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1. **GENERAL:** This standard operating procedure (SOP) is to provide directions into the US Army JROTC FCHS program presently being offered to male and female students. This SOP is directive in nature and establishes policy which will be followed by all cadets.

2. **AUTHORIZATION:** The JROTC is a national program authorized by law enacted by Congress and conducted by the Department of the Army, in cooperation with the educational institutions, in response to needs expressed by the people of the United States. Programs are established at institutions that agree to provide the prescribed course and meet the requisite standards and criteria. On this basis, schools participate in national programs provided for by Federal law.

3. **OBJECTIVES:** The objectives of the JROTC program are to develop:

   a. Promote/encourage citizenship, and develop leadership.
   b. Communicate effectively.
   c. Strengthen positive motivation.
   d. Improve physical fitness.
   e. Promote high school completion.
   f. Provide incentive to live drug free.
   g. Work as a team member.

4. **CADET ENROLLMENT:** To be eligible for enrollment and continuance as a member of the program, each cadet must meet the following requirements:

   a. Educational: Be enrolled and attending either grades 9, 10, 11, or 12 at Fort Campbell High School.
   
   b. Citizenship: Be a citizen of the United States.
   
   c. Age: Be 14 years of age by December 31 of the current year.
   
   d. Academic: Maintain an acceptable standard of academic achievement which warrants at least normal progression and will merit graduation upon completion of all requirements thereof.
   
   e. Conduct and character: Maintain an acceptable standard of conduct and be of good moral character. Each cadet must have integrity, must require of him/herself honesty, self-reliance, and a sense of responsibility in the performance of assignments. Each cadet must
show self-discipline and responsiveness to constituted authority through observance of laws, rules, and regulations, by prompt and regular attendance at instruction, and in his/her general demeanor.

f. Physical: Each cadet must be physically fit to attend ALL JROTC functions/instruction without compromise to the cadets health or well being. Each cadet must provide the Senior Army Instructor with a certificate of Statement of Health signed by the parent or guardian.

g. Screening Test: Successfully complete the screening test of the instructor.

5. **DISENROLLMENT**: In all cases a cadet will be dis-enrolled from the JROTC program when one or more of the following situations exists:

a. Withdraws from school.

b. Becomes physically unfit to attend JROTC training.

c. Shows inaptitude for military training by demonstrated lack of general adaptability, want of readiness of skill, unhandiness, or inability to learn.

d. Fails to maintain an acceptable standard of academic achievement or conduct.

e. Shows undesirable traits of character as demonstrated by cheating on examinations; stealing; unauthorized possession or use of unauthorized drugs; conviction for commission of a felonious act; frequent incidents of a discreditable nature with civil or school authorities; or similar acts.

f. Failure to maintain a requirement for enrollment.

g. Shows indifference to and lack of interest in military training as demonstrated by frequent absences from class or drill, large accumulations of demerits, an established pattern shirking of responsibilities, or similar acts.

6. **ACADEMIC CREDIT**: One (1) unit of credit will be received for each school year of JROTC instructions successfully completed. Only two (2) units of credit obtained through JROTC are authorized in the state unit requirements for graduation. At Fort Campbell, one JROTC credit may be substituted for one of the two PE. credits required for graduation.

7. **JROTC GRADES**: JROTC grades will be awarded on the school report periods and report cards. Letter grades awarded will be based on written test results, leadership, and practical exercise evaluation. Sixty percent of the grade will be based on academic testing and 40 percent will be based on leadership activities; drill and ceremony, conduct, Uniform wear and appearance, and Physical fitness participation.
8. **SERVICE OBLIGATION**: The US Army JROTC program is a high school instructional program. No service obligation is acquired by participation; however, advanced placement in Senior ROTC and advanced enlisted rank for voluntary initial entry into the military service is authorized.

9. **EQUIPMENT FOR JROTC TRAINING**: Equipment required to properly support the JROTC program at Fort Campbell is provided by the Federal Government. The amount of equipment and type of clothing issued each cadet is valued at approximately $250.00. Each cadet is held liable for the safeguard and maintenance of all equipment and clothing and must return it at the close of the school year or upon leaving school (transfer) which ever comes first.

10. **ATTENDANCE**: Cadets will attend (3) blocks of JROTC instruction each week. The cadet's overall class schedule will be considered prior to assigning him/her to a class block.

11. **ITEMS FOR CLASSROOM INSTRUCTIONS**: As a minimum, each cadet will have the following items when attending JROTC instructions:

   a. JROTC folder and paper.
   b. Pencil or Pen.
   c. Leadership Education Training Manual
   d. Leadership Education Training Workbook

MITCH SARTAIN
COL, USA (Ret)
Senior Army Instructor

ANNEXES:
A. Organization
B. Standards of Conduct
C. Personal Appearance
D. Merits and Demerits
E. Awards
F. Supply
G. Promotions and Reductions
H. JROTC Teams
I. Uniform Care and Cleaning
J. Security of Government Property
K. Annual Formal Inspection
ANNEX A

CADET LEADERSHIP

The Cadet Battalion Commander is directly responsible to the Senior Army Instructor and to the Principal. All other cadet officers and noncommissioned officers are responsible to the Battalion Commander through the chain of command.

ORGANIZATION OF THE BATTALION

The Cadet Battalion is composed of a headquarters company, and four or more letter companies, with two or more platoons, each with two or more squads.

