



**United States Army  
Junior ROTC**

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*To motivate young people to be better citizens*

**LEE COUNTY JROTC**

# **SY 2012-2013 JROTC SOP**

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# CADET SOP

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## SECTION I - GENERAL PROVISIONS

A. **AUTHORITY:** The Junior Reserve Officers Training Corps (JROTC) is organized under authority of the National Defense Act of 1916 and the provision of CCR 145-2.

B. **MISSION:** To Motivate Young People to be Better Citizens.

## SECTION II - CADET ENROLLMENT

**CONDITIONS FOR ENROLLMENT:** Lee County JROTC Programs are all inclusive. All high school students are welcome to take a JROTC Class.

## SECTION III - ACADEMIC CREDIT AND GRADING

A. **Credit:** JROTC is an Elective Course. Credit towards graduation may be awarded as follows:

1. Course Numbers

- |  |                   |
|--|-------------------|
| a. Leadership Education and Training 1<br>CR# 18013000 | 1 elective credit |
| b. Leadership Education and Training 2<br>CR# 18013100 | 1 elective credit |
| c. Leadership Education & Training 3<br>CR# 18013200   | 1 elective credit |
| d. Leadership Education and Training 4<br>CR# 18013300 | 1 elective credit |
| e. Leadership Education and Training 5<br>CR# 17003400 | 1 elective credit |
| f. Leadership Education and Training 6<br>CR# 17003500 | 1 elective credit |
| g. Eurhythmics<br>CR# 1305300                          | 1 elective credit |

**ROTC and Military Training 1800300-1899990**

2. Honors Credit. Honors course is available to selective cadets that are LET 2/3/4 and meet established requirements of the SAI/AI. Students that are placed into this program will be awarded .5 elective credits through school counselors'.

a. Enrollment in JROTC honors course will require:

- Completion of previous level course with a grade of "B" or better
- Assignment to a cadet leadership position
- Permission from the JROTC Instructor

b. Honors Course numbers are as below:

- Second Year/Leadership Level 2 Army JROTC Leadership Education 2, 18013100
- Third Year/Leadership Level 3 Army JROTC Leadership Education 3, 18013200
- Fourth Year/Leadership 4 Army JROTC Leadership Education 4, 18013300

3. JCLC Credit. Cadets can attend JROTC JCLC up to three times. Each JCLC is worth .5 of elective credit. The Course Code numbers for JCLC are CR 2403000, which can be used more than once, and CR 24003100, which can be used once. A cadet who completes LET 1

may attend JROTC JCLC.

**B. Grading:**

1. The level of student achievement will be determined by practical performance, tests, participation, and written examinations.
2. A grade will be determined based on performance in the following areas:
  - a. Leadership Lab and Uniform Inspections. (10%)
  - b. Exams, quizzes, tests. (20%)
  - c. Overall class participation. (50%)
  - d. Overall instructor evaluation / PT (20%)
3. All JROTC Cadets will have a Five Year Plan

**SECTION IV - CADET RESPONSIBILITIES**

A. Cadets will conduct themselves at all times in a manner to reflect credit upon themselves, the school, the JROTC program, the US Army, and the community.

B. All JROTC instruction will be conducted in a military manner. Cadets will be considered to be in formation upon entry into the classroom or onto the drill field, will “fall in” as is appropriate to the occasion, and will come under the command and control of their cadet officers until released to the SAI/AI.

C. Punctuality is mandatory for all formations.

D. Modified Hair Cut Policy. JROTC is a uniformed organization which is judged, in part, by how a Cadet wears a prescribed uniform and maintains their personal appearance. Therefore, a neat and well-groomed appearance by all Cadets is fundamental to JROTC and contributes to building the pride and esprit essential to an effective Corps of Cadets.

For males, many hairstyles are acceptable, as long as they are neat and conservative. Hair will be neatly groomed. The length and bulk of hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Lines or designs will not be cut into the hair or scalp. If dyes, tints, or bleaches are used, colors used must be natural to human hair and not present an extreme appearance. Applied hair colors which are prohibited include, but are not limited to, purple, blue, pink, green, orange, bright (fire-engine) red, and fluorescent or neon colors. It is the responsibility of instructors to use good judgment in determining if applied colors are acceptable, based upon the overall effect on Cadets’ appearance.

1. Males. Sideburns will be neatly trimmed. The base will not be flared and will be a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening. The face will be clean-shaven, except for permitted mustaches. Males are not authorized to wear braids, cornrows, or dreadlocks (unkempt, twisted, matted, individual parts of hair) while in uniform. Hair that is clipped closely or shaved to the scalp is authorized.

2. Females. Hairstyles will not interfere with proper wearing of military headgear. Hair holding ornaments (barrettes, pins, clips), if used, must be transparent or similar in color to hair,

and will be inconspicuously placed. Beads or similar ornamental items are not authorized. Females may wear braids and cornrows as long as the braided style is conservative and the braids and cornrows lie snugly on the head. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during normal activity or when standing in formation. Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned, so that no free-hanging hair is visible.

3. Cadets not meeting the above grooming standards will not be allowed to participate in any JROTC event outside of school.

## SECTION V - ORGANIZATION OF THE CADET BATTALION

### A. The Cadet County Area, Brigades, and Battalions will be organized as follows:

#### 1. Authorized Position, Ranks, and Number:

<u>Position</u>	<u>Rank</u>	<u>Number</u>
County Area Commander	CDT COL	1 per County
Deputy Area Commander	CDT COL	1 per County
Brigade Commander	CDT COL	1 per 2 Bn's
Battalion Commander	CDT LTC	1 per BN
President of Cadet Board	CDT LTC	1 per BN
Battalion Executive Officer	CDT MAJ	1 per BN
Battalion Sergeant Major	CDT CSM	1 per BN
S-1 Personnel Officer	CDT MAJ	1 per BN
Personnel NCOIC	CDT SGM	1 per BN
Administrative NCO (Orders/Awards/Merits/Demerits)	CDT SFC	1 per BN
S-2 Special Projects Officer/Security	CDT MAJ	1 per BN
S-2 NCO	CDT SGM	1 per BN
S-3 Operations Officer	CDT MAJ	1 per BN
S-3 Asst. OPNS Officer	CDT CPT	1 per BN
S-3 Operations NCO	CDT SGM	1 per BN
S-4 Logistics Officer	CDT MAJ	1 per BN
S-4 Supply NCOIC	CDT SGM	1 per BN
S-4 Arms Room	CDT SFC	1 per BN
S-5 Public Affairs/ Recruiting	CDT MAJ	1 per BN
S-5 NCO	CDT SGM	1 per BN
S-6 Automation Officer	CDT MAJ	1 per BN
S-6 NCO	CDT SGM	1 per BN
Academic Team: Commander	CDT CPT	1 per BN
Color Guard: Color Guard Commander	CDT CPT	1 per BN
Exhibition Team: Exhibition Commander	CDT CPT	1 per BN
Drill Teams: Drill Team Commander	CDT CPT	1 per BN
Rifle Team: Rifle Team Commander	CDT CPT	1 per BN

Leadership Team: Commander	CDT CPT	1 per BN
Raider Platoon: Raider Platoon Commander	CDT CPT	1 per BN
Letter Company:		
Company Commander	CDT CPT	1 per CO
Company Executive Officer	CDT 1LT	1 per CO
Company First Sergeant	CDT 1SG	1 per CO
Company Supply Sergeant	CDT SFC	1 per CO
Guidon Bearer	CDT SGT	1 per CO
Class/Period Supply Sergeant	CDT SSG	1 per CL
Platoon:		
Platoon Leader	CDT 1LT	1 per Plt
Platoon Sergeant	CDT SFC	1 per Plt
Squad Leader	CDT SSG	4 per Plt
Team Leader	CDT SGT	8 per Plt

All other cadets will be CPL, PFC, PVT, or cadet basic. Cadets will not be promoted unless there is a duty position authorized a higher rank open for them to occupy. Senior cadets cannot be unassigned in order to open up additional positions for the purpose of promotions.

