

# JROTC/JCC

# HOME PAGE CALENDAR

FREQUENTLY ASKED QUESTIONS (FAQS) JROTC NUMBER DIRECTORY

2017 VETERANS DAY PARADE PHOTOS

- JUNIOR CADET CORPS (JCC)
  - JCC Uniform
- JCC Creed
- JCC Handbook
- FWISD JROTC WEB PLUS
  - RESOURCES

JROTC/JCC 2018 FINAL REVIEW STEM INITIATIVES BRIEF

# JUNIOR CADET CORPS (JCC)

transition to high school. Strong emphasis is placed on honesty, values, self-discipline, The Junior Cadet Corps (JCC) offers an outstanding elective course for 6th, 7th and 8th grade students. It emphasizes leadership development, positive self-esteem, courtesy, respect, discipline and basic leadership traits in preparing them for the teamwork and responsible patriotic citizenship. Cadets are taught professional physical fitness and a desire to graduate from high school.

# Mission:

Prepare students for responsible leadership roles while making them aware of their rights, responsibilities and privileges as American citizens.

Responsible Citizenship with Commitment to Community and School Service.

# Honor Code:

I do not lie, cheat, or steal, and will always be accountable for my actions.

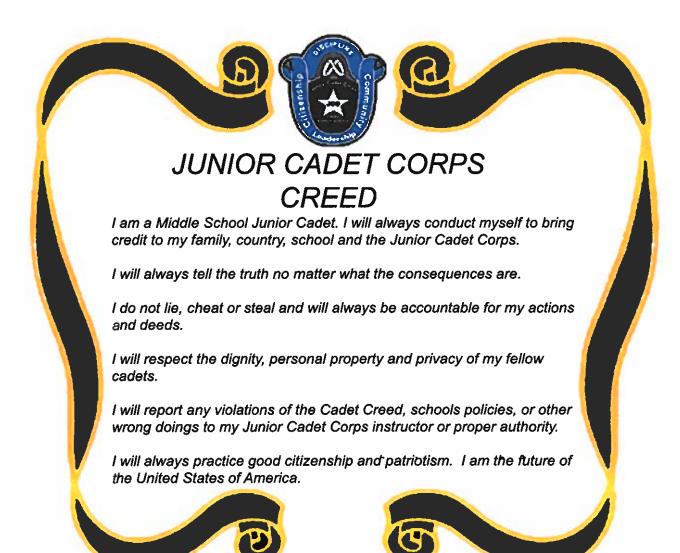
- Annual Formal Inspection
- Annual Leadership Camp (Sky Ranch)
- Annual National Middle School Drill Competition (FWISD 1st Saturday in April)
- Annual Veteran's Day Parade
- Community Service (Color Guard Support)
- Intra-District Drill Competition (Fall & Spring)
  - **3CC Annual Military Ball**
- Mexican Independence Day Parade
  - **Trinity Trot 5K Run**

# CONTACT US

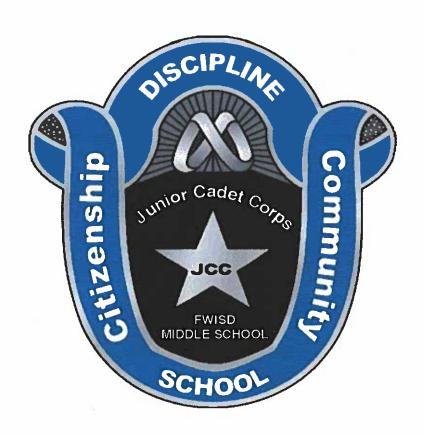
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# Activities:



# JUNIOR CADET CORPS



**CADET HANDBOOK** 



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JROTC DEPARTMENT

SUBJECT: Junior Cadet Corps Handbook Procedures

TO: All cadets enrolled in Fort Worth Independent School District (FWISD), Junior Cadet Corps (JCC) Middle School program.

- 1. As a JCC cadet you are embarking on one of the most interesting and valuable educational experiences of your middle school career. In JCC you will be given the chance to participate in your education and will learn to be a better citizen. The program provides you with tools and skills you can use to succeed in high school, but far more important, these tools and skills will be useful for the remainder of your life. This Cadet Handbook will be used to:
  - a. Set standards and establish procedures.
  - b. Supplement guidance set forth in the FWISD and school campus code of conduct.
  - c. Serve as primary reference and continuity file for JCC cadets.
- 2. All cadets enrolled in the JCC programs are personally responsible to read the cadet handbook, be knowledgeable of its contents, and comply with the standards and procedures established.
- 3. Any questions, comments, or recommendations will be forwarded to the JCC Coordinator for consideration and incorporation as necessary.

JEREMIAH G. MARSHALL CW4, USA (Ret) Coordinator, JCC Programs

# JUNIOR CADET CORPS SYMBOLISM

# The Star

The Star reflects the cadets' commitment to Discipline, School, Community and Citizenship, which will help shape their lives in becoming better citizens.

# The Infinitum Loop

The Infinitum Loop symbolizes the infinite amount of knowledge, discipline, and respect the Junior Cadet Corps program instills in its cadets for the rest of their lives.

# The Array of Lights

The Arrays of Lights above the institute loop symbolizes life opportunities and paths that are open to cadets in planning their adult lives.

# The Colors

Blue is the sign of truth, which is the foundation of the Junior Cadet Corps Honor Code. It states, "I do not lie, cheat or steal and will always be accountable for my actions."



Silver is the sign of pride. It is the cornerstone in a cadets' sense of self-confidence and esteem in their abilities to overcome life's challenges.

# **JCC MISSION**

Prepare students for responsible leadership roles while making them aware of their rights, responsibilities and privileges as American citizens.

# **JCC MOTTO**

Responsible Citizenship with Commitment to Community and School Service.

# **JCC HONOR CODE**

I do not lie, cheat, or steal, and will always be accountable for my actions.



# INTRODUCTION

The purpose of this hand book is to inform you about cadet responsibilities, classroom procedures, policies, standards, entering and departing classroom, classroom instructions, maintaining cadet notebook, promotions, rank structure, leadership responsibilities, uniform requirement, merit/demerit system and grading policy. In addition to the above policies and procedures cadets will obey Fort Worth ISD (FWISD) and school campus code of conduct.

As a cadet, you are responsible for keeping yourself informed and complying with all policies, procedures and standards outlined in this cadet handbook. When you encounter situations not specifically covered in this handbook, you should use good judgment and common sense. If in doubt concerning any orders, regulations or instructions, you should request clarification from your Chain of Command. Cadets are responsible for maintaining and taking care of their cadet handbook.

# I AM A CADET

- 1. I do not lie, cheat or steal.
- 2. I will always tell the truth no matter what the consequences are.
- 3. I will read and comply with the JCC Handbook.
- 4. I will wear my cadet uniform properly and with pride throughout the day on designated uniform days.
- 5. I will follow instructions from my JCC instructor and teachers.
- 6. I will be responsible and accountable for my own actions.
- 7. I will be completely honest in dealing with my JCC Instructor, teachers and fellow cadets.
- 8. I will respect the dignity, personal property and privacy of my fellow cadets.
- 9. I will cooperate with my JCC Instructor, teachers, fellow cadets and classmates.
- 10. I will not fight in school and will respect the rights of my fellow cadets and students.
- 11. I will report to my JCC instructor and teachers any violations of the Cadet Creed, schools policies, or other wrong doings.
- 12. I will ask questions when instructions are not clear.
- 13. I will be on time for all my classes and drill practices.
- 14. I will safe guard and be responsible for my cadet uniform.
- 15. I will keep my classroom area and myself neat and clean.
- 16. I will patriotically support the JCC program, my school and my community.

