

Coronado High School

Naval Junior Reserve Officer Training Corps



Standard Operating Procedure
For
Islander Company

Version 10
Effective 6 September 2022

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Islander Company Core Values:

1. We conduct ourselves with Honor, Courage, and Commitment at all times.
2. We are proud of who we are and what we do.
3. We hold each other accountable for our actions.
4. We encourage each Cadet to participate in NJROTC activities.
5. We win and lose as a team. We trust our teammates and demand 100% effort during practices and training.
6. We respect our leaders, show them loyalty - and ask the same from them.
7. We are FAMILY. We look out for each other; we respect each other and care for each other.

INTRODUCTION

Welcome Aboard! We are glad to have you as a part of the Coronado High School (CHS) Navy Junior Reserve Officer Training Corps (NJROTC) program, better known around campus as "**Islander Company.**" To help make your years in NJROTC go smoothly, the Unit has put together this book of Standard Operating Procedures for your benefit. This manual will give you information regarding our organization, uniform wear, personal conduct, awards, recognition, advancement, promotions, activities, and participation in Platoon and unit duties.

The NJROTC program was established by Congress as part of the Reserve Officer Training Corps Vitalization Act of 1966. The program at Coronado was established on 2 September 2003 to promote citizenship, develop respectful conduct, and improve the physical fitness, pride, personal appearance, leadership, self-reliance, and self-discipline among all cadets at CHS. The primary purpose of this program is NOT to recruit people into the military but to help cadets become more successful high school students, athletes and citizens through self-discipline and teamwork. We accomplish this goal using leadership, teamwork and discipline principles that have become the backbone of U.S. Navy tradition.

Each branch of the armed forces supports JROTC units across the United States and its territories. The Navy JROTC programs are administered and funded by the Naval Education and Training Command (NETC). The Navy provides money, supplies, and some access to transportation and bases for training and field trips. The Coronado High School NJROTC program is administered through a partnership between the U.S. Navy (NETC) and the Coronado Unified School District. Islander Company's Navy representative is the Area 11 NJROTC Manager, who is headquartered in San Diego and supervises about 60 NJROTC units in Southern California and Arizona.

Each NJROTC unit is normally operated by at least two instructors. There is one Senior Naval Science Instructor (SNSI), a retired Navy, Marine Corps, or Coast Guard Officer; and one or more Naval Science Instructors (NSI), senior enlisted personnel of the Navy, Marine Corps, or Coast Guard. **The Senior Naval Science Instructor at CHS is Commander Nesbitt, USN (Retired), and the Naval Science Instructor is Senior Chief Hellwig, USN (Retired).** Both

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instructors are certified by the Department of the Navy to teach the NJROTC curriculum and are now school district employees.

The program offers a variety of extracurricular activities such as: Color Guard teams, Armed and Unarmed Drill teams, a Marksmanship team, an Academic team, an Orienteering team, a Cyberpatriot Team, a UAV team, and a Physical Fitness team. Additionally, cadets conduct fundraisers, perform community service, and take field trips, most of which are not available to other students. We encourage all cadets to take advantage of the many activities we offer.

SECTION I

UNIT ORGANIZATION

Day to day operations of Islander Company are run by Cadet Officers, Cadet Chief Petty Officers (CPOs) and Cadet Petty Officers (POs). This staff organizes a majority of the unit events and operations. Cadet Officers and Chiefs are a select group of Cadets that have earned the privilege to lead the unit. Therefore, they must be role models for other cadets and students. Staff are required to attend staff meetings, participate to the maximum extent possible in unit activities, and maintain the highest standards of good conduct and appearance while setting a good example for all other cadets. **Per Section 5 of this manual, they are required to maintain a minimum 2.5 GPA.**

The company is headed by its Commanding Officer (CO) and Executive Officer (XO). They are assisted in running the unit by the Department Heads which includes the Command Master Chief (CMC), Operations Officer, Administrative Officer, Supply Officer, Drill Master, Goals Officer, Public Affairs Officer, Recruiting Officer, Community Service Officer, Operational Risk Management Officer (Safety Officer), Human Relations Officer, and 1st Lieutenant, all of whom are selected by the SNSI and NSI from among the most capable and successful cadets. The CO and XO must also rely upon the Platoon Leaders to effectively lead the company in achieving its goals. The combination of the CO, XO, Department Heads and Platoon Leaders compose the "Cadet Staff." Every six months the unit has a change of command where the authority and responsibility for all staff members are transferred to others formally. This only occurs for members on staff; team commanders remain in their position for the entire school year unless compromised. When the unit staff changes over, the SNSI or NSI will promote/demote cadets as needed in accordance with the CFM.

STAFF

Company Commanding Officer (C/Lieutenant Commander):

The most important job of the Commanding Officer (CO) is to be the best example of what it means to be an NJROTC Cadet. The CO must abide by all the rules, keep high academic standing, be in top shape, be respectful towards senior instructors and junior cadets alike, be skilled in organization, delegation and motivation of other senior cadets. They must keep order amongst the ranks, which includes solving problems between cadets when issues require senior level attention, must try to reach out to all cadets and keep morale high, specifically through enforcement of high standards of appearance, conduct and performance as well as scheduling and execution of events such as field trips and drill competitions.

The Company CO shall:

- Motivate, direct, delegate, and coordinate the efforts of the unit staff and the entire unit.
 - Develop a unit team spirit (Esprit De Corps, i.e. the feeling of belonging).
 - Ensure platoons give their best effort and compete fairly when challenged but work together as one team when standing or competing as a unit.
 - Ensure the wellbeing of each cadet; treat each cadet with respect.
- Supervise all planning and execution of company functions so all tasks are completed as planned.
- Ensure the proper and timely execution of all orders and directives.
- Maintain and improve the overall morale and welfare of the unit.
- Give input on the staff and its organization.
- Schedule and chair regular meetings with the team commanders.
- Schedule and chair weekly meetings with the senior staff

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- Serve as Senior Officer during all unit formations while ensuring that conduct, behavior and bearing are proper for the occasion.
- Serve as the unit's senior cadet advisor to both the SNSI and NSI.
- Coordinate with ASB officers and school officials to further the good reputation of our unit.
- Should be a Leadership Academy graduate or graduate of an equivalent program such as USNA Summer Seminar.

Company Executive Officer (C/Lieutenant):

The role of the Executive Officer (XO) is to assume duties as the 'Acting-Commanding Officer' in case of their absence. The XO needs to be able to run and complete all activities that the CO would have to complete in their absence. The XO must be in top shape, keep a high academic standing, and be a good role model and leader for the cadet Staff. The XO must be able to take a job assignment or an order and complete it quickly and efficiently by using their leadership skills and abilities. And lastly, the XO is in charge of carrying out any of the orders given to them by the SNSI, NSI, or CO.

The XO shall:

- Assist the Commanding Officer and acts in his/her absence to complete any of the above CO responsibilities.
- Organize the cadet Staff and report to the Commanding Officer on their status.
- Supervise and ensure that all cadet staff officers and platoon leaders are familiar with their duties and responsibilities.
- Ensure cadet Staff works together (no exceptions).
- Be responsible for review, dissemination, and education of Unit SOP (though cannot make any changes unless the Commanding Officer, SNSI, and NSI agrees to said changes).

Company Command Master Chief Petty Officer (C/Master Chief Petty Officer):

The Command Master Chief (CMC) is the problem solver for personnel issues for the CO and XO. They will interact with every enlisted cadet and help them resolve their problems and integrate effectively into Islander Company. Major morale issues should immediately be brought to the attention of the CO and XO.

The Company Command Master Chief shall:

- Assist the CO and XO in motivating, and coordinating the efforts of the unit staff and the entire unit.
 - Develop a unit team spirit (Esprit De Corps), i.e. the feeling of belonging.
 - Ensure platoons give their best effort and compete fairly when challenged but work together as one team when standing or competing as a unit.
 - Ensure the wellbeing of each cadet; treat each cadet with respect.
- Advise the CO and XO on all enlisted matters.
- Report to CO and XO on the status of company morale by determining cadet concerns and making them known to the cadet staff, SNSI, and NSI.
- Assist all platoons and ensure that the platoon commanders are performing their task efficiently/ adequately.
- **Maintain the advancement tests (refilling test drawers)**
- **Organize and supervise the study hall, acting as a tutor if necessary or delegating the task of tutoring to a qualified cadet**

Administrative Officer (C/Ensign):

The main duty of the Administrative Officer (Admin) is to ensure the accounting of advancement records of all Cadets and log every award or medal received by each cadet into the CDMIS database. They must be ready to answer any questions the SNSI or NSI may have in the administrative field. The Admin Officer must encourage the Cadets to achieve their absolute best and then make sure they are always trying to advance and earn awards.

