



**White Knoll High School**

**2024 – 25 School Year**

**NJROTC CADET HANDBOOK**





**DEPARTMENT OF THE NAVY**  
NAVAL JUNIOR RESERVE OFFICER TRAINING CORPS UNIT  
WHITE KNOLL HIGH SCHOOL  
5643 PLATT SPRINGS ROAD  
LEXINGTON, SC 29073

WKHS NJROTC M-5761  
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## INTRODUCTION

1. **PURPOSE.** This handbook contains rules and regulations for the cadets of the White Knoll High School (WKHS) Naval Junior Reserve Officers' Training Corps (NJROTC) unit. It provides for efficient administration of the WKHS NJROTC unit by providing general rules, regulations, policy, and procedures. This is not an all-inclusive reference, and it cannot possibly provide detailed instructions for every situation, but rather should serve as a guide or set of minimum requirements. If/when situations arise that are not covered by this document, cadets are expected to use initiative, good judgment, and common sense, and engage an instructor to resolve any questions of safety, legality, or ethics. The Principal and Naval Science Instructors of WKHS will be the final authority for administration of the NJROTC program at WKHS.


2. **REFERENCES.** This manual is based on the following references, with particular emphasis on the first, which contains regulations governing administration of the NJROTC program:

- a. NSTC M-5761.1B (Regulations for Citizenship Development Program)
- b. NAVEDTRA 37116 (Cadet Field Manual)
- c. WKHS Student Handbook
- d. U.S. Navy Regulations

3. **GOALS.** To provide an opportunity for cadets to learn about the basic elements and requirements for national security, their personal obligations as American Citizens to contribute toward national security, and to develop self-discipline. The overall goal of the program is to develop an informed, disciplined citizen. The program has the following basic objectives:

- a. Develop proper respect for authority.
- b. Develop patriotism.
- c. Develop personal honor, self-reliance, individual discipline, and leadership.
- d. Develop self-respect, confidence, and the desire to do one's best.
- e. Develop a better-informed person on matters of national security.
- f. Develop an understanding of the U. S. Navy's role in national defense.

4. **ACTION.** All cadets are expected to be familiar with this handbook and will be held accountable for its contents. As cadets, you are expected to conform to high standards of military bearing, appearance, customs, and courtesies. These standards are higher than those expected of the general school population and are, in part, what makes this a distinctive organization. Your willingness to conform to these standards will directly affect your success and the overall success of the unit.

  
J. N. WALLACE

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## **SECTION I. Basic Knowledge**

**101. Cadet Creed.** The Cadet Creed expresses your commitment to the goals and values of the NJROTC program. You are expected to memorize it and be able to recite it as required.

### **Cadet Creed:**

**I am a Navy Junior ROTC Cadet.**

**I strive to promote patriotism and become an informed and responsible citizen.**

**I respect those in positions of authority.**

**I support those who have gone before me to defend freedom and democracy around the world.**

**I proudly embrace the Navy's core values of honor, courage, and commitment.**

**I am committed to excellence and the fair treatment of all.**

**102. General Orders of a Sentry.** These orders are contained in both the Cadet Field Manual and the Cadet Reference Manual. You are expected to understand these orders and be able to recite them from memory.

## **Section 2. Enrollment Qualifications and Program Benefits**

**201. Enrollment Qualifications.** To be eligible for enrollment and continuation in the NJROTC program, a student must be:

- a. A Citizen of the United States, or alien lawfully admitted to the U.S. for permanent residence.
- b. 14 years of age or older.
- c. Be enrolled in and attending a regular course of instruction at the school hosting the unit and be in a grade above the eighth grade.
- d. Maintain acceptable standards of academic achievement and an academic standing that warrants at least normal progression leading to graduation.
- e. Physically fit to participate in the school's Physical Education program
- f. Conform to high standards of personal grooming and conduct, as set forth in this handbook. (Basically must meet U. S. Navy standards.)
- g. Be approved by the SNSI/NSI and the school principal.

**202. Program Benefits.** For actively participating cadets, the biggest benefit to be derived is growth and development into better informed and more responsible citizens. In addition:

- a. Students earning a two-year Completion Certificate, plus a SNSI Letter of Recommendation, may be entitled to enlist at Pay Grade E-2.
- b. Students earning a three-year Completion Certificate, plus a SNSI Letter of Recommendation may be entitled to enlist at Pay grade E-3.
- c. Students completing one semester of NJROTC will earn SC PE/Health credit.
- d. Naval Academy Nominations will be submitted by the SNSI under the NJROTC quota for those cadets who:

- (1) Meet all Naval Academy qualification requirements
- (2) Desire to apply to the Academy
- (3) Are members in good standing of the NJROTC
- (4) Have completed at least two (2) years of Naval Science

e. NROTC Scholarships are also available to outstanding students and cadets. Actively participating cadets will earn a strong letter of recommendation from the SNSI/NSI, which is given considerable weight in the selection process. For those who are not competitive for a NROTC scholarship, the NROTC Preparatory Scholarship Reservation (NPSR) is another opportunity that is unique to NJROTC students. NPSR provides a year of preparatory work (tuition paid by the NPSR-participating university) followed by a guaranteed 4-year NROTC scholarship if all requirements are met during the prep year. ***This is an exceptional opportunity afforded only to NJROTC Cadets!***

f. Information and assistance will be provided to those who are interested in other armed forces academies and scholarships. It is recommended that all available scholarships be applied for in order to improve the selection odds.

