

**NJROTC**

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WARRIORS

DISCIPLINE

WESTERN ALAMANCE

## **WARRIOR'S CREED/ CADET HONOR CODE**

**We are Western NJROTC Warriors.**

**We are proud to represent our school, our  
community, and our nation.**

**We uphold the navy core values; Honor, Courage  
and Commitment.**

**Each of us is dedicated to personal integrity, self-  
discipline and becoming responsible citizens in a  
rapidly changing world.**

**We are united, we are one, we are Warriors!**

# Table of Contents

Table of Contents .....	i
Section One: Naval Junior Reserve Officer Training Corps Program.....	1
Goals and objectives .....	1
Requirements for enrollment in the NJROTC program.....	1
The Instructors, Senior Cadet Staff, and Their Roles .....	1
JROTC Program Background .....	2
Required Forms:.....	2
Section Two: NJROTC Curriculum and Instruction .....	4
The Purpose Of The Corps.....	4
NJROTC Curriculum Description .....	4
Textbooks.....	6
Naval Science Class .....	6
Academic Routine.....	7
Grading.....	7
Team Practices .....	8
Training Time Out.....	8
Operational Risk Management Program (ORM) .....	8
The ORM Process .....	9
NJROTC Program Expectations and Benefits .....	10
Benefits of enrollment.....	10
Expectations for Enrollment .....	10
Extracurricular Activities .....	11
Section Three: Unit Organization.....	13
Team Commanders .....	17
Platoon Organization.....	19
Section Four: Conduct And Procedures For NJROTC.....	21
NJROTC Procedures and General Rules Of Conduct .....	21
Suicide Prevention .....	25
Bystander Intervention .....	26
Section Five: Advancement .....	28
Advancement System Process .....	28
Cadet Advancement Record.....	30
NJROTC Advancement Point System .....	33
NJROTC Advancement Point Log.....	34
Section Six: Awards.....	35
Appendix .....	36
Participation Agreement.....	36
Subject: AFTER SCHOOL NJROTC ACTIVITIES CONTRACT .....	37
NJROTC Trip Behavior Contract .....	38
Operational Risk Management - Air Rifle Team.....	39
Operational Risk Management - Fitness Training / PT Test.....	40
Operational Risk Management - Drill Practice / Competitions .....	41
Operational Risk Management - Orienteering Participation.....	42

# Western Alamance High School

## Navy Junior Reserve Officer Training Corps

### Cadet Handbook

The purpose of the “WAHS NJROTC Cadet Handbook” is to provide cadets and their parents the policies, procedures, and specific information that is unique to the Navy Junior Reserve Officer Training Corps at Western Alamance High School. The information contained in this handbook is meant to inform the cadets and their parents of policies of the WAHS NJROTC unit as well as the responsibilities of the cadets that participate in the program. The information contained here is supplemented by current information about the program found on the WAHS website at: <http://www.abss.k12.nc.us/Page/23455> or through LCDR Frazier’s teacher page (Frazier, Timothy) and associated pages.

If a parent has any questions about the policies in this handbook or the welfare of their cadet please feel free to contact LCDR Frazier by email: [timothy\\_frazier@abss.k12.nc.us](mailto:timothy_frazier@abss.k12.nc.us) or by phone at (336) 538-6696 (office).

\_\_\_\_\_  
/s/

Timothy G. Frazier  
Senior Naval Science Instructor  
Western Alamance High School

\_\_\_\_\_  
/s/

Todd Stephan  
Principal  
Western Alamance High School

## Section One: **NAVAL JUNIOR RESERVE OFFICER TRAINING CORPS PROGRAM**

### **General Information:**

The following information is provided to help you and your parents understand what is expected of a Western Alamance Naval Science student and NJROTC Cadet. Please, do not hesitate to contact us if you have any questions about the class or program.

### **Goals and objectives**

The NJROTC program goals are to provide an opportunity for high school students to instill the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. These are goals met by teaching to these objectives around the core values of the United States Navy: HONOR, COURAGE, and COMMITMENT. The objectives of the NJROTC program are:

1. To promote patriotism.
2. To develop informed and responsible citizens.
3. To promote habits of orderliness and precision, and to develop respect for constituted authority.
4. To develop a high degree of personal honor, self-reliance, leadership, and self-discipline.
5. To promote an understanding of the basic elements of and requirements for national security.
6. To develop a respect for and an understanding of the need for constituted authority in a democratic society.
7. To provide incentives to live healthy and drug free.
8. To develop leadership potential.
9. To provide a positive alternative to gangs.
10. To promote high school completion.
11. To provide information on the military services as a possible career.

### **Requirements for enrollment in the NJROTC program**

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

- A. Good Conduct at home, in school, and in the community.
- B. Satisfactory grades (including a 70 or higher in NJROTC).
- C. Be enrolled at Western Alamance High School.
- D. Be physically able to take Physical Education (PT). Exceptions will be considered on a case-by-case basis.
- E. Be willing to meet NJROTC grooming standards and to wear the uniform correctly and at all required times.
- F. Be a U.S. citizen or legal alien.
- G. Any Western Alamance High School student may enroll in NJROTC at any time during the school year.
- H. New Cadets, regardless of grade, must be enrolled as a Naval Science I students. If scheduling permits, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students may also enroll in a second or third Naval Science course during the same school year.

## ***The Instructors, Senior Cadet Staff, and Their Roles***

The Head of the Department of Naval Science and the NJROTC Program at Western Alamance High School is called the Senior Naval Science Instructor (SNSI). The SNSI is the senior retired commissioned officer employed by the school. All other personnel employed by the school in the NJROTC Program are called Naval Science Instructors (NSI) and are retired enlisted personnel (E-6 through E-9). The SNSI and NSI have met the stringent certification requirements of the Chief of Naval Education and Training to lead the NJROTC program.

### **Senior Naval Science Instructor**

Lieutenant Commander Timothy G. Frazier is a retired Coast Guard Officer (O-4) and is the Senior Naval Science Instructor (SNSI). Lieutenant Commander Frazier served for 28 years in the US Navy, US Army and US Coast Guard and retired in 2017. He has a Master Degree in Criminology and Law Enforcement, and a Bachelor of Science in Criminal Justice. He is the NJROTC program manager and is the final authority on all issues dealing with the NJROTC program, including such subjects as the selection of cadet officers, chief petty officers, enrollment in NJROTC, the uniform-of-the-week, etc. Lieutenant Commander Frazier usually teaches Naval Science II, Naval Science III, Naval Science IV, and Naval Leadership Development.

### **Naval Science Instructors**

Master Chief Dirk Butler is a retired Master Chief (E-9) and is the Naval Science Instructor (NSI). Master Chief Butler served for thirty years in the United States Navy, and retired in 2003. He has a Master Degree in Liberal Studies with a concentration in Teaching and Learning, and a Bachelor of Science in Business Management with a Minor in Asia Studies. Master Chief Butler began teaching at Western Alamance in 2010. He is the second-in-command of NJROTC. Master Chief Butler usually instructs Naval Science I, Advanced Naval Science I, Naval Science II and Advance Military Studies.

### **The Senior Cadet Staff**

Navy Junior ROTC is a cadet-run program. The Senior Cadet Staff are the cadet leaders of NJROTC and hold positions such as Company Commander, Executive Officer, Supply Officer, Operations Officer, Administrative Officer, Platoon Commanders/Leaders, Color Guard Commander and competitive Team Commanders. The Senior Staff are selected by the SNSI and the NSI to run the program. The Senior Staff are Naval Science III and IV cadets.

## ***JROTC Program Background***

Junior ROTC Units for all the military services were authorized by the Reserve Officers Vitalization Act of 1964 (Public Law 88-647 of 13 October, 1964 – Title 10, U.S. Code, Chapter 102). Department of Defense Directive 1205.13 of June 16, 1982 requires the military service secretaries to “Sponsor and conduct a Junior ROTC program.” Each of the services currently supports active programs in schools across the country and some overseas locations.

The Navy currently has over 580 NJROTC programs in schools across the continental USA, and in Alaska, Hawaii, Guam, Japan, and Italy. The Commander, Naval Education and Training Command (NETC), with headquarters in Pensacola, Florida directs the program for the Navy. NETC has a number of NJROTC Area Managers, each responsible for the supervision of school programs in several states. Western Alamance HIGH School comes under the direction of the Area Six Manager with headquarters in Charlestown, SC.

This is a very low cost academic elective for the student. A student has no military or financial obligation (other than incidental expenses such as haircuts, physical fitness uniforms, uniform cleaning, meals on field trips, etc.) from taking NJROTC courses in high school. There are significant benefits for those enrolled, whether or not they plan on going into the military after graduation. NJROTC students who

participate in extracurricular activities and field trips may be required to pay for their own meals and other incidental expenses.

### **Required Forms:**

- a. Standard Release Form (Allows Instructors to provide needed care during NJROTC activities).
- b. Cadet Information Form (Cadet Information to enter into the official password protected NJROTC Joint Unit Management System (JUMS)).
- c. Conduct and Safety Form (To ensure cadet and parent understand our conduct and safety expectations).
- d. Uniform Custody Form (The parent and cadet must accept responsibility for proper care of the NJROTC uniform and other instructional materials).
- e. NJROTC Health Risk Screening Questionnaire (Required by the Navy to help instructors understand the personal health and safety needs of the cadet).

The NJROTC Health Risk Screening Questionnaire must be completed prior to having a pre-participation sports physical examination. This sheet must be signed by both the cadet and one of their parents/guardians, and if the cadet answers yes to any of the questions, the bottom portion, Part B, must be filled out and signed by the medical practitioner conducting the physical examination for any cadet who desires to qualify for the fitness ribbon, attend advanced training, or participate in JROTC athletic competition –see sub-paragraph f.

- f. School Sports Physical. In addition to the NJROTC Health Risk Screening Questionnaire, a school sports physical examination, performed by a credentialed medical provider within 1-year prior of participation is required for Cadets wishing to qualify for the NJROTC Physical Fitness ribbon, attempt to qualify for the NJROTC Leadership Academy or Command Course, or participate in any of the optional NJROTC athletic competition activities. **It is strongly recommended that all cadets have a valid sports physical each year they are in NJROTC.**

## Section Two: **NJROTC CURRICULUM AND INSTRUCTION**

### ***General Information***

NJROTC Cadets hold a unique place among students at Western Alamance High. NJROTC Cadets are expected to learn and follow, at all times, the rules of the school and the unit. Cadets will often find themselves held to a higher standard of conduct by teachers, administrators and the general public because they are part of NJROTC.

### ***Supplies, Uniforms and Cost***

- A. Course material, uniforms, supplies, and most other items are paid for by the Navy and are loaned to the Cadet as long as he/she is enrolled in the NJROTC program. There are a few incidental items Cadets must pay for including: haircuts, socks, uniform cleaning, field trips, PT gear, etc.
- B. A complete, tailored, navy-style uniforms provided free for use of the Cadet and is required to be worn once a week on a designated day. Cleaning and pressing of the uniform is the responsibility of the Cadet and is an important part of the NJROTC program. Students must always wear the uniform correctly, as prescribed in the Cadet Field Manual, provided separately. The uniform must be returned, clean and in good condition, when enrollment ends. Grooming must meet minimum standards established by the school and the Navy, as described in the Cadet Field Manual.
- C. Cadets and parents are required to acknowledge receipt and return of these loaned uniform items by signing a supply custody card once a year, or upon significant issue or return of uniform items. This supply custody card will indicate all items issued to and returned by the cadet. Cadets must reimburse the U.S. Treasury for items lost or maliciously damaged or destroyed.

## **The Purpose Of The Corps**

### **To Train Cadets For Life**

NJROTC strives to prepare cadets for life by teaching them applicable skills such as teamwork and leadership. These skills are then tested and improved by encouraging cadets to apply them and learn what truly works. The skills that are learned can be used in future jobs and situations.

### **To Teach Cadets Core Values**

NJROTC can also instill in cadets core values of Honor, Courage, Commitment. These values will enable a cadet to be the best that he/she can be. Core values also set apart a cadet from ordinary High School Students.

### **To Explore The Military As A Possible Career**

NJROTC presents the military as a plausible career for cadets by teaching them the structure and organization of the Navy. Cadets do NOT have to join any military.

