UNITED STATES MARINE CORPS
JUNIOR RESERVE OFFICERS TRAINING CORPS
NORTHEAST MAGNET HIGH SCHOOL
5550 N. LYCEE
BEL AIRE, KANSAS 67226-8700

IN REPLY REFER TO

From: Senior Marine Instructor
To: Northeast Magnet High School (NEMHS) Marine Corps Junior Reserve Officers' Training Corps (MCJROTC)

Subj: THE NEMHS MCJROTC CADET HANDBOOK 2026-2027 EDITION

1. I would like to take this opportunity to welcome our new Cadets to the NEMHS MCJROTC and welcome back our returning Cadets. I think you will find that this unit is a tight 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 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 NEMHS in 2000 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*.

D. M. Steffen
LtCol, USMC (Ret)
Senior Marine Instructor

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IMPORTANT DATES

Fall Semester 2026

MCJROTC Parents Meeting Aug 19th @ 5:00pm
Northeast Magnet Open House Aug 19th @ 6:00pm
Marine Corps Birthday Nov 6th @ 6:00pm

CLASS SCHEDULE

Monday- Classroom Learning
Tuesday- Classroom Learning
Wednesday- Inspection
Thursday- Classroom Learning
Friday- Physical Training

MCJROTC TEAM PRACTICE SCHEDULE

Raider Team Season- Year Round

- **Practice @ NEM until 4pm**

Drill Team Season- September-November

- **Practice Wednesday / Thursday@ NEM until 4pm**
- **Practices in Main and Auxiliary Gym**

Air Rifle Season- Year Round

- **Practice @ NEM @ As determined by team coach**

Robotics – Year Round

- **Practice @ NEM @ As determined by team coach**

CHAPTER 1

WHY IS THERE A MCJROTC?

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 with positive experiences that cannot be matched by 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 is 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.

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 MCJROTC 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 MCJROTC

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.

MCJROTC INSTRUCTIONAL PURPOSE

The Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) program is hereafter referred to as simply the MCJROTC program.

The MCJROTC program is a cooperative effort on the part of the Marine Corps, Wichita Unified School District 259 and Northeast Magnet 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 MCJROTC 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 a more constructive and disciplined learning environment in each school. 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."*

MCJROTC 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.

MCJROTC COURSE SUMMARY

1. The MCJROTC 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. *JROTC is a year-long commitment.* Students must complete the entire year long course to receive JROTC certification and graduation credit.

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

Category 1: Leadership

Category 2: Citizenship

Category 3: Personal Growth and Responsibility

Category 4: Public Service and Career Exploration

Category 5: General Military Subjects

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. 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 continue to be challenged academically with requirements for research projects and independent studies, and progress reports.

MCJROTC GRADING SYSTEM

The MCJROTC grading system is in accordance with NEMHS and USD259 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.

Cadets of MCJROTC will be graded in multiple areas of the program. The academic curriculum portion of the program will be graded very much like other traditional high school classes. However, as part of their overall MCJROTC grade, cadets will be observed, evaluated, and graded on their leadership performance. Leadership performance will encompass carrying out one's duties. Cadets will also be graded on participation in citizenship activities and other MCJROTC activities.

Grading Categories: Student grades are based on performance averages in two areas: Academics and Test.

(1) Academics grade is 40% of the grades received during in class assignments, quizzes, oral presentations, and projects. (Finals will be worth no more than 15% of the overall grade.)

(2) Military Proficiency grade is 60% of students' performance during uniform inspections, physical training, and physical fitness test.

Grade Scale:

A 90-100

B 80-89

C 70-79
D 60-69
F 59 and below

Late Work Policy: Students are expected to complete classroom and homework assignments on a regular basis and deliver the work to the teacher on time. Class work and homework are valuable teaching and learning strategies and should be graded, and feedback should be provided to the student. Any assignment that is given two or more school days to complete that is not presented to the teacher on time will result in a 10% reduction in grade each school day it is late. After five school days late, the assignment will be worth 50% of its original value. Late work should not be confused with make-up work.

Make-up Policy: It is the responsibility of the pupil to make up assignments. Students will be given the same number of days they were absent plus one additional day for make-up work to be completed at full credit. Work or assignments turned in after the allotted time will be reduced credit as determined by the instructor.

Final Exams: All students are required to take finals and will be in attendance in all their classes for the full period. Any exception must be in writing and approved by the administration prior to the scheduled finals. Definition of a final examination: an activity, which constitutes a synthesis of the semester's work. Parents and students should arrange dentist, doctor and other appointments so they do not interfere with final exams.

NEM requires teachers to administer final exams in all courses. Finals may account for as much as 15% of a cadet's grade in MCJROTC. Failure to take a final or pass a final may cause the cadet to fail a course. Final exams will be scheduled for the end of the semester.

CHAPTER 2

CADET CONDUCT

1. **General**. A continuously 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.

3. Public Displays of Affection (PDA): Cadets will not display any gestures of affection in school or on school grounds. This holds especially true when in uniform and pertains to kissing, embracing, holding hands, or other forms of intimate behavior. Affection between two people should be a private matter, and as such any displays of affection should be done in private. Cadets who think they are showing off their maturity by kissing and hugging in public are only displaying a lack of maturity and risking a lower MCJROTC leadership grade for their conduct.

4. **Fraternization.** Is the term used to describe improper personal and business relationships among Cadets of different ranks or positions.

a. When contact and relationships exceed standards and become those of "buddies" or peers, then fraternization exists. Improper relationships among cadets compromise the chain of command, gives the appearance of partiality (when dealing with the subject of fraternization, perceptions are as deadly as reality.), and has a potential to undermine good order, discipline, morale, and authority.

b. Social or business relationship between cadets of different grades in violation of custom of the naval service impacts adversely on good order and discipline or degrades, or at least threatens to degrade, the character or status of the position that a Cadet holds.

c. There are consequences of fraternization. There may be loss of respect by junior grades; thus, making the leader ineffective. Even when unintentional, using poor judgment compromises a leader's integrity.

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 is not permitted.

b. Required textbooks, workbooks, notebooks and pencils/pens will be brought to every class.

c. <u>There will be absolutely no talking after the tardy bell rings</u>. 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 in the position of attention. Failure to be behind the chair will result in a tardy.** The class leader will receive the attendance report from fire team leaders, will give personnel report to the SMI/MI, 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 "All present, Sir/Ma'am" or "(Cadet Name) absent, Sir/Ma'am."

d. The class leader will be in charge until the arrival of the instructor.

e. Food, drinks and chewing gum are NOT allowed in class with the exception of bottled water or water in a personal container.

f. Writing and/or passing notes is not allowed.

g. Sleeping in class is not allowed. Eyes closed, head on the desk or in one's hands is considered sleeping. Sleepy Cadets will stand in the rear of the room until they can return to their desks and stay awake.

h. A respectful, positive attitude is required at all times.

i. Cadets are released from class only upon the 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," conduct an ABOUT FACE movement, and sound off with a motivational Marine Corps yell.

j. Cadets will not leave personal items in the JROTC offices or classrooms without permission.

k. 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.

l. Do not sit on tables, desks, etc. Chairs are to sit on, not to lean back in.

m. The instructors' offices and supply room are off limits to all cadets without proper permission from an instructor.

n. ALL Cadets will address *all* faculty and staff members as "SIR" or "MA'AM."

o. Profanity will not be permitted in the JROTC areas and will be refrained from being used elsewhere.

p. Cadets will conduct themselves with dignity and self-respect and show the same respect for the property and feelings of others.

q. MCJROTC Cadets will proudly stand and walk erect, be accountable for their actions and seek opportunities to exercise leadership.

r. 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.

s. All rules and policies of Northeast Magnet High School and USD259 will apply within the MCJROTC unit.

t. 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 an 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, I-Pods, 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 MCJROTC 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 an MCJROTC requirement in order to let the instructors know in advance. Similarly, Cadets need to inform their parents in advance so their families can schedule MCJROTC events.

2. "Ditching" class or MCJROTC 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

MCJROTC 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 MCJROTC 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 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 goes with wearing the uniform. With pride comes 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. MCJROTC Cadets wear the same uniforms as United States Marines. The only differences 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 Wednesday 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 the 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 style.

d. Inconspicuous. Not readily noticed or seen.

e. Unsightly. Unpleasant or offensive to the view.

f. Braids/plaits (hair). Three or more portions/bunches of interwoven hair.

