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.
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Introduction

As a JROTC Cadet you, are embarking on one of the most interesting and valuable educational experiences of your high school career. In JROTC you will be given the chance to participate in your education while learning to be a better citizen. This program provides you with tools and skills you can use to succeed in high school, but far more important, these tools and skills will be useful for the remainder of your life. JROTC is not about joining the military; JROTC is a program used to also prepare young men and women for College and the obstacles they will encounter in life.

Foundation of Army JROTC

“JROTC...enhancing tomorrow’s leaders, today.”

The United States Army Junior Reserve Officers’ Training Corps (JROTC) came into being with the passage of the National Defense Act of 1916. Under the provisions of the Act, high schools were authorized the loan of federal military equipment and the assignment of active duty military personnel as instructors. There was a condition that the instructors follow a prescribed course of training and maintain a minimum enrollment of 100 students over the age of 14 years who were US citizens. The JROTC Program has changed greatly over the years. Once looked upon primarily as a source of enlisted recruits and officer candidates, it became a citizenship program devoted to the moral, physical, and educational uplift of American youth. Although the program retained its military structure and the resultant ability to infuse in its student Cadets a sense of discipline and order, it shed most of its early military content.

You will learn to:

Appreciate the ethical values that underlie good citizenship. Citizenship, taught through a study of history and government, demonstrates the importance of commitment. It strengthens your character and resolves as you grow. You will learn to make ethical decisions based on core values.

Develop leadership potential and learn to live and work cooperatively with others. Teamwork and leadership, within teams and groups, are essential to the smooth operation of any organization. You will learn leadership to increase your skills not only to lead, but also to work as a member of a team. Service, drill, Cadet challenges, and other competitions make learning teamwork and leadership both challenging and fun.

Think logically and communicate effectively both orally and in writing. You will learn important skills in writing, reading, and test-taking that will allow you to excel in your classes outside JROTC. You will learn basic life skills like problem-solving, financial planning, and conflict resolution that will help you in the modern world.

Understand ways to resist negative peer pressure and support others. It is one thing to know how to make better choices for yourself, and another to teach others to do the same. Through service learning you will be able to help others to develop the positive strategies you have learned that will enhance their quality of life.

Develop mental management abilities. You will be able to assess your skills and learn to make more logical, positive decisions and choices. You will learn how to set goals and develop an action plan that will help you to achieve those goals. As you become a better citizen, a better leader, and a better team member your self-esteem will greatly improve. Your “Can Do” attitude will show beyond JROTC.

Become familiar with military history as it relates to America’s culture and with the history, purpose, and structure of the military services. Learn not only about important events in our history, but also about their effect on our society. Discover the role the military services play in supporting our nation.

Understand the importance of high school graduation in relation to a successful future. Develop the means and motivation to graduate from high school and to pursue a meaningful life.

Learn about college and other advances for educational and employment opportunities, and develop the skills necessary to work effectively as a member of a team. You will learn about the many varied opportunities that are
available to you upon graduation. The foundation and competency skills required to work effectively as a team is ingrained throughout the JROTC curriculum. Everyone’s goal should be to graduate from high school and to attend college.

**Key Words:**

These are just a few of the terms that you will learn while enrolled in JROTC;

**Army Instructor (AI):** The Non-Commissioned Officer (NCO) who assists the SAI at a particular school in conducting Junior ROTC classes and activities.

**JROTC:** Junior Reserve Officers’ Training Corps.

**Leadership:** Capacity or ability to lead.

**Motivation:** To provide with an incentive; move to action; impel.

**Participating Student:** A student who is ineligible for enrollment as a Cadet and may be authorized to be in a JROTC class as a participating student if the SAI and principal determine the student does not adequately meet the standards to qualify as a Cadet. The SAI will not allow participating students to: (1) Draw or wear uniforms and equipment. These students may participate in drill (but not in uniform) and physical training when it is part of class or leadership lab. (2) Participate in integrated-curricular activities.

**Responsible:** Answerable or accountable, as for something within one's power, control, or management.

**Senior Army Instructor (SAI):** The senior ranking instructor at a particular school and is responsible to the school principal and the 5th Brigade ROTC Headquarters.

**Teamwork:** Cooperative work done by a team.

**Army Values:**

L.D.R.S.H.I.P. (Read as leadership)

**Loyalty** – to bear true faith and allegiance to the U.S. Constitution… to your peers

**Duty** – to fulfill your obligations

**Respect** – to treat people as they should be treated

**Selfless Service** – to put the welfare of the nation… before your own

**Honor** – to live up to all values

**Integrity** – to do what is right, legally and morally

**Personal Courage** – to face fear, danger, or adversity

**Phonetic Alphabet**

<table>
<thead>
<tr>
<th>A – Alpha</th>
<th>G – Gulf</th>
<th>M – Mike</th>
<th>S – Sierra</th>
<th>Y – Yankee</th>
</tr>
</thead>
<tbody>
<tr>
<td>B – Bravo</td>
<td>H – Hotel</td>
<td>N – November</td>
<td>T – Tang</td>
<td>o</td>
</tr>
<tr>
<td>C – Charlie</td>
<td>I – India</td>
<td>O – Oscar</td>
<td>U – Uniform</td>
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<tr>
<td>E – Echo</td>
<td>K – Kilo</td>
<td>Q – Quebec</td>
<td>W – Whiskey</td>
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<tr>
<td>F – Foxtrot</td>
<td>L – Lima</td>
<td>R – Romeo</td>
<td>X – X-ray</td>
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</tbody>
</table>
Chapter 1: Introduction and Leadership

In this chapter you will find information pertaining to leadership. This chapter contains the essence of what JROTC is all about; learning to follow, as well as to lead.

The U.S. Army JROTC Mission:

“To Motivate Young People to be Better Citizens”

The University High School Trojan Battalion Mission and Goals:

To implement the necessary measures to ensure completion of the U.S. Army JROTC mission and to … “Step up to the Challenge.”

The goal of University High School’s JROTC Cadre is to see that all Cadets graduate from high school. We strive to give Cadets the tools necessary to live a successful and productive life after high school.

Purpose:

The Junior Reserve Officers’ Training Corps (JROTC) prepares high school students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as a productive member of society. It remains flexible to permit adjustments necessary to meet the needs of the Cadets, school, and community. It also is an excellent vehicle for the practical application of leadership and citizenship theory for high school students.

Specifics of this Handbook:

This handbook states specific rules pertaining to the University High School JROTC program.

This handbook is subject to change each school year with the approval of the Senior Army Instructor.

Recommendations for additions or deletions to this handbook will be submitted in writing to the Cadet Battalion Commander.

To be eligible for membership in the University High School U.S. Army JROTC program students must meet the following criteria:

- Be enrolled at University High School in grades 9 through 12.
- Maintain an acceptable level of health and attend all regular classes.
- Students who transfer from other JROTC programs may be demoted in accordance with Cadet Command Regulation 145-2 (CCR 145-2).

Classroom Procedures:

Before the tardy bell rings, Cadets will be in formation ready to learn. Any Cadet who is tardy will be swept up by the hall monitors and escorted to class and demerits will be assessed as appropriate.

Cadets will recite the Cadet Creed, and will be ordered to fall out and take their seats. The Cadets’ backpacks will be placed under the desk and out of the aisle or hung from the back of their seats.

Cadets will start the assigned daily task as outlined on the information boards. For academic assignments Cadets will retrieve their binders quickly and quietly and return to their seats.

At the end of instruction, and when told by their instructor, the Cadets will put their materials away properly.

Cadets will remain in their seats until dismissed by their instructor.
All Cadets are encouraged to have a great and positive day every day!

Food, drink, candy, and gum are not allowed in the JROTC room unless approved by the SAI or AI.

**Classroom Rules:**

Cadets will follow all directions the first time given.

As a young adult, you will keep hands, feet and other objects to yourself.

Cadets will raise their hand to speak and wait to be recognized.

Cadets are not permitted to have out cell phones, electronic devices, cards, dice, or tobacco products in the classroom. For the first offense, students will be given a warning and an opportunity to put the item away. For the second offense, the item will be confiscated and a parent/guardian will be contacted. The third offense will result in the item being confiscated and sent to the office with a Behavior Incident Report being sent to your principal. Continued offenses could result in dismissal from the program.

Cadets will not leave the classroom or training area without a bathroom pass or a written pass from the JROTC instructor(s).

The Instructor’s Office is a place of business for the Senior Army Instructor (SAI), Army Instructor (AI). The Cadet Staff Office is for the Cadet Battalion Commander, and the Cadet Battalion Staff. Cadets will stay out of these areas, unless they are invited in to conduct JROTC business.

Cadets are not permitted to eat food or drink in the JROTC classroom. Cadets must take pride in JROTC areas and clean up after themselves. Any exceptions to the no food rule must be approved by the SAI or AI.

All Cadets will respect each other’s personal space and property at all times.

All Cadets must stay in their seat unless they have permission to get up.

All Cadets must be prepared for class. Cadets won’t be allowed to leave the classroom once class starts.

Cadets will not use JROTC class time to complete assignments for other classes without approval from the Instructor. Cadets caught copying homework or completing other class assignments without approval will have the material confiscated and the teacher of that subject informed.

Students will practice the 5 Bs in JROTC
   - Be on time
   - Be prepared
   - Be open-minded
   - Be courteous
   - Be respectful

Follow the C.H.A.M.P.S. as they are posted in the classroom
   - C – Conversation (what amount of talking is permitted in the classroom or training area)
   - H – Help (how do you get help with class work)
   - A – Activity (what activity you will be doing during class)
   - M – Movement (what amount of movement is permitted during class/training)
   - P – Participation (how are you showing your participation in class/training)
   - S – Success (following the C.H.A.M.P.S. equals success in the classroom)

JROTC focuses on having fun while learning.