2. **Rank:** Rank by LET level will not exceed the following except by approval from DAI.

All exceptions must be approved by the DAI through a memo from the SAI.

LET 1 - SFC

LET 2 – CPT

LET 3 - MAJ

LET 4 - LTC or COL (County Area CO, BDE CO)

LET 5- LTC or COL (BDE CO)

LET 6- LTC or COL (BDE CO)

3. **Selections and Appointments:**

a. Selection for appointment to any rank will be made on a “best qualified” basis. Consideration will be given to leadership ability, military proficiency, appearance and bearing, and high character qualifications. Scholastic grades, extracurricular activities, and other requisites will also be considered.

b. All appointments will be by written order of the SAI/AI.

c. Reductions in rank may result at any time for inefficiency, improper conduct, or other justifying causes when properly supported by review and approval of the SAI/AI. Reductions will also be made by written order.

d. Strong consideration should be given to promoting cadets one rank at a time and not skipping ranks.

e. Brigade and Deputy Brigade Commander will be selected by a board at the start of each school year based on the JROTC Activities Calendar.

## SECTION VI - COMMAND AND STAFF

A. Authority to exercise command and control at each unit level is vested in the cadet officers and noncommissioned officers who are solely responsible for establishing and upholding the standards of performance in their respective units.

1. **Cadet Officers:**

a. Cadet officers will be selected from cadets who have clearly demonstrated their competence and leadership ability as cadet noncommissioned officers. In addition to command and staff abilities, they must be qualified to assist the SAI/AI and to act as instructors in any military duty or class activity. **Promotion to cadet officer should not be given solely as a reward for longevity.**

b. Cadets of lower rank are required to receive and obey all lawful orders from cadet officers and noncommissioned officers, as appropriate.

c. Cadet officers who fail to comply with cadet regulations, or who passively allow other cadets to violate rules and regulations, may be reduced in rank.

**2. Cadet Noncommissioned Officers:**

a. Cadet noncommissioned officers are assistants to the cadet officers and the SAI/AI. In this capacity, cadets of lower rank will obey all lawful orders of noncommissioned officers.

b. Cadet noncommissioned officers who fail to discharge their duties and responsibilities may be reduced in rank.

**3. Duty Day:** Normally, the responsibilities of cadet officers and noncommissioned officers cease upon termination of the school day. However, these responsibilities are extended, and these individuals are encouraged to inspire other cadets to follow regulations and to wear the uniform properly on campus, and in public, on specified uniform days and during extracurricular activities on and off campus.

**4. During Class Periods:** Cadet Officers and noncommissioned officers are responsible to the SAI/AI for the appearance, discipline, efficiency, and welfare of their units during prescribed class periods.

## SECTION VII - UNIFORMS AND EQUIPMENT

### A. Uniforms:

1. The uniform of the United States Army is more than a mere suit of clothes. It is a symbol of honor, tradition, and achievement. A military appearance and proper conduct in uniform is an indication of self-respect, pride, alertness, and loyalty to school, community, and country.

2. Each cadet will be issued uniforms and regulation JROTC insignia according to current Department of the Army allowances. Uniforms will normally be worn on one day of each school week as directed by the SAI/AI. On this day, the complete uniform will be worn as prescribed by cadet regulations. Cadets having jobs after school will NOT wear the uniform on the job. The uniform will be worn to and from school and all day during school, except during PE class.

3. Uniform Policy. JROTC Cadets are given latitude in the uniforms available for wear depending on the situation. The ACU Jacket is not authorized for wear in Lee County and will only be issued and worn when it is specifically required to comply with state level competition rules; e.g. Florida State Raider Challenge event. Three options are authorized. Cadets may wear a modified ACU uniform consisting of boots, ACU Trousers with rigger belt and school LOGO shirt. The plain Beige ACU undershirt is NOT authorized for wear as an outer garment but the beige shirt screened printed with the JROTC Logo on the front and JROTC across the upper back is authorized for wear with the ACU uniform option. The Class "B" uniform is also authorized and will be worn for ceremonies such as those held for promotions and awards. The Class "A" uniform or a modified "formal" version will be issued at the discretion of the SAI. The final option is a "Dress for Success" one consisting of civilian attire sufficiently formal to qualify as

appropriate for a business setting. The “Dress of Success” option may include a sports jacket or suit for male cadets or a knee length dress or pants suit for female cadets.

**B. Proper Wearing of the Uniform:** The Army JROTC uniform will be worn at times and places specified by the SAI/AI.

1. The Class “B” uniform can be worn for reoccurring uniform occasions, promotions and award ceremonies. The Class “A” uniform can be worn as directed by the SAI for special occasions. The Class “A” uniform, modified with a white shirt and black bow tie is to be worn by male cadets at the JROTC Ball. Cadets may also wear the Modified ACU uniform consisting of boots, the ACU trousers with rigger belt, and school Logo or Screened Printed Beige T-shirt.

2. Cadets will not be allowed to participate in public events such as school or community support activities unless they meet the published standards of CCR 145-2 and represent the Army and the JROTC program in an appropriate manner.

**C. Wearing of Cadet Rank:**

All cadets except Cadet Basic will wear cadet rank.

All cadets will wear the Shoulder Loop (Shoulder Boards) Insignia on the Class “B” Green Shirt, Class “A” Green Coat and the Black Windbreaker.

Cadet officers will wear the non-subdued, pin –on Rank Insignia (Pips) on the Garrison Cap and Team Berets. When worn on the beret, pips will be worn horizontal and centered on the beret stiffener/flash.

Cadet enlisted personnel will wear the JROTC Cap Insignia on the Garrison Cap and the non-subdued, pin-on insignia of rank on the Team Beret.

The following procedures will be used when placing rank on the Beret:

**Enlisted**- Centered on the left side stiffener. When Flash is worn, rank will be centered on the Flash.

**Officer**- Centered and all “Pips” horizontal (straight across) on the left side stiffener. When a Flash is worn, rank will be centered on the Flash and worn horizontal (straight across) on the flash.

All cadets will wear the subdued pin on rank insignia on the Army Combat Uniform (ACU) shirt and cap. Cadet officers will wear the subdued JROTC insignia on the left collar of the ACU Jacket.

