YCSD
CADET
HANDBOOK
York County School Division Instruction 1533

June 23, 2017

Subject: York County School Division NJROTC Cadet Handbook

Ref:  
(a) CNETINST 1533.9-Series
(b) NAVEDTRA 37116-Series Cadet Field Manual
(c) U.S. Navy Regulations

1. This Cadet Handbook is designed to provide for the orderly and efficient administration for the cadets of York County School Division NJROTC and NNDCC Units in accordance with references (a) through (c). Hereafter the programs are referred to jointly as NJROTC.

2. This handbook is designed to provide for the orderly and efficient administration of each Naval Science Unit. An effort has been made to include those areas which require detailed information and procedures, and which have been most commonly misunderstood. However, if a specific question or problem is not covered, the general rules of conduct as contained herein will apply.

3. NJROTC is an elective course. Students are in the program because they want to be. The purpose of NJROTC is to instill in students the value of citizenship, personal responsibility, and a sense of accomplishment. This handbook is intended to help students achieve these objectives by clearly stating the “rules of the game”. Cadets are expected to be familiar with the contents of the handbook, since specific York County NJROTC Unit procedures are outlined and discussed.

4. All existing York County High Schools Naval Science Instructions, formal and informal are canceled and superseded by this handbook. This document is a working document and shall be reviewed yearly for currency and relevancy. Updates to the appendices may be made by the Senior Naval Science Instructor (SNSI).

Approved:

Angie Seiders  
Principal, Tabb H.S.

Shannon Bulte, Ed.D  
Principal, York H.S.

Gray Wooten, CDR, USN (ret.)  
Tabb SNSI

Robert Johnson, CDR, USN (ret.)  
York SNSI
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6. Cadet Staff Application
702 - 707. Cadet Performance and Requirements Sheets
Section 1: Authorization / Goals / Objectives

101  **Authorization.** The Naval Junior Reserve Officers Training Corps (NJROTC) is established under the authority of Public Law passed by the U.S. Congress and contained in Title 10, United States Code, Chapter 102, Section 2031. The Navy National Defense Cadet Corps (NNDCC) program is established pursuant to Title 10, United States Code, Section 7911. In this handbook NJROTC will be used to represent NNDCC unless specific differences exist.

102  **Mission Statement.** The YCSD NJROTC Units will provide all members the opportunity to experience a teamwork environment, lead them in building self-reliance, self-discipline and esteem; and instill in them a sense of pride, integrity, patriotism and honor.

103  **Goals and Objectives.** The Naval Science program goals are to provide an opportunity for secondary school students to learn about the basic elements and requirements for national security and their personal obligations as American citizens to contribute toward National Security. The Naval Science program has these basic objectives:

a. Promote patriotism
b. Develop informed and responsible citizens
c. Promote habits of orderliness and precision, and develop respect for constituted authority
d. Develop a high degree of personal honor, self-reliance, individual discipline and leadership
e. Promote an understanding of the basic elements and requirements for National Security
f. Develop respect for and an understanding of the need for constituted authority in a democratic society
g. Develop an interest in the military service as a possible career
Section 2: The NJROTC Program

201 Enrollment Requirements. To be eligible to enroll in and continue in the Naval Science program a student must be:

a. A citizen or legal resident of the United States
b. 14 years or older or enrolled as a 9th grade student
c. Enrolled in and attending a regular course of instruction at a York County High School
d. Physically fit to participate in the school’s physical education program, and must remain physically fit through out the school year
e. Conform to the high standards of personal grooming and conduct as set forth in the Cadet Field Manual
f. Parents / Cadets complete mandatory forms – Appendix 1 - 4

202 Program Benefits. For actively participating cadets, probably the largest benefit of the program is the growth and development they experience as citizens and leaders. Participation in NJROTC offers students an advantage in competition for military academy and college ROTC scholarships. Students who complete two or more years of the program are eligible to enter the military at an advanced pay grade. In addition, the following benefits are available:

a. SAT and ACT College Preparatory Program. NJROTC cadets are eligible to participate in an SAT and ACT on-line college preparatory program at no cost. In addition, cadets may be eligible for college credit for NJROTC courses, when approved by Commander, Naval Service Training Command (NSTC), if course requirements are met.

b. Enlistment at an Advanced Pay Grade. A certificate of completion for the appropriate level of the NJROTC curriculum will be presented by the Naval Science Instructor to each senior cadet at the end of the school year.
   1. Students earning a three year or a four year certificate may be entitled to advanced promotion to pay grade E-3 upon initial enlistment depending on the service.
   2. Students earning a two year certificate may be entitled to enlist at the pay grade of E-2 in the Navy only.

c. Naval Academy Nomination. Nominations for a Naval Academy Appointment under the NJROTC quota may be submitted by the Senior Naval Science Instructor for those cadets who are:
   1. Applying for a Naval Academy Appointment.
   2. A member of the NJROTC unit during their senior year.
3. Meet all Naval Academy qualifications
d. NROTC Scholarships. NJROTC participation supports an application for an NROTC scholarship, especially by showing continuing interest in the Navy or the Armed Forces. The NJROTC Naval Science Instructors letter of recommendation is part of the cadet’s NROTC scholarship application file. Those actively participating cadets who complete three or four years in the program and provide part of the unit’s leadership have earned a strong recommendation, which is given considerable weight in the selection process.
e. Service Academy Appointments / ROTC Scholarships. Assistance and information is provided regarding application for all Armed Services Academies and all Armed Services ROTC scholarships. It is recommended that a qualified cadet apply for as many appointments and scholarships as possible, to maximize their selection opportunity.

