**Mallard Creek High School**

**Maverick Battalion**

**U.S. Army Junior Reserve Officers’ Training Corps**

**(JROTC)**

Cadet Handbook



As of 10 Sep 15

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**Introduction**

As a JROTC cadet you, are embarking on one of the most interesting and valuable educational experiences of your high school career. In JROTC you will be given the chance to participate in your education while learning to be a better citizen. This program provides you with tools and skills you can use to succeed in high school, but far more important, these tools and skills will be useful for the remainder of your life. JROTC is not about joining the military; JROTC is a program used to turn young men and women into better citizens.

**You will learn to:**

**- Appreciate the ethical values that underlie good citizenship.** Citizenship, taught through a study of history and government, demonstrates the importance of commitment and strengthens your character and resolves as you grow. You will learn to make ethical decisions based on core values.

**- Develop leadership potential and learn to live and work cooperatively with others.** Teamwork and leadership, within teams and groups, are essential to the smooth operation of any organization. You will learn leadership to increase your skills, not only to lead but also to work as a member of a team. Service, drill, cadet challenges, and other competitions make learning teamwork and leadership both challenging and fun.

**- Think logically and communicate effectively both orally and in writing.** You will learn important skills in writing, reading, and test-taking that will allow you to excel in your classes outside JROTC. You will learn basic problem-solving, financial planning, and conflict resolution life skills that will help you in the modern world.

**- Understand ways to resist negative peer pressure and support others.** It is one thing to know how to make better choices for yourself, and another to teach others to do the same. Through service learning you will be able to help others to develop the positive strategies you have learned that will enhance their quality of life.

**- Develop mental management abilities.** You will be able to assess your skills and learn to make more logical, positive decisions and choices. You will learn how to set goals and develop an action plan that will help you to achieve those goals. As you become a better citizen, a better leader, and a better team member your self-esteem will greatly improve. Your “Can Do” attitude will show beyond JROTC.

**- Become familiar with military history as it relates to America’s culture and with the history, purpose, and structure of the military services.** Learn not only about important events in our history, but also about their effect on our society. Discover the role the military services play in supporting our nation.

**- Understand the importance of high school graduation in relation to a successful future.** Develop the means and motivation to graduate from high school and to pursue a meaningful life.

**- Learn about college and other advances for educational and employment opportunities, and develop the skills necessary to work effectively as a member of a team.** You will learn about the many varied opportunities that are available to you upon graduation. The foundation and competency skills required to work effectively is ingrained throughout the JROTC curriculum.

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**Chapter 1: Introduction and Leadership**

In this chapter you will find information pertaining to leadership. This chapter contains the essence of what JROTC is all about; learning to follow and learning to lead.

**1-1 The U.S. Army JROTC Mission:**

“To Motivate Young People to be Better Citizens”

**1-2 Purpose:**

The Junior Reserve Officers’ Training Corps (JROTC) prepares high school students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as a productive member of society. The program remains flexible to permit adjustments necessary to meet the needs of the cadets, school, and community. The program is an excellent vehicle for the practical application of leadership and citizenship theory for high school students.

**Specifics of this Handbook:**

1. A. This handbook states specific rules pertaining to the Mallard Creek High School JROTC program. It serves to advise / inform parents and students of requirements and expectations for membership in the Maverick JROTC program.
2. B. To be eligible for membership in the Mallard Creek High School Army JROTC program students must meet the following criteria:

- Be enrolled at Mallard Creek High School in grades 9-12

- Maintain an acceptable level of health and attend all regular classes.

- **Maintain a “C” or above grade in core level classes and a 2.0 cumulative GPA**

- Prior year cadets must have received a “C” or above in their JROTC classes. “D” or “F”

grades will not be allowed to enroll in JROTC the following semester or years.

**- Wear the Cadet Army Uniform as prescribed to class a minimum of once a week.**

- SAI can disenroll students for violation of Cadet Code of Conduct and/or failing grades in JROTC and/or core level courses.

C. Students who transfer from other JROTC programs may be demoted in accordance with Cadet Command Regulation 145-2 (CCR 145-2).

1. D. This handbook is subject to change each school year with the approval of the Senior Army Instructor (SAI).
2. E. Recommendations for additions or deletions to this handbook will be submitted in writing to the Battalion Commander and forwarded to the SAI

**1-3 Cadet Code of Conduct:**

This page may be the most important in this handbook. Read it—think it over—reread—and be sure you understand its meaning and message. If there is a question about the message, ask questions until the answer is clear to you; then make your decision about remaining in the corps.

"**WE WILL NOT LIE, CHEAT, OR STEAL**, **NOR TOLERATE AMONG US ANYONE WHO DOES**."

These simple words provide the basis for a personal code of ethics that will last the remainder of your life. This honor code is specific and clear in what it means. A cadet is expected to have complete integrity in both word and deed; to avoid quibbling or evasive statements; to do his/her own work in class; and yet to be willing to assist others in a sense of cooperation and in reaching common group goals.

**Cadet Conduct:**

1. Your goals are to be self-reliant, to achieve high moral values, to develop leadership and citizenship skills, to be patriotic, and to show respect for constituted authority.

2. You must learn to follow before you can lead.

3. You are 100% responsible for your actions in everything you do or fail to do.

4. You will be personally correct before you try to correct others.

5. You will never lie, cheat, steal, nor bring discredit upon the Corps of Cadets.

6. Cadets will adhere to all dress codes of Mallard Creek Student Handbook. It is not only expected for the student to wear the Cadet uniform properly but to also meet the civilian dress code. Violators of the student dress code will receive demerits and be referred to the JROTC instructor staff for disciplinary action.

7. Cadets are expected to live by the Cadet Code at school and in their activities away from the school campus. Cadets that cannot or will not follow the Cadet Code of Conduct will be disciplined by the instructor staff, school administrators and may be dismissed from the JROTC program.

**1-4 Cadet Knowledge Packet:**

**CADET 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.**

**PROFESSIONALS CREED**

**What do professionals do:**

**1. WHEN GIVEN A COMMAND YOU EXECUTE THE COMMAND**

**2. STUDY AND PRACTICE**

**3. TAKE RESPONSIBILITY**

**4. COMPLETE ASSIGNED TASK**

**5. SET THE EXAMPLE**

**GENERAL ORDERS**

**1st General Order**  
"I will guard everything within the limits of my post and quit my post only when properly relieved."

**2nd General Order**  
"I will obey my special orders and perform all of my duties in a military manner."

**3rd General Order**  
"I will report violations of my special orders, emergencies, and anything not covered in my instructions, to the commander of the relief."