The Admin Officer shall:

- Supervise and maintain cadet service record data in the CDMIS software database system.
- Track rank, awards, community service and all cadet info and ensure it correct entry into the CDMIS database.
- Prepare a list of all awards and promotions one day prior to any awards presentation and assist the SNSI/NSI in the preparation of all required reports and gathering of devices.
- **Maintain an adequate supply of all necessary blank forms and unit handouts to include advancement forms.**
- Maintain a "green file" on each cadet for storing their completed advancement forms and other paperwork.
- Develop an expert knowledge of unit organization, i.e. unit chain-of-command, billet descriptions, billet responsibilities, rank structure, promotion system, and awards criteria.
- Perform other admin duties for the SNSI, NSI and Commanding Officer.
- Ensure all participants have a physical on file dated within the last year.
- Train administration department members in their job duties and responsibilities.

Administrative Department Billets:**Admin Assistant (C/PO1):**

- Assist the Admin Officer in the performance of their duties.
- Act in place of the Admin Officer when they are not available.
- Enter and maintain cadet data in CDMIS computer software database system.
- Maintain file folders for each Cadet.

Community Service Officer (C/Ensign):

- Islander Company requires that each cadet performs **six hours** of community service each semester. It is the Community Service Officer job to encourage all cadets to complete school and community service.
- Arrange and supervise school community service events
- Collect the rosters from every community service event
- Keep a tally of each cadet's total number of hours.
- Make sure that sign-up sheets for community service events are posted and that every event is included in the Plan of the Week.
- When a cadet reaches a total of **24** community service hours the Community Service Officer also informs the Administrative Officer that said cadet has earned the Community Service ribbon.

Drill Master (C/SCPO):

The Drill Master of the company is the cadet to ask any sort of drill related question. They must be well-versed in all drill movements within the "Orange Monster" a.k.a the Cadet Field and Drill Manual.

The Company Drill Master shall:

- Create the drill layout for the annual AMI PIR ceremony.
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- Assure all Platoon Commanders teach drill uniformly and properly. This should be ensured by the Drill Master holding meetings and practices for PCs and MPOs (especially when a new platoon competition drill card is given).
- Update and manage the PO1 advancement test.
 - Besides the CO and XO, Drill Master is the only staff member who may test cadets for the PO1 drill test.
- Establish Company wide drill standard when drill manual is obscure.

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- Help the Commanding Officer oversee all drill teams and pass notes and advice to the CO.
- Act as Adjutant during the Annual Military Inspection/Pass-In-Review.

First Lieutenant (C/LTJG):

The First Lieutenant is the Company's law enforcement. Their job is to manage the increasing flow of traffic and the behavior of cadets and visitors in the classroom during lunch and after school.

The 1st LT

- Maintain an after school presence within the classrooms in order to minimize the number of violations of classroom rules.
- Maintain the orderliness and cleanliness of Company classroom, patio, and work spaces.
- **Supervise the checkout and check-in of drill rifles and swords.**
- Ensure all drill rifles and swords are accounted for and locked up at the end of each day.
- Ensure after school events on the Plan of the Week are started on time and conducted in a manner that group goals are met.
- Report after school violations of classroom rules to the chain of command.
- Ensure school national ensign and state flag are put up every morning before school begins and taken down every day after school is over. Keep track of how many times each cadet performs this duty.
- Keep logs and track the hours each cadet participates for unit service.

1st LT Department Billets:**Master at Arms (C/PO1):**

- Assist the 1st LT in execution of duties.
- Announce five minutes prior to the end of lunch to begin cleaning the ROTC spaces.
- In charge of the cleanliness of the ROTC spaces during lunch period and all actions that take place during that time.
- Ensure cadets in ROTC spaces display good conduct at all times.

Armory Clerk (C/PO2):

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- Maintain the unit drill rifles, swords, and guidons in clean, operable, rust-free condition.
- Ensure the inventory and secure keeping of all unit drill rifles and swords.
- Report all drill rifle, sword, and guidon discrepancies to the NSI.

Goals Officer (C/Ensign):

The Goals Officer (Goals) is responsible for developing the Unit Goals through consultation with the Cadet Staff, developing the Annual Report template in coordination with the Company Operations Officer, and ensuring Cadet activities and events are coordinated to ensure maximum available points on the Annual Report. This Cadet is also responsible for managing the long range training plan (LRTP) and keeping the SNSI/NSI and Company Leadership Team apprised of changes/updates to the LRTP. The Goals Officer should be highly knowledgeable in the elements of the Annual Report and provide regular consultation to the Islander Company Commanding Officer, Executive Officer and Operations Officer on progress towards meeting company goals during the year.

Human Relations Officer (C/Ensign):

The Human Relations Officer (HR) is responsible for morale and bullying/suicide prevention. The HR Officer is a friendly cadet that those in need of guidance can go to. This cadet stresses the importance of bullying/suicide prevention through informative presentations to each NJROTC class period and stress relieving activities after school and at lunch. The HR Officer also reports any suspected attempts at self-harm, suicide, bullying or harrasment to the SNSI/NSI and the school guidance counselor. **HR also enforces all Public Display of Affection (PDA) rules set by the program.**

Operations Officer (C/LTJG):

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The Operations Officer (OPSO) is responsible for planning and executing the day-to-day operations of the unit along with organizing the Plan of the Week, flag raising/lowering and keeping Cadets up to date on upcoming events. The OPSO must open lines of contact with necessary groups when events are being planned. The OPSO works directly with the Goals Officer to ensure events are scheduled consistent with the goals of Islander Company and is ultimately responsible for developing the Annual Report.

The OPSO shall:

- Prepare the Plan of the Week and email it to the SNSI not later than 1600 every Thursday.
- Coordinate practice schedules with the team commanders for approval by the CO and SNSI. Ensure that all teams have adequate time and facilities available. Provisions should be made for extra practices when competitions or other special events are impending.
- Using the Plan of the Week, keep the unit informed of all upcoming events, team practices, social functions, and uniform days.
- Train operations department members in their job duties and responsibilities.
- Ensure that drill team and color guard commanders maintain a formal file of routines.
- Assist Commanding officer and Executive officer in the conduct of Company events.
- Inform the CO of any poor performance of any of the team commanders so action may be taken to remedy the situation.
- Create a Calendar for all upcoming events for the following month including all upcoming competitions.

Operations Department Billets:

Operations Assistant (C/Ensign):

- Assist the Operations Officer in the performance of their duties.
- Act in place of the Operations Officer when they are not available.
- Be knowledgeable in the preparation and execution of the Plan of the Week.

Public Affairs Officer (C/Ensign):

The Public Affairs Officers (PAO) is to keep the unit, school, area manager, and public (families and community) aware and informed of our unit's activities and events.

- Prepare and/or edit informational articles for release to school or non-school organizations.
- Ensure that the NJROTC pages in the yearbook properly reflect the activities of the cadets by working with the yearbook staff on the layout.
- Capture photographs of special events and post them on the unit's bulletin boards.
- Create/maintain creative displays on the display boards outside the classroom and on walls inside the classroom.
- Update and Maintain the Islander Company Website. (currently located at <https://islandercompanynjrotc.weebly.com>)
- Publicize upcoming special events
- Ensure that comprehensive files of Public Affairs-related materials are established and maintained. As a minimum, the following files are to be established:
 - Copies of all NJROTC news releases and a list of media to which submitted.
 - Copies of all news stories mentioning NJROTC or NJROTC cadets.
 - Photographs of NJROTC activities arranged chronologically.
- Train/supervise department members in their job duties and responsibilities.

Public Affairs Department Billets:**PAO Assistant (C/PO2):**

- Assist the PAO in the performance of their duties.
- Act in place of the PAO when they are not available.
- Submit newsworthy items to school and local paper for publication.
- Film and shoot company events as directed by the PAO.

YearBook Clerk (C/PO2):

- Build a company scrap book for the year to include all appropriate activities.