MALE GROOMING

1. Male Grooming Regulations

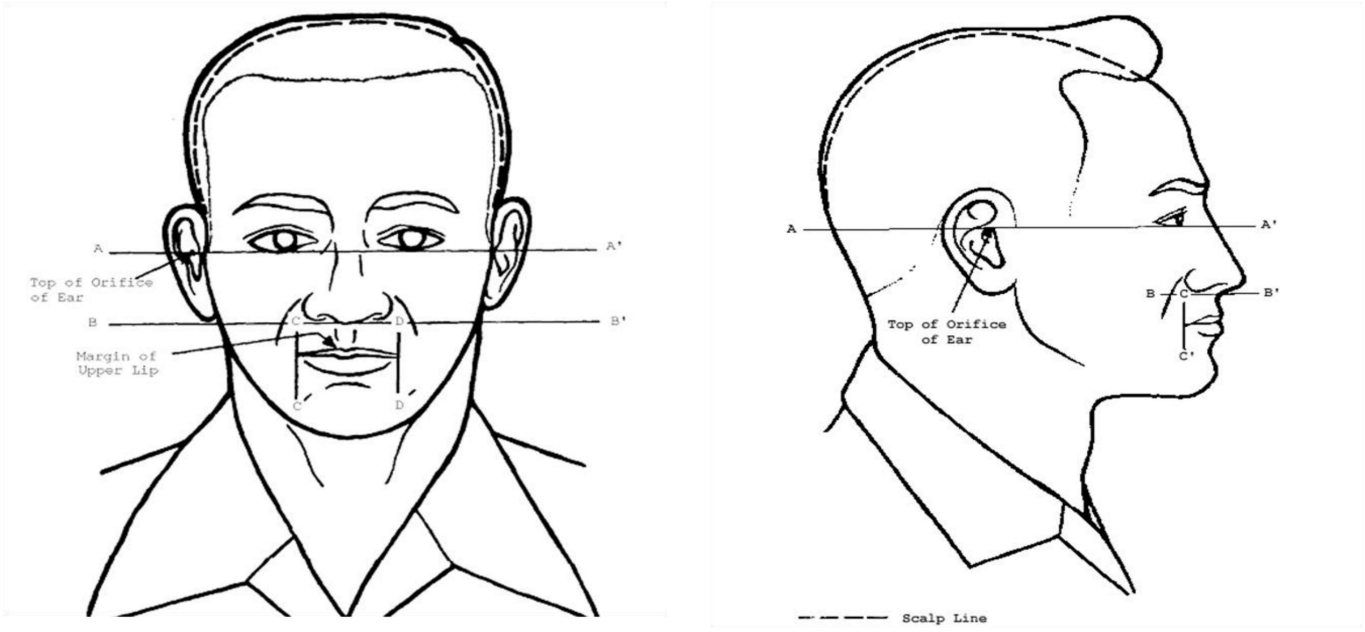
a. Hair

(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 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 won't exceed 1/8 inch.

(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)



(Figure 3-1)

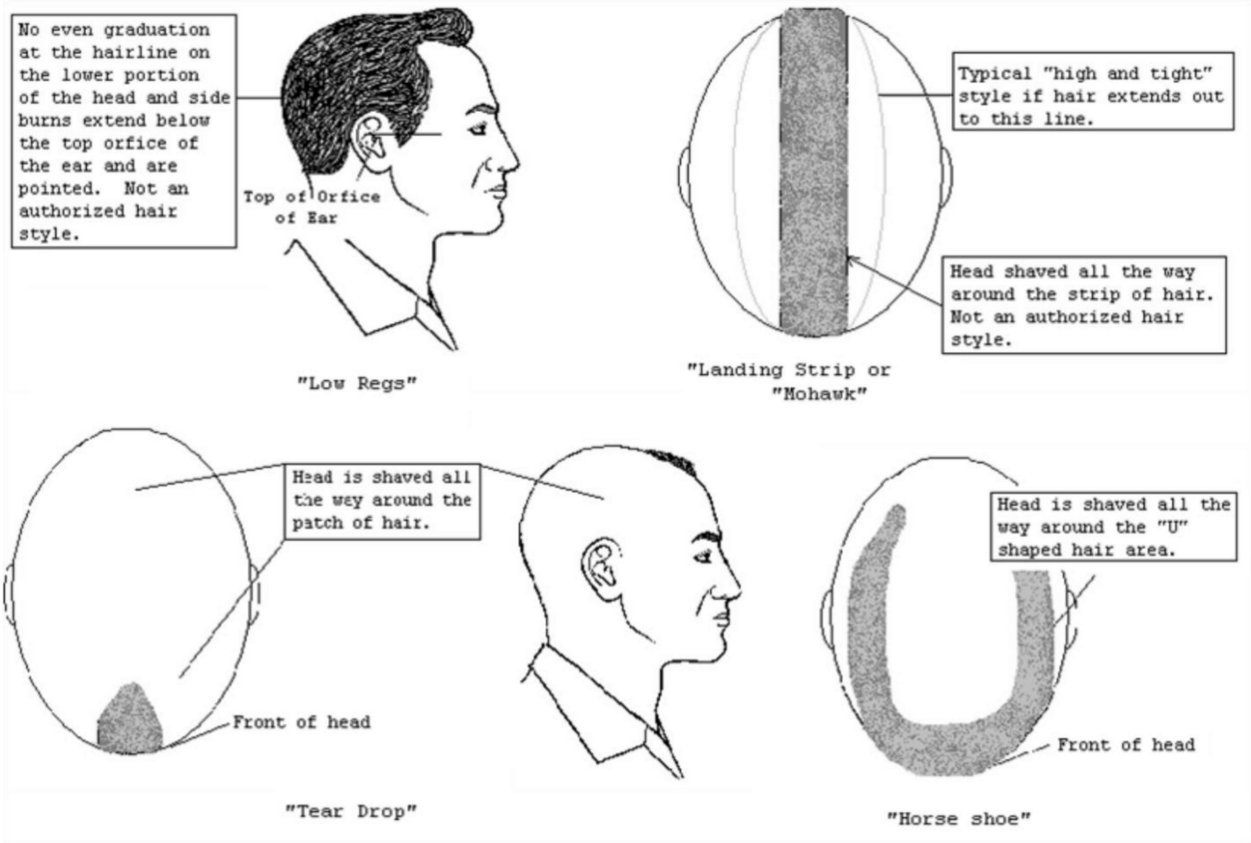


Figure 3-2

(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.

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 ½ 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 a 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.

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.

b. Hair Length: (See figure 3-3)

(1) 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. Twists are authorized for short hair (in all uniforms).

(2) Medium Hair Length. Medium hair is defined as hair that does not extend beyond 2 inches below the base of the collar's lower edge; however, hair length must not obscure the collar rank insignia.

(a) One unsecured half ponytail or up to two unsecured half braids (unsecured in this context is defined as hair on the crest / crown of the head is pulled back into a ponytail or braid(s) and the rest of the hair is left to fall naturally) that provides a neat and professional military appearance are authorized for medium hair length with the MCCUUs, flight suit, or physical training (PT) uniforms only.

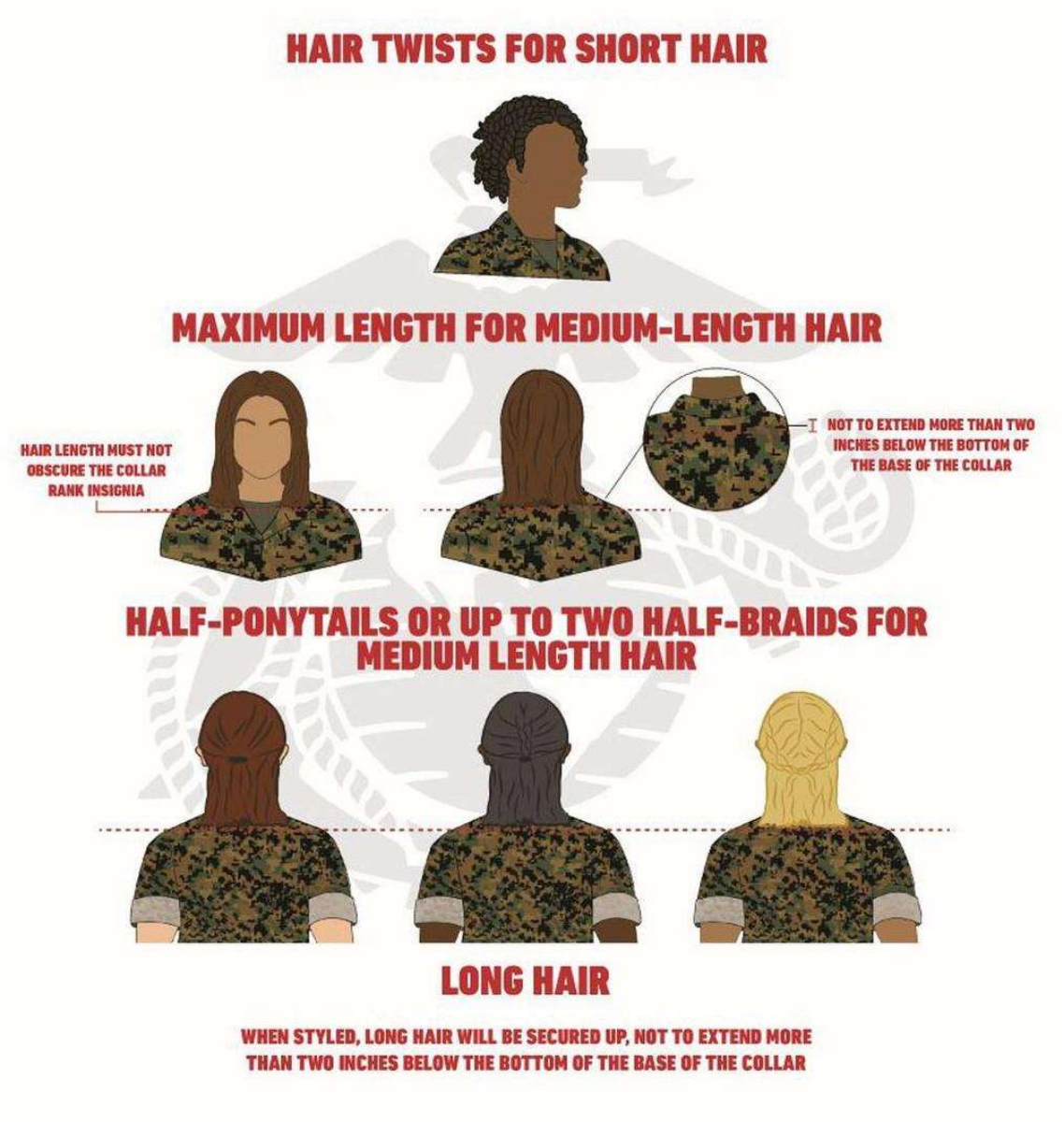
(b) Half ponytails / braids must be secured over the crest of the head but no lower than the crown of the head with a ponytail holder that is consistent with the hair color and cannot extend beyond 2 inches below the base of the collar's lower edge or interfere with the proper wear of any headgear.

