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CHAPTER 1

The Junior ROTC Department

Section I. General

1-1 Purpose

This handbook has been prepared to assist you in acquainting yourself with the rules and procedures you need to know as an Army Junior ROTC Cadet. You will save valuable time and avoid mistakes by studying it closely.

1-2 Authority

The Army ROTC program originated as part of the National Defense Act of 1916. The principle of maintaining national programs of military training for young citizens attending school was validated during congressional hearings preceding passage of the ROTC Vitalization Act of 1964. The Pine Grove Junior ROTC program was established in 1983 with a contract between the school district and the Department of the Army.

1-3 Mission

The mission of the Army Junior Reserve Officers' Training Corps (JROTC) Program, **(Is to motivate young people to be better citizens.)** Junior ROTC teaches self-discipline, confidence, and pride in a job well done, and it offers you challenges and opportunities to: sharpen communication skills, participate in community service projects, develop leadership potential, strengthen your self-esteem, and develop a solid foundation for future career development.

1-4 Objectives

Participation in the program will involve a combination of practical and fundamental skill training in which you will learn how to follow, and how to work as a member of a team. You will study human behavior, leadership, the development of citizenship, improve your communication skills, develop an awareness of the importance of physical conditioning, learn to safely handle and fire an air rifle, how to administer first aid, and perform land navigation. The acquisition of these skills leads to better understanding of the meaning of patriotism and citizenship. Upon completion of the course, you will be better able to take your place in society and be successful in whatever career field you select..

1-5 Junior ROTC Cadet Creed

Cadets will strive to live by the following 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 do not lie, cheat or steal and will always be accountable for my actions and deeds.

I will always 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 prepared to uphold the Constitution and the American way of life.

May God grant me the strength to always live by this creed.

1-6 Military Staff

a. The faculty members assigned to the Junior ROTC Department of Pine Grove Area High School are retired US Army personnel. The department has a retired commissioned officer with the title of Senior Army Instructor (SAI) and a retired noncommissioned officer with the title of Army Instructor (AI). The SAI and AI are responsible to the Department of the Army to ensure

training is conducted in accordance with US Army directives and prescribed standards. The SAI is also responsible to the principal for the administration of the Junior ROTC Department and the administration, training, and discipline of the Cadet Corps. The AI is responsible for providing instruction and the logistics, or supply, portion of the program.

b. The military staff was selected for their extensive leadership experience and their particular qualifications for this duty. They are interested in the well being of the unit, but even more so in each cadet as an individual and their future. They would like to understand your problems and desire to help you solve them. If you are having difficulty of any sort, please talk to the staff for help.

c. In addition to instructional duties, the military staff functions as advisors. In that capacity, they advise the cadet battalion commander and staff. They also sponsor extracurricular activities such as Drill Team, Color Guard, and Raider Team.

1-7 Enrollment requirements

To be eligible for enrollment and continuance as a member of the JROTC program, each student must meet the following requirements:

a. Education. The student must be enrolled in and attending a full-time regular course at Pine Grove Area High School.

b. Grade. The student must be in a grade above the eighth grade during the school year of enrollment.

c. Academic standing. The student must maintain an acceptable standard of academic achievement and standing as required by the JROTC program and the high school.

d. Conduct and character. Cadets must maintain an acceptable standard of conduct. Those in leadership positions are expected to demonstrate high personal standards in order to set the example. All cadets should be honest, self-reliant, and have a sense of personal and social responsibility in performing unit and other academic assignments. They must exhibit self-discipline and respect for constituted authority through observance of laws, rules, and regulations; by prompt and regular attendance at instruction; and in their general demeanor. Cadets who fail to meet standards will be removed from leadership positions. All cadets will be screened at the end of the school year and will only be readmitted to the program with the approval of the SAI.

e. Physical ability. The student must be able to participate in the physical education program in the school. This requirement, under the secondary school's open enrollment policy and when desired by the principal and SAI, may be waived. However, the school will provide any special equipment or additional instructors that may be needed to instruct these students at no cost to the government. The school must also work with the instructor to ensure these students do not cause disruption to the presentation of the JROTC curriculum.

f. Screening tests. The student will successfully complete surveys and screening tests as may be prescribed by the school or US Army Cadet Command.

g. Training. It is understood that enrollment in JROTC is for the completion of all required training. Mid year enrollment is subject to approval by the SAI and school officials.

1-8 Disenrollment

a. At the discretion of the SAI, and with the approval of the school's administration, a cadet will be disenrolled or excluded from attendance, as appropriate. In all cases, a cadet will be considered for disenrollment when he or she:

(1) withdraws from school.

(2) demonstrates ineptitude for leadership training indicated by a lack of general adaptability.

(3) fails to keep an acceptable standard of academic achievement, conduct, appearance, or attendance.

- (4) exhibits undesirable character traits, such as-
 - (a) lying, cheating, or stealing.
 - (b) unauthorized possession or use of drugs, tobacco or illegal substances.
 - (c) conviction or adjudication as a juvenile offender for committing an offense that could lead to imprisonment.
- (5) frequent incidents of a discreditable nature with civil or school authorities or other similar acts.
- (6) fails to maintain the requirement for enrollment as a student in the high school.
- (7) exhibits an indifference to and lack of interest in citizenship and leadership training as demonstrated by-
 - (a) frequent absences or persistent tardiness from class or drill.
 - (b) accumulation of a large number of demerits or other documented measurements.
 - (c) an established pattern of shirking responsibility or other similar acts.
- (8) Cadets are expected to recite the Pledge of Allegiance, however, if due to religious reasons or other circumstances that prevent them from reciting it, they must not be disruptive in any way to include turning their backs, sitting on the floor, etc. Continued disruptive behavior will result in disenrollment from the program.

Section II. Program of Instruction

1-9 General

- a. The Junior ROTC program is conducted as prescribed by US Army Regulations and in conformity with local school regulations. This course imposes no military obligation.
- b. The Junior ROTC program is a service to our nation that provides cadets the motivation and skills to remain drug free, graduate from high school, and become successful citizens. The program works to instill in students in secondary education institutions the values of citizenship, service to the community and the United States, personal responsibility, and a sense of accomplishment.
- c. Cadets receive five hours of instruction each week. There will be a mix of classroom and drill/marching activity. Cadets are expected to be present for all scheduled instruction and/or training.
- d. Wherever possible, the “learning by doing” method of instruction is stressed. This practical approach to learning has been proven by the Army to be the most efficient method for teaching. Cadets will find that instructors will use a number of training aids and visual equipment.
- e. Throughout the course of instruction, basic textbooks will be the Junior ROTC textbooks that are located in the classroom. These manuals contain all of the data that a cadet normally needs to study and prepare for assignments.

1-10 Credit

Academic credit toward graduation is awarded on the basis of one full credit for each year of Junior ROTC training successfully completed. The fourth year of Junior ROTC will carry a credit value of 1.04 points. A Certificate of Training will be furnished to each cadet upon successful completion of at least 2 years or more years of Junior ROTC training.

1-11 Method of Grading

a. Each cadet receives a grade at the end of every marking period. This is a composite of all graded exercises and leadership grades. The composite grades received are adjusted by merits and demerits assessed throughout the grading period. The following criteria will be used in the determination of a student's grade at the end of the marking.

Percentage	Criteria
20%	Test/Quiz grades
20%	Class work
20%	Personal Appearance/Uniform Inspections
15%	DARE (Discipline, Attitude, Respect ,Effort)
10%	Written/Oral presentations
15%	Physical Training
	Parades
	Military Ball participation

b. The grading scale used by the Pine Grove Area High School is as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

1-12 LET (Leadership, Education, and Training) Courses

LET courses are based on four levels that correspond to the four academic years of high school. LET 1 is normally the freshman year with LET 4 assigned to the senior year. A brief description of the activities that a cadet will participate in every Junior ROTC level (LET 1-LET 4) is as follows:

a. **JROTC I (LET 1)** - The first year of the course provides an introduction into the Junior Reserve Officers' Training Corps (JROTC) program. The program has as its mission to motivate young people to be better citizens. Activities to develop leadership and management skills will be stressed. This course uses basic military skills to teach self-discipline, confidence, and pride in accomplishing assigned tasks. Students will have challenges and opportunities to sharpen communications skills, promote and encourage citizenship through participation in community service projects, and develop leadership potential.

b. **JROTC II (LET 2)** - The second year of the course builds on what was learned during JROTC I or I-A, with emphasis placed on the further development of leadership ability, oral communications, drill and ceremonies, first aid skills, map reading, U.S. military history, and basic air rifle marksmanship. Students will be placed in leadership positions and are expected to demonstrate the ability to work cooperatively with others. Course content will prepare students to succeed both in school and after graduation.

Prerequisite – completion of JROTC I or JROTC I-A.

c. **JROTC III (LET 3)** - The third year of the course places more emphasis on leadership within the JROTC cadet battalion. By taking on added responsibility, students will gain more leadership skills to help them succeed during and after high school. Duties and responsibilities of a leader are applied in the areas of drill and ceremonies, map reading, and American citizenship. The importance of military history during the post-Civil War period to World War II will be covered. Career opportunities will include discussions on ROTC scholarships and military service academy programs.

Prerequisite – completion of JROTC II.

d. **JROTC IV (LET 4)** - The final year of the course places primary emphasis on the practical application of the students' leadership duties and responsibilities within the cadet battalion. Students will receive practical experience in problem solving, group management, and challenges in leadership. Students apply the principles of the planning process, decision-making/problem-solving process, and supervisory techniques in fulfilling course requirements. The course uses group dynamics to plan and conduct inspections and ceremonies. Continued emphasis is placed on community service projects.
Prerequisite – completion of JROTC III.

e. **JROTC I-A** – This semester course provides students leadership development with emphasis on the value of citizenship, service in the community, personal responsibility, and a sense of accomplishment while instilling in them self-esteem, teamwork, self-discipline, and time-management skills. Students will be introduced to the major concepts of command within the military and the typical structure of a JROTC cadet battalion. This course is open to any grade-level student who has not taken a previous JROTC course.

1-13 Make-up Tests

Cadets missing a comprehensive test, graded inspection, quiz, or other graded exercises because of an excusable absence, in accordance with the Pine Grove Area High School regulations, will be permitted to make up work missed during their absence. It is the cadet's responsibility to request make-up work upon returning to school from an absence.

1-14 Inspections in Uniform

a. Inspections in uniform are graded exercises and are computed as a factor in your personal appearance score each marking period. If you miss an inspection, it must be made up the same as any other graded exercise. You have until the next uniform inspection to makeup the missed inspection.

b. The purpose of an inspection is to determine how well you are caring for the government property entrusted to you. It also serves as a venue for teaching cadets the proper conduct of an inspection, and to assure that high standards of personal appearance are maintained.

c. A graded inspection will be conducted weekly by the SAI/AI or the Cadet Chain of Command. Each year, the 2nd Brigade Coordinator, U.S. Army Cadet Command, conducts a Formal Inspection of the Pine Grove Area High School JROTC Battalion. This is the one opportunity the Cadet Corps has to demonstrate how well all phases of the year's training has been accomplished. Preparation for this inspection is meticulous because the results have a major impact on the determination of the unit designation of Merit Unit (MU), Honor Unit (HU), or Honor Unit with Distinction (HUD).

Section III. The Cadet Corps

1-15 General

With the idea in mind that the best method of learning is by doing, the cadet battalion is organized to achieve as much realism as possible. This practical organization provides the cadet with an opportunity to put into practice the theory taught in the classroom. The organization is fashioned after a typical Army organization and the positions of leadership are similar in most aspects to those that would be found in an Army unit. The cadets actually command the various units of the battalion with the SAI and AI acting in a supervisory and advisory capacity.

1-16 Organization

The Pine Grove Area High School Cadet Battalion is organized as a battalion. The elements of the battalion are:

- (1) Headquarters and Staff
- (2) Lettered companies, such as Company A and B; the number of which is determined by the total enrollment in the program
- (3) Drill Team
- (4) Color Guard

1-17 Positions and Rank

a. The various positions to be found in the Pine Grove Junior ROTC Battalion and the rank normally held by the incumbents are listed below. It should be pointed out that the mere occupancy of a position calling for a certain rank does not entitle the incumbent to that rank. They must prove that they are capable and willing to perform the required duties in a proficient manner and that they are entitled to advance by virtue of an exemplary record.

Cadet Position	Cadet Rank
Battalion Commander (Bn Cdr)	Lieutenant Colonel (LTC)
Battalion Executive Officer (Bn XO)	Major (MAJ)
Adjutant (S-1)	Captain (CPT)
Intelligence Officer (S-2)	Captain (CPT)
Operations/Training Officer (S-3)	Major (MAJ)
Supply Officer (S-4)	Captain (CPT)
Civil Affairs Officer (S-5)	Captain (CPT)
Computer Automation(S-6)	Captain (CPT)
Company Commander (Co Cdr)	Captain (CPT)
Company Executive Officer (Co XO)	First Lieutenant (1LT)
Platoon Leader (Plt Ldr)	Second Lieutenant (2LT)
Command Sergeant Major (CSM)	CMD SGT Major (CSM)
Operations Sergeant	Master Sergeant (MSG)
Supply Sergeant	Sergeant First Class (SFC)
Company First Sergeant	First Sergeant (1SG)
Platoon Sergeant	Sergeant First Class (SFC)
Squad Leader	Staff Sergeant (SSG)
Drill Team Commander	Rank varies
Color Guard Commander	Rank varies
Raider Team Commander	Rank varies
Air Rifle Team Commander	Rank varies
Flag Detail Commander	Rank varies

b. The above list is not inclusive, and additional positions with appropriate rank may be added whenever the need arises.

Section IV. Promotion and Demotion

1-18 Method of Appointment and Promotion

a. The cadet battalion is actually commanded by the cadets themselves. The positions of cadet officers and noncommissioned officers are ones of great trust and responsibility. Appointment as a cadet officer is a demonstration of the special trust and confidence that the school and military authorities have in the particular cadet. The appointment is made only after the cadet has demonstrated their leadership ability and general all-around worthiness for the rank. It carries with it honor and privileges. But, even more important, are the added

responsibilities that the cadet commissioned leader must shoulder. Appointment as a noncommissioned officer is recognition of good qualities already demonstrated, as well as the military staff's confidence in the cadet's potential leadership ability.

b. Cadets are promoted on their demonstrated ability and evaluation by the military staff. Recommendation for promotion may be submitted through channels, by any one of the cadet leaders, for personnel under their command. These recommendations are carefully weighed with the cadet's overall academic record, military record and are brought to the SAI or AI and a SKA is administered for ranks Private thru Sergeant.

c. During the course of the school year, cadets in their second and third year of Junior ROTC are required to provide briefings on leadership positions they feel qualified to hold during their next year. The briefings, presented to their class section, contain four parts. Cadets must brief the responsibilities of the leadership position they feel best qualified to hold and why they feel qualified to hold that position. The briefing must include what changes they recommend for that position if they receive it.

d. At the conclusion of all the leadership briefings, cadets in their second through fourth year of Junior ROTC will provide their individual recommendations on which cadet should hold each position in the chain of command.

e. The final determination of the chain of command rests with the SAI and AI after a complete review of cadet recommendations and performances of each cadet.

f. Promotions throughout the school year will be based on cadet performance and recommendations received from cadets in the chain of command.

1-19 Method of Appointment and Promotion

- a. Cadet Officer: To be eligible for appointment as a cadet officer, a cadet must:
- (1) have successfully completed previous JROTC courses with at least a B average.
 - (2) have demonstrated ability to lead others by actual performance within the Cadet Corps.
 - (3) be judged worthy of promotion to the rank by the SAI and AI with input from other school authorities
 - (4) Completed JCLC (Junior Cadet Leadership Challenge).
 - (5) Must participate in at least one full season on a special team.
- b. Cadet Noncommissioned Officer: To be eligible for appointment as a cadet noncommissioned officer, or for promotion to a higher NCO grade, a cadet must:
- (1) have passing grades in all subjects attempted.
 - (2) have demonstrated their ability to hold a position of authority.
 - (3) possess a record of military accomplishment showing they deserve the advancement.
 - (4) successfully completed their first half of JROTC with C or better average.
 - (5) Complete the SKA, (Skill, Knowledge and Ability). portion for corporal or higher

Pine Grove Area High School JROTC Department
Cadet SERGEANT Skills, Knowledge and Ability (SKA) Assessment

Following will be done at Cadet Promotion Board:

1. Demonstrate proper reporting / responding procedures.
2. From squad to battalion, name the different size units in order and the rank normally associated with the leader of that unit.
3. Name the staff positions in a US Army Battalion.
4. Call a marching or running cadence from memory.
5. Execute the 15-count manual of arms.