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- Maintain company photo albums.
- Film company events as directed by the PAO.
- **This is a YEAR long job.**

Recruiting Officer (C/Ensign):

The Recruiting Officer (Recruiting) is responsible for developing a recruiting program. The recruiting officer is responsible for coordinating visits to Coronado Middle School (normally during the late winter/early spring) and for outreach to 9th grade science and PE classes early in the school year to attract potential cadets into the NJROTC program. This cadet should be an outgoing student with a capacity to reach out to students from across the student body, to include upperclassman transfers into CHS. The unit's goal is to attract the most motivated students and to greatly exceed minimum enrollment to build a solid foundation of enrollment for Islander Company.

Safety Officer (C/Ensign):

This department must ensure the safe execution of all NJROTC events, both local and when traveling.

- Be familiar with Operational Risk Management Procedures and use them to evaluate all company events.
- Prepare a "Field Trip Safety Checklist" for all off-campus events.
- During events, be on the lookout for unsafe practices and point them out to the SNSI, NSI or any other responsible person immediately when observed while also assessing/mending the situation.
- Ensure all cadets are familiar with the term "Training Time Out" and that they know how to call them.

Supply Officer (C/LTJG):

The Supply Officer (SUPPO) maintains, organizes and accounts for all supply items of the NJROTC unit and must maintain an accurate account of all uniforms. The Supply Officer must be familiar with CDMIS to keep track of everything named above. Several times throughout the year the Supply Officer is required to complete inventories of

uniforms, instructional materials and property to submit to the Area Manager. (refer to Supply SOP For further reference.)

The SUPPO shall:

- Develop an expert knowledge of the Supply Manual (NAVEDTRA 37123-B) and of unit supply department organization and responsibilities such as uniform accountability, uniform ordering, and uniform storage.
- Develop, update, and maintain accurate and complete uniform records to include inventory records in Net Focus.
- Report on status of Supply Department to the SNSI, CO, XO.
- Be responsible for orderliness and cleanliness of Company supply spaces.
- Issue uniforms and cadet equipment.
- Maintain a "travel box" of required supply items to take to drill meets.
- Create supply orders and supply reports as directed by the SNSI or NSI.
- Receive and put into inventory supply items received from vendors and Navy supply system.
- Inventory all unit uniforms and uniform items for the Annual Military Inspection, the end of the school year, and any other time as assigned by the SNSI/NSI
- Ensure the operations of the Soda Mess by making sure it is opened and closed each day at the appropriate hour. Act to ensure Soda Mess funds are being accurately accounted for and the integrity of the mess is upheld.
- Train and supervise supply department members in their job duties:

Supply Department Billets

Supply Assistants (C/PO3-C/PO1):

- Assist the Supply Officer in the issue and tracking of cadet uniforms and equipment.
- Act in place of the Supply Officer when he/she is not available.
- Issue uniforms, PT gear and cadet equipment and track appropriate items in JUMS.
- Maintain supply spaces in a clean and orderly manner.

Supply Clerk (C/PO3-C/PO1):

- Assist the supply assistants in anything they need assistance with.
- Maintain supply spaces in a clean and orderly manner.

Ship Store Manager (C/PO3-C/PO1):

- Count the revenue earned each day.
- Restock food and keep the fridge clean.
- Maintain soda mess shed.
- Supervise or designate clerk to sell food after school.
- Work with NSI to get an inventory list for items in fridge.
- Prepare plans for bringing food to competitions and events

Team Commanders

General Team Commander Responsibilities:

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Drill and Color Guard Team Commanders:

- Manage team practices, performances, and competitions.
- Track team rosters and prepare for competitive events.
- Ensure that teams have the correct instructions for upcoming competitions.
- Keep team records for attendance, ribbons, and competition results.
- Inventory equipment after each practice and competition.
- Maintain team equipment in competition condition and report discrepancies or broken gear to the NSI.

Marksmanship Team Commander:

In addition to the above "Team Commander" responsibilities the Marksmanship Team Commander shall:

- Be responsible for range setup and cleanup.
- Coordinate participation in Air Rifle Postal competitions.

Academic Team Commander:

In addition to the above "Team Commander" responsibilities the Academic Team Commander shall:

- Coordinate participation in Academic Postal competitions such as Brain Brawls, Mindsoons, and Drill Meets.
- Organize practice tests for diagnostics of team.
- Teach team members necessary materials for each designated competition.

Cyber Patriot Team Commander:

In addition to the above "Team Commander" responsibilities, the Cyber Patriot Team Commander shall:

- Teach team members necessary materials for each designated competition.

Orienteering Team Commander

In addition to the above "Team Commander" responsibilities, the Orienteering Team Commander shall:

- Identify team members and prepare/train orienteering team.
- Coordinate participation in orienteering competitions.

ALL MEMBERS OF STAFF MUST BE ACTIVE PARTICIPANTS IN ONE OR MORE DRILL TEAMS

SECTION II

CHAIN OF COMMAND

In the NJROTC program, like in the military and in many businesses, we use a communication system called the **Chain of Command**. The Chain of Command is used to provide a leadership structure for communicating (both top down and bottom up) with cadets. The Chain of Command links the most junior cadet to the Commanding Officer and the SNSI. In the chain of command everyone has a position and everyone has access to the information they need to be successful. Thus, the Islander Company chain of command is essential to the efficiency of the unit. Every Cadet must know and understand their place in the chain of command.

Platoons:

Each Cadet is assigned to a platoon. Platoons are used in the chain of command primarily to manage cadets on a day to day basis within the school and at all events and competitions. If a cadet has a problem they can go to their squad leader, Mustering Petty Officer (MPO), Platoon leader and eventually up to the CO or SNSI if necessary.

Platoon Commanders (PC) (C/CPO):

A Platoon Commander leads the Cadets in a platoon through drill and PT. Their most important task is to lead and earn the respect the cadets below them. They must show the cadets how to achieve big goals and become good followers, which they will need to know to become good leaders later on. The Platoon Commander must also have a loud and confident command voice that can be projected throughout the platoon when directing the cadets in military drill. They should also be a senior when possible.

Platoon Commanders shall:

- Be responsible for all functions of their Platoon including the safety and conduct of all cadets.
- Make input on the Squads and their organization.

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- Help the Squad leaders with their duties.
- Motivate and lead by example.
- Be knowledgeable in the Cadet Field Manual and teach it to new cadets.
- Ensure your cadets are familiar with the Plan of the Week.
- Talk to your cadets and take their feedback up the chain of command.
- Ensure fair and equal treatment for all cadets.
- Praise in public and use constructive criticism in private.
- Assist in the organization of Platoon functions.
- Act as role model for cadets in their charge.
- Lead the Platoon formations.
- Lead Platoon Physical training.
- Attend Platoon Commander meetings as scheduled by the CMC.
- Train platoon members in their jobs and duties, especially the MPO and Squad Leaders.
- Select Squad Leaders for their platoon

Platoon Mustering Petty Officers (MPO) (C/PO1) :

Platoon Mustering Petty Officers are to work in conjunction with the Platoon Commander to ensure safety, efficiency and proper conduct of the platoon. MPOs are responsible for forming the platoon and taking muster each day and anytime they are directed to do so by their platoon leader or member of the Company Staff. They are to work with Squad Leaders, preparing them for positions of increased authority and responsibility.

Mustering Petty Officers shall:

- Assist the Platoon Commander in any and all ways.
- Take charge of mustering the platoon at the beginning of class and recording attendance, absences, and tardies. Report results to SNSI/NSI.
- Take charge of the platoon in the absence of the platoon commander.
- Assist cadets in knowing their knowledge, drill and PT.
- Keep cadets informed of important dates and events including uniform inspections and field trips.
- Ensure Platoon squad leaders work together and develop their leadership skills.

Selection of Platoon Leaders and Mustering Petty Officers

Platoon Leaders and MPOs represent the next generation of Islander Company leaders and department heads. Consequently, it is not surprising that competition for these positions is intense. The SNSI strives to accommodate the leadership wishes of all cadets to the greatest extent possible during the time that cadets are members of Islander Company. However, each individual cadet must complete the necessary requirements to make themselves eligible for these positions. Simply coming to class and acting as a good cadet may not be sufficient to earn these positions. Cadets must strive to promote and advance in rank in a timely fashion. They should seek out positions of responsibility and do their very best to keep grades in all classes high. The following order of priority is used by the SNSI when selecting cadets as platoon leaders and MPOs for their respective platoons:

1. **GPA** should be above 2.0. If the cadet is failing a class, it is likely they will not be selected to a leadership position.
2. Leadership Academy (or equivalent program) attendees will be selected next.
3. **Time in unit.** If numbers 1 and 2 above are equal, the cadet that has been in NJROTC the longest will earn the leadership position, all other factors equal.
4. **Involvement** in company activities
5. **SNSI/NSI choice.** All other factors equal, the SNSI and NSI decision shall be final.