(3) Long Hair. Long hair is defined as hair that extends beyond 2 inches below the base of the collar's lower edge. When styled, long hair will be secured up so that it does not extend beyond 2 inches below the base of the collar's lower edge, except when authorized in

the physical training uniform.

(a) 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.

(b) 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.



c. Hairstyles. Faddish and exaggerated styles to include shaved potions (other than the fade authorized in the short hair definition detailed above; and Marines are authorized to shave hair that extends below the hairline that cannot be pulled up into a bun), designs cut

in the hair, unsecured ponytails (except during physical training), asymmetrical (unbalanced or lopsided) haircut/hairstyles, and locks, twists and multiple braids that exceed the size and style 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): hair sculpting (eccentric directional flow, texture or spiking), buns or braids with loose hair extending at the end (except as authorized below), multiple braids that do not start at the top of the head, and hair styles with severe angles, not to include bangs) when medium or long hair is worn up.

2. New female hair regulation clarification:

a. Consistent with current MCO 1020.34H, long hair must be secured up (defined as no portion of the hair should be left to fall naturally / unsecured or with exposed ends), except when authorized during physical training. Medium and long length hair may be worn in an unsecured full ponytail or unsecured braid during physical training only.

b. Inconspicuous hairpins and bobby pins are authorized. Barrettes, combs, etc. are authorized, if consistent with the hair color and concealed by the hair. Ponytail holders will be consistent with the hair color and need not be concealed but should be inconspicuous. Conspicuous hair securing devices (e.g., headbands, scrunchies, alligator clips, bows) are not authorized.

c. Approved Styles:

(1) Short hair can be worn in hair twists. Medium-length hair can be worn in half ponytails or up to two half braids. Long hair must be worn up.

(2) All hairstyles must present a neat and professional military appearance; individuals must choose a hairstyle that follows the parameters mandated, is appropriate to the occasion and operational environment, and does not interfere with the proper wear of headgear.

In order to minimize potential damage from daily hairstyling, Marines are encouraged to avoid alcohol-based styling products, styling wet hair, and hairstyles that cause undue tension on hair follicles. There is no requirement to have tightly pulled back or slicked back hair at any length.

(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.

(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 ¼ 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.

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.

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.

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 MCJROTC EVENTS

1. From time to time, MCJROTC Cadets may have to be excused from class to attend various functions, practices, meetings, formations, or other events in support of the MCJROTC 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 MCJROTC function, they will ask permission from their teacher in advance and they will be responsible to make up all missed work. MCJROTC Cadets will never miss class on the day of an assessment, presentation or other graded event. Just as other teachers provide MCJROTC Instructors a class trip list, we will provide all teachers a similar list from MCJROTC.

3. The Cadet responsible for leading the event will ensure that Cadets are provided a form seven 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 into MCJROTC Instructors prior to the event. Cadets who fail to turn in a form will not be permitted to miss class and attend the MCJROTC 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 USD259 authorized email account and the Remind application to communicate with cadets and their parents and/or guardians.

3. It is encouraged for all cadets and their parents or guardians to create an account on Remind. This is a great application that allows everyone involved in this program to create a safe and open communication forum.

CADET EVENTS

1. Cadets will complete a permission slip prior to attending any MCJROTC event outside of normal school hours or offsite of Northeast Magnet 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 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 Company Administration Chief.

CHAPTER 5

UNIFORM ISSUE

1. Cadets 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. All cadets will be 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 when 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 vehicle 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.

4. Uniform Care

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

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

c. Unserviceable uniforms can be exchanged for serviceable uniforms.

d. Notify your squad leader and request an appointment to exchange the item during class.

e. Cadets are responsible for their uniforms.

f. Replacement of lost, stolen or damaged uniforms is the financial responsibility of the cadet.

g. Keep your uniforms in a safe place. ***DO NOT LEAVE UNIFORMS IN LOCKERS OR CARS***

5. Uniform Information:

a. Uniform Types.

(1) Blue Dress "Alpha". Male-Blue trousers and blue coat with medal and ribbons. Female-Blue slacks or skirt and blue coat with medal and ribbons.

(2) Blue Dress "Bravo". Male-Blue trousers with blue coat with ribbons only. Female-Blue Slacks or skirt with blue coat, ribbons only.

(3) Blue Dress "Charlie". Male-Blue trousers with khaki long sleeve shirt and tie and ribbons. Female-Blue slacks or skirt with khaki long sleeve shirt, black neck tab and ribbons.

(4) Blue Dress "Delta". Male-Blue trousers with khaki short sleeve shirt and ribbons. Female-Blue Slacks or skirt with khaki short sleeve shirt and ribbons.

(5) Service "Bravo". Green trousers/slacks or skirt with khaki long sleeve shirt, tie/green neck tab and ribbons.

(6) Service "Charlie". Green trousers/slacks or skirt with khaki short sleeve shirt and ribbons.

(7) Utility Uniform". Digital blouse, trousers, and cover with green utility shirt and tan boots.

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

c. Cloth Belt: 2 ¾ and 3 ¾ inches past the buckle.

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

e. Tie Clasp: Centered between the 3rd and 4th button on the long sleeve shirt.

f. Trouser Length: Bottom of the trousers is even with the welt where the heel and sole of the shoe join.

h. Cover: Never worn indoors. School policy prohibits the wearing of any type of hat in school. MCJROTC will abide by this policy. Covers are to be worn with the top unbroken 1 inch (two fingers) above the eyebrows.

i. Marine Corps Emblem: On the cover, the wings of the emblem are placed parallel to the deck (floor) and the anchor is pointed

forward. On the service alpha and blues, the left and right collar emblems are worn parallel to the deck with anchors pointed inboard.

j. Plain White T-Shirt: A PLAIN white crew (male)/ V-neck (female) shirt will be worn with all uniforms except Digital Utilities. A green utility shirt will be issued and is mandatory to be worn with Digital Utilities

k. Black Socks: Black dress socks MUST be worn with all uniforms except Digital Utilities. Boot socks will be issued and worn with Digital Utilities.

l. Boot Bands: Boot bands will be issued and are to be worn at all times with Digital Utilities. Boot bands will be worn between the first and second.

m. Rank Insignia, Medals, Ribbons and Badges: Rank insignia, medals, ribbons and badges are an integral part of the MCJROTC cadet's uniform. Therefore, these items must be worn with great care. Only the rank insignia designated for Cadets by the MCJROTC program will be worn as shown in the illustrations.

(1) Enlisted Insignia of Grade –

(a) Collar grade insignia will be worn on both sides of uniform collars.

(b) Enlisted rank insignia will be worn on khaki shirts, and utility collars with the point of the chevron up, bisecting the angle of the collar. The lower outside edge of the insignia will be equally spaced 1/2 inch from both sides of the collar. Figure 5-1.

(c) Gold rank insignia is worn ¾" inch inboard from the seam of where the shoulder strap and sleeve connect on the Dress Blues uniform. Figure 5-3.

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

(e) Black rank insignia is worn ¾ inch inboard from the seam of where the shoulder strap and sleeve connect on the Tanker Jacket.

The MCJROTC enlisted grade insignia contains a Lamp of Learning Device in lieu of crossed rifles used in the Marine Corps. The lamp spout should always be facing inboard.