1. Battalion Headquarters: Battalion headquarters is composed of the following staff personnel:

   a. Battalion Commander
   b. Battalion Executive Officer
   c. Command Sergeant Major
   d. Adjutant (S-1)
   e. Security and Safety Officer (S-2)
   f. Operations Officer (S-3)
   g. Logistics Officer (S-4)
   h. Public Affairs Officer (S-5)
   i. The S-1, S-2, S-3, S-4, and S-5 are authorized assistants.

2. Color Guard: The Color Guard is composed of four, five, or six personnel under the direction of the Command Sergeant Major.

   a. The Organization of the Color Guard may be as follows:

      (1) Two armed guards
      (2) U S Flag bearer
      (3) Battalion Flag bearer
      (4) State of Kentucky Flag bearer
      (5) State of Tennessee Flag Bearer

   b. Members of the Color Guard may be assigned to flag raising and other color ceremonies for the school, the Cadet Battalion, and civic organizations.

3. Company Organization: Each letter company will be composed of a company headquarters and at least two platoons. Company headquarters is composed of the following:

   a. Company Commander
b. Company Executive Officer  
c. Company First Sergeant  
d. Guidon Bearer

4. **Platoon Organization:** Each platoon will be composed of a platoon headquarters and at least two or more squads. Platoon Organization is as follows:

   a. Platoon Leader  
   b. Platoon Sergeant  
   c. Two Squad Leaders (minimum)  
   d. Two Assistant Squad Leaders (if there are sufficient number of cadets enrolled)  
   e. Not more than ten squad members each squad  
   f. One Supply sergeant designated by the SAI

5. **Assignment to Units:**

   a. The S-1 and the SAI assigns personnel to units within the battalion.  
   b. The SAI and AIs assign all leadership positions with recommendations from the commanders.  
   c. Every effort will be made to assign cadets to units of their choice, but the guidance office must consider student academic needs first.  
   d. Requests for transfer within the companies are to be made through the chain of command.  
   e. Assignments to the Headquarters company will not have priority over assignments to letter companies.

**PERSONNEL DUTIES**

1. **Battalion Commander:**

   a. Makes operational decisions for the Cadet Battalion.  
   b. Designates particular areas for inspection and/or supervision by members of the staff.  
   c. Inspects work of staff officers.  
   d. Presides over officer calls.  
   e. Responsible to the SAI that all orders given requiring the attention of the members of the command are disseminated clearly and without delay.  
   f. Works with school authorities in coordinating activities of the Cadet Battalion with the other organizations of the school and ensuring that Battalion activities are in accord with school policy.

2. **The Cadet Battalion Staff:**

   a. The Executive Officer:  
      (1) Acts as the commander of troops.
(2) Assumes command of the Cadet Battalion in the absence of the Battalion Commander.

(3) Advises the Battalion in the formulation of policy, plans, and activities of the Cadet Battalion.

(4) Directs and coordinates the Cadet Battalion Staff.

(5) Inspects the work of the Battalion Staff and makes other inspections as directed by the Battalion Commander.

b. The Adjutant (S-1):

(1) Responsible for preparing records and reports for the Cadet Battalion.
(2) Supervises the merit/demerit program.
(3) Maintains cadet records.
(4) Assigns cadets to units.
(5) Publishes the Cadet Battalion Orders.
(6) Maintains the Cadet Battalion information bulletin board.
(7) Acts as secretary to cadet promotion and awards boards.

c. Security and Safety Officer (S-2):

(1) Maintains accountability and security of all JROTC rifles and sabres.
(2) Develops risk assessments for all JROTC events.
(3) Inspects JROTC classrooms for safety hazards.
(4) Inspects JROTC classrooms for security of equipment.
(5) Conducts monthly inventory of rifles and sabres in arms room.

d. Operations Officer (S-3):

(1) Plans and organizes the Cadet Battalion's operations, such as parades, reviews, and extracurricular events.
(2) Prepares the training schedule.
(3) Supervises the Cadet Instruction Presentation program.
(4) Supervises and plans field events.
(5) Marks and prepares parade fields for reviews and other military ceremonies.
(6) Inspects cadet training for compliance.

e. Logistics and Support Officer (S-4):

(1) Maintains accountability of all non-training equipment and supplies used by the Cadet Battalion.

(2) Prepares requisitions for equipment and supplies required for Cadet Battalion operations.

(3) Issues clothing, insignia, and other supply items as directed by the Battalion Commander and the SAI.
(4) Advises the Battalion Commander of supply requirements of operations as they occur.

f. Public Affairs Officer (S-5):

(1) Publishes and executes the Cadet Battalion's recruiting plan.
(2) Provides articles concerning the Cadet Battalion to the school newspaper.
(3) Maintains the Cadet Battalion Scrapbook.
(4) Prepares the pages concerning JROTC in the school's year book.
(5) Provides articles about the Cadet Battalion for use in the public media.
(6) Coordinates public service events and plans such events in coordination with the S-3.

g. Staff Assistants: There will be a number of assistant staff officers and NCO's appointed during each school year. They are responsible to the principal staff officer for duties performed as required by them.

(1) Rifle Team Captain:

(a) Organizes the training program of the Rifle Marksmanship Team.
(b) Arranges and schedules shoulder-to-shoulder and postal matches, with the AI.
(c) Supervises the maintenance and care of the JROTC Rifle Range.
(d) Develops the rifle marksmanship program for the Cadet Battalion, with the AI.

(2) Drill Team Captain:

(a) Recruits members and organizes the cadet drill team.
(b) Schedule the Drill Team training program, with the AI.
(c) Coordinates uniform and arms requirements with the S-4.
(d) Schedules drill programs, parades and competitions for the Drill Team; coordinates these activities with the Cadet Battalion training schedule, with the AI.

