must be returned

in good condition when enrollment ends. Grooming must meet minimum standards established by the school and the Navy.

V. Benefits of Enrollment

For students interested in obtaining fully paid college scholarships; NJROTC has been successful each year since 1973 in helping RVRHS students obtain ROTC scholarships and academy appointments from all services. Scholarships are worth approximately \$180,000 each and Service Academy appointments that worth over \$300,000 each, are available to qualified RVRHS students. Each year the Naval Science Instructor can nominate students to compete for Navy ROTC and Naval Academy openings and often for openings in other service academies. All five military services give one or two pay grades (ranks) advanced standing for people who enlist after taking JROTC courses for at least two or more years in high school.

VI. Activities

The NJROTC Unit supports a wide range of activities, with the exact number depending on the interests of the students. Each activity is open to any cadet in good standing that wants to take part. All activities will include Operational Risk Management (ORM) or Training Time Outs (TTO), attention to safety. Activities available during the year are:

Academic Team
Physical Fitness Team

Color Guard
Drill Team
Armed Trick Team
Unarmed Trick Team
Awards Banquet
Military Ball
Orienteering
Community Service

You can decide if you want to take part in any of these extracurricular activities and groups based on your interest and how much time you can afford to spend. Most students take part in at least one of the many activities , though it is not required.

Leadership Academy/Mini Boot Camp

These camps are for those extraordinary cadets who have shown their enthusiasm toward leadership in the unit for the upcoming year. Mini Boot Camp stresses PT, teamwork, attention to detail, and respect for authority. The cadets also learn basic leadership skills and a wide assortment of other skills such as knot tying and basic seamanship.

Leadership Academy is where the cadets earn the much coveted Silver Cord. To earn this, the cadet must be able to pass all the physical standards set by the academy and pass the academic test in which leadership skills are taught. During the 2nd week, the cadet will learn advanced navigation and skills necessary to handle a small boat under sail. Each cadet will be evaluated in this leadership position. Help will be provided eagerly by the Drill Instructors as well as all other NJROTC SNSI/NSIs who

are assigned to the camp as instructors. Leadership Academy is for mature and mentally/physically fit cadets who show strong leadership potential.

To be eligible to attend these camps, the cadet must be able to pass the physical fitness standards as stated in the Cadet Field Manual. On the first day of each camp, the cadet will be expected to satisfactorily complete his/her Physical Fitness requirements. Failure to accomplish this requirement will result in a board where the Commanding Officer and Executive Officer of the camp will evaluate the cadet's ability to satisfactorily pass the physical standards upon completion of the week. Each camp has a military boot camp type of atmosphere, starting with reveille at 0500 and taps at 2200. The days are long and the work is hard, but the rewards are many and long lasting. Cadets who have earned the Silver Cord are expected to set the example of being excellent leaders. Inappropriate or unbecoming conduct will jeopardize the privilege of keeping the cord and it may be revoked at the discretion of the SNSI.

VII. Advancement and Awards

- a. NJROTC is the only course in RVRHS that has formal instruction in leadership. Students practice what they learn by running their extracurricular groups and taking charge of many aspects of the NJROTC

program. This opportunity to be "in-charge" is earned over time by participation and hard work. Cadet rank is awarded based on evaluation, conduct, requirements of the unit, and achievement. Increased responsibility normally means increased rank.

- b. There are many awards given for participation and achievement in NJROTC. The unit gives some awards by the school, by local civilians, patriotic groups, and others. All are available for every cadet. Involvement and personal effort are the main requirements.

VIII. Requirements for Enrollment

The general requirements for enrollment or continued enrollment in NJROTC are:

- a. Good conduct
- b. Satisfactory grades
- c. Must be enrolled in high school
- d. Must meet the grooming standards and wear the uniform properly and at all required times

IX. Suggestions

The NJROTC program is constantly changing and improving. Part of that process is brought about by the suggestions of cadets. If a cadet has a suggestion that will benefit the unit or improve a situation for

him/herself or another
cadet, he/she should
verbally, or in writing,
inform the NJROTC
instructors or the unit's
Commanding Officer.

[REDACTED]

informed of the outcome.

General

- a. NJROTC cadets hold a unique place among students at RVRHS. They are easily identified as belonging to a group that stands for honesty, patriotism and living by the rules. Cadets who do not measure up to these ideals will probably not remain in the unit for long. **NJROTC cadets are expected to lead and to follow, at all times, abide by the rules of the school and the unit.**

I. Conduct in School

- a. Teachers and administrators at RVRHS form their opinions about the NJROTC program based on the actions of the cadets they observe. The outstanding reputation of the unit is based in part by the outstanding conduct of the cadets. Teachers have come to expect the best from NJROTC. A cadet who causes trouble in another class can expect the teacher or the Assistant Principal for Discipline to contact the Naval Science Instructor. Students who fail to wear the uniform properly in all classes, are tardy to class, fail to do assigned work, and /or disrupt class, can expect to have their conduct brought to the attention of the Naval Science Instructor. The cadet may lose privileges earned such as the Drill Cord, Silver Cord, rank or staff position. If attempts to correct the problem fail, the cadet might be disenrolled from the NJROTC program without credit.

