

Kearny HS Army JROTC-SOP



Kearny High Educational Complex Army

JROTC-SOP

Department of Military Service

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## Kearny HS Army JROTC-SOP

### 4<sup>th</sup> Battalion Standard Operating Procedures

#### Department of the Army

#### JROTC Program

#### Kearny High School

#### Kearny AJROTC Cadet SOP 5 August 2024

1. GENERAL: This Standard Operating Procedure (SOP) is to provide directions into the US Army JROTC KHS program presently being offered to all students. This SOP is directive in nature and establishes policy which will be followed by all cadets.
2. AUTHORIZATION: The JROTC is a national program authorized by law enacted by Congress and conducted by the Department of the Army, in cooperation with educational institutions in response to needs expressed by the people of the United States. Programs are established at institutions that agree to provide the prescribed course and meet the requisite standards and criteria. On this basis, schools participate in the national programs provided by Federal Law.
3. OBJECTIVES: The objectives of the JROTC program are
  - a. To promote and encourage citizenship and leadership
  - b. To develop effective communication skills
  - c. To strengthen positive motivation
  - d. To improve physical fitness
  - e. To promote high school competition
  - f. To provide incentives to live drug free
  - g. To develop teamwork
4. CADET ENROLLMENT: To be eligible for enrollment and continuance as a member of the program, each cadet must meet the following requirements:
  - a. Be enrolled and attend Kearny High School.
  - b. Maintain an acceptable standard of conduct and be of good moral character. Each cadet must have integrity, honesty, self-reliance and a sense of responsibility in the performance of all assignments. Each cadet must show self-discipline to constituted authority.
  - c. Be aware of their medical needs to attend ALL JROTC functions/instruction without compromise to the cadet's health.
5. DISENROLLMENT: In all cases the cadet's disenrollment from the JROTC program will be decided by the Disciplinary Board and/or Instructors when one or more of the following situations occur:
  - a. Withdraws from school.
  - b. Shows undesirable traits of character as demonstrated by cheating on examinations, stealing, unauthorized possession or use of drugs, conviction for

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commission of a felonious act, frequent incidents of a discreditable nature with civil or school's authorities, or a similar act.

- c. Fails to maintain a requirement for enrollment.
  - d. Shows indifference to and lack of interest in military training as demonstrated by frequent absences from class, large accumulations of demerits, an established pattern of neglect of responsibilities, or disruptive to the good order and discipline of the program.
6. **ACADEMIC CREDIT:** One (1) unit of credit will be received for each school semester of JROTC instruction successfully completed. At Kearny High School, one JROTC credit may be substituted for the two P.E. credits required for graduation.
  7. **JROTC Grades:** JROTC grades will be awarded on progress report and semester report cards. Letter grades awarded will be based on syllabus.
  8. **SERVICE OBLIGATION:** The U.S. Army JROTC program is a high school instructional program. No service obligation is required by participation; however, advanced placement in Senior ROTC and advanced enlisted rank for voluntary initial entry into the military service is authorized.
  9. **EQUIPMENT FOR JROTC TRAINING:** Equipment required to properly support the JROTC program at Kearny High School is provided by the Federal Government. The amount of equipment and type of clothing issued to each cadet is valued at approximately \$275.00. Each cadet is held liable for the safeguard and maintenance of all equipment/clothing and must return it at the close of each semester or school year or upon leaving school (transfer or graduation).
  10. **ATTENDANCE:** Cadets will attend (1) out of (4) blocks of JROTC instruction each school day unless assigned to the 4th block that meets once a week. The cadet's overall class schedule will be considered to assign him/her to a class block.
  11. **ITEMS FOR CLASSROOM INSTRUCTIONS:** As a minimum, each cadet will have the following items when attending JROTC instructions:
    - a. A pencil, pen, and paper
    - b. School issued Laptop or personal laptop
    - c. Leadership Education Training Manual (digital)
    - d. Leadership Education Training Workbook (digital)
    - e. JROTC LET Google Classroom (digital)

# ANNEX A

## CADET LEADERSHIP

The Cadet Battalion Commander is directly responsible to the SAI and Army Instructors. All other cadet officers and noncommissioned officers (NCOs) are responsible to the Cadet Battalion Commander through the chain of command. Cadet officers are responsible for maintaining discipline and setting a proper example at all times.

### Organization of the Battalion

The Cadet Battalion is composed of (5) letter companies, with two or more platoons, each with two or more squads.

**BATTALION STAFF:** Battalion Staff is composed of the following staff personnel

1. Battalion Commander (BC) C/LTC
2. Battalion Executive Officer (XO) C/MAJ
3. Command Sergeant Major (CSM) C/CSM
4. Adjutant/Personel (S-1) C/CPT and S1 NCOIC C/MSG
5. Security and Safety Officer (S-2) C/CPT and S2 NCOIC C/MSG
6. Operations Officer (S-3) C/MAJ and S3 Operations NCOIC C/SGM and S3 Deputy Operations Officer C/CPT
7. Logistics Officer (S-4) C/CPT and S4 NCOIC C/MSG and S4 Supply Sergeants C/SSG
8. Public Affairs Officer (S-5) C/CPT and S5 NCOIC C/MSG
9. Computer Information Officer/Communications (S-6) C/CPT and S6 NCOIC C/MSG
10. Finance Officer (S-8) C/CPT and S8 NCOIC C/MSG

## PERSONNEL DUTIES

1. Battalion Commander:
  - a. Makes operation decisions for the Cadet Battalion.
  - b. Designates areas for inspection and/or supervision by members of the staff.
  - c. Inspects work of staff officers.
  - d. Presides over officer calls.
  - e. Works with the SAI/AIs in coordinating activities of the Cadet Battalion with the other organizations of the school and ensuring the Battalion activities are in accordance with school policy.
  - f. Is responsible for the training, administration, discipline, morale, and performance of the Cadet Battalion.



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- g. Sets the example by upholding all standards of conduct, appearance, and training of the battalion.
  - h. Coordinates with the Company Commanders to ensure fluid communication through the Cadet Chain of Command.
  - i. Prepares company announcements on daily slideshows
- 2. Executive Officer:
  - a. Assumes command of the Cadet Battalion in the absence of the Battalion Commander.
  - b. Maintains tasks assignments in correspondence with the S-3 and conducts Battalion Staff weekly meetings.
  - c. Investigates any issues within the Battalion with the Command Sergeant Major.
  - d. Directs and coordinates with the Cadet Battalion Staff.
  - e. Inspects the work of the Battalion Staff and makes other inspections as directed by the Battalion Commander.
  - f. Ensures that all tasks assigned to the Battalion Staff are completed in an orderly and timely manner.
- 3. The Command Sergeant Major:
  - a. Assists the Battalion Commander as directed.
  - b. Supervises the activities of the Company First Sergeants.
  - c. Supervises the Color Guard.
  - d. Is responsible for the flag detail program and keeps records of who gets awards for volunteer service of Flag Detail 20 times (N-3-6)
  - e. Supervises the police of the JROTC classroom, office spaces, and JROTC areas.
  - f. Is proficient in drill and appearance of uniform.
  - g. Is responsible for organizing promotion boards for NCOs with the S-1.
  - h. Assists Battalion XO in investigating issues within the battalion.
  - i. Update and maintain team rosters. Coordinates with AIs on team practice schedule and tutoring sessions the week prior.
  - j. Coordinates with S3 in organizing team competitions
  - k. Is responsible for check-ins, documents, and the times of events during competitions.
  - l. Is responsible for coordinating bus transportation for events with AIs and S3.
- 4. The Adjutant/Personnel (S-1):
  - a. Is responsible for preparing records and reports for the Cadet Battalion.
  - b. Maintains and inputs all the JUMS Cadet data into cadet records with the S-3.
  - c. Publishes the Cadet Battalion Orders for promotion ceremonies.

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- d. Acts as secretary to cadet promotion boards with the Command Sergeant Major.
  - e. Collect, copy, and file permission slips and forms from company executive officers.
  - f. Collects and maintains all cadet paperwork and keeps for required time.
5. Security and Safety Officer (S-2):
- a. Develops risk assessments for all JROTC events with the S-3. Gives to SAI for approval.
  - b. Inspects JROTC classrooms for safety hazards and for security of equipment.
  - c. Conducts monthly inventory of rifles, sabers, and archery equipment in the arms room and submits reports to SAI/AI by the 3<sup>rd</sup> of the month.
  - d. Regularly cleans rifles, sabers, and archery equipment.
  - e. Secures equipment and supplies outside of JROTC classrooms with a supply roster.
  - f. Runs the JROTC scholarship program.
6. Operations Officer (S-3):
- a. Plans and organizes the Cadet Battalion operations, such as parades, reviews, and extracurricular events with the AIs.
  - b. Create or briefs OPORDS for all events, Brigade sponsored or private.
  - c. Prepares the cadet battalion training schedule 90 days in advance with the AIs.
  - d. Supervise the Basic Training Program along with Battalion Command Sergeant Major.
  - e. Supervises and plans field events.
  - f. Produce and maintains the physical AJROTC upcoming events calendar.
  - g. Coordinate with the AJROTC instructors to process, prioritize, and plan all requests for AJROTC cadet color guards, competitions, community support, and service learning projects.
  - h. Prepares parade fields for reviews and other military ceremonies.
  - i. Collects After Action Reports (AARs).
  - j. Input events in JUMS with S1 with adquet information for yearly Unit Report.
7. Logistics and Support Officer (S-4):
- a. Maintains accountability of all non-training equipment and supplies used by the Cadet Battalion.
  - b. Prepares requisitions for equipment and supplies used by the Battalion Commander and the SAI.

