

CRETIN-DERHAM HALL CORPS OF CADETS



CADET HANDBOOK

“Motivating Young People to be Better Citizens”

REVISED AUGUST 2012

JROTC Cadet Creed

- I am an Army Junior ROTC Cadet.
- I will always conduct myself to bring credit to my family, country, school and the Corps of Cadets.
- I am loyal and patriotic. I am the future of the United States of America.
- I do not lie, cheat or steal and will always be accountable for my actions and deeds.
- I will always practice good citizenship and patriotism.
- I will work hard to improve my mind and strengthen my body.
- I will seek the mantle of leadership and stand prepared to uphold the Constitution and the American way of life.
- May God grant me the strength to always live by this creed.

Motto: *Religio – Mores – Cultura*

(Obligations to God, The Community, and To The Ancestors and Descendants)

CRETIN-DERHAM HALL CADET HANDBOOK

1. **PURPOSE.**

This Cadet Handbook is issued as a JROTC Department supplement to the Cretin-Derham Hall Student Handbook. It provides information regarding the Junior Reserve Officers' Training Corps (JROTC) Program. Specifically, this handbook provides information about JROTC organizations, activities and uniforms. It also serves as a standard operating procedure (SOP) reference for uniform requirements, appearance, promotions, merits/demerits, and awards, decorations and insignia. Cadets are encouraged to contact their Cadet Chain of Command or a member of the JROTC Department Staff for additional information regarding the contents of this handbook. Each cadet is required to read the Cadet Handbook and to be familiar with its contents. Cadets are encouraged to show this handbook to their parents, because it may answer questions they have about this program at Cretin-Derham Hall.

2. **JROTC PROGRAM.**

A. GENERAL. The JROTC Program is a national program authorized by Congress and conducted by the Department of the Army in cooperation with educational institutions. The program was established by the National Defense Act of 1916 in response to needs expressed by the citizens of the United States. The JROTC Program is a citizenship program devoted to the moral, physical and educational uplift of American youth. The core of the program is the study of ethics, citizenship, communications, leadership, life skills and other subjects that are designed to prepare young men and women to take their place in adult society. The curriculum is student centered and focused on character building and civic responsibility. JROTC is **not** intended to be a source of manpower for the United States Armed Forces. Many high schools throughout the United States are part of a long list of schools that want to include the Army JROTC Program as an optional part of their educational experience. Cretin-Derham Hall is fortunate to be among the 1645 high schools that offer this popular program to its students.

B. TRADITION. The distinguished history of JROTC at Cretin-Derham Hall dates back to 1917 when Brother Justinus Elzear, Director of Cretin High School, decided to add military training to the school's curriculum. Initially, students drilled for one hour each day under the supervision of two Minnesota National Guard instructors. Then, in November 1918, cadets held their first parade in their new uniforms. In December of that same year, after a favorable report by the US Army Inspector who had been sent to review the progress of the new unit, the JROTC unit was officially recognized. Just one month later, January 1919, Lieutenant C. D. Kelly arrived to become the first Regular Army instructor and Commandant of Cadets. On February 17, 1919 the first Federal Inspection of the 405 member Corps of Cadets was held. In 1929-30 the JROTC unit received its first *Honor Unit* rating based upon the excellence observed during the Federal Inspection. This was the highest rating given by the War Department. The school

held the *Honor Unit* rating until 1971 when a new category was instituted, *Honor Unit with Distinction*. Cretin-Derham Hall has continued its unprecedented tradition of unbroken recognition as an *Honor Unit with Distinction* to this day, making it one of the most outstanding JROTC Programs in the Nation. Today, just as it has through the years since 1917, the Corps of Cadets sustains many time-honored traditions and remains committed to its legacy of excellence.

C. PURPOSE OF JROTC.

(1) The JROTC program at CDH is designed to teach high school students the value of citizenship, leadership, service to the community, and personal responsibility, while instilling in them self-esteem, teamwork, and self-discipline.

(2) The program's focus is reflected in its mission statement, "***To Motivate Young People to be Better Citizens.***" It prepares high school students for responsible leadership roles, while making them aware of their rights, responsibilities, and privileges as American citizens.

(3) More than anything the JROTC at CDH develops student leadership through classroom instruction and practical leadership application during weekly leadership lab periods. All JROTC Department sponsored activities and organizations serve as extensions of the classroom for practical leadership development.

3. JROTC ORGANIZATIONS.

A. Participation in the wide variety of student activities available only to members of the Corps of Cadets is strongly encouraged. Many of these activities were founded in the earliest years of the JROTC Program, e.g., the Crack Drill and Rifle Teams were organized in 1922. The active involvement of cadets in Corps activities contributes to *esprit de corps*, while providing additional opportunities for students to maximize their high school experience through teamwork and leadership development. Cadets who are active members of these activities wear distinctive cords and are awarded ribbons upon completion of the requirements of the activity.

B. The following activities are open to members of the Corps of Cadets:

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|----------------------|---------------------------------------------------------------------------------------------------|
| (1) Air Rifle Team | Open to all cadets. Varsity and competition team selection based upon commitment and proficiency. |
| (2) Color Guard | Open to all cadets. Competition team selection based upon commitment and proficiency. |
| (3) Crack Drill Team | Open to all cadets. Varsity team selection based upon commitment and proficiency. |
| (4) Flight Club | Open to all cadets. |

- | | |
|---------------------------|---------------------------------------------------------------------------------------|
| (5) Honor Guard | Open to seniors, juniors and sophomores. Members selected on merit. |
| (6) Orienteering Team | Open to all cadets. |
| (7) Regulation Drill Team | Open to all cadets. Competition team selection based upon commitment and proficiency. |

C. CDH Letter Award.

(1) Cadets may earn a CDH letter award in JROTC and in most JROTC organizations for wear on a CDH letter jacket. Varsity (v) or club/activity (c/a) letters are awarded in JROTC, Air Rifle (v), Color Guard (v), Crack Drill (v), Honor Guard (c/a), Orienteering (c/a), and Regulation Drill (v).

(2) The requirements for a letter award in JROTC include academic performance in JROTC, Leadership Lab performance, accumulated merits/demerits, school and community service, co-curricular organization membership, and participation in encampments and social activities. The requirements for a letter award in the JROTC co-curricular organizations listed above include attendance, competition, performance and proficiency.

(3) Insignia for the letter jacket for each organization is available for purchase in the CDH Quartermaster Store.

4. UNIFORMS.

A. GENERAL.

(1) The JROTC uniform identifies the wearer as a member of the Cretin-Derham Hall Corps of Cadets. The manner in which the uniform is worn reflects on each and every member of the Corps, as well as the thousands of Cretin and Cretin-Derham Hall Alumni who are part of our rich and unique tradition of excellence. The uniform must be worn to standard with care, pride and respect, as prescribed in this handbook.

(2) The JROTC uniform is required to be worn once per week by the U.S. Army ROTC Cadet Command. This will normally occur on Wednesdays for Leadership Lab.

(3) The mixture of the JROTC uniform, school uniform, and/or civilian clothing is not authorized.

(4) The JROTC uniform may be worn in lieu of the school uniform at any time. An additional pair of slacks/trousers will be issued on a case by case basis to cadets who choose to wear the uniform more than one day each week.

(5) The Army procured uniform items that are issued remain the property of the U.S. Army. When a cadet withdraws or graduates from the JROTC program, all uniform items must be returned. Cadets will be required to reimburse the U.S. Army for any uniform item that is lost or damaged through negligence.

(6) The uniform items listed below will be issued at no expense. Selected items, i.e., ribbon racks and shoulder cords may be purchased at the CDH Quartermaster Store. Only a white crew-necked T-shirt is authorized for wear under the JROTC blouse/shirt.

ISSUED TO FEMALE CADETS

Belt, waist web, black	(1)
Buckle, yellow, brass	(1)
Cap, female	(1)
Coat, green, dress	(1)
Insignia	(1 set)
Name Plate	(2)
Neck tab, black	(1)
Saber (Selected Officers)	(1)
Sam Browne Belt (" ")	(1)
Sash (Honor Guard only)	(1)
Shoes, black	(1 pr)
Short sleeve blouse, green	(1)
Slacks, green	(1)
Socks, black	(1 pr)
T-shirt, white crew-necked	(1)
Distinctive Unit Insignia	(1)

ISSUED TO MALE CADETS

Belt, waist web, black	(1)
Buckle, yellow, brass	(1)
Cap, male	(1)
Coat, green, dress	(1)
Insignia	(1 set)
Name Plate	(2)
Necktie, black	(1)
Saber (Selected Officers)	(1)
Sam Browne Belt (" ")	(1)
Sash (Honor Guard only)	(1)
Shoes, black, oxford	(1 pr)
Short sleeve shirt, green	(1)
Socks, black	(1 pr)
Trousers, green	(1 pr)

T-shirt, white crew-necked (1)
Distinctive Unit Insignia (1)

PURCHASED BY CADETS

Distinctive shoulder cords (Optional)
Marksmanship Badges (Optional)
Ribbon Racks* (Optional)

* Optional in lieu of the 1, 2, and 3 ribbon bars issued at no cost

** Cadet officers require 2 school crests

(7) Cadets may exchange issued uniform items that become unserviceable due to size or condition. Items that are turned in for exchange must be clean. Lost uniform items will be replaced at cadet expense.

B. PRESCRIBED UNIFORMS. There are four types of uniforms that may be prescribed for wear: Class A, Class B, ACU (camouflaged field uniform) and Physical Training (PT).

(1) Class A Uniform (Figures 7 and 9).

(a) The Class A uniform consists of the coat, uniform slacks/trousers, short sleeve green blouse/shirt, neck tab/necktie, cap, shoes, black socks, black web waist belt, name plate, rank, school crest, Honor Star, and all authorized badges, cords, medals, ribbons and tabs.

(b) Female cadets may wear the uniform skirt in lieu of slacks with the Class A uniform. This skirt is not issued, but may be purchased through coordination with the JROTC Department Staff. NOTE: The required hem length is knee length.

(c) The uniform hat is worn for all inspections, parades and reviews, for all leadership labs, and selected other occasions.

(d) A plain white oxford dress shirt and black bow tie worn with the Class A uniform constitute formal attire for appropriate formal activities, such as the Military Ball.

(e) Honor Guard members are issued a yellow belt/sash for the Class A uniform.

(f) A Sam Browne belt and saber may be specified for wear by cadet officers.

(2) Class B Uniform (Figures 8 and 10).

(a) The Class B uniform consists of the short sleeve green blouse/shirt, uniform slacks/trousers, shoes, black socks, black web waist belt, name plate, rank, Honor Star, school crest. All authorized ribbons and tabs as well as badges are optional for wear unless directed for wear.

(b) Female cadets may also wear the uniform skirt in lieu of slacks with the

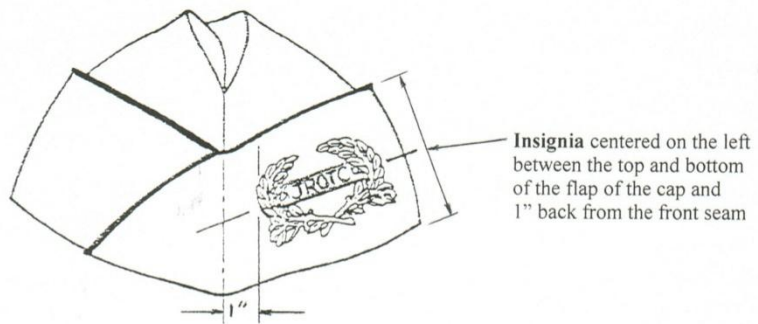
Class B uniform.

(c) The Army black sweater with name plate, school crest and rank may be worn with the Class B uniform. This sweater is not issued, but may be purchased through coordination with the JROTC Department Staff. If you do not have the Army sweater, you may wear the uniform CDH sweater in lieu of the Army sweater.

