

JUNIOR RESERVE OFFICERS TRAINING CORPS

BROWARD COUNTY ARMY JROTC

BROWARD COUNTY, FLORIDA

24 July 2012



**STANDING OPERATING PROCEDURES
(SOP)**

BROWARD COUNTY PUBLIC SCHOOLS

The School Board of Broward County

Ann Murray, Chair

Laurie Levinson, Vice Chair

Robin Bartleman

Maureen S. Dinnen

Patricia Good

Nora Rupert

Katherine M. Leach

Donna P. Korn

Benjamin Williams

Robert W. Runcie, Superintendent of Schools

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Director of Equal Educational Opportunities at (754) 321-2150 or Teletype Machine (754) 321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at (754) 321-2150 or Teletype Machine (754) 321-2158.

Foreword

This document is the ninth edition, Broward County Florida, Army Junior Reserve Officers' Training Corps (JROTC) Standard Operating Procedure. It is published with the goal of standardization of Broward County, Florida's Junior Reserve Officers Training Corps program. This document is considered directive in nature, however, is not intended to impede or unnecessarily restrict the operations of individual school/ JROTC programs in Broward County's site based managed school system. Changes or comments should be addressed to the Broward County School Board, 600 SE Third Avenue, Attn: Curriculum Supervisor-JROTC, 13th Floor, Fort Lauderdale, Florida 33301

JUNIOR RESERVE OFFICER TRAINING CORPS
 BROWARD COUNTY ARMY JROTC
 FORT LAUDERDALE, FLORIDA
 STANDING OPERATING PROCEDURES (SOP)

TABLE OF CONTENTS

	<i><u>Page</u></i>
COVER	1
Acknowledgments & Forward	2 - 3
Table of Contents	4
Section I – GENERAL PROVISIONS	5 – 18
(Authority, Mission, Requirements, References, Objectives)	5
(JROTC Personnel – Qualifications/Duties/Responsibilities)	6 – 17
(Instructor Involvement in After School Non-JROTC School Activities)	17-18
Section II – CADET ENROLLMENT/DISENROLLMENT	19
Section III – ACADEMIC CREDIT & GRADING	20 - 21
Section IV – UNIFORMS & EQUIPMENT	22 - 24
Section V – AWARDS	25 - 33
Section VI – ORGANIZATION OF THE CADET BATTALION	34 - 35
Section VII – COMMAND & STAFF	36
Section VIII – CADET DUTY POSITIONS & DESCRIPTIONS	37 - 43
Section IX – TRAINING RIFLES/SECURITY	44 – 49
Section X – SERIOUS INCIDENT REPORTING	50 - 51
Section XI – PROTECTION OF INFORMATION TECHNOLOGY	52 - 53
Section XII – CLUBS	54
Section XIII – SUPPLY	55 - 57
Section XIV – SUMMER JROTC CADET LEADERSHIP CHALLENGE (JCLC)	58 - 60
Section XV – JROTC EXTRACURRICULAR TEAMS AND ACTIVITIES	61 – 63
Section XVI - INSPECTION PROGRAM	64 - 104

SECTION I - GENERAL PROVISIONS

A. **AUTHORITY:** The Junior Reserve Officers Training Corps (JROTC) was organized under the authority of the National Defense Act of 1916.

B. **MISSION:** To Motivate Young People to be Better Citizens.

C. **REQUIREMENTS:** All Broward County Army JROTC units **are required to publish a unit SOP**. Unit SOPs may not lessen or significantly change the directives of this SOP.

D. **REFERENCES:** **CCR 145-2** (JROTC Organization, Administration, Operation, Training and Support, 1 Jul 07), **CCR 145-8-3** (Organizational Inspection Program Checklists, 1 Jul 07), all other references and publications of US Army Cadet Command, Eastern Region, and Sixth Brigade Directives.

E. **OBJECTIVES:** The Army JROTC objectives are to:

1. Develop **leadership** and **patriotism**.
2. Develop informed and **responsible** citizens.
3. Strengthen **character**.
4. Develop **self-discipline**, responsibility, and a **positive response** to constituted authority.
5. Encourage and assist young people to remain **Drug Free**.
6. Develop the ability to logically arrange thoughts and **communicate** effectively both orally and in writing.
7. Develop an appreciation of the values of physical and mental **fitness**.
8. Develop the basic skills necessary to work effectively as a **team member**.
9. Provide the motivation and the life skills necessary to **graduate** from High School.
10. Acquaint students with educational and vocational **career opportunities** and technical requirements of the modern age.
11. Promote or encourage qualified cadets to apply for scholarships, and encourage those who are capable of college level academics to continue their education.
12. Exceed all FCAT achievement standards.

F. JROTC PERSONNEL QUALIFICATIONS, DUTIES & RESPONSIBILITIES

1. Director of Army Instruction (DAI)/JROTC Curriculum Specialist

a. Qualifications:

- (1) Undergraduate degree required. Master degree preferred.
- (2) Retired U.S. Army Officer in the grade of O5 or O6.
- (3) Experienced JROTC instructor (Minimum of five years of Junior Reserve Officers Training Corps experience with successful record of program development and top quality management of personnel, training, and resources.

b. Duties:

- (1) Directs the Broward County School District's Army JROTC programs.
- (2) Reports to Executive Director, Core Curriculum, Broward County School Board.
- (3) Perform duties and functions of an intermediate Headquarters between individual units and Headquarters, Sixth Brigade, Eastern Region, US Army Cadet Command.
- (4) Assists principals in supervising Army Instructors. Supervises county-wide JROTC extracurricular activities.
- (5) Responsible for the formulation and implementation of JROTC plans, policies, and procedures of the U.S. Army Cadet Command and the School District of Broward County.

c. Performance Responsibilities:

- (1) Directs the Broward County School District's Army JROTC programs.
- (2) Maintains maximum cadet enrollment and attendance
- (3) Assists Broward County students in earning JROTC scholarships and service academy appointments.
- (4) Conducts the Broward County School District's JROTC public affairs program.
- (5) Recruits and retains top quality JROTC personnel.
- (6) Plans and implements in-service training for JROTC personnel.
- (7) Prepares reports required by the Army or the School District.
- (8) Obtains federal resources and manages JROTC budget.
- (9) Assumes other responsibilities as assigned by the immediate supervisor.
- (10) Continue close interface with veterans organizations, i.e. American Legion.

2. Deputy Director of Army Instruction (DDAI)/JROTC/SLDC Curriculum Specialist

a. Qualifications:

- (1) Undergraduate degree required. Master degree preferred.
- (2) Retired U.S. Army Officer
- (3) Experienced JROTC instructor (Minimum of five years of Junior Reserve Officers Training Corps experience with successful record of program development and top quality management of personnel, training, and resources.

b. Duties:

- (1) Reports to the DAI, and in his absence, reports to the Executive Director, Core Curriculum, Broward County School Board.
- (2) Assists the DAI in the performance of duties and functions of an intermediate Headquarters between individual units and Headquarters, Sixth Brigade, Eastern Region, US Army Cadet Command.
- (3) Assists principals in supervising Army Instructors. Supervises county-wide JROTC extracurricular activities.
- (4) Ensures adherence to good safety procedures by JROTC units within the county.
- (5) Responsible for the formulation and implementation of JROTC plans, policies, and procedures of the U.S. Army Cadet Command and the School District of Broward County.

c. Performance Responsibilities:

- (1) Assist the DAI in directing the Broward County School District's Army JROTC programs.
- (2) Assist in maintaining maximum cadet enrollment and attendance in JROTC.
- (3) Assist Broward County students in earning JROTC scholarships and service academy appointments.
- (4) Assists in the conduct of the Broward County School District's JROTC public affairs program.
- (5) Assists in the recruitment and retention of top quality JROTC personnel.
- (6) Plans and implements in-service training for JROTC personnel.
- (7) Provide administrative oversight services to JROTC programs, and prepare reports required by the Army or the School District.
- (8) Assists in the management of federal resources and the JROTC budget.

- (9) Assist in conducting periodic training and supply inspections of the county's Army JROTC programs to insure they are being administered in accordance with law, Army regulations and School Board policies.
- (10) Advises JROTC programs in all schools on conducting a public affairs program in their respective communities and coordinating requests for photographic coverage.
- (11) Assist in preparing and/or reviewing reports required by Armed Services and/or the Broward County School Board.
- (12) Assist in developing and organizing curricula, in accordance with Armed Services' directives, to include preparation and distribution of instructional texts, materials, equipment and schedules.
- (13) Assist in inspecting and coordinating inspection of training and supply operation procedures and security to insure compliance with Armed Services' directives and Broward County School Board policy.
- (14) Assist in promoting, scheduling, conducting and supervising competitions for drill teams, rifle teams, raider teams, academic teams, Color Guards, and individual cadet competitions.
- (15) Assist in preparing budget requirements and operating cost summaries for submission to appropriate Service and the Broward County School Board.
- (16) Perform and promote all activities in compliance with equal employment and nondiscrimination policies of the School Board of Broward County.
- (17) Frequently communicates with school administration, school-based instructors, and JROTC cadets to assist in implementing JROTC program throughout Broward County Schools.
- (18) Assumes other responsibilities as assigned by the Director of Army Instruction.

3. Operations NCOIC, DAI Office

a. Qualifications:

- (1) An earned associate's degree from an accredited institution desired. Bachelor's degree preferred.
- (2) Retired U.S. Army Non-Commissioned Officer with 23 years experience and/or training in the field related to the title of this position.
- (3) Experienced JROTC instructor (Minimum of three years of Junior Reserve Officers Training Corps experience with successful record of program development and top

quality management of personnel, training, and resources).

b. Duties:

- (1) Reports to the Director of Army Instruction (DAI), Broward County Schools.
- (2) Performs DAI assigned duties and functions of an intermediate Headquarters between individual units and Headquarters, Sixth Brigade, Eastern Region, US Army Cadet Command.
- (3) Assists principals in supervising Army Instructors. Supervises county-wide JROTC extracurricular activities.
- (4) Responsible for the formulation and implementation of JROTC plans, policies, and procedures of the U.S. Army Cadet Command and the School District of Broward County.

c. Performance Responsibilities:

- (1) Provides advice and assistance to the Broward County School District's Army JROTC programs.
- (2) Provides assistance in coordinating extracurricular activities of JROTC Cadets to include parades and ceremonies, marksmanship and raider challenge competitions, competitive drills, and ceremonial participation of color guards, drill teams and honor guards.
- (3) Assists units in maintaining maximum cadet enrollment and attendance.
- (4) Assists in the conduct of the Broward County School District's JROTC public affairs program.
- (5) Assists the DAI in the recruitment and retention of top quality JROTC personnel.
- (6) Plans and implements in-service training for JROTC personnel.
- (7) Prepares reports and maintain files and historical records on JROTC programs and personnel as required by the Army and/or the School District.
- (8) Provides logistic and administrative services such as military budget management, curriculum and publication management, and records maintenance for Army JROTC units in Broward County.
- (9) Assists the D/DAI/JROTC Curriculum Specialist, with the development, implementation, coordination, evaluation, and monitoring of the SLDC curriculum.
- (10) Conducts periodic training and supply management inspections to insure JROTC/SLDC programs are being administered in accordance with law, service regulations and School Board policy.

- (11) Prepares/reviews reports submitted by JROTC programs to the Armed Services and/or Broward County School Board.
- (12) Assists the DAI/JROTC Curriculum Specialist with the planning, operation, and conduct of Broward County JROTC summer leadership programs.
- (13) Develops and organizes curricula in accordance with Armed Service directives to include preparations and distribution of instructional texts, materials, equipment, and schedules.
- (14) Assists in the conduct of the annual US Army JROTC Unit Inspection Program.
- (15) Assists in coordinating extracurricular activities of JROTC/SLDC cadets to include parades and ceremonies, competitive drill, and ceremonial participation of Color Guard, drill teams, honor guards as well as other designated activities.
- (16) Organizes and manages Broward County extracurricular events.
- (17) Assists in preparing budget requirements and operating cost summaries for submission to appropriate Armed Services and School Board offices.
- (18) Performs and promotes all activities in compliance with equal employment and nondiscrimination policies of the School Board of Broward County.
- (19) Participates successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
- (20) Maintains records on professional development of Army JROTC instructors in Broward County.
- (21) Manages the instructor weight control program IAW AR 600-9 and CCR 145-2.
- (22) Reviews current developments, literature and technical sources of information related to job responsibility.
- (23) Ensures adherence to good safety procedures.
- (24) Performs other duties as assigned by the DAI/JROTC Curriculum Specialist, or his designee.

4. Logistics NCO, DAI Office

a. Qualifications:

- (1) An earned associate's degree from an accredited institution desired. Bachelor's degree preferred.
- (2) Retired U.S. Army Noncommissioned Officer. E-7/E-8/E-9 preferred.
- (3) Experienced JROTC instructor (minimum of two years of demonstrated JROTC teaching experience).

b. Duties:

- (1) Reports to the Deputy DAI
- (2) Performs duties and functions as Logistics NCO for Broward County JROTC units, and serves as the Military Property Custodian for all Broward County Army JROTC programs.
- (3) Serves as principal supply advisor to the DAI and district US Army JROTC units.

c. Performance Responsibilities:

- (1) Manages the day-to-day operations of the Broward County School District's Army JROTC supply and logistics programs.
- (2) Plans and implements supply and logistics in-service training for JROTC personnel.
- (3) Prepares supply and logistics reports required by the Army or the School District.
- (4) Conducts periodic training and supply management inspections to insure JROTC programs are being administered in accordance with law, service regulations and School Board policy.
- (5) Assists the Curriculum Specialist, Military Science with the planning and logistical support required in the conduct of Broward County JROTC summer leadership programs.
- (6) Develops, organizes and manages, in accordance with Armed Service directives, a system to procure, store and distribute instructional texts, materials, equipment, and schedules required by Army JROTC units in Broward County.
- (7) Assists in the conduct of the annual US Army JROTC Unit Inspection Program.
- (8) Assists in providing logistical support as required and authorized for extracurricular activities of JROTC/SLDC cadets to include parades and ceremonies, competitive events (Drill, Raider Challenge, Color Guard and Marksmanship Meets), and ceremonial participation of Color Guard, drill teams, honor guards as well as other designated activities.

- (9) Performs and promotes all activities in compliance with equal employment and nondiscrimination policies of the School Board of Broward County.
- (10) Reviews current developments, literature and technical sources of information related to job responsibility with a focus on logistical support operations.
- (11) Ensures adherence to good safety procedures.
- (12) Performs other duties as assigned by the Curriculum Specialist, Military Science or designee.
- (13) **Performs activities and tasks normally performed by a unit JROTC Military Property Custodians (MPC):**
 - a) Obtains federal resources, develops a county-wide supply plan, and manages and tracks JROTC budget expenditures.
 - b) Assists in preparing budget requirements and operating cost summaries for submission to appropriate military higher headquarters/organizations, and/or School Board personnel.
 - c) Prepares/reviews reports submitted by JROTC programs to appropriate military higher headquarters/organizations and/or School Board pertaining to logistics and budget controls.
 - d) Provides logistic and administrative services such as military budget management, curriculum and publication management, and records keeping.
 - e) Assists the DAI with the control and accountability of Army funds allocated to Broward County for JROTC supplies, uniforms and equipment.

5. Senior Army Instructor (SAI)

- a. **General:** Directs, coordinates, and supervises the overall Army Junior ROTC (JROTC) program, and teaches select classes in accordance with appropriate Army, State and School District regulations, directives and policies.
- b. **References:** Current Army and School District regulations, directives, and policies.
- c. **Responsibilities:**

- (1) Department head of the JROTC department in his/her school. Responsible for the success or failure of the JROTC program at his/her school.
- (2) The Senior Army Instructor for each program will serve as the Safety Officer for that unit. He/she will administer the safety program IAW all applicable regulations, Army and school, and be responsible for its active development. Each SAI will assign on orders the Cadet S-2 as the cadet Safety officer for the program.
- (3) Responsible to insure that AIs are aware of all official communications and trained on using the CAB, JCIMS, the County JROTC E-Store (sbbcjrotclog.org), the JROTC Portal, and the JROTC Distance Learning Site.
- (4) Corrects, updates, and/or rewrites designated lesson plans, student handouts and examinations for the JROTC program.
- (5) Prepares semi-annual counseling statements for the noncommissioned officers under his/her supervision IAW CCR 145-2.
- (6) JROTC advisor to school officials within his/her school.
- (7) Develops and implements, in coordination with the principal, appropriate JROTC department policies at the school level.
- (8) Oversees training aid requirements and submits requisitions for materials for his/her program and any cross-enrolled programs accordingly.
- (9) Performs duties as official judge and/or board president/member in all cadet competitions.
- (10) Principal classroom and drill instructor normally for designed classes (typically upper level cadets.)
- (11) Encourages and assists cadets in applying for scholarships, and submits recommendations for cadets whenever appropriate.
- (12) Prepares examinations and analyzes their content, normally for assigned classes.
- (13) Accompanies cadets on field trips as required/directed (e.g., drill competitions, marksmanship meets, Color Guard presentations).
- (14) Establishes and maintains a public affairs program for the JROTC unit.
- (15) Responsible for the level of cadet enrollment and retention in the JROTC program.
- (16) Coordinates cadet activities with the principal, designated staff coordinator, and other department heads as appropriate.
- (17) Junior ROTC faculty supervisor for designated extracurricular activities (e.g.,

Color Guard, drill team, rifle training (marksmanship) and/or raider platoons). Insures, as a minimum, his/her unit is involved in the first two activities and one additional (third) one.

- (18) Responsible to the Director of Army Instruction (DAI) for implementation of the JROTC POI and appropriate Army regulations and directives.
- (19) Performs duties as required by the school principal and the DAI.
- (20) Conduct at least three program status briefings with the Principal during the year.
- (21) Responsible for the overall logistics and administrative JROTC requirements of the school.
- (22) Must attend summer camp if directed.
- (23) Ensure that all issued technology is used in classrooms regularly.
- (23) Responsible for weekly direct communications with the DAI (E-mail) to cover the following: activities, brags, problems and remarks.

6. **Army Instructor (AI) Responsibilities:**

- a. **General:** The Senior Noncommissioned Officer Army Instructor (AI) is responsible to the Senior Army Instructor (SAI) and the institutional head for the accomplishment of the instructional, operational, and administrative mission of the school's Army Junior Reserve Officers Training Program.
- b. **Duties:** Fulfill those delineated in current Army, State, and School District regulations, directives, and policies, and those assigned by the SAI.
- c. **Responsibilities:**
 - (1) On a daily basis, responsible for assisting the SAI with the overall Army Junior ROTC Training Program in the high school.
 - (2) Prepare and maintain all records required by Army, District and/or school directives as directed by the SAI.
 - (3) Performs as the primary instructor for selected classes.
 - (4) May serve as the designated School Property Hand Receipt Holder (SPHRH) for his/her school if directed by the Principal. Is responsible for the efficient, correct, and timely supply efforts of the JROTC unit.
 - (5) May be designated the primary JROTC faculty advisor for selected extracurricular activities (e.g., color guard, drill, rifle and/or raider platoons).
 - (6) Represents the SAI in his absence as JROTC department head and act as

JROTC advisor to the principal and staff.

