

**VILSECKHIGH SCHOOL
18TH AJROTC “FALCON” Battalion
Cadet Handbook**



**LOYALTY
DUTY
RESPECT
SELFLESS SERVICE
HONOR
ITEGERITY
PERSONAL COURAGE**

Proudly serving the Vilseck and Grafenwoehr communities for over 24 years.

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Department of the Army

18TH AJROTC Battalion
VilseckHigh School
AE 09112

“NO SLACK TO ROCK STEADY”

4 November 2011

MEMORANDUM FOR: 18th AJROTC Battalion Personnel

SUBJECT: Standard Operating Procedures (SOP) Handbook

1. This SOP/Handbook serves as a guide to all persons participating in the 18th AJROTC “FALCON” Battalion and its activities. Cadets are responsible for reading this handbook and complying with the set procedures in it. Cadets in leadership positions are responsible for ensuring that all persons affected by these procedures are made aware and understand them. Unusual circumstances may dictate deviations from these procedures. Except in emergency situations, the Senior Army Instructor (SAI) or the Army Instructor (AI) must approve deviations from these procedures in advance.
2. Parents, guardians, Cadets, faculty, and all others affected or interested parties in the 18th AJROTC Battalion are encouraged to suggest changes to these procedures in order to improve the AJROTC Program at Vilseck High School (VHS). All suggested changes should be in writing and submitted to a member of the Battalion Cadet Command or Staff structure. The cadet staff will review all suggested changes. The cadet staff will make recommendations and forward them to the SAI for final action. Final action may include approval, disapproval or modification of the recommendations made.
3. Persons having questions, concerns, or needing additional information about the 18th AJROTC “FALCON” Battalion can contact the SAI or the AI at DSN 476-2617 / 2619 or e-mail us at john.sabala@eu.dodea.edu or robert.cheney@eu.dodea.edu or mitchell.pollock@eu.dodea.edu

DUANE S. WERNER
Vilseck High School
Principal

JOHN S. SABALA
MAJ, US Army Retired
Senior Army Instructor

10 July 2011

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THE JROTC
CADET CREED



I am an Army Junior ROTC Cadet.

I will always conduct myself to bring credit to my family, country,
school and the Corps of Cadets.

I am loyal and patriotic.

I am the future of the United States of America.

**I do not lie, cheat, or steal and will always be accountable for
my actions and deeds.**

I will always practice good citizenship and patriotism.

I will work hard to improve my mind and strengthen my body.

I will seek the mantle of leadership and stand prepared to uphold
the Constitution and the American way of life.

May God grant me the strength to always live by this creed.

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THE CADET NCO CREED

No one is more professional than I.

I am a Cadet Noncommissioned Officer, a leader of cadets. As a Noncommissioned Officer, I realize that I am a member of a time honored corps, which is known as "The Backbone of the Corps of Cadets". I am proud of the Corps of Noncommissioned Officers and will at all times conduct myself so as to bring credit upon the Cadet Noncommissioned Office Corps, the Junior ROTC Program, my High School, my family and my country regardless of the situation in which I find myself. I will not use my rank or position to attain pleasure, profit, or personal safety.

Competence is my watchword.

My two basic responsibilities will always be uppermost in my mind, accomplishment of my mission and the welfare of my cadets. I will strive to remain tactically and technically proficient. I am aware of my role as a Cadet Noncommissioned Officer and I will fulfill my responsibilities inherent in that role. All cadets are entitled to outstanding leadership; I will provide that leadership. I know my cadets and I will always place their needs above my own. I will communicate consistently with my cadets and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.

Senior leaders in my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my cadets. I will be loyal to those with whom I serve; seniors, peers, and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my peers or cadets to forget that we are professionals,

Cadet Noncommissioned Officers,

LEADERS!

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CADET CODE OF CONDUCT

- A. The development of self-discipline and a spirit of teamwork are two basic goals of the AJROTC program.
- B. Effective teamwork requires that the individual conform his or her conduct to standards acceptable to other members of the team, regardless of the personal desires of the individual.
- C. For a team to be successful, each team member must be able to trust every other member of the team to act in predictable ways.
- D. Team Work assumes common goals and common methods for achieving them. If team members cannot anticipate how other team members will act in any set of circumstances, they will not be able to execute team plans and thus the team will fail in reaching their goal.
- E. Team members in the AJROTC program must be able to depend upon their fellow cadets to behave as good citizens at all times.
- F. The AJROTC team goal is to develop each individual's potential for doing good and accomplishing great things. To accomplish that goal, cadet team members ***must be*** honest, ethical, hardworking and concerned about the welfare of others.
- G. Achieving those ideals of personal conduct takes great self-discipline.

Code of Conduct Rules:

- A. The following rules are to help cadets be valued members of the 18th AJROTC BN Team.
- B. Rule 1--A cadet will always do his or her best.
- C. Rule 2--A cadet will quickly, precisely, willingly, and cheerfully carry out every directive of a superior officer or NCO.
- D. Rule 3--A cadet will not lie, cheat, or steal, nor will he or she tolerate those who do.
- E. Rule 4--A cadet will report to the chain of command any cadet (including himself or herself) he or she observes lying, cheating, or stealing.
- F. Rule 5--A cadet will not offer an alibi for a failure to demonstrate appropriate behavior, being unprepared, violating policies or procedures, or being deficient in military knowledge.
- G. Rule 6--A cadet will make an honest effort at all times to act in accordance with the policies and procedures of the 18th AJROTC Battalion.
- H. Rule 7--A cadet will observe proper military courtesy at all times.

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CHAPTER 1
INTRODUCTION

1-1 General: The Army Junior Reserve Officer Training Corps (AJROTC) is organized under the authority of section 40 to 47c, National Defense Act of 1916, as amended, and under the provisions of the ROTC Vitalization Act of 1964, as amended by Public Law 93-165, 1975.

1-2 AJROTC Mission: To Motivate Young People to Become Better Citizens.

1-3 Purpose of Standard Operating Procedures (SOP) Handbook: To define the 18th AJROTC Battalion policies and procedures and provide clear written guidance to each member of the Battalion, regarding the standards of conduct and accomplishments expected of them.

1-4 Objectives of VilseckHigh School AJROTC program:

- A. To develop habits of self-discipline, self-respect, respect for others, personal responsibility, personal accountability, personal pride, personal integrity, logical thinking, physical fitness, personal hygiene, and good citizenship in all cadets.
- B. To understand the importance of high school graduation for a successful future and learn about college and other advanced educational and employment opportunities.
- C. To promote academic excellence in all classes, involvement in our school and community as well as good attendance and punctuality.
- D. To appreciate the ethical values and principles that underlies good citizenship.
- E. To develop leadership potential, while living and working cooperatively with others.
- F. To be able to think logically and to communicate effectively with others, both orally and in writing.
- G. To develop the skills necessary to work effectively as a member of a team.
- H. To appreciate the importance of physical fitness in maintaining good health.
- I. To understand ways to resist negative peer pressure and support others.
- J. To develop mental management abilities including critical thinking and goal setting.
- K. To become familiar with military history as it relates to America’s culture and understand the history, purpose and structure of military services.

1-5 Military Service Obligation: Participation in AJROTC **does not** obligate a student to perform military service after graduation.

1-6 After High School Enlistment Benefits of AJROTC Participation:

- A. Cadets who have completed one year of AJROTC in good standing are issued a DA Form 134 (Military Training Certificate Reserve Officers' Training Corp). They may be recommended by their Senior Army Instructor (SAI) and Army Instructor (AI) for enlistment in the regular or reserve components of the U.S. Army as a Private E-2, pending successful completion of basic training.

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- B. Cadets who have completed three years of AJROTC in good standing are issued a DA Form 134 (Military Training Certificate -Reserve Officers' Training Corp). Their SAI and AI may recommend them for enlistment in the regular or reserve components of the U.S. Army as a Private First Class E-3, pending successful completion of basic training.

1-7 Senior ROTC, Senior ROTC Scholarship, and ServiceAcademy Benefits of AJROTC Participation:

- A. Cadets who have completed two or more years of AJROTC in good standing and who have been issued a DA Form 134 may be recommended by their SAI and AI for advanced placement in an Army Senior ROTC Program as well as the award of an Army ROTC scholarships. Two, three and four-year scholarships are awarded annually to the best-qualified candidates. Scholarships include tuition, books, laboratory fees, and a subsistence allowance.
- B. Cadets who have completed two or more years of AJROTC in good standing and have been issued a DA Form 134 may be recommended by their SAI and AI for appointment to a ServiceAcademy using special appointment allocations set aside for all services' JROTC Cadets. Appointments are awarded to the best-qualified candidates.

1-8 Program Organization and Curriculum Description:

- A. AJROTC is a four (4) year elective course of instruction for students in the 9th through 12th grades at VilseckHigh School.
- B. To remain in the program, each Cadet ***MUST***:
 - 1) Maintain an acceptable standard of academic achievement.
 - 2) Maintain an academic standing that warrants at least normal progression and will merit his or her graduation on completion of all requirements.
 - 3) Additionally, the AJROTC student must maintain an acceptable standard of conduct and be of good moral character.
 - 4) An individual who has been convicted by a civil court or received an adjudication as a juvenile offender by a civil court for anything, other than a minor traffic offense; must be granted a waiver by the USACC Commander as a prerequisite for enrollment or continuance as a member.
 - 5) Meet physical fitness requirements listed in section III, chapter 3 of AR 145-2 and be selected by the SAI and AI with the approval of VilseckHigh School principal.
- C. The annual curriculum consists of 180 classroom hours of academic training, practical exercises, and physical training. Of the 180 hours, 130 are devoted to mandatory subjects identified in the U.S. Army Cadet Command booklet, *What Works, Army Junior ROTC Program of Instruction*.
- D. In addition to classroom participation, ***all cadets*** must participate in extra-curricular AJROTC activities. Extra-curricular activities are defined in another part of this SOP.

1-9 Participation: Each cadet is a volunteer. Enrollment into the AJROTC program obligates the cadet to:

- A. Give his or her best effort whenever participating in AJROTC activities.
- B. Attend every class and other required AJROTC function unless prevented by illness or some other factor beyond the cadet's control.
- C. Participate in at least one AJROTC, school or community sponsored extra-curricular activity

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throughout the school year (e.g., color guard; drill team; rifle team; staff position; honor guard; JROTC peer tutoring; student council; S2S program; varsity letter sport).

- D. Earn a minimum of 10 community volunteer hours per semester of the school year.
- E. Wear the prescribed uniform on uniform inspection days as described in chapter four of this SOP.
- F. Maintain a positive attitude and exhibit a spirit of teamwork and cooperation whenever engaged in AJROTC activities.
- G. Act with integrity, candor, and complete honesty at all times.
- H. Make every effort to conform personal behavior to the official policies and procedures of the Battalion as stated in this SOP and other Battalion directives and willingly, cheerfully, and promptly obey the lawful orders of Battalion cadet superior officers or faculty.
- I. Exercise initiative and not fear making mistakes. If mistakes are made, use them as teaching lessons. Over time, develop self-confidence through successful participation in challenging activities.
- J. Learn and observe the rules of military courtesy, at all times while participating in AJROTC activities.
- K. Strive to maintain an overall academic record in which all grades are 2.0 ("C") or better and a conduct record which will serve as a positive example to others. Any cadet earning below a "C" in any subject or having below a 2.0 cumulative grade point average are having academic difficulty and will be enrolled in the JROTC Peer Tutoring Program.
- L. Request release from the AJROTC program if he or she no longer is willing to conform to the academic and behavioral standards demanded of each cadet.

1-10 Classroom Management:

- A. The development of self-discipline in each cadet is a fundamental objective of the AJROTC Program. To further the development of self-discipline in cadets, limits on the types of conduct which they may engage in both inside and outside of the classroom when participating in AJROTC activities have been established. When those limits are ignored, discipline must be imposed to concentrate the errant cadet's attention on the standards of conduct allowable, the necessity for heeding them, and the overall need of the AJROTC program to maintain good order and discipline in the conduct of its activities.
- B. If the SAI or AI is the senior battalion member present, immediate disciplinary action shall be taken. That action may include requiring the misbehaving cadet to perform physical exercise (push-ups, sit-ups, front-leaning-rest, etc.); write themes or papers appropriate to the cadet's errant behavior; perform some other service or activity; or any other response appropriate to the occasion. The use of physical exercise is the United States Army Cadet Commands generally accepted method of reinforcement training and it is intend to reinforce proper behavior.
- C. In no case shall discipline be used which could be construed as hazing or injurious to the health of a cadet.
- D. Cadets will be involuntarily terminated when they have demonstrated unsuitability for continued enrollment in the AJROTC program. Examples of unsuitability include:
 - 1) Physically incapable of participating in physical fitness training (waivers may be granted for cadets with disabilities).

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- 2) Inaptitude for leadership training (lack of general adaptability; want of readiness; want of skill; unwillingness to learn).
- 3) Unacceptable standard of academic achievement (failure to progress normally towards graduation), conduct, or attendance.
- 4) Undesirable character traits such as cheating on exams; lying; stealing; unauthorized possession or use of drugs or alcohol; commission of a misdemeanor or felony crime; expulsion from school; creating dissension in the Corps of Cadets; or an established pattern of shirking or similar acts.
- 5) Cadets who have been identified for termination will be notified in writing of the intent to terminate them and the reasons and facts supporting their termination. A copy of that notification will be provided to the Cadet in question; the Cadets Parents or Guardian; the counseling office and the Principal of Vilseck High School. The request will be placed under the cover of a formal request for termination of the cadet (under provisions of paragraph 3-11, AR 145-2) and the cadet's reassignment to another class other than AJROTC. If scheduling constraints preclude assigning the soon to be ex-cadet to another class until the following semester, then internal arrangements in the AJROTC program will be made to separate him or her from the other cadets while in the AJROTC Class Rooms.
- 6) Involuntary termination during the semester may result in a failing grade and the loss of credit.

