

NORTH FORSYTH HIGH SCHOOL



MARINE CORPS JUNIOR ROTC RAIDER BATTALION STANDARD OPERATING PROCEDURES



Table of Contents

Mission, Vision & Core Values	- 3 -
Core Values: Honor Courage and Commitment.....	- 3 -
Cadet 10 Responsibilities	- 4 -
Cadet Administration.....	- 4 -
Regular Bell Schedule	- 4 -
Cadet Policies and Procedures.....	- 5 -
Academic Excellence.....	- 5 -
Disenrollment.....	- 5 -
Classroom Procedures	- 6 -
Performance Evaluation System.....	- 6 -
Promotion Criteria for the Marine Corps JROTC.....	- 7 -
Billet Assignment by Rank	- 8 -
Cadet Disciplinary System	- 9 -
Table of Infractions.....	- 9 -
Cadet Duties and Responsibilities	9
Marine Corps JROTC Cadet Organizations	14
Ceremonies	14
Uniform Clothing and Equipment	15
The Cadet Uniform	15
“Cammies” Utility Uniform.....	17
Blue Dress “B” Uniform.....	17
“Charlies” Service Dress “C” Uniform	18
Blue Dress “D” Uniform	18
Accessories	18
Grooming Standards in Uniform	20
Close Order Drill	21
Military Customs & Courtesies	23
Saluting.....	23
Rendering Honors to Colors	24
National Ensigns, Colors, Standards	25
Displaying and Carrying the Colors	26
General Orders.....	26
Naval Terms.....	27
The Leadership Traits	28
The Leadership Principles	29
National Chain of Command.....	31
Cadet Chain of Command	31
MCJROTC Cadet Ranks.....	32
Marine Corps Ranks	33
Marine Corps History	34
Personal Mission Statement Workbook.....	41
Develop Your Personal Mission Statement- Character.....	41
Develop Your Personal Mission Statement - People.....	42
Develop Mission Statement: Things & Activities	43

Mission, Vision & Core Values

Marine

The very mention of the word Marine evokes an image of a young man or woman who has an ingrained sense of service, honor, courage and commitment. JROTC Cadets are trained and educated in the importance of these guiding principles that have guided the Marine Corps since its birth.

Our Mission

We remain committed to those same Marine Corps traditions, values and customs. The instructor staff is dedicated to providing the opportunity for each cadet to achieve success and his/her highest potential through their academic, physical activities, personal conduct and other individual goals. The tools for acquiring self-discipline, respect for self and others, self-control and time-management are available. It is the responsibility of the cadet to utilize those tools in order to achieve personal goals and assume positions of leadership and responsibility within the Battalion organization.

Vision

This *Cadet Planner* is a key tool that helps guide each cadet to success. By reading, understanding and following the policies and standards of conduct outlined herein, each cadet will be on the right course for success, not only at Pasadena High School, but throughout their life.

Additionally, a *General Knowledge* section is provided as a quick ready reference for cadets to study. Mastery of these topics in knowledge, action and deed will set cadets on the path to success as leaders in this MCJROTC program.

Core Values: Honor Courage and Commitment

Honor

Honor is the quality that guides us to exemplify the ultimate in ethical and moral behavior

- To never lie, cheat, or steal or tolerate those who do
 - To abide by an uncompromising code of ethics; to respect human dignity
- To have respect and concern for each other.

Courage

Courage is the value that gives you the moral and mental strength to do what is right, with confidence and resolution, even in the face of temptation and adversity.

Commitment

- Commitment is the spirit of determination and dedication to excellence that leads to superior performance.
- It is the day-to-day duty of every cadet in the Marine Corps JROTC program at Pasadena High School.
- It our ability to join together as a team, to improve the quality of; what we do at school, to improve the quality of our lives at home and to better citizens within our community.

Cadet 10 Responsibilities

- Responsibilities**
1. **Arrive** on time for class, **greet** the teacher on the way into class, **contribute** to the class with appropriate answers to questions, **participate in class**, and **thank** teachers when leaving.
 2. **Wear** appropriate clothing.
 3. **Honor** your word and do not lie cheat or steal or tolerate those who do.
 4. **Treat** others with dignity and respect regardless of race, religion or gender.
 5. **Take care** of each other.
 6. **Wear** your uniform in accordance with regulations.
 7. **Respond** to all adults with a "Yes, or No Sir or Ma'am.
 8. **Use appropriate language** and do not curse or swear.
 9. **Respect public and private property** and public laws and regulations.
 10. **Set the example in all you say and do.**

Cadet Administration

- Safety**
- The safety of our cadets is our highest priority. Cadets must think and act with the safety of their fellow cadets in mind.
 - Cadets should report all potential safety hazards to the SMI or MI immediately. Unsafe play or actions by cadets is not acceptable under any circumstances.

Regular Bell Schedule

Regular Schedule

North Forsyth High School
2024- 2025 Bell Schedule

Monday		Tuesday		Wednesday (Even Block)		Thursday (Odd Block)		Friday	
Period	Time	Period	Time	Period	Time	Period	Time	Period	Time
1st	8:25- 9:11	1st	8:25- 9:11	2nd	8:25-9:55	1st	8:25-9:55	1st	8:25- 9:11
2nd	9:17-10:03	2nd	9:17-10:03					2nd	9:17-10:03
Raider Time	10:09-10:46	Raider Time	10:09-10:46	Raider Time	10:01-10:54	Raider Time	10:01-10:27	Raider Time	10:09-10:46
3rd	10:52-11:38	3rd	10:52-11:38	Wellness	11:00-12:00	3rd	10:33-12:03	3rd	10:52-11:38
4th	11:44-1:05	4th	11:44-1:05					4th	11:44-1:05
5th	1:10-1:56	5th	1:10-1:56	4th	12:06-2:04	5th	12:09-2:04	5th	1:10-1:56
6th	2:02-2:48	6th	2:02-2:48					6th	2:02-2:48
7th	2:54-3:40	7th	2:54-3:40	6th	2:10-3:40	7th	2:10-3:40	7th	2:54-3:40

Monday, Tuesday, Friday - Lunch during 4th		
1st	CTAE, Fine Arts, Science	Lunch: 11:40-12:05 Inst. Time: 12:10-1:05
2nd	English, Math, World Lang (Santos, Arzaga, Barakat, Markham)	Inst. Time: 11:44-12:10 Lunch: 12:10-12:35 Inst. Time: 12:40-1:05
3rd	FVA, PE, Office Aides, ROTC, Social Studies, World Lang (Surin, Garcia, Wlosko)	Inst. Time: 11:44-12:40 Lunch: 12:40-1:05

Even Block – Lunches during 4 th		
1st	CTAE, Fine Arts, Science	Lunch: 12:06-12:30 Inst. Time: 12:35-2:04
2nd	English, Math, World Lang (Santos, Arzaga, Barakat, Markham)	Inst. Time: 12:06-12:50 Lunch: 12:50-1:15 Inst. Time: 1:20-2:04
3rd	FVA, PE, Office Aides, ROTC, Social Studies, World Lang (Surin, Garcia, Wlosko)	Inst. Time: 12:06-1:39 Lunch: 1:39-2:04

Odd Block – Lunches during 3 rd		
1st	CTAE, Fine Arts, Science	Lunch: 12:09-12:30 Inst. Time: 12:35-2:04
2nd	English, Math, World Lang (Santos, Arzaga, Barakat, Markham)	Inst. Time: 12:09-12:50 Lunch: 12:50-1:15 Inst. Time: 1:20-2:04
3rd	FVA, PE, Office Aides, ROTC, Social Studies, World Lang (Surin, Garcia, Wlosko)	Inst. Time: 12:09-1:39 Lunch: 1:39-2:04

Cadet Policies and Procedures

Weekly Routine

Day	Activity
Monday	Classroom Instruction
Tuesday	Classroom Instruction
Wednesday	Physical Training
Thursday	Uniform Inspection/Close Order Drill/Current Events
Friday	Physical Training

Academic Excellence

Academic Standards and Policies

- Your **primary mission** as a cadet in high school is to be successful in your educational endeavors and complete the requirements for graduation.
- Good grades and scholastic achievement are crucial to your future, whether you plan to continue your education or enter the business world, enlist in the armed services, or compete for a scholarship or commissioning program your success in high school will have a lasting impact on your future.
- Your report card will be reviewed each marking period and you will be required to complete a Learning Contract to set your goals for the next marking period.

Academic Probation

While on Probation:

- Cadets are restricted from Marine Corps JROTC field trips / activities
- Restricted from team competitions.
- Recommendation to parent for assignment to mandatory tutoring.

Your performance will be graded on a point system and the total points accumulated during the course will be used to determine your grade using the following scale:

- Leadership & Citizenship: Cadet Evaluation Reports
- Military Skills: Uniform Inspections and Drill Evaluation
- Attendance & Participation
- Academic Exams & Quizzes

DISENROLLMENT

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

- Academic Failure – You must pass MCJROTC in order to remain a part of it. However, disenrollment is not automatic. Each case is reviewed and handled separately.
- Ineptitude – Students who consistently demonstrate an inability to develop leadership skills may be disenrolled.
- Poor Attitude / Conduct unbecoming of a cadet– Any cadet who consistently displays a poor attitude regarding the MCJROTC program or instructors may be disenrolled.