Complete NJROTC Chain of Command

The Chain of Command extends beyond the unit and continues up to the Commander-in-Chief. Cadets should study the complete Chain of Command as given below and memorize the titles and the names of those serving in those positions. Since individuals within the Chain of Command change periodically throughout the year, names are not given here. To see the names of the most current Chain of Command, view the pictures in Classroom 402. This is required knowledge on quizzes, inspection days and on advancement exams. Memorization of these names improves cadet discipline and enables increased understanding of the importance and relationships of those within the chain of command.

Commander in Chief (President)

Secretary of Defense (SECDEF)

Secretary of The Navy (SECNAV)

Chief of Naval Operations (CNO)

Commandant of the Marine Corps (CMC)

Sergeant Major of the Marine Corps (SMMC)*

Master Chief Petty Officer of the Navy (MCPON)*

Commander, Naval Education Training Command (NETC)

Commander, Naval Service Training Center (NSTC)

Area Eleven Manager

Principal, Coronado High School

Senior Naval Science Instructor (SNSI)

Naval Science Instructor (NSI)

Islander Company Commanding Officer (CO)

Islander Company Executive Officer (XO)

Islander Company Command Master Chief (CMC)

***While not part of the official COC, both are added for additional knowledge.**

SECTION III

CADET CONDUCT, PERSONAL DEPARTMENT & CLASSROOM RULES

- No roughhousing, horseplay, wrestling, or running. Islander Company cadets enthusiastically seek the trust and confidence of Coronado High School administrators and teachers. Thus, good conduct among cadets is crucial, both individually and as a group. Additionally, as citizens in a free society and as representatives of the United States Navy we hold in high esteem the Navy Core Values of **HONOR, COURAGE, and COMMITMENT**. Our good conduct ensures the safety of all students and school property, fosters respect between Cadets, and benefits the unit as a whole by building within Islander Company a reputation of dependability, teamwork, and fairness.

To achieve that end requires that Cadets practice **Self-Discipline**. One of the main goals of the NJROTC program is to teach student cadets how to become responsible young adults who build traits such as honesty, integrity, and trust in themselves and among their peers. Consequently, if there is a problem with a Cadet's conduct, it must be resolved quickly so that it does not affect other Cadets or negatively reflect on the unit overall. The following are general rules of proper conduct for Cadets:

Integrity

- Cadets do not lie, cheat, or steal.
- All Cadets will show respect to everyone but particularly instructors, teachers, school administrators, other Cadets, and other students.
- Cadets will obey all directions from instructors and all lawful orders from Cadet Staff and/or Platoon Staff. **An unlawful order is characterized as an order that is unethical, unconstitutional, or condones/commits a crime.**
- Cadets are always on their best behavior whether in or out of uniform.

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- Each cadet, when in uniform and wearing a cover, will salute all military officers and cadet officers senior to themselves. This includes personnel of the Navy, Army, Air Force, Marine Corps, and Coast Guard.

Property

- Personal and unit property will be treated with care.
- Team equipment will be given special care so that it is not damaged or lost.
- All unit computers and equipment will be treated with care or privileges will be lost.

Uniforms/Personal Appearance

- **Cadets must follow all rules and regulations with regard to the Cadet Field Manual 11th Edition.**
- On Uniform day, a complete and proper uniform will be worn throughout the student's assigned school day which may include Periods E through 7. If a cadet must be out of uniform for a compelling and righteous reason, they may request excusal from the SNSI immediately. Delay to request excusal from uniform may result in disciplinary action. **The 'Green Clipboard', with the SNSI's approval, must be filled out to be completely excused.**
- All covers/hats will be removed before entering buildings and replaced when leaving. In uniform, covers are to be worn anytime cadets are out of doors including between classes and to and from school.
- Service Dress Blue jackets when worn to school may be removed and replaced with the sweater during the day but must be on and buttoned during class/inspection.
- Out of regulation earrings and nose/eye/tongue studs will be removed before entering the JROTC spaces. They are not permitted at all while in uniform, whether on or off campus.

Public Displays of Affection (PDA)

- There will be no public displays of affection by cadets while in uniform at any time, either on or off campus. "PDA" includes excessive hugging or kissing. There will be no excessive PDA which includes hand holding, kissing, and hugs.
- Fraternalization is not allowed at all times.

Alcohol and Drug Use

- The drinking of alcoholic beverages or use of illegal drugs is prohibited by law! This law will be strictly enforced in the NJROTC classrooms, on all field trips and whenever in uniform. Those cadets found to be under the influence of drugs or alcohol will be dealt with in accordance with school and district policies.

Smoking and Tobacco use

- Smoking or use of tobacco products is prohibited in the Naval Science classroom, on all field trips and whenever in uniform.

Sexual Harassment and Hazing

- Any and all sexual harassment or hazing within or outside of NJROTC is strictly prohibited. Sexual harassment can be anything from looking at someone in other-than-professional manner to uninvited touching, dialogue, or looking. Hazing includes any activity or behavior that requires a cadet to prove themselves worthy of inclusion in the group. Both are serious offenses and will be punished severely. Common courtesy and respect is the rule.

Miscellaneous

- Staff mailboxes are for Official Business Only and are off limits to other cadets. Mailboxes are not to be used as second cubbies.
- The Supply Room will be used as a changing room from time to time but otherwise only the SNSI, NSI, CO, XO, Supply Officer, and Supply clerks should be in Supply.
- No personal gear will be left "adrift" in the NJROTC spaces. Gear left will be deposited in the "Cubby Recycle".
- The NJROTC spaces will be maintained in spotless condition.

These basic rules are not all-inclusive. Cadets should use common sense and good judgment while exhibiting their best behavior at all times. Remember, your behavior is a direct reflection of yourself, your parents, your school, and your Company.

NJROTC Classroom Rules

- Always treat each other with dignity and respect.
- Cadets will be in their assigned position in formation when the class bell sounds.
- Do not leave your seat without permission.
- Sit and stand tall - Look Sharp.
- Have all necessary class materials (books, paper, pens, assignments, PT clothing, etc) when class begins.
- Call "attention on deck" for School Board Members, the District Superintendent, or the Principal and Assistant Principal whenever they enter NJROTC spaces.
- No gum chewing in the classroom or anywhere on the CHS campus. We are a "gum-free campus."
- Eating is only permitted in Room 402 and only during breaks, lunch, and after school.
- Eating in Room 401 is only permitted with the permission of the SNSI, usually during meetings.
- Inappropriate language will not be tolerated.
- Keep a low volume.
- No sleeping or putting your head on the desk.
- No sitting on or putting your feet up on desks or tables.
- No feet on the seats.
- No wearing hats or sunglasses in the room.
- No writing on or otherwise disfiguring school property.
- The CUSD technology rules will be followed.
- No tampering with classroom computers to include attaching of Ipods or other electronic devices without authorization.
- Throwing objects in the room will not be tolerated.
- No spinning objects, unless given permission to spin rifles outside.
- No PDA (kissing, holding hands, hugs) that lasts longer than 3 seconds.

SECTION IV

NJROTC ACADEMIC POLICIES

'Student First, Cadet Always'

Your grades are the most important thing that you do at school everyday. If you come to school with a higher priority than that, then you need to re-examine those priorities immediately. "Just getting by" and failure are not options. As Islander Company cadets, we expect much more!

1. Any cadet that does not maintain an overall 2.0 GPA on the most recent grading cycle or who earns an "F" grade in any subject shall be placed on NJROTC Academic Restriction.
2. Cadets on Academic Restriction are prohibited from taking part in the following activities:
 - Using NJROTC computers for anything other than classwork, homework or to check HAIKU. The Mac is off-limits at all times.
 - Holding a staff position, team lead position, or platoon position.
 - If you failed a course in the previous semester, you are not eligible to compete without a waiver and weekly grade check, same goes if GPA is below 2.0, this is the same policy as athletics.
 - Officers placed on Academic Restriction will have one six-week grading period to improve to above 2.5 and passing all courses. If they do not improve to above minimums after that time, their officer rank may be revoked at the discretion of the SNSI (with recommendation from Islander Company CO). If officer rank is revoked, they will revert to Cadet Chief Petty Officer. Reinstatement shall be at the discretion of the SNSI but not

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before grades improve above minimums in a subsequent progress report.

