



**J. R. Tucker's
MCJROTC Program
Cadet Handbook**

v15 Aug 26

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HISTORY / BACKGROUND

Since its inception in 1916, the Junior Reserve Officers' Training Corps (JROTC) program has been viewed as a strong program that provides youth with much needed skills in citizenship and leadership. Additionally, numerous studies have shown that students who participate in JROTC programs have better attendance, grades, and graduation rates relative to students who were in general academic programs. Principals and school administrators also maintain positive attitudes toward JROTC cadets because these programs:

1. Motivate students to learn.
2. Foster a disciplined and constructive learning environment.
3. Instill essential skills like time organization, responsibility, goal setting, and teamwork.

PURPOSE OF MARINE CORPS JUNIOR ROTC

Instill in students in the United States secondary educational institutions the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment.

GOALS OF MARINE CORPS JUNIOR ROTC

1. Develop leadership skills
2. Build character
3. Develop informed and responsible citizens
4. Teach elements and requirements for national security
5. Stress self-discipline, ownership, and respect for authority
6. Inform of potential career and educational choices

ADMINISTRATION / ORGANIZATION

ATTENDANCE

A great JROTC program results from cadet ownership and participation. **Cadets are expected to attend all JROTC functions.** This includes everything from daily classes to extracurricular activities and special events such as the Marine Corps birthday ceremony, fundraisers, and community service events. Skipping activities has negative consequences on future events. If you are attending J. R. Tucker on a variance for JROTC, the expectation is that you participate in **ALL** activities.

CONDUCT, BEARING & DISCIPLINE

SCHOOL CITIZENSHIP

Marine Corps JROTC (MCJROTC) cadets are first and foremost high school students. However, being part of the MCJROTC program requires high school students to represent something larger than themselves. Cadets are fully expected to conduct themselves, at a minimum, in accordance with all school rules and regulations as set forth in the Henrico County Public Schools (HCPS) 'Code of Student Conduct,' and DoD Form 3203, 'Cadet Code of Conduct.' Additionally, cadets are required to maintain the standards set forth in the MCJROTC 'Cadet Contract.' Any cadet failing to maintain the standards of conduct and citizenship outlined in these forms and references will not be permitted to remain in the Marine Corps JROTC Program.

PUBLIC DISPLAYS OF AFFECTION

When in uniform, cadets will not display any gestures of affection in school or on school grounds or during MCJROTC activities. Kissing, embracing, holding hands, or other forms of intimate behavior should be a private matter, and as such, any displays of affection should be done in private.

DAILY CADET CONDUCT

The following expectations are provided for quick reference:

- Cadets arrive on time for class and appropriately greet the instructor on the way into class.
- Cadets contribute to the class with appropriate answers to questions.
- Cadets take ownership for their actions and accept consequences.
- Cadets wear appropriate clothing.
- Cadets strive to continuously improve themselves.
- 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 lie, cheat, or steal.
- Cadets use appropriate language and do not curse or swear at school or during MCJROTC activities.
- Cadets do not use drugs.

- Cadets offer suggestions to improve the system.
- Cadets maintain a positive, can-do attitude.
- Cadets respect public and private property.
- Cadets respect public laws and regulations.
- Cadets promote the qualities of J. R. Tucker’s “PAWS” school wide expectations!
 - Purposeful
 - Accountable
 - Willing
 - Safe

CURRICULUM / ACADEMICS

SCHOOL ACADEMICS

All Marine Corps JROTC cadets are required to maintain a cumulative and current marking period grade point average (GPA) of 2.0 in all their school subjects in order to remain in the MCJROTC program. Failure to maintain the minimum GPA will put the cadet on immediate academic probation.

- If on academic probation, the cadet may be limited in what activities he or she may participate in.
- If the cadet fails to raise his or her grade to the required GPA during the time period identified by the Senior Marine Instructor the cadet will stop all participation in MCJROTC activities, and will be disenrolled from the MCJROTC program. At that time, the cadet is required to turn in all uniforms. If the cadet raises his or her GPA during the probationary period, the cadet will be allowed to resume full activities.

CADET CURRICULUM

‘Leadership Education’ is the name of the MCJROTC curriculum because we use the tenets of Marine Corps leadership to teach and develop a sense of responsibility, loyalty, discipline, and character in cadets. Furthermore, J. R. Tucker High School labels the elective classes as ‘Military Science.’ Throughout the four years of the program, the Leadership Education curriculum is presented by way of five different categories of instruction. Those categories are: 1) Leadership, 2) Citizenship, 3) Personal Growth and Responsibility, 4) Public Service and Career Exploration, and 5) General Military Subjects.

CADET PARTICIPATION

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

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. Health and physical fitness is introduced as well as the fundamentals for safe weapons handling and marksmanship.

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 and begin to use their leadership training as they assume positions of increased authority and responsibility within the program. Physical fitness expectations are increased and the cadet learns more about marksmanship and the various firing positions. This year also provides additional learning experiences in personal growth and responsibility and an increased focus on citizenship.

3. LEADERSHIP EDUCATION TRAINING III (LE-III)

In LE-III, cadets will continue to use their leadership training with increased authority and responsibility within the program. Additionally, LE-III cadets receive detailed instruction on preparation for life beyond high school.

4. LEADERSHIP EDUCATION TRAINING IV (LE-IV)

LE-IV cadets are invited back by the SMI for a final year after demonstrating sustained commitment to the J. R. Tucker MCJROTC program. Moreover, and importantly, the cadet must have proven the ability to serve as a mentor to new LE-I cadets. Demonstrated adherence to the Cadet Contract and participation in MCJROTC events are key prerequisites to return as an LE-IV. In the LE-IV year, cadets really bring together all of their previous learning experiences in the MCJROTC program. Senior cadets will often hold key leadership positions, conduct formations and inspections, serve as group leaders in the classroom, and supervise various training events with younger cadets. LE-IV cadets continue to be challenged, physically and academically via research projects and independent studies.

CADET OF THE MARKING PERIOD

Prior to the end of each marking period, the Cadet Company Leadership Team will vote for one cadet from each LE level who they believe best personifies the Marine Corps' core values of Honor, Courage, and Commitment and J. R. Tucker's Marine Corps JROTC motto of Ductus Exemplo – Leadership by Example. The four cadets will receive a ribbon from the SMI and MI, commemorating their hard work and effort.

GRADING

Cadets enrolled in the Marine Corps JROTC 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. That is to say, assignments will be given and graded based on performance on quizzes or tests or based on how well the requirements of papers or presentations were completed. *Additionally, the MCJROTC program grades compliance to uniform and appearance regulations and the level of participation during weekly personnel inspections and physical training.*

- Points are taken off for uniform discrepancies or lack of preparation/effort.
- **If the same discrepancies occur the following week, the points taken off will double and will continue to double each week until the discrepancy or lack of participation/effort is improved.**
- Further, failure to wear the proper uniform as outlined in the Cadet Contract will result in a grade of zero (0%).
- *Intentional or willful disregard of the agreed to policies, procedures, and regulations stated in the Cadet Contract will also result in points taken off of participation related grades.* As described above, these points taken off will also double in value during subsequent weeks until Cadet Contract compliance is achieved.

Expectations continue to increase with continued enrollment in the MCJROTC program. Personnel inspection and participation grades will require more preparation, focus, and effort as a cadet advances from an LE I to an LE IV.

- The following personnel inspection grading sheet will be used (with listed points taken off for discrepancies) for LE I, LE III LE III, and LE IV cadets:

LE I, LE II, LE III, LE IV Personnel Inspection Grade Sheet

MCJROTC INSPECTION FORM PLATOON: _____ SQUAD: _____		PERSONAL APPEARANCE AND MILITARY PRESENCE													KNOWLEDGE (Core Curriculum)			COMMENTS (as to length, fingernail color, belt length, etc.)
		SMUTE	COVER	HAIR	SHAVE/MAKEUP	FINGERNAILS (LENGTH, CLEAN POLISH)	BLOUSE/T-SHIRT	RIBBONS	RANK PLACEMENT (CHIPS, SCRATCHES)	TROUSERS/SLEAVES	BELT & BUCKLE (4 INCHES)	BOOTS/SHOES	SOCKS/BOOT BANDS	BEARING/COMMAND PRESENCE	CADET GRADE	QUESTION #1	QUESTION #2	
RANK	NAME: (LAST, FIRST INITIAL)	5	10	15	5	10	5	10	5	5	10	5	5	10		YES NO	YES NO	YES NO
		DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS		YES NO	YES NO	YES NO
		DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS		YES NO	YES NO	YES NO
		DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS		YES NO	YES NO	YES NO
		DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS		YES NO	YES NO	YES NO
		DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS		YES NO	YES NO	YES NO
		DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS		YES NO	YES NO	YES NO
		DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS	DIS		YES NO	YES NO	YES NO

INSTRUCTIONS:

If a discrepancy is identified in a graded area, the inspector will circle the DIS for that area.

Knowledge: The inspector will ask 3 questions of the cadet from the Core Curriculum. If the cadet answers the question correctly then the scribe will circle YES if the cadet misses the question, then the scribe will circle NO

Cadet grade will be determined by subtracting the total value of discrepancies from 100 points.

When the inspector steps in front of the cadet to be inspected, the cadet should greet the inspector by saying: "Good morning/afternoon ma'am/sir. Cadet (Rank, Last Name) prepared for inspection. I am an LE I, II, III, or IV sir/ma'am."