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CHAPTER 2
BATTALION ORGANIZATION

2-1 18th AJROTC Battalion Organization:

A. FACULTY:

RANK:	POSITION:	AUTHORIZED:
MAJ (R)	Senior Army Instructor	1
SFC (R)	Army Instructor	1
SFC (R)	Army Instructor	1

B. CADET Battalion Staff Section:

RANK:	POSITION:	AUTHORIZED:
C/LTC	Battalion Commander	1
C/MAJ	Battalion Executive Officer	1
C/CSM	Battalion Command Sergeant Major	1
C/CPT	S-1 (Adjutant)	1
C/CPT	S-2 (Chief, Special Projects)	1
C/MAJ	S-3 (Chief, Operations, Plans and Training)	1
C/MSG	S-3 Assistant Plans	1
C/MSG	S-3 Assistant Training	1
C/CPT	S-4 (Chief, Logistics)	1
C/CPT	S-5 (Chief, Public Affairs)	1
C/SSG	S-5 Assistant Current Affairs	1
C/SSG	S-5 Assistant Past Affairs	1
C/CPT	S-6 (Chief, Information Management)	1

C. CADET Company Headquarters: Companies in the Battalion

RANK:	POSITION:	AUTHORIZED:
C/CPT	Company Commander	1 Per Company
C/1SG	Company First Sergeant	1 Per Company
C/1LT	Company Executive Officer	1 Per Company

D. CADET Platoon: (2) Platoons per Company.

RANK:	POSITION:	AUTHORIZED:
C/2LT	Platoon Leader	2 Per Company
C/SFC	Platoon Sergeant	2 Per Company
C/SSG/SGT	Squad Leader	8 Per Company
C/SGT/CPL	Team Leader	16 Per Company

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2-2 Military Chain of Command for 18th AJROTC Battalion:

A. Key positions in the chain of command above the level of cadet squad member are:

- Commander in Chief: _____
- Secretary of Defense: _____
- Secretary of the Army: _____
- Chief of Staff, US Army: _____
- Commander, Training and Doctrine Command: _____
- Commander, Cadet Command: _____
- Director of Army Instruction: _____
- Senior Army Instructor: _____
- Army Instructor: _____
- Cadet BN Commander: _____
- Battalion XO: _____
- Cadet BN CSM: _____
- Cadet Company Commander: _____
- Company 1SG: _____
- Cadet PLT LDR: _____
- Cadet PLT SGT: _____
- Cadet SQD LDR: _____
- Cadet TM LDR: _____

B. The formal military chain of command's purpose is to allow the effective exercise of command from the Presidential and Department of the Army levels down to the newest AJROTC Cadet.

C. Within the Battalion, its design is founded on Unity of Command and Span of Control principles.

D. Proper use of the Chain of Command helps ensure the accurate and timely relay of orders and information downward to every member of the command and the communication of problems and concerns upward.

E. All battalion personnel are expected to know and use the chain of command.

2-3 Cadet Authority and Responsibility By Duty Position:

A. The authority and responsibility of cadets will parallel the authority and responsibility of counterpart U.S. Army personnel performing similar duties. The exercise of authority by cadets will only be in pursuit of fulfilling their battalion responsibilities.

B. All cadets appointed to positions of authority or responsibility will be appointed in writing by their Commander.

C. Holding a leadership position or staff position within the battalion is a privilege not a right. Cadets

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selected for leadership positions or staff positions are expected to follow all of the leadership principals, most importantly – set the example. Cadet leaders must exhibit the highest standers in academic achievement, involvement in extracurricular activities, attendance in school and class, punctuality and respect. A cadet leader who falls short in any of these key areas will be suspended from their leadership position. Cadets who have been suspended from their leadership position will have one marking period to correct the problem. If the problem is not corrected, they will be reduced in rank and position commensurate with their performance and behavior.

- D. **All** cadets in enrolled in the 18th AJROTC Battalion, **will at all times:**
- 1) Constantly evaluate and take appropriate actions to ensure that the highest levels of training, discipline, morale, Esprit De Corps, appearance and performance are attained.
 - 2) Demonstrate, by personal example, the Battalion’s individual cadet standards for appearance, attitude, conduct, bearing, tact, discipline and performance.
 - 3) Make on the spot corrections of fellow and subordinate cadets when their conduct, attitude, or appearance fails to meet the Battalion standards.
 - 4) Perform other individual duties as specified in this SOP or as directed by the Cadet Battalion Commander or by the SAI and/or AI.
- 5) **Battalion Commander Cadet LTC.**
- a) Commands the Cadet Battalion
 - b) Directs and is responsible for the overall performance of the Cadet Battalion Staff and Company Commanders.
 - c) Identifies Cadet Battalion Command and Staff objectives based on consideration of program requirements, SAI and AI guidance and personal objectives.
 - d) Coordinates the prioritization and application of available Battalion resources in reaching those objectives.
 - e) Personally supervises and prepares quarterly evaluations on the performance of the Battalion Command Sergeant Major, Battalion XO and the Company Commanders.
 - f) Meets with each at least once each week to discuss the status of their respective areas of responsibility.
 - g) Make recommendations for Officer Promotion and the demotion to the SAI and AI.
 - h) Coordinates all Battalion Command and Staff directed cadet activities with the SAI and/or the AI to ensure that applicable policies and procedures are being followed.
 - i) Briefs the SAI and AI no less than once a week on the status of the Battalion.
 - j) Where appropriate, uses the assistance of subordinate staff Officers to brief.
- 6) **Command Sergeant Major CDT CSM**
- a) Is in charge of the Battalion Color Guard and Honor Guard.
 - b) Works in partnership with the Battalion Commander to brief, when necessary.
 - c) Together, with the Company First Sergeants, reviews, investigates, and makes recommendations to the Cadet Battalion Commander in response to complaints about the Battalion’s promotion, and awards programs
 - d) Coordinates with the Company First Sergeants, oversees the preparation, maintenance, supervision, and execution of Cadet Duty Rosters for the morning and afternoon Vilseck High School flag details, and all other recurring details that may be instituted by the battalion.
- 7) **Battalion Executive Officer CDT MAJ:**
- a) Commands the Battalion in the absence of the Battalion Commander.
 - b) Personally supervises, prepares quarterly evaluations on, and is responsible for the performance of the Cadet Battalion Primary Staff (S-1 through S-6) in accordance with the directives of the Cadet Battalion Commander and Cadet Battalion policies.
 - c) Together with the Cadet Battalion CSM, reviews, investigates, and makes recommendations to the SAI and AI in response to complaints about the Battalion’s

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- promotion, and awards programs.
- d) Briefs the Cadet Battalion Commander no less than once a week on the status of the Battalion Staff functions.
 - e) Assists BN Commander in briefing SAI and AI. Where appropriate uses the assistance of subordinate Staff to brief.
 - f) Working closely with the Cadet Battalion Commander coordinates the development and execution of the Formal Battalion Staff Briefing. Ensures that the Formal Staff Briefing is always up-to-date and that the Staff is always prepared to give it.
 - g) Meets with all Staff Officers at least once a week to discuss areas of mutual responsibility and concern.
 - h) Inspects Staff Office **daily** to ensure that all areas are maintained in a high state of police. Major deficiencies observed (regardless of whether they are attributable to cadets, faculty, or janitorial personnel) are recorded and the results passed to the Battalion Commander for action. Minor deficiencies may be corrected on the spot.
 - i) President of the Cadet Of The Quarter Board.
 - j) Maintains this SOP.
- 8) **Battalion Adjutant CDT CPT (S-1):**
- a) Manages the Battalion's promotion program and supervises the recommendation and selection process.
 - b) Briefs the Cadet Battalion XO no less than once a week on the status of S-1 concerns.
 - c) Manages the Battalion's personnel administration functions. Publishes orders, directives, announcements, or other official correspondence as directed by the Battalion Commander, SAI and the AI, using proper formats and office symbols.
 - d) Maintains copies of current and previous years orders, reports, records, and correspondence in properly organized functional files.
 - e) Maintains an individual administrative and training record (*AJROTC Cadet Record Card, AE Form 3411-6*) for each current cadet.
 - f) Prepares DA Form 134s for cadets with two or more years of AJROTC who are leaving Vilseck High School.
 - g) Prepares and maintains copies of all reports required by higher headquarters.
 - h) Maintains Battalion Staffing and contact Roster.
 - i) Requisitions, stores, maintains, issues and receives official AJROTC administrative reference materials and keeps appropriate records of all transactions.
 - j) Maintains a supply of all administrative forms.
 - k) Manages the Battalion quarterly evaluation system.
 - l) Selects, directs, personally supervises, prepares quarterly evaluations on, and is responsible for the performance of cadets assigned as Assistant S-1 Officers.
 - m) Manages the Battalion's awards and decoration program in coordination with the Battalion XO and supervises the recommendation and selection process for award recipients.
 - n) Prepares and maintains the S-1 portion of the staff briefing.
 - o) Maintains the S-1 portion of the Staff SOP.
- 9) **Battalion Special Projects Officer CDT CPT (S-2):**
- a) Briefs the Cadet Battalion XO no less than once a week on the status of S-2 concerns.

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- b) Manages the Battalions Fund Raising Program.
 - c) Manages the Battalion's Recreation Program.
 - d) Plans for the annual JROTC Military Ball.
 - e) Plans for the annual JROTC LET II and above Dining In.
 - f) Selects, directs, personally supervises, prepares quarterly evaluations on, and is responsible for the performance of cadets assigned as Assistant S-2.
 - g) Prepares and maintains the S-2 portion of the staff briefing.
 - h) Maintains the S-2 portion of the Staff SOP
- 10) **Battalion Operations Officer CDT MAJ (S-3):**
- a) Manages the Battalion's training program and publishes annual, monthly and weekly training schedules and reports.
 - b) Together with the XO coordinates the Battalion's participation in community activities (e.g. providing color guards, ushers, drill teams, etc., at various functions) and maintains a cumulative record of that participation.
 - c) Requisitions, stores, maintains, issues and receives official AJROTC training reference materials and maintains appropriate records of all transactions.
 - d) Coordinates the acquisition and use of training areas, facilities, and equipment and maintains appropriate records of all transactions.
 - e) Manages the classroom teaching assignments of LET 4 cadets and LET 3 cadets selected to present classes to their peers.
 - f) Updates cadet training records in JUMS at the completion of each lesson, event or activity.
 - g) Maintains a supply of all training forms.
 - h) Manages the Battalion safety program.
 - i) Selects, directs, personally supervises, prepares quarterly evaluations on, and is responsible for the performance of Cadets assigned as Assistant S-3.
 - j) Briefs the Cadet Battalion XO no less than once a week on the status of S-3 concerns.
 - k) Prepares and maintains the S-3 portion of the staff briefing.
 - l) Maintains the S-3 portion of the Staff SOP.
- 11) **Battalion Logistics Officer CDT CPT (S-4):**
- a) Manages the Battalion's logistics program and prepares recurring logistic program reports.
 - b) Requisitions, stores, maintains, issues, receives, and turns in all uniform items, equipment, and supplies and maintains appropriate JUMS records of all transactions.
 - c) Maintains current written inventory records of all uniform items, equipment, and supplies on-hand and issued.
 - d) Manages the Battalion's name tape, name tag, alterations, and uniform items cleaning programs and maintains appropriate records of all transactions.
 - e) Manages the Battalion's Physical Security Program to include weapons and sensitive items.
 - f) Conducts monthly inventories by serial number of assigned weapons.
 - g) Maintains the supply and arms room in a high state of cleanliness and orderliness.
 - h) Prepares, processes, follows-up, and maintains records on all work orders for Battalion facilities, equipment, or material.
 - i) Maintains a supply of all logistic forms.
 - j) Investigates and prepares a report on any loss of AJROTC property.
 - k) Conducts a monthly 10% inventory of all hand-receipted items.
 - l) Selects, directs, personally supervises, prepares quarterly evaluations on, and is responsible for the performance of Cadets assigned as Assistant S-4.
 - m) Briefs the Cadet Battalion XO no less than once a week on the status of S-4 concerns.
 - n) Prepares and maintains the S-4 portion of the staff briefing.
 - o) Maintains the S-4 portion of the Staff SOP.
- 12) **Battalion Public Affairs Officer CDT CPT (S-5):**
- a) Manages the Battalions publicity program.

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- b) Manages the Battalion's recruiting and retention program.
 - c) Maintains the current year Battalion History and accompanying pictorial scrapbook of the Battalion's significant events as well as previous year historical and pictorial files.
 - d) Coordinates cadet reportorial and photographic coverage of all Battalion activities and dissemination of articles and photographs to school (yearbook, school news letter, and daily announcements) or community publications (AFN, Stars and Stripes and the Bavarian Times).
 - e) Edits and publishes quarterly the official 18th AJROTC Battalion publication, the "**Cadet Chronicle**".
 - f) Maintains the Battalion current event bulletin board.
 - g) Maintains the 18th AJROTC recruiting showcase in the Vilseck High School main building.
 - h) Selects, directs, personally supervises, prepares quarterly evaluations on, and is responsible for the performance of Cadets assigned as Assistant S-5.
 - i) Briefs the Cadet Battalion XO no less than once a week on the status of S-5 concerns.
 - j) Prepares and maintains the S-5 portion of the staff briefing.
 - k) Maintains the S-5 portion of the Staff SOP.
- 13) **Battalion Information Management Officer CDT CPT (S-6):**
- a) Manages the Battalion's computer hardware and computer software.
 - b) Manages and keeps current the Battalion's web page.
 - c) Manages and maintains the Battalions audio-visual, book, magazine and reference material.
 - d) Maintains records on all information assets' and components in the Battalion.
 - e) Coordinates the repair, upgrade, or re-configuration of Battalion information management systems.
 - f) Briefs the Cadet Battalion XO no less than once a week on the status of S-6 concerns.
 - g) Selects, directs, personally supervises, prepares quarterly evaluations on, and is responsible for the performance of Cadets assigned as Assistant S-6.
 - h) Prepares and maintains the S-6 portion of the staff briefing.
 - i) Maintains the S-6 portion of the Staff SOP.
- 14) **Company Commander CDT CPT:**
- a) Commands a Cadet Company.
 - b) Directs and is responsible for the overall performance of the Cadet Company 1SG.
 - c) Identifies Cadet Company objectives based on consideration of program requirements, Battalion Commander's guidance, and personal observations. Coordinates the prioritization and application of available Company resources in reaching those objectives.
 - d) Personally supervises and prepares quarterly evaluations on the performance of the Cadet Company 1SG and Platoon LDRs.
 - e) Conducts in-ranks uniform inspections of his or her company.
 - f) Makes recommendations to the BN XO about cadets to attend the Cadet of the Quarter board.
 - g) Meets with each PLT Leader at least once each week to discuss the status of their respective areas of responsibility.
 - h) Promotes and demotes subordinate cadets in accordance with Chapters 13 and 14 of this SOP and coordinates preparation of all associated orders and other official documents with the S-1.
 - i) Briefs the Cadet Battalion CDR no less than once a week on the status of Company concerns.
 - j) Coordinates all Company directed cadet activities with the Battalion CDR or, Battalion XO to ensure that applicable policies and procedures are being followed.
- 15) **Company Executive Officer CDT 1LT**
- b) Confers **daily** with Cadet Company Commander on the status of Company functions and

