

GUAM HIGH SCHOOL NJROTC



PARENT/CADETS GUIDE BOOK

FOREWORD

This cadet guidebook will give you guidance on our program here at Guam High School. It will aid you in preparing for a position of leadership by stressing habits of orderliness, self-reliance, responsibility, discipline and pride in one's self. Remember that you are part of a great team.

T-E-A-M: Together Everyone Achieves More

NAVAL JUNIOR RESERVE OFFICER TRAINING CORPS PROGRAM (NJROTC)

1. **AUTHORIZATION:** The Naval Junior Reserve Officers Training Corps (NJROTC) was established in 1964 under authority of Public Law passed by the U.S. Congress. The Chief of Naval Education administers the NJROTC Program and Training (CNET) located at Naval Air Station, Pensacola, Florida, and locally supervised by the NJROTC Area Thirteen Manager located at Naval Base Whidbey Island, WA.

2. **GOALS AND OBJECTIVES:** The goals as established for the NJROTC Program center on learning the basic elements and requirements for national security and the personal obligations of American citizen to contribute toward national security. Basic objectives are the follows:
 - a. Develop informed, responsible and patriotic citizens.
 - b. Strengthen character.
 - c. Promote and have an appreciation and understanding of the basic elements and requirements for national security.
 - d. Help instill habits of self-discipline.
 - e. Develop respect for, and an understanding of, the need for constituted authority in a democratic society.
 - f. Develop an interest in the military service as a possible career.

GOALS AND OBJECTIVES ACHIEVED BY:

- a. Provide students, through flexible curriculum, more comprehensive education.
- b. Provide leadership training and opportunities to apply that knowledge learned by participation in the planning and execution of NJROTC activities.
- c. Provide students an opportunity to relate historical events current world affairs.
- d. Provide opportunities to develop positive character traits and a sense of responsibility.

POLICIES

- a. Be enrolled in and attending a regular course of instruction at the school hosting the unit in grades 9-12.
- b. Be a United States citizen or national, or alien lawfully admitted to the United States for permanent residence.
- c. Be physically qualified to participate in the physical education program of the school. **Must have a current Guam High sports physical on file.**
- d. Maintain acceptable standards of conduct.
- e. Comply with the personnel grooming standards as set forth in the NJROTC Cadet Field Manual (NAVEDTRA 37116-E).
- f. Maintain acceptable standards of academic achievement. You are expected to do the best work of which you are capable. Any Cadet who does not attain and maintain a passing grade in all classes will not be promoted and is subject to a reduction in their current rank. You are required to satisfactorily complete the assignments, written reports, oral reports and participate in a positive way in the classroom. Your own sincere interest, effort, and positive attitude and initiative are a measure of success attained. Enthusiasm and cooperation will result in your development and improvement. The high NJROTC standards will help you be successful in your life's goals. The NSI and ANSI as well as other Cadets will assist you in attaining goals that you set for yourself.

CADET/STUDENT COUNSELING REPORT

- a. Cadets who demonstrate substandard performance in any area of the Naval Science program will receive a counseling report from the Naval Science Instructor explaining their deficiencies and reviewing recommendations for corrective action. Both Cadet and Instructor will sign this report and it will be filed in the Cadets NJROTC Record.

DISENROLLMENT

A student may be disenrolled by the NJROTC instructor with the approval of the principal for any of the following reasons:

- a. Failure to maintain the standards required for enrollment.
- b. Failure to maintain the required academic or military standards.
- c. Receiving a final grade of "F" in any naval science course.
- d. Lack of aptitude indifference to training, disciplinary reasons, or undesirable traits of Character. Each student must be worthy of membership in his or her unit.
- e. Failure to meet the terms of probation or to correct the deficiency for which placed in a probationary status.
- f. Disenrollment from school.
- g. Physical conditions that preclude a student's participation.
- h. Request from the individual.