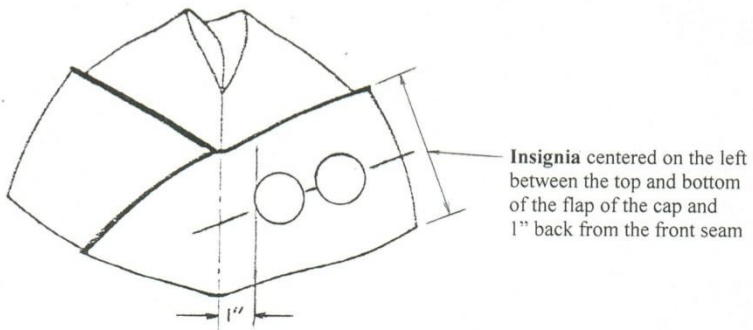
(d) The garrison cap will be worn with the Class B uniform while in formations.

(3) Class C Uniform: The camouflaged Army Combat Uniform (ACU) will be issued to both female and male cadets who attend the JROTC Cadet Leadership Challenge (JCLC). This uniform consists of a coat, pants, cap, T-shirt, belt, socks, boots and insignia.

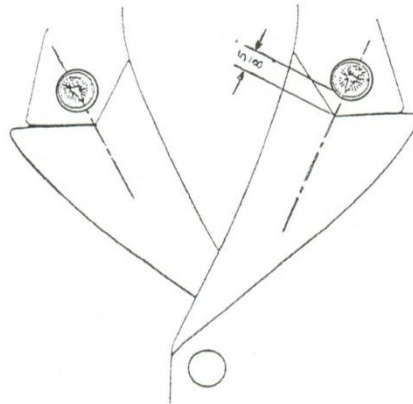
(4) Physical Fitness (PT) Uniform: Athletic uniforms are not items of issue. Cadets will use their own athletic attire consisting of a sweatshirt or T-shirt, sweat pants or shorts, and non-marking tennis shoes, when this uniform is specified, e.g., Cadet Challenge, organized athletics, dodgeball and physical training.



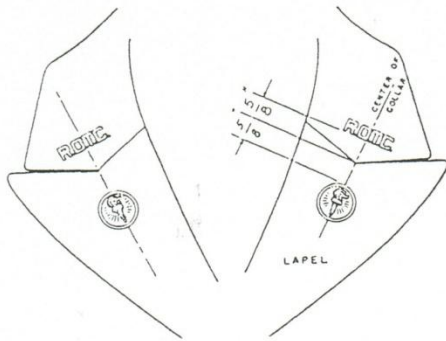
Cap Brass (Cadet Enlisted)
Figure 1



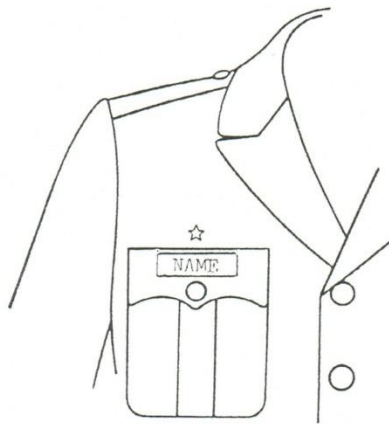
Cap Brass (Cadet Officer)
Figure 2



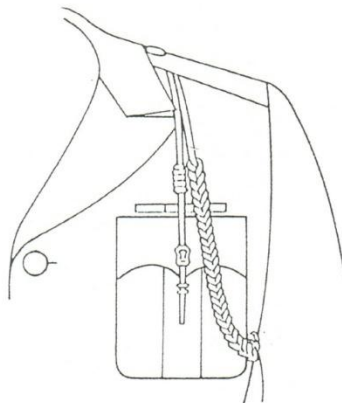
Class A Uniform -- Torch of Knowledge (Cadet Enlisted)
Figure 3



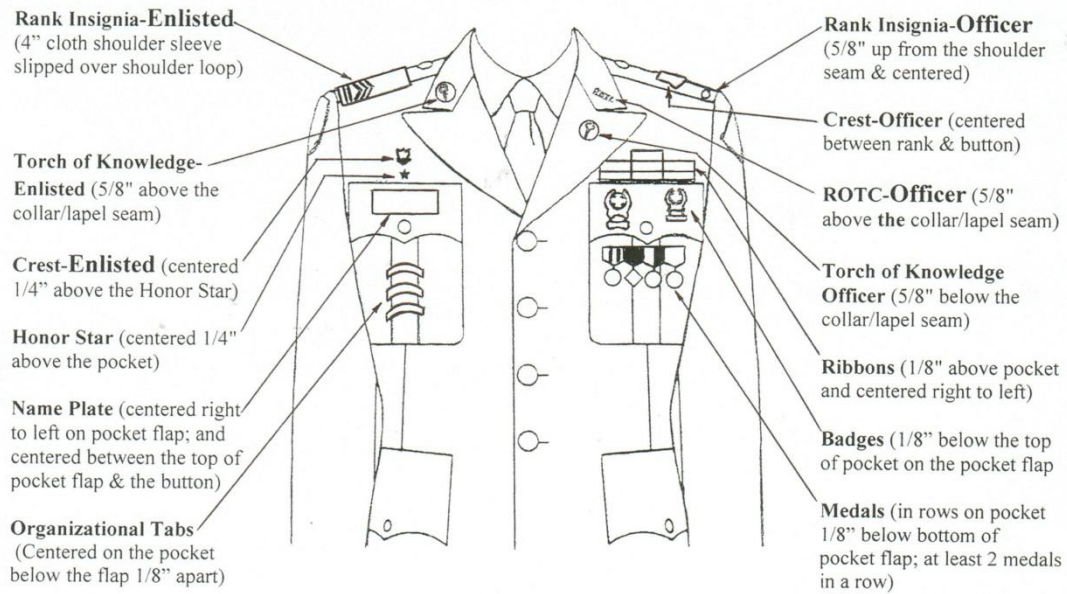
Class A Uniform -- Torch of Knowledge (Cadet Officer)
Figure 4