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- concerns.
- c) Advises the Company Commander on personnel matters.
 - d) Commands the Company in the absence of the Company Commander.
 - e) Coordinates the development and execution of the Formal Company Briefing.
- 16) **Company First Sergeant CDT 1SG:**
- a) Assists the Company CDR in the performance of his or her duties.
 - b) Together with the Cadet Company CDR, reviews, investigates, and makes recommendations to the Cadet Battalion XO and CSM in response to complaints about the Battalion's promotion, and awards programs.
 - c) Meets with all Company Platoon Sergeants once a week to discuss areas of mutual responsibility and concern.
 - d) Assists the Company Commander in the **daily** inspection of the Company area to ensure that all areas are maintained in a high state of police.
 - a) Briefs the Cadet Company Commander no less than once a week on the status of his or her responsibilities.
 - b) Assists the Battalion CSM in the preparation, maintenance, and supervision of the execution of Cadet Duty Rosters for the morning and afternoon Vilseck High School flag details, and classroom cleaning details, the morning and afternoon Snack Shack details, and any other details to which cadets may be assigned.
- 17) **Platoon Leader 2LT:**
- a) Leads a Platoon within a Cadet Company.
 - b) Directs and is responsible for the overall performance of the Cadet Platoon.
 - c) Primary focus of efforts is to assist Cadet Company Commander attain unit objectives.
 - d) Personally supervises and prepares quarterly evaluations on the performance of the Cadet PLT SGT.
 - e) Makes recommendations to the Company CDR regarding Promotions, Demotions and Cadet Of The Quarter.
 - f) Conducts in-ranks inspection of his or her Platoon.
 - g) Confers with PLT SGT **daily** regarding the status of their respective areas of responsibility.
- 18) **Platoon Sergeant CDT SFC:**
- a) Advises the Platoon Leader on personnel matters.
 - b) Assists the Company 1SG in preparation, maintenance, and supervision of the execution of Cadet Duty Rosters for the morning and afternoon Vilseck High School flag details and any other details to which cadets may be assigned.
 - c) Meets with all Squad LDRs once a week to discuss areas of mutual responsibility and concern.
 - d) Together with the PLT LDR reviews, investigates, and makes recommendations to the Cadet Company Commander in response to complaints about the Battalion's promotion, awards programs.
 - e) Assists the Company 1SG in the **daily** inspection of the Company area to ensure that all areas are maintained in a high state of police.
 - f) Briefs the Cadet Company 1SG no less than once a week on the status of his or her responsibilities.
- 19) **Squad/Team Leader CDT SSG:**
- a) Leads a squad.

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- b) Maintains an up-to-date roster of all cadets in the squad.
 - c) Assists the Platoon Sergeant in the preparation, maintenance, and supervision of the execution of Cadet Duty Rosters.
 - d) Meets with all squad members ***daily*** to discuss areas of mutual responsibility and concern.
 - e) Personally supervises and prepares quarterly evaluations on the performance of Cadet Squad members lower in rank than he or she.
 - f) Makes recommendations to the PLT SGT regarding promotions, demotions and Cadet Of The Quarter.
 - g) Inspects their personal appearance at the beginning of class on each inspection day.
 - h) Briefs the Platoon SGT daily on the status of his or her responsibilities.
 - i) Regularly leads and evaluates squad in drill with and without arms.
- 20) **Squad Members:**
- a) Maintain and wear the uniform as prescribed in this SOP.
 - b) Maintain all issued, loaned, or borrowed AJROTC property in serviceable condition.
 - c) Arrive on time and properly uniformed and equipped at all classes, formations, or other official AJROTC functions.
 - d) Become thoroughly familiar with the contents of this SOP, FM 3-21.5 and the 18th ***AJROTC Battalion M-1903 Manual of Arms.***
 - e) Assist the Squad Leader when requested.
 - f) Obey all lawful commands from Cadet Leaders and faculty and conform their behavior to the policies stated in this SOP.
 - g) Conduct themselves at all times in a manner that “lives” the Cadet Creed and the Cadet Code of Conduct.

CHAPTER 3

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ACADEMIC MATERIALS, UNIFORMS, AND ACCESSORIES

3-1 General:

- A. All AJROTC academic materials, cadet uniforms including footwear, and uniform accessory items, are loaned without charge to cadets for their use during the school year.
- B. They remain the property of the 18th AJROTC Battalion at all times.
- C. Except in unusual circumstances (e.g., special projects, summer camps), every cadet must turn-in all issued items at the end of each school year or upon withdrawal from the AJROTC program, whichever may come first.
- D. Throughout the school year, cadets and their parents and/or guardians are financially liable for the cost of replacing any items lost, stolen, or damaged through the fault or neglect of the cadet.
- E. Cadets and parents and/or guardians are required to sign a written contract to that effect prior to issuance of academic materials or uniform items to cadets.
- F. A list of academic, uniform, uniform accessory, and other items that are issued to cadets and their cost is kept in the 18th JROTC BN Supply Room. From time to time, Issued items and prices will change. In the event that a cadet's family must compensate the 18th AJROTC BN for lost, stolen, or damaged items of issue, the price charged for each item will be the one shown in the most current U.S. Army supply pricing directive.
- G. Each cadet will be issued two uniforms. One Class A uniform and One ACU. Uniform items issued to each cadet at the time of issue will be serviceable, clean, pressed, and properly fitted. If minor uniform item alterations (sleeve length, trouser leg length, etc.) are required, they will be provided by the 18th AJROTC BN at no cost to the cadet through local AAFES Tailor Shops.
- H. One black and white plastic nametag will be provided without charge to each cadet.
- I. Throughout the school year, each cadet ***must*** stand inspection during Wednesday classes. At every inspection his or her uniform must be serviceable, clean, pressed, properly fitted, and properly worn. It is the ***cadet's responsibility*** to wash, clean and press his or her uniform. If, during the course of the school year, the cadet's clothing sizes change due to growth, those changes will be noted at a regular inspection and exchanges of clothing items will be made and any required alterations resulting from that exchange approved.
- J. Items turned in at the end of the school year or upon the cadet's departure from the AJROTC program must be serviceable, clean, and pressed. If they are not, parents and/or guardians will be required to pay for any laundry or cleaning charges incurred.
- K. Some cadets are issued additional uniforms or uniform items based on their participation in AJROTC extra-curricular activities. For example, the members of the color guard may be issued a set of dress blues and often wear chrome helmets, web belts, gloves, leggings, and other items not issued or approved for wear by other cadets.
- L. Cadets may only wear items of a type issued to them by the Battalion. For example, wear of the black class B uniform sweater by cadets is not authorized.
- M. Proper wear of the Class A and ACU uniforms is shown in CCR 145-2, the Cadet Reference Guide and in the first year cadet textbook. Drawings with accompanying instructions showing the proper wear of uniform accoutrements for both uniforms are found in the ***"Cadet Command***

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JROTC Cadet Handbook". Personalized instruction in class and while conducting in ranks uniform inspections will be given by AJROTC instructors and senior cadets to each new cadet on the proper wear of the Class A, Class B and ACU uniforms.

3-2 Uniform Storage:

- A. Issued uniform items will be kept at the cadet's home when not being worn.
- B. Cadet uniforms will *never* be kept in a cadet's locker at school.
- C. Extra uniform items on-hand in the AJROTC supply room will be hung in designated supply cabinets or folded neatly on designated supply shelves.
- D. Each item will have attached to it a tag listing nomenclature and size.
- E. Regular stockage items (those uniform items turned in at the end of the school year) will be hung on racks and kept in the supply room until being issued again the following school year.

CHAPTER 4
CLASSROOM PROCEDURES

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4-1 General:

- A. The classroom is the cadet training ground. The classroom can be in a local building, it can be on a parade-field, it can be out in the countryside, or it can be at some other location in the civilian or military community. Regardless of where it is or what it looks like, all cadets will follow certain procedures in the classroom.
- B. These procedures re-enforce the growth of self-discipline and teamwork in cadets and standardize the manner in which classes are conducted.
- C. These procedures apply whether the SAI or AI, a cadet, a visiting instructor, or a substitute teacher is instructing the class.
- D. Procedures Prior to the Instructor Taking Charge of the Class:
 - 1) Cadets will arrive in the range classroom prior to the tardy bell ringing; they will place backpacks or other belongings along the side of the range and moved to their assigned platoon and squad. They will not talk unless given permission to do so by the SAI, AI, or class leadership.
 - 2) The class leadership will take charge of the class immediately upon their arrival in the range classroom.
 - 3) When the bell rings the class leader will call Fall-In.
 - 4) The Class Leader will conduct roll call.
 - 5) During roll call, all cadets will respond to the calling of their last name by repeating their last name, saying here "Sir (or) Ma'am" (e.g. Cadet Jones, Here Sir/Ma'am). Cadets will only respond when his/her name has been called.
 - 6) Once attendance has been taken, the attendance will be given to an instructor. The leadership will then:
 - a) * 1st Period/5th Period only lead the class in the Pledge of Allegiance.
 - b) Recite the AJROTC Creed.
 - c) Cadet leadership will then brief class on upcoming events, notices and collect assignments as required.
 - d) Will dismiss Cadets to appropriate classroom for instruction, change for PT or uniform inspections.
 - e) After that, he or she will proceed to the faculty office and report to the instructor that the class is ready for instruction.
 - f) He or she will then return to the classroom and await the entrance of the instructor.
 - g) When the instructor enters the classroom, the Class Leader will call the class to attention, formally turn the class over to the Instructor, and go to his or her assigned seat.
 - 7) Whenever the class is called to attention, the class will come to the position of attention and then, in unison, vigorously state their company, platoon or class motto.
 - 8) Cadets who are not in the range classroom at the tardy bell will be marked tardy, 3 tardies will result in a referral to the office for detention. Those students not in class after attendance will be marked absent.
 - 9) Each instructor will designate a class leader in their respective classrooms. The Class Leader will ensure that:
 - a) All cadets are seated in the correct seats.
 - b) Have brought with them the required materials for that class.
 - c) Have completed any homework assignments due.
 - d) Report any discrepancies not correctable on the spot to the SAI or AI.
 - e) Compile a list of cadets who do not have required class materials and/or homework and pass it on to the instructor.
 - f) A copy of the list will be kept by the Platoon Leader/Sergeant as an aid in cadet counseling and quarterly evaluations.
 - g) Under no circumstances will a cadet display dishonesty by "sneaking into class".

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4-2 Procedures While the Instructor is in Charge of the Class:

- A. Immediately after turning the class over to the Instructor, the Class Leadership will provide the Instructors with the list of cadets who failed to bring required class materials or complete homework assignments.
- B. During the rest of the class the Class Leader will remain vigilant and make on the spot corrections to curtail any inappropriate behavior by subordinates. Senior cadets in the classroom (e.g., SQD LDR, S-3, etc.) will assist the Class leader through the example they set by their own behavior and by quietly counseling of those cadets having difficulty in conforming to procedures.
- C. If an instructor is required to caution a misbehaving cadet or cadets, he or she will direct that grade deductions for the disruptive cadet(s) in their weekly assessment grade. Continued disruption will cause behavior management steps to be taken; if not corrected the student may be sent to the office with a referral and the instructor will contact the Cadet's parent about the situation.
- D. Individual cadets will obey the following rules:
 - 1) A cadet will not speak during class without the permission of the instructor, Platoon Leader, Platoon Sergeant or the class leader.
 - 2) A cadet will raise his or her hand for permission to speak.
 - 3) When given permission to speak, a cadet will stand up, assume the position of attention, state his or her name, and then ask a question, make a statement, etc. This will be done in a loud enough voice so that it may be heard by the entire class (e.g., "SFC Jenkins, Cadet SFC Gomez, the answer to your question is magnetic north, Sergeant").
- E. A cadet will bring paper to write on, a pen or pencil, and their JROTC binder for all traditional classroom instruction unless instructed otherwise.
- F. A cadet will show respect for the instructor's position by using the instructors name, rank, and the words sir, ma'am or Sergeant. An example is, "CSM Simmons, Cadet Smiley, may I do some extra push-ups, Sergeant?"
- G. A cadet will not eat, or drink or chew anything in class unless given permission to do so by the instructor.
- H. A cadet will not engage in any kind of unauthorized physical play (horseplay) at any time during the class period.
- I. A cadet will not show disrespect by word or deed to anyone at any time.
- J. All clothing worn by cadets will conform to the VHS dress code.
- K. A cadet will remain alert at all times and have an erect posture.
- L. If feeling drowsy, a cadet will request permission to stand at the back of the classroom. Cadets that must be addressed several times will attend the remainder of the class while standing.
- M. A cadet will not sit on top of a desk or other classroom furniture other than his or her assigned chair nor will a cadet write on a chalkboard without the permission of the instructor or Class Leader.

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4-3 Procedures At the End of Class:

- A. The Class Leader will keep track of the passing of time and advise the instructor when five minutes remain in class. The classes will move back to the range classroom for final instruction and dismissal. The instructor will then make closing remarks and formally turn the class over to the Class Leader.
- B. The Class Leadership will call the class to attention at the end of class bell and dismiss the class from the classroom.
- C. The Class Leadership will ensure that the classroom is clean prior to any cadets departing.

