



ROSS S. STERLING HIGH SCHOOL  
MCJROTC  
BAYTOWN, TEXAS

# CADET HANDBOOK

“Honor, Courage, Commitment”



CADET NAME (PRINT): \_\_\_\_\_

***Revised 6 May 2020***

**NOTE: Provisions of this handbook are subject to change and will be communicated from time to time to the Cadets. Cadets are ultimately responsible to be aware of the changes even if they are absent from school when the changes are communicated. Cadets are responsible to find out from the Senior Marine Instructor (SMI) or Marine Instructor (MI) and their chain of command the items/information/instruction they missed when absent. There is no excuse for not knowing about updates to the Cadet Handbook or about MCJOTC.**

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## ROSS S. STERLING HIGH SCHOOL MCJROTC

### UNIT ADDRESS:

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### PHONE NUMBERS:

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### MISSION OF MARINE CORPS JUNIOR ROTC

1. Develop informed and responsible citizens. 2. Develop leadership skills. 3. Strengthen character. 4. Promote an understanding of the basic elements and requirements for national security. 5. Help form habits of self-discipline. 6. Develop respect for, and an understanding of, the need for constituted authority in a democratic society.

### ROSS S. STERLING MCJROTC UNIT HISTORY

Ross S Sterling School Marine Corps Junior Reserve Officers Training Corps (MCJROTC) is a unique program within Ross S. Sterling School. It was founded and organized in 1977 at the school and based upon United States Marine Corps traditions, customs and values.

### REQUIRED STANDARDS OF CONDUCT, BEARING AND DISCIPLINE

1. Ross S. Sterling's MCJROTC uses a structured environment that requires the highest standards of conduct and respect for authority. Recognition of authority of superiors is expected at all times. A Cadet is expected to show respect to, and obey the orders of more senior Cadets, the instructor staff and ALL Ross S. Sterling School teachers and administrators or any other official of the school. This includes school and MCJROTC policies and procedures. Failure to do so can result in cadet disciplinary action up to removal from the MCJROTC program in addition to school discipline procedures, when applicable. A Cadet who shows disrespect to, or refuses to obey the lawful order from the SMI, MI or any Cadet leader will be disciplined in accordance with the nature of the offense up to dismissal from the program.

2. **Honor, personal integrity, and loyalty to the MCJROTC Program, its customs and traditions, are characteristics essential to a successful Cadet. Cadets unable to conduct themselves at all times in a manner indicating the highest standards of honesty, integrity, and dependability may be ineligible for future enrollment in MCJROTC.**

### **DAILY CADET CONDUCT**

Cadets arrive on time for class; greet the instructor on the way into class.

Cadets contribute to the class with appropriate answers to questions.

Cadets wear appropriate clothing in accordance with school/USMC standards.

Cadets strive to improve themselves continuously.

Cadets honor their word.

Cadets demonstrate initiative by doing things without being told to.

Cadets remain loyal to their families, fellow cadets and students, their school and their community.

Cadets treat others with dignity and respect regardless of race, religion or gender.

Cadets take care of each other.

Cadets wear their uniforms proudly and with distinction.

**Cadets maintain proper MCJROTC hair and grooming standards.**

Cadets respond to with adults with a "Yes, or No Sir or Ma'am."

**Cadets do not lie, mislead, cheat, steal or skip MCJROTC class or any other class.**

Cadets use appropriate language and do not curse or swear.

Cadets do not use drugs or smoke.

Cadets offer suggestions to improve the system.

Cadets maintain a can-do attitude.

Cadets respect public and private property.

Cadets respect public laws and regulations.

Cadets must have the courage to report all violations of the Cadet Regulations, policies and procedures to their Chain of Command or the SMI/MI.

Cadets must take appropriate action to correct other Cadets who are violating regulations and be able to contain a situation before it gets out of hand. Cadets are responsible for themselves and others.

#### **PUBLIC DISPLAYS OF AFFECTION**

Cadets will not display any gestures of affection in school or on school grounds. This includes anytime when in uniform and during MCJROTC activities. This pertains to kissing, embracing, holding hands, or other forms of intimate behavior.

#### **MCJROTC PARTICIPATION REQUIREMENTS**

1. **ATTENDANCE:** Cadets are encouraged to attend all MCJROTC functions. This includes everything from daily classes and uniform day (which are mandatory) to extracurricular activities (drill team, color guard, etc) and special events. **Cadets should anticipate, as much as possible, when they will not be able to attend a MCJROTC function in order to let the SMI/MI know in advance.**
2. Cadets are expected to attend major events we have every year as designed by the Senior Marine Instructor.
3. Cadets are expected to dress out in physical training (PT) uniforms and fully participate in physical training once weekly.

4. Cadets are expected to wear their assigned and issued MCJROTC uniform on the weekly inspection day, **all day for all classes**. Cadets who fail to wear their uniform on this day will receive a zero grade for that day's requirement. See MCJROTC Grading Section.
5. Cadets are encouraged to volunteer for additional duties in and around MCJROTC and receive recognition and credit for such commendatory actions.
6. Cadets are expected to adhere to MCJROTC Grooming Standards. Cadets will NOT go unshaven NOR allow hair length to exceed MCJROTC haircut standards. Cadets will NOT die their hair unnatural colors (with the single exception of school spirit days and then NOT in uniform). Cadets will not wear piercings in the classroom (females may wear ear rings).
7. Cadets who fail to participate as expected and outlined above will receive disciplinary action up to and including dismissal in accordance with MCJROTC regulations and policies.

### **CADET COUNSELING SYSTEM**

Every reasonable attempt will be made to assist Cadets perform to the best of their abilities. Cadet leaders at every level will use the Cadet Counseling System to address strengths and weaknesses (i.e. deficiencies) of individual Cadets. A formal record of counseling is maintained in each Cadet's Service Record Book and leaders are required to use this form to document all counseling sessions, informal and formal, derogatory or commendable. Entries must be made within two working days of the incident/occurrence and can be transcribed from the Cadet leader's notebook. All Cadets are expected to conduct counseling sessions in accordance with established procedures as instructed and in a totally professional manner. Anything less degrades the Cadet(s) involved and is counterproductive.

Continued infractions by a Cadet may lead to further disciplinary measures to include recommendations by the Cadet leadership for demotion or removal from the program.

### **MCJROTC GRADING**

Each Quarter Cadets will be evaluated in the following categories: (also see boards in classroom)

- Uniform & Personnel Inspections
- Participation in required uniform days **(see note)**
- Youth Physical Fitness Test & Physical Fitness Days
- Tests
- Participation in extra curricular activities
- Close Order Drill
- Attendance

**NOTE: If a Cadet is sick or has an excused absence they will wear their uniform on a day of the same week of return to school or will receive a ZERO grade for that day. They must be seen by one of the MCJROTC instructors in order to receive credit.**

#### Attendance as part of grade

Cadets are expected to be on time to class and attend ALL classes unless prior arrangements have been made with Ross S. Sterling or the Cadet has a valid illness/excuse. **Cadets enrolled in MCJROTC do NOT participate in unauthorized "Skip days" often encouraged by other students.** Cadets who knowingly violate school/state attendance laws will be reported to local authorities. Truancy (skipping school or any class) is totally unacceptable for cadets enrolled in

MCJROTC and will result in disciplinary action being taken up to and including dismissal from MCJROTC. Skipping MCJROTC will result in a lower participation grade.

### **DISENROLLMENT**

Cadets may be disenrolled from the MCJROTC Program for the following reasons:

1. ***Academic Failure*** – All Marine Corps JROTC Cadets are required to maintain a satisfactory grade point average (GPA) in all their school subjects in order to remain in the MCJROTC program. Failure to maintain a minimum “2.0” GPA will put the Cadet on immediate probation during the next semester. If this happens the Cadet may be limited in what activities he may participate. If the Cadet fails to raise his grade to the required level during the next semester, the Cadet will be suspended from MCJROTC and required to turn in all uniforms and stop any participation in MCJROTC. If the Cadet raises his GPA during the probationary period, the Cadet will be allowed to resume full activities.
2. Ineptitude – Students who consistently demonstrate an inability to develop leadership skills may be disenrolled.
3. Poor Attitude – Any Cadet who consistently displays a poor attitude regarding the MCJROTC program may be disenrolled. **This can include willfully failing to attend the annual inspection, receiving a failing grade during the annual inspection or for receiving a “D” or lower semester grade in MCJROTC.** Suspension from school for any reason can result in disenrollment from the program or demotion in rank depending on the offense.
4. Reappointment
  - a. Cadets who departed for disciplinary reasons or were withdrawn in lieu of disciplinary action, and accepted for reenrollment will be appointed Cadet Privates, regardless of rank previously held.
  - b. Cadets who departed for other reasons and accepted for reenrollment may be appointed to a grade one rank lower than that previously held if absence from the program was a period of one school year or less. Periods greater than one school year will normally result in a returning rank of Cadet Private.

### **CLASSROOM PROCEDURES**

1. All cadets enrolled in MCJROTC are expected to abide by the following **Classroom Code of Conduct**:

***I am here to learn:***

I will do nothing to keep the instructors/teachers from teaching or anyone, including myself, from learning.

***I am respectful:***

I will show all instructors/teachers respect.

I will address instructors/teachers as sir or ma'am.

I will raise my hand to speak.

I will not interrupt an individual who is speaking.

I will respect other Cadets, as I will myself.

***I am prepared:***

I will not be late to class.

I will come to class with completed homework and supplies.

***I am alert:***

I will not sleep in class, standing in the back if necessary to stay awake.

***I am responsible:***

My actions are mine alone and I will take responsibility for them.

