



Central Crossing High School NJROTC Standard Operating Procedures (SOP)

Central Crossing High School NJROTC Standard Operating Procedures (SOP) Table of Contents

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Section I. NAVAL JUNIOR RESERVE OFFICER TRAINING CORPS PROGRAM (NJROTC)

101. AUTHORIZATION. The Naval Junior Reserve Officers Training Corps (NJROTC) was established in 1964 under authority of Public Law passed by the U.S. Congress. The NJROTC program is administered by the Naval Service Training and Command (NSTC) and locally supervised by the NJROTC Area Three Manager located at Naval Station Great Lakes, Illinois.

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

- A. *To promote patriotism.***
- B. *To develop informed and responsible citizens.***
- C. *To promote habits of orderliness and precision.***
- D. *To develop a high degree of personal honor, self-reliance, individual discipline, and leadership.***
- E. *To promote an understanding of the basic elements and requirements for national security.***
- F. *To develop respect for and an understanding of the need for constituted authority in a democratic society.***

103. ACADEMIC EXPECTATIONS. Each cadet is expected to do the best work of which he/she is capable. Cadets who do not attain and maintain a passing grade will not be promoted and are subject to a reduction in their current rank as determined by the Senior Naval Science Instructor (SNSI) and Naval Science Instructor (NSI). As a cadet, you are required to satisfactorily complete assignments,

present written and oral reports, and participate positively in the classroom. Your own sincere interest, effort, positive attitude, and initiative are a measure of success attained. Enthusiasm and cooperation will result in your development and improvement. The high NJROTC standards will help you be successful in your life's goals. The SNSI and NSI, as well as other cadets, will assist you in attaining goals that you set for yourself.

- 104. ENROLLMENT REQUIREMENTS.** To be eligible for enrollment and continuance in the NJROTC program, a student must:
- A. Be a citizen of the United States, a U.S. National or an exchange student at Central Crossing High School.***
 - B. Be enrolled in and attending a regular course of instruction at Central Crossing High School.***
 - C. Wear the prescribed uniform weekly for inspection.***
 - D. Participate in all after-school cadet activities that are designated as "Graded Events".***
 - E. Adhere to all aspects of the Navy's Core Values (Honor, Courage, Commitment).***
 - F. Be of good moral character as determined by the Principal and the Naval Science Instructors.***
 - G. Be physically fit to participate in NJROTC training. A student is considered physically fit if he/she can participate in Central Crossing High School's physical education program and comply with applicable Navy policies.***
 - H. Be approved by the Naval Science Instructors with the concurrence of the Principal.***
 - I. Comply with personal grooming standards while in uniform.***
 - J. Turn in all required paperwork supplied to each cadet upon entrance into the NJROTC unit (risk screening/release form/physical form).***

105. PROGRAM BENEFITS. For actively participating cadets, the biggest benefit to be gained from the NJROTC program is personal growth and development. Personal growth and development makes a cadet a better-informed and more responsible citizen. Other program

benefits include:

A. *Advanced paygrade enlistment in the Armed Services.* A certificate of completion for the appropriate level of NJROTC curriculum will be issued by the Naval Science Instructors for each cadet at the end of their NJROTC career upon request.

1) Students who complete two years of Naval Science and receive a letter of recommendation from the Naval Science Instructors are entitled to enlist in any of the United States Armed Services and the United States Coast Guard at the paygrade of E-2.

2) Students who complete three/four years of Naval Science and receive a letter of recommendation from the Naval Science Instructors are entitled to enlist in any of the United States Armed Services and the United States Coast Guard at the paygrade of E-3, except the United States Marine Corps (E-2).

B. *Naval Academy Nomination.* Students who successfully complete the NJROTC program may compete for a nomination and appointment to the U.S. Naval Academy under the NJROTC quotas. To compete for an appointment under this program, each qualified cadet must meet the following minimum criteria:

1) Have successfully completed three years of NJROTC by the end of their senior year.

2) Must be a citizen of the United States.

3) Must be of good moral character.

4) Must be at least 17 and less than 22 years of age by 1 July of the year he/she enters the Academy.

5) Must be unmarried and have no children.

6) Must be recommended by the Senior Naval Science Instructor.

All interested cadets should make their intentions known to the Naval Science Instructors no later than spring of their junior year. Additionally, they should contact the Superintendent (Cadet Guidance Officer), U.S. Naval Academy, Annapolis, MD 21402 and request a pre-candidate questionnaire.

C. *ROTC Scholarships.* Participation in the NJROTC program supports application for a full NROTC scholarship. Those cadets actively participating in the NJROTC program who complete three years in the

program and who have demonstrated above average traits of leadership, citizenship, scholarship, athletic ability, and military bearing may be nominated for a four-year NROTC scholarship by the Senior Naval Science Instructor.

D. *Other service academy appointments/ROTC scholarships.* The Naval Science Instructors will provide assistance, information, and letters of recommendation to deserving cadets who are interested in applying for these programs.

106. CURRICULUM. The NJROTC instructional/classroom school week is normally divided into three days of academics, a personnel inspection day, and a day of physical fitness. Naval Science is an elective course with one unit of credit earned per semester completed. A summary of the normal four-year Naval Science curriculum is as follows:

Naval Science I

Intro to NJROTC / American Government

Physical Fitness / U.S. Navy

First Aid / Citizenship

Career Planning / Leadership

Naval Science II

Leadership / Maritime Geography

Physical Fitness / Oceanography

Naval History / Astronomy

Physical Science / Meteorology

Naval Science III

Leadership / National Security

Physical Fitness / Marine Navigation

Military Law / Ship Construction

International Law / Naval Weapons & Aircraft

Naval Operations

Naval Science IV

This course will vary from year to year depending on the number of Naval Science IV cadets, their class schedule, and their capabilities. It is designed to enhance the cadet's leadership skills and prepare the cadet

for the transition to future leadership roles as a citizen. It will count as an elective credit toward graduation. This level of instruction stresses the practical application of leadership, staff, and command skills.