II. NJROTC General Rules of Conduct

- a. It is impossible to provide a complete set of rules that cover all situations. In general, cadets are expected to be honest, courteous and respectful at all times. The list of expected or prohibited conduct below is

only a guide and not in any way all-inclusive.

- b. **First and foremost**, a cadet is expected to be honest at all times. Failure to do so can result in disciplinary actions including loss of rank.
- c. All legal orders issued by the SNSI/NSI are expected to be followed immediately and completely. Failure to follow a lawful order can result in disciplinary action including loss of rank.
- d. In class, do not talk when the Instructor or another student is talking. If you have something to say, hold up your hand to be recognized.
- e. The NJROTC telephone is available for limited cadet use only with the prior permission of the SNSI/NSI. No long distance or directory assistance (information) calls are to be placed without the permission of an instructor.
- f. No loud talk or boisterous activity is permitted in NJROTC spaces. Violators will be asked to leave without prior warning.
- g. No clothing, personal or other gear is to be left in any NJROTC space without permission of an instructor.
- h. Book bags, purses, etc. are private personal property and no one except the owner is to touch or go into these items without written permission. Any evidence of theft will result in disciplinary action by the school.
- i. On uniform day, a complete and correct uniform is to be worn at all times unless an instructor permits variations. Coats, when worn, are to be buttoned or zipped; covers are to be worn when outside; ties are to be run up to the top of the collar; sleeves are to be rolled down and all buttons buttoned.

RVRHS rules are strictly enforced. In order to have satisfactory conduct in

regulations.

General

- a. This chapter provides guidance to cadets concerning the proper wear of the NJROTC uniform standards, for correct personal grooming and public conduct while in uniform. Each cadet is responsible for knowing and following the standards of grooming, conduct, and uniform wear established here, and by the NETC in the current edition of the Cadet Field Manual. Tips on grooming and uniform are contained in Section II.

I. When to Wear the Uniform

- a. A student's "uniform day" will be designed depending on the cadet's schedule in NJROTC, normally on Tuesday or Wednesday. A special event, such as the Annual Military Inspection, may change the "uniform day" for the week in which it occurs, but any changes will be announced well ahead of the time and put on the schedule board in the classroom. **On the official "uniform day", a cadet must wear a full and complete uniform from the time he/she leaves home in the morning, until he/she leaves after school, unless he/she has received permission to change from the SNSI/NSI in advance. Also the cadet may not wear the uniform with any civilian clothing.** Permission may be granted to change after school for such things as varsity sport practices, jobs or vo-tech classes. If a student expects to check out of school early on his uniform day, goes on a field trip, or does not attend NJROTC class that day; he/she must still wear the uniform until they leave the school grounds.

- b. If a cadet wishes to wear the uniform at another time, such as for an event special to his/her family, he/she should get permission from the SNSI/NSI in advance.

II. Penalty for Not Wearing the Uniform

- a. A cadet, present in school for any part of the day, who does not wear the uniform on the designated day, will receive a military grade of zero for that day.
- b. A cadet in uniform, who does not meet minimum standards for uniform appearance or for personal grooming, will be given a reduced grade for the day.
- c. The only way a zero grade (assigned under paragraph II.a or II.b) can be removed, is for the cadet to wear the uniform properly on the next school day. If he/she wears the uniform the very next day he/she is present in school, the zero will be removed and a new grade of choice, from the instructors will be substituted for the zero. Repeated failure to wear the uniform on the proper day or failure to remove a zero grade more than twice will result in the cadet receiving a failure grade for the marking period.

IV. Borrowing or Lending Uniform Items

- a. Uniforms are issued to a cadet for his/her sole use. Items may not be loaned to another cadet or used by any other person, whether or not they are in NJROTC. A cadet is not permitted to borrow or to be in possession of any item of uniform or other equipment not formally issued to him or her.

V. Return of uniform items

- a. If any uniform item does not fit properly or is too worn to appear satisfactory, it will be replaced at no cost to the cadet. Cadets should see the SNSI/NSI to obtain an alteration slip or to obtain authorization for exchange.
- b. Uniforms must be returned when a cadet is no longer in the NJROTC program at RVRHS. Uniforms accepted for return must be in good condition and reflect only normal wear and tear. Uniform items must be professionally cleaned prior to turning in unless, in the judgment of the SNSI/NSI, these items are not fit for issue to another cadet.

VI. Formal Uniform Inspection

- a. The Annual Military Inspection for the entire unit will be held in the gymnasium at 0800 (8:00am) to 1030 (10:30 a.m.), usually in December.
- b. Inspections will be conducted each uniform day by the SNSI/NSI.

VII. Covers

- a. Covers are required to be brought to NJROTC class on each uniform day and will be worn during marching drills.
- b. Covers will be worn whenever a cadet is located outside. Such as moving between school buildings.
- c. Cadets may **not** wear covers inside any classroom, school, or hallways unless being inspected by the SNSI/NSI.

General

The information in this chapter amplifies the awards section of the Cadet Field Manual and is considered to be the policy of this unit.