3. Cadets on Academic Restriction are entitled to the following privileges:

- Assignment of an academic mentor
- Tutoring from another cadet.
- Priority use of NJROTC computers to view Canvas or work on homework or other class assignments.
- The SNSI will attempt to arrange trips to other classrooms to be tutored by the teacher of the subject with which you are having trouble.

4. NJROTC Study Hall is offered when requested, after school in Room 401. Tutors are available at that time if requested.

5. Students remain on academic restriction through release of the next 4.5 weeks grade report. SNSI is authorized to grant exceptions to this rule if a cadet demonstrates satisfactory performance (B average or above) and removal of restriction is favorably endorsed by the Cadet Academic Support Officer and the Islander Company Commanding Officer.

SECTION V

UNIFORM WEAR, CUSTOMS AND COURTESIES, AND INSPECTION

Uniform Wear and Care

All cadets are required to wear the prescribed uniform on the designated uniform inspection day per the Plan of the Week. Cadets are required to wear the uniform correctly throughout the day - from their first period to their last period -- be inspected in uniform, and maintain exemplary conduct while in uniform. They are not required to wear their uniform from home to school and return, however cadets who choose this option should plan for ample time to change in/out. **If a cadet must be out of uniform for a compelling and righteous reason, they must request excusal from the SNSI as soon as possible. Delay to request excusal from uniform may result in disciplinary action. The 'Green Clipboard', with the SNSI's approval, must be filled out to be completely excused.**

- On Uniform Day, any cadet caught out of uniform at any point in the school day shall be brought in and questioned as to why they removed their uniform. Leniency will occur for valid reasons, such as heat, uniform damage, tailoring issues, etc.
- Only PCs are allowed to finalize scores. If absent, follow chain of command, however still must be approved by PC in due time.
- Cadets may switch out of their uniform on uniform day for classes that may damage/harm the uniform but they must change into uniform immediately upon completion of the class.

- If a cadet needs to be out of uniform on uniform day for any other reason, they must make the request in writing and get it approved by the SNSI.

The uniform is a symbol of service to our country and its correct wear reflects directly upon our unit. When wearing the uniform, all parts are to be worn correctly, hair to be put up correctly, and grooming is to be perfect! All uniform requirements are clearly described in the Cadet Field Manual.

Although ribbons are required wear for Uniform of the Day, medals are optional unless their wear is prohibited by the Plan of the Week.

Cadets are responsible for the care and cleaning of their uniforms. Each uniform has a label that tells how it should be cleaned. These directions should be followed or the uniform could be ruined. If a uniform is damaged due to negligence, the Cadet is responsible for the cost of replacement.

Uniform Conduct

Cadets are responsible for upholding and representing the Navy's core values, and this includes exemplary conduct while wearing the prescribed uniform. All cadets are expected to adhere to the following regulations:

- While Walking in Uniform:
 - Wear backpacks on shoulder at your own risk. Navy regulation allows black or navy blue backpacks to be worn.
 - No eating or drinking
 - No headphones
 - No talking on the phone
 - No hands in pockets
- Other Uniform Regulations
 - No distinctive part of the uniform can be worn unless the full uniform is worn
 - Follow hygiene regulations at all times
 - No public displays of affection and this includes hugging and kissing (short hugs lasting no more than three seconds are acceptable)
 - Wear the uniform with pride
 - Cadets, please check the Cadet Reference Manual and Cadet Field Manual for any questions regarding uniform conduct

and regulation. It is your responsibility to correct any discrepancies and help enforce these rules.

Aiguilletes

Aiguilletes are authorized for wear by the SNSI and team commanders according to the following color schemes (No more than 2 aiguilletes total):

- Leadership Academy Graduates....Gray (Right shoulder only)
- Leadership Academy Blue-Shirt....Gray with Blue
- Commanding Officer.....Large Green with Silver tips
- Executive Officer..... Large Green with Bronze tips
- Department Heads..... Braided Cobra Green/Gold with tips
- Department Assistant..... Knotted Green/ Silver
- Exhibition Drill Teams.....Pink
- Reg Drill Teams.....Black
- Competition Color Guard.....Red, Blue
- Color Guard Team.....Solid Navy Blue
- CyberPatriot Team.....Solid Sky Blue
- Academic Team.....Solid Burgundy
- Physical Training Team.....Solid Gold/Yellow
- Marksmanship Team.....Solid Red
- Orienteering Team.....Solid Orange

Aiguilletes are to be worn in accordance with guidance given on pages 1-37 and 1-38 of the Cadet Field Manual. Team commanders will determine and publish qualifications required for their team members to earn the right to wear their team's aiguillette.

Aiguillette Requirements

Academic: At team commander's discretion, cannot be awarded unless cadet has earned the academic team ribbon

Color Guard: 12 Color Guards

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Cyberpatriot: 3 Competitions (practice round included) and 5 meetings
Drill Teams (AEX/AR/UEX/UR/PT): 1 Drill Meet
Marksmanship: 2 Marksmanship Meets
Orienteering: 4 Events
PT Team: Compete On PT Team for 2 Drill Meets

Garrison Cap Regulations

The Garrison Cap will be removed within indoor areas or designated relaxed areas. The Garrison Cover must be worn inside when armed with a rifle or sword.

Saluting

Saluting is considered to be a courteous form of recognition and respect. It is an honor reserved for those men and women who have made the decision to serve their nation as members of the Armed Forces. As NJROTC cadets, this privilege has been extended to you while in uniform. Know what it means to salute and do not abuse the privilege. While in uniform all Cadets are expected to salute all military officers in uniform and cadet officers. Cadet Officers are to salute more senior cadet officers. The proper return of a salute is equally important and should be done with pride and professionalism.

Inspection

On uniform days, all cadets will be inspected. This inspection is conducted by either the SNSI, NSI, a member of the Cadet Staff, your Platoon Leader, or a cadet designated by the platoon commander. The inspecting officer will inspect all parts of the uniform, haircuts, grooming, military bearing, and required knowledge. This inspection will count as a grade in the Naval Science class. Cadets are expected to look their very best on uniform day as their personal appearance reflects on the unit as a whole. It is the cadet's responsibility to have his/her uniform ready for wear on the morning of Uniform Day. "I could not get my uniform out of the cleaner's" or "The cleaner's did not have my uniform ready" are not valid excuses. Uniform preparation will often comprise the bulk of a cadet's Naval Science homework for the week. Inspections will be conducted in

accordance with the Cadet Field Manual. The uniform for every competition cycle is the Navy Service Uniform (NSU) with Garrison covers for all.

SECTION VI

AWARDS AND DECORATIONS

The purpose of this chapter is to provide information on the Awards and Decorations program within Islander Company. Awards are an effective way of developing high morale, provide increased incentive motivation and improve esprit-de-corps. It is important that recognition be given to Cadets who, through their participation in unit teams, activities and events, demonstrate noteworthy achievement. Awards and decorations will be given to recognize heroic, distinguished, meritorious and other commendable acts of both individual groups of Cadets. The Cadet Field Manual identifies the authorized ribbon awards, their precedence and award criteria. In general, awards will be given:

- To all deserving cadets that complete the task to earn them
- In a timely manner.
- During an appropriate ceremony.

Yearly Honor Platoon and Platoon Competition Honor Platoon

Each year the platoons compete for the status of Honor Platoon. The competition is based on the total points earned by the platoon overall. The following categories will be graded and points awarded throughout the year with six "Platoon of the quarter" streamers presented at the end of each of the school's grading periods:

- Close Order Drill
- Uniform Inspections
- Academics
- Physical Fitness

The platoon with the best overall score throughout the term shall become the "Honor Platoon."

The official uniform for every competition cycle is the Navy Service Uniform or NSU with Garrison covers for all.

Awards Formation

At the end of each year, the unit will conduct an awards formation during which cadets are recognized for their outstanding effort throughout the school year. Medals, plaques, certificates, trophies, and U.S. Government Saving Bonds are presented by various Veterans organizations and civic patriotic groups. The Honor Platoon streamer shall also be presented at this ceremony.