## ***NJROTC Curriculum Description***

### **NAVAL SCIENCE 1**

**PURPOSE:** To introduce students to the meaning of citizenship, the elements of leadership, and the value of scholarship in attaining life goals; engender a sound appreciation for the heritage and traditions of America, with recognition of the importance of Naval ships and aircraft; develop in each cadet a growing sense of pride in his/her organization, associates, and self. These elements are pursued at the fundamental level.

**COURSE CONTENT:** History, Background, Mission, Goals, and Policies of the NJROTC Program; Naval Science Curriculum; NJROTC Unit Activities; Benefits of the NJROTC Program; Career Planning; Followership; Leadership; Leadership Opportunities in NJROTC; Motivation;



Relationships; Attitudes and Emotions; Laws, Authority, Responsibility; Role of Government; Student's Role as Citizens; The Declaration of Independence; Constitution of the United States; National Defense; Organization of the Navy; Mission of Navy Ships; Ship Terminology; Navy Ships; Background of Naval Aviation; Naval Aircraft and Missions. The Uniform; Personal Appearance and Grooming; Awards and Decorations; NJROTC Rates, Ranks and Assignments; Navy Rates and Ranks and Courts-Martial; The American Flag and Flag Etiquette; The Pledge of Allegiance; Military Courtesy, Ceremonies, Review, and Street Parades; Purpose, Commands and Movements of Military Drill; Commands and Movements of the Sword Manual; The Color Guard; Human Growth and Development; Health and Hygiene; Drugs, Alcohol, and Tobacco: Use and Abuse; Physical Fitness; PFT Administration; First Aid; Sport of Orienteering; Fundamentals of Survival; Chain of Command; The Eleven Orders; A Means of Security; Watches.

## **NAVAL SCIENCE 2**

**PURPOSE:** Build on the general introduction provided in Naval Science 1, to further develop the traits of citizenship and leadership in cadets, through a study of the evolution and influence of seapower and naval history on the development of America's responsibility as a world power; and expand understanding of the various naval sciences.

**COURSE CONTENT:** Includes a comprehensive study of Naval History: Seapower and Early Western Civilization, The American Revolution, 1775-1783, the growth of American Seapower 1783-1860, the Civil War, the rise to world power status, World War I, the Interwar Years, World War II, the Cold War, and the 1990's and beyond, including the War on Terrorism. Naval Leadership. NJROTC Leadership, Approaches to Leadership, and Leadership Skills. Naval Sciences: Introduction to Maritime Geography, Oceanography, Meteorology and Weather, Astronomy, and Physical Science.

## **NAVAL SCIENCE 3**

**PURPOSE:** Broaden the understanding of students in the operative principles of military leadership, the concept and significance of teamwork, the intrinsic value of good order and discipline in the accomplishment of objectives, the fundamentals of American democracy, and to expand their understanding of naval academic subjects.

**COURSE CONTENT:** Includes ongoing instruction in Naval Knowledge: The Importance of Sea Power, National Security, Grand Strategy and Preparedness, US Strategy and Naval Tactics, US Merchant Marine, Naval Operations, Communications, and Intelligence, Naval Logistics, Navy Research and Development, Military Law, Fundamentals of International Law, International Law of the Sea, and the Law of War at Sea; Ship Construction and Damage Control; Shipboard Organization and Watchstanding; Basic Seamanship; Marine Navigation; Rules of the Road and Maneuvering Board; Naval Weapons and Aircraft.

## **NAVAL SCIENCE 4**

**PURPOSE:** This course is focused solely on the science and art of practical leadership. The intent is to assist the senior in understanding leadership and improving their leadership skills by putting them in positions of leadership, under supervision, then helping them analyze the reasons for their varying degrees of success through the year. Classroom activities include seminars, reading assignments, classroom presentations, and practical work with younger cadets. Cadet Chief Petty Officer or above

**COURSE CONTENT:** Includes instruction in theoretical and applied aspects of leadership, training, and evaluation of performance. Students will become aware of the techniques used to create motivation, develop goals and activities for a work group, and the proper ways to set a leadership example. One entire section will involve a study of Leadership Communications, including planning, briefings, written communications and communication pitfalls. There is an assigned leadership

project and a complete study of applied Ethics. Cadets will also apply these principles when dealing with younger cadets in the areas of military drill and inspections, athletic events, and in other school activities.

### **Advance Military Studies**

**PURPOSE:** This course is focused solely on advanced practical military skills, honors and ceremonies. Enrollees must be dual-enrolled in Naval Science 1, 2, 3 or 4 each academic year, have at least a C in Naval Science in the previous Semester. Each Naval Science Advance Military Study class member **MUST** be a member of an advanced competitive team and must be approved by the Naval Science Instructor.

**COURSE CONTENT:** Includes instruction in theoretical and applied aspects of drill, marksmanship, orienteering, military analysis, military honors and ceremonies, writing, briefing and speaking.

### **Textbooks**

All textbooks and instructional materials are provided free of charge by the US Navy for cadet use and instruction in the NJROTC program.

#### **Naval Science ONE**

INTRODUCTION TO NAVAL SCIENCE (1st edition, 2008).Covers 24 topics.

#### **Naval Science TWO**

NAVAL SCIENCE 2 (3<sup>rd</sup> edition, 2014).Covers 42 topics.

#### **Naval Science THREE**

NAVAL SCIENCE 3 (2<sup>nd</sup> edition, 2009).Covers 36 topics.

#### **Naval Science FOUR**

SELECTED READINGS IN NAVAL LEADERSHIP (1st edition, 2001).Covers 27 topics.

#### **Cadet Field Manual**

The Cadet Field Manual (10th edition, June 2014) is a reference guide that covers the aspects of NJROTC that the class-work does not: NJROTC Uniform Program; NJROTC and U.S. Navy Rates/Ranks; Military Customs, Courtesies, Etiquette and Ceremonies; Personnel Inspection; Military Drill; Manual of Arms With the NJROTC Rifle; Manual of the Sword; Guidon Manual; National and Organizational Flags; Survival; Chain of Command; and Orders to the Sentry.

The Cadet Field Manual is an essential reference for any cadet – you will use it all four years.

**Cadet Reference Manual** (2<sup>nd</sup> edition, 2011).Cadet basic reference and journal foundation.

### **Naval Science Class**

The class-work part of NJROTC is the foundation of the whole program. In it texts such as the Cadet Field Manual and Naval Science I, II, III, and IV are studied. The class-work session is a base of general knowledge that exists to teach you facts and concepts. After-school activities, competition and orientation trips then supplement these facts and concepts.

## **Academic Routine.**

A typical week will be made up of 1 Drill day, 1 Uniform/Inspection Day, 1 Physical Fitness Day and 2 Academic Days. The chart below describes a typical week:

Monday	Tuesday	Wednesday	Thursday	Friday
Drill	Academic	Uniform	Academic	Physical Fitness

- The chart above describes a “typical” week, however changes to this schedule may occur at the discretion of the SNSI. Such changes will be announced in class or in the Plan of the Week (if time permits.)

Drill Days. Close order drill in accordance with the cadet field manual will be practiced and conducted on these days.

Academic Days. Academic work in accordance with the appropriate NS curriculum will be conducted on these days.

Uniform Days. All Cadets are required to wear the prescribed uniform every Wednesday. All Cadets will be inspected during the class.

Physical Fitness Days. Physical training will be conducted. Students are required to dress-out with proper footwear and participate during all physical training evolutions.

**IMPORTANT NOTE:** A pre-participation sports physical examination, Standard Release form, and the NJROTC Health Risk Screening Questionnaire, are required to be completed for all cadets wishing to qualify for the NJROTC Physical Fitness ribbon.

## **Grading.**

### **Grades are composed of three parts:**

Academics (Homework, Tests, Projects, Presentations and Participation)	20%
Classwork (Physical Fitness Training and Military Drill)	30%
Military Performance Task (Uniform Inspection)	40%
Aptitude (Attitude, Industry, Military Bearing, Responsibility, Leadership, Adaptability, Overall Conduct, Dependability, Participation, Cooperation)	10%

### **Semester Grades:**

In accordance with ABSS grading, currently each grading period will count 40%, and a Comprehensive Final Exam will count 20%.

### **Testing**

A written test will normally be administered at the end of each chapter of study.

### **Retesting**

Anyone desiring to improve a test grade may request a retake within two class days of the test. Retests will be taken before or after school, by arrangement with the instructor.

### **Tutorials**

Tutorials are scheduled after school each day by arrangement with the instructor.

### **Instructor Availability**

The instructors are available in ROTC room 1 / 2 daily after school until 1630, and at other times by appointment (538-6696).

## **Required Activities**

The following activity has required attendance; it is not possible to make up this event. An unexcused absence will result in severe impact on the cadet's grade. Except in very unusual circumstances, arrangements must be made up in advance.

- Annual Military Inspection (AMI)– 300 points

## **Team Practices**

A schedule of other events and practices (Unit Calendar) will be published separately.

## **Readiness to Learn**

Bring to class: pen, pencil, notebook paper and textbooks.

Turning in papers:

All written work must be with a black or blue-black ink pen on standard-size notebook paper (approx. 8 ½ x11)

All homework, tests and themes must have the following information written legibly, in the top right hand corner of the paper (if your handwriting cannot be read, the paper was not turned in):

First Name and Last Name  
Naval Science #  
Platoon #  
Date

Take notes in class. Note taking outline sheets will be provided upon request.

For Naval Science ONE only: you must have a 2 or 3 inch 3-ring binder for your textbooks.

## **Training Time Out**

Any cadet or instructor experiencing concern about safety or well-being will immediately raise their hand and **loudly** call out, "**TRAINING TIME OUT**." The term "TTO" can be used when brevity is necessary.

The situation will be reviewed by the instructor and proper action taken. **CADETS WILL NEVER BE PENALIZED FOR FOLLOWING THIS PROCEDURE.** Only the SNSI or NSI can review the situation and determine the proper action that should be taken once "Training Time Out" or "TTO" has been called.

## **Operational Risk Management Program (ORM)**

OPNAVINST 3500.39A provides direction and guidance in the establishment of an Operational Risk Management (ORM) program for the Navy and Marine Corps. It directs that "All Navy and Marine Corps activities shall apply the principles of ORM in planning, operations and training." Accordingly, this instruction provides guidance and procedures for the implementation of ORM into the activities of this NJROTC Unit.

Although there are few NJROTC-related activities that can be designated as "High-Risk", the potential for mishaps, accidents and unforeseen consequences is always present in everything we do. Through the ORM process we seek to educate ourselves about the potential risks in an evolution and

to identify the options, proactive and reactive, which we can apply to reduce or eliminate these risks. Prior knowledge of potential problems allows us to change our training methods and/or establish safeguards which greatly reduce the possibility of mishaps. Should a mishap still occur, prior use of the ORM process will have identified the proper steps to take and given those in leadership positions an instant set of guidelines to follow. The bottom lines for any cadet... contact your Naval Science Instructors for resolution of any ORM/supervision issues.

## **The ORM Process**

The ORM process uses several steps. A Hazard Analysis is performed on the planned activity. Each major step of the activity is listed along with specific hazards associated with each of the steps. Finally, the causes of each hazard are listed. A Risk Assessment of each of the hazards identified is performed. During this step we determine the degree of risk for each hazard and the probability of that hazard occurring.

To ensure its continued use, the ORM process needs to remain flexible. Often, time does not permit the detailed review and planning required to completely meet the full, formal ORM process. Because of this fact we use two levels of ORM, each of which is identical except for the level of detail that goes into the process. The two levels are:

- a. **Time Critical ORM.** This is an on-the-run mental or oral review of the situation using the five-step ORM process without recording it on paper. This would be the level normally used in the execution of a drill or training period to overcome hazards that were unexpected during the planning process. For Western Alamance NJROTC the ORM process has been provided in the attached enclosures for typical risk evolutions of school related/classroom, fitness training and drill practices/competitions.
- b. **Deliberate ORM.** This is the use of the ORM process recorded on paper. It is used in the planning phase to ensure that all-important hazards are identified and controls put in place to minimize the chance of a mishap occurring. For Western Alamance NJROTC all activities must review the respective ORM worksheets prior to the event.

