



CADET GUIDE

**JROTC BULLDAWG BATTALION
SOUTH BROWARD HIGH SCHOOL**

JUN 2024
(UPDATED AS OF 8/11/2024)

To the Bulldawg Battalion cadets,

On behalf of the School Principal, the Instructors and the Battalion, we welcome you to SBHS's U.S. Army JROTC program. You will experience a unique course of instruction that will be educating, motivating and rewarding. Many of you will get to do things that others can only imagine. Your experiences in JROTC are the foundation for life-long memories and close friendships. We sincerely believe you will benefit from the teamwork, self-discipline and leadership experiences you encounter.

We are sure most students have questions about JROTC. **First, let us assure you it is neither boot camp, nor combat training, and there is absolutely NO military obligation.** It is a class that will help you develop decision-making and communication skills while building self-confidence as a leader and stems into college and career readiness opportunities. If you have never been in charge or responsible for anything, get ready – the opportunities are here! While our program will be challenging and demanding, we believe you will experience a sense of accomplishment and pride hard to put into words.

We strongly encourage you to submerge yourself in the opportunities that come your way, including our co-curriculars. Whether it is, JLAB, Raiders, Drill, or Robotics & Drones, we can assure you that participating in these activities will enrich your JROTC experience.

Imagine being able to gear up with the latest equipment, attend overnight trips, and celebrate at a once in a lifetime ball—all while working towards a fantastic end-of-year adventure. Participation from you in our fundraisers is crucial in order to give more in return to the program. The funds we raise directly contribute to purchasing cool gear, organizing overnight trips, hosting a memorable military ball, and potentially planning an exciting end-of-year trip to Busch Gardens. Your involvement not only helps us achieve these goals but also fosters a sense of community and teamwork. By working together on these fundraisers, we can ensure that everyone has access to the best possible **resources** and **experiences**, making our JROTC program even more rewarding and enjoyable.

Again, welcome to the Bulldawg Battalion. We look forward to working with each of you as cadets of our program and team. From this day on, you will have the opportunity to improve your interpersonal skills through a challenging leadership education program and increase your awareness of leadership operations. We are proud to have you enrolled and stand ready to help you expand your knowledge and horizons. Cadets, remember our motto ***“Learn Today, Lead Tomorrow!”***.

//SIGNED//

C/LTC Anthony Clase
Battalion Commander
Bulldawg Battalion, U.S Army JROTC
South Broward High School

//SIGNED//

C/CSM Alexander Villalobos
Battalion Command Sergeant Major
Bulldawg Battalion, U.S Army JROTC
South Broward High School

ARMY JUNIOR ROTC CREED

I am an Army Junior ROTC Cadet

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

I am Loyal and Patriotic

I am the future of the United States of America

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

I will practice good citizenship and patriotism

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

I will seek the mantle of leadership and stand prepare to uphold the
constitution and the American way of life

May God grant me the strength to always live by this Creed

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Chapter 1: U.S. ARMY JUNIOR ROTC MISSION & GOALS

Mission

The mission of JROTC is to *“Motivate young people to be better citizens”*.

Goal

“To increase cadet engagement and their program experience”.

Cadet Honor Code

"I will not lie, cheat, or steal nor tolerate those among us who do." These simple words are the basis for a code to live by for the remainder of a cadet's life. These words are specific and clear. A cadet should be HONEST in both words and deeds. A cadet should not make quibbling and evasive statements, should do their own work, and should assist others to cooperate to meet common goals. The code belongs to the Cadet Corps and provides a special bond between cadets.

Core Values

The Army holds certain ideals or values that are the heart and soul of the military profession. These values provide a basis for proper conduct in our society.

The seven Core Values that have been established for the Army are:

- **Loyalty**
- **Duty**
- **Respect**
- **Selfless Service**
- **Honor**
- **Integrity**
- **Personal Courage**

Bulldog Pride

Students enrolled in the South Broward High U.S. Army JROTC program must follow the rules in this guide, the South Broward High Student Handbook, and be good citizens within the community. Moreover, they must exemplify the requirements of Bulldog Pride:

1. We come to class prepared, are on time, and stay on-task until the final bell.
2. We work hard during class, complete all homework, and turn in work on time.
3. We stay in dress code and wear our uniform according to regulations.
4. We care for our campus, clean up after ourselves, and help others as needed.
5. We respect ourselves, others, and South Broward High School's

Chapter 2: CADET BATTALION ORGANIZATION

Organization: The U.S. Army JROTC is organized as an JROTC Cadet Group. Cadets will run the Corps to the maximum extent possible with guidance and supervision from the SAI/AI. The Command Staff leaders will hold regular staff meetings to disseminate information, receive progress reports, discuss Battalion activities, and present recommendations and suggestions. The meetings will be conducted in a formal atmosphere and led by the Battalion Commander. Attendance for all Staff Officers is mandatory unless prior arrangements have been made with the Battalion Commander and is reported to the SAI/AI.

Chain of Command: The Chain of Command defines lines of authority and communication. Cadets should start with the first cadet in their chain of command to get answers to questions on uniforms, customs and courtesies, drill, cadet evaluations and promotions, cadet awards, extracurricular activities, and classroom rules and procedures. The chain of command introduces the cadet to what they will face in future employment. **HOWEVER, PERSONAL MATTERS, INAPPROPRIATE CONDUCT BY ANY CADET, OR QUESTIONS ON ACADEMICS SHOULD BE ADDRESSED IMMEDIATELY TO AN JROTC INSTRUCTOR.**

Job Descriptions: SBHS JROTC Cadet job descriptions are contained in this chapter below. These job descriptions are a guide only and can be supplemented or changed with approval of the SAI/AI. Like the Army, job responsibilities and duties will increase with promotion and experience. Cadets earn their job assignments and are encouraged to carry out their job duties, to include supervisory responsibilities, to the best of their ability.

Cadet Officers: Cadets who have shown their potential as cadet Non-Commissioned Officers may be promoted to officer ranks. As officers, they must serve as role models for other cadets. They must also demonstrate excellent leadership and followership skills and remember that their authority is limited to corps activities.

Cadet Non-Commissioned Officers (NCOs): Cadet NCOs must assist the officers appointed over them and serve as role models for the battalion.

CHAIN OF COMMAND

POSITION	NAME
Commander-in-Chief	President Joe Biden
Secretary of Defense	Hon. Lloyd J. Austin III
Chairman, Joint Chiefs of Staff	General Charles Q. Brown Jr.
Secretary of the Army	Hon. Christine Warmuth
Chief of Staff, U.S. Army	General Randy A. George
Sergeant Major of the Army	Sgt. Maj. of the Army Michael R. Weimer
Training & Doctrine Command, Commanding General	General General Gary Brito
Training & Doctrine Command, Command Sergeant Major	Command Sergeant Major Raymond S. Harris
Cadet Command, Commanding General	Major General Antonio (Andy) Munera
Cadet Command, Command Sergeant Major	Command Sergeant Major Roy A. Young
Superintendent	Dr. Howard Hepburn
Director of Army Instruction	Lieutenant Colonel (Ret) 'N/A'
School Principal	Mr. Alexander Francois
Senior Army Instructor (SAI)	Sergeant Major (Ret) Benjamin Logsdon
Army Instructor (AI)	Sergeant First Class (Ret) Denise George
Cadet Battalion Commander	Cadet Lieutenant Colonel Anthony Clase
Cadet Executive Officer	Cadet Captain Claire Clemons
Cadet Command Sergeant Major	Cadet Command Sergeant Major Alexander Villalobos

CLASSROOM ATMOSPHERE & CADET LEADERSHIP ROLES

As a JROTC leader, it is essential to foster a positive and disciplined classroom atmosphere that promotes learning, respect, and teamwork. The classroom environment should reflect the core values of the JROTC program: integrity, duty, respect, selfless service, honor, and personal courage. Every cadet, regardless of their leadership education and training (LET) level, contributes to maintaining this atmosphere. You can view specific job descriptions ([Here](#))

1. LET I Cadets:

- **Learning the Basics:** LET I cadets spend their first year understanding the JROTC program, its values, and its mission. They are introduced to the basics of the program, leadership principles, and the importance of teamwork.
- **Observation and Participation:** LET I cadets are expected to observe and participate in activities, learning from higher-ranking cadets and the AI. They should demonstrate enthusiasm and a willingness to learn.

2. LET II Cadets:

- **Intermediate Skills:** LET II cadets build on their foundational knowledge and start taking on more responsibilities. They begin to apply leadership principles in practical situations and develop their communication and organizational skills.
- **Active Participation:** LET II cadets should actively participate in classroom discussions, drills, and activities. They are expected to set a positive example for LET I cadets. Charged as Squad Leaders, Cocurricular Captains, etc.

3. LET III Cadets:

- **Advanced Leadership:** LET III cadets refine their leadership skills and take on more significant roles within the battalion. They are responsible for mentoring LET I and II cadets and assisting in training and classroom activities/exercises.
- **Leadership Roles:** LET III cadets should be prepared to take on leadership positions such as Battalion Staff, Company Commander, or Company 1SG. They play a critical role in the planning and execution of battalion activities.

4. LET IV Cadets:

- **Leadership and Mentorship:** LET IV cadets are the senior leaders of the battalion. They are responsible for overseeing the training and development of all cadets and ensuring the smooth operation of the battalion.
- **Command Positions:** LET IV cadets typically hold top leadership positions such as Battalion Commander, Executive Officer (XO), or Command Sergeant Major (CSM). They provide guidance and support to junior cadets and lead by example.

TRAINING STRUCTURE

1. Battalion Commander:

- **Role:** The Battalion Commander is the highest-ranking cadet and is responsible for the overall success of the battalion. They oversee all activities, ensure that the battalion meets its goals, and represent the battalion at all official functions.
- **Responsibilities:** Leading staff meetings, coordinating with instructors, setting goals, and ensuring that all cadets are trained and motivated.