GRADING CRITERIA

The NJROTC grading system is a combination of academic, military performance, participation, aptitude and physical training. The academic portion of the course covers the texts and the military portion covers uniform inspections, drill and physical fitness. The participation portion consists of participation in classroom, unit events and seminar. Aptitude consists of citizenship, behavior in and out of class and general suitability. Additional participation / aptitude points are awarded for cadets whose responsibilities exceed others. Extra Credit is given to assist students excel. Grading criteria is as follows:

- | | |
|-----------------------|---|
| a. Tests and Quizzes: | 30% |
| b. Inspections: | 25% |
| c. Aptitude : | 15% |
| d. Physical Training: | 15% |
| e. Participation: | 15% |
| f. Extra Credit: | 3% (4 extra credit evolutions per year) |

Aptitude for the program: Each cadet will be observed closely by the instructors for qualities considered most desirable. Students will be evaluated, particularly from the standpoint of attitude (as manifested by their interest, bearing and dress. Cadet aptitude grades will be maintained and used to determine their continued participation in the program.

ADMINISTRATIVE REQUIREMENTS

All Cadets and Parent/Guardians must complete and sign the following attached forms before the Cadet may participate in any NJROTC activities. Forms must be received NO LATER THAN the third week of school. **This is one of the first graded events! (Test category is responsibility, weight 30% see tests and quizzes).**

- a. DODEA Guam High School NJROTC Behavior Contract.
- b. NJROTC Standard Release Form.
- c. NJROTC Health Risk Screening Questionnaire.
- d. Guam High School Sports Physical.
- e. Syllabus.

CLASSROOM ROUTINE

Normally, the NJROTC school week is divided into three-day school week or a two-day school week with each period lasting 90 minutes. Generally on a three-day week Mondays are scheduled for academics, Tuesdays include academics and uniform inspection and Fridays are scheduled for Physical Training (PT), Drill or team sports. On a two-day school week Tuesdays are scheduled for academics and uniform inspection and Thursdays include physical training, drill and team sports. The classroom or academic days will be used to study the textbooks, give oral and written reports, and study leadership and teamwork techniques. The drill days are composed of leadership training including close-order drill, ceremonial drill, Manual of Arms,

guidon training, squad and platoon leadership training and inspections. Physical training will be a part of the Guam High School NJROTC program. Ensure you dress appropriately for drill and PT.

When the NSI/ANSI enters the classroom at the beginning of class, the platoon commander/class commander will call the class to attention. The class will recite the “pledge of Allegiance” together. Upon completion of this evolution, the Platoon Commander/class commander will give the “Attendance Report” to the Instructor.

Classroom etiquette is a must. Courtesy and respect from all is required. Courtesy is that quality of human association, which enables people to live together in harmony. It demands from you a considerate behavior towards other. Courtesies include, ceremonial procedures and acts of kindness and politeness. The Navy Core Values stand as a guideline both in the classroom and out. Cadets will respond with Sir or Ma’am to Instructors, senior cadets and other staff and faculty.

UNIFORM ISSUE

Students will be issued a uniform (government property) which is provided by the navy at an expense of **(\$100.00 each complete set)**. Cadets and Parents/Guardians will sign a government property custody card which will outline responsibility to return and or reimburse the Navy/NJROTC program for loss or damage to the issued equipment (uniform and books). The signed and returned custody card will be a graded event.

UNIFORM RETURN

Cadets will be directed to return their issued government property (uniform and books) on a specific date during their NJROTC class period. This is a graded event. Failure to return the government property will result in a test grade of (0). Continued failure to return or reimburse the program for issued government property will result in the implementation of the following administrative action.

- a. The cadet will receive an incomplete for a semester grade.
- b. Notification of theft of government property to COMNAVMAR Security (NIS) Naval Investigation Branch.

UNIFORM POLICY

The NJROTC uniforms are an integral part of the NJROTC Program. It is required to be worn on prescribed uniform days. Each Cadet will be issued a complete uniform and the Cadets are responsible for the proper wear and care. On prescribed uniform days the Cadet will wear the uniform for the **whole day**. They will not change into or out of the uniform at school except when changing for physical education class. Cadets will be in the full uniform of the day when going to and from school including wearing of covers. **There are no excuses accepted for not wearing the uniform. Cadets who do not wear their uniform or change out before the end of the day will receive an inspection grade of zero. There are no make ups unless the cadet**

has a legitimate absence. Cadets who have a legitimate absence will make up the uniform inspection the next NJROTC day. Uniform Inspection counts for 25% of a cadets grade.

The uniform is always worn properly. If ribbons are prescribed, they shall be worn. The uniform shall be cleaned/launched after each wearing.