I am responsible for cleanliness of my assigned seating area in class.

2. Cadets will avoid standing in front of the MCJROTC office, MCJROTC classroom entrances and the passageway in front classrooms between classes. No congregating prior to class is allowed – go to class!!
3. Upon entering the classroom, Cadets will proceed directly to their assigned seat, place their personal books, bags, belongings under their seat and assume the position of parade rest next to their desk. There will NEVER be any “horseplay” or “fooling around” inside the MCJROTC classrooms.
4. At the bell, the class commander will call the class to attention. The class will come to attention and remain at the position of attention. At the direction of the class/unit leader or designated representative, the class will follow school announcement procedures, when applicable, followed by cadet attendance (muster) “report.” Cadet unit leaders will ensure accuracy of their unit’s muster report. MCJROTC Instructors will verify accuracy and submit formal attendance accountability.
5. Upon completion of attendance reports, the class commander will give the command “Ready, seats”. Upon this command, the Cadets may relax at their desks, however, no talking is allowed unless directed by proper authority.
6. No food, drink or gum is allowed in the classroom area unless authorized by the SMI/MI. Exception - Cadets may always drink water in class.
7. Cadets must raise their hand to be recognized. When recognized or asked a question, Cadets will respond with their Cadet Rank and Name unless directed otherwise.
8. Use "Sir" or “Ma’am” while addressing or answering the Senior Marine Instructor, Marine Instructors, Guest Speakers, Substitute Teachers, more senior Cadets leading class is expected at all times.
9. When asking for permission or assistance, say "Sir, request permission (assistance)..." first.
10. Do not interrupt the SMI's or MI's conversation. Wait for acknowledgment and then say, "Excuse me, Sir".
11. When a request is granted, say "Thank you sir".
12. Cadets check their desk for personal items and trash prior to leaving class. The room will be clean before leaving. Each class commander will be responsible for care and cleaning of the classroom prior to dismissing the class.

13. When the ending class bell rings, all cadets assume the position of attention before dismissal from class by the instructor or senior cadet present with the command of "Dismissed". At this time, Cadets may depart the classroom for their next class after saying "Aye Aye Sir/Ma'm."
14. Bring/wear appropriate uniforms (Cadet Uniform or PT gear) on assigned days.
15. All head calls (bathroom breaks) will be made before or after class. No head calls will be authorized during class except in cases of emergency.
16. Each Cadet is responsible for reading the daily information board in order to keep informed on what is going on. Not reading the board is no excuse for not knowing what is required of you during the next class period.
17. No Cadets are allowed in the Cadet Company Office, Armory, Supply, or Rifle Range without specific approval of the instructors.
18. Only official and pre-approved notes/postings will be made on bulletin boards and white boards in the classrooms. Cadets will avoid use of classroom equipment without the permission of an MCJROTC instructor.
19. The MCJROTC office telephones are business phones only. They may, if absolutely necessary, be used by Cadets with permission of the SMI or MI. No routine calls may be made from these phones. Local calls may be made once permission is granted and must be limited to a few minutes.
20. Cadets are expected to conduct themselves with proper decorum at all times in school, and especially within the MCJROTC spaces.
21. **ALWAYS bring the Cadet Handbook, any MCJROTC books issued, and a pen or pencil to every class.** Many times Cadets will be required to take notes or update events on the calendar. **Also, MCJROTC is for MCJROTC. Don't expect or ask to study other subjects during MCJROTC period as you don't study MCJROTC during other subject periods.**
22. When entering the classroom, go directly to your seat. **No socializing.**
23. Uniforms will be worn as directed by the SMI.
24. Cadets are expected to conduct themselves with proper decorum at all times in school, and especially within the MCJROTC spaces. The computer in the administration area is primarily for JROTC work and secondary for homework or school research only.
25. **Hazing and bullying will not be tolerated at any time on or off campus.**

## CADET COMPANY ORGANIZATION

The Cadet Company is organized similar to Marine Corps ground units with a specific chain of command lead by cadets of proven leadership skills, ability, potential and motivation. The following organization will be used for school year :

<u>COMPANY STAFF</u>	<u>STAFF</u>
Cadet Company Commander	S-1 (Administrative Section, Recruiter)
Cadet Company Executive Officer	S-3 (Operations, Training, Drill Team/Color Guard)
Cadet Company First Sergeant	S-4 (Supply, Uniforms & Equipment, Armory)
Cadet Company Gunnery Sergeant	S-5 (Public Affairs & Historical Section)
	S-6 (Information Systems & Technology)

Each class period has been organized into squads as part of platoons.

## CADET RANK STRUCTURE

The rank structure used in Marine Corps JROTC is mirrored after the officer and enlisted ranks in a U. S. Marine Corps Infantry Company. The following ranks, with corresponding billets, are utilized at and are subject to modification as determined by the Senior Marine Instructor:

1. Cadet Captain – Cadet Company Commander
2. Cadet First Lieutenant – Cadet Company Executive Officer
3. Cadet Second Lieutenant – S-1 Administrative Officer, S-3 Operations Officer, S-4 Logistics Officer, S-5 Public Affairs/Historical, S-6 Communications Officer, Platoon Commander
4. Cadet First Sergeant – Cadet Company First Sergeant
5. Cadet Gunnery Sergeant – Cadet Company Gunnery Sergeant
6. Cadet Staff Sergeant – Cadet Company Supply Sergeant, Cadet Company Guide, Cadet Platoon Sergeant, Staff Section NCOs
7. Cadet Sergeant – Cadet Squad Leader, Cadet Company Clerk, Staff Section NCOs, minimum rank for a Senior
8. Cadet Corporal – Cadet Fire Team Leader, Assistant Squad Leader (or a Sergeant), Staff Section NCOs, minimum rank for a Junior if completed LE-1 and LE-2.
9. Cadet Lance Corporal – Any qualified Cadet may be promoted to this rank. Minimum rank for a Sophomore if completed LE-1.
10. Cadet Private First Class – Any qualified Cadet may be promoted to this rank from Cadet Private. Cadets in good standing may be promoted to this rank after completing half the school year of their first year in the program.

## CADET PROMOTIONS AND AWARDS

Promotions are an honor and a privilege. Those Cadets receiving promotions must possess the prerequisite abilities and skills. Primary authority for promotions rests with the Senior Marine Instructor. Cadets will be promoted based on qualifications and the recommendations of the Company Commander, his staff and through the chain of command. When a Cadet is placed in a billet in the company or staff they will have the rank assigned in accordance with the previous section.

Cadets will also be assigned minimum ranks if not assigned duties within the company as listed below:

Cadet Sergeant – minimum rank for a Senior

Cadet Corporal –minimum rank for a Junior if completed LE-1 and LE-2.

Cadet Lance Corporal –minimum rank for a Sophomore if completed LE-1.

Cadet Private First Class – Any qualified Cadet may be promoted to this rank from Cadet Private. Cadets in good standing may be promoted to this rank after completing half the school year of their first year in the program.

Meritorious promotions can be done at any time for outstanding performance by the Cadet. Cadets designed as “outstanding” during an annual inspection may also be meritoriously promoted. Promotion boards conducted by the Company Commander may be done throughout the year. Promotions under these categories CANNOT exceed the rank requirements of the billet assigned in the above section. Examples: A Cadet Company Gunnery Sergeant cannot be meritoriously promoted to the rank of Cadet First Sergeant. A Cadet Sergeant (not a squad leader) cannot be promoted meritoriously above his Cadet Sergeant Squad Leader (unless he is then assigned to the duties of Squad Leader).

The Cadet Company Commander will establish a “Cadet Recognition Program” which will be designed to recognize those cadets who perform duties and conduct themselves ABOVE normal expectations.

The MCJROTC formal awards criteria is posted in the MCJROTC Classrooms and Cadets are encouraged to “start early” to meet prerequisites for the MCJROTC approved ribbon/medal awards. **Requests for waivers to the above promotion criteria will be submitted to the SMI.**

## WEAR AND MAINTENANCE OF UNIFORMS

1. All cadets enrolled in MCJROTC are expected to abide by the following **MCJROTC Uniform Pledge**:

*I am a Marine Corps JROTC cadet enrolled in Ross S. Sterling School MCJROTC.*

When I put on my Cadet uniform, I will wear it with the *same pride and dignity* as the Marines it represents. I acknowledge my uniform is the same as those worn by Marines, past and present, who worked extremely hard to receive the Eagle, Globe and Anchor as a symbol of their honor, courage and commitment.

I understand the many sacrifices Marines and have made in their long and illustrious history including dying for their country, my country, the United States of America. I know they expect me, a MCJROTC Cadet with a loaned uniform, to ***show respect*** to those who earned wearing the uniform of a United States Marine. ***I promise*** I will humbly and respectfully wear a complete uniform correctly as I have been instructed and honor those who wear it.

***I make this commitment*** to honor the uniform of United States Marines and I will well and faithfully ***conduct myself with honor, dignity and respect*** at all times while wearing my uniform.

**2. Cadets are responsible for the care and maintenance of loaned uniforms. Periodic cleaning is the responsibility of the cadet.**

3. Cadets may only wear MCJROTC uniforms for official functions and for assigned uniform inspection days to/from school for MCJROTC.

4. Cadets will wear complete uniforms at all times. Covers (headgear) are to be worn to/from school.

5. **Cadets may NOT modify how the uniform is to be worn, may NOT take off any part of the uniform, nor wear non-MCJROTC jackets/sweaters or outerwear over the uniform.**

6. Cadets will be on their absolute BEST behavior and conduct themselves properly AT ALL TIMES in uniform as it not only represents themselves, but also the entire Ross S. Sterling MCJROTC Program.

