

MOUNTAIN VIEW HIGH SCHOOL CADET HANDBOOK

CADET LAST NAME: _____

CLASS/PLATOON: _____

**UNITED STATES MARINE CORPS
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MOUNTAIN VIEW HIGH SCHOOL
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FORWARD

Welcome to the Mountain View High School Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) program. We are looking forward to a great year. The goal of the MCJROTC program is to help cadets develop leadership skills, build character, promote citizenship and responsibility, and develop habits of self-discipline through the study and practical application of Marine Corps leadership traits and principles.

Leaders at every level must be fully aware of the importance of character, responsibility, hard work, and self-discipline if they are to be successful in facing the challenges of a rapidly changing world. While participation in the program incurs no obligation of future military service, the instruction that you receive will go a long way toward enhancing opportunities in any career field that you choose.

There is a lot of important information contained in this handbook. We expect each cadet to be familiar with its contents. Please keep this information readily available for your use, as you will find it an invaluable learning tool for our Leadership Education curriculum.

We are looking forward to working with each and every one of you, and we are proud that you have made the decision to become a MCJROTC cadet at Mountain View High School.

Semper Fidelis,

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CHAPTER ONE

GENERAL INFORMATION

1-1. **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 Commandant of the Marine Corps (CMC) to establish Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) units throughout the United States.

1-2. **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. The current legal basis for Junior ROTC is Section 2031 of Title 10, United States Code. That section is implemented by the Department of Defense. The governing directive, 1205.13 "ROTC Program for Secondary Educational Institutions," is dated June 16, 1982. The Department of Defense funds and sponsors JROTC through the Secretaries of the Military Departments. MCJROTC is funded and sponsored through the Office of the Secretary of the Navy. Legally, the JROTC program offered in a high school must be no less than three years. Each year of the program contains 180 hours of leadership instruction and application. The program may extend over four years. Our program meets these requirements. Similar programs are conducted nationwide by the other military services.

1-3. **MISSION.** Develop informed citizens, strengthen character by the teaching of discipline, and developing understanding of the responsibilities of citizenship.

1-4. **OBJECTIVES.** The objectives of the MCJROTC program are as follows:

- a. To develop informed and responsible citizens.
- b. To develop leadership skills.
- c. To strengthen character.
- d. To promote an understanding of the basic requirements for national security.
- e. To help form habits of self-discipline.
- f. To develop respect for, and an understanding of, the need for constituted authority in a democratic society.
- g. To develop an interest in the Military Services as a possible career.

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CHAPTER TWO

MOUNTAIN VIEW HIGH SCHOOL MCJROTC

2-1. **ORGANIZATION.** The MCJROTC unit at Mountain View High School is designated a JROTC unit per Public Law 88-647, codified in Title 10, U.S.C., Section 2031. The Secretary of the Navy (SECNAV) has authorized retired commissioned and noncommissioned officers, and members of the Fleet Marine Corps Reserve whose qualifications are approved by SECNAV and the institution concerned, to serve as members of the Leadership Education staff. Members of the Leadership staff are employees of the school district and are responsible to school authorities for the conduct of the program. Course membership is limited to students who maintain academic and discipline standards acceptable to Stafford County Public Schools Board of Education and the U.S. Marine Corps.

2-2. **THE MCJROTC PROGRAM**

a. The MCJROTC program at Mountain View High School is a four year, four level, elective academic course which provides one credit for each year satisfactorily completed.

b. Students are normally assigned to the Leadership Education (LE) course level appropriate to their year in school/year as a cadet. That is, freshmen and new MCJROTC cadets are assigned to LE-I, sophomores/2nd year cadets to LE-II, juniors/3rd year cadets to LE-III, and seniors/4th year cadets to LE-IV.

c. Cadets will progress through the Mountain View High School MCJROTC program according to their satisfactory completion of the Leadership Education curriculum.

d. In most cases, cadets transferring from other than a MCJROTC program will receive full credit for training accomplished, although their rank and billet held may be adjusted, as necessary. However, cadets who have three years of prior JROTC experience from other than a MCJROTC program will not always be placed into the LE-IV curriculum. At Mountain View High School, LE-IV cadets should have the prerequisite knowledge and experience of MCJROTC, as they serve primarily as mentors and leaders for the rest of the cadets within the program.

2-3. **GENERAL ENROLLMENT REQUIREMENTS.** To be eligible for enrollment and continuance in the MCJROTC unit, the student must:

a. Be enrolled in and attending a regular course of instruction at Mountain View High School within the Stafford County Public School system.

b. Be a citizen of the United States, or U.S. National or alien lawfully admitted to the United States for permanent residence, and in a grade above the 8th grade.

c. Be of good moral character as determined by the principal of the school and the MCJROTC staff.

d. Be physically qualified to participate fully in the school's physical education program.

2-4. **GENERAL DISENROLLMENT PROCEDURES.** Cadets who are disenrolled from the MCJROTC program during the school year may NOT be able to receive credit in another class, as determined by the Mountain View guidance department. Cadets may be disenrolled from the MCJROTC program for any of the following reasons:

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- a. Voluntary Requests – cadets who voluntarily request disenrollment from the program may be disenrolled if approved by the guidance department. Additionally, cadets who voluntarily transfer from Mountain View High School will automatically be disenrolled from the program.
- b. Enrollment Failure – cadets who fail to maintain enrollment standards may be disenrolled from the program.
- c. Academic failure – cadets must maintain a passing grade within the MCJROTC curriculum in order to remain a part of the program. Additionally, cadets who do not maintain passing grades in three or more of their other classes may be considered for disenrollment.
- d. Ineptitude – cadets who consistently demonstrate poor performance and/or an inability to develop basic leadership skills may be disenrolled.
- e. Poor attitude – any cadet who consistently displays a poor attitude and a lack of motivation regarding the MCJROTC program may be disenrolled.
- f. Misconduct – cadets who fail to obey the Stafford County Public Schools Student Code of Conduct, Mountain View High School code of conduct, and/or any of the agreed upon enrollment requirements for MCJROTC as outlined in the Memorandum of Understanding signed by the cadet and Parent/Guardian (part of their Cadet Processing Forms) may be disenrolled from the MCJROTC program. Additionally, cadets convicted of misdemeanor or felony charges in civilian court may be disenrolled from the program.
- g. Drugs and alcohol – any cadet disciplined for the use of drugs or alcohol will be removed from the program for the rest of the current school year. Consideration for reinstatement will be made on a case-by-case basis. Cadets that desire to be reinstated for the following school year shall submit their request in writing to the MCJROTC staff. A panel made up of the MCJROTC staff, an administrator, and an objective MVHS teacher or staff member with a military background will consider the request before making a determination.

2-5. PROGRAM BENEFITS. Successful participation in the MCJROTC program will enhance the cadet's leadership skills, character development, and self-discipline. Additionally, successful completion of two years of instruction in the MCJROTC program may result in the following additional benefits.

- a. Upon enlistment in the U.S. Marine Corps or the U.S. Marine Corps Reserve, enlistees will be appointed to the rank of Private First Class (E-2), effective the date of enlistment (although grade insignia will not be worn until completion of recruit training).
- b. All branches of the Armed Forces afford similar promotion benefits to cadets upon enlistment into the pertinent service. In some cases, promotion to E-3 is even possible.
- c. Enrollment in a MCJROTC program enhances cadet readiness for the preparation of both ROTC scholarship applications and/or applications to one of the service academies.
- d. MCJROTC instructors may provide recommendation letters and/or letters of reference to cadets who successfully participate in the MCJROTC program for inclusion into college/trade school applications.
- e. MCJROTC instructors may provide job recommendations and/or reference letters to potential civilian employers for cadets who successfully participate in the MCJROTC program.

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2-6. MCJROTC LEADERSHIP EDUCATION. The program of instruction contained herein describes the curriculum being used in the MCJROTC program at Mountain View High School. The MCJROTC course of instruction is designed to emphasize leadership education and leadership development. Marine Corps uniforms are worn and training in Marine Corps history and customs, military courtesies, drill and ceremonies, grooming, physical training, and other military skills are used as vehicles to develop self-esteem, self-confidence, self-discipline, and basic leadership. MCJROTC cadets will participate in a Leadership Education level as dictated by the number of years in the program the cadet has completed. Accordingly, LE-I is for those cadets entering their first year of the program, while LE-IV is for those cadets who have successfully completed LE-I through LE-III. The Leadership Education levels are outlined as follows:

a. LEADERSHIP EDUCATION I (LE-I). This course of instruction is a combined program of classroom instruction and practical application designed to emphasize leadership education, citizenship, self-discipline, personal growth and responsibility, and character development. Basic training in leadership tenets, physical fitness, health, drill and ceremonies, military customs and courtesies, general military subjects, grooming standards, uniform wear and care, and military organization are taught as part of the cadets' orientation to the Marine Corps and as a means to develop leadership qualities taught in class. Cadets are expected to wear designated Marine Corps uniforms on a weekly basis, and adhere to appropriate grooming standards. Extracurricular activities include Air Rifle Marksmanship, CyberPatriot, Drill, and Raider Teams; orientation trips, community service, and social events. The first year also gives the new cadets exposure to personal growth and responsibility, and establishes a foundation of military structure and tradition. Students planning to enroll in JROTC programs must meet program entry requirements.

b. LEADERSHIP EDUCATION II (LE-II). This course builds upon knowledge and experience attained during Leadership Education I. The course continues to stress classroom instruction and practical application designed to emphasize leadership education, citizenship, personal growth and responsibility, self-discipline, character development, and future career considerations. Training in leadership, physical fitness, drill and ceremonies, military customs and courtesies, general military subjects, air rifle marksmanship, and military history are taught as part of the cadets' further orientation to the Marine Corps and as a means to develop leadership qualities taught in class. Cadets are expected to wear designated Marine Corps uniforms on a weekly basis, adhere to appropriate grooming standards, and perform leadership roles within the MCJROTC cadet organization. Extracurricular activities include Air Rifle Marksmanship, CyberPatriot, Drill, and Raider Teams; orientation trips, community service, and social events.

c. LEADERSHIP TRAINING III (LE-III). This course builds upon the knowledge and experience attained during Leadership Education I and II. The course continues to stress classroom instruction and practical application designed to emphasize leadership education, citizenship, personal growth and responsibility, self-discipline, and character development. Training in leadership, physical fitness, drill and ceremonies, military customs and courtesies, general military subjects, air rifle marksmanship, and military history are taught as part of the cadets' further orientation to the Marine Corps. During this year, there is an increased emphasis on the consideration and exploration of post high school educational and career opportunities. Cadets are expected to wear designated Marine Corps uniforms on a weekly basis, adhere to appropriate grooming standards, and perform leadership roles within the MCJROTC cadet organization. Extracurricular activities include Air Rifle Marksmanship, CyberPatriot, Drill, and Raider Teams; orientation trips, community service, and social events.

d. LEADERSHIP TRAINING IV (LE-IV). This course allows senior cadets the opportunity to serve as both a training facilitator for the MCJROTC instructional staff and as a mentor for junior cadets. Senior cadets are expected to display positive attitudes, requisite leadership ability, and perform in leadership roles within the MCJROTC cadet organization. Senior cadets are periodically paired with Leadership Education I or II classes to

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provide leadership, serve as role models, conduct training, and mentor junior cadets as a means to enhance their leadership education and prepare them for a career after high school. Cadets are expected to wear designated Marine Corps uniforms on a weekly basis, adhere to appropriate grooming standards, and perform leadership roles within the MCJROTC cadet organization. Extracurricular activities include Air Rifle Marksmanship, CyberPatriot, Drill, and Raider Teams; orientation trips, community service, and social events.

2-7. SENIOR MARINE INSTRUCTOR (SMI). The SMI is a retired Marine Officer who administers and conducts the MCJROTC program at Mountain View High School in accordance with Marine Corps Order P1533.6E, and under the direction and guidance of Stafford County Public Schools, the principal at Mountain View High School, and the Director, MCJROTC.

2-8. MARINE INSTRUCTOR (MI). The MI is a retired Marine Staff Noncommissioned Officer (SNCO) who assists the SMI in the operation of the MCJROTC program at Mountain View High School.