**CORE ABILITIES**

1. Build your capacity for live-long learning.
2. Communicate by using verbal, non-verbal, visual, and written techniques.
3. Take responsibility for your actions and choices.
4. Do your share as a good citizen in your school, community, country and the WORLD.
5. Treat self and others with respect.
6. Apply critical thinking techniques.**THE BKD’S**

**AS A LEADER I MUST BE:**

* A person of strong and honorable courage
* An example of individual value and committed to professional moral standards
* Able to resolve complex problems

**AS A LEADER I MUST KNOW:**

* THE FOUR FACTORS OF LEADRSHIP AND HOW THEY AFFECT EACH OTHER
* I MUST KNOW:
* MYSELF
* HUMAN NATURE
* MY JOB
* MY UNIT

**AS A LEADER I MUST DO:**

* Provide purpose for my team
* Provide direction for my followers
* Provide motivation for all my subordinates

**1-5 Military Customs, Courtesies, and Protocol**:

Military courtesy is the showing of respect between members of the cadet corps and to the Army JROTC instructors. It must be understood that in JROTC cadets are assigned leadership roles in order for the battalion to function and to teach leadership and followership. Along with these leadership roles, cadet leaders are given authority to carry out their duties. It is incumbent upon the cadet leader to treat subordinates with respect (peer leadership-see definitions) in issuing orders and directives. It is also incumbent upon cadet followers to follow the orders and directions of their cadet leaders. It is not a matter of status or bossing people around. It is an essential element in the Army culture of efficiency and command structure. This is about learning to lead and to follow. A lack of military courtesy, abuse of authority, or failure to follow orders and directives will not be tolerated.

As members of the JROTC Cadet Corps, cadets will inherit many customs that are new to them. Some customs originated years ago in the Army and are continued today throughout our nation’s military organizations. Your support and active observance of these customs will enable you to have a rewarding experience in the JROTC program.

Military customs and courtesies go beyond basic politeness. They play an important role in building morale, esprit de corps, and discipline. Customs and courtesies ensure proper respect of the chain of command and they build the foundation for the self-discipline that is important in time of crisis.

**1. Customs and Courtesies:**

The following customs and courtesies are specific examples that are unique to the military.

1. **Military Courtesy**. The practice of saying "YES SIR" or "NO SIR", "YES MA’AM", or NO MA’AM", is a common courtesy and a time honored military tradition. Cadets are expected to address instructors, teachers, and administrators in this manner.

You may find this difficult at first, but it will soon become second nature. This is a simple, but good habit. It will bring many benefits to you, one of which will be greater respect from others.

1. **Saluting**. The salute is a traditional greeting between military personnel.

It is a way of saying hello while showing respect. Cadets must salute all commissioned officers.

The hand salute is rendered as a two-count movement. Count one is to raise the right hand directly to the forehead, while at the same time extending and joining the fingers. Keep the palms of the hand flat, forming a straight line between the fingertips and the elbow. As the hand gets close to the face, tilt the palm slightly toward the face and hold the upper arm horizontally, slightly forward of the body, and parallel to the ground. Finally, touch the tip of the middle finger of the right hand to the outside corner of the right eyebrow. Count two is to bring the arm smoothly and downward, retracing the path used to raise the right hand and arm. The salute can only be dropped after the person you are saluting returns the salute. The salute should always be rendered while either standing at attention or marching at attention. While rendering a salute, the cadet should say, "Good Morning, Good afternoon, or Good evening, sir/ma’am."

C. **Reporting In/Out** of Instructor’s Office. It is important that cadets observe proper reporting procedures when reporting to the instructor’s office. Cadets will follow the following steps:

A. Knock on the office door and wait for permission to enter.

B. March in, stand two paces from instructor’s desk.

C. Stand at attention and render a hand salute.

D. Report in by saluting and stating "Sir/Ma’am, Cadet, last name, reports as ordered, reporting to ask a question or reports to make a statement".

E. Wait for the instructor to return your salute and then drop yours.

F. When all business is finished, stand at attention, render a salute and greeting.

G. Wait for the instructor to return your salute and exit the office.

D. **Position of Honor**. According to military customs and courtesies, the position of honor is always to the left. When walking with an officer or cadet of a higher rank, the cadet will place him/herself to the left of the senior.

**2. Military Protocol:**

Correct military protocol will be observed at all times.

A. SAI is addressed by cadets in or outside the classroom as:

1) Rank (lieutenant colonel)

2) Lieutenant colonels are informally referred to as colonels

3) Rank and last name

4) Sir or Ma’am, as appropriate

B. AIs are addressed by cadets in or outside the classroom as:

1) Rank (Chief Warrant Officer/First Sergeant)

2) Chief/First Sergeant

3) Rank and last name

4) Warrant Officers – Sir or Ma’am as appropriate

**Note: Never address the SAI, AIs or any other military officer/NCO by their first name.**

C. Cadets will address each other in class and while in uniform:

1) If superior is an NCO: Cadet/rank, cadet/rank and last name

2) If superior is an officer: Cadet/rank, cadet/rank and last name, or sir/ma’am

D. Cadet to subordinate cadet as appropriate:

Cadet/rank, cadet and last name, or cadet/rank and last name

E. Cadet to cadet of equal rank:

First name, cadet/rank, or cadet/rank and last name

**1-6 Classroom Procedures:**

1. When the tardy bell rings, the instructor will shut the classroom door and cadets who are late will report to lock out to receive a pass to enter the classroom. Cadets in attendance will be lead by their classroom leader in reciting the Pledge of Allegiance and Cadet Creed.

2. Cadets will recite the Pledge of Allegiance and the Cadet Creed, and will be ordered to fall out and take their seats. The cadets’ backpacks will be placed under the desk and out of the aisle. Book bags and backpacks are not to be on the on the desk at any time.

3. Cadets will start the assigned daily task as outlined on the front boards.

4. When told by their instructor, the cadets will place their materials away properly.

5. Cadets will remain in their seat until dismissed by their instructor.

6. All cadets are encouraged to have a great and positive day everyday!

7. Food, drink, candy, and gum are not allowed in the JROTC room unless approved by the SAI or AI.

**1-7 Classroom Rules:**

1. Cadets will follow all directions the first time given. Cadets will follow instructions from instructors and cadet leadership. Failure to follow directions will result in demerits to be administered to the offending cadet.

2. As a young adult, you will keep hands, feet and other objects to yourself. You are expected to act accordingly and as young men and ladies.

3. Cadets will raise their hand to speak and wait to be recognized. Outburst will not be allowed within the classroom.

4. Cadets are not permitted to bring radios, televisions, iPods or MP-3 players, video games, cards, dice, tobacco products to school. Violation of this rule will result in disciplinary action.

5. Cadets will not leave the classroom or training area without a bathroom pass or a written pass from the JROTC instructors.

6. The SAI and AI’s office is a place of business for the Senior Army Instructor (SAI) and Army Instructor (AI). Cadets will stay out of this area unless they are conducting JROTC business and have permission to enter.

7. Cadets are not allowed to eat food or drink beverages in the JROTC classroom. Cadets must take pride in JROTC areas and clean up after themselves. Any exceptions to the no food, no drink rule must be approved by the SAI or AI.

8. All cadets will respect each other’s personal space and belongings at all times.

9. All cadets must stay in their seat unless they have permission to get up.

10. All cadets must be prepared for class. Cadets won’t be allowed to leave the classroom once class starts.

11. Cadets will not wear hats (or any form of headgear) or sun glasses in the JROTC area.

12. **Cadets will not wear open toed shoes to class because they are not conducive to curriculum activities and create a safety hazard.**

13. Cadets will not engage in public display of affection (PDA) while in uniform.

14. Cadets will not use JROTC class time to complete assignments for other classes without approval from one of the Instructors. Cadets caught copying homework or completing other class assignments without approval will have the material confiscated and the teacher of that subject informed.

