

**NEW BERN HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICERS
TRAINING CORPS**



NBHS NJROTCINST 1533-03/11

TABLE OF CONTENTS

SECTION A: NAVY JUNIOR RESERVE OFFICER TRAINING CORPS PROGRAM

1.	Purpose and Objectives	A-1
2.	Unit Mission	A-1
3.	Enrollment Qualifications	A-1
4.	Continuance in the Program	A-1
5.	Program Benefits	A-2
6.	Personal Growth and Development	A-2

SECTION B: UNIT REGULATIONS AND POLICY

1.	Academic Routine	B-1
2.	Appearance and Grooming Standards	B-1
3.	NJROTC Notebooks	B-1
4.	Cadet Records	B-1
5.	Field Trips and Sea Cruises	B-1
6.	NJROTC Parent Support Group	B-1
7.	Fund Raising	B-1
8.	Grading Criteria	B-2
9.	Recruiting	B-2
10.	Special Events	B-2

SECTION C: UNIFORM REGULATIONS AND POLICY

1.	Uniform Policy	C-1
2.	Responsibility	C-1
3.	Cleaning and Pressing	C-2
4.	Proper Wearing of the Uniform	C-2
5.	Uniform Terminology	C-2

SECTION D: UNIT ORGANIZATION

1.	Unit Structure	D-1
2.	Unit Organization Table	D-1
3.	Position Descriptions	D-1

SECTION E: ADVANCEMENT AND PROMOTION

1.	General	E-1
2.	Academic Requirements	E-1
3.	Requirements for selection as a Cadet Officer	E-1
4.	Requirements for advancement to Cadet Chief	E-1
5.	Enlisted Advancement Chart	E-2

SECTION F: RULES CONCERNING CLASSROOM AND PERSONAL CONDUCT

1.	General	F-1
2.	Classroom Procedures	F-1
3.	Personal Conduct	F-2
4.	Sexual Harassment	F-3

5. Hazing F-3

SECTION G: DISCIPLINE - RULES AND GUIDELINES

1. General G-1
2. Minor Infractions G-2
3. Major Conduct Infractions G-2
4. Removing A Cadet From Training (Exile) G-2
4. Report Chits G-3
5. Cadet Disciplinary Board G-3

SECTION H: AWARDS

1. NJROTC Awards H-1
2. Competition Teams Incentive Program H-1

SECTION I: TRAINING TIME OUT POLICY I-1

APPENDIX A: CADET COVENANT LETTER OF AGREEMENT A-1

SECTION A: NAVY JUNIOR RESERVE OFFICER TRAINING CORPS PROGRAM

1. **Purpose and Objectives:** The purpose of the NJROTC program is to instill in students the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. The objectives of NJROTC are to:

- a. Promote patriotism.
- b. Develop informed and responsible citizens.
- c. Promote habits of orderliness and precision and to develop respect for constituted authority.
- d. Develop a high degree of personal honor, self-reliance, individual discipline, and leadership.
- e. Promote an understanding of the basic elements and requirements for national security.
- f. Develop respect for and an understanding of the need for constituted authority in a democratic society.
- g. Provide incentives to live healthy and drug free.
- h. Develop leadership potential.
- i. Provide an alternative to gangs.
- j. Promote high school completion.
- k. Provide information on the military services as a possible career option after high school or college.

2. **Unit Mission:** To create an environment which encourages growth in leadership, self-discipline, responsibility, accountability, self-confidence and good citizenship.

3. **Enrollment Qualifications:** To be eligible for enrollment in the NJROTC Program, a student must be:

- a. A citizen of the United States or a lawfully admitted alien for permanent U.S. residency.
- b. At least fourteen years of age.
- c. Enrolled in and attending a regular course of instruction as a full time student at New Bern High.
- d. Physically fit to participate in the school's physical education program.
- e. Agree to comply with the rules and regulations of the Unit and the NJROTC program as set forth in this handbook and other NJROTC regulations (i.e. Cadet Covenant Letter of Agreement).

4. **Continuance in the Program:** To continue in the NJROTC program at New Bern High School, a cadet must:

- a. Develop and maintain a "unit/team" first attitude.
- b. Cadets must earn a passing grade in Naval Science.
- c. Cadets must earn instructor approval.

