

The Military and Global Leadership Academy at Marie G. Davis  
High School JROTC

Standard Operating Procedures

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CHARLOTTE-MECKLENBURG JROTC DEPARTMENT  
Military & Global Leadership Academy  
3351 Griffith Street Charlotte, NC 28203



## MEMORANDUM OF UNDERSTANDING

**TO:** Parents of Military and Global Leadership Academy JROTC Cadets

**FROM:** Major Trina Tilque  
Military and Global Leadership Academy Senior Army Instructor

**DATE:** 20 August 2015

**SUBJECT:** JROTC Contract

1. **PURPOSE.** To identify the enrollment and attendance requirements of the JROTC program and establish a contractual agreement signed by both the parent (s) and cadet to comply with requirements.

### 2. ENROLLMENT/ATTENDANCE POLICY.

- **Academics-Students must maintain normal academic progression in JROTC.** A student must pass each year of JROTC to continue in the program.
- **Conduct/Character-Students must maintain an acceptable standard of conduct and exhibit good moral character.** Students will demonstrate respect for constituted authority and adhere to school and JROTC rules and regulations.
- **Attendance-Must be prompt and attend regular classroom instruction, drill and inspections.** No class cuts and maximum of 10-excused absences.
- **Physical Fitness-Students must be able to participate in the school physical education program, drill/ceremonies and wear a complete JROTC uniform.**

### 3. CONTRACT.

- **Parent(s) and cadets must sign this MEMORANDUM OF UNDERSTANDING (MOU) agreeing that the student will maintain and wear the JROTC uniform properly and be neatly groomed in accordance with JROTC requirements/standards. The MOU must be signed and returned by the 5 September 2014 or the student will NOT be permitted to be enrolled in JROTC.**
- **Wear the uniform weekly and pass inspections for proper wear and maintenance.**
- **Males have their hair cut so that is above the shirt collar and ears when in uniform. Decorative cuts with symbols and or ponytails and dread locks are not authorized.**
- **Females have their hair braided/pulled back so it is off their collar and neatly groomed when in uniform.**
- **Uniform wear and associated activities is a requirement and constitutes 25% of their grade.**
- **Uniforms must be cleaned by a dry cleaner before turn-in at the end of school yr.**

## Cadet Duties and Responsibilities

### Battalion Commander

The Cadet Battalion Commander is responsible for supervising and directing all battalion activities. They must set the standard and direction of the Battalion and ensure cadet compliance with the policies and procedures of the program. Lastly, they serve as a link between the Cadets and faculty.

~Staff~

### Executive Officer

- Leads the coordinating staff
- Fills in for the Battalion Commander in his absence
- Runs Staff Calls
- Monitors all JUMS entries and printouts
- Understands, the JUMS operations; Training, Administrative, and Logistics
- Convey all current agenda matters from the Battalion Commander to the Staff primaries
- Construct a communication system/ phone tree for the coordinating staff
- Ensure that primaries have the necessary amount of assistants, and supplies to successfully do their job
- Command the coordinating staff in the Battalion formation
- Be in attendance at all mandatory meetings, with JROTC members as well as school faculty
- Construct a new portion of the continuity book, annually

## S-1 Adjutant

The Cadet Battalion Adjutant Officer and their assistants are responsible for the administration and tracking of cadet information and personal data. The S1 also awards ribbons and ranks, updates them within the JUMS system, and runs the battalion award ceremonies.

The Duties of the S1 are as follows:

### A. Personal Data

- Distribute Personal Data sheets
- Distribute Privacy Act Statements
- Update Cadet Records as necessary (address changes, phone numbers, ranks, etc.)

### B. JUMS (Joint Unit Management System)

- Input cadet data and records into the JUMS system
- Update promotions and demotions within the battalion
- Maintain security of the username, password, and cadet records

### C. Award Ceremonies

- Write and keep record of all award ceremony scripts
- Run all Award and Promotions Orders by the unit instructors prior to the ceremony for review and signatures

## S-2 Security and Intelligence

The Cadet Battalion Security Officer and their assistants are responsible for weather updates, conducting monthly inventory on secure items, and imputing merits and demerits into the JUMS system. The S2 also creates and administers memorandums to maintain the security and protocol of designated areas in JROTC.

The duties of the S2 are as follows:

### A. Weather

- Update weather reports weekly
- Provide weather reports to the S3
- Inform the teams of weather prior to all events

### B. Security

- Prepare risk assessments for all activities and battalion events
- Develop appropriate sign out procedures for all sensitive items (weapons, cameras, computers, etc.)
- Post access memorandums outside the arms room, staff room, and supply room

### C. Inventory

- Inventory secure items monthly
- Provide instructors with a monthly inventory report

### D. Merits and Demerits

- Develop a merit and demerit system
- Update merits and demerits in the JUMS system

## S-3 Training and Operations

The Cadet Battalion Training and Operations officer (S-3) is tasked with organizing events, tracking event attendance, and inputting event information for submission within the unit report at the end of the year. S-3 coordinates with other staff positions to ensure that all events have proper support, and are successful. Along with these duties S-3 tracks college acceptance and creates all documents and certificates due to the senior class upon completion of the JROTC program.