Corfam shoes may not be worn in lieu of leather shoes issued to the Cadet. The Field Manual states that Cadets must wear leather shoes.

Nametags are an official part of the uniform and will be worn with each uniform prescribed. The proper wearing of the nametag is described in the Cadet field manual.

Male Cadets are not authorized to wear earrings while in uniform. Females can only wear one earring per ear in the center of the ear lobe when in uniform. Guidelines are stated in the Cadets Field Manual and must be strictly adhered to.

Hair: Guidance for personal appearance and grooming are outlined in the Field Manual Chapter #1 page 1-3 to 1-6.

Note: Ethnic hairstyles are permitted provided they are groomed to fit within the guidelines stated on pages 1-3 to 1-6 in the Field Manual. **Bizarre hairstyles and faddish or outrageous multicolor hair are unauthorized.**

Guidance for proper wearing of the uniform shall be taken from the Field Manual Chapter #1.

REQUIRED NJROTC NOTE BOOK

Each Cadet is required to maintain a three-ring loose-leaf notebook devoted strictly to NJROTC. Cadets are required to bring their notebook to class every day! The Cadet will keep all assignments, tests and notes as reference material for semester final examinations. Cadets who fail to bring the required note book will earn a participation grade of (0%) for the day (participation weight 15%).

GUAM HIGH SCHOOL NJROTC TEAMS

Our unit will have **special** teams that Cadets may “**letter**” in. you must practice with your team when required:

- 1) Academic team
- 2) Drill Team (both Standard and Exhibition)
- 3) Color Guard (both Competition and Participation)
- 4) Athletic team

- 5) Air Rifle Team
- 6) Orienteering Team
- 7) Honor Guard

AWARDS

RIBBONS AND MEDALS: Awards recognize and reward outstanding achievements and acts of performance, which are beyond what is normally expected. An award distinguishes the Cadet or Unit and recognizes the accomplishments of the some.

Ribbons are authorized by CNET and are to be worn over the left breast pocket . Once a Cadet leaves the NJROTC program, the ribbons are no longer authorized to be worn. The order of the ribbons, or precedence, is listed in the Cadet Field Manual. Ribbons will be clean and in the correct order when worn. For example, the Meritorious Achievement Ribbon outranks all other awards and is worn at the top and in board of all ribbons. Ribbons and other awards from non-NJROTC organizations such as American Legion, DAR, Navy League, etc., may be worn but after the lowest ranked NJROTC award. When an award is given that has a ribbon and medal, the medal will be worn on special occasions only and not on a normal uniform day. The medal is worn on the left breast below the ribbon.

SHOULDER CORDS: The shoulder cords are authorized to be worn by Cadet staff and active special team members. The colors of the cords are:

- 1) Orange: Academic team
- 2) Red/White/Blue: Color Guard / Honor Guard
- 3) Red: Far East team
- 4) Silver Leadership Cord: Worn by Leadership Academy graduates on the right shoulder.
- 5) Blue/Gold: Athletic team
- 6) Green: Rifle team

If a Cadet is on more than one team or on staff, they will be allowed to wear only one cord of their choice. The cords will be worn on the left shoulder attached by a fouled anchor. When a Cadet wears a cord, it is saying something special. Cadets are expected to be role models at all times.

Cadets who do not continue to meet the requirements to keep the cord will be required to return the cord to the NSI/ANSI. This may occur if the Cadet has disciplinary problems (disrespect, OSS, etc.). If the privileges of wearing the shoulder cord are revoked, the Cadet must re-qualify to have the shoulder cord returned to them.

CADET EXPECTATIONS

WHAT YOU CAN EXPECT:

- a. To learn the basics of our Naval Science curriculum.
- b. To learn more about your self, this will help to develop self-discipline.
- c. To develop leadership skills to the degree that you will NOT hesitate to step forward and assume a leadership role, given the situation.
- d. To learn how to be a good follower in a leadership situation.
- e. To learn how to function as an effective team member in a platoon or company.
- f. To learn how to express yourself better orally.
- g. To learn the value of good, clean competition and how to win or lose with dignity.
- h. To respect the teaching and instruction given you from Instructors and other Cadets.
- i. To experience real honest "fun" in an academic setting. It will be fun to learn all aspects of the NJROTC program.
- j. To learn the meaning of morale and pride and how it impacts on unit effectiveness.
- k. Establish personal healthy goals through physical training. Additionally the cadet will participate in the Cadet Physical Readiness Test. See Cadet Field Manual Chapter #13 page 13-1 to 13-12. **Expect to do push ups, sits up and run up to 3 miles on training runs.**

