

**PATRICK HENRY
HIGH SCHOOL
NJROTC**

Patrick Henry
PATRIOTS



CADET HANDBOOK

01 August 2017

PATRICK HENRY HIGH SCHOOL NJROTC INSTRUCTION 1533.9C

Subj: PATRICK HENRY HIGH SCHOOL NJROTC HANDBOOK

Ref: (a) NSTC M-5761.1 Series (Regulation for Citizenship Development Program)
(b) NAVEDTRA 37116-J (NJROTC Cadet Field/Drill Manual 10th Edition)
(c) Hanover County Public School District Student Code of Conduct
(d) Patrick Henry High School Student Agenda

1. Purpose. This instruction publishes rules and regulations and defines student requirements for participation in the Patrick Henry High School NJROTC Program.

2. Background. Reference (a) provides guidelines for NJROTC unit administration. Reference (b) establishes cadet responsibilities for physical fitness and explains expected dress and grooming standards. Additionally, reference (b) contains information pertinent to military drill. References (c) and (d) define the expectations for student behavior within the Patrick Henry Public School (PHHS) District. More stringent behavioral standards are required for cadets participating in the Patrick Henry High School NJROTC program.

3. Action. Since Naval Science is an elective course, students are in the NJROTC program by choice. Two of the primary objectives of the program are to develop self-discipline and to develop respect for constituted authority. This handbook is designed to aid cadets in achieving these important objectives. All NJROTC cadets are expected to be familiar with this handbook and the NJROTC Cadet Field Manual. Adherence to the standards set by this handbook and the stated reference material is mandatory.

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RECORD OF CHANGES

Change Number	Date of Change	Date of Entry	Signature
C	<u>01AUG17</u>	<u>01AUG2017</u>	/s/ W.R. Summerfield

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SECTION 1 - THE NJROTC PROGRAM

101. Authorization. The Naval Junior Reserve Officers Training Corps (NJROTC) was established under authority of Public Law passed by the U.S. Congress and contained in Title 10, United States Code, Chapter 102, Section 2031.

102. Program Goals and Objectives. The goals of the NJROTC Program are to provide an opportunity for secondary school students to learn about the basic elements and requirements for national security and their personal obligations as American citizens to contribute toward national security. The NJROTC Program has the following objectives:

- a. To develop informed and responsible citizens.
- b. To strengthen character.
- c. To promote and understanding of the basic elements and requirements for national security.
- d. To help form habits of self-discipline, self-confidence, self-esteem, responsibility, accountability, and leadership.
- e. To develop high standards of physical fitness.
- f. To develop respect for and an understanding of the need for constituted authority in a democratic society.
- g. To develop an interest in the military services as a possible career.

103. Enrollment Requirements. To be eligible for enrollment and continuance in the NJROTC Program a student must:

- a. Be a citizen of the United States.
- b. Be in grades 9-12.
- c. Be enrolled in Patrick Henry High School.
- d. Be of good moral character as determined by the Principal and Senior Naval Science Instructor of Patrick Henry High School.
- e. Be physically fit to participate in NJROTC training. (A student is considered physically fit if able to fully participate in Patrick Henry High School's Physical Education Program).
- f. Be selected by the Senior Naval Science Instructor with the approval of the Principal.
- g. Comply with the personal grooming standards set forth in Chapter 1 of the NJROTC Field Manual.

104. Program Benefits. For actively participating cadets, the biggest benefit to be gained from the NJROTC Program is growth and development into being an informed and responsible citizens. Other program benefits include:

- a. Advance pay grade enlistment. A Certificate of Completion for the appropriate level of the NJROTC Curriculum

will be presented by the Naval Science Instructor to each cadet at the end of the school year during which the student successfully completes the program. Enlistment benefits include the following:

(1) Students earning a Three Year Completion Certificate, plus a letter of recommendation from the Naval Science Instructor, are eligible for promotion to paygrade E-2 upon initial enlistment in any of the U. S. Army/Navy/Air Force/Coast Guard. The U.S. Marine Corps promotes to paygrade E-2 based on your NJROTC experience.

(2) Students earning a Two Year Completion Certificate plus a letter of recommendation from the Naval Science Instructor are eligible for promotion to Pay Grade E-2 in the U.S. Army and Navy upon entry into active service.

b. Naval Academy Nomination. Students who will successfully complete the NJROTC Program may compete for nomination and appointment to the U.S. Naval Academy under the authorized quota for the PHHS NJROTC Battalion. In order to compete for an appointment under this program, each qualified cadet must meet the following minimum requirements:

- (1) Be a student in good standing in the Patrick Henry NJROTC and be enrolled at the end of senior year.
- (2) Must be a U. S. citizen.
- (3) Must be of good moral character.
- (4) Must be at least 17 and less than 23 years of age by 1 July of the year of entry to the U.S. Naval Academy.
- (5) Must be unmarried and have no children.
- (6) Must be recommended by the Senior Naval Science Instructor.

All interested NJROTC cadets should complete the pre-candidate questionnaire in the spring of their junior year in high school. Completion of the SAT or ACT is required for consideration.

c. NROTC Scholarship. Participation in NJROTC supports application for a full college NROTC scholarship. Cadets actively participating in the NJROTC Program and who have demonstrated above average traits of leadership and military bearing may be nominated for a four year NROTC scholarship. Eligible NJROTC cadets, who are nominated by the SNSI, are considered by the NJROTC and National NROTC scholarship boards.

d. Other Service Academy Appointments/ROTC Scholarships. The Naval Science Instructors will provide assistance, information and letters of recommendation to deserving cadets who are interested in applying for these programs.

105. Curriculum. The NJROTC course of study includes academic work, a leadership laboratory (which includes leadership and staff assignments, close-order and manual-of-arms drill, field trips, and other activities designed to create opportunities for practical application and development of leadership skills), and physical education.

The major topics for Naval Science 1 through 4 are as follows:

Naval Science 1

Basic Leadership
Career Planning
Citizenship and American Government
Ships and Aircraft of the U.S. Navy
Wellness, Fitness and First Aid
Uniform Wear/Care, Military Drill, Ceremonies

Naval Science 2

Intermediate Leadership
Seapower
Naval History (1750-1865)
Introduction to Nautical Sciences:

- Maritime Geography
- Oceanography
- Meteorology
- Astronomy
- Physical Sciences

Naval Science 3

Advanced Leadership
Naval History (Reconstruction to present)
Naval Knowledge

- Sea Power as it relates to National Security
- Naval Operations and Support Functions
- Military, International and Admiralty Law, Military Law

Naval Skills

- Ship Construction
- Damage Control
- Shipboard Organization
- Watchstanding
- Naval Weapons

Naval Science 4

- Theoretical and Applied aspects of Leadership, training and evaluation of performance
- Techniques used to create motivation
- Goal development and activities for a group
- Case Studies in Leadership
- Senior Unit Leadership and Staff Positions
- Mentorship of NS-1 Cadets

106: Weekly Class Routine. Patrick Henry High school NJROTC is scheduled around the A/B alternating schedule. Classes are divided based on a "long week", (Monday/Wednesday/Friday) or a "short week" (Tuesday/Thursday). On the long week, classes are scheduled as listed below;

Monday: Physical Fitness (PT) Cadets must have physical fitness clothing and sneakers

Wednesday: Uniform and inspection. All cadets who have classes on this day must wear the complete "Uniform of the Day" from arrival to school until the last bell.

Friday: Academics. This is designated a classroom academic day and grade specific academics will be conducted. Cadets must be prepared for class and are expected to fully participate.

On the short week, classes are scheduled as listed below:

Tuesday: Physical Fitness (PT) Cadets must have physical fitness clothing and sneakers

Thursday: Uniform and inspection and academics. All cadets who have classes on this day must wear the complete "Uniform of the Day" from arrival to school until the last bell. After inspection, grade specific academics will be conducted. Cadets must be prepared for class and are expected to fully participate.

NOTE: All cadets must have notebooks during all class periods, especially on PT days in the case of inclement weather and the unavailability of a gym. In those cases, academics will be conducted vice PT

107. 9-Week Schedule and Plan of the Week (POW). The Battalion Operations Officer, in conjunction with the NSI, will develop

detailed Plans of the Week (POWs) based on the 9-Week Schedule and incorporating changes from the Instructors and inputs from Department Heads, Team Captains, and Cadet Officers-in-Charge of special evolutions, such as field trips. The POW will be submitted for review to the Battalion Commander and to the Senior Naval Science Instructor for approval. The purpose of this document is to keep everyone in the unit informed of unit activities. As a minimum, the POW will include notices of team practices, information on upcoming activities, uniform of the week assignments, and times and places for group meetings. The POW will be posted by the Battalion Administrative Officer no later than 0900 on Thursday of the preceding week on the POW Board adjacent to the Naval Science Instructors Office.

108. Uniform Day. Uniforms are required to be worn one day each week by all NJROTC students. Cadets will wear the complete uniform all day on uniform day, unless specifically excused for class activities which lend themselves to soiling the uniform (i.e. lab activity in science class). Cadets must coordinate **in advance** with their Naval Science Instructor before changing out of uniform. A valid excuse must be presented to the instructor for the cadet to receive a grade of "Excused" for personnel inspection on uniform day if no uniform is worn, otherwise, a failing grade will be given for personnel inspection.

A NOTE FROM A PARENT STATING THAT UNIFORMS ARE IN THE CLEANERS WILL NOT BE ACCEPTED! Plan ahead to ensure uniforms can be cleaned and picked up prior to the next uniform day. If the cadet is absent on uniform day, the uniform day must be made up within a week (prior to the end of the following week).

The Navy uniform is a distinctive dress of a proud and honorable profession. The wearing of the NJROTC cadet uniform must likewise be a matter of pride in self, in school, in community and in country. Uniforms shall be kept clean and well-tailored, and shall be turned in clean at the end of school year. Rules on how to wear the uniform, how to care for the uniform, and how to maintain grooming standards may be found in Chapter One of the NJROTC Field Manual. Clothing and grooming tips have been included in this Handbook (Appendix A).

109. Cadet Performance Record. A Cadet Performance Record is kept for each cadet while enrolled in NJROTC. It is the responsibility of the Battalion Administration Officer to maintain these records. Company Administrative Officers will maintain the records of their respective companies. The Battalion Administrative Officer is responsible to the Senior Naval Science Instructor for reviewing these records periodically (at least at the beginning of the school year and the end of each quarter/semester) to ensure they are being properly maintained. A signed copy of the record will be furnished to a cadet, upon request, when transferring to another school.

110. Probation. The Senior Naval Science Instructor is authorized to place on probation any cadet who has academic deficiencies, fails to maintain standards of grooming or wearing of the uniform, or fails to meet established standards of conduct, including violations of the Cadet Creed and the PHHS Honor Code. This action will be taken provided the deficiencies are considered temporary in nature, i.e. the cadet appears to have the minimum aptitude and motivation required to succeed in the program. Cadets who are placed on probation will be so notified in writing by the Senior Naval Science Instructor, with a copy of the letter to parents (or guardians), principal and other school officials as appropriate.

111. Disenrollment. Any NJROTC cadet may be disenrolled for failure to meet the terms of probation or for failure to correct any deficiencies for which he or she was placed on probation: for academic failure, or for disciplinary reasons as determined by the Naval Science Instructor or school officials. Disenrollment procedures are initiated at the discretion of the Naval Science Instructor. Cadets will also be disenrolled for failing to submit the paperwork required by the Navy for participation in the program (Standard Release Form, Health Risk Screening Questionnaire and VHSL Sports Physical). Cadets who fail to meet uniform wear requirements (fail to properly wear the uniform for a full day each week 3 or more times during a given semester) and/or do not consistently maintain grooming standards will also be disenrolled.

a. Cadets who are disenrolled will be notified in writing by the Naval Science Instructor, with a copy of the letter to parents (or guardians), principal and other school officials as appropriate.

b. Disenrolled students will not be considered for credit for Naval Sciences courses during the remainder of the school year in which they were disenrolled.

SECTION 2 - UNIT ORGANIZATION

201. General. Patrick Henry NJROTC will be organized into a Battalion (151 cadets or greater) or a Company (150 cadets or less).

A Battalion organization consists of two (2) Companies each with a fully functional command structure, which are designated Alpha and Bravo.

Alpha Company is considered the "line company" and will have within the structure a Command Staff, Senior Enlisted Advisor, Support Staff and three Platoons.

Bravo Company is considered the "teams company" and will have within the structure a Command Staff, Senior Enlisted Advisor, Support Staff, Drill, Raider Platoons, and the Color Sgt. and the Unit Color Guard.

Each Platoon within Alpha Company shall have a Platoon Commander, Mustering Chief Petty Officer, Platoon Guide, 3 Squad Leaders, 3 Asst. Squad Leaders and 3 Fire team leaders as required. A support staff will be assigned to assist with supply, training and admin functions.

Each Team within Bravo Company is considered a platoon although the term "team" is used as well. Drill Team consists of a Team Commander, Team Mustering Chief, Guide and 3 Squad Leaders. Support positions such as Armorer, Admin and Supply will be assigned. Raider Team consists of a Raider Team Commander, Asst. Commander, Mustering Chief, Guide and three squad leaders. A support staff will be assigned to assist with supply, training and admin functions. The Color Sgt., is assigned and is responsible to the Bravo Company Senior Enlisted Advisor for daily colors and ceremonial color guard events.

202. Battalion Organization.

<u>Billet</u>	<u>Rank</u>
Battalion Commanding Officer.....	C/CDR
Battalion Executive Officer.....	C/LCDR
Command Master Chief Petty Officer.....	C/MCPO
Battalion Operations Officer.....	C/LT
Battalion Administration Officer.....	C/LT
Battalion Supply Officer.....	C/LT

Battalion Training Officer.....C/LT
 Battalion 1st Lieutenant.....C/LTJG
 Battalion Public Affairs Officer.....C/LTJG
 Battalion Athletic Officer.....C/ENS
 Battalion Guide.....C/ENS

203 Company Organization

a. Alpha Company Staff

<u>Billet</u>	<u>Rank</u>
Commanding Officer.....	C/LCDR
Executive Officer.....	C/LT
Senior Enlisted Advisor.....	C/SCPO
Operations Officer.....	C/LTJG
Administrative Officer.....	C/LTJG
Supply Officer.....	C/LTJG
Training Officer.....	C/LTJG
1 st Platoon Commander.....	C/LT
2nd Platoon Commander.....	C/LT
3rd Platoon Commander.....	C/LT

b. Bravo Company Staff

<u>Billet</u>	<u>Rank</u>
Commanding Officer.....	C/LCDR
Executive Officer.....	C/LT
Senior Enlisted Advisor.....	C/SCPO
Operations Officer.....	C/LTJG
Administrative Officer.....	C/LTJG
Supply Officer.....	C/LTJG
Training Officer.....	C/LTJG
Raider Team Commander.....	C/LT
Assistant Raider Team Commander.....	C/LTJG
Drill Team Commander.....	C/LT (senior) C/CPO (junior)
Color Sergeant.....	C/CPO

204. Duties and Responsibilities. Each cadet is expected to seek out and do those things that will make his or her particular billet (job) function more smoothly. The primary responsibility of leadership for each cadet officer, chief petty officer and petty officer is to set the highest standards for performance possible in everything that he or she does.

a. All Cadets. Each Patrick Henry High School NJROTC cadet is responsible for conducting himself or herself, at all times, in a manner which reflects credit upon himself or herself, the NJROTC Unit, the school and the community. Since we wear uniforms once a week, our actions also reflect on the U.S. Navy and a more widespread community. Whether in uniform or not, cadets are

responsible for maintaining the highest standards of conduct and appearance; for abiding by the rules and regulations of both the unit and the school; and for carrying out instructions and orders of their superiors.

- b. Cadet Officers, Chief Petty Officers and Petty Officers. The Senior Naval Science Instructor promotes and selects cadets for unit assignments based on demonstrated performance in academics, leadership roles and team activities, judgment, character, and maturity. Continued enthusiasm, active participation, positive attitude and leadership by example are required of the cadet in order for him or her to advance and remain in unit leadership positions. Cadet Officers, Chief Petty Officers and Petty Officers are expected to set the example for junior cadets in every aspect of the NJROTC Program. It is recognized that many junior cadets will exhibit outstanding qualifications for leadership in underclass years, however, the opportunity that leadership in junior positions affords is crucial to the development of a strong officer corps. As such, no officer position shall be assigned to a cadet who is not a senior in the program.

- (1) It is the desire of the Naval Science Instructors that the relationship between the officers and enlisted ranks be one of teamwork and cooperation. The unit officers are responsible for and are directed to manage of the unit and are tasked with planning and policy issues. Therefore, running the day to day functions of the unit falls on the shoulders of the unit Chief Petty Officers and Petty Officers.

- c. Responsibilities of leadership must be accepted before the privileges of rank or rate can be enjoyed. Extra effort and time will be required, especially of Cadet Officers and Petty Officers. Those selected for advancement who do not wish to accept the related responsibilities and requirements must decline the promotion.

NOTE: The following duties and responsibilities are delineated at the Battalion Level. Company level billets functions identically in nature but directly support a specific Company/Platoon. Company Officers report to their respective Company Chain of Command but must coordinate and work in unison with their Battalion counterpart.

- d. Battalion Commanding Officer (BCO). The BCO is the senior cadet of the cadet corps, and is responsible to the SNSI/NSI for:

- (1) Maintaining high morale and enthusiasm within the unit.
 - (2) Developing team spirit within the unit.
 - (3) Proper and timely execution of unit activities.
 - (4) Looking after the well-being of unit individuals.
 - (5) Recommending cadets for promotion and assignment.
 - (6) Directing and coordinating the efforts of the Battalion staff.
 - (7) Ensuring the smooth and proper operation of the NJROTC Unit in accordance with this Handbook, the Cadet Field Manual and unit policy set forth by the SNSI.
 - (8) Act as the Commander of Troops during Battalion formations.
 - (9) Setting the highest standards of performance, conduct, appearance, military bearing and courtesy as an example for all unit cadets.
- e. Battalion Executive Officer (BXO). The BXO will support the BCO in all respects and will take charge of the unit in the absence of the BCO. The Executive Officer is responsible for:
- (1) Handling performance issues within the unit as they arise.
 - (2) Supervise the Battalion Staff as directed by the CO.
 - (3) Keeping the Battalion staff officers informed of Unit activities.
 - (4) Leading by example.
- f. Command Master Chief Petty Officer (CMC). The CMC is the unit's senior petty officer whose responsibilities include:
- (1) Assisting the BXO in preventing and handling Performance issues as necessary.
 - (2) Serving as primary point of contact for cadets who have a complaint or concern involving the chain of command or as an alternate point of contact for any concerns.
 - (3) Assisting the BCO and BXO in all matters of unit moral and welfare, advancement, and cadet recognition.
 - (4) Act as a cadet mentor for junior cadets in matters related to the unit, as well as other concerns related to the school in general.
- g. Battalion Operations Officer (BOPS). The BOPS Officer will support the Battalion Commanding Officer and Executive Officer. Specific responsibilities include:
- (1) Coordinating all unit activities, ensuring that

everything is moving smoothly.

- (2) Assisting with trip planning.
- (3) Preparing the Plan of the Week and ensuring it is posted no later than 0900 on Thursday of the week before it is effective.
- (4) Ensuring that communication is maintained within the unit.
- (5) Anticipating and resolving potential internal conflicting requirements for use of Unit facilities and equipment.
- (6) Serve as principle liaison for the unit to other school activities, sports, and clubs in order to coordinate joint activities or deconflict use of common school support equipment, fields and facilities.
- (7) As third-in-command, be prepared to assume the duties of the BXO in his or her absence, or of the BCO should both the BCO and BXO be absent simultaneously.
- (8) Develop an Annual Calendar and maintain and update throughout the year.

h. Battalion Administrative Officer (BADMIN). The BAO will support the Battalion Commanding Officer and Executive Officer. Specific responsibilities include:

- (1) Having a strong working knowledge of the unit's organization and activities.
- (2) Assisting the Instructors with the preparation of unit notices and instructions, personnel lists, reports and other unit paperwork.
- (3) Preparing and maintaining the unit's personnel files and the unit organization board.
- (4) Maintaining the minutes of all staff meetings.
- (5) Take responsibility for the control and issuance of all ranks, ribbons and consumable property.
- (6) Supervision of the Administrative staff.
- (7) Supervision of the PAO.

i. Battalion Supply Officer (BSUPPO). The BSUPPO is a member of the Battalion Staff and is the head of the Supply Staff. He or she reports directly to the NSI for supply-related matters and to the Battalion Executive Officer 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) Supervision of the Supply staff.

j. Battalion Training Officer (BTO). The Battalion Training Officer plans, coordinates and oversees general military training for the unit. Specific responsibilities include:

- (1) Tracking advancement progress of cadets within the unit and managing/administering advancement exams.
- (2) Coordinating with team captains and other cadets with specialized expertise to plan and conduct general unit training in drill, marksmanship, orienteering, fitness, and preparation for the national academic examination.
- (3) Monitor cadet interest and make recommendations to the SNSI/NSIs for cadets to be considered for specialized summer training (Leadership Academy, Sail Training, Service Academy Summer Seminars, etc.)
- (4) Encourage cadet participation in on-line ACT/SAT preparation courses, identify academic subject matter experts willing to serve as peer tutors, and facilitate formation of cadet study groups.

k. Battalion First Lieutenant (BFLT). The Battalion 1st Lt reports to Battalion XO and is responsible for:

- (1) Conducting routine zone inspections of the Unit's Assigned spaces for proper equipment function, material condition, cleanliness and safety. This includes exterior spaces. (garden grounds, ConEx boxes, etc.)
- (2) Preparing and supervising the execution of Cleaning Watch Bills and scheduling Unit Field Days as required.
- (3) Making recommendations to the SNSI and drafting work orders, as directed, for maintenance actions beyond the scope/capability of the cadet work force.
- (4) Reviewing cadet proposals for improvement projects (classroom decorations, Eagle Scout projects, etc.) and supervising such projects as may be approved by the SNSI as they occur.

l. Public Affairs Officer (PAO). The PAO is responsible to the Battalion Administrative Officer, for the following:

- (1) Maintaining the PAO Log.
- (2) Ensuring unit activities are posted on activity bulletin boards.
- (3) Assisting the NSI with any publications put out by the unit.
- (4) Taking photographs and video tapes of unit

- Activities or ensuring photo coverage of the event(s).
 - (6) Maintaining a file of unit photographs.
 - (7) Preparing rough news releases for school and community publications.
 - (8) Considering and recommending to the SNSI all means available to make the school and community aware of the Patrick Henry High School NJROTC unit.

- m. Battalion Athletic Officer (BAO). The BAO is responsible to the Senior Naval Science instructor through the Battalion XO and CO for the following:
 - (1) Develop the Unit physical fitness plans to include classroom physical fitness routines, Annual/Semi-Annual Physical Fitness Tests, and selected athletic competitions/events.
 - (2) Input approved plans/schedules of athletic events to the Battalion COC for inclusion in long-Range schedule and POW.
 - (3) Develop physical exercise routines for the Unit.
 - (4) Train the Unit Athletic Department (class PT leaders) on proper execution of exercises and routines.
 - (5) Monitor Unit athletic routines to ensure safe and healthy execution.
 - (6) Assist in the execution of the Annual/Semi-Annual Physical Fitness Tests. Provide results to the Battalion COC.

- n. Battalion Guide. A position of honor among the corps of cadets, the Battalion Guide is responsible for serving as the Guide during formations, ceremonies and competitions. He or she will become an expert in Guideon Manual; be responsible for the care, maintenance and proper display of the Battalion's guideon flag at all times; and carry the Guideon during non-drill events such as field meets, battalion runs, etc.

- o. Battalion Operations Chief Petty Officer/Plans Officer. The Operations Chief will function as the principle assistant to the Battalion Operations Officer for a specific event or evolution. Responsibilities include:
 - (1) Developing and maintaining the long-range plan for assigned Unit event or evolution.
 - (2) Submit proposed event plans to the Operations Officer for approval.
 - (3) Supervising and coordinating planning efforts of those assigned as Cadet Officers-in-Charge and their assistants for the special event, function, or evolution (military ball, large community service events, field trips, etc.)

- p. Platoon Mustering Chief Petty Officers (MCPOs). MCPOs work with and assist the Platoon Commander to develop teamwork and become the best platoon in the unit. Responsibilities include:
- (1) Assisting the Platoon Leader in the execution of His or her duties particularly with regard to platoon discipline, training and morale.
 - (2) Taking an accurate muster at platoon formations.
 - (3) Maintaining good order and discipline as directed by the Platoon Leader.
 - (4) Functioning as the scribe (recorder) during personnel inspections.
 - (5) Being prepared to take charge in the platoon leader's absence unless specifically superseded by the senior squad leader present.
- q. Squad Leaders. The first link in the chain of command for cadets in ranks, squad leaders have primary responsibility for the professional development, performance, morale, and well-being of the members of their squads. Responsibilities include:
- (1) Being proficient in close order drill and being able to take charge of their squad.
 - (2) Knowing and assisting their squad members.
 - (3) Assisting their Platoon Leader.
 - (4) Setting the example for squad members.
- r. Class Advisor. The Class Advisor is an NS3 or NS4 Cadet who is selected and assigned to a junior class (NS1 or NS2). They are responsible for advising and assisting the junior cadets in order to ease their transition into the NJROTC Program and understand their roles in it.

205. Chain Of Command. The Chain of Command is the primary channel of communications throughout the unit. Information flows from the SNSI/NSIs and Commanding Officer through the unit to individual cadets, and from cadets back through the same system to the CO and instructors. It must be a two-way channel with information flowing both ways.

206. Drill Teams. The Armed Drill and Unarmed Drill Teams are composed of cadets who are particularly interested in the sharpness and precision developed through close order drill and the manual of arms. They represent Patrick Henry High School in parades, ceremonies, and competitions with other JROTC units. They are expected to set the highest standards for the unit in terms of sharpness, discipline, grooming, performance, and conduct.

207. Color SGT./Color Guard. The PHHS Color Sgt. is selected from the top performing Junior Class Cadets and directed to take charge of the Unit Colors and all Color Guard Activities. The NJROTC Color Guards are expected to present the Colors (National Ensign and Unit Flag) proudly and with precision in parades, ceremonies, and at sporting events. Color Guard members are normally drawn from, and also participate on, the drill team. They are an elite unit and as such are expected to set the highest standards for the unit in terms of sharpness, discipline, grooming, performance, and conduct. Instructions for presenting the Colors are contained in SECNAVINST 5060.22 and the Marine Corps Drill and Ceremonies Manual.

208. Raider Team. The NJROTC Raider Team is made up of cadets who are interested in participating in a challenging, demanding program where a high degree of personal fitness and endurance is required. It is based on the US Army RANGER Challenge program and is modified to be geared for the JROTC units. A typical Raider Team is 9 cadets and Patrick Henry competes with an average of 4 teams. A Raider meet starts with the Army PFT, followed by Litter Carry and Obstacle Course, HUMVEE pull, 1 rope bridge and a 5K team run in full gear. Cadets must pass the PT test and stay academically qualified to participate in this event.

209. Academic Team. The Academic Team is composed of cadets who are particularly interested in academics, and who are willing to devote extra effort in representing the Unit in academic competition against NJROTC units locally and in the National Academic Examination.

210. Fitness Team. The Fitness Team is composed of cadets who are particularly interested in physical fitness and have passed the semi-annual PT test. They compete in the Navy PT Meets which consist of Pushups, Sit-ups, and relay races.

SECTION 3 - ADVANCEMENT

301. General. Advancement in rate or rank within the Patrick Henry School NJROTC Unit is based on time-in-grade and most importantly, on demonstrated performance, knowledge and skill, maturity and judgment. In order to advance from Cadet Seaman Recruit to Cadet Petty Officer First Class, a cadet must demonstrate a prescribed degree of proficiency in Military Drill and Ceremonies and Military Knowledge, coupled with good grades, attendance and conduct. In order to be selected and promoted to a rank of Cadet Chief Petty Officer or Cadet Senior Chief Petty Officer, a cadet must normally be in his or her third year of the program and among the top performers in the unit.

In order to be selected and promoted to a rank of Cadet Master Chief Petty Officer or any Officer rank, a cadet must be in his or her fourth year of the program or a Senior in the school. These ranks are obtained by being appointed to them by the Senior Naval Science Instructor as a result of sustained superior performance in support of the unit, and demonstrated motivation and capacity for increased levels of responsibility.

302. Records and Types of Advancement Examinations. A record of each cadet's advancement progress is kept by the unit under the cognizance of the Battalion Administrative Officer and reviewed periodically for accuracy. Different types of examinations are used to test a cadet's knowledge and readiness for advancement as follows:

- a. Written Examinations: The written examination is required for all cadets wishing to advance. This test consists of 120 questions. Once the test is completed, the Training Officer will grade the test. A cutting score will be established and compared against the table of required scores for each grade. If a cadet earns a cutting score for the highest grade, they will not have to retake the test and only have to have time in grade for promotion. When a cadet retakes the exam, they must take the full exam every time. The following table pertains

<u>GRADE</u>	<u>REQUIRED CUTTING SCORE</u>
SA	25
SN	35
PO3	55
PO2	75
PO1	85

- b. General Orders Examination: Each grade has specific requirements regarding knowledge of the General Orders of a Sentry. This test can be oral or written. The following table pertains;

<u>GRADE</u>	<u>REQUIRED GENERAL ORDERS</u>
SA	1-3
SN	1-6
PO3	1-9
PO2	1-11

- c. Cadet Creed: Cadets must know the Cadet Creed to be promoted to SN.
- d. The passing grade is 80%. These tests are administered by the NSI's and may be taken at any time. A summary of the Written Advancement Exam topics for each rank is contained in Appendix G.
- e. Practical Examinations. Used for advancement to Cadet Seaman through Cadet Petty Officer First Class, these evaluate cadet proficiency individually in basic drill, manual of arms and sword manual, and in commanding squad- and platoon-size units in close order drill. Practical examinations will be administered by the SNSI, NSI or a designated senior cadet, who will determine whether the cadet has performed all required movements well enough to earn a passing grade.
- f. Oral Examinations. Used to determine readiness for promotion to ranks above Cadet Petty Officer First Class, these will be administered by the SNSI and/or NSI, and may take the form of a board including one or more designated senior cadets, who will determine whether the cadet is familiar enough with the subject to earn a passing grade.

303. Advancement Requirements and Study Guide. All examination questions will be taken from material found in this Handbook, the Cadet Field Manual, the Cadet Reference Manual, Naval Science texts, class notes and discussions. To be promoted, cadets must successfully accomplish the following steps:

a. Time in Grade

To be promoted to this rank/rate:	You must have this many school days in grade:
Cadet Seaman Apprentice	30 as SR
Cadet Seaman	90 as SA
Cadet Petty Officer Third Class or above	90 as SN
Cadet Petty Officer Second Class or above	100 as PO3
Cadet Petty Officer First Class or above	100 as PO2

b. Academic Examination

To be promoted to this rank/rate:	You must earn this cutting score:
Cadet Seaman Apprentice	25
Cadet Seaman	35
Cadet Petty Officer Third Class	55
Cadet Petty Officer Second Class	75
Cadet Petty Officer First Class	85

c. Practical Examinations

To be promoted to this rate:	You must pass this Practical Advancement Examination:
Cadet Seaman Apprentice	Examination 1
Cadet Seaman	Examination 2
Cadet Petty Officer Third Class	Examination 3
Cadet Petty Officer Second Class	Examination 4
Cadet Petty Officer First Class	Examination 5
Cadet Chief Petty Officer	Examination 6

d. Good Conduct. In addition to the requirements listed above, each cadet must maintain minimum standards of acceptable conduct both within the NJROTC classroom and within the school. Additionally, since cadets represent the Unit, the School, and the U.S. Navy in the community, conduct outside the classroom and school will be a consideration as well.

e. Good Grades. In addition to the requirements listed above, each cadet must maintain a "C" average or better in the current naval science class for advancement through Cadet Petty Officer First Class and a "B"

average or better for promotion to Cadet Chief Petty Officer and above.

- f. Good Personal/Uniform Appearance. Each cadet must maintain minimum standards of personal and uniform appearance. A minimum grade of 80% must be achieved on a formal uniform inspection for advancement to Cadet Seaman Apprentice. Beyond Cadet Seaman Apprentice a minimum average of 80% must be maintained across three or more inspections at the current rank to qualify for advancement to the next rank.

SECTION 4 - DISCIPLINE

401. General. The basic philosophy of the NJROTC program is that cadets are part of the NJROTC unit because they want to be and that cadets want to do their best when they know what is expected of them. Cadets are responsible for maintaining the high standards of conduct expected of the NJROTC unit. Each cadet is first responsible for his or her own conduct and for ensuring that his or her actions reflect credit on the unit, the school and the Navy. Each cadet also has an obligation to assist with maintaining the high standards expected of every student in the program.

- a. Cadets who have significant behavioral problems within the unit will be placed on probation and may be excluded from participation in NJROTC co-curricular team activities.
- b. Co-curricular team members may be dismissed from the team for any significant behavioral problems, either in the classroom and while on trips away from school. The Senior Naval Science Instructor will consider all information regarding specific violations and make a determination for continued team membership.
- c. Cadets on probation or whose conduct during the year, in or out of the classroom and in or out of school, otherwise indicates that they may not have the self-discipline, respect or pride to consistently behave in a manner reflecting credit on the unit, may not be allowed to participate in unit field trips.

402. Classroom Discipline. An atmosphere conducive to study and learning will be maintained in the classroom at all times. Cadets are to follow the Classroom Rules (**Appendix B**) at all times. Instruction will begin following attendance and/or class announcements. When the bell rings for the end of the period, the Class Leader will wait for the instructor to finish the thought or point he or she is making and then call the class to attention. The instructor will then dismiss the class or instruct the Class Leader to dismiss the class. Cadets are responsible for ensuring that the classroom is left in a clean and orderly condition.

403. Military Etiquette. One of the NJROTC program objectives is to develop respect, and an understanding of the need for constituted authority. It is expected that members of the NJROTC unit will treat all persons (other cadets in the unit as well as all other people they come in contact with outside of the unit) with mutual respect and courtesy. Military etiquette, customs and courtesies will be the basis of unit standards.

- a. Cadets should always be polite and respectful in their speech and manners towards those in positions of authority, including naval science instructors, teachers, administrators, coaches, parents, other adults, and cadets senior to them in the chain of command.
- b. In military situations, if not using the person's rank in addressing a senior cadet or instructor, the words "Sir" or "Ma'am" shall always be used. Using the words "Sir" or "Ma'am" in the course of conversations with all adults and authority figures should become a habit.
- c. The Five Basic Responses contained in Appendix C should initially form the basis for automatic and routine responses by cadets to questions and commands from superiors.

404. Office Etiquette. The Instructor offices are working spaces, not cadet lounges, telephone booths or storerooms. If a cadet has official business to discuss with an instructor, he or she will knock on the office door, sound off and request permission to come aboard, entering only after being given permission to do so. More detailed information on procedures for requesting entry permission to NJROTC offices may be found in paragraph 502.c. of this handbook. Cadet Battalion or Company Staff workspaces, when designated, should be treated and operated in a similar professional and business-like manner. Although cadets may not be required to sound off or request permission to enter these spaces, they are off-limits to cadets other than those conducting official business on behalf of the unit.

SECTION 5 - PROGRAM ADMINISTRATION

501. Philosophy. The heart of the NJROTC program is to create an environment and frequent opportunities for cadets to put the values, life-skills and behaviors we teach in class into practice both in and out of the classroom. We do this in order to instill in them the personal habits of mind and body (self-discipline, precision, attention to detail, respect for authority, self-confidence, physical fitness, generosity, concern for others, patriotism, teamwork, etc.) to allow them to develop as strong leaders and citizens.

In every unit, the "Cadet Is There to Learn" and the role of the instructors is to guide the learning process. This is a voluntary program and cadets are expected to put forth an honest, steady effort. They will sometimes make mistakes or fall short of expectations as they develop. Well intentioned errors and the occasional lapse in judgment are opportunities to learn and continue to grow.

Students who are not engaged, habitually come unprepared to class, fail to meet basic program requirements for grooming, dress and behavior, or otherwise are apathetic or disinterested will be counseled and encouraged. However, "you get from the NJROTC program what you put into it" and unwilling or unproductive class members not only do themselves a disservice, but can also adversely impact the success of others in the program. If encouragement, counseling and other remediation efforts (probation) are not effective, students may be disenrolled or not approved to return for subsequent years.

The basic philosophy governing the administration of Patrick Henry High School's NJROTC unit is as follows:

a. The Instructor are Co-Directors of Learning, and function primarily as counselors to the Cadet Corps.

b. This Cadet Handbook is the authoritative document for all cadets; the rules and regulations contained within this handbook govern the administration of the program.

c. The "Military" portion of the program will be administered by the cadets with direction and counseling by the instructors. It is important to remember that cadet staff and leadership assignments are of a temporary nature; if a cadet does not perform his or her duties in a satisfactory manner, or is guilty of misbehavior, he or she will be demoted and replaced.

d. Rules and regulations will be applied firmly and fairly to all cadets. Advancements, promotions, the privilege of being on a co-curricular team, and the privilege of going on trips with

the unit must all be earned, and may be taken away for infractions of the rules or poor attitude.

e. The unit must always be thought of as a team of individuals who work and play together to accomplish unit goals.

f. Do your best at every task; accomplish each task with honor. Honor means a proper sense of right and wrong. A trophy won during a JROTC competition, a high grade, awards or promotions are marks of success, but are not the real goals of the program. A greater reward is the satisfaction that comes with knowing you gave your best, worked as part of a team, conducted yourself with honor, and that your contribution to the team "made it happen" whatever the project or task.

502. NJROTC Spaces. The NJROTC Corridor is assigned as the facility for the NJROTC program. Spaces include a quarterdeck, main passageway, a large classroom, a leadership lab room, an instructor office with adjacent head, a Supply Uniform store room, unit armory, utility and storage ConEx boxes, and exterior grounds with garden and Raider training areas.

a. The large classroom is used primarily for NS-1, NS-2, NS-3 Standard, and NS-4 Standard instruction, team meetings and indoor practices, for parent meetings, unit receptions, and to form platoons during inclement weather.

b. The leadership lab is used primarily for NS-3 Advanced and NS-4 Advanced classes. The lab also contains a workspace designated for use by cadet staff.

c. The Instructor offices are off limits to all cadets except the command staff. Other cadets with specific NJROTC business will knock on the office door, sound off, and say, "Sir, Cadet _____ request permission to enter the Naval Science Instructor office, Sir." They will enter the office only if permission has been granted.

(1) The telephones in the Instructor office may be used by cadets only after permission has been granted by an instructor.

(2) All instructors' desks, files, and file cabinets are off limits to all cadets, regardless of rank or rate.

d. The main supply and small supply rooms are off limits to all cadets except designated leadership personnel and specifically designated team members, unless directed by an instructor or member of the supply staff.

(1) Routine supply business (exchange or replacement of items too large or small, worn out, lost, etc.) will be conducted

during the days and times designated as service hours by the unit Supply Officer(s). Personnel who need to conduct business with the supply staff will notify their platoon Supply Petty Officer prior to the beginning of the class period designated for supply business. Ribbon issue will only occur on uniform days and only if the cadet is in full uniform.

(2) On issue days, cadets will form a single file outside the storage room and enter one at a time when invited to do so by supply personnel on duty.

e. The unit's reference library is located in the small classroom and is under the supervision/oversight of the Battalion Training Officer. Reference books may be used in the classrooms during class, provided they are returned properly at the end of the period. Cadets wishing to check out reference materials for use outside of the classroom may do so through their class leader. The following rules also apply:

(1) No more than one reference book will be checked out at a time by a cadet.

(2) Books may be checked out for a maximum of one week if there is no waiting list.

(3) Cadets who lose books or are found to have damaged or mutilated books in their possession, intentionally or not, will be required to pay to replace the lost or damaged book and will be referred to the SNSI by the Battalion Training Officer or Class Leader to make payment.

f. The Armory is located in the storage area in the rear of the large classroom. The Armorer, Drill Team members, and Command staff are authorized entry into the Armory for the issue and return of drill rifles, color guard gear such as flags and harnesses, and to conduct routine Armory business.

(1) When drill rifles are drawn, cadets will replace them in the slots from which they came.

(2) If you damage a rifle, a drill team leader and/or drill CPO must be notified. The rifle will be placed in the rack with the forearm guard facing Out and trigger guard toward rack.

503. NJROTC Unit Grading System.

a. Grading is separated into three categories which are combined and averaged for a term/semester grade. These areas are;

- Academic

- Physical Fitness
- Uniform Wear and Military Bearing

The Academic grades are as a result of quizzes or tests. These tests can be written or oral. This category also includes homework if given, projects and reading assignments.

The Physical Fitness grade is based on participation and correct wear of a PT uniform. As I told many parents, the cadets compete against themselves. As long as they dress out, participate and do not become a discipline problem, they will receive a 100% every PT day. Should they fail to dress, they will receive a grade of **69** for the first miss, **67** for the second, **65** for the third with subsequent drops of **two** until the 5th miss. On the 6th miss they will receive a **0**. PT days are held Monday or Tuesday or every week depending if your cadet is A or B schedule. Cadets **MUST** bring proper PT gear (T shirt, Shorts or Sweat Pants and sneakers on these days. When the cold weather starts they should also bring a sweat shirt.

The Uniform Wear and Military Bearing Grade are the easiest to excel in, and also the easiest way to fail the course. If a cadet will not wear the uniform or adhere to grooming, they should not be in the JROTC program. Depending upon if it is an A or B day, uniforms will be worn Wednesday or Thursday. Cadets are required to wear the uniform to school and maintain a complete and correct uniform **throughout the school day**. If they choose to change without permission it will be considered a missed uniform days and grade penalties will apply. The cadet will be inspected and will receive a grade of 0-100 on the uniform and grooming.

Cadets must also have a certain number of uniform grades in a 9 week period to receive a grade. If I see that a cadet does not show up on uniform days, I will give a grade of incomplete and will not give a grade (or recommend credit) until the days are made up. Generally, I will allow a cadet to miss two uniform days per 9 weeks due to absences, but any more will require the following to make it up;

- Wear the uniform on another day agreed upon by SNSI/Cadet
- Write a paper (generally 2 pages) on a subject
- Perform work for the unit agreed upon by SNSI/Cadet

Should the cadet fail to wear the uniform, or remove the uniform without permission of the Naval Science Instructor(s), they will receive a grade penalty as set forth below;

- 1st Missed uniform Will receive a grade of **59**
- 2nd Missed uniform Will receive a grade of **54**
- 3rd Missed uniform Will receive a grade of **49**
- 4th Missed uniform Will receive a grade of **44**
- 5th Missed uniform Will receive a grade of **39**
- 6th Missed uniform Will receive a grade of **34**
- 7th or greater Will receive a grade of **0**

If a cadet fails to make up a uniform day for an excused absence within one week, this will count as a missed uniform day and the above scale will be used to assign the appropriate grade.

NOTE: Parents, this program is meant to challenge your cadet and they are responsible for the wear of their uniform. The days we wear the uniform are fixed and change only for special events such as our Annual Inspection, Veterans Day and other events. The cadet must plan ahead and not put uniforms in the cleaners the day before a uniform day. Cadets should clean and press their uniforms after they wear them, then hang them up for the next inspection. Please do not write an excuse for your cadet. Support them and assist them but make them responsible for their own actions. I WILL NOT ACCEPT A NOTE FROM A PARENT STATING THAT UNIFORMS ARE IN THE CLEANERS.

b. Semester Grades and Exams. Semester Grades and Exams will be in accordance with Hanover County and Patrick Henry High School policy.

504. Extra Credit. The purpose of extra credit is to provide a means for improving low grades and for development of interest in a subject relating to Naval Science. Examples of extra credit work are: research reports, helping instructors in preparation of teaching materials, additional homework, an extra 9-week project, etc. Extra credit is available for cadets who have completed all other assignments. Cadets in a leadership role within the Unit may also be awarded extra credit. Extra Credit is awarded the sole discretion of the Senior Naval Science Instructor with input from the Naval Science Instructors. No cadet in a probation or performance deficiency status may be awarded extra credit.

505. Field Trips. Educational field trips are scheduled each year to military installations and other sites of particular military or historic significance related to the NJROTC curriculum in the local area and along the eastern seaboard.

Operational schedules permitting, short cruises on Navy ships may be scheduled. These trips are in addition to the several trips taken each year by members of co-curricular teams to participate in JROTC meets and competitions, parades, etc.

a. Eligibility. In order for a cadet to be eligible for one of these trips, he or she must:

- (1) Have an NJROTC Military Grade average of at least 80% for the current year.
- (2) Have worn the uniform on every occasion required.
- (3) Must be passing all academic classes and meet the VHSL rules for eligibility.
- (4) Have the recommendation of all academic and elective class teachers (signed permission form).
- (5) Have no instances of In School Suspension (ISS), assignment to Saturday school, or Suspension from school for the current semester or OSS for the current year.
- (6) Not owe any money to the unit for lost uniform items, books, etc.
- (6) Not be on probation.
- (8) Have approval from his or her Naval Science Instructor.
- (9) Have all required forms and any required payment submitted by the published deadline.

b. Forms. In addition to completing the HCPS Field Trip Permission Form, which will normally be provided with the information package about the event, the following forms are required and should be submitted within the first two weeks of each academic year to allow participation in the NJROTC program and any planned field trips.

(1) All basic required NJROTC forms must be on file, complete, and up-to-date including the Record of Cadet Information (RCI), NJROTC Standard Release Form (SRF), and NJROTC Health Risk Screening Questionnaire (HRSQ).

(2) Certain field trips may include opportunities to participate in physical activities that go beyond the basic exercises and activities of a normal PE class. In these instances, a Virginia High School League (VHSL) sports participation/physical form that reflects a current physical and physician's certification may be required in order to participate in these activities.

c. Conduct. Each cadet is responsible for conducting himself or herself in a professional manner while on field trips, so as to always reflect credit upon the unit, the school, and the U.S. Navy. Quiet will be maintained on the bus. As always,

there will be no drugs, alcohol, or use of tobacco products. Civilian attire, when authorized, will be conservative, in good taste, clean and in good condition. No boisterous, loud talking or distracting behavior, and no profanity. The "battle buddy system" is always in effect. Specific rules will be promulgated by the instructor for the particular trip, including any specific health and safety requirements. Those cadets who do not comply with the rules will be disciplined as required and, if the violation is serious or repeated, will be sent home at their own expense. School rules and district policies apply to all field trips.

d. Fees. Although the U.S. Navy provides a small allowance per cadet annually to defray some of the expenses for field (orientation) trips, there will sometimes be a fee to cover any additional expenses.

(1) To the extent that cadets participate in successful fund-raising activities sponsored by the NJROTC Booster Club, funds may be available from the Booster Club to support the field trip as a whole and/or to offset the cadet's cost on a case by case basis.

(2) Every effort is made to keep the cost of field trips and other unit activities as low as possible. The philosophy of the unit is that no cadet who is otherwise eligible and desires to participate in a field trip should be prevented from going due to economic considerations. Cadets may always approach an instructor discretely on behalf of themselves or another cadet if being able to afford to participate in a field trip is an issue. Instructors will seek to make any possible arrangement to allow the cadet to be able to participate.

Cadet Creed

1. I am a Navy Junior ROTC Cadet
2. I strive to promote patriotism and become an informed and responsible citizen.
3. I respect those in positions of authority.
4. I support those who have gone before me to defend freedom and democracy around the world.
5. I proudly embrace the Navy's core values of honor, courage, and commitment.
6. I am committed to excellence and the fair treatment of all.

Appendix B

CLASSROOM RULES

1. Cadets shall report to their classroom each day of class. They will be inside the classroom at the sound of the tardy bell. Cadets tardy to class without a pass will be sent to the front office for a tardy slip.
2. Doorways are for entering and leaving a room. Cadets will not stand in or block doorways. The quarterdeck area is not a lounge. Unless completing a specified task, cadets will not congregate in that area.
3. Each JROTC classroom instruction period will begin with the class attendance being taken by the instructor or class leader. Cadets will report to their seats and stand at attention until given the order, "seats." Cadets will not leave their assigned classroom unless authorized to do so by their instructor.
4. Chewing gum, talking, whispering or horseplay is not acceptable conduct and will not be tolerated in the JROTC areas.
5. Any beverages that are consumed in the classroom must be properly disposed of in the trash/recycle containers that are provided in the classrooms.
6. Bullying will not be tolerated in my classroom. Derogatory words or phrases will also not be tolerated. Everyone will be treated with respect.
7. Classroom instruction will be conducted with all students at ease. Cadets will not slouch in their seats, put their feet on other desks, or be inattentive to instruction. Cadets are expected to sit erect with both feet under their desk.
8. During classroom instruction cadets will raise their hands in order to ask or answer a question.
9. Unless specifically authorized for instructional purposes, cell phones WILL NOT be authorized in JROTC classes.
10. The school dress code will be strictly enforced.

11. If an announcement comes on the Public Address system, all talking will cease in order to hear the announcement.

12. The safety and security of students is of the highest priority, therefore, during any emergency (actual or drill), complete silence will be maintained.

Basic Responses

1. **Yes sir/ma'am** (positive response to yes or no question)
2. **No sir/ma'am** (negative response to yes or no question)
3. **This cadet does not know the answer, but I will find out sir/ma'am** (response if you do not know the answer)
4. **No excuse sir/ma'am** (accepting personal responsibility for failing to do something)
5. **Aye, aye sir/ma'am** (response to an order which means you understand and will comply)

Appendix D

Chain of Command

1. SNSI: LT Jim Head, USN (ret)
2. NSI: MGySgt Franklin Dubose, USMC (ret)
3. NSI: ASCS(AW/SW) Walter Summerfield, USN (ret)
4. Area 5 Manager: CAPT James Daniels, USN (ret)
5. Commander, Naval Service Training Command: RADM Michael Bernachhi
6. Commander, Naval Education and Training Command: RADM Kyle Cozad
7. Chief of Naval Operations: ADM John Richardson
8. Secretary of the Navy: The Honorable Richard V. Spencer
9. Secretary of Defense: The Honorable Mr. James Mattis
10. Commander-in-Chief and President of the United States: President Donald Trump

Appendix E

General Orders to the Sentry

1. To take charge of this post and all government property in view.
2. Walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
3. Report all violations of orders I am instructed to enforce.
4. Repeat all calls from posts more distant from the guardhouse than my own.
5. Quit my post only when properly relieved.
6. Receive, obey, and pass on to the sentry who relieves me, all orders from the Commanding Officer, Command Duty Officer, Officer of the Deck, and all Officers and Petty Officers of the watch only.
7. Talk to no one except in the line of duty.
8. Give the alarm in case of fire or disorder.
9. Call Officer of the Deck in any case not covered by instructions.
10. Salute all officers, and all colors and standards not cased.
11. Be especially watchful at night and, during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

Appendix F

CLOTHING AND GROOMING TIPS

1. Uniforms: Uniforms are required to fit properly, be kept clean and well, pressed, and worn according to regulations. The following tips will help you maintain your uniforms at a minimum cost.

a. General: Different uniforms require different care. Listed below are the uniforms and things you should do to keep them in good shape. Some uniforms may be home washed while others require commercial dry cleaning. Paying close attention to the care requirements of each uniform item can save you money and ensure a sharp looking uniform.

b. Pressing: Uniform items should be pressed with an ordinary iron at a setting that is proper for the material (usually low heat). The black coats, shirts and pants must be pressed with a PRESS CLOTH in order to avoid a permanent shine. A PRESS CLOTH is a lint-free cloth that is placed between the garment and the iron. Brown paper, such as from a grocery sack, can be used in place of the cloth if it is sprinkled lightly with water. There are no special creases required in NJROTC uniforms although the drill teams will require "military creases" in shirts worn during competition.

c. Washing: In general, follow the instructions on the label when washing uniform items. Khaki uniforms and white shirts can be washed with normal clothing of the same type. White shirts should be bleached with non-chlorine bleach such as Clorox-II. Chlorine bleaches will cause shirts to turn gray and should not be used.

d. Dry Cleaning: Any commercial dry cleaner may be used for NJROTC uniforms. Although some uniform items do not need to be dry cleaned after each use, all service dress and other black uniform items (except the raincoat) being turned in or exchanged must be professionally dry cleaned before they will be accepted.

e. Special Uniform Instructions:

(1) Black Trousers, Shirts, and Slacks: These uniform items are marked - DRY CLEAN ONLY. These items may not be washed!

(2) Hat Covers: The only reliable way of getting a dirty hat cover clean is by washing by hand in warm or hot water using laundry soap and utilizing a stiff brush on the heavily soiled areas. For the lightly soiled covers you can try the automatic washer with other white items. The cover should be spread out flat to dry and may need to be ironed. Girl's white covers can be ironed more easily if placed over a full toilet tissue roll to fill out their shape.

(3) Service Dress Coat (Dress Coat With Metal Buttons): This item must be professionally dry cleaned. With care, this cleaning may be done only once each year since this uniform will not be worn regularly during the school year. Proper spot cleaning and pressing will reduce the need to take it to the cleaners. Do not attempt to wash this uniform coat in the washer or by hand - it will ruin the uniform at a cost of about \$100.00.

(4) Shoes: The black uniform shoes must be shined to a high gloss, using black paste shoe wax. DO NOT USE LIQUID SHOE POLISH; it will eventually crack and you will then be required to remove it completely, a very difficult job. Several companies make acceptable shoe polish: Kiwi, Johnson, Esquire. The polish normally comes in a small tin and is applied with an applicator, or better, with a soft cloth such as an old T-shirt. A small amount of polish is rubbed into the leather and then buffed lightly. This must be repeated many times on a new pair of shoes. Special techniques must be used if you want to go farther and get a mirror or spit-shine. Experienced cadets can help you with this procedure. After the upper part of the shoe is polished, you should take an old tooth brush dipped lightly in shoe polish and go around the exposed part of the shoe sole to blacken it and get rid of dust in the indentations.

2. BOYS HAIRCUTS: There are specific requirements which must be met to ensure hair conforms to regulations when cut. The requirements are contained in the grooming instructions, but are not always met by barbers. Many UNISEX hair salons are not aware of these requirements and thus do not give a proper haircut. THE HAIR MUST BE TAPERED ON THE SIDES AND ON THE BACK. If blocked, it must also be tapered!

3. GIRLS HAIRCUTS: Girls hair must be styled to allow it to remain above the collar when in uniform. Ethnic styling is permitted as long as it remains tasteful and the uniform hat can be worn properly. Strange coloring and styling will not be

permitted. Hair must be combed up and away from the face when in uniform. Questions on styling should be discussed with your instructor before the fact to avoid expensive mistakes that need correction.

Appendix G

PHHS NJROTC Advancement Exams

Cadet Seaman Apprentice (AE1) - 30 questions (24 to pass)

- Basic Chain of Command (10 questions)
 - References: Chain of Command Pictures (Quarterdeck)
Cadet Field Manual, Appendix 1
Cadet Reference Manual
- Orders to the Sentry (10 questions)
 - Reference: Cadet Field Manual, Appendix 2
- Cadet Creed (5 questions)
 - Reference: NS-1 in-class handout
- Basic Responses (5 questions)
 - Reference: NS-1 in-class handout

Cadet Seaman (AE2) - 30 questions (24 to pass)

- Cadet Chain of Command (10 questions)
 - References: Cadet Field Manual, Appendix 1
Cadet Reference Manual
Chain of Command Pictures (Quarterdeck)
- Cadet Ranks/Insignia/Uniform Regulations (10 questions)
 - References: Cadet Field Manual, Chapters 1 & 2
Cadet Reference Manual
- Flag Etiquette/Saluting (5 questions)
 - References: Cadet Field Manual, Chapter 3
Cadet Reference Manual
- Military Time (5 questions)
 - Reference: NS-1 Textbook, Appendix A

Cadet Petty Officer Third Class (AE3) - 50 questions (40 to pass)

- Sea Service Ranks/Insignia (15 questions)
 - References: Cadet Field Manual, Chapter 2
Cadet Reference Manual
- Navy Core Values (10 questions)
 - References: Cadet Field Manual, page vi
Cadet Reference Manual
NS-1 Textbook, Unit I, Chapter 1
A Sailor's Guide of the U.S. Navy
- Advanced Chain of Command (10 questions)
 - References: Cadet Reference Manual

NS-1 Textbook, Unit III, Chapter 3
JCS Official Website (www.jcs.mil)
U.S. Navy Official Website (www.navy.mil)
USMC Official Website (www.marines.mil)

- Ship and Aircraft Types (10 questions)
 - References: NS-1 Textbook, Unit IV, Chapters 1 & 2
U.S. Navy Official Website (www.navy.mil)
- Basic Signal Flags (5 questions)
 - Reference: Cadet Reference Manual

Cadet Petty Officer Second Class (AE4) - 50 questions (40 to pass)

- Basic Naval History (20 questions)
 - References: NS-2 Textbook, Chapters 1 - 11
A Sailor's Guide of the U.S. Navy
- Basic Maritime Geography (15 questions)
 - Reference: NS-2 Textbook, Chapters 1 & 2
- Navy Organization & Missions (10 questions)
 - References: Cadet Reference Manual
NS-1 Textbook, Unit IV
U.S. Navy Official Website (www.navy.mil)
- Advanced Signal Flags (5 questions)
 - Reference: Cadet Reference Manual

Cadet Petty Officer First Class (AE5) - 75 questions (60 to pass)

- Naval Leaders & Leadership Fundamentals (45 questions)
 - References: Cadet Reference Manual
NS-1 Textbook, Unit II, Chapters 1 - 5
NS-2 Textbook, Leadership, Chapters 1 - 3
- Advanced Naval History (15 questions)
 - References: NS-2 Textbook, Chapters 1 - 11
A Sailor's Guide of the U.S. Navy
- Advanced Maritime Geography (15 questions)
 - Reference: NS-2 Textbook, Chapters 1 & 2

Cadet Chief Petty Officer (AE6) - 75+5 questions (60 to pass, plus instructor interview/discussion of scenario responses)

- Combination Of All Of The Above Topics (75 questions)
 - References: A Sailor's Guide of the U.S. Navy
Cadet Field Manual
Cadet Handbook
Chain of Command Pictures (Quarterdeck)
JCS Official Website (www.jcs.mil)

NS-1 in-class handouts

NS-1 Textbook

NS-2 Textbook

U.S. Navy Official Website (www.navy.mil)

USMC Official Website (www.marines.mil)

- Leadership Scenarios (5 questions)

Appendix H

LCCH NJROTC Practical Examination Drill Cards

Practical Examination #1

For Promotion to Seaman Apprentice
Basic Unarmed Drill

Cadets to Master the Following Commands in Order

1. Attention
2. Hand Salute
3. Ready Two
4. Dress Right Dress
5. Ready Front
6. Left Face
7. About Face
8. Right Face
9. About Face
10. Parade Rest
11. Attention
12. At Ease
13. Attention
14. Right Step March
15. Halt
16. Left Step March
17. Halt
18. Backwards March
19. Halt
20. Right Face
21. Forward March
22. Half Step March
23. Forward March
24. To the Rear March
25. To the Rear March
26. Change Step March
27. Mark Time March
28. Forward March
29. To the Rear March
30. Halt
31. Right Face

Practical Examination #2

For Promotion to Seaman

Basic Armed Drill

Cadets to Master the Following Commands in Order

1. Attention
2. Dress Right Dress
3. Ready Front
4. Parade Rest
5. Attention
6. Riffle Salute
7. Ready Two
8. Inspection Arms
9. Port Arms
10. Order Arms
11. 14 Count Manual of Arms

Practical Examination #3

For Promotion to Petty Officer Third Class
Squad Drill

Cadets Must Command a Squad to Perform the following Drill Card

1. Fall In
2. Present Arms
3. Verbal Report-In
4. Order Arms
5. Dress Right Dress
6. Ready Front
7. Parade Rest
8. Squad Attention
9. Left Face
10. About Face
11. Forward March
12. Column Right March
13. Right Oblique March
14. Squad Halt
15. Forward March
16. Column Right March
17. To The Rear March
18. To The Rear March
19. Right Flank March
20. Left Flank March
21. To the Rear March
22. To the Rear March
23. Mark Time March
24. Forward March
25. Change Step March
26. Column Right March
27. Column Right March
28. Squad Halt
29. Left Face
30. Present Arms
31. Report Out
32. Order Arms
33. Fall Out

Practical Examination #4

For Promotion to Petty Officer Second Class
Platoon Drill

Cadets Must Command a Platoon to the following Drill Card

- | | |
|-------------------------------|-------------------------------|
| 1. Fall In | 41. Column Half Left
March |
| 2. Present Arms | 42. Left Flank March |
| 3. Verbal Report-In | 43. Right Flank March |
| 4. Order Arms | 44. Platoon Halt |
| 5. Dress Right Dress | 45. Left Face |
| 6. Ready Front | 46. Present Arms |
| 7. Cover | 47. Report Out |
| 8. Parade Rest | 48. Order Arms |
| 9. Platoon Attention | 49. Fall Out |
| 10. Left Face | |
| 11. About Face | |
| 12. Forward March | |
| 13. Column Right March | |
| 14. Right Oblique March | |
| 15. Platoon Halt | |
| 16. Forward March | |
| 17. Column Right March | |
| 18. To The Rear March | |
| 19. To The Rear March | |
| 20. Platoon Halt | |
| 21. Forward March | |
| 22. Column Right March | |
| 23. Right Flank March | |
| 24. Left Flank March | |
| 25. Column Left March | |
| 26. To The Rear March | |
| 27. To The Rear March | |
| 28. Platoon Halt | |
| 29. Forward March | |
| 30. Eyes Right | |
| 31. Ready Front | |
| 32. Platoon Halt | |
| 33. Forward March | |
| 34. Column Left March | |
| 35. Mark Time March | |
| 36. Forward March | |
| 37. Change Step March | |
| 38. To The Rear March | |
| 39. To The Rear March | |
| 40. Column Half Left
March | |

Practical Examination #5
For Promotion to Petty Officer First Class
Form a Platoon for Inspection

1. Platoon Fall In
2. Verbal Report-In(Sir/Ma'am permission to utilize drill deck for PO1 practical)
3. Squad Leaders Report In
4. Open Ranks March
5. Dress Right Dress(Check squads for alignment)
6. Ready Front(Step in front of first squad leader then right face)
7. Close Ranks March
8. Platoon Fall Out

Practical Examination #6
For Promotion to Chief Petty Officer
Sword Manual

1. Draw Sword
2. Parade Rest
3. Attention
4. Present Arms
5. Order Arms/ Carry Sword
6. Forward March
7. Eyes Right
8. Ready Front
9. Platoon Halt
10. Return Sword

Appendix I

SUMMARY OF MAJOR NJROTC ACTIVITIES

1. General. A number of significant events take place during the year in which NJROTC takes part.
2. Inspections. Each year the Chief of Naval Education and Training conducts an annual inspection of its units throughout the United States. Patrick Henry is inspected by the NJROTC Area Manager for Area FIVE. The inspection requires a great deal of effort on everyone's part. Virtually every aspect of the NJROTC Program is covered. Beginning with a presentation by the cadet staff, a personnel inspection of all cadets within the corps usually follows. Prior to the presentation, the inspector observes classroom activities, and looks in-depth at unit supply and the administrative practices and procedures followed by the cadets and staff. A demonstration given by the unit Drill Team is normally given as a part of the unit pass in review. Prior to his departure, the inspecting officer meets with principal and other administrators to give an assessment of the unit. To obtain a grade of "satisfactory" everyone is required to work hard and give their best effort.
3. Military Ball. The Military Ball is without doubt the nicest of the formal dances given at Patrick Henry High School and is improving with each year of experience. The ball combines an excellent catered dinner, with dancing to the music of a professional disk jockey. Unit instructors and other teacher and administrators enjoy an evening with their students without the restrictions of a classroom environment. Young men wear the dress uniform while young ladies wear civilian dress. The cost to the cadet is kept low through fundraising activities conducted throughout the school year. The ball is held just before Winter Break each year to avoid conflict with other student activities.
4. Drill/Raiders Meets. Patrick Henry High School NJROTC participates in many drill/raiders meets each year visiting a number of other schools and meeting students from diverse areas of the state. Teams are formed at the beginning of the year by interested members of the cadet corps. Many life-long friends are found during these meets.
5. Ceremonies. Cadets take part in a wide range of ceremonies throughout the year, mostly as members of the drill team or color guard. Several events, however, involve the entire company. NJROTC plans and conducts a Veteran's Day Ceremony for the school. The unit also participates in four or more local area parades each year and provides unit members to local civic groups when requested.

6. Community Service. Over the past years many of our cadets have volunteered their time in community service. The area of community service has expanded to include: assisting school administrators with preparations for the new school year, participation in local area beach sweeps, the American Cancer Society's Relay for Life and the Juvenile Diabetes Research Foundation's Walk for the Cure. Our goal is to donate between 1000-1500 hours of community service each year. This will require dedication on the part of all cadets.

7. Field Trips. Each year a number of Field Trips are scheduled. Some relate directly to material being covered in the classroom, while others introduce cadets to various aspects of the Navy or improve cadet skills. Each summer one to three cadets have an opportunity to attend a Leadership Academy where top performing cadets from Area FIVE work on leadership techniques. Additional basic training is available to another twenty to thirty students during a summer "Basic Leadership Training." Special competition trips associated with athletics, orienteering and other events provide opportunities for students to travel and meet other ROTC students. All trips are open to students in good standing and costs are normally low.