**D. Name Plate: How worn.**

1. **Male personnel.** On the AG shade 415 shirts, and on the coats of the Army green uniform, the nameplate is worn centered left to right on the flap of the right breast pocket, and centered between the top of the button and the top of the pocket.

2. **Female personnel.** On the Army green uniform the nameplate is worn 1 to 2 inches above the top button of the coat and centered horizontally on the wearer’s right side. On the AG 415 shirt the nameplate is worn centered on the right side with the bottom edge of the nameplate placed along an imaginary line that runs horizontally from the second from top button. This refers to the second button on the newer style Class-B Blouse and the top button on the older style female Class-B Blouse and; and adjusted based on the contour of the body.

3. **Merit Unit, Honor Unit, and Honor Unit with Distinction**

a. Description.



(1) **Merit Unit insignia**; a five-pointed star of white enamel on gold-colored metal, 9/16 inches wide.

(2) **Honor Unit insignia**; a five-pointed star of blue enamel on gold-colored metal, 9/16 inches wide.

(3) **Honor Unit with Distinction insignia**; a five-pointed star of yellow enamel on gold-colored metal, 9/16 inch wide.

b. **How worn.** These insignia are worn centered 1/4 inch above the right breast pocket on the male Army coat and 1/4 inch above the nameplate on the female Army coat. One point of the star is up on the coat or on the shirt when it is worn as an outer garment.

#### **E. Undergarments:**

Male and Female Cadets are authorized the wear of the beige, and white style undershirts.

##### **1. Undershirt, beige shade 436: How worn.**

If the ACU jacket is worn, all personnel will wear the Beige undershirt with the ACU utility uniforms unless otherwise specified by the SAI/AI.

##### **2. Undershirt, white, crew neck.**

Description. The white crew neck style undershirt and white V-neck undershirt is of a commercial design, short-sleeved. Males may wear the white crewneck undershirt with the Class-A and Class-B uniform only.

a. Personnel are not authorized to wear the white undershirt with the ACU uniforms.

b. The white V-neck undershirt is of a commercial design, short-sleeved, in a V-neck style.

##### **3. How worn.**

a. Females may wear the V-neck undershirt with the Class-A and Class-B uniform only. Females cannot wear the V-neck undershirt as a substitute for brassieres, and they must ensure uniforms fit properly when wearing the V-neck undershirt.

b. Personnel are not authorized to wear the white crewneck undershirt or white V-neck undershirt with the complete ACU uniforms, or other utility uniforms that require wear of the beige undershirts.

**F. Responsibility and Maintenance of Uniforms:** Students enrolled in JROTC must have his/her parent/guardian must sign a JROTC Form "Agreement of Responsibility" (JUMS electronic printout) before they can be issued any uniforms or participate in any extracurricular activity. The cadet should verify quantity and condition of all clothing and equipment during issue and turn in before also placing his or her signature on the cadet record. A cadet's signature on this form is verification that the transaction is correct. Costs of laundry, cleaning, and normal maintenance of uniforms will be borne by the cadet. Inspections will be conducted on the uniform wearing day of each week to insure that high standards of personal appearance are being maintained, and to enable the SAI/AI to observe the condition of clothing and equipment.

## **SECTION VIII – AWARDS**

**A. Order of precedence is as follows:**

1. **Department of the Army**
  - a. Medal for Heroism
  - b. Superior Cadet
  - c. Legion of Valor Bronze Cross
2. **Battalion Awards:** N-1; N-3; N-2; N-4
3. **Fraternal**
  - a. Sons of the American Revolution
  - b. Military Order of the World Wars
  - c. Daughters of the American Revolution
  - d. American Legion
  - e. Sojourners
  - f. USA Recruiting Command
  - g. Veterans of Foreign Wars
4. **Associations**
  - a. Association of the US Army
  - b. Reserve Officers Association
  - c. Military Officer's Association of America
  - d. Disabled American Veterans
  - e. American Veterans
  - f. Daughters of American Colonists
  - g. Dads of Foreign Service
  - h. Special Forces Association
  - i. Combat Infantryman's Association
  - j. 82<sup>nd</sup> Airborne Association

**B. The following awards are attainable by conspicuous achievement as indicated.**

Superior Cadet Decoration Award  
(Medal, Certificate & Ribbon)

**Presented to:**

LET 1, LET 2, LET 3, LET 4

**For:** The outstanding cadet in each year of military training based upon overall academic and military record. LET 5 & LET 6 cadets who have not previously received the award may compete against LET 4's.

Marksmanship Qualifications (Badge)

**Presented to:** Cadets who attended camp or on the Rifle Team

**For:** Successfully completing prescribed course of fire with minimum established score. The scores for the different badges are: 230-300 is Expert, 130-229 is Sharp Shooter, and 110-129 is Marksman.

Academic Achievement Insignia

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets in the top 10 percent of each LET level based on grades earned in JROTC courses.

Honor Unit with Distinction Insignia (Gold Star)

Honor Unit Insignia (Blue Star)

Merit Unit Insignia (White Star)

**Presented to:** All Cadets based on the program to which they are assigned. Any cadet transferring from one program to another will wear the Star appropriate to the program to which they have transferred, regardless of what Star they wore at their previous program.

**For:** Attainment of Merit Unit, Honor Unit or Honor Unit With Distinction rating during Department of the Army Formal Inspections.

Instructor's Badge

**Awarded by:** Senior Army Instructor

**Criteria:** Cadet must present three (3) formal classes to other JROTC cadets. Leadership Lab classes are acceptable.

C. Academic Awards (Series 1)

N-1-1

**Distinguished Cadet Award for Scholastic Excellence Ribbon**

**Awarded by:** Superintendent

**Criteria:** Awarded annually to the senior cadet who exhibits the highest GPA in the School District.

N-1-2

**Academic Excellence Award Ribbon**

**Awarded by:** Principal

**Criteria:** Awarded annually to one cadet in each LET level for maintaining the highest school academic GPA.

N-1-3

**Academic Achievement Ribbon**

**Awarded by:** Director of Army Instruction

**Criteria:** Awarded at the end of each LET level to those cadets that maintain a grade of "A" in all academic subjects for the term/year.

N-1-4

**Perfect Attendance Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets with no absences during each semester/term.

**N-1-5**

**Student Government Ribbon**

**Awarded by:** Principal

**Criteria:** Elected to a student government office.

**N-1-6**

**LET Service Ribbon**

**Awarded by:** Principal

**Criteria:** Awarded to cadets successfully completing the first semester of training of each LET level.

**N-1-7**

**Academic Performance Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to those cadets who maintain a cumulative GPA 3.0 or better, and who are not eligible for N-1-3.

**N-1-8**

**National Honor Society Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Selected by the School Administration

**N-1-9**

**Community Service Ribbon Superior Achievement Award**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded for over 75 hrs of community service (subsequent awards are given per 75 hrs completed)

**N-1-10**

**Presidential Academic Achievement Award**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to those cadets selected and competing in Academic Challenge

**D. Athletic Awards (Series 2)**

**N-2-1**

**Varsity Athletic Ribbon**

**Awarded by:** Principal

**Criteria:** Awarded annually to cadets that participate in varsity sports.

**N-2-2**

**Physical Fitness Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually to cadets who maintain excellent physical fitness. Male cadets must run one mile in 8:30 minutes or less; females in 10:45 minutes or less.