I. Eligibility

In order to be eligible for an NJROTC ribbon award, a cadet must meet the criteria for the award as stated in the Cadet Field Manual and be listed as a recipient by the SNSI/NSI. In the event a cadet believes he/she is eligible but has not been listed, he/she should put the facts of the case in writing and submit his/her comments to the SNSI/NSI. If the award in dispute is a team participation award, the team commander's comments must be attached to the cadet's submission.

II. Multiple Awards

A distinctive ribbon will be presented with the first presentation of a ribbon award. The second and any subsequent awards of the same ribbon will be indicated by a metal star(s) of appropriate color, to be worn on the basic ribbon as described in the Cadet Field Manual. While some ribbons may be earned more than eight times, there is no way to display more than eight on the uniform.

IV. Non-NJROTC Awards

Civic, service and school groups make periodic presentations of awards to cadets and some cadets have received ribbon awards from JROTC units of the other services. These outside awards,

when approved for wear by the SNSI/NSI; take precedence after all NJROTC ribbons. They will take precedence in the following order:

- (1) RVRHS special NJROTC ribbons
- (2) JROTC Awards from other services
- (3) Awards from other organizations in alphabetical order of the official name of the presenting organization unless the NSI makes other determination in individual cases.

V. Medals

When an authorized award consists only of a medal, with no corresponding ribbon given, the medal may be worn on the uniform pocket, centered below the ribbon bar(s). Medal awards are to take precedence in alphabetical order of the official title of the issuing organization. A medal and ribbon representing the same award are generally not worn simultaneously as a matter of routine, but on formal or ceremonial occasions, both may be worn. National Rifle Association marksmanship medals for rifle are worn below all other medals. A maximum of two NRA medals may be worn at one time.

VI. Unit Commanders

Commanders of teams and units, for which a ribbon award is given, wear the ribbon of their team on the right side of the chest, above the nametag, in a position comparable to the

ribbons on the left. The ribbon will bear a distinguishing anchor device. If the team commander has also won the ribbon as a team activity member, he/she may continue to wear it in the normal position on the left and will also wear the ribbon with anchor device in its normal position of precedence on their right chest.

VII. Required Wear

NJROTC ribbons and awards become a required part of the uniform when earned. They must be worn whenever a uniform is worn. Ribbons must be kept clean and in good condition or replace. Proper placement of ribbons is described in the Cadet Field Manual.

VIII. Criteria and Precedence of NJROTC Ribbons

The criteria for the award of each of the ribbons are based on that established by NETC in the Cadet Field Manual. In the following listing, the number indicates the order of the ribbon (its precedence rank among ribbons).

1) Meritorious Achievement

Awarded as earned to any cadet who has distinguished himself by outstanding meritorious achievement as determined by the SNSI/NSI and approved by the NJROTC Area Four Manager on a case-by-case basis. The award may be based on a series of events of meritorious service to the unit

or community or a single qualifying act. Any cadet may make nominations for this award to the SNSI/NSI.

2) Distinguished Unit

Awarded as earned to each cadet in good standing in the unit during the academic year in which the unit has qualified as a distinguished Naval School and has been so designated by the NETC.

3) Distinguished Cadet

Awarded annually to the one cadet in each Naval Science Year group who has the highest combined average of academics, leadership, unit involvement, conduct, job performance, and personal appearance as determined by the SNSI/NSI.

4) Honor Cadet

Awarded annually to the cadet in each Naval Science year group whom has the highest school grade point average for the first three quarters of the academic year in which awarded. A lamp device with year-group-distinguished color will be worn on the ribbon when the recipient has an "A" average in Naval Science.

5) Cadet Achievement

Awarded, when earned, to any cadet who distinguished him/herself by outstanding achievement or sustained superior performance. The cadet must exhibit exceptional military aptitude and dedication to the program as well as overall excellence in all facets of NJROTC.

Awarded on a case-by-case basis by the Area Four Manager.

6) **Aptitude**

Awarded annually to each cadet judged by the SNSI/NSI to be in the top 10% of the company in aptitude. The evaluation will be based on a combined average of leadership, conduct, unit involvement, personal appearance and performance of assigned jobs. The highest rated cadet in Naval Science year group will wear a distinguished torch on the ribbon.

7) **Outstanding NS IV Cadet**

8) **Outstanding NS III Cadet**

9) **Outstanding NS II Cadet**

10) **Outstanding NS I Cadet**

Awarded annually to each cadet in each year group who attains an average of 90 or higher in Naval Science and has been issued the Exemplary Personnel Appearance ribbon and is eligible for the Exemplary Conduct ribbon.

11) **Exemplary Conduct**

Awarded annually to each cadet who has demonstrated exemplary conduct in the unit, school and community during the year.

12) **Academic Award**

Awarded to the cadet who meets either of the following criteria:

- a. Awarded annually to the member of the Academic Team who has taken part in at least one formal competition. A silver

lamp device marks this award.

- b. Awarded annually to those cadets who have been named to the RVRHS Honor Roll at least twice during the school year.

13) **Exemplary Personal**

Appearance

Awarded annually to the cadet who has worn the uniform correctly on all required occasions, whose grooming has consistently met the Navy standard, who has received no inspection infractions.