Participants will direct all NJROTC teams and activities, tutor academic classes and compete in/support NJROTC meets. Cadets will practice management techniques involving inventory control, reports, personnel directories, and records management. Cadets will direct school support and community service activities. Participation in these areas of instruction will be at the discretion of the Naval Science Instructors.

Selection to this level of instruction will be based on demonstrated high levels of honor, courage, commitment, academic achievement, leadership ability, personal responsibility and physical fitness as determined, and hand selected, by the SNSI/NSI.

107. WEEKLY CLASS ROUTINE.

Monday- Academics

Tuesday- Academics

Wednesday- Uniform Inspection

Thursday- Leadership

Friday- Physical Fitness (graded for participation in team sports)/Misc.

108. WEEKLY SCHEDULE. A weekly schedule of events to include team practices, uniform inspections and cadet staff meetings will be prepared by the Cadet Operations Officer and submitted to the Naval Science Instructors for approval. The Cadet Commanding Officer will be responsible for approval of the weekly schedule after he/she briefs the Naval Science Instructors on the proposed schedule.

109. DAILY CLASS ROUTINE. Normally, the NJROTC school week is divided into three days of academics, one day of personnel inspection, and one day of physical training. The classroom or academic days will be used to study the textbooks, give oral and written reports, and study leadership and teamwork techniques.

At the beginning of each class, the class will come to attention and

attendance will be taken. Monthly assignments will be made for raising the flag at the beginning of the day. Assignments will also be made for reciting the pledge of allegiance in the office each morning. At the end of the day, 8th period is responsible for lowering the flag.

Classroom etiquette is a must. Courtesy and respect to all is required.

The Navy core values stand as a guideline both in the classroom and out. All cadets will respond with Sir or Ma'am (or CDR/Senior Chief) to the Instructors and senior cadets (more experienced and higher-ranking cadets).

110. CADET PERFORMANCE RECORD. A Cadet Performance Record is kept for each cadet while he/she is a member of the Central Crossing High School NJROTC program and is maintained for three years after the cadet leaves. It is the responsibility of the Cadet Administrative Officer to keep the individual cadet records current by entering promotions, awards earned, unit assignments, etc. as they occur and as approved by the Naval Science Instructors. The Cadet Administrative Officer has the overall responsibility for ensuring that all cadet records are maintained and up-to-date. If a student transfers to another school and enrolls in a JROTC program, the receiving school may request that the cadet's records be transferred.

111. UNIFORM DAY. Uniforms will be worn one day each week by all NJROTC cadets, normally Wednesday, unless otherwise scheduled. The uniform day is selected by the Naval Science Instructors, not individual cadets. **Cadets will wear the complete uniform all day on uniform day. Uniform wear is a graded activity; failure to comply with the guidelines in this section will result in a grade of zero (0) for that uniform day.** Exceptions to this policy must be approved by the Naval Science Instructors at least two days in advance. Removal of the uniform is authorized for participation in other school activities, i.e., sports, band practice, science labs, etc. Upon completion of these activities, the cadet will redress in uniform until the end of the school day. The uniform is the distinctive dress of a proud and honorable profession, and wearing of the NJROTC cadet uniform should likewise be a matter of pride in self, in unit, in school, in community, and in country. The uniform shall be

kept clean and well-tailored, and if not returned the following year/semester, **will be returned clean and in serviceable condition at the end of the school year.** The uniform must always be worn properly. If a tie is prescribed, it must be worn. If ribbons are prescribed, they must be worn (NJROTC ribbons on the ribbon chart at a minimum). The uniform shall be cleaned/launched after each wearing. Corfam (patent leather) shoes may not be worn in lieu of leather shoes for formal inspections. Name tags are an official part of the uniform and will be worn with each uniform prescribed.

Uniform terminology can be confusing. Here are a couple of phrases you may hear during inspections:

Gig Line: A vertical line on the uniform formed by the edge of the shirt at the buttons, edge of belt buckle, and edge of the fly on the trousers/slacks.

IP: Pieces of thread or unraveled cloth, etc. which stick out from the buttons, buttonholes, rips, seams, etc. They must be trimmed off. Points will be deducted if found.

112. PHYSICAL FITNESS TRAINING DAY. Friday will normally be PT day. All cadets must dress out (dark shorts, gold Navy PT shirts, sneakers/tennis shoes) and participate in physical fitness training, unless excused by an Instructor or with a medical excuse from a doctor. Cadets with a medical excuse will dress out, but not participate. Participation in Friday PT is a graded event worth assigned points and logged in the gradebook. NJROTC is an activity that qualifies for PT credit and as such cadets are expected to participate. Non-participation will result in a grade of zero.

113. PROBATION. The Naval Science Instructors may place on probation any cadet who has academic deficiencies, fails to maintain standards of grooming or wearing of the uniform, fails to wear the appropriate clothing to physical fitness training, or fails to meet established standards of conduct. This action will be taken provided the deficiencies are considered temporary in nature, i.e. the cadet appears to have minimum aptitude and motivation required to correct deficiencies and succeed in the program. Cadets who have been placed on probation

will be notified in writing by the SNSI/NSI, with a copy of the letter for parents/guardians.

114. DISENROLLMENT. Any NJROTC cadet may be disenrolled for failure to meet the terms probation, for failure to correct any deficiencies for which he/she was placed on probation, or for disciplinary reasons as determined by the Naval Science Instructors.

Section II. NJROTC ORGANIZATION

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

Rates and Ranks: The following cadet abbreviations will be used:

Lieutenant Commander C/LCDR

Lieutenant C/LT

Lieutenant Junior Grade C/LTJG

Ensign C/ENS

S/Chief Petty Officer C/CPO

First Class Petty Officer C/PO1

Second Class Petty Officer C/PO2

Third Class Petty Officer C/PO3

Seaman C/SN

Seaman Apprentice C/SA

Seaman Recruit C/SR

202. COMPANY ORGANIZATION. The following is the recommended rank/rate structure for an established company size unit. The Central Crossing High School's NJROTC unit has historically been of company strength. The Naval Science Instructors reserve the right to deviate from the recommended structure (while meeting directives) using their best judgment.