### **Section 3. Curriculum and Classroom Procedures**

**301. Curriculum.** Naval Science is a WKHS elective course. The NJROTC school week is normally divided into three days of academic study in the classroom and two days of Leadership Laboratory, which includes personnel inspections, drill, and physical training. Field trips may also be taken as an extension of classroom training. The Naval Science Program is largely an extension of science, social studies, and civics in a naval application. A brief description of each course follows; refer to the syllabus for the details of each course:

a. **Naval Science 1** introduces the history of the military and the U.S. Navy role in defense, beliefs and values in a democracy, leadership styles and group interactions, communications process, health, personal hygiene and first aid. The course covers the Navy JROTC missions and organization, customs and courtesies, uniform regulations for badges and insignia, and U.S. Navy Policies.

b. **Naval Science 2** contains modules on maritime history, leadership, and nautical sciences. Specific units include Navy history from the Revolution to the present day, geography, oceanography, meteorology, astronomy, and physical science.

c. **Naval Science 3** contains modules on naval knowledge, leadership, and naval skills. Specific units include sea power, naval operations, military law, naval weapons and warfare, ship construction, seamanship, and navigation. The course may also incorporate SAT/ACT preparation.

d. **Global Leadership Honors** utilizes the **Naval Science 4** curriculum, which focuses on leadership, ethics, communication, managerial, and decision-making skills, making extensive use of case studies. The course also includes a unit on personal financial management. Emphasizes career awareness and continuing education options.

e. **Naval Science Internship** is an optional course which allows senior cadets to participate during their “off” semester (typically the spring, after completing NS4 in the fall). Serving as an intern is at SNSI/NSI discretion; only top-performing cadets will be enrolled, and these cadets should expect to be engaged in a leadership role as teaching assistants to the SNSI or NSI.

**302. Physical Training.** Physical training in the NJROTC program plays a major part in the shaping and molding of the Cadet Corps.

a. Physical training is a graded event. To receive the maximum grade, the cadet must show up in a complete PT uniform with a water bottle and participate in all exercises.

b. Physical training is conducted once a week on the day specified by the SNSI/NSI. In the event of inclement weather, PT will be conducted indoors.

c. Excusal from PT requires one of the following:

- (1). Written, signed excuse from parent or guardian with telephone number.
- (2). Verbally excused by SNSI/NSI.
- (3). Excused by a doctor's note.

**303. Purpose.** Classroom procedure, detailed in the following section, is designed to:

- a. Enhance the learning experience and classroom environment.
- b. Stress the teaching of self-discipline, self-confidence, teamwork, leadership, and organization.
- c. Contribute to achieving and maintaining high standards of discipline, citizenship, and self-respect demanded of students in this program.
- d. Aid cadets in developing positive personal behavior habits and characteristics.

**304. Classroom Procedure.** The following procedure shall be followed in Naval Science classes:

a. Prior to ringing of the tardy bell, cadets silence and place all electronic devices in their book bag or other stowage location, and will stand at "parade rest" by their desk with their NJROTC notebooks placed on the upper right-hand corner of their desk. In order to be considered "on time" a cadet must have stowed their electronic devices and be standing at parade rest next to their desk prior to the tardy bell.

b. When the period commences, the senior cadet will call, "Attention to Muster" and take muster. If the senior cadet is not present, the next highest-ranking cadet will ensure a proper muster is taken. Cadets will stand at attention and maintain silence during muster. When a cadet's name is called the proper response is a loud "here, sir (or ma'am)." The senior cadet reports the results of the muster to the instructor and will lead in the Cadet Creed.

c. The senior cadet will call "Seats" and all cadets will respond with "Seats aye, sir (or ma'am)" and will sit in their assigned seats. Cadets are expected to sit straight with head and eyes to the front, feet firmly on the deck until the senior cadet gives the command "adjust."

d. The instructor, operations officer, or senior cadet will go over upcoming events such as community service events, planned NJROTC events, or other school events.

e. Cadets are to sit properly in their assigned seat. Chairs/desks will remain with all four legs on the deck at all times. Cadets' feet will remain on the deck, not on chairs and/or desks. Books and supplies are to be stowed under the seats.

f. No drinks or food are to be brought into the classroom without consent of the

SNSI/NSI. Eating, drinking, and chewing gum are not permitted during instructional periods without permission of the SNSI/NSI.

g. No headgear is to be worn inside the NJROTC classroom.

h. Sleeping is not allowed in class at any time. If your head is down on the desk, you are considered sleeping. If you need to, stand up in the back of the room to stay awake.

i. Cadets are required to attend academic sessions, complete reading assignments and homework, and complete tests and quizzes on the naval science curriculum. It is each cadet's responsibility to make up missed course materials and evaluations due to absences during academic days.

j. Cadets are responsible for providing all needed classroom supplies. Don't report for class without pencils, pens, paper, planner/calendar, etc. ***Cadets are expected to use these implements to take notes during class. Notetaking is a critical skill for academic success (and life in general), and you will be expected to practice it in NJROTC.***

k. With the consent of the SNSI/NSI, the NJROTC classroom may be used by members of the unit during the designated lunch periods, to study or work on NJROTC business. It will not be used as a lounge and this is not a time to socialize. The senior cadet present is responsible for the conduct, cleanliness, and ensuring the classroom is properly policed and ready for classroom instruction prior to the end of the lunch period.