2. Command Sergeant Major (CSM):

- **Role:** The CSM is the senior non-commissioned officer and is responsible for the welfare, discipline, and training of the cadets. They act as a liaison between the cadet corps and the Battalion Commander.
- **Responsibilities:** Supervising training, maintaining standards, advising the Battalion Commander, and mentoring junior cadets.

3. Company Commanders:

- **Training:** Company Commanders are trained to lead their companies effectively. This includes planning and conducting training sessions, managing company personnel, and ensuring that all cadets are meeting their objectives.
- **Responsibilities:** Leading company meetings, developing training plans, and coordinating with the 1SG and Company XO.

4. First Sergeants (1SG) and Company Executive Officers (XOs):

- **Training:** 1SGs and Company XOs are trained by the Company Commanders to assist in the management of the company. They help in executing training plans, maintaining discipline, and supporting company activities.
- **Responsibilities:** Supervising squad leaders, managing company logistics, and ensuring that all cadets are meeting their standards.

5. Squad Leaders and Company Staff:

- **Training:** Squad Leaders and Company Staff are trained by the 1SGs and XOs. They are responsible for leading smaller groups of cadets, conducting drills, and ensuring that their squad members are trained and motivated.
- **Responsibilities:** Leading squad meetings, conducting training exercises, and maintaining accountability of their squad members.

Chapter 3: CLASSROOM RULES AND PROCEDURES

General: Cadets are expected to always display correct military conduct and courtesies. Whether you are the superior or subordinate, complying with protocol is an act of self-discipline.

Classroom Rules: All cadets will abide by the following class rules:

- Do NOT chew gum, eat, or drink in the classroom unless authorized by SAI or AI.
- Do NOT use or display electronic devices in class unless authorized by the SAI or AI.
- Do NOT disregard JROTC or school dress code standards.
- Do NOT talk when the instructor or a guest lecturer is talking unless recognized.
- Do NOT write on the whiteboard or use the computer without the instructor's permission.
- Do NOT sleep or put your head down on the desk unless authorized by the instructor.
- Do NOT be loud, disruptive, or participate in any form of "horseplay".
- Do NOT fail to address instructors, guests, or cadet officers as "Sir/Ma'am" or their rank.
- Do NOT enter instructor offices or use telephones without permission.
- Do NOT use disrespectful or vulgar language.
- Do NOT go to the restroom within the first 10 minutes or the last 10 minutes of class.

Classroom Procedures:

- The Company CC/1SG will enforce dress code before class begins (to include proper wear of school ID's); cadets will enter the class, place their bags near their desk/seat, then await for opening class procedures.
- Class starts promptly at the tardy bell. The Company 1SG will call the company to "ON YOUR FEET" followed by the Pledge of Allegiance, Cadet Creed, and Company Motto. Finally accountability will be taken/noted and the academic agenda will commence.
- On PT days the Company 1SG will lead the company.
- To show respect to administrators who visit the JROTC classroom, the first cadet who recognizes the visitor will state in a confident, authoritative voice, "ON YOUR FEET". All cadets will come to the position of "ATTENTION", face forward, and remain standing silently until directed to take their seats by the instructor.

Classroom Behavior: Poor classroom behavior affects your academic grade and can restrict your participation in program activities. Violation of classroom rules can result in verbal warnings, reduction in rank, and removal from the program.

Textbooks/Remotes: Books and remotes are the property of Broward County Public Schools. They cannot be removed from the classroom without instructor permission.

Telephone Procedures: The classroom phone will be used for official business only and cadets will not use it without special authorization from the SAI/AI.

Telephone calls will be answered by the Company CC/1SG if an instructor is not in the room. Calls will be answered in the following manner: ROOM (#), THIS IS CADET xxx, HOW MAY I HELP YOU?

If an instructor is not available, a message will be taken to include the name of the caller and a good return phone number.

Any calls requiring a cadet to leave class MUST be approved by the SAI/AI first.

NOTE: All emergency calls will be referred to the SAI/AI immediately!!

Procedures When Reporting to Instructors Office:

- a. Only one cadet at a time may enter the office unless told otherwise by an instructor.
- b. Cadets wishing to enter the office will line up in single file against the wall near the office door.
- c. When it is your turn to enter, knock first and wait to be recognized.
- d. When the instructor gives permission to enter, the cadet will enter the office, face the instructor, and render a salute stating, "Good Morning/Afternoon SGM".
- e. The cadet will then state his or her reason for entering the office.

Chapter 4: CUSTOMS AND COURTESIES

As members of the JROTC, cadets will inherit many customs and courtesies that are new to them. Your support and observance of these traditions will enable you to have a rewarding experience in the JROTC program.

Military customs and courtesies go beyond basic politeness. They play an important role in building morale, esprit de corps, structure, and discipline. The following customs and courtesies are specific examples that are unique to the military.

Salute: The salute is a traditional greeting between military personnel. The salute is deeply rooted in military history from the times when warriors raised their right arm to show that no weapon was present; to when knights raised their visor with their right hand as a sign of greeting; and to when American soldiers removed their "3-corner" hats to greet and show respect to others. The salute is a way of saying "Hello" while showing respect to officers' senior in rank. Sometimes the hand salute is rendered to honor the colors, a mark of respect for our country. Cadet's execution of the salute is important. A smart salute indicates pride in self and corps. A sloppy, lackadaisical salute indicates lack of confidence, pride, and is disrespectful. Cadets should develop the habit of carrying books or other objects with the left hand to free the right hand for saluting.

Flags: It is important to always show proper respect for the United States flag. The military salute is rendered by personnel in uniform. Those not in uniform pay respect by standing at attention, tall and straight with the left arm at their side and placing the right hand over their heart. Hats should be removed with their right hand and hold it over their right shoulder. The right HAND, not the hat, should rest over the heart.

Pledges: The Pledges are recited at the beginning of each period. Cadets should show respect for the flags and our nation when reciting the Pledges. When in uniform indoors, stand at attention, face the flag, and recite the pledge (hand salute is not rendered). If, in civilian clothes, cadets should stand at attention, face the flag, place their right hand over their heart, and recite the pledge.

Cadet Etiquette: Proper etiquette is "the customary rules of conduct or behavior in a polite society". Our civilized society is more pleasant to live in, go to school in, and work in when all members practice proper etiquette and good manners. The axiom, "Treat Others as You Want to Be Treated", is a good one to live by and is the desired behavior of all cadets.

Position of Honor: According to military custom, the position of honor is always to the right. When walking with an instructor or cadet of higher rank, the cadet will place him/herself to the left of the senior person.

Chapter 5: LEADERSHIP & STAFF SELECTION PROCESS

Announcement of Boards Week:

- Cadets interested in Battalion Staff or Company Leadership/Staff positions will be informed about the selection board date at the end of the academic year. This announcement will mark the beginning of the preparation phase for interested cadets.

Distribution of Instruction and Study Resources:

- Prior to Boards Week, cadets will receive a comprehensive list of instructions and study resources. These resources include:
 - **Board Packet:** Contains all necessary forms, applications, and detailed instructions for the selection process.
 - **Study Guide:** Provides key information and topics that cadets need to review in preparation for the board.
 - **Board Week Clarifications:** Answers common questions and clarifies expectations for the selection process.

Preparation Phase:

- Cadets are encouraged to thoroughly review the provided materials and seek guidance from current leaders and instructors. This phase is crucial for understanding the expectations and responsibilities associated with the desired positions.

Conducting the Board:

- During Boards Week, cadets will present themselves before a selection board. The board typically consists of senior cadets and instructors who will evaluate each candidate based on their knowledge, leadership potential, and overall suitability for the position.
- The board may include:
 - **Interviews:** Cadets will answer questions related to their understanding of JROTC values, leadership principles, and their vision for the role they are applying for.
 - **Uniform Inspection:** Ensures that cadets meet the standards of military dress and personal appearance.

Evaluation and Results:

- After all candidates have completed their boards, the selection board will deliberate and evaluate each candidate's performance.
- Results are typically released at a later date, allowing time for thorough consideration. Cadets will be informed of their selection status through an official announcement.

Post-Board Assignments:

- Once the results are released, selected cadets will be assigned to their new leadership positions for the upcoming academic year.
- Remaining cadets, who were not selected for Battalion Staff or Company Leadership roles, will be considered for other leadership positions or roles on cocurricular teams. These roles are equally important and contribute significantly to the success of the battalion.

Transition and Training:

- Newly selected leaders will undergo a transition period where they receive training and guidance from outgoing leaders and instructors. This ensures a smooth handover of responsibilities and continuity in leadership.
- Training may include:
 - **Leadership Workshops:** Focus on developing leadership skills, effective communication, and team management.
 - **Mentorship Programs:** Pairing new leaders with experienced mentors for ongoing support and advice.

Chapter 6: CADET RANK, PROMOTIONS, and DEMOTIONS

Authority

Authority to exercise command and control at each unit level is vested in the cadet Officers and Noncommissioned Officers who are solely responsible for establishing and upholding the standards and performance of their respective units.

Cadet Officers

- a. Cadet Officers will be selected cadets who have clearly demonstrated competence and leadership ability as Cadet NCOs. In addition to command and staff abilities, they must be qualified to assist the SAI/AI and to act as a Leader in any JROTC duty or class activity. Promotion to cadet officer will not be given solely as a reward for longevity.
- b. Cadets of lower rank are required to respect the authority of Cadet Officers unless it is illegal, unethical, or immoral.
- c. Cadet Officers who fail to comply with cadet code of conduct, who passively allow other cadets to violate rules and regulations, or fail to discharge their duties and responsibilities may be placed on probation or reduced in rank as determined by the SAI/AI.

Cadet Noncommissioned Officers

- a. Cadet NCOs are assistants to the cadet officers and the SAI/AI. In this capacity, cadets of lower rank will obey all orders of NCOs unless they are illegal, unethical, or immoral.
- b. Cadet Officers who fail to comply with cadet code of conduct, who passively allow other cadets to violate rules and regulations, or fail to discharge their duties and responsibilities may be placed on probation or reduced in rank as determined by the SAI/AI.