(3) Raider Team Captain:

(a) Recruits members and organizes the Raider Team
(b) Schedule the Raider Team training program, with the AI.
(c) Coordinates uniform and Equipment requirements with the S-4.
(d) Schedules Raider competitions for the team; coordinates these activities with the Cadet Battalion training schedule, with the AI.

3. The Command Sergeant Major:

a. Assists the Battalion Commander and the Adjutant as directed.
b. Supervises the activities of the First Sergeants.

c. Supervises the Color Guard and Flag Detail

d. Supervises the roll call at Cadet Battalion formations.

e. Supervises the police of the JROTC classroom, office spaces and areas in which
JROTC activities take place.

4. **The Company Commander:**

a. Conducts the training and supervises the discipline of his or her company.

b. Directs cadets in the manner of maintaining a good military bearing and
Appearance.

c. Ensures that all officers and NCO's in the company are thoroughly familiar with FM
22-5.

d. Makes weekly inspections of cadets in ranks with company officers.

e. Makes recommendations to the Battalion Commander on promotions of cadets in
his company.

f. Reports all disciplinary cases to the Battalion Commander without delay.

g. Uses the chain of command to the utmost when issuing orders or making
   corrections.

5. **The Company Executive Officer:** Assists the Company Commander in performance
of duties and takes command of the company in the Commander's absence.

6. **The Company First Sergeant:**

a. Is the NCO-in-Charge of the company.

b. Supervises the training of the company and conducts company drill.

c. Takes the roll at company and battalion formations.

d. Responsible for accountability of equipment used by company for training or PT

e. Supervises and trains NCO's in the conduct of all formations

f. Ensures all cadets are prepared for inspections

7. **Platoon Leaders and Platoon Sergeants:** Responsible to the Company Commander
for platoon drill, training, discipline and appearances of the platoon. Takes platoon roll
during battalion and company formations. Platoon Leaders are in charge when the
Company Commander is not in charge of the company formations.

8. **The Squad Leader:**

a. Responsible to the platoon leader and the platoon sergeant for the appearance and
discipline of the squad.

b. Conducts squad drill.

c. Knows the number of personnel and the names of the members of the squad at all
times.
d. Makes an accurate report by name of persons present and absent during company formations, and other battalion activities.
   e. Conducts weekly inspections of the squad.
   f. Becomes thoroughly familiar with FM 3-21.5.

9. The Team Leader:

   a. When an assistant squad leader has not been appointed, Team Leader "A" is the acting assistant squad leader.
   b. Assists the squad leader in roll call duties and training or drill activities.

10. The Squad Member:

    a. Maintains and wears the entire cadet uniform immaculately when prescribed.
    b. Properly safeguards and cares for all equipment and materials issued to them and for which they are responsible.
    c. Is on time for all official formations requiring his presence.
    d. Becomes thoroughly familiar with the contents of FM 3-21.5.
    e. Conducts him or herself in such a manner as to bring credit to him or herself, the Cadet Battalion and the school.

11. The Color Guard:

    a. Carries the Battalion colors while on parade.
    b. Represents the Cadet Battalion at athletic and other school or civic activities as directed by the CSM, the Battalion Commander, and SAI.
    c. Assists in training potential members of the Color Guard.
    d. Becomes thoroughly familiar with the contents of FM 3-21.5.
1. GENERAL: One of the major goals of the JROTC program is to assist cadets in developing the good citizenship and leadership values of loyalty, a sense of duty, respect, self-less service, honor, integrity, and moral courage to make good decisions. Because of this the cadet's conduct should at all times be above reproach, with respect shown to family, teachers, school staff and peers. References include: The JROTC Cadet Creed, Army Leadership Values, FCHS Student Handbook, Cadet Command Regulation (CCR) 145-2, paragraph 3-18.

2. CLASS ROOM:
   a. Classes will be considered in session with the ringing of the second bell, and calling the class to attention. Cadets are expected to be at their assigned seats, and to maintain a good posture. For the most part, classroom instruction will be informal unless otherwise indicated by the instructor. One may ask questions by raising his/her hand and being recognized by the instructor. During informal instruction, talking will be limited to discussing the current topic being taught.

   b. When addressing an instructor or responding to a question, cadets will stand and reply: "Sir or Ma'am" (if the instructor is an officer), and by their rank in the case of noncommissioned officers. When addressing an equal or subordinate, the cadet: will use rank and last name (i.e. Cadet Sergeant Jones or Lieutenant Smith).

3. EXTRACURRICULAR ACTIVITIES: The same courtesies and standards of conduct observed for the classroom will be maintained for extracurricular activities with the following additions:
   a. When addressing an instructor or superior cadet, you will stand at attention until told otherwise.
   b. Salutes will be exchanged outside and during indoor ceremonies and inspections.
   c. Cadets will utilize the cadet chain of command for all questions and requests.

4. TRIPS: Again, all standards of conduct and courtesies will be observed with particular attention given to the group leader. Trip rules are designed for the safety and welfare of the group and will be strictly followed.

5. DISCIPLINARY ACTION: Disciplinary action for violations of the standards of conduct can range from demerits to dis-enrollment, depending on the severity of the offense. If the violation is a school policy as well, the cadet could face suspension or expulsion from school.
PERSONAL APPEARANCE AND UNIFORM WEAR

1. PURPOSE: This annex reviews the uniform standards and appearance cadets must meet IAW CCR regulation 145-2, paragraph 10-5 Appearance thru 10-20. Uniform standards and appearance requirements are also listed in the FCHS JROTC syllabus.