203 Curriculum. Naval Science is an elective course and cadets earn one hour of credit toward graduation for each year completed. The Naval Science week is normally divided into academic study, inspection and drill, and physical training (PT). Naval Science academic program is largely an extension of science, social studies and mathematics in a naval environment. Each course is composed of three hours of classroom work and two hours of drill or physical activity each week. Frequent field trips and participation in NJROTC activities from drill to orienteering teams are additional features of the Naval Science Program.

a. NAVAL SCIENCE I. This course is a study of basic naval orientation, citizenship and government, leadership skills, and wellness, fitness, and first aid. The curriculum includes two areas of study: (1) the Cadet Field Manual with an introduction to military drill, uniforms, military customs and courtesies, and (2) the introduction to NJROTC with the history of JROTC, citizenship, and laws-authority-responsibility. Cadets will study leadership skills, behavioral sciences, motivation and relationships. Cadets will have a balanced program of instruction in wellness including building health skills through exercise, nutrition, and life time planning. NOTE: Naval Science I may fulfill the requirements for Health and PE 9.

b. NAVAL SCIENCE II. Prerequisite: Naval Science I or transfer from other JROTC program. This course is the even year curriculum for cadets to expand their knowledge and experience beyond the introduction to JROTC class. The curriculum includes two areas of study: (1) maritime history with studies of war at sea, the US Navy, strategy and tactics, and (2) the nautical sciences with studies of maritime geography, and oceanography-meteorology-astronomy.
c. **NAVAL SCIENCE III.** Prerequisite: Naval Science I or transfer from other JROTC program. This course is the odd year curriculum for cadets to expand their knowledge and experience beyond the introduction to JROTC class. The curriculum includes two areas of study: (1) naval knowledge with studies of sea power, national security, military law, and laws of the sea, and (2) the naval skills with studies of shipboard life, seamanship, rules of the road, and navigation.

d. **NAVAL SCIENCE IV.** Prerequisite: Naval Science III, SNSI approval, or transfer from other JROTC program. This course is the continued study of the more effective leadership and communication skills. The curriculum includes two areas of study: (1) leadership theory with studies of ethics and morals, and leadership case studies, and (2) the leadership laboratory with possible assignments to position of authority and responsibility of other cadets. Independent study by individual cadets in the areas of their interest in naval and leadership topics are required as specified by the Naval Science Instructors are included in this course.

204 **Weekly Class Routine.** Subject to change as posted in the Plan of the Week (POW). Classes meet every other day according to the published schedule. The class will normally consist of one day of uniform inspection and drill, one day of academics, and one day of physical training.

205 **Grading.** Grades will be determined using basic categories: academics, bearing (uniform inspections and drill), and citizenship (cadets aptitude during all activities & physical fitness) (see appendix 1 for the uniform responsibilities). Each program will develop their own grading policies and post them on their websites. The academic grade will consist of quizzes, projects, and tests. In addition, the cadets will receive also be graded on uniform inspections, drill performance, and physical fitness participation. Being a cadet/student run organization, the class leader submits recommendations to the instructor on cadet weekly grade input.

206 **Plan of the Week.** A plan of the week (POW) will be prepared each week by the Operations Officer then submitted via the Executive Officer prior to approval of the S/NSI, in order to keep everyone informed of unit activities. The plan of the week will be posted by the operations officer no later than Friday of the preceding week. It will include:

   a. A Quote of the Week
   b. Uniform of the Day
   c. Daily in class instruction and activities
   d. Team practices and notices
   e. Color Detail
   f. Command Formations
   g. Meetings and additional notices as appropriate
   h. Upcoming Activities and deadlines
Section 3: Uniforms

301 **Uniform Philosophy.** The NJROTC Uniform is the attire of a proud and effective unit (see appendix 1). As the uniform of the United States Navy, it is widely recognized as identifying members of a proud, professional, and honorable worldwide organization. Cadets are expected to wear the uniform with pride and professionalism. Current and former Service Members of the U.S. Armed Forces will expect the cadets to wear the uniform with pride. The first thing the public notices is the uniform, not the individual. They may not know you, but they do know you are a member of an NJROTC Unit. Be professional!

302 **Authorized Uniform.** Uniforms are issued to male and female cadets free of charge, except for alterations. Several Navy uniforms may be issued to each cadet:

   a. Service Dress Blue (SDB) - will be issued to Officers and Chiefs;

   b. Navy Service Uniform (NSU) – issued to all cadets;

   c. Working Khaki or khaki cargo style khaki trousers – issued when uniform is prescribed (for Basic & Advanced Leadership Training).

   Cadets are encouraged to get their uniforms at your earliest opportunity, check the website for an appointment. Plan to be ready to wear your uniform after the second week of classes.

   During cold weather, cadets are authorized to wear a heavy civilian outer garment over their relaxed fit jacket and their uniform. However, only the relaxed fit jacket that has been issued as part of your uniform is authorized to be worn with the uniform while in the school. Civilian sweatshirts and/or jackets worn with the uniforms while in school may result in a severely reduced uniform grade.

   The relaxed uniform wear consist of your unit polo shirt and ball cap these are required to participate in some events and on field trips. These items may be purchased (separately) along with a unit athletic T-Shirt during uniform issue.

   The unit Athletic T-Shirt and navy sweats are required to be worn for physical fitness training with navy blue or black athletic shorts and sports shoes. Cadets who do not dress accordingly for PT will adversely impact their grade.

303 **Uniform Day.** The first service uniform inspection day will normally be in the third week of classes. Uniforms are to be worn one day each week. Cadets will wear the complete uniform all day, unless specifically excused for classes or activities that would soil the uniform and the cadets obtain permission from the S/NSI in advance.
Wearing of the uniform is considered a vital part of the course (and your grade). Cadets will receive a uniform grade on uniform day during personnel inspection. Any cadet out of uniform without permission during the school day may receive a failing grade for the weekly grade.

Cadets will also be required to wear the uniform for company formations, special events, and as specified in the POW. Cadets will learn responsibility / accountability, and this is one of the many methods used to teach it.

304 **Uniform Responsibilities.** After initial issue of NJROTC uniforms, the cadet assumes responsibility for the care and maintenance of their uniforms. The cadet is responsible for tailoring and cleaning of the uniform. Many uniform items may require professional dry cleaning while other items may be machine washed. Check the individual uniform garment tag for proper cleaning instructions. Parents and cadets will sign a custody card for these navy issued uniforms and will be responsible (approximately $250 for the full NSU uniform) for their proper care and maintenance. When the cadets end their involvement in the Naval Science program or just outgrow their uniforms, the cadets / parents must return uniforms in good condition, cleaned and pressed. Parents are fiscally responsible for unreturned, lost, and negligently damaged uniform items. Parents who return uniforms that are not professionally laundered will be charged for cleaning expenses.

a. Alterations: Alterations (tailoring) will be the responsibility of the individual cadets if there is not a uniform tailored to properly fit.

b. Worn or Missing Items: Uniform items are subject to normal wear and issue of replacement items will be made as required, with the return of the worn items. Lost uniform items or items that have been damaged due to carelessness or neglect will be replaced at the cadet’s expense.

c. Plan ahead, uniform exchanges or replacement will not be done on uniform inspection days or field trip days without prior planning and approval.

