



Spotsylvania Career and Technical Center

# CHCORI Battalion JROTC

As One, Hooah!

## Cadet Handbook

6713 Smith Station Rd  
Spotsylvania, Virginia 22553  
(540) 898-2665

[armyjrotc@hs.spotsylvania.k12.va.us](mailto:armyjrotc@hs.spotsylvania.k12.va.us)





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Actually type this out instead of photocopying it.



SPOTSYLVANIA HIGH SCHOOL  
6975 COURTHOUSE ROAD  
SPOTSYLVANIA, VIRGINIA 22553

Phone: (540) 582-3882  
Fax: (540) 582-3890

8 August 2007

Dear Knight Cadet,

I am pleased to welcome you to the Spotsylvania Knight Battalion Cadet Corps. In keeping with the Spotsylvania tradition of Excellence in Education and Character, the JROTC staff has prepared an outstanding Military Science program. This program is designed to develop your skills in scholarship and leadership. It also provides opportunities for building strong moral character and rendering community service.

In future years, I am certain you will remember the training you received in JROTC. The leadership and organizational skills you learn will assist you in furthering your education or obtaining your career goals. I am confident in the JROTC leadership team and proud to have this program as part of our great school.

This handbook has been prepared to assist you in understanding the standards and expectations of the JROTC program. You will soon find out that the success of this program depends on your individual performance and the performance of your Cadet team. You will be expected to adhere to the guidelines and standards of this handbook and the JROTC creed while you are in our out of uniform.

Please take advantage of the benefits of this career and training program.

Sincerely,

Rusty Davis  
Principal

**Excellence in Education**

## The CHCORI Battalion

Army JROTC Cadets at Chancellor, Courtland, and Riverbend High Schools are organized into a battalion. As the CHCORI Battalion began to organize for JROTC, the cadets determined that they should select a name for their battalion that represented all three schools. CH stands for Chancellor, CO stands for Courtland, and RI stands for Riverbend, thus CHCORI. Each of the high schools forms a cadet company. The three companies make up the CHCORI Battalion. Officially, we are sponsored by Courtland H.S. and identified as Courtland JROTC. JROTC is billeted in the Spotsylvania Career and Technical Center where cadets from all three high schools take their classes.



## Introduction

As a JROTC cadet you are embarking on one of the most interesting and valuable educational experiences of your high school career. In JROTC 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.

You will learn to:

- Appreciate the ethical values that underlie good citizenship. Citizenship, taught through a study of history and government, demonstrates the importance of commitment and strengthens your character and resolve as you grow. You will learn to make ethical decisions based on core values.
- Develop leadership potential and learn to live and work cooperatively with others. Teamwork and leadership, within teams and groups, are essential to the smooth operation of any organization. You will develop leadership skills so you can work in a team. Community service, drills, challenges, and other competitions make learning teamwork and leadership challenging and fun.
- Think logically and communicate effectively both orally and through writing. You will learn important skills in writing, reading, and test-taking that will allow you to excel in your classes outside JROTC. You will learn basic problem-solving, financial planning, and conflict resolution life skills that will help you live in the modern world.
- Appreciate the importance of physical fitness in maintaining good health. Fitness, wellness, and good nutrition are necessary to perform as a citizen and a leader. JROTC will teach you what needs to be done to become fit and to maintain that fitness. Instruction will be provided on how your brain functions, how you can maximize your learning and effectiveness, and how to avoid pitfalls such as substance abuses.
- Understand ways to resist negative peer pressure and support others. It is one thing to know how to make better choices for yourself, and another to teach others to do the same. Through service learning you will be able to help others to develop the positive strategies you have learned that will enhance their quality of life.
- Develop mental management abilities. You will be able to assess your skills and learn to make more logical, positive decisions and choices. You will learn how to set goals and develop an action plan that will help you to achieve those goals. As you become a better citizen, a better leader, and a better team member your self-esteem will increase. Your “Can Do” attitude will show beyond JROTC.
- Become familiar with military history as it relates to America’s culture and with the history, purpose, and structure of the military services. Learn not only about important events in our history, but also about their effect on our society. Discover the role the military services play in supporting the nation.
- Understand the importance of high school graduation to a successful future. Develop the means and motivation to graduate from high school and to pursue a meaningful life.
- Learn about college and other advanced educational and employment opportunities. You will learn about the many varied opportunities that are available to you upon graduation. The foundation and competency skills required to work effectively are ingrained throughout the curriculum.

# Chapter 1

## General Information

### 1-1 Origins

- A. The Army ROTC program originated as part of the National Defense Act of 1916. The principle of maintaining national programs of military and citizenship training for young citizens attending school was validated during Congressional hearings, preceding the passage of the ROTC Vitalization Act of 1964. The program consists of two levels of instruction; the senior program, taught in colleges and universities and the junior program, taught in high school schools.
- B. The CHCORI Battalion program was established under the authority of Public Law 88-64, in the ROTC Vitalization Act of 1964 and Army Regulation 145-2. It was formally brought into service in September, 2005.

### 1-2 Mission of JROTC

The Mission of JROTC is to motivate young people to be better citizens.

### 1-3 Benefits of the JROTC Program

- A. **NO MILITARY OBLIGATIONS.** Participation in the JROTC program does not in any way cause the student to incur a military obligation.
- B. **CREDIT TO GRADUATE.** One credit toward graduation for each year of JROTC is successfully completed.
- C. **SOCIAL ACTIVITIES.** The cadet has the opportunity to participate in social activities conducted by the Corps of Cadets. This will include the annual Military Ball.
- D. **ORIENTATION VISITS.** Opportunities are provided to attend visits to various Senior ROTC schools, military installations, and JROTC schools.
- E. **ENLISTMENT BONUSES.** Once cadets have completed their LET III instruction, they can enlist as an E-3 in the United States Army.
- F. **WESTPOINT RECOMMENDATION.** If a unit is earns Honor Unit with Distinction, that unit's SAI can award one cadet a year with a JROTC recommendation to the United States Military Academy at Westpoint.

### 1-4 Enrollment

- A. To be eligible for enrollment and continuance as a member of the Corps of Cadets, you must:
  - 1) Be enrolled in and attending full-time, a regular course of instruction at Riverbend, Chancellor, or Courtland High School.

- 2) Be a citizen of the United States or be a legal resident.
- 3) Completed the eight grade.
- 4) Maintain an acceptable standard of academic achievement which warrants normal progression and will merit graduation upon completion of the school academic requirements.

B. Qualified students will normally be enrolled in the following Leadership Education and Training courses:

- 1) First year –LET 1
- 2) Second year – LET 2
- 3) Third year – LET 3
- 4) Fourth year –LET 4

#### 1-5 Dismissal from the Corps of Cadets

Some infractions require immediate dismissal and do not qualify for a review board (i.e. failure to wear the uniform, expelled from school, deliberately seriously injuring another cadet). Otherwise, cadets may be dismissed from the Corps for serious infractions or reasons as described in the following paragraph. Each cadet may request the opportunity to appear before a Disciplinary Action Board composed of the SAI, AI, Cadet Commander, Cadet CSM, and up to two faculty members prior to official dismissal.

Based upon the findings and recommendations of the Disciplinary Action Board, the SAI will review the case and render a final decision in the matter. The SAI will ensure that due process rights of the cadet have been protected, all facts have been presented, and a logical recommendation has been made. The SAI may reduce the disciplinary action of the Board but may not increase it. In all cases the decision rendered by the SAI is final in that he is the final appeal authority as required by Cadet Command Regulation 145-2, which governs the operation of the JROTC program.

In all cases, the following action by a cadet may result in a Disciplinary Action Board:

- A. Failure to maintain acceptable standards of academic achievement, conduct or attendance.
- B. Exhibition of undesirable traits of character as demonstrated by cheating on quizzes, tests, or exams, stealing, unauthorized possession of illegal drugs, lying, conviction or adjudication as a juvenile offender for commission of a felonious act, frequent acts of a discreditable nature with civil or school authorities, or violation of school policy.



- C. Show of indifference to leadership training as demonstrated by frequent absences from class, established patterns of shirking, insubordination in JROTC or other classes, and failure to wear the uniform on established dates.

Cadets will be removed from the Corps when they:

- 1) Withdraw from school.
- 2) Become physically unfit.
- 3) Fail to maintain academic standards for enrollment.
- 4) Are incarcerated by civil authorities for a criminal offense.

## **Chapter 2**

### **The Cadet Corps**

#### **2-1 General**

The Corps of Cadets is organized similarly to an Army organization with all leadership positions structured as they would be in a military environment. The organization is commanded by cadets with the Military Staff acting as supervisors and advisors. This provides each cadet with the opportunity to practice an experience the roll of leadership situations which parallel lessons learned in the classroom.

#### **2-2 Organization**

The CHCORI Battalion is organized as a military unit. The battalion is structured with three companies (one for each school) and the staff.

#### **2-3 Chain of Command and Communications Channel**

- A. The positions within the Corps structure and the ranks held by the cadets are listed in Appendix A. It should be remembered that the honor of holding a position, along with the rank for that position, must be earned. Cadets selected to hold leadership positions have demonstrated the ability to lead fellow cadets through their performance (both academically and professionally) and accomplishments. The number of officers and NCO's appointed in the Cadet Corps is determined by the total enrollment and will fluctuate each school semester. The fact that a cadet is a member of the upper class (2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> year) does not imply automatic selection to a leadership position or advanced.
  
- B. The Chain of command will be used in all matters involving orders and communication with school and Army officials concerning the JROTC program. Communication will pass through the elements of the chain of command in the sequence described below (both up and down the chain):
  - 1) SAI/AI
  - 2) Cadet Commander
  - 3) Unit Leaders
  - 4) First Sergeants
  - 5) Platoon Sergeants
  - 6) Squad Leaders
  - 7) Cadets

#### **2-4 Leadership**

- A. All CHCORI Battalion leaders are required to know and personally implement the definition of leadership:
  - Leadership is the ability lead, guide, or influence others to accomplish a mission in the manner desired by providing purpose, direction, and motivation.
  
- B. Leaders are required to be emotionally intelligent; that is, to understand their feelings and use that information to guide their thinking and actions. While

leading, cadets should be aware of the combination of diverse personalities that units and staffs have. In this respect, cadets must know and understand the “Winning Colors” concept and use their knowledge of leading diverse organizations toward a common goal. (Annex H)

## 2-5 Leadership Principles and Values (Annex G)

### A. The Army Values:

- Loyalty – To bear true faith and allegiance
- Duty – To fulfill all obligations
- Respect – To treat others as they should be treated
- Selfless Service – To put the welfare of others before your own
- Honor – To live up to all values
- Integrity – To do what is right morally and legally
- Personal Courage – To face fear, adversity and danger

### B. The 11 Principles of Leadership:

1. Know yourself and seek self-improvement
2. Be technically proficient
3. Seek self improvement and take responsibility for your actions
4. Make sound and timely decisions
5. Set the example
6. Know your personnel and look out for their welfare
7. Keep your followers informed
8. Develop a sense of responsibility in your followers
9. Ensure each task is understood, supervised, and accomplished
10. Build a team
11. Employ your team in accordance with its capabilities

## 2-6 Promotion Criteria

The following policy is established in order to provide a creditable and performance oriented promotion system. The “Whole Person” concept will be used. This method will evaluate an individual’s performance in the Corps of Cadets, all high school academic courses, and outside organizations. The evaluation process will also consider an individual’s demonstrated respect for individuals outside of JROTC and teachers; his/her demonstrated leadership abilities, participation in extracurricular activities, ethical standards, and integrity. The total academic standing of a member of the Corps of Cadets will play a role in promotion selection.

### A. Cadets who perform satisfactorily can expect to be advanced for time in grade and time in service to JROTC

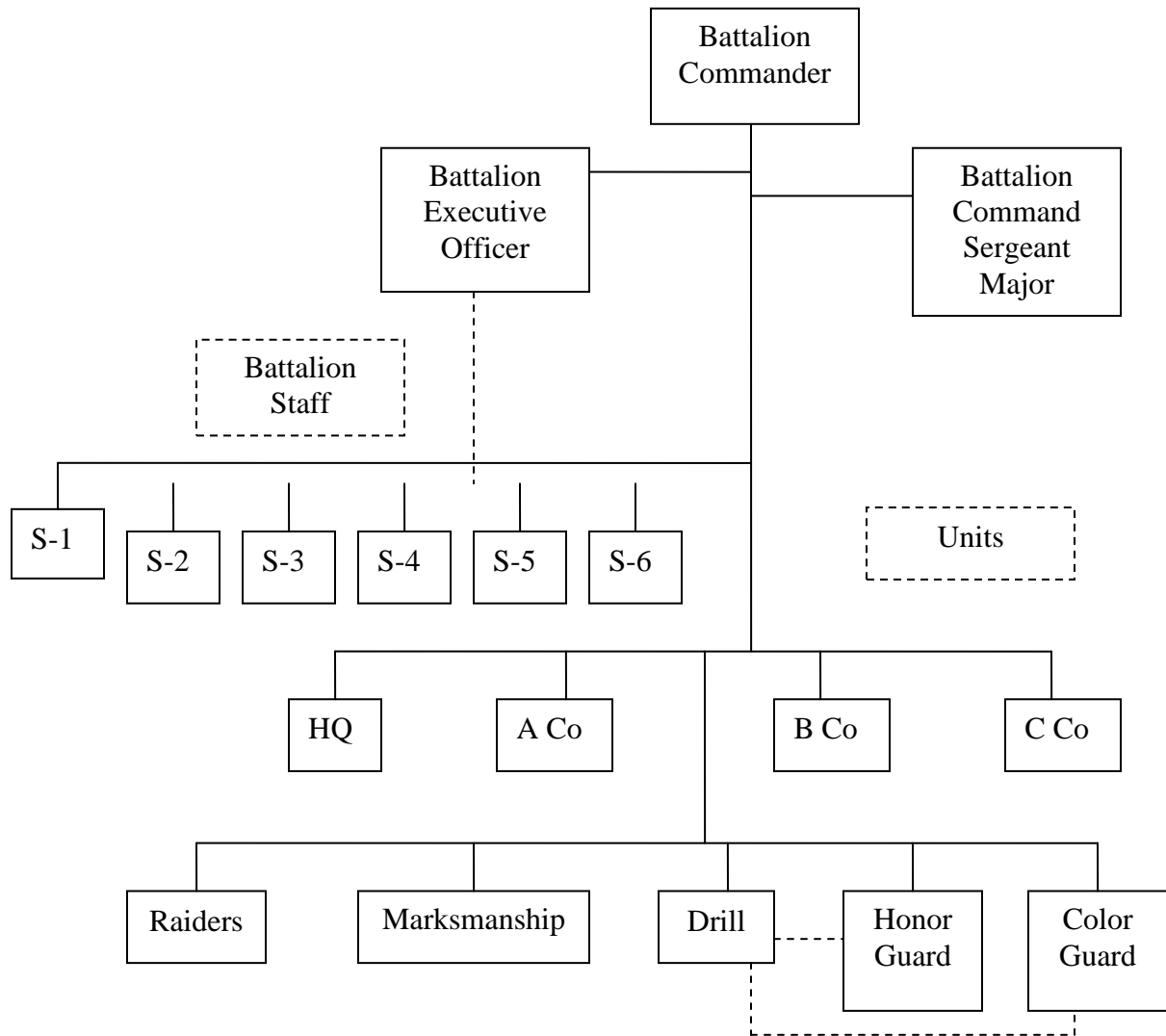
Promotions will be decided on merit, and usually only awarded during the Winter Award Ceremony and the Change of Command Ceremony in May, though it is possible to receive a promotion in the other than at the ceremonies.

- B. In April of each year two promotion boards are held; a general promotion board, and a leadership board. The general promotion board is for any squad or platoon positions, and is conducted by the C/CSM and the company C/ISGs. The leadership board is for any cadet who desires a senior NCOs, company XO, company CO, battalion XO, battalion CO, and any staff position; the board will be conducted by the battalion CO, battalion XO and the company COs.
- 2-7. Normal Schedule for JROTC
- A. Academics: Usually the emphasis for class instruction (Mon – Wed) will be related to JROTC academics. Wednesday or Thursday will be uniform days (whichever day the cadet has JROTC).
- B. Drill/P.E.: Thursday/Friday
- C. After School Activities: Units and Teams will practice after school until 4:30 P.M. Usually the commander and staff will meet on Thursdays after school. Trips, Drill Meets, Raider Events, etc usually occur on Saturdays.
- 2-8. CHCORI Battalion Organization/Units:
- A. The CHCORI Battalion is commanded by a cadet. The cadet battalion commander is responsible for everything that happens or fails to happen with the battalion. Each School that is part of the battalion has a company. Cadets that attend Courtland make up Company A. The Riverbend Cadets make up Company B, and cadets from Chancellor are assigned to Company C. A cadet officer commands each company and is assisted by a cadet First Sergeant and several other cadets.
- B. The Cadet Battalion Staff makes up the headquarters personnel: The CHCORI Battalion is administered by cadets that serve various staff functions to ensure effective coordination and cooperation. The Cadet Battalion Executive Officer oversees the staff and recommends to the battalion commander how to prioritize their efforts. The cadet S-1 serves as the Personnel Officer. Personnel administration, awards, promotions, correspondence, and files are the S-1's responsibility. The cadet S-2 is responsible for safety and security. The cadet battalion S-3 plans and coordinates operations and training. Logistics and supply are the responsibility of the cadet S-4. The S-5 serves as the public relations officer. Communications, computers, and electronics are the cadet S-6's domain.
- C. Drill Team. The Drill Team practices after school and is a team made up of several units. These units compete in precision drill competitions. The competitions are usually for squads (six cadets and a commander) or platoons, usually 12 cadets and a unit commander. Drill events may include Inspection, Unarmed Drill, Armed Drill, and Exhibition (creative) Drill routines for armed and unarmed events. Competitions are very vigorous and competitive so Drill

Team members must always make sure that their uniforms look their best and that their drill movements are always clean and crisp. Another unit that participates in Drill Competitions is the Color Guard.

- D. The Color Guard also performs missions for the community and at special events. The Color Guard has the honor of presenting the colors in various activities both school and non-school related. The Color Guard travels with the Drill Team to drill events where they compete against other schools. The Color Guard typically consists of a four man team: two holding flags and two with rifles
- E. Raiders are a fitness and military skills unit that also practices after school. Raider events begin with push-ups, sit-ups, and a one mile run. Then the unit begins a rotation through several challenging missions. Raider will encounter a casualty that they will have to diagnose, administer immediate first aide, and transport on a stretcher to a location to receive medical attention. Raider will have to navigate in the wood with a map and compass to find specific points. The Raider unit will have to construct a one-rope bridge, get everyone across, and disassemble the bridge. All these events are timed. Raider events usually finish with a five kilometer run that the unit does in boots with all equipment.
- F. The Academic Team competes in competitions that test JROTC general knowledge and other academics areas.
- G. The Honor Guard is a new unit for the CHCORI Battalion. The Honor Guard performs ceremonial drills with swords for special occasions.

2-9 . Wire diagram of the CHCORI Battalion structure and organization.



Note: As of now, the CHCORI Battalion does not have a marksmanship unit, but hopes to have one in the near future.

## Chapter 3

### Military Training Course

#### 3-1 General

- A. Training will be conducted in accordance with the U.S. Army Cadet Command Program of Instruction (POI) and school policies. The JROTC course imposes no military obligation on any cadet.
- B. The desired learning outcomes of the JROTC program are to develop the following in each cadet:
  - 1) Appreciation of the ethical values and principles that underlie good citizenship. These include integrity, responsibility, patriotism, and respect for constituted authority.
  - 2) Leadership potential and the ability to live and work cooperatively with others.
  - 3) Ability to think logically and to communicate effectively (both verbally and in writing).
  - 4) Appreciation of physical fitness in maintaining good health.
  - 5) Familiarity with the history, purpose, and structure of the military and an appreciation of the U.S. military in support of national objectives and strategies.
  - 6) Knowledge of civilian and military educational and vocational opportunities.

#### 3-2 Course of Study

- A. The JROTC program of study at CHCORI High School is a four-year elective course. There are 2-3 Blocks of instruction per week with a mix of classroom and practical exercise activities.
- B. Throughout the course of instruction the JROTC textbooks will be the primary reference material. These text books contain all the material and data a student needs to adequately study and prepare for classroom assignments, quizzes, and tests. Certain projects and assignments will require the use of a library as well as the internet or other outside sources.

#### 3-3 Curriculum

- A. Prerequisite:
  - 1) LET 1 - complete the 8<sup>th</sup> grade
  - 2) LET 2- complete LET 1
  - 3) LET 3 - complete LET 1, LET 2
  - 4) LET 4 - complete LET 1, LET 2 and LET 3
- B. Content and Credit: Each LET level is a year long course. One credit is earned for each year. Cadets advance in rank and responsibility and have

repeated opportunities to serve in leadership positions. JROTC is performance based learning that requires cadets to make decisions, demonstrate skills, provide services, solve problems, or create a product. Course content draws from six different units: Citizenship, Leadership Theory, Foundations for Success, Wellness Fitness & First Aid, Geography, American History, and Government. Typically, cadets will concentrate on academic efforts Monday through Wednesday.

- C. Future: JROTC enhances a student's competitiveness for appointment to a military academy or for Senior ROTC college scholarships. For those who join the military after high school, JROTC will earn them early promotions.
  - D. Dis-enrollment: The Senior Army Instructor can drop those cadets that do not achieve course standards of the JROTC program.
  - E. Disclaimer: JROTC is a leadership development program sponsored and supported by the U.S. Army to encourage and promote leadership, citizenship, personal ethics, moral responsibility, and self-discipline. The mission of JROTC is to motivate young people to be better citizens. JROTC is neither a military recruitment effort nor "boot camp" training. The focus is on citizenship and leadership.
- 3-4 Use of Cadets as Instructors
- A. Selected cadets will be utilized as Assistant Instructors, as a portion of their Advanced Communication block, in teaching first and second year cadets. Cadets selected for this role will receive detailed instruction and rehearsal requirements from the SAI or AI.
  - B. To further develop a cadet's leadership skills as an effective communicator, he/she will participate in the training of the Corps during drill and ceremony classes and team instruction.

3-5 Grading System

- A. The grading system used in the JROTC Department is designed to take into account the broad diversity of elements in which each cadet is involved. The level of student performance will be measured by practical performance exercises, quizzes, examinations, homework, and individual and group projects.



- B. Elements of the grading scale will also include the following:
- Proper wear of the uniform. Any cadet who does not wear the uniform will fail JROTC.
  - Attendance in class
  - Demonstrated leadership in all classes and respect for others
  - Display of ethical values
  - Response to student leaders and respect for their appointed authority

3-6 Classroom Procedures (See Annex C: Classroom Attitudes)

- A. The appointed class leaders (Platoon Leader and Platoon Sergeant) are responsible for forming the class, taking role, and reporting the class prepared for instruction to the SAI or AI. He/she is also responsible for the policing of the classroom, forming the class during drill and ceremony, and assisting in other duties as assigned. The class leadership positions may be rotated approximately every four to five weeks to develop cadets' leadership skills.
- B. As soon as the bell rings the class leaders will form the unit. Squad leaders will report the status of their members. The unit will recite the Cadet Creed prior to sitting down.

## Chapter 4

### Uniform

#### 4-1 General

The uniform is a symbol of a proud and honorable profession. As a JROTC cadet, you are expected to maintain high standards in both personal appearance and military bearing. Wearing of the uniform proudly and correctly is a large part of the image you project to all who view you while wearing it. When wearing the uniform, you must remember that you are representing the Cadet Corps, the community, and Spotsylvania High School. Credit or discredit, as the case may be, is reflected on you, the Corps, and your High School by your appearance and your conduct. Cadet leaders in uniform have the responsibility to correct improper wear of the uniform by members of the Corps as well as notifying the SAI or AI if a problem continues.

#### 4-2 Responsibility and Maintenance

Before any cadet is issued a uniform, his/her parent or guardian must complete and sign "Privacy Act Statement" assuming financial responsibility for loss or damage due to neglect of all/any items issued to the cadet. Before signing his/her clothing record, each cadet must carefully check all issued items to ensure proper accountability. The cost of cleaning, laundry, and normal maintenance of the uniform while in the possession of the cadet, will be the cadet's responsibility.

#### 4-3 Proper Wear of the Class A Uniform

Since Junior ROTC cadets wear the same uniform as the Active Army, the same regulations govern its wear. Each cadet should wear his/her uniform with pride and respect to reflect credit upon him/herself and the cadet corps. Cadets should remember the school, and the entire cadet corps is judged by both appearance and personal conduct while in uniform. The following guidelines should be followed for proper wear of the uniform:

- A. Anytime the uniform is worn, it is to be complete. Unauthorized mixtures of civilian clothing and uniforms, or different types of uniforms will not be worn.
- B. Whenever the uniform is worn, it will be cleaned and neatly pressed, fully buttoned, with shoes shined and brass polished.
- C. No civilian clothing will be worn with the uniform (i.e. civilian raincoats, hats, rain boots, etc.) and concurrently; no part of the uniform will be worn with civilian clothing (i.e. overcoats, field jackets, etc.). The SAI or AI may authorize exceptions.
- D. Class A coats will remain buttoned at all times and ties will be properly worn with the uniform.
- E. If issued, the proper headgear will be worn when a cadet is outdoors and not under cover. Cadets will remove their headgear when indoors except when under arms.

- F. Shoes and boots must be black in color. Male cadets will wear black socks with low quarter shoes. Female cadets will wear natural color nylons or thin black socks.
- G. On uniform days, and on special occasions as directed, cadets will wear the prescribed uniform for the entire day. Unless special arrangements are made and approved beforehand, members of athletic teams and/or cheerleaders will wear the JROTC uniform on uniform day. REMEMBER, an essential part of your JROTC grade is the proper wearing of the uniform on the prescribed day. If your uniform is accidentally soiled or damaged, rendering it temporarily unserviceable, bring the uniform to school so the condition may be verified by the SAI or AI. Sending the uniform to the cleaners and not having it returned on time for uniform days is not a valid excuse for being out of uniform. A NOTE FROM HOME SEEKING EXCUSAL FROM FAILURE TO GET THE UNIFORM CLEANED ON TIME IS UNACCEPTABLE. Exception to this may be granted on a case by case basis by the SAI or AI.
- H. Your uniform is not to be worn on the job by working cadets. Cadets are not to participate in any kind of sports activity which may cause damage to the uniform. Personnel attending shop classes will ensure their uniform is protected or is taken off while in shop.
- I. Cadets will not walk around indoors or outdoors with their hands in their pockets.
- J. By longstanding custom, it is considered poor taste to have pens, pencils or other items protruding from the pockets

#### 4-4 Prohibited Wearing of the Uniform

- The wearing of the uniform is prohibited under the following conditions:
- A. At any meeting or demonstration that is a function of or sponsored by an organization, association, movement, group or combination of persons that the Attorney General of the United States has designated as totalitarian, fascist, communist, or subversive; as having adopted a policy of advocating or approving the commission of acts of force or violence to deny others their rights under the Constitution of the United States; or as seeking to alter the form of Government of the United States by unconstitutional means.
  - B. During or in connection with the furtherance of political activities, private employment of commercial interests, when an inference of official sponsorship for or interest in the activity could be drawn.

- C. Except when authorized by competent a Service authority, when participating in activities such as public speeches, interviews, picket lines, marches rallies, or any public demonstration (including those pertaining to civil rights), which may imply service sanction of the cause for which the demonstration or activity is conducted.
- D. When wearing of the uniform would tend to bring discredit upon the Armed Forces or JROTC program or when specifically prohibited by regulations of the military department.

4-5 P.T. Uniform

The PT Uniform is a grey JROTC shirt or a grey Army shirt, shorts or sweats, and athletic shoes.

4-6 BDUs

Cadets will be issued BDUs or ACUs for attending JROTC Leadership Challenge (JCLC) camps. Cadets who are active members of Raiders and Color Guard will be issued BDUs or ACUs.

- Enc 1 Female Cadet Officer Class A
- Enc 2 Male Cadet Officer Class A
- Enc 3 Male Cadet Enlisted Class A
- Enc 4 Female Cadet Enlisted Class A

## Female Officer Class A Uniform



Class A ROTC Insignia Female

The ROTC cutouts on the female officer uniform are placed  $\frac{5}{8}$  of an inch up from the notch and centered left to right. It is canted so an imaginary line runs through the cutout and parallel to the lapel of the collar.

The torches are spaced  $\frac{5}{8}$  of an inch below the notch and centered left to right. It is canted so an imaginary line runs through the torch and parallel to the lapel of the collar.



Class A - Nametape Female

The nameplate on the female uniform is spaced 1 inch above the button and centered horizontally on the wearer's right side.

The star is placed  $\frac{1}{4}$ " above the nameplate.

The bottom row of ribbons will be positioned parallel to the bottom of the nameplate and centered horizontally on the wearer's left side. Each additional row of ribbons will be placed above the bottom row with no space in between the rows. Medals will be placed below the bottom row of ribbons with no space.

## Male Officer Class A Uniform



Class A ROTC Insignia Male

The ROTC cutouts are spaced  $\frac{5}{8}$  of an inch up from the notch and centered left to right. It is canted so an imaginary line runs through the cutout and parallel to the lapel of the collar.

The torches on an officer's uniform are spaced  $\frac{5}{8}$  of an inch below the notch and centered left to right. It is canted so an imaginary line runs through the torch and parallel to the lapel of the collar.



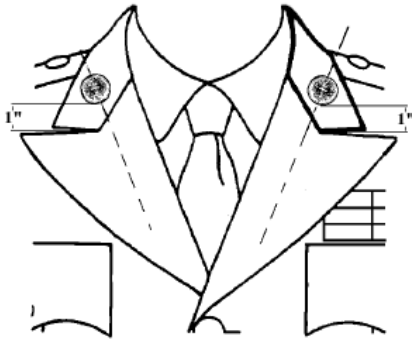
Class A - Nameplate Male

The nametag on the male uniform is equally spaced between the button the top of the pocket flap on the flap of the right pocket. It is the same for cadet officers and enlisted.

The star is placed  $\frac{1}{4}$ " above the nameplate.

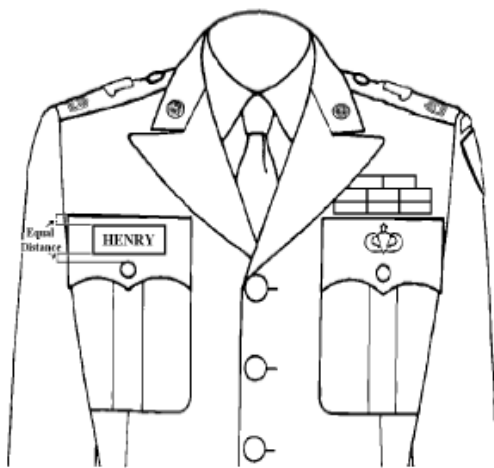
The ribbons on a male uniform are positioned  $\frac{1}{8}$  of an inch above the flap of the left pocket. Each row of ribbons can be spaced equally  $\frac{1}{8}$  of an inch or they can rest on top of each other with no space. Medals are placed  $\frac{1}{8}$  of an inch below the bottom row of ribbons.

## Male Enlisted Class A Uniform



**Class A - Torch of Knowledge Male**

The torches are placed  $\frac{5}{8}$  of an inch up from the notch and centered left to right. It is canted so an imaginary line runs through the torch and parallel to the lapel of the collar.



**Class A - Nameplate Male**

The nametag on the male uniform is equally spaced between the button the top of the pocket flap on the flag of the right pocket. It is the same for enlisted and officers.

The star is placed  $\frac{1}{4}$ " above the nameplate.

The ribbons on a male uniform are positioned  $\frac{1}{8}$  of an inch above the flap of the left pocket. Each row of ribbons can be spaced equally  $\frac{1}{8}$  of an inch or they can rest on top of each other with no space. Medals are placed  $\frac{1}{8}$  of an inch below the bottom row of ribbons.

## Female Enlisted Class A Uniform



Class A - Torch of Knowledge Female

The torches are placed  $\frac{5}{8}$  of an inch up from the notch and centered left to right. It is canted so an imaginary line runs through the torch and parallel to the lapel of the collar.



Class A - Nametape Female

Just like officers, for enlisted cadets the nameplate on the female uniform is spaced 1 inch above the button and centered horizontally on the wearer's right side.

The star is placed  $\frac{1}{2}$ " above the nameplate.

The bottom row of ribbons will be positioned parallel to the bottom of the nameplate and centered horizontally on the wearer's left side. Each additional row of ribbons will be placed above the bottom row with no space in between the rows.



## Chapter 5

### JROTC Awards and Decorations

#### 5-1 General

- A. As a member of the Cadet Corps, cadets have an opportunity to compete with their fellow cadets for numerous awards, which recognize outstanding performance of duty, scholarship and military skills. An Award Board is in continuous session, evaluating prospective recipients of awards. A system is used whereby such things as courtesy, character and other consistently demonstrated leadership qualities are evaluated comparing you to your peers.
- B. Awards are made from two principle categories: National and Institutional. National awards are those, which are made by the Department of the Army and various civic and patriotic groups. Institutional awards are those awards, which are controlled by standards set forth by regulations. National awards are made for outstanding individual performance, while institutional awards may be made from either individual performance or for performance as a member of a unit or special group.

#### 5-2 National Awards

- A. Medal for Heroism: The medal for heroism is a U.S. military decoration awarded by the Department of the Army to any JROTC cadet who shall have distinguished himself by an act of heroism. The achievement must have resulted in an accomplishment as exceptional and outstanding as to clearly set the individual apart from fellow students or from other persons in similar circumstances. The performance must have involved the acceptance of danger or extraordinary responsibilities exemplifying praiseworthy fortitude and courage.
- B. Superior Cadet Decoration: These medals are U.S. military decorations awarded by the Department of the Army and limited to one outstanding cadet in each leadership education training class in each JROTC institution.
- C. Legion of Valor Bronze Cross for Achievement: The Legion of Valor is awarded to a cadet who has demonstrated high scholastic excellence in military and other academic subjects. The cadet must also contribute to the cadet Corps advancement within the school and community.
- D. Scottish Rite of Freemasonry JROTC Award: The Scottish Rite of Freemasonry JROTC Award is awarded to cadets who encourage and demonstrate Americanism, by deeds or conduct during participation in integrated-curricular activities or community projects. The cadet must be in the top 25% of his/her academic class.



E. American Legion Award: These awards are made annually by the American Legion to outstanding cadets for general military excellence and scholastic excellence.

- General Military Excellence Award: The recipient must be in the top 25% of his class in academic standing and in JROTC subjects. He must have demonstrated outstanding qualities in military leadership, discipline, character and citizenship.



- Scholastic Excellence Award: the recipient must be in the top 10% of his class in JROTC subjects. He must have demonstrated qualities of leadership and have actively participated in related student activities such as student organizations, constructive activities or sports.



F. Daughters of the American Revolution Award: This award is made annually by the daughters of the American Revolution to a senior cadet for outstanding ability and achievement. The cadet must be in the top 25% in JROTC and all other subjects. The recipient must have demonstrated qualities of dependability and good character, adherence to military discipline, leadership ability and a fundamental and patriotic understanding of the importance of the JROTC training.



G. Military Order of World Wars Awards: this award is given annually to a cadet who shows the greatest overall improvement in military and scholastic studies during the school year. The cadet must be in good standing in all military aspects and scholastic grades at the time of selection and presentation of the award. The recipient must have shown marked improvement in both military and scholastic grades and have indicated, by training, grades, extracurricular activities or individual endeavor and, a desire to serve his country. The cadet must not have received this award before.



H. National Sojourners Award: This award is awarded annually by the national Sojourners to an outstanding cadet who has contributed the most to encourage and demonstrate Americanism within the cadet Corps and on the campus. The recipient must be in the top 25% of his academic class, have encouraged and demonstrated the ideas of Americanism by deed or conduct or both, have demonstrated a potential for outstanding leadership and not have previously received the award.



I. Sons of the American Revolution Award: This is awarded annually by the Sons of the American Revolution. The recipient must be in good standing militarily and scholastically at the time of the selection and presentation of the award, show a high degree of merit with



respect to leadership qualities, military bearing and excellence. Excellence with respect to this award is defined as all-around excellence in the JROTC program studies and activities.

- J. U.S. Army Recruiting Command (USAREC) Award for JROTC: This award is presented annually by USAREC to a cadet at each school in recognition of outstanding achievement and contributions to the JROTC program. The cadet must be a third year cadet and be in the top 25% of his/her academic class.



- K. Noncommissioned Officers Association (NCOA) Award for JROTC: This award is presented annually by NCOA to each unit's most outstanding noncommissioned officer cadet during the past school year. The cadet must have consistently exhibited the best military bearing, personal appearance, and leadership ability in his or her unit.



- L. Association of United States Army (AUSA): The AUSA medal shall be presented to cadets (1 per high school) who are recognized for outstanding leadership and academic achievement.



- M. The Military Officers Association (MOA): The MOA medal shall recognize an outstanding cadet who is in their penultimate year in the program and who has demonstrated exceptional potential for military leadership.

- N. Military Order of the Purple Heart (MOPH): The MOH Award recognizes an outstanding cadet who is enrolled in the program and demonstrates leadership ability. Furthermore, the cadet must hold a leadership position in the corps of cadets, be active in school and community affairs, and have a "B" or higher in all subjects for the previous semester.



- O. The Retired Enlisted Association (TREA) Award: This award is presented to cadets in the program who demonstrate exceptional potential military leadership. To be eligible for this award a cadet must be in the second or third year of the program, be in good academic standing, have outstanding military bearing, and demonstrate a high degree of loyalty to the unit, school, community and the country.



- P. Daedalian JROTC Medal Set Award: This medal is awarded to cadets who demonstrate patriotism and service to our nation. To be eligible for this award a cadet must indicate the potential and desire to pursue a military career rank in the upper 10% of the JROTC class and rank in the upper 20% of the high school class.



Q. Veterans of Foreign Wars Award: This is awarded annually by the Veteran of Foreign Wars to a cadet who shows a positive attitude toward the JROTC program and is outstanding in military bearing and conduct, both in and out of the uniform. The cadet must possess self-conduct, initiative, flexibility and judgment. The recipient should actively promote Americanism. The cadet should be dependable, punctual, respectful, cooperative and capable of assuming higher leadership responsibilities in JROTC. Academically, the cadet must attain at least a grade of a B in JROTC with an overall average of a C in all subjects for the previous semester. The cadet must not have a failing grade in any subject for that period of time. Further, the cadet must be active in at least one other student extracurricular activity or club, i.e., music, athletics, student government, etc. In addition, the cadet must be a senior cadet to be eligible for the award.



### 5-3 Institutional Awards

#### A. Academic Awards:

- 1) Distinguished cadet Award for Scholastic Excellence: (N-1-1) Awarded annually to one cadet who exhibits the highest degree of excellence in scholastics.
- 2) Academic Excellence Award: (N-1-2) Awarded annually to one cadet in each year group (level 1, level 2, level 3 and level 4).
- 3) Academic Achievement ribbon: (N-1-3) Awarded annually to cadets who maintain an A in all academic subjects.
- 4) Perfect Attendance Ribbon: (N-1-4) Awarded to cadets with no absences from school for a semester.
- 5) Student Government Ribbon: (N-1-5) Awarded to a cadet elected to a student government office.
- 6) LET Service Ribbon: (N-1-6) Awarded to each cadet who successfully completes the first semester of training of each Leadership Education Level. Second, third and fourth year training awards will be bronze, silver and gold lamps, respectively.
- 7) SAI Honor Roll Ribbon: (N-1-7) Awarded to cadets who maintain Honor Roll over all four 9-week periods.
- 8) AI Academic Ribbon: (N-1-8) Awarded to cadets who maintain an overall grade point average of 4.0 or higher in all academic subjects for all four 9 week-periods
- 9) JROTC Academic Ribbon: (N-1-9) Awarded to cadets who maintain a 3.0 grade point average for four 9-week grading periods in JROTC.

#### B. Athletic Awards

- 1) Varsity Athletic ribbon: (N-2-1) Awarded to cadets who letter in a varsity sport.
- 2) Physical Fitness Ribbon: (N-2-2) Awarded annually to cadet who maintain excellent physical fitness.
- 3) ROTC Athletic Ribbon: (N-2-3) Awarded annually to cadets that excel in ROTC athletics as evidenced by participation in and excellence in intramural athletics at the company level.
- 4) Significant Contribution Ribbon: (N-2-4) Awarded to cadets who have made a significant contribution to the JRTOC program over an extended period of time (one semester).
- 5) Significant Contribution Ribbon: (N-2-5) Awarded to cadets who have made a significant contribution to the JROTC program over a short period of time (six weeks).

### C. Military Awards

- 1) Senior Army Instructor Leadership Ribbon: (N-3-1) Awarded annually by the SAI to one cadet in each year level who displays the highest degree of leadership.
- 2) Personal Appearance Ribbon: (N-3-2) Awarded annually to cadets who consistently present an outstanding appearance.
- 3) Proficiency Ribbon: (N-3-3) Awarded annually to those cadets who have demonstrated an exceptionally high degree of leadership, academic achievement and performance of duty.
- 4) Drill Team Ribbon: (N-3-4) Awarded to those cadets who meet the requirements set forth in the Drill Team SOP.
- 5) Orienteering Ribbon: (N-3-5) Awarded to those cadets who meet the requirements set forth in the Orienteering Team SOP.
- 6) Color Guard Ribbon: (N-3-6) Awarded to those cadets who meet the requirements set forth in the color Guard SOP.
- 7) Rifle Team Ribbon: (N-3-7) Awarded to those cadets who meet the requirements set forth in the Rifle Team SOP.
- 8) Adventure Training Ribbon: (N-3-8) Awarded to those cadets who meet the requirements set forth in the Raider Team SOP.
- 9) Commendation Ribbon: (N-3-9) Awarded to those cadets whose performance of duty exceptionally exceeds that expected of a cadet of his grade and experience.
- 10) Good Conduct Ribbon: (N-3-10) Awarded annually to those cadets who have demonstrated good conduct throughout the school as evidenced by having a zero balance in demerits, having no in-school suspension or any out-of-school suspension, and having no indebtedness to the JROTC department or the school.
- 11) JCLC Participation ribbon: (N-3-11) Awarded to those cadets who participate in summer camp during the school year. Camps must be a minimum duration of three days.
- 12) Cadet of the Month Ribbon: (N-3-12) Awarded to those cadets who are selected as cadets of the month by the Cadet of the Month Board

### D. Miscellaneous Awards

- 1) Parade Ribbon: (N-4-1) Awarded to those cadets who have participated in a parade representing JROTC.
- 2) Recruiting Ribbon: (N-4-2) Awarded to those cadets who recruit students into the JROTC program.

### 5-4 Honor Unit/Honor Unit with Distinction Insignia

This is a unit award which is awarded by the Department of the Army based on the Annual Formal Inspection. Each member will wear this award from one inspection until the next inspection, if awarded.

#### 5-5 Academic Achievement Insignia

The Academic Achievement Insignia is awarded to each cadet, without regard to class level, who maintains an average of 93% or higher in JROTC and an average of a C or higher in all other academic work attempted. Qualification will be determined at the end of the third quarter of the school year and announced during awards ceremonies at the end of the academic year.

#### 5-6 Appurtenance

A miniature metal lamp of knowledge is used to denote subsequent awards of those ribbons classed as institutional awards. The bronze, silver, and gold lamps denote second, third, and fourth awards respectively.

#### 5-7 JROTC Varsity Letter Award

The JROTC Varsity Letter may be awarded to cadets who have been member of competitive special units and are recommended by the advisors of the unit concerned.

#### 5-8 Shoulder Cords

Shoulder cords will be awarded to qualified members of special JROTC units. Shoulder cords will not exceed two in number for any one cadet. Authorized cords are as follows:

- A. Color Guard – White
- B. Drill Team – Red
- C. Raider Team – Black

#### 5-9 Team Pins

Team pins will be awarded to qualified members of special JROTC teams. The pins will be worn on the left chest pocket. The authorized pins are as follows in order of precedence








































:

- A. Color Guard
- B. Drill
- C. Raider
- D. Staff

Enc 1 Awards Priority Display




Enc 2 Additional Awards

Enc 1 (Priority Display) to Chapter 5 (Awards) to CHCORI BATTALION Cadet Handbook

 <p><b>Medal for Heroism</b></p> <p>Awarded to any JROTC cadet who performs an act of heroism.</p>	 <p><b>Superior Cadet</b></p> <p>Awarded annually to one outstanding cadet in each LET level.</p>	 <p><b>Distinguished Cadet</b> (N-1-1)</p> <p>Awarded annually to one cadet who exhibits the highest degree of experience in scholastics.</p>	 <p><b>Academic Excellence</b> (N-1-2)</p> <p>Awarded annually to one cadet in each LET level for maintaining highest school academic grades.</p>
 <p><b>Academic Achievement</b> (N-1-3)</p> <p>Awarded annually to those cadets who maintain a grade of "A" in all academic subjects.</p>	 <p><b>Perfect Attendance</b> (N-1-4)</p> <p>Awarded to cadets with no unexcused absence during each quarter/semester.</p>	 <p><b>Student Government</b> (N-1-5)</p> <p>Elected to a student government office.</p>	 <p><b>LET Service</b> (N-1-6)</p> <p>Awarded to cadets successfully completing first quarter/semester of training of each LET year.</p>
 <p><b>Optional by SAI</b> (N-1-7)</p>	 <p><b>Optional by SAI</b> (N-1-8)</p>	 <p><b>Optional by SAI</b> (N-1-9)</p>	 <p><b>Optional by SAI</b> (N-1-10)</p>
 <p><b>DAI/SAI Instructor Leadership</b> (N-3-1)</p> <p>Awarded annually to one cadet per LET level who displays the highest degree of leadership.</p>	 <p><b>Personal Appearance</b> (N-3-2)</p> <p>Awarded annually to cadets who consistently present an outstanding appearance.</p>	 <p><b>Proficiency</b> (N-3-3)</p> <p>Awarded annually to cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.</p>	 <p><b>Drill Team</b> (N-3-4)</p> <p>Awarded annually to drill team members.</p>
 <p><b>Orienteering</b> (N-3-5)</p> <p>Awarded annually to cadets who are members of orienteering teams.</p>	 <p><b>Color Guard</b> (N-3-6)</p> <p>Awarded annually to members of the color/honor guard.</p>	 <p><b>Rifle Team</b> (N-3-7)</p> <p>Awarded annually to rifle team members.</p>	 <p><b>Adventure Training</b> (N-3-8)</p> <p>Awarded annually to cadets who are members of adventure training type units.</p>
 <p><b>Commendation</b> (N-3-9)</p> <p>Awarded to cadets whose performance of duty exceptionally exceeds that expected of a cadet of his grade and experience.</p>	 <p><b>Good Conduct</b> (N-3-10)</p> <p>Awarded annually to cadets who have demonstrated outstanding conduct throughout the school year.</p>	 <p><b>Summer Camp</b> (N-3-11)</p> <p>Awarded to cadets for summer camp participation.</p>	 <p><b>Optional by SAI</b> (N-3-12)</p>
 <p><b>Optional by SAI</b> (N-3-13)</p>	 <p><b>Optional by SAI</b> (N-3-14)</p>	 <p><b>Optional by SAI</b> (N-3-15)</p>	 <p><b>Varsity Athletics</b> (N-2-1)</p> <p>Awarded annually to cadets that excel in varsity sports.</p>
 <p><b>Physical Fitness</b> (N-2-2)</p> <p>Awarded annually to cadets who maintain excellent physical fitness IAW CCR 145-2.</p>	 <p><b>JROTC Athletics</b> (N-2-3)</p> <p>Awarded annually to cadets that excel in ROTC athletics</p>	 <p><b>Optional by SAI</b> (N-2-4)</p>	 <p><b>Optional by SAI</b> (N-2-5)</p>
 <p><b>Parade</b> (N-4-1)</p> <p>Awarded to cadets who have participated in local community parades (Veterans' Day Parade, Memorial Day Parade, etc.).</p>	 <p><b>Recruiting</b> (N-4-2)</p> <p>Awarded to cadets who recruit students into the JROTC program each quarter/semester.</p>	 <p><b>Optional by SAI</b> (N-4-3)</p>	 <p><b>Optional by SAI</b> (N-4-4)</p>
 <p><b>Optional by SAI</b> (N-4-5)</p>	 <p><b>Service Learning</b> (N-4-6)</p> <p>Awarded annually to cadets who participate in service learning projects.</p>	 <p><b>Excellent Staff Performance</b> (N-4-7)</p> <p>Awarded annually to cadet staff officers for excellent performance</p>	



### Unit Awards

<p><b>Honor Unit Insignia</b>                  Each member of a unit designated as an Honor Unit is awarded the Honor Unit Insignia (blue star):</p>	
<p><b>Honor Unit with Distinction Insignia</b>                  Each member of a unit designated as an Honor Unit with Distinction is awarded the Honor Unit with Distinction Insignia (yellow star):</p>	
<p><b>Academic Achievement Insignia</b>                  A gold wreath authorized for wear by cadets in the top ten percent of each JROTC class – based on grades earned in JROTC courses, as determined by the SAI. Subsequent awards are indicated by a felt pad center background.</p> <ul style="list-style-type: none"> <li>• Second award – red pad.</li> <li>• Third award – silver pad.</li> <li>• Fourth award – gold pad.</li> </ul>	

## **Chapter 6**

### **The Honor Code System**

#### **6-1 The Honor Code**

This chapter discusses the Honor Code and the Honor System. It is published to provide guidelines for a common basis of understanding among all cadets assigned to the Corps of Cadets at Spotsylvania High School. It explains what is expected of each cadet in living by the spirit of the Honor Code, and to explain the operation of the Honor System. This information is set down to explain the role the Honor Code plays in the developments of an honorable person, and to assist cadets in their adherence to the Honor Code.

- A. "A cadet will not lie, cheat or steal, nor tolerate those who do." This is the Honor Code. It belongs to the American public, the army, and former members of the JROTC, but most importantly, it belongs to you, and each of you is entrusted with its guardianship and the ideals it represents.
  
- B. The Code is not an all-inclusive prescription for ethical behavior; rather, it is the minimum standard of behavior expected of current members of the JROTC as well as former members.

#### **6-2 Ethical Behavior**

- A. Put simply, ethical behavior is doing what is right in a situation of choice. From an early age, we are all taught the difference between right and wrong. We learn that through doing what is right; one gains the respect and trust of associates. To deal with other people comfortable and efficiently requires a high degree of mutual respect and trust. The importance of ethical behavior in interpersonal relations is significant.
  
- B. Ethical behavior in any profession is of great importance. Leaders are responsible for vast resources of personnel, money and material placed at their disposal by citizens of this country. Leaders must be absolutely confident that the orders they give to subordinates are in fact being carried out, and also that their seniors can be relied on to meet their responsibilities. The lack of trust due to breaches of honor severely hinders the effectiveness of an organization.
  
- C. JROTC has long recognized that one of its primary responsibilities are to produce leaders of high integrity. The strength of the JROTC program is that the Code has remained simple. Lying, cheating and stealing are the basic acts considered unacceptable for future leaders. In addition, graduates must only have the courage to maintain their own personal integrity from those with whom they work. It is the application of the living Honor Code that provides the foundation for the development of such leaders.

### 6-3 Lying

A cadet violates the Honor Code by lying if they make an oral or written statement, or gesture of communication in the presence of and to another, intended to deceive or mislead.

### 6-4 Cheating

Cadets violate the Honor Code by cheating if they fraudulently act out of self-interest or assist another to do so with intent to gain or to give an unfair advantage. Cheating involves such acts as presenting one's own work dishonestly, presenting someone else's work as one's own without attribution, or transmitting material to someone who should not properly have access to it. Therefore all work submitted or presented by a cadet must be the cadet's own; any outside source either personal or documentary that contributes to the preparation and performance must be clearly indicated.

### 6-5 Stealing

Cadets violate the Honor Code by stealing if they wrongfully take, obtain, or withhold by any means, from the possession of the owner or any other person, any money, personal property, or article of value of any kind with intent permanently to deprive or defraud another person of the use and benefit of property; or if they appropriate it to their own use or to the use of any person other than the owner.

### 6-6 The Honor Environment

Living under the Honor Code and the Honor System, you will learn how adherence to high standards of honesty builds confidence, trust and mutual respect. Each work, action, and deed is accepted in an environment of total trust, and we are privileged to be part of such a tradition. The advantages of living in such an atmosphere are many: your word is never questioned, nor do you question the words of others; your personal belongings are safe from theft or misuse with a minimum of safeguarding; the classroom is free of proctors and monitors; your signature or initials are accepted testimony of truth; there is a general lack of suspicion of the motives of those around you. Your commitment to your fellow cadets and the Honor Code ensures that such an environment of trust and fellowship is possible and that each one benefits from the mutual respect that comes out of such a shared experience.

### 6-7 Military Values

Loyalty – to bear true faith and allegiance

Duty – to fulfill all obligations

Honor – to live up to all values

Respect – to treat others as they should be treated

Selfless Service – to put the welfare of others before your own

Integrity – to do what is right morally and legally

Personal Courage – to face fear, adversity, and danger

# **Appendix A (Positions & Rank) to CHCORI BATTALION Cadet Handbook**

## **Cadet Chain of Command and Rank Structure:**

Cadet Commander (c/LTC)

Cadet Executive Officer (c/MAJ)

Cadet Sergeant Major (c/CSM)

### **S-1 Personnel (c/1LT/ c/CPT)**

Personnel NCOIC (c/SSG/ c/SFC)

Personnel NCO (c/CPL/ c/SGT)

Personnel Asst. (c/CPL)

### **S-2 Security and Safety (c/1LT/ c/CPT)**

Security and Safety NCOIC (c/SSG/ c/SFC)

Security and Safety NCO (c/CPL/ c/SGT)

Security and Safety Asst. (c/CPL)

### **S-3 Training and Operations (c/CPT/ c/MAJ)**

Training and Operations NCOIC (c/SFC/ c/MSG/ c/SGM)

Training and Operations NCO (c/SGT/ c/SSG)

Training and Operations Asst. (c/CPL)

### **S-4 Logistics (c/1LT/ c/CPT)**

Logistics NCOIC (c/SSG/ c/SFC)

Logistics NCO (c/CPL/ c/SGT)

Logistics Asst. (c/CPL)

## **Appendix A (Positions & Rank) to CHCORI BATTALION Cadet Handbook**

S-5 Public Affairs, Historian, Recruiter, Fundraising (c/1LT/ c/CPT)

Junior Officer (c/2LT)

NCO (c/SSG)

S-6 Communications, Computers and Electronics (c/1LT/ c/CPT)

Communications, Computers and Electronics NCIOC (c/SSG/ c/SFC)

Communications, Computers and Electronics NCO (c/CPL/ c/SGT)

Communications, Computers and Electronics Asst. (c/CPL)

# Appendix A (Positions & Rank) to CHCORI BATTALION

## INSIGNIA OF GRADE FOR CADET OFFICERS



CADET COLONEL



CADET LIEUTENANT COLONEL



CADET MAJOR



CADET CAPTAIN



CADET FIRST LIEUTENANT



CADET SECOND LIEUTENANT

## INSIGNIA OF GRADE FOR CADET ENLISTED PERSONNEL



CADET COMMAND SERGEANT MAJOR



CADET SERGEANT MAJOR



CADET FIRST SERGEANT



CADET MASTER SERGEANT



CADET SERGEANT FIRST CLASS



CADET STAFF SERGEANT



CADET SERGEANT



CADET CORPORAL



CADET PRIVATE FIRST CLASS



CADET PRIVATE

## **Appendix B (Cadet Creed) to CHCORI BATTALION Cadet Handbook**

### **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 Corp 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.

**HOOAH!**

# **Appendix C (Classroom Attitudes) to CHCORI BATTALION Cadet Handbook**

## **JROTC CLASSROOM ATTITUDES**

1. Knowledge is power. The more you know, the stronger you are.
2. The competition of ideas leads to excellence.
3. You are somebody; you are important to someone. Do NOT disappoint that person or yourself.
4. Self-discipline is doing the right thing even when no one is looking.
5. Honesty is the highest personal ethic; you cannot lie to yourself.
6. Everyone has rights; everyone is responsible also to respect others' rights.
7. Fatigue makes cowards of us all; drugs and alcohol only make you tired and weak.
8. American citizenship – what a billion others want to have.
9. You have the freedom to choose success or failure in life.
10. You are in more control of your life and of your destiny than what you may have been lead to believe.
11. You become the decisions you make.
12. A bad cadet can be replaced with his absence.
13. Give way together.
14. The A, B, Cs (Attitude, Behavior, and Commitment) will determine your success in JROTC.
15. Live the Cadet Creed.



# **Appendix D (General Knowledge) to CHCORI BATTALION Cadet Handbook**

## **General Knowledge**

1. Name the Four Life Saving Steps in order:
  - a) Open the airway
  - b) Stop the bleeding
  - c) Control and treat shock
  - d) Dress and bandage the wound
  
2. Name the three most commonly used flags:
  - a) Post
  - b) Storm
  - c) Garrison
  
3. What is the normal interval between the preparatory command and the command of execution?  
1 step or 1 count
  
4. What is the procedure for placing the United States Flag at the half-staff position?
  - a) Raise it to its peak, and then lower it to the half-staff position
  - b) When lowering the flag for the day after it has been flown at half-staff, first raise it to its peak, and then lower it ceremoniously
  
5. When did Congress establish the first Stars and Stripes Flag?  
June 14, 1777
  
6. Name the two types of commands:
  - a) Combined command
  - b) Two part command
  
7. What are two special burdens of a leader?
  - a) Responsibility
  - b) Accountability
  
8. What is the length of a step when marching at quick time?  
30 inches
  
9. A platoon consists of how many squads?  
2 or more
  
10. The command "Backwards March" is given from what position?  
The halt

## **Appendix D (General Knowledge) to CHCORI BATTALION Cadet Handbook**

11. What is the mission of JROTC?  
To motivate young people to be better citizens
  
12. Give an example of a Combined Command:
  - a) Rest
  - b) Fall out
  - c) Fall in
  - d) Attention
  - e) At ease
  
13. What are the two parts of a two-part command?
  - a) The preparatory command
  - b) The command of execution
  
15. Name the national anthem of the United States:  
The Star Spangled Banner
  
16. Who wrote the national anthem of the United States?  
Francis Scott Key
  
17. In what year did Congress pass an act making the Star Spangled Banner the National Anthem of the United States?  
In 1931
  
18. What is the birth date of the US Army?  
June 14, 1775
  
19. What is the purpose of the commands cover and recover?  
To align the platoon in a column formation
  
20. Describe at least three things we do to pay respect to the U.S. flag:
  - a) Saluting the flag
  - b) Properly folding the flag
  - c) Raising and lowering the flag
  - d) Displaying the flag correctly
  - e) Reciting the Pledge of Allegiance
  - f) Presenting the flag correctly as a member of a Color Guard
  - g) Properly disposing of the flag

## **Appendix D (General Knowledge) to CHCORI BATTALION Cadet Handbook**

21. Demonstrate one protocol for paying respect to the U.S. flag, explaining the rules and steps as you perform them:
- Saluting the flag
  - Raising and lowering the flag
  - Folding the flag
  - Reciting the Pledge of Allegiance
22. Why do we pay respect to our flag?  
The flag is the most notable symbol of our nation
23. What is the significance of the colors and parts of the U.S. flag?
- Red-hardiness and valor
  - White-hope, purity, innocence
  - Blue-reverence to god, loyalty, vigilance, perseverance, justice
  - Blue Rectangle-the “union”/unity
  - Fifty Stars-the fifty states
  - 13 Stripes-the first 13 colonies
24. What is sexual harassment?  
The making of unwanted and offensive sexual advances or of sexually offensive remarks or acts
25. What is sexual assault?  
Conduct of a sexual or indecent nature toward another person that is accompanied by actual or threatened physical force or that induces, fear, shame or mental suffering.
26. What steps can be taken to prevent sexual harassment/assault in your unit?
- Set the example for proper behavior
  - Issue a policy letter defining sexual harassment/assault
  - Provide recurring training on sexual harassment/assault
  - Provide resource to victims of sexual harassment/assault
27. What are the three leadership styles?
- Directing
  - Participating
  - Delegating

## **Appendix D (General Knowledge) to CHCORI BATTALION Cadet Handbook**

28. When would you apply each leadership style?
- Directing is applied when time is short and the leader knows how to perform the task or when subordinates lack experience performing a task
  - Participating leadership is applied when subordinates have some experience performing the task and the leader wants to develop leadership skills or team building
  - Delegating leadership is applied when subordinates are very experienced in performing a task and little or no supervision is necessary
29. What is the goal of service learning?  
Service learning enhances learning and allows cadets to gain experience while providing a service to their community
30. How would you go about calling for help?  
Call 911; if the victim's condition is life threatening, give first aid and ask someone else to call 911
31. What information would be most helpful in quickly getting help to the victim?
- Give the exact location of individual needing help
  - Describe what happened
  - Ask for advice
32. What is the difference between substance use, misuse and abuse?
- Use is drinking, smoking or using drugs occasionally
  - Misuse is drinking, smoking or using drugs in a way that is more than casual
  - Abuse is drug, alcohol, or tobacco use that jeopardizes health-physically, mentally, or emotionally
33. What are some reasons why people use and abuse substances such as tobacco, alcohol and drugs?
- Peer pressure
  - Family issues
  - Social pressure
  - Problems with school or academic performance
  - Avoiding a situation
  - Using to cover up or hide from something personal or physical
34. What does the Bill of Rights guarantee?
- The Bill of Rights guarantees the rights of individuals
  - Several of the individual rights protected by the Bill of Rights are:
    - Freedom of speech
    - Peaceful assembly
    - Freedom of religion and right to privacy
    - The right to bear arms
    -

## **Appendix D (General Knowledge) to CHCORI BATTALION Cadet Handbook**

35. How did the natural rights philosophy and state constitutions impact the creation of the Constitution and Bill of Rights?

State constitutions included provisions to protect the natural rights of individuals as well as the state rights. The Virginia Plan and New Jersey Plan influenced state representation and, under the Great Compromise, both plans were the basis for the Constitution.

36. Briefly describe the powers given to the three branches of the government by the constitution:

There are three branches of the federal government: executive, legislative, and judicial. The president may sign or veto bills passed by Congress and is the Commander and Chief of the Armed Forces; Congress levies taxes, appropriates money, creates laws; the Supreme Court reviews and evaluates laws passed by Congress and signed by the president. The three branches possess other powers.

37. How do the powers granted or denied in the constitution result in a balance of power between the three, and between the federal and state government?

Balance occurs because decisions about entire laws and regulations do not rest with any one specific branch. Oversight of one branch by another is built into the Constitution, and the states' governments and federal government possess specific power that the other doesn't.

38. Describe a situation where the balance of power helped prevent one branch from exceeding its powers:

- a) A president being impeached by Congress
- b) A president vetoed a law passed by Congress
- c) The Supreme Court determining that a law passed by Congress and signed by the president was unconstitutional

39. What are the three types or levels of court martial? Describe the composition of the court at each level of court martial:

- a) The summary court-martial:
- b) The special court-martial:
- c) The general court-martial:

40. Describe how a crime is determined to be service-connected:

There are four factors:

1. The relationship of the offense to military duties
2. The presence of a threat to military personnel
3. Abuse of military status
4. The location of the crime on military base

## Appendix D (General Knowledge) to CHCORI BATTALION Cadet Handbook

41. Describe at least two responsibilities of citizens in a democratic society:
- Actions that engage citizens in social or political action
  - To obey all laws
  - Respect the rights and the property of others
  - Assist law enforcement agencies in keeping laws
  - Serve on a jury
  - Pay taxes
  - Vote
  - Be aware of civic issues
  - Work for constructive changes
  - Help to save the national resources
  - Contribute money and effort to volunteer organizations
42. What are the three types of staff in a battalion?
- Coordination Staff
  - Special Staff
  - Personal Staff
43. If you were the XO, what would your role be on staff?
- The XO coordinates and monitors the actions of the special and coordination staffs
  - Conducts meetings
  - Keeps the commander informed
  - Reviews plans and orders
  - Supervises the execution of orders
44. How does a battalion staff create plans and orders based on the commander's estimate of the situation?
- There are nine steps:
- Mission
  - Information available
  - Planning guidance
  - Staff estimates
  - Commander's estimate and decision
  - Preparation of plans or orders
  - Approval
  - Publication of plans or orders
  - Command and staff supervision
45. Why are decision-making and problem-solving skills essential leadership skills?
- Leaders are expected to get a job done and make high quality decisions that are accepted by others in the group and executed in a timely manner

## **Appendix D (General Knowledge) to CHCORI BATTALION Cadet Handbook**

46. What are the three common JROTC approaches or models for decision-making and problem solving?

- a) The seven problem solving steps:
  - 1. Identify the problem
  - 2. Gather information
  - 3. Develop courses of action
  - 4. Analyze and compare courses of action
  - 5. Make a decision
  - 6. Make a plan
  - 7. Implement the plan
  
- b) The four step process
  - 1. Define the objective
  - 2. Study the situation
  - 3. List and examine possible courses of action
  - 4. Execute the course of action
  
- c) The planning wheel process
  - 1. Consider the objective
  - 2. Determine the resources needed
  - 3. Consider alternatives
  - 4. Make a decision
  - 5. Write it down
  - 6. Carry out the plan
  - 7. Evaluate

47. Describe at least two principles to apply when speaking and writing:

- a) Principles of writing
  - 1. Write for the audience
  - 2. Ensure accuracy
  - 3. Keep the writing brief and to the point
  - 4. Check for clarity
  - 5. Organize for coherence
  - 6. Unify around the main idea
  
- b) Principles of speaking
  - 1. Focus on the audience
  - 2. Organize thoughts in logical order
  - 3. Use visual aids
  - 4. Use transitions to make connections
  - 5. Practice
  - 6. Establish eye contact
  - 7. Be articulate

## **Appendix D (General Knowledge) to CHCORI BATTALION Cadet Handbook**

8. Use good posture
9. Establish an acceptable volume and speaking rate

48. Explain what might influence or aggravate a conflict:

- a) Stereotyping
- b) Prejudice
- c) Bias bigotry
- d) Extreme points of view
- e) Culture

49. Explain the components of an effective lesson plan:

Four Phases:

1. Energize
2. Inquire
3. Gather
4. Process and apply

50. Describe at least two pros and two cons of using credit:

a) Pros of using credit:

1. Being able to use or do something now and pay later
2. Having access to cash in an emergency
3. Reducing risk of losing cash
4. Making purchases remotely
5. Paying for expensive purchases over a period of time

b) Cons of using credit:

1. Interest
2. Annual fees
3. Late penalty fees
4. Risk of over-extending credit
5. Suffering from a poor reputation or credit rating if payments are not made on time

51. What can you do to establish good credit?

- a) Compare credit offers
- b) Consider the ability to afford repaying the loan combined with interest
- c) Establish a plan to meet payment deadlines
- d) Evaluate the ability to meet payment obligations
- e) Following the rule of thumb to keep credit payments less than 20% of net income
- f) Work to attain a high school diploma
- g) Not bouncing checks
- h) Build capacity to repay loans
- i) Being of good character



## **Appendix D (General Knowledge) to CHCORI BATTALION Cadet Handbook**

52. What types of insurance meet your current protection needs?

Insurances may include:

1. Auto
2. Renter's or homeowner's
3. Property
4. Dental
5. Health
6. Life

53. Explain at least two ways you can manage the risk of personal or financial loss:

- a) Avoid risky behaviors and activities
- b) Minimize risk by acting responsibly
- d) Conforming to safety guidelines
- e) Insuring against loss by paying an insurance premium to an insurance company

54. What are the seven Army Values?

- a) Loyalty-bearing true faith and allegiance
- b) Duty-fulfilling all obligations
- c) Respect-treating others as they should be treated
- d) Selfless Service-putting the welfare of other before your own
- f) Honor-living up to all values
- g) Integrity-doing what is right legally and morally
- h) Personal Courage-facing fear, adversity, and danger

55. What is leadership?

The ability to lead, guide, or influence others to accomplish a mission in the manner desired by providing purpose, direction, or motivation

56. What are the seven life-saving steps?

1. Check for consciousness
2. Check for breathing and heartbeat
3. Check for bleeding
4. Check for shock
5. Check for fractures
6. Check for burns
7. Check for head injuries

57. What are the eleven Army Leadership Principles?

1. Know yourself and seek self improvement
2. Be technically proficient
3. Seek responsibility and take responsibility for your actions

## **Appendix D (General Knowledge) to CHCORI BATTALION Cadet Handbook**

4. Make sound and timely decisions
  5. Set the example
  6. Know your personnel and look out for their welfare
  7. Keep your followers informed
  8. Develop a sense of responsibility in your followers
  9. Ensure each task is understood, supervised, and accomplished
  10. Build a team
  11. Employ the team in accordance with its capabilities
58. What are the potential consequences of sexual harassment/assault?  
The potential consequences of sexual harassment and/or assault is suspension or expulsion from school
59. What are the three general orders?
- 1st General Order**  
"I will guard everything within the limits of my post and quit my post only when properly relieved."
- 2nd General Order**  
"I will obey my special orders and perform all of my duties in a military manner."
- 3rd General Order**  
"I will report violations of my special orders, emergencies, and anything not covered in my instructions, to the commander of the relief."

