

STANDING OPERATING PROCEDURES

(Latest Revision: July 2022)

THE WILDCAT BATTALION RICHMOND HILL HIGH SCHOOL RICHMOND HILL, GEORGIA

PREFACE

This Standing Operating Procedure (SOP) provides guidance for the Junior Reserve Officer training Corps (JROTC) Program at Richmond Hill High School Richmond Hill, Georgia. Battalion operations and Cadet Staff functions are explained.

This SOP provides standardized procedures for the conduct of Cadre and Cadets of the Battalion. Exceptions to the SOP require the approval of the Senior Army Instructor.

HISTORY

The Reserve Officer Training Corps (ROTC) was established to allow the United States to maintain a strong active military and a standing reserve of trained citizen-soldiers. The program was enacted by Congress in 1916 as a part of the National Defense Act and consisted of Senior (college) and Junior (High School) programs.

ROTC was established as an optional program at the senior level while being mandated for the junior level. JROTC remained unchanged until the passage of the ROTC Vitalization Act of 1964. This act established for the first time Navy and Air Force JROTC programs as well as requiring instructional personnel to be retired military Officers and Non-commissioned Officers.

OBJECTIVES

The mission of JROTC is, “To motivate young people to be better citizens.” The program benefits the student and is an important avenue for personal growth. Students who participate in JROTC incur no obligation to the US military and the nation benefits through improved

citizenship.

Army JROTC objectives are to develop in each Cadet:

1. Citizenship and Patriotism
2. Confidence, Self-esteem, Leadership, and Teamwork
3. Ability to Communicate (both orally and in writing)
4. Importance of Physical Fitness
5. Drug free attitude
6. Understanding of roles and responsibilities in an effective team

LEADERSHIP DEVELOPMENT

The JROTC program provides a meaningful leadership laboratory used for both application and instruction, beneficial for the student's development.

Cadets are provided the opportunity to develop individual leadership skills as well as understanding the important concepts of follower-ship. Students are appointed to leadership positions in the cadet battalion and are monitored and graded on their performance. The JROTC program may be the "leadership basic training" for many of our students prior to going to college or entering the workforce.

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I.

1. - Cadet Records

a. General

This section describes the procedures for maintenance, security, and destruction of cadet records. Records must be prepared for inspection at all times. The cadet S-1 section (under the joint supervision of the Senior Army Instructor and the Executive Officer) will maintain cadet records. The SAI is responsible for security and safeguarding of cadet records.

b. Records Security and Privacy

All cadet records will be filed in a secure container within the S-1 Administrative Area. Access to records will be limited to a cadet's parents/guardian, S-1 Personnel, Army Instructors.

c. Cadet Records Maintenance

- i. The Battalion S-1 shall designate a cadet portfolio for all cadet records. In addition, the S-1 is responsible for the maintenance of the forms placed in the portfolio.

- ii. The Cadet Records and its enclosures will be maintained in an active status as long as the student is enrolled in the program. Prior to placing the portfolio's in the filing cabinets the S-1/XO's will ensure that the records are complete and up to date. Records will be maintained on file for five years and then destroyed.
- iii. In conjunction with the Cadet Portfolio's, portfolio's are also stored in the computer program, JUMS. Records are primarily stored through this system.

d. Progress Reports and Report Cards

Progress reports and report cards will be inserted into personnel jackets as required by the school, and/or SAI. Any JROTC students with a grade considered to be less than average will be individually counseled by the Army Instructors and/or Cadet Staff, and issued a demerit.

e. Transferring cadets

Cadet records folders of transferring students will be transferred in JUMS to or from their last school.

f. Field Trips

The principal must authorize all JROTC field trips. Individual students must turn in a signed permission slip by his/her parents. Any trips that require absence from scheduled school classes will also require teacher approval.

g. Authorized Absences

All absences from class should be authorized by the cadet's teacher, and all justification for aforementioned absences should be for a valid reason.

2. - Uniforms

a. General

- i. The United States Army uniform is more than a mere suit of clothes; it is a symbol of honor, tradition, and achievement. Smart appearance and proper conduct in uniform is an indication of self-respect, alertness, pride and loyalty to school, community and country.
- ii. Each cadet will be issued uniforms and regulation ROTC insignia according to current Department of the Army allowances. Uniforms will be worn on Thursday of every week, or as directed by the SAI/AI's. On this day, the complete uniform will be worn as prescribed by cadet regulations. Cadets having jobs after school will NOT wear the uniform on the job. The uniform will be worn to and from school and all day during school, except during P.E. or other classes requiring special clothing. Those who do have the full uniform, or those who have had it for more than two weeks will be considered unprepared. Failure to comply with uniform regulations shall result in a failing grade for the uniform inspection.

