

CAMDEN COUNTY HIGH SCHOOL'S

2022/2023



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

Camden County High School's USCG JROTC
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From: Maritime Science Instructor (MSI), Camden County School's

To: Camden County School's USCG JROTC Cadets

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

1. As members of the Camden County School's CG JROTC Unit, 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.

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PROGRAM REQUIREMENTS

The CG JROTC is a year-long commitment. All cadets must enroll in and attend morning Leadership Lab to remain active in the program and eligible for all activities.

Each school week will consist of Leadership Lab on the first and third Wednesday's from 0700-0800. Additionally, cadets will enroll in one JROTC academic course per year (MS1, MS2, Team's 1 and Team's 2). The academic courses last one semester and meet Monday through Friday for 90 minutes with Physical Training (PT) being conducted on Friday. The Leadership Lab is a year-long class that meets two mornings per month and is assigned 1 elective credit hour for the full year; this is in addition to the 3 credit hours earned by successful completion of one of the JROTC academic courses. Additional drill and practice sessions and meetings may be required for competition teams, leadership events/initiatives, and fundraising. Below is the typical week including the 1st and 3rd Wednesday Leadership Lab schedule:

Monday's: Competition team practice as needed (Optional)

Tuesday's: Competition team practice as needed (Optional)

1st and 3rd Wednesday's: **0700-0800 Required Leadership Lab (Drill)**

Thursday's: Competition team practice as needed (Optional)

Friday's: Competition team practice as needed (Optional)

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.

LEADERSHIP LAB ROUTINE

1. All cadets must report to the JROTC trailer no later than 0700 on the 1st and 3rd Wednesday of every month throughout the school year. There is no early school bus so cadets must arrange their own transportation. The JROTC Company will maintain a carpool program administered by the Deputy Company Commander. If you need a ride, you must coordinate with the Deputy Company Commander. There are no excused absences! **Regardless of the circumstances, it is the individual cadet's responsibility to find a way to attend the leadership lab!**

2. Cadets will be assigned to platoons where they will learn and practice marching drill and participate in leadership instruction/activities led by senior cadre cadets under the supervision of the Maritime Science Instructor from 0700 to 0755 each Monday & Friday. We will release at 0755 for school breakfast.
3. Every cadet will compete in at least one drill competition per year as a member of their platoon. Cadets are highly encouraged to **volunteer** for drill competition teams other than platoon level.
4. **Leadership Lab is a graded course.** Grading criteria are explained in more detail later in this document. The four graded categories are; Leadership, Attendance, Inspections and Community Service. The Leadership grade (20%) will be evaluated by senior cadre cadets under the supervision of the MSI.

DAILY CLASSROOM ROUTINE

1. Prior to the ringing of the tardy bell, cadets will stand at “parade rest” behind their desk with their notebooks placed neatly in front of or below their desk.
2. The senior cadet present will spot check individual cadets to ensure they have all required classroom materials. This is a daily graded classroom event!
3. When the period commences, the senior cadet present will call, " Attention to Muster" and take muster. 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".
4. Following muster the senior cadet will call “Seats” all cadets will respond with “Seats Aye sir or ma’am” and will quietly sit in their assigned seats. The senior cadet will then report attendance of the class to the instructor.
5. 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 or food are to be brought into the classroom, with the exception of water when authorized by the instructor.
6. Cadets are responsible for providing all needed classroom supplies including; pencils, pens, paper, planner/calendar, etc. Failure to come to class prepared will result in a negative impact on the daily grade.

7. No headgear is to be worn inside the CG JROTC classroom (except when under arms in uniform).
8. Sleeping is not allowed in class at any time. If your head is down on the desk, you are considered sleeping. If you get drowsy, stand up in the back of the room to stay awake (you don't have to ask permission for this).
9. 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 coursework due to absences excused or otherwise.
10. Tutoring, facilitated by qualified cadets, may be coordinated by the senior cadre who will ensure the entire unit is informed of its availability.
11. Grades are based on classroom Academics and Leadership Lab (includes compliance with uniform regulations, classroom rules, outdoor drill/work, personal conduct/behavior, attendance/tardiness, and adherence to school regulations).

