



Milpitas High School NJROTC

Unit Handbook

*First Edition
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TO: Parents and Guardians of New NJROTC Cadets

Senior Chief Ezell and I would like to welcome you and your student to Milpitas High School's Navy Junior Reserve Officer Training Corps (NJROTC) unit. Our unit has a proud tradition of service to youth and the local community dating back to 1977 when the program was established at the former Samuel Ayer High School. Chartered by Congress in 1964, the NJROTC program has expanded in the nation's high schools and currently stands at 624 units. Let me assure you that the NJROTC program is **NOT** designed to recruit your child into the military services, but is offered as an elective to instill a greater sense of citizenship and personal achievement.

This will be a completely new experience for your cadet. Some of what we do is the traditional classroom work, but a larger portion of our week is devoted to introducing your cadet to: military drill, ceremonies and courtesies, self discipline, team work, organization, study skills and physical training. As they gain experience in the unit we will give them the opportunity to exercise leadership in different roles. A very important element of any JROTC program is that *cadets run the unit* as much as possible.

During the first week of school your cadet received an orange *Cadet Field Manual*. This publication very clearly defines the uniform and haircut standards required of all cadets in NJROTC. Wednesday is uniform day at school. All cadets are expected to wear the uniform all day. We consider the uniform and the cadet's behavior while in uniform a very important part of the program.

In order for your cadet to fully enjoy the benefits of this terrific program it is strongly recommended that each cadet participate in one or more of our competitive teams. They include the following: color and honor guard, drill teams, and physical training teams and the academic team. Throughout the year our teams will compete against other schools in various drill/field meets and parades. It is hoped that our new cadets will be eligible to participate in all our field trips, attend our basic leadership training and various other special events. A school GPA of 2.5 is required for participation.

Your support of your cadet is vital to our collective success. Senior Chief Ezell and I are very dedicated to the individual achievements of your cadet during this important year. If at any time you have a question about requirements or activities, please feel free to call us at school: **408-945-5548**. We are here most days until 5 PM.

Jeff Queen
LCDR, USNR (RET)
Senior Naval Science Instructor

Weekly Schedule and Annual Events

Most weeks have a standard schedule. The specific daily events for each week are published on the unit's Plan of the Week (POW). The POW is read to all cadets on Monday at the beginning of class and posted inside the NJROTC building. Cadets are responsible for the knowing the contents of the POW.

The standard week looks like this:

Monday:	Military Drill outside
Tuesday:	Academics inside the classroom
Wednesday:	Uniform Inspection outside
Thursday:	Academics inside the classroom
Friday:	Physical Training outside

Fifth period cadets will perform Silent Sustained Reading (SSR) each day except Wednesdays and annotate their reading logs on Tuesday and Friday.

Annual events which the cadets look forward to each year include:

- Navy Birthday Company Formation
- Regulation and Exhibition drill meets hosted by MHS
- Other units' drill meets in the fall and spring (4)
- Academic Postal competitions
- Orienteering meets
- Veterans Day Parade
- San Jose Holiday Parade
- Basic Leadership Training – Camp Parks RFTA, Dublin, CA
- Area Manager Inspection
- Orientation field trips to military bases
- Military Ball
- Platoon Cup challenge competitions
- Community Service
- Middle school recruiting and assemblies
- Talent Show
- Awards Night
- Leadership Academy

Uniform Policy

Proper wearing of the NJROTC cadet uniform according to the instructions found in the Cadet Field Manual is a very important part of being a successful cadet. The uniform is the most visible symbol of our program and is easily recognized on and off campus.

The uniform is owned by the US Government. Each cadet receives approximately \$120.00 worth of uniform items in a new or near new condition at the beginning of each school year. Cadets are expected to maintain the uniform items in the same condition as issued through correct care and maintenance all year. Failure to do so will result in cadet financial accountability.

All cadets wear the uniform each Wednesday, unless otherwise directed in the POW. Cadets shall wear the uniform from the time they leave home until the time they return home in the afternoon. While in class on Wednesday cadets will be inspected by senior cadets and will earn a maximum grade of 50 points. Points will be deducted for improper appearance and grooming.

It is the policy of the Naval Science Department at Milpitas High School to not allow cadets with failing grades following the first semester to register for Naval Science in the second semester. Past experience has shown that failures are the direct result of the cadet not wearing the ROTC uniform on a regular basis. Because the uniform is such an integral part of our program, cadets are continuously reminded of the large part their uniform grades account for the final grade. Cadets are allowed to make up uniform grades and also receive extra credit toward the final grade by wearing the uniform on additional days. If a cadet fails to wear their uniform on Wednesday, he or she must wear the uniform twice *before* the next uniform inspection in order to receive full credit for that week.

Cadets who disenroll from Naval Science must return the uniform, minus shoes, in the same condition as issued. Failure to do so will result in placing the cadet's name on the school fine list.

Grading Scheme and Minimum GPA

Cadets earn their Naval Science grade by combining weighted percentages from the 4 categories below:

Unit Quiz:	25%
Semester Test:	40%
Uniform:	25%
Military Bearing:	10% (SSR grade included here for 5 th period)
Total:	100%

Notes:

- Unit quizzes and semester tests are multiple-choice. Class notes may be used.
- Extra credit can be earned by wearing the uniform additional days. Cadets must be inspected! Maximum points allowed for each day is 25. Extra credit projects are approved by instructors only.
- Passing the course is very difficult without consistent attendance and adherence to uniform policy.