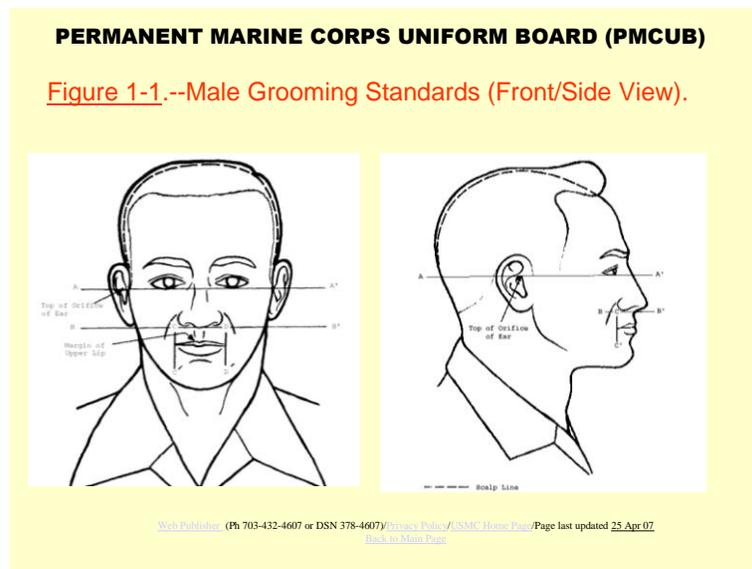
7. No smoking, no public displays of affection, no misconduct of any kind allowed. Disciplinary actions for infractions will be most serious.

8. Cadets enrolled in the MCJROTC program shall wear the prescribed uniform **ONLY** when directed to do so by any of the MCJROTC Instructors.

### **GROOMING REGULATIONS & UNIFORMS**

#### **GROOMING STANDARDS**

All MCJROTC Cadets are expected to maintain proper United States Marine Corps hair regulations and grooming standards. (see below figures for male/female hair standards).





### **Male Regulations:**

**Hair** - - 0” in length on the sides evenly graduated to the top with no longer than 3 inches with no irregular cuts or hair color. Hair not blocked in the back. (**no line** at the bottom of the neck, must be tapered), from zero evenly graduated to no more than three inches on top). A Cadet may have his hair clipped to the scalp if he so desires (called a “high and tight”). **If a Cadet does not have the required haircut, they will be subject to being given a regulation haircut by the qualified school staff. If a mustache is worn, it cannot fall below the lip and cannot go past the corner of the mouth. No beards and no earrings AT anytime in MCJROTC (in or out of uniform).**

--**PLAIN** white t-shirts are to be worn with **ALL** uniforms except for the Marine Corps Combat Utility Uniform; a green utility shirt will be provided and is mandatory to be worn!!!

--Shirt stays are to be worn at all times with issued khaki shirts (males)

--Boot Bands are to be worn at all times with Marine Corps Combat Utility Uniform!!!

-- Web Belt must be worn with Dress Blues.

--Earrings and/or facial jewelry are not to be worn AT anytime in MCJROTC!!!

--Black socks **MUST** be worn with **ALL** uniforms!!!

### **Female Regulations:**

**Hair** - - Up in a feminine manner, no eccentric colors or styles, no hair ties or bobby pins showing, no ‘fly-aways’; must not exceed the bottom of the collar. No unsecured pony tails except during physical training. Conservative twists and lock hairstyles for females are authorized. For details, see the MCJROTC Instructors for further information. **See MCJROTC Instructors for further information on all hair regulations.**

**Slacks** - - -1/2” above the welt of the shoe; may be worn with black socks or black panty hose

**Patches** - - -1/2” down from the sleeve seam and centered; Marine Corps Patch on the left

**Covers** - - -Top unbroken and 1 inch above the eyebrows (two fingers)

**Cosmetics**-- if worn, will be applied conservatively and will complement the individual's complexion tone. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn. Mascara, when worn, must be in tones of black or brown. Cosmetics with a sparkle/glitter or similar finish are not authorized for wear (to include in the hair)

**Nail Polish**---in service and dress uniforms. When worn, nail polish must be in shades of red (within the red spectrum, to include pinks and burgundies) and must complement the skin tone.

**Colored nail polish is not authorized for wear with the utility uniform.**

**Lipstick**--- lip gloss and lip balm must be in shades of red (within the red spectrum, to include pinks and burgundies) or clear and must complement the skin tone. When worn, lip liner must be in the same shade as the lipstick, gloss or balm.

**Fingernails**--- Nail length will be no longer than 1/4inch from the tip of the finger.

**Earrings** - - -Small, polished, yellow gold color, ball, or round stud earrings (post, screw-on, or clip), not to exceed 6 millimeters (about 1/4 inch) in diameter, may be worn with the service, blue dress. When worn, earrings will fit tightly against, and will not extend below, the earlobe. Only

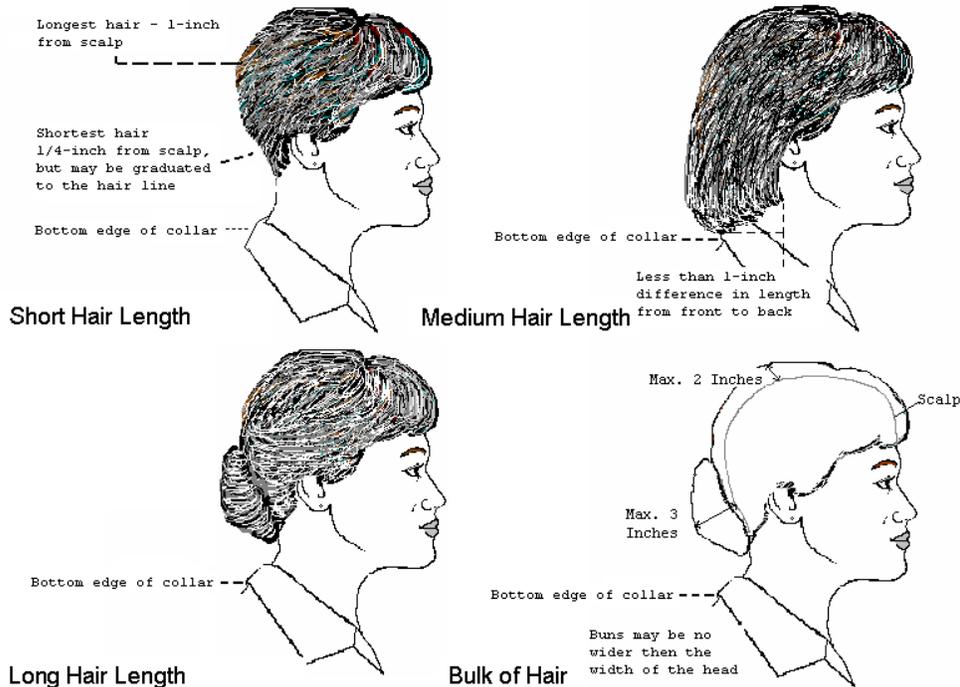
one earring will be worn on or in each earlobe. *Earrings are not to be worn in the Marine Corps Combat Utility Uniform or during competitions (Female Cadets).*

\*\*\* **PLAIN** white V-neck shirt may be worn with all uniforms except the Marine Corps Combat Utility Uniform-- a green utility shirt will be issued and is mandatory to be worn!!!

\*\*\* Boot bands are to be worn at all times with the Marine Corps Combat Utility Uniform!!!

\*\*\* Ribbons are **not** to be worn with the Marine Corps Combat Utility Uniform!!!

**Black socks or panty hose MUST** be worn with all uniforms except the Marine Corps Combat Utility Uniform.



### CADET CONDUCT IN UNIFORM

Your appearance and conduct should be impeccable while in uniform:

Do not chew gum. Do not smoke. Do not show public displays of affection in uniform.

Do not walk or stand around with your hands in your pockets (or put items in your side pockets)

Wear your cover outdoors at all times and remove it indoors.

Salute all officers. Greet all cadets and treat everyone with respect.

Do not use foul language, tease others, or wrestle/play in uniform

Never carry an umbrella in uniform.

Never carry a cell phone on your belt and never use a cell phone while walking.

Cadets will respect **ALL** parts of the uniform and most importantly the Marine Corps Emblem as if they were a Marine.

### UNIFORM CARE

Camouflage uniforms and cotton T -shirts can be washed in warm or cold water only.

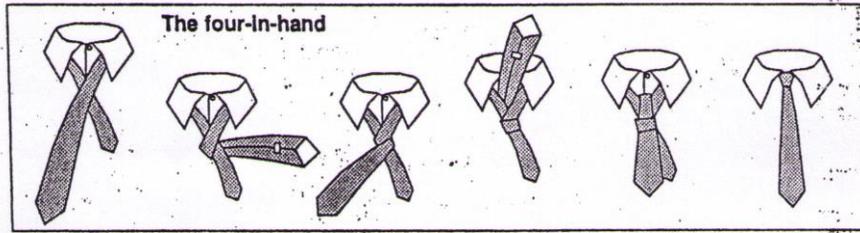
Khaki/white shirts, poly-wool green/blue trousers, wool sweaters and dress coats must be dry-cleaned. ***DO NOT WASH THESE ITEMS.***

Unserviceable uniforms can be exchanged for serviceable uniforms. Notify your Squad Leader and request an appointment to exchange the item during class.

Green MCJROTC PT shorts cannot be placed in a dryer. Wash and hang dry.

Replacement of lost, stolen or damaged uniforms is the financial responsibility of the Cadet. Keep your uniforms in a safe place. Cadets are responsible for their uniforms.