During the course of the school year, the SNSI and NSI will work closely with the Cadet Staff to ensure that all major Unit evolutions, including but not limited to any potentially high-risk evolutions, incorporate deliberate ORM in the planning process. Time Critical ORM will be practiced during all training evolutions considering the attached enclosures. **The safety of our Cadets is of primary importance.** Similarly, the successful accomplishment of Unit events is also important. While every Unit activity has inherent risks, the consideration of ORM principles will ensure that the benefits gained from any training evolution will outweigh the risks associated with it. Training on ORM principles and usage will be given to Naval Science Cadets during their first month of the academic semester and it will be practiced throughout the year by the Cadet Staff as the Unit accomplishes its training. Specific documentation of the accomplishment of Deliberate ORM will be accomplished through the use of the attached worksheets (See Appendix). These forms will be filled out by the Cadet Staff for major Unit activities and every training evolution deemed high risk by the NSI/SNSI. Once complete, it will be reviewed and approved by the supervising NSI/SNSI and will be briefed to the Cadet leadership that will directly be involved in the evolution. The Cadet Admin Officer will maintain a file of ORM forms for 1 full year.

# NJROTC Program Expectations and Benefits

## ***Benefits of enrollment***

Upon graduation from high school, all Cadets will receive an NJROTC certificate indicating the number of years of Naval Science completed, and a letter of recommendation if needed. This document can be used for advanced placement in the military, scholarship application, Service Academy applications, or a host of other uses. For all students interested in attending college, scholarships worth up to \$60,000.00 each and Service Academy appointments worth over \$200,000.00 are available to qualified Western Alamance High students. Each Senior Naval Science Instructor can nominate students to compete for Navy ROTC and Naval Academy openings and often openings in other service academies. For those students interested in enlisting in the military after graduation from Western Alamance High School, all five military services give one or two advanced pay grades (ranks) for people who enlist after taking Junior ROTC courses for at least two years in high school (two semesters of core naval science classes for the 4x4 block program). For those enrolled students who do not join the military after high school, the leadership skills and traits of pride, commitment, loyalty, responsibility, civic responsibilities, patriotism, self-discipline, and teamwork learned in the NJROTC program are qualities that will make them better citizens and more productive members of the civilian workforce, college, or other institutes of higher learning, and our community.

## ***Expectations for Enrollment***

Cadets can expect to learn about a variety of interesting topics, form habits of self-discipline; develop positive leadership and personal character traits; be an informed and responsible citizen; gain a better understanding of the military, in particular the U. S. Navy; and gain the option of enlisting in the military at an advanced pay grade (minimum 2-years NJROTC), or competing for a Naval Academy appointment or NROTC college scholarship (minimum 2-years NJROTC and must be enrolled as a senior).

All NJROTC Cadets are expected to:

- Wear complete uniform every uniform day, during required activities, and when directed by the Naval Science Instructors.
- Dress out and participate on fitness day (NJROTC athletic gear or crew-neck T-shirt and mid-thigh shorts, athletic shoes and socks).
- Participate in learning groups when assigned.
- Complete assignments on time.
- Advance in rank.
- Show Respect to all:

Teachers	Bus drivers	Student leaders
Administrators	Office personnel	Other students
Custodians	SRO	YOURSELF
Cafeteria workers	School Visitors	
- Speak courteously to the above people when you see them!
- Help others in need (e.g., open a door, hold the door for those walking behind you, offer a pencil or pen to a shipmate, pick something up for someone else, carry the books for someone other than your girlfriend, etc.)

Ask for help, if you need it:

Academic help: Use subject matter Tutorials before it's too late! Request a Cadet Tutor.

Career help: Your grade-level counselor and NJROTC Instructors are available.

Other: Contact your NJROTC Instructors for other assistance that may be available.

## ***Extracurricular Activities***

NJROTC provides many opportunities for a student to excel, develop leadership and self-esteem, and receive recognition through participation in service projects, teams orientation trips and social events.

### **Morning and Afternoon Colors:**

The Company Guidon, will be in charge for assigning Cadets (one must be a upper classman) to do the Morning Colors at 0800

The Platoon Guidon for 4<sup>th</sup> block class will be held accountable for afternoon colors.

- Morning Colors will be held before 0800 -- do not be late.
- Afternoon colors will be held at 1500.
- Cadets scheduled for afternoon colors must have a hall pass.

### **Participation**

In order to participate in any Team, Orientation Trip or other service, Cadets must be enrolled in a Naval Science class (during one of the semesters of that academic year) have satisfactory progress in ALL classes and acceptable school conduct (as determined by the Naval Science Instructor). NS 2, 3 or 4 cadets enrolled for only one term must have an approved Participation Contract (See Appendix), in order to participate all year in corps activities. Unacceptable conduct will prohibit participation.

### **Community Service**

Service Learning is an important part of NJROTC. To do something without expecting something in return is the highest form of citizenship.

- Adopt-a-highway Geringer Mill Road.
- Golden Corral Military Veterans Appreciation Day
- Blood Drives
- Other service opportunities that arise each year and will be announced in class.

### **School Service**

- Support Western Alamance Athletic program by performing color guard at varsity football games and other sporting events.
- Support to Alamance Burlington School System by performing color guards at requested school functions.

### **Unit travel**

We will take various unit trips for orientation or competition during the year. Many of these activities are away from campus, some are overnight, and some are on a military reservation. Therefore, Cadets must maintain satisfactory grades, keep work up-to-date, and have acceptable conduct in ALL classes in order to participate.

### **Fund-raising**

Although the US Navy provides a great deal in the way of uniforms, drill and air rifles, teaching aids, and limited travel funds we must provide special team equipment, and most transportation. This can be quite

expensive. Top units in the nation have a very large budget and a very active Booster Club. We try to support the WAHS NJROTC Booster club by participating in three or four fundraisers per year.

### **Team Participation**

Teams include: Color Guard, Standard Armed and Unarmed Drill, Exhibition Armed and Unarmed Drill, Academic, Orienteering, Robotics, Sailing, Marksmanship, Cyber Patriot and Athletic.

Try outs will be announced. Practices are mandatory to be on a team. Unexcused absence from a practice, performance or meet may be cause for dismissal from the team.

Note: All teams are student/cadet led. Therefore, it is important to understand that these cadet leaders will be making many decisions about team routines, assignments, participation and recommendations about discipline to the Naval Science Instructors. Please discuss this with the Instructor, if you have any questions or reservations.

### **Social Events**

To provide for Cadet social opportunities we conduct an annual formal Military Ball in October/November and an Awards Ceremony at the end of the year.



## Section Three: **UNIT ORGANIZATION**

### General Duties and responsibilities

- This is NOT intended to provide detailed instructions for every situation or to limit Cadet initiative. Cadets are expected to use it as a guide and a set of minimum requirements. Cadets in the chain of command are responsible for the fulfillment of their own listed task and for the task assigned to Cadets under them.

### Specific Duties and Responsibilities

- The basic duties and responsibilities of the individual assigned to a specific billet are contained in the articles that follow. It is emphasized that these list are not all-inclusive. Each Cadet is expected to seek out and do the additional things that will make the billet function more smoothly. These additional things, duties, and tasks will be recorded and described in a “desktop procedures” folder maintained for each billet.
- The primary responsibility of leadership for all Cadet Officers and Chief Petty Officers is to set the highest standards of performance –lead by example- and do the best job possible. All Western Alamance High School Cadets are responsible for meeting the expected standards of conduct and personal grooming as explained in the Cadet field Manual.

## **Company Organization**

### **A. Commanding Officer**

- Act as the official point of contact between the Cadets Unit and the SNSI/NSI on all matters relating to the functioning of the company.
- Represent the Unit in the Student Government Association (SGA) and/or other school bodies where appropriate.
- Represent the Unit at school and community ceremonies, Booster Club meetings and other functions.
- Set the highest standard of performance, conduct, military bearing, and appearance as an example to all.
- Maintain high morale, team spirit, enthusiasm and a desire to excel in the unit.
- Avoid joining or forming cliques or special groups which may result in, or have the appearance of, giving favor or special treatment to individuals within these groups.
- Take actions to involve the maximum number of cadets in NJROTC activities.
- Ensure that all military formations, ceremonies, and routines are planned and carried out in proper fashion and in a timely manner.
- Promote the personal growth and well-being of each cadet.
- Advise the SNSI on matters of unit morale, activity schedule, training, and personnel.
- Conduct frequent inspections to ensure the proper execution of unit functions.
- Coordinate all unit activities to ensure that conflicts and omissions are minimized.
- Arrange for a new Cadet Orientation course to be held prior to the fall opening of school to introduce new Cadets to NJROTC and NJROTC activities. A portion of the course may be devoted to developing the basic drill skills of new cadets.
- Carry out such duties as may be assigned by the SNSI/NSI.

## ***B. Executive Officer***

- The XO will support the Commander in all respects, and be ready to take charge of the unit in the absence of the Commander.
- Supervise and coordinate the activities of the staff.
- Communicate with the NSIs, CO, and staff and coordinate staff meetings at appropriate times.
- In the absence of the Commander, supervise the subordinate unit commanders as directed by the Commander.
- Represent the Unit at school and community ceremonies, Booster Club meetings and other functions.
- Enforce the rules and regulations of the unit, acting to solve the disciplinary problems before they come to the attention of the SNSI/NSI.
- Keep the company staff, platoon commanders and other officers informed.
- Set the standard of performance, conduct, military bearing and appearance as an example to all.
- Avoid joining or forming cliques or special groups which may result in, or have the appearance of, giving favor or special treatment to individuals within these groups.
- Ensure proper procedures are in place and being followed by each department to ensure effective day –to- day operations of the unit.
- Plan and coordinate the Annual Military Inspection and Pass-In-Review, Annual Naval Ball, and the Annual Awards Ceremony.

## ***C. Operations Officer***

- Coordinate all scheduled Unit activities to ensure that the events happen according to plan.
- Coordinate any JROTC competition hosted by Western Alamance High School with the help of the corresponding Team Commander(s).
- Provide inputs to the Administrative Officer and the Team Commanders for the plan of the week.
- Establish and maintain academic assistance teams to provide help to the cadets with academic problems.
- Assist the SNSI/NSI in planning for field trips, sea cruises and Unit Events.
- Coordinate and work with the Community Service Officer for projects and events concerning Community Service.
- Write and submit filled out permission slips and participation rosters to the NSI a minimum of one week before every event the unit is participating in.

## ***D. Supply Officer***

- Assist in preparing orders for uniforms and other equipment as required by the NSI.
- Ensure that an accurate record of all uniforms issued to each Cadet is maintained.
- Ensure that the supply storerooms are kept clean and neat at all times.
- Utilize all assigned personnel to handle issue and turn-in of uniforms and equipment.
- Inform the NSI of items that need to be ordered because of high usage and/or short supply.
- Ensure that an accurate wall-to-wall inventory is conducted when required by the NSI.

- Assist with receipt, storage, issue and inventory management of the Navy uniforms and equipment.
- Train, direct and supervise supply room personnel in the performance of supply functions.
- When directed, train and maintain Supply Petty Officers in each platoon.
- Maintain all supply-related records in the NJUMS database.

### ***E. Administrative Officer***

- Establish a system to ensure that personnel data on file is current.
- Collect information, update, and publish the Plan of the Week, and other daily announcements.
- Keep and write up minutes of all staff meetings. After the minutes have been approved by the CO/XO, distribute copies to each member on staff and the SNSI/NSI. Keep a file of all minutes.
- Assist the SNSI/NSI/CO in the preparation of all required reports.
- Maintain on file all required cadet forms and other such files as the NSI may require.
- Ensure accuracy of individual Cadet records ( ribbons, participation, promotion, awards, i.e.)
- Conduct training for Admin personnel in personnel record keeping.
- When directed train and maintain Admin Petty Officers in each platoon.
- Maintain all administrative records in the NJUMS database.
- Ensure accurate input of Cadet information, required forms (Standard Release Form, Health Risk Screening Form, Sports Physicals), PRT, advancement, awards data, activities, clothing and Instructional Materials issue in NJUMS.
- Make sure to maintain, update, and file every event tracker in a timely manner.