14) **Physical Fitness**

Awarded as earned to the cadets who meets the following criteria:

- a. Demonstrate physical fitness exercise requirements in the Cadet Field Manual. A cadet has the opportunity to earn the ribbon twice a school year.

15) **Participation**

Awarded as earned to the cadet who has participated for one hour or more in each of three separate, non-social NJROTC sponsored events or activities designed by the NSI or operations department.

16) **Unit Service**

Awarded as earned for superior service to the unit. The award may be for sustained service at a level above what is normally required of other cadets, or it may be for a specific act

(acts) of superior service. To be eligible, the cadet must have helped in over one-half of the events, such as clean-ups. (drill team and color guard events do not count.)

17) Community Service

Awarded as earned to a cadet who has participated in at least ten hours of community service that benefitted the community.

18) Drill Team

Awarded when a cadet has competed in three drill competitions.

19) Color Guard

Awarded to the Cadet who has participated in 3 events or 2 competitions during one school year.

20) Rifle Team

Awarded to any cadet in good standing who has entered a competition.

21) Orienteering

Awarded twice a year to a cadet who has entered an organized orienteering competition or who has met the qualifications outlined in the cadet field manual.

22) Recruiting

Awarded as earned to the cadet who is directly responsible for enrolling two new students in the NJROTC program. Participation in two or more formal recruiting presentations to junior high students may be counted for one of these enrollments.

23) Basic Leadership Training

Awarded as earned to the cadet(s) who has successfully completed mini-boot camp,

mini-OCS, NJROTC Leadership Academy or a similar program of training designated by the NJROTC Area Four Manager.

24) Sea Cruise

Awarded as earned to any cadet who has been under way on a ship under the control of the U.S. government by the NSI.

IX. Special Individual Awards:

a. Union League of Philadelphia Good Citizenship Award

Medal and certificate presented annually by the Union League of Philadelphia for multiple junior or senior year cadets who have demonstrated high standards of citizenship, community service, patriotism, loyalty and scholastic achievement. The cadets selected have an opportunity to compete for a \$4,000.00 scholarship sponsored by the Union League.

b. (1) American League

Post 509 Bronze Medal accompanied by a ribbon bar presented annually by American Legion post to a senior, junior, or sophomore cadets who has demonstrated superior scholastic performance and outstanding unit leadership.

(2) American Legion Award
Post 11, Military and Scholastics.

c. Daughters of the American Revolution Award

- Medal is awarded annually to a NJROTC cadet who has demonstrated a high level of patriotism, leadership, and service. A regent Director presents this medal.
- d. **Reserve Officer Association Award**
New Jersey chapter of the ROA annually presents a medal, and certificate in recognition of military efficiency and excellence and unit leadership.
 - e. **Veterans of Foreign Wars Award**
The VFW medal is presented annually to a cadet in recognition of military excellence and unit leadership.
 - f. **Order of Daedalians Award**
The medal set is awarded to an outstanding NS2 cadet who has demonstrated patriotism, love of our country, and service to our nation. They must rank in the upper ten percent of the JROTC class and upper twenty percent of his/her high school class.
 - g. **Military Order of the World Wars Award**
The award is a \$100.00 savings bond presented to a cadet who best exemplifies the spirit of JROTC leadership and JROTC merit.
 - h. **Order of the Purple Hearts Award**
A representative presents the medal and certificate from the Burlington County Chapter of the Military Order of the Purple Heart to a cadet who exemplifies military and scholastic excellence.
 - i. **National Sojourner Award**
A representative presents the medal and certificate for the Benjamin Franklin Chapter #16 to a cadet who exemplifies patriotism and Americanism within the JROTC unit.
 - j. **Sons of the American Revolution Award**
The SAR JROTC medal and ribbon are presented to a cadet selected with a high degree of merit and respect for leadership, soldierly bearing, and excellence.
 - k. **The Navy League Award**
The award is a plaque presented to a cadet who displays qualities of unit integrity, loyalty, citizenship, and scholastic excellence.
 - l. **The Chief Petty Officer Fowler Award**
The award is a plaque, presented by Mr. John Fowler Jr., to a cadet who has displayed qualities of leadership, citizenship, and scholastic excellence.
 - m. **The Army “Military Excellence” Award**
A bronze medallion award is presented to two cadets who have displayed qualities of leadership, military bearing, unit dedication, and scholastic excellence.
 - n. **Military Officer Association of America (MOAA)**
 - o. **Congressman Saxton Award**
 - p. **American Veterans Award**
 - q. **National Guard “Military Excellence” Award:**
NS I, NS II, NS III, NS IV

- r. **U.S. Marine Corps Military Excellence and Leadership Award**
- s. **U.S. Navy Military Excellence and Academic Award**
- t. **Commander Stephen Decatur Award:**
Given to two cadets
- u. **SNSI Special Commendation**

General

NJROTC is a dynamic program, which provides students with an opportunity to get involved in worth while activities and have fun at the same time. However, involvement and fun must not interfere with the primary reason for being in school-which is getting an education. To insure that all cadets who take part in NJROTC extra curricular activities are making satisfactory progress in their academic work, the procedures herein will be used to establish eligibility for participation.

