



**Cumberland Valley High School**

**Junior Reserve Officers'  
Training Corps (JROTC)**

**Information Packet**

**August 10, 2021**

## **CUMBERLAND VALLEY JROTC -- INFORMATION PACKET**

**1. Welcome to the Cumberland Valley Junior ROTC Program.** The information provided in this packet will help you to understand how the program will be run during this school year. Additional details will be provided in class during the first few weeks of the year.

**(Note:** During SY 2021-22, innovative processes and procedures will be implemented in order an effort to retain as many of the JROTC program's knowledge and skills development activities as possible. However, due to the conoravirus pandemic, adjustments will need to be made to ensure the safety of all participants. Information concerning changes to or cancellation of activities will be shared with cadets and parents as needed.)

**2. COMMUNICATION.** The instructors and cadet chain of command will provide cadets with most of the information they require in class. However, cadets are also responsible each day for checking the JROTC bulletin board for new announcements and the latest training schedules. Homework assignments and upcoming events are also posted on the JROTC page of the school district website.

**3. MILITARY COURTESIES.** Cadets will address Colonel Kardos as "Colonel Kardos", "Colonel" or "Sir". Chief Warrant Officer 3 Martin will be addressed as "Chief Martin, "Chief" or "Sir". Cadets will refer to Sergeant First Class Vargas as "Sergeant Vargas" or "Sergeant". Other military customs and courtesies will be taught during JROTC classes.

**4. CLASSROOM PROCEDURES.** On the first day of classes, cadets will sit in assigned seats as shown by name cards or a diagram on the board. The JROTC instructors will provide detailed directions concerning how future classes will be run, including providing cadets with a packet entitled, "Classroom Procedures". Class periods will typically start with students standing behind their desks. The cadet class leader will receive attendance reports from section leaders and report any absences to the instructor. The instructor will tell students to take their seats. At the end of class, cadets will stand quietly behind their desks and receive final instructions before being dismissed.

**5. ACADEMICS.** JROTC is a full-credit, elective course that meets every day throughout the school year. The course provides cadets with a 21<sup>st</sup> century, student-centered program of study covering a wide range of academic subjects and hands-on learning experiences designed to motivate them to be better citizens, leaders, and students. The material covered in the cadet's "Leadership Education and Training" textbook is the centerpiece of the course. **Therefore, cadets need to study regularly and be ready to apply this knowledge in classroom activities.** Additional information concerning course materials and grading is provided in the course syllabus.

**6. PHYSICAL TRAINING (PT).** All cadets will participate in physical training. As long as individuals give their best effort, they should not be worried about keeping up. The PT program is designed to help all cadets improve their physical fitness levels. Physical training is normally conducted once a week during class time on Friday. **The standard Cumberland Valley PE uniform must be worn.** The CV JROTC t-shirt, which will be issued at the start of

the year, can be substituted for the CV PE t-shirt. Grading policies are outlined in the course syllabus.

**7. UNIFORM WEAR.** Cadets will wear their uniforms for the entire day every Thursday or other Uniform Day designated by the instructors. If cadets are absent on the uniform day, they will wear their uniform on the next class day back in school. The JROTC instructors will provide cadets with detailed instructions concerning how the uniform will be set up and worn. The Cadet Reference also provides valuable information. Uniforms must present a neat and clean appearance at all times. The uniform will not be mixed with civilian clothing. Cadets will not place their hands in their pockets except to momentarily place or retrieve items. Headgear must be worn when outdoors and taken off indoors. Female cadets will be allowed to wear the skirt in place of the slacks, except during formations. Information concerning inspections and grading is provided in the "Classroom Procedures" packet and the course syllabus.

**8. UNIFORM ISSUE.** Uniforms will be issued to returning cadets on a Saturday in early September and to new enrollees on a Saturday in mid-September. The process will involve: (1) fitting each cadet for a uniform, (2) sending the uniform out for tailoring, (3) issuing the uniform to the cadet, and (4) showing cadets in class how to properly set up and wear the uniform. JROTC will provide all uniform items free of charge to the cadet. The cadet is responsible for proper care and cleaning of all uniform items. This will be accomplished whenever necessary throughout the year. **The coat, trousers, windbreaker with liner, and tie/neck tab will be dry cleaned only.** Gray dress shirts will be washed and pressed frequently to ensure that they do not become permanently soiled. All uniform items and equipment will be cleaned and turned-in at the end of the school year. Cadets and parents will sign a form acknowledging pecuniary responsibility for uniforms issued to them.

## **9. PERSONAL APPEARANCE IN UNIFORM.**

a. Hair styles. Hair will be neatly groomed. The length and bulk of the hair will not be excessive or present a ragged, unkempt or extreme appearance. It must not interfere with the normal wear of the headgear. When cadets are in uniform, their hair will not fall over the eyebrows. Extreme haircut styles and unnatural colors are not permitted in uniform.

(1) Male Cadets. The face will be clean-shaven and sideburns will not extend below the lowest part of the ear opening. Mustaches are permitted if kept neatly trimmed and tapered. The top of the head will be neatly groomed with hair not longer than 3" and the sides will present a tapered appearance; i.e., shorter towards the bottom than the top. Unauthorized extreme haircuts include having very short hair on the sides that immediately transitions to long hair on top; i.e., it is not tapered.