CHAPTER 5

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GRADING SYSTEM

5-1 General: The grading scale used is a 4.0 scale based on 0 to 100 percentage points. A full grading week within an A/B Block schedule consists of ten school days. Each of these components will be graded approximately once a week, with the exception of weekly assessments done each five day period. Holidays or school breaks may cause slight deviations from this schedule, but the program will follow this as the general guide. The instructor will maintain a class grade book for each class period. Cadets will be graded each quarter on four separate grade components:

- a. The Intent:** of this courses is to provide you with an opportunity to learn in a multi-disciplined environment, learn about leadership theory and place it into practice, build esprit de corps and continue to improve the JROTC program; at the end you emerge from your courses prepared to graduate high school, continue your education, enter the work force or any other endeavor; you will be a much better citizen.
- b. Abstract:** LET levels are based on the number of years a Cadet has participated in the program. All Cadets possess various levels of leadership competencies and knowledge gained through life and school experiences. Generally the upperclassmen hold higher LET levels and assume more responsibilities. The instructional content and activities in this curriculum are intended to explore and build on previously demonstrated leadership competencies and facilitate the development of individual leadership potential with eventual progression and graduation from high school.
- c. Purpose:** In alignment with this philosophy, and under the regulatory guidance of Cadet Command and the United States Army, this memorandum establishes the description, objectives, schedule, and administrative details for the Leadership and Educational Training program. This memorandum applies only to enrolled students.
- d. Eligibility:** In accordance with Cadet Command Regulation 145-2 students must be enrolled in and attending full-time to allow the student to participate in JROTC. The student must be in a grade above the eighth grade during the school year of enrollment. A student must make acceptable academic achievement and maintain acceptable behavior during school to remain in the program. At risk students will be screened and possibly removed from the program. More details are in the JROTC Handbook.
- e. Scope:** Generally, completion of lower LET levels are required for admittance into higher LET levels. MAJ Sabala is the primary instructor for LETs III and IV, SFC Pollock is the primary instructor for LET II and SFC Watts is the primary instructor for LET I. All instructors are alternate instructors for all LET levels. Falcon Battalion Cadre and selected cadets (mostly LET IVs), will assist in teaching classes and in the observation of various classroom and laboratory activities. Our textbooks and references include, but are not limited to:
 - *LET I-IV Instructional Book and Student Workbook*
 - *Cadet Personal Binder and Journal*

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- *VHS Instructional guidelines, student handbook and discipline policy*
- *Citizenship and American History*
- *Leadership Theory and Application*
- *World Geography*
- *Foundations for Success: in Life, Career, Health and Wellness*
- *Citizenship in American History and Government*
- *NEFE High School Financial Planning*
- *Other text and resources designated by the instructor.*

f. Objectives: The course is designed to provide opportunities develop and apply higher level learning skills; evaluate progress in these skills in preparation for successful completion of each LET level course. Each course is designed to be intellectually stimulating, have Cadets involved and challenge Cadets physically. Ultimately, each Cadet will learn and apply skills in leadership, citizen leadership, military customs and courtesies, effective communication, physical fitness, military heritage, decision making, time management, financial management, etc the higher LET levels will hold positions of leadership within the battalion leading fellow Cadets; they will gain knowledge about US History, Civics, Government, and why being involved in their community is important. Active leadership and leadership application techniques will be stressed and evaluated during each course with the amount of involvement, detail and planning increasing with each year. Cadets gain more responsibility within the program through their actions and demonstrated potential. Students will begin exploring their career and schooling interests for post high school pursuits. Successful completion of this course will affect behavioral traits increasing confidence, competence, and the ability to work with others while pursuing the goal to graduate from high school.

g. Course Schedule.

- 1) Classes meet: LET Is are Periods 1,2,4,,6,7, 8; LET IIs are Periods 1,2,4,6,7; LET III and IVs are Periods 1,2,4,5,6,7.
- 2) Classroom instruction days are Monday and Tuesday.
- 3) Uniform Day and inspections are every Wednesday; staff members will meet before classes begin in the JROTC staff office to conduct their inspections since they will lead classroom inspections and spend time planning and executing current and future projects for the battalion.

- 4) Physical Training is held on Thursday and Friday; every Cadet will begin a self-regulated exercise program designed to improve individual attributes of

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muscle strength, muscle endurance, cardio-vascular fitness and flexibility; Cadets will learn and apply healthy lifestyle behaviors to help improve their overall fitness level; each Cadet will get an opportunity to lead fellow Cadets in training. The JROTC program will implement wearing a PT uniform this year. The Uniform will be JROTC black shorts and the Falcon Battalion maroon T-Shirt; an alternate P.E. uniform may be worn until the clothing is procured for Cadets.

- 5) There are several events planned for the year: Mentorship Visits, Pancake Breakfasts, Drill Meets (Armed and Unarmed), Dining In, Awards Ceremony and Veteran’s Day Program just to name a few. The program will continue to identify and participate in fundraisers or community service events. The battalion will participate in various school functions throughout the year that will be detailed in activity schedules and the entire calendar located on the JROTC website.

h. Administrative Notes.

- 1) Grading System. Letter grades are earned through the completion of work in various categories using a seven point system in accordance with parish guidelines.

90-100% = A
80-89% = B
70-79%= C
60-69%= D
<60%= F

- 2) Grading Categories. Total points of all assignments are worth will be multiplied by the percentage to attain the overall percentage for a letter grade throughout the semester. Progress reports will be sent in conjunction with the school calendar and marking periods. Final grades are comprehensive and include, all items listed below.

Event Support	5%
Homework	5%
Exams, Unit Projects or Quizzes	20%
Physical Training / Health	20%
In Class Assignments/Weekly Assessment	25%
Uniform Wear and Appearance	25%

Total Available: **100%**

• **Event Participation and Support.** Cadets will be expected to participate in a minimum number of events (4-6) throughout the year, not including the mandatory Military Ball or mandatory designated fundraisers. These can be drill meets, rifle marksmanship competitions, community service or any activity deemed necessary by the program. This is very important for Cadets to learn the importance of service to others and build camaraderie amongst their peers (they usually have a lot of fun).

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- **Homework.** Homework is not a daily occurrence, but will take place during some projects where Cadets are expected to do some independent work outside of the classroom. Homework is due the date given by the instructor and will be reduced one letter grade for everyday it is late. Homework turned in after that timeframe will receive a grade of 50% if completed to standard which is better than a zero in the grade book.

- **Unit Projects, Quizzes and Exams.** End of Lesson Group projects or exams are administered throughout the semester and consist of the material covered within the lesson groups or unit. These exams will be varied based on the material covered. Exams that are missed for an excused absence must be made up as soon as possible by the Cadet making arrangements with the instructor.

- **Physical Training / Health.** Physical training is conducted every Thursday and Friday JROTC classes meet unless otherwise stated in the training schedule. Cadets are required to bring shorts, tennis shoes and full t-shirts (No tank tops allowed); they will dress out and participate in the daily activities. Dressing in correct clothing counts as $\frac{1}{2}$ their grade and participating counts as the second $\frac{1}{2}$ of their grade. The activities will vary from calisthenics, cardiovascular fitness, some weight training, presidential fitness standards competitions and team sports. The course will learn how to have a healthy lifestyle, items such as: diet, exercise, sleep, bodily functions, etc. This part of the course will challenge students physically and mentally. Cadets unable to participate will still need to dress and will be given an alternate written assignment to complete during class for a grade.

- **In Class Assignments / Weekly Assessment.** Cadets will work on assignments of one sort or another every day of classroom instruction. Some of these activities will be in groups, pairs and individually. Assignments are expected to be completed on time; if the instructor does not grant an extension to the assignment, Cadets will need to take it home and complete it and turn it in the next day of class. Cadet involvement in the classroom is the key to discovery learning. Engaged and positive Cadets gain a tremendous amount of useful information from various subjects. Cadets who are absent need to seek material missed from the instructor or fellow classmates. Weekly Assessments will be based on Leadership/Followership, Teamwork, Classroom engagement, Communication, Problem Solving and Conflict Resolution using the Weekly Assessment rubric.

9. Uniform. Wear of the Class A uniform is one of the basics of being a JROTC Cadet and is required by Cadet Command Regulation 145-2 to be worn once every other week. Class A uniforms will be worn every classroom meeting on Wednesday, unless otherwise stated in the weekly training schedules. The instructors will decide after inspections whether to downgrade to Class Bs for the classroom. Male cadets will always come to inspection or events where Cadets are wearing a uniform clean-shaven, with appropriate haircuts; females will wear their hair off the collar; male Cadets are not authorized to wear any body piercing (e.g., earrings) while in uniform. Females must conform to CCR 145-2 regarding piercings, hair and make-up. All cadets will conform to Army Regulation 670-1 when an item is not covered in CCR 145-2.

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5-2 Conduct / Attendance / Uniform Inspections:

- A. Cadets are expected to adhere to the school's dress code, rules and policies defined by DoDDS-E schools and Vilseck High School. JROTC Cadets are expected to display exemplary behavior and conduct themselves as responsible students. Cadets will be disciplined in accordance with DoDDS-E and VHS policies and procedures.
- B. Attendance:
- 1) Cadets are expected to be in their designated classroom before the tardy bell rings. Cadets not inside the classroom when the tardy bell rings are considered late unless they have a written excuse from another teacher or administrator. Once a Cadet receives three tardies in any class they will receive a written referral for their repeated infractions.
 - 2) Cadets that are absent from school must make-up all missed work or assignments; seek out any missed notes taken during class. A Cadet will have one day for each excused absence to make-up missed assignments or exams. It is the Cadets responsibility to seek these answers.
 - 3) If a Cadets absence is unexcused the Cadet will receive a zero for any assignments, inspections or exams missed. It is imperative that Cadets and their parents ensure missed class days are properly documented. Failure to do so will adversely affect a Cadet's grades.
 - 4) Repeated absences on uniform or physical training days that show a pattern of avoidance will be addressed by the instructors with a parent-teacher conference to determine any problems.
- C. Uniform Inspections:
- 1) Inspections will be conducted by the instructors or their designated representatives under direct instructor supervision. These results will be recorded on the uniform inspection sheet to determine a final grade.
 - 2) Wearing civilian clothing on an inspection day is not allowed without previous approval by the SAI or the AI. This is reserved for Cadets new to the program that are still being fitted for a uniform or awaiting its alteration completion.
 - 3) Placing a uniform in the cleaners the week of inspection knowing it will not be ready until after inspection is not acceptable and is not a legitimate excuse.
 - 4) Cadets with a uniform issue of any kind will bring their entire uniform assembled on a hanger (shoes, socks, tie/necktab, white t-shirt, jacket assembled with brass and pants) and stand in formation with their items. They will have to Dress for Success. Dress for Success is defined by the following:
 - a. Males will wear coat and tie if available; at a minimum they will wear a dress shirt, slacks or khaki styled pants and dress shoes. Jeans and tennis shoes are totally unacceptable.
 - b. Females will wear dress slacks or skirt and dress shirt or blouse, or a dress that reaches at least knee length. Jeans and tennis shoes are totally unacceptable.
 - 5) Failure to wear the correct uniform without the previous approval of the SAI or AI results in a zero. Students will be afforded the opportunity once per quarter to wear the uniform the very next day of school. Students will dress in uniform before school begins and report to any instructor for inspection. The Cadet is required to remain in uniform until lunch break. The student will receive a grade of 60 points.
 - 6) Failure to wear the uniform again on make-up day will result in the grade remaining a zero.
 - 7) Cadets that know they are going to have an excused absence on the day of inspection (i.e. sports trips, school trips or family leaves) must make prior coordination with the instructor staff and make the inspection up before being gone.
 - 8) Cadets that have an excused absence on the inspection day for any other reason must wear the uniform to make up the inspection the day they report back to school. Cadets will place the uniform on before school begins, seek out an instructor for inspection and wear the uniform all day. Cadets will receive full credit for the inspection. Cadets will lose one academic grade for each day they fail to make-up the inspection until the count reaches zero

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points.

5-4 Mandatory Events and Fundraising:

- A. Mandatory Events: The Army JROTC program’s curriculum is based on citizenship. Citizenship means active participation within an organization that is larger than an individual. Cadets are afforded many opportunities to volunteer time and talents within the JROTC program, Vilseck High School or the surrounding communities. However, many Cadets do not take advantage of these opportunities. There is one mandatory event per each semester Cadets **must** attend. In the fall, it is the Cadet Dining In. In the spring it is the Military Ball. Each event counts as a uniform grade. Cadets with a valid excuse will do an alternate assignment that must be turned in upon the first day back to school, not the first day of JROTC class.
- B. Fundraising Events: The JROTC program must produce funds to conduct various events, JROTC recognition clothing (Hats, polo shirts, volunteer T-Shirts, etc.), classroom equipment and field or study trips are paid using fundraising money. There are two mandatory fundraising events, one in the fall and one in the spring. Every Cadet is expected to participate to fulfill their portion of fundraising activities. These events will cover the costs of the military ball for the Cadet, a date and two tickets for parents. These mandatory fundraisers will be determined each year by the Cadet Staff.

5-5 Parental Notification:

- A. Cadets receiving a zero in any graded category will be contacted by their instructor to ensure they are aware of the deficient grade in their profile. Cadets will be instructed on a course action to take to correct their problems.
- B. Parents will be contacted by instructors for those Cadets that receive multiple zeros in any graded category or those in danger of failing, or if there is significant change in Cadet behavior in school to make parents aware of the situation to help Cadets improve their grades.
- C. Cadets that continue to struggle to meet standards after these first two steps will have a parent teacher / counselor conference to determine any new course of action to remedy a Cadet's classroom performance.
- D. Cadets determined not to do mandatory class work will have a parent/teacher/administrator conference with either the assistant principal or principal to determine if a student should remain within the program or look to take a different elective at semester change over or end of the year.

CHAPTER 6
AWARDS AND DECORATIONS

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6-1 General: It is important that deserving cadets be recognized in an official manner for their participation when it exceeds the standard. The awards and decorations discussed in this chapter are for specific and recurring actions or achievements by cadets for which plaques or medals exist. They are to be presented to the cadets who earn them in a timely manner and with appropriate ceremony.

- A. It is **the responsibility of individual cadets** to advise the chain of command in writing when they have earned awards or decorations, which are based on individual cadet performance and not the recommendations of others or the result of competition.
- B. All notifications should be turned into the Company Commander for processing no later than the end of the seventh week of each quarter. Notifications turned in later may not be acted upon until the following quarter.

6-2 Award categories: The following are the Cadet Command and DoDEA / USAREUR recognized awards that will be awarded to cadets of the 18th JROTC “FALCON” Battalion.

