

# Carolina Forest High School

## NJROTC CADET HANDBOOK



2025-2026

# THE NJROTC PROGRAM

**AUTHORIZATION.** The Naval Junior Reserve Officers Training Corps (NJROTC) was established under authority of Public Law passed by the U.S. Congress in 1964 and contained in Title 10, United States Code, Chapter 103, Section 2031.

**PROGRAM GOALS AND OBJECTIVES.** The goals of the NJROTC program are to provide an opportunity for secondary school students to learn about the basic elements and requirements for national security and their personal obligations as American citizens. Specifically, the NJROTC program has the following objectives:

- a. to promote patriotism.
- b. to develop informed and responsible citizens.
- c. to promote habits of orderliness and precision.
- d. to develop a high degree of personal honor, self-reliance, individual discipline, and leadership.
- e. to promote an understanding of the basic elements and requirements for national security.
- f. to develop respect for and an understanding of the need for constituted authority in a democratic society.
- g. to promote community service  
to provide incentives to live healthy and drug free lives.
- h. to develop leadership potential.
- i. provide an alternative to destructive activities and behavior, such as gang involvement.
- j. to promote high school completion
- k. to promote continuing education
- m. to provide information on the military as a possible career.

**ENROLLMENT REQUIREMENTS.** To be eligible for enrollment and continuance in the NJROTC program a student must:

- a. be a citizen of the United States, a U.S. National, or an exchange student at Carolina Forest High School (CFHS).
- b. be enrolled in and attending a regular course of instruction at CFHS.
- c. be of good moral character as determined by the Principal and the Senior Naval Science Instructor (SNSI) of CFHS.
- d. be physically fit to participate in NJROTC training. A student is considered physically fit if he/she is able to participate in Carolina Forest High School's physical education program.
- e. be approved by the Senior Naval Science Instructor with the concurrence of the Principal.
- f. comply with the personal grooming standards set forth in Chapter I of the NJROTC Field Manual.

**PROGRAM BENEFITS.** For actively participating cadets, the biggest benefit to be gained from the NJROTC program is growth and development into better-informed and more responsible citizens. Other program benefits include the following:

- A. **Advanced Paygrade Enlistment in the Armed Forces:** A certificate of completion for the appropriate level of the NJROTC curriculum will be issued by the SNSI to each cadet at the end of the school year during which the student has successfully completed the previous year's course of instruction. Enlistment benefits include the following:
  - 1. Students earning a three-year completion certificate with a letter of recommendation from the SNSI are entitled to enlist at the pay grade of E-3 upon initial entry into any of the armed forces (E-2 in the Marine Corps).
  - 2. Students earning a two-year completion certificate with a letter of recommendation from the Naval Science Instructor are entitled to enlist at the pay grade of E-2 upon initial entry into any of the armed forces.
- B. **Naval Academy Nomination:** Students who are enrolled in the NJROTC program may compete for a nomination and appointment to the U.S. Naval Academy under the NJROTC quota. In order to compete for an appointment under this program, each qualified cadet must meet the following minimum requirements:
  - 1. Will have successfully completed 3 years of NJROTC by the end of his/her senior year.
  - 2. Must be a citizen of the U.S.
  - 3. Must be of good moral character.
  - 4. Must be between 17 and 22 years old by 1 July of the year he/she enters the Academy.
  - 5. Must be unmarried and have no children.
  - 6. Must be recommended by the Senior Naval Science Instructor.

All interested cadets should make their intentions known to the Senior Naval Science Instructor not later than spring of their junior year. Additionally, they should contact the Cadet Guidance Officer, U.S. Naval Academy, Annapolis, MD, 21402, and request a pre-candidate questionnaire.

- C. **NROTC Scholarships:** Participation in the NJROTC program supports application for a full NROTC scholarship. Those cadets actively participating in the above average traits of leadership and military bearing may be nominated for a 4-year NROTC scholarship by the Senior Naval Science Instructor.
- D. **Other Service Academy Appointments/ROTC Scholarships:** The Senior Naval Science Instructor will provide assistance, information, and letters of recommendation to deserving cadets who are interested in applying for these programs.

**CURRICULUM.** The NJROTC school week is normally divided into academic classroom instruction and leadership training laboratories (includes: drill, personnel inspection, and physical training). Naval Science is an elective course with one unit of credit earned for each year completed. One year of Naval Science may be used to fulfill the required physical education credit for graduation.

**Naval Science 1:** Serves as an introduction to the NJROTC Program and provides a brief overview on numerous topics to include: Leadership, Citizenship, Foundations of our Government, Navy Ships, Aviation, and Military Drill.

**Naval Science 2:** Provides an overview of Maritime History, Nautical Science, and Leadership. The maritime history focuses on American naval history and wars from the American Revolution to present day from a naval and maritime standpoint.

**Naval Science 3:** This class focuses on National Security Strategy, Naval Organization and Nautical Skills. Cadets in NS4 may be assigned to serve in leadership roles to support junior Cadets in NS1 and NS2 classes.