The key to being successful in JROTC is **participation** and all Cadets are expected to participate in class activities.
**Teamwork:**

Teamwork is the key to success in JROTC. Teamwork will not happen if there is no communication. Therefore you must listen as well as speak up when you are in doubt.

Teamwork is when the members of a group cooperate or work together to complete tasks on time with good results. As a leader, keeping a team productive is your main goal. When understanding and applying the leadership styles, traits, and principles, your team will work together to accomplish the assigned task.

**Abbreviations:**

AI - Army Instructor  
BDE - Brigade  
BN - Battalion  
CDR - Commander  
CO - Company  
CSM - Command Sergeant Major  
XO - Executive Officer  
1SG - First Sergeant  
Sqd LDR - Squad Leader  
JROTC - Junior Reserve Officers’ Training Corps  
LET 1 - Leadership Education and Training 1st year Cadet  
LET 2 - Leadership Education and Training 2nd year Cadet  
LET 3 - Leadership Education and Training 3rd year Cadet  
LET 4 - Leadership Education and Training 4th year Cadet  
NCO - Non-Commissioned Officer  
PLT LDR - Platoon Leader  
PSG - Platoon Sergeant  
SAI - Senior Army Instructor  

**Cadet Rank Abbreviations:**

In order from highest rank to lowest rank:

<table>
<thead>
<tr>
<th>Officer Ranks</th>
<th>Enlisted Ranks</th>
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<tbody>
<tr>
<td>C/COL - Cadet Colonel</td>
<td>C/CSM - Cadet Command Sergeant Major</td>
</tr>
<tr>
<td>C/LTC - Cadet Lieutenant Colonel</td>
<td>C/SGM - Cadet Sergeant Major</td>
</tr>
<tr>
<td>C/MAJ - Cadet Major</td>
<td>C/1SG - Cadet First Sergeant</td>
</tr>
<tr>
<td>C/CPT - Cadet Captain</td>
<td>C/MSG - Cadet Master Sergeant</td>
</tr>
<tr>
<td>C/1LT - Cadet First Lieutenant</td>
<td>C/SSG - Cadet Staff Sergeant</td>
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<tr>
<td>C/2LT - Cadet Second Lieutenant</td>
<td>C/SGT - Cadet Sergeant</td>
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<td></td>
<td>C/CPL - Cadet Corporal</td>
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<tr>
<td></td>
<td>C/PFC - Cadet Private First Class</td>
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<tr>
<td></td>
<td>C/PVT - Cadet Private</td>
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</table>
### US ARMY Rank Insignias

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>Insignia of the United States Army</th>
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<tbody>
<tr>
<td>E-1</td>
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#### Enlisted (Green and Gold)

- **Private**
- **Private 1st Class**
- **Corporal**
- **Specialist**
- **Sergeant**
- **Staff Sergeant**

#### Warrant Officer (Silver and Black)

- **Warrant Officer**
- **Chief Warrant Officer**

#### Company and Field Grade Officer (Gold and Silver)

- **2nd Lieutenant**
- **1st Lieutenant**
- **Captain**
- **Major**
- **Lieutenant Colonel**
- **Colonel**

#### General Officer (Silver)

- **Brigadier General**
- **Major General**
- **Lieutenant General**
- **General**
- **General of the Army**
JROTC Insignia Grade of Officers and Enlisted Personnel

INSEIGNIA OF GRADE FOR
CADET OFFICERS

CADET
COLONEL
CADET
LIEUTENANT
COLONEL
CADET
MAJOR
CADET
CAPTAIN
CADET
FIRST
LIEUTENANT
CADET
SECOND
LIEUTENANT

INSEIGNIA OF GRADE FOR
CADET ENLISTED PERSONNEL

CADET
COMMAND
SERGEANT
MAJOR
CADET
SERGEANT
MAJOR
CADET
FIRST
SERGEANT
CADET
MASTER
SERGEANT
CADET
SERGEANT
FIRST
CLASS
CADET
STAFF
SERGEANT
CADET
SERGEANT
CADET
CORPORAL
CADET
PRIVATE
FIRST
CLASS
CADET
PRIVATE
**Battalion Span of Control**

- **Battalion Commander (BC):** Cadet LTC Ismael Lopez
- **Battalion Command Sergeant Major (CSM):** Cadet CSM Manuel Gibson
- **Battalion Executive Officer (XO):** Cadet MAJ Maria Galaviz
- **BN S-1:** Cadet 2LT Maria Nava
- **BN S-2:** Cadet CPT Morgan Schoenewolf
- **BN S-3:** Cadet 2LT Maria Regalado
- **BN S-4:** Cadet CPT Esmeralda Castelan
- **BN S-5:** Cadet CPT Janet Moreno
- **Alpha Company Commander:** Cadet CPT Isaac Galindo
- **Alpha Company First Sergeant:** Cadet 1SG Melissa Chavez
- **Bravo Company Commander:** Cadet CPT Eric Reese
- **Bravo Company First Sergeant:** Cadet 1SG La’Quan Quinton

**Cadet Battalion Chain of Command and Staff**
Chapter 2: Administration

This chapter informs a Cadet concerning their grades and promotions. All rules and requirements to do well in the JROTC program are included here.

Grading Policy

Cadets will be graded in the following areas on a 100 point total basis as follows:

Daily grades are worth 50% and includes academics, physical training, participation, leadership, and attitude. Uniform wear/inspection and tests are worth 50%.

**PHYSICAL TRAINING** – Cadets are required to participate in physical training (PT). Cadets are also required to dress in PT clothing; those Cadets not dressed accordingly will automatically lose 30 points from their grade.

**PARTICIPATION AND PERFORMANCE** - Cadets are expected to participate in all classroom activities. Cadets are expected to perform at a level that is in line with their LET level. This is a class and Cadets will learn and retain instruction as they progress through the program.

**LEADERSHIP SKILLS** - Cadet’s skills should be in line with their assigned position. The Cadet must demonstrate the ability to follow as well as lead.

**ATTITUDE AND CONDUCT** - Cadets will display proper courtesy toward instructors and chain-of-command. A Cadet is a team player who demonstrates a good attitude about the Cadet Codes, JROTC rules, and procedures. Cadets will conduct themselves in a mature manner at all times. This will include conduct in all classes and other non-JROTC locations.

**UNIFORM WEAR** - A Cadet’s proper wear of the JROTC uniform, to include neatness, completeness, and proper maintenance is required for good order and discipline. Areas to consider are; cleaned and pressed uniform, hairstyle, jewelry, shined shoes/brass, placement of brass and awards. The wearing of the uniform is a weekly requirement and counts as a test grade.

**EXAMINATIONS** - A Cadet’s performance on quizzes and examinations administered by the instructors. Cadets are expected to give their best effort when taking exams.

**MERITS/DEMERITS** – Merits and Demerits accumulated at the end of the grading period will be used as extra credit points towards the Cadet’s class grade. See Chapter 4 for further details.

**NOTE:** Cadet Challenge Physical Fitness test is a requirement for all Cadets who are receiving physical education credit for JROTC. The Cadet Challenge will be administered as the Cadet’s Semester Exam. Cadets who fail to participate in the Cadet Challenge will have a failing grade for their Semester Exam.

Roll Call and Dismissal Procedures

**Roll call:** Students must be in formation before the tardy bell rings. Once the tardy bell rings the squad leader of each squad will assess the accountability of the Cadets that have been assigned to their supervision. The platoon will be called to attention by the platoon sergeant and the platoon will then recite the Cadet Creed. The platoon sergeant will command “REPORT.” Each squad leader will present arms then state the number, then name of Cadets absent. The platoon sergeant will execute an about face and wait for the platoon leader to move into position at the front of the formation. The platoon sergeant will salute the platoon leader and report the number and names of the Cadets that are absent. Once accountability is taken the platoon leader will report to the SAI or AI to complete the final roster of absent Cadets. The platoon leader is then responsible for briefing the platoon on the activities for the day and the week of training. Upon completion of the briefing the Cadets will be commanded to fall out and take their seats.

**Dismissal:** No Cadet will leave the classroom or training area unless the SAI or AI excuses them. When all of the Cadets are at their assigned seats, chairs placed under the table, books put in their proper place, and all the trash is picked up, the class will be dismissed. Cadets will exit the room calmly and continue on with their day.
Chapter 3: Promotion Policy

For all promotions, the battalion table of organization and its rank structure will be used as a guide. In no case will it be exceeded without the approval of the Senior Army Instructor. Cadets who are eligible for promotion will be considered on the **LAST Wednesday of each grading period beginning with the 1st grading period**.

C/PVT (E-2), to be eligible for promotion Cadets must meet the following criteria:

- Be enrolled in JROTC for a minimum of 6 weeks.
- Have a passing grade in JROTC.
- Cadet cannot have missed any uniform inspections.
- Cadet must be able to recite the JROTC Mission Statement.

C/PFC (E-3), to be eligible for promotion Cadets must meet the following criteria:

- Be enrolled in JROTC for a minimum of 18 weeks.
- Have the rank of C/PVT (E-2) for 12 weeks.
- Have a passing grade in JROTC.
- No Missed uniform inspections.
- Must be able recite the JROTC Cadet Creed and must pass the Cadet Rank Identification Test.
- Must score a 70% or higher on a Basic Drill Test (stationary movements).

C/CPL (E-4), to be eligible for promotion Cadets must meet the following criteria:

- Be enrolled in JROTC for a minimum of 30 weeks.
- Have the rank of C/PFC (E-3) for 12 weeks.
- Have a passing grade in all subjects and an 80% or above in JROTC.
- No Missed uniform inspections.
- Demonstrate the ability to conduct Squad drill prior to being promoted.