b. **Proper Wear of the Uniform**

- i. The Army JROTC uniform will be worn only at times and places specified by the SAI/AI. Under no circumstances will items of the uniform be worn with civilian clothing.
- ii. Awards (medals, badges, or ribbon) will be worn on Class A and B uniforms. Medals are intended to be worn on the Class A uniform and will not be worn on the Class B uniform. A medal and the ribbon for the same award will not be worn at the same time.
- iii. A maximum of 5 arcs are to be worn on the uniform at any given time.
- iv. No part of the uniform is ever worn as part of civilian attire.
- v. Shirt and trouser pockets will be buttoned at all times. The green coat will be buttoned when worn. Articles will NOT be carried in the upper shirt pockets. No item will protrude from trouser pockets. In addition, no items inside pockets should cause the pockets to bulge in excess of a level deemed appropriate by the cadets OIC or NCOIC.
- vi. Trousers will not be “tapered” or otherwise tailored to conform to “fad” trends. They should be long enough to completely hide the socks when standing and worn snugly around the natural waistline. They shall break no more than once.
- vii. Under no circumstances will shirt tails be worn outside the trousers.
- viii. Headgear will be worn at all times when outdoors in uniform except where specified by the SAI for the unique school circumstances. Headgear will not be worn indoors except while under arms or during appropriate ceremonies. At the SAI’s direction, headgear may be withheld and not be issued to cadets, in which case negating the aforementioned rules regarding headgear.
- ix. Uniforms will be worn in accordance with Cadet Command Regulation (CCR) 145-2, Army Regulation 670-1, the JROTC Instructor Handbook.
- x. Partial uniforms are not allowed. Cadets are either in uniform in the prescribed manner, or they are in civilian’s clothes (exception below). This particularly applies to the ACU uniform. The ACU jacket may be removed in hot weather when approved by the JROTC cadre. Otherwise the ACU uniform must be worn with proper boots, headgear, insignia, and with all buttons fastened. School logos and spirit T-shirts may be worn under the ACU shirts or as an outer garment when the ACU shirt is removed.
- xi. Civilian jackets or the standard black Army Windbreaker may be worn during cold weather on uniform days. However, civilian jackets must be removed while conducting in-rank inspections, and at the request of cadets in the Chain of Command.
- xii. Hair and grooming standards for cadets, while in uniform will comply with AR 670-1. As a minimum, hair (both male and female) will be clean, well groomed, and must not

contact or extend below the uniform collar. Hairstyles will be such that the appropriate headgear can be worn properly. Male cadets will be clean-shaven with no beards or goatees.

- xiii. Cadets will not be allowed to participate in public events such as school or community support activities unless they meet the published standards and represent the Army and the JROTC program in an appropriate manner.
- xiv. Any cadet found not to be in compliance with the stated regulations for uniform wear will be issued 1 demerit, and counseled by an appropriate authority.

c. **Responsibility and Maintenance of Uniforms**

- i. Before a student can be issued any part of the uniform, his/her parent/guardian must assume financial responsibility for the loss or damage of items of issue. This is done by the parent or guardian signing Cadet Contract and Hand Receipt or similarly designed local form (must be approved by the SAI). Care should be taken by the cadet in checking clothing and equipment issued before placing his/her signature on the record form. A cadet's signature on this form is verification that the transaction is correct.
- ii. Costs of laundry, cleaning and normal maintenance of uniforms will be assumed by the cadet.
- iii. Uniforms will NOT be altered without permission of the SAI/AI.

d. **Inspections**

Inspections will be conducted on the scheduled uniform day of each week to ensure that high standards of personal appearance are being maintained and to enable the SAI/AI's to observe the condition of clothing and equipment.

3. - Awards and Decorations

(A description of Academic, Athletic, Military and Institutional Awards can be found at the Appendix.)

a. **Cadet Student Ribbon Requests**

- i. Cadets who feel they qualify for an award will request the ribbon through their Chain-of-Command via an award request form. The Cadet Company Commander or another member of the Company Leadership Team (CLT) will indicate his/her recommendation on the form and submit it to the S-1 section. Final approval will rest with the Senior Army Instructor.
- ii. Denied award requests will be returned to the cadet with the reason for denial. Denied requests will be personally returned by the cadet's Company Commander. The cadet may appeal to the SAI/Review Board for reconsideration.

iii. Monthly orders will be published listing all awards for that month and cadet records will be updated to reflect all awards. Awards will be presented in an appropriate ceremony (as directed by the SAI/AI's).

b. **Academic Wreath**

i. Cadet's who are in the top 10% of their class for the semester or have met a certain G.P.A. (whichever is deemed appropriate by the Battalion), as directed by the SAI/AI's, are authorized to wear the academic wreath.

i. The wreath is awarded by semester. If a cadet earns it more than once, the wreath is then worn with a specific color for the background. The colors are as follows:

1 st Award	No Background
2 nd Award	Red
3 rd Award	Silver
4 th Award	Gold

ii. The wreath is worn one-quarter of an inch above the right pocket. The star is worn in the center of the wreath.