### ***F. Training Officer***

- Maintain advancement records on each Cadet in the Unit using the Advancement sheet (located at the end of this handbook).
- Maintain logs and assist Cadets in tracking their advancement points using the Point Log sheet (located at the end of this handbook).
- Create, maintain, verify the accuracy of, and ensure the security of all advancement tests and Platoon Commander Tests.
- Provide training, testing, and guidance for advancement to all Cadets in accordance with the Advancement Requirements.
- Prepare and submit all requests for advancement to the Chain of Command.
- When directed train and maintain Training Petty Officers in each platoon.

### ***E. Weapons Officer***

- Working under the direction of the Supply Officer, the Weapons Officer must coordinate and meet with the Supply Officer to ensure the accountability and maintenance of the drill rifles, swords, and air rifles.
- Maintain and inventory the assigned drill rifles and Marksmanship Team Rifles in good operating condition.
- Maintain the Unit Armory/ weapons area in a secure, orderly, and neat manner.

- Assist in care and storage of swords and belts.
- As directed by the NSI, perform maintenance and upgrades on drill rifles.
- Maintain the Pellet traps for the Marksmanship Team in satisfactory condition.

### ***F. Recruiting Officer***

- Help with the recruitment of Middle School Events and get uprising freshmen interested in NJROTC.
- Recruit members of the High School to join NJROTC.
- Promote enthusiasm, patriotism, and pride for the NJROTC unit and increase overall moral.
- Work with the Operations Officer, NSI, and SNSI to efficiently coordinate middle school recruitment events.

### ***G. Communications Officer***

- Seek membership to the school newspaper staff and Yearbook Committee.
- Ensure that press releases and/or articles are prepared and submitted to appropriate news media each time an event of interest is scheduled and/or takes place. Media to be considered will include as a minimum local newspapers and the school newspaper.
- Establish a system that will ensure positive contact by a PAO member with each NJROTC group likely to have newsworthy activities.
- Ensure to keep the Platoon Notebook up-to-date to ensure all staff members are equally aware of the previous staff meetings and decisions.
- Establish communications with parents through publication and distribution of a periodic newsletter or newspaper to be published at least once per school quarter.
- Arrange for the greatest possible publicity for NJROTC activities including annual inspection, competitions, field meets, drill meets, Change of Command, fund-raisers, social events, and projects.
- Ensure that appropriate photographic coverage of all Unit events is obtained.
- Ensure that the NJROTC pages in the yearbook properly reflect the activities of the Cadets by working with the yearbook staff on the layout.
- Ensure that fund-raising activities sponsored by the Unit or the NJROTC Booster Association are given appropriate support and publicity.
- Assist the Tech Team in maintain the Unit's World Wide Web Home Page.
- Maintain a point of contact listing for all local news media.
- Submit to the NJROTC Area 6 Manager any media articles related to the Unit or Cadet.
- When directed train and maintain Communications Petty Officers in each platoon.

### ***I. Company Mustering Chief***

- Demonstrate high levels of leadership, performance, academic competence, a positive attitude, active participation in all areas of NJROTC activities, and enthusiasm.
- Speak for the concerns and questions of the Enlisted Cadets to the CO and XO.
- Ensure that the "Cadet of the Month" and "Cadet of the Year" is constantly being updated and that defined criteria are developed and circulated to all Cadets for selection.
- Help and support the CO and XO in all decisions to maintain order and balance within the unit.

- Organize Mustering Petty Officer Meetings and discuss the activities, goals, and plans of the Platoons.
- Ensure that new cadets are provided personalized assistance during their first semester in the program while also making them feel welcomed.

### ***J. Company Guidon***

- Under the direction of the Company Mustering Chief, the Company Guidon will assist and support the Company Mustering Chief, while also attending the Mustering Petty Officer Meetings.
- Ensuring that all platoon guides are proficient in Guidon.
- Demonstrate high levels of leadership, performance, academic competence, a positive attitude, active participation in all areas of NJROTC activities, and enthusiasm.
- Assist with the squad leaders and the Platoon Commanders in order for effectiveness of the unit.
- Assign Cadets (one must be an upper classman) to do Morning Colors at 0800 before school begins.
- Lead by example.
- Be knowledgeable in all areas of drill, guidon and general knowledge found in the Cadet Field Manual.

### **Team Commanders**

1. Under the direction of the Unit Commander, organize, direct, train, and manage the NJROTC team or group to which assigned.
2. Coordinate with the Operations Officer to schedule regular practices of such variety that cadets will be able to satisfy requirements for the upcoming competitions whether it be athletics, drill, marksmanship, academics, robotics or sailing.
3. Conduct try-outs for all competitions at least one month in advance of the scheduled time of the meet.
4. Keep a record of attendance and the performance of each cadet participating in designated practices.
5. Organize, train and condition cadets to participate in competitions with other JROTC units and organizations.
6. Ensure that no cadet is allowed to participate in practices or competitions if the Cadet is ill or injured in any way without the expressed permission of his/her parents and the SNSI/NSI.
7. Ensure records relative to the participation and success of cadets are up-to-date and complete:
  - 1) NJROTC Standard Release Form
  - 2) Health Risk Questionnaire
  - 3) School Sports Physical
8. At least once each grading period, team commanders, need to determine their supply, equipment and personnel needs and submit a list to the SNSI/NSI via the chain of command.
9. Hold regular inspections of the spaces allocated for team practice and team equipment storage and make recommendations for improvement.
10. Ensure that team and activity commanders make recommendations for the award of ribbons at least two weeks prior to the end of each semester and for school letters, two weeks prior to the Awards Ceremony. Those recommended must meet the strict requirements listed.
11. Notify the SNSI/NSI immediately of any missing or inoperative equipment.

### ***Drill and Color guard Team Commanders***

- Be prepared to meet all scheduled appearances and to act at short notice to request for special appearances.

- In conjunction with the Operations Officer, establish practice schedules that will cause the least inconvenience to Cadets, their families, and the school and result in the greatest training value. Practices not listed on the master schedule, will not be held unless expressly approved by NSI/SNSI.
- Work with the Operations Officer, SNSI/ NSI, and CO/XO to schedule public appearances in the school and community.
- Maintain an accurate roll at each scheduled practice. This roll is placed in a permanent roll book at the end of the year. Team members who are excused from practices by the CO/XO or SNSI/NSI will not be penalized.
- Verify each team member's requests for being awarded the Team Ribbon.
- Responsible for maintaining the integrity, maintenance and accountability of the equipment being used. (EX: Color guard CDR is responsible for flags, harnesses, leggings, etc.).
- Coordinate desired competitions with the Operations Officer.

### ***Marksmanship Team Commander***

- Oversee the functioning and training of the team.
- Responsible for maintaining the integrity, maintenance and accountability of the equipment being used. (EX: Color guard CDR is responsible for flags, harnesses, leggings, etc.).
- Coordinate desired competitions with the Operations Officer.
- Maintain an accurate roll at each scheduled practice. This roll is placed in a permanent roll book at the end of the year. Team members who are excused from practices by the CO/XO or SNSI/NSI will not be penalized.
- In conjunction with the Operations Officer, establish practice schedules that will cause the least inconvenience to Cadets, their families, and the school and result in the greatest training value. Practices not listed on the master schedule, will not be held unless expressly approved by NSI/SNSI.
- Maintain an up-to-date list of Cadets eligible to fire and ensure the NSI has a copy. To be eligible, a Cadet must have a permission slip from the current year on file and have satisfactory completed the formal safety lesson and passed the written tests.
- Ensure that range safety rules are observed at all times and that any violations are reported to the SNSI/NSI immediately.
- Maintain accurate records of each shooter on every target fired. Compute the average score for each shooter monthly.
- Ensure that all supplies, targets, ammunition, etc., are adequate for at least six weeks of shooting. Advise the SNSI of equipment needs in ample time to order, allowing for shipping time. A list of pellet rifles. Traps, scopes, etc., not fully serviceable will be provided to the SNSI at the start of each semester and this will be updated as changes occur.
- Assist the Weapons Officer in maintaining the air rifles in clean and workable condition.
- Verify each team member's requests for being awarded the Team Ribbon.

## ***Academic, Robotics, Cyber Patriot and Orienteering Team Commanders***

- Oversee the functioning and training of the team.
- Responsible for maintaining the integrity, maintenance and accountability of the equipment being used. (EX: Color guard CDR is responsible for flags, harnesses, leggings, etc.).
- Coordinate desired competitions with the Operations Officer.
- Maintain an accurate roll at each scheduled practice. This roll is placed in a permanent roll book at the end of the year. Team members who are excused from practices by the CO/XO or SNSI/NSI will not be penalized.
- In conjunction with the Operations Officer, establish practice schedules that will cause the least inconvenience to Cadets, their families, and the school and result in the greatest training value. Practices not listed on the master schedule, will not be held unless expressly approved by NSI/SNSI.
- Maintain a file of material that will assist Cadets in preparing for competition.
- Nominate qualified Cadets to take part in competitions.
- Verify each team member's requests for being awarded the Team Ribbon.

## **Platoon Organization**

### ***A. Platoon Commanders***

Under the direction of the Company Commander, train and lead assigned platoon personnel in all aspects of the NJROTC program.

- A thorough knowledge of the individual, squad, and platoon drill, plus the Guidon, inspection and sword manual portions of the drill and Ceremonies Manual is required.
- Take steps necessary to ensure the platoon is prepared for the Area Managers Annual Unit Inspection, Change of Command, and any other functions where basic drill skills are required.
- Take charge of the assigned platoon for all inspections and other military formations.
- Develop and promote a high sense of morale and spirit within the platoon.
- Take personal responsibility, for the advancement, participation, and welfare of the Cadets in their platoon.
- Be the motivator and driving force to make the platoon the best in the unit.
- Lead by example.

### ***B. Mustering Petty Officers***

- Take muster at all platoon formations. Mark the daily muster sheet according to instructions.
- Supervise the performance of the squad leaders and guide as directed by the platoon commander.
- Promote high standards of military bearing, discipline, and conduct.
- Act to solve the little problems as they arise in the platoon.
- Be prepared to assume the duties of the Platoon Commander in his/her absence.
- Lead by Example.

### **C. Guidons**

- Demonstrate high levels of leadership, performance, academic competence, a positive attitude, active participation in all areas of NJROTC activities, and enthusiasm.
- Assist with the squad leaders and the Platoon Commanders in order for effectiveness of the unit.
- Lead by example.
- Be knowledgeable in all aspects of drill and guidon and assist other cadets who are eager to learn guidon.
- Make sure the squad leaders are on task and motivated.

### **D. Squad Leaders**

The squad leader is the primary point of contact and first link in the chain of command for all squad members. Responsibilities include:

- Knowing each individual in the squad.
- Take responsibility for the state of training of the squad, its proficiency at drill, and its military bearing and discipline.
- When “Prepare for Inspection” is given, the squad leader is to check all of the elements in their squad and ensure they are ready for inspection.
- Lead by example.
- Keep the Cadets of your squad on task and motivated.

### **E. Squad Member**

The squad member’s primary responsibility is to take care of themselves. The squad member should ensure that they arrive to events on time and in the proper uniform. Other responsibilities include:

- Treat others with respect.
- Pay attention in class.
- Listen and follow directions.
- Take responsibility for themselves, their training and their advancement.
- Be prepared to step forward into a leadership role if directed to.
- Ask questions using your chain of command.
- Have fun and contribute to an environment where others can have fun.

### **F. Reservists**

Under certain circumstances, students who wish to participate in the NJROTC program but are not yet scheduled to take the class, and students who have been enrolled but are not yet taking the class during any particular term, may participate as a Reservist. Reservists will be issued uniforms, and are expected to wear their uniform on weekly uniform days. Reservists are expected to participate in at least one community service event and are allowed to participate in extracurricular NJROTC teams, at the discretion of the team commander and the team advisor (SNSI or NSI.) All Reservists must be enrolled or planning to attend the class in the following term and complete the Participation Agreement - Off-semester (see Appendix.)



## Section Four: **CONDUCT AND PROCEDURES FOR NJROTC**

### ***NJROTC Procedures and General Rules of Conduct***

Navy Junior ROTC is taught with as positive an atmosphere as possible. Rules and Regulations are in place so that a cadet can have a reasonable feeling of security in the classroom and proceed with the business of learning. In general, cadets are expected to be honest, courteous, and respectful individuals at all times. The list of expected or prohibited conduct below is only a guide and is not all-inclusive. These procedures and rules are intended to support school rules and clarify what is expected of an NJROTC cadet not only in the classroom, but at unit functions and activities away from Western Alamance High School.