C/SGT (E-5), to be eligible for promotion Cadets must meet the following criteria:

- Have the rank of C/CPL.
- Receive a passing grade in all classes with an 80% or above in JROTC.
- No Missed uniform inspections.
- Must pass the Cadet Uniform Inspection Test.

C/SSG (E-6), to be eligible for promotion Cadets must meet the following criteria:

- Have the rank of C/SGT
- Receive a passing grade in all academic classes with an 80% or above in JROTC.
- No Missed uniform inspections.
- Demonstrate the ability to conduct platoon drill prior to being promoted.
- Demonstrate the ability to conduct Physical Training prior to being promoted.

C/SFC (E-7), to be eligible for promotion Cadets must meet the following criteria:

- Have the rank of C/SSG.
- Receive a passing grade in all academic classes with an 80% or above in JROTC.
- No Missed uniform inspections.
- Demonstrate the ability to perform the duties of any of the Cadet Staff positions (S-1 through S-5).
C/1SG (E-8) or C/MSG (E-8), to be eligible for promotion Cadets must meet the following criteria:

- Be recommended for a promotion by the SAI and/or AI.
- Receive a passing grade in all academic classes with a 90% or above in JROTC.
- No Missed uniform inspections.
- Must know the information in FM 3-21.5 and FM 21-20 proficiently.
- Must be able to explain each staff member’s responsibilities.

C/CSM (E-9) or C/SMG (E-9), to be eligible for promotion Cadet must meet the following criteria:

- Be recommended for a promotion by the SAI and/or AI.
- Receive a passing grade in all academic classes with a 90% or above in JROTC.
- No Missed uniform inspections.
- Must score an 80% or higher on the Color Guard Exam (FM 3-21.5).

C/2LT (O-1) and C/1LT (O-2): to be eligible for promotion Cadets must meet the following criteria:

- Be recommended for a promotion by the SAI and/or AI.
- Receive a passing grade in all academic classes with a 90% or above in JROTC.
- No Missed uniform inspections.
- Must be able to demonstrate the ability to lead a platoon.

C/CPT (O-3), C/MAJ (O-4), and C/LTC (O-5), to be eligible for promotion Cadets must meet the following criteria:

- Be recommended for a promotion by the SAI and/or AI.
- Receive a passing grade in all academic classes with a 90% or above in JROTC.
- No Missed uniform inspections.
- Must know Battalion operations proficiently.
- Must be proficient in Battalion Staff Operations.

Special Promotions:

The SAI can select one or two Cadets for a special promotion. The Cadet must be a LET 1 with a rank of Corporal or below. Failing grades, current counseling statements, or demerits will make Cadets ineligible for special promotions. Most important, the SAI/AI reserves the right to promote any Cadet(s) at any given time.

Demotion Policy

Cadets who fail to perform the duties as outline by their current rank/position will be subject to demotion to the next lower rank. Cadets will be counseled on their duty performance and given every opportunity to improve before being demoted.

Cadets failing to wear their JROTC uniform as prescribed will be grounds for immediate demotion.

Cadets who bring discredit to the unit by not adhering to the JROTC Cadet Creed will be subject to immediate demotion as deemed appropriate by the SAI.
Chapter 4: Merits and Demerits

General:
The JROTC Program, in addition to being an academic subject, is an activity designed to motivate young people to be better citizens. Good order and discipline are two of the tools used for the development of this objective. Accordingly, the University High School JROTC Department will use a system of rewards and punishments to encourage JROTC Cadets to adhere to high standards of conduct, self-discipline and personal appearance. The system used will be the Merit/Dem merit System.

Merits and Demerits contribute to a Cadet's earning the Good Conduct Ribbon as well as other privileges in JROTC. Cadets must complete each grading period with zero (0) demerits to be considered for the Good Conduct Ribbon.

Each merit or demerit slip must be reviewed, approved or disapproved and signed by the instructor concerned prior to entry on Cadet's merit/demerit record.

The C/CSM will maintain a current and up-to-date record of all merits/demerits.

The C/CSM will provide the SAI and AI a by name listing of merits/demerits accumulated during each grading period. This list is due the last week of each grading period.

If a Cadet reaches 25 Demerits he/she will be suspended from all JROTC activities, teams, special events, and not be considered for promotion. When a Cadet has returned zero (0) Demerits he/she will regain eligibility for said events.

Merits and Demerits may be used to increase or decrease a Cadet's grade at the end of each grading period.

<table>
<thead>
<tr>
<th>Merits</th>
<th>Extra Credit Point(s)</th>
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<tr>
<td>10-20</td>
<td>1</td>
</tr>
<tr>
<td>21-30</td>
<td>2</td>
</tr>
<tr>
<td>31-40</td>
<td>3</td>
</tr>
<tr>
<td>41-50</td>
<td>4</td>
</tr>
<tr>
<td>51 or greater</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Demerits</th>
<th>Reduction Point(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-20</td>
<td>1</td>
</tr>
<tr>
<td>21-30</td>
<td>2</td>
</tr>
<tr>
<td>31-40</td>
<td>3</td>
</tr>
<tr>
<td>41-50</td>
<td>4</td>
</tr>
<tr>
<td>51 or greater</td>
<td>5</td>
</tr>
</tbody>
</table>

There are two ways a Cadet may erase/eliminate demerits from his/her file:

**Trade Off:** Some demerits may be traded off with merits. The exchange rate is 2 merits for each demerit to be erased.

**Work Off:** In most cases, the Cadet in JROTC will be directed to report to the JROTC Department for work details which consists of cleaning up classrooms, sweeping and mopping floors, emptying trash, policing up the outside area around the entrance to the JROTC Department, etc. It takes 15 minutes of work to eliminate one (1) demerit. Demerits may be worked off in the mornings before school or in the afternoon after school. Cadets who must work in the mornings or afternoons will be provided a 24 hour notice so that arrangements for transportation, if necessary, can be made.

**Merits:**

A merit is a positive grade in conduct or efficiency given for exceptional performance of duty, outstanding achievement, or extra duties assigned outside the scope of the regular curriculum. Merits may be applied against demerits to negate their effect. Exception to this policy is that any demerits assessed for repetitive uniform or personal appearance problems, or abusive insubordination is not automatically negated by the use of merits. Merits may be awarded by SAI or AI. Any Cadet Officer, Non-Commissioned Officer, or UHS faculty member can recommend a Cadet for merits.

Merits are turned into the Cadet Battalion CSM on a Merit Slip.
When Cadets perform community/school service activities, one (1) merit will be given for each 30 minutes worked by the Cadet

**Demerits:**

A demerit is a negative grade in conduct or efficiency assessed against a Cadet who has committed minor and/or serious violations as stated below. The number of demerits assessed depends on the seriousness and/or frequency of the delinquency.

Demerits may only be given by SAI or AI. Cadet Officers, Cadet NCOs or UHS faculty members may recommend demerits.

Demerits are turned into the **Cadet Battalion CSM** on a Demerit Slip.

The C/CSM will manage the Demerit Program and ensure all demerits are posted. Serious violations are identified to the SAI/AI.

**NOTE:** UHS JROTC instructors have the authority to require Cadets to work off demerits, regardless of the offense. Examples would be for repetitive violations of minor offenses.

**Demerit/Merit List:**

Merits are awarded on a case by case basis and for actions above and beyond the typical duties and standards expected for UHS JROTC Cadets. The following is a listing of typical merit/demerit offenses and not all inclusive.

### MERITS

<table>
<thead>
<tr>
<th>Merit</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding performance or appearance</td>
<td>1-5</td>
</tr>
<tr>
<td>Outstanding Classroom work or Drill</td>
<td>1-5</td>
</tr>
<tr>
<td>Voluntary Assistance</td>
<td>1-5</td>
</tr>
<tr>
<td>Special Projects</td>
<td>1-5</td>
</tr>
<tr>
<td>Outstanding Acts of Leadership</td>
<td>1-5</td>
</tr>
<tr>
<td>Fundraising activities</td>
<td>1-5</td>
</tr>
<tr>
<td>Fostering team building, harmony, good will</td>
<td>1-5</td>
</tr>
<tr>
<td>Perfect attendance per Grading Period</td>
<td>5</td>
</tr>
<tr>
<td>Competitions, parades, Color Guards, etc.</td>
<td>5</td>
</tr>
</tbody>
</table>

### DEMERITS

<table>
<thead>
<tr>
<th>Demerit</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profanity, lewd comments, discourtesy</td>
<td>5-10</td>
</tr>
<tr>
<td>Failure to wear uniform</td>
<td>5 (1st offense), 10 (2nd offense), etc.</td>
</tr>
<tr>
<td>Tardy to class</td>
<td>1-5</td>
</tr>
<tr>
<td>Skipping class</td>
<td>5</td>
</tr>
<tr>
<td>Aggressive behavior, hazing, verbal abuse, sexual harassment</td>
<td>5-10</td>
</tr>
<tr>
<td>Improper wear of the uniform during the school day</td>
<td>5-10</td>
</tr>
<tr>
<td>Misconduct in the JROTC classroom or training area</td>
<td>1-5</td>
</tr>
<tr>
<td>Violation of school dress code</td>
<td>1-5</td>
</tr>
<tr>
<td>Careless use of Government/School property</td>
<td>1-5</td>
</tr>
<tr>
<td>Failure to come to class with proper materials</td>
<td>1-5</td>
</tr>
<tr>
<td>Eating in class, chewing gum in formation/practice</td>
<td>1-5</td>
</tr>
<tr>
<td>Use of unauthorized electronic devices in class</td>
<td>1-5</td>
</tr>
<tr>
<td>Talking in formation or during class out of turn</td>
<td>1-5</td>
</tr>
<tr>
<td>Public Display of Affection (PDA) in and around JROTC</td>
<td>1-5</td>
</tr>
</tbody>
</table>
Chapter 5: Special Teams

Included in this chapter are all the rules and guidelines pertaining to teams, their administration, and procedures.

