

# JROTC STANDARD OPERATING PROCEDURES



## HARRIS COUNTY HIGH SCHOOL JROTC TIGER BATTALION

(ESTABLISHED MAY 2005)

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# JROTC STANDARD OPERATING



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### SECTION I- INTRODUCTION TO JROTC

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 and will learn to be a better citizen. The 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.

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 resolve 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 to also to work as a member of a team. Service, drills, challenges, and other competitions make learning teamwork and leadership 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 live in the modern world.
- **Appreciate the importance of physical fitness in maintaining good health.** Fitness, wellness, and good nutrition are necessary to perform as a citizen and a leader. JROTC will teach you what needs to be done to become fit and to maintain that fitness. Instruction will be provided on how your brain functions, how you can maximize your learning and effectiveness, and how to avoid pitfalls such as substance abuse.
- **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 fly. 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 the nation.
- **Understand the importance of high school graduation to a success future.** Develop the means and motivation to graduate from high school and to pursue a meaningful life.
  - **Learn about college and other advanced 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 are ingrained throughout the curriculum.
  - **You will be introduced to the value of service to the nation exploring both military and non-military options.**

## SECTION II GENERAL PROVISIONS

1. AUTHORIZATION: The Reserve Officers Training Corps, usually referred to by its short title, ROTC, is organized under the authority of Section 40 to 47c, National Defense Act of 1916, as amended, and under the provisions of the ROTC Vitalization Act of 1964.
2. INTRODUCTION: The mission of the Junior ROTC Program is to motivate young people to be better Citizens, by assisting in their total development while in high school.
3. DESIRED LEARNING OUTCOMES: The desired learning outcomes of the Harris County High School Army Junior ROTC Program are as follows:
  - a. Appreciation of the ethical values and principles that underlie good citizenship, which include integrity, responsibility, and respect for constituted authority.
  - b. Development of leadership potential with the abilities to live and work cooperatively with others. Knowledge of educational and vocational opportunities afforded by the United States Army and the development of basic skills necessary to function effectively as a member of the military team.
  - d. Familiarity with the history, purpose and structure of the military services, with emphasis on accomplishments of the United States Army.
  - e. Appreciation of the importance of physical fitness in maintaining good health.
  - f. Ability to think logically and to communicate effectively both orally and in writing.

## SECTION III CADET ENROLLMENT

1. Conditions for enrollment:

Enrollment (Male and Female):

- (1) Educational: Be enrolled in and attending full time regular course of instruction at the school.
- (2) Citizenship: Be a citizen of the United States (Aliens see AR 1452, Chapter 5, paragraphs 310).
- (3) Age: Be at least 14 years of age or in the 9th grade of school.
- (4) Character: Be of good moral character. Waivers may be granted in special cases.
- (5) Must be physically qualified to participate fully in the P.E. program at school.
- (6) Meet the program requirements as published in CCR 145-2

## SECTION IV CURRICULUM

2. Department of the Army requires a 108hour course of Leadership Education and Training to be accomplished for each of the LET (I, II, III, IV) courses. However, the school requires that additional hours be added to cause the ROTC course to be consistent with the regular school program of 180 hours of instruction. This additional instruction is added in the physical training field for the betterment of physical conditioning and development of the male and female student body and in recognition of the national requirements for youth fitness.

COURSE TITLES AND HOURS

	HOURS
FIRST YEAR (LET 1a & LET 1b)	
Leadership Education and Training 1	180
SECOND YEAR (LET2a & LET2b)	
Leadership Education and Training 2	180
THIRD YEAR (LET3a & LET3b)	
Leadership Education and Training 3	180
FOURTH YEAR (LET4a & LET4b)	
Leadership Education and Training 4	180

PROGRAM ORGANIZATION AND CURRICULUM DESCRIPTION

	HOURS
FIRST YEAR Leadership Education and Training 1	
The Spirit of American Citizenship and Army JROTC	(15)
Origin, purpose, development and mission of the JROTC program; wearing of the uniform, customs, courtesies and traditions of the military; civilian careers; military career paths; goal setting and time management; and concepts of consumer education.	
<b>Techniques of Communication</b>	(10)
Introduction to the principles of communication; oral presentations; written assignments; reading, listening, note taking, and study methods.	
<b>Introduction to Leadership Theory</b>	(10)
Basic leadership traits/principles; importance of positive selfconcept/ image; teamwork, selfreliance; ability to get along with others.	
	HOURS
<b>Cadet Challenge</b>	(10)
Benefits of personal exercise program; benefits of proper diet, choosing the right training program; relate personal exercise to health and appearance.	
<b>Leadership Lab</b>	(33)

Importance of drill; proper manner to wear a uniform; proper cadet appearance, inspections, voice commands, formal inspection procedures, roles of participants in drill, ceremonies, and parades; individual drill with rifles; individual drill without rifles.

**First Aid and Your Health** (5)

Basic procedures to prevent accidents; basic life saving steps, basic treatment procedures for minor accidents, basic treatment procedures for drowning, electrocution and drug overdose; vital signs, treatment for shock; heimlich maneuver; local emergency health services; social diseases.

**Map Reading** (5)

Common types of maps; map orientation; landforms, topographic symbols and colors, distance between points.

**Overview of Citizenship** (7)

Milestones in American history; 1776 to present; identify important people/events who helped shape basic ideas and philosophies of America; identify important historical events in America between 1776 to present.

**Your American Citizenship** (8)

Purpose of constitution; importance of basic national values; allegiance as it pertains to family, country, employer; individual rights, responsibilities and privileges; respect for authority; purpose, responsibilities, and application of legal system.

**Drug Abuse Prevention** (5)

Recognize and prevent common types of substance abuse.

**\*SAI/AI Selected Optional Subjects** (72)

Selected optional subjects should be devoted to activities and learning leading to citizenship, better health, and/or vocational knowledge and skills.

TOTAL 180

SECOND YEAR Leadership Education and Training 2 HOURS

Introduction to LET 2 (1)

Description of LET 2 courses and benefits.

**Techniques of Communications** (10)

Review of seven communication skills and oral presentation techniques; discussion of proper use of training aids; preparation and use of lesson plans; and completion of four written assignments: autobiography, research paper, lesson plan and a position paper.

**Leadership** (10)

Review of leadership traits, principles, and styles; discuss how to assume leadership position; identify and explain the four values of leadership; discuss the temptations of leadership; introduce principles of management.

**Cadet Challenge** (10)

Execute the events of the challenge (Presidential Physical Fitness Test).

**Leadership Lab** (33)

Review individual drill with and without arms; discuss/demonstrate responsibilities of cadet leaders, execute platoon and company drill, execute ceremonial drill.

**First Aid and Hygiene** (5)

Review ABC's of first aid; describe/demonstrate how to prevent/treat for 'heat and cold injuries; describe/demonstrate proper treatment for bites, stings, and poisonous hazards, discuss methods of water treatment, preserving food, waste disposal and ways to prevent stress in the field.

**Map Reading** (7)

Review marginal information, topographic symbols and colors, coordinates, terrain features, elevation, and map orientation; determine distance; discuss use of compass; discussion of azimuth, discussion of how to convert Grid North Angle.

**American History** (7)

Discuss reasons for U.S. involvement in Korea, Vietnam, and Grenada; key campaigns of these conflicts, examples of leadership applications, cause and effect concepts of these conflicts and contributions of minority groups to the Army.

**Your American Citizenship**

Review basic rights, responsibilities, and freedoms, the Bill of Rights, discuss civil rights, constitution basis for U.S. Army; military values, with comparison of these values to basic national values/rights.

**Career Opportunities** (2)

Continue to discuss civilian and military career opportunities.

**Role of the U.S. Army** (4)



Discuss the unified mission of the total army; discuss separate mission of: Active Army, U.S. Army Reserve, and Army National Guard.

**Technology Awareness** (6)

Introduce/discuss application of computers, lasers, robotics, and simulators in everyday life, education, industry, and the U.S. Army.

**Drug Abuse Prevention** (5)

Recognize and prevent common types of substance abuse.

**\*SAI/AI Selected Optional Subjects** (72)

Selected optional subjects should be devoted to activities and learning leading to citizenship, better health, and/or vocational knowledge and skills.

TOTAL 180

THIRD YEAR Leadership Education and Training 3 HOURS

Introduction to LET 3 (1)

Description of LET 3 courses and benefits.

**Techniques of Communication** (10)

Review of principles/techniques of instruction, training aids, and lesson plans; discuss purposes of counseling process, discuss communication process; discuss requirements for three outside reading assignments with written or oral report.

**Leadership**

Review of leadership traits, principles, and styles; discuss how to assume leadership positions; identify and explain the four values of leadership; discuss the temptations of leadership, introduce principles of management.

**Cadet Challenge** (10)

Execute the events of the challenge (Presidential/Physical Fitness Test).

**Leadership Lab** (33)

Review individual drill with/without arms, platoon/company drill; discuss/demonstrate responsibilities of cadet leadership; execute company and battalion drill.

**First Aid** (5)

Review prevention/treatment for heat/cold injuries; hygiene and sanitation; discuss how to evaluate, treat and identify the leaders responsibilities for psychological disorders; discuss prevention and treatment for common emergencies; discuss how to recognize and prevent common types of substance abuse.

**Map Reading** (7)

Review determination of distance, direction, unknown locations, and GM angle; determine locations using intersection and resection, use of military symbols, conduct practical exercises.

**American Military History** (7)

Discuss reasons for U.S., involvement in World War I and World War II, key campaigns of these wars, examples of leadership applications, cause and effects concepts of these wars and contributions of minority groups to the army.

**Your American Citizenship** (8)

Discuss three levels of the federal judicial system; discuss the six divisions of the Department of Justice; discuss state and local law enforcement agencies, discuss military justice system.

**Career Opportunities** (2)

Discuss the ASVAB, tests such as the SAT/ACT; and selected military options such as SROTC and nursing.

**The Role of the U.S. Armed Forces** (4)

Discuss mission of Department of Defense; discuss separate missions of Navy, Air Force, Marine Corps, Coast Guard and Merchant Marine.

**Technology Awareness** (6)

Introduce/discuss technology and ethics in today's society and an appreciation for advances in energy, the environment, medicine, and communications.

**Drug Abuse Prevention** (5)

Recognize and prevent common types of substance abuse.

**\*SAI/AI Selected Options Subjects** (72)

Selected optional subjects should be devoted to activities and learning leading to citizenship, better health, and/or vocational knowledge and skills.

TOTAL 180

FOURTH YEAR Leadership Education and Training 4	HOURS
Introduction to LET 4	(1)
Describe LET 4 courses and benefits	
<b>Techniques of Communication</b>	(10)
Review of all previous methods of instruction principles; assist instructors in preparing lesson plans, planning and coordinating classes and presenting periods of instruction.	
<b>Leadership</b>	(10)
Review planning process, decision making/problem solving process, principles of supervision; participate in professional development; read selected readings and complete selfstudy material; perform practical application of problem solving process through staff and assigned leadership positions.	
<b>Cadet Challenge</b>	(10)
Execute the events of the challenge (Presidential Physical Fitness Test).	
<b>Leadership Lab</b>	(33)
Assist instructors in teaching individual drill and squad/platoon drill with and without arms; execute responsibilities inherent in leadership positions; execute company, battalion and ceremonial drill.	
<b>American Military History</b>	(7)
Discuss the major conflicts/wars from the Revolutionary War to World War 1, emphasizing the key campaigns, examples of leadership applications, cause and effects concepts and contributions of minority groups/persons.	
<b>Your American Citizenship</b>	(3)
Discuss ethical situations that effect behavior, standards or morality, and the decisions that must be made in light of these and other factors such as laws/regulations, basic national rights, traditional military values, personal values and institutional pressures.	
<b>Career Opportunities</b>	(2)
Meetings with local career counselors (school or community) and practice filling out employment applications.	
<b>Command and Staff Functions</b>	(27)
Participate as a senior member of the battalion in command and staff functions.	
<b>Drug Abuse &amp; Prevention</b>	

Recognize and prevent common types of substance abuse

**SAI/AI Selected Optional Subjects**

(72)

Selected optional subjects should be devoted to activities and learning leading to citizenship, other health and/or vocational knowledge and skill

TOTAL =180

SAI / AI Selected Subjects

The Role of Females in the Army

**Contributions by Minority Groups to the Army**

**Land Navigation**

**Battalion Organization**

**Military Justice**

**Current Events and World Affairs**

**Decorations, Awards, and Honors**

**Human Relations**

**Civil Defense**

**Exhibition Drill**

**Cardio Pulmonary Resuscitation**

**Physical Training**

**Commanders Time**

**Marksmanship Safety**

**Processing and Testing**

**Unlocking your Potential**

**Power Learning**

**Lions Quest**

**Other topics and POI enhancements as prescribed by Cadet Command/SAI**

SECTION V-CADET CHALLENGE

Refer to Cadet Reference Guide.

SECTION VI – CREDIT TOWARD GRADUATION AND METHOD OF GRADING

1. Satisfactory completion of each year of JROTC training entitles the cadet, in accordance with Georgia Department of Education and Harris county Board of Education Policies, to one credit hour toward graduation. Additionally, participation in JROTC can substitute for credit in health, lifeskills and PE.
2. Grading Method: Each school year is divided into grading periods. Each period will be graded as follows:

- a. The level of student work will be established by practical performance exercises, quizzes, written examinations, evaluations by cadet leaders, and instructor evaluations.
- b. Semester Grade: Each grading period plus semester final exams. Final Semester exams should be given unless exempted by the Administration.
- b. If it becomes obvious that a cadet is receiving such low marks for a grading period that it would be difficult for the cadet to receive an average high enough to obtain a passing grade for the semester, the instructor will counsel the cadet. The instructor may, based on his/her overall knowledge of the cadet, raise the low failing grade to a high failing grade, e.g. from 44 to a 69. The Grading System is as follows:

10090	A
8980	B
7970	C
6960	D
590	F

#### SECTION VII – MERIT AND DEMERIT SYSTEM

##### 1. Definitions.

- a. Delinquency- Cadets who through design, neglect, carelessness or failure to perform duty, violate regulation, or fail to measure up to an acceptable standard for a cadet, shall be adjudged to have committed a delinquency. Demerit.
- b. Demerit- A demerit is a negative grade assessed against a cadet who has committed an act not commensurate with the standards of the program
- c. Merit- A merit is a positive grade given for exceptional performance of duty or for outstanding achievement.

##### 2. Administration of Merit/Demerit System.

- a. Merits and Demerits will be awarded by cadet leaders, officers, and Senior NCO(s) with the approval of JROTC instructors. Demerits and merits may also be awarded by SAI/SAI instructors at any time.
- b. Demerits given by a cadet leader may be worked off under the supervision of that cadet leader, with the approval of JROTC instructors.
- c. When the nature of the inappropriate action or an accumulation of unacceptable acts so indicate, the individual will be referred to the SAI for appropriate action.
- d. Cadets may appeal. Demerits that they feel are unjust by following the Cadet Chain of Command through channels to the SAI.

- e. Merits are used to cancel demerits on a one for one basis.
- f. The following method will be used for posting merit/demerit information:
  - (1) Post total merits and total demerits to Cadet Evaluation Report Form at end of six week grading period.
  - (2) Close Merit/Demerit Record at end of each grading period by under lining the last entry in red.
  - (3) Posting Merits/Demerits The following procedures will be used: The day month and year Example 3 Jan 02, or 15 Oct 02, and Not 3/1/02 or 15/10/02.
  - (4) Close Merit/Demerit Record at end of grading period and give to the instructor.
- g. Excessive demerits will result in the reduction by one letter grade for the end of course grade for that semester. Excessive demerits for two semesters may result in the cadet being dropped from the JROTC program.

3. Awarding of Merits/Demerits.

a.	<u>Guide for Awarding Merits</u>	<u>Number of Merits</u>
	Cadet of the Month	5 (Max. 20)
	Member of Drill Team	5 (Ea. Grading period)
	Member of Color Guard	5 (Max. 20 – Added)
	Member of Rifle Team	5
	Cadet of the Week	3
	Extra Duty, Volunteers for Parades, Outstanding Display of Leadership	Determined by SAI 110
	Additional Class work (instructing, etc.)	1-10
b.	<u>Types of Offenses for Which Demerits May Be Given.</u>	<u>Number of Demerits</u>
	Males wearing Earrings	510
	Insubordination, disobedience of regulations or school agenda	510
	*Uniform not worn when required	1025
	Uniform worn improperly on school grounds	5-10
	Deliberate or careless misuse of government or school property	210
	Failure to clean rifle/equipment	15
	Talking in ranks or class	15
	Need of haircut or shave	25
	Failure to follow instructions	110
	Late to class (unexcused)	3
	Eating or chewing gum in class or ranks	13
	Failure to observe military courtesy	15
	Improper or dirty uniform	15
	Failure to turn in or loss of rifle card	15
	Wearing unauthorized badges, awards, or insignia	15

Lack of attention to duty	15
Failure to wear name plate	210
Failure to read bulletin board	210
Using profanity	15

\*DENOTES – That these DEMERITS will NOT be worked off.  
 Repeated offense will result in reduction in rank.

## SECTION VIII – DISCIPLINE AND COUNSELING

### 1. Discipline.

- a. Discipline is defined as “Training which corrects, molds, strengthens or perfects.”
- b. As you are growing up, you learn to obey your parents and teachers, and they teach you respect for the rights of others and the laws of your country. That is discipline.
- c. “Military Discipline is an outward manifestation of mental. Attitude and state of training which renders obedience and proper conduct instinctive under all conditions.” It is founded upon respect for and loyalty to properly constituted authority. Military discipline must not be confused with punishment.
- d. Being disciplined means that you are learning to place the task of your unit your team above your personal desires. It means you are learning to obey promptly and cheerfully, the orders of your leaders so that even in their absence you will observe established rules and conduct yourself properly.
- e. In training, your leaders will insist on perfection in what may seem to be minor details (cleanliness, haircuts, shoeshine, marching, wearing of the uniform). Your performance will be expected to be of the highest standards on the school grounds. You will be expected to conduct yourself at all times in a manner which will reflect credit upon yourself, your parents, your ROTC unit. Your school and the United States
- f. When necessary, the following means will be employed to enforce discipline: (Not –necessarily in order)
  - (1) Counseling
  - (2) Physical Discipline (Pushup’s, Small arm circles Double time “etc”)
  - (3) Demerits
  - (4) Reduction in rank or suspension of rank
  - (5) Reduction of ROTC grades
  - (6) Detention
  - (7) ISS/OSS
  - (8) Suspension or dismissal from the ROTC unit, school or both, (by the principal of the school concerned)
- g. The Peer Counseling System:

- (1) Cadets who demonstrate disciplinary problem while under the control of cadet leaders will be counseled under the peer system described below.
- (2) Counseling will be done by the cadet leader who is having problems with the cadet, witnessed by an additional cadet who is also senior in rank to the cadet being counseled.
- (3) The counseling session is a leadership device to determine the cadet's problem, and solve them. It is not merely a session of arguing and "chewing out" the cadet. The objective is to fix the problem so the cadet will be an asset to the program.
- (4) The cadet who leads the counseling session will try, in a fair and impartial manner, to determine the problem and how it can be resolved.
- (5) If the counseled cadet continues to have problem, this will be immediately brought to the attention of the cadet's instructor for resolution.

h. Career Counseling:

- (1) Cadets will be educated about of the advantages and disadvantages of a military career, including educational benefits, deployments, and commitments required as members in the USAR, National Guard, and Active Army or any other military service.
- (2) Cadets will be advised early in JROTC of the advantages of participation in Senior ROTC and will be given the opportunity to compete for 4year ROTC scholarships and will be assisted if interested in competing for service academy appointments.
- (3) Cadets will be advised of the advantages of careers in all areas of governmental, municipal and public service careers.