**N-2-3**

**JROTC Athletic Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually to cadets that participate in each event of the cadet challenge while giving their best effort.

**N-2-4**

**Optional by Senior Army Instructor**

**Awarded by:** Senior Army Instructor

**Criteria:**

**N-2-5**

**Physical Training Achievement Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Participate in all events of the cadet challenge competition and attain a score of 60% or higher in each event.

**E. Military Awards (Series 3)**

**N-3-1**

**Director of Army Instruction/Leadership Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually to one cadet per LET level who displays the highest degree of leadership.

**N-3-2**

**Personal Appearance Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets who consistently present an outstanding appearance.

**N-3-3**

**Proficiency Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually to those cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.

**N-3-4**

**Drill Team Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually to drill team members.

**N-3-5**

**Orienteering / Land Navigation Ribbon**

**Awarded by:** Senior Army Instructor

Awarded annually to cadets who are members of orienteering teams or complete orienteering course at JCLC.

**N-3-6**

**Color/Honor Guard Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually to members of color/honor guard.

**N-3-7**

**Rifle Team Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually to rifle team members.

**N-3-8**

**Adventure Training Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually to cadets who are members of raider platoon type units.

**N-3-9**

**Commendation Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets whose performance of duty exceptionally exceeds that expected of a cadet in his/her grade and experience.

**N-3-10**

**Good Conduct Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually to the cadets who have demonstrated outstanding conduct throughout the school year.

**N-3-11**

**JROTC Cadet Leadership Challenge (JCLC) Participation Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets for JCLC participation.

**N-3-12**

**Florida State Competition Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to the cadets who compete at any Florida State Level Competition or compete at the second level of JROTC Academic or Leadership Bowl Competitions.

**N-3-13**

**Formal Inspection Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Cadets who contribute to the successful completion of a Formal Inspection.

**N-3-14**

**District Competition**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to those cadets who successfully compete in district wide competitive events.

**N-3-15**

**Rappelling Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to those cadets who successfully rappel during a JROTC sanctioned period of instruction.

F. **Miscellaneous Awards** (Series 4)

**N-4-1**

**Parade Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets who have participated in local community parades: i.e., Veterans Day Parade, Memorial Day Parade, Edison Parade, etc.

**N-4-2**

**Recruiting Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to the cadets who recruit students into the JROTC program each semester.

**N-4-3**

**Special Projects/ Community Service Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets who participate in special projects or community service.

**N-4-4**

**Fund Raising Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets who participate in fund raising activities.

**N-4-5**

**Humanitarian Ribbon**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to cadets who participate in donating blood or other charitable projects, food drives, etc.

**N-4-6**

**Service Learning**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded annually to Cadets who participate in Service Learning Projects.

N-4-7

**Excellent Staff Performance**

**Awarded by:** Senior Army Instructor

**Criteria:** Awarded to Cadets who perform in an outstanding manner on Cadet Staff.

**G. Shoulder Cords & Berets**

**1. Shoulder Cords**

**Awarded by:** Senior Army Instructor

**Criteria:** Currently participating as a member of a designated team.

Shoulder cords, passing under the shoulder loop will not exceed two in number for any one person (one on each shoulder). Left shoulders will have priority.

**Listed in priority they are:**

- |                          |                                 |
|--------------------------|---------------------------------|
| • BDE Commander          | Black and Gold                  |
| • National Honor Society | Gold (cable #70157)             |
| • Color Guard            | White (cable #65005)            |
| • Drill Team             | Red (cable #65006)              |
| • Honor Guard            | Orange (cable #65004)           |
| • Rifle Team             | Tan (cable #65015)              |
| • Raider Platoon         | Black (cable #65018)            |
| • Orienteering Team      | Green (cable #70063)            |
| • Exhibition Drill Team  | Dark Royal (blue)               |
| • Staff Cords            | School Colors (max. two colors) |

**Note:** When participating in an activity as part of a special unit (Color Guard, Drill Team, and etc.), the shoulder cord for that special unit will be given priority and worn on the left shoulder.

Note: When a commander's cord is authorized, it should have only a single strand drop with a nickel ferule.

**2. Berets:** are authorized only for those cadets who are currently participating with the below teams.

- Color Guard – Gray
- Rifle Team – Dark/Navy Blue
- Drill Team – Red
- Raider Team – Camouflage
- Exhibition Team- Dark Royal (Blue)

**\*NO OTHER COLOR BERETS WILL BE WORN\***

**3. Beret Flashes:** Only school color flashes are authorized to be worn on team Berets. The Flashes will not exceed two colors.

**H. Metal Arc Pins:**

1. Metal Arc Pins are authorized for wear on a re-occurring annual basis to encourage participation, in conjunction with team/activity berets and cords. Metal Arc Pins will



be worn as shown in the order of precedence shown. Only the below listed Arc Pins are authorized and worn in the order listed:

- Academics
- Color Guard
- Honor Guard
- Flag Detail
- Drill Team
- Rifle Team
- Raiders
- JCLC
- Rappelling
- Physical Training Excellence(60 % or higher in each Cadet Challenge event or passing the APFT)
- Cadet Challenge(50 % or higher in each event of Cadet Challenge)
- Orienteering
- JROTC Drum and Bugle Corp
- Exhibition Drill Team
- Cadet Battalion Staff

## 2. **How Worn.**

- a. **Male:** centered on the right pocket, evenly spaced between the flap and bottom of pocket on the AG green shirt and AG green coat. Arc Pins will be spaced 1/8” apart.
- b. **Female:** centered on right side of AG green old style shirt, even with the bottom of the second button. On the new style AG green shirt arch pins are centered even with the bottom of the third button. Arch Pins are centered on the AG green coat even with the bottom of the first button.
- c. **Arc Pins:** Arc Pins will be spaced 1/8” apart, in the order of priority as shown above. Academics, Color Guard/Honor Guard (Honor Guard will be placed below the Color Guard), etc.
- d. No other arcs pins will be authorized and only a maximum of six (6) arc pins can be worn at any time.

I. **School Crests** – School Crests will be worn on the left pocket in accordance with AR 145-2. When worn with “Instructor Badge”, it will be worn ¼ inch above the Instructor Badge.

J. **School Varsity Letter**-Lee County JROTC programs will follow the criteria listed below in selecting recipients for a JROTC School Varsity Letter.

### **CRITERIA:**

Third or Fourth year JROTC Cadet

Must be at least a SSG.

Must have participated or currently participating in at least one after school JROTC activity.

Must have participated in at least one Formal Inspection.

Must have attended at least one JCLC.

Must have participated in at least one parade.

Must have been awarded the Instructor Badge.

Must have a cumulative GPA of 3.0 in JROTC and a 2.0 overall GPA.

**Note:** The Senior Army Instructor may waive at least one of the above requirements, except GPA.

**K . Instructor Badge-** The Instructor Badge is awarded to cadets for presenting formal classes as described by SAI/AI. The Instructor Badge will be on a black nametag with only the word “INSTRUCTOR” engraved onto it.