Honor Star and Name Plate
Figure 5

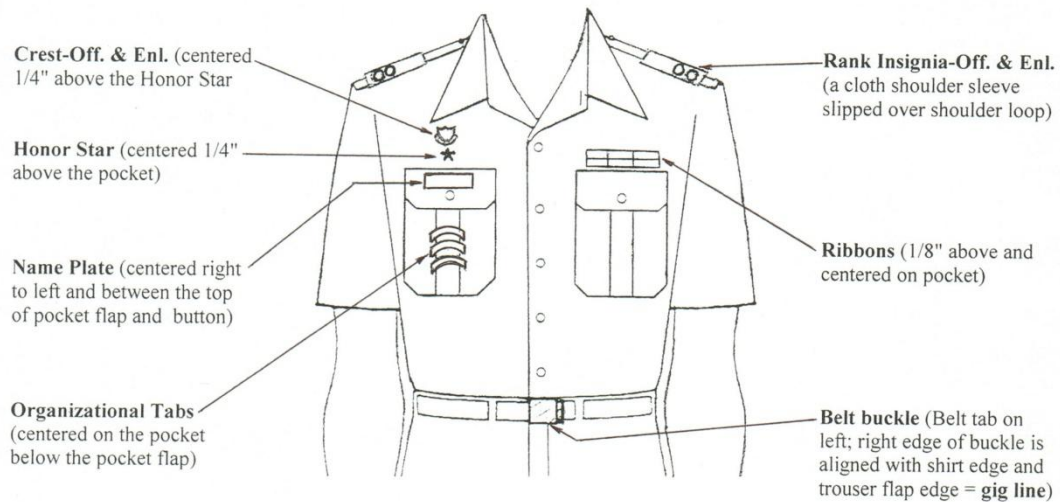


Activities Cord
Figure 6



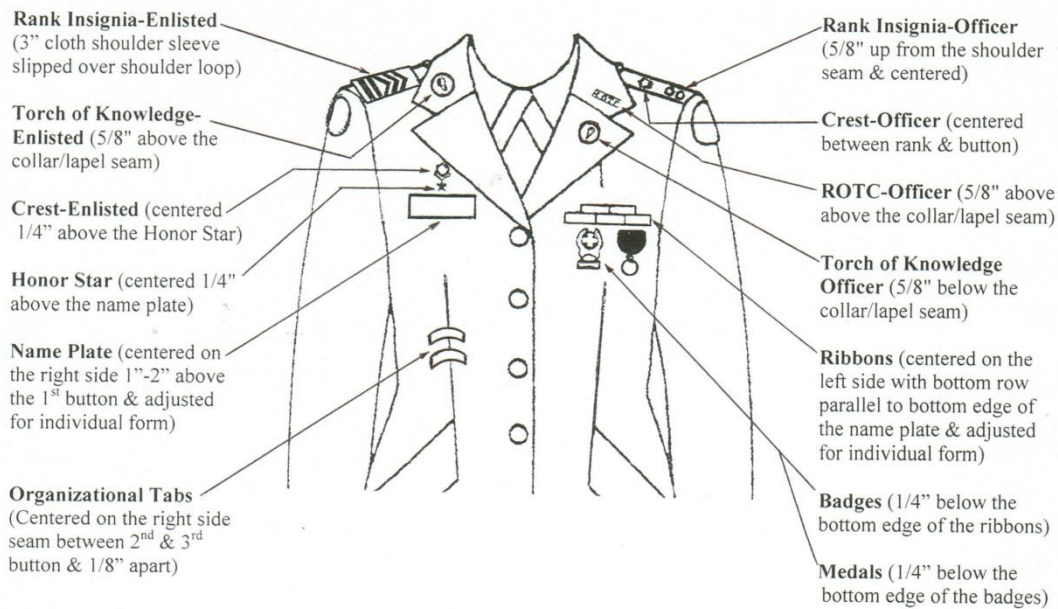
Class A Uniform (Male)

Figure 7

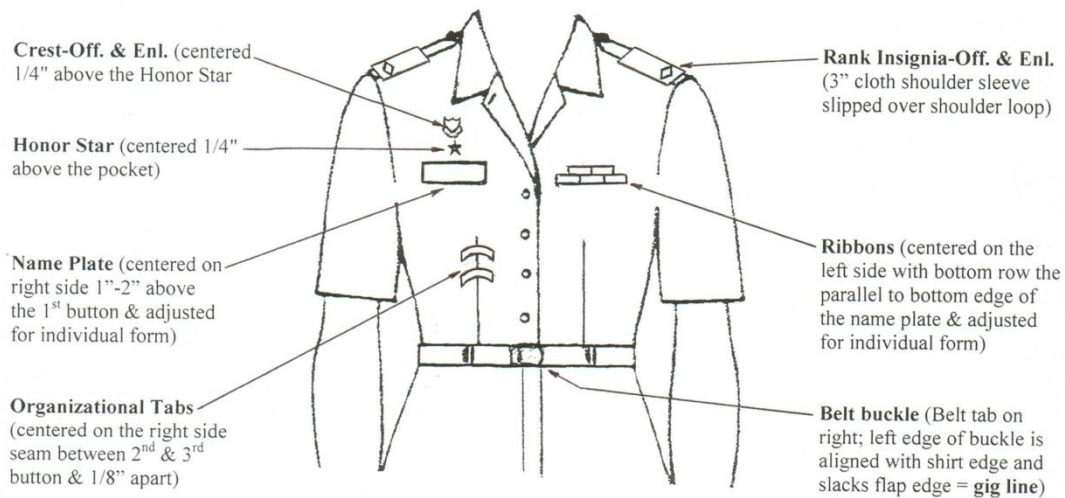


Class B Uniform (Short Sleeve Shirt -- Male)

Figure 8



Class A Uniform (Female)
Figure 9



Class B Uniform (Short Sleeve Blouse -- Female)
Figure 10

C. DISTINCTIVE INSIGNIA.

(1) The proper placement of insignia, awards, and other uniform items is shown in Figures 1 through 10.