Special Awards

Cadets have the opportunity to receive special recognition not included within the Cadet Field Manual from time to time. These include various academic, fitness, and outstanding accomplishments awards such as:

Ribbons

Meritorious Achievement

-Awarded, when earned, to any cadet who distinguishes him/herself only by outstanding meritorious achievement or

performance of a meritorious act.

-Presented by the Area Manager at AMI.

Distinguished Unit

-Awarded, yearly, to cadets in good standing who were unit members during the academic year in which the school earned the Distinguished Unit status.

-Presented the next academic school year.

Distinguished Cadet

-Highest of all categories.

-Determined and presented by the SNSI/NSI.

Honor Cadet

-Highest GPA of each grade Level.

-Awarded annually after the Fall semester

-Determined and presented each February.

Cadet Achievement

-Awarded case by case basis, particular outstanding achievement.

-Determined and presented by the SNSI/NSI at AMI/Awards Night.

Cadet Aptitude Ribbons:

-Must have passed every competition PT during that school year

-Have not failed any personnel inspection

-Have not been on academic probation

-Have a passing department grade (as measured by the SNSI/NSI.

-Chosen by NSI and SNSI

Outstanding NS Level

-Top third academic score of each NS Level.

-Minimum of 8 hours of Comm Hours in the academic year.

-Minimum PT Score of 85.

-Must have Exemplary Conduct and Personal Appearance Awards.

-Determined and presented by the SNSI/NSI the next academic year.

Exemplary Conduct

-Must not have lost more than 1 conduct point during the academic school year.

-Determined and presented by the CO/XO of the next academic school year.

Exemplary Personal Appearance

- No inspection score below 8.
- Only scores by or approved by the PC is counted.
- Determined and presented by the CO/XO.
- This ribbon can also be immediately gained by scoring a 10 during the AMI

Physical Fitness

- Approved by SNSI and awarded by Admin one a year.
- In accordance with Coronado High School Islander Company's data matrix.
- Must maintain physical fitness.

Unit Participation

- Must attend at least three ROTC events.
- Determined and presented by Admin when earned.

Unit Service

- Must have 20 points of unit service
- Each 20 minutes of unit service is counted as 1 point.
- Each flag raising and lowering is counted as 1 point.
- Determined by the 1st Lt. and presented by Admin when earned.

Community Service

- Must have 20 hours of community service cumulatively throughout NJROTC career
- Determined by CSO and presented by Admin when earned.

Academic Team

- Participate in 3 or more Academic events.
- Includes Brain Brawls, Cyber Brain Brawls, Mindsoons, and academic exams at drill meets

Drill Team

- Must attend three drill meets.
- Presented once per year.
- Determined by the Drill Team Commander and presented by Admin when earned.
- Drill teams include Varsity Color Guard, Unarmed Regulation, Armed Regulation, Unarmed Exhibition, Armed Exhibition.

Color Guard

- Must attend 6 color guard guard events.
- OR

- Two events as Varsity Color Guard.
- Determined by CG Coordinator AND/OR VCG Commander and presented by Admin when earned.

Marksmanship

- Must have attended at least two competitions or postal.
- Determined by the Marksmanship Commander and presented by Admin when earned.

Orienteering

- Must have attended at least 2 events as an individual.
- Determined by the Orienteering Commander and presented by Admin when earned.

Inter-Service Competition

- Must have attended 4 meetings.
- Determined by the CyberPatriot Commander and presented by Admin when earned.

Recruiting

- Must have attended at least three recruiting events
AND/OR
- recruited two cadets
- Determined and presented by Admin when earned.

Leadership Training

- Must have attended Basic Leadership Training, Devil-Pups, or any corresponding leadership approved by the SNSI/NSI.
- Determined and presented by Admin when earned.

Sea Cruise

- Must have attended Sail Academy
OR
- A military vessel such as a Tiger Cruise or field trip approved by SNSI/NSI.
- Determined and presented by Admin when earned.

Medals

- Only Medals earned through the NJROTC program may be worn
- Academic medals have precedence, then marksmanship medals, then individual event medals, then special awards
- If a medal and a ribbon are for the same award, the cadet must choose one of the two to wear. Both cannot be worn at the same time.

Varsity Letters

1. Each member of a drill team that places in the top five at the Superbowl Field Meet or National Field Meet (with the discretion of the team commander, the SNSI, and the NSI) earn a varsity letter. This regulation excludes PT team.
2. A Cadet must have competed in the exact Field meet that qualified the drill team for a letter in order to earn it.
3. PT team: Letters for PT team are only given to cadets who compete and place in the top three teams for a relay race at Superbowl.
4. Academic team: achieving top five at Super Brain Brawl with the discretion of the team commander, the SNSI, and the NSI.
5. Orienteering team: the three cadets chosen by the team commander to compete at the national competition earn a varsity letter. A cadet may also earn a letter by placing first place at the regional competition.
6. Marksmanship: Placing top 3 at any competition
7. An individual must have completed at least the minimum community service requirement (6 hrs per semester) and not had a referral or suspension during that school year.
8. Cannot fail the PFA or be on academic probation for any period during the current school year.
9. The SNSI may use his discretion to award a letter to an individual who does not meet the criteria above; however, this waiver should be for a significantly exceptional circumstance.

Honor Roll

Awarded to any cadet who attains school honor roll status. The stars awarded are to be worn 1/4 of an inch above the JROTC bar.

1. 2 Stars are worn if a cadet has 3.5 or higher GPA (unweighted) in the current published honor roll list.
2. 1 star is worn if a cadet has 3.4 - 3.0 GPA (unweighted) in the current published honor roll list.

SECTION VII

ADVANCEMENTS AND PROMOTIONS

In the NJROTC program, one way of awarding cadets for their experience in the program is by allowing each Cadet to earn rate and rank.

The enlisted ranks are based on experience gained over the time they spend in the program and by tests that show the Cadet's program knowledge. Officer ranks are for juniors and seniors who earn a Cadet Staff position or a Platoon Leader position. Officer ranks are not based on tests but instead Officers are promoted from within the Company based on their achievement and recognition from the SNSI and

NSI. However, only those that have achieved the rank of Cadet Chief Petty Officer will be considered for officer positions.

When cadets first begin the program they are given the rank of Cadet Seaman Recruit. Subsequently cadets advance in rank by completing oral, written and practical tests as time goes by. A list of areas to study for these tests along with practical requirements is provided in the Islander Cadet Advancement Requirements (ICARs). Cadets are also required to maintain satisfactory academic performance to advance in rank. Cadets on probation (cumulative GPA below 2.0 or an F in any subject on most recent six weeks progress report) will not normally be advanced. Cadets who fail the physical fitness test will not normally be advanced beyond the rank of Cadet Seaman. The SNSI will make the final determination on advancing cadets who are on academic probation or who fail the physical fitness test.

In order to encourage 10th, 11th and 12th graders from joining NJROTC at later points in their high school curriculum, time requirements for advancements and promotions are shortened in cases where these upper class cadets demonstrate the leadership potential to serve at a higher rank. This decision is made by the SNSI.

Cadets who earn the next available rank will have the option to receive their new rank the day prior to uniform day or request to be advanced the day of by a platoon member or parent.

Advancement tests can be given by any chief or officer (except your platoon commander) but only the Admin Officer has the key to the file cabinet in which the tests are stowed.

This document describes the advancement and promotion requirements for cadets in Islander Company. Every cadet should take the initiative to aggressively advance and promote through the NJROTC rate and rank structure to the maximum extent of their ability.

Freshman can advance from E1-E4 their first year

Sophomores can advance from E4-E6. (If attending LA they can advance to chief beginning of junior year)

Juniors can advance from E6-E7, or according to their staff position.

Seniors advance according to staff position. If their staff position rank is lower than their previous, they are demoted one rank.

Enlisted Rates

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Advancement through the enlisted rates is based on personal behavior, academic and practical tests and time in rate. Any new Cadet entering the program is assigned the rank of Cadet Seaman Recruit, regardless of their grade in school. After three weeks, the cadet becomes eligible for their first advancement. However, the cadet can and should start working on requirements for their next rate immediately upon advancement to their current rate. **Islander Company Advancement Requirements** (ICARs) for all rates are as follows:

Islander Company Advancement Requirements (ICARs)

This document describes the advancement and promotion requirements for cadets in Islander Company. Every cadet should take the initiative to aggressively advance and promote through the NJROTC rate and rank structure to the maximum extent of their ability.

