

NJROTCPAX INSTRUCTION 5060.1

From: Senior Naval Science Instructor, NJROTC
Patuxent High School

Subj: END OF YEAR NJROTC AWARDS CEREMONY

Encl: (1) List of Potential Guests
(2) Auditorium and Stage Layout
(3) Sample Script
(4) Awards Binder Template
(5) Awards Binder (Senior Farewell)

1. Purpose. To promulgate information and assign responsibilities.

2. Discussion. NJROTC Patuxent High School will hold an end of year awards ceremony and senior class farewell.

3. Action

a. Commanding Officer

(1) Name and Officer-in-Charge to coordinate all aspects of the End of Year Awards Ceremony.

b. Officer in Charge of Ceremony

(1) In coordination with Operations Officer, chose a date for the Awards Ceremony.

(2) Review and revise the script for the ceremony

(3) Ensure that the Awards binder is properly populated for awards presentation.

c. Unit Department Heads/Platoon Commanders/Team Captains

(1) Ensure the contents of this notice are promulgated to all hands. Unit leadership is encouraged to communicate directly with the Cadet Senior Chief (CSC) and Admin Officer (AO) to coordinate the required action.

(2) Nominate deserving cadets, via the chain of command, for earned and meritorious awards to be adjudicated by the Unit Awards Board.

(3) Provide greeters and ushers as required. Review enclosures (2) and (3) of this notice, ensuring adequate

22 May 2025

staffing is provided for the listed areas and spaces at the designated times.

d. Cadet Senior Chief Petty Officer.

(1) Conduct a Unit Awards Board to assess and nominate cadets for quarterly, semi-annual, and annual awards.

(2) Adjudicate those cadets nominated for meritorious awards, the NSI and SNSI awards and national organization awards.

(3) Ensure that all honorees present themselves with proper personal appearance at the awards ceremony.

(4) Schedule and execute, NLT one day prior to the event, a walk-through with primary participants to ensure proper preparation and complete understanding of the ceremony schedule of events.

e. Administrative Officer (AO). Prepare an Award Order for SNSI signature and prepare certificates and presentation folders for each award to be presented at the awards ceremony.

f. Supply Officer.

(1) Coordinate with AO to prepare ribbons, medals and devices for presentation at the awards ceremony.

(2) Prepare cords, stoles and flowers (roses) for presentation to all graduating seniors at the awards ceremony.

(3) Provide water for presenters and guest speakers.

g. Operations Officer.

(1) Coordinate with Activities Director (Mr. Powell) to schedule the auditorium for the date and time of the event.

(2) Coordinate with Performing Arts Director (Mr. Price) to ensure the following is available: Podium, microphone, projector, projection screen, and controlled lighting.

(3) Coordinate with Patuxent High School Chamber Choir to schedule the singing of the National Anthem. If unavailable, advise the PAO.

h. Public Affairs Officer.

(1) Ensure that photographer is available for ceremony photographs.

(2) Provide laptop capable of connecting to projector for AV presentations.

(3) Provide photos and video of event via website, social media and alert school and community media of the event.

(4) Ensure laptop has music file (stored locally or online) to support the playing of the National Anthem.

22 May 2025

i. Ordnance & Deck Officer

(1) Provide one 6- or 8-foot table, with black skirt, and 5 chairs. Locate them as indicated in enclosure (3).

(2) Provide Unit Banner and the rolling cart upon which to position the banner on the stage per enclosure (3). Provide black skirt for cart.

(3) Ensure spaces are in seaman-like condition, paying particular attention to the entryway, passageways, male and female heads and the auditorium. Coordinate with Building Services to rectify any cleanliness or maintenance issues.

j. Color Guard Commander.

(1) Provide Color Guard to present colors for National Anthem and to post colors on the stage per enclosures (3) and (4).

(2) Provide two flag stands to support the National Ensign and the Unit Flag as located in enclosure (3).

k. Greeters. Greeters are responsible for welcoming guests to Patuxent High School, offering printed programs, and directing them toward the auditorium. Greeters should be aware of the location of male and female heads to offer guest direction, if requested. Greeters will have a walkie-talkie to communicate with ushers. The period of duty for the greeters is from 15 minutes prior to ceremony start time until 5 minutes after the start of the ceremony.

l. Ushers. The ushers will direct special guests, cadets, parents, families, friends and supporters to their assigned seating area in enclosure (3). Ushers will have a walkie-talkie to communicate with greeters. The period of duty for the ushers is from 15 minutes prior to the ceremony until 5 minutes after the start of the ceremony.