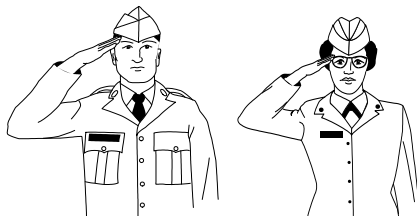
### SECTION IX – ORDERS

1. Orders may be verbal or written.
2. All orders from the principal and teachers of your school, the JROTC staff and those cadet officers and noncommissioned officers holding rank higher than your own **must be obeyed**.
3. If every cadet were to question the fairness, justice, propriety or wisdom of orders received from any authorized source, there would be no discipline and the ROTC unit of your school would soon degenerate. Remember, a cadet is to obey lawful orders first, and if aggrieved, register a complaint to his next superior in the chain of command afterward.
4. One of the main purposes of JROTC training is to develop leadership ability and, the capacity to command. ***To command, one must first have to obey***. This is something to remember if one expects to be promoted. The welltrained cadet is receptive to the wishes of his superiors, regardless of how informally they may be expressed. The ideal cadet finds no task too small to be faithfully performed.

### SECTION X – MILITARY COURTESY



1. Courtesy is nothing more than good manners and politeness in dealing with other people. The only distinction between military and civilian courtesy is the forms of courtesy which have become customs and traditions of the service.



- a. The Hand Salute: One of the oldest and most basic military customs. It is also customary to say “Good Morning, Sir/Ma’am,” when exchanging salutes. Cadets in uniform will salute cadet officers. Instructors, on the school grounds, as designated by SAI.
- b. Reporting: When reporting,, the cadet will post themselves 2 to 3 paces in front of the officer, come to attention, salute, state his cadet rank and name and the reason they are reporting. Upon completion of his business, the cadet will salute, execute an about face and return to his place of duty.
- c. Classroom Procedure: Military courtesy will be observed at all times.
- d. Visitors to JROTC Department: Upon the entrance of the instructor or a visiting officer into an ROTC Department, the first cadet to see him will call ‘ ‘Attention,’ and all other cadets will stand at attention until directed to do otherwise.
- e. Military Offices: The offices of the AI and the SAI are **OFF LIMITS** to the cadets except for the transaction of official business.
- f. Use of the Word: Sir: Cadets are required to use the word **“Sir”** when addressing the Military Instructors. All cadet officers will be addressed as Sir or Ma’am as appropriate.

<u>Title</u>	<u>How to Address</u>
All general officers	“General”
Colonels and Lieutenant Colonels	“Colonel”
Majors	“Major”
Captains	“Captain”
Lieutenants	“Lieutenant”
Chaplains	“Chaplain”
Cadets	“Mister,” “Miss” or “Cadet”
Officer Candidates	“Candidate”
Warrant Officers	“Mister” or “Miss”
Sergeant Major	“Sergeant Major”
First Sergeants	“First Sergeant”
All other Sergeants	“Sergeant”
Corporals	“Corporal”

All specialists  
Privates and privates first class

“Specialist”  
“Private”

### SECTION XI – APPOINTMENTS AND PROMOTIONS

1. The following policies are established to provide an equitable system of promotion, and to provide an orderly flow of experienced personnel.
  - a. Selection for appointment will be on a basis of best qualified, taking into consideration leadership ability, JROTC proficiency, demonstrated potential, appearance, bearing, combined with character qualifications, academic grades, extra curricular activities and relative class standing.
  - b. Cadet officers, and NCOs are APPOINTED by the Senior Army Instructor in consultation with Assistant Army Instructors and Senior Cadet Leadership.

### SECTION XII – DEMOTIONS

**Demotions may result at any time for inefficiency, misconduct, or other justifying causes when properly investigated, and the action is approved by the SAI. All reductions will be approved by the Senior Army Instructor. Senior Army Instructor or designated representative, may promote or demote at any time, at his or her discretion, when it becomes necessary to promote and maintain the good order and discipline of the JROTC organization.**

### SECTION XIII – AUTHORITY AND DUTY OF CADET LEADERS

1. With one exception, the command authority of cadet leaders is limited to regular ROTC periods or special activities in conjunction with the JROTC program.
  - a. The exception is the proper wearing of the uniform. **Cadet leaders have the continuing, duty, both on and off campus, to report all violations of cadet uniform regulation.**
  - b. During drill and PT periods, cadet leaders exercise command over their regular units and carry out all written and oral directives given them by higher authority.
  - c. **Cadet leaders are expected to set the proper example for other cadets and enforce standards.**
  - d. To set a proper example, leaders must follow the Army Values and Principles of leadership;

### **Army Values**

**L** OYALTY - to bear true faith and allegiance to the U.S. Constitution...your peers  
**D** UTY – to fulfill your obligations  
**R** ESPECT – to treat people as they should be treated

**S**ELFLESS SERVICE – to put the welfare of the nation...before your own  
**H**ONOR – to live up to all values  
**I**NTEGRITY- to do what is right, legally and morally  
**P**ERSONAL COURAGE - to face fear, danger, or adversity

### The 11 Principles of Leadership

1. Know yourself and seek selfimprovement.
2. Be technically and tactically proficient.
3. Know your subordinates and look out for their welfare.
4. Keep your subordinates informed.
5. Set the example.
6. Insure the task is understood, supervised, and accomplished.
7. Train your subordinates as a team. There is no “i” in the word team.
8. Make sound and timely decisions.
9. Develop a sense of responsibility among your subordinates.
10. Employ your command in accordance with its capabilities.
11. Seek responsibility and take responsibility for your actions.

### SECTION XIV – UNIFORMS AND EQUIPMENT

1. Uniform Issue: A complete uniform will be issued to each cadet at the beginning of the school year, which he will retain and turn in at the time the school year ends.
2. Proper Wearing of the Uniform:

The uniform (male and female) prescribed in the training schedule will be worn at school, on days prescribed as drill days and on other official occasions an in accordance will Cadet and US Army regualtions.

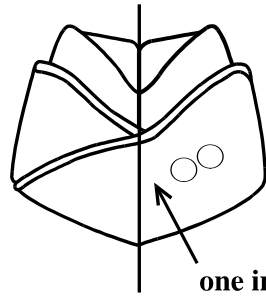
- (1) *No portion of the uniform is ever worn as part of civilian attire.*
- (2) Mixed items of the uniform will not be worn, except as directed by the AI/SAI.
- (3) No article of outer clothing will be worn with the uniform except as directed by the SAI during inclement weather.
- (4) ALL uniform buttons will be buttoned.
- (5) Do not loosen the tie or roll the sleeves (Class “A” uniform only).
- (6) Wear the cap when outdoors in uniform. Wear it without peak centered one finger width above the right eyebrow.
- (7) Trousers/slacks should be long enough to completely cover your socks when standing. Wear your belt so the metal tip is to your left.
- (8) Shoes will be black leather with plain toe and highly polished. Socks for male cadets “black” and for female cadets will be black socks or flesh tone panty hose.

(9) Male cadets **will not wear earrings, tongue studs or other jewelry ( except as authorized by Cadet and Army Regulations) when in uniform.**

3. Responsibility and Maintenance:

- a. **Before a student can be formally enrolled in JROTC the parent or guardian must assume financial responsibility for loss or damage to all items of issue. Additionally the parent or Guardian must provide a signed statement of health form certifying that their cadet has no know health conditions that would prevent that cadet's safe and effective participation in the JROTC program. Cadet Parents/Guardians must sign the cadet JROTC Program Permission and Release of Liability and Statement of Health form.**
- b. Care should be taken by the cadet checking clothing and equipment (Issue and Turn In) before placing their signature on the supply form since the signature is verification that the transaction is correct.
- b. Cost of cleaning, laundry, and normal maintenance of uniforms while in possession of the student will be borne by each cadet.
  - (1) Cotton shirts – do not starch.
  - (2) Lightweight green uniforms and caps will be dry cleaned (not washed) .
  - (3) Coat sleeves that are “Roll Pressed” will not show wrinkles as quickly as pressed sleeves.
  - (4) ACU/BDUs will be cleaned as per instructions according to garment labels.
- d. Uniforms will NOT be altered without permission of the JROTC Department.
- e. Shirt, AG 415, Male or Female, Long or Short Sleeves  
Long Sleeve or Short Sleeve, worn with Coat, AG 489.
  - (1) Necktie (male) or necktab (female) is required.
  - (2) Cloth insignia of grade is worn on shoulder loops. .
  - (3) Metal Enlisted Ranks (if worn) are centered on shoulder loops.
- f. Long or Short Sleeve as an outer garment (without Coat)
  - (1). Necktie or necktab must be worn with long sleeve shirt. May be worn with S/S.
  - (2). Cloth insignia of grade on shoulder loops. Metal ranks for PVT and PFC.
  - (3). Ribbons above left pocket as above. Support from back (inside shirt) with thin cardboard or plastic.
  - (4). Academic Achievement Insignia above right pocket with support.
  - (5). Marksmanship Badge (one only) on left pocket.
  - (6). Nametag on right pocket flap.
  - (7). Special activity cord(s). maximum of two, worn under shoulder loops. If one cord is authorized, it will be worn on left shoulder.

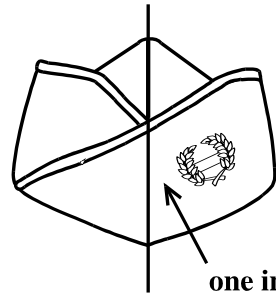
THE ARMY GARRISON CAP



one inch

Female

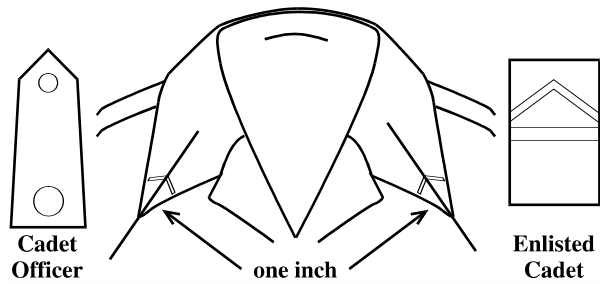
Cadet Officer



one inch

Male

Enlisted Cadet



Cadet Officer

one inch

Enlisted Cadet



White



Blue



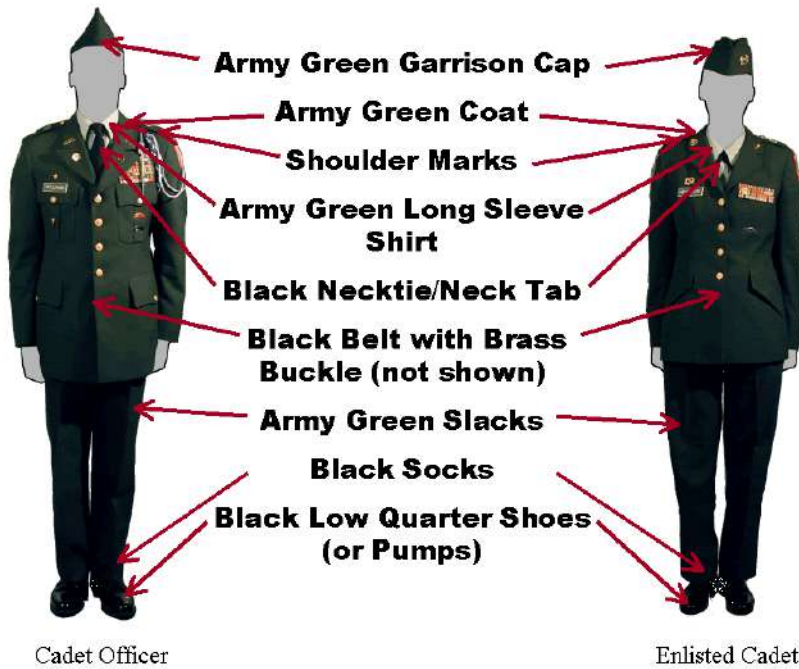
Yellow

MERITT UNIT HONOR UNIT HONOR UNIT  
WITH  
DISTINCTION



Cadet Officer

Enlisted Cadet

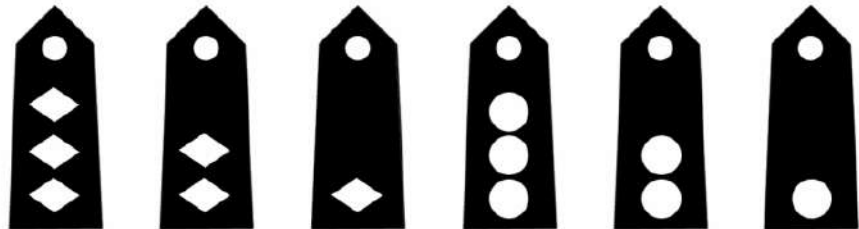


Cadet Officer

Enlisted Cadet

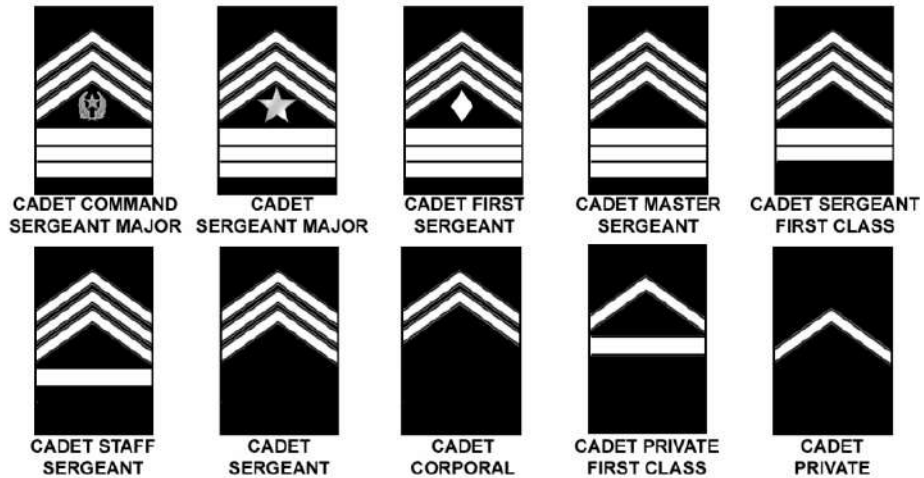
















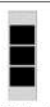
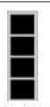
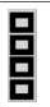











INSIGNIA OF GRADE FOR CADET OFFICERS



CADET COLONEL      CADET LIEUTENANT COLONEL      CADET MAJOR      CADET CAPTAIN      CADET FIRST LIEUTENANT      CADET SECOND LIEUTENANT

INSIGNIA OF GRADE FOR CADET ENLISTED PERSONNEL



CATEGORY	Insignia of the United States Army						
	E-1	E-2	E-3	E-4		E-5	E-6
ENLISTED (Green and Gold)	no insignia Private	 Private	 Private 1st Class	 Corporal	 Specialist	 Sergeant	 Staff Sergeant
	 Sergeant 1st Class	 Master Sergeant		 1st Sergeant	 Sergeant Major	 Command Sergeant Major	 Sergeant Major of the Army
WARRANT OFFICER (Silver and Black)	W-1  Warrant Officer	W-2  Chief Warrant Officer	W-3  Chief Warrant Officer	W-4  Chief Warrant Officer	W-5  Master Warrant Officer		
	0-1  (gold) 2nd Lieutenant	0-2  (silver) 1st Lieutenant	0-3  (silver) Captain	0-4  (gold) Major	0-5  (silver) Lieutenant Colonel	0-6  (silver) Colonel	
GENERAL OFFICER (Silver)	0-7  Brigadier General	0-8  Major General	0-9  Lieutenant General	0-10  General		0-11  General of the Army	

### SECTION XV – HAIRCUTS

The cadet's hair will be wellgroomed off the ears and off the collar, and in no way be degrading or interfere with the proper wearing of the uniform. Other than natural or subdued colors for hair or fingernails are not authorized. SAI will determine all questions regard appropriate colors when in uniform, or during activities representing JROTC.

### SECTION XVI – WEAPONS

Selected cadets (Drill Team, Color Guards, Rifle Team Members) will be required to clean, and keep assigned weapons serviceable during the school year.



- a. When issued for training purposes, the security and safekeeping of the weapon is the responsibility of the cadet until the weapon is returned to the arms room. Weapons will be issued using the two person system to issue and receive weapons. The BN S-4 is responsible agent for the Cadet Battalion for weapons accountability, servcability, security, issue, and receipt procedures.
- b. Cadets participating with the Drill Team/Color Guards will be assigned weapons. These cadets are required to maintain their weapons in a high state of cleanliness at all times.

#### SECTION XVII – INSPECTIONS

1. Weekly inspections will be conducted to ensure that high standards of personal appearance are being maintained and to enable the JROTC Staff to observe the condition of equipment. SAI/AI may issue a letter grade.
2. Periodic inspections and/or visits will be made throughout the school year by the DAI, and representatives of Region Headquarters.
3. Formal/Informal Inspections will be conducted as directed by Cadet Headquarters during the second semester each 3rd year. Cadets must set high standards in preparing for this since the results determine whether or not a unit is awarded an Honor Rating for the entire year's training.
4. Courtesy inspections will be announced by higher headquarters or as requested by the SAI.
5. During one weekly inspection each month ONE Cadet of the Month may be chosen (L.E.T. I through IV) from each company. Ribbon N44 is awarded in addition to merits. (See Section V.)

#### SECTION XVIII – TRAINING

1. At the beginning of each ROTC period the senior cadet will form with his assigned unit for roll call. It is the responsibility of each cadet to insure that he or she is not erroneously marked absent or tardy from class. Formations will be conducted in accordance with FM 225.
2. Tardies and Absentee's – See local school policies.
3. Junior ROTC manuals, Army Field Manuals and the Army ROM Cadet Handbook will be issued to each cadet on a loan basis. Other authorized publications are on file in the ROTC Department Office for reference and study. Cadets will bring the appropriate manual, as indicated in the training schedule, to all indoor classes. (Costs per text manual: \$2.00, Three Ring Note book\$1.50. Total costs for lost text books will depend on how many books were issued to the cadet.)
4. Each student is responsible for preparing for classes in ROTC. Text references for the next period of instruction will be given by the instructor, in addition, the Weekly Training Schedule will be posted on the ROTC Bulletin Board.

5. At various times throughout the school year LET – IIIIIIV students will become student instructors and be called upon to present formal instruction in accordance with approved JROTC curriculum.

#### SECTION XIX – TRAINING CERTIFICATE

1. If requested a training certificate, indicating the portion of ROTC training successfully completed, may be given each student upon termination of ROTC training, after completing a minimum of one year.
2. Enlistment letter; JROTC Cadets who enlist in the Military services will be provided an enlistment letter by each JROTC department signed by the SAI/DAI upon request of the cadet, or local recruiting personnel.
3. The training certificate will be of value to the cadet upon applying for enlistment in the armed services. If the JROTC III course has been completed, enlistment may be in the pay grade of Private First Class.

