



Camden County High School's



2021/2022



UNITED STATES COAST GUARD JUNIOR RESERVE OFFICER TRAINING CORPS (CG JROTC) CADET HANDBOOK

Camden County/Camden Early College High School USCG JROTC
103 US 158 West
Camden, NC 27921
(252) 338-0114

From: Senior Maritime Science Instructor (SMSI), CCHS/CECHS

To: Camden County/Camden Early College High School USCG JROTC Cadets

Subject: **CADET STANDARD OPERATING PROCEDURES (SOP) HANDBOOK**

1. As members of the Camden County USCG JROTC, you are expected to conform to high standards of military bearing, appearance, customs and courtesies. These standards are higher than those expected of the general school population and are, in part, what makes this a distinctive organization. Your willingness to conform to these standards will directly affect your success and the overall success of the unit.

2. This handbook contains general rules, regulations and procedures that apply to our unit. It cannot possibly provide detailed instructions for every situation, but rather should serve as a guide or set of minimum requirements. If/when situations arise that are not covered by this document; **cadets are expected to use initiative, good judgment and common sense**, and direction from the unit instructors.

3. Contents:

Cover	page 1
Introduction & Program Requirements	page 3
Classroom (Rituals & Routines) procedures	page 3
Uniform and Appearance Standards	page 6
Uniform Care Instructions	page 8
Uniform Issue and Turn-in Procedures	page 8
Custom and Courtesies	page 8
Awards Criteria	page 9
Physical/Medical Requirements	page 9
Competitions/Field Trips/Special Events	page 10
Promotions/Advancements	page 11
Cadet Officer & Team Captain Responsibilities	page 11
General Cadet Contract and Agreement	page 17
Transportation Officer Questionnaire	page 18

PROGRAM REQUIREMENTS

The USCG JROTC is a year-long commitment. All cadets, must enroll in and attend Wednesday morning Uniform Inspections to remain active in the program and eligible for JROTC activities.

Each Wednesday morning throughout the entire school year will consist of a graded uniform inspection from 0700-0800. Additionally, cadets will enroll in one JROTC academic course per year (MS1, MS2, MS3, MS4). The academic courses are semester-long classes and meet Monday through Friday for 90 minutes with Physical Training (PT) being conducted on Fridays. Exceptions to the enrollment process for the JROTC academic courses are made on a case by case basis. Additional drill, practice sessions and meetings may be required for competition teams, leadership events/initiatives, and fund raising. Below is the typical Wednesday morning schedule:

Wednesday: 0700-0800 **Required** Uniform Inspection

Thursday: (0700-0800 Staff meeting for Cadre)

CLASSROOM PROCEDURES (Rituals and Routines)

These rituals and routines are designed to:

- Enhance the learning experience.
- Stress self-discipline, self-confidence, teamwork, leadership, and organization.

UNIFORM INSPECTION WEDNESDAYS ROUTINE

1. All cadets must report to the JROTC classroom no later than 0700. There is no early school bus, so **cadets must arrange their own transportation**. The JROTC Company will maintain a car pool program administered by the Cadet Deputy Company Commander. If you need a ride, you must provide your own or coordinate with the Deputy Company Commander. **There are no excused absences!** *It is the individual cadet's responsibility to find a way to attend uniform inspections!*

2. Cadets will be assigned to platoons. In these platoons, and after uniform inspections are complete, cadets will practice marching drill and participate in leadership instruction/activities led and graded by senior cadets under the supervision of the Maritime Science Instructors. Cadets are released at 0755, **if** school breakfast is served at that time, otherwise release will be at 0800.

3. Every cadet can expect to compete in at least one drill competition per year. Cadets are highly encouraged to **volunteer** for competition teams other than their one required competition.

4. Uniform inspections are graded by senior cadets under supervision of the Maritime Science Instructors. Grading criteria is explained in more detail, later in this document.

