



Standard Operating Procedure As of 1 January 2015



**Soddy-Daisy High School
618 Sequoyah Access Rd.
Soddy-Daisy, TN 37379
Phone: (423) 332-8828
Fax: (423) 332-8831**

Summary of Changes

1. Addition of References Section
2. Standardization of LET levels to 1-4 system?
3. Simplification of promotion board procedures and tally sheets
4. Addition of Battalion dating policy
5. Pilot of two Platoon Company with Team Leader positions
6. Addition of S-6 to staff positions
7. Change of rank and availability for Staff Assistant positions
8. Change of portfolio requirements IAW Cadet Command 145-8-3

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SECTION I – GENERAL PROVISIONS

- 1-1. **Authority:** The Reserve Officers Training Corps, usually referred to by its short title, ROTC, is organized under authority of Section 40 to 47c, National Defense Act of 1916, as amended, and under the provisions of the JROTC Vitalization Act of 1964. In 1973, Congress changed the law to provide for females to enroll in JROTC. The regulation is AR 145-2 and CC 145-2. A list of references follows
- a. Army Regulation 145-2
 - b. Cadet Command Regulation 145-2 (JROTC Organization Administration, Operations and Training Support) February 2012
 - c. Cadet Command 145-3 (JROTC Program Accreditation Program) 30 May 2014
- 1-2. **Mission:** The mission of the Junior ROTC (JROTC) Program is to “**Motivate Young People to be better Citizens.**”

Objectives: The Army Junior ROTC Program intends to teach each cadet to:

- a. JROTC is a service to our nation, in that it provides Cadets the motivation and skills to improve physical fitness; remain drug free; think critically and creatively; communicate effectively; work as a team member; graduate from high school; pursue meaningful careers especially in the areas of science, technology, engineering, and mathematics (STEM); and become successful citizens.
- b. JROTC works to instill in students in secondary educational institutions, the values of citizenship, service to the community and the United States, personal responsibility, and a sense of accomplishment. It incorporates 21st Century learning, supportive of school-wide expectations for learning results promotes healthy lifestyles, develops leadership, strengthens positive self-motivation and enhances global awareness to include providing a historical perspective of military service.
- c. With successful completion of 3 or 4 years of Army JROTC, Cadets may qualify for advanced placement in SROTC, active DOD services, or Reserve Components of the Armed Forces.

Additional Objectives for Soddy Daisy High School is to ensure each cadet is able to demonstrate the following Core abilities:

- a. Build capacity for life-long learning.
- b. Be able to communicate using verbal, non-verbal, visual and written techniques.
- c. Take responsibility for their actions.

- d. Do their share as good citizens.
- e. Treat self and others with respect.
- f. Apply critical thinking techniques.
- g. Develop and exercise emotional intelligence and self-control.

SECTION II – JROTC DEPARTMENT ORGANIZATION

- 2-1. The JROTC Department is organized by the Hamilton County School System under the Principal of each school for supervision. The Director of Army Instruction (DAI) of Hamilton County Schools is responsible for coordinating and supervising all Army JROTC activities in the Hamilton County School System.
- 2-2. JROTC Program within Soddy Daisy High School: Senior Army Instructors (SAI) are designated to instruct the cadets and directly supervise the JROTC program at his assigned school. Army Instructors (AIs) are assigned to individual school JROTC Departments as required to support the program.

SECTION III – CADET ENROLLMENT

- 3-1. Conditions for Enrollment and Training:
 - a. Educational: Be enrolled as a student at Soddy Daisy High School.
 - b. Age: Be at least 14 years of age.
 - c. Character: Be of good moral character.
 - d. Medical: Be medically and physically fit to undergo Junior ROTC training under standards prescribed by Department of the Army. Waivers may be granted in special cases.
 - e. Ethical Values: Demonstrate the values and principles IAW CC 145-2, Cadet Creed and **be accepted by the Senior Army Instructor.**
- 3-2. Enrollment: JROTC is a progressive program. A student enrolling in JROTC must consecutively finish each level of instruction beginning with LET 1.
 - a. Qualified tenth, eleventh, or twelfth grade students who have not previously enrolled in JROTC are allowed to enroll in ROTC-1. Additionally, it is possible for students to “skip” ROTC for a year and then, upon approval of the SAI, return to the appropriate ROTC LET Level class.

- b. Enrollment at the beginning of the first semester is with the understanding that the first two semesters will be completed.
- c. All LET Level cadets are required to memorize and recite the Cadet Creed, Battalion Motto and JROTC Mission Statement.

SECTION IV – TRAINING CERTIFICATE

- 4-1. A copy of DA Form 134 (Military Training Certificate, Junior Reserve Officers' Training Corps) will be completed for each cadet upon satisfactory completion of 2 years of JROTC instruction, provided such completion was under honorable conditions and the cadet has completed the LET 1,2,3, and 4 courses of instruction in proper sequence. The Senior Army Instructor will sign the certificate.
- 4-2. The training certificate will be of value to the cadet in enlistment in the Reserves, National Guard or the Active Military. If otherwise qualified, cadets completing the LET 3 and above courses are eligible to enlist in the military services at a higher rank/paygrade (up to Private First Class (PFC/E-3) depending on branch of service, **if recommended by the SAI.**

SECTION V – DISCIPLINE

- 5-1. Discipline:
 - a. Discipline comes from a Latin word that means learning, and the dictionary defines it as “training which corrects, molds, strengthens, or perfects.”
 - b. “Military discipline is an outward manifestation of mental attitude and state of training which renders obedience and proper conduct instinctive under all conditions.” It is founded upon respect for, and loyalty to, properly constituted authority. Military discipline must not be confused with punishment.
 - c. Being disciplined means learning to place the task of your unit - your team - above your personal desires. It means learning to obey, promptly and cheerfully, the orders of leaders so that, even in their absence, established rules and conduct will be observed.
 - d. In training, leaders will insist on perfection in what may seem to be minor details (cleanliness, shoeshine, marching, wearing of the uniform). Performance will be expected to be of the highest standards both on and off school grounds. Cadets will be expected to conduct themselves at all times in a manner which will reflect credit upon themselves, their parents, their JROTC unit, and their school.
 - e. To avoid discipline and unfairness dating between Trojan Battalion cadets is prohibited as follows.

- (1) Dating within any chain of command is prohibited. For instance if a relationship develops between a Platoon Leader and a Squad Leader in the same platoon, then one or both must be moved to avoid a conflict of interest. It may be necessary for individuals to change companies or blocks to follow this policy.
 - (2) Dating within the Battalion staff is prohibited.
 - (3) Dating within specialty teams is prohibited.
- f. When necessary, the following means will be employed to enforce discipline:
- (1) Personal counseling.
 - (2) Demerits.
 - (3) Reduction in rank or de-commissioned as approved by the SAI.
 - (4) Referral to principal.
 - (5) Removal from the JROTC Program by the SAI.

5-2. Demerits:

- a. Demerits are given by the Cadet Chain of Command (**Commanders Only**) and approved by the SAI / AI for any of the following reasons:
 - (1) Failure to wear the uniform on the required days. (5-demerits)
 - (2) Improper wearing of the uniform. (4-demerits)
 - (3) Inappropriate wearing of hair in uniform. (3-demerits)
 - (4) Failure to shave while wearing the uniform. (3-demerits)
 - (5) Showing a lack of respect toward cadets and teachers. (3-demerits)
 - (6) Failure to follow legal orders of cadets leaders over you. (3-demerits)
 - (7) Failure to follow school rules. (3-demerit)
 - (8) Late for JROTC class. (1-demerit)
 - (9) Inattention or disruptive during class. (1-demerit)
 - (10) Other _____
- b. Enlisted personnel will be demoted one rank each time they accumulate 10 demerits within one semester. (All cadets start with zero demerits at the beginning of each new semester or after they have been demoted.)
- c. Cadet Officers that accumulate 10 demerits will be demoted one rank or decommissioned as determined by the SAI. (All cadets start with zero demerits at the beginning of each new semester or after they have been demoted.)