(2) Female Cadets. Short haircuts are not required. When in uniform, the following standards will apply. Hair will be neatly and inconspicuously fastened or secured in a bun, single ponytail, single braid or two braids. Hair holding ornaments (barrettes, clips, and pins), if used, must be transparent or similar in color to the hair. Multiple locs, braids, twists or cornrows may come together in one or two braids or a single ponytail. Braids and singular ponytails may be worn down the center of the back in all uniforms, but the length will not extend past the bottom of the shoulder blades while at the position of attention. There is no

minimum length for the wear of a ponytail or braid. Ponytails will not be wider than the individual's head. If during field or physical training the length of a ponytail or braid hinders an individual's performance or creates a safety hazard, commanders may direct that the hair be secured or tucked inside the uniform top. Female cadets in higher LET levels will show LET 1 cadets effective techniques for keeping their hair in place.

b. General. Male cadets will not wear earrings while in uniform. Female cadets are authorized to wear (in their ear lobes) one pair of stud earrings (gold, silver, diamond or pearl) that are in good taste and no more than 1/4" across. Female cadets are authorized to wear cosmetics, lipstick, and nail polish, if applied conservatively and in good taste.

c. On days when cadets do not wear uniforms, regular school dress codes apply.

**10. AWARDS.** Cadets have the opportunity to earn a number of awards which they can wear on their Army Service Uniform (ASU). Awards are designed to recognize outstanding performance in academics, leadership, athletics, team participation, community service, and other accomplishments which support their growth as citizens, leaders, and students. The JROTC instructors will provide cadets with additional information concerning how awards can be earned. The Cadet Reference also provides information about awards. The battalion conducts three awards ceremonies each year after school. Family members, friends, and staff and faculty are highly encouraged to attend to help celebrate their cadets' accomplishments.

**11. UNIT ORGANIZATION.** The cadet organization provides cadets the opportunity to gain excellent hands-on leadership experience and to make significant contributions to the school and the community. Based on the number of JROTC students enrolled for this school year, our Cumberland Valley JROTC unit will form as a battalion with two companies and two platoons in each company. Each platoon will have three or four squads with two teams in each squad. Battalion staff officers and sergeants work for the Battalion Commander under the supervision of the Battalion Executive Officer, and will be organized as the headquarters platoon for formations.

- a. All cadets who are interested in serving in leadership and staff positions different than those for which they applied last spring need to submit an application to the JROTC office within one week of the start of the school year. An application form is included in this packet. The highest ranking positions were filled following last May's leadership boards and are shown in bold print in the list at the end of this paragraph. The other duty positions have not yet been assigned. Duty assignments will be made very early in the new school year based on requests made by LET 2, 3, 4 cadets last May and newly submitted applications. The responsibilities for each position are described in Enclosure 1 of this packet to help you decide what you would like to do. Applying does not guarantee that you will be assigned to a leadership position this semester.
- b. During the second week of school, the JROTC Instructors will interview LET 2, 3 & 4 cadets and LET 1 Seniors and Juniors who are interested in serving in Battalion Staff positions and in other duty positions which carry a rank of Cadet Lieutenant, First Sergeant or Sergeant First Class.

- c. Seniors, Juniors, and Sophomores will have priority consideration for serving as battalion staff sergeants, squad leaders, and team leaders.
- d. Freshmen who demonstrate excellent potential will be considered for duty as team leaders and as assistants for battalion staff duties and unit projects. Team leader duties may be rotated among cadets during the year to provide leadership opportunities to more cadets.
- e. Leaders for extracurricular teams will be chosen from among senior ranking cadets and team members based on their overall ability to help the team learn and succeed.
- f. Not all students will have leadership positions during first semester. In fact, most cadets will be assigned as squad members (privates). Students are encouraged to strive for excellence throughout the first semester to demonstrate their interest and readiness for greater duties and responsibilities in the future.
- g. Leadership opportunities and promotions in JROTC are earned through demonstrated ability, potential, excellent academic performance in JROTC and other classes, active participation in JROTC activities, and appropriate conduct. Students must execute their duties well in order to keep their rank and to be promoted. Failure to achieve and maintain these standards may result in cadets being assigned to other duties.

**Leadership and staff positions for this school year are listed below.** Those in bold print have already been assigned. The “C/” before each rank stands for “Cadet”. NCOIC stands for Noncommissioned Officer in Charge (I.e., the senior sergeant for that staff section).