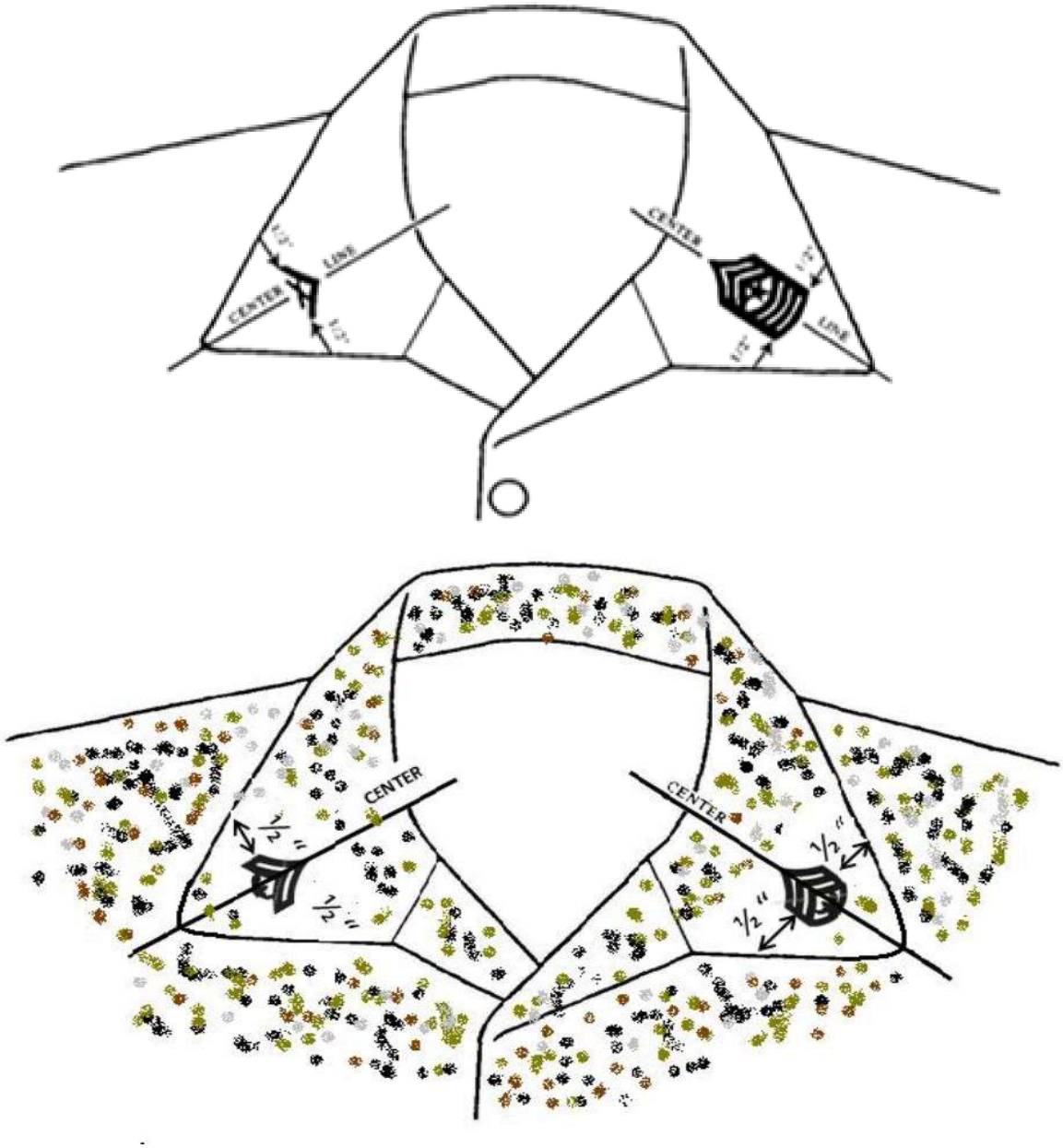


Figure 5-1

(2) Officer Insignia of Grade –

(a) Collar grade insignia will be worn on both sides of uniform collars.

(b) Cadet Officers will wear their large rank insignia centered on the shoulder strap of their blue coat and all-weather coats. See Figure 5-3.

(c) On khaki and utility shirts, the small rank insignia will be worn on both sides, centered between the top and bottom edges of the collar, one inch from the front edge. See Figure 5.2

(d) Small rank insignia is worn 1 inch from the front collar edge and centered on all other uniforms.

(e) Small rank insignia is worn opposite the Eagle, Globe, and Anchor on the Garrison Covers.

(3) Cadet Field Grade Insignia Wear. The following instructions should be applied when wearing the Cadet Field Grade Lozenge insignia:

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

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

(c) Garrison cover - right front and centered.

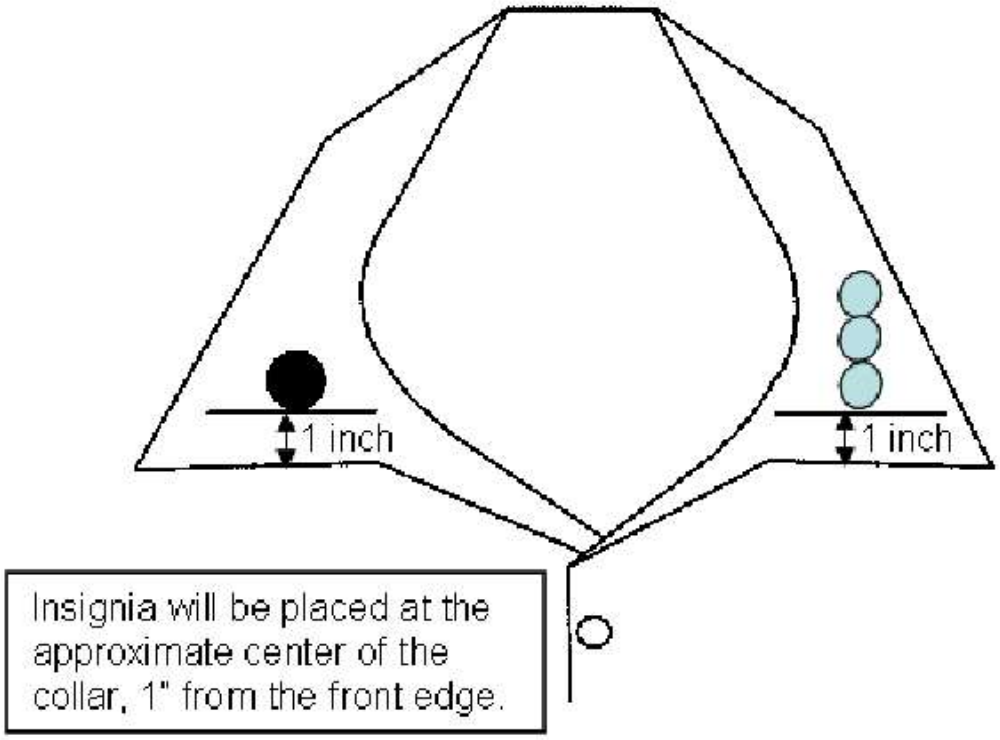
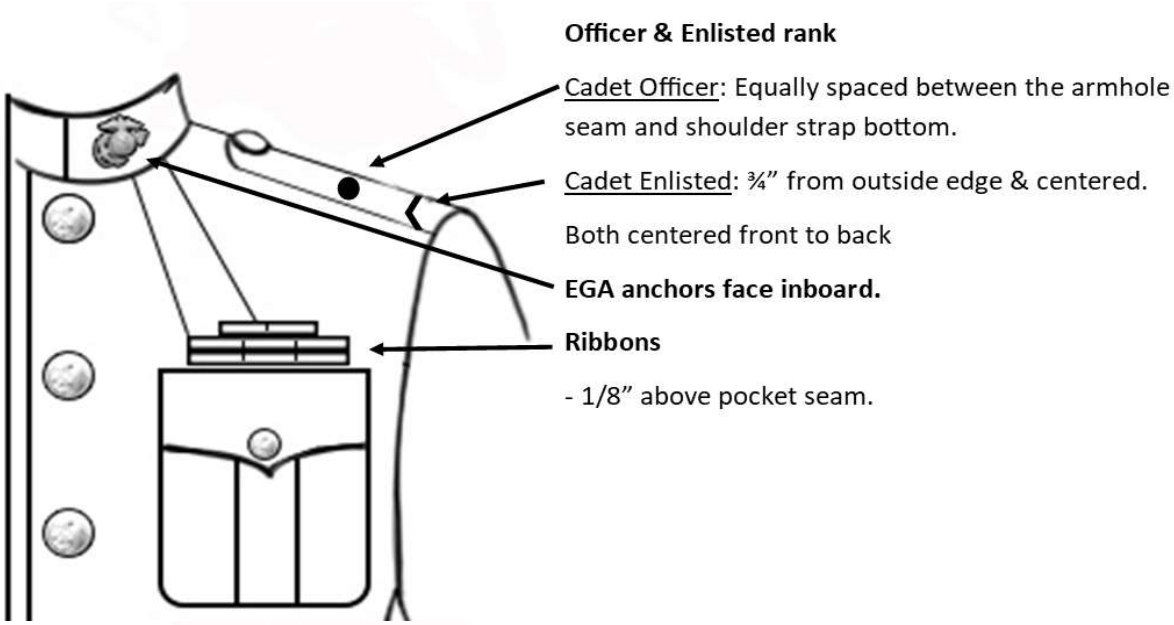


Figure 5-2


Officer & Enlisted rank
Cadet Officer: Equally spaced between the armhole seam and shoulder strap bottom.
Cadet Enlisted: ¾" from outside edge & centered.
Both centered front to back
EGA anchors face inboard.
Ribbons
- 1/8" above pocket seam.