There is also a requirement for each cadet to conduct 20 community service hours during the school year) Each 9 weeks has a 5 hour community service requirement.

Grades for JROTC classes will be weighted as follows:

Leadership Lab (1 credit hour per year)

Leadership = 20%.....Attendance = 50%.....Uniform Inspections = 30%

Because the only way to derive benefit from the leadership lab is to be present and participating in an interactive manner, absences, regardless of the nature of the reason, will be counted as zero attendance points for that day. There is no way to make up for lost time in the leadership lab! Similarly, tardiness to the lab will result in an attendance point deduction for that day.

MS1, MS2, TEAMS 1 and TEAMS 2 (3 credit hours per semester)

Academics = 50%.....Leadership Lab = 30%.....Community Service = 20%

Everything discussed, lectured, practiced, or viewed is testable.

12. 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.

13. CG JROTC cadets must maintain proper grooming and conduct standards in order to receive a passing grade. The CG 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.

14. The Maritime Science Instructor (MSI) and cadet staff office space is for official business only. Cadets may enter the space only on official business or when requested by the MSI. To enter the office space, **KNOCK three times; MAKE YOUR REQUEST; ENTER ONLY WHEN DIRECTED**. The cadet cadre/staff need only request permission to enter the MSI office space the first time each day.

15. 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 CG JROTC students in these spaces without prior permission from an instructor.

16. Eating, drinking and chewing gum are not permitted during instructional periods including drill sessions. (Water bottles or camel backs are allowed and encouraged at drill. The cadet staff is responsible to ensure drinking water is present and available either individually or through use of the unit water barrels)

17. The use of electronic devices of any kind in the classroom is strictly 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 CTHS policies on cell phones.

18. When the MSI or any adult 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.

19. With the consent of the MSI, the CG JROTC classroom may be used by members of the unit during designated lunch periods. **It will not be used as a lounge**. The senior cadet present is responsible for conduct of cadets in the spaces and for cleanliness of the spaces.

20. All rules contained in the Camden County Schools Student Handbook will be strictly enforced.

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

- a. Follow all school rules and regulations throughout the day. We lead by example.
- b. Refrain from profanity, sexual innuendo, hazing, obscene material, smoking, drugs, alcohol, and other similar types of activities.
- c. Non-CG JROTC guests are allowed in JROTC spaces only with instructors' approval. Cadets are responsible for the proper behavior of their guests. Sitting on desktops or resting feet on furniture is prohibited.
- d. Do not leave personal items in any CG JROTC space without instructor approval. This includes CG JROTC uniform items, books and notebooks.
- e. Avoid overt displays of affection, boisterous language, "horseplay," and other inappropriate or childish antics in and around CG JROTC spaces.
- f. 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, and/or awards.

21. There are some minimal non-reimbursable costs inevitably associated with being a member of the CG JROTC. There will be a one-time \$20.00 uniform accessory fee for each participating cadet. This fee will cover; name tags, ODU and t-shirt. Individual cadets must provide their own; uniform alterations, white "V" neck undershirts & 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 CG JROTC fundraising, we will attempt to minimize costs as much as possible. If a cadet is experiencing difficulty with expenses, they should consult the MSI 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 CG JROTC standards, is given the opportunity to participate.

UNIFORM AND APPEARANCE STANDARDS

1. Cadet uniforms are to be worn with pride. It is the uniform of the greatest Coast Guard in the world. When in uniform, your actions reflect upon you, your unit, your school, and the U. S. Coast Guard. **If you cannot wear the uniform**

properly, adhere to grooming standards, or conduct yourself in an appropriate manner while in uniform, you should reconsider your decision to be a part of this program.