Minimum GPA: Cadets must maintain a school grade point average, based on the last 6 week grade report, of 2.5 or above. Failure to do so will prevent the cadets from participating in drill meet competitions (may remain on team, practice only), attending NJROTC field trips, prevent advancement in rank. These restrictions apply also to cadets who maintain a 2.5 GPA and above but are failing Naval Science. Cadets who maintain a school GPA of 3.5 or above may be meritoriously advanced two ranks provided they satisfy all other advancement requirements of the new rank.

Cadet Organization

The NJROTC unit is run day to day by the cadets for the cadets. More senior cadets, typically juniors and seniors, are assigned jobs or “billets” which function in the key areas of the program. These are:

Commanding Officer
Executive Officer
Administration Officer
Operations Officer
Supply Officer
Public Affairs Officer
Unit Master Chief
Unit Adjutant (when assigned)

Additionally, there are secondary positions of leadership which are given to outstanding cadets who have demonstrated personal initiative and an understanding of unit operations. These include:

Academic Officer
Color Guard Commanding Officer
Color Guard Executive Officer
Unarmed Drill Team Commanding Officer
Unarmed Drill Team Executive Officer
Armed Drill Team Commanding Officer
Armed Drill Team Executive Officer
Orienteering Commanding Officer
Orienteering Executive Officer
Physical Fitness Commanding Officer
Physical Fitness Executive Officer
Military Ball Coordinator
Honor Guard Commanding Officer
Unit Yearbook Coordinator

After School Program

All cadets are highly encouraged to be involved in the cadet organization. It has been proven that the cadets who benefit the most from joining NJROTC are the ones who go beyond daily classroom attendance and try something new. The best place to start for a new first year cadet is on one of the after school teams: Color Guard, Honor Guard, Orienteering Team, PT Team, Armed and Unarmed Drill Teams, Academic Team. All teams are very competitive against other units and require a special dedication. The benefits include making new friends, increased social events, self-discipline, working together toward a common goal, and leadership opportunities.

Team practice occurs Monday through Thursday after school from 3 PM to 4:45PM. Cadets are expected to attend all practices on time. If a team member has a valid reason for missing practice (sick, tutoring, family necessity) the member shall inform his or her team Commanding Officer prior to practice. Members will be cut from the team due to excessive absences, excused or unexcused.

All team competitions are chaperoned and comply with school board directives for field trips. Cadet eligibility for team membership includes: member must be passing Naval Science, maintain a school GPA of at least 2.5 and have no school disciplinary excesses.

Team Commanding Officers are nominated by the company commander and unit executive officer and approved by the Naval Science instructors. Leadership positions are rotated yearly or when necessary.

Competitive teams are the heart of the NJROTC program at Milpitas High. All team members are pushed to new personal levels of excellence in a very positive and supportive environment. Junior cadets are encouraged to assume higher levels of responsibility and leadership. Former cadets consistently recall their team membership as the best part of being in NJROTC.

Advancements and Promotions

Active cadets in the NJROTC program advance upward through the specific ranks found in the Cadet Field Manual. The time required for a particular cadet to move up the rank structure is based on individual merit. It is up to you how far you go. The advancement program is fair, clearly stated and does not tolerate favoritism.

Cadets are given 3 opportunities each school year to advance in cadet rank. The different times are in the following months: November, March and June. During those months one week is devoted to the advancement testing cycle. Each cycle includes:

- A rank-specific written test
- A rank-specific unarmed drill practical
- A uniform inspection
- A physical fitness test (push-ups, sit-ups and run)
- Required school GPA of 2.5 or above
- 5 hours of community service

Cadets who have a GPA of 3.5 and pass all other requirements will be advanced two ranks. No cadet may be meritoriously advanced more than twice in the same school year. NS-1 cadets may not advance past the rank of E-5 during their first year.

Cadet Chief Petty Officers earn their new rank by successfully completing a 5 week Cadet CPO Candidate Training sequence. This training is conducted by the unit CO, XO and select officers and chiefs.

Officer promotions, including the selection of a new CO and XO, are based upon a consensus process among the CO, XO and instructors. The selection of the following school year's CO and XO is announced at the end of year awards night when a brief change of command ceremony is conducted.

Cadets are only limited by their own ambition to progress in the NJROTC program. Equal opportunity to advance is open to all cadets.

Field Trip Policy

Cadets shall meet the following requirements to travel on a sanctioned NJROTC field trip:

- Complete a parent permission request
- Complete a school field trip request
- Not be on the school social probation list
- Have at least a school GPA of 2.5
- Must be passing Naval Science
- Have a completed NJROTC Standard Release Form
- Have valid medical insurance
- Pay in advance all required trip fees and deposits
- Final decision to travel on trips rests with the instructors

Returning Cadet Policy

Each year former cadets request a return to active status. The senior naval science instructor grants permission based upon the following factors surrounding the former cadet's behavior:

- What grades were earned while in NJROTC?
- Was the uniform returned according to the uniform policy?
- What rank and awards did the former cadet earn?
- Did the cadet hold a billet in the unit? Which one?
- What was the military bearing of the cadet?
- What is the school discipline history of the cadet?