A. N-1-() – Academic awards:

1) N-1-1 Distinguished Cadet Award for Scholastic Excellence

- a) Awarded annually to One Cadet who exhibits the highest degree of excellence in scholastics.

2) N-1-2 Academic Excellence Ribbon:

- a) Awarded annually to One Cadet in each LET level for maintaining the highest school academic grades.

3) N-1-3 Academic Achievement Ribbon:

- a) Awarded annually to those cadets who maintain a grade of “A” in all academic subjects.

4) N-1-4 Perfect Attendance Ribbon:

- a) Awarded to cadets with no unexcused absences during each quarter.

5) N-1-5 Student Government Ribbon:

- a) Awarded annually to each cadet elected to student government office.

6) N-1-6 Leadership Development Service Ribbon:

- a) Awarded to cadets successfully completing the first semester of training for each LET year.

7) N-1-7 Honor Society Ribbon:

- a) Awarded annually to each cadet that has been inducted into the school’s National Honor Society.

8) N-1-8 UNASSIGNED

9) N-1-9 UNASSIGNED

10) N-1-10 Cadet of the Quarter / Year:

- a) Awarded to each cadet that has competed for and distinguished themselves as the Cadet of the Quarter or Cadet of the year.

11) Academic Achievement Insignia (Wreath)

- a) Awarded annually to each cadet in the top 10% of LET Level based on grades earned in JROTC.
- b) Second award is the red felt background.
- c) Third award is the silver felt background.
- d) Forth award is the gold felt background.

B. N-2-() – Athletic awards:

1) N-2-1 Varsity Athletic Ribbon:

- a) Awarded annually to cadets that participated in and have earned a varsity letter in any sport at Vilseck High school.

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- 2) **N-2-2 Physical Fitness ribbon:**
 - a) Awarded annually to cadets who maintain excellent physical fitness. The ribbon will be presented to cadets receiving an 85% rating or better in all five Cadet Challenge events.
 - 3) **N-2-3 ROTC Athletic Ribbon:**
 - a) Awarded annually to cadets who maintain a basic, yet challenging level of physical fitness. The ribbon will be presented to cadets receiving a 50% rating or better in all five Cadet Challenge events.
 - b) Awarded annually to cadets that have competed on a JROTC Athletic Team; Rifle Team, Drill Team, Rader Team.
 - 4) **N-2-4 DoDEA / USAREUR Rifle Championship Ribbon:**
 - a) Awarded annually to each cadet that is a member of a rifle team that fired at the DoDEA / USAREUR Championship rifle match.
 - 5) **N-2-5 UNASSIGNED**
 - 6) **N-2-6 UNASSIGNED**
 - 7) **N-2-7 UNASSIGNED**
- C. N-3-() – Military awards:
- 1) **N-3-1 Director of Army Instruction (DAI) / Senior Army Instructor (SAI) Leadership Ribbon:**
 - a) Awarded annually to One Cadet in each LET level who displays the highest degree of leadership.
 - 2) **N-3-2 Personal Appearance Ribbon:**
 - a) Awarded at the end of each semester to the top 25% of cadets as evidenced by uniform inspection scores.
 - 3) **N-3-3 Proficiency Ribbon:**
 - a) Awarded annually to those cadets that have demonstrated the highest level of leadership, achievement and performance of duty throughout the school year.
 - 4) **N-3-4 Drill Team Ribbon:**
 - a) Awarded annually to each cadets that are members of the 18th JROTC Battalion Drill Team and have participated in at least three public performances to include at least one competitive event.
 - 5) **N-3-5 Orienteering Ribbon:**
 - a) Awarded annually to cadets who are members of orienteering teams.
 - 6) **N-3-6 Color / Honor Guard Ribbon:**
 - a) Awarded annually to cadets that have performed three or more color / honor guards.
 - 7) **N-3-7 Marksmanship Team Ribbon:**
 - a) Awarded annually to cadets that are members of the marksmanship team.
 - 8) **N-3-8 Adventure Team Ribbon:**
 - a) Awarded annually to cadets who are members of adventure training type units (Rader team) or that have participated in three or more adventure training exercises outside of normal school hours.
 - 9) **N-3-9 Commendation Ribbon:**
 - a) Awarded to cadets whose performance of duty exceptionally exceeds that expected of cadets of their age, grade and experience.
 - 10) **N-3-10 Good Conduct Ribbon:**
 - a) Awarded annually to cadets who have demonstrated outstanding conduct throughout the school year in all classes.
 - 11) **N-3-11 JCLC Participation Ribbon:**
 - a) Awarded to all cadets that successfully complete Army JROTC Junior Cadet Leadership Challenge.
 - 12) **N-3-12 DoDEA / USAREUR Championship Exhibition Drill Team Ribbon:**
 - a) Awarded to members of the drill team that competed in any of the of the exhibition categories at the DoDEA / USAREUR Championship drill Meet.
 - 13) **N-3-13 DoDEA / USAREUR Championship Color Guard Ribbon:**

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- a) Awarded to members of the color guard who competed in the DoDEA / USAREUR Championship drill meet.
 - 14) N-3-14 DoDEA / USAREUR Championship Precision Squad / Platoon Ribbon:**
 - a) Awarded to members of the precision squad or platoon who competed in the DoDEA / USAREUR Championship drill meet.
 - 15) N-3-15 Director of Army Instruction (DAI) Award of Excellence:**
 - a) Performed an act or service that reflects the highest standards of the AJROTC Program as determined by the DAI.
- D. N-4-() – Miscellaneous awards
- 1) N-4-1 Parade Ribbon:**
 - a) Awarded to cadets who have participated in local community parades, for example Veterans’ Day, Memorial Day, and are outside of normal school hours.
 - 2) N-4-2 Recruiting Ribbon:**
 - a) Awarded to cadets who recruit students into the JROTC program each semester.
 - 3) N-4-3 Voluntary Service Ribbon:**
 - a) Awarded to cadets the give of their time freely to help support the community, school, or Battalion.
 - b) The first award is given at 10 hours of service. Additional awards are given for 20, 30 and 50 cumulative hours respectively.
 - c) Cadets can earn additional bronze, silver and gold lamps for every 25 hour increment of volunteer service above 50 hours.
 - 4) N-4-4 JROTC Musical Activity Ribbon:**
 - a) Awarded to each cadet that participates in a public performance of a JROTC Chior, Band or Drum and Bugle Corps.
 - 5) N-4-5 UNASSIGNED**
 - 6) N-4-6 Service Learning Ribbon:**
 - a) Awarded annually to cadets that participate in the Battalions service learning project.
 - 7) N-4-7 Excellence in Staff Performance Ribbon:**
 - a) Awarded annually to Cadet Staff Members for excellent performance.

6-3 National Awards: There are 15 National Level awards that each cadet may earn in a school year. The requirements to earn these awards are displayed on the JROTC Rifle Range for everyone to read. All cadets will be considered for these awards by the instructor staff each year and they will be awarded at an appropriate ceremony held at the end of each school year.

6-4 Battalion awards and selection criteria:

- 1) 10 Hour Volunteer Shirt:
 - a) Awarded to cadets that have earned 10 hours of cumulative volunteer service.
- 2) 50 Hour Volunteer Shirt:
 - a) Awarded to cadets that have earned 50 hours of cumulative volunteer service.
- 3) 100 Hour Volunteer Hoodie:
 - a) Awarded to cadets that have earned 100 hours of cumulative volunteer service.
- 4) 150 Hour Volunteer Hoodie:
 - a) Awarded to cadets that have earned 150 hours of cumulative volunteer service.

CHAPTER 7
PROMOTION POLICY

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7-1 General: Under the provisions of Cadet Command Regulation (CCR) 145-2, Chapter 2, Para 4, Cadet Incentives, Para 4-d, Cadet Promotions. The following Promotion Policy is established.

- A. Rank indicates the confidence that the Battalion places in the individual cadet. Rank gives the cadet increased responsibilities. The Battalion organization and Chain of Command are based on the rank structure of the US Army. Without this rank structure the Battalion could not function. It is absolutely essential for the success of the Battalion that cadets selected for promotion are both deserving and capable.
- B. Promotion to higher rank is a reward cadets' that demonstrated superior attitude, self-discipline, reliability, academic achievement, and performance of duty and show potential for increased responsibility in the AJROTC program.
- C. Cadets will work towards promotions on Wednesdays or during designated time by the instructors. Promotions will be done at the end of each month. Any cadet with a failing grade in any class ***will not*** be considered for promotion at any time. Those cadets promoted will be placed on official orders and they will be awarded their new ranks at an appropriate ceremony.
- D. The only waivable items on the promotion sheet are the time in grade and JCLC or SLS camp attendance based on Cadets moving from other programs or extenuating circumstances with rank.

7-2 Promotion Criteria:

- A. The following promotional policies apply. These policies are designed to ensure that deserving and capable cadets are selected for promotion and for key command and staff duty positions, in the fairest and most equitable manner possible.
- B. Cadets that enter the program as a LET I, will enter the program as a Cadet Basic (CDT/PVT). At the end of their first 30 days in the program, they will be considered for promotion to Cadet Private (CDT/PV2) Based upon:
 - 1. Information about attitude, attendance, classroom behavior and grades received from all Teachers at the Vilseck High School.
 - 2. Performance in JROTC.
 - 3. No “Fs” in any classes
 - 4. Approval of the SAI/AI.
- C. Cadets will be eligible for additional promotion at the end of their first 60 days in the 18th JROTC Battalion at Vilseck High School based on the following criteria.
 - 1. Promotion from CDT/PV2 to CDT/PFC will be based on the following criteria:**
 - a) Cadet in good standing that has been in the rank of CDT/PV2 for at least 30 days, who has applied to be promoted to the next higher rank using an appropriate form.
 - b) Know the structure of the JROTC Program and have properly identified each rank with a score of 100%
 - c) A grade of no less than C in JROTC.
 - d) Has not missed more than one (1) uniform inspection in the current quarter.
 - e) Has attended at least one (1) non-mandatory event or earned 5 volunteer hours.
 - f) Perform all stationary drill movements with no more than two second time GOs.
 - g) Have had no referrals / detentions / Saturday school for any reason in the last 60 days.
 - 2. Promotion from CDT/PFC to CDT /CPL will be based upon the following criteria:**
 - a) Cadet in good standing in the rank of CDT/PFC for at least 60 days, who has applied to be promoted to the next higher rank using an appropriate form.
 - b) Know the JROTC Chain from the Battalion Commander through the Cadet Command

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Commander.

- c) A grade of no less than C for the quarter grade in AJROTC.
- d) No “Fs” in any class.
- e) Has not missed more than one (1) uniform in section in the current quarter.
- f) Performed all 25 Unarmed Drill movements with no more the two 2nd time Gos.
- g) Recited the Cadet Creed from memory.
- h) Has attended two non-mandatory events or earned 10 volunteer hours.
- i) Has no referrals/After School Detentions/Saturday Schools for any class in the last 60 days.

3. Promotion to Cadet Sergeant will be based upon the following criteria:

- a) Cadet in good standing in the rank of Corporal for at least 90 days, who has applied to be promoted using an appropriate form.
- b) A grade of no less than B for the quarterly grade in AJROTC.
- c) No “F’s” in any class.
- d) Has not missed any uniform inspections in the current quarter.
- e) Has attended four non-mandatory events or have 20 volunteer hours.
- f) Has had no referrals/after school detentions/ Saturday Schools for any class in the last 60 days.
- g) Has commanded a squad of not less than three cadets through Unarmed Drill Score Sheet 2.
- h) Has led PT at least once.
- i) Has tested on the Battalion Staff and passed with a 100%.

4. Promotion to Cadet Staff Sergeant will be based upon the following criteria:

- a) Cadet in good standing in the rank of Sergeant for at least 90 days who has applied to be promoted using an appropriate form.
- b) A grade of no less than B for the quarterly grade in AJROTC.
- c) No “D’s or F’s” in any class.
- d) Has not missed any uniform inspections in the current school year.
- e) Has commanded a squad of not less than six cadets through Drill Score Sheet 2.
- f) Has led PT at least twice.
- g) Has been the Cadet in Charge of at least one (1) Battalion event.
- h) Has tested on the correct wear of the female and male Class A Uniform and passed with a 100%.
- i) Has attended six non-mandatory events or completed 30 volunteer hours.
- j) Has had no referrals/after school detentions/Saturday Schools for any class in the last 120 days.

5. Promotion to Cadet Sergeant First Class will be based upon the following criteria:

- a) Cadet in good standing in the rank of Staff Sergeant for at least 120 days who has applied to be promoted using an appropriate form.
- b) A grade of no less than B for the Semester grade in AJROTC.
- c) No “D’s or F’s” in any class.
- d) Has not missed any uniform inspections in the current school year.
- e) Has attended eight non-mandatory events or completed 40 volunteer hours.
- f) Has attended either JCLC or SLS.
- g) Has been the Cadet in Charge of at least two (2) Battalion events.
- h) Has trained two cadets to lead PT.
- i) Has trained one cadet to lead squad drill.
- j) Has had no referrals / after school detention / Saturday schools during this school year.
- k) Has commanded a platoon of not less than 12 cadets through the Drill Score Sheet (Armed)
- l) Has accepted a position of greater responsibility within the Battalion

6. Promotion to Cadet Master Sergeant / First Sergeant will be based upon the following

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criteria:

- a) Cadet in good standing in the rank of Sergeant First Class for at least 120 days who has applied to be promoted using an appropriate form.
- b) A grade of no less than a B for the quarter grade in AJROTC
- c) No “D’s” or “F’s” in any class
- d) Has not missed any uniform inspections in this school year.
- e) Has attended eight non-mandatory events or completed 60 volunteer hours.
- f) Has no referrals / after school detention / Saturday school in this school year.
- g) Has attended both JCLC and SLS.
- h) Has been the cadet in charge of at least three Battalion events.
- i) Has been selected for a position as a Company First Sergeant or Staff Assistant.

7. Promotion to Cadet Second Lieutenant.

- a) Cadet in good standing in the rank of SSG or higher for at least 180 days that has applied for promotion using an appropriate form.
- b) A grade of no less than A for the quarter grade in JROTC.
- c) No Ds or Fs in any class.
- d) Has a cumulative GPA of 2.5 or higher.
- e) Has attended either JCLC or SLS.
- f) Has been selected for a position as a Platoon Leader, Company XO or Company Commander.