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- c. Advises the SAI and the BC of supply requirements of operations as they occur.
  - d. Inputs cadets' clothing records into JUMS ensuring currency throughout the school term.
  - e. Have correct count of all uniform items in JUMS with AIs.
  - f. Tags all government equipment to distinguish it from school property and program property.
8. Public Affairs Officer (S-5):
- a. Assist S6 for the Cadet Battalion Recruitment plan.
  - b. Provides articles concerning the Cadet Battalion to the school newspaper.
  - c. Prepares the pages concerning JROTC in the school's yearbook
  - d. Is responsible for all JROTC social media platforms.
  - e. Post on Instagram weekly or per event.
  - f. Set up recruiting days with feeder schools-Taft and Montgomery with S3.
  - g. Reaches out to stakeholders with S6.
  - h. Create and send out ASB Announcements
  - i. Maintains the AJROTC bulletin boards outside the classroom and office to advertise AJROTC activities and promote higher enrollment.
  - j. Create and attach event flyers for every event with the permission slips.
  - k. Produces scripts for ceremonies with S6.
  - l. Coordinates recruiting brief and video with S6.
  - m. Produces scripts for ceremonies with S6.
  - n. Coordinates public service events with the S-3.
9. Computer Information Officer (S-6):
- a. Reaches out to stakeholders with S5.
  - b. Coordinates recruiting brief and video with S5.
  - c. Produces scripts for ceremonies with S5.
  - d. Maintains and oversees all forms of communication between cadets and Cadet Leadership.
  - e. Advocating for the JROTC program by employing strategic promotional efforts.
  - f. Delivering weekly announcements to company leadership and disseminating them through all forms of communication utilized by the Komet Battalion at the time.
  - g. Managing and regularly updating the website to provide comprehensive information on events, news, updates, documents, applications, and other relevant content.
  - h. Collaborating with the S5 department to publish and advertise photographs, posters, upcoming events, and other materials.

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- i. Coordinating with other departments, including CSM and S3, to synchronize team schedules and plan forthcoming events.
  - j. Ensuring the currency of all passwords and consistently updating them as required.
  - k. Providing regular updates on task statuses to the XO.
  - l. Maintaining all JROTC technologies.
  - m. Maintaining and updating the bulletin board(s)
10. Finance Officer (S-8):
- a. Deals with finance book.
  - b. Keeps finances for the battalion in order.
  - c. Signs off on all payments.
  - d. Sets up Battalion budget for upcoming year.
  - e. Oversees fundraisers with AIs.
  - f. Prepares all paperwork for payments of items and fundraisers.
11. Deputy Officer and Staff NCOICs: Are responsible to the principal staff officer for duties performed as required by them.

COMPANY ORGANIZATION: Each letter company will be composed of a Company Staff and at least two platoons. Company staff is composed of the following:

- a. Company Commander
- b. Company Executive Officer
- c. Company First Sergeant
- d. Supply Sergeants
- e. Public Affair NCO
- f. Guidon Bearer

### DUTIES

#### Chain of Command

**a. The Company Commander C/CPT:**

- 1. Conducts the training and supervises the discipline of his or her company.
- 2. Directs cadets in the manner of maintain a good military bearing and appearance.

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3. Ensures that all officers and NCOs in the company are thoroughly familiar with TC 3-21.5.
4. Makes bi-weekly inspections of cadets in ranks with platoon leaders.
5. Makes recommendations to the Command Sergeant Major and Battalion Commander on promotions of cadets in his or her company.
6. Reports all disciplinary cases to the AIs immediately and Battalion Executive Officer and the Command Sergeant Major.
7. Uses the chain of command to the utmost when issuing orders or making Corrections.
8. Coordinates with Company Staff and the AIs on company activities for the day.

**b. The Company Executive Officer C/1LT:**

1. Assists the Company Commander in performance of duties and takes command of the company in the Commander's absence.
2. Checks the Company's mailbox daily for new updates.
3. Collect paperwork such as permission slips, homework, etc.

**c. The Company First Sergeant C/1SG:**

1. Is the NCO-in-Charge of the company.
2. Supervises the training of the company and conducts company drill.
3. Is responsible for accountability of cadets assigned to their unit at company and battalion formations.
4. Supervises and trains NCOs in the standard of conduct in all formations.
5. Conducts pre-inspections on Inspection Day.

**d. The Company Supply Sergeant C/SGT - C/SSG:**

1. Is responsible for the accountability of equipment used by the company for training or Physical education.
2. Is responsible for issuing out uniforms and supplies to their company.
3. Works directly with the S-4 and Company 1SG.

**e. The Company Public Affairs NCO C/CPL - C/SSG:**

1. Takes photos of Cadet activities in the company.
2. Interviews Cadets for bi-weekly news letter.
3. Works directly with the S-5

**f. The Guidon Bearer C/SGT**

1. Brings the guidon representing their company to every company formation (for P.T., Company Service learning projects, etc.)
2. Is appointed by the Company Commander as Sergeant

PLATOON ORGANIZATION: Each platoon will be composed of a Platoon Staff and at least two squads. Platoon Staff is as follows

- a. Platoon Leader
- b. Platoon Sergeant
- c. Two Squad Leaders (Minimum)
- d. Two Assistant Squad Leaders
- e. Not more than 6 squad members in each squad (if there are a sufficient number of cadets enrolled)

## DUTIES

### **a. The Platoon Leader C/2LT:**

1. Is responsible to the Company Commander for training, discipline, and appearances of the platoon.
2. They are in charge when the Company Commander or XO is not in charge of the company formation.

### **b. The Platoon Sergeant C/SFC:**

1. Is responsible to the First Sergeant for platoon drill, discipline, and appearances of the platoon.
2. They take the duties of the First Sergeant when the NCO is not in present during company formations.

### **c. The Squad Leader C/SSG:**

1. Responsible to the Platoon Leader and the Platoon Sergeant for the appearance and discipline of the squad.
2. Conducts squad drill.
3. Knows the number of personnel and the names of squad members at all times.
4. Makes an accurate report by name of persons absent during company formations, and other battalion activities.
5. Conducts weekly pre-inspections of the squad.
6. Becomes thoroughly familiar with TC 3-21.5.
7. Has the contact information of the squad elements to update them on new company information.
8. If any disciplinary issues arise, Squad Leaders report through the Cadet chain of command for any serious issues go directly to AIs .

### **d. The Assistant Squad Leader**

1. Takes the duties of the Squad Leader if the Squad Leader is absent.
2. Assists the squad leader in roll call duties, training, or drill activities.

**e. The Squad Element C/PVT - C/PFC:**

1. Maintains and wears the entire cadet uniform correctly when mandated.
2. Properly safeguards and cares for all equipment and materials issued to them and for which they are responsible.
3. Is on time for all official formations requiring their presence
4. Becomes thoroughly familiar with the content of TC 3-21.5.
5. Conducts him/herself in such a manner as to bring credit to him/herself, the Cadet Battalion, and the school.

## **UNIT ASSIGNMENTS:**

- A. The Counseling Office will assign cadets to units considering the cadets' academic needs first.
- B. Cadets must fill out a Parent Consent Form and Privacy Act Statement form to stay in the program.
- C. The Battalion Commander and SAI assigns all leadership positions with the recommendations from the Battalion Executive Officer and Command Sergeant Major.
- D. Requests for transfer within the companies are to be made through the cadet's counselor.

## **ANNEX B**

### **STANDARDS OF CONDUCT**

**1. GENERAL:**

- a. One of the major goals for the JROTC program is to assist cadets in developing the good citizenship and leadership values of loyalty, a sense of duty, respect, selfless service, honor, integrity, and personal courage to make good decisions. Because of this, cadets' conduct should at all times be above reproach with respect shown to families, teachers, other school staff, and peers. References include the JROTC Cadet Creed, Army Values, the Kearny HS Handbook, and Cadet Command Regulation (CCR).

**2. BATTALION INSTRUCTORS OFFICE & STAFF ROOM POLICIES:**

- a. Only Battalion Staff members, Company Command Team, and Team Commanders may enter without knocking.
- b. The Battalion Staff room is a place for staff members to DO THEIR WORK. It is not a place to chill with friends, hang out or sleep.

- c. Keep the noise level down, so others may do their work.
- d. Keep your desk organized and professional. Never leave it a mess, as it must be cleaned at the end of each school day.
- e. There will be inspections each Friday by the Command Sergeant Major.
- f. Never sit at anyone else's desk. USE YOUR OWN.
- g. Respect everyone else's possessions. Do not touch anything on a desk other than your own. If you share a desk, do not touch anything that is not yours.
- h. Keep the microwave and counters clean. If you make a mess, YOU clean it.
- i. Mailboxes are NOT for personal use. They are only for documents that need to get from one person to another, relating to events in JROTC.

### **3. CLASSROOMS:**

- a. Classes will be considered in session with the ringing of the second bell, and the calling to class into attention. Cadets are expected to be at their assigned seats, at seats maintain a good posture. For the most part, classroom instruction will be informal unless otherwise indicated by the instructor. One may ask questions by raising his/her hand and being recognized by the instructor. During informal instruction, talking will be limited to discussing the current topic being taught.

### **4. EXTRACURRICULAR ACTIVITIES:**

The same courtesies and standards of conduct observed for the classroom will be maintained for extracurricular activities with the following additions

- a. Cadets will utilize the Cadet Chain of Command for all questions and requests.
- b. TRIPS: Again, all standards of conduct and courtesies will be observed with particular attention given to the leader. Trip rules are designed for the safety and welfare of the group and will be strictly followed.
- c. DISCIPLINARY ACTION: Disciplinary action for violations of the standards of conduct range from demerits to dis-enrollment, depending on the severity of the offense. If the violation is a school policy as well, the cadet can face suspension or expulsion from school.