(7) Performs other duties as directed by the principal, DAI, or SAI.

(8) Must attend summer camp if directed.

(9) Be competent with and use issued technologies in the classroom when needed.

7. Shared/Overlapping Responsibilities for the SAI & AI (s)

a. **General:** In addition to teaching during the school year (as required by the JROTC program of instruction) the duties and responsibilities of all JROTC instructors encompass a variety of activities which extend well-beyond the classroom.

b. **References:** Current Army, State, and School District regulations, directives, and policies.

c. Shared/Overlapping Responsibilities:

(1) Adhere/comply with the policies, procedures, rules, and regulations of the school principal, the Director of Army Instruction, the School District, and US Army Cadet Command. Conflicts in guidance from different sources must be brought to the attention of the DAI for resolution.

(2) Fully understand and incorporate the educational visions of their Principal and Superintendent's into their JROTC program.

(3) Establish and maintain cadet organization and rank structures, which, coupled with an awards and decorations program, provide adequate incentives to promote acceptable performance of leadership responsibilities.

(4) Plan, coordinate with supporting agencies, train the cadets, and conduct appropriate extracurricular activities.

(5) Coordinate, organize, and supervise the cadets in various community service activities such as parades, Color Guard presentations, raising money for charities, and other community events.

(6) Plan and prepare a yearly Master Training Schedule, weekly training schedules, and lesson plans for each class of the school year. Consideration to the school's objectives for FCAT preparation and training should be integrated into JROTC lesson plans whenever possible, in coordination with appropriate school administrators as needed.

(7) Plan, coordinate, prepare cadets, and attend/support the cadet summer camp (normally conducted at BSA Camp Tanah Keeta, Florida in June or July.) ALL instructors must attend summer camp unless specifically excused by the DAI and Brigade Commander.

- (8) Plan, coordinate, prepare for, and conduct a summer camp preparatory training session for cadets.
- (9) Coordinate and conduct orientation (field) trips as appropriate for cadets (e.g., to military installations, historic sites, Air and Sea Show, Fleet Week, and local university campuses).
- (10) Organize, train, and supervise a Color Guard to support school and community assemblies and programs.
- (11) Organize, train, and supervise a cadet Drill Team. Support the Participation of the team in support of drill competition events, other appropriate functions.
- (12) Organize, train, and supervise an active rifle marksmanship program/rifle team for competitions and participation in the County Marksmanship League **and/or** organize, train, and supervise an active Raider Team for competitions and participation in the Broward County Raider Program.
- (12) If assigned as the SPHRH, sign for, maintain, safeguard, account for, and replace cadet uniforms, uniform accessories and accoutrements, training aids (to include drill rifles), air rifles, other equipment and office supplies required to fully support and sustain the smooth and efficient operation of the JROTC unit.
- (13) Create, maintain, and file for each JROTC student a cadet record, which includes JROTC test/performance grades, promotions and reductions in rank, awards, and decorations, merits and demerits, emergency data, etc. Maximize the use of the Cadet Records Manager provided each unit.
- (14) Create and maintain files required by US Army Cadet Command, Broward County School System and the DAI.
- (15) Prepare and submit annual instructor performance appraisals required by the Army.
- (16) Prepare for and participate in formal and informal inspections conducted by the School District (DAI office) and/or the US Army.
- (17) Actively counsel and assist cadets and other students in applying for college ROTC scholarships and appointments to the Military Service Academies. Attend scholarship and academy seminars.
- (18) Provide, to those who request it, military service career

information/guidance.

- (19) Perform additional duties, which include but are not limited to: JROTC School Property Hand Receipt Holder (SPHRH), Safety/Risk Management Officer, and Chaperon for JROTC cadets on school sanctioned field trips.

8. Instructor Involvement in After School Non-JROTC School Activities

- a. Broward County Army JROTC has encountered isolated problems where instructor involvement in non-JROTC school activities after school interferes with JROTC requirements. This is in violation with US Army Cadet Command Regulation 145-2. Among these are additional duties such as After School Detention, Sports Coaching, other non JROTC clubs and activities, and non JROTC Bus Driving. This has, in some schools, prevented, restricted or limited participation by cadets in JROTC required activities such as Drill Team, Marksmanship Team, and Color Guards due to the absence of a JROTC cadre member to coach, mentor, and chaperone. As important, the reduced expertise of properly prepared and trained cadets in these required JROTC activities is readily noticeable and is often a personal embarrassment to the cadets themselves. The JROTC program can never be allowed to be part of that embarrassment. Our goal is to give JROTC students the opportunity to compete and develop self-discipline and self-confidence - not to detract from it.
- b. Army JROTC instructors are required, by US Army Cadet Command Regulation 145-2, to be available as a condition of Army JROTC Instructor certification. Without certification, a JROTC instructor cannot teach in the Army JROTC program. This was a condition when initially hired to be a JROTC instructor, and it is a condition for continued Army certification.
- c. Cadet Command Headquarters confirmed for us (on 22 March 2008) that the intent of the regulation is as described above, and that the Director of Army Instruction Office, is charged with its compliance. To paraphrase their words "...to coach our JROTC students is an admirable endeavor and most instructors gain much by doing so. To coach a school sport is also an admirable thing, but if the sport is more important to the instructor than JROTC activities, then perhaps he/she should teach something besides JROTC which will allow him/her to pursue non-JROTC coaching avocations..."
- d. **Permission to accept and perform duties outside the contract duties agreed upon between the US Army and Broward County Schools require the written permission of the Chief, JROTC Sixth Brigade.** Requests for consideration and approval to perform these additional duties must be submitted by the JROTC instructor's principal, on school letterhead, through the Director of Army Instruction to the **Chief, JROTC Sixth Brigade.** A signed memorandum from the Senior Army Instructor to the principal is a required endorsement.

SECTION II - CADET ENROLLMENT/DISENROLLMENT

A. CONDITIONS FOR ENROLLMENT:

1. Become at least 14 years of age during their LET 1 term/year
2. Physically qualified under standards prescribed by CCR 145-2.
3. Acceptable to the high school principal and SAI.
4. Be a regularly enrolled or cross-enrolled student in 9th, 10th, 11th, or 12th grade.
5. Morally qualified. Applicants for enrollment, who have a record of conviction by any court, for other than minor traffic violations, are not eligible unless a waiver is granted by the Brigade Commander.

Note: Mid-course enrollment must have the approval of the SAI and the principal.

B. **DISENROLLMENT:** Normally, cadets will be disenrolled or excluded from attendance, as appropriate, and as determined by the SAI and the principal of the school.

1. In all cases a student will be disenrolled when he/she:
 - a. Withdraws from school.
 - b. Becomes physically unfit or shows inaptitude for leadership training .
2. Undesirable character traits that may warrant disenrollment may be:
 - a. Cheating on exams
 - b. Stealing
 - c. Use of, or possession of, drugs
 - d. Lying
 - e. Frequent incidents of a discreditable nature with civil or school authorities.
 - f. Shows indifference to, and lack of interest in, leadership training as shown by:
 - (1) Frequent absences from class.
 - (2) Large accumulations of demerits
 - (3) An established pattern of shirking or similar acts
 - (4) Disrespect towards the instructors.
3. In the event of a disagreement which cannot be resolved between the principal and SAI on this issue, the DAI will assist with resolution.

SECTION III - ACADEMIC CREDIT AND GRADING

A. CREDIT:

1. JROTC is an Elective Course. JROTC in the School District of Broward County can be substituted for one Practical Arts credit (upon completion of four credits of JROTC). Credit towards graduation may be awarded as follows:

a. Leadership Education and Training I	1 elective credit	CR# 1801300
b. Leadership Education and Training II	1 elective credit	CR# 1801310
c. Leadership Education & Training III	1 elective credit	CR# 1801320
d. Leadership Education and Training IV	1 elective credit	CR# 1801330
e. Summer Leadership Program/Camp		
Outdoor Education	.5 elective credit	CR# 1502480 (5575)

2. A student may receive a total of 8 credits (plus summer leadership camp credit) for JROTC during their high school career (under a 4X4 block schedule system.) In reality four credits would be JROTC and four credits would be for associated leadership training.
3. There is a JROTC Honors Program which is described in the Broward County Intra-Service SOP. Honors program course numbers for up to three honor credits of JROTC (one each for a second, third, and fourth year cadet) are also published in the Broward County Inter-Service SOP.

- B. GRADING:** IAW CCR 145-2, page 55, paragraph 5-9, instructors must maintain a meaningful evaluation system. Assessment and evaluation tools are provided in the Instructor Manual with each lesson and are available electronically on the unit DVD-ROM's and LET DVD's. These materials have been designed to assess the objectives of the lessons. Each JROTC unit will establish an SOP explaining the grading system and how it conforms to JROTC and school policy. The SOP will, at a minimum, address a balanced proportion of academics and integrated-curricular credit, and grade reduction based upon excessive absence. The classroom performance system (CPS) has an automated assessment feature to track student answers and provide sophisticated reporting data of grades.

C. CURRICULUM/PROGRAM OF INSTRUCTION:

1. In recent years, JROTC has required the implementation of a totally new US Army JROTC curriculum and has issued items of technology to facilitate classroom presentations. All Broward County JROTC programs are expected to work diligently to properly implement the curriculum and use available technology.
2. Required and restrictive curriculum subject areas are defined and directed by US Army Cadet Command and the Broward County School Board. The Broward County Director

of Army Instruction/Curriculum Specialist for JROTC is the school district's representative.

3. Program of Instruction

- a. The current Program of Instruction required by US Army Cadet Command may be found in current Cadet Command regulations and on the Cadet Command JROTC Portal, www.usarmyjrotc.com. All Master Training Schedules, curriculum scheduling, curriculum evaluations, and inspections will be accomplished IAW current directives.
- b. Annual training guidance will be issued by the DAI, usually in the spring prior to the next school year to be effected.
- c. The Broward County Deputy DAI is the primary Point of Contact for matter regarding Master Training Schedules and curriculum planning. Copies of Weekly Training Schedules will be forwarded to the DAI Operations NCOIC no later than Monday, the week prior to the scheduled training.

D. **MERITS/DEMERITS:** The organization, administration, and impact of a merit/demerit system will be as established by each unit's Standard Operating Procedures. As a minimum, the following basic requirements will be included in each units Merit/Demerit program:

1. Merit/Demerit must have a positive, not just a negative impact on a cadet's grades.
2. Merit/demerit system must be closely reviewed and controlled by the cadre and controls must be included in the SOP that governs its administration.
3. Cadet leaders may recommend merits/demerits. However, **the cadre must ultimately approve any merit/demerits awarded.**
4. **The use of hazing or corporal punishment is forbidden.** The use of pushups or other physical exercise as punishment **may not be used in a classroom setting.** It is considered poor leadership practice/technique to intimidate subordinates to follow because of fear. However, the use of pushups by extracurricular teams may enhance their physical conditioning and esprit. In these cases, close supervision must exist to assure that the effect is positive and not counterproductive. Cadet leaders are prohibited from giving other cadets pushups as discipline.

SECTION IV - UNIFORMS AND EQUIPMENT

A. UNIFORM:

1. The uniform of the United States Army is more than a mere suit of clothes; it is a symbol of honor, tradition, and achievement. Smart appearance and proper conduct in uniform is an indication of self-respect, pride, alertness, and loyalty to school, community, and country.
2. Each cadet will be issued uniforms and regulation JROTC insignia according to current Department of the Army allowances. Uniforms will normally be worn on one day of each school week as directed by the SAI/AI. The preferred day for uniform wear is Wednesday. On this day, the complete uniform will be worn as prescribed by cadet regulations. The Army green uniform (Class A or B) and ACU are authorized for wear by Junior ROTC cadets and students. The class A or B uniform is the standard for the classroom and campus. The ACU is to be worn only on an exceptional basis for adventure training, camp, or special team activities, **but not on campus during the school day**. Cadets having jobs after school will **NOT** wear the JROTC uniform on the job. The uniform will be worn to and from school and all day during school, except during P.E. or other classes requiring special clothing.

B. PROPER WEARING OF THE UNIFORM:

1. Cadets

- a. The Army JROTC uniform will be worn only at times and places specified by the DAI/SAI/AI. Under no circumstances will items of the uniform be worn with civilian clothing except a civilian sweater, coat, or jacket worn over the uniform in cold weather.
- b. Awards (medals or ribbons) will be worn on the Class A and B uniforms. Medals are intended to be worn on the Class A uniform and will not be worn on the Class B uniform except when no ribbon is available. A medal and ribbon for the same award will not be worn at the same time.
- c. No part of the uniform is ever worn as part of civilian attire.
- d. Shirt and trouser pockets will be buttoned at all times. The green coat will be buttoned when worn. Articles will **NOT** be carried in shirt pockets. No item will protrude from trouser pockets.
- e. Trousers will not be "tapered" or otherwise tailored to conform to "fad" trends. They should be long enough to completely hide the socks while standing and worn snugly around the natural waistline.
- f. Under no circumstances will shirttails be worn outside the trousers.
- g. The cap will be worn at all times when outdoors in uniform except where specified by the SAI for unique school circumstances. The cap will not be worn indoors except while under arms or during appropriate ceremony.

- h. Uniforms will be worn in accordance with AR 145-2, CCR 145-2, CCR 670-1, interim change to CCR 672-5-1, and the JROTC Instructor Handbook.
- i. Partial uniforms are not allowed. Cadets are either in uniform in the prescribed manner, or they are in civilian clothes. This particularly applies to camping trips when cadets like to get half in and half out of ACUs. The ACU jacket may be removed in hot weather when approved by the JROTC cadre. Otherwise, the ACU uniform must be worn with proper boots, headgear, insignia, and with all fasteners closed. Individually purchased ACUs of Army serviceable standard are authorized as long as they are worn in the proper manner. School logos and esprit T-shirts may be worn under the ACU shirts or as an outer garment when the ACU shirt is removed.
- j. Civilian jackets may be worn during cold weather on uniform days since we will not purchase the standard Army black jacket. However, civilian jackets must be removed while conducting in-rank inspections.
- k. Hair and grooming standards for cadets, while in uniform, will comply with the appropriate Cadet Command Inspection MOI. As a minimum, hair (both male and female) will be clean, well groomed, and must not contact or extend below the uniform collar. Hairstyles will be such that the appropriate headgear can be worn properly. Male cadets will be clean-shaven with no beards or goatees.
- l. Cadets will not be allowed to participate in public events such as school or community support activities unless they meet the published standards and represent the Army and the JROTC program in an appropriate manner.

2. Cadre

- a. Uniforms will be worn and appearance maintained in accordance with AR 670-1, and DA Pam 600-5 (Handbook for Retired Soldiers). Nonstandard uniform items such as flight jackets, “boonie hats”, old BDUs, out dated items, and unauthorized items will not be worn either on campus or in a camp (field) environment. The appropriate uniform for academics vs. physical activities will also be worn IAW CCR 145-2. Cadet Command directives are very clear. Uniforms will be worn during the conduct of all Junior ROTC duties and **ACUs are not an acceptable uniform for on campus/during school hours wear (this is true for instructors and cadets)**. Recent societal impacts have made the compliance with this directive even more important. The new Blue ASU (both Class A and B) is authorized for cadre wear.
- b. Cadet Command grants certification for instructors to teach Junior ROTC as a privilege, not a right. For the school district to receive financial funding from the US Army our instructors must be certified. Certification is predicated both on the professional ability of an individual to teach, but also on the instructor’s ability to meet the physical and appearance standards (in and out of uniform) of the military. The line of logic follows that if instructors are deliberately not complying with the regulations, or are unable to meet the standards under which they were certified, their certification is subject to withdrawal.

C. RESPONSIBILITY AND MAINTENANCE OF UNIFORMS:

- 1. Before a student can be enrolled in JROTC, his/her parent/guardian must assume

financial responsibility for loss or damage of items of issue. This is done by the parent or guardian signing JROTC Form 46R 1 "Agreement of Responsibility" or similarly designed local form (must be approved by the DAI.) Care should be taken by the cadet in checking clothing and equipment issue and turn-in before placing his or her signature on the record form. A cadet's signature on this form is verification that the transaction is correct.

2. Costs of laundry, cleaning, and normal maintenance of uniforms will be borne by the cadet.
3. Uniforms will NOT be altered without the permission of the SAI/AI.

D. **INSPECTIONS.** Inspections will be conducted on the scheduled uniform day of each week to insure that high standards of personal appearance are being maintained, and to enable the SAI/AI to observe the condition of clothing and equipment. **Please remember that in-ranks inspections are an important leadership development opportunity.**

E. **TEXTS.** Each cadet will have access to the text/workbook appropriate to their LET level. Texts will be issued at the direction and guidance of JROTC Cadre. Included in the text materials will be information on the proper wear of the uniform and the accoutrements (including awards).

SECTION V – AWARDS

A. ORDER OF PRECEDENCE IS AS FOLLOWS:

1. **Department of the Army**
 - a. Medal for Heroism
 - b. Superior Cadet
 - c. Legion of Valor Bronze Cross
2. **Battalion Awards:** N-1; N-3; N-2; N-4
3. **Fraternal**
 - a. National Sojourners
 - b. Sons of the American Revolution
 - c. Daughters of the American Revolution
 - d. Military Order of the World Wars
 - e. Military Order of the Purple Heart
 - f. American Legion
 - g. US Army Recruiting Command
 - h. Veterans of Foreign Wars
4. **Associations**
 - a. Association of the US Army
 - b. Reserve Officers Association
 - c. The Retired Officers Association
 - d. Disabled American Veterans
 - e. American Veterans
 - f. Daughters of American Colonists

B. The following awards are attainable by conspicuous achievement as indicated.

1. **Superior Cadet Decoration Award (Medal, Certificate & Ribbon)**

Presented to: LET-1, LET-2, LET-3, LET-4
For: The outstanding cadet in each year of military training based upon overall academic and military record.
2. **Marksmanship Qualifications (Badge)**

Presented to: Any cadet
For: Successfully completing prescribed course of fire with minimum established score.
3. **Academic Achievement Insignia**

Awarded by: Senior Army Instructor

Criteria: Awarded to cadets with a “B” average in all subjects, and an “A” average in JROTC.

- 4. **Merit Unit Insignia** (White Star)
- Honor Unit Insignia** (Blue Star)
- Honor Unit With Distinction Insignia** (Gold Star)

Presented to: All Cadets

For: Attainment of Merit Unit, Honor Unit or Honor Unit With Distinction rating during Department of the Army Formal Inspections.

5. Instructor's Badge (Authorized and Purchased Locally)

Awarded by: Senior Army Instructor

Criteria: Cadet must present five formal classes to other JROTC cadets. Leadership Lab classes are acceptable.