PROMOTION CRITERIA

- Participate in one of the following:
Color Guard, Drill Team, or Raiders.
- Participate in JROTC community or school related activities such as Roadside clean up, open house, 8th grade presentations.
- Submit a written statement:
 - Minimum of 100 words
 - “Why I am qualified to be promoted to Sergeant”

PROMOTION CRITERIA

- Pass Cadet Sergeant Promotion Board
- No unexcused missed uniform days during current term
- Pass Cadet Challenge (National Level)
- On last report card:
 - 80 or above in JROTC
 - 70 or above in all other classes
- During the last full quarter up to present.
 - no Detention
 - no In-School Suspension
 - no Out-of-School Suspension
- Approval of SAI
- Approval of AI.

Cadet Sergeant Skills, Knowledge and Ability (SKA) Assessment

Cadet Name: _____ Date: _____
GO _____ NO GO _____

Evaluator Signature: _____

NOTE: To receive a “GO” the cadet must answer all 5 questions correctly.
Retests are allowed.

Pine Grove Area High School JROTC Department
Cadet CORPORAL Skills, Knowledge and Ability (SKA) Assessment

1. Demonstrate proper reporting / responding procedures.
2. What are the four life saving steps (in order)?
3. What are the five basic colors on a military map and what do they represent?
4. Who is the Secretary of Defense?
5. Identify the following JROTC cadet officer rank insignia:
6. Execute the following with a squad of at least three cadets:
 - a) Squad falls in on the foul line facing the girl's locker room.
 - b) Move squad to opposite foul line, facing the cafeteria.
 - (1) Squad must move in column formation
 - c) Squad and leader render hand salute
 - d) Return squad to starting point, facing center court
 - (1) Squad must move in column formation
 - e) Space squad members at normal intervals
 - f) Bring squad to the position of parade rest
 - g) Dismiss the squad

PROMOTION CRITERIA

- Participate in one of the following: Drill Team, Color Guard, Rifle Team or Raiders
- Participate in one fund raiser event
- Participate in JROTC community or school related activities such as Roadside clean up, open house, 8th grade presentations, ect.

PROMOTION CRITERIA

- Pass the Cadet Corporal SKA Test
- No unexcused missed uniform days for the last 2 quarters to present.
- Complete all Cadet Challenge events
- Submit a written statement:
 - minimum 100 words
 - signed by parent or guardian
 - "Why I am qualified to enter the Cadet NCO ranks."
- On last report card:
 - 80 or above in JROTC
 - 60 or above in all other classes
- During current term:
 - no Detention
 - no In-School Suspension
 - no Out-of-School Suspension
- Approval of SAI
- Approval of AI

Cadet Corporal Skills, Knowledge and Ability (SKA) Assessment

Cadet Name: _____

Date: _____

GO _____

NO GO _____

Evaluator Signature: _____

NOTE: To receive a "GO" the cadet must answer 4 of 5 questions correctly and execute 6 of 7 drill movements. Retests are allowed after a retraining period (minimum of 24 hours).

Pine Grove Area High School JROTC Department
Cadet PRIVATE FIRST CLASS Skills, Knowledge and Ability (SKA) Assessment

1. Demonstrate proper reporting / responding procedures.
2. Where did JROTC have its beginnings in the United States?
3. Identify the following JROTC rank insignia:
 - 1) Sergeant
 - 2) Staff Sergeant
 - 3) Sergeant First Class
 - 4) Master Sergeant
4. Define "Chain of Command."
5. What is the definition of Leadership?
6. What is the capital of the United States?
7. Who is the President of the United States?
8. Who is the Pine Grove JROTC BN Cdr? (Rank and Name)
(Rank & name)
9. Who is the Pine Grove JROTC BN XO? (Rank and Name)
10. Who is the Pine Grove JROTC BN CSM?(Rank and Name)
11. Execute the following drill movements on command:

1) Cadet, Attention	6) Forward, March	10) Rear, March
2) Left Step, March	7) Column Left, March	11) Half Step, March
3) Ready, Halt	8) Rear, March	12) Mark Time, March
4) Right Step, March	9) Column Right, March	13) Ready, Halt
5) Ready, Halt		

PROMOTION CRITERIA

- Pass the Cadet PFC SKA Test
- No more than one unexcused uniform day during the last full quarter.
- Participate in JROTC community or school activity, such as Roadside cleanup, Open House, 8th grade presentations, ect.
- Get a written recommendation from Two current teacher (not JROTC)
- On last report card:
 - 70 or above in JROTC
 - 60 or above in all other classes
- During current term:
 - no Detention
 - no In-School Suspension
 - no Out-of-School Suspension
- Approval of SAI
- Approval of AI

Cadet Private First Class Skills, Knowledge and Ability (SKA) Assessment

Cadet Name: _____ Date: _____

GO _____ NO GO _____

Evaluator Signature: _____

NOTE: To receive a "GO" the cadet must answer 9 of 11 questions correctly and execute 11 of 13 drill movements. Retests are allowed after a retraining period (minimum of 24 hrs).

Pine Grove Area High School JROTC Department
Cadet PRIVATE Skills, Knowledge and Ability (SKA) Assessment

1. What does “JROTC” stand for?
2. What is the mission of JROTC?
3. Identify the following JROTC rank insignia:
 - 1) Private
 - 2) Private First Class
 - 3) Corporal
4. Name the five events of the Cadet Challenge.
5. What are the two parts of every military command?
6. What is the capital of Pennsylvania?
7. Who is the governor of Pennsylvania?
8. What does HUD stand for?
9. What does “DARE” stand for?
10. Execute the following stationary movements on command:
 - 1) Attention
 - 2) Parade Rest
 - 3) Attention
 - 4) Present Arms
 - 5) Order Arms
 - 6) Left Face
 - 7) About Face
 - 8) Right Face
 - 9) About Face
 - 10) Stand at Ease

PROMOTION CRITERIA

- Pass the Cadet Private SKA Test
- Pass a uniform inspection
- Participate in a parade with JROTC
- Participate in JROTC community or school activity, such as Roadside cleanup, Open House, 8th grade presentations, ect.
- On last report card:
 - 70 or above in JROTC
 - 60 or above in all other classes
- During current term:
 - no Detention
 - no In-School Suspension
 - no Out-of-School Suspension
- Approval of SAI .
- Approval of AI.

Cadet Private Skills, Knowledge and Ability (SKA) Assessment

Cadet Name: _____ Date: _____

GO _____ NO GO _____

Evaluator Signature: _____

NOTE: To receive a “GO” the cadet must answer 8 of 9 questions correctly and must correctly execute 8 of 10 drill movements. Retests are allowed after a retraining period (minimum 24 hrs).

1-20 Reduction in Rank

- a. A cadet may be reduced in grade of rank for any of the following reasons:
- (1) Demonstrated inability to serve as a leader or Staff member at that rank.
 - 2) Use of illegal and controlled substances. (IE. All tobacco products, alcohol and illegal drug use.
 - (3) Conduct improper for a person holding that rank.
 - (4) Failure to maintain academic proficiency.
 - (5) Violation of Pine Grove Area School District regulations outlined in issued agenda books.
 - (6) Three unexcused uniform days in one marking period.
 - (7) Incidents of insubordination or disrespect to any teacher or school district staff member.
- b. Cadet officers must maintain a “B” average in Junior ROTC. Cadet Noncommissioned officers must maintain an average high enough to indicate that their duties in the battalion are not interfering with their other class work. Deficiency in JROTC for the grading period may result in reduction to the next lower rank, or, in the case of a cadet officer, reduction to the appropriate enlisted rank.
- c. Cadet’s rank will be reviewed for possible reduction after two in-school suspensions or one out-of- school suspension.

CHAPTER 2

Cadet Regulations

Section I. General

2-1 Purpose

The smooth running of any organization is dependent upon a clear understanding on the part of all concerned of the rights, privileges, and responsibilities of each individual. It is the purpose of this chapter to clarify those rights, privileges, and responsibilities. The provisions of this chapter have the same force as an order issued directly to a cadet. It is the responsibility of cadets to be aware of these regulations and to conduct themselves in a way that reflects not only the letter of the regulation, but the spirit as well.

2-2 Respect for Authority

A major aim of the Army Junior ROTC program is to aid cadets in becoming better citizens. In keeping with this goal, all cadets are required to show proper respect for authority. This applies equally to relationships with cadets holding a higher rank and to school officials. Our intent for leadership is: “he who would lead must first learn to obey,” should be taken seriously by each cadet from the very first day in the program.

2-3 Authority of Cadet Officers and NCOs

A cadet officer and noncommissioned officer are duly appointed representatives of the officials of the school and the military staff. Their orders and instructions are to be obeyed by all cadets junior to them as long as they do not violate school and Army regulations. All cadets are charged with the responsibility of obeying orders regardless of any personal feelings they may have toward the superior giving them. Whenever you feel that you are being subjected to an injustice, report it to the SAI or AI.

2-4 Responsibilities of Cadet Officers and NCOs

All cadet officers and noncommissioned officers have responsibilities placed upon them when they assume their rank. They must, at all times, be fair, impersonal, and impartial in giving orders. Any cadet officer or noncommissioned officer who misuses the authority delegated to them will be considered unfit for that rank and will be considered for reduction in rank. Cadet officers and noncommissioned officers have the responsibility to exercise every means of positive leadership to accomplish results, and should resort to disciplinary measures only when all else fails. The responsibility of the cadet officer and noncommissioned officer is to lead.

2-5 Appearance

Uniforms must present a neat and clean appearance. Loose strings will be cut from the uniform. No jewelry, watch chains, combs, checkbooks, pens, pencils, or similar items will appear exposed on uniforms. Bulky items in pockets distract from the uniform. While in uniform, cadets will not place their hands in their pockets except momentarily to place or retrieve items.

2-6 Personal appearance

The JROTC Program is a uniformed program where discipline is judged, in part, by the manner in which a cadet wears a prescribed uniform, as well as by the individual's personal appearance. Therefore, a neat and well-groomed appearance by all cadets is fundamental to the JROTC Program and contributes to building the pride and esprit essential to an effective Corps of Cadets. It is the responsibility of cadet leaders to ensure that cadets under their command present a neat, well-groomed appearance, and it is the duty of each cadet to take pride in their appearance at all times, as each is representing the entire Corps.

a. Hair styles.

(1) Males.

a. Males. Sideburns will be neatly trimmed. The base will not be flared and will be a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening. The face will be clean-shaven, except for permitted mustaches. Males are not authorized to wear braids, cornrows, or dreadlocks (unkempt, twisted, matted, individual parts of hair) while in uniform. Hair that is clipped closely or shaved to the scalp is authorized.

b. Males will keep sideburns neatly trimmed. Sideburns may not be flared; the base of the sideburn will be a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening.

c. Males will keep their face clean-shaven when in uniform. Mustaches are permitted. If worn, males will keep mustaches neatly trimmed, tapered, and tidy. Mustaches will not present a chopped off or bushy appearance, and no portion of the mustache will cover the upper lip line or extend sideways beyond a vertical line drawn upward from the corners of the mouth. Handlebar mustaches, goatees, and beards are not authorized.

d. Males are prohibited from wearing wigs or hairpieces while in uniform.

(2) Females. Hairstyles will not interfere with proper wearing of military headgear. Hair holding ornaments (barrettes, pins, clips), if used, must be transparent or similar in color to hair, and will be inconspicuously placed. Beads or similar ornamental items are not authorized. Females may wear braids and cornrows as long as the braided style is conservative and the braids and cornrows lie snugly on the head. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during normal activity or when standing in formation. Long hair

that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned, so that no free-hanging hair is visible.

b. **Fingernails.** Cadets will keep fingernails clean and neatly trimmed so as not to interfere with performance of duty. Females may wear polish that is not exaggerated, faddish, or of extreme coloring (such as purple, gold, blue or white) while in uniform.

c. **Hygiene and Tattoos.** Cadets are expected to maintain good hygiene while in uniform. Tattoos are authorized except in areas of the body that would cause the tattoo to be exposed while in Class A uniform. Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body, as they are prejudicial to good order and discipline within the unit, school, and the community.

d. **Religious wear.** Cadets may wear religious apparel, articles, or jewelry while in uniform if they are neat, conservative, and discreet. "Neat, conservative, and discreet" is defined as meeting the uniform criteria of this regulation. When religious jewelry is worn, the uniform must meet the same standards of wear as if the religious jewelry were not worn. For example, a religious item worn on a chain may not be visible when worn with uniforms.

e. **Wearing of Jewelry:**

(1) The wearing of a wristwatch, a wrist identification bracelet, and not more than two rings (wedding set is considered one ring) are authorized with Army uniforms unless prohibited for safety or health reasons as long as the style is conservative and in good taste.

(2) A conservative tie tack or tie clasp may be worn with the black four-in-hand necktie.

(3) Female cadets are authorized optional wear of earrings to be worn only with the Class A and/or Class B uniforms. NO earrings will be worn with the ACU uniform. Earrings will not exceed 6mm or 1/4 inch in diameter. They will be made of gold, silver, or white pearl, unadorned and spherical. When worn, earrings will fit snugly against the ear and will be worn as a matched pair with only one earring per ear lobe and not hanging below the lobe. Male cadets are not authorized to wear any type of earrings when in uniform. Those caught wearing earrings in uniform will have points deducted from their grade.

(4) No piercings of any type will be seen while in uniform.

2-7 Personal Conduct

The Junior ROTC Department is closely related to every activity of the school. It is important that cadets conduct themselves in such a manner as to bring credit upon themselves and the Corps. Cadets must set high standards of conduct, courtesy, and deportment, whether in uniform or civilian attire; in the JROTC area or in other academic classes. Cadets are expected to be leaders among their peers and, by their high standards of conduct, set the example for others will follow.

a. A cadet will be expected to devote their wholehearted efforts to perform their DUTY to the best of their ability. You should strive for perfection at all tasks assigned, no matter how small or trivial it may seem.

b. A cadet will maintain their HONOR above reproach at all times. This means maintaining the standards of conduct at all times, being honest and honorable in your dealings with everyone. A cadet's word is their bond.

c. In devotion to the officer's code of "DUTY, HONOR, COUNTRY," each cadet will remember their added responsibility as a representative of Pine Grove Area School District, and the entire Pine Grove Area Community in everything they do.

Section II. Standards of Conduct

2-8 Conduct and Courtesy

a. Discipline. Discipline is the state of order and obedience among personnel resulting from training. Discipline is demonstrated by smartness of appearance and actions, cleanliness of person, neatness of dress, and respect for those who are senior to you in age and rank.

(1) Cadets will report to the Junior ROTC classroom and stand at attention until an instructor receives the attendance report from the class commander. Instructions will be given before cadets will be seated.

(2) Eating, talking, whispering, or other horseplay are not acceptable conduct when class is in session.

b. Courtesy. Courtesy implies polite and considerate behavior toward others, whether senior or junior, and whether or not members of the JROTC program. In general, juniors habitually give the same precedence to, and show the same deference toward their seniors, such as any courteous person does to their elders. These courtesies should be shown promptly and smartly. Slovenly and halfhearted execution of these actions is, in itself, discourteous. Courtesy among cadets is indispensable to discipline. Courtesy is also important in civilian life. We cannot enjoy friendships, nor have loyal subordinates in any walk of life, unless we treat people with courtesy. Courtesy must be second nature, an almost unconscious habit to everyone. Courtesy pays the largest returns for the least effort of anything we do.

(1) Courtesy in civilian life is nothing more than the habit of being gentlemanly or lady-like, thoughtful, kind, and considerate to others. It has certain forms; saying "Good Morning," or "Good Afternoon," or shaking hands. In military service, the expression of courtesy is more formal and precise than in civilian life. The most important expression of courtesy to a military person is the hand salute. Saluting does not just represent discipline but also respect. It is important to give respect to those of senior rank to you.

(2) The hand salute is the military way of saying "Hello". It is also customary to exchange greetings, "Good Morning," etc. You should add "Sir," "Ma'am," or "Sergeant," to the verbal part of the greeting as appropriate.

(3) When an instructor or visiting officer enters the Junior ROTC classroom, the Cadet in Charge will call "Class, ATTENTION," and all other cadets will assume the position of attention. Once class has already started, instruction will continue without calling class to attention, as it would only cause interruption.

2-9 Visits to the Junior ROTC Area

a. Cadets are permitted to visit the Junior ROTC Department to check the bulletin boards. Cadets are not permitted to enter the weapons storage area, supply room, or the office of the SAI and AI, without first seeking permission and approval from a member of the military staff.

b. Each cadet is responsible for reading the Junior ROTC bulletin boards daily.