General:

Any Cadet interested in joining the Academic Team, Drill Team, Color Guard or Raider team must have an overall grade average of 80% or above at all times. Grades will be checked weekly. The instructors must approve all team members. Additionally team members must have less than ten (10) demerits at any time.

Rules for Teams:

Prior to the start of practice the C/CSM will hold a formation and take attendance for all teams.

Drill Team(s) and Color Guard practices will be held on Monday, Tuesday, and Thursday. Practices will start at 1610 HRS and end no earlier than 1730 HRS. Practice will only be cancelled by the SAI/AI and it must be done before the buses leave school.

Raider Team will practice Monday through Thursday and will commence at 0645 and end at 0745.

Wednesday is reserved for mandatory study hall and all Cadets on teams will attend from 1610 to 1700.

Team Commanders will keep a team book with the following information:

- An attendance roster with Cadet’s name, rank, company and phone number.
- A roster of Cadets who have participated in each performance.

When a Cadet’s work or school activity prevents them from attending all practices, he/she will be placed on the inactive roster.

While a Cadet is on the inactive roster, he/she will be allowed to participate in team practices or events as their schedule permits.

Inactive team members may return to a team immediately after a sport, job, or academics are completed. Cadets returning to the active roster must be available for all scheduled practices.

New Cadets who join a sport activity at the start of the school year may join a JROTC team immediately after their sport is complete.

ONLY the SAI/AI can terminate any Cadet off of a team.

Color Guard:

The Cadet Command Sergeant Major is overall responsible for managing all Color Guards.

The C/CSM will maintain accountability of all Color Guard equipment.

The C/CSM will report any deficiencies of the Color Guard equipment to the SAI/AI.

The SAI/AI has final approving authority for Cadets desiring to be a member of the Color Guard.

To be awarded the Color Guard Cord a Cadet must not miss any practices and have participated in at least two competitions during the year.
To be awarded a Color Guard ribbon a Cadet must have attended practices and participated in at least three performances or two competitions during the year.

Exceptions will be approved by the SAI.

**Drill Team:**

The Drill Team Commander is appointed by the AI and approved by the SAI.

The Commander will be permitted to appoint one Assistant approved by the AI.

To be awarded the Drill Team Cord a Cadet must not miss any practices and have participated in at least two competitions during the year.

To be awarded a Drill Team ribbon a Cadet must have attended practices and participated in at least two competitions/events during the year.

**Raider Team:**

The Raider Team Commander is appointed by the SAI.

The Commander will be permitted to appoint one Assistant approved by the AI.

To be awarded the Raider Team Cord a Cadet must not miss any practices and have participated in at least two competitions during the year.

To be awarded a Raider Team ribbon a Cadet must have attended practices and participated in at least two competitions during the year.

**Orienteering Team:**

The Orienteering Team Commander is appointed by the SAI.

The Commander will be permitted to appoint one Assistant approved by the AI.

To be awarded the Orienteering Team Cord a Cadet must not miss any practices and have participated in at least two competitions during the year.

To be awarded an Orienteering Team ribbon a Cadet must have attended practices and participated in at least two competitions during the year.

**Academic Team:**

The Academic Team Commander is appointed by the SAI.

The Commander will be permitted to appoint one Assistant approved by the AI.
Chapter 6: JROTC Letterman Jacket Information

Criteria to receive a JROTC Letterman Jacket.

Cadet must have served at least two years in JROTC and have been an active member in one or more of the following: Staff, Color Guard, PT Team, Rifle Team, Orienteering Team, Academic, Basic Drill and or Regulation Drill Team, and community service projects. Cadet must also have competed in the Cadet Challenge.

Cadet must have demonstrated over a two-year period a Positive Attitude, Leadership, Discipline (no suspensions and no more than two ISS’s), Citizenship, Dedication, Selfless Service, and Teamwork. Students must be passing all subjects at the time of consideration for a letterman jacket.

If the above criteria are met, the cadet should receive their jacket during their Junior year of high school.

Criteria to receive a JROTC Letter.

Must have served two years in JROTC and have been an active member in one or more of the following teams: Color Guard, PT Team, Rifle Team, Orienteering Team, Basic Drill Team and or Regulation Drill Team. This will also include the Cadet Challenge.

Student must have demonstrated over a two-year period a Positive Attitude, Leadership, Discipline (no suspensions and no more than two ISS’s), Citizenship, Dedication, Selfless Service, and Teamwork. Students must be passing all subjects at the time of consideration to receive a JROTC letter.

NOTE: This will only apply to those students who do not have a chance to receive a JROTC Letterman jacket, for example, seniors who have not competed in any competitions but have participated in one or more of the teams identified above.

Criteria to receive a JROTC Pin:

Student must have completed at least one full year of JROTC.

Student must have demonstrated during that time a Positive Attitude, Leadership, Discipline (no suspensions and no more than two ISS’s), Citizenship, Dedication, Selfless Service, and Teamwork. Students must be passing of all subjects at the time of consideration to receive a JROTC pin.
Chapter 7: Uniforms and Insignia:

This chapter explains all rules and procedures referring to the uniform and its components, and awards. The uniform you will wear is the same as that worn by active duty and retired army personnel. Men and women have dedicated their lives and liberties, while providing you the privilege to wear this uniform of honor. At all times, you will give the uniform the respect it deserves.

General:

Cadets are required to wear the uniform during the entire school day (excluding athletic periods) on Wednesday. Cadets will be at their assigned position in full uniform when the tardy bell rings.

Uniforms will not be left in the JROTC area during the day or overnight unless approved by the SAI/AI.

To receive full credit for a uniform day, the Cadets must wear a full Class A or B uniform to JROTC and to all their classes on prescribed uniform wear days.

To be excused for a school-sponsored trip, Cadets must inform the SAI/AI prior to departing on the trip and must wear the uniform upon the first school day after the trip.

Cadets who do not wear their uniform on the correct day will receive 5 demerits and increasing 5 demerits per uniform wear missed.

Cadet Uniforms

a. Types of uniforms. This section outlines the basic policies on and types of uniforms authorized for JROTC Cadets. The Army JROTC Cadet uniform (the JROTC Army Service Uniform or ASU) and the ACU are authorized for wear by JROTC Cadets. The Class A or B uniform is the standard for the classroom and campus. The ACU is to be worn only as an exception during adventure training, JCLC, or special team activities such as Raider Challenge events, but not on campus during the school day.

(1). The JROTC Army Service Uniform (ASU) is the primary uniform for all Army JROTC units. The Army JROTC Cadet uniform (the JROTC Army Service Uniform or ASU) and the ACU are authorized for wear by JROTC Cadets. The Class A or B uniform is the standard for the classroom and campus. The ACU is to be worn only as an exception during adventure training, JCLC, or special team activities such as Raider Challenge events, but not on campus during the school day.

Components of the JROTC Army Service Uniform are:

(a) Coat. It is designed to fit slightly at the waist to conform to the individual’s figure. For the JROTC uniform, no braids or stripes will be on the sleeves.

(b) Shirt (Short or Long Sleeve). Each shirt shall have permanent creases; three creases on the back and one on each front of shirt positioned in accordance with the marks on the pattern. The creases shall have a continuous appearance on the front through the shirt, front of each pocket and pocket flap. The shirt is available in both long and short sleeves. The long sleeve shirt is designed to be worn strictly with a tie.

(c) Trouser (men). They are designed to fit smoothly, but not tightly, around hips, seat, and waist, with a slight fullness for comfort.

(d) Skirt. The skirt is a dress type. It is designed to fit smoothly, but not tightly around hips, seat and waist, with a slight fullness for comfort.
(e) **Slacks (women).** The slacks for female Cadets are a dress type with five (5) belt loops, a hook and eye waistband closure, straight on seam pockets and straight legs.

(f) **Necktie/Neck Tab.** The Necktie is a four-in-hand type for males and the Neck Tab for females.

(g) **Belt w/ Buckle.** Black web, 1-inch, with brass tip and brass buckle.

(h) **Socks/Stockings.** Black, dress (authorized only with the slacks). Stockings, sheer (authorized only with the skirt)

(i) **Shoes.** Oxford, black and black service pumps are authorized for females.

(j) **Gray Beret.** The beret is a one piece Gray knitted wool shell bound with leather and a draw cord through the binding.