I, Cadet	, having read the above statements, do
1 0	uphold the same to the best of my ability. I understand
that any violations of the above rules may result in me being removed from Junior Cadet Corps.	
SIGNATURE:	DATE:

# 1-1 Professional Courtesy

Professional Courtesy points out the need for mutual respect between leaders and subordinates, and it cannot be one-sided. It demands from you a polite and considerate behavior towards others and you may expect the same from them. Listed below are common professional courtesies that cadets will adhere too.

- a. Cadets will stand at the position of parade rest when speaking to the JCC instructor and JROTC Department staff. (At the discretion of the JCC Instructor)
- b. Saluting is a long established custom of exchanging courteous greeting between individuals in military uniform. When outside cadets are required to salute JROTC Department staff officers.
- c. The junior ranking individual initiates the salute, and the senior ranking person returns the salute.
- d. The hand salute will be rendered during the raising or lowering of the U.S. Flag, and the playing of the National Anthem.
- e. Civilians are addressed by their title of Mr., Mrs., and Ms. Military personnel are addressed by their rank.
- f. Cadets will address JROTC Department staff and instructors by their rank (i.e. Sergeant, First Sergeant, Chief, Captain and Lieutenant Colonel) and their last name.

# 2-1 Discipline

The JCC middle school program foundation is built on strict Discipline. Discipline is a trait that all successful civilian and military person possess. Cadets are expected to exercise strict discipline at all times. Cadets that fail to exercise appropriate discipline will be subject to the following forms of disciplinary actions.

- a. Cadets will drop for push-ups and other exercises as directed by the JCC instructor.
- b. Cadets will assume the front leaning rest position.
- c. Cadets will stand at position of attention.
- d. Cadets will stand at position of attention at the back of classroom/corner facing the wall.
- e. Cadets will write essays as directed.
- f. Cadets will write letters of apology as directed.

# **CHAPTER 3**

# 3-1 Desired Learning Outcomes

- a. Express a desire to graduate from school.
- b. Demonstrate knowledge of the rights, responsibilities, and respect for constituted authority, privileges, and freedom that underline good citizenship.
- c. Demonstrate positive self-esteem and winning behavioral concepts in a culturally diverse society.
- d. Demonstrate the ability to think logically and to communicate effectively.
- e. Demonstrate knowledge of the danger of substance abuse and the importance of mental management, including goal setting and positive self-talk.
- f. Describe the importance of diet and physical fitness in maintaining good health and appearance.
- g. Demonstrate an understanding of the history, purpose and structure of the JCC program.
- h. Demonstrate proficiency in basic military skills (such as drill and ceremonies, first aid, and map reading) that are necessary for working effectively as a team.
- i. Describe the importance of citizenship through American history from the Revolutionary period to the present as it relates to America's future and culture.



# 4-1 Uniform Requirement

The JCC cadet uniform is the standard for enrollment in the JCC program. The JCC instructor will inform the cadets concerning uniform cost, collect the money and size/order all cadet uniforms dependent upon individual school policies. ("Skinny" Jeans/Pants are NOT authorized) The following items/accessories are part of the JCC uniform:

a.	JCC Pants (Black – Dickies Model 874- Male, 774 - Female)	Standard
b.	JCC Shirt Button Down (Tan)	Standard
c.	JCC Physical Fitness T-Shirt (School colors)	Standard
d.	JCC Award Ribbons	Optional
e.	JCC Black Windbreaker Jacket	Optional
f.	JCC Ball Cap	Optional
g.	Black Boots (Required if on drill Team)	Optional
h.	Black Web Belt/Buckle (If lost \$5.00)	Issued
i.	Nametag (If lost \$2.00)	Issued
j.	Rank Insignia (If lost \$3.00)	Issued

# **CHAPTER 5**

# 5-1 Uniform Dress and Appearance

The JCC cadet uniform has been adopted by FWISD and is the standard for enrollment in JCC program.

- a. Cadets are required to purchase a complete cadet uniform (shirt, pants and T-shirt) to be worn once a week for the in-ranks inspection on the designated uniform day.
- b. When in uniform cadets must present a military appearance at all times.
- c. Cadets must wear the uniform the entire school day to receive full credit.
- d. No excuses will be accepted for failure to wear the uniform.
- e. When cadet has an excused absence on uniform day, the uniform will be worn the next day that the cadet attends school. Cadets will receive full credit for wearing the uniform the next day.
- f. Buttons on the shirt will be buttoned, except the top button.
- g. Cadets will keep shirttails tucked in pants at all times, even after school.

- h. Cadets are required to wear a white T-shirt (Crew Neck) when wearing the JCC uniform.
- i. Cadets are required to wear black footwear and black socks when in uniform.
- j. At no times are cadets allowed to have hands in pockets, except to retrieve items.
- k. Female cadets are only allowed to wear stud earrings when in uniform.
- 1. Male cadets are not allowed to wear earrings when in uniform.
- m. Belt buckle/tip will be subdued (black) when wearing the uniform.
- n. Nametag will be centered on the right shirt pocket flap.
- o. Ribbons will be centered 1/8 inch above the left shirt pocket, clean and not frayed.
- p. The Leadership tag will be worn 1/8 inch above the ribbons. The JCC leadership tag has higher precedence over ribbons.
- q. JCC Drill Meet Badge will be centered on right shirt pocket.
- r. Cadets are required to remove all loose strings on the uniform before wearing.

# 6-1 Personal Grooming – Male (In Uniform)

- a. Hair will be clean and cut to present a neat groomed appearance.
- b. Hair must not touch the ears or the shirt collar.
- c. Earrings will not be worn.
- d. Hair will not be worn in extreme or fad style such as a Mohawk, ducktail, or braids; fad hair coloring is not authorized.
- e. No visual appearance of piercing on face, nose or tongue, or as deemed by the JCC Coordinator.

# 6-2 Personal Grooming - Female (In Uniform)

- a. Hair will be clean, neatly arranged and styled to present a professional feminine appearance.
- b. Hair will not touch the shirt collar.
- c. Hair will not be worn in an extreme or fad style.
- d. Hair will not be worn with ornaments such as ribbons, jeweled pins, etc. however, plain barrettes to hold hair in place are appropriate.
- e. Finger nails will not be painted in a fad style or color. Light pink or other natural "clear" colors are acceptable. Black is not authorized.
- f. Small conservative gold, white, or silver colored round pierced or clip earrings may be worn. When worn, earrings must fit tightly against the ear and will not extend below the earlobe. Only one (1) earring or healing post may be worn in each earlobe.

# 7-1 Entering the Classroom

The Cadet Class Leader (CCL) and Cadet Squad Leaders (CSL) are responsible for reporting to class before other cadets to receive instructions from the JCC Instructor.