15. Classroom rules do not only apply to the JROTC classroom. As a cadet you are expected to set the example for other classes and carry yourselves to bring credit upon you and the Maverick battalion.

**1-8 Abbreviations:**

AI- Army Instructor JROTC- Junior Reserve Officers’ Training Corps

BDE- Brigade LET 1- Leadership Education and Training 1st year cadet

BN- Battalion LET 2- Leadership Education and Training 2nd year cadet

CDR- Commander LET 3- Leadership Education and Training 3rd year cadet

CO-Company LET 4- Leadership Education and Training 4th year

CSM- Command Sergeant Major PLT LDR- Platoon Leader

XO- Executive Officer PSG- Platoon Sergeant

1SG- First Sergeant RFI- Request for Information

CWO-Chief Warrant Officer SAI- Senior Army Instructor

SQD LDR- Squad Leader

**1-9 Cadet Rank Abbreviations:**

C/COL- Cadet Colonel C/1SG - Cadet First Sergeant

C/LTC- Cadet Lieutenant Colonel C/MSG- Cadet Master Sergeant

C/MAJ- Cadet Major C/SFC- Cadet Sergeant First Class

C/CPT- Cadet Captain C/SSG- Cadet Staff Sergeant

C/1LT- Cadet First Lieutenant C/CPL- Cadet Corporal

C/2LT- Cadet Second Lieutenant C/PFC- Cadet Private First Class

C/CSM- Cadet Command Sergeant Major C/PV1-PV2 – Cadet Private

**1-10 Insignia Grade of Officers and Enlisted Personnel**



**Chapter 2: Administration and Study Guides**

This chapter informs a cadet concerning their grades and promotions. All rules and requirements to do well in the JROTC program are included here.

**2-1 Grading Policy:**

Cadets will be graded in the following areas on a 100 % basis as follows:

1. A. Uniform Wear / Inspections / Exams 70%
2. B. Performance / Drill / Conduct / Leadership 15%
3. C. Participation / Class Work / Reports 15%
4. D. Merits/Demerits may raise or lower a grade by one letter.
5. E. Grades structure:
6. A = 90-100
8. B = 80-89
10. C = 70-79
12. D = 60-69
14. F = 0-60

**2-2 Make Up Work:**

1. Make up work is YOUR responsibility. When you return to class following an excused absence, check with your instructor for assignments and make-up work. Assignments not made up within three days after returning to class will result in a zero.

2. Uniform wear and inspections count as a test grade within the JROTC Department. A missed uniform wear will be made up the following day or the next day a cadet is back to school if it was missed due to an absence. In order to receive credit, the cadet is required to report to their instructor three times within the day. This is to ensure that cadets wear the uniform properly and to ensure the cadet wears the uniform for the entire day. The cadet will report to their instructor before school, during their lunch period and after school. A cadet will only receive credit if they execute all three inspections by a JROTC instructor.

3. If the cadet was present in class but did not wear his uniform, the cadet will receive a zero grade. The cadet will then follow the above procedures in paragraph 2 and in addition serve time in JROTC ASD. If the cadet has missed one uniform wear within the semester, then they will serve one day in JROTC ASD. If they miss two uniform wears with in a semester, then they will perform two days of JROTC ASD. This will continue for each additional missed uniform wear. Only when procedures outlined in paragraph 2 and all ASD time has been accounted will the cadet then receive the minimal grade of 70.

**Important note: Failing to wear your JROTC uniform will result in *failing the class.***

**2-3 Merit/Demerit Policy:**

1. 1. The purpose of the merit/demerit system is to recognize the cadet’s outstanding performances or shortcomings in the classroom or during outside training.

2. The company First Sergeant is responsible for recording and maintaining the balance of merits and demerits for all cadets assigned to their company.

3. Merits/Demerits may be recommended by:

A. Squad Leaders, Platoon Sergeants, and Platoon Leaders

B. First Sergeants

C. Command Sergeant Major

D. Officers

E. SAI and AI

4. Merits and Demerits are issued only by the SAI and AIs.

5. Cadets receiving merits/demerits will be informed of the reason for receiving the merits/demerits. If the cadet wishes to protest demerits, he or she should go through their chain-of-command first, then the Board of Officers if necessary. The Board of Officers will make a final recommendation to the SAI.

6. The merit/demerit balance is totaled through one semester period. A cadet who has a total of one hundred (100) merits at the end of the semester may earn a Good Conduct ribbon.

7. Merits can positively affect a cadet’s status as follows:

A. A balance of (+) 100 will result in the cadet receiving a good conduct medal awarded by the SAI. Subsequent awards will result in the cadet receiving a lamp for each additional award of the medal.

B. Cadet with a balance of over (+) 200 can receive a Merit promotion of one grade at the discretion of the SAI,

8. Demerit balance can affect a cadet’s status as follows:

A. A balance of (-) 100 will lower the assigned grade for the class by one letter grade and you will be removed from all team participation.

B. Cadets with a balance of (-) 50 will be subsequently reduced in rank.

**2-4 Merit/Demerit Codes:**

Merits: Merits Earned Code

1. 1. Cadet of the Quarter Winner 25 A
2. 2. Community Service 25 B
3. 3. Before and after school Battalion 1-10 C

Practices/company clean up

5. Usher at school activities and 1-10 D

Parking Cars

6. Participation in the COM board/ 1-10 E

Staff meetings

1. 7. Outstanding Uniform 1-10 F

8. Completed homework assignments 5 G

9. Other appropriate assignments 1-10 H

Demerits: Demerits Earned Code

1. 1. Out of School Suspension 100 AA
2. 2. In School Suspension 25 BB
3. 3. After School Detention 50 CC
4. 4. Insubordination or disrespect 10 DD
5. 5. Failure to complete assignments 5 EE
6. 6. Skipping class 10 FF
7. 7. Eating food or chewing gum in class/ranks 5 GG
8. 8. Missed uniform day (unexcused) 10 HH
9. 9. Inattention in class or ranks 5 II
10. 10. Missed physical training day (unexcused) 5 JJ
11. 11. Tardy 5 KK
12. 12. Other inappropriate actions 1-10 LL

**2-5 Formations and Procedures**

1st Formation: Cadets will report immediately to their classroom and then to the ROTC hallway for formation. After the tardy bell sounds, the cadet Chain of command will conduct a company formation to take attendance and make announcements. Cadets will recite the Pledge, Cadet Creed, Professionals Creed, General Orders, Core Abilities and their “Be, Know, Dos”. Class leaders will report attendance to their Instructor to be entered into PowerSchool. Cadets will be directed to their classroom or other areas for training

End of Day Formation: Five Minutes prior to the end of period bell, Cadets will leave their classroom and form in the ROTC hallway for the end of day formation. Cadet Chain of command will put out any additional instructions and information and dismiss the company at the sounding of the period bell. Cadets are expected to recite the Battalion Motto before the dismal. Class room leaders will ensure all of the cadets chairs placed under the table and all the trash is picked up. The last class of the day will put the chairs up on the top of the table prior to dismissal.