Classroom Procedures

Classroom Etiquette

1. Females will enter the classroom first and males will follow. Fill in seats from front to rear and take out notetaking gear.
 2. No food, drink or gum is allowed in the classroom area unless authorized by the SMI/MI or Cadet Commander
 3. Raise your hand to be recognized.
 4. Use "Sir" while addressing or answering the SMI and "Rank" for the MI's
 5. When asking for permission or assistance, say "Please" first.
 6. Do not interrupt the SMI or MI conversation, wait for acknowledgment and then say, "Excuse me, Sir / Gentlemen."
 7. When dismissing the class. Class is called to attention and dismissed.
 8. When a request is granted, say "Thank you".
-

Attendance

- Performance begins with being at the job.
 - Daily interaction in the classroom is crucial to your leadership development and your learning experience.
 - The SMI and MI will aggressively track and enforce attendance.
 - School attendance policies and procedures will be strictly enforced.
- Skipping any class is considered a serious violation of our code of ethics.***
-

Absence Notes

The parent or guardian is responsible for explaining absences on the first day after the absence by telephone to the attendance office sending a note on the day of the student's return to school.

Excused Absence

- Personal illness, medical or dental appointments.
 - Funeral of a family member or close friend.
 - Employment conference.
 - Religious holiday or ceremony.
 - Justifiable personal reasons arranged in advance with the principal.
-

Performance Evaluation System

Promotions

- An important part of the Marine Corps JROTC program is earning advancements and promotions, which can lead to holding positions of increased responsibility.
 - Advancements / Promotions must be earned through consistent performance, good conduct and demonstrating an ability to set an example for cadets.
 - Each commander in the cadet chain of command must approve of the promotion recommendation.
 - Promotion certificates will be presented to cadets who have been selected for promotion and approved by the SMI/MI.
 - A copy of the Cadet promotion certificates must be kept in Cadet Training Record Book.
-

Cadet Evaluation Board

- The purpose of the CEB is to provide senior enlisted cadets and officers and a meaningful leadership experience by affording them the opportunity to serve as members of a cadet evaluation board.
- To identify and recommend cadets for promotions and other outstanding achievements as applicable.
- Review problems with individual cadets when probation/enrollment is in question.
- Review, evaluate, and submit recommendations to the SMI/MI regarding, promotion or performance.
- Composition and membership of boards will be as determined by the SMI/MI.
- The SMI will be the final deciding promotion authority.

Promotion Vocabulary

- The terms listed below are used to determine eligibility for promotion.
- Once selected for promotion cadets will be promoted at battalion formations by the Cadet Battalion Commander
- **TIG** TIME IN GRADE (Good months in present Rate/Rank)
- **TIP** TIME IN PROGRAM (Good months in Marine Corps JROTC)
- **PFT** PHYSICAL FITNESS TEST
- **LE** Leadership Education Exam

Promotion Criteria for NFHS Marine Corps JROTC program

RATE/RANK	Time In Grade	Time In Prog.	Physical Fitness Test	Community Service Events Hrs	Unit/School Service	LE Course Grade	Board
Cadet Private First Class	3M	3M	Pass	1	N/A	B	No
Cadet L/Cpl	3M	6M	Pass	2	1	B	No
Cadet Corporal	3M	9M	Pass	3	3	B	No
Cadet Sergeant	3M	12M	Pass	4	4	B	No
Cadet Staff Sgt.	3M	15M	Pass	6	5	B	Yes
Cadet Gunnery Sgt.	5M	24M	Pass	7	6	B+	Yes
Cadet 1stSgt /SgtMaj	N/A	Junior	Pass	8	7	B+	Yes
Cadet 2 nd Lieutenant	N/A	Junior	Pass	9	9	A	Yes
Cadet 1 st Lieutenant	N/A	Junior	Pass	10	10	A	Yes
Cadet Captain	N/A	Junior	Pass	11	11	A	Yes
Cadet Major	N/A	Junior	Pass	12	12	A	Yes
Cadet Lt Colonel	N/A	Senior	Pass	15	15	A	Yes

Billets may require a Cadet to be promoted outside of the above requirements

Billet Assignment by Rank (Size of Unit will dictate Unit Structure)

Billet/Job Assignment	Rank	Grade Level	Number# Authorized
Battalion Commander	Lieutenant Colonel	SR.	1
Battalion Executive Officer	Major	SR.	1
Battalion Sergeant Major	Sergeant Major	JR/SR.	1
Battalion Color Sergeant	Sergeant	SR.	1
Battalion Adjutant/PersO (S-1)	Captain	JR/SR.	1
Battalion Administrative Chief	SNCO	JR/SR	1
Battalion Public Affairs Officer (S-1)	1 st Lieutenant	SR.	1
Battalion Public Affairs NCO	NCO	JR/SR	1
Battalion Operations Officer (S-3)	Major	SR.	1
Battalion Operations Chief	SNCO	JR/SR	1
Battalion Supply Officer (S-4)	1 st Lieutenant	SR.	1
Battalion Supply Chief	SNCO	JR/SR	1
Supply Clerk	Pvt-Sgt	Fr-SR	4
Company Commander	Captain	JR/SR.	6
Company First Sergeant	First Sergeant	JR/SR	6
Platoon Commander	2 nd Lieutenant	JR/SR	18
Platoon Sergeant	Staff Sergeant	Soph-SR	18
Platoon Guide	Sergeant	Soph-SR	18
Squad Leader	Sergeant	Soph-SR	54
Team Leader	Corporal	Fr./SR	Size of Plt will dictate

Cadet Disciplinary System

Cadet Disciplinary Procedures

- Improving on the Cadet Disciplinary Process this year is a unit goal.
- **Cadets will be held to a higher standard and will be continuously evaluated for suitability and retention in the program.**
- Cadets who accumulate disciplinary actions will be required to re-apply for the Program the following year.
- Cadets who are allowed to re-enter the program will be placed on probation for one marking period.
- Any disciplinary actions during this period or failure to meet the standards of the program will result in a re-evaluation of the cadet's ability to continue in MCJROTC.

Cadet Duties and Responsibilities

Cadet Battalion Commander

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

- Battalion Commander (CO) is the senior cadet in the Battalion.
- **Responsibilities include:**
- Providing “Commanders Guidance” & direction to the Battalion.
- Assigns tasks to the Staff & Companies/Platoons through the Executive Officer, Sergeant Major and Company Commanders.
- Maintaining the appearance, discipline, efficiency, training, well-being and conduct of the battalion.
- Ensuring that all members of the cadet corps have the opportunity to develop leadership commensurate with their individual abilities.
- Conducting a weekly staff meeting and briefing the SMI & MIs on all battalion activities.
- Providing recommendations for cadet evaluation, promotion and assignment.
- Presiding as the chairman/president of all boards.
- Performing other duties as may be assigned by the SMI & MIs

Cadet Executive Officer

- Acts as the Battalions “Chief of Staff” assists the CO in commanding the unit and is prepared to assume the CO's duties in his/her absence.
- The XO is specifically responsible for coordinating the battalion staff, proofreading all prepared documents for approval of the commanding officer.
- Assumes duties and responsibilities of the CO in their absence.
- Assists the commander in all assigned tasks.
- Conducts periodic inspections of MCJROTC classrooms, spaces and facilities

Cadet Sergeant Major

- This is the highest-ranking enlisted cadet in the Battalion.
- The **Sergeant Major** reports directly to the Battalion Commander and is the primary advisor to the commander on all enlisted matters.
- **Responsibilities include:**

- Assisting the CO in managing BN activities and exercising general supervision over all enlisted cadets.
- Conducts and supervises training of SNCO's and NCO's.
- Meets periodically with Company 1stSgt's and SNCO's.
- Conducting staff meetings to ensure all SNCOs are completely aware of all BN activities
- Forming the BN for parades, inspections or other military formations when directed by the CO
- Escorting inspecting officers/visitors at BN inspections/formations
- Performing other duties as may be assigned by the CO.

**Company
Commander**

Responsibilities include:

- Maintaining the appearance, discipline, efficiency, training, and conduct of the cadets who make up the company.
- Ensuring that all cadet members of the company have the opportunity to develop leadership skills commensurate with their individual abilities
- Observing, evaluating, and rating cadets who are members of the company.
- Attending all BN/Company formations.
- Briefing the CO weekly on company activities and areas of concern
- Maintaining proficiency in the military drill as set forth in the Marine Corps Drill and Ceremonies Manual, and other applicable instructions
- Managing all cadet records of the company and individual cadet ribbon and promotions.
- Performing other duties as may be assigned by the CO.

**Company First
Sergeant**

Responsibilities include:

- Assisting the Company Commander in the performance of their duties.
- Assist the Company Commander with assignment of personnel to platoons/billets.
- Assist the Company Commander with enlisted performance evaluations.
- Assist the Battalion SgtMaj in maintenance of cadet discipline.
- Assist the Battalion SgtMaj in cadet recognition program.
- Conduct counseling of company enlisted personnel as required.
- Assume the duties of the Battalion SgtMaj in their absence.

