

DEPARTMENT OF THE ARMY  
ARMY JROTC / BRUIN BATTALION  
9200 BURKE LAKE RD  
BURKE, VIRGINIA 22015-2061



# BRUIN BATTALION STANDARD OPERATING PROCEDURE

## Battalion Regulations

# Bruin Battalion Standard Operating Procedure

By Order of the Lake Braddock  
JROTC Senior Army Instructor:

*Cadet Lieutenant Colonel,  
Commander of the Bruin  
Battalion*

*Cadet Captain, Adjutant to the  
Commander of the Bruin  
Battalion*

**History.** This publication is an administrative revision.

**Summary.** This regulation prescribes Department of the Army and Lake Braddock Secondary School policy for proper operation of the Bruin Battalion.

**Authorization.** The United States Army Junior Reserve Officer Training Corps program originated as part of the National Defense Act of 1916. The principle of maintaining national programs of military training for young citizens attending

school was validated during Congressional hearings preceding the passage of the ROTC Vitalization Act of 1964. All United States Army JROTC units are to adhere to Army Regulation 145-2 and Cadet Command Regulation 145-2.

**Applicability.** This regulation applies to all Army Junior Reserve Officer Training Corps Cadets enrolled at Lake Braddock Secondary School unless otherwise stated. In addition, it references non-Cadet parties in regards to behavior amongst Cadets. Portions of this regulation are punitive. Violation of the specific prohibitions and requirements of specific portions by Cadets may result in adverse administrative actions under the Senior Army Instructor and/or Lake Braddock Secondary School.

**Proponent and exception authority.** The proponent of this regulation is the Bruin Battalion Adjutant, S-1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling regulations. The proponent may delegate this approval authority, in

writing, to a commander within the Bruin Battalion or its direct reporting units. The proponent may be overridden by the Senior Army Instructor. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the Bruin Battalion Operations Officer, S-3. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded to the Senior Army Instructor.

**Supplementation.**

Supplementation of this regulation and the establishment of command or local forms are prohibited without prior approval from the Lake Braddock Secondary School Senior Army Instructor.

**Distribution.** This publication is available in electronic media only and is intended for all command levels in the Lake Braddock Secondary School Army Junior Reserve Officer Training Corps program.



# Contents

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<b>Chapter 1</b>	<b>GENERAL INFORMATION</b> Mission Cadet Creed Army Instructors Enrollment Disenrollment
<b>Chapter 2</b>	<b>LEADERSHIP EDUCATION TRAINING</b> Overview Requirements Weekly Schedule Grading LET 1 Curriculum LET 2 Curriculum LET 3 Curriculum LET 4 Curriculum Supplemental Curriculum Career Planning
<b>Chapter 3</b>	<b>UNIT ORGANIZATION</b> Chain of Command Rank and Grade Billets Advancements Promotions Demotions Squad Organization Platoon Organization Company Organization Battalion Organization Alternative Configurations Regiment Organization
<b>Chapter 4</b>	<b>SPECIAL TEAMS ORGANIZATION</b> Categorization Joint Leadership and Academic Bowl Team Raider Team Drill Team Orienteering Team
<b>Chapter 4</b>	<b>SPECIAL TEAMS ORGANIZATION</b>

Color Guard  
Honor Guard  
Flag Detail  
Recruiting Team  
Special Teams Commander/Captains

**Chapter 5**

**MERITS AND DEMERITS SYSTEM**

Introduction  
Merits  
Demerits  
Order of Merit List

**Chapter 6**

**CADET REGULATIONS**

Personal Appearance  
Behavior  
Customs and Courtesies

**Chapter 7**

**UNIFORMS**

Army Service Uniform  
Operational Camouflage Pattern  
Supply Standard and Procedure

**Chapter 8**

**AWARDS AND DECORATIONS**

Individual Awards  
Unit Awards  
Marksmanship Badges  
Arcs  
Cords  
Academic Achievement Wreath  
Senior Identification Badges  
Special Status Lapel Buttons  
Other Awards

**Chapter 9**

**JROTC ACTIVITIES**

Curriculum  
Drill  
Physical Training  
Field Trips  
Junior Cadet Leadership Challenge  
JROTC Program for Accreditation Inspection

**Chapter 9**

**JROTC ACTIVITIES**

Junior Cadet Leadership Challenge  
Joint Military Ball  
JROTC Program for Accreditation Inspection

**Chapter 10**

**GRADUATORY BENEFITS**

Civilian Higher Education  
LET 2 Army Enlistment  
LET 3 Army Enlistment  
LET 3 or LET 4 Non-Army Enlistment  
LET 2 Army Senior ROTC  
LET 3 or LET 4 Army Senior ROTC  
LET 3 United States Military Academy Nominations  
LET 3 Non-Army Service Academy Nominations  
Honor Unit With Distinction Service Academy Nominations

**Chapter 11**

**CADET COMMISSIONED OFFICER GUIDES**

Battalion Commander  
Battalion Executive Officer  
Battalion Operations Officer  
Battalion Adjutant  
Battalion Intelligence Officer  
Battalion Logistics Officer  
Battalion Plans Officer  
Battalion Signals Officer  
Company Commander  
Company Executive Officer  
Platoon Leader

**Chapter 12**

**CADET NON-COMMISSIONED OFFICER GUIDES**

Battalion Command Sergeant Major  
Battalion NCO Assistant  
Platoon Sergeant  
Squad Leader  
Team Leader

**Chapter 13**

**GRADUATORY BENEFITS**

Civilian Higher Education  
LET 2 Army Enlistment  
LET 3 Army Enlistment  
LET 3 or LET 4 Non-Army Enlistment  
Honor Unit With Distinction Service Academy Nominations

## Chapter 1

# General Information

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## MISSION

The primary mission of the Army Junior Reserve Officer Training Corps (JROTC) is to motivate young people to be better citizens. In addition, Cadets are motivated to grow both as a student and as a person. The Bruin Battalion is a cooperative effort on the part of the United States Army and Lake Braddock Secondary School. JROTC teaches self-discipline, confidence, pride in a job well done, and offers challenges and opportunities to:

- Sharpen communication skills
- Promote and encourage citizenship through community projects
- Develop leadership potential
- Strengthen self-esteem
- Improve physical fitness
- Provide incentives to live drug-free
- Promote graduation from high school and develop a solid foundation for career development

## CADET CREED

*I am an Army Junior ROTC Cadet.*

*I will always conduct myself to bring credit to my family, country, school, and the Corps of Cadets.*

*I am loyal and patriotic.*

*I am the future of the United States of America.*

*I do not lie, cheat, or steal and will always be accountable for my actions and deeds.*

*I will always practice good citizenship and patriotism.*

*I will work hard to improve my mind and strengthen my body.*

*I will seek the mantle of leadership and stand prepared to uphold the Constitution and the American way of life.*

*May God grant me the strength to always live by this creed.*

## ARMY INSTRUCTORS

Army JROTC units are overseen by a retired Army commissioned officer or warrant officer classified as a Senior Army Instructor (SAI) and a retired Army non-commissioned officer classified as an Assistant Instructor (AI). Acting in a dual capacity, the SAI is responsible to the Department of the Army for conducting training in accordance with pertinent directives and in a manner which meets prescribed standards. They are also employed by and responsible to the Lake Braddock Secondary School Principal and Fairfax County Public Schools (FCPS) for the administration and operation of the JROTC program.

## **ENROLLMENT**

To be eligible for enrollment and continuance within the Bruin Battalion, students must:

1. Be enrolled at Lake Braddock Secondary School under a full-time, regular instruction schedule on campus.
2. Be in grades 9, 10, 11, or 12.
3. Maintain an acceptable standard of academic achievement which warrants normal progression and will merit graduation upon completion of the requirements of the school.
4. Maintain an acceptable standard of conduct and be of good moral character. Cadets are required to uphold all values listed in the Cadet Creed as well as school rules, rules derived from the Bruin Battalion standard operating procedure, and Army regulation.
5. Maintain an acceptable standard of attendance which includes participation in all forms of instruction.

All new Cadets will begin their service in the program at Leadership Education Training Level 1 (LET 1), regardless of grade, unless they are transferring from any of the following programs:

- Army Junior Reserve Officer Training Corps (AJROTC)
- Marine Corps Junior Reserve Officer Training Corps (MCJROTC)
- Navy Junior Reserve Officer Training Corps (NJROTC)
- Air Force Junior Reserve Officer Training Corps (AFJROTC)
- Space Force Junior Reserve Officer Training Corps (SFJROTC)
- Coast Guard Junior Reserve Officer Training Corps (CGJROTC)

If the Cadet is a transfer from one of the previously mentioned programs they will be placed into the appropriate LET level based on years of training completed. Each year of training completed equates to one LET level completed within the Bruin Battalion. Cadets transferring from military organizations other than those previously mentioned are not entitled to begin service as a higher LET level.

## **DISENROLLMENT**



Students will be disenrolled or excluded from attendance as determined by the SAI and/or Lake Braddock Secondary School principal. In all cases, students will be disenrolled for the following reasons or circumstances:

- 1.** Withdrawal from Lake Braddock Secondary School.
- 2.** Being physically unfit to an extent where participation in regular Cadet activities is impossible.
- 3.** Demonstration of ineptitude for leadership training as demonstrated by lack of general adaptability, want of readiness or skill, or inability to learn.
- 4.** Failing to maintain acceptable standards of academic achievement, conduct, or attendance.
- 5.** Displaying undesirable character traits as demonstrated by cheating, inappropriate use of drugs, lying, conviction, adjudication as a juvenile offender for the commission of felonious acts, frequent acts of a discreditable nature with civil or school authorities, or similar acts.
- 6.** Displaying indifference to, and lack of interest in, leadership training as demonstrated by frequent unexcused absences, large accumulation of demerits, insubordination, an established pattern of shirking, or similar acts.

# Leadership Education Training

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## OVERVIEW

Army JROTC is a four year program. Students are not required to take all four years, even if they have already completed a year. Cadets may choose to not re-enroll the following year at any time. Cadets may only drop the class during the academic year with the approval of their counselor. Once a year of Leadership Education Training (LET) is complete, the credit can not be rescinded, even if the Cadet skips a year of training.

Each year of the JROTC program is divided into LET levels. LET levels are not tied to the Cadet's grade level. For example, a 9th grader and a 12th grader are both in the first LET level if it is their first year in JROTC. There are four LET levels to match the four years of the Army JROTC program. Each LET level has a unique curriculum which reflects the development of the Cadet as a leader and model citizen.

A student will only complete the LET level they currently occupy if their final grade in the JROTC is a passing grade, determined by the current grading policy of Fairfax County Public Schools.

## REQUIREMENTS

Completion of each LET level requires the following:

1. A final passing grade in the JROTC class
2. No monetary debts owed to the JROTC program
3. Zero, or any amount below the maximum established by FCPS, of unexcused absences or tardies

## WEEKLY SCHEDULE

JROTC as a class adheres to a relatively consistent weekly schedule. Although extenuating circumstances may arise in which a 5-day block schedule is not in effect and an adapted schedule may be used, the following is the default:

**Monday and Tuesday Regular Classes:**

- Primary: Physical Training
- Secondary: Curriculum
- Tertiary: Guest Speaker

**Wednesday Regular Classes:**

- Primary: Drill
- Secondary: Physical Training
- Tertiary: Curriculum

**Thursday and Friday Regular Classes:**

- Primary: Uniform Inspection and Curriculum
- Secondary: Uniform Inspection and Drill
- Tertiary: Uniform Inspection and Guest Speaker

**Study Periods:**

- Primary: Free Period
- Secondary: Cadet Staff Meetings
- Tertiary: Teacher-Student Meetings

Primary activities are completed during the majority of instances. Secondary activities replace primary activities every so often when necessary. Tertiary activities replace primary activities exceptionally infrequently when necessary.

Textbooks, lessons, assignments, and miscellaneous materials from the curriculum are available through the Smart Cadet website. Every Cadet will receive an account prior to their first day of class for the academic year. Instructions on how to navigate Smart Cadet will be given within the first two weeks of class.

## **GRADING**

FCPS outlines four different archetypes for assignments and assessments. These are mastery, knowledge, skills demonstration, and practice. The exact weight of these categories on the overall grade changes from year to year, and is not always within the control of the JROTC program.

