

RIDGEVIEW  
NAVY JUNIOR RESERVE OFFICERS TRAINING  
CORPS  
CADET MANUAL  
2013-2014



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# NAVY JUNIOR RESERVE OFFICER TRAINING CORPS

Ridgeview High School 466 Madison Ave., Orange Park, Florida 32065



## SECTION I. THE NJROTC PROGRAM OVERVIEW

13 August 2013

From: Senior Naval Science Instructor, Navy Junior Reserve Officer Training Corps (NJROTC), Ridgeview Senior High School

To: Parents and Cadets

Subj: NJROTC CADET MANUAL FOR THE 2012 - 2013 SCHOOL YEAR

1. **INTRODUCTION.** As the Senior Naval Science Instructor, I would like to take this opportunity to welcome back all returning NJROTC cadets as well as those who will be joining NJROTC for the first time. We expect to make this year the most exciting and challenging learning experience yet. You will find several appendices at the end of this manual:
  - a. NJROTC Cadet Application and Agreement.
  - b. NJROTC Information Sheet.
  - c. Standard Release Form.
  - d. NJROTC Health Risk Screening Questionnaire.

Please fill out, sign, and return Appendices A, B, C, and D; these forms are a required part of our daily program and field trip information packet.

2. **PURPOSE.** This letter of instruction is meant as a supplement, not a replacement, to the school's student handbook. We feel that it is essential both the cadet and parent be kept apprised of everything that is expected of them. We have made it our goal to send home pertinent and timely information. If a particular topic or subject is addressed in this Letter of Instruction, it is important information for the cadet and parent to know. We have tried to cover the areas that generate the most questions in

this letter, and we will be giving much more information in class. Remember, if you ever have a question, please visit the Ridgeview High School website, with an e-mail link or call us at (904) 213-5453 (SNSI) or 213-5268 (NSI).

3. **GOALS, OBJECTIVE AND ENROLLENT REQUIREMENTS.** The primary goals of the NJROTC program is the further development of those character traits, leadership principles, and self-discipline that prepare young adults for positions as business, community, world, and military leaders.

a. Objectives.

Specifically, the NJROTC program has the following objectives:

- (1) **To promote patriotism.**
- (2) **To develop informed and responsible citizens.**
- (3) **To promote habits of orderliness and precision.**
- (4) **To develop a high degree of personal honor, self-reliance, individual discipline and leadership.**
- (5) **To promote an understanding of the basic elements and requirements for national security.**
- (6) **To develop respect for and an understanding of the need for constituted authority in a democratic society.**

b. Enrollment Requirements.

To be eligible for enrollment in the NJROTC program a student must:

- (1) Be a citizen of the United States or an U.S. National or an exchange student at Ridgeview.
- (2) Be enrolled in and attending a regular course of instruction at Ridgeview High School.
- (3) Be of **good moral character** as determined by the principal and the Naval Science Instructor of Ridgeview High School.
- (4) **Be physically fit to participate in NJROTC training.** A student is considered physically fit if he/she is able to participate in RHS's physical education program.
- (5) **Be approved by the Senior Naval Science Instructor** with the concurrence of the Principal.
- (6) **Comply with the personal grooming standards** set forth in *NJROTC Cadet Field Manual*.

4. **NJROTC PARENTS' BOOSTER CLUB.** The Parents' Booster Club supports the unit by helping with fundraisers, providing services at unit social events, and acting as chaperones on field trips.

5. **PROGRAM BENEFITS.** The program has an abundance of benefits for those cadets who successfully complete at least two years of Naval Science. Successful completion means they finished with a

"C" average or higher (see Note 1). For specific details go to [www.clay.k12.fl.us/rhs](http://www.clay.k12.fl.us/rhs), scroll down to Important Links and select NJROTC.

**NOTE (1): THERE IS NO REQUIREMENT TO ENLIST IN THE MILITARY SERVICE AFTER COMPLETING ANY PORTION OR ALL OF THE NJROTC PROGRAM; SUCH ENLISTMENT IS STRICTLY VOLUNTARY ON THE PART OF THE CADET.**

**NOTE (2): EACH PARTICIPATING CADET IS ASSESSED A \$15.00 ACTIVITY FEE. THIS FEE COVERS SUCH INCIDENTAL EXPENSES AS NAME TAGS, AND GENERAL OPERATING EXPENSES ASSOCIATED WITH THE PROGRAM (PT UNIFORM, BRASS POLISH, SHOE POLISH, ETC.).**

Benefits include:

a. Enlistment at Advanced Pay Grade. Cadets who successfully complete two or three full years of NJROTC are entitled to an advanced promotion to pay grade E-2 or E-3 upon enlistment in the military depending on the service and the completion of recruit training.