#### SECTION XX – TRAVEL

1. Cadets who travel as members of Rifle Team, Drill Team, Drum & Bugle Corps, Color Guards, or other student groups do so in accordance with current school policies governing all field trips. In order to travel with a group, cadets must have written permission of the parent or guardian, the school principal and the military instructor in charge of the group. A special form is used for this purpose and will be given to the cadet, when required, by the military instructor in charge.
2. Cadets are under the supervision and complete jurisdiction of the senior military person in charge of the group when away from school and as such are subject to his orders relative to conduct, freedom of movement and curfew.
3. Failure to comply with instructions given by the military person in charge may result in dismissal from the team or group upon return to home station, restriction to quarters at point of destination, as outlined by the person in charge, and immediate notification of parent or guardian. A followup report of the incident will be submitted to the school authorities.
4. Cadet traveling expenses are defrayed through ROTC cadet generated fund raising activities.

#### SECTION XX I-AWARDS AND DECORATIONS

1. Awards. Numerous awards are made each year by the JROTC Military Department for outstanding achievement by the cadets in the various fields of military endeavor. Each cadet, regardless of his rank, is eligible for one or more of these awards. The medal and ribbon will not be worn at the same time. Cadets may wear decorations only upon receipt, authorizing the appropriate award or badge. Authorized awards are listed in CC 145-2 and as determined by the SAI. Selected examples are listed below:

## 2. Individual Awards.

- a. Name of Award: MEDAL FOR HEROISM  
Description: Chapter 4, AR 1452 (Figure 441).  
To Whom Awarded: Any cadet.  
Prerequisites: Acceptance of danger or extraordinary responsibility in an act that demonstrates fortitude and courage.  
Donor: Department of the Army.
- b. Name of Award: SUPERIOR JUNIOR CADET DECORATION AWARD  
Description: Chapter 4, AR 1452 (Figure 442).  
To Whom Awarded: One outstanding cadet in each LET year group.  
Prerequisites: Must be in the upper fourth of the JROTC in academic standing and recommended by the SAI and the principal. Cadets must be selected by members of a board, as outline in Chapter 4, AR 1452.  
Donor: Department of the Army.
- c. Name of Award: LEGION OF VALOR CROSS FOR ACHIEVEMENT  
Description: A bronze cross pendant.  
To Whom Awarded: To an outstanding junior year cadet enrolled in LET 2 or LET 3.  
Prerequisites: Same as Superior Junior Cadet Decoration Award, but final selection is made at Region level.  
Donor: Legion of Valor of the United States of America, Incorporated.
- d. Name of Award: ROA MOST IMPROVED CADET AWARD  
Description: A bronze medal pendant.  
To Whom Awarded: The cadet who has demonstrated the highest degree of improvement from the beginning of the school year until the time awards are made.  
Prerequisites: Same as above.  
Donor: Reserve Officers Association.
- e. Name of Award: SONS OF THE AMERICAN REVOLUTION MEDAL  
Description: A bronze medal pendant.  
To Whom Awarded: LET 2 cadet.  
Prerequisites: Cadet must be in the upper 25% of students in both JROTC and academic subjects and have demonstrated qualities of leadership to include a specific patriotic understanding of the importance of JROTC training.  
Donor: Sons of the American Revolution.

- f. Name of Award: THE MILITARY ORDER OF WORLD WARS AWARD  
Description: Medal Pendant, Ribbon–Barand  
To Whom Awarded: LET Cadet  
Prerequisites: Cadet must be in good standing in all military aspects and scholastic grades; shown marked improvement in both military and scholastic grades, extracurricular activities, or individual endeavor; have a desire to serve his or her country; have committed to continue in the Army JROTC program for the next school year.  
Donor: Military Order of World Wars.
- g. Name of Award: DAUGHTERS OF THE AMERICAN REVOLUTION AWARD  
Description: A Bronze Medal Pendant, and Ribbon Bar  
To Whom Awarded: LET 3 or LET 4 Must be a member of Graduating Class  
Prerequisites:, Cadet must be in the upper 25% of Cadets in ROTC and Academic Subjects, and have demonstrated qualities of dependability and good character, adherence to military discipline, leadership ability, and a fundamental and patriotic understanding of the importance of ROTC training.  
Donor: Daughters of American Revolution
- h. Name of Award: THE AMERICAN LEGION MILITARY EXCELLENCE AWARD  
Description: A Bronze Medal Pendant, and Ribbon Bar  
To Whom Awarded: LET 2, 3, or 4 Cadet  
Prerequisites: Cadet must be in the top 25% of his class in academic and ROTC subjects.  
Donor: Local American Legion Post
- i. Name of Award THE AMERICAN LEGION SCHOLASTIC EXCELLENCE AWARD  
Description A Bronze Medal Pendant, and Ribbon Bar  
To Who Awarded LET 2, 3, or 4 Cadet  
Prerequisites: Cadet must be in the top 10% of his class in academic classes and in the top 25% of his class in ROTC subjects. Must have demonstrated qualities of leadership and have actively participated in related student activities, such as student organization, constructive activities, or sports.  
Donor: Local American Legion Post
- j. Name of Award: THE AMERICAN LEGION AUXILIARY MILITARY EXCELLENCE AWARD  
Description: A Bronze Medal Pendant, and Ribbon Bar  
To Whom Awarded: LET 2, 3, or 4 Cadet  
Prerequisites: Cadet must be in the top 25% of her class in academics and JROTC subjects. Must have demonstrated outstanding

- qualities in military leadership, discipline, character and citizenship.  
Donor: American Legion Post
- k. Name of Award: AMERICAN LEGION AUXILLARYSCHOLASTIC EXCELLENCE AWARD
- Description: A Bronze.Medal Pendant, and.Ribbon. Bar\_  
To Whom Awarded: LET 2, 3, or 4 Cadet  
Prerequisites: Cadet must be in the Top 10% of HER class in academic classes and in the Top 25% of HER class in JROTC subjects.  
Must have demonstrated qualities of leadership and have actively participated in related student activities, such as student organization, constructive activities, or sports.  
Donor; Local American Legion Post.
- l. Name of Award: THE NATIONAL SOJOURNERS AWARD  
Description: A Bronze Medal Pendant, and Ribbon Bar  
To Whom Awarded: Must be in the second or third year of JROTC  
Prerequisites: Cadet must be in the top 25% of his/her academic class, have encouraged and demonstrated the ideals of Americanism by deed or conduct or both, must have demonstrated a potential for outstanding leadership, and have not previously received the award.  
Donor: The National Sojourners
- m. Name of Award: VETERANS OF FOREIGN WARS AWARD  
Description: A Bronze Medal Pendant with Ribbon  
A Silver Medal Pendant with Ribbon  
A Gold Medal Pendant with Ribbon  
To Whom Awarded: Any 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> Grader who is currently enrolled in JROTC  
Prerequisites: Positive attitude toward the JROTC program. Outstanding military bearing and conduct both in and out of uniform. Selfconfidence, initiative, flexibility and judgment. Patriotism, commander, or member of the: Drill Tea Color Guards, Rifle Team,and actively promotes Americanism. Courtesy, dependability, punctuality, human relations, respect and cooperation. Growth potential (assuming high positions). Attainment of a grade of “B” in JROTC with an overall average of “C” in all subjects for the previous semester.  
  
Must NOT have a failing grade in any subject for that period of time. Must have participated in one other extra curricular activity within the school

- (music, athletics, student government, junior achievement, etc.)
- Donor: Local VFW Post – Number of medals may vary according to Local VFW Posts
- n. Name of Award: THE RETIRED OFFICERS’ ASSOCIATION AWARD  
 Description: A bronze medal pendant.  
 To Whom Awarded: Any cadet in the Junior Class in HS  
 Prerequisites: Cadet must have demonstrated qualities of leadership and have the potential to assume positions of higher responsibilities throughout his career.  
 Donor: Canaveral Chapter PAFB
- o. Name of Award: MARKSMANSHIP BADGES  
 Description: Medal badges–(AR 6725–1 Chapter 5).  
 To Whom Awarded: All qualified cadets.  
 Prerequisites: EXPERT – 200300  
 SHARPSHOOTER – 175199  
 MARKSMANSHIP – 150174  
 Donor: Department of Army
- p. Name of Award: ORDER OF THE DAEDELIANS  
 Description: Medal with ribbon bar.  
 To Whom Awarded: L.E.T. III/IV.  
 Prerequisites: Be a senior in his/her graduating class and a member of the JROTC. Have the potential and desire to , become a commissioned military pilot. Demonstrated loyalty, moral character, and patriotism. Have the scholastic standing acceptable for college entrance.  
 Donor: Order of the Daedelians, Space Flight Six
- q. Name of Award: DISABLED AMERICAN VETERANS AWARD  
 To Whom Awarded: Any LET Level  
 Prerequisites: Must have excelled in military leadership, discipline, patriotism, citizenship, devotion to duty and interest in the ROTC Program.  
 Donor. Disabled American Veterans, Space Coast Chapter #123 and 50
- r. Name of Award: ASSOCIATION OF THE UNITED STATES ARMY  
 Description: Medal with Ribbon Bar  
 To Whom Awarded: LET III or IV JROTC Cadet  
 Criteria: Cadet must be in good standing in all JROTC subjects and school classes. Have demonstrated outstanding leadership traits through positions held in the program and have the potential for assuming positions of increased responsibility. Must have demonstrated a positive attitude toward the JROTC program through

- total involvement such as; member of extracurricular activities, fund drive participant, and volunteer for periodic JROTC requirements/activities.
- Donor: Association of the United States Army, Orlando, FL Chapter
- Awarded By: Director of Army Instruction
- s. Name of Award: RECRUITING COMMAND AWARD
- Description: Medal with Ribbon Bar
- To Whom Awarded: LET II or LET III Cadet
- Criteria: Be in the 2<sup>nd</sup> year of a 3 year program, or 3<sup>rd</sup> year of a 4 year Program Have demonstrated outstanding leadership traits and the potential for assuming positions of increased responsibilities. Participated in extra curricular activities that foster scholastic and military excellence. Demonstrated qualities of dependability and good character, respect military discipline and standards, and possess a fundamental and patriotic understanding of the importance of JROTC training.
- NOT HAVE PREVIOUSLY RECEIVED THIS AWARD
- Donor: United States Army Recruiting Command
- Awarded by: Local Area Army Recruiters
- t. Name of Award: AMERICAN VETERANS OF WORLD WAR II: KOREA AND VIETNAM
- Description: Medal with Ribbon Bar
- To Whom Awarded: Any LET Level
- Criteria: Awarded annually to one cadet in good standing who exhibits diligence in the discharge of duty and the willingness to serve both God and country.
- Awarded by: Member of AMVETS
- Donor: AMVETS ROTC Awards
- u. Name of Award: MILITARY ORDER OF THE PURPLE HEART
- Description: Medal with Ribbon Bar
- To Whom Awarded: Any LET level
- Criteria: Awarded annually to one cadet who exhibits good citizenship, leadership potentials and patriotic allegiance to the United States of America.
- Awarded by: MOPH
- Donor: MOPH
3. Academic Awards (Series 1, AR 145-2)
- a. Name of Award: DISTINGUISHED CADET AWARD FOR SCHOLASTIC EXCELLENCE
- Description: Ribbon N-1-1, with Bronze Medal #101

- To Whom Awarded: Selected Cadet  
Criteria: Awarded annually to one cadet who exhibits the highest degree of excellence in scholastics.  
Awarded by: Superintendent or Senior Army Instructor  
Donor: School JROTC unit.
- b. Name of Award: ACADEMIC EXCELLENCE AWARD  
Description: Ribbon N12, with Bronze Medal #105  
To Whom Awarded: Awarded annually to one cadet in each LET level for maintaining highest high school academic grades.  
Criteria: Same as above.  
Awarded by: Principal or Senior Army Instructor.  
Donor: School JROTC unit.
- c. Name of Award: ACADEMIC ACHIEVEMENT RIBBON  
Description: Ribbon N13  
To Whom Awarded: Qualified cadets  
Criteria: Awarded annually to those cadets that maintain a grade of 'W' in all academic subjects.  
Awarded by: Director of Army Instruction/SAI.  
Donor: School JROTC unit.
- d. Name of Award: ACADEMIC ACHIEVEMENT INSIGNIA  
Description: Gold Wreath (AR 1452, Figure 428).  
To Whom Awarded: Qualified cadets.  
Prerequisites: Top 10% of each LET level each semester, based on overall JROTC grades. The insignia will be worn during the academic term following the semester for which it was earned.  
Donor: Department of the Army.
- e. Name of Award: PERFECT ATTENDANCE RIBBON  
Description: Ribbon N14  
To Whom Awarded: Qualified cadets.  
Criteria: Awarded to cadets with no unexcused absence during each semester.  
Awarded by: Senior Army Instructor.  
Donor: School JROTC unit.
- f. Name of Award: STUDENT GOVERNMENT RIBBON  
Description: Ribbon N15  
To Whom Awarded: Qualified cadets.  
Criteria: Elected to a student government office.  
Awarded by: Principal or Senior Army Instructor.  
Donor: School JROTC unit.
- g. Name of Award: LET SERVICE RIBBON  
Description: Ribbon N16  
To Whom Awarded: Qualified cadets.  
Criteria: Awarded to cadets successfully completing first



semester of training in each LD year. Second. Third and fourth year training awards will be bronze, silver, and gold lamps respectively.  
Awarded by: Senior Army Instructor.  
Donor: School JR0TC, unit.

- h. Name of Award: HONOR UNIT RIBBON  
Description: Ribbon N17  
To Whom Awarded: Qualified cadets.  
Criteria: Awarded to each cadet in unit at the time award was received. Lamps denote each succeeding award.  
Awarded by: Senior Army Instructor.  
Donor: School JROTC unit.
- i. Name of Award: RIBBONS N19 and N110 May be awarded based on criteria to be developed locally and approved by the region commander.

#### 4. Athletic Awards (Series2, AR 1452)

- a. Name of Award: VARSITY ATHLETIC RIBBON  
Description: Ribbon N21  
To Whom Awarded: Qualified cadets.  
Criteria: Awarded annually to cadets that excel in varsity sports.  
Awarded by: Principal.  
Donor: School JROTC unit.
- b. Name of Award: PHYSICAL FITNESS RIBBON  
Description: Ribbon N 2 – 2  
To Whom Awarded: Qualified cadets.  
Criteria: Awarded annually to cadets who maintain excellent physical fitness. Male and female cadets must qualify in accordance with Cadet Challenge Criteria (overall 75% average of 5 events)  
Awarded by: Senior Army Instructor  
Donor: School JROTC unit.
- c. Name of Award: ROTC ATHLETIC RIBBON  
Description: Ribbon N23  
To Whom Awarded: Qualified cadets.  
Criteria.. Awarded annually to cadets that excel in ROTC athletics.  
Awarded by: Senior Army Instructor.  
Donor: School JROTC unit.
- d. Name of Award: DISTINGUISHED COMPETITIVE MARKSMANSHIP AWARD  
Description: Ribbon N24, with Bronze Medal #112

- To Whom Awarded: Selected cadet rifle team member.  
Criteria: Top member of Cadet Battalion Rifle Team, based on overall performance during school year during specified practices and competitive rifle matches.
- Awarded by: Senior Army Instructor.  
Donor: School JROTC unit.
- e. Name of Award: MARKSMANSHIP MERIT AWARD  
Description: Ribbon N25, with Bronze Medal #113  
To Whom Awarded: Selected cadets.  
Criteria: Awarded annually to one cadet in each LET level for superior proficiency in the marksmanship program and demonstrated ability to safely handle firearms.
- Awarded by: Senior Army Instructor.  
Donor: School JROTC unit.
46. Military Awards (Series 3, AR 1452)
- a. Name of Award: DIRECTOR OF ARMY INSTRUCTION LEADERSHIP AWARD  
Description: Ribbon N31, with Bronze Medal fi301  
To Whom Awarded: Selected Cadets.  
Criteria: Awarded annually to one cadet per LET Level who displays the highest degree of leadership. Additional Award maybe presented to the Brigade Coordinator.’
- Awarded by: DAI or SAI  
Donor: School JROTC unit.
- b. Name of Award: PERSONAL APPEARANCE RIBBON  
Description: Ribbon N32  
To Whom Awarded: Selected cadets.  
Criteria: Awarded annually to cadets who CONSISTENTLY (No demerits for uniform violations – nondresshaircuts, ‘etc.’) present an outstanding appearance.
- Awarded by: Senior Army Instructor.  
Donor: School JROTC unit.
- c. Name of Award: PROFICIENCY RIBBON  
Description: Ribbon N33  
To Whom Awarded: Selected cadets.  
Criteria: Awarded annually to those cadets who have demonstrated an exceptionally high degree of leadership, Academic achievement, and performance of duty.
- Awarded by: Senior Army Instructor  
Donor: School JROTC unit.

- d. Name of Award: DRILL TEAM RIBBON  
 Description: Ribbon N34  
 To Whom Awarded: Drill Team members.  
 Criteria: Awarded annually to drill team members.  
 Awarded by: Senior Army Instructor.  
 Donor: School JROTC unit.
- e. Name of Award: ORIENTEERING RIBBON  
 Description: Ribbon N35  
 To Whom Awarded: Selected cadets.  
 Criteria: Awarded annually to cadets who are members of orienteering team .  
 Awarded by: Senior Army Instructor.  
 Donor: School JROTC unit.
- f. Name of Award: COLOR/HONOR GUARD”RIBBON  
 Description: Ribbon N36  
 To Whom Awarded: Selected cadets.  
 Criteria: Awarded annually to members of color/ honor guard.  
 Awarded by: Senior Army Instructor.  
 Donor: School JROTC unit.
- g. Name of Award: RIFLE TEAM RIBBON  
 Description: Ribbon–N-3-7  
 To Whom Awarded: Selected cadets.  
 Criteria: Awarded annually to rifle team members.  
 Awarded by: Senior Army Instructor.  
 Donor: School JROTC unit.
- h. Name of Award: ADVENTURE TRAINING RIBBON  
 Description: Ribbon N38  
 To Whom Awarded: Selected cadets.  
 Criteria: Awarded annually to cadets who are members of adventure type unit.  
 Awarded by: Senior Army Instructor.  
 Donor: School JROTC unit.
- i. Name of Award: COMMENDATION RIBBON  
 Description: Ribbon N39  
 To Whom Awarded: Selected cadets.  
 Criteria: Awarded to cadets whose performance of duty exceptionally exceeds that expected of a cadet of his grade and experience.  
 Awarded by: Senior Army Instructor.  
 Donor: School JROTC unit.