**Company
Gunnery
Sergeant**

Responsibilities include:

- Coordinates with the Marine Instructor on all issues pertaining to Logistical functions within the unit.
- Assisting the Company First Sergeant in the performance of his/her duties.
- Providing guidance to the cadets on proper supply discipline and supervising the activities of the two platoon guides.
- Collects permission slips, inventories equipment, generates rosters, and seating plans for all unit travel.
- Ensuring unit spaces, classroom and areas are kept clean, neat, and orderly.

**Platoon
Commander**

- The Platoon Commander is responsibilities for:
 - The appearance, discipline, efficiency, training, and conduct of the cadets who make up the platoon.
 - Ensuring that all cadet members of the platoon have the opportunity to develop leadership skills commensurate with their individual abilities
 - Observing, evaluating, and rating cadets who are members of the platoon.
 - Attending all Company formations.
 - Ensuring that all cadets are present, on-time and in the proper uniform for formations.
 - Briefing the CO weekly on platoon activities and areas of concern.
 - Maintaining proficiency in the military drill as set forth in the Marine Corps Drill and Ceremonies Manual, and other applicable instructions
 - Performing other duties as may be assigned by the Company Commander
-

**Platoon
Sergeant**

Responsibilities include:

- The appearance, discipline, efficiency, training, and conduct of the cadets who make up the platoon.
 - Ensuring that all cadet members of the platoon have the opportunity to develop leadership skills commensurate with their individual abilities
 - Observing, evaluating, and rating cadets who are members of the company
 - Attending all formations.
 - Briefing the Platoon Commander on areas of concern.
 - Maintaining proficiency in the military drill as set forth in the Marine Corps Drill and Ceremonies Manual, and other applicable instructions.
- Performing other duties as may be assigned by the Platoon Commander.
-

Platoon Guides

Responsibilities include:

- The logistical point of contact in each platoon.
- Will assist the platoon Sergeant in distribution of uniform, supplies, etc.
-

**Squad /Team
Leader**

Responsibilities include:

- Must be proficient in close order drill and be able to take charge of the squad/fire team
 - Know squad members and help them whenever possible
 - Assist the Platoon Cmdr. in all platoon functions
 - Directing the squad in preparation for platoon inspection
 - Assigning working parties as the need arises
- Assisting the instructors in collecting and passing out class work
-

**S-1
Administration**

Responsibilities include:

- Compiling and maintaining the ribbon and promotion journals for the cadet battalion.

- Maintaining the cadet personnel record folders and records information such as promotions, awards, etc., as required.
 - Maintains a complete record of all ribbons and promotions awarded by month and year
 - Performing other duties as may be assigned by the CO.
-

**S-2 Community
Service/Public
Affairs Officer**

Responsibilities include:

- Developing a community service plan
 - Setting community service goals for the battalion.
 - Coordinating the community service activities for the battalion.
 - Developing a community service roster of agencies and organizations that require assistance.
 - Contributes monthly to the school newspaper.
 - Develop a cadet monthly newspaper.
- Coordinate all contact with the media through the SMI.
- Providing newsworthy items about cadets and battalion activities to school, city and other local newspapers as well as periodicals such as magazines.
 - Also, news releases shall be provided to local TV/radio stations. Copies of published articles will be provided to the school for inclusion in the school paper.
 - Coordinate and ensure Marine Corps JROTC activities are appropriately entered on the Associated Student body activities calendar and Master Calendar
 - Maintaining the Marine Corps JROTC bulletin board.
 - Establishing contact with local media sources
 - Photographing all special events in which the unit is involved
 - Maintaining unit scrapbook and other files relevant to the unit's history, tradition, accomplishments and activities
 - Coordinating with the SMI/MI periodically in order to make sure that all planned events are covered
 - Performing other duties as may be assigned by the CO.
- Submitting student of the month.
-

**S-3 Cadet
Operations
Officer**

Responsibilities include:

- Organizing all battalion activities, such as battalion formations, parades, etc.
 - Planning, coordination, and scheduling extracurricular activities with other school organizations and other schools and ROTC units
 - Assisting the SMI/MI in planning, coordinating, and scheduling base visitation, field trips, and similar activities.
 - Developing and publishing the annual training plan,
 - Weekly training schedule.
 - Ensuring all training materials is in the classroom prior to instruction.
 - Assigning duties to subordinates (S3-A, S3-Chief) and evaluating their work.
- Training at least one subordinate in the duties and responsibilities of the S-3 position
- Briefing the SMI/MI on a weekly basis pertaining to assigned responsibilities and activities.
- Performing other duties as may be assigned the CO

**S-3 Cadet
Operations
Chief**

Responsibilities include:

- Controls operation of the S-3 computer
 - Ensuring communications within the unit, posting the Plan of the Week no later than Thursday of the preceding week.
 - Maintaining and updating the cadet textbook record account and completing an inventory of all textbooks when instructed by the SMI/MI
- Maintaining, scheduling, and coordinating payments of all rifle, drill and color guard activities and meets.
-

**S-4 Cadet
Logistics
Officer**

Responsibilities include:

- The S-4 Officer is responsible to the SMI/MI
 - Assisting in the issue and turn-in of uniforms and other accountable property, inventory of accountable property and issue/turn-in.
 - Providing guidance to the cadet corps on proper supply discipline and supervising the activities of the four supply assistants and one training aid assistant
 - Originating the necessary paperwork to properly effect the ordering, receipt, stocking, survey, and disposal of military property as directed
 - Ensuring that the cleanliness and organization of the supply room is maintained
 - Briefing the SMI/MI weekly pertaining to assigned responsibilities and activities performing other duties as may be assigned by the CO.
 - Inventorying, reordering when necessary, receiving, and properly storing all ribbons, ranks, and other uniform accouterments under her/his cognizance.
-

**S-4 Cadet
Logistics Chief**

Responsibilities include:

- The S-4 Chief is responsibilities to the S-4 for the material condition and cleanliness of unit spaces.
 - Conducting serialized inventories of all assigned property and weapons
 - Ensuring unit spaces are kept clean, neat, and orderly
 - Accompanying the CO during the conduct of the weekly zone inspection. The results will be recorded, identifying all discrepancies. The S-4 Chief will annotate what corrective actions have been taken and route the inspection results to the SMI/MI.
-

**Drill Team
Commander**

Responsibilities include:

- Reporting to the Battalion Commander.
 - Development of new routines and training of the drill team members in these routines
 - Directing the team at performances
 - Instructing the junior members of the Marine Corps JROTC Unit in the fundamentals of
 - With Arms drill and recruiting new members into the team
 - Effecting the maintenance and accurate inventory of all drill team equipment
 - Keeping written historical pass-down record of routines performed
- Keeping written records of practice sessions, drill competition and special performances

Color Guard Commander

- Reports to the Battalion Commander and:
 - Directs the training and operations of the Color Guard, Flag Detail and Banner Carriers
 - Keeps written records of practice sessions, drill competition and special performances
 - Keeps a written historical pass-down record of routines performed.
- Ensures the proper maintenance and accurate inventory of all Color Guard equipment.
-

Marine Corps JROTC Cadet Organizations

Drill Team

- The Marine Corps JROTC Drill Team is made up of cadets who are particularly interested in the sharpness and precision developed by Close Order Drill and the Manual of Arms.
 - They will represent the Marine Corps JROTC unit in parades, ceremonies, and competitions.
 - They are expected to be the elite of the unit and set the highest standards for the unit in sharpness, discipline, grooming, and performance.
-

Color Guard

- Normally consist of four to six cadets per color guard.
 - They are expected to present the colors proudly and sharply at frequent community parades, ceremonies, and competitions.
 - Instructions for presenting the colors are contained in the Drill and Ceremonies Manual and other matches.
-

A- Team

- Academic Team of cadets who have achieved academic excellence and are qualified to tutor other cadets in academic subjects.
 - A-Team will also compete with other Marine Corps JROTC units in academic competition based on knowledge of Leadership Education.
-

Marksmanship Program

The cadets will participate in the Marksmanship Program against other schools.

Ceremonies

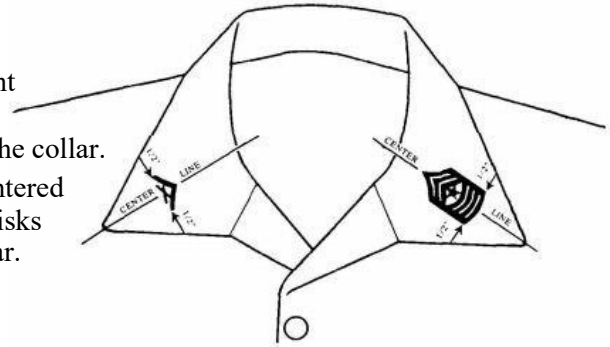
Company Formation

- Company/Platoon Formation with all Marine Corps JROTC cadets participating, will be held at the beginning of each period to familiarize cadets with company size operations, and to recognize outstanding individual performance.
- The following procedures and regulations must be strictly observed:
 - All cadets must arrive on time at the designated area.
 - Cadets who are late for formation must have acceptable excuses.
 - All cadets will fall in immediately with their company for muster.
- Cadets will remain in company formation until dismissed by the Company Commander.