2-9 CADET EVALUATION/GRADING

a. Class standing is determined per the standards set forth by the Stafford County Public Schools Board of Education.

b. Overall MCJROTC grades for each cadet are determined by the MCJROTC instructional staff based on the cadet's performance in the following areas:

(1) Academic Grade. The academic grade is an average of the grades received on all written assignments, oral presentations, projects, quizzes, tests, notebook maintenance, and homework required during the grading period.

(2) Military Skills Grade. The military proficiency grade is determined by the SMI/MI's observation of the cadet's performance, proficiency, appearance, military bearing, and attention to duty as demonstrated during uniform inspections, close order drill, physical training, physical fitness testing, and other military skills related events held during the grading period.

(3) Leadership Grade. The leadership grade will be based upon the SMI/MI's evaluation of the cadet's attitude, attention to grooming standards, attendance, timeliness to class, demonstrated respect for constituted authority, leadership skill while serving in a leadership billet, leadership potential as demonstrated by his/her overall performance, and setting the example with consistent uniform wear. Not all cadets will serve in a leadership billet during a grading period. Participation in voluntary community service projects may also impact the overall leadership grade

(4) Conduct Grade. The conduct grade will be based upon the cadet's demonstrated ability to maintain proper standards of conduct and citizenship as a MCJROTC cadet. The conduct grade will be based upon the SMI/MI's evaluation of the cadet's class conduct, class participation, disciplinary/attendance referrals, and in/out-of-school suspension. Additionally, the cadet's ability to maintain the guidelines for cadet conduct outlined in this handbook will affect the overall conduct grade. Minor or major infractions will affect the cadet's grade as follows:

- a. Misbehavior/misconduct equates to the loss of 20/40 points of that day's graded event(s).
- b. In school suspension (ISS) equates to the loss of 50 points of that day's graded event(s).

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- c. Out of school suspension (OSS) equates to the loss of 100 points of that day's participation grade.
- d. ISS/OSS is an automatic reduction in rank.

2-10. COMPLETION CERTIFICATES. Completion certificates will be awarded to all cadets who satisfactorily complete at least two years in the MCJROTC program.

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CHAPTER THREE

ORGANIZATION OF THE CORPS OF CADETS

3-1. ORGANIZATION OF THE CORPS OF CADETS

a. The Mountain View High School MCJROTC Corps of Cadets operates as a battalion consisting of the following elements:

- (1) Cadet Battalion Staff
- (2) Cadet Companies
- (3) Cadet Platoons (one per instructional period)
- (4) Cadet Squads (two to four per platoon)

b. The Cadet Battalion Staff will consist of the following cadet billets:

- | | |
|--|--------------------|
| (1) Cadet Battalion Commander | Lieutenant Colonel |
| (2) Cadet Battalion Executive Officer | Major |
| (3) Cadet Battalion Sergeant Major | Sergeant Major |
| (4) Cadet Battalion Administration S-1 Officer | First Lieutenant |
| (5) Cadet Battalion Operations S-3 Officer | Major/Captain |
| (6) Cadet Battalion Logistics S-4 Officer | First Lieutenant |
| (7) Cadet Battalion Administration S-1 Chief | Gunnery Sergeant |
| (8) Cadet Battalion Operations S-3 Chief | Gunnery Sergeant |
| (9) Cadet Battalion Logistics S-4 Chief | Gunnery Sergeant |

c. The Cadet Company Headquarters will consist of the following cadet billets:

- | | |
|------------------------------------|------------------|
| (1) Cadet Company Commander | Captain |
| (2) Cadet Company Gunnery Sergeant | Gunnery Sergeant |

d. The Cadet Platoon Headquarters will consist of the following cadet billets:

- | | |
|-----------------------------|-------------------------|
| (1) Cadet Platoon Commander | First/Second Lieutenant |
| (2) Cadet Platoon Sergeant | Corporal |

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e. The Cadet Squads will consist of the following cadet billets:

- (1) Cadet Squad Leader Lance Corporal
- (2) Cadet Squad Members

f. With the exception of the Battalion and Company Staffs, actual ranks of billet holders will depend upon the rank the cadet has obtained according to the unit promotion system.

3-2. **BILLET ASSIGNMENTS.** Except for the Battalion and Company Staffs, cadet billets will be assigned by the SMI/MI to facilitate progression based on experience and suitability of available cadets within each company and platoon in order to allow as many cadets as possible the chance to serve in leadership positions.

3-3. **CADET BILLET HOLDERS**

a. Exercise of authority within the Corps of Cadets is delegated by the SMI/MI to those cadets serving in designated leadership billets. ***Accordingly, subordinate cadets are required to respect the authority exercised by cadet billet holders, and follow their instruction, guidance, and direction.***

b. The SMI/MI will provide supervision, mentorship, and guidance for all cadets serving in leadership billets.

c. Personally maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards in order to provide the best possible example for the Corps of Cadets.

d. Serve as a mentor for each member of the Corps of Cadets.

e. Duties

(1) Cadet billet holders are responsible for exercising command, control, training, administration, and accountability of all personnel and equipment under their charge during MCJROTC classroom activities, special events, and extracurricular activities.

(2) Cadet billet holders are responsible for maintaining good order and discipline of their respective units.

(3) Cadet billet holders are only authorized to administer "motivational physical training" to subordinate cadets under the direct supervision of the SMI/MI.

f. Cadet Battalion/Company Commander

(1) Serve as the senior billet holder in the Corps of Cadets/Company for all MCJROTC functions, special events, and assigned extracurricular activities.

(2) Advise and assist the SMI/MI in the execution of the annual training plan.

(3) Lead, supervise, and direct the Battalion/Company Staff in the execution of the annual training plan, cadet functions, special events, and pertinent extracurricular activities.

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g. Cadet Battalion Executive Officer

(1) Be prepared to serve as the senior member of the Corps of Cadets in the absence of the Battalion Commander.

(2) Serve as the second in command for all MCJROTC functions, special events, and assigned extracurricular activities.

(3) Advise and assist the SMI, MI, and Cadet Battalion Commander in the execution of the annual training plan, and other events, as required.

(4) As needed, direct and supervise the actions of the Battalion Staff in the execution of the annual training plan, cadets functions, special events, and pertinent extracurricular activities.

(5) Serve as the Battalion Public Affairs Officer, promoting the display of newsworthy battalion activities.

h. Cadet Battalion Operations, S-3, Officer

(1) Be prepared to serve as the Cadet Battalion Executive Officer or Cadet Battalion Commander in the absence of either billet holder.

(2) Serve as the third in command for all MCJROTC functions, special events, and assigned extracurricular activities.

(3) Advise and assist the SMI, MI, Cadet Battalion Commander and Executive Officer in the execution of the annual training plan, and other events, as required.

(4) Conduct primary planning and execution of all events on the training schedule throughout the academic year for the Corps of Cadets.

i. Cadet Battalion Administrative, S-1, Officer

(1) Advise and assist the SMI, MI, Cadet Battalion Commander and Executive Officer in the execution of the annual training plan, and other events, as required.

(2) Maintain the Cadet Records database, and assist the SMI/MI in the input of pertinent data into the Cadet Records database.

(3) Maintain the Cadet Training Records, and assist the SMI/MI in the upkeep of pertinent information in the Cadet Training Records.

(4) Assist the SMI with pertinent cadet administrative matters, and supervise and assist the Cadet Battalion Sergeant Major and the Cadet Battalion Administrative Chief in the performance of their duties.

(5) Help facilitate and maintain accountability for MCJROTC events.

j. Cadet Battalion Logistics, S-4, Officer

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(1) Advise and assist the SMI, MI, Cadet Battalion Commander and Executive Officer in the execution of the annual training plan, and other events, as required.

(2) Assist the SMI in the upkeep, security, and accountability of all battalion MCJROTC uniforms and equipment.

(3) Become familiar with the locally generated uniform receipts used in lieu of NAVMC 10939A and 10939B and ensure the uniform issue/receipt logbook is kept up to date.

(4) Ensure strict accountability of the uniforms and equipment stored in the Supply Room.

(5) Serve as the primary cadet to issue/receive uniform items in the Supply Room, and supervise and assist all other cadets working in supply in the performance of their duties.

(6) Supervise the Cadet Battalion Armory Chief in the upkeep, security, and accountability of items stored in the unit armory.

k. Cadet Battalion Sergeant Major

(1) Serve as senior enlisted member of the Corps of Cadets, and be prepared to assume a leadership role in the absence of the Cadet Battalion/Company Officers.

(2) Advise and assist the SMI, MI, and the Cadet Battalion Staff in the execution of the annual training plan, and other events, as required.

(3) Become familiar with the Cadet Records database, and assist the SMI/MI and Administrative Officer in the input of pertinent data into the Cadet Records database.

(4) Become familiar with the Cadet Training Records, and assist the SMI/MI and Administrative Officer in the upkeep of pertinent information in the Cadet Training Records.

l. Cadet Battalion/Headquarters Company Gunnery Sergeant

(1) Be prepared to serve as the Battalion Sergeant Major in their absence.

(2) Advise and assist the SMI, MI, and the Cadet Battalion Staff in the execution of the annual training plan, and other events, as required.

m. Cadet Battalion Operations Chief

(1) Be prepared to serve as the Battalion Operations Officer in their absence.

(2) Advise and assist the SMI, MI, and the Cadet Battalion Staff in the execution of the annual training plan, and other events, as required.

(3) Assist the Operations Officer in the primary planning and execution of all events on the training schedule throughout the academic year for the Corps of Cadets.

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n. Cadet Battalion Administrative Chief

(1) Become familiar with the Cadet Training Records database, and assist the SMI/MI in the input of pertinent data into the Cadet Records database.

(2) Become familiar with the Cadet Training Records, and assist the SMI/MI in the upkeep of pertinent information in the Cadet Training Records.

(3) Assist the SMI/MI, Cadet Administrative Officer, and the Cadet Battalion Sergeant Major with pertinent cadet administrative matters.

(4) Train administrative clerks and keep each class/block representatives informed.

o. Cadet Battalion Supply Chief

(1) Be prepared to serve as the Cadet Battalion Supply Officer in their absence.

(2) Assist the SMI/MI and Cadet Battalion Supply Officer in the accountability, security, upkeep, and the administration of the uniforms and equipment within the Supply Room.

(3) Become familiar with the locally generated uniform receipts used in lieu of NAVMC 10939A and 10939B and ensure the uniform issue/receipt logbook is kept up to date.

(4) Ensure strict accountability of the uniforms and equipment stored in the Supply Room, and serve as one of the cadets authorized to issue/receive these uniform items.

p. Cadet Battalion Armory Chief

(1) Assist the SMI/MI and Cadet Battalion Supply Officer in the accountability, security, upkeep, and the administration of the Unit Armory.

(2) Ensure strict accountability of Challenger Air Rifles, Daisy Drill Rifles, and NCO swords on hand in the Unit Armory, to include both weekly and monthly inventories.

q. Cadet Platoon Commanders (LE-2, 3, & 4 Unit Leader)

(1) Serve as the senior billet holder in each block/class.

(2) Assist the SMI/MI in the execution of the daily class schedule and training in accordance with the schedule.

(3) Supervise execution of the daily platoon muster, and provide accountability information to the SMI/MI at the start of each class.

(4) Ensure strict accountability of personnel and equipment at all times and be prepared to perform administrative functions at the direction of the SMI/MI. Administrative functions include, but are not limited to, passing pertinent information, forming the platoon for physical training and uniform inspections, and the conduct of close order drill.

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r. Cadet Platoon Sergeant (LE-I Unit Leader)

(1) Serve as the senior enlisted billet holder in each black/class.

(2) Assist the SMI/MI and Cadet Platoon Commander in the execution of the daily class schedule and training in accordance with the training schedule.

(3) Supervise execution of the daily platoon muster, and provide accountability information to the SMI/MI at the start of each class.

(4) Ensure strict accountability of personnel and equipment at all times and be prepared to perform administrative functions at the direction of the SMI/MI. Administrative functions include, but are not limited to, passing pertinent information, forming the platoon for physical training and uniform inspections, and the conduct of close order drill.

(5) Be prepared to serve as the Platoon Commander in their absence.

s. Cadet Squad Leader

(1) Serve as the senior member of your squad.

(2) Assist the Cadet Platoon Commander/Sergeant in the execution of the daily class schedule and training in accordance with the schedule.

(3) Ensure strict accountability of personnel and equipment at all times and be prepared to perform administrative functions at the direction of the SMI/MI. Administrative functions include, but are not limited to, passing pertinent information, forming the platoon for physical training and uniform inspections, and the conduct of close order drill.