**Mastery grades consist of:**

- Unit Tests
- Uniform Inspections
- Career Planning Project
- Mid-Year Examinations
- End-of-Year Examinations

**Knowledge grades consist of:**

- Chapter Tests
- Check On Learning Activities
- Portfolio Completion

**Skills demonstration grades consist of:**

- Lesson Quizzes
- Drill and Ceremony
- Uniform Wear

**Practice grades consist of:**

- In-Class Participation
- Miscellaneous Assignments

LET 1 curriculum, also known as Unit 1, is designed for the emerging leader. LET 1 year is about learning the fundamentals and establishing a strong foundation for later years. LET 1 curriculum consists of the following:

- 1. JROTC Foundations**
  - a. Introducing JROTC**
  - b. JROTC: The Organization and Traditions of Service Programs**
  - c. Customs and Courtesies in JROTC**
  - d. Social Etiquette and Manners**
- 2. Personal Growth and Behaviors**
  - a. Thinking Maps**
  - b. Self-Awareness**
  - c. Appreciating Diversity Through Winning Colors**
  - d. Thinking and Learning**
  - e. Reading for Meaning**
  - f. Studying and Test-Taking**
  - g. Personal Code of Conduct**
  - h. Personal Growth Plan**
- 3. Team Building**
  - a. Team Building and Drill**
  - b. Stationary Movements and Marching Techniques**
  - c. Squad Drill**
- 4. Decision Making**
  - a. Making Decisions and Setting Goals**
  - b. Anger Management**
  - c. Resolving Conflicts**
- 5. Health and Fitness**
  - a. Understanding and Controlling Stress**
  - b. Cadet Challenge**
- 6. Service Learning**
  - a. Orientation to Service Learning**
  - b. Preparing for Service Learning**

## **LET 2 CURRICULUM**

LET 2 curriculum, also known as Unit 2, is designed for the developing leader. LET 2 year is about applying skills learned from the previous year and the practice of leadership on a small scale. LET 2 curriculum consists of the following:

- 1. Leadership**
  - a. Elements of Leadership**
  - b. Leadership Attributes**
  - c. Leadership Competencies**
  - d. Leadership Styles**
- 2. Personal Growth and Behaviors**
  - a. Becoming a Better Communicator**
  - b. Becoming a Better Writer**
  - c. Delivering Your Speech**
  - d. Career Considerations**
  - e. Ethical Concepts and You**
- 3. Team Building**
  - a. Team Member Qualities**
  - b. Drill Leader Skills and Responsibilities**
  - c. Taking Charge: Leadership Responsibilities**
- 4. First Aid**
  - a. First Aid Emergencies**
  - b. First Aid for Common Injuries**
  - c. Severe Emergencies**
- 5. Decision Making**
  - a. Bullying**
  - b. Preventing Violence**
- 6. Health and Fitness**
  - a. Elements of Health**
  - b. Benefits of Physical Activity**
  - c. Nutrition**
  - d. Body Image**
- 7. Service Learning**
  - a. Evaluating a Service Learning Project**
- 8. Citizenship and Government**
  - a. Our American Government**
  - b. Rights of Citizens**

## **LET 3 CURRICULUM**

LET 3 curriculum, also known as Unit 3, is designed for the supervising leader. LET 3 year, most Cadets will be in leadership roles of significant responsibility. LET 3 curriculum consists of the following:

- 1. Leadership**
  - a. Command and Staff Roles**
  - b. Leading Meetings**
  - c. Planning Projects**
  - d. Continuous Improvement**
  - e. Management Skills**
  - f. Ethics in Leadership**
  - g. Supervising**
- 2. Personal Growth and Behaviors**
  - a. Post-Secondary Action Plan**
  - b. Personal Planning and Management**
  - c. Portfolios and Interviews**
- 3. Team Building**
  - a. The Responsibilities of Platoon Leadership**
  - b. Executing Platoon Drills**
- 4. Decision Making**
  - a. Prejudice**
  - b. Negotiating**
- 5. Health and Fitness**
  - a. The Effects of Substance Abuse**
  - b. Drugs**
  - c. Alcohol and Tobacco**
  - d. Decisions About Substance Abuse**
- 6. Service Learning**
  - a. Planning for Service Learning**
- 7. Citizenship and Government**
  - a. Civic Duties and Responsibilities**

## **LET 4 CURRICULUM**

LET 4 curriculum, also known as Unit 4, is designed for the managing leader. LET 4 year is a culmination of all skills learned from previous years. LET 4 Cadets are responsible for the operation and well being of the entire unit. LET 4 curriculum consists of the following:

- 1. Leadership**
  - a. Leadership Accomplishment**
  - b. Strategies for Teaching**
  - c. Using Feedback With Learners**
- 2. Personal Growth and Behaviors**
  - a. Life After High School**
  - b. Professional Development**
- 3. Team Building**
  - a. Motivating Others**
  - b. Communicating to Lead**
  - c. Company Drill**
  - d. Battalion Drill**
- 4. Service Learning**
  - a. Managing a Service Learning Project**
- 5. Citizenship and Government**
  - a. Challenges to Fundamental Principles**
  - b. The Future of Citizen Rights**

## **SUPPLEMENTAL CURRICULUM**



Supplemental curriculum, also known as Unit 5, is available for Cadets participating in certain special activities or for Cadets who need extra material, regardless of LET level. Supplemental curriculum is optional and is not tested. Supplemental curriculum consists of the following:

- 1. Team Building**
  - a. Stationary Movements with the M-1903 Rifle**
  - b. The Saber and the Scabbard**
- 2. High School Financial Planning Program**
  - a. Introduction: Setting Financial Goals**
  - b. Your Financial Plan: Where it All Begins**
  - c. Budgeting: Making the Most of Your Money**
  - d. Investing: Making Your Money Work for You**
  - e. Good Debt, Bad Debt: Using Credit Wisely**
  - f. Insurance: Protecting What You Have**
- 3. First Aid**
  - a. Hygiene and Sanitation in the Field**
  - b. Treating for Shock and Immobilizing Fractures**
  - c. First Aid for Burns**
  - d. First Aid for Poisons, Wounds, and Bruises**
  - e. Heat Injuries**
  - f. Cold Weather Injuries**
  - g. Bites, Stings, and Poisonous Hazards**
  - h. Controlling Bleeding**
- 4. Geography**
  - a. Introduction to Maps**
  - b. Using Topographic Maps**
  - c. Grid Reference Systems**
  - d. Determining Direction**
  - e. The Grid-Magnetic Angle**
  - f. Determining Location**
  - g. Orienteering**
- 5. Citizenship and Government**

- a. Organizing a Government
  - b. Philosophies of Civic Life
  - c. Influences on Individual Rights
  - d. British Origins of American Constitutionalism
  - e. Colonial Ideas About Rights and Government
  - f. Colonial Rebellion and the Declaration of Independence
  - g. Early State Constitutions
  - h. The Articles of Confederation
  - i. The Philadelphia Convention
  - j. The Debate Over Representation
  - k. The Branches of National Government
  - l. Balancing National and State Powers
  - m. The Anti-Federalist Position
  - n. The Federalist Position
  - o. Amendments and Judicial Review
  - p. Political Parties and the Constitutional System
  - q. The Constitution and the Civil War
  - r. Due Process
  - s. Equal Protection of the Laws
  - t. Expanding the Right to Vote
  - u. The Role of Congress
  - v. Congressional Powers
  - w. Presidential Powers
  - x. Administering National Laws
  - y. The Supreme Court
  - z. American Federalism
  - aa. The Bill of Rights
  - bb. Freedom of Religion
  - cc. Freedom of Speech and the Press
  - dd. Freedom to Assemble, Petition, and Associate
  - ee. Unreasonable Law Enforcement Procedures
  - ff. Protecting Rights Within the Judicial System
  - gg. The Meaning of Citizenship
  - hh. The Importance of Civic Engagement
  - ii. Civil Rights Movements
  - jj. The Influence of American Political Ideas
  - kk. American Domestic Challenges
  - ll. Participation in World Affairs
  - mm. Returning to Fundamental Principles
6. Cadet Safety and Civilian Marksmanship Program

- a. History of Marksmanship
- b. Firearm Safety and Safe Range Operation
- c. Target Shooting Equipment and Its Operation
- d. The First Target Position - Standing
- e. Aiming and Firing
- f. Sight Adjustment and Scoring
- g. The Prone Position
- h. The Kneeling Position
- i. Practice and Skill Development
- j. Competition Opportunities

## **CAREER PLANNING**

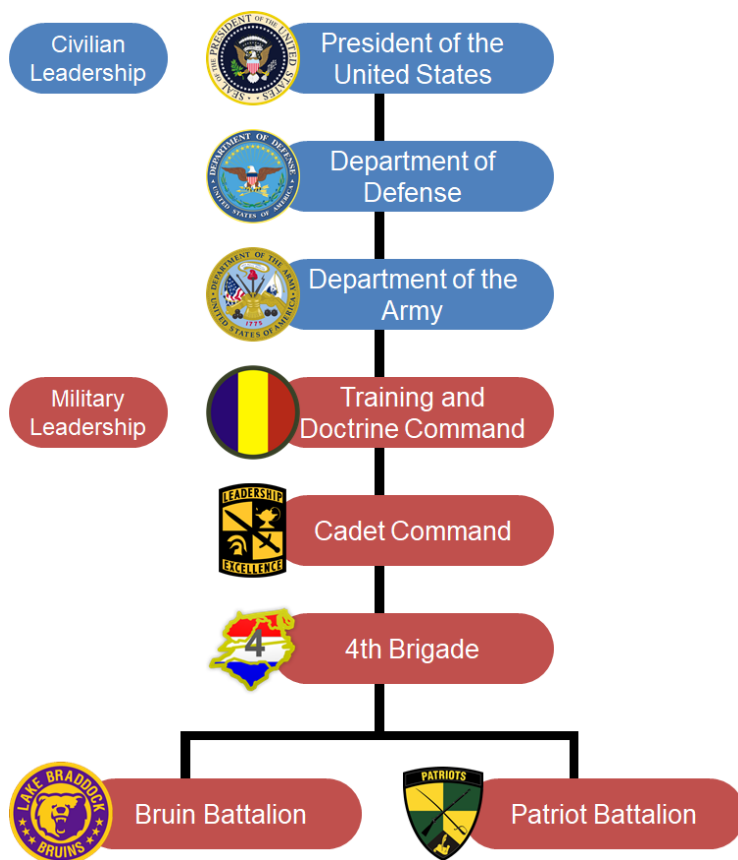
Lake Braddock and the Bruin Battalion strongly values preparation for post-secondary education and careers. Part of the mission of JROTC is to ensure Cadets are prepared for life after high school, regardless of the occupational or educational route they pursue. All Cadets are required to complete a career presentation and paper for a mastery grade during the course of the school year.

# Unit Organization

## CHAIN OF COMMAND

The Bruin Battalion mostly follows traditional Army unit structure. Cadets make up the rank and file, as well as the leadership sections of the unit. Above Cadets, there are the Army Instructors, who report to a single Senior Army Instructor. The Senior Army Instructor has the final authority within the unit regarding operating procedure and administrative decisions. However, where appropriate, tasks are delegated to Cadets.

Every Army JROTC program at the high school level is attached to an Army ROTC program at the university level as a junior affiliate. The Lake Braddock Army JROTC Program's senior affiliate is the George Mason University ROTC Program, the Patriot Battalion. The George Mason Patriot Battalion is not a superior reporting unit to the Lake Braddock Bruin Battalion, although ROTC Cadets always outrank JROTC Cadets. The following is a display of where the Bruin Battalion fits within the overall Army structure.



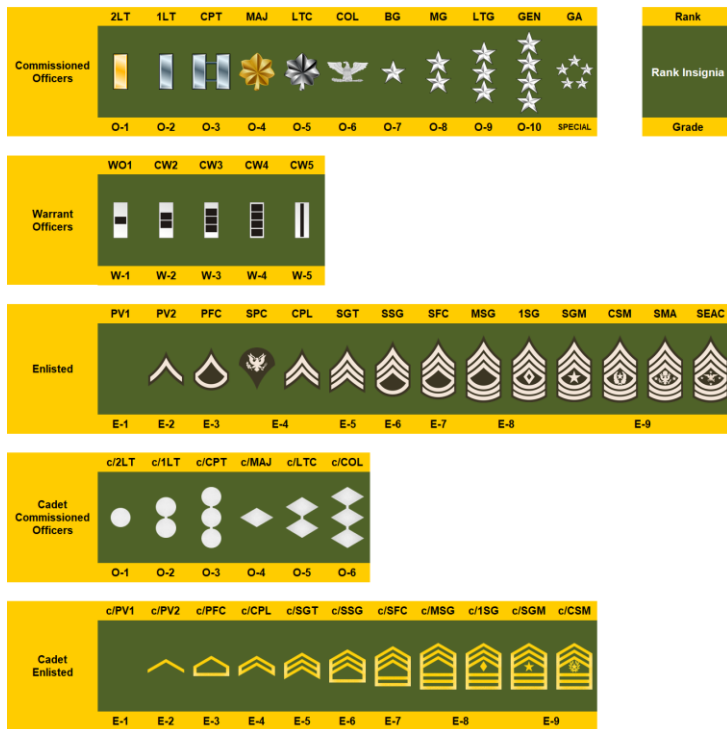
Although JROTC Cadets are incorporated within the Department of the Army, they are not military personnel nor Department of Defense employees.

## RANK AND GRADE

Rank and grade are terms used to classify Soldiers and Cadets by ability, skill, experience, and potential. Rank is the title held and grade is the letter and number combination with a similar meaning to rank. In the active Army, grade would also signify a Soldier's pay. There are multiple instances of multiple ranks in a single grade, but no instances of multiple grades corresponding to the same rank. Two or more ranks with the same grade have the same level of authority, but their differing ranks correspond to a difference in responsibilities.

In Army JROTC, ranks are divided into two archetypes; enlisted and commissioned officers. Warrant officers are not a part of the Cadet rank structure. Enlisted and commissioned are terms borrowed from the active army for their role within a unit and do not imply Cadets are bound by enlistment contract or commission, only that they share somewhat similar responsibilities to their active Army counterparts. Cadet enlisted make up the backbone and majority of the unit, usually with specialties in specific areas. Cadet commissioned officers act as the managers of Cadet enlisted and usually have broader, more general duties, including medium or large scale leadership roles.