(2) Uniforms are issued (on loan) at no cost to Cadets, but must be returned either upon being disenrolled from JROTC or at the end of the school year. Failure to turn in uniform will result in the Cadet having to pay to replace the missing components of the uniform. The prices are listed below.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belt Waist, Women's</td>
<td>$ 2.49</td>
</tr>
<tr>
<td>Belt, Trousers Male</td>
<td>$ 3.86</td>
</tr>
<tr>
<td>Beret, Gray</td>
<td>$ 16.46</td>
</tr>
<tr>
<td>Buckle, Belt, Female</td>
<td>$ 4.42</td>
</tr>
<tr>
<td>Buckle, Belt, Male</td>
<td>$ 4.42</td>
</tr>
<tr>
<td>Coat, ASU, Female</td>
<td>$109.59</td>
</tr>
<tr>
<td>Coat, ASU, Male</td>
<td>$125.44</td>
</tr>
<tr>
<td>Jacket, Utility, Windbreaker</td>
<td>$ 69.60</td>
</tr>
<tr>
<td>Neck Tab, Woman's Black</td>
<td>$ 7.57</td>
</tr>
<tr>
<td>Necktie, Man's, Black</td>
<td>$ 5.88</td>
</tr>
<tr>
<td>Pumps, Black Dress</td>
<td>$ 27.00</td>
</tr>
<tr>
<td>Shirt, Man's Long Sleeve, Gray</td>
<td>$ 20.31</td>
</tr>
<tr>
<td>Shirt, Man's Short Sleeve, Gray</td>
<td>$ 18.68</td>
</tr>
<tr>
<td>Shirt, Woman's Long Sleeve, Gray</td>
<td>$ 25.95</td>
</tr>
<tr>
<td>Shirt, Woman's Short Sleeve, Gray</td>
<td>$ 19.89</td>
</tr>
<tr>
<td>Shoes, Men's Dress Black</td>
<td>$ 46.30</td>
</tr>
<tr>
<td>Shoes, Women's Black Oxford</td>
<td>$ 40.09</td>
</tr>
<tr>
<td>Shoulder Cord, Infantry, Black</td>
<td>$ 5.75</td>
</tr>
<tr>
<td>Shoulder Cord, Infantry, Gold</td>
<td>$ 5.96</td>
</tr>
<tr>
<td>Shoulder Cord, Infantry, Green</td>
<td>$ 5.85</td>
</tr>
<tr>
<td>Shoulder Cord, Infantry, Red</td>
<td>$ 5.94</td>
</tr>
<tr>
<td>Shoulder Cord, Infantry, White</td>
<td>$ 5.97</td>
</tr>
<tr>
<td>Skirt, Women's, ASU</td>
<td>$ 34.50</td>
</tr>
<tr>
<td>Slacks, Women's, ASU</td>
<td>$ 65.89</td>
</tr>
<tr>
<td>Trousers, ASU, Male</td>
<td>$ 47.78</td>
</tr>
</tbody>
</table>

b. The mix of civilian attire with the Army uniform, such as school jacket, sweater, etc, is not authorized at any time.
c. Institutions are encouraged to support drill teams, raider teams, air rifle marksmanship teams, drum and bugle corps, bands, color guards, and other appropriate integrated-curricular activity teams. Modification of the Army uniform for these activities is not authorized. However, special uniform accessories such as chrome helmets, and colored webbing are acceptable if obtained at no cost to the government.

**Wear of the JROTC Uniform by Cadets**

a. Cadets will wear Class A or B uniforms *at least once a week.*

   (1) Class A Uniform. The Class A uniform is generally worn for inspections in the winter. The Class A uniform is also worn during ceremonies, social functions, and formal inspections. The tie or neck tab must be worn with this uniform and all buttons must be buttoned. Underneath the jacket, the Cadet will wear gray shirt.

   (2) Class B Uniform. The Class B uniform is generally worn for inspections in the summer months and in the late spring. The Class B uniform is always worn under the Class A uniform. You do not have to wear a tie or a neck tab with this uniform unless it has long sleeves or with the Class A uniform coat. The placement of awards and ornamentation in the pocket areas is the same as on the Class A uniform.

b. The SAI publishes guidelines for wearing the uniform in units. However, a SAI may not publish guidelines which counter this regulation or that support any activity other than those specifically related to JROTC. The following are considered appropriate occasions for Cadets to wear the Army uniform:

   (1) Leadership laboratory.
   (2) When visiting a military installation to participate in military drill or exercises.
   (3) Military social functions.
   (4) Parades and similar ceremonies.

c. JROTC Cadets are prohibited from wearing the ASU and uniform in the following situations:

   (1) In connection with the furtherance of any political or commercial interests, or when engaged in off-duty civilian employment.
   (2) When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except as authorized by the CG, USACC.
   (3) When attending any meeting or event that is a function of, or is sponsored by, an extremist organization.
   (4) When wearing the uniform would bring discredit upon the Army.
   (5) When specifically prohibited by Army regulations.
   (6) In connection with any activity that would be considered offensive for the JROTC Program.

d. Cadets who knowingly violate this regulation will be disenrolled from JROTC.

e. Army JROTC Cadets are authorized to wear the ASU at Army JROTC events and school classes and events. If Cadets are competing as a team, every member should be dressed the same, i.e. authorized ASU with the Gray Beret. **No other berets are authorized to be worn with the approved JROTC Cadet ASU.** At no time will the Army JROTC Uniform be modified for exhibition teams.

**Uniform Appearance**

a. Uniforms must present a neat and clean appearance. Loose strings will be cut from the uniform. No jewelry, watch chains, combs, checkbooks, pens, pencils or similar items will appear exposed on uniforms. The Army uniform will not be mixed with civilian clothing. Bulky items in pockets distract from the uniform. While in uniform, Cadets will not place their hands in their pockets except momentarily to place or retrieve items.

b. Headgear is part of the uniform. Cadets are required to wear the authorized gray berets while outdoors or when carrying air/drill rifles or a saber. The gray beret with a distinctive flash is the only beret authorized to be worn with all Cadet Class A/B Uniforms.
c. Cadets are approved to wear the following religious headgear with the JROTC uniform: turban, hijab and yarmulke. Headgear will be conservative and subdued in color (black, brown, green, dark or navy blue or a combination of these colors). The headgear cannot bear any writing, symbols or pictures. Cadets may wear approved religious headgear in place of military headgear (e.g., turban and hijab). Standard JROTC headgear will be worn when it can completely cover the religious headgear (e.g., yarmulke). Approved headgear are authorized for wear during all JROTC activities (i.e., drill team, color guard, parades, speaking engagements, etc) that do not pose a risk to the safety of the Cadet, Cadre or others. For example, a Cadet wearing religious headgear can be exempted from certain “Special Hazardous” Training events that may result in injury to the Cadet or support personnel such as obstacle courses / repelling etc. During mandatory “Special Hazardous” training events, religious headgear should be removed to prevent injury.

**Personal Appearance**

JROTC is a uniformed organization which is judged, in part, by how a Cadet wears a prescribed uniform and maintains his/her personal appearance. Therefore, a neat and well-groomed appearance by all Cadets is fundamental to JROTC and contributes to building the pride and esprit essential to an effective Corps of Cadets.

a. Hair Styles. Many hairstyles are acceptable, as long as they are neat and conservative. Hair will be neatly groomed. The length and bulk of hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Lines or designs will not be cut into the hair or scalp. If dyes, tints, or bleach are used, colors used must be natural to human hair and not present an extreme appearance. Applied hair colors which are prohibited include, but are not limited to, purple, blue, and pink, green, orange, bright (fire-engine) red, and fluorescent or neon colors. It is the responsibility of Instructors to use good judgment in determining if applied colors are acceptable, based upon the overall effect on Cadets’ appearance.

(1) Males. Sideburns will be neatly trimmed. The base will not be flared and will be a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening. The face will be clean-shaven, except for permitted mustaches. Males are not authorized to wear braids, cornrows, or dreadlocks (unkempt, twisted, matted, individual parts of hair) while in uniform. Hair that is clipped closely or shaved to the scalp is authorized.

(2) Females. Hairstyles will not interfere with proper wearing of military headgear. Hair holding ornaments (barrettes, pins, clips), if used, must be transparent or similar in color to hair, and will be inconspicuously placed. Beads or similar ornamental items are not authorized. Females may wear braids and cornrows as long as the braided style is conservative and the braids and cornrows lie snugly on the head. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during normal activity or when standing in formation. Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned, so that no free-hanging hair is visible.

b. Fingernails. Cadets will keep fingernails clean and neatly trimmed so as not to interfere with performance of duty. Females may wear polish that is not exaggerated, faddish, or of extreme coloring (such as purple, gold, blue or white) while in uniform. It is the responsibility of Instructors to use good judgment in determining if applied colors are acceptable, based upon the overall effect on Cadets’ appearance.

c. Hygiene and Tattoos. Cadets are expected to maintain good hygiene while in uniform. Tattoos are authorized except in areas of the body which would cause the tattoo to be exposed while in Class A uniform. Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body, as they are prejudicial to good order and discipline within the unit, the school, and the community.

d. Religious wear.

(1) The term “religious apparel” is defined as articles of clothing worn as part of the observance of the religious faith practiced by the Cadet. Religious articles include, but are not limited to, medallions, small booklets, pictures, or copies of religious symbols or writing carried by the individual in wallets or pockets. Except as noted
below, Cadets may not wear religious items if they do not meet the standards of this regulation. Requests for accommodation will not be entertained.

(2) Cadets may wear religious apparel, articles, or jewelry with the uniform, if they are neat, conservative, and discreet. “Neat, conservative, and discreet” is defined as meeting the uniform criteria of this regulation. In other words, when religious jewelry is worn, the uniform must meet the same standards of wear as if the religious jewelry were not worn. For example, a religious item worn on a chain may not be visible when worn with uniforms. The width of chains worn with religious items should be approximately the same size as the width of the ID tag chain (approximately 1/8 inch).

**Authorized Uniforms and Insignia**

a. The insignia and accouterments prescribed in this regulation will be worn on the issue-type uniforms.

b. Insignia other than that prescribed for wear with the issue-type uniform may be worn with the Cadet-type uniform at the discretion of the institutional officials. However, the distinctive JROTC shoulder sleeve insignia is mandatory only on the AGU.