5. **Program Benefits:** NJROTC has many benefits, particularly the intangible benefits with respect to participation and conformance to rules and regulations that can lead to a marked improvement in self-discipline, self-confidence, the ability to work as a member of a team, maturity, and responsibility. In addition, cadets can earn the following tangible benefits:

a. **Advanced Placement:** Cadets who successfully complete at least 3 years of NJROTC are entitled to advanced promotion to pay grade E-3 upon initial enlistment in an active or reserve component of the Army, Navy, Air Force, or Coast Guard, and grade E-2 in the Marine Corps. Cadets accepted for enlistment, who successfully complete 2 years of NJROTC, are entitled to be enlisted in pay grade E-2 (except in the Marine Corps and Air Force).

NOTE: THERE IS NEVER A REQUIREMENT TO ENLIST IN THE MILITARY SERVICE AFTER COMPLETING ANY PORTION OF THE NJROTC PROGRA. ENLISTMENT IS STRICTLY VOLUNTARY ON THE PART OF THE CADET.

b. **NAVAL Academy Nominations:** Cadets who successfully complete the NJROTC program may compete for appointment to the U.S. NAVAL Academy under the NROTC/NJROTC quota. The SNSI is authorized to nominate a maximum of three eligible cadets each year to compete for these appointments. Additionally, each year the unit earns "Distinguished Unit with Academic Honors" the school principal also has 3 quotas to each of the Service Academies for eligible NJROTC cadets.

c. **NROTC Scholarships:** In addition to the opportunity which all high school students have to compete for NROTC scholarships, cadets who have completed at least two academic years of NJROTC and are recommended by their SNSI will also be considered by a special NROTC scholarship selection board. This board meets each year for the purpose of awarding 4-year scholarships to NJROTC cadets.

6. **Personal Growth and Development:** The basic concepts of the NJROTC program require that all cadets develop and maintain a positive personal growth trend throughout their time in NJROTC. Unlike other classes, the NJROTC program is designed to help each cadet continue to mature each year. As an indicator of maturity, first year cadets must want to learn military drill and courtesies quickly and demonstrate them without prompting. Second year cadets will be expected to develop leadership skills, seek positions of greater responsibility, and become role models for first year cadets. Third and Fourth year cadets will be expected to be exemplary leaders, to train and evaluate subordinates objectively, and to uphold the high standards of the unit.

SECTION B: UNIT REGULATIONS AND POLICY

1. **Academic Routine:** Class time is divided between lecture, drill, team skills, physical training, uniform inspections, leadership, field trips and group assignments.
2. **Appearance and Grooming Standards:** Cadets are expected to maintain standards in accordance with the Cadet Field Manual at all times and will be inspected weekly.
3. **Cadet Records:** Electronic records are maintained for each cadet. Information includes event participation, awards, advancements, jobs, and uniform custody information.
4. **Field Trips/Sea Cruises:** A cornerstone of the NJROTC program is the opportunity to take field trips to supplement course instruction with observation and participation in military evolutions. These field trips consist of visits to military installations, ships, museums, historic sites, etc. Field Trips are optional, and attendance on field trips is a privilege that must be earned through academic, unit performance, and teacher recommendations. **Personal appearance and behavior are extremely important during field trips.**
5. **NJROTC Support Team:** The Support Team provides the unit with assistance in fund raising, providing services at unit social events and as chaperones on field trips, etc.
6. **Fund-Raising:** The unit requires additional funds in order to carry out our aggressive schedule of activities. The U.S. Navy does not provide the funds required to purchase all desired items or travel expenses for all field trips and competitive meets. Fundraising allows cadets to make a positive contribution by working toward unit goals and will allow participation in field trips by cadets who could not otherwise afford them.
7. **Grading Criteria:** A cadet's overall grade is an average of uniform (30%), tests (25%), quizzes (10%), performance (10%), participation (10%), and aptitude (15%). The final exam is weighted at (25%).
 - a. **Zeros:** Grades of zero will be assigned when work is not completed on time and for major uniform policy violations (i.e. removing shirt/tie in other classes). Close liaison between the SNSI/NSI and the respective parents/guardians to resolve any performance-based discrepancies is essential. Uniform grading criteria is covered in detail in the next section. **Missed tests/quizzes/work must be made up within two weeks of the original date or a zero will be given.**