- j. Name of Award: GOOD CONDUCT RIBBON  
Description: Ribbon N310  
To Whom Awarded: Selected cadets.  
Criteria: Awarded annually to the cadets who have demonstrated outstanding conduct throughout the school.  
Awarded by: Senior Army Instructor.  
Donor: School JROTC unit.
- k. Name of Award: SUMMER CAMP PARTICIPATION RIBBON  
Description: Ribbon N311  
To Whom Awarded: Qualified cadets.  
Criteria: Awarded to cadets for summer camp participation.  
Donor: School JROTC Unit
- l. Name of Award: BAND/DRUM & BUGLE CORPS RIBBON  
Description: Ribbon N312  
To Whom Awarded: Selected cadets.  
Criteria: Awarded annually to band/drum & bugle corps members.  
Awarded by: Senior Army Instructor.  
Donor: School JROTC unit.
- m. Name of Award: BEST COMPANY AWARD  
(1) Monthly Award:  
Description: Honor Company Streamer  
To Whom Awarded: Selected Company  
Criteria: This is a monthly rotating award based on the overall accomplishment of the unit during the months of October thru April. The Monthly Honor Company Streamer will be presented to the selected company on the first uniform day following the month for which the award is made. This award should be presented by someone from the principal's staff, or by the DAI.  
Donor: School JROTC unit.
- (2) Annual Award:  
Description: Ribbon N313, with the Bronze Medal: #103c  
To Whom Awarded: The company receives a medal award. All members of the selected company will be awarded the Best Company Ribbon (N313). A lamp will be awarded for subsequent awards.  
Criteria: This award is based on the overall accomplishments of the selected company throughout the school year in all JROTC Cadet Battalion activities.  
Awarded by: Senior Army Instructor.  
Donor: School JROTC unit.
- n. Name of Award: BEST DRILLED PLATOON AWARD  
Description: Ribbon N314, with Bronze Medal #103p

- To Whom Awarded: The platoon leader receives the medal award.  
Each member of the selected platoon receives the best Drill Platoon ribbon (N314).
- Criteria: Selected for its performance of Platoon Drill as prescribed in FM 225, in competition against all platoons in the cadet JROTC Battalion.
- Awarded by: Senior Army Instructor.  
Donor: School JROTC unit.
- o. Name of Award: BEST DRILL SQUAD AWARD  
Description: Ribbon N315, with Bronze Medal #103s  
To Whom Awarded: The squad leader receives the medal award.  
Each member of the squad is authorized to wear the Best Drilled Squad Ribbon (N315).  
Criteria: The squad displaying superior performance of squad drill as prescribed in FM 225 in direct competition with all squads in the JROTC Battalion is selected for this award.  
Awarded by: Senior Army Instructor.  
Donor: School JROTC unit.
6. Miscellaneous Awards (Series 4, AR 1452)
- a. Name of Award: PARADE RIBBON  
Description: Ribbon N41  
To Whom Awarded: Selected Cadets  
Criteria: Awarded to cadets who have participated in local community parades, i.e., Homecoming Parade, Christmas Parade, etc.  
Awarded by: Senior Army Instructor.  
Donor: School JROTC unit.
- b. Name of Award: RECRUITING RIBBON  
Description: Ribbon N42  
To Whom Awarded: Selected cadets.  
Criteria: Awarded to the cadets who recruit students into the JROTC program each semester.  
Awarded by: Senior Army Instructor  
Donor: School JROTC unit.
- c. Name of Award: STAFF MEMBER RIBBON  
Description: Ribbon N43  
To Whom Awarded: Cadet Battalion Staff Members  
Criteria: Be an active member of the battalion staff for a period of three months.  
Awarded by: Senior Army Instructor  
Donor: School JROTC unit.
- d. Name of Award: CADET OF MONTH RIBBON  
Description: Ribbon N44  
To Whom Awarded: Selected cadets.

Criteria: Two cadets from each company may be selected , each month (One each from L. D. III levels). Award will be based on appearance and knowledge of military subjects.

Awarded by: Senior Army Instructor

Donor: School JROTC unit.

- e. Name of Award: BEST DRILL TEAM SQUAD AWARD  
Description: Ribbon N45, with Bronze Medal 103s  
To Whom Awarded: The Drill Team Squad Leader receives the medal. Each member of the drill team squad is authorized to wear the Best Drill Team Squad Ribbon, N45.

Criteria: This award is based on the proficiency of the squad drill, as prescribed in FM 225, throughout the school year.

Awarded by: Senior Army Instructor.

Donor: School JROTC unit.

- f. Name of Award: COMMUNITY SERVICE AWARD  
Description: N18  
Criteria: Voluntary Community Service approved by the SAI.  
Awarded By: Senior Army Instructor  
Donor: School JROTC Unit

- g. Subsequent Awards: Devices on Ribbons                      Academic Achievement Insignia  
Subsequent awards are indicated by felt pad beneath wreath as indicated below

2 <sup>nd</sup> Award	Superior Cadet – 4 pointed star		
2 <sup>nd</sup> Award	Bronze Lamp/Bronze “R”	2 <sup>nd</sup> Award	RED Backing
3 <sup>rd</sup> Award	Silver Lamp/Silver “R”	3 <sup>rd</sup> Award	GRAY Backing
4 <sup>th</sup> Award	Gold Lamp/Gold “R”	4 <sup>th</sup> Award	GOLD Backing
5 <sup>th</sup> Award	Gold Lamp with Bronze Lamp – Same for “R” Device		
6 <sup>th</sup> Award	Gold and Silver Lamp : Same for “R” Device		
7 <sup>th</sup> Award	2 Gold Lamps – Same for “R” Device		

COMMENTS: Annual awards will be presented at the JROTC Annual Review and Awards Ceremony unless formal presentation is more appropriate at an earlier date.

Note: Initial award for Drill Team Rifle Team D&B Corps and Color Guards will be the ribbon. Additional awards will be the different color bars: BRONZE – 2<sup>nd</sup> Award – SILVER – 3<sup>rd</sup> Award – GOLD – 4<sup>th</sup> Award.

Recruiting Device “R” – not issued with initial award. Bronze R for 2<sup>nd</sup> cadet recruited; silver for 3<sup>rd</sup>; gold for 4<sup>th</sup>.

7. JROTC Marksmanship badges are issued to recognize proficiency in the safe handling and firing of small bore air rifle/ weapons. These badges differ from medal awards in that they are worn on the uniform at all times. However, only

badge of the highest precedence may be worn. Badges will be worn centered on the left pocket flap of the authorized outer garment with the top of the badge parallel to the top seam of the pocket flap. The badges in order of merit are:

- a. Expert Qualifications Badge: Awarded to all cadets upon the completion of the annual weapons qualification firing and attainment of the required scores set forth in pertinent training directives. (Min. Score – 200)
  - b. Sharpshooter Qualifications Badge: Awarded to all cadets upon the completion of the annual weapons qualification firing and attainment of the required score. (Min. Score – 175)
  - c. Marksman Qualifications Badge: Awarded to all cadets upon the completion of the annual weapons qualification firing and attainment of the required score. (Min. Score – 150)
8. Shoulder Cords: In accordance with provisions of paragraph 420d AR 1452, the following shoulder cords (colors) are authorized for wear by the JROTC cadets at the respective high schools. Wearing of the cords will be accordance with the priorities established below. Plus, Nomore then two cords will be worn at ONE time; higher priority cords will be worn on the left shoulder, others will (more then one cord) be worn on the right shoulder:

















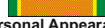




















#### PRIORITIES

- #1. Staff: Members of staff may wear cord of their school colors.
  - #2. Drill Teams: Members of the Drill Team of each school will wear a RED shoulder cord. (#65006)
  - #3. Color Guard: Members of the Color Guard of each school will wear a WHITE shoulder cord. 065003)
  - #4. Rifle Team: Rifle team members will wear TAN shoulder cords. (#65015)
  - #5. Drum and Bugle Corps: Members of the Drum and Bugle Corps of each school will wear a BLUE shoulder cord. (When Established #70147)
9. Wearing of Awards: Left pocket above flap: Ribbons will be worn in rows of three with the highest priority ribbons in the top row. Priority in each row is to wearer’s RIGHT to LEFT. In addition, badges (marksmanship) will be worn on the pocket’s left flap. ACADEMIC ACHIEVEMENT WREATH will be worn above the RIGHT pocket. Suggested priority for wear by cadets and for presentation at awards ceremonies will be as listed below.

1. Medal of Heroism Award .....	0-1
2. Superior Cadet Award.....	0-2
3. Legion of Valor Cross for Achievement .....	0-3
4. Distinguished Cadet for Scholastic Excellence Award.....	0-4,
5. Academic Excellence Award .....	0-5
6. Director of Army Instruction Leadership Award and Ribbon .....	N-3-1
7. Military Order of the Purple Heart.....	N
8. Recruiting Command Award.....	N

9. Sons of the American Revolution Award.....	0-6
10. Military Order of World War Award.....	0-7
11. Daughters of the American Revolution Award.....	0-8
12. American Legion Award, Military Excellence.....	0-9
13. American Legion Auxiliary Military Excellence Award.....	0-10
14. American Legion Award, Scholastic Excellence .....	0-11
15. American Legion Auxiliary Military Scholastic Excellence Award.....	0-12
16. Sojourners Award.....	0-13
17. Disabled American Veterans Award.....	0-14
18. AUSA Award.....	0-15
19. Order of the Daedelians.....	0-16
20. Reserve Officers Association Award.....	0-17
21. The Retired Officers Association Award.....	0-18
22. Veterans of Foreign Wars Award.....	0-19
23. AMVETS.....	N
24. Special Forces Association Award.....	N
25. Noncommissioned Officers Association Award.....	N
26. Distinguished Competitive Marksmanship Award and Ribbon.....	N-2-4
27. Honor Unit Ribbon.....	N-1-7
28. Marksmanship Merit Award and Ribbon.....	N25
29. Best Company Award and Ribbon .....	N313
30. Best Platoon Award and Ribbon .....	N-3-14
31. Best Squad Award and Ribbon .....	N315
32. Best Drilled Team Squad Award and Ribbon .....	N45
33. Academic Achievement Ribbon .....	N13
34. Perfect Attendance Ribbon.....	N14
35. Student Government Ribbon.....	N15
36. LET Service Ribbon.....	N16
37. Personal Appearance Ribbon .....	N32
38. Proficiency Ribbon.....	N33
39. Drill Team Ribbon .....	N34
40. Orienteering Ribbon.....	N35
41. Color Guard Ribbon .....	N36
42. Rifle Team Ribbon.....	N37
43. Adventure Training Ribbon.....	N38
44. Commendation Ribbon .....	N39
45. Good Conduct Ribbon .....	N310
46. Summer Camp Participation Ribbon.....	N311
47. Drum and Bugle Corps Ribbon.....	N312
48. Varsity Athletic Ribbon.....	N21
49. Physical Fitness Ribbon.....	N22
50. JROTC Athletic Ribbon.....	N23
51. Parade Ribbon.....	N.41
52. Recruiting Ribbon .....	N42
53. Staff Member Ribbon.....	N43
54. Cadet of the Month Ribbon.....	N44
55. Community Service Ribbon .....	N18



 <b>Distinguished Cadet</b> (N-1-1) Awarded annually to one cadet who exhibits the highest degree of experience in scholastics.	 <b>Academic Excellence</b> (N-1-2) Awarded annually to one cadet in each LET level for maintaining highest school academic grades.	 <b>Academic Achievement</b> (N-1-3) Awarded annually to those cadets who maintain a grade of A in all academic subjects.	 <b>Perfect Attendance</b> (N-1-4) Awarded to cadets with no unexcused absence during each quarter/semester.
 <b>Student Government</b> (N-1-5) Elected to a student government office.	 <b>Leadership Education Training Service</b> (N-1-6) Awarded to cadets successfully completing first quarter/semester of training of each LET year.	 <b>Optional by SAI</b> (N-1-7)	 <b>Optional by SAI</b> (N-1-8)
 <b>Optional by SAI</b> (N-1-9)	 <b>Optional by SAI</b> (N-1-10)	 <b>Varsity Athletics</b> (N-2-1) Awarded annually to cadets that excel in varsity sports.	 <b>Physical Fitness</b> (N-2-2) Awarded annually to cadets who maintain excellent physical fitness IAW AR 145-2.
 <b>JROTC Athletics</b> (N-2-3) Awarded annually to cadets that excel in ROTC athletics	 <b>Optional by SAI</b> (N-2-4)	 <b>Optional by SAI</b> (N-2-5)	 <b>DAI/SAI Instructor Leadership</b> (N-3-1) Awarded annually to one cadet per LET level who displays the highest degree of leadership.
 <b>Personal Appearance</b> (N-3-2) Awarded annually to cadets who consistently present an outstanding appearance.	 <b>Proficiency</b> (N-3-3) Awarded annually to cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.	 <b>Drill Team</b> (N-3-4) Awarded annually to drill team members.	 <b>Orienteering</b> (N-3-5) Awarded annually to cadets who are members of orienteering teams.
 <b>Color Guard</b> (N-3-6) Awarded annually to members of the color/honor guard.	 <b>Rifle Team</b> (N-3-7) Awarded annually to rifle team members.	 <b>Adventure Training</b> (N-3-8) Awarded annually to cadets who are members of adventure training type units.	 <b>Commendation</b> (N-3-9) Awarded to cadets whose performance of duty exceptionally exceeds that expected of a cadet of his grade and experience.
 <b>Good Conduct</b> (N-3-10) Awarded annually to cadets who have demonstrated outstanding conduct throughout the school year.	 <b>Summer Camp</b> (N-3-11) Awarded to cadets for summer camp participation.	 <b>Optional by SAI</b> (N-3-12)	 <b>Optional by SAI</b> (N-3-13)
 <b>Optional by SAI</b> (N-3-14)	 <b>Optional by SAI</b> (N-3-14)	 <b>Parade</b> (N-4-1) Awarded to cadets who have participated in local community parades (Veterans' Day Parade, Memorial Day Parade, etc.).	 <b>Recruiting</b> (N-4-2) Awarded to cadets who recruit students into the JROTC program each quarter/semester.
 <b>Optional by SAI</b> (N-4-3)	 <b>Optional by SAI</b> (N-4-4)	 <b>Optional by SAI</b> (N-4-5)	 <b>Service Learning</b> (N-4-6) Awarded annually to cadets who participate in service learning projects.
 <b>Excellent Staff Performance</b> (N-4-7)			

56. Ribbons awarded by (Drill Meets) ~will be worn bottom row extreme left.  
Academic Achievement Insignia – Worn ¼ inch above and –centered, right pocket flap.  
Gold Star – Honor Unit with Distinction  
Blue Star – Honor Unit Star will be worn approximately ¼ inch above and centered, right pocket flap. (Note: If achievement insignia is worn with star, the star will be centered within that insignia.)  
Nametags – worn on the right pocket flap and centered above the button.  
Activity badges will be worn ¼” above honor star or academic wreath

## SECTION XX II– DRUM AND BUGLE

1. High School JROTC Units are authorized sixteen piece military bands. Membership is based on interest and ability. The band provides a service to the Cadet Corps by playing at formal inspections and military ceremonies.
2. The band is issued the regular cadet uniform but is authorized with the approval of the DAI/SAI to add distinctive uniform accouterments. Instruments are the property of the United States Army and when assigned to the cadet, becomes his responsibility for maintenance, care and safeguarding.

## SECTION XXIII – DRILL TEAM

1. The Drill Team is made up of cadets who demonstrate by competitive elimination exceptional performance of plain and fancy drill, manual of arms, high standard of dress and bearing and discipline.
  - a. Continued participation is dependent upon the cadet's attitude, attendance at scheduled practices and participation in all Drill Team activities.
  - b. The Drill Team performs as a separate unit at all JROTC ceremonies and parades and represents the school in competition.
2. All special item of equipment such as distinctive scarves, white pistol belts, and white gloves are furnished by the JROTC Department. No equipment will be issued until the cadet has demonstrated that they will become a permanent member of the Drill Team.
3. Drill Team members are required to spend extra time in practice other than regular drill periods. These practices will be scheduled at the discretion of the JROTC instructor.
4. Since the Drill Team requires extra item of equipment and the cost of transportation to various events, members will be called upon to participate in fund raising activities.

## SECTION XXIV – RIFLE TEAM

1. High School ROTC Units are authorized to organize competitive rifle marksmanship teams. The teams may affiliate with the National Rifle Association.
2. Complete shooting equipment is furnished by the JROTC Department. This equipment is the property of the United States Army and when issued to the cadet, becomes their responsibility for maintenance, care and safeguarding.
3. Tryouts: In order to try out for the rifle team, the cadet must inform the Rifle Team coach of his intention to do so.
4. Selections: A gradual screening process will be made until the team has been selected.

- a. A Rifle Team Captain and manager will be selected by the Rifle Team Coach selection is approved by the SAI and based on the ability to train and help the team be successful.
  - b. Team members must maintain requirements based on standards for high school athletic programs.
  - c. Team members must be able to travel with the team for competitive meets against other schools.
  - d. Cadets may be dropped from the team for cause at the discretion of the team coach or the SAI.
  - e. Team members are required to attend **all practice sessions** unless prior arrangements are made with the team coach/team captain.
5. As a competitive sport, awards are made by the JROTC Department for excellence in competition.

#### SECTION XXV - COLOR GUARD

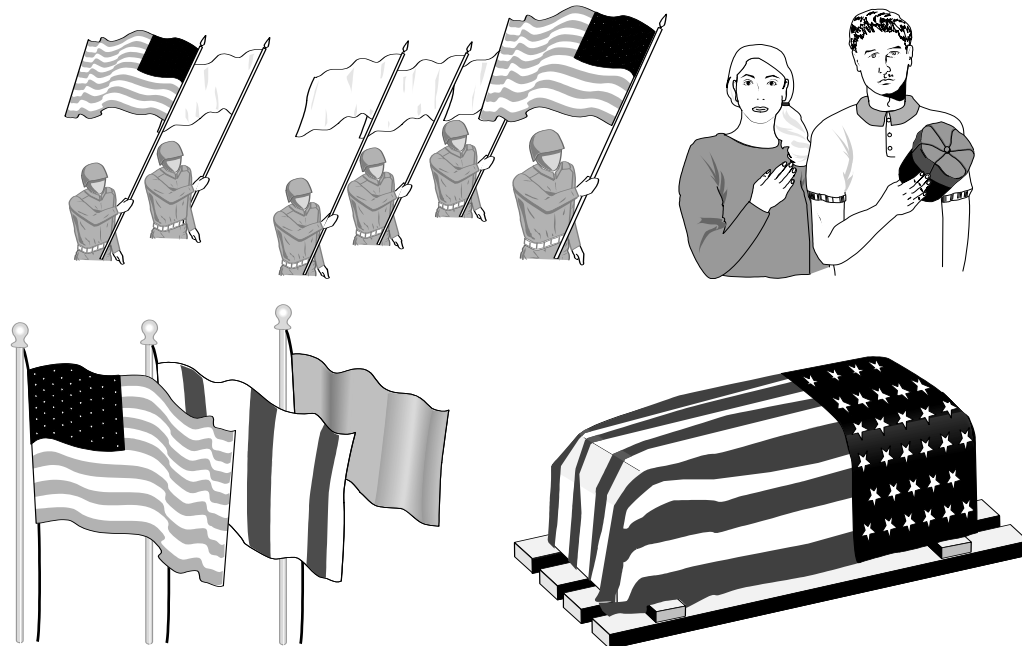
1. The Color Guard will be made up of highly motivated cadets that have demonstrated a high standard of dress and bearing.
2. Selection: A minimum of four (4) cadets will be selected as a color guard for each school. This policy will also apply to those schools who have female color guards – four (4) each.
  - a. A Color Guard Commander will be selected by the Color Guard Coach.
  - b. Members must maintain grade requirements based on standards for the high school athletic program.
  - c. Members must be able to travel (competition).
  - d. Cadets may be dropped from the team for cause at the discretion of the team coach or Color Guard Commander.
2. Varsity Letters: Members of the HCHS JROTC Teams above can earn a Harris County High School, Georgia High School Athletic Association approved Varsity Letter.
3. Varsity Letter Criteria: HCHS JROTC Cadets in good academic standing must comply with all standards published within the current Student Agenda, CC 145-2 and the Georgia High School athletic Association requirements for academic excellence, physical fitness, behavior, leadership and self discipline. All JROTC teams are open to ***any male and female*** cadets. To be awarded a Varsity Letter, JROTC team members during the current school year, must:
  - a. Complete at least one full competitive season
  - b. Maintain an overall, all subjects academic average of at least 70%

- c. Zero In School Suspension (ISS)/Out of School Suspensions (OSS)
- d. Compete in at least 60% of all competitions
- e. Be recommended by Team Commander to Team Coach
- f. Approved by Senior Army Instructor

### SECTION XXVI – ACADEMIC REQUIREMENTS

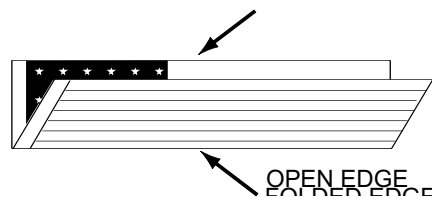
1. Each cadet will be required to maintain those academic standards as required by the Georgia DOE, Harris County School Board Policies and Harris County High School standards in order to participate in ALL JROTC extracurricular activities. In the event of a conflict, the higher standard applies to JROTC Cadets.