b. Naval Academy Nominations. The Senior Naval Science Instructor (SNSI) for those cadets who are a member of the Unit during their senior year in high school and meet all Naval Academy qualifications and requirements will submit nomination for a Naval Academy appointment. In addition, cadets may apply for appointments via their senator, congressman, or the President of the United States. *The student's application process must begin in the spring of the junior year in high school.* Normally, cadets who are being considered for academy nominations must have at least a 1200 SAT score, be in the top ten percent of their graduating class, have a well-balanced student activity profile, and be on a college track curriculum.

c. NROTC Scholarship. The Senior Naval Science Instructor is authorized to nominate qualified and motivated cadets for NROTC scholarships. To be eligible, cadets must meet the basic eligibility requirements as prescribed by the Naval Education and Training Command (NETC) and provide a significant contribution to the Unit's leadership. *The student's application process must begin in the spring of the junior year in high school.* Normally, cadets who are being considered for NROTC scholarships must have at least 1200 SAT score, a well-balanced student activity profile, and be in the top ten percent of their graduating class on a college track curriculum.

**NOTE: Successful completion of 4-years at the Naval Academy or 4 years in the NROTC program culminate with a bachelor's degree and a commission in the Navy.**

- d. Junior and Senior cadets are eligible to enroll in an online SAT/ACT preparation course provided free of charge.

## 6. ACADEMICS AND GRADING

a. Academic Routine. Class time is divided between lecture, leadership, and group assignments. Leadership classes are comprised of drill sessions, physical training, personnel inspections, and squad/platoon on-the-job training. Guest lecturers and teaching of other military skills, such as land navigation, survival techniques, and weapons safety, are also options during these leadership periods. Group assignments include group dynamics, staff work, and special projects.

b. Grading Criteria. A cadet's NJROTC report card grade, unlike other classes, is an average of several factors: academics, drill, leadership, spirit, self-discipline, military aptitude, and involvement in the activities of the unit. A positive attitude and a willingness to work as part of the team are two most important factors in meeting the cadet's NJROTC academic goals.

5% = Academic tests.

5% = Academic quizzes.

10% = Classroom Work.

10% = Close order drill.

10% = Physical training.

40% = Uniform inspection.

20% = Leadership (including leadership skills such as teamwork, participation, conduct, & attendance) and consistent demonstration of core values (honor, courage, and commitment).

7. Mandatory Events. During the school year, there are various events, which must be attended by all cadets. The only acceptable excuses for missing any of these events are a statement from a doctor or prior approval by the SNSI or NSI. **All mandatory events are graded.** Essential events are as follows:

a. Area Twelve Manager's Annual Inspection. The inspection is normally scheduled in the spring and lasts one day. Rehearsal will be conducted, at a minimum, after school a week before the inspection. On the day of inspection all cadets are required to wear the NJROTC uniform. Any additional requirements for participation will be provided in a separate memorandum.

b. Fund Raisers. The NJROTC unit will require additional funds in order to carry out our aggressive schedule of activities. The U.S. Navy does not provide the funds required

for purchasing all desired items or traveling expenses for all field trips and competitive meets. Therefore, the unit must earn them. Earning funds allows each cadet to make a positive contribution by working toward a goal and will allow participation in field trips by cadets who could not otherwise afford the expense. The unit will conduct at least one major fundraiser per semester. Mandatory participation includes advertising, selling tickets or assisting one or more of the committees involved in the organization and execution of the events.

- c. Company Formation. These after school events will be held near the end of each quarter in the academic year.
- d. Community Service. Our Unit will conduct at least two major service projects a year. Mandatory participation includes research, planning, and attendance.

8. FIELD TRIPS AND AT-SEA CRUISES. A cornerstone of the NJROTC program is the opportunity to take field trips to supplement information that has been taught in the classroom. These field trips consist of visits to military installations, ships, museums, historic sites, and the like. ***Participation in field trips is not a right, but a privilege that is earned.*** Space is always limited on these trips, and so we only take the top performing cadets. The type and frequency of the trips change for each level of NJROTC. For instance, the senior, junior, and sophomore classes will take more adventuresome training trips than the freshman class. The reasoning is basically that the more the investment by the cadet, the more opportunities we want to provide. Here, we put into play two of the oldest military customs - 1.) RHIP: Rank has its privileges, 2.) RHIR: Rank has its responsibilities.

Parents are always welcome on trips as chaperones. Feel free to contact either Instructor to volunteer your services.

9. **Weekly Class Routine**. The following is the normal weekly NJROTC class routine. It is subject to modification as required.

