**MEMORANDUM FOR RECORD** **15 May 2013**

**SUBJECT:** Fort Payne High School JROTC “Wildcat Battalion” Standing Operating Procedures (SOPs) – Color Guard

***COLOR GUARD SOP***

**1.** **PURPOSE:** The purpose of this SOP is to establish the standards and qualifications for membership on the Color Guard and to establish criteria for Color Guard Awards.

**2. COMPOSITION OF COLOR GUARD TEAMS:** The Color Guard will be organized as follows:

a. *Color Guard Commander:* The commander will normally be a LET 3 or higher cadet with the leadership capability to direct the team. Specific responsibilities are:

(1) Prepare and supervise the Color Guard at all practices and functions.

(2) Plan for and coordinate all Color Guard activities at and away from school.

(3) Conduct daily Color Guard training.

(4) Ensure that all Color Guard members are prepared for each event.

(5) Inspect all Color Guard members and equipment prior to each function to ensure all uniforms, equipment, and appearances remain at the highest standard.

(6) Make recommendations for appointment of subordinate leaders.

(7) Make recommendations to the team advisor when he/she feels that a cadet should be dropped or added to the team for any reason.

b. *Color Guard Executive Officer (XO):* The XO is normally a LET 2 or higher cadet who is prepared to assume the duties of the commander when required. Specific duties are:

(1) Handle the administration of the Color Guard.

(2) Assume all duties of the commander in the absence of the commander.

(3) Together with the commander, advise on suspensions, appointments, and position changes within the team.

(4) Keep the roll book and assigns points for participation.

(5) Prepare and submit a list of cadets when they are eligible for awards or promotions to the commander, to be submitted to the team adviser.

(6) Appoint an eligible team member to carry out XO duties in your absence.

c. *Team members:*  Two (2) rifle guards, American flag bearer, Alabama state flag bearer, five (5) service flag bearers (when required), and a battalion flag bearer (when required).

**3. PROCEDURES:**

a. Immediately after the role is taken and administrative announcements are completed, the commander will report to the arms room with the team to draw rifles and equipment.

b. Color Guard will raise the flag/ present the colors at all home football games and other functions as requested. During home football games, the Color Guard Commander will move the team to the flagpole 15 minutes prior to the start of National Anthem. (The Color Guard Commander or XO will check prior to each football game to coordinate time and possible changes).

c. Color Guard will practice a minimum of three days per week unless prior arrangements are made with the Color Guard Advisor.

**4.** **POINT SYSTEM:**

a.Team Practice: Two (2) points. (If a member is late, leaves early, or does not have required equipment, they will receive no points.

b. Football Games: Three (3) points. (If a member is late, the team commander will recommend to the team advisor, how many points, if any, will be awarded.)

c.Demonstrations and exhibitions: Six (6) points. If designated support they may receive up to 6 points as approved by the team advisor.)

d. Competitions: First place - ten (10) points, second place - eight (8) points, third place - six (6) points, no place - two (2) points.

**5.** ***AWARDS:***

a.Team members will be awarded the Color Guard Cord after earning 50 points. (Cords must be purchased at the member’s expense). You will only be allowed to wear the cord as an active team member.

b. Team Ribbons will be awarded to those cadets that complete a full term as a color guard team member and earn 90% of the average amounts of points earned by all present active members.

c. Varsity Letter may be awarded at the end of the school year to those active members who have earned 90% of the average amount of points earned by all present active members. They must have competed in at least one formal competition.

d. Point calculation: Add up all the points of each team member, divide by the number of members and take 90% of the total.

EXAMPLE

Member Points Earned

A 120

B 150

C 140

D 110

E 130

Total 650

650/5=130 (average) 130 X .90 =117

Members A, B, C, and E will be awarded the varsity letter.

**6. *SUSPENSION, TERMINATION, AND ADMINISTRATIVE DISCIPLINE:***  Administrative actions or termination could be the results of:

a.Excessive absences (to be determined by team advisor).

b. Failure to maintain color guard standard of dress, attitude, and appearance.

c. Failure to maintain passing grades in JROTC. (If you have failing grades in other subjects, the team advisor will evaluate and make a determination.)

d. Failure to comply with orders of the color guard leaders.

e. Failure to adhere to high standards of conduct and discipline.

f. Showing up late for activities or training.

g. Disrespecting leaders and other team members (this include negative conversation, name calling, or any negative remarks made toward or about another team member.)

h. Use of profanity while in the training or activity area.

i. Poor performance.

j. Any other justifiable reason deemed necessary by the team advisor.

**7.** ***REMINDER : Good team members -***

a. Conduct themselves in a manner that brings credit to themselves, the team, the program, the school, and the community.

b. Are on time for training and all scheduled activities.

c. Are totally prepared for every activity.

d. Properly safeguards and cares for all equipment and materials issued to them.

e. Use common sense when making decisions involving themselves and other team members.

f. Understand that only one person can be in charge.

8. This SOP remains in effect until superseded or rescinded.

*Original signed*

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