# ANNEX C

## **PERSONAL APPEARANCE**

1. **PURPOSE:** This annex reviews the uniform standards and appearance. Cadets must meet IAW CCR regulation 145-2; paragraph 8-3 Appearance through 8-54. Uniform standards and appearance requirements are also listed in the Kearny AJROTC syllabus and the Cadet Knowledge Packet.
2. **HAIR STYLES:** The choice of hair styles is an individual decision. There are a wide variety of hairstyles that if maintained are acceptable.
  - a. All Genders: All styles of haircuts are acceptable as long as it will not interfere with proper wearing of military headgear.
  - b. Cadets will keep fingernails clean and neatly trimmed so as not to interfere with performance of duty. Cadets are expected to maintain good hygiene while in uniform. 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 uniform as long as the color is conservative and complements with the uniform. Extreme shades of lipstick and nail polish such as purple, gold, blue, red, green will not be worn. No other form of facial makeup will be applied unless is light and tasteful with the uniform.
3. **JEWELRY:** Cadets may wear jewelry (rings, watches) with the uniform, if they are neat, conservative, and discreet. Only females are allowed to wear earrings that are 1/4 inch in diameter.

## **WEARING OF THE UNIFORM**

- a. The Uniform will be worn up to once every 2 weeks on the day on the 1st and 3rd Tuesday of the month, and at other times as directed by the Battalion Commander and the AIs. On days designated for wearing the uniform, the uniform will be worn the ENTIRE school day. Failure to do so will result in demerits. No articles of civilian clothing will be worn instead of or as an outer garment with the uniform (ie. tennis shoes, white socks, sweatshirt, etc), UNLESS you were NOT issued a black jacket.
- b. Failure to wear the full proper uniform on mandatory uniform days will result in disciplinary action ranging from de-meirts to grade deductions to removal from the program.

## UNIFORM DESCRIPTIONS

- A. A complete uniform will be worn at all times when the cadet is out-of-doors, or in a formation. Complete uniforms are described in the CCR 145-2, paragraph 8-3 through 8-54.
- a. Male Uniforms:
    - i. **Class A:** This uniforms consists of a beret or service cap, coat, shirt (short sleeve), white t-shirt, blank necktie, black belt with brass buckle, trousers, long black socks, and black oxford shoes.
    - ii. **Class B:** The uniforms consist of a beret, shirt (short sleeve), with or without a black necktie (up to the BC), white t-shirt, black belt with brass buckle, trousers, long black socks, and black oxford shoes. The black windbreaker may be worn with the Class B uniform.
    - iii. **Class C:** Operational Camouflage Pattern (OCP) blouse and trousers, patrol cap, tan belt and buckle, coyote brown t-shirt, and combat boots.
  - b. Female Uniforms:
    - i. **Class A:** This uniform consists of a beret or service cap, coat, shirt (short sleeve), trousers or skirts (for religious accommodations), white t-shirt, black neck tab, long black socks or skin tone tights, and black oxford shoes or pumps (issued with the skirt).
    - ii. **Class B:** Same as male Class B with the addition of the neck tab, skirt, tights and black pumps.
    - iii. **Class C:** Same as male Class C.

Berets worn inside a building are authorized for members of the color guard, honor guard, fancy drill teams, and drum corps. All other cadets must remove headgear when entering a building.

A mixture of civilian and military clothing is NEVER authorized.

Standard Kearny AJROTC P.T. attire is as follows:

- a. Every Monday, Wednesday and Friday, P.T. gear is mandatory. P.T. gear includes: Program-issued Army PT shirt, shorts, or the AJROTC shirt and shorts (If purchased on our student store), and tennis/athletic shoes. **Jackets are not permitted**; however, on cold days, thermals/long sleeves can be worn under the standard P.T. shirt, but the P.T. shirt must be visible.

# ANNEX D

## MERITS AND DEMERITS

1. GENERAL: Upon entry into JROTC, each cadet is awarded (50) merits/demerits. This balance is subject to change through the awards of merits and demerits. (1) Merit may cancel out (1) demerits.

### 2. Merit and Demerit System Policies

Merits are worth 15% of a cadet's overall grade

Each cadet will start off with 50 merits. Merits will be rewarded to cadets for good deeds, participation, or demonstration of leadership traits. Demerits will be given for any misconduct that a cadet performs. One merit is required in order to cancel out a demerit. A cadet will lose their privileges such as RO Ball, team participation, and any other events in which a cadet volunteers for after earning a total of less than 40. The issuers of the demerits must abide by the grading scale and write legibly in print, otherwise they will receive 3 demerits. S-2 is in charge of logging all merits and demerits earned into the JUMS database every second Tuesday of the month. The SAI is responsible for looking at a cadet's merits and demerits accrued in JUMS over the course of a given grading period, and inputting a cadet's overall merit score into PowerSchool. There will be a merit and demerit review board to determine whether or not a cadet can repeal their demerits on the third Tuesday of every month. A cadet does not have the right to the repeal board if they refuse to sign the demerit slip. Cadets who will be attending the Demerit repeal board must fill out and turn in a Demerit repeal board slip one week prior to the board in order to be eligible for attending. 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/she may receive demerits for the same offense. In severe occasions, disenrollment from the program.

### Grading Scale

50-45 A

44-40 B

39-35 C

34-30 D

29 and below F

### 3. Merits and Demerits may be given by the following

Battalion Commander

Command Sergeant Major

Executive Officer

Company Commander

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### Company First Sergeant

#### 4. Merits may be given for the following

Extracurricular Activities (Volunteering for Community and School Services outside of JROTC, JROTC support): 5  
Cleaning the JROTC areas (voluntarily): 3  
Volunteering for Flag Detail and Duty Roster: 2 (each)  
Parades: 5  
Volunteering for communal events: 3  
Demonstration of leadership values: 1

#### 5. Demerits may be given for the following

Tardies: 2  
Failure to wear uniform all day: 5  
Uniform violation: 3  
Non-suit: 1  
Walking into staff room without permission: 3  
Failure to perform duties/ disobeying or disrespect of a superior: 4  
Fighting: 15  
Stealing: 15  
Other offenses that bring discredit upon the JROTC program [TBD]

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/she may receive demerits for the same offense.

6. The Cadet Chain of Command, from Battalion Commander to Platoon Leadership is the primary source of merits and demerits. They suggest merits and demerits for deserving cadets.

#### 7. PROCEDURE:

a. All merit/demerit slips recommended by a cadet must be reviewed and 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 merits or demerits are required to sign the demerit slip. The signing of the slip is an acknowledgement of the pending action. Therefore, a refusal to sign will result in the loss of the right of appeal.

c. The cadet recommending the demerits will sign the slip, and so will the Battalion Commander, a Company First Sergeant or the Command Sergeant Major, and the S-2.

d. A cadet may receive no more than 10 merits or demerits for 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. A large accumulation of demerits may deter a cadet from enjoying Battalion activities such as Cadet Picnic or other events.

8. POSTING AND GRADING OF MERITS/DEMERITS:

- a. The S-2 will keep a roster of cadets receiving merits/demerits.
- b. The S-2 will also post cadet records of merits/demerits in the classroom.

## ANNEX E

### AWARDS

#### 1. GENERAL:

The awards program of the Kearny AJROTC Battalion consists of District Awards, unit, academic, military, miscellaneous, and organizational awards. Awards may be earned through extracurricular activities for excellence in competition, contribution to JROTC goals, outstanding performance or service. The awards described below are authorized to be worn. Ribbons or awards not in these paragraphs are to be worn without authorization from the SAI. References for JROTC awards are CCR 145-2 and the SDUSD Joint Brigade Award SOP.

2. Award recommendations will be sent through the Cadet Chain of Command to the SAI for approval. The JUMS award order will be prepared by the S-1. The Company XO will collect the award order, ribbon(s), medal(s), patch(es), lamp(s), and prepare for each award ceremony. The Company XO or a designated cadet will read the award order during the award ceremony.

a. The purpose of this Standard operating procedure (SOP) is to provide a general guideline for the awards and decorations program within the SDUSD JROTC Program and the Joint JROTC Brigade.

b. Awards and decorations should be given to recognize the distinguished, heroic, meritorious, and other commendable acts of an individual and his or her status and achievements. It is particularly important that awards and decorations be given —

1) To deserving individuals.

2) Promptly.

3) During an appropriate ceremony.

c. Service regulations/instructions outline specific awards and decorations. Patriotic organizations also support the Joint JROTC Brigade with individual and team awards and decorations.

d. The Army has provided several options for awards and decorations and will be outlined in This section is for the Army only. Otherwise the award or decoration is authorized for all units.

e. Each award earned will be entered in the cadet's service record per service guidelines.

f. Awards and trophies will be presented by the donor or their representative at the Awards

Ceremony; Joint Brigade Review unless presentation has been made at an appropriate ceremony during the school year.

g. Awards and decorations will be announced on USACC Permanent Orders, Special Orders from the SDUSD Program Manager Office (PMO) or on Unit Orders as appropriate.

h. Unless otherwise stated awards and decorations can be submitted anytime criteria are achieved.

i. Decorations.

1) Medals. Those decorations symbolized by the award of a medal pendant. These are worn as prescribed by Service guidelines. The wear of medals is authorized at all Joint Brigade functions. If the medal has an optional ribbon the cadet may not wear both.

(2) Ribbons. Those decorations symbolized by the award of a ribbon bar. Ribbons may be worn whenever the uniform is worn.

(3) Badges. Distinctive devices worn as a sign of office, membership, or proficiency, including: academic achievement wreaths, unit insignia, shoulder cords, instructor badges, and marksmanship badges.

(4) Perpetual trophies will be properly maintained and displayed. These trophies will be returned to JROTC Headquarters at a time to be announced. Trophies must be kept clean (DO NOT POLISH) and in good repair.

## **2. MEDALS AND RIBBONS. (In order of precedence)**

### **Medals**

(1) Army Only.