DAILY CLASSROOM ROUTINE

1. Prior to the ringing of the tardy bell, cadets will turn off their personal electronic devices, place them in the holding box, and then stand at “**parade rest**” behind their desk with their notebooks placed neatly in front of or below their desk.
2. When the period commences, the SMSI/MSI will call, " Attention to Muster" and take attendance. Cadets will stand at attention and maintain silence during (roll call) muster. When a cadet's name is called, the proper response is, a loud "Present, sir or ma' am".
3. Following muster, the SMSI/MSI will call “seats.” All cadets will respond with “seats, aye aye sir or ma’am” and will quietly sit in their assigned seats.
4. Cadets are to sit properly in their assigned seat. Chairs/desks will remain with **all four legs on the deck** at all times. Cadets' feet will remain on the deck. Books and supplies are to be stowed neatly. No drinks, gum or food are to be brought into the classroom, with the exception of water when authorized by the instructor.
5. Cadets are responsible for providing all needed classroom supplies including; pencils, pens, paper, planner/calendar, etc.
6. No headgear is to be worn inside the CG JROTC classroom (except when under arms in uniform).
7. Sleeping is not allowed in class at any time. If your head is down on the desk, you are considered to be sleeping. If you get drowsy, stand up in back of the room to stay awake (you don't have to ask permission for this).
8. Cadets are required to remain attentive, take notes, complete reading assignments/homework, and complete tests and quizzes on the Maritime Science curriculum. It is each cadet's responsibility to make-up missed course work due to absences.
9. Grades are based on classroom academics, leadership, uniform inspections, and community service. Grades for JROTC classes will be weighted as follows:

Maritime Science classes are broken into two sections: academics and leadership.

Academics: (30% of the overall grade)
Leadership: (30% of the overall grade)
Wednesday Uniform Inspections: (30% of the overall grade)
Community Service: (10% of the overall grade)
Everything discussed, lectured, practiced, or reviewed is testable.

Each cadet must complete 20 community service hours during the school year, a minimum of 5 hours must be completed in each of the four school quarters.

**Regardless of the total number of hours compiled, cadets are required to accumulate 5 hours per quarter.

Absences at uniform inspections will be counted as zero for that day. Similarly, tardiness to uniform inspections will result in point deductions for that day.

10. Final grades will follow the CCHS and CECHS grading policy as discussed in the student hand book: 90% -100% = A; 80%-90% = B; 70%-80% = C; 60%-70% = D; below 60% = F.

11. USCG JROTC cadets must maintain proper grooming and conduct standards in order to receive a passing grade. The JROTC requires cadets to wear the prescribed uniform and meet specific grooming and conduct standards. Failure to comply with these standards will result in a failing grade.

12. The Maritime Science Instructors and cadet staff office space is for official business only. Cadets may enter the space only on official business or when requested by the SMSI/MSI. To enter the office space, **KNOCK three times; MAKE YOUR REQUEST; ENTER ONLY WHEN DIRECTED.**

13. Supply, Armory, and Administration spaces are for official business only. Cadets may only enter for the purpose of conducting unit business. There will be no admittance of non JROTC students in these spaces without prior permission from an instructor.

14. The use of electronic devices of any kind in the classroom is determined by the instructor. When electronic devices are permitted, they will be used for **instructional purposes only** (no unauthorized games, texting, web surfing etc.). The JROTC follows the CCHS and CECHS policies on cell phones, smart phones etc.

15. When the SMSI enters the classroom, the first cadet who sees the adult will call, "attention on deck", loud and clear. The exception to this is when cadets are in the middle of a lecture, assignment, or instruction.

16. With the consent of the SMSI/MSI, the JROTC classroom may be used by members of the unit cadre and any cadet they are tutoring or working with after school. **It will not be used as a lounge.** Classroom electronics are for instructional use ONLY. Cadets may use them ONLY with the permission of the SMSI/MSI for classroom assignments etc. Computers in the staff office (not the instructor's computers) may be used with permission for instructional purposes & JROTC business. The Senior Cadet present is responsible for conduct of cadets in the spaces and for cleanliness of the spaces.