**Naval Science 4:** Focuses on leadership development, an understanding of ethics and morals, group dynamics and unit leadership. Cadets in NS4 may be assigned to serve in leadership roles to support junior Cadets in NS1 and NS2 classes.

**NJROTC Team Skills and Leadership:** Units of study will vary and concentrate on developing good leadership qualities and team building. Various projects will be assigned throughout the semester to accomplish unit goals and build good structure and chain of command.

## Schedule and Regulations

**WEEKLY CLASS ROUTINE.** The following is the normal weekly NJROTC class routine. It is subject to modification as required. Since CFHS is on a block scheduling system with 90-minute classes, cadets should expect to have academics and a leadership laboratory on the same day. Friday is a split use day, with academic reviews during the 1st half of the period and PT during the second half.

Monday	Physical Training (PT)
Tuesday	Academics
Wednesday	Uniform Inspection/Drill
Thursday	Academics
Friday	Academics/Physical Training (PT)

**PLAN OF THE WEEK.** A bi-weekly schedule will be prepared by the Operations Officer for approval of the Commanding Officer and the SNSI/ NSI every week. Its purpose is to keep everyone in the unit informed of current and future unit activities. At a minimum, the schedule will include notices of team practices, as well as information on upcoming events, including: color guard performances, drill meets, team events, uniform of the week assignment, and times and places for staff and team meetings. The schedule will be posted by the Operations Officer no later than Thursday proceeding the week it is effective.

**UNIFORM DAY.** Uniforms will be worn one day each week by all NJROTC cadets, normally on Wednesday unless otherwise scheduled. The uniform day is selected by the SNSI/NSI, not individual cadets. **Cadets will wear the complete uniform the entire school day** on uniform day, unless specifically excused in advance by the SNSI/NSI. Cadets are required to coordinate in advance with the SNSI/NSI before changing out of uniform for any reason. **Civilian articles of clothing are not allowed with the uniform.** Cadets absent on uniform day, for whatever reason, will wear the uniform their first day back to receive credit for a uniform grade for that week. The Navy uniform is the distinctive dress of a proud and honorable profession, and the wearing of the NJROTC cadet uniform should likewise be a manner of pride in self, in unit, in school, in community, and in country. The uniform shall be kept clean and well tailored, and shall be returned cleaned and in serviceable condition at the end of the school year. Rules on how to wear the uniform, how to care for the uniform, and how to maintain grooming standards may be found in Chapter One of the NJROTC Field Manual. **Three missed uniform grades will result in an overall grade of 65 for that grading quarter (nine weeks).**

**PIERCINGS.** Piercings are only allowed as per the specifications of the NJROTC Field Manual. Tongue rings are not allowed under any circumstances in uniform or otherwise. The regulations for earrings are one stud per ear centered on the lobe for females. Earrings must be either silver or gold. **Males may not have any piercings visible at any time in uniform.**

**CADET PERFORMANCE RECORD.** A Cadet Performance Record is kept for each cadet while he/she is enrolled in the CFHS NJROTC program and is maintained for two years after the cadet leaves. It is the responsibility of the Administrative Officer to keep the individual cadet records current by entering promotions, awards earned, unit assignments, etc. as they occur and as approved by the NSI/SNSI. The Administrative Officer has the overall responsibility for ensuring that all cadet records are maintained in an up-to-date status. If a student transfers to another school and enrolls in a NJROTC program, the receiving school may request that the cadet's record be transferred.

**PROBATION.** The Naval Science Instructor may place on probation any cadet who has serious academic deficiencies, fails to maintain standards of grooming or wearing of the uniform, or fails to meet established standards of conduct. Any cadet may be placed on probation regardless of rank or position. Cadets who have been placed on probation will be notified in writing by the SNSI/ NSI, with a copy of the letter to parents or guardians.

**DISENROLLMENT.** A NJROTC cadet may be dis-enrolled for failure to meet the terms of probation; or for failure to correct any deficiencies for which he/she was placed on probation; or for disciplinary reasons as determined by the SNSI/NSI.

**TRAINING TIME OUT.** Many of the training evolutions utilized by the NJROTC program are new and foreign to the cadets. Therefore, the Training Time Out (TTO) Procedure was developed to allow a cadet the opportunity to clarify a situation concerning personal safety. The simple procedures for a training time out are as follows. The cadet (feeling fatigue or in danger) shall simply say "TO". The cadet then should seek assistance from the nearest officer, instructor, or platoon commander. Cadets are encouraged to take TTO's at any sign of a problem.

**PHYSICAL FITNESS.** All cadets must dress out in appropriate physical training attire and participate in physical fitness training unless excused. Appropriate attire is defined as conservative shorts or pants (no pajama pants), a shirt, and athletic shoes. Cadets with a valid medical excuse will be excused.