I. Probation

A cadet may be placed in a probation status by the SNSI/NSI based upon grades, attitude, and participation. The SNSI will deal with the cadet on a case-by-case basis.

II. Ineligibility

A cadet declared ineligible may not be an active member of any team and may not take part in any scheduled NJROTC event, that requires missing classes, except with the permission of the SNSI. A cadet is ineligible if any of the following conditions apply:

- a. On probation and fails to show evidence of improvement at mid-term.
- b. Has two or more failing grades on the last report card.

IV. Academic Help

- a. Help on NJROTC material is always available from the instructors or cadet officers during the school day.
- b. Tutoring in other subjects is available on a cadet by cadet basis arranged by the Training Officer.

(“B”) or higher, will be given the

Apprentice.

I. General

- a. Promotions and staff position assignments in NJROTC are based on each individual performance and potential. They must be earned. The SNSI/NSI evaluate a large number of facts concerning each individual cadet before awarding increased rank or assigned job responsibilities. This chapter outlines the standards applied for promotion to each level of cadet rank.
- b. In order to be advanced and/or promoted you must demonstrate:
 - 1) High moral standards
 - 2) Overall good conduct
 - 3) Acceptable appearance in uniform
 - 4) Satisfactory academic achievement in both NJROTC and other school courses.
 - 5) Satisfactory performance in carrying out all assigned NJROTC responsibilities.
 - 6) A reasonable level of participation in NJROTC activities and programs.

Also considered is the grade level of the cadet, the number of years he/she has been in NJROTC, and other factors as determined by the SNSI/NSI.

II. Promotion Path

- a. All cadets start as c/Seaman Recruit. Promotion is based on performance and time in the unit.
- b. At the end of their first grading period in NJROTC, NS1 cadets with a NJROTC grade of 85

- c. At least two times a year, a complete evaluation of assignments and rank will be made by the SNSI/NSI. All criteria listed in paragraph II.b will be used and cadets must meet minimum academic standards set forth in paragraph III.b before being considered for promotion.
- d. The cadet staff will evaluate itself. The Executive Officer will evaluate the department heads, the department heads will evaluate the officers in their departments and the enlisted staff will be evaluated by their respective superior officer. The Commanding Officer will then present this data to the SNSI/SNI.

III. Minimum Academic Performance

- a. Promotion in NJROTC normally leads to the assumption of increased responsibilities and need to devote time outside of class hours to NJROTC projects. However, these responsibilities must not interfere with satisfactory performance in the classroom. It is therefore necessary for those who attain higher rank and assume time-consuming jobs meet certain minimum standards as listed below.
- b. The following MINIMUM grades based on the previous nine-week's report card, are

required before a cadet will be considered for promotion.

Promotions from SN to PO1, and CPO and above, require a “B” average in NJROTC, and a “C” average in all other subjects.

IV. Promotion Procedures

New rank insignia will be issued to those being promoted, upon return of the old insignia. Assignment to a new position requires that the cadets complete all work underway in his/her previous job and properly turn over all responsibilities to his/her relief. It is up to each cadet to find out who his/her new supervisor will be and report for duty.

General

In order for NJROTC to support a large number of teams and activities, there must be an effective and functioning cadet organization to manage the day-to-day operations of the unit. This instruction provides guidance and minimum performance standards for those assigned this responsibility. All activities will include Operational Risk Management (ORM) or Training Time Outs (TTO), attention to safety..

I. Staff Position Assignment

Cadets are assigned duties based on their interests, abilities, and the needs of the unit. Initial assignment will normally not occur until the cadet has been enrolled for one year. Cadets can expect to be assigned a variety of jobs as they progress so that they will have a better understanding of the unit. Cadets who wish to be considered for a specific job, or request a change in jobs, should notify the Executive Officer of the unit in writing indicating why they desire recommendation for the staff position.

II. Duties and Responsibilities not covered

- a. This chapter is not intended to provide detailed instructions for every situation or to limit cadet initiative. Cadets are expected to use it as a guide and set a minimum requirement. Cadets in the chain of command are responsible for the fulfillment of their own listed tasks and for the tasks assigned to cadets under them.
- b. The duties outlined below are organized generally in accordance with the chain of command. For a clearer picture of command lines, however, it

Organization Chart in Appendix A.

- c. A number of cadets will be assigned to tasks for which there are no written guidelines, such as assistant to an assigned position. It is the duty of the assistant to assist that person and take charge in his/her absence. Other jobs, which have no written descriptions, are almost exclusively in support of a unit or individual for which guidance is provided. Cadets are expected to know the tasks of the unit or section to which they are attached and to be prepared to assist as required.

III. Evaluation

Evaluations will take place as indicated in chapter five-II.c,d. The SNSI/NSI evaluation becomes a part of the military grade of cadets. How well the cadet fulfills the requirement of his/her job and how well he/she guides and instructs his/her subordinates are major evaluation factors.

IV. Commanding Officer

Under the supervision of the SNSI/NSI, the Commanding Officer is responsible but not limited to the following tasks and activities.