The duties of the S-3 are as follows:

### A. Operation Orders

- Create operation orders following the included guidelines
  - Situation
  - Mission
  - Purpose
  - Concept of Op.
  - Service and Support
  - Command
- Put a copy of the op. order on the S-3 board, as well as in the S-3 book, and in the S-3 filing cabinet; give copies of the op. order to the BC, XO, and the SAI.

### B. JUMS (Joint Unit Management System)

- Update Cadets in JUMS with events
- Put support for each event into the system
- Maintain security of all login information for the JUMS system
- Update cadet challenge information in JUMS twice annually

### C. Cadet Challenge

- Plan and create an op. order for cadet challenge

- Print out information on test dates
- Inform cadets to bring their PT gear
- Record scores and times for the cadet challenge
- Input scores in the JUMS system

#### D. Training Schedule/ Calendar

- Obtain and post the monthly training schedules from the SAI
- Use the training schedule to create a calendar for the S-3 board

#### E. DA Form 134

- Create a DA form 134 certificate of JROTC completion for all senior cadets by the last month of the school year
- Have each student fill out a draft copy
- Use the draft copy as a basis for the typed version of the document

#### F. Attendance

- Post signup sheets for each event that is open to all cadets
- Have at least one S-3 attend every event and record attendance for that event
- Submit attendance for each event in the JUMS system



## S-4 Supply

The Cadet Battalion Supply Officer is responsible for the administration portion of the Battalion. They are responsible for ribbons, ranks, JUMS, inventory, and uniforms. S-4 is available to cadets if they have missing forms. They create a protocol for returning, ribbons, jackets, shirts, clothes and etc. S-4 is in charge of all uniform information, such as hand-receipts. S-4 is in charge of uniform inventory in JUMS.

The Duties of the S-4 include:

### A. Inventory

- Distribute uniforms
- Distribute ribbons
- Distribute ranks
- Distribute hand-receipts
- Update cadet uniform records

### B. JUMS (Joint Unit Management System)

- Update cadets in JUMS, with distributed uniforms and accessories
- Update items in inventory
- Maintain security of login information for the JUMS system
- Enter all cadet accessory information into JUMS

### C. Uniform Turn-in and Distribution

- All cadets receive two pairs of pants, and shirts
- All cadets receive a pair of shoes, name plate, and army unit with distinction
- Uniform turn-in process

## S-5 Civil and Public Affairs

The Cadet Battalion Public Affairs Officers and their assistants are responsible for taking pictures at all battalion events, creating and distributing quarterly newsletters, updating the marquee, and maintaining the JROTC scrapbook.

The duties of the S-5 are as follows:

### A. Newsletters

- Created and distributed
- Includes upcoming and important events

### B. Marquee

- Update the marquee as directed by the office

### C. Scrapbook

- Keep and maintain records of all battalion events
- Ensure a staff member is present at each event to take pictures
- Coordinate with the S-6 to publicize all events

## S-6 Automations

The Cadet Battalion Automations officer and their assistants are responsible for maintaining the JROTC website and ensuring all JROTC technology is working properly.

The duties of the S-6 are as follows:

### A. Technology

- Quarterly reports on computer operation
- Solution of technical issues
- Deletion of outdated documents
- Security of classified documents

### B. Website

- Publicize battalion and special team events
- Post upcoming or important information
- Oversee updates and maintenance of the website
- Update the National and MGLA JROTC Chain of Command
- Ensure cadets have access to all LET books and Study Guides

~Chain of Command~

### Command Sergeant Major

- Responsible for standards for all enlisted cadets
- Runs Promotion/Awards Boards
- Administers Promotion Testing
- Writes Promotion Test
- Creates and administers promotion program
- Forms the Battalion at Awards Ceremonies
- Issues guidance for Promotion Test topics
- Collects Merits/Demerits Before Promotion Board
- Responsible for Uniform Wear in the Battalion

### Company Commanders (Cadet Captains)

- Is responsible for all the company does or fails to do.
- Keeps the battalion commander apprised of the status of the company at all times.
- Ensures the company is prepared to accomplish its assigned mission in a satisfactory manner.
- Is proficient in drill and ceremony

Duties:

- Command the company at all formations.
- Ensure that all members of the company know and use the chain of command.

- Consult the training schedule, study the drill references, and ensures that you and your subordinates are prepared to instruct.
- Check with the instructor staff daily prior to formation to obtain any changes or other information they may want announced.
- Keep the company executive officer informed in case of absence.