305 **Appearance and Grooming Standards.** NJROTC Cadets must set the highest possible standards of smartness in uniform appearance. The military image reflected by attention to detail in wearing the uniform is a key element in the public opinion and impression of our unit. The uniform shall be kept clean, well tailored, and looking sharp. Rules on how to wear the uniform, how to care for the uniform, and how to maintain grooming standards may be found in the Cadet Field Manual.

Cadets will maintain their personal grooming standards when not in uniform and are expected to appear neat, trim, and well groomed. A proud cadet will stand out. This brings a special responsibility upon cadets concerning their choice of civilian dress. Care should be taken to avoid questionable sayings and slogans on T-shirts and other apparel. With pride, come esprit de corps, and honor, and a feeling of being part of a team. Always remember you are
representing your country, the U.S. Navy, your school, and the unit while in and out of uniform. Act accordingly.

a. **Smartness:** Uniforms shall be kept clean with devices and insignia bright and free of tarnish or corrosion. Only belt buckles should be cleaned with brass cleaning products.

b. **Unauthorized Articles:** No items such as pencils, pens, pins, necklaces, pendants, chains, handkerchiefs, cell phones, I-Pods, combs, etc shall be worn on or carried exposed on the uniform. Necklaces can be worn, but must not be showing. The wearing of a wristwatch and ring (one ring per hand) is permitted. Earrings must be gold or silver studs for females and are not permitted to be worn by males during NJROTC functions.

c. **Haircuts:** Haircut styles and length will be in accordance with the Cadet Field Manual.

d. **Facial Hair:** No facial hair, other than mustaches, is allowed in NJROTC at any time.

e. **Name tags:** Name tags will be worn at all times while in uniform. Initial issue will be the expense of the unit. The cadets need to pay for replacement name tags.
Section 4 - Unit Organization

401 Unit Organization. The NJROTC unit, assuming an enrollment of fewer than 150 cadets, will be organized as one company of four or more platoons, with each platoon containing three or more squads, with each squad containing three or more cadets.

The NJROTC unit chain of command and cadet staff officers and nominal ranks are normally organized as follows:

a. Company Staff
   - Commanding Officer: Cadet Lieutenant Commander
   - Executive Officer: Cadet Lieutenant
   - Command Master Chief: Cadet Senior Chief
   - Operations Officer: Cadet Lt. Junior Grade
   - Administrative Officer: Cadet Lt. Junior Grade
   - Supply Officer: Cadet Lt. Junior Grade
   - Public Affairs Officer: Cadet Ensign
   - Community Service Officer: Cadet Ensign

b. Class Chain of Command
   - Platoon Officer: Senior Cadet Class Leader
   - Platoon Chief: Cadet Chief
   - Guide: Rank/Rate as earned
   - Squad Leaders: Rank/Rate as earned

c. Collateral Duty Billets
   1. Drill Team
      - Drill Team Commander: Cadet Ensign
      - Drill Team Assistant: Cadet Chief
   2. Color Guard
      - Color Guard Commander: Cadet Ensign
      - Color Guard Assistant: Cadet Chief
   3. Academic Team
      - Academic Team Commander: Cadet Ensign
      - Academic Team Assistant: Cadet Chief
   4. Athletic Team
      - Athletic Team Commander: Cadet Ensign
      - Athletic Team Assistant: Cadet Chief
   5. Orienteering Team
      - Orienteering Team Commander: Cadet Ensign
      - Orienteering Team Assistant: Cadet Chief
   6. Rifle Team
      - Rifle Team Commander: Cadet Ensign
      - Rifle Team Assistant: Cadet Chief
402 Billet Duties and Responsibilities. Basic duties and responsibilities for assigned billets are outlined below.

Each Company Department Staff Officer will normally nominate a junior cadet to be their primary assistant (or “Chief”), however, they are not limited to only one assistant for instance if Operations or Supply wanted to they could nominate a cadet to be material or weapons Petty Officer OR male & female uniform P.O. The nominated assistants will be reviewed by the entire staff then submitted to the S/NSI for approval.

These are not all inclusive and each cadet is expected to seek out and do things which will make the particular billets function more smoothly. The primary leadership responsibility of each cadet officer, chief petty officer and petty officer is to set standards of performance in everything that he/she does. Normally each cadet may serve in one staff position for a maximum of two semesters then they need to move to another position to provide the opportunity for other cadets to learn and lead.

d. Cadets. Each cadet is responsible for conducting himself/herself at all times in a manner to reflect credit upon himself/herself, the NJROTC Unit and their school. Since we wear uniforms, our actions also reflect on the Navy and a more widespread community. Whether in uniform or not, cadets are responsible for maintaining the highest standards of conduct and appearance, abiding by the rules and regulations of the unit and the school, and for carrying out instructions and orders of the cadet staff to the best of their ability.

e. Cadet Officers, Chiefs and Petty Officers. Cadets are promoted and selected for unit billet assignments based on demonstrated performance. Continued enthusiasm, active participation, a positive attitude and leadership by example are required in order to advance or remain in unit leadership positions. Cadet Officers, Chiefs and Petty Officers are expected to set the examples for junior cadets in every aspect of the NJROTC program. The responsibilities must be accepted before the privileges of rank/rate can be enjoyed. Extra effort and time will be required. Those selected for advancement who will not accept the related responsibilities and requirements must decline the promotion.

f. Class Leader. Each class will be assigned a class leader and assistant, who will serve as the Platoon Officer/Chief and is a senior or junior. The Class Leader is critical to maintain high unit morale and provides the deck-plate leadership that makes the unit successful. They will be role models and mentors within the corps of cadets. They may assign duties within the class to other cadets but cannot delegate accountability. All Class Leaders need to complete their certification card (appendix CL). The class leaders will report to the XO for administrative matters and will work for the AdminO and SUPO for matters relating to their cadets. Specific responsibilities include:
1. Instruct the cadets in the proper wearing of uniforms, platoon drill, guidon, and the manual of arms and sword
2. Conduct uniform inspections and advancement drill tests
3. Maintain uniform inspection notebook and cadet training records and submit grade recommendations in accordance with article 205
g. **Cadet Commanding Officer.** The unit commanding officer (CO) is the senior cadet- the “boss” of unit cadets. He/she reports directly to the S/NSI and is responsible for the following:
   1. Maintaining a high morale and enthusiasm
   2. Sharp execution of unit activities
   3. Providing recommendations for cadet evaluation, promotion and assignment
   4. Direct and coordinate the efforts of the cadet staff
   5. Ensure the smooth and proper operation of the unit in accordance with this handbook and the guidance of the S/NSI
   6. Be the cadet officer in charge of cadet formations
   7. Set the highest standards of performance, conduct, appearance, bearing and courtesy