4. - Shoulder Cords

i. Shoulder cords will be worn passing under the shoulder loop and will not exceed two in number for any one person (one on each shoulder). Left shoulder will have precedence. Listed in their precedence they are:

Color/Honor Guard	White
Drill Team	Red
Raider Team	Black

ii. Shoulder cords will be awarded to cadets based on a criteria approved by SAI/AI's, for each individual activity.

iii. Matching Shoulder Cords and Arcs should not be worn at the same time. Precedence is to be given to Cords, after which Arcs shall be placed on the uniform.

II.

1. - Command and Control

a. **Authority**

Authority to exercise command and control at each unit level is vested in the cadet Officers and

Noncommissioned Officers who are solely responsible for establishing and upholding the standards and performance of their respective units.

b. Cadet Officers

- i. Cadet Officers will be selected cadets who have clearly demonstrated competence and leadership ability as Cadet NCOs. In addition to command and staff abilities, they must be qualified to assist the SAI/AI and to act as an instructor in any military duty or class activity. Promotion to cadet officer will not be given solely as a reward for longevity.
- ii. Cadets of lower rank are required to receive and obey all lawful orders from Cadet Officers unless they are illegal, unethical, or immoral.
- iii. Cadet Officers who fail to comply with cadet regulations, or who passively allow other cadets to violate rules and regulations, may be reduced in rank as determined by the instructor team.
- iv. Cadet Officers who fail to discharge their duties and responsibilities may be reduced in rank.

c. Cadet Noncommissioned Officers

- i. Cadet NCOs are assistants to the cadet officers and the SAI/AI's. In this capacity, cadets of lower rank will obey all orders of NCOs unless they are illegal, unethical, or immoral.
- ii. Cadet NCOs who fail to comply with cadet regulations, or who passively allow other cadets to violate rules and regulations, may be reduced in rank as determined by the appropriate review board.
- iii. Cadet NCOs who fail to discharge their duties and responsibilities may be reduced in rank.

d. Other Responsibilities of Officers and NCOs

- i. Normally, the responsibilities of Cadet Officers and NCOs cease upon the termination of the school day. However, their responsibilities as student role models are extended beyond the confines of the school's campus. In addition, care should be taken to always represent the values of both the Army and JROTC especially while in uniform.
- ii. Cadet Officers and NCOs must ensure that they correct uniform violations regardless of whether or not such instances are seen on the school campus or not. In addition, a report should be made to the proper CLT.
- iii. Cadet Officers and NCOs are responsible to the SAI/AI for the appearance, discipline, efficiency, and welfare of their units during prescribed class periods.

2. - Organization of the Cadet Battalion

i. Wildcat BN JROTC SOP for ranks.

a. **Cadet Battalion**

<u>Position</u>	<u>Rank</u>	<u>Number</u>
Battalion Commander	C/LTC	1 per BN
Battalion Executive Officer	C/MAJ	1 per BN
Command Sergeant Major	C/CSM	1 per BN
S-1 Personnel Officer	C/CPT	1 per BN
Assistant Personnel Officer	C/2LT	1 per BN
S-2 Security and Safety Officer	C/CPT	1 per BN
S-3 Operations and Training Officer	C/CPT/MAJ	1 per BN
Assistant Operations and Training NCO	C/SGT	1 per BN
S-4 Logistics Officer	C/CPT	1 per BN
Assistant Logistics Officer	C/SGT	1 per BN
S-5 Public Affairs Officer	C/CPT	1 per BN
Assistant Public Affairs NCO	C/SGT	1 per BN

b. **Color Guard**

<u>Position</u>	<u>Rank</u>	<u>Number</u>
Color Guard Commander	C/CPT	1 per BN
Color Guard Officer In Charge	C/CPT	1 per BN

c. **Drill Team**

<u>Position</u>	<u>Rank</u>	<u>Number</u>
Drill Commander	C/CPT	1 per BN

d. **Rifle Team (Marksmanship)**

<u>Position</u>	<u>Rank</u>	<u>Number</u>
Rifle Team Commander	C/CPT	1 per BN
Rifle Team Co-Commander	C/1LT	1 per BN

e. **Raider Team**

<u>Position</u>	<u>Rank</u>	<u>Number</u>
Team Commander	C/CPT	1 per BN
Raider Team Co-Commander	C/PFC/CPL	1 per BN

f. **Companies**

<u>Position</u>	<u>Rank</u>	<u>Number</u>
Company Commander	C/CPT	1 per CO

Company Executive Officer	C/2nd/1LT	1 per CO
Company First Sergeant	C/1SG	1 per CO
Guidon Bearer	C/PV2/PFC	1 per CO

g. Platoon

<u>Position</u>	<u>Rank</u>	<u>Number</u>
Platoon Leader	C/2LT	1 per PLT
Platoon Sergeant	C/SFC	1 per PLT
Squad Leader	C/SGT/SSG	4 per PLT
Team Leader	C/PFC/CPL	8 per PLT