C. ACADEMIC AWARDS (Series 1)

1. N-1-1

Distinguished Cadet Award for Scholastic Excellence Ribbon

Awarded by: Superintendent (Delegated to the Principal)

Criteria: Awarded annually to one cadet who maintains the highest GPA in the JROTC program. (Weighted GPA)

2. N-1-2

Academic Excellence Award Ribbon

Awarded by: Principal

Criteria: Awarded annually to one cadet in each LET level for maintaining highest overall academic GPA. (Weighted GPA)

3. N-1-3

Academic Achievement Ribbon

Awarded by: Director of Army Instruction

Criteria: Awarded at the end of each LET level to those cadets that maintain a grade of "A" in all academic subjects for the term/year. Nominations to be forwarded to the Director of Army Instruction in time for approval prior to award.

4. N-1-4

Perfect Attendance Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded to cadets with **no** absences during each semester/term .

5. N-1-5

Student Government Ribbon

Awarded by: Principal

Criteria: Elected to a student government office.

6. N-1-6

LET Service Ribbon

Awarded by: Principal

Criteria: Awarded to cadets successfully completing the first semester of training of each

LET level.

7. N-1-7

Academic Performance Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded to those cadets who maintain a cumulative GPA 3.0 or better, and who are not eligible for N-1-3.

8. N-1-8

Military History Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded to those cadets who attain an “A” grade for instruction given on Military History.

9. N-1-9:

FCAT Achievement Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded to those cadets who successfully meet all 10th Grade FCAT graduation requirements. A gold lamp will be awarded for the ribbon when the 11th Grade FCAT graduation requirements are met.

10. N-1-10: To be awarded based upon criteria established by individual Senior Army Instructors

D. ATHLETIC AWARDS (Series 2)

1. N-2-1

Varsity Athletic Ribbon

Awarded by: Principal

Criteria: Awarded annually to cadets that participate in and successfully complete an entire varsity sport season. Must be verified by the sport’s head coach.

2. N-2-2

Physical Fitness Ribbon (Equates to qualification for Presidential Physical Fitness Award)

Awarded by: Senior Army Instructor

Criteria: Awarded annually to cadets who maintain a basic, yet challenging, level of physical fitness. The ribbon will be presented to cadets receiving an 85-percentile rating or better in all 5 Cadet Challenge Events.

3. N-2-3

ROTC Athletic Ribbon (Equates to qualification for National Physical Fitness Award)

Awarded by: Senior Army Instructor

Criteria: Awarded annually to cadets who maintain a basic, yet challenging, level of physical fitness. The ribbon will be presented to cadets receiving a 50-percentile rating or better in all 5 Cadet Challenge Events.

4. N-2-4

Marching Band Achievement Ribbon

Awarded by: Principal

Criteria: Successful participation in the school band, for the entire academic year, as verified by the school band director.

5. N-2-5

JROTC Distinguished Athlete Ribbon

Awarded by: Director of Army Instruction

Criteria: Awarded to the male & female cadet in each LET-level (in each school) that scores highest on the annual Cadet Challenge test. Nominations to be forwarded to the Director of Army Instruction in time for approval prior to award.

E. MILITARY AWARDS (Series 3)

1. N-3-1

Director of Army Instruction/Leadership Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to one cadet per LET level who displays the highest degree of leadership.

2. N-3-2

Personal Appearance Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded to cadets who consistently present an outstanding personal appearance.

3. N-3-3

Proficiency Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to those cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.

4. N-3-4

Drill Team Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to drill team members on criteria approved by the SAI.

5. N-3-5

Orienteering Ribbon

Awarded by: Senior Army Instructor

Awarded annually to cadets who are members of orienteering teams or complete orienteering course at summer camp

6. N-3-6

Color/Honor Guard Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to members of color/honor guard on criteria approved by the SAI.

7. N-3-7

Rifle Team Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to rifle team members on criteria approved by the SAI.

8. N-3-8

Adventure Training Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to cadets who are members of adventure training type units I.e. Raider Challenge, Explorer Scout Posts, etc and on criteria approved by the SAI.

9. N-3-9

Commendation Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded to cadets whose performance of duty exceptionally exceeds that expected of a cadet in his/her grade and experience.

10. N-3-10

Good Conduct Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to the cadets who have demonstrated outstanding conduct through out the school year.

11. N-3-11

Summer Camp Participation Ribbon

Awarded by: Camp Commandant/Senior Army Instructor

Criteria: Awarded to cadets for summer camp participation

12. N-3-12: To be awarded based upon criteria established by individual Senior Army Instructors

13. N-3-13

Formal Inspection Ribbon

Awarded by: Senior Army Instructor

Criteria: Cadets who contribute to the successful completion of a Formal Inspection.

14. N-3-14

District Competition

Awarded by: Senior Army Instructor

Criteria: Awarded to those cadets who successfully compete in district wide competitive events, drill meet, rifle match, etc.

15. N-3-15: To be awarded based upon criteria established by individual Senior Army Instructors

F. MISCELLANEOUS AWARDS (Series 4)

1. N-4-1

Parade Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded to cadets who have participated in local community parades (e.g., Veterans Day Parade, Memorial Day Parade, etc. based upon criteria approved by the SAI.

2. N-4-2

Recruiting Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded to the cadets who recruit students into the JROTC program each semester based upon criteria approved by the SAI.

3. N-4-3: To be awarded based upon criteria established by individual SAIs.

4. N-4-4: To be awarded based upon criteria established by individual Senior Army Instructors

5. N-4-5: To be awarded based upon criteria established by individual Senior Army Instructors.

6. N-4-6

Service Learning Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to cadets who participate in service learning projects.

7. N-4-7

Excellent Staff Performance Ribbon

Awarded by: Senior Army Instructor

Criteria: Awarded annually to Cadet Staff Officers for excellent performance.

8. County JROTC/SLDC Special Award

Curriculum Specialist's Award for Excellence Ribbon

Awarded by: Office of the County Curriculum Specialist

Criteria: Awarded to cadets for observed excellent performance.

9. **Director of Army Instructor (DAI) Impact Ribbon.**

Awarded by: DAI, Broward County

Criteria: Awarded immediately to cadets who exhibit exceptional leadership, management or extracurricular skill in the presence of the DAI and/or staff.

G. AWARDS (Shoulder Cords & Berets)

1. **Shoulder Cords**

Awarded by: Senior Army Instructor

Criteria: Currently participating as a member of a designated team.

a. Shoulder cords will be worn passing under the shoulder loop and will not exceed

two in number for any one person (one on each shoulder). Left shoulders will have priority. Listed in priority they are:

Color Guard	White
Honor Guard	Orange
Drill Team	Red
Rifle Team	Tan
Honor Organizations	Gold
High Adventure	Black
Orienteering Team	Green
Musical Activities	Blue

The Broward County cord color designation system is IAW Cadet Command Regulation 145-2.

2. **Berets:** Authorized for cadets who are currently participating in distinctive extracurricular teams/events. The unit SAI may designate beret color. **NO BLACK, GREEN, TAN OR MAROONE COLOR BERETS WILL BE WORN, these** are active duty colors and are not authorized for JROTC. Particular emphasis must be given to the non-use of the black beret as this is the most often violated color. Beware of the use of **DARK NAVY BLUE** berets. If identified as too close to black by Cadet Command officials, units may be penalized at cadet command sponsored competitions or during inspections.

H. METAL ARC PINS:

1. Metal Arc Pins are authorized for wear in conjunction with team/activity berets and cords. They can be used in lieu of a cord when a cadet has more than two cords earned. Normally, the cadet will wear the two highest level cords, one on each shoulder, and then Metal Arc Pins for the other awards. Although not available via Army supply system, individual programs may purchase dual color cords with funds they have raised with prior approval of the County DAI.
2. Metal Arc Pins will be worn in the following order of precedence:

Color Guard
Honor Guard
Drill Team
Rifle Team
Adventure Team
Others (As coordinated and authorized by the DAI)

3. How Worn:

- a. Male: centered of the right pocket, 1/8" below pocket flap on the AG green shirt and AG green coat
- b. Female: centered of right side of AG green shirt, even with the top of the third button and centered on the AG green coat even with the top of the second button.

- c. Additional Arc Pins should be spaced 1/8" apart

I. BROWARD COUNTY AWARDS:

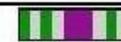
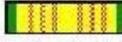
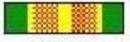
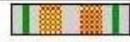
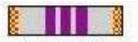
1. The Broward County Superintendent of Schools awards a certificate and medal quarterly to one cadet from each county JROTC program that are nominated and approved to be a member of the Superintendent's "Junior Guard". The medal is worn on the left pocket of the Class-A jacket.

2. The Broward County Superintendent of Schools sponsors a board selection process to select a JROTC "Cadet-of-the-Year" for the county. One cadet per unit is nominated. Each nominee receives a medal to be worn on the left pocket of the Class-A jacket (Army) or equivalent for other services. Each nominee also receives a plaque. The Winner, Runner-up, and five Distinguished Cadets each receive another plaque and an American Legion sponsored scholarship.

3. The DAI established the Curriculum Specialist's Award for Excellence which is awarded as needed to cadets displaying outstanding leadership, motivation and dedication in JROTC. The ribbon can be awarded by any member of the DAI office with the approval of the DAI.

**SEE JROTC AWARDS CHART
ATTACHED ON NEXT PAGE**

BROWARD COUNTY ARMY JROTC AWARDS CHART

 Medal for Heroism Awarded annually to any JROTC cadet who performs an act of heroism.	 Superior Cadet Awarded annually to one outstanding cadet in each LET level.	 Distinguished Cadet (N-1-1) Awarded annually to one cadet who exhibits the highest degree of experience in scholastics.	 Academic Excellence (N-1-2) Awarded annually to one cadet in each LET level for maintaining highest school academic grades.
 Academic Achievement (N-1-3) Awarded annually to those cadets who maintain a grade of "A" in all academic subjects.	 Perfect Attendance (N-1-4) Awarded to cadets with no unexcused absence during each quarter/semester.	 Student Government (N-1-5) Elected to a student government office.	 LET Service (N-1-6) Awarded to cadets successfully completing first quarter/semester of training of each LET year.
 *Academic Performance (N-1-7)	 *Military History (N-1-8)	 *FCAT Achievement (N-1-9)	 Optional by SAI (N-1-10)
 DAI/SAI Instructor Leadership (N-3-1) Awarded annually to one cadet per LET level who displays the highest degree of leadership.	 Personal Appearance (N-3-2) Awarded annually to cadets who consistently present an outstanding appearance.	 Proficiency (N-3-3) Awarded annually to cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.	 Drill Team (N-3-4) Awarded annually to drill team members.
 Orienteering (N-3-5) Awarded annually to cadets who are members of orienteering teams.	 Color Guard (N-3-6) Awarded annually to members of the color/honor guard.	 Rifle Team (N-3-7) Awarded annually to rifle team members.	 Adventure Training (N-3-8) Awarded annually to cadets who are members of adventure training type units.
 Commendation (N-3-9) Awarded to cadets whose performance of duty exceptionally exceeds that expected of a cadet of his grade and experience.	 Good Conduct (N-3-10) Awarded annually to cadets who have demonstrated outstanding conduct throughout the school year.	 JCLC (N-3-11) Awarded to cadets for JCLC participation.	 Optional by SAI (N-3-12)
 *Formal Inspection (N-3-13)	 *District Competition (N-3-14)	 Optional by SAI (N-3-15)	 Varsity Athletics (N-2-1) Awarded annually to cadets that excel in varsity sports.
 JROTC Physical Fitness Award (N-2-2) Awarded to cadets who scores above the 85% on all five fitness tests.	 JROTC Athletics (N-2-3) Awarded to cadets who score at or above 50% on all five standard exercises.	 Optional by SAI (N-2-4)	 *JROTC Distinguished Athlete (N-2-5)
 Parade (N-4-1) Awarded to cadets who have participated in local community parades (Veterans' Day Parade, Memorial Day Parade, etc.).	 Recruiting (N-4-2) Awarded to cadets who recruit students into the JROTC program each quarter/semester.	 *Marching Band Achievement (N-4-3)	 Optional by SAI (N-4-4)
 Optional by SAI (N-4-5)	 Service Learning (N-4-6) Awarded annually to cadets who participate in service learning projects.	 Excellent Staff Performance (N-4-7) Awarded annually to cadet staff officers for excellent performance.	 *Curriculum Specialist Award for Excellence (DAI)
	Meritorious Unit Insignia. Each member of a unit designated as a Meritorious Unit is awarded the Meritorious Unit Insignia (white star).		
	Honor Unit Insignia. Each member of a unit designated as an Honor Unit is awarded the Honor Unit Insignia (blue star).		
	Honor Unit with Distinction Insignia. Each member of a unit designated as an Honor Unit with Distinction is awarded the Honor Unit with Distinction Insignia (yellow star).		
	Academic Achievement Insignia. A gold wreath authorized for wear by cadets in the top ten percent of each JROTC class - based on grades earned in JROTC courses, as determined by the SAI. A felt pad center background indicates subsequent awards. <ul style="list-style-type: none"> Second award - red pad. Third award - silver pad. Fourth award - gold pad. 		

SECTION VI - ORGANIZATION OF THE CADET BATTALION

A. The Cadet Battalion will be organized as follows:

1. Authorized Broward County Position, Ranks, and Number:

<u>Position</u>	<u>Rank</u>	<u>Number</u>
a. Battalion Headquarters:		
Battalion Commander	CDT LTC	1 per Bn.
Battalion Executive Officer	CDT MAJ	1 per Bn.
Battalion Sergeant Major	CDT CSM	1 per Bn.
Battalion Staff Sergeant Major	CDT SGM	1 per Bn.
S-1 Personnel Officer	CDT MAJ	1 per Bn.
Personnel NCOIC	CDT MSG	1 per Bn.
Administrative NCO (Orders/Awards/Merits/Demerits)	CDT SFC	1 per Bn.
S-2 Security/Safety Officer	CDT MAJ	1 per Bn.
NCO	CDT MSG	1 per Bn.
S-3 Operations & Training Officer	CDT MAJ	1 per Bn.
S-3 Asst. OPNS/TNG Officer	CDT CPT	1 per Bn.
Operations & Training NCO	CDT MSG	1 per Bn.
S-4 Logistics Officer	CDT MAJ	1 per Bn.
Supply NCOIC	CDT MSG	1 per Bn.
Assistant Logistics Officer/ Arms Room	CDT SFC	1 per Bn.
S-5 Public Affairs/ Recruiting NCO	CDT MAJ CDT MSG	1 per Bn. 1 per Bn.
S-6 Technology Officer	CDT MAJ CDT MSG	1 per Bn.
b. President of Cadet Board of Review and Advice (in addition to CDT BN CDR – Special Assistant)	CDT LTC	1 per Bn.
c. Color Guard:		
Color Guard Commander	*CDT CPT	1
d. Drill Teams:		
Drill Team Commander	*CDT CPT	1
e. Rifle Team:		
Rifle Team Commander	*CDT CPT	1

f. Raider Platoon:			
	Raider Platoon Commander	*CDT CPT	1

* Rank higher than CDT CPT, by approval of SAI, if the cadet is in another position of higher rank; such as, XO/BN Cdr.

g. Letter Company:			
	Company Commander	CDT CPT	1 per Co.
	Company Executive Officer	CDT 1LT	1 per Co.
	Company First Sergeant	CDT 1SG	1 per Co.
	Company Supply Sergeant	CDT SFC	1 per Co.
	Guidon Bearer	CDT SGT	1 per Co.
	Class/Period Supply Sergeant	CDT SSG	1 per Cl. Per.

h. Platoon:			
	Platoon Leader	CDT 1LT	1 per Plt.
	Platoon Sergeant	CDT SFC	1 per Plt.
	Squad Leader	CDT SSG	4 per Plt.
	Team Leader	CDT SGT	8 per Plt.

i. All other cadets will be CPL, PFC, PVT, or cadet basic. Cadet will not be promoted unless there is a duty position authorized a higher rank open for them to occupy. All cadets must be assigned to one of the above duty positions.

j. Rank by LET level will not exceed the following:

(1) LET-1 - SSG	(3) LET-3 - CPT
(2) LET-2 - CSM	(4) LET-4 - LTC

3. **Selection and Appointment.** Selection for appointment to any rank will be made on a "best qualified" basis. Consideration will be given to leadership ability, military proficiency, appearance and bearing, and high character qualifications. Scholastic grades, extracurricular activities, and other requisites will also be considered.

- a. All appointments will be by written order of the SAI/AI.
- b. Reductions in rank may result at any time for inefficiency, improper conduct, or other justifying causes when properly supported by review and approval of the SAI/AI. Reductions will also be made by written order of SAI/AI.
- c. Strong consideration should be given to promoting cadets one rank at a time and avoid skipping ranks.
- d. No cadet will be promoted to a rank greater than Cadet Lieutenant Colonel at the School level.

SECTION VII - COMMAND AND STAFF

A. **GENERAL:** Authority to exercise command and control at each unit level is vested in the cadet officers and noncommissioned officers who are solely responsible for establishing and upholding the standards of performance in their respective units.

B. Cadet Officers:

1. Cadet officers will be selected cadets who have clearly demonstrated competence and leadership ability as cadet noncommissioned officers. In addition to command and staff abilities, they must be qualified to assist the SAI/AI and to act as instructors in any military duty or class activity. **Promotion to cadet officer should not be given solely as a reward for longevity but rather as a demonstration of potential.**
2. Cadets of lower rank are required to receive and obey all lawful orders from cadet officers and noncommissioned officers, as appropriate.
3. Cadet officers who fail to comply with cadet regulations, or who passively allow other cadets to violate rules and regulations, may be reduced in rank.
4. Cadet officers are just that **Cadet Officers**. Hazing or corporal punishment of any kind (to include pushups) **may not be levied** by cadet officers. The issuance of merits/demerits must be authorized by a case-by-case review by a Cadre member (as defined by the unit SOP.)

C. Cadet Noncommissioned Officers:

1. Cadet noncommissioned officers are assistants to the cadet officers and the SAI/AI. In this capacity, all lawful orders of noncommissioned officers will be obeyed without question by cadets of lower rank.
2. Cadet noncommissioned officers who fail to discharge their duties and responsibilities may be reduced in rank.
3. Cadet noncommissioned officers are just that **Cadet** noncommissioned officers. Any cadet noncommissioned officers may not levy hazing or corporal punishment of any kind (to include pushups). The issuance of merits/demerits must be authorized by a case-by-case review by a Cadre member (as defined by the unit SOP.)
4. Normally, the responsibilities of cadet officers and noncommissioned officers cease upon termination of the school day. However, their responsibilities as student role models are extended beyond the confines of the schools campus. Cadet leaders must be encouraged to inspire other cadets to follow regulations and to wear the uniform properly on campus, in public, and during extracurricular activities.
5. Cadet officers and noncommissioned officers are responsible to the SAI/AI for the appearance, discipline, efficiency, and welfare of their units during prescribed class periods.