l. Each cadet is fully capable of receiving a "100" each marking period. Whether cadets earn a "100" in NJROTC is up to the individual! Grades are constantly updated by the district's computer grading software (PowerSchool) in the SNSI/NSI's computer. The basis for grading will be specified in the syllabus for NS1, 2, 3, 4, or internship guidance provided separately by the instructor.

m. Everything discussed, lectured, practiced, or viewed is testable. A failing final grade in NJROTC will result in denial of enrollment in NJROTC for the following years.

n. With the exception of lecture sessions, when any administrator (principal, assistant principal, etc.) enters the classroom, the first cadet who sees the administrator will call, "Attention on deck" loud and clear. All cadets will come to attention and remain at attention until told to "carry on."

o. When the bell rings at the end of the class period, cadets will wait to be dismissed by the instructor before leaving their seats. Exit the classroom in an orderly fashion.



## Section 4. Organization and Responsibilities

**401. Billets and Responsibilities.** Billet duties and responsibilities are outlined below. This list is not all-inclusive. Each cadet is expected to seek out and do those things which make his/her particular billet (job) function more smoothly. The responsibility of leadership for each cadet officer, chief petty officer, and petty officer is to set the highest possible performance and personal standards in everything that he/she does.

a. **All Cadets:** Each cadet is responsible for conducting him/herself, at all times, in a manner which will reflect credit upon him/herself, the WKHS NJROTC Unit, the school, and the community. Since we wear the uniform once each week, our actions also reflect on the United States Navy and a more widespread community. Whether in uniform or not, cadets are responsible for maintaining the highest standards of conduct and appearance; for abiding by the rules and regulations of both the school and the unit; and for carrying out instructions and orders of their superiors (both cadet officers and instructors) to the best of their abilities.

b. **Cadet Officers and Petty Officers:** The Naval Science Instructors select and promote cadets for unit assignments based on demonstrated performance, academic accomplishment, leadership, team activities, and participation in unit activities. Continued enthusiasm, active participation, a positive attitude, and leadership by example are required of a cadet in order to advance and remain in unit leadership positions. **Cadet officers and petty officers are expected to set the example for junior cadets in every aspect of the NJROTC program.** The responsibilities of leadership must be accepted before the privileges of rank can be enjoyed. Extra effort and time will be required, especially of cadet officers and chief petty officers. Normally, a cadet must have at least 2 years of NJROTC experience, and must have completed all CPO advancement requirements before being designated as a cadet officer. The SNSI will demote officers and petty officers whose performance is not up to the highest standards of the unit.

c. **Company Commanding Officer (CO):** The CO is the senior cadet - the top leader of the cadet company. The CO drives and determines the success of the unit. The CO is directly responsible to the SNSI/NSI for:

(1) Ensuring efficient and proper execution of unit functions. The CO shall attend all unit functions unless specifically excused by the SNSI/NSI.

(2) Supervising the training of the staff and ensuring that staff members understand and fulfill their areas of responsibility.

(3) Development of *esprit de corps*, which is the common spirit existing in the members of a group that inspires enthusiasm, devotion, and strong regard for the honor of the group.

(4) Ensuring compliance with the chain of command at all levels and carrying out all orders and direction of the SNSI/NSI.

(5) Setting the highest standards of performance, conduct, appearance, military bearing, and courtesy as an example for all unit cadets.

- (6) Providing the SNSI/NSI with recommendations for promotions and assignments.
- (7) Meeting weekly with the SNSI/NSI, prior to the weekly staff meeting.

d. **Executive Officer (XO):** The XO supervises the company staff in executing the guidance and plans of the CO. The XO is responsible for:

- (1) Disciplinary matters within the unit.
- (2) Executing the policies of the CO.
- (3) Ensuring that all staff officers are well-informed and performing their assigned tasks in a timely and proper manner.
- (4) Being prepared to take charge in the event of the CO's absence.
- (5) Attending all unit functions.
- (6) Attempting to solve problems in the unit as they arise.
- (7) Supervising the preparation of the unit plan of the week.
- (8) Scheduling and conducting staff meetings.

e. **Command Master Chief (CMC):** The CMC is the Senior Enlisted Advisor to the Commanding Officer. Responsibilities include:

- (1) Supervise the Battalion's Senior Chief and Chief Petty Officers.
- (2) Advise the Platoon Commanders.
- (3) Training, to include competition team training.
- (4) Advancement of the enlisted ranks.
- (5) Coordinate with the CO on the welfare of the enlisted ranks.
- (6) Carry out other responsibilities that may be assigned by the CO/XO.
- (7) Conduct meetings with enlisted Platoon Commanders and Chiefs.
- (8) Take part in weekly Staff Meetings.
- (9) Supervise and be the SME on all unit ceremonies.
- (10) Be the voice and leadership that the enlisted cadets can look up to.
- (11) Supervising the **Athletics Chief Petty Officer** (if assigned) in the creation of unit PT plans and associated ORM worksheets, scheduling and documenting the Cadet challenge, and preparing for athletic competitions (including the athletic portion of drill competitions). If an Athletics Chief is not assigned, the CMC shall do this him/herself.

f. **Training Officer (TRAINO):** TRAINO is responsible for the training of all cadets, with a specific emphasis on preparing each cadet for advancement through the cadet ranks. TRAINO shall work closely with the CMC and OPS to develop training plans, which will normally be implemented on uniform days, to provide maximum opportunity for cadet skill growth and advancement in rank.

