



**Pahrump Valley High School Army
JROTC Trojan Battalion
Standing Operating Procedures (SOP)**
(27 May 20)

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SECTION 1 GENERAL PROVISIONS

1.1 Authority. The Junior Reserve Officers Training Corps (JROTC) was organized under authority of the **National Defense Act of 1916**. The most recent amendments concerning JROTC are contained in Public Law 88-647, 88th Congress, dated 13 October 1964, under the title of “The Reserve Officers Training Corps Vitalization Act of 1964.” Current law and statutory provisions under which the Department of Army and Navy provide instruction to high school students is Title 10, United States Code, Chapter 102. The Trojan Battalion was established on **General Order 01** dated 16 March 2005.

1.2 Purpose. The purpose of this Standing Operating Procedure (SOP) is to supplement and work in concert with Cadet Command’s regulations and policies. Both Cadet Command’s regulations and policies, and this SOP are developed from applicable Army regulations and will serve as the basic references for all Trojan Battalion operations.

1.3 Mission. The mission of JROTC is “**To Motivate Young People To Be Better Citizens**”.

1.4 Objectives. The objectives of the JROTC Program are to:

- Develop Leadership and Patriotism.
- Develop informed and responsible citizens.
- Strengthen character.
- Develop self-discipline, responsibility and a positive response to constituted authority.
- Develop the ability to logically arrange thought and communicate effectively both orally and in writing.
- Develop an appreciation of the values of physical and mental fitness.
- Develop the basic skills necessary to work effectively as a member of a team.
- Provide the motivation and the life skills necessary to graduate from high school.

SECTION 2 SCHOOL ADMINISTRATION & INSTRUCTOR STAFF

2.1 Instructor Staff. The JROTC Instructors are certified to teach the military based curriculum by the U.S. Army and are employed as Pahrump Valley High School (PVHS) faculty members.

2.2 Instructor Staff Composition.

- **Senior Army Instructor (SAI).** The SAI is responsible for all aspects of the Army JROTC Program at Pahrump Valley High School. The responsibilities include, but are not limited to, administration, training, supply, recruiting, publicity, authorized revenue-producing activities, and other duties as directed by the Principal. The SAI is also responsible to establish a climate of mutual respect and teamwork within the Junior ROTC Department and the school faculty and staff.
- **Army Instructor (AI).** The AI is responsible for conducting instruction and activities as directed by the SAI. The SAI will determine the AI's work schedule and duties. In general, the AI will conduct initial training of first year cadets and second year cadets, and supervise the Trojan Battalion supply and administration functions.

2.3 Pahrump Valley High School Administrative Staff Composition

- **Principal.** The Principal is the senior school administrator at PVHS. The Principal will approve all field trip requests, permission slips for field trips, and formation of extra-curricular teams and organizations.
- **Business Manager/Finance Clerk.** The PVHS Business Manager (Maggie) will coordinate with the SAI/AI for receipt and disbursement of Army JROTC student activity funds.

SECTION 3 CADET ENROLLMENT

3.1 Qualifications for Enrollment. The JROTC students must be enrolled as a full-time student in the 9th grade or higher and be morally qualified. Applicants for enrollment, who have a record of conviction by civil or military court for other than minor traffic violations, are not eligible for enrollment in JROTC unless a waiver is granted by appropriate Army authority.

3.2 Enrollment. Student enrollment at the beginning of a school year is accomplished with the understanding that both semesters will be completed. Under certain circumstances, credit may be awarded upon satisfactory completion of one semester.

3.3 Qualification for Disenrollment. At the discretion of the SAI and approval of the Principal, a cadet will be dis-enrolled or excluded from attendance as appropriate for the following:

- Withdrawal from school.
- Becomes physically unable to perform the activities required of JROTC cadets.
- Shows ineptitude for leadership training indicated by lack of general adaptability, want of readiness or skill.

3.4 Opening Enrollment Report. The Opening Enrollment Report is the official mandatory report due 15 Oct each year. This report identifies the total enrollment for the JROTC program as of the submission date and it serves as the basis for all federal dollars allocated to the program. The program must have **10% of the student population or 100 cadets** to meet contractual agreements between the school district and the U.S. Army.

SECTION 4

CADET BATTALION ORGANIZATION

4.1 General. The Trojan Army JROTC Battalion is modeled after an Army Infantry Battalion. The specific composition of each company and platoon is determined by the instructor staff. Assigned positions and ranks will conform to the authorized Table of Organization and Equipment (TOE). The S1 will post key leadership positions on the battalion manning charts. The cadet Battalion Adjutant will ensure leadership positions are properly coded onto cadet records.

4.2 Company and Platoon Organization. With enough qualified cadets, each class period will consist of at least one squad or platoon as determined by official student enrollment. Each squad will consist of at least five or more cadets where applicable. Each platoon will consist of two or more squads. Each company will consist of at least two platoons.

4.3 Cadet Battalion Staff.

4.3.1 Cadet Battalion Commander (BN CDR). (LET III or IV)

- Commands two or more companies and the battalion staff through proper use of cadet chain of command within the policy and guidelines set by the SAI.
- Responsible for training, administration, discipline, morale, esprit de corps and performance of the cadet battalion.
- Sets the example for the battalion in appearance, attitude, conduct, bearing, tact, discipline and performance.
- Is responsible to coordinate with the SAI/AI on all matters pertaining to policy and procedure for the battalion.
- Exercises supervision of the cadet staff and delegates authority to the staff commensurate with the capabilities of the individual staff officers and the requirements of the staff job.
- Makes recommendations for the promotion or reduction of cadets.

4.3.2 Cadet Battalion Sergeant Major (CSM). (LET III or IV)

- The CSM is the senior cadet non-commissioned officer and is the BN CDR's advisor concerning enlisted and NCO cadets.
- Makes recommendations concerning promotion reductions, awards and other problem areas as they are encountered.
- Responsible to the battalion commander for consolidating attendance rosters at drill sessions and classes and turns them in to the SAI/AI, BN CDR and cadet S3.
- Responsible for the police (cleanliness) of the JROTC classrooms and drill areas.
- Assists the cadet S3 in the posting of all cadet records, aids in the maintenance of the unit bulletin boards. The CSM assists the S1 in the supervision of the cadet awards program.
- Responsible for the battalion Physical Training program.
- Assigns extra duties and details as needed on a fair and equitable basis to enlisted cadets.
- Performs other duties as assigned by the cadet BN CDR.

4.3.3 Cadet Battalion Executive Officer (XO). (LET III or IV)

- Responsible for the command of the battalion in the absence of the cadet BN CDR. As such, he/she is to be familiar with the duties of the cadet BN CDR.
- Coordinates and supervises the cadet staff and ensures that the orders and policies of the cadet battalion commander are carried out. The XO decisions from the cadet battalion commander and allots detailed work to the appropriate staff officer, makes any necessary additional decisions within established policies, and checks to insure that assigned staff actions are carried out properly and in a timely manner.
- Keeps the cadet BN CDR informed of problem areas within the staff and battalion in general and of action taken or recommendation with respect to such problems. In coordination with the battalion cadet sergeant major, the XO investigates all cadet complaints concerning the achievement point system, and makes recommendations to the cadet BN CDR and SAI/AI concerning any irregularities noted.
- The XO performs other duties as the BN CDR directs.

4.3.4 Cadet Adjutant (S1). (LET II or Higher)

- The S1 is the battalion commander's assistant in matters of personnel administration. The adjutant publishes orders, directives or announcements as directed by the cadet XO.
- The S1 prepares and maintains current company, class, and or master rosters of the cadet battalion and supervises the maintenance of the cadet manning board. The S1 maintains the cadet JROTC files of correspondence and publications to include posting changes—exclusive of training and supply.
- The S1 supervises the promotion program and ensures that qualified personnel appear before the board and or serve as members of the board.
- The S1 assists the cadet S3 in the maintenance of the cadet bulletin boards and maintains the cadet battalion library.
- The adjutant also supervises and monitors the awards program in coordination with the cadet CSM.
- Performs other duties as the cadet XO directs.

4.3.5 Cadet Security Officer (S-2) (LET II or Higher)

- Performs inventory on a monthly basis.
- Assist the S-5 with retention and recruiting
- Performs other duties as the cadet XO directs.

4.3.6 Cadet Operations Officer (S-3).

- The S3 is the cadet BN CDR's assistant concerning matters of operations and training. The S3 is responsible for the preparation and publication of all training schedules and training reports.
- Responsible for storing, maintaining, and issuing training aids and reference materials. The S3 is responsible for the maintenance of student record cards under the supervision of the SAI.
- The S3 exercises staff supervision of the program Event Book.

- The S3 plans for and coordinates all of the battalions training activities to include field trips, parades, and other extracurricular activities.
- The S3 closely monitors the conduct of drill and conducts frequent training inspections of cadet classes.
- The S3 is responsible for the maintenance and posting of the unit bulletin boards in coordination with the cadet S1.
- The S3 performs other duties as assigned by the cadet BN CDR.

4.3.7 Cadet Logistics Officer (S4). (LET III or IV)

- The Cadet S4 is the cadet BN CDR's assistant concerning matters of supply and logistics. The S4 is responsible for the storage, maintenance, issue, and turn-in of all supplies and reference material as directed by the SAI/AI.
- The S4 is responsible for the maintenance of accurate supply records to include cadet hand receipts, up to date inventories, and other such supply actions as directed by the SAI/AI.
- The S4 should be familiar with supply procedures, turn-in, and inventory of equipment.
- The S4 assigns weapons to cadets, supervises the maintenance of weapons and equipment and maintains records of maintenance performed within guidelines set the SAI/AI.
- The S4 is responsible for the cleanliness, organization, and upkeep of the supply and arms room areas.

4.3.8 Cadet Public Affairs Officer (S-5). (LET II or Higher)

- The S-5 is the cadet BN CDR's assistant concerning matters of recruiting and publicity.
- The S-5 is responsible for arranging for a photographer to cover unit activities. The PAO maintains the **cadet battalion history** and the pictorial scrapbook of significant events.
- The S-5 prepares and submits items to the school and local newspapers and other media outlets as deemed appropriate.
- The S5 advises the cadet BN CDR on ways and means to improve the acceptance of JROTC on campus.
- The S-5 is responsible to coordinate JROTC activities with the staff of the school newspaper, yearbook and student government.
- Performs other duties as assigned by the cadet XO.

4.3.9 Cadet Company Commander (Co CDR). (LET II or Higher)

- The Co Cdr is responsible for the effective training, discipline, morale, esprit de corps, appearance and performance of two to four platoons in the company through proper use of the cadet chain of command, and within the policy and guidelines of the battalion commander.
- The Co Cdr is familiar with all the members of the unit and makes continuous evaluation of subordinates with regard to performance, effectiveness and appearance so that they may make valid recommendations for promotions, reductions, and awards.
- The Co Cdr sets the example for the company in appearance, attitude, conduct, bearing, discipline and performance.

4.3.10 Cadet Platoon Leader (PIT Ldr). (LET II or Higher)

- The PIT Ldr commands two to four squads within the policy and guidelines of the Cadet Co Cdr and is responsible for the effective training, discipline, morale, esprit de corps, appearance and performance of the platoon.
- The PIT Ldr is familiar with all members of the unit and makes continuous evaluation of subordinates with regard to performance, effectiveness, and appearance so that they may make valid recommendations for promotions, reductions, awards and changes of assignment of cadets.

4.3.11 Cadet First Sergeant (1SG). (LET II or Higher)

- The 1SG takes charge of the company in the absence of the Co CDR.
- The 1SG assists the cadet Co Cdr in the maintenance of discipline, esprit de corps, morale and appearance of enlisted cadets assigned to the company.
- The 1SG advises the cadet Co Cdr of any problem areas concerning enlisted cadets in the company and makes any recommendations with regard to specific problems.
- The 1SG supervises the actions and conduct of the platoon sergeant and other key non-commissioned officers in the company. The 1SG ensures the correctness of attendance at drill and turns in attendance rosters to the cadet Co Cdr and CSM.
- The 1SG maintains a correct roster of cadets in the company. The 1SG assists the cadet S3 and S4 in posting cadet records and hand receipts as appropriate. The 1SG sets the example for the NCO and enlisted cadets of the battalion in appearance, conduct, bearing, tact, discipline, and performance.
- The 1SG makes recommendations for promotions, reductions, and awards as appropriate. The 1SG closely monitors the achievement point system, and collects and receives all points, ensures the cadet Co Cdr is aware of them and passes them to the cadet CSM.

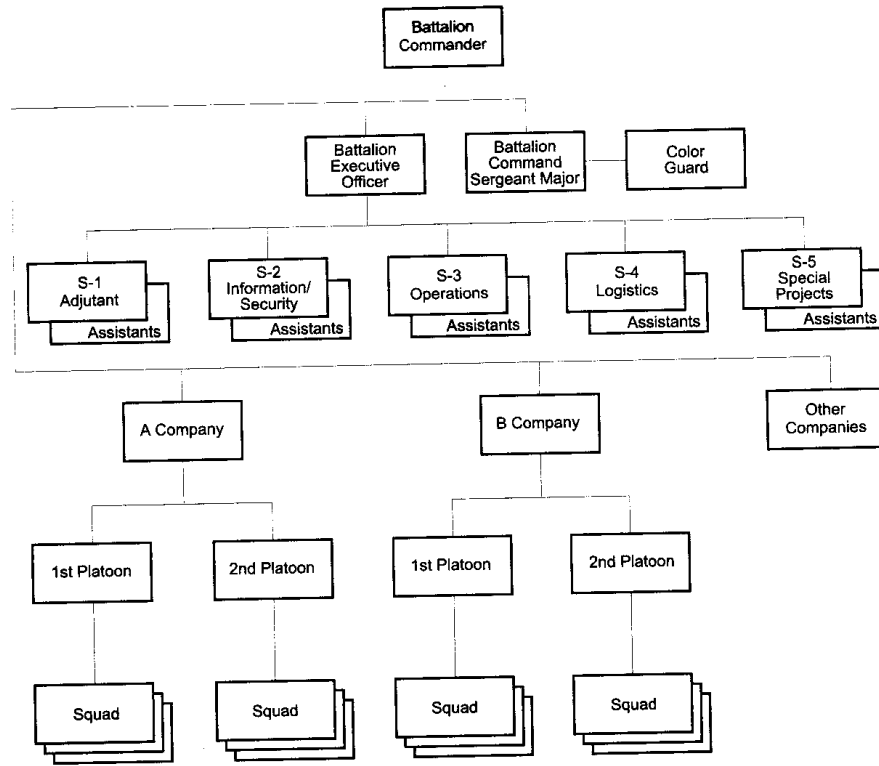
4.3.13 Cadet Platoon Sergeant (PSG). (LET II or Higher)

- The PSG takes charge of the platoon in the absence of the cadet Plt Ldr.
- The PSG advises the cadet Plt Ldr of any problem areas concerning personnel in the platoon and makes recommendations concerning specific problems. The PSG ensures the correctness of attendance at drill, and turns in attendance rosters to the cadet Plt Ldr and 1SG.
- The PSG maintains a current roster of cadets in the platoon.
- The PSG sets the example for the NCO and enlisted cadets of the platoon, and makes recommendations as appropriate for promotion, reductions and awards.
- The PSG performs other duties as directed by the cadet Plt Ldr.

4.3.14 Cadet Squad Leader (Sq Ldr). (LET II or Higher)

- The Sq Ldr commands a squad of five to nine personnel and is responsible for the training, appearance, discipline and welfare of the members of the squad.
- The Sq Ldr must be familiar with the duties of the PSG and cadet Plt Ldr and prepared to take over in the absence of either leader.
- The Sq Ldr is responsible for making an accurate report of attendance.

Battalion Organization



SECTION 5 COMMAND AND STAFF

5.1 Authority. Authority to exercise command within the Trojan Battalion is vested in cadet officers and noncommissioned officers. They will establish and uphold high standards of performance mission accomplishment.

- During the school year, the instructor staff *may rotate* command and staff assignments in order to permit as many cadets as possible to develop leadership skills.
- The responsibilities and authority of cadet officers and NCOs are restricted to official JROTC activities and do not carry over to other school, personal, or off-campus activities.
- Cadet officers and NCOs are responsible to the instructor staff for the appearance of their respective units. The cadet BN Cdr and Co Cdrs will hold regular meetings with their officers and NCOs to ensure the widest possible dissemination of information.
- Every opportunity will be taken to use the Google Chromebook to disseminate information. Starting in SY 2019-2020, all staff and leadership will use the Google Classroom to access program files. The Google Drive/JROTC Shared Files is the primary storage source.
- Current data for the program is stored on the Curriculum Manager by school year.

5.2 Cadet Officers. Cadet officers are cadets who have *clearly demonstrated their competence and leadership ability* as cadet noncommissioned officers. They must be qualified to assist the military instructors and to act as instructors in any military duty or class. Cadets junior in rank are required to receive and obey all lawful orders from cadet officers. Insubordination on the part of junior ranking cadets will result in disciplinary action.

- Cadet officers who fail to comply with JROTC regulations or who passively allow other cadets to violate rules and regulations *are reduced in rank and removed from their leadership position or dismissed from the cadet corps by the actions of the SAI.*

5.3 Cadet Noncommissioned Officers. Cadet NCOs are assistants to the military instructors and cadet officers placed over them. Cadets of junior rank must obey all lawful orders of cadet NCOs. Cadet NCOs who fail to discharge their responsibilities or fail to report misconduct or infractions of rules and regulations *may be reduced in rank by the actions of the SAI/AI.*

SECTION 6 ASSIGNMENTS, APPOINTMENTS, AND PROMOTIONS

6.1 Assignments. Assignments of cadets to positions within the cadet battalion *will be made on the basis of best qualified*, taking into consideration their leadership ability, military proficiency, appearance and bearing, academic grades, and participation in cadet activities. There must also be a position vacancy within the cadet structure. All assignments will be approved by the SAI prior to being announced. Assignments will be made as follows:

- The cadet Bn Cdr will be selected by the SAI based on input from the AI.
- The cadet Bn Cdr will **make recommendations** to all officer assignments with the approval of the SAI/AI.
- The cadet CSM will make recommendations to all NCO assignments with the approval of the SAI/AI. The cadet CSM will select Co 1SGs and BN Staff NCO and enlisted members with the approval of the cadet Bn Cdr and SAI/AI.
- The Co Cdrs will be responsible to assign officers within their units, with approval of the cadet Bn Cdr and SAI/AI. Company First Sergeants will select squad leaders and team leaders with approval of the CSM.
- Special Team Leaders will make assignments to positions within their organizations with the approval of the cadet BN Cdr and the SAI/AI.
- Assignments will be made on battalion orders and request for orders (RFO). *No assignment will become effective until an official order **signed by the SAI** is published.*

6.2 Appointments and Promotions.

The SAI is the final authority for the promotion of cadets to all noncommissioned officer ranks at PVHS. Recommendations for the promotion of Cadet Officer positions will be approved by the SAI. Appointment of officers and promotions of enlisted cadets *will be made on the basis of best qualified*, taking into consideration their leadership ability, military proficiency, appearance and bearing, academic grades in JROTC and overall school subjects, and participation in cadet activities. There must be a vacancy within the cadet structure into which a cadet may be assigned in the higher rank. The authority to promote within the battalion will be as follows:

- The cadet Bn Cdr will be appointed by the SAI.
- The Battalion Executive Officer, Staff Officers, Company Commanders, Special Unit Leaders, and the Battalion Command Sergeant Major, will be recommended for appointment and promotion by the Cadet Battalion Commander to the SAI. Such individuals will not be required to appear before a cadet promotion board, unless necessary to aid the Cadet Battalion Commander in a decision as to who is best qualified, should there be more than one qualified individual under consideration for the promotion or position.
- Promotion of cadets assigned to staff sections, or assigned to special units, to the rank of Staff Sergeant or above, will be made by the Cadet Battalion Commander, based on the results of promotion boards and the availability of position vacancies.
- Promotion of cadets assigned to companies, to the rank of Staff Sergeant or below, will be made by the Company Commander, with the concurrence of the Cadet Battalion Commander, based on the results of promotional boards and the availability of positions.

- The Cadet Battalion Commander based on the results of promotion boards and the availability of positions will make promotion recommendations to the SAI/AI for cadet ranks above the grade of Staff Sergeant.

6.3 Promotion Boards. See Annex A Promotion Criteria

- Promotion boards will be organized and conducted by the Cadet Battalion Commander and the Cadet Board of Review. The Board of Review will consist of three cadets in primary staff or leadership positions—Platoon Leader and above. At least one will be a female cadet if available.
- The following personnel are *ineligible* for promotion:
 - A cadet *who fails to wear the designated uniform on a mandatory uniform day* and fails to make up the missed day prior to the next uniform day.
 - Failure to attend a mandatory battalion activity during the current semester, without prior written approval or coordination with the SAI/AI.
 - A cadet *who has received in/out of school suspension or truancy for the most recent nine-week grading period.*
 - A cadet, whose *grade point average falls below 2.0 for the previous nine-week grading period.*
- Appointments, promotions, or reductions of cadets will be made on Pahrump Valley High School Cadet Battalion Orders. No appointment, promotion, or reduction will be effective until orders, signed by the SAI, have been published.
- The SAI must approve all recommendations for appointments, promotions, or reductions.

6.4 Final Authority. The SAI/AI retains the authority to overrule or modify the decisions of members of the Cadet Corps.

6.5 Reductions. To ensure that the best-qualified cadets are able to earn promotions or appointments to higher ranks, and have the opportunity to be assigned to positions of leadership, the following policies concerning administrative reductions will apply:

- Any cadet who fails to wear the designated uniform on a mandatory uniform day and does not make it up as prescribed, *more than twice in any designated nine weeks period will be administratively reduced one rank.*
- Any cadet who fails to attend a mandatory cadet Battalion formation, without prior written approval from the SAI/AI, will be reduced one rank.
- A cadet who is suspended for any reason may be administratively reduced one rank.
- Any cadet whose *grade point average is below 2.0* will be placed on probation for the following grading period. If his/her GPA at the end of the probation period is still lower than 2.0, the cadet will be reduced by one rank.

SECTION-7
ACADEMIC CREDIT AND GRADING

7.1 JROTC is an elective course. Each level consists of two semesters of training in JROTC courses. For example, successful completion of two semesters as a LET 1 qualifies the student for advancement to the Let 2 level. Successful completion of two semesters as a LET 2 qualifies the student to advance to the LET 3 level. Credit towards graduation will normally be awarded as follows:

COURSE CREDIT

Leadership, Education, and Training 1 (LET 1) 1

Leadership, Education, and Training 2 (LET 2) 1

Leadership, Education, and Training 3 (LET 3) 1

Leadership, Education, and Training 4 (LET 4) 1

7.2 Daily grades are **BASED ON PARTICIPATION**.

7.3 Extra Credit. Cadets may arrange with the SAI for extra credit assignments. The extra credit raises a cadet's grade no higher than one letter grade.

SECTION 8 DISCIPLINE

8.1 Discipline. Discipline comes from a Latin word which means “Learning.” The dictionary defines it as “training which corrects, molds, strengthens or perfects.”

8.2 Military discipline is an outward manifestation of mental attitude and state of training, which renders obedience and proper conduct instinctive under all conditions. It is founded upon respect for and loyalty to properly constituted authority. *Discipline and punishment do not have the same definitions. Discipline is the practice or methods of ensuring that people obey rules by teaching them to do so while punishment is a penalty that is imposed on somebody for wrongdoing.*

8.3 Being disciplined means that Trojan cadets are learning to place the tasks of their unit—their team—above their personal desires. It means that they are learning to follow the orders of their leaders promptly and cheerfully, so that even in the leader’s absence they will observe established rules and conduct themselves properly. Our cadets learn the principles of delayed self-enrichment and dedication to truth, they learn to balance responsibility and delegate duties accordingly and to exercise higher centers of the brain (judgment) and regulate lower centers of the brain (emotion).

8.4 In training, leaders will insist upon perfection in what may seem to be minor details. Such things as wearing the uniform properly will be closely scrutinized. The performance is expected to be the highest caliber, both on and off the campus. Cadets are expected to conduct themselves at all times in a manner which will reflect credit upon themselves, their parents, their JROTC unit, their school and the United States Army.

8.5 When necessary, the following means will be employed to enforce conformance to defined and published standards of conduct:

- Counseling by cadet leadership (use DA Form 4856 Developmental Counseling Form)
- Counseling by SAI/AI
- Performing additional training on the stated deficiencies
- Assigning demerits.
- Reduction in cadet rank.
- Disenrollment.
- As per Cadet Command Regulation 145-2, No Physical Punishment will be given.

SECTION 9

ORDERS

9.1 Orders may be verbal or written. They will, in some cases, be sent to the classroom in the form of notices or announcements.

9.2 If every subordinate were to question the justice, propriety, or wisdom of orders received from any authorized source, there would be no discipline and the JROTC unit and school would soon degenerate. Remember, a cadet must first obey all lawful orders. If cadets disagree with the order, register a complaint to his/her superior later after executing the order without any public display of contention.

9.3 One of the purposes of JROTC training is to develop leadership ability and the capacity to command. To command, one must first learn to obey. This is something to remember, if you expect promotion. The well-trained cadet is receptive to the wishes of his/her superiors, regardless of how informally they may be expressed. The ideal cadet is a person who finds no task too small to be faithfully performed, is honest, dependable and courteous.

SECTION 10

CONDUCT AND MILITARY COURTESY

10.1 While in uniform, all members of the Corps of Cadets are expected to conduct themselves in a manner which will reflect outstanding credit upon themselves, their parents, their school, the cadet corps, and the United States Army. The Honor Code of the US Military Academy at West Point is an excellent guideline for all cadets to follow. "I will not lie, cheat, or steal, nor tolerate those who do."

10.2. Cadets will demonstrate courtesy and respect towards educators and administrators working at PVHS. Each cadet will be graded on their conduct, citizenship, and overall behavior in the classrooms, common areas, and extra-curricular activities associated with PVHS. As such, Cadets should demonstrate knowledge of JROTC, PVHS and school behavior-related policies and procedures.

10.3. Courtesy is nothing more than the display of good manners and politeness in the dealing with other people. The only distinction between military courtesy and civilian courtesy is the formal customs and traditions of the service.

10.4. The hand salute is one of the most significant forms of military courtesy and is simply the military way of saying "hello." It is also the custom to say, "Good Morning/Afternoon/Evening, Sir, or Ma'am," when exchanging salutes. This is only done outdoors when approaching an officer within 6 to 30 paces. Cadets in uniform will salute cadet officers and members of the Armed Forces of the United States, and friendly nations, entitled to a salute, during those times and in places where a salute is appropriate. A hand salute will only be rendered indoors when reporting to an officer as ordered or directed.

10.5. At the entrance of the SAI or a visiting officer into a classroom, or area where a JROTC class is assembled for instruction, the first cadet to see the arrival will call "ATTENTION," and all cadets will assume the position of attention until directed otherwise. If a more senior visiting officer enters a classroom after the class has already started, the instructor will call the class to attention. Upon entrance of an AI into a classroom, or area where a JROTC class is assembled for instruction, the first cadet to see the arrival will call "AT EASE." All cadets will assume the position of Parade Rest until directed otherwise.

10.6. At no time will a cadet touch, lean on or take material from an instructor's desk or office without permission from that instructor.

10.7. Individual cadet violations are not in keeping with good order and discipline which is a requirement to achieve high levels of academic and athletic success. Reference UCMJ Article 137.

SECTION 11 PERSONAL APPEARANCE, UNIFORMS, AND EQUIPMENT

Personal cleanliness and good grooming are a must for JROTC cadets at all times. For more in-depth details on appearance please refer to CCR 670-1.

11.1 Clothing.

All clothing must conform to the PVHS and JROTC dress codes.

- Female cadets may have no more than one earring on each ear while in uniform.
- Male cadets are not permitted to wear earrings in the JROTC areas or in uniform.
- No body piercing should be visible while in uniform (other than ears for females).
- No civilian headgear of any type is permitted.
- No electronic devices are permitted (headphones, Cell Phones, etc.)
- Undergarments should be worn, but not visible.
- Pants must be fitted at the natural waist.

11.2 Hair Styles

- The choice of hairstyle is an individual decision. There are a wide variety of hairstyles that, if maintained in a neat manner, are acceptable. Haircuts for male cadets, without reference to style, must conform to the following standards, in order to receive a passing grade on uniform inspections:
 - The hair on top of the head will be neatly trimmed and not of an excessive length. The hair will not be allowed to fall over the eyebrows.
 - The sides and back will be trimmed and tapered, but need not be shaven or excessively clipped; however, it will not touch the collar or ears.
 - If male cadets desire to wear sideburns, they will be neatly trimmed and evenly tapered, with a clean shaven line and no flare at the base, and they will not extend below the bottom part of the ear.
- Beards are not authorized. Mustaches will not exceed the standards authorized by the Army regulations (beyond the corner of the mouth and below the corner of the lips).
- Hairstyles for female cadets, without reference to style, must conform to the following standards in order to receive a passing grade on uniform inspections.
- Hair should be worn in such a manner that it is off the collar in the back and not allowed to fall over the eyebrows in the front. When gathering long hair in the back, hair twists should be restricted to black or dark brown.

11.3 Uniforms. The JROTC uniform is more than a suit of clothing. It's a symbol of honor, tradition, and achievement. Smart appearance and proper conduct while in uniform is an indication of self-respect, pride, alertness and loyalty.

- The uniform and required equipment is furnished on a loan basis to each cadet. Cadets are responsible for the condition of these items and for the proper return of all items issued at the end of the school year. There are no charges for the use of the uniforms and equipment, provided all items are turned in at the end of the school year or when a cadet is disenrolled from the JROTC Program.
- Cost of cleaning, laundry, and normal maintenance of uniforms will be the responsibility of the cadet

while the uniform is in their possession.

- Army uniforms require frequent brushing and should be pressed before scheduled wear. The Army uniform (Jacket/Trousers) should be dry cleaned and not washed, as this will ruin the uniform.
- On the designated uniform day, cadets are expected to wear the uniform during the entire school day—not solely during the JROTC class period.

SECTION 12 INSPECTIONS

12.1 Inspections will be conducted throughout the school year to ensure that high standards of personal appearance are maintained and to ascertain the condition of uniforms and equipment. The 3 standards for any inspection item are **Clean, Complete and Serviceable**.

12.2 Routine inspections will be conducted as shown on the weekly training schedules. These will normally be inspections in ranks, with or without weapons. Such inspections constitute a portion of the class hours prescribed by the Army training program for leadership development and drill.

12.3 Representatives of the school district or Cadet Command may make periodic inspections and/or staff visits.

12.4 The Brigade representative will conduct annual informal assistance visits during the off years of JROTC Program Accreditation (JPA) years. This JPA determines if the program is in compliance with published standards in the appropriate manuals. Therefore, it is imperative that cadets maintain the highest standards of conduct, appearance, and JROTC subject matter knowledge. If the organization strives for excellence daily, there is no requirement to panic and prepare for an outside inspection. To prepare for this inspection, the SAI/AI and cadet Bn Cdr will conduct similar inspections during the school year.

12.5 **Representatives from 8th Brigade will conduct a JPA every three years.** The goal for this evaluation is to score sufficient points to earn the title, "Honor Unit with Distinction." Special effort will be made to ensure that the highest possible standards of conduct, appearance, and deportment are established for this evaluation. In preparation for this evaluation, the SAI/ AI, and the cadet Bn Cdr will conduct similar inspections during the school year. For detailed information on inspections consult Cadet Command Regulation 145-8-3.

12.6 Pahrump is a town full of Veterans. We have teachers who are Veterans and we have frequent visits from the military recruiters. You are ALWAYS being inspected. Be mindful!

SECTION 13 INTEGRATED-CURRICULAR ACTIVITIES

13.1 Organizations. The following organizations and activities are authorized within the Army JROTC program. These are categorized as integrated-curricular activities and participation is voluntary on the part of the individual cadet. The SAI serves as the faculty supervisor of these activities, but may designate an instructor or other qualified adult to oversee such activities. One of the strengths of the JROTC program is that it *allows many students to become involved in integrated-curricular activities*. This participation builds teamwork, and self-esteem thus supplying the objectives of the program. As other Army JROTC clubs and activities are formed and authorized, this section will be amended to include them.

- Drill Teams (Unarmed)
- Color Guards
- Marksmanship Team
- Raider Team

13.2 Battalion Staff Team Participation. Cadets in staff and leadership positions should not routinely participate as members of special teams as their primary function is the administration of the battalion in their respective areas of expertise. However, the SAI can waive this policy based on number of assigned personnel in the program.

13.3 Drill Team. The drill commander will coordinate activities and functions of the drill team with the cadet Bn Cdr and team coach (SAI/AI).

13.4 Color Guard. The cadet battalion will organize and train teams of Color Guards. The Bn CSM is responsible to train the Color Guard and to coordinate activities and functions in which the Color Guard may participate. Each Color Guard will hold sufficient practice sessions to ensure they are proficient.

13.5 Rifle Team. A Marksmanship team may be organized utilizing pellet air rifles. There are two categories of Marksmanship Teams—Sporter (Beginning Level) and Precision (Expert). Competitions may be entered locally or through postal matches. All members must score 100% on the Marksmanship Test.

SECTION 14
AWARDS, DECORATIONS, BADGES, & SPECIAL RECOGNITION

14.1 JROTC Cadets may earn various decorations, awards, badges and special decorations during the year. Only those awards specifically authorized by regulation or awards earned in other JROTC units, for which orders or other supporting documents are on file, may be worn on the Army JROTC cadet uniform.

14.2 Each Cadet is responsible to describe ribbons, decorations, and awards, and special insignia attached to the individual uniform. In addition, the cadet must be prepared to explain how the award or decoration was obtained. Failure to do so could result in revocation of the award(s).

14.3 Each cadet having personal knowledge of an act, achievement, or service, believed to warrant the award of a decoration, should submit a recommendation for consideration through the cadet chain of command to the SAI/AI.

14.4 No award will be worn by a cadet until official orders have been published.

SECTION 15 SUPPLY PROCEDURES

15 The SAI is the designated representative for logistics discipline in the school.

15.1 SAI responsibilities:

15.1.1 Initiating Notices of Delegation of Authority—Receipt for Supplies, DA Form 1687.

15.1.2 Conduct a complete physical inventory of all US Government and NCSD owned property. This includes periodic inventories within allowable time limits.

15.1.3 Initiating Financial Liability Investigation of Property Loss: including burglary, damage, or mysterious disappearance reports.

15.1.4 Prepare work order requests for appropriate property.

15.1.5 Appoint a key and lock custodian (s).

15.1.6 Instill supply discipline in all JROTC personnel.

15.1.7 Insure the proper safeguard and care for all US Government and NCSD property and equipment.

15.1.8 Insure that all property accountability records are kept up to date and responsible personnel have the information required for mission accomplishment.

15.1.9 Follow prescribed procedures to control expendables.

15.1.10 Turn in excess property as soon as it is determined that the property is no longer required.

15.2 Cadet S4 Responsibilities:

15.2.1 Maintain accountability of all equipment, clothing, and property stored in the supply room and arms room.

15.2.2 Restrict entry into the supply room and arms room as instructed by the SAI/AI.

15.2.3 Restrict issue team equipment and supplies to team commanders or other cadet designated by the SAI/AI.

15.2.4 Do not mix school property, JROTC property, and military property.

15.2.5 Do not store flammable material inside the arms room or supply room.

15.2.6 Issue student ribbons, rank, and accessories as coordinated with the cadet S1 and as verified in JUMS. Ensure event credit is updated for all ribbons, lamps, and cords provided to cadets.

15.2.7 Keep cadet S4 Staff charts and bulletin boards up to date with current stockage levels.

15.2.8 Inform the SAI/AI of critical shortages, uniform items requiring cleaning, or unserviceable items of equipment.

15.3 Student responsibilities:

15.3.1 Inventory, accept and acknowledge receipt of issued uniform items using the JUMS prepared clothing record or temporary hand receipt.

15.3.2 Insure proper care of clothing and equipment.

15.3.3 Pay for cleaning and normal maintenance of uniform items and equipment.

15.3.4 Turn-in all items issued on transfer to another school, reassignment to another course, or

disenrollment from school.

15.3.5 Pay for all lost, damaged, or destroyed items issued by the SAI/AI.

SECTION 16

PHYSICAL SECURITY

16 This section establishes physical security procedures designed to preclude loss of Government equipment. It is the responsibility of all instructors and cadets to evaluate established procedures and report any condition observed which is prejudicial to good security .

16.1 Cadet S2 Responsibilities. The security of government equipment is the responsibility of all instructors and cadets, but is the primary duty of the Cadet S2. The SAI is directly responsible for established security procedures and the dissemination of guidelines outlining individual responsibilities. All breaches of security must be reported to the SAI, 5th Brigade, and the school principal immediately. Any facts surrounding violation of physical security measures, particularly when equipment is missing, must be immediately ascertained. The SAI will be appointed as the PVHS JROTC Physical Security Officer. The Cadet S2 will be appointed as the Cadet BN Physical Security Officer.

16.2 Weapon and Sensitive Item Storage:

- M-1903 Replica rifles will be stored with a double lock system. The weapons will be secured in a locked storage container/weapon rack inside a locked storage room/area. Security of target air rifles will be the same as that of demilitarized weapons.
- Sensitive items of government property will be secured in a locked containment area. Access to sensitive items is limited to instructors and SAI/AI will be present anytime sensitive items are issued.
- The following items are considered reportable sensitive items:
 - Cameras
 - Lensatic Compasses
 - Observation Scopes
 - Audio Equipment
 - Projection Equipment
 - Video Equipment
 - Equipment designated by the SAI
- Demilitarized weapons and air rifles will be issued by serial number. Weapons will not be issued without permission of the SAI/AI. Weapons will always be in the possession of the person to whom they are issued.

16.3 Key and Lock Control

- The SAI is responsible for the proper use of all keys and locks used to secure government equipment.
- The number of keys and personnel authorized access to secured areas will be kept to a minimum. Only two keys are authorized for each lock securing the weapons storage racks, safes, compartments within a safe, security, chains, sensitive item cabinets, and storage supply cabinet and areas.
- Keys to weapon storage of the air rifles and ammunition will be kept separate from all other keys at all times. During and after duty hours, the keys may be stored in a locked container separate from the weapons storage area. Keys may also be kept on the person of the SAI/AI (never a cadet) after duty hours.

- Keys to JROTC classrooms are maintained by the SAI/AI and school custodial staff. Custodial staff will at no time possess keys to the supply room cage, weapon storage area, or storage cabinets.
- Key and lock inventories will be conducted quarterly and verified by the cadet S2.
- After school hours, keys will be located in a secure area or in the custody of the SAI/AI. At no time will the keys be left unattended or unsecured. During Winter, Spring, and Summer vacations, all keys will be maintained by the SAI/AI. The loss of a security lock or key will be reported immediately.

16.4 Weapon Issue Procedures

- Every cadet on the Rifle Team requiring the use of rifles will be required to sign out a rifle with the serial number. After a cadet has been issued a rifle, he/she is accountable for the rifle until it is returned.
- To return a weapon, the Cadet S2 or Cadet S4 must verify that the weapon being returned is the same rifle that was issued to that cadet. When this is confirmed, the weapon is then returned to storage.
- When all weapons have been returned, a visual count is taken to guarantee that all weapons are accounted for.
- If all weapons are not accounted for, a full inventory will be conducted by serial number.
- The 5th Brigade must be notified of any missing rifles. A report must also be completed.

16-5. Inventories

- The SAI/AI will visually inspect and account for all weapons at the end of each day if weapons have been issued.
- A serial number inventory will be completed monthly and recorded on the required form. The inventory will be conducted by the Cadet S2 and verified by the SAI. Records of inventory will remain on file for two years then destroyed.

16.6 Sensitive items are identified by this SOP and will be inventoried quarterly.

16.7 Security and Safeguards

- All pilferable items must be returned to their storage area when not in use. Pilferable items will not be left unattended when not in their designated areas.
- Access to the Supply Room is granted to the SAI, AI, and appointed personnel in writing.

SECTION 17 SAFETY

17 The purpose of the Safety Program is to ensure a continual accident free academic and extracurricular program through safety administration, SAI supervision and student education.

17.1 The AI is designated as the Unit Safety NCO, and the Cadet S2 is designated as the cadet Unit Safety Officer.

17.2 General:

- Safety will be integrated into all training activities. Any special or unusual safety requirements will be noted on lesson plans.
- Every cadet is responsible for maintaining situational awareness and alerting others to any hazards or unsafe actions.
- Risk Assessments will be maintained and reviewed for all training events.
- Any existing safety deficiencies, hazardous conditions, or inadequate facility maintenance problems will be reported to the cadet S2 and brought to the attention of the appropriate school officials.
- The cadet S2 will coordinate safety requirements for any training conducted.
- Cadre will supervise all off campus events.

17.3 Classroom Safety:

- Cadre are the final authority for all classroom/training decisions.
- All classroom exits will be well marked and unlocked at all times.
- “Horseplay” will not be allowed at any time.

17.4 Accident Reporting:

- Initial reports will be made by the most expeditious method to the school administrative office and 8th Brigade.
- The SAI, AI, and cadet S2 will cooperate fully in the completion of school required accident reports.
- Accidents of a serious nature that may impact on the image of JROTC will be reported to the 8th Brigade.

SECTION 18
SERIOUS INCIDENT REPORTS

Review current 8th Bde Policy Memorandum # 16 dtd 20 Jul 16

The following events or circumstances require serious incident reports. A serious incident is defined as an actual incident, accident, act of misconduct or condition (either criminal or non-criminal) that warrants the timely notification because of its nature, gravity, publicity or potential consequences. Examples include:

- a. Death (or life threatening injury) of any Cadet or Instructor to include suicide attempts, ideations or suspected suicidal actions.
- b. Overnight hospitalization of a Cadet or Instructor engaged in training or competition.
- c. Sexual assault or domestic assault involving a Cadet or Instructor.
- d. Any Instructor misconduct.
- e. Any accident, event, or incident that might result in an adverse media reaction.
- f. Any loss of sensitive items to include computers and air rifles.

Annex A Promotion Criteria

The Trojan Battalion is organized as an Army Infantry Battalion.

In general, cadets can be identified by rank and LET Level along the following chart:

LET I PNI (1 st Semester)	Private (2 nd Semester)
LET II PFC (1 st Semester)	Corporal (2 nd Semester)
LET III SGT (1 st Semester)	Staff Sergeant (2 nd Semester)
LET IV SFC (1 st Semester)	MSG (2 nd Semester)

As a Leadership class, we seek the *best qualified cadets* for leadership roles. Some cadets will earn promotions earlier and some cadets will be placed in Leadership roles on Special Teams.

Battalion Staff positions are critical and only *proven, motivated* cadets will occupy them.

Promotion Worksheet

PVHS JROTC

PRIVATE Test

- GO NO/GO Time in Grade (1 Sem)
- GO NO/GO Cadet Rank Insignia: PVT PFC CPL SGT SSG SFC MSG 1SG SGM CSM 2LT 1LT CPT MAJ LTC
- GO NO/GO 100% Uniform Wear
- GO NO/GO No Grade < C
- GO NO/GO JROTC Cadet Creed: Recite the Creed
- GO NO/GO Stationary Drill: Attention, Parade Rest, Stand at Ease, At Ease, Rest, Present Arms, Order Arms,
Left Face, Right Face, About Face
- GO NO/GO Chain of Command: Name and rank of: Squad Leader, Company 1SG, Company Commander,
Battalion CSM, Battalion Commander, AI, SAI

Date Passed: _____ Evaluator _____ Company: _____

NAME: **PRIVATE FIRST CLASS** Test

- GO NO/GO Time in Grade (1 Sem)
- GO NO/GO Cadet Rank Insignia: PVT PFC CPL SGT SSG SFC MSG 1SG SGM CSM 2LT 1LT CPT MAJ LTC
- GO NO/GO 100% Uniform Wear
- GO NO/GO No Grade < C
- GO NO/GO Military Time: Six Problems
- GO NO/GO JROTC Cadet Creed: Recite the Creed
- GO NO/GO Stationary Drill: Attention, Parade Rest, Stand at Ease, At Ease, Rest, Present Arms, Order Arms,
Left Face, Right Face, About Face
- GO NO/GO Chain of Command: Name and rank of: Squad Leader, Company 1SG, Company Commander,
Battalion CSM, Battalion Commander, AI, SAI

Date Passed: _____ Evaluator _____ Company: _____

CORPORAL

Test

- GO NO/GO Time in Grade (1 Sem)
- GO NO/GO 100% Uniform Wear
- GO NO/GO No Grade < C
- GO NO/GO Chain Of Command Know names and ranks of: Cdr 8th Brigade, Cdr Cadet Command, Cdr TRADOC, Army Chief of Staff, Sec of Army, Sec of Defense, Cdr in Chief
- GO NO/GO Phonetic Alphabet Know Phonetic Alphabet
- GO NO/GO US Army Rank Insignia PVT PVT-2 PFC SP4 CPL SGT SSG SFC MSG 1SG SGM SMA WO1 CW2
CW3 CW4 MW5 2LT 1LT CPT MAJ LTC COL BG MG LTC GEN
- GO NO/GO Individual Drill Left Step, Right Step, Backward March, Forward March, Half Step, Column Left
Column Right, Column Half Left, Column Half right, Left Flank, Right Flank,
Rear, Mark Time, Change Step

Date Passed: _____ Evaluator: _____ Company: _____

SERGEANT

Test

- GO NO/GO Time in Grade (1 Sem)
- GO NO/GO 100% Uniform Wear
- GO NO/GO No Grade < C
- GO NO/GO 14 Leadership Traits Judgment, Justice, Decisiveness, Initiative, Dependability, Tact, Integrity,
Enthusiasm, Bearing, Unselfishness, Courage, Knowledge, Loyalty, Endurance
- GO NO/GO Leadership Styles Participating, Delegating, Directing
- GO NO/GO PT Formation Lead PT Formation
- GO NO/GO Lead Squad Drill The Corporal chooses and gives 10 stationary Drill Commands and 10
Commands. Evaluation will be based on correctness of commands, command voice, and
ability to correct mistakes.

Date passed: _____ Evaluator _____ Company: _____



DEPARTMENT OF THE ARMY
PAHRUMP VALLEY HIGH SCHOOL JROTC
501 E. CALVADA BLVD
PAHRUMP, NV 89048
775-727-7735 EXT. 2134
FAX 775-751-4043



SUBJECT: Year-End Promotion Board

20 Jan 20

1. **GENERAL:** Promotions are held in JROTC to give cadets an opportunity to excel through the JROTC ranks. Two promotion boards have been held this year for LET 1's of Pahrum Valley High School JROTC. The third will take place on __ May 20__. The promotion board will determine how educated the LET 1's have become and whether or not they are to be promoted to their next rank. The promotion board will use questions to test the cadets' knowledge and leadership skills. Cadets will be graded and will be told if they got promoted or not.

2. **PROMOTION BOARDS:** Participation on a promotion board is an important duty for senior JROTC cadets. Selection to participate reflects confidence in the cadet's military knowledge, leadership, and maturity.

a. **Composition:** The promotion board will consist of a minimum of three members. One of the members will be from the battalion headquarters: The Battalion Commander will appoint the headquarters representative who will be the Board President. Two members will be from the cadet's own company: the Company Commander and company First Sergeant. The First Sergeant will be the recorder.

b. **Procedure:** The S-1 will produce a list of cadets eligible for promotion. The time and place of the Promotion Board will be announced in advance. Cadets will report to the President of the Board for evaluation on the specified date and time.

c. The Promotion Board will evaluate the cadet on the basis of his/her knowledge. The Board will develop an objective test of the cadet's JROTC knowledge that includes verbal questions and demonstrations of proficiency. The Promotion Board will devise a mathematical formula that measures objectively the cadet's knowledge and suitability for promotion. Each member of the promotion board will evaluate the cadet and assign a score according to the Board's formula.

d. The Promotion Board Recorder will assemble the results and present them to the SAI for approval. The cadet's promotion will be effective immediately following his/her promotion board.

3. **PROCEDURE:** After company formation, all cadets will gather in Rm 134 for recreation and study time. At time that the cadets will be promoted, they will be called into the room by the First Sergeant. After the Promotion Board votes the eligibility of the cadet's promotion, the cadet will receive his decision and will return to RM 134. The results of the Promotion Board will be recorded by the First Sergeant, and later will be submitted to the Battalion S-1. The S-1 will record the cadets' results into JUMS the next day.

Cadet S-1

Battalion Commander



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Signature Sheet My name and signature below verify I have read and understood this document for SY 2019-2020.

Name _____

Signature _____

Date _____