2. All cadets are subject to the Uniform Regulations as prescribed in the Coast Guard Uniform Regulations Manual COMDTINST M1020.6 (series). The CG JROTC is not specifically addressed in the USCG Uniform Regulations Manual, but the general requirements are universally applicable. The CG JROTC uniform standards are described in the JROTC Cadet Field Manual (CFM). The MSI will determine details and interpretations specific to the CG JROTC where they depart from either USCG Uniform Regulations or the CFM.

3. Cadets will be issued the following uniforms and will be expected to wear them when required. **Remember, uniform inspections are a graded evolution.** The following uniforms will be issued:

- Tropical Blue Long Short Sleeve
- Operational Dress Uniform
- USCG PT wear
- Dress Bravo jackets for: CC, DCC, CG, PC's only.

a. Uniform Inspections:

- For the entire company, a formal Tropical Blue Long Short Sleeve uniform inspections will be held on the 3rd Wednesday of each month at 0700.
- Cadets enrolled in any of the MS or Teams classes will wear the prescribed uniform each Wednesday during the semester for the entire day.
- Uniform inspections are graded. A perfect uniform inspection is worth 100 points.
- There will be a 10 point deduction made for each discrepancy up to a maximum deduction of 100 points. ALL discrepancies will be recorded.
- Point deductions for improper wear of the uniform are not limited to the inspection; deductions may be assessed at any time during the school day.

IF A CADET IS ABSENT FROM SCHOOL ON UNIFORM DAY, THEY MUST WEAR THEIR UNIFORM ON THE FIRST DAY BACK TO SCHOOL TO GET CREDIT, Unless other arrangements have been made with

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

a. Uniform Issue: (Name tags and ODU t-shirts will be provided for the \$20.00 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, as well as return it at the end of the school year in the same condition in which it was issued. 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 the same) issued. Each cadet is responsible for approximately \$500.00 worth of uniforms.

b. Proper Wear:

- Always wear a complete uniform.
- **Uniforms will be worn the entire day.** (see below for exceptions)
- Covers will not be worn while indoors except for personnel inspections/ceremonies.
- 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 those specified in the CG Uniform Regulations Manual.
- No facial hair authorized, except for mustaches. (Refer to the CG Uniform Regulations).
- **Some Camden County School's activities may require members to change out of the JROTC uniform and to wear special attire to participate in a particular activity. If your participation in such an event conflicts with wearing of the CG JROTC uniform, inform the MSI via the chain of command beforehand. We will make exceptions on a case-by-case basis.**
- When the foul weather parka is worn, it must be **zipped up to 2/3rds**. It may be removed indoors.

- Keep your hands out of your pockets and **do not** chew gum when in uniform.
- When walking in uniform, cadets are not to engage in eating or drinking, other than drinking at a water fountain.

UNIFORM CARE INSTRUCTIONS

The uniform will always be worn in a meticulously clean condition. Your good care of all uniform items will ensure future cadets access to clean uniforms in excellent condition.

- A. **Shirts**: REMOVE NAME TAGS, RIBBONS AND DEVICES! Machine washable in cold water. DO NOT BLEACH, but it is a good idea to use a gentle stain removing agent on the inside of the collar. Dry on low heat; remove immediately and hang up. **Iron on low heat**. Military creases are NOT required or recommended. Wash after each wearing with emphasis on the inside collar.
- B. **Blue trousers & ODUs**: Machine wash in cold water on permanent press cycle. DO NOT BLEACH. Dry on a permanent press cycle, remove immediately and hang up. Iron on low heat; **place a damp towel between the iron and the dress pants**. Pants should be hung on a hanger with a cardboard ring. Fold at creases and over hanger.
- C. **Foul Weather Parka & Fleece**: Machine wash on gentle cycle (**Do NOT place parka in the Dryer**) and keep hung up at all times.
- D. **Garrison covers**: REMOVE ALL COVER DEVICES! Machine washable or hand washed in cold water. Dry in the dryer on low setting. Iron to remove wrinkles, **place a damp towel between iron and the hat**.
- E. **Belts**: These are nylon web and should not need cleaning other than wipe down with a cloth. The belt buckle is anodized and must be kept clean and shining with a soft cloth.