**2-6 After School Detention (ASD) / Extra Duty Policy:**

The JROTC instructors and/or School Administrators may recommend cadets to ASD for infractions within the JROTC department or within the school. ASD is performed Tuesdays and Thursdays from 1430-1600.

A. Cadets who find themselves with more than 50 demerits or who have been referred to the school administration will perform ASD as a disciplinary action and to remove the demerits from their record.

B. ASD / Extra Duty will consist of “Walking the Maverick Mile” and/or extra duty as assigned by the SAI or AI. “Walking the Maverick Mile” will consist of the cadet walking the designated area in the Cadet courtyard armed with a M1903 rifle

1. One hour of walking will result in 10 demerits being removed from the cadet’s record.

On the day of detention cadets will:

1. Report to the school administrator to receive their detention pass and then report to one of the instructors for their detention.
2. Not be released from their assigned extra duty until the SAI or AI releases them. Cadet is responsible to ensure the SAI or AI signs the detention slip which is to be returned to the school administrator.

NOTE: Cadets who fail to report for detention will result in (First offense - doubling ASD requirement), (Second offense – Cadet is referred to school administration for insubordination and could result in school suspension)

**2-7 Promotion Policy:**

For all promotions, the battalion table of organization and its rank structure will be used as a guide. In no case will it be exceeded without the approval of the Senior Army Instructor. Cadets are eligible for promotion during each quarter of the school year. Battalion promotion boards are planned and conducted by the Battalion C/CSM.

A. Enlisted Promotion: Nominated by Army Instructor and approved by Senior Army Instructor (No Board Required) To be eligible for promotion to the rank of C/PVT (E-1) through C/CPL (E-4), cadets must meet the following criteria and be nominated by their AI:

1. Submit Leadership Application (filled out by current class teachers) to Army Instructor.

2. Receive a passing grade in their JROTC classes.

3. Be recommended for a promotion by their Instructor. .

4. Miss less than 2 uniform days (During the promotion quarter)

5. Pass a written test consisting of rank identification and chain of command.

6. Recite the Cadet Leader’s packet information.

7. Participate in at least one extracurricular activity during the quarter/semester.

B. Noncommissioned Officer Promotion: (Promotion Board Required) To be eligible for promotion to the rank of C/SGT (E-5) and C/SSG (E-6), cadets must meet the following criteria:

1. Meet all requirements in afore mentioned in E1-E4 promotion criteria

2. Submit Leadership Application (filled out by current class teachers) to promotion board.

3. Submit current report Card to promotion board

4. Submit Cadet Portfolio to promotion board

5. Submit Uniform Inspection 5x8 card to promotion board

6. Maintain a 2.5 GPA or Higher

7. Received a passing grade in their JROTC classes.

8. Receive a recommendation from the SAI/AI.

9. Have the rank of C/CPL (E-4).

10. Be assigned to a C/SGT position or higher for one quarter.

11. Demonstrate the ability to conduct squad drill prior to being promoted.

12. Miss zero uniform inspections. (During the promotion quarter)

13. Be nominated by the Cadet Promotion board for promotion

C. To be eligible for promotion to C/SFC (E-7) through C/CSM (E-9), cadets must meet the following criteria:

1. Meet all requirements in afore mentioned in E1-E6 promotion criteria

2. Submit Leadership Application (filled out by current class teachers) to promotion board.

3. Be assigned to a C/SSG position or higher for one quarter.

4. Miss zero uniform inspections. (During the promotion quarter)

5. Have shown outstanding leadership capability during school year

6. Be nominated by the Cadet Promotion board for promotion

D. Officer’s Promotions: To be eligible for promotion to the rank of C/2LT (O-1), cadets must meet the following criteria:

1. Meet all requirements in afore mentioned in E1-E9 promotion criteria

2. Submit Leadership Application (filled out by current class teachers) to promotion board.

3. Have attained the rank of C/SFC or higher.

4. Be assigned to a C/2LT position or higher for one quarter.

5. Demonstrate the ability to conduct platoon drill prior to being promoted.

6. Have shown outstanding leadership capability during school year

7. Pass the Officers’ review with SAI/AI before being promoted.

8. Miss zero uniform inspections. (During the promotion quarter)

E. To be eligible for promotion to C/1LT (O-2) through C/COL (O-6), cadets must meet the following criteria:

1. Meet all requirements in afore mentioned in E1-O1 promotion criteria

2. Submit Leadership Application (filled out by current class teachers) to promotion board.

3. Receive a passing grade in all their JROTC classes.

4. Receive a written recommendation from the SAI/AI.

5. Have the rank of C/MSG or higher.

6. Be assigned to a C/1LT position or higher for one quarter.

7. Demonstrate the ability to conduct platoon drill prior to being promoted.

8. Have shown outstanding leadership capability during school year

9. Pass the Officers’ review with SAI/AI before being promoted.

10. Miss zero uniform inspections. (During the promotion quarter)

**2-8 Student Status:**

1. Cadets must maintain an acceptable standard of conduct. It is an honor and privilege to belong to the Mallard Creek High School JROTC Program. Cadets who do not display the virtues and attributes of the Cadet Creed will not be allowed to participate in the JROTC elective classes. When events occur that may bring discredit to the Program or the individual, the SAI, and with the approval of the school’s administration, will place a cadet in Student Status. Student Status is the first step in a process to reform the behavior and/or the first step in the removal process for the cadet from the program.

In all cases, a Cadet will be considered for student status or disenrollment when they:

(1) Withdraw from school.

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

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

(4) Exhibit undesirable character traits, such as:

(a) Lying, cheating, stealing or hazing.

(b) Unauthorized possession or use of illegal drugs or substances.

(c) Conviction or adjudication as a juvenile offender for committing an offense that could lead to imprisonment.

(d) Frequent incidents of a discreditable nature with civil or school authorities or other similar acts.

(5) Exhibit an indifference to and a 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.

(6) Cadets are expected to recite the Pledge of Allegiance. However, if they choose not to participate 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 JROTC.

1. The above-mentioned offenses must be substantiated through written counseling by the SAI or AI. An offending Cadet will be placed in Student Status and sign a Student contract. Both the Cadet and the Cadet’s parent will sign the contract which outlines required steps for the cadet to perform in order to reestablish his status as an active Cadet. If the cadet fails to improve his performance or meet the requirements outlined in the contract, the SAI will submit the cadet to the school administration for removal from the JROTC program.

**Chapter 3: Battalion Leaders’ Guide**

**3-1 Purpose:**

This chapter is designed to describe the leadership structure and duties and responsibilities of the chain of command in the Maverick Battalion.

**3-2 Definitions:**

Leadership: The art of influencing people to get the job done.

Peer Leadership: Cadet Leaders understand that the authority and position they hold are to facilitate mission accomplishment and that they are **leading their peers** with respect and inspirational methods. They are not more important than their subordinates; they simply have responsibilities that require authority.

Unity of Command- The Maverick Battalion is commanded by the Battalion Commander. He or she is responsible for everything the battalion does or doesn’t do. All subordinates to the BC must give absolute loyalty to and follow the directions and leadership of the BC.

Span of Control- One commander can effectively control only a given number of cadets. Normally the number is 5 to 7 subordinates.