- d. Platoon Leaders and above may recommend demerits for cadets directly under their span of control by filling out the demerit form and submitting to the company commanders who will approve or disapprove their recommendation. The form will then be submitted to that cadet's SAI/AI for approval (See Enclosure #2 Demerit Form). The demerit form will be turned into the S-1 to be entered into JUMS. The S-1 will keep all demerit forms on file and in cadet records. Accumulation of demerits will be given consideration during promotion boards

5-3. Merits:

- a. Merits are given as a reward for outstanding efficiency, exceptional performance of duty or noteworthy achievement.
- b. Platoon leaders and above may recommend the awarding of merits by using the Merit/Demerit Report Form (See Enclosure #2).
- c. The SAI will review all reports submitted to ensure that they are fair, impartial, and do not exceed the amount appropriate for the act or achievement. Upon approval he will turn it into the S-1 to enter into JUMS. The S-1 will keep all merits on file. Merits will offset demerits 2 to 1 and the accumulation of merits will be given consideration during promotion boards.
- d. Merits can be awarded for the following items:
 - (1) Best Dressed Cadet during Company Inspection. (Supernumerator, 1 merit)
 - (2) Courteous and kind acts toward other teachers. (Student of the Day (3 merits))
 - (3) Outstanding performance during special team events. (Individual awards)
 - (4) Positive acts deemed worthy of merits by the cadet's Chain of Command.
 - (5) Helping other students in class or after school.
 - (6) Being a positive influence in class for other students.
 - (7) Volunteering for special projects in JROTC.
 - (8) Demonstrating teamwork, leadership, and citizenship.

5-4 Suspensions:

- a. Out of School Suspension will result in an automatic demotion of two ranks. In-school suspension will result in a loss of one rank, dismissal from any Specialty Team and removal from leadership positions. (For semester of suspension).
- b. During the Semester of the Out of School Suspension, cadets will not be allowed to participate in after school activities IE Military Ball, Rappelling, White Water Rafting, Spelunking and other activity designated by the SAI.

SECTION VI – ORGANIZATION OF JROTC UNIT

- 6-1. The JROTC unit at Soddy Daisy High School will be organized as follows:
- a. Battalion Headquarters and Staff.
 - b. Three to four companies each consisting of a minimum of two platoons.
 - c. Each platoon should have three to four squads.
 - d. Each squad should have a minimum of three cadets.
 - e. The Drill, Rifle, Color Guard, and Raider teams are organized as special units.

6-2 Cadet Battalion:

- a. The entire enrollment of cadets in the school will serve as a battalion.
- b. The battalion commander and staff will be selected by the command and staff board with concurrence of the principal.
- c. All officers in the Battalion will be appointed by the SAI. Upon appointment, officers normally shall be promoted to rank authorized as outlined in paragraph 6-3 (below).

6-3 Authorized Positions and Ranks:

- a. Officers are appointed by the SAI and approved by the principal. Non-Commissioned Officers (NCO) will be appointed by the Senior AI and approved by the SAI.
- b. Battalion Headquarters:

<u>Position</u>	<u>Rank</u>	<u>Number</u>
Battalion Commander	Lieutenant Colonel	1
Battalion Executive Officer	Major	1
Battalion Adjutant (S-1)	2LT/1LT	1
Battalion Security Officer (S-2)	2LT/1LT	1
Battalion Operations Officer (S-3)	Captain/MAJ	1
Battalion Supply Officer (S-4)	2LT/1LT	1
Battalion Public Affairs (S-5)	2LT/1LT	1
Battalion Communications	2LT/1LT	1
Cadet Command Sergeant Major	Command Sergeant Major	1
Assistant Staff Positions	SFC - SGM	5

c. Companies:

<u>Position</u>	<u>Rank</u>	<u>Number</u>
Company Commander	Captain	1
Executive Officer	First Lieutenant	1
Platoon Leader	1 st /2 nd Lieutenant	2
First Sergeant	First Sergeant	1
Platoon Sergeant	SFC/MSG	3
Supply Sergeant	SFC/MSG	1
Squad Leader	SGT/SSG	6
Team leader	PFC/CPL	12
Guidon Bearer	Corporal/Sergeant	1

- d. Remaining cadets will be Privates, Privates First Class, Corporals, or Sergeants.
- e. Personnel may be frocked in order to fill a company vacant position. Personnel being frocked must attend promotions boards at the authorized (not frocked) rank. If other cadets in the company are promoted past the rank of the frocked cadet, the higher ranking cadet will assume the leadership position and the frocked cadet will revert back to the original rank.

SECTION VII – ENLISTED PROMOTIONS AND OFFICER APPOINTMENTS

- 7-1. The following policies provide an equitable system of promotion, and to provide an orderly flow of experienced personnel.
- a. All LET-1 cadets remain privates during the first nine weeks. Each company conducts four company promotions boards per year. At the end of second semester, the best LET-1 cadets may be promoted to the rank of Sergeant as approved by the company promotion boards.
- b. LET-2 cadets start the year with the rank held at the close of the previous year. It is possible for a LET 2 cadet to attend a Senior NCO Company Promotion Board and be promoted up to the rank of SSG.

- c. LET-3 cadets start with the rank held at the close of the previous year. LET 3 cadets attend the board for their appropriate rank. LET 3 cadets can be appointed by the SAI to fill company or battalion grade officer vacancies.
- d. LET-4 cadets will start the year in their current rank and can be selected by the SAI to fill a company or battalion grade officers positions. LET 4 cadets will attend the board for their appropriate rank. LET 4 cadets can be appointed by the SAI to fill company or battalion grade officer vacancies as available.
- e. The Command and Staff Selection Board will select Battalion Staff and Cadet Command Sergeant Major.

7-2. Enlisted Promotion Boards:

- a. **Company promotion boards are for the rank of Private to Sergeant.** The following personnel will sit on the board:
 - (1) Company Commander as President of the Board.
 - (2) Platoon Leader will serve as a member of the Board.
 - (3) Company XO will serve as the recorder for the board and will not vote. He/she will provide all results to the AI and SAI for recommendation for promotion.
 - (4) Company First Sergeant will serve as a member of the Board.
 - (5) The following ranks may only be obtained by achieving the points that are listed:
 - E-2: 70 and above
 - E-3: 80 and above
 - E-4: 85 and above
 - E-5: 90 and above

NOTE: The Platoon Leaders will ensure that all request for promotions are filled out by the chain of command and turned in to the Company XO. (Promotion Board Check List see Enclosure #1) The Company XO will go to each instructor for a records check and JROTC class grades three days prior to the board date. The Company XO will coordinate with the S-1 to print out merit and demerit sheets to add to the promotion sheets. Once the Promotion Board is over, the Company Commander will turn in all promotion sheets to the SAI. The SAI will give the promotion sheets to the S-1 for the orders to be cut. **One Company promotion board will be held each nine weeks (Quarterly).**

- b. **Company Senior NCO Boards are for the rank of Staff Sergeant to Sergeant Major.** The following personnel will sit on the Board:
 - (1) Company Commander as President of the Board.
 - (2) Company XO will be a member of the Board.

(3) Company 1st Sergeant will serve as a member of the board with additional duties as the recording secretary. He will provide all results to the SAI and AI for recommendation for promotion.

(4) The following ranks may only be obtained by achieving the points that are listed:

E-6: 80 and above

E-7: 90 and above

E-8: 95 and above

E-9: 100

NOTE: The Platoon Leaders will ensure that all request for promotions are filled out by the chain of command and turned in to the Company XO. (Promotion Board Check List see Enclosure #1) The Company XO will go to each instructor for a records check and JROTC class grades three days prior to the board date. The Company XO will coordinate with the S-1 to print out merit and demerit sheets to add to the promotion sheets. Once the Promotion Board is over, the Company Commander will turn in all promotion sheets to the SAI. The SAI will give the promotion sheets to the S-1 to issue the orders. **(The Board will be held once per semester.)**

c. The Battalion Adjutant will publish promotion board dates under the supervision of the SAI. **One promotion board is required each semester.**

d. NOTE: When going before the board or sitting on a board, each cadet shall be in uniform.

7-3. Officer Selections and Appointments:

a. Selections for appointment will be on a basis of best qualified, taking into consideration leadership ability, JROTC proficiencies, appearance, and bearing, combined with character qualifications, academic grades, extracurricular activities, and relative class standing will be considered when applicable.

b. Criteria for selection of the Battalion Commander, Battalion XO, and all Company Commanders is the following: previous leadership experience and be in top academic standing in all curricular subjects.

c. A special board will select the Cadet Battalion Commander, Battalion XO, Special Team Commanders, and Company Commanders. This board consists of the SAI, AIs and Assistant Principal or their Representative. Once selected these cadets will be appointed by the SAI and approved by the Principal based on criteria outlined in 7-2a, b.

- d. A special board will select the Cadet Staff Officers (S-1 thru S-5). This board will consist of the SAI and AIs. Once selected the staff personnel will be appointed by the SAI and recognized at the annual awards ceremony.
- e. Cadet Company Level Officers are appointed by the SAI upon recommendation by the cadet Company Commander.