8. **Special Events**: During the school year, there are events which must be attended by all cadets. The only acceptable excuses for missing any of these events is a statement from a doctor, coach, or band leader in advance or prior approval by the SNSI or NSI. **Failure to attend without prior permission will result in a grade of zero without opportunity for make up.** Essential events are as follows:

a. Area Manager's Annual Inspection: The inspection is normally scheduled in the fall and lasts one day. All aspects of the NJROTC program are inspected by the NJROTC Area Manager with particular attention focused on the cadet's performance.

b. Fund Raiser: The unit will conduct at least one major fund raiser per semester. Cadet participation is mandatory in this event. Fundraisers change from year to year so details will be published once the event is set for this year.

SECTION C: UNIFORM REGULATIONS AND POLICY

1. **Uniform Policy:** Proper wearing of the NJROTC uniform is an integral part of the NJROTC program and a privilege that must be earned.

2. **Responsibility:** Each cadet will be issued a complete set of NJROTC uniforms at no cost. The parent/guardian of the cadet accepts financial responsibility for the issued uniforms. The Cadet and his/her parent or guardian must sign the uniform custody card once the uniform is issued. Any initial alterations to ensure proper fit will be arranged by the unit. Restitution to the United States government must be made for any uniform items which are lost or damaged through negligence. Failure to clear uniform obligations will result in the withholding of report cards, transcripts, etc. by the school.

Cadets who do not wear the uniform on prescribed uniform days will receive a grade of zero. The uniform grade counts for 30% of the cadet's final semester grade. The only acceptable excuse for a cadet being absent on a uniform day is if he/she is hospitalized, at the doctor's office, or confirmed to be too sick to attend school by parent/guardian. A valid written excuse from the hospital/doctor/parent/guardian must be turned in to the instructors or a uniform grade of zero will be recorded.

a. On prescribed uniform days (normally Wednesday), cadets are to wear the uniform for the entire day during school hours. Changing out of the uniform will result in a grade of zero unless it is for PE class.

b. Cadets are permitted one missed uniform day without penalty each nine weeks. After the third missed uniform day the cadet will be removed from training, be required to return all issued uniform items, and fail the course with a final semester grade no higher than a 65%.

c. Wearing the uniform **IS NOT AN EXCUSE** for not dressing for physical education classes or for not participating in classroom activities.

d. Weekly uniform inspections will be held in accordance with the Cadet Reference and Cadet Field Manual. Attention to detail will ensure a high grade.

e. **At the discretion of the instructor, cadets who consistently refuse to wear the uniform or wear it improperly (i.e. shirt tail out, unbuttoned, etc.) will be required to turn in all issued uniform items and will be removed from training.**

3. **Cleaning and Pressing:** All uniforms will be kept cleaned and pressed. "My uniform is in the cleaners", is not an accepted excuse for not wearing the uniform on prescribed uniform days. ***Always have your uniform ready.***

a. Some uniform items must be dry cleaned at your expense (the relaxed fit jacket and garrison cover) during the school year. The remainder of the uniform items may be laundered at home and should be cleaned frequently to maintain their appearance. The use of spray starch will improve the appearance of the shirts. Ensure you follow cleaning labels/instructions. Military creases are optional but recommended.

b. ***Uniforms must be dry cleaned prior to returning them to supply or a drycleaning fee will be charged.***

SECTION D: UNIT ORGANIZATION

1. **Unit Structure:** The unit organization is similar to a military organization in the U.S. Navy and U.S. Marine Corps. Cadets who possess leadership skills and demonstrate proficiency in various areas are placed in leadership positions to assist in running the unit. Each NAVY Science class is designated as a platoon. Cadets are assigned the responsibilities of leading, instructing, and maintaining discipline within the platoons.

2. **Unit Organization Table:** The unit is organized as a Corps of Cadets comprised of two companies (one each semester) led by separate Company Commanding Officers and staff.