17. All rules contained in the CCHS and CECHS student handbooks will be strictly enforced.

18. The following are expected of all cadets in the USCG JROTC. Failure to comply will result in disciplinary action. **All cadets shall:**

- a. Follow all school rules and regulations. We lead by example.
- b. Do not leave personal items in any JROTC space without instructor approval.
- c. Meet deadlines promptly. Missing deadlines is disrespectful, causes severe problems for the unit and may affect a cadet's ability to participate. Missing deadlines will also have an adverse effect on grades, promotion/advancements, and/or awards.

19. There are some minimal non-reimbursable costs inevitably associated with being a member of the JROTC. There will be a one-time \$25.00 uniform accessory fee for each participating cadet. This fee will cover; name tags, ODU t-shirt, and ball cap. Individual cadets must provide their own uniform alterations, white “V” neck undershirts and black socks. From time to time there may be some activity costs such as attendance at leadership academy, certain field trips etc. In coordination with the school, the U.S. Coast Guard, and through JROTC fund raising, we will attempt to minimize costs as much as possible. If a cadet is experiencing difficulty with expenses, they should consult the instructors to work on a solution. The goal of this program is to be as inclusive as possible, and we will make every effort to ensure every interested student that is willing to adhere to JROTC standards is given the opportunity to participate.

UNIFORM AND APPEARANCE STANDARDS

1. As a cadet in JROTC, you are required to wear a CGJROTC uniform once a week. You are responsible for keeping your uniform neat, clean, and professional and wearing it according to all given regulations. A neat, clean uniform shows that you are disciplined, professional, and responsible. It is reflective of yourself as a cadet and your accomplishments. A uniform is a poster for all that you have done in JROTC; along with your rank, you may display all ribbons, medals, and badges you have earned. Wear your uniform with pride and make a professional military image.

2. Cadets will be expected to wear their uniform at least once a week at inspection. Wearing the uniform is graded.

3. The JROTC uniform and grooming standards are described in the JROTC Cadet Field Manual (CFM). The SMSI will determine details and interpretations specific to the JROTC where they depart from either USCG Uniform Regulations or the CFM.

4. The following applies to the issue, wear, and responsibility for JROTC uniforms:

a. Uniform Issue: (Name tags, ODU t-shirts and ball caps will be provided for the \$25.00 accessory fee and these items will belong to the cadets)

Each cadet will be loaned all uniform articles except underclothing, black socks, and “accessories.” Cadets will be issued a clean uniform and are expected to maintain this uniform in a clean, neat condition. Each cadet will sign an issue form upon receipt of uniform articles. Each cadet will ensure that this form is an accurate inventory of what they have; the Cadet Supply Officer will keep it on file and the individual cadet will be responsible for all items (or the cost of same) issued. Each cadet is responsible for over \$500.00 worth of uniform items.

b. Proper Wear:

- Always wear a complete uniform.
- **Uniform will be worn the entire inspection day** (see below for exceptions.)

- Covers will not be worn while indoors except for personnel inspections, ceremonies and when under arms.
- Cadets may not wear non uniform items with the uniform.
- No articles such as pencils, combs, and buttons shall be exposed when in uniform.
- Jewelry, watches, rings, earrings, hairstyles, and haircuts shall conform to JROTC regulations.
- No facial hair is authorized, except for mustaches (refer to CFM.)
- Some school activities may require members to change out of the JROTC uniform and to wear special attire to participate in a particular activity, i.e., physical training, science experiments, Health Science labs. If your participation in such an event conflicts with wearing of the JROTC uniform, you may change out **just for that class/activity**, and then you must change back into the JROTC uniform when the class/activity is complete. If the class/activity takes place 4th period, you need not change back into uniform.
- Any special request to change out of uniform must be authorized by the SMSI/MSI via the chain of command beforehand. We **may** make exceptions on a case-by-case basis and you will be required to follow the uniform change-out request process.
- When the foul weather parka or windbreaker is worn, it must be **zipped up 2/3's**. It may be removed indoors.
- Keep hands out of your pockets and **do not** chew gum when in uniform.
- When **walking or marching** in uniform cadets are not to engage in eating or drinking, other than drinking at a water fountain.
- Headphones are not allowed while in uniform unless seated at a desk with the permission of the teacher/instructor.