APPEARANCE
See para 10-6, subparagraph a-d

2. HAIR STYLES. The choice of hair styles is an individual decision. There are a wide variety of hair styles that, if maintained, is neat and acceptable.

   a. Male: Haircuts for male cadets, without reference to style, must conform to the following standards, in order to receive a passing mark on uniform inspection.

      (1) The hair on top of the head will be neatly trimmed and not of excessive bulk, or length. The hair will not be allowed to fall over the eyebrows, or extend below the bottom edge of the collar to present a ragged, unkempt, or extreme appearance. Lines or designs will not be cut into the hair or scalp. If dyes, tints, or bleaches are used, colors used must be natural to human hair, and not present an extreme appearance. Applied hair colors that are prohibited include, but are not limited to, purple, blue, pink, green, orange, red, and fluorescent, or neon colors.

      (2) Males are not authorized to wear braids, cornrows, or dreadlocks while in uniform.

      (3) If male cadets desire to wear sideburns, they will be neatly trimmed and evenly tapered, with a clean shaven horizontal line and no flare at the base, and they will not extend below the lowest part of the exterior ear opening.

      (4) Beards are not authorized.

      (5) Mustaches will not exceed the standards authorized by the US Army.

   b. Females: Hairstyles for female cadets, without reference to style, will not interfere with proper wearing of military headgear, and must conform to the following standards in order to receive a passing mark on uniform inspections.

      (1) Hair will not fall over the eyebrows, or extend below the bottom edge of the collar at any time during normal activity, or when standing in formation. Long hair that falls naturally below the bottom of the collar, to include braids, will be neatly, and inconspicuously fastened, or pinned, so no free-hanging hair is visible.
(2) Hair holding ornaments (barrettes, pins, clips) if used, must be transparent or similar in color to hair, and will be inconspicuously placed. Beads or similar ornamental items are not authorized. Females may wear braids and cornrows as long as the braided style is conservative and the braids and cornrows lie snugly on the head.

3. Cadets will keep fingernails clean and neatly trimmed so as not to interfere with performance of duty. Female cadets are authorized to wear cosmetics applied conservatively and in good taste. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn. Lipstick and nail polish may be worn with the uniform as long as the color is conservative and complements the uniform. Extreme shades of lipstick, and nail polish such as purple, gold, blue and white will not be worn.

4. HYGIENE AND TATTOOS. Cadets are expected to maintain good hygiene while in uniform. Tattoos are authorized except in areas of the body (i.e. face, legs) that would cause the tattoo to be exposed while in uniform. Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body, as they are prejudicial to good order and discipline within the unit, the school, and the community.

5. JEWELRY. Cadets may wear jewelry (rings, watches) with the uniform, if they are neat, conservative, and discreet. Neat, conservative, and discreet is defined as meeting the uniform criteria of this regulation.

WEARING OF THE UNIFORM

6. The uniform will be worn once a week on the day specified (Tuesday, Wednesday), and at other times as directed. Cadets may wear their uniform to school any day of the week; however, they MUST wear it on days specified. On days designated for wearing the uniform, a complete uniform will be worn the entire school day. No articles of civilian clothing will be worn as an outer garment with the uniform.

UNIFORM DESCRIPTIONS

7. UNIFORM DESCRIPTIONS: A complete uniform will be worn at all times when the cadet is out-of-doors, under arms, or in a military formation. Complete uniforms are described in CCR 145-2, paragraph 10-3, 10-4, 10-8 thru 10-20.

a. Male Uniforms:

   (1) Class A: This uniform consists of a beret, coat AG 489, shirt 415 (short sleeve), white t-shirt, black necktie, black belt with brass buckle, trousers AG 489, black socks, and black oxford shoe.
(2) Class B: This uniform consists of a beret, shirt AG 415 (short sleeve), with or without black necktie, white t-shirt, black belt with brass buckle, trousers AG 489, black socks, and black oxford shoes. The black windbreaker may be worn with the Class B uniform, with or without the liner.

(3) Class C: Army Combat Uniform (ACU) shirt and trousers, ACU cap, tan belt and buckle, tan T-shirt, and ACU boots.

b. Female Uniforms:

(1) Class A: This uniform consists of a beret, shirt AG 415 (short sleeve), trousers or skirt AG 489, black neck tab, coat AG 489, black socks or skin tone hose, and black oxford shoes.

(2) Class B: Same as male Class B.

(3) Class C: Same as male Class C.

c. Black windbreaker: Same as male uniform.

d. All insignia and belt buckle (brass) will be highly polished at all times.

e. Shoes will be highly polished at all times. ACU boots are authorized for wear by members if the ACU uniform is worn. Boots are not required unless issued by JROTC.

f. Berets and cords are authorized for members of the color guard, honor guard, drill team, rifle team and raider team. All other cadets will wear the purchased beret and no cord. The beret will be removed when entering a building and placed under the belt (this, placing under the belt, is to preclude loss).

g. The coat AG 489 may be removed in the classroom and placed on back of the chair.

h. A mixture of civilian and military clothing is not authorized.
ANNEX D

MERITS AND DEMERITS

GENERAL:

1. The merits and demerits system is used to reward or discipline cadets. References include the JROTC Cadet Creed, Army Leadership Values, FCHS Student Handbook, and the CCR Regulation, 145-2.

   a. Merits are awarded for outstanding performances of duties, participation, and/or conduct in class, drill, PT, extracurricular activities and deeds of an exceptional nature.

   b. Demerits are awarded for misconduct, poor uniform appearance, and infractions of the JROTC and school rules and regulations.

   c. Merit and demerit values are awarded in increments of 5.

   d. While JROTC rules do not apply to the rest of the student body, all school rules apply to JROTC. Therefore, if a cadet receives disciplinary action by the school administration for an offense, he or she may receive demerits for the same offense.