NOTE: All Officers appointed will be validated each semester by the SAI. Officer rank can be changed each semester due to class schedule changes and positions held.

SECTION VIII – DEMOTIONS

- 8-1. Demotions may result at any time for inefficiency, misconduct, or other justifying causes when properly investigated and the action is approved by the Senior Army Instructor. **Suspension from school is an automatic demotion of two ranks. In-school suspensions results in demotion of one rank.**
 - a. **Cadets are reduced one rank when they acquire ten demerits** given by the cadet chain of command, subject to approval by the SAI.
 - b. **Cadet Officers will be de-commissioned if they do not maintain the high standards required of an officer.** De-commissioning is under the sole approval of the SAI. Officers will be reduced one rank with the accumulation of ten demerits if the SAI does not de-commission.

SECTION IX – COMMAND AND STAFF

- 9-1. Authority to exercise command within the individual JROTC unit is vested in the cadet officers and noncommissioned officers. They establish and uphold the standards of performance.
 - a. Cadet noncommissioned officers:
 - (1) Cadet noncommissioned officers are assistants to the JROTC instructors and cadet officers placed over them.
 - (2) Those of lower rank must obey all lawful orders of cadet noncommissioned officers.
 - (3) Cadet noncommissioned officers who fail to discharge their responsibilities may be reduced to the grade of private.
 - (4) Once a semester, the Command Sergeants Major will hold a NCO call with all Senior NCOs holding the rank above SSG with the AIs.

b. Cadet officers:

- (1) Cadet Officers will be LET 3 and 4 cadets who have clearly demonstrated their competence and leadership ability as cadet noncommissioned officers. They must be qualified to assist the JROTC instructors and to act as instructors in a JROTC class.
- (2) Cadets lower in rank are required to receive and obey all lawful orders from cadet officers.
- (3) Cadet Officers who fail to comply with JROTC regulations or who allows other cadets to violate rules or regulations may be demoted and/or de-commissioned as an officer by the SAI.
- (4) Once a semester, all level Commanders and Staff will hold an officers call with the SAI

9-2. **Normally, the responsibilities of cadet officers and noncommissioned officers cease when they leave the school grounds; however, they are authorized to, and held strictly responsible for, enforcement of regulations pertaining to the proper wearing of the uniform off the school grounds.** All cadet officers and noncommissioned officers will be responsible to the SAI and AI instructors for the appearance discipline and efficiency of their units.

SECTION X – ORDERS

- 10-1. All **lawful orders** from the principal and teachers of your school, the JROTC staff personnel, and those cadet officers and noncommissioned officers holding rank higher than your own, must be obeyed.
- 10-2. If every subordinate were to question the fairness, justice, propriety, or wisdom of orders received from any authorized source, there would be no discipline. Remember, a cadet is to obey. This is something to remember if one expects promotion.
- 10-3. One of the main purposes of JROTC training is to develop leadership ability and the capacity to lead and command. To command, one must first have learned to obey. This is something to remember if one expects promotion.

SECTION XI – CONDUCT AND MILITARY COURTESY

- 11-1. While in uniform, all members of the Corps of cadets are expected to conduct themselves at all times, both on and off the school grounds, in a manner which will reflect credit on themselves, their school, their parents, the Corps of cadets and the United States Army.
- 11-2. Courtesy is nothing more than good manners and politeness in dealing with other people. The only distinction between military and civilian courtesy is the forms of which courtesy have become customs and traditions of the service.
- a. The hand salute is one of the most important of the JROTC courtesies and is simply the JROTC way of saying “Hello”. **Cadets in uniform will salute officers of the Armed Forces of the United States, both on and off school grounds, while in uniform.**
 - b. **Upon the entrance of a visiting officer into the JROTC Department, the first cadet to see him or her will call “Attention” and all cadets will stand at attention until directed otherwise.** If a visitor enters the room after instruction has started, the instruction will continue and the class will be called to “At Ease”.
 - c. **All JROTC SAIs will be addressed as SIR or MA’AM or by their rank followed by their last name. All JROTC AIs will be addressed by their rank and last name.**

SECTION XII – PERSONAL APPEARANCE

- 12-1. Cadets’ hair will be well groomed, cut short to medium length, and neatly trimmed at all times. The sides of the face, chin, and neck area below the chin will be cleanly shaven when in uniform.
- a. The hair will not fall over the ears. The front of the hair must not fall over the eyebrows. The back of the hair will not fall over the back of the collar.
 - b. In all cases, the bulk or length of the hair will not interfere with issued cadet headgear.
 - c. Sideburns, when worn, **will not extend below the ear opening** and will be neatly trimmed at all times.
- 12-2. Cadet’s personal appearance must be kept to the highest standards at all times. Cadet’s appearance must demonstrate proper physical fitness. Clothes will be clean and neat in appearance and adhere to school dress code standards. Uniforms will be clean and pressed, with ribbons and awards worn IAW Cadet Command Regulation. Failure to maintain the proper personal appearance will result in demerits and possible demotion in rank or position.

SECTION XIII – UNIFORMS AND EQUIPMENT

13-1. Uniforms:

- a. Wearing the JROTC uniform is a fundamental requirement of the JROTC Program.
- b. The uniform of the JROTC cadet is more than a mere suit of clothes. It is a symbol of honor, tradition and achievement. Smart appearance and proper conduct of a cadet in uniform is an indication of self-respect, pride, alertness and loyalty to his school and to his country. Cadets will properly wear the uniform on and off school grounds.
- c. Uniforms will normally be worn every Thursday as announced by the SAI. On those days a complete uniform will be worn during the entire school day. Cadets having jobs after school will not wear the uniform on the job. **Cadets will be given a zero as a class grade if they fail to wear their uniform on Thursday. Cadets will be allowed to make up the uniform grade if absent from school on uniform day. If cadets are absent, they must wear their uniform the first day back to school or they will be given a zero as a grade.**

13-2. Proper wearing of the uniform:

Remember always that a cadet is judged by their appearance. The way a cadet looks in their uniform reflects credit or discredit not only on the cadet but also on the JROTC Department and Soddy Daisy High School. The Following are some of the “do’s” and “don’ts” regarding proper wear of the uniform:

- a. No portion of the uniform is ever worn as part of civilian attire.
- b. No article of outer civilian clothing will be worn with the uniform.
- c. Wear headgear only during inspection or while outside.

13-3. Special Uniforms:

- a. Army Combat Uniform (ACU)
 - (1) All Teams are authorized to wear the ACU uniform. Wear of this uniform is authorized only when the cadet is an active member of one of these teams.
 - (2) ACUs will be issued to all cadets attending summer camp.
- b. Casual Uniform (JROTC Collar Polo Blue Shirt)

(1) Shirt must be worn with khaki pants w/belt and closed toes shoes. Shirt must be tucked in pants at all times. If you do not have the blue shirt, you must wear the class B uniform.

c. Class A Uniform

(1) Class A uniforms will be authorized for wear for special functions and events, determined by the SAI.

SECTION XIV – INSPECTIONS

14-1. Inspections:

- a. Weekly inspections ensure that high standards of personal appearance are being maintained and to enable the ROTC staff to observe the condition of equipment.
- b. Cadet Commanders conduct the inspections and give demerits for improper wearing of the uniform or failure to maintain the equipment in satisfactory condition. The commander will also give merits for outstanding uniform appearance.
- c. The DAI and other Army officers will make periodic inspections and/or visits throughout the school year and may request to inspect cadets.
- d. The JROTC Program Accreditation (JPA) is in March or April of each academic year. Cadets must be extremely careful in preparing for this inspection since the results determine whether or not a unit is awarded or maintains an honor rating.
- e. **First Impression is a Lasting Impression.** Take pride in your uniform; it represents the freedom for which thousands of Americans have died!

SECTION XV – COMPETITION/SPECIALTY UNITS

15-1. Competition/Specialty Units will be organized and will be given the same standing and recognition as any other school athletic team on the varsity level. Competition Teams must be organized and participate in inter-school matches to be classified as a varsity athletic team; otherwise, they will be known as special units. Tryouts will be held and only those cadets who meet the eligibility requirements will become members. Types of competition/specialty units are as follows:

- a. Rifle Team

- b. Drill Team
 - c. Raider Team
 - d. Color Guard
- 15-2. An assigned instructor will supervise each competition/specialty unit. Each unit will establish its competition and/or training program. Competition Teams will arrange to participate in as many inter-school events as can be financed and/or programmed during the year. The primary reason for these teams will be to raise the level of “Esprit de Corps” within the entire battalion and to create a wholesome spirit or rivalry between individuals and schools.

SECTION XVI – CORDS, TABS AND SCHOOL LETTERS FOR SPECIAL TEAMS

- 16-1. **PURPOSE:** To establish the basic requirements for awarding “Cords, Tabs and School letters” for JROTC Teams, i.e., Drill, Rifle, Raider, Color Guard Honor Guard and Band Members. Due to the long hours of training, and since these teams compete in highly competitive inter-school competition, team cords and tabs will be awarded on the below listed criteria in Section 16-2. Permission has been granted by the principal to award the Soddy Daisy High School Letter to competition team members based on School Letter criteria listed below in Section 16-3:

16-2. Criteria for Team Cords and Tabs: In order to wear a cord, you must be an ACTIVE member of the team. Tabs can be worn any time after they are earned.

a. **RIFLE TEAM:**

Cords:

- (1) Maintain a GPA of 3.0 or higher in all classes.
- (2) Cadets that shoot 200 or higher, before the first report card will be issued the tan rifle team cord.
- (3) Cadets that meet the 3.0 GPA requirements will be issued a rifle team cord after the first nine weeks of school.

Tab:

- (1) Cadets that shoot a score of 250 or higher during competition will be issued the Rifle Team Tab.
- (2) Scores for the Rifle Team Tab will be verified by the Rifle Commander.

b. **DRILL TEAM:**

Cord:

- (1) Maintain a GPA of 3.0 in all classes.
- (2) Participation in 1 or more sanctioned inter-school drill meets.

Tab:

- (1) Meet the above criteria for cord.
- (3) Participate and compete for one full season
- (4) Complete 3 competitions.

c. RAIDER TEAM:

Cord:

- (1) Maintain a GPA of 2.5 or higher in all classes.
- (2) Display satisfactory conduct in all classes.
- (3) Active member of a team.

Tab:

- (1) Participate and compete in 3 or more sanctioned inter-school competitions.
- (2) Active Member of a Raider Team for one season.

d. COLOR GUARD:

Cord:

- (1) JROTC Scholastic average 3.0 or higher and satisfactory in conduct.
- (2) Participate in 1 or more color guard event or competition.

Tab:

- (1) Meet the above criteria for cord.
- (2) Participate and compete in 3 or more sanctioned inter-school competitions and have been a member of the team for one year.

e. HONOR GUARD:

Cord:

- (1) JROTC scholastic average 3.0 GPA or higher and satisfactory in conduct
- (2) Participate in 1 or more honor guard event

Tab:

- (1) Meet the above criteria for cord
- (2) Participate in 3 honor guard events

- f. SUMMER CAMP TAB:
 - (1) Must attend one summer camp or
 - (2) Must complete all scheduled events.

- g. BAND:
 - Cord
 - (1) Maintain a 2.5 GPA or higher grade in all classes.
 - (2) Must be an active member of Band.
 - Tab
 - (1) Must play in Christmas or Spring Concert.
 - (2) Must play in five football games.
 - (3) Must complete one year of band.

- h. RECRUITING TAB:
 - (1) Recruit one cadet that stayed in the battalion for a full semester.

- i. CADET CHALLENGE TAB:
 - (1) Score 85% in each event during the cadet challenge.

- j. PHYSICAL TRAINING TAB:
 - (1) Score a 290 on the Army's Physical Fitness Test, verified by the SAI/AI.
 - (2) APFT will be given once a semester.

- k. SENIOR CORD
 - (1) Must be a senior LET7 or LET8 in a leadership position.

- l. STUDENT OF THE DAY CORD
 - (1) The school faculty will select one student each day for the year.

- m. LEADERSHIP CAMP TAB
 - (1) Must attend the battalion leadership camp and complete all events

16-3. Criteria for the Soddy Daisy High School Letter:

- a. Must meet all criteria of specialty team.
- b. Must be approved by the AI and SAI.
- c. Must meet approval of the principal of the school.
- d. Must complete one full year on their specialty team.
- e. Must be a Senior.

SECTION XVII – ACHIEVEMENT RIBBONS AND AWARD CEREMONIES

- 17-1. The battalion's award criteria are established under the provisions of AR 145-2. Authorized awards and the criteria for each are as posted on the battalion's bulletin board in each classroom. At a minimum, the SAI and the AI will review award criteria at the start of each school year. Any necessary changes will occur at that time or as appropriate throughout the school year.
- 17-2. All awards will be documented by battalion orders and posted in JUMS and in the cadets' records by the battalion S-1.
- 17-3. **Each company will conduct award ceremonies during the THIRD Thursday of each month.** The S-1 will publish the orders for each company and give to the S-4 who will procure the ribbons and distribute to each Company Commander the day before the ceremonies. Ceremonies will be conducted with the highest standards. Cadets must be in uniform to receive an award or promotion. Commanders are responsible for award ceremonies.
- 17-4. MILITARY BALL:**
- a. In order to be considered for the Military Ball King or Queen, you must be a LET 4.
 - b. All seniors will walk during the Senior Recognition portion of the ball.
 - c. The principal must approve dates outside of Soddy Daisy High School.
 - d. Soddy Daisy students not enrolled in JROTC must be approved by the SAI.
 - e. A cadet who has received an out-of-school suspension during the same semester, as Military Ball, may not attend the ball.

NOTE: For awards, see Attachment

SECTION XVIII – JROTC GRADING POLICY

- 18-1. The grading system used for all JROTC cadets will be based on the following criteria IAW Hamilton County Board of Education:
- a. Letter Grades
 - (1) Grading scale:
 - a. 93 – 100 A
 - b. 85 – 92 B
 - c. 75 – 84 C
 - d. 70 – 74 D
 - e. 69 and below F

(2) Grades for Conduct:

- a. S - Satisfactory
- b. N - Needs Improvement
- c. U - Unsatisfactory

b. Nine weeks grades will be determined as follows:

- (1) 40% - Homework (Uniform grade and class participation)
- (2) 40% - Quiz (Quiz/Performance tasks)
- (3) 20% - Exam

c. Semester grades will be averaged as follows:

- (1) 40% - First Nine Weeks
- (2) 40% - Second Nine Weeks
- (3) 20% - Semester Exam

d. Semester Test for LET6s and LET8s: The final semester test for LET6s and LET8s will be the AFI and the Armed Forces Day Parade. There will be no exemptions from these events.

SECTION XIX – PUBLICITY, RECRUITING AND INFORMATION PLAN

- 19-1. Purpose: This plan establishes the basic requirement for recruitment of JROTC cadets and suggests certain publicity and information efforts to be utilized by this unit as a minimum. It must be realized that all actions taken under this plan must first be approved by school authorities and in most cases school approval will depend heavily on the report that JROTC has with teachers, guidance department, etc., Therefore, it follows that the number one effort in any information plan must be to establish good relations with our school officials, teachers and students.
- 19-2. Publicity: All efforts in the publicity area will be cleared or coordinated with the school principal and SAI. Of prime importance in this area is to secure newspaper and TV coverage of the major JROTC events such as follows:
- a. Annual JROTC awards ceremony.
 - b. Annual Military Ball.
 - c. Annual Armed Forces Day Parade.

- d. Drill Team meets.
 - e. Rifle Team matches.
 - f. Raider meets.
 - g. Color Guard Support Activities.
 - h. Service Learning Projects.
 - i. Veteran Day and 911 Ceremonies.
 - j. Annual Formal Inspection.
- 19.3. The Battalion S-5 (Public Affairs Officer) will exercise principle staff responsibility in this unit for publicity. The Public Affairs Officer, under the supervision of the SAI, will take advantage of every opportunity to secure publicity or send news releases to the newspapers, remembering that the first publicity outlet is the local JROTC school newspaper, "The Trojan Horse."
- 19-4. Recruiting: Soddy Daisy High School receives approximately 25% of its incoming freshmen class from two feeder middle schools (Loftis and Soddy Middle School). Therefore, our recruiting effort is aimed primarily at these two schools. JROTC is authorized by the principal to make presentations to these schools. These visits are short and therefore must be well planned to present the JROTC program in the most positive way possible. The following will be accomplished at one or possibly both visits.
- a. Send cadets with counselors to recruit from middle schools.
 - b. Ninth Grade Orientation night:
 - i. Specialty team exhibitions.
 - ii. Pass out information booklet to each future cadet.
 - iii. SAI and Staff present presentation.
 - c. Send letters to parents of incoming freshmen.
 - d. Recruiting Tab will be issued to any cadet that recruits another cadet that stays in JROTC for one full school year.
- 19-5. Information: All efforts in the information field will overlap with publicity and recruitment. In this area we will try to place the JROTC in the public eye to the maximum extent possible. It must be remembered that this effort must be in good taste and of the highest caliber possible. Cadets must be in uniform and their actions must be irreproachable. The following activities will be undertaken in this area:
- a. Participation in local parades.
 - b. Participation in local ceremonies.
 - c. Attendance at Local Clubs, etc., as guest speakers.
 - d. Service learning projects in the community.