c. Uniform Inspections:

- Uniform inspections will be held on Wednesday mornings.
- Uniform inspections are graded. A perfect uniform inspection is worth 100 points. There will be a 10-point deduction made for each discrepancy, ALL discrepancies will be recorded.
- Point deductions for improper wearing of the uniform are not limited to the inspection. Additional deductions may be assessed at any time during the school day. **Cadets that change out of uniform without proper authorization will receive a zero for that week's inspection.**
- Individual uniform discrepancies that are repeated in back to back weeks or where a pattern of negligence is identified may result in an automatic zero for the total inspection score in any particular week. Cadets are expected to correct discrepancies and improve their overall uniform appearance from week to week.

IF A CADET IS ABSENT FROM SCHOOL ON UNIFORM DAY, THEY MUST WEAR THE UNIFORM ON THEIR FIRST DAY BACK TO SCHOOL TO GET CREDIT.

UNIFORM CARE INSTRUCTIONS

The uniform will always be worn in a meticulously clean condition. Your responsible care of all uniform items will ensure future cadets access to clean uniforms in excellent condition. Refer to the (CFM) for specific uniform care instructions.

Note: Upon final turn in, all uniform clothing items must be machine washed, ironed and turned in

UNIFORM ISSUE AND TURN-IN PROCEDURES

The following are guidelines for the initial uniform issue, and turn in of JROTC uniforms upon graduation/disenrollment from the JROTC:

1. Upon uniform issue, each cadet will be issued a custody document to be signed by parent or guardian and returned to the JROTC (Supply) as soon as possible.
2. Upon graduation/disenrollment from the CGJROTC, uniform items that are required to be turned in together and clean are:
 - a. ODU
 - b. Foul weather parka
 - c. Foul weather parka liner
 - d. Garrison cover
 - e. Insignia
 - f. Belt
 - g. Boots
3. It is important that you turn in your uniforms directly to the JROTC Instructors or the Supply Officer in order for your account to be cleared. Turning your uniforms in to the school office will not guarantee that your account will be properly cleared, (PUT YOUR NAME ON THE TURNED IN ITEMS)!
4. If a cadet's uniform has not been turned in, or the account is not properly cleared, his/her name will appear on the school's fines list. **High school diploma and transcripts will be withheld until all fines are cleared.**
5. Cadets are responsible for replacing missing or destroyed uniform items. Purchase prices for replacement items available in supply are listed on the supply room door.

CUSTOMS AND COURTESIES

1. Cadets shall address the instructors as Sir, or Ma'am, or in the case of officers at or above the rank of Commander/Lieutenant Colonel, by their rank. Cadets will address all enlisted service

members by their paygrade, i.e. “Petty Officer Jones, or “Master Chief” as appropriate. Cadets will use proper last names when addressing cadets, i.e. “Cadet Jones.”

2. When class is in session cadets are expected to raise their hand when asking a question.
3. Cadets are expected to sound off loudly and repeat all orders/directions when not in formation. For example, when given the command “seats”, cadets will respond "seats aye aye Sir or Ma'am".
4. Grooming standards are expected to be adhered to whenever in uniform or otherwise in the conduct of official JROTC business. The grooming standards are clearly outlined in the JROTC CFM and all cadets are to be familiar with them.
5. When in uniform, cadets are expected to render appropriate salutes (while outdoors) to active duty, reserve or retired officers, and all cadet officers. Salutes will be rendered to cadet officers in formation for drill, ceremonies and other official unit business (in or out of uniform).
6. Cadets are expected to greet instructors with a hearty "good morning/good afternoon, sir (Captain)" or “Master Chief” as appropriate, and a salute to officers when in uniform and outside. Do not pass the instructor without saying anything! This applies throughout the school campus.
7. Cadets are expected to wear their uniform properly THROUGHOUT the day on uniform inspection day. Instructions for how to wear the uniform are in the JROTC CFM.