Other Responsibilities of Cadet Officers & NCOs

- a. Normally, the responsibilities of Cadet Officers and NCOs cease upon the termination of the school day. However, their responsibilities as student role models are extended beyond the confines of the school's campus. In addition, care should be taken to always represent the values of both the school and JROTC especially while in uniform.
- b. Cadet Officers and NCOs must ensure that they correct uniform violations regardless of whether or not such instances are seen on school campus or not. In addition, a report should be made to the SAI/AI.
- c. Cadet Officers and NCOs are responsible to the SAI/AI for the appearance, discipline, efficiency, and welfare of their units during prescribed class periods.

Promotions: Promotions take place the first week of every month. However, promotions are not just a reward. More importantly, cadets are promoted because they have demonstrated the ability to handle greater responsibilities.

- a. The following are the requirements needed for promotion to the rank as indicated below. The promotion criteria can be located on canvas or within the classroom.

Cadet Private (C/PVT)	NO INSG	Entry Rank
Cadet Private (C/PVT)	C/E-2	Promotion Evaluation
Cadet Private First Class C/PFC)	C/E-3	Promotion Evaluation
Cadet Corporal (C/CPL)	C/E-4	Promotion Evaluation
Cadet Sergeant (C/SGT)	C/E-5	Promotion Evaluation
Cadet Staff Sergeant (C/SSG)	C/E-6	Promotion Evaluation
Cadet Sergeant First Class (C/SFC)	C/E-7	Promotion Evaluation
Cadet Master Sergeant (C/MSG) Cadet First Sergeant (C/1SG)	C/E-8	Nomination or Board
Cadet Sergeant Major (C/SGM) and Cadet Command Sergeant Major(C/CSM)	C/E-9	These ranks are reserved for the Battalion SGM and CSM
Cadet Second Lieutenant (C/2LT)	C/O-1	Nomination or Board
Cadet First Lieutenant (C/1LT)	C/O-2	Nomination or Board
Cadet Captain (C/CPT)	C/O-3	Nomination or Board
Cadet Major (C/MAJ)	C/O-4	Promotion Board
Cadet Lieutenant Colonel (C/LTC), and Cadet Colonel (C/COL)	C/O-5 C/O-6	These ranks are reserved and require a promotion board

b. To attempt promotion evaluations, cadets:

1. Must have passed all classes on his or her last report card. If a cadet is eligible for promotion in every way except academics, the cadet may be promoted as soon as they pass all classes at the end of a 3-week progress check.
2. Must not have served In-School Suspension (ISS) or Out-School Suspension (OSS) within the school year.
3. Must meet the criteria for the rank they are being evaluated for.

c. Company promotion evaluation boards will consist of the SAI/AI, Company 1SG, another SNCO and a recorder.

1. Three of the board members will designate promotable status in one of three ways, the SAI will be the tie-breaking-factor if needed:

(1) **“Promote” (P).** All cadets considered for promotion may receive a ‘P’ or authorization for promotion.

(2) **“Consider for Promotion Next Cycle.”** This status will give eligible cadets the chance to reevaluate themselves and return on a closer date for evaluation.

(3) **“Do Not Promote.”** Each cadet receiving this designation will lose the opportunity for eligibility until the next evaluation board

d. Promotion announcements will normally be made during the following:

1. All Officer promotions will take place at the end of every semester during Battalion Formation.
2. All NCO promotions will take place the first week of every month during Monthly Uniform Inspections.

e. To receive a nomination, cadets:

1. There must be a vacant leadership position for cadets to be nominated for. Nominations are used in the case of absent leadership (e.g Company 1SG left the program mid-year, therefore, a cadet would be nominated to fill said position). Only the Battalion Commander, Battalion Command Sergeant Major (Nominates 1SG’s) and Company Commanders are permitted to make a nomination.
2. Nominations are to be directed to the Senior Army Instructor for review.

3. Nominee's must have passed all classes on his or her last report card. If a cadet is eligible for promotion in every way except academics, the cadet may be promoted as soon as they pass all classes at the end of a 3-week progress check and must not have served In-School Suspension (ISS) or Out-School Suspension (OSS) within the school year.

e. Rank for First-Year Cadets:

1. Even if a Cadet is an upper-classmen or women (e.g Junior, Senior) just joining the program, they are still expected to work their way up from the bottom.

2. Per LET 1 class the highest rank achievable is a C/CPL or C/SGT.

Rank for Incoming Transfer Cadets:

a. Since every unit has the authority to develop its own promotion system, rank in one unit does not always mean the same as it does in other units. Also, rank associated with a temporary position from another unit comes with a temporary rank. Once the cadet is no longer serving in the position, the rank goes away. For these reasons, transfer cadets may not wear rank from their previous unit. Cadets may however wear all ribbons previously earned as well as medals presented by national organizations.

b. The initial rank of the incoming cadet will be determined using by the SAI/AI

c. Once rank for incoming transfer cadets has been determined, it will go into effect immediately.

d. Incoming transfer cadets are encouraged to apply for positions with higher rank as vacancies occurs.

Rank Has Its Responsibilities:










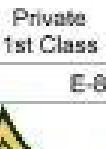

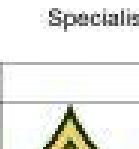
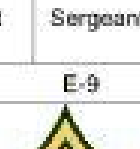









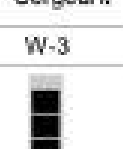


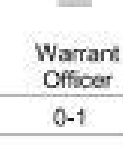
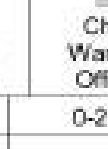
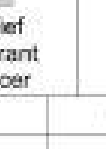
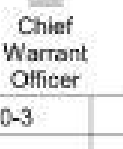
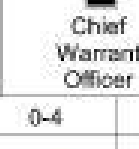

a. The greater the rank, the greater the responsibility. The senior ranking person of any group is in charge. A good leader will lead the way in getting the job done, not watch everyone else do the work.

b. The OIC or SNCO of a particular area oversees that area. If he or she is not present, the second in command of that area takes charge.

c. On occasion, it may not be clear who oversees an event. This could happen during events such as chain runners or small service projects. During these events, the senior ranking cadet is in charge.

Demotions:

- a. Demotions in grade are based on inability to perform efficiently and/or failure to maintain required academic, program, and disciplinary standards.
- b. All staff positions must maintain an “B” average in JROTC and pass all other classes or may be demoted one rank and placed on probation until they meet requirements. If the cadet does not meet the requirement by the end of the probationary period, the cadet may be removed from their staff position and reduced to their permanent rank.
- c. Any cadet who fails to perform the duties of his/her position in an efficient manner may be demoted one or more grades or permanently removed from their assigned position.
- d. SAI/AI maintain overall authority for all demotions.

CATEGORY	Insignia of the United States Army						
ENLISTED (Green and Gold)	E-1	E-2	E-3	E-4		E-5	E-6
							
	no insignia Private	Private	Private 1st Class	Corporal	Specialist	Sergeant	Staff Sergeant
	E-7		E-8		E-9		
							
	Sergeant 1st Class	Master Sergeant	1st Sergeant	Sergeant Major	Command Sergeant Major	Sergeant Major of the Army	
WARRANT OFFICER (Silver and Black)	W-1		W-2	W-3	W-4	W-5	
							
	Warrant Officer	Chief Warrant Officer	Chief Warrant Officer	Chief Warrant Officer	Chief Warrant Officer	Master Warrant Officer	
COMPANY AND FIELD GRADE OFFICER (Gold and Silver)	O-1	O-2	O-3	O-4	O-5	O-6	
							
	(gold) 2nd Lieutenant	(silver) 1st Lieutenant	(silver) Captain	(gold) Major	(silver) Lieutenant Colonel	(silver) Colonel	
GENERAL OFFICER (Silver)	O-7	O-8	O-9	O-10		O-11	
							
	Brigadier General	Major General	Lieutenant General	General		General of the Army	



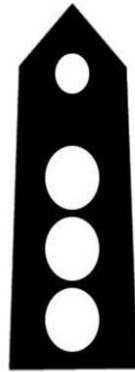
CADET
COLONEL



CADET
LIEUTENANT
COLONEL



CADET
MAJOR



CADET
CAPTAIN



CADET
FIRST
LIEUTENANT



CADET
SECOND
LIEUTENANT

INSIGNIA OF GRADE FOR
CADET ENLISTED PERSONNEL



CADET COMMAND
SERGEANT MAJOR



CADET
SERGEANT MAJOR



CADET FIRST
SERGEANT



CADET MASTER
SERGEANT



CADET SERGEANT
FIRST CLASS



CADET STAFF
SERGEANT



CADET
SERGEANT



CADET
CORPORAL



CADET PRIVATE
FIRST CLASS



CADET
PRIVATE

Chapter 7: CADET RIBBONS, AWARDS, & DECORATIONS

This list does not describe all the requirements to earn an award. Cadets should refer to the latest SBHS JROTC Ribbon & Awards Guide.

Cadet Ribbon Requests: Cadets who feel they qualify for an award will request the ribbon through their Chain-of-Command via an award request form. The Cadet Company S-1 or another member of the Company Leadership Team will indicate his/her recommendation on the form and submit it to the Battalion S-1 section. Final approval will rest with the SAI/AI.

Denied award requests will be returned to the cadet with the reason for denial. Denied requests will be personally returned by the cadet's Company Commander. The cadet may appeal to the SAI/AI for reconsideration.

Academic Wreaths: Cadet's who are in the top 10% of their class for the semester or have met a certain G.P.A. (whichever is deemed appropriate by the Battalion Commander), as directed by the SAI/AI's, are authorized to wear the academic wreath.

The wreath is awarded by semester. If a cadet earns it more than once, the wreath is then worn with a specific color for the background. The colors are as follows:

1 st Award	No Background
2 nd Award	Red
3 rd Award	Silver
4 th Award	Gold

The wreath is worn one-quarter of an inch above the right pocket. The star is worn in the center of the wreath.