**g. Operations Officer (OPS):** OPS is responsible for the following:

(1) Scheduling, planning, and coordinating all unit activities, including field trips, parades, color guard, drill team, and other special events, ensuring that everything is moving smoothly, and advising the XO of any conflicts or difficulties.

(2) Reserving buses as required for trips.

(3) Filling out purchase orders for trips, entry fees, etc.

(3) Maintaining watch bills for colors, flag details, etc. and ensuring that assigned cadets are aware of their assignment.

(4) Preparing Letters of Instruction (LOI) for all unit events.

(5) Preparing ORM worksheets on unit events for SNSI/NSI approval.

**h. Administrative Officer (ADMIN):** ADMIN is responsible for all personnel matters, documentation of unit activities, and supporting paperwork. ADMIN shall:

(1) Maintain cadet records, both in CDMIS and in paper files as required.

(2) Prepare manifests for all activities, ensuring that participants have all required documentation for the event, such as Standard Release Forms, Medical Releases, Field Trip Forms, Indemnity Forms, etc.

(3) Maintain the minutes of staff meetings as required.

(4) Train a member of each platoon to assist with entries into individual cadet personnel files as directed by the SNSI/NSI.

(5) Have a good working knowledge of the unit's organization and activities, and assist the SNSI/NSI with preparation of unit notices and instructions, personnel lists, reports, and other paperwork as required.

(6) Prepare correspondence in support of ceremonies, inspections, and other unit events.

**i. Supply Officer (SUPPO):** SUPPO is charged with the overall responsibility for maintaining all supplies that the unit requires. This includes coordination of issue, return, and replacement of uniform items for cadets throughout the year. SUPPO shall:

(1) Maintain the supply room in a neat, orderly, and secure manner, and ensure that all uniforms and other gear are properly stowed.

(2) Maintain an accurate inventory of all uniform items.

(3) Assist the NSI with the issue, receipt, storage, cleaning, inventory, and accounting for all uniform items, to include documenting actions in the CDMIS system.

(4) Assist with the storage and accounting of other unit equipment.

(5) Supervision and training of the supply staff.

**j. Ordnance Officer (ORDO):** ORDO is responsible for all matters pertaining to assigned drill rifles and swords, including maintenance of drill rifles, swords, and an adequate inventory of necessary repair parts.

k. **Public Affairs Officer (PAO):** The job of PAO is one of the most important billets within the unit because he/she provides the public “face” of the unit. Duties of the PAO include:

- (1) Maintaining the unit website and social media site.
- (2) Preparing news releases and articles for distribution to the school, community, and local papers, radio, and television stations.
- (3) Maintaining a unit history.
- (4) Assisting the SNSI/NSI in publicizing unit activities.
- (5) Preparing the monthly Newsletter for the CO’s approval.

l. **Platoon Commanders:** Company Commanders are responsible for executing the orders of the Company CO and maintaining the morale and welfare of their assigned cadets. Platoon Commanders shall:

- (1) Be personally familiar with each cadet in his/her platoon.
- (2) Ensure information and reports are passed efficiently up and down the chain of command.
- (3) Assist with new cadet orientation.
- (4) Be knowledgeable and proficient in drill and proper instructional techniques.
- (5) Take accurate muster prior to the start of class each day.

m. **Squad Leaders:** Squad leaders are a vitally important part of the chain of command. This is normally the first opportunity for leadership, and it should be taken seriously. Those who excel in squad leadership can expect to advance in rank and be offered greater leadership opportunities. Those who do not will not be advanced. Squad leaders exercise authority and have responsibilities similar to those of a platoon commander, within their assigned squad.

n. **Team Commanders:** Team commanders are responsible for the overall operation of the individual teams (drill, color guard, rifle, orienteering, academic, etc.). Success in team competition is directly related to the effectiveness of the Team Commander. Each Team Commander will keep an accurate written muster and report the same to the SNSI/NSI. Team Commanders must make a concerted effort to become the expert, and shall:

- (1) Ensure the proper training of personnel in team procedures (color guard, rifle safety, drill events, etc.).
- (2) Work with OPS to schedule and execute team activities.

**402. Chain of Command.** The chain of command is the primary channel of communication throughout the unit. Information flows from the SNSI/NSI and CO through various members of the unit to individual cadets and from individual cadets back through the same channel to the CO and SNSI/NSI. The two-way nature of this 'chain' is extremely important. The chain of command extends up and down as follows:

Senior Naval Science Instructor  
Naval Science Instructor  
Company Commanding Officer  
Platoon Commanders  
Squad Leader  
Individual Cadet

Note: While the members of the battalion staff (XO, OPS, ADMIN, SUPPO, ORDO, and PAO) are not explicitly listed in the chain of command, it should be understood that these officers exercise the authority of the CO in their respective functional areas.