AWARDS CRITERIA

1. Earning an award is a significant achievement. The USCG JROTC awards criteria are prescribed in the JROTC Cadet Field Manual (CFM). There are a number of awards that can be earned. Some are awarded in accordance with criteria contained in the CFM; others are awarded either by the SMSI/ MSI or by outside organizations to students identified as meriting the recognition afforded by an award for sustained superior performance.
2. USCG JROTC awards will normally be presented at unit formations or the annual awards ceremony.
3. Awards are to be worn in strict compliance with the instructions in the CFM.

PHYSICAL/MEDICAL REQUIREMENTS

The JROTC requires Physical Fitness Training (PT), and Drill. Certain JROTC competitions also require physical exertion beyond a normal academic classroom environment. The JROTC uses the Presidential Physical Fitness Challenge (PPFC) as the program standard. The JROTC curriculum also requires Drill which is marching with and without **Ceremonial** rifles. It should

be noted that Drill competitions and other JRTOC competitions have considerably greater physical requirements than basic Drill.

TO ENSURE A SAFE CO-CURRICULAR AND EXTRA-CURRICULAR ENVIRONMENT, A SPORTS MEDICAL EXAMINATION IS HIGHLY RECOMMENDED FOR ALL JROTC CADETS, AND IT IS **REQUIRED** FOR THOSE PARTICIPATING IN **RAIDER** COMPETITION.

IT IS VITAL THAT ANY CADET WITH A HISTORY OF ANY MEDICAL OR PHYSICAL CONDITIONS/LIMITATIONS NOTIFY THE SMSI/MSI IN WRITING OF THOSE LIMITATIONS. THIS INCLUDES A HISTORY OF EARLY CHILDHOOD ASTHMA, OR OTHER LUNG CONDITION, HEART CONDITION, PHYSICAL DISABILITY ETC. THE PARENT OR GUARDIAN SIGNATURE AT THE END OF THIS DOCUMENT WILL OTHERWISE CONSTITUTE PERMISSION FOR YOUR CADET TO PARTICIPATE IN THE JROTC'S NORMAL CURRICULAR PHYSICAL REQUIREMENTS, AND RELEASE OF MEDICAL LIABILITY TO THE SCHOOL, JROTC INSTRUCTORS, AND U. S. COAST GUARD.

COMPETITIONS/FIELD TRIPS/SPECIAL EVENTS

1. There will be some mandatory events during the year such as: memorial ceremonies, parades, community service projects, some field trips, and fund raising. Each of these activities will be designed to further the cadets' education in some way. The cadet's leadership grade will be impacted by failure to participate in mandatory events.
2. Participation on competition teams is voluntary, along with participation in some other special events. The types of competitions that exist include: Armed and Unarmed Drill Team, Raider, Color Guard, and Air Rifle. Other unit special events may include: physical fitness competitions, sporting events, and certain field trips etc. All voluntary events have eligibility requirements, and competition teams require extra practice.
3. Each voluntary activity will have some unique criteria for participation; however only cadets who are in good standing with the unit and CCHS/CECHS will be allowed to participate. The criteria for good standing will include as a **minimum**:
 - A passing grade in all classes on the date of competition.
 - All accounts paid in full (activity fees, fund raisers, etc.)
 - No failure to wear the prescribed uniform.
 - No excessive school absence and no school absence the day of the activity.
 - No referrals for disciplinary infractions during the current nine-week period. The SMSI/MSI will make a judgment if the referral is for something minor. This policy will

include referrals that are a result of excessive tardiness.