In general, the JROTC unit will participate in all activities as long these activities will present the JROTC in the positive light and are in good taste.

- 19-6. Yearbook: JROTC will provide a section in the school yearbook each year as finances permit. These pages will be used to the best advantage possible in an effort to present all facets of JROTC. They will present a pictorial account of JROTC activities during the preceding year. The annual serves as a remembrance to graduates, but it must be remembered that the graduate student has brothers, sisters, parents, and in many cases, exchanges the annual with friends; therefore, it becomes a prime information source in which to present the JROTC story.

SECTION XX – FIRE, EVACUATION AND SAFETY PLAN

- 20-1. Evacuation Plan: The Soddy Daisy High School evacuation plan is the basic plan for evacuation and accountability of personnel. This plan is prepared in support of the school plan. This evacuation plan is approved by the principle and posted in each classroom In accordance with school policy.

- 20-2. Priorities for evacuation of JROTC records, equipment and material:

a. Records:

- (1) Student roll books.
- (2) Military equipment records (Hand receipts).
- (3) Cadet Supply (Clothing) and personnel records.
- (4) Office files.

b. Equipment and Material:

- (1) Computer equipment.
- (2) Audiovisual equipment.
- (3) Air rifles and scopes.
- (4) M1903 demilitarized rifles.
- (5) Military clothing and equipment.
- (6) Other serial numbered items.
- (7) All other items of value.

- 20-3. Once the above items are evacuated from the building, the senior on-site instructor will use available cadet resources to safeguard evacuated items AS SAFETY ALLOWS.

SECTION XXI – TRAINING

- 21-1. General. JROTC training will be challenging, dynamic, interesting and inherently educational. Cadet training will be properly sequenced and progressive IAW the Program of Instruction (POI). The Cadet Battalion Commander is responsible for all

training within the battalion. He will coordinate with the Battalion S-3 to schedule training with the approval of the Senior Army Instructor. Our goal is to train every cadet to standard!

- 21-2. Training Schedules. A master training schedule will be prepared by the S-3 and the SAI and sent to regional headquarters for approval. Weekly training schedules will be prepared three weeks out by the S-3 and approved by the SAI. The current and two weeks out training schedules will be posted in each classroom. Weekly training schedules will be sent to the DAI for approval and will serve as lesson plans for the school administration.
- 21-3. Risk Management. Training safety is a command responsibility and all personnel are responsible for strict adherence to established training safety guidance. With no exceptions cadets will have constant instructor supervision in all JROTC training activities. Cadet will be taught how to recognize safety hazards using the five steps of risk management assessment program and how to properly implement risk management. The S-3 will prepare risk management worksheets for each training event. Rope logs will be kept on all ropes used for rope bridges and rappelling. The appropriate approval level IAW AR 145-2 will approve the risk management worksheet. Note: Only Brigade commander can approve rappel risk management worksheets.
- 21-4. Required Training.
 - a. The POI will be followed for each LET Level classroom instruction. The mandatory classes for each LET level will be instructed IAW the POI and optional classes will be determined by the SAI for each LET level and published on the Master Training Schedule.
 - b. Each company will conduct a physical training program that adequately prepares cadets to meet the physical rigors of JROTC activities. Cadet Challenge will be conducted each year under the direction of the S-3. The results of this competition will be forwarded through command channels.
 - c. Service learning is a required project. A service-learning project must include at least 15 cadets. The goal of service learning is to engage students in a task that will challenge and stretch them cognitively and developmentally. The project will assess the way the student performs as well as document and evaluate how well the students applied skills learned in the classroom and the progress of his or her self-development.
 - d. Each cadet will maintain a portfolio IAW Cadet Command 145-8-3. It will contain an organized collection of each cadet's work. The portfolios should provide insight and information on the Cadet's personal achievements and

growth over time. The portfolio includes the following depending on LET level:

Trojan Battalion Portfolio (LET 1 and 2)

Tab A	Personal Goals for the Year
Tab B.....	Personal Skills Map
Tab C.....	Winning Colors Discovery Forms (annual)
Tab D.....	Learning Style Inventory
Tab E.....	Two Samples of coursework
Tab F	Cadet Challenge results
Tab G	LET 1 Core lesson performance assessment evidence
Tab H	written reflection on any core lesson
Tab J.....	Verbal summary of curriculum content

Trojan Battalion Portfolio (LET 3 and 4)

Tab A.....	Personal Goals for the Year
Tab B.....	Personal financial planning portfolio
Tab C	Personal Skills map profiles (by LET Year)
Tab D.....	Winning Colors Discovery Forms (annual)
Tab E.....	Results of Fitness Summary (JUMS Cadet Record)
Tab F.....	Appreciating Diversity reflection assessment tool
Tab G.....	Essay (from contest)
Tab H.....	Resume with reference sheet
Tab I.....	Awards, certificates of accomplishment, etc
Tab J.....	Verbal summary of curriculum content

SECTION XXII – SUPPLY AND SECURITY

- 22-1. Sections VI and VII of the Hamilton County School Standing Operation Procedure are the basis for Soddy Daisy High School’s supply operations along with DA PAM 710-2-1 and CC 700-1. The Soddy Daisy Military Property Custodian (MPC) has supply accountability responsibility for Soddy Daisy High School. The Soddy Daisy MPC will maintain a Supply Room SOP. Physical Security will be conducted IAW AR 190-12 and CC 700-1.

- 22-2. The DAI’s instructions are explicit in their intent:
 - a. A visual inventory of sensitive items will be made when storage areas are entered and at the end of each working day.
 - b. Monthly sensitive items and weapons inventories will be conducted on turned into higher headquarters.
 - c. Quarterly inventories will be conducted for all accountable property.
 - d. Yearly a 100% inventory will be conducted by hand receipts holders.
 - e. A documented Supply Discipline Program will be complied with.

SECTION XXIII – COMMANDERS AND STAFF DUTIES

- 23-1. **General:** All cadets have the duty and responsibility to represent this battalion with the highest standards. Cadets are expected to become familiar with all battalion standards and their own duties and responsibilities for their rank.
- 23-2. The following are some of the major responsibilities of the Battalion Staff. By no means are they all-inclusive and you will receive additional guidance from your SAI and AI.
1. The Battalion Commander:
 - a. Responsible to the SAI for conduct of the battalion.
 - b. Responsible for the actions of the entire battalion. Sets the direction and standards to be followed by all cadets.
 - c. Makes operational decisions for the battalion.
 - d. Gives direction and orders to commanders and staff.
 - e. Inspects work of all commanders and holds them accountable.
 - f. Responsible for an updated and correct SOP
 - g. Ensures training is conducted IAW training schedule.
 - h. Ensures battalion is prepared for AFI.

 2. The Executive Officer (XO):
 - a. Responsible for all actions of the Battalion Staff.
 - b. Directs and coordinates the Battalion Staff.
 - c. Assumes command of the Battalion in absence of the Battalion Commander.
 - d. Advises the Battalion Commander on all staff actions.
 - e. Acts as the troop commander in battalion ceremonies.
 - f. Inspects staff and company executive officers' work to ensure compliance to standards and holds them accountable.
 - g. Oversees all special project .(Awards Night; Military Ball; Service Learning; Community Service projects)
 - h. Prepares battalion staff for AFI.

 3. The Adjutant (S-1):
 - a. Maintains personnel records for each cadet and inputs cadet data into the JUMS system.
 - b. Tracks all merits and demerits records.
 - c. Publishes all battalion promotion orders and enters into JUMS.
 - d. Publishes all awards orders and enters into JUMS.

- e. Helps SAI prepare Unit Report and other required personnel reports.
- f. Maintains all insurance, privacy statements and general information records on cadets.
- g. Inputs Cadet Challenge into JUMS.
- h. Prepares the AFI brief folders.
- i. Maintains and prints roster of cadets.