Cadet Seaman Recruit (E-1)

- Assigned upon joining the unit

Cadet Seaman Apprentice (E-2)

- Recite the U.S. Navy Chain of Command from Company Command Master Chief to Commander-In-Chief with 80% accuracy
- Recite the 11 General Orders with missing no more than 2
- Complete an in-place unarmed drill practical exam with two or fewer mistakes.
- Be recommended for E2 by your platoon leader.
- Be an E-1 for three weeks (this is "time-in-rate")

Cadet Seaman (E-3)

- Recite Navy and Marine Corps ranks (enlisted and officer)
- Complete an unarmed drill practical exam with two or fewer mistakes.
- Attend one drill practice (Color Guard/Comp Drill teams)
- Be recommended for E-3 by your Platoon Commander
- Be an E-2 for four weeks

Cadet Petty Officer Third Class (E-4)

- With a score of at least 80%, pass the PO3 advancement test which includes questions on:
 - Military time
 - Cadet staff chain of command
 - Uniform regulations & grooming standards (CFM Chapter 1)
 - NJROTC rates and ranks (CFM Chapter 2)
 - Military Customs and Courtesies (CFM Chapter 3)
- Complete an armed drill practical exam with two or fewer mistakes.
- Complete Guide-On Drill practical exam
- Be recommended for E-4 by CMC or First Lieutenant and your Platoon Commander.

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· Be an E-3 for two eight weeks. This is the highest rate a freshman can earn

Cadet Petty Officer Second Class (E-5)

· With a score of at least 80%, pass the PO2 advancement test which includes questions on:

U.S. Navy rates and ranks (CFM Chapter 2)

Personnel Inspections (CFM Chapter 4)

Military Drill Without Arms (CFM Chapters 5 and Introduction To Drill Chapter 1)

- Form a platoon for inspection with two or fewer mistakes.
- Complete basic color guard drill practical examination
- Be recommended for E-5 by your Command Master Chief
- Be an E-4 for 3 months

Cadet Petty Officer First Class (E-6)

· With a score of at least 85%, pass the PO1 advancement test which includes questions on:

Manual of Arms with the Drill Rifle (CFM Introduction to Drill Chapter 3)

Manual of the Sword (CFM Introduction to Drill Chapter 4)

Leadership (Cadet Reference Manual, Introduction and Eleven Leadership Principles)

· To the satisfaction of the Company Commanding Officer, Executive officer or Drill Master, lead a platoon through a basic drill card while showing strong military bearing, good command voice and attain a score of at least 136 of the 160 available points (85%) based on the scoring standards below:

Penalties:

- Marching out of the drill pad: **-15 points**
- Not calling a movement: **-5 points**
- Calling an extra movement: **-2 points**
- Dropping salute before judge: **-2 points**
- (Platoon Commander) does wrong movement while platoon is conducting the movement (ex: PC stays halted while platoon does left step instead of doing right steps): **-5 points**
- Not maintaining proper distance from the platoon (judged every halt): **-3 points**
- Breaking bearing: **-3 points**
- Calling a movement on the wrong foot: **-5 points**
- Not being centered on the platoon: **-3 points** (for each occurrence)

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- Not having proper command presence (not loud, no fluctuation in voice when calling cadence, cadence it too slow or fast): **1-10 points may be taken off at the discretion of the judge.**
- **A cadet MUST test with the proper PO1 drill card and may not be signed off by conducting a platoon competition drill card.**
- To the satisfaction of the Naval Science Instructor, conduct a personnel inspection as the inspecting officer.
- Be recommended for E-6 by the Company Commander.
- Be an E-5 for 4 months

This is the Highest rate a Sophomore can earn

Cadet Chief Petty Officer (E-7)

- Complete the CPO advancement test which is composed of several essay questions on the topic of leadership.
- Demonstrate correct sword manual movements in a sword drill practical examination. Be recommended for E-7 by the Naval Science Instructor.
- Be an E-6 for seven months

Officer Ranks

Cadet Officers (O-1 through O-4)

Cadet Officer ranks are normally reserved for those cadets that through their past service and hard work have earned a position on the Islander Company Cadet Staff. Advancement requirements do not apply to officer ranks. Instead, cadet officers are chosen from the best rated cadets by the Senior Naval Science Instructor and meritoriously promoted to officer billets in staff leadership positions. Cadet Officers must maintain an overall 2.5 GPA, exhibit exceptional personal deportment, and model Navy core values to keep their rank and position of leadership.

NOTE: Once advanced or promoted, it is the responsibility of each Cadet must maintain acceptable standards of conduct within the classroom, school and community commensurate with their rank or rate. Each Cadet must also maintain high standards of personal appearance, particularly while in uniform. Infractions can result in reduction in rank or rate at the discretion of the Senior Naval Science Instructor.

SECTION VIII

RULES FOR PHYSICAL TRAINING DAYS

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1. Tuesday and Wednesday are regular Physical Training (PT) Day for all Cadets.
2. All Cadets are required to wear military issued Navy Blue gym shorts and Gold T-shirt (Plt or Event Shirts if applicable) and appropriate running shoes on PT Days. Let the SNSI/NSI know if purchase of running shoes is a hardship. You will be required to mark your PT gear with your last name with a permanent marker per directions you will receive the first day of class. This is to prevent theft and other cadets from wearing them. For hygiene reasons cadets shall not borrow another cadet's PT clothes to wear for PT.
3. Properly tied athletic shoes are required for PT days. You will be considered out of the PT uniform, not permitted to run with your platoon and will suffer the penalties noted below. Cadets who have a financial situation that precludes them from purchasing athletic shoes should request assistance from the SNSI/NSI.
4. All NS-1 through NS-4 cadets are required to PT with their platoon on PT Day. If you are physically unable to do PT on the assigned day, you must present Instructors with a note from your doctor, school nurse, or your parents. If you do not have proper PT gear. Points will be deducted from your PT score accordingly.
5. On all but the test PT days, you start out with 10 points. You lose 2 to 4 points for not dressing in the correct gear. If you have no excuse not to PT and do not dress out (i.e. you forgot your PT gear), these points will be deducted from the daily score. If you are not giving your best effort during the physical training portion of the period as determined by the NSI, an additional 2 to 4 points will be deducted from your score. The only way to make-up these points will be participation in remedial/make-up PT days.
 1. All cadets are expected to swim on days Swim Call is held unless they have a doctor's excuse otherwise or an open wound or infection. Cadets that choose to do another form of activity will receive zero credit for that day.
8. All 9th graders must take the California Standard Fitness Test (FITNESSGRAM®) during the period between February 1 and May 31. At the beginning of the school year, 9th graders will run the FITNESSGRAM® to baseline their physical condition. **Cadets that do not achieve scores in the Healthy Fitness Zone (HFZ) in 5 of 6 fitness areas during the February/May testing are required by California state law**

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to continue to take high school physical education courses until HFZ scores can be achieved in 5 of the 6 areas.

SECTION IX

MARKSMANSHIP TRAINING

1. MISSION. The mission of the NJROTC Air Rifle Team is to encourage and introduce cadets to the discipline of competitive, precision marksmanship. This is accomplished by providing structured, classroom marksmanship instruction, practical application, individual qualification and competitive match opportunities. As members of a highly trained group, team members should gain satisfaction from being part of a precision, professional, smoothly functioning team.
2. TEAM COMMANDER. The Air Rifle Team Commander will normally be selected by the NSI based on demonstrated marksmanship proficiency and commitment to maintaining a heavy shooting schedule. The Commander is the cadet in authority on the range and all team outings. The Air Rifle Commander may select an assistant to record attendance and take charge of the team in their absence. The Air Rifle Commander is authorized to wear the Team Commander Anchor device with ribbon.
3. MEMBERSHIP. The Air Rifle Team shall be composed of a total of no more than eight (8) currently enrolled cadets. The Air Rifle Team will consist of cadets who exhibit marksmanship expertise and an exemplary team spirit. Each member must be part of the "Team." Team members are expected to do their best and put forth the maximum effort to make and keep our Air Rifle Team competitive. Any currently enrolled Naval Science Cadet may try out for the team. Air Rifle Team members must meet the following criteria:
 - A) Complete a Permission/Release of Liability Form signed by a parent or guardian.
 - B) Complete the Basic Marksmanship Course classroom instruction with a score of 100%
 - C) Show a willingness to follow instructions in a highly disciplined manner and demonstrate an aptitude for marksmanship training.
 - D) Dedicate themselves to a demanding practice and competitive schedule.
 - E) Additional eligibility or team requirements are as follows:
 - a. Returning cadets from previous years are required to complete the Basic Marksmanship Safety Test again. The returning cadet will also be required to re-qualify for score. Cadets transferring from other units must

complete the Coronado Basic Marksmanship Course and re-qualify in order to be considered for team membership.