2-10 Training Standards

During training, instructors will insist on perfection in what may seem to be minor details (cleanliness, haircuts, shaves, shoe shines, marching, posture, wearing of the uniform, and brass). Cadet performance will be expected to be the highest standard both on and off the school grounds. Cadets will be expected to conduct themselves at all times in a manner that will reflect credit upon yourself, your parents, the Cadet Corps, and your school. Cadets in uniform are subject to correction by cadet officers and noncommissioned officers for uniform violations while at school or on the way to and from school, including the time as a passenger on the school bus. Remember that the cadet uniform is a symbol of pride and honor that has been respected for years. Cadets are expected to respect their uniform by wearing it properly. Cadets are not

allowed to mix and match uniform parts with non- JROTC clothing. For Example, ACU trousers with a colored print T-Shirt.

2-11 Merit/Demerit System

a. Merit Awards/positive grades. Merits will be awarded to those cadets who excel in any phase of their training, or whose adherence to standards of Junior ROTC far exceeds those of the average cadet. The awarding of merits is recognition of excellence and may be awarded for the following:

- (1) actions of extraordinary consideration and thoughtfulness.
- (2) volunteer performance of additional duties.
- (3) consistent adherence to high standards of conduct, appearance, military courtesy, and discipline.
- (4) superior performance while serving in a leadership position.

b. Assessing Demerits/negative grades. Demerits may be assessed for any infraction or violation of existing standards of the JROTC Department and the school. The number of demerits received by a cadet is an indication of their effort and interest in the school, the Cadet Corps, and themselves. Cadets who have received demerits may “work-off” demerits by remaining after school for extra instruction periods (EIP). One EIP of a 30-minute duration will cancel one demerit. Assessed demerits, which are not canceled by EIPs, will accumulate during each grading period. Demerits will reduce the numerical grade average by one point for each demerit accumulated by the end of the marking period. Excessive demerits are cause for disciplinary action. When warranted, this action may result in reduction in rank, suspension, or dismissal from JROTC.

c. Examples of offenses. The following table of typical offenses will serve as a guide in assessing demerits. The table does not cover all the possible offenses; neither will the table be followed blindly. Good judgment and the overall impact of the infraction must be carefully considered.

<u>ACTIONS</u>	<u>Points out of 50</u>	<u>DEMERITS/Grade %</u>
No uniform on inspection day when in school		-50
Absent from school on a uniform day (can be made up w/in 5 days)		-50
Removing uniform during inspection day-without permission		-50
Dirty uniform		-1to40
Not properly shaven		-5
Hair not properly cut or in need of a hair cut		-5
Uniform parts missing		-5
Brass not shined		-1
Improper brass		-5
Nametag not properly aligned		-5
Buttons unbuttoned		-5
Strings		-5
ACTIONS		MERITS
Outstanding shoes shine		
Outstanding personal appearance		
Outstanding knowledge		

NOTE: - If you do not wear your uniform on inspection day, you **MUST** make it up by wearing it **BEFORE** the next uniform day. Exceptions to this policy must be approved, in advance, by the SAI/AI..

- If you have 3 or more missed uniform days in a semester you may be

- Considered for reduction in rank. You will also not be allowed to go on any field trips.

2-12 Administrative Processing of Merits and Demerits

- a. All awarding of merits and assessment of demerits will be approved by the SAI/AI before posting them to the official record of a cadet.
- b. Recommendations for the award of merits and/or the assessment of demerits will be made through the SAI or AI.
- c. Cadets desiring to appeal demerits must do so no later than one day prior to term ending.

Section III. Attendance Policy

2-13 Notes

Attendance is a necessary part of our program. Junior ROTC cannot be an effective team without attendance. If a cadet will not be able to make a practice, he or she must follow the guidelines below. Every cadet must be accountable for their attendance. Attending a portion of the practice or event is preferred rather than missing the entire activity. Guidelines are as follows:

- a. School Related Event (i.e. chorus after school) - A note, dated and signed by the cadet, will be submitted to your unit commander. It must include the signature of the SAI/AI.
- b. Medical Reason (i.e. doctor's appointment) - The day prior to the appointment, a signed and dated note from the cadet, including the signature of SAI/AI, is required to be turned in to your commander. In cases of emergency care, a note may be submitted after the appointment.
- c. Work Related - A signed and dated note, including where you work, with the signature of SAI/AI is required to be turned in to your commander.

CHAPTER 3 Cadet Uniforms

Section I. Proper Wear of Uniforms

3-1 Wearing the Uniform

The uniform is a symbol of a proud and honorable profession. As a Junior ROTC cadet, you are expected to maintain high standards in both personal appearance and military bearing. Being properly uniformed is a large part of the image you project to all those with whom you come in contact. As a future leader, train yourself now to present an outstanding image at all times. When cadets are in uniform, they must remember that they are a living advertisement of our unit, the Army Junior ROTC, and Pine Grove Area High School. Credit or discredit, as the case may be, is reflected by each cadet, the Junior ROTC program, and the school on your appearance and your uniform.

- a. Whenever the uniform is worn, it will be clean and neatly pressed, fully buttoned, with shoes/boots shined.
- b. In cold weather, a sweater/sweatshirt may be worn under the ACU coat, provided no part of the sweater/sweatshirt is visible. The black jacket, when issued, is authorized to be worn with all cadet uniforms.
- c. Low-Quarter Shoes will be issued to male and female cadets. They are to be worn with the Class A, Class B, and Class B with Sweater uniforms. Male cadets must wear black dress socks with the low-quarters; female cadets must also wear black socks with the low-quarters. Shoes will be properly cleaned and shined at all times.

- d. Cadets will wear the uniform for the entire school day as prescribed by the SAI, and on special occasions. If your uniform is accidentally soiled, rendering it temporarily unserviceable, bring the uniform to school so the damage may be verified by an instructor. Failure to do so will result in loss of 100% of the grade for not wearing your uniform all day.
- e. You are not to lend any part of the uniform issued to you to another cadet, or to any other person for any reason. This action could result in reduction of your grade

3-2 Prescribed Uniform

Cadets of the Pine Grove JROTC Battalion will wear prescribed uniforms as outlined in AR 145-2 with changes, CC Regulation 670-1, and this SOP.

3-3 Prohibited Wear of Uniform

Wearing the Army JROTC uniform is prohibited in the following situations:

- (1) In connection with any political rally or commercial interest.
- (2) When engaged in off-duty civilian employment or mix matching the uniform with civilian clothing. For example, ACU trousers and boots with civilian print shirts.
- (3) When participating in public speeches, interviews, marches, rallies, or public demonstrations, except as authorized by Commander, US Army Cadet Command.
- (4) When attending any meeting or event that is a function of, or is sponsored by, an extremist organization.
- (5) When wearing the uniform would bring discredit upon the U.S. and/or the Army.
- (6) When specifically prohibited by Army regulations.
- (7) Services not a part of JROTC duties for which payments or benefits are received that would tend to demean the uniform, the wearer, or the JROTC Program.
- (8) Custodial duties.
- (9) Selling tickets at events is in violation of this regulation.
- (10) Mixing of military with civilian clothes not allowed.

3-4 Wearing Award Ribbons, Medals, and Badges

Policy for Wearing Medals:

- (1) If you have a coordinating ribbon and medal, both can be worn on the Class A uniform.
- (2) The Superior Cadet ribbon is placed before all other Junior ROTC ribbons.
- (3) U.S. Army and all other military and civilian organization ribbons are placed after all Junior ROTC ribbons. These ribbons may be worn in the order they were received by the cadet.
- (4) You may wear no more than 3 medals at a time.
- (5) Medals may be worn in the order they were received by the cadet.
- (6) Marksmanship badges earned within the past year MUST be worn.
- (7) If you have a marksmanship badge and 1 medal, the badge is worn to the left of the medal. Marksmanship badge and medals are centered below the last row of ribbons. If you have a marksmanship badge and 2 medals, the badge is worn between the 2 medals.
- (8) Junior ROTC RRR Badge, earned at Junior ROTC Cadet Leadership Challenge (JCLC), can be worn on the ACU and Class A uniform. Refer to the diagram at the end of the chapter.

3-5 Insignia

The following insignias are authorized for wear on the Army Junior ROTC uniform.

a. Cap insignia. The JROTC cap insignia is a wreath 1 3/16 inches in height containing the letters "ROTC" on a panel inside the wreath, with gold color metal.

(1) Garrison Cap: ROTC Wreath will be centered 1 inch from the front edge on the left side of both the male and female cap. Officers wear rank insignia centered with the first insignia 1 inch in from the front on the left side. Insignias with more than one diamond or disc are to be placed ¼ inch apart.

(2) ACU Cap: Subdued insignia of grade will be worn centered on the front of the headgear left to right, top to bottom. Officers wear non-subdued rank insignia on their BDU cap.

(3) Gray Beret Officers will wear their rank on the sash of the beret and enlisted will wear their DUI on the sash.

b. Academic Achievement Wreath: Centered immediately above the right breast pocket of the Class A coat and on the green shirt. If the Honor Unit with Distinction is worn, the wreath will be pinned so that the star is within the wreath. Female cadets will wear insignia 1/8 inch above the nameplate on the Class A coat and green shirt. Subsequent awards are indicated by a felt pad centered background worn beneath the wreath so as not to protrude beyond its edges.

(1) second award – a red pad.

(2) third award – a silver gray pad.

(3) fourth award – a gold pad.

c. Shoulder Cords: Worn on the left shoulder when currently a member of a special team/activity. The shoulder cord is only worn when an active member of the team. Team commanders will issue the appropriate color cord when team members meet established criteria. No more than one cord may be worn on each shoulder. Colors of the cords are as follows:

Drill Team	Red
Color Guard	White
Raider Team	Black
Flag Detail	Orange
National Honor Society Member	Gold
Rifle Team	Tan

Section II. Junior ROTC Uniform Diagrams

The following pages show the proper way to organize your insignias on your uniforms. Be careful to look at the correct diagram, male or female, officer or enlisted, to meet the correct uniform standards.

MALE OFFICER CADET CLASS “A” UNIFORM:

A. RANK INSIGNIA:

The insignia for a cadet officer is silver and placed between the seam on the shoulder and the button on the epaulet.

B. ACADEMIC WREATH:

Centered over right pocket immediately above pocket seam.

C. HONOR UNIT WITH DISTINCTION (UNIT RATING INSIGNIA):

Worn 1/4 inch above and centered on the right pocket if worn without academic wreath. If the academic wreath insignia is worn, center the star within the wreath and still position it ¼ inch above the pocket seam. One point of the star must point up.

D. NAMEPLATE:

Centered from the right to left on the pocket flap and centered between top of button and the top seam of the right pocket.

E. NECK TIE:

Black men’s tie will be worn with the Class A uniform. (See diagram how to tie a tie at end of chapter.)

F. ROTC INSIGNIA:

Worn 5/8 inch above the notch on both collars with the centerline of the insignia bisecting the notch and parallel to the inside edge of the lapel.

G. TORCHES:

Worn centered on both lapels, 5/8 inch below the notch, so the centerline of the insignia bisects the centerline of the ROTC insignia and is parallel to the inside edge of the lapel.

H. SHOULDER CORD:

Worn on the left shoulder when currently a member of an integrated-curricular team/activity.

I. RIBBONS:

Worn in order of importance from wearer’s right to left in one or more rows with 1/8 inch between rows, 1/8 inch above the left pocket, and centered above the pocket flap.

J. MARKSMANSHIP BADGE:

Worn 1/8 inch below the top seam of the left pocket flap. See section 3-4 for policy on medals/badges.

K. MEDALS:

Worn in order of receipt from right to left, 1/8 inch below the top seam of the left pocket flap. See section 3-4 for policy on medals.

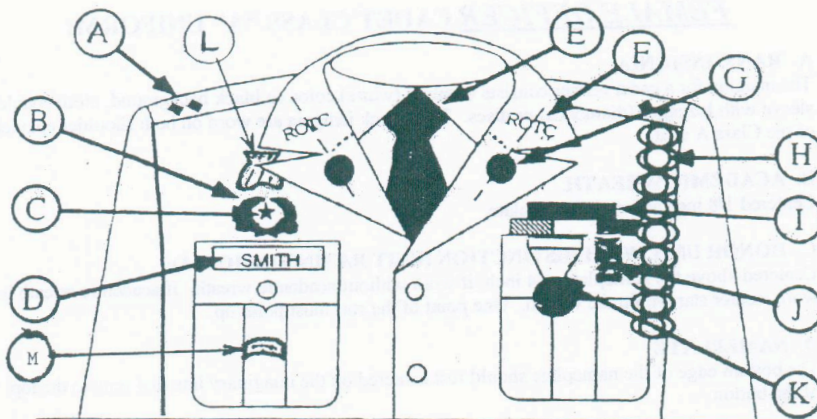
L. DISTINGUISHED UNIT INSIGNIA (DUI):

Worn above the right chest pocket, ¼ inch above the pocket seam or 1/8 inch above the unit rating insignia (HUD) or 1/8 inch above the academic wreath.

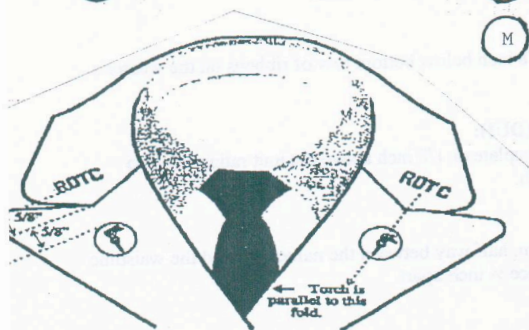
L. SPECIAL JROTC TEAM PINS ARCS:

Worn centered on the right pocket flap, half way between the bottom of the pockets flap and the bottom of the pocket. If more than one pin is worn, space 1/8th inch apart.

MALE CLASS "A" UNIFORM - OFFICER



- | | |
|----------------------|------------------------------|
| (A) Rank Insignia: | (G) Torches: |
| (B) Academic Wreath: | (H) Shoulder Cords: |
| (C) HUD Insignia: | (I) Ribbons: |
| (D) Nameplate: | (J) Marksmanship Badge: |
| (E) Neck Tie: | (K) Medals: |
| (F) ROTC Insignia: | (L) DUI: |
| | (M) Special JROTC Team Pins: |



Male Cadet Officer Class A Coast Collar

FEMALE OFFICER CADET CLASS “A” UNIFORM:

A. RANK INSIGNIA:

The insignia for a cadet officer is silver and placed between the seam on the shoulder and the button on the epaulet.

B. ACADEMIC WREATH:

Centered 1/4 inch above the nameplate.

C. HONOR UNIT WITH DISTINCTION (UNIT RATING INSIGNIA):

Centered above the nameplate, 1/4 inch, if worn without academic wreath. If academic wreath is worn, center star within the wreath and it is still positioned 1/4 inch above the name plate. One point of the star must point up.

D. NAMEPLATE:

Worn centered on the right side of the coat, between 1 to 2 inches above the top button.

E. NECK TAB:

Fastened with hook and loops, under collar, in back of neck.

F. ROTC INSIGNIA:

Worn on both collars 5/8 inch up from the collar and lapel seam with the centered line of the insignia parallel to the inside edge of the lapel.

G. TORCHES:

Worn centered on both lapels, 1 1/4 inches below the ROTC insignia, with the insignia bisecting the ROTC insignia and parallel to the inside edge of the lapel.

H. SHOULDER CORD:

Worn on the left shoulder when currently a member of a special team/activity.

I. RIBBONS:

Ribbons are to be aligned to the top of the first button spaced 1/8 inch between each row. Badges and medals are placed 1/8 inch below the ribbons.

J. MARKSMANSHIP BADGE:

Worn under ribbons on left side, 1/8 inch below bottom row of ribbons. See section 3-4 for policy on medals/badges.

K. MEDALS:

Worn in order of receipt from right to left, 1/8 inch below bottom row of ribbons on the wearer's left. See section 3-4 for policy on medals.