**Criteria:**

1. A minimum of three (3) formal classes must be presented successfully to members of Cadet Corp.

2. Subject and Lesson Plans/Outlines are to be utilized and approved by SAI/AI, prior to presenting the class.

3. Length and content of classes is determined by the SAI/AI as to whether the class is sufficient.

4. How Worn:

**Male:**

Centered ¼ inch above the right pocket of the AG Green Shirt and Coat only. Directly in line and over the nametag.

When Star Insignia / Academic Wreath Insignia are worn, it will be worn ¼ inch above Star / Academic Wreath Insignia as specified above.

When School DUI is worn with Instructor Badge, it will be worn ¼ inch above Instructor Badge.

**Female:**

a. Centered on right side of AG Green Shirt/ Coat only, ¼ inch above the nametag, directly in line and over the nametag.

b. When Star Insignia/ Academic Insignia are worn, it will be worn ¼ inch and centered above the Star/ Wreath Insignia.

**SECTION IX - CADET DUTY POSITION DESCRIPTIONS**

**A. Duties and Responsibilities of Cadet Leaders**

**1. County Area Commander**

a. Represent the Corps of Cadets in all Lee County functions.

b. Report directly to the DAI.

c. Duties: The Cadet Brigade Commander will be required to attend all functions directed by the DAI and must have his/her own personal transportation. He/she will be required to attend all county events involving multiple schools. As directed by the DAI, the Cadet Brigade Commander will be required to perform duties as directed, make presentations and represent Lee County JROTC. The Cadet Brigade Commander’s rank / promotions will be determined by the DAI, with input from their respective SAI/AI. The highest rank to be held by the Cadet Brigade Commander will be Cadet Colonel.

d. Selection: The selection of the Cadet Brigade Commander will be determined

annually by a selection board process, consisting of Lee County SAI's or AI's, as determined by the DAI.

e. Requirements for Selection: The Brigade Commander must be in their fourth year of JROTC and maintain a GPA of 3.0 or higher. He/she will not be utilized as Battalion Commander. When performing duties at their school, the Brigade Commander will be assigned duties by their SAI/AI, commensurate with their rank.

## **2. Deputy County Area Commander**

a. Represent the Corps of Cadets in all Lee County functions along side of or at which the Brigade Commander is not present.

b. Report directly to the DAI or his designated representative when and if the Brigade Commander is not present.

c. Duties: The Cadet Deputy Brigade Commander will be required to attend all functions directed by the DAI and must have his/her own personal transportation. He/she will be required to attend all county events involving multiple schools. As directed by the DAI, the Cadet Deputy Brigade Commander will be required to perform duties, make presentations and represent Lee County JROTC. The Cadet Deputy Brigade Commander's rank / promotions will be determined by the DAI, with input from their respective SAI/AI. The highest rank to be held by the Cadet Deputy Brigade Commander will be Cadet Colonel.

d. Selection: The selection of the Cadet Brigade Commander will be determined annually by a selection board process, consisting of Lee County SAI's or AI's, as determined by the DAI. Each JROTC Program will send their designated Battalion Commander selectee to the selection board unless otherwise approved by the DAI. The cadet who achieved the second from highest score from the selection board can be designated as the Deputy Brigade Commander.

e. Requirements for Selection: The Deputy Brigade Commander must be in his/ her fourth year of JROTC and maintain a GPA of 3.0 or higher. He/she will not be utilized as Battalion Commander. When performing duties at their school, the Deputy Brigade Commander will be assigned duties by their SAI/AI, commensurate with their rank.

## **3. JROTC Program Brigade Commander**

a. Responsible for the training, administration, logistical support, discipline, morale, esprit-de-corps, and performance of the two or more cadet battalions organized within his / her JROTC Program. In essence, is responsible for what the units do, or do not do.

b. Reports directly to the SAI/AI.

c. Responsible for advance coordination with the SAI/AI on all matters pertaining to policies and procedures for all subordinate JROTC battalions when the program forms as amassed unit. The Commandant is required to keep the SAI/AI informed on all activities within the cadet units.

d. Sets the example for his/her JROTC Program in appearance, attitude, conduct, bearing, tact, discipline, and performance.

e. Commands all the JROTC Program's battalions through proper use of the cadet chain of command and within the policy and guidelines set by the SAI/AI.

f. Makes recommendations for the promotion/reduction of cadets in cooperation with subordinate battalion commanders.

- g. Will delegate his/her authority to the senior battalion commander or as directed by the SAI / AI when absent from the unit.
- h. The Commandant must be fully knowledgeable of all matters related to his/her unit.

#### **4. Battalion Commander**

- a. Responsible for the training, administration, logistical support, discipline, morale, esprit-de-corps, and performance of the cadet battalion. In essence, is responsible for what the unit does, or does not do.
- b. Reports directly to the SAI/AI.
- c. Responsible for advance coordination with the SAI/AI on all matters pertaining to policies and procedures for the battalion when the unit forms as a battalion. Battalion Commanders are required to keep the SAI/AI informed on all activities within the battalion.
- d. Sets the example for his/her battalion in appearance, attitude, conduct, bearing, tact, discipline, and performance.
- e. Commands the battalion through proper use of the cadet chain of command and within the policy and guidelines set by the SAI/AI.
- f. Makes recommendations for the promotion/reduction of cadets.
- g. Will delegate his/her authority to the battalion executive officer when the battalion commander is absent from the unit.
- h. The battalion commander must be fully knowledgeable of all matters related to his/her unit.

#### **5. Battalion PCBO (President of the Cadet Board)**

- a. Responsible for the setup and execution of all Battalion Promotion Boards
- b. Responsible for the setup and execution of all Battalion Administrative reduction Boards.
- c. Manages and oversees the tracking of all cadet Merit/ Demerit system (as directed by the SAI/AI).
- d. Serves as the Battalion Commander during his / her absence
- e. Maintains all promotion/administrative board proceedings
- f. Responsible for upkeep of Battalion promotion standing list (as needed)
- g. Ensures proper balance is maintained in the selection of all board members
- h. Resolves all board issues and findings with SAI/AI
- i. Establishes all required promotion board study material and maintains a sign out log as directed by the SAI/AI.

#### **6. Battalion Executive Officer**

- a. In the absence of both the battalion commander and the PCBO the battalion executive officer assumes command and is responsible for the efficient operation of the command. XO must be totally familiar with the duties of the battalion commander.
- b. Coordinates and supervises to ensure that the orders and policies of the battalion commander are carried out effectively.
- c. The battalion executive officer is responsible to the battalion commander for all discipline within the battalion.
- d. Keeps the battalion commander informed of problem areas within the unit in general, and of action taken or recommended with respect to such problems.

e. In coordination with the command sergeant major investigates all cadet complaints concerning the merit/demerit system and makes recommendations to the battalion commander and the SAI/AI concerning any irregularities.

f. Directly supervises the battalion staff officers and is responsible to the battalion commander and the SAI/AI for the proper coordination of all staff actions related to administrative, operations and training, logistics, public relations/public information, record keeping, school and community support activities; and that periodic inspections are made of staff performances and immediate remedial and/or disciplinary action is taken for any infraction.

g. Should be knowledgeable of the morale, esprit-de-corps, and problem areas of all cadets in the battalion.

h. Make recommendations for the promotion/reduction of staff members.

i. Perform other duties as the battalion commander directs.