### First Sergeants

- Is responsible to the company XO or to the company commander for administrative matters.
- Is responsible for company formations, submits absentee reports to the battalion sergeant major, checks all merits and demerits with the company commander before submitting them to the S-1, and keeps the company commander informed on all matters pertaining to health and welfare of the unit.

### Duties:

- Stands in front of his/her company
- Calls preparatory after the CSM

### Platoon Leaders

- Has a platoon of cadets for whom they are directly responsible.
- The job is one of leadership, training, and discipline
- Keep the company commander apprised
- Keep the company commander apprised of the status of the platoon at all times.
- Organize and maintain an effective chain of command.
- Conduct an inspection of the platoon at formations.

- Use the chain of command to accomplish tasks; work mainly with the platoon sergeant and the squad leaders

### Platoon Sergeants

- Assist in the supervision of the squad leaders
- Develop a spirit of teamwork in the platoon
- Submit absence reports to the company first sergeant
- Assist the platoon leader in training the platoon
- Counsel personnel at a squad leader's request
- Assume control of the platoon in the absence of the platoon leaders

### Squad Leaders

- Set an example
- Know the number, names, and personal information on all assigned personnel.
- Form the squad correctly. Make an accurate report by name of those persons present and absent during common hour activities, company platoon/formations, and other cadet battalion activities
- Develop responsibility and leadership in team leaders and be the first person they turn to for assistance and advice.
- Conduct morning inspections and report uniform infractions to the company commanders

## Battalion Operations

~Training (Special Teams)~

Training dates will be determined, scheduled, finalized and announced by the commander of the team participating in the training.

- Team related awards
  - Cords are distributed to team members, who are active, in a batch distribution following a distribution determination by the team commander
  - Arches will be awarded to cadets, after participating in on competition related to the corresponding team
  - Ribbons will be awarded to cadets, in correspondence with both competition attendance of a competition as well as with the specific competition itself (for those that are related to a specific competition date/title)
- Team tryouts, in regards to dates and criteria, will be determined and enforced by the commander in cooperation with the Army Instructor responsible for that team; all cadets are allowed to request positions/tryout for any position however these are not definite assurances that cadets will receive the position
- At each practice cadets will undergo inspections, to ensure that they are in the uniform that is required for that training session
- New team members will be trained by trainers designated by the team commander

~Service Learning~

Cadets are required to participate in at least one service learning project each year. This project will require the cadets serve a need within the community in a way that demonstrates JROTC course curriculum and allows them to learn something from the

experience. Service hours will be logged and an ongoing reflection will be completed throughout and after participation in the project.

## **Administration**

~ In-processing~

- Cadets will begin in-processing by completing and returning J.R.O.T.C related paperwork, distributed by and returned to the S-1 cadets for entry into JUMS
- Cadets will then be distributed uniforms in accordance with S-4 procedural SOP for uniform distribution, and return hand receipts for entry into JUMS
- Following the entry of cadet information into the JUMS system cadets will be distributed into a formation roster

~Out-processing~

- At the end of each school year, cadets will turn in all uniforms and awards to the S-4.
- The S-1 will be responsible for updating grade levels for each cadet within JUMS for the upcoming school year.
- All outgoing COC and Cadet Staff will be expected to complete a transition book for incoming leadership.



## ~ Awards and Promotions~

### Promotion Criteria

- Cadets are allowed no more than fifteen demerits to be considered for promotion
- Cadets are allowed no more than one inspection (in the semester prior to the promotion)
- Cadets are not allowed to receive any referrals (in the semester prior to the promotion)
- Cadets will be required to pass a written/multiple choice test, as created by the senior leadership, with a minimum of 85% mastery
- Cadets will be required to possess, and maintain, a weighted G.P.A. of 2.5
- Cadets being considered for senior leadership must also:
  - Pass a drill and ceremony, written and performance test, in accordance with criteria created by current senior leadership, with a minimum of 90% mastery
  - Undergo an interview process with the current senior leadership
  - Achieve and maintain a minimum weighted G.P.A of 3.0
  - Participate on at least one J.R.O.T.C. extracurricular team

### Procedure

- The process will begin with an analysis of G.P.As for all cadets within the battalion
- Cadets who have received a G.P.A of 2.5, will then undergo an analysis of disciplinary history, analyzing demerits, inspection grades, and referral history
- Those cadets who have achieved a G.P.A. of 2.5, and have met the requirements of disciplinary history, or higher will be given a written test,

administered during a meeting, scheduled outside of class (before or after school), monitored by the senior leadership