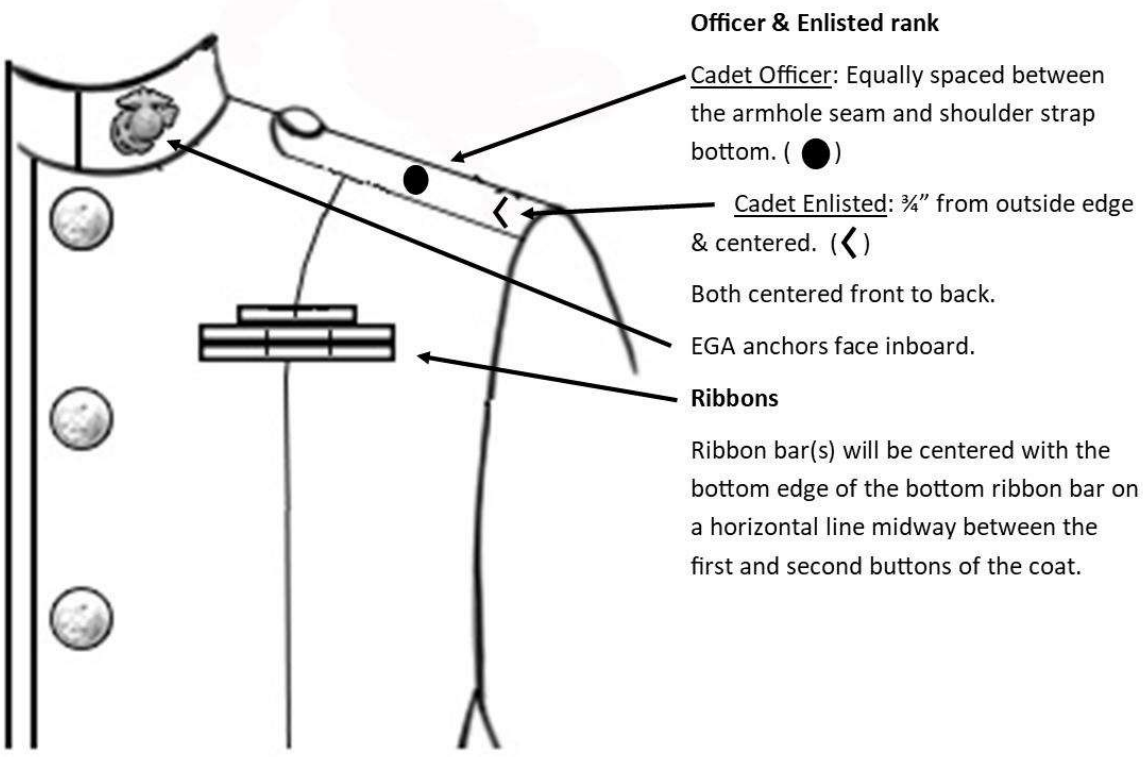
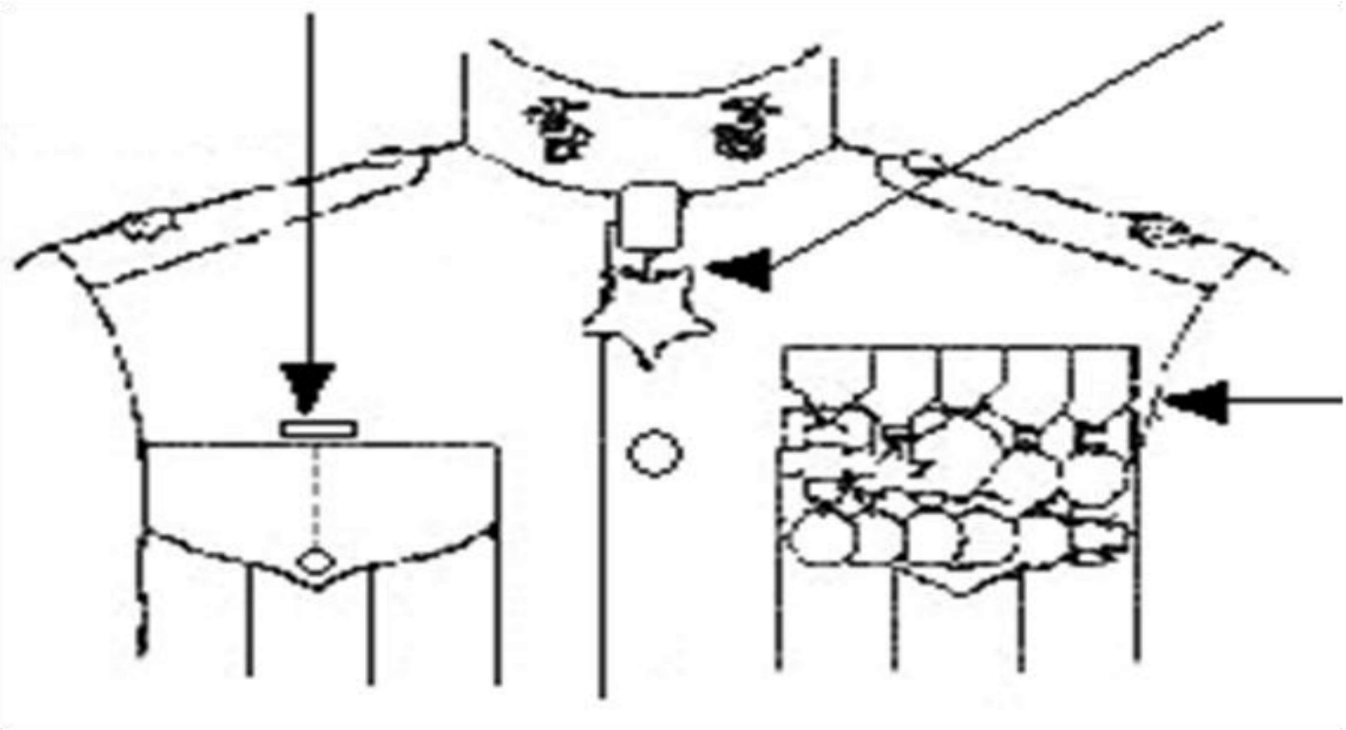

Officer & Enlisted rank
Cadet Officer: Equally spaced between the armhole seam and shoulder strap bottom. (●)
Cadet Enlisted: ¾" from outside edge & centered. (❮)
Both centered front to back.
EGA anchors face inboard.
Ribbons
Ribbon bar(s) will be centered with the bottom edge of the bottom ribbon bar on a horizontal line midway between the first and second buttons of the coat.

Figure 5-3

WEARING OF AWARDS BY MCJROTC CADETS

1. Medals. 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. On the female blue dress coat, the holding bar will be centered with the upper edge of the holding bar on a line midway between the first and second buttons of the coat.





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". 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 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.

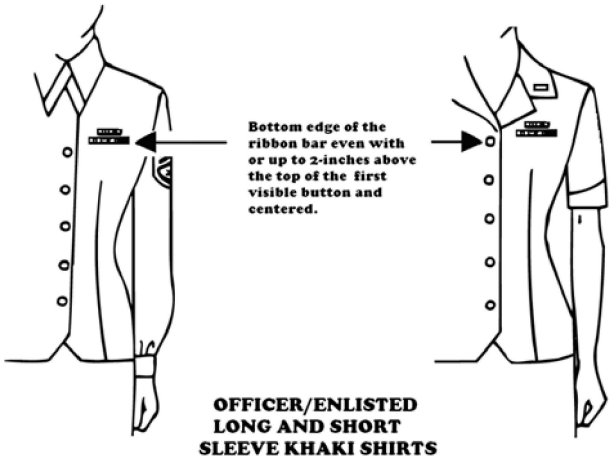
c. Ribbon bars will be worn on a bar or bars and pinned to the coat or shirt. No portion of the bar or pin will be visible.

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.

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

h. 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.



OFFICER/ENLISTED LONG AND SHORT SLEEVE KHAKI SHIRTS

5. Precedence. Ribbons will be worn in the precedence listed below with the senior ribbon on top and to the wearer's right:

7. Distinguishing Patches: The MCJROTC Shoulder patch will be worn on the left sleeve of the blue coat, green coat, and khaki shirt.

8. MCJROTC Tape will be worn over the left breast pocket on the utility jacket.

CHAPTER 6

COMPANY ORGANIZATION

1. The MCJROTC unit at Northeast Magnet is organized as a company. A company is commanded by a Cadet Captain through Cadet Major, and assisted by a Cadet First Sergeant as the principal enlisted advisor. Our Company at NEMHS has three numbered platoons. These three platoons are led by Cadet Lieutenants (2nd or 1st) and assisted by Cadet Staff Sergeants or Gunnery Sergeants as the principal enlisted advisors. The Company Commander has a staff comprised of 3rd year and 4th year Cadets that assist him/her in managing the day-to-day operations and training.

2. The unit has three competitive teams that further represent our unit and school in competitions against other JROTC program throughout the region. The Drill team performs in military drill competitions, the Raider Team performs in orienteering and military skill competitions, and the Robotics team in STEM, and JLAB in academic competitions.

CHAIN OF COMMAND

1. Every military unit has a structure called the 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.

NORTHEAST MAGNET MCJROTC CHAIN OF COMMAND

President of the United States – Honorable Donald J. Trump

Vice President of the United States – Honorable James D. Vance

Secretary of Defense – Honorable_____

Secretary of the Navy - Honorable_____

Commandant of the Marine Corps – General Eric Smith

Asst Commandant of the Marine Corps – General Christopher Mahoney

Sergeant Major of the Marine Corps- SgtMaj Carlos Ruiz

Commanding General, Training & Education Command –

_____

Sergeant Major, Training & Education Command –

_____

Director, MCJROTC - Mr. Robert Oltman
Director, MCJROTC Region 3 – Mr. Cody Stewart

Senior Marine Instructor - Lieutenant Colonel Dean Steffen

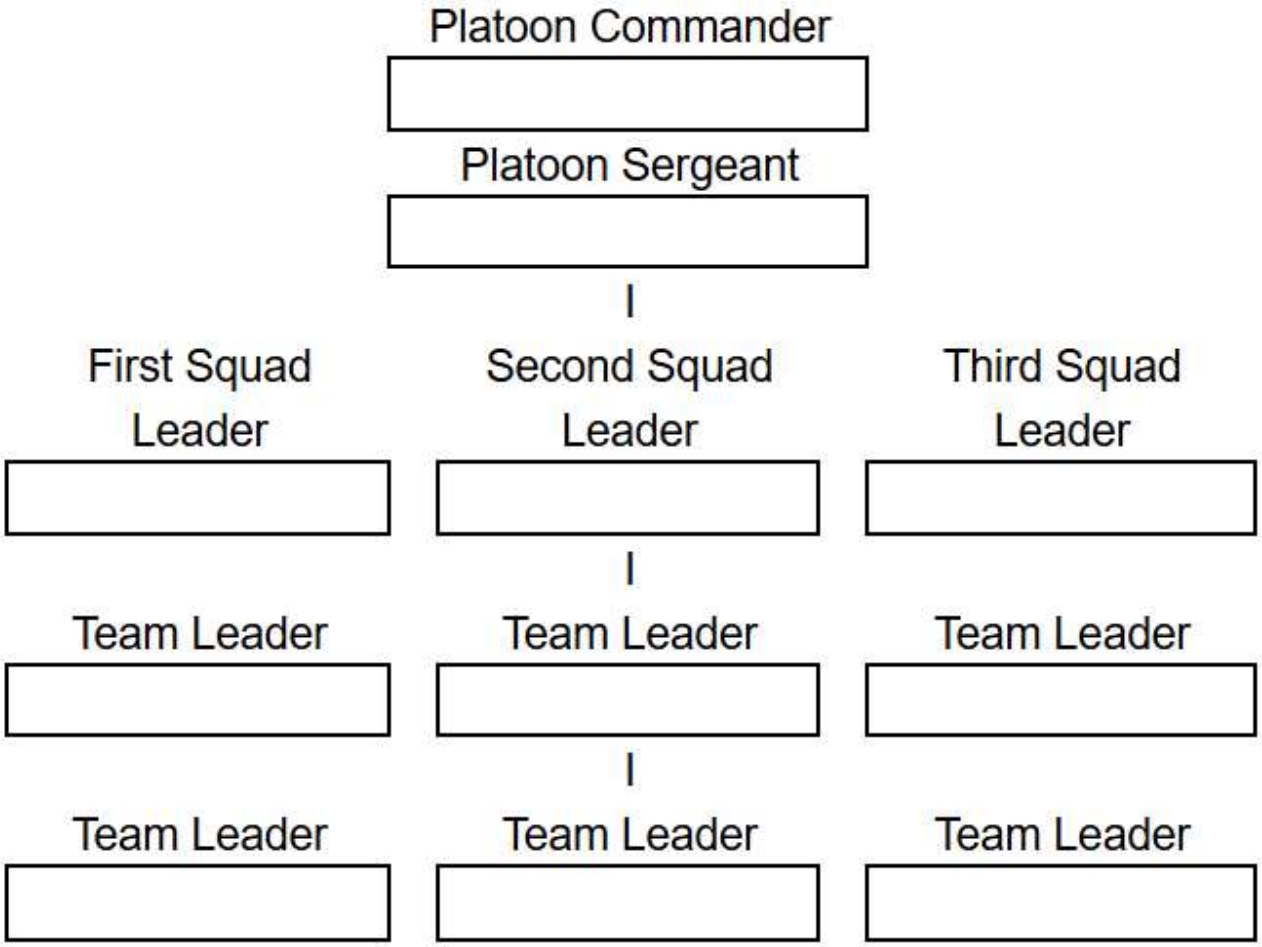
Marine Instructor – _____

Cadet Commanding Officer - Cadet _____

Cadet Executive Officer - Cadet _____

Cadet First Sergeant - Cadet _____

PLATOON CHAIN OF COMMAND



LEADERSHIP BILLETS AND DUTIES

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 XO is responsible for the Company training schedule and coordination of all Company events. The XO is the senior member of the Company Staff and will fulfill the duties of the Company CO in the absence of the CO. The XO will ensure the training schedule and notification of all events, known as the plan of the day (POD), are posted in the Company 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 XO. He/she will initiate and stimulate Company competition and school and community projects. Under the supervision of the Company CO, the XO will coordinate the efforts of the Company Staff in preparation for the Annual Inspection.

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 platoon, as soon as they are organized. He/she will have one complete and correct copy in his/her possession at all company formations. 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 Guide (Co Guide). *The Co Guide will also be responsible for all Co 1stSgt duties/responsibilities in the absence of a Co 1stSgt.* He/she will assist or take charge at all company level working parties and will ensure the fair distribution of work. He/She will also be responsible 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 personal

appearance and bearing as well as the care of the National Ensign and Unit Color.

SPECIAL STAFF

1. Company Supply Chief (Supply Chief). The Supply Chief works for the XO. He/she will maintain the organization, accountability, distribution, and cleaning of uniforms and supplies. He/she will perform other duties as the Co XO may direct. He/She will maintain a supply disposition bin for uniforms that are no longer serviceable.

2. **Company Administration Officer (Adjutant).** Works for the XO and will maintain all file and directives for the company 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".

3. Unit Historian. The Admin Chief will work closely with the Unit Historian. 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

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.

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 MCJROTC Annual Awards Ceremony is held annually in April.

VARSITY LETTER IN MCJROTC. Separate correspondence should be referenced for details on how to achieve a Varsity letter. This document can be found on the MCJROTC website.

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 Cadet 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 officer's 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, one Junior, and one 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 MCJROTC

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

RESERVE OFFICERS'ASSOCIATION MEDAL. Presented 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 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 a 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 a 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: Manual of arms in position, Manual of arms while marching, 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 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 completes the Marine Corps Junior Reserve Officers' Training Corps Physical Fitness test with an appropriate scored adjusted by age:(14 – 130) (15 – 145) (16 – 160)(17 – 175). 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.

c. 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 have successfully participated in the MCJROTC program for 2 years and 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: Manual of arms in position, Manual of arms while marching, 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. MCJROTC Varsity Letters are awarded to those Cadets who distinguish themselves in interscholastic competition.

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. MCJROTC Varsity Letters are awarded to those Cadets who distinguish themselves in interscholastic competition.

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. MCJROTC 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. MCJROTC 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 Middle School recruiting program.



CHAPTER 8

RANK AND 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.

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 suspensions (ISS or OSS) by the NEMHS administration or violation of the Cadet Honor Code will render a cadet ineligible for promotion for the upcoming 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.

CADET RANK STRUCTURE

1. The rank structure used in MCJROTC is mirrored after the officer and enlisted ranks in the U.S. Marine Corps. The following ranks (with corresponding billets) are utilized, depending on the size of the unit.

a. Cadet Colonel – Corps Commander

b. Cadet Lieutenant Colonel – Deputy Corps / Battalion Commander

c. Cadet Major / Captain – Cadet Company Commander

d. Cadet First/Second Lieutenant – Cadet Company Executive Officer, Cadet Supply Officer, Cadet Adjutant, Cadet Platoon Commander

e. Cadet Sergeant Major – Corps / Battalion Sergeant Major

f. Cadet First Sergeant – Cadet Company First Sergeant

g. Cadet Gunnery Sergeant / Staff Sergeant – Cadet Platoon Sergeant, Cadet Supply Chief, Cadet Administration Chief

i. Cadet Sergeant – Cadet Guide, Cadet Squad Leader

j. Cadet Corporal – Any qualified cadet may be promoted to this rank. Cadet Corporal's must fill team leader positions.

k. Cadet Lance Corporal – Any qualified Cadet may be promoted to this rank.

l. Cadet Private First Class – Any qualified Cadet may be promoted to this rank.

2. **Cadet Promotions** are an honor and a privilege. Those cadets receiving promotions must possess the prerequisite abilities and skills. Primary authority for promotions rests with the Senior Marine Instructor.

a. Any Cadet being considered for promotion is based on demonstrated leadership ability, academic, disciplinary excellence, and maturity.

b. Cadets being considered for promotion to Non-Commissioned Officer Ranks **(Cpl-Sgt) must possess a current GPA of "2.0" or higher.** To promote to **Sgt** must have also attended an MCJROTC sanctioned leadership camp.

c. Cadets being considered for promotion to Cadet Staff Non-Commissioned Officer ranks **(SSgt-1stSgt) must have a current GPA of "2.5" or higher.** Staff noncommissioned officers are required to maintain a minimum GPA of "2.5" to retain their rank.

d. Cadets being considered as **Commissioned Officers must have a current GPA of "2.5" or higher, attended an MCJROTC sanctioned leadership camp.** All cadet officers are required to maintain a minimum GPA of "2.5" to retain their rank.

e. Cadet officers and staff noncommissioned officers that do not meet the minimum GPA of "2.5" will be placed in a probationary status for the following semester. The cadet will have one grading period to meet the standard for rank retention or be considered for reduction. Cadets failing to maintain a GPA of "2.0" may not hold a rank higher than Cadet Lance Corporal.

(1) Cadets failing to perform their duties in an efficient manner will be considered for reduction.