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

- F. Shoes: There is nothing like a pair of well shined shoes to set off one's personal appearance and enhance an outstanding uniform. But this does not come automatically.

Leather shoes require some personal effort to produce an excellent shoeshine. The most popular paste-wax polish available today is "KIWI", but any brand of paste-wax will work. A soft cloth like an old T-shirt is ideal to apply polish or use cotton balls or cotton disks available at most drug stores. Wrap a cloth tightly around your forefinger, dip in warm water, rub a small amount to polish on the fingertip, apply to shoes in small circular motion with very light pressure. Repeat this over and over again on the entire shoe. As the water mixes with the wax, the wax hardens and acquires a deep glossy shine. You may take an old pair of nylons to rub an extreme shine on the shoe after the polishing process. Polish your shoes nightly on a new pair until you have a good base on the shoes and then weekly to maintain a great shine. Remember to clean and polish the edges (welts) and heels of the shoes. Edge/sole dressing is available in stores but normal black polish works just as well. Use an old toothbrush to clean and polish the stitching. **DO NOT USE SPRAY AEROSOL, SPRAY-ON POLISH OR ACRYLIC FLOOR WAX.** The shoe will crack and peel. Never "spit" on your shoes for a "spit shine". Your saliva is normally acidic and can take a high gloss off the shoe.

- G. Metal Insignia: (CG JROTC bar, collar devices) Wipe clean with dry soft cloth.

UNIFORM ISSUE AND TURN-IN PROCEDURES

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

1. Upon uniform issue, each cadet will be issued a custody card to be signed by parent or guardian and returned to the CG JROTC classroom as soon as possible.
2. All items must be turned in ***at the same time*** in order to facilitate complete and accurate accountability.

3. 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

4. It is important that you turn in your uniforms ***directly to the CG JROTC Instructors or the Supply Officer*** in order for your account to be cleared. Turning your uniforms into the school office will not guarantee that your account will be properly cleared. **PUT YOUR NAME ON THE TURNED IN ITEMS!**

5. 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 the day after disenrollment. **High school diploma and transcripts will be withheld until all fines are cleared.**

6. Cadets are responsible to replace missing or destroyed uniform items. Purchase prices for replacement items available in supply are listed on the supply room door.

NOTE: PLEASE SEE THE UNIFORM CARE INSTRUCTIONS INCLUDED IN THIS PACKAGE FOR PROPER CARE OF THE UNIFORM. CADETS ARE REQUIRED TO PAY FOR ALL UNIFORMS DAMAGED BEYOND SERVICEABILITY IF THE DAMAGE IS NOT DUE TO NORMAL WEAR AND TEAR.

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 rank, i.e. "Petty Officer Jones, or "Senior Chief" as appropriate. Cadets will use proper names when addressing cadets, i.e. "Cadet Jones." Use the staff rank of unit staff officers when information or in the conduct of unit duties.

2. When class is in session cadets are expected to raise their hand, stand when acknowledged, then state who they are, "Sir, Cadet (last name)" then ask their question or make their statement.
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 Sir or Ma' am".
4. Conduct yourself with dignity and respect at all times.
5. Grooming standards are expected to be adhered to throughout the week. The grooming standards are clearly outlined in the JROTC CFM and all cadets are to be familiar with them.
6. When in uniform, cadets are expected to render appropriate salutes (while outdoors) to active duty, reserve or retired officers, and all cadet officers of 1 bar or more. Salutes will be rendered to cadet company and platoon officers when in formation for drill, ceremonies and other official unit business (in or out of uniform).
7. Cadets are expected to greet instructors with a hearty "good morning/good afternoon, (Master Cheif)" as appropriate, and a salute (if appropriate) when in uniform and outside. Do not pass the instructor without saying anything!!! This applies throughout the school campus.
8. 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. Cadets changing out of uniform between classes without permission will receive a 100 point deduction for their uniform inspection grade.

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 MSI or by outside

organizations to students identified as meriting the recognition afforded by an award for sustained superior performance.