- Cadets who pass this test, will then undergo a recommendation/advocacy process, which will exist only among the senior leadership, in this senior leadership cadet's will discuss those enlisted cadets who they feel have shown extreme leadership potential and what position/rank they feel these cadets should hold. Each recommendation should include an explanation, paragraph that includes an example of the cadet's leadership potential. All final decisions on these matters will be made by the Battalion commander in cooperation with the AI and SAI
- Cadet's being analyzed for senior leadership will (following the prior procedure) also:
  - Undergo a drill and ceremony test, both written and performance
  - Undergo an interview process with current senior leadership
  - Undergo a second G.P.A analysis, in which the minimum weighted requirement will be a 3.0

## JROTC ENROLLMENT / PARENTAL CONSENT FORM

**1. Student Information:**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ / \_\_\_\_\_  
(Last Name, First Name, MI) (Name you go by)

Age: \_\_\_\_\_ Gender: Male / Female Race: \_\_\_\_\_  
(Circle one)

SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(MM / DD / YYYY)

Place of Birth: \_\_\_\_\_, \_\_\_\_\_  
(City) (State)

Parent/Guardian Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Street, City, State, Zip)

Home Phone Numbers: \_\_\_\_\_

Other Contact Numbers: \_\_\_\_\_

\_\_\_\_\_  
(Student Signature)

**2. Parent Consent:**

My son/daughter \_\_\_\_\_ has my approval to participate in JROTC activities of Military & Global Leadership Academy High School including extracurricular activities such as Color Guard, Drill Team, Raider Team and Rifle Team, if so elected by the student. I also give permission to use photos of my cadet for advertising activities when applicable.

I agree to maintain and return JROTC uniforms to the JROTC Department at the end of the school term or upon withdrawal.

**3. Statement of Health:**

To the best of my knowledge, \_\_\_\_\_ is in good health and under no medication except as listed below. My son/daughter is in good physical condition sufficient to enable him/her to participate in JROTC activities. Should illness or disability manifest itself, I will notify the JROTC instructors of any changes.

Exception: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Relationship to cadet)

**JROTC CADET RECORD**

Privacy Act/Safety/Accountability Acknowledgement Statement

TITLE OF FORM: JROTC CADET RECORD

PRESCRIBING DIRECTIVE: ARMY REGULATION 145-2

AUTHORITY: TITLE 10 USC 2031

PRIMARY PURPOSE: To maintain a record of leadership training progress and extracurricular activities of a JROTC cadet.

Routine Uses: Used to comply with the U.S. Army requirements to provide a chronological record of the cadet's progress in Junior ROTC. Information is used to prepare the following: school transcripts, promotion/reduction orders, awards and decorations. It is also used as a record of positions held, extracurricular activities, parental permission and physical condition.

Information is used as the basis for preparing DA Form 134 (Recommendations for Advanced Placement in Senior ROTC and the Armed Forces (National Guard/Reserve or Active Duty) and for recommendations for Senior ROTC scholarships.

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECTS CONCERNING INDIVIDUALS NOT PROVIDING INFORMATION: Disclosure of some information is voluntary, other is mandatory; failure to provide mandatory information could result in disenrollment from the program.

A COPY OF THIS PRIVACY ACT STATEMENT WILL BE MADE AVAILABLE UPON REQUEST.

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I have read the above applicable portions of the Privacy Act of 1974. I agree to accept responsibility for safeguarding, maintaining, and accounting for government property issued to my cadet (child). (Signature of parent or guardian required if cadet is under the age of 18.)

\_\_\_\_\_  
PARENT/GUARDIAN (Print Name)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CADET (Print Name)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Military & Global Leadership Academy



## PHOTO AND VIDEO RELEASE FORM

I grant Charlotte-Mecklenburg Schools the unlimited right to use and/or reproduce photographs\*, likenesses or the voice of my child in any legal manner and for the internal or external promotional and informational activities of Charlotte-Mecklenburg Schools. I also agree to allow my child to be interviewed and/or photographed\* by representatives of the external news media and CMS Communications in relation to any and all coverage of Charlotte-Mecklenburg Schools in which he/she is involved. I also agree to allow my child's work and/or photograph\* to be published on the Charlotte-Mecklenburg Schools website/Intranet Web pages and in CMS publications. I further understand that by signing this release, I waive any and all present or future compensation rights to the use of the above stated material(s) including, print, electronic and online media.

School name: \_\_\_\_\_

Student's name: \_\_\_\_\_ Homeroom teacher: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian name (Print): \_\_\_\_\_

Parent/guardian address: \_\_\_\_\_

*\* "Photograph" in this Release Form is intended to only refer to photos and videos of your child alone. Group photographs and videos (two or more children), with no additional identifying information, are considered Directory Information. Please review the FERPA information sheet in the Parent-Student Handbook.*

### This information to be completed by school officials only.

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### Type of Material

- Photograph
- Slide
- Videotape
- Other (please specify) \_\_\_\_\_

#### Use of Material

(Please provide additional information such as name of news outlet, brochure, purpose of presentation, etc.)