Shoulder Cords: One-or-More "infantry" style shoulder cord may be worn related to cocurriculars. Only one cord is permitted to be one related to battalion positions. Cocurricular cords will be worn on the left shoulder, grounded to the shoulder button-loop, which Position cords will be worn on the right. Colors are locally determined (does not have to be a solid color, may be multi-color), must be in good taste, and authorized by SAI. Shoulder cord may be worn on regular uniform days.

Shoulder cords will be worn passing under the shoulder loop and will not exceed two in number for any one person (one on each shoulder). Left shoulder will have precedence. Listed in their precedence they are:

Battalion Staff	Red & Gold
LET 1	Green
Drill Team	Red
Color Guard	White
Raider Team	Black
JLAB Team	Yellow
Robotics & Drones	Silver/Gray

Shoulder cords will be awarded to cadets based on a criteria approved by SAI/AI, for each individual activity.

Matching Shoulder Cords and Arcs should not be worn at the same time. Precedence is to be given to Cords, after which Arcs shall be placed on the uniform.

AUTHORIZED RIBBONS



AUTHORIZED BADGES



Chapter 8: CADET UNIFORM, GROOMING, & PERSONAL APPEARANCE

UNIFORMS: When a cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image. Appearance and grooming standards help cadets present the image of disciplined cadets who can be relied upon to do the job they are called on to do. A professional military image has no room for the excessive or extreme. The standards for wearing the uniform consist of five elements: neatness, cleanliness, safety, uniformity, and military image. The first four are absolute, objective criteria for the efficiency, health, and well-being of the corps. The fifth standard, military image is also very important, military appearance is subjective, but necessary. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.

UNIFORM INSPECTIONS: Cadets will be inspected on uniform days. Inspections are worth 100 points each week and are a large part of a cadet's grade. Cadets who do not wear the uniform without a valid excuse will receive a "0" for that inspection. Cadets have until the next uniform day to make up their grade by wearing the uniform on a non-uniform/non-PT Day. The maximum make-up grade will be 70 points. Cadets who miss an inspection due to a valid excuse, can make up the grade by wearing the uniform on a non-uniform/non-PT Day. The maximum make-up score for an excused absence is 100 points. Whether the missed inspection is excused or not, the "0" becomes PERMANENT after 1 week!! Having your uniform in the cleaners or saying it is being washed is NOT a valid excuse (**student IDs are authorized**).

CADET RESPONSIBILITIES: Cadets will be issued one complete, clean uniform with all accessories and insignias to include an JROTC black and white name tag. Each item then becomes the responsibility of the cadet who signs for it. If an item is lost, stolen, willfully or negligently destroyed, beyond normal wear and tear, the cadet must pay for it at its current replacement cost. The Uniform Receipt Form will contain the replacement costs for all items. Any item substitution must be authorized by the AI prior to purchase. Cadets will pay to dry clean uniforms during the school year. Service dress coats, skirts, pants, ties, tabs, and lightweight jackets (dark blue items) are DRY CLEAN ONLY. Other uniform items, including PT Uniform and the Battalion Polo can be machine washed. Cadets will return all items issued or pay for them at the end of the school year or upon disenrollment during the school year. To prevent paying for uniforms, we encourage cadets to:

- NOT leave items unattended or in unlocked or shared lockers.
- TAKE CARE of the uniform items issued to you. Clean them on a regular basis!!
- RETURN uniform items that become worn or otherwise unserviceable to the ASI. If unserviceable due to normal wear and tear, items will be replaced at no cost. If a uniform item does not fit, return (CLEANED) promptly for replacement.
- Cadets will not mix uniform and civilian clothing.
- If they have a legitimate reason not to wear the uniform or any uniform item due to medical conditions, they must present MEDICAL documentation and receive a SAI or AI waiver.

BEHAVIOR IN UNIFORM: Cadets must not fight, engage in horseplay, engage in sport activities, or anything that would degrade the uniform. Questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of the program, SBHS, and the JROTC. Conversely, proper conduct and pride reflects favorably upon the cadet and enhances the battalions' image throughout the community. Wear the uniform PROUDLY and constantly strive to present a neat, clean, and well-groomed appearance always. Unprofessional conduct in uniform is unacceptable and may be grounds for removal from the program.

SPECIFIC FEMALE CADET GROOMING GUIDELINES:

Locs, braids, twists, micro-braids, French braids, Dutch braids, and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural looking color (similar to the individual's hair color) and conservative (moderate, being within reasonable limits; not excessive or extreme). Hair must not exceed bulk standard. Headgear must fit properly.

All locs, braids and twists, when worn will be of uniform dimension, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional, and well-groomed appearance. Moreover, Cadets must be able to fit any necessary headwear in order to present a neat, professional appearance.

UNAUTHORIZED: Mohawk, mullet, or etched design.

HAIR ACCESSORIES: If worn, hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunchies will not exceed two inches in width. Ornaments are **NOT** authorized (i.e., ribbons, beads, jeweled pins).



Scrunchie



Hair Clips

FINGERNAILS: All Cadets will keep fingernails clean and neatly trimmed. Female Cadets are permitted to wear any color fingernail polish as long as they match in type and style. Do not extend more than ½ inch for acrylic nails from the tip of the finger.

EARRINGS: Male cadets are not authorized to wear earrings while in uniform. Female cadets may wear small (not exceeding six mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. **If a member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower**

earlobes. Earrings will match and fit tightly without extending below the earlobe. When not wearing earrings, male and female cadets **are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform.** Piercing holes will not be large enough to permit light to shine through.

UNDERGARMENTS: (Mandatory) Appropriate undergarments are required to be worn with all uniform combinations. Wear under clothing with all uniforms. Wear of the white t-shirt style undershirt is **REQUIRED.** Undershirts will be tucked into slacks or skirts.

AUTHORIZED FEMALE CADET GROOMING STANDARDS (EXAMPLES) :



SPECIFIC MALE CADET GROOMING GUIDELINES:

SIDEBURNS: If worn, sideburns will be straight and even width (not flared) and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line.

MUSTACHES: Male Cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth.

BEARDS: Beards are not authorized unless for medical reasons, when authorized by a medical official, or as authorized pursuant to a request for a religious accommodation. Beard wear authorized for religious reasons is governed by CCR 145-2. **When authorized for medical reasons, members will keep all facial hair trimmed not to exceed ¼ inch in length.** Individuals granted a shaving profile must shave or trim their facial hair to present a neat, clean, professional image.

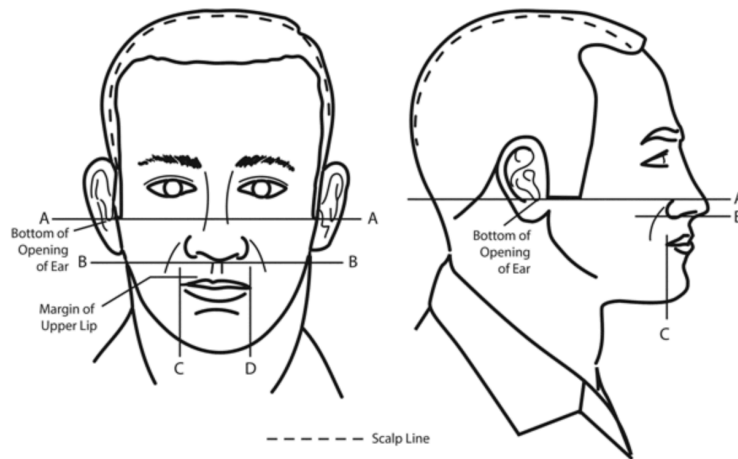
FINGERNAILS: Male cadets are not authorized to wear colored nail polish unless clear.

COSMETICS: Male cadets are not authorized to wear cosmetics.

EARRINGS: Male cadets in uniform may not wear earrings or any other type of facial piercings.

UNDERGARMENTS: (Mandatory) Appropriate undergarments are required to be worn with all uniform combinations. Wear an undershirt and underpants with all uniforms. Wear of the white t-shirt style undershirt is REQUIRED. Undershirt will be tucked into trousers. Undershirts will not have pockets.

AUTHORIZED MALE HAIR GROOMING STANDARDS (EXAMPLES):



GENERAL UNIFORM WEAR GUIDELINES INCLUDES:

There are multiple combinations of the cadet uniform:

Class A: (Service coat, Class B shirt, white t-shirt, tie/tab, trousers, belt, black socks, and beret)

Class B: (Class B shirt, white t-shirt, tie/tab, trousers, belt, black socks, and beret)

JROTC Polo: (Battalion Polo tucked in with a belt, black trousers and tennis shoes)

PTU: (Physical Training Uniform consist of a PT shirt AND pants/shorts with athletic footwear)

CLASS A JACKET: With arms hanging naturally, sleeves should end 1/4 inch from the heel of the thumb. Bottom of the coat should be fingertip length when hands are slightly cupped. All buttons must be buttoned, and NOTHING is carried in outside pockets. Flat items may be carried in the inside pockets. The coat may be removed in classrooms. It will NOT be unbuttoned or removed in public areas (hallways, common areas, or formal settings). When removed, it will be hung up or carefully draped over a chair back. The coat must be put back on and BUTTONED before leaving the location. Tie/tab must be worn with the Class A Jacket.

JROTC WINDBREAKER: Must be zipped at least halfway but never all the way. Must be worn with Class B uniform (incl. tie/tab) AND authorized by the Battalion Commander for distribution.

CLASS B SHIRT: This shirt may be worn with a tie or with an open collar. If worn with an open collar (MUST be authorized by the Battalion Commander), a white t-shirt must be worn so that no skin is exposed. When wearing a tie, all buttons will be buttoned. When not wearing a tie all buttons except the top button are buttoned. The shirttail is pulled down into the trousers tightly and tucked at the sides to make it nearly form fitting.