4. The Physical Security Officer (S-2):

- a. Maintain all security records and inventories IAW AR 190-12.
- c. Conducts the monthly and quarterly weapon and sensitive item inventories.
- d. Submits to Higher Headquarter sensitive inventory reports.
- e. Maintains and inspects the Key Control Roster.
- f. Ensures proper security of all areas.
- g. Serves as the IMO Security Officer.
- h. Prepares and maintains the battalion website.
- i. Keep up with current affairs and post newspaper articles on S-5 board.
- j. Weekly weather reports posted on S-5 board

5. The Battalion Training Officer (S-3):

- a. Responsible for all training activities in the battalion.
- b. Insures the Master and Weekly training schedules are complete and posted in each classroom.
- c. Files one copy of the weekly training schedule and forwards one to higher headquarters.
- d. Prepares the Risk Management Worksheet for all training and extra curriculum actives including specialty teams.
- e. Inventories all training material and ensures accountability.
- f. Inventories all text books for accountability.
- g. Conduct Cadet Challenge.
- h. Responsible for physical training and ensures it is conducted to standards in each company.
- i. Responsible for parades, ceremonies and pass and reviews.
- j. Prepares all Operation Orders, LOI, MOA, for commander's approval.
- k. Coordinates all training with the SAI.
- l. Keep all calendars updated.

6. The Logistic Officer (S-4):

- a. Prepare all cadet and battalion supply records in the JUMS system.
- b. Conduct inventories as required by DA PAM 710-2-1.
- c. Conduct the Supply Discipline Program for the Battalion.
- d. Maintains and inventories the battalion supply room.
- e. Issues clothing and supplies to cadets as directive by AMPC.
- f. Maintains cadets clothing hand receipts.
- g. Issues Awards to unit commanders once orders received from S-1.
- h. Prepares clothing and supplies for turn-in.
- i. Submit supply reports to higher headquarters as required.
- j. Assist the AMPC in any required supply duties.

7. The Public Affairs Officer (S-5):

- a. Responsible for all publicity for the battalion.
- b. Maintains the Battalion Scrap Book.
- c. Publishes the battalion newsletter each semester.
- d. Coordinates with the yearbook staff.
- e. Maintains the battalion's special team's activity board.
- f. Maintains the battalion's bulletin boards.
- g. Serves as the school representative for local newspaper.
- h. Writes and forwards media articles for Hamilton County Board of Education newsletter.

10. 8. The Battalion Communications Officer (S-6)

- a. Reports to the Assistant Military Property Specialist.
- b. Keep BN XO informed of all actions.
- c. Responsible for all JROTC communication devices (Hand held radios, Public Address Systems, phones, computers, etc)
- d. Maintain JROTC web and social media pages/sites.
- e. Maintain software updates on all JROTC computer systems.
- f. Maintain current status of all JROTC communication devices.
- g. Create and maintain an electronic database of all JROTC forms and historical documents.
- h. Assist BN S2 with sensitive items control and inventory.
- i. Maintain master passwords for all JROTC computer systems.

9. The Command Sergeant Major:

- a. Assist the Battalion Commander and Adjutant.
- b. Supervises activities of the First Sergeants.
- c. Supervises Police Call in school and field.
- d. Responsible for battalion formations and ceremonies.
- e. Responsible for the basic Drill and Ceremonies of the battalion.

- f. Oversees all enlisted personnel to ensure their health and welfare.
10. The Rifle Team Captain:
 - a. Organizes the training program of the Rifle Marksmanship Team.
 - b. Arranges the schedule for shoulder-to-shoulder and postal matches.
 - c. Supervises maintenance and care of the JROTC rifle range.
 - d. Develops the Rifle Marksmanship program for the Cadet Battalion.

 11. The Drill Team Captain:
 - a. Recruits members and organizes the Cadet Drill Team.
 - b. Schedules the Drill Team training program.
 - c. Coordinates uniforms and arms requirements with the S-4.
 - d. Schedules drill programs, parades, and competitions for the Drill team.
 - e. Coordinates these activities with the Cadet Battalion training schedule.

 12. The Color Guard Commander:
 - a. Carry the Battalion colors while on parade.
 - b. Represent the Cadet Battalion at athletic and other school and civic activities as directed by the battalion Commander.
 - c. Assist in training potential members of the Color Guard.
 - d. Be thoroughly familiar with the contents of FM 3-21-5.

 13. The Raider Commander
 - a. Recruits members and organizes the Cadet Raider Team.
 - b. Schedules Raider Team practices, and events
 - c. Coordinates uniforms with the S-4
 - d. Coordinates these activities with the Cadet Battalion training schedule.
 - e. Leads the Raider team to being in the best physical shape

 14. The Company Commander:
 - a. Conducts the training and supervises the discipline of the Company.
 - b. Directs the Cadets in the manner of maintaining a good military bearing and appearance.
 - c. Supervises the completion of the common hour training schedule within the Company.
 - d. Ensures that all Officers and NCO's in the Company are thoroughly familiar with FM 3-21-5.
 - e. Makes inspections of Cadets in ranks with Company Officers.
 - f. Makes recommendations to the Battalion Commander on promotions of Cadets in the Company.
 - g. Reports all disciplinary cases to the Battalion Commander without delay.
 - h. Uses the Chain of Command to the utmost when issuing orders or making corrections.

15. The Company Executive Officer (XO)
 - a. Serves as Company Administrative Officer
 - b. Responsible for maintaining all company files.
 - (1) Maintain Company Cadet Files
 - a. Personal Data Sheets
 - b. Privacy Act Statements
 - c. Cadet Contracts
 - d. Officer Contracts
 - e. Cadet Evaluation Forms
 - f. Board Results
 - g. Merits and Demerits
 - h. Cadet Records
 - (2) Maintains Company Inspection Sheets
 - a. Completed inspection sheets
 - b. Blank inspection sheets
 - (3) Maintains Company Physical Training Sheets
 - a. Completed Physical Training Sheets
 - b. Blank Physical Training Sheets
 - (4) Maintains Company Attendance Forms
 - a. Completed Company Attendance Forms
 - b. Blank Company Attendance Forms
 - (5) LOIs
 - (6) Tasking Letters
 - (7) Company Rosters w/ Phone Numbers
 - c. Recorder for all company and senior NCO promotion boards.
 - d. Serves as the Company Commander in the Company Commander's absence.
 - e. Oversees the Company Service Learning Project.

16. The Company First Sergeant:
 - a. Being the NCO-in-charge of the Company.
 - b. Supervising the training of the Company and conducts Company drill.
 - c. Taking the role.
 - d. Responsible for the conduct of cadets during class.

17. The Cadet Platoon consists of:
 - a. Platoon Leaders and Platoon Sergeants who direct Platoon drill, training, discipline, and appearance of the platoon and answer directly to the Company Commander. These Cadets also take Platoon role during Company and Battalion formations. Platoon Leaders are in charge when the Company Commander is not in charge of the Company formations. Platoon Leaders are responsible for preparing their cadets for boards and completing quarterly counseling.

18. The Squad Leader:

- a. Responsible to the Platoon Leader and the Platoon Sergeant for the appearance and discipline of the Squad.
- b. Conducts Squad drill.
- c. Knows the number of personnel and the names of the members of the Squad at all times.
- d. Makes an accurate report, by name, of those Cadets present and absent during common hour activities.
- e. Conducts weekly inspections of the squad.
- f. Be thoroughly familiar with FM 3-21-5.

Letter to Parents

Dear Parents;

I am the Senior Army Instructor at Soddy Daisy High School and request a few minutes of your time to discuss the Junior Reserve Officer Training Corps.

The school year will be a challenge to students. Course selection for the coming year will begin shortly and is very important. You and your child play an important role in this process. Opportunities are available to students that are not shared with parents. I am often asked, "Why isn't my child in JROTC?" I would like to have your child in JROTC in the Trojan Battalion.

Enrollment in the JROTC program does not require your child to become a member of the Armed Forces. I am not a recruiter. I will point out the advantages and disadvantages of a military career. Recruiters from college, each branch of the service, and Service Academies may make a presentation in our school. I do my best to balance what they say.

The military offers many scholarships and educational opportunities. These are available to graduating seniors and those wishing to obtain any of these, should begin early to complete the course work and extra curricular activities. The time to act is now! I will discuss these with you at any time.

I have listed a few facts about JROTC for your consideration.

- JROTC teaches leadership and discipline. A Cadet learns and applies these principles throughout the year. Increased responsibility comes with increased rank.
 - JROTC offers activities such as orienteering, rifle team, raider team, drill team, color guard, rappelling, rafting, military ball, picnics, and more. All are organized and run by our Cadets.
 - JROTC standards are the same as the schools. Personal appearance is stressed, especially on uniform day.
 - JROTC is made up of freshmen, sophomores, juniors, and seniors.
 - JROTC is the largest organization at Soddy Daisy High School.
 - JROTC is an excellent place to make friends and exchange ideas.
 - JROTC provides uniforms and books.
-
- JROTC wants your child to be able to think and act on his/her own initiative, and have pride in self, school, and country. Please call me at 332-8837 if you have questions about your child becoming a Cadet in the Trojan Battalion.