2. CG 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 CG JROTC requires Physical Fitness Training (PT), and Drill. Certain JROTC competitions also require physical exertion beyond a normal academic classroom environment. The CG JROTC uses the Presidential Physical Fitness Challenge (PPFC) as the program standard. The PPFC does require a timed mile run, pushups, curl ups, sit and reach, pull ups or hang, and a shuttle run. The CG JROTC curriculum also requires Drill which is marching with and without **ceremonial** rifles. It should be noted that Drill competitions and other JROTC 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 CG 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 CG JROTC'S NORMAL CURRICULAR PHYSICAL REQUIREMENTS, AND RELEASE OF MEDICAL LIABILITY TO THE SCHOOL, CG 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 fundraising. Each of these activities will be designed to further the cadets' education in some way. The cadet's leadership lab grade will be impacted by failure to participate in mandatory events.

2. Participation on ***most*** competition teams is voluntary, along with participation in some other special events. The types of competitions that exist include: Military Drill, Brain Brawl, JLAB, Cyber Patriot, Drone, Academic Team, Raider, and Air Rifle. Other unit special events may include: physical fitness competitions, sporting events, and certain field trips etc. Cadets that participate in voluntary activities will get credit for doing so. All voluntary events have eligibility requirements, and competition teams require extra practice.

3. Each voluntary activity will have some unique criteria for participation; however the bottom line generally will be that only cadets who are in good standing with the unit and with Camden County Schools will be allowed to participate. The criteria for good standing will include as a **minimum**:

- At least a 2.0 overall GPA for the current nine weeks.
- All accounts paid in full (activity fees, fundraisers, 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 MSI will make a judgment if the referral is for something minor (i.e. class one offense). If your conduct is such that you are being disciplined by the school administration, we will not include you in any out-of-town or off-campus activities. This policy will include referrals that are a result of excessive tardiness.
- All Field Trip permission slips will be turned in by deadlines.

4. Headphones and cell phones may be taken on field trips and may be used quietly during travel or in your room between official activities. They will not be seen or heard at any other time. Simply stated, if the MSI can hear the music or there is a noise complaint, the device will be confiscated for the remainder of the trip.

5. No food or drink will be allowed on the buses without the authorization of the MSI.
6. Field trips are not "date functions" and it is incumbent upon each cadet to ensure that their behavior does not indicate they are treating it as one.
7. When staying out of town, male cadets are not allowed in female berthing areas and female cadets are not allowed in male berthing areas.
8. Neither smoking nor alcohol is permitted at any time.
9. There will be occasions when the required criteria will be even more stringent; doing the minimum will not always be good enough. 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. Competition teams will all have additional participation requirements, including required practices.
10. The MSI may modify any of the above criteria if circumstances warrant. In all cases, such decisions are final.

ADVANCEMENT IN RATE

1. All CG JROTC cadets enter the program as a Cadet Seaman Recruit. After successful completion of a full year in the program, consisting of one passing semester grade in the appropriate JROTC semester course and a successful Leadership Lab year, an individual may be advanced, at the discretion of the MSI, to Cadet Seaman Apprentice. Promotions continue likewise to Cadet Seaman and Cadet Third Class.
2. Cadre assignments will be made by the MSI. Assignments will be based on overall school/grade performance, CG JROTC point standing, leadership ability, and seniority. Unit staff positions can be made from the entire unit of active cadets whether or not they are currently enrolled in a Maritime Science academic class.
3. Rank and rate insignia authorized for wear and instructions on how to wear them are detailed in the JROTC CFM.

OFFICER RESPONSIBILITIES
COMPANY COMMANDER (CC)

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

Rank = 4 gold bars.

Duties include:

- 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.
- Preside over all staff meetings.
- Set the highest standards of performance, conduct, appearance, bearing, and courtesy.
- Maintain (minimum) GPA 2.0 in all courses.
- Lead by example at all times

CADET DEPUTY COMPANY COMMANDER

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.