(2) Cadets are authorized to wear distinctive shoulder cords on the Class A and Class B uniforms to recognize their status as active members of JROTC co-curricular organizations. Former members may wear the ribbon and tab awarded for that organization, but not the cord. Single cords will be worn on the right shoulder, except for the National Honor Society cord which is worn on the left shoulder only. The Crack Drill Team and Color Guard cords are worn on the right shoulder for uniformity during performances. No more than two cords may be worn, one on each shoulder. The authorized cords are:

- a. National Honor Society: Gold Cord
- b. Honor Guard: Purple and Gold Cord
- c. Crack Drill Team: Red Cord
- d. Color Guard: White Cord
- e. Air Rifle Team: Tan Cord
- f. Orienteering Team: Green Cord
- g. Regulation Drill Team: Maroon and white Cord
- h. Flight Cub: Medium Blue Cord
- i. Bugle Corps: Dark Blue Cord
- j. Freshman Leadership and Outstanding Drill Cadet Award: Black Cord

5. AWARDS AND DECORATIONS.

A. GENERAL. Achievement is recognized by badges, medals and ribbons. All awards and decorations must be announced by an order before they may be worn. A ribbon and medal that represent the same award may not be worn at the same time. The awards and decorations listed herein are the only ones authorized for wear on cadet uniforms.

B. RIBBONS. Male cadets wear ribbons centered over the left pocket and 1/8" above the top of the pocket on the shirt/coat. Female cadets wear ribbons centered above a horizontal line that is even with the first button of the blouse/coat and the bottom of the name plate. Ribbons will be worn in rows of three in order of precedence from the wearer's right to left and top to bottom (See Figures 7 through 10). The order of precedence for ribbons is:

(1) Academic Awards

N-1-1 Distinguished Cadet Award for Scholastic Excellence

Criteria: Awarded annually to one Cadet who exhibits the degree of excellence in scholastics. Awarded by: Superintendent

N-1-2 Academic Excellence Ribbon

Criteria: Awarded annually to one Cadet in each LET level for achieving the highest academic grades. Awarded by: Principal

N-1-3 Academic Achievement Ribbon

Criteria: Awarded annually to those Cadets who maintain a grade of “A” in JROTC and a “B” average in the remaining academic subjects.

Awarded by: Senior Army Instructor.

N-1-4 Perfect Attendance Ribbon

Criteria: Awarded to Cadets with no unexcused absences during each trimester. Awarded by Senior Army Instructor

N-1-5 Student Government Ribbon

Criteria: Elected to a student government office. Awarded by: Principal

N-1-6 Leadership Development Service Ribbon

Criteria: Awarded to Cadets successfully completing first trimester of training of each LET year. Awarded by: Senior Army Instructor

N-1-7 National Honor Society

Criteria: Awarded to those inducted into the society by the society committee. Awarded by: Principal

N-1-8 Scholastic Merit

Criteria: Awarded to cadets who have a B average in JROTC Classes and an overall B average in all courses. This award will also be awarded to any cadet who has earned the N-1-3. Awarded by : Senior Army

Instructor

N-1-9 Outstanding Achievement

Criteria: Awarded to cadets who through hard work and dedication contribute to the JROTC program. Awarded by: Senior Army Instructor

N-1-10 Cadet Formal Inspection

Criteria: Awarded to all cadets who participate in the annual formal inspection. Awarded by: Senior Army Instructor

(2) Athletic Awards

N-2-1 Varsity Athletic Ribbon

Criteria: Awarded annually to Cadets in varsity sports. Awarded by: Principal

N-2-2 JROTC Physical Fitness Ribbon

Criteria: Awarded annually to Cadets who maintain excellent physical fitness. The ribbon will be presented to Cadets receiving an 85-percentile rating or better in all 5 Cadet Challenge events. Awarded by: Senior Army Instructor

N-2-3 JROTC Athletic Ribbon

Criteria: Awarded annually to Cadets who maintain a basic, yet challenging level of physical fitness. The ribbon will be presented to Cadets receiving a 50-percentile rating or better in all 5 Cadet Challenge events. Awarded by: Senior Army Instructor

N-2-4 JROTC Excellence in Athletics

Criteria: Cadets must successfully complete all 5 Cadet Challenge events. Awarded By: Senior Army Instructor

N-2-5 Theater/Band/Choir

Criteria: Theater – Be a participant in a theater production, Band – Be a member of any one of the school bands, Choir – Be a member of any one of the school choirs. Awarded By: Senior Army Instructor

(3) Military Awards

N-3-1 Senior Army Instructor Leadership Ribbon

Criteria: Awarded annually to the one Cadet in each LET level who displays the highest degree of leadership. Awarded by: Senior Army Instructor

N-3-2 Personal Appearance Ribbon

Criteria: Awarded annually to Cadets who consistently present an outstanding appearance. Awarded by: Senior Army Instructor

N-3-3 Proficiency Ribbon

Criteria: Awarded annually to those Cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty. Awarded by: Senior Army Instructor

N-3-4 Drill Team Ribbon

Criteria: Awarded annually to drill team members. Awarded by: Team Advisor once award criteria has been met.

N-3-5 Orienteering Ribbon:

Criteria: Awarded annually to Cadets who are members of the orienteering teams. Awarded by: Team Advisor once award criteria has been met.

N-3-6 Color/Honor Guard Ribbon:

Criteria: Award annually to members of color/honor guard. Awarded by: Team Advisor once award criteria has been met.

N-3-7 Rifle Team Ribbon

Criteria: Awarded annually to rifle team members. Awarded by: Team Advisor once award criteria has been met.

N-3-8 Adventure Team Ribbon

Criteria: Awarded annually to Cadets who attend Camp Ripley/Afton events. Awarded by: Senior Army Instructor

N-3-9 Commendation Ribbon

Criteria: Awarded to Cadets whose performance of duty exceptionally exceeds that expected of Cadets of their grade and experience. Awarded by: Senior Army Instructor

N-3-10 Good Conduct Ribbon

Criteria: Awarded annually to Cadets who have demonstrated outstanding conduct throughout the school. Awarded by: Senior Army Instructor

N-3-11 JCLC Participation Ribbon

Criteria: Awarded to Cadets for JCLC participation. Awarded by: Senior Army Instructor

N-3-12 Best Squad

Criteria: Be a member of the best squad through evaluation. Awarded By: Senior Army Instructor.