CLASS B TROUSERS: Trim fitted with no bunching at the waist or bagging at the seat. The bottom of the trousers will rest on the front of the shoes with a slight break in the crease. The back of the trouser leg will extend approximately 7/8 inch longer than the front. Keep the back pocket buttoned (dummy button). Always wear a belt with the trousers. LOW-RIDING TROUSERS ARE ABSOLUTELY UNAUTHORIZED.

GRAY BERET: Worn slightly to the wearer's left with vertical crease at the center of the forehead in a straight line with the nose and approximately one inch above the eyebrow. The crown will not be crushed. Male cadet's hair will not protrude in front of the cap. Female cadet's hair may be visible but may not touch the eyebrows.

JROTC BELT: The gold tip extends beyond the buckle to the wearer's left with no blue fabric showing. The "gig" line is the straight line formed by the front edge of the shirt, the belt buckle, and the trousers fly. Check frequently to ensure the "gig" line is straight.

TIE/TAB: A black polyester tie/tab will be worn with the Class B uniform. Men may wear a plain black or black bow tie (Military Ball) with the long-sleeve white shirt, with the semi-formal dress uniform only.

DRESS SHOES/SOCKS: Must be issued black dress shoes. Keep your shoes shined. Socks must be solid BLACK (no ankle socks). No other dark colors are authorized.

PHYSICAL TRAINING UNIFORM (PTU): PTU refers to the SBHS Physical Training Uniform that may be purchased within the first quarter of the school year. Will be worn during any physical related activity or event (e.g. Thursday/Friday PT, Bulldawg Olympics, etc..)

OPERATIONAL COMBAT UNIFORM/ARMY COMBAT UNIFORM (OCP/ACU): The SAI/AI will prescribe when OCP/ACUs can be worn. They will be worn in accordance with this handbook and AR 145-2. OCPs will not be worn as a substitute for the required uniform on the mandatory uniform day except as prescribed by the SAI. Cadets will wear the (issued) OCP t-shirt underneath the OCP Jacket UNLESS permitted otherwise.

STRINGS/THREADS (ROPES): Inspect your uniform for loose threads and carefully trim them off.

NECKLACES: Will not be visible at any time. If worn, it will be concealed under a collar or undershirt.

BRACELETS: Ankle bracelets are not authorized. Cadets may wear a watch. IF IN DOUBT, ASK THE INSTRUCTORS FIRST.

NOTE: Hands are not allowed in pockets while walking.

EYEGLASSES/SUNGLASSES: Will be worn in the manner for which they are made. Eyeglasses/sunglasses will not be worn around the neck or on top/back of head or exposed hanging on the uniform. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation. (Exception: Sunglasses are not authorized in formation, unless for medical reasons, (when authorized by an instructor).

BODY PIERCING: Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Cadets may cover any of these articles with make-up OR band-aids or wearing clear post pins to hide body piercings.

BACKPACKS: Cadets may wear a backpack.

HEADPHONES/EARPIECES: Wear/use of an earpiece, any bluetooth technology, or headphones, while in uniform, indoors or outdoors, is authorized.

HAIR REQUIREMENTS (Male and Female): Many hairstyles are acceptable, as long as they are neat and conservative. Hair will be neatly groomed. Hair that is clipped closely or shaved to the scalp is authorized. The length and bulk of hair will not be excessive or present a ragged or extreme appearance. If dyes, tints, or bleaches are used, colors used must be natural to human hair and not present an extreme appearance. Hairstyles will not interfere with proper wearing of headgear. The headgear when worn in uniform will not appear bulging or distorted, and without excessive gaps between the headgear and the head. There is no minimum hair length for Cadets, and Cadets are permitted to have natural highlights. Hair that falls over the eyebrows or ears will be pulled back. Hair holding ornaments (barrettes, pins, clips, headbands), if used, must be transparent or similar in color to hair, and will be inconspicuously placed. SAI/AI may temporarily authorize Cadets to wear approved caps due to a temporary medical condition.

RELIGIOUS ACCOMMODATIONS: Cadets are approved to wear the following religious headgear with the JROTC uniform: turban, hijab and yarmulke. Headgear will be conservative and subdued in color (black, brown, green, dark or navy blue or a combination of these colors). The headgear cannot bear any writing, symbols or pictures. Cadets may wear approved religious headgear in place of military headgear (e.g., turban and hijab). Standard JROTC headgear will be worn when it can completely cover the religious headgear (e.g., yarmulke). Approved headgear are authorized for wear during all JROTC activities (i.e., drill team, color guard parades, speaking engagements, etc) that do not pose a risk to the safety of the Cadet, Cadre or others. For example, a Cadet wearing religious headgear can be exempted from certain "Special Hazard" Training events that may result in injury to the Cadet or support personnel such as obstacle courses or rappelling etc.

HYGIENE & TATTOOS: Cadets are expected to maintain good hygiene while in uniform. Tattoos are authorized; however, tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, visible with any uniformed activity, as they are prejudicial to good order and discipline within the unit, the school, and the community. If a Cadet has a tattoo on the face, it will not prohibit the Cadet from participating in JROTC. Instructors should advise that facial tattoos could prohibit the Cadet from joining the Armed Forces.

SPECIALIZED JROTC UNIFORMS

ASCOTS: Solid color ascots may be worn (units may embroider a logo/team name/mascot or place a unit patch on the ascot), colors may be locally determined, but must be one solid color, conservative, and in good taste, and defined in the Cadet Guide. Ascots will not be worn on regular uniform days.

GLOVES: Colors may be solid but no more than two colors. Colors will be locally determined, but must be conservative and in good taste, and defined in the Cadet Guide.

HONOR GUARD/SABER HARNESES: Wear of Honor Guard/Saber harnesses, i.e., Black Belt with saber is authorized only when performing color guards, honor guard details, ceremonies or commanding during a drill segment. Harness and color guard web/parade belts may be green or white. Harness and web/parade/ceremonial belts must be removed when not performing a color guard or a segment of drill.

RESPONSIBILITY & MAINTENANCE OF UNIFORMS: Before a student can be issued any part of the uniform, his/her parent/guardian must assume financial responsibility for the loss or damage of items of issue. This is done by the parent or guardian signing JROTC Form 46R 1 "Agreements of Responsibility" or similarly designed local form (must be approved by the SAI). Care should be taken by the cadet in checking clothing and equipment issued before placing his/her signature on the record form. A cadet's signature on this form is verification that the transaction is correct. Costs of laundry, cleaning and normal maintenance of uniforms will be assumed by the cadet. Uniforms will NOT be altered without permission of the SAI/AI.

NOTE: The SBHS JROTC Guide does not address all uniform and appearance rules. Please consult the Army Instructor, SFC Denise George for further questions regarding uniform and appearance agreements.

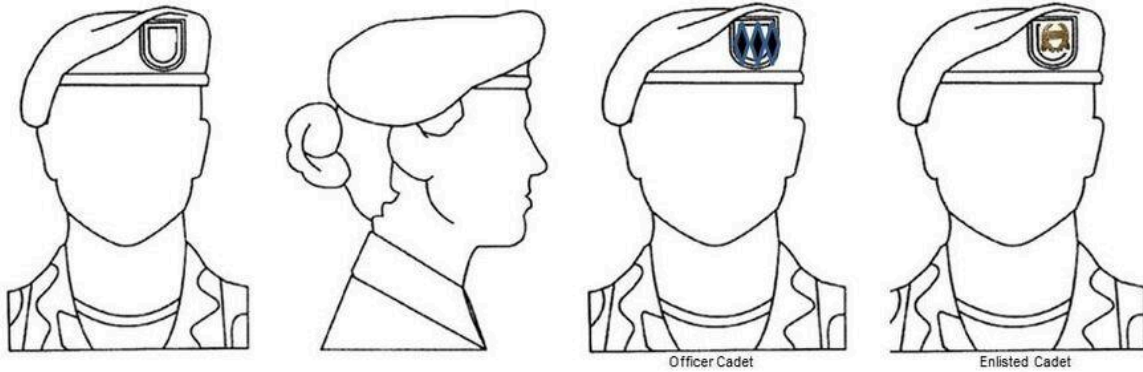
***THE UNIFORMS MUST BE WORN PROPERLY AT ALL TIMES. THEY MUST BE
WASHED AND/OR DRY CLEANED. THE CADET MUST PRESENT AN OVERALL
APPEARANCE OF NEATNESS, CLEANLINESS, AND PRIDE.***

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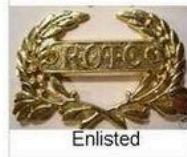
HOW TO TIE A TIE

https://www.youtube.com/watch?v=23J4O8NvWBs	
http://www.tieanecktie.com/index.php	

WEAR OF THE GRAY BERET



Wear. The beret is worn so that the headband (edge binding) is straight across the forehead, 1 inch above the eyebrows. The flash is positioned over the left eye, and the excess material is draped over to the right ear, extending to at least the top of the ear, and no lower than the middle of the ear. Personnel will cut off the ends of the adjusting ribbon and secure the ribbon knot inside the edge binding at the back of the beret. When worn properly, the beret is formed to the shape of the head; therefore, soldiers may not wear hairstyles that cause distortion of the beret.



Gray Beret. Items that are authorized for wear on the flash are Cadet Officer Rank and the JROTC cap insignia with wreath. Officer Rank will be centered left to right. The JROTC cap insignia will be worn by Enlisted Cadet.

U.S. Army Junior ROTC Cadet Army Service Uniform (C/ASU) - Male

Beret

Headband (edge binding) is straight across the forehead, 1 inch above the eyebrows. The flash is positioned over the left eye, and the excess materials is draped over to the right ear, extending to at least the top of the ear, and no lower than the middle of the ear.

Shoulder Rank Insignia

Pin-on rank insignia is worn on epaulets of ACU coat, centered between the edge of the button and the shoulder seam.

Unit Crest

Centered 1/4 inch above Unit Merit Device or top of right breast pocket.

Unit Merit Device, A.A. Wreath

Wreath, device, or both centered 1/4 inch above top of right breast pocket.