**Unauthorized Uniforms and Insignia**
The following are not authorized for wear with JROTC uniforms or by persons associated with JROTC:

a. Designs of medals, badges, ribbons, and shoulder cords which conflict with those authorized for wear by the federal or any foreign government.

b. Insignia consisting of the letters “U.S.”

c. Badges or insignia, other than JROTC Marksmanship qualification badges, which resemble badges of other services.

d. Oak leaf clusters, palms, stars, or similar items that resemble federal designs.

e. JROTC Cadets are not authorized to wear similar colors of the following Total Army units: Special Forces (green); Ranger (tan); Airborne (maroon); and other Cadets (black) berets. The wear of the above berets is reserved exclusively for units of the Total Army. **The gray beret is the only one authorized for wear with the JROTC ASU.**

f. Cadets are not authorized to wear the full color US flag insignia.

**Cap Insignia**
The JROTC cap insignia for the gray beret is a wreath 1 3/16 inches in height containing the letters “JROTC” on a panel inside the wreath, with gold color metal. The cap insignia is worn centered on the flash of the gray beret.

**Corps and Collar Insignia**
The JROTC corps insignia is the Torch of Knowledge (from the Statue of Liberty), radiant with a raised rim on a disc, 5/8 inch diameter, of gold-colored metal. The corps insignia will be worn by all participants on Class A and Cadet-type uniforms, and by all participants except Cadet officers on Class B uniforms.

a. Placement of insignia on Class A uniforms for Cadet Officers.

   (1) Male Cadet Officers: the JROTC insignia (letters) will be worn 5/8 inch above the notch on both collars with the center line of the insignia bisecting the notch and parallel to the inside edge of the lapel. The Corps insignia should be positioned so that the center line of the insignia bisects the center line of the ROTC insignia and is parallel to the inside edge of the lapel.
(2) Female Cadet Officer: the JROTC insignia will be worn centered on both collars 5/8 inch up from the collar and lapel seam with the centered line of the insignia parallel to the inside edge of the lapel. The Corps insignia will be worn on both lapels 1 ¼ inches below the JROTC insignia, with the insignia bisecting the JROTC insignia and parallel to the inside edge of the lapel.

b. Placement of insignia on Class A uniforms for enlisted Cadets: The Corps insignia (discs) are worn centered on both lapels of the coat, parallel to the inside edge of each lapel, and placed so the bottom angle is 1 inch above the notch on the male and 5/8 inch above the female lapel.

**Insignia of Grade for Cadet Officers**

a. Description. The insignia for Cadet Officers consists of silver (white) color on black background, cloth epaulet sleeve with (diamonds) and discs (pips). The sleeve is 4 inches in length for males and 3 inches in length for females. Cadets may wear disc insignia at the discretion of JROTC Instructors.

b. How worn:

(1) Grade insignia are worn on both shoulder epaulets of the ASU jacket and the Army gray shirt.

(2) Pin-on grade insignia are worn only on the epaulets of the ASU jacket.

(3) When wearing grade disc insignia, the disc will be centered between the bottom of the button hole and the top of the shoulder seam of the garment.

**Insignia of Grade for Cadet Noncommissioned Officers and Enlisted Members**

a. Description: insignia are of silver (white) color on black background, cloth shoulder epaulet sleeve with chevrons, bars, and diamond, star or star within wreath, indicating noncommissioned officer grades. The shoulder epaulet sleeve is four inches long for males and three inches long for females.

b. How worn: Pin-on grade insignia are worn only on the epaulets of the ASU jacket.

**Academic Achievement Wreath:**

Cadets with at least a B average in all subjects and an A average in JROTC are authorized to wear the Academic Achievement Wreath and receive the Academic Achievement, (N-1-3) ribbon. It will be worn on the issue or Cadet-type uniform only during the academic term following the term when the Cadet earned it.

a. Description. This insignia is a gold colored metal wreath 7/8 inch high.

b. How worn. It is worn centered immediately above the right breast pocket on the coat or shirt when worn as an outer garment. If the MU/HU/HUD insignia is worn, the wreath will be pinned so that the star will be worn within the wreath.

c. Subsequent awards. Receipts of subsequent awards are indicated by the appropriate color Lamp Accoutrement affixed to the Academic Achievement, (N-1-3).

**Merit Unit, Honor Unit, and Honor Unit with Distinction**

a. Description.

(1) Merit Unit insignia; a five-pointed star of white enamel on gold-colored metal, 9/16 inches wide.

(2) Honor Unit insignia; a five-pointed star of blue enamel on gold-colored metal, 9/16 inches wide.

(3) Honor Unit with Distinction insignia; a five-pointed star of yellow enamel on gold-colored metal, 9/16 inch wide.
b. How worn. These insignia are worn centered 1/4 inch above the right breast pocket on the male Army coat and 1/4 inch above the nameplate on the female Army coat. One point of the star is up on the coat or on the shirt when it is worn as an outer garment.

Placement of Nameplate and Distinguish Unit Insignia and Ribbons

Nameplates must conform to the description below and will be worn on issue uniforms.

a. Description. Nameplates will indicate the last name only and will be 1 by 3 inches (may be longer in case of lengthy names) with white block type lettering 1/4 to 3/8 inch high on a jet-black background. (It may have a white edge or border not exceeding 1/32 inch in width).

b. How worn on male Class A uniform.

(1) The male name plate will be worn on the flap of the right breast pocket (as worn). The name plate will be vertically centered between the top of the button and the top of the pocket. Center the name plate horizontally above the button. The pocket area on the Class B uniform is the same as the pocket area on the Class A uniform.

(2) The MU/HU/HUD insignia is worn centered and 1/4 inch above the right pocket (as worn). It can be worn by itself or with the Academic Achievement Wreath, in which case the star is still positioned 1/4 inch above the seam. The distinguished unit insignia will be worn centered on the pocket and centered vertically from the bottom of the pocket flap to the bottom seam of the pocket.

(3) Ribbons are placed 1/8 inch from the top of the pocket on the left side (as worn). Medals of any kind are to be worn centered on the left pocket flap 1/8 inch from the top of the pocket seam. Multiple medals will be evenly spaced apart.

c. How worn on female Class A uniform.

(1) The nameplate should be placed 1 to 2 inches above the top button of the coat and centered horizontally on the wearer’s right side (as worn). The nameplate will be worn in a comparable position on the Class B uniform (the bottom of the nameplate will be aligned with the bottom of the third button from the top of the shirt).

(2) The MU/HU/HUD insignia should be centered on the plate 1/4 inch above the nameplate. It can be worn by itself or joined by the Academic Achievement Wreath, in which case the wreath is still positioned 1/4 inch above the nameplate. A ruler or straight edge is a valuable tool when placing these items on the uniform.

(3) Ribbons are to be aligned to the bottom of the nameplate centered on the wearer’s left side. Badges and medals are placed 1/8 inch below the ribbons. Multiple medals will be evenly spaced apart.

Optional Items

Distinctive Unit Insignia (DUI), shoulder cords, shoulder sleeve insignia (unit patches), and color trimmings described in this paragraph are optional items.

a. These items may be procured (subject to funding availability) at government expense for schools electing to prescribe their wear or by individuals who are voluntary members of authorized JROTC military organizations. DUI, shoulder cords, shoulder sleeve insignia, and color trimmings will be worn only after specific design, materials, and quality associated with their manufacture have been approved by TIOH.

b. School officials may prescribe the wear of approved DUI.

(1) Approved DUIs will be worn 1/4 inch above the right coat pocket on the male uniform and 1/4 inch above the nameplate on the female uniform. When wearing the Academic Achievement Wreath in place of the DUI,
the later will be 1/4 inch higher. All JROTC and school insignias will be worn on the left coat pocket in similar fashion.

d. DUI will not be worn on insignia of grade shoulder epaulet sleeves or on the ACU.

e. If worn on the Class B uniform, the DUI will be worn 1/4 inch above the right chest pocket or 1/8” above the unit rating insignia or academic wreath. The location is above the right chest pocket on the male and 1/4 inch above the nameplate on the female uniform in the same fashion.

f. Shoulder cords. Shoulder cords may be procured at Government expense (subject to funding availability). Solid, single color, or multi-colored shoulder cords may be designed and authorized to designate a host institution, unit, activity or Cadet position. Shoulder cords must be approved by USACC. No more than one cord may be worn on each shoulder. Shoulder cords will be worn only by Cadets who are authorized to wear them.

   (1) Shoulder cords will be used to designate participation in integrated curricular activities including but not limited to:
       (a) Color guard: white.
       (b) Drill activity: red.
       (c) Musical activity: blue.
       (d) Marksmanship activity: tan.
       (e) Honor organizations, such as national and local honor societies: gold.
       (f) Orienteering activity: green.
       (g) Adventure-type activity: black.
       (h) Honor guard: orange.
       (i) JLAB: Cable pending.

   (2) Shoulder cords will be awarded only to an established team, squad, or other group members, not Cadets participating in training.

   (3) The above cords may be designated for other purposes at the discretion of the DAI/SAI if a cord is not needed for the designated activity.

g. Special JROTC team pins (arcs) designating various JROTC teams may be worn on the right chest pocket with DAI/SAI approval. Team pins approved for wear are color guard, flag detail, drill team, JROTC bands, drum and bugle, academic, rifle team, honor guard, Cadet Challenge, raider team, JCLC, orienteering, and physical training excellence.

   (1) How worn.

       (a) On male uniforms. Pins are worn on the right side below the nameplate. Center the pin on the right pocket below the flap. If more than one pin is worn they are spaced 1/8 inch apart. For females the pin is aligned to the waistline of the coat/shirt. Place

       (b) On female uniforms. Pins are worn on the right side below the nameplate. Placement of the pins may be adjusted to conform to individual figure differences. If more than one pins is worn they are spaced 1/8 inch apart.

**Wearing of Jewelry:**

a. Cadets may wear a wristwatch, a wrist identification bracelet, and a total of two rings (a wedding set is considered one ring) with Cadet uniforms, unless prohibited by the SAI for safety or health reasons. Any jewelry worn by Cadets while in uniform must be conservative. Identification bracelets are limited to the following: medical alert bracelets, missing in action, prisoner of war, or killed in action (black or silver in color only) bracelets. Cadets are only authorized to wear one item on each wrist while in uniform.
b. No jewelry, other than that described in paragraph a or d, below, can appear exposed while in uniform. Watch chains or similar items cannot appear exposed. The only other authorized exceptions are religious items described in DA Pam 670–1 and AR 600–20; a conservative tie tack or tie clasp that male Cadets may wear with necktie.

c. Attaching, affixing or displaying objects, articles, jewelry, or ornamentation to, through, or under their skin, tongue, or any other body part is prohibited (this includes earrings for male Cadets). This applies to all Cadets in uniform. The only exception is for female Cadets, who may wear earrings consistent with paragraph d. (The term “skin” is not confined to external skin but includes the tongue, lips, inside the mouth, and other surfaces of the body not readily visible.)

d. Females are authorized to wear earrings with the ASU.

(1) Earrings may be screw-on, clip-on, or post-type earrings in gold, silver, white pearl, or diamond. The earrings will not exceed 6 mm or 1/4 inch in diameter, and they must be unadorned and spherical. When worn, the earrings will fit snugly against the ear. Females may wear earrings only as a matched pair, with only one earring per ear lobe.

e. Ankle bracelets, toe rings, necklaces (other than those described in AR 600–20), faddish (trendy) devices, medallions, amulets, and personal talismans or icons are not authorized for wear while in uniform.

f. The use of gold caps, platinum caps, or caps of any unnatural color or texture (permanent or removable) for purposes of dental ornamentation is prohibited. Teeth, whether natural, capped, or veneered, will not be decorated with designs, jewels, initials, or similar ornamentation. Unnatural shaping of teeth for nonmedical reasons is prohibited.

**Preparation for Inspection:**

The night before uniform day Cadets should use the following checklist:

- Is your uniform clean and pressed?
- Are your shoes cleaned and shined?
- Is your brass shined?
- Are all your awards and brass properly positioned?
- Did you shave (males)?
- Is your haircut above your collar?
- Is your hair properly done? (Female Cadets should have a hair tie that is transparent or similar in color holding their hair up.)
- Do you have a tie or neck tab if needed (Class A)?
- Is your uniform ready to be worn in a proper manner?
- Is it complete and serviceable?

**Missed Uniform Day Policy**

Cadets are required to wear their JROTC uniform all day on uniform days. Cadets who miss uniform days will be assigned the following consequences:

One uniform day missed and Cadet will receive a call home and a zero (0) on the uniform grade for that week. The Cadet will also receive 5 demerits.

Two uniform days missed and Cadet will receive another zero for the week. The Cadet will also receive a Behavior Incident Report that will be sent to the appropriate principal. The Cadet will receive an additional 10 demerits.
**How to use a ruler**

An English ruler consists of twelve inches. Twelve inches make up one foot. When looking at a ruler, you need to have a good grasp of fractions in order to read a ruler.

You will see a portion of a ruler below (not to scale):

The large numbers on the ruler represent inches. The long line next to the number tells you exactly where that inch is. For example, the long line to the right of the number 1 tells us that that line marks one inch from the beginning of the ruler.

Below, you will see a long mark between numbers that represents 1/2 of an inch.

The next smaller marking after the half inch is 1/4 of an inch. (as seen below with the long mark):

The next marking would be 1/8 of an inch. (as seen below with the long mark):

For the female Class A uniform, the Torch of Knowledge is required to be place 5/8 of an inch above the notch on the collar. (as seen below with the long mark)
**JROTC UNIFORM GUIDES**

**Class A (Army Blue)**

**All Cadets**

**GRAY BERET**
*(All Cadets)*
The beret is a one piece gray knitted wool shell, bound with leather and a draw cord through the binding. The beret has a gold trim black center flash sewn onto the badge stay. Items that are authorized for wear on the flash are Cadet Officer Rank and the JROTC Cap Insignia with wreath. Cadet Officer Rank are centered horizontally on the flash. The JROTC Cap Insignia will be worn by Enlisted Cadets. It is a wreath 1 3/16 inches in height containing the letters “ROTC” on a panel inside the wreath, with gold color metal.

**HU, HUD, MU INSIGNIA**
*(All Cadets)*
Center the HU, HUD, or MU Insignia 1/4 inch above the right breast pocket on the male uniform and 1/4 inch above the Nameplate on the female uniform. It can be worn by itself or joined by the Academic Achievement Wreath. The Academic Achievement Wreath is centered 1/4 inch above the right breast pocket/Nameplate, with the star centered in the wreath.

**SHOES**

Boots are not authorized for wear at any time.
*(All MALE Cadets)*
Male black oxford shoes are authorized for wear.
*(All FEMALE Cadets)*
Black oxford shoes or black service pumps may be worn. The pump will be plain, with closed toe and heel. The heel will be between 1/2 and 3 inches high.

**JROTC INSIGNIA**
*(ENLISTED FEMALE Cadets)*
Place the JROTC insignia centered on both lapels of the coat, parallel to the inside edge of each lapel; 5/8 inch above the notch.
*(ENLISTED MALE Cadets)*
1 inch above the notch.

**NAMEPLATE**
*(All Cadets)*
The Nameplate is worn 1 to 2 inches above the top button of the coat and centered horizontally on the wearer’s right side.

**SPECIAL TEAM PINS**
*(All FEMALE Cadets)*
When worn, place Special JROTC Team Pins (arcs) parallel to the waistline of the coat. Placement of Team Pins may be adjusted to conform to the individual figure difference. If more than one Team Pin is worn, space them 1/8 inch between each arc.

**Female & Enlisted Cadets**

**ARMY GRAY SHIRT**
*(All Cadets)*
The Army gray long or short sleeve shirt are the only authorized shirts with ASU uniform.

**BLACK NECKTIE / NECK TAB**
*(All Cadets)*
The black necktie or neck tab are mandatory while wearing the ASU coat.

**PIPING**
No piping will be sewn onto the sleeve of the ASU coat.

**RANK INSIGNIA**
*(All ENLISTED Cadets)*
Pin-on Grade Insignia are worn only on the epaulets of the ASU coat. Center Rank Insignia on the shoulder loop 5/8 inch from the outside shoulder seam.

**RIBBONS**
*(All FEMALE Cadets)*
Center Ribbons on the left side with the bottom row parallel to the bottom edge of the Nameplate. Third and subsequent rows may be aligned to the left to present a better appearance.
Class A (Army Blue)
Male Cadets & Cadet Officers

ROTC INSIGNIA
(MALE Cadet OFFICERS)
Place the ROTC Insignia 5/8 inch above the notch on both collars, with the centerline of the Insignia bisecting the notch and parallel to the inside edge of the lapel.

(FEMALE Cadet OFFICERS)
Place the ROTC Insignia 5/8 inch up from the collar and lapel seam, with the centerline of the insignia parallel to the inside edge of the lapel.

RANK INSIGNIA
(All Cadet OFFICERS)
Pin-on Grade Insignia are worn only on the epaulets of the ASU coat. Center Rank Insignia on the shoulder loop 5/8 inch from the outside shoulder seam.

TORCH OF KNOWLEDGE INSIGNIA
(All Cadet OFFICERS)
Center Torch of Knowledge Insignia on both lapels 1 1/4 inches below the ROTC Insignia, with the centerline of the insignia bisecting the ROTC Insignia and parallel to the inside edge of the lapel.

NAMEPLATE
(All MALE Cadets)
The Nameplate is worn centered left to right on the flap of the right breast pocket, and centered between the top of the button and the top of the pocket.

SPECIAL TEAM PINS
(All MALE Cadets)
When worn, center Special JROTC Team Pins (arcs) between the bottom of the pocket flap and the bottom of the pocket. If more than one Team Pin is worn, space them 1/8 inch between each arc.

Class B
(Army Blue)

Gray beret
Shoulder marks
Black necktie / neck tab
(mandatory with long sleeve shirt, optional with short sleeve shirt)
Army gray long or short sleeve shirt
Black belt with a gold-plated buckle
ASU blue trousers with no braid worn
Black socks
Black low quarter shoes or pumps
The beret is worn so that the headband (edge binding) is straight across the forehead, 1 inch above the eyebrows. The flash is positioned over the left eye, and the excess materials is draped over to the right ear, extending to at least the top of the ear, and no lower than the middle of the ear. Personnel secure the ribbon knot inside the edge binding at the back of the beret. When worn properly, the beret is formed to the shape of the head; therefore, Soldiers may not wear hairstyles that cause distortion of the intended shape of the beret. Paragraph 4–7e, below, addresses wearing headgear insignia. Figure 4–3 shows wear of the beret. The beret is equipped with a stiffener on the left front for attaching organizational flashes and insignia.
Army JROTC ACU

- Pin-on or Velcro
- Rank on Front;
- Nametag on Back

- Patrol Cap

- School Name
- Nametape
- Velcro Backing

- JROTC Unit
- Patch
- Velcro Backing

- JROTC Nametape
- Velcro Backing

- JROTC Patch
- Velcro Backing

- Rank Insignia
- Velcro Backing
  (Rank is worn vertically)

- Combat Boots
  (hot-weather or temperate-weather)
**Ribbons (in order of precedence)**

<table>
<thead>
<tr>
<th>Medal for Heroism</th>
<th>Superior Cadet</th>
<th>Distinguished Cadet</th>
<th>Academic Excellence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awarded to any JROTC cadet who performs an act of heroism.</td>
<td>Awarded annually to one outstanding cadet in each LET level.</td>
<td>Awarded annually to one cadet who exhibits the highest degree of experience in scholastics.</td>
<td>Awarded annually to one cadet in each LET level for maintaining highest school academic grades.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Achievement</th>
<th>Perfect Attendance</th>
<th>Student Government</th>
<th>LET Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awarded annually to those cadets who maintain a grade of “A” in JROTC and a “B” in the remaining academic subjects.</td>
<td>Awarded to cadets with no unexcused absence during each semester.</td>
<td>Elected to a student government office.</td>
<td>Awarded to cadets successfully completing first semester of training of each LET year.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DAI/SAI Instructor Leadership</th>
<th>Personal Appearance</th>
<th>Proficiency</th>
<th>Drill Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awarded to cadets who consistently present an outstanding appearance.</td>
<td>Awarded annually to cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.</td>
<td>Awarded annually to drill team members.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Orienteering</th>
<th>Color Guard</th>
<th>Rifle Team</th>
<th>Adventure Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awarded annually to cadets who are members of orienteering teams.</td>
<td>Awarded annually to members of the color/honor guard.</td>
<td>Awarded annually to rifle team members.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commendation</th>
<th>Good Conduct</th>
<th>JCLC</th>
<th>Optional by SAI (Positive Attitude)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awarded to cadets whose performance of duty exceptionally exceeds that expected of a cadet of his grade and experience.</td>
<td>Awarded annually to cadets who have demonstrated outstanding conduct throughout the school year.</td>
<td>Awarded to cadets for JCLC participation. (summer camp)</td>
<td>Awarded annually to Cadets who display a positive attitude throughout the year.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JROTC Physical Fitness Award</th>
<th>JROTC Athletics</th>
<th>Optional by SAI (Raider Team)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awarded to cadets who score above the 85th percentile on all five fitness tests.</td>
<td>Awarded annually to cadets who score at or above the 50th percentile on all five standard exercises.</td>
<td>Awarded annually to members of the Raider Team.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parade</th>
<th>Recruiting</th>
<th>Optional by SAI (Most Improved)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awarded to cadets who have participated in local community parades (Veterans’ Day Parade, Memorial Day Parade, etc.).</td>
<td>Awarded annually to cadets who recruit students into the JROTC program each semester.</td>
<td>Awarded annually to Cadet in Each LET level who improves the most.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional by SAI (Fundraising)</th>
<th>Service Learning</th>
<th>Excellent Staff Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awarded annually to Cadets who participate in Fundraising activities.</td>
<td>Awarded annually to cadets who participate in service learning projects</td>
<td>Awarded annually to cadet staff officers for excellent performance</td>
</tr>
</tbody>
</table>

**Optional by SAI: Optional by SAI (Armed Drill Team) (Rappelling) (N-3-13) Awarded to Cadets who complete rappelling training.**

**Optional by SAI (Unarmed Drill Team) (N-3-14) Awarded annually to members of the Armed Drill Team.**

**Optional by SAI (Raider Team) (N-2-4) Awarded annually to members of the Raider Team.**

**Optional by SAI (Most Improved) (N-4-7) Awarded annually to one Cadet in Each LET level who improves the most.**

**Optional by SAI (School Service) (N-3-4) Awarded to Cadets who complete 25 Hours of School Service.**

**Optional by SAI (Community Service) (N-1-9) Awarded to Cadets who complete 50 hours of Community Service.**

**Honor Unit with Distinction Insignia.** Each member of a unit designated as an Honor Unit with Distinction is awarded the Honor Unit Insignia (yellow star).

**Merit Award Insignia.** Each member of a unit designated as a Merit Unit is awarded the Merit Award Insignia (white star).
Chapter 8: Special Events

This chapter details all the special events held annually by the University High School JROTC Program.

Cadet Awards Program:

Near the end of the school year, the Cadet battalion will have its annual awards ceremony.

All Cadets are expected to attend the awards ceremony in their Class B uniform.

The purpose of the awards ceremony is to recognize outstanding Cadets community and the battalion. Selected Cadets will receive awards from Nationally Recognized organizations during the awards ceremony.

Trojan Battalion Military Ball:

Once a year the battalion will conduct a Military Ball, which is earned by the Cadets for all the hard work they do. All males in JROTC are required to wear the Class A uniform. The males will wear a white-collar button up shirt (not provided by JROTC) with black bow tie (issued by the JROTC). Females have the option of wearing their Class A uniform (with a white collared button up shirt with necktab). Females may wear a dress that would be worn to a formal ceremony and is in accordance with the school dress code. Males who are guests, and not of the JROTC program, are required to wear a suit and tie or a tuxedo to be allowed in. At least one person per party must be an active member of JROTC. Singles must all be active members of the JROTC program. The SAI/AI must approve all special guests who are non-JROTC members. The ball will be called to order and the Colors will be posted. A short story about the table set for one (POW-MIA) will be presented. At the Military Ball there will be a guest speaker who will address the Cadet Battalion during dinner. Upon completion of dinner the dance floor will be opened. Cadets are expected to conduct themselves in accordance with the JROTC Cadet Creed.

Service Learning Project:

Once a year the Trojan Battalion conducts a student led service learning project. The Battalion’s Cadet Leaders will organize and conduct all aspects of the Service Learning Project with support from the SAI and the AI. The purpose of the Service Learning Project is to give back to the community.

JROTC Program for Accreditation (JPA)

Once every three years the battalion will conduct a Cadet Formal Inspection (called the JPA) by brigade Headquarters.

The inspection process consists of three distinct actions.

The Unit Report (UR) is submitted annually by every JROTC unit. The events listed and the final score for the UR are determined by the JROTC section at each brigade. The UR score counts every year to determine what level of Unit Award individual programs may qualify for based on their last CFI.

A Formal Inspection (FI) is conducted by brigade personnel or their designee (i.e., DAI or SAI) once every three years.

The FI involves:

The CFI checklist (CL) score. This score is used to determine what level of Unit Award individual programs may qualify for based on the current UR score on file.

The School/Program CL is completed to determine if the High School qualifies for a JROTC support award and if the instructors are meeting minimum requirements.
The JROTC Supply CL is completed to determine if the JROTC instructors meet the minimum standards for logistics operations.

In the two years between FI’s, each program will receive an annual assistance visit. All Cadets in the battalion play a significant role during the Formal Inspection. Based on the performance of the Cadets during the inspection the battalion could receive one of the following awards; Honor Unit with Distinction (HUD), Honor Unit (HU), or Meritorious Unit (MU). The selection criteria for these awards are listed below.

- **HUD** – Score at least 96% on each element of the evaluation (minimum of 576 points on the CFI and 384 points on the UR). (Gold Star and highest honor)

- **HU** – Score at least 90% on each element of the evaluation (minimum of 540 points on the CFI and 360 points on the UR). (Blue Star and second highest honor)

- **MU** – Score at least 80% on each element of the evaluation (minimum of 480 points on the CFI and 320 points on the UR). (White star and lowest possible honor)

During the Formal Inspection, all Cadets will be expected to wear the JROTC uniform properly, be able to march in a Company size formation, and be able to answer two or three questions from the RFI question bank (listed below). The battalion will conduct extensive training to ensure that all Cadets are adequately prepared to accomplish their required tasks for the inspection. It takes every Cadet in the Battalion to ensure that the University High School JROTC Trojan Battalion is recognized as a Honor Unit with Distinction.

**Formal Inspection Question Bank:**

1. Q. What does ACSU stand for?
   A. Army Cadet Service Uniform.

2. Q: What type of shirt is worn under the Army Cadet Service Uniform Coat?
   A: Gray long sleeve or short sleeve shirt.

3. Q: The black necktie/neck tab is optional when wearing what type of uniform?
   A: Class B uniform with short sleeves.

4. Q: What color t-shirt is worn with the Army Cadet Service Uniform?
   A: White.

5. Q: What uniform is worn during ceremonies and social functions?
   A: The Class A or B uniform or ACSU.

6. Q: What uniform is worn at summer camps and for participation on special teams?
   A: ACUs.

7. Q: What insignia do cadet officers wear on the gray beret?
   A: Grade or rank insignia.

8. Q: What insignia do enlisted cadets wear on the gray beret?
   A: ROTC insignia.

9. Q: What color t-shirt is worn with the ACU uniform?
   A: Tan or Sand

10. Q: How is the grade (or ROTC) insignia worn on the gray beret?
    A: Centered on the flash.
11. Q: How are ribbons positioned on the class A uniform?  
   A: Ribbons are centered on the left side 1/8 of an inch above the left pocket for males. For females, parallel to the bottom of the nametag on the left side of the uniform.

12. Q: Describe a rank?  
   A: Cadet describes a certain rank asked by the inspector.

13. Q: How often must a uniform be worn by cadets?  
   A: At least once per week.

14. Q: Can a male cadet wear an earring in uniform?  
   A: NO.

15. Q: What size/color earrings can female cadets wear?  
   A: Small silver, gold or white spherical earrings not to exceed 1/4 inch in diameter.

16. Q: How is the nameplate worn on your uniform?  
   A: Center the nameplate on the right pocket between the top of pocket and the top of the button for males. (Females: 1 to 2 inches above the top button centered horizontally on the right side of the Class A coat. On the Class B shirt it is placed on the right side even with the third button down from the top of the shirt.).

17. Q: What regulation covers the wear of the uniform?  

18. Q: Are shoulder boards authorized for wear with the class B uniform?  
   A: Yes

19. Q: What does ACU stand for?  
   A: Army Combat Uniform.

20. Q: What color socks are worn with the Army Cadet Service Uniform?  
   A: Black socks.