## RANK AND GRADE



Cadet ranks, from highest to lowest, are as follows:

- Cadet Colonel (c/COL) O-6
- Cadet Lieutenant Colonel (c/LTC) O-5
- Cadet Major (c/MAJ) O-4
- Cadet Captain (c/CPT) O-3
- Cadet First Lieutenant (c/1LT) O-2
- Cadet Second Lieutenant (c/2LT) O-1

## **RANK AND GRADE**

- Cadet Command Sergeant Major (c/CSM) E-9
- Cadet Sergeant Major (c/SGM) E-9
- Cadet First Sergeant (c/1SG) E-8
- Cadet Master Sergeant (c/MSG) E-8
- Cadet Sergeant First Class (c/SFC) E-7
- Cadet Staff Sergeant (c/SSG) E-6
- Cadet Sergeant (c/SGT) E-5
- Cadet Corporal (c/CPL) E-4
- Cadet Private First Class (c/PFC) E-3
- Cadet Private (c/PV2) E-2
- Cadet Private (c/PV1) E-1

The archetype of Cadet enlisted can be further divided into two subtypes, junior enlisted and non-commissioned officers (NCOs). Junior enlisted ranks consist of the ranks c/PV1 to c/PFC. NCO ranks consist of the ranks c/CPL to c/CSM. Junior enlisted have no specific duties assigned to them. They are novice Cadets, usually LET 1s, who act as learners and followers before they have the opportunity to become leaders and teachers. NCOs are experienced Cadets enlisted with either small or medium scale leadership roles, or are specialists in a certain field of expertise.

In most instances, all Cadet ranks, with the exception of junior enlisted ranks, are dependent on positions also known as billets. This means Cadets do not earn ranks which come with an attached position, instead, Cadets earn positions which come with an attached rank.

## **BILLETS**

Billet is another term for the Cadet's position within the Bruin Battalion's organizational structure. Junior enlisted Cadets, usually LET 1s, do not have billets. Almost all Cadets in their LET 2 year or higher will be assigned a billet, but some may be labeled as unassigned due to disciplinary issues or simply the competitive and limited nature of billets. The unassigned status does come with an attached rank, but is reflective of a Cadet's LET level, unlike billets, where assigned Cadet maintains a certain rank regardless of LET level. Unassigned LET 2 Cadets hold the rank of c/PFC, unassigned LET 3 Cadets hold the rank of c/SGT, and unassigned LET 4 Cadets hold the rank of c/SFC. Unassigned Cadets may be assigned to temporary, irregular aide duties when necessary. Each billet has its own unique requirements.

Billets are required to be applied for during the annual Battalion Board, except in the case of a prolonged vacancy or absence of the billet's occupant for more than two weeks, whereas a Cadet, typically the assigned successor in the chain of command, will become the acting replacement while maintaining their previous rank. A Cadet can only temporarily fill a prolongedly vacant billet for up to two additional weeks for a total of four weeks. At the end of the four week period, the Cadet must either formally assume the new billet and be promoted or return to the duties of their previous one at the discretion of the SAI. If the acting Cadet replacement does not formally assume the new billet, another Cadet must be selected at the end of the four week period to formally assume the billet. If the acting Cadet replacement does formally assume the new billet, another Cadet must be selected at the end of the four week period to formally assume the newly vacant billet held by the formerly acting Cadet replacement. Ranks under the advancement system, as opposed to the promotion system, do not need to be replaced.

Vacancies which do not last more than two weeks do not require an acting replacement. Instead, the assigned successor in the chain of command will assume the responsibilities, but this does not trigger the two additional week countdown and the Cadet successor is not entitled to a promotion. In this case, the billet will return to the original Cadet upon their return. If the assigned successor becomes overwhelmed through having dual responsibilities, they may delegate tasks of their original billet to subordinates as needed.

## **ADVANCEMENTS**

Advancements are automatic, unlimited upward movements through certain ranks which occur after meeting certain requirements. Earning advancements is not a competitive process. The opportunity to begin earning advancements starts the Monday following the ninth week of school and ends the Monday following the twenty-seventh week of school each academic year. Advancements only pertain to the junior enlisted ranks of c/PV1, c/PV2, and c/PFC. Advancements are linear. trash

## **GREEN TO GOLD**

Enlisted cadets who wish to advance to an officer earn their rank by boarding for any platoon leader, company commander, special team commander; and/or battalion staff positions. Upon board they must meet at least one out of the 3 following criteria: 1. Participate in at least TWO special teams and TWO events within 2. Be appointed/nominated by our JROTC instructor 3. Hold rank above E-6 c/SSG. With the exception of LET 4 senior cadets; they are automatically promoted to c/2LT at the start of the year.

## **PROMOTIONS**

Promotions are mostly competitive, limited upward movements through certain ranks which occurs after review by the Battalion Board, permanent replacement of a vacant billet, or automatically through continual service in specific billets. Unlike advancements, promotions are not linear. Promotions pertain to all ranks which advancements do not pertain to.

## **DEMOTIONS**

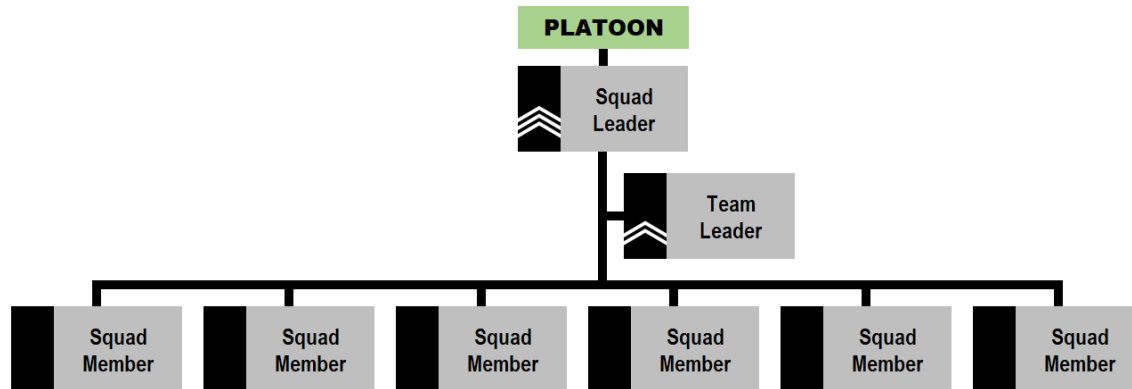
Demotions in rank only occur in two circumstances. Either the Cadet is assigned to a billet with a lower rank than their previous billet as a non-disciplinary action, or the Cadet has committed some dishonorable act requiring disciplinary action. In the first circumstance, there is no penalty for its occurrence and will be recorded on record as such, since it can be as simple as the Cadet wanting a change in billet which happens to have a lower attached rank. In the second circumstance, the Cadet will have the demotion listed as a disciplinary action on record. Demotions can be temporary or permanent. If a Cadet is demoted for longer than four weeks, they are required to step down from their current billet, if they possess one, and become unassigned. Demotions do not have to be linear.



## SQUAD ORGANIZATION

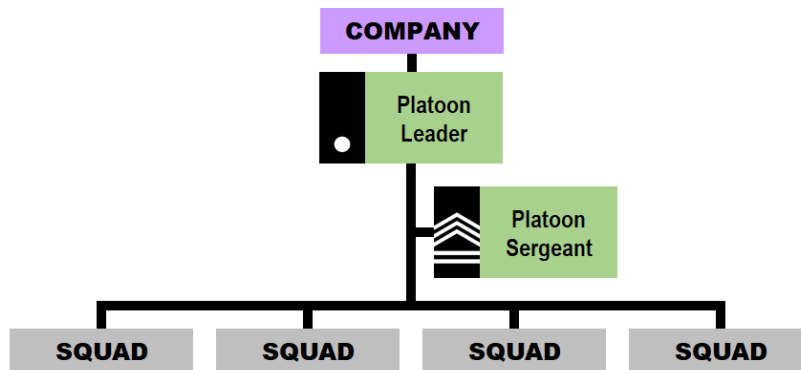
The squad is the smallest unit within the Cadet organizational structure led by a squad leader who is assisted by a team leader. There are four squads in every class period, which makes up a platoon. Squad member is not a billet. Any Cadet of any rank and LET level can simultaneously occupy a billet while being a squad member. The seasoned members of a squad, primarily the squad leader and team leader, are expected to be first-line mentors and supervisors to newer members.

The squad leader is in charge of organizing the squad, with the team leader acting as a deputy to take the squad leader's place in their absence. If the squad is required to split into two teams, the squad leader organizes the first team and the team leader organizes the second team.



## PLATOON ORGANIZATION

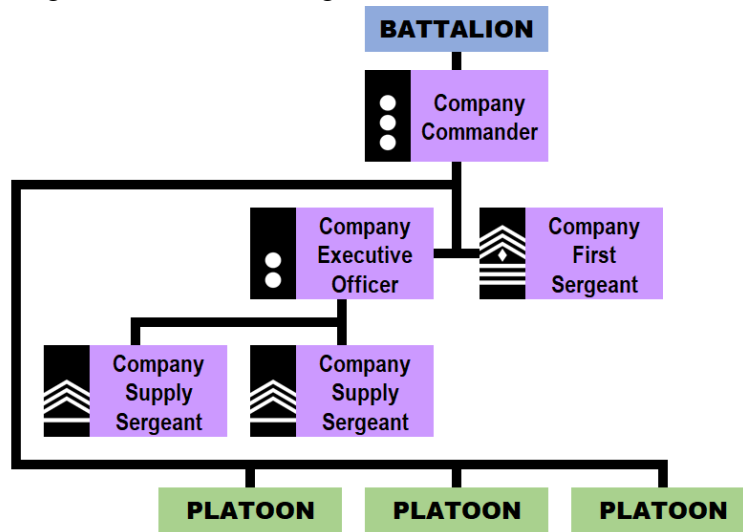
The platoon is the largest unit in which all Cadets are in direct contact with each other. Each class period is made up of four squads and forms one platoon led by a platoon leader who is assisted by a platoon sergeant. The platoon leader is responsible for the administrative and communicative functions of the platoon while the platoon sergeant is in charge of the drill and training of the platoon, although these duties are freely interchangeable between the two.



## COMPANY ORGANIZATION

The company is the first unit in which not all Cadets will be in direct contact with one another. Companies are the first unit level to have a staff, but are not administratively self-sufficient. Companies are made up of two to four platoons, or class periods, who all attend class on the same day. Companies bridge the gap between the relatively small platoon and the relatively large battalion organization. The company is also responsible for training, supply, and disciplinary needs of the platoons.

The company commander is responsible for issuing orders to the platoons under them to accomplish goals set by the battalion headquarters as well as the general management of the company. The company executive officer is the deputy to the company commander responsible for the company's supply and administrative needs as well as the next in line to assume the company commander's place in the case of absence. The company first sergeant is the principal trainer of all Cadets and liaison between the senior Cadet commissioned officers and the Cadet enlisted within the company. While platoon leaders consult with the company commander, platoon sergeants consult with the company first sergeant. Company supply sergeants handle minor logistics needs delegated to them by the battalion logistics officer and sergeant.

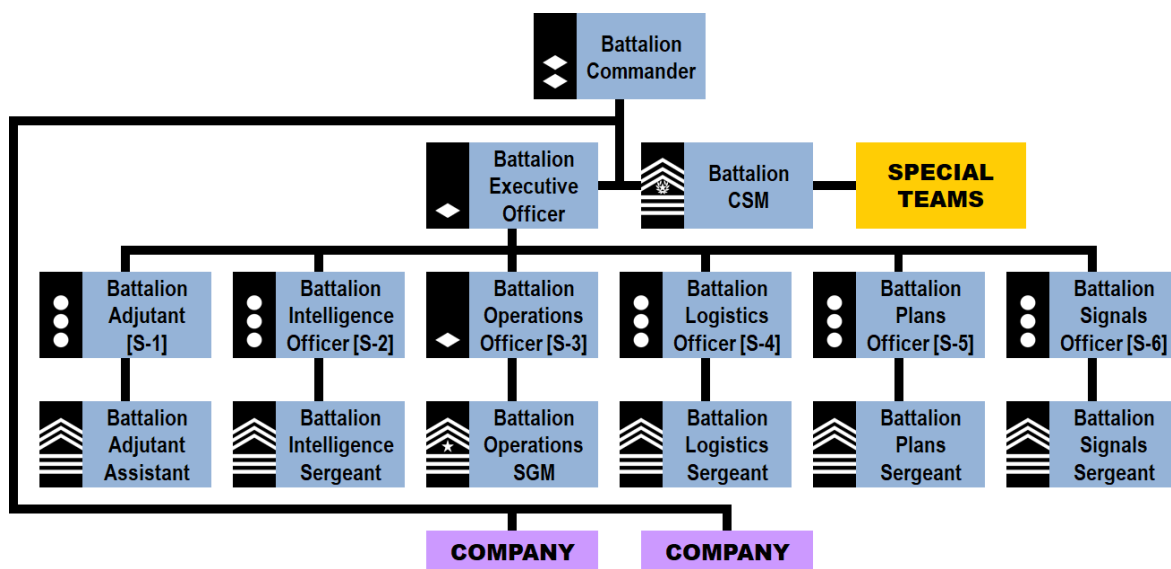


## BATTALION ORGANIZATION

The battalion is usually the largest Cadet-led unit within a program. The battalion is administratively self-sufficient and contains a complete staff section. The battalion staff section along with the battalion commander and battalion command sergeant major make up the battalion headquarters.

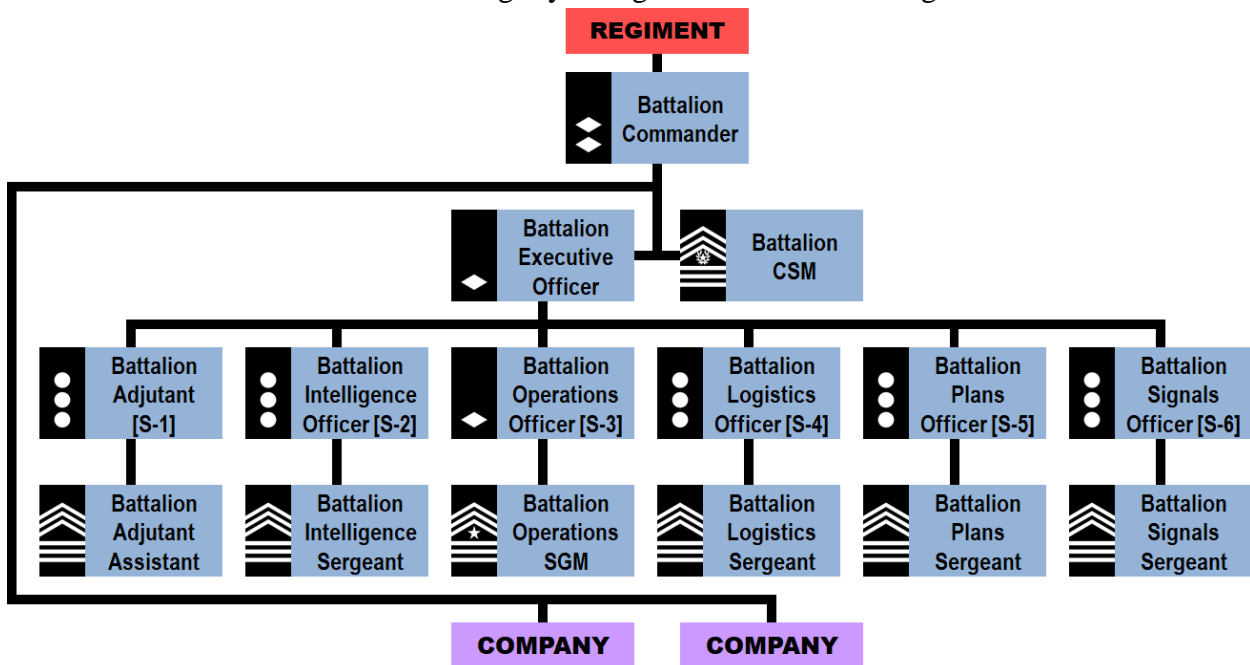
The battalion commander is responsible for all the unit succeeds and fails to do and is the final Cadet authority for all matters within the battalion, although the SAI can override any of their decisions. The battalion commander is responsible for directing the company commanders as well as the battalion staff under the battalion executive officer and the special teams under the battalion command sergeant major. The battalion executive officer is the deputy to the battalion commander, taking their place in the case of absence, as well as being the manager of the staff section of the battalion, which consists of six Cadet commissioned officers and six Cadet NCOs.

Each staff officer has an assigned number which represents their role within the management of the battalion as well as the role of the assistant Cadet NCO under them. The S-1 is the battalion adjutant, who manages personnel and administrative matters. The S-2 is the battalion intelligence officer, who manages security and analysis needs. The S-3 is the operations officer, who manages the training and day to day operation of the unit. The S-4 is the battalion logistics officer, who manages the supply and logistics of all Cadets. The S-5 is the plans officer, who is responsible for long term projects and large scale activities. The S-6 is the battalion signals officer, who manages public affairs and communication between the battalion and other organizations. The sergeant major and master sergeants under each staff officer are the chief assistants to their respective focus area and act as the replacement for the staff officers in the case of absence.



## ALTERNATIVE CONFIGURATIONS

If any Army JROTC program's total number of Cadets reaches three-hundred or more, the program's top Cadet-led unit is authorized to expand from a battalion to a regiment, with multiple battalions under it. In the event of a regiment transition, the Bruin Battalion will become the Bruin Regiment. The Bruin Regiment will have two battalions under it, known as the 1st Battalion and 2nd Battalion. The number of companies and platoons within each battalion will be decided by the school schedule and at the discretion of the SAI. The battalion structure slightly changes in the event of a regiment transition.

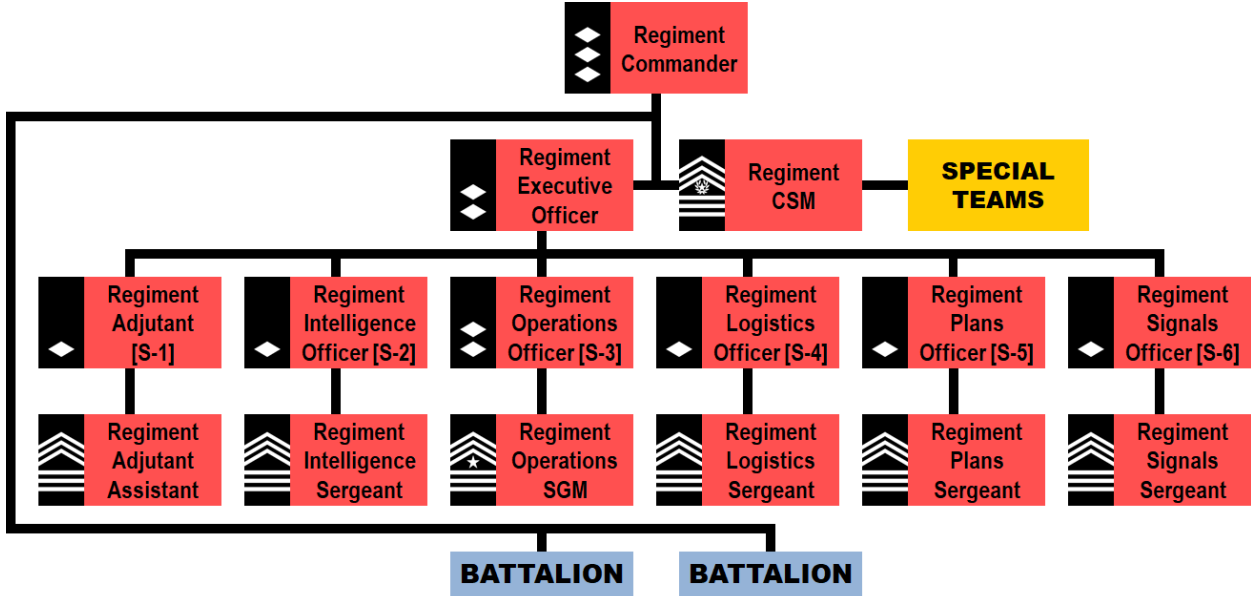


## REGIMENT ORGANIZATION

The regiment is the largest possible Army JROTC Cadet-led unit, only authorized to units who have three-hundred or more Cadets enrolled. The overall structure of a regiment compared to a battalion is nearly identical with the exception of the officers who are of one higher rank than their subordinate battalion counterparts. In the event of a regiment transition the regiment command sergeant major becomes the supervisor of the special teams as opposed to the battalion command sergeants major.

## REGIMENT ORGANIZATION

The battalion staff and commanders serve the same function regardless of if they report to a regiment, but only for that specific battalion. Battalion staff also become subordinate to regiment staff, and while battalion staff still make independent decisions for their battalion, they still report to their regiment counterparts.



# Special Teams Organization

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## CATEGORIZATION

Special teams are independent of the regular unit organization. Positions held in special teams are not mutually exclusive with those in the unit organization. Special teams themselves are groups, similar to regular school clubs, which compete, perform, and provide services to the JROTC program, the school, and the community. Membership within special teams are exclusive to Cadets and it is highly encouraged Cadets volunteer to join them, as they provide skills and experiences which can not be acquired in a regular class setting.

There is no fixed limit on how many special teams a single Cadet can be a member of at once, but due to the large variety of teams and the time required to participate in them, there is a practical limit. Especially if the Cadet is involved with other non-JROTC after school activities.

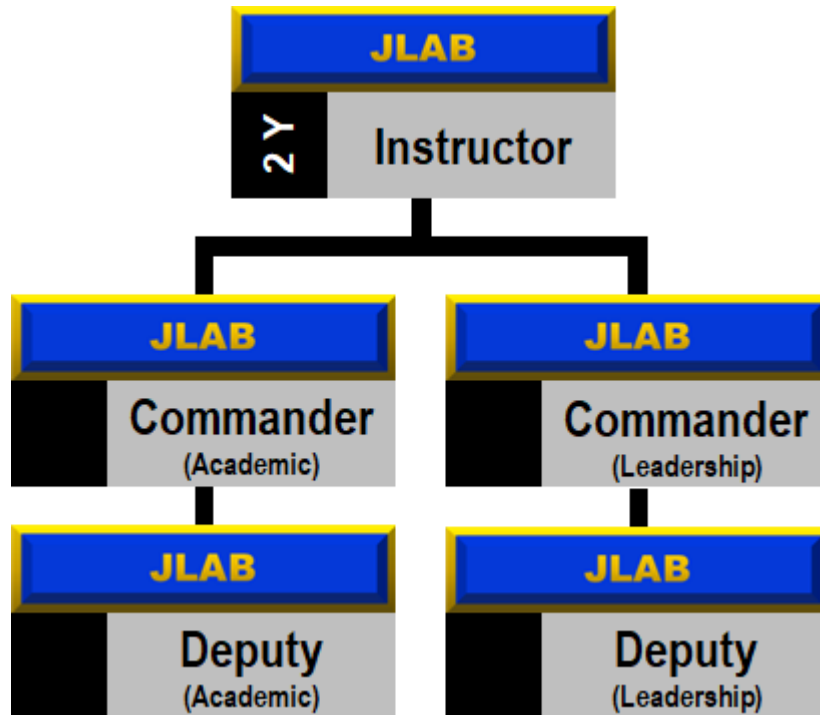
Special teams can generally be divided into two categories, high intensity and low intensity. Intensity does not refer to the difficulty of participating, but how time intensive the team is in regards to practices, meetings, and training. High intensity teams also have frequent competitions in which Cadets compete against other JROTC programs of varying military services. Low intensity teams either have no competitions, but do have non-competitive events after school occasionally.



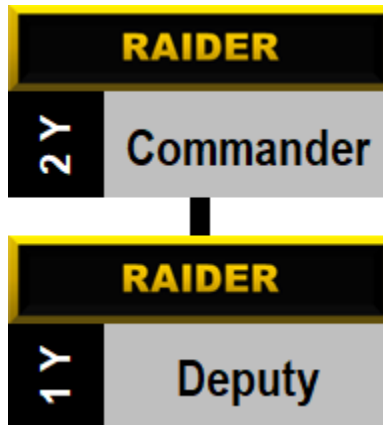
## CATEGORIZATION

Special teams also have two operational statuses, activated and deactivated. Activated teams are fully operational and are under obligation to practice, attend competitions or events when possible, and maintain at least the minimum required amounts of members. Deactivated teams are not operational and are deactivated due to external factors, such as a lack of access to competitions or need for events or a lack of authorization from Lake Braddock Secondary School or FCPS. Internal factors, such as not having enough Cadet interest in membership. All activated special teams' commanders are under the supervision of the battalion command sergeant major.

### JOINT LEADERSHIP AND ACADEMIC BOWL TEAM



### RAIDER TEAM



**DRILL TEAM**



**ORIENTEERING TEAM (NOT ACTIVE)**

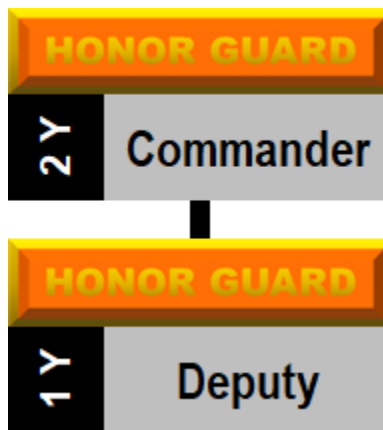


**COLOR GUARD**

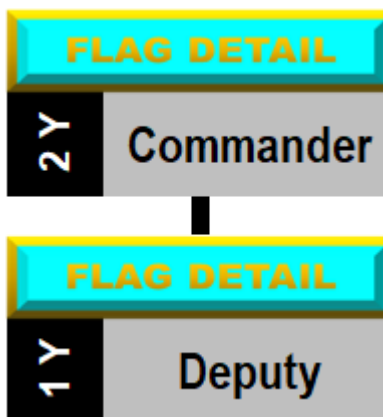




**HONOR GUARD**



**FLAG DETAIL**



## RECRUITING TEAM



## SPECIAL TEAMS COMMANDER/CAPTAINS

Commanders and captains of any special teams of the Bruin Battalion must be nominated and appointed by the predecessor of that team and be approved through the instructors. To be considered for a commanding position, a cadet needs to meet the requirements to successfully train and execute team activities. Criteria and standards for each team varies and is determined by the current special team commander and the JROTC instructor.

## Chapter 5

# Merits and Demerits System

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### INTRODUCTION

The JROTC Program is designed to motivate young people to be better citizens. Good order and discipline are two of the tools used for the development of this objective. Accordingly, LBSS Army JROTC will use a system of rewards and corrective tools to encourage cadets to adhere to higher standards of conduct, self-discipline and personal appearance. The system we will use to promote the good order and discipline we expect is the Merit/Demerit System.

Merits and Demerits contribute to a Cadet's earning the Good Conduct Ribbon as well as other privileges. Cadets must complete end of year grading with zero (0) demerits to be considered for the Good Conduct Ribbon. Each merit or demerit slip must be reviewed, approved or disapproved and signed by the instructor prior to entry on Cadet's merit/demerit record. The Battalion S-2 OIC will maintain a current and up-to-date record of all merits/demerits. The Battalion S-2 will provide the Administration/JROTC Instructors a by name listing of merits/demerits accumulated during each grading period. The final list is due the last week of each grading period (but cadets/parents will receive their standing with progress reports). If a Cadet reaches 50 Demerits participation in activities, teams, special events, will be impacted and they will not be considered for promotion. If they hold a leadership position they will be demoted and removed from their position if they incur 50 Demerits. When a Cadet has returned zero (0) Demerits he/she will regain eligibility for said events.

### MERITS

The following is a complete list of all merits and their value.

<b>M1</b> No unexcused absences/tardiness for the quarter	1 merits
<b>M2</b> Receiving a 100/100 score during uniform inspection	1 merits
<b>M3</b> Achieving 100% LET progression on the Cadet Portfolio	10 merits
<b>M4</b> Achieving 80% LET progression on the Cadet Portfolio	5 merits
<b>M5</b> Earning 1st place overall in a special team competition	10 merits
<b>M6</b> Earning 2nd place overall in a special team competition	5 merits
<b>M7</b> Earning 3rd place in a special team competition	2 merits
<b>M8</b> Advancing to the final level of JLAB competition	10 merits
<b>M9</b> Advancing to the second level of JLAB competition	2 merits
<b>M10</b> Winning the Honor Platoon Competition	2 merits
<b>M11</b> Each hour of JROTC community service or fundraising	1 merits
<b>M12</b> Participation in a special team event	1 merits

## DEMERITS

The following is a complete list of all demerits and their value.

<b>D1</b> Out-of-School Suspension	50 demerits
<b>D2</b> In School Suspension	10 demerits
<b>D3</b> Hazing, verbal abuse, or harassment	5 demerits
<b>D4</b> Abuse of authority	5 demerits
<b>D5</b> Unauthorized use of the uniform	2 demerits
<b>D6</b> Violation of the Cadet Creed	5 demerits
<b>D7</b> Profanity, lewd comment, discourtesy in/out of uniform	2 demerits
<b>D8</b> Wear of unauthorized Regular Army uniform items	5 demerits
<b>D9</b> Wear of unauthorized JROTC exclusive uniform items	5 demerits
<b>D10</b> Unexcused absence or tardy to class	1 demerits
<b>D11</b> Unexcused absence or tardy to special team practice	2 demerits
<b>D12</b> Unexcused absence or tardy to special team competition	5 demerits
<b>D13</b> Unexcused absence or tardy to special team event	2 demerits
<b>D14</b> Public display of affection in uniform	2 demerits
<b>D15</b> Getting less than 80 on ASU Uniform inspection	2 demerits
<b>D16</b> Insubordination	3 demerits

**\*\*There are two ways a Cadet may erase/eliminate demerits from his/her file:**

**Trade Off:** Demerits may be traded off with merits. The exchange rate is 2 merits for each demerit to be erased.

**Work Off:** In most cases, the Cadet in JROTC will be directed to report to the JROTC Department for EMI – Extra Military Instruction (EMI) which can consist of helping to inventory uniforms, organizing uniforms, beautification/policing up the outside area around the entrance to school, etc. It takes 20 minutes of work to eliminate 10 demerits. Demerits may be worked off in the afternoon after school from 3:00-3:20 PM. Cadets who request to work in the afternoons will be provide a 24 hour notice to CPT Guardo and SFC Wiles through Schoology and ensure they have arrangements for transportation once their EMI is complete.

## ORDER OF MERIT LIST

The order of merit list is a ranked list of all Cadets from highest merit to lowest merit used to give preference to certain Cadets for promotions, awards, and various activities in the case of limited space.

# Cadet Regulations

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## PERSONAL APPEARANCE

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.

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.

For 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.

For 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.

## PERSONAL APPEARANCE

Cadets will keep fingernails clean and neatly trimmed so as not to interfere with performance of duty. Females may wear polish that is not exaggerated, faddish, or of extreme coloring (such as purple, gold, blue or white) while in uniform. Cadets are expected to maintain good hygiene while in uniform. Tattoos are authorized except in areas of the body which would cause the tattoo to be exposed while in Class A uniform. Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body, as they are prejudicial to good order and discipline within the unit, the school, and the community.

Cadets may wear religious headgear such as the turban, hijab, and yarmulke while in uniform as long as it is subdued in color. If the religious headgear can be covered by the beret, the beret will be worn over it while in uniform and the headgear should be black or dark blue in color. If the religious headgear can not be covered by the beret, the beret will not be worn and the headgear should be medium gray in color.

Cadets are not authorized to wear the following on the ASU or the ACU:

- The United States flag (full-color or subdued)
- The insignia "U.S."
- Insignia or uniform items similar or identical in design to federal insignia or uniform items which are not approved for Cadets
- Awards, badges, or rank insignia which they have not honestly earned
- Any items which are not listed in this document

The only occasions in which public wear of the ASU does not require SAI approval is travelling directly to and from school and while in school. Other events which are authorized but need prior approval are:

- Military promotions
- Military retirements
- Military funerals
- Miscellaneous formal military ceremonies
- Formal balls

## **PERSONAL APPEARANCE**

The ACU always requires SAI approval and can only be worn for occasions which require a work duty uniform. These are limited to:

- Raider competitions
- Certain color guard events
- Recruiting events
- Adventure training events

The APFU does not require SAI approval

## **BEHAVIOR**

Cadets are expected to uphold high honor and respect inside and outside the classroom environment, especially while in uniform. Wearing uniforms outside of JROTC administered activities is not allowed. JROTC cadets do not salute each other indoors or outdoors unless it is for the purposes of report ins and outs for classroom instruction. Cadets will however salute when encountered with any active duty officers.

## **CUSTOMS AND COURTESIES**

Courtesies are the outward signs of your respect for your nation, your flag, your comrades, and our country's fallen heroes. They engender mutual respect, good manners, politeness, and discipline. Customs include such things as responding to a senior officer's presence, recognizing the officer's rank or position of honor, correctly using military titles, wearing headgear, saluting appropriately, reporting correctly, and honoring national and Army symbols and music. Outdoors, wherever the United States National Anthem, "To the Color," "Reveille," or "Hail to the Chief" is played, at the first note, all Soldiers in uniform and not in formation face the flag—or the music, if the flag is not in view—stand at attention, and salute until the last note of the piece. Indoors, when honoring the US flag, national anthem, and bugle calls, officers and Soldiers stand at attention and face the music or the flag, if one is present. You should remove your headgear indoors, unless you are under arms. Outdoors, you should not remove your military headgear nor raise it as a form of salutation.

# Uniforms

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## **ARMY SERVICE UNIFORM**

The Army Service Uniform (ASU) is the primary uniform of JROTC Cadets. It is a formal and semi-formal uniform, required to be worn at least once a week on established uniform days. The service uniform consists of two variants.

Class A (Male and Female):

- Dress shirt
- Dress pants
- ASU jacket
- Dress shoes
- Tie/ tie tab
- Beret
- Belt
- Black socks
- White shirt

Class B (male and Female):

- Dress shirt
- Dress pants
- Dress shoes
- Beret
- Belt
- Black socks
- White shirt

Unless specified otherwise, all uniform standards are based on AR 670-1 and DA PAM 670-1. Reference to this publication will be necessary if a Cadet has reason to believe they are entitled to an exception due to religious or medical reasons.

## **OPERATIONAL CAMOUFLAGE PATTERN**

OCPs have replaced the older version of Army Combat Uniform (ASU). Cadets are issued OCPs on a need basis. Students participating in raiders, rappelling trips, camo night color guard, and/or recruiting are permitted to be issued OCP.

## **SUPPLY STANDARD AND PROCEDURE**



The uniform and equipment of the LBSS JROTC are the property of the United States Government. It is loaned to you for specifically authorized purposes. You are charged with the responsibility of maintaining the issued equipment and clothing. You are authorized to use your uniform and equipment for training and other activities approved by our JROTC instructor, staff, and school officials. Using your uniform or equipment for purely personal purposes is a direct violation.

***Issuing uniforms:***

1. Initial fitting and alteration costs will be paid by the JROTC Department. Minor repairs and cleaning, pressing, and laundering of uniforms are your responsibility.
2. You may exchange, without cost, clothing and equipment, which has become unserviceable through fair wear and tear (normal use). Items of equipment and clothing, which have been damaged because of unauthorized use or through neglect, will have to be compensated.
3. All uniforms shall be signed out and kept track by the SAI along with battalion S-4 (S-4 are responsible for providing these sheets)
4. Closets should be restricted for use; the S-4 and SAI determine for whom the supply closet is authorized

***Reissue:***

If any clothing and/or equipment items are lost, immediately notify the SAI/AI and you will be issued another item. You will be required to sign for the reissue. If the lost item is found at a later date, turn in the excess item and receive credit for it. If it is not recovered you will be expected to pay for the lost item.

***Turn in:***

ASU and OCP's will be usually turned in at the end of the school year. Cadets leaving the program early will have to turn it in prior to their departure. Uniforms must be properly dry cleaned and turned in with the receipt. If issued uniforms are not received, individuals will make monetary compensation for lost item(s)

# Awards and Decorations


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## INDIVIDUAL AWARDS


Individual awards are earned by Cadets for personal displays of excellence in a broad variety of categories. Each individual award can be divided into the following categories and subcategories based on the authority which awards them:


1. Department of the Army Awards (A series)
  - a. Academic Awards
  - b. Military Awards
  - c. Athletic Awards
  - d. Miscellaneous Awards
2. National Awards (N series)
3. Organizational Awards (O series)
4. Lake Braddock Awards (L series)


The description and prerequisites of organizational awards are established by the organization which awards them and not by the Bruin Battalion. Individual awards can not be rescinded unless it was awarded under false pretenses or in the case of extreme misconduct by a Cadet awarded as determined by the SAI. Organizational awards have a maximum award number of one and an awarding period of yearly. The maximum award number and awarding period for all other individual awards vary.


<p style="text-align: center;"><b>Medal of Heroism</b> Department of the Army Award</p>  <p style="text-align: center;">A-1-1</p>	<p>Awarded to any Cadet who distinguished themselves by acts of heroism which result in accomplishment so exceptional and outstanding as to set the Cadet apart from others in similar circumstances. Must involve acceptances of danger of extraordinary responsibilities exemplifying praiseworthy fortitude and courage.</p> <p>Prerequisites: <i>None</i></p>	<p>Awarded by: <b>4th Brigade Commander</b></p> <p>Awarding Period: <b>Immediately</b></p> <p>Max. Awards: <b>10</b></p>
<p style="text-align: center;"><b>Superior Cadet Decoration</b></p>	<p>Awarded to one outstanding Cadet for distinguished performance in academics, athletics, and leadership far</p>	<p>Awarded by: <b>SAI</b></p>



 <p>Department of the Army Award</p> <p>A-1-2</p>	<p>beyond the ordinary expectations of Cadets.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Have an overall grade of “A” in JROTC</i></li> <li>• <i>Have a weighted GPA of 4.0 or higher</i></li> <li>• <i>Be in the top 10% of their LET level in merit</i></li> <li>• <i>Have been awarded N-2-1, N-2-2, N-2-3, or N-2-4</i></li> </ul>	<p>Awarding Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>
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<p><b>Distinguished Cadet Award</b></p>  <p>Academic Award</p> <p>N-1-1</p>	<p>Awarded to one Cadet who exhibits the highest degree of excellence in academics.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Have an overall grade of “A” in JROTC</i></li> <li>• <i>Have the highest weighted GPA in the Bruin Battalion</i></li> </ul>	<p>Awarded by: <b>Superintendent</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>
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<p><b>Academic Excellence Award</b></p>  <p>Academic Award</p> <p>N-1-2</p>	<p>Awarded to one Cadet in each LET level for achieving the highest academic grades.</p> <p>Minimum requirements:</p> <ul style="list-style-type: none"> <li>• <i>Have an overall grade of “A” in JROTC</i></li> <li>• <i>Have the highest weighted GPA in their LET level</i></li> </ul>	<p>Awarded by: <b>Principal</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>
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<p><b>Academic Achievement Ribbon</b></p>  <p>Academic Award</p> <p>N-1-3</p>	<p>Awarded to Cadets who maintain an above average standard in academics.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Have an overall grade of “A” in JROTC</i></li> <li>• <i>Have an overall grade of “B” or higher in all other classes</i></li> </ul>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>
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<p><b>Perfect Attendance Ribbon</b></p> 	<p>Awarded to Cadets with perfect attendance during each semester.</p>	<p>Awarded by: <b>SAI</b></p>
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<p>Academic Award</p> <p>N-1-4</p>	<p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Have no unexcused absences or tardies during the semester.</i></li> </ul>	<p>Award Period: <b>Semesterly</b></p> <p>Max. Awards: <b>8</b></p>
<p><b>Student Government Ribbon</b></p>  <p>Academic Award</p> <p>N-1-5</p>	<p>Awarded to Cadets elected to a student government office upon the completion of their term.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Be a member of the Student Government Association</i></li> <li>• <i>Be a member of the Student Advisory Committee</i></li> <li>• <i>Be a 9th, 10th, 11th, or 12th grade Class Officer</i></li> </ul>	<p>Awarded by: <b>Principal</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>
<p><b>LET Service Ribbon</b></p>  <p>Academic Award</p> <p>N-1-6</p>	<p>Awarded to Cadets successfully completing the first phase of Leadership Education Training each year.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Have completed the first semester of their LET level</i></li> </ul>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Bi-Semesterly</b></p> <p>Max. Awards: <b>4</b></p>





<p><b>National Honor Society Ribbon</b></p>  <p>Academic Award</p> <p>N-1-7</p>	<p>Awarded to Cadets who are active members of the Lake Braddock chapter of the National Honor Society at the end of the academic year.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Be a non-probation member of the National Honor Society</i></li> </ul>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>3</b></p>
<p><b>JLAB Team Ribbon</b></p>  <p>Academic Award</p> <p>N-1-8</p>	<p>Awarded to Cadets who are active members of the JLAB Team upon the conclusion of the second level of competition.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of practices</i></li> <li>• <i>Participate in all available levels of competition</i></li> </ul>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>
<p><b>Curriculum Master Ribbon</b></p>  <p>Academic Award</p> <p>N-1-9</p>	<p>Awarded to Cadets who have demonstrated mastery of Army JROTC curriculum.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>100% completion of their respective LET portfolio</i></li> </ul>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>





<p><b>Honor Platoon Ribbon</b></p>  <p>Academic Award</p> <p>N-1-10</p>	<p>Awarded to all Cadets within a platoon upon achieving first place in the Honor Platoon Competition.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Be a member of the Honor Platoon upon its winning of the Honor Platoon Competition</i></li> </ul>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Bi-Semesterly</b></p> <p>Max. Awards: <b>4</b></p>
<p><b>SAI Leadership Ribbon</b></p>  <p>Military Award</p> <p>N-3-1</p>	<p>Awarded to one Cadet in each LET level who displays the highest degree of leadership.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Be in a leadership position</i></li> <li>• <i>Be in the top 10% of their LET level in merit</i></li> </ul>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>
<p><b>Personal Appearance Ribbon</b></p>  <p>Military Award</p> <p>N-3-2</p>	<p>Awarded annually to Cadets who consistently present an outstanding appearance.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Achieve an average score of 18 out of 20 or higher during uniform inspections throughout the academic year</i></li> </ul>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>
<p><b>Proficiency Ribbon</b></p>  <p>Military Award</p> <p>N-3-3</p>	<p>Awarded annually to Cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Have an overall grade of "A" in JROTC</i></li> <li>• <i>Be in the top 20% of their LET level in merit</i></li> <li>• <i>Be a member of at least 2 special teams</i></li> </ul>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>





<p align="center"><b>Drill Team Ribbon</b></p>  <p align="center">Military Award</p> <p align="center">N-3-4</p>	<p>Awarded annually to Cadets who are active members of the Regulation or Exhibition Drill Team.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of practices</i></li> <li>• <i>Compete in 50% or more of competitions</i></li> </ul>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>
<p align="center"><b>Orienteering Ribbon</b></p>  <p align="center">Military Award</p> <p align="center">N-3-5</p>	<p>Awarded annually to Cadets who are active members of the Orienteering team</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of practices</i></li> <li>• <i>Compete in 50% or more of competitions</i></li> </ul>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>
<p align="center"><b>Color / Honor Guard Ribbon</b></p>  <p align="center">Military Award</p> <p align="center">N-3-6</p>	<p>Awarded annually to Cadets who are active members of the Color Guard or Honor Guard.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of practices</i></li> <li>• <i>Participate in 50% or more of events</i></li> </ul>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>
<p align="center"><b>Rifle Team Ribbon</b></p>  <p align="center">Military Award</p> <p align="center">N-3-7</p>	<p>Awarded annually to Cadets who are active members of the Lake Braddock Rifle Team.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Be an active member of the Lake Braddock Varsity Rifle Team</i></li> <li>• <i>Participate in two or more competitions</i></li> </ul>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>





<p><b>Adventure Training Ribbon</b></p>  <p>Military Award</p> <p>N-3-8</p>	<p>Awarded to Cadets who participate in JROTC adventure training exercises.</p> <p>Prerequisites: <i>None</i></p>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Immediately</b></p> <p>Max. Awards: <b>10</b></p>
<p><b>Commendation Ribbon</b></p>  <p>Military Award</p> <p>N-3-9</p>	<p>Awarded to Cadets whose performance of duty exceeds that expected of Cadets of their grade and experience.</p> <p>Prerequisites: <i>None</i></p>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Immediately</b></p> <p>Max. Awards: <b>10</b></p>
<p><b>Good Conduct Ribbon</b></p>  <p>Military Award</p> <p>N-3-10</p>	<p>Awarded annually to Cadets who have demonstrated outstanding conduct throughout the school, including a willingness to participate.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Participate in all major Bruin Battalion events</i></li> <li>• <i>Have an overall grade of "B" or higher in JROTC</i></li> </ul>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>
<p><b>JCLC Participation Ribbon</b></p>  <p>Military Award</p> <p>N-3-11</p>	<p>Awarded to Cadets who participate in the annual Junior Cadet Leadership Challenge.</p> <p>Prerequisites: <i>None</i></p>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Immediately</b></p> <p>Max. Awards: <b>3</b></p>
<p><b>JPA Inspection</b></p>	<p>Awarded to Cadets who took an active role in the</p>	<p>Awarded by:</p>



















<p><b>Participation Ribbon</b></p>  <p>Military Award</p> <p>N-3-12</p>	<p>planning or execution of the JROTC Program for Accreditation inspection.</p> <p>Prerequisites: <i>None</i></p>	<p><b>SAI</b></p> <p>Award Period: <b>Immediately</b></p> <p>Max. Awards: <b>4</b></p>
<p><b>JROTC Military Ball Participation Ribbon</b></p>  <p>Military Award</p> <p>N-3-13</p>	<p>Awarded to Cadets who represented the Bruin Battalion at the annual Joint JROTC Military Ball.</p> <p>Prerequisites: <i>None</i></p>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Immediately</b></p> <p>Max. Awards: <b>4</b></p>
<p><b>Flag Detail Ribbon</b></p>  <p>Military Award</p> <p>N-3-14</p>	<p>Awarded annually to Cadets who are active members of the Flag Detail.</p> <p>Prerequisites: • <i>Participate in at least 50% of flag raisings/lowerings</i></p>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>
<p><b>Special Team Leadership Ribbon</b></p>  <p>Military Award</p> <p>N-3-15</p>	<p>Awarded annually to those Cadets who are active commanders or instructors of a special team.</p> <p>Prerequisites: <i>None</i></p>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>

<p><b>Varsity Athletics Ribbon</b></p>  <p>Athletic Award</p> <p>N-2-1</p>	<p>Awarded annually to Cadets who are active members of a Lake Braddock varsity level sports team.</p> <p>Prerequisites: <i>None</i></p>	<p>Awarded by: <b>Principal</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>
<p><b>JROTC Physical Fitness Ribbon</b></p>  <p>Athletic Award</p> <p>N-2-2</p>	<p>Awarded to Cadets who place in the 85th percentile or higher in the Cadet Challenge Physical Fitness Test.</p> <p>Prerequisites: <i>None</i></p>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>
<p><b>JROTC Athletics Ribbon</b></p>  <p>Athletic Award</p> <p>N-2-3</p>	<p>Awarded to Cadets who place in between the 50th and 84th percentile in the Cadet Challenge Physical Fitness Test.</p> <p>Prerequisites: <i>None</i></p>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>
<p><b>Raider Team Ribbon</b></p>  <p>Athletic Award</p> <p>N-2-4</p>	<p>Awarded annually to Cadets who are active members of the Raider Team.</p> <p>Prerequisites:  <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of practices</i></li> <li>• <i>Compete in 50% or more of competitions</i></li> </ul> </p>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>


<p><b>Junior Varsity Athletics Ribbon</b></p>  <p>Athletic Award</p> <p>N-2-5</p>	<p>Awarded annually to Cadets who are active members of a Lake Braddock junior varsity level sports team, but not a varsity level team.</p> <p>Prerequisites: <i>None</i></p>	<p>Awarded by: <b>Principal</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>
<p><b>Parade Ribbon</b></p>  <p>Misc. Award</p> <p>N-4-1</p>	<p>Awarded to Cadets who march for the Bruin Battalion in a parade.</p> <p>Prerequisites: <i>None</i></p>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Immediately</b></p> <p>Max. Awards: <b>10</b></p>
<p><b>Recruiting Ribbon</b></p>  <p>Misc. Award</p> <p>N-4-2</p>	<p>Awarded annually to Cadets who are active members of the Recruiting Team or to those who have recruited at least one new Cadet to the program.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of meetings</i></li> <li>• <i>Participate in 50% or more of events and projects</i> <b>OR</b></li> <li>• <i>Recruit one or more Cadets into the program</i></li> </ul>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>
<p><b>Cadet Humanitarian Ribbon</b></p>  <p>Misc. Award</p> <p>N-4-3</p>	<p>Awarded to Cadets who carry out a humanitarian act above and beyond the call of duty. Cannot be awarded for regular community service or simple civic acts.</p> <p>Prerequisites: <i>None</i></p>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Immediately</b></p> <p>Max. Awards: <b>10</b></p>

<p><b>Community Service Ribbon</b></p>  <p>Misc. Award</p> <p>N-4-4</p>	<p>Awarded to Cadets for fully participating in any Bruin Battalion volunteering event which lasts at least one hour.</p> <p>Prerequisites: <i>None</i></p>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Immediately</b></p> <p>Max. Awards: <b>10</b></p>
<p><b>Fundraising Ribbon</b></p>  <p>Misc. Award</p> <p>N-4-5</p>	<p>Awarded to Cadets for fully participating in any Bruin Battalion fundraising event which lasts at least one hour.</p> <p>Prerequisites: <i>None</i></p>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Immediately</b></p> <p>Max. Awards: <b>10</b></p>
<p><b>Service Learning Ribbon</b></p>  <p>Misc. Award</p> <p>N-4-6</p>	<p>Awarded annually to Cadets who participate in JROTC service learning projects.</p> <p>Prerequisites: <i>None</i></p>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>4</b></p>
<p><b>Excellent Staff Performance Ribbon</b></p>  <p>Misc. Award</p> <p>N-4-7</p>	<p>Awarded annually to Cadet Staff Officers for excellent performance which exceeds expectations.</p> <p>Prerequisites: <i>None</i></p>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Quarterly</b></p> <p>Max. Awards: <b>3</b></p>

<b>Bronze Cross for</b>	<b>General Military</b>	<b>Scholastic</b>	<b>SAR</b>
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<p><b>Achievement</b></p>  <p>Organizational Award</p> <p>O-1-1</p>	<p><b>Excellence Award</b></p>  <p>Organizational Award</p> <p>O-1-2</p>	<p><b>Excellence Award</b></p>  <p>Organizational Award</p> <p>O-1-3</p>	<p><b>Award</b></p>  <p>Organizational Award</p> <p>O-1-4</p>
<p><b>DAR Award</b></p>  <p>Organizational Award</p> <p>O-1-5</p>	<p><b>Daedalian Award</b></p>  <p>Organizational Award</p> <p>O-1-6</p>	<p><b>MOAA Award</b></p>  <p>Organizational Award</p> <p>O-1-7</p>	<p><b>NCOA Award</b></p>  <p>Organizational Award</p> <p>O-1-8</p>
<p><b>Retired Enlisted Association Award</b></p>  <p>Organizational Award</p> <p>O-1-9</p>	<p><b>MOPH Award</b></p>  <p>Organizational Award</p> <p>O-1-10</p>	<p><b>National Sojourners Award</b></p>  <p>Organizational Award</p> <p>O-1-11</p>	<p><b>Scottish Rite of Freemasonry Award</b></p>  <p>Organizational Award</p> <p>O-1-12</p>
<p><b>USAREC Award</b></p>  <p>Organizational Award</p> <p>O-1-13</p>	<p><b>Reserve Officers Association Award</b></p>  <p>Organizational Award</p> <p>O-1-14</p>	<p><b>Veterans of Foreign Wars Award</b></p>  <p>Organizational Award</p> <p>O-1-15</p>	<p><b>American Veterans Award</b></p>  <p>Organizational Award</p> <p>O-1-16</p>
<p><b>Daughters of 1812 Award</b></p>	<p><b>Special Forces Association Award</b></p>	<p><b>Association of the U.S. Army Award</b></p>	<p><b>Sons of Union Veterans Award</b></p>











 <p>Organizational Award</p> <p>O-1-16</p>	 <p>Organizational Award</p> <p>O-1-17</p>	 <p>Organizational Award</p> <p>O-1-18</p>	 <p>Organizational Award</p> <p>O-1-19</p>
<p><b>MOWW Award</b></p>  <p>Organizational Award</p> <p>O-1-20</p>	<p><b>Warrant Officer Association Award</b></p>  <p>Organizational Award</p> <p>O-1-21</p>	<p>Awarded by: <b>Various Organizational Representatives</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>1</b></p>	

<p><b>Order of the Bruin Award</b></p>  <p>Lake Braddock Award</p> <p>L-1-1</p>	<p>Awarded annually to one Cadet for superior performance of their duties as a leader determined by the votes of their peers.</p> <p>Prerequisites: <i>None</i></p>	<p>Awarded by: <b>SAI</b></p> <p>Award Period: <b>Yearly</b></p> <p>Max. Awards: <b>1</b></p>
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If an individual award is subsequently earned, lamp ribbon devices will be added corresponding with the number of awards earned. Some organizational ribbons have special devices. All other organizational ribbons do not use any device.

All individual awards are centered one eighth of an inch above the left pocket flap in order of precedence. No more than three ribbons per row may be worn. Ribbons themselves may be centered or staggered to the right if the lapel covers them. Flush and spaced racks up to one eighth of an inch are authorized.

The following is the precedence of every authorized individual award:




	Example of a first N-3-9 award
	Example of a second N-3-9 award
	Example of a third N-3-9 award
	Example of a fourth N-3-9 award
	Example of a fifth N-3-9 award
	Example of a sixth N-3-9 award
	Example of a seventh N-3-9 award
	Example of an eighth N-3-9 award
	Example of a ninth N-3-9 award
	Example of a tenth N-3-9 award

**UNIT AWARDS**

Unit Awards are earned by Cadets for performance as a unit. Unit awards are distributed by Cadet Command and are earned during JPA inspections. Upon earning a unit award,

all Cadets in the unit are authorized to display the award regardless if they were present when it was earned. Each unit may only have one category of unit award at a time.

Unit awards must be revalidated, upgraded, downgraded, or rescinded after every formal inspection by the JPA. The awarding period for unit awards is determined by Cadet Command on a yearly basis.

<p><b>Honor Unit With Distinction Award</b></p> 	<p>Awarded by Cadet Command to units who earn an overall score of 96% to 100% during the JROTC Program for Accreditation formal inspection.</p> <p>United States Service Academies reserve a number of nominations each year for Cadets who are members of units with this award.</p> <p>A 96% overall score is achieved by earning:</p> <ul style="list-style-type: none"> <li>• <i>A minimum of 576 out of 600 points on the Cadet Formal Inspection</i></li> <li>• <i>A minimum of 384 out of 400 points on the Unit Report</i></li> </ul>
<p><b>Honor Unit Award</b></p> 	<p>Awarded by Cadet Command to units who earn an overall score of 90% to 95% during the JROTC Program for Accreditation formal inspection.</p> <p>A 90% overall score is achieved by earning:</p> <ul style="list-style-type: none"> <li>• <i>A minimum of 540 out of 600 points on the Cadet Formal Inspection</i></li> <li>• <i>A minimum of 360 out of 400 points on the Unit Report</i></li> </ul>
<p><b>Merit Unit Award</b></p> 	<p>Awarded by Cadet Command to units who earn an overall score of 80% to 89% during the JROTC Program for Accreditation formal inspection.</p> <p>An 80% overall score is achieved by earning:</p> <ul style="list-style-type: none"> <li>• <i>A minimum of 480 out of 600 points on the Cadet Formal Inspection</i></li> <li>• <i>A minimum of 320 out of 400 points on the Unit Report</i></li> </ul>

Unit awards are worn centered one fourth of an inch above the distinctive unit insignia which is itself worn centered one fourth of an inch above the right pocket flap.



## MARKSMANSHIP BADGES


Marksmanship badges are awarded to Cadets for marksmanship proficiency. Cadets must have an authorized adjudicator to proctor the marksmanship test outlined in Unit 5, Chapter 6 of the Cadet textbook. Marksmanship tests must be proctored by either the



SAI, AI, or Lake Braddock Rifle Team instructors. Cadets do not have to be a member of the Lake Braddock Rifle Team in order to take the marksmanship test. Cadets may only wear their most recent qualification.

Marksmanship badges can not be rescinded unless it was awarded under false pretenses or in the case of extreme misconduct by the Cadet awarded as determined by the SAI. The maximum award number is one and the awarding period is immediately for all marksmanship badges.

<p><b>Expert Qualification Badge</b></p> 	<p>Awarded to Cadets who shoot the following on a proctored JROTC marksmanship test:</p> <p>Firing Positions:</p> <ul style="list-style-type: none"> <li>• <i>10 shots prone</i></li> <li>• <i>10 shots standing</i></li> <li>• <i>10 shots kneeling</i></li> </ul> <p>Air Rifle AR-1 Target Scores:</p> <ul style="list-style-type: none"> <li>• <i>230 to 300</i></li> </ul> <p>Air Rifle BMC Target Scores:</p> <ul style="list-style-type: none"> <li>• <i>290 to 300</i></li> </ul>
<p><b>Sharpshooter Qualification Badge</b></p> 	<p>Awarded to Cadets who shoot the following on a proctored JROTC marksmanship test:</p> <p>Firing Positions:</p> <ul style="list-style-type: none"> <li>• <i>10 shots prone</i></li> <li>• <i>10 shots standing</i></li> </ul> <p>Air Rifle AR-1 Target Scores:</p> <ul style="list-style-type: none"> <li>• <i>130 to 200</i></li> </ul> <p>Air Rifle BMC Target Scores:</p> <ul style="list-style-type: none"> <li>• <i>188 to 230</i></li> </ul>
<p><b>Marksman Qualification Badge</b></p>	<p>Awarded to Cadets who shoot the following on a proctored JROTC marksmanship test:</p> <p>Firing Positions:</p>






 A metal target badge for JROTC Air Rifle. It features a central target with concentric circles, a top section with the letters 'JROTC', and a bottom section with the words 'AIR RIFLE'.	<ul style="list-style-type: none"><li>• <i>10 shots prone</i></li><li>• <i>10 shots standing</i></li></ul> <p>Air Rifle AR-1 Target Scores:</p> <ul style="list-style-type: none"><li>• <i>110 to 129</i></li></ul> <p>Air Rifle BMC Target Scores:</p> <ul style="list-style-type: none"><li>• <i>175 to 187</i></li></ul>
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Marksmanship badges are worn centered on the left pocket flap one eighth of an inch below the top of the flap.

**ARCS**

Arcs are awarded to Cadets for qualification in the skills required to participate in a special team, the Lake Braddock rifle team, or the National Honor society. Arcs represent both current and former membership within a special team.

Arcs can not be rescinded unless they were awarded under false pretenses or in the case of extreme misconduct by the Cadet awarded as determined by the SAI. The maximum award number is one and the awarding period is immediately for all arcs.

<p><b>National Honor Society Arc</b></p> 	<p>Awarded to Cadets who are active members of the Lake Braddock chapter of the National Honor Society.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Be a non-probation member of the National Honor Society</i></li> </ul>
<p><b>JLAB Team Arc</b></p> 	<p>Awarded to Cadets who are active members of the JLAB Team upon the conclusion of the first level of competition.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of practices</i></li> <li>• <i>Participate in the first level of competition</i></li> </ul>
<p><b>Raider Team Arc</b></p> 	<p>Awarded to Cadets who are active members of the Raider Team.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of practices</i></li> <li>• <i>Participate in two or more competitions</i></li> </ul>
<p><b>Drill Team Arc</b></p> 	<p>Awarded to Cadets who are active members of the Drill Team.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of practices</i></li> <li>• <i>Participate in two or more competitions</i></li> </ul>
<p><b>Rifle Team Arc</b></p> 	<p>Awarded annually to Cadets who are active members of the Lake Braddock Rifle Team.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Be an active member of the Lake Braddock Varsity Rifle Team</i></li> <li>• <i>Participate in one or more competitions</i></li> </ul>
<p><b>Orienteering Team</b></p>	<p>Awarded to Cadets who are active members of the Orienteering Team.</p>




<p style="text-align: center;"><b>Arc</b></p> 	<p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of practices</i></li> <li>• <i>Participate in two or more competitions</i></li> </ul>
<p style="text-align: center;"><b>Color Guard Arc</b></p> 	<p>Awarded to Cadets who are active members of the Color Guard.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of practices</i></li> <li>• <i>Participate in two or more events</i></li> </ul>
<p style="text-align: center;"><b>Honor Guard Arc</b></p> 	<p>Awarded to Cadets who are active members of the Honor Guard.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of practices</i></li> <li>• <i>Participate in two or more events</i></li> </ul>
<p style="text-align: center;"><b>Flag Detail Arc</b></p> 	<p>Awarded to Cadets who are active members of the Flag Detail.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of practices</i></li> <li>• <i>Participate in four or more events</i></li> </ul>
<p style="text-align: center;"><b>Recruiting Team Arc</b></p> 	<p>Awarded to Cadets who are active members of the Recruiting Team.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of practices</i></li> <li>• <i>Participate in four or more events and projects</i></li> </ul>






Arcs are worn centered on the right pocket and are spaced one eighth of an inch apart. A maximum of six arcs may be worn at once. If a Cadet has earned more than six arcs, they may choose which to display, but must do so in proper precedence. The following is the precedence of every authorized arc:



## CORDS

Cords are awarded to Cadets for membership within a special team, the Lake Braddock rifle team, or the National Honor society. Cords represent only current membership within a special team.

Cords are always rescinded at the end of each academic year or immediately in the case of extreme misconduct by the Cadet awarded as determined by the SAI. If a special team member with a cord leaves the team before the end of the academic year, they must return it immediately. If a special team deactivates before the end of the academic year and the special team member was still a part of the team, they may continue wearing the cord until it is rescinded at the end of the academic year. Cords can be earned again by rejoining the special team the following year. The maximum award number is one and the awarding period is immediately for all cords.

<p><b>National Honor Society Cord</b></p> 	<p>Awarded to Cadets who are active members of the Lake Braddock chapter of the National Honor Society.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Be a non-probation member of the National Honor Society</i></li> </ul>
<p><b>JLAB Team Cord</b></p> 	<p>Awarded to Cadets who are active members of the JLAB Team upon the conclusion of the first level of competition.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of practices</i></li> <li>• <i>Be registered as an official member or alternate of the JLAB team</i></li> </ul>
<p><b>Raider Team Cord</b></p> 	<p>Awarded to Cadets who are active members of the Raider Team.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of practices</i></li> <li>• <i>Participate in one or more competitions</i></li> </ul>

<p><b>Drill Team Cord</b></p> 	<p>Awarded to Cadets who are active members of the Raider Team.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of practices</i></li> <li>• <i>Participate in one or more competitions</i></li> </ul>
<p><b>Rifle Team Cord</b></p> 	<p>Awarded to Cadets who are active members of the Lake Braddock Rifle Team.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Be an active member of the Lake Braddock Varsity Rifle Team</i></li> <li>• <i>Participate in one or more competitions</i></li> </ul>
<p><b>Orienteering Team Cord</b></p> 	<p>Awarded to Cadets who are active members of the Orienteering Team.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of practices</i></li> <li>• <i>Participate in one or more competitions</i></li> </ul>
<p><b>Color Guard Cord</b></p> 	<p>Awarded to Cadets who are active members of the Color Guard.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of practices</i></li> <li>• <i>Participate in one or more events</i></li> </ul>
<p><b>Honor Guard Cord</b></p> 	<p>Awarded to Cadets who are active members of the Honor Guard.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of practices</i></li> <li>• <i>Participate in one or more events</i></li> </ul>

<p><b>Flag Detail Cord</b></p> 	<p>Awarded to Cadets who are active members of the Honor Guard.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of practices</i></li> <li>• <i>Participate in one or more events</i></li> </ul>
<p><b>Recruiting Team Cord</b></p> 	<p>Awarded to Cadets who are active members of the Honor Guard.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Attend 80% or more of practices</i></li> <li>• <i>Participate in one or more events and projects</i></li> </ul>


Cords are worn one on each shoulder. In the case of a single cord, it is worn on the left shoulder. If a Cadet has earned more than two cords, they may choose which to display, but must do so in proper precedence. The following is the precedence of every authorized cord

## ACADEMIC ACHIEVEMENT WREATH

The Academic Achievement Wreath is awarded annually to Cadets who have an overall grade of “A” in JROTC and an overall grade of “B” or higher in all other classes.

The Academic Achievement Wreath is not rescinded at the end of the academic year unless the Cadet fails to meet the prerequisites in a subsequent year since it was awarded or immediately if it was awarded under false pretenses or in the case of extreme misconduct by the Cadet awarded as determined by the SAI. The maximum award number is one and the awarding period is yearly for the Academic Achievement Wreath.

<p><b>Academic Achievement Wreath</b></p>	<p>Awarded to Cadets who maintain an above average standard in academics.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Have an overall grade of “A” in JROTC</i></li> </ul>
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	<ul style="list-style-type: none"> <li>• <i>Have an overall grade of “B” or higher in all other classes</i></li> </ul>
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The Academic Achievement Wreath is worn centered one fourth of an inch above the distinctive unit insignia which is itself worn centered one fourth of an inch above the right pocket flap. If the Cadet has earned a unit award as well as the wreath, they will wear the wreath one fourth of an inch above the distinctive unit insignia and wear the unit award centered within the wreath.



## SENIOR IDENTIFICATION BADGES

Senior Identification Badges are only awarded to Cadet Seniors for either extended service to Army JROTC or current and future service to the United States Armed Forces.

Senior Identification Badges can not be rescinded unless they were awarded under false pretenses or in the case of extreme misconduct by the Cadet awarded as determined by the SAI. The maximum award number is one and the awarding period is immediately for all Senior Identification Badges.

<p><b>Armed Forces Badge</b></p>	<p>Awarded to Cadets who have committed themselves to the honor of serving in the United States Armed Forces.</p>
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	<p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Be a Cadet Senior</i></li> <li>• <i>Be admitted and committed to a federal service academy OR</i></li> <li>• <i>Be awarded and accepted an ROTC scholarship OR</i></li> <li>• <i>Be contracted to enlist in any component of the armed services OR</i></li> <li>• <i>Be currently enlisted in any component of the armed services</i></li> </ul>
<p><b>Senior LET Service Badge</b></p> 	<p>Awarded to Cadets for longevity within the Army JROTC program.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• <i>Be a Cadet Senior</i></li> <li>• <i>Be a LET 4 Cadet</i></li> </ul>

Senior identification badges are worn centered on the left pocket. A maximum of one badge may be worn at once. There is no precedence for badges. If the Cadet has earned both badges, they may choose which one to wear.

## SPECIAL STATUS LAPEL BUTTONS

Special status lapel buttons are not awarded by JROTC and are only awarded by the respective personnel departments of the Army, Marine Corps, Navy, Air Force, Space Force, and Coast Guard. However, these lapel buttons are authorized for wear on all service uniforms.