RANK & PROMOTION

CADET RANK STRUCTURE

The rank structure used in the Marine Corps JROTC program mirrors the officer and enlisted ranks in the U. S. Marine Corps. The following ranks (with corresponding billets) are utilized at J. R. Tucker High School.

1. Cadet Captain – Cadet Company Commander
2. Cadet First Lieutenant – Cadet Company Executive Officer
3. Cadet First Sergeant – Cadet Company First Sergeant
4. Cadet Gunnery Sergeant – Cadet Company Gunnery Sergeant
5. Cadet Second Lieutenant – Cadet Platoon Commanders
6. Cadet Staff Sergeant – Cadet Platoon Sergeants
7. Cadet Sergeant– Cadet Squad Leaders/Guide
8. Cadet Corporal – Cadet Fire Team Leaders
9. Cadet Lance Corporal – Any qualified cadet may be promoted to this rank.
10. Cadet Private First Class – Any qualified cadet may be promoted to this rank.
11. Cadet Private – All enrolled cadets will start at this rank.

CADET PROMOTIONS

Promotions are earned and not given. Those cadets receiving promotions must possess the prerequisite abilities, skills, and level of commitment commensurate with the next, higher rank. The primary authority for promotions rests with the Senior Marine Instructor.

1. Promotions are based on demonstrated leadership ability, academic and disciplinary excellence, and individual performance and participation. **The minimum standard for any promotion is to have a cumulative, current marking period, and “Military Science” grade point average (GPA) of “2.0” and zero reported disciplinary incidents.**
2. First year cadets (i.e., LE-Is) who meet the minimum standard for promotion will be promoted from Cadet Private (C/PVT) to Cadet Private First Class (C/PFC) at the completion of the first semester. Second year cadets who meet the minimum standard for promotion will be promoted from Cadet Private First Class (C/PFC) to Cadet Lance Corporal (C/LCpl) at the beginning of the year.
3. Promotion to Cadet Corporal through Cadet Sergeant. After promotion to (C/LCpl), cadets will be promoted by accumulating points associated with their performance and participation. The total points accumulated is known as the cadet’s “cutting score”. Upon the completion of the second marking period, the cutting scores associated with the ranks of Cadet Corporal (C/Cpl), and Cadet Sergeant (C/Sgt) will be announced. **If a cadet’s cutting score is equal to or greater than the required cutting score for their**

next, higher rank, the cadet will be eligible for promotion. Cutting scores for promotion will also be announced after the completion of the third marking period and near the end of the fourth marking period. *After being promoted, certain cutting score categories reset to zero* (see table below).

4. Cutting score point values for applicable marking period. Gray columns reset to zero upon promotion. Example: after being promoted, hours for community service start at zero. White column points can be used for the next promotion period's cutting score.

Current marking period JROTC grade	Latest MCJROTC PFT score for current SY	Latest YPFT score for current SY	Latest marksmanship prone score	Current JROTC team participation (# of teams)	JROTC community service (hours)	JROTC event service (hours)	JROTC field trips (#)	Other: Cadet of the Marking Period, Recruiting
A+ = 300	≥17: ≥ 275 = 150 16: ≥ 260 = 150 15: ≥ 245 = 150 < 14: ≥ 230 = 150	≥ 450 = 150	≥ 90 = 150	4 = 650	≥ 8.0 = 300	≥ 8.0 = 300	3 = 300	Yes = 200
A = 275	≥17: 225 = 125 16: 210 = 125 15: 195 = 125 < 14: 180 = 125	≥ 375 = 125	≥ 80 = 100	3 = 500	≥ 6.0-7.9 = 250	≥ 6.0-7.9 = 250	2 = 200	
A- = 250	≥17: 175 = 100 16: 160 = 100 15: 145 = 100 < 14: 130 = 100	≥ 290 = 100	> 70 = 75	2 = 400	≥ 4.0-5.9 = 200	≥ 4.0-5.9 = 200	1 = 100	
B+ = 200	≥17: 150 = 75 16: 135 = 75 15: 120 = 75 < 14: 105 = 75	≥ 250 = 75	≥ 60 = 50	1 = 300	≥ 2.0-3.9 = 100	≥ 2.0-3.9 = 100		
B = 175	≥17: 125 = 50 16: 110 = 50 15: 95 = 50 < 14: 80 = 50	≥ 200 = 50						
B- = 150	≥17: ≤ 100 = 25 16: ≤ 85 = 25 15: ≤ 70 = 25 < 14: ≤ 55 = 25	≥ 165 = 25						
C+ = 100								
C = 75								

5. For promotion to Cadet Staff Sergeant or higher. Cadets serving as members of the Cadet Leadership Team are promoted to the appropriate rank that corresponds to their leadership position (see the Cadet Company Table of Organization below). Those candidates interested in serving on the leadership team must complete an interview for consideration. This process involves completing an interest survey, submitting a leadership questionnaire, and completing an interview with existing leadership team members and instructors. At the completion of the interview process, the strongest candidates will earn a place on the leadership team in the billet that is determined to best suit her/his skill sets.

a. Cadet Staff Sergeants and higher (i.e., cadet staff noncommissioned officers and officers) must have a cumulative GPA of 2.0 or higher and in the current marking period, and a “Military Science” GPA of “3.0” or higher. All cadet officers and staff

noncommissioned officers are required to maintain a current and minimum Military Science GPA of “3.0” to retain their rank.

b. Cadet staff noncommissioned officers and officers that do not meet the GPA minimums will be placed in a probationary status. Cadet progress will be assessed through a “three-strike rule” with a series of check-in points designed to assist them in meeting the standard for rank retention. If the cadet fails to meet the set standards, they may be considered for reduction or change of billet assignment.

6. Any cadet failing to maintain a cumulative, current marking period, and “Military Science” GPA of “2.0” will not be promoted and will be put on academic probation.

7. Cadets failing to perform their duties in an effective manner will be considered for rank reduction, change of billet assignment, or program disenrollment.

CADET COMPANY TABLE OF ORGANIZATION

Billet/Job Assignment	Rank	Grade Level	Number Authorized
Company Commanding Officer	Captain	Jr-Sr	1
Company Executive Officer	First Lieutenant	Jr-Sr	1
Company First Sergeant	First Sergeant	Soph-Sr	1
Company Gunnery Sergeant	Gunnery Sergeant	Soph-Sr	1
Company Color Sergeant	Sergeant and above	Soph-Sr	1
Company Administrative Chief	Sergeant	Soph-Sr	1
Company Supply Chief	Sergeant	Soph-Sr	1
Administrative Clerk	Private through Sergeant	Fr-Sr	4 (1 per platoon)
Supply Clerk	Private through Sergeant	Fr-Sr	4 (1 per platoon)
Platoon Commander	Second Lieutenant	Soph-Sr	4
Platoon Sergeant	Staff Sergeant	Soph-Sr	4

Platoon Guide	Sergeant	Soph-Sr	4
Squad Leader	PFC through Sergeant	Soph-Sr	12
Fire Team Leader	Corporal	Soph-Sr	As required
Classroom Cadet	Private through Sergeant	Fr-Sr	As enrolled

BILLET DESCRIPTIONS

CADET COMPANY LEVEL LEADERSHIP POSITIONS

CADET COMPANY COMMANDING OFFICER

“Responsible for everything the Cadet Company does or fails to do.”

- Company Commanding Officer (CO) is the senior cadet in the Company.

Responsibilities include:

- Providing “Commanders Guidance” & direction to the Company.
- Assigns tasks to the Staff & Platoons through the Executive Officer, First Sergeant and Platoon Commanders.
- Maintaining the appearance, discipline, efficiency, training, well-being and conduct of the Company.
- Ensuring that all members of the cadet corps have the opportunity to develop leadership commensurate with their individual abilities.
- Conducting a monthly staff meeting and briefs the SMI & MI on all Company activities.
- Providing recommendations for cadet evaluation, promotion, and assignment.
- Performing other duties as may be assigned by the SMI & MI.
- Observing, evaluating, and rating cadets who are members of the company.
- Attending all Company formations.
- With few exceptions, attending all MCJROTC activities and events.
- Briefing the SMI weekly on company activities and areas of concern.
- Maintaining proficiency in military drill as set forth in the Marine Corps Drill and Ceremonies Manual, and other applicable instructions.
- Lead cadet working with the SMI and MI for recruiting efforts.

CADET COMPANY EXECUTIVE OFFICER

- Company Executive Officer (XO) is the second most senior cadet in the Company.
- XO acts as the Company’s “Chief of Staff” assisting the CO in commanding the unit and is prepared to assume the CO’s duties in her/his absence.

Responsibilities include:

- The XO is specifically responsible for coordinating the Company staff and proofreading all prepared documents for approval of the commanding officer.
- The primary advisor to the CO on all officer cadet personnel matters.

- With few exceptions, attending all MCJROTC activities and events.
- Coordinates with the Company First Sergeant for the maintenance of officer cadet record books.
- Assists the CO in all assigned tasks.
- Assisting the Company Commander with assignment of cadet officers to platoons/billets.
- Assisting the Company Commander with officer performance evaluations.
- Assisting the Company Commander with recommendations for cadet discipline.
- Assisting the Company Commander recommendations for promotion and awards.
- Conducts counseling of Company officer personnel as required.
- Conducts periodic inspections of MCJROTC classrooms, spaces, and facilities.
- Ensures external representation is coordinated with SMI/MI and external organizations.
- Recruiting new cadets to join the program.
- Lead cadet working with the CO, SMI, and MI to coordinate community service opportunities.

CADET COMPANY FIRST SERGEANT

- The highest-ranking enlisted cadet in the Company.
- The First Sergeant reports directly to the Company Commander and is the primary advisor to the CO on all enlisted cadet personnel matters.

Responsibilities include:

- Assisting the CO in managing Company activities and exercising general supervision over all enlisted cadets.
- Conducts and supervises training of SNCO's and NCO's.
- Meets periodically with Company Gunnery Sergeant and SNCO's.
- Provides guidance and supervision of and meets no less than monthly with the Company Administrative Chief and Administrative Clerks.
- Conducting staff meetings, as needed, to ensure all SNCOs are completely aware of all Company activities.
- Forming the Company for parades, inspections, or other military formations when directed by the CO.
- With few exceptions, attending all MCJROTC activities and events.
- Escorting inspecting officers/visitors at Company inspections/formations.
- Performing other duties as may be assigned by the CO.
- Assisting the Company Commander in the performance of his/her duties.
- Assisting the Company Commander with assignment of personnel to platoons/billets.
- Assisting the Company Commander with enlisted performance evaluations.
- Assisting the Company Commander with recommendations for cadet discipline.
- Assisting the Company Commander recommendations for promotion and awards.
- Conducts counseling of Company enlisted personnel as required.
- Assists SMI/MI maintain Company Bulletin Board.
- Assumes the duties of the Company CO in the absence of the CO or XO.
- Recruiting new cadets to join the program.

CADET COMPANY GUNNERY SERGEANT

Responsibilities include:

- Coordinates with the MI on all issues pertaining to logistical functions within the unit.
- Assists the Company First Sergeant in the performance of her/his duties.
- Provides guidance and supervision of and meets no less than monthly with Supply Chief, Armory/Supply Custodians, Platoon Sergeants, and Platoon Guides.
- Provides guidance to cadets on proper supply discipline and supervising the activities of the four platoon guides.
- With few exceptions, attending all MCJROTC activities and events.
- Assists SMI/MI in the collection of permission slips, inventories equipment, generates rosters, and creates seating plans for all unit travel.
- Ensures unit spaces, classroom and areas are kept clean, neat, and orderly.
- Assists SMI/MI with unit inventory inspections.
- Recruiting new cadets to join the program.

CADET PLATOON LEVEL LEADERSHIP POSITIONS

CADET PLATOON COMMANDER

“Responsible for everything the platoon does or fails to do.”

- The Platoon Commander is the senior cadet in the platoon.

Responsibilities include:

- The appearance, discipline, efficiency, training, and conduct of the cadets who make up the platoon.
- Ensuring that all cadet members of the platoon have the opportunity to develop leadership skills commensurate with their individual abilities.
- Ensuring all assigned tasks given to the platoon are accomplished.
- Observing, evaluating, and rating cadets who are members of the platoon.
- Communicating information passed down from the Company Commander.
- Attending all formations.
- With few exceptions, attending all MCJROTC activities and events.
- Ensuring that all cadets are present, on-time, and in the proper uniform for formations.
- Briefing the CO weekly on platoon activities and areas of concern.
- Maintaining proficiency in the military drill as set forth in the Marine Corps Drill and Ceremonies Manual, and other applicable instructions.
- Performing other duties as may be assigned by the Company Commander.
- Recruiting new cadets to join the program.

CADET PLATOON SERGEANT

Responsibilities include:

- The appearance, discipline, efficiency, training, and conduct of the cadets who make up the platoon.
- Ensuring that all cadet members of the platoon have the opportunity to develop leadership skills commensurate with their individual abilities.
- Ensuring all assigned tasks given to the platoon are accomplished.
- Observing, evaluating, and rating cadets who are members of the platoon.
- Communicating information passed down from the Platoon Commander.
- Attending all formations.
- With few exceptions, attending all MCJROTC activities and events.
- Briefing the Platoon Commander on areas of concern.
- Maintaining proficiency in the military drill as set forth in the Marine Corps Drill and Ceremonies Manual, and other applicable instructions.
- Performing other duties as may be assigned by the Platoon Commander.
- Recruiting new cadets to join the program.

PLATOON GUIDE

Responsibilities include:

- As the logistical point of contact in each platoon, assist the Platoon Sergeant in distribution of uniform, supplies, etc.
- Attend leadership team meetings in the absence of either the Platoon Commander or Platoon Sergeant.
- Attending all formations.
- Briefing the Platoon Sergeant on areas of concern.

PLATOON SQUAD LEADER

Responsibilities include:

- Must be proficient in close order drill and be able to take charge of the squad.
- Know squad members and help them whenever possible.
- Assist the Platoon Commander and Platoon Sergeant during all platoon functions.
- Attending all formations.
- Directing the squad in preparation for platoon inspections.
- Communicating information passed down from the Platoon Commander and Platoon Sergeant.
- Providing working party members, as needed.

OTHER CADET BILLET DESCRIPTIONS

COMPANY ADMINISTRATIVE CHIEF

- Supports the Company First Sergeant on personnel related matters.

Responsibilities include:

- Maintaining up-to-date cadet record books (CRBs) in accordance with the program's CRB template. Includes information such as promotions, awards, promotion warrants, and other information contained on the cadet data sheets.

- Maintaining a complete record of all unit awards, cadet promotions, other cadet awards, and Company accomplishment throughout the school year.
- Assisting in the issuance of uniforms and other accountable property.
- Performing other duties as may be assigned by the Company First Sergeant.
- Supervising class Administrative Clerks in the performance of their duties.
- Coordinating with the Supply Chief to assist in inventory related concerns.
- Meeting with Administrative Clerks no less than monthly to ensure CRBs are kept up-to-date.

COMPANY SUPPLY CHIEF

- Supports the Company Gunnery Sergeant on uniform, equipment, and material matters.

Responsibilities include:

- Assisting in the inventory of uniforms and other accountable property.
- Providing guidance to the cadets on proper supply discipline and supervising the activities of the five Armory/Supply Custodians.
- Creating the necessary paperwork to properly effect the ordering, receipt, stocking, survey, and disposal of military property as directed.
- Ensuring that the cleanliness and organization of the armory and supply rooms are maintained.
- Coordinating with the Company Gunnery Sergeant and SMI for inventory accountability, reordering, receiving, and properly storing all ribbons, rank insignia, and other uniform accessories.
- Responsible to the Company Gunnery Sergeant for the material condition, cleanliness, and order of unit spaces.
- Conducting serialized inventories of all assigned property and rifles.

CLASSROOM ADMINISTRATIVE CLERK

- Supports the Company Administrative Chief.

Responsibilities include:

- Maintaining up-to-date class (per class period) cadet record books (CRBs) in accordance with the program's CRB template. Includes information such as promotions, awards, promotion warrants, and other information contained on the cadet data sheets.
- Assisting in the issuance of uniforms and other accountable property.
- Performing other duties as may be assigned by the Company Administrative Chief.
- Meeting with the Company Administrative Chief, as required.

CLASSROOM SUPPLY CLERK

- Supports the Company Supply Chief.

Responsibilities include:

- Assisting in the issuance of uniforms and other accountable property.
- Ensuring that the cleanliness and organization of the armory and supply rooms are maintained.
- Meeting with the Company Supply Chief, as required.

ENROLLMENT

CLASS ENROLLMENT & VARIANCES

1. MCJROTC is an elective course named “Military Science” at J. R. Tucker High School. As such, participation in the program is handled through the Counseling Department. **There is a \$30 JROTC course fee** that must be paid prior to participation in JROTC activities.
2. J. R. Tucker does allow students from outside the J. R. Tucker zoned area to attend on a variance if the student’s zoned high school does not offer a JROTC program. The following procedures apply:
 - The student must gain approval from the principal of the high school he/she is zoned to attend. Then the student must fill a variance form (found at: <http://tuckerjrotc.weebly.com/forms.html>) and deliver it to the zoned high school’s main office for approval.
 - Once the variance is approved by the zoned high school’s principal, the variance form will be sent to J. R. Tucker. At this point, the Senior Marine Instructor/Marine Instructor (SMI/MI) will request the student’s grades, attendance, and discipline records to help determine whether the student is eligible to be enrolled as a cadet in J. R. Tucker’s Marine Corps JROTC program. After this process, the SMI/MI will then reach out to the prospective cadet’s parents/guardians to arrange a meeting to discuss the MCJROTC program.
 - After the meeting, should the prospective cadet meet the criteria for MCJROTC enrollment, the variance form will be sent to J.R. Tucker’s principal for approval.

DISENROLLMENT

Cadets are ambassadors for the MCJROTC program and not only represent the program and J. R. Tucker, but also the U.S. Marine Corps. As such, cadets are expected to demonstrate exemplary character.

The Senior Marine Instructor (SMI) and Marine Instructor (MI) are dedicated to working with all cadets to ensure they are successful both during high school and after graduation. However, conduct that the SMI or MI deem to be counter to the positive representation of the program or in conflict with the positive development of leadership, character, or citizenship will be identified and handled in accordance with the procedures listed below.

1. **Policy.** Grounds for disenrollment by the SMI, with approval from the Principal, include but are not limited to:
 - Failure to maintain academic standards for MCJROTC enrollment.
 - Indifference to training, disciplinary infractions, or undesirable traits of character. Examples include: consistent, demonstrated lack of compliance to program requirements; unwillingness to participate in physical training events; multiple detentions or multiple assignments to alternative school placement (ASP); repeated insubordination to faculty members; unwillingness to demonstrate loyalty to the nation.

- By request of the individual cadet.
- Disenrollment from J. R. Tucker High School.
- If found guilty of a misdemeanor or felony.

2. Procedures.

- Academic standards. SMI/MI review grades weekly with cadets and monitor cadet performance both in the JROTC 'Military Science' classes and with school counselors to monitor cadet current marking period and cumulative GPA.
 - If a cadet is in danger of falling below a cumulative and current marking period GPA of 2.0 or has less than a 'C' grade in a JROTC class, the SMI/MI will contact the cadet's parent/guardian to notify her/him of the current status and highlight the next step of cadet assignment to academic probation.
 - Once on academic probation, the SMI and MI will discuss the cadet's academic progress and assess the cadet's willingness and ability to maintain the 2.0 standard.
 - If the cadet is making progress and showing effort, the SMI will extend the academic probation period until a cumulative 2.0 and C grade is achieved.
 - If the cadet is not making progress or shows a lack of willingness to improve her/his grades, the SMI will contact the cadet's parent/guardian to explain the situation and will consult with the cadet's school counselor to determine options other than JROTC. Upon consultation between the parent/guardian and school counselor, the cadet will be disenrolled from the JROTC program and placed in an alternative course.
- Character standards. The following procedures will be followed if cadets demonstrate repeated school disciplinary infractions that include but are not limited to inappropriate actions, inappropriate language, insubordination, classroom disruption, unwillingness to participate, or other forms of disrespect.
 - First occurrence
 - Faculty and/or administrators notify SMI/MI of character related infraction.
 - Cadet receives mentoring and verbal reminder of JROTC program expectations from SMI/MI.
 - Second occurrence or if cadet is assigned to detention (to include Saturdays)
 - Faculty and/or administrators notify SMI/MI of character related infraction.
 - To the greatest extent possible, the cadet serves weekday detention with SMI/MI regardless of which faculty member or administrator assigns the detention.
 - Cadet receives mentoring and verbal reminder of JROTC program expectations from SMI/MI.
 - SMI/MI contacts the cadet's parent/guardian to discuss incident and JROTC program enrollment expectations.

- Third occurrence or if cadet is assigned to second detention, alternative school program (ASP)
 - Faculty and/or administrators notify SMI/MI of character related infraction.
 - To the greatest extent possible, the cadet serves workday detention with SMI/MI regardless of which faculty member or administrator assigns the detention.
 - Cadet receives mentoring and is placed on character related probation by the SMI/MI.
 - SMI/MI contacts the cadet's parent/guardian to discuss the incident and assignment to character related probation.
- Fourth or subsequent occurrence or if the cadet is suspended.
 - Faculty and/or administrators notify SMI/MI of character related infraction.
 - To the greatest extent possible, the cadet serves workday detention with SMI/MI regardless of which faculty member or administrator assigns the detention.
 - Cadet receives mentoring from the SMI/MI and is notified that continued character related infractions have resulted in disenrollment procedures.
 - If the cadet is not making progress or shows a lack of willingness to change his/her behavior, the SMI will contact the cadet's parent/guardian to discuss incident and subsequent disenrollment procedures. Upon consultation between the parent/guardian and school counselor, the cadet will be disenrolled from the JROTC program and placed in an alternative course.
- Found guilty of a misdemeanor or felony.
 - In the event that a cadet is found guilty of a misdemeanor or felony, enrollment in the JROTC program will be evaluated by the SMI/MI after consultation with the school administrators, counseling department, and parent/guardian.
- The SMI/MI acknowledge that character growth occurs at a different pace for each cadet. Therefore, freshman and sophomore cadets will be granted more latitude than junior or senior cadets.
- Voluntary Disenrollment. Cadets who voluntarily decide to quit the JROTC program will be referred to the school counseling department to determine alternative course options. Upon notification of voluntary disenrollment by the cadet, the SMI/MI will contact the cadet's parent/guardian to confirm the cadet has parent/guardian approval.
- Automatic Disenrollment. Those cadets who transfer away from J. R. Tucker High School MCJROTC Uniform. Upon disenrollment, all former cadets are required to turn in all issued uniform items with the exception of the physical training uniform. Costs associated with individual uniform items are provided in the Cadet Contract. Disenrolled cadets who have not turned in uniform items will

carry unpaid expenses in the Henrico County Public Schools account that must be reconciled prior to high school graduation.

RE-ENROLLMENT

1. Cadets who were previously disenrolled for character-related reasons (e.g., failure to comply with the Cadet Contract or for disciplinary reasons) and apply for re-enrollment will be evaluated on a case-by-case basis. The SMI will consult with the MI, the former cadet's parents, the Counseling Department, and J.R. Tucker Principal. If approved for re-enrollment, the returning cadet will be appointed a Cadet Private, regardless of rank previously held.
2. Cadets who were disenrolled for other reasons (e.g., moved out of the school district or dropped class in favor of another elective) and subsequently approved for re-enrollment may retain the previously held rank at the discretion of the SMI.

APPEARANCE & UNIFORMS

Cadets are ambassadors for the MCJROTC program and not only represent the program and J. R. Tucker High School, but also the U.S. Marine Corps. All appearance and uniform requirements are found in the Marine Corps regulation governing uniform wear: Marine Corps Order P1020.34H. The standards of personal appearance and grooming are as specific as practicable in order to establish the parameters with which cadets must comply. The information below will be used as the basis for grading compliance to the regulations during uniform inspections.

WEARING OF HEADGEAR

During MCJROTC activities, to include JROTC classroom instruction, cadets are prohibited from wearing any headgear (e.g., hoodies, ball caps, do-rags, bandanas, etc.) unless approved by the SMI/MI or a required uniform item.

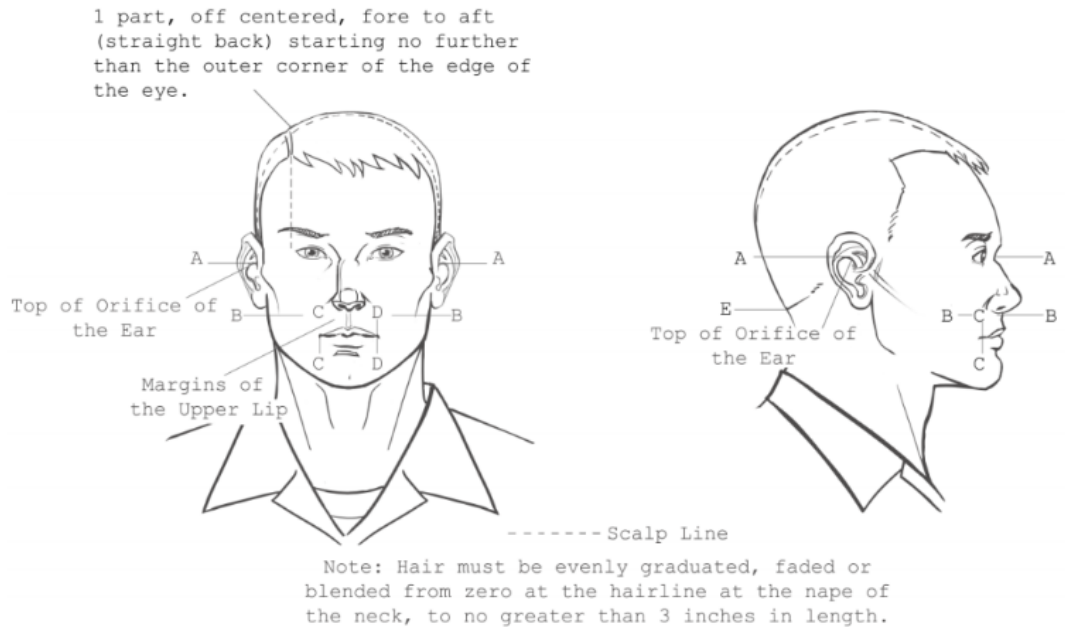
HAIR

The requirement for hair regulations is to provide direction for maintaining a neat and professional military image. Men's hairstyles require non-eccentric and non-faddish styles, maintaining a conservative, professional appearance. Women's hairstyles require non-eccentric and non-faddish styles, maintaining a conservative, professional appearance.

1. Male. Hair shall be maintained in accordance with Marine Corps regulations (i.e., neat and closely trimmed). It shall be cut 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 (skin) at the hairline in the lower portion of the head to the upper portion of the head. Hair will not be over three inches in length fully extended (an extended hair, not the style, determines proper length) on the upper portion of the head.

- Additional clarification:
 - Style: hair will be styled so it does not interfere with the wearing of the uniform cap (i.e., cover). No bowl cuts, braiding, or eccentric cuts (e.g., mohawks) are permitted.
 - Fading/blending/graduating of the hair. The zero fade starts at the nape and must continue up to the top orifice of the ear (this finally provides concrete guidance for those that like to wear the low regulation haircut). Remember, fades start at zero and graduate up to your maximum hair length (maximum hair length cannot be reached before the top orifice of the ear). This does not prohibit you from starting at zero at the nape and continuing at zero beyond the top orifice of the ear, then fade up to a high and tight (at some point you will have to fade it to the patch of hair on top, remember - mohawks are not authorized). If a cadet wants to do a clean-shaven head, that is fine too. *However, if you are going to go "low regulation," you have to fade until at least the top orifice of the ear.* No more zero fades with a quick graduation (within an inch or less of the hairline) to the maximum hair length.
 - Color: If applied, dyes that 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.
- Clean-shaven. Cadets will be clean-shaven when in uniform (includes physical training (PT) uniform). This also applies when wearing civilian attire while participating in MCJROTC activities.
 - Sideburns: cannot extend beyond the top of the orifice of the ear ("A" on the picture below). Sideburns will not be styled to taper, flare, or come to a point.
 - Mustaches: 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 the picture below.

- Beards: not permitted.

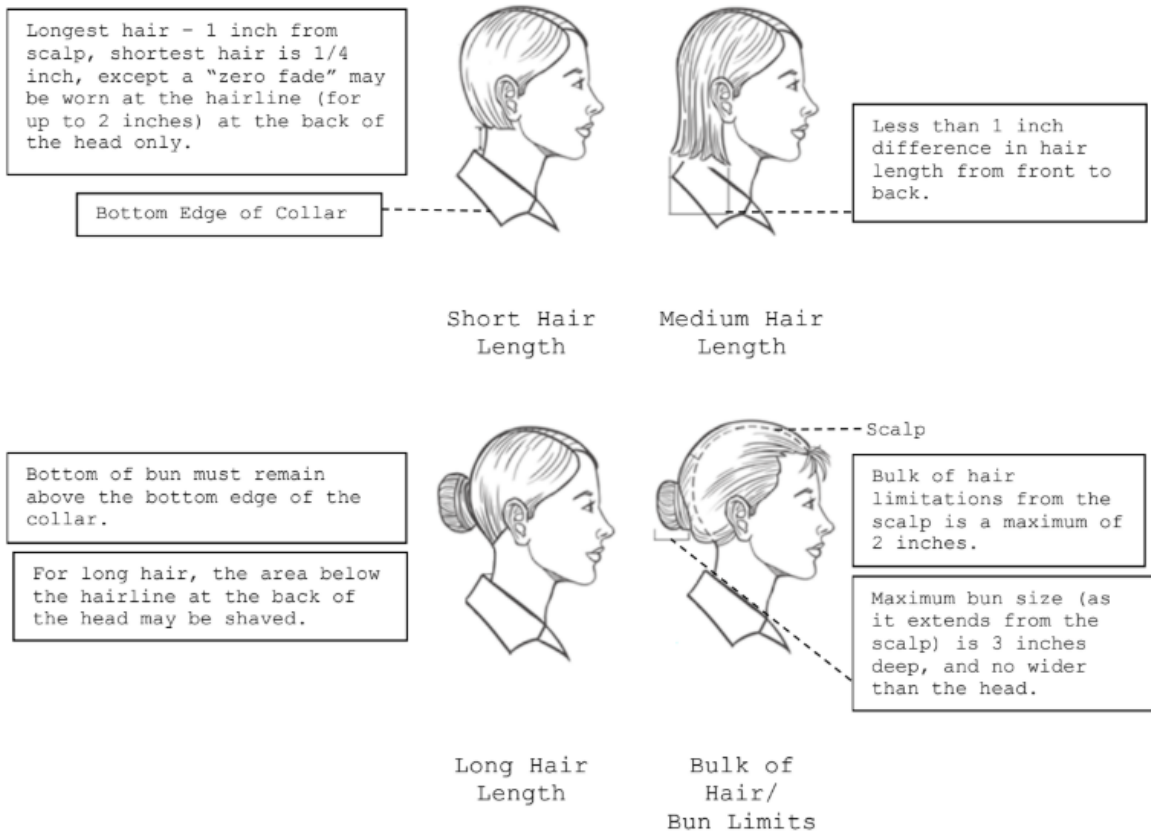


2. Female. Hair shall be maintained in accordance with Marine Corps regulations. When in uniform, hair shall be worn such that it may extend up to two inches below the bottom edge of the collar and can be completely tucked in under headgear. Women's hairstyles are organized into three basic categories: short length, medium length and long hair. In-depth explanations of female hair regulations are found in MCO P1020.34H. A general, "rule-of-thumb" explanation (with pictures) is provided below.

- Short hair length: hair that extends no more than one-inch from the scalp (excluding bangs). Overall hair bulk may be cut no shorter than 1/4 inch from the scalp; except that it may be evenly graduated from zero at the hairline at the nape of the neck to the maximum length of 1 inch within two inches of the hairline/neckline (creating a fade).
 - 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 not extend beyond the hairline at the temples.
 - Fading/blending/graduating of the hair. Female Marines with short hair are authorized to do a "zero" fade at the hairline at the nape of the neck to a maximum length of one inch (the fade must start at zero and graduate up, finishing the fade within 2 inches of the hairline at the nape of the neck). *You are not authorized to do a zero fade on the sides of your head; the shortest you can go on the side is 1/4 inch (you can do a quarter inch fade).* Female Marines with long hair can shave the hair on the back of their neck that grows below the hairline and cannot be pulled up into the bun.
- Medium hair length: hair that extends up to two inches beyond the collar's lower edge (in all uniforms), and extends more than one inch from the scalp. Medium hair may fall naturally in uniform and is not required to be secured. When worn

loose, graduated hairstyles are acceptable, but the change in length, from the front to the back, may not exceed a one-inch difference in length (see picture below). No portion of the bulk of the hair as measured from the scalp will exceed two inches.

- The regulations for the wear of bangs detailed in the short hair length section apply to medium length hair as well.
 - Medium length hair may secure front pieces of the hair into a “half up” style or a half ponytail such that the style is inconspicuous and compliments the natural appearance of the cadet.
- Long hair length: hair that extends beyond two inches below the collar’s lower edge. When styled, long hair will be secured up so that it does not extend beyond two inches below the collar’s lower edge, except in the physical training uniform. Long hair will be neatly and inconspicuously fastened or pinned, except that bangs may be worn. No portion of the bulk of the hair, as measured from the scalp, will exceed two inches (except a bun, which may extend to a maximum of three inches from the scalp and may be no wider than the width of the head).
 - The regulations for the wear of bangs detailed in the short hair length section apply.
- Style: 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. To promote a neat and professional appearance, the use of hair products such as mousse, hair gel, and hairspray is authorized, as long as they provide a clear, dry finish.
 - Braids, twists, and locks are authorized if worn in accordance with MCO P1020.34H. The general rule-of-thumb is that the braids, twists, and locks must provide a neat and professional military appearance and not interfere with the proper wear of all headgear. The mixing of braids, twists, and locks styles is not allowed.
 - Extensions: hair extensions that achieve medium and long hairstyles are authorized. Extensions must present a natural appearance and conform to all hair regulations.
 - Foreign material: foreign material shall not be incorporated into or attached onto the 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.
- Accessories: inconspicuous (i.e., natural hair color) hairpins and bobby pins, if required, are authorized. Barrettes, combs, rubber bands, styling tools, etc. are authorized, if concealed by the hair.
- Physical Training (PT): medium or short length hair may be worn down for organized PT. Long hair must be secured. Pony tails are authorized. When hair-securing devices are worn (i.e. barrettes, small ponytail holders, etc.), they must be consistent with the hair color. Scrunchies, bows, ribbons, and alligator clips are not authorized to secure hair for PT.



PIERCINGS

During MCJROTC activities, to include JROTC classroom instruction, cadets are prohibited from mutilation of the body or any body parts, in any manner, and attaching, affixing or displaying objects, articles, jewelry or ornamentation to, through or under their skin, tongue or any other body part (e.g., nose rings, lip rings) except the ear.

1. Males. Males are not permitted to wear earrings while in any JROTC uniform or at any time they are participating in any MCJROTC activities. This includes JROTC classroom instruction.

2. Females. Female cadets may wear earrings in the following manner:

- With service and dress uniforms at the individual's option, female cadets may wear small, polished, yellow gold color, ball, or round stud earrings (post, screw-on, or clip), not to exceed 1/4 inch in diameter.
- When worn, earrings will fit tightly against, and will not extend below, the earlobe. Only one earring will be worn on or in each earlobe.
- Earrings will not be worn with the utility uniform, or while participating in a parade, ceremony, or other similar military functions.

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. Male Marines will not wear conspicuous make-up (if the make-up can be seen or is noticed, it is conspicuous).

- 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.
- 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.

FINGERNAILS

1. Males. Fingernails will be kept clean and neatly trimmed. Fingernails shall not extend past the fingertips. Nail polish for male cadets is not allowed.

2. Female. Nail length will be no longer than 1/4 inch from the tip of the finger.

- Fingernail polish in Service and Dress Uniforms: when worn, fingernail 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 and decorative ornamentation are prohibited.
- Fingernail polish in the Utility Uniform: colored fingernail polish is not authorized for wear with the utility uniform.
- Manicures: manicures that imitate the natural nail are authorized for wear with all uniforms (i.e. French manicures), to include utilities, but must have the “natural nail” appearance, to include the clearly defined white/beige nail tip. 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.
 - Additional clarification regarding manicures when wearing the utility uniform. There is some confusion about nail polish in the utility uniform. Policy changed that now allows female cadets to wear manicures that mimic the natural nail in the utility uniform. The natural nail, unless you chew your nail down to the quick, has a beige colored tip (the portion that extends beyond the nail bed). *If you are going to wear nail polish in the utility uniform you are restricted to clear or manicures that mimic the natural nail.* The Marine Corps Uniform Board approved French/American and any other manicure that mimics the natural nail. Therefore, you must have a white, off white, or beige tip. The nail on top of the nail bed must be pale pink, nude or peach like in color. *A nail that is fully painted nude, peach or pink (with no white, off white or beige tip) is not authorized in utilities.* Save that for your dress and service uniforms.

JEWELRY

Jewelry is authorized for wear with all uniforms, as detailed below. The SMI/MI may require the removal of all jewelry for safety reasons.

- Rings: inconspicuous rings are authorized for wear in uniform. When worn, only one ring is authorized per hand and will be worn on the base of the finger close to the palm. Rings will not be worn on the thumbs.
- Watches: inconspicuous watches are authorized for wear in uniform.
- Necklaces: necklaces if worn will not be visible in uniform (including the chain around the neck).
- Earrings: see the “PIERCINGS” paragraph above.

UNIFORM OF THE DAY

1. The Marine Corps JROTC program requires cadets to wear their uniform on a three day cycle. Every third class period, cadets will wear the specified uniform.
 - On uniform days, cadets must arrive at school, in a complete uniform and remain in the complete uniform **throughout the entire school day.**
 - If a cadet has a physical education (P.E.) class during a uniform inspection day, the cadet is required to change into the required P.E. uniform, participate in the P.E. class, and then change back into the uniform of the day.
 - If a cadet is absent for class on a uniform day, it is his/her responsibility to wear the uniform during the next JROTC class period in order to receive a grade or else he/she will receive a zero.
2. Any time a cadet wears his or her uniform, it should be worn with pride and care. Cadets must always remember what they represent when wearing the Marine Corps uniform and ensure proper bearing is demonstrated. Improper behavior by cadets is not tolerated at any time and is severely dealt with if in uniform.
3. Occasionally a situation may arise that requires cadets to change from their uniform. This must be pre-approved by the SMI or MI. Such situations are:
 - Cadets with after school employment should arrange their schedules to provide time to change after school.
 - Cadets with PE the last period of the day are not required to change back into their uniforms.
 - Cadets with dental/doctor’s appointments may change out of uniform but must change back when returning to class. Cadets are **NOT** allowed to wear the JROTC uniform to such appointments.
4. With the exception of coming or going to school, JROTC uniforms (to include the physical training uniform) will not be worn off-campus unless approved by the SMI/MI.

CONDUCT IN UNIFORM

Your appearance and conduct should be impeccable while in uniform:

- Do not chew gum.
- Do not conduct public displays of affection.
- Do not walk and use your mobile device.

- Wear your cover outdoors at all times and remove it indoors.
- Salute all officers. Greet all cadets and treat everyone with respect.
- Do not use foul language, tease others, or wrestle/play in uniform.

UNIFORM CARE

Cadets are responsible for their uniforms.

- Unserviceable uniforms or items that no longer fit can be exchanged for serviceable uniforms.
- Request an appointment to exchange the item during class or during the academic extension period.
- Replacement of lost, stolen or damaged uniforms is the financial responsibility of the cadet. Keep your uniforms in a safe place.

1. The Utility Uniform should not be dry cleaned; rather, wash the Utility Uniform (top, bottom, and cover) on the “Permanent Press” cycle. Tumble dry and remove immediately from the dryer.

2. The Service Uniform is **dry clean ONLY**. This includes both khaki shirts, men’s necktie, service cover (i.e., hat), green slacks/trousers, and wool sweaters. **DO NOT WASH THESE ITEMS**.

3. The Blue Dress Uniform is also **dry clean ONLY**.

MCJROTC UNIFORM INFORMATION

UNIFORM COMBINATION	DESCRIPTION	OCCASIONS FOR WEAR
Blue Dress A NOT WORN AT JRT	Blue coat and trousers/skirt/slacks w/medals (ribbons above right breast, if no medal awarded)	Parades, ceremonies, formal or semiformal social functions
Blue Dress B	Same as A but w/ribbons in lieu of medals	Parades, ceremonies, formal or semiformal social functions
Blue Dress C	Long-sleeve khaki shirt and tie/neck tab w/blue trousers/skirt/slacks	Parades, ceremonies, and uniform of the day
Blue Dress D	Short-sleeve khaki shirt w/blue trousers/skirt/slacks	Parades, ceremonies, and uniform of the day
Service A NOT WORN AT JRT	Green coat and trousers/skirt/slacks w/ribbons	Parades, ceremonies, social events and uniform of the day
Service C	Short-sleeve shirt w/green trousers/skirt/slacks	Parades, ceremonies, and uniform of the day
Utility Uniform	Camouflage coat and trousers (sweater may be worn underneath)	Working uniform only
Physical Training (PT) Uniform	J.R. Tucker green PT shirt with green shorts, white socks, and	Physical Training

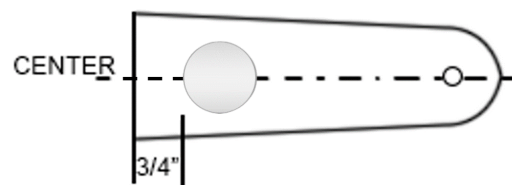
	running shoes. Green sweatshirt and sweatpants during colder weather. USMC running suit, if issued.	
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- Web (khaki) Belt Length: between two and four inches past the buckle.
- Military Alignment (i.e., “gig line”): shirt edge, belt buckle and fly of trousers are all in a straight vertical line.
- Tie Clasp (male): centered between the third and fourth button on the long sleeve shirt.
- Trouser Length: trousers will be long enough to break slightly over the shoe in front and to reach the juncture of the welt of the shoe in the rear. A variation of 1/4 inch above or below the welt of the shoe is acceptable.
- Skirt Length: approximates the knee, not to exceed one inch above or below the center of the knee.
- Cover: worn when in uniform outdoors. Not worn indoors unless participating in authorized events (e.g., Color Guard, drill competitions).

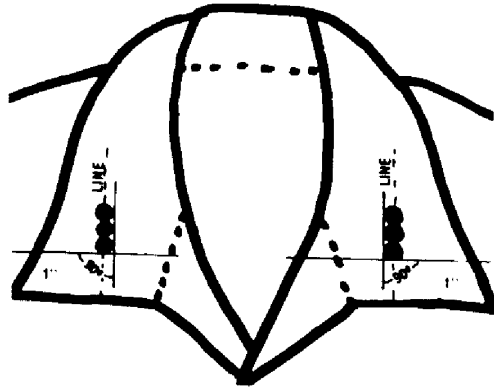
RANK INSIGNIA, MEDALS, RIBBONS, AND BADGES

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.

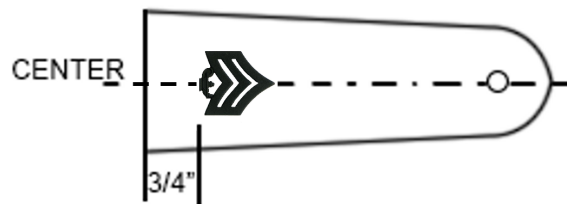
1. Rank Insignia. Only the rank insignia designated for cadets by the MCJROTC program will be worn as described below.
 - Cadet officers will wear the large rank insignia so that it is centered between the front and rear edges of the shoulder straps of the Dress Blue coat (and tanker jacket, if issued). Cadet officers will position their insignia so that the midpoint of the insignia's outer edge is 3/4 inch from the armhole seam (see picture below).



- Cadet officers will wear the small rank insignia on the service uniform khaki shirts and the utility blouse. The insignia will be worn parallel to the front edge of the uniform collars, centered between the top and bottom edges of the collar, one inch from the front edge (see picture below).



- When wearing the green service sweater with the service uniform, the necktie/tab will not be worn, the top button of the shirt will be unbuttoned, and the collar of the long sleeve service shirt will be placed outside of the sweater. Cadet officers will wear the rank insignia on the shirt collar and **will not wear** any rank insignia on the shoulder pad.
- Enlisted cadets will wear their rank insignia on the shoulder strap of the Dress Blue coat (and green service sweater and/or tanker jacket, if issued). The black metal insignia will be centered vertically on each shoulder strap, single point inboard, and placed so that it is equidistant from the front and rear edges of the shoulder straps with the lowest point of the insignia's outer edge 3/4 inch from the armhole seam. The spout of the Lamp of Learning will face forward (as in the direction of travel) (see picture below).



- Cadet enlisted rank insignia will be worn on service uniform khaki shirts and the utility blouse shirt collars with the point of the chevron up, bisecting the angle of the collar, bottom corners of the rank 1/2 inch from the collar's side edges. The spout of the Lamp of Learning will face inboard (see picture below).



- When wearing the green service sweater with the service uniform, the necktie/tab will not be worn, the top button of the shirt will be unbuttoned, and the collar of the long sleeve service shirt will be placed outside of the sweater. Enlisted personnel will remove the rank insignia from the shirt collar and **will wear the rank insignia on the shoulder pad**, as described above.

2. Medals. Authorized medals will be worn on the blue dress coat when prescribed in the training schedule or authorized by the SMI. Medals will be worn over the left breast pocket, midway between the first and second buttons. When wearing medals, ribbons for which there are no medals will be worn 1/8" above and centered over the right breast pocket. Marksmanship badges will not be worn when medals are worn (see picture below).



3. Ribbons.

- Blue Dress Coat: ribbons will be worn 1/8" above and centered over the left breast pocket (see picture below). If worn with medals, ribbons for which there is no medal will be worn 1/8" above and centered over the right breast pocket (see picture above). When worn with the marksmanship badge, ribbons will be 1/8" above the badge (see picture below).



- Khaki shirt: ribbons will be worn 1/8" above and centered over the left breast pocket of the khaki shirt (male) or placed even with or up to two 2" above the first visible button and centered on the left side of the shirt (female) (see picture below).



- When worn with the marksmanship badge, ribbons will be 1/8" above the badge.

4. Marksmanship Badges and the Marine Corps Emblem.

- Marksmanship Badge. Cadets are authorized to wear one marksmanship badge representing the classification earned during their most recent marksmanship range qualification. Cadets wearing authorized marksmanship badges will wear them 1/8" above and centered over the left breast pocket of the khaki shirt or blue dress coat (see picture above). Marksmanship badges will not be worn with medals on the blue dress coat.
- Marine Corps Emblem. On the cover, the wings of the eagle on the emblem are placed parallel to the deck (i.e., ground) and the anchor is pointed forward. On the blue dress uniform, the left and right collar emblems are worn parallel to the deck with anchors pointed inboard (see pictures above).

MCJROTC RIBBONS AND AWARDS

1. Ribbons and badges authorized and procured through the MCJROTC program and are authorized for wear on the Blue Dress and Service uniforms.
2. Precedence. Ribbons will be worn in the precedence listed below with the senior.
3. Other Awards. All other awards will be worn after the listed JROTC awards in order of precedence. These awards must be approved by the Marine Corps JROTC Program Office prior to being worn.
4. Distinguishing Patches. The Marine Corps JROTC shoulder patch will be worn on the left sleeve of the blue dress coat, tanker jacket, khaki shirts, and utility blouse and will be placed ½ inch down from the shoulder seam.

MCJROTC ACTIVITIES

DRILL

Drill is an integral part of the MCJROTC program. Drill teaches good discipline, enhances concentration, and builds esprit de corps within a unit. In addition to being a part of the MCJROTC cadet curriculum, a drill team and drill competition is a worthwhile and rewarding cadet activity. Drill competition may be conducted at the local level to the very competitive, national level. Not all cadets will qualify to be a member of the Marine Corps JROTC drill team. Membership on the drill team requires a personal dedication, commitment, and practice.

1. All members of the MCJROTC Drill Team will conduct themselves in a manner as to not bring any discredit upon themselves, J.R. Tucker, the MCJROTC program, and the Marine Corps.
2. All members are solely responsible for their uniform and the maintenance of their uniform. Failure to do so will result in disqualification from upcoming trips / competitions and suspension from the team.
3. Team members must maintain the same academic standards as any other varsity sport to maintain their eligibility to compete.
4. Treat all drill rifles with respect and proper weapons handling techniques.
5. Remember that you are what you are perceived to be and first impressions are lasting impressions!
6. Unsportsmanlike conduct WILL NOT BE TOLERATED!
7. Treat all faculty, staff, judges, and coaches with RESPECT.

8. Any infractions of this code may result in suspension or expulsion from the team.

MARKSMANSHIP

Marksmanship is an exciting and rewarding sport, yet it demands the ultimate in discipline and concentration. A cadet does not have to be big or strong or fast to be an outstanding marksman. Units which are able to conduct marksmanship training have a great opportunity to learn a sport which they can enjoy the rest of their life. Cadets must always realize that while firing an air rifle is a challenging and fun activity, it is never a game and must always be taken seriously. Safety must always be first and foremost in Marine Corps JROTC marksmanship. This applies to marksmanship in the classroom curriculum, as well as on a competitive marksmanship team. *Cadets must have received initial marksmanship instruction as an LE I to join the marksmanship team.* Initially, earning a spot on the marksmanship team is contingent upon the score achieved in the prone position during the applicable school year's MCJROTC Marksmanship Training Program (typically occurs in October and November).

MARKSMANSHIP AIR RIFLE PROCEDURES

Inventory Control

1. Air rifles will be physically controlled and accounted for at all times.
2. Monthly: a serialized inventory of all air rifles will be conducted during the last Friday of each month.
3. Weekly: All air rifles will be physically sighted prior to and when returning from the range.
4. If the armory/storage room is opened, a count will be conducted at the end of each class and before lock-up at the end of the school day.
5. Discrepancies: Will be immediately reported to the SMI.

Issue Procedures

1. Cadets receiving an air rifle will form a single line outside the applicable storage room. Order in this line will be maintained by the class leader or marksmanship team captain.
2. Once the air rifles are issued, the class leader/team captain will assist the SMI/MI in seeing that all air rifles are physically controlled at all times.
3. The class leader/team captain will assist the SMI/MI in returning air rifles to the armory and conducting a count at the end of each class period.
4. To the greatest extent possible, marksmanship team members will be issued a specific air rifle for the duration of the school year for use during competitions.
Marksmanship team air rifles are not intended for use during classroom instruction.

Care and Cleaning

1. Caring for air rifles is an all-hands job.
2. The SMI and marksmanship team captain will observe all air rifles for cleanliness.
3. Cleaning of air rifles will be done under the supervision of the SMI/MI.
4. Marksmanship air rifles will be cleaned by the rifle team.

MARKSMANSHIP QUALIFICATION AWARDS

JROTC cadets who participate in rifle marksmanship competitions are eligible to earn qualification badges. The badges designate three qualification levels: Marksman, Sharpshooter, and Expert. The Expert badge is the highest ranking and most difficult to earn. JROTC cadets are authorized to wear the most current, earned marksmanship qualification badge on their uniforms. *If a cadet desires to qualify for a marksmanship badge and is not on the marksmanship team, she/he can request to qualify via coordination with the SMI.*

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

1. Rifles. All qualifications will be with the Sporter Air Rifle class.
2. Distance. Air rifle qualification firing must be done at a distance of 10 meters (32 feet 8 inches).
3. Targets. Air rifle qualification firing will be done on the National Three-Position Air Rifle Council AR-5/10 targets.
4. Clothing and Equipment. In accordance with the National Standard Three-Position Air Rifle Rules. 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. Shooting jackets may not be worn when qualifying with the air rifle. During all firing on the J.R. Tucker range, safety glasses (to include prescription glasses) will be worn.
5. Badges. The following points must be scored from the following shooting positions for the respective marksmanship badges: Expert (≥ 220 ; prone, standing, kneeling), Sharpshooter (130-200, prone and standing), Marksman (110-129, prone and standing).

PHYSICAL TRAINING

Physical fitness tests are administered multiple times throughout the school year. Performance on the physical fitness tests contribute to a cadet's cutting score for promotion. While it is the cadets' primary responsibility to be able to pass the Youth Physical Fitness Test (YPFT) and the MCJROTC Physical Fitness Test (PFT), every effort will be made by the SMI/MI to properly prepare cadets to obtain a minimum passing score before the official test is conducted.

YPFT

Classification: the following classification of total scores will be utilized to establish standards for first class, second class and third class participants.

1 st Class	250 – 500 points
2 nd Class	200 – 249 points
3 rd Class	150 – 199 points
Failing	Below 150 points

Events: sit-ups, push-ups, pull-ups, broad jump, shuttle run (300 yards)

Awards: all cadets scoring more than 250 points will be awarded the National Youth Physical Fitness Program Certificate.

MCJROTC PFT

Classification: the following classification of PFT total scores will be utilized to establish standards for earning the Physical Fitness Achievement Ribbon:

Cadets 17 years old or older must achieve a minimum score of 175.

Cadets 16 years old must achieve a minimum score of 160.

Cadets 15 years old must achieve a minimum score of 145.

Cadets 14 years old or younger must achieve a minimum score of 130.

Events: pull-ups/chin-ups (primarily) or push-ups (if unable to perform a pull-up), abdominal crunches, one (statute) mile run.

Awards: all cadets participating in both semi-annual PFTs and scoring the appropriate points per age group will be awarded the Physical Fitness Achievement Ribbon.

ACADEMIC TEAM

JROTC programs around the country participate in academic competitions that test the knowledge of both JROTC information, school subjects (e.g., math, science, social studies, English, etc.), and current events. JROTC and high school scholastic competitions occur at the local, state and national levels. Each year the College Options Foundation hosts the JROTC Academic and Leadership Bowl (JLAB) in Washington D.C. to crown JROTC service champions and an overall inter-service champion. JLAB's intent is to prepare freshmen, sophomores, and juniors to successfully pass college entrance exams. Eligible to all cadets of all grade levels, however; the JLAB competition is only available to cadets in grades 9-11.

MOTIVATION (MOTO) TEAM

The Moto Team provides school spirit at events such as football games, basketball games, and other school-related events. Any cadet is welcome to participate in this team.

COMMUNITY SERVICE

To reinforce leadership and character development and to strengthen cadet growth as citizens, numerous opportunities exist throughout the school year to provide service to the greater Richmond community. All cadets are expected to volunteer their time to assist others in need. In addition to personal fulfillment, the J. R. Tucker MCJROTC

program awards the Civic Service Ribbon to cadets who have attained a minimum of eight community service hours, two of which must be completed outside of MCJROTC internal activities (I.e., service provided to individuals or organizations, without pay, in the greater Richmond area).

USEFUL CADET INFORMATION

The following information serves as the foundation of MCJROTC knowledge and when coupled with information contained above is often asked during personnel and inspector general inspections. Every cadet should strive to know the information provided below.

ELEVEN LEADERSHIP PRINCIPLES

Leadership principles can be broken down into three groups: those that are applied to yourself, others, and to a group. The acronym used for the principles is KK B METS KIDS.

YOURSELF

1. Be technically and tactically proficient.
2. Know yourself and seek self-improvement.
3. Seek responsibility and take responsibility for your actions.

OTHERS

4. Set the example.
5. Make sound and timely decisions.
6. Ensure that the task is understood, supervised, and accomplished.

GROUP

7. Know your people and look out for their welfare.
8. Keep your people informed.
9. Train your people as a team.
10. Develop a sense of responsibility among subordinates.
11. Employ your command in accordance with its capabilities.

FOURTEEN LEADERSHIP TRAITS

Mnemonic strategy used to help remember the 14 leaderships traits is “JJ DID TIE BUCKLE”

1. **J**ustice – Being impartial and fair.
2. **J**udgment – Using facts to make sound decisions.
3. **D**ecisiveness – Ability to reach sound decisions in a timely manner.