We will always attempt to resolve differences by using tact, diplomacy, cooperation and counseling. Consequences are only necessary when counseling and cooperation fail.

Unless otherwise stated, consequences may involve receiving an oral or written reprimand from the instructor, being sent to lunch detention, ISS, Extra Military Instruction (EMI), demotion in rank, parent-cadet-instructor conference, suspension from NJROTC activities, or, in extreme cases, disciplinary action by a school administrator. We do not practice or allow “in-your-face” leadership during school hours! Properly trained student / cadet leaders may only issue minor oral corrective instruction; all other corrective action must be referred to an instructor. Only an instructor can assign push-ups or EMI.

- NOTE: “EMI” is a military term we use in NJROTC for an assigned detention or tutorial. EMI follows the same rules as those for detention or tutorial in the Student Handbook. EMI is served in NJROTC.

An NJROTC cadet who has established a pattern of questionable conduct cannot be allowed to participate in extra-curricular activities where he/she will be wearing the US Navy uniform or on an overnight function. The SNSI/NSI is solely responsible for making this decision.

Misconduct, especially in uniform (ISS or other school-imposed disciplinary measures while in uniform may result in a zero for that day, and will also affect the Aptitude grade, and eligibility for the Exemplary Conduct award).

Do your part to keep the classroom, school and grounds clean. Pick up trash when you see it, whether or not it is yours.

#### **Training Time Out.**

Any cadet or instructor experiencing concern about safety or well-being will immediately raise their hand and **loudly** call out, “**TRAINING TIME OUT.**”

The situation will be reviewed by the instructor and proper action taken. Only the SNSI and NSI can make the determination that an activity can be continued once a training time out has been called.

**CADETS WILL NEVER BE PENALIZED FOR FOLLOWING THIS PROCEDURE.**

#### **Classroom Conduct**

The NJROTC classroom is for learning and unit business. Therefore, we should always act with respect, courtesy and professionalism. Disobedience of school rules or NJROTC expectations will result in Counseling, Extra Military Instruction (EMI), or referral. The following classroom conduct expectations are posted in each classroom:

- Be in formation and quiet when the tardy bell rings.
- During classroom instruction, be prepared, sit up in your chair and remain alert. Do not sit on any table, or put your feet on the furniture.
- In class, do not talk when the Instructor or another student is talking.

- No food, soft drinks, candy, or chewing gum is allowed in an NJROTC space at any time.
- Proper military courtesy at all times. Keep your hands to yourself.
- Do not cheat. Lying = cheating. "A Cadet does not Lie, Cheat, or Steal nor tolerate those who do".
- NEVER enter the supply room or armory without authorization! (EMI, referral, or prosecution).

## **General Classroom Procedures**

### **Daily Formation for Muster, Instruction and Inspection:**

- Each cadet is responsible for knowing the information on the Plan of the Week.
- Enter the NJROTC classroom quietly and professionally.
- Place books, notebooks, coats, purses and other possessions at YOUR seat.
- Immediately fall in by your desk at the position of parade rest, BEFORE the tardy bell.
- Fall-In – Dismissed

When the command **Platoon Attention** is given, go from the position of Parade Rest to the position of Attention next to your assigned desk. This command is given to organize everyone in one place.

The Platoon Commander will then give a **Half Left Face**, (or other facing movement to have cadets face the flag, if required) at this time the Platoon will execute a 45 degree turn to the left. The next command will be **Hand Salute** (unless in uniform) and Cadets will then sharply place their hand over their heart. The Platoon Commander will then say **Platoon Recite**, ALL cadets will then, in unison, recite the Pledge of Allegiance. When the command **Ready, Two** is given cadets will return to the position of **Attention**. At this time, the Platoon Commander will give the command **Half Right Face**, and all cadets will execute a 45 Degree turn to the right.

When the Mustering Petty Officer begins roll call, come to **Attention** and when your name is called out respond loudly and clearly with a "Sir, Here Sir," or a "Ma'am, Here Ma'am," to the Mustering Petty Officer.

The Platoon Commander will then give the command **Warriors Creed Platoon Recite**, at this time Cadets will recite, in unison, the Warriors Creed which can be found at the beginning of this handbook.

When the command **Prepare to Dismiss** is given report to your assigned desk.

The Platoon Commander will then give the command **Platoon Dismissed**, and at this time, Cadets will step back, recite Aye, Aye Sir/ Ma'am, execute an **About Face**, and may leave the classroom.

Use the Head before you come to class. "Emergencies" will be handled on a case-by-case basis. Wait until discussion / "lecture" is over, before you ask. . . Abuses of "Emergency" Head calls will be dealt with after school.

### **Tardy Procedure.**

- Silently enter the classroom.
- Stand at attention at the far right of the classroom until muster is complete.
- Ask permission to fall in, be seated, join the class, or whatever is appropriate.
- *Tardies will be handled by the SNSI/NSI according to School Policy.*

### **The Platoon Guide will make sure that classrooms are prepared for departure:**

All trash is picked up and thrown away (Individual cadets).

Textbooks and references are placed on bookshelves.

Personal belongings accounted for.

JUMS is logged off.

Supply room and armory are secured

*Report to the appropriate instructor that the classroom is prepared for the next class.*

**Last Block squad leaders will make sure that:**

Trash can empty.

Windows closed and locked, and blinds are placed in "military position".

Flags are retrieved before dismissal.

- Be prepared and participate in class. If you are ill, ask for a pass to the Attendance Office to check out. Do not put your head down on the desk or close your eyes to nap in class. You may stand at the back of the classroom without permission for 2-3 minutes to help regain alertness, except during a test.
- Only NJROTC class related material may be out or in use during your NJROTC class time.
- Raise your hand to speak or ask questions. Ensure that the comment or question relates directly to the topic or issue being discussed.
- No food or drinks are to be in the NJROTC classrooms or storerooms at any time without the specific permission of one of the instructors.
- No loud talk, boisterous activity or skylarking (Horseplay) is permitted in NJROTC spaces. Violators will be asked to leave or given EMI without prior warning. A relatively quiet atmosphere will prevail at all times.
- No personal or other gear is to be left in any NJROTC space, including the storeroom, without permission of an instructor.
- Unless under arms, cadets will uncover and remain uncovered at all times while in NJROTC spaces.
- Cheating (including plagiarism) will result in a grade of zero.
- In class during times when a test is being given, no talking is permitted until all test papers have been turned in. A grade of zero or EMI or both may be assigned for any violations.

**General Military Procedures**

- Proper military respect and courtesy is expected from cadets at all times and especially when in uniform. This includes proper salutes and a respectful manner when dealing with cadet's senior in the chain of command.
- When a VIP (school official, military officer.) enters the spaces, the cadet who sees the person first will call, "Attention on Deck," and offer to assist, "May I help you sir/Ma'am?"
- When addressing Western Alamance faculty, SNSI, NSI, or senior cadets, call them by their rate/rank and name; ex. "Excuse me, Petty Officer Brown," or "Thank you, Mrs. Jones." However, if they are an Officer call them Sir, or Ma'am depending on their gender; ex. "Sir, may I be excused to get a drink?" All cadets will be addressed as "Mister" or "Miss." Never call a senior cadet or officer by their first name.
- Cadets will exercise "Senior Cadet" responsibility when situations arise that require immediate direction. The Senior Cadet present should take charge of the situation; he/she will be held accountable!

- Only material related to the NJROTC class may be out or in use during your NJROTC class time. Letters, books, cell phones, magazines, and assignments from other classes are to be put away before the tardy bell rings and may not be brought out without the permission of the instructor.
- Books, magazines, and reference library materials are to remain in NJROTC spaces at all times. Material and professional books may be checked out through the SNSI/NSI.
- The NJROTC Supply Room, Armory, Staff desks and any unit file cabinets are "off limits" to all cadets unless their part of staff or have been granted permission to enter. NO ONE may enter the NJROTC office without SNSI/NSI permission.

### **Procedures for Drill Instruction, Uniform Day and Fitness Day**

- Cadets who wear flip-flops, high-heels, boots, clogs, etc. to class, must bring shoes appropriate for military drill every drill class day.
- Cadets are expected to wear a complete uniform every uniform day (Wednesday), during required activities, and when directed by the Naval Science Instructors. The uniform is to be worn from the time you leave home in the morning until you return home in the afternoon, unless otherwise permitted by an instructor.
  - A cadet will be assigned a zero and may be sent to ISS if not dressed out, does not participate or changes out without permission.
  - Excuses are unacceptable; and exceptions must be arranged in advance.
  - Civilian coats or jackets may not be worn when in uniform. When worn, Navy coats or jackets are to be buttoned or zipped 3/4 of the way up; covers are to be worn when outside (except the covered walkway between the NJROTC spaces); ties are to be run up to the top of the collar button; sleeves to be rolled down and all buttons to be buttoned. Specific uniform and grooming regulations are contained in the Cadet Field Manual.
  - All U. S. Navy property (e.g., uniform items, textbooks, etc.) is issued to an individual cadet for use. No one may "loan" their own or "borrow" another person's uniform items for any reason. Any evidence of theft will result in disciplinary action by the school.
- Dress out on fitness day in issued Navy PT Gear. Shorts and tops other than the purchased NJROTC athletic outfit should reflect appropriate modesty and follow school rules for content. Shoes should be appropriate for running.
  - A cadet may be assigned a grade of zero and may be sent to ISS if not dressed out, does not participate or changes out without permission.
  - Excuses are unacceptable; and exceptions must be arranged in advance.
  - **A note from a parent may excuse a cadet for one fitness day.** A doctor's note with a beginning and ending date will be required for more than one missed fitness day. Exceptions can be made on a case-to-case basis and handled by the SNSI/NSI.

### **Extra-Curricular Activities**

- Cadets must be present in school on the day of any scheduled extra-curricular activity in which they participate (Service Projects, Social Events, Orientation and Competition Trips).
- Cadets must travel to and from away-activities in the vehicle furnished by Western High School NJROTC. Parents of NJROTC Cadets must arrange with the SNSI/NSI in writing and in advance for transportation alternatives.
- Western Alamance High School NJROTC will have a minimum of two drill teams and a color guard. All other drill teams will be selected from the best of the drill teams. In order to be a member of a drill

team a cadet must attend 90 percent of scheduled practices. Unexcused absence will remove an individual from the team until we prepare for the next drill meet.

- Academic team requires a minimum of “A-B Honor Roll” or as approved by SNSI or NSI.
- Cadets must remain in the assigned area of the activity for its duration or until dismissed by the SNSI/NSI or cadet-in-charge (only the SNSI/NSI may dismiss cadets on away-activities).
- While at a meet we will move from place to place as a unit or squad. No one will wander around aimlessly or individually. If a Cadet needs to leave the platoon for ANY reason he/she must first ask an officer or chief and be escorted with a “battle buddy”.
- Unit and school rules still apply. Those who violate school or unit rules will be removed from participation in competition, and will remain with a chaperone or Instructor for the remainder of the event – including the bus ride home. If your parents are present, they will be asked to watch over you or take you home.
- We will practice military courtesy at all events where other units attend, regardless of what other units do.
- The staff will provide an organization for each event: OIC, squad leaders, MPO, Equipment Manager, photographer, videographer, supply, etc., and assign each person to a squad. All unit-wide events at the competition will begin with a muster and announcements.

### ***Suicide Prevention***

The WAHS NJROTC suicide prevention program provides the mechanisms necessary to identify and respond to students who are at risk of self-destructive behaviors or possible suicide. The following are essential components of our unit's program:

- The ability to recognize behavioral patterns and other warning signs that indicate that a young person may be at risk of suicide.
- Active intervention that explores the level of risk without increasing it.
- Ensuring that at risk students receive the necessary services.
- Working with our school's counseling program for the implementation of measures following a crisis or traumatic event, to reduce the risk to those who have witnessed or been affected by the tragedy. The suicide, or violent or unexpected death, of a student or teacher can result in an increased risk of suicide for other vulnerable young people.

