**DEPARTMENT OF THE ARMY**

**DOUGLAS HIGH SCHOOL ARMY JROTC**

**1670 HIGHWAY 88**

**MINDEN, NV 89423**

**5 May 2016**

MEMORANDUM FOR RECORD

SUBJECT: Douglas High School Army JROTC Cadet of the Month/Semester SOP

1. PURPOSE: To establish a Cadet of the Month/Semester policy for JROTC Cadets in the Douglas High School Army JROTC program.

2. GENERAL:

a. Neither Cadet Rank nor LET level are to be considered as discriminators for selecting a Cadet to attend the COM/COS Board. Company leadership will select a deserving Cadet from their unit to attend, based on merit.

f. Cadet selection will be made based on the following guidance:

a. Good merit record/JROTC event/activity participation

b. Good academic grade in JROTC (B or better)

c. Average or better grades at DHS (No F grades)

d. Clean conduct record at DHS (No disciplinary actions)

e. No criminal background

f. Demonstrated dependability

g. Knowledge of Drill and Ceremony

h. Strong attendance record at DHS (Tardies and Absences)

3. Conduct of Boards

a. Cadet of the Month Boards will be held on a monthly basis and the Cadet of the Semester Board will be held within the last two weeks of the semester.

b. Cadet of the Month/Semester boards will include 3 Cadets; chaired by the C/CSM, one Cadet Officer and one Cadet 1SG.

c. The Board will evaluate a Cadet using a standardized Battalion Cadet of Month Board worksheet.

d. Each Cadet will be asked the same questions by all Board Members to ensure fairness.

e. The C/CSM will only vote in the place of a tie breaker situation. The Cadet that wins will have the highest total point score on the worksheets.

f. The C/CSM will call a meeting the following week with all Cadets that participated in the Board and deliver the news as to who won in person to all participants at once. Cadets will be encouraged and told they did a good job, whether they won or not. At this time, the C/CSM will award the winner the COM pin (coordinate with SAI to get pin in advance); and notify the Cadet S1 of the winner for JUMS entry.

g. At the beginning of the school year, the C/CSM will create and post a schedule listing all Board Members for every Board scheduled for the year. If a Board Member cannot make their scheduled Board, it is their responsibility to notify the C/CSM and schedule a replacement.

h. In the event a Board Member is not present for the Board and is absent that day, an emergency replacement will be sought by the C/CSM. If he/she is unable to locate an alternate Board Member, the Board will be conducted with two personnel and the C/CSM will still maintain the tie breaking vote.

4. Board Attendance

a. Cadets that are scheduled for a COM/COS board and fail to attend that board for unexcused reasons will not be scheduled to attend another COM for that semester. Excused reasons include illness, making up a test, etc.

b. Cadet Company Commanders and First Sergeants are responsible for selecting, training and getting their designated Cadet to the Board monthly.

c. The Cadet Company Commander will ensure that the proper paper work is submitted to the C/CSM and staff for Cadet Board appearance monthly and for the Semester Board.

d. A Cadet will attend only one COM board in a school year.

5. Exceptions

a. Exceptions to this policy may be made on a case by case basis by the SAI for the good of the Cadet Battalion (in the event a Company does not have enough Cadets to attend monthly).

6. POC for this policy is MAJ (R) Ford at (775) 798-5136, Ext. 1798 or [mford@dcsd.k12.nv.us](mailto:mford@dcsd.k12.nv.us).

MARVIN H. FORD, JR.

MAJOR, US ARMY (RET).

SENIOR ARMY INSTRUCTOR

**Douglas High School Army JROTC**

**Promotion Board Worksheet**

**Cadet Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank:\_\_\_\_\_\_\_\_\_\_ Co:\_\_\_\_\_\_**

**Board Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Cadets will be evaluated on the following topics for promotion to Cadet Corporal-Staff Sergeant:

1. Appearance at promotion board

b. Reporting to board

c. Cadet and Army Rank

d. Cadet Creed

e. Uniform Wear

f. Drill and Ceremonies

g. Counseling

Board Member 1 2 3 4

Subject:

Appearance

Reporting

Rank

Creed

Uniform Wear

Drill

Counseling