<p><b>Gold Star Lapel Button</b></p>	<p>Awarded to Cadets whose parent, step-parent, legal guardian, sibling, or half-sibling who lost their life while serving in war; periods of armed hostilities; while engaged in military operations involving armed conflict with an opposing foreign force; while serving with friendly foreign forces engaged in an armed conflict in which the United States. is not a belligerent party against</p>
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	<p>an opposing armed force; who lost their lives as a result of an international terrorist attack; or while serving in a military operation outside the U.S. as part of a peacekeeping force.</p>
<p><b>Next of Kin Lapel Button</b></p> 	<p>Awarded to Cadets whose parent, step-parent, legal guardian, sibling, or half-sibling who lost their life while serving on active duty or while assigned in Army reserve or Army national guard units in a drill status.</p>

## OTHER AWARDS

Some awards not outlined are permitted to be worn on the service uniform. All of these awards are individual awards which must come in ribbon form and are from other armed services' JROTC programs. The precedence for wear of these awards goes as follows:

1. AJROTC awards for valor (Medal of Heroism)
2. MCJROTC awards for valor
3. NJROTC awards for valor
4. AFJROTC awards for valor
5. SFJROTC awards for valor
6. CGJROTC awards for valor
7. AJROTC awards for merit (all other Army JROTC awards)
8. MCJROTC awards for merit
9. NJROTC awards for merit
10. AFJROTC awards for merit
11. SFJROTC awards for merit
12. CGJROTC awards for merit

## OTHER AWARDS

The following are exceptions to the previous list:

- If any earned award shares the same design as a currently awarded Lake Braddock Army JROTC award (does not include organizational awards), it is not authorized for wear
- If two or more earned non-Army JROTC awards share the same design, only the highest precedence version is authorized for wear

- If any earned Army JROTC awards from a previous unit were optional by SAI, meaning they had a different meaning than the Lake Braddock versions, they are not authorized for wear
- Earned Civil Air Patrol (CAP) awards which were received while simultaneously serving in an Air Force JROTC unit which authorized them for wear are authorized for wear in Lake Braddock Army JROTC, otherwise, CAP awards and other non-JROTC Cadet organization awards are not authorized for wear
- Earned organizational awards from a Cadet's previous unit which were recognized nationally by a non-Army JROTC as well as by Army JROTC will be worn in the precedence prescribed by Lake Braddock Army JROTC
- Earned organizational awards from a Cadet's previous unit which were nationally recognized by a non-Army JROTC, but not by Army JROTC, will be worn in the precedence prescribed by the non-Army JROTC program it was awarded in
- Earned organizational awards from a Cadet's previous unit which were not nationally recognized by a non-Army JROTC or Army JROTC are not authorized for wear

If any award is not nationally recognized by a non-Army JROTC or the Lake Braddock Army JROTC program, it is not authorized for wear.

## Chapter 9

# JROTC Activities

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### **CURRICULUM**

Under cadet command, Junior Reserves Officer Training Corps are mandated to do physical training, drill, and receive classroom instructions based on the student LET level textbook. Curriculum days (textbook lessons) are done once a week and students will complete the LET level portfolio to prove competency and receive a grade. The student's progress will be observed and recorded through the SMARTCadet portal.

### **DRILL**

In order to prompt discipline and reflect structure, drill is a required part of the JROTC curriculum. Completed every other week, classroom drills will be supervised by the platoon leader or sergeant. All the cadets will have the opportunity to lead and show at least a minimum passing proficiency of commanding basic drill and ceremony.

### **PHYSICAL TRAINING**

Physical training is done every week. Cadets are expected to perform push-ups, sit ups, and run a mile. Each PT day will consist of doing an organized sport/ physical activity. A cadet challenge physical fitness test will be done 2 times during a standard school year. Using the Presidential Physical Fitness standard, the scores from the assessment will go toward eligibility for Honor platoon, physical training ribbon, and the PPFA or NPFA..

### **FIELD TRIPS**

Most field trips will be coordinated by the S-3 with approval from the SAI/AI. The planning of battalion field trips are required as it is one of the top responsibilities of battalion staff members.

### **JUNIOR CADET LEADERSHIP CHALLENGE**

JCLC is a brigade level summer training program. There are limited slots available every year and cadets will be able to gain a slot based on "first come first serve" basis or based on their physical fitness test score

### **JROTC PROGRAM FOR ACCREDITATION INSPECTION**

JPA inspections will be conducted to gather evidence to support the continuous improvement of teaching and learning in JROTC. School districts, instructors, and programs receive a JPA visit every 3 year.. Continuous improvement plan, drill and ceremony, service learning, and cadet portfolio are assessed.

## Chapter 10

# Cadet Commissioned Officer Guides

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### **BATTALION COMMANDER**

- i. Responsible for the training administration, logistical support, discipline, morale, esprit-de-corps, and performance of the cadet battalion. In essence, he or she is responsible for what the unit does, or fails to do.
- ii. Reports directly to the SAI/AI.
- iii. Responsible for advance coordination with 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 abreast of all activities with the battalion.
- iv. Sets the example for his/her battalion in appearance, conduct, bearing, tact, discipline, and performance.
- v. Commands the battalion through proper use of the cadet CoC and within the policy and guidelines set by the SAI/AI.

### **BATTALION EXECUTIVE OFFICER**

- i. In the absence of the Battalion Commander, assumes command and is responsible for the efficient operation of the battalion. Must be completely familiar with the duties of the Battalion Commander.
- ii. Coordinates and supervises to ensure that the orders and policies of the Battalion Commander are carried out effectively.
- iii. Keeps the Battalion Commander informed of the problem areas within the unit in general, and of action taken or recommended with respect to such problems.
- iv. 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 personnel, operations and training, logistics, public relations, records keeping, school and community support activities.
- v. Make periodic inspections of staff performances and conduct immediate remedial and/or disciplinary action is taken for any infraction.
- vi. Possess knowledge of the morale, esprit-de-corps, and problem areas within the battalion.

### **BATTALION OPERATIONS OFFICER**

- i. The S-3 is immediately responsible to the XO for all matters relating to Operations and

Training.

- ii. He/She advises and assists other staff officers in the operational aspects of their particular activities.
- iii. Plans and coordinates all of the battalion's training activities, especially field trips.
- iv. Closely monitors the conduct of drill and ceremonies and conducts frequent training inspections of cadet classes and performances.
- v. Responsible for ensuring that classroom and field training areas are properly prepared prior to training.
- vi. Ensures 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.
- vii. Recommends to the SAI/AI those cadets that are qualified for the rating of "Cadet Instructor" and have met all requirements for the attainment of this rating.
- viii. In the absence of the Battalion Commander and Executive Officer the S-3 assumes command of the unit.

### **BATTALION ADJUTANT**

- i. The S-1 is immediately responsible to the XO for all matters relating to Personnel and Administration.
- ii. Prepares orders, directives, or announcements as directed by the Battalion Commander/Executive Officer and in conjunction/coordination with the SAI/AI.
- iii. Prepares and maintains current organizational rosters.
- iv. Maintains the cadet JROTC record files, correspondence and publications to include posting all necessary information on cadet records, enclosures on Privacy Act, Cadet Information Forms, Health Certification, Parental Responsibility Form, etc.
- v. Familiar with updates to the unit's Cadet Records Management software.

### **BATTALION SAFETY/INTELLIGENCE OFFICER**

- i. The S-2 is immediately responsible to the XO for all matters relating to Safety and Security.
- ii. Responsible for all matters related to physical security and sensitive equipment.

### **BATTALION LOGISTICS OFFICER**

- i. The S-4 is immediately responsible to the XO for all matters relating to Logistics.

- ii. Is the principal staff assistant to the Commander in matters pertaining to provision of supplies, maintenance, transportation, and miscellaneous logistical support.
- iii. Advises other staff officers and assists them in logistical matters respective to their areas of responsibility.
- iv. 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 SAI/AI.
- v. Responsible for the storage, maintenance, issue and turn- in of all supplies and reference material as directed by the SAI/AI.
- vi. Conduct monthly inventories, or as directed by the BC, XO, or SAI/AI.
- vii. Responsible for the cleanliness, organization, and upkeep of the supply and arms room areas.

### **BATTALION PUBLIC AFFAIRS OFFICER**

- i. The S-5 is immediately responsible to the XO for all matters relating to Public Affairs.
- ii. The S-5 is the principal staff assistant to the Commander on public information and public relations matters between the Army and the JROTC program, the school, the parents of the students/cadets, and the community. The S-5 is charged with establishing contacts with the news media within the high school's district.
- iii. As the PAO, the S-5 prepares and submits items to school and local newspapers and any other sources of media.
- iv. Advises the Battalion Commander, the SAI/AI on ways and means to improve the acceptance of the JROTC program on campus and in the community.
- v. Due to the exposure of the S-5 to the public eye, he/she must be fully knowledgeable on the organizational structure and mission of the Army JROTC program.
- vi. Is responsible for maintaining the battalion's unit history and the maintenance of a pictorial scrapbook of significant events pertaining to the unit.
- vii. Coordinates with the S-6 to maintain and update the Battalion website.

### **COMPANY COMMANDER**

- i. Responsible for the effective training, discipline, morale, appearance and performance of his/her company.

- ii. Be familiar with all the members of his/her unit and make 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 award.
- iii. Sets the example for his/her company in appearance, attitude, conduct, bearing tact, discipline and performance.
- iv. Commands the company through proper use of the CoC and within the policy and guidelines set by the Battalion Commander, SAI and AI.
- v. Will be familiar with the duties of the cadet Staff and the Battalion Commander as well as all the members of his/her command.

### **COMPANY EXECUTIVE OFFICER**

- i. Responsible for being familiar with the duties, responsibilities, and policies of the Company Commander.
- ii. Assumes command of the company in the absence of the Company Commander.
- iii. Assists the Battalion Staff as needed in the posting and reviewing of the Administration and Supply Records of the cadets in the company.
- iv. Responsible for reporting attendance and preparedness of the company to the appropriate Instructor(s).

### **PLATOON LEADER**

- i. Responsible for the effective training, discipline, morale of his/her subordinates with regard to the performance of his/her platoon.
- ii. Is familiar with all the members of his/her subordinates in addition to his/her performance.
- iii. Sets the example for his/her platoon in appearance, attitude, conduct, bearing, tact, discipline, and performance.
- iv. Exercises command of his/her platoon through proper use of the cadet CoC and within the policy and guidelines established by the Company Commander.
- v. Be familiar with the duties of the Company Commander as well as all the members of his/her platoon.

## **Chapter 11**

# **Cadet Non-Commissioned Officer Guides**



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## **BATTALION COMMAND SERGEANT MAJOR**

- i. He/She is the senior cadet NCO in the unit and is the Commander's primary advisor concerning the Enlisted Corps. The CSM also makes recommendations concerning promotions/reductions/awards and advises of problem areas within the battalion.
- ii. Is responsible for the policing of the JROTC classrooms and outside areas.
- iii. Responsible for overseeing special teams and assisting in training as needed.

## **BATTALION NCO ASSISTANT**

Each battalion staff position may be appointed a non-commissioned officer assistant. The S-3/ operations officer has a Cadet Sergeant Major that supports in operational planning or training. Every other staff officer will have a Cadet Master Sergeant under to assist and support in performing duties. Their primary responsibility is to manage and track all supporting tasks.

## **COMPANY FIRST SERGEANT**

- i. Assists the Company Commander in the maintenance of, discipline, morale, and appearance of enlisted cadets assigned to the company.
- ii. Advises the Company Commander of any problem areas concerning enlisted cadets in the company and makes any necessary recommendations with regard to specific problems.
- iii. Supervises the actions and conduct of the Platoon Sergeants and other NCOs within the company.
- iv. Ensures the attendance of cadets at drill and ceremonies.
- v. Sets the example for the NCOs and enlisted cadets of the company in appearance, conduct, bearing, tact, discipline, and performance.

## **PLATOON SERGEANT**

- i. Is familiar with the duties of the Platoon Leader and takes charge of the Platoon in his/her absence.
- ii. Advises the Platoon Leader of any problem areas concerning personnel in the platoon and makes recommendations concerning specific problems.
- iii. Assists the Platoon Leader in the maintenance of, discipline, morale, appearance, and training of the cadets in the platoon.

- i. Ensures the attendance of cadets at drill and ceremonies.
- iv. Maintains a current roster of cadets in the platoon.
- v. Act as the platoon supply sergeant

### **SQUAD LEADER**

- i. Commands the squad.
- ii. Must be familiar with the duties of the Platoon Sergeant and Platoon Leader.
- iii. Responsible for making an accurate report of attendance as required.

### **TEAM LEADER**

- i. The position of Team Leader is to be established and abolished as deemed fit by the BC, and is generally only to be established when squads are in excess of 10 members. It can be established on a Company by Company basis.
- ii. Commands the members of his/her team under the direction and supervision of his/her Squad Leader.
- iii. Must be familiar with the duties of his/her Squad Leader and Platoon Sergeant.
- iv. The Senior Team Leader assumes command of the squad in the absence of the Squad Leader.
- v. Responsible for the Squad Leader for the members of his/her team.
- vi. Reports attendance to the Squad Leader as required.

## **Chapter 12** **Graduatory Benefits**

JROTC is a unique and well-respected program by most higher academic institutions in the United States. It provides many leadership and skills opportunities which are not only rare in this day and age, but looked upon with favor. Acts of excellence are well-recorded, and should be utilized in application.

## **LET 2 ARMY ENLISTMENT**

Cadets who successfully complete two years of Army JROTC and decide to enlist in the U.S. Army are typically entitled to begin service as an E-2, as opposed to an E-1. Those who are Eagle Scouts (Boy Scouts), Gold Award Scouts (Girl Scouts), have completed the National Defense Cadet Corps Program, or have at least 24 credits from an accredited college/university are also entitled to the same benefits.

## **LET 3 ARMY ENLISTMENT**

Cadets who successfully completed three years of Army JROTC and decide to enlist in the U.S. Army are typically entitled to begin service as an E-3, as opposed to an E-1. Those who have completed one year of Army ROTC or have at least 48 credits from an accredited college/university are also entitled to the same benefits.

## **LET 2, LET 3, LET 4 NON-ARMY ENLISTMENT**

Army JROTC credit does not only transfer to the U.S. Army, all other services maintain their own, separate policy regarding advanced rank for enlisting with JROTC experience. Resources to discover such requirements are available online.

## **HONOR UNIT WITH DISTINCTION SERVICE ACADEMY NOMINATIONS**

Applicants currently enrolled in an Army Junior or Senior Reserve Officer Training Corps (ROTC) program or an ROTC program from another branch of service that has been designated as an Honor Unit with Distinction are eligible for the service connected nomination for USAFA, West Point, and the Naval Academy.