#### **(a) Medal of Heroism.**

1. Awarded by the Department of the Army to any JROTC cadet who performs an act of heroism (see CCR 145-2 for criteria).

2. Nominations are initiated by the SAI by letter or DA Form 638 (Recommendation for Award).

3. Requires eyewitness statements, official records, extracts or other supporting and amplifying facts.

4. Approved by the Brigade Commander.

5. Presented in an appropriate ceremony by a general officer or other senior officer of the Active Army. Exceptions to this may be approved by the Brigade Commander.

**(b) Superior Cadet Decoration.**

1. Awarded by Department of the Army and limited to one outstanding cadet in each LET level at each unit. (ref; 145-2)
2. Cadets must be in the top 10% in JROTC and in the top 50% in overall academic standing.
3. Cadets must be recommended by the SAI and Principal/head of institution.
4. A board is required for this nomination (See CCR 145-2). Nominations must be submitted to the Program Management Office no later than 15 March each year.
5. Special Orders, SAI or SMI.

**(c) Legion of Valor Bronze Cross for Achievement.**

1. Cadet must be a LET 3 in the top 10% of their class in JROTC and the top 50% in all academic subjects, be selected by a school board and be recommended by the SAI, school Principal and the PMO.
2. Awarded by the Legion of Valor of the United States of America, Inc. To the most outstanding LET 3 cadets in the Western Region Cadet Command area. (See CCR 145-2.)
3. Instructors desiring to nominate a cadet should conduct the board and forward the nomination to the PMO on school letterhead with principal's endorsement, not later than the 15 March each year.
4. Special Orders, SAI.

**(d) The Army JROTC George C. Marshall Award.**

1. Awarded to cadets selected to participate at the national level of the Army's JROTC leadership symposium and academic bowl (JLAB) event. The award recognizes superior academic achievement and leadership excellence as demonstrated by their unit / team performance in the JLAB competition. (CCR 145-2)
2. Compete as a member of academic team at levels I and II, be in good academic and program standing at the time of the national event.
3. The award will be presented by a member of the George c. Marshall Foundation at the JLAB awards ceremony. Cadets unable to attend the national level event but who met the above criteria are eligible to receive the award.

**(e) The Army JROTC Mac Arthur Leadership Award.**

1. Awarded to cadets selected to participate at the national level of the Army's JROTC Leadership symposium (JLAB) event. The award recognizes individual leadership excellence

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as demonstrated in the unit battalion as well as the JLAB Leadership team and highlights the ideas for which General Mac Arthur stood-duty, honor, country. (CCR 145-2)

2. Selected to participate at the national level of the leadership symposium. Compete as a member of Leadership team at levels I and II, be in good academic and program standing at the time of the national event.

3. The award will be presented by a member of the General Douglas MacArthur foundation at the JLAB awards ceremony. Cadets unable to attend the national level event but who met the above criteria are eligible to receive the award.

(2) Navy Only. As provided by CNETINST 1533.9J and Navy Cadet Field Manual.

(3) Air Force Only. As provided by AFROTCI 36-2001, Chapter 5.

(4) Joint. Authorized for all units.

### **Outstanding Cadet**

#### **(a) Outstanding Fourth Year Cadet.**

1. Awarded by the Daughters of Founders and Patriots of America, San Diego Chapter, to an outstanding fourth year cadet in each unit.

2. Special Orders, SAI

#### **(b) Outstanding Third Year Cadet.**

1. Awarded by the Sons of American Revolution to an outstanding third year cadet in each unit. (CCR 145-2)

2. Special Orders, SAI

#### **(c) Outstanding Second Year Cadet.**

1. Awarded by the Warrant Officers Association to an outstanding second year cadet in each unit.

2. Special Orders, SAI.

#### **(d) Outstanding First Year Cadet.**

1. Awarded by the Military Order of the World Wars, San Diego Chapter to an outstanding first year cadet in each unit. (CCR 145-2)

2. Special Orders, SAI.



**(e) Daughters of the American Revolution (DAR) Bronze ROTC Medal.**

1. Awarded by the Daughters of the American Revolution to a cadet in each school for outstanding ability and achievement. Cadets must be a member of the graduating class and in the top 25% of cadets in JROTC and academic subjects. (CCR 145-2)
2. Special Orders, SAI.

**Academic Achievement**

**(f) Academic Achievement - Fourth Year Cadet.**

1. Awarded by the Military Officers of America Association, San Diego Chapter to a fourth year cadet in each unit who has the highest record of academic achievement in JROTC from the beginning of the school year until the end of the third quarter. (CCR 145)
2. Special Orders, SAI.

**(g) Academic Achievement - Third Year Cadet.**

1. Awarded by the Reserve Officers Association, San Diego Chapter to the third year cadet in each unit who has achieved the highest record of academic achievement in JROTC from the start of the school year until the end of the third quarter. (CCR 145-2)
2. Special Orders, SAI.

**(h) Academic Achievement - Second Year Cadet.**

1. Awarded by the National Sojourners, San Diego Chapter to the second year cadet in each unit who has achieved the highest record of academic achievement in JROTC from the start of the school year until the end of the third quarter. (CCR 145-2)
2. Special Orders, SAI.

**(i). Academic Achievement - First Year Cadet.**

1. Awarded by the Association of the United States Army, San Diego Chapter to the first year cadet

in each unit who has achieved the highest record of academic achievement from the start of the school

year until the end of the third quarter. (CCR 145-2)

2. Special Orders, SAI.

**(j) American Leadership and Scholastic Excellence Medal.**

1. Awarded by the Scottish Rite of Freemasonry, San Diego Chapter to a third year cadet in each unit

who demonstrates scholastic excellence and Americanism, and is in the top 25% of their class academically. Must demonstrate Americanism by deeds or conduct during participation of integrated-curricular activities or community project. (CCR 145-2)

2. Special Orders, SAI.

**(k) Best Drilled First, Second, Third and Fourth Year Cadets.**

1. Awarded by the Military Order of the World Wars, San Diego Chapter to the best drilled first, second, third and fourth year cadets in each unit. To be determined at the Best

Drill Individual annual competition.

2. Special Orders, SAI or SMI.

**(m) Physical Fitness.**

1. Awarded by the Military order of World Wars to one male and one female cadet in each unit as determined by the results of the annual physical fitness test.

2. Special Orders, SAI or SMI.

**(o) Best Drilled Color Guard (First Year).**

1. Awarded by the Military Order of the World Wars, San Diego Chapter to the commanders and five members of each of the first, second and third place color guards in Joint Brigade Color Guard competition.

2. Special Orders, SAI or SMI.

**(p) Best Drilled Color Guard (Varsity).**

1. Awarded by the Military Officers Association of America, San Diego Chapter to the commanders and five members of each of the first, second and third place color guard's in Joint Brigade Color Guard competition.

2. Special Orders, SAI or SMI.

**(q) Best Exhibition (Full) Drill Teams.**

1. Awarded by the Military Officers of America Association, Sweetwater Chapter to the best Armed Exhibition Drill Team and the best Unarmed Exhibition Drill Team.
2. Awarded by the Military Order of the World Wars, San Diego, Chapter to the second and third place teams.
3. Special Orders, SAI or SMI.

**(r) Best Exhibition (4-man) Drill Teams.**

1. Awarded by Norwich University to the best Armed Exhibition Drill Team and the best Unarmed Exhibition Drill Team to the First, second and Third Place Team.
2. Special Orders, SAI or SMI.

**(s) Best Drilled Squad/Element.**

1. Awarded by the Military Order of the World Wars, San Diego Chapter to members of the first, second and third place squad/element in the Joint Brigade Competition.
2. Special Orders, SAI or SMI.

**(t) Best Drilled Platoon/Flight.**

1. Awarded by the Military Order of the World Wars, San Diego Chapter to members of the first, second and third place platoon/flight in the Joint Brigade Competition.
2. Special Orders, SAI or SMI.

**(u) Best Academic Team.**

1. Awarded by the American Veterans Association to the first, second and third academic league highest scores.
2. Special Orders, SAI or SMI.

**(v) Cadet Challenge Participation.**

1. Awarded by the Joint JROTC Brigade to the members of each school's Cadet Fitness Team that participates in the Cadet Physical Fitness Challenge.
2. Special Orders, SAI or SMI.

**Ribbons**

(1) Army Only. There are four different categories for JROTC Ribbons and they are numbered in accordance with their category. The following categories and numbering systems are;  
“Academic” ribbons are numbered N-1-1 thru N-1-10

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“Athletic” ribbons are numbered N-2-1 thru N-2-5

“Military” ribbons are numbered N-3-1 thru N-3-15

“Miscellaneous” ribbons are numbered N-4-1 thru N-4-7

### **(a) Superior Cadet Award.**

1. Awarded by the Department of the Army, with medal, to one cadet per LET level in at each school.
2. Unit orders

### **(b) N-1-1 Distinguished Cadet Award for Scholastic Excellence.**

1. Awarded annually by the Superintendent to the one cadet in the SDUSD who exhibits the highest scholastic excellence (GPA) in all academic subjects.
2. Recommended by the superintendent, SAI and Principal to the Office of the DMS no later than 15 March.
3. Unit orders.

### **(c) N-1-2 Academic Excellence Ribbon.**

- 1 Awarded annually, by the Principal, to one cadet in each LET level for achieving the highest grades. (by year)
2. Unit Orders.

### **(d) N-1-3 Academic Achievement Ribbon.**

- 1 Awarded each semester to those cadets who maintain a grade of A in JROTC and not less than a 3.0 in the remaining academic subjects.
2. Unit orders.

### **(e) N-1-4 Perfect Attendance Ribbon.**

1. Awarded by the SAI to cadets who meet the following criteria for a semester:  
No Unexcused Absences  
No Unexcused Tardies  
No Unexcused; Non-Suits; for Physical Training  
No Unexcused; Non-Suits; on Uniform Days
2. Unit Orders.

### **(f) N-1-5 Student Government Ribbon.**

1. Awarded by the Principal to a cadet elected to a student government office or hold a leadership

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role in an on campus, school sponsored club or organization.