(4) Be prepared to serve as the Cadet Platoon Commander/Sergeant in their absence.

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CHAPTER FOUR

DAILY CLASSROOM PROCEDURES

4-1. ATTENDANCE

- a. Class attendance. Attendance at all assigned classes is mandatory for cadets.
- b. Absences. Excused and unexcused absences will be dealt with in accordance with established school policy.
- c. Tardiness. A cadet not present when the late class bell is sounded will be counted as tardy.

4-2. DAILY CLASSROOM PROCEDURES

- a. Upon arrival into the classroom, and prior to the sounding of the tardy bell, cadets shall place mobile phones and devices in a designated location, retrieve their folder from their block's designated location, place their personal belongings at their desk, and prepare for formation. There will be no talking in the classroom at this time. Just prior to the bell, cadets will begin to muster in formation in the designated classroom area (normally behind their seats).
- b. At the sound of the bell, the hatch will be closed, and all cadets will muster in formation and stand at "Parade Rest". There will be no talking allowed by the cadets until the conclusion of the formation.
- c. The class leader will call the class to "Attention", give the command to "Face the Colors", and the class will recite the Pledge of Allegiance. When the first word of the pledge ("I") is uttered all cadets will place their right hand over their heart. The Marines' Hymn may be recited at the discretion of the SMI/MI. Upon completion the class leader will give the commands to, "Ready, Cut", "Face the Front" and "At Ease."
- d. The class leader will take muster. Cadets will come to the position of attention, respond with "**Here, Sir or Ma'am**" when their name is called, and remain at "Attention" until instructed otherwise.
- e. Upon completion of muster, the class leader will pass pertinent information to the cadet formation. A class leader will then give the class the command "**Ready, Seats**". At that time, the class will sit at their desks at the position of attention until the class leader gives the command "**At Ease**". Cadets will then relax in their seats and prepare for instruction.
- f. The class leader will report the results of the muster to the SMI/MI.
- g. Unless performing practical application activities at the direction of the SMI/MI or cadet billet holder, cadets are expected to remain seated and attentive until dismissed from class.
- h. When a cadet receives permission to use the head they will place all mobile devices, if not done previously, in a designated location, sign out as appropriate, and return in less than five minutes.
- i. All paperwork will be disseminated/collected to/from the squad leaders that will be assigned seating on the starboard side of the room, as in formation. Paperwork will only be handled by one cadet at a time, being placed in front of each successive cadet until it is properly disseminated/collected.

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j. Late work will be handled on a case-by-case basis.

k. If a cadet desires to improve a grade or score on an academic test, quiz, or physical training event they may submit a request to the SMI/MI; however, requests will not be accepted for not having the appropriate uniform or for a lack of participation. No requests will be accepted during the last week of a grading period.

l. Upon completion of instruction, the SMI/MI will turn the class over to a cadet billet holder who will pass further word, and answer any pertinent questions. After the dismissal bell, a cadet billet holder will call the class to **"Attention"**, and give the command **"Dismissed"**. Cadets will reply **"Dismissed, Aye Aye, Sir/Ma'am"**, execute one step backward with the left foot, bring the right foot together with the left, say **"Good morning/afternoon, Sir/Ma'am"**, conduct an about face, and shout **"Oorah"**. Cadets will ensure their desk areas are "squared away", and then depart the classroom.

4-3. CLASSROOM RULES

a. Uniforms will be worn on days directed by the SMI/MI.

b. Cadets are expected to conduct themselves with proper decorum at all times in school and especially when they are in uniform or in the MCJROTC spaces.

c. Cadets will come to class on time and ready to learn. No food, drink, or gum is allowed in the classroom unless authorized by the SMI/MI.

d. Cadets must raise their hand to be recognized by the SMI/MI. When recognized, cadets will identify themselves with cadet rank and last name then respond with the pertinent question or comment. All other cadets will put their hands down once another cadet has been recognized as a sign of respect to their fellow cadet by demonstrating that they are listening.

e. Cadets will always use **"Sir"** while addressing or answering the SMI, and the appropriate military rank **"Sergeant Major"** when addressing or answering the MI.

f. When asking for permission or assistance, cadets are expected to say **"Please"** first. Cadets are not to interrupt the SMI/MI's conversation. They are to wait for proper acknowledgment, and then say, **"Excuse me, Sir/SgtMaj"**. When a request is granted, cadets will respond with a polite, **"Thank you"**.

g. Cadets are NOT allowed in the SMI/MI Office, Armory, or Supply Room without specific approval of the SMI/MI. Cadets are not to disturb the SMI/MI desks unless given authorization by the SMI/MI to sit or work there.

h. Cadets are expected to bring appropriate materials to every class, to include a notebook and writing utensils. When directed by the SMI/MI, cadets will also bring the physical training (PT) uniform or appropriate footwear for close order drill to class.

i. Cadets are expected to read the information board to remain informed about what is going on. Not reading the board is no excuse for not knowing what is required of you during the next class period.

j. There will be no electronic devices displayed, worn, or used while in or around the JROTC spaces.

k. Cadets are responsible for "policing up" the trash in the immediate vicinity of their desk at the end

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of each class period. Cadets may also be tasked with helping to police up the classroom common areas at the end of the class period. Each class leader will be responsible for the care and cleaning of the classroom prior to dismissing the class.

l. Sleeping is not permitted in class. If a cadet is tired, he/she will either voluntarily, or be directed to, stand up in the back of the classroom in order to remain alert.

m. Cadets shall not loiter/talk in the passageway when given permission by the SMI/MI to get a drink, make a head call, or go to change into their physical training uniform.

n. MCJROTC classroom/office telephones are for official use by the SMI/MI only. Cadets are only authorized to use the telephone with permission of the SMI/MI. No routine calls may be made from these telephones. Proper protocol for answering classroom/office telephones is **“Mountain View High School Marine Corps Junior ROTC, Cadet (Last Name), may I help you?”**

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CHAPTER FIVE

MILITARY CUSTOMS AND COURTESIES

5-1. GENERAL. MCJROTC cadets will observe and practice military customs and courtesies as part of the curriculum. Cadets will familiarize themselves with these customs and courtesies. The principles of military courtesy are basic courtesies applied to military life, and are augmented by military customs of long standing tradition.

5-2. COURTESY. Courtesy is the accepted form of politeness among civilized people. Courtesy builds personal relationships among individuals in all walks of life. Just as you show courtesy in civilian life, military courtesy requires that you show respect to your seniors, your peers, and your subordinates.

5-3. SALUTING

a. The salute is a time honored tradition of military professionals throughout the world. Military seniors are the officers and noncommissioned officers senior in rank. Military regulations require that all officers, be they active duty, retired, or MCJROTC cadet officers be saluted by their juniors, and that they return such salutes. Enlisted personnel do not ordinarily exchange salutes, except as part of formal formations and ceremonies.

b. In the Marine Corps, we are not covered (wear a service cap) indoors, and therefore do not salute while indoors, unless under arms.

5-4. REPORTING. Reporting is the act of formally presenting yourself to a senior military member. The following rules for reporting shall be followed:

a. When reporting to the SMI/MI or MCJROTC cadet officer or staff member while outdoors, or indoors if under arms, approach the individual halting two (2) paces in front of him/her, come to the position of attention, render the appropriate salute and say, **“Sir/Ma’am, (your cadet rank and last name) reporting as ordered”**. Hold the salute until it is acknowledged, and wait for further instruction. When business is completed, come to the position of attention (if not there already), salute, and after the salute is acknowledged take one step backward, execute an about face, and march off smartly.

b. When reporting while indoors, and not under arms, the same reporting procedures are followed except no salute is required.

c. When reporting to the SMI/MI or cadet staff member who is in an office, halt at the hatch, come to the position of attention, knock on the bulkhead, and say, **“Sir/Ma’am, (your cadet rank and last name) and state your business (“reporting as ordered”, “request permission to speak to the SMI/MI or staff member”, etc.)**.

5-5. HONORS TO THE COLORS, NATIONAL ANTHEM, AND THE MARINES' HYMN

a. When in uniform, outdoors, and not in formation or a vehicle, and the National Anthem is played, you will come to the position of attention, facing the flag or direction of the music if the flag cannot be seen, render the appropriate salute, and hold the salute until the last note of the music is completed. When in formation during the playing of the “National Anthem”, salute only on the order, **“Present, Arms”**.

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- b. When indoors, whether you are in uniform or not, and the "National Anthem" is being played, you will stand at attention and face the flag or the direction of the music if the flag cannot be seen, until the last note of the music is complete. Place your hand over your heart when not in uniform.

- c. When outdoors, in uniform, and not in formation, and the Colors are being marched by, halt (if you are moving), come to attention, and salute the Colors until they pass you by. If outdoors, in uniform, and in formation, and the Colors are being marched by, the senior cadet member will call the formation to attention, and the senior cadet member will salute the Colors until they have passed by.

- d. During the playing of "The Marines' Hymn", whether indoors or outdoors, and whether you are in uniform or not, you will stand at the position of attention until the last note of the music is played.

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CHAPTER SIX

UNIFORM GUIDELINES AND PERSONAL GROOMING STANDARDS

- 6-1. GENERAL. The appearance of a cadet is a measure of pride in the MCJROTC program, Mountain View High School, and our country. The uniform that a cadet is issued is the same as those issued to U.S. Marine Corps personnel, with the exception of MCJROTC patches and name tapes, and associated cadet rank insignia. Since 1775, Marines have worn their uniforms with pride and distinction, many giving their lives while wearing the uniform in service of their country. ***Accordingly, the MCJROTC uniform will always be worn properly, neatly, and proudly.*** Repeated failure to wear the uniform appropriately will result in confiscation of the uniform. This action will adversely affect the cadet's military proficiency grade and overall course grade. Confiscation of the uniform may also result in disenrollment from the program.
- 6-2. UNIFORM PROPERTY. The uniform issued to MCJROTC cadets is the property of the U.S. Marine Corps, and is issued to cadets on a recoverable basis. It will be returned to the control of the Mountain View High School MCJROTC staff at the end of the school year, immediately upon separation of a student from the program for any reason, or upon request of the SMI/MI.
- 6-3. UNIFORM ISSUE. Cadets will be issued uniforms during their first month of the school year. Uniform parts will be issued/reissued as necessary to ensure that the cadet has a complete and properly fitting uniform. Uniform parts that require replacement due to size changes or normal wear will be replaced in kind without charge to the cadet. ***Uniform parts which have been lost or damaged will be paid for by the cadet and replaced at the cost stated in the current Marine Corps uniform price list.***
- 6-4. UNIFORM DAY. Cadets will be required to wear their uniform at least one day per week. The SMI/MI will prescribe which day is uniform day for each class. Cadets are required to know uniform wear assignments, and will wear the prescribed uniform accordingly. ***The MCJROTC uniform will be worn to and from school, and throughout the day while at school, on assigned uniform days.*** Changing out of uniform for physical education or extracurricular activities is permissible. Unless there are exceptional circumstances, Cadets must request permission from the SMI/MI to modify their uniform day ***prior to*** the scheduled date to wear the uniform in order to receive an excused uniform day and schedule a makeup uniform wear date. Cadets who receive an excused uniform day will make-up the uniform day during the same week of the excused uniform day. Exceptions to a cadet's weekly uniform day will be handled on a case-by-case basis. Cadets are normally inspected in their uniform on uniform day, and since this is a graded event, if a cadet fails to make-up the uniform day during the same week, he/she can expect to receive a reduced grade.
- 6-5. UNIFORM WEAR. ***The MCJROTC uniform will only be worn during the times prescribed by the SMI/MI.*** The uniform will NOT be worn under circumstances which will subject it to unnecessary soiling, damage, or undue wear. Permission to wear the MCJROTC uniform outside of the scheduled uniform day or other MCJROTC scheduled extracurricular event must be obtained from the SMI/MI.
- 6-6. UNIFORM INSPECTION. Cadets are required to wear the prescribed uniform one day per week. On that day, cadets will normally be inspected in uniform as part of their military proficiency grade. See APPENDIX B for a sample uniform inspection checklist.
- 6-7. UNIFORM ITEMS. The MCJROTC uniform will consist only of those uniform items issued by the MCJROTC staff. ***No unauthorized items will be worn with or attached to the issued uniform. Conversely, uniform items will NOT be worn with civilian attire at any time.***

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6-8. UNIFORM TYPES. The type of uniform worn by cadets will be designated by the SMI/MI in accordance with availability of uniforms. Accordingly, the type of uniform issued to a cadet will normally be determined by his or her year in the program. Except for Drill/Ceremonial team members, LE-I through LE-IV cadets will only be issued the utility uniform. Uniform types include:

- a. Blue Dress "Alpha" – Blue trousers with blue coat, medals and ribbons.
- b. Blue Dress "Bravo" - Blue trousers with blue coat, ribbons only.
- c. Blue Dress "Charlie" - Blue trousers with khaki long sleeve shirt and tie/tab.
- d. Blue Dress "Delta" - Blue trousers with a khaki short sleeve shirt.
- e. Service "Bravo" - Green trousers with khaki long sleeve shirt and tie/tab.
- f. Service "Charlie" - Green trousers with khaki short sleeve shirt.
- g. Utility Uniform - Camouflage blouse and trousers.
- h. Physical Training (PT) - Unit T-shirt, MCJROTC shorts, and running shoes.

6-9. GUIDELINES FOR WEARING THE MCJROTC UNIFORM

- a. Your appearance while in uniform is expected to be impeccable.
- b. Your conduct while in uniform is expected to be beyond reproach.
- c. The uniform will be worn to and from school, and throughout the day while at school, on assigned uniform days.
- d. Covers will be worn outdoors at all times. Covers will not be worn indoors, unless under arms.
- e. Grooming standards will be strictly adhered to.
- f. All buttons will be buttoned.
- g. Hands will be kept out of pockets.
- h. Uniform items will **NOT** be worn with civilian attire at any time.
- i. Unauthorized (civilian) items will not be worn with, or attached to, the uniform.
- j. Field scarves (neckties) for male cadets will be worn with the issued tie bar.
- k. Male cadets will not carry an umbrella while in uniform; female cadets may carry an umbrella while in uniform.
- l. Gum will not be chewed while in uniform.

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- m. There will be no smoking while in uniform.
- n. There will be no "horseplay" while in uniform.
- o. Public displays of affection while in uniform are prohibited.
- p. No audio equipment (MP3/Ipod/Earbuds, etc.) will be worn or used while in uniform, except while seated on the bus, seated in the cafeteria, auditorium, lobby, or at a stationary position in the passageway.

6-10. **UNIFORM FITTING.** Cadet uniforms will be fitted per the latest edition of MCO P1020.34 (Marine Corps Uniform Regulations).

6-11. **UNIFORM ALTERATIONS.** For Dress Blues, alterations and repairs required to ensure a proper fit will be done at Marine Corps expense at a designated tailor prior to the final issue of the uniform. Cadets are not permitted to alter the uniform or to make major repairs to it. Hemming of trousers by cadets is not permitted unless authorized by the SMI/MI.

6-12. **UNIFORM LAUNDERING.** All laundering, dry cleaning, pressing, and button replacement are the cadet's responsibility while the uniform is in his or her possession.

- a. ***All Dress Blue uniforms must be dry cleaned. Do not wash them at home!***
- b. The camouflage utility uniform (and cotton T-shirts) will be washed at home.

6-13. **UNIFORM SERVICEABILITY AND ACCOUNTABILITY**

- a. Cadets are responsible for the accountability, serviceability, and care of their uniforms.
- b. Unserviceable uniforms and uniform parts can be exchanged for serviceable uniforms. Request an appointment from the SMI/MI to exchange the item during class or after school.
- c. Replacement of lost, stolen, or damaged uniforms is the financial responsibility of the cadet.
- d. All uniform items should be kept in a secure location when not in use. Do **NOT** leave uniform items unsecured in lockers or cars.

6-14. **UNIFORM MEASUREMENT AND WEAR LOCATION**

- a. Belt Lengths
 - (1) Web Belt – belt tip will extend between two and four inches past the left edge of the buckle.
 - (2) Dress Belt (white Blues Blouse belt) – at MI's discretion.
- b. Military Alignment – shirt edge, belt buckle and fly of trousers are all in a straight vertical line.
- c. Tie Clasp – centered between the third and fourth button on the long sleeve shirt.
- d. Trouser Length – Trousers will be long enough to break slightly over the shoe in front and

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to reach the juncture of the welt of the shoe in the rear. A variation of one quarter-inch above or below the welt of the shoe is acceptable.

e. Cover – never worn indoors, unless under arms.

f. Marine Corps Emblem - on the cover, the wings of the emblem are placed parallel to the deck, and the anchor is pointed forward. On the Dress Blue uniform the left and right collar emblems are worn parallel to the deck with anchors pointed inboard.

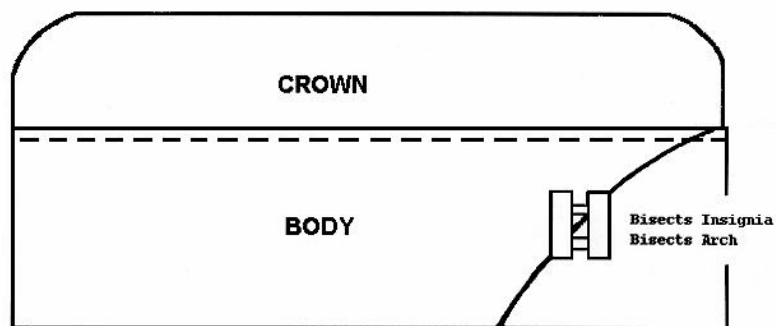
g. Rank Insignia, Medals, Ribbons and Badges - rank insignia, medals, ribbons and badges are integral parts of the MCJROTC cadet uniform. Therefore, these items must be worn with great care.

6-15. **RANK INSIGNIA.** Only the rank insignia designated for cadets by the MCJROTC program will be worn (SEE APPENDIX A).

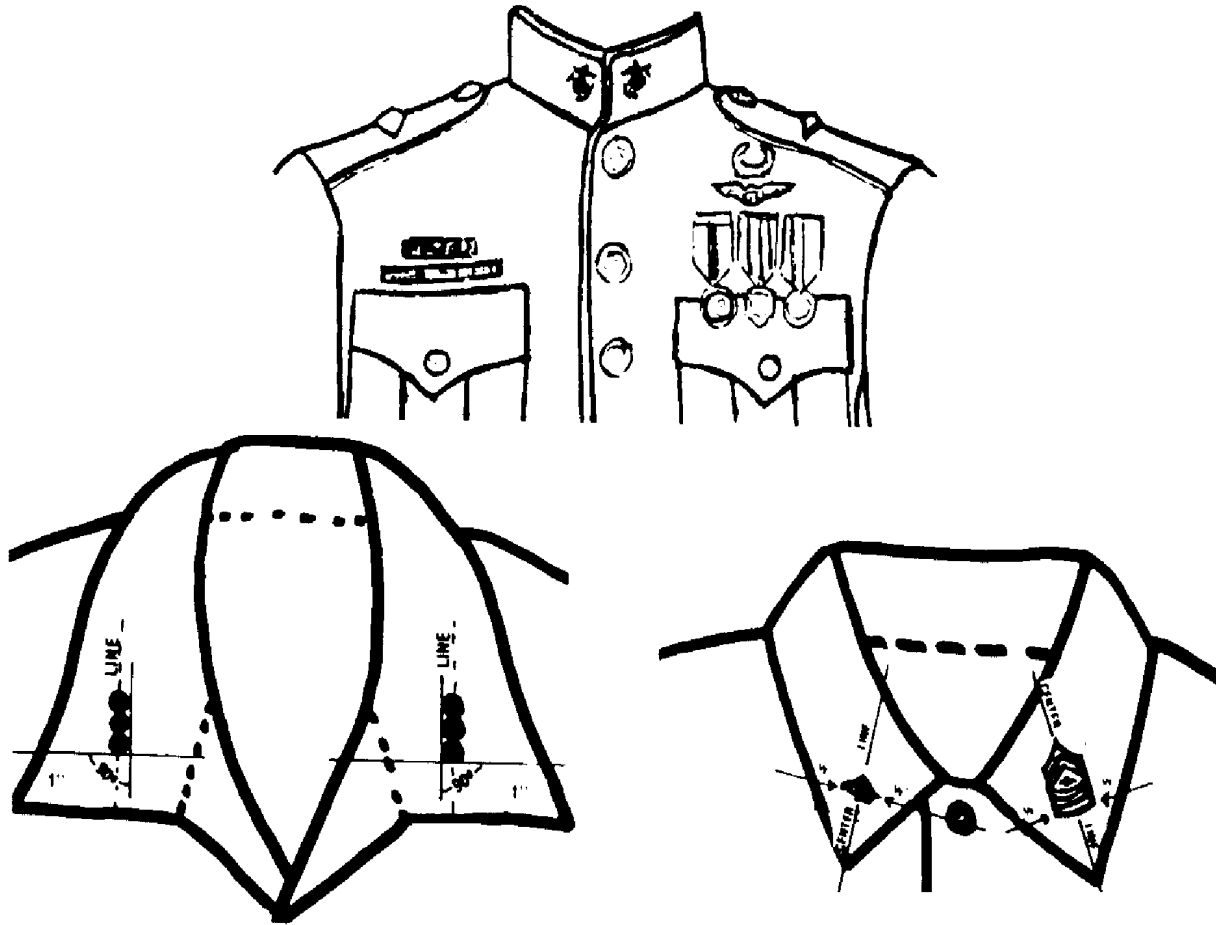
a. Cadet officers will wear their rank insignia centered on the shoulder strap of their Dress Blue coat and three-quarters of an inch from the shoulder seam. On the khaki shirt and utility blouse, the small rank insignia will be worn centered between the top and bottom edges of the collar, one inch from the front edge.

b. Cadet enlisted rank insignia will be placed three-quarters of an inch from the shoulder's edge and centered on the epaulet of the Dress Blue coat with the spout of the Lamp of Learning facing towards the front. Cadet enlisted rank insignia will be worn on the khaki shirt and utility shirt collars with the point of the chevron up, positioned one-half of an inch from either edge of the collar with the insignia bisecting the angle of the collar. The spout of the lamp of learning will face inboard.

c. Cadet officer rank insignia is not normally worn on the garrison cover; however, when worn it will be placed opposite to the branch of service insignia, with the insignia placed at a point midway on the arc of the flap and the flap generally bisecting the insignia.



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6-16. RIBBONS/MEDALS/BADGES/EMBLEMS. Ribbons, medals, badges, and emblems will be worn on the cadet uniform as designated below.

a. Medals

(1) For male cadets, authorized medals will be worn on the Dress Blue coat when prescribed in the training schedule. They will be placed centered over the left breast pocket, with the upper edge of the holding bar on a line midway between the first and second buttons on the coat. When wearing medals, ribbons for which there are no medals will be worn 1/8" above and centered over the right breast pocket.

(2) For female cadets, authorized medals will be worn on the Dress Blue coat when prescribed in the training schedule. They will be placed centered over the left breast faux pocket with the top of the holding bar about 1" above the horizontal line tangent to the highest part of the pocket. On coats without the faux pocket, medals will be placed on a horizontal line 1 1/2 to 3 1/2 inches above the first visible coat button and centered so that they are in about the same position as when worn on coats with the faux pocket. When wearing medals, ribbon bars will be placed on a horizontal line on the right breast side of the coat with the bottom edge of the ribbon bar 1 1/2 to 3 1/2 inches above the first visible coat button and centered so that they are in about the same position as when worn on the shirt.

b. Ribbons

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(1) For male cadets, ribbon bars will be centered 1/8 inch above and parallel to the top edge of the upper left pocket on Dress Blue coat and men's khaki shirt. When marksmanship badges are worn, ribbon bars will be centered over the pocket with the bottom edge of the ribbon bar 1/8 inch above the widest holding bar of the marksmanship badge.

(2) For female cadets, ribbon bars on khaki shirts will be placed even with or up to 2 inches above or 1/2 inch below the first visible button and centered so that they are in about the same position as when worn on the coat. On coats with pockets or faux pockets, ribbon bars will be centered 1/8 inch above and parallel to the top edge of the upper left pocket. On coats without the faux pocket, the ribbon bars will be placed on a horizontal line with the bottom edge of the ribbon bar 1 1/2 to 3 1/2 inches above the first visible coat button and centered so that they are in about the same position as when worn on the shirt. When marksmanship badges are worn with the Dress Blue coat ribbon bars will be centered over the left breast pocket/faux pocket with the bottom edge of the ribbon bar 1/8 inch above the widest holding bar of the marksmanship badge. When marksmanship badges are worn with the khaki shirt, ribbon bars will be placed 1/8 inch above the widest holding bar of the marksmanship badge.

c. Badges

(1) Male cadets wearing authorized badges will wear them centered above the left breast pocket of the khaki shirt or Dress Blue coat with the bottom edge of the highest holding bar 1/8 inch above the pocket's top edge.

(2) Female cadets wearing authorized badges will wear them centered above the left breast faux pocket of the Dress Blue coat with the bottom edge of the highest holding bar 1/8 inch above the pocket's top edge. When marksmanship badges are worn on coats without the pocket/faux pocket, they will be placed on a horizontal line with the bottom edge of the holding bar 1 1/2 to 3 1/2 inches above the first visible coat button and centered so that they are in about the same position as when worn on the shirt. On women's khaki shirts, badges are placed even with or up to two inches above the first visible button and centered so that they are in about the same position as on the coat.

d. Marine Corps Emblems. On the Dress Blue coat, Marine Corps emblems will be aligned vertically in the center of each side of the collar (males) or lapels (females) with the wing span parallel to the bottom edge of the coat. The anchors on each insignia will face inboard.

6-17. GROOMING REGULATIONS

a. Male Cadets

(1) While in uniform, the face will be clean shaven except for mustaches that are neatly trimmed in accordance with Marine Corps Uniform Regulations (see diagram below).

(2) Hair will be tapered in the back with sideburns no longer than the orifice of the ear, and neatly trimmed. Hair will be evenly graduated from zero in length at the lower hairline to a maximum of three inches on top of the head, and not to exceed 1 1/4 inches in bulk regardless of the length. Hair will not fall over the ears or eyebrows and the hair on top will not interfere with normal wear of the military cover.

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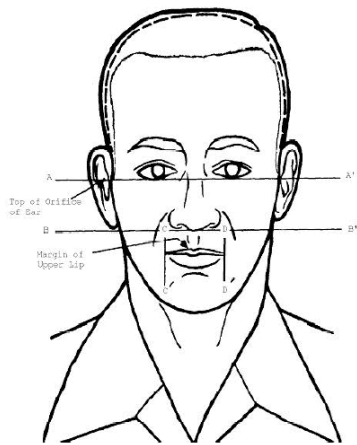


Figure 1-1.--Male Grooming Standards (Front View).

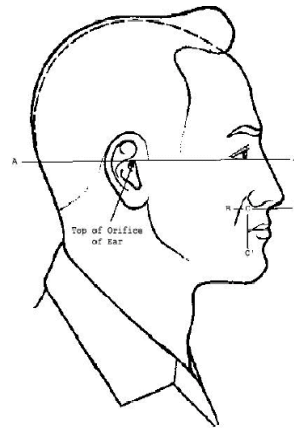


Figure 1-2.--Male Grooming Standards (Side View).

(3) Sideburns will not extend below the opening of the orifice of the ear. The length of the sideburns will not exceed 1/8 inch when fully extended (see diagram below).

(4) No articles such as pencils, pens, watch chains, pins, jewelry, handkerchiefs, or combs will be exposed when wearing the uniform.

(5) No earrings, or jewelry that pierces the nose, lips, tongue, or eyebrow, are authorized while in uniform or while in the MCJROTC classroom.

(6) Sunglasses may not be worn in uniform while indoors. Inconspicuous sunglasses may be worn outdoors while in uniform if not in formation. Sunglasses may only be worn in formation if prescribed by medical authority. Chains or ribbons will not be attached to eye/sunglasses.

(7) No facial makeup is authorized.

(8) Inconspicuous wrist watches, watch bands, and rings are permitted with the uniform. A maximum of two inconspicuous rings may be worn, except for inspections, when only one ring may be worn. Bracelets are not permitted.

b. Female Cadets

(1) The hairstyle of female cadets when in uniform will be worn as follows. The hair may touch the collar, but will not fall below the collar's lower edge. Hair that would fall naturally below the collar's lower edge will be neatly and inconspicuously fastened or pinned. Hair buns should not exceed four inches in diameter or be visible from the front. Hair will also not be worn in such a way that the uniform cover cannot be worn properly.

(2) Conspicuous barrettes, pins, combs, hair nets, or scrunches will not be worn while in uniform. Hair ribbons and other hair ornaments will not be worn.

(3) Small, gold or silver polished earrings, ball or round stud type, may be worn with all uniforms except the utility uniform. 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 or ceremonies.

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(4) Jewelry that pierces the nose, lips, tongue, or eyebrow, is not authorized while in uniform or while in the MCJROTC classroom.

(5) Cosmetics will be applied conservatively. Exaggerated cosmetic styles are inappropriate with uniforms and will not be worn. Lipstick and colored nail polish worn with the uniform will harmonize with the person's complexion tone and uniform color. Extreme shades of lipstick, such as lavender, white, black, or brown, will not be worn.

(6) No articles such as pencils, pens, watch chains, pins, jewelry, handkerchiefs, or combs will be exposed when wearing the uniform.

(7) Inconspicuous wrist watches, watch bands, and rings are permitted with the uniform. A maximum of two inconspicuous rings may be worn, except for inspections, when only one ring may be worn. Bracelets are not permitted.

(8) Sunglasses may not be worn in uniform while indoors. Inconspicuous sunglasses may be worn outdoors while in uniform if not in formation. Sunglasses may only be worn in formation if prescribed by medical authority. Chains or ribbons will not be attached to eye/sunglasses.

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CHAPTER SEVEN

CADET CONDUCT

7-1. **SCHOOL CITIZENSHIP.** MCJROTC cadets are high school students who are fully expected to conduct themselves in accordance with all school rules and regulations. Any cadet failing to consistently maintain proper standards of conduct and citizenship may be disenrolled from the MCJROTC program.

7-2. **CORE VALUES.** Our MCJROTC core values will mirror those of the U.S. Marine Corps – honor, courage, and commitment.

- a. Honor – integrity, responsibility, and accountability.
- b. Courage – do the right thing, for the right reason, no matter the circumstance.
- c. Commitment – devotion to my fellow cadets, the MCJROTC program, and my school.

7-3. **CADET CONDUCT.** As members of the MCJROTC program, cadets are expected to adhere to the highest standards of discipline, character, integrity, and conduct. Accordingly, cadets will adhere to the following standards:

- a. MCJROTC Cadets shall:
 - (1) Demonstrate respectful behavior towards the United States and the U.S. flag.
 - (2) Display honor, courage, and commitment.
 - (3) Follow all cadet regulations, school regulations, and public laws and regulations.
 - (4) Respect authority.
 - (5) Display the utmost integrity and honor their word.
 - (6) Do the right thing.
 - (7) Treat others with dignity and respect.
 - (8) Respect public and private property.
 - (9) Demonstrate attention to duty, attention to detail, and moral courage.
 - (10) Set the example, display a positive attitude, and exert positive peer pressure.
 - (11) Use appropriate language.
 - (12) Strive to continuously improve themselves.
 - (13) Take care of each other.

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- (14) Demonstrate initiative (do things without being told to do so).
 - (15) Be courteous to their families, their fellow cadets and students, and school faculty.
 - (16) Wear their uniforms respectfully and exercise appropriate grooming standards.
 - (17) Wear appropriate clothing to class on non-uniform days.
 - (18) Use electronic devices and social media in a responsible manner.
- b. MCJROTC Cadets shall not:
- (1) Lie, cheat, steal or tolerate those who do.
 - (2) Demonstrate bigotry or discrimination regardless of race, religion, or gender.
 - (3) Engage in any form of sexual harassment.
 - (4) Involve themselves in any form of gang participation, activity, or association.
 - (5) Swear, curse, or make obscene gestures.
 - (6) Use drugs or alcohol.
 - (7) Use tobacco products.
 - (8) Engage in unacceptable use of electronic devices or social media.

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CHAPTER EIGHT

PROMOTIONS, AWARDS, RIBBONS, AND PERSONAL RECOGNITION

8-1. **PROMOTIONS.** Promotions are an honor and privilege. Those cadets receiving promotions must possess the prerequisite abilities and skills outlined for each rank. Promotions are based on demonstrated leadership ability, academic, and disciplinary excellence. Primary authority for promotions rests with the Senior Marine Instructor. Meritorious promotions occur for superior performance (academics, PFT, and leadership).

a. Promotion Requirements for all ranks. The minimum requirements for all promotions is to have a current Grade Point Average (GPA) of "2.0", have passed their last Initial Strength Test (IST), have completed at least eight-hours of community service since the last battalion promotion formation, and been screened by the battalion staff. All cadet officers and staff noncommissioned officers are required to maintain a minimum GPA of "2.5" to obtain and retain their rank. Cadets are expected to know the answers to the questions outlined for the rank they are trying to achieve as well as those of each prior rank when they appear before the battalion staff.

b. Normal Progression. Cadets in the ninth grade will normally serve in the ranks of Cadet Private through Cadet Lance Corporal. Noncommissioned officer ranks can be earned during their sophomore and junior year and cadets that continually set the example for the battalion are normally promoted to the commissioned officer ranks during their senior year.

CAREER TIMELINE	<u>October Promotions</u>	<u>January Promotions</u>	<u>April Promotions</u>
First Year	E2	E3	E4
Second Year	E5	E6	E7
Third Year	E8	E9	O1
Fourth Year	O2	O3	O4

c. Returning Cadets. Cadets returning from the previous school year will normally be promoted to a higher rank, providing their last quarter conduct, grades, and physical fitness level meet the requisite promotion criteria.

8-2. **ENLISTED PROMOTIONS.** All cadet MCJROTC promotions must be approved by the SMI/MI once the following requirements for each rank are met:

a. Private First Class (PFC). Candidates for PFC will request advancement, be recommended by their Platoon Commander/Sergeant, and meet the following requirements:

(1) Maintain at least a "C" average in MCJROTC, know and consistently comply with unit grooming standards, and habitually observe proper military customs and render proper military courtesies per the information contained within this handbook.

- (2) Be able to orally repeat from memory to a cadet battalion staff promotion board the following:
- (a) First stanza of the Marines' Hymn
 - (b) The birthday and birthplace of the U.S. Marine Corps
 - (c) The U.S. Marine Corps motto (Latin and English) and its meaning
 - (d) The full name and rank of the SMI and MI
 - (e) The Marine Corps colors

b. Lance Corporal (LCPL). Candidates for LCpl will request advancement, be recommended by

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their Platoon Commander/Sergeant, and meet the following requirements:

(1) Maintain at least a "C" average in MCJROTC, know and consistently comply with unit grooming standards, and habitually observe proper military customs and render proper military courtesies per the information contained within this handbook.

(2) Have had sufficient observation time as a PFC (as determined by the SMI/MI).

(3) Be able to orally repeat from memory to a cadet battalion staff promotion board the following:

- (a) The description/meaning of each part of the Marine Corps emblem
- (b) Three objectives of the MCJROTC program
- (c) All of the MCJROTC enlisted and officer ranks
- (d) The U.S. Marine Corps mascot (current name = bonus)
- (e) The name and rank of the current Commandant and Sergeant Major of the Marine Corps
- (f) The full name of the Principal of Mountain View High School
- (g) The Marine Corps core values
- (h) Two common nicknames for Marines and their origins

c. Corporal (Cpl). Candidates for Cpl will request advancement, be recommended by their Platoon Commander/Sergeant, and meet the following requirements:

(1) Maintain at least a "B" average in MCJROTC, know and consistently comply with unit grooming standards, and habitually observe proper military customs and render proper military courtesies per the information contained within this handbook.

(2) Have had sufficient observation time as a LCpl (as determined by the SMI/MI).

(3) Continuously demonstrated maturity, dependability, integrity, and leadership; be proficient in close order drill without arms, be able to lead a cadet squad in close order drill, and be able to maintain the minimum standards of execution while conducting unit physical training.

(4) Be able to orally repeat from memory to a cadet battalion staff promotion board the following::

- (a) All members of the battalion staff
- (b) All of the leadership traits
- (c) All of the active duty Marine Corps officer and enlisted ranks
- (d) The name and rank of the first Commandant of the Marine Corps
- (e) The name of the most famous Marine in history
- (f) The rank and name of the first Marine Aviator
- (g) The name of the first Woman Marine
- (h) A general understanding of the 11 general orders (recite with assistance)

d. Sergeant (Sgt). Candidates for Sgt will request advancement, be recommended by their Platoon Commander/Sergeant, and meet the following requirements:

(1) Must be at least an LE-II (unless meritoriously promoted), maintain at least a "B" average in MCJROTC, know and consistently comply with unit grooming standards, and habitually observe proper military customs and render proper military courtesies per the information contained within this handbook.

(2) Have had sufficient observation time as a Cpl (as determined by the SMI/MI).

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(3) Continuously demonstrated maturity, dependability, integrity, and leadership; be proficient in close order drill with (rifle only) and without arms, be able to lead a cadet platoon in close order drill, and be able to maintain the minimum standards of execution while forming the unit for physical training.

- (4) Be able to orally repeat from memory to a cadet battalion staff promotion board the following:
- (a) Able to explain the objectives of the MCJROTC program
 - (b) Have an understanding of all 11 leadership principles
 - (c) The rank and name of the thirteenth Commandant of the Marine Corps, and explain his contribution to the Corps
 - (d) The name of the Commandant of the Marine Corps with the longest term in office
 - (e) The official residence of the Commandant of the Marine Corps
 - (f) The name of three famous battles in Marine Corps history
 - (g) The 11 general orders

e. Staff Sergeant (SSgt). Candidates for SSgt will request advancement, be recommended by their Platoon Commander/Sergeant, and meet the following requirements:

(1) Must be at least an LE-II (unless meritoriously promoted), maintain at least a "B" average in MCJROTC and maintain an overall GPA of at least 2.5, know and consistently comply with unit grooming standards, and habitually observe proper military customs and render proper military courtesies per the information contained within this handbook.

(2) Have had sufficient observation time as a Sgt (as determined by the SMI/MI).

(3) Continuously demonstrated maturity, dependability, integrity, and leadership; be proficient in close order drill with or without arms, be able to lead a cadet platoon in close order drill, and be able to maintain the minimum standards of execution while forming the unit for physical training.

- (4) Be able to orally repeat from memory to a cadet battalion staff promotion board the following:
- (a) All members of the chain of command (President through MI)
 - (b) The definitions of selected nautical terms outlined in this handbook
 - (c) The purpose of close order drill
 - (d) A general understanding of the 11 leadership principles

f. Gunnery Sergeant (GySgt). Candidates for GySgt will request advancement, be recommended by their Platoon Commander/Sergeant, and meet the following requirements:

(1) Must be at least an LE-II, maintain at least a "B" average in MCJROTC and maintain an overall GPA of at least 2.5, know and consistently comply with unit grooming standards, and habitually observe proper military customs and render proper military courtesies per the information contained within this handbook.

(2) Have had sufficient observation time as a SSgt (as determined by the SMI/MI).

(3) Continuously demonstrated maturity, dependability, integrity, and leadership; be proficient in close order drill with or without arms, be able to lead a cadet platoon in close order drill, and be able to maintain the minimum standards of execution while forming the unit for physical training.

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(4) Be able to orally repeat from memory to a cadet battalion staff promotion board the answers to all of the questions required for all previous ranks.

g. Senior Staff Non-Commissioned Officers (SNCOs) and Officers. These ranks (E8-O6) are filled with cadets that are handpicked by the SMI/MI after demonstrating the ability and willingness to adhere to the requirements and expectations outlined in this handbook. Cadet SNCOs and Officers shall participate in promotion screening boards for those of lesser rank in order to be considered for additional promotions.

8-3. OFFICER PROMOTIONS. Cadet officers are the standard, set by their example, of what every cadet should aspire to be. Cadets being considered for promotion to commissioned officer ranks must meet every requirement outlined for all of the enlisted ranks.

8-4. MERITORIOUS PROMOTIONS. The SMI/MI may give a meritorious promotion to a cadet for exemplary performance above and beyond the call of duty, especially as it pertains to extracurricular activities, without consideration of the above requirements. The Cadet Staff may also nominate exemplary cadets for consideration for meritorious promotions to the SMI/MI. Pertinent justification for the nomination is required.

8-5. REDUCTIONS. Administrative reductions in rank may occur at the discretion of the SMI/MI when cadets fail to maintain any of the following: academic or physical fitness standards, an adequate level of military proficiency or leadership skills, and established standards of conduct, to include uniform wear and grooming standards. Cadet officers and staff noncommissioned officers that do not meet the minimum GPA of "2.5" will be placed in a probationary status for the following semester. The cadet will have one grading period to meet the standard for rank retention or be considered for reduction. Cadets failing to maintain a GPA of "2.0" may not hold a rank higher than Cadet Private. Any cadet that has been reduced in rank may not be considered for promotion at the next promotion and awards formation.

8-6. REAPPOINTMENT. Cadets who departed for disciplinary reasons or were withdrawn in lieu of disciplinary action, and accepted for re-enrollment will be appointed Cadet Privates, regardless of rank previously held. Cadets who departed for other reasons and accepted for re-enrollment 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 returning to the rank of Cadet Private.

8-7. AWARDS. The following awards may be given to Mountain View High School MCJROTC cadets from outside agencies:

a. Legion of Valor Award. Awarded to one senior cadet per Region who finishes in the top 25% of both their MCJROTC class and school academic class and has demonstrated exemplary military and academic leadership.

b. Marine Corps Association Honor Graduate. Awarded to the senior cadet who has distinguished him/herself in all aspects of the MCJROTC program.

c. Sons of the American Revolution Award. Presented to a junior cadet who is in the upper 25% of their school academic class in all subjects. Cadet must also have demonstrated qualities of dependability and good character, military discipline, leadership ability, and understand the importance of JROTC training.

d. Daughters of the American Revolution Award. Presented to junior cadet who is in the upper 25% of their school academic class in all subjects. Cadet must also have demonstrated qualities of dependability and good character, military discipline, leadership ability, and understand the importance of JROTC training.

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e. Military Order of World Wars Award. Presented to an outstanding first year cadet who excels in both military and scholastic activities, be in good standing in all military and scholastic courses, have indicated a desire to serve the United States in some capacity, and have committed to continue MCJROTC.

f. Military Officers Association of America Award. Presented to a cadet for outstanding academic achievement. The cadet must be in the top 10% of the class and have an "A" average in MCJROTC subjects, holds a cadet staff billet in the unit, and be in the junior year of high school.

g. Daedalian JROTC Achievement Award. Presented annually to an outstanding cadet in their junior year that demonstrated patriotism, love of country and service to our nation, has indicated the potential and desire to pursue a military career, ranks in the upper ten percent of his or her JROTC class, and ranks in the upper twenty percent of his or her high school class.

h. Women Marines Association Award. Presented annually to a cadet who has a satisfactory record of academic accomplishment, demonstrates good citizenship, and has the highest leadership education grade as an LE-I through LE-IV.

i. Military Order of the Purple Heart Award. Awarded to a LE-II or LE-III cadet who combines both military and scholastic excellence with strong leadership skills, and attains at least a "B" average in all subjects for the previous semester.

j. Reserve Officers' Association Award. Presented to a single cadet who demonstrates outstanding competence in military skills and has contributed to the common good of the school, community, and nation.

k. American Veterans Award. Presented to a single cadet who demonstrates a positive attitude toward JROTC, a neat personal appearance, outstanding initiative, dependability, sound judgment, self-confidence, and potential to serve as an officer. Cadet must have attained an "A" average in JROTC during the most recent grading period, while remaining in good academic standing in all academic classes.

l. National Sojourners Award. Presented annually to LE-II or LE-III cadet who is enrolled for the next year, is in the top 25% of their academic class, and has encouraged and demonstrated the ideals of Americanism.

m. Ancient and Accepted Order of the Scottish Rite Award. Presented to a LE-III or LE-IV cadet who has demonstrated Americanism by deeds or conduct through participation in extracurricular activities or unit sponsored community service projects and has demonstrated exceptional dependability, character, self-discipline, citizenship, and patriotism.

8-8. RIBBONS. The following ribbons may be presented to Mountain View High School MCJROTC cadets by the MCJROTC instructional staff:

a. Outstanding Cadet Ribbon – presented to the cadet who demonstrates consistent superior performance in all facets of the Leadership Education course, academic achievement in the top 25% of their academic class, and displays exceptional qualities of leadership, discipline, character, military bearing, and military proficiency.

b. Student Leadership Ribbon - presented to cadets who hold an elected office in the student government of the school.

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- c. Officer Leadership Ribbon - presented to cadet officers who have demonstrated exceptional leadership qualities, discipline, character, military bearing, and military proficiency.
- d. NCO Leadership Ribbon - presented to cadet NCO's who have demonstrated exceptional leadership qualities, discipline, character, military bearing, and military proficiency.
- e. Civic Service Ribbon - used to recognize community service participation within the MCJROTC unit or noteworthy unit participation performed by a cadet.
- f. Best Drill Cadet Ribbon - presented annually to cadets who demonstrate superior performance in comparison with other cadets in close order drill with/without arms (stationary and marching), military bearing, and appearance. Awarded to cadets that participated and received a trophy at a drill competition.
- g. Distinguished Scholastic Achievement Ribbon - awarded to cadets who have maintained an "A" average in academic subjects, to include MCJROTC Leadership Education, and/or are in the top 10% of the class. Cadets who make the A/B honor roll during a quarter will also be awarded this ribbon.
- h. Arts and Academics Ribbon - awarded to cadets who participate in interscholastic competitions pertaining to academics or the arts.
- i. Distinguished Military Training Ribbon - cadets who participate in a unit sponsored Cadet Leadership Camp (CLC), a MCJROTC sponsored Senior Leadership Camp (SLC), or LE-I Orientation will rate this ribbon. Additionally, all Raider (Physical Fitness) Team members rate to wear this ribbon.
- j. Physical Achievement Ribbon - awarded to cadets who scores 250 or more points on the National Youth Physical Fitness Test or Marine Corps Physical Fitness Test.
- k. Superior Marksman Ribbon – awarded to cadets who qualify as expert with the air rifle. Additionally, this ribbon is awarded to cadets who place in air rifle matches outside of Mountain View High School.
- l. Athletic Participation Ribbon - awarded to cadets who participate in interscholastic athletics, to include cheerleading.
- m. Longevity/Fidelity Ribbon - awarded to those cadets who have successfully participated in the MCJROTC program for two years and have met all the requirements of Leadership Education I and II.
- n. Distinguished Conduct Ribbon - awarded to any cadet whose conduct and demeanor are worthy of special recognition.
- o. Best Drill Squad Ribbon - awarded annually to those cadets comprising the best drill squad, as determined through competition with other drill squads in the unit or LE level.
- p. Color Guard/Honor Guard Ribbon - awarded to those cadets who participate in a unit color guard or honor guard.
- q. Drill Team Ribbon - awarded to members of the unit Drill Team who participate in a drill meet competition or an official Drill Team performance.

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r. Air Rifle Team Ribbon - awarded to air rifle team members who compete in an air rifle Marksmanship competition, to include postal events.

s. Raider Ribbon - awarded to cadets who compete in a Raider competition after participating in required raider training and practical application.

t. Recruiting Ribbon - awarded to cadets who have contributed to the growth of the unit by taking an active role in recruiting cadets into the program, either by participating in recruiting visits and activities with middle schools, or by getting another student to sign-up for the MCJROTC program.

8-9. LETTERS OF RECOMMENDATION. Upon request, Letters of Recommendation may be prepared for those cadets who have contributed significantly to the success and enhancement of the MCJROTC program as demonstrated by their leadership in the program.

8-10. CERTIFICATES OF COMMENDATION. These certificates may be awarded to those cadets who contribute significantly to the success and enhancement of the program as demonstrated by their participation in the MCJROTC program, community service events, and program related extracurricular activities.

8-11. PHYSICAL FITNESS ACHIEVEMENT CERTIFICATES. These certificates may be awarded to those cadets who attain a satisfactory score in the Youth Physical Fitness Program as prescribed and sponsored by the Marine Corps League.

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CHAPTER NINE

EXTRACURRICULAR ACTIVITIES

9-1. **COLOR GUARD/HONOR GUARD.** A MCJROTC Color Guard/Honor Guard will support many Mountain View High School athletic events, extracurricular activities, and special events throughout the school year. Since the Color Guard/Honor Guard performs at many high visibility events, only cadet volunteers who display the motivation, military bearing, and moral character needed to excel will be accepted to train as a unit Color Guard/Honor Guard member. Since Color Guard/Honor Guard practices and activities are often held outside of normal school hours, only cadets who are available before/after school should volunteer for the Color Guard/Honor Guard.

9-2. **DRILL TEAM.** The Mountain View High School MCJROTC Drill Team competes against other JROTC units from various high schools. Only cadet volunteers who display the motivation, military bearing, and moral character needed to excel will be accepted as a Drill Team member. Since Drill Team practice and competitions occur before normal school hours and on weekends, only cadets who are available before school and on weekends should volunteer to participate on the Drill Team.

9-3. **RAIDER PHYSICAL FITNESS TEAM.** The MCJROTC Raider Physical Fitness Team is a group of cadets who participate in more rigorous physical training workouts and physical fitness competitions. Since Raider Team practice and competitions occur outside of normal school hours and on weekends, only cadets who are available outside of normal school hours and on weekends should volunteer for participation on the Raider Team.

9-4. **AIR RIFLE MARKSMANSHIP TEAM.** The MCJROTC Air Rifle Marksmanship Team is a group of cadets who practice air rifle marksmanship training and participate in air rifle marksmanship competitions. Since marksmanship training and competitions occur after school hours and on weekends, only cadets who are available after school and on weekends should volunteer to join the Air Rifle Marksmanship Team.

9-5. **CYBERPATRIOT TEAM.** The MCJROTC CyberPatriot Team is a group of cadets who conduct cybersecurity training and participate in CyberPatriot competitions. Since CyberPatriot training and competitions occur after school hours and on weekends, only cadets who are available after school and on weekends should volunteer to join the CyberPatriot Team.

9-6. **COMMUNITY SERVICE EVENTS.** The MCJROTC unit will have opportunities throughout the year to participate in community service events. Participation in Community Service projects not only benefits the local community, Mountain View High School, and the MCJROTC unit, it also serves to strengthen the leadership skills, character, and personal growth of individual MCJROTC cadets. Additionally, community service is required for promotion.

9-7. **FUNDRAISING.** The MCJROTC unit will have opportunities throughout the year to participate in fundraising events. Fundraising events enhance the MCJROTC unit's ability to participate in other extracurricular activities, to include orientation trips and summer camps. Also, fundraising allows the MCJROTC cadets to explore creative ways to promote MCJROTC at Mountain View High School.

9-8. **CADET LEADERSHIP CAMP (CLC).** Unit sponsored CLC's are conducted during the summer for highly motivated JROTC cadets. CLC is a fun, competitive, and physically demanding program designed to teach leadership skills and teamwork.

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9-9. ORIENTATION FIELD TRIPS. The Mountain View High School MCJROTC unit seeks opportunities to take MCJROTC cadets to local Department of Defense installations when possible to give the cadets a glimpse of life in the military.



























9-9. SENIOR LEADERSHIP COURSE (SLC). SLC is a summer leadership camp sponsored by the Marine Corps JROTC program. This camp is designed for LE-III and LE-IV cadets who are scheduled for assignment to leadership billets within the Corps of Cadets for the following school year. SLC is a highly competitive and physically demanding program, and should only be attended by cadets truly ready for a challenge. MCJROTC Cybercamp is considered a SLC.

9-10. LE-I ORIENTATION. LE-I Orientation is a summer orientation program for first year MCJROTC cadets. Members of the incoming Cadet Staff and other upper class MCJROTC cadets serve as Cadet Cadre in leadership billets during the LE-I Orientation.

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APPENDIX A

U.S. MARINE CORPS AND MCJROTC CADET RANK INSIGNIA

CATEGORY	Rank Insignia of the United States Marine Corps					
	E-1	E-2	E-3	E-4	E-5	E-6
ENLISTED		 Private First Class	 Lance Corporal	 Corporal	 Sergeant	 Staff Sergeant
	E-7	E-8		E-9		
	 Gunnery Sergeant	 Master Sergeant	 First Sergeant	 Master Gunnery Sergeant	 Sergeant Major	 Sergeant Major of the Marine Corps
	W-1	W-2	W-3	W-4	W-5	
WARRANT OFFICER	 Warrant Officer	 Chief Warrant Officer 2	 Chief Warrant Officer 3	 Chief Warrant Officer 4	 Chief Warrant Officer 5	
	O-1	O-2	O-3	O-4	O-5	O-6
COMPANY AND FIELD GRADE OFFICER	 (gold) 2nd Lieutenant	 (silver) 1st Lieutenant	 (silver) Captain	 (gold) Major	 (silver) Lieutenant Colonel	 (silver) Colonel
	O-7	O-8	O-9	O-10		
GENERAL OFFICER	 Brigadier General	 Major General	 Lieutenant General	 General		

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INSIGNIA OF GRADE FOR
CADET OFFICERS



CADET
COLONEL



CADET
LIEUTENANT
COLONEL



CADET
MAJOR



CADET
CAPTAIN



CADET
FIRST
LIEUTENANT



CADET
SECOND
LIEUTENANT

INSIGNIA OF GRADE FOR
CADET ENLISTED PERSONNEL



CADET SERGEANT
MAJOR



CADET FIRST
SERGEANT



CADET GUNNERY
SERGEANT



CADET STAFF
SERGEANT



CADET SERGEANT



CADET CORPORAL



CADET LANCE
CORPORAL



CADET PRIVATE
FIRST CLASS

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MISCELLANEOUS RANK INFORMATION

1. All cadet ranks should start with Cadet or a "C/"
2. All enlisted cadet ranks have the lamp of learning in the insignia except for Private which has no insignia.
3. Stripes are the top of the insignia and the Rockers are the bottom.
4. MSgt and 1Sgt are both E-8.
5. MGySgt and SgtMaj are both E-9.
6. Remember there is only one SgtMaj of the Marine Corps, the rest are SgtMajs.
7. There are no Warrant Office or General Officer ranks in the cadet rank structure.
8. Cadet Officer Ranks are silver Disks/Circles or Diamonds. Diamonds are a girl's best friend and are senior to disks.
9. Silver is senior to gold in the Military Rank structure.
10. **Be My Little General** is how to remember General Officers.

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APPENDIX C

USEFUL CADET INFORMATION

THE JUNIOR ROTC CADET PLEDGE

I AM A MARINE CORPS JUNIOR ROTC CADET. I WILL ALWAYS CONDUCT MYSELF IN A MANNER AS TO BRING CREDIT TO MY FAMILY, SCHOOL, CORPS OF CADETS, AND COUNTRY. I AM THE FUTURE OF THE UNITED STATES OF AMERICA. I AM LOYAL AND PATRIOTIC. I DO NOT LIE, CHEAT, OR STEAL, AND I WILL ALWAYS BE ACCOUNTABLE FOR MY ACTIONS AND DEEDS. I WILL ALWAYS PRACTICE GOOD CITIZENSHIP. I WILL WORK HARD TO IMPROVE MY MIND AND TO STRENGTHEN MY BODY. I WILL SEEK THE MANTLE OF LEADERSHIP AND STAND PREPARED TO UPHOLD THE CONSTITUTION OF THE UNITED STATES.

Marines' Hymn

*From the halls of Montezuma,
To the shores of Tripoli,
We will 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 unfurl'd 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.*

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

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

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

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

LEADERSHIP PRINCIPLES

1. Know yourself and seek self-improvement.
2. Know your people and look out for their welfare.
3. Keep your people informed.
4. Be technically and tactically proficient.
5. Insure that the task is understood, supervised, and accomplished.
6. Train your people as a team.
7. Employ your command in accordance with its capabilities.
8. Set the example.
9. Make sound and timely decisions.
10. Seek responsibility and take responsibility for your actions.
11. Develop a sense of responsibility among subordinates.

LEADERSHIP TRAITS

1. Judgment – Using facts to make sound decisions.
2. Justice – Being impartial and fair.
3. Decisiveness – Ability to reach sound decisions in a timely manner.
4. Integrity – Complete truth and honesty.
5. Dependability – Completing assigned tasks completely.
6. Tact – The ability to deal with others without causing offense.
7. Initiative – Seeing what needs to be done and getting it done without being told to.
8. Endurance – Mental and physical strength.
9. Bearing – Creating a favorable impression, appearance.
10. Unselfishness – Placing the welfare of your subordinates ahead of your own.
11. Courage – Mental quality that recognizes fear of danger and criticism.
12. Knowledge – Learning information.
13. Loyalty – Faithfulness to your organization and yourself.
14. Enthusiasm – Sincere interest in performing your task.

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MARINE CORPS CORE VALUES – honor, courage, and commitment.

TYPES OF CADET UNIFORMS – Dress Blues, Service, Camouflage Utility, and Physical Training

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, challenge all persons on or near my post, and to allow no one to pass without proper authority.

MISSION OF THE MARINE CORPS: The Marine Corps Shall:

- Be organized, trained, and equipped to provide Fleet Marine Forces for service with the U.S. Fleet in the seizure or defense of advanced naval bases and for the conduct of such land operations essential to the prosecution of a naval campaign.
- Provide detachments for service on armed vessels of the U.S. Navy and security detachments for the protection of property at Naval stations and bases.
- In connection with the Army, Navy, and Air Force, develops 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.

LAMP OF LEARNING – the device used in the cadet enlisted rank insignia signifies intensive study, a source of intellect, and moral and spiritual illumination.



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GENERAL INFORMATION ABOUT THE U.S. MARINE CORPS

Marine Corps Birthday – 10 November 1775

Marine Corps Birthplace – Tun Tavern, Philadelphia, PA

Marine Corps Motto – “Semper Fidelis” (Latin for “Always Faithful”)

Marine Corps Colors – Scarlet and Gold

Marine Corps Emblem – Eagle (symbol of our country), Globe (worldwide service), and
Anchor (Naval traditions)

Marine Corps Core Values – Honor, Courage, and Commitment

First Commandant of the Marine Corps – Captain Samuel Nicholas

First Amphibious Landing by Marines – New Providence Island in the Bahamas (1776)

First Marine Aviator – 1stLt Alfred Cunningham (1912)

First Marine Recruiter – Captain Robert Mullen (1775)

First Women Marine – Opha Mae Johnson (1918)

The “Grand Old Man of the Marine Corps” – Colonel Archibald Henderson, Commandant for 39 years

13th Commandant of the Marine Corps – Lieutenant General John A. Lejeune, instituted formal
celebration of the Marine Corps birthday on 10 Nov 1775

“Blood Stripe” - red stripe worn on dress blue trousers for Officers and NCO’s, worn to commemorate the
blood shed at the Battle of Chapultepec during the Mexican War in September 1847

Name of the Marine Officer sword – The Mameluke Sword, presented to Lt. Presley O’Bannon in 1805
during the Barbary Wars

Location where the United States flag was first flown in the Old World – Derna (Tripoli) during Barbary Wars.

Lt. Presley O’Bannon – led the charge against the Barbary Pirates fortress of Derna (Tripoli).