<u>Position</u>	<u>Rank/Rate</u>
Cadet Corps Commander	Cadet CDR
Corps Executive Officer	Cadet LCDR
Corps Operations Officer	Cadet LT
Corps Command Master Chief	Cadet MCPO
Company Commanding Officer	Cadet LCDR
Executive Officer	Cadet LT
Operations Officer	Cadet LT(j.g.)
Administrative Officer	Cadet ENS
Supply Officer	Cadet ENS
First Lieutenant/Weapons Officer	Cadet ENS
Command Master Chief	Cadet MCPO

3. **Position Descriptions:**

a. **Cadet Corps Commander:** The Cadet Corps Commander (CCC) is the senior cadet in the entire NJROTC. The BC reports to the SNSI/NSI and is primarily responsible for safeguarding the high standards and morale of the unit. The BC is responsible for the all community service administration and logistical requirements. The BC and his/her staff are the unit's liaison with the Parent Support Team and the community. Additionally, the BC will supervise the Company Commanders in the performance of their duties.

b. **Corps Executive Officer:** The Corps Executive Officer (CXO) is second in command of the Cadet Corps and will assume the duties of the CCC whenever he/she is absent. The CXO reports directly to the CCC on all matters. His/her primary duty is to coordinate the activities of the Corps Staff. Additionally, the CXO oversees the efforts of all competitive team commanders and performs other duties as directed by the CCC.

c. **Corps Operations Officer:** The Corps Operations Officer (COP) reports directly to and receives guidance from the CXO. Duties include administrative functions, public affairs, scheduling, and coordination with the company staff.

d. Corps Command Master Chief: The Corps Command Master Chief Petty Officer (CCMC) is the senior enlisted member of the Cadet Corps. He/she is the CCC's advisor on all enlisted matters. Provides the SNSI recommendations for cadets of the month.

e. Company Commanding Officer: The Company Commanding Officer (CO) responsible and accountable to SNSI/NSI and the CCC. The CO is responsible for the all administration and logistical requirements of the program as it relates to needs of the cadets and events scheduled during the semester. The CO will report directly to and receive his/her guidance from the SNSI/NSI. The CO will effect all communication of his/her orders and direction for the unit through their staff officers and the Command Master Chief Petty Officer.

f. Executive Officer: The Executive Officer (XO) is second in command of the company and will assume the duties of the CO whenever he/she is absent. The XO reports directly to the CO on all matters. His/her primary duty is to coordinate the activities of the company staff.

g. Operations Officer: The Operations Officer (OPS) is the third senior billet in the company. OPS reports directly to the XO on all matters pertaining to his/her duties. He/she is responsible for the effective scheduling and execution of the following activities:

- 1) All competition team meets/matches.
- 2) Planning and organization of field trips.
- 3) Planning and organization of unit fundraisers.
- 4) As directed by the CO/XO.

h. Administration Officer: The Administration Officer's (ADMIN) primary duty is to maintain all aspects of cadet records in the NJUMS computer database with the exception of clothing and supply. Other responsibilities include the preparation of the Plan of the Week for approval by the CO and the SNSI/NSI and the preparation of all correspondence as directed. ADMIN reports directly to the XO in the performance of his/her duties.

i. Supply Officer: The Supply Officer (SUPO) is responsible for issuing, maintaining and accounting for all cadet uniforms, instructional materials and other government-issued items. He/she works directly for the NSI in regards to effective administration and accountability for all such materials in the NJUMS supply database.

j. First Lieutenant/Weapons Officer: The First Lieutenant/Weapons Officer (WEPS) is responsible for the maintenance of all NJROTC spaces in a clean and orderly condition and the maintenance and accountability of all weapons. He/she will report directly to the XO in the performance of his/her duties.

k. Command Master Chief Petty Officer: The Command Master Chief Petty Officer (CMC) is the senior enlisted member of the company. He/she is the CO's advisor on all enlisted matters. Additionally, the CMC will arrange for supervision of all cadets assigned EMI and the peer tutoring program.

1. **General**: Enlisted advancements are based on all-around performance (academics, community & unit service, participation). Officers are appointed based on ability, potential, and needs of the NJROTC. Officer's serve at the discretion of the SNSI. Cadets who put forth exceptional effort and demonstrate superior performance may earn meritorious promotion upon recommendation of the Commanding Officer and approval of the SNSI.

2. **Academic Requirements**: Academic excellence cannot be overemphasized. It is why our cadets are in school. To earn leadership positions cadets must strive for high grades.

3. **Requirements for Selection as a Cadet Officer**:

- a. No discipline problems in unit or school.
- b. "A" average in NAVAL Science.
- c. "B" average or above in other classes.
- d. Recommended by all teachers.
- e. Officers are expected to maintain high personal standards in and out of uniform by setting the example for others to emulate.

4. **Requirements for Advancement to Cadet Chief Petty Officer**:

- a. Pass the Chief Petty Officer exam.
- b. "B" average or above in Naval Science.
- c. "C" average or above in other classes.

5. **Enlisted Advancements**: All advancements are based on performance and merit. The chart on the following page shows various areas that are evaluated to determine eligibility for promotion. Time-in-grade (TIG) promotions are done each nine weeks. Meritorious promotions are awarded based on performance in and out of NJROTC.

Advancement Requirements Table

TASK	SA	SN	PO3	PO2	PO1	CPO	SCPO	MCPO
NAVAL SCIENCE GRADE = 77+	Y	Y	Y	Y	Y	N/A	N/A	N/A
PASSING 3 OF 4 CLASSES	Y	Y	N/A	N/A	N/A	N/A	N/A	N/A
PASSING ALL CLASSES	N/A	N/A	Y	Y	Y	Y	Y	Y
2.5 G.P.A. OVERALL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2.0 G.P.A. OVERALL	N/A	N/A	N/A	N/A	N/A	Y	Y	Y
COMPLETED UNIT FUND RAISER	Y	Y	Y	Y	Y	Y	Y	Y
EARNED COMM.SERVICE OR UNIT SERVICE RIBBON	N	N	Y	Y	Y	Y	Y	Y
UNIFORM AVG GRADE = 77+		Y	Y	Y	Y	Y	Y	Y
EARNED EXEMPLARY APPEAR.	N	N	N	N	Y	Y	Y	Y
PASSED PHYSICAL FITNESS TEST	N/A	N/A	N/A	N/A	N/A	Y	Y	Y

SECTION F: RULES CONCERNING CLASSROOM AND PERSONAL CONDUCT

1. **General:** We are dedicated to keeping NJROTC spaces as clean as possible and ready to receive visitors at any time. Cadets and their guests are expected to follow the prescribed rules of conduct and related procedures while in our spaces.

a. Horseplay, fighting, and abusive language will not be tolerated. An atmosphere conducive to learning will prevail.

b. When a VIP (any school staff member, military officer, etc.) enters the spaces, the cadet who sees the person first will call, "Attention on Deck," and offer to assist the guest in any way possible.

c. Books, magazines, and reference library materials are to remain in NJROTC spaces at all times, unless checked out from the SNSI/NSI. The time limit for keeping NJROTC library materials is one week.

d. Each cadet is responsible for the immediate area surrounding his/her desk at the conclusion of each class. Tables and chairs will be arranged in an orderly fashion. The Platoon Commander in each class will ensure the classroom is clean and orderly prior to class dismissal.

2. **Classroom Procedures:**

a. NJROTC notebooks, with all required enclosures, are to be brought to class **every academic day.**

b. After the bell to begin class, the Mustering Petty Officer (MPO) will call "**Platoon, Attention**" and muster (take attendance) the class. After muster, the MPO places the platoon at Parade Rest and awaits the instructor's arrival.

c. When the instructor enters the classroom, the MPO will call, "**Platoon, Attention**". The MPO or designated cadet will report to the instructor. When satisfied, the instructor calls, "**Seats**" or "**Carry on**".

d. Cadets will visit the head/scuttlebutt and take care of personal business between classes. **Do not ask to leave the classroom during class lecture unless it's an emergency.**

e. Classes normally end approximately five minutes before dismissal. All desks will be returned to their original positions, trash will be disposed of properly, and the classroom made ready for the next class.

f. **In the absence of the instructor,** cadets will follow the orders/directions of the platoon commander, senior cadet present, or cadet placed in charge by the instructor.

g. **Cadets are expected** to have all required items necessary for class (when class begins) every day, including notebooks, paper, pens, **PT gear**, etc. **Do not ask to go to your locker for your PT gear after class has begun!**

h. Violations of unit policies and regulations may affect cadet participation and aptitude grades. Major violations may result in disciplinary action on the part of the SNSI/NSI. Unit regulations are intended to ensure an **atmosphere conducive to learning** is always maintained.