**PHYSICAL FITNESS TEST (PFT).** The physical fitness test is conducted twice a year in accordance with the Cadet Reference Manual. All cadets are encouraged to participate. Successful completion of the PFT will make the cadet eligible for the Physical Fitness Ribbon and corresponding attachments as specified on pages 34 through 38 in the Cadet Reference Manual. ( A *sports physical* is **required** to compete for the PT ribbon)

## ORGANIZATION

**CHAIN OF COMMAND** The chain of command is the primary channel of communication throughout the unit. Information flows from the SNSI/ NSI and Commanding Officer through various members of the unit to individual cadets and from cadets back through the same channel to the CO and SNSI/NSI. The two-way nature of this “chain” is extremely important. The chain-of-command for Carolina Forest High School NJROTC extends up and down as follows:

**Senior Naval Science Instructor**  
**Naval Science Instructor**  
**Commanding Officer**  
**Executive Officer**  
**Operations, Administrations, Supply, and Weapons Officers**  
**Platoon Leaders**  
**Individual Cadets**

a. All Cadets: Each Carolina Forest High School NJROTC cadet is responsible for conducting him/herself, at all times, in a manner which will reflect credit upon him/herself, the CFHS NJROTC Unit, the school, and the community. Since we wear the uniform once each week, our actions also reflect on the United States Navy and a more widespread community. Whether in uniform or not, cadets are responsible for maintaining the highest standards of conduct and appearance; for abiding by the rules and regulations of both the school and the unit; and for carrying out instructions and orders of their superiors (both cadet officers and instructors) to the best of their abilities.

b. Cadet Officers and Petty Officers: The Senior Naval Science Instructor selects and promotes cadets for the unit assignments based on demonstrated performance, academics, leadership, team activities, and participation in unit activities. Continued enthusiasm, active participation, a positive attitude, and leadership by example are required of a cadet in order for him/her to advance and remain in unit leadership positions. Cadet officers and petty officers are expected to set the example for junior cadets in every aspect of the NJROTC program at Carolina Forest High School. The responsibilities of leadership must be accepted before the privileges of rank or rate can be enjoyed. Extra effort and time will be required, especially of cadet officers and chief petty officers. Normally, a cadet must have at least 2 1/2 years of NJROTC experience and must have completed all advancement requirements before being designated as a cadet officer by the SNSI\NSI. The

SNSI/NSI will demote officers and petty officers whose performance does not meet the highest standards of the unit.

**Advancements.** Advancements up to the rank of Petty Officer 1<sup>st</sup> Class will be determined by the Personal Qualifications and Standards (PQS) sheet as well as the cadet's aptitude, attitude, military bearing, etc. with final approval being granted by the SNSI. Advancements to Chief Petty Officer and beyond are based upon merit and position within the unit. Addendum 3 of this handbook contains PQS sheets for Seaman Apprentice (E2) through First Class Petty Officer (E6).

## STAFF

**Unit Staff.** The unit staff will be made up of cadet officers and chiefs who will oversee and be responsible for the overall running of the unit. They will handle issues and suggest improvements to the NSI/SNSI. The entire staff must also be prepared to report to the inspecting officer during the Annual Military Inspection. It is the staff's job to delegate authority and get all jobs done and goals accomplished so that the unit may be the best that it can be.

**Assistants.** Each staff officer must be ready and able to train an assistant that will assist him or her in their assigned duties. Assistants must be capable and approved by the SNSI/NSI. It is the staff officer's duty to train the assistant so that the assistant is fully able to take up the position in the absence of the staff officer.

**Commanding Officer** (CO): The CO is the senior cadet, directly responsible to the NSI/ SNSI for:

- (1) supervising the training of the staff and ensuring that staff members understand and fulfill their areas of responsibility.
- (2) ensuring compliance with the chain of command at all levels.
- (3) carrying out all orders and directives of the SNSI/ NSI.
- (4) maintaining high morale, enthusiasm, and team spirit within the unit.
- (5) setting the highest standards of performance, conduct, appearance, military bearing, and courtesy as an example for all unit cadets.

**Executive Officer** (XO): The XO will support the CO in all aspects, and will always be prepared to take charge of the unit in the absence of the CO. The Executive Officer is also responsible for:

- (1) disciplinary matters within the unit.
- (2) executing the policies of the CO as defined by the SNSI/NSI.
- (3) supervision of the Company staff as directed by the CO and SNSI/NSI (4) ensuring that all staff officers are performing their assigned tasks in a timely and proper manner.

**Operations Officer** (OPS): The OPS Officer is responsible for the following:

- (1) coordinating all unit activities, ensuring smooth operations, and advising the XO of any conflicts or difficulties.
- (2) assisting with trip planning.
- (3) preparing the Plan of the Week and ensuring it is posted no later than the Thursday of the week before it is effective.