Company

Commanding Officer C/LCDR

Executive Officer C/LT

Operations Officer C/LTJG

Supply Officer/Assistant C/LTJG/ENS

Administrative Officer/Assistant C/LTJG/ENS

Public Affairs Officer C/ENS

Armory Officer C/ENS

Safety/ORM Officer C/ENS/CPO

Training Officer C/ENS/Chief

Company Chief C/SCPO/CPO

1st LT C/Chief/PO1

Drill Team CDR/Assistant C/ENS/CPO

Platoons/Squads Leaders C/PO1/PO2

Assistant Leaders C/CPO/PO1

203. BILLETS AND RESPONSIBILITIES. Billet duties and responsibilities for assigned NJROTC cadet billets are outlined on the following pages. It is to be emphasized that this list is not all-inclusive. Each cadet is expected to seek out and do those things which make his/her area of responsibility run more smoothly. The responsibility of leadership for each Cadet Officer, Chief Petty Officer, and Petty Officer is to set the highest standards for performance possible in anything that he/she does.

**** YOUR JOB IS TO DO YOUR JOB BETTER THAN IT HAS EVER BEEN DONE. YOU SHOULD SET THE METRIC BY WHICH YOUR BILLET IS EVALUATED AND GRADED. ****

A. All cadets at Central Crossing High School are responsible for conducting themselves in a manner which will reflect credit upon

themselves, the NJROTC unit, the school, and the community. Since we wear the uniform of the United States Navy, our actions directly reflect on the United States Navy. Whether in uniform or not, cadets are responsible for maintaining the highest standards of conduct and appearance, for abiding by rules and regulations of both school and the unit and for carrying out instructions of their superiors to the best of their abilities.

B. Cadets are promoted by the Naval Science Instructors based on advancement exams, demonstrated performance, academics, leadership, team activities, physical performance, and participation in unit activities. Continued enthusiasm, active participation, a positive attitude, and leadership by example are required of a cadet for him/her to advance and remain in the unit leadership positions. Cadet Officers, Chief Petty Officers and Petty Officers are expected to set the example for junior cadets in every aspect of the NJROTC program at Central Crossing High School. The responsibilities of leadership must be accepted before the privileges of rank or rate can be enjoyed. Extra effort must be required. Normally, a cadet must have two years of NJROTC experience and must have completed all advancement requirements before possibly becoming a Cadet Officer. The Naval Science Instructors will demote those cadets whose performance is not up to the highest standards of the unit.

C. Cadet Company Commander

- 1) Have a thorough understanding of all aspects of the unit to include each extra-curricular unit function; air rifle, drill, athletics, academics, color guard, etc.
- 2) Carry out tasks and maintain a close contact with the SNSI/NSI daily.
- 3) Provide the necessary instruction to the unit cadets to ensure the proper operation of the unit.
- 4) Maintain high standards of discipline, uniforms, and morale.
- 5) Be familiar with the duties of every staff member in the unit.
- 6) Be aware of the leadership effectiveness of the other staff members in the unit.

- 7) Practice good leadership techniques.
- 8) Be aware that delegation of authority to subordinates does not mean the delegation of responsibility.
- 9) At all times, provide an example for other cadets to emulate and continually prove that you are worthy of leading the company.
- 10) Conduct company staff meetings as needed/desired.

D. Cadet Company Executive Officer

- 1) Carry out tasks assigned by the SNSI/NSI and Company Commander.
- 2) Be prepared to stand in for the Company Commander at any time.
- 3) Assist with special projects and annual events by working closely with the SNSI/NSI and other staff members.
- 4) Keep a current list of the progress of cadet advancements.
- 5) Responsible for maintaining good order and discipline within the unit.

E. Cadet Company Operations Officer

- 1) Ensure important and required notes are neatly posted on classroom boards each day/as needed.
- 2) Organize fund-raising projects.
- 3) Be very familiar with and help to coordinate orientation/field trip requirements.
- 4) Be prepared to fill in as the Executive Officer upon the need arising.
- 5) Keep the unit calendar/board updated with events.
- 6) Ensure team commanders (air rifle, drill, athletics, academic, color guard, honor detail) are proficient in their position as the leader.
- 7) Ensure team commanders get proper muster records to the Administrative Officer for recording for lettering qualifications.
- 8) Assist Commanding Officer and Executive Officer in special projects that may arise to include field trips, parades, etc.

F. Cadet Company Administrative Officer

- 1) Maintain cadet admin records in the computer (CDMIS.)
- 2) Record the minutes of the unit staff meetings and print copies for all involved including the SNSI/NSI.
- 3) Track personnel awards, lettering qualifications, and advancement charts and ensure the computer records are up-to-date.
- 4) Draft and coordinate with SNSI/NSI for letters home explaining upcoming events, i.e., drill meets, quarters, change of command, et.

G. Cadet Company Supply Officer

- 1) Ensure all units' supply materials, including uniforms, are accurately accounted for, issued, returned, and updated in CDMIS.
- 2) Coordinate the issue and turn-in of all uniforms.
- 3) Inventory all applicable required supply items.
- 4) Control access to all unit supply storerooms.
- 5) Promote personal custodial responsibility throughout the unit.
- 6) Ensure all storerooms are clean and orderly every day.
- 7) Recommend SNSI/NSI uniforms, gear and books for survey, repair, or cleaning.

H. Cadet Company Public Affairs Officer

- 1) Maintain a close liaison with the media (local newspaper) in regard to the unit.
- 2) Write and present to the SNSI/NSI articles highlighting unit/cadet activity.
- 3) Maintain the yearly unit scrapbook with pictures from each event.
- 4) Maintain a unit bulletin board in a neat and orderly manner.
- 5) Publish a unit newsletter as required.
- 6) Submit articles to the school newspaper/unit website.