#### **7. Battalion S-1, Personnel Officer**

a. The S-1 is responsible to the commander for all matters relating to personnel and administration.

b. Using the most current version of JUMS, prepares orders, directives, or announcements as directed by the battalion commander/executive officer and in conjunction/coordination with the SAI/AI.

c. Using the most current version of JUMS, prepares and maintains current organizational rosters.

d. Using the most current version of JUMS, maintains the cadet JROTC record files, correspondence and publications to include posting all necessary information on cadet records, enclosures on Privacy Act, cadet information form, health certification, parental responsibility form and JUMS program for the Battalion.

e. Assists the SAI / AI in coordinating a program in which all cadets develop a Portfolio that includes a Five Year Plan. The S1 is responsible for monitoring the updating of cadets' Portfolios and Five Year Plans.

f. Coordinates with the SAI/AI on all matters pertaining to eligibility of each cadet for promotion/demotion.

g. Assist SAI/AI in the battalion awards program.

h. Perform other duties as the battalion commander/executive officer direct.

#### **8. Battalion S-2, Special Projects / Security Officer**

a. The Battalion S-2 is a special staff officer who serves the SAI/AI and the battalion commander in battalion special projects that do not normally fall under the duties and responsibilities of the principal staff.

b. He/she reports to the battalion executive officer and coordinates with the SAI/AI on battalion level activities that involve the entire battalion during the school year. These special activities are: on campus open house, formal inspections, award ceremonies, and such other formations or special activities where a smaller unit may be representing the corps of cadets i.e., Cape Coral Veteran's Day Parade and National Flag Day.

c. The S-2 may be responsible for all aspects of the planning, preparation, and execution of the annual military ball for the battalion.

d. The S-2 is responsible to the battalion commander for all matters related to physical security and sensitive equipment.

- e. The S-2 will assist in all matters related to fund raising.
- f. Perform other duties as assigned by the battalion commander/executive officer to include security and arms room inspections.

#### **9. Battalion S-3, Operations and Training Officer**

a. The battalion S-3 is the principal staff assistant to the commander in matters pertaining to organization, training, and primary operations. He/she also advises and assists other staff officers in the operational aspects of their particular activities.

b. The S-3 prepares all training schedules in conformance with the Lee County Army JROTC Master Training Schedule and program of instruction. Battalion S-3 is responsible for the preparation of all training schedules and reports as pertains to the unit. The battalion S-3 reviews the weekly training schedule and ensures that the training is conducted as scheduled. The battalion S-3 will observe, evaluate, and report the status of training being conducted within their respective units.

c. The S-3 is responsible for the storage, maintenance, and issue of training aids and reference materials.

d. The S-3 plans for, and coordinates all of the battalion's training activities to include field trips, parades and extra-curricular activities (JROTC, school, community support). The S-3 exercises operational control over all special units; Rifle Team, Color Guard, Exhibition, Drill Team, Raider Platoon, and etc.

e. Closely monitor the conduct of drill and ceremonies and conducts frequent training inspections of cadet classes or performances.

f. Responsible to insure that classroom and field training areas are properly prepared prior to training.

g. Insures that cadet instructors are properly prepared to give assigned classes and that the battalion commander is informed of the evaluation given to all cadet instructors.

h. Recommends to the SAI/AI those cadets that are qualified for the rating of "cadet instructor" as having met all requirements for the attainment of this rating. Prepare and disseminate special training schedules for field training exercise. In the absence of the battalion commander and executive officer the S-3 assumes command of the unit.

i. Compiles training operational records and reports.

j. Prepares, authenticates and publishes operational orders.

k. Perform other duties as the battalion commander/executive officer may direct.

#### **10. Battalion S-4, Logistics Officer:**

a. Is the principal staff assistant to the battalion commander in matters pertaining to the provision of supply, maintenance, transportation, and miscellaneous logistic support.

b. The S-4 advises other staff officers and assists them in logistical matters respective to their areas of responsibility.

c. Using the most current version of JUMS, is responsible for the storage and maintenance of accurate supply records, to include cadet clothing records, hand receipts, up-to-date inventories within the unit, and other such supply actions as directed by the SAI/AI.

d. Using the most current version of JUMS, is responsible for the storage, maintenance, issue, and turn in of all supplies and reference material as directed by the SAI/AI.

e. Using the most current version of JUMS, is thoroughly familiar with supply procedures, requisitions, turn in salvage, laundry/dry cleaning/alterations, pick-up, and inventory of equipment.

f. Assigns weapons to cadets, supervises the armor in the maintenance of weapons and equipment, and maintains records of maintenance performed within guidelines set by the SAI/AI.

g. Responsible for the cleanliness, organization, and up-keep of the supply and arms room areas.

h. Responsible for the investigation of losses of issued property, under the guidance of the SAI/AI.

i. The battalion S-4 submits reports to the BN CDR/XO and coordinates all supply matters with the SAI/AI.

j. The S-4 performs other duties as assigned by the battalion commander.

#### **11. Battalion S-5, Public Affairs Officer/ Recruiting Officer:**

a. The S-5 is the principal staff assistant to the commander on public information and public relations matters between the Army and JROTC program, the school, the parents of students/cadets, and the community. The S-5 will be charged with establishing contacts with the news media within the high school districts in Lee County.

b. Arranges for reporters and photographers, whether for newspapers or television coverage, and arranges for the coverage of the JROTC unit by the news media of any or all cadet activities that are newsworthy.

c. As the information officer, the S-5 prepares and submits items to school and local newspapers, and any other news media deemed appropriate. Maintains the school JROTC bulletin board.

d. Advises the battalion commander, the SAI/AI on ways and means to improve the acceptance of Army JROTC on campus and in the community.

e. Will assist the SAI/AI in activities involving the compilation of the organizational units currently supporting the Army JROTC program in the school district areas. He/she will handle the preparation of invitations, the mail outs, responses, seating arrangements, and protocol.

f. Will assist the battalion commander in the formulation, preparation and maintenance of current listing. A roster of dignitaries and supporters will be prepared to include name, address, and phone number.

g. Due to the exposure of the S-5 to the public eye, he/she must be fully knowledgeable of the organizational structure and mission of the Army JROTC program in The School District of Lee County.

h. Perform other duties as directed by the cadet battalion commander.

i. Is responsible for maintaining the battalion unit history and the maintenance of a pictorial scrapbook of significant events pertaining to the unit.

j. In the absence of a Cadet Battalion S-6, the S-5 is responsible for creating and / or maintaining the battalion web page. Information included on the web page is up to each unit but the content should be kept as current as possible and relevant to current battalion operations.

#### **12. Battalion S-6, Automation**

a. Cadet Battalion S-6 will be responsible for all automation support within the battalion.