**Administrative Officer** (ADMIN): The ADMIN Officer is responsible for all the "paperwork" of the unit; specifically he/she will:

- (1) have a good working knowledge of the unit's organization and activities, assist the SNSI/NSI with unit notices and instructions, personnel lists, reports, and other paperwork as required.
- (2) prepare and maintain the unit's personnel files and unit organization board, and assist the SNSI/NSI with other personnel matters as directed.
- (3) maintain all Cadet records in CDMIS
- (4) maintain the minutes of staff meetings as required.

**Supply Officer:** The Supply Officer is charged with the overall responsibility for maintaining all supplies that the unit requires. Each platoon will have a designated platoon assistant who will coordinate the issue of replacement uniform items for their platoon throughout the year. The training of these platoon assistants and the Company Assistant Supply Officer is the direct responsibility of the Company Supply Officer. Duties of this billet include:

- (1) maintaining the supply room in a neat, orderly, and secure manner.
- (2) assisting with the issue, receipt, storage, cleaning, inventory, and accounting for all uniform items.
- (3) assisting with the storage and accounting of other unit equipment.
- (4) supervision and training of the supply staff.

**Weapons Officer:** Responsible for all matters relating to unit drill rifles, rifle team pellet rifles, swords, and related equipment in addition to the following duties:

- (1) maintaining the drill rifles in good condition, conducting repairs as required.
- (2) informing the SNSI/NSI of the need to order drill rifle repair parts.
- (3) maintaining the rifle team air rifles in good operating condition (in conjunction with the Rifle Team Commander).
- (4) responsible for accounting and security for all ordnance related equipment and other equipment stored in the Armory.
- (5) maintaining the Armory in a secure, neat, and orderly condition.

**Public Affairs Officer** (PAO): Responsible to the ADMIN Officer for informing students, teachers, and faculty, and the community of all NJROTC events and any and all important information concerning the unit. Whoever occupies this position will also have the following duties:

- (1) send information to local news agencies including: The Sun News, News 13, etc.
- (2) send information to school newspaper and television news of all pertinent information and awards
- (3) strives to get special recognition for the unit and individuals when special awards are earned or goals achieved

**Community Service Officer** (COMSRV): The COMSRV Officer is responsible to the OPS for organizing community service events and arranging for cadets to attend and participate. Duties include:

- (1) communicate with organizations in the community and arrange for cadets to volunteer to assist these organizations.
- (2) organize a group of cadets and transportation to and from to perform the community service
- (3) ensure the ADMIN and OPS officers are properly informed of events, participants, and number of hours.



**Command Master Chief (SCPO):** The MCPO is the senior enlisted person and reports directly to the CO.

This cadet is the voice of the enlisted cadets at staff meetings. Duties include:

- (1) listening to the enlisted cadets and reporting any issues within the unit to the CO
- (2) answering any questions and assisting the enlisted cadets in whatever way is necessary
- (3) reporting any tutoring needs to the OPS officer so that academic assistance may be located

**Platoon Commanders:** The most visible leaders in the unit for the new, junior personnel. The Platoon Commander directly assists the SNSI/NSI with the training of their class. Specific duties include:

- (1) being personally familiar with each cadet in his/her platoon.
- (2) function as a vital link in the chain of command for information to and in their platoons.
- (3) assisting with new cadet orientation.
- (4) being knowledgeable and proficient in military drill and proper instructional techniques.
- (5) looking out for the welfare of their platoon members.
- (6) being a “perfect cadet” by example at all times.

**Assistant Platoon Commanders:** The assistant platoon commander will take charge whenever the platoon leader is not present. The assistant platoon commander will be assigned by the SNSI/NSI after recommendation of the Platoon Commander. Additional duties include:

- (1) taking an accurate platoon muster.
- (2) maintaining order and discipline as directed by the platoon leader.
- (3) other duties as assigned.
- (4) report any infractions or violations of rules to the platoon leader

## EXTRACURRICULAR TEAMS

**Team Commanders:** Responsible for the overall operation of the individual teams. The ultimate success in team competition is directly related to the effectiveness of the team commander. Each team commander will maintain an accurate written muster and report back to the OPS Officer. Team commanders must make a concerted effort to become the 'expert' in their particular area of competition. Team commanders are also encouraged to designate assistants who will be able to take over in case of the team commander's absence.

**DRILL TEAM.** A group of highly dedicated cadets interested in the sharpness and precision developed by close order drill and the Manual of Arms. They represent CFHS in parades, ceremonies, and competitions with other JROTC units. Individual members of the drill team are expected to maintain the highest standards of grooming, discipline, and uniform.

**COLOR GUARD.** This group of cadets is one of the most visible portions of the unit to the school and to the community. They present the Colors at parades, school sporting events, other activities and community ceremonies, and competitions with other JROTC units. Like the drill team, the members of the color guard are expected to set the example in uniform and conduct.

**RIFLE TEAM.** The rifle team is comprised of cadet's interest in competitive shooting and firearms safety. Using Daisy air rifles and .177 caliber pellets they shoot targets at home during postals and away in head-to-head matches against other schools. They represent the unit in school, state, and national competitions.

**ACADEMIC TEAM.** The academic team is comprised of cadets who are particularly interested in academic achievement, who are top achievers in Naval Science academics, and who are willing to devote the extra effort and individual study necessary to compete successfully. They represent the unit in school, state, and national competitions.

**ORIENTEERING TEAM.** The orienteering team is comprised of cadets who are particularly interested in land navigation and are willing to devote extra time and effort, especially on Saturdays. Orienteering requires the use of map and compass over unfamiliar terrain using a technique known as “pacing”. They represent the unit in state and regional competitions.

**CYBERPATRIOT TEAM.** The cyberpatriot team is comprised of cadets who are particularly interested in computers and cybersecurity and are prepared to devote the extensive extra effort and individual study necessary to compete successfully. They represent the unit in school, state, and national competitions.

**DRONE TEAM.** The drone team is comprised of cadets who are particularly interested in both STEM and drone competitions. These cadets must be prepared to attend additional practice sessions and must be willing to work hard to compete successfully. They represent the unit in school, state, and national competitions.

## DISCIPLINE

**GENERAL** The basic philosophy of the NJROTC program is that cadets are part of the NJROTC unit because they want to be and that cadets will strive to do their best when they know what is expected of them. Cadets are responsible for maintaining the high standards of conduct expected of each member of the CFHS NJROTC unit. Each cadet is responsible for his/her own conduct and for ensuring that his/her actions are a worthy reflection upon the unit, the school, and the US Navy.

Cadets who have behavior problems within the unit will not be allowed to participate in NJROTC extracurricular activities or field trips.

Extracurricular team members will be dismissed from the team for any significant behavioral problems, both in the classroom and while on trips away from school. Determinations will be made by the team commanders with final approval coming from the NSI/SNSI.

Only cadets who have demonstrated and reflect the ideals of the NJROTC program will be allowed to go on field trips. The SNSI and NSI will make the final determination as to which cadets will be allowed to go on any particular trip.

**CLASSROOM DISCIPLINE.** An atmosphere conducive to study and learning will be maintained in the classroom at all times. When the tardy bell rings the platoon commander (or in his/her absence the assistant platoon commander) will call the class to attention and take the muster. The platoon commander will then lead the

class in the Pledge of Allegiance. The first cadet to observe the SNSI/NSI, CO, XO, or any other adult entering the classroom will call "Attention of Deck."

The latest edition of the "CFHS Student Handbook" provides all students with reasonable and just rules for conduct in the school environment, including the classroom. Cadets are responsible for knowing all rules that govern student body behavior and for conducting themselves accordingly. A set of classroom rules and expectations is provided to each cadet and completely covered during the first week of school.

**MILITARY ETIQUETTE.** One of the objectives of the NJROTC program is to develop a respect for and an understanding of the need for constituted authority. It is expected that members of the NJROTC unit will respond to the SNSI/NSI, other teachers and adults, and senior cadet officers in a polite, respectful, and dignified manner.

**OFFICE ETIQUETTE.** The SNSI/NSI, supply, and staff offices are working spaces and not cadet lounges, telephone booths, or storerooms.

**SEXUAL HARASSMENT.** The CFHS discipline code is the controlling factor in governing relations between male and female students in the NJROTC program. All cadet officers and petty officers will remain alert for infractions of the school discipline code and/or any circumstances of sexual harassment and immediately report it to the Senior Naval Science Instructor **without going through the chain of command.**

It is the position of this unit that all cadets should be able to perform in an environment free from any type of harassment, save those authorized activities involving military training which are designed to increase self-discipline. In these specific instances, any type of training will not involve actual or inferred comments demeaning to one's sex. Acts of sexual harassment are prohibited practices subject to school, unit, and state disciplinary measures.

## CLASSROOM DISCIPLINE

**NJROTC SPACES.** Campus NJROTC spaces include two classrooms, three offices, a supply room, and a weapons room, and a rifle range.

a. **Classroom:** Leave the classroom in better condition than it was when you entered it.

b. **Offices:** Under no circumstances will any cadet enter the SNSI/ NSI's office without permission. Only members of the unit staff are allowed in the staff office as well. Violations of this rule will be dealt with on an individual basis.

c. **Supply Room/ Weapons Room:** The supply and weapons areas are off limits and will not be entered without the specific authorization of the SNSI/ NSI. In general, only the supply officer, weapons officer and their assistants will be given this authorization.

d. **Rifle Range:** The rifle range area is off limits and will **NOT** be entered without the specific authorization of the SNSI/ NSI. The range may be used for PT and drill instruction when directed by the SNSI/ NSI. When used as a range (pellet rifles are present), ***NO Student will be on the range without an instructor present!***

## GRADING

**GRADING.** In the NJROTC program, the instructors look at the whole cadet, not just how he or she does in the academic portion of the program. We are interested in developing a well rounded citizen, not just someone who can memorize facts for an exam or someone who is good at precision drill.