Chain of Command- This is the succession of leaders from the BC through the XO to the Company CDRs to the Platoon Leaders through the Platoon Sergeants to the Squad Leaders. It is through this chain of command that orders, directions, and communications flow that enables the BC to maintain control and gain optimum performance.

Staff Authority and Responsibility- The battalion staff consists of those cadets chosen by the commander who advise and assist him/her in the exercise of command and management of the battalion.

**3-3 Battalion Commander and Staff**:

Battalion Commander (BC): The battalion commander is the cadet leader of the battalion and thus is responsible for everything the battalion does or fails to do. He or she has the authority to exercise control of the battalion through the battalion staff and members of the chain of command.

Battalion Executive Officer (XO): The XO is the principle assistant to the BC. When the BC is not present, the XO is in command of the battalion. The XO supervises the BN Staff in the exercise of their duties.

Battalion Adjutant (BN S1): The S1 is the administrative officer of the BN. He or she is responsible for maintaining all personnel records and actions of the BN.

Battalion Security Officer (BN S2): The BN S2 is responsible for all security/safety matters (Risk Assessment) and special projects. The S2 is also responsible for weather tracking and posting in classrooms and for all operations.

Battalion Operations and Training Officer (BN S3): The S3 is responsible for all cadet training and operations, to include all operational plans, after action reports, and training schedules.

Battalion Supply Officer (BN S4): The S4 is responsible for the maintenance, security, record keeping, issue, and turn in of all government property. He is also responsible for the coordination of transportation and all supplies required for operations.

Public Relations and Communications Officer (BN S5): The S5 is responsible for all communications within the BN and with outside organizations. The S5 prepares the newsletters and communications with the JROTC Booster Club.

Provost Marshall (PM): The PM is responsible for supervising and coordinating the actions of the Honor Guard and the Student Parking Lot Detail.

Battalion Command Sergeant Major (CSM): As the senior enlisted member of the CORPS, he is the senior NCO advisor to the BC and also responsible to supervise the enlisted members of the BN.

**3-4 Company Officers**

Company Commander (CO): The CO is responsible for everything his company does and fails to do. He supervises the actions of his company, insures it is prepared for training, and insures that information is passed up and down the chain of command. The CO reports to the BC and supervises the company through his platoon leaders.

Company First Sergeant (1SG): The 1SG is the primary advisor to the company commander and is responsible for individual training, discipline, soldier issues, NCO development and morale within the company. They have additional duties as well, but these are their primary responsibilities.

Platoon Leader (PL): The PL is responsible for all actions of his platoon. He assists the SAI/AI in classroom management and leads/supervises his platoon with the assistance of the platoon sergeant and squad leaders.

`Platoon Sergeant (PSG): The PSG assists the PL as the immediate supervisor of the Squad leaders. He assists the SAI/AI in classroom management, drill, and inspections.

Squad Leader (SL): The squad leader is the first line supervisor of cadets. He is a follow-me leader that always sets the example. He is responsible for all his cadets do and fail to do. They look to him to lead them to get the job done.

**3-5 Grade Requirements for Leadership**

Rank is an honor and a privilege that few can experience. Leaders do not just “wear the rank”; they “bear the rank”. This means we expect cadets to lead by example and always set the example for their fellow cadets and students within MCHS. It is imperative that our cadets are a **student first and a cadet second**.

In order to be considered for a leadership position, a cadet must have “C” average in their core classes and an “A” average in JROTC. They must then be recommended by an Army Instructor and complete a rigorous interview/board comprised of cadets and Army Instructors. Once selected, a cadet must maintain a “C” average or above in Core Level Classes and an “A” in JROTC. If a Cadet’s grades fall below the required grades, they will be placed on probation and allowed to correct their grades within a specified time frame.

**Probation** is as follows:

One “D” grade in core level class: Written Counseling and specified time frame to correct grade. If the cadet fails to bring the grade to a “C” above, then the cadet will be reduced and removed from the leadership position.

Two “D” grades or “F” in core level class: Written Counseling, specified time frame to correct grade and reduction in rank. Reduction will be final if cadet does not bring grade to a “C” or above and the cadet will be removed from the leadership position.

“B” or below grade in JROTC: Written Counseling and specified time frame to correct grade. If the cadet fails to bring the grade to an “A”, then the cadet will be reduced and removed from the leadership position.

**Chapter 4: Special Teams**

Included in this chapter are all the rules and guidelines pertaining to teams, their administration, and procedures.

**4-1 General:**

Any cadet interested in joining the Academic Team, Drill Team, Color Guard, Honor Guard, Rifle Team, or Raiders must have a passing grade in JROTC and an overall grade point average of 2.0 at all times. Grades will be checked at the completion of the first, second, and third quarter. The instructors must approve all team members and have less than ten demerits at any time.

Cadets may participate in more than one special team, and can switch from one team to another with the approval of the SAI/AI only.

**4-2 Rules for Teams:**

1. Team Commanders will keep a team book with the following information:

a. An attendance roster with cadet name, rank, company and phone number. Before weapons are issued; the Team Commander will submit a daily attendance record to the SAI/AI.

b. A roster of cadets who have participated in each performance.

2. Practices will be held on days specified by the SAI or AI.

3. Practices will commence at 1430 HRS and end no later than 1630 HRS. If practice is cancelled it must be done before the buses leave school. Be sure all team members are notified that practice has been canceled.

4. After 5 excused or 2 unexcused absences, a cadet will be removed for the team and added to the inactive roster. Exceptions will be approved by the SAI/AI.

5. When a cadet’s work or school activity prevents them from attending all practices, he/she will be placed on the inactive roster.

6. While a cadet is on the inactive roster, he/she will not be allowed to participate in team practices or events. Exceptions will be approved by the SAI/AI.

7. Inactive team members will be allowed to wear their team equipment if playing a sport or academics that keeps them from attending practices and events.

8. Inactive team members may return to a team immediately after a sport, job, or academics are completed. Cadets returning to the active roster must be available for all scheduled practices.

9. New cadets who join a sport activity at the start of the school year may join a team immediately after their sport is complete.

NOTE: A decision to cancel any special team practice will be made by the SAI/AI only.

**“NO EXCEPTIONS”**

**4-3 Color Guard:**

1. The Color Guard Commander is appointed by the SAI/AI.

2. The Commander will be allowed to appoint one Assistant Commander with the approval of the SAI/AI.

3. Team members will be issued a white shoulder cord.

4. To be awarded a Color Guard ribbon (N-3-6) a cadet must have attended practices and participated in at least three performances during the semester. Exceptions will be approved by the SAI/AI.

5. In order for a member to receive an arc, the cadet must have attended practices and participated in at least five performances during the semester. Exceptions will be approved by the SAI/AI.

**4-4 Drill Team:**

1. The Drill Team Commander is appointed by the SAI/AI.

2. The Commander will be permitted to appoint one or two Assistants approved by the SAI/AI.

3. Team members will be issued a red shoulder cord for the first competition. This gear may be worn on uniform days. A cadet will not be issued a red cord if they have not attended at least one drill competition. Exceptions will be approved by the SAI/AI.

4. To be awarded a Drill Team ribbon (N-3-4) a cadet must have attended practices and participated in at least three performances during the semester.