### SECTION XXVII – THE FLAG

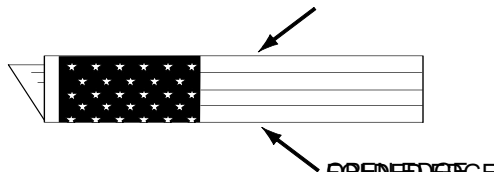


#### **1. FOLDING THE FLAG CORRECTLY**

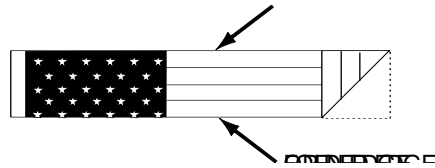
- ◆ Bring the lower striped section of the flag up over the blue field.



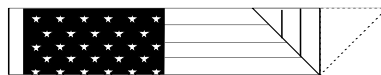
- ◆ Then, fold the “folded edge” over to meet the “open edge.”



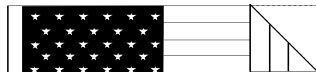
- ◆ Start a triangular fold by bringing the lower striped corner to the “open edge”



- ◆ Fold the outer point inward and parallel with the “open edge” to form a second triangle.



- ◆ Continue to fold the flag in triangles until the entire length of the flag is folded with only the blue field and the margin showing.



- ◆ Tuck the margin into the pocket formed by the folds at the blue field edge of the flag.



- ◆ When you have completely folded the flag, only the blue field should be visible, and it should have the triangular shape of a cocked hat.



## **2.The Star-Spangled Banner Written by Francis Scott Key**

O say, can you see, by the dawn's early light,  
What so proudly we hailed at the twilight's last gleaming,  
Whose broad stripes and bright stars, through the perilous  
fight,  
O'er the ramparts we watched were so gallantly streaming?  
And the rockets' red glare, the bombs bursting in air  
Gave proof through the night that our flag was still there,  
O say, does that Star-Spangled Banner yet wave  
O'er the land of the free and the home of the brave?

On the shore dimly seen through the mist of the deep,  
Where the foe's haughty host in dread silence reposes,  
What is that which the breeze, o'er the towering steep  
As it fitfully blows, half conceals, half discloses?  
Now it catches the gleam of the morning's first beam,  
In full glory reflected now shines on the stream;  
'Til the Star-Spangled Banner—O long may it wave  
O'er the land of the free and the home of the brave.

O thus be it ever when free men shall stand  
Between their loved homes and the war's desolation;  
Blest with victory and peace, may the heaven rescued land  
Praise the Power that has made and preserved us a nation.  
Then conquer we must, when our cause it is just,  
And this be our motto, "In God is our trust;"  
And the Star-Spangled Banner in triumph shall wave  
O'er the land of the free and the home of the brave.

## SECTION XXIII– DUTIES AND RESPONSIBILITIES OF CADET LEADERS

### DUTIES OF BATTALION COMMANDER (BN C.O.)

Must be familiar with everything the battalion does. Must meet their responsibilities by sound planning, by making timely decisions, by issuing effective orders, and by personal supervision and leadership. The duties require a thorough understanding of all projects scheduled for the school year; to appoint committees for each planned. Project, requiring each to submit continuing reports on its progress. Must assure that the earliest possible completion of all projects planning is accomplished in order to effect an efficiently working project.

Conducts periodic staff meetings and staff and command meetings. A written report of subject covered in each meeting will be submitted to the Senior Army Instructor the day following such meetings.

Assures that staff members keep him/her informed on all aspects of their positions as well as providing instructors with current progress reports on all projects.

Makes daily checks with the Military Department for the purpose of keeping up with changes as well as providing instructors with current progress reports.

Coordinates all JROTC activities with appropriate school officials.

Provides staff and commanders with daily briefings or instructions' as to training and projects to be completed.

Makes constant checks on duties assigned all subordinates, and takes immediate –action to correct any deficiencies. Keeps Military Department informed of all actions taken and gives recommendations as to punitive actions desired, personnel changes desired, etc.

Checks with Senior Army Instructor prior to the implementation of any action or project for possible ideas, restrictions and approval.

And other duties as directed by the Senior Army Instructor.

### DUTIES OF BATTALION EXECUTIVE OFFICER (BN X.O.)

GENERAL: Is the principal assistant and advisor to the battalion commander. Is charged with responsibility for the execution of staff tasks, efficient and prompt response to the staff, and coordinated effort of its members. Transmits the commander's decisions to the staff, and to subordinate units when applicable in the name of the commander during his/her absence. Actual duties will vary depending on the desires of the commander.

Will act, for the commander, as chief planner and as head of the Military Ball



Committee. – Immediate planning and coordination of the committee is the responsibility of the Executive Officer. Coordination of all committees and project leaders for all planned activities, will be the responsibility of the Executive Officer, with continued progress reports furnished the Commander and the Military Department.

Is responsible for the supervision of all administration within the battalion headquarters, and will work with the S1 to assure the timely completion of all administrative actions.

Is responsible for the coordination and implementation of all extracurricular activities and events.

Is responsible for contacting both the Commander and Senior Army Instructor on a daily basis to assure effective progress in all objectives.

Assures all staff members and company commanders check their distribution boxes and sign register on a daily basis. A record of those failing to perform these actions will be kept and a demerit slip denoting two demerits for each offense will be turned in to the Military Department.

#### DUTIES OF BATTALION COMMAND SERGEANT MAJOR (CSM)

As senior NCO of the battalion, is the commander's advisor and representative in dealing with other NCO's of the battalion.

Is responsible for conducting periodic meetings with all First Sergeants for the purpose of assuring that all pertinent policies are being adhered to; to present any new information or policies, and to receive complaints and/or suggestions. A written report of each meeting will be submitted to the commander and the SAI the day following each meeting.

Will attend all Staff and Command meetings.

Is responsible to the commander for recommendation concerning enlisted changes and appointments.

As a member of the Battalion Staff will form with the Staff during battalion formations. Will perform duties as directed by the SAI during formal ceremonies, etc.

Will work in close association with members of the Military Department in all matters.

Is overall responsible for the conduct of instruction in the proper maintenance of Merit/Demerit books. Is responsible for making weekly checks of books to assure proper posting. All deficiencies noted will be reported to both the Battalion Commander and members of the JROTC Military Department, in writing.

Will perform other duties as directed by the Battalion Commander or instructors.

#### DUTIES OF THE BATTALION ADJUTANT S1 (ADJ)

The Adjutant is responsible to the Battalion Commander and the Military Department for all administrative matters not specifically assigned to another staff officer.

Is responsible to the Senior Army Instructor to assure the continued posting of cadet records to reflect rank, position, or status changes and all awards. (JUMs)

Is responsible for coordination with the JROTC Military Department on a daily basis on all current and planned events.

Will attend all Staff and Command meetings and will act as recorder, preparing a detailed report of all matters discussed there at. This report will be submitted to the Battalion Commander the day following each meeting.

Will perform other duties as directed by the commander or instructor personnel.

#### DUTIES OF THE BATTALION OPERATIONS OFFICER AND ASSISTANT S3 (BN S3)

Is responsible for assuring all training records are posted to date and keeping the commander and instructor personnel informed as to status of posting.

Will be prepared to serve as head or member of fund raising or other committees as directed by the Battalion Commander.

Is responsible for the up to date maintenance of the Battalion bulletin board. Also, is responsible for preparing all official orders.

Is responsible for up to date posting of all project charts.

Is responsible for preparing staff and command meeting area.

Is responsible for posting all training schedules on classroom schedules and other areas as directed by instructors. (JUMs)

Will serve as chairman or member of committees as directed by commander.

Is responsible for the writing and implementation of training plans, operations and execution of battalion training. All training and operations plans will be submitted to the Battalion Commander, who will add comments or recommendations and then submit the plans to the Senior Army Instructor for approval.

Will attend all staff and command meetings.

Is responsible for coordinating with the JROTC Military Department on a daily basis for all current and planned events.

Responsible for all personnel record keeping and personnel JUMs entries.

Responsible for all JUMs entries regards operations, records and planning.

Will perform other duties as directed by the commander or instructors.

#### DUTIES OF BATTALION S4 (BN S4)

Is responsible: to keep the Battalion Commander and Military Instructors advised of supply matters (i.e., number of cadets not having complete clothing issue, weapons and weapons card status, etc.).

For the planning, coordinating, and when possible the supervision of all matters pertaining to supply. The proper issuing, turning in, and storage of uniform and equipment. This includes maintenance and upkeep of all supply areas, weapons, weapons storage and issue procedures.

Assisting subordinate commanders with supply matters, by coordination with the supervision (when possible) of company supply personnel, and utilization of the Company Supply Sergeant Supervises and plans for the issuance of weapons for all activities and events Is responsible for the issuing and signing out of weapons out of school for out of school activities. maintenance of weapons cards. Prepares a written plan for this purpose, which is to be submitted to the JROTC Military Department SAI/AI for approval.

Is responsible for seeing that all flags, guidons, and other allied items are available and accounted for during all parades, football games, military ball, and other events, as required.

Will be prepared to serve as chairman or member of fund raising or other committees as directed by the commander.

Insure that all clothing records are properly maintained.(When available)

Will attend all Staff and Command meetings.

Will perform other duties as directed by the Battalion Commander or instructors.

Will inform SAI/AIs' of cadet drop outs and uniforms that are not recovered.

Report any discrepancies.

Assist AI in all equipment and proper order and accountability. Primary responsibility for JUMs entry and updates for all supply issues

#### DUTIES OF THE BATTALION S5 (PAO)

Is responsible for cadet public information program. Maintains JROTC Historical Files (Scrap Books) and assures copies of all favorable news items are secured for placement in this file. (At no cost, when possible.)

Maintains continued contact with all elements of command and staff regarding publicity items. Will prepare items for release in ROTC newsletter, as they occur, each six week period. All new preparations will be turned in to the Senior Army Instructor for editing.

Will serve as committee head or member of committees as directed by the commander.

Will serve as Battalion Recruiting Officer; keeping records as to the number and names of all new members and those responsible for their recruitment. This responsibility will commence at a time to be determined by the Senior Army Instructor.

Will be available to assist other staff members, when need arises and as directed by the commander.

Will perform other duties as directed by the Battalion Commander or instructors.

#### DUTIES OF THE BATTALION MANAGEMENT INFORMATION SYSTEMS OFFICER (MISO) (BN S-6)

Is responsible for maintaining systems and information within the battalion. Maintains school JROTC website.

Makes any and all revisions to the SOP.

Works with the BN S-5 on posters and other recruiting opportunities.

Conducts maintenance on any and all computers and other systems in the battalion.

Will be available to assist other staff members, when need arises and as directed by the commander.

Will perform other duties as directed by the Battalion Commander or instructors.

#### DUTIES OF THE BATTALION SAFETY OFFICER (BNSO)

Battalion Commander's principal advisor for all safety matters within the Battalion. Responsible for accident prevention training, inspections, reporting, record keeping, and accident prevention analysis.

Present Safety briefings as required by the Battalion Commander, Senior Army Instructor or Assistant Army Instructors. At a minimum, Hot and Cold Weather Injury prevention, Safe Driving/ Accident Prevention, and Water Safety briefings will be presented during the school year.

Responsible to become the subject matter expert on CCR 385-10.

Will serve as committee head or member of committees as directed by the commander.

Will be available to assist other staff members, when need arises and as directed by the commander.

Will perform other duties as directed by the Battalion Commander or SAI/AI instructors

**OTHER SPECIAL STAFF OFFICER AND NCO POSITIONS:** The SAi or AIs may establish other Special Staff Officer and NCO positions as needed or required. An example would be a Communications Electronics Officer (CEO). Each special officer or nco position will have established guidelines, instructions and responsibilities published and approved by the SAI.

#### DUTIES OF THE COMPANY COMMANDER (Unit C.O.)

Is responsible for the training, maintenance, discipline, control, administration and welfare of their company.

Exercises command through their platoon leaders and first sergeant. Within guidance set forth that establishes policies and standards for the company. By inspections, will insure that the policies and standards are executed or properly attained.

Uses their subordinates to the maximum in accomplishing the missions. Supervises the performance under their command and takes positive action to correct any deficiencies . Will strive to develop in subordinate leaders such qualities as initiative, selfreliance, ingenuity, and professional competence by furnishing guidance and then allowing them maximum freedom of action in performing their assigned duties.

Is available to the Battalion Commander for fund raising projects, committee assignments and other duties as required.

Must have complete knowledge of duties and responsibilities of personnel within their unit, as well as a working knowledge of those duties of personnel assigned to a higher headquarters.

Will attend all command and staff meetings. Should absence be necessary, they will insure representation (normally next highest ranking individual) well in advance of scheduled meeting. Unit Commander WILL review the Merit/Demerit records once a month to insure that proper entries are being made, maintenance and close out procedures are being followed by All officers and NCO(s) using the merit/demerit sheets.

IS responsible to see that Manning Chart is maintained and correct.

Is responsible to see that company personnel are kept informed as to scheduled training, uniform requirements, etc.

#### DUTIES OF EXECUTIVE OFFICER (Unit XO.)

Performs duties assigned them by the company commander. Assumes command of the company in the absence of the commander.

Is responsible to the commander for the posting of the Manning Chart and other it requiring posting.

Oversees the conduct of the company fund raising projects and other projects the company may be involved in.

Oversees company supply functions, supply personnel, weapons card maintenance and issue as required by instructors.

Will perform other duties as directed by the Company Commander.

#### DUTIES OF THE FIRST SERGEANT (1SG)

As senior NCO of the company, assists the company commander by performing all assigned duties including the supervision of training, administration, supply and maintenance.

Makes recommendations to the Company Commander on such items as appointments, reductions, assignments, and disciplinary matters as they pertain to the enlisted members of the company.

Assists the Executive Officer, if assigned, and represents X.O. during their absence. Performs duties normally assigned to the Executive Officer when directed by the commander.

Is responsible for the timely and orderly formation of the company at all times formations are required.

Is responsible for knowing the exact duties of all company personnel in accordance with the provisions of FM 225 and CCR 145-2.

Prepares daily absentee reports for the company as directed by the instructors.

Is responsible to the Unit Commander for the maintenance, posting and closing of the merit/demerit system within his/her unit. Will assist in all fund drives and attend all meetings called by the Battalion Sergeant Major.

Will perform other duties as directed by the company commander and instructors.

#### DUTIES OF THE SUPPLY SERGEANT

Is responsible to the Company Commander for all matters pertaining to the issuance, storage, and condition of weapons and other equipment peculiar to the unit.

Works in close coordination with the Company Executive Officer or First Sergeant in all item indicated above as well as the maintenance of supply records and areas, when directed.

Is responsible for all athletic equipment during physical training periods.

Keeps Executive Officer informed of any problem areas within the scope of their assigned responsibilities. Informs the First Sergeant immediately of any matters which he feels requires corrective or disciplinary action.

Under the direct supervision of the Company Executive Officer or First Sergeant if an XO has not been assigned, and will coordinate all activities through the PSG.

Will attend all formations unless expressly excused by an instructor.

Will be available for weapons and equipment issue and security for extracurricular events or special events.

Will assist the BN S-4 as required. Is responsible to the BN S4 to insure company supply records are updated and accurate in JUMs

#### DUTIES OF THE GUIDON BEARER

Will become thoroughly familiar with the manual of the guidon, position for all type formations, as outlined in FM 225, Appendix C, CCR 145-2, and other duties as directed by the Company Commander.

Will insure that the guidon is present and properly posted during all formations or activities.

Will be available for all parades and other extracurricular events as they occur.

Is responsible for the maintenance and condition of the guidon.

Will assist the Company Supply Sergeant at such times as directed by the Company Commander or First Sergeant.

Assist the Company Supply Sergeant as directed by the Company commander or Battalion Commander.

#### DUTIES OF THE PLATOON LEADER (PL) (See Company XO)

Commands the platoon and is responsible for the discipline, training, welfare, and control of the platoon. Is responsible to the company commander for recommendations for promotions, reductions, and changes of personnel in the platoon.

Will be completely familiar with the duties of all platoon personnel and is responsible to see that duties are properly executed.

Will designate specific duties to the NCO's and will insure through supervision and inspection that these assignments are carried out. Adequate notice of these assignments must be given so that instructions or demonstrations can be properly rehearsed before drill, class or PT periods.

Is responsible to carry out all directives of the company commander and at no time will exceed their authority as platoon leader.

Will assist in all fund drives and projects as directed by the commander.

#### DUTIES OF THE PLATOON SERGEANT (PSG)

Must be completely familiar with the proper performance of their subordinates' duties, in accordance with FM 225 and CCR 145-2.

Verifies absentee reports and informs First Sergeant of any changes in initial report, as they occur.

Performs such duties as the platoon leader may prescribe assuring that all orders are completely understood and complied with.

Be prepared at all times to assume the duties of the platoon leader.

Makes recommendations to the platoon leader on such matters as appointments, reductions, assignments, and discipline as they pertain to the enlisted personnel in the platoon.

Coordinates all platoon activities pertaining to fund drives and other events with the First Sergeant or the assigned project.

Performs other duties as directed by the Platoon Leader, First Sergeant or Company Commander.

#### DUTIES OF THE SQUAD LEADER (SL)

MUST be completely familiar with their duties in formation, as defined in FM 22-5, CCR 145-2.

Must be prepared to instruct squad members in prescribed drill, with NO deviations from FM 225, CCR 145-2.

Must know each individual in the squad and be able to call them by name and rank, as well as knowing the strengths and weaknesses of each.

Must determine who is absent, and is held responsible for accurate personnel absentee reporting.

Performs such duties as directed with both efficiency and promptness.

Makes immediate reports, in writing, to the platoon sergeant and platoon leader of any problem area within the squad, as well as making recommendations on corrective action deemed appropriate.

Maintains records on all squad members indicating desirable and undesirable traits or actions. Dates and types of offenses and actions taken to correct such acts will be entered, in all cases.

Must be prepared to assume position of Platoon Sergeant, on call.