It is the cadet's responsibility to be prepared for a test or examination on the day that it is scheduled. If a cadet is absent it is his/her responsibility to make arrangements to make up the missed work. Generally, the cadet should ascertain what is required the day he/she returns to school and then complete the required work within five school days (longer for extended absences). Assignments are due on the date specified by the instructor. Late assignments will generally not be accepted or will be required with penalty at the instructor's discretion.

GRADES are Computed as Follows: Uniforms 30%, PT 20% Academic 30%, Aptitude 10% and Drill 10%

**NOTE.** *Three missed uniform grades will result in an overall grade of 65 for that grading period (nine weeks). Because NS1 is counted as the State PE requirement, repeated failure to dress out or participate in PT will result in a failing grade.*

## FIELD TRIPS

**FIELD TRIPS.** Educational field trips are a major part of the Naval Science program and are scheduled each year to military installations located along the eastern and southern coasts of the United States. Additionally, operational schedules permitting, short sea cruises may be scheduled aboard various Naval Ships. These field trips are in addition to several trips taken each year to participate in NJROTC drill meets, parades, etc.

a. **Eligibility:** In order for a cadet to be eligible for one of the major field trips, he/she must (in addition to all school rules):

- (1) have a passing grade in NJROTC
- (2) have a satisfactory record at personnel inspection.
- (3) not be a disciplinary problem.
- (4) other requirements as explained to the cadets at the beginning of the school year.
- (5) be approved by the SNSI/NSI.
- (6) cadets can be disqualified at any time leading up to the day of departure

b. **Forms:** Each cadet must return the permission slip/standard release form by the date specified (including money deposit if required).

c. **Conduct:** Only those cadets who have conducted themselves in a satisfactory manner during the period leading up to the field trip will be permitted to attend. All school rules will be strictly enforced while on field trips. In addition, the SNSI/NSI will set specific rules for each field trip. Violations of these rules will be dealt with according to school policy and may result in the cadet not being permitted on the next field trip.

# CLASSROOM RULES

## 1. The following rules have been established to guide your conduct while in NJROTC areas:

- a. All cadets will be familiar with and adhere to all school rules and regulations as set forth in the CFHS student handbook All school rules apply while in the NJROTC areas.
- b. When the tardy bell begins to ring you will be inside the classroom and will come to a position of attention when "Attention on Deck" is called, no talking. Then you will recite the "Pledge of Allegiance." When the muster is being called, you will come to the position of attention and report "here sir/ma'am" and remain at that position until the command "Seats" is called. Cadets will have a NJROTC NOTEBOOK.
- c. You will not enter the SNSI, NSI, supply, or weapons offices unless specifically instructed to do so and then only long enough to accomplish the specific purpose of your mission. NO EXCEPTIONS!
- d. Under no, REPEAT NO, circumstances will any **cadet go into the supply area** without the specific authorization of the SNSI, NSI and/or Supply Officer.
- e. You will not write anything on the dry erase boards unless specifically told to do so; also, you will not erase anything that has been written on these boards.
- f. . All adults, in and out of the classroom, and all cadet officers will be addressed as "Sir" or "Ma'am." "Attention on Deck" will be called every time the SNSI, NSI, CO, or XO enters the classroom area, but only for the highest rank (ex. Don't call for CO if CAPT is in the room); additionally, "Attention on Deck" will be called whenever any of the following enter the classroom: principal, assistant principals, any other SNSI/ NSI, Superintendent, Area Superintendent, school or public official, and any and all other adults. The rule to follow is, " If in doubt, call it!"
- g. The NJROTC classrooms and Staff office are not cafeterias. These rooms will be off limits during lunch unless you have specific NJROTC work to do and the express permission of the SNSI/NSI. .
- h. Personnel items such as coats, books, uniform items, etc. will not be left in the NJROTC classroom unless previously cleared with the SNSI/NSI.
- i. Cadets are not allowed to operate computers, disk players, and/or electronics in the classrooms without specific SNSI/NSI permission. No personal passwords or programs are allowed on any computer.
- j. At the end of every class period, each cadet will police the area around his/her desk for any trash and deposit it in the waste can.
- k. Cadets are required to dress-out on designated Physical Training days. Dressing-out means changing to shorts and a t-shirt or sweat pants and a sweatshirt depending on the weather. A written note from a parent or doctor is the only legal excuse for not dressing-out. Failure to dress-out six times will result in an overall failing grade for that grading quarter (nine weeks).

l. Cadets will never sit on a desk or table; doing so will be rewarded with push-ups

m. While class is in session cadets will not do any of the following:

1. Speak out turn or carry on side conversations
2. Read material not related to NJROTC or work on other subject homework
3. Leave their desk without permission
4. Sleep
5. Apply make-up, fix hair, fingernails, etc

n. Cadets are required to report academic problems (in any class) of any sort to the NJROTC instructors. We are here to help cadets. Let us know of problems EARLY

o. Cadets will respect others property

p. Cadets WILL set the proper example for all students at CFHS. Self-respect, dignity, courtesy, and bearing all lead to pride. Pride in oneself and the unit is the goal.