WHAT YOU WILL BE EXPECTED TO DO:

- a. To accept the rules and regulations of the NJROTC Program outlined in the NJROTC Field Manual (NAVEDTRA 37116-E) and the NJROTC Introduction booklet (NAVEDTRA 37125).

- b. To have a positive attitude toward the program, realizing that your positive attitude in this course is just as important (and maybe more so) than your academic abilities.
- c. To attend all essential functions. This includes annual Area Manager Inspection, End-of year award day and other required evolutions as mandated by unit evolutions.
- d. To maintain a satisfactory personal and military appearance at all times.
- e. To realize those Cadet-officers appointed over you are those positions to help you.
- f. To realize that you're Instructors will "motivate" you to do your best at all times and will not accept excuses for your NOT making your best effort!
- g. Maintain Physical Readiness. Train for the Physical Fitness Test (PRT) outlined in the Cadet Field Manual (NAVEDTRA 37116-E) Chapter #13 pages 13-1 through 13-12.

Rules for conduct in NJROTC spaces

DISCIPLINE:

1. The NJROTC program is based on the disciplined adherence to the rules and regulations and will not permit cadets to "do their own thing".
2. Cadets and guests will conduct themselves in an exemplary manner and follow the rules.
3. Horseplay, fighting, and abusive language will not be tolerated at any time.
4. When a school official, military officer, teacher, etc. enters the NJROTC spaces, the Cadet who first sees the person will call, "attention on deck" and offer any assistance that may be needed.
5. Chairs are for sitting on only. **DO NOT put your feet on chairs or sit on desks!**
6. The senior Cadet in the area will ensure it is clean and orderly.
7. All bulletin boards, qualification charts and displays are property of NJROTC and will not be tampered with or defaced in any way.
8. Supply spaces are not storage areas. The only personnel who will be allowed into the supply spaces will be the supply staff.

CLASSROOM:

1. The classroom will be kept clean and orderly at all times. Careful attention should be made in keeping all books, papers, and equipment in their proper places.
2. The Platoon Commander/Class Commander will call "Attention on Deck" to the class upon the NSI/ANSI entering the classroom. He/she will lead the class in the Pledge of Allegiance.
3. Cadets are responsible for copying special function dates, muster times, homework and extra credit assignments from the board to their notebooks each day.
4. Cadets will pay close attention to what is being said in class – by the teacher and other Cadets in class. **Cadets will be *exceptionally courteous* to all people at times.**
5. Raise your hand to ask or answer questions in class.
6. The class will terminate approximately five minutes before the end of class to allow the Platoon Commander/Class Commander to conduct class business. All desks will be returned to their original positions.
7. In the absence of the instructors, the Platoon Commander/Class Commander will take charge of the class.
8. There will be no gum allowed in NJROTC spaces unless authorized by NSI's
9. NJROTC spaces are not storage areas. Anything left unattended will be discarded.
10. **NAVY CORE VALUES:** Honor, Courage and Commitment will be adhered to at all times in and out of NJROTC spaces.

ATTENDANCE

1. You are expected to be present each school day. If you are absent, you will be held accountable for work missed. It is your responsibility to find out what was missed. Tardiness will not be tolerated. It reflects your inattention to school and lack of responsibility. You will not be allowed to skip school and then participate in your teams practice sessions or competitions.

CADET STAFF DUTIES AND RESPONSIBILITIES

All Cadets Staff are responsible for thoroughly knowing and carrying out their duties and responsibilities. Any cadet Staff Officer not performing their duties satisfactorily will be considered for dismissal from the Staff and for reduction in rank.

1. CADET COMPANY COMMANDER

- a. Carry out tasks and maintain a close contact with the NSI/ANSI on a daily basis.
- b. Provide the necessary instruction to Unit Cadet to ensure proper operation of the unit.
- c. Maintain high standards of discipline, uniform, and morale.
- d. Be familiar with the duties of every staff member in the unit.
- e. Be aware of the leadership effectiveness of the other staff members in the unit.
- f. Practice good leadership techniques. Provide a proper example for the other Cadets.
- g. Be aware delegation of authority doesn't mean delegation of responsibility.
- h. Conduct Company staff meetings.

2. CADET EXECUTIVE OFFICER

- a. Carry out tasks assigned by the NSI/ANSI and Company Commander.
- b. Be prepared to stand in for the Company Commander at any time.
- c. Assist with special projects and by working closely with NSI's and other staff
- d. Keep current on the progress of the Cadet advancements.
- e. Coordinate NJROTC mentoring program and keep current on its progress.

3. CADET ADMINISTRATION OFFICER

- a. Maintain the Cadet administrative records in the computer and hard copy.

- b. Record the minutes of the unit staff meeting and print copies for all involved including the NSI/ANSI.
- c. Track personnel awards, lettering qualifications, and advancement chart.

4. CADET OPERATIONS OFFICER

- a. Ensure Plan of the day notes are neatly posted on the chalkboard each day.
- b. Be very familiar with field trip requirements especially for drill teams, color guard team and athletic teams. This includes equipment needed.
- c. Be prepared to fill in as Executive Officer upon the need arising.
- d. Keep the unit calander up dated with events.
- e. Ensure team commanders are proficient in their position as the leader.
- f. Ensure team commanders get proper muster records to the Administration Officer for recording for lettering qualifications.
- g. Assist CO/XO in special project that may arise to include field tips, parades, etc.

5. PUBLIC AFFAIRS OFFICER

- a. Maintain a close liaison with the media in regards to the unit.
- b. Maintain the yearly unit scrapbook with pictures from each event.
- c. Maintain the unit bulletin boards in a neat and orderly appearance.
- d. Publish a unit newsletter on a monthly basis.
- e. Submit articles to the school newspaper.
- f. Draft input for the school yearbook.
- g. Draft input for base and local community newspaper.
- h. Photograph (video and still) unit activities.

6. SUPPLY OFFICER

- a. Ensure all unit supply materials, including uniforms, are accounted for.

- b. Coordinate the issue and turn-in of all uniform
- c. Inventory all applicable required supply items.
- d. Control access to all units supply storerooms.
- e. Promote personal custodial responsibility throughout the unit.
- f. Ensure all storerooms are clean and orderly every day.
- g. Recommend to NSI/ANSI uniforms, gear and books for survey, repair or cleaning.

7. TRAINING OFFICER

- a. Take the lead on all matters dealing with the promotions required of platoon members.
- b. Assume the lead in attempting to obtain qualifications on drill, sword, and quidon.
- c. Assume lead in training Cadets who are not keeping pace with the rest of the platoon
- d. Assist in training Cadet who reports to class after the school year begins.
- e. Be responsible for Academic and athletic teams ensuring required practices are held and meet are properly prepared for.
- f. Ensure field Manual information is taught to other Cadets correctly.
- g. Organize physical fitness test for recording in Cadet records and awarding of ribbons.
- h. Ensure Platoon commander check class notebook for completeness and neatness.

8. COMPANY SENIOR CHIEF PETTY OFFICER

- a. Responsible for high standards of discipline, conduct and proper wearing of uniforms.
- b. Take muster at company functions, practices, staff meeting and report to the XO/CO
- c. Train and monitor morning honor guards. Keep official records of completions.

- d. Be prepared to from the company for drill or inspection in the absences of officers.

9. **PLATOON COMMANDERS/CLASS COMMANDERS**

- a. Be responsible for the appearance, discipline, and conduct of their unit at all time.
- b. Carry out tasks assigned by unit staff members.
- c. Maintain high proficiency in drill/ceremonies, customs, courtesies and appearance.
- d. Develop leadership in sub-unit member and provide opportunities for each member to practice leadership training.
- e. Assure taking of accurate musters of their unit.
- f. At all time, present a proper example of a leader to follow.
- g. Distribute completed exams and homework and assist Instructor in any way possible.
- h. Take the lead in teaching military courtesies, drill, and routines.
- i. Assume the task of sponsor for new Cadet.
- j. Handle check-in requirements for new cadets reporting after school year begins.