3. **Personal conduct:**

a. The manner in which you conduct yourself when dealing with teachers, school staff members, fellow cadets and other students reflects directly on the entire Cadet Corps. Additionally, NJROTC cadets have many opportunities to interact with different organizations and schools in and outside the community. Because of this higher public profile, personal conduct issues involving fraternization, dating within the unit and public displays of affection (PDA) must be addressed.

b. **Fraternization** means to develop close associations or friendships with a fellow cadet that become excessively familiar or to develop affectionate relationships with another cadet that you have authority over because of your rank or position in the unit. Trust and friendships are encouraged within the unit, but there is a fine line that must be closely guarded to prevent a breakdown in morale or the chain of command.

c. **Dating between officers and any enlisted cadet is strictly prohibited. Chief Petty Officers (senior enlisted cadets) are prohibited from dating junior cadets (E-6 and below). Officers or CPOs who cannot abide by this regulation will forfeit their respective ranks for the rank of E-3. Violations of this policy will be dealt with by formal counseling by the Commanding Officer.**

d. Inappropriate PDA between students is prohibited by NBHS policy and it is also a violation of NJROTC regulations. **Any physical contact beyond holding hands is considered to be inappropriate in a public setting.** Cadets lacking the self-discipline and control to adhere to this rule will be subject to disciplinary action. This PDA rule applies to cadets whether in or out of the NJROTC uniform at anytime while on school grounds or school sponsored trips.

4. **Sexual Harassment** :

a. The Craven County Schools policy concerning sexual harassment (refer to policy #1016.0608 in Student Policies and Regulations) explicitly prohibits any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

B. Examples of sexual harassment include, but are not limited to, deliberate, unwelcome touching; suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats; pressure for sexual activity; continued or repeated offensive sexual flirtations; advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; or the display in the work place or school of sexually suggestive objects or pictures. Any cadet engaging in this type of activity with fellow cadets or other students will be subject to disciplinary action.

5. **Hazing** :

a. Hazing is a form of harassment where a senior cadet requires a junior cadet to do unnecessary or disagreeable work or physical training (i.e. pushups) as part of an initiation or punishment for breaking a NJROTC regulation. This type of conduct is not authorized at any time and will not be tolerated.

b. Cadets are **not authorized** to use any form of physical training to discipline infractions of NJROTC regulations. Any infractions of regulations is to be handled in accordance with Section G of this Handbook.

SECTION G: DISCIPLINE

1. **General:** Discipline in the NJROTC program is somewhat different from the regular classroom disciplinary system. It is based on the special goals of the program. Due to the quality of students accepted into the program, the few cadets who require strong disciplinary action are usually those who decide that the unit's rules are too restrictive and who desire to not become "team players". **The NJROTC program is based on self-discipline and adherence to rules and regulations.** Cadets who are permitted to "do their own thing" would be detrimental to good order and discipline within the organization. In short, the program would not be effective.

a. One of the special features of the NJROTC program is the leadership training that permits higher ranking cadets to train other cadets. **All cadets must show proper respect to higher ranking cadets** and follow their instructions. Cadets who refuse to follow instructions from senior cadets, will see their aptitude grade affected.

b. **Discipline is intended to be instructive.** Warnings are given to assist a cadet in understanding the nature of their offense. If a cadet corrects the problem after being warned, the incident is settled. However, if a cadet ignores the warning and/or exhibits insolence in their attitude concerning the disciplinary actions taken, they will be referred to the cadet Disciplinary Review Board (DRB). Serious or repeated offenses will also result in referral to the DRB.

c. Certain offenses do not warrant warnings prior to disciplinary action. **Incidents involving lying, cheating, stealing, or violations of school policy will not be tolerated** and will be handled in accordance with school discipline policy in addition to any action taken by the SNSI/NSI or DRB.

e. **Parents/guardians will be kept informed of serious or recurring problems,** but our program relies on the cadets to demonstrate high standards of self-discipline, responsibility, and accountability.