## CAPTAIN Boyle's 3 Rules

1. Tell the Truth
2. Don't Sit on Bad News
3. Never Quit

**We expect more of our NJROTC cadets because we want them to be more!**



## **The Position of Attention**

**SIR,**

**THE POSITION OF ATTENTION IS:**

**HEAD ERECT,  
EYES IN THE BOAT,  
CHIN IN,**

**SHOULDERS BACK,  
CHEST OUT,  
STOMACH IN,**

**WEIGHT EVENLY DISTRIBUTED ON BOTH FEET,  
HEELS TOGETHER,  
FEET FORMING A 45 DEGREE ANGLE,**

**ARMS HANGING NATURALLY AT THE SIDES,  
PALMS FACING INWARD,  
THUMBS ALONG THE TROUSER SEAMS,  
WITH FINGERS JOINED IN THEIR NATURAL CURL,**

**SIR.**

# The Chain of Command

## UNITED STATES MILITARY CHAIN OF COMMAND

COMMANDER IN CHIEF:

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SECRETARY OF DEFENSE:

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SECRETARY OF THE NAVY:

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CHIEF OF NAVAL OPERATIONS:

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CHIEF OF NAVAL EDUCATION AND TRAINING:

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COMMANDER, NAVAL SERVICE TRAINING COMMAND:

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AREA SIX MANAGER:

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SENIOR NAVAL SCIENCE INSTRUCTOR:

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NAVAL SCIENCE INSTRUCTOR:

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## CFHS NJROTC CHAIN OF COMMAND

COMMANDING OFFICER (CO):

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EXECUTIVE OFFICER (XO):

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OPERATIONS OFFICER (OPS):

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ADMINISTRATIVE OFFICER (ADMIN):

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SUPPLY OFFICER (SUPPO):

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WEAPONS OFFICER (WEPS):

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PUBLIC AFFAIRS OFFICER (PAO):

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COMMUNITY SERVICE OFFICER (CSO):

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COMMAND SENIOR CHIEF (CSC):

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Name \_\_\_\_\_

PLT. \_\_\_\_\_



## Competency List for E-2

Seaman Apprentice (SA) is the first rank that any first year cadet can achieve. Due to the added level of responsibility that will be placed on the cadet, only outstanding cadets who meet all of the following requirements will be advanced to Seaman Apprentice (E-2).

### Prerequisite Requirements

- Be a first year cadet with at least 15 days in the Unit.
- Have a clean disciplinary record in the Unit and School.
- Have an 80% average in NJROTC
- Have an excellent uniform grade. (80%)
- Have an excellent PRT participation record. (90%)

### Knowledge Skills

Competency	Assessment Method	Completion Date	PLT. Leaders Initials	NSI Initials	Comments
Military Time	80% on written test				
Chain of Command	90% on written test				
Memorize "Position of Attention"	Oral Exam				
Basic Unarmed Movements	Practical test				

Recommended by Platoon Leader \_\_\_\_\_ Date \_\_\_\_\_

Recommended by Naval Science Instructor \_\_\_\_\_ Date \_\_\_\_\_

Advanced by Senior Naval Science Instructor \_\_\_\_\_ Date \_\_\_\_\_

Name\_\_\_\_\_

PLT.\_\_\_\_\_

### Competency List for E-3

Seaman (SN) is the second rank that any first year cadet can achieve. Due to the added level of responsibility that will be placed on the cadet, only outstanding cadets who meet all of the following requirements will be advanced to Seaman (E-3).

#### Prerequisite Requirements

- Serve 20 days as an E-2.
- Have a clean disciplinary record in the Unit and School.
- Have an 80% average in NJROTC
- Have an excellent uniform grade. (80%)
- Have an Excellent PRT participation record. (90%)
- Have 5 community or unit service hours.

#### Knowledge Skills

Competency	Assessment Method	Completion Date	Plt Ldrs Initials	NSI Initials	Comments
Orders to the Sentry	80% on Written Test				
NJROTC Rates and Ranks	90% on written test				
Phonetic Alphabet	90% on written test				
Basic Armed Drill Movements	90% on practical test				

Recommended by Platoon Leader\_\_\_\_\_ Date\_\_\_\_\_

Recommended by Naval Science Instructor\_\_\_\_\_ Date\_\_\_\_\_

Advanced by Senior Naval Science Instructor\_\_\_\_\_ Date\_\_\_\_\_



Name \_\_\_\_\_

PLT. \_\_\_\_\_

### Competency List for E-4

Petty Officer Third Class is the second rank that any first year cadet can achieve. Due to the added level of responsibility that will be placed on the cadet, only outstanding cadets who meet all of the following requirements will be advanced to PO3.