h. **Executive Officer.** The unit executive officer (XO) will support the commanding officer in all respects and be prepared to take charge in the event of his/her absence. The executive officers additional responsibilities include the following:
   1. Assist the commanding officer in the execution of his/her duties
   2. Chair the awards board and all staff meetings, maintain a tickler list to ensure that all reports/action items are completed on time with attention to detail
   3. Supervise the administrative functions of the command and ensure that all advancements and awards are ready before each formation
   4. Ensure all staff officers are knowledgeable of their duties
   5. Heads the retention / recruitment team
   6. Training of cadets for teams & collateral duties
   7. Lead by example, set the highest standards of performance, conduct, appearance, bearing and courtesy

i. **Command Master Chief.** The unit command master chief (CMC) will support the command in all respects; he/she is the leader of the professional chief’s locker. The CMC’s additional responsibilities include the following:
   1. Senior enlisted adviser to the commanding officer
   2. Assistant to the executive officer to make things happen on time
   3. Chair all chief selection boards; member of awards board
   4. Action officer that makes things happen for the retention / recruitment team
5. Ensure listing of promotions and ribbons for presentation are prepared for company formations in accordance with award orders and board minutes
6. Lead by example, set the highest standards of performance, conduct, appearance, bearing and courtesy

j. **Operations Officer.** The unit operations officer (OPS) will support the commanding officer and executive officer in all respects. The operations officer’s additional responsibilities include:
   1. Collateral duty team commanders will report to the OPS
   2. Coordinate unit activities, and keep things running smoothly
   3. Prepare the plan of the week and ensure it is posted
   4. Ensure planning for field trips, and team competitions are complete and permission & info sheets are prepared at least two weeks early
   5. Member of the awards board, maintain unit muster lists and absentee list for scheduled activities
   6. Maintenance of all drill rifles, swords, sword belts, guards belt, etc.

k. **Administrative Officer.** The administrative officer (AdminO) is responsible to the executive officer for all administrative matters. The class leaders from each class will assist him/her in the performance of prescribed duties. Administrative duties, including a working knowledge of the unit organization and activities, and assisting the S/NSI with the preparation of unit reports, instructions, notices, and cadet lists. Additional responsibilities include:
   1. Register for a NETFOCUS account at [https://netfocus.netc.navy.mil](https://netfocus.netc.navy.mil)
      - NETFOCUS is the access point for the Citizenship Development Management Information Subsystem (CDMIS) that is used to create and maintain Cadet Records online.
   2. Prepare and maintain individual cadet records
   3. Member of the awards board, preparation of all awards and advancement orders
   4. Maintain CDMIS Data integrity by running the following routines at least quarterly:
      - Under Reports-Cadets, Run a “Promotion Order Create” and “Promotion Order Print” – This action keeps promotions properly reflected in the system
      - Under Reports-Cadet Activities, Award and Events, Run a “Awards Order Create” and “Awards Order Print” – This action moves earned awards to “presented” in the Cadet Records

l. **Supply Officer.** The Supply Officer (SUPO) reports directly to the S/NSI for supply related matters and to the executive officer for unit matters. The class leaders will assist him/her in each class in the performance of required duties. Keep accurate records and inventory control of all unit material and provide order forms, survey forms and the
maintenance of personal uniform record sheets. Additional responsibilities include:

1. Register for a NETFOCUS account at https://netfocus.netc.navy.mil
   - NETFOCUS is the access point for the Citizenship Development Management Information Subsystem (CDMIS) that is used to create and maintain Cadet Records online.
2. Maintain the supply room in a secure, neat, orderly manner
3. Assist with the issue, receipt, storage, inventory and accounting for uniforms
4. Assist in maintenance of the cadet obligation list for uniform items
5. Assist with the preparation of the uniform order through the CDMIS account during the school year
6. Assist the storage and accountability of unit clothing
7. Maintain CDMIS Data integrity by running the following routines at least quarterly:
   - Under each supply Category (Clothing, Instructional Materials, and Property), Run "Survey Create" and "Survey Print" for Reimbursable and Non-Reimbursable where applicable. Ensure your property List is accurately identified. Clothing Inventories require constant updating as uniforms are posted, issued, lost, and/or destroyed. – This action will purge surveyed items from the inventory and assist with the AIMR and Wall-to-Wall Inventory reporting.

m. **Public Affairs Officer.** The Public Affairs Officer (PAO) is critical to help maintain high unit morale and represent the unit to the world. All articles written for publication must be approved by the S/NSI via the appropriate chain of command (local newspapers need YCSD approval). Specific responsibilities include:
   1. Responsible to publicize unit activities
   2. Maintain the unit web site
   3. Maintain hallway bulletin boards
   4. Maintain a unit's scrapbook, including taking any needed photos
   5. Coordinate with the yearbook staff, parents' newsletter, and the school newspaper providing articles of the unit accomplishments

n. **Community Service Officer.** The Community Service Officer (CSO) is responsible for assisting with all community and unit service events. They will coordinate with the S/NSI, commanding officer and parents’ patron group and actively recruit cadet participation for CS/US events. His/her responsibilities include:
   1. Publicize unit community/unit service activities
   2. Ensure planning for community/unit service is complete and permission & info sheets are prepared at least two weeks before
o. **Cadet Chief-of-Staff.** The unit Chief-of-Staff (COS) may be assigned during the second semester following change of command for actively engaged cadets. The COS will be a former commanding officer and may be promoted to the rank of Cadet/Commander. The COS may be the senior cadet advisor on the Silver Cord Cabinet to the S/NSI and is responsible to assist in the administration of the Unit.

403 **Silver Cord Cabinet.** Area 5 hosts a leadership academy each summer and one female and male cadet is selected each year to attend. Cadets chosen to attend are expected to be leaders in the following years they will be tested in dynamic environments requiring the utmost in physical and mental preparation. They are the only cadets who wear the silver cord on the right shoulder that is recognized throughout NJROTC worldwide.

a. **Meritorious Advancement for LA.** Since cadets are pushed beyond what normal classes do they may be advanced to their next rank (up to Ensign) upon successful completion in the top of their class. By submitting:
   1. Written memorandum outlining what they have learned and how that prepared them to meet our requirements for the requested rank.
   2. Discuss in an interview with the current staff what LA cadets are taught, in particular if there is a drill element that was presented differently than is the unit’s current practice.

b. **Responsibilities of the Silver Cord.** The Silver Cord Cabinet is intended as an advisory executive steering committee to assist the S/NSI.
   1. Membership is the cadets who have earned their silver cord, and the Commanding Officer or Chief of Staff if appointed. Cadets selected to attend the upcoming LA class may discuss issues but hold no voting rights.
   2. They report to the S/NSI to:
      - Advise on program issues
      - Monitor cadet projects and make recommendations for improvement
      - Sit on the discipline review board when called for cadet conduct / honor code issues that do not require a YCSD Infraction Notice in accordance with Article 607

404 **Chain of Command.** The chain of command is the primary channel of communication. Information flows through the chain of command to ensure that all members stay up to date. Within the Unit, the information passes from the S/NSI and CO through the unit to individual cadets and from cadets through the same system to the CO, and the S/NSI. It must be a two-way channel with information flowing both ways. The chain of command for NJROTC cadets extends upward and downward as follows:
Senior Naval Science Instructor / Naval Science Instructor
Cadet / Commanding Officer
Cadet / Executive Officer
Cadet / Platoon Officer / Chief (Class Leaders)
Cadets

405 **Academic Team.** The academic team is made up of those cadets who are particularly interested in academic achievement, who are academically sharp and who are willing to work hard to represent the NJROTC unit in competitions.

406 **Athletic Team.** The athletic team is made up of those cadets who are athletically oriented and are willing to be dependable and work hard to become more physically fit. They represent the unit in field day competitions and other athletic events.

407 **Color Guard.** The color guard normally consists of between four and six cadets, depending on the number of flags being carried for a given event. They are expected to present colors proudly at frequent parades, ceremonies and competitions. They are expected to be the elite of the unit in regards to sharpness, grooming and performance.

408 **Drill Team.** The drill team is made up of those cadets who are particularly interested in the sharpness and precision developed by close order drill and the manual of arms. They represent the NJROTC unit, YCSD and the York community in frequent parades, ceremonies, and competitions. They are expected to set the highest standards for the unit in sharpness, grooming and performance.

409 **Orienteering Team.** The orienteering team is composed of cadets who are interested in land navigation. Orienteering involves the participant in environmental awareness, in physical fitness, in compass and map reading skills, in decision-making and small-group leadership competition. They represent the unit in orienteering meets.

410 **Rifle Team.** The rifle team is made up of cadets who have the self-discipline, focus, and attention to detail to shoot well and would like to learn better techniques for marksmanship. They represent the unit in air rifle competitions and shooting matches.

411 **Normal Team Practice Schedules.** The schedule is driven by cadet staff recommendations, school facility availability, seasonal and other coaching schedules. Normally, there may be two designated team practices each week before school, the other teams practice after school until the activity bus departure. Normally, there will be no practices schedule on Saturdays or in the evenings unless approved by the S/NSI in advance in the POW in accordance with article 206.
Section 5 - Program Administration

501 Philosophy. The purpose of NJROTC is to instill in students the value of citizenship, service to their community and to the United States, personal responsibility, and a sense of accomplishment. NJROTC is a class with activities built-in. The cadets will get the most out of this experience when they get involved. There are frequent field trips and participation activities from the drill teams’ precision, to the orienteering team running in the forest, and service to the communities (Unit, School, York County, Naval, and National). The basic philosophy governing the NJROTC Unit are as follows:

a. Honor. The cadets and instructors are accountable for their personal behavior. This point is emphasized through inspection and drill. The S/NSI's consider it an honor to be more than just teachers, but also role-models for the cadets to emulate. As the cadets learn and grow they may volunteer and be selected as a leader; nevertheless, they too are expected to serve as role-models for the newer cadets.

b. Courage. The moral and mental strength to always do what is right. The cadets will have the opportunity to get involved and be part of a team that will develop esprit de corps. This feeling of belonging will help them overcome some of the difficult peer-pressure of life and do the right thing.

c. Commitment. To something more than just themselves; toward their health, community, and personal integrity. This will pay dividends beyond high school. Learning to be on time and showing attention to detail will help when cadets compete with peers for employment. Be a teammate who is known for good sportsmanship.

502 NJROTC Spaces. The Schools have provided a great location and facility for our program. The NJROTC spaces include the classroom with an outside access, office space, and the uniform/material locker.

a. Classroom(s): Specific classroom rules are found in Section 6 of this handbook.

b. Office: Most teachers’ offices are off limits to all students. The Naval Science program is a cadet run organization and cadet staff has a job to do. The close quarters with the instructors and cadet staff are necessary in the conduct of the unit administrative duties. However, this special access is a privilege and under no circumstances will any cadet use the YCSD I-Station or CDMIS computers or the S/NSI’s desk/office without permission. The Instructors’ desk and grade book spaces are not a staff lounge or a passage way for privileged cadets. At many times, there is sensitive information in the office and desk areas.
c. **Uniform/Material Locker:** These spaces will not be entered without the specific authorization of the S/NSI(s). In general, only the SUPO, Class Leaders or assistants will be allowed in this space for business.

503 **Cadet Records.** A cadet record is maintained for each cadet while they are enrolled in the Naval Science program. It is the responsibility of the Administrative Officer and Class Leaders to keep individual cadet records current. This will be accomplished by entering promotions, awards earned, unit assignments and events attended. Only S/NSI, the Admin Officer, Class Leader and / or Admin Chiefs may see a cadet's record.

a. **Transfer Students/Cadets.** If a cadet transfers to another school and enrolls in a JROTC program they should provide the S/NSI with a forwarding point of contact so that their records may be transferred to the new school. The policy on rank and awards of cadets transferring into a YCSD Naval Science program from other JROTC programs is in accordance with article 708.

b. **Forms that are included in this record are:**
   1. YCSD Naval Science Class Responsibility (appendix 1)
   2. The Cadet Record Information (appendix 2)
   3. NJROTC Standard Release Form (appendix 3)
   4. NJROTC Health Risk Screening Questionnaire (appendix 4)
   5. Custody Card (for NJROTC issued uniforms – print from CDMIS)
   6. YCSD Field Trip Agreement of Understanding (the “Orange” Card)
   7. Virginia High School League Sports Physical (see webpage)
   8. Virginia Asthma Action Plan (see webpage)

504 **Orientation Field Trips and Journeys.** Educational orientation journeys may be scheduled each year to military installations and depending on command operational schedules short sea cruises may be scheduled on a ship out of Norfolk Naval Base. Airlifts may be used to travel to distant naval installations. These orientation journeys are in addition to the several trips taken each year to participate in JROTC drill meets, parades, etc.

a. **Eligibility:** In order for a cadet to be eligible for one of these trips, he or she must, in the present school year:
   1. Not owe money for fund raising activities, books, uniforms, etc.
   2. Have a “C+” average on NJROTC bearing and conduct
   3. Wear the relaxed uniform consisting of the NJROTC polo shirt and ball cap.
   4. Obtain approval from the parents and teachers.

b. **Forms:** Specific forms are required to be filled out and returned to the instructor prior to the trip in order to be allowed to take the trip:
1. **NJROTC Standard Release Form:** This is a two-page form that includes medical information and must be filled out and signed by the cadet’s parent or guardian. Once it is completed and turned in to the instructor, it is kept on file for the school year and is taken on each trip the cadet makes. See appendix 3.

2. **NJROTC Activity Permission Slip:** This form is signed by the cadet’s parent or guardian granting permission for the cadet to make the trip. It must be completed for each trip. Example appendix 5.

3. **YCSD Field Trip Agreement of Understanding:** This form (the Orange Card) must be signed by the cadet and parent or guardian. We request that the form be filled out only once each school year and kept in the cadet record.

4. **Field Trip Notification to Teachers:** This form is submitted by the S/NSI to each teacher via the principal for every event that is scheduled during school hours. If a teacher feels that the cadet should not miss class due to grades or attendance issues they will be removed from the trip list.

c. **Conduct:** Each cadet is responsible for conducting himself or herself in a gentlemanly or ladylike manner while on field trips so as to reflect credit upon the unit, the school, and the US Navy. Quiet will be maintained on the bus or airplane, there will be no drugs or alcohol, no profanity, no smoking, and civilian dress will be in good taste. The instructor for any particular trip will promulgate specific rules. Those cadets who do not comply with the rules will be disciplined as required, and if the violation is severe enough will be sent home at their own expense. The school may take appropriate disciplinary action as per the YCSD student handbook and conduct code.

d. **Watch standing:** On extended field trips to military installations, the unit may be required to maintain the security of its assigned barracks spaces. A cadet watchbill may be required on these trips.

505 **Tutoring/ Help with Academic Classes.** The NJROTC unit is a perfect place for cadets having academic trouble to seek help. Many of our cadets are excellent students and are more than willing to share their talents with other cadets. In addition, it ensures that many cadets are able to continue to participate in the extracurricular programs. Cadets requiring assistance should request help through the class leaders, the S/NSI, or any staff officer.

506 **Cadet Suggestion Program.** The S/NSI and the cadet staff are always open to suggestions from cadets. Any cadet that has a suggestion for improving the program should put their recommendations in writing and submit them through their chain of command. The CO will review all suggestions received with the S/NSI and take whatever action is considered appropriate and provide a response to the cadet who made the suggestion.
Basic Leadership Training / Leadership Academy. Cadets that are considered to have high potential for future leadership positions will be offered the opportunity (if funding is available) to attend the following:

a. Basic Leadership Training (BLT is a “Mini-Boot Camp”). Generally offered to all junior cadets who have exhibited leadership potential in the first year or two of NJROTC.

b. Leadership Academy (LA). An advanced leadership training opportunity for a selected few of our senior cadets (generally cadets that have completed NS-2). This is a very demanding program and only those cadets who have demonstrated exceptional leadership and maturity will be given the opportunity to attend.

c. Sail Academy (SA). This is an Area 5 run academy that is normally open only to Leadership Academy (LA) graduates in the summer after LA.

d. Additionally, from time to time, we have the opportunity to participate in other leadership training seminars. These will be announced and selection of cadets will be based on merit and the coordinators criteria. One example is the American Independence Foundation of Colonial Virginia (www.AIFCV.org) which is generally held twice a year.

Training Time Out. Many of the training and evolutions utilized are new to cadets. Anytime a cadet or instructor experiences apprehension for personal safety, an immediate Training Time Out (TTO) should signaled. Cadets are cautioned not to abuse or ridicule the training time out procedure. It is a serious procedure for potentially serious situations. If it is used routinely for relief or a rest, it makes it difficult to separate real situations.

Training Time Out Procedures:

a. When a cadet feels that they are in danger or sees something that they feel is dangerous they will stop, raise their hand, and let the instructor know by clearly saying “TRAINING TIME OUT”.

b. Following a TTO, the training situation as it exists shall be examined and additional explanation and instruction will be provided as necessary to allow safe resumption of training.

c. In those instances when a cadet refuses to participate in training after instruction has been provided, or when excessive use of TTO occurs, the cadet shall be removed from that training event and will not receive credit for that training.

Pre-Mishap Plan. The Pre-Mishap Plan provides information / immediate action in the event of any medical emergency, fire, tornado, or other natural disaster. It is designed for use at the school and at any event where arduous or potentially high-risk activity occurs. The Pre-Mishap Plan shall be posted in the classrooms (not on website).
Section 6 - Discipline

601 General. The basic philosophy of the Naval Science program is that cadets are part of the NJROTC unit because they want to be and that cadets want to do their best when they know what is expected of them. Furthermore, all cadets are subject to the YCSD Student Handbook and code of conduct rules on disciplinary actions. Cadets are responsible for maintaining the high standards of conduct expected of the NJROTC unit. Each cadet is first responsible for his/her conduct and ensuring that his/her actions reflect credit upon the unit and their High School. In addition, he/she has an obligation to assist with maintaining the high standards expected of all cadets.

602 Discipline and Participation. Cadets who have behavioral problems within the unit will not be allowed to participate in NJROTC extracurricular activities and field trips. Extracurricular team members will be dismissed from the team for any significant behavioral problem, both in the classroom and while on trips away from school. Only “deserving cadets” will be permitted to go on field trips as authorized by the S/NSI IAW article 504.

603 Classroom Procedures. An atmosphere conducive to study and learning is expected to be maintained in the classroom at all times. Normally, a senior cadet will be assigned as the class platoon officer (class leader). When the bell rings, the class leader will call the class to attention, lead them in the Pledge of Allegiance, take attendance, and then make announcements. This may be delegated to another cadet in the class to develop leadership skills. When the class ends before the bell rings, the class leader will wait for the S/NSI to finish the thought or point being made and then call the class to attention and dismiss them. The class leaders are responsible for seeing that the classroom is left ship shape by the class.

Entering or joining the class after the bell rings. Should a cadet be late to class for any reason, the cadet should knock, enter the classroom and request permission to join the class from the class leader or S/NSI. Once permission is granted the cadet may be requested to give us ten (push-ups). NJROTC policy is that push-ups make us smarter.

604 Military Etiquette. One of the NJROTC program’s objectives is to develop respect for and an understanding of the need for constituted authority. It is expected that members of the NJROTC unit will deal with each other and those people with whom they come in contact with respect and courtesy. Military etiquette will be the basis of unit standards:

a. The response to muster taken by anyone, regardless of rank, will be “Here sir / ma’am”

b. Response to the S/NSI will be “Yes sir / ma’am”
c. Response to questions in formation will be followed by a “sir / ma’am”. If the correct answer is not known, the correct response is “I’ll find out, sir / ma’am”. Cadets are expected to follow up on these questions accordingly.

605 Office Etiquette. The S/NSI’s office/desk is a working space and not a lounge, phone booth or storeroom. If a cadet has official business with an instructor, he/she will request permission to enter or approach. Cadets will not use the telephone without permission.

606 Citizenship is graded. The citizenship grade is heavily tied to the, uniform inspection, bearing in drill practice; physical fitness participation and proper athletic attire (i.e. class room performance). In essence, points are deducted for behavioral infractions based upon their seriousness. This can range from being unprepared or not participating in class to showing disrespect to senior cadets and instructors.

607 Discipline Review Board. This panel will be called for cadet conduct and honor code violations that do not require an YCSD Infraction Notice submission by the S/NSI. The Cadets selected to sit on the DRB will come from the Staff and in particular the Silver Cord Cabinet. Normally their recommendations are directed to the cadet called in front of the DRB and are meant to correct their behavior and get them back on track. However if the issue is extreme or chronic the maximum recommendation is removal from staff position and/or reduction in rank of one grade. If that is the case the S/NSI may call for a parent teacher conference and submit an Infraction Notice.

608 Bystander Intervention, Suicide Prevention, and Hazing Prevention programs. Senior Naval Science Instructors (SNSI) shall, with the approval of and in coordination with YCSD school officials, implement, support, and operate these programs. Senior cadet leadership should be actively involved in leading these programs.

a. Bystander intervention is the act of feeling empowered and equipped with the knowledge and skills to effectively assist in the prevention of inappropriate behavior. Bystander intervention and bystander education programs teach potential witnesses safe and positive ways to prevent or intervene. This approach can use in preventing 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.

b. Hazing/Bullying Prevention program should be led by the NJROTC cadet leadership. The unit's program will encourage cadets to report improper conduct without fear of reprisal and take corrective action as deemed necessary to prevent recurrence in accordance with YCSD school policies regarding misconduct.
Section 7 - Advancement

701  **General.** Every cadet enters the unit initially as a seamen recruit, except in the case of cadets transferring from other units. Advancement in rank in NJROTC is based on demonstrated performance. Cadets must be a Chief Petty Officer prior to being selected for Officer Appointment. It should be understood that with increased rank comes increased responsibility. Failure to properly carry out these responsibilities could result in reduction in rank or rate. Specific advancement policies include:

a. Cadets may serve on selection boards; nevertheless, the final approval for waivers and all selections and advancements is the S/NSI.

b. Rank may be earned at a rate of up to once per quarter up to the nominal limits discussed in the Cadet Field Manual.

c. Cadets successfully completing a mini-boot camp may receive a spot advancement to Seaman Apprentice, providing all requirements are completed and they receive the recommendation of the chain of command.

d. There is a bi-annual selection board for Chief Petty Officer; this is the highest tested rank that may be earned.

e. There is a bi-annual selection process for staff officers and/or class leaders and normally only they will wear ranks of Ensign and above, see Article 402 for responsibilities. Staff positions will be selected from cadets who apply (see appendix 6) for the extra duties. If they are not yet a Chief they will serve on the staff as a Petty Officer.

f. Cadet Performance and Requirements Sheet (PARS) used for advancement are contained in appendix 702 - 707 in the cadet handbook.

702  **Seaman Apprentice (SA – PARS)**

a. Demonstrate competency in individual unarmed drill

b. Pass a written knowledge tests (“C+”) including orders to the sentry and navy enlisted ranks

c. NJROTC “C” overall with “C” uniform inspection & aptitude

d. Successfully complete the physical fitness assessment

e. Be recommended by chain of command

703  **Seaman (SN – PARS)**

a. Demonstrate competency commanding an unarmed squad and in a knot tying practical

b. Pass a written knowledge test (“B”) including the national and cadet chain of command, orders to the sentry, and all Navy rates & ranks

c. NJROTC “C” overall with “C+” uniform inspection & aptitude

d. Successfully complete the physical fitness assessment

e. Be recommended by chain of command
704 **Petty Officer Third Class (PO3 – PARS)**
   a. Demonstrate competency commanding an armed squad and in manual of arms practical
   b. Pass a written knowledge test ("B") including national and cadet chain of command, orders to a sentry, Navy & Marine Corps rank, and rifle nomenclature
   c. NJROTC “C” overall with “B” uniform inspection & aptitude
   d. Successfully complete the physical fitness assessment
   e. Be recommended by chain of command

705 **Petty Officer Second Class (PO2 – PARS)**
   a. Demonstrate competency commanding an unarmed platoon squad and in a knot tying practical
   b. Pass a written knowledge test ("B+") including national and cadet chain of command, orders to a sentry, rates/ranks for Navy, Marine Corps & army, and rifle nomenclature
   c. NJROTC “C+” overall with “B+” uniform inspection & aptitude
   d. Successfully complete the physical fitness assessment
   e. Be recommended by chain of command

706 **Petty Officer First Class (PO1 – PARS)**
   a. Demonstrate competency commanding an armed platoon and in guidon practical
   b. Pass a written knowledge test ("B+") including national and cadet chain of command, orders to the sentry, rates/ranks for navy, Marine Corps, army & air force and rifle nomenclature
   c. NJROTC “B” overall with “B+” uniform inspection & aptitude
   d. Successfully complete the physical fitness assessment
   e. Be recommended by chain of command

707 **Chief Petty Officer (CPO – PARS)**
   a. Demonstrate competency commanding an armed platoon, in manual of sword practical, and in a knot tying practical
   b. Pass a written knowledge test ("A-") including national and cadet chain of command, orders to a sentry, rates/ranks for navy, Marine Corps, army & air force and rifle nomenclature
   c. NJROTC “B+” overall with “A-” uniform inspection & aptitude
   d. Successfully complete the physical fitness assessment
   e. Be selected by the board and recommended by chain of command
708  **Rank Re-instatement**  Policy on Rank of Cadets transferring into a YCSD Naval Science program from other JROTC programs:

a.  **Records verification**: A copy of the last JROTC program's Cadet record (like our CDMIS) record sheet (or Senior Instructors e-mailed record) must be verified. This will verify rank and ribbons you were authorized to wear (including those from a non-Navy JROTC program).

b.  **Advancement Test**: Take the advancement test for the verified former rank and upon successful completion your rank will be re-instated.

Note: Rank will be reinstated only up to Chief; Officers are appointed only via a selection board process.

709  **Meritorious Promotions.** In addition to the advancement from Basic Leadership Training discussed in article 701c and Leadership Academy in article 403a, a cadet may be advanced prior to satisfying all requirements outlined above if, in the opinion of the Naval Science Instructors, his/her performance or duty warrants a meritorious promotion.
Section 8 - Awards and Ceremonies

801  **Morning and Evening Colors.** The American and Virginia state flags will be raised and lowered at School each school day by NJROTC cadets. The color details will be cadets from first and last block of the day.

   a. The color detail will consist of four cadets and will be supervised by the class leader. The class leaders will select the cadets and train them in the proper completion of this detail.

   b. Procedures for executing colors will be as follows:

      1. The cadet in charge (cadet carrying the National Ensign) will order “Forward March” and the detail will march to the front of the flag pole.

      2. On the word “Prepare the Lines” the cadets who are not carrying the flags will position the halyard and attach the National Ensign and Virginia State flags in preparation for hoisting.

      3. The cadet in charge will order “Attention to Colors” and the flag bearers will first smartly hoist the National Flag then the Virginia State flag.

      4. When the flags are in place, the cadet in charge will order “Carry On.”

      5. The detail will fall back in facing the flag pole then return to the class under direction of the cadet in charge.

      6. The procedures for the evening colors will be in reverse. Ensuring that the Virginia State flag is lowered before the National Ensign.

802  **Unit Formations.** Unit formations with all cadets participating will be conducted at least once each quarter. The formation will consist of muster, reports, promotions, awards (ribbons), and a pass in review. This will familiarize cadets with unit operations, recognize outstanding performance, and provide an opportunity for cadets to exercise leadership skills with a more accurate view of military style operations and requirements.

   a. This is an excellent opportunity to practice for the annual command inspection and prepare for other outside events such as the Yorktown Day and Williamsburg Holiday parades. It is also the only time the entire command will be assembled outside of the events described above.

   b. The formations will normally take place after school and cadets will be required to fall in 30 minutes after the end of the last class of the day. The uniform will be prescribed in the plan of the week.

   c. Due to the number of cadets involved and the need to effectively utilize the time available, the following procedures and regulations must be observed:
1. All cadets will arrive on time at the designated area. Cadets who arrive after the company has formed must request permission from the CO to join the company. Absences and tardiness will be as serious as absences and tardiness associated with normal classroom meetings.

2. All cadets fall in with their platoons for muster.

3. Cadets remain in unit formation until dismissed by the unit CO.

4. "Horsing around" in ranks will not be tolerated.

5. Awards for the quarter and a pass in review will be an integral part of company formations.

803 Cadet of the Quarter: The NJROTC cadets of the quarter program is an achievement earned for sustained outstanding performance in academics, aptitude, community/unit service and drill (all) team activity. At the end of each quarter the cadet staff will review each cadet’s record and recommend the most qualified cadet based on the guidelines below. The S/NSI will make the Cadet of the Month selection.

a. Criteria for consideration:
   1. No category grades below a “C”, with an overall “B” in NJROTC
   2. No unexcused absences
   3. No ATS or suspensions
   4. No missed uniform days / inspections, this includes company formations and parades
   5. Must display good followership qualities
   6. Must have done something significant for the unit or school in the last quarter
   7. Must be recommended by their class leader

b. Benefits: Cadets selected as the Cadet of the Quarter will receive the following benefits:
   1. Certificate, Medal, and photo posted on bulletin board
   2. Excused from one uniform inspection day in the next quarter
   3. Head of the line on activity/field trips for the next quarter
Aiguillette Requirements: Cadets who have actively participated as a team member in practice and meets/events may earn the cord for that particular team; generally, the cord colors match the ribbons. Only one cord can be worn on the left shoulder IAW the CFM.

a. **Staff Officers**: Blue & Gold w/ whistle. Selection board.

b. **Class Leaders**: Blue & Gold. Earned for unit service.

c. **Drill Team**: Maroon & Gold. Awarded to a cadet who has participated in any combination of three NS-1 or Varsity Drill Meets.

d. **Color Guard**: White & Royal. Awarded to a cadet who has participated in two drill meets and two community service events as the color guard.

e. **Academic Team**: Orange & Gray. Awarded to any cadet who participates in three academic competitions and the National Academic Exam given in March each year.

f. **Rifle Team**: Green & Gold. Awarded to any cadet who has qualified in marksmanship and participates in three postal or shoulder-to-shoulder matches.

g. **Orienteering Team**: Orange & White. Awarded to any cadet who has participated in three orienteering meets or events, as designated by the SNSI.

h. **Active Membership**: Active means cadets are in good standing and regularly attend team practices. After cadets have been awarded a cord, if they subsequently miss team practices, they may have their “cord privileges” suspended by the S/NSI. Cadets who are not in good standing or continue to miss practice may have the “cord privileges” suspended indefinitely and must turn-in the aiguillette.

Academic Letter Requirements: The purpose of NJROTC is to instill in cadets the value of citizenship, service to the United States and to their community, personal responsibility, and a sense of accomplishment. York County NJROTC programs will use three areas that provide measurable results for these important goals. These areas will be used to establish the cadets as eligible for earning a letter. However, awarding of letters will be competitive based on participation within the unit, school, and community.

a. The three thresholds discussed below to make the cadets "letter eligible." The Senior Naval Science Instructors will rank them (within their own programs), then award outstanding cadets a letter.

1. **NJROTC Participation**: Earn two cords in a given academic year and/or maintain active membership participation on two teams in which cadets earned cords earned in prior years.
2. **Community/Unit Service:** Continued outstanding support of community/unit service within the NJROTC unit throughout the school year. Completion of a minimum of 50 hours of Community Service, in accordance with the YCSD Strategic Plan, during the school year.

3. **Academic performance:** Must meet the minimum Virginia High School League (VHSL) requirement for participation in letter programs and continue sustained academic excellence in the Naval Science program for the school year.