- News outlet \_\_\_\_\_
- CMS website/Intranet site(s) \_\_\_\_\_
- Brochure \_\_\_\_\_
- PowerPoint presentation \_\_\_\_\_

**FEMALE CLOTHING/INSTRUCTIONAL MATERIALS RECORD**

NAME: \_\_\_\_\_ ID: \_\_\_\_\_

ITEM DESCRIPTION	UNIT OF ISSUE	# ISSUED	SIZE
BELT, WAIST, WOMANS	1		
BUCKLE, BELT, WOMENS YELLOW BRASS	1		
COAT, WOMANS POLY/WOOL AG-489	1		
SHIRT, WOMANS SHORT SLEEVE AG-415	1		
SHOES, WOMENS OXFORD POROMERIC	1 PR.		
SLACKS, WOMENS AG-489	1 PR.		
SOCKS, DRESS	2 PR.		
INSIGNIA, TORCH OF KNOWLEDGE	2		
HONOR STAR	1		
NECK TAB	1		
CAP, GARRISON, WOMANS AG-489	1		
BERET	1		
NAME TAG	1		

**Cadet Acknowledgement:**

I acknowledge receipt of the clothing and equipment listed above and hold myself responsible. I understand that the clothing and equipment are the property of the U.S. Government, and that they are to be returned to the Army. Any items issued but not returned will be reimbursed by individuals signed below.

Date: \_\_\_\_\_ Cadet \_\_\_\_\_  
(Print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_  
(Print)

Signature: \_\_\_\_\_

\* JUMS Cadet Clothing Record (In Lieu Of DA 3645-1)

**MALE CLOTHING/INSTRUCTIONAL MATERIALS RECORD**

NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

ITEM DESCRIPTION	UNIT OF ISSUE	# ISSUED	SIZE
BELT, WAIST, MENS	1		
BUCKLE, BELT, MENS YELLOW BRASS	1		
COAT, MENS POLY/WOOL AG-489	1		
SHIRT, MENS SHORT SLEEVE AG-415	1		
SHOES, MENS DRESS POROMERIC	1 PR.		
TROUSERS, MENS AG-489	1 PR.		
SOCKS, DRESS	2 PR.		
INSIGNIA, TORCH OF KNOWLEDGE	2		
HONOR STAR	1		
NECK TIE	1		
CAP, GARRISON, MENS AG 489	1		
BERET	1		
NAME TAG	1		
Jacket, Black	1		

**Cadet Acknowledgement:**

I acknowledge receipt of the clothing and equipment listed above and hold myself responsible. I understand that the clothing and equipment are the property of the U.S. Government, and that they are to be returned to the Army. Any items issued but not returned will be reimbursed by individuals signed below.

Date: \_\_\_\_\_ Cadet \_\_\_\_\_  
 Signature: \_\_\_\_\_ (Print)

Date: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_  
 Signature: \_\_\_\_\_ (Print)

\* JUMS Cadet Clothing Record (In Lieu Of DA 3645-1)

## Merit/Demerit System

### A. Merit

- Volunteering – 2 merits per hour
- Honor Roll(Quarterly)- 5 merits
- Quarterly team participation- 3 merits per team
- Teacher Recommendations- TBH
- Uniform Inspection(None Failed Quarterly)- 5 merits

### B. Demerits

- Eating/drinking/chewing gum in class/formation- 2 demerits
- Failed uniform inspections- 5 demerits
- General misconduct (attitude, talking in formation, not saying the creed, etc.)-3 demerits
- Electronics in class (unauthorized)- 2 demerits

## Merit/Demerit Process

- 25 merits/demerits are equivalent to one letter grade as linked directly to JROTC class
- Staff may only issue demerits to lower staff (XO included)
- COC may only issue demerits to lower COC (CSM included)
- BC or faculty may issue demerits to any cadet
- Anyone may recommend their subordinates to receive merits
- At 25 demerits, a cadet will appear in front of a student counseling board



- S2 will update merits/demerits in JUMS

## **PROFESSIONAL PROMOTION REQUIREMENTS (PPR):**

General: As proficiency in each professional trait listed herein is demonstrated, an entry is to be made in the DATE and INITIALS columns by the Class Commanders. The original will be maintained in the Student Portfolios. As each cadet completes all required professional requirements, the Class Commander will forward a copy of the PPR via the chain of command to the Senior Army Instructor for promotion recommendation or notification. Completion of professional requirements is not a guarantee of promotion, it is notification to the Command that the cadet has completed the passing requirements and is ready to be promoted. It is the responsibility of each individual cadet to seek out and qualify for promotion. Promotion is not automatic.

The Class Commander, by signing and forwarding the PPR up the chain of command, is, in fact, endorsing that cadet and certifies he/she is recommending that cadet for promotion. The Class Commander shall take into consideration unit participation, classroom, drill abilities, participation, attitude; merits etc., but use the PPR as the basic instrument for certification.