### **Position**

### **Cadet Rank**

#### **BATTALION COMMAND GROUP**

<b>Battalion Commander</b>	<b>Lieutenant Colonel (C/LTC)</b>
<b>Battalion Executive Officer</b>	<b>Major (C/MAJ)</b>
<b>Battalion Command Sergeant Major</b>	<b>Command Sergeant Major (C/CSM)</b>

#### **BATTALION STAFF**

<b>Personnel Officer (S-1)</b>	<b>Captain (C/CPT)</b>
S-1 NCOIC	Staff Sergeant (C/SSG) or Sergeant First Class (C/SFC)
Personnel Sergeant	Sergeant (C/SGT) or Staff Sergeant (C/SSG)
<b>Security Officer (S-2)</b>	<b>Captain (C/CPT)</b>
S-2 NCOIC	Staff Sergeant (C/SSG) or Sergeant First Class (C/SFC)
Security Sergeant	Sergeant (C/SGT) or Staff Sergeant (C/SSG)
<b>Training Officer (S-3)</b>	<b>Captain (C/CPT) or Major (C/MAJ)</b>
S-3 NCOIC	Staff Sergeant (C/SSG) or Sergeant First Class (C/SFC)
Training Sergeant	Sergeant (C/SGT) or Staff Sergeant (C/SSG)
<b>Supply Officer (S-4)</b>	<b>Captain (C/CPT)</b>
S-4 NCOIC	Staff Sergeant (C/SSG) or Sergeant First Class (C/SFC)
Supply Sergeant	Sergeant (C/SGT) or Staff Sergeant (C/SSG)

**Public Affairs Officer (S-5)**

S-5 NCOIC

Public Affairs Sergeant

**Automations Officer (S-6)**

S-6 NCOIC

Automations Sergeant

**Captain (C/CPT)**

Staff Sergeant (C/SSG) or Sergeant First Class (C/SFC)

Sergeant (C/SGT) or Staff Sergeant (C/SSG)

**Captain (C/CPT)**

Staff Sergeant (C/SSG) or Sergeant First Class (C/SFC)

Sergeant (C/SGT) or Staff Sergeant (C/SSG)

**COMPANY COMMAND GROUP****Company Commander**

Company Executive Officer

Company First Sergeant

**Captain (C/CPT)**

First Lieutenant (C/1LT)

First Sergeant (C/1SG)

**PLATOONS**

Platoon Leader (4)

Platoon Sergeant (4)

Squad Leader (12)

Team Leader (24)

Second Lieutenant (C/2LT)

Staff Sergeant (C/SSG) or Sergeant First Class (C/SFC)

Sergeant or Staff Sergeant (C/SGT or C/SSG)

Private First Class or Corporal (C/PFC or C/CPL)

Based on the experience, expertise, and leadership that they bring to the battalion, cadets in good standing who are serving in leadership or battalion staff positions are promoted to C/SSG as LET 4s and C/SGT as LET 3s (if their duties do not already warrant a higher rank).

**12. EXTRACURRICULAR TEAMS.** Participating on JROTC teams and getting involved in other activities outside of class are great ways to development leadership, contribute to the school and community, and make friends. In order to participate in JROTC extracurricular activities, cadets must meet all academic and other eligibility requirements outlined in the high school's student handbook. Students are allowed to participate in more than one JROTC activity, and are encouraged to participate in other school activities in which they are interested. Cadets may need to make a choice if they want to participate on JROTC competition teams with seasons that overlap those other activities. The Raider Team, Drill Team, and Color Guard compete against local schools and can qualify for regional and national competitions. The Academic Team and the Leadership Team compete in nationwide on-line competitions, which can lead to the national competitions in Washington, D.C. A brief description of each team's activities and season schedules is provided below. More-detailed information about each team is provided in Enclosure 2 at the back of the packet.

a. **Drill Team.** The drill team executes close order drill in accordance with U.S. Army Training Circular (TC) 3-21.5. Experienced team members will start practices in mid-September. All other cadets can sign up for the team starting in late September. Initially, the team will normally practice on Tuesdays and Thursdays after school (3:00-4:00). In November, practices will increase to 5 days a week (3:00-5:30 PM) and the starting team will be selected to prepare for an invitational competition in December and the League 3 championship in late January. All cadets who practice regularly and pass the drill team test will earn the drill team cord to wear on their uniforms. Cadets who compete also earn a ribbon and an arc to wear on their dress uniforms. (Note: All students will receive basic marching instruction during regular JROTC class periods.) The drill team also serves as the base around which we build our parade units.

b. **Color Guard.** The Color Guard presents the national and state colors at various school and community events in accordance with U.S. Army TC 3-21.5. These have included: varsity athletic events and pep rallies, state championship sporting events, school district functions, ceremonies by community organizations, and more. The color guard also competes against local JROTC programs as part of the drill team competitions. The practice and competition schedules are similar to those listed in paragraph 11.a. above, except that the color guard starts practicing in mid-August, initial practices are held on Mondays and Wednesdays, and new members can volunteer to join at any time. All cadets who practice regularly and pass the Color Guard test will earn the Color Guard cord to wear on their uniforms. Cadets who compete also earn a ribbon and an arc to wear on their dress uniforms.