## HOW TO TIE A MALE TIE:



- Tip of the tie falls on top of the belt buckle. It is authorized to fall 1/2" above/ 1/2" below the top of the belt buckle

The **neck tie clasp** will always be worn when the necktie is worn with the long sleeve khaki shirt. It shall be placed horizontally on the lower half of the necktie midway between the third and fourth buttons from the top.

## UNIFORM INFORMATION

**The following uniforms may be issued to Cadets in the MCJROTC program** at depending on participation in activities. It should be noted that the Blue Dress uniforms are normally only issued to the members of the drill team (including color guard) and freshmen (and those in their 1<sup>st</sup> year of MCJROTC) will normally only receive the Combat Utility Uniform. There are other Marine Corps uniforms that are used in the Marine Corps that are not authorized for wear by cadets.

**Uniform Types** Note: female slacks/skirts can be worn as designated in dress and service uniforms



**Blue Dress "Alpha"** uniform is identical to the Blue Dress "B" except that **medals** are worn on the Blue Dress A and ribbons are worn on the Blue Dress B. Uniform is blue coat and trousers.

worn.

**Blue Dress “Bravo”** only (marksmanship



Blue trousers with blue badge if designated).



coat, ribbons

**Blue Dress “Charlie”** and tie (marksmanship

Blue trousers with khaki badge if designated).

long sleeve shirt

**Blue Dress “Delta”**

Blue trousers with khaki short sleeve shirt. (marksmanship badge if designated).



**Service “Bravo”**

Green trousers with khaki long sleeve shirt and tie (marksmanship badge if designated). Worn with garrison cap or service cap (the framed green “barracks cover”).



**Service “Charlie”**

Green trousers with khaki short sleeve shirt. (marksmanship badge if designated). Worn with garrison cap or service cap (the framed green “barracks cover”).



**Marine Corps Combat Utility Uniform:** (Marine Pattern {MARPAT} woodland camouflage) cover, coat and trousers with boots. Sleeves are worn down or rolled up depending on the season (sleeves up during Daylight Savings months). Optional green service sweater/USMC green sweatshirt can be worn under the coat with sleeves down. Ribbons/Shooting Badges/Medals are not worn.



### CADET UNIFORMS:

UNIFORM	DESCRIPTION	OCCASIONS FOR WEAR
Blue Dress A	Blue coat and trousers w/medals	Parades, ceremonies, formal or semiformal social functions
Blue Dress B	Same as A but w/ribbons in lieu of medals	Parades, ceremonies, formal or semiformal social functions
Blue Dress C	Long-sleeve shirt and tie w/blue trousers	Parades, ceremonies, and uniform of the day
Blue Dress D	Short-sleeve shirt w/blue trousers	Parades, ceremonies, and uniform of the day
Service B	Long-sleeve shirt-tie w/green trousers (service sweater without tie is optional unless in formation)	Parades, ceremonies, and uniform of the day
Service C	Short-sleeve shirt w/green trousers (service sweater is optional unless in formation)	Parades, ceremonies, and uniform of the day
Marine Corps Combat Utility Uniform	MARPAT woodland camouflage coat and trousers (service sweater or USMC green sweatshirt may be worn underneath). Sleeves are worn down or rolled up depending on the season (during Daylight Savings time sleeves are rolled up)	Working uniform only for designated occasions-not to be worn (unless authorized by the SMI/MI) in town or other off campus locations ( <b><u>only worn from/to home and campus; no stops at stores, malls or other locations authorized.</u></b> )

## MISC. UNIFORM INFORMATION

**Belt Lengths:** Web Belt: Between 2 and 4 inches past the buckle.

**Combat Utility Uniform Sleeves:** When authorized due to seasonal changes, the sleeves will be rolled with the inside out, forming a roll about three inches wide and terminated about two inches above the elbow.

**Military Alignment:** Shirt edge, belt buckle and fly of trousers are all in a straight vertical line.

**Trouser Length** 1/4" above or below the welt of the shoe

**MCJROTC Patch:** 1/2" down from the left sleeve seam and centered. The MCJROTC tape will be worn on the left pocket of the Combat Utility Uniform.

### Covers

Covers are never worn indoors except when in formation. Top unbroken and 1 inch above the eyebrows (two fingers).

### Marine Corps Emblem

On the cover, the wings of the emblem are placed parallel to the deck (floor) and the anchor is pointed forward. On the Dress Blues, the left and right collar emblems are worn parallel to the deck with anchors pointed inboard.



### Carrying Items In Uniform Pockets

During inspections, there will be no items in the pockets of any uniform except as the school ID badge either tucked in the uniform around the neck or placed in a pocket as designated before the inspection. When not being inspected, only a small wallet can be placed in the back pocket along with a handkerchief in the other back pocket. **At no time** will the side pockets of any uniform be used to carry items. Items shall be carried but not on or in the uniform.

### Cleaning of Uniform

Dress and Service Uniforms must be dry cleaned. Shirts must be dry cleaned with the male khaki shirt having military creases. The Marine Corps Combat Utility Uniform can be washed according to the instructions located on the uniform inside label.

## JEWELRY

Earrings are only authorized for female cadets only as outlined in this handbook. Jewelry may not be worn with the uniform, **with the exception of a religious medals worn unseen under the t-shirt**, a conservative watch and class ring (worn on the ring finger).

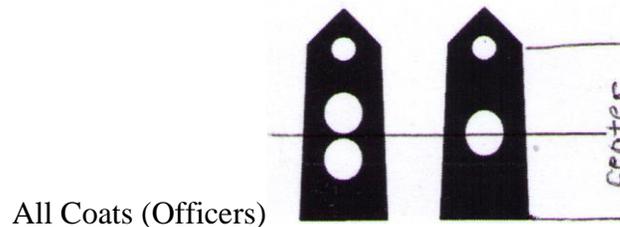
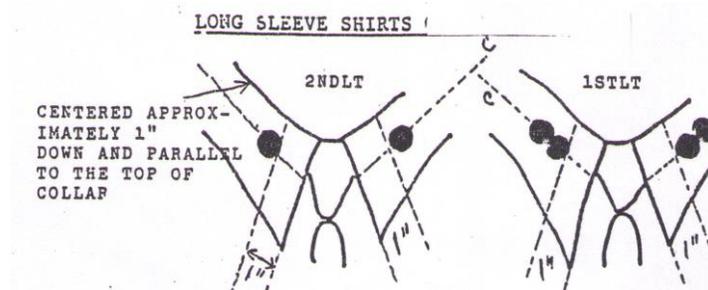
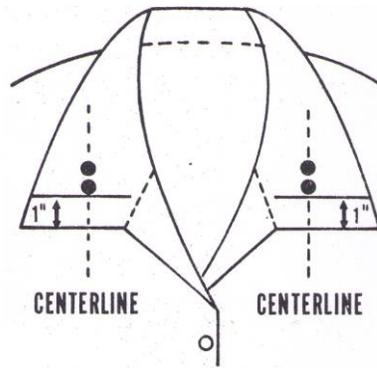
## SCHOOL ID BADGES

The school ID badge will be worn in accordance with school regulations in or out of uniform while on campus. When being inspected or being evaluated in drill requirements, the school ID badge will be tucked into the uniform top or placed in the upper left pocket if wearing the Combat Utility Uniform (or other location as designated by the SMI or MI) with the requirement that the badge be out of view during the inspection/evaluation. **After the training event, the Cadet will be required to wear the school ID badge where it is visible.** When in uniform, the school ID badge and/or lanyard **WILL NOT** have any other badges, pins, decorations attached.

## RANK INSIGNIA, MEDALS, RIBBONS, BADGES

Rank insignia, medals, ribbons and badges are an integral part of the MCJROTC cadet's uniform. Therefore, these items must be worn with great care.

1. Rank Insignia. Only the rank insignia designated for Cadets by the MCJROTC program will be worn as shown in the illustrations shown below.
  - a. Cadet Officers will wear their rank insignia **centered** on the shoulder strap of their blue coat and all other coats. On the khaki shirt and camouflaged blouse, the small rank insignia will be worn centered between the top and bottom edges of the collar, one inch from the front edge.

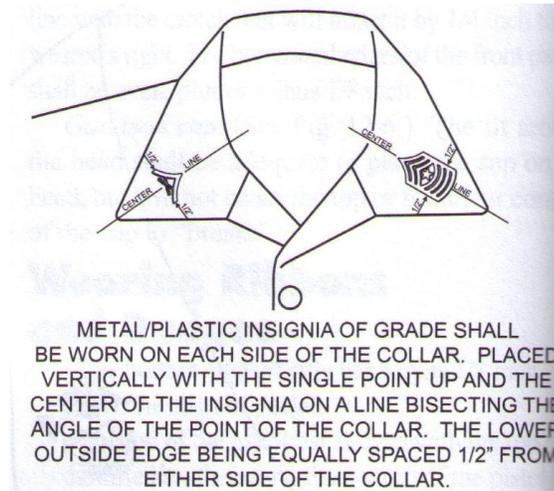


Officer's Large Rank insignia is centered on the shoulder strap between the seam and the button.

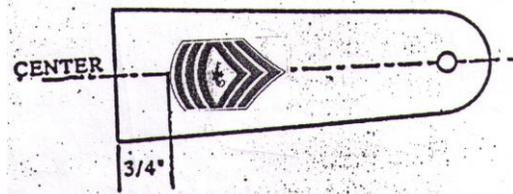
- b. Cadet Enlisted rank insignia will be worn on khaki shirts, raincoats and utility shirt collars with the point of the chevron up, bisecting the angle of the collar, bottom edge 1/2 inch from the collar edge.