- 7) Draft input for the school yearbook.
- 8) Photograph (video and still) unit activities.

I. Cadet Company Armory Officer

- 1) Maintain all rifles and swords.
- 2) Keep rifles clean and in working condition.
- 3) Keep the armory area neat and organized.
- 4) Recommend SNSI/NSI parts, cleaning supplies, or any materials necessary for the proper upkeep of the unit's armory.

J. Cadet Company Safety/ORM Officer/Chief

- 1) Ensure compliance with required safety briefs, posters, and training within the unit.
- 2) Make recommendations for safety training to the CO/XO.
- 3) Gain understanding (from SNSI) on operational risk management (ORM) and prepare ORM briefs for annual AMI.
- 4) Inspect NJROTC spaces for safety concerns and report to CO/XO and SNSI/NSI.

K. Cadet Company Training/Advancement Coordinator

- 1) Maintain an up-to-date advancement board.
- 2) Keep in close contact with the Administrative Officer for updating advancement in CDMIS.
- 3) Make recommendations for advancement to CO/XO.
- 4) Schedule all advancement testing with CO/XO and SNSI/NSI.

L. Company Chief/Senior Chief

- 1) Provide input to CO/XO on morale and discipline issues within the company.
- 2) Maintain the highest standards of personal appearance and ethical behavior – set an example for the entire company each day.

3) Inform the CO/XO of any issues or potential issues within the unit pertaining to cadets. The company chief should know and have a professional relationship with each cadet in the unit.

4) Address any behavior/professional cadet issues with the cadet and, if needed, the CO/XO and SNSI/NSI.

M. Cadet Company 1st LT

1) Assist in maintaining all NJROTC spaces in clean and organized condition.

2) Inspect NJROTC spaces on a monthly basis, recording and reporting results and needed repairs to the operations officer.

N. Class Leader/Platoon Commander/Squad Leader

1) Be responsible for the appearance, discipline, and conduct of their respective unit always.

2) Carry out tasks assigned by unit staff members.

3) Maintain high proficiency in their unit in drills and ceremonies, customs, courtesies, and appearance.

4) Develop leadership in sub-unit members and provide opportunities for each member to practice leadership training.

5) Assure the accurate musters of their unit.

6) At all times, present a proper example of a leader to follow.

7) Take the lead in teaching military courtesies, drill, and routines to fellow Cadets.

8) Take the lead in helping the company/platoon member's review for tests and drill examinations.

9) Check the status and progress of the various tasks assigned to other company/platoon members.

10) Check the level of standardization for drill and courtesies among the

company/platoon members to ensure all members are working to the best of their ability.

11) Assume the task of sponsoring a new Cadet.

204. CHAIN OF COMMAND. The chain-of-command is the primary channel of communication throughout the unit. Information flows from the SNSI/NSI and Commanding Officer through various members of the unit to individual cadets and from cadets back through the same channel to the Commanding Officer and SNSI/NSI. The two-way nature of this “chain” is extremely important. The chain of command for Central Crossing High School NJROTC extends up and down as follows:

***** (chain of command diagram) *****

205. ARMED AND UNARMED DRILL TEAMS. Groups of highly dedicated cadets interested in the sharpness and precision developed by close-order drill and Manual of Arms. They represent Central Crossing High School in parades, ceremonies, and competitions with other JROTC units. Individual members of the drill team are expected to maintain the highest standards of grooming, discipline, and uniform.

206. COLOR GUARD. This group of cadets is one of the most visible portions of the unit to the school and community. They present the colors at parades, school sporting events, other activities and community ceremonies and competitions with other JROTC units. Like the drill teams, the members of the Color Guard are expected to set the example in uniform and conduct.

207. AIR RIFLE TEAM. The air rifle team is composed of cadets interested in competitive shooting and firearms safety. They represent the unit in local, state and national competitions.

208. ACADEMIC TEAM. The academic team is composed of cadets who are particularly interested in academic achievement, who are top achievers in Naval Science academics, and who are willing to devote the extra effort and individual study necessary to compete successfully.

They represent the unit in competitions with other JROTC units, state, and national competitions.

209. ATHLETIC TEAM. The athletic team is composed of the most physically fit cadets in the unit who excel in any of the following: 100-meter sprint, 200-meter sprint, push-ups, or sit-ups. They represent the unit in state and national competitions.

210. HONOR GUARD. The Honor Guard detail will consist of a minimum of six cadets who will be hand-picked by the Commanding Officer. Individual members of the Honor Guard are expected to maintain the highest standards of grooming, discipline, and uniform and will be skilled in sword drill. They represent the unit in ceremonial events within the community.

211. DRILL/PROTOCOL TEAM. The drill team is an additional elective and class separate from naval science classes. Drill team consists of cadets from all grade levels. The purpose of the drill team is to compete in armed/unarmed platoon drill, armed/unarmed squad drill, personnel inspection, color guard routines, and first-year cadet routines. Cadets are required to put forth extra effort to learn military knowledge, have impeccable uniform appearance, become exceedingly proficient in marching, facing, and rifle (drill) movements, and exude the highest of military professionalism. The drill team competes against other drill teams in Ohio and surrounding states for recognition, trophies, and bragging rights. Participation on the drill team requires commitment to roughly 7 Saturday drill meets. There is no fee for drill team participation but uniforms and personal grooming standards must be of the highest standard.

Section III. NJROTC ADVANCEMENT

301. GENERAL. Advancement in rate or rank within the Central Crossing High School NJROTC unit is based on time in rate/rank, time in unit, and more importantly, demonstrated performance. In our first two years of experience the greatest emphasis will be placed on

demonstrated performance, academic achievement, and adherence to the core values of the NJROTC program. Normally, in order to advance, a cadet must demonstrate a prescribed degree of proficiency in military drill and ceremonies, military knowledge, coupled with good grades and discipline. This degree of proficiency is evaluated by formal, objective tests and subjective evaluation by the SNSI/NSI. Advancing to Cadet Chief Petty Officer or Cadet Officer is at the discretion of the SNSI/NSI. Each cadet has an equal opportunity for advancement through the ranks.