4. **Integrity** – Absolute truthfulness and soundness of moral principle.
5. **Dependability** – Certainty of proper performance of duty.
6. **Tact** – The ability to deal with others without causing offense.
7. **Initiative** – Seeing what needs to be done and getting it done without being told to.
8. **Enthusiasm** – Sincere interest in performing your task.
9. **Bearing** – Creating a favorable impression in appearance and personal conduct.
10. **Unselfishness** – Placing the welfare of others ahead of your own.
11. **Courage** – Mental quality that recognizes fear but enables action.
12. **Knowledge** – Learning pertinent information about your job and teammates.
13. **Loyalty** – Faithfulness to your organization and yourself.
14. **Endurance** – Mental and physical stamina.

ELEVEN GENERAL ORDERS

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

MARINES' HYMN

*From the Halls of Montezuma,
To the shores of Tripoli,*

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

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

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

MISSION OF THE MARINE CORPS

As America's expeditionary force in readiness since 1775, the Marines are forward deployed to win our nation's battles swiftly and aggressively in times of crisis. We fight on land, sea and air, as well as provide forces and detachments to naval ships and ground operations.

MARINE CORPS GENERAL KNOWLEDGE

- Marine Corps birthday & birthplace: 10 November 1775, Tun Tavern, Philadelphia, PA
- Marine Corps Motto: Semper Fidelis (Latin for "Always faithful")
- Marine Corps Core Values: Honor, Courage, and Commitment
- Marine Corps Colors: Scarlet and Gold
- Marine Corps Emblem: Eagle, Globe and Anchor.
 - Eagle – symbol of our country
 - Globe – represents the Marine Corps' world-wide service
 - Fouled anchor – represents the Marine Corps' naval traditions

- First Amphibious Landing by Marines: Providence Island in the Bahamas (led by Capt Samuel Nicholas on 3 Mar 1776 [Revolutionary War])
- Type of sword worn by Marine Officers: Mameluke Sword (given to Lt Presley O'Bannon in 1805 during the Barbary Pirates War)
- The "Grand Old Man of the Marine Corps": General Archibald Henderson
- Red stripe worn on dress blue trousers: "Blood Stripe" in honor of the blood shed by Non-Commissioned Officers during the Battle of Chapultepec (Mexican-American War)
- Most decorated Marine: LtGen "Chesty" Puller (Awarded five Navy Crosses)
- Marine Mascot: English bulldog named "Chesty" (as of 1 Aug 18, Chesty XV)
- Name of the Marine Band: The "President's Own" (America's oldest continuously active professional musical organization founded in 1798 by an Act of Congress)
- First Marine Aviator: Lt Alfred A. Cunningham (1912)
- First female Marine: Opha May Johnson (1918)
- The first Marine Corps officer to officially serve as Commandant (selected by President John Adams): Major William Ward Burrows
- The first commissioned Marine Corps officer (and by default the unofficial Commandant): Major Samuel Nicholas

MARINE NICKNAMES

- Leatherneck: The term originated from the wide and stiff leather neck-piece that was part of the Marine Corps uniform from 1798 until 1872. This leather collar, called The Stock, was roughly four inches high and had two purposes. In combat, it protected the neck and jugular vein from cutlasses slashes. On parade, it kept a Marine's head erect. The term is so widespread that it has become the name of the Marine Corps Association monthly magazine, LEATHERNECK.
- Gyrene: Around 1900, members of the U.S. Navy began using Gyrene as a jocular derogatory reference to U.S. Marines. The term became common by World War I and has been extensively used since that time.
- Jarhead: During World War II sailors began referring to Marines as Jarheads. Presumably the high collar on the Marine Dress Blues uniform made a Marine's head look like it was sticking out of the top of a Mason jar.
- Devil Dogs: The German Army coined this term of respect for U.S. Marines during World War I. In June 1918, in bitter fighting lasting for weeks, Marines repeatedly repulsed the Germans in Belleau Wood. The German drive toward Paris sputtered, fizzled, and died. Then the Marines attacked and swept the Germans back out of Belleau Wood. Paris had been saved. The battle tenacity and fury of the U.S. Marines had stunned the Germans. In their official reports they called the Marines "Teufel Hunden," meaning Devil Dogs, the ferocious mountain dogs of Bavarian folklore.
- Soldiers of the Sea: A traditional and functional term for Marines, dating back to the British in the 1600's.

FAMOUS HISTORIC BATTLES

- Revolutionary War (1776): Fort Nassau, Bahamas (New Providence Island)
- Barbary Pirates War (1805): Derna (Tripoli)

- Mexican War (1848): Mexico City (Montezuma and Chapultepec)
- World War I (1918) – Belleau Wood (France)
- World War II (1942, 1943, 1945) – Guadalcanal, Iwo Jima, Okinawa
- Korean War (1950) – Chosin Reservoir
- Vietnam (1968) – Hue City, Khe Sahn

FAMOUS MARINES

- Chesty Puller: the most decorated Marine in Marine Corps history, he was awarded five Navy Crosses for actions in the Nicaraguan Campaigns (2), in the Pacific Campaign during WWII (2), and during the Korean War (1).
- Dan Daly: he received two Medals of Honor. His first, as a Private, during the Boxer Rebellion and the second, as a Gunnery Sergeant, during the Spanish American War. He also fought at Belleau Wood during WWI as a First Sergeant.
- Smedley Butler: he received two Medals of Honor. His first was awarded for actions in Vera Cruz, Mexico (1914) and his second for actions in Haiti (1915).

DRILL TERMS

Types of commands:

- Preparatory Command – Indicates which movement is about to be executed.
- Command of execution – Causes the desired movement to be executed.

Alignment	A straight line on which several elements are formed.
Cadence	The uniform step and rhythm in marching.
Cover	To align oneself behind the person to their immediate front.
Distance	The space between elements in depth; measured from back to chest. Normal distance is 40 inches.
Guide	An individual upon whom a formation regulates its cadence and direction of march.
Interval	Space laterally between elements of the same line. Normal interval is one arms-length measured from shoulder to shoulder. Approximately 30 inches. Close interval is approximately 4 inches between shoulders.
Line	A formation in which the elements are side by side.
Dress	Alignment to the right or left as directed.
Pace	A step of 30 inches, the length of a full step in marching at quick time.
Length	Double time – 36 inches measured from heel to heel. Quick time – 30 inches measured from heel to heel. Half step – 15 inches measured from heel to heel. Back step – 15 inches measured from heel to heel.

Right / Left (side) step – 12 inches measured from inside heel to inside heel.

Rank A line of individuals placed side by side.

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

Time Quick time – 120 steps per minute (normal marching cadence)

Double time – 180 steps per minute

Slow time – 60 steps per minute

ADDITIONAL DRILL INFORMATION

The purpose of drill:

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

The only command that can be given from “Parade, Rest” is “Attention.”

The proper arm swing while marching: six inches to the front and three inches to the rear.

GLOSSARY OF TERMS

Aye Aye, Sir Official acknowledgment of an order

Barracks A building where Marines live

Blouse Coat or tucking in of the trousers

Bulkhead Wall

Bunk Bed

CMC Commandant of the Marine Corps

CO Commanding Officer

Colors The national flag

Cover Hat

Deck Floor or ground

Drill March

Field Day Clean up the area

Gangway Move out of the way; an especially narrow walkway on a ship

Gear locker Storage room for cleaning purposes

Gee Dunk	Candy, sweets, etc.
Gung Ho	Working together in the spirit
Hatch	Door
Head	Bathroom
NCO	Noncommissioned Officer
NCOIC	Noncommissioned Officer in Charge
OIC	Officer in Charge
Overhead	Ceiling
Passageway	Corridor or hallway
PFT	Physical Fitness Test
Reveille	Time to get up
Secure	Stop work, put away, lock up
Square away	Straighten up or fix
Swab	Mop

CHAIN OF COMMAND

President of the United States	President Donald J. Trump.
Secretary of Defense	The Honorable Pete Hegseth
Acting Secretary of the Navy	The Honorable Hung Cao
Commandant of the Marine Corps	General Eric Smith
MCJROTC Director	Colonel Robert Oltman (USMC, Ret)
MCJROTC Region Eight Director	Major Brent Hampton (USMC, Ret)
Senior Marine Instructor	Lieutenant Colonel Chris Gaitens (USMC, Ret)
Marine Instructor	Master Gunnery Sergeant Houston (USMC, Ret)
Cadet Company Commander	Cadet Captain Valeria Tsekoura
Cadet First Platoon Commander	Cadet Second Lieutenant Zachary Marshall

Cadet Second Platoon Commander Cadet Second Lieutenant Gabriela Nerya Rodriguez

Cadet Third Platoon Commander Cadet Second Lieutenant Manning Ojibway

Cadet Fourth Platoon Commander Cadet Second Lieutenant Mason Chang

OTHER PERSONNEL OF IMPORTANCE

Vice President of the United States

Vice President J. D. Vance

Secretary of State

The Honorable Marco Rubio

Senator of Virginia

The Honorable Mark Warner

Senator of Virginia

The Honorable Tim Kaine

U.S. Representative from Henrico County

The Honorable Robert Wittman

Governor of Virginia

The Honorable Abigail Spanberger

Sergeant Major of the Marine Corps

Sergeant Major Carlos Ruiz

Cadet Company Executive Officer

Cadet First Lieutenant Annabella Delgado

Cadet Company First Sergeant

Cadet First Sergeant Craig Simmons

Cadet Company Gunnery Sergeant

Cadet Gunnery Sergeant Mark Davenport