## DUTIES OF TEAM LEADER (TL)

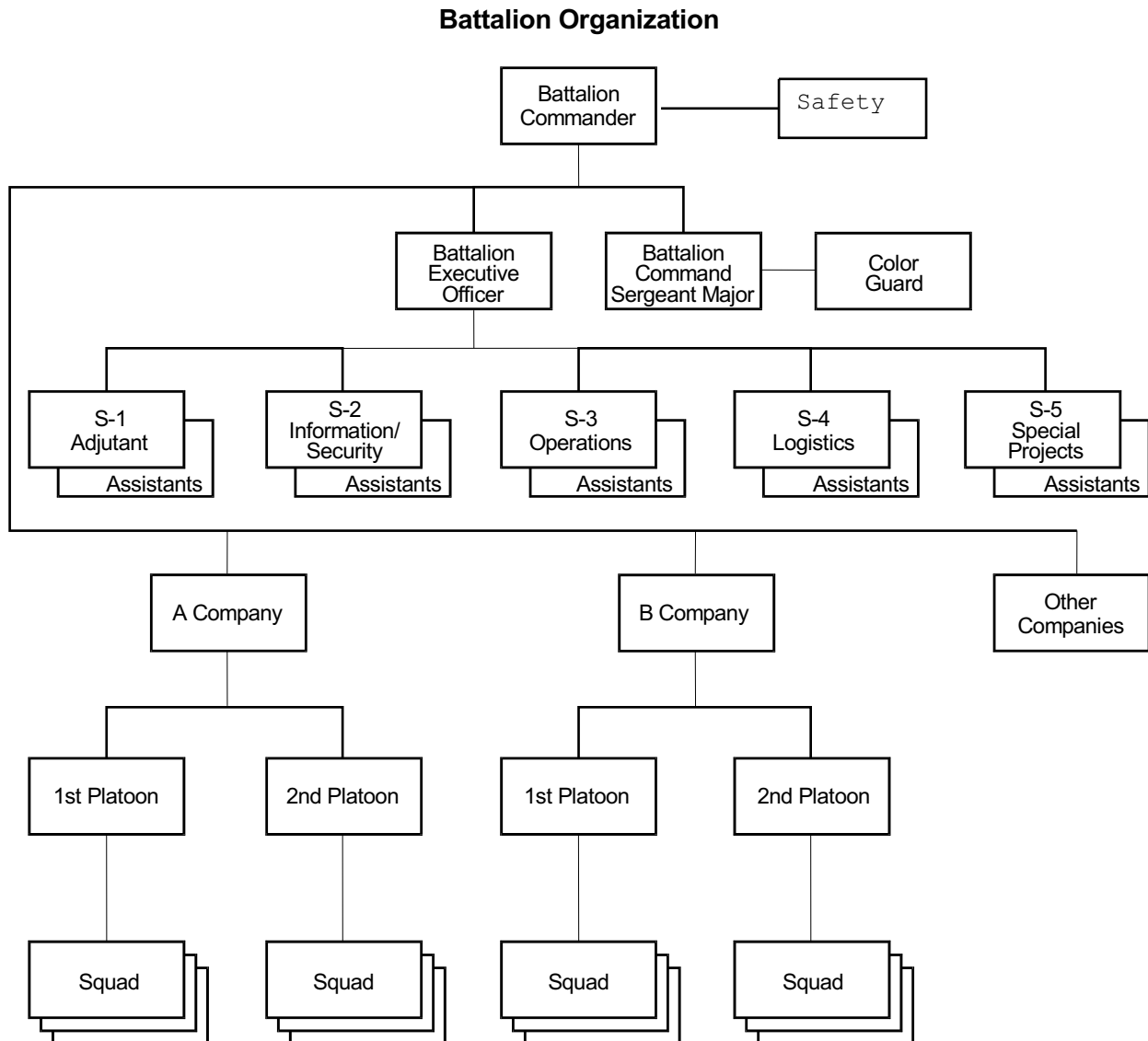
Assists the squad leader in control of the squad by initiating action and setting the example within the squad. As directed by the squad leader.

The senior team leader assumes command of the squad in the absence of the squad leader.

The team leader is not a member of the chain of command, and is in no way to be interpreted as such.

Will at the discretion of the squad leader, assist in the training of the squad.

Furnishes the squad leader pertinent information on members on discipline matters, training progress or difficulty in absorbing training at the rate expected of each cadet.



(\*subject to modification as required)

SECTION XXIX – ARMY ABBREVIATIONS

ARMY ABBREVIATIONS FOR UNITS, RANK, AND POSITION.

1. These are the abbreviations for Army units from Battalion down to Fire Team.

<u>ABBREVIATION</u>	<u>ARMY UNIT</u>
BN	BATTALION
Co	COMPANY
PLT	PLATOON
SQD	SQUAD
TM	TEAM

2. These are the abbreviations and short job descriptions for leadership, assistant, and advisory positions within the Battalion.

CO	Commander .....	Leader of BN or Co.
XO	Executive Officer .....	BN and Co. second in command.
CSM	Command Sergeant Major .....	Senior Enlisted advisor to BN CO. The Highest Enlisted person in the Battalion
1SG	First Sergeant .....	Senior Enlisted person in Co.
PLDR	Platoon Leader .....	Leader of the Platoon
PSG	Platoon Sergeant .....	Assistant to the PLDR
SQD LDR	Squad Leader .....	Leader of the SQD
TM LDR	Team Leader .....	Leader of the Team. Assistant to SQDLDR.

4. Following are guidelines for positions, duty assignments and ranks within the Cadet Battalion.

5.

POSITION	RANK			
BN CDR	LTC			
BNXO	MAJ			
BNSTAFF	CPT/MAJ			
BN CSM	CSM			
CO CDR	CPT			
Co XO	1LT			
PLT LDR	2LT/1LT			
1SG	ISG			
PSG	SSG	SFC	SFC	MSG
SUPSGT	SGT	SSG	SSG	SFC
SQD LDR	SGT	SSG	SSG	SFC
TM LDR	CPL	CPL	SGT	SSG
GUIDON BEARER	PFC/CPL	CPL	SGT	SSG
SQD MEMBER	PVT	PFC	PFC/CPL	SGT

SECTION XXX - CHAIN OF COMMAND  
 JROTC BATTALION, ROTC REGION, TRADOC, US ARMY

TEAM LEADER	CDT
SQUAD LEADER	_____
PLATOON SERGEANT	_____
PLATOON LEADER	_____
COMPANY COMMANDER	_____
BATTALION COMMANDER	_____
ARMY INSTRUCTOR	_____
SENIOR ARMY INSTRUCTOR	_____
DIRECTOR OF ARMY INSTRUCTIONS	_____
BRIGADE COMMANDER	_____
COMMANDER, ROTC REGION	_____
COMMANDER, CADET COMMAND	_____
COMMANDER, TRADOC (US ARMY	_____
TRAINING AND DOCTRINE COMMAND)	GENERAL
CHIEF OF STAFF, U. S. ARMY	_____
SECRETARY OF THE ARMY (CIVILIAN)	HONORABLE
SECRETARY OF DEFENSE (CIVILIAN)	HONORABLE
COMMANDER IN CHIEF (PRESIDENT)	_____
	HONORABLE
	_____

## SECTION XXXI - ORIENTATION TO SERVICE LEARNING

### **SERVICE LEARNING STEPS**

1. Complete a pre-assessment of skill level using the Personal Skills Map from the JROTC Success Profiler.
2. Determine a school, community, or national need you can fill relating to class curriculum.
3. Brainstorm and select a meaningful service project that meets proposed guidelines.
4. Start learning log to record new knowledge, thoughts and feelings throughout all phases.
5. Plan and organize details of the service activity and discuss expectations.
6. Participate in a meaningful service activity that meets the service learning guidelines (Form 219-R).
7. Discuss and reflect on what you experienced (observation).
8. Discuss and reflect on what you gained from the experience (analysis).
9. Discuss and reflect on what you can do with the new information (integration).
10. Complete a project summary report, a final group evaluation form to judge teamwork, etc
11. Brief the experience to community members, administration, classmates, etc.
12. Complete a post-assessment using the personal skills map and related analysis to determine plan of action.



SECTION XXXII - CAREER DEVELOPMENT PORTFOLIO

**Norma L. Cadet**  
**394 N. Anywhere St. • Any Town, FL 24509 • 123.456.7890 • cadet@anytown.com**

**OBJECTIVE**

To obtain a Graphic Designer position in the print/web industry utilizing creative and artistic talents.

**EDUCATION**

Sandy Beach High School, Cape Coral, FL

- Graduated in May 2002 with emphasis in art and business.
- Courses included: Computers, Typing, JROTC, Marketing, Public Speaking
- Honors Student, GPA: 3.5 on a 4.0 scale

**EXPERIENCE**

2000-2002

**PRINT WORKS STATIONARY**

*Sales Representative*

- Sold custom-printed stationary and print products.
- Organized computerized filing system to keep client base.
- Illustrated design ideas and custom logos for clientele.
- Designed web site for company and created a corporate image.
- Edited marketing video for company to send to corporate clients.

Any Town, FL

1998-2000

**GOLF & BEACH RESORT**

*Lifeguard & Gift Shop Sales*

- Completed Lifeguard Training and received certifications in CPR and First Aid.
- Worked cash register in the resort gift shop.

Any Town, FL

**SKILLS**

Windows systems  
Illustration  
HTML

Macintosh systems  
Color Management  
Video Editing

JavaScript  
Animation  
3-D Modeling

**ACTIVITIES/SERVICE**

- National Honors Society
- Recycling Club
- Army JROTC
- Junior Achievement
- Swim Team
- Student Council

References available upon request.

## SECTION XXXIV - THE DECLARATION OF INDEPENDENCE

**WHEN in the Course of human Events**, it becomes necessary for one People to dissolve the Political Bands which have connected them with another, and to assume among the Powers of the Earth, the separate and equal Station to which the Laws of Nature and of Nature's God entitle them, a decent Respect to the Opinions of Mankind requires that they should declare the causes which impel them to the Separation.

**WE** hold these Truths to be self-evident, that all Men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the Pursuit of Happiness -- That to secure these Rights, Governments are instituted among Men, deriving their just Powers from the Consent of the Governed, that whenever any Form of Government becomes destructive of these Ends, it is the Right of the People to alter or to abolish it, and to institute new Government, laying its Foundation on such Principles, and organizing its Powers in such Form, as to them shall seem most likely to effect their Safety and Happiness. Prudence, indeed, will dictate that Governments long established should not be changed for light and transient Causes; and accordingly all Experience hath shewn, that Mankind are more disposed to suffer, while Evils are sufferable, than to right themselves by abolishing the Forms to which they are accustomed. But when a long Train of Abuses and Usurpations, pursuing invariably the same Object, evinces a Design to reduce them under absolute Despotism, it is their Right, it is their Duty, to throw off such Government, and to provide new Guards for their future Security. Such has been the patient Sufferance of these Colonies; and such is now the Necessity which constrains them to alter their former Systems of Government. The History of the present King of Great- Britain is a History of repeated Injuries and Usurpations, all having in direct Object the Establishment of an absolute Tyranny over these States. To prove this, let Facts be submitted to a candid World.

**HE** has refused his Assent to Laws, the most wholesome and necessary for the public Good.

**HE** has forbidden his Governors to pass Laws of immediate and pressing Importance, unless suspended in their Operation till his Assent should be obtained; and when so suspended, he has utterly neglected to attend to them.

**HE** has refused to pass other Laws for the Accommodation of large Districts of People, unless those People would relinquish the Right of Representation in the Legislature, a Right inestimable to them, and formidable to Tyrants only.

**HE** has called together Legislative Bodies at Places unusual, uncomfortable, and distant from the Depository of their public Records, for the sole Purpose of fatiguing them into Compliance with his Measures.

**HE** has dissolved Representative Houses repeatedly, for opposing with manly Firmness his Invasions on the Rights of the People.

**HE** has refused for a long Time, after such Dissolutions, to cause others to be elected; whereby the Legislative Powers, incapable of the Annihilation, have returned to the People at large for their exercise; the State remaining in the mean time exposed to all the Dangers of Invasion from without, and the Convulsions within.

**HE** has endeavoured to prevent the Population of these States; for that Purpose obstructing the Laws for Naturalization of Foreigners; refusing to pass others to encourage their Migrations hither, and raising the Conditions of new Appropriations of Lands.

**HE** has obstructed the Administration of Justice, by refusing his Assent to Laws for establishing Judiciary Powers.

**HE** has made Judges dependent on his Will alone, for the Tenure of their Offices, and the Amount and Payment of their Salaries.

**HE** has erected a Multitude of new Offices, and sent hither Swarms of Officers to harrass our People, and eat out their Substance.

**HE** has kept among us, in Times of Peace, Standing Armies, without the consent of our Legislatures.

**HE** has affected to render the Military independent of and superior to the Civil Power.

**HE** has combined with others to subject us to a Jurisdiction foreign to our Constitution, and unacknowledged by our Laws; giving his Assent to their Acts of pretended Legislation:

**FOR** quartering large Bodies of Armed Troops among us;

**FOR** protecting them, by a mock Trial, from Punishment for any Murders which they should commit on the Inhabitants of these States:

**FOR** cutting off our Trade with all Parts of the World:

**FOR** imposing Taxes on us without our Consent:

**FOR** depriving us, in many Cases, of the Benefits of Trial by Jury:

**FOR** transporting us beyond Seas to be tried for pretended Offences:

**FOR** abolishing the free System of English Laws in a neighbouring Province, establishing therein an arbitrary Government, and enlarging its Boundaries, so as to render it at once an Example and fit Instrument for introducing the same absolute Rules into these Colonies:

**FOR** taking away our Charters, abolishing our most valuable Laws, and altering fundamentally the Forms of our Governments:

**FOR** suspending our own Legislatures, and declaring themselves invested with Power to legislate for us in all Cases whatsoever.

**HE** has abdicated Government here, by declaring us out of his Protection and waging War against us.

**HE** has plundered our Seas, ravaged our Coasts, burnt our Towns, and destroyed the Lives of our People.



**HE** is, at this Time, transporting large Armies of foreign Mercenaries to compleat the Works of Death, Desolation, and Tyranny, already begun with circumstances of Cruelty and Perfidy, scarcely paralleled in the most barbarous Ages, and totally unworthy the Head of a civilized Nation.

**HE** has constrained our fellow Citizens taken Captive on the high Seas to bear Arms against their Country, to become the Executioners of their Friends and Brethren, or to fall themselves by their Hands.

**HE** has excited domestic Insurrections amongst us, and has endeavoured to bring on the Inhabitants of our Frontiers, the merciless Indian Savages, whose known Rule of Warfare, is an undistinguished Destruction, of all Ages, Sexes and Conditions.

**IN** every stage of these Oppressions we have Petitioned for Redress in the most humble Terms: Our repeated Petitions have been answered only by repeated Injury. A Prince, whose Character is thus marked by every act which may define a Tyrant, is unfit to be the Ruler of a free People.

**NOR** have we been wanting in Attentions to our British Brethren. We have warned them from Time to Time of Attempts by their Legislature to extend an unwarrantable Jurisdiction over us. We have reminded them of the Circumstances of our Emigration and Settlement here. We have appealed to their native Justice and Magnanimity, and we have conjured them by the Ties of our common Kindred to disavow these Usurpations, which, would inevitably interrupt our Connections and Correspondence. They too have been deaf to the Voice of Justice and of Consanguinity. We must, therefore, acquiesce in the Necessity, which denounces our Separation, and hold them, as we hold the rest of Mankind, Enemies in War, in Peace, Friends.

**WE**, therefore, the Representatives of the UNITED STATES OF AMERICA, in GENERAL CONGRESS, Assembled, appealing to the Supreme Judge of the World for the Rectitude of our Intentions, do, in the Name, and by Authority of the good People of these Colonies, solemnly Publish and Declare, That these United Colonies are, and of Right ought to be, FREE AND INDEPENDENT STATES; that they are absolved from all Allegiance to the British Crown, and that all political Connection between them and the State of Great-Britain, is and ought to be totally dissolved; and that as FREE AND INDEPENDENT STATES, they have full Power to levy War, conclude Peace, contract Alliances, establish Commerce, and to do all other Acts and Things which INDEPENDENT STATES may of right do. And for the support of this Declaration, with a firm Reliance on the Protection of divine Providence, we mutually pledge to each other our Lives, our Fortunes, and our sacred Honor.

**John Hancock.**

GEORGIA, Button Gwinnett, Lyman Hall, Geo. Walton.

NORTH-CAROLINA, Wm. Hooper, Joseph Hewes, John Penn.

SOUTH-CAROLINA, Edward Rutledge, Thos Heyward, junr., Thomas Lynch, junr., Arthur Middleton.

MARYLAND, Samuel Chase, Wm. Paca, Thos. Stone, Charles Carroll, of Carrollton.

VIRGINIA, George Wythe, Richard Henry Lee, Ths. Jefferson, Benja. Harrison, Thos. Nelson, jr., Francis Lightfoot Lee, Carter Braxton.

PENNSYLVANIA, Robt. Morris, Benjamin Rush, Benja. Franklin, John Morton, Geo. Clymer, Jas. Smith, Geo. Taylor, James Wilson, Geo. Ross.

DELAWARE, Caesar Rodney, Geo. Read.

NEW-YORK, Wm. Floyd, Phil. Livingston, Frank Lewis, Lewis Morris.

NEW-JERSEY, Richd. Stockton, Jno. Witherspoon, Fras. Hopkinson, John Hart, Abra. Clark.

NEW-HAMPSHIRE, Josiah Bartlett, Wm. Whipple, Matthew Thornton.

MASSACHUSETTS-BAY, Saml. Adams, John Adams, Robt. Treat Paine, Elbridge Gerry.

RHODE-ISLAND AND PROVIDENCE, C. Step. Hopkins, William Ellery.

CONNECTICUT, Roger Sherman, Saml. Huntington, Wm. Williams, Oliver Wolcott.

**IN CONGRESS, JANUARY 18, 1777.**

**SECTION XXXV - THE CONSTITUTION OF THE UNITED STATES OF AMERICA**

March 4, 1789

Preamble

We the people of the United States, in order to form a more perfect union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America.

Article I

Section 1. All legislative powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives.

Section 2. The House of Representatives shall be composed of members chosen every second year by the people of the several states, and the electors in each state shall have the qualifications requisite for electors of the most numerous branch of the state legislature.

No person shall be a Representative who shall not have attained to the age of twenty five years, and been seven years a citizen of the United States, and who shall not, when elected, be an inhabitant of that state in which he shall be chosen.

Representatives and direct taxes shall be apportioned among the several states which may be included within this union, according to their respective numbers, which shall be determined by adding to the whole number of free persons, including those bound to service for a term of years, and excluding Indians not taxed, three fifths of all other Persons. The actual Enumeration shall be made within three years after the first meeting of the Congress of the United States, and within every subsequent term of ten years, in such manner as they shall by law direct. The number of Representatives shall not exceed one for every thirty thousand, but each state shall have at least one Representative; and until such enumeration shall be made, the state of New Hampshire shall be entitled to choose three, Massachusetts eight, Rhode Island and Providence Plantations one, Connecticut five, New York six, New Jersey four, Pennsylvania eight, Delaware one, Maryland six, Virginia ten, North Carolina five, South Carolina five, and Georgia three.

When vacancies happen in the Representation from any state, the executive authority thereof shall issue writs of election to fill such vacancies.