**403. Safety.** Cadet safety is paramount. To that end, procedures are in place to assess and manage risk prior to activities, and to stop an activity if an unsafe condition occurs. Every cadet is responsible to immediately make his/her concerns known to the instructor if they feel unsafe.

a. Operational Risk Management (ORM). All activities require team commanders or cadets in charge, under the guidance of OPS and the SNSI/NSI, to perform an operational risk assessment to determine any associated risks and implement mitigating procedures when necessary prior to such activity. Detailed procedures for ORM are contained in separate WKHS NJROTC guidance.

b. Training Time Out (TTO). Any cadet is to call "Training Time Out" if they consider a situation to be unsafe. This is done by signaling "time out" (hands in "T") and saying "training time out" three times. All activities will immediately stop until the unsafe situation is corrected and the instructor authorizes resumption. The Cadet Reference Manual provides guidance on the TTO procedure.

**404. Fundraising.** While both the school district and the Navy support NJROTC activities, these resources are not sufficient to support all of the activities of a healthy unit. As a result, cadets will have to provide funds for some items (such as warmups or other clothing items that are not Navy-provided uniforms). Additionally, fundraising is a necessary part of being a NJROTC Cadet. ***Cadets are expected to actively participate in the fundraising activities of the unit.***

## Section 5. Uniforms and Supply

**501. Uniform Wear.** The NJROTC Uniform is the distinctive dress of a proud and effective Unit. It is fully expected that the uniform be worn with pride. Uniforms are normally worn one school day each week. Otherwise, a cadet must have permission from a Naval Science Instructor to wear the uniform to non-NJROTC activities. When in uniform, your actions reflect upon yourself, your school, community, and the United States Naval Services. ***If you will not wear the uniform properly or conduct yourself in an appropriate manner while in uniform, you should reconsider your decision to be a part of this unit.*** All cadets are subject to the Uniform Regulations as prescribed in the Cadet Field Manual. Proper wear of the uniform requires the following:

- a. Wear a complete uniform. Do not mix and match uniform items and civilian clothing.
- b. Wear the uniform for the entire day. Cadets may remove the uniform for classes which would soil the uniform (PE, shop, etc.) with prior permission from the SNSI/NSI.
- c. Covers will not be worn indoors except for personnel inspection.
- d. No articles such as pencils, combs, and buttons shall be exposed when in uniform.
- e. Jewelry, watches, rings, earrings may be worn only as allowed in the Cadet Field Manual.
- f. Hairstyles will conform to those specified in the Cadet Field Manual.
- g. No facial hair is authorized, except for mustaches. Refer to the Cadet Field Manual.
- h. Keep hands out of your pockets and do not chew gum when in uniform.
- i. All buttons must be fastened properly.
- j. If wearing the Relaxed Fit Jacket (RFJ) the zipper will be at least  $\frac{3}{4}$  zipped.
- k. Wear only *your* uniform and never loan or borrow uniform items.

**502. Personnel Inspection.** Cadets will be expected to wear their uniform once a week as prescribed by the SNSI/NSI. Uniform wear is a graded evolution.

- a. Cadets are expected to wear their uniform correctly for the entire day on inspection day. Cadets caught changing between classes will receive a "0" for their uniform grade.
- b. Cadets must maintain proper grooming standards in order to receive a passing grade. Failure to comply with these standards will result in a failing grade.
- c. If a cadet is absent from school on uniform day, he/she must wear his/her uniform on the

first day back to school to get credit, unless other arrangements have been made with the SNSI or NSI. Uniform make up days will not be permitted for unexcused absences.

**503. Uniform Issue.** Each cadet will be loaned, at no charge, all uniform articles except underclothing and nametag. Cadets will be issued a clean uniform and are expected to maintain this uniform in a clean and neat condition, and return it at the end of the school year in the same condition in which it was issued. Each cadet is responsible for approximately **\$300** worth of uniforms. Upon uniform issue, each cadet will be issued a custody card. Each cadet will ensure that this form is an accurate inventory of what they actually have, sign the card, take it home for signature by a parent or guardian, and return it to Supply as soon as possible. The Cadet Supply Officer will keep it on file and the individual cadet will be responsible for all items (or the cost of the same) issued.

***a. A Cadet will in no case remove anything from the NJROTC Supply without signing for it. Cadets are not allowed to enter the NJROTC Supply room without a Supply Cadet present.***

**504. Uniform Turn-In.** Upon disenrollment from the program, uniform items will be returned to Supply within one week of disenrollment. All uniform items (exceptions noted below) will be returned in clean and serviceable condition. ***Cadets are required to pay for all uniforms damaged or soiled beyond serviceability if the damage is not due to normal wear and tear.***

a. All items must be turned in at the same time in order to facilitate complete and accurate accountability.

b. Upon turning in uniforms, the former cadet will be issued a Custody Card Receipt indicating a cleared NJROTC account. (The total appearing at the bottom of the items list should be \$0.00 in order for an account to be cleared).

c. Turn in your uniforms directly to an instructor or a Supply Cadet. Leaving your uniforms in the school office or NJROTC spaces will not guarantee that your account will be cleared.

d. If a former cadet's uniforms have not been turned in, or the account is not properly cleared, his/her name will be reported to the school, which will place a "hold" status on the record, which will prevent issuance of report cards, graduation, or transfer to another school.

e. The following items should not be returned:

- (1) ribbons, medals, awards
- (2) t-shirts
- (3) socks and shirt stays
- (4) name tag
- (5) shoes (these may be returned, if desired, but it is not required)

**505. Care of the Uniform.** The uniform will always be worn in a meticulously clean condition. Your good care of all uniform items will ensure future cadets have access to clean uniforms in excellent condition. These are general instructions; in all cases, ***read the label and follow the care instructions for the item. Do not use bleach on any uniform items. Do not remove tags from the uniform!***

a. **Black Pants:** Poly/wool blend pants must be dry-cleaned. Check the tag before washing. If

the pants are washable, wash in warm water on the permanent-press cycle. Dry on the permanent-press cycle, remove immediately and hang up. Iron on low heat. Should be hung on a hanger with a cardboard ring. Fold at creases and over hanger. Should be hung and never folded. Wash after each wearing. May be dry cleaned.

b. **Khaki Shirts:** Machine wash in warm water on permanent press cycle. Dry on permanent press cycle. Iron on low heat. Should be hung on a hanger, never folded. Keep hung up at all times. The shirt may have military creases in it. Do not crease NJROTC patch on khaki sleeve.

c. **Ties, Dress Coats, and Relaxed Fit Jackets:** Dry clean only and keep hung up at all times.

d. **Combination Cover (White):** Machine washable or hand wash in warm water. Dry in the dryer on low setting. Iron to remove wrinkles.

e. **Shoes:** There is nothing like a pair of well shined shoes to set off one's personal appearance and enhance an outstanding uniform. But this does not come automatically. There must be some personal effort on the part of every cadet to produce an excellent shoeshine. The most popular paste-wax polish available today is Kiwi, but any brand paste-wax will work. A soft cloth like an old t-shirt is ideal to apply polish, or use cotton balls or cotton disks available at most drug stores. Wrap cloth tightly around your forefinger, dip in warm water, rub a small amount of polish on the fingertip, apply to shoes in small circular motion with very light pressure, and keep the cloth wet. You cannot use too much water. Repeat this over and over again on the entire shoe. As the water mixes with the wax, the wax hardens and acquires a deep glossy shine. For the final shine, use a clean spot on the cloth with lots of water and little polish. Do this nightly on a new pair of shoes until you have a good base on the shoes and then weekly to maintain a great shine. Remember to clean and polish the edges (welts) and heels of the shoes. Edge/sole dressing is available in stores but normal black polish works just as well. Use an old toothbrush to clean and polish the stitching. ***Do not use spray aerosol, spray-on polish, or acrylic floor wax.*** The shoe will crack and peel. Never "spit" on your shoes for a "spit shine." Your saliva is normally acidic and can take a high gloss off the shoe. This hint is especially important if you just had lunch, soda or any kind of beverage.

f. **Metal Insignia (NJROTC bar, collar devices):** Wipe clean with dry soft cloth only. Never polish with abrasives like Brasso.

g. **Belt Buckles:** Polish the "Quartermaster" plastic film off the buckle with brass polish. Ensure you polish the front and top of the buckle. ***Do not polish while the buckle is attached to the belt.*** Polish will ruin the belt. Also, carefully polish the brass tip of the belt with brass polish after first masking the belt with tape behind the tip.

**506. Organizational Gear.** Any NJROTC equipment that is not for personal use (Rifles, Swords, Flags, Guard Belts, etc.) but for the use of all cadets in order to carry out various functions is called organizational gear. **This gear will be controlled similarly to uniforms in that it never leaves supply unless a cadet has signed for it.**



## Section 6. Good Order and Discipline

### **601. Cadet Conduct. *Good order and discipline are the cornerstone of the NJROTC program. Cadets are responsible for ensuring a climate of dignity and mutual respect exists at all times.***

All rules contained in the WKHS Student Handbook will be strictly enforced. All differences of opinion with regard to interpretation of specific rules will be referred to the SNSI for resolution. NJROTC can make rules more stringent than set forth by the school, but will never relax a rule set by the school. The following are expected of all cadets in the NJROTC Program. Failure to comply will result in disciplinary action. All cadets shall:

- (1) Follow all school rules and regulations throughout the day. We lead by example.
- (2) Refrain from profanity, sexual innuendo, obscene material, smoking or vaping, drugs, alcohol, and other similar types of activities.
- (3) Avoid fraternization, overt displays of affection, boisterous language, “horseplay,” and other inappropriate or childish antics in and around NJROTC spaces. This is especially important when in uniform.
- (4) Meet deadlines promptly. Missing deadlines causes severe problems for the Unit and may affect a cadet’s ability to participate. Missing deadlines will also have an adverse effect on grades, promotion, and/or awards.
- (5) Be a role model to all WKHS students in anti-drug, anti-gang, and anti-hazing behavior.
- (6) Recite, with my class, the Pledge of Allegiance and Cadet Creed daily.
- (7) Be mindful of all social media interactions so as not to bring discredit to myself, WKHS NJROTC, or my community.
- (8) Actively participate in events such as competitions, parades, color guard, and community service. NJROTC isn’t just a class.