Each cadet will start, as a cadet, and will progress up through the PPR process unless specifically waived by the Senior Army Instructor.

\*Note: In order to be promoted to the rank of Sergeant or above cadets must be able to score a minimum of 35% on the most recent Cadet Challenge. If a cadet is medically exempt from the fitness test he/she can still be promoted as per their appropriate level until the next Cadet Challenge is given. Should the cadet fail to pass (35%) the next fitness test, they will be reduced to the rank held prior the fitness challenge from which they were medically excused.

**PROFESSIONAL PROMOTION REQUIREMENTS: CADET PRIVATE (PVT)**

Cadet's Name:

Class Period:

\_\_\_\_\_

**Area of Professional Qualification**

**Date/Initial**

Recite Pledge of Allegiance \_\_\_\_\_/\_\_\_\_\_

Recite the Battalion Chain of Command \_\_\_\_\_/\_\_\_\_\_

Correctly Identify Cadet Rank \_\_\_\_\_/\_\_\_\_\_

Demonstrate proper position of attention and the hand salute \_\_\_\_\_/\_\_\_\_\_

Perform Basic Stationary Drill movements' \_\_\_\_\_/\_\_\_\_\_

**Class Commander Evaluation**

**Date/Initial**

No demerits this quarter or previous quarter \_\_\_\_\_/\_\_\_\_\_

Demonstrated proper wearing of the Cadet Uniform \_\_\_\_\_/\_\_\_\_\_

(Received an average of 80 or higher on uniform inspections in previous and current quarter)

Was not assigned detention or OSS during previous or current quarter \_\_\_\_\_/\_\_\_\_\_

Abides by Cadet Code of Conduct and Cadet Creed \_\_\_\_\_/\_\_\_\_\_

Passed military test scores \_\_\_\_\_/\_\_\_\_\_

A member of the platoon/unit for one school quarter \_\_\_\_\_/\_\_\_\_\_

**Recommendation:**

**Signature/Title**

**Date**

Yes No (Class Leader)

Yes No (Unit Commander)

Yes No (AI)

Approval:

Yes No (SAI)

Advanced to Cadet this date of 20

Copy forwarded to S-1 to update JUMS Data Base. Original returned to Class Leader to place in cadet portfolio.

Comments:

**PROFESSIONAL PROMOTION REQUIREMENTS: CADET PRIVATE FIRST CLASS (PFC)**

Cadet's Name: \_\_\_\_\_

Class Period: \_\_\_\_\_

**Area of Professional Qualification**

**Date/Initial**

Recite and explain the Army Core Values

\_\_\_\_/\_\_\_\_

Demonstrate how to properly fold the U. S. Flag

\_\_\_\_/\_\_\_\_

Recite the Unit Chain of Command from Squad Leader to Principal

\_\_\_\_/\_\_\_\_

Recite the Cadet Creed

\_\_\_\_/\_\_\_\_

Recite the rules on who to salute and when to salute

\_\_\_\_/\_\_\_\_

Perform Basic Stationary Class Period Drill (Unarmed)

\_\_\_\_/\_\_\_\_

Perform Basic Squad Drill Marching (Unarmed)

\_\_\_\_/\_\_\_\_

**Class Commander Evaluation**

**Date/Initial**

No demerits this quarter or previous quarter

\_\_\_\_/\_\_\_\_

Demonstrated proper wearing of the Cadet Uniform\*

\_\_\_\_/\_\_\_\_

\*(Received an average of 80 or higher on each **(no unexcused wears)** uniform inspection in previous and current quarter)

Was not assigned detention or OSS this quarter or previous quarter

\_\_\_\_/\_\_\_\_

Abides by Cadet Code of Conduct and Cadet Creed

\_\_\_\_/\_\_\_\_

A Cadet Private for a minimum of one school quarter

\_\_\_\_/\_\_\_\_

**Recommendation:**

**Signature/Title**

**Date**

**Recommendation:**

**Signature/Title**

**Date**

Yes No (Class Leader)

Yes No (Unit Commander)

Yes No (AI)

Approval:

Yes No (SAI)

Advanced to Cadet \_\_\_\_\_ this date of \_\_\_\_\_ 20\_\_.