Uniform Clothing and Equipment

Cadet Insignia Placement

- Centered vertically along the imaginary line bisecting the angle formed by the point of the collar and 1/2" from the bottom outer edges of the chevron to the edge of the collar.
- Officer insignia is placed one inch and centered on the front edge of the collar. Multiple disks and lozenges run towards the back of collar.



Ribbons

Male

- Coat: 1/8" and centered above left pocket.
- Shirt: 1/8" and centered above left pocket.

Female:

- Coat: 1/8" above highest point of left pocket and centered over the left pocket.
 - Shirt: 0 to 2 inches above first visible button on the left side of the shirt.
 - Tolerances are given so you can place your ribbons for best appearance since there are no pockets on your shirt.
-

The Cadet Uniform

Uniform Wear & Care

- Marine Corps JROTC uniform wear is authorized by the SMI on designated days and for Marine Corps JROTC functions only.
- You are authorized to wear your uniform to and from school on uniform days.

- The SMI can give a cadet special permission to wear a uniform on special occasions upon the request of a parent.
- Unserviceable uniforms can be exchanged for serviceable uniforms.
- Notify your squad leader and request an appointment to exchange the item during class.
- Cadets are responsible for their uniforms.
- The cadet and his/her parents/guardians will sign a custody form for his/her uniforms for the school year.
- The cadet is responsible for the maintenance and upkeep of his/her uniform for the school year.
- Replacement of lost, stolen or damaged uniforms is the financial responsibility of the cadet. Keep your uniforms in a safe place.

DO NOT LEAVE UNIFORMS AROUND MAINTAIN POSITIVE CONTROL AT ALL TIMES.

**When You Are
In Uniform**

- You represent yourself, your school and the Marine Corps JROTC when you are in uniform.
- Your appearance and conduct should be impeccable.
- Do not chew gum wear headphones.
- Do not walk or stand around with your hands in your pockets.
- Wear your cover outdoors at all times and remove it indoors except when in formation or under arms.
- Salute all officers.
- Do not use foul language, tease others, or wrestle/play in uniform.
- Do not use cellular phones while walking. Stop, make your call or send your text, then carry on.

“Cammies or Digitals” Utility Uniform

	Utility Cap	Washed. Pressed. No Irish pennants.
	Utility Coat	Washed. Pressed. No Irish pennants.
	Utility Trousers	Washed. Pressed. No Irish pennants.
	Desert Boots	Clean, laced bridged and left over right.
	Socks	Clean.
	Green T-shirt	Clean. Level and smooth collar
	Khaki Belt	Clean. Tip 2-4 inches past buckle.
	Belt Buckle	Polished. Locked. Aligned.
	Blousing Garters	Between 1st and 2nd eyelet of boots.
	Green Sweater Optional	Worn under the utility coat.

Blue Dress “B” Uniform

	White Barracks Cap	Bill shined. Clean and smooth cloth.
	Brass Service Emblem	Shined. Eagle's wings parallel to deck.
	Dress Blue Coat	Irish pennant and lint free.
	Ribbons and Badges	1/8" and centered over left pocket.
	Brass Collar Emblems	Shined Anchors inboard.
	White Belt	Cleaned. Snug, smooth fit.
	Waist Plate Brass	Polished.
	White T-shirt	Worn under the jacket. Women will wear white dress shirt with the black neck tab.
	Blue Trousers	Irish pennant and lint free, pressed.
	Khaki Web Belt	Clean. Tip 2-4 inches past buckle.
	Brass Belt Buckle	Locked. Polished. Alignment.
	Black Dress Socks	Clean.
	Black Dress Shoes	Polished.

“Charlies” Service Dress “C” Uniform

	Garrison Cap	Dry Cleaned. Pressed. Irish pennant free.
	Black Service Emblem	Clean and black. Wings level.
	Short Sleeve Khaki Shirt	Dry cleaned and pressed. Irish pennant free
	Ribbons	1/8" above and centered on left pocket.
	Green Trousers	Pressed. Irish pennant and lint free.
	White T-shirt	Clean. Level collar.
	Khaki Web Belt	Clean. Tip 2-4 inches past buckle.
	Brass Belt Buckle	• Locked and polished. Alignment.
	Black Dress Socks	• Clean.
	Black Dress Shoes.	• Clean

Blue Dress “D” Uniform

	White Barracks Cap	Bill shined. Clean and smooth cloth.
	Brass Service Emblem	Wings parallel to deck.
	Short Sleeve Khaki Shirt	Dry-cleaned and pressed. Irish pennant free.
	Ribbons	1/8" above and centered on left pocket.
	White T-shirt	Clean. Level collar.
	Blue Blouse	Irish pennant and lint free.
	Blue Trousers	Clean & pressed.
	Web Belt	Clean. Tip 2-4 inches past buckle.
	Brass Belt Buckle	Locked. Polished. Alignment.
	Black Dress Socks	Clean.
	Black Dress Shoes	Clean

Accessories

MCJROTC
Patch

MCJROTC 1/2 inch down and centered on left sleeve.

**Uniform
Probation**

- MCJROTC uniforms are provided by the U.S. Marine Corps to you free under the condition that you comply with uniform regulations and conduct yourself properly while in uniform.
- The SMI will place cadets on uniform probation for violations of uniform regulations or improper conduct in uniform.
- Uniform probation will affect your inspection grade, participation in unit activities and promotions.

Grooming Standards in Uniform

Male cadet haircut standards

- The hair on the top of the head will not exceed three (3) inches in bulk. Maximum length is three (3) inches. However, keeping your hair at the maximum will require weekly haircuts.
 - Trimmed on the sides and back so that the hair is graduated from zero to 1/2 inch.
 - Hair cannot touch the ears.
 - The hair should be tapered, not blocked.
 - Sideburns will not go below the top of the ear opening (place your index finger in your ear, your sideburns cannot go below the top of your finger).
 - It will be washed and neatly combed or groomed.
 - Hair will be a natural color.
-

Female cadet grooming standards:

- Women cadets will wear their hair in accordance with the new grooming standards.
 - Hairpins will be hidden.
 - No other items are allowed in the hair.
 - Hair will be a natural color.
-

Jewelry /Accessories

- No earrings are allowed for men in uniform.
 - Women are authorized to wear plain gold or silver stud earrings (one on each ear) in Service uniforms and the pearl, gold or silver earrings in Dress Uniforms.
 - No other jewelry will be visible above or around the neck.
 - One bracelet or watch.
 - One ring on each hand is allowed.
-

Grooming

- Men will shave before wearing uniforms.
 - Mustaches are the only facial hair authorized for men.
 - Mustaches must be trimmed so that the hair does not fall below the top edge of the upper lip and does not extend past the corners of the mouth.
-

Grooming Probation

- Marine Corps JROTC uniforms are provided by the U.S. Marine Corps to you free under the condition that you comply with grooming regulations and conduct yourself properly while in uniform.
 - The SMI will place cadets on grooming probation for violations of grooming regulations or improper conduct in uniform.
 - Grooming probation will affect your inspection grade, participation in unit activities and promotions.
-

Close Order Drill

Five Purposes of Drill

- Instill discipline through precision and automatic response to orders.
 - Move units from place to place in a standard and orderly manner.
 - Provide cadets an opportunity to handle individual weapons.
 - Increase leader's confidence through the exercise of command by giving proper commands and drilling cadets.
 - Provide simple formations from which further organization is made.
-

Drill Terminology

Terms & Descriptions

- The following list of terms will be referred to during drill practice. You should be familiar with each term and what it means.

Term	Description
File	2 or more cadets covered one behind the other.
Rank	2 or more cadets aligned shoulder to shoulder
Line	Members or units are aligned abreast.
Column	Members or units organized into a file or files.
Mass Formation	Platoons at close interval in columns to form 6 or more files in a company or larger formation.
Interval	One arm measured shoulder to shoulder.
Close	4" inches measured shoulder to shoulder.
Distance	40" inches measured back to chest between ranks.
Open Ranks	70" inches measured back to chest between ranks.
Cadence	Number of steps per minute.
Quick Time	120-30 inch steps per minute.
Double Time	180-36 inch steps per minute.
Half Step	15-inch step measured from heel to toe.
Back Step	15 inch step backwards.
Side Step	12-inch step to the side measured between heels.
Flank	90-degree pivot to the right or left while marching.
Oblique	45-degree pivot to the right or left while marching.
To the Rear	180-degree clockwise pivot to the rear while marching.

The Three Types of Rest

	Actions
Parade Rest	Relaxed position of attention. Heels are 12 inches apart and the hands are placed on the small of the back with the right hand on top of the left hand. Fingers are straight with the thumbs inter locked.
At Ease	Right foot remains in place. No talking allowed.
Rest	Right foot remains in place. Talking is allowed.
Fall Out	Break ranks and go to the area designated by the leader.