- a. Act as the official liaison between the cadet company and the SNSI/NSI on all matters relating to the functioning of the company.
- b. Take actions, to involve the maximum number of cadets in NJROTC activities.
- c. Ensure that all new cadets are provided personalized orientation assistance during their first semester in the program.

- d. Represent the company in school bodies where it is appropriate.
- e. Ensure that all military formation, ceremonies, and routines are planned and executed in a proper fashion.
- f. Be familiar with the duties and responsibilities of all cadet officers and be prepared to comment in writing on the performance of each officer.
- g. Cause to be investigated, all matters of cadet misconduct and recommend specific corrective action to the SNSI/NSI for each case. **No punishment of any kind is to be administered by the C.O.**
- h. Be aware of and ensure coordination of all company activities to ensure that conflicts and omissions are minimized.
- i. Ensure that all officers are properly trained to conduct personnel inspections and that a sufficient number are nominated in advance of each inspection.
- j. Carry out such other duties as may be assigned by the SNSI/NSI.

V. Executive Officer

Under the supervision of the SNSI/NSI and Commanding Officer, the Executive Officer is responsible but not limited to the following tasks and activities.

- a. As the senior staff officer, supervise and coordinate the activities of the staff and preside over staff meetings.
- b. Perform such other tasks as may be assigned by the SNSI/NSI/CO.

- c. The Executive Officer will act as a liaison between the C.O. and the rest of the cadet company. The Executive Officer will present any issues to the Commanding Officer.
- d. The Executive Officer will assist the Commanding Officer in all cases to be investigated of cadet misconduct and make recommendations as to the proper corrective action.
- e. The Executive Officer will collect the staff evaluations from all department heads and present them to the Commanding officer.
- f. The Executive Officer will collect meeting sheets from the department heads in order to keep conflicts from arising between departments.

VI. Command Master Chief

Under the Supervision of the SNSI/NSI, Commanding Officer and Executive Officer, the Command Master Chief is responsible but not limited to the following tasks and activities.

- a. Reporting to the Commanding Officer on all issues that occur within the enlisted.
- b. Leading meetings with the enlisted staff members to teach leadership, time management bearing and the meanings of honor, courage and commitment.
- c. Assist in but make no decisions concerning the advancement of enlisted staff.
- d. The Command Master Chief will assist the Commanding Officer in all cases to be investigated of cadet misconduct involving enlisted personnel and make recommendations as to the proper corrective action.

VII. Training Officer

Under the Supervision of the SNSI/NSI, Commanding Officer and Executive Officer, the Training Officer is responsible but not limited to the following tasks and activities.

- a. Assist the Commanding Officer and Executive Officer in any facet necessary.
- b. Establish and maintain academic assistance teams to provide help to cadets with academic problems.
- c. Keep and write up minutes of all staff meetings. After the minutes have been approved by the CO/XO, distribute copies to each officer and the SNSI/NSI. Keep a file of all minutes.
- d. Run a competitive academic and orienteering team.
- e. All activities will include Operational Risk Management (ORM) or Training Time Outs (TTO), attention to safety.

VIII. Aide to the SNSI

Under the Supervision of the SNSI/NSI, Commanding Officer and Executive Officer, the Aide to the SNSI is responsible but not limited to the following tasks and activities.

- a. Assist and help the SNSI in any job they need help with.
- b. Assist the SNSI to keep the unit running smoothly.
- c. This cadet answers directly to the SNSI but is expected to listen to the CO/XO.

IX. Operations Department Head

Under the Supervision of the SNSI/NSI, Commanding Officer and Executive Officer, the Operations Department Head is responsible but

not limited to the following tasks and activities.

- a. The coordination of all events that are not under the jurisdiction of other departments.

1. Field Trips

2. NJROTC Social Events

3. Military Ball

4. Annual Awards Banquet

- b. When directed by the CO/XO investigates all reports of cadet misconduct and makes recommendations in writing as to the proper corrective action.
- c. Submit Bi-weekly reports to the CO/XO in order to keep them informed.
- d. Submit meeting sheets at least one week in advance to the Executive Officer in order to give the CO/XO time to organize meetings.
- e. Conduct Staff evaluations quarterly and turn them in to the Executive Officer in order to properly reward subordinates' achievement.

X. Fundraising Officer and Enlisted

Under the Supervision of the SNSI/NSI, Commanding Officer , Executive Officer and the Operations Department Head, the Fundraising Staff is responsible but not limited to the following tasks and activities.

- a. The coordination of all events related to fundraising.

1. Coin Drops

2. Any event to raise money

- b. The maintenance of a money log, specifically, a log of all money made by the fundraising team.

XI. Community Service Officer and Enlisted

Under the Supervision of the SNSI/NSI, Commanding Officer ,

Executive Officer and the Operations Department Head, the Community Service Staff is responsible but not limited to the following tasks and activities.

- a. The coordination all of events related to Community Service
- b. The maintenance of all hours earned by all the cadets at each event.

XII. Administration Department Head

Under the Supervision of the SNSI/NSI, Commanding Officer and Executive Officer, the Administrative Department Head is responsible but not limited to the following tasks and activities.