8. Promotion to Cadet First Lieutenant.

- a) Cadet in good standing in the rank of 2LT for at least 120 days that has applied for promotion using an appropriate form.
- b) A grade of not less than A for the quarter grade in JROTC.
- c) No Ds or Fs in any class.
- d) Has a cumulative GPA of 2.5 or higher.
- e) Have attended both JCLC and SLS.
- f) Has been selected for a position as Platoon Leader, Company Xo, Company Commander or Battalion Staff.

9. Promotion to Cadet Capitan.

- g) Cadet in good standing in the rank of 1LT for at least 180 days that has applied for promotion using an appropriate form.
- h) A grade of not less than A for the quarter grade in JROTC.
- i) No Ds or Fs in any class.
- j) Has a cumulative GPA of 2.8 or higher.
- k) Has been selected for a position as Company Commander or Battalion Staff.

10. Promotion to Cadet Major.

- l) Cadet in good standing in the rank of CPT for at least 180 days that has applied for promotion using an appropriate form.
- m) A grade of not less than A for the quarter grade in JROTC.
- n) No Ds or Fs in any class.
- o) Has a cumulative GPA of 2.8 or higher.
- p) Has been selected for a position as Battalion XO or Battalion S-3.

CHAPTER 8

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DEMOTION POLICY

8-1 General:

- A. Occasionally, cadets demonstrate unsuitability for increased authority and responsibility.
- B. They may abuse their authority or they may fail to perform their duties in a conscientious and businesslike manner.
- C. Those cadets must be immediately counseled regarding their shortfalls and given a chance to redeem themselves.
- D. A formal written record of counseling will immediately be made and placed on file.
- E. A copy will be provided the counseled cadet.
- F. If the counseled cadet fails to improve to the standard expected, they must be demoted and removed from their positions.
- G. This is for the good of the individual cadet concerned and the Battalion as an organization.

8-2 Demotion and removal process:

- A. Initial counseling session by the SAI and or AI with written record.
- B. If necessary a second counseling session by the SAI and or AI with written record.
- C. Final counseling session by the SAI and the AI, a written record in which the Cadet is advised of their demotion and reassignment and reasons for the demotion.
- D. Publication of a demotion order will be entered into the cadet record and JUMS.
- E. Cadets who are demoted may not be demoted more than two ranks at any one time unless they are demoted as a result pending removal from the AJROTC as discussed below.
- F. Demoted cadets, other than those pending removal from the AJROTC, must be assigned a job commensurate with their reduced rank and given an opportunity to perform at a satisfactory level.
- G. Cadets who engage in substantiated behavior which results in their being processed for removal from the AJROTC program will be demoted to the Cadet Basic rank pending their ultimate removal from the AJROTC.
- H. A Cadet may be demoted immediately by **ANY** instructor for severe behavior.

CHAPTER 9

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EXTRA-CURRICULAR ACTIVITIES

9-1 General: All cadets must engage in an AJROTC extra-curricular activity throughout the school year. Those that do not will be penalized as detailed in other portions of this SOP.

9-2 Extra-Curricular Activities List: The following activities qualify for AJROTC extra-curricular activity participation credit.

- A. Member of the Battalion Command Group (BN CMD, BN XO, BN CSM, CO CMD, BN Staff S-1 through S-6).
- B. Member of the Battalion Color Guard, Honor Guard.
- C. Member of the Battalion competitive Drill Team.
- D. Member of the Battalion competitive Rifle Team.
- E. Member of the Battalion Raider Team or Venture Crew.
- F. Battalion sponsored activities or fund raisers. A cadet must participate a minimum of two times a week average during the quarter to qualify in this category.
- G. A Vilseck High School Letter winning Sport, club or activity.
- H. J-LAB Leadership and Academic Team

9-3 Extra-Curricular Activities Organization and Control:

- A. Battalion Oversight of the activities in paragraph 9-2 is the responsibility of the BN XO.
- B. The Battalion S-3 functions as the Commander of all extra-curricular activities shown in the paragraph above.
- C. He or she will appoint assistants (Team Captains) with duties, responsibilities, and authority as detailed in the following subparagraphs.
- D. Those appointments will be in writing, on the same form as used for appointments to other command and staff positions.
- E. Unless reassigned, personnel holding these positions will perform these duties throughout the school year.
 - 1) Rifle Team Captain:
 - a) Recruits and organizes rifle marksmanship team members.
 - b) Coordinates rifle marksmanship team training, exhibitions, and competitions.
 - c) Monitors the maintenance and condition of the AJROTC rifle range.
 - d) Monitors the status of air rifles, pellets, targets, and other shooting gear.
 - e) Develops and implements the marksmanship program for the Battalion.
 - 2) Drill Team Captain:
 - a) Recruits and organizes cadet drill team members.
 - b) Coordinates drill team training, exhibitions, and competitions.
 - c) Monitors the status of training, exhibition weapons, special uniforms and accoutrements.
 - d) Develops and implements the introductory drill program for middle school explorers.
 - 3) Color Guard and Honor/Saber Guard Captain:
 - a) Recruits and organizes cadet color and honor guard members.

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- b) Coordinates color and honor guard training, community support, exhibitions, and competitions.
 - c) Monitors the status of all Battalion flags and Guidons, specialized uniforms, accoutrements and equipment.
- F. Because all of these extra-curricular activities support teams that compete or have the potential for competing against other JROTC units, the active involvement of an adult coach is required during the competitive seasons. The SAI or AI will be the head coach for those teams.
- G. The SAI or AI will recruit other faculty members or members of the supporting American military and civilian community to perform assistant coaching duties. The coaches will coordinate with the S-3 and the team captains to set up training and meet schedules, transportation, etc.
- H. The involvement of the SAI or AI does not change the fact that the S-3 and the team captains retain primary responsibility for ensuring that individual team members get the word and are where they are supposed to be, properly prepared and equipped, when they are supposed to be there, and perform to expected standards.
- I. These activities also perform in non-competitive venues throughout the year, usually at the request of the high school or another American community organization. The S-3, working with the BN Staff, is responsible for ensuring that commitments made are kept.
- J. A major responsibility of the S-3 and the team captains, in addition to commanding these activities is to actively recruit cadets to join these activities. The S-3 and team captains must work very closely with the Company Commanders and their Platoon Leaders so that the maximum number of cadets can participate.

9-4 Activity Descriptions:

- A. Color Guard, Honor Guard, and Drill Teams:
- 1) These activities perform throughout the entire school year.
 - 2) The competitive season for them all is during the third quarter of the school year.
 - 3) All cadets are eligible to try out for these activities.
 - 4) These activities have practice an average of four days a week throughout the school year and one or more of them perform on the average of once a week.
 - 5) They participate in three to five competitive conference meets during the competitive season.
- B. Rifle Team:
- 1) The AJROTC Rifle Team practices and competes during the second quarter of the school year.
 - 2) Since this is a varsity letter sport, all students, not just cadets, are eligible to try out for the team.
 - 3) The rifle team normally practices five days a week and participates in five conference rifle matches during the competitive season.
 - 4) It may practice through the rest of the school year.
- C. Fund Raisers:
- 1) Various needs of the AJROTC program must be met with funds raised by the cadets themselves. The military ball and the spring cook out are examples.
 - 2) Pancake breakfast, roast beef dinner, snack shack, breakfast cart sales and bake sales are examples of ways cadets raise money.
 - 3) All of the extra-curricular activities in this section may engage in fund raising.
 - 4) Cadets who participate in those activities are expected to perform in their fund raisers as well.

9-5 Extra-Curricular Activities Organization and Control:

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- A. The BN XO/S-3/CSM will ensure that all the different duties listed in this chapter paragraph are organized throughout the battalion by duty roster and that all duties are performed as scheduled and in a competent manner.
- B. He or she must rely primarily on the active efforts of the Company Commanders and First Sergeants to get the job done.
- C. The BN CDR/XO will ensure that a deficiency log is kept which lists all cadets who have failed to perform duty.
- D. An updated copy of the duty rosters will be provided the SAI, and the AI on a weekly basis.

9-6 Activity Descriptions:

- A. Flag Duty:
 - 1) The Vilseck High School flag will be raised at the beginning of each school day and lowered at the end of each school day.
 - 2) The first hour AJROTC class will perform the flag raising duties.
 - 3) The last hour AJROTC class will perform the flag lowering duties.
 - 4) Both classes will march to and from the flagpoles when they have the flag in their hands.
 - 5) They will show appropriate respect at all times for the flag and the duty they are performing.
 - 6) The flag will be kept appropriately folded in the cadet staff office when it is not flying from the flagpole.
- B. Classroom Cleaning Duty:
 - 1) Once a week the classrooms and cadet common areas must be completely cleaned.
 - 2) All bulletin boards must be pruned of outdated material,
 - 3) All whiteboards must be washed, all surfaces must be dusted, all trash must be disposed of, the carpets must be vacuumed, the audio-visual equipment must be cleaned and stored for the weekend.
 - 4) All paper-based materials must be sorted and filed.

CHAPTER 10

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OPEN DOOR POLICY

10-1 General:

- A. Cadets are encouraged to resolve any problems they encounter as members of the AJROTC program through their cadet chain of command.
- B. Occasionally issues arise which cannot be resolved in that manner because of the persons involved, the issue's sensitive nature, or the need for a cadet to speak to an adult about a non-AJROTC issue of personal concern. In those cases, cadets are welcome to speak with their Company Commander, Battalion Commander, the AI, or the SAI regarding their concerns.
- C. There is no special time or place nor any particular formality associated with scheduling to speak with any of those individuals other than the observance of normal rules of military courtesy and discipline outlined in this SOP.
- D. If circumstances permit, cadet concerns will be discussed with them as soon as they are brought up.
- E. Instructor offices are off limits to all cadets. At no time will a cadet-enter the office without obtaining permission to do so.
- F. If a cadet wishes to speak to an instructor while he/she is in his/her office, first knock on the door. Wait until told to enter. Stand at the position of attention two steps away from the instructor's desk and wait for further instructions.
- G. As a rule the SAI and the AI are available before and after school if a cadet needs to speak to them and does not desire to discuss their personal problems with the Cadet Chain of Command.

ANNEX A

VILSECKHIGH SCHOOL
18TH AJROTC “FALCON” Battalion
Cadet Handbook

1. WHAT ARE THE FOUR PARTS OF YOUR CADET CODE?

A. My goals are:

- 1) To be self-reliant.
- 2) To achieve high moral values.
- 3) To develop leadership and citizenship skills.
- 4) To be patriotic.
- 5) To show respect for constituted authority.

B. I must learn to follow before I can learn to lead.

C. I am 100 percent responsible for my actions in everything I do or fail to do.

D. I will not lie, cheat, steal, nor bring discredit upon the Corps of Cadets.

2. WHAT IS YOUR FIRST GENERAL ORDER?

I will guard everything within the limits of my post and quit my post only when properly relieved.

3. WHAT IS YOUR SECOND GENERAL ORDER?

I will obey all my special orders and perform all of my duties in a military manner.

4. WHAT IS YOUR THIRD GENERAL ORDER?

I will report all violations of my special orders, emergencies and anything else not covered in my instructions to the commander of the relief.

5. WHAT ARE SPECIAL ORDERS?

Special orders are established by the commanding officer and differ for various posts, depending upon the nature of the area being guarded.

6. WHAT DID THE NATIONAL DEFENSE ACT OF 1916 PROVIDE FOR?

It provided for the organization of the reserve corps.

7. WHAT DID THE “MORILL ACT” OF 1862 PROVIDE FOR?

It provided for grants of land and later, financial aid for colleges that would offer military training along with training in agriculture and mechanical arts.

8. WHEN WAS CADET COMMAND ORGANIZED?

1986.

9. WHO WAS THE FIRST COMMANDER OF CADET COMMAND?

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Major General Wagner.

10. WHERE AND WHEN WAS THE FIRST JROTC UNIT ORGANIZED?

Leavenworth, Kansas; in 1917.

11. WHO IS THE FOUNDING FATHER OF JROTC?

Captain Alden Partridge.

12. WHAT IS THE MISSION OF THE ARMY JUNIOR ROTC?

The mission of the Army Junior ROTC is to motivate young people to be better Citizens.

13. WHAT IS THE INSIGNIA FOR HONOR UNIT?

A small, blue, enamel, five-pointed star.

14. WHAT IS THE INSIGNIA FOR HONOR UNIT WITH DISTINCTION?

A small, yellow, enamel, five-pointed star.

15. WHAT DO THE LETTERS DAI, SAI, AND AI STAND FOR?

A. DAI = Director of Army Instruction.

B. SAI = Senior Army Instructor.

C. AI = Army Instructor.

16. WHAT DO THE LETTERS "JROTC" STAND FOR?

J-Junior, R-Reserve, O-Officer, T-Training, C-Corps.

17. WHAT DO THE LETTERS "SOP" STAND FOR?

S-Standard, O-Operating, P-Procedure.

18. WHAT DO THE LETTERS "LET" STAND FOR?

L-Leadership, E-Education, and T-Training.

19. WHAT ARE THE OBJECTIVES OF THE JROTC PROGRAM AT VILSECK AMERICAN HIGH SCHOOL?

The primary objectives are to develop self-discipline, integrity, responsibility, and to help you to become a better American citizen.

20. AFTER BEING IN JROTC FOR THREE YEARS AND WITH THE SAI's

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RECOMMENDATION, AT WHICH ENLISTED RANK CAN YOU ENTER THE MILITARY SERVICE?

Private First Class (PFC/E-3).

21. WHAT IS A LEADER?

A leader is any person in a position of responsibility who influences and directs others.

22. WHAT ARE THE THREE PRINCIPALS OF LEADERSHIP?

- A. Set the example.
- B. Show confidence.
- C. Be responsible.

23. WHAT ARE THE THREE BASIC LEADERSHIP STYLES?

- A. Directing style.
- B. Participating style.
- C. Delegating style.

24. WHAT IS MILITARY LEADERSHIP?

Military leadership is the process of influencing people in such a manner as to accomplish the mission.

25. WHAT ARE FIVE OF THE FOURTEEN LEADERSHIP TRAITS?

Bearing, Courage, Decisiveness, Dependability, Endurance, Enthusiasm, Initiative, Integrity, Judgment, Justice, Knowledge, Loyalty, Selflessness, Tact.