2. The cadet chain of command, from Battalion Commander to squad leader is the primary source of merits and demerits. They recommend merits and demerits for deserving cadets to the JROTC instructors for approval. The following is the order in which cadets may recommend merits and demerits:

   a. Battalion Commander for any member of the battalion.
   b. Battalion Executive Officer for any member of the battalion, except the Battalion Commander.
   c. Battalion Staff Officers for any member of the battalion except, Battalion Commander, Executive Officer, company commanders, and other staff officers.
   d. Company Commanders for any member below the staff level, except other company commanders.
   e. Platoon Leaders for any cadet below the company level, except other platoon leaders.
   f. Command Sergeants Major for any non-officer cadet of the battalion.
   g. First Sergeant for any non-officer cadet of his or her company.
   h. Platoon Sergeant for any non-officer cadet of his or her platoon.
   i. Squad Leader for any cadet member of his or her squad.
   j. Commanders of extracurricular activities will have merit or demerit authority over the activity he or she commands without regard to chain of command.
3. PROCEDURE:
   a. All merits/demerits recommended by a cadet must be reviewed/approved by the SAI or AI to ensure they are fair, impartial, and not in excess of the amount authorized.
   b. Cadets being recommended for demerits are required to sign the demerit slip. The signing of the demerit slip is not an admission of guilt but the acknowledgment of the pending action. Therefore, refusal to sign will result in the loss of the right of appeal.
   c. The cadet recommending the demerits will then sign the slip and see that it is signed by other members of the chain of command who are required to sign. Upon completion, the copy will be given to the SAI for approval, and to the S-1 for action.
   d. A cadet may receive no more than 10 merits or demerits for a single action unless recommended by the SAI or AI.
   e. Merits and demerits received in one grading period will not be carried over to the next, for grading purposes, however they do remain in cadet record.
   f. Cadets may work off demerits by earning merits. Demerits which are appealed to the board and canceled by the board will not be recorded.

4. POSTING AND GRADING OF MERITS/DEMERITS:
   a. The S-1, or SAI/AI will keep a roster of cadets receiving merits/demerits.
   b. Merits and demerits will be reflected in cadets nine week grades. Grades cannot be raised or lowered more than one letter grade.

5. APPEALS BOARD:
   a. The purpose of the Appeals Board is to serve as an unbiased body to investigate the circumstances surrounding the event(s) causing a cadet to receive demerits. The board has the power to call witnesses for both sides.
   b. All cadets have the right to appeal, and should, if he or she feels that demerits have been unjustly awarded. The cadet must be prepared to prove his or her case before the board if he or she expects a favorable judgment. Cadets appealing may have other witnesses appear before the board on their behalf.
   c. The Board will consist of the following for officer/enlisted appeals:
      (1) The battalion commander, XO or CSM as Chairperson.
(2) The company commander or 1SG as members.

(3) The S-1 or company XO will be the Board Recorder and call in appealing cadets and witnesses, if any.

(4) In the event that any member cannot be present, he/she is responsible for getting a replacement, to be approved by the Board Chairperson.

6. APPEALS BOARD PROCEDURE:

a. At 2:45 on the day of the board the S-1 will assemble those cadets who have reported and brief them on the procedure and order of Appearance.

b. Cadets will be called in one at a time. The cadet will enter, close the door, take a position three steps in front of, and facing the Board Chairperson, render the hand salute, and report: "Sir/Ma'am, Cadet (rank, first and last name) Reports as ordered." When the salute is returned, the cadet will come to order arms and remain at attention until otherwise directed by the Chairperson.

c. The violation of which the cadet is accused and the demerits recommended for same are read aloud by the Board Chairperson for the benefit of the board and cadet. The appealing cadet now states his/her case (reason for appeal).

d. After the cadet has stated his/her case, board members may ask questions and/or call witnesses. The cadet has the right to hear and cross examine all witnesses. The cadet will exit the room only when the board is ready to decide the case.

e. After a conference of the board members the cadet will be recalled and informed of the finding and reason.

7. Once the Appeals Board has been announced and approved by SAI, it becomes mandatory for all concerned.

a. Excused absences: The appealing cadet may appear before the next board.

b. If the appealing cadet does not appear, and is not excused, he or she loses the right of appeal and cannot work off demerits.

8. If the board has not convened to take action on demerits which are appealed within four weeks of their appeal by the cadet, they will be canceled.
ANNEX E

AWARDS

1. **GENERAL:** The awards program of the FCHS JROTC Battalion consists of DA, unit, academic, athletic, military, miscellaneous, and organizational awards. Awards also may be earned through extracurricular activities for excellence in competition, contribution to JROTC goals, or outstanding performance or service. The awards described below are authorized to be worn. No ribbons or awards not in these paragraphs are to be worn without authorization from the SAI. Reference for the JROTC awards program is CCR 145-2.

2. Award recommendations will be sent through the cadet chain of command to the SAI for approval. The JUMS award orders will be prepared by the S-1 or company XO. The company XO will collect the award order, ribbon, medal, patch, lamp and prepare for each award ceremony. The company XO or a designated cadet will read the award order during the ceremony.

