



# Lynx Battalion Classroom Standard Operating Procedures

1. Profanity and physical/ verbal harassment is strictly prohibited and will not be tolerated.
2. PDA (i.e. any physical display of affection) is prohibited anywhere in uniform and anytime within the confines of the JROTC hall (Activities office to double doors).
3. Under no circumstances are cadets allowed to change in the Supply Room, Staff Room, or JROTC Class Rooms.
4. During class time no food is allowed to be eaten in the JROTC rooms unless permission is given by the instructors through the Platoon Leader or Platoon Sergeant.
5. Cadets must wear their uniform all day on the prescribed "uniform day" (typically Wednesday) unless excused by an Instructor.
6. Garrison caps or berets must be worn outside.
7. Civilian jackets can be worn outside during cold weather, but should be taken off immediately once cadets reach their locker and must remain off for the remainder of the day.
8. Cadets must knock 3 times and stand at parade rest waiting for instruction before entering the following rooms: Senior Army Instructor's office, Army Instructor's office, Staff Room, and Supply Room.
9. The only cadets authorized to enter the command and staff room at their discretion are: Battalion Commander, Executive Officer, Command Sergeant Major, Adjutant (S-1), Intelligence Officer (S-2), Operations Officer (S-3), Supply Officer (S-4), Public Affairs Officer (S-5), their appointed staff assistants and Company Commanders.
10. Cadets must receive permission from the Adjutant (S-1), NCOIC, or an Instructor before accessing the Active Files for a Color Guard.
11. Cadets may enter Supply Room to conduct official business. Everyone must knock and stand at parade rest until given clearance to enter (excluding command and staff). Upon completion of business, cadets must leave immediately.
12. There may be no more than two cadets for every supply representative present in the Supply Room.
13. Cadets with desks assigned must keep their desk orderly at all times. They may put personal items in or on their desk. Other cadets are prohibited from sitting at or putting their personal items on a desk that does not belong to them unless authorized by owner.
14. Footwear is not to be put on tables or desks at any time.
15. Cadets must stand at parade rest when speaking to an Army Instructor.
16. When in uniform, cadets must stand at parade rest when speaking to a Platoon Sergeant and above.
17. Only Command, Staff, and Drill Team Commanders are authorized to post information on the white boards (after de-conflicting with the Operations Officer (S-3) and one of the Instructors). The boards may also be used for instructional purposes, but must be erased completely once finished.

18. At the end of the hour all chairs will be pushed in and tables straight, making sure the room is clean before leaving.
19. While in class and in uniform, proper military custom in accordance with rank will be implemented.
20. After Action Reports (AAR's) are due no later than one week after completion of the event to either the Intelligence Officer (S-2), or the Operations Officer (S-3).
21. There will be no changing of clothes what so ever while in the JROTC room. For example, when changing in to the Class A/P.T. uniform, this must be done in a locker room.

**C/LTC Anders Ogawa**

**C/MAJ Jennifer Howe**

**C/CSM Anthony Beard**

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