(2) Requests for waivers to the above promotion criteria will be submitted to the Senior Military Instructor.

f. Promotion Schedule: All cadets will be afforded the opportunity to be promoted twice per academic year. Each grade has a promotion track that they should follow in order to be current. The promotion track is as follows:

(1) 9th Grade: PFC / LCpl / Meritorious Cpl
(2) 10th Grade: Cpl /Sgt / Meritorious SSgt
(3) 11th Grade: SSgt / GySgt / 2nd Lt
(4) 12th Grade: 1stSgt/SgtMaj/ 1stLt - Col

g. Promotion Timeline:

	1st year	2nd Year	3rd year	4th Year
August			C/2ndLt C/SSgt	
October	C\PFC	C\Cpl		
December			Officers C/GySgt	Staff
March	C\LCpl	C\Sgt		
May			Staff	

CHAPTER 9

MARKSMANSHIP QUALIFICATION

1. Marksmanship Qualification. MCJROTC 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. MCJROTC 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 firing 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 MCJROTC Marksmanship Curriculum. Cadets must receive marksmanship instruction before they conduct qualification and familiarization of firing. These marksmanship qualification standards and procedures are designed for qualification firing to be done in conjunction with the teaching in the MCJROTC 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 standing 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	10 minutes
Prone position	20 minutes
Changeover to standing	5 minutes
Standing position	20 minutes
Changeover to kneeling	5 minutes
Kneeling position	15 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.

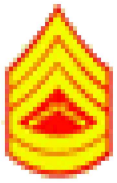
CHAPTER 10

MARINE CORPS ENLISTED RANK STRUCTURE

ENLISTED

PAY	RANK	DESCRIPTION
E-1	Private (Pvt)	(No Insignia)
E-2	Private First Class (PFC)	One Stripe
E-3	Lance Corporal (LCpl)	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 (1stSgt)	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, & an Eagle, Globe, and Anchor flanked by two stars

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**	**E-9**
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

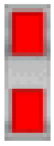
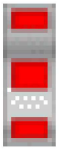
WARRANT OFFICER

PAY	RANK	DESCRIPTION
WO-1	Warrant Officer-1	Gold Bar with Two Fields of Scarlet
CWO-2	Chief Warrant Officer-2	Gold Bar with Three Fields of Scarlet
CWO-3	Chief Warrant Officer-3	Silver Bar with Two Fields of Scarlet
CWO-4	Chief Warrant Officer-4	Silver Bar with Three Fields of Scarlet
CWO-5	Chief Warrant Officer-5	Silver Bar with a Scarlet Stripe

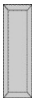
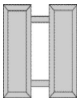
COMMISSIONED OFFICER

PAY	RANK	DESCRIPTION
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
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 (MajGen)	Two Silver Stars
O-9	Lieutenant General (LtGen)	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

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

OFFICER CADET

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

MCJROTC CADET ENLISTED RANK STRUCTURE GRAPHIC

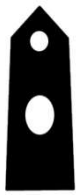
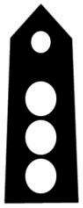
CADET PRIVATE FIRST CLASS	CADET LANCE CORPORAL	CADET CORPORAL	CADET SERGEANT






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**
		

CHAPTER 11

MARINE CORPS 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-** Mission accomplishment
    b. **Secondary-** Troop welfare

3. **Marine Corps 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 - **Justice** is the quality of being impartial and consistent in exercising command.

    J - **Judgment** is the ability to weigh facts and possible solutions on which to base sound decisions.

    D - **Dependability** is the certainty of proper performance of duty.

    I - **Initiative** is taking action in the absence of orders.

    D - **Decisiveness** is the ability to make decisions promptly and to announce them in a clear, forceful manner.

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

I - Integrity is uprightness of character and soundness of moral principles; includes the qualities of truthfulness and honesty.

E - Enthusiasm is the display of sincere interest and exuberance in the performance of duties.

B - Bearing is creating a favorable impression in carriage, appearance and personal conduct at all times.

U - Unselfishness is putting others ahead of your own comfort and personal advancement.

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

K - Knowledge is understanding of a science or an art. The range of your professional knowledge and understanding of your cadets.

L - Loyalty is faithfulness in your unit, seniors, subordinates, and peers.

E - Endurance is the mental and physical stamina to withstand pain, fatigue, stress, and hardship.

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 and look out for their welfare
- 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
- Ensure 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: Sea service and traditions

8. Marine Corps Birthday – 10 November 1775

9. Birthplace of the Marine Corps – Tun Tavern in Philadelphia, Pennsylvania.

10. Name of the Marine Officer sword – The Mameluke Sword which was presented to Lt. Presley O'Bannon in 1805 during the Barbary Wars.

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

12. Oldest Post in the Marine Corps – 8th & I founded in 1801, official home of the commandant since 1806. Also home to the Marine Corps Silent Drill Platoon, the Marine Drum and Bugle Corps, the Marine Band, the official Marine Corps Color Guard, and the Marine Corps Body Bearers.

13. Origin of the term "Devil Dogs" – Devil Dogs came from official German reports which called the Marines at Belleau Wood Teufel Hunden (Devil Dogs). It has been said that this nickname came about from Marines being ordered to take a hill occupied by German forces while wearing gas masks as a precaution against German mustard gas.

14. 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 1775 until 1875. 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.

15. Origin of the Marine Blood stripe – Commemorates those Marines killed storming the castle of Chapultepec in 1847. In the Battle of Chapultepec in Mexico on September 1847, Marine officers and NCOs sustained an unusually high casualty rate during the battle. In 1849, uniform regulations dictated that the stripes be changed to a solid red in honor of the numerous Marine deaths.

16. Origin of the Quatrefoil on Marine Officer cover – Stems from the practice of Marine Ships Detachment Officers placing a piece of knotted rope on top of their covers so that they could be recognized by their Marine marksmen in the fighting tops.

17. Origin of the Marine Corps' Fourragère – The 5th Marine Regiment and the 6th Marine Regiment were awarded the fourragère for having earned the Croix de Guerre with palm leaf three times during World War I. This award was for heroism, bloodshed, and ultimate sacrifice on the fields of Belleau Wood, Soissons, and Champagne.

18. Name of the Marine Corps Band –"The President's Own"

19. Marine Corps' Motto - "Semper Fidelis" (Latin for "Always Faithful")

20. Marine Corps Colors – Scarlet and Gold

21. Marine Corps Mascot – The English Bulldog. Mascot is traditionally named Chesty after LtGen. "Chesty" Puller.

22. Uniform Types – Dress, Service, Utility and Physical Training.

23. The Role of the Noncommissioned Officer (LE II-IV)

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

24. 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

25. 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.

26. **Famous Wars/Battles/Operations**

Revolutionary War	(1775-1783)	Declaration of Independence in 1776
Barbary Wars	(1801-1815)	Tripoli
War of 1812	(1812-1815)	
Mexican-American War	(1848)	Veracruz/Mexico City (Montezuma/Chapultepec)
Spanish-American War	(1898)	
Boxer Rebellion	(1900-1901)	
Banana Wars	(1900-1934)	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 Sanh, Hue City
Beirut	(1982-1984)	Marine Barracks Bombing
Grenada	(1983)	

Panama	(1989)
Kuwait	(1991)
Somalia	(1993-1995)
Haiti	(1994)
WTC Bombings / 9/11	(1993 & 2001)
Afghanistan	(2001-2021)
Iraq	(2003-2011)

NOTEWORTHY MARINES

1. CAPTAIN SAMUEL NICHOLAS – **The First Commandant of the Marine Corps**

2. GENERAL ARCHIBALD HENDERSON - **The "Grand Old Man of the Marine Corps"**

3. JOHN H. QUICK – (Sergeant Major Quick) **The Marine awarded the Medal of Honor for his performance at Cuzco Well** (Guantanamo Bay, Cuba) where he signal for an emergency lift of the naval bombardment while under Spanish and American shellfire.

4. DANIEL DALY – (Sergeant Major Daly) **The Marine awarded two Medals of Honor for service during the (1) Chinese Boxer Rebellion and (2) First Caco War in Haiti.**

5. SMEDLEY D. BUTLER – (Major Butler) **The Marine awarded two Medals of Honor for service during (1) Veracruz and (2) First Caco War in Haiti.**

6. JOHN A. LEJEUNE – (Major General Lejeune) **The 13th Commandant of the Marine Corps** who served the Marine Corps from 1920-1929. LeJeune was the first Marine officer ever to command an army division in combat in France during World War I (1918).

7. LEWIS B. ("CHESTY") PULLER – **The most decorated Marine, awarded five Navy crosses and known as the "Tiger of the Mountains"** (1930). The Marine Corps' mascot, an English bulldog named "Chesty," is named for this brave and fine Marine Corps officer.

8. JOSEPH L. FOSS – (Captain Foss) **The Marine pilot awarded the Medal of Honor for his action in taking the Japanese airfield at Guadalcanal during World War II,** Foss was the second-ranking Marine ace, with 26 victories ("kills") to his credit (1942).

9. GREGORY R. ("PAPPY") BOYINGTON – (Major Boyington) **The Marine Corps' top ranking flying ace with 28 victories during World War II** (1945).

10. OPHA MAE JOHNSON – (Private Johnson) **The Marine Corps' first enlisted woman** on 13 August 1918.

11. ANNIE L. GRIMES – (CWO Grimes) **The third black woman to become a Marine and the first black woman officer to retire after her full 20 years.**

12. MARGARET A. BREWER – (Brigadier General Brewer) **The Marine Corps' first woman general officer** on 11 May 1978.

13. MOLLY MARINE - "Molly," **the first statue of a woman in uniform in the United States resides in New Orleans.** "Molly" a monument in New Orleans to women, who served as Marines, was dedicated on the Marine Corps birthday in 1943. The first statue of a woman in uniform anywhere in the world was that of Joan D'Arc, in full armor, in Orleans, France; it is only fitting that the first statue of a woman in uniform in the United States resides in New Orleans.

14. ALFRED A. CUNNINGHAM - **The first Marine Aviator** in 1912.

15. PRESLEY NEVILLE O'BANNON - **The Marine awarded the "Mameluke" sword, carried by Marine officers today,** was presented to O'Bannon in 1805. First Lieutenant O'Bannon is remembered for heroism in the battle for the harbor fortress of Derna (Tripoli) in the Mediterranean. O'Bannon's Marines were the first U.S. forces to hoist the flag over territory in the Old World.

16. ROBERT MULLEN – **The First Marine Corps Recruiter.**

17. JOHN PHILIP SOUSA – **The legendary band leader of the Marines' Band;** credited for writing the Marine Corps Marching Song "Semper Fidelis"

18. JOHN GLENN – **The Marine Aviator known for manning the first space launched capsule to orbit the earth.**

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

20. JOHN F. MACKIE – **The first Marine to receive the Medal of Honor,** awarded while serving onboard USS Galena in 1862.

21. Staff Sergeant Reckless – **A statue in honor of the famed horse who served in combat during the Korean War.**

22. Sergeant "Manila John" Basilone – **The first enlisted Marine to be awarded the Medal of Honor during World War II for his actions on Guadalcanal;** single-handedly repelled a major Japanese attack against Marine defensive positions by leading a counterattack with his machine gun. Later, as a Gunnery Sergeant, Basilone was killed on Iwo Jima after destroying a blockhouse and guiding a tank through a minefield. He posthumously awarded the Navy Cross for his action on Iwo Jima

23. *Colonel Mitchell Paige (Platoon Sergeant Paige)* ***– The Marine awarded the Medal of Honor for*** **single-handedly holding the American line at Guadalcanal. Utilizing machine gun fire and then leading a bayonet charge against 2,500 enemy soldiers at Guadalcanal in 1942.**

Glossary of Terms

Aye Aye sir/ma'am	Official acknowledgment of an order

Aft	Refers to the rear (stern) of a ship
As You Were	To continue as before
Barracks	A building where Marines live
Blues	Dress Blue Uniform
Blouse	Coat
Bow	Front of a ship
Break Out	To remove from storage
Bulkhead	Wall
Bunk or Rack	Bed
Cammies	Marine Corps Combat Utility Uniform
Carry On	To resume or continue previous activities
CG	Commanding General
Chow	Food
CMC	Commandant of the Marine Corps
Chit	A written receipt or authorization.
Chow Hall	Place to eat chow, also Mess Hall
CO	Commanding Officer
Colors	The National flag or the daily ceremonial raising and lowering of the flag
Cover	Hat
CP	Command Post
Corpsman	Naval medical personnel
Deck	Floor
D.I.	Drill Instructor
Field Day	Clean up the area for inspection
Forward	Refers to the front (bow) of a ship
Gangway	Move out of the way
Gear locker	Storage room for cleaning purposes
Gee Dunk	Candy, sweets, etc.
Gig Line	Line created when the shirt edge, belt buckle edge, and fly edge are in line.
Gouge	Information
Gung Ho	Motivated
Grunt	Slang for Marine Infantry
Gunny	Affectionate term for Gunnery Sergeant
Hatch	Door or doorway
Head	Bathroom
Inboard	Towards the center of a ship or vessel
Irish Pennants	Loose threads or fibers
Knock It Off	Stop/Cease what you are doing
Leatherneck	Slang for Marine
Muster	Roll Call
NCO	Noncommissioned Officer
NCOIC	Noncommissioned Officer in Charge
OIC	Officer in charge
Old Man	Commanding Officer of a ship, unit, or facility
Outboard	Away from the middle of a ship or vessel
Overhead	Ceiling
Passageway	Corridor or hallway
PT	Physical Training
PFT	Physical Fitness Test

Police	To clean up the area
Port	Left side of a ship or vessel
Porthole	Window on a ship of vessel
Reveille	Time to get up
Quarterdeck	Ceremonial area or main entrance of a ship or vessel.
Salty	Nautical, seagoing; sometimes cocky or old.
Scuttlebutt	Drinking fountain or unconfirmed rumor
Seabag	Bag used to stow personal gear
Secure	Stop work, put away, lock up
Skipper	Company Commander or affectionate name for a Marine Captain
Stern	Rear of a ship
Square Away	Straighten up or correct a person, place or thing.
Starboard	Right side of a ship or vessel
Swab	Mop
Topside	Upstairs
Turn To	Go to work
Trousers	Pants
Uncover	Remove cover
Utilities	Work uniform now digital camouflage uniform
Watch	Duty period
XO	Executive Officer

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		12:00pm	0000
7:00 am	0700		4:00 pm	1600			
8:00 am	0800		5:00 pm	1700			

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			

DRILL

Drill Terms

1. Alignment A straight line on which several elements are formed.

2. Cadence The uniform step and rhythm in marching.

3. Cover To align oneself behind the person to their immediate front.

4. Distance The space between elements in depth; measured from back to chest. Normal distance is 40 inches.

5. Guide An individual upon whom a formation regulates its cadence and direction of march.

6. Interval Space laterally between elements of the same line. Normal interval is one arm's length measured from shoulder to shoulder. Approximately 30 inches. Close interval is approximately 4 inches between shoulders.

7. Line A formation in which the elements are side by side.

8. Dress Alignment to the right or left as directed.

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

10. Length
    a. Quick time – 30 inches measured from heel to heel.
    b. Half step – 15 inches measured from heel to heel.
    c. Back step – 15 inches measured from heel to heel.
    d. Left/right step – 12 inches from inside heel to inside heel.

11. Rank A line of individuals placed side by side.

12. File A single column of individuals placed one behind the other.

13. Time
    a. Quick time – 120 steps per minute (normal marching cadence)
    b. Double time – 180 steps per minute
    c. Slow time – 60 steps per minute

Purpose of Drill:

1. Instill discipline through precision and automatic response to orders.

2. Move units from place to place in a standard and orderly manner.

3. Provide cadets an opportunity to handle individual swords or drill rifles.

4. Increase leaders' confidence through the exercise of command by giving proper commands and drilling cadets.

5. Provide simple formations from which further organization is made.

Types of commands

1. **Preparatory Command** Indicates which movement is about to be executed.
2. **Command of Execution** Causes the desired movement to be execut

Types of Rest

1. **Parade Rest** Relaxed position of attention. Heels are 12 inches apart and the hands are placed on the small of the back with the right hand on top of the left hand. Fingers are straight with the thumbs inter-locked.

2. **At Ease** Right foot remains in place. No talking allowed.

3. **Rest** Right foot remains in place. Talking is allowed.

4. **Fall Out** Break ranks and go to the area designated by the leader.

Reporting

1. **Squad Leaders** "1st\2nd\3rd Squad, All Present" or Names of Cadets Absent. Example: "Jones and Smith Absent."

2. **Platoon Sergeant** "1st\2nd\3rd Platoon, All Present" or "1st\2nd\3rd Platoon, # Cadets Absent."

3. **Company 1stSgt** "Company A\B, All Present or Accounted For." "Company A\B, # Cadets Absent."

Forming the Platoon

1. Platoon Sergeant.
    a. Commands "Fall In"
    b. Commands "Inspection Arms" then "Port Arms"
    c. Commands "Order Arms"

d. Commands "Report"

2. Platoon Sergeant reports to Platoon Commander or to Company 1stSgt.

3. **Platoon Commander**.
a. Commands "Post"
b. Platoon Sergeant posts at the end of 3rd Squad. c. Platoon Commander is 6 paces and centered on platoon.

Forming the Company

1. Platoon Sergeant form their Platoons and command "Parade Rest"

2. First Sergeant.
a. Commands "Attention"
b. Commands "Report"
c. First Sergeant Reports to the Company Commander.

3. Company Commander.
a. Commands "Post".
b. Platoon Sergeant post at the end of the 3rd squad.
c. First Sergeant take post behind the 3rd squad.
d. Platoon Commanders take their posts 6 paces and centered on their platoons.

Drill Movements:

1. **Halted Movements**

Fall In	Rt/Lt Face	Attention
Hand Salute	About Face	Parade Rest
Dress Right Dress	Back step	At Ease
Fall Out	Side Step	Rest
Dismissed		

2. **Marching Movements**

Forward March	By the Rt/Lt Flank	Change Step
Half Step	Rt/Lt Oblique	Mark Time
To the Rear	Column Rt/Lt	
Double Time	Column Half Rt/Lt	

3. **Unit Drill**

Open/Close Ranks	Column of Files	Column of Twos
Close/Extend in Column	Column of Threes	Pass in Review

4. **Manual of Arms**

Order Arms	Port Arms	Rifle Salutes
Trail Arms	Rt/Lt Shoulder Arms	Inspection Arms
Parade Rest	Present Arms	

5. **Guidon Manual**

Order Guidon	Parade Rest	Eyes Right
Carry Guidon	Present Guidon	

6. **Sword Manual**

Draw Sword	Carry Sword	Parade Rest
Order Sword	Present Sword	Return Sword