N-3-13 Best Platoon

Criteria: Be a member of the best platoon through evaluation. Awarded By: Senior Army Instructor.

N-3-14 Flight Club

Criteria: Be an active member of the flight club. Awarded By: Team Advisor once award criteria has been met.

N-3-15 Honor Guard

Criteria: Be an active member of the honor guard. Awarded By: Team Advisor once award criteria has been met.

(4) Miscellaneous Awards

N-4-1 Parade Ribbon

Criteria: Awarded to Cadets who have participated in local community parades; for example, Veterans' Day, Memorial Day, etc. Awarded by Senior Army Instructor

N-4-2 Recruiting Ribbon

Criteria: Awarded to Cadets who recruit students into the JROTC program each quarters/semester. Awarded by: Senior Army Instructor

N-4-3 Fall Review

Criteria: Awarded to Cadets who participate in the Fall Review. Awarded by: Senior Army Instructor

N-4-4 Community Service

Criteria: Awarded to Cadets who participate in service events which benefit the community. Awarded by: Senior Army Instructor

N-4-5 School Service

Criteria: Awarded to Cadets who participate in school service events which benefit the school. Awarded by: Senior Army Instructor

N-4-6 Service Learning Ribbon

Criteria: Awarded annually to Cadets who participate in service learning projects. Awarded by: Senior Army Instructors.

N-4-7 Excellent Staff Performance Ribbon

Criteria: Awarded annually to Cadet Staff Officers for excellent performance. Awarded by: Senior Army Instructor

C. BADGES. Up to three marksmanship badges may be worn on the Class A and Class B uniforms. Females wear badges 1/4" below the ribbons. Males wear badges 1/8" below the top of the left pocket flap. A single badge is worn centered. Two badges are worn centered and at least 1" apart. Three badges are worn centered and equally spaced. Only the highest qualification badge for each sponsoring organization will be worn, e.g., a cadet will not wear both the Cadet Command Expert Air Rifle Qualification Badge and the Sharpshooter Air Rifle Qualification Badge (See Figures 7 through 10). The authorized marksmanship badges in order of precedence are:

- (1) US Army Qualification Badges
- (2) Cadet Command Qualification Badges
- (3) USA Shooting Badges
- (4) National Rifle Association Badges

D. MEDALS. Medals are worn in order of precedence from the wearer's right to left and top to bottom. Female cadets wear medals 1/4" below the ribbons, or 1/8" below the row of

badges. Male cadets wear medals 1/8" below the top of the left pocket flap, or 1/8" below the bottom of the pocket flap on the pocket, if a row of badges is worn. Medals are worn in rows of two or more. If only one medal is worn, it may be worn in a row with one or two badges in the left most position. The number of medals worn in each row depends upon the size of the coat. Second and subsequent rows of medals will not contain more medals than the row above. For example, if there are five medals in the first row, the second row must have five or fewer medals. Each row of medals will be positioned as high as possible under the row above. The following are authorized awards with medals in the order of precedence:

- (1) Medal for Heroism
- (2) Legion of Valor Bronze Cross
- (3) Superior Cadet Decoration
- (4) Sons of the American Revolution ROTC Medal
- (5) Daughters of the American Revolution ROTC Medal
- (6) Sons of the American Revolution Good Citizenship Medal
- (7) Military Order of the Purple Heart ROTC Medal
- (8) Military Order of World Wars Bronze ROTC Medal
- (9) Veterans of Foreign Wars JROTC Medal
- (10) American Legion Military Excellence Gold Medal
- (11) American Legion Military Excellence Silver Medal
- (12) American Legion Military Excellence Bronze Medal
- (13) American Legion Scholastic Excellence Gold Medal
- (14) American Legion Scholastic Excellence Silver Medal
- (15) American Legion Scholastic Excellence Bronze Medal
- (16) American Veterans Association JROTC Medal
- (17) United States Army Recruiting Command JROTC Medal
- (18) Association of the United States Army ROTC Medal
- (19) The Military Officers Association of America JROTC Medal
- (20) Reserve Officers Association JROTC Medal
- (21) Military Order of World Wars Patrick Henry Medallion
- (22) Daughters of American Colonists JROTC Medal
- (23) United States Army Reserve Scholar/Athlete Award
- (24) United States Marine Corps Scholastic Excellence Award
- (25) United States Marine Corps Distinguished Athlete Award
- (26) The Noncommissioned Officer Association Junior ROTC Medal
- (27) The Retired Enlisted Association Junior ROTC Medal
- (28) The National Sojourners JROTC Medal
- (29) Daughters of Founders and Patriots of America Junior ROTC Medal
- (30) National Society, United States Daughters of 1812 Junior ROTC Bronze Medal
- (31) Junior Reserve Officers Training Corps Citizenship Award
- (32) The Raider Brigade Academic Excellence Award
- (33) The Raider Brigade Military Excellence Award
- (34) The Raider Brigade Service Excellence Award
- (35) Medals earned in JROTC competitive events (in any order)

Criteria for the above listed awards will be distributed as a supplement to the handbook or can be found on-line through the JROTC page within the CDH website. Also, the descriptions and criteria are a part of the “Wearing the Uniform” unit presented in LET-1.