SECTION VIII - CADET DUTY POSITIONS AND DESCRIPTIONS

Depicted below are the minimum standards that the Director of Army Instruction holds cadet leaders to. It is anticipated that Senior Army

Instructors will expand and require more stringent responsibilities.

A. DUTIES AND RESPONSIBILITIES OF CADET LEADERS

1. **General Responsibilities of Cadet Leaders:** It is almost impossible to list every single act that the cadet leader should perform or everything for which he/she is responsible. It is probably not wise to do so because leadership is not something which can be easily fitted into a list of duties. It must be learned, primarily through experience. The following list should help establish some of the more general items cadets should be aware of. In any event the application of good common sense to any given situation is worth far more than any written list of duties.
 - a. Know and practice the "Desirable Traits of Leaders."
 - b. Be able to give commands properly and insist that they be executed with snap and precision.
 - c. Be courteous: It is the mark of an officer, be he/she commissioned or noncommissioned. Courtesy must extend not only to superiors **but to subordinates as well.**
 - d. Present an example of proper military bearing and appearance at all times. **Lead by Example.**
 - e. Supervise the training of the cadets for which responsible. Help and instruct them when needed and never ridicule or permit others to ridicule subordinate's performance.
 - f. Loyalty to both superiors and subordinates.
2. **Battalion Commander**
 - a. Responsible for the training, administration, logistical support, discipline, morale, esprit-de-corps, and performance of the cadet battalion. In essence, is responsible for what the unit does, or does not do.
 - b. Reports directly to the SAI/AI.
 - c. Responsible for advance coordination with the SAI/AI on all matters pertaining to policies and procedures for the battalion when the unit forms as a battalion. Battalion Commanders are required to keep the SAI/AI informed on all activities within the battalion.
 - d. Sets the example for his/her battalion in appearance, attitude, conduct, bearing, tact, discipline, and performance.
 - e. Commands the battalion through proper use of the cadet chain of command and within the policy and guidelines set by the SAI/AI.
3. **Battalion Executive Officer**
 - a. In the absence of the battalion commander assumes command and is responsible for the

efficient operation of the battalion. Must be totally familiar with the duties of the battalion commander.

- b. Coordinates and supervises to ensure that the orders and policies of the battalion commander are carried out effectively.
- c. Keeps the battalion commander informed of problem areas within the unit in general, and of action taken or recommended with respect to such problems.
- d. Directly supervises the battalion staff officers and is responsible to the battalion commander and the SAI/AI for the proper coordination of all staff actions related to administrative, operations and training, logistics, public relations/public information, record keeping, school and community support activities; and that periodic inspections are made of staff performances and immediate remedial and/or disciplinary action is taken for any infraction.
- e. Knowledgeable of the morale, esprit-de-corps, and problem areas of the battalions.

4. Battalion S-1, Personnel Officer

- a. The S-1 is responsible to the commander for all matters relating to personnel and administration.
- b. Prepares orders, directives, or announcements as directed by the battalion commander/executive and in conjunction/coordination with the SAI/AI.
- c. Prepares and maintains current organizational rosters and cadet manning boards.
- d. Maintains the cadet JROTC record files, correspondence and publications to include posting all necessary information on cadet records, enclosures on Privacy Act, cadet information form, health certification, parental responsibility form and etc.
- e. Familiar with and updates the unit's JUMS software program.

5. Battalion S-2, Security/Safety Officer

- a. The S-2 will be responsible to the SAI for all aspects of the battalion safety program.
- b. The S-2 is responsible to the battalion commander for all matters related to physical security and sensitive equipment.

6. Battalion S-3, Operations and Training Officer

- a. Principal staff assistant to the commander in matters pertaining to organization, training, and primary operations. He/she also advises and assists other staff officers in the operational aspects of their particular activities.
- b. Prepares training schedules in conformance with the JROTC region master training schedule and program of instruction.
- c. Plans and coordinates all of the battalion's training activities.

- d. Closely monitors the conduct of drill and ceremonies and conducts frequent training inspections of cadet classes or performances.
- e. Responsible to insure that classroom and field training areas are properly prepared prior to training.
- f. Insures that cadet instructors are properly prepared to give assigned classes and that the battalion commander is informed of the evaluation given to all cadet instructors.
- g. Recommends to the SAI/AI those cadets that are qualified for the rating of "cadet instructor" as having met all requirements for the attainment of this rating.
- h. In the absence of the battalion commander and executive officer the S-3 assumes command of the unit.
- i. Compiles training operational records and reports.

7. Battalion S-4, Logistics Officer

- a. Is the principal staff assistant to the battalion commander in matters pertaining to the provision of supply, maintenance, transportation, and miscellaneous logistic support.
- b. Advises other staff officers and assists them in logistical matters respective to their areas of responsibility.
- c. Is responsible for the storage and maintenance of accurate supply records, to include cadet clothing records, hand receipts, up-to-date inventories within the unit, and other such supply actions as directed by the SAI/AI.
- d. Responsible for the storage, maintenance, issue, and turn-in of all supplies and reference material as directed by the SAI/AI.
- e. Is thoroughly familiar with supply procedures.
- f. Responsible for the cleanliness, organization, and up-keep of the supply and arms room areas.

8. S-5, Public Affairs Officer/ Retention & Enrollment Officer

- a. The S-5 is the principal staff assistant to the commander on public information and public relations matters between the Army and the JROTC program, the school, the parents of students/cadets, and the community.
- b. The S-5 is charged with establishing contacts with the news media within the high school's district.
- c. As the information officer, the S-5 prepares and submits items to school and local newspapers, and any other news media deemed appropriate.
- d. Maintains the school JROTC bulletin board.

- e. Advises the battalion commander, the SAI/AI on ways and means to improve the acceptance of Army JROTC on campus and in the community.
- f. Due to the exposure of the S-5 to the public eye, he/she must be fully knowledgeable of the organizational structure and mission of the Army JROTC program in the School District of Broward County.
- g. Is responsible for maintaining the battalion unit history and the maintenance of a pictorial scrapbook of significant events pertaining to the unit.

9. S-6, Technology Officer

- a. The S-6 is the principal staff assistant to the commander on technology equipment and associated resources available from the Army and school sources to support the JROTC program's curriculum and activities.
- b. The S-6 is charged with establishing contacts with the school's technology support team to facilitate repairs and maintenance on all technology related equipment used by the JROTC program.
- c. Establishes is coordination with the S-2, a system to track the location and serviceability of technology assigned to the JROTC program. This includes classroom sets from the Army (TVs, projectors, computers, printers, screens, DVD/VCR player, Smart Boards (Walk & Talk), Classroom Performance Systems, digital cameras, etc.) and any similar items issued to the JROTC program by the school.
- d. Conducts and documents inventories and submits required reports IAW Army regulations and/or school board guidelines for appropriate technology equipment.
- e. Interfaces with the school's Web Page Master and the S-5 to support establishment of a JROTC web page and its maintenance IAW Army regulations, privacy laws, and Broward County School Board Policies.
- f. Performs other duties and tasks as assigned by the Battalion Commander or his/her designated representative.

10. Battalion Command Sergeant Major

- a. He/she is the senior cadet noncommissioned officer in the unit and is the commander's advisor concerning enlisted and noncommissioned cadets and makes recommendations concerning promotions/reductions/awards and/or problem areas encountered.
- b. Is responsible for the police of the JROTC classrooms and outside areas.
- c. Advises commander on all NCO matters and provides guidance to first sergeants.

11. Battalion Staff Sergeant Major

- a. Senior Noncommissioned Officer on battalion staff to oversee and manage the enlisted

members and their duties, projects and staff actions.

- b. Track all staff actions ongoing to ensure timely and correct completion.
- c. Advise the Battalion Executive Officer on all matters pertaining to the enlisted personnel or administrative actions of the staff.

12. Cadet Company Commander

- a. Responsible for the effective training, discipline, morale, esprit-de-corps, appearance and performance of his/her company.
- b. Is familiar with all the members of his/her unit and makes continuous evaluation of his/her subordinates with regard to performance, effectiveness, and appearance so that he/she may make valid recommendations for promotions, reductions, and awards.
- c. Sets the example for his/her company in appearance, attitude, conduct, bearing, tact, discipline, and performance.
- d. Commands the company through proper use of the cadet chain of command and within the policy and guidelines set by the battalion commander, SAI, and AI.
- e. Will be familiar with the duties of the cadet staff and the battalion commander as well as all members of his/her command.

13. Cadet Company Executive Officer

- a. Responsible for being familiar with the duties, responsibilities, and policies of the company commander.
- b. Assumes command of the company in the absence of the company commander.
- c. Assists the battalion staff as needed in the posting and reviewing of the administrative and supply records of the cadets in the company.

14. Cadet Platoon Leader

- a. Responsible for the effective training, discipline, morale, esprit-de-corps of his/her subordinates with regard to performance of his/her platoon.
- b. Is familiar with all members of his/her unit and makes continuous evaluation of his/her subordinates with regard to performance, effectiveness, and appearance so that he/she may make valid recommendations for promotions, reductions, awards, and changes of assignment.
- c. Set the example for his/her platoon in appearance, attitude, conduct, bearing, tact, discipline, and performance.
- d. Exercises command of his/her platoon through proper use of cadet chain of command and within the policy and guidelines established by the company commander.

- e. Will be familiar with the duties of the company commander as well as all the members of his/her platoon.

15. Cadet First Sergeant

- a. Assists the company commander in the maintenance of discipline, esprit-de-corps, morale, and appearance of enlisted cadets assigned to the company.
- b. Advises the company commander of any problem areas concerning enlisted cadets in the company and makes any necessary recommendations with regard to specific problems.
- c. Supervises the actions and conduct of the platoon sergeants and other NCOs within the Company.
- d. Insures the correctness of attendance at drill and turns in attendance rosters.
- e. Maintains a correct roster of cadets in the company.
- f. Sets the example for the NCO's and enlisted cadets of the company in appearance, conduct, bearing, tact, discipline, and performance.

16. Cadet Platoon Sergeant

- a. Is familiar with the duties of the platoon leader and takes charge of the platoon in his/her absence.
- b. Advises the platoon leader of any problem areas concerning personnel in the platoon and makes recommendations concerning specific problems.
- c. Assists the platoon leader in the maintenance of discipline, esprit-de-corps, morale, appearance, and training of the cadets in the platoon.
- d. Insures the correctness of attendance at drill and turns in attendance rosters.
- e. Maintains a current roster of cadets in the platoon.
- f. Sets the example for the NCO's and enlisted cadets of the platoon.

17. Cadet Squad Leader

- a. Commands the squad.
- b. Must be familiar with the duties of the platoon sergeant and platoon leader.
- c. Responsible for the training, appearance, discipline, and welfare of the member of his/her squad.
- d. Responsible for making an accurate report of attendance as required.

18. Cadet Team Leader

- a. Commands the members of his team under the direction and supervision of his/her squad leader.
- b. Must be familiar with the duties of his/her squad leader and platoon sergeant.
- c. Senior Team Leader assumes command of the squad in the absence of the squad leader.
- d. Responsible to the squad leader for the training, appearance, discipline, and welfare of the members of his/her team.
- e. Reports attendance to the squad leader as required.

SECTION IX - TRAINING RIFLES/SECURITY

A. **PURPOSE:** The purpose of this SOP is to establish policies and procedures for securing demilitarized training rifles, air rifles, and ammunition.

B. **RESPONSIBILITIES:**

1. The SAI will ensure adherence to provisions of DA, TRADOC, US Army Cadet Command, and Sixth Brigade publications and this SOP concerning the security of arms and ammunition.
2. Cadets will handle training rifles in a safe and secure manner.

C. **PROCEDURES:**

1. No training rifles or live ammunition, explosives, or pyrotechnics will be stored in the arms room.
2. No privately owned training rifles will be stored in JROTC approved storage facilities.
3. All training rifles will remain under the surveillance and control of the instructors. No training rifles will be placed under the sole control of a cadet.
4. Demilitarized service rifles are for drill purposes only and when not in use will be stored in existing arms rooms. These rifles will be placed in racks and locked under double lock.
5. The Daisy Air Rifles will be stored in school arms rooms. Pellets for these training rifles must be stored in a different room/location, in a locked container, separate from the training rifles. Bottled CO2 will be stored in unit arms room. CO2 rifle cartridges will be removed from rifles stored separately and secured in unit arms room.
6. All training rifles will be issued to the Senior Instructor responsible for that training event, IAW CCR 700-1, chapter 3, para 1-a. See sign-in, sign-out procedures in paragraph "D".
7. **Inventories:**
 - a. A physical count of all training rifles will be conducted whenever the arms room is opened or closed, and annotated on a "Daily Arms Room Sensitive Item Log Sheet form (Attachment 1), with date, time and signature when opened, and initials when exiting (closing) the arms room for the day. This will ensure that all training rifles are present before starting, or when ending, the day's activities. These forms are maintained on file until the next monthly serial number inventory (see next paragraph) is completed, and all sensitive items have been accounted for. If a discrepancy exists in the monthly inventory, then these log sheets will be retained until all such discrepancies are resolved.
 - b. The responsible officer or his representative will conduct a training rifles serial number inventory monthly of all training rifles and air rifles. This inventory will be recorded on ROTC Cadet Command Form 195-R with all rifle serial_numbers

listed. The form will be signed by the person conducting the inventory and will be verified by the SAI/AI signature. If the SAI/AI conducted the inventory only his/her signature will be necessary. The same Cadre member will not verify the inventory two months in a row. The completed inventory will be placed in a security file (subject to inspection).

- c. To further insure accountability, a weekly visual count inventory will be conducted and recorded.
- d. Immediately report losses or overages to the DAI and to the MPC for investigation and accountability in accordance with AR 190-11, AR735-11, and AR 710-2.

8. Control:

- a. A current roster of personnel having unaccompanied access to keys to arms room, locks, and containers will be posted inside the arms room.
- b. Keys to the arms room, racks, ammunition containers will be maintained separately from the other keys and accessible only to those on the unaccompanied access list.
- c. No cadet is authorized to sign for or maintain control of the arms room and ammunition keys.
- d. A master key system will not be used for the arms room door lock.
- e. If keys are lost, misplaced or stolen, request replacement of the affected locks or cores from school officials and notify the DAI immediately.
- f. If training rifles are used during the course of a day, at the end of each class period, or at the end of each training period, a physical count of the rifles will be made prior to the release of the class or team.
- g. Training rifles and ammunition will be under the visual surveillance of the SAI/AI at all times.
- h. Under no circumstances will a cadet be allowed to take a training rifle or air rifle home or transport such weapon in their POV.

9. Training Rifle Evacuation:

- a. In the event that the training rifles should need to be evacuated because of natural disaster or civil disturbance, remember that demilitarized rifles are of little value except as a drill piece and that safety of life should be of primary concern. Training rifles will be evacuated at the discretion of the SAI or in his absence, the AI.

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

D. RIFLE SIGN-IN & SIGN-OUT PROCEDURES.

1. GENERAL.

- a. This procedures meet the requirements of CCR-700-1
 - b. Procedures apply to all sensitive items (e.g., air rifles, M1's and Springfields).
 - c. Equipment purchased by other entities that qualify as a sensitive items listed above must meet the same sign in and out procedures.
 - d. Equipment used during regular class room hours is exempt from this requirement.
2. DA FORM 3161 (Sample at Attachment 2):
- a. DA Form 3161 is the **only authorized form** to be used for the purpose of signing in and out rifles. A copy if available on the SBBC Logistics Conference which can be filled-in and printed from your computer. Copies with Serial Numbers and other standard entries can be created, saved, printed and copied as needed. Instructions for making entries on the form follow:
 - 1) (x) the issued block.
 - 2) No. sheets, depends on the same type of items per sheet. Additional entries not on the DA 3161 (first page), must be listed on the DA 3161-1.
 - 3) Item 9; list the serial number of the last item on your list.
 - 4) Item 9a; for example "Daisy, Air rifle"
 - 5) Item 9b; for example " 833"
 - 6) Item 12a; rifle rack number. On the first page you may list up to 15 items. 16 plus items use DA3161-1.
 - 7) Item 12b; rifle serial number. On the first page you may list up to 15 items. 16 plus items use DA3161-1
 - 8) Item 12c; cadet's signature at the time the item is issued.
 - 9) Item 12d; "EA"
 - 10) Item 12e; "1"
 - 11) Items 12 h and 12i; optional (for value see your installation hand receipt)
 - 12) Item 12j; date the item was returned and the initials of the individual who has placed the item back into the security container or arms room.
 - 13) Item 13; date and signature of individual responsible for issuing the equipment to the cadets.
 - 14) Item 15; date and signature of the cadre in charge.
 - b. A separate set of DA 3161 forms must be set up for each type of item. Units are required to have one for M1's, M1903's and air rifles if applicable.

- c. After the initial form is completed and all serial numbers are verified, you may make a copy to be kept on file for future use and modification as required.
3. FILING & DISPOSITION: DA 3161's under these circumstances will be considered temporary hand receipts. As such, they are only required to be kept on file until the following inventory. After the monthly, semi-annual or annual inventories are completed, DA forms 3161's may be properly disposed, but only if 100% accountability is reported. If your inventory reflects a loss or if a rifle is reported as missing prior to the inventory, all applicable DA forms 3161 will be turn in to the DDAI with a completed Report of Survey.

E. TRAINING RIFLES – Other Guidelines:

1. Training rifles may be issued to cadets on drill days, or at such time as designated by the SAI/AI. These training rifles are to be kept racks in the Arms Room assigned for that purpose in accordance with the training rifles security standing operating procedure (SOP).
2. Under no circumstances will a cadet attempt to repair or replace any broken or damaged part of a weapon except under the supervision of an instructor.
3. Cadets will clean training rifles regularly as prescribed by the SAI/AI
4. Anytime training rifles are issued to cadets, an instructor will maintain visual supervision.
5. All training rifles transported to drill meets, rifle matches, Color Guard performances, or other approved events must be under the positive control of a JROTC cadre member. **No training rifles may be transported by a cadet unless under the positive control of a cadre member.**

Attachment 1: Daily Arms Room Sensitive Item Log Sheet

Attachment 2: Sample DA Form 3161 (Used as a daily sign-in, sign-out record)

Serious Incident Reports (SIR)

1. The following procedures and policies will be followed in the reporting of a serious incident. Reporting procedures are different for each category of incident.
 - a. **Category 1- Serious Incidents:** The Brigade Commander must notify the Command Group, USACC within one hour of his/her notification. Follow-up Personally Identifiable Information (PII) must be sent within 12 hours, using the standard SIR format (enclosure two). This report will be sent via email.