2. **Minor Infractions:** Examples of minor infractions (not inclusive) which may result in disciplinary action:

- a. Failure to meet obligations/commitments.
- b. Public displays of affection while in uniform.
- c. Disrespect to another cadet.
- d. Disruptive conduct in class or on the drill field.
- e. Failure to perform duties assigned.

3. **Major Conduct Infractions:** Examples of major infractions (not inclusive) which may result in a cadet being removed from training and denial of the privilege of continuing in the NJROTC program are:

a. Uniform violations and/or consistent failure to adhere to the personal grooming standards in the Cadet Field Manual.

b. Disrespectful conduct towards any teacher or administrator.

c. any violation of school or county policies that result in a suspension/expulsion from school that are included in the Craven County School System Student Policy and Regulations handbook.

4. **REMOVING A CADET FROM TRAINING.** In order to guard the integrity of the NJROTC program and satisfy the Department of the Navy NJROTC regulations (OPNAVINST 1533), situations may arise that force the SNSI, **at his discretion, to** remove a cadet from training and place him/her in "**Exile.**" These situations include, but are not limited to, any of the following infractions:

- REFUSAL TO WEAR UNIFORM OR COMPLY WITH UNIFORM AND/OR GROOMING STANDARDS.
- INVOLVEMENT WITH ILLEGAL DRUGS (IN OR OUT OF SCHOOL).
- HABITUAL INSUBORDINATION TO ADMINISTRATORS, TEACHERS, OR SENIOR CADETS IN THE PERFORMANCE OF THEIR DUTIES.
- MAJOR VIOLATION OF SCHOOL REGULATIONS THAT RESULTS IN LONG-TERM SUSPENSION.
- VIOLATION OF THE CADET COVENANT LETTER OF AGREEMENT.

Cadets removed from training, forfeit all cadet privileges and will be isolated from the other cadets. The student receives a final grade of a 65 and is not permitted to continue in the program. This option is only used as a last resort, but we will not hesitate to hold cadets accountable for their actions.

Students in Exile are required to be in the classroom for roll call but then will go to their assigned area where they can work on anything except NJROTC related work.

Reinstatement to training Plan Of Action: Cadets removed from training will be given a Plan Of Action (POA) within 2 days of being placed in Exile. If all the requirements listed on the POA are accomplished in the timeframe given (usually 2 weeks), the student is reinstated to training. A typical plan of action will require the student to make all appropriate apologies and restitution (if any) to any offended party; pass the General Orders/Chain of Command test; have a passing grade in NJROTC; wear the uniform properly when designated; complete two community service projects. Students who refuse or fail to complete the POA will remain in Exile until the end of the semester. Reinstatement to training is only offered one time. Disciplinary infractions after reinstatement will result in permanent Exile.

5. **Report Chits:** Report chits may be initiated by any cadet E-4 and above and submitted to the XO. The XO will review the chit and take appropriate action (i.e. handle the problem or refer to CO for DRB action) The CO shall forward the DRB results to the SNSI/NSI for action. The DRB will **recommend** disciplinary action to the SNSI/NSI or dismissal of charge(s). A final decision will be made by the SNSI/NSI. **Failure to appear before the board** will result in additional disciplinary action.

6. **Cadet Disciplinary Review Board (DRB):**

a. **Membership.** The cadet disciplinary board will consist of the Commanding Officer, Executive Officer, Operations Officer and Command Master Chief. Three members (one must be the CO or XO) must be present to convene and hear all cases. For cases involving an enlisted cadet the CMC or another CPO must be present.

b. **Conduct of the Board.** The CO/XO will chair the board. The report chit will be read by the XO/OPS. Any witnesses will be questioned and any written statements read. The accused will make a statement and/or answer any questions. Any statements or answers to questions by the accused are voluntary.

c. **Deliberations.** Once all testimony has been given, the board will determine the outcome and any recommended disciplinary action(s). A simple majority of the board is required to make a recommendation. The recommendation will be presented to the SNSI/NSI for final action.