(E) ORGANIZATION TABS. Organization tabs are worn on the right of the Class A and Class B uniforms 1/8” apart. Males wear tabs centered on the pocket between the bottom of the pocket flap and the bottom of the pocket (Figure 7 and 8). Females wear the tabs centered on the fitted seam between the second and third button (Figure 9 and 10). The Tabs are awarded after the completion of the season. The highest tab is worn on top in accordance with the following order of precedence:

- (1) Honor Guard
- (2) Crack Drill Team
- (3) Color Guard
- (4) Air Rifle Team
- (5) Orienteering Team
- (6) Regulation Drill Team
- (7) Band
- (8) Flight Club
- (9) Bugle Corps

(F) RIBBON DEVICES: Ribbon devices are worn on any ribbon when you have been awarded any ribbon more than once. The proper awarding of devices for second and subsequent awards are as follows:

DEVICES ON RIBBONS

FIRST AWARD – ACTUAL RIBBON

SECOND AWARD – BRONZE LAMP

THIRD AWARD – SILVER LAMP

FOURTH AWARD – GOLD LAMP

FIFTH AWARD – 1 GOLD LAMP + 1 BRONZE LAMP

SIXTH AWARD – 1 GOLD LAMP + 1 SILVER LAMP

SEVENTH AWARD – 2 GOLD LAMPS

EIGHTH AWARD – 2 GOLD LAMPS + 1 BRONZE LAMP

NINTH AWARD – 2 GOLD LAMPS + 1 SILVER LAMP

TENTH AWARD – 3 GOLD LAMPS

6. APPEARANCE STANDARDS.

A. GENERAL. The Cretin-Derham Hall Corps of Cadets places great importance on the enforcement of uniform and appearance standards. Grooming and the manner in which an organization's members wear their uniforms provide an indication of the state of discipline and morale within the entire organization. Exemplary appearance is the desired standard for every cadet at all times. Setting a good example and displaying good bearing are important characteristics of a leader. Virtually all JROTC uniform and grooming standards follow the CDH standards listed in the Student Handbook for all students. The minimum acceptable appearance standards for each cadet are listed below.

B. UNIFORMS.

(1) Slacks/Trousers. Military and school slacks/trousers will be clean, pressed and properly fitted. When the waist band is on the hip line, the slack/trouser length will be such that the hem touches the laces of the shoe with only one "break" in the front crease. The hem rises 1" above the ground at the heel. The left rear pocket tab will be buttoned.

(2) Blouses/Shirts. Military and school blouses/shirts will be freshly laundered and pressed. The top collar button will be buttoned when a necktie or neck tab is worn. Whenever the optional long sleeve blouse/shirt is worn, a necktie or neck tab is required. Blouse/shirt tails will be fully tucked into the slacks/trousers, so that the belt and belt buckle may be seen. They cannot be worn "flipped under" or loosely bloused over the belt. The JROTC insignia of rank will be properly placed on shoulder tabs of the blouse/shirt. Pockets will be buttoned and the name plate will be worn on the right side with the Honor Star and school crest. All authorized ribbons will be worn in order of precedence on the left. Organization tabs will be worn in order of precedence on the right (Figures 8 and 10).

(3) Shoes. Only the issued shoes will be worn with the JROTC uniform. Shoes will be cleaned so that they are free of dirt, dust and smudges. The upper shoe surfaces may be cleaned with a glass cleaner (Windex) and the sides of the soles painted with black edge dressing. The laces will be tied.

(4) Socks. Plain black socks are required when the JROTC uniform is worn.

(5) Belt and Buckle. A black web belt with brass buckle is always worn with the slacks/trousers. The belt tab will extend on the left side of the buckle for boys and the right side for girls. The buckle will be shined and aligned with the "gig line" (straight line formed by the edge of the blouse/shirt, the edge of the buckle opposite the belt tab, and the zipper flap of the slacks/trousers).

(6) Undershirt. The only undershirt that may be worn with the JROTC uniform is a plain white crew neck T-shirt. Colored T-shirts, T-shirts with logos, slogans or colored designs, or V-neck T-shirts may not be worn.

(7) Neck tab/Necktie. The black neck tab/necktie will be worn whenever the Class A uniform or optional long sleeve blouse/shirt is worn. Neckties will be tied with a *four-in-hand* or *modified Windsor* knot so that the front of the tie is longer than the rear. Ties will be pulled up properly covering the collar button of the blouse/shirt. Tie clasps will not be worn.

(8) Uniform Coat (Class A). The coat will be clean and pressed at all times. Brass insignia must be highly polished. All insignia, badges, medals, ribbons, the name plate and cords are worn and properly placed.

(9) Headgear. Caps will be clean and worn with the JROTC insignia or rank insignia (Cadet Officers). The insignia of rank will be shined. See Figures 1 and 2.

(10) Army Black Sweater (Optional). See paragraph 4B(2)(c).

C. GROOMING.

(1) Haircuts. A proper haircut is an important part of overall appearance and bearing. Few things draw unfavorable attention faster than extreme hair styling; therefore, haircuts must present a proper appearance. During formal inspections, parades, reviews, and special occasions, female cadet hair cannot extend below the bottom of the collar of the blouse or coat, nor interfere with the wear of properly fitted military headgear. Barrettes and cloth bands may be used to hold hair in place, but they must be natural in color and blend with the hair. Male cadets will not wear hair that rests on or extends over the ear. Hair will not touch the collar in back, or the eyebrows in front. Hairstyles that attract attention due to extreme style may not be worn, e.g., "Mohawks." Coloring may not be outside of the normal range. Generally, the JROTC haircut standards follow those found in the Student Handbook.

(2) Facial Hair. Male Cadets will be clean shaven at all times. Sideburns must not extend below the bottom of the opening of the ear. Beards, mustaches, chin whiskers, and other facial hair is not allowed.

(3) Earrings. Male cadets will not wear earrings while in the JROTC uniform. Female cadets may wear only one pair of earrings at a time while in uniform. These earrings will be simple round posts in gold, silver or pearl not exceed 3/16" in diameter. Nose, lip, eyebrow or other piercings may not be worn.

7. PROMOTIONS.

A. GENERAL. Promotions recognize a cadet's potential to perform effectively in positions requiring increased responsibility and leadership. They are not made solely to reward past performance. Cadets seeking promotion must comply with the policies of this handbook and the Student Handbook regarding the wearing of the uniform, grooming and behavior. **Successful leaders lead by example.**

B. PROMOTION CRITERIA.

(1) All promotions are based upon overall effort both in and out of JROTC. Leadership Lab performance is a very important consideration when selecting individuals for promotion. Behavior, merits/demerits, compliance with uniform standards, position vacancies, and the recommendations of cadet leaders and the JROTC Department faculty are also factors. The entire CDH faculty, staff and administration is invited to participate in the Diamond (Major, Lieutenant Colonel, and Colonel) promotions. The Senior Army Instructor is the final authority for all promotions, except for the Diamond promotions, for which the final authority rests with a faculty board that convenes.