Shoulder Cords

No more than one cord may be worn on each shoulder.

Nameplate

Centered on right breast pocket flap and centered between button and top of pocket.

Team ARC Pins

ARC Pins are worn alphabetically between the bottom of the breast pocket flap, and the bottom of the pocket.

Maximum of 7 pins, spaced 1/8 inch apart when worn in a single row.



1/8 inch

Alternate: Maximum of 8 pins, spaced 1/8 inch apart with two rows spaced 1/2 inch apart.



1/8 inch

1/2 inch

Beret Flash Insignia

Officers: JROTC officer centered on the black flash with gold trim.



Enlisted: JROTC cap insignia with wreath, centered on the black flash with gold trim.

"J.R.O.T.C.", "R.O.T.C." Insignia

Officers: centered 5/8 inch above notch, with centerline bisecting the notch and parallel to inside edge of each lapel.

Torch of Knowledge Insignia

Officers: centered 1 1/4 inches below "J.R.O.T.C." insignia, with centerline bisecting the "J.R.O.T.C." insignia and parallel to inside edge of each lapel.



Enlisted: centered 1 inch above notch, with centerline bisecting the notch and parallel to inside edge of each lapel.

Ribbons

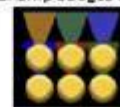
Centered 1/8 inch top of pocket flap. Third and subsequent rows can be aligned to the left to present a better appearance.

Badges

Badges are centered 1/8 below the top of the left breast pocket.

Medals

Ribbons and medals may not be worn simultaneously on the C/ASU. Wear full-sized medals immediately above the left breast pocket. Full-sized medals are worn in two rows of three with 1/4-inch space between rows. No more than three medals are worn in any one row. Cadets will not start a second row unless they are authorized to wear four or more medals. Full-sized medals will not overlap within a row. Second row will either contain the same number of medals or less than the first row below. The second row of medals is centered over the first row below. Cadets will not wear marksmanship badges with full-sized medals.



JROTC Patch

The JROTC Patch is not worn on the Cadet Army Service Uniform (C/ASU).



Necktie

The black necktie is mandatory while wearing the C/ASU.

Shoes

Male black oxford shoes authorized for wear.

U.S. Army Junior ROTC Cadet Army Service Uniform (C/ASU) - Female

Beret

Headband (edge binding) is straight across the forehead, 1 inch above the eyebrows. The flash is positioned over the left eye, and the excess material is draped over to the right ear, extending to at least the top of the ear, and no lower than the middle of the ear.

Shoulder Rank Insignia

Pin-on rank insignia is worn on epaulets of ACU coat, centered between the edge of the button and the shoulder seam.

Unit Crest

Centered 1/4 inch above Unit Merit Device or top of nameplate.

Merit Devices

Wreath, device, or both centered 1/4 inch above top of nameplate.

Shoulder Cords

No more than one cord may be worn on each shoulder.

Nameplate

Placed 1-2 inches above the top button of the coat and centered horizontally.

Team ARC Pins

ARC Pins are worn alphabetically parallel to the waistline of the coat, beginning at the centerline of the 2nd and 3rd button. Placement may be adjusted to conform to individual figure difference.

Maximum of 7 pins, spaced 1/8 inch apart when worn in a single row.



1/8 inch

Alternate: Maximum of 8 pins, spaced 1/8 inch apart with two rows spaced 1/2 inch apart.



1/8 inch

1/2 inch

Beret Flash Insignia

Officers: JROTC officer centered on the black flash with gold trim.



Enlisted: JROTC cap insignia with wreath, centered on the black flash with gold trim.

"J.R.O.T.C.", "R.O.T.C." Insignia

Officers: centered 5/8 inch above notch, with centerline bisecting the notch and parallel to inside edge of each lapel.

Torch of Knowledge Insignia

Officers: centered 1 1/4 inches below

"J.R.O.T.C." insignia, with centerline bisecting the "J.R.O.T.C." insignia and parallel to inside edge of each lapel.



Enlisted: centered 5/8 inch above notch, with centerline bisecting the notch and parallel to inside edge of each lapel.

Ribbons

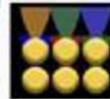
Centered with bottom row even with nameplate. Third and subsequent rows can be aligned to the left to present a better appearance.

Badges

Badges are centered 1/4 inch below the bottom ribbon bar.

Medals

Ribbons and medals may not be worn simultaneously on the C/ASU. Wear full-sized medals centered on the left side of the coat. The bottom row of the medal pendants are positioned parallel to the bottom of the nameplate. May adjust the placement of the medals and nameplate to conform to individual body shape differences. Full-sized medals are worn in two rows of three with 1/4-inch space between rows. No more than three medals are worn in any one row. Cadets will not start a second row unless they are authorized to wear four or more medals. Full-sized medals will not overlap within a row. Second row will either contain the same number of medals or less than the first row below. The second row of medals is centered over the first row below. Cadets will not wear marksmanship badges with full-sized medals.



JROTC Patch

The JROTC Patch is not worn on the Cadet Army Service Uniform (C/ASU).



Neck Tab

The black neck tab is mandatory while wearing the C/ASU.



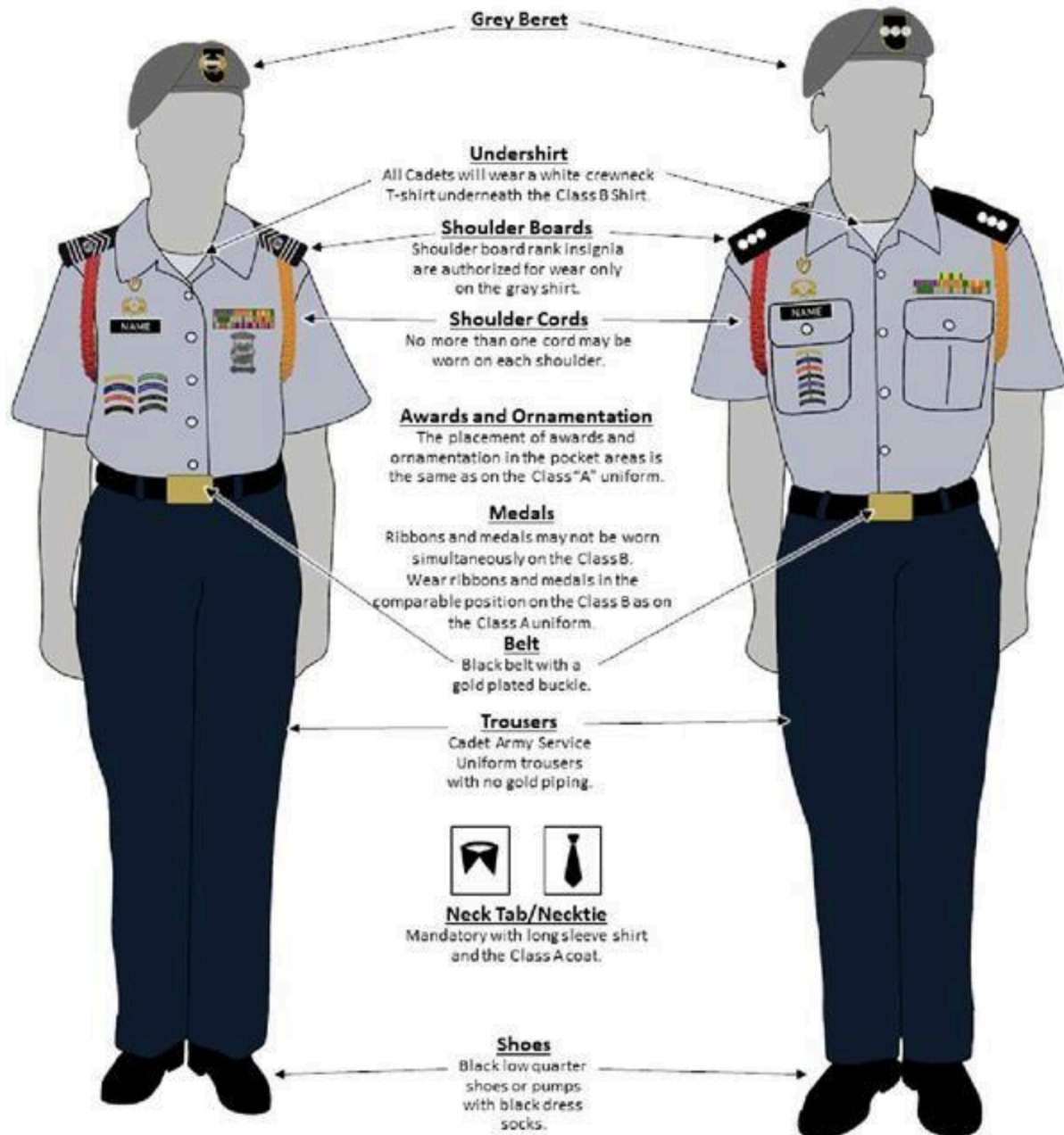
Shoes

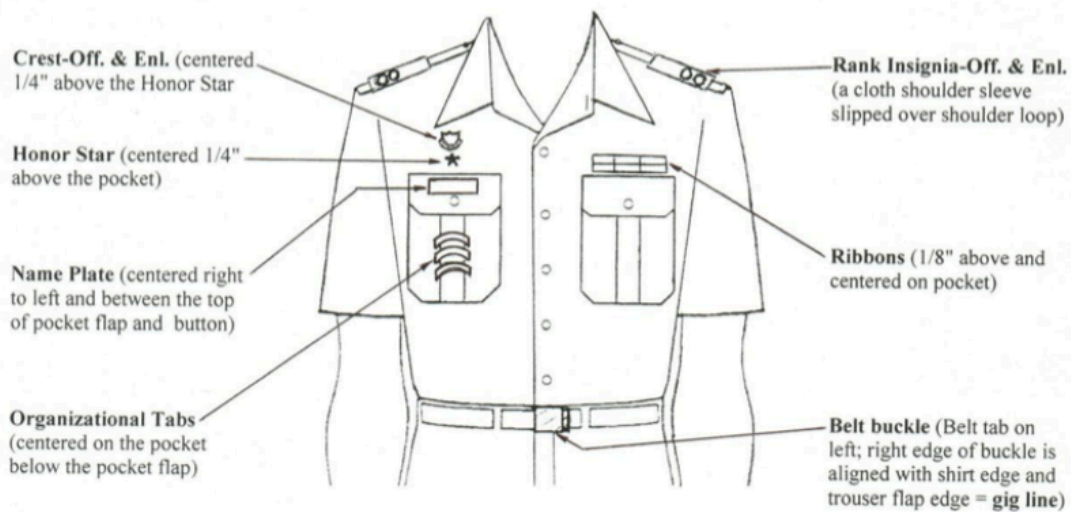
Black oxford shoes or black service pumps may be worn. The pumps will be plain with closed toe and heel. The heel will be between 1 1/2 inches and 3 inches high.