The Three Types of Drill Commands

Command	Description
Preparatory	<ul style="list-style-type: none"> Given with rising inflection of the voice.
Execution	<ul style="list-style-type: none"> Sharp crisp command given one step prior to execution.
Combined	<ul style="list-style-type: none"> Sharp crisp command with no preparatory command. Examples: Fall In, Fall Out, Rest, At Ease, Cover.

Individual Drill Movements

Halted	Halted Individual	Marching Individual
<ul style="list-style-type: none"> Fall In Rest Right & Left Face Back Step Hand Salute 	<ul style="list-style-type: none"> At Ease Attention Fall Out About Face Side Step Parade Rest Dismissed Align to Right 	<ul style="list-style-type: none"> Forward March Change Step Half Step To the Rear Mark Time Flanks Halt Oblique's

Unit Drill

Unit Drill	Forming the Platoon	Reporting the Unit
<ul style="list-style-type: none"> Open Ranks Column Half R/L Column R/L Column of Twos Column of Files Extend in Column Close in Column Pass in Review 	<ul style="list-style-type: none"> Plt Sgt Commands "Fall In" "Inspection Arms" "Port Arms" "Order Arms" "Report" Plt Sgt Reports POST. Platoon Sergeant posts at the end of 3rd Squad. 	<ul style="list-style-type: none"> Unit Leader Reports 1st Squad "All Present or Accounted for" Sir Names of Cadets Absent. For Example; "Jones, is absent." Sir Platoon: "1st Platoon, All Present" or "1st

	<ul style="list-style-type: none"> • Platoon Commander is 6 paces and centered on platoon. 	Platoon, # Cadets Absent" Sir <ul style="list-style-type: none"> • Company: "Company A, All Present or Accounted For." Sir "Company A, # Cadets UA Sir (Unauthorized Absence)"
--	---	--

Reporting & Drill Rifle Movements

Reporting the Unit	Drill Rifle Movements
<ul style="list-style-type: none"> • Change Step • Column Half Left X 2 • Right Flank • Pass in Review • Column Left X 2 • Fall Out • March to the Rear • Dismiss the Platoon • Manual of Arms 	<ul style="list-style-type: none"> • Order Arms • R/L Shoulder Arms • Port Arms • Inspection Arms • Rifle Salutes • Parade Rest • Trail Arms • Present Arms

Military Customs & Courtesies

Saluting

Wearing Covers

- Wear covers outdoors at all times while in uniform.
- Remove cover indoors except when under arms or in formation.

Rules of Saluting

- Salute when covered and in uniform outdoors.
- Salute indoors only when under arms.
- Salute 6 to 30 paces.
- Salute all officers and colors not cased.

Saluting Officers

- Salute and look squarely at the officer.
- Give an appropriate verbal greeting.
- Hold your salute until returned or acknowledged.
- Render the salute only once if officer stays in area.
- Salute again if conversation takes place.
- Salute again when officer departs.

- Passing an Officer: Salute when passing as officer going in the same direction as you are going.
 - Come abreast of the officer on his/her left side, salute and say,
 - "BY YOUR LEAVE, SIR (MA'AM)."
 - Officer will salute and say "Carry On" or "Granted."
 - Terminate your salute and pass ahead.
-

Reporting to Seniors

- Approach the officer at attention (March).
 - Halt 2 paces from the officer.
 - Salute if covered.
 - Say, "Sir, Cadet _____, reporting as ordered, Sir."
 - Hold salute until acknowledged.
 - Remain at attention until given At Ease.
 - When dismissed.
 - Come to Attention.
 - Salute if outdoors or under arms indoor.
 - Say, "Aye, Aye, Sir."
 - Wait for return salute or acknowledgment.
 - Take one step back and execute about face.
 - Depart at attention.
-

Saluting in a Group (While in uniform)

- Group is NOT in formation:
 - First person to notice Officer calls group to attention and salutes for the group or entire group salute individually.
 - Group is in formation:
 - Senior person calls formation to attention and salutes for the entire group.
-

Rendering Honors to Colors

In Uniform

- By yourself:
 - Stand at attention and render a salute.
 - Hold the salute until the last note of the music.
 - If no flag is near face the direction of the music and salute.
 - In formation:
 - Salute only on the command, "Present, Arms" or "Hand, Salute"
 - Indoors stand at attention, facing the flag or music.
 - Covered stand at attention facing the flag or music.
-

Civilian Attire

- Stand at attention facing the flag or music and place your hand, and hat if wearing one, over your heart.
- Passing Colors Salute color guard when colors is six (6) paces away.
- Hold the salute until colors is six (6) paces past you.

Boarding a Ship

- Face aft upon reaching the top of the gangway (brow).
- Salute the National Ensign.
- Salute the Officer of the Deck (OOD).
- Request, "Permission to come aboard."

Departing a Ship

- Departing a Ship Salute the OOD
- Request, "Permission to go ashore."
- Go to the brow, turn aft, and salute the National Ensign.
- After Sunset to 0759 follow the above procedures for boarding a ship, but do not turn aft or try to salute the National Ensign.

Note

The National Ensign is raised prior to the first bell and lowered prior to the last bell.

National Ensigns, Colors, Standards

Definitions

Terms	Definitions
Definition	• National Ensign is the national flag displayed on board Marine Corps ships and at all Marine Corps and Navy Commands ashore.
Color	• A national flag or a flag distinguishing a unit or organization, carried by dismantled elements.
Standard	• A flag carried by Fleet Sailor Force units and major Non-FMF Marine Corps commands.
Guidon	• A small rectangular flag carried by company size units.
Hoist	• To raise. Also refers to the height of a flag.
Fly	• Refers to the length of a flag.

Rules for Display of the Flag

- Hanging: The flag should be hung in a prominent position.
- Blue field is to the left with strips running to the right when hung in a horizontal position.
- Blue Field is in upper right corner (viewers left) at it when hung vertically.
- Blue field is up and facing either north or east when hung vertically over streets.
- Folding: Folding into a triangle with only the blue field visible.

Flag Rules

- The National Color is always displayed to the right and/or above other flags.

Rules for Raising & Lowering the Flag

- Special Situations:
 - Raising: The National Ensign is raised at 0800.
 - The National Ensign is always raised quickly.
 - Lowering: The National Ensign is lowered at sunset.
 - The National Ensign is lowered slowly.
 - Remove and fold properly.
-

Half Mast

- Half Mast symbolizes the nation in mourning.
 - President authorizes half-masting and prescribes duration
 - 0800 (Half Mast) Raise quickly to the top and then slowly lower to half-mast.
 - Sunset (Half Mast). Raise to the top of the flag pole quickly and then lower the ensign slowly. Remove and fold properly.
-

Displaying and Carrying the Colors

Special Situations

- On a Stage: Placed on the stage to the speaker's right.
 - Audience Area: Placed to the right front of the audience.
 - With other flags: To the right when arranged in line (viewers left).
 - Color Guard: Carried to the right of other flags.
 - In column: National color will be carried in front of other flags.
 - Dipping the Flag: National color is never dipped. Other flags are dipped forward during national anthem.
 - Casing the Colors: Colors should be cased when not in use.
-

General Orders

The Eleven General Orders

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

Naval Terms

Naval Terms

Adrift	Loose from towline or moorings
AFT	Referring to the stern of a vessel
All Hands	All members of a command
Ashore	Any place outside of a Marine Corps installation
As You Were	Resume former activity
Aweigh	Said of the anchor, as soon as it has broken away from and is no longer fastened to the bottom.
Aye Aye Sir	Required official acknowledgement of an order meaning I have received, understand and will carry out the order.
Belay	To make fast and secure, as in "Belay the line"
Below	Downstairs: lower deck
Breakout	Take out of stock, or prepare for use
Brig	A place of confinement, a prison
Bow	The front portion of a ship
Bridge	The portion of a ships structure from which it is controlled when underway
Brow	A portable walkway from the pier to the ship's quarterdeck
Buttkit	An ashtray
Carry On	The order to resume previous activity
Chit	A receipt or authorization; a piece of paper
Fantail	The main deck of a ship at the stern
Field Day	Barracks clean-up
Forecastle	The upper deck at the bow on which the ground tackles is located.
Galley	Shipboard kitchen of a mess hall; mobile field mess
Gangway	An opening in the rail giving access to the ship
Gator	An amphibious ship
Geedunk	The place aboard ship where ice cream and candy is sold.
Hatch	Door or doorway
Head	Toilet or bathroom.
Ladder	Stairs
Liberty	Absence of enlisted from the ship or command.
Overhead	Ceiling
Passageway	A hallway
Non-commissioned Officer	A Marine Corps NCO
Police	To strengthen or tidy up.
Port	Left
Quarterdeck	The ceremonial location aboard ship when the ship is moored or at anchor

Rate	A sailor's occupational specialty
Scuttlebutt	Gossip or unfounded rumor; also a drinking fountain
Seabag	The bag used to stow personal gear
Secure	Stop and finish or put away in storage
Shipping Over	Re-enlisting
Sick Bay	Hospital or dispensary
Skipper	Commanding Officer
Skylark	Goof-off. to loiter
Square Away	To straighten up, make ship shape, or get settled
Starboard	Right
Stern	The blunt end of a ship
Swab	A mop

The Leadership Traits

**The 14
Leadership
Traits**
JJIDITIEBUCKLE

Bearing	Creating a favorable impression in your attitude, appearance, and personal conduct at all times.
Courage	Recognizes fear of danger or criticism, and making the right choice regardless of the consequences.
Decisiveness	Make decisions promptly and to announce them in a clear, concise manner
Dependability	Accomplishing what is expected of you on time and correctly.
Endurance	Mental and physical stamina measured by the ability to withstand pain, fatigue, stress, and hardship and still accomplish the mission
Enthusiasm	Sincere interest and exuberance in the performance of duty.
Initiative	Doing what needs to be done without being told to do so. Taking action in the absence of orders.
Integrity	The quality of truthfulness and honesty. "I will not lie cheat or steal or tolerate those who do".
Judgment	The ability to weigh facts and possible courses of action in order to make sound decisions.
Justice	Giving reward and punishment fairly and consistently.
Knowledge	Professional knowledge and an understanding of your cadets.
Loyalty	The quality of faithfulness to our country, our unit, and to one's seniors, subordinates, and peers.
Tact	Working with others without creating hostility.
Unselfishness	Taking care of others before providing for your own comfort and personal advancement.