2. Unit Orders.

### **(g) N-1-6 Leadership Development Service Ribbon.**

1. Awarded by the SAI to cadets who have successfully completed the first semester of training each LET year.

2. Unit Orders.

### **(h) N-1-7 JROTC Leadership and Academic Bowl (JLAB) ribbon.**

1. Awarded by the SAI to members of the unit JLAB who participate in level one competition.

2. Registered member of the JLAB team.

3. Special Orders, SAI or SMI.

### **(i) N-1-8 Academic Team Ribbon.**

1. Awarded by the SAI to any active member of school Academic Team that participates in any of the SDUSD Academic bowl or preliminary competitions.

2. Academic Arc awarded to members that compete in at least two academic league competitions and the SDUSD Academic (bowl) Competition.

3. Unit Orders.

### **(\*) N-1-9 Kearny HS Specific.... Leadership camp**

1. Awarded by the SAI to any JROTC cadet who attends the annual leadership camp

2. Unit Orders.

### **(\*\*) N-1-10 Kearny HS Specific.... Robotics team**

1. Awarded by the SAI to any JROTC cadet who is a member of the robotics team

Note; N-1-9 and N-1-10 are optional ribbons that can be utilized for any academic recognition or achievement. SAI optional.

### **(j) N-2-1 Varsity Athletic Ribbon.**

1. Awarded by the Principal annually to cadets who participate in Varsity sports.

2. Unit Orders.

### **(k) N-2-2 Physical Fitness Ribbon.**

1. Awarded annually by the SAI to cadets who maintain excellent physical fitness. The ribbon will be presented to cadets receiving an 85-percentile rating or better in all 5 Cadet Challenge

events.

2. Unit Orders.

**(l) N-2-3 JROTC Athletic Ribbon.**

1. Awarded annually, by the SAI, to cadets who maintain a basic, yet challenging, level of physical fitness. The ribbon will be presented to cadets receiving a 50-percentile rating or better in all 5 Cadet Challenge events.

2. Unit Orders.

**(m) N-2-4 Kearny HS Specific .... Raider Team**

1. Awarded by the SAI to cadets who participate in

A. Two Push-Up Squad events in support of Kearny High School or

B. Compete in the SDUSD BDE Cadet Challenge Competition or

C. Compete in one Raider Team Competition.

2. Unit Orders.

**(n) N-2-5 Kearny HS Specific .... Cadet Picnic Ribbon**

1. Awarded by the SAI to cadets who attend the Brigade Picnic and participate in an athletic event.

2. Unit Orders.

Note; N-2-5 is an optional ribbon that can be utilized for any athletic achievement or fitness recognition. i.e SAI optional. Criteria: awarded based on criteria developed locally.

**(o) N-3-1 DAI/SAI Leadership Ribbon.**

1. Awarded annually by the DAI/SAI to the one cadet in each year group who displays the highest degree of leadership.

2. Unit Orders.

**(p) N-3-2 Personal Appearance Ribbon.**

1. Awarded annually by the SAI to cadets who consistently present an outstanding appearance. (An average of 96% or higher on weekly inspections.)

2. Unit Orders.

**(q) N-3-3 Proficiency Ribbon.**

1. Awarded annually by the SAI to those cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of

duty.

2. Unit Orders.

**(r) N-3-4 Drill Team Ribbon.**

1. Awarded by the SAI to drill team members who participate in
  - A. Two parades or
  - B. One competition
2. Awarded ARC annually by the SAI to drill team members.
3. Awarded Red cord for drill team participation. (Worn only when on the team.)
4. Unit Orders.

**(s) N-3-5 Orienteering Ribbon.**

1. Awarded by the SAI to cadets who participate in an orienteering course.
2. Unit Orders.

**(t) N-3-6 Color/Flag detail/Honor Guard Ribbon.**

1. Awarded by the SAI to:
  - a. Color Guard members who participate in three events or more
  - b. Flag Detail cadets who raise/lower the school flag 20 times or more
  - c. Honor Guard members (Saber, Armed, or Unarmed) who participate in two events.
2. Color Guard team members who participate for a year earn an ARC.
3. Color Guard team members earn a White Cord. (Worn only when on the team.)
4. Honor Guard – Orange Cord.
5. Unit Orders.

**(u) N-3-7 Archery Team Ribbon.**

1. Awarded by SAI for participation in District or state event. Or in three competitions.
  2. Awarded Tan cord for participating on the Archery Team. (Worn only when on the team.)
  3. Awarded arc annually by the SAI to Archery team members.
  4. Awarded Medals (Service Badge) for shooting on 10m and 15m distances for combined totals of:
    - A. Expert Medal for scoring 270-300
    - B. Sharpshooter Medal for scoring 225-269
    - C. Marksman Medal for scoring 172-224
- Qualifications for medals are good for one year, then must re-qualify or stop wearing.

5. Unit Orders.

**(v) N-3-8 Adventure Training Ribbon.**

1. Awarded annually by the SAI to cadets who participate in adventure training at JCLC.
2. Awarded for participation in two-unit adventure activities.
3. Unit Orders.

**(w) N-3-9 Commendation Ribbon.**

1. Awarded annually by the SAI to cadets whose performance of duty exceptionally exceeds that expected of their grade and experience.
2. Unit Orders.

**(x) N-3-10 Good Conduct Ribbon.**

1. Awarded annually by the SAI to cadets who have demonstrated outstanding conduct throughout the year.
2. Unit Orders

**(y) N-3-11 JCLC Participation Medal and Ribbon.**

1. Awarded by the SAI to cadets for JROTC Cadet Leadership Camp (JCLC Spring Camp/Summer Camp) participation.
2. Awarded JCLC Medal for participating at JCLC.
3. Awarded ARC for participating at JCJC.
4. Unit Orders.

**(z) N-3-12 Individual, Squad, Platoon, or Color Guard Regulation Drill Participation Ribbon.**

1. Awarded by the SAI to cadets who participate in Individual, Squad, Platoon, or Color Guard Regulation drill competition.
2. Unit orders

**(aa) N-3-13 Best Regulation Drill Battalion Ribbon.**

1. Awarded by the Program Manager to participating cadets from the battalion winning the Best Drilled Battalion trophy as scored during the Annual Regulation Drill Competition. Highest overall team score.
2. Special Orders, JROTC Program manager.



**(bb) N-3-14 – Kearny HS Specific .... Outstanding Cadet of the Month**

1. Awarded by the SAI to cadets who win the Cadet of the Month Board.
2. Upon winning Cadet of the Month Board, cadet, c/PVT, or c/PFC will be promoted one rank.

**(cc) N-3-15 – Kearny HS Specific .... Individual, Squad, Platoon, or Color Guard Exhibition Drill Participation Ribbon.**

1. Awarded by the SAI to cadets who participate in Individual, Squad, Platoon, or Color Guard Exhibition drill competition.

2. Unit orders

Note N-3-14 and N-3-15 are optional ribbons to be awarded at the discretion of the SAI. (example of optional ribbons are Meritorious Service Ribbon or Outstanding Cadet Ribbon or Cadet of the month).

**(dd) N-4-1 Parade Ribbon.**

1. Awarded by the SAI to cadets who participate in a parade
2. Unit Orders.

**(ee) N-4-2 Recruiting Ribbon.**

1. Awarded by the SAI to cadets who recruit an individual into the school's JROTC program. Initial award will be for one person.
2. Unit Orders.

**(ff) N-4-3 Formal Inspection Ribbon.**

1. Awarded by the SAI to cadets who successfully participate in a Formal Inspection.
2. Unit Orders.

**(hh) N-4-4 Community Service Ribbon**

1. Awarded to cadets who participate in community service events

**(hh) N-4-5 Brigade Staff Ribbon**

1. Awarded by the SAI to cadets assigned to the Joint Brigade Staff
2. Unit Orders.

**(ii) N-4-6 Service Learning Ribbon.**

1. Awarded annually by the SAI to cadets who participate in service learning projects.
2. Unit Orders. FF

**(jj) N-4-7 Excellent Staff Performance Ribbon.**

- 1) Awarded for excellent performance by the SAI to cadets who have successfully completed the first semester of staff participation at battalion or brigade level.
- 2) Awarded Staff Arc for excellent performance and a year of staff participation.
- 3) Unit Orders.

Note N-4-4 is an optional ribbon to be awarded at the discretion of the SAI.

NOTE: Lamps will be used to denote subsequent awards.

**3. MISCELLANEOUS AWARDS.**

Wearing of ribbons and medals other than SDUSD Army

JROTC ribbons earned in JROTC while a member of another JROTC unit or from competitions sponsored by other services, i.e., Navy, Marine Corps, or Air Force.

- a. A cadet transferring from another JROTC unit will be authorized by Special Order or Unit Order to wear the SDUSD Army JROTC ribbons or medals for like awards, which he/she received at their former JROTC unit.
- b. If a SDUSD JROTC cadet earns a ribbon or medal for winning or being on a winning team in a competition sponsored by another service, the medal or ribbon may be worn in a position after all Army JROTC medals or ribbons as appropriate. (This is similar to the wearing of foreign awards by active US military personnel.
- c. In the event a situation arises which in the opinion of the SAI is not clarified by paragraphs above, a recommendation should be submitted in writing to the PMO for a decision.
- d. Navy Only. As provided in the Navy Cadet Field Manual.
- e. Air Force Only. As provided by AFROTCI 3602001, Chapter 5

**4. BADGES, SHOULDER CORDS AND PINS.**

**Badges**

- (1) Army Only.

**(a) Academic Achievement Wreath.**

Awarded by SAI to Cadets with at least a B average in all subjects and an A average in JROTC are authorized to wear the academic Achievement Wreath and receive the academic achievement, (N-1-3) ribbon. It will be worn on the issue or Cadet-type uniform only during the academic term following the term when the cadet earned

it.