U.S. Army Junior ROTC – Class B Uniform – Female and Male

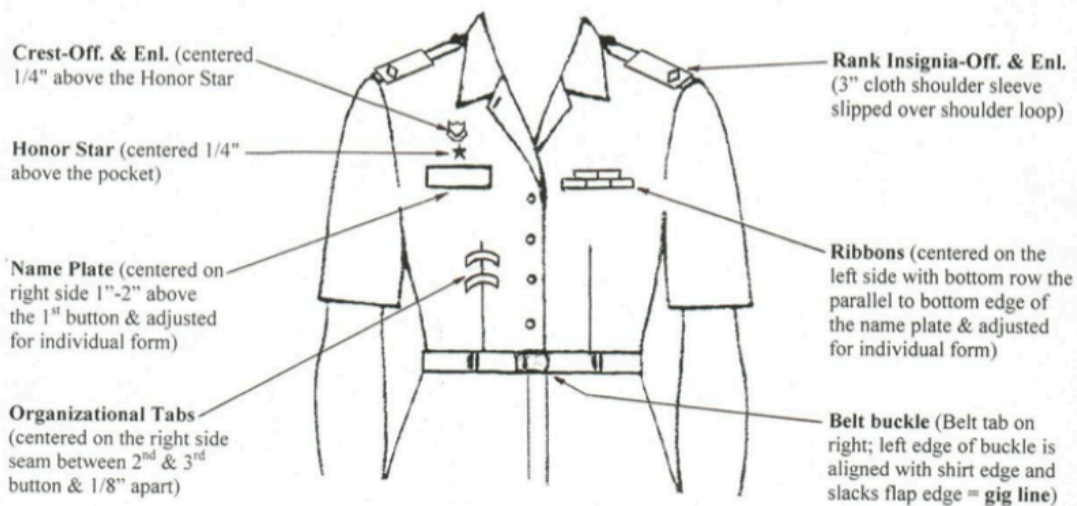
About the Class B Uniform

The Class "B" uniform is always worn under the Class "A" uniform. The placement of awards and ornamentation in the pocket areas is the same as on the Class "A" uniform.





Class B Uniform (Short Sleeve Shirt -- Male)
Figure 8



Class B Uniform (Short Sleeve Blouse -- Female)
Figure 10

U.S. Army Junior ROTC – Army Camouflage Uniform (ACU) – Female and Male

Headgear

The C/ACU Patrol Cap will be the only headgear worn with the uniform.

Cadets will wear the C/ACU Patrol Cap straight on the head so that the cap band creates a straight line around the head, parallel to the ground.

The Patrol Cap will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. The cap is worn so that no hair is visible on the forehead beneath the cap.

Sew-on or pin-on rank is worn on the C/ACU Patrol Cap.

Rank

Patrol Cap: Pin-on subdued rank insignia worn centered on the patrol cap. Multiple disc/diamond grades are worn horizontally.

Coat: Cloth subdued rank insignia is worn centered on the chest. Multiple-disc/diamond grades are worn vertically.

Back of Patrol Cap



Mandarin Collar

Normally worn in the down position.

Identification Nametape

The school name or individual Cadet name will be worn on the right side of the ACU coat and on the rear of the patrol cap.

Undershirt

All personnel will wear the camouflage undershirt with the ACU.

"JROTC" Nametape

Nametape with letters "JROTC" worn on the hook and loop backing on the left side of the ACU coat.

Shoulder Patches (Right Arm)

The TIOH approved school insignia patch is worn centered on the pocket of the right sleeve between the bottom of the pocket and the top of the pocket (pocket flap if present).



Shoulder Patches (Left Arm)

The subdued JROTC insignia patch is worn centered on the pocket of the left sleeve between the bottom of the pocket and the top of the pocket (pocket flap if present).



Leader Identification Patch

One 2x3 inch Leader Identification patch may be worn centered on hook and loop backing on the right sleeve with the top edge of the patch in line with the top of the backing. The school patch (if worn) will be worn centered between the bottom of the leader identification patch and the bottom of the pocket.

Subdued ARC Team Patch

One subdued team arced tab may be worn centered on the hook and loop backing ¼" above the JROTC patch on the left sleeve. The combined JROTC patch and arced tab are centered between the top and bottom of the hook and loop backing.

Coat

The coat is worn hook and looped, and zipped.

The coat has hook and loop fasteners for wearing shoulder sleeve insignia, rank, JROTC patch, and school nametape.

The coat is normally worn outside the trousers, and the trousers are worn with a belt. The coat may also be worn inside the trousers when directed by the SAI/AI. The coat will not extend below the top of the cargo pocket on the trousers and will not be higher than the bottom of the side pocket on the trousers.

The elbow pouch with hook and loop closure for internal elbow pad inserts must be closed at all times.

Boots

Black boots are NOT authorized for wear with the C/ACU.

Army Combat Boots (hot-weather or temperate-weather) are made of tan, rough side out, cattle hide leather, with a plain toe and tan rubber outsoles.

The boots are laced diagonally with tan laces, with excess lace tucked into the top of the boot under the bloused trousers, or wrapped around the top side of the boot. Only boots with tan rubber outsoles are authorized for wear.

Sleeves

Worn down at all times, not cuffed.

Trousers

Cadets will wear the trousers tucked into the top of the boots or bloused using the drawstrings at the bottom of the trousers. When bloused, the trousers should not extend below the third eyelet from the top of the boot.

The C/ACU is meant to fit loosely and comfortably. Alterations to hinder this are not authorized.

Cadets will not wrap the trouser leg around the leg tightly enough to present a pegged appearance or insert any items inside the trouser leg to create a round appearance at the bottom of the trouser leg.



JROTC POLO



Physical Training Uniform (PTU) or PT's (Varies based on Company)

Appropriate Physical Training Wear



Chapter 9: DRILL & CEREMONY

Purpose: The purpose of drill is to teach cadets discipline, teamwork, precision, and leadership. Drill can be fun, too! Your success in drill is directly related to how often you practice. To help you learn drill, cadets will do some drills during normal class periods. Regardless of how you learn to drill, it is up to you to successfully demonstrate the commands/movements taught in any given term. Cadets should attempt to learn the drill sequence below to function successfully in drill.

TC 3-21.5, *Drill and Ceremonies*, prescribe regulation for drill and ceremonies and will be followed except as changed or directed by this chapter.

COMPANY IN-RANKS INSPECTION SEQUENCE

Step	Command	Action
Formation Call	"Company, Fall In!"	The Company Commander calls the company to formation.
Alignment	"Dress Right, Dress!"	Platoon Leaders ensure platoons are aligned; cadets extend left arm and turn head right.
Ready Front	"Ready, Front!"	Cadets drop arms to sides and face forward.
Accountability	"Report!"	Platoon Sergeants report number of cadets present in their platoon to the First Sergeant.
Report to Company Commander	"Report!"	First Sergeant reports the company's accountability status to the Company Commander.
Adjustments and Inspection Preparation	"At Ease!"	If necessary, Company Commander orders any adjustments; cadets relax while remaining in formation.
Prepare for Inspection	"Company, Attention!"	Cadets snap back to the position of attention.
Open Ranks	Open Ranks, March!	Front rank takes two steps forward, second rank one step forward, third rank stands fast, fourth rank takes two half steps backward.
Alignment Check	Ready, Front!	Platoon Leaders check and correct alignment; cadets face forward and prepare for inspection.
Inspection	Stand at, Ease!	Company Commander and First Sergeant (or designated inspecting officers) conduct the inspection; cadets relax but remain alert and responsive.
Close Ranks	"Close Ranks, March!"	Front rank takes four half steps backward, second rank two half steps backward, third rank stands fast, fourth rank one step forward to return to original formation.
Dismissal	"Company, Attention!" "Dismissed!"	Company Commander gives any necessary instructions or announcements before dismissing the company; cadets are released from formation and disperse.

COMPANY IN-RANKS PT SEQUENCE

Step	Command	Action
Formation Call	"Company, Fall In!"	The Company Commander calls the company to formation.
Alignment	"Dress Right, Dress!"	Squad Leaders ensure platoons are aligned; cadets extend left arm and turn head right.
Ready Front	"Ready, Front!"	Cadets drop arms to sides and face forward.
Extend to Arm's Length	"Extend to the Left, March!"	Cadets extend arms and take a step to the left, spacing themselves appropriately for PT.
Arms Downward	"Arms Downward, Move!"	Cadets lower arms to their sides.
Left Face	"Left, Face!"	Cadets turn 90 degrees to the left.
Extend to Arm's Length	"Extend to the Left, March!"	Cadets extend arms and take a step to the left, spacing themselves appropriately for PT.
Arms Downward	"Arms Downward, Move!"	Cadets lower arms to their sides.
Right Face	"Right, Face!"	Cadets turn 90 degrees to the right.
Prepare for PT	"From Front to Rear, Count Off!"	Starting from the front, cadets count off to ensure proper spacing for PT exercises.
Even Numbers Step Left	"Even Numbers to the Left, Uncover!"	Even-numbered cadets take one step to the left to ensure even spacing between all cadets.
PT Exercises Begin	"The first exercise..."	Company Commander/ISG gives the command to begin PT exercises; cadets perform the exercises as directed.
Conclusion of Exercise	"Position of Attention, Move!"	Ends the exercise; cadets return to the position of attention.
Dismissal	(Backwards)	(Backwards)

Color Guard/Rifles, and Sabres: Only Company Staff may issue training equipment authorized by SAI/AI.

1. Cadets will:

- a. Sign for issued equipment on the Control Log. (Completed by S-2/4)
- b. Neither lend nor borrow equipment to/from other cadets or students.
- c. Be responsible for the care and always safeguarding of equipment.
- d. Immediately report missing equipment to the instructors.
- e. Case or secure equipment prior to removal from logistics for transportation.
- f. Not openly display equipment when transporting.

Chapter 10: EXTRACURRICULAR ACTIVITIES

Extracurricular Activities: The following activities provide opportunities for cadets to enhance their leadership skills and have fun outside the classroom:

- **SBHS Squad:** The SBHS Squad, a team of 10 cadets, is dedicated to representing our program with pride at school and community events. Meeting monthly, the squad will plan and execute projects that address essential needs within the school and community. In addition, they should plan and carry out their own projects and take responsibility for their own learning. Reflecting on the experience will reveal the importance of service work and the impact it is making on others, including each Cadet.
- **Drill Team:** This team performs at drill, demonstrations, and community competitions. Team practices are conducted after school to prepare for competitions and demonstrations. To compete at competitions, cadets must attend 75% (3 out of 4) of practices weekly and be academically eligible.
- **Raiders Team:** A team of cadets who compete in athletic events that test their physical fitness, mental strength, leadership, and teamwork abilities. Team practices are conducted after school to prepare for competitions and demonstrations. To compete at competitions, cadets must attend 75% (3 out of 4) of practices weekly and be academically eligible.
- **JLAB Team:** Cadets who participate will test their knowledge and leadership skills through competing in a series of rounds against other JLAB teams. Team practices are conducted after school to prepare for competitions and demonstrations. To compete at competitions, cadets must attend 50% (1 out of 2) of practices weekly and be academically eligible.
- **Robotics & Drones Team:** These teams compete in various events to test their skills in piloting drones/operating robots, STEM, communication, and programming. Team practices are conducted after school to prepare for competitions and demonstrations. To compete at competitions, cadets must attend 75% (2 out of 3) of practices weekly and be academically eligible.
- **Field Trips:** This is an important extension of the JROTC curriculum. The SAI/AI will allow cadets who are students in good standing, are academically eligible, have not had a history of uniform or personal appearance violations, and are released by their teachers and parents to attend the field trip. Example field trips can include trips to Palm Beach Atlantic University and Nova Southeastern University.
- **Military Ball:** The Military Ball, a formal Military tradition, will normally be planned and conducted in March. Attendance is mandatory (unless completing alternative assignment) and encouraged as it is one of the highlights of our program. The Ball consists of a catered meal, DJ, dancing, and prizes.

- **Fund Raising Projects:** The Program needs money to support many of its activities and community service projects. Various fund-raising activities are done each school year to raise money. The extent that cadets and their parents/legal guardians support these activities will determine the level of funding the program has to minimize costs for field trips, social and formal functions and to purchase items that will enhance the battalions' operation, cadet award programs, and esprit de corps. The Battalion S-7 Special Projects Shop will serve as the fundraising coordinator and organize all fundraising activities.
ALL FUNDRAISING ACTIVITIES MUST BE APPROVED BY THE INSTRUCTORS.

NOTE: Other activities like pizza parties, movie nights, etc. will be organized as determined by the Command Staff and approved by the instructors throughout the school year.

The Latin phrase “CARPE DIEM” means “Seize the Day”. It compels us to enjoy life and to live life to its fullest. Getting involved in the activities in this chapter will make your time in JROTC a more valuable learning experience...and you’ll have more FUN!!

Mandatory Events: (All Cadets)

Veterans Day Ceremony
Cadet Challenge
Candy Cane Parade
MLK Day Parade
Annual Bulldawg Olympic
Fundraisers

Highly Encouraged Events:

Homecoming Game
Awards Ceremony
Military Ball

Optional Events:

Snack Shack / Concessions
Field Trips
Chris Hixon Memorial Run
Change-of-Command Ceremony
FYO (First Year Orientation)
Pass-N-Review
Graduation

NOTE: Events may be added or removed from the current school calendar.

Chapter 11: PHYSICAL FITNESS PROGRAM

A. Physical fitness training is an important part of the JROTC program. Although JROTC does not have cadet weight or physical fitness standards, we encourage cadets to establish their own physical fitness training program. If you start a program now and stay physically active, you will reap the benefits of a physically fit body throughout your life. If you are physically fit, you will perform better in school and in all your activities.

B. Physical fitness is maintained through exercise and proper diet. Diet is just as important as exercise because eating the right foods will help you control your weight and prevent heart disease.

C. Cadets should try to exercise at least 3 times per week. Thursday and Friday is the designated physical training (PT) days for the JROTC program. PT sessions will consist of exercises such as running, push-ups, sit-ups, etc. and team sports. Each PT session is worth 100 points towards a cadet's grade. Grades are based on "100%" participation in PT activities. Failure to participate "100%" will lower a cadet's academic grade. Students who cannot participate in weekly PT due to injury or illness **MUST** bring a medical note that must be turned into the school nurse and SAI/AI.

D. The Class Syllabus Release Form must be completed and signed before participating in any JROTC physical fitness activity. Parents/legal guardians must identify to the SAI/AI any medical reasons why their son or daughter cannot participate in any JROTC physical training activities. A parental excuse or doctor's statement, identifying any medical problem and what the cadet can and/or cannot participate in, is required.

Cadet Challenge Test: All cadets **MUST** undergo the Cadet Challenge which is a physical fitness test "at least once" an academic year. Students are tested on the following mandatory events:

Mile run (timed)
Push-ups (1 min.)
Sit-ups (1 min.)
Sit-and-Reach
Shuttle Run

- Cadets who score at or above the 85th percentile on all events in the fitness test will be eligible for the President's Physical Fitness Award.
- The JROTC Physical Fitness Ribbon (N-2-2) will be presented to cadets who receive the 85th percentile rating or better in each of the five events of the Cadet Challenge program.
- The National Physical Fitness Award recognizes students who demonstrate a basic, yet challenging level of physical fitness. Students who score above 50% percentile on all five events are eligible for this award.
- The JROTC Athletics Ribbon (N-2-3) will be presented to cadets who receive the 50th percentile rating or better in each of the five events of the Cadet Challenge program.

Chapter 12: DISCIPLINARY SYSTEM

Standards: All cadets must comply with the standards established for the U.S. Army JROTC program and South Broward High School. Inappropriate behavior reflects upon you, your family, South Broward High School, and the program. Therefore, enforcement of the standards is paramount to the success of the battalion. Violations of standards can affect your academic grade, opportunity for promotion, and ultimately can result in removal from JROTC.

A. The Senior Army Instructor (SAI) **WILL** dis-enroll a cadet from JROTC for the following:

- Any offense leading to a cadet's enrollment in the Post-Graduate Alternatives for Secondary Students (PASS) Program
- Failure to wear the required JROTC uniform **"Three"** times in one semester. When a cadet fails to wear his/her uniform on uniform day, the SAI/AI will:
 - First offense – verbal warning
 - Second offense – email sent home to parents/guardians
 - Third offense – removal from JROTC
- Excessive days serving In-School Suspension (ISS) or Out-of-School Suspension (OSS).

B. Cadets **MAY** be dis-enrolled from JROTC for the following:

- Any illegal or immoral activity
- Any offense leading to In-School Suspension (ISS) or Out-of-School Suspension (OSS)
- Repeatedly failing to maintain required dress and grooming standards
- Failure to follow classroom/behavior rules
- Displaying a negative attitude towards JROTC
- Failing to live by the Honor Code by lying, cheating, or stealing
- Disrespecting school staff or senior ranking cadets
- Hazing

Hazing: Hazing of cadets will not be tolerated and is **STRICTLY PROHIBITED**. The SAI/AI will deal harshly with any cadet who uses their leadership position, seniority, or rank to engage in behavior, physical or verbal, that is demeaning, retaliatory, or dangerous for personal gain or "power". This prohibition includes directing a cadet to do pushups or other physical activities for punishment or directing comments towards a cadet that are profane, cruel, abusive, humiliating, oppressive, harmful, threatening, demeaning, or prejudicial. Cadets who engage in hazing may be reduced in rank or removed from the South Broward High Junior ROTC program permanently.

Military Time
(Greenwich Mean Time – GMT)
(Zulu)

Military time is based on a “24-hour clock”

12 am = 0000/2400 hrs	12 pm = 1200 hrs
1 am = 0100 hrs	1 pm = 1300 hrs
2 am = 0200 hrs	2 pm = 1400 hrs
3 am = 0300 hrs	3 pm = 1500 hrs
4 am = 0400 hrs	4 pm = 1600 hrs
5 am = 0500 hrs	5 pm = 1700 hrs
6 am = 0600 hrs	6 pm = 1800 hrs
7 am = 0700 hrs	7 pm = 1900 hrs
8 am = 0800 hrs	8 pm = 2000 hrs
9 am = 0900 hrs	9 pm = 2100 hrs
10 am = 1000 hrs	10 pm = 2200 hrs
11 am = 1100 hrs	11 pm = 2300 hrs

Phonetic Alphabet

A – Alpha	N – November
B – Bravo	O – Oscar
C – Charlie	P – Papa
D – Delta	Q – Quebec
E – Echo	R – Romeo
F – Foxtrot	S – Sierra
G – Golf	T – Tango
H – Hotel	U – Uniform
I – India	V – Victor
J – Juliet	W – Whiskey
K – Kilo	X – X-ray
L – Lima	Y – Yankee
M – Mike	Z – Zulu