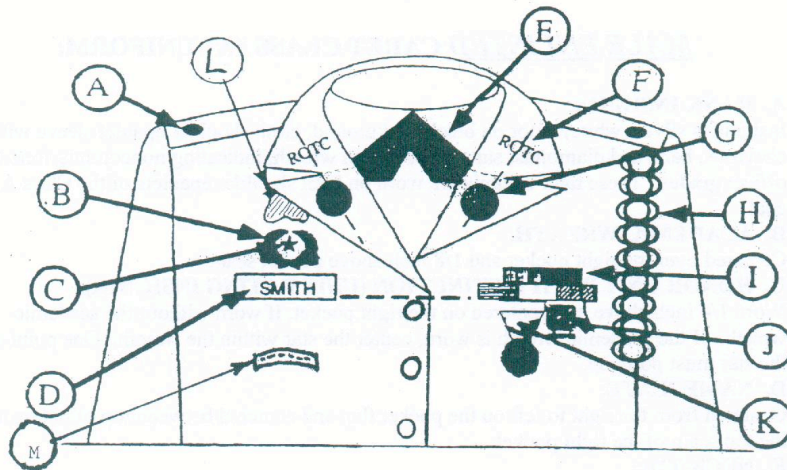
L. DISTINGUISHED UNIT INSIGNIA (DUI):

Worn on the right side, 1/4 inch above the nameplate or 1/8 inch above the unit rating insignia (HUD) or 1/8 inch above the academic wreath.

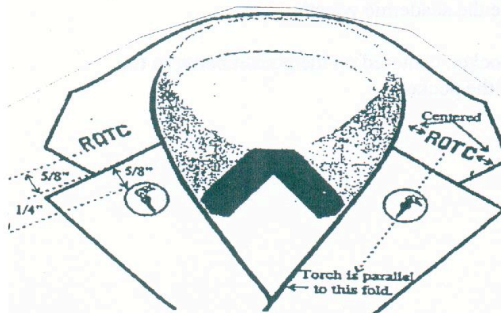
L. SPECIAL JROTC TEAM PINS ARCS:

Worn centered on the right pocket flap, half way between the bottom of the pocket flap and the bottom of the pocket. If more than one pin is worn, space 1/8th inch apart.

FEMALE CLASS "A" UNIFORM - OFFICER



- | | |
|----------------------|------------------------------|
| (A) Rank Insignia: | (G) Torches: |
| (B) Academic Wreath: | (H) Shoulder Cords: |
| (C) HUD Insignia: | (I) Ribbons: |
| (D) Nameplate: | (J) Marksmanship Badge: |
| (E) Neck Tab: | (K) Medals: |
| (F) ROTC Insignia: | (L) DUI: |
| | (M) Special JROTC Team Pins: |



Female Cadet Officer Class A Coat Collar 26

MALE ENLISTED CADET CLASS “A” UNIFORM:

A. RANK INSIGNIA:

The insignia for a cadet enlisted is gold in color and placed between the seam on the shoulder and the button on the epaulet.

B. ACADEMIC WREATH:

Centered over right pocket immediately above pocket seam.

C. HONOR UNIT WITH DISTINCTION (UNIT RATING INSIGNIA):

Worn 1/4 inch above and centered on the right pocket if worn without academic wreath. If the academic wreath insignia is worn, center the star within the wreath and still position it 1/4 inch above the pocket seam. One point of the star must point up.

D. NAMEPLATE:

Centered from the right to left on the pocket flap and centered between top of button and the top seam of the right pocket.

E. NECK TIE:

Black men’s tie will be worn with the Class A uniform. (See diagram at end of chapter on how to tie this tie.)

F. TORCHES:

Worn with bottom of disk 1 inch above the notch centered on both lapels with the centerline of the insignia parallel to the inside edge of the lapel.

G. SHOULDER CORD:

Worn on the left shoulder when currently a member of a special team/activity.

H. RIBBONS:

Worn in order of importance from wearer’s right to left in one or more rows either with 1/8 inch between rows, 1/8 inch above the left pocket, and centered above the pocket.

I. MEDALS:

Worn in order of receipt from right to left, 1/8 inch below the top seam of the left pocket flap. See section 3-4 for policy on medals.

J. MARKSMANSHIP BADGE:

Worn 1/8 inch below the top seam of the left pocket flap. See section 3-4 for policy on medals/badges.

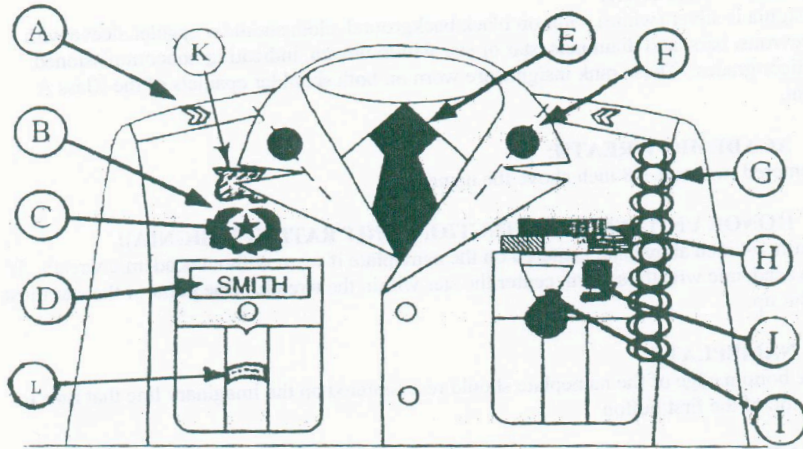
K. DISTINGUISHED UNIT INSIGNIA (DUI):

Worn above the right pocket, 1/4 inch above the right chest pocket or 1/8 inch above the unit rating insignia (HUD) or 1/8 inch above the academic wreath.

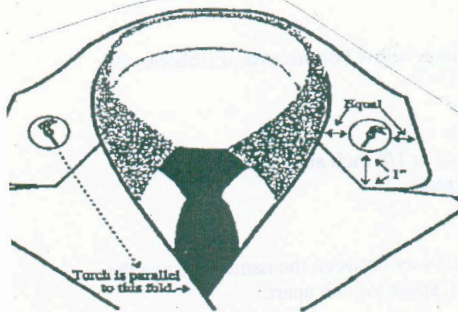
L. SPECIAL JROTC TEAM PINS ARCS:

Worn centered on the right pocket flap, half way between the bottom of the pockets flap and the bottom of the pocket. If more than one pin is worn, space 1/8th inch apart.

MALE CLASS "A" UNIFORM - ENLISTED



- (A) Rank Insignia:
- (B) Academic Wreath:
- (C) HUD Insignia:
- (D) Nameplate:
- (E) Necktie:
- (F) Torches:
- (G) Shoulder Cords:
- (H) Ribbons:
- (I) Medals:
- (J) Marksmanship Badge:
- (K) DUI:
- (L) Special JROTC Pins:



Male Cadet Enlisted Class A Coast Collar

FEMALE ENLISTED CADET CLASS "A" UNIFORM:

A. RANK INSIGNIA:

Insignia is silver (white) color on black background, cloth shoulder epaulet sleeve with chevrons, bars, and diamonds, star or star within wreath, indicating noncommissioned officer grades. These rank insignia are worn on both shoulder epaulets of the Class A coat.

B. ACADEMIC WREATH:

Centered immediately above the nameplate.

C. HONOR UNIT WITH DISTINCTION (UNIT RATING INSIGNIA):

Centered above the nameplate, 1/4 inch, if worn without academic wreath. If academic wreath is worn, center star within the wreath and it is still positioned 1/4 inch above the name plate. One point of the star must point up.

D. NAMEPLATE:

Worn centered on the right side of the coat, between 1 to 2 inches above the top button.

E. NECK TAB:

Fastened with hook and loops, under the collar, in the back of the neck.

F. TORCHES:

Worn centered on both lapels of the coat, parallel to the inside edge of each lapel, and placed so the bottom angle is 5/8 inch above the seam on the lapel.

G. SHOULDER CORD:

Worn on the left shoulder when currently a member of a special team/activity.

H. RIBBONS:

The bottom row of ribbons is aligned with the bottom of the nameplate.

I. MEDALS:

Worn in order of receipt from right to left, centered on the left side, 1/8 inch below bottom row of ribbons. See section 3-4 for policy on medals.

J. MARKSMANSHIP BADGE:

Worn centered under ribbons on the left side, 1/8 inch below bottom row of ribbons. See section 3-4 for policy on medals/badges.

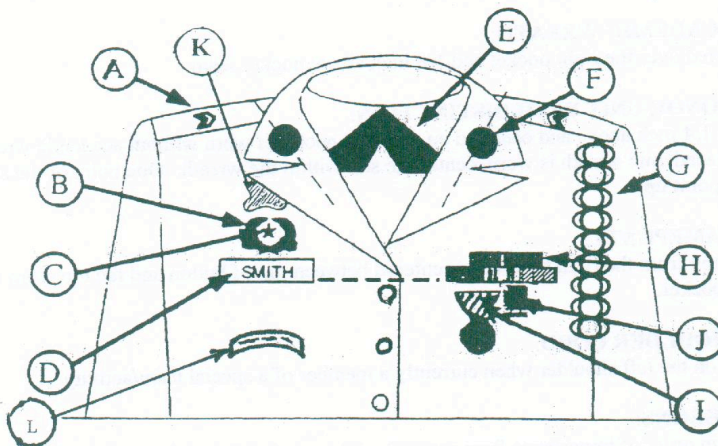
K. DISTINGUISHED UNIT INSIGNIA (DUI):

Worn on the right side, 1/4 inch above the nameplate or 1/8 inch above the unit rating insignia (HUD) or 1/8 inch above the academic wreath.

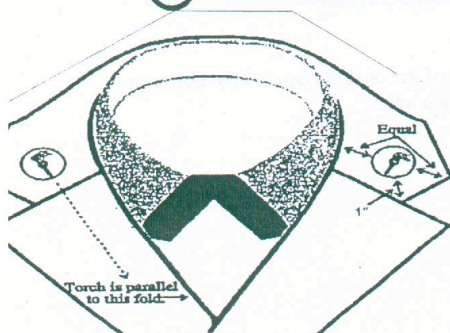
L. SPECIAL JROTC TEAM PINS ARCS:

Worn centered on the right pocket flap, half way between the bottom of the pockets flap and the bottom of the pocket. If more than one pin is worn, space 1/8th inch apart.

FEMALE CLASS "A" UNIFORM - ENLISTED



- | | |
|----------------------|------------------------------|
| (A) Rank Insignia: | (F) Torches: |
| (B) Academic Wreath: | (G) Shoulder Cords: |
| (C) HUD Insignia: | (H) Ribbons: |
| (D) Nameplate: | (I) Medals: |
| (E) Neck Tab: | (J) Marksmanship Badge: |
| | (K) DUI: |
| | (L) Special JROTC Team Pins: |



Female Cadet Enlisted Class A Coat Collar

MALE CLASS "B" CADET UNIFORM

A. SHOULDER BOARDS:

Private through Lieutenant Colonel rank wears the appropriate cloth epaulet sleeve on both shoulder epaulets of the Class B shirt.

B. NAMEPLATE:

Centered from the right to left and centered between top of button and the top seam of the right pocket.

C. Ribbons and awards are not required to be worn on the Class B uniform, but can be optionally worn. Apply the same guidance for Class A's with the Class B shirt.

FEMALE CLASS "B" CADET UNIFORM

A. SHOULDER BOARDS:

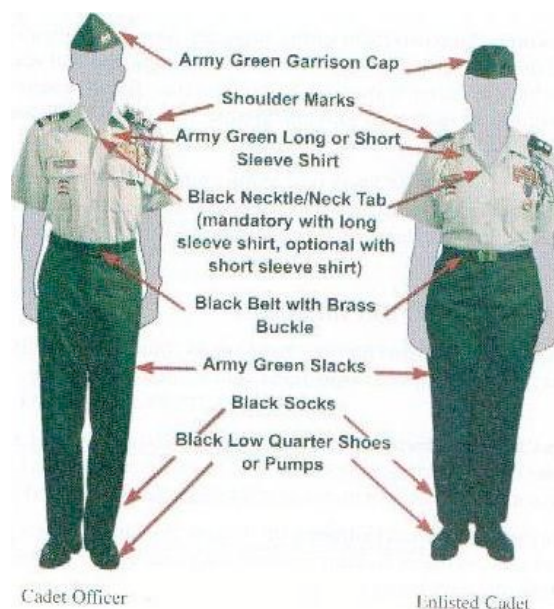
Private through Lieutenant Colonel wear the appropriate shoulder epaulet sleeve on both shoulder epaulets of their Class B shirt.

B. NAMEPLATE:

Worn 1 to 2 inches above the top button, centered horizontally on the wearer's right side.

C. Ribbons and awards are not required to be worn on the Class B uniform, but can be optionally worn. Apply the same guidance for Class A's with the Class B shirt.

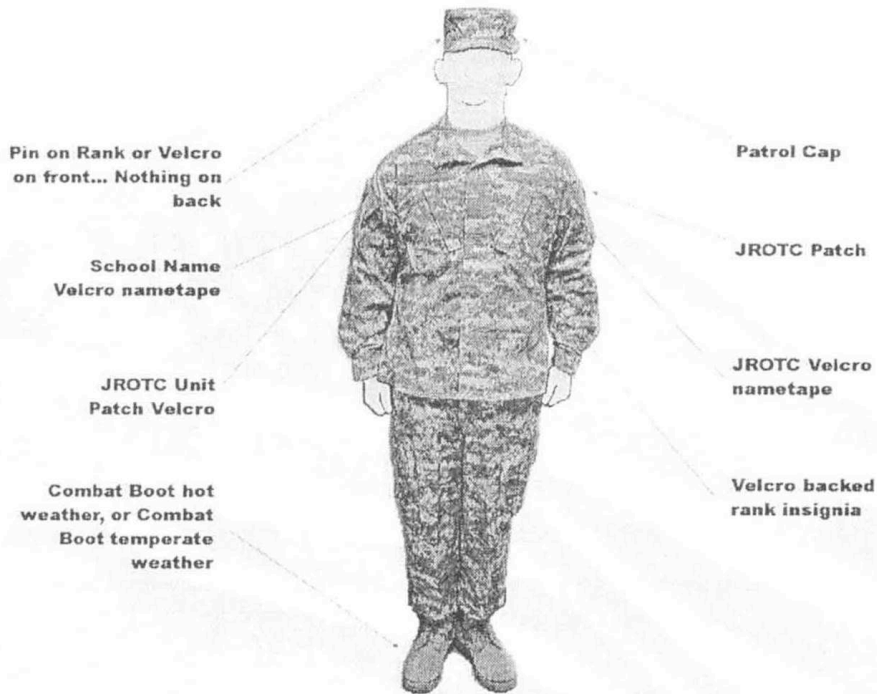
NOTE: Female cadets have the option of wearing a white undershirt beneath their Class B shirt.



ACU Uniform



Motivating young people to be better citizens



Wear of the ACU Coat / Trousers

- The coat is worn hook and looped and zipped.
- The coat has a hook and loop fasteners for wearing shoulder sleeve insignia, rank, JROTC patch, and school name tape.
- The mandarin collar will be normally worn in the down position.
- Cadets are authorized to wear the mandarin collar in the up position when weather conditions dictate the wear as prescribed by the SA/IAI.
- 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 SA/IAI. 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.
- Sleeves will be worn down at all times, and not rolled or cuffed.
- The moisture wicking tan t-shirt or cotton t-shirt is worn underneath the coat and it is tucked inside the trousers at all times.
- Cadets will wear the trousers tucked into the top of the boots or bloused using the draw strings at the bottom of the trousers. When bloused, the trousers should not extend below the third eyelet from the top of the boot.
- The ACU is meant to fit loosely and comfortably. Alterations to hinder this is not authorized.
- Cadets will wear the ACU in accordance with CCR 145-2.
- 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.

Wear of the ACU Headgear

- The ACU Patrol Cap will be the only headgear worn with the uniform.
- Cadets will wear the 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. Sewn or pin on rank is worn on the ACU Patrol Cap.
- The Velcro area on the rear of the cap will remain blank at all times.

Wear of Desert / Optional Boots

- Black boots are NOT authorized for wear with the ACU.
- Army Combat Boots – (Hot Weather and temperate weather) 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.

The ACU Care Policy

- Wash in cold water and mild detergent containing no optical brighteners or bleach. Tumble dry at low heat (not to exceed 130 degrees Fahrenheit).
- Remove immediately from the dryer and fold flat or place on a rustproof hanger to ensure heat from the dryer does not set wrinkles.
- To drip dry, remove from the washer/water and place on a rustproof hanger. Do not wring or twist.

...DO NOT STARCH THE ARMY COMBAT UNIFORM UNDER ANY CIRCUMSTANCES. THE USE OF STARCH, SIZING, AND ANY PROCESS THAT INVOLVES DRY-CLEANING OR A STEAM PRESS WILL ADVERSELY AFFECT THE TREATMENTS AND DURABILITY OF THE UNIFORM AND IS NOT AUTHORIZED.