Description. This insignia is a gold colored metal wreath; in height. Subsequent awards; 2nd award red felt, 3rd award silver felt, and 4th award gold felt.

Worn centered over the right breast pocket on the blouse and the shirt when worn as an outer garment.

Unit orders

**(b) Honor Unit with Distinction Insignia**

1. Description. A metal five-pointed star, yellow enamel with gold border 9/16; in diameter.
- 2 Worn centered over the right breast pocket with one point of the star pointed up, on the blouse or shirt when worn as an outer garment. Cadets who have earned the academic Achievement Wreath and the Honor Unit w/Distinction Insignia will wear the insignia centered within the wreath.
- 3 Worn by all cadets assigned to an Honor Unit w/Distinction unit as long as the school retains that designation.
4. Permanent Orders, USACC.

**(c) Honor Unit Insignia.**

1. Description. A metal five-pointed star, blue enamel with gold border 9/16; in diameter.
2. Worn in a similar manner and for the same duration as unit insignia above.
3. Permanent Orders, USACC.

**(d) Meritorious Unit Insignia.**

1. Description. A metal five-pointed star, white enamel with gold border 9/16; in diameter.
2. Worn in a similar manner and for the same duration as the as unit insignia above.
3. Permanent Orders, USACC.

**(e) Instructor Badge.**

1. Description. A badge 2-1/2; long and 3/4; wide of black plastic with the word INSTRUCTOR imprinted in white letters.
2. Worn centered over the right breast pocket of the blouse or the shirt when worn as an outer garment. NOTE: The Instructor Badge will not be worn during inspections by higher headquarters.
3. Awarded by the SAI to 2nd, 3rd and 4th year cadets who successfully complete an

instructor training course and have successfully presented a period of formal instruction.

4. Unit Orders.

(2) Navy Only. As provided in the Navy Cadet Field Manual.

(3) Air Force Only. As provided by AFROTCI 3602001, Chapter 5.

**Arcs and Pins**

1) Arcs and Pins may be awarded as the third award for participating in the same event or similar competition.

2) Special JROTC Team Pins (Metal Arc Pins) may be worn on the right chest pocket. Team pins approved for wear are: color guard, flag detail, drill team, academic, rifle team, honor guard, cadet challenge, raider team, JCLC, orienteering, Staff, and physical training excellence.

**Shoulder Cords**

Shoulder cords will be used to designate participation in extracurricular activities. Criteria for award of unit activity cords established by SAIs and announced on Unit Orders. No more than two shoulder cords may be worn (one on each shoulder). NOTE: Activity cords are to be worn on the right shoulder and school cord is to be worn on the left shoulder.

- 1) **Battalion Main Staff – Maroon & Silver**
- 2) **Color Guard – White cord**
- 3) **Drill Team Activity -- Red cord**
- 4) **Archery – Tan cord**
- 5) **Joint Brigade Staff. - Gold**
  - a) Awarded to members of the Joint Brigade Staff.
  - b) Special Order. JROTC Program Manager

- 6) JCLC/ Orienteering - Green cord
- 7) Cadet Challenge Team - Black cord
- 8) Physical Fitness - Light Blue cord
- 9) Cadet Of The Month – Dark Blue cord
- 10) Honor Guard. - Orange cord
- 11) Academic League – Yellow cord

## **ANNEX F**

### **SUPPLY AND MAINTENANCE**

1. GENERAL: This annex provides guidance for cadets on the security, accountability, and management of government property, uniforms, and weapons.
2. Items of clothing and equipment issued to cadets are the responsibility of the individual cadet. Items which are lost or willfully destroyed through neglect will be paid for by the individual cadet concerned, with the record keeping of receipts.
3. All items of clothing and equipment are the property of the federal government and will be returned to Kearny AJROTC at the end of the school year, when no longer a member of the Kearny A JROTC, or when requested to do so. Cadets who transfer to another school MUST RETURN all items of clothing and equipment before grades can be transferred.
4. Secondary minor repairs and alterations (trousers shortened, etc.) will be at the expense of the individual cadet. TROUSERS WILL NOT BE PEGGED OR FLARED. If trousers need to be shortened, the hem will be tucked under and left intact. DO NOT cut off excess material.
5. Uniforms will be kept cleaned and pressed at all times. After initial issue of uniforms, replacements or exchanges may be made by coordinating with the AIs and Battalion S-4.

### **PURPOSE**

To establish policies and procedures for the logistical support, administration, operation, issue, request, receipt, accounting, storage, and maintenance of US government property, school property, and supplies within the San Diego Unified School District (SDUSD).

## **SCOPE**

All Army JROTC units within SDUSD will comply with the policies and procedures contained in AR 710-2, CCR 145-2, CCR 145-8-3, and this SOP.

## **REFERENCES**

All JROTC units in SDUSD are required, as a minimum, to have the following publications on hand in each Army unit:

School/School District JROTC SOP

School District JROTC Supply SOP

Physical Security SOP

Cadet Command Regulation 11-2

Cadet Command Regulation 145-2

Cadet Command Regulation 145-8-3

Army Regulation 145-2

Army Regulation 710-2

DA PAM 710-2-1

For publications that are available on the internet, it is not mandatory that they be physically on hand providing the unit has access to the internet. It is strongly recommended that these required publications be downloaded and saved to the hard drive of a computer so that the unit S-4 has access to them. In addition, it would be helpful to provide the unit S-4 with a drive containing all required regulations, forms and documents.

## **FUNDING**

OMA (Operational Maintenance Army) and MPA (Military Personnel Army) funds for each of the 7 Army JROTC units in SDUSD are managed at the DAI level. The MPS tracks the expenditures of each unit and the district expenditures as a whole to ensure that funding levels are not exceeded. Each unit will coordinate directly with the MPS regarding supply and equipment requirements (funded and unfunded).

## **REQUEST FOR SERVICES**

Unless otherwise stated, the maximum single purchase for “services” cannot exceed \$2,500. Refer to DoD FAR part 8.

A. Laundry/ Dry Cleaning

1. Army units are authorized \$2,500 per fiscal year, per vendor for laundry/dry cleaning services. Refer to DoD FAR part 8, Required Sources of Supplies and Services.

B. Alterations

1. Army units are authorized \$2,500 per fiscal year, per vendor for alteration services.

Refer to DoD FAR part 8, Required Sources of Supplies and Services. A purchase order and or detailed bill of sale/services without tax must be sent to the MPS for approval through the DAI and BDE before services can be performed. REQUEST FOR PURCHASES/ORDERS/SERVICES Army units will send the MPS all requests for purchases. All requests for purchases must be approved on USACC Form 112 by the DAI and BDE prior to purchasing, ordering, or services rendered. The MPS will assist and coordinate with requests to fulfill mission requirements.

## **ACCOUNTING FOR AND CONTROLLING PROPERTY**

This section provides basic policy for controlling and accounting for government property in JROTC units within SDUSD.

A. Assigning Property Responsibilities

1. The SDUSD MPS has been designated as the Property Book Officer for all US Government property within SDUSD. The Senior Army Instructor or delegate is the Primary Hand Receipt Holder as indicated: Hand Receipt Kearny HS
2. DA Form 2062 Hand Receipt, and DA Form 3645-1 Organizational Clothing and Individual Equipment (OCIE) are required to be updated every six (6) months. SDUSD Army Units will update their required Hand Receipts annually in JUNE, and semi-annually by the last Friday in FEBRUARY each school year. Copies will be forwarded to the MPS on these dates.
3. Any Items issued on a DA Form 3161 Issue/Turn in, must be updated every 30 days.

B. Requesting and Receiving Uniforms, Equipment and Supplies Units requesting supplies from the MPS will comply with the following procedures:

1. DA Form 1687, Notice of Delegation of Authority for Receipt of Supplies must be current. DA Form 1687 must be updated every three (3) years or whenever there is a change of instructors.
  - a. The supply room is open daily during normal work days from 0800-1530.
2. Request for supplies can be accomplished through an email to the MPS. Units will consolidate their supply requests at a minimum of once a week. Multiple requests per week must be kept to a minimum and will be evaluated on a case by case basis based off operational needs.

## Kearny HS Army JROTC-SOP

3. Units can request that the MPS deliver supplies to their schools. Units that request this service need to have a consolidated list. There will be a 48-hour turnaround from the request date to delivery unless mission requirements do not allow for this. Request for supplies made on Friday's will be ready on the following Tuesday. Requests for supplies that fall into a holiday or other day off will be fulfilled within 48 hours of the next work day.
  4. Office supplies that are commonly consumed such as paper, pens, etc. are not required to be signed for.
  5. Uniform items can be exchanged for a one for one basis, providing the unit's uniform exchange is still serviceable. Unserviceable uniform items will be turned in via DA Form 3161, and a new uniform item will be issued on the same form from the MPS.
  6. Uniform accessories and accoutrements such as ribbons, rank, or other uniform related items that are commonly consumed through use will be signed out in the supply log book for accountability purposes.
  7. The SAI will ensure that all items on hand are authorized and are listed or posted in the Joint Unit Management System (JUMS). SAIs may use a DA Form 2062 or school site tracking system to identify school property. SAIs will ensure that items on hand are not in excess of authorization.
  8. Additional requests for uniforms that are required to be accounted for must be approved by the DAI. Requests need to be in an email, with justification and approved via email from the DAI to the MPS.
- C. Storage of Supplies: The following guidance will be used in storing supplies at the unit level
1. Use labels or tags to reflect identity of items
    - a. Distiguising between Army Issued, School Issued, or Program Bought
  2. Ensure the supply room is neat, clean and organized so that space is fully used.
  3. Separate government property from school property for accountability purposes
  4. At the end of each school year, the SAI will conduct a 100% sensitive items inventory and record the findings on a memorandum for record to the DAI prior to closing for summer break. See example memo. The memorandum will be forwarded to the DAI, MPS and OPS NCO.
  5. Each unit will maintain an internal supply SOP that clearly identifies how supply operations are conducted. As a minimum, the supply SOP will address how items are labeled, marked, or tagged, and internal operations (i.e. security, accountability of both Army and school property, day-to-day operations, and clothing issue and recovery policies and procedures.
- D. Evaluations, Inspections, and Inventories SDUSD Army JROTC units will comply with the following guidance regarding evaluations, inspections, and inventories:
1. When preparing for annual inspections units will use the JROTC Supply Checklist contained CCR 145-8-3.