# **Appendix E (Junior Enlisted Promotion Procedure) to CHCORI BATTALION Cadet Handbook**

## **CHCORI Bn JROTC Promotion Consideration Form and Evaluation:**

**NAME** \_\_\_\_\_.

**CURRENT RANK** \_\_\_\_\_.

**CLASS PERIOD** \_\_\_\_\_.

### ***PRIVATE FIRST CLASS***

Grade Last Quarter/Semester: \_\_\_\_\_

Go    No Go        Memorize Cadet Creed

Go	No Go	Cadet Rank Insignia (100 %)		PV1	PV2	PFC	CPL	SGT
				SSG	SFC	MSG	1SG	SGM
				CSM	2LT	1LT	CPT	MAJ
				LTC				

Go    No Go        Proper Wear of Uniform (>90%)

Go	No Go	Military Time (100 %)	Three Problems
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Go    No Go        Phonetic Alphabet

### ***CORPORAL***

Grade Last Quarter/Semester: \_\_\_\_\_

Go    No Go        Review PFC

Go	No Go	Chain of Command Structure (100 %)	C/SLdr C/Platoon LDR C/Co Cdr C/Battalion Cdr AI SAI Principal
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Go No Go Drill (90 %) Attention Present Arms Order Arms  
Left/Right Face Rest Positions at the Halt

## **SERGEANT**

Grade Last Quarter/Semester: \_\_\_\_\_

Go No Go **Review PFC and CPL**

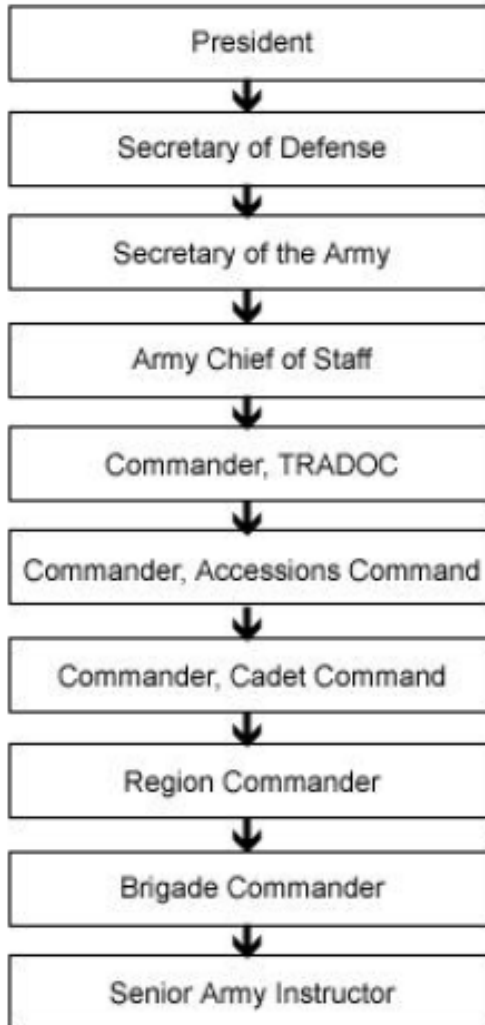
Go No Go **Leadership Values (90 %)**  
Loyalty Duty Respect Selfless Service Honor Integrity Personal  
Courage

Go No Go **Lead Squad Drill- *Using the Following Commands:***  
**Fall, In Dress Right, Dress Ready Front  
Right Step, March Halt Left Step, March  
Halt Parade, Rest Attention Right, Face  
Forward, March Column Left, March  
Column Right, March Rear, March  
Half Step, March Forward, March  
Rear, March Column Half Left, March  
Change Step, March Column Half Right, March  
Left Flank, March Right Flank, March  
Mark Time, March Halt Backward, March  
Halt About, Face About, Face Left, Face  
Present, Arms Order, Arms Parade, Rest  
Stand At, Ease At, Ease Attention  
At Close Interval, Dress Right Dress  
Ready, Front Parade, Rest Fall, Out**

**Go NoGo** Recommendation of Cadet Chain of Command

# Annex F (Chain of Command) to CHCORI BATTALION Cadet Handbook

Write in the names for each position.



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## **Annex G (Leadership) to CHCORI BATTALION Cadet Handbook**

**Leadership: Every leader in the CHCORI Battalion should know and practice the following:**

**Leadership:** Leadership is the ability lead, guide, or influence others to accomplish a mission in the manner desired by providing direction, motivation and purpose (while improving the unit).

### **Army Values**

**Loyalty** – to bear true faith and allegiance

**Duty** – to fulfill all obligations

**Respect** – to treat others as they should be treated

**Selfless Service** – to put the welfare of others before your own

**Honor** – to live up to all values

**Integrity** – to do what is right morally and legally

**Personal Courage** – to face fear, adversity, and danger

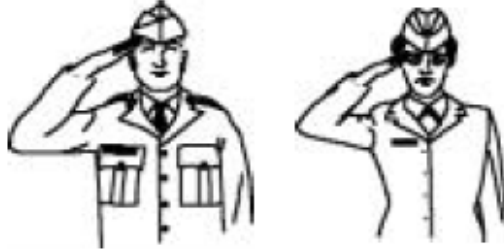
### **The 11 Principles of Leadership**

1. Know yourself and seek self-improvement
2. Be technically proficient
3. Seek responsibility and take responsibility for your actions
4. Make sound and timely decisions
5. Set the example
6. Know your subordinates and look out for their welfare
7. Keep your subordinates informed
8. Develop a sense of responsibility within your followers
9. Ensure each task is understood, supervised, and accomplished
10. Build a team
11. Employ your team in accordance with its capabilities

## Annex H (Winning Colors) to CHCORI BATTALION Cadet Handbook

<p><b>Builder Behaviors (brown, decide)</b></p> <p><i>Builder Vocabulary:</i></p> <p>Always Leading People            Power            Responsible            Duty            Results            Tradition            Money            Prepared            I Give Directions            Do It My Way            I Like To Get Things Done Now</p> <p><i>Hot Buttons:</i></p> <p>Down-to-earth and traditional</p>	<p><b>Planner Behaviors (green, think)</b></p> <p><i>Planner Vocabulary:</i></p> <p>Changing and Improving            Analyzing            Being My Best            Dreaming            Caring            Invention            Planning            Inner Life            Exactness            Seeks the Future            Freedom of Thought</p> <p><i>Hot Buttons:</i></p> <p>Freedom to think, dream, create</p>
<p><b>Adventurer Behaviors (red, act)</b></p> <p><i>Adventurer Vocabulary:</i></p> <p>Excitement            Test The Limits            Risk            Act and Perform            Fun            Action            Fast Machines            Freedom            Challenge            Do It Now!</p> <p><i>Hot Buttons:</i></p> <p>A life of fun, action and freedom</p>	<p><b>Relater Behaviors (blue, feel)</b></p> <p><i>Relater Vocabulary:</i></p> <p>We Are The World            Friendly            Romantic            I See Everything            Hugs Are Special            Giving            Teamwork            Groups            Wanting People to Like Me            Let's Get Along With Each Other</p> <p><i>Hot Buttons:</i></p> <p>Friendly, caring, feeling people</p>

## Annex I (Courtesy) to CHCORI BATTALION Cadet Handbook



<u>Title</u>	<u>How to Address</u>
All general officers	“General”
Colonels and Lieutenant Colonels	“Colonel”
Majors	“Major”
Captains	“Captain”
Lieutenants	“Lieutenant”
Chaplains	“Chaplain”
Cadets	“Mister,” Miss” or Cadet”
Officer Candidates	“Candidate”
Warrant Officers	“Mister” or Miss”
Sergeant Major	“Sergeant Major”
First Sergeants	“First Sergeant”
All other Sergeants	“Sergeant”
Corporals	“Corporal”
All specialists	“Specialist”
Privates and privates first class	“Private”



## **Annex J (The Star-Spangled-Banner) to CHCORI BATTALION Cadet Handbook**

### **The Star-Spangled-Banner**

By: Francis Scott Key

Oh, say can you see by the dawn's early light  
What so proudly we hailed at the twilight's last gleaming?  
Whose broad stripes and bright stars thru the perilous fight,  
O'er the ramparts we watched were so gallantly streaming?  
And the rocket's red glare, the bombs bursting in air,  
Gave proof through the night that our flag was still there.  
Oh, say does that Star - Spangled Banner yet wave  
O'er the land of the free and the home of the brave?

On the shore, dimly seen through the mists of the deep,  
Where the foe's haughty host in dread silence reposes,  
What is that which the breeze, o'er the towering steep,  
As it fitfully blows, half conceals, half discloses?  
Now it catches the gleam of the morning's first beam,  
In full glory reflected now shines in the stream:  
'Tis the star-spangled banner! Oh long may it wave  
O'er the land of the free and the home of the brave!

And where is that band who so vauntingly swore  
That the havoc of war and the battle's confusion,  
A home and a country should leave us no more!  
Their blood has washed out their foul footsteps' pollution.  
No refuge could save the hireling and slave  
From the terror of flight, or the gloom of the grave:  
And the Star - Spangled Banner in triumph doth wave  
O'er the land of the free and the home of the brave!

Oh! Thus be it ever, when freemen shall stand  
Between their loved home and the war's desolation!  
Blest with victory and peace, may the heav'n rescued land  
Praise the Power that hath made and preserved us a nation.  
Then conquer we must, when our cause it is just,  
And this be our motto: "In God is our trust."  
And the Star - Spangled Banner in triumph shall wave

# Annex K (How to Fold Flag) to CHCORI BATTALION Cadet Handbook

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## Step 1



To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.

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## Step 2



Fold the lower half of the stripe section lengthwise **over** the field of stars, holding the bottom and top edges securely.

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## Step 3



Fold the flag **again** lengthwise with the blue field on the **outside**.

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## Step 4



Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.

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## Step 5



Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.

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## Step 6



The triangular folding is continued until the entire length of the flag is folded in this manner.

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## Step 7



When the flag is completely folded, only a triangular blue field of stars should be visible.