### ***Procedures:***

- Within 30 days of the start of classes each semester, Naval Science Instructors shall ensure that all cadets receive training on suicide prevention. Training will include: recognizing behaviors and warnings signs that indicate that a young person may be at risk of suicide; active intervention training; and suicide prevention resources at Western Alamance High School.
- All instructors and cadets will create an atmosphere in NJROTC and throughout the school in which individuals will feel safe to discuss all aspects of suicide and suicide prevention with members of WAHS NJROTC and school staff.
- Instructors and cadets will be observant of student behavior and will refer those students that exhibit warning signs of teen suicide or other self-destructive behavior to school counselors and/or mental health professionals.

- In the event of a suicide crisis or traumatic event, Naval Science Instructors will work closely with school administration and school crisis team according to school/county policy.

## ***Bystander Intervention***

Bystander intervention is the act of feeling empowered and equipped with the knowledge and skills to effectively assist in the prevention of inappropriate behavior or assault. Bystander intervention and bystander education programs teach potential witnesses safe and positive ways to prevent or intervene when there is a risk for violence. This approach gives members specific roles that they can use in preventing assault, including naming and stopping situations that could lead to violence before it happens, stepping in during an incident, and speaking out against ideas and behaviors that support violence. It also gives individuals the skills to be an effective and supportive ally to victims in the aftermath of violence.

### ***Procedures:***

- Within 30 days of the start of classes each semester, Naval Science Instructors shall ensure that all cadets receive training on bystander intervention. Training will include: recognizing behaviors and warnings signs that indicate that a young person may be the victim of harassment or bullying; how to report bullying to adults; conflict resolution skills; and resources available at Western Alamance High School.
- All instructors and cadets will create and nurture an atmosphere in NJROTC and throughout the school of caring for all students and staff and develops empathy for victims. This climate should be one in which individuals will feel safe to intervene to stop bullying and harassment and empowers cadets to step up and intervene.
- Instructors and cadets will be observant of student behavior and will setup a peer warning system referring those situations where peer intervention has been ineffective to the Naval Science Instructors, school counselors and/or mental health professionals.

## ***Drill Rifle and Sword Policy***

The NJROTC program trains all Cadets in the basic manual of arms. Cadet Officers are required to become proficient in the manual of the sword. The Navy has provided the Unit with a number of (dummy) drill rifles and Naval Officer swords that are used for training. Like any tools, improper handling of these training aids may result in personal injury or property damage. Therefore, the following policy has been established and will be adhered to by all Cadets.

Drill rifles and swords:

- 1) Shall be kept locked in the designated storage area when not in use for organized training.
- 2) Will normally only be used outside during scheduled drill periods.
- 3) May only be issued by the SNSI, NSI, an Officer, or Weapons Officer.
- 4) May be used in the classroom for instruction in the manual of arms only, and only when under the direct supervision of the SNSI/NSI.
- 5) Shall not leave the school campus unless in the custody of the SNSI/NSI for official purposes (e.g. drill/field meets, ceremonies, parades, etc.)
- 6) May be used after school for individual practice only when prior arrangement with the SNSI/NSI has been made for direct supervision.
- 7) Cadets abusing the privilege of using the training rifle or swords by clowning around, using them in an unsafe manner, aiming or pointing them as a weapon or other such abuses will forfeit the privilege of

using the training rifle or sword for a time period to be determined by the SNSI and may also result in other administrative consequences.

## **Section Five: Advancement**

### **Advancement System Process**

The NJROTC Enlisted Advancement System provides for the orderly progression of qualified enlisted cadets to higher levels of responsibility and authority throughout their time in NJROTC. As directed by the Chief of Naval Education and Training (CNET), the Senior Naval Science Instructor (SNSI) through the unit Training Officer administers the Navy JROTC Enlisted Advancement System. The objective of the system is to advance the best qualified cadets to operate the unit, the teams, the activities, and the service.

### **Advancement Requirements**

To advance in NJROTC you must complete specific tasks as delineated in the Cadet Advancement Record. Most advancements require a period of time “in good standing” in order to be promoted. Good standing is defined as having all NJROTC Forms completed and on file, wearing the uniform on required occasions, maintaining a ‘C’ or above in Naval Science and no record of discipline problems. Cadets that fail to remain in good standing will “restart” their promotion time once they return to good standing.

### **Advancement Points**

A record of the cadet’s advancement points will be maintained by the cadet in their Advancement Point Log. Individual cadets are responsible for maintaining their own log and getting their Advancement Points verified by the appropriate cadet leader (platoon leader, officer or team commander.) The Advancement Point Log will be verified by the platoon leader prior to submitting the cadet for advancement.

### **Advancement Exams**

Once a cadet has completed all the advancement requirements for the next rate except for the last two requirements: (Pass the advancement exam and complete the Goals and Improvement Sheet) they may request to take the advancement exam. Advancement exams are administered on Uniform Days (usually Wednesdays after inspection.) Exams should be requested through the Platoon Training Petty Officer at least 2 school days prior to the day of the exam.

### **Getting Advanced**

A cadet that has completed the advancement exam will then submit their Cadet Advancement Record, Advancement Points Log, and the following documents if they are required: Advancement Evaluation, Goals and Improvement Form, and PL/CMC recommendations to the Training Officer. The Training Officer will grade the exam, verify accuracy and recommend promotion to the SNSI/NSI.

Once approved, the Administrative Officer and Supply Officer will be notified in order to take appropriate actions. Advancement presentations will normally be conducted the following uniform day after the personnel inspection.

### **NJROTC Officer Promotions**

Cadet promotions to officer are at the discretion of the SNSI. Becoming a cadet officer is the highest responsibility, recognition and privilege in the unit. Becoming a cadet officer means that the cadet is ready to be responsible for the success of others. The cadet officer is concerned for the welfare of others



before his or her own. Therefore, the cadet officer must set the highest example of character, performance and conduct. Officer appointments must meet specific needs of the unit. Many capable and top-performing senior enlisted may fill an officer position without being selected as a cadet officer. No one will become a cadet officer just because they think they “deserve it” or “it’s their turn.”

Cadet officers should meet the following minimum standards:

- Set the highest example of character, performance, conduct, loyalty, integrity and leadership in the school and the community.
- Have earned Exemplary Conduct and Aptitude Awards in at least the previous two semesters.
- Have at least an overall “B” average in school, an “A” in NJROTC, and no “D” grades in the previous semester or grading period.
- Have no unexcused uniform days in the previous four grading periods.
- Be an active, competing team member.
- Participate in at least 50% of unit activities.
- Have earned the rank of Cadet Chief.

### **Meritorious Promotions**

From time to time, cadets that perform extraordinary actions, show exceptional devotion to duty and/or go above and beyond, may be “meritoriously promoted” to a higher rank. These promotions are rare and are solely at the prerogative of the Senior Naval Science Instructor, based upon his experience, best judgment and the unit needs.

Although, a meritoriously promoted cadet is not required to complete the previous Cadet Advancement Record requirements, they are expected to obtain the knowledge, skills and abilities of that rank, before requesting advancement to the next rank. Time in “good standing” restarts at the date of their advancement just as it would for cadet that advanced in accordance with the Cadet Advancement Record. Freshman (9<sup>th</sup> grade) cadets may **not** advance to Cadet Petty Officer Second Class (C/PO2) or above by any method, while in the 9<sup>th</sup> grade.

**WESTERN ALAMANCE HIGH SCHOOL**  
 Naval Junior Reserve Officers Training Corps

<b><i>Cadet Advancement Record</i></b>							
<u><b>Rate</b></u>	C\SA	C\SN	C\PO3	C\PO2	C\PO1	C\CPO	C/SCPO
Date							
Cadet Name: _____ <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>(Last)</span> <span>(First)</span> <span>(MI)</span> </div>							

1. Cadet\Seaman Apprentice:

- Earned 5 Advancement Points. (PL)
- Acquired a total of 2 community service hours. (OPS)
- Have a minimum of 6 academic weeks as a C/SR in good standing.\*<sup>1</sup>(PL)
- Stand at attention for two minutes. (PL)
- Stand at parade rest for two minutes. (PL)
- Pass the Seaman Apprentice Test with an '80' or above. (Training)
- Complete a new Goals and Improvement Sheet. (PL)

2. Cadet\Seaman (As a C\SA, do all of the following):

- Earned **10** Advancement Points. (PL)
- Acquired 3 community service hours since being advanced to Cadet Seaman Apprentice. (OPS)
- Have a minimum of 6 academic weeks as a C/SA in good standing.\*<sup>1</sup>(PL)
- Attended any Team Practice. (Team Commander/PL)
- Pass the Seaman Test with an '80' or above. (Training)
- Complete a new Goals and Improvement Sheet. (PL)

3. Cadet\Petty Officer Third Class (As a C\SN, do all of the following):

- Earned **15** Advancement Points. (PL)
- Acquired 5 community service hours since being advanced to Cadet Seaman. (OPS)
- Have a minimum of 9 academic weeks as a C/SN in good standing.\*<sup>1</sup>(PL)
- Pass a Drill Demonstration of Leading Unarmed Squad. (PL)
- Pass a Drill Demonstration of Armed Drill (Manual of Arms). (PL)
- Be qualified for the Exemplary Personal Conduct.
- Have a Performance Evaluation completed by your Platoon Commander. (PL)
- Pass the Petty Officer 3<sup>rd</sup> Class test with an '80' or above. (Training)
- Complete a new Goals and Improvement Sheet. (PL)

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\*<sup>1</sup> Good standing is defined as having all NJROTC Forms completed and on file (ADMIN), wearing the uniform on required occasions, maintaining a 'C' or above in Naval Science and no record of discipline problems (NSI.)

4. Cadet\Petty Officer Second Class (As a C\PO3, do all of the following):  
 Earned **20** Advancement Points. (PL)  
 Acquired 5 community service hours since previous advancement. (OPS)  
 Have a minimum of 12 academic weeks as a C/PO3 in good standing.\*<sup>1</sup>(PL)  
 Pass a Drill Demonstration of Leading Armed Squad. (PL)  
 Pass a Drill Demonstration of Guideon. (PL)  
 Have a Performance Evaluation completed by your Platoon Commander. (PL)  
 Pass the Petty Officer 2<sup>nd</sup> Class test with an '80' or above. (Training)  
 Complete a new Goals and Improvement Sheet. (PL)

5. Cadet\Petty Officer First Class (As a C\PO2, do all of the following):  
 Earned **30** Advancement Points. (PL)  
 Acquired 5 community service hours since previous advancement. (OPS)  
 Have a minimum of 12 weeks as a C/PO2 in good standing.\*<sup>2</sup>(PL)  
 Have a "B" or above in Naval Science and passing all other school subjects. (NSI)  
 Pass a Drill Demonstration of Leading Unarmed Platoon. (PL)  
 Achieved Outstanding or 90 and above on uniform inspection. (PL)  
 Be qualified for the Exemplary Personal Appearance Ribbon. (NSI)  
 Have a Recommendation by your Platoon Commander. (PL)  
 Have a Performance Evaluation completed by your Platoon Commander. (PL)  
 Pass the Petty Officer 1<sup>st</sup> Class Test with an '80' or above. (Training)  
 Complete a new Goals and Improvement Sheet. (PL)

I assure that I will/am register for NJROTC the following Semester. \_\_\_\_\_

Cadet's Signature

6. Cadet\Chief Petty Officer (As a C\PO1, do all of the following):  
 Earned **50** Advancement Points. (PL)  
 Acquired 5 community service hours since previous advancement. (OPS)  
 Have a minimum of 12 weeks as a C/PO1 in good standing.\*<sup>2</sup>(PL)  
 Have an "A" in Naval Science and a "C" or above in all other school subjects. (NSI)  
 Pass a Drill Demonstration of Leading Armed Platoon. (PL)  
 Pass a Drill Demonstration of Sword. (PL)  
 Achieved 2 Outstanding or 90 and above on uniform inspection. (PL)  
 Be qualified for the Exemplary Conduct Award. (NSI)  
 Lead one warm-up session of PT. (PL)  
 Have a Performance Evaluation completed your Platoon Commander. (PL)  
 Have a Recommendation by your Platoon Commander. (PL)  
 Pass a General Rate Review of all lower Rates. (Training)  
 Pass the Chief Petty Officer Test with an 80 or above. (Training)  
 Have a Recommendation by your Platoon Commander. (PL)  
 Have a Recommendation by the CMC. (CMC)  
 Complete a new Goals and Improvement Sheet. (PL)

I assure that I will/am register for NJROTC the following Semester. \_\_\_\_\_

Cadet's Signature

Cadet Name: \_\_\_\_\_  
 (Last) (First) (MI)

\*<sup>2</sup> Good standing is defined as having all NJROTC Forms completed and on file (ADMIN), wearing the uniform on required occasions, maintaining a 'C' or above in Naval Science and no record of discipline problems (NSI.)