The Leadership Principles

Background

- Leadership principles are general rules that have guided the conduct and actions of successful leaders of the past.
 - Although there are eleven of these principles, you will probably hear the most about the first three; be technically and tactically proficient; know yourself and seek self-improvement; and know your Cadets and look out for their welfare.
-

Be technically and tactically proficient.

- Simply stated, this principle means that you must know your job thoroughly.
 - Your job as a student is to do well in school and to be a supportive member of your family.
 - Prepare yourself for the next job in the MCJROTC Program.
-

Know yourself and seek self-improvement

- You have to know yourself to be a good leader, and the easiest way to do that is to sit down and honestly think about your strengths and weaknesses.
 - Use the Leadership Traits as a guide to evaluate how you are doing as a leader.
 - Your immediate leader will also provide feedback on your performance.
 - It may take many forms such as counseling, grader or good advice.
 - Once you determine there is room for improvement, make the effort necessary to improve.
-

Know you Cadets and look out for their welfare

- You are probably thinking that this principle is only for leader's senior in rank.
 - You have to know the cadets you work with just as much as senior leaders must know their cadets.
 - Even as a Private or PFC in a fire team, you must know the other cadets in your team and look out for their welfare.
 - Your fellow cadets should do the same for you.
 - Teamwork is the name of the game in the Marine Corps, so make every effort to become better acquainted with your fellow cadets.
-

Keep your Cadets informed.

- Everyone needs to know what's going on in the classroom and the program.
 - When you share knowledge it encourages teamwork and improves morale.
 - Therefore, you should pass the word to your fellow cadets when you can.
-

Set the example.

- Cadets instinctively look to their leaders for patterns of conduct which they may follow, emulate or use as an excuse for their own shortcomings.
 - Other cadets will look at the pride you show in the Marine Corps and in the MCJROTC Program.
 - Set the example for your fellow cadets with your personal habits.
 - Don't use profanity just because others do.
 - Be loyal to your seniors, your peers, and your subordinates.
 - Most importantly, set the example of doing the right thing even if it is unpopular.
-

Ensure that the task is understood, supervised and accomplished.

- The leader must give clear, concise orders to avoid confusion or misunderstanding.
 - Issuing the order is the easiest part of a leader's responsibilities.
 - Supervision to ensure the task is properly performed is equally important.
 - The leader must strike a balance between not enough supervision and too much.
 - Too much supervision tends to destroy self-confidence, initiative and the sense of responsibility and initiative.
 - Equally important, the subordinate is responsible to do the work without continual supervision and prompting.
-

Train your Cadets as a team.

- You must know your own job but the jobs of the other team members as well.
 - A unit working as a team generally does well because each team member is carrying his share of the load.
 - The leader trains cadets to perform and react, to assist one another and to ensure the mission is accomplished.
-

Make sound and timely decisions.

- The decisions have been made, your responsibility is to initiate action and get the job done.
 - You should anticipate that changes may have to be made to even the best plans, so you must be prepared to adapt quickly and get on with the business at hand.
 - You also have a responsibility to make tactful suggestions to your seniors so that they can have the best possible information upon which to base their decisions.
-

Develop a sense of responsibility in your subordinates.

- **The leader of a unit is responsible for everything the unit does or fails to do.**
 - The leader should delegate authority, but can never delegate responsibility.
 - Any effort to evade responsibility will destroy the bonds of loyalty and respect which exist between the leader and subordinates.
-

Employ your command in accordance with its capabilities.

- To expect a unit to do more than it is reasonably capable invites disaster.
 - To ask it to do less is poor economics and is detrimental to accomplishing the mission.
 - Recurrent failure may bring about a collapse of morale, esprit de corps, and efficiency.
 - Cadets may sometimes have to be pushed beyond their normal capabilities in order to exploit a victory or to avoid a costly defeat.
 - Marine Corps history is abundant with examples of small units accomplishing the seemingly impossible.
-

Take responsibility for your actions

- Take initiative and look for more responsibility.
- Use the chain of command when you have problems or need advice.
- Don't get hot under the collar if someone corrects errors in your work or questions in your judgment.
- Accept it as valid constructive criticism and learn from it. It will help you avoid making the same mistake twice.
- Your leaders will be watching to see if you can handle increased responsibility, so prepare for it and be ready when they give it to you.
- Remember, each cadet is responsible for the effectiveness of the unit.

National Chain of Command

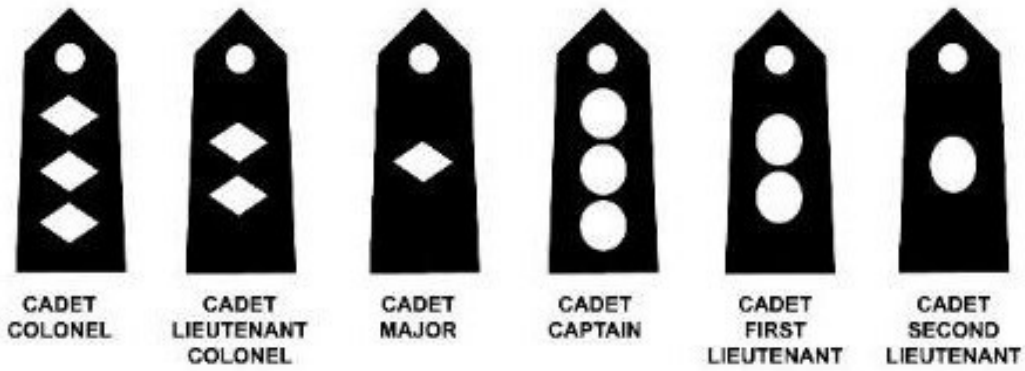
President of the United States	
Vice President	
Secretary of Defense	
Secretary of the Navy	
Commandant of the Marine Corps	
Sergeant Major of the Marine Corps	
Commanding General MCCDC	
Sergeant Major MCCDC	
Director Training & Education Command	
Director Marine Corps Junior ROTC	Col (Ret) Oltman
Regional Director, Region 5 MCJROTC	Mr. Brad Ward
Superintendent of Schools; Forsyth County Schools	Mr. Mitch Young
Principal; North Forsyth High School	
Senior Marine Instructor	CWO3 (Ret) Villarouel
Marine Instructor	MGySgt (Ret) Merritt

Cadet Chain of Command

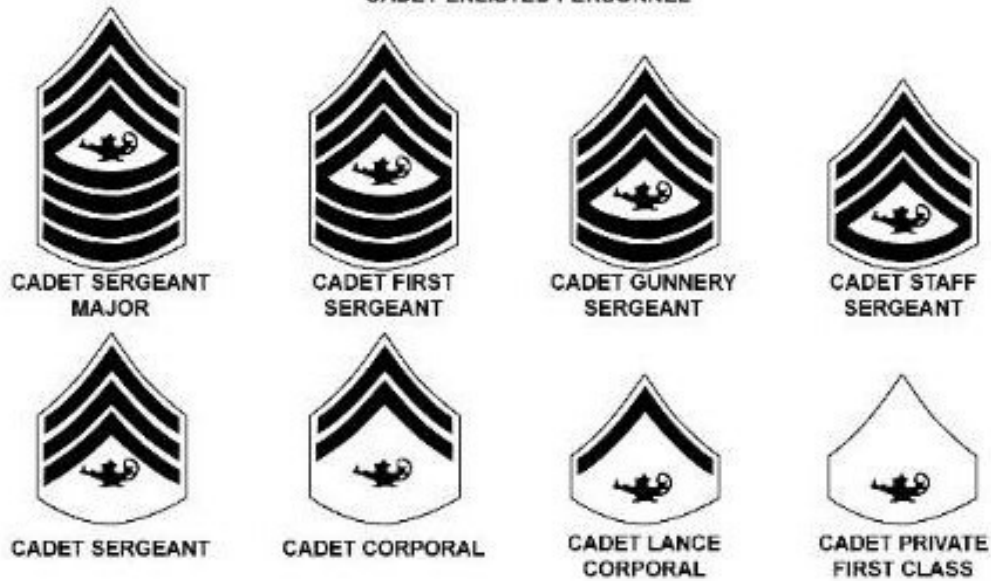
Commanding Officer	
Executive Officer	
Sergeant Major	
Company/Platoon Commander	
Company First Sergeant	
Company Gunnery Sergeant	
Platoon Commander	
Platoon Sergeant	
Platoon Guide	
Squad Leader	
Fire Team Leader	

MCJROTC Cadet Ranks

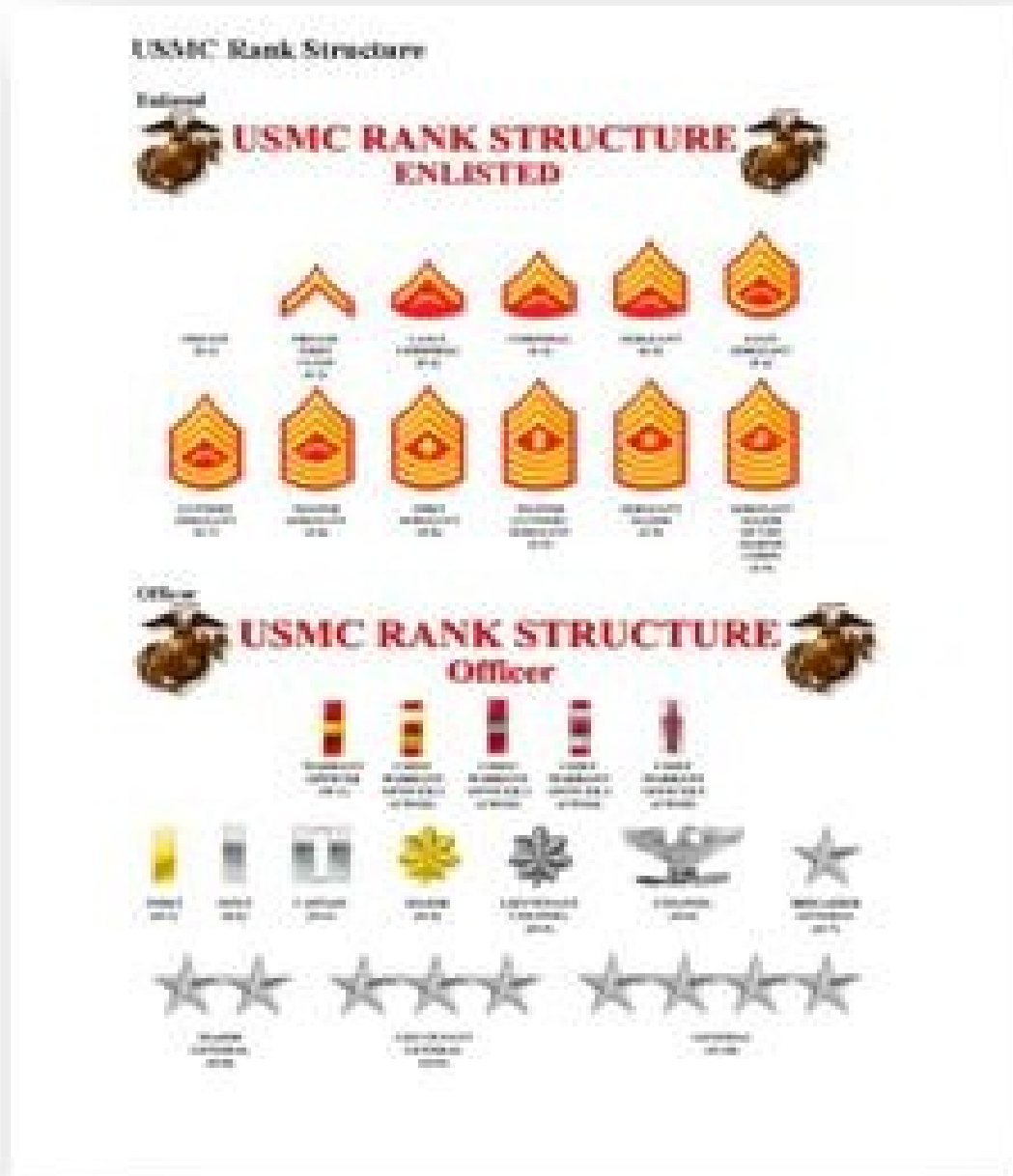
INSIGNIA OF GRADE FOR CADET OFFICERS



INSIGNIA OF GRADE FOR CADET ENLISTED PERSONNEL



Marine Corps Ranks



Marine Corps History

The Beginning

November 10, 1775 (Marine Corps Birthday)	<ul style="list-style-type: none"> • Continental Congress authorized the formation of two battalions of Marines under Samuel Nicholas. • Marines were modeled after the British Royal Marines
Samuel Nicholas	<ul style="list-style-type: none"> • Our First Commandant
Birthplace of USMC	<ul style="list-style-type: none"> • Tun Tavern Philadelphia
Missions for Marines	<ul style="list-style-type: none"> • Sharpshooters in masts of naval ships • Maintain discipline on ships • Conduct landings Board enemy ships.
New Providence, Bahamas	<ul style="list-style-type: none"> • First Amphibious Landing in March of 1776 to seize supplies and guns.
Leathernecks	<ul style="list-style-type: none"> • The uniform of the day had a stiff leather collar worn by Marines to keep heads straight and prevent sword slashes.
Quatrefoil	<ul style="list-style-type: none"> • Figure eight emblem worn on the top of covers to distinguish Marines from the enemy for sharpshooters in the rigging of ships.
1783	<ul style="list-style-type: none"> • Marines fought as part of the Army • Marines and Navy disbanded
1798	<ul style="list-style-type: none"> • USMC reestablished 1798 and USMC band formed.
Archibald Sommers	<ul style="list-style-type: none"> • The First Sgt. Major in the Marine Corps
1801	<ul style="list-style-type: none"> • War with Barbary States
1805	<ul style="list-style-type: none"> • Conducted a 600-mile march to Tripoli in search of Prince Hamet. • Marines stormed the Barbary pirate's stronghold at Derna on "the shores of Tripoli."
Lt Presley O' Bannon	<ul style="list-style-type: none"> • LT Presley O'Bannon receives the Mameluke sword. • This sword still used by Marine officers today
War of 1812	<ul style="list-style-type: none"> • Shipboard service aboard the USS Constitution & USS Wasp • Fought in the battle at Bladensburg, Maryland
Grand Old Man of the Marine Corps	<ul style="list-style-type: none"> • Archibald Henderson-39 years as Commandant
1830's	<ul style="list-style-type: none"> • Seminole Indian War in Florida
1846 War with Mexico	<ul style="list-style-type: none"> • Marines fought as part of the Army • Conducted an "Amphibious" landing at Vera Cruz. • Participated in the Battle at Chapultepec and occupied the "Halls of Montezuma" in Mexico City. .

Blood Stripe	<ul style="list-style-type: none"> • Red (Blood Stripe) stripes worn on the trousers of NCOs and officers worn in memory of the bloodshed at Chapultepec • Emphasized the Importance of NCOs because of the small size of Marine detachments
1859	<ul style="list-style-type: none"> • Marines from Marine Barracks Washington DC led by Colonel Robert E. Lee captured John Brown at Harpers Ferry and put an end to the attempted slave revolt.

The Civil War

1861 Civil War	<ul style="list-style-type: none"> • Primarily served shipboard, and conducted minor coastal operations, or served with the Army. Fought at Bull Run/ Manassas • Cpl. John Mackie became first Marine Medal of Honor Winner • First Marine General, Jacob Zeilin
-----------------------	---

Post-Civil War

1868	<ul style="list-style-type: none"> • USMC insignia Eagle Globe & Anchor is adopted
1883	<ul style="list-style-type: none"> • Semper Fidelis Motto of the Marine Corps Adopted
1898 Spanish American War	<ul style="list-style-type: none"> • In response to a declaration of war against Spain, Marines conducted offensive operations in the Pacific and Cuba. • Battle of Manila Bay, Marines to Cavite Fort • Battle of Santiago bay (Cuba), Guantanamo Bay, • Cisco Wells M.O.H for Sgt. John Quick • Marine actions led to the establishment of several overseas naval installations.
Philippine Insurrection	<ul style="list-style-type: none"> • Emil Aguinaldo. Battle at Samar, Pacification, • Battle at Sohoton, Cliffs, Maj. Waller
1901 Boxer Rebellion	<ul style="list-style-type: none"> • In support of foreign policy, Marines from ships on the Asiatic Station defended the U.S. Legation in Peking China during the Boxer Rebellion. • The Marines were part of a multi-national force that protected the Legation Quarter against attack. • 33 Medals of Honor. Includes Sgt. Dan Daly's first.
1901-1934	<ul style="list-style-type: none"> • Marines were used to quell disturbances throughout the world from the Far East to the Caribbean. • Marines landed and put down insurrections, guarded and protected American lives and properties, and restored order. • Marine Operations in the Caribbean were known as the "Banana Wars."