It is important to remember that Cadet Officer and Petty Officer promotions are temporary and can be removed if the cadet does not perform his/her duties in a satisfactory manner or is guilty of misbehavior failure to uphold the Navy's Core Values of Honor, Courage, and Commitment.

302. REQUIREMENTS AND RECORDS. The unit keeps a record (CDMIS) of each cadet's advancement progress. The individual advancement sheet lists requirements for advancement for all rates/ranks.

A. *Written examinations.* A passing grade, usually 90%, is required. In case of failure, the cadet must wait one week before retesting. The SNSI/NSI or an assigned cadet will provide assistance as required.

B. *Practical examinations (as desired).* These will be administered by the SNSI/NSI or senior cadets who will determine whether the cadet has demonstrated the prerequisite knowledge and skill level to earn a passing grade. In the event of failure, the cadet must wait one week before retesting.

C. *Oral boards(interviews).* Cadets going for advancement to Cadet Chief Petty Officer must pass an oral board consisting of all NS4 Cadet Officers and Chief Petty Officers and chaired by the Commanding Officer. The SNSI/NSI will serve as tie breakers and will approve/disapprove all board decisions.

D. *Final Selection.* The final selection of ALL advancements rests with the SNSI/NSI. Each advancement sheet will be reviewed by the SNSI/NSI and signed at the bottom signifying advancement approval.

303. ADVANCEMENT TESTS. The Naval Science Instructors will

give tests, normally to coincide with U.S. Navy advancement testing; September and March of each year. When taking exams, the following system is used to determine how many questions can be missed:

1. Seaman Apprentice/Seaman= 3 missed
2. Petty Officers= 2 missed
3. Rifle Safety Test= 0 missed

If a cadet misses too many questions, he/she fails the test and must wait until the next advancement exam to retest. A cadet may only take tests for the next rate/rank.

304. CHIEF/OFFICER SELECTION. After attainment of the Petty Officer First Class rank, the Naval Science Instructors recommend chief/officer status.

305. TRANSFER OF JROTC CADETS. Cadets in the Central Crossing High School NJROTC unit who transfer to another school will have their personnel records transferred to the new school if the receiving unit requests the records. These records will not be hand carried by the cadet. Cadets transferred into the Central Crossing High School NJROTC unit from other JROTC units will be assigned the appropriate class. After receipt of their personnel record and observation of their performance, the rate/rank will be assigned as determined by the SNSI/NSI.

306. SEAMAN:

Obtain the rank of SA prior to testing for Seaman.

Pass a written/oral test on the first eight General Orders to the Sentry.

Pass a written test on chain-of-command.

Pass a practical demonstration of squad drill (basic marching in columns, flanks, to the rear, etc.).

NJROTC grade of “C” or better.

Participate in two unit or community service activities.

Demonstrate correct manner and occasion for saluting.

307. PETTY OFFICER THIRD CLASS.

Obtain the rank of Seaman prior to testing for PO3.

Pass a written test on all of the General Orders to the Sentry and USN ranks and rates.

Pass a written test on the NJROTC and Dept. of Defense chain-of-command.

Have earned or be 'on-track' for the Participation award.

Participate in two unit or community service activities as a Seaman.

NJROTC grade of "C" or better.

308. PETTY OFFICER SECOND CLASS.

Obtain the rank of PO3 prior to testing for PO2.

Demonstrated performance as a PO3 before advancing to PO2.

Pass a written test on uniform regulations.

Trace chain-of-command from President to self.

Participate in two unit or community service activities as a PO3.

NJROTC grade of "C" or better.

309. PETTY OFFICER FIRST CLASS.

Obtain the rank of PO2 prior to testing for PO1/ or BLT graduate.

Demonstrated performance as a PO2 before advancing to PO1.

Pass a written test on military inspections.

Pass a test on the NJROTC and Dept. of Defense chain-of-command.

Successfully conduct a squad inspection.

Participate in two unit or community service activities as PO2.

NJROTC grade of "C" or better.

Have earned the Participation award

Have a clear discipline record

Have all required permission and medical forms on file and current

310. CHIEF PETTY OFFICER.

Obtained the rank of PO1 or complete Basic Leadership Training prior to testing for CPO
Demonstrated performance as PO1 before advancing to CPO
Successfully lead a division in close order drill
Have earned or be qualified for the Aptitude, Community Service, Participation,
Pass a general military knowledge test (includes traditions in Navy, NJROTC and Dept. of Defense chain-of-command, Naval Science 3 text pg 78-88, Field Manual, and Unit Handbook)
Proficient in conducting personnel inspections as determined by the Drill Team Commander
Participate in two unit activities as PO1
NJROTC grade of “B” or better
Have a clear discipline record for the term
Have all required permission and medical forms on file and current.
Pass the Curl up and Sit up portion of the PRT.

311. OFFICER. Advancement to cadet officer ranks will normally have the following additional requirements:

Accomplish the qualifications required for Chief Petty Officer
Participated in a color guard since last advancement.
Be qualified or ‘on-track’ to receive the Exemplary Conduct, Exemplary Personal Appearance, or Outstanding Cadet awards.
Minimum of a “B” average in Naval Science.
Maintain a ‘C’ or higher in other academic courses. Officers who drop below a grade of ‘C’ must form and follow a Plan of Action and Milestones (POAM) to improve grades. The POAM may require but not be limited to mandatory tutoring.
Have all required permission and medical forms on file and current.
Be recommended by an NSI or Cadet Promotion Board

NOTE: Officer rank selections are made by SNSI and NSI based on the cadet’s abilities and past record. Officers are expected to maintain their status or lose rank.

Officers who drop below a grade of “C” must produce and follow a POAM to the SNSI, not limited to mandatory tutoring. If no POAM is turned in within two weeks after notification, you will be demoted until your grades come up.

5. Eagle Scout/Girl Scout Ambassador: Incoming freshmen that have attained the rank of Eagle Scout or Girl Scout Ambassador will be promoted to E-3 after recognition. Attaining the rank of Eagle Scout or Girl Scout Ambassador demonstrates leadership, motivation, and dedication and shall be regarded for the cadet’s hard work.

Section IV. NJROTC DISCIPLINE

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

402. CLASSROOM DISCIPLINE. An atmosphere conducive to study and learning will always be maintained in the classroom. When the tardy bell rings, cadets are expected to be at their desk. Attention on deck will be called by a cadet and attendance will be taken.

403. MILITARY ETIQUETTE. One of the objectives of the NJROTC program is to develop a respect for and an understanding of the need for constituted authority. It is expected that members of the NJROTC unit will respond to the SNSI/NSI, other teachers and adults, and senior cadet officers in a polite, respectful, and dignified manner. All cadets will extend military honors to the Superintendent, Principal and Assistant Principal, teachers, and other adults. This includes the honor of “Attention on Deck.” The first cadet to observe the Principal or Assistant Principal, teacher, or adult entering the classroom will call “Attention on Deck” and each cadet in the immediate area will come to attention.

404. SEXUAL HARASSMENT/BULLYING. The Central Crossing High School Code of Conduct is the controlling factor in governing relations between male and female students in the NJROTC program. All Cadet Officers and Petty Officers will remain alert for infractions of the school’s discipline code and/or any circumstances of sexual harassment/bullying and immediately report to the SNSI/NSI without going through the chain of command. **SEXUAL HARASSMENT/BULLYING WILL NOT BE TOLERATED!!!!**

It is the position of this unit that all cadets should be able to perform in an environment free from any type of harassment, except those activities involving military training which are designed to increase self-discipline. In these specific instances, any type of training will not involve actual or inferred comments demeaning one's sex. Acts of sexual harassment/bullying are prohibited practices subject to school and unit disciplinary measures.

Section V. NJROTC UNIFORMS

501. UNIFORM PHILOSOPHY. The NJROTC uniform is the dress of a proud and effective unit. As the uniform of the United States Navy, it is widely recognized, identifying members of a proud, professional, and honorable worldwide organization. **Each cadet is fully expected to wear the uniform with pride. WE WILL ACCEPT NO LESS!**

Uniforms are normally worn only one day a week (unless specific obligations require additional days). On this day (normally Wednesday), cadets are expected to stand a little taller, be a little more attentive in class, and be more courteous. On this day, your actions affect more than just yourself; they reflect on the unit, the school, and the United States Navy. The first thing the public sees is the uniform, not the individual. They may not know you, but they know that you are a member of the Central Crossing High School NJROTC unit. You will receive a uniform grade on uniform day during personnel inspections. This is **your** grade, not your parent's or guardian's grade. **No excuse** will be accepted for not wearing the uniform on the prescribed day (normally Wednesday). You must learn responsibility and this is one of the many methods we use to teach it.

Wearing the uniform is considered a vital part of this program. Failure to wear the uniform on the prescribed day will result in a grade of **zero (0)** for that day. A cadet may wear the uniform the following day for three quarters credit or the last day of the week for half credit. Failure to wear the uniform on a second occasion will result in disciplinary action and may include a written probation. A third occasion may include failure for the grading period and/or removal from the program. If a cadet is absent on uniform day, he/she is expected to wear the uniform on the next school day after he/she returns to school (**only if absence is excused**).

502. WEARING THE UNIFORM. The complete uniform will be worn all day on prescribed days. Cadets are required to coordinate with the SNSI/NSI **in advance** before changing out of the uniform. Removing the uniform during the school day will result in a zero (0) for a uniform grade for that day. It should also be noted that any event, at school or otherwise, where a uniform is prescribed while performing an ROTC function (PT clothing, staff shirt etc.), cadets will comply with all uniform rules and regulations and female hair will be "contained". Cadets participating in specific school activities, i.e. physical fitness, band, science labs, etc., are excused from wearing the uniform during the specific activity. The cadet will be required to wear the uniform once

the authorized activity is complete.

During cold weather, cadets are authorized to wear the relaxed fit jacket, **which is the only approved outer garment to be worn with the uniform.** Cadet Chiefs and Officers may also wear the service dress blue uniform when authorized.

503. UNIFORM RESPONSIBILITIES. After the initial issue of the NJROTC uniforms, the cadet assumes responsibility for the care and maintenance of the uniforms. The initial cleaning will be paid for by the Central Crossing High School NJROTC unit (if the uniform was not cleaned before it was issued). Subsequent cleanings are the responsibility of the cadet. Many uniform items require professional dry cleaning. **(Do NOT do home laundry).** Other items may be laundered at home. Check the individual uniform item's garment tag for proper cleaning instructions. This uniform is on loan from the United States Government and must be returned in serviceable condition.

A. Alterations. The cadet will be fitted at issue time and alterations will be made as needed. As the cadet grows, alterations or reissue of uniform items will be made as required. Only shirt sleeves and pants length alterations are authorized. No other alterations to uniforms are permitted without authorization from the instructors.

B. Worn or missing items. Uniforms are subjected to normal wear and issue of replacement items will be made as required, with return of the worn items. **Lost uniform items or uniforms that have been damaged due to carelessness or neglect will be replaced at the cadet's expense.** The cost of each item will be provided to the cadet and his/her parents or guardians in the form of a custody card.

C. Marking/Stenciling. Permanent marking or stenciling on the uniform fabric is not permitted. However, a positive identification of certain uniform items will prove very helpful in returning lost or missing items. Masking tape inside the cover and the jacket with the cadet's name is very helpful.

504. APPEARANCE. NJROTC cadets must set the highest possible standards of smartness in uniform appearance. The military image reflected by attention to detail in wearing the uniforms is a key element in the public opinion and impression of our unit.

A. *Smartness.* Uniforms shall be kept immaculately cleaned with devices and insignia bright and free of tarnish or corrosion. Do not use BRASSO on insignias.

B. *Unauthorized articles.* No article such as pencils, pens, earphones, pins, necklaces, pendants, handkerchiefs, combs, etc. shall be worn or carried exposed on the uniform.

C. *Name tags.* Name tags will be worn always while in uniform. The unit purchases name tags.

D. *Uniform insignias.* Uniform insignias, which will be attached by the cadet, form a part of the uniform, and shall be worn whenever the uniform is worn, in accordance with the NJROTC Field Manual.

E. *Head gear.* Central Crossing High School has been designated as a “No Cover Zone.” No headgear shall be worn in uniform except when carrying arms, drilling, or during inspection. Other times must be authorized by the SNSI/NSI.

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

A. *White shirts.* Machine wash in warm water, bleach with color safe bleaching products. Dry on low heat, remove immediately and hang up. Iron on low heat. Wash after each use, with emphasis on the inside of the collar.

B. *Khaki shirts.* Machine washes in warm water on a permanent press cycle. Dry on low heat. Remove immediately and hang up. Iron on low heat. Wash after each use.

C. *Black pants.* Machine washes in warm water on a permanent press cycle. **DO NOT BLEACH.** Dry on medium heat, remove immediately and hang up. Iron on low heat. Hang up on a hanger with a cardboard ring or clipped at the cuff. When hanging on a hanger, fold at creases and hang over the hanger. Hang the pants, never fold them. Wash after each wearing. They may be dry cleaned. Check the label on the pants. **SOME PANTS MUST BE DRY CLEANED.**

D. *Ties.* Dry clean only

E. *Dress coats and relaxed fit jackets.* Dry clean only and keep hung up always.

F. *Belts.* Machine washes in cold water. Hang up to dry. **DO NOT BLEACH OR PUT IN DRYER.**

G. *Shoes.* Each cadet must expend the personal effort to produce an excellent shoeshine. Techniques for producing a highly polished pair of shoes will be demonstrated by the Naval Science Instructors. Each cadet will be responsible for their own shoes. **DO NOT USE LIQUID SHOE POLISH, AEROSOL SPRAY ON POLISH OR ACRYLIC FLOOR WAX. DO NOT FIRE SHINE.**

Section VI. NJROTC PROGRAM ADMINISTRATION

601. PHILOSOPHY. There are many ways to administer the NJROTC program. Every unit has one thing that is always the same: **THE CADET IS THERE TO LEARN AND THE INSTRUCTORS ARE THERE TO INSTRUCT.** The following basic philosophies govern the Central Crossing High School NJROTC unit:

A. *The SNSI and NSI are more than just instructors;* they are role models for the cadets to emulate.

B. *The cadet SOP,* along with various other references, is/are the guiding

directives for all Central Crossing High School NJROTC cadets.

C. *The academic portion* of the program will be administered by the SNSI/NSI and senior cadets.

D. *There is no such thing as a “free ride” for anyone in this program.* The rules and regulations will be applied firmly and fairly to all cadets. Advancements, promotions, billet assignments, and the privilege of going on trips must be earned and may be taken away for infractions of the rules.

E. *The unit must always be thought of as a team* that works and plays together to accomplish the task at hand.

F. *The unit will constantly strive for “Pride, Professionalism, and Patriotism.”* If you have pride in yourself, in the NJROTC unit, and in your school, it follows that you believe in yourself and your fellow cadets. You should then try your best at every task you are given.

602. NJROTC SPACES. Central Crossing High School NJROTC spaces include two classrooms, supply/storage area, and armory area.

A. *Classroom.* Specific classroom rules are posted in the classroom and copies are given to each cadet.

B. *Supply/storage room.* The supply storage will not be opened without specific authorization of the Supply Officer or Naval Science Instructors. **In general, only the Supply Officer and his/her assistants will be given this authorization. Failure to comply with this regulation will result in appropriate disciplinary action.**

C. *Armory area.* The armory is a controlled area within the confines of the classroom. No cadet is authorized access to this area without specific authorization of the Naval Science Instructors. **Generally, only the Armory Officer and his/her assistants will be authorized.**

603. GRADING. In the NJROTC program, the instructors look at the “whole” cadet, not just how he/she does in any one area of the program. We are interested in developing a well-rounded citizen.

It is the cadet’s responsibility to be prepared for a test, examination, inspection, drill demonstration, or any other graded exercise. If a cadet is absent, then he/she must plan with the SNSI/NSI for retesting, inspection, or grading. Generally, the cadet should ascertain what is required the day they return to school and then complete the required work within three school days. The exception to this rule is a cadet who misses a personnel inspection. Personnel inspections will be made up on the day immediately following the cadet returns to school.

Assignments are due on the date specified by the instructor. Late assignments will generally not be accepted or will be assessed a penalty at the Instructor’s discretion.

Cadets are graded on three grading periods per semester and two semesters per year. Semester grades are based on the following weighted formula:

Tests – 15 percent of the grade

Uniforms – 40 percent of the grade

Physical Training – 20 percent of the grade

Assignments/Participation – 10 percent of the grade

Quiz – 15 percent of the grade

(Note: This % varies slightly based on year/NS level)

604. FEES. Minimal fees exist in the Central Crossing High School NJROTC program. Additional costs only apply to orientation trips and leadership training opportunities. At no time should a fee prevent a cadet from participating. Contact the SNSI/NSI if financial assistance is required.

605. COMPETITIONS AND FIELD TRIPS. NJROTC participates in many competitions (drill/field meets). We compete against other JROTC units in armed and unarmed drill, color guard, athletics, and academics. Team members who participate in a floored drill event will be presented a shoulder cord (aiguillette). Shoulder cords have different colors for different events.

A. *Eligibility.* To participate in competitions and field trips, a cadet must:

- 1) Comply with all Central Crossing High School rules.
- 2) No disciplinary action from CCHS Administration.
- 3) Be approved by the Naval Science Instructors.
- 4) Orientation trips require a cadet to be passing all classes. Orientation trips are normally a week long and as such require academic maturity. Exceptions to this policy may only be made by the SNSI/NSI with concurrence from the affected teacher and principal.
- 5) Participation on the drill team requires cadets to be passing all classes. Drill team is an additional elective that normally precludes the ability for a study hall. Drill team members must manage academics.

B. *Forms.* Each cadet must return the parental permission slip/standard release form/physical form by the date specified (including money deposit if required).

C. *Conduct.* Only those cadets who have conducted themselves in a satisfactory manner during the period leading up to the competition/field trip will be permitted to attend. All school rules will be strictly enforced while on field trips. The SNSI/NSI will promulgate specific rules for each field trip. Violations of these rules will be dealt with according to school policy and could result in being sent home and not allowed to participate in the next competition or field trip.

606. BASIC LEADERSHIP TRAINING/LEADERSHIP

ACADEMY. Cadets that are considered to have high potential for future leadership positions will be offered the opportunity to attend:

A. *Basic Leadership Training (BLT).* Generally offered to first/second year cadets who exhibit leadership potential in NJROTC. The NSI will coordinate and serve as a Drill Instructor at BLT. Selection of cadets will

be based on the same criteria.

B. *Leadership Academy/Sail Training (LAST)*. Offered to a very limited number of future leaders, normally advanced rising juniors, and seniors. SNSI will coordinate and serve as a Sailing Instructor at LA.

607. CENTRAL CROSSING SPONSORED FRESHMAN ORIENTATION. Each summer, the senior cadets will conduct an orientation session for incoming freshmen (Kickstart). This orientation will be planned, coordinated, and run by the cadet staff members (incoming Senior Class). The intent of this orientation is to give incoming freshmen a head start on learning, chain of command, drill, physical fitness, rank, and discipline. It also serves as an opportunity to issue uniforms and paperwork. This is not a mandatory event as we recognize there are many other events in competition; i.e., band camp, football. New cadets who can attend should plan to do so.

Section VII. NJROTC AWARDS AND CEREMONIES

701. NJROTC CADET OF THE QUARTER. A “Cadet of the Quarter” will be selected each grading period during the school year. Criteria for this selection are based on performance in leadership, academics, military bearing, and participation in NJROTC and school activities, physical fitness, and personal appearance. The NS4 class will manage this program.

A. *Selection process.* Each grading period, the Operations Officer will solicit nominations from each class leader/instructor. The Commanding Officer, Executive Officer, and Operations Officer will then gather to deliberate and submit their recommendations, in order of priority, to the Naval Science Instructors, who will make the final decision. There may be one junior (E-4 and below) and one senior (E-5/6) Cadet of the Quarter.

B. Awards. The cadets selected will be meritoriously advanced to the next pay grade and earn the right to wear the Red/White/Blue shoulder cord until the next Cadet of the Quarter is chosen, at which time the cadet will relinquish his/her cord. E-6 selectees will not be advanced to E-7.

702. NJROTC AWARDS/RIBBONS/DEVICES. Recognition for performance, achievement, and participation will be acknowledged, on the unit level, by the awarding of ribbons. The list of authorized NJROTC ribbons, in order of precedence and criteria required, will be available through the SNSI/NSI. No more than one ribbon or medal of each kind is ever worn on the uniform. Subsequent awards of the same ribbon will be awarded with the appropriate device to attach to the ribbon. Awards will be presented at an appropriate ceremony, normally at the Central Crossing High School NJROTC quarters/change of command/awards banquet. Awards not presented at these times will be presented by the SNSI/NSI at school during weekly inspections. Ribbons are authorized by the Naval Education Training and Command (NETC). Ribbons and other awards from non-NJROTC organizations such as American Legion, DAR, Navy League, etc., may be worn but after the lowest ranked NJROTC award.

The Honor Roll award is awarded to any cadet who attains school honor roll status. The award is denoted by wearing a Service Star above the J-Bar on the collar of the uniform. The star will be worn ¼” above and centered on the “O” of the JROTC device. Two Service Stars may be worn to indicate the Cadet has met the requirements for inclusion on the Principal’s Honor Roll (straight A). The award is only worn during such time as the cadet maintains the requirement for each perspective on the current Honor Roll.

703. SHOULDER CORDS. Shoulder aiguillettes (cords) are authorized to be worn as earned and presented by the SNSI/NSI.

Red: Cadets who have participated in drill competition.

Blue: Cadets who have completed three color guard events or competed in one color guard drill competition.

Red/Blue Twist: Denotes having met both requirements above.

Other

Cadet of the Quarter- Red/White/Blue

When a cadet wears a cord, it is a sign of special recognition.

704. NJROTC LETTER. A Central Crossing High School letter may be earned by a cadet for involvement in the NJROTC program.

Additional recognition will be given for certain extracurricular teams and activities. A letter may be won in the activities listed so long as the team/activity meets and practices IAW the individual team's criteria for being an active member.

A. Academics

B. Color Guard

C. Drill Team(s)

D. Marksmanship (Rifle)

E. Athletics

In addition to the above requirements a cadet must:

A. Maintain at least a 3.0 in Naval Science and a 2.0 GPA overall.

C. Earn at least 2 Physical Fitness Awards.

D. Earn an Exemplary Personal Conduct Award.

E. Earn Participation Award with 1 gold star.

F. Earn Community Service Award.

G. Earn Exemplary Personal Appearance Award.

Lettering requires a level of dedication and application beyond that required to earn NJROTC ribbon recognition. While cadets are often able to earn several NJROTC team/activity ribbons, earning a letter is very difficult. NS4 class will make recommendations for letter awarding prior to change of command each year and present that recommendation to the SNSI/NSI. The **final** decision to award the NJROTC Letter will be determined by the SNSI/NSI and the Commanding Officer of the NJROTC Unit after reviewing the cadet's eligibility and performance in accordance with the goals and objectives of the NJROTC program.