26. DEFINE BEARING?

Bearing is creating a favorable impression in carriage, appearance and personal conduct at all times.

27. DEFINE COURAGE?

Courage is a mental quality, which recognizes fear of danger or opposition with calmness and firmness.

28. DEFINE DECISIVENESS?

Decisiveness is the ability to make decisions promptly and then express them in a clear and forceful manner.

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29. DEFINE DEPENDABILITY?

Dependability is the certainty of proper performance of duty with loyalty to seniors and subordinates.

30. DEFINE ENDURANCE?

Endurance is the mental and physical stamina measured by the ability to withstand pain, fatigue, distress and hardship.

31. DEFINE ENTHUSIASM?

Enthusiasm is the display of sincere interest and exuberance in the performance of duties.

32. DEFINE INITIATIVE?

Initiative is a quality of seeing what has to be done and taking the necessary action.

33. DEFINE INTEGRITY?

Integrity is up rightness of character and soundness of moral principle: the quality of absolute truthfulness and honesty.

34. DEFINE JUDGEMENT?

Judgement is weighing facts and possible solutions on which to base sound decisions.

35. DEFINE JUSTICE?

Justice is being impartial and consistent in exercising authority.

36. DEFINE KNOWLEDGE?

Knowledge is acquired information including professional knowledge and a understanding of your subordinates.

37. DEFINE LOYALTY?

Loyalty is faithfulness to your Country; your Company and Battalion; seniors and subordinates; your School; your Family.

38. DEFINE TACT?

Tact is the ability to deal with others without creating offense.

39. DEFINE SELFLESSNESS?

Selflessness is the avoidance of providing for one's own comfort and personal advancement at the expense of others.

40. WHAT IS COMMAND?

Command is the authority that a person in the military service lawfully exercises over subordinates by virtue of rank, assignment, or position.

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41. WHAT IS COMMAND PHILOSOPHY?

It is your promise, on how you are going to interact and lead your subordinates.

42. WHAT IS MORALE?

Morale is the individual's state of mind and their attitude towards everything that affects them.

43. WHAT IS DISCIPLINE?

Discipline is the individual's attitude that insures prompt obedience to orders.

44. WHAT IS ESPRIT DE CORPS?

Esprit De Corps is loyalty, pride and enthusiasm shown by the members of the unit.

45. WHAT MAKES A GOOD CADET CORPS?

Good leadership, Esprit De Corps, and pride in the unit of assignment.

46. WHAT IS YOUR JROTC BATTALION DESIGNATION?

The 18th AJROTC Battalion.

47. WHAT TYPES OF ACTIVITIES DOES YOUR JROTC UNIT PARTICIPATE IN?

- A. Color Guard.
- B. Honor Guard.
- C. Rifle Team.
- D. Drill Team.

48. WHEN WAS 18TH AJROTC BATTALION ORGANIZED?

The 18th AJROTC battalion was organized during the 1988-1989 school year.

49. WHY DO WE SALUTE?

The salute is an act of recognition and honor between military members.

50. WHO SALUTES FIRST?

The junior in rank always salutes first.

51. TO WHAT THREE CATEGORIES ARE ALL SALUTES RENDERED?

- A. All Commissioned and Warrant Officers.
- B. All Allied Officers and Warrant Officers.
- C. All cadet officers.

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52. WHERE AND WHEN DO YOU SALUTE OUTDOORS?

- A. Six to thirty steps.
- B. Upon recognition.
- C. When eye to eye contact is made with an officer.
- D. To the National Colors when being uncased.

53. WHEN DO YOU SALUTE INDOORS?

Normally there is no exchange of salutes indoors. However, you must salute an inspecting officer or when reporting to an officer, or when summoned by an officer.

54. WHO SALUTES FOR A DETAIL?

The person in charge of the detail.

55. WHEN DO YOU SALUTE THE "COLORS"?

Six steps before and six steps past the colors, the same applies when the colors are passing by.

56. WHAT ARE THE THREE TYPES OF U.S. FLAGS, WHAT ARE THEIR SIZES?

- A. Garrison Flag = 20X38 feet.
- B. Post Flag = 10X19 feet.
- C. Storm Flag = 5X9 ½ feet.

57. OF THE THREE TYPES OF FLAGS FLOWN BY THE U.S. ARMY, WHICH IS THE SMALLEST?

The storm flag.

58. WHAT IS MEANT BY THE FLAG BEING POSITIONED AT HALF STAFF?

It is a sign of mourning.

59. WHAT IS THE BEST WAY TO DESTROY AN UNSERVICEABLE FLAG?

Burn it.

60. WHAT IS A TRUCK?

A truck is the ball on top of a flagpole and there is only one on each post.

61. WHAT IS A COLOR BEARER?

A person who carries the flag.

62. WHAT IS A GUIDON?

A Company, Battery, or Troop identification flag.

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63. WHAT DO THE STARS ON THE U.S. FLAG REPRESENT AND HOW MANY ARE THERE?

The stars represent the states, there are fifty stars, one for each state.

64. WHAT DO THE STRIPES ON THE U.S. FLAG REPRESENT AND HOW MANY ARE THERE?

The stripes represent the original colonies. There are thirteen stripes, one for of the each colonies.

65. WHERE IS THE POINT OF HONOR ON THE U.S. FLAG?

The blue field.

66. WHAT DO THE COLORS ON THE U.S. FLAG STAND FOR?

- A. Red stands for Valor.
- B. White stands for Purity.
- C. Blue stands for Honor.

67. WHO IS THE AUTHOR OF THE NATIONAL ANTHEM AND WHEN WAS IT WRITTEN?

Francis Scott Key: The 14th of September 1814.

68. THE FIRST 10 AMENDMENTS TO THE U.S. CONSTITUTION ARE KNOWN AS WHAT?

The Bill of Rights.

69. WHAT ARE THE TWO WAYS TO OBTAIN U.S. CITIZENSHIP?

Birth and Naturalization.

70. WHEN AND THROUGH WHAT DOCUMENT WAS OUR NATION FOUNDED?

July 4th, 1776, through the Declaration of Independence.

71. WHAT ARE THE FIVE FREEDOMS GIVEN TO US BY THE FIRST AMENDMENT?

- A. Freedom of the Press.
- B. Right of Assembly.
- C. Freedom of Religion.
- D. The Right to Lobby.
- E. Freedom of Speech.

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72. WHAT IS FIRST AID?

The first treatment given to a victim to save his or her life before professional help arrives.

73. WHAT ARE THE FOUR LIFE SAVING STEPS?

- A. Clear the airway.
- B. Stop the bleeding.
- C. Protect the wound.
- D. Treat for shock.

74. HOW MANY TYPES OF FRACTURES ARE THERE AND WHAT ARE THEY?

- A. Two.
- B. Opened and Closed.

75. WHAT ARE THE SYMPTOMS OF HEAT STROKE?

- A. Weakness.
- B. Headache.
- C. Vomiting.
- D. Skin flushed and dry.
- E. Delirium to unconsciousness.

76. WHAT ARE THE THREE TYPES OF BLEEDING?

- A. Venous.
- B. Arterial.
- C. Capillary.

77. BLOOD THAT IS BRIGHT RED IN COLOR AND SPURTING OUT IS AN INDICATION OF WHAT TYPE OF BLEEDING?

Arterial bleeding.

78. FOR WHAT IS ARTIFICIAL RESPIRATION USED FOR?

Artificial respiration is used to restore breathing.

79. HOW DO YOU DETECT A BROKEN BACK?

Ask the person to move their legs.

80. A PERSON HAS SUFFERED A SEVERE BURN. WHAT DO YOU APPLY TO THE BURNED AREA?

Nothing, only protect the area from further injury.

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81. WHAT ARE THE "ABC's" OF FIRST AID?

- A. Airway.
- B. Breathing.
- C. Circulation.

82. WHAT IS THE LEAST PREFERRED METHOD TO STOP BLEEDING?

A tourniquet

83. WHAT IS THE MOST PREFERRED METHOD TO STOP BLEEDING?

A pressure bandage.

84. DEFINE HYPOTHERMIA?

A general cooling of the body to a temperature below 95 degrees Fahrenheit.

85. WHAT IS A MAP?

A map is a graphic representation of the earth's surface, as seen from above, drawn to scale.

86. HOW DO YOU READ A MAP?

Read right and up.

87. WHAT ARE THE THREE MOST COMMON TYPES OF MAPS?

- A. City/State maps.
- B. Geographical maps.
- C. Topographical maps.

88. WHAT ARE THE FIVE COLORS ON A MAP AND WHAT DO THEY REPRESENT?

- A. Black = man made features.
- B. Blue = water.
- C. Brown = elevation/contour lines.
- D. Green = vegetation.
- E. Red = roads and highways.

89. WHAT ARE THE THREE TYPES OF NORTHS?

- A. Grid north.
- B. Magnetic north.
- C. True north.

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90. DEFINE GRID NORTH.

The direction to the north-south grid lines, the symbol for which is GN.

91. DEFINE MAGNETIC NORTH.

The direction in which the magnetic arrow of the compass points, the symbol for which is a half arrow.

92. DEFINE TRUE NORTH?

The direction to the North Pole, the symbol for which is a star.

93. WHAT IS THE PURPOSE OF A BAR SCALE ON THE MAP?

To measure distance on the map.

94. WHAT IS A PROTRACTOR USED FOR?

To measure Azimuths and Directions.

95. WHAT IS A COORDINATE SQUARE USED FOR?

To plot and read coordinates.

96. WHAT IS ELEVATION?

The vertical distance above or below sea level.

97. WHAT IS AN AZIMUTH?

An azimuth is a horizontal clockwise angle measured from a base line.

98. WHAT IS THE DIFFERENCE BETWEEN AN AZIMUTH AND A DIRECTION?

There is no difference.

99. HOW DO YOU OBTAIN A BACK AZIMUTH?

You must add 180 degrees if it is less than 180 degrees or subtract 180 degrees if it is 180 degrees or greater.

100. WHAT ARE THE TWO TYPES OF SYMBOLS USED ON A MILITARY MAP?

- A. Topographic Symbols = they are placed on the map by the mapmaker.
- B. Military Symbols = they are placed on the map by the map user.

101. WHAT DO THE TWO LETTERS BEFORE THE NUMBERS IN A GRID COORDINATE STAND FOR?

The 100,000 meter identifier.

102. WHAT IS THE MINIMUM NUMBER OF DIGITS IN A GRID COORDINATE?

Four.

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103. HOW CLOSE WILL A SIX DIGIT GRID COORDINATE GET YOU TO A POINT ON THE GROUND?

100 meters.

104. WHAT IS MARGINAL INFORMATION?

The data placed around the outer edges of a map.

105. WHAT ARE THE TERMS FOR MILES ON LAND AND WATER?

- A. Land miles are Statute Miles.
- B. Water miles are Nautical Miles.

106. WHICH IS LONGER MILES MEASURED ON LAND OR WATER?

Water.

107. WHAT IS THE MOST COMMON METHOD OF MEASURING DISTANCE WHEN YOU DO NOT HAVE A MEASURING INSTRUMENT?

Pacing.

108. WHAT IS THE DEFINITION OF DRILL?

The movement of a group of individuals from point A to point B in a unison and organized manner.

109. WHAT IS THE PURPOSE OF DRILL?

- A. Enable a commander to move his unit from one place to another in an orderly manner.
- B. Aid in disciplinary training by instilling habits of precision and response to the leader's orders.
- C. Provide a means, through ceremonies, of enhancing the morale of troops, developing the spirit of cohesion, and presenting traditional, interesting and well-executed military parades.
- D. Provide for the development of all soldiers in the practice of commanding troops.

110. HOW MANY INCHES ARE IN A NORMAL MARCHING STEP?

30 inches.

111. WHAT IS A STEP IN MARCHING?

The distance measured from heel to heel while marching.

112. WHAT IS THE FORMER NAME FOR THE MILITARY DRILL MANUAL AND WHO WROTE IT?

The blue book, written by Baron Friedrich von Steuben.

113. WHAT IS THE CADENCE OF A QUICK TIME?

120 counts per minute.

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114. WHAT IS THE CADENCE OF A DOUBLE TIME?

180 counts per minute.

115. IN ORDER NAME THE FOUR REST POSITIONS IN DRILL?

- A. Parade Rest.
- B. Stand at Ease.
- C. At Ease.
- D. Rest.

116. AT WHICH REST POSITION MAY YOU TALK?

Rest.

117. HOW LONG IS THE STEP IN BACKWARD MARCH, OR LEFT and RIGHT STEP?

Fifteen inches.

118. WHAT IS THE DISTANCE OF THE ARM SWING WHILE MARCHING?

Nine inches to the front and six inches to the rear of the center of the seam of the pants.

119. NAME THE TIMES YOU MARCH AND DO NOT SWING YOUR ARMS?

- A. Left or Right Step March.
- B. Close and Normal interval March.

120. WHAT ARE THE TWO PARTS OF A DRILL COMMAND?

- A. The preparatory command.
- B. The command of execution.

121. THE COMMAND HALT IS GIVEN ON WHAT FOOT?

It does not matter as long as both the preparatory command and the command of execution are given on the same foot.

122. NAME THE ONLY TIMES YOU STEP OFF IN MARCHING WITH THE RIGHT FOOT?

Right Step and Close Interval March.

123. WHAT ARE THE THREE TYPES OF INTERVALS WE USE IN DRILL?

- A. Normal Interval.
- B. Close Interval.
- C. Double Interval.

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124. WHO FORMS THE BATTALION?

The Battalion Adjutant (S-I).

125. DURING IN RANKS INSPECTION, YOU ARE ARMED WITH THE M1903A3 RIFLE. THE INSPECTOR DOES NOT TAKE YOUR WEAPON. WHEN DO YOU CLOSE THE BOLT?

As the inspector faces the next person in ranks, not before.

126. DURING IN RANKS INSPECTION, YOU ARE ARMED WITH THE M1903A3 RIFLE. THE INSPECTOR DOES TAKE YOUR WEAPON. WHEN DO YOU CLOSE THE BOLT?

After the inspector returns your rifle. Then you go to order arms.

127. WHEN DISMISSING A SQUAD OR PLATOON WITH ARMS, WHAT COMMANDS ARE GIVEN?

- A. Inspection, Arms
- B. Port, Arms
- C. Order, Arms
- D. Fall, Out

128. WHAT DOES THE COMMAND "FALL OUT" MEAN?

It means that the troops may leave their positions, but must stay in the immediate area.

