



# **CADET HANDBOOK**

## **2025-2026**

### **School Year**

**Oceanside High School**  
**Marine Corps Junior**  
**ROTC**

**Senior Marine Instructor: Colonel Brian Kerl**  
**Marine Instructor: Master Gunnery Sergeant Luis Aguilar**

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## **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.*

# **CHAIN OF COMMAND**

President of the United States (Commander In Chief)	The Honorable _____
Vice President of the United States	The Honorable _____
Secretary of Defense	The Honorable _____
Secretary of the Navy	The Honorable _____
Commandant of the Marine Corps	General _____
Assistant Commandant of the Marine Corps	General _____
Sergeant Major of the Marine Corps	SgtMaj _____
CG MCCDC (Commanding General of Marine Corps Combat and Development Command)	LtGen _____
CG TECOM (Commanding General of Marine Corps Training and Education Command)	MajGen _____
Director of MCJROTC	_____
Director of Region 4 MCJROTC	_____
Senior Marine Instructor	_____
Marine Instructor	_____
Cadet Company Commander	Cadet _____
Cadet Company Executive Officer	Cadet _____
Cadet Company First Sergeant	Cadet 1stSgt _____
Cadet Company Gunnery Sergeant	Cadet GySgt _____
Cadet Platoon Commander	Cadet _____
Cadet Platoon Sergeant	Cadet _____
Cadet Platoon Guide	Cadet _____

# **HISTORY & BACKGROUND**

## **MISSION OF THE MARINE CORPS**

- Be organized, trained and equipped to provide Fleet Marine Forces for service with the U.S. Fleet in the seizure or defense of advanced naval bases and for the conduct of such land operations essential to the prosecution of a naval campaign.
- Provide detachments for service on armed vessels of the U.S. Navy and security detachments for the protection of property at naval stations and bases.
- In connection with the Army, Navy, and Air Force, develop the tactical techniques and equipment employed by landing forces in amphibious operations.
- Train and equip Marine forces for airborne operations in coordination with the Army, Navy and Air Force.

## **AUTHORIZATION OF JUNIOR ROTC**

The enactment of Public Law 88-647 and codification in Title 10, U.S.C., Sec. 2031, authorized the military service secretaries to commission Junior Reserve Officers' Training Corps (JROTC) units at secondary schools that meet established criteria. Accordingly, the Secretary of the Navy has authorized the CMC to establish Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) units throughout the United States.

## **PURPOSE OF MCJROTC**

The purpose of the Marine Corps Junior Reserve Officers' Training Corps program, commonly referred to as "Junior ROTC," is to instill a value of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. It does not seek any particular commitment to the military.

## **MISSION OF MARINE CORPS JUNIOR ROTC**

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

# **ADMINISTRATION & ORGANIZATION**

## **ENROLLMENT REQUIREMENTS**

To be eligible for enrollment and continuance in a MCJROTC unit, the student must:

1. Be enrolled in, and attending, a regular course of instruction at the school where the unit is located.
2. Be a citizen of the United States or U.S. National or alien lawfully admitted to United States for permanent residence and in a grade above the 8th grade.
3. Be of good moral character as determined by the principal of the school and the Senior Marine Instructor or Marine Instructor.
4. Be physically qualified to participate fully in the school's physical education program. Current annual school physical evaluations, as stated above, are mandatory for cadet participation in the program.

## **DISENROLLMENT**

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

1. Academic Failure – You must pass MCJROTC to remain a part of it. However, disenrollment is not automatic. Each case is reviewed and handled separately.
2. Ineptitude – Students who consistently demonstrate an inability to develop leadership skills may be disenrolled.
3. Poor Attitude – Any cadet who consistently displays a poor attitude regarding the MCJROTC program may be disenrolled.
4. Conduct – Any cadet who consistently displays inappropriate conduct/behavior, in and outside the classroom, will be disenrolled.
5. Illegal Activities/Substances – Any cadet who engages in illegal activities and/or uses illegal substances, will be disenrolled.

## **COMPANY ORGANIZATION**

The MCJROTC unit at Oceanside is organized as a company. A company is commanded by a cadet 2nd lieutenant through cadet captain and assisted by a cadet first sergeant as the principal enlisted advisor. Our company at OHS has five platoons, each led by a platoon commander and assisted by their platoon sergeant. The company commander has a staff comprised of third- and fourth-year cadets that assist him/her in managing the day-to-day operations and training of the company.

### **Chain of Command.**

Every military unit has a structure called a chain of command. A chain of command is a system of organization that ensures that every person in an organization is properly informed of the task at hand. It also ensures that every member of the organization can communicate with their leaders at every level.

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.

## CLASSROOM PROCEDURES

1. Bring this handbook, notebooks, and pen or pencil to every class.
2. When entering the classroom, go directly to your seat. All socializing will take place during the passing period before and after class.
3. At the bell, the class leader will call the class to attention. The class will come to attention and remain at the position of attention.
4. At the direction of the class leader or designated representative, the cadets will face the flag and recite the pledge of allegiance. All cadets will place their right hand over their heart and recite the pledge. When in uniform, do **not** place your hand over your heart.
5. Upon completion of roll call, the class commander will give the command "Ready, seats." The class will sit at the position of attention until given the command, "At Ease." The students may relax at their desks however, no talking is allowed.
6. No food, drink, or gum, with the exception, of water, is allowed in the classroom area unless authorized by the Senior Marine Instructor or Marine Instructor.
7. Cadets must raise their hand to be recognized.
8. When recognized or asked a question, cadets will stand up while speaking unless actively engaged in a power point class.
9. Use rank while addressing or answering the SMI or MI, i.e. Sir / Master Gunnery Sergeant.
10. When asking for permission or assistance, say "Please" first.
11. Do not interrupt the Senior Marine Instructor or Marine Instructor's conversation. Wait for acknowledgment and then say, "Excuse me, Col/MGySgt." When a request is granted, say "Thank you." If the request is not granted, you are expected to respectfully acknowledge that you understand that your request has been denied.
12. When reporting to the SMI or MI, stand at attention and knock (just once) on the door. When instructed to enter, march in a smart military fashion to a point six inches in front of the instructor's desk, halt, and state "*Good morning Master Gunnery Sergeant, Cadet Private Jones reporting as ordered.*" From there, you will be put At Ease.
13. When dismissed, you will be told, "Dismissed." When dismissed, snap to attention, take one step back, give a greeting (*Good afternoon MGySgt*), and face about. March out smartly.
14. Check the desk for **personal items** and trash prior to leaving class. The room will be clean before leaving. Each class commander will be responsible for care and cleaning of the classroom prior to dismissing the class, to include removal of personal effects (books, jackets, etc).
15. When the ending class bell rings, the platoon sergeant will dismiss the class. Once all students are in their seats, the class will be called to attention and give the command of "Dismissed." At this time, cadets may depart the classroom for their next class.
16. Uniforms will be worn one day each week as directed by the SMI. Additionally, cadets will wear OHS MCJROTC PT shirts and shorts, or green sweatshirt and sweatpants as the PT uniform. Cadets are expected to conduct themselves with proper decorum at all times in school, and especially within the MCJROTC spaces.
17. Each cadet is responsible for reading the updates posted on Remind.com to keep informed on what is going on. Not reading the board is no excuse for not knowing what is required of you during the next class period.
18. No cadets are allowed in the armory or supply areas without specific approval from the instructors.

19. If an Officer or school administrator walks into the classroom, the first cadet to notice will command, "ATTENTION ON DECK," followed by a greeting, "GOOD MORNING/AFTERNOON SIR/MA'AM"
20. Platoon leaders will ensure 100% accountability before and after a training event. Prior to movement, a headcount will be reported to the Senior Marine Instructor or Marine Instructor.

## **ATTENDANCE**

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 a MCJROTC requirement in order to let their chain of command know in advance. This notification may include a letter or email from their parents, with a phone number so that the Instructor can call for verification of the excuse. Remember: **attendance impacts grades!**

## **DUTY PLATOON**

The duty platoon is a weekly rotation, assigned for the tasks described below. Cadets assigned to, but who are failing to appear and/satisfactorily completing assigned tasks can be subject to the MCJROTC Uniform Code of Military Justice. Platoon Commanders are responsible for the execution of all aspects of the duty platoon. Company leaders are responsible for supervising and advising platoon leaders in this responsibility.

**Pledge of Allegiance:** prior to second period, one Cadet from the duty platoon is assigned to report to the main office. The cadet will render a greeting, and introduce him/herself as "Cadet \_\_\_\_\_ from the MCJROTC program; please stand for the pledge." The pledge of allegiance will be recited over the PA, just prior to the school announcements.

*\*when reporting to the front office, be sure to greet any adults present*

**Cleanup:** After lunch, cadets from the duty platoon will be assigned to wipe down tables, the microwave & refrigerator, and sweep. All chairs will be pushed in, ensuring a tidy appearance prior to 5th period. On Fridays after school, a more detailed cleanup will take place, including the removal/disposal of clutter and gear left behind; chairs will be placed on the tables. Squad leaders, the guide, platoon sergeant or platoon commander will supervise.

**Morning & Afternoon Colors:** The Platoon Commander of the Duty Platoon is responsible to the Company Commander for the correct and timely execution of this ceremony. The ceremonial hoisting and lowering of the US and California flags **at 0800** and after school, respectively, shall be accomplished as described below. A detail consisting of three cadets will hoist and lower the flags, with the guide, platoon sergeant or platoon commander supervising.

Positions of the flags. The flags are flown from the peak or truck of the mast, except when directed to be flown at half-mast. The flags at half-mast are flown, when possible, with the middle point of its hoist opposite the middle point of the mast. To half-mast the flags, it is first **hoisted to the peak** and **then lowered to the half-mast** position.

Hoisting the Flags. The detail assigned to hoist the flags is formed in line, with the senior cadet carrying the folded flag in the center. The detail is then marched to the flagstaff, halted, and the

flags attached to the halyards. The halyards are manned by the cadets, who take positions on opposite sides of the staff, facing it. The flags should be pulled sufficiently, prior to the beginning of colors, to ensure the blue field of the US flag is hoisted first. This action precludes the embarrassment of hoisting the flags upside down. The flags are **smartly** raised. The senior cadet continues to hold the flag until it is hoisted clear of his/her grasp to prevent it from touching the deck. When the flag is clear (if in uniform), the cadets execute a hand salute, until the flags reach the intended position. If the flags are to be flown at half-mast, they are then **lowered slowly** to that position. The halyards are then secured to the cleat of the mast. The detail is again formed, marched back, and dismissed.

Lowering the Flags. The detail is formed in line, marched to the flagstaff, and the halyards manned in the same manner as for hoisting the flags. The flags are **slowly** lowered. If at half-mast, they are first hoisted **smartly** to the peak, and **then slowly** lowered. The senior cadet catches the flags. The flags are detached from the halyards and folded as prescribed below. The halyards are secured to the mast; the detail is formed, marched back, and dismissed.

Folding the flag. The ensign is folded in half the long way so the crease parallels the red and white stripes. It is folded in half again, so the new crease also parallels the red and white stripes with the blue field on the outside of the fold. The lower corner of the fly end (away from the blue field) is folded up to the top so the single (folded) edge lays perpendicular across the stripes. By repeatedly folding along the inboard edge of the triangle, the ensign is folded into the shape of a cocked hat. (See figure 7-3.)

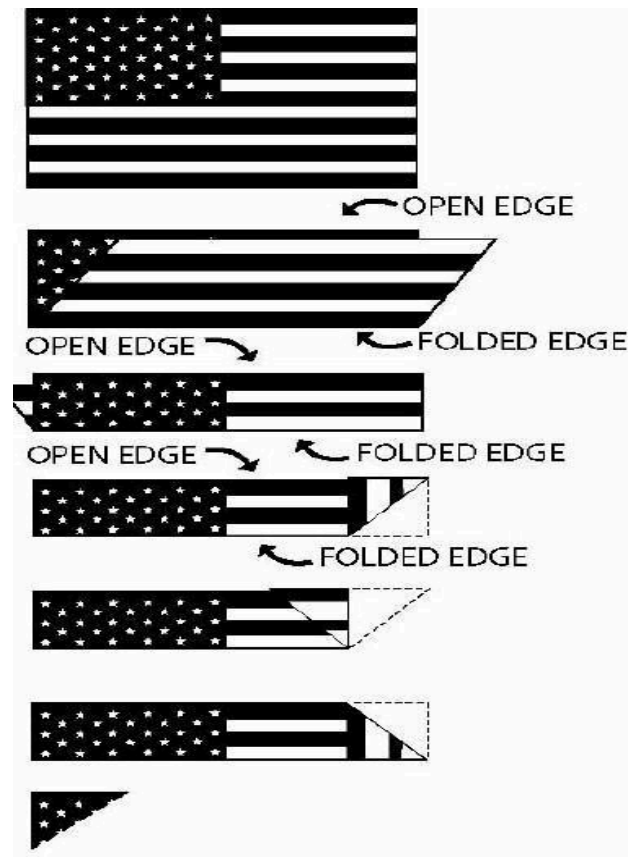


Figure 7-3.--Folding the Ensign.

## IMPORTANT DATES

Orientation	... 08-12 Aug
First Day of School	15 Aug
Seasonal Uniform Change	Nov
Marine Corps Birthday Ball	10 Nov
Thanksgiving Break	... 20-24 Nov
Winter Break	21 Dec-5 Jan
Annual Inspection	TBD Mar
Seasonal Uniform Change	TBD Mar
Spring Break	... 8-12 Apr
Annual JROTC Awards Ceremony	16 May
Final Exams	... 4-6 Jun
Graduation	06 Jun
Last Day of School	06 Jun

# **APPEARANCE & UNIFORMS**

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

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

Marine Corps 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:

- Eccentric. Departing from the established or traditional norm.
- Fad(dish). A transitory fashion adopted with wide enthusiasm.
- Conservative. Traditional in style.
- Inconspicuous. Not readily noticed or seen.
- Unsightly. Unpleasant or offensive to view.

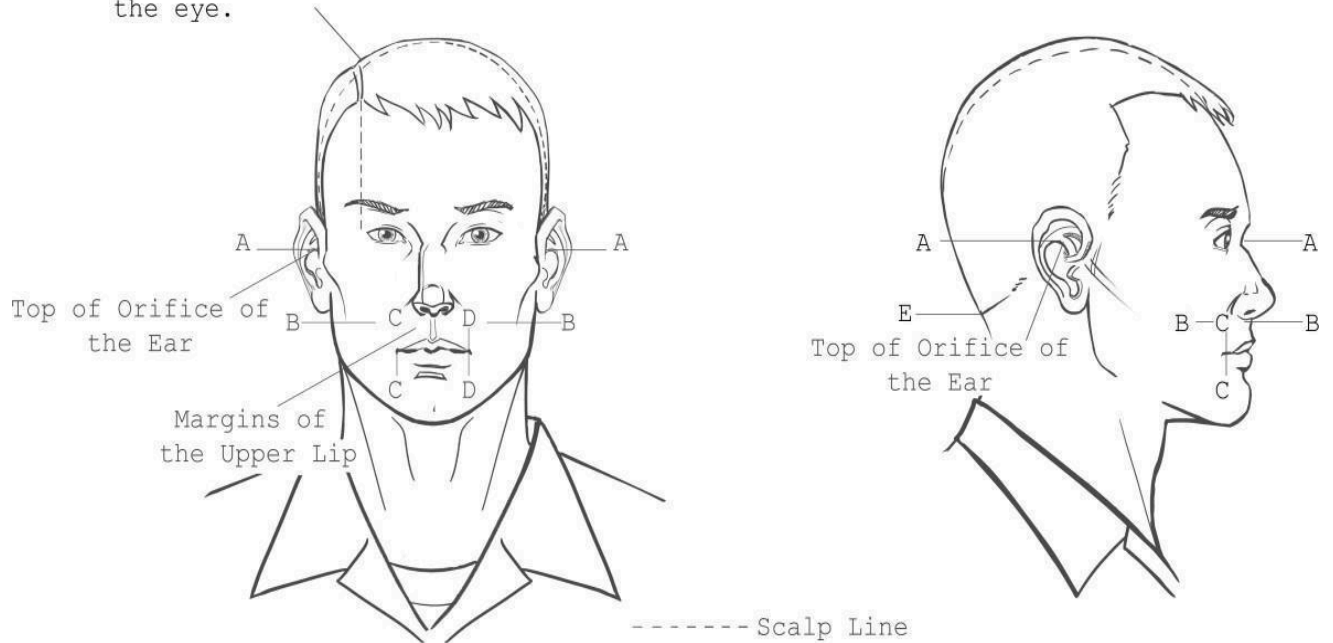
## **HAIR (male)**

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 from **zero** length at the hairline in the lower portion of the head to the upper portion of the head. **Block-style** trimming of hair on the back of the head is **not** authorized. Hair will not be over 3" in length fully extended on the upper portion of the head. The back and sides of the head below the hairline may be shaved to remove body hair. Sideburns will not extend below the top of the orifice of the ear.

**Sideburns.** Sideburns will not be styled to taper or flare. The length of an individual hair of the sideburn will not exceed 1/8 inch when fully extended.

**Facial / Chest Hair.** The face will be clean shaven, except that a mustache may be worn neatly within the margins of the upper lip (see below). The individual length of a mustache hair must not exceed 1/4". Chest hair should not protrude above the collar the shirt worn.

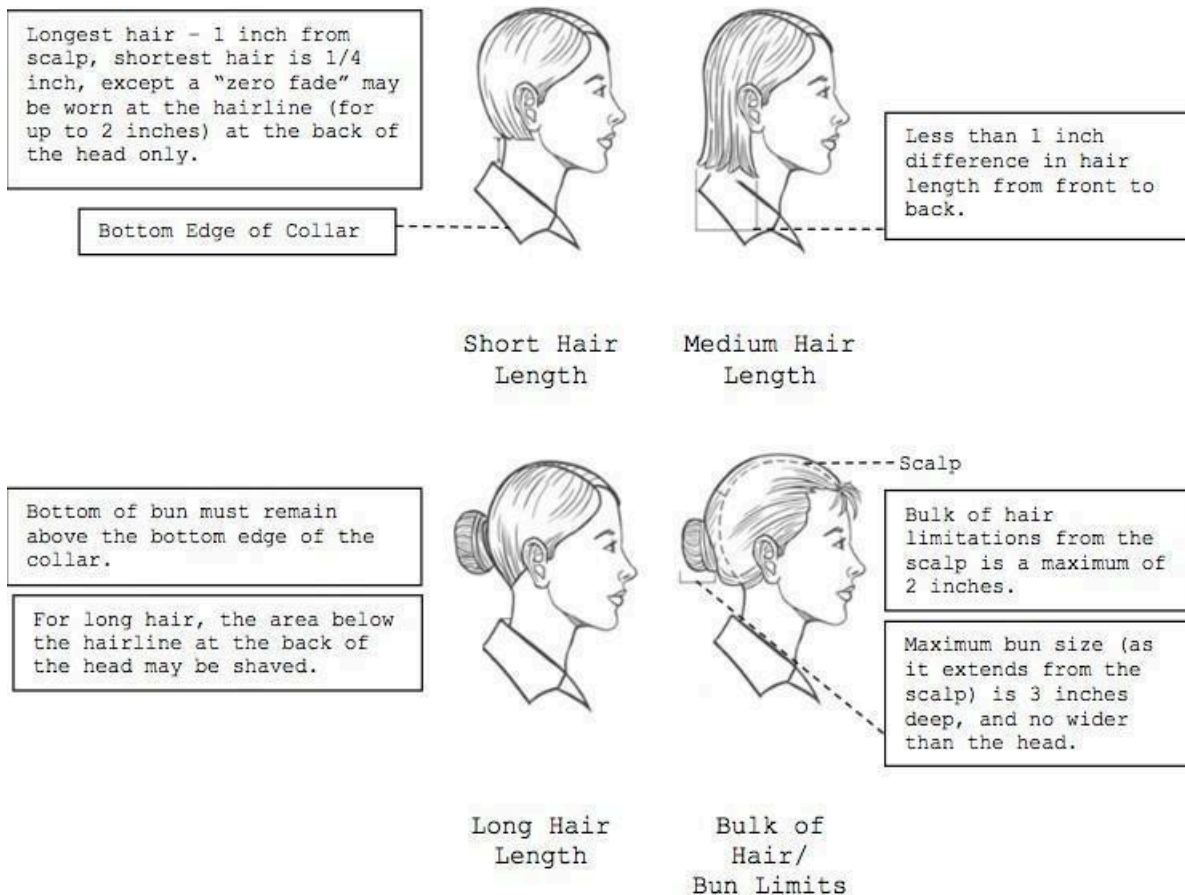
1 part, off centered, fore to aft (straight back) starting no further than the outer corner of the edge of the eye.



Note: Hair must be evenly graduated, faded or blended from zero at the hairline at the nape of the neck, to no greater than 3 inches in length.

### **HAIR (female)**

When in uniform, hair will be styled so as not to interfere with the proper wear of uniform headgear (see photos below for guidelines). Hair, which protrudes from beneath properly worn headgear in an unsightly manner, is considered excessive, regardless of length. Medium and long hair may be braided. Multiple braiding (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.



## EARRINGS

Female cadets may wear small, polished earrings, ball or round stud type with all uniforms except camouflage. Earrings must not exceed 1/4 inch in diameter. Only one earring per ear is authorized. Earrings may not be worn while participating in parades, reviews or ceremonies.

**\*All other piercings and/or ornamentations to the face and/or body are prohibited for both male and female cadets while in & around the JROTC program**

**\*\*Articles of religious apparel are authorized, but will not be visible or apparent when worn with the uniform**

## NAILS

Nail length will be no longer than 1/4 inch from the tip of the finger. When worn in Service/Dress uniform, fingernail polish must be in shades of red (within the red spectrum, to include pinks and burgundies). Fingernails with multiple colors and decorative ornamentation are prohibited. Colored fingernail polish is not authorized for wear with the utility uniform

**\*Male cadets will not wear nail polish, earrings or facial makeup while in uniform or in the MCJROTC classroom. Female cadets will not wear makeup in uniform.**

## UNIFORM DAY

The MCJROTC program requires that cadets wear their uniform at least one day a week. The Senior Marine Instructor will establish what day of the week cadets should wear their uniforms.

The Marine Corps uniform marks the wearer as associated with the long line of men and women who honorably serve today and have served this nation so faithfully in the past as United States Marines. Marine JROTC cadets are different than cadets from other service JROTC programs in that Marine cadets wear the same uniforms as United States Marines. This distinction requires cadets to wear the uniform properly with pride and the utmost respect for what it represents.

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.

You are responsible for your uniform, and if you lose the uniform or any part of the uniform, you must pay for it.

The announced uniform will be worn in its entirety. The cover will be worn when outdoors. All coats and shirts will be buttoned in accordance with uniform regulations.

Shoes, boots, and brass will be maintained and inspected as part of the uniform.

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.

### **CONDUCT IN UNIFORM**

Any time a cadet wears his or her uniform, it should always be worn with pride and care. Cadets must always be on their best behavior when wearing their uniforms. Improper behavior by cadets is not tolerated at any time. Your appearance and conduct should be impeccable while in uniform:

Wear your entire uniform at all times.

Do not chew gum. Do not smoke. Do not walk and eat

Do not use a cellphone while walking

Earbuds/headphones are not authorized

Do not walk or stand around with your **hands in your pockets**.

Wear your cover outdoors at all times and remove it indoors

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

Do not use **foul language**, **tease** others, or **wrestle/play** in uniform or engage in **public displays of affection**

### **UNIFORM INFORMATION**

**LEI** Utility uniform

**LEII** Utility uniform, service uniform

**LEIII/IV** Utility uniform, service uniform, dress blues

**Drill Teams** Each member will receive a full set of dress blues and dress shirts

**Color Guard** Each member will also receive a full set of dress blues and dress shirts

### **Digital Utility Uniform**

**Cover** - The cover will be worn with the bill straight and centered, parallel above the eyebrows.

**Coat** - The digital coat will be worn outside the trousers with all buttons buttoned and with the exception of the top. When the sleeves are rolled up, they will be rolled inside out, forming a “snug to the arm” roll about three inches wide, with the bottom of the rolled (folded) sleeve slightly above

but no more than half the distance between the top of the shoulder and the top of the elbow. (Roll them up before you put your coat on)

**Undershirt** - Only the **Marine Corps issued** green undershirt is authorized with the utility uniform. The green undershirt will be tucked into the trousers.

**Trousers** - The trousers will be worn at the waistline and **no sagging is allowed**. They will be bloused **between the second and third** eyelets of your boots.

**Web Belt** - With buckle start on your left side, counting 7 belt loops around your waist. The web belt buckle and web belt tip should be buffed with a soft cloth. The tip of the belt should be **2 to 4 inches past the buckle**. The buckle should be aligned with the fly of the trousers when worn with the uniform.

**Socks** – Only **brown or black cushion socks** will be worn with the boots

**Boots** - The boots will be laced with a **bridge** and **left over right** as you are **looking down** at your boot.

**\*the Marine Corps combat utility uniform is not authorized for wear outside of school grounds and MCJROTC events. Exceptions are limited to travel to & from school**

## **MISCELLANEOUS**

**MCJROTC Patches** - All coats, blouses and khaki shirts that require patches will have them placed on the left sleeve one- half inch (1/2) below the shoulder seam and centered. The wings of the Eagle must be parallel to the deck.

**Corframs** - The corfram shoes should be sprayed with glass cleaner and dried off with a cloth or paper towel. **Only black thin socks** will be worn.

**Khaki Shirt** - The khaki shirt must have military creases. Males should have a total of seven creases: 3 creases in the back dividing the shirt into three equal parts, one on each sleeve and 2 down the front of the shirt one on each side and centered. Female shirts have a crease down each sleeve.

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

**Tie Clasp** - Centered between the 3d and 4th button on the long sleeve shirt.

**Trouser Length** - Slacks will be long enough to break slightly over the shoe in front and to the juncture of the welt of the shoe in the rear. A variation of 1/2 inch above the welt is acceptable. The hem on the slacks will be from 2 to 3 inches wide. Slacks will be pressed to present a smooth vertical crease at about the center front and rear of each leg. The crease will extend from the bottom of the hem to about 2 inches above the crotch.

**Cover** - **Never** worn indoors. School policy prohibits the wearing of any type of hat in the school. Cadets may wear their cover with the uniform on uniform day. Cadets may remove their cover when eating and staying in a stationary position.

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

**PT Gear** - PT gear will be worn on designated days. The uniform will consist of the red JFK MCJROTC shirt, green MCJROTC shorts and athletic shoes. During inclement weather, USMC sweat top & bottom may be authorized. (Females) long hair must be secured; ponytails 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.

## UNIFORM CARE

- Digital Camouflage uniforms and cotton T-shirts can be washed in warm or cold water only.
- Khaki shirts, poly-wool green trousers and dress coats must be dry-cleaned. **Do not wash these items.**

## UNIFORM REPLACEMENT

- Unserviceable uniforms can be exchanged for serviceable uniforms.
- Notify your platoon guide and request an appointment to exchange the uniform during lunch or after school hours.
- Replacement of **lost, stolen** or damaged uniforms is the **financial responsibility of the cadet.** Keep your uniforms in a safe place.
- Cadets are responsible for their uniform!
- Rank insignia, marksmanship badges, and ribbons/medals are provided free of charge at promotion/award. Replacement items are available, but the **financial responsibility of the cadet.**

## DO NOT LEAVE UNIFORMS IN LOCKERS OR CARS

## DO NOT LEAVE UNIFORMS IN THE CLASSROOM FOR ANY REASON AFTER EVENTS

## DO NOT LEAVE PT GEAR IN THE CLASSROOM ON PT DAYS

## SPECIAL UNIFORM ITEMS

**Tanker Jacket:** Worn by LE III/IV when in service B or C, and dress blue C or D uniform. Rank will be worn on appellate, 3/4" from the shoulder seam and centered for enlisted and centered on the appellate for officers.

**Field Jacket (Gortex):** Worn by LEIII/IV with digital utility uniform during the winter months. Rank will be worn on lapel, centered.

**Service issue gloves:** Worn with digital utilities when issued during the winter months.

**UNIFORM TYPES** – 4 types of uniforms are Dress, Service, Utility and Physical Training.



Dress Blue A and Dress Blue B

Dress Blue C

Dress Blue D



Service B

Service C

Service B w/Tanker Jacket



Marine Corps Combat Utility  
and Desert Marine Pattern

Marine Corps Physical Training  
(PT) Ensemble

### Uniform Components

Blue Dress “Alpha” blue trousers with blue coat, medals and ribbons.

Blue Dress “Bravo” blue trousers with blue coat, ribbons and shooting badge.

Blue Dress “Charlie” blue trousers with khaki long sleeve shirt and tie/tab.

Blue Dress “Delta” blue trousers with khaki short sleeve shirt.

Service “Bravo” green trousers with khaki long sleeve shirt and tie/tab.

Service “Charlie” green trousers with khaki short sleeve shirt.

Utility uniform MARPAT camouflage blouse and trousers.

## **RANK INSIGNIA, MEDALS, RIBBONS AND BADGES**

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



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

1. Gold rank insignia for enlisted cadets will only be worn on the blue coat shoulder strap 3/4" of an inch from the edge and centered, with the lantern facing forward.

2. Black rank insignia for enlisted cadets will be worn with all other uniforms with exception of the physical training uniform, and blue coat. When wearing the rank insignia, it will be centered near the bottom of the collar and 1/2" from each side, with the **lamp facing inboard**.

3. Cadet officers will wear their large rank insignia centered on the shoulder strap of their dress blue coat and tanker jacket. On khaki and utility shirts, the small rank insignia will be worn centered between the top and bottom edges of the collar, one inch from the front edge. Small rank insignia will be worn on the right side of the green service cap opposite to the Eagle, Globe & Anchor.

4. Medals will be worn on the blue coat when prescribed in the training schedule. They will be worn over the **left** breast pocket, with the upper edge of the ribbon bar midway between the **first** and **second buttons**. **Females** will wear medals centered on the left side, with the top of the holding bar worn 1" above the highest part of the pocket. If there is **no pocket**, females will wear their medals 2" above the top button, and centered on the left side.

5. When wearing medals, **ribbons for which there are no medals** are worn 1/8" above and centered over the **right** breast pocket. Females will wear these ribbons on the right side of the coat front in about the same vertical position as worn with dress blue "B" (see below). (marksmanship badges will **not** be worn when medals are worn.)

6. Ribbons. Males wear ribbons **1/8" above and centered** over the **left breast pocket** of the khaki shirt or dress blues coat. When worn with the marksmanship badge, ribbons will be **1/8" above the badge**. **Females** will wear their ribbons level with the **top visible button** on the khaki shirts. When worn with the marksmanship badge, ribbons will be worn 1/8" above the badge. When worn without the badge, ribbons will be worn 1/8" and centered above the highest point of the pocket of the dress blues coat. For Dress Blues coats without pockets, ribbons will be worn 2" above the top button, centered on the left side.

7. Badges. Males wear authorized badges 1/8" above and centered over the left breast pocket of the dress blue coat. Females will wear badges 1/8" and centered above the highest point of the pocket of the dress blues coat. For dress blues coats without pockets, ribbons will be worn 2" above the top button, centered on the left side.

\*When medals are worn on the blues coat, badges will **not** be worn

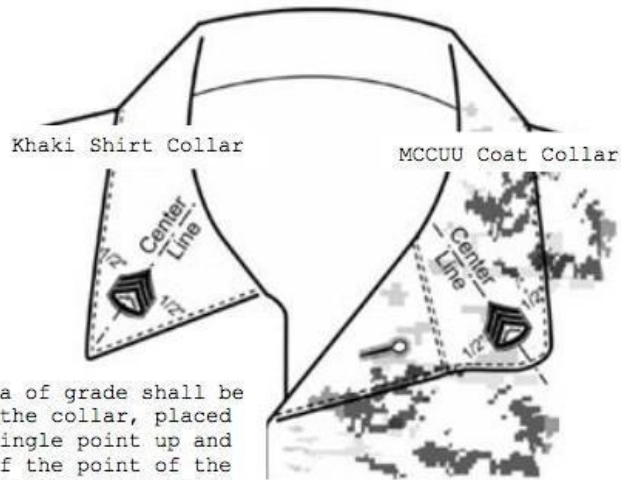
### **Wearing of Medals, Ribbons and Badges**

Medals, ribbons, and badges authorized and procured through the MCJROTC program. Awards will be worn as authorized for inspections & prescribed events.

1. Medals. Medals will only be worn with the dress A uniform, typically for the Marine Corps birthday ball or mess night. Medals will be worn in the precedence listed in the chart below with the senior medal on the top row and right-most medal on the suspension bar.

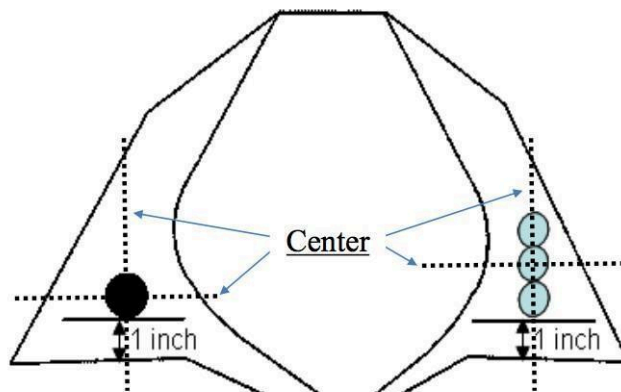
2. Ribbons. Ribbons will be worn in the precedence listed in the chart below with the senior ribbon on the top row and right-most ribbon on the ribbon bar:

3. Badges. Badges may be worn with dress blue B, and – when directed – dress blue C & D or Service B & C. Marksmanship badges will **not** be worn **with medals** on the dress blue coat.



Metal/plastic insignia of grade shall be worn on each side of the collar, placed vertically with the single point up and bisecting the angle of the point of the collar. The lower outside edge will be 1/2 inch from either side of the collar.

(enlisted rank on collar)



Insignia will be placed at the approximate center of the collar, 1" from the front edge.

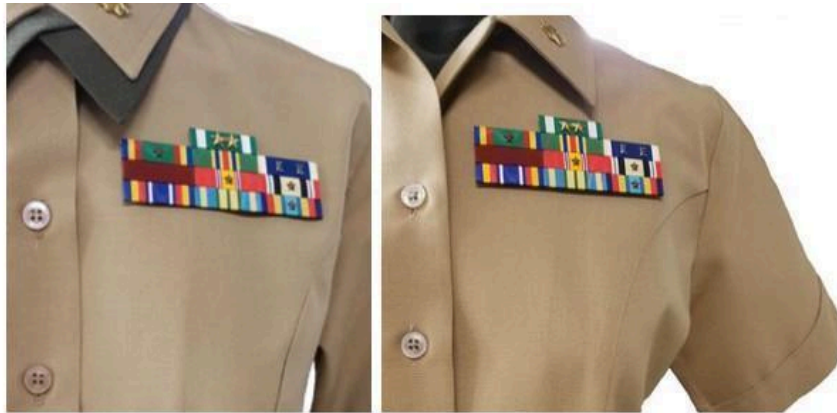
(officer rank on collar)



Placement of medals & ribbons on the **male** dress blue uniform

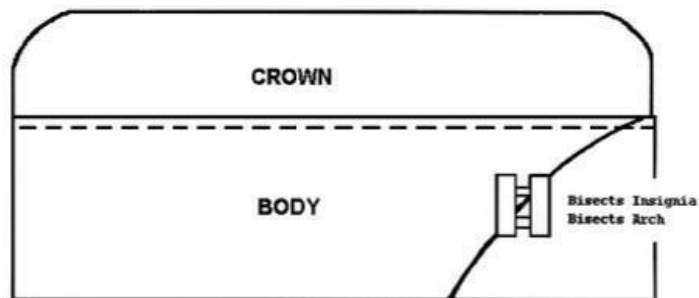


Placement of medals & ribbons on the **female** dress blue uniform



On khaki shirts, the bottom edge of the bottom ribbon bar is placed even with or up to 2 inches above the top of the first visible button and centered.

Placement of ribbons on the female khaki shirts



Placement of Rank Insignia on the officer service cap

## MCJROTC AWARDS CRITERIA

The senior Marine instructor (SMI) will establish an awards board comprised of the CO, XO, 1stSgt and Co GySgt, in order to determine nominees for awards.

### Legion of Valor Bronze Cross for Achievement

Criteria: have an MCJROTC class standing in the top 25% of their class; have a school academic class standing in the top 25% of their class; have demonstrated exemplary military leadership; have demonstrated academic leadership (demonstrated qualities of leadership in scholastic activities, student organizations, community activities, and interscholastic athletic participation); nominees must be enrolled in MCJROTC their senior year in order to be eligible for this award.

Selection: The SMI may recommend one eligible junior year cadet. Approval is under the authority of **The Legion of Valor**, Inc.

Ribbon: Medal & ribbon.

### Marine Corps Reserve Association (MCRA) Outstanding Unit Award

Criteria: those cadets whose unit received recognition by placing **first** in competition for the outstanding MCJROTC unit.

Selection: The SMI will ensure that only those cadets who were members of the unit at the time of competition are eligible to wear this unit award. Approval is under the authority of the **Marine Corps Reserve Association**.

Ribbon: Ribbon only.

### American Legion Bronze Medal for Scholastic Excellence

Criteria: have an academic average earned on all courses other than MCJROTC in the upper 10% of their class; have grades in all MCJROTC subjects within the top 25%; have demonstrated qualities of leadership; have actively participated in related student activities such as student organizations, constructive activities, or sports.

Selection: The SMI may select one cadet for this award. Ribbon: Medal & ribbon.

### American Legion Bronze Medal for Military Excellence

Criteria: be in the upper 25% of the class in academic standing, including all MCJROTC subjects; have demonstrated outstanding qualities in military leadership, discipline, character, and citizenship.

Selection: The SMI may select one cadet for this award. Ribbon: Medal & ribbon.

### Sons of the American Revolution (SAR) JROTC Bronze Medal

Criteria: Junior cadet who has exhibited the highest standards of leadership, soldierly bearing, and excellence.

Selection: The SMI will select one recipient per year. Ribbon: Medal & ribbon.


### Daughters of the American Revolution (DAR) JROTC Bronze Medal

Criteria: Graduating cadet in the upper 25% of the graduating class in all subjects, including

MCJROTC; has demonstrated qualities of dependability and good character, adherence to military

discipline, leadership ability, and a fundamental and patriotic understanding of the importance of JROTC training.

Selection: The SMI will select the recipient. Ribbon: Medal & ribbon.

Military Order of the World Wars (MOWW) Bronze Medal 

Criteria: Outstanding first year cadet who excels in both military and scholastic activities during the year; be in good standing in all military and scholastic courses at the time of selection and presentation of the award; have indicated, by grades, extracurricular activities, individual endeavor, and a desire to serve the United States; have committed to continue in the MCJROTC program for the next school year.

Selection: The SMI will select the recipient. Ribbon: Medal & ribbon.

Military Officers Association of America (MOAA) JROTC Medal 

Criteria: Presented to a cadet for outstanding academic achievement. The cadet must be in top 10% of the class; have an "A" average in MCJROTC subjects; hold an **officer's** billet in the unit; be in the junior year of high school.

Selection: The SMI will select the recipient. Ribbon: Medal & ribbon.

Veterans of Foreign Wars JROTC Bronze Medal 

Criteria: Cadets who possess individual characteristics contributing to leadership both in and out of uniform; a minimum grade of "B" in MCJROTC, and a "C" in overall school academics; the cadet must be active in at least one other extracurricular activity or club and may not be a former recipient of the award.

SELECTION: The SMI will select one senior, junior, and sophomore cadet. Ribbon: Medal & ribbon.

Daedalian JROTC Achievement Award 

Criteria: Presented to a junior cadet who has demonstrated an understanding and appreciation of patriotism, love of country and service to the nation; shows a desire and potential to pursue a military career; ranked in upper 10% of the MCJROTC junior class, and 20% of the school's junior class.

Selection: The SMI will select a Junior cadet who meets criteria. Ribbon: Medal & ribbon.

Women Marines Association (WMA) Award for Outstanding Cadet 

Criteria: Outstanding cadet in the unit who is participating in at least the second year of MCJROTC; has satisfactory record of academic accomplishment and citizenship; has the highest leadership education grades in the MCJROTC unit.

Selection: The SMI will select the eligible cadet. Ribbon: Ribbon only.

Noncommissioned Officers (NCOA) Association 


Criteria: Most outstanding cadet NCO in the unit during the past school year; the award must be made to the cadet NCO/SNCO who has consistently exhibited the best military bearing, personal appearance, and leadership ability.

Selection: The SMI will select the eligible cadet. Ribbon: Ribbon & medal.

Military Order of The Purple Heart JROTC Medal 


Criteria: Deserving cadet who combines both military and scholastic excellence with strong leadership skills.

Selection: The SMI will select the eligible cadet. Ribbon: Ribbon & medal.

Navy League Youth Medal 

Criteria: Outstanding cadet in recognition of his/her professionalism and academic excellence and dedication to the MCJROTC program.

Selection: The SMI will select the eligible cadet. Ribbon: Ribbon & medal.

Reserve Officers Association JROTC Medal 

Criteria: Deserving cadet who has demonstrated outstanding competence in military skills and has contributed to the common good of the school, community, and nation.

Selection: The SMI will select the eligible cadet. Ribbon: Ribbon & medal.

Naval Reserve Association JROTC Medal 

Criteria: A cadet in recognition of his/her outstanding service and dedication to the MCJROTC program, academic excellence, and desire to serve the school, community, and nation.

Selection: The SMI will select the eligible cadet. Ribbon: Ribbon & medal.

American Veterans (AmVets) JROTC Medal 

Criteria: A cadet for diligence in the discharge of duties and the willingness to serve school, community, and nation.

Selection: The SMI will select the eligible cadet. Ribbon: Ribbon & medal.

National Sojourners Award 

Criteria: A sophomore or junior, not previously a recipient who is enrolled for the next year; in the top 25%; has encouraged and demonstrated the ideals of Americanism.

Selection: The SMI will select an eligible cadet. Ribbon: Ribbon & medal

### Scottish Rite JROTC Medal

Criteria: A cadet who has encouraged and demonstrated Americanism by deeds or conduct through participation in extra-curricular activities or unit sponsored community projects and has demonstrated exceptional dependability, character, self-discipline, citizenship and patriotism.

Selection: The SMI will select the eligible cadet. Ribbon: Ribbon & medal.

### Outstanding Cadet Award

Criteria: The cadet who demonstrates a consistent superior performance in all facets of the Leadership Education Course; academic achievement in the top 25% of the class in all academic subjects including MCJROTC; exceptional qualities of leadership, discipline, character, military bearing, and military proficiency.

Selection: The SMI will select one cadet annually.

Ribbon: Ribbon only. The bronze, silver and gold Marine Corps emblem device will be used to denote second, third and fourth awards, respectively.

### Student Leadership Award

Criteria: Cadets who hold an elected office in the student body of the school.

Selection: The SMI will determine those cadets eligible.

Ribbon: Ribbon only. The bronze, silver and gold lamp of learning device will be used to denote second, third and fourth awards, respectively.

### Officer Leadership Award

Criteria: Cadet officer who has demonstrated exceptional leadership qualities, discipline, character, military bearing, and military proficiency.

Selection: The SMI will select the eligible cadet.

Ribbon: Ribbon only. The bronze, silver and gold Marine Corps emblem device will be used to denote second, third and fourth awards, respectively.

### Noncommissioned Officer Leadership Award

Criteria: Presented annually to that cadet noncommissioned officer who has demonstrated exceptional leadership qualities, discipline, character, military bearing, and military proficiency.

Selection: The SMI will select the eligible cadet.

Ribbon: Ribbon only. The bronze, silver and gold Marine Corps emblem device will be used to denote second, third and fourth awards, respectively.

### Civic Service Award

Criteria: Outstanding community service or noteworthy unit participation performed by a cadet, accumulating 60 hours while in MCJROTC.

Selection: Any qualifying cadet on an annual basis. The SMI will determine eligibility.

Ribbon: Ribbon only. The bronze, silver and gold Marine Corps emblem device will be used to denote second, third and fourth awards, respectively.

### Best Drill Cadet Award

Criteria: Cadet(s) who demonstrate superior performance in comparison with other cadets in the following categories: Unit leader, sword manual, and guidon manual.

Selection: Any qualifying cadet. The SMI will determine eligibility. Ribbon: Ribbon only. The bronze, silver and gold Marine Corps emblem device will be used to denote second, third and fourth awards, respectively.

### Distinguished Scholastic Achievement Award

Criteria: Cadet(s) who have maintained an "A" average in academic subjects to include MCJROTC Leadership Education, and/or be in the top 10% of the class.

Selection: The SMI will determine eligibility of cadet(s).

Ribbon: Ribbon only. The bronze, silver and gold Lamp of Learning device will be used to denote second, third and fourth awards, respectively.

### Arts and Academics Award

Criteria: Any cadet who participates in Interscholastic competition pertaining to academics or the arts.

Selection: The SMI will determine eligibility.

Ribbon: Ribbon only. The bronze, silver and gold lamp of learning device will be used to denote second, third and fourth awards, respectively.

### Distinguished Military Training Award

Criteria: Any cadet who participates in MCJROTC training at a military installation.

Selection: The Senior Marine Instructor will determine eligibility for this award.

Ribbon: Ribbon only. The bronze, silver and gold Marine Corps emblem device will be used to denote second, third and fourth awards, respectively.

### Physical Achievement Award

Criteria: Earned, annually, by those cadets who participate in both semi-annual PFTs and achieve the specified minimum score for their age.

Selection: The SMI will determine eligibility.

Ribbon: Ribbon only. The bronze, silver and gold Marine Corps emblem device will be used to denote second, third and fourth awards, respectively.

### Superior Marksman Award

Criteria: Cadets who qualify as a superior marksman, either by placing in regional or national air rifle matches, or by achieving a score of 270 or better during the MCJROTC postal match.

Selection: The SMI will determine eligibility.

Ribbon: Ribbon only. The bronze, silver and gold Marine Corps emblem device will be used to denote second, third and fourth awards, respectively.

### Athletic Participation Award

Criteria: Cadets who participate in interscholastic athletics. Interscholastic competition includes

at least three JROTC events.

Selection: The SMI will determine eligibility.

Ribbon: Ribbon only. The bronze, silver and gold lamp of learning will be used to denote second, third and fourth awards, respectively.

#### Longevity/Fidelity Award

Criteria: Cadets who have successfully participated in the MCJROTC program for two years and have met all the requirements of Leadership Education I (LE I) and Leadership Education II (LE II). In the event a senior student is enrolled in LE II, the award may be made at the commencement of the cadet's final semester in the program.

Selection: This award will be presented to any qualifying cadet on an annual basis. The SMI will determine eligibility.

Ribbon: Ribbon only. The bronze Marine Corps emblem will be attached to the ribbon on initial presentation. The silver and gold Marine Corps emblem will be used to denote third, and fourth year participation in the MCJROTC program, respectively.

#### Distinguished Conduct Award

Criteria: Individuals shall not have received any demerits or adverse conduct reports from any staff or faculty member for the entire year. Further, the cadet will maintain a “C” or above in all classes during the school year.

Selection: The SMI will determine eligibility.

Ribbon: Ribbon only. The bronze, silver and gold Marine Corps emblem will be used to denote second, third and fourth awards, respectively.

#### Best Drill Squad Award

Criteria: 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 close order drill, military bearing, and appearance.

Selection: This award will be presented to any qualifying cadet on an annual basis. The SMI will determine eligibility.

Ribbon: Ribbon only. The bronze, silver and gold Marine Corps emblem device will be used to denote second, third and fourth awards, respectively.

#### Color Guard Award

Criteria: Cadets who distinguish themselves as members of the unit's color guard.

Selection: The SMI will determine eligibility.

Ribbon: Ribbon only. The bronze, silver and gold device bar device lettered “COLOR GUARD” will be used to denote second, third and fourth awards, respectively.

#### Drill Team Award

Criteria: Cadets who comprise the unit drill team in drill team competition.

Selection: The SMI will determine eligibility.

Ribbon: Ribbon only. The bronze, silver and gold bar device lettered “DRILL TEAM” will be used to denote second, third and fourth awards, respectively.

#### Band/Drum And Bugle Corps Award

Criteria: Cadets who distinguish themselves in the school's band/drum and bugle corps.  
Selection: The SMI will determine eligibility.


Ribbon: Ribbon only. The bronze, silver and gold bar device lettered "BAND" will be used to denote second, third and fourth awards, respectively.

Rifle Team Award 

Criteria: Cadets who distinguish themselves on the unit's rifle team(s).

Selection: The SMI will determine eligibility.

Ribbon: Ribbon only. The bronze, silver and gold bar device lettered "RIFLE TEAM" will be used to denote second, third and fourth awards, respectively.

Orienteering Team Award 

Criteria: Cadets who distinguish themselves on the unit's orienteering team(s).

Selection: The SMI will determine eligibility.

Ribbon: Ribbon only. The bronze, silver and gold Marine Corps emblem device will be used to denote second, third and fourth awards, respectively.

Recruiting Award 

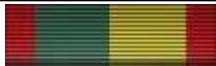



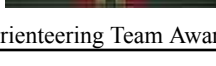
Criteria: Cadets who have contributed to the growth of the unit by taking an active role in recruiting cadets into the MCJROTC program. Cadets who refer at least one new cadet to the program, who completes the school year, as well as those leaders selected to represent the program in Middle School recruiting efforts.

Selection: The SMI will determine eligibility.

Ribbon: Ribbon only. The bronze, silver and gold Marine Corps emblem device will be used to denote second, third and fourth awards, respectively.

# MCJROTC RIBBON CHART

# RIBBON RACK BUILDER

		
Legion of Valor Bronze Cross Achievement		MCRA Outstanding Unit
		
American Legion Award for Scholastic Excellence	American Legion Bronze Medal for Military Excellence	Sons of the American Revolution Bronze Medal
		
Daughters of the American Revolution Bronze Medal	Military Order of the World Wars Medal	Military Officers Association of America Medal
		
VFW Bronze Medal	Daedalian Achievement Award	Women Marines Association
		
Noncommissioned Officers Association	Military Oder of the Purple Heart Medal	Navy League Youth Medal
		
Reserve Officers Association	American Veterans Medal	National Sojourners Award
		
Scottish Rite Medal	Outstanding Cadet Award	Student Leadership Award
		
Officer Leadership Award	NCO Leadership Award	Civic Service Award
		
Best Drill Cadet Award	Distinguished Scholastic Achievement	Arts and Academics Award
		
Distinguished Military Training	Physical Achievement Award	Superior Marksman Award
		
Athletic Participation Award	Longevity / Fidelity Award	Distinguished Conduct Award
		
Best Drill Squad Award	Color Guard Award	Drill Team Award
		
Band Drum and Bugle Corps	Rifle Team Award	Orienteering Team Award
	<b>1st Award – Ribbon</b> <b>2d Award – Bronze Device</b> <b>3d Award – Silver Device</b> <b>4th Award – Gold Device</b>	
Recruiting Award		

## UNIFORM INSPECTIONS

**Weekly**, uniform inspections are conducted by each platoon commander. Inspections will be conducted following the uniform regulations described above, documented on the enhanced MCJROTC region four inspection checklist, and will follow the sequence below.

### To Open Ranks

The purpose of this movement is to increase the distance between ranks to 70 inches to accommodate the movements of an inspection party or to stack arms. It may be executed when halted in line at attention, and at normal or close interval. If armed, rifles will be at order arms. The commands are "Open Ranks," "MARCH;" "Ready, FRONT;" and "COVER."

When at normal interval, on the command of execution "MARCH," the front rank takes two 30-inch steps forward, halts, and executes dress right dress. The second rank takes one 30-inch step forward, halts, and executes dress right dress. The third rank stands fast and executes dress right. When at close interval, all ranks will execute at close interval, dress right dress in place of dress right dress.

The platoon sergeant verifies alignment as for dress right dress, except that he/she will verify the 70-inch distance between ranks by taking two 30-inch steps and one 10-inch step when moving from one rank to the next. After verifying the alignment of the rear rank, he/she faces to the right in marching, marches 3 paces beyond the front rank, and 1 pace to the guide's right, halts, faces to the left, and commands "Ready, FRONT" and "COVER." The platoon responds to these commands in the same manner as when they are given following dress right dress.

The platoon sergeant, after the command "COVER" will take one step to the front so that he/she is 3 paces directly in front of the guide, and then execute a right face. From this position the platoon sergeant reports to the platoon commander.

**Inspection:** The platoon commander/sergeant will step in front of the cadet; the cadet will salute, and greet: "*Good morning staff sergeant, Cadet Private Gomez prepared for inspection; I am an LE-1, staff sergeant*" the inspector will return the salute, and then inspect according to the checklist, asking questions to test the cadet's knowledge. A scribe will be used to take notes and document the results.

### To Close Ranks

The purpose of this movement is to decrease the distance between opened ranks to a normal distance (40 inches). It may only be given when the platoon is at attention at open ranks. The command is "Close Ranks, MARCH." It should be given immediately after the reason for opening ranks is accomplished, and before the platoon is given further drill movements or dismissed.

On the command of execution "MARCH," the front rank stands fast while the second rank takes one 30-inch step to the front and halts. At the same time, the third rank takes two 30-inch steps to the front and halts. Everyone maintains cover and alignment while moving. No dressing movements are executed.

The platoon commander/sergeant may give the command to close ranks when:

After the platoon is inspected, the platoon sergeant returns to a position 3 paces **in front of the guide** and halts facing to the front. It is from this position that the inspecting officer critiques the inspection. The platoon sergeant exchanges salutes with the platoon commander and, after that platoon commander has departed, the platoon sergeant faces to the left and then commands “Close Ranks, MARCH.” The platoon sergeant, on the command “MARCH,” moves to his/her position 6 paces and centered on the platoon.



# **CLOSE ORDER DRILL**

## **PURPOSE OF DRILL**

- a. Move units from one place to another in a standard, orderly manner.
- b. Provide simple formations from which combat formations may be readily assumed.
- c. Teach discipline by instilling habits of precision and automatic response to orders.
- d. Increase the confidence of junior officers and noncommissioned officers through the exercise of command, by the giving of proper commands, and by the control of drilling troops.
- e. Give troops an opportunity to handle individual weapons.

## **PURPOSE OF FORMATIONS**

- a. To build unit cohesion and esprit de corps by recognizing Marines during awards and promotion ceremonies.
- b. To maintain continuous accountability and control of personnel.
- c. To provide frequent opportunities to observe the appearance and readiness of the uniforms, arms, and equipment of the individual Marine.
- d. To keep the individual Marine informed by providing the means to pass the word.
- e. To develop command presence in unit leaders.
- f. To instill and maintain high standards of military bearing and appearance in units and in the individual Marine.
- g. To add color and dignity to the daily routine by reinforcing the traditions of excellence associated with close order drill.

## **DRILL TERMS**

1. **Alignment.** The dressing of several elements on a straight line.
2. **Arms.** A term used to normally designate the service rifle but can refer to any weapon. When in formation and a mix of weapons is carried the term arms will be used to designate all types of weapons.
3. **Base.** The element on which a movement is regulated.
4. **Cadence.** A rhythmic rate of march at a uniform step.
5. **Center.** The middle element of a formation with an odd number of elements (See figure 1-1a) or the left center element of a formation with an even number of elements (See figure 1-1b.)
6. **Ceremony.** A formal military formation designated to observe a specific occasion.
7. **Column.** A formation in which elements are placed one behind the other. A platoon is in column when members of each squad are one behind the other.
8. **Depth.** The space from head to rear of an element or a formation. (See figure 1-1a.) The depth of an individual is 12 inches.
9. **Distance.** The space between elements in the direction of depth. Between individuals, the space between your chest and the person to your front. In troop formations, the distance between ranks is 40 inches (See figure 1-2.)
10. **Double Time.** Cadence at 180 steps (36 inches in length) per minute.
11. **Element.** An individual, squad, platoon, company, or other unit that is part of a larger unit.
12. **File.** A single column of troops or vehicles one behind the other.

13. **Flank.** The right or left extremity of a unit, either in line or in column. The element on the extreme right or left of the line. A direction at a right angle to the direction an element or a formation is facing.
14. **Formation.** Arrangement of elements of a unit in line, in column, or in any other prescribed manner.
15. **Front.** The space occupied by an element or a formation, measured from one flank to the other (See figure 1-1a.) The front of an individual is 22 inches.
16. **Guide.** The individual (base) upon whom a formation, or other elements thereof, regulates its march. To guide: to regulate interval, direction, or alignment; to regulate cadence on a base file (right, left, or center).
17. **Head.** The leading element of a column.
18. **Interval.** The lateral space between elements on the same line (See figure 1-3.) Interval is measured between individuals from shoulder to shoulder. Normal interval between individuals is one arm's length. Close interval is the horizontal distance between shoulder and elbow when the left hand is placed on the left hip.
19. **Line.** A formation in which the elements are side by side or abreast of each other. A platoon is in line when its squads are in line and one behind the other.
20. **Line of March.** The line on which individuals or units are to march on.
21. **Line of Troops.** The line on which troops are to form when in formation.
22. **Mass Formation.** The formation of a company or larger unit in which the major elements are in column at close interval and abreast at close interval.
23. **Pace.** The length of a full step in quick time, 30 inches.
24. **Parade.** A parade is a ceremony that involves the movement of marching units.
25. **Quick Time.** Cadence at 112 to 120 steps (12, 15, or 30 inches in length) per minute. It is the normal cadence for drills and ceremonies.
26. **Rank.** A line of troops or vehicles placed side by side.
27. **Slow Time.** Cadence at 60 steps per minute. Used for funerals only.
28. **Snap.** In commands or signals, the quality that inspires immediate response. In drill the immediate and smart execution of a movement.
29. **Step.** The distance from heel to heel between the feet of a marching individual. The half step and back step are 15 inches. The right and left steps are 12 inches. The steps in quick and double time are 30 and 36 inches, respectively.
30. **Strong Grip.** The strong grip is when the thumb is wrapped around the front of the staff with the fingers wrapped to the rear (See figure 1-4.)
31. **Unit Leader.** Is the individual who is drilling the unit. This can be any individual who is conducting drill or can be those assigned a specific billet such as squad leader, platoon sergeant, platoon commander, etc.
32. **“V” Grip.** The “V” grip is with the staff placed in the “V” formed by the thumbs and forefinger with the fingers extended and joined. (See figure 1-5.)

**\*As You Were.** “*As you were*” cancels a movement that was started but not completed. The unit responds by continuing what they were doing

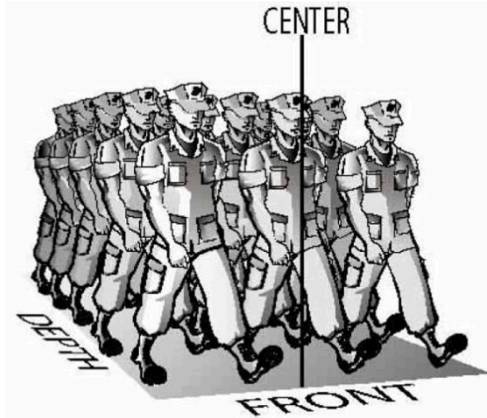


Figure 1-1a.--Center (Odd Number of Elements), Depth, and Front.

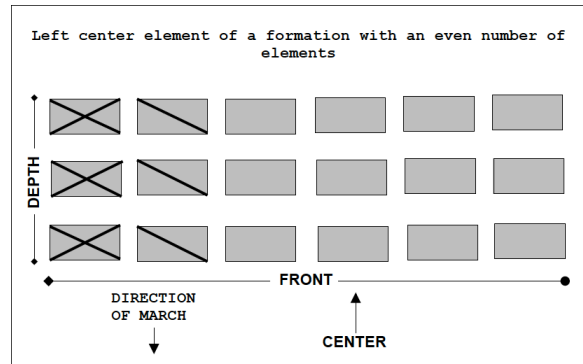


Figure 1-1b.--Center, Even Number of Elements.

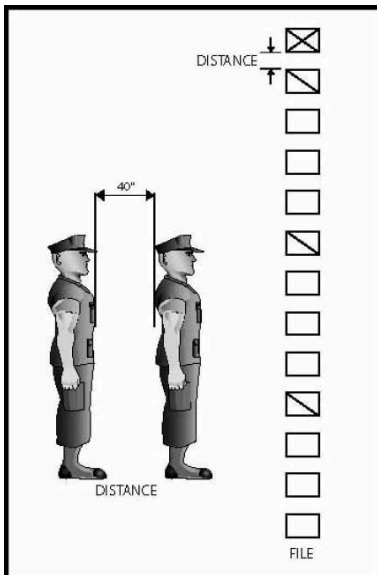


Figure 1-2.--Distance and File.

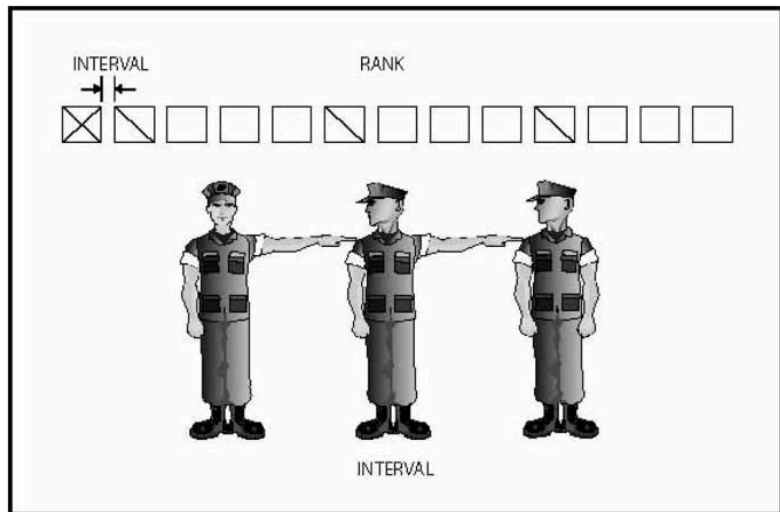


Figure 1-3.--Interval and Rank.



Figure 1-4.--Strong Grip on the Staff. Figure 1-5.--"V" Grip on the Staff.

### **INSTRUCTION GROUPS**

1. The basic instruction group is the squad. Its size facilitates individual instruction.
2. Individuals who learn slowly should be placed in special squads. The best instructors available should drill these squads.

### **COMMANDS AND THE COMMAND VOICE**

1. There are four types of commands: preparatory commands, commands of execution, combined commands, and supplementary commands.
  - a. The preparatory command indicates a movement is to be made and may also indicate the direction of the movement. Examples would be "Forward," "Left," "Platoon," "About," etc.
  - b. The command of execution causes the desired movement to be executed. Examples would be "MARCH," "FACE," "ATTENTION," etc.
  - c. With the combined command, the preparatory command and the command of execution are combined. Examples would be "AT EASE," "REST," "FALL IN," etc.
  - d. Supplementary commands are commands that cause the component units to act individually. An example would be the commands squad leaders would give to their individual squads following the platoon commander's preparatory command, "Column of Files From the Right," and before the command of execution "MARCH."
2. When giving commands, commanders face their troops.
3. A command must be given loud enough to be heard by all members of a unit.
  - a. Good posture, proper breathing, and the correct use of throat and mouth muscles help develop a commander's voice.

b. Projecting the voice enables one to be heard at maximum range without undue strain. To project a command, commanders must focus their voices on the most distant individuals. Good exercises for voice projection are:

- (1) Yawning to get the feel of the open mouth and throat.
- (2) Counting and saying the vowel sounds “oh” and “ah” in a full, firm voice.
- (3) Giving commands at a uniform cadence, prolonging each syllable.
- (4) When practicing, stand erect, breathe properly, keep the mouth open wide, and relax the throat.

The **position of attention** is the proper position for giving commands (See figure 1-6a). A leader's bearing will be emulated.

Distinct commands inspire troops. Indistinct commands confuse them. All commands can be given correctly without loss of effect or cadence. To give distinct commands, you must emphasize enunciation; make full use of the tongue, lips, and lower jaw; practice giving commands slowly, carefully, and in cadence; and then increase the rate of delivery until the proper rhythm (112 to 120 beats per minute) is reached and each syllable is distinct. Raising the hand to the mouth to aid in projecting commands is not proper.

Inflection is the rise and fall in pitch, the tone changes of the voice.

(1) Preparatory commands should be delivered with a rise and inflection in the voice (e.g., “BaaaTAL ion,” “PlaaaTOON,” “FooreWARD,” “TO the REAR,” etc.) In particular those preparatory commands that cause supplemental movements should be heavily accentuated on the last syllable (e.g., the command “Present, ARMS” the preparatory command Preee (pause) ZENT” causes those armed with swords to execute the first count of the movement and the national color to go to the carry.

(2) A command of execution is given in a sharper and higher pitch than the tone of the preparatory command's last syllable. A good command of execution has no inflection, but it must have snap. It should be delivered with sharp emphasis, ending like the crack of a whip. If properly given, troops will react to it with snap and precision.

(3) Combined commands such as “FALL IN” “REPORT” and “DISMISSED” are delivered without inflection. They are given with snap, and in the uniform high pitch and loudness of a command of execution.



a. Position of Attention.



b. Right Shoulder Arms.

Figure 1-6.--Correct Position for Giving Commands.

## **GENERAL RULES FOR DRILL**

While marching, alignment is maintained toward the right, except:

Regardless of the direction in which alignment is established, at the command of execution for a drill movement involving marching, the direction of alignment is toward direction of the movement (e.g., if the command of “Column Left, MARCH” is given, the unit aligns to the left until the column movement is completed.) Upon completion of the drill movement, alignment will be in the direction established prior to commencing the movement.

Changes of post are made by the **most direct route** unless specifically prescribed. The movement is made as soon as possible after the command of execution. Persons who have duties in connection with the movement take their new posts after those duties have been performed. Individuals moving from one post to another or aligning units must maintain military bearing. All necessary facings and changes of direction must be made as if drilling.

Whenever drill movements are executed while troops are marching, the command of execution is given as the left foot strikes the deck if the movement is to the left, and as the right foot strikes the deck if the movement is to the right. The one exception is when executing left shoulder arms from port arms; the command of execution will be given on the right foot (See table 1-1 for the suggested foot to give commands on while marching.)

The cadence of commands should be that of quick time, even though no marching is involved. The pause between preparatory commands and commands of execution should be adapted to the size and formation of the unit.

The best pause to allow for a squad or platoon while marching is one count or step between the two commands (See table 1-1 for the suggested foot to give commands on while marching.)

(1) To develop the proper cadence for commands at a halt, count ONE, TWO, THREE, FOUR in quick time. Then give commands, such as “Right, FACE,” without interrupting the cadence:

ONE	TWO	THREE	FOUR
“Right,	(Pause)	FACE”	

Marching commands, such as “By the Right Flank, MARCH,” must be started so the preparatory command will end as the foot in the desired direction of movement strikes the deck. There is then a full count before the command of execution, which is given on the same foot. (See table 1-1 for the suggested foot to give commands on while marching.)

## **DRILL BY THE NUMBERS**

Drill movements may be divided into individual motions for instruction. When drill is executed by the numbers, the first motion is made on the command of execution. Subsequent motions are made in proper order on the commands TWO, THREE, FOUR, the number of counts depending upon the number of motions in the movement. To use this method, the command “BY THE NUMBERS” precedes the preparatory command. All movements are then executed by the numbers until the command “WITHOUT NUMBERS” is given.

RIGHT	LEFT	RIGHT	LEFT	RIGHT	LEFT	WHEN GIVEN
		"Squad,	(Step)	HALT"		From column or flank
	"Pla	toon,	(Step)	HALT"		From column or flank
	"Com ney	pa	(Step)	HALT"		From column or flank
	"Right	Turn,	(Step)	MARCH"		While marching in company mass the color guard or staff
"Left	Turn,	(Step)	MARCH"			" " " " " " " "
"Counter	March,	(Step)	MARCH"			For color guards.
"Mark	Time,	(Step)	MARCH"			May be given as either foot strikes the deck from line, column or oblique
	"Mark	Time,	(Step)	MARCH"		
"Half	Step,	(Step)	MARCH"			May be given as either foot strikes the deck from line, column or oblique
	"Half	Step,	(Step)	MARCH"		
"For	ward,	(Step)	MARCH"			From mark time or half step in column or flank
"By	the	Flank,	(Step)	MARCH"		From column or flank
	Right					
	"By	the	Flank,	(Step)	MARCH"	From column or flank
	Left					
RIGHT	LEFT	RIGHT	LEFT	RIGHT	LEFT	WHEN GIVEN
	"Column	Right,	(Step)	MARCH"		From column
"Column	Left,	(Step)	MARCH"			From column
"Column	Half	Right,	(Step)	MARCH"		From column
	"Column	Half	Left,	(Step)	MARCH"	From column
	"To	the	(Step)	MARCH"		From column or flank
	Rear,					
	"Right	O	(Step)	MARCH"		From column
	blique,					
"For	ward,	(Step)	MARCH"			From right oblique
"Pla	toon,	(Step)	HALT"			From right oblique
	"In	Place,	(Step)	HALT"		To halt in the right oblique while marching at quick time, mark time or half step.
"Re	sume,	(Step)	MARCH"			To resume marching in the left/right oblique from in place halt, mark time or half step
"Left	O	(Step)	MARCH"			From column
	blique,					
	"For	ward,	(Step)	MARCH"		From left oblique
	"Pla	toon,	(Step)	HALT"		From left oblique
	"In	Place,	(Step)	HALT"		To halt in the left oblique while marching at quick time, mark time or half step.

RIGHT	LEFT	RIGHT	LEFT	RIGHT	LEFT	WHEN GIVEN
"Close,	(Step)	MARCH"				To close the interval in column marching
"Ex	tend,	(Step)	MARCH"			To extend the interval in column marching
"Count	Cad	ence,	(Step)	COUNT"		From column
"De ed	lay Cad	ence,	(Step)	COUNT"		From column
COMMANDS FOR THE MANUAL OF ARMS WHILE MARCHING						
"Port,	(Step)	ARMS"				From left shoulder
"Left	Shoul	der,	(Step)	ARMS"		From port arms
	"Left	Shoul	der,	(Step)	ARMS"	From right shoulder
"Right	Shoul	der,	(Step)	ARMS"		From left shoulder or port
	"Port,	(Step)	ARMS"			From right shoulder
RIGHT	LEFT	RIGHT	LEFT	RIGHT	LEFT	WHEN GIVEN

Table 1-1.--Suggested Foot to Give Marching Commands On--Continued.

## **POSITIONS**

**POSITION OF ATTENTION.** The position of attention (see figure 2-1) is the basic military position from which most other drill movements are executed. There are no counts, however, there are seven steps in describing the position:

1. Smartly bring your left heel against the right.
2. Turn your feet out equally to form an angle of 45 degrees. Keep your heels on the same line and touching.
3. Your legs should be straight, but not stiff at the knees.
4. Keep your hips and shoulders level and your chest lifted.
5. Your arms should be straight, but not stiff at the elbows; thumbs along the trouser seams, palms facing inward toward your legs, and fingers joined in their natural curl.
6. Keep your head and body erect. Look straight ahead. Keep your mouth closed and your chin pulled in slightly.
7. Stand still and do not talk.
8. The movement may be executed when halted, at any position of rest, or while marching at route step or at ease. The commands are "FALL IN" and "ATTENTION." On the command "FALL IN," you would assume your position in ranks at the position of attention. The command "ATTENTION" is always preceded by a preparatory command designated by the size of the unit, such as "Squad, Platoon," or "Company." For example, when drilling a squad, the command to bring them to attention would be "Squad, ATTENTION." Thereafter, they move only as ordered until given "AT EASE," "REST," "FALL OUT," or they are dismissed.
9. When at a position of rest or while marching at route step or at ease and the command "ATTENTION" is given, the following applies:
  - a. When given at parade rest, come to attention.
  - b. When given at ease or rest, assume the position of parade rest on the preparatory command Squad." When "ATTENTION" is given go to that position.

c. When given **while marching at route step** or at ease, **get in step as soon as possible** and continue to march at attention.

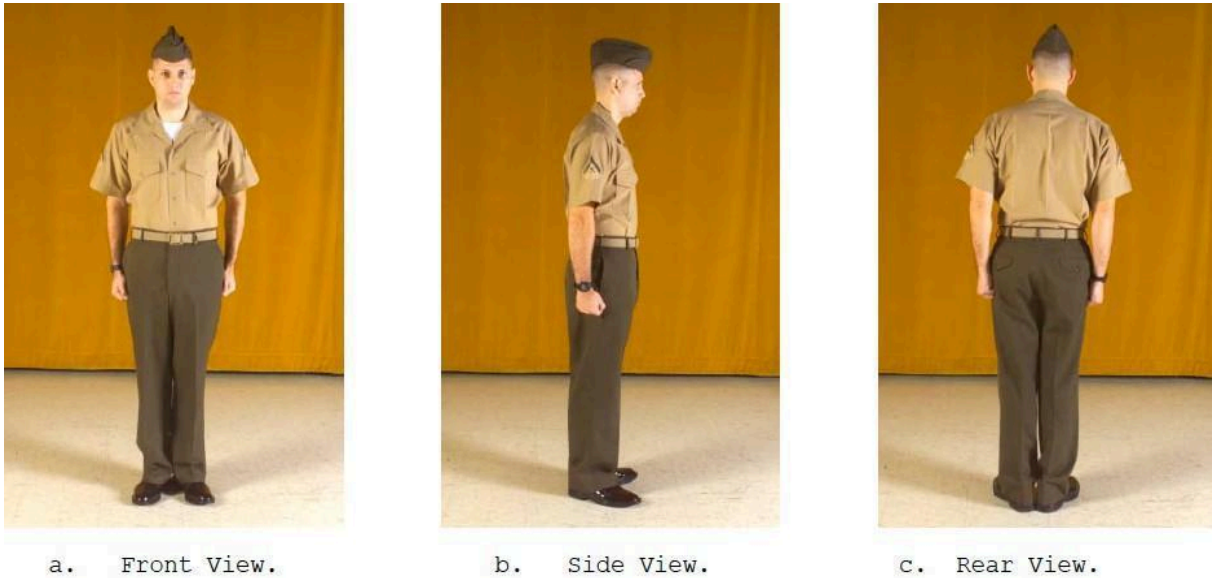


Figure 2-1.--Position of Attention.

**REST.** There are four positions of rest for halted troops. They are parade rest, at ease, rest, and fall out. The purpose of rest is to give troops a rest from the position of attention. Parade rest, at ease, and rest, are one-count movements. Fall out is not a precision movement and has no counts. All are executed from the position of attention. The commands are “Parade, REST;” “AT EASE;” “REST;” and “FALL OUT.”

1. **Parade Rest.** On the preparatory command “Parade,” shift the weight of your body to the right leg without noticeable movement. On the command of execution “REST,” and for the count of one, move the left foot twelve inches (measured from the inside of each heel) smartly to the left. The heels remain on line and the body weight rests equally on both legs. At the same time the left foot is moved, clasp the hands behind the back. The left hand is placed just below the belt and the right hand is placed inside the left. The thumb of the right hand lightly grasps the thumb of the left. All fingers are extended and joined with the palms to the rear. The elbows will be in line with the body. Silence and immobility are required (See figure 2-2.) The only command you may receive while at parade rest is “ATTENTION.”

2. **At Ease.** The command is “AT EASE.” It is executed in one count. At the command, keep your right foot in place. You may move about but must not talk. You may also be given this command when not in ranks. In this case, it means cease talking, but continue whatever you were doing before the command. When in ranks, the only command you may receive while at ease is “ATTENTION.”

3. **Rest.** The command is “REST.” It is executed in one count. At the command, you may move and talk; however, you must keep your right foot in place. The only command you may receive while at rest is “ATTENTION.”

4. **Fall Out.** The command is “FALL OUT.” At the command, leave your position in ranks, but remain nearby or proceed to a pre-designated area. When “FALL IN” is given, return to your place in ranks at the position of attention.

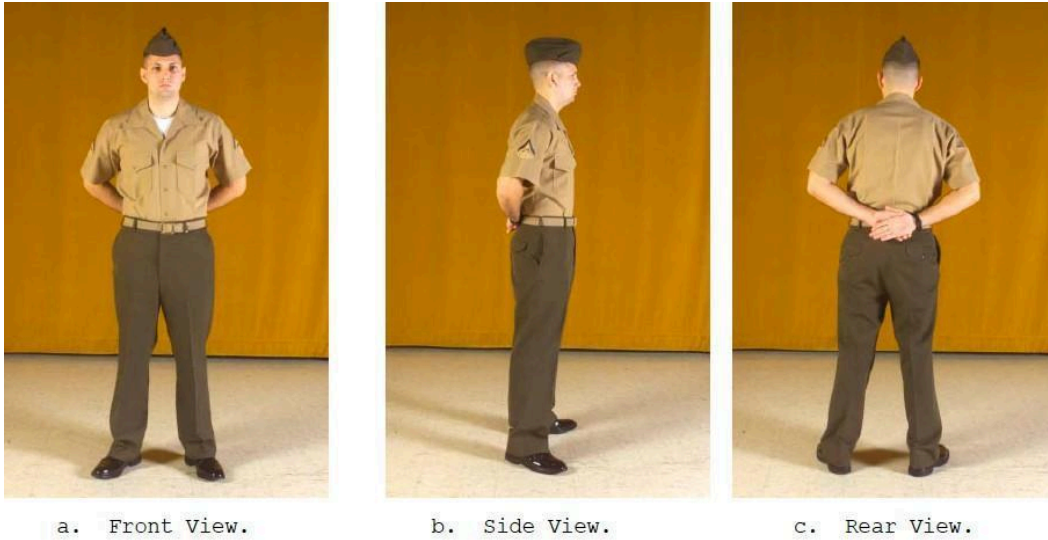


Figure 2-2.--Position of Parade Rest.

**FACING MOMENTS.** The purpose of facing movements is to face a unit to the right, left or about. Facing movements are executed in two counts when halted at attention. The commands are “Right, FACE;” “Left, FACE;” and “About, FACE.” Facing movements are executed in the cadence of quick time. While facing, your arms should not swing out from your sides, but remain at the position of attention.

1. “Right, FACE” is a two-count movement (See figure 2-3.)
  - a. On count one, (see figure. 2-3b) at the command “FACE,” raise your left heel and right toe slightly. Turn to the right on your right heel and left toe. Keep your left leg straight but not stiff.
  - b. On count two (see figure 2-3c), place the left foot smartly beside the right and stand at attention.
2. “Left, FACE” is executed in the same manner described in 2103.1 above, substituting left for right and right for left.

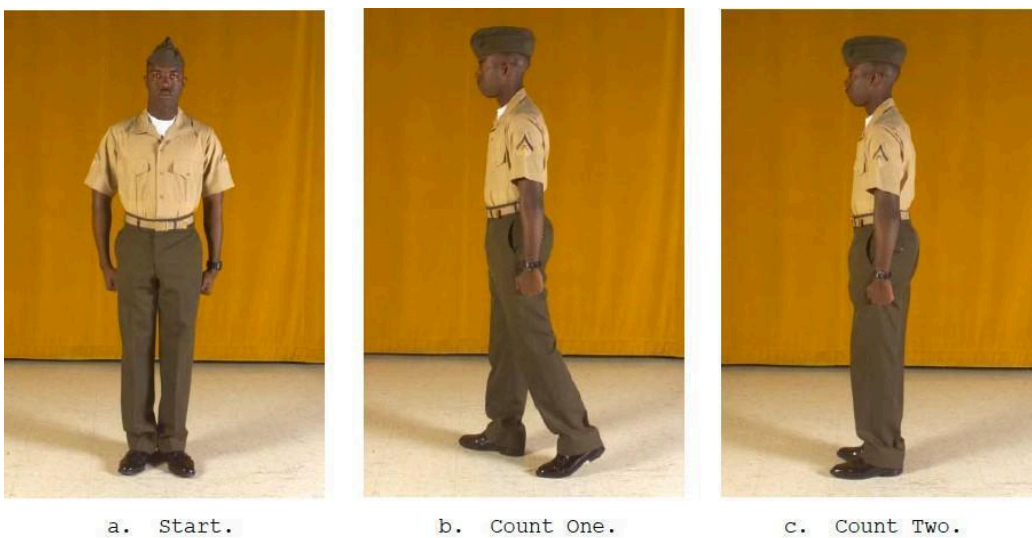


Figure 2-3.--Right Face.

3. “About, FACE” is a two-count movement. (See figure 2-5.)

- a. At the command “About,” shift your weight to your left leg without noticeable movement. (See figure 2-5a.)
- b. On count one (see figure 2-5b) at the command “FACE,” place our right toe half a foot length behind and slightly to the left of your heel. Do not change the position of your left foot. Rest your weight evenly on the left heel and the ball of the right foot.
- c. On count two (see figure 2-5c), turn smartly to the right until facing rear. The turn is made on the left heel and ball of the right foot. The knees remain straight, but not locked during the movement. Your thumbs will remain on the seams of your trousers. If properly executed, you will be at the position of attention facing in the opposite direction.

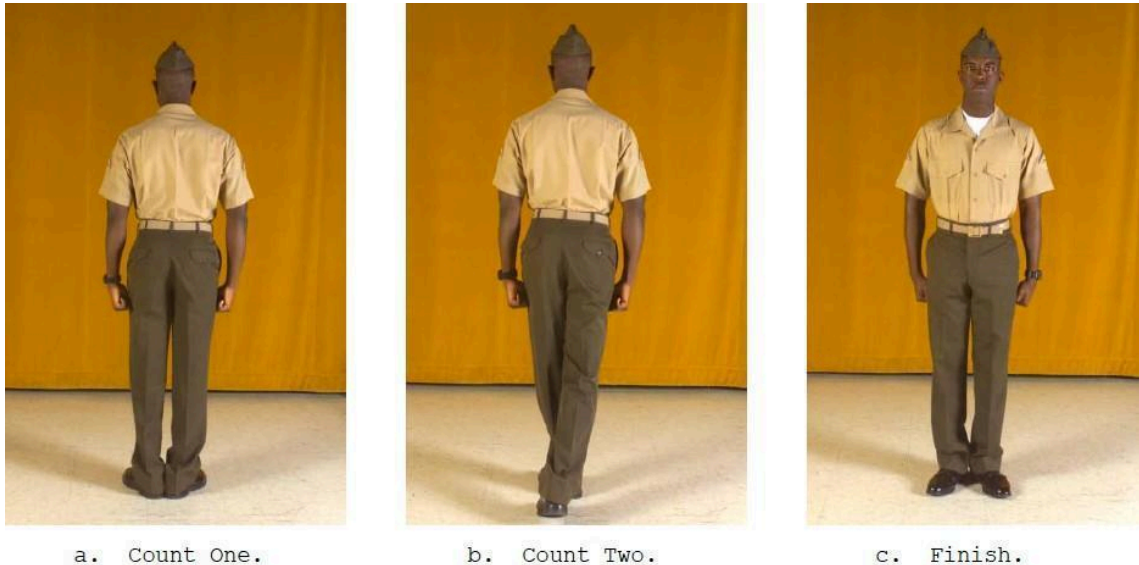


Figure 2-5.--About Face.

## **HAND SALUTES**

1. The purpose of the hand salute is to demonstrate mutual respect and courtesy between members of military organizations and to show respect to national colors. It is executed in one count when halted at attention, marching at quick time, or seated in a vehicle. The command is “Hand, SALUTE.” To return to the position of attention the command is “Ready, TWO.”
  - a. When “SALUTE” is given, raise your right hand smartly in the most direct manner until the tip of your forefinger touches the lower part of the headdress above and slightly right of your right eye. Your fingers should be extended straight and joined with the thumb along the forefinger. You should be able to see your entire palm when looking straight ahead. Your upper arm should be parallel with the deck with the elbow in line with the body and your forearm at a 45-degree angle. Your wrist and hand should be straight, a continuation of the line made by your forearm. At the same time, if not in ranks, turn your head and eyes toward the person or colors you are saluting.
  - b. At the command “TWO,” return to attention. Move your hand smartly in the most direct manner back to its normal position by your side.
  - c. To ensure simultaneous execution of the second movement of the hand salute when troops are in formation, the preparatory command “Ready,” will be used prior to the command of execution “TWO.”

2. You may salute without command from attention, while walking, or while seated in a vehicle. When walking, it is not necessary to halt to salute. Keep walking, but at attention. The salute is rendered when the person or colors to be saluted is at a 6-pace distance, or at the nearest point of approach if it is apparent that the person or color is not going to approach within 6 paces. The salute will not be rendered if the person (color) to be saluted does not approach within 30 paces. Hold the first position of the salute until the person (color) saluted has passed or the salute is returned, then execute the second movement of the hand salute.

3. When the command "Present, ARMS" is given, if not armed, you execute the hand salute on the command "ARMS." Stay at that position until the command "Ready, TWO" or "Order, ARMS" is given.

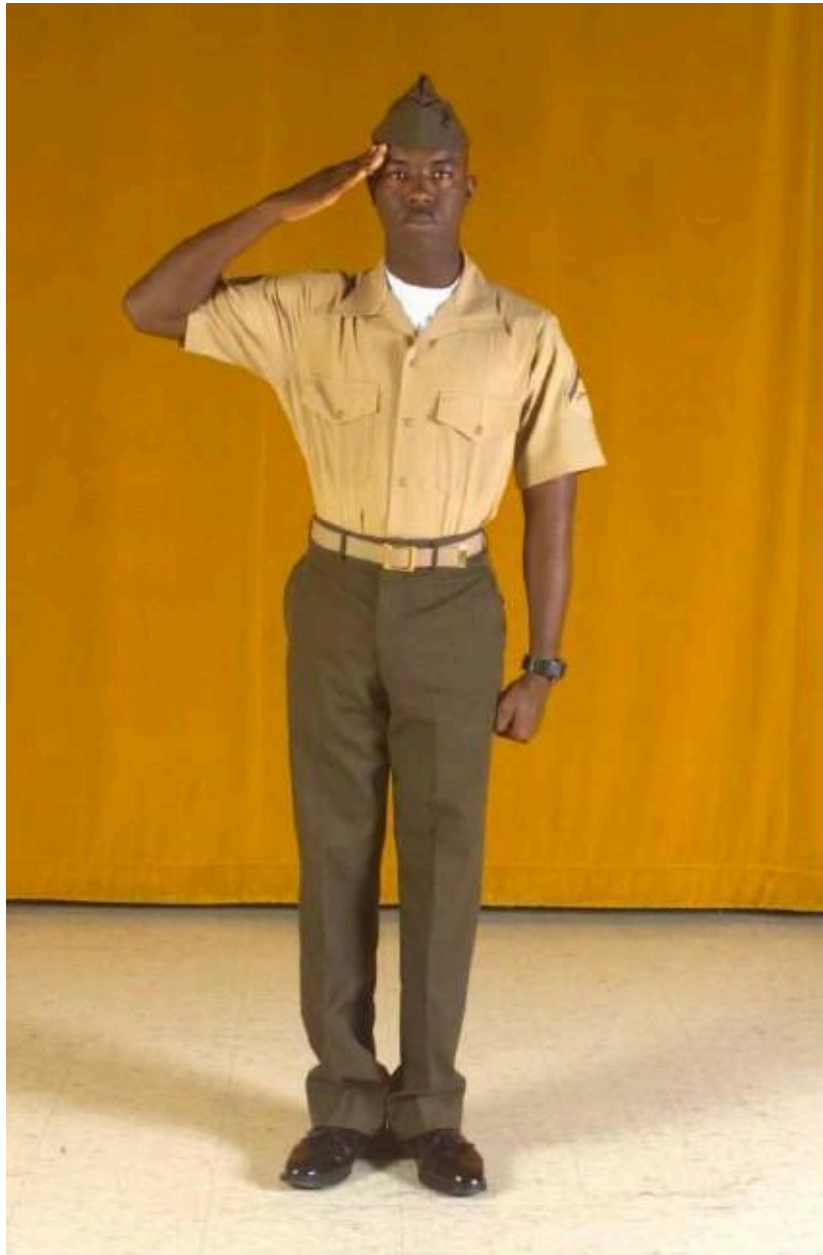


Figure 2-6.--Hand Salute.

**EYES RIGHT.** The purpose of eyes right is to demonstrate military courtesy to reviewing officers and dignitaries during parades and ceremonies. It is executed in one count when halted at attention or marching at quick time. The command is “Eyes, RIGHT.” The command to turn the head back to the position of attention is “Ready, FRONT.”

1. When the command of execution “RIGHT (LEFT)” is given, turn your head smartly and look 45 degrees to the right keeping your shoulders square to the front.

2. On the command of execution “FRONT,” turn your head and eyes smartly back to the front. During reviews at which the reviewing officer troops the line, ready front will not be given after eyes right. At such ceremonies, turn your head and eyes smartly toward the reviewing officer upon the command of execution “RIGHT.” As he passes to the left, follow the reviewing officer with your head and eyes until you are looking directly to the front.

3. When marching, give the command, “Eyes, RIGHT” so that the command of execution is given as the right foot strikes the deck. Give the command “Ready, FRONT” from eyes right so that the command of execution is given as the left foot strikes the deck. For example:

Cadence-	<b><u>LEFT</u></b>	<b><u>RIGHT</u></b>	<b><u>LEFT</u></b>	<b><u>RIGHT</u></b>
Commands-	“Ready,	“Eyes, (Step)	(Step) FRONT”	RIGHT”

# **CONDUCT, BEARING & DISCIPLINE**

## **SCHOOL CITIZENSHIP**

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

## **PUBLIC DISPLAYS OF AFFECTION**

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 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.

## **DAILY CADET CONDUCT**

Cadets arrive on time for class and ; 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/students, and their school/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 respect authority and respond to adults with a "Yes, or No Sir or Ma'am.

Cadets do not lie, cheat, or steal.

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.

# **CORE VALUES**

By understanding the Marine Corps core values of Honor, Courage, and Commitment, you will understand how these ideals help MCJROTC cadets become better citizens.

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

**Courage** is a mental quality that recognizes fear of danger or criticism but enables a leader to proceed in the face of it with calmness and firmness. It is a quality of mind that gives leaders control over fear, enabling them to accept responsibility and to act properly in a threatening situation.

**Commitment** means the dedication to carry out all unit tasks and to serve the values of the country, the MCJROTC, and the unit. Commitment leads to the highest discipline for your unit and yourself.

In addition to these ideals, your values must also be applied to other areas. These might be ideas such as punctuality, truthfulness, and fidelity. You must also value the outer signs of these ideals, such as having good personal hygiene and a spotless uniform. Last, but by no means least important, you must apply your values to friends, family, and fellow cadets.

**Values-** Your attitude about the worth or importance of people, concepts, or things.

**Morals** – Defined as conforming to an established set of codes or accepted notions of right or wrong.

**Code of Ethics** – A set of standards or a value system by which human actions are determined to be right or wrong, good, or evil.

**Introspection** – When you examine your actions and motives to see whether you are acting in a correct and responsible manner.

# **CURRICULUM & ACADEMICS**

## **SCHOOL ACADEMICS**

All MCJROTC cadets are required to maintain a satisfactory grade point average (GPA) in all school subjects to remain in the MCJROTC program.

Failure to maintain a minimum GPA, as determined by the SMI and approved by the principal, will put the cadet on immediate probation during the next semester. If this happens the cadet's activities may be limited. If the cadet fails to raise his or her grade to the required level during the next semester, the cadet will be suspended from MCJROTC participation and 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 tenants of Marine Corps leadership to teach and develop a sense of responsibility, loyalty, discipline and character in cadets. Throughout the four years of the program, the Leadership Education curriculum is presented by way of five different categories of instruction. Those categories are: (1.) Leadership, (2.) Citizenship, (3.) Personal Growth and Responsibility, (4.) Public Service and Career Exploration, and 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, as well as the introduction of civilian marksmanship training and land navigation training with the map and compass. This year also provides additional learning experiences in personal growth and responsibility, as well as citizenship.

### **3. LEADERSHIP EDUCATION III (LE-III)**

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

### **4. LEADERSHIP EDUCATION IV (LE-IV)**

LE-4 is a year when cadets really bring together all their previous learning experiences in the MCJROTC program. Senior cadets will conduct formations and inspections, as well as supervise

certain training events with younger cadets. LE-4 cadets continued to be challenged academically

with requirements for research projects, independent studies and extracurricular event coordination.

### **GRADING**

Cadets of MCJROTC will be graded in multiple areas of the program, including attendance and participation. The academic curriculum portion of this 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 cadet duties and it will also cover participation in citizenship activities and other MCJROTC activities. For further information, see the OHS MCJROTC Master Syllabus.

# **EXTRACURRICULAR ACTIVITIES**

## **COMMUNITY SERVICE**

As part of the JROTC mission of developing citizenry, all cadets are required to participate in 12.5 hours of community service per semester, and a total of 25 hours per school year. This is an essential part of the program; failure to meet requirements impacts promotion eligibility, class standing, and overall grade.

The SMI and MI work with local agencies for volunteer opportunities. Cadets will be informed of opportunities and encouraged to participate. Community Service completed outside the program will be considered but must be confirmed by the supported agency (i.e., a signed letter stating what/when/where).

## **DRILL**

Drill is an integral part of the MCJROTC program. Drill teaches good discipline, enhances concentration, and builds esprit de corps. In addition to being a part of the MCJROTC cadet curriculum, a drill team and drill competitions are very worthwhile activities. Drill competition may be conducted from local to national level. Not all cadets will qualify to be a member of the drill team. Membership on the drill team requires a great deal of dedication and practice.

1. All members of the MCJROTC Drill Team will conduct themselves in a manner as to not bring any discredit upon themselves, the drill team, or the MCJROTC program.
2. All members are responsible for their uniform and the maintenance of their uniform. Failure to do so will compromise their participation on the drill team.
3. Alcohol, drugs, and tobacco are strictly prohibited!
4. Team members must maintain the same academic standards as any other Varsity Sport to maintain their eligibility to compete.
5. Treat all weapons with respect and use proper weapons handling techniques.
6. Profanity will not be tolerated.
7. Remember, you are what you are perceived to be - first impressions are lasting impressions!

### Inventory Control

1. Monthly: The last Friday of each month, a serialized inventory of all weapons will be conducted.
2. Weekly: All weapons will be physically sighted each Friday.
3. If the armory room is opened, a count will be conducted at the end of each class and prior to lock-up at the end of the school day.
4. Discrepancies: Will be immediately reported to the SMI/MI.

### Issue Procedures

1. Cadets to be issued weapons will form single line outside the Arms Room. Order in this line will be maintained by NCOs.
2. Once in the hands of the cadets, the Platoon Commander/Sergeant will assist the MI in seeing that all weapons are always physically controlled.
3. If weapons are used, the Platoon Commander/Sergeant will assist the MI in returning weapons to the arms room and conducting a count at the end of each class period.

### Care and Cleaning

1. Weapons will be turned in to the armory in a clean condition.
2. Care of weapons is an all-hands job.
3. Cleaning of weapons will be done under the supervision of the instructor staff.
4. Marksmanship weapons will be cleaned by the rifle team.
5. On a weekly basis, the armory chief will sight all weapons for cleanliness.

## **GENERAL ORDERS**

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guardhouse than my own.
5. To quit my post only when properly relieved.
6. To receive, obey and pass on to the sentry who relieves me, all orders from the commanding officer, officer of the day, and officers and non-commissioned officers of the guard only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the corporal of the guard in any case not covered by instructions.
10. To salute all officers and 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.

# **LEADERSHIP**

Leadership is the ability to influence, lead, or guide others to accomplish a mission in the manner desired by providing purpose, direction, and motivation. Purpose gives others a reason for why they should do something. Direction gives others the “knowledge” to complete the task. Motivation gives others the will to do what they can do.

There are four basic components of becoming a successful leader: leadership styles; factors of leadership; leadership traits; and leadership principles. However, leadership in the Marine Corps starts with the understanding of the primary and secondary objectives of leadership.

## **PRIMARY AND SECONDARY OBJECTIVES OF LEADERSHIP**

1. The **primary objective** of leadership is **mission accomplishment**.
2. The **secondary objective** of leadership is **troop welfare**.

When given a task to accomplish, a leader must always keep focus on the mission while at the same time take into consideration the welfare of his/her troops. In the MCJROTC program, these same objectives apply. You are expected to accomplish the assigned missions and to take care of the cadets under your leadership.

## **LEADERSHIP STYLES**

There are three **Leadership Styles** and all three styles are effective if used properly. Use all three styles and do not stay with one style. It all depends on the situation on which style you use:

### **Authoritarian:**

- Everything about the mission is dictated (who, what, when, where, & how).
- Use when there is not enough time to gather information and you are not familiar with your subordinates.

### **Participative:**

- Use when there is time to gather information and seek advice from your subordinates. Even though you have received information from your subordinates you will make the final decision.

### **Delegative:**

- Assign part or all or a portion of the mission to the next senior cadet.
- Check with them to make sure the mission is being accomplished.

Regardless of the style used, responsibility & accountability rests with you—the leader!

## **FACTORS OF LEADERSHIP**

**Leader**: One who provides leadership

- A leader must know their subordinate's abilities.
- The most important thing a leader must consider is to **accomplish the mission**.

**Situation**: Circumstances

- A leader must always analyze all aspects of the situation (task, mission, etc.) before they can decide which is the best course of action to take.

**Communication**: The exchange of information

- Communication helps you learn about your followers.
- Make all orders "**clear & concise**". (Understandable & short)

**Follower**: Subordinate

- A leader must first be a good follower.
- A good follower will respect authority.
- A good follower will carry out tasks with enthusiasm and to the best of one's ability.

**Authority** – The legitimate power of a leader to direct individuals to act within the scope of the leader's position.

**Responsibility** – The obligation to act or to do a task that one must answer for, either to team members or to supervisors. You can delegate authority, but not responsibility!

**Accountability** – The reckoning, when leaders must answer for their actions and accept the consequences, good or bad. Accountability is the very cornerstone of leadership.

**Roles of the Officer** – (1) Be the leader (2) Be the decision maker (3) Be prepared to assume responsibility for the actions of subordinates under their command.

**Purposes of the NCO** – (1) Decentralize Authority (2) Provide links between commanders and enlisted men (3) Provide a senior enlisted advisor for the commander (4) Afford avenues for advancement (5) Recognize and reward outstanding skills.

**Purpose of the Chain of Command** - to ensure everyone receives instructions for a particular task from only one supervisor. When a commander wants a specific task accomplished, a subordinate leader is given an order and the order is passed down the chain of command.

**Inspection** – When officials visit a place or group of people and check carefully to find out whether regulations are being obeyed.

**Evaluation** – When you consider someone or something in order to make an judgement about them.

**Proficiency** – Being able to do something well.

**Trepidation** – Fear or anxiety of something you are going to do or experience.

**Conflict** – Defined as any situation where incompatible activities, feelings or intentions occur together.

**Leader's Role in Conflict Resolution** – Maintain stability in the group by quickly eliminating conflict in an objective and reasonable manner.

**Two Causes of Conflict** – External and Internal Circumstances

**Fraternization** – The term used to describe inappropriate personal or business relationships amongst cadets of different rank or position.

**Types of Sexual Harassment** – Verbal, physical and non-verbal.

## **HAZING**

Hazing, is any conduct whereby a cadet(s), regardless of Service or rank, without proper authority causes another cadet, regardless of Service or rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not involve physical contact among or between cadets; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate culpability of the perpetrator.

Quick litmus tests of hazing include: are you amused at the expense of another? Are you angry/frustrated while applying discipline? Are you creating or enforcing a standard outside of MCJROTC standards? While not all-inclusive, the three preceding questions can provide direction for young leaders in helping to eliminate potential for hazing.

Each cadet at John F. Kennedy High School is strictly charged to put a stop to hazing and bullying wherever it is witnessed. You are not allowed to let hazing occur to you nor will you tolerate it done to others in our unit. Stand up for those who cannot stand up for themselves – stop it and report it. The SMI will investigate all reports of hazing and if substantiated, take the appropriate disciplinary and/or administrative action.

## **LEADERSHIP TRAITS**

The (14) characteristics of leadership can be remembered by using the acronym of **JJ DID TIE BUCKLE**.

**Justice:** Giving reward and punishment according to the merits of the case in question. The ability to administer a system of rewards and punishments impartially and consistently.

**Judgement:** The ability to weigh facts and possible courses of action to make sound decisions.

**Dependability:** The certainty of proper performance of duty.

**Integrity:** Uprightness of character and soundness of moral principles. The quality of truthfulness and honesty.

**Decisiveness:** Ability to make decisions promptly and to announce them in a clear, forceful manner.

**Tact:** The ability to deal with others in a manner that will maintain good relations and avoid offense. More simply stated, tact is the ability to say and do the right thing at the right time.

**Initiative:** Acting in the absence of orders.

**Endurance:** The mental and physical stamina measured by the ability to withstand pain, fatigue, stress, and hardship.

**Bearing:** Creating a favorable impression in carriage, appearance, and personal conduct always.

**Unselfishness:** Avoidance of providing for one's own comfort and personal advancement at the expense of others.

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

**Knowledge:** Understanding of a science or an art. The range of one's information, including professional knowledge and understanding of your Marines.

**Loyalty:** The quality of faithfulness to country, Corps, unit, seniors, subordinates, and peers.

**Enthusiasm:** Motivation is contagious!

## **LEADERSHIP PRINCIPLES (11)**

### **Know Yourself and Seek Self Improvement**

- This principle of leadership should be developed by the use of leadership traits. Evaluate yourself by using the leadership traits and determine your strengths and weaknesses.

### **Be Technically and Tactically Proficient**

- A person who knows their job thoroughly and possesses a wide field of knowledge. Before you can lead, you must be able to do the job.

### **Know Your People and Look Out for Their Welfare**

- A leader must make a conscientious effort to observe their Marines and how they react to different situations.

### **Keep Your Personnel Informed**

- To promote efficiency and morale, a leader should inform the Marines of all happenings and give reasons why things are to be done.

### **Set the Example**

- A leader who shows competence, courage and integrity sets high personal standards for himself before he can rightfully demand it from others.

### **Ensure That the Task Is Understood, Supervised, and Accomplished**

- Leaders must give clear, concise orders that cannot be misunderstood, and then by close supervision, ensure that these orders are properly executed.

### **Train Your Marines and Sailors as a Team**

- As a leader, you must insist on teamwork from your Marines. Train and operate as a team. Be sure that each Marine knows his/her position and responsibilities within the team framework.

### **Make Sound and Timely Decisions**

- The leader must be able to estimate a situation and decide based on that estimation.

### **Develop a Sense of Responsibility Among Your Subordinates**

- Give your Marines them the opportunity for professional development. Assigning tasks and delegating authority promotes mutual confidence and respect between leader and subordinates.

### **Employ Your Command within its Capabilities**

- A leader must have a thorough knowledge of the capabilities of the command. Successful completion of a task depends upon how well you know your unit's capabilities.

### **Seek Responsibilities and Take Responsibility**

- For professional development, you must actively seek out challenging assignments. You must use initiative and sound judgment when trying to accomplish jobs that are required by your grade

# **MARINE CORPS HISTORY**

**November 10, 1775** – Marine Corps Birthday

**Birthplace of Marine Corps** – Tun Tavern, Philadelphia, Pennsylvania

**Marine Corps Emblem** – Eagle, Globe and Anchor (**Adopted in 1868**)

**Eagle** – Symbol of our nation

**Globe** – Worldwide service

**Anchor** – Shows our naval tradition



**Semper Fidelis** - Marine Corps Motto - **Always Faithful** (In Latin)

**Marine Corps Colors** – Scarlet Red and Gold

**“Blood Stripe”** - Red stripe worn on dress blue trousers earned by NCOs and Officers commemorating the bloodshed at the **Battle of Chapultepec** during the Mexican American War

## **FAMOUS MARINES**

**Capt Samuel Nicholas** – First unofficial Commandant of the Marine Corps. Led the first amphibious landing at New Providence Island, Bahamas in 1776.

**Capt Robert Mullen** - First Marine recruiter and owner of Tun Tavern

**William Ward Burrows** – **First official Commandant** of the Marine Corps and **created the Marine Corps Band**

**Alfred Cunningham** – First Marine Aviator

**Archibald Henderson** – The “Grand Old Man of the Marine Corps” (served for 39 years)

**Opha Mae Johnson** – First woman Marine (enlisted 1918)

**John Phillip Sousa** – Known as the “Bandmaster” Made the Marine Corps Band Famous

**President’s Own** – The Marine Corps Band

**Francis Scott Key** – Wrote the Star-Spangled Banner

**Gen John Lejeune** – **13th Commandant** of the Marine Corps (Camp Lejeune named in his honor). In his Death will he left instructions for the Marine Corps to read a Birthday message provided by him to be read every year at the Marine Corps Birthday Ball Celebrations.

**Cpl John Mackie** – First Marine to win the Medal of Honor

**Dan Daly** and **Smedley Butler** –Only Marines to have received the Medal of Honor twice.

**John Quick** - Received Medal of Honor for signaling cease fire while bullets passed over his head at Havana, Cuba

**Lewis B. “Chesty” Puller** – Only Marine to receive five Navy Crosses (most decorated

Marine) **Cpl Kyle Carpenter** – Last Marine known to have received the Medal of Honor in

Iraq **Quatrefoil** – Used to identify officers from ships riggings during the War of 1812

**Lt Presley O’Bannon** - Was presented the **Mameluke Sword** for the actions of his Marines in Tripoli. A replica of the Mameluke sword is worn by all Marine Officers.

**Marine Mascot** – “Chesty” an English bulldog

## MARINE NICKNAMES:

“**Leathernecks**” – Name given to Marines because of the leather stock which they wore around their necks to prevent enemy sword slashes and to keep their heads erect. The collar on the Dress Blue uniform symbolizes the leatherneck.

“**Devil Dogs**” – (Teuffel Hunden) Name given to Marines by the German forces in World War I for their fierce fighting at Belleau Wood, France.

“**Jarhead**” - Given to Marines by the civilian sector because of their haircuts; because they say it looks like someone put a bowl on their head and just cut around the bowl.

## FAMOUS BATTLES:

Mexican War	(1848)	Veracruz and Mexico City (Montezuma and Chapultepec)
Civil War	(1861 – 1864)	Union Soldiers fought Confederate soldiers over Slavery
World War I	(1914 – 1918)	Belleau Wood in France
World War II	(1941 – 1945)	Wake, Midway, Guadalcanal, Iwo Jima, Okinawa, Saipan, Tarawa
Korean War	(1950 – 1953)	Inchon, Seoul, Chosin Reservoir
Vietnam	(1965 – 1972)	Hue City Khe Sahn
Grenada	(1983)	
Beirut	(1982 – 1984)	
Kuwait	(1990 – 1991)	Desert Shield/Desert Storm
Somalia	(1993)	Mogadishu
Afghanistan	(2001) to present	
Iraq	(2003) to present	

**The Bill of Rights** – Defined as the first 10 amendments to the U. S. Constitution.

## **The Flag of the United States is known as “Old Glory”**

The original flag of the United States made in 1777 consisted of 13 alternating red and white stripes and a rectangular union with a blue background and 13 white stars.

The colors represented in the flag signify the following:

**Red-** hardness and valor (from our mother country)

**White** purity and innocence (stars from the heaven and stripes representing Liberty)

**Blue-** vigilance, perseverance, and justice (background for a new constellation)

## **Freedom Documents –**

- (1) Mayflower Compact – Nov 11, 1620
- (2) Declaration of Independence – July 4, 1776
- (3) Articles of Confederation – 1781
- (4) Constitution of the United States of America – September 17, 1787
- (5) The Bill of Rights – December 15, 1791

**3 Branches of Government** – Legislative, Judicial, and Executive

**Patriot** – A person who loves, defends, or supports the ideals of their Country.

# **MILITARY COURTESY**

Military courtesy shows a disciplined attitude of the mind. Military courtesy is shown to **all ranks** through proper saluting and addressing. Courtesy to the National Anthem and the Colors expresses loyalty to the United States and the Constitution.

**Military Titles and Addresses:** Always address all Military Officers, regardless of Branch of Service by starting your conversation with the word “Sir/Ma’am” and ending the conversation with the word “Sir/Ma’am.” All Senior Officers will address their juniors by titles and name.

These shortened titles can be used for the following ranks:

First and Second Lieutenants as “Lieutenant”

Lieutenant Colonels and Colonels as “Colonel”

**Brigadier General, Major General, Lieutenant General, and General** as “General”

Rear Admiral Lower Half, Rear Admiral Upper Half, Vice Admiral, Vice Admiral, and Admiral as “Admiral.”

When **given an order** by an officer, reply “**Aye, aye, Sir/Ma’am**” to let them know that you understand how to complete the task. When answering a **question**, reply with “Yes Sir/Ma’am” or “No Sir/Ma’am.”

**\*\*Saluting is a Military Custom practiced by those who follow the profession of arms\*\***

All Commissioned and Warrant Officers of all military services as well as high **civilian officials** are entitled to honors by Navy Regulations are to be saluted when you are in uniform. (You are **not** required to salute when not in uniform) The proper saluting distance is **6 to 30 paces**. Only salute individuals that you recognize as officers, even if **they are not in uniform**.

The junior cadet will salute first and use a verbal greeting. The junior cadet will hold their salute until the senior cadet cuts their salute or says, “Carry on”.

- If staying in the same area as an officer, salute them before you leave.
- To pass an officer, walking in the same direction, pass them on the right side, salute and say “**By your leave, Sir/Ma’am**”, and hold the salute until they reply “Carry on”, or “Granted”.
- When an officer is approaching a group not in a formation the first person noticing the officer will call the group to attention and **salute** if only in uniform.
- If you are engaged in work or play, do not salute unless spoken to directly and again if only **in uniform**.
- When passing or being passed by an uncased color, salute at 6 paces and hold the salute until it is 6 paces past you.
- When colors are being raised (0800) or lowered (after school), stand at attention and face them until they are all the way to the top or bottom of the pole. If you are in uniform salute and stand at attention. If **not in uniform** face the flagpole and at stand attention, **but do not salute**.

**Flag Terminology-** The American flag is referred to by different names depending on how and where the flag is being displayed. Marine Corps terms dealing with flags are precise.

1. **National Ensign**- This is the national flag displayed over Marine or Naval Posts, Stations, or Ships. The National Ensign comes in three sizes:
  - a. **Post** Flag: 10 feet by 19 feet, flown in fair weather except on Sundays and national holidays.
  - b. **Storm** Flag: 5 feet by 9 feet six inches, flown during foul weather.
  - c. **Garrison**: 20 feet by 38 feet, flown on Sundays and national holidays.
2. **National Color**- This is the national flag carried by Marine organizations. When not in the hands of troops, the National color is entrusted to the command's adjutant.
3. **National Standard**- This is the national flag that is carried by a mounted, mechanical, motorized, or aviation unit in Marine organizations.

**To Render Honors during Colors and the Playing of the National Anthem (in uniform):**

Stop on the first note of the music if you are **walking**, then face the flag or the direction of music and hold a hand salute until the last note of the music. (Do **not** salute indoors.) If in a vehicle, **do not salute** and remain seated at attention. If in formation, salute only on the order "Present Arms." If in civilian clothes, stand at attention, but **do not salute**.

**During a Colors Ceremony**- Aboard military installations there are two times each day which service members salute the National Ensign. The first is at the beginning of the day, known as morning colors, which the flag is raised at 0800. During the raising of the flag, either "*The Star-Spangled Banner*" or "*To the Colors*" is played. The second is at sunset when the national ensign is lowered. During the lowering of the National Ensign, either "*Retreat*" or the National Anthem will be played. In both instances, when out of doors, all service members must stop, face in the direction of the flag, come to the position of attention and render a hand salute. They must hold the salute until the last note of the music is sounded. If in civilian clothes, service members will stand at attention and place their right hand over their heart.

**Marines' Hymn** - On the first note of the **Marine's Hymn**, whether in or out of uniform, stand at **attention** and face the direction of music. **Do not salute**.

**Entering Vehicles and Boarding Naval Vessels:** When entering a vehicle or vessel, **junior cadets will enter first**. When leaving a vehicle or vessel, **senior cadets will leave first**.

- When boarding a vessel, walk up the gangway, face and salute the National Ensign (flag), located at the rear of the ship (stern). Then face and salute the Officer of the Day (OOD) on the quarterdeck and "Request permission to come aboard, sir/ma'am," then board the vessel after the OOD grants permission.

- When disembarking from a vessel, walk to the quarterdeck then face and salute the OOD on the quarterdeck and "Request permission to go ashore "Sir/Ma'am," when permission is granted then face the rear (stern) of the vessel and salute the National Ensign (flag). After saluting the National Ensign, walk down the gangway.

# *NAVY & MARINE TERMS*

<b>Aboard</b>	In a naval station or on a ship
<b>Adrift</b>	Object left lying around
<b>Ashore</b>	On the beach or shore
<b>Aye Aye, Sir</b>	Official acknowledgment of an order. (I understand and will carry out the order)
<b>Barracks</b>	A building where Marines live.
<b>Below</b>	Below the flight deck
<b>Blouse</b>	Coat
<b>Board</b>	To go aboard a vessel
<b>Brig</b>	Jail
<b>Bulkhead</b>	Wall
<b>Bunk</b>	Bed
<b>Chain of Command</b>	System used to delegate authority and solve problems
<b>Chit</b>	An official note or pass
<b>Chow</b>	Food
<b>Carry On</b>	An order meaning continue what you were doing
<b>CMC</b>	Commandant of the Marine Corps
<b>CO</b>	Commanding officer
<b>Colors</b>	The national flag
<b>Cover</b>	Hat
<b>Deck</b>	Floor
<b>Drill</b>	March
<b>Executive Officer</b>	The second officer in command
<b>Field Day</b>	Clean up the area.
<b>Galley</b>	Space where food is prepped
<b>Gangway</b>	Move out of the way.
<b>Gear locker</b>	Storage room for cleaning purposes
<b>Gee Dunk</b>	Candy, sweets etc.
<b>Gung Ho</b>	Working together in the spirit
<b>Hatch</b>	Door
<b>Head</b>	Bathroom
<b>Ladder well</b>	Stairway
<b>Liberty</b>	Official absence from a ship or station for a short time
<b>Mess</b>	Meal (a place where meals are eaten)
<b>Muster</b>	To assemble for attendance
<b>NCO</b>	Noncommissioned officer
<b>NCOIC</b>	Noncommissioned officer in charge
<b>Overhead</b>	Ceiling

<b>Passageway</b>	Corridor or hallway.
<b>PFT</b>	Physical fitness test
<b>Portal</b>	Window
<b>Reveille</b>	Time to get up
<b>Scuttlebutt</b>	Drinking fountain or passing rumor

<b>Secure</b>	Stop work, put away, and lock up
<b>Square away</b>	Straighten up
<b>Swab</b>	Mop
<b>Taps</b>	Lights out
<b>Truck</b>	The uppermost tip of a mast or flagpole
<b>WM</b>	Woman Marine
<b>Bow</b>	The front of a ship
<b>Port</b>	The left side of a ship
<b>Starboard</b>	The right side of a ship
<b>Stern</b>	The rear of a ship

*PHONETIC ALPHABET*

A - ALPHA

B - BRAVO

C - CHARLIE

D - DELTA

E - ECHO

F - FOXTROT

G - GOLF

H - HOTEL

I - INDIA

J - JULIET

K - KILO

L - LIMA

M - MIKE

N - NOVEMBER

O - OSCAR

P - PAPA

Q - QUEBEC

R - ROMEO

S - SIERRA

T - TANGO

U - UNIFORM

V - VICTOR

W - WHISKEY

X - X-RAY

Y - YANKEE

Z - ZULU

# **PHYSICAL TRAINING**

Twice per week, cadets will take part in physical training. The uniform will consist of the red JFK MCJROTC shirt, green MCJROTC shorts and athletic shoes. Prior to stretching, cadets will be formed for PT. See the MCJTOTC Mater Syllabus for grading policy.

## To Form for Physical Drill

1. The purpose of the movement is to form the platoon for physical exercise. It may be executed when the platoon is halted at attention and in a column of threes or fours at normal interval. The sequence of commands are: "From Front to Rear, Count, OFF;" "Take Interval to the Left, MARCH;" "Arms, DOWN;" and "Even Numbers, To the Right, MOVE." To reform to a column the commands are "Assemble, MARCH" and "COVER."
2. The command "From Front to Rear, Count, OFF" is given by the platoon commander to designate odd and even ranks. It is executed as prescribed for counting off in column.
3. The next command is "Take Interval to the Left, MARCH." With the platoon in column, the extended interval is set by designating the number of steps the members of each squad take to the left.
  - a. On the command of execution "MARCH," all members of the squad on the right flank (third squad if it is a three squad platoon, fourth squad if it is a four squad platoon) and the guide, will cover in file, stand fast and each member extends both arms sideways at shoulder height, palms down with fingers extended and joined. This squad forms the base of the movement.
  - b. At the same time, the members of each squad to the left of the base squad will face to the left as in marching and take two, four, or six (if it is a four squad platoon) 30-inch steps respectively. Upon completing their designated number of steps, they will halt, execute a right face, will cover in file, stand fast, and extend their arms to the side at shoulder height in the same manner as the right file.
  - c. At the command "Arms, DOWN," the arms are lowered smartly to the side.
4. On the command "Even Numbers to the Right, MOVE," all even numbered individuals and the guide will move to their right to the middle of the interval between files. This will be done by swinging the right leg to the right and springing off the left foot. The movement should be completed in one hop. Once in position, even numbered members cover and assume the position of attention. Odd numbered members do not move. From this position physical drill may be executed without the danger of collisions between individuals.

## Warmup / Stretch / Cooldown:

Platoon Commander/Sergeant: "Your first / next / last warmup / stretch / cooldown exercise is: \_\_\_\_\_. This is 4count / Echo-count exercise; we will do 10 of them. I will count the cadence, you will count the repetition. Starting positions, MOVE! EXERCISE!"

5. Upon the completion of physical drill, the command "Assemble, MARCH" is given. On the command of execution, the odd numbered members of the base squad stand fast. Even numbered members of the base squad step left in marching and double time to their positions covered on the odd numbered members of the base squad and the guide will return to a position in front of the base squad leader. At the same time, all other members will face right as in marching and, at a double time cadence, reassemble in column at normal interval and stand fast.

The platoon

commander would then give the command of “COVER” for the platoon to quickly pick up its alignment and cover.

6. The platoon commander, once the platoon is in column, gives all commands from a position 6 paces in front of, centered on and facing the column. He/she makes those movements necessary to maintain this position during the execution of the movement(s).

### **PHYSICAL FITNESS TEST**

The MCJROTC PFT will be conducted at least twice per year, and at least once per semester. The PFT consists of three events: pullups, crunches, and a one-mile run. During the execution of the PFT, cadets may score up to 100 points in each event for a total of 300 points. Execution and scoring will be accomplished per the charts below.

During the PFT, should a cadet be unable to perform a single pullup, that cadet may execute pushups as an **alternative** exercise to the pull up. Since the pushup is an alternative exercise, **60 points** will be the maximum achievable score for that portion of the PFT. This is to incentivize cadets towards performing pullups.

The MCJROTC physical achievement award will be earned, annually, by those cadets who participate in both semi-annual PFTs and achieve the specified minimum score for their age. Cadets who perform pushups as an alternative to the pullup will be eligible for the MCJROTC physical achievement award if they meet the minimum score for their age. Additionally, the SMI may award certificates of physical achievement for those with high score in an event and/or total score.

Minimum Score (by age):

<u>AGE</u>	<u>MINIMUM SCORE</u>
17+	175
16	160
15	145
14	130

Your grade will be based on total points earned:

225 - 300	A
175 - 224	B
125 - 174	C
75 - 124	D
0 - 74	F

The following are the **maximums** for each event. Once these have been reached, no additional points will be given.

#### **MALES**

Pull-ups - 20

Crunches - 105

Run – 6:00

#### **FEMALES**

Pull-ups – 10

Crunches – 100

Run – 7:00

**MCJROTC PHYSICAL FITNESS SCORE CHART**  
**PULL-UPS**

Reps	Male	Female
30	150	
29	145	
28	140	
27	135	
26	130	
25	125	
24	120	
23	115	
22	110	
21	105	
20	100	150
19	95	145
18	90	140
17	85	135
16	80	130
15	75	125
14	70	120
13	65	115
12	60	110
11	55	105
10	50	100
9	45	90
8	40	80
7	35	70
6	30	60
5	25	50
4	20	40
3	15	30
2	10	20
1	5	10

Highlighted areas are for competition purposes only and not for scoring the Semi-annual PFT



**MCJROTC PHYSICAL FITNESS SCORE CHART**  
**ABDOMINAL CRUNCHES**

Reps	Male	Female		Reps	Male	Female		Reps	Male	Female		Reps	Male	Female
130	150			90	80	90		50	40	50		10	0	10
129	148			89	79	89		49	39	49		9		9
128	146			88	78	88		48	38	48		8		8
127	144			87	77	87		47	37	47		7		7
126	142			86	76	86		46	36	46		6		6
125	140			85	75	85		45	35	45		5		5
124	138			84	74	84		44	34	44		4		4
123	136			83	73	83		43	33	43		3		3
122	134			82	72	82		42	32	42		2		2
121	132			81	71	81		41	31	41		1		1
120	130	150		80	70	80		40	30	40		Areas highlighted in yellow are for competition purposes only, and not for scoring of the semi-annual PFT		
119	128	147		79	69	79		39	29	39				
118	126	144		78	68	78		38	28	38				
117	124	141		77	67	77		37	27	37				
116	122	138		76	66	76		36	26	36				
115	120	135		75	65	75		35	25	35				
114	118	132		74	64	74		34	24	34				
113	116	129		73	63	73		33	23	33				
112	114	126		72	62	72		32	22	32				
111	112	123		71	61	71		31	21	31				
110	110	120		70	60	70		30	20	30				
109	108	118		69	59	69		29	19	29				
108	106	116		68	58	68		28	18	28				
107	104	114		67	57	67		27	17	27				
106	102	112		66	56	66		26	16	26				
105	100	110		65	55	65		25	15	25				
104	98	108		64	54	64		24	14	24				
103	96	106		63	53	63		23	13	23				
102	94	104		62	52	62		22	12	22				
101	92	102		61	51	61		21	11	21				
100	90	100		60	50	60		20	10	20				
99	89	99		59	49	59		19	9	19				
98	88	98		58	48	58		18	8	18				
97	87	97		57	47	57		17	7	17				
96	86	96		56	46	56		16	6	16				
95	85	95		55	45	55		15	5	15				
94	84	94		54	44	54		14	4	14				
93	83	93		53	43	53		13	3	13				
92	82	92		52	42	52		12	2	12				
91	81	91		51	41	51		11	1	11				

**MCJROTC Physical Fitness Score Chart**  
**ONE-MILE RUN**

Time	Male	Female		Time	Male	Female		Time	Male	Female
05:00	150			07:55	69	78		13:20	33	44
05:10	145			08:00	68	76		13:30	31	43
05:20	140			08:10	67	75		13:40	29	42
05:25	135			08:20	66	74		13:50	27	41
05:30	130			08:30	65	73		14:00	25	40
05:35	125			08:40	64	72		14:10	23	38
05:40	120			08:50	63	71		14:20	21	36
05:45	115			09:00	62	70		14:30	19	34
05:50	110			09:10	61	69		14:40	17	32
05:55	105			09:20	60	68		14:50	15	30
06:00	100			09:30	59	67		15:00	13	28
06:05	98			09:40	58	66		15:10	11	26
06:10	96	150		09:50	57	65		15:20	9	24
06:15	94	145		10:00	56	64		15:30	7	22
06:20	92	140		10:10	55	63		15:40	5	20
06:25	90	135		10:20	54	62		15:50	3	18
06:30	88	130		10:30	53	61		16:00	1	16
06:35	86	125		10:40	52	60		16:10	0	14
06:40	84	120		10:50	51	59		16:20		12
06:45	83	115		11:00	50	58		16:30		10
06:50	82	110		11:10	49	57		16:40		8
06:55	81	105		11:20	48	56		16:50		6
07:00	80	100		11:30	47	55		17:00		4
07:05	79	98		11:40	46	54		17:10		2
07:10	78	96		11:50	45	53		Areas highlighted in yellow are for competition purposes only and not for scoring of the semi-annual PFT		
07:15	77	94		12:00	44	52				
07:20	76	92		12:10	43	51				
07:25	75	90		12:20	42	50				
07:30	74	88		12:30	41	49				
07:35	73	86		12:40	40	48				
07:40	72	84		12:50	39	47				

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07:45	71	82		13:00	37	46	
07:50	70	80		13:10	35	45	

**MCJROTC Physical Fitness Score Chart**  
**PUSH-UPS**

<b>Reps</b>	<b>Male</b>	<b>Female</b>	<b>Reps</b>	<b>Male</b>	<b>Female</b>
60	60		30	30	35
59	59		29	29	34
58	58		28	28	33
57	57		27	27	32
56	56		26	26	31
55	55		25	25	30
54	54		24	24	29
53	53		23	23	28
52	52		22	22	27
51	51		21	21	26
50	50	60	20	20	25
49	49	58	19	19	24
48	48	56	18	18	23
47	47	54	17	17	22
46	46	52	16	16	21
45	45	50	15	15	20
44	44	49	14	14	19
43	43	48	13	13	18
42	42	47	12	12	17
41	41	46	11	11	16
40	40	45	10	10	15
39	39	44	9	9	14
38	38	43	8	8	13
37	37	42	7	7	12
36	36	41	6	6	11
35	35	40	5	5	9
34	34	39	4	4	7
33	33	38	3	3	5
32	32	37	2	2	3

31	31	36	1	1	1
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## **PLEDGE OF ALLEGIANCE**

The **Pledge of Allegiance** of the United States is an expression of loyalty to the federal flag and the republic of the United States of America, originally composed by Francis Bellamy in 1892 and formally adopted by Congress as the pledge in 1942. The Pledge has been modified four times since its composition.

The **Pledge of Allegiance** should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

According to the United States Flag Code, the Pledge of Allegiance reads as follows:

*“I pledge Allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.”*

# **RANK & PROMOTION**

## **CADET RANK STRUCTURE**

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.

1. Cadet colonel/lieutenant colonel – cadet battalion commander
2. Cadet major/lieutenant colonel – cadet battalion executive officer
3. Cadet captain – cadet company commander, S-1 administrative officer, S-3 operations officer, S-4 logistics officer
4. Cadet first/second lieutenant – cadet company executive officer, cadet platoon commander, battalion public affairs officer/historian
5. Cadet sergeant major – cadet battalion sergeant major
6. Cadet first sergeant – cadet company first sergeant
7. Cadet gunnery sergeant – cadet company gunnery sergeant, cadet platoon sergeant
8. Cadet staff sergeant – cadet company supply sergeant, cadet company guide
9. Cadet sergeant – cadet squad leader, cadet company clerk
10. Cadet corporal – cadet fire team leader
11. Cadet lance corporal – Any qualified cadet may be promoted to this rank.
12. Cadet private first class – Any qualified cadet may be promoted to this rank.
13. Cadet private – entry level rank.

## **CADET PROMOTIONS**

1. 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 SMI. Cadet privates and private first class returning from the previous school year will normally be promoted to a higher rank, providing their last quarter conduct and grades meet the criteria below.
  - a. Promotions are based on **demonstrated leadership ability**, academic, and disciplinary excellence. The minimum standard for promotion to private first class and up to the rank of lance corporal is to participate in the minimum community service requirement, take the physical fitness test and have a current grade point average (GPA) of “2.0” with no F’s.
  - b. For the ranks of corporal and sergeant, cadets are required to participate in the minimum community service requirement, earn at least a “C” grade on the physical fitness test, pass a drill evaluation and have a cumulative GPA of 2.0 with no F’s.
  - c. For the ranks of staff sergeant to colonel, cadets are required to participate in the minimum community service requirement, earn at least a “C” grade on the physical fitness test, pass a drill evaluation, and have a cumulative GPA of 2.5 or higher. Maintain a minimum GPA of “2.5” **to retain** their rank.
  - d. Cadets failing to perform their duties in an efficient manner will be considered for reduction.
  - e. It is mandatory for all staff NCO’s and officers to attend a minimum of 75% of **all** community related events within the MCJROTC program.

f. If a cadet meets all the requirements for promotion, the cadet may not be promoted if

the SMI feels that the cadet is incapable of performing his/her duties beyond the present rank.

- e. Any cadet not selected for promotion will be counseled as to the reasons and will be provided guidance on opportunities for improvement.

2. Meritorious promotions are used to promote highly qualified cadets based on exceptional performance, demonstrated leadership potential, and competence exceeding peers. Cadets may be meritoriously promoted following culminating events such as annual inspection and the completion of an exercise at a military facility.

3. Frocking is an appointment to a rank, appropriate to a billet held (i.e., 1stSgt, CO/XO). The SMI may approve a cadet for frocking. If the cadet does not meet expectations of the assigned billet, or a cadet in the same platoon passes him/her in rank, the appointed rank shall be rescinded, reverting the cadet to their last promoted rank.

#### 4. Reappointment

- a. Cadets who departed for disciplinary reasons or were withdrawn in lieu of disciplinary action, and accepted for reenrollment will be appointed cadet privates, regardless of rank previously held.
- b. Cadets who departed for other reasons and accepted for reenrollment may be appointed to a grade one rank lower than that previously held if absence from the program was a period of one school year or less. Periods greater than one school year will normally result in a returning rank of cadet private on a case by case basis.

## CADET BILLETS

### Commanding Officer (CO)

- Responsible for the proper and efficient performance of the company
- Serves as a leadership role model for all cadets in the program
- Acquainted with, observes and enforces all regulations, rules, orders and instructions that pertain to the performance of the duties within the MCJROTC program
- Available to all cadets in the program for such assistance in the performance of their duties
- Promotes the welfare, efficiency and good discipline of all cadets in the JROTC program
- Ensures the proper care & maintenance, and prevent the waste, of all JROTC equipment, supplies and resource
- Plans, schedules, and leads Cadet Staff meetings and all-hands formations
- Responsible for the planning, preparation, and conduct of the Marine Corps birthday ball;
- Reports to the SMI and MI any infringement of regulations, rules, orders and instructions governing the conduct of the JROTC program
- Perform duties and tasks as assigned by the SMI or MI
- Sets policy, guidance and direction that will be given by the SMI/MI according to the Program goals, needs, and responsibilities
- Maintains 100% accountability of cadets in attendance for an event
- Must be in good academic and disciplinary standing within the school

### **Cadet Executive Officer (XO)**

- Serve as an advisor to the CO
- Assists the CO for the proper and efficient performance of the platoon commanders
- Responsible to the CO for the proper care & maintenance, and prevent the waste of all JROTC equipment, supplies and resources
- Responsible to the CO for the proper functioning of supply, armory, public affairs and community service
- Serve as a leadership role model for all cadets in the program
- Acquainted with, observes and enforces all regulations, rules, orders and instructions that pertain to the performance of the duties
- Available to all cadets in the program for such assistance in the performance of their duties
- Promotes the welfare, efficiency and good discipline of all cadets in the JROTC program
- Assists the CO with scheduling & managing cadet staff meetings and all-hands formations
- Assists the CO with the planning, preparation, and conduct of the Marine Corps birthday ball
- Reports to the CO any infringement of regulations, rules, orders and instructions governing the conduct of the JROTC program
- Maintains 100% accountability of cadets in attendance for an event
- Perform duties and tasks as assigned by the SMI, MI, or CO
- Be prepared to assume the responsibilities of cadet company commander
- Must be in good academic and disciplinary standing within the school

### **Cadet First Sergeant**

- Serve as the senior enlisted advisor to the CO
- Responsible to the CO for the proper and efficient performance of the enlisted cadets
- Responsible to the CO for the development of all enlisted cadets in the company
- Responsible to the CO for the morale and discipline of all enlisted cadets in the company
- Anticipate, and advise the CO on all problems, informing the CO of situations as they occur
- Serve as a leadership role model for all enlisted cadets in the program
- Acquainted with, observes and enforces all regulations, rules, orders and instructions that pertain to the performance of the duties
- Available to enlisted cadets in the program for such assistance in performance of their duties
- Promotes the welfare, efficiency & discipline of all enlisted cadets in the JROTC program
- Responsible to the CO for the proper care & maintenance, and prevent the waste, of all JROTC equipment, supplies and resources
- Assists the CO with managing cadet staff meetings and all-hands formations
- Assists the CO with the planning, preparation, and conduct of the Marine Corps birthday ball
- Reports to the CO any infringement of regulations, rules, orders and instructions governing the conduct of the JROTC program
- Maintains 100% accountability of cadets in attendance for an event
- Perform duties and tasks as assigned by the SMI, MI, or CO.
- Must be in good academic and disciplinary standing within the school

**Cadet Company Gunnery Sergeant**

- Responsible to the CO for the accountability of all JROTC equipment, supplies and resources

- Responsible to the CO for the proper care & maintenance, and prevent the waste, of all JROTC equipment, supplies and resources
- Serve as a leadership role model for all enlisted cadets in the program
- Acquainted with, observes and enforces all regulations, rules, orders and instructions that pertain to the performance of the duties
- Available to all enlisted cadets in the program for such assistance in the performance of their duties
- Promotes the welfare, efficiency and discipline of all enlisted cadets in the JROTC program
- Assists the CO with the logistical support of all JROTC events
- Reports to the CO any infringement of regulations, rules, orders, and instructions governing the conduct of the JROTC program
- Maintains 100% accountability of cadets in attendance for an event
- Perform duties and tasks as assigned by the SMI MI, CO, or first sergeant
- Be prepared to assume the responsibilities of cadet company first sergeant
- Must be in good academic and disciplinary standing within the school

### **Cadet Platoon Commander**

- Serve as the leader primary cadet leader of assigned platoon
- Working with the platoon sergeant, implement the policies & procedures of the platoon
- Be an effective communicator, able to translate the intent throughout the ranks
- Responsible for the proper and efficient performance of the platoon
- Responsible for the development of all cadets in the platoon
- Responsible to the CO for the morale and discipline of all enlisted cadets in the platoon
- Anticipate, and advise the CO on all problems, informing the CO of situations as they occur
- Serve as a leadership role model for all enlisted cadets in the platoon
- Acquainted with, observes, and enforces all regulations, rules, orders and instructions that pertain to the performance of duties
- Available to all cadets in the platoon for such assistance in the performance of their duties
- Promotes the welfare, efficiency, and good discipline of all cadets in the platoon
- Responsible to the CO for the proper care & maintenance, and prevent the waste, of all JROTC equipment, supplies and resources
- Reports to the CO any infringement of regulations, rules, orders and instructions governing the conduct of the platoon
- Maintains 100% accountability of platoon's cadets in attendance for an event
- Perform duties and tasks as assigned by the SMI, MI, CO, or XO
- Must be in good academic and disciplinary standing within the school

### **Cadet Platoon Sergeant**

- Serve as the senior enlisted advisor to the cadet platoon commander
- Working with the squad leaders and platoon guide, implement the policies & procedures of the Platoon Commander
- Be an effective communicator, able to translate the platoon commander's intent throughout the ranks

- Responsible to the cadet platoon commander for the proper and efficient performance of the platoon
- Responsible to the cadet platoon commander for the development of all NCOs in the platoon, and all enlisted in general
- Responsible to the platoon commander for the morale and discipline of all cadets in the platoon
- Anticipate, and advise the cadet platoon commander on all problems, informing him/her of situations as they occur
- Serve as a leadership role model for all enlisted cadets in the platoon
- Acquainted with, observes, and enforces all regulations, rules, orders and instructions that pertain to the performance of the duties
- Available to all enlisted cadets in the platoon for assistance in the performance of their duties
- Promotes the welfare, efficiency, and good discipline of all enlisted cadets in the platoon
- Responsible to the cadet commanding officer for the proper care & maintenance, and prevent the waste, of all JROTC equipment, supplies and resources
- Reports to the platoon commander any infringement of regulations, rules, orders, and instructions governing the conduct of the platoon
- Maintains 100% accountability of platoon's cadets in attendance for an event
- Perform duties and tasks as assigned by the SMI, MI, CO, 1stSgt or platoon commander
- Be prepared to assume the responsibilities of cadet platoon commander
- Must be in good academic and disciplinary standing within the school.

### **Cadet Platoon Guide**

- Carry the guidon with the utmost dignity, respect, and professionalism
- Work with the squad leaders, platoon sergeant and company gunnery sergeant to ensure the platoon is properly equipped
- Maintain awareness and accountability of the status of equipment and supplies, including uniform items for the entire platoon
- Work with the squad leaders and platoon sergeant to implement the policies & procedures of the platoon commander
- Assist the platoon sergeant with the development of all cadets in the platoon
- Assist the platoon sergeant with the morale and discipline of all cadets in the platoon
- Anticipate, and inform the cadet platoon sergeant on all problems, informing the platoon commander of situations as they occur
- Serve as a leadership role model for all enlisted cadets in the platoon
- Acquainted with, observes, and enforces all regulations, rules, orders, and instructions that pertain to the performance of the duties
- Available to all enlisted cadets in the platoon for assistance
- Maintains 100% accountability of platoon cadets in attendance for an event
- Promotes the welfare, efficiency, and good discipline of all enlisted cadets in the platoon
- Responsible to the CO for the proper care & maintenance, and prevent the waste, of all JROTC equipment, supplies and resources
- Reports to the platoon commander any infringement of regulations, rules, orders and instructions governing the conduct of the platoon
- Perform duties and tasks as assigned by the SMI, MI, CO, 1stSgt, Co GySgt and PltSgt;

- Be prepared to assume the responsibilities of cadet platoon sergeant.

- Must be in good academic and disciplinary standing within the school.

### **Cadet Squad Leader**

- Interact with all members of the squad daily
- Concentrate on the training, motivation, and readiness of each member of the squad
- Responsible for the standards of performance, training, and professional development of cadets in the squad
- Maintain accountability of all members of the squad, to include their supplies (uniform items)
- Working with the platoon guide and platoon sergeant, ensure the squad is properly equipped
- Maintain awareness and accountability of the status of equipment and supplies, including uniform items
- Responsible to the cadet platoon commander for the proper and efficient performance of the squad
- Assist the platoon sergeant with the development of the cadets in the squad
- Assist the platoon sergeant with the morale and discipline of all cadets in the squad
- Anticipate and inform the cadet platoon sergeant on all problems, informing the platoon commander of situations as they occur
- Serve as a leadership role model for all enlisted cadets in the squad
- Available to all enlisted cadets in the squad for assistance
- Promotes the welfare, efficiency and good discipline of all cadets in the squad
- Responsible to the CO for the proper care & maintenance, and prevent the waste, of all JROTC equipment, supplies and resources
- Reports to the platoon sergeant any infringement of regulations, rules, orders, and instructions governing the conduct of the squad
- Perform duties & tasks assigned by the SMI, MI, CO, 1stSgt, Co GySgt, PltCmdr and PltSgt
- Be prepared to assume the responsibilities of cadet platoon guide.
- Must be in good academic and disciplinary standing within the school.

### **Supply Chief**

- Responsible for the inventory, orderliness, and security of the JROTC supply warehouse and all storage spaces
- Authorized one assistant









### **Armory Chief**

- Responsible for the inventory, orderliness, and security of the JROTC armory
- Follow the weapons control and handling procedures, in the **EXTRACURRICULAR ACTIVITIES** chapter of this handbook
- Authorized one assistant

### **PAO**

- Available and present for JROTC events, documenting through photographs and video, and publishing on current JFK MCJROTC social media sites
- Authorized one assistant.

## CADET ENLISTED RANK INSIGNIA

Staff NCO Group	NCO Group	Junior Enlisted
		
<b>Cadet Sergeant Major (SgtMaj)</b>	<b>Cadet Sergeant (Sgt)</b>	<b>Cadet Lance Corporal (LCpl)</b>
		
<b>Cadet First Sergeant (1stSgt)</b>	<b>Cadet Corporal (Cpl)</b>	<b>Cadet Private First Class (PFC)</b>
		<b>NO INSIGNIA</b>
<b>Cadet Gunnery Sergeant (GySgt)</b>		<b>Cadet Private (Pvt)</b>
		
<b>Cadet Staff Sergeant (SSgt)</b>		

### RANK

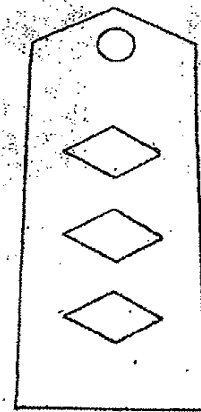
Cadet Private  
 Cadet Private First Class  
 Cadet Lance Corporal  
 Cadet Corporal  
 Cadet Sergeant  
 Cadet Staff Sergeant  
 Cadet Gunnery Sergeant  
 Cadet First Sergeant  
 Cadet Sergeant Major

### DESCRIPTION

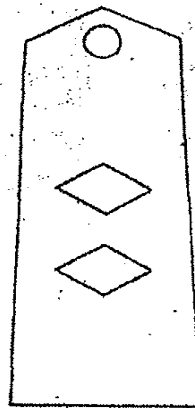
No Insignia  
 Lamp of Learning  
 One Stripe w/ a Lamp of Learning  
 Two Stripes w/ a Lamp of Learning  
 Three Stripes w/ a Lamp of Learning  
 Three Stripes, One Rocker, & a Lamp of Learning  
 Three Stripes, Two Rockers, & a Lamp of Learning  
 Three Stripes, Three Rockers, & a Lamp of Learning  
 Three Stripes, Four Rockers, & a Lamp of Learning

## Marine Corps Junior ROTC Cadet Officer Insignia

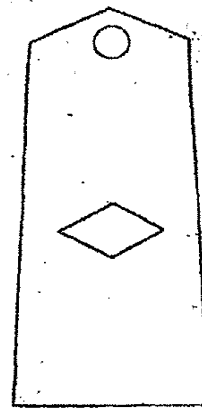
**\*\*Color of Rank Insignia: Silver (for all officer ranks)**



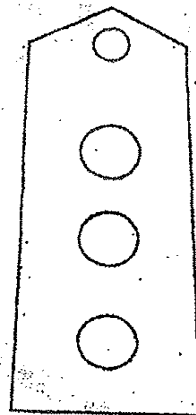
**cadet Colonel**



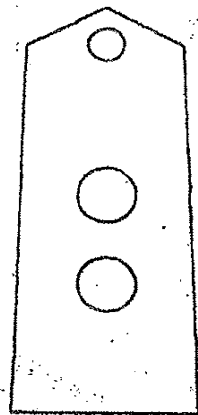
**cadet Lieutenant  
Colonel**



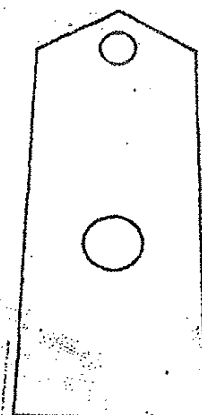
**cadet Major**



**cadet Captain**



**cadet First  
Lieutenant**



**cadet Second  
Lieutenant**

**\*Officer rank is centered on shoulder epaulettes**

### **RANK**

Cadet Second Lieutenant  
 Cadet First Lieutenant  
 Cadet Captain  
 Cadet Major  
 Cadet Lieutenant Colonel  
 Cadet Colonel

### **DESCRIPTION**

One Silver Disc  
 Two Silver Discs  
 Three Silver Discs  
 One Silver Lozenge  
 Two Silver Lozenges  
 Three Silver Lozenges

## MARINE CORPS ENLISTED GRADE INSIGNIA



Sergeant Major of  
the Marine Corps



Sergeant Major



Master Gunnery  
Sergeant



First  
Sergeant



Master Sergeant



Gunnery Sergeant



Staff Sergeant



Sergeant



Corporal



Lance Corporal



Private First  
Class

Private (no  
insignia)

<u>PAY</u>	<u>RANK</u>	<u>DESCRIPTION</u>
E-1	Private	(No Insignia)
E-2	Private First Class	One Stripe
E-3	Lance Corporal	One Stripe & Crossed Rifles
E-4	Corporal	Two Stripes & Crossed Rifles
E-5	Sergeant	Three Stripes & Crossed Rifles
E-6	Staff Sergeant	Three Stripes, One Rocker, Crossed Rifles
E-7	Gunnery Sergeant	Three Stripes, Two Rockers, & Crossed Rifles
E-8	Master Sergeant	Three Stripes, Three Rockers, & Crossed Rifles
E-8	First Sergeant	Three Stripes, Three Rockers, & a Diamond
E-9	Master Gunnery Sergeant	Three Stripes, Four Rockers, & a Bursting Bomb
E-9	Sergeant Major	Three Stripes, Four Rockers, & a Star
E-9	Sergeant Major of the Marine Corps	Three Stripes, Four Rockers, & The Marine Corps emblem with a small Star on each side

## MARINE CORPS OFFICER GRADE INSIGNIA



General



Lieutenant General



Major General



Brigadier General



Colonel (left)



Colonel (right)



Lieutenant Colonel



Major



Captain



First Lieutenant



Second Lieutenant



Chief Warrant Officer 5



Chief Warrant Officer 4



Chief Warrant Officer 3



Chief Warrant Officer 2



Warrant Officer

### PAY

WO-1  
CWO-2  
CWO-3  
CWO-4  
CWO-5

### RANK

Warrant Officer-1  
Warrant Officer-2  
Warrant Officer-3  
Warrant Officer-4  
Warrant Officer-5

### DESCRIPTION

Gold Bar with Two Fields of Scarlet  
Gold Bar with Three Fields of Scarlet Gold  
Silver Bar with Two Fields of Scarlet  
Silver Bar Three Fields of Scarlet  
Silver Bar with one Long Scarlet Stripe

O-1  
O-2  
O-3  
O-4  
O-5  
O-6  
O-7  
O-8  
O-9  
O-10

Second Lieutenant  
First Lieutenant  
Captain  
Major  
Lieutenant Colonel  
Colonel  
Brigadier General  
Major General  
Lieutenant General  
General

One Gold Bar  
One Silver Bar  
Two Silver Bars (Railroad Tracks)  
Gold Oak Leaf  
Silver Oak Leaf  
Silver Eagle  
One Silver Star  
Two Silver Stars  
Three Silver Stars  
Four Silver Stars



## *UNIVERSAL TIME*

<b>12 Hour Clock</b>	<b>Military time</b>
12:00 AM	0000
1:00 AM	0100
2:00 AM	0200
3:00 AM	0300
4:00 AM	0400
5:00 AM	0500
6:00 AM	0600
7:00 AM	0700
8:00 AM	0800
9:00 AM	0900
10:00 AM	1000
11:00 AM	1100
12:00 PM	1200
1:00 PM	1300
2:00 PM	1400
3:00 PM	1500
4:00 PM	1600
5:00 PM	1700
6:00 PM	1800
7:00 PM	1900
8:00 PM	2000
9:00 PM	2100
10:00 PM	2200
11:00 PM	2300

The OHS MCJROTC website contains our class calendar, including topics scheduled in the class, and events planned out in the community. Information can also be found on extracurricular activities, competitions & fieldtrips, unit leaders, and resourceful material in preparation for college and other post-High School opportunities.

Remind.com an app-based messaging platform that enables teachers, parents, and students to communicate with everyone at once.