The House of Representatives shall choose their speaker and other officers; and shall have the sole power of impeachment.

Section 3. The Senate of the United States shall be composed of two Senators from each state, chosen by the legislature thereof, for six years; and each Senator shall have one vote. Immediately after they shall be assembled in consequence of the first election, they shall be divided as equally as may be into three classes. The seats of the Senators of the first class shall be vacated at the expiration of the second year, of the second class at the expiration of the fourth year, and the third class at the expiration of the sixth year, so that one third may be chosen every second year; and if vacancies happen by resignation, or otherwise, during the recess of the legislature of any state, the executive thereof may make temporary appointments until the next meeting of the legislature, which shall then fill such vacancies.

No person shall be a Senator who shall not have attained to the age of thirty years, and been nine years a citizen of the United States and who shall not, when elected, be an inhabitant of that state for which he shall be chosen.

The Vice President of the United States shall be President of the Senate, but shall have no vote, unless they be equally divided.

The Senate shall choose their other officers, and also a President pro tempore, in the absence of the Vice President, or when he shall exercise the office of President of the United States.

The Senate shall have the sole power to try all impeachments. When sitting for that purpose, they shall be on oath or affirmation. When the President of the United States is tried, the Chief Justice shall preside: And no person shall be convicted without the concurrence of two thirds of the members present.

Judgment in cases of impeachment shall not extend further than to removal from office, and disqualification to hold and enjoy any office of honor, trust or profit under the United States: but the party convicted shall nevertheless be liable and subject to indictment, trial, judgment and punishment, according to law.

Section 4. The times, places and manner of holding elections for Senators and Representatives, shall be prescribed in each state by the legislature thereof; but the Congress may at any time by law make or alter such regulations, except as to the places of choosing Senators.

The Congress shall assemble at least once in every year, and such meeting shall be on the first Monday in December, unless they shall by law appoint a different day. Section 5. Each House shall be the judge of the elections, returns and qualifications of its own members, and a majority of each shall constitute a quorum to do business; but a smaller number may adjourn from day to day, and may be authorized to compel the attendance of absent members, in such manner, and under such penalties as each House may provide.

Each House may determine the rules of its proceedings, punish its members for disorderly behavior, and, with the concurrence of two thirds, expel a member.

Each House shall keep a journal of its proceedings, and from time to time publish the same, excepting such parts as may in their judgment require secrecy; and the yeas and nays of the members of either House on any question shall, at the desire of one fifth of those present, be entered on the journal.

Neither House, during the session of Congress, shall, without the consent of the other, adjourn for more than three days, nor to any other place than that in which the two Houses shall be sitting.

Section 6. The Senators and Representatives shall receive a compensation for their services, to be ascertained by law, and paid out of the treasury of the United States. They shall in all cases, except treason, felony and breach of the peace, be privileged from arrest during their attendance

at the session of their respective Houses, and in going to and returning from the same; and for any speech or debate in either House, they shall not be questioned in any other place.

No Senator or Representative shall, during the time for which he was elected, be appointed to any civil office under the authority of the United States, which shall have been created, or the emoluments whereof shall have been increased during such time; and no person holding any office under the United States, shall be a member of either House during his continuance in office.

Section 7. All bills for raising revenue shall originate in the House of Representatives; but the Senate may propose or concur with amendments as on other Bills.

Every bill which shall have passed the House of Representatives and the Senate, shall, before it become a law, be presented to the President of the United States; if he approve he shall sign it, but if not he shall return it, with his objections to that House in which it shall have originated, who shall enter the objections at large on their journal, and proceed to reconsider it. If after such reconsideration two thirds of that House shall agree to pass the bill, it shall be sent, together with the objections, to the other House, by which it shall likewise be reconsidered, and if approved by two thirds of that House, it shall become a law. But in all such cases the votes of both Houses shall be determined by yeas and nays, and the names of the persons voting for and against the bill shall be entered on the journal of each House respectively. If any bill shall not be returned by the President within ten days (Sundays excepted) after it shall have been presented to him, the same shall be a law, in like manner as if he had signed it, unless the Congress by their adjournment prevent its return, in which case it shall not be a law.

Every order, resolution, or vote to which the concurrence of the Senate and House of Representatives may be necessary (except on a question of adjournment) shall be presented to the President of the United States; and before the same shall take effect, shall be approved by him, or being disapproved by him, shall be repassed by two thirds of the Senate and House of Representatives, according to the rules and limitations prescribed in the case of a bill.

Section 8. The Congress shall have power to lay and collect taxes, duties, imposts and excises, to pay the debts and provide for the common defense and general welfare of the United States; but all duties, imposts and excises shall be uniform throughout the United States;

To borrow money on the credit of the United States;

To regulate commerce with foreign nations, and among the several states, and with the Indian tribes;

To establish a uniform rule of naturalization, and uniform laws on the subject of bankruptcies throughout the United States;

To coin money, regulate the value thereof, and of foreign coin, and fix the standard of weights and measures;

To provide for the punishment of counterfeiting the securities and current coin of the United States;

To establish post offices and post roads;

To promote the progress of science and useful arts, by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries;

To constitute tribunals inferior to the Supreme Court;

To define and punish piracies and felonies committed on the high seas, and offenses against the law of nations;

To declare war, grant letters of marque and reprisal, and make rules concerning captures on land and water;

To raise and support armies, but no appropriation of money to that use shall be for a longer term than two years;

To provide and maintain a navy;

To make rules for the government and regulation of the land and naval forces;

To provide for calling forth the militia to execute the laws of the union, suppress insurrections and repel invasions;

To provide for organizing, arming, and disciplining, the militia, and for governing such part of them as may be employed in the service of the United States, reserving to the states respectively, the appointment of the officers, and the authority of training the militia according to the discipline prescribed by Congress;

To exercise exclusive legislation in all cases whatsoever, over such District (not exceeding ten miles square) as may, by cession of particular states, and the acceptance of Congress, become the seat of the government of the United States, and to exercise like authority over all places purchased by the consent of the legislature of the state in which the same shall be, for the erection of forts, magazines, arsenals, dockyards, and other needful buildings;

To make all laws which shall be necessary and proper for carrying into execution the foregoing powers, and all other powers vested by this Constitution in the government of the United States, or in any department or officer thereof.

Section 9. The migration or importation of such persons as any of the states now existing shall think proper to admit, shall not be prohibited by the Congress prior to the year one thousand eight hundred and eight, but a tax or duty may be imposed on such importation, not exceeding ten dollars for each person.

The privilege of the writ of habeas corpus shall not be suspended, unless when in cases of rebellion or invasion the public safety may require it.

No bill of attainder or ex post facto Law shall be passed.

No capitation, or other direct, tax shall be laid, unless in proportion to the census or enumeration herein before directed to be taken.

No tax or duty shall be laid on articles exported from any state.

No preference shall be given by any regulation of commerce or revenue to the ports of one state over those of another: nor shall vessels bound to, or from, one state, be obliged to enter, clear or pay duties in another.

No money shall be drawn from the treasury, but in consequence of appropriations made by law; and a regular statement and account of receipts and expenditures of all public money shall be published from time to time.

No title of nobility shall be granted by the United States: and no person holding any office of profit or trust under them, shall, without the consent of the Congress, accept of any present, emolument, office, or title, of any kind whatever, from any king, prince, or foreign state.

Section 10. No state shall enter into any treaty, alliance, or confederation; grant letters of marque and reprisal; coin money; emit bills of credit; make anything but gold and silver coin a tender in payment of debts; pass any bill of attainder, ex post facto law, or law impairing the obligation of contracts, or grant any title of nobility.

No state shall, without the consent of the Congress, lay any imposts or duties on imports or exports, except what may be absolutely necessary for executing its inspection laws: and the net produce of all duties and imposts, laid by any state on imports or exports, shall be for the use of the treasury of the United States; and all such laws shall be subject to the revision and control of the Congress.

No state shall, without the consent of Congress, lay any duty of tonnage, keep troops, or ships of war in time of peace, enter into any agreement or compact with another state, or with a foreign power, or engage in war, unless actually invaded, or in such imminent danger as will not admit of delay.

## Article II

Section 1. The executive power shall be vested in a President of the United States of America. He shall hold his office during the term of four years, and, together with the Vice President, chosen for the same term, be elected, as follows:

Each state shall appoint, in such manner as the Legislature thereof may direct, a number of electors, equal to the whole number of Senators and Representatives to which the State may be entitled in the Congress: but no Senator or Representative, or person holding an office of trust or profit under the United States, shall be appointed an elector.

The electors shall meet in their respective states, and vote by ballot for two persons, of whom one at least shall not be an inhabitant of the same state with themselves. And they shall make a list of all the persons voted for, and of the number of votes for each; which list they shall sign and certify, and transmit sealed to the seat of the government of the United States, directed to the President of the Senate. The President of the Senate shall, in the presence of the Senate and House of Representatives, open all the certificates, and the votes shall then be counted. The person having the greatest number of votes shall be the President, if such number be a majority of the whole number of electors appointed; and if there be more than one who have such majority, and have an equal number of votes, then the House of Representatives shall immediately choose by ballot one of them for President; and if no person have a majority, then from the five highest on the list the said House shall in like manner choose the President. But in choosing the President, the votes shall be taken by States, the representation from each state having one vote; A quorum for this purpose shall consist of a member or members from two thirds of the states, and a majority of all the states shall be necessary to a choice. In every case, after the choice of the President, the person having the greatest number of votes of the electors shall be the Vice President. But if there should remain two or more who have equal votes, the Senate shall choose from them by ballot the Vice President.

The Congress may determine the time of choosing the electors, and the day on which they shall give their votes; which day shall be the same throughout the United States.

No person except a natural born citizen, or a citizen of the United States, at the time of the adoption of this Constitution, shall be eligible to the office of President; neither shall any person be eligible to that office who shall not have attained to the age of thirty five years, and been fourteen Years a resident within the United States.

In case of the removal of the President from office, or of his death, resignation, or inability to discharge the powers and duties of the said office, the same shall devolve on the Vice President, and the Congress may by law provide for the case of removal, death, resignation or inability, both of the President and Vice President, declaring what officer shall then act as President, and such officer shall act accordingly, until the disability be removed, or a President shall be elected. The President shall, at stated times, receive for his services, a compensation, which shall neither be increased nor diminished during the period for which he shall have been elected, and he shall not receive within that period any other emolument from the United States, or any of them.

Before he enter on the execution of his office, he shall take the following oath or affirmation:--"I do solemnly swear (or affirm) that I will faithfully execute the office of President of the United States, and will to the best of my ability, preserve, protect and defend the Constitution of the United States."

Section 2. The President shall be commander in chief of the Army and Navy of the United States, and of the militia of the several states, when called into the actual service of the United States; he may require the opinion, in writing, of the principal officer in each of the executive departments, upon any subject relating to the duties of their respective offices, and he shall have power to grant reprieves and pardons for offenses against the United States, except in cases of impeachment.

He shall have power, by and with the advice and consent of the Senate, to make treaties, provided two thirds of the Senators present concur; and he shall nominate, and by and with the advice and consent of the Senate, shall appoint ambassadors, other public ministers and consuls, judges of the Supreme Court, and all other officers of the United States, whose appointments are not herein otherwise provided for, and which shall be established by law: but the Congress may

by law vest the appointment of such inferior officers, as they think proper, in the President alone, in the courts of law, or in the heads of departments.

The President shall have power to fill up all vacancies that may happen during the recess of the Senate, by granting commissions which shall expire at the end of their next session.

Section 3. He shall from time to time give to the Congress information of the state of the union, and recommend to their consideration such measures as he shall judge necessary and expedient; he may, on extraordinary occasions, convene both Houses, or either of them, and in case of disagreement between them, with respect to the time of adjournment, he may adjourn them to such time as he shall think proper; he shall receive ambassadors and other public ministers; he shall take care that the laws be faithfully executed, and shall commission all the officers of the United States.

Section 4. The President, Vice President and all civil officers of the United States, shall be removed from office on impeachment for, and conviction of, treason, bribery, or other high crimes and misdemeanors.

### Article III

Section 1. The judicial power of the United States, shall be vested in one Supreme Court, and in such inferior courts as the Congress may from time to time ordain and establish. The judges, both of the supreme and inferior courts, shall hold their offices during good behaviour, and shall, at stated times, receive for their services, a compensation, which shall not be diminished during their continuance in office.

Section 2. The judicial power shall extend to all cases, in law and equity, arising under this Constitution, the laws of the United States, and treaties made, or which shall be made, under their authority;--to all cases affecting ambassadors, other public ministers and consuls;--to all cases of admiralty and maritime jurisdiction;--to controversies to which the United States shall be a party;--to controversies between two or more states;--between a state and citizens of another state;--between citizens of different states;--between citizens of the same state claiming lands under grants of different states, and between a state, or the citizens thereof, and foreign states, citizens or subjects.

In all cases affecting ambassadors, other public ministers and consuls, and those in which a state shall be party, the Supreme Court shall have original jurisdiction. In all the other cases before mentioned, the Supreme Court shall have appellate jurisdiction, both as to law and fact, with such exceptions, and under such regulations as the Congress shall make.

The trial of all crimes, except in cases of impeachment, shall be by jury; and such trial shall be held in the state where the said crimes shall have been committed; but when not committed within any state, the trial shall be at such place or places as the Congress may by law have directed.

Section 3. Treason against the United States, shall consist only in levying war against them, or in adhering to their enemies, giving them aid and comfort. No person shall be convicted of treason unless on the testimony of two witnesses to the same overt act, or on confession in open court. The Congress shall have power to declare the punishment of treason, but no attainder of treason shall work corruption of blood, or forfeiture except during the life of the person attainted.

### Article IV

Section 1. Full faith and credit shall be given in each state to the public acts, records, and judicial proceedings of every other state. And the Congress may by general laws prescribe the manner in which such acts, records, and proceedings shall be proved, and the effect thereof.

Section 2. The citizens of each state shall be entitled to all privileges and immunities of citizens in the several states.

A person charged in any state with treason, felony, or other crime, who shall flee from justice, and be found in another state, shall on demand of the executive authority of the state from which he fled, be delivered up, to be removed to the state having jurisdiction of the crime.

No person held to service or labor in one state, under the laws thereof, escaping into another, shall, in consequence of any law or regulation therein, be discharged from such service or labor, but shall be delivered up on claim of the party to whom such service or labor may be due.

Section 3. New states may be admitted by the Congress into this union; but no new states shall be formed or erected within the jurisdiction of any other state; nor any state be formed by the junction of two or more states, or parts of states, without the consent of the legislatures of the states concerned as well as of the Congress.

The Congress shall have power to dispose of and make all needful rules and regulations respecting the territory or other property belonging to the United States; and nothing in this Constitution shall be so construed as to prejudice any claims of the United States, or of any particular state.

Section 4. The United States shall guarantee to every state in this union a republican form of government, and shall protect each of them against invasion; and on application of the legislature, or of the executive (when the legislature cannot be convened) against domestic violence.

#### Article V

The Congress, whenever two thirds of both houses shall deem it necessary, shall propose amendments to this Constitution, or, on the application of the legislatures of two thirds of the several states, shall call a convention for proposing amendments, which, in either case, shall be valid to all intents and purposes, as part of this Constitution, when ratified by the legislatures of three fourths of the several states, or by conventions in three fourths thereof, as the one or the other mode of ratification may be proposed by the Congress; provided that no amendment which may be made prior to the year one thousand eight hundred and eight shall in any manner affect the first and fourth clauses in the ninth section of the first article; and that no state, without its consent, shall be deprived of its equal suffrage in the Senate.

#### Article VI

All debts contracted and engagements entered into, before the adoption of this Constitution, shall be as valid against the United States under this Constitution, as under the Confederation.

This Constitution, and the laws of the United States which shall be made in pursuance thereof; and all treaties made, or which shall be made, under the authority of the United States, shall be the supreme law of the land; and the judges in every state shall be bound thereby, anything in the Constitution or laws of any State to the contrary notwithstanding.

The Senators and Representatives before mentioned, and the members of the several state legislatures, and all executive and judicial officers, both of the United States and of the several states, shall be bound by oath or affirmation, to support this Constitution; but no religious test shall ever be required as a qualification to any office or public trust under the United States.

#### Article VII

The ratification of the conventions of nine states, shall be sufficient for the establishment of this Constitution between the states so ratifying the same.

Done in convention by the unanimous consent of the states present the seventeenth day of September in the year of our Lord one thousand seven hundred and eighty seven and of the independence of the United States of America the twelfth. In witness whereof We have hereunto subscribed our Names,

G. Washington-President. and deputy from Virginia  
New Hampshire: John Langdon, Nicholas Gilman  
Massachusetts: Nathaniel Gorham, Rufus King  
Connecticut: Wm. Saml. Johnson, Roger Sherman



New York: Alexander Hamilton

New Jersey: Wil: Livingston, David Brearly, Wm. Paterson, Jona: Dayton

Pennsylvania: B. Franklin, Thomas Mifflin, Robt. Morris, Geo. Clymer, Thos. FitzSimons, Jared Ingersoll, James Wilson, Gouv Morris

Delaware: Geo: Read, Gunning Bedford jun, John Dickinson, Richard Bassett, Jaco: Broom

Maryland: James McHenry, Dan of St Thos. Jenifer, Danl Carroll

Virginia: John Blair, James Madison Jr.

North Carolina: Wm. Blount, Richd. Dobbs Spaight, Hu Williamson

South Carolina: J. Rutledge, Charles Cotesworth Pinckney, Charles Pinckney, Pierce Butler

Georgia: William Few, Abr Baldwin

## AMENDMENTS TO THE CONSTITUTION OF THE UNITED STATES

### Amendment I (1791)

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.

### Amendment II (1791)

A well regulated militia, being necessary to the security of a free state, the right of the people to keep and bear arms, shall not be infringed.

### Amendment III (1791)

No soldier shall, in time of peace be quartered in any house, without the consent of the owner, nor in time of war, but in a manner to be prescribed by law.

### Amendment IV (1791)

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

### Amendment V (1791)

No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment of a grand jury, except in cases arising in the land or naval forces, or in the militia, when in actual service in time of war or public danger; nor shall any person be subject for the same offense to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

### Amendment VI (1791)

In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the state and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor, and to have the assistance of counsel for his defense.

### Amendment VII (1791)

In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury, shall be otherwise reexamined in any court of the United States, than according to the rules of the common law.

### Amendment VIII (1791)

Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

### Amendment IX (1791)

The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people.

#### Amendment X (1791)

The powers not delegated to the United States by the Constitution, nor prohibited by it to the states, are reserved to the states respectively, or to the people.

#### Amendment XI (1795)

The judicial power of the United States shall not be construed to extend to any suit in law or equity, commenced or prosecuted against one of the United States by citizens of another state, or by citizens or subjects of any foreign state.