3. Awards will be an item of uniform inspection. Order of Merit for the wearing of authorized decorations and ribbons are as follows:
   a. Medal for Heroism
   b. Superior Cadet Decoration
   c. Legion of Valor Bronze Cross for Achievement
   d. Son of the American Revolution Award
   e. Military Order of World Wars Award
   f. Daughters of the American Revolution Award
   g. American Legion Award
   h. National Sojourners Award
   i. Scottish Rite of Freemasonry Award
   j. USARC Award
   k. NCOA Award
   l. AUSA Award
   m. MOA Award
   n. PH Award
   o. VFW Award
   p. ROA Award
   q. AMVETS Award
   r. Daedalion Foundation Award
   s. Distinguished Cadet for Scholastic Excellence (N-1-1)
   t. Academic Excellence Award (N-1-2)
   u. Academic Achievement Ribbon (N-1-3)
   v. Perfect Attendance Ribbon (N-1-4)
   w. Student Government Ribbon (N-1-5)
x. LET Service Ribbon (N-1-6)
y. Assistant Cadet Instructor Ribbon (N-1-7)
z. Battalion Staff Ribbon (N-1-8)
aa. Community Service Ribbon (N-1-9)
b. Club Ribbon (N-1-10)
c. SAI Leadership Ribbon (N-3-1)
d. Personal Appearance Ribbon (N-3-2)
e. Proficiency Ribbon (N-3-3)
f. Drill Team Ribbon (N-3-4)
g. Orienteering Ribbon (N-3-5)
h. Color/Honor Guard Ribbon (N-3-6)
i. Rifle Team Ribbon (N-3-7)
j. Adventure Training Ribbon (N-3-8)
k. Commendation Ribbon (N-3-9)
l. Good Conduct Ribbon (N-3-10)
m. Summer Camp Ribbon (N-3-11)
n. Leadership Camp Ribbon, Corps (N-3-12)
o. Honor Guard Ribbon, LET level (N-3-13)
p. Inspection ribbon (N-3-14)
q. Flag Detail Ribbon (N-3-15)
r. Varsity Athletic Ribbon (N-2-1)
s. Physical Fitness Ribbon (N-2-2)
t. ROTC Athletic Ribbon (N-2-3)
u. Athletic Participation Ribbon (N-2-4)
v. Junior Varsity (N-2-5)
w. Parade Ribbon (N-4-1)
x. Recruiting Ribbon (N-4-2)
y. Fundraiser Ribbon (N-4-3)
z. Service Learning Ribbon (N-4-6)
aaa. Excellent Staff Performance Ribbon (N-4-7)
SUPPLY AND MAINTENANCE

1. This annex provides guidance for cadets on the security, accountability and management of government property, uniforms, and weapons.

2. **Government clothing and equipment**:
   
   a. Items of clothing and equipment issued to cadets are the responsibility of the individual cadet. Items which are lost or willfully destroyed through neglect will be paid for by the individual cadet concerned.
   
   b. All items of clothing and equipment is the property of the federal government and will be returned to the JROTC at the end of the school year, when no longer a member of the cadet corps, or when you are requested to do so. Cadets who transfer to another post, camp, or station **MUST RETURN** all items of clothing and equipment before grades can be transferred.
   
   c. Secondary minor repairs and alterations (trousers shortened, ect.) will be at the expense of the individual cadet. TROUSERS WILL NOT BE PEGGED OR FLARED. If trousers need to be shortened, the hem will be tucked under and left intact (do not cut off excess material).
   
   d. Uniform will be kept cleaned and pressed at all times. After initial issue of uniform, replacement or exchange may be made by coordinating with the instructor.

3. **Security** : The JROTC Supply room will be locked at all times when the SAI and AI are not present. The Arms room will be locked at all times and weapons securely in their racks when rifles are not being used for drill or marksmanship.

**Weapons**: All weapons will be stored and locked in the arms room at all times when not being used. **ALL WEAPONS WILL BE CONSIDERED LOADED AT ALL TIMES, WEAPONS WILL NEVER BE POINTED AT ANOTHER PERSON**. No ammunitions or any other item; (except cleaning rod) will be inserted in the chamber or barrel of any weapon without the presence and/or supervision of the instructor. Once issued a weapon, a cadet will NEVER, NEVER, release it to another person or **LEAVE IT IN AN UNGUARDED LOCATION**.

4. **Supply management**: of expendable and non-expendable property, both school and government, will be conducted **IAW the appropriate ARs, CCR 700-1, Ft Campbell and DODEA policies.** The Battalion S-4 and company cadet supply NCO will assist the MPC with daily supply operations, eg: uniform issue, turn-in and inventories.

5. **Accountability**: Daily, monthly and annual inventories of property will occur **IAW appropriate ARs, CCR 700-1, and local Ft Campbell policies.**
1. **PURPOSE**: This annex establishes the policy on promotions and reductions within the FCHS JROTC Falcon Battalion.

2. **GENERAL**: During a school year, cadets will generally be promoted to PFC thru SGT the first year, providing the cadet meets academic and discipline standards. Advancements beyond the ranks stated above can only be achieved through participation in Leadership Lab and/or being selected as a LET I class leader. LET II's through IV's not participating in Leadership will maintain their current rank, but will not be eligible for promotion, unless their rank is below that of their year group. Additionally, to be promoted a cadet must have demonstrated the qualities required of the position for which recommended, and a vacancy must exist in the grade for which recommended. When a cadet is considered for promotion all his/her characteristics will be evaluated. When promoted, he/she must perform in a satisfactory manner in order to retain the rank. Company commanders will use the chain of command for recommending promotions and reductions.

3. **OPERATIONS.** The S-1 will record all promotions and reductions in the JUMS cadet records. The S-1 or company XO will create, print, read the promotion orders, and collect the appropriate rank for presentation during company promotion ceremonies.

4. **PROMOTIONS**: To be promoted a cadet must have maintained at least a "B" average during the last grading period. When a vacancy occurs, cadets immediately junior in grade to that vacancy will be considered first. Officer promotions will be recommended through the cadet chain of command and approved by the Senior Army Instructor.

5. **REDUCTIONS**: Cadets may be reduced for the following reasons: INEFFICIENCY (Failure to perform the duties expected of the rank held), MISCONDUCT (Conduct unbecoming of a cadet officer), and GRADES (Failure to attain and maintain a "B" average in JROTC and/or listed on the school D and F report for more than 3 weeks). See Standards of Conduct, Annex B. The reduction authority is the Senior Army Instructor.
ANNEX H

Drill, Color Guard, Rifle and Raider Teams

1. DRILL TEAM – CSM Jones, Drill team coach.
   a. The Drill Team is one of several teams that a Cadet can participate in as a part of the JROTC program. The team practices Monday and Thursday, 2:45-3:30 pm, and everyday the week prior to a drill meet. It is important that you be at the practices and most important, that you be able to attend the Drill Meets where we compete against Drill Teams from other schools. A schedule will be posted on the JROTC Bulletin board of Drill meets.
   b. For our competitions we wear our regulation Class A or Class B dress uniform (Greens). After competing in (2) meets you will be issued a drill arc and red shoulder cord to distinguish you as a Drill Team member. THE RED CORD WILL ONLY BE WORN BY ACTIVE MEMBERS OF THE DRILL TEAM.
   c. The rifle that we use is a M-1903, Daisy Drill Rifle and cadets will be trained on the Manual of Arms and other rifle procedures that we will be using.
   d. Our main activities are performing at Drill Meets in competition with other military teams from other schools. We also march in parades, such as the Veteran's Day Parade, and Saint Patrick's Day Parade. We are also asked to perform at some school functions such as the Ft. Campbell sports activities, the PTA and civic functions.
   e. The drill team ribbon is awarded after performing in two or more drill meets.

2. RIFLE TEAM – 1SG Turner, Rifle team coach.
   a. Anyone in JROTC, can join the Rifle Team. The team practices Wednesday and Friday, 2:45-3:30 pm. Our range is indoor at the FCHS JROTC classroom. The rifle teams enjoy competition with other schools and military academies.
   b. After you have scored 100% on the marksmanship test you will be accepted as a Rifle Team Member and receive a Rifle team ribbon. After competing in (2) meets you will be issued a rifle team arc and tan shoulder cord. THE TAN CORD WILL ONLY BE WORN BY ACTIVE MEMBERS OF THE RIFLE TEAM.

3. COLOR GUARD – CSM Jones, Color Guard coach.
   a. The team practices Monday and Thursday, 2:45-3:30 pm, and everyday the week prior to a drill meet. Its main purpose is to present the colors of the country, states and the battalion at schools and community events. The uniform of the color guard is the regular class A uniform with white gloves and a white pistol belt and helmet.
b. After you have been accepted as a Color Guard Member, you will be issued a white shoulder cord to distinguish you as a member of Color Guard Team. **THE WHITE CORD WILL ONLY BE WORN BY ACTIVE MEMBERS OF THE COLOR GUARD.**

c. The color guard ribbon is awarded after performing in (2) or more CG events.

4. RAIDER TEAM – COL Sartain, Raider team coach.

   a. The Raider Team practices Monday and Thursday, 2:45-3:30 pm, and everyday the week prior to a Raider meet. PT clothes are required to work-out.

   b. For the Raider meets, the cadets wear ACUs with patrol caps and bring their JROTC T-Shirt, Black Army PT shorts, white socks and gym shoes for the PT test.

   c. The possible events at competitions are: a PT Test (pushup’s, situps, and two mile run). Single rope bridge, Orienteering course or map reading test, litter or rucksack relay, rock wall, tug of war, and vehicle pull.

   d. Cadets will be issued an adventure training ribbon, Raider arc, Raider tab, and black cord after they have participated in (2) competitions. **THE BLACK CORD WILL ONLY BE WORN BY ACTIVE MEMBERS OF THE RAIDER TEAM.**

5. LEADERSHIP: Team Captains/ Co-Captains are senior ranking cadets of each team selected to lead that activity and report to the Colonel or CSM on matters concerning that team.

6. ATTENDANCE: The policy for excused and unexcused absences to team practices are the same as that followed for normal school attendance.

   a. Absences not verified will be unexcused. Two or more unexcused absences will result in the cadet being suspended from the team and competitions. If unexcused absences continue this will result in a cadet being dropped from a team and they will return their team shoulder cord.

   c. Attendance exception: Cadets participating in school sports or other school activities after school hours that are approved by the JROTC instructors, will be allowed on the teams if cadets attend team practices after the season ends.

7. SUSPENSION: Cadets that miss practices and competitions without an approved excuse, display poor conduct or receive a “D” and/or "F" grade will be suspended from a team until grades are improved.
ANNEX I

CARE AND CLEANING OF ISSUED EQUIPMENT

1. **PURPOSE**: This annex establishes the policy on the care and cleaning of all uniforms and/or equipment issued to JROTC cadets.

2. **GENERAL**: The care and cleaning of uniforms and equipment issued to cadets is the responsibility of the individual cadet. While parents of cadets are legally responsible for unnecessary damage or loss of items, the cadet is responsible for the Appearance of his or her issued uniform and equipment.

3. **UNIFORMS**:
   
   a. See paragraph 7 of Annex C for description.
   
   b. Uniform Item - Care and Cleaning:
      
      (1) Care:
         
         (a) **DO NOT PLACE IN WASHER OR DRYER**.
         
         (b) Spot cleaning of slacks, ect. Minor spots may be done with a damp cloth.
         
         (c) Brushing of uniform items (caps, beret, coat, and trousers) will improve the Appearance by removing dust, lint, etc.
         
         (d) Pressing of uniform must be done according to the instructions inside the coat and trousers. **DO NOT** place an iron directly on uniform items, a damp cloth must be placed between the item and the iron.
      
      (2) Cleaning:
         
         (a) **DRY CLEANING ONLY**, is authorized for coats, trousers, and caps of the class A uniforms.
         
         (b) Washing of the perma-press shirt is authorized.

4. **ACCESSORY ITEMS**:
   
   a. All metal items issued, except buttons on AG 489 coats and black belt buckles, will be highly polished at all times. New brass items have a protective coating which can be removed. **CAUTION**: **Never attempt to polish brass items while they are on the uniform. Buttons do not require polishing**. Always remove the items to polish and reattach. Failure to follow this procedure will result in the uniform being stained and made unserviceable.

5. **ARMY COMBAT UNIFORM (ACU)**:
   
   a. ACU’S are available for issue to cadets participating in special activities. (eg: Raiders, JCLC, Color Guard)
   
   b. Uniforms are wash and wear.

6. **MISCELLANEOUS ITEM**: Miscellaneous items of equipment checked out from JROTC supply will be returned in a clean serviceable condition by following equipment care instructions.
ANNEX J

SECURITY OF GOVERNMENT PROPERTY

1. GENERAL.
This directive establishes policies and procedures to be used for safeguarding U.S. Government property issued to FCHS JROTC Schools programs. Items subject to pilferage are defined as those items having ready resale value or civilian interests for personal possession and subject to theft.

2. REFERENCES.
CCR 700-1, ROTC Standardized Logistics Policy and Procedures.

3. RESPONSIBILITIES.

a. FCHS is responsible for providing adequate facilities to properly safeguard US Government property, uniform items, air rifles and drill rifles at each JROTC unit.

b. The Military Property Custodian (MPC), SAI/AIs, S-4 and S-2, are entrusted with the security of government property and responsible for controlling, safeguarding, and accounting for government property issued, including keys to rooms, lockers, and racks used to secure this property. All possible precautions will be taken to prevent the loss of government property with particular attention being given to safeguarding sensitive items to include serial-numbered items and other equipment highly susceptible to pilferage.

c. The S-2, S-4, company supply NCO and each JROTC Cadre member of the JROTC Department will continually scrutinize and evaluate the effectiveness of the procedures established to safeguard government property, and immediately report to the SAI in writing any condition observed that is a risk to property security. The cadet S-2 is the JROTC security and risk assessment officer.

d. The JROTC Primary Hand Receipt Holder (SPHRH), is responsible for the care, safeguard, and maintenance of such items until they are returned to JROTC. No member of the JROTC Department will transfer (sub-hand receipt) government property to another person, or remove it from its regularly assigned storage area for personal use.

e. The assigned Army Instructor SPHRH will ensure that all inventories are conducted as required. The S-4 will assist

f. Each JROTC unit will have an appointed key custodian who will ensure that only authorized personnel have access to keys and locks, and that a joint inventory is made each time custody of the sensitive items storage room keys are transferred.
The key custodian will ensure that the number of keys used to secure government property and personnel authorized access to these keys is kept to the absolute minimum. This normally is one key to each JROTC cadre and a spare stored in the JROTC key box.

g. The SAI and the SPHRH will insure that all U.S. government property is marked with the words "PROPERTY U.S. GOVERNMENT or ARMY." FCHS JROTC School’s bar codes may be affixed to US Government property for identification.
ANNEX K

ANNUAL FORMAL INSPECTION

1. Once every three years, the staff from the HQs, JROTC, 7th Brigade visits every cadet battalion for a formal inspection. The purpose of the inspection is to establish a constructive dialogue with cadets, instructors, and school authorities to determine the degree of adherence to the principles of the JROTC program. The observations are recorded and graded in a report and sent to the United States Army Cadet Command, (USACC), which will designate the JROTC program as Satisfactory, Merit Unit (MU), Honor Unit (HU), or Honor Unit with Distinction (HUD. The reference for the USACC Organizational Inspections Program is CCR 145-8-3.

2. The areas inspected are:

   a. School Support – 1000 points max
   b. Program Support – 1000 points max
   c. Corp of Cadets – 600 points max:
      1. Cadet Staff Briefing – 100 points
      2. Curriculum Knowledge – 100 points
      3. In-Ranks Inspection – 65 points
      4. Cadet Attendance / Participation – 50 points
      5. Cadet Supply Room – 50 points
      6. Records / Administration – 50 points
      7. Training management – 50 points
      8. Public Affairs – 50 points
      9. Drill Ceremonies – 50 points
     10. Color Guard – 35 points

2. During off year inspections, as a minimum, the inspection team will conduct an informal inspection (IFI) to examine (2) areas:

   a. School Support
   b. Program Support

3. For the formal inspection, the Cadet Battalion is assembled in a battalion formation with the Class A or Class B uniform being worn. The Battalion Executive Officer is the Commander of Troops with the Battalion Commander escorting the inspecting officer.

4. THE OUTCOME OF THE INSPECTION RESTS ENTIRELY ON THE SHOULDERS OF THE INSTRUCTORS AND EVERY MEMBER OF THE CADET BATTALION.