ACU MILPER MESSAGE, AMENDMENT TO AR 670-1



- A Shoulder Boards
- B Distinguished Unit Insignia
- C Nameplate
- D Class "B" Shirt

BLACK PULLOVER SWEATER

A. INSIGNIA OF GRADE:

Cadets with the rank of Private through Lieutenant Colonel wear shoulder epaulet sleeve on both shoulder epaulets of the black sweater.

B. DISTINGUISHED UNIT INSIGNIA (DUI):

Worn centered from left to right, top to bottom above the nameplate on the black cloth patch on the upper right side of the black sweater..

C. NAMEPLATE:

Worn centered 1/4 inch above the bottom of the black cloth patch, centered left to right.

D. CLASS "B" SHIRT:

All cadets will wear the Class B shirt under the sweater with no tie or neck tab. Male cadets will wear a white undershirt under the Class B shirt. It is optional for female cadets to wear a white undershirt beneath the Class B shirt.

NOTE: Care must be taken in laundering the black pullover sweater. Follow the washing instructions on the label to avoid shrinking the sweater. Sleeves may be folded up to obtain the proper length.

CHAPTER 4

Supply

4-1 Responsibilities

- a. The uniforms and equipment of the Pine Grove Area High School Junior ROTC Department are the property of the United States Government. It is loaned to cadets for specifically authorized purposes. You are not permitted to use the property for any other reason except Junior ROTC activities. Every cadet is charged with the responsibility of maintaining his/her issued equipment and clothing in the best possible state of cleanliness and serviceability. You are authorized to use your uniforms and equipment for training and other activities approved by the JROTC Department. To use your uniform or equipment for personal purposes is a direct violation of the trust that has been placed on you.
- b. Minor repairs and the cleaning, pressing, and laundering of uniforms are also the responsibility of the cadet. Once a year, during the summer months, all cadets will turn in their Class A uniform coat, trousers/slacks, and black jackets to be cleaned as part of the Army funded cleaning contract with appropriate Army funding.
- c. Cadet may exchange, without cost, clothing that has become unserviceable through fair wear and tear (normal use). Items of equipment and clothing that have been damaged or lost due to unauthorized use or neglect will be paid for by the cadet at the current replacement cost.
- d. Unauthorized alterations that change the configuration of the uniform will result in disciplinary action, as well as financial liability for the responsible cadet.

4-2 Issue and Turn-In Procedures

- a. Issue. At the beginning of the school year, a parent or guardian must sign an agreement of responsibility that states that they will be responsible for the items of government property issued to you. When this agreement has been returned to the Junior ROTC Department, you will be issued your clothing and equipment. All issues will be recorded in the JUMS Individual Clothing and Equipment Record. You and your parent will be required to sign this form acknowledging receipt of the property. You should be careful, when signing for property, to be sure that you have received what you have signed for. The JUMS Individual Clothing and Equipment Record, once signed, is the official record of the clothing and equipment you are charged with, and you will be held responsible for the items listed on it.
- b. Reissue. If a cadet loses any item of clothing and/or equipment, immediately notify the Military Property Specialist (MPS). The MPS will issue you another item once you have paid for the item at the current purchase price. You will be required to sign for the reissued item.
- c. Turn-Ins. When turning in property, you must be sure that proper credit is recorded on your JUMS Individual Clothing and Equipment Record and the signature of the person accepting the turn-in is placed on the form in the proper places. This record is the only document that officially records turn-ins, and the only way you can receive proper credit is to assure that the entry is made on the JUMS Individual Clothing and Equipment Record. Above all, do not leave equipment on an instructor's desk and expect to receive credit for a turn-in. Part of your course of instruction is aimed toward making you a responsible citizen. The issue and turn-in procedures are designed to assist in accomplishing that goal.

d. If a student drops the course, the student will receive a drop slip from the office for each teacher to sign. When a student is leaving the Junior ROTC program, they are required to return all issued equipment. If all the equipment is not turned in, they will be responsible to pay for any item not returned. The drop slip will be signed once all issued items are turned-in or paid for.

4-3 Individual Weapons

a. A demilitarized rifle, Daisy Drill Rifle, is assigned to Drill Team and Color Guard cadets at the beginning of each school year. These weapons are stored in numbered slots, in arms racks, located in the arms rooms.

b. Cadets are responsible and accountable for the weapon assigned to them during drill or any other time the weapons are in their possession. Cadets must pay for any part of the weapon that may be broken or damaged through carelessness or neglect on the part of the cadet. Cadets will not attempt to repair or replace any broken part of an assigned weapon.

c. Each cadet will clean his or her assigned weapon. This is an individual responsibility.

d. Weapons will not be exchanged without the approval of the SAI/AI.

e. Each cadet is required to memorize the serial number, the rack, and slot number of the weapon assigned to him or her.

f. Weapons are not toys and will not be pointed at individuals at any time.

g. Drill team commander will sign out all weapons for practice on a SF702 as well a DA3161 for each rifle in practice. The 702 must be annotated when opening and closing the arms room and the DA3161 will have all weapons signed out

4-4 Formal and Informal Accountability

On a monthly basis the S4 Logistics Officer will assign uniforms to be inventoried and inspected by the assistant S-4 and their team of cadets. The results will be inputted on JUMS. This will duplicate cyclic inventories in active duty units. The inventory will also allow the S-4 to find any unserviceable uniforms in stock.

CHAPTER 5

Junior ROTC Integrated Curricular Activities

5-1 Purpose

The Cadet Corps has many activities outside the regularly scheduled hours of instruction. These activities are planned to provide additional training, as well as recreation to cadets. As schedules permit, cadets are urged to take an active part in these activities. Junior ROTC integrated curricular activities allow leadership opportunities as well as building teamwork.

Section I. Special Teams

5-2 Selection for Teams

Members of the integrated curricular teams are all volunteers. From the cadets who volunteer for these activities, only the very best are selected to represent Junior ROTC and the school in competitions. Special Team commanders post a sign-up sheet for their team the first two weeks of school that allow cadets in the program to try out for the team that interests them. During the second week of school, the commanders will hold practices to teach the team members the basics of the team activities. These practices are also the tryouts for the teams. Commanders judge the cadets on how well they learn and execute the basic movements that are required to be a member

of the team. Once the commanders have made their selection for their teams, they give a list to the S-1. The SAI/AI will review the lists and approve/modify the initial team roster. The S-1 will then divide the remaining cadets into lettered companies, depending on the total number of cadets. Members of companies are just as important as members of special teams. It takes everyone working together to make a successful battalion. Members of special teams must be dedicated to their team. Each special team devotes numerous hours of practice to make their team the best. Cadets are expected to attend every practice and event for their team. Competitions are held at different levels for special teams. Opportunity sometimes exists for cadets to join special teams at other times during the school year.

5-3 Raider Team

A junior or senior Junior ROTC cadet commands the Raider Team. The Raider Team consists of cadets who volunteer to participate in more demanding physical training that leads to a league and 2nd Brigade Regional competition among other Junior ROTC Raider Teams. They participate in a five-event competition that consists of land navigation, one rope bridge building, first aid, physical fitness tests, and a 3-kilometer road march. The Raider Team must have at least, but not limited to 9 members (including the commander). Members of Raider Team receive a Raider ribbon, a black cord, and a “Raider” team pin (arc) to wear on their Class A uniforms.

5-4 Flag Detail

A Junior ROTC Flag Detail has the responsibility of raising the flag during The National Anthem at home soccer games as well as home track meets. The team will be comprised of volunteers from within the entire program. Members will wear an orange cord and a “Flag Detail” team pin (arc) as a member of this team.

5-5 Drill Team

The Cadet Drill Team uses the Daisy Drill rifle. Including the commander, there are 13 cadets on Drill Team as well as alternate members. A Drill Team Senior NCO is the Drill Team Commander’s assistant and must be ready to command the Drill Team in the absence of the commander. The Drill Team is comprised of 3 squads. Each squad contains four cadets, including the squad leader. Members of the team may be from any grade level. The Drill Team participates in competitions against neighboring Junior ROTC Drill Teams. It also may perform for school and civic events. It competes in league and AC-Dix level competitions. Members of Drill Team receive a Drill Team ribbon, a red cord, and a “Drill Team” team pin (arc) to wear on their Class A and B uniforms.

5-6 Color Guard:

The Color Guard is composed of exceptional cadets. The First Guard, the American Flag Bearer, the Pennsylvania State Flag Bearer, and the Second Guard. Also included in Color Guard are the Banner Carriers. There are two cadets that carry the “Cardinal Banner” at most parades. The Banner Carriers are trained as alternates for the main color guard. The Color Guard has the responsibility of raising the flag during The National Anthem at home football games. The Color Guard participates in competitions against neighboring Junior ROTC Color Guards as well as other school, civic, and competitive events such as league and 2nd Brigade Regional competitions. Members of Color Guard receive a Color Guard ribbon, a white cord, and a “Color Guard” team pin (arc) to wear on their Class A uniform.

Section II. Junior ROTC Activities

5-7 Military Ball

The annual Cardinal Battalion Military Ball is one of the Corps' biggest events of the year. It is usually held on the second or third week in March and is a formal dinner, a tribute to the graduating seniors, an awards presentation for all four LET levels, and the most anticipated event of the evening: the announcement of the next school year's leadership positions. A dance follows the ceremony. The Executive Officer of the Battalion is the coordinator of the Military Ball. Responsibilities will be detailed out to Staff member and would include: planning with the senior class cadets to include a color scheme, a meal menu, a caterer, a photographer, decorations, invitations and programs, etc. Using the chain of command, the Battalion Executive Officer assigns responsibilities to decorate areas within the high school. Typical areas include the cafeteria entrance and hallway, the auditorium, and gymnasium. Each responsible Staff Officer must help the BN XO in designing plans for each area. They are also responsible, along with their units, for decorating their designated areas and removing the decorations. All cadets assist with this memorable event and all are required to attend.

5-8 Cadet Formal Inspection – Annual Command Inspection

Cadet Formal Inspection is the most important event of the year. It consists of a formal inspection using Cadet Command's inspection regulations. It starts with a Cadet Briefing as an overview of our battalion. It is followed by an in-ranks inspection of every cadet in the program. General knowledge questions will be asked and uniform appearance standards will be evaluated. A platoon of cadets from A company will perform a drill routine and the color guard will also be evaluated by its performance of a specific routine. Each staff area has a checklist that will evaluate the performance of their duties. This is the most important inspection because it is one of the two areas that determine whether Pine Grove maintains the Honor Unit with Distinction designation (the gold star). Everyone in the battalion is to be present as absences count against the overall score.

5-9 Gratz Fair

Gratz Fair is the event that starts off the year for our battalion. Our battalion travels to Gratz on a Friday in September to participate in the opening ceremony of the Cavalcade of Bands. The Drill Team from the previous year performs a drill routine in front of the grandstands. The entire battalion marches in front of the grandstand and salutes as the national anthem is played. The cadets are also given some free time to enjoy the fair.

5-10 Parades

The Cardinal Battalion marches in three parades each year: the Pine Grove Holiday Parade, the Tremont Halloween Parade, and the Pine Grove Memorial Day Parade. All members of the Corps are expected to march in the parades and each event is graded at a pass or fail of 100%. Cadets receive a Parade Ribbon for their participation in at least two of the three parades each school year with Junior ROTC. Other parades may be included in our activities.

5-11 Field Day

Field Day is an annual event held in the late spring. It is organized by the senior cadets and judged by the Staff Officers. Field Day is a competition between cadets. They compete in events such as softball, kickball, volleyball, and tug-of-war. There is music, a picnic, and a lot of fun! A Field Day ribbon is presented to those who attend this Saturday event.

5-12 Unit Fund Council

The Unit Fund is the name of the program's monetary account. A project officer as the President of Unit Fund. Other project officers are assigned as the Vice President, Secretary and Treasurer. One member is selected from each class period to serve on the Unit Fund Council.

5-13 Junior ROTC Cadet Leadership Challenge (JCLC)

JCLC is a unique experience and cadets volunteer to attend. It is a leadership exercise that is held during the summer at various locations. Cadets participate in training activities such as: High and Low rope courses, Zip Line, Canoeing, Rock climbing rappelling, physical training, obstacle course and a leader's reaction course. Cadets from various Pennsylvania JROTC programs attend this camp. Awards are presented to cadets who successfully complete this activity. Details will be discussed in class. In order to achieve officer rank the cadet must attend JCLC.

5-14 Announced Activities

Throughout the year, field trips may be planned to various locations such as the Association of the US Army National Convention, Arlington National Cemetery, and visit to The White House in Washington DC, Ice Cream Socials and trips to National Battle fields. etc. The Unit Fund Council approves funding and transportation costs from fundraising activities. Cadets are encouraged to volunteer for these trips.

Section III. Community Service Activities

A. General

Community service activities allow the cadets in the program to serve the community while gaining personal satisfaction for a job well done. All community service activities are voluntary and cadets who participate in three community service activities in an academic year receive a community service ribbon. Six community service activities are the goal for each cadet every year.

B. Military Mail

Each year, Junior ROTC cadets write and send Christmas cards to the service men and women stationed around the world. Cadets receive responses to these cards from far away places. This activity counts as the battalion service learning activity.

D. Roadside Clean-up

Four times a year the Cardinal Battalion cleans up a two-mile section of Route 443 between the Pine Grove borough line and I-81. This is a very worthwhile community service activity that is done after school.

E. Parade of Paws

Cadets gather the last week in April to help with raising funds for the local SPCA affiliated with Ruth Stiner Memorial. Cadets help lay out the route, put up trash and watering stations, gather monies donated to this event at the start, keep route security and help tear down all portions of the event.

F. Coats for Kids

Cadets put up containers in the school district in the month of December to collect serviceable coats from community donations and turn them in to a charitable organization.

G. Other community service activities include, Veterans Day, Memorial day and the Day of Prayer.

Section IV. Fundraisers

5-19 Purpose

Pine Grove JROTC, as an element of the school district, is a non-profit organization. All money made from fundraisers is placed in the Junior ROTC Unit Fund that is governed by school district policies. Profits are used for Junior ROTC activities, educational trips, equipment, and scholarships for graduating cadets. Goals are established for cadets to sell items for the fundraisers. If they choose not to participate in fundraising, cadets will owe the cadet fund an activity fee to offset Junior ROTC expenses. Ribbons are awarded to cadets who meet the established goals.

5-20 Hamboat Sale

The Pine Grove JROTC program is known for its semi-annual hamboat sales. A hamboat is a 1/4 lb. of sliced Ham or Turkey and four 1/2 slices of White American cheese on a 8" hoagie roll. Cadets gather in the high school cafeteria to make these quality products. There is usually a fall and winter hamboat sale each year. The minimum amount to be sold in one year is 50 Hamboats.

5-21 Saber Cards

The "Saber Card" is a community discount card that features local businesses that offer savings such as an overall percent discount from the total bill or a discount on a particular item. Junior ROTC produces these cards and usually sells them in December and January for the calendar year. The minimum amount to be sold in one year is 5.

CHAPTER 6

Junior ROTC Awards

Section I. General

6-1 Awards Program

As members of the Cadet Corps, cadets have an opportunity to compete with your contemporaries for numerous awards that recognize outstanding performance of duty, scholarship, and military skills. Cadets are continually evaluated in military scholarship, academic scholarship, academic leadership, military leadership, discipline, courtesy, and character. Awards and recognition are presented to cadets who excel in the above areas.

6-2 Awards Categories

Junior ROTC awards consist of national and institutional awards. Each award has its own criteria and is listed in the next section. The awards are recognized by Junior ROTC units nationwide, and include awards from the Department of the Army and various veterans and civic groups, such as the American Legion and The Retired Officers Association. National awards may be presented for individual performance, or performance as a member of a special group.

Section II. National and Institutional Awards

6-3 Department of the Army Awards

- a. The Medal of Heroism is a US Army decoration awarded to any Junior ROTC cadet who distinguished him or herself by an act of heroism. The achievement must have resulted in an accomplishment so exceptional and outstanding as to clearly set the individual apart from fellow students or from other persons in similar circumstances. The performance must have involved the acceptance of danger or extraordinary responsibilities exemplifying praise-worthy fortitude and courage.
- b. The Superior Cadet Decoration is the highest meritorious decoration that can be presented to a Junior ROTC cadet by the Department of the Army. This award is presented on behalf of the Secretary of the Army.

6-4 Academic Awards

N-1-1 Distinguished Cadet Award for Scholastic Excellence

Awarded by: Superintendent of the school district

Criteria: Awarded annually to one cadet in the program who exhibits the highest degree of excellence in scholastics.

N-1-2 Academic Excellence Award

Awarded by: Principal of the high school

Criteria: Awarded annually to one cadet in each LET level for maintaining highest school academic grades.