3. - Promotion Policy

a. General

This section establishes the Richmond Hill High School JROTC promotion system. Additionally, it discusses procedures for reduction or suspension of rank.

b. Enlisted Promotion: To be eligible for promotion to the rank of C/PFC (E-3) through C/SGT (E-5), cadets must meet the following criteria:

- 1) Receive a passing grade in all academic classes.
- 2) Complete a minimum of 15 hours of Community Service.,
- 3) Must be able to March the Squad Drill Sheet.
- 4) Be recommended for a promotion by their company.
- 5) Missed less than 3 uniform/PT days.

B) Non commissioned Officer Promotion: To be eligible for promotion to the rank of C/SSG (E-6), cadets must meet the following criteria:

- 1) Received a passing grade in all academic classes.
- 2) Completed 20 hours of community service.
- 3) Receive a written recommendation from the chain of command.
- 4) Have the rank of C/SGT (E-5).
- 5) Be assigned to a C/SSG position or higher for six weeks.
- 6) Demonstrate the ability to conduct Physical Fitness/Squad Drill prior to being promoted.
- 7) Missed less than 2 uniform/PT days.

C) To be eligible for promotion to C/SFC (E-7) through C/CSM (E-9), cadets must meet the following criteria:

- 1) Received a passing grade in all academic classes.
- 2) Completed 24 hours of Community Service.
- 3) Be recommended by the chain of command.
- 4) Be assigned to a C/SFC position or higher for six weeks.
- 5) Missed less than 1 uniform/PT day.
- 6) Demonstrate the ability to conduct Squad/Platoon Drill prior to being promoted.

7) Know and understand the BN and External Chain of Command.

D) Officer's Promotions: To be eligible for promotion to the rank of C/2LT (O-1), cadets must meet the following criteria:

- 1) Received a passing grade in all academic classes.
- 2) Completed 30 hours of Community Service.
- 3) Receive a written recommendation by the chain of command.
- 4) Have the rank of C/SFC or higher.
- 5) Be assigned to a C/2LT position or higher.
- 6) Demonstrate the ability to conduct Physical Fitness/Platoon Drill prior to being promoted.
- 7) Pass the Officer's Board prior to being promoted.
- 8) Missed less than 1 uniform/PT day.

E) To be eligible for promotion to C/1LT (O-2) through C/COL (O-6), cadets must meet the following criteria:

- 1) Received a passing grade in all academic classes.
- 2) Completed 40 hours of Community Service.
- 3) Be recommended by the chain of command
- 4) Be assigned to a C/1LT position or higher in six weeks.
- 5) Missed less than 1 uniform/PT day.
- 6) Know the External/BN Chain of Command and the Army's Structure

b. Duty Positions

All cadets not occupying one of the duty positions listed in Section 2.02 will be SGT, CPL, PFC, PV2, PV1. Cadets will not be promoted further unless there is a duty position open for them to occupy that authorizes a higher rank.

c. Rank and LET Level Correlation

Ranks by LET level will not exceed the following unless designated by SAI/AI's.

- LET 1- C/PFC
- LET 2- C/SSG
- LET 3- C/CPT
- LET 4- C/COL

d. Battalion Leadership Appointment

- i. Selection for appointment to the top three positions in the BN will be made on a "best qualified" basis. The incoming BN leadership will be evaluated by the instructors on the listed areas on a 1-5 scale (1 being the highest).
 - 1) Essay on why you should be the Battalion Commander
 - 2) GPA
 - 3) PT Test (2-2-2)
 - 4) Platoon Drill Sheet (Marching)
 - 5) Powerpoint/Google slides Presentation on the Army Values and how they apply to you.

The top three positions will be assigned by the order of the candidates placed overall.

- ii. Considerations upon leadership ability, military proficiency (Drill, Squad and Platoon), appearance and bearing, and high character qualifications. Scholastic grades (GPA), PT test, extracurricular activities, and other prerequisites will also be considered.
 - i. All appointments will be written by order of the SAI/AI's.
 - ii. All appointments are to be disclosed at the time appointed by the SAI.
 - iii. The SAI has authority to deviate from specified ranks, at his or her discretion.
- e. **Miscellaneous**
- i. All cadets upon entering the JROTC program are to be assigned the rank of PV1, the first promotion thereafter being PV2, otherwise known as PVT.
 - ii. The rank of Private First Class (PFC) may be awarded to any cadet that demonstrates the potential for advancement.

4. - Demotion Policy

- a. **4-1. General.** The SAI will consider demoting cadets based upon the recommendation of the AIs and cadet chain of command. The following are some of the justifications for reduction in rank or relief from duty position. Appropriate efforts will be made by the cadet's chain of command to take alternative corrective action, i.e., counseling, demerits, etc., prior to initiating a reduction in rank. Any cadet officer, non-commissioned officer, cadet private first class, or cadet private two may be reduced in grade for any of the following reasons:
- (1) Insubordination toward any cadet of a higher grade or position who is duly appointed over the cadet in question, and who gives a legal and lawful order.
 - (2) Insubordination toward a member of the military staff.
 - (3) Demonstrated inability to serve as leader in that grade or position.
 - (4) Inefficiency or neglect of duty.
 - (5) Conduct improper for a person holding that grade.
 - (6) Failure to receive a passing nine weeks/semester grade in JROTC.
 - (7) Suspension from school or in school suspension for serious violations of school rules.
 - (8) Failure to wear the uniform on required days or continues to wear the uniform as to present a disreputable appearance IAW AR 670-1 and CCR 145-2, i.e.:
 - a. Badly needs a haircut or does not shave.
 - b. Male cadets wear earring(s) while in uniform or female cadets wear earrings with the Class "C" uniform or improper earrings with the Class "A" or Class "B" uniform.
 - c. Continuous unacceptable standards of grooming and appearance.
 - (9) Violations of the rules, regulations and procedures contained in the cadet SOP. (10) Failure to turn in homework or fulfill assigned class projects. SOP MANUAL IAW CCR-145-2 & AR 670-1 5 SOP MANUAL

- a. Cadet Officers must maintain a passing average in all military and academic subjects, non-commissioned officers must maintain a passing grade in JROTC and may not be failing more than one subject outside of JROTC. Any indication that battalion duties are interfering with academic class work will be dealt with on an individual basis.
- i. Suspension from rank for a specified period of time is considered a lesser penalty than reduction in rank. The time period must be made known to the cadet, and a MOI placed inside the cadet's personnel record. Suspended cadets will be relieved from leadership positions. There can be no favorable personnel action (promotion, awards, etc.) during the period of the suspension. When the period is over and all reasons for suspension have been passed, the cadet will be returned to a position as deemed appropriate by the instructors.
- ii. The organization of a review board is the responsibility of the BC.
- iii. A review board should be established and concluded no later than two weeks after the initiation of an appeal.
- iv. Final authority for the demotion of a cadet rests with the SAI, and any demotion or appeal may be terminated at his/her desire.

5. - Cadet Duties and Responsibilities

- a. **General Responsibilities of Cadet Leaders**
 - i. Be capable of issuing commands properly and insist that they be executed properly.
 - ii. Be courteous: It is the mark of an officer, be he/she commissioned or noncommissioned. Courtesy must extend not only to superiors but subordinates as well.
 - iii. Present an example of proper military bearing and appearance at all times.
 - iv. Be capable of leading by example.
 - v. Supervision of the training of other cadets for which he/she is responsible. Help and instruct them when needed and never ridicule or permit others to ridicule a subordinate's performance.
 - vi. Loyalty to both superiors and subordinates.
- b. **Battalion Commander**
 - i. Responsible for the training administration, logistical support, discipline, morale, esprit-de-corps, and performance of the cadet battalion. In essence, he or she is responsible for what the unit does, or fails to do.

- ii. Reports directly to the SAI/AI's.
 - iii. Responsible for advance coordination with SAI/AI's on all matters pertaining to policies and procedures for the battalion when the unit forms as a battalion. Battalion Commanders are required to keep the SAI/AI's abreast of all activities with the battalion.
 - iv. Sets the example for his/her battalion in appearance, conduct, bearing, tact, discipline, and performance.
 - v. Commands the battalion through proper use of the cadet CoC and within the policy and guidelines set by the SAI/AI's.
- c. **Battalion Executive Officer**
- i. In the absence of the Battalion Commander, assumes command and is responsible for the efficient operation of the battalion. Must be completely familiar with the duties of the Battalion Commander.
 - ii. Coordinates and supervises to ensure that the orders and policies of the Battalion Commander are carried out effectively.
 - iii. Keeps the Battalion Commander informed of the problem areas within the unit in general, and of action taken or recommended with respect to such problems.
 - iv. Directly supervises the battalion Staff officers and is responsible to the Battalion Commander and the SAI/AI's for the proper coordination of all Staff actions related to personnel, operations and training, logistics, public relations, records keeping, school and community support activities.
 - v. Make periodic inspections of staff performances and conduct immediate remedial and/or disciplinary action is taken for any infraction.
 - vi. Possess knowledge of the morale, esprit-de-corps, and problem areas within the battalion.
- d. **Battalion S-1, Personnel Officer**
- i. The S-1 is immediately responsible to the XO for all matters relating to Personnel and Administration.
 - ii. Prepares orders, directives, or announcements as directed by the Battalion Commander/Executive Officer and in conjunction/coordination with the SAI/AI's.
 - iii. Prepares and maintains current organizational rosters.
 - iv. Maintains the cadet JROTC record files, correspondence and publications to include posting all necessary information on cadet records, enclosures on Privacy Act, Cadet Information Forms, Media Release Forms, Parental Consent Forms, etc.

- v. Familiar with updates to the JUMS.
- e. **Battalion S-2, Safety and Security Officer**
 - i. The S-2 is immediately responsible to the XO for all matters relating to Safety and Security.
 - ii. Responsible for all aspects of the Battalion Safety Program.
 - iii. Responsible for all matters related to physical security and sensitive equipment.
- f. **Battalion S-3, Operations and Training Officer**
 - i. The S-3 is immediately responsible to the XO for all matters relating to Operations and Training.
 - ii. Principal staff assistant to the Commander in matters pertaining to organization, training, and primary operations. He/She also advises and assists other staff officers in the operational aspects of their particular activities.
 - iii. Prepares training schedules in conformance with the JROTC region Master Training Schedule (MTS) and Program of Instruction (POI).
 - iv. Plans and coordinates all of the battalion's training activities.
 - v. Closely monitors the conduct of drill and ceremonies and conducts frequent training inspections of cadet classes and performances.
 - vi. Responsible for ensuring that classroom and field training areas are properly prepared prior to training.
 - vii. Ensures that cadet instructors are properly prepared to give assigned classes and that the Battalion Commander is informed of the evaluation given to all cadet instructors.
 - viii. Recommends to the SAI/AI's those cadets that are qualified for the rating of "Cadet Instructor" and have met all requirements for the attainment of this rating.
 - ix. In the absence of the Battalion Commander and Executive Officer the S-3 assumes command of the unit.
 - x. Compiles training operational records and reports.
- g. **Battalion S-4, Logistics Officer**
 - i. The S-4 is immediately responsible to the XO for all matters relating to Logistics.
 - ii. Is the principal staff assistant to the Commander in matters pertaining to provision of

supplies, maintenance, transportation, and miscellaneous logistical support.

- iii. Advises other staff officers and assists them in logistical matters respective to their areas of responsibility.
 - iv. Is responsible for the storage and maintenance of accurate supply records, to include cadet clothing records, hand receipts, up to date inventories within the unit, and other such supply actions as directed by SAI/AI's.
 - v. Responsible for the storage, maintenance, issue and turn- in of all supplies and reference material as directed by the SAI/AI's.
 - vi. Be thoroughly familiar with supply procedures.
 - vii. Conduct monthly inventories, or as directed by the BC, XO, or SAI/AI's.
 - viii. Responsible for the cleanliness, organization, and upkeep of the supply and arms room areas.
- h. **S-5 Public Affairs Officer**
- i. The S-5 is immediately responsible to the XO for all matters relating to Public Affairs.
 - ii. The S-5 is the principal staff assistant to the Commander on public information and public relations matters between the Army and the JROTC program, the school, the parents of the students/cadets, and the community. The S-5 is charged with establishing contacts with the news media within the high school's district.
 - iii. As the PAO, the S-5 prepares and submits items to school and local newspapers and any other sources of media.
 - iv. Advises the Battalion Commander, the SAI/AI's on ways and means to improve the acceptance of the JROTC program on campus and in the community.
 - v. Due to the exposure of the S-5 to the public eye, he/she must be fully knowledgeable on the organizational structure and mission of the Army JROTC program.
 - vi. Is responsible for maintaining the battalion's unit history and the maintenance of a pictorial scrapbook of significant events pertaining to the unit.
- i. Is responsible for all of the technology issues and projects that have to do with the battalion.
 - ii. Coordinates with the S-5 to maintain and update the Battalion website.
 - iii. Maintains accountability for all sensitive equipment in conjunction with the S-2.

- i. **Battalion Command Sergeant Major**
 - i. He/She is the senior cadet NCO in the unit and is the Commander's primary advisor concerning the Enlisted Corps. The CSM also makes recommendations concerning promotions/reductions/awards and advises of problem areas within the battalion.
 - ii. Is responsible for the policing of the JROTC classrooms and outside areas.
 - iii. Advises the Commander on all NCO matters and provides guidance to 1SGs
- j. **Drill Commander**
- k. **Color Guard Commander**
- l. **Rifle Team Commander (Marksmanship)**
- m. **Raider Team Commander**
- n. **Cadet Company Commander**
 - i. Responsible for the effective training, discipline, morale, esprit-de-corps, appearance and performance of his/her company.
 - ii. Be familiar with all the members of his/her unit and make continuous evaluation of his/her subordinates with regard to performance, effectiveness, and appearance so that he/she may make valid recommendations for promotions, reductions, and award.
 - iii. Sets the example for his/her company in appearance, attitude, conduct, bearing tact, discipline and performance.
 - iv. Commands the company through proper use of the CoC and within the policy and guidelines set by the Battalion Commander, SAI and AI's.
 - v. Will be familiar with the duties of the cadet Staff and the Battalion Commander as well as all the members of his/her command.
- o. **Cadet Company Executive Officer**
 - i. Responsible for being familiar with the duties, responsibilities, and policies of the Company Commander.
 - ii. Assumes command of the company in the absence of the Company Commander.
 - iii. Assists the Battalion Staff as needed in the posting and reviewing of the Administration and Supply Records of the cadets in the company.
 - iv. Responsible for reporting attendance and preparedness of the company to the appropriate Instructor(s).
- p. **Cadet Platoon Leader**
 - i. Responsible for the effective training, discipline, morale, esprit-de-corps of his/her

subordinates with regard to the performance of his/her platoon.

- ii. Is familiar with all the members of his/her subordinates in addition to his/her performance.
- iii. Sets the example for his/her platoon in appearance, attitude, conduct, bearing, tact, discipline, and performance.
- iv. Exercises command of his/her platoon through proper use of the cadet CoC and within the policy and guidelines established by the Company Commander.
- v. Be familiar with the duties of the Company Commander as well as all the members of his/her platoon.

q. **Cadet First Sergeant**

- i. Assists the Company Commander in the maintenance of, discipline, esprit de- corps, morale, and appearance of enlisted cadets assigned to the company.
- ii. Advises the Company Commander of any problem areas concerning enlisted cadets in the company and makes any necessary recommendations with regard to specific problems.
- iii. Supervises the actions and conduct of the Platoon Sergeants and other NCOs within the company.
- iv. Ensures the attendance of cadets at drill and ceremonies.
- v. Sets the example for the NCOs and enlisted cadets of the company in appearance, conduct, bearing, tact, discipline, and performance.

r. **Cadet Platoon Sergeant**

- i. Is familiar with the duties of the Platoon Leader and takes charge of the Platoon in his/her absence.
- ii. Advises the Platoon Leader of any problem areas concerning personnel in the platoon and makes recommendations concerning specific problems.
- iii. Assists the Platoon Leader in the maintenance of, discipline, esprit-de-corps, morale, appearance, and training of the cadets in the platoon.
- vi. Ensures the attendance of cadets at drill and ceremonies.
- iv. Maintains a current roster of cadets in the platoon.
- v. Sets the example for the NCOs and enlisted cadets of the platoon.

- s. **Cadet Squad Leader**
 - i. Commands the squad.
 - ii. Must be familiar with the duties of the Platoon Sergeant and Platoon Leader.
 - iii. Responsible for making an accurate report of attendance as required.
- t. **Cadet Team Leader**
 - i. The position of Team Leader is to be established and abolished as deemed fit by the BC, and is generally only to be established when squads are in excess of 10 members. It can be established on a Company by Company basis.
 - ii. Commands the members of his/her team under the direction and supervision of his/her Squad Leader.
 - iii. Must be familiar with the duties of his/her Squad Leader and Platoon Sergeant.
 - iv. The Senior Team Leader assumes command of the squad in the absence of the Squad Leader.
 - v. Responsible for the Squad Leader for the members of his/her team.
 - vi. Reports attendance to the Squad Leader as required.

III.

1. - Physical Security

- a. **General**

This section establishes physical security procedures designed to preclude loss of Government equipment. It is the responsibility of all cadres and cadets to evaluate established procedures and report any condition observed which is prejudicial to good security.
- b. **Responsibility**
 - i. The security of government equipment is the responsibility of all cadres and cadets.
 - ii. The SAI is directly responsible for established security procedures and the dissemination of guidelines outlining individual responsibilities.
 - iii. All breaches of security must be reported to the SAI, Military Property Custodian, and the school principal immediately once ascertained. Full reports must be processed through 6th Brigade Headquarters to 1st US Army ROTC, Region Headquarters.
 - iv. The Cadet S-2 will be appointed as the Cadet Battalion Physical Security Officer.

c. **Sensitive Item Storage**

i. Sensitive items of government property will be secured in a locked container. Access to sensitive items is limited to those currently found on the Unescorted Access List who must be present anytime sensitive items are issued or turned in.

ii. The following items are considered sensitive items:

1. Cameras
2. Lensatic Compasses
3. Observation Scopes
4. Audio Equipment
5. Projection Equipment
6. Video Equipment
7. Sabers
8. Computers
9. Televisions
10. Monitors
11. Printers
12. Training Rifle
13. Air Rifles
14. Any additional equipment designed by the SAI

d. **Key and Lock Control**

i. The Military Property Custodian (MPC) will be appointed as the Richmond Hill High School JROTC Key and Lock Custodian (KLC).

ii. The KLC is responsible for the proper use, rotation, and administration of all keys and locks used to secure government equipment. The KLC will also be responsible for accountability and the key control register.

iii. Once entered on the key control register, locks will not be changed except when rotated by the KLC, or when keys and locks are compromised.

iv. The number of keys and personnel authorized for access to secured areas will be kept to a minimum.

2. **- Training Rifles**

a. **Responsibilities**

i. The SAI/Supply Custodian will ensure adherence to provisions of DA, TRADOC, US Army Cadet Command, and Sixth Brigade publications and this SOP concerning the security of arms room.

- ii. Cadets will handle training rifles in a safe and secure manner.
 - iii. The Battalion S-2 and/or S-4 will be responsible to perform a daily Sensitive Item Log sheet every morning when entering and every afternoon when leaving.
- b. **Procedures**
- i. No training rifles or live ammunition, explosives, or pyrotechnics will be stored in the arms room.
 - ii. No privately owned training rifles will be stored in JROTC approved storage facilities.
 - iii. All training rifles should be signed out no later than 3:00 p.m. (Once the door for the supply room is closed, the door will remain closed until practice is over unless directed otherwise by any Cadre).
 - iv. All training rifles will remain under the surveillance and control of the instructors. No training rifles will be placed under the sole control of a cadet.
 - v. Demilitarized service rifles are for drill purposes only and when not in use will be stored in existing arms rooms. These rifles will be placed in racks and locked under double lock.
 - vi. The Daisy Air Rifles will be stored in school arms rooms. Pellets for these training rifles must be stored under the care of two separate and different locks.
 - vii. All training rifles will be issued to the Senior Instructor responsible for that training event, IAW CCR 700-1, Chapter 3, Para 1-a.
- c. **Inventories and Maintenance**
- i. A physical count of all training rifles will be conducted whenever the arms room is opened and annotated on a control form, with date, time and initials when opened. This will ensure that all training rifles are present before starting or ending the day's activities.
 - ii. The responsible officer or his representative will conduct a training rifle serial number inventory monthly of all training rifles and air rifles. This inventory will be recorded on ROTC Cadet Command Form 195-R with all rifle serial numbers listed. The form will be signed by the person conducting the inventory and will be verified by the SAI/AI's signature. If the SAI/AI's conducted the inventory only his/her signature will be necessary. The same Cadre member will not verify the inventory two months in a row. The completed inventory will be placed in a security file (subject to inspection).
 - iii. To further insure accountability, a weekly visual count inventory will be conducted and recorded.
 - iv. Immediately report losses or overages to the DAI and to the MPC for investigation and

accountability in accordance with AR 190-11, AR 735-11, and AR 710-2.

- v. Training rifles may be issued to cadets on Drill and Color Guard days or at such time as designated by the SAI/AI's. These training rifles are to be kept in racks in the Supply Room assigned for that purpose.
- vi. Under no circumstances will a cadet attempt to repair or replace any broken or damaged part of a training rifle except under the supervision and direction of an instructor.
- vii. Cadets will clean training rifles regularly as prescribed by the SAI/AI's.

d. **Control**

- i. A current roster of personnel having Unescorted Access to keys to arms room, locks, and containers will be posted inside the arms room.
- ii. Keys to the arms room, racks, and ammunition containers will be maintained separately from the other keys and accessible only to those on the Unescorted Access list.
- iii. No cadet is authorized to sign for or maintain control of the arms room and ammunition keys.
- iv. A master key system will not be used for the arms room door lock.
- v. If keys are lost, misplaced or stolen, request replacement of the affected locks or cores from school officials.
- vi. If training rifles are used during the course of a day, at the end of each class period, or at the end of each training period, a physical count of the rifles will be made prior to the release of the class or team.
- vii. Training rifles will be under the visual surveillance of the SAI/AI's at all times.
- viii. Under no circumstances will a cadet be allowed to take a training rifle or air rifle home or transport such a training rifle in their POV.
- ix. Anytime training rifles are issued to cadets, an instructor will maintain visual supervision.
- x. All training rifles transported to Drill Meets, Rifle Matches, Color Guard Performances, or other approved events must be under the positive control of a JROTC cadre member. **No training rifles may be transported by a cadet unless under the positive control of a cadre member.**

e. **Training Rifle Evacuation:**

- i. In the event that the training rifles should need to be evacuated because of natural disaster

or civil disturbance, remember that demilitarized rifles are of little value except as a drill piece and that safety of life should be of primary concern. Training rifles will be evacuated at the discretion of the SAI or in his absence, the AI's.

- ii. Should it become necessary to remove training rifles from the school, they will be removed by a transportation mode to be determined, to a location to be coordinated by the SAI/AI's/School Principal. Instructors will be mustered to accomplish this evacuation if it becomes necessary after normal school hours.