7. Cadet\ Senior Chief Petty Officer (As a C\CPO, do all of the following):

- Have an "A" in Naval Science and a "C" or above in all other school subjects. (NSI)
- Earned **60** Advancement Points. (PL)
- Have a minimum of 12 weeks as a C/CPO in good standing.\*<sup>2</sup>(PL)
- Pass the Senior Chief Petty Officer Test with an 80 or above.
- Acquired 5 community service hours since previous advancement.
- Participated in one Drill/Color Guard Competition event.
- Achieved 3 Outstanding or 90 and above on uniform inspection.
- Attended Practice for 3 different NJROTC Teams.
- Have attended any Basic Leadership Training.
- Lead one session of PT.
- Pass a General Rate Review of all lower Rates.
- Have a Performance Evaluation completed your Platoon Commander.
- Have a Recommendation by your Platoon Commander.
- Have a Recommendation by the CMC.
- Complete a new Goals and Improvement Sheet.

I assure that I will/am register for NJROTC the following Semester. \_\_\_\_\_

Cadet's Signature

Cadet Name: \_\_\_\_\_  
(Last) (First) (MI)

## NJROTC Advancement Point System

### NJROTC ADVANCEMENT POINT SYSTEM

<u>To Advance to:</u>	<u>Advancement Points</u>	<u>Community Service Hours</u>
Cadet Seaman Apprentice	5	2
Cadet Seaman	10	3
Cadet Petty Officer 3 <sup>rd</sup> Class	15	5
Cadet Petty Officer 2 <sup>nd</sup> Class	20	5
Cadet Petty Officer 1 <sup>st</sup> Class	30	5
Cadet Chief Petty Officer	50	5
Cadet Senior Chief Petty Officer	60	5
Cadet Master Chief Petty Officer	70	10

NOTE: *Advancement Points and Community Service Hours start over when advanced.*

<u>How to earn points:</u>	<u>Pts</u>
Leadership Training (Leadership Academy or Cadet Command Course)	25
Recruit one person	20
Leadership Training (Sailing Academy or Basic Leadership Training)	10
Athletic Team Competition*	5
Color guard Competition*	5
Drill Competition*	5
Orienteering Competition	5
Rifle Team Competition*	5
Robotics Team Competition	5
Sailing Team Competition	5
First Place in Team Competition	5
Achieve "A" Honor Roll	5
Pass the NJROTC PRT	5
Required Forms on Time (once per year)	4
Color guard Performance – Away	4
Participate in Middle School Recruitment	4
Place Second or Third in Team Competition	3
Achieve A/B Honor Roll	3
Orientation Trip (Overnight)	2
Orientation Trip	2
Color guard Performance – School	2
Two "Outstanding" Uniform Inspections in a row	2
Fund Raiser Participation	2
Freshman Orientation Staff	2/day
Team Practice (per day)	1
Community Service (per ½ an hour)	1
Summer Unit Service (per 2 hours)	1
Unit Service (per 1 hour)	1
Postal Competition	1
Corps Activity ( Designated by NSI/SNSI)	1-5

**NJROTC Advancement Point Log**

Cadet Name: \_\_\_\_\_  
 (Last) (First) (MI)

<b>Event</b>	<b>Date</b>	<b>Advancement Points</b>	<b>Verified</b>
Example: <i>Grey's Creek Drill Competition</i>	<i>10/12/2017</i>	<i>5</i>	<i>GJE</i>

- “Verified” should be initialed by platoon leader, officer or team commander who confirms the event.

## **Section Six: Awards**

### **General**

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

### **Eligibility**

In order to be eligible for an NJROTC ribbon award, a Cadet must meet the criteria for the award. In the event a Cadet is eligible for a ribbon, but did not receive it, he/she should put the facts of the case in writing and submit it to the SNSI through the Chain of Command. If the award in dispute is a team participation award, the Team Commander's comments must be attached to the Cadets submission.

### **Required Wearing of Awards**

NJROTC ribbons become a required part of the uniform when earned. They must be worn whenever a uniform (except a working uniform) is worn. Ribbons must be clean and in good condition or replaced. Proper placement of ribbons is described in the Cadet Field Manual. Earned medals will only be worn during activities or inspections that are designated by the SNSI/NSI.

### **Non-JROTC Awards**

Civic, service and school groups make periodic presentations to Cadets and some Cadets have received ribbon awards from JROTC units of the other services. These outside awards, when approved for wear by the SNSI, take precedence after all NJROTC ribbons.

### **Medals**

Medal awards will be worn as described in the Cadet Field Manual with smaller medals worn inboard and larger medals worn outboard. A maximum of two NRA qualification medals may be worn at one time (one pistol, one rifle).

### **Aiguillettes**

Wearing the Team Cord is a symbol of dedication and perseverance that makes a Cadet stand out from his peers. As such, Only Cadets meeting the requirements of the particular team and are in the current school year may wear the cord. Only one team aiguillette will be issued to each cadet. When a Cadet no longer meets the following requirements he/she must turn in the cord to the NSI. Placement and aiguillette position is described in the Cadet Field Manual.

### **Cadet of the Month Program**

The Cadet of the Month Program will be administered by the CMC with inputs from the Company Guidon and Platoon Mustering Petty Officers.

# APPENDIX

## Participation Agreement

### (Off-semester)

I, \_\_\_\_\_ (name), a cadet in the \_\_\_\_\_ grade at Western Alamance High School, enrolled in one semester of Naval Science \_\_ during the \_\_\_\_\_ semester, in order to participate in the Western High School Naval Junior ROTC Program during the off-semester will, to the best of my ability:

- \_\_\_\_\_ 1. wear the complete, specified Navy uniform every uniform day (Wednesdays), and meet US Navy grooming standards (Excuses are unacceptable; and exceptions must be arranged in advance);
- \_\_\_\_\_ 2. may participate in extracurricular NJROTC teams, at the discretion of the team commander and the team advisor (SNSI or NSI.)
- \_\_\_\_\_ 3. participate in at least one community service event.
- \_\_\_\_\_ 4. attend all required unit functions.
- \_\_\_\_\_ 5. advance at least one rank.
- \_\_\_\_\_ 6. be responsible for the proper care and cleaning of all issued uniforms and accessories. Return them clean and complete when directed to do so by an instructor.
- \_\_\_\_\_ 7. when under the authority of cadet leadership, I will follow their direction and orders as if they come from the SNSI personally.
- \_\_\_\_\_ 8. travel to and from away-activities in the vehicle furnished by Western Alamance high school. Parents of NJROTC Cadets must notify the SNSI/NSI in writing and in advance for transportation alternatives.
- \_\_\_\_\_ 9. remain in the assigned area of the activity for the duration or until dismissed by the cadet-in-charge (by the SNSI/NSI for away-activities).
- \_\_\_\_\_ 10. comply with the Western Alamance NJROTC rules and regulations.

I understand the above considerations and freely sign my name acknowledging that I will, to the best of my ability, honorably, faithfully, and respectfully, follow these requirements:

\_\_\_\_\_  
Cadet printed name

\_\_\_\_\_  
Cadet signature

\_\_\_\_\_  
Date

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We the parents/legal guardians of cadet \_\_\_\_\_ understand these requirements, and, to the best of our ability, will support, encourage and assist him/her to be a loyal and faithful Western Warrior NJROTC cadet.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date





**DEPARTMENT OF THE NAVY**  
 Naval Junior Reserve Officer Training Corps  
 Western Alamance Senior High School  
 1731 North Hwy 87  
 Elon, NC 27244



Lieutenant Commander Timothy Frazier,  
 USCG(Ret)  
 Senior Naval Science Instructor

Master Chief D. R., USN(Ret)  
 Naval Science Instructor

08 August 2017

To: Parents and Cadets

***Subject: AFTER SCHOOL NJROTC ACTIVITIES CONTRACT***

After School weekday NJROTC Activities: The Western High School NJROTC cadet leadership organizes team practices and publishes the team practice schedule after approval by the Senior Naval Science Instructor. Cadets will sign-in and sign-out with the Team Mustering Petty Officer and will remain in the immediate area of the NJROTC practice or activity. All unit practices will end promptly at 1630. Team leaders and equipment petty officers will put equipment away and depart the campus prior to 1700. All cadets must be off the Western High School campus not later than 1700. Exceptions will be in writing and approved by the SNSI or NSI.

I \_\_\_\_\_ promise that if I participate on an NJROTC practice or other activity transportation arrangements will be made. If necessary, I will reimburse the NJROTC Booster Club for the cab fare. I understand that if I am not off the campus by 1700 after NJROTC practice, that I will be removed from the team until after the next competition.

\_\_\_\_\_  
 Cadet signature

\_\_\_\_\_  
 Parent signature



## **NJROTC Trip Behavior Contract**

**Trip to:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

I promise to conduct myself with dignity while on the NJROTC \_\_\_\_\_ on \_\_\_\_\_, 2017. I will behave, do all required work / tasks and be attentive at all times. I will obey All North Carolina State, Alamance County and School rules that are in effect to include the following:

1. I will not use alcohol products of any kind.
2. I will not use tobacco products of any kind.
3. I will not use drugs of any kind including prescription medications without doctors authorization and Instructors awareness.
4. I will abide by the Navy Core Values: Honor, Courage and Commitment.
5. I understand that females will be allowed only in female areas and males allowed only in male areas on any field trip.
6. I understand that muster times for NJROTC events will be strictly adhered to.
7. I will observe all curfews during field trips or other events as required.
8. I will not use profanity.
9. I will not steal.
10. I will accept and abide by other School/Unit/Navy requirements as required. This includes not skipping ANY classes.
11. I will respect and not question the SNSI'S/NSI'S/Teacher's/Chaperone's directions to me.
12. I will be especially respectful to all adults, display good manners, help out and volunteer every chance I get.
13. I will not leave group at any time without permission from the leaders.
14. I will get along with and be considerate of others. I will not get upset when every little thing doesn't go my way.
15. I will not bring any personal electronic device without the trip leader's permission.
16. I am responsible for the security of my personal property.

I realize that this is an educational trip and I will approach it as such. Any violations in this contract will result in restriction from participation in further NJROTC extracurricular events for the remainder of this school year. If I become a conduct or health problem, my parents will be notified to make arrangements for my immediate return, at their expense. I have read, understand and will comply with all of the above requirements and thoroughly understand that any infractions will result in disciplinary action.

Student Signature/Date: \_\_\_\_\_ / \_\_\_\_\_

Parent/Guardian Signature/Date: \_\_\_\_\_ / \_\_\_\_\_

# **Operational Risk Management - Air Rifle Team**

## **HAZARDS IDENTIFIED:**

1. Pellet damage to body
2. Eye hazard
3. Lead poisoning
4. Weather Conditions - [Cold, Hot, Wet]

## **INITIAL RISK LEVEL:**

1. Pellet damage - Med
2. Eye hazard - Med
3. Lead poisoning - Low
4. Weather Conditions - [Cold (Low); Hot (Med); Wet (Med)]

## **CONTROLS IMPLEMENTED:**

1. Ensure all cadets have completed required air rifle safety training.
2. Conduct Safety Brief: Address Training Time Outs (TTO) and brief when, how and who can call a TTO.
3. Pellet damage - Conduct safety brief, inspect range area, remove obstacles that may cause ricochets. All wear eye protection.  
4. Lead poisoning - spent ammunition cleanup will be supervised by the range officer and assistant range officer. The range officer will handle expended lead pellets. Warn cadets about the hazards of placing hands or pellets in mouth and need to wash hands after practice and competitions.
5. Weather Conditions - (Hot) Drink plenty of fluids.