See enclosure one for a list of Category 1 reporting procedures.
 - b. **Category 2 – Incidents:** The Brigade Commander needs to notify Command Group, USACC within 24 hours using the format, enclosure two. See enclosure one for a list of Category 2 reporting procedures.
2. Reports will be completed using the following guidelines.
 - a. **PII:** Any loss of equipment will be reported within one hour through Chain of Command via telephone or email. This will be followed by the initial SIR within 12 hours IAW Category 1 protocol. Reports must include details of loss and the possibility of sensitive data compromise.
 - b. **Cadre death:** Since JROTC Cadre are not active duty personnel, there is no requirement for notification officer or other support. A report should be submitted via phone call or email IAW Category 1 protocol.
 - c. **Cadet death:** Follow same procedure as with Cadre death.
 - d. **Sexual Assault:** Report all unrestricted reports through chain of command as an SIR.
 - e. **Domestic Violence or Allegation:** Initiate a Category 2 SIR for all incidents of domestic violence, child abuse, child neglect, etc. If any of these result in arrest or charges being filed, they must also be reported through the SIR process.
3. Sixth Brigade is responsible to submit initial and follow up SIR's to USAACC.

Any JROTC unit submitting an SIR must be prepared to provide more information to Brigade until the process is closed or finalized.
4. Any letters, reports, worksheets or emails sent concerning an SIR must be marked **“For Official Use Only”** on the Subject line.

5. POC's for USACC SIR Program are:

a. **Primary:** Ms Isman at telephone 757.788.2867 (DSN 680)

robin.isman@usacc.army.mil

b. **Alternate:** Ms Taylor at telephone 754.788.4572 (DSN 680)

peggy.taylor@usacc.army.mil

SECTION XI- PROTECTION OF INFORMATION TECHNOLOGY

1. **References:** Cadet Command Policy Memo 17 dtd 5 AUG 09
DAI Policy Directive dtd 21 JAN 10
2. **Purpose:** To mitigate the loss of portable electronic devices (PED's) and loss of Personally Identifiable Information (PII). To identify required actions to prevent the loss of PED's and loss or compromise of PII in all Broward County Army JROTC units.
3. The loss of a PED's (laptops, Blackberry and iPhone type devices that store sensitive data) and removable media (CD's, DVD's, floppy disks, thumb drives, flash memory) has caused significant concern throughout Cadet Command and JROTC. The loss of personal data such as social security numbers, telephone numbers, home addresses, birth dates, marital and legal status, medical data has forced commanders to restrict and eliminate storage of such data on laptop computers and other PED's and removable media.
4. All Army JROTC instructors will comply with the following procedures and safeguards.
 - a. Delete all unnecessary PII from all computers and media.
 - b. PED's shall not be left unattended and unsecured in the workplace be it classroom or office. When in the office and not in use, PED's will be locked in a drawer or container. Laptop computers will be secured with the locking devices issued by this office when not in use. Ensure that the entire JROTC battalion area is secured during non-business hours.
 - c. While traveling by POV or bus, do not leave PED's in the vehicle. PED's will be hand carried or remain in eyeshot until a secured area or room is reached. This includes drill meets, conferences and other events.
 - d. While traveling by airplane or train, PED's must not be checked with other baggage. Travelers will secure PED's on their person or stow under the seat or overhead compartment in traveler's immediate area. Never leave PED's unattended even for a short period of time.
 - e. JROTC instructors may use removable devices in Army computers providing that the device belongs to the instructor or is unit property. The computer must not be connected to an active military network, i.e. www.-----.mil. No students are authorized to use removable devices in Army computers to include instructor owned or Army issued media. The use of rewritable (RW) media is unauthorized in Army computers as well. No RW CD's may be used to record or transfer data into or out of Army computers. Instructors must be knowledgeable and compliant with their schools' rules for use of school owned computers and removable devices. Removable devices will be scanned regularly for viruses.
5. Loss or compromise of PII must be reported immediately. This office is required to inform Cadet Command of such loss or compromise within one hour of suspected occurrence. Reporting must be followed IAW Cadet Command Policy Memorandum #9 using SIR procedures within 24

hours of initial loss. The SIR must include all details known about the loss of equipment and/or data.

6. Instructors will not share CAC or personal identification numbers, passwords or login data with others for use in systems such as JCIMS, USACC Portal, AOL, CAB or JUMS.
7. Conduct daily vulnerability assessments of JROTC classrooms, offices and other areas.
8. Senior Army Instructors or designated Army Instructors should spot check PED's and removable media that is exposed to students to ensure there is no chance for PII compromise or loss. The use of anti-virus software must be utilized and that virus definition files are up to date.
9. All PII must be stored in encrypted folders. JUMS information will be downloaded and stored only on the external hard drive provided by this office using encrypted format.
10. Secure all laptops with a cable lock to a desk or other immovable object. Ensure that the US GOVERNMENT PROPERTY decal is affixed and visible. A Cadet Command Label 2 will also be affixed to all small portable devices to show compliance with Cadet Command mandated encryption policy. See SBBCJROTCLOG for issue of these decals and labels.
11. Each unit will maintain key control for office entrances, desk drawers and cabinets, laptop cable locks and safes and any storage area containing PII.
12. Information Assurance (IA) and PII on-line training will be completed at least once each school year at the direction of this office as to suspense dates.

SECTION XII – CLUBS

- A. **PURPOSE:** The purpose of this section is to establish policies and procedures for the establishment and operations of special clubs organized for JROTC cadets as part of a program's extra-curricular activities.

B. RESPONSIBILITIES:

1. The SAI will ensure adherence to Broward County regulations and policies concerning the establishment and operations of a student club within the school. For JROTC sponsored clubs, the SAI or a designated AI will serve as the faculty advisor.
2. Membership in a JROTC sponsored club must be limited to active or contracted cadets, and in compliance with The School Board of Broward County, Florida, no cadet may be prohibited from membership on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation.

C. PROCEDURES:

1. JROTC sponsored cadet clubs may be organized within each school and should be registered in accordance with school rules.
2. JROTC sponsored clubs may participate in civic and social activities within the scope of School District and Army policy.
3. Any fundraising must be conducted and funds controlled in accordance with Broward County and school guidelines and regulations.

SECTION XIII – SUPPLY

- A. GENERAL:** Broward County Army JROTC is now organized with a consolidated logistics operation under the control and direction of the Director of Army Instruction (DAI) for the county. This new structure includes a consolidated supply operation, a single IMPAC credit card account for use in supporting the 19 Army JROTC units in the county, and oversight of all Army funding in support of the Army JROTC units in the county.
- B. REFERENCES:** The County JROTC Logistics operations are conducted in compliance with AR 710-2, DA Pam 710-2-1, CCR 145-2, CCR 700-1, Broward County Directives and the Broward County Logistics SOP which is maintained separately from this SOP. It is available for reference on the Broward County JROTC Conference on the CAB (Communicating Across Broward) system.
- C. COUNTY/UNIT RESPONSIBILITIES:**
1. Accountability of Clothing and CTA items are detailed in the County Logistics SOP. Key changes include maintenance of overages at the county level, and the establishment of Hand Receipt Holders at each JROTC unit with localized responsibilities for accountability and reporting.
 2. The Joint Unit Management System (JUMS) has supply accountability procedures incorporated, and these are a key component for maintenance of accountability in the county of cadet uniforms as well as sensitive and serial numbered property.
 3. Reports: The County Logistics SOP provides the suspense dates, formats, reporting procedures, etc., for all supply-related reports and ordering procedures within Broward County.
 4. Ordering Supplies: A county online ordering and distribution site has also been established for use by Army JROTC units.
 5. Each Schools Property Hand Receipt Holder (SPHRH) must maintain a hand receipt notebook for review and inspection by the County JROTC DAI logistics office or the 6th Brigade. The notebook must have the following items available at all times (See page 52 for notebook tabs):
 - a. Assumption of Responsibility Statement (Signed by Principal and SPHRH).
 - b. Last Formal Inspection, the Memorandum for the Record (MFR) of Corrections, and the last Assistance Visit Report conducted by DAI office.
 - c. Duty Appointment MFR for the SPHRH the Command Supply Discipline Program (CSDP) Coordinator.
 - d. Inventory Report – Most Recent (100% Opening, Semi-Annual, and Closing Inventories). A 100% Inventory Memorandum with JUMS generated hand receipt attached (generated whenever 100% inventory is required and conducted).
 - e. SPHRH Clothing Hand Receipt – Most recent.
 - f. JUMS Clothing Inventory by Location (conducted at start of each academic quarter).
 - g. SPHRH Property & Equipment Hand Receipt – Most recent.

- h. JUMS Property Inventory by Location (conducted at start of each academic quarter).
- i. Quarterly (CC Form 195-R) Sensitive Items/Serial Number Items Reports and Validation Memorandums. (Signed, original copies of at least the last four monthly CC Forms 195-Rs and Validation Memorandums are kept in the notebook.) In addition, copies of the CC Forms 195-Rs and Validation Memorandums for the Opening Inventory, November Inventory, February Inventory, and Closing Inventory must be sent electronically to the Military Property Specialist.
- j. Copy of Basis of Issue (BOI) and any changes.
- k. Proof of Insurance (Placed in back pocket of the Notebook).

D. ARMY JROTC BUDGET:

1. Annual budget allocation for Broward County Army JROTC units is consolidated and controlled at the Director of Army Instruction (DAI) level.
2. Opening Enrollment Reports generated at the start of the school year are important because they are used by the Army to develop funding levels for all JROTC units and DAI consolidated districts.
3. Units should take into consideration the budget cycle (FY ends in September each year) to insure they order supplies and curriculum materials and submit laundry while funds can be expected to still be available.

REMINDER

The “SBBC JROTC LOGISTICS SOP”

can be found by going into the

SBBC JROTC Conference (Army) on the CAB,

**Opening the “Resources” folder, and then Opening the
“Army SOP/MOI” folder.**

**Page 53 Contains The Tabs For The School Property Hand Receipt
Holder (SPHRH) Notebook**

KE 710-2e Assumptions of Responsibilities
Keep until appointment terminated, then destroy
SPHRH & PRINCIPAL STATEMENTS

KE 710-2d Inspection Record
Keep until completion of next comparable
inspection or inventory, then destroy
**LAST ASSISTANCE VISIT OR
INFORMAL/FORMAL INSPECTION**

KE 710-2e Property Officer Designations
Keep until appointment terminated, then destroy
SPHRH & CSDP DUTY APPOINTMENTS

TABS FOR SPHRH NOTEBOOK

KE 710-2d Inventory Report
Keep until completion of next comparable
inspection or inventory, then destroy
100% OPENING, SEMI & CLOSING INVENTORY

KE 710-2c Hand Receipts Keep until turn-in or other
complete
accounting for the property, or superseded
by a new receipt or listing, then destroy
CLOTHING

TE 710-2d Inventory Report
Keep until completion of next comparable
inspection or inventory, then destroy
JUMS CLOTHING INVENTORY BY LOCATION

TE 710-2d Property Inventory Report
Keep until completion of next comparable
inspection or inventory, then destroy
**QTRLY CC FORM 195-R SENSITIVE
ITEMS**

**KE 71-32h Supply or Equipment
Authorizations**
Keep until rescinded or incorporated in a
numbered publication, then destroy
UPDATED BOI & CHANGES

**SECTION XIV – JROTC CADET
LEADERSHIP CHALLENGE (JCLC)**

- A. **PURPOSE:** This section outlines the general requirement of Broward County Army JROTC units to attend a JROTC Cadet Leadership Challenge (JCLC) camp annually. It is supplemented annually with a Broward County Camp Challenge that is posted early in the year on the CAB Conference to give Broward County JROTC units an opportunity to review early the plans for the camp scheduled for the upcoming summer and submit changes and/or recommendations for its conduct.
- B. **ACADEMIC CREDIT:** Cadets who complete the camp are eligible for the following course credit: **Outdoor Education, .5 elective credit, CR# 1502480 (5575)**. To receive this credit, each unit's Senior Instructor must submit a final grade sheet for participating cadets through proper school channels to their data processing person.

C. PROCEDURES:

1. All administrative pre-processing and submissions of documentations will be as directed in the County SOP. Forms, suspenses, and guidelines are included in the SOP and will also be available on the County JROTC Conference. **All JROTC instructors are required to review and be fully aware of the contents of both the SOP and postings on the CAB conference.**
2. The summer leadership program is required and paid for by the US Army, for US Army Junior ROTC Cadets. Invited non-Army cadets are guest sponsored by the Army if funding is available.
3. Cost per student (including food and camp fees) will be covered using Army funds. Schools will be responsible for having a chartered Learning-for-Life Post (approximately \$20) for their JROTC program, and for individual annual cadet dues (approximately \$8.00 each) to be a member. All cadets **and chaperones** at camp must be a member of their JROTC program's Learning-For-Life program. Additionally, all attending cadre and chaperones must also be members of Learning for Life as an adult leader.
4. Initial cadet allocations/requirements:
 - a. Army sponsored schools: (To Be Determined) cadets and cadre.
 - b. Non-filled cadet slots will be reallocated to schools based upon overall program cadet enrollment and/or their success in meeting their allotments at the previous year's camp.
5. Suspense dates will be provided in the Camp SOP, and will be updated as needed and disseminated via the CAB system.
6. The guiding documents/directives for the JROTC Leadership Program will be Cadet Command Regulation 145-2 and other applicable regulations from the Army, Cadet Command, and Broward County Schools.

7. If a cadet does not meet the medical screening criteria of the camp at in-processing, then the cadet must be returned home. If an instructor brings a cadet with a declared medical condition and has not pre-cleared the condition with camp staff, then the cadet will be required to return home. Final determination will be made by the DAI.
8. Transportation requirements to the camp will be coordinated by the DAI office. Arrival at the Administrative Processing Site, and pick-up after the camp at Camp Elmore is the responsibility of unit cadre and cadets. .

D. **DISCUSSION.** Currently, the Broward County JROTC Cadet Leadership Challenge (JCLC) camp will be held at Boy Scout Camp Elmore, located in Davie, FL and at Camp Sawyer, Boy Scout Key, Monroe County, FL.

E. **CAMP ORGANIZATION.**

1. The Broward County JROTC Cadet Leadership Challenge (JCLC) camp will be composed of four training companies, a high adventure training platoon, and a camp headquarters. The training at Camp Elmore is for first year cadets (preferably LET 1). The training at Camp Sawyer is for returning cadets only and is limited to 100 cadets. The Raider Platoon will also train at Camp Sawyer with a separate POI.
2. Each training company at Camp Elmore will rotate through a five day training schedule. Arrival day will consist of in-processing, a swim test, and an evening camp meeting/safety briefing in the theater. Other events will be added at a later time. The training at Camp Sawyer will be conducted for four days, on the fifth day, the cadets will be transported to Camp Elmore to complete COPE, rappel, rockets, Women In Distress, archery and Land Navigation.
3. Departure day will consist of camp cleanup, awards ceremony, equipment turn-in, and departure.
4. There will be a flag retirement ceremony on the last evening .

“Camp Challenge SOP”

Can be viewed on the County JROTC Conference.

SECTION XV – JROTC EXTRACURRICULAR TEAMS AND ACTIVITIES

A. PURPOSE: This section is supplemented, in some areas, by the Broward County Interservice SOP. More in-depth explanation for specific activities, such as conduct of the Broward County Drill Meet, Broward County Color Guard Meet, and others may be found in that document.

B. DISCUSSION:

1. Voiced opinion often proclaims that the corps of cadets learning and development is significantly increased due to involvement of students in extracurricular activities. United States Army Cadet Command specifically requires, as a condition for instructor certification, that instructors "...be willing to perform, participate in, and supervise activities consistent with the conduct of the JROTC program...outside of normal classroom hours and over long weekends."(CCR 145-2, Section II, Paragraph 4-5)

2. All Broward County US Army JROTC units are required to maintain an active Color Guard and Drill Team. These two activities are a mainstay for our district wide JROTC program. They are our extracurricular activity flag ships. In the past many Broward Schools have indicated a desire to establish a formal district Raider Challenge program while maintaining the current district Marksmanship program. The number of schools now interested prompts district support of both activities, however, it must be remembered that a desire to participate, does not always translate to an ability to accomplish the requirements of multiple team activities. US Army programs must identify one of these activities (Marksmanship – Raider Challenge) to be a third programmed extracurricular activity. If a unit decides that they would like to maintain active teams in both, that is absolutely OK. This would be consistent with the county's objective for expanded cadet participation in JROTC activities. It is asked that units closely evaluate their ability to properly train and participate for the well being of their students. Students will be directly affected by the performance of their teams so every action must be taken to insure their preparedness and competence for competition.

C. PROCEDURES:

1) All US Army programs must identify as a **primary third** extracurricular activity, one of the above two options. If they also wish to participate in the other activity, perhaps at a reduced level, they are to so state on their form of Intension to Participate (Attached). It is expected that schools will participate in all district sponsored events and scheduled meets in their third designated extracurricular activity. That is, once committed to an activity, all necessary steps and training will be conducted to allow participation.

2) Schools will maintain current stocks of marksmanship equipment issued by the Army (unless the school desires to turn it in to SBBC Logistics) even if they do not choose Marksmanship as their primary activity. A basic Raider Challenge basic load of equipment will be issued to all schools which request it but it must be maintained as a set by the receiving unit.

3) A level of participation will be established for schools in the non selected third extracurricular activity which will allow them to participate at some level. The key is that we must be able to anticipate and plan for each activity's logistic and operational requirements.

D. MARKSMANSHIP OPTION: See the County JROTC SOP for the details on the structure and requirements of participating in the Marksmanship Program.

E. RAIDER CHALLENGE OPTION: See County JROTC SOP for the details on the structure and requirements of participating in the Broward County Raider Program.

F. SAFETY: Safety is of paramount concern for all JROTC extra-curricular activities. All safety requirements will be in effect as outlined in references stated in Paragraph A above and this SOP.

1. For Marksmanship and Raider Team competitions, there will always be a Range/Event Safety briefing prior to any competitions being conducted.

2. A Range/Event Safety Officer/NCO must be in attendance at any Marksmanship or Raider Challenge Meet. He/she is required to constantly circulate between all events being conducted making corrections or stopping unsafe actions. At drill meets and Color Guard meets, all JROTC instructors have the responsibilities of a Safety Officer/NCO.

3. A Range/Event Safety Officer/JROTC instructor must be in charge and present on the range during any Marksmanship or Raider Challenge activity.

4. School JROTC instructors must insure safety procedures are integrated into all extra-curricular activities. This is especially important in Marksmanship and Raider Challenge training activities and competitions due to the additional risks inherent in these leagues.

5. Risk Assessments are a required part of all JROTC activities, extra-curricular training, etc. They should be reviewed and updated throughout the year. Risk assessments must be conducted prior to any Marksmanship or Raider Challenge training or competitions, and other events when appropriate.