-All field trip permission slips will be turned in by deadlines.

4. No food or drink will be allowed on the buses without the authorization of the SMSI/MSI.
5. When staying out of town, male cadets are not allowed in female berthing areas and female cadets are not allowed in male berthing areas.
6. There will be occasions when the required criteria will be even more stringent. For instance, if there are fifty cadets wishing to make a trip for which there are only forty-five available slots, performance will be the deciding factor.
7. The SMSI/MSI may modify any of the above criteria if circumstances warrant. In all cases, such decisions are final.

PROMOTIONS/ADVANCEMENTS

1. All CGJROTC cadets enter the program as a Seaman Apprentice. After successful completion of a full year in the program, or at any time deemed appropriate by the SMSI/MSI for sustained superior performance of duty, an individual may be meritoriously promoted/advanced.

Promotions continue likewise to:

- Ensign, O1
- Lieutenant Junior Grade, O2
- Lieutenant, O3
- Lieutenant Commander, O4

Advancements continue likewise to:

- Seaman, E3
- Petty Officer Third Class, E4
- Petty Officer Second Class, E5
- Petty Officer First Class, E6
- Chief Petty Officer, E7

2. Cadre assignments will be made or approved by the SMSI and MSI. Assignments will be based on overall school/grade performance, JROTC point standing, program knowledge, leadership ability, and seniority.

3. Rank insignia authorized for wear and instructions on how to wear them are detailed in the JROTC CFM.

OFFICER RESPONSIBILITIES

All staff/cadre must lead by example & maintain a minimum GPA of 2.0 overall and in *ALL* courses. The most recent 9 weeks GPA record will be used as the determinant. If, at the end of a nine week grading period, a cadre/staff cadet fails to meet this requirement, they must relinquish

their position and wait for the next 9 week grading period to be considered for another cadre/staff position.

COMPANY COMMANDER (CC)

The Company Commander is the senior cadet & should attend all unit functions.

Rank =  4 gold bars. The CC is responsible to the Maritime Science instructors for the following:

- Develop Esprit De Corps: the common spirit that inspires enthusiasm, devotion, & honor.
- Ensure efficient & proper execution of unit functions & policies.
- Provide the SMSI/MSI with recommendations for promotions/advancements, awards, & assignments.
- Drive/Determine direction, objectives, & success of the unit.
- Preside over all staff meetings. Coordinate Cadre Selection & Indoctrination (CSI) week.
- Set the highest standards of performance, conduct, appearance, bearing, & courtesy.
- Demonstrate knowledge of all aspects of drill. Command all unit marching functions.

DEPUTY COMPANY COMMANDER (DCC)

The DCC will support the CC in all respects and be prepared to take charge in the event of the CC's absence.

Rank =  3 gold bars. The DCC should attend all unit functions and will ensure other responsible cadets do so as well. Additional responsibilities include:

- Supervise all staff officers & ensure they are well informed.
- Give input to the SMSI/MSI for preparation of the unit plan of the week.
- Schedule & conduct a bi-weekly staff meeting. Develop the meeting agenda with the CC & SMSI.
- Direct, coordinate & track the cadet staff in their duties/taskers. Make reports to the CC.
- Sit on cadre/staff interview and awards boards. Demonstrate knowledge of all aspects of drill.
- Develop & maintain a viable car pool program for Wednesday morning inspection attendance.
- Ensure that all permission slips for cadets in the car pool are properly maintained.
- Engage with senior cadre to ensure maximum Wednesday morning uniform inspection attendance.
- Work with individual cadets to troubleshoot transportation challenges.