Respectfully,

Eric Redlin
Major, United States Army (Retired)
Soddy Daisy High School

Letter to Potential Cadets

Dear Student,

I am the Senior Army Instructor (SAI) of the Soddy Daisy High School JROTC Battalion, the Trojan Battalion. This letter is to tell you about JROTC and what it means to me. Soon you will be asked to fill out a schedule for the coming school year. I encourage you to consider JROTC as one of your choices.

YOU WILL NOT REGRET THAT CHOICE!

First, when you enroll in JROTC, you are not in the Army nor do you have any commitment to the Army. The JROTC is a four-year program that is offered as an alternative to gym classes. The course of instruction was designed by the Army to teach leadership and citizenship. There is enough time left for our instructors to plan classes of student interest. Our Battalion is the "Best in Hamilton County."

JROTC covers a wide range of subject and activities, which present many challenges that, encourage individual and group participation. You work your way up through the ranks and receive awards, honors, and recognition while doing so. As you gain experience and confidence, you will be given positions of responsibility, which sharpen your leadership skills. Valuable experience will be gained in how to deal with people and complete a job or assignment. I feel we have outstanding instructors. They can be hard and demanding, however they are fair. Each challenges us to be all we can be. They want the Cadets to excel to the best of their ability and are interested in their students both as Cadets and as individuals. Consider the alternative and what you have to offer. LOOK AT JROTC. In my opinion, you will find JROTC to be a superior course. I, for one, would choose JROTC all over again. Drop by the JROTC Office if you have questions or call 332-8837. Join the action! GO JROTC!

THIS SOP IS APPROVED BY THE SODDY DAISY SENIOR ARMY INSTRUCTOR (SAI) FOR THE SODDY DAISY JROTC BATTALION. ANY CHANGES OR UPDATES MUST BE APPROVED BY THE SAI.

1 January 2015

ERIC REDLIN
MAJ, United States Army (Retired)
SAI, SODDY DAISY HIGH SCHOOL

Trojan Battalion Promotion Evaluation Sheet

Section A: Administrative Data

Cadet Name (Last, First):		Rank:		Company:	
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Section B: SAI Evaluation

Area	Short Instruction		Achieved	Possible
SAI points	Commander/AI recommendation			150
Total	wholistic evaluation for performance and potential			150

Section C: Academic and JROTC Diligence

Area	Short Instruction		Multiplier	Achieved	Possible
Academic Grade (GPA)	total academic GPA		25		100+
Recent JROTC support	number of hours of support in last calendar year		10		100
Merits	number of merits		25		50
Demerits	number of demerits		10		-50
Total					250+

Section D: Board Performance

Area	Short Instruction		Multiplier	Achieved	Possible
Cadet Portfolio	% of items required in portfolio		1		100
LET level question	% of questions answered correctly		1		100
General JROTC questions	% of questions answered correctly		1		100
Cadet Creed	% of creed recited correctly		0.5		50
Military Bearing	% of reporting and answers done correctly		0.25		25
Uniform Appearance	uniform grade		0.25		25
Total					400

Section E: Leadership Indicators (For NCOs only)

Area	Short Instruction		Multiplier	Achieved	Possible
Subordinate Board Rate	% of subordinates that passed		1		100
Inspection Accuracy	% of inspections done properly		1		100
Total					200

Section F: Totals

Area	Short Instruction		Achieved	Possible
SAI evaluation	total from section B			150
Academic /JROTC Diligence	total from section C			250+
Board Performance	total from section D			400
Cadet Total	sum of A, B, C and D			800
Leadership Indicators	total from section E			200
NCO total	total of A-D and E			1000

Section G: Totals and AI/SAI validation

Area	Short Instruction			YES ?NO
Cadet Pass?	560= PV2, 640=PFC, 680=CPL			
NCO pass?	800=SSG, 900=SFC, 950=1SG/MSG			
AI signature				
SAI signature				
S1 orders				

Section A and C: filled out by Company XO and given to AI one week before board

Section B: AI validates A and C, then makes recommendation for section B and forwards to SAI

Section D: filled out during board

Section E: calculated from most recent board results of subordinates as applicable, using those that chose not to go as a failure

Section F: bring down scores from appropriate color coded sections and total

Section G: annotate if score is pass or fail and forward for promotion

SODDY DAISY DEVELOPMENTAL COUNSELING FORM

For use of this form, see FM 2000.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.

ROUTINE USES: For subordinate leader development IAW FM 2000. Leaders should use this form as necessary.

DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name (Last, First, MI)	Rank /LET Level	Company/PLT/Squad	Date of Counseling
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Quarter of Counseling	Name and Position of Counselor
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PART II - BACKGROUND INFORMATION

Purpose of Counseling: Leadership; Progress of Cadet; ROTC Grade; Classroom Behavior; Promotion Board Results

PART III - COUNSELING

Complete this section during or immediately subsequent to counseling.

Evaluate cadet in the following categories:
O - Outstanding; A - Average; N - Needs Improvement

Provide Examples or Comments of Behavior.
 (Examples and Comments Mandatory for Needs Improvement Rating.)

ATTITUDE / MOTIVATION	<input type="checkbox"/>	
MILITARY BEARING / MARCHING ABILITY	<input type="checkbox"/>	
UNIFORM APPEARANCE	<input type="checkbox"/>	
PERSONNEL APPEARANCE (hair, shave etc)	<input type="checkbox"/>	
PHYSICAL FITNESS /CADET CHALLENGE	<input type="checkbox"/>	
GENERAL MILITARY KNOWLEDGE	<input type="checkbox"/>	
JROTC CURRICULUM KNOWLEDGE	<input type="checkbox"/>	
TEAMWORK	<input type="checkbox"/>	
LEADERSHIP ABILITY	<input type="checkbox"/>	
INTEGRATED JROTC ACTIVITIES (Special Teams /School and Community Support Events)	<input type="checkbox"/>	

Plan of Action for Cadet: Outlines subordinate cadet actions after the counseling session to reach the agreed upon goal(s).

CADET SIGNATURE

EVALUATOR SIGNATURE

Enclosure 2

Soddy Daisy High School JROTC Demerit/Merit Form

Rank: _____ Cadet Name: _____ Class Period _____ Date: ____/____/____

Comments: Reasons for Merit and number

Reasons for Demerit ----- Circle Number

1. Failure to wear uniform = 5 Demerits and a zero for a class grade
Note: 2nd occurrence not to wear uniform = loss of one rank and a zero for a class grade
2. Improper wearing of the uniform during school day = 4 Demerits
3. Failure to follow school rules or class social contract = 3 Demerits
4. Inappropriate wear of hair in uniform = 3 Demerits
5. Horse play in school, classroom, and hallway = 3 Demerits
6. Failure to shave while wearing the uniform = 3 Demerits
7. Failure to follow orders of cadets leaders over you = 3 Demerits
8. Lack of respect of cadet leaders, SAI/AI, or Teachers = 3 Demerits
9. Saturday School = 5 Demerits
10. Inattentive or disruptive during class = 1 Demerit
11. OTHER: _____

Notes: Circle below if applies:

Suspension: In school = 1 Demerits

Out of school = loss of two ranks or twenty demerits

Accumulation of 10 Demerits = loss of one rank

Cadet Signature: _____ Leader Signature: _____

Instructor Initials: _____

Date Posted To Records: ____/____/____ S-1 Initials: _____

Enclosure 6 Officer Contract

AS AN OFFICER, I UNDERSTAND I MUST COMPLY WITH THE FOLLOWING:

1. Follow all school rules (dress code, behavior standards, attendants, and tardy, ECT.)
2. Set the example for others to follow in military appearance and classroom behavior.
 - A. Clean and pressed uniform worn properly.
 - B. Clean shaven with proper hair cut.
 - C. Set the example for classroom behavior.
 - D. Allow no horseplay in the classroom or hallways.
 - E. Be in class on time; and turn-in work on time.
 - F. Assist instructors with classroom behavior of cadets.
3. Correct other cadets who do not follow school or classroom rules.
4. Be willing to take charge of special projects and help out other leaders with their special projects.
5. Complete and carry out the responsibilities of your job.
6. Complete required reports and projects without being told!!!! Take the initiative.
7. Last but most important---TAKE PRIDE IN THIS BATTALION AND DO WHAT IT TAKES TO MAKE YOUR BATTALION THE BEST!!!

I understand the requirements and standards for becoming an officer and will set the example. If I do not follow the above requirements, I understand I will be decommissioned as an officer.

I will conduct my responsibilities as the _____ and will support the leaders of this battalion. I will do my part to set the highest standards needed to make this battalion the best.

Cadet's Signature _____

I understand my child has been selected as an officer for the Soddy Daisy JROTC Battalion. As an officer, he/she will be held to a higher standard. Failure to maintain these standards will result in decommissioning.

Parent's Signature _____

CADET CONTRACT OF CONDUCT

SUBJECT: Basic JROTC Requirements and Rules for SY 10-11

Dear Parents,

JROTC is an elective course that provides credits toward graduation. JROTC satisfies the State's Wellness requirement for graduation, if taken for two semesters (1 year). When taken for four years, JROTC also satisfies the Government, P.E. and Personal Finance Credits. The program of instruction for each level of JROTC has specific requirements that have to be met to earn a credit. Briefly, the following requirements will have an impact on your child's grade and could result in a failing grade and/or not earning a credit in JROTC.

At the discretion of the Senior Army Instructor, Col Ward, and with the approval of the school's administration, a student will be disenrolled or may receive a failing grade in JROTC if he or she—

- (1) Withdraws from school (disenrolled from JROTC).
- (2) Demonstrates ineptitude for leadership training indicated by a lack of general adaptability.
- (3) Fails to keep an acceptable standard of academic achievement, conduct, appearance, or attendance.
- (4) Exhibits undesirable character traits, such as:
 - (a) Lying, cheating, or stealing.
 - (b) Unauthorized possession or use of illegal drugs or substances.
 - (c) Conviction or adjudication as a juvenile offender for committing an offense.
 - (d) Frequent incidents of a discreditable nature with civil or school authorities.
- (5) Failure to follow school rules which results in school or out of school suspensions.
- (6) Exhibits an indifference to and a lack of interest in citizenship and leadership training as demonstrated by:
 - (a) Frequent absences or persistent tardiness from class or drill.
 - (b) Accumulation of a large number of demerits or other documented measurements.
 - (c) An established pattern of shirking responsibility or other similar acts.
 - (d) Failure to wear the uniform on required uniform days.
 - (e) Failure to maintain hair and personal appearance standards.
 - (f) Failure to participate in required parades, service learning project, and community service events.

I Cadet _____ as a member of the Soddy Daisy JROTC Trojan Battalion, understand the above reason why I could fail or be disenrolled from the JROTC program.

I have read and understand my child's requirements and the rules for the JROTC program. I also understand failure to follow above guidelines will result in dismissal from or failure of the JROTC program.

PARENT'S SIGNATURE _____

Enclosure 8 - Soddy Daisy Awards List

- N-1-1 Distinguished Cadet Award for Scholastic Excellence
Awarded by: Superintendent
Criteria: Awarded annually to any Cadet who exhibits the highest degree of excellence in scholastics in school.
- N-1-2 Academic Excellence Award
Awarded by: Principal
Criteria: Awarded annually to one Cadet for each LET Level with highest scholastics in school academics grades
- N-1-3 Achievement Ribbon
Awarded by: Director of Army Instruction
Criteria: Awarded annually to those Cadets maintaining an "A" average in JROTC and "B" in school subjects.
- N-1-4 Perfect Attendance Ribbon
Awarded by: SAI
Criteria: Awarded each semester to Cadets with no unexcused absences or tardies.
- N-1-5 Student Government Ribbon
Awarded by: SAI
Criteria: Awarded annually to Cadets elected to student Government positions. I.e. Class Officer, Student Council.
- N-1-6 Leadership Development Service Ribbon
Awarded by: Senior Army Instructor
Criteria: Awarded to Cadets successfully completing each Semester.
- N-1-7 Star Roll Ribbon
Awarded by: Principal
Criteria: Awarded each semester to cadets whose names appear on the Star Roll.
- N-1-8 Honor Roll Ribbon
Awarded by: Principal
Criteria: Awarded each semester to Cadets whose names appear on the Honor Roll.

- N-1-9 Honor Society Ribbon
 Awarded by: Principal
 Criteria: Awarded Annually to Cadets elected to Honor Society and Beta Club.
- N-1-10 Most Improved Cadet
 Awarded by: Senior Army Instructor
 Criteria: Awarded annually to one cadet per Let Level whose performance, attitude, and grade has improved the most as determined by leadership and Instructor group.
- N-2-1 Varsity Athletic Ribbon
 Awarded by: Principal
 Criteria: Awarded each sport season to Cadets who participate in Varsity sports while maintaining a C average in all Academic courses.
- N-2-2 Physical Fitness Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded annually to cadets who maintain excellent physical fitness. The ribbon will be presented to cadets receiving an 85-percentile rating or better in all 5 Cadet Challenge events.
- N-2-3 JROTC Athletic Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded annually to cadets who maintain a basic, yet challenging level of physical fitness. The ribbon will be presented to cadets receiving a 50-percentile rating or better in all 5 Cadet Challenge events.
- N-2-4 Top 5 Male and Female Cadets in Cadet Challenge
 Awarded by: Senior Army Instructor
 Criteria: Awarded annually to the top 5 male and female Cadets on the Cadet Challenge.
- N-2-5 Best Competitive Company
 Awarded by: Senior Army Instructor
 Criteria: Awarded annually to the Company as the best marching unit during Veteran's Day Recognition.

- N-3-1 Senior Army Instructor Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded annually to one Cadet per LET level who displays a high degree of leadership.
- N-3-2 Personal Appearance Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded to Cadets who present an outstanding appearance and receive best dressed, as determined by the AIs and SAI.
- N-3-3 Proficiency Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded to Cadets who have demonstrated an Exceptionally high degree of leadership, academic achievement and performance of duty at the end of the each semester.
- N-3-4 Drill Team Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded annually to drill team members who have competed at least at three competitions.
- N-3-5 Orienteering Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded to Cadets who complete an orienteering events to include caving and land navigation course.
- N-3-6 Color/Honor Guard Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded annually to cadets who have performed at least three Color/Honor Guards events.
- N-3-7 Rifle Team Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded annually to Rifle Team members who have maintained at least a C average in academic courses.
- N-3-8 Adventure Training Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded annually to Ranger Team members.

- N-3-9 Commendation Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded to cadets whose performance of duty exceptionally exceeds that expected of cadets of their grade and experience.
- N-3-10 Good Conduct Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded annually to cadets who maintain satisfactory Conduct and grades throughout the year. i.e. No Demerits, dress code, or discipline problems.
- N-3-11 JCLC Participation Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded to Cadets who participate in JROTC JCLC.
- N-3-12 Best Company Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded annually to the most outstanding company in the Battalion during AFI inspection.
- N-3-13 Adventure Training Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded to Cadets who participate in unit adventure training to include rafting, caving, rappelling, etc.
- N-3-14 School/JROTC Support Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded to cadets who participate in support of school and JROTC activities as determined by SAI.
- N-3-15 School Sponsored Club
 Awarded by: Principal
 Criteria: Awarded annually to Cadets who participate in school sponsored clubs.
- N-4-1 Parade Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded to Cadets who participate in local parades as a Part of the JROTC program.

- N-4-2 Recruiting Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded to Cadets who recruit students into JROTC each semester or part of a recruiting effort.
- N-4-3 Merit/Special Projects Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded to Cadets who are in charge of special projects beneficial to JROTC that meet the Senior Army instructor's requirements.
- N-4-4 Military Ball Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded to cadets who participate in the annual Military Ball.
- N-4-5 Community Service Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded to Cadets who support JROTC sponsored Community Support Activities as determined by SAI.
- N-4-6 Service Learning Project Ribbon
 Awarded by: Senior Army Instructor
 Criteria Awarded annually to Cadets who complete service Learning projects and follow all guidelines set by the JROTC curriculum.
- N-4-7 Excellent Staff Performance Ribbon
 Awarded by: Senior Army Instructor
 Criteria: Awarded annually Cadet Staff Officers for excellent performance.

NOTE: Order of preference for ribbons will be as they appear in this section.

Academic Achievement Insignia: JROTC cadets who are currently on the Star or Honor Roll list will wear this award. In order to wear the centered felt pads you must receive the award subsequently (back to back). Second awards in a row will wear the red pad. Third award in a row will wear the silver pad. Fourth award in a row will wear the gold pad. **NOTE:** Once a cadet is off the star or honor roll, he or she is not authorized to wear the Academic Achievement Insignia and must start over for subsequently felt pad awards!