G. IDENTIFYING THIRD EXTRACURRICULAR ACTIVITY: To facilitate planning and appropriate focus on Broward County JROTC extracurricular activities, each Army program must identify their third primary activity at the initial instructors' meeting in August of each year. **This will be done using the form on the next page.**

Statement of Extracurricular Commitment

School Year _____

In accordance with the Broward County, Florida, US Army JROTC SOP, I _____, Senior Army Instructor assigned to _____ High School, understand that our high school's US Army JROTC Battalion is required to maintain a trained and competitive JROTC Color Guard and Drill Team.

In addition, the program is to actively participate in one of the following two, for a minimum of three, extracurricular activities. The two optional activities are Marksmanship and Raider Challenge. Further, I understand that _____ High School's US Army JROTC may elect to enter both optional activities, for a total of four extracurricular activities, but in doing so, agrees and contracts that _____ High School will train, qualify for, and participate in all district sponsored championship events as discussed by both the District US Army SOP (Raider Challenge Appendix) and the District Interservice Marksmanship SOP.

_____ High School designates the activity checked below as its third/fourth extracurricular activity:
(IF ONLY SELECTING A THIRD, PLACE AN "X" IN A BOX)
(IF SELECTING BOTH, NUMBER THEM "3" & "4")

Marksmanship Raider Challenge

SAI Signature

Team Coach if not the SAI

SAI Printed Name

Team Coach

School

School

SECTION XVI – INSPECTION PROGRAM

A. DISCUSSION:

1. This SOP identifies procedures for the SY 11 – 12 US Army JROTC inspection program. It is intended that district JROTC personnel play an active and important part in the conduct of all Broward County inspections both Formal Inspections (FI) and off-year Informal Inspections (II.)
2. The Inspection Teams for this year's eight Formal Inspections will be comprised primarily from the District DAI office. The DAI will be the Chief Inspector for all inspections with the exception of the first inspection of the school year (14 December 2011, Piper High School), whose Chief Inspector will be from Sixth Brigade Headquarters. The district inspection team will be augmented by JROTC Instructors for the conduct of in ranks inspection. This year's inspections will continue to require two inspectors for Color Guard and Drill with the final score being an average of the two.

B. OFF-YEAR INSPECTIONS.

1. All off year II will be conducted as in the past (inspection team composed of instructors from other Broward US Army JROTC units) with the exception that there may or may not be a DAI person present on inspection day. The DAI reserves the rights to be in attendance for off year inspections but will, in any case, only attend as observers. This will insure that inspected units truly learn from one another. Completed checklists will continue to be provided to the DAI office to insure standards and for inclusion in the inspected program's DAI records. These checklists will be the same as used for the formal inspections to include Broward supplementary checklists.
2. **First year, off-year II.** DAI personnel will not, as a matter of policy, spend extended time to assist in the preparation of schools who received a formal inspection last year. Inspection teams will be assigned by the DAI office with inspection dates chosen by the school to be inspected. Units have expressed concern that too much valuable classroom time is spent preparing for off year inspections and for that reason the requirements for the first year inspections are reduced to the minimums as shown below. Schools may elect to increase the level of inspection all the way to all required Formal Inspection Requirements if they so desire – in fact, schools are encouraged to make their first year inspections as demanding as possible to ensure a heightened level of readiness. First year inspections will consist as a minimum of the following:
 - a. Full State of the Unit Briefing
 - b. JUMS inspections of S-1, S-3, S-4 and S-6 areas
 - c. School and Program Inspection Checklists
 - d. Curriculum Knowledge for LET 1 and 2 only. The number of questions will be reduced from 5 to 3 per LET. Questions concerning the *JROTC Cadet Bill of Rights* will be added.

3. **Second year, off-year II.** Increased DAI support will be offered those schools undergoing an off year inspection to be followed by a Formal inspection the next year (but not to the level experienced in the FI year.) Inspection teams will be assigned by the DAI office with inspection dates chosen by the inspected schools. A DAI Office person will be in attendance and will work closely with the Lead Inspector to ensure that a level playing field is maintained in preparation for the next year's Unit Formal Inspection. Schools may elect to increase the level of inspection all the way to all required Formal Inspection Requirements if they so desire – in fact, schools are encouraged to make their second year inspections as demanding as possible to ensure a heightened level of readiness for the following year's Formal Inspection. Second year inspections will consist (at a minimum) of the following:

- a. Full State of the Unit Briefing
- b. Full Inspections of S-1 through S-6
- c. School and Program Inspection Checklists (20 Questions)
- d. Curriculum Knowledge (LET 1,2,3). Curriculum Questions will be cut from 5 to 3 per LET. Questions concerning *JROTC Cadet Bill of Rights* will be added for LET 1,2. Questions concerning your Programs' *Strategic Plan* will be added for all LET 3's.
- e. Drill Platoon and Color Guard will be inspected

NOTE: The inspection of the S-4 area will be conducted using the full inspection (currently the pre-inspection sheets used by SBBCJROTCLOG).

C. FORMAL INSPECTION PROCEDURES

1. The final inspection checklist will remain the same as last year and as shown in this document. **Important Note: DAI personnel will spend assistance time as necessary and requested with schools scheduled to receive their FI until 14 days prior to the assigned inspection date.** After that date all schools should have their major inspection preparation completed.
2. Broward DAI directed/conducted FIs will consist of a series of supplemental checklists that will directly address CCR 145-8-3 and will supplement the required USACC evaluation rubric. These supplemental checklists will be designed to produce a more objective (measurable) look at the inspected unit. Supplemental checklists will address the following inspection areas: Cadet Staff Briefing, Curriculum Knowledge, Cadet Supply Room Inspection (S-4), Records and Administration (S-1), Training Management (S-3) and Security/Safety (S-2), Public Affairs (S-5), and Technology and Communications (S-6). The following areas will be inspected using solely the 145-8-3 Cadet Formal Inspection Evaluation instrument: In-Ranks Inspection, Cadet Attendance and Participation, *Drill and Color Guard.

*** Note: Drill and Color Guard will require two inspectors with the score averaged.**

3. Formal Inspection teams will be composed of the DAI office with the DAI as Team Chief. The remainder of the team will consist of additional JROTC instructors from district schools who will serve as in-ranks, color guard and drill evaluators. All inspection team

members must wear the beret during the in-ranks or any outdoor activity (example: flag raising or memorial service).

- D. **INSPECTION CHECK LIST.** The checklist to be used for the conduct of all inspections (FI and II) is below. The Broward County supplemental check lists are incorporated into the USACC formal checklist and are positioned to the front of the section they augment. The Broward checklist is used for evaluation and is then transferred to the USACC final checklist. The inspection score is figured in accordance with the Inspection Summary Rubric on page one. This rubric is the final score tally sheet.

Cadet Formal Inspection Evaluation

Cadet Formal inspection is a cadet leadership event. Instructors will have minimal participation.

The Formal Inspection (FI) Checklist will only be used to identify and appropriately evaluate units (Corps of Cadets). The units' rating will determine if they are designated as Honor Unit with Distinction (HUD), Honor Unit (HU), or Merit Unit (MU). Inspectors must note all deficiencies and recommend suggestions to correct infractions, as well as record laudatory remarks for particularly outstanding performance. This Rubric reflects additional areas and changes for Broward County Florida inspections. These changes do not change or lessen any standard and in some cases strengthen those established by US Army Cadet Command Regulations.

Summary

MAXIMUM INSPECTION AREA AWARDED	POINTS POINTS	
Cadet Staff Briefing	100	
Curriculum Knowledge	100	
In-Ranks Inspection	100	
Cadet Attendance/Participation	50	
Cadet Supply Room Inspection (S-4)	40	
Records and Administration (S-1)	40	
Training Management (S-3) and Security (S-2)	40	
Public Affairs (S-5)	40	
Drill and Ceremony	50	
Color Guard	40	
TOTAL FOR OFFICIAL GRADE	600	
Minimum Passing Score – 450 96% = HUD		
Broward County Added Area – Technologist (S-6)	40	
Total Points from Above Scoring Rubric + S-6	640	

Broward County Distinctive Honor Unit = 96% of 640 points (includes S-6) = 614 points

NOTE: Shaded rows above require the use of Broward County supplemental checklists to perform the inspection. The supplemental checklists will allow for a more objective evaluation when the enclosed inspection area rubrics are completed.

Cadet Formal Inspection Checklist

(The proponent agency is ATCC-J)

School: _____
Date: _____
Location: (City/State) _____

1. Period covered _____
 2. Cadet Opening Enrollment _____
 3. School Opening enrollment _____
 4. SAI Name _____
 5. AI Name(s) _____
 6. Probation (Unit). If yes, state reason. __ _____
-

Inspection team members:

Printed name _____	Signature	_____
Printed name _____	Signature	_____
Printed name _____	Signature	_____
Printed name _____	Signature	_____

*** If cadet Opening enrollment does not meet or exceed required minimum, this automatically disqualified unit from HUD, HU or MU Honors.**

SUBJECT: Broward County SY 2011 – 2012 Cadet Staff Briefing Standards

1. IAW 6th Brigade Formal Inspection SOP the purpose of this document is to standardize inspection briefing standards within Broward County and to identify for inspectors exactly what DAI directions and standards have been established in the district.
2. The following are briefing area key points that must be considered:
 - a. The set-up of the briefing space is very important. The first impression of the brief is the environment in which it is presented thus should be separated from the JROTC classroom area. This will allow for a minimum of distractions and insure a quiet environment for inspectors to focus. Many schools have allowed their media center to be closed and dedicated for the maximum 1:15 necessary for the presentation. Large conference rooms, separate classrooms, and like spaces are also appropriate. All briefing attendees, to include briefers, need to be seated in adult size chairs and not in school desks. An example of an acceptable and recommended briefing set-up is at enclosure #1.
 - b. Broward County briefings are to be conducted with no podium. Podiums become a security blanket and almost always lead to poor eye contact and provide the briefers with a temptation to read their brief. Points are deducted when briefings are read.
 - c. Briefing areas must have adequate light for the inspector to conduct his/her paperwork, read handouts, and see participants clearly. Today's LCD projectors automatically adjust for light and practice briefing should be done to identify the best lighting mode to insure slide visibility.
 - d. THERE MUST BE NO OBSTRUCTIONS BETWEEN THE SMART BOARD AND THE PERSON BEING BRIEFED (with the possible exception of the LCD projector.) AT NO TIME DURING THE BRIEFING SHOULD ANYONE, CADET OR CADRE, WALK IN FRONT OF THE PROJECTOR.
 - e. If an equipment operator is necessary, he/she should be positioned well off to the side or behind the person(s) being briefed (See enclosure #1).
 - f. Staff members, not currently briefing, need to have a surface on which to take notes. They should be to the side of the briefing area from which briefers will stand (see enclosure #1).
3. Briefing Equipment:
 - a. All Broward County Formal Inspection Briefings will be accomplished using the Army provided Smart Board or Mobi. It is important to remember that the briefing is conducted for the personnel at the head table and that the size of the Smart Board/screen is appropriate. The accomplishment of the multi-media briefing requirement may be met with the Smart Board/Mobi. Example: A digital enrollment

video may be played through the LCD projector on the Smart Board/screen. A back-up plan or method needs to be available in case computer problems or internet access problems develop unexpectedly. The Smart Board is an interactive device and must be utilized by the briefer and not simply used as a projection screen. However, projection screens can be used with the Mobi.

- b. There is no requirement or necessity to give a demonstration of the use of the Classroom Performance System (CPS) unless it serves some direct purpose in support of the briefing. The inspectors are well aware of how the CPS works.

4. Briefer Demeanor:

Probably the most important single factor for a good outcome from a briefing is the demeanor of the briefer. In addition to the details in the Cadet Staff Briefing scoring matrix (CCR 145-8-3 (1Jul07)), the following are recommendations for all individuals briefing:

- NO Podiums
- Do not memorize or read briefings. A briefer will lose one point for every incident of reading. This can be magnified over several briefers. Use slides to prompt next point.
- Do not stand at attention or rigid parade rest. It is OK to use hands and to move – just don't move too much or wave hands and arms excessively.
- **Check uniform!** Briefers must inspect each other closely. Do not wear Class A uniforms – there are far too many things that can go wrong with the Class A uniform. It is recommended that briefers have their uniform shirts professionally laundered with military creases for the inspection if possible. Remember that Sixth Brigade has decreed the Class B uniform be worn for all inspections conducted in Florida.
- Maintain eye contact not only with the head table, but others in the briefing room. This will ease nervousness. Cues to move to the next slide normally are to be taken from the head inspector.
- When seated, before or after a briefing participants must, maintain a military bearing that does not distract others in the room. Watch posture!!

5. Formal Cadet Briefings will cover the following areas:

- a. Overview of Unit Operations (initiated by the Battalion Commander)
- b. Logistics
- c. Enrollment Plan
- d. Administration
- e. Training

- f. Academics
- g. Classroom Instruction
- h. Integrated-Curriculum Activities
- i. Program of Instruction

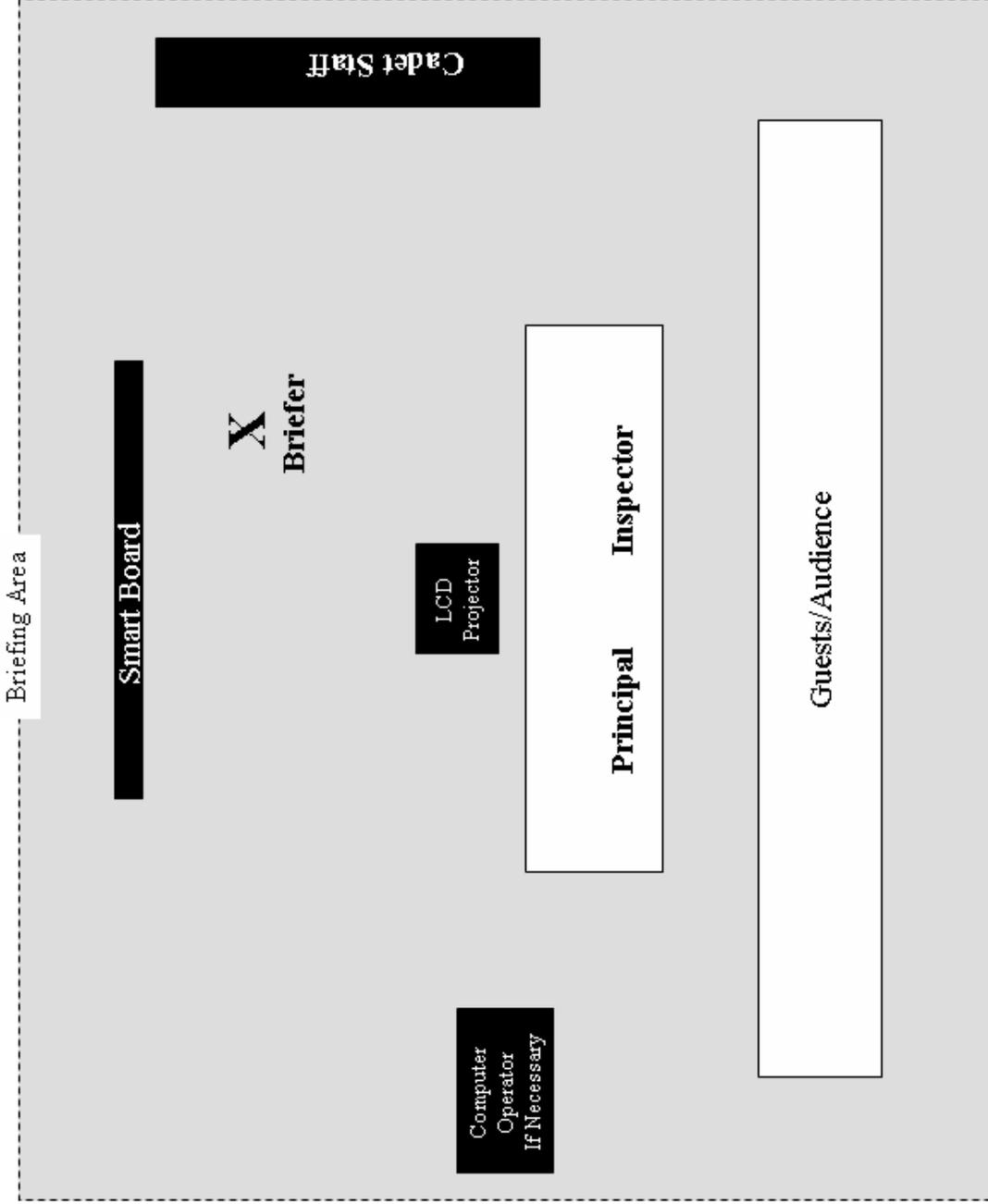
6. Individual briefing content MUST address (but are not limited to) the following areas:

- a. Each briefer will give a short personal history to include involvement in JROTC, personal testimonials (IAW Paragraph 7-8, State of the Unit Briefing (CCR 145-2 (Jul07)), and his/her future plans.
- b. Unit overview: The unit overview must be briefed by the Cadet Battalion Commander. The overview will consist of the following:
 - Mission of JROTC.
 - Lineage and traditions (include unit name, distinctive insignia, élan, and esprit activities. (If the unit has no distinctive insignia, the date of forwarding for approval must be referenced.)
 - Status of unit. (e.g., comparison of current enrollment with Opening Enrollment Report; activities ongoing to correct previous shortcomings or problems.)
 - Unit Cadet Activities such as Service Learning, integrated-curricular activities, social activities, or classroom activities of note.
 - Parental support
- c. The unit S-1 must brief, as a minimum, cadet enrollment, gender percentages, ethnic percentages, any special awards programs, and utilization status of the JUMS for awards and promotions. Above percentages must be displayed to show both school and program numbers (preferably on the same slide.)
- d. The unit S-2 must brief the conduct, documentation and disposition of security checks for sensitive items and training rifles in all JROTC areas and procedures to insure UNIT SAFETY, to include risk assessments. THE S-2 IS THE UNIT SAFETY OFFICER AND IN BROWARD COUNTY THIS IS THE MOST IMPORTANT PART OF HIS/HER JOB. The S-2 is the Safety/Security officer not the Security/Intelligence officer. We have no need for an intelligence officer.
- e. The unit S-3 must brief unit current operations to include an overview of the year's scheduled cadet activities; coordination requirements for training management; published training plans, operations orders, memorandums of instruction, and current status of the Unit Report; results of most recent Cadet Challenge (participation and special awards); and the preparation, display, updating and disposition of Weekly Training Schedules and the Master Training Schedule. Don't forget required activity after action reports.
- f. The unit S-4 must brief the status of uniforms issued vs. enrollment, the S-4's relationship with county supply operations, coordination with the Battalion Staff to

support unit activities, the layout and organization of the S-4 operation, how JUMS supports the S-4 operations, and the status of corrective actions on the most recent logistics assistance visit or inspection.