1912	<ul style="list-style-type: none"> • 2ndLt Alfred Cunningham is first marine pilot.
1913	<ul style="list-style-type: none"> • First Marine Corps aviation unit established.
Haiti	<ul style="list-style-type: none"> • Haiti Order established against Cacaos • Medals of Honor for Maj. Smedley Butler, Pvt. Gross, Sgt. Tams • Sgt. Dan Daly receives his second Medal of Honor,

World War 1

World War I	<ul style="list-style-type: none"> • Marines land as part of the Allied Expeditionary Forces (AEF) in France.
1914 –1917 WWI preps	<ul style="list-style-type: none"> • 1917-1918 U.S. in war (Apr 6 1917) • Slogan “first to fright” on recruiting posters • Dispute of U.S as organic force or replacements for Brit/French units • Marines as independent force or part of Army • Navy transport and Army uniforms and logistic support
June 1917	<ul style="list-style-type: none"> • Marines arrive but do not fight • Gen. Doyen replaced by Gen. John Lejeune July 1918 • Trench warfare, defense dominates, machine gun and artillery • Marines integrated into Army
March-July 1918	<ul style="list-style-type: none"> • German offensive
German Offensive	<ul style="list-style-type: none"> • Situation critical, Gen. Pershing gives 5 US divisions to French • Marines to Paris/Metz road at Belleau wood
2 June	<ul style="list-style-type: none"> • French retreat. 50 miles from Paris • “Retreat hell. We just got here”
3 June	<ul style="list-style-type: none"> • Marine ambushes of German column at 800 yards stop advance and establishes • Builds the reputation of US troops.
6 June	<ul style="list-style-type: none"> • 5th Marines attack German positions using outmoded French tactics. Resort to individual actions. • Sgt. Dan Daly, double M.O.H. recipient. “ Do you want to live forever?” • More men lost this day than in previous 143 years of USMC • Sgt. Quick and Model T truck with ammo holds town of Bouresches • Excellence of NCOs in sustaining battle after officers are killed
June 8-12	<ul style="list-style-type: none"> • Stalemate
June 13	<ul style="list-style-type: none"> • German counterattack with gas and artillery. • Repelled by artillery and sharpshooters

	<ul style="list-style-type: none"> • Marines earn the name Devil Dogs from the Germans
26 June	<ul style="list-style-type: none"> • End of battle, 5,100 casualties wounded for 1 square mile of woods • It established Marines as a significant force. • Good publicity for USMC, but Pershing upset.
July 1918 St Mihiel salient	<ul style="list-style-type: none"> • Final German offensive repelled at Soissons • Lejeune gets command of US 2nd Division and conducts assault on St Mihiel salient
Sept 1918 Mont Blanc	<ul style="list-style-type: none"> • Assault on Mont Blanc, strongly fortified German position. M.O.H. Pvt. John Kelly (machine gun nest)
11 Nov	<ul style="list-style-type: none"> • 11th day, 11th hour, 11th month • War ends
Results	<ul style="list-style-type: none"> • 32,000 served in France, 12000 casualties, 3,284 KIA • 1918 first enlistment of women. Opha Johnson • Establishment of reservists as part of fighting force

Operations after WW1

Inter-war Years	<ul style="list-style-type: none"> • Marines Search for a mission • Value of Marine Corps questioned • If Marines fought as part of the Army, why have a separate Corps?
1921 LTCOL Earl Ellis	<ul style="list-style-type: none"> • Pacific war against Japan • Marines envisioned as amphibious shock force to seize islands and Naval bases he dies on Palau
Commandant John Lejeune & Amphibious Warfare	<ul style="list-style-type: none"> • Proposed a future, mobile, offensive Corps to conduct operations against hostile naval bases • Conducted experimental landings in, <ul style="list-style-type: none"> • Failures • Poor command and control • Lack of communications • Poor fire support • Needed equipment to move men and material ashore

Banana Wars of the Caribbean 1923-1924

Haiti 1919-1934	<ul style="list-style-type: none"> • Charlemagne Peralte , and cacaos • Bandits or freedom fighters? • Stiff, ugly, savage jungle fighting • Aviation squadron to support ops
------------------------	---

	<ul style="list-style-type: none"> • Sgt. Hanneken Cpl. Button penetrated Peralt hideout and killed him. MOH • Benoit Batraille captured a Marine Lt. and ate his heart and liver , eventually killed by Marines
Dominican Republic 1916-1934	<ul style="list-style-type: none"> • Marines acted as local police, Trained army, • FDR Good Neighbor Policy (1934) ended interventions
The Real Problem	<ul style="list-style-type: none"> • USMC in China • Puller, Edson, Carlson, Krulak Observed Japanese operations, esp. amphibious shipping

Pre-World War II

Fleet Marine Force created 1931	<ul style="list-style-type: none"> • Commander John Russell • Combined arms force Infantry, armor, air, artillery, engineers, etc • MC School at Quantico studied amphibious problem for 2 years studied the failure at Gallipoli. • Amphibious Principles • Unity of command, control of AOA needed for preparations and landing period, sequence of assault, communications, intelligence on area, landing craft • Validated by amphibious exercises 1934-1941 • Gen. Holland M Smith became authority on amphibious operations.
Problems with Amphibious Operations	<ul style="list-style-type: none"> • Boats upset • Landing at wrong beach • Naval gunfire not on target • Rivalry between admirals and generals • Development of landing craft • Andrew Higgins, flat bottom, shallow draft, retractable ramp • Donald Roebling, tracked amphibian, rescue, logistics, carry troops LVT

World War II

1941	<ul style="list-style-type: none"> • The United States was thrust into war following the devastating surprise attack on Pearl Harbor by Japanese forces. Marines defended against this attack and similar attacks throughout the Pacific during the opening stages of the war. The Marine Corps was
-------------	--

the principal force utilized by the Allies in execution of a strategy of "island hopping" campaigns. The earlier development of amphibious doctrine proved to be invaluable in carrying out this strategy. The strength of the Marine Corps reached nearly 500,000 during World War II.

Korean War

1950

- Conflict in Korea tested Marine Corps combat readiness. The Marines responded to the attack by North Korean forces by quickly assembling the First Marine Provisional Brigade from the understrength 1st Marine Division. These Marines shipped out and were later used to rescue the crumbling Pusan perimeter. Marine forces further displayed their combat readiness and versatility by making an amphibious landing over the seawalls at Inchon. Marine aviators flew helicopters for the first time in battle.

1965

- Marines landed in South Vietnam, which committed the Marine Corps to the longest war in its history.
- Marines conducted numerous large-scale offensive operations throughout the course of the war, as well as participating in the pacification program designed to win the support of the local populace. Also, in response to an attempted coup of the local government, Marines landed in the Dominican Republic to evacuate and protect U. S. citizens. The Marines formed the core of a multinational force that quickly restored the peace

Operation Desert Storm

1991

- After Iraq invaded Kuwait in 1990, the United Nations intervened with a stern resolution warning Iraq to withdraw or United States and UN forces would drive them out. Iraq refused, and Operation Desert Storm began.
- During the operation, Marines accomplished a wide range of missions:
From the air, Marine pilots used fixed-wing and rotary-wing aircraft to destroy Iraq's air and naval forces, anti-air defenses and ballistic missile launchers.
- With amphibious tactics, more than 8,000 Marines were able to storm the shores of Kuwait, ousting Iraq's army.
On Iraqi soil, Marines crossed minefields, barbed-wire obstacles,

booby traps, and fire trenches while under attack from Iraqi artillery.

- With precise air operations, tenacious amphibious assaults, and versatile land tactics, the Marines led one of the most successful in modern warfare.

Operation Iraqi Freedom

2003-2012

- One of the key strategies of Operation Iraqi Freedom during 2003 was the capture of Iraq’s capital, Baghdad. A convoy of thirty thousand Marines advanced five hundred miles from the border of Kuwait in just ten days.
- On April 9, 2003, Marines secured the center of Baghdad. That same day on April 9, 2003, Marines secured the center of Baghdad. That same day, Coalition forces declared an end to the dictator’s rule.

Operation Enduring Freedom

2001- Present

- Following the terrorist attacks of September 11, 2001, the United States government declared a “Global War on Terrorism.”
In response to the Taliban government's refusal to respond to known terrorist activities within their borders, Marines were deployed to Afghanistan as part of Operation Enduring Freedom.
- In 2003, Iraq became a second front in the war on terrorism with Operation Iraqi Freedom. Both operations are ongoing, with Marine responsibilities ranging from combat and security operations to humanitarian efforts.

Develop Mission Statement: Things & Activities

**Things or
Activities**

Describe the things or activities you want to accomplish for yourself. Focus on goals about your career, your personal life, your professional life, your fitness, your education and anything you want to accomplish.

My Mission for the Things & Activities I will accomplish.
--

Academic

Athletics/Sports

Personal

Health & Fitness

Other

Career/Job