- a. Establish a system to ensure that personal data on file is current, with paper copies and in the computer system- JUMS.
- b. Ensure that all correspondences and forms within the company are prepared in accordance with the Navy Correspondence Manual or other standards adopted by the SNSI/NSI.
- c. Assist the SNSI/NSI, CO/XO, and Operations in all preparation of all required reports.
- d. When directed by the CO/XO investigates all reports of cadet misconduct and makes recommendations in writing as to the proper corrective action.
- e. Submit Bi-weekly reports to the CO/XO in order to keep them informed.
- f. Submit meeting sheets at least one week in advance to the Executive Officer in order to give the CO/XO time to organize meetings.
- g. Conduct Staff evaluations quarterly and turn them in to the

Executive Officer in order to properly reward subordinates' achievement.

- h. Ensure all technological systems such as the NJROTC computers and printers are updated and fully optional.

XIII. Administrative Officers and Enlisted

Under the Supervision of the SNSI/NSI, Commanding Officer, Executive Officer and the Administrative Department Head, the Administrative Staff is responsible but not limited to the following tasks and activities.

- a. Assisting the Administrative Department Head in any tasks he/she needs help with.
- b. Helping input information in to the computer system Jums when the Administrative Department Head is not present.

XIV. Webmaster

Under the Supervision of the SNSI/NSI, Commanding Officer, Executive Officer and the Administrative Department Head, the Webmaster is responsible but not limited to the following tasks and activities.

- a. Updating the Website on a regular basis
- b. Ensure that all media release forms are submitted.
- c. Work With the Public affairs department to find new and innovative ways to advertise the unit.

XV. Public Affairs Department Head

Under the Supervision of the SNSI/NSI, Commanding Officer and Executive Officer the Public Affairs Department Head is responsible but

not limited to the following tasks and activities.

- a. Ensure that press released and/or articles are prepared and submitted to the SNSI/NSI for approval and then submitted to the appropriate news media for each time an event of interests is scheduled and/or takes place. Media to be considered will include as a minimum local newspaper, school publications, and local TV and radio stations.
- b. Establish a system, which will ensure positive contact by a PAO member with each NJROTC group likely to have newsworthy activities.
- c. Establish communications with parents though the publication of a newsletter at least once per school term, and other means as appropriate.
- d. Ensure that comprehensive files for PAO-related material are established and maintained. As a minimum, the following files are to established:
 1. NJROTC news releases and list of media to which submitted.
 2. Copies of all news letters/stories mentioning NJROTC or NJROTC cadets.
 3. NJROTC Newsletter and Newspaper. (The Scuttlebutt)
 4. Photographs of NJROTC activities arranged by subject and properly labeled as to date, event, and persons involved.
- e. Arrange for publicity for NJROTC activities, including annual inspection, fund-raising events, social events, and projects.

- f. Ensure that the NJROTC pages in the yearbook properly reflect the activities of cadets by working with the yearbook staff on the yearbook.
- g. When directed by the CO/XO investigates all reports of cadet misconduct and makes recommendations in writing as to the proper disposition.
- i. Submit Bi-weekly reports to the CO/XO in order to keep them informed.
- j. Submit meeting sheets at least one week in advance to the Executive Officer in order to give the CO/XO time to organize meetings.
- k. Conduct Staff evaluations quarterly to the Executive Officer in order to properly reward subordinates' achievement.

XVI. Public Affairs Officers and Enlisted

Under the Supervision of the SNSI/NSI, Commanding Officer, Executive Officer and the Public Affairs Department Head the Public Affairs staff is responsible but not limited to the following tasks and activities.

- a. Writing articles as assigned by the Public Affairs Department Head.
- b. Submit all articles on time to the Public Affairs Department Head.

XVII. Supply Department Head

Under the Supervision of the SNSI/NSI, Commanding Officer and Executive Officer the Supply Department Head is responsible but not limited to the following tasks and activities.

- a. Ensure that an accurate record of all materials issued to each cadet

- is maintained, which consists of paper copies and in JUMS.
- b. Ensure that the supply portions of the storeroom are kept clean, neat and organized at all times.
- c. Use all assigned personnel in the most efficient manner to handle initial outfitting each fall and turn-in each spring.
- d. Inform the SNSI/NSI of items which need to be ordered because of high usage and/or short supply.
- e. Ensure that an accurate wall-to-wall inventory is conducted when required by the SNSI/NSI.
- f. When directed by the CO/XO investigates all reports of cadet misconduct and makes recommendations in writing as to the proper disposition.
- g. Submit Bi-weekly reports to the CO/XO in order to keep them informed.
- h. Submit meeting sheets at least one week in advance to the Executive Officer in order to give the CO/XO time to organize meetings.
- i. Conduct Staff evaluations quarterly to the Executive Officer in order to properly reward subordinates' achievement.

XVIII. Supply Officers and Enlisted

- Under the Supervision of the SNSI/NSI, Commanding Officer, Executive Officer and Supply Department Head the Supply Staff is responsible but not limited to the following tasks and activities.
- c. Assist the Supply department Head in any tasks they need done.
 - d. Assist the SNSI/NSI with the distribution of uniform items in

the absence of the Supply Department Head.