**Note:** *For all enlisted rank insignia:* the MCJROTC Lamp of Learning faces to the front of the body (handle to the rear).



*Front of body of all coats (Enlisted)*



- c. Medals. Authorized medals will be worn on the blue coat when prescribed in the training schedule. They will be worn over the left breast pocket, midway between the first and second buttons. When wearing medals, ribbons for which there are no medals will be worn 1/8" above and centered over the right breast pocket. Marksmanship badges will not be worn when medals are worn.
- d. **Ribbons.** Ribbons are worn in the order of ribbon sonority. The wear of ribbons is not optional. **Male:** When worn, ribbons will be worn 1/8" above and centered over the left breast pocket of the khaki shirt/blue coat. When worn with the marksmanship badge, ribbons will be 1/8" above the badge. **Female: Shirt:** Even with or up to 2 in above or 1/2 in below 1<sup>st</sup> visible button & centered. **Coat** with no pocket, align with first visible button 1 1/2 to 3 1/2 inches and centered.

- e. Marksmanship Badge. Cadets are authorized to wear one marksmanship badge representing the classification earned during their most recent range qualification. The marksmanship badge will be worn 1/8" above and centered on the left breast pocket. Marksmanship badges will not be worn with medals on the blue coat.

**Wearing of Ribbons and Awards:** Ribbons and badges will be worn for prescribed events. Ribbons will be worn in the precedence (sonority order) as listed in the Marine Corps ORDER for MCJROTC and the MCJROTC ribbon chart posted in the MCJROTC classroom area. Cadets should know by memory the ribbons they are authorized to wear.

- a. Legion of Valor
- b. MCRA
- c. American Legion Award for Scholastic Excellence Ribbon
- d. American Legion Award for Military Excellence Ribbon
- e. Sons of the American Revolution Ribbon
- f. Daughters of the American Revolution Ribbon
- g. Military Order of World Wars Ribbon
- h. Military Officers Association of American (formerly the Retired Officers Association) Ribbon
- i. Veterans of Foreign Wars Ribbon
- j. Daedalian Ribbon
- k. Women Marines Association Ribbon
- l. Noncommissioned Officers Association Ribbon
- m. Military Order of the Purple Heart Ribbon
- n. Navy League Youth Medal Ribbon
- o. Reserve Officers Association Ribbon
- p. Naval Reserve Association Ribbon
- q. American Veterans Ribbon
- r. National Sojourners Ribbon
- s. Scottish Rite Ribbon
- t. Outstanding Cadet Ribbon
- u. Student Leadership Ribbon
- v. Officer Leadership Ribbon
- w. NCO Leadership Ribbon
- x. Civic Service Ribbon
- y. Best Drill Cadet Ribbon
- z. Distinguished Scholastic Achievement Ribbon
- aa. Arts and Academics Ribbon
- bb. Distinguished Military Training Ribbon
- cc. Physical Achievement Ribbon
- dd. Superior Marksman Ribbon
- ee. Athletic Participation Ribbon
- ff. Longevity / Fidelity Ribbon
- gg. Distinguished Conduct Ribbon
- hh. Best Drill Squad Ribbon
- ii. Color Guard Ribbon
- jj. Drill Team Ribbon
- kk. Band / Drum & Bugle Corps Ribbon
- ll. Rifle Team Ribbon
- mm. Orienteering Ribbon
- nn. Recruiting Ribbon

# CADET KNOWLEDGE

## CADET CODE OF CONDUCT:

- Cadets do not lie, cheat or steal or tolerate those who do.
- Cadets give their best effort in all that they do.
- Cadets keep the commitments they make to themselves and others.
- Cadets respect human dignity and individual rights of others.
- Cadets respect public and private property.
- Cadets obey public law and school rules.
- Cadets strive to produce a healthy body, mind and spirit.
- Cadets respect persons in positions of authority.
- Cadets respect the customs, courtesies, pride and traditions of the Marine Corps.

## CORE VALUES: “HONOR, COURAGE, COMMITMENT”

**HONOR.** The bedrock of our character. The quality that guides us to exemplify the ultimate in ethical and moral behavior; never lie, cheat or steal; to abide by an uncompromising code of conduct and ethics; to respect human dignity; to have respect and concern for each other. The quality of maturity, dedication, trust, dependability that commits us to act responsibly; to be accountable for our actions, to fulfill obligations; and to hold others accountable for their actions.

**COURAGE.** The heart of our core values, courage is the mental, moral and physical strength to carry us through demanding challenges and the mastery of fear; to do what is right; to adhere to a higher standard of personal conduct; to lead by example; and to make tough decisions under stress and pressure. It is the inner strength that enables us to take that extra step.

**COMMITMENT.** The spirit of determination and dedication to excellence that leads us to professionalism and superior performance. It leads to the highest order of discipline for our organization and ourselves. It is the ingredient that guards our integrity, our pride, our concern for others, an unrelenting determination to achieve excellence in every endeavor. It is the value that establishes us as an example for others to emulate.

## LEADERSHIP OBJECTIVES:

- |                      |                        |
|----------------------|------------------------|
| Primary Objective:   | MISSION ACCOMPLISHMENT |
| Secondary Objective: | TROOP WELFARE          |

## LEADERSHIP DEFINED:

**Leadership** is the ability to influence, lead, or guide others so as to accomplish a mission in the manner desired by providing **purpose, direction, and motivation.**

## ATTRIBUTES OF A LEADER:

- |           |   |
|-----------|---|
| Character | Values, Code of Conduct and Ethics, Beliefs.                |
| Knowledge | Technical, Tactical, Human Nature, Situational.             |
| Skills    | Communications, Problem Solving, Organizational, Management |

**FOUNDATIONS OF MARINE CORPS LEADERSHIP:**

Leadership Traits	Esprit de Corps Authority	
Leadership Principles	Morale	Responsibility
Core Values	Motivation	Accountability
Customs and Courtesies Traditions		Discipline

**PURPOSES OF AN NCO:**

1. To decentralize authority.
2. To provide a link between the commander and the enlisted men.
3. To provide a senior enlisted advisor for the commander.
4. To provide avenues for advancement.
5. To recognize and reward outstanding skills.

**THE ROLES OF AN OFFICER:** Assume Responsibility, Provide Leadership, Make Decisions

**MISSION OF THE MARINE CORPS**

The Marine Corps Shall:

Be organized, trained and equipped to provide Fleet Marine Forces for service with the U.S. Fleet in the seizure or defense of advanced naval bases and for the conduct of such land operations essential to the prosecution of a naval campaign.

Provide detachments for service on armed vessels of the U.S. Navy and security detachments for the protection of property at Naval stations and bases.

In connection with the Army, Navy, and Air Force, develop the tactical techniques and equipment employed by landing forces in amphibious operations.

Train and equip Marine forces for airborne operations in coordination with the Army, Navy and Air Force.

**MARINE CORPS HISTORY**

Famous Battles/Campaigns –

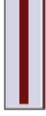
- First Amphibious Landing by Marines (1776) – New Providence Island in the Bahamas
- Mexican War (1848) - Veracruz and Mexico City (Montezuma and Chapultepec)
- World War I (1914 – 1918) – Belleau Wood in France
- World War II (1941 – 1945) – Guadalcanal, Iwo Jima, Okinawa, Saipan, Tarawa
- Korean War (1950 – 1953) – Chosin Reservoir
- Vietnam (1965 – 1972) – Hue City Khe Sahn
- Grenada (1983)
- Beirut (1982-1984)
- Kuwait (1991)
- Afghanistan (2001-2014)
- Iraq (2003-2010)- Battle of Fallujah

## USMC/MCJROTC RANK STRUCTURE

### USMC Enlisted Ranks

None	Private (PVT) E-1	None
	Private First Class (PFC) E-2	One chevron
	Lance Corporal (LCPL) E-3	One chevron over crossed rifles
	Corporal (CPL) E-4	Two chevrons over crossed rifles
	Sergeant (SGT) E-5	Three chevrons over crossed rifles
	Staff Sergeant (SSGT) E-6	Three chevrons over crossed rifles and one rocker
	Gunnery Sergeant (GYSGT) E-7	Three chevrons over crossed rifles and two rockers
	Master Sergeant (MSGT) E-8	Three chevrons over crossed rifles and three rockers
	First Sergeant (1stSGT) E-8	Three chevrons over one diamond and three rockers
	Master Gunnery Sergeant (MGYSGT) E-9	Three chevrons over bursting bomb and four rockers
	Sergeant Major (SGTMAJ) E-9	Three chevrons over star and four rockers
	Sergeant Major Of the Marine Corps E-9	Three chevrons over eagle, globe and anchor with two stars and four rockers

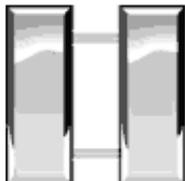
## USMC Warrant Officer Ranks

	Warrant Officer-1 (WO-1)	Gold bar with two scarlet squares
	Chief Warrant Officer – 2 (CWO-2)	Gold bar with three scarlet squares
	Chief Warrant Officer – 3 (CWO-3)	Silver bar with two scarlet squares
	Chief Warrant Officer – 4 (CWO-4)	Silver bar with three scarlet squares
	Chief Warrant Officer – 5 (CWO-5)	Silver bar with one scarlet stripe



**Chief Warrant Officers 2 through 5 who are designated as an *Infantry Weapons Officer*:** The “Marine Gunner” insignia is worn on left side instead of rank insignia.