5. In order for a member to receive an arc the cadet must have attended practices and participated in at least three performances during the semester. Exceptions will be approved by the SAI/AI.

**4-5 Honor Guard:**

1. The Honor Guard Commander is appointed by the SAI/AI.

2. The Commander will be permitted to appoint one or two NCO Assistants approved by the SAI/AI.

3. Members must be able to be absent from academic classes for the last twenty minutes of class and in the case of special ceremonies.

4. On days members are on duty they will receive passes to leave class early. Cadets found using these passes for anything else other than Honor Guard will be apprehended and receive proper corrective actions.

5. Team members will be issued an orange shoulder cord only if they have attended ½ of the practices and have performed Honor Guard on numerous occasions. This gear is permitted to be worn on uniform days.

**4-6 Raiders:**

1. The Raider Commander is appointed by the SAI/AI.

2. The Commander will be permitted to appoint one or two Assistants approved by the SAI/AI.

3. Team members will be issued a black shoulder cord. This gear may be worn on uniform days. Members will also be issued one BDU uniform after the first quarter.

4. To be awarded a Raiders ribbon (N-2-4), a cadet must have attended practices and participated in at least one Raider Competition during the semester.

5. In order for a member to receive an arc the cadet must have attended practices and have participated in at least one Raider Competition during the semester. Exceptions will be approved by the SAI/AI.

**4-7 Maverick Rifles Marksmanship Team:**

1. The Mallard Creek Rifles Team Leader is appointed by the SAI/AI.

2. The Commander will be permitted to appoint one Assistant Commander approved by the SAI/AI.

3. Team members will be issued a tan shoulder cord for the first competition. This gear may be worn on uniform days. A cadet will not be issued a shoulder cord if they have not participated in at least one shooting competition. Exceptions will be approved by the SAI/AI.

4. To be awarded a Rifle Team Arc a cadet must have attended practices and participated in at least three competitions or mentored during the year.

* 1. **Orienteering Team/Academic Bowl:**

1. The Orienteering Team/Academic Bowl Commander is appointed by the SAI/AI.

2. The Commander will be permitted to appoint one Assistant approved by the SAI/AI.

Team members will be issued a green shoulder cord for the first competition or after having participated in practices regularly for 6 weeks.

To be awarded an Orienteering and Academic Bowl Ribbon, a cadet must have attended practices and participated in at least one Orienteering Competition and/or Academic Bowl competition. Exceptions will be approved by the SAI/AI.

**Chapter 5: Uniforms:**

Chapter 5 explains all rules and procedures referring to the uniform and its components, and awards. The uniform you will wear is the same as that worn by active duty and retired army personnel. Men and women have dedicated their lives and liberties, while providing the privilege to wear this uniform of honor. **At all times, you will give the uniform the respect it deserves**.

Uniform wear is an integral part of JROTC and counts as a test grade. Cadets, who repeatedly do not wear the uniform or exhibit behavior /standards that do not meet with the programs intent will have their uniform taken from them and they will be placed in a Student status. (See paragraph 2-8 Student Status for details on Student status and removal from the JROTC program)

**5-1 General:**

1. Cadets are required to wear the uniform all day on Wednesday or Thursday depending upon which day they have JROTC class. Uniforms will be worn properly from the moment they leave their home until they return home.

2. There will be absolutely no wearing of partial uniforms. Cadets found to be wearing a partial uniform will receive demerits and appropriate actions taking by their instructor which will minimally include a reduction in their grade.

3. JROTC uniforms or other personal items will not be left in the JROTC area during the day or overnight unless approved by the SAI/AI.

4. To receive credit for a uniform day, the cadets must wear a full Class A or B uniform to JROTC and to all their classes on prescribed uniform wear days. Failure to do so will also result in significant demerit penalties.

5. To be excused from uniform wear during a school-sponsored trip, cadets must inform the SAI/AI prior to departing on the trip and must wear the uniform upon the first school day upon return.

6. Uniform wear and inspections count as a test grade within the JROTC Department. A missed uniform wear will be made up the following day or the next day a cadet is back to school if it was missed due to an absence. In order to receive credit, the cadet is required to report to their instructor three times within the day. This is to ensure that cadets wear the uniform properly and to ensure the cadet wears the uniform for the entire day. The cadet will report to their instructor before school, during their lunch period and after school. A cadet will only receive credit if they execute all three inspections by a JROTC instructor.

7. If the cadet was present in class but did not wear his uniform, the cadet will receive a zero grade. The cadet will then follow the above procedures in paragraph 2-2 (Make Up Work) and in addition serve time in JROTC ASD. If the cadet has missed one uniform wear within the semester, then they will serve one day in JROTC ASD. If they miss two uniform wears with in a semester, then they will perform two days of JROTC ASD. This will continue for each additional missed uniform wear. Only when procedures outlined in paragraph 2-2 and all ASD time has been accounted will the cadet then receive the minimal grade of 70.

**Important note: Failing to wear your JROTC uniform will result in *failing the class.***

**5-2 Personal Appearance Policies:**

Cadets in the JROTC program are responsible for their appearance in uniform. All cadets will maintain a high standard of dress and appearance. The uniform will be properly fitted, cleaned, serviced, and pressed. Cadets will ensure that articles carried in their pockets, i.e., wallets, comb, cell phone, money and keys do not cause a bulky appearance.

When in a Class A uniform, all buttons will be buttoned and brass will be cleaned and polished. In a Class B uniform, the top button on the Army green shirt is unbuttoned. When wearing the Class B uniform, remember you must wear all of your uniform articles (JROTC medals are not to be worn if they have a corresponding ribbon. However, if a national award is awarded, the medal and the ribbon may be worn together).

The male cadet’s belt (from top view) is first pushed through the left front loop of the trousers and adjusted to allow only the tip of the belt to protrude from the buckle.

The female cadet’s belt (from top view) is first pushed through the right front loop of the trousers and adjusted to allow only the tip of the belt to protrude from the buckle.

Male and female shirts are to be tucked in with the seam of the shirt aligned with the seam of the fly of the trousers. Both Male and Female cadets must wear a white shirt sleeve crew neck T-shirt (No logo’s) under Class A and B uniforms. Only issued patent leather shoes are to be worn as part of the uniform. All cadets will be issued one pair of black socks at the beginning of the year and it is recommended that all cadets purchase more than one pair of black tall calf length dress socks.

Hair Policy

1. The requirement for hair grooming standards is necessary to maintain uniformity and instill discipline within the battalion. Many hairstyles are acceptable, as long as they are neat and conservative. Extreme, eccentric, or trendy haircuts or hairstyles are not authorized.
2. Hair color will be of a natural color and extreme designs are not authorized.

Colors (such as but not limited to; blue purple, pink green, orange, bright red and fluorescent colors) that detract from a professional military appearance are prohibited.

(Female)

1. 1. **Description**- Female hair will be neatly groomed. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Hairstyles will not interfere with proper wearing of headgear.
2. 2. **How worn**- Hair holding ornaments (barrettes, pins, clips), if used, must be transparent or similar in color to the hair, and will be inconspicuously placed. Beads or similar ornamental items are not authorized. Hair will not touch the collar.