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Comments:

**PROFESSIONAL PROMOTION REQUIREMENTS: CADET CORPORAL (CPL)**

Cadet's Name:

Class Period: \_\_\_\_\_

**Area of Professional Qualification**

**Date/Initial**

Recite the three General Orders

\_\_\_\_/\_\_\_\_

Properly raise and lower the U. S. Flag

\_\_\_\_/\_\_\_\_

Recite the First Verse of the National Anthem

\_\_\_\_/\_\_\_\_

Command a squad in Basic Stationary Drill (Unarmed)

\_\_\_\_/\_\_\_\_

Perform Basic Drill (Unarmed)

\_\_\_\_/\_\_\_\_

Demonstrate comprehensive knowledge of Unit 1 of the Cadet Reference Book

\_\_\_\_/\_\_\_\_

**Class Commander Evaluation**

**Date/Initial**

No demerits this quarter or previous quarter

\_\_\_\_/\_\_\_\_

Earned LET Service Ribbon

\_\_\_\_/\_\_\_\_

Demonstrated proper wearing of the Cadet Uniform\*

\_\_\_\_/\_\_\_\_

\*(Received an average of 85 or higher on each **(no unexcused wears)** uniform inspection in previous and current quarter)

Was not assigned detention or OSS this quarter or previous quarter

\_\_\_\_/\_\_\_\_

Abides by Cadet Code of Conduct and Cadet Creed

\_\_\_\_/\_\_\_\_

A Cadet Private First Class for a minimum of one school quarter

\_\_\_\_/\_\_\_\_

**Recommendation:**

**Signature/Title**

**Date**

Yes No (Class Leader)

Yes No (Unit Commander)

Yes No (AI)

Approval:

Yes No (SAI)

Advanced to

Cadet \_\_\_\_\_ this date of \_\_\_\_\_ 20\_\_ Copy

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Comments:

**PROFESSIONAL PROMOTION REQUIREMENTS: CADET SERGEANT (SGT)**

Cadet's Name:

Class Period: \_\_\_\_\_

**Area of Professional Qualification**

**Date/Initial**

Explain and Identify Army ranks and abbreviations \_\_\_\_\_/\_\_\_\_\_  
 Command a platoon in basic unarmed drill \_\_\_\_\_/\_\_\_\_\_  
 Demonstrate a complete knowledge and be able to recite the General Orders the Pledge of Allegiance, first  
 verse of National Anthem and Recite Cadet Creed \_\_\_\_\_/\_\_\_\_\_  
 Demonstrate comprehensive knowledge of Units 1 & 2 of Cadet Reference Book \_\_\_\_\_/\_\_\_\_\_  
 Receive at least 35% overall average on the most recent Cadet Challenge \_\_\_\_\_/\_\_\_\_\_  
 Participate in at least two Unit events as a CPL \_\_\_\_\_/\_\_\_\_\_  
 Event: \_\_\_\_\_ Date: \_\_\_\_\_  
 Event: \_\_\_\_\_ Date: \_\_\_\_\_

**Class Leader Evaluation**

**Date/Initial**

No demerits this quarter or previous quarter \_\_\_\_\_/\_\_\_\_\_  
 Demonstrated proper wearing of the Cadet Uniform\* \_\_\_\_\_/\_\_\_\_\_  
 \*(Received an average of 85 or higher on each **(no unexcused wears)** uniform inspection in previous and  
 current quarter)  
 Was not assigned OSS or detention this quarter or previous quarter \_\_\_\_\_/\_\_\_\_\_  
 Abides by Cadet Code of Conduct \_\_\_\_\_/\_\_\_\_\_  
 A CPL for a minimum of one school quarter \_\_\_\_\_/\_\_\_\_\_

**Recommendation:**

**Signature/Title**

**Date**

Yes No (Class Leader)  
 Yes No (Unit Commander)  
 Yes No (AI)

Approval:

Yes No (SAI)

Advanced to Cadet this date of \_\_\_\_\_ 20

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Comments:

**PROFESSIONAL PROMOTION REQUIREMENTS: CADET STAFF SERGEANT (SSG)**

Cadet's Name: \_\_\_\_\_

Class Period: \_\_\_\_\_

**Area of Professional Qualification**

**Date/Initial**

Command a platoon in unarmed and armed drill

\_\_\_\_/\_\_\_\_

Demonstrate and be able to identify ranks of the Army

\_\_\_\_/\_\_\_\_

Demonstrate knowledge of the MGLAHS JROTC Cadet Manual

\_\_\_\_/\_\_\_\_

Be able to recite the Preamble of the U.S. Constitution

\_\_\_\_/\_\_\_\_

Receive at least 35% overall average on the most recent Cadet Challenge

\_\_\_\_/\_\_\_\_

Participate in at least three Unit events as a SGT

\_\_\_\_/\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_

**Class Commander Evaluation**

**Date/Initial**

No demerits this quarter or previous quarter

\_\_\_\_/\_\_\_\_

Demonstrated proper wearing of the Cadet Uniform\*

\_\_\_\_/\_\_\_\_

\*(Received an average of 90 or higher on uniform inspections in previous and current quarter)

Was not assigned OSS or detention this quarter or previous quarter

\_\_\_\_/\_\_\_\_

Abides by Cadet Code of Conduct

\_\_\_\_/\_\_\_\_

A SGT for a minimum of one school quarter

\_\_\_\_/\_\_\_\_

**Recommendation:**

**Signature/Title**

**Date**

Yes No (Class Leader)