- b. Cadet Battalion S-6 will prepare the staff briefings for the Battalion Commander.
- c. Cadet Battalion S-6 will set up and help run the JUMS program for the Battalion.
- d. Cadet Battalion S-6 is responsible for creating and / or maintaining the battalion web page. Information included on the web page is up to each unit but the content should be kept as current as possible and relevant to current battalion operations.

### **13. Battalion Command Sergeant Major**

- a. He/she is the senior cadet noncommissioned officer in the unit and is the commander's advisor concerning enlisted and noncommissioned cadets and makes recommendations concerning promotions/reductions/awards and/or problem areas encountered.
- b. Responsible to the commander for consolidation of attendance rosters at drill/classes/formations.
- c. Monitors the merit/demerit system and drill areas.
- d. Is responsible for the police of the JROTC classrooms and outside areas.
- e. Assigns extra duties and details as needed on a fair and equitable basis to enlisted cadets.
- f. Assists the battalion executive officer in conducting investigations into irregularities and complaints concerning the merit/demerit system.
- g. Advises commander on all NCO matters and provides guidance.
- h. Perform other duties as assigned by the battalion commander.

### **14. Cadet Company Commander**

- a. Responsible for the effective training, discipline, morale, esprit-de-corps, appearance and performance of his/her company.
- b. Is familiar with all the members of his/her unit and makes continuous evaluation of his/her subordinates with regard to performance, effectiveness, and appearance so that he/she may make valid recommendations for promotions, reductions, and awards.
- c. Sets the example for his/her company in appearance, attitude, conduct, bearing tact, discipline, and performance.
- d. Commands the company through proper use of the cadet chain of command and within the policy and guidelines set by the battalion commander, SAI, and AI.
- e. Will be familiar with the duties of the cadet staff and the battalion commander as well as all members of his/her command.
- f. Perform other duties as the battalion commander may direct.

### **15. Cadet Company Executive Officer**

- a. Responsible for being familiar with the duties, responsibilities, and policies of the company commander.
- b. Assumes command of the company in the absence of the company commander.
- c. Assists the battalion staff as needed in the posting and reviewing of the administrative and supply records of the cadets in the company.
- d. Perform other duties as directed by the company commander.

### **16. Cadet Platoon Leader**

- a. Responsible for the effective training, discipline, morale, esprit-de-corps of his/her subordinates with regard to performance of his/her platoon.



b. Is familiar with all members of his/her unit and makes continuous evaluation his/her subordinates with regard to performance, effectiveness, and appearance so that he/she may make valid recommendations for promotions, reductions, awards, and changes of assignment.

c. Set the example for his/her platoon in appearance, attitude, conduct, bearing, tact, discipline and performance.

d. Exercises command of his/her platoon through proper use of cadet chain of command and within the policy and guidelines established by the company commander.

e. Will be familiar with the duties of the company commander as well as all the members of his/her platoon.

f. Perform any other duties as the company commander may direct.

### **17. Cadet First Sergeant**

a. Assists the company commander in the maintenance of discipline, esprit-de-corps, morale, and appearance of enlisted cadets assigned to the company.

b. Advises the company commander of any problem areas concerning enlisted cadets in the company and makes any necessary recommendations with regard to specific problems.

c. Supervises the actions and conduct of the platoon sergeants and other NCOs within the Company.

d. Insures the correctness of attendance at drill and turns in attendance rosters.

e. Maintains a correct roster of cadets in the company.

f. Assists the S-1 and S-4 in posting cadet records and hand receipts as appropriate.

g. Sets the example for the NCOs and enlisted cadets of the company in appearance, conduct, bearing, tact, discipline, and performance.

h. Makes recommendations for promotions, reductions, and awards when appropriate.

i. Closely monitors the merit/demerit system.

j. Perform other duties as directed by the company commander.

### **18. Cadet Platoon Sergeant**

a. Must be familiar with the duties of the platoon leader and takes charge of the platoon in his absence.

b. Advise the platoon leader of any problem areas concerning personnel in the platoon and makes recommendations concerning specific problems.

c. Assists the platoon leader in the maintenance of discipline, esprit-de-corps, morale, appearance, and training of the cadets in the platoon.

d. Insures the correctness of attendance at drill and turns in attendance rosters.

e. Maintains a current roster of cadets in the platoon.

f. Closely monitors the merit/demerit system.

g. Sets the example for the NCOs and enlisted cadets of the platoon.

h. Makes recommendations as appropriate for promotions/reductions/awards.

i. Perform other duties as directed by the platoon leader.

### **19. Cadet Squad Leader**

a. Must be familiar with the duties of the platoon sergeant and platoon leader.

- b. Responsible for the training, appearance, discipline, and welfare of the members of his squad.
- c. Responsible for making an accurate report of attendance as required.
- d. Perform other duties as directed by the platoon leader and platoon sergeant.
- e. Senior squad leader assumes duties of platoon sergeant in his/her absence.

**20. Cadet Team Leader.**

- a. Be familiar with the duties of his/her squad leader and platoon sergeant.
- b. Responsible to the squad leader for the training, appearance, discipline, and welfare of the members of his/her team.
- c. Reports attendance to the squad leader as required.
- d. Perform other duties as directed by the squad leader.

**SECTION X - LOGISTICS**

**Section 1 SECURITY PROCEDURES**

**References:**

- a. AR 190-11, Physical Security of Weapons, Ammunition and Explosives
- b. AR 190-51, Security of Army Property at Unit and Installation Level
- c. AR 710-2, Material Management for Using Units, Support Units and Installations
- d. AR 700-84, Issue and Sale of Personal Clothing,
- e. Cadet Command Regulation 700-1
- f. Cadet Command Regulation 145-2

**Responsibility** All property under control of the DAI/SAI will be secured so as to prevent theft, pilferage or accidental loss of the property.

**Definition** a. Sensitive/ pilferable items are those that because of their nature would be subject to theft or pilferage and include all items containing serial numbers.

**General Security**

- a. The Military Property Specialist (MPS) will maintain a list of all serial numbered items issued to Lee County Schools *JROTC*. Serial numbers will be recorded on the serial/Registration Number Record (DA Form 3328-1) for those items requiring formal accounting.
- b. The Senior Army Instructor of each school will keep a list of all serial numbered items issued to his respective school.

**Storage: Arms Rooms**

a. Rifles will be stored in the arms room. Double lock security must be provided, i.e., locked outer and inner doors or locked outer door with weapons locked in metal lockers or locked in rifle racks.

b. School owned weapons will be provided the same security as issued weapons with the exception of the formalized issue and inventory procedures.

c. Small sensitive items will be stored in locked containers within the supply room. Larger items will be provided double lock security. Dead bolt or secondary security locks will be used. Outer doors to all storage areas must have hinges with pins not exposed or must be welded to prevent easy removal.

d. Supply representatives will use the following guidance to ensure proper storage of equipment.

(1) Use labels (tags for items stored on pallets) to reflect the identity of items; e.g., nomenclature, national stock number (NSN), quantity, etc.

(2) Separate government property from school property and that property donated or purchased by the institution and cadet fund raisings.