## USMC Commissioned Officer Ranks

	Second Lieutenant (2 <sup>nd</sup> Lt)	One Gold Bar
	First Lieutenant (1 <sup>st</sup> Lt)	One Silver Bar
	Captain (Capt)	Two Connected Parallel Silver Bars
	Major (Maj)	Gold oak leaf
	Lieutenant Colonel (LtCol)	Silver oak leaf
	Colonel (Col)	Eagle
	Brigadier General (BGen)	One star
	Major General (MGen)	Two stars
	Lieutenant General (LtGen)	Three stars
	General (Gen)	Four stars

## MCJROTC Cadet Ranks

Cadet Private	None
Cadet Private First Class PFC	
Cadet Lance Corporal LCpl	
Cadet Corporal Cpl	
Cadet Sergeant Sgt	
Cadet Staff Sergeant SSgt	
Cadet Gunnery Sergeant GySgt	
Cadet First Sergeant 1stSgt	
Cadet Sergeant Major SgtMaj	
<i>Cadet:</i> 2nd Lieutenant 2ndLt	
1st Lieutenant 1stLt	
Captain Capt	
Major Maj	
Lieutenant Colonel LtCol	
Colonel Col	

## **VOCABULARY:**

All Hands:	all members of a unit/command; everybody
Ashore:	on the beach, as opposed to on board ship.
Aye, Aye, Sir:	required acknowledgment of an order; means "I have received, understand and will carry out the order or instruction."
Blues:	Dress Blue Uniform.
Break Out:	to remove from storage.
Bulkhead:	wall
Chew-out:	verbal reprimand.
Chit:	a receipt or authorization; small piece of paper
Chow:	food or rations
CMC:	Commandant of the Marine Corps
CO:	Commanding Officer
Cover:	Marine headgear, cap or hat
Deck:	floor, ground
D.I.:	Drill Instructor
Doc:	Navy Corpsman
EGA:	Eagle, globe and anchor; Marine Corps emblem
Fall out:	to assemble outside
Field day:	to thoroughly clean an area
Frost call:	notification procedure of key personnel by telephone or other means
Galley:	kitchen
Gear:	equipment
Grinder:	drill deck or field
Hatch:	door to room or area
Head:	toilet, rest room
Knock off:	to end or cease
Ladder:	stairs or stairway
Liberty:	authorized free time
Old Man:	The commanding officer
Out of Bounds:	area or space restricted from use by normal traffic
Overhead:	ceiling
Pogey-bait:	candy, snacks
Police:	to straighten or tidy up
Police shed:	tools and cleaning gear storage area
Rack:	bed or bunk
Runner:	messenger
Scoop:	news or information
Scuttlebutt:	unconfirmed rumor or drinking fountain
Secure:	to cease or terminate an activity or event; to lock up an area
Skivvies:	underwear
Square away:	to align, set in proper place, correctly arrange

## MILITARY TIME

<b>Civilian to Military Time Conversion Chart</b>			
<b>Military Time</b>	<b>Civilian Time</b>	<b>Military Time</b>	<b>Civilian Time</b>
0000 (midnight)	12 AM (midnight)	1200 (noon)	12 PM (noon)
0100	1 AM	1300	1 PM
0200	2 AM	1400	2 PM
0300	3 AM	1500	3 PM
0400	4 AM	1600	4 PM
0500	5 AM	1700	5 PM
0600	6 AM	1800	6 PM
0700	7 AM	1900	7 PM
0800	8 AM	2000	8 PM
0900	9 AM	2100	9 PM
1000	10 AM	2200	10 PM
1100	11 AM	2300	11 PM

**Examples:** 2 am is 0200      2:30 am is 0230      2:20 pm is 1420      2:30 pm is 1430

**NOTE:** The easiest way to determine military time/24-hour time from a 12-hour clock is to simply add the current time (only if in the PM) to 12. For example, if it's 5:00 pm, you would add 5:00 pm to 12 to reach 17, or 1700.

### MILITARY PHONETIC ALPHABET

A = ALPHA	N = NOVEMBER
B = BRAVO	O = OSCAR
C = CHARLIE	P = PAPA
D = DELTA	Q = QUEBEC
E = ECHO	R = ROMEO
F = FOXTROT	S = SIERRA
G = GOLF	T = TANGO
H = HOTEL	U = UNIFORM
I = INDIA	V = VICTOR
J = JULIET	W = WHISKEY
K = KILO	X = XRAY
L = LIMA	Y = YANKEE
M = MIKE	Z = ZULU

## **FLAG TYPES AND SIZES**

### **POST FLAG...**

Size = 10x19 feet

Use = Flown if fair weather except on Sundays and National Holidays

### **STORM FLAG...**

Size = 5x9 feet 6 inches

Use = Flown during foul weather

### **GARRISON FLAG...**

Size = 20x38 feet

Use = Flown on Sundays and National Holidays as provided in the Marine Corps manual.  
(Never flown from a flagpole shorter than 65 feet)

## **COLOR REPRESENTATION OF THE FLAG OF THE UNITED STATES:**

**RED...** Represents hardiness and valor

**WHITE...** Represents purity and innocence

**BLUE...** Represents vigilance, perseverance and justice

## **OTHER REPRESENTATION:**

**50 STARS...** Represents the 50 states

**13 STRIPES...** Represents the original 13 colonies

# Saluting

- Salutes are a form of courtesy.
- All military personnel must salute when they encounter and recognize any person who rates a salute.
- You must salute commissioned and warrant officers of the Marine Corps, Navy, Army, Air Force, Coast Guard, Public Health Service, National Oceanic and Atmospheric Administration and foreign military and naval officers who are formally recognized by the U. S. Government. **Also you must salute all Cadet Officers as well as call them “sir.”**
- It is customary to salute high civilian officials who are entitled to honors, such as the President of the United States.
- An appropriate greeting such as, “Good morning sir/ma’am”, follows a salute to a person rating a salute. Salutes are also rendered to honor the national ensign.

## When not to Salute

Do not salute when you are:

- Uncovered
- At work indoors, except when under arms
- Guarding prisoners
- Under battle conditions
- A prisoner
- In ranks, at games, or part of a working detail
- At crowded gatherings, in public conveyances, or in congested areas, unless you are addressing or are being directly addressed by a senior
- Doing so would physically interfere with your performance of an assigned duty or would create a hazard

Do not salute with:

- Your coat unbuttoned
- Anything in your right hand

## When to Salute

Salute officers when:

- Outdoor
- They are at least 6, but not more than 30 paces away.
- You pass an officer who is going in the same direction as you.
- You report to an officer.
- After conversing with an officer, salute again when either you or the officer departs.

Salute the Colors (when in uniform):

- National Anthem is played (do not sing)
- The flag is raised at morning colors or lowered at evening colors.
- You are being passed by or are passing an uncased color, which is paraded, presented, or is on formal display.

### **Other Saluting procedures:**

- a. Cadets are not required to salute senior ranking cadet officers while they are in a vehicle.
- b. Saluting off campus when in uniform is a sign of mutual respect and is encouraged.
- c. Salutes are never exchanged while running. The saluting cadet will first come to a quick time (walk) and render the salute when approximately six paces from the officer, giving the appropriate greeting of the day i.e. "Good Afternoon Sir".
- d. If a comes up from behind an officer, the cadet shall not pass without first saluting, saying "by your leave sir/ma'am" and waiting for the officer to return the salute and say "carry on" or "granted."
- e. If a cadet in uniform observes the American flag being raised or lowered from any flagstaff, they will salute until the flag has been completely raised or lowered. If the Cadet is in civilian clothes, he will assume the position of attention and place the right hand over the heart. If the Cadet is in civilian cloths and is wearing headgear he will remove the headgear and hold it in the right hand, placed over the heart.

Cadet Officers and NCOs shall correct saluting violations in a courteous and helpful manner, REMEMBER. Saluting is not a humiliating act. It is a greeting and symbol of respect between juniors and seniors.

### **Pledge of Allegiance**

When the Pledge of Allegiance is recited indoors (in uniform, uncovered)

- do not salute (only stand at attention)
- do not recite the Pledge
- do not place the right hand over their heart

When the Pledge of Allegiance is recited outdoors (in uniform, with cover on)

- salute (stand at attention)
- do not recite the Pledge

Not in uniform: Place right hand over heart and recite the Pledge

### **National Anthem**

**In Uniform:** If a cadet in uniform is outdoors and the National Anthem is being played, the cadet will come to attention, face the flag or music, and present arms until the music ends, if indoors, the cadet will stand at attention but will not execute a salute. The cadet shall not sing.

**In civilian clothing:** Cadets in civilian clothes should stand at attention when the National Anthem is played outdoors/indoors and place their right hand over their heart and they may sing.

## **DRILL TERMS**

Types of commands:

Preparatory Command – Indicates which movement is about to be executed.

Command of execution – Causes the desired movement to be executed.

Alignment	A straight line on which several elements are formed.
Cadence	The uniform step and rhythm in marching.
Cover	To align oneself behind the person to their immediate front.
Distance	The space between elements in depth; measured from back to chest. Normal distance is 40 inches.
Guide	An individual upon whom a formation regulates its cadence and direction of march.
Interval	Space laterally between elements of the same line. Normal interval is one arms length measured from shoulder to shoulder. Approximately 30 inches. Close interval is approximately 4 inches between shoulders.
Line	A formation in which the elements are side by side.
Dress	Alignment to the right or left as directed.
Pace	A step of 30 inches, the length of a full step in marching at quick time.
Length	Quick time – 30 inches measured from heel to heel. Half step – 15 inches measured from heel to heel. Back step – 15 inches measured from heel to heel. Right / Left step – 12 inches measured from inside heel to inside heel.
Rank	A line of individuals placed side by side.
File	A single column of individuals placed one behind the other.
Time	Quick time – 120 steps per minute (normal marching cadence) Double time – 180 steps per minute Slow time – 60 steps per minute

Purpose of drill

- (1) To move a unit from one place to another in an orderly manner.
- (2) To teach discipline and coordination.
- (3) Improve morale by developing team spirit.

## IG Inspection (Annual Inspection) Study Guide

### Leadership Traits – (JJ DID TIE BUCKLE)

**Judgment** is the ability to consider all of the factors of a problem or situation. It is then up to the leader to make a correct decision.

**Justice** is being fair and even in your decisions, and impartiality should be your watchword.

**Dependability** is being known to perform duties in a proper manner.

**Initiative** is the ability, or presence of mind, to take action in the absence of any clearly defined orders.

**Decisiveness** is that quality that allows an individual to take swift and firm action.

**Tact** is the ability to deal with others without creating offense.

**Integrity** is being honest and upright, truthful in actions and words.

**Enthusiasm** is showing interest and exuberance in the performance of duties.

**Bearing** is creating a favorable impression by your appearance. You should carry yourself well, and always act in a manner becoming to an officer.

**Unselfishness** is putting the comfort and advancement of others ahead of your own.

**Courage** is that mental quality that allows you to face fear and to overcome it, physical or moral.

**Knowledge** is technical and tactical knowledge that will help accomplish tasks.

**Loyalty** is the quality of faithfulness to country, organizations, seniors, subordinates and peers.

**Endurance** is the ability to deal with hardships, both physical and mental.

### Leadership Principles – (KK B METS KIDS)

#### Leadership Principles You Apply to Yourself

- Know yourself and seek self-improvement
- Make sound and timely decisions
- Set the example
- Be technically and tactically proficient
- Seek responsibility and take responsibility for your actions

#### Leadership Principles You Apply to Others

- Know your subordinates
- Keep your subordinates informed
- Train your subordinates as a team
- Develop a sense of responsibility among your subordinates

#### Leadership Principles You Apply to Group Functions

- Employ your command in accordance with its capabilities
- Insure the task is understood, supervised, and accomplished

**Leadership** is the ability to influence, lead, or guide others so as to accomplish a mission in the manner desired by providing **purpose, direction, and motivation**.

--**Purpose** gives others a reason for why they should do something.

--**Direction** gives others the “knowledge” to complete the task.

--**Motivation** gives others the will to do what they are capable of doing.

**Core Values – Honor, Courage, and Commitment** (acronym “HCC”)

--**Honor** is the quality that guides Marines to exemplify ethical and moral behavior.

--**Courage** is a mental quality that recognizes fear of danger or criticism, but enables a leader to proceed in the face of it with calmness and firmness.

--**Commitment** means the dedication to carry out all unit tasks and to serve the values of the country, the MCJROTC, and the unit.

**USMC Uniform Types** – 4 types of uniforms are dress, service, utility and physical training.

The **Lamp of Learning** device used in the cadet enlisted rank insignia **signifies intensive study, a source of intellect, and moral and spiritual illumination.**



**Birthday and Birthplace of the Marine Corps** – November 10, 1775 at Tun’s Tavern in Philadelphia, Pa.

**First Commandant of the Marine Corps** – Captain Samuel Nicholas was the first officer commissioned in the Marine Corps and is therefore given credit for being the first commandant.

**Lt. Presley O’Bannon** – Led the charge against the Barbary Pirates fortress of Derna (Tripoli). After taking the fort he raised the American flag which was the first time the American flag was raised in the Old World.

**Grand Old Man of the Marine Corps** – Brigadier General Archibald Henderson who served the longest term as Commandant. 1820 – 1859 (39 years) as the 5<sup>th</sup> Commandant.

**First Marine Amphibious Landing** – Capt Samuel Nicholas led the first landing party in 1776 at New Providence Island in the Bahamas.

**First Marine Aviator** (*Father of Marine Aviation*)– Lt Alfred Cunningham

**First Female Marine** – Opha M. Johnson

**13th Commandant, author of the Marine Corps Birthday Message-** LtGen Lejeune

**John Glenn** - Marine Aviator (LtCol) known for manning the first space launched capsule to orbit the earth. Later became a Senator.

**Ira Hayes** - A Pima Indian from Arizona immortalized for his rear flank position in the Iwo Jima flag raising.

**John F. Mackie** - First Marine to receive the Medal of Honor, awarded while serving onboard USS Galena in 1862.

**Alfred Masters and George Thompson**- In 1942, became the first two African- American Marines.

**Charles C. McCrawley** - 8th Commandant, responsible for adoption of the latin phrase “Semper Fidelis” as the official Marine Corps motto.

**Robert Mullen** - First Marine Corps Recruiter.

**SgtMaj John Quick** - Sergeant Major remembered for his heroic actions at Guantanamo Bay, Cuba during the Spanish-American War for which he was awarded the Medal of Honor.

**John Philip Sousa** - legendary Band leader of the Marine’s Band; credited for writing the Marine Corps March “Semper Fidelis”

**General Jacob Zeilin** - 7th Commandant, responsible for adoption of the Marine Corps emblem.

**Origin of the term “Devil Dogs”** – Belleau Wood was a World War I battle (1-26 Jun 1917) where American’s fought the Germans at Bois de Belleau in France. The Marines attacked the German forces across an open wheat field. Casualties were high and much of the fighting was hand to hand, but the Marines prevailed and secured Belleau Wood. The Germans so respected the Marines for their tenacity in combat that they called them “Teufelhunden” or “Devil Dogs.” Teufel-hunden were the vicious, wild, and ferocious mountain dogs of Bavarian folklore.

**Name of the Marine Corps Band** –“The President’s Own”

**Most Decorated Marine** – Lieutenant General Lewis B. “Chesty” Puller is the most decorated Marine. Rose through the ranks from Private to Lieutenant General. Awarded 5 Navy Crosses. Marine Corps mascot “Chesty” is named after him.

**Two Marines that have been awarded the Medals of Honor twice** – Sergeant Major Dan Daly received two Medals of Honor; the first, as a private, during the Boxer Rebellion and the second, as a Gunnery Sergeant, during the Spanish American War. Dan Daly also fought at Belleau Wood during World War I as a First Sergeant. The second Marine to receive two Medals of Honor is Major General Smedley Butler. His first medal of honor was awarded for actions in Vera Cruz, Mexico in 1914 and his second was for actions in Haiti in 1915.

### **IMPORTANT PLACES IN THE MARINE CORPS:**

--**8TH AND I** - Oldest Post of the Marine Corps, located in Wash D.C., home of the Commandant’s Quarters and the oldest existing government building still in use in the capitol city.

--**QUANTICO, VIRGINIA** - “Crossroads of the Marine Corps”

--**WASHINGTON D. C.** - Headquarters, U.S. Marine Corps

## **IMPORTANT SYMBOLISM IN THE MARINE CORPS:**

--**MARINE CORPS EMBLEM** - current emblem adopted in 1868 consists of:

**Eagle** - represents the nation itself

**Globe** - represents worldwide service

**Anchor** - represents naval traditions

--**MARINE CORPS MOTTO** - "Semper Fidelis" adopted in 1883; means in Latin "Always Faithful" to God, Corps and Country.

--**MARINE CORPS COLORS** - Scarlet and Gold

--**MARINES' HYMN** - Oldest official song of any branch of the armed forces; adopted in 1850.

--**MARINE CORPS MASCOT** - English Bulldog named after LtGen Lewis B. "Chesty" Puller. Name of mascot is named "Chesty."

--**BLOOD STRIPE** — During the Mexican War, the Marines attacked the hill of Chapultepec beginning on 13 Sept 1847. There was fierce hand to hand fighting while the Marines engaged Santa Anna's forces atop Chapultepec. (Chapultepec was 200 ft high and 600 ft long with a 12 foot wall around it. After defeating the Mexican forces, the Marines attacked into Mexico City and took possession of the National Palace where once had stood the Halls of Montezuma. This broke the back of the Mexican Army and only token resistance existed after that battle. **Marine Officers and NCOs began wearing scarlet stripes on their dress pants to commemorate the Marine blood shed at Chapultepec and the Halls of Montezuma.**

--**QUATREFOIL** - Design sewn atop Marine Officer's covers to distinguish them from the enemy for Marine sharpshooters in the rigging of Naval warships.

--**LEATHERNECK** - refers to a leather stock or neckpiece worn on Marine uniforms from 1775 to 1875. Intended to hold the neck erect.

--**DEVILDOGS** - name given Marines at the Battle of Belleau Wood in 1918 by their German enemy for fighting with such ferocity that they called them "Teufelhunden" or "Devil Dogs."

--**MAMELUKE SWORD** - sword carried by Marine Officers, stands as the oldest known individual weapon in continuous use by American military men. Awarded to Lt Presley O'Bannon by Prince Hamet after the capture of Derna, Tripoli in 1805.

--**NCO SWORD** - Marine NCO's are the only NCO's in the Armed Forces who still have the privilege of carrying a sword. With the single exception of the Mameluke sword, the NCO sword is the oldest U.S. weapon still in use.

--**FRENCH FOURRAGERE** - Device awarded to the 5th and 6th Marine Regiments for their heroic conduct during the battles for Belleau Wood and Mont Blanc during WWI. The green braided device is still authorized for wear by members of these two regiments today.

## CHAIN OF COMMAND—as of 1 JUNE 2020

### PURPOSE OF THE CHAIN OF COMMAND:

To decentralize authority and link the different levels of command.

President of the United States (Commander in Chief) The Honorable Mr. Trump

Vice President of the United States The Honorable Mr. Pence

Secretary of Defense: Honorable Mr Esper

Secretary of the Navy Acting Secretary of the Navy: The Honorable Mr McPherson  
Secretary of the Navy Nominee: The Honorable Mr Braithwaite

Commandant of the Marine Corps General Berger

Asst. Commandant of the Marine Corps General Thomas

Commanding General, Training and Education Command (TECOM) Major General Mullen

Director, Marine Corps Junior ROTC Colonel Oltman

Director, MCJROTC Region 5 Maj Stewart

Senior Marine Instructor (SMI) Colonel Ferral

Marine Instructor (MI) SgtMaj Hendges

Cadet Company Commander

Cadet Company Executive Officer

Cadet Company 1st Sergeant

Cadet Company Gunnery Sergeant

1<sup>st</sup> Platoon Commander LE 1 \_\_\_\_\_ Platoon Sgt \_\_\_\_\_

2<sup>nd</sup> Platoon Commander LE 2 \_\_\_\_\_ Platoon Sgt \_\_\_\_\_

3<sup>rd</sup> Platoon Commander LE 3 \_\_\_\_\_ Platoon Sgt \_\_\_\_\_

LE 4, Squad Leader: Cadet Rank/Name \_\_\_\_\_

### **Other Important Names To Know:**

Chairman of the Joint Chiefs of Staff  
Sergeant Major of the Marine Corps  
Governor of Texas  
Principal Ross S. Sterling HS  
Senators of Texas

Gen Milley  
Sergeant Major Black  
Governor Abbott  
Mr. Chaddick  
Senator Cruz; Senator Cornyn

## **GENERAL ORDERS**

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guardhouse than my own.
5. To quit my post only when properly relieved.
6. To receive, obey and pass on to the sentry who relieves me, all orders from the Commanding Officer, Officer of the Day, and Officers and Non-Commissioned officers of the guard only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the Corporal of the Guard in any case not covered by instructions.
10. To salute all officers and all colors and standards not cased.
11. To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

### **IG (ANNUAL INSPECTION) OVERVIEW**

**Knowledge Overview:** Study the IG Inspection Study Guide starting on page 33. It covers leadership, Marine Corps history, rank structure and chain of command. Every cadet will be asked 3 questions on leadership, history and then 3 questions about chain of command or rank structure, so each cadet is going to be asked a minimum of 6 questions.

**Leadership Traits** - Cadets must name them and give definitions in their own words.

**Leadership Principles** – Be able to give two leadership principle and why it is important in their own words.

**Core Values** - Cadets need to give a definition of honor, courage and commitment.

**Marine Corps history** - Cadets must know the colors, the emblem, the birthday as well as other history. Need to know where the red blood stripe originated, the term Devil dog, who is the grand old man of the Marine Corps.

**General Orders** – Know them, memorize them.

**Chain of command** – Know the chain of command. Know the Texas governor and TX senators.

**Current Events** – Know what is going on in the world and what is going on in the nation to include any current political debates (example: health care, election issues, etc.). Watch national news programs and read the paper about a month before the inspection.

**Uniform and Personnel Inspection** – Wear the uniform properly. Belt length, proper placement of insignia on uniform (officers: ensure proper placement of the insignia on the Service Charlie shirt...1 inch and centered, etc.). All Cadets who rate rank insignia MUST wear their rank.

**Grooming Standards** – The **IG inspection is VERY hard on this. Every Cadet must have a FRESH regulation USMC haircut** to include *regulation sideburns* and a fresh shave. Female cadets must be in compliance with female hair and grooming standards. Ensure clean fingernails, no dirt, and clipped fingernails to regulation length. Hands must be clean.

**Ribbons** – Cadets must not wear tattered ribbons and ribbons must be placed in the correct order. ONLY wear the ribbons that you are authorized to wear.

**Combat Boots** – Clean boots and brushed. **Shoes** properly clean.

**Know your cadet uniform regulations, cadet promotion criteria and procedures.**

**Know the ribbons and badges you are wearing and what they stand for.**

**Ranks: Know the MCJROTC ranks and USMC Ranks** as listed in the Cadet Handbook. Be able to describe what the rank looks like.

**If a Cadet billet holder:** Know how many Cadets report directly to you and their names along with how many total Cadets you are responsible for.

**If a Cadet billet holder:** Know the title of your billet and in your own words what are your duties.

Be able to give a definition of “honor” and what it means to you.

SENIORS: be able to tell the Regional Director what your plans after graduation are.



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## **Marine's Hymn**

*From the Halls of Montezuma,  
To the shores of Tripoli,  
We fight our country's battles  
In the air, on land and sea.  
First to fight for right and freedom,  
And to keep our honor clean;  
We are proud to claim the title of  
UNITED STATES MARINE.*

*Our flag's unfurled to every breeze  
From dawn to setting sun.  
We have fought in every clime and place  
Where we could take a gun.  
In the snow of far off northern lands  
And in sunny tropic scenes,  
You will find us always on the job  
The UNITED STATES MARINES*

*Here's health to you and to our corps  
Which we are proud to serve.  
In many a strife we've fought for life  
And never lost our nerve.  
If the Army and the Navy  
Ever look on Heaven's scenes,  
They will find the streets are guarded by  
UNITED STATES MARINES*

6864 ROTC I-Leadership Education-1 Physical Education  
(LE-1) Credit

1 credit (1 class period) Grades 9-12

Required Prerequisite: None

MCJROTC is a leadership course that is based upon the tenets of Marine Corps leadership. The curriculum is designed to teach and develop a sense of responsibility, loyalty, discipline and character in the Cadets. Throughout the four years of the program, the Leadership Education curriculum is presented by way of five different categories of instruction. Those categories are: (1) Leadership. (2) Citizenship. (3) Personal growth and responsibility. (4) Public Service and Career Exploration. (5) General military subjects. Emphasis is placed on developing leadership skills that will assist the students throughout life.

While the student does not have an obligation to join any of the military services, a student presenting evidence of successful completion of at least two academic years of MCJROTC is entitled to advance promotion to the grade of no less than E-2 on initial enlistment in an active or reserve component of the military.

After school activities are also available (Drill Team, Color Guard, Rifle Team, field trips, community service etc).

**REQUIRED STANDARDS:** Students desiring to become and remain Cadets must maintain acceptable standards of school academics, discipline and conform to Marine Corps grooming/uniform standards while in uniform and during other designated events. MCJROTC standards include, but are not limited to, the following:

1. Males: Haircut: "0" in length on the sides/back evenly graduated to the top with no longer than 3 inches on top. Mustache if worn cannot fall below the lip and cannot go past the corner of the mouth. Must be clean shaven.
2. Females: Short hair must be not more than 1 inch from scalp and shortest hair ¼ inch. Medium hair length must be no longer than the bottom of the collar and no more than 1 inch difference from the front to back. Long hair must be worn in an updo no more than 3 inches thick and no wider than the width of the head.
3. All Cadets: No eccentric hair styles, colored hair, visible piercings etc.
4. All Cadets: Wear the designated uniform provided by MCJROTC once a week.
5. All Cadets: Participate in drill and physical fitness during the academic week.

Students who do not conform to these standards will be dropped from the program by the Senior Marine Instructor.



## **CADET ACKNOWLEDGEMENT FOR CADET HANDBOOK 2020-2021**

**DATE:** \_\_\_\_\_ **NAME (Print):** \_\_\_\_\_

**I understand that I am required to bring this handbook to all MCJROTC classes.** I further understand that I am responsible for learning the knowledge contained in the handbook as taught during class periods. I understand that as changes/updates to the handbook are announced in class that I am responsible for writing down the changes/updates to my handbook and complying with them. If I am absent I understand it is my responsibility to find out what I missed that was announced or taught during class.

**I agree to comply with the discipline and other MCJROTC participation requirements to include grooming standards (haircut, etc.) as outlined in this handbook** and told to me by my MCJROTC instructors. If I fail to comply with these requirements I understand that I may be disciplined as a Cadet or dismissed from the MCJROTC program.

**REQUIRED STANDARDS:** I understand that students desiring to become and remain Cadets **must** maintain acceptable standards of school academics, discipline and conform to Marine Corps grooming/uniform standards while in uniform and during other designated events. MCJROTC grooming standards include, but are not limited to, the following:

6. Males: Haircut: "0" in length on the sides/back evenly graduated to the top with no longer than 3 inches on top. Mustache if worn cannot fall below the lip and cannot go past the corner of the mouth. Must be clean shaven. No facial hair or earrings.
7. Females: Short hair must be not more than 1 inch from scalp and shortest hair ¼ inch. Medium hair length must be no longer than the bottom of the collar and no more than 1 inch difference from the front to back. Long hair must be worn in an updo no more than 3 inches thick and no wider than the width of the head.
8. All Cadets: No eccentric hair styles, colored hair, visible piercings etc.
9. All Cadets: Wear the designated uniform provided by MCJROTC once a week.
10. All Cadets: Participate in drill and physical fitness during the academic week.

I further understand that I am fully expected to conduct myself in accordance with all MCJROTC rules and regulations to include ALL school standards. I understand that if I fail to maintain these standards of conduct and citizenship I will not be permitted to remain in the Marine Corps JROTC program or can be demoted in rank depending on the offense/infraction.

If I have any questions about the contents of the handbook I will ask my Cadet chain of command, the Marine Instructor or Senior Marine Instructor. I also understand that if I damage or lose this handbook, depending on the negligence involved, I may be required to purchase a replacement for \$5.00.

**File: Service Record Book**

\_\_\_\_\_  
**SIGNATURE OF CADET**