- a. CCL will post in front of the class to monitor cadet's ability to stand at the position of attention. Cadets who break the position of attention will be disciplined. The CCL will assume the position of parade rest while monitoring class.
- b. Cadets will enter the classroom and go directly to their assigned seat. Cadets must stand behind or beside their desk at the position of attention, keeping head and eyes looking straightforward. There is absolutely no movement at position of attention.
- c. Upon entering, the classroom cadets are <u>not allowed to talk</u> at any time before the tardy bell rings.
- d. Once the bell rings, cadets will follow the commands of the CCL to take their seats. (Take Seats)

# **CHAPTER 8**

# **8-1 Classroom Procedures and Rules**

- a. The class leader or the first cadet(s) that observe a JROTC department staff, principal or outside guest entering the classroom will call the class to attention. Cadets will stand up, assume position of attention and remain standing until instructed to do otherwise.
- b. Cadets will address the JCC Instructor and JROTC Department staff by their military rank i.e., Master Sergeant, Chief, Master Chief, Major, LTC, etc.
- c. Cadets will stand up and assume the position of parade rest when speaking to JROTC department staff and outside guest. (See pg 9)
- d. Cadets must address the person they are speaking to by saying the following: Rank/Title of the person they are speaking to (i.e. 1SG Jones, MSG Smith, etc.); their name (i.e. Cadet Thomas) and then answer the question.
- e. Cadets will raise their hand and wait to be acknowledged before speaking.
- f. Cadets will not leave their seat unless given permission.
- g. Everyday cadets will bring pen/pencil, paper and cadet notebook to class.
- h. Cadets will not enter the instructor's area (i.e. sitting behind and touching anything on the instructor's desk).

- i. Cadets will take care of all personal business prior to entering the classroom (i.e. going to the restroom and locker).
- j. Cadets will not chew gum, eat or drink in the classroom.
- k. Cadets will not horseplay at anytime in the classroom.
- 1. Cadets will report to class on time. Excessive tardiness will not be tolerated.
- m. Cadets will pay attention and participate in group discussion.
- n. Cadets are required to keep notes, handouts and other lesson material in the cadet notebook.
- o. Cadets are encouraged to ask questions when instructions are not clear.

# 9-1 Departing the Classroom

The CCL is responsible for releasing the class. Prior to releasing the class the CCL will ensure police of classroom, arrange/align chairs/desk and collect personal items. The CCL will then post in front of class and give the following commands:

- a. Cadets on your feet or attention.
- b. Cadets will stand up and assume the position of attention.
- c. Dismiss cadets by squads.
- d. Each squad will march out in single file from left or right.
- e. Sequence will continue until all squads have departed.

# **CHAPTER 10**

# 10-1 Cadet Notebook

Cadets will be issued a Cadet Notebook that contains all of the lessons for the school year.

- a. Cadets will keep the Notebook in the JCC Classroom.
- b. Cadets are responsible for taking notes and completing exercises in the notebook as required by the JCC Instructor.
- c. Cadet notebook will be subject to inspection to determine if all lesson materials are present.
- d. The Cadet Notebook may be sent home with the Cadet. The cadet notebook <u>MUST</u> be brought to class daily. (No Exception)

# 11-1 Positions and Responsibilities

The JCC instructor will appoint all leadership positions. The positions are as follows: Commander of Cadets (COC), Cadet Class Leader (CCL) and Cadet Squad Leaders (CSL). Each class will have one (1) class leader and four (4) squad leaders. Cadets will be evaluated in leadership positions in the following areas: leadership, responsibility, discipline, cooperation and conduct. Listed below are the duties and responsibilities for all leadership positions:

- a. Commander of Cadet: Assist the JCC Instructor in any area he/she deems necessary. The COC is responsible for holding JCC program formation at school functions when assembled in mass formation; holding drill team formation and scheduling leadership meetings based on guidance from the JCC instructor. The COC is authorized to wear a white pistol belt with brass buckle and single braid leadership shoulder cord on the left shoulder. (Corps Colors Blue/Grey)
- b. Assistant Commander of Cadet: Assist the COC in any area he/she deems necessary. The ACOC is responsible for holding JCC program formation at school functions when assembled in mass formation; holding drill team formation and scheduling leadership meetings based on guidance from the COC. The ACOC is authorized to wear single braid leadership shoulder cord on the left shoulder. (Silver Cord with plain nickel tip)
- c. <u>Cadet Class Leader</u>: Assist the JCC instructor in any area he/she deems necessary in conducting in-ranks inspection. The CCL is responsible for reporting to class early; monitoring cadet's ability to stand at the position of attention; seating and dismissing class; scheduling squad leaders meetings; keeping track of merits/demerits and assisting during drill and ceremony. The CCL is authorized to wear single braid leadership shoulder cord on the left shoulder. (School Colors)
- d. <u>Cadet Squad Leaders</u>: Responsible for keeping control of their squad in the classroom; assisting in conducting in-ranks inspection and filling out merits/demerits forms to be provided to the CCL.
- e. Staff Positions: The appointment of staff positions is optional.



# 11-2 COC/ACOC Example Class Duties

This is an example of some of the duties that the COC/ACOC may be responsible for in relationship to running the JCC class period.

#### JCC Class Daily Routine

- 1. Class room procedures/attendance.
  - a. All students will enter class room and stand at attention next to their assigned seat (see seating chart).
  - b. Once the second bell rings Squad Leader nearest door locks it. Students who are late will report to the attendance office to receive a pass to class.
  - c. Class Leader receives attendance book from JCC Instructor.
  - d. Class Leader (seated at desk with orange chair) instructs Cadets to recite Mission Motto, Honor Code (located upper left wall).
  - e. Class Leader orders Cadets to recite Chain of Command (located on upper right wall).
  - f. Class Leader Calls roll, each Cadet Responds once his/her name is called, and takes his/her seat. Class Leader marks only if Cadets are absent.
  - g. Class Leader (CL) turns roll roster over to JCC Instructor.
  - h. Students retrieve binders located on metal shelf on north wall.
  - i. CL runs class, squad leaders assist. This includes but is not limited to passing out handouts, collecting test sheets etc.
  - j. CL and Squad Leaders handle discipline problems. If a student refuses correction form the CL or Squad Leaders the student reports with the CL or Squad Leader to the JCC Instructor.
  - k. If a student needs to go to the rest room they must ask the CL. The CL will ask a JCC handbook question. If incorrect the student doesn't go to the rest room.

- 1. Dismiss class: Have students place their binders back on metal shelf 5 min before bell sounds.
  - a. Class Leader commands "Attention on Deck"!
  - b. Class comes to attention, Class Leader commands "Column of files from the right" 4<sup>th</sup> Squad leader commands "Column right" 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> squad leaders command "Stand Fast" Class Leader commands "March".
  - c. 4<sup>th</sup> squad marches out the door and reports to the next period.
  - d. 3<sup>rd</sup> squad leader, command as the third to the last person from the "Column right, March"
  - e. <sup>2nd</sup> squad leader, command as the third to the last person from the "Column right, March"
  - f. 1<sup>st</sup> squad leader, command as the third to the last person from the "Column right, March"



#### 12-1 Rank and Promotions

Entry level: Cadet, Cadet Private, Cadet Private First Class, and Cadet Corporal

- a. The rank of cadet corporal is the highest rank that can be achieved in the JCC middle school program.
- b. Once a cadet is promoted he/she must wait two (2) months before they are eligible to take the next promotion test. School and community service hours will start over after each promotion.
- c. Only a Second Year Cadet (8th grader) may achieve the rank of Cadet Corporal.

Example: If a cadet is promoted to the rank of cadet private in the month of August, he/she will not be eligible to take the private first class promotion test until October. Cadets that fail a promotion test are eligible to retest the following month.

- d. Cadets must be passing all school subjects in order to be promoted, and must not have received an infraction during the promotion month. Failing cadets cannot hold leadership positions. Those who fail to meet the standards will not serve in leadership positions.
- e. Promotion ceremony will be conducted at the discretion of the JCC Instructor. The promotion requirements for private, private first class and corporal are listed below:

Promotion to Cadet Private: (Page 35 and 36)

- 1. Perform (two) 2 hours of community or school service.
- 2. Written Test: Mission, Motto, and Honor Code.
- 3. Identify cadet ranks of enlisted and officer.

Promotion to Cadet Private First Class: (Page 35 - 39)

- 1. Perform four (4) hours of community or school service.
- 2. Identify cadets ranks of enlisted and officer.
- 3. Written Test: Mission, Motto, and Honor Code.
- 4. Identify Chain of Command.
- 5. Identify enlisted/warrant/commission officer ranks.



#### Promotion to Cadet Corporal: (Page 35 - 40)

- 1. Perform six (6) hours of community or school service.
- 2. Identify cadets ranks of enlisted and officer.
- 3. Written Test: Mission, Motto, and Honor Code
- 4. Identify Chain of Command.
- 5. Identify enlisted/warrant/commission officer ranks.
- 6. Know JCC objectives.
- 7. March a squad using the 22 drill commands as outlined in the JCC Handbook.

# **Leadership Camp Positions**

Each year the three top positions (Battalion Commander, Executive Officer and Command Sergeant Major) of Leadership Camp are selected by the JCC Program Coordinator. In order to be considered for one of these three positions the following criteria must be met:

- 1. Must be a Corporal in a leadership position at their school program.
- 2. Must be a Top Gun graduate.
- 3. Must be recommended by the JCC Instructor.

# **CHAPTER 13**

# 13-1 Merit/Demerit Form

A merit and demerit system will be used to award or discipline cadets in the following areas:

#### **Merits**

- a. Assisting in JCC duties above and beyond classroom hours.
- b. Commendable appearance during in-ranks inspection.
- c. Exemplary knowledge of subject being taught in classroom instructions.
- d. Outstanding performance during drill instructions, physical training and in classroom group discussion.
- e. Personal actions reflecting credit on the JCC.
- f. Performance of duty during and after school hours (i.e. keep classroom and school campus clean).
- g. Special recognition by JCC instructor or other teachers.
- h. Exceptional display of duty.



#### **Demerits**

- a. Failure to stand at the position of attention upon entering the JCC classroom.
- b. Failure to obey/follow cadet handbook procedures or classroom instructions.
- c. Failure to use correct procedures when addressing JCC instructor or JROTC instructors and staff.
- d. Creating disturbance in class, formations or during in-ranks inspections.
- e. Failure to wear the uniform on designated days.
- f. Failure to wear the uniform properly.
- g. Failure to wear the uniform for the entire school day.
- h. Talking back to the JCC Instructor, teachers, staff and administrators.
- i. Displaying a negative or bad attitude.
- j. Conduct unbecoming of a cadet. (JCC Instructor discretion)
- k. Excessive tardiness (3 times) (1 page essay on the importance of being on time)
- 1. Eating or chewing gum in the classroom, formation or during in-ranks inspection.

## **CHAPTER 14**

# 14-1 Grading Policy

A numerical grade will be given for JCC assignments using the following grading scale:

100 - 91	Α
90 - 81	В
80 - 70	С
69 -	Below Fail

Total

Students that are not in attendance on uniform day will wear their uniform on the next school day to receive full credit. The following areas will be used to compute six-week grade average.

100%

Tests, daily class assignments, quizzes	10%
Reports, written or oral	10%
Cadet daily participation	10%
Drill and Ceremony participation	30%
Wearing the uniform (inspection is included)	<u>40%</u>
	¥.5

#### 15-1 Awards and Ribbons

The awards program is one that intends to recognize the special achievement of deserving cadets. Awards can be earned by cadets who demonstrate academic achievement, unusual leadership ability, or for extracurricular performance. Cadets are responsible for purchasing each ribbon awarded at a cost to be determined by the instructor.

- a. Awards will be given to recognize individual, team and unit achievements. It is particularly important that awards be given:
- 1. To deserving individuals and teams.
- 2. Promptly
- 3. During an appropriate ceremony
- b. Only awards, decorations and badges prescribed in this handbook will be worn on the JCC Cadet Uniform.
- c. Successive awards will be reflected as follows:
- d. Cadets are authorized to wear a star as an additional award for the same ribbon.
  - a. The Star is a small Bronze Star
  - b. First additional award the star is placed centered on the ribbon.
  - c. Second Award the two stars are aligned centered on the ribbon.
  - d. Third award the three stars are aligned centered on the ribbon.
  - e. The first award of the Star is provided by the JCC Instructor; lost or damaged awards are the responsibility of the Cadet.
- e. Most awards are awarded annually thereby limiting the number of times awards can be earned to two (2). For those awards not limited to a specific time frame, JCC instructors may establish the criteria for earning initial and subsequent awards. JCC instructors are encouraged to ensure the criterion is stringent enough to make the award as prestigious as possible yet within reach of those willing to work for it. Too liberal criteria can diminish the prestige to those who consciously worked for it and too stringent criteria could deter the desire to try. As a guide, more than one (1) award, of a particular award, per year should be reviewed carefully and as a matter of general policy is discouraged.
- f. "Annual" awards may be presented at a time the JCC instructor deems most beneficial for morale.



# 15-2 Rank and Precedence

Ribbons will be worn in accordance with the following rank and precedence from top to bottom and right to left (on the left chest of the wearer).

Distinguished Junior Cadet Corps Award for Leadership Excellence

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J—1	Academic Excellence Ribbon
J—2	Academic "A" Honor Roll Ribbon
J—3	Academic "B" Honor Roll Ribbon
J—4	Perfect Attendance Ribbon
J—5	Student Government Ribbon
J—6	Leadership Service Ribbon
J7	JCC "A" Ribbon
J—8	School Athletics Ribbon
J—9	School Band/Choir/Orchestra Ribbon
<b>J</b> —10	Physical Fitness Ribbon/JCC Athletics
J11	JCC Instructor Leadership Ribbon
J—12	Personal Appearance Ribbon
J13	JCC Proficiency Ribbon
J14	Drill Team Ribbon
J—15	Orienteering Ribbon
J—16	Color/Honor Guard Ribbon
J—17	Commendation Ribbon
J18	Good Conduct Ribbon
J—19	Parade Ribbon
J—20	Recruiting Ribbon
J—21	School Service Ribbon
J—22	Community Service Ribbon
J—23	Service Learning Ribbon
J—24	Coordinator Service Ribbon
J—25	Drug Free Ribbon
J—26	National Honor Society Ribbon
J—27	Impact Ribbon



#### *15-3* Description, Criteria and Presentation **Procedures**

(See Figure #1, Rank and Precedence of Ribbons)

#### <u>Distinguished JCC Award for Leadership Excellence</u>:

Criteria:

Awarded annually to one cadet who exhibits the highest degree of leadership,

academics, citizenship, and knowledge excellence in the unit.

Awarded by: JCC Program Coordinator

#### Texas Children of the American Revolution:

Criteria:

Awarded annually to one cadet who has participated in the Veterans Day Parade,

exhibits the high degree of leadership, academics, citizenship, and patriotic

excellence in the unit.

Awarded by: JCC Program Coordinator

#### J-1 Academic Excellence Ribbon:

Criteria:

Awarded annually to one cadet in each grade level for maintaining highest school

academic grades.

Awarded by: Principal

#### J-2 Academic "A" Honor Roll Ribbon:

Criteria:

Awarded annually to those cadets who maintain a grade of "A" (3.5) in all

academic subjects. JCC Instructor may award one per semester or one per year

for each cadet achieving this ribbon.



#### J-3 Academic "B" Honor Roll Ribbon:

Criteria: Awarded annually to those cadets who maintain a grade of "B" (2.5) in all

academic subjects. JCC Instructor may award one per semester or one per year

for each cadet achieving this ribbon.

Awarded by: JCC Instructor

#### J-4 Perfect Attendance Ribbon:

Criteria: Awarded to cadets with no unexcused absences for a specific period. JCC

Instructor may award one per semester or one per year for each cadet achieving

this ribbon.

Awarded by: JCC Instructor

#### J-5 Student Government Ribbon:

Criteria: Awarded annually to cadets elected to a student government office during the

year.

Awarded by: JCC Instructor

#### J-6 Leadership Service Ribbon:

Criteria: Awarded to cadets for successfully completing first semester of training of each

grade year. Ribbons will normally be awarded at the end of the fall semester.

They may be awarded at the end of other semesters for cadets entering first

semester of grade level at other than fall semester.

Awarded by: JCC Instructor

#### J-7 Junior Cadet Corp "A" Ribbon:

Criteria: Awarded to cadets who earn a grade of "A" in JCC with no disciplinary reports

from any class. JCC Instructor may award one per semester or one per year for

each cadet achieving this ribbon.



#### J-8 School Athletic Ribbon:

Criteria: Awarded to cadets who are active members of a school athletic team with no

disciplinary reports from any class. JCC Instructor may award one per semester

or one per year for each cadet achieving this ribbon.

Awarded by: JCC Instructor

#### J-9 School Band/Choir/Orchestra Ribbon:

Criteria: Awarded to cadets who are active members of the school band, choir or orchestra

with no disciplinary reports from any class. JCC Instructor may award one per

semester or one per year for each cadet achieving this ribbon.

Awarded by: JCC Instructor

#### J-10 Physical Fitness Ribbon/Junior Cadet Corps Athletic Ribbon:

Criteria: Awarded to cadets who maintain excellent physical fitness. Male cadets must run

one (1) mile in 8:30 minutes or less; females in 10:45 minutes or less or awarded annually to cadets who competed as a member of the Athletic Team during a JCC Drill Meet. JCC Instructor may award one per semester or one per year for each

cadet achieving this ribbon.

Awarded by: JCC Instructor

#### J-11 Junior Cadet Corp Instructor Leadership Ribbon:

Criteria: Awarded annually to one (1) cadet per GRADE level who displays the highest

degree of leadership.

Awarded by: JCC Instructor

#### J-12 <u>Personal Appearance Ribbon</u>:

Criteria: Awarded annually to cadets who consistently present an outstanding appearance.

JCC Instructor may award one per semester or one per year for each cadet

achieving this ribbon.

#### JCC Handbook



#### J-13 Proficiency Ribbon:

Criteria: Awarded annually to cadets who have demonstrated an exceptionally high degree

of leadership, academic achievement, and performance of duty

Awarded by: JCC Instructor

J-14 <u>Drill Team Ribbon</u>:

Criteria: Awarded annually to drill team members.

Awarded by: JCC Instructor

J-15 Orienteering Ribbon:

Criteria: Awarded annually to cadets who are members of orienteering teams.

Awarded by: JCC Instructor

J-16 Color/Honor Guard Ribbon:

Criteria: Awarded annually to members of color/honor guard.

Awarded by: JCC Instructor

J-17 Commendation Ribbon:

Criteria: Awarded to cadets whose performance of duty exceptionally exceeds that

expected of a cadet of his/her grade and experience. This award will not be used indiscriminately and the criteria will not duplicate other awards. The performance

of duty, act or achievement should set the cadet apart from peers.

Awarded by: JCC Instructor

J-18 Good Conduct Ribbon:

Criteria: Awarded annually to the cadets who have demonstrated outstanding conduct

throughout the school.

#### JCC Handbook



#### J-19 Parade Ribbon:

Criteria: Awarded to cadets for participation in parades. JCC Instructor may prescribe the

number of required to be eligible for the ribbon and subsequent devices.

Awarded by: JCC Instructor

#### J-20 Recruiting Ribbon:

Criteria: Awarded to cadets for efforts and accomplishments in recruiting new cadets for

the JCC program. JCC Instructor may prescribe criteria required for eligibility for

each award.

Awarded by: JCC Instructor

#### J-21 <u>School Service Ribbon</u>:

Criteria: Awarded annually to those JCC cadets who voluntarily provide services beyond

the normal academic or class requirements, in support of school and/or Battalion

activities.

Awarded by: JCC Instructor

#### J-22 Community Service Ribbon:

Criteria: Awarded annually to those JCC cadets who voluntarily participated in providing

of services and/or assistance to the Community as a part of the Battalion's

Community Service Support Program.

Awarded by: JCC Instructor

#### J-23 Service Learning Ribbon:

Criteria: Awarded annually to cadets who participate in service learning projects.



#### J-24 Coordinator Service Ribbon:

Criteria: Awarded annually to those JCC cadets who voluntarily participated in providing

services and/or assistance to FWISD as a part of the CORPS' Community Service

Support Program.

Awarded by: JCC Program Coordinator

#### J-25 Drug Free Ribbon:

Criteria: Awarded annually to cadets who participate in "Drug Free" Program.

Awarded by: JCC Instructor

#### J-26 National Honor Society Ribbon:

Criteria: Awarded to cadets who are active members of the National Honor Society.

Awarded by: JCC Instructor

#### J-27 <u>Impact Ribbon</u>:

Criteria: Awarded to cadets who exhibits exceptional performance above and beyond the

call of duty.

Awarded by: Coordinator of Junior Cadet Corps Programs

#### JCC Handbook



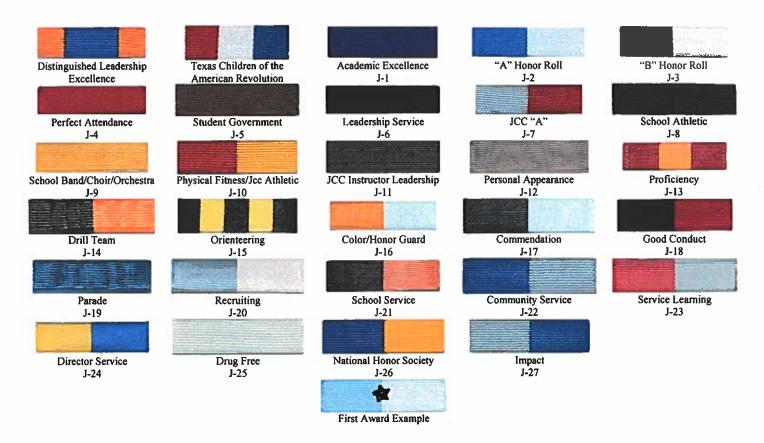


Figure 1: Rank and Precedence of Ribbons

# 16-1 Special Teams

The JCC program provides a number of special teams and activities designed to meet the wide and varied interest of our cadets. Special teams are held on an extracurricular basis after normal school hours. Participation in special team activities is totally on a voluntary basis.

### 16-2 Drill Teams

The purpose of the drill team is to instill self-discipline, teamwork, communication skills and leadership training. The JROTC Department will sponsor two (2) drill competitions per school year. (Fall and Spring) Drill teams, color guards, physical fitness and academic challenge teams will compete against other JCC middle school programs. The JCC instructor may exclude any cadet from competition if that student has failed to meet JCC program standards of conduct and leadership.

JCC Drill Meet Badge will be centered on right shirt pocket.

# 16-3 Color Guard – Male and Female

The purpose of the color guard teams is to instill self-discipline, teamwork, communication skills and leadership training. The color guard team may also be used to Post the Colors during school assemblies and at FWISD special functions.

# 16-4 Orienteering Team

This is an optional team available to the JCC program. The purpose of the team is to provide training in land navigation and physical conditioning.

# 17-1 Physical Fitness

All cadets must maintain acceptable standards of physical fitness. All cadets enrolled in the JCC program are exempt from the school's physical education class. The JCC Instructor will conduct physical training weekly in accordance with the *Getting Started on Total Fitness and Taking the Challenge* program. Cadets are required to purchase a JCC T-shirt for physical fitness training.

# **CHAPTER 18**

# 18-1 Field Trips

The JCC Instructor will plan field trips whenever possible.

# **CHAPTER 19**

# 19-1 Formal Inspection

All middle schools JCC program will be inspected each year in the following areas: in-ranks inspections; drill phase; color guard; platoon drill and curriculum knowledge. The intent is to inspect all cadets during each class period in which all phases of the inspection will be cadet led. Based on the Final Formal Inspection results, one (1) middle school will be awarded a Best School Formal Inspection Certificate.

# **CHAPTER 20**

# 20-1 JCC Grand Champion Award

To determine the JCC Grand Champion the score is the total of the Fall/Spring Drill Meets results and the Formal Inspection Score. In the event that one of the Drill Meets (Fall/Spring) or Formal Inspection is cancelled the JCC Coordinator will, at their discretion, use any of these three events to determine the Grand Champion depending on what scores are available. In the event that there is no winner for that year the Grand Champion award will return to the JCC Program Headquarters until awarded the following year.



### PRIVATE PROMOTION REQUIREMENTS

JUNIOR CADET CORPS MISSION: PREPARE STUDENTS FOR RESPONSIBLE LEADERSHIP ROLES WHILE MAKING THEM AWARE OF THEIR RIGHTS, RESPONSIBILITES, AND PRIVILEGES AS AMERICAN CITIZENS.

JUNIOR CADET CORPS MOTTO: RESPONSIBLE CITIZENSHIP WITH COMMITMENT TO COMMUNITY AND SCHOOL SERVICE.

**HONOR CODE:** I DO NOT LIE, CHEAT, OR STEAL, AND WILL ALWAYS BE ACCOUNTABLE FOR MY ACTIONS.

# INSIGNIA OF GRADE FOR CADET OFFICERS

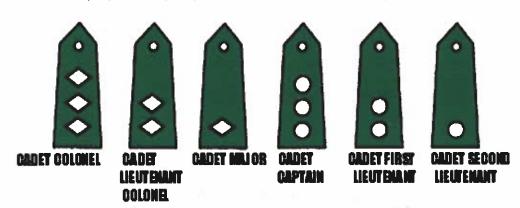


Figure 2: Cadet Officer Rank



# INSIGNIA OF GRADE FOR CADET ENLISTED PERSONNEL



Figure 3: Cadet Enlisted Rank



# PFC/CPL PROMOTION REQUIREMENTS

JUNIOR CADET CORPS MISSION: PREPARE STUDENTS FOR RESPONSIBLE LEADERSHIP ROLES WHILE MAKING THEM AWARE OF THEIR RIGHTS, RESPONSIBILITIES, AND PRIVILEGES AS AMERICAN CITIZENS.

JUNIOR CADET CORPS MOTTO: RESPONSIBLE CITIZENSHIP WITH COMMITTIMENT TO COMMUNITY AND SCHOOL SERVICE.

**HONOR CODE:** I DO NOT LIE, CHEAT, OR STEAL, AND WILL ALWAYS BE ACCOUNTABLE FOR MY ACTIONS.

#### **CHAIN OF COMMAND**

COMMANDER-IN-CHIEF
SECRETARY OF DEFENSE
SECRETARY OF THE ARMY
CHIEF OF STAFF OF THE ARMY
COMMANDER, TRADOC
COMMANDER, ACCESSION COMMAND
COMMANDER, CADET COMMAND
COMMANDER, WESTERN REGION ROTC
COMMANDER, 12<sup>TH</sup> BRIGADE
SUPERINTENDENT of FWISD SCHOOLS
DIRECTOR, JROTC PROGRAMS
COORDINATOR, JUNIOR CADET CORPS
COMMANDER, CORPS OF CADETS
DEPUTY CORPS COMMANDER
CORPS COMMANDER SERGEANT MAJOR







# US ARMY RANK INSIGNIA (ENLISTED)



PRIVATE E-2



PRIVATE FIRST CLASS E-3



SPECIALIST E-4



CORPORAL E-4



SERGEANT E-5



STAFF SERGEANT E-6



SERGEANT FIRST CLASS E-7



MASTER SERGEANT E-8



FIRST SERGEANT E-8



SERGEANT MAJOR E-9



COMMAND SERGEANT MAJOR E-9



SGT MAJOR OF THE ARMY



### **CORPORAL PROMOTION REQUIREMENTS**

#### JCC OBJECTIVES

The Cadet will be able to correctly write each of the six JCC Objectives.

- 1. DEMONSTRATE GOOD CITIZENSHIP, PATRIOTISM AND ETHICS.
- 2. DEMONSTRATE SELF CONFIDENCE.
- 3. DEMONSTRATE LEADERSHIP POTENTIAL
- 4. DEMONSTRATE KNOWLEDGE OF THE DANGER OF SUBSTANCE ABUSE.
- 5. DEMONSTRATE THE ABILITY TO COMMUNICATE EFFECTIVELY WITH OTHERS.
- 6. DEMONSTRATE THE ABILITY TO LIVE AND WORK COOPERATIVELY WIITH OTHERS

#### **DRILL AND CERMONIES**

Cadet is required to march a squad using the commands and sequence listed below.

1. DRESS RIGHT DRESS	9. LEFT FLANK	16. REAR MARCH
2. READY FRONT	10. RIGHT FLANK	17. COLUMN RIGHT
3. PRESENT ARMS	11. COLUMN RIGHT	18. COLUMN LEFT
4. ORDER ARMS	12. RIGHT FLANK	19. COLUMN LEFT
5. LEFT FACE	13. LEFT FLANK	20. SQUAD HALT
6. ABOUT FACE	14. COLUMN RIGHT	21. LEFT FACE
7. FORWARD MARCH	15. REAR MARCH	22. FALL-OUT
8. COLUMN LEFT		



### ADDITIONAL SERVICE RANKS

# Officers Rank

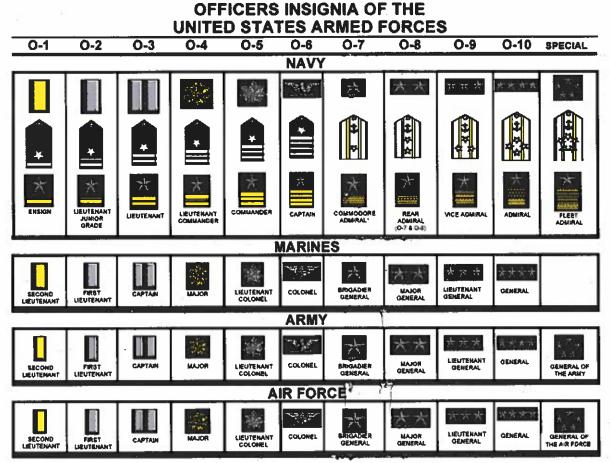


Figure 4: Additional Services Officers Rank



# Enlisted Ranks - Navy/Marine Corps

# ENLISTED INSIGNIA OF THE UNITED STATES ARMED FORCES

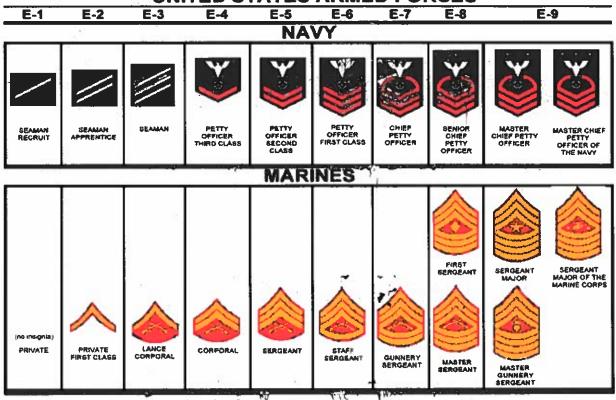
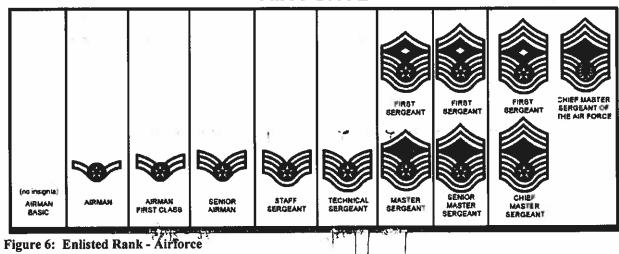


Figure 5: Enlisted Ranks - Navy/Marine Corps

# Enlisted Rank - Airforce

### **AIR FORCE**



# FORMAL INSPECTION/DRILL MEET

### Chain of Command

- Q. ' Who is the Commander-In-Chief?
- Q. Who is the Secretary of Defense?
- Who is the Secretary of the Army?
- Who is the Chief of Staff of the Army?
- Who is the Commander of Accessions Command?
- Who is the Commander of Cadet Command?
- Who is the Commander of the Western Region ROTC? Who is the Commander of the 12<sup>th</sup> Brigade? Who is the FWISD Superintendent?

- Who is the Director of Army Instruction?
- Who is the Junior Cadet Corps Coordinator?
- Who is the Commander of Corps of Cadets?
- Who is the Deputy Corps Commander?
- Who is the Corp Command Sergeant Major?

### ICC Mission, Motto and Honor Code

- What is the mission of the JCC? Q.
  - Prepare students for responsible leadership roles while making them aware of their rights, responsibilities and privileges as American citizens.
- What is the JCC Motto? Q.
  - Responsible citizenship with commitment to community and school service.



Q. What is the Honor Code for the JCC?

A. I do not lie, cheat, or steal, and will always be accountable for my actions.

### Cadet Rank Structure

Officer Rank Insignia

Colonel Three Diamonds
Lieutenant Colonel Two Diamonds
Major One Diamond
Captain Three Disks
First Lieutenant Two Disks
Second Lieutenant One Disk

Enlisted Rank Insignia

Command Sergeant Major Three Stripes Up/three down a star and a wreath

Sergeant Major Three Stripes Up/three down and a star
First Sergeant Three Stripes Up/three down and a diamond

Master Sergeant Three Stripes Up/three down
Sergeant First Class Three Stripes Up/two down
Staff Sergeant Three Stripes Up/one down

Sergeant Three Stripes
Corporal Two Stripes

Private First Class One Stripe Up/one down

Private One Stripe Up

# **Drill and Ceremony**

Q. A drill command has two (2) parts, what are they?

A. Preparatory Command & Command of Execution

Q. The command "column right" is given on what foot?

A. The right foot

Q. The command "left flank" is given on what foot?

A. The left foot

Q. On the command "open ranks" the 3<sup>rd</sup> squad takes how many steps?

A. Stand fast

- Q. On the command "open ranks" the 4th squad takes how many steps?
- A. Two (2) steps backward
- Q. On the command "close ranks" the 1<sup>st</sup> squad takes how many steps?
- A. Four (4) steps backward
- Q. How many inches in a normal step in marching?
- A. Thirty (30) inches
- Q. Which foot can you give the command halt on?
- A. Either foot
- Q. What position are you allowed to speak while in formation?
- A. The position of "REST".
- Q. All stationary commands are given from what position?
- A. The position of "ATTENTION".

### Citizenship and the Constitution

- O. What two (2) laws under birth can a person becomes a U.S. citizen?
- A. Law of Soil and Law of Blood
- Q. What does "Law of Soil" state?
- A. Any person born in the United States automatically becomes a citizen of the U.S.
- Q. What does "Law of Blood" state?
- A. Any person born to parents that are U.S. citizens automatically become U.S. citizen.
- Q. What amendment covers citizenship?
- A. Citizenship is covered under the 14th Amendment to the U.S. Constitution.
- Q. How many amendments are there in the "Bill of Rights"?
- A. There are ten (10) amendments to the Bill of Right.
- Q. What does the 1<sup>st</sup> Amendment cover?
- A. Freedom of speech, religion, press, lobby the government, and peaceful assemble.
- Q. What amendment covers the right not to self-incriminate?
- A. Fifth Amendment
- Q. What age is an U. S. Citizen first allowed to vote?
- A. 18 years old

- Q. What are the two primary political parties?
- A. The Republican Party and the Democratic Party

### **General Questions**

- Q. What does the color red stand for on the American flag?
- A. Color red stands for valor.
- Q. What does the color blue stand for on the American flag?
- A. Color blue stands for reverence to God
- Q. What does the color white stand for on the American flag?
- A. Color white stands for purity.
- Q. Why is the American flag folded into a triangle?
- A. The American flag is folded into a triangle because it symbolizes the American Revolutionary Hats.
- Q. What are the three (3) sizes of American flags?
- A. Storm, Post, and Garrison

Note: A storm flag is a small US Army flag that is flown on military posts during storms. A post flag is a large US Army flag that is ordinarily flown on military posts. A garrison flag is a large US Army flag that is flown on military posts on special days.

- Q. What is the definition of First Aid?
- A. Help given to a victim before medical help arrives.
- Q. What is mouth-to mouth resuscitation used for?
- A. To restore breathing
- Q. What are the four (4) life-saving steps?

Check and clear airway and restore breathing. Check for and stop bleeding. Check and treat for shock. Dress and bandage the wound.



### JCC UNIFORM - ADDITIONAL INFORMATION

### **JCC Cadet Corps Pants**

As identified in Chapter 4, 4-1, the uniform pants for all JCC Cadets will be Black in color.

Male Cadets – The authorized JCC pant is Dickies Male 874 with a permanent crease in the pants leg. ("Skinny" Jeans/Pants are **NOT** authorized)

Female Cadets – The authorized JCC pant is Dickies Female FP774 or the Male 874 with a permanent crease in the pants leg. ("Skinny" Jeans/Pants are **NOT** authorized)

Male Boys/Teen – The authorized JCC pant for pants sized 4 to 20 is Dickies KP321 Male. This pant has a permanent crease in the pants leg.

### JCC Cadet Corps Shirt

Unit patches are optional for each JCC Unit.

Unit Patch Short Sleeve – The JCC unit patch will be centered on the left (iron) crease and centered on the sleeve from the shoulder seem to the bottom of the sleeve. All JCC units are responsible for designing and purchasing their unit patch.

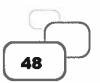
Unit Patch Long Sleeve – The JCC unit patch will be centered on the iron crease and 3 inches down from the shoulder seam. All JCC units are responsible for designing and purchasing their unit patch.

### Commander of Cadets Uniform

#### **COC White Belt**

All COC's are authorized to wear the white belt (1 3/4" wide & 49 3/4" long) with large brass buckles. The COC belt will be worn inside the pant belt loops. Depending on the pants the belt loops may need to be enlarged to support the 1 3/4" wide belt.

#### JCC Handbook



#### Responsibilities of the COC

- 1. Maintain accountability of the COC Belt.
- 2. Ensure that the white webbing is clean at all times.
- 3. Modify the belt loops of the pants as required for the COC Belt.

#### **COC Pants**

The COC pants may be modified by placing the unit school colors (1" stripe) on both pant legs.

#### Responsibilities of the COC

- 1. Modification of the COC pant to include this stripe is optional.
- 2. Alteration of the COC pant for the unit school color.

### Leadership Cords

### **Commander of Cadets Cord (COC)**

All COC's are authorized to wear the silver/royal blue with plain nickel tip cord. The COC cord will be worn on the left shoulder. The COC cord will be provided by the JCC Coordinator.

### **Assistant Commander of Cadets (ACOC)**

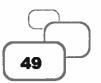
All ACOC's are authorized to wear the silver cord with plain nickel tip. The ACOC cord will be worn on the left shoulder.

#### **Cadet Class Leader (CCL)**

The CCL will wear the double braided knot cord with plain nickel tip (2). The cord will be in the school colors. The CCL cord will be worn on the left shoulder.

### Cadet Squad Leader (CSL)

The CSL will wear the single braided knot cord with plain nickel tip. The cord will be in the school colors. The CSL cord will be worn on the left shoulder.



### Leadership Tabs

#### **Commander of Cadets**

The COC will wear red leadership tabs on both epaulettes.

#### **Assistant Commander of Cadets**

The ACOC will wear blue leadership tabs on both epaulettes.

#### **Cadet Class Leader**

The CCL will wear orange leadership tabs on both epaulettes.

#### **Cadet Squad Leader**

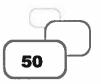
The CSL will wear green leadership tabs on both epaulettes.

#### **Staff Positions**

All Staff positions (S1, S2, S3, S4, S5) will wear purple leadership tabs on both epaulettes.

# JCC Headgear

The JCC Baseball Cap (Gray & Black with the FWISD JCC Logo) is the only authorized headgear to be worn with the JCC uniform. Special teams (Color Guard & Drill Team) are authorized to wear customized headgear (i.e. Berets, Parade Helmets, etc.).



### **JCC Special Teams**

#### Color Guard (CG)

CG team members will wear the white single braided cord with plain gold tip. The CG cord will be worn on the right shoulder. All CG teams MUST wear headgear when posting the Colors and performing in drill competition.

#### Drill Team (DT)

DT team members will wear the red single braided cord with plain gold tip. The DT cord will be worn on the right shoulder. The JCC shirt (Drill Team Only) is authorized to be modified by placing the unit school logo or mascot on the back of the shirt only.

#### **Community Service Color Guard (CSCG)**

This is optional. CSCG members will wear black trousers with a 1" gold stripe on both pant legs and black oxford shoes. The CSCG uniform is only authorized to be worn when performing at community service events and drill competition.

### Top Gun Badge

The Top Gun Badge is to be worn on the JCC shirt, ½" above the FWISD/JCC logo and centered on the right side of the shirt.

# JCC Uniform - Examples



Figure 7: JCC Cadet Uniform Shirt



Figure 8: JCC COC Uniform Shirt

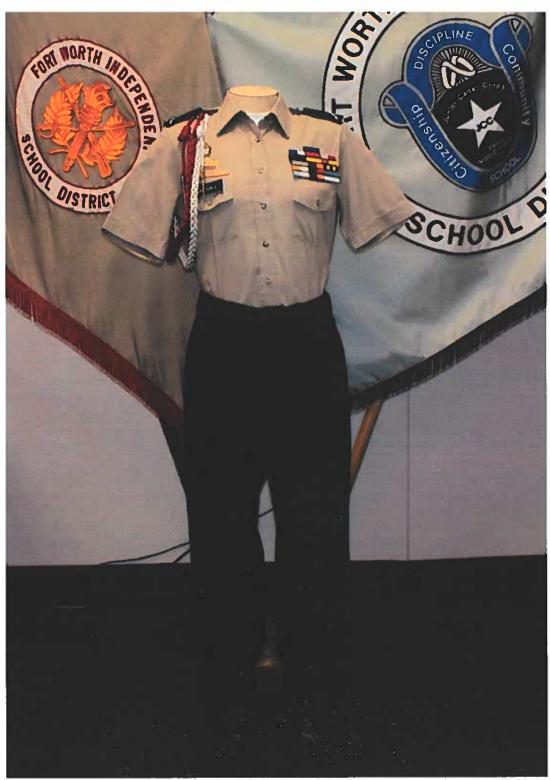


Figure 9: JCC Cadet Uniform - Full

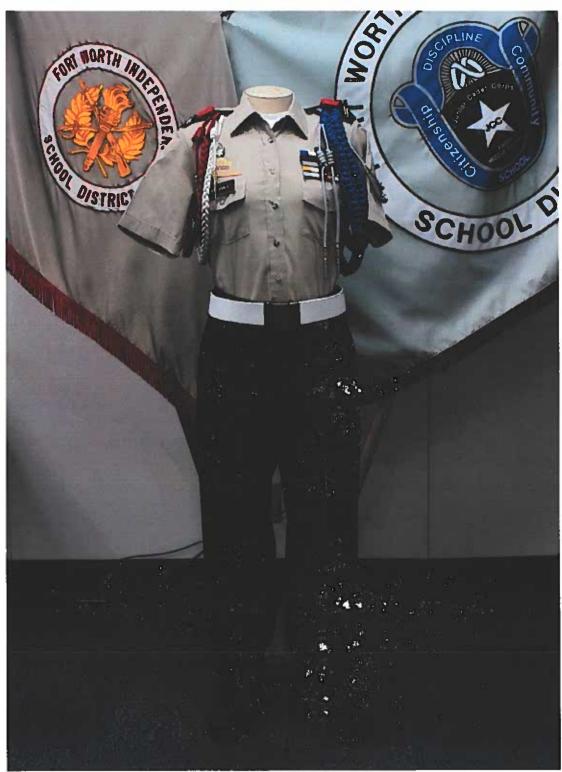


Figure 10: JCC COC Uniform - Full