N-1-3 Academic Achievement Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to those cadets that maintain a grade of "A" in JROTC and a "B" in the remaining academic subjects.

N-1-4 Perfect Attendance Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded to a cadet with no unexcused absence during each semester.

N-1-5 Student Government Ribbon

Awarded by: Principal of the school

Criteria: Awarded to cadets who are elected to a student government office.

N-1-6 Leadership Development Service Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded to cadets who successfully complete their first semester of training of each LET year.

N-1-7 Outstanding Instructor Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded to cadets who present outstanding classes in JROTC.

N-1-8 Honor Roll

Awarded to individuals recognized by the school district at the end of each semester.

N-1-9 Cadet of the Month

Awarded monthly to each LET level cadet who wins the Cadet of the Month board.

N-1-10 National Honor Society

6-5 Athletic Awards

N-2-1 Varsity Athletic Ribbon

Awarded by: Principal of the high school

Criteria: Awarded annually to cadets in varsity sports and they were at every game and practice.

N-2-2 Physical Fitness Ribbon/Cadet Challenge Presidential

Awarded by: Senior Army Instructor

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

N-2-3 Physical Fitness Ribbon/ Cadet Challenge National

Awarded by: Senior Army Instructor

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

N-2-4 Junior Varsity Athletics

Awarded to cadets who participate in one sport with the Junior Varsity team and they were at every game and practice.

N-2-5 Optional

6-6 Military Awards

N-3-1 Senior Army Instructor Leadership Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to cadets, who display the highest degree of leadership.

N-3-2 Personal Appearance Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to cadets who consistently present an outstanding appearance.

N-3-3 Assistant Instructor Ribbon

Awarded by: Army Instructor

Criteria: Awarded annually to those cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.

N-3-4 Drill Team Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to Drill Team members, two competition minimum.

N-3-5 Orienteering Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded to cadets who are members of the orienteering teams.

N-3-6 Color Guard Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to members of the Color Guard. 2 competition minimum or 5 Friday night presentations at football events.

N-3-7 Rifle Team Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to Rifle Team members who shoot 2 competitions.

N-3-8 Raider/Adventure Team Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded to members of the Raider Team.

N-3-9 Commendation Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded to cadets whose performance of duty exceptionally exceeds that expected of a cadet of their grade and experience.

N-3-10 Good Conduct Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to cadets who have demonstrated outstanding conduct throughout the school year.

N-3-11 JCLC (SUMMER CAMP) Participation Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded to cadets for JCLC participation.

N-3-12 Flag Detail Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded to members of the FLAG DETAIL team who participated in five separate events in the school year.

N-3-13 Fundraiser Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded to cadets who meet their goals for all three Fund Raising events in a year.

N-3-14 Optional

N-3-15 Summer Service Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded to cadets who volunteer during the summer with a minimum of 16 hours of service.

6-7 Miscellaneous Awards

N-4-1 Parade Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded to cadets who participate in at least 2 parades during the school year.

N-4-2 Recruiting Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded to cadets who recruit students into the JROTC program each semester.

N-4-3 Band Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded for participation in the high school band and band front.

N-4-4 Field Day Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded for participation in JROTC field day activities.

N-4-5 Community Service Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to each cadet who has participated in at least 3 community service activities. Cadets who bring in documented proof of outside activities may receive this ribbon. IE. Church related service or Food Closet.

N-4-6 Service Learning Ribbon

Awarded by: Senior Army Instructor









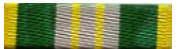






























Criteria: Awarded annually to cadets who participate in service learning projects.

N-4-7 Excellent Staff Performance

Awarded by: Senior Army Instructor

Criteria: Awarded annually to Cadet Staff Officers for excellent performance.

**PINE GROVE AREA HIGH SCHOOL ARMY JROTC
RIBBON POSTER**

 <p align="center">Medal for Heroism N-1-0</p> <p>Awarded to any JROTC Cadet who performs an act of heroism</p>	 <p align="center">Superior Cadet N-1-1</p> <p>Awarded to one outstanding JROTC Cadet in each LET level per school</p>	 <p align="center">Distinguished Cadet N-1-1</p> <p>Awarded annually to one cadet who exhibits the highest degree of expertise in scholastics</p>	 <p align="center">Academic Excellence N-1-2</p> <p>Awarded annually to one cadet in each LET level with the highest school academic grades</p>
 <p align="center">Academic Achievement N-1-3</p> <p>Awarded annually to those cadets who maintain an A in JROTC and a B in remaining subjects</p>	 <p align="center">Perfect Attendance N-1-4</p> <p>Awarded to cadets with no unexcused and no absences during each semester/quarter</p>	 <p align="center">Student Government N-1-5</p> <p>elected to student government office</p>	 <p align="center">LET Service N-1-6</p> <p>Awarded to cadets successfully completing first semester/quarter of training each LET year</p>
 <p align="center">Outstanding Instructor N-1-7</p> <p>Awarded to Cadet 's who teach 3 classes in a satisfactory manner to the SAI</p>	 <p align="center">Honor Roll N-1-8</p> <p>Awarded to cadets who are selected to honor roll by the school district each term.</p>	 <p align="center">Cadet of the Month N-1-9</p> <p>Awarded to LET1-4 who win Cadet of the Month</p>	 <p align="center">National Honor Society N-1-10</p> <p>Awarded annually to any cadet elected to the National Honor Society</p>
 <p align="center">SAI Leadership N-3-1</p> <p>Awarded annually to one or more cadets per LET level who display the highest degree of leadership</p>	 <p align="center">Personal Appearance N-3-2</p> <p>Awarded annually to cadets who consistently present an outstanding appearance</p>	 <p align="center">AI Leadership N-3-3</p> <p>Awarded annually to cadets who have demonstrated leadership, academic achievement, and performance of duty</p>	 <p align="center">Drill Team N-3-4</p> <p>Awarded to drill team members they must compete in 2 events</p>
 <p align="center">Orienteering N-3-5</p> <p>Awarded each semester to active members of the orienteering team</p>	 <p align="center">Color/Honor Guard N-3-6</p> <p>Awarded annually to color guard members ,2 competitions minimum</p>	 <p align="center">Rifle Team N-3-7</p> <p>Awarded annually to rifle team members who compete twice</p>	 <p align="center">Raider Training N-3-8</p> <p>Awarded annually to members of the Raider Challenge</p>
 <p align="center">Commendation N-3-9</p> <p>Awarded to cadets whose performance exceeds that expected of a cadet of his/her grade and experience</p>	 <p align="center">Good Conduct N-3-10</p> <p>Awarded annually to cadets who have demonstrated outstanding conduct throughout the year</p>	 <p align="center">JCLC/Summer Camp N-3-11</p> <p>Awarded annually to cadets who successfully complete the JROTC Summer Camp (JCLC)</p>	 <p align="center">Flag Detail N-3-12</p> <p>Awarded to cadets who participate in 5 or more Flag Details commitments</p>
 <p align="center">Fund Raiser N-3-13</p> <p>Successfully completed all three fund raisers and met annual goals.</p>	 <p align="center">Optional by SAI N-3-14</p>	 <p align="center">Summer Service Team N-3-15</p> <p>Completed 16 hrs of summer service</p>	 <p align="center">Varsity Athletics N-2-1</p> <p>Awarded annually to cadets that excel in varsity sports</p>
 <p align="center">Cadet Challenge Presidential N-2-2</p> <p>Awarded annually to cadets who score above the 85th % on all 5 fitness events</p>	 <p align="center">Cadet Challenge National N-2-3</p> <p>Awarded annually to cadets who score above the 50th % on all 5 events</p>	 <p align="center">JV Athletics Guard N-2-4</p> <p>Awarded annually to cadets that excel in Junior Varsity sports</p>	 <p align="center">Optional by SAI N-2-5</p>
 <p align="center">Parade N-4-1</p> <p>Awarded to cadets who participated in 2 separate parades as part of a JROTC unit</p>	 <p align="center">Recruiting N-4-2</p> <p>Awarded to cadets who recruit students into the JROTC each semester</p>	 <p align="center">Band N-4-3</p> <p>Awarded annually to any cadet who performs in the Band/Band Front</p>	 <p align="center">Field Day N-4-4</p> <p>Awarded to cadets who attend any two: Final Review, Formal Inspection, or District Inspection</p>
 <p align="center">Community Service N-4-5</p> <p>Awarded to students who complete any documented service of 3 events.</p>	 <p align="center">Service Learning N-4-6</p> <p>Awarded annually to participants in service learning projects</p>	 <p align="center">Excellent Staff Performance N-4-7</p> <p>Awarded annually to cadet staff officers for excellent performance</p>	

Section III. Unit Awards

6-8 Meritorious Unit (MU) Insignia

Presented to each member of a JROTC unit designated as a Meritorious Unit and consists of a white five pointed star insignia. Units must receive an 80 to 89 percent on their Command Inspection to receive this designation.

6-9 Honor Unit (HU) Insignia

Awarded by US Army Cadet Command after being recommended by the Brigade JROTC Chief. Eligibility for this award is based on maintaining exceptionally high standards throughout the school year and achieving a score of 90 percent or higher in each area of the Command Inspection. It consists of a streamer with the unit colors and a blue five pointed star that is worn by the cadets on their uniforms.

6-10 Honor Unit With Distinction (HUD) Insignia

The Department of the Army after being recommended by US Army Cadet Command presents this award. To qualify for this award, Pine Grove Area High School JROTC must demonstrate exceptional performance in all areas of program performance and achieve a score of 96 percent or higher in each area of the Command Inspection and 96 percent or higher on the annual Unit Report. A streamer placed on the JROTC battalion colors recognizes this honor. Cadets in the unit will wear a gold five-pointed star on their uniforms to signify this achievement.

Section IV. Badges

6-11 Academic Achievement Badge

Awarded to cadets on an annual basis who have achieved an "A" average in JROTC at the end of the academic year. This badge denotes a high achievement in the program and recognizes those cadets who excelled throughout the entire year. Cadets, who complete the second, third and fourth year with "A" average will receive subsequent awards. The badge will be turned in if a cadet fails to achieve an "A" average at the end of the next school year. An oval shaped felt cloth that is pinned behind the badge denotes subsequent awards. Scarlet denotes the second award, gold denotes the third award, and gray denotes the fourth award. If qualified, cadets will receive this award at the end of the first semester during their senior year.

6-12 Marksmanship Badge

JROTC marksmanship qualification badge with appropriate bar denoting "Air Rifle" will be issued to cadets who qualify in the marksmanship program as provided for in AR 145-2, AR 672-1, and CC Reg. 145-2. Cadets must qualify each year or the badge will not be worn. Qualification scores are:

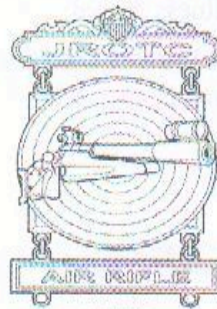
Expert	230-300 points
Sharpshooter	181-230 points
Marksmanship	150-180 points

NOTE: Shooters will engage all three positions with their total score qualifying them for the following marksmanship badges

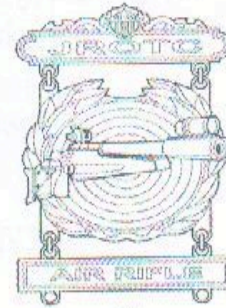
AIR RIFLE QUALIFICATION BADGES



MARKSMAN



SHARPSHOOTER



EXPERT

6-13 Cords

As an active member of a special team/activity, the cord(s) will be worn on the left shoulder of your Class A and B uniforms. The cord will only be worn when a current member of that team. A second cord may be worn on the right shoulder, but only one cord may be worn on each shoulder.

Raider Challenge Team	Black
Drill Team	Red
Color Guard	White
Flag Detail	Orange
Honor Society Member	Gold
Rifle Team	Tan

6-14 JROTC Team Pins

Special JROTC team pins (arcs) designating various JROTC teams will be worn on the right chest pocket of the Class A and Class B uniforms for male cadets or below the name plate on the right side of the female Class A and Class B uniforms.

6-15 Military Ball Awards

The following awards may be presented at the Military Ball Awards Ceremony.

Outstanding Cadet of the Year Award

Awarded by: Superintendent of the school district

Criteria: Cadet must exemplify the criteria for the Department of the Army Superior Cadet Decoration. This cadet sets the example and pace as the most outstanding cadet in our program.

Superior Cadet Decoration

Awarded by: Secretary of the Army, presented by the Superintendent

Criteria: The recipient must demonstrate qualities of discipline, courtesy, character, excel in military and academic subjects, and academic and military leadership. The recipient must clearly demonstrate potential qualities as an officer. One cadet selected per LET level.

Distinguished Cadet Award for Scholastic Excellence

Awarded by: Superintendent of the school district

Criteria: Presented to the senior cadet who exhibits the highest degree of excellence in scholastics.

Association of the US Army: Military Leadership

Criteria: Presented to a cadet who is in good military and scholastic standing and shows a high degree of merit with respect to leadership qualities, soldierly bearing, and excellence.

Association of the US Army: Military Excellence

Criteria: The cadet must be in good standing in all military aspect and scholastic grades, and must have exhibited a high degree of leadership and have a strong desire to serve their country.

Association of the US Army: Academic and Military Excellence

Criteria: Presented to the cadet who is in the top 25 % of their class in academic and Junior ROTC subjects. The cadet must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

PA National Guard Association Military Achievement

Criteria: For meritorious service in the Junior ROTC program.

The Retired Officers' Association ROTC Medal

Criteria: Be a 3rd year Junior ROTC cadet, in good academic standing, show a high order of loyalty to unit school and country, and exceptional potential for military leadership.

PA National Guard Outstanding Cadet Award

Awarded by: Presented annually by Company D, 228th Brigade Support Bn, 28th Infantry Division, Pine Grove

Criteria: Good academic standing and shows a high degree of merit with respect to leadership qualities, soldierly bearing, and excellence.

Leadership Excellence Award

Awarded by: Senior Army Instructor

Criteria: Presented to a Senior Cadet who demonstrated outstanding initiative, attention to detail, and superior leadership which greatly benefited the Corps of Cadets.

Academic Excellence

Awarded by: Principal of the high school

Criteria: Awarded to one cadet in each LET level who maintains the highest academic average for the current school year

Senior Army Instructor Award

Awarded by: Senior Army Instructor

Criteria: Presented to cadets in their 2nd, 3rd, and 4th year who exhibited soldierly bearing, strong leadership qualities, and overall excellence in the Junior ROTC program.

Army Instructor Award

Awarded by: Army Instructor

Criteria: Presented to LET I cadets who have demonstrated a high degree of military discipline, courtesy, and potential for success in the Junior ROTC program.

JROTC Certificate of Appreciation

Criteria: Awarded to cadets for their academic excellence, leadership, and for displaying exceptional interest in all matters relating the Pine Grove Area Junior ROTC Corps of Cadets.

JROTC Certificate of Achievement

Criteria: Awarded to special team members and deserving cadets for noteworthy efforts throughout the school year and achieved during the Command Inspection.

American Legion Post 374, Pine Grove

Criteria- **Military excellence:** awarded to cadet who demonstrated outstanding qualities in military leadership, discipline and citizenship.

Scholastic excellence: awarded to cadet with high academic standing in the JROTC program.

Celebrate freedom Foundation Certificate of Achievement by Embry Riddle Aeronautical University.

Criteria – awarded to cadet for outstanding performance in academics as a first year cadet.

Veterans of Foreign Wars Post 3432, Pine Grove

Criteria- Awarded to cadets who demonstrate positive attitudes possesses outstanding military bearing and have personal attributes of self confidence, initiative and good judgement.

Veterans of Foreign Wars Post 3432, Pine Grove Monetary Awards

Criteria- Awarded to a top male and female cadet with the highest overall scholastic average and has a parent or grandparent who is a military veteran.

82nd Airborne Association

Criteria – Awarded to cadet who has demonstrated a high level of commitment and determination to be successful in the JROTC program. The cadet has the qualities required for further advancement in JROTC and school.

Retired Enlisted Association

Criteria – Awarded to cadet for outstanding leadership as an enlisted cadet, demonstrates a positive attitude and enthusiasm in the performance of duties and devotion to JROTC.

Reserve Officer Association

Criteria – Presented to cadet who has demonstrated knowledge of civic responsibility, self discipline and a sound work ethic.

Non Commissioned Officers Association

Criteria- Awarded to enlisted rank cadets who have consistently exhibited excellent military bearing, personal appearance and leadership ability.

American Veterans

Criteria- Awarded to cadet who has demonstrated a high degree of merit with respect to leadership qualities, soldierly bearing and military excellence.

Bucknell University Army ROTC

Criteria- Awarded to cadet who reflects unwavering support and commitment to the JROTC program and demonstrates strong leadership qualities.