129. HOW FAR DO YOU MARCH ARMED TROOPS WHEN THEY ARE AT ORDER ARMS?

Short distances only.

130. TO CORRECT AN INCORRECT COMMAND WHAT IS SAID?

As you were.

131. THE COMMAND OPEN RANKS IS GIVEN. HOW MANY STEPS DO EACH OF THE SQUADS TAKE?

- A. 1st Squad. Takes two 30 inch steps forward.
- B. 2nd Squad. Takes one 30 inch step forward.
- C. 3rd Squad. Stands fast.
- D. 4th Squad. Takes two 15 inch steps backward.

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132. THE COMMAND CLOSE RANKS IS GIVEN. HOW MANY STEPS DO EACH OF THE SQUADS TAKE?

- A. 1st Squad takes four 15 inch steps backward.
- B. 2nd Squad takes two 15 inch steps backward.
- C. 3rd Squad stands fast.
- D. 4th Squad takes one 30 inch step forward.

133. WHAT IS THE NOMENCLATURE OF THE RIFLE WE DRILL WITH?

U.S. Rifle Caliber .30 M1903A3 also known as the Spring Field Rifle.

134. WHAT ARE THE CHARACTERISTICS OF THE M1903A3?

It is a lightweight, manually operated, bolt action, magazine feed, breech loading, shoulder fired weapon.

135. WHAT IS THE WEIGHT OF THE M1903A3 UNLOADED?

8.69 pounds (lbs).

136. WHAT IS THE LENGTH OF THE M1903A3?

43 inches.

137. WHAT IS THE MAGAZINE CAPACITY OF THE M1903A3?

5 rounds.

138. WHAT IS THE MAXIMUM EFFECTIVE RANGE OF THE M1903A3?

460 meters.

139. WHAT DOES THE INTEGRATED ACT OF SHOOTING CONSIST OF?

Aiming and steady hold.

140. WHAT DOES THE WORD "BRASS" MEAN?

B-breathing, R-relaxation, A-aiming, S-slack, and S-squeeze

141. WHAT IS THE PHONETIC ALPHABET?

A-Alpha	B-Bravo	C-Charlie	D-Delta	E-Echo	F-Foxtrot
G-Golf	H-Hotel	I-India	J-Juliet	K-Kilo	L-Lima
M-Mike	N-November	O-Oscar	P-Papa	Q-Quebec	R-Romeo
S-Sierra	T-Tango	U-Uniform	V-Victor	W-Whiskey	X-X-ray
Y-Yankee	Z-Zulu				

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142. WHAT ARE THE THREE PHASES OF PHYSICAL TRAINING?

- A. Preparatory phase.
- B. Conditioning phase.
- C. Maintaining phase.

143. DEFINE COMMUNICATION.

The relaying of information from one person to another.

144. WHAT ARE THE SEVEN PARTS OF COMMUNICATION?

- A. Reading.
- B. Listening.
- C. Thinking.
- D. Studying.
- E. Writing.
- F. Remembering.
- G. Speaking.

145. WHAT IS YOUR JOB OR DUTY IN THE UNIT?

- A. State your name.
- B. Rank
- C. Position
- D. (Example: Sir, I am Cadet Sergeant John Doe, I am the Alpha Company, First Platoon, First Squad Leader.)

146. WHAT REWARDS DO YOU RECEIVE IN RECOGNITION OF A JOB WELL DONE IN JROTC?

- A. Ribbons.
- B. Medals.
- C. Promotions.

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ANNEX B
Promotion Application Examples

VILSECKHIGH SCHOOL 18TH AJROTC "FALCON" Battalion Cadet Handbook



**VILSECK HIGH SCHOOL
18TH AJROTC Battalion
Application for Promotion
To Cadet PFC**

Echo



VAHS-18th AJROTC

Date Submitted: 10 NOVEMBER 2011
(Day - Month - Year)

MEMORANDUM: THRU Chain of Command to the Battalion S - 1.

SUBJECT: Request for promotion to the rank of Cadet Private First Class.

1. I Charnica Monique Annaviz, am applying for promotion to the rank of Cadet PFC.
(Printed Name)
2. I understand that I will have an increased responsibility within the 18th AJROTC Battalion as well as the Vilseck High School and the Grafenwoehr/Vilseck Community. With this application, I am telling my chain of command that I willingly and eagerly accept the challenge of these additional responsibilities.
3. With this application I certify that I meet all of the following criteria for promotion.

-I am a Cadet in good standing.	<u>CDT INT</u> <u>CMFA</u>
-I have been a CDT PV2 for 30 days. <u>10 September 2011</u> (Date promoted)	<u>CMFA</u>
-I know the rank structure. Ranks Test is attached.	<u>CMFA</u>
-My current JROTC Grade is: <u>A</u> <u>10/23/2011</u> (Grade) (Date Checked)	<u>CMFA</u>
-I have No F's in any class: <u>10/25/2011</u> (Date Checked)	<u>CMFA</u>
-I have not missed more than one (1) uniform inspection in the current quarter.	<u>CMFA</u>
-I have performed all stationary, unarmed Drill and Ceremony movements. Score Sheet Attached.	<u>CMFA</u>
-I have attended at least one non-mandatory event or completed a minimum of five (5) volunteer hours for the battalion.	<u>CMFA</u>
-I have had no referrals/after school detentions/ Saturday Schools for any class in the last 60 days.	<u>CMFA</u>

Cadet: <u>Charnica Annaviz</u> (Printed Name)	<u>[Signature]</u> (Signature)
Cadet's SQD LDR: <u>Tyler Eouff</u> (Printed Name)	<u>[Signature]</u> (Signature)
Cadet's PLT LDR: <u>Luis Alvarez</u> (Printed Name)	<u>[Signature]</u> (Signature)
Cadet's CO CDR: <u>Justin Rushford</u> (Printed Name)	<u>[Signature]</u> (Signature)

VILSECKHIGH SCHOOL 18TH AJROTC "FALCON" Battalion Cadet Handbook



VILSECK HIGH SCHOOL 18TH AJROTC Battalion Application for Promotion To Cadet Second Lieutenant (2LT)



VAHS-18th AJROTC

Date Submitted: 7 Nov 2011
(Day - Month - Year)

MEMORANDUM: THRU Chain of Command to the Battalion S - 1.

SUBJECT: Request for promotion to the rank of 2LT.

1. I Gabriel Ruiz, am applying for promotion to the rank of Cadet 2LT.
(Printed Name)
2. I understand that I will have an increased responsibility within the 18th AJROTC Battalion as well as the Vilseck High School and the Grafenwoehr/Vilseck Community. With this application, I am telling my chain of command that I willingly and eagerly accept the challenge of these additional responsibilities.
3. With this application I certify that I meet all of the following criteria for promotion.

-I am a Cadet in good standing.

-I have been a CDT SSG 180 days. 12/2010
(Date promoted)

-My current JROTC Grade is: A+ 11/9/2011
(Grade) (Date Checked)

-I have No D's or F's in any class: 11/9/2011
(Date Checked)

-I have a Cumulative high school GPA of 2.5 or higher: 11/9/2011
(Date Checked)

-I have attended either JCLC or SLS 06/2009 07/2011
(Date)

-I have had no referrals / detentions / Saturday schools for any class in the last 180 days.

-I have been selected for the position as Platoon Leader, Company XO or Company Commander.

CDT INT

[Signature]
[Signature]
[Signature]
[Signature]
[Signature]
[Signature]
[Signature]
[Signature]
[Signature]
[Signature]

Cadet: Gabriel Ruiz Gabriel Ruiz
(Printed Name) (Signature)

Cadet's BN CDR: Stelanie Powers [Signature]
(Printed Name) (Signature)

Cadet's Parent/Guardian: Ingrid Ruiz [Signature]
(Printed Name) (Signature)

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ANNEX C

RAIDER TEAM

C-1 General: The 18th AJROTC “FALCON” Battalion’s Raider Team is designed and intended to be a physically demanding and mentally challenging addition to the Battalions special teams. This Annex to the Battalion’s Cadet Handbook will be the SOP for the Raider Team. This SOP will define the Raider Teams policies and procedures and provide clear written guidance to each member of the Team, regarding the standards for membership and of conduct expected of them.

C-2 RAIDER TEAM Mission: To motivate young people to become better American citizens through demanding physical and mental challenges as well as community service.

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C-3 Objectives of Vilseck High School Raider Team program:

- A. Develop habits of self-discipline, self-respect, respect for others, personal responsibility, personal accountability, personal pride, personal integrity, logical thinking, physical fitness, personal hygiene, and good citizenship in each cadet.
- B. Provide each cadet academic and practical training that will cover the spectrum of large and small motor skills used in both military and life sports related activities. The skills, which are taught and tested, are those associated with a well-rounded athletic program and can easily lead to a lifetime of interest in sports and physical activity.

C-4 Raider Team Eligibility Criteria: In order to insure that a rigorous program of instruction can be instituted and that the demanding physical challenges can be met by each Cadet on the Team, the following Eligibility Criteria are established.

- A. Pass a standard U.S. Army PT Test with at least 50 points in each event in the 18-year old age Category as stated in the FM 21-20 Physical Fitness Training.
- B. Applicants **MUST** be able to swim.
- C. At the time of application, the applicant must have an annual academic average of not less than 2.0 and no F's with a grade of not less than B in JROTC.
- D. To remain in the program Each Cadet ***MUST***:
 - 6) Maintain an overall academic average of not less than 2.0 with no F's.
 - 7) Maintain an academic standing of not less than a B in AJROTC.
 - 8) Pass an APFT annually.
 - 9) Additionally, Raider Team Cadets must maintain an acceptable standard of conduct and be of good moral character.

C-5 Participation: Each Raider Team member is a volunteer. Enrollment in the Raider program obligates the cadet to always:

- A. Give his or her best effort whenever participating in AJROTC/Raider activities.
- B. Attend every class and other required AJROTC/Raider functions unless prevented by illness or some other factor beyond the cadet's control.
- C. Maintain a positive attitude and exhibit a spirit of teamwork and cooperation whenever engaged in AJROTC/Raider/School activities.
- D. Act with integrity, candor, and complete honesty at all times.

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- E. Make every effort to conform personal behavior to the official policies and procedures of the Battalion as stated in this SOP and other Battalion directives and willingly, cheerfully, and promptly obey the lawful orders of Battalion cadet superior officers or faculty.
- F. Exercise initiative and not fear making mistakes. If mistakes are made, use them as teaching lessons. Over time, develop self-confidence through successful participation in challenging activities.
- G. Learn and observe the rules of military courtesy, at all times while participating in AJROTC/Raider activities.

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- H. Request release from the AJROTC/Raider program if he or she no longer is willing to conform to the academic and behavioral standards demanded of each cadet.

C-6 Discipline:

- A. In no case shall discipline be used which could be construed as hazing or injurious to the health of a cadet.
- B. Cadets will be involuntarily terminated when they have demonstrated unsuitability for continued enrollment in the AJROTC/Raider program. Examples of unsuitability include:
 - 1) Physically incapable of participating in physical fitness training.
 - 2) Inaptitude for leadership training (lack of general adaptability; want of readiness; want of skill; inability to learn).
 - 3) Unacceptable standard of academic achievement, conduct, or attendance.
 - 4) Undesirable character traits such as cheating on exams; lying; stealing; unauthorized possession or use of drugs or alcohol; commission of a misdemeanor or felony crime; expulsion from school; creating dissension in the Corps of Cadets; or an established pattern of shirking or similar acts.

C-7 Events and Activities: The 18th AJROTC “FALCON” Battalion Raider Team will, in the course of a school year, participate in many events and activities. The following is a list of those activities but the events and activities will not be limited to this list.

- A. Raider Triathlon: A three event, all day skills test involving:
 - 1. A cross country land navigation phase, testing the Raiders ability to navigate with a map and a compass over a 5 to 10 Km course. After plotting the azimuths they will move to a point and identify the key terrain features.
 - 2. Mountain Bike ride, in which the Raiders will be required to move to as many as 10 pre-plotted locations and identify the key manmade objects.
 - 3. In the water phase the Raider will be expected to handle a canoe or kayak over a 5 to 10 Km river route.
- B. Cadet Challenge: A five-event fitness test administered at the end of each school year. Raiders will be expected to place in the top 20% of AJROTC standings.
- C. German Sports Award: A five event fitness test involving a 200 meter swim, high jump, shot-put, 3 Km run and the 100 yard dash.
- D. Air Rifle competition.
- E. Land Navigation Competition.

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- F. Ski Trips: These trips are specifically for the purpose of learning safe skiing skills and to improve for those who already know how to ski.
- G. Mountain Hike: A 15 to 20 Km day hike in rugged or mountainous terrain stressing fitness, proper trip planning and a thorough map recon. Recognition of terrain features to determine location on a map. Execution of proper hiking discipline to include breaks for rest and sustenance.
- H. Mountain Bike Tour: A 50 to 100 Km bicycling trip stressing safe cycling over an extended, challenging course in the local area or the Bayerischerwald. Conducted in late summer or late spring.

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- I. Joint trips and competitions with other AJROTC Battalions Raider Teams.

C-8 Organization: The Raider Team is established as a Special Team within the Battalion. As such it will have a Special standing and Uniform all of its own.

TEAM LEADER:	1 CDT CPT (1LT)
Assistant Team Leader	1 CDT 1LT (2LT)
TEAM SERGEANT	1 CDT MSG (SFC)
Assistant Team Sergeant	1 CDT SSG (SGT)
Team Members	All Ranks

C-9 Uniform: The Raider Team uniform will consist of the following additions to the standard AJROTC ACU and Class A Uniforms.

- A. CLASS A UNIFORM:
 - 1. The Raider Tab, to be worn on the Right Breast Pocket.
 - 2. The Black Ascot.
 - 3. The Black Special Team Cord.
 - 4. The Black Beret with the Raider Team Flash.
 - 5. Bloused Boots.

- B. ACU UNIFORM:
 - 1. Black Ascot.
 - 2. Black Beret.

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ANNEX D
Marksmanship SOP

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ANNEX E
Drill Team SOP

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ANNEX F
JLAB Team SOP

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