d. Disciplinary Action(s). Possible actions include, but are not limited to, one or more of the following: dismissal of charges, verbal reprimand, written reprimand in the cadet's permanent record, probation, extra duty, reduction in rate or rank, removal from position or team, forfeiture of field trip or competition trip participation, or expulsion from the unit.

e. Failure to Appear. Failure to appear before the board is in itself a serious offense. If the accused is unable to be present, **he/she must notify the SNSI/NSI at least one school day prior.**

SECTION H: AWARDS

1. **NJROTC Awards:** NJROTC sponsored cadet awards and decorations are covered in Chapter 1 of the Cadet Field Manual. These are awarded at the annual Awards Banquet at the end of the school year.

a. **Cadet of the Month Award:** The cadet of the month is a locally assigned award recommended to the CO by the Command Master Chief. The recommendation must be given the the SNSI **no later than the 1st of each month** for the preceding month. Criteria to be considered are: contributions to the unit during the month, academic performance, leadership, drill, uniform, and overall performance.

2. **Competition Teams Incentive Program:**

a. **Meritorious Promotions** - All cadets in good standing of a drill, rifle, academic, orienteering, or field meet team that place 1st overall at a major competition (at least 7 teams competing) will be meritoriously promoted to the next higher rank. These promotions are restricted to cadets below the rank of Petty Officer 1st Class and one per semester.

b. **Aiguillettes** - The Aiguillette will be authorized for wear on the uniform of varsity drill team members and sailing team members. The aiguillette will be worn on the left shoulder and secured with a small fouled anchor.

SECTION I: TRAINING TIME OUT POLICY

1. In accordance with CNETINST 1533.9J, the following **Training Time Out** policies are set forth:

2. A **Training Time Out (TTO)** may be called in any training situation whenever a student or instructor believes that a situation exists where for personal safety is at risk or there is a need for clarification of procedures. **TTO** is also an appropriate means for a student to obtain relief if he/she is experiencing pain, heat stress, or other serious physical discomfort.

3. At the start of training, all students in high-risk training shall be briefed on **TTO** procedures. Prior to commencement of high-risk training evolutions, **TTO** procedures shall be re-briefed with emphasis on evolution specific verbal and non-verbal signals to be used by students and instructors.

4. Instructors are responsible for maintaining situational awareness and shall remain alert to signs of student panic, fear, extreme exhaustion or lack of confidence that could present an unsafe situation. Instructors shall immediately cease training if they consider it appropriate.

5. Following a **TTO**, a risk assessment shall be done to determine whether any changes should be made or if training should resume.

6. Specifically, to halt training any student or instructor will use the verbal command of "**TIME OUT**" shouted as loud as possible. Any other student or instructor hearing the "**TIME OUT**" will also begin shouting it until all training ceases. A non-verbal hand signal of waving the arms over the head will also be used to ensure that the unsafe condition is brought to the attention of everyone as quickly as possible. Additionally, whistles may be used by instructors during certain training evolutions to call a **TTO**.

APPENDIX A

CADET COVENANT LETTER OF AGREEMENT

As a cadet in the NJROTC program at New Bern High School, I understand that there are higher expectations concerning my performance and conduct in and out of school. Therefore, I willingly enter into this covenant with the instructors and cadet staff by agreeing to:

1. Accept and abide by all unit rules and regulations (written and oral) to include acceptance of incentive physical training when assigned by the SNSI or NSI.
2. Fully obey the orders of not only the instructors, but also any Senior Cadet in the performance of their duties.
3. Participate in all required functions or events such as the annual inspection and approved fundraising activities.
4. Maintain an acceptable level of personal appearance as described in the Cadet Field Manual.
5. Demonstrate personal improvement and growth in leadership, self-discipline, and teamwork in and out of the NJROTC classroom.
6. Perform to the best of my ability and be accountable for **all** of my actions.
7. Not intentionally do anything that brings dishonor upon myself, my family, the Cadet Corps, or my school.
8. **Be where I am supposed to be – when I am supposed to be there – and be doing what I am supposed to be doing.**

Cadet’s Printed Name _____

Cadet’s Signature _____ Date _____

Parent’s Signature _____ Date _____

(Note to Parent/Guardian: Your signature above indicates that you have read, understand, and agree to the specifics of the “Removal from training” procedures delineated in paragraph 4 of Section G above.)