Official residence of the Commandant of the Marine Corps – Marine Barracks, Washington DC (“8th and I”)

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

Most decorated/famous Marine (Awarded 5 Navy Crosses) – Lieutenant General Lewis “Chesty” Puller

Marines awarded the Medal of Honor Twice - Sergeant Major Dan Daly and Major General Smedley Butler

Marine Corps Mascot – English bulldog named “Chesty”

Marine Nicknames – “Leathernecks” - for collar worn on uniforms during Continental Marine era
“Devil Dogs” (TEUFELHUNDEN) - for bravery against the Germans in World War I

Marine Corps Actions/Famous Battles:

Mexican War	(1848) Vera Cruz and Mexico City (Montezuma and Chapultepec)
World War I	(1914 - 1918) Belleau Wood (France)
World War II	(1941 - 1945) Guadalcanal, Iwo Jima, Okinawa, Saipan, Tarawa, Okinawa
Korean War	(1950 - 1953) Inchon, Chosin Reservoir, Pusan Perimeter
Vietnam	(1965 - 1972) Hue City, Khe Sahn
Lebanon	(1982 - 1984) Beirut
Grenada	(1983) Operation Urgent Fury
Somalia	(1991 - 1992) Operation Restore Hope
Kuwait	(1991) Gulf War (Desert Shield/Storm)
Iraq	(2003 - 2010) Operation Iraqi Freedom (OIF)
Afghanistan	(2002 - present) Operation Enduring Freedom (OEF)

PURPOSE OF CLOSE ORDER DRILL

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

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DRILL TERMINOLOGY

Alignment	A straight line on which several elements are formed.
Arm Swing	Proper arm swing while marching is 6" to the front and 3" to the rear
Base	The element on which the movement is regulated.
Cadence	The uniform step and rhythm in marching.
Command of Execution	Causes the desired movement to be executed.
Cover	To align oneself behind the person to their immediate front.
Distance	The space between elements in depth; measured from back to chest. Normal distance is 40 inches.
File	A single column of individuals placed one behind the other.
Guide	An individual upon whom a formation regulates its cadence and direction of march.
Interval	Space laterally between elements of the same line. Normal interval is one arms length measured from shoulder to shoulder. Approximately 30 inches. Close interval is approximately 4 inches between shoulders.
Line	A formation in which the elements are side by side.
Dress	Alignment to the right or left as directed.
Pace (Step)	A step of 30 inches (length of a full step in marching at quick time)
Pace (Step) Length	Quick time – 30 inches measured from heel to heel. Half step – 15 inches measured from heel to heel. Back step – 15 inches measured from heel to heel. Right / Left step – 12 inches measured from inside heel to inside heel. Double Time – 36 inches measured from heel to heel.
Preparatory Command	Indicates which movement is about to be executed.
Rank	A line of individuals placed side by side.
Rest	Four positions of "Rest": Parade Rest, Rest, At Ease, and Fall Out
Time	Quick time – 120 steps per minute (normal marching cadence) Double time – 180 steps per minute Slow time – 60 steps per minute

DRILL INFORMATION

The only command that can be given from "Parade, Rest" is "Attention"

The only command that may be given after halting in place in the oblique is "Resume March"

The definition of "Guide" in drill is the (base) individual upon whom a formation regulates its march

GLOSSARY OF NAUTICAL TERMS

Adrift	Loose, scattered about, not in proper storage area
Aft	Referring to or toward the stern (rear) of a vessel
All Hands	All members of a unit
Ashore	Any place off a ship or outside a Marine or Naval Installation
As You Were	To resume former activity
Aye Aye, Sir	Official acknowledgment of an order ("I have received, understand, and will obey")
Barracks	A building where Marines are billeted
Blouse	Coat/Shirt
Bow	The front of a ship
Bulkhead	Wall
Carry On	The order to resume a previous activity

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Chow	Mealtime
C.O.	Commanding Officer
CP	Command Post
Colors	The national flag
Cover	Hat
Deck	Floor
Drill	Marching
Field Day	To clean up the area
Gangway	Move out of the way
Gee Dunk	Ship's Store/place where pogey bait can be purchased
Gung Ho	Extremely enthusiastic, dedicated
Hatch	Door
Head	Restroom
Ladder(well)	Stairs/Stairwell
Liberty	Authorized absence for leisure activity
NCO	Noncommissioned Officer
NCOIC	Noncommissioned Office-in-Charge
OIC	Officer-in-Charge
Overhead	Ceiling
Passageway	Corridor or hallway
PFT	Physical Fitness Test
Pogey Bait	Candy/sweets/junk food
Police	To straighten up or clean up
Port	Left side of the ship
PT	Physical Training
Rack	A bed or bunk
Reveille	Time to get up
Seabag	The bag used to stow personal gear
Secure	To stop work, put away, lock up
Sickbay	Hospital, clinic, or dispensary
Skipper	Commanding Officer
Square away	To straighten up
Starboard	Right side of the ship
Stern	The back end of a ship
Swab	Mop
WM	Woman Marine

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CHAIN OF COMMAND

President of the United States	The Honorable _____
Vice President of the United States	The Honorable _____
Secretary of Defense	The Honorable _____
Secretary of State	The Honorable _____
Secretary of the Navy	The Honorable _____
Chairman of the Joint Chiefs of Staff	General _____
Commandant of the Marine Corps	General _____
Assistant Commandant of the Marine Corps	General _____
Sergeant Major of the Marine Corps	SgtMaj _____
Commanding General, TECOM	_____
Director, MCJROTC	_____
MCJROTC Region 1 Director	_____
Senior Marine Instructor	_____
Marine Instructor	_____
Cadet Battalion Commander	Cadet _____
Cadet Battalion Executive Officer	Cadet _____
Cadet Battalion Sergeant Major	Cadet _____
Cadet Headquarter Company Commander	Cadet _____
Cadet A Company Commander	Cadet _____
Cadet B Company Commander	Cadet _____
Cadet C Company Commander	Cadet _____
Cadet Battalion Administration S-1 Officer	Cadet _____
Cadet Battalion Operations S-3 Officer	Cadet _____
Cadet Battalion Logistics S-4 Officer	Cadet _____
Cadet Headquarter Company Gunnery Sergeant	Cadet _____
Cadet A Company Gunnery Sergeant	Cadet _____
Cadet B Company Gunnery Sergeant	Cadet _____
Cadet C Company Gunnery Sergeant	Cadet _____
Cadet Battalion Administration S-1 Chief	Cadet _____
Cadet Battalion Operations S-3 Chief	Cadet _____
Cadet Battalion Logistics S-4 Chief	Cadet _____
Cadet Battalion Armory Chief	Cadet _____

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APPENDIX D

MARINE CORPS INSPECTION QUESTION BANK

LE I KNOWLEDGE

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

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

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

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

Leadership Traits – JJ DID TIE BUCKLE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

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

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

Core Values – Honor, Courage, and Commitment

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

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

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

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

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:

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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)

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

Components of the Marine Emblem – Eagle, Globe and Anchor.

Eagle: Symbol of our Nation, Globe: Worldwide Service, Anchor: Shows our Naval Tradition.

Note: To properly assess LE-1 knowledge cadet Inspectors should ask at least one question regarding: uniform regulations or history, leadership traits or General Orders, and active duty or cadet ranks (Marine Corps only).

LE II KNOWLEDGE

Primary Objective of Leadership – Mission Accomplishment

Secondary Objective of Leadership – Troop Welfare

Authority – The legitimate power of a leader to direct individuals to take action 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.

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.

Leadership Principles –

Leadership Principles You Apply to Yourself:

Know yourself and seek self-improvement

Make sound and timely decisions

Set the example

Be technically and tactically proficient

Seek responsibility and take responsibility for your actions

Leadership Principles You Apply to Others:

Know your subordinates

Keep your subordinates informed

Train your subordinates as a team

Develop a sense of responsibility among your subordinates

Leadership Principles You Apply to Group Functions:

Employ your command in accordance with its capabilities

Insure the task is understood, supervised, and accomplished

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

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3 Branches of Government – Legislative, Judicial, and Executive

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

First Commandant of the Marine Corps – Samuel Nicholas was the first officer commissioned in the Marine Corps and is therefore given credit for being the first commandant; however, the first official commandant, appointed by President John Adams was William Ward Burrows.

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

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

Grand Old Man of the Marine Corps – Archibald Henderson who served the longest term as Commandant. 1820 – 1859.

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

First Marine Aviator – Lt Alfred Cunningham

First Female Marine – Opha M. Johnson

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

Origin of the Marine Blood stripe – During the Mexican War, the Marines attacked the hill of Chapultepec beginning on 13 Sept 1847. There was fierce hand to hand fighting while the Marines engaged Santa Anna's forces atop Chapultepec. After defeating the Mexican forces, the Marines attacked into Mexico City and took possession of the National Palace where once had stood the Halls of Montezuma. Marine Officers and NCOs began wearing scarlet stripes on their dress pants to commemorate the Marine blood shed at Chapultepec and the Halls of Montezuma.

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

Marine Corps Motto - Semper Fidelis – Latin for "Always faithful"

Marine Corps Colors – Scarlet and Gold

Marine Corps Mascot – The English Bulldog. Current mascot is named Sergeant Chesty XV.

Most Decorated Marine – Lieutenant General Lewis B. "Chesty" Puller is the most decorated Marine.

Two Marines that have been awarded the Medals of Honor twice – Sergeant Major Dan Daly received two Medals of Honor; the first, as a private, during the Boxer Rebellion and the second, as a Gunnery Sergeant, during the Spanish American War. Major General Smedley Butler. His first medal of honor was awarded for actions in Vera Cruz, Mexico in 1914 and his second was for actions in Haiti in 1915.

Note: To properly assess LE-2 knowledge cadet Inspectors should ask at least one question regarding: general orders or history, leadership traits or principles, and active duty ranks (Marine Corps and Navy).

LE III KNOWLEDGE

Three Basic Leadership Styles: Authoritative, Participative and Delegative

Authoritative – The leader, without consulting others for advice or ideas, tells subordinates what is to be done, how it is to be done.

Participative – The leader involves the ideas and advice of others in formulating the decision.

Delegative – The leader's decision will involve assigning specific tasks to specific individuals.

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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 a judgment about them.

Proficiency – Being able to do something well.

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

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 and particular.

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.

Saluting the "Colors"- 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 National Anthem 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 flagpole, 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. There are other specific instances when honoring the respect for the flag is demonstrated by saluting. Refer to your cadet LE I text for more details.

Purpose of the Chain of Command - to ensure each individual 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.

Note: To properly assess LE-3 knowledge cadet Inspectors should ask at least one question related to: leadership knowledge or general orders, history, and active duty or cadet ranks (Marine Corps, Navy, or Army).

LE IV KNOWLEDGE

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

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

Patrick Henry – Patriot known for stating "Give me Liberty or Give me Death"

Nathan Hale – Patriot who said "I regret that I have but one life to give for my country".

James Madison – Patriot known as the father of our Constitution.

Note: When assessing knowledge cadets will not be asked questions that have not been covered by instruction.

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LE II, III, and IV are responsible to know the following:

Chain of Command/ Key Personnel

Uniform Regulations

Web Belt - The edge of the belt tip is to extend a minimum of two inches and a maximum of four inches past the wearers' left belt buckle edge.

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

Trouser Length - Meet at the juncture of the heel and the sole of the shoe, with 1/4 inch tolerance above or below it.

Cover - Never worn indoors unless being inspected.

Marine Corps Emblem - On the cover, the wings of the emblem are placed parallel to the deck (floor) and the anchor is pointed forward. Cadet officer small rank insignia on direct opposite side. On the dress blues uniform, the left and right collar emblems are worn parallel to the deck with anchors pointed inboard.

Insignia - Cadet Officer. Cadet officers will wear their large rank insignia centered on the shoulder strap of their blue coat, tanker jacket, and all weather coats. 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. The small officer rank insignia will be worn on the right side of the garrison cap opposite to the Marine Corps emblem, with the rank placed at a point midway on the arc of the flap and the flap generally bisecting the rank.

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

Ribbons Males - Positioned 1/8 inch above the shooting badge (if worn) or 1/8 inch above the left breast pocket & centered, if no badges are worn.

Females - Worn in the same position as described for the shooting badges when worn on the khaki shirt. When worn with the shooting badge, they are positioned above, the same as the males.

Marksmanship Badge Males - Worn 1/8 inch above the left breast pocket & centered.

Females - When worn on the khaki shirt, even with or up to 2 inches above the first visible button at the top of the shirt, and centered. On the uniform coats, they are positioned the same as the males.

Medals

Males - On the men's blue dress and blue-white dress coats, large medals will be worn centered above the left breast pocket with the upper edge of the holding bar on a line midway between the first and second buttons of the coats.

Females - On women's blue dress coats, one row of large medals will be placed centered over the left breast pocket with the top of the holding bar about 1 inch above a horizontal line tangent to the highest part of the pocket. When two or more rows of medals are worn, the top of the holding bars of the bottom row of the medals will be approximately 1/4 to 1 inch above a horizontal line tangent to the highest point of the pocket.

Wearing Ribbon Bars with Large Medals - When large medals are worn, all other ribbons with no medal authorized will be worn centered over the right breast pocket, the bottom edge of the lower row 1/8 inch above the top of the pocket.

Females wear ribbons on the right side of the coat front in about the same vertical position as worn with dress "B" and service "A" uniforms. Ribbon bars are normally worn in rows of three in the order of precedence from the wearer's right to left and from top down. Cadets who have not been awarded large medals, but who are entitled to wear a ribbon(s) for which no medal is authorized will wear such ribbon(s) over the right breast pocket as described above.