Duties include:

- Anticipate and solve problems in the unit as they arise.
- Supervise all staff officers and ensure they are well informed.
- Supervise the preparation of the unit plan of the week.
- Schedule and conduct a weekly staff meeting.
- Direct and coordinate the cadet staff

- Maintain (minimum) GPA 2.0 in all courses.
- Lead by example at all times

COMPANY CHIEF

Rank = CGJROTC 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 drills. 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 the 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 = 1 Gold Bar.

Duties 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 MSI.

Rank = 1 Gold Bar.

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 the Supply Officer on awards presentations.
- Keep and maintain the unit contact spreadsheet.
- Keep minutes of staff meetings

PLATOON COMMANDER (PC)

Rank = 2 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 the senior cadre. Deliver lab instruction.
- Keep platoon leadership lab records & report them to the 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)

Rank = 1 Gold Bar.

- Cadet Petty Officer Second Class for both Supply Assistants.

Duties include:

- Maintain an accurate inventory of all uniform & unit supply items.
- Ensure that all uniform & unit items are properly, neatly stowed & secured.
- Ensure the 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.

PUBLIC AFFAIRS OFFICER (PAO)

Rank = 1 Gold Bar.

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 & fundraisers 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.

DRILL TEAM CAPTAINS

Rank = Cadet Chief Petty Officer

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

Rank = 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.

Duties include:

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

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

I further agree to put forth the effort needed to achieve the goals and objectives of the unit. Realizing that all courses at Camden County School's are designed to maximize my chances for a successful future, I will do my utmost 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 the Camden County School's Cadet Handbook and this CG 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 CG JROTC activities. Specifically, 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. My parents' and my signature also indicate permission for my picture, taken while engaged in CG JROTC activities, to be posted on the CG 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/school board 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 School's CG 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 phone # _____

3. Cadet home phone # _____

4. Cadet email address _____

5. Physical Address _____

6. Do you need a ride to MWF drills? Yes ____ No ____

7. If “Yes” do you have permission to ride with another **student? Parent? Neither?** (circle one)

8. If you plan to drive yourself, are you able and willing to give a ride?
Yes ____ No ____

9. If your parent or guardian is providing a ride, are they willing and able to give rides to other cadets?

Yes ____ No ____

If “Yes” how many cadets can they accommodate? _____ (#)

Additional Comments/Information:

CADET OFFICER OATH AND STANDARDS

(Only for those serving as unit officers & cadre)

CG JROTC Cadet Officers hold a position of respect and responsibility in the unit and in the school. You have earned your rank and you have demonstrated substantial knowledge of military and maritime science subjects. Officers are personal examples to junior cadets and to the community. You must constantly strive to ensure your actions and attitudes reflect favorably on the unit.

As a Camden County School's Cadet Officer you are assigned to a specific duty that is part of your office. These duties range from positions, which place you in charge of large groups of other cadets, to positions with responsibility for equipment and supplies, to minor assistant positions with unit support responsibilities. Regardless of the duty assignment, you are expected to carry out your responsibility to the best of your ability.

Each officer shall be a model of military propriety. Appearance, discipline, and pride should be the norm. School discipline problems are not appropriate behavior. Neglect or mistreatment of junior cadets to include all forms of hazing is also utterly inappropriate.

Each and every officer is also responsible for the high morale of the unit. Spreading rumors, joining cliques, and/or showing prejudice or preference are detrimental to morale and, as such, should never be practiced by a CG JROTC Cadet Officer.

I, _____ understand that as a Cadet Officer of the Camden County School's CG JROTC unit, I am expected to uphold in word and deed the standards for officers outlined above. I also understand that failure to conduct myself as an officer at all times or failure to place my duties above my personal desires may result in my being relieved of my office and reduced in rank.

With complete understanding of the duties and responsibilities associated with this office, I hereby accept the position of _____ in the Camden County School's CG JROTC unit.

Cadet, (Signature of
Cadet) _____ Date _____

Approved, (Signature of SMSI) _____