2. The MPS will conduct a 100% inventory of each Army unit annually, and or when there is a change in the primary hand receipt holder. Two DA Forms 2062's will be prepared by the MPS/JUMS system; one which will list all uniform clothing property (Coats, Jackets, Shirts, Slacks etc.), the other will list all Military Property book items (CPS, Computers, Rifles, Printers etc.). School property must also be inventoried annually and recorded on a DA 2062.
3. Each hand receipt holder is required to inventory all sensitive items, both Daisy Drill Rifles monthly. In addition, all other serial numbered US Government equipment will be inventoried monthly. The results of these monthly inventories will be recorded on the Rifle Tracking Roster produced in your JUMS system (Cadet Command Form 195-R, DA Form 2062 (Daily Inventory Sheet) and on SF 701 Monthly Security Checklist). Instructors at each school will rotate as the inventorying official so that the same individual is not conducting consecutive monthly inventories. A copy of the monthly sensitive items report will be forwarded to the MPS and OPS NCO by the first Tuesday of every month IAW the DAI monthly reports directive. Any lost, damaged, or destroyed property will be reported immediately to the DAI and a FLIPL initiated IAW AR 735-5.

## **Disposition of Supplies and Equipment (other than clothing)**

SDUSD Army JROTC units will comply with the following guidance regarding disposition of supplies and equipment other than clothing:

1. Identify items for turn-in or repair and prepare a DA Form 3161 for turn in to the MPS.
2. Replacement and or new issue of property book items will follow regulatory guidance.

## **Cadet Clothing**

SDUSD Army JROTC units will comply with the following guidance regarding cadet clothing (uniforms):

1. JUMS automated produced (Cadet Clothing Record) will be used when issuing clothing to authorized cadets. The S-4 will maintain a current copy of the JUMS report that identifies all cadets enrolled in JROTC. The purpose of this printout is to ensure that S-4 can easily identify by name (track and period) who has been issued a uniform and who has not been issued a uniform and why. Anytime there are enrollment changes the S-4 must be provided with updated rosters to ensure that uniforms are recovered in a completed Privacy Act Statement must be on file in the unit (This form is also produced by your units JUMS system which is different than our locally required SDUSD approval forms to be in the JROTC program).
2. Units will establish viable procedures (within their supply SOP) to address the requirements that must be met by the cadet prior to receiving the uniform. Procedures for

recovery of uniforms will also be addressed in the unit supply SOP. At a minimum, the following actions must be taken to recover uniforms:

- a. All actions taken to recover the uniform will be recorded in a Sequence of Events file which will be maintained in unit supply. All reasonable measures must be taken to recover the uniform on campus. If unsuccessful, telephone contact will be attempted at all known phone numbers, to include emergency numbers on file in the counseling office. If the uniform is not recovered at this point action a STOP CLEARANCE should be initiated. The next step in the recovery process is to initiate a letter to the cadet's parents/guardians at the last known mailing address. This letter will be Certified Return Receipt. If after 14 days the uniform has not been returned, a second letter (Certified Return Receipt) will be sent. If there is not response to this letter, FLIPL will be initiated IAW AR 735-5. Prior to initiating a Report of Survey, notify the MPS of the circumstances surrounding the loss.
3. When it becomes necessary to exchange serviceable clothing in order to properly fit a cadet, units may turn-in the clothing on a Direct Exchange basis. This will be accomplished by a simple email or direct call to the MPS.
4. Unserviceable clothing (FWT) will be identified and marked for easy identification by the MPS. FWT identified clothing will be turned in on a direct exchange basis or result in a change to that units clothing hand receipt.

## **OCIE**

1. Units are authorized to maintain a limited stock and issue OCIE to cadets for field training (e.g. annual encampments). Normally this will consist of pistol belts, canteen and canteen cover. When issued to cadets JUMS produced cadet hand receipt will be used. When the field training has ended, cadets will clean the OCIE and turn it in to the unit supply.

## **Accounting for Lost, Damaged, and Destroyed Property**

(1) Accountability for property losses, damages, and destruction is addressed in this paragraph. Types of property included in this policy are organizational/installation and cadet clothing/OCIE. It applies to loss of, damage to, and destruction of any Cadet Command property by JROTC instructors, JROTC cadets, educational institutions, civilian contractors, active duty military personnel, or government civilian employees. When a loss occurs, the Hand Receipt Holder will take the following actions in a timely manner and IAW AR 735-5:

- (a) Report incident and loss to the School Police on campus in order to obtain a police report which is a part of the required documentation.
- (b) Investigate the circumstances surrounding the loss to determine the facts and liability

of individual(s). SAIs will prepare a DD Form 200, and DA Form 7531, FLIPL IAW AR 735-5 ch.13, explaining the circumstances and facts surrounding the loss. A copy of this signed statement will be provided to the MPS and DAI.

(c) SAI's have 15 calendar days to submit all required documentation. If documents are not received by the 15th day, the SAI will submit a letter of lateness to the DAI explaining the delay.

(d) In cases where liability is admitted by the responsible individual (except for sensitive items), a Cash Collection Voucher (CCV) will be prepared. SAI and MPS will jointly prepare this document. In the case of sensitive items, the MPS will determine if a Report of Survey (ROS) or FLIPL is required to be initiated by the unit.

(e) When cadets lose clothing and equipment, a Cash Collection Voucher, Report Of Survey, or FLIPL will be initiated jointly by the SAI and MPS to reimburse the government. In cases where cadets paid for any loss military clothing or equipment, monies will be deposited from the responsible cadet to unit instructors into the JROTC units ASB account. Upon request of the DAI office, school sites will have their school finance office produces a check in the amount paid by their cadet to be deposited into the DAI level ASB account. A DAI level tracking system has been established to address any and all questions regarding loss clothing or equipment from cadet command.

(f) When liability is not admitted, a ROS or FLIPL will be initiated. Units will attempt to collect under CCV or Statement of Charges procedures before MPS initiates a Report of Survey/FLIPL. If a ROS or FLIPL is necessary, units will insure that its initiation and processing actions occur accurately and within the established time constraints (15 working days). The SAI and MPS will jointly initiate this action. Detailed guidelines are addressed in AR 735-5.

## **Sensitive Items Control / Accountability**

Basic accounting and inventory procedures in paragraph D (3) above apply to all sensitive items on hand at the unit level, including Daisy Drill Training aids and demilitarized M-1903s. All sensitive items will be secured under lock and key when not being used. This includes Archery Bows, and arrows. In addition, sensitive items will be accounted for and controlled as follows:

(1) A DA Form 3161 or other control sheet will be used to control the issue and turn-in of weapons within the unit. However, in a classroom environment, cadets are not required to sign a control sheet when continuous surveillance/supervision exists by cadre personnel. In this instance the instructor signs the control sheet for the total number of weapons issued.

(2) All sensitive items will be accounted for monthly on CCF 195-R by serial number and forwarded to the MPS and OPS NCO by the first Tuesday of the month.

(3) Loss of accountability of demilitarized M-1903s, Archery equipment to include arrows

or Daisy Drill Rifles constitutes a serious incident and requires special reports and procedures. Additional guidance will be directed by DAI and MPS.

(3) Sensitive items will be physically inventoried on DA Form 2062 when the storage area is opened, and daily physical security will be accounted for on an SF 701. The SF 701 will be forwarded by the first Tuesday of the month to the MPS and OPS NCO.

## **Bonding/Insurance**

The MPS provides SDUSD units guidance concerning bonding and insurance. The annual bonding/insurance memorandum from SDUSD will be provided to each unit by the MPS.

## **Management Control Program**

The Logistics Checklist is an annual requirement by cadet command the MPS will provide guidance and procedures for this requirement on a yearly basis. Completed and signed checklists will remain on file at the unit level and be made available for DAI and Formal Inspections.

## **Joint Unit Management System (JUMS)**

(1) It is the SAIs responsibility to ensure all Hand Receipt items are input and maintain at their unit level. This includes but is not limited to any changes or adjustments made to military equipment or adjustments to any and all clothing. Mandated items that must be listed in your units JUMS system can be made available by the MPS or by going to the JROTC Web Portal.

## **Logistics Files and Records**

Logistics files will be maintained in an alphabetical system that is simple yet efficient. Units have the latitude to maintain applicable files in binders. Records for the current school year should be maintained separately from official records from the previous school year. Blank forms will not be maintained in the same file drawer as official files. As a minimum each unit will maintain the following logistics files:

JUMS DA Form 2062 from MPS (Government Property Hand Receipts  
“clothing and property”)  
School Property Hand Receipt  
Primary Hand Receipt Holder Memorandum  
DA Form 1687, Notice of Delegation Signature Card  
Bonding/Insurance Memorandum for Current School Year

Temporary Hand Receipts, DA 3161  
Sequence of Events Files for Clothing Recovery  
Clothing Records (signed and dated by the cadet)  
JUMS Roster of Cadets Enrolled in JROTC  
CCR 11-2 Logistics Checklist (annotated, dated and signed)  
Supply Checklist (annotated, dated and signed)  
Most Recent DAI Inspection Results  
Most Recent Formal Inspection Results  
Security Memorandum for weapon areas  
CC Form 195-R, Sensitive Items Reports  
Internal Unit Supply SOP  
MPS Logistics SOP

## **SECURITY**

1. The JROTC Supply Room will be locked at all times when the SAI and AIs are not present. The armory will be locked at all times and weapons securely in their racks when rifles are not being used for drill.
2. All weapons will be stored and locked in the armory at all times when not being used. WEAPONS WILL NEVER BE POINTED AT ANOTHER PERSON. No ammunitions are any other item; will be inserted in the chamber or barrel of any weapon. Once issued a weapon a cadet will NEVER release it to another person or leave it in an unguarded location.
3. Supply management of expendable and non-expendable property, both school and government, will be conducted IAW the appropriate ARS, CCR 700-1, San Diego Joint Brigade SAI/AI policies. The Battalion S-4 and Company Supply Sergeant will assist the Joint BDE SAI/AIs with daily supply operations. Examples: uniform issue, turn-in, and inventories.
4. For accountability, daily, monthly, and annual inventories of property will occur IAW appropriate ARs, CCR 700-1, and San Diego BDE policies.

## **ANNEX G**

## **PROMOTIONS AND REDUCTIONS**

### **GENERAL:**

This annex establishes the policy on promotions and reductions within the 4<sup>th</sup> Battalion.

a. During the first semester, cadets will be promoted to Private (E-1) to Sergeant (E-5) the first year, provided that the cadet meets academic and discipline standards. Additionally, to be promoted a cadet's characteristics will be evaluated. When promoted, a cadet must perform in a satisfactory manner in order to maintain the rank. The Company Commander will regard the Cadet Chain of Command for recommending promotions and reductions.

### **OPERATIONS**

1. The S-1 will record all promotions and reductions in the JUMS Cadet records. The S-1 or Company XO will create, print, read the promotion orders and collect the appropriate rank for presentation during company promotion ceremonies.

### **PROMOTIONS**

1. To be promoted, a cadet must maintain at least a 2.0 while in the Kearny AJROTC program. When vacancy occurs, cadets immediately junior in grade will be considered first. Staff promotions, Company Leadership, and Platoon Leadership will be selected by the Army Instructors while Squad Leaders are selected by the Company Staff.

-To get promoted from a Cadet to a Private, requires the Cadet to stay in the JROTC Program for at least 6 weeks OR complete Basic Training.

-To be promoted from Private to Private First Class requires the Cadet to pass a Promotion Test.

- From Private First Class to Corporal, a recommendation from the Squad Leader is needed before passing the Promotion Board.

-From Corporal to Sergeant, a recommendation from the Squad Leader is needed before passing the Promotion Board.

### **REDUCTIONS**

1. Cadets may be reduced for the following reasons: Inefficiency to perform the duties expected of the rank held, misconduct, and failure to make an effort to maintain grades for more than 3 weeks.

2. The authority to review reductions is the SAI/AIs.

## **ANNEX H**

A. Team Commanders are senior ranking cadets of each team selected to lead that activity and report to the Senior Army Instructor/Army Instructors on the matters concerning the team.

TEAM COMMANDERS MUST:

- a. Organizes the training program with the Command Sergeant Major (CSM)
- b. Arranges and schedules competitions, and parades with the CSM and Army Instructors
- c. must maintain a 2.0 GPA
- d. Recruits members

## **TEAMS**

### **1. Armed Fancy Drill Team**

a. The Armed Team is one of the several teams that a cadet can participate in as a part of the Kearny AJROTC program. The team practices 2 to 5 times Monday through Friday (including short days) from 1530 to 1700 in respect to school holidays. The team will practice every day the week of a drill meet. A schedule will be posted on the JROTC Bulletin Board of Drill meets maintained by the HQ. The team will also have (1) day for a tutoring session.

b. For competitions, the team will wear the Class B uniform (Blues) or the (Whites).

c. Main activities are listed: Drill meets in competition with other military teams from other schools, parades (Veteran's Day and Linda Vista Parade), and at some school functions such as the KHS sport activities, PTSA meetings, Club Expo and other civic functions.

d. Recruits members

### **2. Unarmed Fancy Drill Team**

a. The Unarmed Drill Team is one of the several teams that a cadet can participate in as a part of the Kearny AJROTC program. The team practices 2-5 times Monday through Friday including short days from 1530 to 1700 in respect to school holidays. The team will practice every day the week of a drill meet. A schedule will be posted on the JROTC Bulletin Board of Drill Meets maintained by the HQ. The team will also have (1) day for a tutoring session.

b. For competitions, the team will wear the Blues or the Whites.

c. Main activities are listed: Drill meets in competition with other schools, parades, and at some school functions.

### **3. Color Guard**

a. The Color Guard Team is one of the several teams that a cadet can participate in as part of the JROTC program. The team practices 2 to 3 times a week Monday through Friday including short

days from 1530 to 1700 in respect to school holidays. The team will practice every day the week of a drill meet. A schedule will be posted on the JROTC Bulletin Board of Drill Meets maintained by the HQ. The team will also have (1) day for a tutoring session.

c. The uniform of the Color Guard is the Army Blues. It may be upgraded in coordination with the team commander and the coaches.

#### **4. Youth Physical Fitness (YPF)**

a. The YPF Team is one of the several teams that a cadet can participate in as a part of the Kearny AJROTC program. The team practices 2-3 times a week Monday through Friday and early days from 1530 to 1700. P.T. clothes or ACUS are required to work out. The team will also have (1) day for a tutoring session.

#### **5. Academic League/Team**

a. The Academic League is one of the several teams that a cadet can participate in as a part of the Kearny AJROTC program. The team practices 2 to 3 times a week Monday through Friday and early days from 1530 to 1700. The team will also have (1) day for a tutoring session.

#### **6. Archery Team**

a. The Archery Team is one of the several teams that a cadet can participate in as a part of the Kearny AJROTC program. The team practices everyday Monday through Friday and early days from 1530 to 1700. The team will also have (1) day for a tutoring session.

b. For competitions, the uniform is the OCP with a patrol cap or Warm Ups

### **ATTENDANCE**

a. The policy for excused and unexcused absences to team practices are the same as that followed by the Athletic Director and ASB policies.

i. Absences that are not verified will be unexcused. Three or more unexcused absences will result in the cadet being suspended from the team and competitions. If unexcused absences continue this will result in a cadet being dropped from a team and they will return their team shoulder cord. School absences are excused.

ii. Cadets participating in school sports or other school activities after school, will be allowed on the teams if cadets attend team practices after the season ends.

iii. Cadets that miss practices and competitions without an approved excuse, display poor conduct, or receive below a 2.0 GPA will be suspended from their team until their grades are improved.



# ANNEX I

## SECURITY OF GOVERNMENT PROPERTY

1. GENERAL: This annex establishes policies and procedures to be used for safeguarding U.S. Government property issued to the Kearny AJROTC program. Items subject to pilferage and defined as those items having ready resale value or civilian interests for personal possession are subject to theft.
2. References are the CCR 700-1, and the ROTC Standardized Logistics Policy and Procedures.

## RESPONSIBILITIES

3. KHS is responsible for providing adequate facilities to properly safeguard U.S. Government Property, uniform items, and drill rifles at each JROTC unit.
4. The Military Property Specialist, SAI/AIs, the S-2 and S-4, are entrusted with the security of government property issued, including keys to rooms, lockers, and racks used to secure this property. All possible precautions will be taken to prevent loss of government property with particular attention being given to safeguarding sensitive items to include serial-numbered items and other equipment highly susceptible to pilferage.
5. The S-4 and S-2 of the Kearny AJROTC will continually scrutinize and evaluate the effectiveness of the procedures established to safeguard government property, and immediately report to the SAI in writing any condition observed that is a risk to property security.
6. The Kearny AJROTC Primary Hand Receipt Holder (PHRH) is responsible for the care, safeguard, and maintenance of such items until they are returned to the Kearny AJROTC. No member of the JROTC Department will transfer government property to another person, or remove it from its regularly assigned storage area for personal use.
7. The SAI will ensure that all inventories are conducted as required.
8. The appointed key custodians will be the S-2, S-4, and their assistants.
  - a. The key custodian will ensure that the number of keys used to secure government property and personnel authorized access to those keys is kept to the absolute minimum. Normally, it is one key to the custodian and a spare is stored in the JROTC key box.
9. The SAI and PHRH will insure that all U.S. Government property is marked with the words "PROPERTY OF US GOVERNMENT or ARMY." Kearny AJROTC School's barcodes may be affixed to U.S. Government property for identification.

# **ANNEX J**

## **RFI/JPA JROTC PROGRAM ACCREDITATION**

### **GENERAL:**

Once every three years, the staff from the Headquarters JROTC 8<sup>th</sup> BDE visits every Cadet Battalion for the JROTC Program Accreditation. The purpose of the inspection is to establish a constructive dialogue with cadets, instructors, and school authorities to determine the degree of adherence to the principles of the JROTC program. The observations are recorded and graded in a report and sent to the United States Army Cadet Command (USACC), which will designate the JROTC program as Satisfactory, or Honor Unit with Distinction (HUD)

### **AREAS INSPECTED**

Staff Battalion Continued Improvement Briefing -35 points

Service Learning Briefing – 20 points

Cadet Portfolio and Interview – 20 points

Unit Report – 35 points

In-Ranks Inspection – 15 points

Color Guard – 15 points

Instructor Portfolio and Interview [SAI] – 30 points

Instructor Portfolio and Interview [AI] – 30 points

Instructor Portfolio and Interview [AI] – 30 points

2. For the In-Ranks Inspection, the Cadet Company is assembled in a Company formation with the Class B uniform worn. The Company XO is the Commander of Troops with the Company Commander escorting the inspecting officer.

THE OUTCOME OF THE INSPECTION RESTS ENTIRELY ON THE SHOULDERS OF THE INSTRUCTORS AND EVERY MEMBER OF THE CADET BATTALION.