PGA High School Principal Certificate of Achievement

Criteria- Awarded to cadets who have demonstrated outstanding dedication and performance throughout the school year in JROTC and the high school.

Order of Daedalians (fraternal organization of military pilots)

Criteria- Awarded to cadet who has demonstrated patriotism, love of country and service to our nation. Has indicated the potential and desire to pursue a military career

Army Recruiting Command

Criteria- Awarded to cadet who possesses outstanding leadership traits and exhibits principles of leadership.

American Legion District 13

Criteria- **Military excellence:** awarded to cadet who demonstrated outstanding qualities in military leadership, discipline and citizenship.

Scholastic excellence; awarded to cadet with high academic standing in the JROTC program.

Sons of the American Revolution

Criteria- Awarded to a cadet who exhibits a high degree of merit with respect to leadership qualities, military bearing and community service.

Military Order of World Wars

Criteria – awarded to cadet who has shown marked improvement in both military and scholastic grades, and possesses a to serve their country.

Daughters of the American Revolution

Criteria- Awarded to cadet who has clearly demonstrated exceptional qualities of dependability and good character.

Military Order of the Purple Heart Association

Criteria- Awarded to an outstanding member of JROTC for leadership excellence.

National Sojourners

Criteria – presented to an outstanding cadet who has demonstrated Americanism within the Corps of Cadets as well as outstanding leadership potential.

CHAPTER 7

Cadet Leader Guide

Section I. General

7-1 Purpose

This chapter is designed to assist cadet leaders in accomplishing their mission. The material in this chapter is an aid to become better leaders so cadets can accomplish their mission efficiently and with the least burden on those they lead.

7-2 Definitions

In order to accomplish your mission, you must understand the following terms:

- a. **Unity of Command:** Within the command structure, or at any level of command, there can be only one commander who is responsible for everything the unit does or fails to do. The authority necessary to carry out his duties matches the responsibility. A commander can delegate authority to take an action, but cannot delegate the responsibility for that action.
- b. **Chain of Command:** The selection of leaders through which command is exercised is called the chain of command. It enables the commander to retain unity of command within the

maximum span of control. The Battalion Commander assigns tasks to the Company Commanders and holds them responsible for the successful execution of the assigned tasks. Company Commanders use the same procedures with the platoon leaders, and they use the same technique with the platoon sergeants.

c. **Staff Authority and Responsibility:** The staff of a unit consists of those officers and noncommissioned officers who assist the commander in the exercise of their command. They are advisors to the commander and they supervise the execution of plans and orders only within the specific areas assigned to them by the commander. Staff officers will keep the commanders informed on matters within their areas of responsibility.

Section II. Duties and Responsibilities

7-3 The Battalion Commander and Staff

a. **Battalion Commander:** The cadet Battalion Commander is appointed to this position because they have demonstrated outstanding leadership ability. This is the most demanding position in the Cadet Corps. The cadet Battalion Commander is responsible for everything that the battalion does or fails to do. The commander exercises control of subordinate units through the Company Commanders and Special Team Commanders.

Specific duties include:

- (1) Command the battalion at all formations.
- (2) Prepare for and conduct training of the battalion before command inspection.
- (3) Maintain a direct and personal relationship with the Staff and Company Commanders.
- (4) Encourage Company Commanders to deal directly with them whenever they feel it is desirable.
- (5) Use the Staff to assist in providing information and preparing plans for training and controlling units.
- (6) Designate Staff Officers to assist in the supervision and execution of orders.
- (7) Ensure that the Staff is capable and that they understand their responsibilities.
- (8) Through the chain of command, ensure compliance with the Pine Grove Area High School JROTC regulations.
- (9) Seek advice from and carry out all orders issued by the SAI and AI.
- (10) Serves on the Cadet of the Month board.

b. **Battalion Executive Officer:** The Battalion Executive Officer is the principal assistant to the Battalion Commander. The officer coordinates and supervises the details of training and administration, allowing the Battalion Commander to spend more time on the broader aspects of command. The primary duty of the Executive Officer is the supervision of the Battalion Staff. The officer supervises and directs the Staff to prevent overlapping efforts and to assure that the desires of the Battalion Commander are understood and achieved. The Executive Officer keeps the Staff informed of the policies of the commander, and keeps the commander informed of the status of projects assigned to the Staff. The Battalion XO assumes command of the Battalion in the absence of the Battalion Commander. Specific duties include:

- (1) Ensure the Staff is properly organized, working as a team, and that they

are engaged in planning future training activities for the battalion.

- (2) Ensure that instructions and orders issued to the battalion are in accord with the established policies of the Battalion Commander and SAI/AI.
- (3) Coordinate the running of commanders/staff meetings.
- (4) Overall Responsible for the Military Ball, but assigns project officers for each Area of the Ball.
- (5) Serves as President of the Unit Fund Council.
- (6) Serves on the Cadet of the Month board.

c. **Battalion Adjutant (S-1):** The Battalion Adjutant is the administrative assistant to the Battalion Commander. The Adjutant is responsible for maintaining personnel records of all the cadets. The officer keeps attendance records and performs such other administrative duties as the Battalion Commander and/or XO may direct. Specific duties are:

- (1) Aligns the battalion at all formations.
- (2) Receives the attendance report.
- (3) Reports the names of absentees at all Junior ROTC functions.
- (4) Maintain the Junior ROTC administrative files on JUMS.
- (5) Publishes Staff meeting minutes and the administrative orders of the battalion.
- (6) Serves as Secretary/Treasurer for the Unit Fund Council.
- (7) Maintains cadet records on JUMS.
- (8) Publishes cadet promotion/demotion and award orders.
- (9) Serves on the Cadet of the Month board.

d. **Battalion Intelligence Officer (S-2):** The Battalion Intelligence Officer is responsible to the Battalion Commander for the enforcement of the provision of the SOP. The officer has the added responsibility for the posting of the cadet merit and demerit records. Specific duties include:

- (1) Publishes a Memorandum for Record of Periodic inspections of weapons Security and assists in helping the inspectors of equipment locations.
- (2) Coordinate on-the-spot corrections resulting from the above inspections.
- (3) Coordinates the cadet tutoring program for interested cadets.

e. **Battalion Operations and Training Officer (S-3):** The Battalion Operations and Training Officer assists the Battalion Commander in the conduct of training and general supervision of all training activities of the cadet corps. The officer is responsible for outdoor training and for ensuring that classrooms are available and prepared for instruction. Under the supervision of the SAI, the S-3 prepares weekly training schedules. The S-3 keeps the Battalion Commander informed of the progress in training and prepares the drill field for ceremonies. Specific duties include:

- (1) Prepare weekly training schedules.
- (2) Post weekly training schedules on the bulletin board.
- (3) Publish Letters of Instruction (LOI's) for each battalion activity.

- (4) Serve as Vice President of the Unit Fund Council.
- (5) Serve as a member of the Cadet of the Month board.

f. **Battalion Supply Officer (S-4):** The Battalion Supply Officer is responsible to the Battalion Commander for the maintenance, security, record keeping, issue, and turn-in of all government property. Under supervision of the AI, the S-4 determines supply requirements; maintains a running inventory of property; requisitions, procures, and stores supplies; collects and disposes of excess and salvages equipment and clothing. The S-4 supervises the activities of the Battalion Supply Sergeant. Specific duties include:

- (1) Maintains JUMS data base with all supply inputs.
- (2) Insures all enrolled cadets have updated supply inventory sheets and they are signed by cadets and parents.
- (3) Conducts monthly cyclic inventories of supplies and equipment and informs AI of any discrepancies.
- (4) Maintains the supply room in a neat and orderly fashion.
- (5) Ensures adequate cleaning materials are on hand and available for use.
- (6) Maintain the Master Weapons Assignment Chart.
- (7) Prepare and issue individual Weapons Cards.
- (8) Ensure compliance with Junior ROTC Security SOP for issue, turn-in, and storage of weapons.
- (9) Conduct weekly inspections of weapons for serviceability, tag any unserviceable weapons, and reporting the status to the AI.
- (10) Keeps the arms room in a high state of police.

g. **Battalion Civil Affairs Officer (S-5):** The Battalion S-5 is the “spokesperson” of the cadet corps. The S-5 is the contact between the corps and all of the representatives of the student body, the faculty, and the local news media. The officer/NCO must be alert to assure that the many Junior ROTC activities are publicized in such a way to create the best image of the cadet corps and Pine Grove Area High School. Specific duties include:

- (1) Prepare and distribute news releases to all elements of the local media. News releases will be prepared on all Junior ROTC activities such as the Military Ball, Command Inspection, and Junior ROTC participation in any school or community function.
- (2) Maintain the display case outside the Junior ROTC classroom with articles of Interest from the previous month or upcoming events.
- (3) Maintain the historical record of events of the Junior ROTC program at Pine Grove Area High School. Copies of all news articles, photographs, and other items of information pertaining to the corps will be included in the record.
- (4) Ensure all articles for release to news media have been approved by the SAI.
- (5) Take pictures/video of cadets at all Junior ROTC functions.

h. **Battalion Command Sergeant Major:** The Battalion CSM is the senior enlisted member of the cadet corps. As such, the CSM supervises the other enlisted members of the battalion and is

responsible to the Battalion Commander. The CSM assists the Battalion Commander and Staff and advises them on all matters pertaining to enlisted cadets. Specific duties include:

- (1) Coordinate with SAI and AI while putting together CSM notes for the battalion enlisted and insures its updated weekly.
- (2) Report to the Battalion Commander any instances of lack of interest during training, lack of respect for the Colors, or any other detrimental information concerning the Color Guard and/or the cadet corps.
- (3) Directly supervise the Battalion Staff Noncommissioned Officers to be sure they are properly fulfilling their responsibilities.
- (4) Call cadence at parades and reviews.
- (5) Brings the staff meeting to attention prior to the commanders arrival and departure.

7-4 Company Officers

a. **Company Commander:** The Company Commander is responsible to the Battalion Commander for everything their company does or fails to do. The officer keeps the Battalion Commander advised of the status of training of his company, and especially of any areas where additional or make-up training is required. The commander ensures that their subordinate leaders are prepared for training on the drill field and supervises the training to ensure that it is conducted correctly. The Company Commander is the production person. They get things done. The commander's job is not finished when they tell a member of their company to do something. The "telling" is the easiest and smallest part of the task. As Company Commander, they must provide the why, when, and how to accomplish the mission. They must check and inspect to ensure that what they want done is being accomplished. A good Company Commander is an outstanding leader with plenty of initiative. Rather than waiting for someone to tell them what to do, a Company Commander must think ahead and plan what they believe is best for their unit. This position is one of the most difficult in the battalion, but you have plenty of help in your company. Keep the members informed and use them to solve your problems and accomplish your mission. Specific duties include:

- (1) Command your company at all formations.
- (2) Keep your XO informed, and ensure that they can assume control in your absence.
- (3) Make on-the-spot corrections and, at the same time, be sure that all members of your company understand and comply with cadet regulations.
- (4) Ensure members of your company know and use the chain of command.
- (5) Take an interest in the problems of your cadets and make an effort to assist them.
- (6) Make each cadet an effective member of your company.
- (7) Conduct effective training for members of your company.
- (8) Execute the orders of the Battalion Commander.
- (9) Seek advice when you encounter a problem you can't solve. First, ask the Battalion Commander, if not resolved, discuss the problem with the SAI/AI.

b. **Company Executive Officer:** The Company XO assists the Company Commander in the training of the company and performs such administrative duties as designated by the Company

Commander. They should be well versed in all of the functions of command, and be prepared to assume command of the company during the absence of the Company Commander. They must be capable of conducting drill and also functions as the supply officer and training officer for the company.

c. **Platoon Leader:** The Platoon Leader's responsibilities to the Company Commander are the same as the Company Commander's responsibilities to the Battalion Commander. Specific duties include:

- (1) Organize and maintain an effective chain of command in your platoon. Be sure that all cadets know and understand where they fit in the chain of command.
- (2) Use the chain of command to accomplish all assigned tasks. Specifically, coordinate with the Platoon Sergeants and Squad Leaders.
- (3) Learn the names of all the cadets in your platoon, and use their names when addressing individual cadets.
- (4) Conduct an informal inspection of your platoon.
- (5) Emphasize personal appearance and cleanliness.
- (6) Assign a subordinate to conduct instruction for those not proficient in drill.
- (7) Ensure that all members of your platoon have their authorized clothing and equipment, and that it is being maintained as prescribed.
- (8) Be thoroughly familiar with all cadet regulations.
- (9) If a member of your platoon asks a question and you don't know the answer, get the answer to the question. At the next formation, inform the entire platoon of the question and the answer.
- (10) Enforce all orders from the Company Commander.
- (11) Do not complain or "gripe", especially in the presence of your subordinates.
- (12) Ensure that the Platoon Sergeant forms the platoon properly in the prescribed area at the appointed time.
- (13) Develop a spirit of teamwork in your platoon so that you will get willing obedience, cooperation, and respect.
- (14) You must have a thorough knowledge of all phases of drill. FM 3-21.5 is your "bible" for drill. You must be able to supervise or conduct squad and platoon drill. If you are the senior officer present, you must be able to conduct company drill.
- (15) Make every effort to resolve all leadership, training, and disciplinary problems at the platoon level.
- (16) The success achieved by the battalion depends in a large part upon the Platoon Leaders. Set a high standard of personal appearance and duty, and demand that all of your cadets meet high standards.

7-5 Company Noncommissioned Officers

a. **Company First Sergeant:** The Company First Sergeant is the senior enlisted member of the company. He is responsible to the Company Commander for forming the company and taking the report. Specific duties include:

- (1) Responsibility for the initial formation and alignment of the company.

- (2) Receive absentee reports from the Platoon Sergeant and reports them to the Company Commander.
- (3) Ensure all cadets of the company are properly uniformed.
- (4) Assist the Company Commander and Company XO as directed.
- (5) Must be thoroughly familiar with all phases of drill and ceremonies.
- (6) Assume command of the company in the absence of all cadet commissioned officers.

b. **Platoon Sergeant:** The Platoon Sergeant is the first supervisor above the Squad Leader in the chain of command. They work directly with the Squad Leaders and the First Sergeant. The Platoon Sergeant must set the example. The primary concern of the Platoon Sergeant is the training of the platoon and supervising the Squad Leaders. They are responsible for the formation of the platoon in the absence of the Platoon Leader and must be thoroughly familiar with all aspects of platoon and company drill. Specific duties include:

- (1) Enforce the orders and instructions of the Platoon Leader.
- (2) Supervise the Squad Leaders.
- (3) Form the platoon in the prescribed area at the appointed time.
- (4) Know and follow the correct procedure for forming the platoon and receiving the report from the Squad Leaders.
- (5) Develop a spirit of teamwork and respect from each member of the platoon.
- (6) Conduct drill and ceremonies as outlined in the FM 3-21.5.
- (7) Know and require all members of the platoon to know the Junior ROTC regulations for the Pine Grove Area High School Cadet Corps.
- (8) Assume command of the platoon during the absence of the Platoon Leader.

c. **Squad Leader:** In the classroom, or on the drill field, the success of the unit depends on you. Since you are responsible for a squad of cadets, you have a demanding responsibility. You must set the example at all times, and must convince the other members of your squad that you are the most capable member of the squad. The success of the squad, platoon, company depends upon your performance of duty as a squad leader. Specific duties include:

- (1) Proper formation of the squad.
- (2) Submit absentee report to the Platoon Sergeant.
- (3) Assist in the training of the squad.
- (4) Be thoroughly familiar with squad and platoon drill.
- (5) Inspect the personal appearance of each squad member.
- (6) Inspect each cadet for authorized clothing and equipment and ensure that each is being properly maintained.
- (7) Report to your Platoon Sergeant any loss or damage to school or government equipment.
- (8) Establish a chain of command within your squad.
- (9) Assist members of your squad who may be having difficulty with drill or any other subject.
- (10) Report to your Platoon Sergeant any failure by a squad member to obey orders.

(11) Ensure that cadets learn what is expected of them, does what is expected, and conducts him or her as you expect.

(12) **Drill Team Commander:** Containing an elite group of cadets, this special team competes with other local schools to earn awards for their knowledge and precise execution of drill, both armed and unarmed, regulation as well as exhibition drill. The commander holds various. Specific duties include:

- (1) Recruit, train and organize members
- (2) Schedule team practices.
- (3) Coordinate uniform and weapon requirements with the S-4
- (4) Be thoroughly familiar with the FM 3-21.5 Drill and Ceremonies
- (5) Compete in local, league, and brigade level competitions.