#### **Inventory of Weapons and Sensitive Items:**

a. Weapons will be inventoried by serial number monthly and recorded on Monthly Inventory of Sensitive Items Report (ROTC CDT CMD Form 195R). The inventory document will be dated and signed by the individual conducting the inventory. One copy will be kept on file and a duplicate forwarded to the DAI Office NLT the 15th of each month.

b. Consecutive monthly weapons inventories will not be conducted by the same individual.

c. The MPS will use the March, June, September and December Inventory to satisfy the quarterly sensitive item inventory requirement and verify the serial numbers against those recorded on the Property Book.

d. Unannounced security inspections by Region, Brigade the DAI and other Headquarters may be conducted at any time.

e. A weapon issue log will be used to record the issue of weapons taken from the school area by rifle and drill team members. Keep the completed filled forms until the next issue is complete. At that time they may be destroyed. When differences are found and are not resolved it will be necessary to keep forms as an exhibit to a Financial Liability Investigation.

## **SECTION 2 ACCOUNTABILITY AND MAINTENANCE OF US PROPERTY**

**2-1 Military Property Specialist** the Military Property Specialist of Lee County Schools is responsible to The Director of Army Instruction for the requisitioning, storing, and issuance of all government property on loan to the Lee County School System. The Director of Army

Instruction (DAI) has supervisory responsible for supply procedures and accountability.

## **2-2 Location**

- a. The MPS office and warehouse is located at 2855 Colonial Blvd, Fort Myers, FL.
- b. The MPS will normally be available at his office from 0800 until 1630 daily, except when picking up supplies or making deliveries to schools.

## **2-3 School Responsibility**

- a. The SAI is responsible for the accountability of US Government property on hand receipt to the school.
- b. The SAI will act as the school representative and primary hand receipt holder in the requisitioning, accountability, usage, storing and security of property on loan to his school.
- c. SAI's will insure that areas used to store property are secured as outlined in AR 190-51, 30 SEP 1993.

## **2-4 Accounting Procedures**

- a. The SAI/AI will maintain accountability for property as outlined in AR 710-2, 8 July 2005 and current Cadet Command, and 6<sup>th</sup> Brigade directives.
- b. Clothing and Equipment issued to cadets and in storage will be accounted for on the JROTC Unit Management System (JUMS) automated clothing records.  
A record of each issue and turn-in will be recorded in the system and printed for signature and filing.

## **2-5 Inventories**

- a. An annual inventory will be made at the Close of the school year. The inventory will be recorded on CC form 194-R and CC Form 195-R. Copies of inventory will be forwarded to DAI/MPS at the beginning of the school year. Memorandum of Inventory will also be forwarded.
- b. Inventory of sensitive items will be made as outlined in Section I, of this SOP.
- c. Cyclic Inventories will be conduct on a monthly basis. The MPS will notify each SAI when his school is due for this inventory. Signed copy of furnished memorandum will be returned NLT the noted suspense to the MPC.
- d. Receipt of Property Inventories will be conducted within 48hrs of receipt of supplies and equipment from the MPS. Check the item for completeness, count the items and check serial numbers. Discrepancies must be reported to the MPS within a 48hr window.

## **2-6 Shortages/Overages**

- a. All shortages or overages will be adjusted as they occur or at the annual inventory.
- b. Cadets will be charged for lost or destroyed items of clothing and equipment.
- c. Weapons and sensitive items lost damaged or destroyed must be accounted for IAW AR 735-5.

## **2-7 Requisitioning procedures**

- a. The Senior Army instructor (SAI) ensures that serviceable uniforms on hand is applied against current and future needs based on firm enrollment data. A complete cadet roster or

opening enrollment report will be submitted to the MPS prior to any clothing request being submitted. Schools will submit all requests for clothing, Cadet ribbons, Cadet rank, insignia, etc, using Joint Unit Management System.

b. Requisitions normally are based on the actual enrollment at the beginning of the previous school year, less quantities of serviceable items on hand an amount not to exceed an excess of 20 percent of sized uniformed items based on JROTC enrollment may be stocked for emergency replacement, sizing, and distribution.

c. Expendable office supplies will be requested on CCF 3953.

d. Only Emergency requisitions may be made by telephone to the MPC and followed with hard copy requisition. These will be held to a minimum.

e. Name tags will be requested for all LET-I cadets not later than 30 days after beginning of school year. Check for on-hand name tags in your supply room and only request those you do not have. Names will be typed in an excel format.

f. Request for special measurement clothing will be made on DD Form 358 for male cadets and DD Form 1111 for female cadets. Due to the length of time required to obtain special measurement clothing these request will be kept to a minimum. All efforts must be made to use available clothing on hand.

g. Lateral Transfer of cadet clothing. Clothing transfers necessitated to reduce an excess at one school and fill a shortage at another will be processed in JUMS by both gaining and losing school. Approval of all lateral transfers rest with the DAI/MPS.

h. Drill teams, raider teams, rifle teams, drum and bugle corps, bands, color guards, and other appropriate co-curricular activity teams are encouraged. Modification of the Army uniform for these activities is not authorized; however, special uniform accessories such as chrome helmets, colored webbing, and authorized colored berets are acceptable if obtained at no cost to the Government.

## **2-8 Delivery of Supplies**

a. The MPS will order uniforms and other supplies using the DOD EMALL system. Delivery will be made directly to the school from the vendor.

b. Supplies and equipment may be picked up from MPS with prior approval of the MPS. Drop by service is NOT available.

## **2-9 Recovery of Uniforms**

a. Each school will establish policy guidance for the final turn-in of uniforms at the end of the school year.

b. Principals will be kept informed of any difficulty in the recovery of uniform items and if necessary his/her assistance will be requested in writing. Forward a copy of the request to the MPS if not resolved.

## **2-10 Supply Economy**

Supply economy must be stressed and practiced at all levels. SAI will include supply economy as an item to be covered with their cadets during classroom instruction.

## **2-11 Laundry and dry cleaning**

a. Laundry and dry cleaning of clothing is established the MPS. Each school is responsible for the completion of the Lee County Schools JROTC laundry form prior to having laundry picked up.

b. Individual cadets are normally responsible for the cleaning of uniforms issued to them.

## **SECTION XI - LEE COUNTY JROTC STUDENT BILL OF RIGHTS**

**Article #1:** JROTC Cadets have the right to experience a safe environment in which to learn and mature and to expect mentorship that is given without prejudice to all participants.

**Article #2:** JROTC Cadets have the right to expect professional, experienced, and knowledgeable instructors who present curriculum that prepares cadets with life-skills that will assist them in preparation of their five year plan.

**Article #3:** JROTC Cadets have the right to receive professionally presented curriculum which develops cadets that are equipped with interpersonal and organizational communicative skills.

**Article #4:** JROTC Cadets have the right to expect that JROTC instruction will enhance and assist in creating a positive experience for all students.

**Article #5:** JROTC Cadets have the right to understand exactly how they are to be evaluated and graded.

**Article #6:** JROTC Cadets have the right to participate in co-curricular activities that further develop teamwork and leadership abilities. This right pertains not only to athletic and physical activities but to mental development and community service as well.