### **602. Customs and Courtesies. Cadets shall adhere to the following guidance:**

- a. Address the instructors as Sir, Captain, or Gunnery Sergeant as appropriate. Cadets will use proper names when addressing cadets, i.e. Cadet Jones.
- d. Cadets are expected to sound off loudly and repeat all orders/directions when not in formation. For example, when given the command “seats” cadets will respond "Seats Aye Sir (or Ma’am).”
- e. Maintain your bearing at all times. Remember that “losing it” for 30 seconds can destroy years of work.

f. Cadets are expected to render appropriate salutes (while outdoors) to cadet officers while in uniform. NO EXCEPTIONS!

g. Cadets are expected to greet instructors with a loud "good morning/good afternoon, sir" as appropriate. Do not pass the instructor without saying anything! This applies throughout the school campus.

**603. Space Access.** NJROTC spaces are for NJROTC business and access is limited to those who have a reason to be there. They are also not a storage area for personal items.

a. Only bring non-NJROTC guests into the classroom during non-class hours with instructor approval. Cadets are responsible for the proper behavior of their guests. Sitting on desktops or resting feet on furniture is prohibited.

b. Do not leave personal items in any NJROTC space without instructor approval. This includes NJROTC books and notebooks.

c. The SNSI and NSI offices are "OFF LIMITS" to all cadets unless invited by the instructor. Cadets may enter the office only on official business or when requested by the SNSI/ NSI. To enter the office, knock and request to enter, and enter when invited by the instructor. Cadet Officers will only request permission to enter the SNSI/NSI office the first time each day; after that, simply state your business at the doorway. This will prevent numerous interruptions.

d. Supply and Administration Spaces are for official business only. Unit staff members may enter these spaces as required to perform their duties. Others may only enter to conduct official business (uniform issue or turn in, meet with unit staff officer, etc.) and only with the permission of a unit staff member or an instructor. There will be no admittance of non-NJROTC students in these spaces without prior permission from an instructor.

e. All spaces (classrooms, rifle range, supply, and admin) will be maintained clean and properly stowed. Trash will be placed in the proper receptacle. Items removed from their stowage location for use will be returned to their proper stowage location when the evolution is complete. **GEAR ADRIFT WILL NOT BE TOLERATED.**

**604. Discipline.** Discipline will not become a problem if all cadets follow the rules set forth by the community, school, and NJROTC. A maximum effort will be made to keep these problems to a minimum. Violation of school and NJROTC rules will be handled in the following manner:

a. School Rules. A cadet will be treated similarly to any other student and referred to the principal when found to be breaking school rules.

b. NJROTC Rules. When a cadet violates an NJROTC policy, it will be investigated by the ranking cadets and serious infractions will be brought to the attention of the SNSI/NSI.

c. Some actions will violate both School and NJROTC rules; Cadets should therefore expect consequences from both the School and NJROTC. This is not "double jeopardy."

**605. Probation.** If the SNSI/NSI so desires he may place a cadet on probation for violation of NJROTC rules or lack of performance. The individual cadet and his/her parents will be notified. Once placed on probation, a cadet may be removed from that status only by the SNSI/NSI. If the cadet does not meet the terms of the probation period, he/she may be removed from the program and not be permitted to enroll in the NJROTC the following year.

**606. Reduction in Rank / Removal from the Program.** Cadets may be reduced in rank and may be removed from the program for the following reasons (this is not an all-inclusive list):

- a. Repeated failure to wear the uniform when required. Officers who fail to wear the uniform as required will be relieved of their duties.
- b. Failing multiple subjects during any semester
- c. Insubordination or failure to obey lawful orders
- d. Failing grade in Naval Science
- e. Conduct unbecoming of a Cadet (in the judgment of the Instructor)
- f. Repeated failure to dress out and participate in PT
- g. Suspension from school
- h. Failure to meet WKHS or NJROTC discipline standards, including offenses that result in suspension
- i. Substance abuse (drugs, alcohol, tobacco, vaping, etc.)
- j. Criminal offenses
- k. Violation of the WKHS Academic Honor Code
- l. Failure to comply with grooming standards
- m. Excessive absences
- n. Repeated failure to complete required assignments
- o. Repeated refusal to take part in any other aspect of training
- p. Failure to complete required administration (cadet oath, medical risk questionnaire, physical, etc.) as these are required to ensure legal and safe operation of the program

## **Section 7. Promotion and Awards**

**701. Promotion.** Promotion/advancement in rate is a significant part of the NJROTC experience. Cadets have complete control over how fast and how high they advance. Studying the required material and maintaining a sound military performance record will enable cadets to advance without difficulty. Advancement in rank is based on demonstrated performance, class standing, overall school standing, leadership potential, attitude, and aptitude.

- a. All Naval Science 1 cadets enter the program as a Cadet/Seaman Recruit.
- b. To ensure sufficient experience in each rank, there is a minimum of two months in between promotions from Cadet/Seaman Recruit up through Cadet/Petty Officer First Class.
- c. All requirements must be met on the respective Promotion Cards prior to sitting for the exam for the next rank.
- d. After completion of the required time-in-grade and if the promotion card requirements are complete, individuals may take the advancement exam. Cadets should use their chain of command to schedule their exam.
- e. Meritorious promotion may be awarded by the SNSI for outstanding service to the Unit.
- f. Cadets selected for the unit staff will normally be promoted to the rank associated with the position, which may result in jumping several ranks. If this occurs, it is the responsibility of the cadet to be familiar with all the requirements and responsibilities of the rank attained as a member of the staff, and all ranks below. Any cadet who is promoted to assume a leadership position, and who is later removed from their position due to inability to maintain the standards expected, will reassume their original rank prior to promotion.
- g. Top achieving cadets will be assigned to more responsible billets. The SNSI will make the final determination of each cadet's rank.

**702. Awards.** NJROTC recognition for performance, achievement, and participation may be acknowledged by the awarding of ribbons. Awards must be worn in order of precedence, and must be clean and in good repair. In the event that a cadet is recognized by a subsequent award of a ribbon he/she has previously received, a ribbon device is attached to the initial ribbon instead of wearing a second ribbon. Upon receiving an award, the Admin officer will ensure that an appropriate entry is made in CDMIS.

- a. Other awards may be presented by the SNSI/NSI or outside organizations to cadets who have met the criteria for the specified award. These will be presented to select senior, junior, and sophomore cadets, along with freshman cadets who have stepped up in initiative and leadership potential. These will normally be presented at unit formations, awards ceremonies, the military ball, or an annual awards banquet, as appropriate.

## **Section 8. Activities and Teams**

**801. Activities and Teams.** There will be an opportunity for cadets to participate in the following extra-curricular activities, which will enhance their chance for advancement:

a. Drill Team - A group of highly dedicated cadets interested in the sharpness and precision developed by close order drill and the Manual of Arms. They represent WKHS 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.

b. Air Rifle Team - The rifle team is comprised of cadets interested in competitive shooting and rifle safety. They represent the unit in local, state, and national competitions.

c. Color Guard - This group of cadets is one of the most visible aspects of the unit to the school and to the community. They present the Colors at parades, school sporting events, other activities and community ceremonies, and compete with other JROTC units. Like the drill team, the members of the color guard are expected to set the example in uniform and personal conduct.

d. Orienteering Team - The orienteering team is comprised of cadets who are particularly interested in land navigation and physical fitness and are willing to devote extra time and effort, especially on Saturdays. They represent the unit in state and regional competitions and compete against other JROTC units.

e. Athletic Team – The athletic team is comprised of cadets who are interested in physical fitness and athletic competition. Often competition takes place during drill meets.

f. Academic Team - The academic team is comprised of cadets who are particularly interested in academic achievement, and who are willing to devote the extra effort and individual study necessary to compete successfully. They represent the unit in state and national competitions. Academic competition is also a key part of drill competition.

g. CyberPatriot Team – The CyberPatriot team is composed of cadets who are interested in computer security and network defense. The team competes in a series of online events.

h. Drone Team – The drone team consists of cadets who have an interest in STEM and aviation. Competitions consist of flying drones through challenging courses of obstacles.

**802. Aiguillettes.** Cadets desiring to earn an aiguillette are required to attend team practices with minimal unexcused absences and qualify for exemplary conduct and exemplary personal appearance awards. If a cadet quits a team or no longer participates on a team, he/she cannot wear the aiguillette. Aiguillettes are assigned to teams as follows:

<u>Team</u>	<u>Color</u>	<u>Requirement</u>
Drill Team	Black	Participate in 3 drill meets
Athletics	Red	1 athletic competition & pass Cadet Challenge
Orienteering	Green	Participation in 1 orienteering competition
Color Guard	Blue	Participation in 3 color guard events
Academics	Orange	Compete in 3 academic competitions
Air Rifle	Yellow	Compete in 1 air rifle match

SNSI/NSI may change the above criteria at any time.

## **Section 9. Field Trips and Extracurricular Activities**

**901. Eligibility.** WKHS NJROTC will be engaged in a wide range of activities including field meets, out-of-town trips, academic competitions, community service projects, and fund-raising activities. Each of these activities will be designed to further your education in some way. Whether or not you are allowed to participate in any of these activities is strictly up to you – your eligibility is based on your performance. In addition to any unique criteria associated with a specific event, only cadets who are in good standing will be allowed to participate. The criteria for good standing will include at a minimum:

- a. Maintain a grade of 70 or higher in all classes
- b. All accounts paid in full (activity fees, fund-raisers, etc.)
- c. No failure to wear the prescribed uniform during the current marking period.
- d. No unexcused absences for the current and previous marking period.
- e. No referrals for disciplinary infractions during the previous and current marking period.
- f. All field trip forms turned in prior to set deadlines.
- g. Up to date Health Risk Screening, Standard Release form, and Physical (as applicable for athletic competitions or physically demanding events). Additional releases of Liability may be required as well. The physical must state that the cadet is “cleared for all physical activities.”
- h. If there are more cadets wishing to make a trip than there are available slots, performance will be the deciding factor.
- i. The SNSI/NSI may apply judgment and modify any of the criteria as circumstances warrant.

## **902. Conduct.**

- a. Music devices with headphones may be taken on field trips and may be played quietly during travel or in your room between official activities. They will not be seen or heard at any other time. If the SNSI/NSI can hear the music or there is a noise complaint, the device will be confiscated.
- b. No food or drink will be allowed on the buses without the authorization of the SNSI/ NSI.
- c. Field trips are not "date functions" and cadets will not behave as if they are. Male and female cadets will not sit together on the bus. When staying out of town, male cadets are not allowed in female berthing areas and female cadets are not allowed in male berthing areas.



**Honor, Courage, Commitment**