- b. If a team member resigns or becomes ineligible, thereby creating a vacancy, the next best marksman who has successfully completed the Basic Marksmanship Course may be recruited to fill that vacancy.
- c. Violations of any safety regulations, range rules, or failure to follow strict discipline will result in immediate removal from the team.
- d. If multiple people are competing for a spot on the Marksmanship Team, all who have passed the Safety Exam with a score of 100% will have a "shoot off" to decide who joins the team.

4. MARKSMANSHIP COURSE REQUIREMENTS.

- A) Classes are held after school and are 60 to 90 minutes in length. Class days and times will be published in the Plan of the Week.
- B) Each cadet will be issued a text at no cost. The text must be returned at the end of training. The cadet will have a reading assignment to prepare for each class session
- C) Cadets will be required to use a study guide during each class session.
- D) Cadets will be required to attend all safety classes. A final exam will be administered at the end of training. A score of 100% on the final exam is required. If the cadet does not achieve 100% on the test there will be remedial classes and a retest will be offered.
- E) Cadets will be required to perform a practical demonstration of their ability to properly utilize various firing positions and correct shooting range behavior.
- F) The most important aspect of the training is the cadet's demonstrated observance of shooting safety rules and requirements. Violation of any of the safety protocols will result in the cadet's immediate dismissal from further training.

5. ATTENDANCE. Failure to attend a scheduled practice on a regular basis or frequent tardiness may result in dismissal from the team. Failure to report for a required competition may result in immediate dismissal from the team. Excused absences require a 24-hour notification to the NSI or Team Commander.

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6. BEHAVIOR. Behavior of team members reflects directly on the NJROTC Unit, school, community, and U. S. Navy. Therefore, unacceptable behaviors such as failing classes, assignment of frequent detentions, suspensions for violations of school rules, or any act determined to be prejudicial to good order and discipline by the SNSI/NSI may result in immediate dismissal from the team.

7. EQUIPMENT. All team members are responsible for keeping Air Rifle equipment and weapons secure and in good condition. The Marksmanship Commander is solely responsible to ensure Air Rifle equipment is kept in good repair, clean, and performance ready. The commander shall initiate appropriate action to order replacement or new equipment with the approval of the NSI.

8. RIBBON AWARD. Marksmanship Ribbons are earned by team members in good standing who:

- A. Attend all scheduled practices (cannot miss more than 3 practices, except when excused).
- B. Participated in at least three competitive Air Rifle events (includes postals).
- C. Receives the Team Commander's recommendation and approval by the SNSI

SECTION X

ORIENTEERING TEAM

1. MISSION. The mission of the NJROTC Orienteering Team is to encourage and introduce cadets to the discipline of competitive orienteering. This is accomplished by providing structured classroom instruction, practical application and competitive match opportunities. As members of a highly trained group, team members should gain satisfaction from being part of a precision, professional, smoothly functioning team.

2. TEAM COMMANDER. The Orienteering Team Commander will be selected by the SNSI based on demonstrated orienteering proficiency and commitment to leading cadets in training for orienteering events. The Team Commander is the cadet in authority on all team outings. The Team Commander may select an assistant to record attendance and take charge of the team in their absence. The Orienteering Team Commander is authorized to wear the Team Commander Anchor device with ribbon.

3. MEMBERSHIP. The Orienteering Team shall be composed of a total of no more than ten (10) currently enrolled cadets. Team members are expected to do his or her best and put forth the maximum effort to make and keep our Orienteering Team competitive. Any currently enrolled Naval Science Cadet may try out for the team. Team members must meet the following criteria:

A. Have completed the following:

1) Permission/Release of Liability Form signed by a parent or guardian.

2) Sports Participation Physical

3) Risk Factor Screening Form

B. Show a willingness to follow instructions in a highly disciplined manner and demonstrate an aptitude for orienteering.

C. Violations of any safety regulations or failure to follow strict discipline will result in immediate removal from the team.

4. INSTRUCTOR REQUIREMENTS:

- A. Ensure each cadet attending the Orienteering Event has all necessary administrative requirements met:
 - a. Current Sports Participation Physical
 - b. Risk Factor Screening Form
 - c. Standard Release
 - d. Permission Slip
 - e. Currently enrolled in NJROTC in good standing
- B. Shall be present during the competition. If there is no way an instructor from a particular unit can be present, then all cadets participating from that unit must have a valid permission slip with them which clearly delineates the fact that they are authorized to compete in this particular competition. This permission slip must give current next-of-kin notification information in the event of an accident/incident. Cadets will be under the supervision of an SNSI/NSI from another school that is competing at that event as pre-arranged by their SNSI.
- C. Submit Entry Application and payment.

5. ORIENTEERING EVENT RULES:

- A. Conduct. Exemplary conduct of participants and instructors is expected at all orienteering meets.
- B. Integrity. These orienteering competitions are just that - competitions. Each team is expected to locate the control markers on their own. Any team that assists another team in locating a control marker is only hurting their own chances of being a winning team. Therefore, any team, which knowingly aids, and any team, which knowingly accepts such aid, in locating a control marker, will be disqualified.
- C. Tampering. All cards will be closely scrutinized for any evidence of cheating. Any team, which is found to have cheated, will cause all teams from their unit to be DISQUALIFIED. In addition, any cadets caught cheating will be excluded from further competition for a minimum of one (1) year from the date of the cheating incident.
- D. Team proximity. All teams will remain together. Any teams observed by an evaluator to be separated from their team members by more than 20 yards will be grounds for

DISQUALIFICATION. All cadets need to be reminded that this is for safety purposes.

- E. Course Marking. Except for using the attached punch to punch a team's competition card, control markers shall not be tampered with. Any evidence of tampering with the control markers will nullify the competition. Further, any cadet(s) found purposely marking the location of any control markers (such as drawing arrows in the dirt pointing to same, or piling rocks in close proximity to same) shall be disqualified and excluded from further competition for a minimum of one (1) year from the date of the offense.
- F. Visual Aids. The use of binoculars, monocular, or telescopes to locate control markers is strictly prohibited.
- G. Teams. One team member does not leave the other in an attempt to finish faster. A team's time on the course does not stop until all members of the team have checked in at the finish line. UNDER NO CIRCUMSTANCES WILL A TEAM SPLIT UP IN AN ATTEMPT TO BETTER THEIR TIME. ANY TEAM WHICH HAS SPLIT UP ON PURPOSE, OR OTHERWISE BECOME SEPARATED, WILL BE DISQUALIFIED AND WILL BE EXCLUDED FROM FURTHER COMPETITION FOR A MINIMUM OF ONE (1) YEAR FROM THE DATE OF THE INCIDENT.
- H. Maps. There will most likely be two (2) maps (control and spare) issued to each team upon check-in prior to departing on their run. Both maps must be returned upon completion of that team's run. If either map is not returned then that team will be DISQUALIFIED.
- I. Course Difficulty and Entry. For all qualifier and championship competitions there will be NO Basic Course competition. Unless otherwise announced, the Competition Course will open at the time prescribed by the host unit. No cadets are permitted on the course unless engaged in running the competition. No instructors are permitted on the course without permission of the host unit.
- J. Electronic Communication Devices. Only the host unit cadet workers and instructors, or any host unit cadets or instructors who have been dispatched to locate missing team members, will be permitted to use walkie-talkies during the competition.

SECTION XI

CYBERPATRIOT TEAM

Possible AWARDS:

- Sky Blue Aiguillette
- Cyberpatriot Competitor Pin (issued by Cyberpatriot near end of competition season)
- Inter-Service Competition Ribbon
- Cyberpatriot T-Shirt

Notes:

- The possible awards listed above for Cyberpatriot are to be awarded by the Team Commander and at their discretion
- Poor performance and/or attitude of team members can result in said cadet being kicked off the team