(13) **Color Guard Commander:** Consisting of up to 7 cadets, this special team competes with drill team against other local Junior ROTC programs to earn awards for their knowledge and precise execution of drill. The commander holds various ranks of Master Sergeant. Specific duties include:

- (1) Recruit and train members
- (2) Represent the Cadet Battalion at all competitions and activities.
- (3) Coordinate uniform, flag, and weapon requirements with the S-4.
- (4) Inspect uniform and personal appearance of color guard members.
- (5) Be thoroughly familiar with the FM 3-21.5 Drill and Ceremonies.
- (6) Compete in local, league, and AC-Dix level competitions.

(14) **Rifle Marksmanship Team Commander (RMT)**

The primary duties of the Rifle Team Commander are to:

- (1) Recruit members and organize the cadet Rifle Marksmanship Team.
- (2) Organize the training schedule for the Rifle Marksmanship Team.
- (3) Schedule matches/competitions for the Rifle Marksmanship Team; coordinate these activities with the S-3 and the cadet battalion training schedule.
- (4) Maintain the JROTC rifle range.
- (5) Be responsible for the security and maintenance of the JROTC air rifles.
- (6) Develop the rifle marksmanship program for the cadet battalion.
- (7) Coordinate weapon requirements with the S-4.

Section III. Leadership Summary

7-6 Leadership Traits

Leadership traits are distinguishing personal qualities that, if demonstrated in daily activities, help the commander earn the respect, confidence, willing obedience, and loyal cooperation of their cadets. The attitude of cadets toward their leaders is greatly influenced by the personal qualities the leader demonstrates. The traits demonstrated by a leader directly affect the behavior of their cadets and their willingness to accomplish a mission. The following is a list of the 14 leadership traits and their definitions:

1. **BEARING** Definition. Creating a favorable impression in carriage, appearance, and personal conduct at all times.
2. **COURAGE** Definition. Courage is a mental quality that recognizes fear of danger or criticism, but enables a soldier to proceed in the face of it with calmness and firmness.
3. **DECISIVENESS** Definition. Ability to make decisions promptly and to announce them in a clear, forceful manner.
4. **DEPENDABILITY** Definition. The certainty of proper performance of duty.
5. **ENDURANCE** Definition. The mental and physical stamina measured by the ability to withstand pain, fatigue, stress, and hardship
6. **ENTHUSIASM** Definition. The display of sincere interest and exuberance in the performance of duty
7. **INITIATIVE** Definition. Taking action in the absence of orders.
8. **INTEGRITY** Definition. Uprightness of character and soundness of moral principles. The quality of truthfulness and honesty.
9. **JUDGMENT** Definition. The ability to weigh facts and possible courses of action in order to make sound decisions.
10. **JUSTICE** Definition. Giving reward and punishment according to the merits of the case in question. The ability to administer a system of rewards and punishments impartially and consistently.
11. **KNOWLEDGE**
 1. Definition. Understanding of a science or an art. The range of one's information, including professional knowledge and an understanding of your soldiers.
12. **LOYALTY** Definition. The quality of faithfulness to country, the Corps, and unit, and to one's seniors, subordinates, and peers.
13. **TACT** Definition. The ability to deal with others without creating hostility.
14. **UNSELFISHNESS** Definition. Avoidance of providing for one's own comfort and personal advancement at the expense of others.

7-7 Self-Evaluation It is essential that a good leader know oneself. To know oneself, it is important to make an honest and objective self-evaluation that will allow one to take advantage of their strong traits, and strengthen the weak ones.

7-8 Leadership Principles

The 11 principles of leadership have long been the foundation of military leadership doctrine. They have stood the test of time and have guided the conduct and action of successful leaders of both past and present. Knowledge of these principles and of basic human nature will help you be a leader in any situation. The following is a list of the 11 Principles of Leadership.

Principle #1 – Know Yourself and Seek Self Improvement

Develop a plan to keep your strengths and improve on your weaknesses.

Principle #2 – Be Technically Proficient

Not only do we know our duties and responsibilities, we know all those of our team members, and we look to our leaders and concern ourselves with learning their duties and responsibilities.

Principle #3 – Seek Responsibility and Take Responsibility for Your Actions

We are not satisfied with performing just our duties to the best of our abilities, we look to grow and seek further challenges, and always, when in charge, accept the consequences of our decisions, absorb the negative and pass on the praises.

Principle #4 – Make Sound and Timely Decisions

Leaders must be able to reason under the most critical condition and decide quickly what action to take.

Principle #5 – Set the Example

No aspect of leadership is more powerful. Our personal example affects people more than any amount of instruction or form of discipline. We are the role model.

Principle #6 – Know Your Personnel and Look Out for Their Well Being

Leaders must know and understand those being led. When individuals trust you, they will willingly work to help accomplish any mission.

Principle #7 – Keep Your Followers Informed

Our team members expect us to keep them informed, and where and when possible, to explain the reasons behind requirements and decisions. Information encourages initiative, improves teamwork and enhances morale.

Principle #8 – Develop A Sense of Responsibility In Your Followers

The members of a team will feel a sense of pride and responsibility when they successfully accomplish a new task given them. When we delegate responsibility to our followers, we are indicating that we trust them.

Principle #9 – Ensure Each Task is Understood, Supervised and Accomplished

Team members must know the standard. Supervising lets us know the task is understood and lets our team members know we care about mission accomplishment and about them.

Principle #10 – Build A Team

Leaders develop a team spirit that motivates team members to work with confidence and competence. Because mission accomplishment is based on teamwork, it is evident the better the team, the better the team will perform the task.

Principle #11 – Employ Your Team In Accordance With Its Capabilities

A leader must use sound judgment when employing the team. Failure is not an option. By employing the team properly, we insure mission accomplishment

CHAPTER 8

JROTC Cadet Safety and Civilian Marksmanship Program

Section I. General

8-1 Marksmanship Qualification Awards

Junior ROTC cadets who participate in air rifle marksmanship instruction are eligible to earn qualification badges. The badges designate three qualification levels, Marksman, Sharpshooter, and Expert. The Expert badge is the highest ranking and most difficult to earn. The badges signify that the cadets who earn them have demonstrated the knowledge and skill to handle air rifles safely and have demonstrated the knowledge and skills to achieve required scores in qualification firing tests. Junior ROTC cadets are authorized to wear marksmanship qualification badges on their Class A or Class B uniforms. Cadets must qualify each school year to continue wearing their qualification badge.

8-2 Qualification Course Standards

The following standards apply to the conduct of air rifle qualification firing:

- a. Rifles. Air rifle qualification firing must be done with the sporter-class rifles the Daisy M853/953 series rifle, issued by the US Army.
- b. Distance. Air rifle qualification firing must be done at a distance of 10 meters (33 feet).
- c. Targets. Air rifle qualification firing will be done using AR-1 competition targets.

8-3 Integration with JROTC Marksmanship Curriculum

Cadets must receive marksmanship instruction before they attempt qualification firing. The marksmanship qualification standards and procedures are designed for qualification firing to be done in conjunction with the teaching of Unit 7 in the Army JROTC curriculum. All cadets that participate in air rifle marksmanship will complete Lesson2/Unit 7 of the curriculum and pass the cadet examination with a score of 100%. A roster with the names of all cadets who are “marksmanship qualified” will be maintained in the office. Each cadet will sign the cadet safety pledge, ensuring a basic understanding of range safety procedures.

8-4 Qualification Scores

To receive a qualification badge, cadets must attain the following scores in qualification firing that is supervised by the AI or SAI.

Qualification	Firing	Air Rifle
Badge	Positions	AR-1
	Target	
Marksman	10 shots standing	150-
	10 shots prone	180
	10 shots kneeling	
Sharpshooter	10 shots standing	181-
	10 shots prone	230
	10 shots kneeling	
Expert	10 shots prone	231-
	10 shots standing	300
	10 shots kneeling	

8-5 Qualification Firing Procedures.

The AI or SAI will designate the times when cadets may conduct qualification firing. Cadets will be given multiple opportunities to fire qualifying scores.

- a. To earn any of the marksmanship badges, the cadet must fire in all three positions. The cadet will be allowed 10 minutes and three shots to verify their zero between each firing position.

Section II. Rifle Range Regulations

8-6 Safety

The paramount consideration in the conduct of range firing is your safety. You will hear instructors continuously calling the attention of all firing groups to the safety regulations. Range firing can be a great deal of fun if everyone follows the few simple safety rules. If these rules are not followed, the range session becomes a chore and, in the worst case, someone could be seriously, or even fatally, injured. All safety rules and SOP contained in CCR 145-2 will be followed.

8-7 Regulations

These range regulations are few and simple, but very important. Know them and abide by them at all times when on the range.

- a. Either the SAI or AI will supervise cadets when using the rifle range. Groups to fire will not enter the range unless accompanied by that member.
- b. Cadets firing an exercise will keep the weapon pointed down range until the exercise is terminated and the Safety Officer SAI clears the weapon.
- c. The bolts of the weapons will be open, and the chamber of the weapons clear at all times and the CBI inserted, unless the Safety Officer has cleared the range and has issued instructions to those firing to proceed with the designated firing exercise.
- d. The range area will be maintained in a superior state of police. Before leaving the range, the Safety Officer will inspect the range to assure that it meets the proper standards of police.

e. The range will only be used under the control of the SAI or AI.

Section III. Firing Procedures and Commands

8-8 General

The range officer is the SAI or AI and will conduct the firing activity on the range. One of these personnel will be on the range with the cadets at all times without exception. To begin a range activity, the range officer designates the shooters who will use the firing points and instructs them to move their equipment to the firing line and take their shooting positions. When air rifles are brought to the range, their muzzles must be pointed upward or down range, their bolt must be open, CBI (Clear Barrel Indicator) inserted and the rifles must be unloaded. After the shooters get into their shooting positions and are ready to begin firing, the range officer gives a series of commands to start and stop firing.

- a. **PREPARE:** upon this command, Cadets get into their required shooting position, remove the CBI (Clear Barrel Indicator) and prepare for the next command.
- b. **LOAD.** Then the shooters may cock their rifles and insert a pellet in them. It is a serious offense to load a rifle on the range before the command LOAD is given.
- c. **START.** The next command tells the shooters that they can begin to aim and fire at their targets. No one may fire a shot until this command is given, even if the command LOAD has been given.
- d. **STOP.** When shooting is finished, the range officer commands STOP. If the command STOP is given during firing, every shooter must immediately stop firing, open the bolt on their rifles and wait for further instructions. No one is authorized to fire a shot after the command STOP is given. The range officer or any other person on the range can command STOP if they become aware of a dangerous or unsafe condition.
- e. **UNLOAD.** If anyone on the range has a loaded air rifle after the command STOP is given, they must notify the range officer by raising their hand or calling out "Loaded rifle." The instructor will then give directions for unloading any loaded rifles. Loaded air rifles are normally unloaded by firing the rifle at a target trap.
- f. After firing is completed the range officer will check each rifle to be sure it is unloaded, the action is open, the safety is on and the CBI is in the barrel. When that check is completed, the range officer will instruct the shooters on the firing line so the next group of shooters can move up to the firing line.

Section IV. Marksmanship and Range Safety

8-9 General

Safety is paramount in the conduct of all forms of marksmanship training (e.g. preliminary, familiarization, qualification, and competitive firing). Firearms in the hands of untrained people are dangerous and may easily result in a serious or fatal injury. Safety applies before, during, and after firing.

- a. Any person who observes an unsafe act, either on or off the range, will immediately report the violation to the officer in charge.
- b. All weapons will be cleared, CBI's inserted and inspected by JROTC instructor personnel before and after use.
- c. Any cadet who performs an unsafe act will be removed from the rifle range and will no longer fire on the range.

8-10 Issue and Handling of Marksmanship Weapons

- a. At all times during the issue of marksmanship weapons, a member of the military cadre will be present.
- b. When a weapon is issued to an individual cadet, the cadre member will ensure that the weapon is cleared and the bolt is open and CBI is in place. The receiving individual will ensure that the weapon is cleared by visually inspecting the chamber.
- c. Individuals handling weapons will keep the muzzle pointed up in the air and/or away from individuals.
- d. No aiming, dry firing, or position work will be conducted outside the firing area.
- e. Ammunition will be issued only on the firing range. The cadre will maintain a strict accountability of ammunition. All unused ammunition will be turned in and accounted for by the cadre. A member of the military cadre will maintain visual control of the ammunition at all times.
- f. All personnel engaged in marksmanship training will receive a safety briefing at the start of each period of instruction.

8-11 Turn-in of Marksmanship Weapons

- a. The SAI or AI will clear all weapons before they are removed from the firing line.
- b. The weapons will be returned to the arms room with the bolts open and CBI in place. The CBI's must be removed prior to storage of the air rifles in their respective weapons racks. Failure to remove CBI causes undo strain on the cocking mechanism.

8-12 Shooting Safety

The most important principles the beginning shooter should learn are those concerning safety. Therefore, before any individual is exposed to the use of firearms, they must fully be aware of the rules listed below.

- (1) Treat each air rifle as if it is loaded.

- (2) Follow all commands given by the range officer.
- (3) Always hold the weapon so that it is pointed in a safe direction. This is usually in the air or down range .
- (4) Be sure of your target before you shoot.
- (5) Be sure of your backstop.
- (6) Never point a gun at anything other than the target.
- (7) Do not climb trees or fences with a loaded gun.
- (8) Shooting at flat, hard surfaces and water causes ricochets. Never shoot at those targets
- (9) Do not handle or use a weapon while under the influence of alcohol and/or drugs.

Additional Safety Rules

- (1) Target. Shoot only at the target designated for you. Be sure your target is properly placed in front of a target trap. Shooting at any object on a range besides your own target is strictly forbidden.
- (2) Loading. Air rifle muzzles must remain pointed downrange or upward whenever the rifle is cocked and loaded. Special care must be taken to assure that a rifle muzzle is never allowed to point at a neighboring shooter or to any area behind the firing line during cocking and loading.
- (3) Going downrange. Whenever it is necessary for someone to go forward of the firing line to place or retrieve a target or for any reason, all rifle actions must be opened CBI's in place and rifles placed on the ground . No one should go forward of the firing line until authorized to do so by the range officer and no one should handle rifles while anyone is in front of the firing line.
- (4) Treat every rifle as if it were loaded. This is the ultimate rifle safety rule. Even if you are sure your rifle is unloaded and, if a range officer has checked it, treats the rifle as if it were loaded. Be sure it is never pointed at another person.

CHAPTER 9

Recruiting and Publicity Program

9-1 Purpose

To inform the general public and students of the purpose, scope, objectives, and benefits of the Junior ROTC program at Pine Grove Area High School.

9-2 Responsibility

The Cadet Battalion S-5 is responsible for recruiting and the public information program.

9-3 Scope

To promote Junior ROTC activities and recruitment at Pine Grove Area High School, the following programs have been instituted.

- a. Close coordination maintained with the Pine Grove Area High School and Middle School guidance counselors on the benefits of the program, curriculum content, objectives, recruiting material, and scholarship material.
- b. Public performance by the Corps of Cadets in support of the Junior ROTC program will include, but not be limited to, the following:
 - (1) Gratz Fair
 - (2) Veterans Day ceremonies
 - (3) Memorial Day ceremonies
 - (4) Color Guard performances
 - (5) Flag Raising ceremonies
 - (6) Annual Open House
 - (7) Drill Team Performances
 - (8) Military Ball and Awards Ceremony
 - (9) Local Parades
 - (10) High School Homecoming
 - (11) High School Graduation
 - (12) Award Ceremonies
 - (13) Special trips, such as Arlington National Cemetery
 - a. Letter to parents of 8th grade students and high school student who are not enrolled in the JROTC program at the time of curriculum scheduling.
 - b. SAI/AI/cadet presentation using Flag presentation curriculum thru Cadet Command to 8th grade students prior to spring scheduling for enrollment in 9th grade classes.
 - c. Descriptive brochure of JROTC program to parents of 8th grade students.
 - d. Liaison visits to local Armed Forces Recruiters, Reserve units, and PAANG units on a continuing basis.
 - e. News media coverage, as a minimum, through:
 - (1) Press Herald newspaper
 - (2) Pottsville Republican newspaper
 - (3) Citizen-Standard newspaper
 - (4) Senior Year Book
 - f. Cadet attendance at special functions.
 - g. The Recruiting Ribbon (N-4-3) will be presented to cadets that recruit a new member in the Pine Grove Junior ROTC program. (See Chapter 6, JROTC Awards).
 - h. Cadet participation in community service activities.
 - i. Incentives given to cadets for recruitment of new cadets.
 1. One recruit = a recruiting badge
 2. 3 recruits = two pizza coupon