4. Uniform. Cadet Officers/Chiefs: Service Dress Blues; Cadet enlisted: Navy Service Uniform. All cadets may wear ribbons, medals and all unit bands and cords.



Jacob C. HINZ

Commander, US Navy (Ret.)

Distribution:

Principal

Building Services

Performing Arts

Unit Department Heads

List of Invited Guests

[Name]

American Legion Representative

[Name]

American Veterans Representative

[Name]

Daedalians Society

[Name]

Daughters of the American Revolution

[Name]

Daughters of 1812

[Name]

Military Officers Association of America

[Name]

Military Order of the Purple Heart

[Name]

Military Order of World Wars

[Name]

Navy League of the United States

[Name]

Non-Commissioned Officers Association

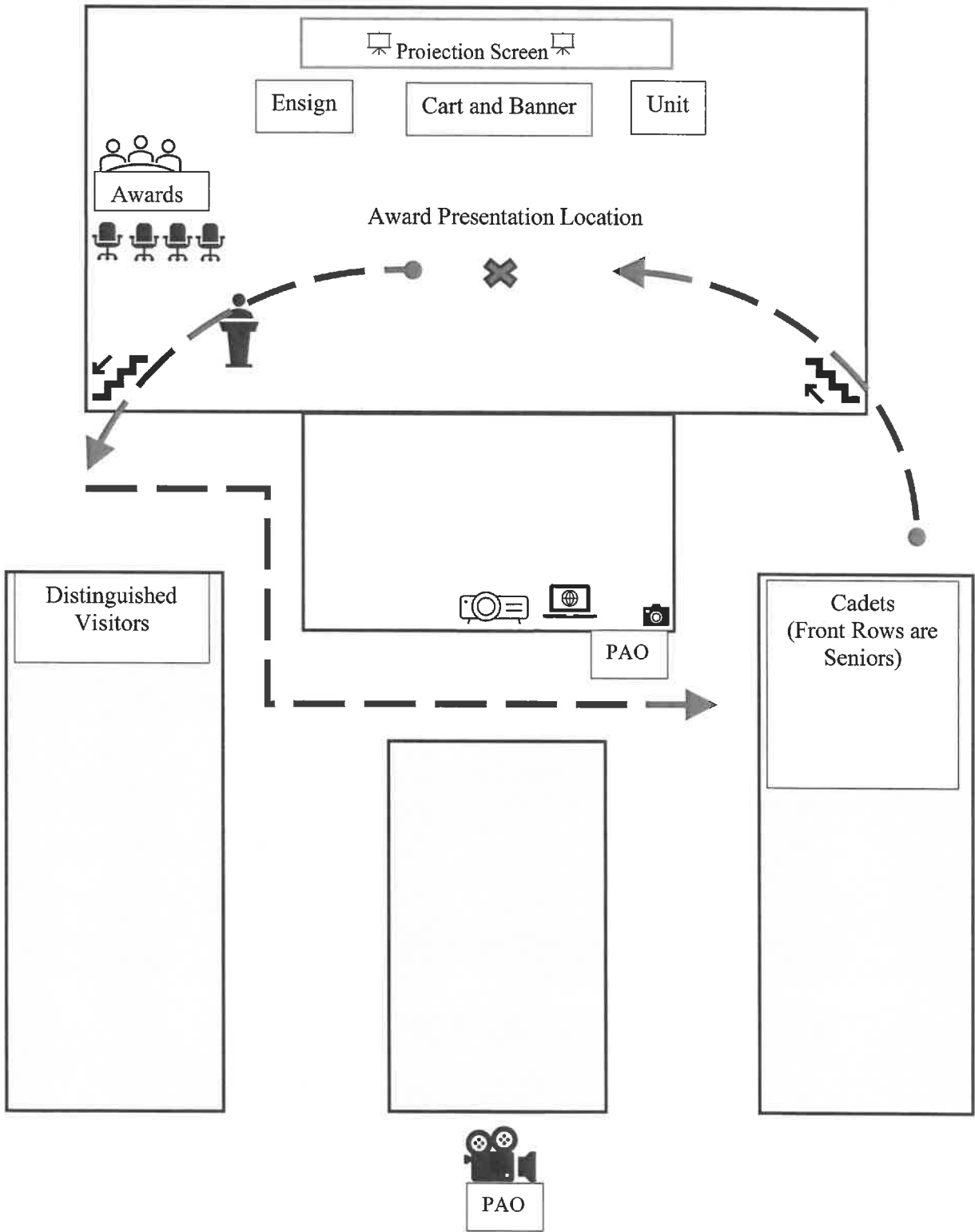
[Name]

The Scottish Rite of Freemasonry (Southern Jurisdiction)

[Name]

Sons of the Union Veterans of the Civil War

Auditorium and Stage Layout



22 May 2025

Awards Ceremony Script

1800 Welcome

- Welcome to the 2025 end of year NJROTC awards ceremony and change of command.
- I would like to thank everyone for coming tonight, especially:
 - CDR (USN, Retired) Andy Mechling of the Daedalians
 - Mr. Jimmy and Ms. Kimmy Mumper of the Sons of the Union Veterans of the Civil War
 - Colonel Lesa Juday, USAF (Ret.) of the Military Officers Association of America
 - Mr. Anthony Barone, Principal of Patuxent High School, and
 - most especially our parents, family and friends who have joined us tonight.”

1805 Presentation of Colors by our cadet Color Guard

- “Please rise for the presentation of Colors and the National Anthem.”

[Color Guard Marches to Center Stage]

- The national anthem will be sung by the Patuxent High School Chamber Choir

[Play and Sing National Anthem]

- “RETIRE THE COLORS.”
- “Please remain standing for the Invocation.”
- “I would like to introduce Cadet Ensign FIRST LAST, Unit Chaplain.”

1810 Invocation by the Unit Chaplain

1815 Opening Remarks (SNSI)

1. This has been an exciting year for our NJROTC unit....

22 May 2025

[END OF SNSI REMARKS]

- I would now like to introduce the Principal of our host school, Patuxent High School, Mr. Anthony Barone.

1820 Remarks by the Principal (Mr. Barone)

[****Principal Remarks****]

- I would now like to introduce the Principal of our host school, Patuxent High School, Mr. Anthony Barone.

1825 NJROTC Boosters: Senior Scholarships

- I would now like to introduce Mr./Mrs. BOOSTER of the NJROTC Boosters. This tireless group of parents define the very spirit of our Unit, "Service Before Self." They all live the example that "service starts at home" by showing up and doing the things that make Unit activities possible and enjoyable. I'd like to invite Mr./Mrs. BOOSTER to the stage to announce the winners of the NJROTC booster scholarships. I wanted to let you know that this selection process was more secretive than a drug company's double blind testing program. All names and identification was removed from the applications so the judges had no idea whose application they were reviewing, then the results were placed in a hermetically sealed envelope and placed under guarded security for safe keeping until tonight's event. Mr./Mrs. BOOSTER...

[Booster Committee Remarks]

- I cannot say enough about these Boosters and I encourage all of you out there to consider being a part of this great organization.

Enclosure (3)

22 May 2025

1830 Veterans and Community Organizational Awards

- Several Veterans and Community organizations are with us tonight to recognize cadets who have stood out in the unit for their level of participation, scholastic achievement, community service and leadership

[Switch to Awards Binder for Awards Presentations]

- Congratulations to all of our awards recipients and thank you again to our guests for honoring our cadets!

Enclosure (3)

22 May 2025

1845 NJROTC Annual Awards

- Each year, we present three of our “once-a-year” ribbon awards. These ribbons will be distributed on Monday.
- Cadets who have earned the **Exemplary Personal Appearance** ribbon, please stand up:
 - [Read the list of awardees]
 - The Exemplary Personal Appearance Ribbon is presented each cadet who displays exemplary personal appearance and has worn his/her uniform on all occasions required.
 - [Applause]
 - “You may now be seated.”
- Cadets who earned the **Exemplary Conduct Ribbon**, please stand up
 - [Read the list of awardees]
 - “The Exemplary Conduct Ribbon is awarded yearly to each cadet who demonstrates exemplary conduct for the year.”
 - [Applause]
 - “You may now be seated.”
- Cadets who earned the **Military Aptitude Ribbon**, please stand up
 - [Read the list of awardees]
 - The Military Aptitude Awarded yearly to those outstanding cadets who demonstrate an exceptional military aptitude and dedication to the NJROTC program.
 - [Applause]
 - “You may now be seated.”
- Each year we recognize the “**Outstanding Cadet**” for each Naval Science Course. To qualify, a cadet must excel in citizenship, academic performance, personal appearance and conduct.
 - The following cadets have been awarded “Outstanding Cadet” for their respective Naval Science Classes. Cadets, please rise as I call your name:
 - [Read Names From List]
 - [Applause]
 - “You may all be seated.”

Enclosure (3)

22 May 2025

- Each year we name one **Honor Cadet** in each of our Naval Science levels. **Honor Cadets** have maintained the highest overall academic achievement (GPA) among their peers in school, including naval science courses.

- Honor Cadets, FRONT AND CENTER as your name is called:

[Read Honor Cadets from List]

[Honor Cadets remain on stage until released.]

- “Ladies and Gentlemen, Your 2025 Honor Cadets”

[Applause]

- “You may now return to your seats.”

- Finally, each year we name one **Distinguished Cadet** in each of our Naval Science levels. **Distinguished Cadets** have maintained the highest combined average for overall scholastic standing and aptitude in NJROTC unit activities (including academics, physical fitness, community service, drill, and team participation).

- Distinguished Cadets, FRONT AND CENTER as your name is called:

[Read Distinguished Cadets from List]

[Honor Cadets remain on stage until released.]

- “Your 2025 Distinguished Cadets”

[Applause]

- “You may now return to your seats.”

22 May 2025

1855 Cadet CO Remarks for Senior Farewell

- BEFORE I BRING THE SENIORS TO THE STAGE, I would like to introduce our unit Commanding Officer for some brief remarks.

[Announce Junior-Senior Presentation (PPT Slides or Video)]

[Cue Video/Presentation]

1945 Senior Farewell

- As Graduating Seniors are called to the stage, we ask that their parents, friends or families come to the stage with them so that they may also be recognized for their long-term dedication to the senior's success.
- Graduating CADETS FRONT AND CENTER, escorted by your parents and guardians, as I call your names.

[Read Legacy as they walk up.]

[Once on stage, present flowers, stole and cord.]

[Picture of Individual Cadet and Parents in front of Flag]

[Picture of all cadets and parents]

“Parents, you may now leave the stage.”

[Pictures of Graduating Cadets with Banner in Front]

“I would now like to call all Cadets to the stage for a Unit picture to commemorating this very successful class of Cadets!”

[Unit Photo with Banner in Front]

- “Ladies and Gentlemen, this concludes our ceremonies. Let's give our awardees and our graduating seniors a round of applause as we wish them....

“Fair Winds and Following Seas”

[APPLAUSE]

Everyone please get home safely.

Awards Binder

The following should be printed and placed in a three-ring binder containing copies of the actual award certificates or citations in the order of the award presentations. If actual awards are not available, use the provided placeholders. If an award will not be presented during the ceremony, remove the applicable pages.

RCD Award Language

NSTC M-5761.1B - NJROTC Regulations for Citizenship Development.pdf

. American Legion General Military Excellence Award

1. This award is presented annually to one NS-3 or NS-4 cadet based on the cadet's general military excellence. Each year's recipient must in the upper 25 percent of their class in academic standing, including all JROTC subjects and must have demonstrated outstanding qualities in military leadership, discipline, character and citizenship.
2. This year's American Legion General Military Excellence Award goes to: CADET

NJROTCPAXINST 5060.1
22 May 2025

American Legion General Military Excellence Award
CERTIFICATE PLACEHOLDER
CADET FIRST LAST

. American Legion Scholastic Award

1. This award is presented annually to one NS-2 or NS-3 cadet at each unit based on the cadet's overall scholastic achievements. Each recipient must: (a) Be in the upper 10 percent of the high school class in all courses other than Naval Science; (b) Be in the upper 25 percent of all Naval Science courses; (c) Demonstrate qualities of leadership; and (d) Actively participate in constructive student activities, such as student organizations or athletics.
2. This year's American Legion Scholastic Award goes to: CADET

NJROTCPAXINST 5060.1
22 May 2025

American Legion Scholastic Award
CERTIFICATE PLACEHOLDER
CADET FIRST LAST

. American Veterans (AmVets) JROTC Award

3. This award is presented to one Junior and one Senior Cadet that possess individual characteristics contributing to leadership such as: (a) A positive attitude toward the Navy ROTC Program and service in the Navy; (b) Outstanding personal appearance; (c) Personal attributes of initiative, dependability, sound judgment, and self-confidence; (d) Officer potential. As well, the cadet must have obtained a grade of “A” (or the numerical equivalent) in Junior ROTC/military related programs and be in good standing in all scholastic grades.
4. The American Veterans (AmVets) JROTC Award (Junior) goes to:
CADET
5. The American Veterans (AmVets) JROTC Award (Senior): CADET

American Veterans JROTC Award goes to
CERTIFICATE PLACEHOLDER
CADET FIRST LAST

. Daedalian JROTC Achievement Award

1. Now, I would like to invite CDR Andy Mechling, US Navy (Retired) to come up to the podium to say a few words and present the next award.
A member of the Daedalians - I had to look up what it meant: “relating to the mythical architect, Daedalus, who made wings to enable himself and his son, Icarus, to escape imprisonment.” More specifically it’s defined as “Ingeniously or cunningly designed; artistic, ingenious.” I guess there is probably no more fitting introduction for CDR Mechling...
2. If no presenter, script is in the sleeve.

CERTIFICATE PLACEHOLDER CADET FIRST LAST

. Daughters of the American Revolution Junior ROTC Medal

1. Medals are awarded to student cadets of outstanding ability and achievement in high school Junior ROTC programs. Recipients must have demonstrated loyalty and patriotism and earned a record of military and scholastic achievement during their participation in the JROTC program, must be in the upper 25% of their classes in JROTC and in academic subjects, must have shown qualities of dependability and good character, adherence to military discipline, leadership ability, and a fundamental and patriotic understanding of the importance of ROTC or JROTC training
2. This year's recipient of the Daughters of the American Revolution Junior ROTC Medal is... CADET XXX

NJROTCPAXINST 5060.1
22 May 2025

Daughters of the American Revolution Junior ROTC Medal
CERTIFICATE PLACEHOLDER
CADET FIRST LAST

. Daughters of 1812 JROTC Bronze Medal

1. The selected cadet for this Medal has demonstrated qualities of academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits, which exemplify the ideals upon which our nation was founded.
2. This year's Daughters of 1812 JROTC Bronze Medal is...CADET
XXX

NJROTCPAXINST 5060.1
22 May 2025

CERTIFICATE PLACEHOLDER CADET FIRST LAST

. Military Officers Association of America ROTC Medal

1. I would like to invite Colonel Lesa Juday to the stage. Col Juday represents the Military Officers Association of America.
2. The purpose of the MOAA ROTC Medal is to recognize an outstanding cadet in their next to last year in the program who shows exceptional potential for military leadership. The cadet must: (1) Be in their next to last year of the program (customarily the junior year); (2) Be in good academic standing; (3) Be of high moral character; (4) Exhibit a high order of loyalty to their unit, their school, and their country; (5) Show exceptional potential for military leadership.
3. This year's MOAA ROTC Medal goes to: CADET

NJROTCPAXINST 5060.1
22 May 2025

Military Officers Association of America ROTC Medal
CERTIFICATE PLACEHOLDER
CADET FIRST LAST

. Military Order of the Purple Heart Award

1. The Military Order of the Purple Heart Award recognizes an outstanding cadet who is enrolled in the program and demonstrates leadership ability. c. Eligibility Criteria. Each cadet must be an underclassman (seniors are not eligible): (1) Have a positive attitude toward JROTC/NNDDCC and country; (2) Hold a leadership position in the cadet corps; (3) Be active in school and community affairs; (4) Attain a grade of "B" or better in all subjects for the previous semester
2. The Military Order of the Purple Heart Award goes to: CADET XXXX

MILITARY ORDER OF THE PURPLE HEART
CERTIFICATE PLACEHOLDER
CADET FIRST LAST

. Military Order of World Wars JROTC Award of Merit

1. The MOWW JROTC Award of Merit recognizes an outstanding cadet annually in each JROTC or NNDDCC unit, based on outstanding accomplishment or service to the unit. The Cadet must (1) Have a demonstrated understanding of patriotism and love for our country; (2) Has demonstrated outstanding accomplishment or service to the unit; (3) Has a positive attitude toward the program and will return as a cadet the next semester.
2. Returning to the unit next year, and this year's MOWW JROTC Award of Merit recipient, is CADET XXXX

NJROTCPAXINST 5060.1
22 May 2025

CERTIFICATE PLACEHOLDER CADET FIRST LAST

. Navy League of the United States (NLUUS) Youth Medal

1. The NLUUS presents this award to the cadet at the end of the second or third year whose performance and academics showed the greatest improvement since the previous school year. The cadet must be considered to have the potential to continue to maintain the high standards of the program.
2. The cadet continuing to maintain the high standards of Patuxent High School NJROTC is: CADET XXXX

NAVY LEAGUE OF THE US AWARD
CERTIFICATE PLACEHOLDER

CADET FIRST LAST

. Non-Commissioned Officers Association Award

1. The NCOA has established this annual award for an individual Cadet Enlisted at each unit who has consistently exhibited the best military bearing, personal appearance, deportment, and leadership ability
2. This year, that unit member is: CADET XXXXXX.

**CERTIFICATE PLACEHOLDER
CADET FIRST LAST**

. Scottish Rite Award

1. The Scottish Rite of Freemasonry (Southern Jurisdiction) sponsors awards to units located in the southern and western United States. This award recognizes one outstanding cadet in the in the third year of a four-year program. The cadet must: (1) Have contributed the most among cadets on campus to encourage and demonstrate patriotism, by deeds or conduct during participation in extracurricular activities or community projects; (2) Have demonstrated academic excellence by being in the top 25 percent of the academic class; (3) Have demonstrated a potential for outstanding leadership by exhibiting qualities of dependability, good character, self-discipline, good citizenship, and patriotism.
2. This year's Scottish Rite Award recipient is: CADET...

NJROTCPAXINST 5060.1
22 May 2025

CERTIFICATE PLACEHOLDER CADET FIRST LAST

. Sons of the Union Veterans of the Civil War (SUVCW) Award

[If no organizational presenter]

1. The deserving cadet is one that shows a high degree of patriotism to his/her Nation and has demonstrated a high degree of academic performance and leadership.

2. This year's deserving recipient is CADET XXX...

[Presenter from Organization]

3. I would like to bring Mr. Jimmy and Ms. Kimmy Mumper to the podium to present this next award. Legacies of this Unit, these two are the son and daughter of former Cadet/LCDR Wes Mumper. Mr. and Mrs. Mumper will present the Sons of the Union Veterans of the Civil War Award.

Sons of the Union Veterans of the Civil War (SUVCW) Award
CERTIFICATE PLACE HOLDER

CADET FIRST LAST

Awards Binder (NJROTC Awards and Senior Farewell)

Exemplary Personal Appearance

Harmon	Marble	Sierra
Hockmuth	Mueller	
Mclearn	Shultz	
Montgomery	Taylor	
Delong Z.	Wood	
Gross	Coley	
Jefferson	Coapland	
Chirozzi	Jackson	
Cobb S.	Kramer	
Cusick	Martinez A.	
Hotchkiss	Moreno	

Exemplary Conduct

Cobb D.	Jefferson	Nichols	Jackson
Gibson	Mchenry	Sheranko	Kramer
Harmon	Chirrozi	Shultz	Martinez A.
Hockmuth	Cobb S.	Spencer	Moreno
Karwoski	Cusick	Taylor	Sierra
Kazeleski	Davis	Wood	
Mclearn	Delong A.	Clarke	
Montgomery	Gonzales	Baughter	
Randal	Hotchkiss	Coapland	
Butler	Long	Coley	
Delong Z.	Marble	Cullum	
Gross	Mueller	Ferry	

Enclosure (4)

Military Aptitude

Harmon	Cusick	Ferry
Hockmuth	Delong A.	Jackson
Karwoski	Hotchkiss	Martinez A.
Kazeleski	Marble	Moreno
Mclearn	Mueller	Sierra
Montgomery	Spencer	
Butler	Taylor	
Delong Z.	Wood	
Gross	Altamirano	
Jefferson	Baughner	
Mchenry	Coapland	
Chirozzi	Coley	

Outstanding Cadet

Naval Science 4:

Cadet Harmon

Cadet McLearn

Cadet Montgomery

Naval Science 3:

Cadet Delong Z.

Cadet Jefferson

Cadet Gross

Naval Science 2:

Cadet Chirozzi

Cadet Cusick

Cadet Marble

Cadet Taylor

Cadet Wood

Naval Science 1:

Cadet Coapland

Cadet Coley

Cadet Martinez A.

Cadet Moreno Cadet Sierra

Enclosure (5)

Honor Cadet:

NS4: Harmon

NS3: Delong Z.

NS2: Wood

NS1: Coapland

Distinguished Cadet:

NS4: Cadet Mclearen

NS3: Delong Z.

NS2: Cusick

NS1: Coley

Senior Legacies

Following graduation, Cadet... plans to:

The event he/she remembers most is:

He/she would like to be remembered for

As for advice for the cadets they leave behind:

