

Marine Corps Junior Reserve Officers' Training Corps (JROTC)



Cadet Handbook

2022– 2023 Edition

*Northridge High School
Greeley, Colorado*

Cadet's Name



UNITED STATES MARINE CORPS

JUNIOR RESERVE OFFICERS TRAINING CORPS
NORTHRIDGE HIGH SCHOOL
100 71ST AVENUE
GREELEY, COLORADO 80634-9182

IN REPLY REFER TO

5000

SMI

3 Aug 22

From: Senior Marine Instructor
To: To All Northridge High School (NRHS) Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) Cadets

Subj: THE NRHS MCJROTC CADET HANDBOOK 2022-2023 EDITION

1. I would like to take this opportunity to welcome our new Cadets to the NRHS MCJROTC and welcome back our returning Cadets. I think you will find that this unit is a tightly knit group within the larger high school community. For our freshman, MCJROTC will allow you to make new friends and become engaged with Cadets of all high school grade levels. Older Cadets will serve as your leaders, make you feel welcome and teach you what they have learned. They will also hold you accountable to our high standards of conduct and that of the Marine Corps. The goal of every Cadet should be to work hard to perform at the highest level possible throughout high school. Not only do we want you to strive to perform well in JROTC, but to use your self-discipline to perform well throughout all of your courses.

2. The purpose of this Cadet Handbook is to provide you with *Standard Operating Procedures (SOP)* for the unit and program. This Cadet Handbook will compliment what you learn in class and in your curriculum. Much of the information contained in this handbook represents the basic knowledge required of every Cadet.

3. MCJROTC was established at NRHS in 2013 and has continued to make a positive and indelible mark on the surrounding community. It is your solemn duty to continue this positive impact through hard work, dedication, and personal development of our core values of *Honor, Courage and Commitment*.

S. A. Kintzley
Major, USMC (Ret)
Senior Marine Instructor

TABLE OF CONTENTS

TABLE OF CONTENTS	2
MARINE CORPS JROTC CADET CREED	4
MARINES' HYMN	5
CHAPTER 1	6
WHY IS THERE A MARINE CORPS JROTC?	6
MISSION OF MARINE CORPS JROTC	7
MARINE CORPS JROTC INSTRUCTIONAL PURPOSE	7
MARINE CORPS JROTC COURSE SUMMARY	8
CADET PARTICIPATION	10
MARINE CORPS JROTC GRADING SYSTEM	10
CHAPTER 2	12
CADET CONDUCT	12
MILITARY COURTESY	12
CLASSROOM CONDUCT	12
CONDUCT WHILE IN UNIFORM	14
ATTENDANCE	15
SCHOOL CITIZENSHIP	15
DAILY CADET CONDUCT	16
CHAPTER 3	17
CADET UNIFORM WEAR & PERSONAL GROOMING	17
MALE GROOMING	18
FEMALE GROOMING	21
CHAPTER 4	27
EXCUSE FROM CLASS FOR JROTC EVENT	27
INSTRUCTOR – CADET COMMUNICATION	27
CADET EVENTS	28
CHAPTER 5	29
UNIFORM ISSUE	29
PROPER PLACEMENT OF CADET RANK INSIGNIA	30
WEARING OF AWARDS BY JROTC CADETS	33
CHAPTER 6	38

BATTALION ORGANIZATION	38
CHAIN OF COMMAND	38
NORTHRIDGE MCJROTC CHAIN OF COMMAND	39
BATTALION LEADERSHIP	40
COMPANY LEADERSHIP	41
PLATOON LEADERSHIP	41
COMPETITIVE TEAM LEADERSHIP	42
PRIMARY BATTALION STAFF	43
SPECIAL STAFF OFFICERS	44
CHAPTER 7	46
JROTC AWARDS	46
CHAPTER 8	52
PROMOTION SYSTEM	52
PROMOTION CHECK LIST	53
COUNSELING FOR NONSELECTION FOR PROMOTION FORM (SAMPLE)	54
PROGRAM ELIGIBILITY	55
ENROLLMENT IN JROTC	55
DISENROLLMENT POLICY	56
CHAPTER 9	57
MARKSMANSHIP QUALIFICATION	57
PHYSICAL TRAINING	59
CHAPTER 10	60
MARINE CORPS ENLISTED RANK STRUCTURE	60
MARINE CORPS ENLISTED RANK STRUCTURE GRAPHIC	61
MARINE CORPS WARRANT & COMMISSIONED OFFICERS RANK STRUCTURE	62
MARINE CORPS WARRANT OFFICER RANK STRUCTURE GRAPHIC	63
MARINE CORPS COMMISSIONED OFFICER RANK STRUCTURE GRAPHIC	63
MCJROTC CADET RANK STRUCTURE	64
MCJROTC CADET ENLISTED RANK STRUCTURE GRAPHIC	65
MCJROTC CADET OFFICER RANK STRUCTURE GRAPHIC	65
INSPECTION KNOWLEDGE	66

MARINE CORPS JROTC CADET CREED

I am a Marine Corps Junior ROTC Cadet.

*I will always conduct myself to bring credit to my family,
country, school and the Corps of Cadets.*

*I am loyal and patriotic. I am the future of the
United States of America.*

*I do not lie, cheat or steal, and will always be accountable for
my actions and deeds.*

I will always practice good citizenship and patriotism.

*I will work hard to improve my mind and
strengthen my body.*

*I will seek the mantle of leadership and stand prepared to
uphold the Constitution and the American way of life.*

*May God grant me the strength to always
live by this creed.*

MARINES' 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*

CHAPTER 1

WHY IS THERE A MARINE CORPS JROTC?

The JROTC program is in big demand. Thousands of high school students join yearly throughout the United States and Department of Defense Schools worldwide. The demand for the program from school boards, school administrators, parents and the students themselves has steadily grown over the past few years. The list of schools wanting JROTC programs grows longer each year.

The High School program provides students positive experiences that cannot be matched by the regular school instruction. Lessons in leadership, self-confidence, and self-discipline are the cornerstones of the JROTC program. Many students who have never been challenged in their lives are challenged physically, mentally and morally through the demands of student leadership positions where they develop a sense of "Authority, Responsibility and Accountability." Students quickly mature in the JROTC program and become effective, reliable and honest young men and women who have definite ideas of where they want to go with their lives. JROTC is the one High School course which is truly a "Life Skills" course in every sense of the word.

JROTC is all about helping young people become more aware of their roles in their communities and today's society. Students are taught that with freedom comes responsibility, not only for themselves, but also for the communities in which they live. They become aware of their civic responsibilities. JROTC instills in its students the importance of goal setting. It teaches them to become a part of a winning team, to plan, to work hard and to strive to do their very best in all that they undertake, regardless of how large or small the task.

Another major strength of the JROTC program are the Instructors. These military retired professional men and women, Officers and Staff Noncommissioned officers alike, serve as mentors and role models to the young men and women they teach. They have a definite zeal for working with young people.

JROTC is more than just a philosophy. It is a program of professionally developed, time proven systems that work daily, monthly, and yearly - year in and year out producing successful young adults. The Marine Corps JROTC program is designed to instill in high school students a value of citizenship, service to the United States, personal responsibility and a sense of accomplishment. It prepares high school students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens. The program is a stimulus for promoting graduation from high school, and it provides instruction and rewarding opportunities that will benefit the student, community, and nation.

MISSION OF MARINE CORPS JROTC

The mission of the Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) Program is to:

1. Develop leadership and build character.
2. Create informed, patriotic, and responsible citizens.
3. Develop responsible young adults who are physically, mentally, and morally fit.
4. Develop informed and civic-minded young adults prepared for higher education, civilian careers, and public service.
5. Instill discipline, respect, and responsibility through military-related subjects and activities.

MARINE CORPS JROTC INSTRUCTIONAL PURPOSE

The Marine Corps Junior Reserve Officers' Training Corps (Marine Corps JROTC) program is hereafter referred to as simply the MCJROTC program. It is designed to instill in high school students a value of citizenship, service to the United States, personal responsibility and a sense of accomplishment. It prepares high school students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens. The program is a stimulus for promoting graduation from high school, and it provides instruction and rewarding opportunities that will benefit the student, community, and nation.

The Marine Corps JROTC program is a cooperative effort on the part of the Marine Corps, Greeley-Evans School District #6 and Northridge High School to provide secondary school students with opportunities for total development. Satisfactory completion of the program can lead to advanced placement credit in the Senior ROTC college program or advanced rank in the Armed Forces.

The Marine Corps JROTC program is one of the Marine Corps' contributions to assisting America's youth to become better citizens. The program produces successful students and productive adults, while fostering in each school a more constructive and disciplined learning environment. This program makes substantial contributions to the community and ultimately to the nation's future. It is the centerpiece of the Department of Defense's commitment to "America's Promise for Youth" through its emphasis on community service and teen anti-drug efforts and the National Education Act, "NO CHILD LEFT BEHIND."

Marine Corps JROTC is intended to be a life skills course to prepare students for the roles they will play as members of society.

- **NO COMBAT SKILLS OR TACTICS ARE TAUGHT IN THE MCJROTC PROGRAM.**
- **THERE IS NO MILITARY OBLIGATION CONNECTED WITH A STUDENT'S ENROLLMENT IN THE MCJROTC PROGRAM.**
- **THE MCJROTC PROGRAM DOES NOT RECRUIT FOR ANY OF THE MILITARY SERVICES.**

However, as stated above, satisfactory completion of the MCJROTC program may lead to advance placement credit upon entering a Senior ROTC college program or, regardless of branch of Service, advanced rank upon entering the U.S. Armed Forces, Reserves, or the National Guard.

MARINE CORPS JROTC COURSE SUMMARY

1. The Marine Corps JROTC program is a four-year Leadership Education program for students in grades 9-12. Each Leadership Education (LE) course is yearlong and is specifically designed to develop the student in a logically progressive manner. This system allows the student the opportunity to excel in as many diversified areas as his/her abilities permit, and to develop new skills in new areas of learning.

a. *JROTC is a yearlong commitment.* Students must complete the entire year long course to receive JROTC certification and graduation credit for "Career Skills," "Health," and "PE."

2. Each year long LE course is divided into five Categories with different Skill Sets required for each year.

Category 1: Leadership

- Skill 1: Objectives of Leadership
- Skill 2: Core Values
- Skill 3: Leadership Traits
- Skill 4: Leadership Principles
- Skill 5: Responsibilities
- Skill 6: Esprit De Corps
- Skill 7: Proficiency

Category 2: Citizenship

- Skill 1: Patriotism
- Skill 2: Civic Responsibilities
- Skill 3: National Defense

Category 3: Personal Growth and Responsibility

- Skill 1: Physical Fitness
- Skill 2: Health, Hygiene and Nutrition
- Skill 3: Social Skills

Skill 4: Written and Oral Communication

Skill 5: Personal Finance

Category 4: Public Service and Career Exploration

Skill 1: Career Preparation

Skill 2: Opportunities in Public Service

Category 5: General Military Subjects

Skill 1: Administration

Skill 2: Drill and Ceremonies

Skill 3: Uniforms, Clothing and Equipment

Skill 4: Customs, Courtesies, and Traditions

Skill 5: Rank Structure

Skill 6: Chain of Command

Skill 7: Military History

Skill 8: Marksmanship

Skill 9: First Aid

Skill 10: Interior Guard

Skill 11: Land Navigation

Skill 12: Uniform Code of Military Justice

Courses will be taught using the following table as a guide.

PROGRAM OF INSTRUCTION					
CATEGORY	<u>LE 1</u> (9th)	<u>LE 2</u> (10th)	<u>LE 3</u> (11th)	<u>LE 4</u> (12th)	
Leadership	7	21	6	4	
Citizenship	7	14	18	4	
Personal Growth and Responsibility	38	14	10	56	
Public Service and Career Exploration	0	2	10	3	
General Military Subjects	58	59	66	27	
Total Hours	110	110	110	94	
Practical Application, state and school requirements	70	70	70	86	
Grand Total of Hours	180	180	180	180	

CADET PARTICIPATION

Cadets of the MCJROTC Program will participate in a Leadership Education level as dictated by the number of years in the program the cadet has completed. Naturally, LE-1 is for those students entering the program for the first time, while LE-4 is for the cadets who have successfully completed LE-I through LE-3.

1. LEADERSHIP EDUCATION I (LE-I)

The first year of the program provides cadets with an introduction to both leadership and citizenship. The first year also gives the new cadets exposure to personal growth and responsibility and establishes a foundation of military structure and tradition.

2. LEADERSHIP EDUCATION II (LE-II)

The second year continues the leadership and citizenship classes of LE-I. During LE-II the students receive instruction in General Military Subjects with more structure and tradition than in LE-I, as well as the introduction of civilian marksmanship training and land navigation training with the map and compass. This year also provides additional learning experiences in personal growth and responsibility, as well as citizenship.

3. LEADERSHIP EDUCATION III (LE-III)

In LE-III, cadets will begin to use their leadership training as they assume positions of increased authority and responsibility within the program. In this year also, detailed instruction on personal finances is presented, as well as other preparation for life beyond high school.

4. LEADERSHIP EDUCATION IV (LE-IV)

LE-4 is a year when cadets really bring together all their previous learning experiences in the MCJROTC program. Senior cadets will conduct formations and inspections, as well as supervise certain training events with younger cadets. LE-4 cadets continued to be challenged academically with requirements for research projects and independent studies and progress reports.

MARINE CORPS JROTC GRADING SYSTEM

The MCJROTC grading system is in accordance with NRHS and DIST-6 grading policy. It is designed to be fair while holding the individual student responsible for his/her successes or failures. The Instructors also use the grading system, along with demonstrated military skills proficiency, as an assessment tool in selecting students to fill the many Cadet leadership and management positions. Grade averages are good indicators of a student's ability and future performance in positions of additional responsibility. Below is a guide to Cadet grading, however it may vary according to grade level

and the individual instructor.

<u>MCJROTC GRADED AREAS</u>		<u>% OF GRADE</u>
ACADEMIC SUBJECTS	TESTS/HW	30%
UNIFORM INSPECTIONS	UNIFORM	20%
DRILL & CEREMONIES	DRILL	10%
PHYSICAL FITNESS	PT	10%
CONDUCT, DISCIPLINE, ATTITUDE & PARTICIPATION	CONDUCT	30%
<u>Total</u>		<u>100%</u>

NOTE:

1. *Academics Subjects:* Includes Leadership Education Exams, Quizzes, Proficiency Tests, Homework, and Special Assignments (i.e. Current Events, Group Discussions).

2. *Drill & Ceremonies:* Includes Weekly Platoon/Class Inspection Procedures, Squad, Platoon, & Company Drill, Individual & Squad Drill Proficiency Tests, the Manual of Arms Proficiency Test and Form for Physical Training (PT).

3. *Uniform Inspections:* Includes Weekly Uniform Inspections, Individual Scores during the Annual MCJROTC Region 4 Inspection, the Marine Corps Birthday Ball, the Annual Awards Ceremony, and other special uniform occasions for grades, such as Parades and Community Service.

4. *Physical Training:* Effort counts; credit is given if the student is trying to do their best and demonstrates improvement in their physical fitness. Wear of the proper physical fitness uniform is also part of the grade. Participation in weekly Physical Training is required and the National Youth Physical Fitness Test is given semiannually.

5. *Conduct, Discipline, a good Attitude & Participation is Essential:* Includes conduct and attitude in the MCJROTC classes, conduct in other classes, conduct during MCJROTC activities, and conduct in relationship to senior Cadets, Instructors and visitors to the department. Appropriate military conduct among senior ranking and subordinate ranking Cadets is mandatory.

CHAPTER 2

CADET CONDUCT

1. **General.** A continuous high state of discipline will be maintained to facilitate achievement of the objectives of the MCJROTC program. Cadets are at all times expected to conduct themselves in such a manner as to reflect credit upon their school and the Cadet Corps. Willful infractions of rules and regulations will not be tolerated and will be dealt with as outlined in Chapter 6.

2. **Subordinate, Superior, Peer Relationship.** Cadets will not permit their performance to be compromised through relationships that might prove prejudicial to good order, discipline, Unit morale, and the Unit's mission. Improper display of affection will not be permitted. These acts tend to compromise respect for authority and impair the ability of senior Cadet members to exercise fairness and impartial judgment.

MILITARY COURTESY

1. Members of the MCJROTC program are expected to exhibit a high degree of military courtesy at all times to all persons.

a. When required by custom or regulation, Cadets in uniform will render the proper salute to all commissioned and warrant officers of the Armed Forces of the United States and those of its allies with the appropriate greeting of "Good morning," "good afternoon," or "good evening" Sir or Ma'am.

b. When required by customs or regulations, Cadets in uniform will render proper salutes to all Cadet Officers, addressing Cadet Officers as Sir or Ma'am.

c. During military periods, Cadets will address one another by their rank and name.

e. The telephones within the JROTC spaces (classroom, offices) are business phones. When it is absolutely necessary, Cadets with permission of the SMI or MI may use the phone. Communicating with family members on JROTC phones is permissible provided Cadets ask permission without disturbing class time. Cadets may be excused to call home if an urgent situation exists.

CLASSROOM CONDUCT

1. The following procedures apply to all classes conducted by the MCJROTC Instructors:

a. Use of electronic devices such as cell phones, music devices or games during school hours are not permitted in the JROTC

facility.

- b. Required textbooks, workbooks, notebooks and pencils/pens will be brought to every class.
- c. There will be absolutely no talking after the tardy bell rings. All socializing will be done outside of the classroom. The Instructor may grant talking when the Cadet asks permission to talk.
- d. When the bell rings, the Cadets will stand directly behind their desks at the position of attention. Failure to be behind the chair will result in a tardy. The Platoon Sergeant will receive the attendance report from squad leaders, will give personnel report to the Platoon Commander, and will give the command, "Ready, Seats" to the class. All Cadets will sound off with the appropriate response (i.e. "Honor, Courage, Commitment") before sitting. Cadets will answer roll call (regardless of the rank of the class leader) with "[Squad #], All present, Sir/Ma'am" or "(Cadet Name) absent, Sir/Ma'am."
- e. The class leader will be in charge until the arrival of the Instructor.
- f. Food, drinks and chewing gum are NOT allowed in class with the exception of bottled water or water in a personal container.
- g. Writing and/or passing notes is not allowed.
- h. Sleeping in class is not permitted. Eyes closed, head on the desk or in ones hands is considered sleeping. Sleepy Cadets will stand in the rear of the room until they can return to their desks and stay awake.
- i. A respectful, positive attitude is required at all times.
- j. Cadets are released from class only upon direction of the Class Leader and not by a bell. When released, Cadets will pick up all trash and paper around their desks and align their desks. They will push in their chairs and stand at attention behind their desks until the Class Leader gives the command; "Class, Dismissed". Upon dismissal, Cadets will respond "Aye, Aye Sir/Ma'am," and sound off with a motivational Marine Corps yell.
- k. Cadet will not leave personal items in the JROTC offices or classrooms without permission.
- l. Cadets will sit in assigned seats only and will not change unless required to do so in performance of practical application exercises by the class.

- m. Do not sit on tables, desks, etc... Chairs are to sit on, not to lean back in.
- n. **The Instructors' offices and supply room are off limits to all cadets without proper permission from an Instructor.**
- o. ALL Cadets will address *all* faculty and staff members as "SIR" or "MA'AM."
- p. Profanity will not be permitted in the JROTC areas and will be refrained from use elsewhere.
- q. Cadets will conduct themselves with dignity and self-respect and show the same respect for the property and feelings of others.
- r. MCJROTC Cadets will proudly stand and walk erect, be accountable for their actions and seek opportunities to exercise leadership.
- s. MCJROTC Cadets will always treat the National Colors (American Flag) with dignity and respect. This includes all cadets standing at attention for the reciting of the Pledge of Allegiance in any classroom.
- t. All rules in the school's Code of Conduct ("Northridge Norms") will apply within the MCJROTC unit.
- u. Violations of the classroom procedures will result in corrective action by the SMI/MI. **MISCONDUCT WILL NOT BE TOLERATED!**

CONDUCT WHILE IN UNIFORM

1. MCJROTC Cadets will strive to be leaders among their fellow students and set the example for student behavior. While in uniform, they will conduct themselves in a mature and polite manner taking pride in themselves and their uniform.

a. Cadets will not eat or drink while walking in uniform. Cadets will not chew gum at any time while in uniform.

b. Cadets will not talk on a cell phone while walking in uniform.

c. Cadets will not wear earphones, AirPods, disc players or any other device that will detract from the overall appearance of the uniform.

d. Cadets will not put their hands in their pockets while in uniform, except to put something in or remove something from their pocket.

e. Cadets will not use foul language, tease others or wrestle/play

while in uniform. Cadets will not have writing on their skin while in uniform.

f. While outside, Cadets will wear their cover and salute all officers. While inside, Cadets will remove their covers.

g. Cadets will greet their fellow Cadets in a polite and friendly manner and treat everyone in a respectful manner. They will render the appropriate greeting when passing the SMI/MI.

h. Cadets will not display any gestures of affection while in uniform. This applies to holding hands, kissing, embracing or other forms of intimate behavior. These are private matters and should be done in private.

i. Jewelry will not be worn in uniform unless it is a religious medallion.

j. When walking with upperclassman or instructors, Cadets will walk on their left and walk in step with them. Cadets will remain at the position of attention when they are addressed by the SMI/MI or upperclassman.

k. The wearing of sunglasses is prohibited when in military formation. Cadets who wear sunglasses for medical reasons will present proof of such to the Marine Instructor, who will ensure it is recorded in the Cadet's record.

ATTENDANCE

1. Cadets are expected to attend all JROTC functions. This includes everything from daily classes to extracurricular activities and special events. Cadets should anticipate, as much as possible, when they will not be able to attend a JROTC requirement in order to let the instructors know in advance. Similarly, Cadets need to inform their parents in advance so their families can schedule JROTC events.

2. "Ditching" class or JROTC functions or events is childish. **Grow up and Show up.** Take responsibility for your attendance and be where you are supposed to be when you are supposed to be there.

SCHOOL CITIZENSHIP

Marine Corps JROTC cadets are high school students. They are fully expected to conduct themselves in accordance with all school rules and regulations. **Any cadet failing to maintain higher standards of conduct and citizenship will not be permitted to remain in the Marine Corps JROTC Program.**

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.
- 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 appropriate military haircuts.
- Cadets do not smoke or wear hats on school grounds. Cadets respond to adults with a "Yes or No, Sir or Ma'am.
- Cadets do not lie, cheat or steal.
- Cadets use appropriate language and do not curse or swear.
- Cadets do not use drugs.
- 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.

CHAPTER 3

CADET UNIFORM WEAR & PERSONAL GROOMING

APPEARANCE – MCJROTC cadets must set and maintain the highest possible standards of smartness in uniform appearance. The military image reflected by attention to detail in wearing of the uniform is a key element in the public image of the unit.

When not in uniform, a proud cadet will still stand out. He/she will stand out in the crowd because, out of habit, he/she will exhibit the same neatness, cleanliness, immaculate grooming, erect posture, and feeling of pride and confidence that go with wearing the uniform. With pride come esprit de corps ("spirit of a unit"), honor, and a good feeling for being a member of a first class team.

1. Uniforms: The Marine Corps uniform marks the wearer as associated with the long line of men and women who honorably serve today and have served this nation so faithfully in the past as United States Marines. Marine JROTC Cadets are different than Cadets from other service JROTC programs in that Marine Cadets wear the same uniforms as United States Marines. The only difference are the MCJROTC tapes sewn over the pockets on the Utility Uniform and the JROTC patches sewn on the shoulders of both service and dress uniforms. This distinction requires Cadets to wear the uniform properly with pride and the utmost respect for what it represents. Marine Corps uniform regulations can be found in Marine Corps Order (MCO) P1020.34G w/CH 1-4 on the internet.

- a. The prescribed uniform will be worn all day on the designated uniform day. It will be worn ALL DAY. Failure to wear the uniform for the entire day will result in a grade of zero.
- b. The prescribed uniform day is Tuesday of each week.
- c. You are responsible for your uniform, and if you lose the uniform or any part of the uniform, you must pay for it.
- d. The announced uniform will be worn in its entirety. The cover will be worn when outside. All coats and shirts will be buttoned in accordance with uniform regulations.
- e. Shoes, boots, and brass will be maintained and inspected as part of the uniform.
- f. NO part of the uniform may be worn with civilian clothes.
- g. Although these uniforms are issued to individual Cadets, they remain the property of the United States Marine Corps. All uniforms must be turned in to your Instructor before Cadet checks out of

school, moves, drops the course, or otherwise departs the program. If a uniform and all of its parts are not returned in serviceable condition, a fine will be forwarded to the school administration equal to the cost of replacing the uniform at its current value.

2. Marine Corps uniform standards of grooming do not allow eccentric or faddish styles of hair, facial hair, make-up/nail polish, jewelry, or eyeglasses. Eccentric and faddish individual appearances detract from uniformity and team identity. Because it is impossible to provide examples of every acceptable or unacceptable style of "conservative" or "eccentric/faddish" grooming and attire, the good judgment of Marines at all levels is key to enforcement of Marine Corps standards in this issue, as in other issues. The following definitions are provided to aide in the interpretation of these regulations:
 - a. Eccentric. Departing from the established or traditional norm.
 - b. Fad(dish). A transitory fashion adopted with wide enthusiasm.
 - c. Conservative. Traditional in style.
 - d. Inconspicuous. Not readily noticed or seen.
 - e. Unsightly. Unpleasant or offensive to view.
 - f. Braids/plaits (hair). Three or more portions/bunches of interwoven hair.

MALE GROOMING

1. Male Grooming Regulations

a. Hair

(1) Hair Length. Hair will be neat and closely trimmed. The hair may be clipped at the edges of the side and back and will be evenly graduated all the way around the head (blended or faded and not edged as an outline) from zero length at the hairline in the lower portion of the head to the upper portion of the head. Hair will not be over 3 inches in length fully extended (an extended hair, not the style, determines proper length) on the upper portion of the head. The bulk of the hair shall not exceed approximately two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp when styled. The back and sides of the head below the hairline may be shaved to remove body hair.

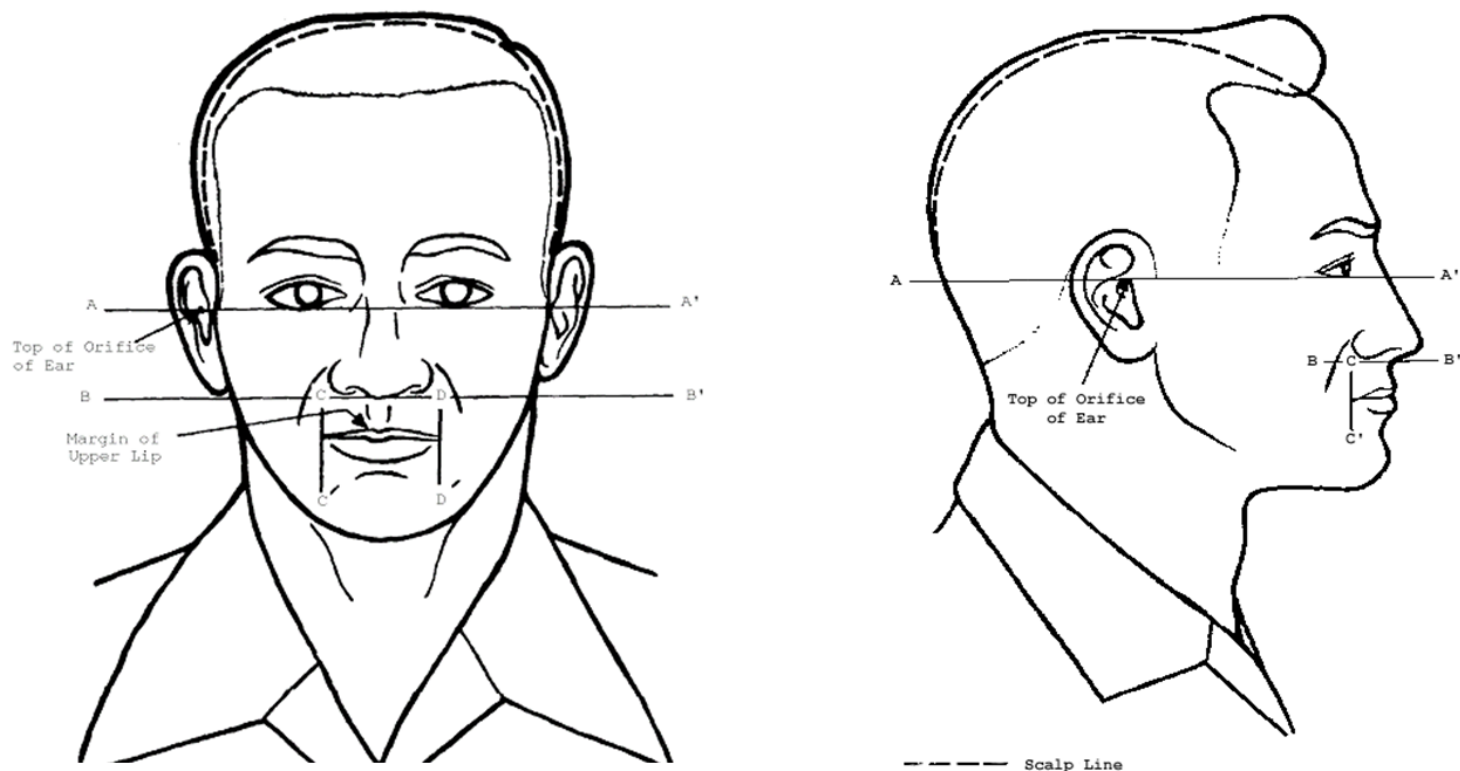
(2) Sideburns will not extend below the top of the orifice of the ear, as indicated by the line A-A' in figures 3-1 and 3-2. Sideburns will not be styled to taper, flare or come to a point. The length of an individual hair of the sideburn will not exceed 1/8 inch

when fully extended.

(3) No male Cadet will be required to have his entire hair length clipped to the scalp. This does not prohibit a male Cadet from having his hair clipped (or shaved) to the scalp if he so desires.

(4) Hair Style. Head hair will be styled so as not to interfere with the proper wear of uniform headgear. Hair, which protrudes from beneath properly worn headgear in an unsightly manner, is considered excessive, regardless of length. Male hair styles will conform to the natural shape of the head without eccentric directional flow, twists or spiking. One (cut, clipped or shaved) natural, narrow, fore and aft off centered part (placed no further than the outer corner of the eye and will not extend down the back of the head) is authorized. The following hair style types are considered eccentric and are not authorized (this list is not all inclusive): (1) hair styling which include single patches of hair on the top of the head (not consistent with natural hair loss); (2) hair styled to run as a strip down the center of the scalp (i.e. "Mohawk" fashion); (3) hair styled to leave an unusually large open (bald) area on the top of the head (not consistent with natural hair loss); and (4) hair styles which include the etching of letters, signs or figures, not considered natural in appearance. Braiding of the hair is not authorized for male Cadets. When used, hair gel/mousse should provide a conservative, natural appearance. (See figures 3-1 through 3-2)

(5) Hair Color. If applied, dyes, tints, bleaches and frostings, which result in natural colors, are authorized. The hair



color must complement the person's complexion tone. Color changes that detract from a professional image are prohibited.

(Figure 3-1)

b. Facial/Chest Hair.

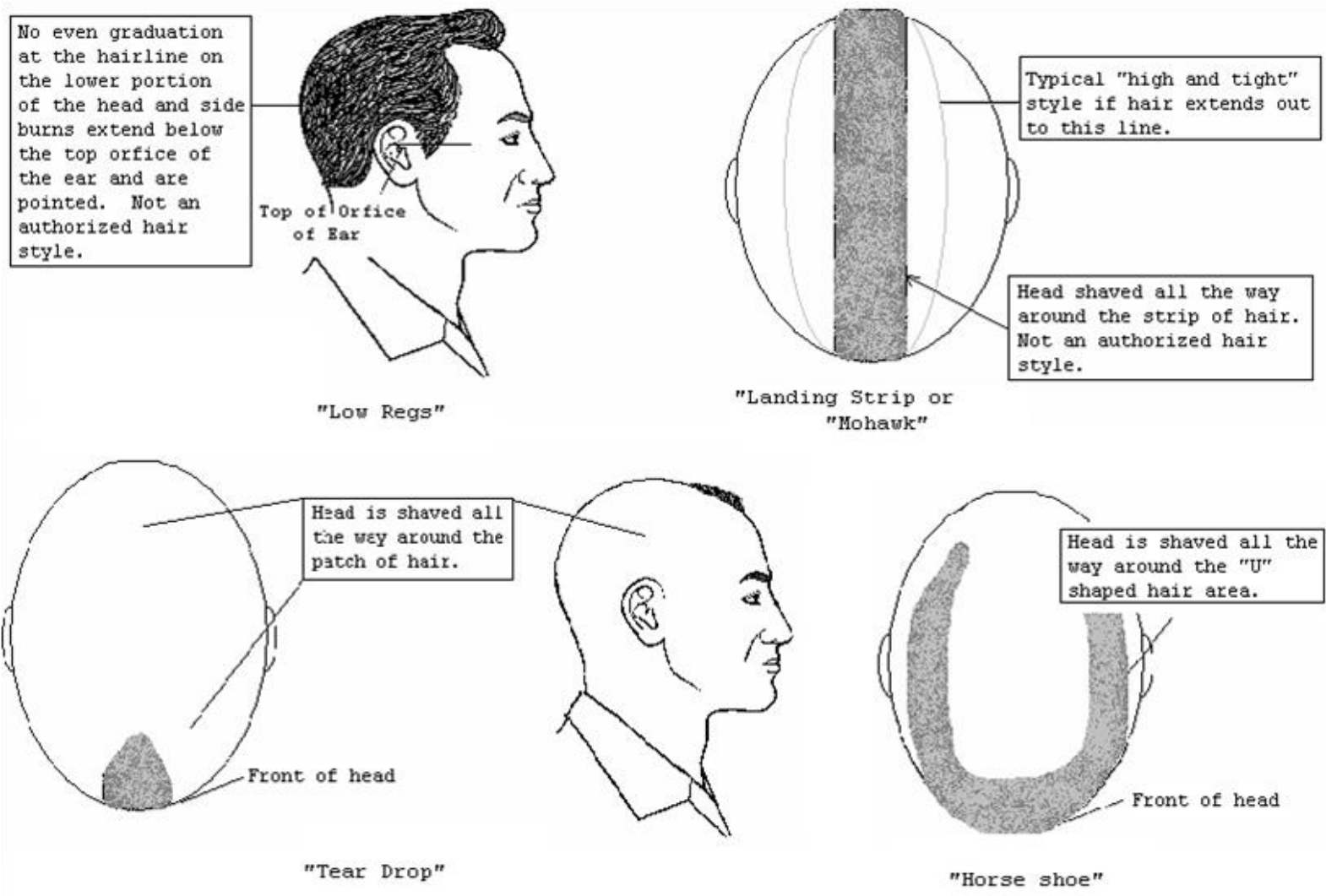
(1) The face will be clean-shaven, except that a mustache may be worn. When worn, the mustache will be neatly trimmed and must be contained within the lines of B-B', C-C', D-D' and the margin area of the upper lip, as shown in figures 1-1 and 1-2. The individual length of a mustache hair fully extended must not exceed 1/2 inch.

(2) No male Cadet will be required to have his chest hair clipped. Chest hair should not protrude in an unsightly manner above the collar of the visible undershirt when worn, or long sleeve khaki shirt.

(3) Excessive plucking or removal of eyebrows is not authorized, except for medical reasons.

c. Fingernails. Fingernails will be kept clean and neatly trimmed so as not to interfere with performance of duty, detract from military image or present a safety hazard. Fingernails shall not extend past the fingertips. Nail polish for male Cadets is not allowed.

d. Prohibited Male Hair Styles - In addition to the hair styles depicted below Cadets are prohibited from getting pictures or messages cut into their hair as popularized by recent styles. Hair lines must be faded and not block cut.



(Figure 3-2)

FEMALE GROOMING

1. Female Grooming Regulations. Women will be well groomed at all times and will abide by the following:

a. Hair Regulations. The requirement for hair regulations is to maintain uniformity within a military population. Women's hairstyles require non-eccentric and non-faddish styles, maintaining a conservative, professional appearance. For the purpose of these regulations, women's hairstyles will be organized into three basic categories; short length, medium length and long hair.

(1) Hair Length (see Figure 3-3).

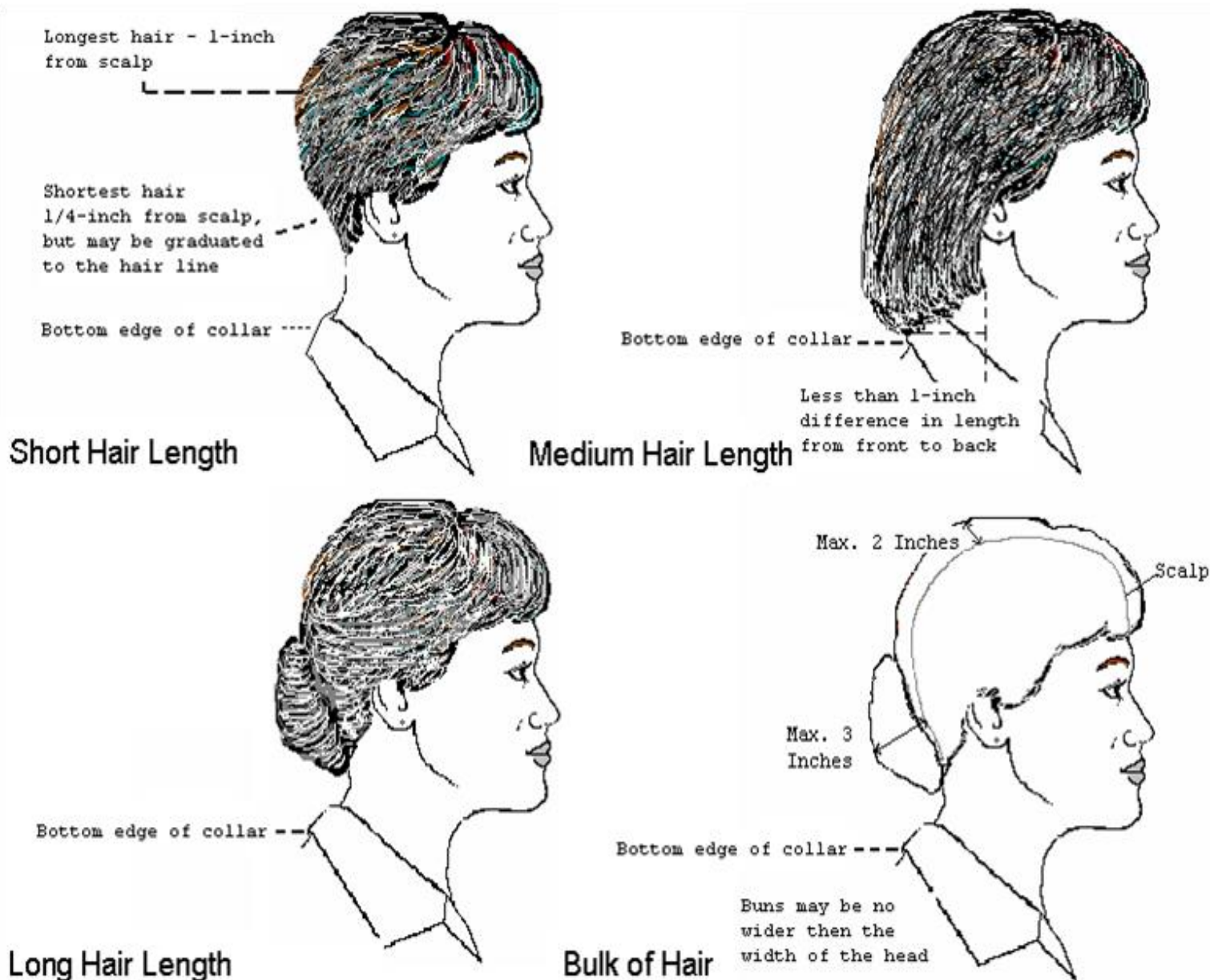
(a) Short Hair Length. Short hair is defined as hair

length that extends no more than 1 inch from the scalp (excluding bangs). Hair may be no shorter than 1/4 inch from the scalp, but may be evenly graduated to within 2 inches of the hair line. Bangs, if worn, may not fall into the line of sight, may not interfere with the wear of all headgear, and when worn with headgear must lie neatly against the head. The width of the bangs may extend to the hairline at the temple.

(b) Medium Hair Length. Medium hair is defined as hair that does not extend beyond the collar's lower edge (in all uniforms), and extends more than 1 inch from the scalp. Medium hair may fall naturally in uniform and is not required to be secured. When worn loose, graduated hair styles are acceptable, but the length, from the front to the back, may not exceed one inch difference in length, from the front to the back (see Figure 1-3). The regulations for the wear of bangs detailed above are relevant. No portion of the bulk of the hair as measured from the scalp will exceed approximately 2 inches (see Figure 3-3).

(c) Long Hair. Long hair is defined as hair that extends beyond the collar's lower edge. Long hair will be neatly and inconspicuously fastened or pinned, except that bangs may be worn. The regulations for the wear of bangs detailed above are relevant. No portion of the bulk of the hair, as measured from the scalp, will exceed approximately 2 inches (except a bun, which may extend a maximum of 3 inches from the scalp) and no wider than the width of the head.

(d) Hairstyles. Faddish and exaggerated styles to include shaved portions of the scalp other than the neckline, designs cut in the hair, unsecured ponytails (except during physical training), and unbalanced or lopsided hairstyles are prohibited. Hair will be styled so as not to interfere with the proper wear of all uniform headgear. All headgear will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. When headgear is worn, hair should not protrude at distinct angles from under the edges. Hairstyles, which do not allow the headgear to be worn in this manner, are prohibited. Examples of hairstyles considered to be faddish or exaggerated and thus not authorized for wear in uniform are (this list is not all-inclusive); locks and twists (not including French rolls/twists), hair sculpting (eccentric directional flow, twists, texture or spiking), buns or braids with loose hair extending at the end, multiple braids that do not start at the top of the head, hair styles with severe angles, and loose unsecured hair (not to include bangs) when medium/long hair is worn up.



(Figure 3-3)

(e) Braids. Medium and long hair may be braided. Multiple braiding (defined as more than two braids) is authorized. When worn, multiple braids shall be of uniform dimension, small in diameter (approx. 1/4 inch), show no more than 1/8 of an inch of scalp between the braids and must be tightly interwoven to present a neat, professional, well-groomed appearance. Foreign material (i.e., beads, decorative items) shall not be braided into the hair. Braids must continue to the end of the hair in one direction, in a straight line, and can be worn loose per medium hair length guidelines or secured to the head in the same manner as described for medium or long length hair styles. Ends shall be secured only with inconspicuous rubber

bands. If multiple braids are worn they must encompass the whole head.

(f) Hair Extensions. Hair extensions are authorized for medium and long hair only. Extensions must have the same general appearance as the individual's natural hair.

(g) Wigs. Wigs, if worn in uniform, must look natural and conform to the above regulations.

(2) Physical Training (PT). Medium/short length hair may be worn down for organized PT, except when considered a safety hazard. Long hair must be secured. Pony tails are authorized. When hair-securing devices are worn (i.e. barrettes, small pony tail holders...), they must be consistent with the hair color. Examples of hair accessories not authorized for securing hair for PT are; scrunchies, bows, ribbons, alligator clips...

(3) Boots and Utilities ("boots and utes"). When wearing boots and utes in a PT environment, hair should be secured using the PT guidelines identified above.

(4) Hair Accessories. Except in PT situations, inconspicuous hairpins and bobby pins, if required, are authorized. Hairnets will not be worn unless authorized for a specific type of duty. Barrettes, combs, rubber bands, etc. are authorized, if concealed by the hair.

(5) Hair Color. If applied, dyes, tints, bleaches and frostings, which result in natural colors, are authorized. The hair color must complement the person's complexion tone. Color changes that detract from a professional image are prohibited.

(6) Body Hair. No female Cadet will be required to remove body hair except where leg hair protrudes beyond the appropriate hosiery per subparagraph 3027.5, or causes a visibly uneven texture under said hosiery.

(7) Cosmetics. 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.

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

(b) 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. Fingernails with multiple colors (except as mentioned in paragraph 1004.7.b(1)(c)i.c) and decorative ornamentation are prohibited.

(c) Nail polish in utilities. Colored nail polish is not authorized for wear with the utility uniform.

(d) Manicures. Manicures that imitate the natural nail are authorized for wear with all uniforms (i.e. French manicures), to include utilities. Press-on and acrylic nails are authorized for wear as long as they are maintained within the length and style regulations as per regulations detailed above.

(8) Lipstick. 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.

(9) Other make-up. 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). False eyelashes should be natural in appearance. (Figure 3-3)

2. Earrings

a. Female Cadets may wear earrings with service and dress uniforms at the individual's option, according to the following regulations:

(1) 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, and blue-white dress.

(2) Small white pearl or pearl-like earrings (post, screw-on, or clip), not to exceed 6 millimeters (about 1/4 inch) in diameter, may be worn with evening dress uniforms and with the blue dress "A" and blue-white dress "A" uniforms when worn for social events.

b. 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.

c. Earrings will not be worn with the utility uniform, or while participating in a parade, ceremony, or other similar military functions.

d. Male Cadets are prohibited from wearing earrings in uniform and while in the JROTC spaces.

3. Piercings

a. Cadets are prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to, through or under their skin, tongue or any other body part while in uniform or while in the JROTC spaces.

b. If Cadets desire to get a piercing, they are encouraged to get it over Winter Break to allow time before they are required to take it out. Cadets who are compelled to get a piercing must cover it with a beige colored band aid while in the JROTC spaces. Band aids will be supplied by the individual.

4. Undergarments (Females). Females will wear adequate undergarments, (e.g., slip, bra, camisole, girdle, etc.) to ensure the proper fit, appearance, and opaqueness of the uniform. Undergarments will be worn so that they are not conspicuously visible. The white v-neck undershirt is authorized for wear with service and dress uniforms at the individual's option.

CHAPTER 4

EXCUSE FROM CLASS FOR JROTC EVENT

1. From time to time, JROTC Cadets may have to be excused from class to attend various functions, practices, meetings, formations, or other events in support of the JROTC Program. These occasions will be limited and every effort should be made to conduct them during class, before or after school.
2. Whenever a Cadet has to miss a class to support a JROTC function, they will ask permission from their teacher in advance and they will be responsible to make up all missed work. JROTC Cadets will never miss class on the day of an assessment, presentation or other graded event. Just as other teachers provide JROTC Instructors a class trip list, we will provide all teachers a similar list from JROTC.
3. The Cadet responsible for leading the event will ensure that Cadets are provided a form three days prior to the event that causes them to miss class. Forms will be signed by the teacher of each class missed by a Cadet and will be turned in to JROTC Instructors prior to the event. Cadets who fail to turn in a form will not be permitted to miss class and attend the JROTC event.

INSTRUCTOR – CADET COMMUNICATION

1. Instructors will communicate with the Cadet leadership using the chain of command during school hours/class time. Class leaders will communicate directly with Instructors regarding leadership and activities of their class during school hours/class time.
2. Instructors will utilize other communications methods such as email, texting and cell phone for Battalion and Team Leaders as an exception when urgent matters need to be discussed or contact pertaining to an event outside of school needs to be coordinated shortly before an event. This will be the exception rather than the norm.
3. Instructors will maintain cell phone contact information with the Battalion Commander, Battalion XO, Battalion Sergeant Major, Drill Team Commander, Rifle Team Commander, and Color Guard Commander only. This will ensure proper use of the chain of command. Cadet Leaders should maintain contact information on their subordinates using the chain of command set up within their unit, team or class.
4. Instructors may communicate with project officers on the day of an event, but this will be an exception. Strict limits to the use of

electronic communication will foster use of the chain of command by instructors, Cadet Leaders and all Cadets.

5. If Instructors have a need to speak with Cadets outside of school, they will first speak with the Cadets' parents at the home phone number provided to the school in Infinite Campus, and if necessary then speak with the Cadet.

6. This year, the program is working on establishing a unit website that will be used in part to help remind cadets of important events and class requirements.

CADET EVENTS

1. Cadets will complete a permission slip prior to attending any JROTC event outside of normal school hours or offsite of Northridge HS.

2. Cadets will be instructed to call home in advance of their pick-up time at the school to ensure they are met upon arrival. Instructors will remain with Cadets until every Cadet is picked-up at the school after an event.

3. Cadet Project Officers will turn in a roster and all permission slips to the Instructors prior to the event. At the conclusion of the event, rosters and permission slips will be maintained by the S-1 Officer in battalion files.

CHAPTER 5

UNIFORM ISSUE

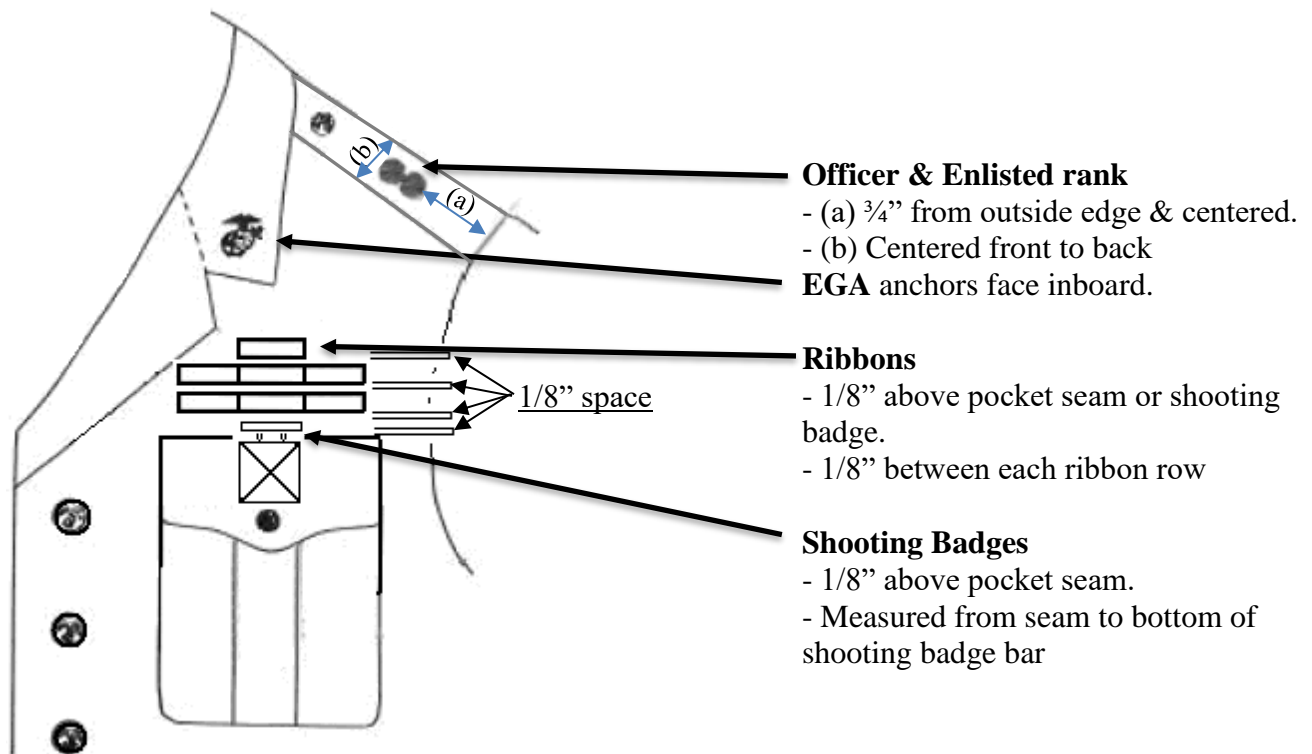
1. Every Cadet in the battalion will be issued (or temporarily loaned) a Marine Corps uniform for wear as part of the MCJROTC program. Cadets come in all shapes and sizes, and teenagers' body proportions change throughout the school year through normal growth, and in some cases exercise. In the event a uniform part no longer fits, Cadets should inform their Instructor and a uniform that fits will be provided.

2. Cadets must maintain their uniforms and prevent loss or damage. All uniforms will be turned in to supply at the end of each year, or in the event a Cadet leaves the program. Lost or stolen uniforms should be reported to the instructors immediately.

3. Freshman Cadets, with the exception of those who elect to join the drill team, are issued the Marine Corps Combat Utility Uniform (or "Utilities"). The Utilities are a field uniform and is not appropriate for wear in the civilian environment. Wear of Utilities is authorized while commuting to and from school, walking, traveling via privately owned vehicle, or traveling on the school bus only. Enroute stops while away from school are not authorized except for legitimate emergencies, such as medical emergencies, vehicle breakdown, or vehicles accidents. Cadets may only wear Utilities at off-campus establishments when using drive-thru services, such as ATMs, fast food restaurants, or dry cleaners, when they will not exit the vehicle. Doctor or Dentist visits during school hours are not medical emergencies and require the Cadet to change into civilian attire.

PROPER PLACEMENT OF CADET RANK INSIGNIA

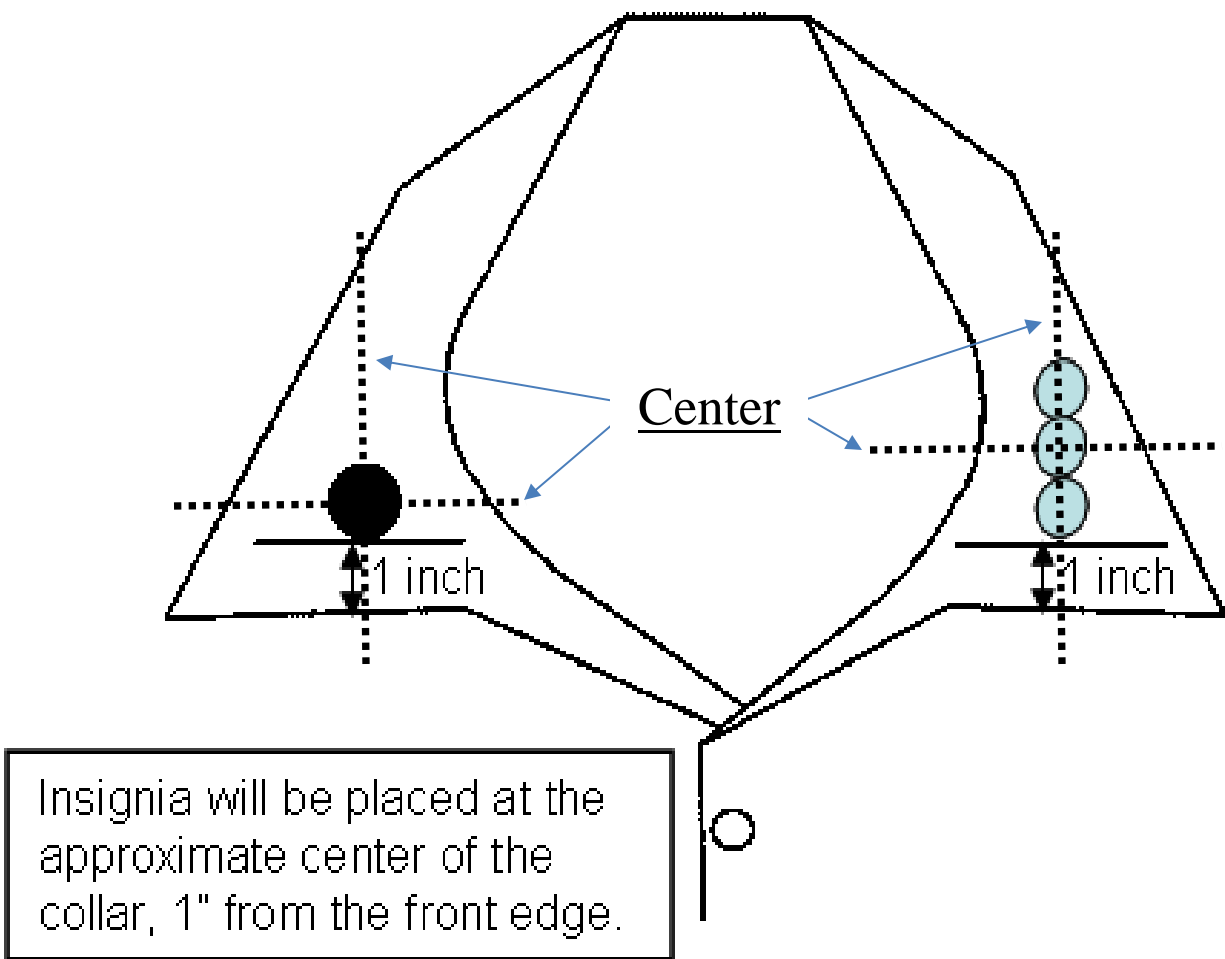
1. MCJROTC Cadet Officer Rank Insignia. Placement of MCJROTC officer rank insignia on Service & Dress uniforms and Tanker Jackets will be positioned 3/4-inch from the outside edge (shoulder seam) and centered. **(Figure 5-1)**



(Figure 5-1)

b. On Khaki shirts and Utility Blouse - Collar grade insignia will be worn on both sides of the collar of khaki shirts and the utility blouse. When the service "A" uniform is worn by officers, the wear of the collar insignia is required at all times. The insignia will be centered between the top and bottom edge of the collar, with the outer edge of the insignia one inch from the front edge of the collar.

(Figure 5-2)



(Figure 5-2)

c. Cadet Field Grade Insignia Wear. The lozenge will be worn as follows:

(1) Coat - the long axis will point fore and aft.

(2) Shirt (including shirt w/quarter length sleeves) - one long axis point of each lozenge will point toward the top edge of the collar.

(3) Garrison cover - right front and centered.

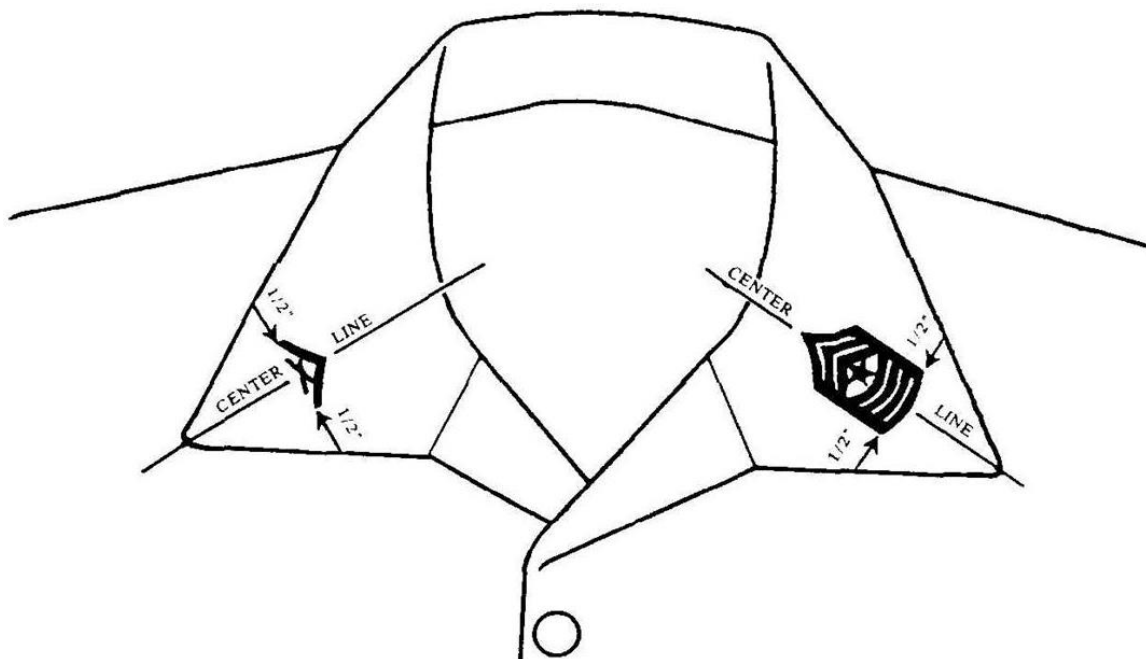
2. MCJROTC Cadet Enlisted Insignia

a. The cadet enlisted MCJROTC insignia gold metal cadet rank insignia will be placed on the blue coat epaulette, and the plastic grade insignia will be worn on the collar of the utility coat and khaki shirts.

b. The MCJROTC enlisted grade insignia contains a Lamp of Learning Device in lieu of crossed rifles used in the Marine Corps. The Lamp of Learning signifies intensive study, a source of intellect, and moral and spiritual illumination. The Lamp of Learning is the heraldic device associated with MCJROTC.

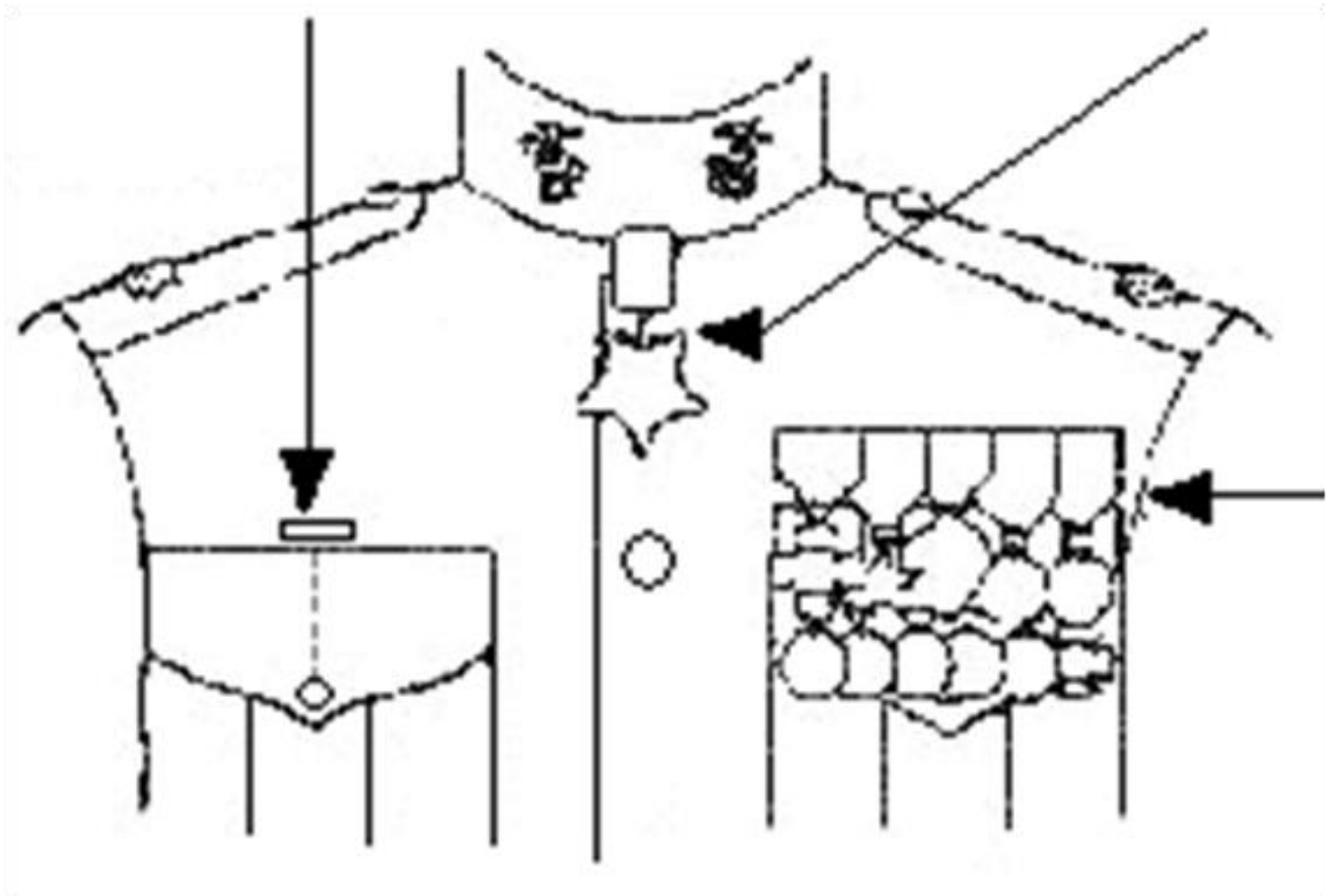
c. Wear of Enlisted Rank Insignia

(1) Utility Uniform and Khaki Shirt - vertically, on each side of the collar with the single point up and the center of the insignia on a line bisecting the angle of the point of the collar. The lower outside edge of the insignia will be equally spaced 1/2 inch from both sides of the collar.



WEARING OF AWARDS BY JROTC CADETS

1. Medals (Men). On the men's blue dress coat, large medals will be worn centered above the left breast pocket with the upper edge of the holding bar on a line midway between the first and second buttons of the coats.

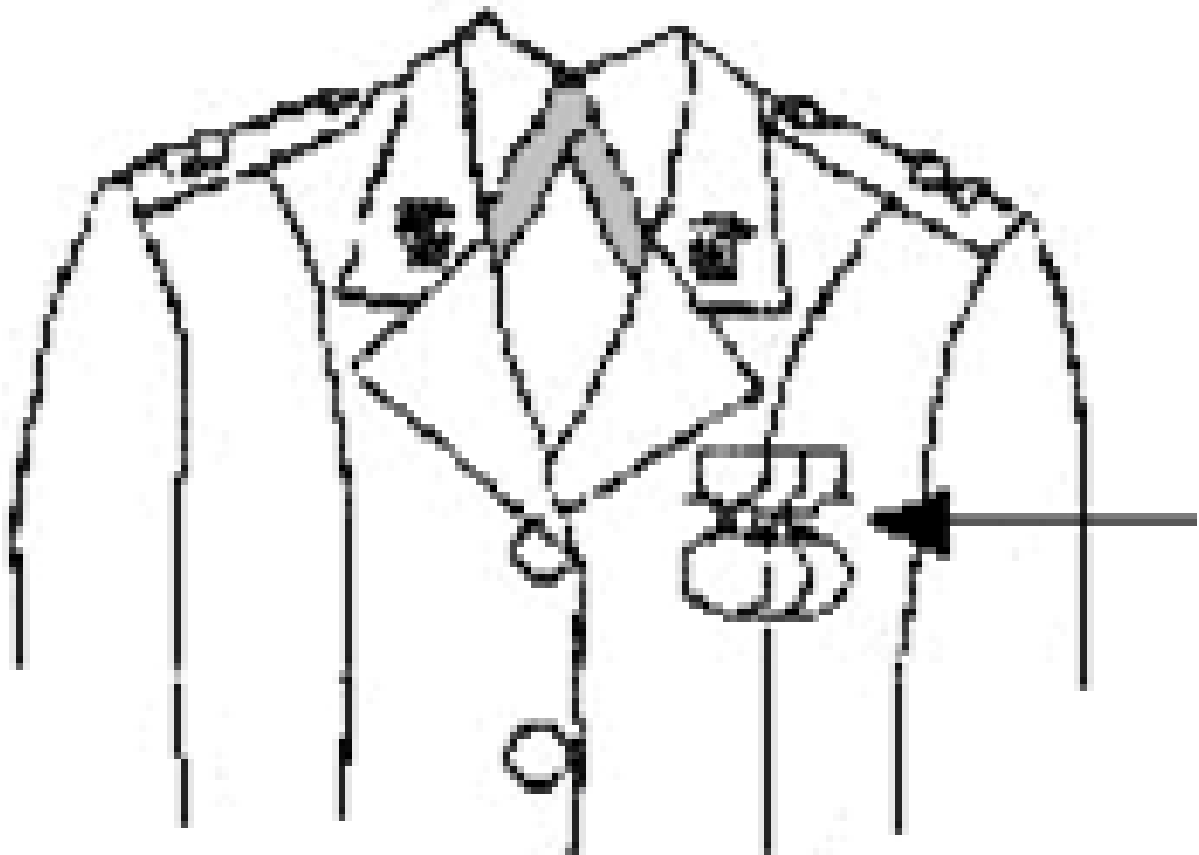


a. For men, the maximum width of the holding bar for large medals will be 5-3/4 inches, and the length of the medals from top of holding bar to bottom of medallions will be 3-1/4 inches. A maximum of four large medals side by side will fit on the maximum width of holding bar; however, a maximum of seven medals will fit on the holding bar if overlapped. The overlapping on each row will be equal (not to exceed 50 percent). The right or inboard medal will show in full.

2. Medals (women). On women's blue dress coats, one row of large medals will be placed centered over the left breast pocket with the top of the holding bar about 1 inch above a horizontal line tangent to the highest part of the pocket.

a. When two or more rows of medals are worn, the top of the holding bars of the bottom row of the medals will be approximately 1/4 to 1 inch above a horizontal line tangent to the highest point of the pocket. On coats without the faux pocket, the top of the bottom row holding bar will be **placed on a horizontal line 1 ½ to 3 ½ inches above the top of the first visible coat button** and centered. The holding bars of the top row of medals will be at least 1/8 of an inch below the collar. If necessary the medals may be shifted from center towards the armhole seam between 1/4 and 1/2 inches so that no more than one-third of any medal is covered by the coat lapel.

b. Women will wear no more than three large medals side by side on a single holding bar not to exceed 4-1/4 inches; however, a maximum of five medals will fit on the holding bar if overlapped.



3. Wearing Ribbon Bars with Large Medals. When large medals are worn, all unit citations and other ribbons with no medal authorized will be worn centered over the right breast pocket, the bottom edge of the lower row 1/8 inch above the top of the pocket. Women will wear these ribbons on the right side of the coat front in about the same vertical position as worn with dress "B" and service "A" uniforms. Ribbon bars are normally worn in rows of three in the order of precedence from the wearer's right to left and from top down. Cadets who have not been awarded large medals, but who are entitled to wear a ribbon(s) for which no medal is authorized will wear such ribbon(s) over the right breast pocket as described above.

a. Cadets will wear all ribbons to which they are entitled on service and dress "B" coats.

b. When the blue dress "C"/"D" or service "B"/"C" uniforms are worn, the wearing of ribbons on khaki shirts is at the individual's option unless the commander prescribes that ribbons be worn.

c. Ribbon bars will be worn on a bar or bars and pinned to the coat or shirt. No portion of the bar or pin will be visible.

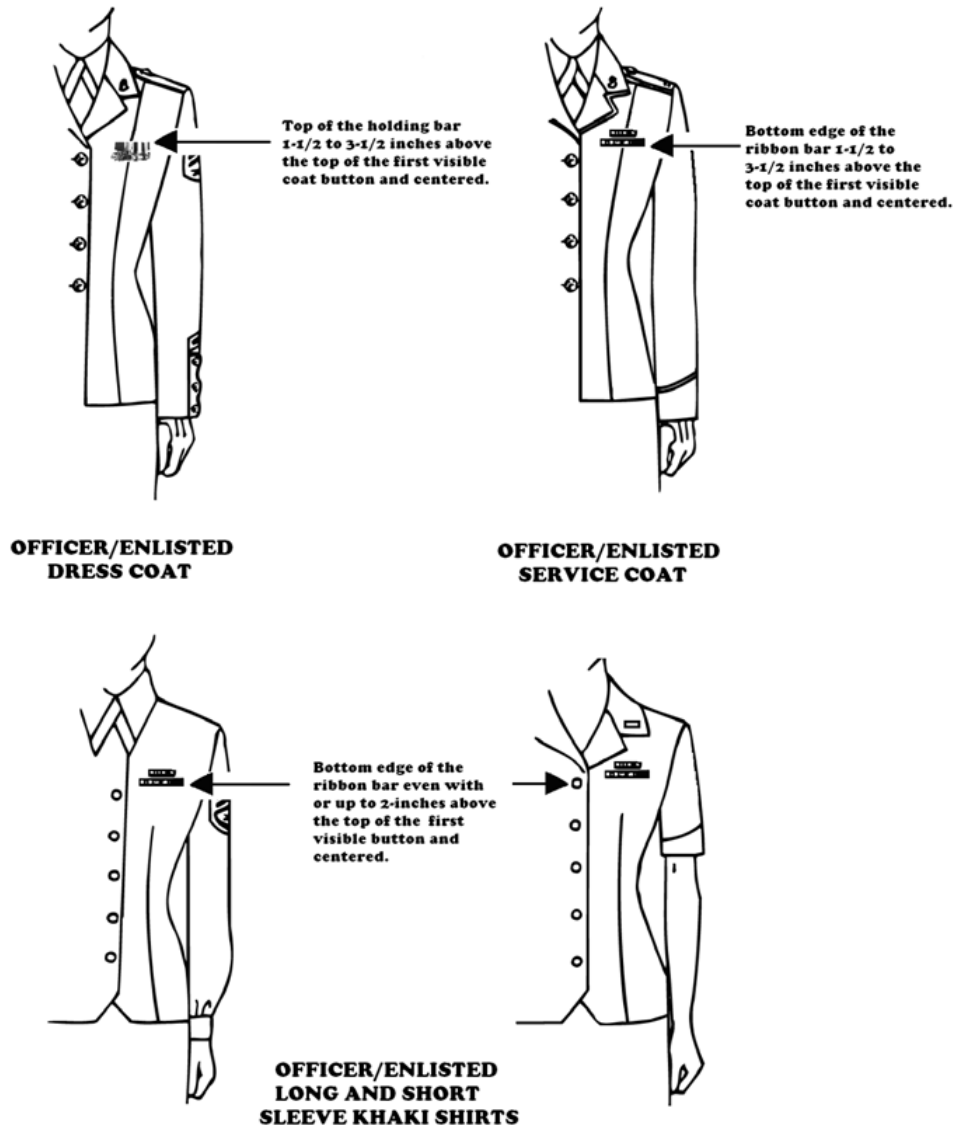
d. Ribbon bars are normally worn in rows of three; however, rows of four may be worn when displaying a large number of awards. Two-ribbon rows may be worn when ribbon bars are worn in successively decreasing rows. Female Cadets may also wear two-ribbon rows when a three-ribbon row would not lay flat or would extend too close to the armhole seam.

e. When more than one row of ribbon bars is worn, all rows except the uppermost will contain the same number of ribbons. If the number of ribbons worn causes the ribbons to be concealed by the service coat lapel/khaki shirt collar (one-third or more of a ribbon concealed), ribbon bars will be placed in successively decreasing rows; e.g., four-ribbon rows, three-ribbon rows, two-ribbon rows, single ribbon. The left (outer) edge of all decreasing rows will be in line vertically; except that when the top row presents an unsatisfactory appearance when so aligned, it will be placed in the position presenting the neatest appearance (usually centered over the row immediately below it).

f. Parallel rows of ribbon bars will either be spaced 1/8 inch apart or placed together without spacing at the individual's option.

g. Ribbon bars will be centered 1/8 inch above and parallel to the top edge of the upper left pocket of Dress "B" coats, service coats, and men's khaki shirts. When marksmanship badges are worn, ribbon bars will be centered over the pocket with the bottom edge of the ribbon bar 1/8 inch above the widest holding bar of the marksmanship badge(s).

h. On women's coats with horizontal pockets, ribbons will be worn as prescribed above. On women's coats with slanted upper pockets, a horizontal line tangent to the highest point of the pocket will be considered the top of the pocket. On women's khaki shirts ribbon bars will be placed even with or up to 2 inches above the top of the first visible button and centered. On coats without the faux pocket, ribbon bars will be placed on a horizontal line with the bottom edge of the ribbon bar $1\frac{1}{2}$ to $3\frac{1}{2}$ inches above the top of the first visible coat button and centered so that they are in about the same position as when worn on the shirt.



4. Placement of Ribbons and Medals. Female Cadets will utilize other female Cadets to assist in adjusting the placement of ribbons if they are wearing their blouse. A piece of masking tape can be applied to the female blouse at the proper measurement as a guide prior to placing the ribbons on the blouse. If female Cadets need assistance from an instructor they will bring the blouse to the instructor on a hanger. At no time will instructors adjust Cadet Ribbons while a Cadet is wearing their uniform. As a general rule, Cadets should seek assistance from Cadets of the same gender.

CHAPTER 6

BATTALION ORGANIZATION

1. The MCJROTC unit at Northridge is organized as a battalion. A battalion is commanded by a Cadet Major through Cadet Colonel, and assisted by a Cadet Sergeant Major as the principal enlisted advisor. Our Battalion at NRHS has two letter companies; "A" Company or "Alpha Company" (Block 1-4), and "B" Company or "Bravo Company" (Block 5-8). These two units are led by Cadet Captains and are assisted by Cadet First Sergeants or Gunnery Sergeants as the principal enlisted advisors. The Battalion Commander has a staff comprised of 3rd year Cadets that assist him/her in managing the day-to-day operations and training of the Battalion. The Battalion also has a Color Guard which represents the Battalion throughout the region by presenting the national and Marine Corps Colors at various events.

2. The Battalion has three competitive teams that further represent our Battalion in competitions against other JROTC program throughout the region. The Drill team performs in military drill competitions, the Rifle Team performs in 3-position air rifle competitions, and the Physical Fitness Team performs in physical fitness competitions.

CHAIN OF COMMAND

1. Every military unit has a structure called a Chain of Command. A chain of command is a system of organization that ensures that every person in an organization or in this case a unit is properly informed of the task at hand. It also ensures that every member of the organization has the ability to communicate with their leaders at every level.

2. The purpose of the chain of command is to decentralize authority and to link the different levels of the command from the President of the United States to the Cadet Team Leaders.

NORTHRIDGE MCJROTC CHAIN OF COMMAND

President of the U.S. (Commander in Chief) _____

Secretary of Defense (SECDEF) _____

Secretary of the Navy (SECNAV) _____

Commandant of the Marine Corps (CMC) _____

Sergeant Major of the Marine Corps _____

Director, Marine Corps JROTC _____

Director, MCJROTC, Region 4, _____

Superintendent of Schools, District-6 _____

Principal, Northridge High School _____

Senior Marine Instructor _____

Marine Instructor _____

Cadet Battalion Commander _____

Cadet Battalion Sergeant Major _____

Company Commander (A or B) _____

Company First Sergeant (A or B) _____

Platoon Commander _____

Platoon Sergeant _____

Squad Leader (1st, 2nd or 3rd) _____

Team Leader _____

LEADERSHIP BILLETS AND DUTIES

BATTALION LEADERSHIP

1. **Battalion Commander (Bn Cmdr)**. The Bn Cmdr is directly responsible to the SMI for the command and control of the Battalion. His/her primary responsibility is to maintain, at the highest possible level, the professional standards of the battalion and the "Esprit de Corps" (morale) of the Cadets. Command is exercised through the Company Commanders and control is exercised through the battalion staff. The Bn Cmdr will meet with the Bn XO, Sergeant Major, the Bn Staff and the Co Cmdrs WEEKLY. The Bn Cmdr will work directly with the Ops O on all training and special events to ensure that the "Commanders Guidance" is understood and carried out. The Bn Cmdr will exercise his/her control of the rest of the staff through the Bn XO. He/she will be available in the JROTC office at a designated time EACH school day to meet with the SMI. *THE BN CMDR IS RESPONSIBLE FOR EVERYTHING THAT HAPPENS OR FAILS TO HAPPEN IN THE UNIT!*

2. **Battalion Executive Officer (Bn XO)**. The Bn XO is the "right hand" of the Bn Cmdr and second in command. As such, he/she is responsible to the Bn Cmdr for the functioning of the Bn Staff. The day-to-day running of the Bn, ensuring that all standing operating procedures (SOP) are being followed and enforced, is the primary duty of the Bn XO. The Bn XO will coordinate through the Operations Officer (S-3) the weekly Bn Cmdr meeting and run said meeting (see Cadet Staff Brief). The Bn XO has many priorities and therefore must utilize ALL members of the staff concurrently in order to maintain high efficiency. The XO will coordinate the efforts of the Cadets assigned to Bn Staff billets in preparation for the annual IG inspection/self-inspection. While the Bn XO supervises the Bn Ops O, the XO should take care not to interfere with the Bn Cmdr and the Ops O in their special one-on-one relationship.

3. **Battalion Sergeant Major (SgtMaj)**. The SgtMaj is the senior Staff NCO in the Bn and, as such, is the representative of the enlisted Cadets of the Bn. He/she is the eyes and ears of the Bn Cmdr and advises the Bn Cmdr on matters of morale, esprit, and welfare of enlisted Cadets. He/she ensures that personnel records are current and accurate, and is responsible to the Bn Cmdr for formations. He/she will maintain personnel rosters of the B, by company and platoons as soon as they are organized. He/she will have one complete and correct copy in his/her possession at all Bn formations. He/she will perform other such duties as the Bn Cmdr may direct.

4. **Color Sergeant**. The Color Sergeant will be responsible to the Bn Sergeant Major for the training and conduct of the Color Guard. He/she will maintain a roster of Color Guard members and will assign individuals to each Color Guard event. He/She will supervise the overall readiness of the Color Guard to include their personal appearance and bearing as well as the care of the National Ensign and Unit Color. He/She will coordinate with the Bn S-3 for scheduling.

COMPANY LEADERSHIP

1. **Company Commander (Co Cmdr)**. The Co Cmdr is responsible for the overall function of the company. He/she will employ the principles and techniques of leadership and will establish and maintain the highest standards of neatness, grooming, military bearing, and observance of military customs and courtesies for him/herself and for members of the Cadet Company. The Co Cmdr will assign missions and tasks for the company personnel. *THE CO CMDR IS RESPONSIBLE FOR EVERYTHING THAT HAPPENS OR FAILS TO HAPPEN IN THE COMPANY!*

2. **Company Executive Officer (XO)**. The Co XO will perform duties as directed by the Co Cmdr and assume command of the company in the absence of the Co Cmdr. The Co XO will coordinate the efforts of Cadets assigned to company staff billets and supervise the learning of the knowledge package and development of military skills of the company personnel in preparation for the Annual Inspection. The Co XO will assist the Co Cmdr in matters concerning operations and training, working closely with the Bn XO and Bn Ops O. He/she will maintain the Unit calendar of events.

3. **Company First Sergeant (1st Sgt)**. The Co 1st Sgt is the senior NCO in the company and, as such, is the representative of the enlisted Cadets of the company. He/she is the eyes and ears of the Co Cmdr and advises the Co Cmdr on matters of morale, esprit, and welfare of enlisted Cadets. He/she ensures that personnel records are current and accurate and is responsible to the Co Cmdr for formations. The Co 1st Sgt will maintain personnel rosters of the company, by platoons, as soon as they are organized. He/she will have one complete and correct copy in his/her possession at all company formations and will ensure that the Bn Sgt Maj has one also. He/she will perform other such duties as the Co Cmdr may direct. He/she will assume command of the company when no company officers are present.

4. **Company Gunnery Sergeant (Co GySgt)**. The Co GySgt will assist the Co Cmdr and conduct drill at the company level. He/she will assist or take charge at all company level working parties and will ensure the fair distribution of work. The Co GySgt will coordinate closely with the Bn Supply Chief to ensure that his/her company is properly supplied. *The Co GySgt will also be responsible for all Co 1stSgt duties/responsibilities in the absence of a Co 1stSgt.*

PLATOON LEADERSHIP

1. **Platoon Commander (Plt Cmdr)**. The Plt Cmdr is the "principal mentor" for the Cadets in his/her platoon and will exercise command over the platoon by planning, organizing, and supervising all platoon activities. He/she will establish the highest standards of academic performance and set the example for neatness, grooming, military bearing, and observance of military customs and courtesies for the members of his/her platoon. *THE PLT CMDR IS RESPONSIBLE FOR EVERYTHING THAT HAPPENS OR FAILS TO HAPPEN IN THE PLATOON!*

2. **Platoon Sergeant (Plt Sgt)**. The Plt Sgt will assist the Plt Cmdr in planning, organizing, directing, and supervising all platoon activities. He/she will assume command of the platoon when the Plt Cmdr is not present. He/she will be responsible to the Plt Cmdr for formations and reports and will assist him/her in administrative duties. The Plt Sgt will obtain a roster of the platoon as soon as it is formed and will have one complete and correct copy in his/her possession at all formations. He/she will function as the communications link between the Plt Cmdr and Squad leaders by ensuring that orders issued are received, understood, supervised, and accomplished. The Plt Sgt will assist Squad Leaders in the performance of their duties by keeping them informed, in a timely manner, of platoon objectives. He/she will evaluate the performance of Squad Leaders through direct observation and will recommend to the Plt Cmdr changes necessary to ensure a smooth functioning Unit. The Plt Sgt will identify Cadets within the platoon that need tutoring or additional military training in any area.

3. **Squad Leader (Sqd Ldr)**. The Sqd Ldr is the senior noncommissioned officer in the squad. He/she will be responsible to the Plt Cmdr for the operation of the squad and will assist the Plt Sgt in his/her administrative duties. He/she will obtain a roster of his/her squad when organized and will have it in his/her possession at all formations. He/she will perform other duties as directed by the Plt Cmdr. The senior Sqd Ldr will assume command of the platoon in the absence of the Plt Cmdr and Plt Sgt.

4. **Fire team Leader (FTL)**. The FTL will be responsible to the Sqd Ldr for the operation, conduct, knowledge, bearing, and appearance of his/her Fire Team and will assist the Sqd Ldr in his/her duties. The senior FTL will assume command of the squad in the absence of the Sqd Ldr.

COMPETITIVE TEAM LEADERSHIP

1. **Drill Team Commander**. The Drill Team Commander will be responsible to the Bn Cmdr for the training and conduct of the Drill Team. He/she will maintain a roster of the team and will supervise the team's readiness and its personal appearance and bearing. The Drill Team Commander will work closely with the Bn S-3 to schedule exhibitions as requested.

2. **Rifle Team Leader**. The Rifle Team Leader is responsible to the Bn Cmdr for the scheduling and conduct of team practices, matches, and the care and cleaning of match rifles. He/she will post match results on the Bn bulletin boards and will provide a copy to the Unit Historian. The Rifle Team Leader will ensure that adequate shooting supplies are available and will coordinate these requirements with the Bn Supply Chief. The Rifle Team Leader will maintain a current roster of all team members.

3. **Physical Fitness Team Leader**. The Physical Fitness Team Leader will evaluate initial Physical Fitness Test scores and form a team to

compete in physical fitness competitions. He/She will train the team in preparation for the National Postal Physical Fitness Test to be conducted in March.

PRIMARY BATTALION STAFF

1. **S-1: Battalion Administration Officer/Historian (AdminO)**. The Bn AdminO will maintain all file and directives for the Bn/Co(s) and ensure that they are in compliance with Marine Corps, District and Unit Orders. Particular attention will be given to personnel records and promotion "Special Orders".

2. **S-2: Battalion Security Officer (SecO)**. The SecO is responsible for security of the Unit area, classrooms, rifle range and armory vault. He/she will supervise the Bn/Co Armory NCO(s) in the function of his/her duties and will ensure all Marine Corps, MCJROTC and Unit Orders are enforced.

a. **Battalion Armory Noncommissioned Officer (Armory NCO)**. The Bn Armory NCO works for the S-2 SecO and will assist the SecO in matters concerning physical security and accountability of ALL rifles and equipment kept in the armory vault. The Armory NCO will be responsible to the Bn Cmdr for maintenance, and cleanliness of rifles and the parts expenditure bin (PEB).

3. **S-3: Battalion Operations Officer (OpsO)**. The OpsO is responsible for the Bn training schedule and coordination of all Bn events. The OpsO is the senior member of the Bn Staff and will fulfill the duties of the Bn XO in the absence of the XO. The OpsO will ensure the training schedule and notification of all events, known as the plan of the day (POD), are posted in the Bn area on a daily basis and will update information on the classroom bulletin boards. All Cadet functions requiring Cadet permission forms, consent forms, transportation, etc. will fall within the scope of the OpsO. He/she will initiate and stimulate Bn competition and school and community projects. Under the supervision of the XO, the OpsO will coordinate the efforts of the Bn Staff in preparation for the Annual Inspection. The OpsO will work more closely with the Bn Cmdr than any other staff member except the Bn XO.

4. **S-4: Battalion Supply Officer (SupO)**. The SupO is responsible for the Unit Supply. He/she will supervise the Bn/Co Supply NCO(s) in the function of his/her duties and will ensure all Marine Corps Orders are enforced. He/she will inspect Supply and make any corrections necessary on a weekly basis.

a. **Battalion Supply Chief (Supply Chief)**. The Bn Supply Chief works for the SupO. He/she will maintain the organization, accountability, distribution, and cleaning of uniforms and supplies. He/she will perform other duties as the Bn Cmdr or SupO may direct. He/She will maintain a supply disposition bin for uniforms that are no longer serviceable.

SPECIAL STAFF OFFICERS

1. Unit Historian. The Bn AdminO will work closely with the Unit Public Affairs NCO (PAO). The Unit history will include photographs, news clippings, tape recordings (if available), and a narrative account of the activities of the Unit. Unit rosters identifying key billet holders should be included. When former Cadets rise to positions of prominence in their communities, it should be noted.

a. Unit historical files will not be retired. Through diligent research and attention to duty, a succession of Unit historians will compile a record of the Unit's heritage, which will be a source of pride and inspiration to all Cadets. The Unit Historian will build a "Unit Historical Binder" which will serve as the primary historical document for the school year.

b. An important ancillary function of the Unit history is its use as a reference for the MCRA Award Nomination. In coordination with the rest of the staff, an accurate, complete unit historical file will eliminate requirements for additional research in the compilation of this lengthy document.

c. The Marine Corps has traditionally maintained a scrupulous historical program to perpetuate the memories of units and actions long past. These memories serve as the foundation of the strong traditions, which have been so valuable in sustaining Marines on the battlefield. The same principle can be applied to the MCJROTC program. By instilling in Cadets the spirit of the lineage and honors of their Unit and emphasizing the need to live up to the unit's traditions, Cadets will learn responsibility to the unit, to their contemporaries, and to the memory of those Cadets who have gone before them. Such a process fosters Esprit de Corps, a sense of purpose, and an understanding of the requirement for the individual to be subordinated to the needs of the organization, the essence of the idea, which has motivated Service men and women since the beginning of time.

2. Battalion Public Affairs NCO (PAO). The PAO will be responsible for reporting on the activities of the Unit in a "Monthly Newsletter." Accordingly, he/she will coordinate closely with the Greeley-Evans School District #6 Communication Director. The PAO will also coordinate closely with the OpsO in keeping the Unit Bulletin Board updated weekly with current Unit activities.

a. The PAO will prepare news releases for publication on the school website and local newspapers. The fact that a school website or local newspaper does not publish a story released by the Unit PAO does not relieve the PAO of the responsibility to continue writing news releases. The PAO will report on all newsworthy events. The SMI may appoint (in writing) assistant PAOs to relieve the primary PAO of the responsibility of being at every event. PAOs will maintain a file of all news releases forwarded to school and local newspapers.

b. Unit PAO(s) will become familiar with the Unit's video and still cameras and utilize them to take photographs for the Unit's historical

program and MCJROTC newsletter.

c. PAO(s) will ensure the Unit's civic action involvement is reported to local media agencies. A copy of news releases, photos, and stories will be forwarded to the Unit Historian for inclusion in the Historical Binder.

3. **Battalion Fiscal Officer (FiscO)**. The FiscO works directly for the Battalion Commander and Instructor Staff to manage Battalion funds raised through fundraising. The FiscO works with the instructor staff to maintain 2-person integrity on cash earned through fundraising and ensure it is properly accounted for and deposited in school accounts. Additionally, the FiscO heads the battalion fundraising efforts by ensuring working parties are scheduled to sell concessions at student sporting events.

CHAPTER 7

JROTC AWARDS

1. **General**. The MCJROTC awards program is designed to recognize outstanding individuals in the fields of academics, military performance, and other commendable achievements. The JROTC Annual Awards Ceremony is held annually on the second Wednesday in May.

LEGION OF VALOR BRONZE CROSS FOR ACHIEVEMENT. For the Legion of Valor Bronze Cross for Achievement, eligible Cadets must:

- a. Have an MCJROTC class standing in the top 25 percent of their class.
- b. Have a school academic class standing in the top 25 percent of their class.
- c. Have demonstrated exemplary military leadership in scholastic activities, student organizations, community activities, and interscholastic athletic participation).
- d. Nominees MUST be enrolled in MCJROTC their senior year in order to be eligible for this award.
- e. Nominated by the SMI/MI and selected by the Regional Director

MCRA OUTSTANDING UNIT AWARD (1st. 2nd. 3rd). Marine Corps Reserve Association (MCRA) has established an annual award to recognize the most outstanding MCJROTC unit in each MCJROTC region. A selection board will be convened by the Regional Director. Cadets who are members of the unit during the award period are authorized to wear the MCRA Outstanding Unit Award Ribbon.

AMERICAN LEGION BRONZE MEDAL FOR SCHOLASTIC EXCELLENCE. For the Scholastic Excellence Award, the Cadet must:

- a. Have an academic average earned on all courses other than MCJROTC in the upper ten percent of the class.
- b. Have grades in all MCJROTC subjects within the top 25 percent of that Unit.
- c. Have demonstrated qualities of leadership.
- d. Have actively participated in related student activities such as student organizations constructive activities, or sports.

The Senior Marine Instructor may select one Cadet for this award. A Cadet will not be precluded from receiving the award for scholastic excellence and the award for military excellence within the same school year, or for more than one school year.

AMERICAN LEGION BRONZE MEDAL FOR MILITARY EXCELLENCE. For the Military Excellence Award, the Cadet must:

- a. Be in the upper 25 percent of the class in academic standing, including all MCJROTC subjects.

- b. Have demonstrated outstanding qualities in military leadership, discipline, character, and citizenship.

The Senior Marine Instructor and the school principal may select one Cadet for this award.

A Cadet will not be precluded from receiving the award for scholastic excellence and the award for military excellence within the same school year.

SONS OF THE AMERICAN REVOLUTION JROTC BRONZE MEDAL. Awarded to a Cadet who has exhibited the highest standards of leadership, soldierly bearing, and excellence.

DAUGHTERS OF THE AMERICAN REVOLUTION (DAR) JROTC BRONZE MEDAL. This award is presented to a graduating Cadet who must:

- a. Be in the upper 25 percent of the graduating class in all subjects, including MCJROTC.
- b. Have demonstrated qualities of dependability, good character, adherence to military discipline, leadership ability, and a fundamental patriotic understanding of the importance of JROTC training.

MILITARY ORDER OF THE WORLD WARS (MOWW) BRONZE MEDAL. This award is presented to an outstanding Cadet. The Cadet must:

- a. Excel in both military and scholastic activities during the year.
- b. Be in good standing in all military and scholastic courses at the time of selection and presentation of the award.
- c. Have indicated, by grades, extracurricular activities, and individual endeavor, a desire to serve the United States.
- d. Have committed to continue in the MCJROTC program for the next school year.

THE MILITARY OFFICERS' ASSOCIATION of AMERICA (MOAA) JROTC MEDAL
Presented to a Cadets for outstanding academic achievement. The Cadet must:

- a. Be in top ten percent of the class.
- b. Have an "A" average in MCJROTC subjects.
- c. Hold an officers billet in the Unit.
- d. Be in the junior year of high school.

VETERANS OF FOREIGN WARS JROTC BRONZE MEDAL. This award is to be presented to Cadets who:

- a. Possess characteristics contributing to leadership both in and out of uniform.
- b. Have a minimum grade of "B" in MCJROTC. Have a "C" in overall school academics.
- c. Are active in at least one other extracurricular activity or club
- d. Was not a former recipient of the award.

e. The Senior Marine Instructor will select one senior, junior, and sophomore Cadet as recipients.

DAEDALIAN JROTC ACHIEVEMENT AWARD. The Order of Daedalian is a fraternity of commissioned military pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by World War I commissioned pilots who sought to perpetuate the spirit of patriotism, love of the country, and those high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in the Junior ROTC Cadets and to interest them in a military career. This award is presented to one junior Cadet who:

- a. Has demonstrated an understanding and appreciation of patriotism, love of country and service to the nation.
- b. Shows a desire and potential to pursue a military career.
- c. Is ranked in the upper 10% of the MCJROTC junior class.
- d. Is ranked the upper 20% of the school's junior class.

WOMEN MARINES ASSOCIATION AWARD FOR OUTSTANDING CADET. Presented annually to the outstanding Cadet in the Unit who:

- a. Is participating in at least the second year of MCJROTC.
- b. Has a satisfactory record of academic accomplishment and citizenship.

The Senior Marine Instructor will select the recipient and provide information of the nominee to the designated point of contact in the WMA.

MILITARY ORDER OF THE PURPLE HEART MEDAL. The Military Order of the Purple Heart National Leadership Award is presented for Exemplary Leadership Demonstrated while enrolled in the Marine Corps JROTC

NAVY LEAGUE OF THE UNITED STATES. Recognized for exemplary leadership and academic achievement.

RESERVE OFFICERS' ASSOCIATION MEDAL. This award is presented to those cadets who hold the rank of an officer and demonstrate the dedication and selfless service that had been the hallmark of Reserve Officers throughout our nation's history.

AMERICAN VETERANS (AMVETS) JROTC MEDAL. Presented to a cadet for diligence in the discharge of duties and the willingness to serve school, community and nation.

NATIONAL SOJOURNERS AWARD. Presented annually to a sophomore or junior Cadet not previously a recipient who:

- a. Is enrolled for the next year.
- b. Is in the top 25 percent.
- c. Has encouraged and demonstrated the ideals of Americanism.

SCOTTISH RITE MASONS AWARD FOR PARTIOTISM MEDAL & CERTIFICATE. This award is presented to those cadets who have demonstrated commitment to the ideals of Americanism and Patriotism, participated in community service activities and are in the top 25% of their JROTC class.

OUTSTANDING CADET AWARD. Presented annually to a Cadet who demonstrates:

- a. Consistent superior performance in all facets of the Leadership Education course.
- b. Academic achievement in the top 25 percent of the class in all academic subjects including MCJROTC.
- c. Exceptional qualities of leadership, discipline, character, military bearing, and military proficiency.

MARINE CORPS LEAGUE DISTINGUISHED CITIZENS BRONZE MEDAL AWARD

Presented annually to one male and one female Cadet who most truly represent a regular Marine on active duty in all combined requirements including: physical conditioning, military bearing, and academic achievement.

STUDENT LEADERSHIP AWARD. Presented to Cadets who hold an elected office in the student body of the school. The lamp of learning device will be used to indicate the civic nature of the award.

OFFICER LEADERSHIP AWARD. Presented annually to that Cadet officer who has demonstrated exceptional leadership qualities, discipline, character, military bearing, and military proficiency. The bronze, silver, and gold Marine Corps emblem devices denote first, second, or third award, respectively.

NONCOMMISSIONED OFFICER LEADERSHIP AWARD. Presented annually to that Cadet noncommissioned officer who has demonstrated exceptional leadership qualities, discipline, character, military bearing, and military proficiency. The bronze, silver, and gold Marine Corps emblem devices denote first, second, or third award, respectively.

CIVIC SERVICE AWARD. This award may be used to recognize outstanding community service or noteworthy Unit participation performed by a Cadet. This award may be presented to more than one Cadet annually. The bronze, silver, and gold lamp of learning devices denote first, second, or third award, respectively.

BEST DRILL CADET AWARD. Presented annually to the Cadet(s) who demonstrate superior performance in comparison with other Cadets in the following categories:

- a. Manual of arms in position
- b. Manual of arms while marching.
- c. Military bearing and appearance.

The bronze, silver, and gold Marine Corps emblem devices denote first, second, or third award, respectively.

DISTINGUISHED SCHOLASTIC ACHIEVEMENT AWARD. Awarded annually to the Cadet(s) who:

a. Have maintained an "A" average in academic subjects to include MCJROTC Leadership Education and/or are be in the top ten percent of the class.

The bronze, silver, and gold lamp of learning devices denote second, third, or fourth awards, respectively.

ARTS AND ACADEMICS AWARD. Presented to any Cadet who participates in interscholastic competition pertaining to academics or the arts. A Cadet can only receive one of these awards per academic year. The bronze, silver, and gold lamp of learning devices denote first, second, or third awards, respectively.

DISTINGUISHED MILITARY TRAINING AWARD. Presented annually to the Cadet(s) who demonstrates MCJROTC curriculum and outstanding proficiency and achievement in all other facets of the MCJROTC program. Cadets must complete all assessments to include rifle qualification and both physical fitness tests to earn this award. The bronze, silver, and gold Marine Corps emblem devices denote first, second, or third awards, respectively.

PHYSICAL ACHIEVEMENT AWARD. Awarded to any Cadet who scores 250 or more points on the National Youth Physical Fitness Program test sponsored by the Marine Corps League. The bronze, silver, and gold Marine Corps emblem devices denote first, second, or third award, respectively.

SUPERIOR MARKSMAN AWARD. Presented annually to Cadets who qualify as a superior marksman, either by:

a. Placing in regional or national rifle matches
b. Or by achieving a score of 270 or better during the MCJROTC Postal Match held in April.

The bronze, silver, and gold Marine Corps emblem devices denote first, second, or third award, respectively.

ATHLETIC PARTICIPATION AWARD. Presented to Cadets who participate in interscholastic athletics for one complete season in a given sport. A Cadet can receive only one of these awards annually. The bronze, silver, and gold Marine Corps emblem devices denote first, second, or third award, respectively.

LONGEVITY/FIDELITY AWARD. Presented to those Cadets who:

a. Have successfully participated in the MCJROTC program for 2 years
b. Have met all the requirements of Leadership Education I (LE I) and Leadership Education II (LE II).

DISTINGUISHED CONDUCT AWARD. Presented annually to Cadets whose conduct and demeanor are worthy of special recognition. Cadet records will be screened in Infinite Campus during April each year. These Cadets shall not have received any adverse conduct reports from any staff or faculty member for the entire year.

BEST DRILL SQUAD AWARD. Presented annually to those cadets comprising the best drill squad. The best drill squad is determined, through competition with other drill squads in the unit, to be superior in the following categories:

- a. Manual of arms in position.
- b. Manual of arms while marching.
- c. Military bearing and appearance.

COLOR GUARD AWARD. Awarded to those Cadets who distinguish themselves as members of the Unit's color guard and have performed in a minimum of five official functions. The bronze, silver, and gold Marine Corps emblem devices denote first, second, or third award, respectively.

DRILL TEAM AWARD. Presented annually to those Cadets who comprise the Unit drill team in drill competition. The bronze, silver, and gold Marine Corps emblem devices denote first, second, or third award, respectively.

RIFLE TEAM AWARD. Presented to those Cadets who distinguish themselves on the Unit's rifle team in competition. The ribbon is worn with a bronze bar device lettered-Rifle Team. The bronze, silver, and gold Marine Corps emblem devices denote first, second, or third award, respectively. Marine Corps JROTC Varsity Letters are awarded to those Cadets who distinguish themselves in interscholastic competition.

BAND/DRUM AND BUGLE CORPS AWARD. Presented to those Cadets who distinguish themselves in the school's band/drum and bugle corps. The ribbon is worn with a bronze bar device lettered "Band." The bronze, silver, and gold Marine Corps emblem devices denote first, second, or third award, respectively

ORIENTEERING TEAM AWARD. Presented to those cadets who distinguish themselves on the unit's orienteering team. Marine Corps JROTC Varsity Letters are awarded to those Cadets who distinguish themselves in interscholastic competition.

RECRUITING AWARD. Presented to the cadets who either bring someone into the program or participate in the annual Middle School recruiting program.

CHAPTER 8

PROMOTION SYSTEM

1. Purpose. Promotions are given to those Cadets who demonstrate outstanding performance and potential for positions of increased responsibility. Promotions recognize the dedication to the ideals of a Unit and the contributions of individual members to the success of that Unit, and enable Cadets to understand that with increased authority comes greater responsibility.

- Cadets must be aware that promotions are not a reward for good attendance or meeting minimum academic standards.
- In order to assure each Cadet equal and impartial consideration for promotion, it is necessary to establish a promotion system.
- Any Cadet NOT selected for promotion will be counseled as to the reasons and will be given an opportunity to improve.

2. Knowledge Requirements. Eligibility for promotion will be based upon a Cadet's leadership and military knowledge appropriate to the next higher grade. Cadets will be responsible for retaining the knowledge required for promotion to previous ranks and will be evaluated using written promotion tests.

3. Meritorious Promotions. In order to recognize those Cadets who have performed above their peers, the SMI/MI will convene a Meritorious Promotion Board, as required, and will consider those cadets who have made high and highest honor rolls for the fall semester. Five factors will determine those cadets for consideration; Attendance, punctuality, conduct based on lack of referrals, academic performance in all subjects, and academic performance in JROTC. **A below average grade (D/F) in any subject will disqualify a Cadet from meritorious promotion consideration.**

4. Promotion Ineligibility. Any violation of the Cadet Honor Code will render a Cadet ineligible for promotion for that term's promotion period. Additionally, any Cadet not passing JROTC with a "C" or better will not be promoted with their peers. Remedial consideration is possible if performance improves.

PROMOTION CHECK LIST

Promotion Board to (Specify Rank) Date: _____ Board Pres: _____								Recorder: _____				
Members of the Board: 1)			2)		3)		4)		5)			
Name / Check List	GPA	Billet	ProMo Test	Uniform	PFT	Attitude	Attendance	Participation	Self-Imp.	Awards	Drill	Total

MCJROTC Promotion Board Rubric

1) Grade Point Average (GPA)

5 = 3.7 – 4.0 (+)
 4 = 3.3 – 3.6
 3 = 2.9 – 3.2
 2 = 2.5 – 2.8
 1 = 2.0 – 2.4

2) Billet (duty assignment)

5 = Assigned to a billet three ranks above actual rank

 4 = Assigned to a billet two ranks above actual rank
 3 = Assigned to a billet one rank above actual rank
 2 = Cadet has a billet
 1 = Good Cadet but no billet available

3) Promotion Test

5 = 95 - 100
 4 = 90 - 94
 3 = 85 - 89
 2 = 80 - 84
 1 = 75 - 79

4) Uniform Inspection average

5 = 98 - 100
 4 = 94 - 97
 3 = 90 - 93
 2 = 86 - 89
 1 = 80 - 85

5) Physical Fitness Test (PFT)

5 = 450 - 500
 4 = 400 - 449
 3 = 350 - 399
 2 = 300 - 349
 1 = 250 - 299

6) Attitude

5 = Maintains a contagious motivated attitude
 4 = Maintains a consistent motivated attitude
 3 = No counseling entries or teacher referrals
 2 = No counseling entries, one teacher referral
 1 = One counseling entry, one teacher referral

7) Attendance

5 = No absences
 4 = No more than 2 absences
 3 = No more than 3 absences
 2 = No more than 4 absences
 1 = No more than 5 absences

8) Participation

5 = Makes all meetings on time and volunteers for all activities
 4 = Missed fewer than 2 meetings and vol. for all activities
 3 = Missed fewer than 3 meetings and vol. for all but 2 activities
 2 = Missed fewer than 3 meetings and vol. for all but 3 activities
 1 = Missed fewer than 3 meetings and vol. for all but 4 activities

9) Self Improvement

5 = Clearly superior in all academic and Cadet endeavors
 4 = Sets an exemplary example and #1 - #3
 3 = Teaches peers and #1 and #2
 2 = Does extra work on military bearing and #1
 1 = Consistently follows Class Leader's guidance

10) Awards

5 = Received individual recognition
 4 = Received all awards appropriate for class year
 3 = Received 3/4 of awards appropriate for class year
 2 = Received 1/2 of awards appropriate for class year
 1 = Received a unit award

11) Drill

5 = Can perform all complicated movements
 4 = Can perform most complicated movements
 3 = Can perform some complicated movements
 2 = Can perform all basic movements but no complicated movements
 1 = Can only perform a few basic movements

COUNSELING FOR NONSELECTION FOR PROMOTION FORM (SAMPLE)

1650

From: Cadet Battalion/Company Commander

To: Cadet _____

Subject: **COUNSELING FOR NONSELECTION FOR PROMOTION**

1. You are notified that you were not selected for promotion to the rank of _____ for the following reasons:

(Signature of Counselor or Platoon Commander/Class Leader)

Cadet Battalion/Company Commander

From: Cadet _____

To: Cadet Battalion/Company Commander

Subject: **ENDORSEMENT; COUNSELING FOR NONSELECTION**

1. I understand why I was not selected for promotion and what I must do to make myself competitive for selection to the next higher rank.

2. Comments (if required or desired).

(Cadet Signature)

PROGRAM ELIGIBILITY

1. Eligibility.

a. In order to participate in MCJROTC, students must:

(1) Be enrolled in and attending a regular course of instruction in a high school where a MCJROTC unit is located. Students may not attend one high school and participate in the MCJROTC program of another high school.

(2) Meet health and physical standards. The Marine Youth Physical Fitness Program as outlined in MCO 6100.11 shall be conducted throughout the school year. Furthermore, a Youth Physical Fitness Test (YPFT) administered twice each school year. Cadets must have current school physical evaluations on file in the school's main office, and preferable a copy maintained in the JROTC office when permissible, certifying that they are physically fit for participation in the program.

(3) Be in a grade above the eighth grade.

(4) Be citizens or nationals of the United States, or aliens lawfully admitted to the United States for permanent residence.

ENROLLMENT IN JROTC

1. The JROTC program seeks to encourage academic success through the development of self-discipline and self-confidence. Cadets must put forth effort to excel in school and develop as both mature and self-reliant adults upon graduation.

2. 1st and 2nd year Cadets who do not maintain at least a 2.0 GPA will be placed on academic probation. Academic probation is meant to serve as a wake-up call to encourage better academic performance. Cadets who fail to achieve a 2.0 GPA at the conclusion of the first semester of their 3rd year will be removed from the program prior to the second semester of their 3rd year.

3. Cadets who require more than 8 credits to graduate at the start of their 4th year will be disenrolled from JROTC so they can place more emphasis on their graduation requirements.

4. Cadets who receive an "F" in JROTC will be immediately counseled by the instructor staff regarding the continued participation in JROTC and will be placed on academic probation. Failure to pass a second semester with a "C" or higher will result in their disenrollment from the program.

5. JROTC is a 4-year program. Cadets who fail to graduate will not be enrolled in JROTC during their 5th year of high school.

DISENROLLMENT POLICY

1. The SMI may disenroll a cadet from the MCJROTC unit for any of the following reasons:

- a. Failure to maintain standards of enrollment.
- b. Lack of aptitude, indifference to training, disciplinary infractions, or undesirable traits of character.
- c. Disenrollment from school.
- d. Request of the individual cadet.
- e. If, in the opinion of the SMI, the cadet would suffer undue hardship by remaining in the unit for any reason, then disenrollment is authorized.
- f. Found guilty of a misdemeanor or felony.

CHAPTER 9

MARKSMANSHIP QUALIFICATION

1. Marksmanship Qualification. JROTC cadets who participate in rifle marksmanship instruction are eligible to earn qualification badges beginning in their sophomore year. Freshman will receive training and conduct familiarization firing only.

a. The badges designate three qualification levels; Marksman, Sharpshooter and Expert. The Expert badge is the highest ranking and most difficult to earn. The badges signify that the cadets who earn them have demonstrated the knowledge and skill to handle rifles safely and have mastered basic rifle marksmanship skills to achieve required scores in qualification firing tests. JROTC cadets are authorized to wear marksmanship qualification badges on their uniforms.

2. Qualification Course Standards. The following standards apply to the conduct of unit qualification firing:

a. Rifles. All qualification will be with the Challenger or Sporter Air Rifle.

b. Distance. Air rifle qualification firing must be done at a distance of 10 meters (33 feet).

c. Targets. Air rifle qualification firing will be done on the AR 5/10.

d. Clothing and Equipment. During qualification firing, a sling may be used in the prone and kneeling positions, a glove may be worn on the support hand in any position and a kneeling roll may be used in the kneeling position.

3. Integration with JROTC Marksmanship Curriculum. Cadets must receive marksmanship instruction before they conduct qualification and familiarization firing. These marksmanship qualification standards and procedures are designed for qualification firing to be done in conjunction with the teaching in the MARINE CORPS JROTC Leadership Education curriculum. Qualification firing may be done in stages:

a. Instruction in gun safety, the operation of the rifle, the standing position, the technique of firing a shot, sight adjustments and scoring, must be completed before any firing is conducted in any firing position.

b. After position-firing lessons are completed, qualification firing in the standing and prone positions may be conducted. To qualify for the Marksman and Sharpshooter badges, qualification firing must be done in those two positions, standing and prone.

c. After qualification firing in the standing and prone positions is

completed, the kneeling position may be taught and fired for qualification. To qualify for the Expert badge, qualification firing must be done in all three positions, prone, standing and kneeling.

4. Qualification Scores. To receive a qualification badge, cadets must attain the following scores in qualification firing that is supervised by a unit instructor.

Qualification	Firing Positions	Score
Marksman	10 shots standing	110-129
Sharpshooter	10 shots prone	130-219
Expert	10 shots standing 10 shots prone 10 shots kneeling	220-300

5. Qualification Firing Procedures. The unit instructor will designate the times when cadets may do qualification firing. Cadets may be given multiple opportunities to fire qualifying scores.

a. To earn the Marksman and/or Sharpshooter badge, a cadet will be credited with the total of the best 10-shot standing and the best 10-shot prone position scores fired during qualification firing periods designated by the instructor. The standing and prone scores count for the Marksman or Sharpshooter badges do not have to be fired at the same time or on the same day.

b. To earn the Expert badge, a cadet must fire a 30-shot three-position score (10-shots prone, 10-shots standing and 10-shots kneeling, all fired at the same time) with the following sequence and time limits:

Stage Time	Limit
Preparation Period	5 minutes
Prone position	10 minutes
Changeover to standing	5 minutes
Standing position	15 minutes
Changeover to kneeling	5 minutes
Kneeling position	10 minutes

6. Practice or sighting shots may be fired in each position before record shots are fired, but any sighting shots and the 10 record shots must be fired within the time limit for that position.

PHYSICAL TRAINING

1. A physical fitness test will be administered twice annually and is one of the requirements for promotion in rank. While it is the cadets' primary responsibility to be able to pass the Youth Physical Fitness Test (YPFT), every effort will be made to properly prepare cadets to obtain a minimum passing score before the official test is conducted.

2. Events.

- Crunches
- Push-ups
- Pull-ups
- 1-mile run

3. Preparation. For best results, it is recommended that Cadets begin increasing intake of water two-days prior to the test. Cadets must also ensure that they eat dinner the night before and breakfast the morning of the test.

Awards: All cadets scoring more than 250 points will be awarded the Physical Fitness Achievement Ribbon.












CHAPTER 10

MARINE CORPS ENLISTED RANK STRUCTURE

ENLISTED

<u>PAY</u>	<u>RANK</u>	<u>DESCRIPTION</u>
E-1	Private (Pvt)	(No Insignia)
E-2	Private First Class (PFC)	One Stripe
E-3	Lance Corporal (L/Cpl)	One Stripe & Crossed Rifles
E-4	Corporal (Cpl)	Two Stripes & Crossed Rifles
E-5	Sergeant (Sgt)	Three Stripes & Crossed Rifles
E-6	Staff Sergeant (SSgt)	Three Stripes, One Rocker, & Crossed Rifles
E-7	Gunnery Sergeant (GySgt)	Three Stripes, Two Rockers, & Crossed Rifles
E-8	Master Sergeant (MSgt)	Three Stripes, Three Rockers, & Crossed Rifles
E-8	First Sergeant (1 st Sgt)	Three Stripes, Three Rockers, & a Diamond
E-9	Master Gunnery Sergeant (MGySgt)	Three Stripes, Four Rockers, & a Bursting Bomb
E-9	Sergeant Major (SgtMaj)	Three Stripes, Four Rockers, & a Star
E-9 **	Sergeant Major of the MC (SgtMaj MC)	Three Stripes, Four Rockers, & The Marine Corps Emblem with a small Star on each side

MARINE CORPS ENLISTED RANK STRUCTURE GRAPHIC

E-1	E-2	E-3	E-4	E-5
PRIVATE NO INSIGNIA	PRIVATE FIRST CLASS 	Lance Corporal 	Corporal 	Sergeant 
E-6	E-7	E-8	E-9	E9
STAFF SERGEANT 	GUNNERY SERGEANT 	FIRST SERGEANT  MASTER SERGEANT 	SERGEANT MAJOR  MASTER GUNNERY SERGEANT 	SERGEANT MAJOR OF THE MARINE CORPS 

MARINE CORPS WARRANT & COMMISSIONED OFFICERS RANK STRUCTURE






WARRANT OFFICER

<u>PAY</u>	<u>RANK</u>	<u>DESCRIPTION</u>
WO-1	Warrant Officer-1	Gold Bar with Two Fields of Scarlet
CWO-2	Warrant Officer-2	Gold Bar with Three Fields of Scarlet Gold
CWO-3	Warrant Officer-3	Silver Bar with Two Fields of Scarlet
CWO-4	Warrant Officer-4	Silver Bar Three Fields of Scarlet
CWO-5	Warrant Officer-5	Silver Bar with one Long Scarlet Stripe

COMMISSIONED OFFICER

<u>PAY</u>	<u>RANK</u>	<u>DESCRIPTION</u>
O-1	Second Lieutenant (2 nd Lt)	One Gold Bar
O-2	First Lieutenant (1 st Lt)	One Silver Bar
O-3	Captain (Capt)	Two Silver Bars (Railroad Tracks)
O-4	Major (Maj)	Gold Oak Leaf
O-5	Lieutenant Colonel (LtCol)	Silver Oak Leaf
O-6	Colonel (Col)	Silver Eagle
O-7	Brigadier General (BGen)	One Silver Star
O-8	Major General (Maj Gen)	Two Silver Stars
O-9	Lieutenant General (Lt Gen)	Three Silver Stars
O-10	General (Gen)	Four Silver Stars

MARINE CORPS WARRANT OFFICER RANK STRUCTURE GRAPHIC

W-1	W-2	W-3	W-4	W-5
WARRANT OFFICER 1  (GOLD BAR)	CHIEF WARRANT OFFICER 2  (GOLD BAR)	CHIEF WARRANT OFFICER 3  (SILVER BAR)	CHIEF WARRANT OFFICER 4  (SILVER BAR)	CHIEF WARRANT OFFICER 5  (SILVER BAR)

MARINE CORPS COMMISSIONED OFFICER RANK STRUCTURE GRAPHIC

O-1	O-2	O-3	O-4	O-5
SECOND LIEUTENANT  (GOLD BAR)	FIRST LIEUTENANT  (SILVER BAR)	CAPTAIN 	MAJOR  (GOLD OAK LEAF)	LIEUTENANT COLONEL  (SILVER OAK LEAF)
O-6	O-7	O-8	O-9	O-10
COLONEL 	BRIGADIER GENERAL 	MAJOR GENERAL 	LIEUTENANT GENERAL 	GENERAL 

MCJROTC CADET RANK STRUCTURE









ENLISTED CADET

<u>RANK</u>	<u>DESCRIPTION</u>
Cadet Private (Pvt)	No Insignia
Cadet Private First Class (PFC)	Lamp of Learning
Cadet Lance Corporal (L/Cpl)	One Stripe w/ a Lamp of Learning
Cadet Corporal (Cpl)	Two Stripes w/ a Lamp of Learning
Cadet Sergeant (Sgt)	Three Stripes w/ a Lamp of Learning
Cadet Staff Sergeant (SSgt)	Three Stripes, One Rocker, & a Lamp of Learning
Cadet Gunnery Sergeant (GySgt)	Three Stripes, Two Rockers, & a Lamp of Learning
Cadet First Sergeant (1 ST Sgt)	Three Stripes, Three Rockers, & a Lamp of Learning
Cadet Sergeant Major (SgtMaj)	Three Stripes, Four Rockers, & a Lamp of Learning

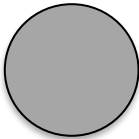
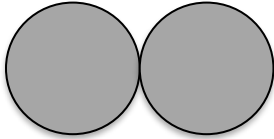
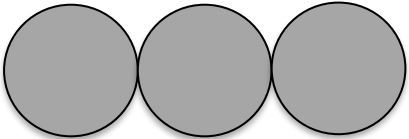
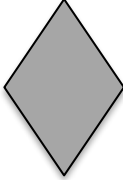
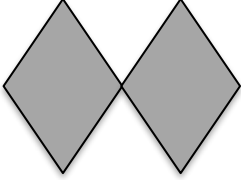
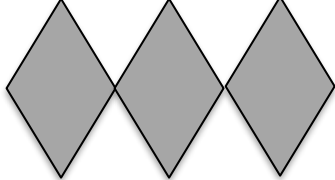
CADET OFFICER

<u>RANK</u>	<u>DESCRIPTION</u>
Cadet Second Lieutenant (2 nd Lt)	One Silver Disc
Cadet First Lieutenant (1 st Lt)	Two Silver Discs
Cadet Captain (Capt)	Three Silver Discs
Cadet Major (Maj)	One Silver Lozenge
Cadet Lieutenant Colonel (LtCol)	Two Silver Lozenges
Cadet Colonel (Col)	Three Silver Lozenges

MCJROTC CADET ENLISTED RANK STRUCTURE GRAPHIC

CADET PRIVATE FIRST CLASS	CADET LANCE CORPORAL	CADET CORPORAL	CADET SERGEANT
			
CADET STAFF SERGEANT	CADET GUNNERY SERGEANT	CADET FIRST SERGEANT	CADET SERGEANT MAJOR
			

MCJROTC CADET OFFICER RANK STRUCTURE GRAPHIC

SECOND LIEUTENANT	FIRST LIEUTENANT	CAPTAIN
		
MAJOR	LIEUTENANT COLONEL	COLONEL
		

INSPECTION KNOWLEDGE

1. **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.

- a. **Purpose** gives others a reason for why they should do something.
- b. **Direction** gives others the "knowledge" to complete the task.
- c. **Motivation** gives others the will to do what they are capable of doing.

2. **Leadership Primary and Secondary Objectives**

- a. **Primary**- Accomplish the mission
- b. **Secondary**- Troop welfare

3. **Core Values**

- a. **Honor** is the quality that guides Marines to exemplify ethical and moral behavior.
- b. **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.
- c. **Commitment** means the dedication to carry out all unit tasks and to serve the values of the country, the MCJROTC, and the unit.

4. **Leadership Traits** - (JJ DID TIE BUCKLE)

- J** - **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.
- J** - **Justice** is being fair and even in your decisions, and impartiality should be your watchword.
- D** - **Dependability** is being known to perform duties in a proper manner.
- I** - **Initiative** is the ability, or presence of mind, to take action in the absence of any clearly defined orders.
- D** - **Decisiveness** is that quality that allows an individual to take swift and firm action.
- T** - **Tact** is the ability to deal with others without creating offense.

- I** - **Integrity** is being honest and upright, truthful in actions and words.
- E** - **Enthusiasm** is showing interest and exuberance in the performance of duties.
- B** - **Bearing** is creating a favorable impression by your appearance. You should carry yourself well, and always act in a manner becoming to an officer.
- U** - **Unselfishness** is putting the comfort and advancement of others ahead of your own.
- C** - **Courage** is that mental quality that allows you to face fear and to overcome it, physical or moral.
- K** - **Knowledge** is technical and tactical knowledge that will help accomplish tasks.
- L** - **Loyalty** is the quality of faithfulness to country, organizations, seniors, subordinates and peers.
- E** - **Endurance** is the ability to deal with hardships, both physical and mental.

5. **Leadership Principles**

- a. **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
- b. **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
- c. **Leadership Principles You Apply to Group Functions**
- Employ your command in accordance with its capabilities
 - Insure the task is understood, supervised, and accomplished

6. **Lamp of Learning**: Device used in the cadet enlisted rank insignia that signifies intensive study, a source of intellect, and moral and spiritual illumination.



7. **Components of the Marine Emblem**
 - a. Eagle: Symbol of our Nation
 - b. Globe: Worldwide Service
 - c. Anchor: Naval Traditions / Ties
8. **Marine Corps Birthday** - November 10, 1775
9. **Birthplace of the Marine Corps** - Tun Tavern in Philadelphia, Pennsylvania.
10. **First Commandant of the Marine Corps** - Samuel Nicholas was the first officer commissioned in the Marine Corps and is therefore given credit for being the first commandant; however, the first official commandant, appointed by President John Adams was William Ward Burrows.
11. **Name of the Marine Officer sword** - The Mameluke Sword which was presented to Lt. Presley O'Bannon in 1805 during the Barbary Wars.
12. **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.
13. **"Grand Old Man of the Marine Corps"** - Archibald Henderson who served the longest term as Commandant (1820 - 1859).
14. **First Marine Amphibious landing** - Capt Nicholas led the first landing party in 1776 at New Providence Island in the Bahamas.
15. **First Marine Aviator (aka. Father of Marine Corps Aviation)** - Lt Alfred E. Cunningham
16. **First Female Marine** - Opha Mae Johnson enlisted in 1918.
17. **First Marine Recruiter** - Capt Robert Mullen
18. **First Marine to receive the Medal of Honor** - Cpl John Mackie
19. **13th Commandant of the Marine Corps** - General John A. Lejeune
20. **Oldest Post in the Marine Corps** - 8th & I
21. **Origin of the term "Devil Dogs"** - Belleau Wood was a World War I battle (1-26 Jun 1917) where Americans 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 "Teufel hunden" or "Devil Dogs." Teufel hunden were the vicious, wild, and ferocious mountain dogs of Bavarian folklore.

22. Origin of the term "Leatherneck" - The nickname "Leatherneck" originated from the wide and stiff leather neck-piece that was part of the Marine Corps uniform from 1798 until 1872. This leather collar, called the *stock*, was roughly three inches high and had two purposes. In combat, it protected the neck and jugular vein from being cut by the blades of enemy swords. On parade, it kept a Marine's head erect.

23. Origin of the Marine Blood stripe - During the Mexican-American War, the Marines attacked the hill of Fort 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. Since Marine officers and NCOs sustained an unusually high casualty rate during the 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.

24. Origin of the Quatrefoil on Marine Officer Barracks cover - *Quatrefoil* refers to a four-pointed decoration on the top of a warrant or commissioned Marine officer's dress and service cover. The design was first used with Marine officers on sailing ships so that Marine sharpshooters in the rigging did not shoot their own officers on the deck during close-quarters gun battles (as when crews of opposing ships attempted to board each other's ship). An official part of U.S. Marine Corps officer uniforms since 1859, the quatrefoil was initially crossed pieces of rope sewn into officers' caps before becoming officially mandated as a uniform item.

25. Origin of the Marine Corps' Fourragère - The 5th Marine Regiment and the 6th Marine Regiment of the United States Marine Corps were awarded the fourragère for having earned the Croix de Guerre with palm leaf three times during World War I. Marines originally earned this award as an individual decoration through their heroism, bloodshed, and ultimate sacrifice on the fields of Belleau Wood, Soissons, and Champagne. 5th & 6th Marine Regiments are the only two units still authorized to wear the fourragère.

26. Name of the Marine Corps Band - "The President's Own"

27. **Marine Corps' Motto** - "Semper Fidelis" (Latin for "Always Faithful")
28. **Marine Corps Colors** - Scarlet and Gold
29. **Marine Corps Mascot** - The English Bulldog. Current mascot is named Private First Class Chesty XIV.
30. **Most Decorated Marine in history** - Lieutenant General Lewis B. "Chesty" Puller. Earned (5) Navy Cross Medals
31. **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.
32. **USMC Uniform Types** - 4 types of uniforms are Dress, Service, Utility and Physical Training.
33. **Know your cadet uniform regulations** (Wearing of cover, placement of rank, placement of ribbons, military alignment, length of belt, length of trousers/skirt, lacing of boots/shoes)
34. **Know the MCJROTC grooming standards** (Male: haircut, mustache, fingernails; Female: hair styles, make-up, lipstick, nail polish and length)
35. **The Role of the Noncommissioned Officer (LE II-IV)**
- a. Five Purposes of the NCO
 1. Decentralize Authority
 2. Provide Links between commanders and enlisted
 3. Provide a senior enlisted advisor for the commander
 4. Afford avenues for advancement
 5. Recognize and reward outstanding skills
36. **The Role of the Officer (LE II-IV)**
- a. Always a leader
 - b. Perform as the decision-maker
 - c. Responsible for the actions of subordinates
37. **Authority, Responsibility, Accountability (LE II-IV)**
- a. Authority- The legitimate power of a leader to direct individuals to take action with the scope of the leader's position.

- b. Responsibility- The obligation to act or to do a task that has been assigned. Cannot be delegated.
- c. Accountability- The very cornerstone of leadership. Leaders must answer for their actions and accept the consequences.

38. General Orders (LE II-IV)

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 allow no one to pass without proper authority.

39. Drill

- A. **Types of commands:**
 - 1) Preparatory Command - Indicates which movement is about to be executed.
 - 2) Command of execution - Causes the desired movement to be executed.
- B. **Alignment** - A straight line on which several elements are formed.
- C. **Cadence** - The uniform step and rhythm in marching.
- D. **Cover** - To align oneself behind the person to their immediate front.
- E. **Distance** - The space between elements in depth; measured from back to chest. Normal distance is 40 inches.
- F. **Guide** - An individual upon whom a formation regulates its cadence and direction of march.
- G. **Interval** - Space laterally between elements of the same line.
 - 1) Normal interval is one arm's length measured from shoulder to shoulder. Approximately 30 inches.
 - 2) Close interval is approximately 4 inches between shoulders.
- H. **Line** - A formation in which the elements are side by side.
- I. **Dress** - Alignment to the right or left as directed.

J. **Pace** - A step of 30 inches, the length of a full step in marching at quick time.

K. **Length**

- 1) **Quick time** - 30 inches measured from heel to heel.
- 2) **Half step** - 15 inches measured from heel to heel.
- 3) **Back step** - 15 inches measured from heel to heel.
- 4) **Right/Left Step** - 12 inches measured from inside heel to inside heel.

L. **Rank** - A line of individuals placed side by side.

M. **File** - A single column of individuals placed one behind the other.

N. **Time**

- 1) **Quick time** - 120 steps per minute (normal marching cadence)
- 2) **Double time** - 180 steps per minute
- 3) **Slow time** - 60 steps per minute

O. **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.

40. Famous Wars/Battles/Operations

Revolutionary War	(1775-1783) Declaration of Independence in 1776
Barbary Wars	(1801-1815) Tripoli
War of 1812	(1812)
Mexican-American War	(1848) Veracruz/Mexico City (Montezuma/ Chapultepec)
Spanish-American War	(1898)
Banana Wars	(1900-1934) Boxer Rebellion, Philippine Insurrection, Panama, Nicaragua, Dominican Republic, Cuba, Haiti, Mexico
World War I	(1914-1918) Belleau Wood in France
World War II	(1941-1945) Guadalcanal, Tarawa, Iwo Jima, Okinawa
Korean War	(1950-1953) Pusan, Inchon, Chosin Reservoir
Vietnam	(1965-1973) Chu Lai, Khe Sahn, Tet Offensive, Hue
Beirut	(1982-1984)
Grenada	(1983)
Panama	(1989)
Kuwait	(1991)
Somalia	(1993-1995)
Haiti	(1994)
9-11 / WTC Bombings	(2001)
Afghanistan	(2001-2021)
Iraq	(2003-2011)

41. Glossary of Terms

Aye Aye	Official acknowledgment of an order
Barracks	A building where Marines live
Blouse	Coat
Bulkhead	Wall
Bunk or Rack	Bed
CMC	Commandant of the Marine Corps
CO	Commanding Officer
Colors	The National flag
Cover	Hat
Deck	Floor
Drill	March
Field Day	Clean up the area
Gangway	Move out of the way
Gear locker	Storage room for cleaning purposes
Gee Dunk	Candy, sweets, etc.
Gung Ho	Motivated
Hatch	Door or doorway
Head	Bathroom
NCO	Noncommissioned Officer
NCOIC	Noncommissioned Officer in Charge
OIC	Officer in charge
Overhead	Ceiling
Passageway	Corridor or hallway
PFT	Physical Fitness Test
Reveille	Time to get up
Scuttlebutt	Drinking fountain or unconfirmed rumor
Seabag	Bag used to stow personal gear
Secure	Stop work, put away, lock up
Square away	Straighten up
Swab	Mop
Topside	Upstairs
Trousers	Pants

42. Military Time

Military time is a more efficient and simplified method of giving time than what we were taught as children.

Military time is a 4-number time (without a colon) divided into two digraphs. The first two numbers indicate the hour and the second two numbers indicate the minutes past the hour.

HOURS: Starting at midnight (0000), each hour is indicated in two numbers. For instance, 9:00am would be 0900. Starting at 1:00pm, continue the one-up number system for each hour. 1:00pm now becomes 1300, 2:00pm becomes 1400, and so on until midnight.

MINUTES: The sixty minutes in an hour are indicated by the last two numbers in the military time system. For example, 9:20am is now 0920.

Military Time Conversion Chart							
12:00 am	0000		9:00 am	0900		6:00 pm	1800
1:00 am	0100		10:00 am	1000		7:00 pm	1900
2:00 am	0200		11:00 am	1100		8:00 pm	2000
3:00 am	0300		12:00 pm	1200		9:00 pm	2100
4:00 am	0400		1:00 pm	1300		10:00 pm	2200
5:00 am	0500		2:00 pm	1400		11:00 pm	2300
6:00 am	0600		3:00 pm	1500		12:00 pm	0000
7:00 am	0700		4:00 pm	1600			
8:00 am	0800		5:00 pm	1700			

43. Phonetic Alphabet

The phonetic alphabet is a set of code words assigned to the letters of the English alphabet so that critical combinations of letters can be pronounced and understood.

A	Alpha		J	Juliet		S	Sierra
B	Bravo		K	Kilo		T	Tango
C	Charlie		L	Lima		U	Uniform
D	Delta		M	Mike		V	Victor
E	Echo		N	November		W	Whiskey
F	Foxtrot		O	Oscar		X	X-ray
G	Golf		P	Papa		Y	Yankee
H	Hotel		Q	Quebec		Z	Zulu
I	India		R	Romeo			