**Weekly Class Routine**

Day of the Week	Activity
Monday	Classroom/Leadership Laboratory
Tuesday	Classroom/Leadership Laboratory
Wednesday	Uniform Day/Personnel Inspection/Drill
Thursday	Close Order Drill
Friday	Physical Fitness Training

## 10. UNIFORM POLICY

Uniform Policy. The NJROTC uniform is an integral part of the NJROTC program. Each cadet will be issued a complete set of NJROTC uniforms. A parent or guardian will be required to sign for the uniforms. Commercial alterations to ensure proper fit will be arranged by the unit. Any items that are lost or damaged through negligence must be replaced in kind, or restitution made to the Treasurer of the United States. Failure to clear uniform obligations will result in disciplinary action by the administration and loss of the privilege to participate in NJROTC activities. Cadets are graded and earn uniform points toward their promotions each time the uniform is worn. **The uniform is required to be worn correctly all day to every class on the prescribed uniform days. Cadets who do not wear the uniform on prescribed uniform days or who "change out" after NJROTC class will receive a "ZERO" (ouch!) as a daily grade.** "My parent didn't pick up my uniform from the cleaners" and similar statements are unacceptable as excuses for not wearing the uniform on prescribed uniform days. Cadets will be taught how to prepare for the weekly wearing of the uniform. In addition, failure to wear the uniform three times during the school year represents a major infraction and will necessitate action by the instructor(s) to consider disenrollment of the cadet from the program.

## 11. COMPANY PROMOTION & APPOINTMENT REQUIREMENTS

a. Enlisted Promotions. Cadets compete against one another for promotions, but they are also required to meet established minimum criteria. The chart below outlines the requirements for enlisted promotions.

### ENLISTED PROMOTION ELIGIBILITY and REQUIREMENTS

	SEAMAN APPRENTICE	SEAMAN	PO3	PO2	PO1	CPO
NO. MONTHS AT PRESENT RANK	2	3	4	4	4	COMPLETED NS-2
TEST	YES	YES	YES	YES	YES	YES
PRACTICAL TEST	YES	YES	YES	YES	YES	YES

Naval Science Grade (SEE NOTE 1)	C	C*	C*	C*	B**	A**
UNIFORM GRADES	C	C	B	B	A	A
NO. ACTIVITIES (SEE NOTE 2)	1	2	3	4	LEAD AN ACTIVITY	COMMAND A TEAM (SEE NOTE 3)
<b>NOTES:</b>						
(1) * = Passing in all other school subjects; ** = Must have a C avg. in all other subjects						
(2) Activities include fund raisers, unit service, and/or community service.						
(3) Must lead a class.						

b. Chief Petty Officers. Promotion to Senior Chief and Master Chief are as follows:

	SCPO	MCPO
NO. MONTHS AT PRESENT GRADE	4	4
WRITTEN TEST	YES	YES
PRACTICAL TEST	YES	YES
TEAM LEADERSHIP (SEE NOTE 1 & 2)	2	2
Note:		
1. To compete for these critical assignments; a cadet must have earned at least four participation ribbons and have a letter.		
2. Successfully participate in team training.		

c. Officer Appointments. Appointments to the rank of Ensign and above are usually made from the Chief Petty Officer ranks. Appointment to a higher grade is made on an "as needed" basis to fill vacancies in the cadet staff. The "whole person" concept is the criterion used to determine whether to appoint a cadet to any officer rank. Normally, cadets will not be considered for appointment unless they are in the eleventh or twelfth grade at school and have completed two years of Naval Science.

## 12. UNIT ORGANIZATION

a. Unit structure. The organization of Ridgeview High School's NJROTC unit is similar in structure to that of the U.S. Naval Academy (Annapolis, MD) and Navy ROTC college units throughout the country. Cadets who possess leadership skills and proficiency in various areas are placed in certain billets or positions of authority so that the unit may operate smoothly. Each Naval Science class is designated as a platoon. Cadets are assigned the responsibilities of leading, instructing, and maintaining discipline within the platoons commensurate with their rank and experience.

b. Unit Organization Table. The Panther Company is divided into the Operations, Administration, Supply, and First Lieutenant Departments with the Company Master Chief, Chief Master-At-Arms, Platoons, Squads and Cadets.

<u>Position</u>	<u>Rank/Rate</u>
Commanding Officer	Cadet/Lieutenant Commander (LCDR)
Executive Officer	Cadet/Lieutenant (LT)
Operations Officer	Cadet/Lieutenant (Junior Grade) (LTJG)
Supply Officer	Cadet/Lieutenant (Junior Grade) (LTJG)
Administration Officer	Cadet/Ensign (ENS)
Adjutant	Cadet/Ensign (ENS)
First Lieutenant	Cadet/Ensign (ENS)
Chaplain	Cadet/Ensign (ENS)
Public Affairs Officer	Cadet/Ensign (ENS)
Company Master Chief	Cadet/Master Chief Petty Officer (MCPO)
Chief Master-at-Arms	C/Senior Chief Petty Officer (SCPO)
Supply Chief	Cadet/Chief Petty Officer (CPO)
Platoon Commanders	Cadet/Petty Officer 1 <sup>st</sup> Class (PO1)
Master-at-Arms	Cadet/Petty Officer 1 <sup>st</sup> Class (PO1)

Note: The above ranks reflect the ideal structure of the organization. Actual cadet ranks may differ depending on the size of the unit, needs, experience and adherence to the promotion chart previously listed.