COMPANY SENIOR CHIEF PETTY OFFICER (CSCPO)

Rank =  CGJRTOC Shield with one Gold Diamond. Duties include:

- Support the CC in all respects.
- Enforce unit decorum, regulations, policies & procedures, including at staff meetings. (MAA)
- Serve as marching expert to the Company & Platoon Guides & Company cadets.
- Demonstrate knowledge of marching drill. Serve as drill competition CDR as necessary.
- Maintain the Company Guidon & teach all Color Guard positions.
- Sit on cadre/staff interview and awards boards.
- Schedule and conduct Color Guard evaluation for all Guides before end of September each year.
- Coordinate monthly Honor Platoon competitions & records (work with Adjutant.)
- Work with CC and DCC on all Company Administrative needs.

OPERATIONS OFFICER (OPS)

The Operations Officer will support the DCC in all respects.

Rank =  2 Gold Bars. Additional responsibilities include:

- Coordinate unit activities including fundraisers, field trips, parades, & other special events.
- Draft and collect permission slips for JROTC events, trips, etc.
- Keep Physical Fitness records and eligibility records for all JROTC activities.
- Coordinate drill competition preparations; ensure team captains know event requirements.
- Fill out & collect permission slips and conduct other scheduling & planning tasks as required.
- Maintain community service records and submit records to Adjutant & SMSI for grades as necessary.
- Post and submit community service hours completed by each cadet **weekly**.
- Keep & maintain the unit contact spreadsheet.
- Keep minutes of staff meetings.
- Post personnel inspection results **weekly**.

ADJUTANT (ADJ)

The Adjutant is a special assistant to the SMSI/MSI.

Rank =  2 Gold Bars. Duties include:

- Maintain records on inspections and community service. i.e. Uniform Inspections
- Coordinate uniform inspections records submission process **& ensure deadlines are met!**
- Submit inspection results records weekly to SMSI for grading purposes.
- Submit data based on unit records to the SMSI for awards; coordinate with Supply Officer on awards presentations.

PLATOON COMMANDER (PC)

Rank =  1 Gold Bars. Duties include:

- Leadership & administration of the platoon & platoon staff.
- Mentor platoon cadets in JROTC performance & overall school performance.

- Ensure platoon member attendance at all required activities. Help coordinate transportation.
- Develop leadership lab objectives and lessons with senior cadre. Deliver lab instruction.
- Keep platoon leadership lab records & report them to Adjutant.
- Give timely input to the CC on leadership lab statistics.
- Demonstrate knowledge of marching drill & lead the Platoon at drill & ensure the platoon's drill proficiency.
- Command at least one platoon-level drill competition.
- Support the chain of command in all respects.

PLATOON GUIDES (PG)



Rank =  ; Cadet Petty Officer First Class. Duties include:

- Support the PC in all respects; act as PC in their absence.
- Demonstrate knowledge of marching drill & serve as marching guide to the platoon.
- Demonstrate knowledge of and be able to serve in all positions of Color Guard.
- Enforce unit decorum, regulations, policies & procedures in the platoon.
- Mentor platoon cadets in JROTC performance & overall school performance.
- Maintain the Platoon Guidon.
- Work with Company Adjutant on all Platoon Administrative procedures.

CADET SUPPLY OFFICER (SUPPO) (3)

Rank =  1 Gold Bars for Senior Supply Officer,  Cadet Petty Officer First Class for both Supply Assistants. Specific duties include:

- Maintain an accurate inventory of all uniform & unit supply items.
- Ensure that all uniform & unit items are properly, **neatly** stowed & secured.
- Ensure shoe shed and supply spaces are organized and clean.
- Issue uniform items as directed by the SMSI/MSI & maintain custody records.
- Collect all turned in uniform items & maintain accurate custody records.
- Post & keep regular supply hours. (Aug-Sep, May-Jun)
- Maintain Awards records & issue awards as directed by the SMSI/MSI.

CADET PUBLIC AFFAIRS (PAO)

Rank =  1 Gold Bars. Specific duties include:

- Keep a written & photographic record of the unit & maintain the Shutterfly account.
- Ensure positive exposure of the unit in school & local papers.
- Advertise for JROTC events & fund raisers in advance.

- Develop the annual recruiting video.
- Ensure the website is up to date with unit information, pictures, video, etc.
- Ensure security of cadet personal information is maintained & not compromised via the website.

SQUAD LEADERS



Rank = Cadet Petty Officer Third Class. Duties include:

- Accountability, attendance, discipline, & drill proficiency of squad members.
- Mentor squad members.
- Support the chain of command in all respects.

COLOR GUARD CAPTAIN



Cadet Chief Petty Officer. Specific duties include:

- Ensure the proper training of personnel in Color Guard procedure & competition routine.
- Schedule all Color Guard activities & competitions.

DRILL TEAM CAPTAINS



Cadet Chief Petty Officer. Specific duties include:

- Ensure the proper training of personnel in competition Drill Team procedures.
- Develop competition routines IAW JROTC policies
- Schedule all Drill Team activities.

AIR RIFLE TEAM CAPTAIN



Cadet Chief Petty Officer. Specific duties include:

- Ensure proper documentation & procedures are followed by all Air Rifle team members.
- Assist Air Rifle Coach/Instructor with maintenance, set up/break down of range & range supplies.
- Schedule all Air Rifle Team activities.

RAIDER TEAM CAPTAIN



Cadet Chief Petty Officer. Specific duties include:

- Ensure team members are properly trained & outfitted for Raider Team competition.
- Assist Coach/Instructor with maintenance, set up/break down of Raider Team equipment & supplies.
- Schedule all Raider Team activities.

**GENERAL USCG JROTC CADET CONTRACT AND
AGREEMENT**

I, _____ do hereby enter into agreement with the Camden County USCG JROTC unit and my parents/guardians, in that I will abide by all rules and regulations that govern the unit.

I agree to put forth the effort needed to achieve the goals and objectives of the unit and to make the best grades possible in all courses. I will maintain my conduct in such a way as to bring honor to the unit. Whenever possible I will assist other students, leading when needed, following when required, showing respect to my parents/guardians, teachers, and other students at all times. I will not lie, cheat, steal or tolerate those that do.

I have read this USCG JROTC Handbook/syllabus, and I agree to abide by the policies contained therein. I realize that failure to follow these guidelines may affect my grades and eligibility to participate in school and/or USCG JROTC activities. I am aware that physical fitness is a required feature of the program and I certify that I am medically fit and capable of participating to the level of the President's Physical Fitness Challenge. I certify that I can arrange transportation to attend Uniform Inspections on Wednesday mornings which are required and that failure to do so will necessarily result in a deduction of 30% of my overall grade. My parents' and my signature also indicate permission for my picture, taken while engaged in CG JROTC activities, to be posted on the USCG JROTC website. I understand that no personal information will be posted with my likeness on that website.

With a complete understanding of the uniform regulations, grooming standards, school regulations and classroom conduct standards, duties, responsibilities, and privileges associated with membership, I hereby agree to abide by the rules and regulations of the Camden County USCG JROTC unit.

Cadet Signature /Date

Parent/Guardian Signature /Date

Maritime Science Instructor /Date

CONTACT AND TRANSPORTATION INFORMATION

Please provide the following information for our cadet contact database and for our ride-share program for drills and practices.

1. Cadet last name _____ first name _____
2. Cadet personal cell # _____
3. Cadet e-mail address _____
4. Parent name & cell # _____
5. Parent e-mail address _____
6. Physical Address _____
7. * Do you need a ride to Wednesday morning uniform inspections?
Yes ____ No ____
8. If “Yes” do you have permission to ride with: (circle those that apply)
Another student?
Parent?
Neither?
9. If you plan to drive yourself, are you able and willing to give a ride?
Yes ____ No ____
10. If your parent or guardian is providing a ride, are they willing and able to give rides to other cadets?
Yes ____ No ____
If “Yes” now many cadets can they accommodate? _____ (#)

*Attendance at Wednesday morning uniform inspections is a requirement for ALL cadets in JROTC.