c. **Raider Team.** The Raider Team is the program's physical fitness and adventure skills team. Experienced team members will start practices in mid-October. All other cadets can sign up for the team starting in late October. Initially, the team will practice on Mondays and Wednesdays before school (6:00-7:00 am). In late January, the practice schedule will increase to 6 days a week with morning (6:00-7:00 am) and afternoon sessions (3:00-5:30 pm) on weekdays, plus several hours on Saturday (7:30 am – 3:30 pm). Teams will be selected to prepare for an invitational competition in March and for the League 3 championship in early April. All cadets who practice regularly and pass the Raider Team test will earn the Raider cord for their dress uniform and the privilege of wearing the Army camouflage uniform during practices. All interested male and female students are encouraged to attend practices, since our goal is to have a mixed (male & female) team. Students have plenty of time to develop their fitness and skills before we choose teams for competition in the spring. Raider Team cadets will need to work out on their own during the fall to prepare themselves for the in-season practice schedule. The JROTC instructors will provide guidance on how to do this safely and effectively.

d. **Academic and Leadership Teams.** All 1,700+ Army JROTC programs provide an Academic Team and/or a Leadership Team to participate in the nationwide on-line competition known as the Army JROTC Leadership and Academic Bowl (JLAB). Teams in the top 50% of the Level I competition progress to the Level II competition and the top 3% of all schools qualify for the national competition in Washington, D.C. An organizational meeting for all interested cadets will be held in mid-September. At that time, the practice schedule will be announced, and will likely include 1-2 meetings each week plus self-study. The first competition (Level 1) is conducted in November and the Level 2 competition is conducted in February. Cadets who regularly make practices and compete for one of the teams will receive a ribbon to wear on their dress uniforms. Seniors are not eligible to compete, but are encouraged to assist in developing the team.

**13. COMMUNITY SERVICE.** The JROTC program is very involved in service learning efforts at the school and across the community. All cadets are strongly encouraged to contribute to these projects. During recent school years, the CV JROTC battalion has hosted or supported numerous activities, including: two blood drives per year, Retiree Appreciation Day at Carlisle Barracks, middle school lessons and presentations, senior citizen escorts to the high school musical, support to charitable organizations, and much more. The cadets also provided numerous Color Guard presentations at: home football games, other athletic events, several Veterans Day and Memorial Day ceremonies, and other community events.

**14. SOCIAL EVENTS.** The JROTC battalion hosts two major social activities during the year. The first is a Battalion Dining-Out which is held in late October or early November. The purpose of this very popular event is to bring together the cadets (in dress uniform), parents, and other family members to learn more about the JROTC program and to get to know each other better. The second social event is a cadet Military Ball which is held in April. The Military Ball provides the cadets and their dates the opportunity to participate in a military style dinner and dance, including hearing from a distinguished speaker. At both events, cadets have a good time, while becoming more knowledgeable about and confident in different social settings. Prior to these events, all cadets receive etiquette classes.

**15. PREPARING FOR JROTC.** There are no preparation requirements prior to starting classes. You just need to come ready to do your best in all areas of the program.

**We're looking forward to a great year!**

Colonel Kardos  
Senior Army Instructor

SFC Vargas  
Army Instructor



**SUBJECT: JROTC Battalion (Duties of Cadet Officers and Noncommissioned Officers).**

1. PURPOSE. To provide information and establish policies regarding cadet duties.

2. REFERENCES. JROTC SAI / AI.

3. GENERAL. Cadet Officers and Noncommissioned Officers (NCOs; i.e., Sergeants) occupy positions of trust and responsibility and serve as student leaders. The officers and NCOs uphold the standards of performance, discipline, and morale of the JROTC program. Students who serve in these positions gain valuable leadership experience, which will benefit them in all future pursuits.

A. Cadet Officers

(1) Cadet Officers are usually LET 3 and 4 cadets who have clearly demonstrated their competence and leadership abilities. Officers lead by example, and provide direction and guidance to the members of the Screaming Eagles Battalion.

(2) All cadets will obey lawful, appropriate, JROTC-related direction from cadets of higher rank.

(3) Cadet Officers will be prepared to assist the Senior Army Instructor (SAI) and Army Instructor (AI) with instruction, as required.

(4) Any cadet officer who fails to comply with JROTC policies or who allows other cadets to violate policies will be subject to disciplinary action and may be reduced in rank or dismissed from the cadet corps, as determined appropriate by the Senior Army Instructor (SAI).

B. Cadet Noncommissioned Officers (NCOs)

(1) NCOs are assistants to the instructors and cadet officers, and are expected to assist in maintaining unit discipline and standards.

(2) Cadet NCOs are usually LET 2, 3, and 4 cadets who clearly demonstrate competence and leadership. LET 1 Juniors and Seniors who have demonstrated excellent school and leadership performance in other activities may also be chosen for these duties.

(3) LET 1 cadets who show leadership potential may be appointed team leaders with specific responsibilities in the classroom and in formation.

(4) Cadets of lower rank must obey all lawful, appropriate, JROTC-related direction from cadet NCOs. Cadet Officers will support their NCOs.

C. All cadet officers and NCOs are responsible for the appearance, discipline, and performance of their units.

**D. Harassment or hazing in the execution of cadet authority will not be tolerated and will subject the offender to disciplinary action. Cadet Officers and NCOs do not have the authority to punish subordinates or use physical activity (e.g., push-ups) to correct behavior.** They will report offenders to the instructors for disciplinary action.

E. Ordinarily, the responsibilities and authority of cadet officers and NCOs cease when they leave the school grounds or any organized JROTC activity. However, they will always be held responsible for the enforcement of regulations pertaining to the wearing of the uniform. Cadet Officers and NCOs will take the following actions to correct cadets observed wearing uniforms improperly off the school grounds:

(1) Inform the cadet that he/she is wearing the uniform improperly and have him/her correct deficiencies on-the-spot.

(2) Refer the offending cadet to the JROTC instructors, if the deficiency is not corrected.

(3) The cadet leader will take no further action.

#### 4. CADET DUTIES AND RESPONSIBILITIES.

##### A. Battalion Commander

(1) Responsible for the battalion's performance, discipline, appearance, and training.

(2) Exercises authority through plans, orders, inspections, personal supervision and example.

(3) Delegates authority to subordinate leaders to carry out assigned duties and policies.

(4) Supervises training; ensures strict compliance with training schedules, safety guidance, and the orders of the instructors.

(5) Keeps the SAI/AI apprised of any trends or problems, and recommends changes and additions to JROTC activities.

(6) Performs other duties as required.

##### B. Battalion Executive Officer

(1) Acts as second-in-command of the battalion and takes charge in the absence of the battalion commander.

(2) Assists the battalion commander in carrying out his/her responsibilities.

(3) Coordinates and supervises the training and execution of duties by the battalion staff.

(4) Ensures that staff officers are developing and maintaining continuity books and SOPs for their areas of responsibility.

(5) Performs other duties as required.

##### C. Battalion Command Sergeant Major

(1) Responsible to the battalion commander for the accuracy of personnel accountability.

(2) Assists the battalion commander in conducting inspections, supervising training, and executing battalion administration.

(3) Assists the battalion commander in preparing NCOs to execute their duties.

(4) Supervises the preparation and execution of Color Guard presentations.

(5) Performs other duties as required.

D. Battalion Personnel Officer (S-1)

- (1) Ensures that administrative data on all cadets has been entered into the JROTC Unit Management System (JUMS).
- (2) Maintains hard copy folders containing health statements, hand receipts, publicity release forms, and award certificates (where applicable).
- (3) Identifies cadets who have qualified for awards and creates the script for the battalion awards ceremony. Provides those names to the S4 for ribbon preparation.
- (4) Completes orders for promotions, demotions, awards, and decorations, and posts them to cadet service records.
- (5) Performs duties as the emcee for award ceremonies
- (6) Serves as recorder for all board proceedings
- (7) Prepares annual archive in conjunction with the PAO
- (8) Develops and maintains a continuity book and SOP for staff responsibilities
- (9) Assigns specific duties and responsibilities to subordinates, ensures that cadets are trained and equipped to execute the tasks, and supervises successful execution.
- (10) Performs other duties as required

E. Battalion Security Officer (S-2)

- (1) Assists the battalion commander with supervising security of unit equipment and the battalion area.
- (2) Ensures that weapons issue procedures and arms room security are executed IAW applicable regulations and manuals. This includes all required paperwork.
- (3) Conducts a monthly inventory of the battalion's sensitive items (weapons).
- (4) Develops risk assessments for all unit training and activities, and develops and takes action on plans to reduce risk to low levels.
- (5) Develops and maintains a continuity book and SOP for staff responsibilities
- (6) Assigns specific duties and responsibilities to subordinates, ensures that cadets are trained and equipped to execute the tasks, and supervises successful execution.
- (7) Performs other duties as required

F. Battalion Training Officer (S-3)

- (1) Assists the battalion commander in developing and supervising the training program
- (2) Develops the annual training calendar, monthly training calendars, and execution checklists for major events. Identifies upcoming events at staff meetings.
- (3) Writes Memorandums of Instruction (MOIs) for all major events.
- (4) Ensures that all facilities and equipment are reserved and procured to support major events.
- (5) Prepares the activities portion of the weekly training schedule for integration with the academic plan outlined in the Curriculum Plan.
- (6) Enters information in the Unit Report (JUMS), as the battalion completes activities.
- (7) Responsible for posting completed academic training in cadet service records (JUMS)
- (8) Helps supervise and coordinate Service Learning activities.
- (9) Ensures that an awards ceremony is scheduled and executed three times a year.
- (10) Responsible for the layout of drill fields for parades and ceremonies.
- (11) Responsible for posting physical fitness test results in cadet service records (JUMS)

- (12) Develops, grades, and maintains records for the leader knowledge promotion tests
- (13) Develops and maintains a continuity book and SOP for S-3 staff responsibilities.
- (14) Assigns specific duties and responsibilities to subordinates, ensures that cadets are trained and equipped to execute the tasks, and supervises successful execution.
- (15) Performs other duties as required

G. Battalion Supply Officer (S-4)

- (1) Responsible for issuing and receiving supplies, clothing, and equipment, and maintaining accountability using local procedures (SOP) and the JUMS system
- (2) Coordinates with the AI regarding procurement of supplies and equipment
- (3) Conducts monthly physical security inspections to include a serial number inventory of all high value items stored in the supply room
- (4) Responsible for preparing obligation forms at the end of each semester and transmitting them through the AI to CVHS administrators.
- (5) Ensures that the supply room is clean and well-organized
- (6) Prepares files and other paperwork for the annual Government Purchase Card audit and monthly Recon reports.
- (7) Develops and maintains a continuity book and SOP for S-4 staff responsibilities
- (8) Assigns specific duties and responsibilities to subordinates, ensures that cadets are trained and equipped to execute the tasks, and supervises successful execution.
- (9) Performs other duties as required

H. Battalion Public Affairs Officer (S-5)

- (1) Develops publicity campaigns for the JROTC program and major events
- (2) Coordinates media coverage for unit activities by the school, local newspapers, and TV/radio stations.
- (3) Submits news releases to the SAI for approval and local publication within 48 hours of completion of a major event.
- (4) Supervises JROTC photographers and maintains a photographic library
- (5) Maintains a JROTC scrapbook, which serves as a history of the unit
- (6) Develops and maintains a continuity book and SOP for staff responsibilities
- (7) Assigns specific duties and responsibilities to subordinates, ensures that cadets are trained and equipped to execute the tasks, and supervises successful execution.
- (8) Performs other duties as required

I. Battalion Special Projects Officer (S-6)

- (1) Develops plans for and supervises the execution of special projects assigned by the Battalion Commander.
- (2) Responsible for information technology resources and administration for the battalion
- (3) Ensures effective system administration, general cleanliness of the computer working areas, and monthly maintenance.
  - a. Cleans automation equipment
  - b. Ensures security patch updates occur through the school's IT Director

- (4) Troubleshoots computers and other IT equipment that need repairs, and reports shortfalls to the AI
- (5) Brings new technologies into the CV Battalion's operations IAW Cadet Command direction, and the capabilities of the cadets (and instructors)
- (6) Backs up command group and staff files and folders monthly
- (7) Reviews folder/file organization for effectiveness and efficiency, and makes recommendations for improvement to the Battalion XO.
- (8) In conjunction with the S5, provides input to the SAI for the JROTC web page
- (9) Inventory Management: maintains inventory of the active computer systems and parts, and makes recommendations for procuring additional technologies
- (10) Oversees set-up of automation equipment used for major events (social events, awards ceremonies, special briefings)
- (11) Develops and maintains a continuity book and SOP for staff responsibilities
- (12) Assigns specific duties and responsibilities to subordinates, ensures that cadets are trained and equipped to execute the tasks, and supervises execution
- (13) Performs other duties as required

J. Staff NCOs. Each of the battalion staff officers identified in paragraphs 4.D-I above will have a staff Noncommissioned Officer In Charge (NCOIC) and one or more junior sergeants assigned to assist in performing the duties outlined in that paragraph. NCOs must be prepared to execute those duties in the officer's absence. An example of these individuals' job titles would be "Battalion S-1 NCOIC" and "Battalion Personnel Sergeant".

K. Company Commander (Officer)

- (1) Responsible for the company's performance, discipline, appearance, and training.
- (2) Exercises authority through plans, orders, inspections, personal supervision, and example.
- (3) Delegates authority to subordinate leaders to carry out assigned duties and policies.
- (4) Assists the battalion command group with leading and supervising unit events
- (5) Supervises all training; ensures strict compliance with training schedules and the direction of the instructors.
- (6) Keeps the Battalion Commander apprised of any trends or problems, and recommends changes and additions to JROTC activities.
- (7) Maintains a company "smart book" which contains unit rosters and other information required to effectively execute the duties outlined above
- (8) Performs other duties as required

L. Company Executive Officer (Officer)

- (1) Acts as second-in-command of the company and takes charge in the absence of company commander.
- (2) Assists the company commander in carrying out his/her responsibilities.
- (3) Coordinates and supervises support activities for the company.
- (4) Assists the battalion command group with leading and supervising unit events
- (5) Performs other duties as required.

M. Company First Sergeant

- (1) Assists the company commander in conducting inspections, supervising training, and executing company administration.
- (2) Assists the company commander in preparing NCOs to execute their duties.
- (3) Responsible to the company commander for the accuracy of personnel accountability.
- (4) Assists the battalion command group with leading and supervising unit events
- (5) Performs other duties as required.

N. Platoon Leader (Officer)

- (1) Responsible to the company commander for the conduct, training, uniform appearance, and discipline within the platoon.
- (2) Exercises authority by personal example, instruction, and close supervision.
- (3) Ensures that the platoon can execute the inspection drill sequence to TC 3-21.5 standards.
- (4) Leads and supervises subordinates in support of unit activities, including service projects
- (5) Performs other duties as required.

O. Platoon Sergeant

- (1) Assists the platoon leader in the execution of his/her duties
- (2) Ensures the accuracy of the squad leaders' reports.
- (3) Exercises authority by personal example, instruction, and close supervision
- (4) Leads and supervises subordinates in supporting unit activities
- (5) Performs other duties as required

P. Squad Leader

- (1) Responsible to the platoon leader for the appearance, discipline, and training of the squad and for accurately reporting accountability.
- (2) Exercises authority by personal example, instruction, and close supervision.
- (3) Leads and supervises subordinates in supporting unit activities
- (4) Performs other duties as required.

Q. Team Leader

- (1) Responsible to the squad leader for the appearance, discipline, and training of the team and for accurately reporting accountability.
- (2) Performs other duties as assigned.
- (3) Leads and supervises subordinates in supporting unit activities
- (4) Performs other duties as required.

## **RAIDER TEAM**

**The Raider Team** is a very physically demanding extracurricular activity. Raider Team members have a physical workout at each practice with emphasis on upper-body strength, core strength, and cardiovascular fitness. In addition to every-day Physical Training (PT), team members work on individual events such as the One-Rope Bridge, First Aid and Litter Carry, Land Navigation, 3-kilometer (1.8-mile) road march, and the Army Physical Fitness (PT) test. The workload of an average Raider Team member will prepare them for the various annual competitions against Raider Teams at the league and higher levels. Raider Team league champions can progress to regional and national JROTC competitions.

Physical Training helps prepare the Raider Team for the **Army Physical Fitness Test (APFT)**, which is held at each competition. The APFT consists of three events: Push-Ups, Sit-Ups, and the Two-Mile Run. During the Push-Up and Sit-Up portions of the APFT, cadets perform as many correct repetitions as possible in the two minutes allowed for each event. Both are graded to Army standards. Each cadet is required to run two miles as quickly as possible with the elapsed time recorded for each individual's score. All cadets on each competing team must participate in the Army Physical Fitness Test. The team with the best average score wins this event.

**Land Navigation** is a fun event that challenges the cadets' mental and physical preparation as they use their skills to get from one point on the ground to another using only a map and compass. The members use their knowledge of map reading to navigate through the course more quickly than the other teams. In 35 minutes, the team (split into two parts) must find 6 points which are positioned 150 to 350 meters apart.

**First-Aid** is both a Raider Team competition event and part of the JROTC academic curriculum. In the competition, the team must perform the four-lifesaving steps on a simulated severely injured casualty. Required skills include: evaluating a casualty, performing CPR, stopping/controlling the bleeding, preventing or treating for shock, treating a fracture, and treating a burn. Once completed, the team must evacuate the injured person using a litter to a designated safe location without causing further injury. This meticulously graded event is probably the most challenging to perform correctly in the short time period allowed.

The **One-Rope Bridge** event simulates crossing a water obstacle, such as a river or gully. The team must construct, cross, and take the bridge down as quickly as possible without incurring penalties. The cadets construct a one-rope bridge between two trees with a 150-foot rope using a round turn knot, two half hitches and the transport tightening system. Team members must tie their own rappel seats, hook on to the rope with a snap link, and pull themselves across the obstacle while suspended under the rope. They must not touch the ground, except to get on and off of the rope. This is another meticulously graded event, where the construction of the bridge and execution of the crossing must meet precise standards to ensure safety. The event is designed to increase cadets' upper body strength, sense of teamwork, and ability to work under pressure.

The **3-Kilometer Road March (Team Run)** is a 1.86-mile team event that serves as the final test of physical endurance and speed. The team must complete a grueling, three-kilometer road march (run) and cross the finish line as a team with all equipment, "start together - finish together."

## **DRILL TEAM & COLOR GUARD**

Through ceremonies, **Drill** provides a means of enhancing morale, developing unit cohesion, and presenting traditional, interesting, and well-executed presentations and parades. The objective of drill is to develop teamwork, confidence, discipline, alertness, attention to detail, esprit de corps, and pride. It instills habits of precision and effective response to leaders' orders, and provides participants the opportunity to practice commanding and directing. JROTC Drill at Cumberland Valley High School provides all students enrolled in the program a variety of teams and activities from which to choose. Students also benefit from the opportunity to meet new people, make new friends, and visit with students from other schools during the competitions and while participating in community events.

The **Color Guard** normally consists of four members. The flag bearers carry the National Flag and State Flag, and the two guards carry demilitarized M1903 Drill Rifles. The JROTC program trains a sufficient number of cadets to maintain at least three color guards teams throughout the year. The Color Guard performs opening ceremonies for school sporting events and community activities. They also participate in local parades. Members of the Color Guard practice after school throughout the year and train to compete in local and league drill meets.\*

**Regulation Unarmed Drill Team** consists of a commander, three squad leaders, and nine other cadets. It performs standard facing and marching movements in accordance with TC 3-21.5, the US Army's Drill and Ceremonies Training Circular. The drill team competes annually in local and league drill meets.\*

**Regulation Armed Drill Team** consists of a commander, three squad leaders, and nine other cadets. This team adds the precision and execution of Infantry Rifle Drill (using mock M1903 drill rifles) to their standard military drill movements. The team also has the option to participate in local parades, and to compete annually in local and league drill meets.\*

**Exhibition Unarmed Drill Team** consists of a commander, three squad leaders, and nine other cadets. This team is limited only by the ingenuity of its members. They develop their own routine and drill movements. The routine includes advanced drill and the execution of delays, circle formations, and ripple effects. This team is for the student who has mastered regulation drill and is prepared to commit additional time and effort. The team has the option to participate in local parades and at school and community events. Competitions in this category are local and league drill meets. Practice is conducted after school and adjusted according to upcoming competitions.\*

**Exhibition Armed Drill Team** consists of a commander, three squad leaders, and nine other cadets. This team is only limited by the ingenuity of its members. They develop their own routine and drill movements. They execute precision drill using mock M1903 drill rifles. The routine includes advanced rifle drill, spinning the rifles, and executing delays and ripple effects. This is for the student who has mastered regulation rifle drill and is prepared to commit additional time and effort. The team has the option to participate in local parades and at school and community events. Competitions in this category are the local and league drill meets. Practice is conducted after school and is adjusted according to upcoming competitions.\*

\* Note: Drill Team and Color Guard league champions can progress to regional and national JROTC competitions.



## **ACADEMIC TEAM AND LEADERSHIP TEAM (JLAB).**

**Description.** All 1700+ Army JROTC programs provide an Academic Team and/or a Leadership Team to participate in the Army JROTC Leadership and Academic Bowl (JLAB). The competition is designed to improve SAT/ACT scores, increase interest in college admissions, demonstrate the academic strength of the JROTC program, and boost team and unit spirit. Teams compete in divisions against schools with similar demographics (e.g., number of students and socio-economic/geographic factors). Seniors are not eligible to compete, but are encouraged to assist the other cadets in their development and preparations. All cadets have access, free-of-charge to several valuable resources which can assist them in preparing for standardized tests and JLAB. These include the March 2 Success program at: <https://www.march2success.com>.

**Academic Team.** The team is composed of four primary cadets and two alternates. Questions on the tests are approximately 70% SAT/ACT-type questions, 20% JROTC questions, and 10% current events. Teams that score in the top 50% in Level I competition qualify to participate at Level II. The Level I and Level II tests are administered to the teams in on-line sessions proctored by the JROTC instructors. In June, the top 32 academic teams in the country compete in Level III, the national championship in Washington, D.C. The championship is presented in a face-to-face "College Bowl" format.

**Leadership Team.** The team is composed of four primary cadets and two alternates. The leadership team test is highly competitive, requiring cadets to demonstrate a solid working knowledge of General George C. Marshall's leadership tenets and JROTC leadership theory, and the ability to apply those tenets and theories to scenario-based questions. Teams that score in the top 50% in Level I will participate in Level II. The Level I and Level II tests are administered to the teams in on-line sessions proctored by the JROTC instructors. In June, the top 48 leadership teams in the country compete in Level III, the national championship in Washington, DC, in a fast-paced, face-to-face competition using CPS technology.



## **THE JUNIOR ROTC CADET CREED**

***I AM AN ARMY JUNIOR ROTC CADET. I WILL ALWAYS CONDUCT MYSELF TO BRING CREDIT TO MY FAMILY, COUNTRY, SCHOOL, AND THE CORPS OF CADETS.***

***I AM LOYAL AND PATRIOTIC. I AM THE FUTURE OF THE UNITED STATES OF AMERICA.***

***I DO NOT LIE, CHEAT, OR STEAL AND WILL ALWAYS BE ACCOUNTABLE FOR MY ACTIONS AND DEEDS.***

***I WILL ALWAYS PRACTICE GOOD CITIZENSHIP AND PATRIOTISM.***

***I WILL WORK HARD TO IMPROVE MY MIND AND STRENGTHEN MY BODY.***

***I WILL SEEK THE MANTLE OF LEADERSHIP AND STAND PREPARED TO UPHOLD THE CONSTITUTION AND THE AMERICAN WAY OF LIFE.***

***MAY GOD GRANT ME THE STRENGTH TO ALWAYS LIVE BY THIS CREED***

## **CADET LEADERSHIP APPLICATION FORM**

**SUBMIT THIS FORM TO THE JROTC OFFICE DURING THE FIRST WEEK OF SCHOOL. FOR HIGHER LEVEL POSITIONS (PLATOON SERGEANT & ABOVE AND BATTALION STAFF), CADETS ALSO NEED TO SIGN UP FOR AN INTERVIEW DURING RESOURCE PERIOD OR AFTER SCHOOL DURING THE SECOND WEEK OF THE SCHOOL YEAR.**

**NAME \_\_\_\_\_ GRADE \_\_\_\_\_**

**POSITIONS APPLYING FOR (HIGHEST PRIORITY FIRST):**

**1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_**

**WHY ARE YOU INTERESTED IN THESE POSITIONS? \_\_\_\_\_**

---

---

**DO YOU HAVE ANY EXPERIENCE WHICH WOULD HELP IN THESE JOBS?**

---

---

**APPROXIMATE GRADE POINT AVERAGE:**

**LAST SCHOOL YEAR \_\_\_\_\_ HIGH SCHOOL CUMULATIVE \_\_\_\_\_**

**OTHER HIGH SCHOOL ACTIVITIES (YEARS PARTICIPATED/POSITIONS HELD):**

---

---

---

**ACTIVITIES OUTSIDE OF SCHOOL (YEARS PARTICIPATED/POSITIONS HELD):**

---

---

---