### 13. DISCIPLINE POLICY

General. The NJROTC program is based on personal discipline, adherence to the rules of respect and order, and sound moral character. Cadets can get no more from the program than they put into it. Teamwork and conforming to unit policy are keys to success.

a. One of the special features of the NJROTC program is the leadership training that permits higher ranking cadets to train and instruct other cadets. **All cadets are required to show proper respect for all higher-ranking cadets and follow their instructions. Issues not resolved at the cadet level are settled by the instructors.**

b. **Discipline is intended to be instructive in nature.** Generally, warnings are given to assist individuals in understanding the nature of their offense. If a cadet corrects the problem after being warned, the incident is concluded. However, if the cadet ignores the warning and/or exhibits insolence in his/her attitude concerning the disciplinary actions taken, he/she will be assessed behavior penalties and will likely have points subtracted from his/her leadership grades. Serious

or repeated offenses will result in a cadet being referred to a school administrator.

c. Certain offenses do not warrant warnings prior to disciplinary action. **Incidents involving lying, cheating, or stealing, bullying or sexual harassment will not be tolerated** and will be handled in accordance with the school discipline policy, in addition to measures taken by the Senior Naval Science Instructor and/or the Naval Science Instructor.

d. The issuance of warnings and/or extra military training to remedy behavior deficiencies may result in a cadet being placed on probation, which may jeopardize his/her chances of remaining in the program.

e. Parents will be kept informed of problems at key points, but the NJROTC program relies on the cadets themselves to demonstrate the accountability, responsibility and self discipline expected of a follower and later as a leader.

(1) Minor Infractions. Infractions listed below are reason for receiving warnings and/or report chits:

- (a). Uniform violations and/or consistent failure to adhere to personal grooming standards.
- (b). Failure to bring the NJROTC notebook and/or other required materials to class.
- (c). Failure to meet obligations on time.
- (d). Public displays of affection while in uniform.
- (e). Disrespect to another cadet.
- (f). Disruptive conduct in class or on the drill field.
- (g). Failure to adhere to school rules (as outlined in the student code of conduct and dress policy) or subsequent modifications by the Principal or School Board.

(2) Major conduct infractions. A cadet may be referred to the school administration with a recommendation for appropriate discipline without warning for the following:

- (a). Disrespectful or insolent behavior directed toward any teacher or staff personnel.
- (b). Use or possession of tobacco.
- (c). Fighting.
- (d). Damaging government or school property.
- (e). **Repeated** minor offenses.
- (f). Profanity.
- (g). Lying, cheating, or stealing.
- (h). Failure to wear the prescribed uniform **three times** during a grading quarter.



## **What is expected of you!**

- To accept and abide by all rules and regulations of the NJROTC Unit.
- To fully support the instructors and cadet officers appointed over you.
- To be loyal to the unit at all times.
- To attend all essential functions.
- To contribute in a positive manner.
- To maintain a satisfactory personal and military appearance at all times.
- To demonstrate your willingness to assist the unit by accepting positions of responsibility.
- To realize that your instructors are experienced military veterans who will expect you to perform to the best of your ability and who will assist you in any way possible to attain that goal.

## **What you can expect!**

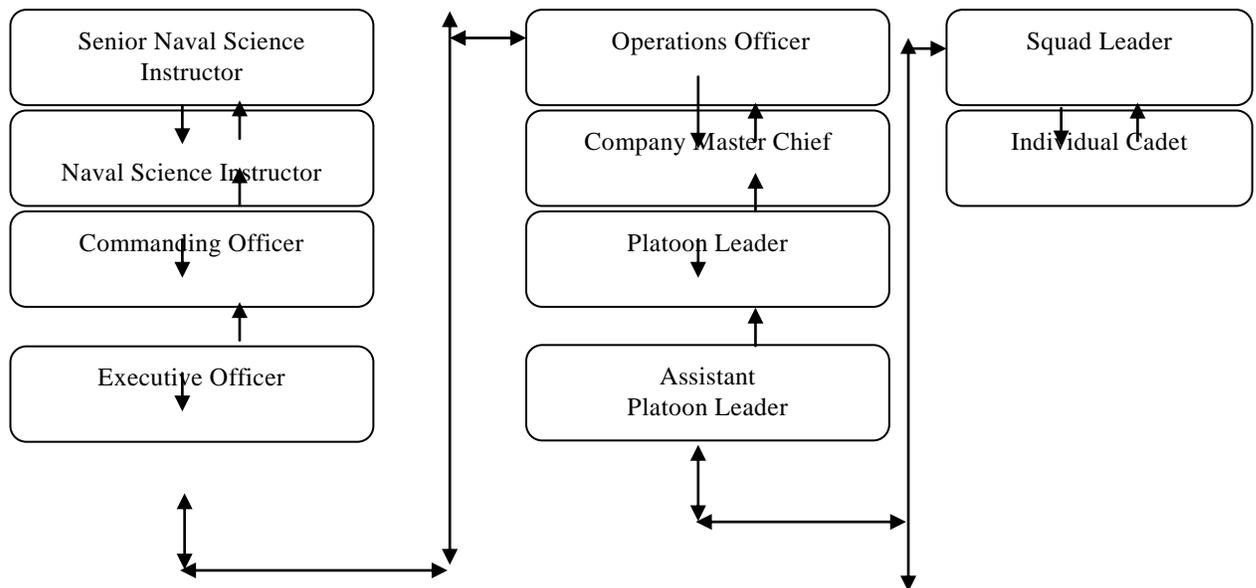
- To learn the basics of Naval Science.
- To learn more about yourself, develop your self-discipline, and increase self-esteem.
- To develop your innate leadership skills.
- To learn the meaning of accountability and responsibility in daily activities.
- To learn how to function well in a team or platoon environment.
- To learn how to express yourself better orally and in writing.
- To learn the value of good, clean competition and the importance of winning and/or losing with style.
- To realize that it's possible to experience real enjoyment in an academic environment.
- To learn the true meaning of high morale and pride and how these qualities affect organizational effectiveness.
- To acquire skills so you can properly handle more situations and make better decisions.

## SECTION II – ORGANIZATIONS

# NJROTC RIDGEVIEW – BILLET DESCRIPTIONS CADET STAFF



1. CHAIN OF COMMAND. The chain of command is the primary channel of communications throughout the unit. Information flows from the SNSI/NSI and C/CO through various members of the unit to the individual cadet and from the cadets back the same channel to the C/CO and the SNSI/NSI. The two-way nature of the "chain" is extremely important. The chain of command for Ridgeview High School NJROTC extends up and down as follows:



- A. Commanding Officer (C/CO). The C/CO is the senior cadet of the Cadet Corps. That cadet is responsible to the SNSI/NSI for the following:
- (1). Maintaining high morale and enthusiasm within the unit.
  - (2). Proper and timely execution of unit activities.
  - (3). Developing team spirit within the unit.
  - (4). Looking after the well being of unit individuals.
  - (5). Recommending cadets for promotions and assignments,
  - (6). Ensuring the smooth and proper operation of the Unit in accordance with the Chief of Naval Operations and Training Instruction 1533.9J, the Cadet Field Manual, and policy set forth by the NSI.
  - (7). Directing and coordinating the efforts of the cadet staff.
  - (8). Being the cadet officer in charge during company formations.
  - (9). Setting the highest standards of performance, conduct, appearance, military bearing, and courtesy as an example for all unit cadets.
- B. Executive Officer (C/XO). The C/XO supports the CO in all respects and will always be prepared to take charge of the unit in the absence of the CO. The C/XO is responsible for the following:
- (1). Disciplinary matters within the unit. Each case will be handled individually and will be carefully coordinated with the SNSI/NSI.
  - (2). Supervision of the company staff as directed by the C/CO.
  - (3). Keeping the staff officers informed of unit activities.
  - (4). Emphasizing the use of the Chain of Command and maintaining close coordination of all military matters.
  - (5). Leading by example.
- C. Adjutant (ADJ). The ADJ supports the company as special projects officer in a staff relationship with the SNSI, NSI, CO & XO. The adjutant typically manages the communications flow between the staff and acts as direct liaison to the inspecting officer.
- D. Operations Officer (OPS). The OPS officer will support the CO and XO in all respects. Specific responsibilities of this billet include:

## **NJROTC RIDGEVIEW – BILLET DESCRIPTIONS CADET STAFF**

- (1). Coordinating all unit activities and ensuring that everything is moving smoothly and safely.
- (2). Assisting the SNSI/NSI with planning events.
- (3). Prepare Monthly Schedule and ensuring it is posted no later than three working days before it is effective. Posting includes making it available over the School's Web Site.
- (4). Prepare a brief for the annual Area Manger Inspection.

### E. Administrative/Communications Officer (ADMIN/COMM)

In addition to purely administrative type duties, the ADMIN/COMM officer is responsible for personnel and communications functions as follows:

- (1). Having a good working knowledge of the unit's organization and activities and assisting the SNSI and NSI with personnel matters as directed.
- (2). Preparing and maintaining unit's personnel files and the unit organization board and assisting the SNSI and NSI with other personnel matters as directed.
- (3). Posting the monthly schedule and otherwise ensuring that good communications are maintained within the unit.
- (4). Maintaining the minutes of all the staff meetings.
- (5). Being prepared to perform the Operations Officer's job when OPS is absent.

### F. Supply Officer (SUPPO)

The Supply Officer is a member of the Company Staff and is head of the Supply Staff. SUPPO reports directly to the NSI for supply related matters and to the XO for military matters. Responsibilities of this billet include:

- (1). Maintaining the Supply Room in a secure, neat and orderly manner.
- (2). Assisting with issue, receipt, storage, inventory and accounting for unit uniforms.
- (3). Assisting with storage and accounting for unit equipment.
- (4). Supervising the supply staff.

### G. Supply Chief

The cadet assigned to this billet assists the Supply Officer in all supply support activities and handles the supply duties when SUPPO is absence. Other responsibilities include:

- (1). Serving as the unit's Finance Officer, responsible for assisting the SNSI and NSI with financial matters.

## **NJROTC RIDGEVIEW – BILLET DESCRIPTIONS CADET STAFF**

- (2). Assisting with the collection and accounting of funds raised by the unit during local fund raising activities.

### H. Public Affairs Officer (PAO)

The PAO is responsible to the SNSI through the Executive Officer and the Commanding Officer for the following:

- (1). Maintaining the unit scrapbook.
- (2). Ensuring the unit activities are posted on activity bulletin boards (including the Ridgeview NJROTC website) on a weekly basis.
- (3). Taking photographs and videotapes of the unit activities.
- (4). Maintaining a file of unit photographs.
- (5). Drafting and coordinating NJROTC news releases to school's Journalism Department, local newspapers, and school newsletter.
- (6). Preparing flyers and posters to make school and community aware of Ridgeview High School NJROTC Unit.

### I. First Lieutenant

This staff officer is responsible to the instructors for all matters relating to the armory and directing the unit's Master-At-Arms force. Other duties include:

- (1). Account for air and drill rifles.
- (2). Keeping NJROTC spaces clean and orderly and preparing the Cleaning Watch Bills.
- (3). Ensuring the support materials for the rifle team and color guard are always available for use.

### J. Chief Master-at-Arms (CMAA)

This Chief Petty Officer assists the First Lieutenant by keeping a safe, clean, well-stocked armory. Duties include:

- (1). Maintain swords, flags, pennants, air rifles and drill rifles in good, clean operating condition.
- (2). Assist the First Lieutenant in accounting for air rifles, swords, flags, pennants, guides and drill rifles.
- (3). Maintain the Armory in a professional, safe and secure manner.
- (4) CMAA conducts a daily inspection of the armory and its equipment, ensures all rifle parts are tight, clean and properly working and reports any discrepancies to the First Lieutenant.
- (5) All pennants, flags slings, cases and poles are inspected daily and kept dry. No wet equipment shall be stored in a case.

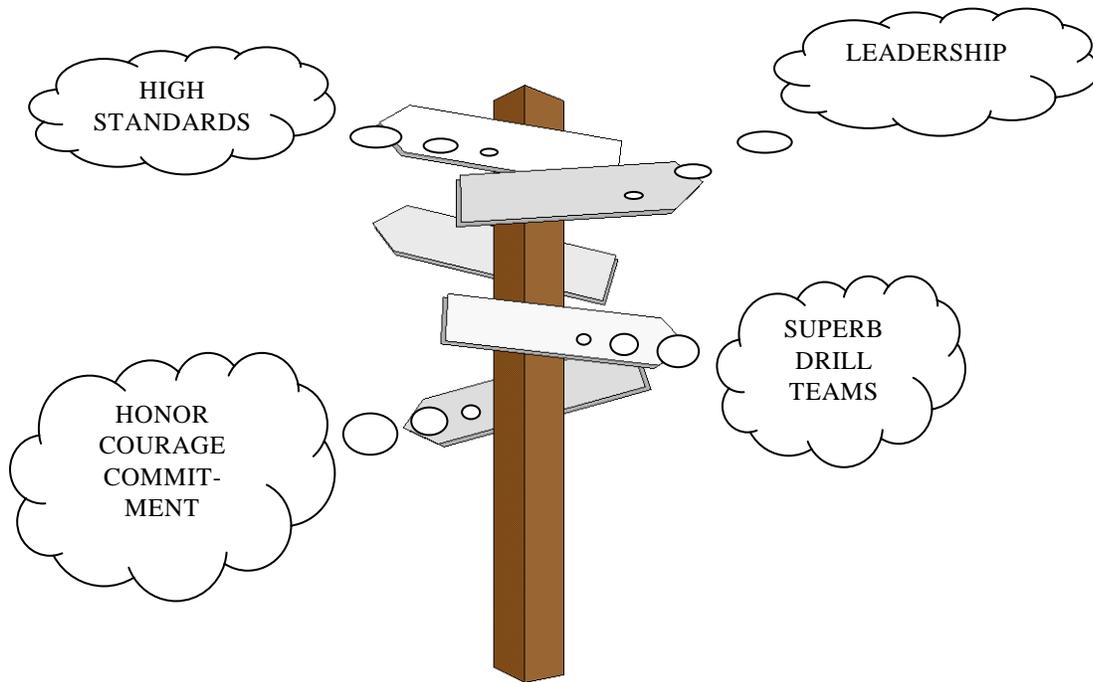
K. Company Master Chief

The Company Master Chief is the Unit's senior petty officer. This cadet is responsible for:

- (1). Mentoring and training cadet chief petty officers.
- (2). Coordinating disciplinary matters when necessary.
- (3). Being the primary point when the cadets have a concern or a complaint.
- (4). Submitting a proper muster for company/unit functions.
- (5). Assisting in the maintenance of high unit morale and military standards.
- (6). Lead by personal example.

L. National Chain of Command

See Appendix F for current chain of command. Copy this into your *Cadet Field Manual* and *Cadet Reference Manual* in pencil. It is subject to change.



## **NJROTC RIDGEVIEW – BILLET DESCRIPTIONS PLATOON ORGANIZATION**

### A. Platoon Leader

The Platoon Leader is the cadet who is the link between the Cadet Commanding Officer/ Executive Officer and cadets in the Platoon. Responsibilities include:

- (1). Knowing assigned cadets as individuals.
- (2). Keeping platoon commanders informed and providing two-way communication within the unit.
- (3). Assisting with new cadet orientation.
- (4). Looking out for the welfare of platoon members.
- (5). Instilling a feeling of team spirit within the platoon and the unit.
- (6). Striving to make the platoon the best in the unit.
- (7). Being knowledgeable and proficient in military drill.
- (8). Maintaining the highest standards of performance, conduct, appearance, military bearing, and courtesy as an example for all unit cadets.

### B. Mustering Petty Officer

Assist the Platoon Leader in all respects by working closely as a team to develop the best platoon in the unit.

Responsibilities include:

- (1). Knowing platoon leader's duties and taking charge when the platoon leader is absent from the unit.
- (2). Taking an accurate muster at platoon formation and during each class and ensure the instructors are notified when there is a change to the original muster.
- (3). Maintaining order and discipline as directed by the Platoon Leader.

### C. Squad Leader/Assistant Squad Leader

Specific responsibilities include:

- (1). Being proficient in close order drill and able to take charge of their squad.
- (2). Knowing the squad members personally and helping them at all times.
- (3). Assisting the platoon leader in all platoon activities.
- (4). Setting the proper example of conduct, preparation and attendance.

### D. Platoon Master-of-Arms and Class Leader

The billets are assigned for each class. They will assist the First Lieutenant and Chief master-at-Arms in classroom armory issues.

E. Platoon Supply Petty Officer

The Platoon Supply Petty Officer manages uniform issue bins on a daily basis.

## SECTION III- TEAM ORGANIZATION

### NJROTC RIDGEVIEW – TEAM ORGANIZATION

- **DRILL TEAM Armed/Unarmed.** Highly trained, dedicated cadets interested in the sharpness and precision developed by close order drill and the Manual of Arms, they represent RHS in parades, ceremonies and competitions with other JROTC units. Individual members of the drill team are expected to maintain the highest standards of grooming, discipline, and uniform. Each position on the drill team is earned through competition within the unit.
- **Color Guard.** This group of cadets is one of the most visible portions of the unit to the school and the community. They present Colors at parades, school sporting events, other activities, community ceremonies and competition with other JROTC units. Like the drill team, they are expected to set the standards in uniform and conduct.
- **Rifle team.** Comprised of cadets interested in the Olympic sport of competitive shooting and firearms safety, they will represent the unit in local, state, and national competitions.
- **Academic Team.** The academic team is comprised of cadets who are particularly interested in academic achievement, who are top achievers in Naval Science Academics, and who are willing to devote the extra effort and individual study necessary to compete successfully. They will represent the unit in state and national competitions.
- **Athletic Team.** The athletic team is comprised of cadets who are motivated and physically fit to compete in various events. Typical field meet athletes compete in push-ups, curl-ups, baton sprints and relays. Other events might include log races, wheelbarrow races, tug-o'-war, klacker boards, sea bag relays and dizzy-izzy bat races.
- **Orienteering Team.** The Orienteering Team is comprised of cadets who are interested in competing in the Olympic

sport of Orienteering. Orienteering involves competing in a timed hiking course with a compass and a topographic map.

**NOTE: A school athletic sports physical is required to participate in drill meet/field meet athletic competition, Physical Readiness Test, Basic Leadership Training, Sail Academy, or Advanced Leadership Academy. It is the individual cadet's responsibility to obtain the required physical examination using Appendix G.**

## SECTION IV--AWARDS

# NJROTC RIDGEVIEW RIBBONS, VARSITY LETTERS & CADET OF THE QUARTER



### • REQUIREMENTS FOR RIBBONS

1. **Meritorious Achievement.** Officer with distinguished service. Area Manager must approve.
2. **Distinguished Unit.** Awarded to unit by Area Manager. Must do well in all categories (Drill Team, Academic Team, PT Team, Color Guard, community service, etc.)
3. **Distinguished Cadet.** One in each year group with the highest combined academic and military grades.
4. **Honor Cadet.** One cadet in each year group with the highest academic grade.
5. **Cadet Achievement.** Awarded by the Area Manger, WHEN EARNED, by a cadet for a single, outstanding achievement.
6. **Unit Achievement.** Awarded annually at the discretion of the Area Manager.
7. **Aptitude.** Awarded at the discretion of the NSI and to Cadet of the Quarter and platoon earning the Commander's Cup.
8. **Naval Science 4.** Top 20% in all areas.
9. **Naval Science 3.** Top 30% in all areas.
10. **Naval Science 2.** Top 50% in all areas.
11. **Naval Science 1.** Top 60% in all areas.
12. **Conduct.** Top 45% in each year group. No referrals, discipline problems in any classroom, school trip or school sponsored activity qualifies for consideration.

13. **Academic.** Top 30% in Academics. Usually awarded to Academic Team members who have competed and cadets on the Honor Roll.
14. **Personal Appearance.** Once per year to cadets who earn grade of OUTSTANDING at Area Manager Inspection.
15. **Physical Fitness.** Twice per year. See *Cadet Reference Manual* for specific standards of performance.
16. **Participation.** Twice per year to any cadet earning 20 participation points per semester from events (not sales, etc.).
17. **Unit Service.** Exemplary service to unit as determined by SNSI/NSI.
18. **Community Service.** Complete 20 hours of Community Service.
19. **Drill Team.** Participate in two major competitions or five events with Drill Team (not including football games). Attend 75% of practices. Do not miss more than 2 consecutive practices.
20. **Color Guard.** Compete in two meets and participate in five public events (not including football games). Attend 75% of practices. Do not miss more than 2 consecutive practices.
21. **Rifle Team.** Awarded, when earned, to any cadet in good standing who has competed in two marksmanship matches.
22. **Orienteering.** Meet requirements in *Cadet Field Manual*.
23. **Recruiting.** Enroll 2 cadets in NJROTC.
24. **Mini-Boot Camp.** Complete basic leadership training as approved by Area Manager.
25. **Sea Cruise.** Embark onboard a vessel that casts off lines and gets underway.

• **REQUIREMENTS FOR VARSITY LETTERS**

Note: Requirements must be met at least four weeks prior to the Annual NJROTC Awards Banquet for a cadet to receive the letter/device at the Banquet. A cadet meeting requirements after that date will receive the letter/device shortly after the start of the following school year if he/she can provide proof that he/she is eligible.

See **Cadet Field Manual** for information on Lamps, Torches, Anchors and Stars.

1. NJROTC cadets can earn a Ridgeview High School varsity letter through participation in the program. The letter "R" with a vertical "NJROTC" on the left side will be awarded to qualified cadets at the awards banquet held during the second semester of the school year.

2. The criteria for earning the varsity letter include:
  - A. Compete in two sanctioned competitions for two consecutive years on a designated team, including Navy-sponsored rifle, orienteering and postal academic competitions.
  - B. Earn a Community Service Ribbon.
  - C. Earn a Unit Service Ribbon.
  - D. Earn a Participation Ribbon.
  - E. Maintain an overall 2.0 GPA.

**• REQUIREMENTS FOR SHOULDER CORDS**

The Summer Color Guard and Exhibition Drill Team are eligible for a special shoulder cord upon completion of summer performances. Typically, members of these teams, who perform community service events between Spring Break and Freshmen Orientation, are awarded a distinctive shoulder cord to demonstrate their commitment to the Panther Company. These special shoulder cords can be worn with the Navy Service Uniform at all times except Drill Competition and Leadership Academy.

**• CADET OF THE QUARTER**

1. The Cadet of the Quarter (COQ) program recognizes the best all around junior (NS1) cadet each quarter. Outstanding performance, school and/or community involvement, leadership, self-improvement and personal appearance are key factors for nomination by the platoon leader.
2. Periods for the award are:
  - a. First Quarter (August-October).
  - b. Second Quarter (November-January).
  - c. Third Quarter (February-April).
3. The Cadets of the Quarter will be awarded the following recognition:
  - a. Public affairs news coverage in the school newspaper and Panther Company newsletter.
  - b. An engraved nameplate for the VFW perpetual plaque.
  - c. An NJROTC Aptitude Ribbon.
  - d. Photograph displayed on the Panther Company Roster Board.
  - e. Meritorious promotion to next higher rank.
4. Platoon leaders will nominate outstanding cadets for Junior COQ no later than the 15<sup>th</sup> of October, January and April by completing Appendix H.
5. The unit Company Master Chief (CMC) will convene the selection boards, composed of at least three staff officers,

in a timely manner. The CMC will ensure candidates are notified of the time, date and place of the selection board's meeting, and ensure all data is available for presentation to the board.

6. The unit Commanding Officer will submit the written nomination or recommended cadets to the SNSI and NSI for final approval and selection.

## APPENDICES

ALL FORMS ARE AVAILABLE FROM THE INSTRUCTORS IN P92.