(Male)

1. **Description** - Male hair on top of the head must be neatly groomed. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. The hair will present a tapered appearance where the outline of the Cadet’s hair conforms to the shape of the head, curving inward to the natural termination point at the base of the neck.
2. **How worn** – When hair is combined, it will not fall over the ears or eyebrows, or touch the collar. Shaves will be clean with no visible hairs (mustaches are the only allowed facial hair, however they must be neat in appearance), and side burns will be no longer than the bottom opening of the ear (Ear canal). No corn rows or braids are authorized for wear in the JROTC program.

**5-3 Wearing of Jewelry:**

On uniform days cadets will be allowed to wear the following items of jewelry while dressed in a Class A or Class B uniform.

Male and Females

Description- One wristwatch, and /or activity tracker or one identification bracelet, and no more than two rings are authorized with cadet uniforms. Any necklace will not be visible while in uniform.

Wearing of Earrings

1. 1. Description- Only stud or loop earrings that do not exceed 6mm or ¼ inch in diameter may be worn. They will be of gold or silver.
2. 2. How worn- Female cadets are not authorized to wear screw-on, or post-type earrings while in uniform. When worn, earrings will fit snugly against the ear and will be worn as a matched pair with only one earring per ear lobe. The band connecting non-pierced earrings may extend slightly below the ear lobe. There will be no other piercing of any type on the face or body. Any other piercing must have a clear plug if anything is to be worn in them. No Band-Aids will be worn over piercing on the face or ears.

Note: Males are not permitted to wear earrings or have any other piercing of any kind that is visible.

Hair Policy

1. The requirement for hair grooming standards is necessary to maintain uniformity and instill discipline within the battalion. Many hairstyles are acceptable, as long as they are neat and conservative. Extreme, eccentric, or trendy haircuts or hairstyles are not authorized.
2. Hair color will be of a natural color and extreme designs are not authorized.

Colors (such as but not limited to; blue purple, pink green, orange, bright red and fluorescent colors) that detract from a professional military appearance are prohibited.

(Female)

1. 1. **Description**- Female hair will be neatly groomed. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Hairstyles will not interfere with proper wearing of headgear.
2. 2. **How worn**- Hair holding ornaments (barrettes, pins, clips), if used, must be transparent or similar in color to the hair, and will be inconspicuously placed. Beads or similar ornamental items are not authorized. Hair will not touch the collar.

(Male)

1. **Description** - Male hair on top of the head must be neatly groomed. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. The hair will present a tapered appearance where the outline of the Cadet’s hair conforms to the shape of the head, curving inward to the natural termination point at the base of the neck.
2. **How worn** – When hair is combined, it will not fall over the ears or eyebrows, or touch the collar. Shaves will be clean with no visible hairs (mustaches are the only allowed facial hair, however they must be neat in appearance), and side burns will be no longer than the bottom opening of the ear. No corn rows or braids are authorized for wear in the JROTC program.

**5-4 Class A & Class B Army Service Uniform (ASU) :**

Your appearance is important to you and the JROTC program. Maintaining proper bearing while in uniform will reflect good leadership traits on you and the JROTC program.

Your uniform consists of:

Female Male

Beret \* Beret\*

ASU Gray Shirt\* ASU Gray Shirt\*

Neck Tab Neck Tie

ASU Coat ASU Coat

ASU Pants\* ASU Slacks\*

Oxfords\* Oxfords\*

Black socks\* Black socks\*

Name Tag\* Name Tag\*

All ribbons awarded\* All ribbons awarded\*

Medals-on special occasions Medals-on special occasions

Belt and buckle\* Belt and buckle\*

NOTE: Class B uniform items are listed with an asterisk (\*). ASU is the abbreviation for “Army Service Uniform”. It is the responsibility of each cadet to have the uniform cleaned. Keep the uniform in wearable condition and return the uniform when you leave JROTC. Cadets are to wear their uniforms only on uniform days unless the SAI/AI has scheduled a special activity. Class A uniforms are to be worn during winter and for special occasions. The Class B uniform may be worn during the warmer seasons. However, if worn during a cold day civilian coats may be worn over the Class B uniform.

**5-5 Wearing of Service Ribbons:**

Ribbons will be worn in the order of precedence from left to right (when facing the shirt). On the Class B, if more than one row is worn then the rows must be compact on top of each other with no spacing. No more than three ribbons will be worn in any one row.

On the Class A, the rows may vary. Continue with rows of three until it reaches the collar of the jacket, then and only then may the cadet begin to stagger right with his or her ribbons. No ribbons will be completely covered by the collar to the wearer’s left.

Cadets will be issued a ribbon for the first award only. A bronze lantern will be issued to signify second, silver for third, and gold for fourth, after that on the fifth award a gold cluster and bronze cluster will be placed on the ribbon, for the sixth award gold cluster and silver cluster, etcetera, all the way until three gold clusters are placed, and no more. Lanterns will be attached to the center of the ribbon in a vertical position.

**5-6 Aiguillettes/Shoulder Cords:**

(In order of precedence)

- Black: Raider members will wear the color black on the left shoulder.

-Orange: Honor Guard members will wear the color orange on the left shoulder.

-White: Color Guard members will wear the color white on the left shoulder.

-Red: Drill team members will wear the color scarlet on the left shoulder.

-Green Orienteering team members will wear the green on the left shoulder

-Tan Rifle shooting team members will wear the tan on the left shoulder.

* Blue Battalion Staff Member

NOTE: Only two aiguillettes/shoulder cords may be worn at a one time (one on each side). If a cadet has more than two aiguillettes then he or she will choose which two teams they would like to represent on that given day.

1. -While at a specific event for a specified team, the team members will be required to wear the appropriate team aiguillette on the left shoulder for that specific event. The second aiguillette will be moved to the right shoulder in order of precedence.
2. 

**5-7 Proper Wear of Uniform:**

1. Male and Female properly wearing the US Army JROTC Beret

* The Beret is Worn with Class A and Class B Uniforms
* Edge binding 1 inch above eyebrows and straight across forehead. Center the flash and the stiffener above the left eye. Pull excess material between the top and middle of right ear.
* Hair should not extend below the front bottom edge of the beret.
* Officers wear their rank centered on the flash. Enlisted soldiers wear their distinctive unit insignia on the flash

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

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<https://outlook.office365.com/owa/service.svc/s/GetFileAttachment?id=AAMkADUxMjM1NzY2LTZiYjItNGE0Ny1iOGJkLTFhOTQ5YThiMTFlMwBGAAAAAADf7GCui8d5QomP9kLmzoZVBwD8k0fH%2BmgEToYFxrqdVT7vADQp%2BuySAADqgKW9lb0uS52pdqFd1XPBAAAaVi1OAAABEgAQANU5qu3718pPsJENq8S%2BHgk%3D&X-OWA-CANARY=pYbjgRVZsEWMIYVdIhx_tJDB2hTsvdIYd2DmZd2iaZG-TI5HRV5ow8FuOw-oYIbdFQ_Phxtlg3o.>

2. Collar Insignia (Torches)- On the male coat for enlisted, the bottom of the discs will be placed approximately one inch (1”) up from the notch in the right and left collar and centered with the center line of the torch parallel to the inside edge of the lapels pointing at the top button.

