

My SOP

Golden Eagles

JROTC BATTALION

Battalion S-1 SOP

JUMS is a very important responsibility for the S-1 position. The S-1 will spend a lot of time adding and removing info in the JUMS program. I am also responsible for the Cadets Records that are in the cabinets. The info that's given to the S-1 is very important and confidential so I will only discuss this info with the SAI, AI, and other staff member. I must do all of the work and stay up to date that so I don't get behind. S-1 has to keep staff member informed during the every other week staff calls. This is the most important job in the Battalion, and S-1 will have to talk to staff members and you JROTC instructors. S-1 works on the "History" icon in JUMS. S-1 keeps tracks of Activities, Awards, Merits-Demerits, Positions, Ranks.

Inputting Awards

Steps:

- Talk with AI and BC and get the "Awards" list.
- Click "Cadets".
- Click "History".
- Choose "Awards".
- Click "New".
- Pick the "Award" and add the "Date".

Batching:

- Click "Cadets".
- Click the "Batch" icon.
- Write the name of the award.
- Choose "Awards".
- Click "Continue".
- Choose the cadets that are getting the "Award".
- Click "Continue".
- Pick the "Awards" and include the Date.
- Click "Run".

Award Order:

- Click "Cadets"
- Click the "Reports" icon.
- Click "Cadet: Activities Award Events".
- Choose "Award Order".
- Click "Save".
- Click "Award Orders Print".
- Click "Print".
- Get it signed and put it on the "Awards" folders.

Cadets Remaining Info

Steps:

- Once S-1 receives the Personal Info Packets, add their remaining info.
- Add the addresses and make sure that the phone number of the residence.
- Fill in the "Family Info" box at the bottom left hand corner of the page.
- There must be at least one Parent/ Guardian member included.
- Add the home, work, or mobile phone number that belongs to the Parent/Guardian.

Cadet Folder Labels

Steps

- To print out the "Cadet Folder Labels" Click on the "Reports" icon.
- On the list of options, click on "Cadet Folder Labels".
- Pick the cadets by clicking the double arrow (if all the cadets are needed) or double click the cadet's name.
- Click "Continue"
- The click "Print".

Batching

"Batching" is used to add:

*Awards

*Merits-Demerits

*Positions

*Ranks

Batching is when you do it for numerous cadets instead of adding them one by one.

Adding of Cadet Records

Steps:

- Get the class roster from the SAI.
- Open up JUMS and click on the "Cadets" icon.
- Click the "New" icon.
- Add the Names, DOB, Student ID, and Ethnicity.
- Print out a Personal Info Packet.
- Print out a battalion roster.

Creating the Files

Steps:

- In the Cabinet that is labeled "Active Cadets" begin adding the new cadet's record.
- Let Ones are blue.
- Let Twos are yellow.
- Let Threes are green
- Let Fours are red.
- The order of the folder has to be by "Let Level".
- Print out a list of the last names of every cadet that is getting a new folder.
- Cut out the names and put with correct "Let Level"
- Get a vanilla folder and put the names on the folder.
- Place the folders in alphabetical order.
- Place the current years "Personal Info Packet" and the "Privacy Act Statements" in the vanilla folders.
- For the upper level cadets, remove the previous back of the vanilla folder but still inside the cadet's record folder.

Personal Info Packet

Steps:

- Open up JUMS and click on the "Reports" icon.
- Click on the "Personal Info Packet" icon on the list of reports.
- Print out the packets.

- Hand the packets to the SAI so he/she can give it to the class leaders to hand them out to the cadets.
- Make a folder with the battalion roster as a check list.
- Meet with SAI every day after school until every cadet's Personal Info Packet.
- Make sure that the staff members are aware of S-1's progress including the AI.

Privacy Act Statement

Steps:

- As soon as all the info is added on the cadet's personal page, print out the "Privacy Act Statements".
- Go to "Reports".

- On the list of reports, click on "Privacy Act Statements".
- Click on the double arrows (if you want all the cadets) or double click on the cadets names.
- Click "Continue".
- The click "Print".
- Make a folder with the battalion roster as a checklist and give the "Privacy Act Statement" to the LET 4.
- Meet with SAI everyday after school until you get everyone's "Privacy Act Statements" inside of the vanilla folder and then the "Personal Info Packet" second.
- Put the "Privacy Act Statements" inside of the vanilla folder in the cadet's files.
- Place the "Privacy Act Statements" first in the vanilla folder and then the "Personal Info Packet" second.
- After the due date, if the cadets haven't turned in the "Privacy Act Statement" gives the cadets 5 demerits for everyday that they don't turn it in.

Merits-Demerits

Steps:

- Get the "Merits-Demerits" sheets from your Commands Sergeant Mayor after the cadets have signed them.
- Click "Cadets"
- Choose the cadet that is getting the "Merits-Demerits".
- Choose "Merits-Demerits".
- Click "Continue".
- Choose the cadets that are getting the "Merits/Demerits".
- Click "Continue".
- Pick the "Reason" and remember to provide the "Date".
- Click "Run".

Positions

Steps:

- When receiving the cadets position click on "History".
- The click on the "Positions" tab.
- To add the position click on "New".
- Pick the position and date when they started that position.
- When they are moved to another position on the previous position click "Edit" and put the date for "To".
- Then to add the new position follow steps 3-5.

Batching:

- Click "Cadets".
- Click the "Batch" icon.
- Write the name of the activity.
- Choose "Positions".
- Click "Continue".
- Chose the cadets that have the same "Position".
- Click "Continue".
- Pick the "Position" and the "Date".
- Click "Run".
- Follow steps 1-9 to add different "Positions" for numerous cadets.

Ranks: Promotions/Demotions

Steps:

- **As soon as a cadet gets Promoted or Demoted the S-1 is the first person to be informed about it.**
- **Get the list from your AI/SAI.**
- **Go to JUMS and click on cadets.**
- **Click on "Find" and choose the cadet that is getting promoted or demoted.**
- **Click "History" and click "Ranks".**
- **Click "New" and pick the rank, the date, and their position.**
- **The click "Save".**
- **Steps 3-7 are the same steps for "Demotions".**

Batching for ranks:

- **Click "Cadets"**
- **Click the "Batch" icon.**
- **Write the name of the rank that's getting received.**
- **Choose "Ranks".**
- **Click "Continue".**
- **Choose the cadets that are getting "Promoted/Demoted".**
- **Click "Continue".**
- **Pick the "Rank" and remember the "Date".**
- **Click "Run".**
- **Follow steps 1-9 to add the "Promotions/Demotions" for numerous cadets.**

PDA Folder

Steps:

- Get a "File Folder".
- Label a slide "Promotions and the year", on the other side write "Promotions and the next year".
- Get another side and label it "Demotions and the year", on the other side write "Demotions and the next year".

Promotion/ Demotion Orders

Steps:

- When adding the Promotions/Demotions, create an "Order".
- Click on the "Reports" icon.
- Click on "Promotions/Demotions, Create".
- Click "Continue" and then "Print"
- When you print the order, sign it and then get it initialed by your AI/SAI.
- Then put it on your school year Promotions, Demotions, and Awards Folder.

Battalion S-2 SOP

Cleaning the weapons

- Get furniture polish, Soap and Water and either a cloth or paper towel.
- unlock S-2 and unlock weapons rack remove weapon's from rack
- Wipe stocks with wet cloth, and then wipe stocks dry. Open bolt use oil sparingly 2-3 drops use these three drops over the bolt 1 at each contact point usually at the rear of the bolt, front of the bolt, and around the bolt lug "the lug screw on the bolt.
- Open and close bolt to spread around the oil on the inside of receiver and over the bolt if you over oil the oil will drip out and on to the stock.
- Wipe stock down one more time to make sure all spilled or dripped cleaning solutions are off the stock and put away.
- Sign sheet on the door to indicate that you have cleaned and counted all weapons and they are accounted for.
- Also we have .177 cal. Air rifles provided we have the correct previsions for these rifles we must every Friday clean thoroughly clean them meaning running a patch through the barrels to prevent lead fowling of the rifling in side the barrel USE cleaning oil on patch first then run dry patch.
- Oiling and lubricate all moving parts cleaning sights wiping down the stocks and metal parts to prevent rusting when handling these weapons use rubber or latex component gloves so as not to get rifle oil on hands and so as not to make any additional

finger prints on the rifle barrel and other metal parts. **ALWAYS** before cleaning the rifles, check as soon as you handle that weapon make sure the weapon is clear and not loaded.

Key security

- **Go into AI's office open key box make sure all keys are there.**
- **count keys form S-1 to S-5,**
- **close and lock key box back up.**

Saber Security (if applicable)

- **Sabers will only be taken out once a year for the military ball and ahead of time for saber team practice.**
- **When accounting for all sabers there should be seven of them they will usually be in S-2 on the shelf, count all seven make sure all parts there which consist of scabbard, initial saber itself and the lanyard which holds scabbard to the ceremony belt.**
- **Place back on counter so the team knows where they are.**
- **Then open bottom file cabinet door check inventory sheet off indicating that camera is still there.**
- **Then return S-1 keys back to box and retrieve S-4 keys**

Cleaning of Cadet Office and S-2

- Every Tuesday after school, the S-2 and asst. clean the Cadet office.
- Cleaning consists of the main office floor, wiping down the desks cleaning the spots and stains off the glass emptying the garbage and emptying the paper shredder.
- Cleaning the S-2 consists of dusting the Weapon rack with and getting cob webs and dust down from shelves.
- Removing weapons from rack vacuuming of velvet and the rest of the rack.
- Also sweeping the floor and making sure the carpet in center of room is clear of dirt. As is the rest of the floor.

BI weekly inventory

The primary and asst. S-2 will rotate with this inventory every other week. We must take a blank inventory sheet and take an inventory of the 20 Drill Rifles on the rack, and the 15 air rifles in the weapon locker. Also we inventory the seven sabers, the compasses, D rings, ropes, gloves, cameras, computers, and others. Plus as mentioned signing the door every night before we leave.

Battalion S-3 SOP

S-3 is in charge of Battalion operations in the Corps.

The first major job is keeping the Unit Report up to date. (AKA- End Of Year Report). Data that needs to be kept in the Unit Report are as follows:

*Color Guard- Basketball games

*Anytime that color guard presents colors (graduation)

*Drill competitions

*Parades

*Military Ball

*School Supports: Blood drives, police call, escorting parents to teachers during student lead conferences.

*Community Supports: Car Wash, etc.

* Cadet Challenge participation (enter scores in their individual files)

*Service Learning Projects

* Summer Camp Participation (# of Cadets that went)

To input an activity into JUMs

An activity is an event where the corps can participate in.

Use AAR to get name for the activity.

1. Sign into JUMs
2. Click on "Cadets"
3. Click on "Batch"
4. Click on "Events"
5. Select participating cadets
6. Click "Edit"
7. Click continue
8. Input date, the name of event.
 - a. *If name of event isn't there, to add a new one:
 - b. 1. Click "Table"
 - c. 2. Click "New"
 - d. 3. Type in Event and click save. Click Save
9. Click Run
 10. Select Category and Enter description
11. Click continue

Long Range Calendar

The long range calendar keeps cadets informed about upcoming events in the next month. A file is also to be kept in the S-3 filing cabinet.

1. Open JROTC Website and sign into account
2. List events upcoming in the next month

Making files for Cadets in the corps.

Each file should have a tab with the name, class period, and Let level of the cadet.

To get to the name tabs you need to:

1. Sign into JUMS
2. Click on "Reports"
3. Click "Cadet Folder Labels"
4. File all cadets over.
5. Click "Continue".
6. Click "Print" Files are color-coded according to Let Level in bottom drawer of the filing cabinet.

Let 1's -Blue Let

2's -Yellow Let

3's -Green Let

4's -Red

Building Use Forms

Used to insure the availability of a training area.

1. **Get a form from the Asst. Athletic Director of the school.**
2. **Fill out on the form the name of the organization, adult in charge, event, the date and time, last the adult in charge sign were needed.**
3. **Return to Asst. Athletic Director of the school for approval.**
4. **Check a couple days after to see if it got approved, if not fill out a new form for someplace else.**

Training Schedules

A week to week schedule of classroom readings, homework, and chapters or upcoming events.

1. **Get rough draft from LTC. Tier/MSG Grant**
2. **Finalize and make any adjustments to schedule**
3. **Print four copies.**
4. **Give one to LTC**
5. **Post one in the classroom, and one in the office.**
6. **Save one in training schedules folder in the filing cabinet.**

After Action Reports

- 1. Give after action report form to company commander or leader of event**
- 2. Have the cadet fill out form and return**
- 3. Sign into JUMS**
- 4. Click 'Cadets'**
- 5. Click 'Batch'**
- 6. Select type of data and click continue**
- 7. Select cadets who participated in event or activity**
- 8. Click 'Continue'**
- 9. Select when date was**
- 10. Select event that was done.**
 - *If the event is not in the drop down list:**
 - 1. Click 'Table'**
 - 2. Click 'Edit'**
 - 3. Input new event**
 - 4. Click 'Save'**
- 11. Click 'Run'**
- 12. Input the activity on the AAR into JUMS**

- a. Reference "How to input and Activity"

Cadet Challenge

Cadet Challenge is used to measure the physical fitness of each cadet in the corps.

1. **Sign into JUMS.**
2. **Click 'Reports'**
3. **Click 'Fitness Scoring Sheet'**
4. **Select 'Filter'**
5. **Select class period to be printed.**
6. **Select 'Apply'**
7. **Select all cadets in the period over.**
8. **Click 'Print'**
9. **Write what period sheet is for**
10. **Give sheet to Let 4 of the class.**
11. **Have Let 4 fill out and return to the S-3.**

To input cadet challenge information:

1. **Click cadets.**
2. **Select specific cadet.**
3. **Click 'History'**
4. **Click 'Fitness'**
5. **Click 'New'**
6. **Fill out all needed information and what was given**
7. **If physical limitations, input them.**
8. **Click 'Save'**

Fundraising and Event Proposal

Forms

If an event is needed to be scheduled, S-3 is asked to fill out this form.

- 1. S-3 fills out start date, end date, title of the event, who's sponsoring the event, the location, and the description of the event.**
- 2. Get signature of AI/SAI.**
- 3. Turn into the office for approval.**
- 4. Check a couple days later to see if it got approved.**

Tasking Letters

If asked, give tasking letters to cadets.

- 1. Have cadet fill the form out, and have all signatures that are required.**
- 2. Keep the original copy in the filing cabinet.**

In the absence of the Battalion XO:

Primary S-3 assumes the position of XO and assumes responsibility for the all staff members.

- 1. Assistant S-3 assumes primary position.**

Extra Comment

As S-3, you have many responsibilities and duties.

You have to be one of the people who set an example and show that you have the right to this leadership position.

Battalion S-4

The S-4 is responsible for issuing, receiving and inputs all uniforms and supplies. The S-4 also maintains individual cadet records. They also insure that the supply room is clean and neat. Everything in supply is in order.

Issuing

- Open up jums on desktop of computer.
- Login under S-4.
- Click supply and then click clothing.
- Click the tab that says cadet.
- Next you click the tab that says find. This opens a pop up that has every cadet enlisted in the core.
- Click the name of the cadet that you are issuing.
- Click issue tab. This brings up a window of all items that are in the supply form uniforms to unit crests.
- Depending on male or female you will click the drop down button to fit for their gender.
- Note: some items are under unisex like socks. For this you would click unisex instead of there gender.
- After you find the item that you need to issue, click the down arrow button for sizes, if needed. Then click save. The window will then close.
- Go to the top of the screen and click the print button.
- Then click clothing/instructional materials. This will open another screen, click the area for "do not include parent signature" and "returned items". Then continue and then print.

To return

- Repeat the login process for Jums
- Once you have jums open you click on cadet.
- After you find the cadet you want click return.
- A pop up of the cadet's uniform and books will show. **Once you click on the item that is being** returned you click the tab that says shelf.
- Once you have done that you click save. When you click save the window will close.
- After it does click the tab that says print.
- When a cadet returns all items they will get cleared from Jums. (This is only if they are leavening the corps.)
- You pull their record and put it into S-1's inbox.
- All the shoes, socks, Garrison caps, white t-shirts, tie or neck tab, belt plus belt buckle get marked unserviceable and discarded.
- Then you take all the uniform parts (green coat, green pants, green shirt) items off their record and put it into laundry. (This is for returning cadet. The record must be kept. Cadet's records that are leaving then will be removed.
- Laundry is when you send the uniform out to get dry cleaned. (Butlers Cleaners)
- When the uniform gets back you go into jums and take it from the laundry and put it onto shelf.

To Put onto Shelf

- To put on shelf you log into Jums
- Click on Supply then you click on clothing
- Click on laundry then click on the clothing that you want to return to shelf and click remove. **This puts it back on the shelf inventory. Or if you are under a certain cadet you may do it from there.**

100% inventory

- You count everything by category.
- Open Jums, go to supply, and then you go to clothing/ inventory.
- Click post. **Then. Add or subtract depending on how many there were of the items.** (Prior to the above, you count all inventory items.)
- Inventory Items are items like Greens jackets, pants, shirts, etc...

10% Inventory

- XO give mission to complete a 10% every other week.
- We count one inventory item. Then hand in our count to the XO at end of dead line.

Clothing records

When a new cadet joins the corps we issue them a uniform, once the S-1 has put them into jums. The clothing record must contain a white t-shirt, a gold plated belt buckle, a belt, black socks, a green shirt, a coat, and pants.

- The cadet will be issued items according to their gender. Girl jackets for girls, Men jackets for men and etc...

- Next you fit them in their uniform.
- After the cadet is fitted and has gotten all of his uniform in hand then the S-4 signs into jums.
- In jums click the supply. Then move the mouse down to the clothing. This will bring you to a page with about 21 tabs.
- Click the tab that says cadet. This will bring you to a page that has the first cadet and what he has on his clothing and material. (These are both returned and issued)

Cleaning

- **Supply room must be clean on a daily basis. (Items must be dusted, the room sweep or vacuum, all items must be organized, and in a presentable manner)**

S-5 SOP

Scrapbook-

- S-5 takes pictures at an event,
- Download the pictures off the camera onto the computer and put them in the S-5 folder
- Print out the ones that are best and design a page to put them in the scrapbook

Sending pictures to our website

- We take a selection of our best pictures that we want on the website
- Send pictures and Video to the school TV station after competition of each event
- We then open up an e-mail to send to our webmaster
- We attach the pictures to this e-mail and ask them to be put on the website
- Click Send!

Get in contact with the media

- Calling a Contact-
 - Go to the Commander in charge to receive the number we need to contact.
 - Call the contact in reference to the mission we are given
- Sending a Fax-
 - Go to Commander in charge to receive the fax number we need to contact.
 - Send the fax to the contact in reference to the mission we are given

Make Bulletin Boards/flyers

- **Receive information from the XO or Battalion Commander. Find out what the subject is.**
- **Create an information, yet appealing board/flyer to inform cadets as well as other students on what we are doing in the corps. Come up with design**
- **Materials we use to create Bulletin Boards/flyers**
 - **Paper**
 - **Computer**
 - **Markers/Pencils**
 - **Scissors**
 - **Rulers**
 - **Tape**

Yearbooks

- AI/SAI Pays for a school year book,
- S-5 is in charge of keeping this on file for record.
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Newsletter

- **Collect information, using tasking letters**
- **Design it into the newsletter, Write Newsletter**
- **Go onto the website and post it onto the blog and hand out at battalion formations.**
- **Print and make copies**
- **Hand out at Battalion Formation**