XIX. Drill Team Department Head

Under the Supervision of the SNSI/NSI, Commanding Officer and Executive Officer the Drill Team Department Head is responsible but not limited to the following tasks and activities.

- a. To manage and supervise the sub-department heads and teams that compete and perform.
- b. To manage and supervise the training of New Cadets.
- c. To schedule and implement an agenda for Drill Team meetings.
- d. Provide technical guidance, direction and training for Platoon Commanders.
- e. Report to the Commanding Officer, as adjutant, during the Annual Military Inspection.
- f. Keep records of attendance at drill practice for accountability.
- g. When directed by the CO/XO investigates all reports of cadet misconduct and makes recommendations in writing as to the proper disposition
- h. Submit Bi-weekly reports to the CO/XO in order to keep them informed.
- i. Submit meeting sheets at least one week in advance to the Executive Officer in order to give the CO/XO time to organize meetings.
- j. Conduct Staff evaluations quarterly to the Executive Officer in order to properly reward subordinates' achievement.
- k. All activities will include Operational Risk Management (ORM) or Training Time Outs (TTO), attention to safety.

XX. Armed Drill/Unarmed Drill/Color Guard Commander

Under the Supervision of the SNSI/NSI, Commanding Officer, Executive Officer and the Drill Team Department Head the Drill Staff is responsible but not limited to the following tasks and activities.

- l. Be prepared to meet all scheduled appearances and to react at short notice to requests for special appearances.
- m. Work with the Drill Team Department Head to establish practices schedules, which will cause least inconvenience to cadets, their families, and the school and result in the greatest training value. This information will be given to the Drill Team Department Head.
- n. Work with the SNSI/NSI and Drill Team Dept. Head to schedule when the recruiting trips will be executed at the local middle schools.
- o. Team commanders will be held responsible for knowledge of the contents for the Drill and Ceremonies Manuals in reference to their teams.
- p. Each routine must be approved by the SNSI/NSI prior to being shown in public.
- q. Keep a record of attendance and performance of each cadet in regards to their own sub-department.

XXI. P.T. Captain

Under the Supervision of the SNSI/NSI, Commanding Officer, Executive Officer and the Drill Team Department Head the Drill Staff is responsible but not limited to the following tasks and activities.

- a. Conduct tryouts for all athletic competitions at least four weeks in advance of the scheduled time of the meet.
- b. Keep a record of attendance and the performance of each cadet participating in athletics practices.
- c. All activities will include Operational Risk Management (ORM) or Training Time Outs (TTO), attention to safety.

XXII. Ordnance Officer

Under the Supervision of the SNSI/NSI, Commanding Officer, Executive Officer and the Drill Team Department Head the Drill Staff is responsible but not limited to the following tasks and activities.

- a. Under the direction of the Drill Team Dept. Head, establish and oversee all operations of the Armory. Report any violation of these operations to the CO/XO/Drill Team Dept. Head and SNSI/NSI immediately.
- b. Assign assistants, which will assist in issuing and returning practice rifles during drill team practices.
- c. Weekly check each piece of equipment for the proper fitting of all screws and bolts. Correct all discrepancies. Report to the Drill Team Dept. Head all discrepancies and the reason the piece of equipment is unsatisfactory.
- d. Notify the SNSI/NSI of all discrepancies which need to have parts purchased such as mast heads, flag posts, etc.
- e. Establish proper protocol for the issuing and receiving of any items from the Armory. Ensure

- that all assistants are properly trained.
- f. Count all equipment at the end of each training day and keep a thorough record of equipment signed out by drill team members.

XXIII. Platoon Commander

Under the Supervision of the SNSI/NSI, Commanding Officer, Executive Officer and the Drill Team Department Head the Drill Staff is responsible but not limited to the following tasks and activities.

- a. A thorough knowledge of the individual, squad, and platoon drill, and sword manual portions of the Drill and Ceremonies Manual is required.
- b. Take steps necessary to ensure the platoon is prepared for the Annual Military Inspection and for any other function where basic drill skills are required.
- c. Take charge of the assigned platoon for all inspection practices and annual inspection.
- d. Take attendance at all inspection practices and annual inspection. This information will then be given to the Administrative Department Head.

XXIV. Drill Commander

Under the Supervision of the SNSI/NSI, Commanding Officer, Executive Officer and the Drill Team Department Head, the Drill Staff is responsible but not limited to the following tasks and activities.

- g. Under the direction of the Drill Team Dept. Head, assist in establishing a competitive team of new cadet drill members
- h. Help Support Drill Team Department Head with the

management of the current veteran drill team, by being an active member in the veteran drill team and by assisting the Drill Team Department Head with running practices.

- i. Participate in all drill competitions, unless extenuating circumstances arise, by helping the Drill Team Department Head run the competition smoothly.
- j. Act as a platoon Commander at the Annual Military Inspection.
- k. Have an up to date knowledge of all drill information mentioned in the orange manual and Marine Corps Drill and ceremonies manual.

● **The NJROTC staff is under the direction of the SNSI and was chosen based on their exemplary performance. All NJROTC staff members are expected to set the example in and out of the uniform.**

● **Staff positions may be created or eliminated at the discrepancy of the SNSI based on the needs of the unit.**