- g. The unit S-5 must brief the objectives and specifics of the unit's Enrollment and Retention Plan; other efforts to promote JROTC in feeder schools and the community; and various, diverse methods to publicize JROTC activities such as a website, newsletters, local media, yearbooks, etc.
 - h. The unit S-6 must brief the status, accountability, serviceability and repair procedures of both Army-supplied and school-supplied classroom equipment (brief each independently).
 - i. Briefings by the Cadet/CSM and Battalion XO are authorized but not required. If a staff briefer is unable to brief, then an assistant or the Battalion XO can present the briefing.
 - j. If there is a question which a briefer cannot answer, it may be answered by the BN CSM, BN XO or BN Commander if needed. Cadre members (SAI/AIs) will not answer or interrupt unless specifically addressed to do so by a member of the inspection team. Questions left unanswered or incomplete during the briefing will be addressed by the briefer to the inspector prior to the departure of the inspection team from the school.
7. **Rehearse, rehearse, rehearse, and video when you do.** Have briefing practices conducted in front of strangers or school administration. Remember that briefings must be reviewed by both the Deputy DAI and the DAI at least two weeks prior to the inspection date – THERE ARE NO EXCEPTIONS FOR THIS REQUIREMENT.
8. **Conclusion:** It is virtually impossible to address or anticipate every contingency possible when directing standards for a briefing. Common sense is the by-line to be remembered by unit cadre and briefing cadets. The guidelines in this document, if followed, will lead to a successful briefing during your formal inspection.

Suggested Briefing Area Set-Up



Please note that the DAI, SAI or AIs are not part of the briefing and do not respond to questions except from the inspection team.

DAI, SAI/AIs

BROWARD COUNTY INSPECTION BRIEFING SCORE CHECKLIST

Briefing Area:

Was the briefing area set up in accordance with the published LOI: Yes ___ No ___

Remarks: _____

Was a Podium Used: Yes ___ No ___

Were there obstructions between the Smart Board and the person being briefed: Yes ___ No ___

Was the view of the briefer and visual aids appropriate? Yes ___ No ___

Where (location) was the briefing conducted: _____

Was the presentation area free of distractions: _____

Was the atmosphere appropriate for the brief (i.e. lighting acceptable,
was it quiet, etc.): Yes ___
No ___

Total Possible Points 8. Points Earned _____

Briefing Aids:

Was briefing support equipment in good service and operational: Yes ___ No ___

Was the Smart Board or Mobi used interactively by briefers: Yes ___ No ___

Were briefing slides well written and clear: Yes ___ No ___

Were briefing slides sequential and orderly: Yes ___ No ___

Was transition between briefers standardized and smooth: Yes ___ No ___

What form of multi-media was used: _____

If an enrollment enhancement or other video was used, was it a quality product: Yes ___ No ___

Total Possible Points 15. Points Earned _____

Briefers Demeanor: The demeanor of the briefing team is a major part of the team effort. When possible view the briefing team as a single entity.

Were briefings obviously memorized?: Yes ___ No ___
If yes which briefer (s) and did it distract from the presentation:

Were briefings read?: Yes ___
No ___

If yes which briefer (s)

Did briefers maintain eye contact: Yes ___ No ___

If no which briefers (s)

When not briefing did members of the briefing party maintain a military bearing: Yes ___ No ___

When not briefing did members of the briefing party remain attentive and take notes: Yes ___ No ___

Were all members of the briefing party in the proper uniform (Class B): Yes ___ No ___

Were uniforms properly sized, neat, and clean and were there violations of uniform regulations (such as awards and decorations): Yes ___ No ___

Did briefers maintain good eye contact: Yes ___ No ___

Did briefers eye scan the room to engage all attendees: Yes ___ No ___

Did briefers demonstrate knowledge of their briefing areas beyond the slide content: Yes ___ No ___

Total Points Possible 27. Points Earned _____

Briefing Content:

Bn Cdr	Required Briefers							Other	Other
	S-1	S-2	S-3	S-4	S-5	S-6			

Individual Briefing Areas:

Did briefers each give a testimonial?

Future plans?

Did briefers present the minimally required Briefing information?

*Did briefers display that they were well prepared?

*Were briefers at ease and comfortable?

*** Nervousness is to be expected and is not a condition to be penalized**

Did Briefing cover the major required Areas:

The following items must be briefed by someone during the State of the Unit briefing.

- JROTC Mission Yes ___ No ___
- Unit Lineage & Traditions Yes ___ No ___
- Cadet Challenge Yes ___ No ___
- Service Learning Yes ___ No ___

Cadet Staff Briefing(s).**Total Score: _____**

At a minimum, the Battalion Commander, S-1, S-3, S-4 and S-5 will present a clear and concise briefing of staff functions and responsibilities using automated classroom equipment (i.e., Walk and Talk, LCD, CPS, etc) . The briefing should include examples of day-to-day operations, activities, and accomplishments of the unit during the school year. If the program does not have a designated S-5, the duties and responsibilities of the S-5 must be presented during the briefing. Cadets will be evaluated and rated using an ascending scale of 1 – 10. **(Maximum 100 points)**

**(Maximum 10 points each
SCORE**

1. Was the presentation area free from distractions?	
2. Was the view of briefer and visual aids appropriate?	
3. Were cadets prepared and organized (rehearsed)? Did they keep the briefing moving?	
4. Were cadets knowledgeable about the subject?	
5. Did cadets use automated classroom equipment and appropriate briefing materials (slides, multimedia, and documents)?	
6. Did cadets use gestures that were appropriate but not distracting?	
7. Did cadets clearly and concisely articulate their message, avoiding the use of slag or “fillers” (e.g., uh, um, well, so, like, okay, you know, I mean)?	
8. Did cadets establish good eye contact during presentation?	
9. Did cadets react appropriately to verbal and nonverbal feedback? (Responded to questions or comments)	
10. Did cadets effectively achieve the briefing requirements as identified above?	

SUBJECT: Broward County SY 2011 – 2012 Cadet Curriculum Knowledge Inspection Standards

1. The purpose of this document is to standardize the Broward County Formal Inspection Cadet Curriculum Knowledge inspection area.
2. Concept of evaluation.
 - a. The inspection will be conducted in three simultaneously conducted 30 (or less) minute interview periods. Three inspectors will be required to simultaneously conduct these sessions. Cadets will be assigned to sessions as shown below:
 - The LET-1 group will consist of four LET-1 cadets.
 - The LET-2/LET-3 group will consist of three LET-2 and three LET-3 cadets (six cadets total).
 - The LET-4 group will consist of three LET-4 cadets (none are to be primary staff, the C/CSM, XO or Battalion Commander)
 - b. Questions will be open ended and cadets are expected to answer voluntarily. One of the goals of this evaluation is to re-enforce team effort and encourage maximum participation. Therefore, multiple responses to questions will be encouraged. Inspectors must know the Guidelines for Inspectors and Guidelines for Assessing Cadet Response as published with the annual questions on the US Army JROTC Portal or Curriculum Manager whichever is appropriate. The DAI office will furnish copies of both with the inspection guidance.
 - c. All groups are expected to know and be able to answer questions at the group's appropriate LET level. Questions used will be those as identified by USACC JROTC Directorate for use during formal inspections, supplemented by general knowledge questions, by LET level, that address Winning Colors and Graphic Organizers and Thinking Maps. Once published by USACC the question list will be edited and passed to Broward US Army JROTC schools for inspection use.
 - d. The cadets selected by the unit will be required to appear for the curriculum knowledge session with their Cadet Portfolios. Guidance in constructing portfolios may be found in CCR 145-2 and the US Army JROTC Portal. Portfolios may be compiled electronically if desired.

The following questions identify portfolio bonus points that may be applied for the Curriculum Knowledge inspection area. The total Curriculum Knowledge score per group may not exceed 33 points for the area however, the below bonus points may be used to achieve the maximum of 33 points.

- Did all cadets in the session have a cadet portfolio? (.5 points for each portfolio)
- Did Cadets refer to their portfolios when answering? (1 points for each cadet who used portfolio)

- Were portfolios neat and complete covering all years the cadet has been in the program (Maximum of .5 point per portfolio)
- e. Each of the three sessions (LET-1, LET-2/3, and LET-4) will have a maximum of 33 possible points. The final unit score will be obtained by adding the together the total points of all three sessions.
- f. The Inspection Team Chief will add all three sessions together and transpose that score to the Cadet Formal Inspection Summery Sheet.

BROWARD COUNTY CURRICULUM KNOWLEDGE SCORE CHECKLIST

LET Level Session _____

Cadet Participation (Max Points 3):

1. Were cadets courteous and aware of why they were in the session? _____ (Max Points 1)
2. Did cadets step forward and initiate answers to questions? _____ (Max Points 1)
3. Did all cadets participate in answering questions? _____ (Max Points 1)

Total Possible Points 3. Points Earned _____

Questioning (MAX Points 30):

1. Five questions will be asked during each session. Each question is worth 6 points which will be awarded as shown in the table below:

Question Number	Command of Content and Skills 2 Points EA	Communications Skills 2 Points EA	Answers Supplemented and Supported by Team 2 Points EA
Question #1			
Question #2			
Question #3			
Question #4			
Question #5			

Questions Total

BONUS: The following questions identify bonus points that may be applied for the Curriculum Knowledge inspection area. The total score may not exceed 33 points for the group but these points may be used toward the maximum of 33 points.

- Did all cadets in the session have a cadet portfolio? (.5 points for each portfolio)
- Did Cadets refer to their portfolios when answering? (1 points for each cadet who used portfolio)
- Were portfolios neat and complete covering all years the cadet has been in the program (Maximum of .5 point per portfolio)

Cadet Participation Points Earned _____

Total Portfolio Bonus Points _____

Questioning Points Earned _____

Seminar/Total _____

Inspectors will test Cadets' knowledge of the curriculum. Inspectors will ask cadets how they prepared for the inspection questions. Cadet knowledge should be a direct result of previous lessons covered. Curriculum lessons will not be created using inspection questions.

These questions will be opened ended and will be asked in the classroom (NOT in formation). Questions and scoring criteria will be provided by USACC to inspectors, instructors, and cadets at the beginning of the school year and will be based on core curriculum lessons according to the Cadet's experience (i.e., LET 1 cadets will be asked questions only from the LET 1 lessons covered; LET 2 cadets will be asked any LET 1 question and LET 2 lessons that were covered, etc). If the inspection is in January, cadets may have only covered a few of the required lessons for that year (it is reasonable that they have covered most of the lessons from the first Unit).

Inspectors will ask questions in a classroom environment. Inspectors will select Cadets to answer questions. They will pose questions to the class and cadets will volunteer answers. The goal is to re-enforce a team effort and achieve maximum participation. Cadets will also demonstrate curriculum knowledge through their portfolios. For guidance in constructing portfolios refer to CCR 145-2.

The master training schedule will be used as a general guide for selection of questions.

(Maximum 100 points)

In-Ranks Inspection.

Total Score: _____

All members, present for the inspection will participate in the In-ranks Inspection and must be cadet led. Cadets will be inspected in accordance with Cadet Command Regulation 145-2. **(Maximum 100 points)**

a. Personal appearance and grooming should meet or exceed established unit standards. At a minimum, hair (both male and female) will be well groomed, and must not extend below the uniform collar. Hairstyles will be such that the appropriate headgear can be properly worn.

b. During the in-ranks inspection the uniform will be Class A or B or distinctive uniform for MI units. Brigade must approve the type of uniform worn during the inspection. Other uniforms like drill, color guard or any other uniform is unauthorized during the in-ranks inspection. Uniforms must be clean, pressed, and in good repair. Insignias, metal accoutrements and accessories, authorized by CCR 145-2 are the only awards that may be worn on the uniform during the inspection. All awards and decorations must be properly placed on the Class A and Class B uniforms; brass and shoes/boots should be cleaned and shined IAW CCR 145-2, para. 10-2. Cadets must wear headgear for the in-ranks inspection.

c. All cadets present must be inspected. Those cadets not wearing a uniform will be assessed six (6) uniform deficiencies, unless there is a valid reason for not wearing the uniform (i.e., newly enrolled cadets, cadets who have grown out of their uniforms or damaged their uniforms – instructor must be able to show uniforms are on order, etc.)

d. Cadets are expected to be able to answer a limited number of graded questions provided in advance.

Possible (Number of cadets inspected times 6) minus total deficiencies divided by possible times 80:

(1) Possible (Number of cadets inspected times 6) minus total deficiencies divided by possible times 80:

Example: 88 cadets inspected

$$\begin{array}{r} 23 \text{ deficiencies} \\ \hline 88 \times 6 = 528 \qquad 528 - 23 = 505 \end{array}$$

$$505 / 528 = .956 \times 80 = 76.48 \text{ points}$$

(2) Possible (Number of cadets questioned times 3) minus total incorrect answers by possible times 20:

Example: 88 cadets questioned

$$\begin{array}{r} 23 \text{ incorrect answers} \\ \hline 88 \times 3 = 264 \qquad 264 - 23 = 241 \end{array}$$

$$241/264 = .912 \times 20 = 18.24 \text{ points}$$

IN-RANKS SCORING WORKSHEET

1-Uniform Deficiencies:

_____ Number of Cadets Inspected.

_____ Number of Deficiencies.

_____ Number of Cadets Inspected X 6 = _____ possible pts. _____ possible pts. -

_____ deficiencies = _____ earned pts.

_____ earned pts. / _____ possible pts. = _____ X 80 = _____ uniform pts. (score)

2- Questions:

_____ Number of Cadets questioned.

_____ Number of incorrect answers.

___ No. Cdts Questioned . X 3 = ___ possible pts. ___ possible pts. – ___ incorrect answers

= ___ earned pts.

___ earned pts. / ___ possible pts. = ___ X 20 = ___ question pts. (score)

Cadet Attendance /Participation.

Total Score: _____

Attendance and participation during the inspection is critical to the overall evaluation and rating of the unit. Unexcused absences or absences resulting from in-school detention/ suspension, or other disciplinary action will be counted as an unexcused absence. Cadets will only be counted on the day of the inspection, and official documentation for excused absences should be presented on the day of the inspection. Five percent of the current cadet enrollment with unexcused absences will be counted as excused. Cadets that are not present due to disciplinary actions must be counted as unexcused regardless of the 5% rule. **(Maximum 50 points)**

Total Cadets

School

Enrollment

Enrolled	
Present	
Absent	
Excused (Attached List)	
Unexcused (Includes detention/suspension)	

Scoring:

Calculation: Divide number of present plus excused by number enrolled times 50.

Example: 100 cadets enrolled
85 cadets present
7 cadets excused
8 cadets unexcused (5 counted as excused)

$85 + 7 + 5 = 97 \quad 97 / 100 = .97 \times 50 = 48.5 = 49 \text{ points}$

CADET ATTENDANCE WORKSHEET:

_____ Enrolled

_____ Present for inspection

_____ Absent from inspection

_____ Excused per 5% of enrolled (_____ enrolled X .05 = _____)

_____ Excused per school officials/policy

_____ Unexcused

_____ present + _____ excused 5% + _____ excused per school = _____ credited present

_____ credited present / _____ enrolled = _____ X 50 = _____ points for attendance

SUBJECT: SY 2011 – 2012 S-4 Inspection Standards

1. The purpose of this document is to standardize the S-4 Inspection Cadet Knowledge inspection area.
2. The S-4 portion of the Formal Inspection will be largely completed prior to the day of the inspection. This will be accomplished in the form of the annual Logistic Assistance Visit which will be completed in coordination with the DAI office Logistic manager, SFC Littlejohn. A copy of the Logistic Assistance Visit finding must be on hand with the corrective actions taken for any deficiencies noted.

BROWARD COUNTY INSPECTION S-4 SCORE CHECKLIST
Supply Records Maximum Points 40 (40 points possible):

1. Were the annual inspection record and a memorandum of corrective action on hand? (MAX 3 Points) _____
 2. Were all corrective actions taken and completed: (Max 3 Points) _____
 3. Is there a current SOP for supply operations? (Max 4 Points) _____
 4. Is there a JUMS hand receipt for clothing for each cadet? (Count records Max 5 Points) _____
 5. Based on official opening enrollment is there any excess clothing on hand? (Max 4 Points) _____
 6. Spot Check Training Rifles, Air Rifles, and compasses and note any deficiencies.
(Max 4 Points) _____
 7. Is storage organized so that space is fully used? Is the area free of fire or safety hazards?
(Max 3 Points) _____
 8. Is government property marked/tagged to identify it from school-owned or other property
(Max 5 Points) _____
 9. Does the S-4 coordinate with staff to support awards/decorations for all activities?
(Max 2 Points) _____
 10. Does the S-4 coordinate with the Cadet Battalion Staff to support the logistics and supply room functions for Battalion activities?
(Max 2 Points) _____
 11. Is there tangible evidence that the program recovers or accounts for uniforms and equipment not returned by cadets who leave the program?
(Max 5 Points) _____
- Total Score _____

Supply Room Inspection (S-4)

Total Score: _____

Supply Records, Layout and Organization, and Staff Coordination will be evaluated and scored independently, and then collectively added together to attain the maximum number of points. **(Maximum 40 points)**

Supply Records (Maximum 20 points – 4 points each)

SCORE

1. Is there a current SOP for supply operations?	
2. Is there a JUMS hand receipt for clothing for each cadet?	
3. Is JUMS used to maintain visibility/status of clothing items? (issued, on shelf, laundry, etc.)	
4. Based on official opening enrollment, is there any excess clothing or equipment recorded?	
5. Spot inventory any three accountable items and note any discrepancies.	

Layout and Organization (Maximum 10 points – 5 points each)

1. Is storage organized so that the space is fully used? Is the area free of fire or safety hazards?	
2. Is government property marked/tagged to identify it from school-owned or other property?	

Staff Coordination (Maximum 10 points – 5 points each)

1. Does the S-4 coordinate with staff to support awards/decorations for all battalion activities?	
2. Does the S-4 coordinate with the Cadet Battalion Staff to support the logistics and supply room functions for Battalion activities?	

SUBJECT: SY 2011 – 2012 S-1 Inspection Standards

The purpose of this document is to standardize the Broward US Army S-1 Inspection area.

BROWARD COUNTY INSPECTION S-1 SCORE CHECKLIST

MAX SCORE 40 POINTS

Cadet Records:

1. Are active records maintained in JUMS for all enrolled cadets? (Max 5 Points)_____
2. Are inactive records (paper or digital) maintained and retired after five years? (Max 2 Points)_____
3. Inspector is to identify 10 active records at random. Do all 10 records document proper administrative requirements (awards and decorations, promotions, basic required cadet information)? (Max 12 Points)_____
4. Inspector is to match three cadets of his/her choice as to awards worn and what is reflected in the three cadets' records. Are all awards worn reflected in the records? (Max 6 Points)_____
5. *Do records reflect curriculum related training? (Max 5 Points)_____
6. Does the S-1 generate and maintain JUMS orders for promotions? (Max 5 Points) _____
7. Does the S-1 generate and maintain JUMS orders for awards? (Max 5 Points) _____

*Question number five directly relates to the S-3 Training area but is most easily checked while reviewing cadet JUMS records during this portion of the inspection.

For Information Purposes Only:

Administration (S-1).