Yes No (Unit Commander)

Yes No (AI)

Approval:

Yes No (SAI)

Advanced to Cadet

this date of \_\_\_\_\_ 20

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Comments:

**PROFESSIONAL PROMOTION REQUIREMENTS: CADET SERGEANT FIRST CLASS (SFC)**

Cadet's Name: \_\_\_\_\_ Class Period: \_\_\_\_\_ Job Assignment: \_\_\_\_\_

**Area of Professional Qualification**

**Date/Initial**

Demonstrate thorough knowledge of MGLAHS JROTC Cadet Manual \_\_\_\_\_/\_\_\_\_\_

Demonstrate a thorough knowledge of: Army and other Services ranks Army terminology, phonetic alphabet, chain of command, general orders \_\_\_\_\_/\_\_\_\_\_

Cadet Creed, Pledge of Allegiance, National Anthem, all Amendments to the U.S. Constitution

Receive at least 35% overall average on the most recent Cadet Challenge \_\_\_\_\_/\_\_\_\_\_

Successfully pass JROTC with a "B" grade or better and be passing all other classes' \_\_\_\_\_/\_\_\_\_\_

Command a platoon in armed and unarmed drill and be able to demonstrate any drill movement or command

\_\_\_\_\_/\_\_\_\_\_

Receive at least 35% overall average on the most recent Cadet Challenge \_\_\_\_\_/\_\_\_\_\_

Participate in at least three Unit events as a SSG \_\_\_\_\_/\_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_

**Class Commander Evaluation**

**Date/Initial**

Has demonstrated accountability and responsibility

\_\_\_\_\_/\_\_\_\_\_

Abides by Cadet Code of Conduct \_\_\_\_\_/\_\_\_\_\_

Understands and demonstrates proper classroom protocol \_\_\_\_\_/\_\_\_\_\_

Demonstrated proper wearing of the Cadet Uniform \_\_\_\_\_/\_\_\_\_\_

(Received an average of 92 or higher on uniform inspections in previous and current quarter)

Was not assigned OSS or detention this quarter or previous quarter \_\_\_\_\_/\_\_\_\_\_

Abides by Cadet Code of Conduct \_\_\_\_\_/\_\_\_\_\_

A SSG for a minimum of one school quarter \_\_\_\_\_/\_\_\_\_\_

**Recommendations: Signature/Title**

**Date**

Yes No (CO)

Yes No (AI)

Approval:

Yes No (SAI)

Advanced to Cadet

this date of \_\_\_\_\_ 20



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Comments:

**PROFESSIONAL PROMOTION REQUIREMENTS:**

**CADET MASTER SERGEANT/FIRST SERGEANT (MSG/1SG)**

Cadet's Name: \_\_\_\_\_ Class Period: \_\_\_\_\_ Job Assignment: \_\_\_\_\_

**Area of Professional Qualification**

**Date/Initial**

Demonstrate thorough knowledge of MGLAHS JROTC Cadet Manual \_\_\_\_\_/\_\_\_\_\_

Demonstrate a thorough knowledge of: Army and other Services ranks Army terminology, phonetic alphabet, chain of command, general orders Cadet Creed, Pledge of Allegiance, National Anthem, the U.S. Constitution & all Amendments

\_\_\_\_\_/\_\_\_\_\_

Successfully pass JROTC with an "A" and a minimum of "C" in all other classes' \_\_\_\_\_/\_\_\_\_\_

Receive at least 35% overall average on the most recent Cadet Challenge \_\_\_\_\_/\_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Demonstrate a thorough knowledge of current unit chain of command \_\_\_\_\_/\_\_\_\_\_

Command a platoon in armed and unarmed drill and be able to demonstrate any drill movement or command

\_\_\_\_\_/\_\_\_\_\_

Participate in at least three Unit events as a SFC \_\_\_\_\_/\_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_

**Class Commander Evaluation**

**Date/Initial**

Has demonstrated accountability and responsibility

\_\_\_\_/\_\_\_\_

Abides by Cadet Code of Conduct

\_\_\_\_/\_\_\_\_

Understands and demonstrates proper classroom protocol

\_\_\_\_/\_\_\_\_

Demonstrated proper wearing of the Cadet Uniform

\_\_\_\_/\_\_\_\_

(Received an average of 85 or higher on uniform inspections in previous and current quarter)

Was not assigned OSS or detention this quarter or previous quarter

\_\_\_\_/\_\_\_\_

Abides by Cadet Code of Conduct

\_\_\_\_/\_\_\_\_

A SFC for a minimum of one school quarters

\_\_\_\_/\_\_\_\_

**Recommendations:**    **Signature/Title**

**Date**

Yes    No    (CO)

Yes    No    (AI)

Approval:

Yes    No    (SAI)

Advanced to Cadet

this date of \_\_\_\_\_ 20

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Comments: