

**Naval Junior Reserve Officers' Training Corps  
Gaithersburg High School**

**101 Educational Blvd**

**Gaithersburg, Maryland 20877**

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November 19, 2014

**2015 GAITHERSBURG INVITATIONAL DRILL MEET**  
**UNIFORM PERSONNEL INSPECTION,**  
**AND ACADEMIC EXAM\***  
**SATURDAY, JANUARY 10, 2015**  
**STANDARD OPERATING PROCEDURE (SOP)**

1. **All events are sanctioned by the Area 5 Manager.**
  - A. Academic Exam via Quia site\* (see page five)
  - B. Uniform Personnel Inspection
  - C. Drill Events
    - 1) Platoon Basic Armed Drill
    - 2) Platoon Basic Unarmed Drill
    - 3) Platoon Armed Exhibition Drill
    - 4) Platoon Unarmed Exhibition Drill
    - 4) Color Guard
2. **Schedule of Events:**
  - 0800 Team Commander/SNSI/NSI meeting in Room 2010
  - 0830 Opening ceremony
  - 0845 Commence Drill Meet
  - 1500 Drill meet ends/awards ceremony
3. **Conduct. The registration form is at the end of this instruction.** Prior to the drill meet, all cadets should be briefed by their SNSI/NSI on the requirements for sportsman-like conduct and the traits of character expected of disciplined members of the military services. Cadets are expected to exhibit proper military bearing at all times. Participants and spectators are reminded that the public and the news media have been invited, and their actions must reflect the highest standards of the military service at all times. JROTC Instructors are reminded to maintain close control of all cadets. This is particularly important for those cadets who are spectators and supporters of the unit teams. During the competition only team commanders (NOT SNSI/NSI, OR ANY TEAM MEMBER) may communicate with the head judge.

4. **Judging.** All events will be judged by U. S. Marine Corps and Navy personnel. Drill judging standards are in accordance with 2015 NJROTC Nationals Drill Championships Basic Operating Procedures. We are using the “national cards”.
5. **Instructors/Commanders Briefing.** A mandatory meeting of team commanders from each participating unit will be held at 0800. The brief will consist of the floor layout of the competition areas, flow from event to event, performance matrix, first aid and emergency procedures, food service, and any questions concerning rules and procedures will be answered at this meeting. Instructors, Team Commanders and Team members are expected to be familiar with this SOP. The SOP will not be briefed but questions will be answered.
6. **Uniforms.**
  - A. Designated uniform of the day:
    - The UNIFORM OF THE DAY IS NSU Khaki with all earned ribbons, service stars, insignia, nametag, and garrison caps. If earned, the leadership academy aiguillette may be worn. The Cadet Field Manual (NAVEDTRA 37116-H dated June 2010) uniform requirements apply.
    - Team commanders may have cadets wear relax jackets and/or black gloves during the **outdoor events**. If relax jackets are worn all cadets from the team must wear them.
  - B. Uniform wear:
    - 1) Patches, pins, insignia, etc., which are not described as basic items in the service JROTC uniform regulations are not authorized. Optional uniform items are not authorized except as noted in this SOP.
    - 2) All team members performing in an event, including the team Commander must be in the same uniform.
    - 3) Regulation JUMS issued JROTC leather shoes are required to be worn by all cadets. No corfam shoes are allowed at any time for any reason, no leather luster polish may be used on any shoes and no anodized brass is allowed.
    - 4) All required devices, insignia, and all earned ribbon awards shall be worn for the personnel inspection. If earned, the leadership academy aiguillette is the only aiguillette which may be worn.
    - 5) Nametags, ribbons, and insignia will be worn by all competitors for the entire drill meet, except as noted below.
    - 6) At the discretion of the unit SNSI/NSI, drill team members competing in Basic drill, Exhibition drill, and Color Guard may remove their nametags, ribbons, service stars, and aiguillettes while performing these routines on the drill floor or during practice to prevent damage to these items. These items must be put back on their uniforms after the practice/floor performance. At all other times, all cadets are required to be in the complete uniform.
    - 7) The garrison cap will be worn by all team members and team Commanders for ALL events.
    - 8) Wearing of medals and badges for the Personnel Inspection is not authorized.

- 9) Taps or metal plates on shoes are not authorized at the drill meet. Teams with members wearing taps or any form of metal attached to the shoe are subject to disqualification and will not be allowed to perform due to the potential damage to the gymnasium floor.
- 10) For exhibition drill: units are required to wear the uniform of the day.
- 11) Unit instructors are required to be in uniform for the meet (Khaki or equivalent).

**7. Drill Rifles, Guidons, and other equipment.**

- A. Guidons are required to be carried by the guide during all basic drill routines and the personnel inspection. The guidon is optional in exhibition routines. For basic drill, the guidon must conform to the guidelines prescribed in the cadet field manual, or other service regulations, and have a padded ferrule.
- B. All drill rifles must have slings attached for all armed events. Slings may be “taped down” during any phase of the competition with color-matched, non-decorative tape only. **White slings are not authorized for any facet of the competition.** If a rifle stocks breaks, any color tape may be used to repair the stock in an emergency.
- C. For the Color Guard Competition, the National Ensign and the Unit Flag must be one of the following combinations:
  - 1) JUMS provided 9-1/2’ wooden pole with battle ax, 5’x7’ flags.
  - 2) JUMS provided 8’ aluminum pole with battle ax, 3’x5’ flags.
  - 3) JUMS provided 8’ wooden pole with spear tip, 3’x5’ flags.
- D. Only basic service issued drill rifles may be used. Rifle butt plates must be padded with rubber protective pads. This is due to the possibility of damage to the gym floor. If this rule is not adhered to units can be disqualified or disallowed from competing in the competition.
- E. Security of Drill Rifles and other drill and personal gear are the sole responsibility of each unit.
- F. The use of bayonets is not authorized.
- G. In all armed events, the Team Commander is required to carry either a sword or drill rifle. In all events, if carried, the sword may never leave the hand of the Team Commander. In unarmed events, the Team Commanders may not carry a sword or drill rifle.
- H. In the event of a broken rifle during a performance, a performing cadet must remove the broken rifle from the drill area and gain a replacement from off the drill area. A non-performing cadet may not enter the drill area to change out rifles.

7. **Messing. NO FOOD OR DRINK IS ALLOWED IN THE GYMS.** All food and drink must be consumed in the passageways or cafeteria. Breakfast, lunch, and snack items will be for sale by the NJROTC booster club. Cost will depend on each item and must be paid for individually. Please ensure that trash receptacles are used for throwaway items.

8. **Berthing.** Information upon request.

9. **Awards.** The awards ceremony will be at the conclusion of the meet. Trophies and medals are sponsored by Montgomery County American Legion Post 86. Trophies will be awarded to the First, Second, and Third Place teams in each event; (basic drill, color guard, exhibition drill, uniform inspection and academic) and First, Second, and Third Place overall for the meet. The standard Area 5 Grading spreadsheet will be used to compute all rankings and standings. Only team commanders will come forward to accept the unit awards. Individual awards will be presented to the last 10 cadets standing in the knockout competition.
10. **Unit Presentation and Education.** In order to ease the instructor workload in planning for the meet, I recommend that the cadet staff officers and team commanders carefully review the information contained in this SOP as well as the procedures contained in the Cadet Field Manual and the Marine Corps Drill and Ceremonies Manual (MCO P5060.20) on the various maneuvers. Unit personnel who are associated with the training of the performance teams must come to the drill meet with the full knowledge of the contents in this SOP.
11. **Adherence to the Rules.** Unit Instructors are reminded that rules prescribed in this SOP will be strictly enforced (e. g., if the unit cannot enter a team with the minimum number of members, that team will be permitted to perform for score, but will be penalized points for each missing cadet). Please do not ask for an exception in your particular case.
12. **Individual Knockout Drill.** Basic without arms knockout drill will be conducted immediately after the conclusion of all the other competitions. Drill movements will come from the Cadet Field Manual and Marine Corps Drill and Ceremonies Manual (MCO P5060.20). Commands may include both stationary and marching movements. Each school will receive two free knockout tickets. Additional tickets will be sold for \$2.00 each at the drill meet. There will be no advance sales of the knockout tickets. Ticket sales will begin at 0800 and stop ½ hour before knockout. There is no limit to the number of tickets to be sold.
13. **Timeliness and preparation.** Teams are expected to be ready to perform when it is their turn. Teams should be in the “on-deck” position, ready to go on the floor when the team before them is performing. The team waiting to go “on-deck” should be in the “standby” area. We would like to have minimum dead time between performances. Teams not ready to perform when called may not be allowed to compete, unless the delay was caused by competition in another event. The Gaithersburg SNSI will determine the validity of the reason for delay. Also each team will be assigned a guide from the Gaithersburg NJROTC unit that will stay with your unit throughout the entire drill meet. The guide will assist your team in all matters related to the drill meet.
14. **Tie scores.** Ties in individual events will be broken by 1) Highest head judge’s overall score, 2) Highest overall evaluation score, 3) Highest judge 2 total, judge 3 total total, etc. Ties for the Overall Meet Championship will be broken by the Unit Personnel

Inspection Score. In the event of a tie UPI score, the team earning the highest number of event trophies will dominate.

## **Guidelines for Academic Exam**

1. The Academic test will consist of 50 questions with 15 cadets taking the test.
2. The score from all 15 academic tests will be added together for the team score. This score will be ranked in order and the proportional scoring system will then assign a point value to your school.
3. If for any reason less than 15 cadets represent a school in the academic exam competition, the total of those who took the exam will be the score of the team.
- 4\* The Academic Exam is dependent upon Gaithersburg learning the mechanics and procedures of the Quia site. The exam will be canceled if Gaithersburg has not mastered the site.

## **Guidelines for Platoon Basic Drill**

1. **General.** The Platoon Basic Drill category is designed to evaluate the teams on selected maneuvers in the Cadet Field Manual and Marine Corps Drill and Ceremonies Manual (MCO P5060.20). No innovative or trick drill is to be included in the routine. All maneuvers must be performed in the sequence defined in this instruction and in the proper manner.
2. **Team Size.** The team size will consist of at least 13 members plus the commander. A guide must be designated. The guide must carry the guidon and will be graded by the judges. Teams with less than 14 total members will be assessed 25 penalty points for each missing competitor. No team may compete with less than 13 members.
3. **Time Limit.** There is no time limit for this event.
4. **Drill Area.** The competition will be held on two wood floor gymnasiums and a cafeteria cement floor. If weather permits there might be one drill deck area outside, 85'x85'. **Gym "A" will be used for Basic Armed Drill and Armed Exhibition, dimension 83 x 85 and gym "B", Color Guard, dimension 62 x 75. The cafeteria deck will be used for Basic Unarmed Drill and Unarmed Exhibition, 71 x 85.**
5. **Reporting In.** The judging will start when the **first** cadet crosses the drill area entry line. When cleared by the drill official, the team commander will march his/her team directly to the area in the front of the head judge for reporting-in, positioning the team commander 3 paces directly in front of the head judge. All teams must enter through the designated entryway. The head judge will be positioned centered on the

out-of-bounds line along the side of the gym. The commander will report in a strict military manner using the following statement: "Sir/Ma'am, the (High School Name) (N)JROTC unit from (city, state) reporting in for Platoon Basic Drill With/Without Arms, sir/ma'am"

6. **Arms.** All members of the armed platoon will carry the MK-5, MK-6, or Daisy 1903 Drill Rifle or other basic demilitarized drill rifles except the commander who may carry either a sword or a drill rifle. The guide must carry a guidon. All drill rifle butt plates and the guidon ferrule must be padded. All members of the unarmed platoon must be unarmed. The guidon must be carried by the guide for both armed and unarmed basic drill.
7. **Reporting-Out.** Team commanders will report out. The judging ends when the **last** cadet crosses the drill area exit line.
8. **Penalties.** This list is not all-encompassing and levels of assessed penalty are subjective based on the perceived severity in the mind of the head judge.
  - A. MINOR: (0-50 points)
    - 1) Minor uniform violations
    - 2) Unintentional boundary violations
    - 3) Dropped weapon
    - 4) Illegal items affixed to a weapon
    - 5) Coming to a drill area late
  - B. MAJOR (50 points-disqualification)
    - 1) Cheating
    - 2) Unsportsmanlike conduct
    - 3) Illegal equipment/glaring uniform violations
    - 4) Incorrect/illegal weapon use
    - 5) Intentional boundary violations (done to gain advantage)
    - 6) Coming very late to drill area
9. **Movements.** All maneuvers must be performed in the sequence defined in this instruction and in the proper manner.
  - A. Several stationary movements listed in Platoon Basic and Color Guard Drill are **ALL CAPS AND IN BOLD PRINT. Teams must pause 5 seconds on these commands to allow the judges to record scoring. The cadet commander should then issue the next command in sequence and continue. Failure to wait for the 5 seconds will result in a 5 point per occurrence penalty.**
  - B. During Platoon Basic and Color Guard, the performance of extra movements not required by the sequence (done primarily to avoid boundary violations, i.e. Mark Time, to the rear, half step, etc) will result in a 5 point penalty per occurrence. It should be noted that special attention is given by judges to ensure proper enforcement of regulation movements (i.e., foot stomping, marching shoulder to shoulder vs. close interval, improper flashy movements, etc.).

10. **Cadence and Step Length.** The ability of the platoon to maintain a cadence of 112 to 120 steps per minute with a 30 inch step will be closely monitored by the judges and assessed for non-compliance.
  - A. Cadet Commanders **ARE** permitted (without penalty) to call cadence during their non-exhibition drill performances to assist with cadence. IT IS NOT REQUIRED. Traditional military sounds will be allowed by Cadet Commanders to assist teams in maintaining proper cadence.
11. **Drill Sequence.** All the prescribed movements for the Basic Armed and Unarmed Drill are located on-line at Navy Drill Nationals.

## **Guidelines for Platoon Exhibition Drill**

1. **General.** The Platoon Exhibition Drill category is an open floor exercise using innovative and imaginative maneuvers. **CAUTION: THIS IS A DRILL ROUTINE, NOT A DANCE ROUTINE AND WILL BE GRADED AS SUCH.**
2. **Team Size.** The team size will consist of at least 12 members plus the commander. A guide may be designated. If designated the guide will **NOT** carry the guidon. Teams with less than 13 total members will be assessed 25 penalty points for each missing competitor. No team may compete with less than 11 members.
3. **Time Limits 6 minutes minimum, 9 minutes maximum.** The timing will start when the **first** cadet crosses the drill area entry line and stop when the **last** cadet crosses the exit line.
4. **Drill Area.** The competition will be held on a wood floor gymnasium.
5. **Reporting-in.** The judging and timing will start when the **first** cadet crosses the drill area entry line. When cleared by the drill official, the team commander will start his/her routine. Team commanders are required to report-in. The Team Commander must inform the head judge where to position prior to starting their routine. All teams must enter through the entryway. NO EXCEPTIONS. The Team Commander will report in a strict military manner using the following statement: "Sir/Ma'am, the (High School Name) (N)JROTC unit from (city, state) reporting in for Platoon Exhibition Drill With/Without Arms, sir/ma'am".
6. **Arms.** All members of the armed platoon will carry the MK-5, MK-6, or Daisy 1903 Drill Rifle or other basic demilitarized drill rifles except the commander who may carry either a sword or a drill rifle. The guide (if designated) will not carry a guidon. All drill rifle butt plates must be padded. All members of the unarmed platoon must be unarmed. Drill rifles that are stripped down to reduce their weight give an unfair advantage in exhibition drill and are not allowed.

7. **Reporting-Out.** Team commanders are required to report-out. The Team Commander must inform the head judge where to position prior to starting their routine. The judging and timing will stop when the **last** cadet crosses the exit line.
8. **Penalties.** This list is not all-encompassing and levels of assessed penalty are subjective based on the perceived severity in the mind of the head judge.
  - A. MINOR: (0-50 points)
    - 1) Minor uniform violations
    - 2) Unintentional boundary violations
    - 3) Dropped weapon
    - 4) Illegal items affixed to a weapon
    - 5) Coming to a drill area late
  - B. MAJOR (50 points-disqualification)
    - 1) Cheating
    - 2) Unsportsmanlike conduct
    - 3) Illegal equipment/glaring uniform violations
    - 4) Incorrect/illegal weapon use
    - 5) Intentional boundary violations (done to gain advantage)
    - 6) Coming very late to drill area

## **Guidelines for Color Guard**

1. **General.** The Color Guard category is designed to evaluate the team on selected maneuvers in the Cadet Field Manual and the Marine Corps Drill and Ceremonies Manual (MCO P5060.20). All movements will be basic; no innovative maneuvers are permitted. All maneuvers must be performed in the sequence defined in this instruction and in the proper manner.
2. **Team Size.** The team will consist of 4 members. All members of the Color Guard are required to wear the Uniform of the Day. Basic issue white guard belt may be worn during the performance.
3. **Time Limits.** There are no time limits.
4. **Drill Area.** The competition will be held on a wood gym.
5. **Reporting-In.** The judging will start when the **first** cadet crosses the drill area entry line. When cleared by the drill official, the team commander will march his/her team directly to the area in the front of the head judge for reporting-in, positioning the team commander 6 paces directly in front of the Head judge. All teams must enter through the entryway. The head judge will be positioned centered on the out-of-bounds line along side of the gym. The commander will report in a strict military manner using the following statement: "Sir/Ma'am, the (High School Name) (N)JROTC unit from (city, state) reporting in for Color Guard Drill, sir/ma'am"



6. **Arms/Colors.** The rifle members of the team will carry the MK-5 or MK-6, or Daisy 1903 Drill Rifles or other basic de-militarized drill rifle. Rifle butts must be padded. There will be 2 flags carried by the team, one of which must be the National Ensign carried by the team commander. The National Ensign and the second flag must be standard JUMS issue in one of the following flag/pole combinations:
  - A. JUMS provided 9-1/2' wooden pole with battle ax, 5'x7' flags.
  - B. JUMS provided 8' aluminum pole with battle ax, 3'x5' flags.
  - C. JUMS provided 8' wooden pole with spear tip, 3'x5' flags.
  
7. **Reporting-Out.** Team commanders will report out. The judging ends when the **last** cadet crosses the drill area exit line.
  
8. **Penalties.** This list is not all-encompassing and levels of assessed penalty are subjective based on the perceived severity in the mind of the head judge.
  - A. MINOR: (0-50 points)
    - 1) Minor uniform violations
    - 2) Unintentional boundary violations
    - 3) Dropped weapon
    - 4) Illegal items affixed to a weapon
    - 5) Coming to a drill area late.
  - B. MAJOR (50 points-disqualification)
    - 1) Cheating
    - 2) Unsportsmanlike conduct
    - 3) Illegal equipment/glaring uniform violations
    - 4) Incorrect/illegal weapon use
    - 5) Intentional boundary violations (done to gain advantage)
    - 6) Coming very late to drill area
  
9. **Movements.** All maneuvers must be performed in the sequence defined in this instruction and in the proper manner.
  - A. Several stationary movements listed in Platoon Basic and Color Guard Drill are **GREYED, ALL CAPS AND IN BOLD PRINT. Teams must pause on these commands until the judges have finished scoring. At this point, the event head judge will move in front of the cadet commander and issue the command "UP". The cadet commander should then issue the next command in sequence and continue . Failure to wait for the required "UP" command from the head judge will result in a 5 point per occurrence penalty.**
  - B. During Platoon Basic and Color Guard, the performance of extra movements not required by the sequence (done primarily to avoid boundary violations, i.e. Mark Time, to the rear, half step, etc) will result in a 5 point penalty per occurrence. It should be noted that special attention is given by judges to ensure proper enforcement of regulation movements (i.e., foot stomping, marching shoulder to shoulder vs. close interval, improper flashy movements, etc.).

10. **Cadence and Step Length.** The ability of the Color Guard to maintain a cadence of 112 to 120 steps per minute with a 30 inch step will be closely monitored by the judges and assessed for non-compliance. Cadet Commanders ARE permitted (without penalty) to call cadence during their non-exhibition drill performances to assist with cadence. IT IS NOT REQUIRED. Traditional military sounds will be allowed by Cadet Commanders to assist teams in maintaining proper cadence.
11. **Drill Sequence.** All the prescribed movements in the Color Guard routine are located on-line on the Navy Drill Nationals.

## Unit Personnel Inspection (UPI) Guidelines

1. **General.** The Personnel Inspection is designed to evaluate the team's military appearance, bearing, and general knowledge in accordance with the Cadet Field Manual.
2. **Team Size.** The team will consist of 12 cadets, a guide and Team Commander. **All members of the team must have participated in a drill/color guard event.** The Team Commander will arrange the inspection team into 2 squads. The guide must carry the guidon with a padded ferrule.
3. **Team Preparation.** While in the standby position, the team commander will complete an inspection sheet for each cadet to be inspected and arrange them by squad in the order they will be inspected. The Team Commander and Guide will be listed on the First Squad Score Sheet. No Mustering Petty Officer will be utilized. While in the on-deck area, teams will be in a secluded room which will allow preparation for the inspection. The inspection will be held in the school auditorium on the stage. When directed, the inspection team will file out in single file from the on-deck area (outside the main doors of the auditorium) and march to the right of the stage. The Team Commander will march the team onto the stage and to a position centered on the head judge and report-in. The Head judge will order "**Form for Unit Inspection**". After forming, the Team Commander will prepare for inspection in accordance with Chapter 4, paragraphs 4-2 and 4-3 of the Cadet Field Manual. The team commander will not accompany the inspector.
4. **Reporting-In. Grading of the Team begins when the team enters the room and the Team Commander has reported in to the Head Judge.** The head inspector will evaluate the Team Commander, guide, and 1<sup>st</sup> squad. Other inspectors will evaluate the 2<sup>nd</sup> squad. "**Sir/Ma'am, the (High School Name) NJROTC unit from (city, state) requests permission to form for Inspection, sir/ma'am**".

5. **General Knowledge.** General knowledge questions will be limited to the Chain of Command, 11 General Orders and the Cadet Field Manual (excluding orienteering and survival). Three questions will be asked to each cadet.
6. **Arms.** None. Drill rifles, and/or swords are not authorized. The guide will carry the guidon with padded ferrule.
7. **Required Uniform for Personnel Inspection.**
  - A. The uniform of the day is NSU Khaki with all earned NJROTC ribbons and ribbon devices, service stars, rank, insignia, nametag, and garrison caps. If earned, the leadership academy aiguillette may be worn. The Cadet Field Manual (NAVEDTRA 37116-H dated June 2010) uniform requirements apply.
  - B. As described on page 2, all basic uniform items must be worn. Optional items, outerwear, and items not authorized by the field manual will not be worn. **JUMS issued service basic issue leather shoes must be worn. Leather Luster is not authorized. Plastic, synthetic and non-basic issue shoes are not authorized for the inspection.**
  - C. Patches, pins, insignia, etc., which are not described as basic items in the service JROTC uniform regulations are not authorized. Optional uniform items are not authorized except as noted in this SOP.
  - D. Wearing of medals and badges for the Personnel Inspection is not authorized.
8. **Reporting-Out.** After all cadets are inspected, the head judge will position him/herself in front of the Team Commander and inform the Commander that the inspection has been completed. After report-out, the Team Commander will salute the head judge, reply “Aye Aye Sir/Ma’am”, close ranks, then column of files from the right (left) the platoon out of the inspection area. The grading stops when the Team Commander has reported out and has been dismissed by the Head Judge.
9. **Movements.** Movements required for forming for the personnel inspection will be in accordance with the Cadet Field Manual.

Gaithersburg Invitational Meet 2015  
Registration Form

A. Events: Check events where fielding a team:

1. Postal Academic Exam\_\_\_\_\_
2. Uniform Personnel Inspection\_\_\_\_\_
3. Platoon Basic Armed Drill\_\_\_\_\_
4. Platoon Basic Unarmed Drill\_\_\_\_\_
5. Platoon Armed Exhibition\_\_\_\_\_
6. Platoon Unarmed Exhibition\_\_\_\_\_
7. Color Guard\_\_\_\_\_

B: Cost: \$100.00

C: Pay to: Gaithersburg HS NJROTC

D: Mail to: Gaithersburg HS  
101 Educational Blvd  
Gaithersburg, MD 20877

E: Unit POC:\_\_\_\_\_

Phone #:  
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