(2) Leadership Education and Training (LET) course levels determine the rank attainable by a cadet during the school year. The highest rank listed for each LET level is generally attained only during the third trimester of the school year.

PROMOTION LEVELS

LET 1	--	Private (PVT) through Corporal (CPL)
LET 2	--	Above plus Sergeant (SGT) and Staff Sergeant (SSG)
LET 3	--	Above plus Sergeant First Class (SFC), Master Sergeant (MSG), First Sergeant (1SG), Sergeants Major (SGM) and Second Lieutenant (2LT)
LET 4	--	Above plus First Lieutenant (1LT), Command Sergeants Major (CSM), Captain (CPT), Major (MAJ), Lieutenant Colonel (LTC), and Colonel (COL)

- (3) In order to be eligible for promotion a cadet must:
- (a) not be on academic or social probation.
 - (b) have a grade of C or higher in JROTC for the current and preceding trimester.
 - (c) have a grade of B or higher in JROTC Leadership Lab for the current and preceding trimester.
 - (d) have completed all academic assignments.

(4) Any cadet who fails to maintain passing grades in any course at the end of a trimester or is found in major violation of CDH policies is subject to possible reduction in rank.

C. CADET OFFICERS

(1) There is no fixed limit to the number of junior officers authorized in the Raider Brigade, but all must be experts at JROTC. Cadets who wish to earn promotion to officer rank must pass the Junior Officer test. The test is designed to confirm mastery of essential JROTC

knowledge (such as this handbook), standards, skills, and abilities so that officers may lead with authority and expertise. The test evaluates using a variety of intelligences and methods. It will NOT quiz trivia or seek to stump cadets, but reinforces a cadet’s practical ability to synthesize and evaluate within JROTC. A study outline is available on request. The SAI will announce the minimum passing score for each test ahead of its administration. The first test occurs at the end of the second trimester during a cadet’s junior year. There will be additional opportunities at the start of the senior year and midway through the second trimester.

(2) Junior Officer and Diamond Promotions. All who pass the junior officer test are qualified for promotion to the rank of Cadet Second Lieutenant. Qualification is also determined based upon cadet demonstrated performance and potential in JROTC. To achieve higher rank, a cadet must formally compete for the position. The cadre will promote based on cadet performance in the following: leadership activities (inside and outside JROTC), service involvement, JROTC participation, CDH participation, academics, JO Test score, peer evaluation, CDH staff/faculty/administration evaluation (for some assignments, the cadre may request a “360 degree” evaluation by “subordinate” cadets in addition to peer and faculty evaluations), merits/demerits, a formal interview before the cadre. A faculty board confirms and the administration approves all diamond officer promotions. To maximize leadership development and growth, cadet officers and NCOs (with the exception of diamond officers) may rotate duty positions during the school year.

8. MERIT/DEMERIT SYSTEM.

A. GENERAL. The merit/demerit system is a tool available within the JROTC Department to teach individual discipline in the Corps of Cadets. The Merit System focuses on personal responsibility to meet or exceed clearly communicated standards of performance and conduct. Those who meet and exceed the standards may earn merits, while cadets who fail to meet them earn demerits. A cadet's merit/demerit record reflects his or her overall attitude toward and performance within the JROTC Program; therefore, merits/demerits will be a factor in determining promotions and JROTC grades. Each JROTC Department faculty member has the discretion to implement the merit/demerit system as he or she sees fit. They will inform classes of the specific impact that merits/demerits will have on grades at the beginning of the school year and publish their expectations in the syllabus.

B. Merits. Merits may be awarded in the amounts and for the reasons below. This list is NOT all inclusive.

<u>REASON</u>	<u>AMOUNT</u>
1. Outstanding demonstration of leadership	1-5 merits
2. Drill Team/Color Guard Practice	1-5 merits
3. Team members of a winning team in a Competition	10 merits
4. JROTC work outside normal school hours	2 merits per hour

5. Recruiting a new cadet	10 merits
6. ALL A's and B's on report card	10 merits
7. Wearing the proper school uniform	1 merit daily
8. Turn in assignments or meet requirements before a deadline	3-5 merits
9. Exceptional example of CDH or JROTC values in action	3-5 merits
10. Praise from faculty about a cadet	1-5 merits

C. **Demerits.** Cadets with a demerit balance may reduce or eliminate demerits by earning merits, which cancel demerits on a one-for-one basis; or, by performing service arranged with the JROTC Department faculty. Failure to correct a demerit balance by the time mid-trimester and end of trimester grades are submitted will result in a lower grade for that period. It also results in the ineligibility for promotion until the end of the next grading period, mid-trimester or end of trimester.

<u>REASON</u>	<u>AMOUNT</u>
1. Disrespect to SAI or AI	10 demerits
2. Missing flag duty/Battalion formations	5 demerits
3. Mixing the JROTC uniform with non uniform items (Black CDH sweatshirt may be worn with JROTC uniform During the school day with the exception of leadership lab)	5 demerits
4. Improper grooming	1-5 demerits
5. Improper CDH uniform	1-5 demerits
6. Failure to wear the JROTC uniform	10 demerits
7. A negative report (behavior/disrespect/uniform)	1-10 demerits
8. Failure to make up uniform wear	20 demerits

D. Demerits tied to promotion – A cadet with a balance of demerits is not eligible for promotion.

9. **SUMMARY.**

Congratulations on your wise decision to participate in the JROTC. All facets of this program are designed to enrich your educational experience at Cretin-Derham Hall and to prepare you for success in the future. **Each and every cadet in the Raider Brigade is a valued member of our "JROTC Team and Community."** Each of you plays a very important role every day in the success of that team. Initially, you'll be held accountable for your actions and individual performance only. In this way, you'll become more familiar with the program, while acquiring the knowledge and attention to detail necessary to assume one of the many leadership positions within the JROTC. As you progress in the program, you will be entrusted with increasing responsibility, not only for your actions, but for the actions of other cadets placed under your

leadership. Through this process you will develop your skills, grow in self-confidence, and become a more effective leader to fulfill the mission of JROTC to help young people to be better citizens.

NOTES

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