Total Score: _____

All records should be maintained in accordance with CCR 145-2. Inspectors will randomly select and review 10 active. **(Maximum 40 points)**

Active records (Maximum 30 points)

	SCORE
1. Are active records maintained in JUMS accurately depicting the number of cadets enrolled (maximum of 5 points) ?	
2. Are 10 active records properly documented and maintained in all areas (administration, awards and decorations, curriculum related training)? (Deduct 2 for each deficient record – maximum of 20 points)	
3. Do all records have a signed Health/Privacy Act Statement? (maximum of 5 points)	

Unit Orders (Maximum 10 points – 5 points each)

1. Does the S-1 generate and maintain JUMS orders for promotions?	
2. Does the S-1 generate and maintain JUMS orders for awards?	

SUBJECT: SY 2011 – 2012 S-2/3 Inspection Standards

The purpose of this document is to standardize the Broward US Army S-1 Inspection area. The S-2 in the Broward County JROTC program is also titled the Unit Safety Officer. It is noted that the Safety portion of the S-2 duties is as important as the Security portion.

BROWARD COUNTY INSPECTION S-2 SCORE CHECKLIST

Safety / Security (S-2) 10 Points Maximum:

1. Does the program have an established Safety SOP to include risk assessments for all training conducted as well as scheduled safety inspections? (Max 3 Points) _____
2. Does the S-2 conduct security checks of all JROTC areas? (Max 2 Points) _____
3. Does the S-2 maintain sign/out documentation for the program's arms room? (Max 2 Points) _____
4. Does the S-2 conduct sensitive items checks monthly (inspector is to have S-2 identify what items are checked)? (Max 3 Points) _____

Training Management (S-3) 30 Points Maximum:

5. Are training schedules published, executed and available to all cadets? (Max 4 Points) _____
6. Are weekly/Master Training Schedules updated when changes are required? (Max 3 Points) _____
7. Are weekly training schedules forwarded to the DAI Operations Sergeant as required? (Max 3 Points) _____
8. Does the S-3 keep the Unit Report up to date in JUMS? How many points does the unit have on the day of the inspection?
Unit Report Points to date _____ (Max 5 Points)

9. Does the S-3 prepare planning documents for unit activities and events? (Max 5 Points) _____
10. Does the S-3 coordinate with school administrators, community, and other agencies for support (e.g. use of community facilities, guest speakers, logistical support)? (Max 3 Points) _____
11. Are Cadet Challenge records maintained and posted to individual records? (Max 4 Points) _____
12. Are cadets who have not completed Cadet Challenge tracked and scheduled

for testing?

(Max 3 Points) _____

Training Management (S-3) and Security (S2).

Total Score: _____

Inspectors will review all training schedules, planning documents for activities and events, coordination with outside agencies, and individual training records. At a minimum, current and subsequent training schedules should be posted and readily available. Units will receive 0 points for failing to publish, execute, or present training schedules. **(Maximum 40 points)**

S3 (total 30 points):

Training Schedules (Maximum 10 points)

SCORE

Are training schedules published, executed, and available to all Cadets?	
--	--

Plans and Operations (Maximum 10 points)

Does the S-3 prepare planning documents for unit activities and events (e.g., OPORDS, tasking letters, MOI's, Unit Report updates)?	
---	--

Coordination (Maximum 5 points)

Does the S-3 coordinate with school administrators, communities, and other agencies for offices, facilities or support for training activity support (e.g. use of community facilities, guest speakers, logistical support, etc)?	
---	--

Cadet Challenge (Maximum 5 points)

Are Cadet Challenge records maintained and posted to individual records? (If Cadet Challenge has not yet taken place the prior year's records will be checked). (The S-3 should track cadets who have/have not completed the Cadet Challenge in JUMS.)	
--	--

S2 (total 10 points):

Does the S2 conduct security checks of all JROTC areas? (max 5 pts)	
Does the S2 conduct sensitive items checks monthly (max 5 pts)	

SUBJECT: SY 2011 – 2012 Broward County S-5 Inspection Standards

The purpose of this document is to standardize the S-5 Inspection area. It is a supplement to the USACC inspection documents.

BROWARD COUNTY INSPECTION S-5 SCORE CHECKLIST

Maximum Points 40 (Possible Points 46):

1. Are there bulletin boards whose subject is oriented toward program publicity (Note: S-5 boards must be separate and not those that are used for unit business such as training schedules, policy letters etc.)?
(Max 2 Points)_____
 2. Are there bulletin boards in busy common areas on campus outside of the JROTC area?
(Max 2 Points)_____
 3. Was there more than one type scrapbook (i.e. book plus additional electronic scrapbook)?
(Max 4 Points – 2 points for each scrapbook up to 4 points maximum) _____
 4. Is there a program newsletter? Are there editions for each stated period?
(Max 4 Points – 2 points for each edition up to 4 points maximum)_____
 5. Is the program publicized in the school and local media?
(Max 6 Points – 2 points for each article published during the current school year 6 points maximum)_____
 6. Does the program have a well defined and active enrollment plan for the current year?(Max 6 Points)_____
 7. Is the enrollment plan included in the units Strategic Plan and is it objectively assessed?
(Max 4 Points)_____
 8. Is community involvement evident and documented with photos and written articles ?
(Max 4 Points)_____
 9. Is service learning documentation complete and correct (i.e. at least 15 cadets participated, Pre/post skills mapping completed, etc)? (Max 10 Points) _____
 10. Is the program publicized on the school web site or does the program have a web site linked to the School website?
(Max 4 Points) _____
- Total Points** _____

Public Affairs (S-5).

Total Score: _____

Units will be awarded points for promoting and publicizing the JROTC program through various methods. Inspectors may award up to 10 points for each category during this portion of the evaluation. **(Maximum 40 points)**

(Maximum 8 points each)

	SCORE
1. Does the JROTC unit publicize the program on the school's website, if so, is it updated and current? (If the school does not have a website assess no penalty)	
2. Are JROTC newsletters, pamphlets, and/or brochures that provide information to the public regarding activities and program events available?	
3. Does the JROTC Program publicize in the school and local media?	
4. Are school bulletin boards, scrapbooks, yearbooks, and photos of Cadets during JROTC activities (Cadet challenge, classroom participation, community projects, etc.) visible outside the JROTC area?	
5. Does the unit promote the program through Feeder Schools, Adopt-a-School program, and community involvement?	

SUBJECT: SY 2011 – 2012 S-6 Inspection Standards

1. The purpose of this document is to standardize the S-6 Inspection area.
2. The S-6 portion of the Formal Inspection is unique to the Broward County JROTC program. The purpose of this position is to account for the serviceability and availability of all technology equipment the unit has in its possession. This includes both school and US Army equipment.

BROWARD COUNTY INSPECTION S-6 SCORE CHECKLIST

Maximum Points 40:

1. Does the S-6 account for all Army and School equipment on hand? (Max 8 Points) _____
2. Does the S-6 know the status (serviceability) of all equipment on hand? (Max 8 Points) _____
3. Is the S-6 familiar with who to contact in case school equipment is unserviceable? (Max 8 Points) _____
4. Is there evidence that technology equipment (Smart Board, CPS etc.) is used in the conduct of curriculum presentation? (Max 8 Points) _____
5. Is all US Army equipment serviceable or work ordered to the DAI Logistics Office? (Max 8 Points) _____

For Information Purposes only

1. Does the unit have a Web Page? Yes ____ No ____
2. If yes, where is the web page hosted? _____
3. If not on the school's web site does the program have permission from the school administration to have the web site? Yes ____ No ____
4. If Yes who is the Web Master? _____

SUBJECT: SY 2011 – 2012 Inspection Drill and Ceremony

1. The purpose of this document is to standardize drill and ceremony within Broward County and to identify for inspectors exactly what DAI directions and standards have been established in the district.
2. The following are key points and directions that must be considered:
 - a. Use the drill and ceremonies worksheet for evaluating company or platoon drill. The scoring procedure for both is included in the evaluation criteria. **Drill and ceremonies will be evaluated by two inspectors with the average grade awarded for the event.**
 - b. The evaluations will include formation (assembly), dress/alignment, cadet leader control, unit response/execution and overall performance.
 - c. In all cases, the inspecting official(s) must observe the unit formation (preparation).
 - d. Fancy drills may be not preformed in lieu of the established drill and ceremony requirement. Competition Drill or Local Drill standards Will NOT be used.

2. Detailed Instructions.

- a. Company, or platoon drills will be in accordance with FM 3-21.5 and these detailed instructions.
 - b. For company, or platoon drills the inspected unit will specifically/designate the group to be inspected. The platoon/company will consist of 12 cadets plus a cadet leader.
 - c. A flag or marker placed directly opposite the reviewing/inspecting officer's position will designate the start point for platoon/company drill. Each platoon/company will assemble in a platoon formation at the designated start point facing the inspecting official's position; at a signal from the inspector, the platoon/company will perform the following movements in sequence.
3. The US Army JROTC state drill meet competition routine will be utilized for this inspection area. The sequence is on the following page.

A 5 second pause must be maintained after executing all commands in **BOLD Italics**.

1. REPORT IN
2. DRESS RIGHT DRESS
3. READY FRONT
4. ***PARADE REST***
5. PLATOON, ATTENTION
6. PRESENT ARMS
7. ORDER ARMS
8. COUNT
9. CLOSE INTERVAL MARCH
10. NORMAL INTERVAL MARCH
11. RIGHT FACE
12. LEFT FACE
13. OPEN RANKS MARCH
14. CLOSE RANKS MARCH
15. LEFT STEP MARCH
16. ***PLATOON HALT***
17. LEFT FACE
18. RIGHT STEP MARCH
19. PLATOON HALT
20. FOUR STEPS FORWARD MARCH
21. ABOUT FACE
22. FORWARD MARCH
23. COLUMN RIGHT MARCH
24. COLUMN RIGHT MARCH
25. COLUMN RIGHT MARCH
26. LEFT FLANK MARCH
27. RIGHT FLANK MARCH
28. ***PLATOON HALT***
29. COLUMN LEFT MARCH
30. REAR MARCH
31. REAR MARCH
32. PLATOON HALT
33. FILE FROM THE RIGHT MARCH
34. PLATOON HALT
35. COLUMN OF 3'S TO THE LEFT MARCH
36. COLUMN LEFT MARCH
37. DOUBLE TIME MARCH
38. QUICK TIME MARCH
39. COLUMN LEFT MARCH
40. CHANGE STEP MARCH
41. ***PLATOON HALT***
42. COLUMN LEFT MARCH
43. COLUMN ½ LEFT MARCH
44. COLUMN ½ LEFT MARCH
45. REAR MARCH
46. REAR MARCH
47. EYES RIGHT
48. READY FRONT
49. COLUMN LEFT MARCH
50. COLUMN LEFT MARCH
51. PLATOON HALT
52. FORWARD MARCH
53. REAR MARCH
54. REAR MARCH
55. HALF STEP MARCH
56. FORWARD MARCH
57. LEFT FLANK MARCH
58. ***PLATOON HALT***
59. REPORT OUT

BROWARD COUNTY INSPECTION DRILL AND CEREMONY SCORE CHECKLIST

1. 50 points is the maximum possible score for this event.
2. This event will require two inspectors. Each inspector will rate each area on the below rubric from zero to the max points possible for that item and enter the result for that item in the appropriate column. The total score of both inspectors will then be added and divided by two for the final overall score.
3. Remember to insure that all movements in the sequence are performed.

Cadet Leader Control (Max 10 Points):

1. Command Voice (2 Points): _____
2. Proper Commands (2 Points): _____
3. Cadence/timing (2 Points): _____
4. Position/military bearing (2 Points): _____
5. Following prescribed plan/sequence (2 Points): _____

Unit dress/Alignment (Max 10 Points):

1. Stationary (5 Points): _____
2. Marching (5 Points) _____

Unit dress/Execution/Response (Max 20 Points):

1. Synchronized unit response (5 Points): _____
2. Correct facing movements (5 Points): _____
3. Correct marching movements (5 Points): _____
4. Proper marching step/cadence (5 Points): _____

Overall performance (Max 10 Points):

1. Military bearing (4 Points): _____
2. All required movements performed (4 Points): _____
3. Five Seconds held at required points? (2 Points): _____

Drill And Ceremonies Instructions

1. General.

- a. Use the drill and ceremonies worksheet for evaluating either a battalion, company or a platoon drill. The scoring procedure for both is included in the evaluation criteria.
- b. The evaluations will include formation (assembly), dress/alignment, cadet leader control, unit response/execution and overall performance.
- c. In all cases, the inspecting officer(s) must observe the unit formation (preparation).
- d. Fancy drills may be performed for exhibition only and not in lieu of the drill and ceremonies requirement. Competition Drill or Local Drill standards Will NOT be used.

2. Detailed Instructions.

- a. Battalion, company, or platoon drills will be in accordance with FM 3-21.5 and these detailed instructions.
- b. For battalion, company, or platoon drills only, the inspecting officer may select a minimum of one platoon per company (class period) to perform the drill requirement. For inspection purposes, a platoon/company will consist of no less than 12 cadets plus a cadet leader.
- c. A flag or marker placed directly opposite the reviewing stand/inspecting officer position will designate the start point for platoon/company drill. Each platoon/company will assemble in a line formation at the designated start point facing the reviewing stand/inspecting officer position; at a signal from the inspector, the platoon/company will perform the following movements in sequence.

Drill And Ceremonies Worksheet

1. General.

a. A total of 50 points is the maximum possible for this requirement. Use a single sheet for the battalion drill (if conducted).

b. Rate each item listed in each area from 0 to max points possible for that item. Enter the result in the appropriate column. Use a separate sheet for each company/platoon performing small unit drill. For company/platoon, combine the total points on each sheet and divide by the number of drill sessions performed to obtain the average overall unit score. Attach all copies of all worksheets to the inspection report.

2. Evaluation.

Cadet Leader Control (Maximum 10 points)

SCORE

Command voice 2 (points)	
Proper commands (2 Points)	
Cadence/timing (2 Points)	
Position/military bearing (2 Points)	
Followed prescribed plan/sequence (2 Points)	

Unit dress/ Alignment (Maximum 10 points)

Stationary (5 Points)	
Marching (5 Points)	

Unit dress/Execution/Response (Maximum 20 points)

Synchronized unit response (5 Points)	
Correct facing movements (5 Points)	
Correct marching movements (5 Points)	
Proper marching step/cadence (5 Points)	

Overall performance (Maximum 10 points)

Military bearing (5 Points)	
All required movements performed (5 Points)	

SUBJECT: SY 2012-2013 Color Guard

1. The purpose of this document is to standardize Color Guard performances within Broward County and to identify for inspectors exactly what DAI directions and standards have been established in the district.
2. The following are key points and directions that must be considered:
 - Use the Color Guard worksheet for evaluating the Color Guard event. Color Guard will be evaluated by two inspectors with the average grade awarded for the event.
 - The evaluations will include formation (assembly), dress/alignment, cadet leader control, unit response/execution and overall performance.
 - In all cases, the inspecting official(s) must observe the unit formation (preparation).
 - Fancy drills may be not preformed in lieu of the established drill and ceremony requirement.
 - Competition Drill or Local Drill standards Will NOT be used.
3. Detailed Instructions.
 - a. Color Guard performance will be in accordance with FM 3-21.5 and these detailed instructions. The sequence to be used is the same as that used for the County Color Guard Meet and County, and State Drill Meet. (See attached below)
 - b. Color Guard team will be specifically designated by the inspected unit. The Color Guard team will consist of 4 cadets.
 - c. A flag or marker placed directly opposite the reviewing stand/inspecting officer position will designate the start point for the Color Guard performance. The Color Guard team will assemble at the designated start point facing the inspecting official's position; at a signal from the inspector, the platoon/company will perform the following movements in sequence.

A 5 second pause must be maintained after executing all commands in **BOLD Italics**.

Inspection requires two evaluators

1. FORWARD MARCH
2. LEFT WHEEL MARCH (Forward March)
3. LEFT WHEEL MARCH (Forward March)
4. ***COLORS HALT***
5. SLING ARMS
6. POST
7. UNCASE THE COLORS
8. PRESENT ARMS
9. ORDER ARMS
10. POST
11. COLORS SALUTE
12. REPORT IN
13. CARRY COLORS
14. COLORS REVERSE MARCH (Forward March)
15. LEFT WHEEL MARCH (Forward March)
16. COLORS REVERSE MARCH (Forward March)
17. ***COLORS HALT***
18. ORDER ARMS (COLORS)
19. PARADE REST
20. COLORS ATTENTION
21. CARRY COLORS
22. FORWARD MARCH
23. RIGHT WHEEL MARCH (Forward March)
24. RIGHT WHEEL MARCH (Forward March)
25. COLORS REVERSE MARCH (Forward March)
26. EYES RIGHT
27. READY FRONT
28. LEFT WHEEL MARCH (Forward March)
29. LEFT WHEEL MARCH (Forward March)
30. LEFT WHEEL MARCH (Forward March)
31. ***COLORS HALT***
32. COLORS SALUTE
33. REPORT OUT
34. CARRY COLORS
35. SLING ARMS
36. POST
37. PRESENT ARMS
38. ORDER ARMS
39. CASE THE COLORS
40. POST
41. COLORS REVERSE MARCH (Forward March)
42. RIGHT WHEEL MARCH (Forward March)
43. RIGHT WHEEL MARCH (Forward March)

BROWARD COUNTY INSPECTION COLOR GUARD SCORE CHECKLIST

1. 40 points is the maximum possible score for this event.
2. This event will require two inspectors. Each inspector will rate each area on the below rubric from zero to the max points possible for that item and enter the result for that item in the appropriate column. The total score of both inspectors will then be added and divided by two for the final overall score.
3. Remember to insure that all movements in the sequence are performed.

Color Guard Evaluation Checklist

- Uncasing of Colors (4 Points): _____
- Proper Commands (4 Points): _____
- Present Arms (4 Points): _____
- Synchronized precision responses (4 Points): _____
- Following prescribed plan/sequence (4 Points): _____
- Alignment and Dress (4 Points): _____
- Facing Movements W/Manual of Arms Correct (4 Points): _____
- Marching Movements Correct (4 Points): _____
- Customs and Courtesies of National Colors (4 Points): _____
- Casing of Colors (4Points): _____

Total Score Judge #1 _____

Total Score Judge #2 _____

Total Score (#1+#2) _____

(Total Score #1+#2 divided by 2 = Final Score)

Final Score _____

COLOR GUARD EVALUATION WORKSHEET

A maximum of 4 points may be awarded for each area listed below:

a. Uncasing of colors	
b. Proper commands given	
c. Present Arms	
d. Synchronized precision responses	
e. All required movements performed in sequence	
f. Alignment and dress	
g. Facing movements w/manual of arms correct	
h. Marching movements correct	
I. Customs and Courtesies of National Colors	
j. Casing of colors	

Evaluators' Name

Signature/date