#### Prerequisite Requirements

- Serve at least 30 days as an E-3.
- Have a clean disciplinary record in the Unit and School.
- Have an 85% average in NJROTC.
- Have an excellent uniform grade. (95%)
- Have an excellent PRT participation record. (90%)
- Have 10 community or unit service hours

#### Knowledge Skills

Competency	Assessment Method	Completion Date	PLT Ldr Initials	NSI Initials	Comments
Orders to the Sentry	Verbal Test				
Understanding of Drill Terminology	80% on Written Test (Ch1-2 of Drill Manual)				
Navy Ranks and Rates Test	80% on Written Test				
Lead Unarmed Squad Drill	90% on Practical Test using Drill Sheet				
Conduct Uniform Inspection	90% on Practical Evaluation				

Recommended by Platoon Leader \_\_\_\_\_ Date \_\_\_\_\_

Recommended by Naval Science Instructor \_\_\_\_\_ Date \_\_\_\_\_

Advanced by Senior Naval Science Instructor \_\_\_\_\_ Date \_\_\_\_\_



Name \_\_\_\_\_

PLT. \_\_\_\_\_

## Competency List for E-5

Petty Officer Second Class is available to second year cadets. Due to the added level of responsibility that will be placed on the cadet, only outstanding cadets who meet all of the following requirements will be advanced to PO2.

### Prerequisite Requirements

- Serve at least 30 days as an E-4
- Have a clean disciplinary record in the Unit and School.
- Have a 90% average in NJROTC.
- Have an excellent uniform grade. (90%)
- Have an excellent PRT participation record. (90%)
- Have 20 community or unit service hours

### Knowledge Skills

Competency	Assessment Method	Completion Date	Plt Ldr Initials	NSI Initials	Comments
Leadership Knowledge	80% on Written Exam				
Sword Manual	80% on Written Exam (Ch 4 Drill Manual)				
Guidon Manual	80% on Written Exam (Ch 5 Drill Manual)				
Lead Armed and Unarmed Platoons	90% on Practical Test using Drill Sheet				
Perform Color Guard	90% on Practical Evaluation				

Recommended by Platoon Leader \_\_\_\_\_ Date \_\_\_\_\_

Recommended by Naval Science Instructor \_\_\_\_\_ Date \_\_\_\_\_

Advanced by Senior Naval Science Instructor \_\_\_\_\_ Date \_\_\_\_\_



Name \_\_\_\_\_ PLT. \_\_\_\_\_

## Competency List for E-6

Petty Officer First Class is available to any second year and above cadet. Due to the added level of responsibility that will be placed on the cadet, only outstanding cadets who meet all of the following requirements will be advanced to PO1.

### Prerequisite Requirements

- Serve at least 30 days as an E-5.
- Have a clean disciplinary record in the Unit and School.
- Have an 85% average in NJROTC.
- Have an excellent uniform grade. (90%)
- Have an excellent PRT participation record. (95%)
- Have 50 community or unit service hours

Competency	Assessment Method	Completion Date	Plt Ldr Initials	NSI Initials	Comments
Comprehensive Drill Exam	85% on Written Examination				
Demonstrate al Color Guard Positions	90% on Practical Examination				
Lead an NJROTC Event	Evaluation by NSI or SNSI				
Color Guard	90% on Written Examination				

Recommended by Platoon Leader \_\_\_\_\_ Date \_\_\_\_\_

Recommended by Naval Science Instructor \_\_\_\_\_ Date \_\_\_\_\_

Advanced by Senior Naval Science Instructor \_\_\_\_\_ Date \_\_\_\_\_



## **The Phonetic Alphabet**

A. ALPHA	N. NOVEMBER
B. BRAVO	O. OSCAR
C. CHARLIE	P. PAPA
D. DELTA	Q. QUEBEC
E. ECHO	R. ROMEO
F. FOXTROT	S. SIERRA
G. GOLF	T. TANGO
H. HOTEL	U. UNIFORM
I. INDIA	V. VICTOR
J. JULIET	W. WHISKEY
K. KILO	X. XRAY
L. LIMA	Y. YANKEE
M. MIKE	Z. ZULU



## **The General Orders to the Sentry**

- 1. To take charge of this post and all government property in view.**
- 2. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.**
- 3. To report all violations of orders I am instructed to enforce.**
- 4. To repeat all calls from posts more distant from the guard house than my own.**
- 5. To quit my post only when properly relieved.**
- 6. To receive, obey and pass on to the sentry who relieves me, all orders from the Commanding Officer, Command Duty Officer, Officer of the Deck, and Officers and Petty Officers of the Watch only.**
- 7. To talk to no one except in the line of duty.**
- 8. To give the alarm in case of fire or disorder.**
- 9. To call the Officer of the Deck in any case not covered by instructions.**
- 10. To salute all officers and all colors and standards not cased.**
- 11. To be especially watchful at night, and, during the time for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.**