

Caddo Parish JROTC Standard Operating Procedures

The Caddo Parish JROTC Standard Operating Procedures

The purpose of the Caddo Parish JROTC Standard Operating Procedures is to standardize and provide uniformity and continuity of operations across all Caddo JROTC units. It is not intended to cover every circumstance but should cover most routine operations and events. This SOP is in effect immediately. It is a living document and may be changed only by the authority of the Director of Army Instruction. The official version will be maintained and available from the Caddo Parish JROTC web site.

Recommendations for change will be made to the DAI on DA Form 2028 (Recommended Changes to Publications and Blank Forms) or in writing via e-mail or memorandum and will include: Chapter, section and paragraph to be changed, reason/s for the change/s, and the recommended change/s needed.

This SOP is to be used by Caddo Parish JROTC Instructors to set a standard of excellence in each unit. Instructors are expected to read and follow the guidelines and procedures included herein and implement this SOP with fidelity. Non-compliance with this SOP will result in administrative or disciplinary action as determined by the Director of Army Instruction.

DANIEL E. DURR
LTC (R) USA
Director of Army Instruction

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Chapter 1 – Instructor Administration and Operational Procedures

Section 1 – New JROTC Employees (Initial In-Processing)

Reference: Chapter 4, Cadet Command Regulation 145-2, dated 1 February 2012.

1-1. Retired Army personnel seeking employment in Caddo Parish as a JROTC Instructor must provide the DAI office (JROTC Projects Specialist) with the following documents:

(a.) New Instructors will process all actions, questions and paperwork through the DAI office.

(b.) Most current official college transcript mailed to:

Caddo Parish JROTC
ATTN: Director of Army Instruction
P.O. Box 32000
Shreveport, Louisiana 71130

(c.) The three references in the Caddo Parish Application Packet must be mailed to the address above.

(d.) Certified copy of DD Form 214

(e.) Certification of Dependents:

(1.) Spouse (copy of marriage license/certificate with seal)

(2.) Children (copy of birth certificate with seal)

(3.) Children not in instructor's custody (need copy of: divorce decree, legal separation agreement, court order)

(f.) Secondary Dependents:

(a.) Parents or Parent in-laws (court order granting guardianship).

(b.) Ward (court order granting guardianship).

(c.) Student age 21 – 22 in school (Letter from school/institution verifying full time enrollment.)

(d.) Handicapped child over age 21 (medical sufficiency statement).

(g.) Copy of rental, lease or proof of mortgage payment amount (copy of payment coupon).

(h.) Copy of Retiree Account Statement.

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1-2. Additional In-Processing will include:

- (a.) Full length photo (Class A uniform).
- (b.) Initial weigh-in.

1-3. New Teacher In-Service: Newly hired JROTC instructors are required to attend the mandatory Caddo Parish School new teacher in-service prior to the start of the school year. The uniform for this in-service is the Class A or Class B uniform.

1-4. Newly hired JROTC instructors will be briefed by the DAI/Assistant DAI on the policies, procedures of the Caddo Parish JROTC Program, and instructor expectations. Newly hired JROTC instructors will read the JROTC SOP and sign acknowledging their having read it in its entirety.

Section 2 – Change in Instructor Marital or Dependent Status

Marital or Dependent Status: JROTC instructor personnel are required to notify the DAI Projects Specialist within thirty (30) days when changes in their marital or dependent status occur.

Section 3 – Change of Instructor Status (School and Employment)

3-1. General: Reference Cadet Command Regulation 145-2, Chapter 4, Section 4. The purpose of this is to provide basic guidance for Caddo Parish JROTC instructors who wish to transfer to another school within Caddo Parish or are planning retirement or leaving the Caddo Parish school system.

(1.) JROTC instructors wishing to transfer to another school within Caddo Parish must:

- (a.) Wait for an announcement that a JROTC instructor vacancy has occurred within Caddo Parish.
- (b.) Submit a resume' to the Caddo Parish Director of Army Instruction.
- (c.) Be interviewed by the school principal.

(2.) JROTC instructors planning retirement or leaving the Caddo Parish school system must:

- (a.) Give the Director of Army Instruction (DAI) office a minimum, 30-day (30 calendar days) written notice prior to termination of employment.
- (b.) Instructors who resign in the middle of the school year to take a position at another school may not have their salaries cost-shared at the new school.

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- (c.) Any instructor who voluntarily resigns for any reasons (medical, retirement, etc.,) must notify IMD, through 6th brigade, in writing of their intent through the Caddo Parish DAI office.
- (d.) Nothing precludes an instructor from terminating employment voluntarily at any time. An instructor who properly terminates a JROTC position remains eligible for reemployment in JROTC for two (2) years from date of resignation or termination.
- (e.) Any instructor who voluntarily resigns, or has their employment terminated by the high school while under investigation for adverse action will have their certification to teach JROTC suspended until the case/charges have been adjudicated.

Section 4 – JROTC Instructor Chain of Command (Communication Procedures)

4-1. **General:** The Caddo Parish JROTC Director of Army Instruction has established procedures for instructors to communicate; information, recommendations, or personal concerns/grievances to the office of the DAI or to the Caddo Parish School Board. JROTC instructors are expected to and will use the "Chain of Command" procedures to afford supervisors at all levels an opportunity to address or resolve any individual concern.

4-2. JROTC instructors have a dual supervisory chain:

- (1.) For matters that pertain to the JROTC department or the JROTC program:
 - (a.) Initial discussion will be with the SAI.
 - (b.) With the DAI if the individual's concerns are not satisfied or resolved.
 - (c.) All issues concerning pay and personnel records will be addressed to the DAI.
- (2.) For matters that pertain to school operations, school policy, and procedures:
 - (a.) Initial discussion should be with the SAI.
 - (b.) With the school principal if the individual's concerns are not satisfied or resolved.
- (3.) The SAI will inform the DAI of all matters or issues that affect their program or school.

Section 5 – Instructor Absences

5-1. **Reference:** Cadet Command Regulation 145-2, Chapter 4, Instructor Management, Paragraph 4-18: The amount cost-shared by the Army will be terminated after 30 calendar days of absence (i.e., sick leave, strike, workman compensation, etc). Excessive absence within a 60 calendar day period may result in adverse action. Instructors who attempt to circumvent the policy by being absent for 29 days, return to work, then be absent again within 72 hours, etc., will be subjected to adverse action. In extreme circumstances, exceptions may be granted by the Director, JROTC.

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If the absence is more than 30 days, the DAI will notify brigade/USACC. In some cases, USACC may provide cost-share for certified long-term substitutes.

- 5-2. **General:** JROTC Instructors will comply with the Caddo Parish School Board policies governing teacher absences and those established by their schools. This includes coordinating with school administrators to schedule a substitute teacher for their absence. JROTC instructors are responsible for notifying their appropriate school official of their impending sick leave.
- 5-3. JROTC instructors are year to year (twelve month) employees and do not accrue annual leave. Instructors may be granted two (2) weeks of compensatory time off by the DAI during the summer school break.
- 5-4. JROTC instructors are not authorized vacation or compensatory time off during the academic school year and may risk administrative action taken if this policy is violated.
- 5-5. The Senior Army Instructor will inform the Director of Army Instruction (via; e-mail) of any instructor absence within their department and provide the following information:
 - (a.) The number hours, day, or days the instructor will be absent from their duties.
 - (b.) If a substitute teacher is scheduled to cover the class during the absence.
 - (c.) What changes to the instructional schedule will be made to cover the absence.
- 5-6. Senior Army Instructors (SAIs) are responsible for ensuring their departments are manned during the summer duty hours and will:
 - (1.) Notify the appropriate school administrator and the DAI office of personnel absence/s.
 - (2.) Schedule time off only during the month of July.
 - (3.) That all personnel are present for JCLC and the mandatory DAI JROTC in-service.

Section 6 – Standards of Conduct

- 6-1. Reference: Cadet Command Regulation 145-2, paragraph 3-13(a.), paragraph 4-23(d.) thru (g.) and paragraph 4-24.
- 6-2. General: JROTC instructors are expected to conduct themselves in accordance with the established standards and guidelines within the above referenced regulation, the Caddo Parish teacher handbook, and the established policies of their assigned school.

All Caddo Parish JROTC instructors must receive training and recertify annually on the below courses:

- (a.) JROTC 28 – TNG 103 **Ethics Training** (via Army Knowledge Online).
- (b.) **Professional Ethics and Prevention of Educator Misconduct** (via the JROTC Portal).

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- 6-3. Instructor fraternization with students is prohibited and will not be tolerated within this school district or by Cadet Command.
- (a.) Instructors must not engage in and must prohibit fraternization or unprofessional relationships with cadets in any form. Examples include, but are not limited to: physical contact with a student; socializing in an overly familiar manner such as texting, social networking, tweeting, blogging, etc.
 - (b.) Instructors will not allow cadets to perform personal services (i.e., babysitting, house sitting, pet sitting, yard work, etc).
 - (c.) Counseling or talking to cadets alone behind closed doors is prohibited.
 - (d.) Instructors will not engage in communicating; telephonically, texting, through any other social media or electronic conveyance, with students.
- 6-4. Instructors who haze, harass, or bully cadets or allow this type of behavior to occur could result in probation/decertification.
- (e.) Any form of hazing, harassment or bullying by JROTC instructors and cadets is strictly prohibited.
 - (f.) JROTC instructors will not allow any form of initiation in order to participate on a JROTC team.

Section 7 – Instructor Rank and Uniforms

- 7-1. General: Reference CCR 145-2, Chapter 11, Paragraph 11-2, Instructor Uniforms. Caddo Parish JROTC instructors will wear the Army uniforms in accordance with AR 670-1, AR 145-2, and Cadet Command Regulation 145-2. Failure to comply with these referenced regulations may result in administrative actions taken.
- 7-2. Instructor Rank: The authorized rank is the retired rank or the pay grade for which instructors are reimbursed. The official document used to determine the retired rank or pay grade is the DD Form 214.
- 7-3. Instructor Uniforms: The current Army Service Uniform (ASU) and the Army Green Uniform (AGU) is the prescribed JROTC instructor uniform for the classroom and campus until the wear-out date of the AGU on September 30, 2015, and regardless of approved occasional deviations, will be the uniform worn the majority of the school year.
- (a.) Caddo Parish JROTC instructors (including the DAI Staff, SAls, AIs, and Cost-Shared MPS) will wear the prescribed approved Army uniforms at all times while:

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- (1.) Performing JROTC duties and training and at other appropriate times as directed by the Director of Army Instruction.

- (2.) The Class A or Class B uniform will be worn when; meeting with CPSB (Caddo Parish School Board) officials, when attending DAI meetings, when attending CPSB meetings, and while performing off-campus JROTC duties.

- (b.) Instructors will not wear the cadet black windbreaker jacket with the JROTC patch sewn on it or make any modifications that are not authorized by regulatory guidance.

7-4. JROTC Non-Uniform/School Spirit Days:

- (a.) The Senior Army Instructor (SAI) is granted approval by the (DAI) Director of Army Instruction to designate Fridays as a JROTC instructor non-uniform day.

- (b.) An appropriate collared shirt (e.g. shirt with the JROTC or school emblem), with dress or appropriate casual slacks or coat and tie with dress pants and closed toe leather dress or casual shoes will be worn on designated non-uniform or school spirit days. **The intent for this is for all Caddo Parish JROTC instructors to be professional in their dress and appearance.**

- (c.) JROTC female instructors may wear a skirt in lieu of slacks.

- (d.) Wear of civilian attire is not authorized more than one time per week.

- (e.) Closed toe dress or casual shoes (of leather material) will be worn. Tennis shoes of any type is not authorized.

- (f.) Under no circumstances will jeans or similar style clothes be worn during the school day.

7-5. **Training (Outside the Classroom):** Instructors are authorized to wear the Army PT uniform on days when Cadet Challenge or other physical training takes place. This uniform will be procured at no expense to the government.

7-6. **Wear of the Army Combat Uniform:** The Army Combat Uniform (ACU) is to be worn **only** on an exceptional basis. An exception may be obtained from the Director of Army Instruction for the wear of the ACU uniform for exceptional circumstances.

- (a.) Adventure Training, Raider Challenge, Air Rifle Training, Competitions, and JCLC, but not on campus during the school day.

- (b.) The ACU will be worn during national marksmanship safety training to including competitive events.

- (c.) JROTC Instructors are authorized to wear the ACU instead of Class A/B uniforms when actively engaged in conducting Cadet Challenge, and other activities not appropriate for the dress uniform.

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- (d.) Instructors who violate this uniform policy may receive administrative action taken or be placed on probation.

7-7. Uniform for Command Sponsored Events: All JROTC instructors (including the DAI Staff, SAIs, AIs, and cost-shared MPSs) who are authorized to wear the Army uniform will wear the Class A, B or ACU uniforms when appropriate when accompanying cadets to command sponsored events (i.e., local and national competitions, unless otherwise directed). As a supplement to CCR 145-2, it is the policy of the Caddo Parish DAI that JROTC Instructors will wear the Class A or B uniforms at all non-Caddo Parish competitions

7-8. Distinctive Unit Insignia.

- (a.) JROTC instructors will wear the Cadet Command shoulder sleeve insignia on the left sleeve of the Army Green Uniform or the ACU. The insignia of former wartime units may be worn on the right sleeve, IAW AR 670-1.
- (b.) The school epaulet insignia (Caddo Crest) design has been approved by The Institute of Heraldry (TIOH). When worn, it will be as prescribed in AR 670-1.
- (c.) JROTC instructors are authorized to wear on the ACU (Army Combat Uniform) the full color US flag insignia only. It will be worn the right shoulder top pocket flap of the ACU uniform.

7-9. Prohibited Wear of Army Uniforms: Wearing Army uniforms is prohibited in the following situations:

- (a.) In connection with the furtherance of any political or commercial interests.
- (b.) When engaged in off-duty civilian employment.
- (c.) When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except as authorized by the CG, USACC.
- (d.) When attending any meeting or event that is a function of, or is sponsored by, an extremist organization.
- (e.) When wearing the uniform would bring discredit upon the United States Army, and the Caddo Parish School Board.
- (f.) When specifically prohibited by Army regulations.
- (g.) Services not a part of JROTC duties for which payments or benefits are received that would tend to demean the uniform, the wearer, or JROTC.
- (h.) Custodial duties.
- (i.) Selling tickets at events in violation of Cadet Command Regulation 145-2.

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- (j.) JROTC instructors are not authorized to wear maroon or tan berets or similar items as part of their uniforms while conducting JROTC duties. However, Instructors who upon retirement were branched as Special Forces (18 qualifier) are authorized to wear the green beret.

Section 8 – JROTC Plaque and Flower Fund

General: The JROTC Plaque and Flower Fund is established to acknowledge an awareness of the contributions made and, the health and wellness of the JROTC instructors and their immediate family members. Participation in the Plaque and Flower Fund is voluntary.

The DAI will be tasked to be the custodian of the fund. As custodian the DAI will maintain necessary records, vouchers, journals, receipts and checkbook information as required by the Caddo Parish Auditing Department. The DAI will be responsible for arranging for the delivery of flowers and ordering plaques in accordance with paragraphs 8-2 thru 8-4 below.

8-1. Fee for the Plaque and Flower Fund: The current fee for the JROTC Plaque and flower Fund is set at ten dollars (\$10.00) and must be paid during the DAI JROTC in-service.

8-2. Flowers will be sent upon notification of:

- (a.) Illness of an active instructor and his spouse only (in excess of 48 hours).
- (b.) The death of retired instructors.
- (c.) The death of an active instructor.
- (d.) The death of a spouse and children of an active instructor.
- (e.) The parents of an active instructor.

8-3. Procedures For Giving Flowers:

- (a.) For Hospitalization of active instructors and their spouse: Upon notification that the instructor or their spouse has been hospitalized (*in excess of 48 hours*), the DAI Projects Specialist will order a bouquet of flowers to be delivered to the location of the instructor or their spouse.
- (b.) Death (see 8-1 (b.) thru (e.) above: Upon notification that a death has occurred, the DAI Projects Specialist will order an arrangement to be sent to the specified location of the deceased instructor/family member.

8-4. Plaques:

- (a.) Plaques will be purchased only for instructors who have completed a minimum of ten (10) years as a JROTC instructor in Caddo Parish before retiring or departing.
- (b.) Have been a member of the Plaque and flower Fund during that ten year time.
- (c.) A Certificate of Service will be prepared for all other instructors departing the Caddo Parish JROTC Program, upon their departure.

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Section 9 – Caddo School Bus Transportation Procedures

General: The Senior Army Instructor is overall responsible for scheduling and coordinating bus transportation for departmental and team travel needs/requirements. The SAI will coordinate with their school administrator/s when experiencing bus transportation issues.

9-1. DAI (Director of Army Instruction) Responsibility: The DAI will sponsor (fund) Caddo Parish school bus transportation for the following:

- (a) Internal Caddo Parish Rifle Divisional Competitions.
- (b) Orienteering Challenge
- (c) Adventure Challenge
- (d) Non-Parish Drill/Color Guard Challenge Meets
- (e) ALTOS Meets
- (f) Caddo Parish JROTC Awards Luncheon
- (g) DAI Color Guard tasking (community service)

9-2. Senior Army Instructors(SAI) are responsible for and will:

- (a) Coordinate for their own bus driver/s.
- (b) Complete and then have the driver sign the JROTC Bus Report Form. *The JROTC Bus Report Form contains information necessary for the DAI Projects Specialist to enter data into the new transportation interactive online system and to ensure that your chosen driver will not go into overtime during the trip. **Overtime is not authorized!***
- (c) Immediately after the trip send the DAI Projects Specialist, via email or facsimile the completed JROTC Bus Report.

9-3. JROTC Bus Plan: The Senior Army Instructors will and ensure the Army Instructors use the JROTC Bus Plan when planning movement of cadets to DAI sponsored events or to participate in other events directed by the DAI.

9-4. The Caddo Parish JROTC Bus Plan is located in Appendix A of this chapter.

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Appendix A (Caddo Parish JROTC Bus Plan)

Caddo Parish JROTC Bus Plan

Purpose: The purpose of the Caddo Parish JROTC Bus Plan is to reduce the number of buses used to transport JROTC cadets to various DAI sponsored events. JROTC units will pair together for bus transportation.

Collaboration between Senior Army Instructors will take place to determine who will arrange bus transportation for the trip.

North Caddo – Stand- alone due to distance

Northwood & Green Oaks

Fair Park & Booker T. Washington

Huntington & Southwood

Woodlawn Leadership Academy & C.E. Byrd

Captain Shreve & Caddo Magnet