



**Lake Braddock Army JROTC**  
**9200 Burke Lake Road**  
**Burke, VA 22015**



**Bruin Battalion**

**Standard Operating Procedure**

**ACCURATE AS OF: 1 APRIL 2019**

**REPLACES ALL PREVIOUS VERSIONS**

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## **AWARDS**

### **Award Request Procedures**

#### For Ribbons and Arcs:

The Squad Leaders in each platoon will maintain written records of their respective squad members achievements. Once a squad member has met all requirements for an award, the Squad Leader will submit an Award Request form (see Appendix D) to their Platoon Leader then gives the Award Request form to the S-1 or S-1 representative, which then gives award permission on behalf of the S-1.--For Special Team ribbons/arcs the Team Leader will be responsible for submitting batch award requests when members of the team have met the necessary requirements.

#### For Special Team Cords:

The Special Team Leader will maintain written records of each team member's activities, including but not limited to: practice attendance, event participation, and behavioral issues. Once a team member has met the requirements for that team's cord, the Team Leader will submit an Award Request form (see Appendix D) to the S-1.

### **Award Issuing Procedures**

#### For Ribbons and Arcs:

Once the S-1 has received and approved the Award Request form the item will be issued to the Platoon Leader that submitted the form. At the end of the quarter there will be an in-class Award Ceremony at which time all awards requested and approved in that quarter will be issued to the cadet.

#### For Special Team Cords:

Once the S-1 has received and approved the Award Request form the cord will be issued to the Team Leader. It is up to the Team Leader to decide when to issue the cord to the team member.

#### For Special Awards:

There will be two award ceremonies, one midway through the year and one near the year's conclusion. The midyear award ceremony will allow for rank, team, and additional awards to be awarded publicly. The end of year award ceremony will allow for change of command and for outside organization awards to be issued to cadets. Both ceremonies will be mandatory, and cadets must attend in Class A uniform.

### **JUMS Responsibilities**

#### For Ribbons and Arcs:

Once the S-1 has approved the Award Request form and issued the item, it is the duty of the S-1 or the S-1 representative to enter the award into JUMS.

#### For Special Team Cords:

After the Team Leader is issued the cord, it is the Team Leader's duty to enter the award into JUMS.

#### For Event Participation and Service Rendered:

The Senior Coordinator (Team Leader, Cadet POC, etc.) of a given event shall enter the event into JUMS before the event with a reasonable estimate of participation. After

said event has occurred, the Senior Coordinator will adjust the event participation number, and will credit each individual with participation on JUMS.

## **UNIFORMS**

### **Issuing Procedure**

#### Army Service Uniforms (ASU)

Cadets will be issued uniforms in their respective period through their respective S-4 representative. The cadets will be fitted into a uniform; sizes will be entered by the S-4 into JUMS, and hand-receipts will be printed, signed, and copied by the cadet who issued the item. The hand-receipts will be signed and returned by the cadet as soon as possible.

- *In the case a fitting jacket is not on hand for a cadet, the cadet is to be issued a windbreaker.*
- *In the case a full ASU uniform cannot be issued to a cadet, they are to be fitted and issued ACUs to replace their ASU uniform*
- *In the case neither uniforms can be issued to a cadet, they will dress in business casual on inspection days.*

#### Army Combat Uniforms (ACU)

ACUs are available for issuing to cadets in special activities (ex: Raiders, JCLC, Flag Detail, etc.), or special events (ex: Orienteering). Cadets will be issued ACUs through their respective S-4 or after school by the S-4 or S-4 representative. The cadets will try on sizes and will be issued ones that fit them best. The S-4 will take the cadets size and enter it into JUMS, a hand-receipt will be given to the cadet to be signed and copied. The hand-receipt will be returned by the cadet as soon as possible.

### **Request for Uniforms/Accessories**

If a team were to need a uniform or articles from the closets, the Team Captain will be put in a request for what is needed to the S-4, and the S-4 will review and approve/deny the request. If the request is approved, the Team Captain and the S-4 will issue out what is requested to the cadets, and the S-4 will input the articles into JUMS.

### **Request for Replacement of Articles of Clothing**

If a cadet is in need of replacing an article of clothing or accessory, they will fill out a request form that can be found in the S-4 bin.

- If the cadet is replacing an article for a bigger or smaller size, they will bring the article the day they fill the form to be switched
- If the cadet is replacing an article that has been lost, they will inform that SAI to see if it is expendable or nonexpendable and the cadet will follow the instructions of the SAI, and the S-4 will issue a new article. *Items are defined as expendable or nonexpendable in the JROTC Unit Management System.*

It is recommended that the cadets fill the request out in the beginning of the week to receive the article as soon as possible. The S-4 will collect requests and must complete them within 10 calendar days of the request, unless within 1-2 weeks to a seasonal

school break (ex. Spring Break, Winter Break). The S-4 will update the cadets JUMS account on the day the request form has been completed, and any inventory will be updated on that day if necessary.

## **Recall Procedure**

### Army Service Uniforms (ASU)

At the end of the year, the S-4 will recall all ASU uniforms. The S-4/S-4 representative of each period will keep track of cadets who have turned in their ASUs and those who have not, cadets will have to have their ASUs turned in by a deadline set by the SAI. If a cadet is leaving any time before the recall, they will dry clean then turn in their uniform to their periods S-4/S-4 representative, and the cadets JUMS will be updated.

### Army Combat Uniforms (ACU)

*Cadets who have been issued ACUs for a specific event (ex. Orienteering, JCLC, etc) will not hold on to the uniform and will turn it in as soon as possible.* Special teams that require ACUs (ex. Raiders, Flag Detail) will return their ACUs with their ASUs. When turning in ACUs, cadets will remove patches on the uniform, wash the clothing items issued out to them, and bring it to their S-4. The S-4 will then remove the ACUs on the cadets JUMS and print them out a new hand-receipts, which will be signed and returned by the cadet.

### Failure to Return Uniforms

If a cadet should fail to return either the ASU or ACU uniform when due, the items will remain on their JUMS account. That cadet is responsible for the well-being of the uniform and is expected to return the uniform at the beginning of the next school year. Should a senior fail to return any uniform or components therein, they will be unable to graduate until the uniform has been returned or had been payed off. Any underclassmen who fail to return their uniforms may receive demerits or other appropriate punishment.

## **Uniform Inspection Procedures**

### Class A Inspection

Class A uniform inspection will be held in class on the date specified by the SAI. The Platoon Leader and Sergeant will inspect uniforms, each inspecting half of the platoon. The uniform will be graded out of 100 based on the following criteria:

- Hair/Cover - 10 points
- Shave - 10 points
- Tie/Neck Tab - 10 points
- Awards - 10 points
- Torches/Nametags - 10 points
- Shirt/Jacket/Undershirt - 10 points
- General Knowledge - 10 points
- Rnts - 10 points
- Socks - 10 points

- Bearing - 10 points

(See Appendix E for inspection sheet) General knowledge questions may be based on current events, chain of command, and general knowledge of JROTC information. Any cadet who does not wear the uniform will receive a reduction of their score by 50% (rounded to the nearest 5), thus a 100 becomes a 50, a 75 becomes a 40 etc.

### **APPEARANCE/GROOMING**

1. **HAIR STYLES.** The choice of hairstyles is an individual decision. There are a wide variety of hairstyles that, if maintained, is near and acceptable. Appropriate discretion is advised.

a. **Male:** Haircuts for male cadets. Without reference to style, must conform to the following standards, to receive a passing mark on uniform inspection.

(1) The hair on top of the head will be neatly trimmed and not of excessive bulk, or length. The hair will not be allowed to fall over the eyebrows or extend below the top edge of the collar to present a ragged, unkempt, or extreme appearance. 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 that are prohibited include, but are not limited to, purple, blue, pink, green, orange, red, and fluorescent, or neon colors.

(2) Males are not authorized for male cadets, wear braids, cornrows, or dreadlocks while in uniform.

(3) Beards are not authorized.

(4) Mustaches will not exceed the standards authorized by the US Army

b. **Females:** Hairstyles for female cadets, without reference to style, will not interfere with proper wearing of military headgear, and must conform to the following standards in order to receive a passing mark on uniform inspections.

1. Hair will not fall over the eyebrows or extend below the bottom edge of the collar while in uniform. Long hair that falls naturally below the bottom of the collar, to include braids, will be neatly, and inconspicuously fastened, or pinned, so no free-handing hair is visible.

2. 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 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

2. Cadets will keep fingernails clean and neatly trimmed so as not to interfere with performance of duty. Female cadets are authorized to wear cosmetics applied

conservatively and in good taste. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn. Lipstick and nail polish may be worn with the uniforms so long as the color is conservative and complements the uniform. Extreme shades of lipstick, and nail polish such as purple, gold, blue, and white (excluding French tips) will not be worn.

3. **HYGIENE AND TATTOOS.** Cadets are expected to maintain good hygiene while in uniform. Tattoos are authorized except in areas of the body (i.e. face, hands) that would cause the tattoo to be exposed while in 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.

4. **JEWELRY.** Cadets may wear jewelry (rings, watches) with the uniform, if they are neat, conservative, and discreet. Neat, conservative, and discreet is defined as meeting the uniform criteria of this regulation.

### **WEARING OF THE UNIFORM**

1. The uniform will be worn once a week on the day specified (Thursday, or Friday), and at other times as directed. Cadets may wear their Army Service Uniform to school any day of the week; however, they **MUST** wear it on days specified. On days designated for wearing the uniform, a complete uniform will be worn the entire school day. Cadets who fail to wear their uniform on days designated by the SAI must make up the day wearing it the following class, or sometime during the week. **No articles of civilian clothing will be worn as an outer garment with the uniform.**

2. Wearing the Class A jacket to school and removing it for class is permitted.

3. On days when the outside temperature with wind chill is below 32°F or 0°C, uniform day is automatically cancelled, and cadets are instructed to instead wear business casual or civilian clothing to school.

### **UNIFORM DESCRIPTIONS**

4. **UNIFORM DESCRIPTIONS:** A complete uniform will be worn at all times when the cadet is out-of-doors, under arms, or in a military formation. Complete uniforms are described in CCR 145-2, paragraph 10-3, 10-4, 10-8 thru 10-20.

a. **Male Uniforms:**

(1) **Class A:** This uniform consists of a beret, coat, shirt (short sleeve), white t-shirt, black belt with brass buckle, trousers, black socks, and black oxford shoes.

(2) **Class B:** The uniform consists of a beret, shirt, (short sleeve), with or without black necktie, white t-shirt, black belt with brass buckle, trousers, black socks, and black oxford shoes. The black windbreaker may be worn with the Class B uniform, with or without the liner.



b. Female Uniforms:

(1) Class A: This uniform consists of a beret, coat, shirt (short sleeve), white t-shirt, trousers or skirt, black neck tab, coat, black socks or skin tone hose, and black oxford shoes.

(2) Class B: Same as male class B.

c. Black Windbreaker: Same as male uniform.

d. All insignia and belt buckle (brass) will be highly polished always.

e. Shoes will be highly polished at all times. ACU boots are authorized for wear by members if the ACU uniform is worn. Boots are not required unless issued by JROTC.

f. Cords are authorized for members of the color guard, honor guard, drill team, raider team, academic/leadership teams, flag detail, and staff.

g. The beret will be removed when entering a building and placed under the belt (this, placing under the belt, is to preclude loss) or in the cadet's backpack.

h. The jacket may be removed in the classroom and placed on back of the chair

i. When in the hallway, the jacket and tie must be worn, unless the uniform of the day is Class B's.

**j. A mixture of civilian and military clothing is not authorized.**

## AWARD POSITIONING REGULATIONS

### 1. MALE ENLISTED CADETS:

a. Torch of knowledge insignia will bisect the label, 1 inch above the notch

b. Name plate will be centered on the right breast pocket

c. When worn, ribbons will be centered  $\frac{1}{8}$  inch above the left breast pocket

d. When worn, medals, medallions, or the marksmanship qualification award will be centered  $\frac{1}{4}$  inch below any ribbons

e. When worn, arc pins will be centered on the right breast pocket, spaced with  $\frac{1}{8}$  inch between each arc. **NO MORE THAN 6 ARC PINS MAY BE WORN AT A TIME**

f. Honor Unit, or Honor Unit with distinction awards, will be centered  $\frac{1}{4}$  inch above the right breast pocket

g. If the cadet has received a valid ordination, then a religious crest may be worn in place of an honor unit award

h. Academic Achievement Wreath will be worn centered  $\frac{1}{4}$  inch above the right breast pocket, **OR**, surrounding an Honor Unit award.

i. Unit crest will be centered, either  $\frac{1}{4}$  inch above the right breast pocket, **OR**  $\frac{1}{4}$  inch above any Honor Unit or Honor Unit w/ Distinction awards

- j. When worn, special team cords will wear on the shoulders, with the highest-ranking cord on the left shoulder. NOTE: any commander cord is considered as the highest-ranking cord
- k. When worn, the ROTC oak leaf crest will be worn centered on the flash of the beret.
- l. When worn, the boy's state or boy's nation participation award will be worn centered on the left breast pocket

## 2. MALE CADET OFFICERS

- a. ROTC insignia will be placed  $\frac{5}{8}$  inch above the notch, with the center line bisecting the notch
- b. Torch of knowledge insignia will be placed 1  $\frac{1}{4}$  inches below the ROTC insignia, aligned with the centerline of the ROTC insignia
- c. Name plate will be centered on the right breast pocket
- d. When worn, ribbons will be centered  $\frac{1}{8}$  inch above the left breast pocket
- e. When worn, medals, medallions, or the marksmanship qualification award will be centered  $\frac{1}{4}$  inch below any ribbons
- f. When worn, arc pins will be centered on the right breast pocket spaced with  $\frac{1}{8}$  inch between each arc. All arc pins may be worn at a time
- g. Honor Unit, or Honor Unit with distinction awards, will be centered  $\frac{1}{4}$  inch above the right breast pocket
- h. If the cadet has received a valid ordination, then a religious crest may be worn in place of an honor unit award
- i. Academic Achievement Wreath will be worn centered  $\frac{1}{4}$  inch above the right breast pocket, OR, surrounding an Honor Unit award
- j. Unit Crest will be centered, either  $\frac{1}{4}$  inch above the right breast pocket, OR  $\frac{1}{4}$  inch above any Honor Unit or Honor Unit w/ Distinction awards
- k. When worn, special team cords will be worn on the shoulders, with the highest-ranking cord on the left shoulder. NOTE: any commander cord is considered as the highest-ranking cord
- l. Officer rank insignia will be worn on the epaulettes, centered  $\frac{3}{8}$  inch from the shoulder seam
- m. When worn, rank insignia will be worn centered on the flash of the beret, OR may be worn diagonally, with the left higher, if the cadet holds the rank of C/CPT or C/COL
- n. When worn, the boy's state or boy's nation participation award will be worn centered on the left breast pocket

## 3. FEMALE ENLISTED CADETS

- a. Torch of knowledge insignia will bisect the label,  $\frac{5}{8}$  inch above the notch
- b. Name plate will be centered horizontally 1  $\frac{1}{2}$  inches above the top button
- c. When worn, ribbons will be centered on the left side, with the bottom row aligned with the bottom of the name plate
- d. When worn, ribbons will be centered on the left side, with the bottom row aligned with the bottom of the name plate
- e. When worn, medals, medallions, or the marksmanship qualification award will be centered  $\frac{1}{4}$  inch below any ribbons

- f. When worn, arc pins will be placed parallel to the waist of the coat, on the left side, below the ribbon(s). Specific position may be adjusted based on figure. All arc pins may be worn at a time.
- g. Honor Unit, or Honor Unit with distinction awards, will be centered ¼ inch above the nameplate
- h. If the cadet has received a valid ordination, then a religious crest may be worn in place of an honor unit award.
- i. Academic Achievement Wreath will be worn centered ¼ inch above the nameplate, OR, surrounding an Honor Unit award
- j. Unit crest will be centered, either ¼ inch above the nameplate, OR ¼ inch above any Honor Unit or Honor Unit with Distinction Awards.
- k. When worn, special team cords will be worn on the shoulders, with the highest-ranking cord on the left shoulder. NOTE: any commander cord is considered as the highest-ranking cord.
- l. Officer rank insignia will be worn on the epaulettes, centered ¾ inch from the shoulder seam.
- m. When worn, rank insignia will be worn centered on the flash of the beret, OR may be worn diagonally, with the left higher, if the cadet holds the rank of C/CPT or C/COL
- n. When worn, the girl's state or girl's nation participation award will be worn centered below the ribbons. Specific position may be adjusted based on figure.

## **MERITS AND DEMERITS**

### **GENERAL:**

1. The merits and demerits system are used to reward or discipline cadets

References include the JROTC Cadet Creed, Army Leadership Values. LBSS SOP, AR 670-1 and FM 3-21.5

- a. Merits are awarded for outstanding performances of duties, participation, and/or conduct in class, drill, PT, extracurricular activities and deeds of an exceptional nature.
- b. Demerits are awarded for misconduct, poor uniform appearance, and infractions of the JROTC and school rules and regulations
- c. Merit and demerit values are awarded in increments of 5
- d. While JROTC rules do not apply to the rest of the student body, all school rules apply to JROTC. Therefore, if a cadet receives disciplinary action by the school administration for an offense, he or she may receive demerits for the same offense

2. The cadet chain of command, from the Battalion Commander to squad leader is the primary source of merits and demerits. They recommend merits and demerits for deserving cadets to the JROTC instructors for approval. The following is the order in which cadets may recommend merits and demerits:

- a. Battalion Commander for any member of the battalion
- b. Battalion Executive Officer for any member of the battalion, except the Battalion Commander

- c. Battalion Staff Officers for any member of the battalion except, Battalion Commander, Executive Officer, Company Commanders, and other staff officers.
- d. Company Commanders for any member below the staff level, except other Company Commanders.
- e. Platoon Leaders for any cadet below the company level, except other platoon leaders
- f. Command Sergeant Major for any non-officer cadet of the battalion
- g. First Sergeant for any non-officer cadet of his/her company
- h. Platoon Sergeant for any non-officer cadet of his/her platoon
- i. Squad Leader for any cadet member of his/her squad
- j. Commanders of extracurricular activities and teams will have merit or demerit authority over the activity he/she commands without regard to chain of command

### 3. PROCEDURE:

- a. All merits/demerits recommended by a cadet must be reviewed/approved by the SAI or AI to ensure they are fair, impartial, and not in excess of the amount authorized.
- b. Cadets being recommended for demerits are required to sign the demerit slip. The signing of the demerit slip is not an admission of guilt but the acknowledgement of the pending action. Therefore, refusal to sign will result in the loss of the right of appeal.
- c. The cadet recommending the demerit will then sign the slip and see that it is signed by the other members of the chain of command who are required to sign. Upon completion, the copy will then be given to the SAI for approval and to the S-1 for action.
- d. A cadet may receive no more than 10 merits or demerits from a single action unless recommended by the SAI or AI.
- e. Merits and demerits received in one grading period will not be carried over to the next, for grading purposes, however they do remain in cadet record.
- f. Cadets may work off demerits by earning merits. Demerits which are appealed to the board and canceled by the boarding will not be recorded.

### 4. POSTING AND GRADING OF MERITS/DEMERITS:

- a. The S-1, or SAI/AI will keep a roster of cadets receiving merits/demerits.
- b. Merits and demerits will be reflected in cadet's quarter grades. Grades cannot be raised or lowered more than one letter grade.

### 5. APPEALS BOARD:

- a. The purpose of the Appeals Board is to serve as an unbiased body to investigate the circumstances surrounding the event(s) causing a cadet to receive demerits. The board has the power to call witnesses for both sides.
- b. All cadets have the right to appeal, and should, if he or she feels that demerits have been unjustly awarded. The cadet must be prepared to prove his or her case before the board if he or she expects a favorable judgment. Cadets appealing may have other witnesses appear before the board on their behalf.
- c. The Board will consist of the following for officer/enlisted appeals.
  - 1. The battalion commander, XO or CSM as Chairperson

2. The company commander or 1SG as members
3. The S-1 or company XO will be Board Recorder and call in appealing cadets and witnesses, if any.
4. If any member cannot present, he/she is responsible for getting a replacement, to be approved by the Board Chairperson.

#### 6. APPEALS BOARD PROCEDURE:

- a. At 3:00 on the day of the board S-1 will assemble those cadets who have reported and brief them on the procedure and order of Appearance.
- b. Cadets will be called in one at a time. The cadet will enter, close the door, take a position three steps in front of, and facing the Board Chairperson, render the hand salute, and report: "Sir/Ma'am. Cadet (rank, first and last name) Reports as ordered. 'When the salute is returned, the cadet will come to order arms and remain at attention until otherwise directed by the Chairperson.
- c. The violation of which the cadet is accused, and the demerits recommended for same are read aloud by the Board Chairperson for the benefit of the board and cadet. The appealing cadet now states his/her case (reason for appeal).
- d. After the cadet has stated his/her case, board members may ask questions and/ or call witnesses. The cadet has the right to hear and cross examine all witnesses. The cadet will exit the room only when the board is ready to decide the case.
- e. After a conference of the board's members the cadet will be recalled and informed of the finding and reason.
- f. Once the Appeals Board has been announced and approved by SAI, it becomes mandatory for all concerned.
- g. Excused absences: The appealing cadet may appear before the next board.
- h. If the appealing cadet does not appear, and is not excused, he or she loses the right of appeal and cannot work off demerits.
- i. If the board has not convened to act on demerits which are appealed within four weeks of their appeal by the cadet, they will be canceled.

#### **BATTALION ORGANIZATION**

The cadet battalion is composed of a headquarters company, and two or more letter companies, with two or more platoons, each with two or more squads.

1. Battalion Headquarters is composed of the following staff personnel:
  - a. Battalion Commander
  - b. Battalion Executive Officer
  - c. Command Sergeant Major
  - d. Adjutant (S-1)
  - e. Security and Safety Officer (S-2)
  - f. Operations Officer (S-3)
  - g. Logistics Officer (S-4)
  - h. Public affairs/Special Projects Officer(S-5)
  - i. The S-1, S-2, S-3, S-4, and S-5 are authorized assistants

2. Company organization; each letter company will be composed of a company headquarters and at least two platoons. Company headquarters is composed of the following:

- a. Company Commander
- b. Company Executive Officer
- c. Company First Sergeant
- d. Guidon Bearer

3. Platoon organization: Each Platoon will be composed of a platoon headquarters and at least two or more squads. Platoon organization is as follows:

- a. Platoon Leader
- b. Platoon Sergeant
- c. Two Squad Leaders (minimum)
- d. Two Assistant Squad Leaders (if there is a sufficient number of cadets)
- e. Not more than ten squad members in each squad
- f. One supply sergeant designated by the S-1
- g. One supply sergeant designated by the S-4

4. Assignment to unit:

- a. All leadership positions, platoon sergeant and above, must be determined by the boarding process conducted to the year prior.
- b. The platoons will be determined by the class period cadets are enrolled in.
- c. Squad Leaders will be appointed by the Platoon Leader with the approval of the SAI.

5. All cadets will be a minimum and maximum rank based on LET level

- a. LET 1: PVT-PFC
- b. LET 2: CPL-SGT
- c. LET 3: SSG-MSG, 1SG (x2), SGM (OPS)
- d. LET 4: CSM, 2LT-LTC

## **PERSONNEL DUTIES**

### **Battalion Commander:**

- a. The Battalion Commander:
  1. Makes operational decisions for the Cadet Battalion.
  2. Designates areas for inspection and/or supervision by members of the staff.
  3. Inspects work of staff officers.
  4. Responsible to the SAI that all orders given requiring the attention of the members of the command are disseminated clearly and without delay.
  5. Works with school authorities in coordinating activities of the Cadet Battalion with the other organizations of the school and ensuring that Battalion activities are in accord with school policy.

## **The Cadet Battalion Staff:**

### **b. The Executive Officer (XO)**

1. Acts as the commander of cadets. Assumes command of the Cadet Battalion in the absence of the Battalion Commander.
2. Advises the Battalion in the formulation of policy, plans, and activities as directed by the Battalion Commander.
3. Directs and coordinates the Cadet Battalion Staff.
4. Inspects the work of the Battalion Staff and makes other inspections as directed by the Battalion Commander.

### **c. The Adjutant (S-1)**

1. Responsible for preparing records.
2. Supervises the merit/demerit program.
3. Maintains cadet records.
4. Able to issue due awards at the appropriate time
5. Able to account for issued awards at the appropriate time.
6. Must be familiar with JUMS processes (especially those outlined in the S-1 outlined section in the JUMS User Guide

### **d. The Security and Safety Officer (S-2)**

1. Maintains accountability and security of all JROTC rifles, sabers, and flags.
2. Develops risk assessments for all JROTC events.
3. Inspects JROTC classrooms for safety hazards.
4. Inspects JROTC classrooms for security of equipment.
5. Conducts monthly inventory of rifles and sabers in arms room.
6. Cleans and maintains arms
7. Creates and publishes the battalion recruiting plan

### **e. The Operations Officer (S-3)**

1. Plans and organizes the Cadet Battalion operations, such as parades, reviews, and extracurricular events.
2. Prepares the training schedule or receives them from Special Team Leaders.
3. Supervises and plans field events.
4. Marks and prepares parade field events. (if any)
5. Inspects cadet training for compliance

### **f. The Logistics and Support Officer (S-4)**

1. Maintains accountability of all non-training equipment and supplies used by the Cadet Battalion.
2. Prepares requisitions for equipment and supplies required for Cadet Battalion operations.
3. Issues clothing, insignia, and other supply items as directed by the Battalion Commander and the SAI.
4. Advises the Battalion Commander of supply requirements of operations as they occur.

5. Must be familiar with JUMS processes (especially those outlined in the S-4 outlined section in the JUMS User Guide)

**g. The Public Affairs and Special Operations Officer (S-5)**

1. Provides articles concerning the Cadet Battalion to the school newspaper.
2. Prepares the pages concerning JROTC in the school's yearbook.
3. Provides articles about the Cadet Battalion for use in the public media.
4. Coordinates public service events and plans such events in coordination with the S-3.
5. Coordinates the yearly Service Learning Project
6. Prepares and publishes the battalion newsletter on (at minimum) a bimonthly basis
7. Maintains the battalion information slideshow

**h. Staff Assistants:** There will be one (S-1 & S-4) staff assistant appointed per class period during each school year. They are responsible to the principal staff officer for duties performed as required by them.

**The Command Sergeant Major:**

- a. Assists the Battalion Commander and the Adjutant as directed.
- b. Directs the Company First Sergeants.
- c. Supervises the Special Teams (e.g. Color Guard, Flag Detail)
- d. Supervises the roll call at Cadet Battalion formations.
- e. Supervises the police of the JROTC classroom, and areas in which JROTC activities take place.

**The Company Commander:**

- a. Supervises the discipline of his or her company.
- b. Directs cadets in the manner of maintaining a good military bearing and appearance.
- c. Ensures that all officers and NCO's in the company are thoroughly familiar with FM-22-5.
- d. Reports all disciplinary cases to the battalion commander without delay.
- e. Uses the chain of command to the utmost when issuing orders or making corrections.

**The Company Executive Officer:**

- a. Assist the Company Commander in performance of his/her duties
- b. Takes command of the company in the absence of the Company Commander

**The Company First Sergeant:**

- a. Is the NCO-in-Charge (NCOIC) of the company.
- b. Directs and enforces good military bearing and appearance among the company.
- c. Ensures all cadets are prepared for inspections.
- d. Takes the roll at company and battalion formations.
- e. Supervises and trains NCO's in the conduct of all formations



### **The Platoon Leader:**

- a. Reports to the Company Commander
- b. Responsible for the health and welfare of the platoon
- c. Report accountability
- d. Takes command of the company in the absence of the Company Commander and Company Executive Officer.

Responsible to the Company Commander for platoon drill, training, discipline and appearances of the platoon. Takes platoon roll during battalion and company formations. Platoon Leaders are in charge when the Company Commander is not in charge of the company formations.

### **The Platoon Sergeant:**

- a. Leads class formations and PT
- b. Assist the Platoon Leader in performance of his/her duties
- c. Take accountability formations of the platoon
- d. Takes command of the platoon in the absence of the Platoon Leader

### **The Squad Leader:**

- a. Responsible to the platoon leader and the platoon sergeant for the appearance and discipline of the squad.
- b. Conducts squad drill.
- c. Knows the number of personnel and the names of the squad at all times.
- d. Makes an accurate report by name of persons present and absent during company formations, and other battalion activities.
- e. Becomes thoroughly familiar with FM 3-21.5.
- f. In order of squads (e.g. 1st, then 2nd etc.), Squad Leaders will take the platoon sergeant's place in his/ her absence.

### **The Team Leader:**

- a. Assists the Squad Leader with daily duties as needed
- b. The Team Leader will take the Squad Leader's place in his/her absence

### **The Squad Member:**

- a. Maintains and wears the entire cadet uniform as prescribed
- b. Properly safeguards and cares for all equipment and materials issued to them and for which they are responsible
- c. Is on time for all official formations requiring his or her presence
- d. Becomes thoroughly familiar with the contents of FM 3-21.5
- e. Becomes thoroughly familiar with the contents of this document
- f. Conducts him or herself in such a manner as to bring credit to him or herself, the Cadet Battalion and the school

### **Special Teams:**

Define commander of special team

- a. Rank of Cadet Sergeant First Class, unless holding a higher position.

- b. Must be proficient at certain duties respective to the team.
- c. Must be willing and able to be responsible for a team's accomplishments and failures.
- d. Reports to battalion Command Sergeant Major
- e. Should the team commander find him/herself unable to complete the requirements of his/her position, the team commander will be promptly removed and replaced with cadet who can fulfill the requirements of the position.
- f. Access to closets, as determined by position
- g. Monthly reports to the Command Sergeant Major are required by all team commanders

**1. Drill Team Captain:**

- a. Recruits members and organizes the cadet drill team.
- b. Schedule the Drill Team training program.
- c. Coordinates uniform equipment requirements with the S-4.
- d. Coordinate team requirements with the S-1
- e. Schedules drill programs, parades and competitions for the Drill Team; coordinates these activities with the Cadet Battalion training schedule.
- f. Maintains JUMS for team events/participation
- g. Maintain a written record of event, practice, and other participation
- h. Must hold practice at least three times per calendar month.
- i. Will be allowed access to A closet for access of rifles for practices and events

**(2) Raider Team Captain:**

- a. Recruits members and organizes the cadet drill team.
- b. Schedule the Raider Team training program.
- c. Coordinates uniform and Equipment requirements with the S-4
- d. Coordinates team award requirements with the S-1
- e. Schedule Raider competitions for the team; coordinates these activities with the Cadet Battalion training schedule.
- f. Maintains JUMS for team events/participation
- g. Maintain a written record of event, practice, and other participation
- h. Must hold practice at least 3 times per calendar month

**(3) Honor Guard Captain:**

- a. Recruits members and organizes the Cadet Honor Guard.
- b. Schedules the Honor Guard training program.
- c. Coordinates uniform equipment's requirements with the S-4.
- d. Coordinates team award requirements with the S-1.
- e. Schedules honor guard; coordinates these activities with the school activities office as requested; coordinates these activities with the cadet battalion training program.
- f. Maintains JUMS for team events/participation.
- g. Maintain a written record of event, practice, and other participation.
- h. Must hold practice at least once per calendar month.
- i. Will be allowed access to alpha closet for sabers, belts, gloves, etc.

**(4) Color Guard Captain:**

- a. Recruits members and organizes the cadet Color Guard.
- b. Schedule the color guard training program.

- c. Coordinates uniform equipment requirements with the S-4
- d. Coordinates team award requirements with the S-1
- e. Schedules Color Guards; coordinates these activities with the school activities office as requested; coordinates these activities with the cadet battalion training program.
- f. Maintains JUMS for team events/participation
- g. Maintain a written record of event, practice, and another team participation.
- h. Make sure the colors are not tainted in any sort of way to disrespect the flag and its respective representation.
- i. Will be allowed access for alpha closet for access of colors, belts, rifles, and gloves, for practices and events

**(5) Flag Detail Captain**

- a. Recruits members and organizes the cadets into details
- b. Selects squad leaders and trains them to lead details.
- c. Schedules Flag Detail days and uniforms to be worn respective to uniform days set by the SAI
- d. Coordinate team award requirements with the S-1
- e. Maintain JUMS for detail participation

**(6) Academic/Leadership Team Captain(s):**

- a. Recruits members and organizes them into ranked list via test scores
- b. Coordinate with other team commander and organize cadets into two teams of 6, counting commanders
- c. Schedules dates for testing after or during school
- d. Maintain JUMS for team events/participation
- e. Coordinate team award requirements with the S-1
- f. Maintain a written record of event, practice, and other participation

**Appendix A (Precedence/ Criteria of Awards):**

The following is a list of award requirements, in order of their precedence. These awards are presented during the Midyear Battalion awards ceremony and at the End of Year Awards Ceremony held in May. They are to be worn in this order, left to right and top to bottom. Cadets may wear them as either ribbons or medals. Requirements for awards are also listed.

**Medals & Ribbons**

1. Medal of Heroism
  - a. Any cadet who has distinguished his/herself through an act of Heroism
2. Superior Cadet
  - . Awarded Annually to one cadet in each LET level for distinguished performance
  - a. Top 10% of their JROTC class, and top 50% of their overall class
3. Legion of Valor Bronze Cross for Achievement
  - . Awarded for leadership top 1/4000 LET 2/3 cadets nationwide
  - a. Top 10% of their JROTC class, and top 50% of their overall class
4. Daughters of the American Revolution (DAR) Award
  - . Awarded to a graduating senior
  - a. Top 25% of the graduating class in all scholastic subjects, and top 25% in JROTC

- b. Good character, patriotism, and understand the importance of his/her training
- 5. American Legion Award for Scholastic Excellence
  - . Top 10% in each of his/her academic subjects, and top 25% of JROTC cadets
- a. Participate actively in student activities such as sports, service, or student government
- 6. American Legion Award for Military Excellence
  - . Top 25% of his/her class in all scholastic subjects, top 25% of JROTC cadet
- a. Outstanding quality in military leadership, discipline, character, and citizenship
- 7. US Army Recruiting Command Award
  - . Junior or Senior
- a. Top 25% of his/her academic class
- b. Outstanding quality in military leadership, discipline, character, citizenship, and patriotism
- 8. National Sojourners Americanism Medal
  - . Sophomore or Junior
- a. Top 10% of his/her academic class
- b. Demonstrate the ideals of Americanism and show leadership potential
- 9. Sons of the American Revolution Award
  - . Second year cadet demonstrating a high level of merit and leadership
- 10. Military order of The World Wars Award
  - . Demonstrate marked improvement in military and scholastic grades and indicate a desire to serve the nation
- 11. Association of the US Army Award
  - . LET 1 or higher
- a. Show continued interest in understanding and appreciating the military
- b. Maintain a 2.5 GPA or higher
- 12. Reserve Officers' Association Award
  - . LET 1 or higher
- a. Contribute significantly to the success of JROTC as a leader or in extracurricular activities
- b. Top 10% of his/her LET level
- c. Maintain a 2.0 GPA or higher
- 13. Military Officers' Association Award
  - . Junior
- a. Show a high degree of loyalty to school, unit, and country
- b. Demonstrate potential for military leadership
- c. Good moral character
- d. Maintain a 2.0 GPA or better
- 14. Veterans of Foreign Wars Award
  - . Sophomore or higher
- a. Demonstrate Leadership in JROTC
- b. Contribute to the school through JROTC
- c. Maintain a 2.0 or higher
- i.(Note: The silver award is granted to the most senior recipient)
- 15. Military Order of the Purple Heart Leadership Award
  - . First, second, third year cadet
- a. Currently hold a position in JROTC

- b. Be active in school and community affairs
- c. Maintain a 2.0 GPA or better
- 16. American Veterans of World War II (AMVETS) Award
  - . LET 3 or 4
  - a. 'A' average in JROTC
  - b. Indicated a desire to continue in JROTC
  - c. OR if a senior, diligence to serve both God and Country in the future
- 17. Scottish Rite of Freemasonry
  - . LET 3
  - a. Contributed to encouraging and developing Americanism
  - b. Top 25% of his/her academic class
  - c. Potential for outstanding leadership by exhibiting dependability, good character, self-discipline, and patriotism
  - d. Cannot have previously received this award
- 18. Noncommissioned Officers' Association (NCOA) Award
  - . Enlisted Cadet
  - a. Consistently shown best military bearing, personal appearance, and leadership ability
- 19. The Retired Enlisted Association Award
  - . Good academic standing
  - a. Exceptional potential for military leadership
  - b. High degree of loyalty to the program, school, community, and country
- 20. The Order of the Dedalian Award
  - . Demonstrate patriotism, love of country, and service
  - a. Indicate a desire to pursue a military career
  - b. Top 10% of his/her class
- 21. The Celebrate Freedom Award
  - . Positive attitude toward school and JROTC
  - a. Display initiative and self confidence
  - b. Top 5% of his/her JROTC class
- 22. Distinguished Cadet (N-1-1)
  - . Demonstrate the highest degree of excellence
- 23. Academic Excellence (N-1-2)
  - . One cadet in each LET level
  - a. Highest GPA in his/her respective LET level
- 24. Academic Achievement (N-1-1)
  - . Maintain a 3.0 GPA or higher in all academic subjects
  - a. Maintain an "A" in JROTC
- 25. Perfect Attendance (N-1-4)
  - . Maintain a record of perfect attendance for one school year
- 26. Student Government (N-1-5)
  - . Participate in the LBSS student government program/class OR serve as a class officer
- 27. LET Service (N-1-6)
  - . Complete one year of JROTC
- 28. Optional by SAI (N-1-7)
- 29. Optional by SAI (N-1-8)
- 30. Optional by SAI (N-1-9)

- 31. Optional by SAI (N-1-10)
- 32. SAI/AI Leadership Ribbon (N-3-1)
  - . Awarded to one cadet in each LET Level
  - a. Show outstanding potential for leadership within the JROTC program
- 33. Personal Appearance (N-3-2)
  - . Maintain an average score of 90% or higher on all uniform inspections for one year
- 34. Proficiency (N-3-3)
  - . Awarded to team commanders after one year of leadership
- 35. Drill Team (N-3-4)
  - . Awarded after participation in 2 official drill competitions
- 36. Orienteering(N-3-5)
  - . Participate in one orienteering event
- 37. Color Guard (N-3-6)
  - . Participate in 10 Color Guards
- 38. Rifle Team (N-3-77)
  - . Be a member of the school varsity rifle team
- 39. Adventure Training (N-3-8)
- 40. Commendation (N-3-9)
  - . Maintain a 2.0 GPA or higher for one year.
- 41. Good Conduct (N-3-10)
  - . Demonstrate the highest level of professionalism and military bearing
- 42. JCLC (N-3-11)
  - . Attend a brigade JCLC summer program
- 43. Optional by SAI (N-3-12)
- 44. Optional by SAI (N-3-13)
- 45. Optional by SAI (N-3-14)
- 46. Optional by SAI (N-3-15)
- 47. Varsity athletics (N-2-1)
  - . Participate in a school varsity sport for one season
- 48. JROTC Physical Fitness Award (N-2-2)
- 49. JROTC Athletics (N-2-3)
- 50. Optional by SAI (N-2-4)
  - . Awarded at discretion of Raider challenge team commander
- 51. Optional by SAI (N-2-5)
- 52. Parade (N-4-1)
  - . Participate in a single parade as a member of a JROTC unit
- 53. Recruiting (N-4-2)
  - . Participate in 1 recruiting event (e.g. Curriculum night)
  - a. OR recruit 1 new cadet to join the program
- 54. Optional by SAI (N-4-3)
- 55. Optional by SAI (N-4-4)
- 56. Optional by SAI (N-4-5) and Debate support service
  - . Participate in supporting the annual speech and debate event at LBSS
  - a. One award credit is given per four-hour block of service
- 57. Service Learning (N-4-6)
  - . Participate in a service learning project

- a. OR participate in the planning of such an event
- 58. Excellent Staff Performance (N-4-7)
  - . Awarded after one year of staff service to all staff members and assistants at the discretion of the respective staff officers.
- 59. Honor Guard (Inside half purple/ outside half gold)
  - . Participate in two Honor Guard events
- 60. Flag Detail (Inside half blue field/ outside half stripes)

**UNLISTED RIBBONS:** (These awards are not listed in the JUMS catalog, and are to be worn in this order, each award will list a description thereof)

### **Shoulder Cords**

1. Any Team Commander Cord (Standard cord, with a whistle and/or additional loop)
  - a. Command a special team
2. School Color Cord (Purple and Gold braided cord)
  - . Awarded at discretion of SAI/AI
3. National Honor Society (NHS) (Gold)
  - . Be a member of the NHS
4. Color Guard (White)
  - . Be a member of the Color Guard team
5. Honor Guard (Orange)
  - . Participate in at least 1 Honor Guard event
- a. Participate in a majority of Honor Guard practices and events
- b. Currently be a member of the Honor Guard
6. Drill Team (Red)
  - . Participate in 2 drill events
- a. Currently be a member of drill team
7. Raider Challenge Team (Black)
  - . Participate in at least 3 Raider Challenge events
- a. Currently be a member of the Raider Challenge team
8. Orienteering (Green)
  - . Participate in 1 Orienteering event
9. Leadership & Academic Team (Silver)
  - . Participate in at least 1 level of JLAB
- a. Currently be a member of the Leadership or Academic team
10. Staff (Blue)
  - . Be a member of Staff
- a. OR an assistant

### **Arc Pins**

1. Cadet Challenge
2. Honor Roll
  - a. Awarded to any cadet who maintained a 3.7 GPA or above for the previous academic year
  - b. NOTE: A CADET MAY ONLY RECEIVE HONOR ROLL OR ACADEMIC ARCS
3. JLAB

- . Awarded to any cadet (at the discretion of the team commander) who has participated actively in the team for 1 year
  4. Honor Guard
- . Awarded to any cadet (at the discretion of the team commander) who has participated actively in the team for 1 year
  5. Color Guard
- . Awarded to any cadet (at the discretion of the team commander) who has participated actively in the team for 1 year
  6. Rappelling
- . Successfully complete a rappel tower course (JCLC)
  7. Raider
- . Awarded to any cadet (at the discretion of the team commander) who has participated actively in the team for 1 year
  8. Drum Corps
- . Awarded at the discretion of the SAI/AI
  9. Drill Team
- . Awarded to any cadet (at the discretion of the team commander) who has participated actively in the team for 1 year
  10. Rifle Team
- . Awarded for participation in one season as varsity
  11. Band
- . Awarded to any cadet currently participating in the school band
  12. Drum and Bugle
- . Awarded at the discretion of the SAI/AI
  13. Exhibition
- . Awarded to any cadet (at the discretion of the team commander) who has participated actively in the team for 1 year
  14. Flag Detail
- . Awarded to any cadet (at the discretion of the team commander) who has participated actively in the team for 1 year
  15. Sabre Guard
- . Awarded to any cadet (at the discretion of the team commander) who has participated actively in the team for 1 year
  16. PT Team
- . Awarded to any cadet (at the discretion of the team commander) who has participated actively in the team for 1 year
  17. Academics
- a. NOTE: A CADET MAY ONLY RECEIVE HONOR ROLL OR ACADEMICS ARC
  18. Summer Camp
- . Awarded upon completion of battalion LET 1 camp as a participant or cadre
  19. Orienteering
- . Awarded upon completion of an orienteering course
  20. JCLC
- . Awarded upon completion of the JROTC Cadet Leadership Challenge



- 21. Staff
  - . Awarded to all staff members and assistants for the duration of their assignment
  - a. Awarded to staff members upon selection by the leadership board
  - b. Awarded to staff assistants at the discretion of their staff officer
- 22. LRC
  - . Awarded upon completion of the Leadership Reactionary Course at JCLC
- 23. Tug-O-War
  - . Awarded to any cadet who has participated in a Tug-O-War competition with JROTC

**Events and Teams out of JROTC**

- 1. Football
  - a. Awarded for participation in one season as varsity or junior varsity
- 2. Scout
  - . Awarded for any cadet who is currently active as a boy or girl scout
- 3. Soccer
  - . Awarded for participation in one season as varsity or junior varsity
- 4. Canoeing
  - . Awarded for participation in a canoe-based event
  - a. **OR** Awarded for participation in one season as varsity crew or junior varsity crew
- 5. Swim and Dive
  - . Awarded for participation in one season as varsity or junior varsity
- 6. Basketball
  - . Awarded for participation in one season as varsity or junior varsity
- 7. Dance
  - . Awarded for participation in one season as varsity or junior varsity
- 8. Golf
  - . Awarded for participation in one season as varsity or junior varsity
- 9. Cheerleading
  - . Awarded for participation in one season as varsity or junior varsity
- 10. Lifeguard
  - . Awarded to any cadet with a current lifeguard certification confirmed by SAI/AI

**Other Awards**

1. Academic Achievement Wreath

**Appendix B (Award/ Rank Request Form)**

**Cadet Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Award/Rank Category:** Arc