#### Amendment XII (1804)

The electors shall meet in their respective states and vote by ballot for President and Vice-President, one of whom, at least, shall not be an inhabitant of the same state with themselves; they shall name in their ballots the person voted for as President, and in distinct ballots the person voted for as Vice-President, and they shall make distinct lists of all persons voted for as President, and of all persons voted for as Vice-President, and of the number of votes for each, which lists they shall sign and certify, and transmit sealed to the seat of the government of the United States, directed to the President of the Senate;--The President of the Senate shall, in the presence of the Senate and House of Representatives, open all the certificates and the votes shall then be counted;--the person having the greatest number of votes for President, shall be the President, if such number be a majority of the whole number of electors appointed; and if no person have such majority, then from the persons having the highest numbers not exceeding three on the list of those voted for as President, the House of Representatives shall choose immediately, by ballot, the President. But in choosing the President, the votes shall be taken by states, the representation from each state having one vote; a quorum for this purpose shall consist of a member or members from two-thirds of the states, and a majority of all the states shall be necessary to a choice. And if the House of Representatives shall not choose a President whenever the right of choice shall devolve upon them, before the fourth day of March next following, then the Vice-President shall act as President, as in the case of the death or other constitutional disability of the President. The person having the greatest number of votes as Vice-President, shall be the Vice-President, if such number be a majority of the whole number of electors appointed, and if no person have a majority, then from the two highest numbers on the list, the Senate shall choose the Vice-President; a quorum for the purpose shall consist of two-thirds of the whole number of Senators, and a majority of the whole number shall be necessary to a choice. But no person constitutionally ineligible to the office of President shall be eligible to that of Vice-President of the United States.

#### Amendment XIII (1865)

Section 1. Neither slavery nor involuntary servitude, except as a punishment for crime whereof the party shall have been duly convicted, shall exist within the United States, or any place subject to their jurisdiction.

Section 2. Congress shall have power to enforce this article by appropriate legislation.

#### Amendment XIV (1868)

Section 1. All persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States and of the state wherein they reside. No state shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any state deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws.

Section 2. Representatives shall be apportioned among the several states according to their respective numbers, counting the whole number of persons in each state, excluding Indians not taxed. But when the right to vote at any election for the choice of electors for President and Vice President of the United States, Representatives in Congress, the executive and judicial officers of a state, or the members of the legislature thereof, is denied to any of the male inhabitants of such state, being twenty-one years of age, and citizens of the United States, or in any way abridged,

except for participation in rebellion, or other crime, the basis of representation therein shall be reduced in the proportion which the number of such male citizens shall bear to the whole number of male citizens twenty-one years of age in such state.

Section 3. No person shall be a Senator or Representative in Congress, or elector of President and Vice President, or hold any office, civil or military, under the United States, or under any state, who, having previously taken an oath, as a member of Congress, or as an officer of the United States, or as a member of any state legislature, or as an executive or judicial officer of any state, to support the Constitution of the United States, shall have engaged in insurrection or rebellion against the same, or given aid or comfort to the enemies thereof. But Congress may by a vote of two-thirds of each House, remove such disability.

Section 4. The validity of the public debt of the United States, authorized by law, including debts incurred for payment of pensions and bounties for services in suppressing insurrection or rebellion, shall not be questioned. But neither the United States nor any state shall assume or pay any debt or obligation incurred in aid of insurrection or rebellion against the United States, or any claim for the loss or emancipation of any slave; but all such debts, obligations and claims shall be held illegal and void.

Section 5. The Congress shall have power to enforce, by appropriate legislation, the provisions of this article.

Amendment XV (1870)

Section 1. The right of citizens of the United States to vote shall not be denied or abridged by the United States or by any state on account of race, color, or previous condition of servitude.

Section 2. The Congress shall have power to enforce this article by appropriate legislation.

Amendment XVI (1913)

The Congress shall have power to lay and collect taxes on incomes, from whatever source derived, without apportionment among the several states, and without regard to any census of enumeration.

Amendment XVII (1913)

The Senate of the United States shall be composed of two Senators from each state, elected by the people thereof, for six years; and each Senator shall have one vote. The electors in each state shall have the qualifications requisite for electors of the most numerous branch of the state legislatures.

When vacancies happen in the representation of any state in the Senate, the executive authority of such state shall issue writs of election to fill such vacancies: Provided, that the legislature of any state may empower the executive thereof to make temporary appointments until the people fill the vacancies by election as the legislature may direct.

This amendment shall not be so construed as to affect the election or term of any Senator chosen before it becomes valid as part of the Constitution.

Amendment XVIII (1919)

Section 1. After one year from the ratification of this article the manufacture, sale, or transportation of intoxicating liquors within, the importation thereof into, or the exportation thereof from the United States and all territory subject to the jurisdiction thereof for beverage purposes is hereby prohibited.

Section 2. The Congress and the several states shall have concurrent power to enforce this article by appropriate legislation.

Section 3. This article shall be inoperative unless it shall have been ratified as an amendment to the Constitution by the legislatures of the several states, as provided in the Constitution, within seven years from the date of the submission hereof to the states by the Congress.

Amendment XIX (1920)

The right of citizens of the United States to vote shall not be denied or abridged by the United States or by any state on account of sex.

Congress shall have power to enforce this article by appropriate legislation.

Amendment XX (1933)

Section 1. The terms of the President and Vice President shall end at noon on the 20th day of January, and the terms of Senators and Representatives at noon on the 3d day of January, of the years in which such terms would have ended if this article had not been ratified; and the terms of their successors shall then begin.

Section 2. The Congress shall assemble at least once in every year, and such meeting shall begin at noon on the 3d day of January, unless they shall by law appoint a different day.

Section 3. If, at the time fixed for the beginning of the term of the President, the President elect shall have died, the Vice President elect shall become President. If a President shall not have been chosen before the time fixed for the beginning of his term, or if the President elect shall have failed to qualify, then the Vice President elect shall act as President until a President shall have qualified; and the Congress may by law provide for the case wherein neither a President elect nor a Vice President elect shall have qualified, declaring who shall then act as President, or the manner in which one who is to act shall be selected, and such person shall act accordingly until a President or Vice President shall have qualified.

Section 4. The Congress may by law provide for the case of the death of any of the persons from whom the House of Representatives may choose a President whenever the right of choice shall have devolved upon them, and for the case of the death of any of the persons from whom the Senate may choose a Vice President whenever the right of choice shall have devolved upon them.

Section 5. Sections 1 and 2 shall take effect on the 15th day of October following the ratification of this article.

Section 6. This article shall be inoperative unless it shall have been ratified as an amendment to the Constitution by the legislatures of three-fourths of the several states within seven years from the date of its submission.

Amendment XXI (1933)

Section 1. The eighteenth article of amendment to the Constitution of the United States is hereby repealed.

Section 2. The transportation or importation into any state, territory, or possession of the United States for delivery or use therein of intoxicating liquors, in violation of the laws thereof, is hereby prohibited.

Section 3. This article shall be inoperative unless it shall have been ratified as an amendment to the Constitution by conventions in the several states, as provided in the Constitution, within seven years from the date of the submission hereof to the states by the Congress.

Amendment XXII (1951)

Section 1. No person shall be elected to the office of the President more than twice, and no person who has held the office of President, or acted as President, for more than two years of a term to which some other person was elected President shall be elected to the office of the President more than once. But this article shall not apply to any person holding the office of President when this article was proposed by the Congress, and shall not prevent any person who may be holding the office of President, or acting as President, during the term within which this article becomes operative from holding the office of President or acting as President during the remainder of such term.

Section 2. This article shall be inoperative unless it shall have been ratified as an amendment to the Constitution by the legislatures of three-fourths of the several states within seven years from the date of its submission to the states by the Congress.

Amendment XXIII (1961)

Section 1. The District constituting the seat of government of the United States shall appoint in such manner as the Congress may direct:

A number of electors of President and Vice President equal to the whole number of Senators and Representatives in Congress to which the District would be entitled if it were a state, but in no event more than the least populous state; they shall be in addition to those appointed by the states, but they shall be considered, for the purposes of the election of President and Vice President, to be electors appointed by a state; and they shall meet in the District and perform such duties as provided by the twelfth article of amendment.

Section 2. The Congress shall have power to enforce this article by appropriate legislation.

Amendment XXIV (1964)

Section 1. The right of citizens of the United States to vote in any primary or other election for President or Vice President, for electors for President or Vice President, or for Senator or Representative in Congress, shall not be denied or abridged by the United States or any state by reason of failure to pay any poll tax or other tax.

Section 2. The Congress shall have power to enforce this article by appropriate legislation.

Amendment XXV (1967)

Section 1. In case of the removal of the President from office or of his death or resignation, the Vice President shall become President.

Section 2. Whenever there is a vacancy in the office of the Vice President, the President shall nominate a Vice President who shall take office upon confirmation by a majority vote of both Houses of Congress.

Section 3. Whenever the President transmits to the President pro tempore of the Senate and the Speaker of the House of Representatives his written declaration that he is unable to discharge the powers and duties of his office, and until he transmits to them a written declaration to the contrary, such powers and duties shall be discharged by the Vice President as Acting President.

Section 4. Whenever the Vice President and a majority of either the principal officers of the executive departments or of such other body as Congress may by law provide, transmit to the President pro tempore of the Senate and the Speaker of the House of Representatives their written declaration that the President is unable to discharge the powers and duties of his office, the Vice President shall immediately assume the powers and duties of the office as Acting President.

Thereafter, when the President transmits to the President pro tempore of the Senate and the Speaker of the House of Representatives his written declaration that no inability exists, he shall resume the powers and duties of his office unless the Vice President and a majority of either the principal officers of the executive department or of such other body as Congress may by law provide, transmit within four days to the President pro tempore of the Senate and the Speaker of the House of Representatives their written declaration that the President is unable to discharge the powers and duties of his office. Thereupon Congress shall decide the issue, assembling within forty-eight hours for that purpose if not in session. If the Congress, within twenty-one days after receipt of the latter written declaration, or, if Congress is not in session, within twenty-one days after Congress is required to assemble, determines by two-thirds vote of both Houses that the President is unable to discharge the powers and duties of his office, the Vice President shall continue to discharge the same as Acting President; otherwise, the President shall resume the powers and duties of his office.

Amendment XXVI (1971)

Section 1. The right of citizens of the United States, who are 18 years of age or older, to vote, shall not be denied or abridged by the United States or any state on account of age.

Section 2. The Congress shall have the power to enforce this article by appropriate legislation.

Amendment XXVII (1992)

No law, varying the compensation for the services of the Senators and Representatives, shall take effect, until an election of Representatives shall have intervened.

## THE JUNIOR ROTC 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 mantel 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.

## SECTION XXXVII – WELCOME PACKET



DEPARTMENT OF THE ARMY  
ARMY JROTC "TIGER" BATTALION  
HARRIS COUNTY HIGH SCHOOL  
8281 HWY 116  
HAMILTON, Ga 31811



6 August, 2008

MEMORANDUM FOR JROTC STUDENTS

SUBJECT: JROTC Student Orientation Packet

1. AUTHORIZATION : The Junior Reserve Officer Training Corps , usually referred to by its short title “JROTC”, is organized under the authority of section 40 to 47c of the National Defense Act of 1916.
2. MISSION : The mission of the JROTC program is to “Motivate Young People to be better Citizens”, by assisting in their total development while in high school.
3. DESIRED LEARNING OUTCOMES : The desired outcomes are as follows :
  - a. Appreciation of the ethical values and principals that underline good citizenship which include integrity, responsibility and respect for constituted authority.
  - b. Development of leadership potential with the abilities to live and work cooperatively with others.

- c. Familiarity with the history, purpose, and structure of the military services with emphases on accomplishments of the United States Army.
  - d. Appreciation of the importance of physical fitness in maintaining good health.
  - e. Ability to think logically and top communicate effectively both orally and in writing.
  - f. Knowledge of educational and vocational opportunities afforded by the United States Army and the development of basic skills necessary to function effectively as a member of the military team.
4. DISTRICT ATTENDANCE POLICY : JROTC Cadets are required to set the example and be in attendance every day. Awards are given for perfect attendance. Students are required to follow the guidelines and policies. Any student that has 10 days absence (including parents note) will be given a failure for absences for the semester.
5. JROTC GRADING POLICY : Letter grades will be issued each nine-week grading period based on the following numerical values :
- |   |   |              |
|---|---|--------------|
| A | = | 90 – 100     |
| B | = | 80 – 89      |
| C | = | 70 – 79      |
| D | = | 60 – 69      |
| F | = | 59 AND BELOW |
6. JROTC TESTS AND QUIZZES : JROTC Tests and Quizzes will be administered as determined by Instructors. 9 weeks Tests will be scheduled by class period on the days specified by the school administration or as determined by the Senior Army Instructor. Quizzes may be given at anytime, on any day during the course.
7. HOMEWORK : JROTC cadets will be assigned homework when it is required to reinforce the subject being taught. Homework will be turned in at the beginning of the class period on the day specified. If the homework is not turned in on time the student will receive an “F” for the assignment. If a student is absent on the day the assignment was due, then the homework must be turned in the first day of the student return to school. The student is responsible for completing all of his/her assignments. Cadets may coordinate with Instructors for additional time or consideration before assignments are due, not afterwards.
8. MAKE UP POLICY : Only students with excused absences will be able to make up the work that they missed. Students who have been absent must present a note from a parent, doctor, administrator, court, religious administrator or a sign out pass to the JROTC teachers within three days after absence. Failure to account for any absence will result in the student receiving demerits for failing to follow instructions and a zero for missed work. It is the responsibility of the student to find out what class work they missed and complete the assignment by the date given by the instructor. Students must request this

information from the Senior Army Instructor (SAI) or the Army Instructor (AI). Failure to comply will result in an “F” for the assignment.

9. EXTRA CREDIT : Extra credit will be given on a personal / individual basis. Students may receive extra credit by performing community service, volunteer work, doing a book report, writing an essay, ... etc. Students must see the SAI or the AI for additional work requirements.
10. ASSERTIVE DISCIPLINE PLAN: Discipline will be in accordance with the plan specified in the School Board of Harris County, CCR 145-2, and the Harris County highSchool Student Agenda. The JROTC Cadet Standing Operating Procedures (SOP) will also be followed. Failure to follow these rules will constitute violation of a direct written order and will be grounds for reduction in rank, withdrawal from JROTC, and/ or referral to the Dean’s office.

Classroom rules and behavior are as follows:

- a. Use common sense and respect the rights and property of your classmates. Keep your hands to yourself! Sexual harassment will not be tolerated!
- b. Be seated in your assigned seat at the first bell.
- c. No talking during roll call or during instruction.
- d. Raise your hand to be recognized. Speak only after you have been recognized.
- e. Do not bring drinks to class, also no gum chewing, eating, or drinking are allowed in class.
- f. Do not write notes or read anything other than JROTC in nature during class.
- g. No tobacco products of any kind are allowed on school grounds. No use of any tobacco product is allowed by any JROTC cadet in uniform.
- h. No electronic devices such as beepers, tape players, radios, walkman, cell phones, CD players, game-boys, Giga pets, etc., are allowed in the classroom, during school hours. Unauthorized electronic devices will be confiscated during school hours and turned in to School Administration Officials.
- i. No knives, guns, clubs, or weapons of any kind are allowed on school property (not even in your car).
- j. Active participation in physical training is mandatory. PT uniform and shoes must be worn no flip-flops or beach wear are allowed on drill and PT days
- k. No nose, eyebrow, lip cheek rings or tongue bars are allowed. Men will not wear earrings while in uniform. Earrings will not be worn in ACU/BDU.
- l. No headgear or head covering is allowed except your JROTC cap or beret. No dark sunglasses are allowed in class or on drill field.



**m. Disciplinary consequences:**

(1). Severe Clause: If the offense is of a severe nature, a referral will be automatically made to the SAI. The cadet will be removed from the JROTC corps of cadets and possible removal from class.

(2). First Offense: The cadet will be given the benefit of the doubt and be counseled about the violation.

(3). Second Offense: The cadet will be given demerits or demoted one or more ranks.

(4). Third Offense: Disciplinary referral to the school dean will be made. Parents will also be called.

11. STUDENT DRESS CODE : All students are required to follow the Harris County County School Board and the Harris County High School dress code. Rules pertaining to the proper wear of the JROTC UNIFORM are included in the CCR 145-2, the Cadet SOP, and appropriate Army Regulations.
12. STUDENT EQUIPMENT : All students will bring to class the following items everyday:
  - a. Pencil / Pen
  - b. Three ring binder / Folder
  - c. Paper / Note book
  - d. Student Agenda
13. PHYSICAL TRAINING/ORGANIZED ATHLETICS: All students must participate in physical training. Physical training will be conducted every Friday; appropriate footwear (ie tennis shoes) must be worn. All students are expected to dress and participate to the best of their abilities unless excused by parent/guardian or doctor's directives.
14. UNIFORM POLICY: . U.S. Army Regulations and Headquarters, Cadet Command requires that all JROTC cadets wear the U.S. Army JROTC Cadet Uniform once a week. We do this to honor the millions of Americans that have served in defense of this country and to remember and honor the many thousands who gave their lives keeping the United States free. At Harris County High School, JROTC Leadership Lab/ Uniform Day is every Thursday. Every Friday is the Physical Training Lab. All JROTC students are required to wear the uniform. The only exception will be if the Senior Army Instructor (SAI) or the Army Instructor (AI) excuses the student.

The following rules will apply:

- a. Prepare your uniform on Saturday or Sunday. Do not wait for the last minute.
- b. Uniforms are worn all day, no exceptions. The uniform must be complete. Do not take your shirt/blouse off or out of your pants on the way home. Shirt/blouse must be

buttoned. Violations will result in a grade change to zero. Cadets may change into their Physical Education uniforms for PE, then change.

c. If the student has an excused absence on uniform day, then that student will wear the uniform on a makeup day approved by the SAI/AI and receive a make up grade. If the student does not wear the uniform on the agreed upon make up day, then the student will receive a uniform grade of “0”.

d. If the student has an unexcused absence on uniform day, that student will not be allowed to make up the grade and will receive a uniform grade of “0”. The cadet will also receive 10 demerits on the cadet evaluation.

e. Not wearing the uniform, with out excusal, when prescribed will result in a grade of “0” and 10 demerits. No makeup will be allowed.

f. Not wearing the uniform two times during a nine-week grading period will result in demotion.

g. If a student does not wear the uniform THREE (3) times (unexcused) during a nine week grading period the student will receive a Leadership Lab grade of “F” for the nine weeks.

h. Physical training uniform (T-shirt, tennis shoes, or sneakers) will be worn every. Unexcused non-dress out will result in a grade of “0”. Active participation in physical activities is **mandatory**.

i. Open toed shoes (sandals, flip-flops, etc.) will not be worn during drill periods (normally on Monday) or during PT. This is for the student’s safety! Demerits will be issued for violations.

j. Uniforms that state, “dry clean only” shall not be washed. They must be dry-cleaned!

k. The SAI or AI will determine any exceptions to the above on a case-by-case basis. Wearing of the uniform is an important part of the pride, self-esteem and dignity that we attempt to teach to all students in JROTC. Wear the uniform with honor!

The key to any successful organization is communication. If you have a question, ask it, it will be better for everyone. Then you know the standard and what is expected of you. You have our commitment to work with you and to assist you in your school endeavors. What we expect in return is a 100% effort on your part. Do your best each and every time.

Parents / Guardians, please sign (in black ink only) the attached forms where required. These forms will be filed in the Student’s Cadet Record. If you have any questions please call us at (321) 636-5748. Thank you for your support and cooperation.

THOMAS J KEE  
LTC (RET), HCHS JROTC

SENIOR ARMY INSTRUCTOR

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**(STUDENT SIGNATURE)**

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**(PARENT/GUARDIAN SIGNATURE)**

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**(PRINT STUDENT NAME)**

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**(PRINT PARENT/GUARDIAN NAME)**