## **RESIDUAL RISK REMAINING AFTER HAZARDS REMOVED:**

1. Pellet damage - Low
2. Eye hazard - Low
3. Lead poisoning - Low
4. Weather Conditions - Low

## **HOW THE CONTROLS ARE IMPLEMENTED TO LOWER THE RISK LEVEL:**

1. Safety/TTO - Range Officer/Instructor tasking (anyone for unsafe condition)
2. Pellet damage - Range Officer/Instructor tasking
3. Eye hazard - Range Officer/Instructor tasking
4. Lead poisoning - Range Officer/Instructor tasking
5. Weather Conditions - Range Officer/Instructor tasking

## **WHO IS RESPONSIBLE FOR SUPERVISING THE ACTIVITY?**

1. Pellet damage - Range Officer/Instructor
2. Eye hazard - Range Officer/Instructor
3. Lead poisoning - Range Officer/Instructor
4. Weather Conditions - Range Officer/Instructor

## **HAVE THE CONTROLS BEEN EFFECTIVE?**

1. YES /NO
2. YES /NO
3. YES /NO
4. YES /NO
5. YES /NO

## **OVERALL RISK LEVEL AFTER CONTROLS ARE IMPLEMENTED (ACCOUNTING FOR WEATHER)**

1. Pellet damage - Low
2. Eye hazard - Low
3. Lead poisoning - Low
4. Weather Conditions - Low

## **RISK DECISION AUTHORITY:** Supervising Senior Naval Science Instructor or Naval Science Instructor

## **Operational Risk Management - Fitness Training / PT Test**

### **HAZARDS IDENTIFIED:**

1. Trip Hazards/obstacles - (rocks, uneven terrain, dim lighting, etc.)
2. Flora and fauna (snakes, insects, poison ivy/oak, thorns, vines, etc.)
3. Weather Conditions - [Cold, Hot, Wet]

### **INITIAL RISK LEVEL:**

1. Trip Hazards/obstacles - Low
2. Flora and fauna - Low
3. Weather Conditions - [Cold (Low); Hot (Med); Wet (Med)]

### **CONTROLS IMPLEMENTED:**

1. ITO: Conduct training on ITO (who, when and how it is called)
2. Pre-screening - Health Risk screening questionnaire needed for initial training, Sports physical prior to conducting Navy PT test. Insure there are no known changes in physical condition since filling out the pre-screening questionnaire.
3. Trip Hazards/obstacles - Address in safety brief / remove objects or mark to avoid.
4. Flora and fauna - Address in safety brief
5. Weather Conditions - (Hot) Drink plenty of fluids. If water is on site, (wet) inspect area prior to use, conduct safety brief, and abort PT/training if conditions are deemed unsafe and/or lightning is present or move indoors. SNSI/INSI will make Go/No GO decision. Conduct PT or PRT when temp is above 49°F and below 0° F Heat Index if overcast or cloudy (see attached table), 80 if in direct sunlight.

### **RESIDUAL RISK REMAINING AFTER HAZARDS REMOVED:**

1. Trip Hazards/obstacles - Low
2. Flora and fauna - Low
3. Weather Conditions - Low

### **HOW THE CONTROLS ARE IMPLEMENTED TO LOWER THE RISK LEVEL:**

1. Safety/ITO - Instructor tasking (anyone for unsafe condition)
2. Trip Hazards/obstacles - Instructor tasking (anyone for unsafe condition)
3. Flora and fauna - Instructor tasking (anyone for unsafe condition)
4. Weather Conditions - Instructor tasking (anyone for unsafe condition)

### **WHO IS RESPONSIBLE FOR SUPERVISING THE ACTIVITY?**

1. Safety/ITO - Instructor tasking
2. Trip Hazards/obstacles - Instructor tasking
3. Flora and fauna - Instructor tasking
4. Weather Conditions - Instructor tasking

### **HAVE THE CONTROLS BEEN EFFECTIVE?**

1. YES /NO
2. YES /NO
3. YES /NO
4. YES /NO

### **OVERALL RISK LEVEL AFTER CONTROLS ARE IMPLEMENTED (ACCOUNTING FOR WEATHER)**

1. Warm up exercises - Low
2. 1.5 mile run - Med
3. Push ups- Low
4. Sit ups - Low

**RISK DECISION AUTHORITY:** Supervising Senior Naval Science Instructor or Naval Science Instructor

# **Operational Risk Management - Drill Practice / Competitions**

## **HAZARDS IDENTIFIED:**

- I. Trip Hazards/obstacles - (rocks, uneven terrain, dim lighting, etc.)
2. Rifle
3. Weather Conditions - [Cold, Hot, Wet]

## **INITIAL RISK LEVEL:**

1. Trip Hazards/obstacles - Low
2. Rifle - Low
3. Weather Conditions - [Cold (Low); Hot (Med); Wet (Med)]

## **CONTROLS IMPLEMENTED:**

1. ITO: Conduct training on ITO (who, when and how it is called)
2. Rifle: conduct safety brief on maintaining proper control.
3. Trip Hazards/obstacles: Address in safety brief (remove/mark removable objects)
5. Weather Conditions - (Hot) Drink plenty of fluids. If water is on site, (wet) inspect area prior to use, conduct safety brief, and abort PT/training if conditions are deemed unsafe and/or lightning is present or move indoors. SNSI/NSI will make *Go/NoGO* decision. Conduct PT or PRT when temp is above 49°F and below 0°F Heat Index if overcast or cloudy (see attached table). 80 if in direct sunlight.

## **RESIDUAL RISK REMAINING AFTER HAZARDS REMOVED:**

- I. Trip Hazards/obstacles - Low
2. Rifle - Low
3. Weather Conditions - Low

## **HOW THE CONTROLS ARE IMPLEMENTED TO LOWER THE RISK LEVEL:**

- I. Safety/ITO - Instructor tasking (anyone for unsafe condition)
2. Trip Hazards/obstacles - Instructor tasking (anyone for unsafe condition)
3. Rifle - Instructor tasking (anyone for unsafe condition)
4. Weather Conditions - Instructor tasking (anyone for unsafe condition)

## **WHO IS RESPONSIBLE FOR SUPERVISING THE ACTIVITY?**

- I. Safety/ITO - Instructor tasking
2. Trip Hazards/obstacles - Instructor tasking
3. Rifle - Instructor tasking
4. Weather Conditions - Instructor tasking

## **HAVE THE CONTROLS BEEN EFFECTIVE?**

1. YES /NO
2. YES /NO
3. YES/NO
4. YES /NO

## **OVERALL RISK LEVEL AFTER CONTROLS ARE IMPLEMENTED (ACCOUNTING FOR WEATHER)**

1. Trip Hazards/obstacles - Low
2. Rifle - Low
3. Weather Conditions - Low

**RISK DECISION AUTHORITY:** Supervising Senior Naval Science Instructor or Naval Science Instructor

## **Operational Risk Management - Orienteering Participation**

### **HAZARDS IDENTIFIED:**

1. Hazards/obstacles - rocks, uneven terrain, roots, holes, branches at eye level etc.
2. Flora and fauna - (snakes, insects, poison ivy/oak, thorns, vines, etc.)
3. Weather Conditions - [Cold, Hot, Wet]
4. Road traffic (if applicable)

### **INITIAL RISK LEVEL:**

1. Hazards/obstacles - Med
2. Flora and fauna - Low
4. Weather Conditions - [Hot (Med), Wet (High)]
4. Road traffic (if applicable) - Med, High

### **CONTROLS IMPLEMENTED:**

1. TTO: Conduct training on TTO (who, when and how it is called)
2. Hazards/obstacles: Conduct safety brief (remove/mark/identify holes, roots, wells, risks, daytime familiarization of course, wear safety glasses for
3. Flora and fauna - Address in safety brief.
3. Weather Conditions - (Hot) Drink plenty of fluids. If water is on site, (wet) inspect area prior to use, conduct safety brief, and abort PT/training if conditions are deemed unsafe and/or lightning is present or move indoors. Conduct PT or PRT when temp is above 49°F and below 90°F Heat Index if overcast or cloudy (see attached table), 80 if in direct sunlight. SNSI/NSI will make Go/No GO decision.
5. Road traffic (if applicable) - Conduct safety brief, Post road guards while crossing roadways (if necessary); Use established crossing areas.

### **RESIDUAL RISK REMAINING AFTER HAZARDS REMOVED:**

1. TTO: Removes "Stupid" mistakes.
2. Hazards/obstacles - Med
3. Flora and fauna - Low
4. Weather Conditions - Low
5. Road traffic (if applicable) - Low

### **HOW THE CONTROLS ARE IMPLEMENTED TO LOWER THE RISK LEVEL:**

1. Safety/TTO - Instructor tasking (anyone for unsafe condition)
2. Hazards/obstacles - Instructor tasking (anyone for unsafe condition)
3. Flora and Fauna - Instructor tasking (anyone for unsafe condition)
4. Weather Conditions - Instructor tasking (anyone for unsafe condition)
5. Road traffic (if applicable) - Instructor tasking (anyone for unsafe condition)

### **WHO IS RESPONSIBLE FOR SUPERVISING THE ACTIVITY?**

1. Safety/TTO - Instructor tasking
2. Hazards/obstacles - Instructor tasking
3. Flora and Fauna - Instructor tasking
4. Weather Conditions - Instructor tasking
5. Road traffic (if applicable) - Instructor tasking

### **HAVE THE CONTROLS BEEN EFFECTIVE?**

- |            |            |
|------------|------------|
| 1. YES /NO | 4. YES /NO |
| 2. YES /NO | 5. YES /NO |
| 3. YES/NO  | 6. YES/NO  |

### **OVERALL RISK LEVEL AFTER CONTROLS ARE IMPLEMENTED (ACCOUNTING FOR WEATHER)**

1. Hazards/obstacles – Low
2. Rifle - Low
3. Weather Conditions - Low

**RISK DECISION AUTHORITY:** Supervising Senior Naval Science Instructor or Naval Science Instructor

Cadet Rank/Rate & Name C/SR Joe Schmuckatelli

Date 20170927

### Performance Evaluation

What qualities make this Cadet qualified for the next promotion? (In your own professional opinion)

This Cadet upholds the Navy Core Values in and out of the NJROTC classroom. He is an outstanding Cadet, and is always willing to volunteer at any given opportunity.

Has the Cadet met all the other requirements for the next promotion?

Yes  No

Has the Cadet been professional in the classroom and to the SNSI/NSI, Officers, Chiefs, Staff and the rest of the Cadets?

This Cadet is respectful to the SNSI/NSI, Officers, and Chiefs but has issues listening to the Second Platoon Guidon.

Has the Cadet (in your own professional opinion) embodied what the WAHS NJROTC Unit promotes?

Yes this Cadet embodies the WAHS NJROTC Unit by taking the "Warriors Creed" to heart and living by the words of the creed in the school and community.

Has the Cadet been active within the Unit?

Yes  No

What activities (within NJROTC) does this Cadet participate in?

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Drill Team | <input type="checkbox"/> Orienteering Team              |
| <input type="checkbox"/> Color Guard           | <input type="checkbox"/> Orientation Trips              |
| <input type="checkbox"/> Marksmanship Team     | <input type="checkbox"/> Community Service              |
| <input type="checkbox"/> Robotics Team         | <input checked="" type="checkbox"/> Unit Service        |
| <input type="checkbox"/> PT Team               | <input checked="" type="checkbox"/> Other: Parade _____ |
| <input type="checkbox"/> Academic Team         | _____   |

PC signature & date C/LT Sally Sue

SNSI signature SNSI

Cadet Rank/Rate & Name C/SR Joe Schmuckatelli

Date 20170927

### Goals and Improvements

What were the previous Goals and Improvements you had before applying for this Rank/Rate?

My previous goals were to improve my knowledge on drill and my improvements were to get outstanding on uniform inspection.

Have you met or exceeded these Goals and Improvements? Check Yes or No and explain on the following lines.

Yes  No

I have met my goal because now I can do a column right and I know that I cannot do a facing movement at the position of parade rest. I have also met my improvements by reading the Cadet Field Manual and fixing the faults of my uniform, and by doing so, I got an outstanding during inspection.

What are your new Goals?

My new goal is to learn all of my Orders to the Sentry.

What do you need to improve on?

I need to improve my PT score so I can qualify for the ribbon.

How will you achieve these new Goals and Improvements before you attain the next Rank/Rate?

I will achieve these goals and improvements by studying and listening to my Platoon Commander when he/she goes over the Sentries and I will improve by putting down the honey buns and going out to run.

PC signature & date C/LT Sally Sue

SNSI signature SNSI