**LAKE MARY HIGH SCHOOL NJROTC**

**Personal Qualification Standards**

**Seaman**

**SN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **NAME (Last, First MI)** | **GRADE** | **COMPANY** | **PLATOON** | **SQUAD** | **MARKING PERIOD** |
|  |  |  |  |  |  |

**SECTION 1 – GENERAL MILITARY KNOWLEDGE**

A.) **THE 11 GENERAL ORDERS TO THE SENTRY**

*Recite all 11 General Orders to the Sentry (Reference: NAVEDTRA 37116-J, Pg. 12-1). Sound off in a loud clear voice to the person you are addressing, “Sir (Ma’am, or Chief), the \_\_\_\_ General Order to the Sentry is to”.*

1.) ***Take*** charge of this post and all government property in view.

2.) ***Walk*** my post in a military manner, keeping always on the alert, and observing everything that takes placewithin sight or hearing.

3.) ***Report*** all violations of orders I am instructed to enforce.

4.) ***Repeat*** all calls from posts more distant than the guardhouse than my own.

5.) ***Quit*** my post only when properly relieved.

6.) ***Receive***, obey, and pass on to the sentry who relieves me, all orders from the Commanding Officer, Command Duty Officer, Officer of the Deck, and Officers and Petty Officers of the Watch only.

7.) ***Talk*** to no one except in the line of duty. 8.) ***Give*** the alarm in case of fire or disorder.

9.) ***Call*** the Corp Officer of the Deck in any case not covered by instructions.

10.) ***Salute*** all officers and all colors and standards not cased.

11.) ***Be Especially*** watchful at night, and during the time for challenging, challenge all persons on or near my post and allow no one to pass without proper authority.

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B.) **THE FIRST 5 PRINCIPLES OF LEADERSHIP**

*Recite the FIRST 5 NJROTC PRINCIPLES OF LEADERSHIP (Reference: NJROTC CRM-2011, Pg. 15). Sound off in a loud clear voice to the person you are addressing, “Sir (Ma’am, or Chief), the \_\_\_\_\_\_\_\_ PRINCIPLE OF LEADERSHIP is \_\_\_\_\_\_\_\_”*

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.

.

C.) **NAVY CORE VALUES**

*Recite the 3 NAVY CORE VALUES (Reference: NAVEDTRA 37116-J, Pg. VI). Sound off in a loud clear voice to the person you are addressing, “Sir (Ma’am, or Chief), the 3 NAVY CORE VALUES are \_\_\_\_\_\_\_\_”*

1.) Honor

2.) Courage

3.) Commitment

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| **NAME (Printed)** | **SIGNATURE** | **DATE** | **POSITION** |
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D.) **NJROTC OFFICER RANK INSIGNIAS**

*Identify all NJROTC Officer Rank Insignias (Reference: NAVEDTRA 37116-J, Pg. 2-1).*



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



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E.) **THE NJROTC CHAIN OF COMMAND**

*Identify the NJROTC Chain of Command (Reference: Unit Website, Cadet Staff Page) Sound off in a loud clear voice to the person you are addressing, “Sir (Ma’am, or Chief), the \_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_”*

Bravo Company Executive Officer

Bravo Company Commander

Alpha Company Executive Officer

Alpha Company Commander

Command Master Chief

Chief Staff Officer- Operations

Chief Staff Officer- Administrative

Battalion Commander

Naval Science Instructor

Senior Naval Science Instructor

Area 7 Manager

Commander, Naval Service Training Command

Commander, Naval Education & Training Cmd

Chief of Naval Operations

Secretary of the Navy

Secretary of Defense

Secretary of State

Vice President of the United States President of the United States

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| **NAME (Printed)** | **SIGNATURE** | **DATE** | **POSITION** |
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**Revised 5/17/2016 – Previous Editions May Not Be Used**

**SECTION 2 – PRACTICAL FACTORS**

A.) **UNARMED STATIONARY DRILL**

*Demonstrate a proficiency in the execution of the following unarmed stationary drill commands (Reference: NAVEDTRA 37116-J, Chapter 2, Section 1, Pg DM 16-23).*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Fall-in |  | Half Right, Face |
|  | Attention |  | About, Face |
|  Dress Right, Dress | |  | Parade, Rest (Attention) |
|  At Close Interval, Dress Right, Dress | |  | At-ease (Attention) |
|  | Left, Face |  | Uncover, Two |
|  | Right, Face |  | Cover, Two |
|  | Half Left, Face |  | Quick Time, March |
|  Right Step, March (Squad, Halt) | |  | Column Right, March |
|  | Mark Time, March |  | Column Left, March |
|  Change Step, March (Squad, Halt) | |  By The Right Flank, March | |
|  | Right, Face |  By The Left Flank, March | |
|  | Forward, March |  To The Rear, March | |
|  | Double Time, March |  Hand, Salute (Ready, Two) | |

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| **NAME (Printed)** | **SIGNATURE** | **DATE** | **POSITION** |
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B.) **PHYSICAL FITNESS TEST (PFT)**

**MW**

**Y/N**

* Participate in the Most Recent Physical Fitness Test & Improve on your Previous Score.

|  |  |  |  |  |
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| **NAME (Printed)** | | **SIGNATURE** | **DATE** | **POSITION** |
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**SECTION 3 – SCHOLASTIC & CITIZENSHIP REQUIREMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **RIBBON REQUIREMENT** | **NAME (Printed)** |  |
|  |  | Earn at minimum one (1) ribbon during this past |  |  |
|  |  | advancement cycle. |  |  |
| **SIGNATURE** |  |
|  |  |  |  |
|  |  |  |  |  |
|  |  |  | **CDMIS VERIFIED ON:** |  |
|  |  |  |  |  |
|  |  |  | **POSITION:** |  |
|  |  |  |  |  |
|  |  | **COMMUNITY SERVICE REQUIREMENT** | **NAME (Printed)** |  |
|  |  | Perform at minimum nine (9) hours of documented |  |  |
|  |  | community service. |  |  |
| **SIGNATURE** |  |
|  |  |  |  |
|  |  |  Please note that the community service hours |  |  |
|  |  | must be turned in to the Administration | **CDMIS VERIFIED ON:** |  |
|  |  |  |  |
|  |  | Department prior to the end of the advancement |  |  |
|  |  | cycle, for entry into CDMIS. |  |  |
| **POSITION:** |  |
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|  |  |  |  |  |
|  |  | **SECTION 4 – UNIFORM & GROOMING STANDARDS** |  |  |
|  |  | **UNIFORM & GROOMING STANDARDS COMPLIANCE** | **NAME (Printed)** |  |
|  |  | Be in compliance with all US Navy Uniform & Grooming |  |  |
|  |  | Standards as defined in NAVEDTRA 37116-J. |  |  |
|  |  | **SIGNATURE** |  |
|  |  |  |  |
|  |  | Include all Uniform Inspection Forms when turning in your |  |  |
|  |  | PQS. | **DATE** |  |
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|  |  |  | **POSITION:** |  |
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**Updated 5/17/2016– Previous Editions May Not Be Used**



**SECTION 5 – TEACHER RECOMMENDATIONS**

|  |  |  |
| --- | --- | --- |
|  | **TEACHER NAME (Printed)** |  |
| **PERIOD 1 COURSE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |
|  |  |  |
| **By signing, I am recommending this cadet for** | **SIGNATURE** |  |
|  |  |
| **advancement within the NJROTC Program. This cadet** |  |  |
| **is always in complete compliance with my classroom** | **DATE** |  |
| **guidelines, and is never tardy to my class.** |  |  |
| **Additionally, this cadet has not served any teacher** |  |  |
| **CURRENT MARKING PERIOD AVERAGE** |  |
| **detentions with me.** |  |  |
|  |  |  |
|  | **TEACHER NAME (Printed)** |  |
| **PERIOD 2 COURSE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |
|  |  |  |
| **By signing, I am recommending this cadet for** | **SIGNATURE** |  |
|  |  |
| **advancement within the NJROTC Program. This cadet** |  |  |
| **is always in complete compliance with my classroom** | **DATE** |  |
| **guidelines, and is never tardy to my class.** |  |  |
| **Additionally, this cadet has not served any teacher** |  |  |
| **CURRENT MARKING PERIOD AVERAGE** |  |
| **detentions with me.** |  |  |
|  |  |  |
|  | **TEACHER NAME (Printed)** |  |
| **PERIOD 3 COURSE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |
|  |  |  |
| **By signing, I am recommending this cadet for** | **SIGNATURE** |  |
|  |  |
| **advancement within the NJROTC Program. This cadet** |  |  |
| **is always in complete compliance with my classroom** | **DATE** |  |
| **guidelines, and is never tardy to my class.** |  |  |
| **Additionally, this cadet has not served any teacher** |  |  |
| **CURRENT MARKING PERIOD AVERAGE** |  |
| **detentions with me.** |  |  |
|  |  |  |
|  | **TEACHER NAME (Printed)** |  |
| **PERIOD 4 COURSE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |
|  |  |  |
| **By signing, I am recommending this cadet for** | **SIGNATURE** |  |
|  |  |
| **advancement within the NJROTC Program. This cadet** |  |  |
| **is always in complete compliance with my classroom** | **DATE** |  |
| **guidelines, and is never tardy to my class.** |  |  |
| **Additionally, this cadet has not served any teacher** |  |  |
| **CURRENT MARKING PERIOD AVERAGE** |  |
| **detentions with me.** |  |  |
|  |  |  |
|  | **TEACHER NAME (Printed)** |  |
| **PERIOD 5 COURSE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |
|  |  |  |
| **By signing, I am recommending this cadet for** | **SIGNATURE** |  |
|  |  |
| **advancement within the NJROTC Program. This cadet** |  |  |
| **is always in complete compliance with my classroom** | **DATE** |  |
| **guidelines, and is never tardy to my class.** |  |  |
| **Additionally, this cadet has not served any teacher** |  |  |
| **CURRENT MARKING PERIOD AVERAGE** |  |
| **detentions with me.** |  |  |
|  |  |  |
|  | **TEACHER NAME (Printed)** |  |
| **PERIOD 6 COURSE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |
|  |  |  |
| **By signing, I am recommending this cadet for** | **SIGNATURE** |  |
|  |  |
| **advancement within the NJROTC Program. This cadet** |  |  |
| **is always in complete compliance with my classroom** | **DATE** |  |
| **guidelines, and is never tardy to my class.** |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Additionally, this cadet has not served any teacher** | **CURRENT MARKING PERIOD AVERAGE** |
| **detentions with me.** |  |
|  |  |

**PERIOD 7 COURSE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**By signing, I am recommending this cadet for advancement within the NJROTC Program. This cadet is always in complete compliance with my classroom guidelines, and is never tardy to my class. Additionally, this cadet has not served any teacher detentions with me.**



**TEACHER NAME (Printed)**

**SIGNATURE**

**DATE**

**CURRENT MARKING PERIOD AVERAGE**



**SECTION 6 – HIGH SCHOOL DISCIPLINE VERIFICATION**

**By signing, I confirm that the cadet named on Page 1 of this document has received no detentions or suspensions during this marking period.**

**DISCIPLINE OFFICE SECRETARY (Printed)**

**DATE**

**DISCIPLINE SIGNATURE -OR- MAIN OFFICE STAMP**



**SECTION 7-- MEDICAL WAIVER (PFT)**

**If the Cadet has a medical condition that prevents him from participating in the PFT, the cadet shall notify the SNSI, NSI, CMC or CSO-A and one of them shall sign the medical waiver**

**SIGNATURE POSITION (CIRCLE) SNSI/ NSI/ CMC/ CSO-A**

**INSTRUCTIONS, REGULATIONS & GUIDANCE FOR COMPLETING THIS DOCUMENT**

* All cadets must remain in current rate for a minimum of one (1) complete marking period.
* Signatures for the next rate cannot be obtained until the end of this advancement cycle.
* Waivers for any requirement can only be granted by the Senior Naval Science Instructor, Naval Science Instructor, Command Master or Chief Staff Officer- Administrative.
* Your Monthly Inspection Sheet must be attached to your PQS when turning in.
* Teacher Recommendations & High School Administration Recommendations may only be received during the final two (2) weeks of the advancement period.
* Your classroom teacher must complete all fields in their appropriate recommendation area, including your marking period average.
* Please allow up to one (1) week processing time when submitting community service hours to the Administration Department for entry into CDMIS, as your hours must be in the system in order to count towards this advancement cycle.
* This PQS Document was revised on 5/17/2016. All Previous Editions of this PQS are obsolete and may not be used.
* Any comments, questions, or concerns regarding this revised PQS Document should be submitted to….

Lake Mary High School NJROTC Attn: Chief of Staff- Admin

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