On the female enlisted coat, the bottom of the discs will be placed approximately five eighths of an inch (5/8”) up from the notch in the right and left collar and centered with the center line of the torch parallel to the inside edge of the lapels, pointing at the top button.

On the Officer’s coat, the ROTC insignia will be five eighths of an inch (5/8”) up from the notch in the right and left collar and centered with the inside edge of the lapels. The top of the disc will be placed approximately five eighths of an inch (5/8”) down from the notch in the right and left collar and centered with the inside edge of the lapels.

 

**(Corps and collar insignia (Corps insignia (JROTC) on enlisted cadet coat)**

**(JROTC) on cadet officer coat)**

3. Nametags- On the male uniform, the name tag will be worn on the **flap** of the right breast pocket (View from top), centered from the left and right with the name tag placed centered between the top of the pocket and the top of the button on both the Class A and Class B Uniform. On females, the nametag will be worn centered on the right side with the bottom edge of the nametag one to two inches (1”-2”) above the top of the first button.

4. Special Ribbons- On the male uniform, special ribbons are centered one-eighth (1/8”) above the right breast pocket. On the female uniform, centered one half inch (1/2”) above the nametag.

5.Merit Unit, Honor Unit, and Honor Unit with Distinction Insignia- On the male uniform, the star is centered one-forth inch (1/4”) above the right breast pocket or one-fourth inch (1/4”) above Special Ribbons. On the female uniform, the star is centered one forth inch (1/4”) above the nametag or one-fourth inch (1/4”) above the special ribbons. On male and female uniforms, the star will have one point of the star pointing up.



6. Academic Achievement Insignia- On the male uniform it is centered one-fourth inch (1/4”) above the right breast pocket or one-fourth inch (1/4”) above Special Ribbons. On the female uniform it is centered one forth of an inch (1/4”) above the nametag or one-fourth inch (1/4”) above the Special Ribbons. When worn with the unit insignia star, it is pinned so that the star is worn in the center of the wreath.

 

7. Arcs- All arcs are worn on the right chest pocket. On the male uniform it is centered vertically with the nametag and centered horizontally between bottom of the pocket and bottom of the pocket flap. On the female uniform, it is centered vertically on nametag and one inch (1”) from the bottom of the nametag. All arcs, if more than one, are worn. They will be spaced one- half inch (1/2”) apart. Order of arcs must be consistent with the order the aiguillettes are worn



8. JROTC Ribbons: On the male uniform, ribbons will be worn centered one eighth of an inch (1/8”) above the left breast pocket and centered. On the female uniform, ribbons will be centered on the left side of the coat with the bottom row of ribbons aligned with the bottom edge of the nametag on the right side. (For cluster rules see page 4-4).

9. Marksmanship Badges: On the male uniform it is centered on the left breast pocket flap one-eight inch (1/8”) below the top of the pocket. On the female uniform it is centered on the left side of the coat one-eight inch (1/8”) below the ribbons.



10. JROTC Medals: On the male uniform, medals will be worn centered one eight of an inch (1/8”) below the seam of the left breast pocket. On the female uniform, medals will be centered on the left side of the coat with the top row of medals one eight inch (1/8”) below the bottom row of ribbons. The rules for aligning medals are the same, in reference to precedence, arrangement, and alignment.

11. Rank: On the male and female Class A jacket, officer pin-on rank for CADET COLONEL AND CADET CAPTAIN will be placed centered on the shoulder board between the top and bottom and left to right. For all other officers (Cadet Lieutenant Colonel, Cadet Major, Cadet First Lieutenant, and Cadet Second Lieutenant) Rank will be placed centered left to right on the shoulder boards and five eighths of an inch above the bottom of the shoulder board. All enlisted will wear their pin-on rank centered on the shoulder board from shoulder board from left to right and top to bottom shoulder board from left to right to right and top to bottom.



**5-8 Preparation for Inspection:**

The night before uniform day cadets should use the following checklist:

1. Is your uniform clean and pressed?

2. Are your shoes shined?

3. Is your brass shined?

4. Are all your awards and brass properly positioned?

5. Did you shave?

6. Is your haircut above your collar?

7. Female cadets should have a hair tie that is transparent or similar in color holding their hair up.

8. Do you have your cap or beret if needed?

9. Do you have a tie or neck tab if needed?

10. Is your uniform ready to be worn in a proper manner?

11. Is it complete and serviceable?

**5-9 ACU Wear:**



**Officer Enlisted**

ACU: The ACU will be properly maintained. It is a wash and wear uniform and will never be worn with the sleeves rolled up. Boots will be kept clean.

**5-10 Uniform Inspection Grading Scores**

Guideline for Uniform Grading Scores

Loose Strings 5 pts

Gig line Off Center 5 pts

Inspection Questions +/- 5 pts

Mustache /Side Burns not trimmed 10 pts

Haircut - Long Hair/Hair on ears/neck (Male) 10 pts – 1st Offense

15 pts – 2nd Offense

20 pts – 3rd Offense

25 pts – 4th Offense

TOK improperly placed 10 pts

Awards not properly placed 10 pts

Missing or improper rank 10 pts

Unkempt Hair (Female) 10 pts

Tee Shirt missing 10 pts

Improper placement of name plate 10 pts

Headgear/Beret issues 10 pts

Dirty Shirt/Jacket/Pants 15 pts

Unauthorized Nail Polish 15 pts

Unauthorized bracelets 15 pts

Unauthorized hair bows 15 pts

Unauthorized Jewelry 15 pts

Missing Tie/Neck tab 20 pts

Missing Name Plate 20 pts

Missing Belt/Buckle/Buttons 20 pts

Improper Socks 20 pts

Missing Awards 25 pts

Not Shaving (Males) 25 pts

Improper Wear of the Uniform 25 pts

Missing Headgear/ Beret 25 pts

Nose Rings/Unauthorized Piercings 40 pts

Faddish Haircut and color (As defined in para 5-2) 50 pts

**Chapter 6: Special Events**

Chapter 6 details all the special events held annually by the Mallard Creek High School JROTC Program.

**6-1 Cadet Awards Program:**

Twice a year the cadet battalion will have an awards ceremony. The first ceremony is held at the end of the first semester. The annual awards ceremony is held prior to the end of the year to recognize outstanding cadets, issue awards and ribbons, and conduct a change of command for the Maverick Battalion.

**6-2 Maverick Battalion Musters**

The Titan Battalion has two musters each year; one in the fall and one in the spring. The Fall Muster consists of a Saturday field day competition where cadets compete in many track and field/Olympic style events followed by a barbeque. The Spring Muster is conducted prior to the end of the school year and consists of Volleyball, Basketball, and Combat Dodge Ball Tournaments followed by a barbeque. The intent of the muster is to create comradery and a sense of team identity.

**6-3 CMS JROTC Military Ball**

The CMS DAI’s office sponsors an annual ball each year where all CMS high school JROTC programs (Air Force, Navy, and Army) join together in a celebration of the JROTC program. The ball is conducted on two Saturdays in the spring with half of CMS’ schools attending one Saturday and the other half the second Saturday. It is an elegant affair with dress code the same as the Maverick Battalion Christmas Ball listed above.