



CADET HANDBOOK

2023 - 2024

FORWARD

Welcome to the Westview High School Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) program. We are looking forward to another 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 Westview High School.

Semper Fidelis,

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Senior Marine Instructor

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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 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 three 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.

CHAPTER TWO

WESTVIEW HIGH SCHOOL MCJROTC

- 2-1. **ORGANIZATION.** The MCJROTC unit at Westview 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 the Tolleson Union High School District and the U.S. Marine Corps.
- 2-2. **THE MCJROTC PROGRAM**
- a. The MCJROTC program at Westview 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 Westview 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 Westview 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 MCJROTC unit, the student must:
- a. Be enrolled in and attending a regular course of instruction at Westview High School.
 - 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 MCJROTC during the school year may receive a failing grade for the year, and lose the wellness, elective, or CTE credit, whether or not they successfully transfer into another elective. Cadets may be disenrolled from the MCJROTC program for any of the following reasons:
- a. Voluntary Requests – cadets who voluntarily request disenrollment from the program may be disenrolled if approved. Additionally, cadets who transfer from Westview 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. Poor attendance – cadets with demonstrated poor attendance, which may include both unexcused absences and excused absences, if either or both are preventing the cadet from satisfactorily meeting the requirements of the MCJROTC program.
- e. Failure to wear the uniform – cadets who consistently fail to wear the MCJROTC uniform on designated uniform days throughout the school year may be considered for disenrollment. Failure to wear the uniform three or more times during a grading period may result in a failing grade for that marking period, and the cadet may be considered for disenrollment.
- f. Inaptitude – cadets who consistently demonstrate poor performance and/or an inability to develop basic leadership skills may be disenrolled.
- g. Poor attitude – any cadet who consistently displays a poor attitude and a lack of motivation regarding the MCJROTC program may be disenrolled.
- h. Misconduct – cadets who fail to obey the Tolleson Union High School District Code of Behavior, Westview High School regulations, and/or any of the agreed upon enrollment requirements for MCJROTC as outlined in Part Two of the “Application and Agreement for Enrollment in the Marine Corps Reserve Junior ROTC Program” (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.

2-5. PROGRAM BENEFITS. Successful participation in the MCJROTC program will enhance the cadet’s leadership skill, 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.

2-6. MCJROTC LEADERSHIP EDUCATION. The program of instruction contained herein describes the curriculum being used in the MCJROTC program at Westview 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).** The 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 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 Drill Team/Color Guard, Physical Fitness Team, Air Rifle Team, orientation trips, community service projects, 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 Drill Team/Color Guard, Physical Fitness Team, Air Rifle Team, orientation trips, community service projects, 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 Drill Team/Color Guard, Physical Fitness Team, Air Rifle Team, orientation trips, community service projects, and social events.
- d. **LEADERSHIP TRAINING IV (LE-IV).** The 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 assigned to Leadership Education I or II classes to provide leadership, serve as role models, conduct training, and mentor junior cadets 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 Drill Team/Color Guard, Physical Fitness Team, Air Rifle Team, orientation trips, community service projects, and social events.

2-7. SENIOR MARINE INSTRUCTOR (SMI). The SMI is a retired Marine Officer who administers and conducts the MCJROTC program at Westview High School in accordance with Marine Corps Order P1533.6E, and under the direction and guidance of Tolleson Union High School District, the principal at Westview 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 Westview High School.

2-9 CADET EVALUATION/GRADING. Class standing is determined per the standards set forth by the Tolleson Union High School District. Students who participate in the JROTC program will receive credit for each semester successfully completed. Overall MCJROTC grades for each cadet are determined by the MCJROTC instructional staff based on the cadet's performance in the following areas:

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

Grading students is the responsibility of the JROTC instructor staff. Scores are the responsibility of the cadet! Cadets are responsible for knowing what is happening each week in the JROTC. A training schedule is posted in the classroom and all events for the month are clearly described, including all exam and assignments. Assignment rubrics will be posted in the classroom to ensure Cadets understand how they are being graded. Cadets must read the training schedule to keep abreast of unit activities, so that they can plan accordingly and be successful. Assignments missed due to absences are the responsibility of the cadet. Cadets who have an excused absence will be given the opportunity to make up the work upon returning to school. Assignments must be completed as scheduled. Cadets who fail to make-up an assignment will receive an "F" for that assignment. Cadets will have one week or the first day returning to school to make-up missed assignments.

Grading Scale. Each quarter will count for 45% of a student's grade, and the semester test is 10% of the grade.

Letter Grade Equivalents. The following scale is used to determine exact letter grades.

A = 90 -100%	C = 79 -70%	F = 59% and below
B = 89 - 80%	D = 69%-60%	

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

CHAPTER THREE

ORGANIZATION OF THE CORPS OF CADETS

3-1. ORGANIZATION OF THE CORPS OF CADETS

- a. The Westview High School MCJROTC Corps of Cadets operates as a company consisting of the following elements:

- (1) Cadet Company Staff
- (2) Cadet Platoons (one per instructional period)
- (3) Cadet Squads (three per platoon)

- b. The Company Staff will consist of the following cadet billets (Rank will be based on cadet's current standing within JROTC):

(1) Cadet Company Commander	Captain
(2) Cadet Company Executive Officer	First Lieutenant
(3) Cadet Company Operations Officer	First Lieutenant
(4) Cadet Company Logistics Officer	First Lieutenant
(5) Cadet Company Administrative Officer	First Lieutenant
(6) Cadet Company Public Affairs Officer	First Lieutenant
(7) Cadet Company First Sergeant	First Sergeant
(8) Cadet Company Gunnery Sergeant	Gunnery Sergeant
(9) Cadet Company Operations Chief	Gunnery Sergeant
(10) Cadet Company Administrative Chief	Gunnery Sergeant
(11) Cadet Company Logistics Chief	Gunnery Sergeant
(12) Cadet Company Public Affairs Chief	Gunnery Sergeant

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

- (1) Cadet Platoon Commander
- (2) Cadet Platoon Sergeant

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

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

- e. Actual ranks of billet holders will depend upon the rank the cadet has obtained according to the unit promotion system.

3-2. **BILLET ASSIGNMENTS.** The Company Staff and other billets are selected through a billet board at the end of the schoolyear. Some cadet billets will be assigned by the SMI/MI on a rotating basis per the availability and suitability of available cadets within each platoon in order to allow as many cadets as possible the chance to serve in leadership positions. Billet assignments are not a guarantee; cadets must adhere to academic and physical requirements as set forth in the MCJROTC program. The SMI may execute billet assignment changes as needed based on conduct and performance.

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. Duties
 - (1) Cadet billet holders are required to exercise the appropriate leadership responsibilities pertinent to their assigned leadership billet.
 - (2) Cadet billet holders are expected to set the highest standards of proficiency, conduct, military bearing, and personal grooming standards in order to provide the best possible example for their fellow cadets to follow.
 - (3) 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.
 - (4) Cadet billet holders are responsible for maintaining good order and discipline of their respective units.
 - (5) Cadet billet holders are only authorized to administer “motivational physical training” to subordinate cadets under the direct supervision of the SMI/MI.
- d. Cadet Company Commander
 - (1) Serve as the senior billet holder in the Corps of Cadets 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 Company Staff in the execution of the annual training plan, cadets’ functions, special events, and pertinent extracurricular activities.
 - (4) Serve as an overall mentor for each member of the Corps of Cadets.
 - (5) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.
- e. Cadet Company Executive Officer
 - (1) Be prepared to serve as the senior cadet of the Corps of Cadets in the absence of the Company 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 Company Commander in the execution of the annual training plan, and other events, as required.
 - (4) Direct and supervise the actions of the Company Staff in the execution of the annual training plan, cadets functions, special events, and pertinent extracurricular activities.
 - (5) Serve as a mentor for each member of the Corps of Cadets.
 - (6) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.
- f. Operations Officer
 - (1) Be prepared to serve as the Cadet Company Executive Officer or Cadet Company Commander in the absence of either billet holder.
 - (2) Serve as third in command for MCJROTC functions, special events, and assigned extracurricular activities.

- (3) Advise and assist the SMI, MI, Cadet Company Commander, and Cadet Company 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.
- (5) Serve as a mentor for each member of the Corps of Cadets.
- (6) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

g. Cadet Company Logistics Officer

- (1) Be prepared to serve as the Cadet Company Operations Officer in their absence.
- (2) Advise and assist the SMI, MI, Cadet Company Commander, and Cadet Company Executive Officer in the execution of the annual training plan, and other events, as required.
- (3) Assist the Operations Officer with the logistical planning and support of all events on the training schedule throughout the academic year for the Corps of Cadets.
- (4) Supervise the Cadet Armory Chief in the upkeep, security, and accountability of items stored in the unit armory space.
- (5) Serve as a mentor for each member of the Corps of Cadets.
- (6) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

h. Cadet Company Supply Officer

- (1) Advise and assist the SMI, MI, Cadet Company Commander, and Cadet Company 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 the uniforms and equipment within the Supply Warehouse.
- (3) Become familiar with the NAVMC 10939A and NAVMC 10939B JROTC Memorandum Receipts for Uniform Issue and ensure the uniform issue/receipt logbook is kept up to date.
- (4) Ensure strict accountability of the uniform and equipment stored in the Supply Warehouse.
- (5) Serve as the primary cadet to issue/receive uniform items in the Supply Warehouse, and supervise and assist the Cadet Company Supply Chief in the performance of their duties.
- (6) Serve as a mentor for each member of the Corps of Cadets.
- (7) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

i. Cadet Company Administrative Officer

- (1) Advise and assist the SMI, MI, Cadet Company Commander, and Cadet Company Executive Officer in the execution of the annual training plan, and other events, as required.
- (2) Become familiar with the Cadet Records database, and assist the SMI/MI in the input of pertinent data into the Cadet Records database.
- (3) Become familiar with 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, assist the Cadet Company First Sergeant and supervise the Cadet Company Administrative Chief in the performance of their duties.
- (5) Serve as a mentor for each member of the Corps of Cadets.
- (6) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

- j. Cadet Company First Sergeant (There may be a time when a cadet may be designated as the Cadet Company 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 Company Officers.
 - (2) Advise and assist the SMI, MI, and the Cadet Company Staff in the execution of the annual training plan, and other events, as required.
 - (3) Ensure that you always have accurate accountability of the total number of cadets, to include during unit level training events, field trips, and other activities, as required. Maintain an updated cadet alpha roster at all times.
 - (4) 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, as needed.
 - (5) Become familiar with the Cadet Training Records, and assist the SMI/MI, Administrative Officer, and Administrative Chief in the upkeep of pertinent information in Cadet Training Records.
 - (6) Serve as a mentor for each member of the Corps of Cadets.
 - (7) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.
- k. Cadet Company Gunnery Sergeant
 - (1) Be prepared to serve as the Company First Sergeant in their absence.
 - (2) Advise and assist the SMI, MI, and the Cadet Company Staff in the execution of the annual training plan, and other events, as required.
 - (3) Assist the Operations Officer and Logistics Officer in the primary planning, support, and execution of all events on the training schedule throughout the academic year for the Corps of Cadets.
 - (4) Serve as a mentor for each member of the Corps of Cadets.
 - (5) Maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.
- l. Cadet Company Operations Chief
 - (1) Be prepared to serve as the Company Gunnery Sergeant in their absence.
 - (2) Advise and assist the SMI, MI, and the Cadet Company 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.
 - (4) Serve as a mentor for each member of the Corps of Cadets.
 - (5) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.
- m. Cadet Company Administrative Chief
 - (1) Be prepared to serve as the Cadet First Sergeant in their absence.
 - (2) Become familiar with the Cadet Training Records database, and assist the SMI/MI in the input of pertinent data into the Cadet Records database.
 - (3) Become familiar with the Cadet Training Records, and assist the SMI/MI in the upkeep of pertinent information in the Cadet Training Records.
 - (4) Assist the SMI and the Cadet Administrative Officer with pertinent cadet administrative matters.
 - (5) Serve as a mentor for each member of the Corps of Cadets.
 - (6) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

n. Cadet Company Supply Chief

- (1) Be prepared to serve as the Cadet Company Supply Officer in their absence.
- (2) Assist the SMI/MI, and the Cadet Company Supply Officer in the upkeep, security, and accountability of the uniforms and equipment within the Supply Warehouse.
- (3) Become familiar with the NAVMC 10939A and NAVMC 10939B JROTC Memorandum Receipts for Uniform Issue and ensure the uniform issue/receipt logbook is kept up to date.
- (4) Ensure strict accountability of the uniform and equipment stored in the Supply Warehouse, and serve as one of the cadets authorized to issue/receive uniform items in the Supply Warehouse.
- (5) Serve as a mentor for each member of the Corps of Cadets.
- (6) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

o. Cadet Company Armory Chief

- (1) Assist the SMI/MI in the accountability, upkeep, and administration of the Unit Armory.
- (2) Ensure that strict accountability is kept of the Drill Rifles and NCO swords on hand in the Unit Armory, to include the monthly armory inventory.
- (3) Ensure that daily issue/receipt of the Drill Rifles and NCO swords are properly completed and recorded.
- (4) Serve as a mentor for each member of the Corps of Cadets.
- (5) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

p. Cadet Platoon Commander

- (1) Serve as the senior billet holder in the class.
- (2) Assist the SMI/MI in the execution of the daily class schedule.
- (3) Supervise and execute platoon training in accordance with the training schedule.
- (4) Supervise daily platoon formations.
- (5) Supervise execution of the daily platoon muster and provide accountability information to the SMI/MI at the start of each class.
- (6) Always ensure strict accountability of personnel and equipment.
- (7) Be prepared to perform administrative functions at the direction of the SMI/MI.
- (8) Conduct platoon uniform inspections, as required.
- (9) Ensure pertinent information is passed to your platoon daily.
- (10) Lead your platoon in close order drill and physical training per the training schedule.
- (11) Serve as an overall mentor for each member of your platoon.
- (12) Personally, maintain the highest standards of proficiency, conduct, military, bearing, and personal grooming standards for your platoon.

q. Cadet Platoon Sergeant

- (1) Serve as the senior enlisted billet holder in the class.
- (2) Assist the Cadet Platoon Commander in the execution of the daily class training schedule.
- (3) Execute daily platoon formations.
- (4) Execute the daily platoon muster and provide accountability information to the Cadet Platoon Commander at the start of each class.
- (5) Always ensure strict accountability of personnel and equipment.
- (6) Be prepared to perform pertinent administrative functions at the direction of the Cadet Platoon Commander.
- (7) Conduct platoon uniform inspections, as required.
- (8) Lead your platoon in close order drill and physical training per the training schedule.

- (9) Serve as an overall mentor for each member of your platoon.
- (10) Personally, maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for your platoon.
- (11) Be prepared to serve as the Platoon Commander in his/her absence.

r. Cadet Squad Leader

- (1) Serve as the senior member of your squad.
- (2) Assist the Cadet Platoon Sergeant in the execution of the daily class training schedule, to include daily platoon formations.
- (3) Provide squad accountability information to the Cadet Platoon Commander or Cadet Platoon Sergeant.
- (4) Ensure strict accountability of squad personnel and equipment at all times.
- (5) Be prepared to perform pertinent administrative functions at the direction of the Cadet Platoon Commander or Cadet Platoon Sergeant.
- (6) Ensure your squad is properly informed of pertinent information.
- (7) Conduct squad uniform inspections, as required.
- (8) Lead your squad in close order drill and physical training per the training schedule.
- (10) Serve as an overall mentor for each member of your squad.
- (11) Maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for your squad.

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 that is not present when the late class bell is sounded will be sent to sweep per school policy.

4-2. DAILY CLASSROOM PROCEDURES

- a. After entering the classroom, cadets will drop off their personal belongings and go outside and form up in formation.
- b. Cadets are expected to bring appropriate materials to class (Cadet Handbook, writing utensil, notebook). Cadets will bring the physical training (PT) uniform, or appropriate footwear for close order drill, to class when directed. Cadets will bring their own water bottle or water source during PT and close order drill days.
- c. Food/drinks are prohibited in class or formation unless authorized by SMI/MI. Chewing gum is not authorized.
- d. Talking in a quiet manner is permitted during breaks only. Do not be a distractor during classes!
- e. Cadets should not use JROTC class time as a study hall to catch up on non-JROTC subjects. Upon request, cadets may be authorized to do such work, but only if it is a dire necessity.
- f. If a cadet feels sleepy and unable to keep his/her head in an upright position, the cadet may go to the rear of the classroom and stand without support until an alert position can be maintained.
- g. There will be no electronic devices displayed, worn, or used while in the classroom Music playing devices are not permitted unless specifically authorized by the instructors. Cadet cell phones and air pods/headphones must be turned off during class and put away upon entry into the JROTC building. Authorization may be granted but student laptops are the primary electronic device that should be used.
- h. Cadets will treat classroom furniture with respect by keeping feet off chairs and tables. Do not sit on tables.
- i. All head calls (bathroom breaks) will be made before or after class.
- j. Telephone calls will not be authorized except in emergency situations. MCJROTC classroom/office telephones are for official use by the SMI/MI only. Cadets are only authorized to use the telephones with permission of the SMI/MI. No routine calls may be made from these telephones. Proper protocol for answering classroom/office telephones is “Westview High School Marine Corps Junior ROTC, Cadet (Last Name), how may I help you?”
- k. Cadets will not leave personal belongings, including school material, in the JROTC classroom. Check for personal items and trash prior to leaving class. Authorization may be given but the instructors will not be liable for missing belongings.

- l. Cadets will help maintain the cleanliness and order of the classroom. Each platoon commander will be responsible for care and cleaning of the classroom prior to dismissing the class.
- m. Cadets will read and familiarize themselves with the training schedule.
- n. Cadets will follow the school dress code and general regulations governing on campus conduct.
- o. Upon completion of the class period, cadets will be dismissed by a Marine Instructor or designated cadet, **not by the bell**. Chairs will be placed in their original position.
- p. Uniforms will be worn on days directed by the SMI/MI. Cadets are expected to conduct themselves in a respectful, quiet, and dignified manner whenever they are in uniform.
- q. Cadets will always use "Sir" while addressing/answering the SMI, and the appropriate military rank when addressing/answering the MI. When asking for permission or assistance, cadets are expected to say "Please" first.
- r. Cadets are NOT allowed in the SMI's/MI's office, the unit armory, the MCJROTC annex, or the supply warehouse without specific approval by either the SMI/MI or a cadet billet holder.
- s. Wearing earrings by male cadets **WILL NOT BE PERMITTED** at any time while in uniform or while participating in MCJROTC activities.

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

5-4. 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, face 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**".
- 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.
- 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.

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, Westview 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 nametapes, and associated cadet rank insignia. Since 1775, Marines have worn their uniform 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 the 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 Westview 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 with prior permission from the MI or SMI. 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 make-up 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 will receive zero for both the uniform grade and the inspection grade. ***Three or more uniform grades of zero during a marking period may result in the failure of the MCJROTC Leadership Education class for the marking period. Failure to participate in the Annual IG Inspection may result in the failure of the MCJROTC Leadership Education class for the marking period as well.***

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 A 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.***

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 and their level of responsibility of proper wear and care of uniforms. Except for Drill/Ceremonial team members, LE-I cadets will only be issued the utility uniform. LE-II through LE-IV cadets will normally be issued the utility uniform and/or the seasonal service uniform. Uniform types include:

- a. Blue Dress “Alpha” – Blue trousers or slacks with blue coat, medals and ribbons.
- b. Blue Dress “Bravo” - Blue trousers, slacks, or skirt with blue coat, ribbons only.
- c. Blue Dress “Charlie” - Blue trousers, slacks, or skirt with khaki long sleeve shirt and tie.
- d. Blue Dress “Delta” - Blue trousers, slacks, or skirt with khaki short sleeve shirt.
- e. Service “Alpha” - Green trousers, slacks, or skirt with green coat and long sleeve shirt.
- f. Service “Bravo” - Green trousers, slacks, or skirt with khaki long sleeve shirt and tie.
- g. Service “Charlie” - Green trousers, slacks, or skirt with khaki short sleeve shirt.
- h. Utility Uniform - Camouflage blouse and trousers.
- i. Physical Training (PT) - Unit T-shirt, MCJROTC shorts, and tennis 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 always worn outdoors. 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.
- m. There will be no “horseplay” while in uniform.

- n. Public displays of affection while in uniform are prohibited.
- o. No audio equipment (MP3/Ipod/Ear buds, etc.) will be worn or used while in uniform, except while seated on the bus, seated at a stationary position in the passageway, or in class, when authorized.

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 the Dress Blue and Service uniforms, alterations and repairs required to insure a proper fit will be done at Marine Corps expense at a designated tailor prior to final issue of the uniform. Cadets are not permitted to alter the uniform or to make major repairs to it. Hemming of men's trousers or women's slacks/skirts 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 responsibilities while the uniform is in his or her possession.

- a. *All Dress Blue/Service 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. Submit a supply request form to exchange any uniform items.
- 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 in unsecured lockers, to include gymnasium lockers, the gymnasium, other classrooms, or private vehicles.

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

- a. Belt Lengths

- (1) Web Belt – belt tip will extend between 2 and 4 inches past the left edge of the buckle.

- (2) Cloth Belt (Service Uniform) - between 2 ¾ and 3 ¾ inches past the left edge of the buckle.

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

- c. Tie Clasp - centered between the 3rd and 4th button on the long sleeve shirt.

- d. Trouser/Slack Length - Trousers will be long enough to break slightly over the shoe in front and to reach the juncture of the welt of the shoe in the rear. A variation of ¼ 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 Service "Alpha" and 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's 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 Service coats. On khaki shirts and utility blouses, 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 $\frac{3}{4}$ 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 khaki shirts and utility shirt collars with the point of the chevron up, positioned $\frac{1}{2}$ 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. (SEE PAGE 39 FOR DIAGRAM)
- 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 $\frac{1}{8}$ " 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 $1\frac{1}{2}$ to $3\frac{1}{2}$ 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 $1\frac{1}{2}$ to $3\frac{1}{2}$ 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
 - (1) For male cadets, ribbon bars will be centered $\frac{1}{8}$ inch above and parallel to the top edge of the upper left pocket on Dress Blue coats, Service coats, and men's khaki shirts. When marksmanship badges are worn, ribbon bars will be centered over the pocket with the bottom edge of the ribbon bar $\frac{1}{8}$ 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 $\frac{1}{2}$ 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 $\frac{1}{8}$ 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 or Service 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, Dress Blue coat or Service 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 or Service 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 wingspan 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.

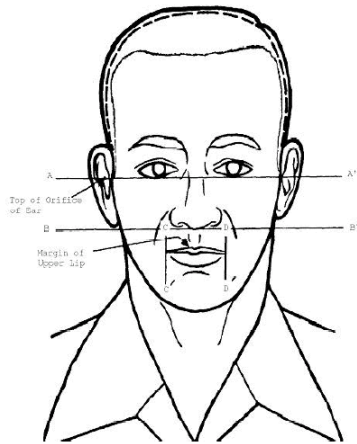


Figure 1-1.--Male Grooming Standards (Front View).

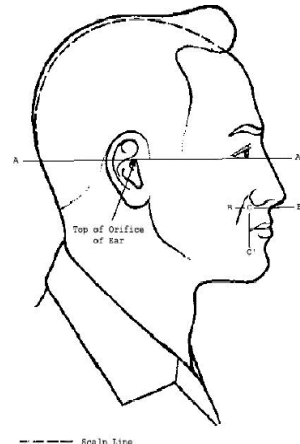


Figure 1-2.--Male Grooming Standards (Side View).

- (3) Sideburns will not exceed 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 will also not be worn in such a way that the uniform cover cannot be worn properly.
- (2) Inconspicuous 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.
- (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.
- (2) 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.

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 will:

- (1) Follow all the rules in the Tolleson Union High School District Student Handbook.
- (2) Demonstrate respectful behavior towards the United States and the U.S. flag and stand and participate in the Pledge of Allegiance during school.
- (3) Display honor, courage, and commitment.
- (4) Follow all cadet regulations, school regulations, and public laws and regulations.
- (5) Respect authority.
- (6) Display the utmost integrity and honor their word.
- (7) Do the right thing.
- (8) Treat others with dignity and respect.
- (9) Respect public and private property.
- (10) Demonstrate attention to duty, attention to detail, and moral courage.
- (11) Set the example, display a positive attitude, and exert positive peer pressure.
- (12) Use appropriate language.
- (13) Strive to continuously improve themselves.
- (14) Take care of each other.
- (15) Demonstrate initiative (do things without being told to do so).
- (16) Be courteous to their families, their fellow cadets and students, and school faculty.
- (17) Wear their uniforms respectfully and exercise appropriate grooming standards.
- (18) Wear appropriate clothing to class on non-uniform days.
- (19) Use electronic devices and social media in a responsible manner.

b. MCJROTC Cadets will not:

- (1) Lie, cheat, or steal.
- (2) Demonstrate bigotry or discrimination regardless of race, religion, or gender.
- (3) Engage in any form of sexual harassment or bullying.
- (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) Engage in unacceptable use of electronic devices or social media.

CHAPTER EIGHT

PROMOTIONS, AWARDS, RIBBONS, AND PERSONAL RECOGNITION

8-1. 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 Sergeant/Platoon Commander/Cadet Staff, and meet the following requirements:

- (1) Maintain at least a “C” average in MCJROTC.
- (2) Know and consistently comply with unit grooming standards.
- (3) Habitually observe proper military customs and render proper military courtesies per the information contained within this handbook.
- (4) Be able to take and pass knowledge test with a 70% or higher.

b. Lance Corporal (LCPL). Candidates for LCPL will request advancement, be recommended by their Platoon Sergeant/Platoon Commander/Cadet Staff, and meet the following requirements:

- (1) Maintain at least a “C” average in MCJROTC.
- (2) Know and consistently comply with unit grooming standards.
- (3) Habitually observe proper military customs and render proper military courtesies per the information contained within this handbook.
- (4) Have had sufficient observation time as a PFC (as determined by the SMI/MI).
- (5) Be able to take and pass knowledge test with a 70% or higher.

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

- (1) Maintain at least a “B” average in MCJROTC.
- (2) Know and consistently comply with unit grooming standards.
- (3) Habitually observe proper military customs and render proper military courtesies per the information contained within this handbook.
- (4) Have had sufficient observation time as a LCPL (as determined by the SMI/MI).
- (5) Continuously demonstrated maturity, dependability, integrity, and leadership.
- (6) Be proficient in close order drill.
- (7) Under supervision of the SMI/MI, be able to lead a cadet squad in close order drill and/or physical training.
- (8) Be able to maintain minimal standards of execution of unit physical training.
- (9) Be able to take and pass knowledge test with an 80% or higher.

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

- (1) Must be at least an LE-II (unless meritoriously promoted).
- (2) Maintain at least a “B” average in MCJROTC.
- (3) Know and consistently comply with unit grooming standards.
- (4) Habitually observe proper military customs and render proper military courtesies per the

information contained within this handbook.

- (5) Have had sufficient observation time as a CPL (as determined by the SMI/MI).
- (6) Continuously demonstrated maturity, dependability, integrity, and leadership.
- (7) Be proficient in close order drill.
- (8) Under supervision of the SMI/MI, be able to lead a cadet platoon in close order drill and/or physical training.
- (9) Be able to maintain minimal standards of execution of unit physical training.
- (10) Be able to take and pass knowledge test with an 80% or higher.

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

- (1) Must be at least an LE-II (unless meritoriously promoted).
- (2) Maintain at least a “B” average in MCJROTC.
- (3) Know and consistently comply with unit grooming standards.
- (4) Habitually observe proper military customs and render proper military courtesies per the information contained within this handbook.
- (5) Have had sufficient observation time as a SGT (as determined by the SMI/MI).
- (6) Continuously demonstrated maturity, dependability, integrity, and leadership.
- (7) Be proficient in close order drill.
- (8) Under supervision, be able to lead a cadet platoon in close order drill and/or physical training.
- (9) Be able to maintain minimal standards of execution of unit physical training.
- (10) Be able to take and pass knowledge test with an 80% or higher.
- (11) Write a 200-word essay on leadership.

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

- (1) Must be at least an LE-II.
- (2) Maintain at least a “B” average in MCJROTC.
- (3) Know and consistently comply with unit grooming standards.
- (4) Habitually observe proper military customs and render proper military courtesies per the information contained within this handbook.
- (5) Have had sufficient observation time as a SSGT (as determined by the SMI/MI).
- (6) Continuously demonstrated maturity, dependability, integrity, and leadership.
- (7) Be proficient in close order drill.
- (8) Under supervision, be able to lead a cadet platoon in close order drill and/or physical training.
- (9) Be able to maintain minimal standards of execution of unit physical training.
- (10) Be able to take and pass knowledge test with an 80% or higher.
- (11) Accomplish the following: submit a 200-word essay on a leadership topic chosen by the SMI/MI.

g. Officers. Candidates for 2ndLt and above will request advancement and given an assignment by the SMI/MI and will take and pass knowledge test with a 90% or higher.

8-2. **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.

8-3. **REDUCTIONS.** Administrative reductions in rank may occur at the discretion of the SMI/MI when

cadets fail to maintain any of the following: academic standards, an adequate level of military proficiency or leadership skill, and established standards of conduct, to include uniform wear regulations.

- 8-4. **AWARDS.** Awards may be given to Westview High School MCJROTC cadets from outside agencies during the annual awards ceremony held at the end of the school year. (SEE APPENDIX C)
- 8-5. **RIBBONS.** Ribbons may be presented to Westview High School MCJROTC cadets by the MCJROTC instructional staff during the annual awards ceremony held at the end of the school year. (SEE APPENDIX C)
- 8-6. **LETTERS OF RECOMMENDATION.** Upon cadet 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.
- 8-7. **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 extra curricular activities.
- 8-8. **PHYSICAL FITNESS ACHIEVEMENT CERTIFICATES.** These certificates may be awarded to those cadets who attain a satisfactorily score in the Youth Physical Fitness Program as prescribed and sponsored by the Marine Corps.
- 8-9. **GRADUATION STOLES.** Students/cadets receiving a JROTC graduation stole must meet the following criteria: Completed at least (4) years of MCJROTC and successfully fulfilled the duties required when selected to a leadership staff position.
- Maintained a 3.0 GPA/B average in MCJROTC every semester.
 - Cannot have more than three unexcused absences/missed assignments per semester their Senior year in MCJROTC.
 - Must exhibit a positive attitude, discipline, and respect at all times.
 - Must complete 10 hours of community service sponsored by the MCJROTC Program.
 - Must have successfully served in MCJROTC Group Leadership Staff position.

(Exceptions to any of the above criteria may be approved by the Senior Marine Instructor on a case-by-case basis)

CHAPTER NINE

EXTRACURRICULAR ACTIVITIES

9-1. **COLOR GUARD/HONOR GUARD.** A MCJROTC Color Guard/Honor Guard will support many Westview 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 after normal school hours, only cadets who are available after school should volunteer for the Color Guard/Honor Guard.

9-2. **DRILL TEAM.** There are numerous opportunities for Drill Competitions among JROTC units. In past years, Westview High School MCJROTC Drill Teams have participated in such competitions. 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 after normal school hours and on weekends, only cadets who are available after school and on weekends should volunteer for participation on the Drill Team.

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

9-5. **COMMUNITY SERVICE PROJECTS.** The MCJROTC unit will have opportunities throughout the year to participate in community service projects. Participation in Community Service projects not only benefits the local community, Westview High School, and the MCJROTC unit, it also serves to strengthen the leadership skill, character, and personal growth of individual MCJROTC cadets.

9-6. **FUNDRAISING.** The MCJROTC unit will have opportunities throughout the year to participate in fundraising projects. Fundraising projects 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 Westview High School.

9-7. **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 skill and teamwork.

9-8. **ORIENTATION FIELD TRIPS.** The Westview High School MCJROTC unit seeks opportunities to take MCJROTC cadets to local Department of Defense installations, when possible, to give the cadets an orientation of life in the military.

9-9. **ORIENTEERING PROGRAM.** The Westview High School MCJROTC program offers opportunities to conduct orienteering training, practical application, and competition during the school year.

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MCJROTC IG PERSONNEL INSPECTION FORM						PERSONAL APPEARANCE AND MILITARY PRESENCE										KNOWLEDGE (Core Curriculum)				
UNIT _____																				
LE LEVEL	RANK	NAME: (LAST, FIRST)	SALTUTE	COVER	HAIR	SHAVE/MAKEUP	HYGIENE/FINGERNAILS (LENGTH, CLEAN PUSH)	BLOUSE/SHIRT/T-SHIRT	RIBBONS/BADGES	RANK PLACEMENT (CHIPS, SCRATCHES)	TROUSER/SLACKS/SKIRT	BELT & BUCKLE	BOOTS/SHOES	SOCKS/STOCKINGS	BEARING/COM MAND PRESENCE	Cadet Grade	QUESTION #1	QUESTION #2	QUESTION #3	REMARKS
			D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S		YES NO	YES NO	YES NO	
			D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S		YES NO	YES NO	YES NO	
			D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S		YES NO	YES NO	YES NO	
			D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S		YES NO	YES NO	YES NO	
			D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S		YES NO	YES NO	YES NO	
			D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S		YES NO	YES NO	YES NO	
			D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S		YES NO	YES NO	YES NO	
			D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S		YES NO	YES NO	YES NO	
			D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S		YES NO	YES NO	YES NO	
			D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S		YES NO	YES NO	YES NO	
			D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S		YES NO	YES NO	YES NO	
			D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S		YES NO	YES NO	YES NO	
			D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S		YES NO	YES NO	YES NO	
			D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S		YES NO	YES NO	YES NO	
			D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S		YES NO	YES NO	YES NO	
			D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S		YES NO	YES NO	YES NO	
			D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S		YES NO	YES NO	YES NO	
			D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S		YES NO	YES NO	YES NO	
			D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S		YES NO	YES NO	YES NO	
			D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S	D/S		YES NO	YES NO	YES NO	

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

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

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

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

APPENDIX B

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, develop the tactical techniques and equipment employed by landing forces in amphibious operations.

Train and equip Marine forces for airborne operations in coordination with the Army, Navy, and Air Force.

GENERAL ORDERS

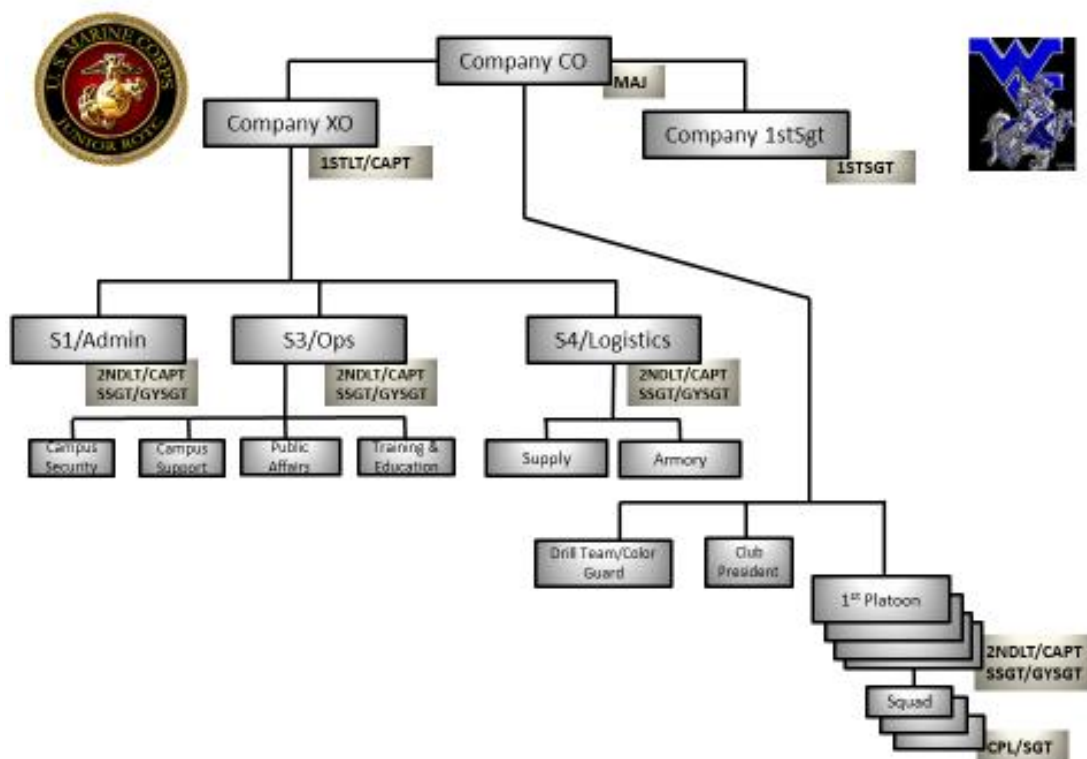
1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts 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, 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 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.

MCJROTC Unit Chain of Command

Purpose- As in any military organization, the chain of command is established to ensure everyone receives instructions for a particular task from only one supervisor. When a commander wants a specific task accomplished, a subordinate leader is given an order and the order is passed down the chain of command.

Organization- There are two types of military organizations that may be used at the discretion of the Senior Marine Instructor. The two types of military organizations are battalion level (acceptable organization for a unit with 150 or more cadets) and company level (units with less the 150 cadets). The cadet organization is set up to ensure a quick and clear flow of commands. Proper use of the chain of command is vital to the overall effectiveness and efficiency of the MCJROTC Program at each school.

Company Structure



CADET STUDY GUIDE

LE I KNOWLEDGE

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 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 to 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.

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

First Commandant of the Marine Corps – Captain 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 1st time the 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. Samuel 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 American’s fought the Germans at Bois de Belleau in France. The Marines attacked the German 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 “Teufelhunden” 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. (Chapultepec was 200 ft high and 600 ft long with a 12-foot wall around it. 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. This broke the back of the Mexican Army and only token resistance existed after that battle. 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. Dan Daly also fought at Belleau Wood during World War I as a First Sergeant. The second Marine to receive two Medals of Honor is 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.

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 strips and a rectangular union with a blue background and 13 white stars.

The colors represented in the flag signify the following:

Red- hardness and valor (from our mother country)

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

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

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.



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
- Ensure the task is understood, supervised, and accomplished

Freedom Documents – (1) Mayflower Compact–Nov 11, 1620 (2) Declaration of Indep–July 4, 1776 (3) Articles of Confederation–1781 (4) Constitution of the USA–Sept 17, 1787 (5) The Bill of Rights – Dec 15, 1791

3 Branches of Government – Legislative, Judicial, and Executive

LE III KNOWLEDGE

3 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.

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 judgement 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 everyone receives instructions for a particular task from only one supervisor. When a commander wants a specific task accomplished, a subordinate leader is given an order and the order is passed down the chain of command.

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.

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

CHAIN OF COMMAND

President of the United States (Commander in Chief)	<u>The Honorable Joseph R. Biden</u>
Vice President of the United States	<u>The Honorable Kamala D. Harris</u>
Secretary of Defense	<u>The Honorable Lloyd J. Austin III</u>
Secretary of the Navy	<u>The Honorable Carlos Del Toro</u>
Commandant of the Marine Corps	<u>General Eric M. Smith</u>
Asst. Commandant of the Marine Corps	<u>General Christopher Mahoney</u>
Sergeant Major of the Marine Corps	<u>SgtMaj Carlos A. Ruiz</u>
Commanding General, Training and Education Command (TECOM)	<u>LtGen Kevin M. Iiams</u>
Sergeant Major, Training and Education Command (TECOM)	<u>SgtMaj Stephen A. Griffin</u>
Director, Marine Corps Junior ROTC	<u>Mr. Robert Oltman</u>
Compliance Manager	<u>Mr. Sean Charney</u>
Director, Marine Corps Junior ROTC Region 4	<u>LtCol Denis Carruth (Ret)</u>
Senior Marine Instructor	<u>Capt. Francisco J. Cardoza (Ret)</u>
Marine Instructor	<u>SgtMaj Michael A. Montoya</u> _____
Cadet Commanding Officer	<u>Cadet Major Aubree Cox</u> _____
Cadet Executive Officer	<u>Cadet First Lieutenant Victor Ruiz</u>
Cadet First Sergeant	<u>Cadet Gunnery Sergeant Jacob Hunt</u>

UNIFORM INFORMATION

The following uniforms may be issued to Cadets in the MCJROTC program at depending on participation in activities. It should be noted that the Blue Dress uniforms are normally only issued to the members of the drill team (including color guard) and freshmen (and those in their 1st year of MCJROTC) will normally only receive the Combat Utility Uniform.

USMC Uniform Types – 4 types of uniforms are dress, service, utility, and physical training.

Note: female slacks/skirts can be worn as designated in dress and service uniforms.



Blue Dress “Alpha” uniform is identical to the Blue Dress “B” except that medals are worn on the Blue Dress A and ribbons are worn on the Blue Dress B. Uniform is blue coat and trousers.



Blue Dress “Bravo” Blue trousers with blue coat, ribbons only marksmanship badge if designated).



Blue Dress “Charlie” Blue trousers with khaki long sleeve shirt and tie (marksmanship badge if designated).



Blue Dress “Delta” Blue trousers with khaki short sleeve shirt. (marksmanship badge if designated).



Service “Bravo” Green trousers with khaki long sleeve shirt and tie (marksmanship badge if designated). Worn with garrison cap or service cap (the framed green “barracks cover”).



Service “Charlie” Green trousers with khaki short sleeve shirt. (marksmanship badge if designated). Worn with garrison cap or service cap (the framed green “barracks cover”).



Marine Corps Combat Utility Uniform: (Marine Pattern {MARPAT} woodland camouflage) cover, coat and trousers with boots. Sleeves are worn down or rolled up depending on the season (sleeves up during Daylight Savings months). Optional green service sweater/USMC green sweatshirt can be worn under the coat with sleeves down. Ribbons/Shooting Badges/Medals are not worn.

CADET UNIFORMS:

UNIFORM	DESCRIPTION	OCCASIONS FOR WEAR
Blue Dress A	Blue coat and trousers w/medals	Parades, ceremonies, formal or semiformal social functions
Blue Dress B	Same as A but w/ribbons in lieu of medals	Parades, ceremonies, formal or semiformal social functions
Blue Dress C	Long-sleeve shirt and tie w/blue trousers	Parades, ceremonies, and uniform of the day
Blue Dress D	Short-sleeve shirt w/blue trousers	Parades, ceremonies, and uniform of the day
Service B	Long-sleeve shirt-tie w/green trousers (service sweater without tie is optional unless in formation)	Parades, ceremonies, and uniform of the day
Service C	Short-sleeve shirt w/green trousers (service sweater is optional unless in formation)	Parades, ceremonies, and uniform of the day
Marine Corps Combat Utility Uniform	MARPAT woodland camouflage coat and trousers (service sweater or USMC green sweatshirt may be worn underneath). Sleeves are worn down or rolled up depending on the season (during Daylight Savings time sleeves are rolled up)	Working uniform only for designated occasions-not to be worn (unless authorized by the SMI/MI) in town or other off campus locations (<u>only worn from/to home and campus; no stops at stores, malls or other locations authorized</u>).

Uniform Regulations

Web Belt - The edge of the belt tip is to extend a minimum of 2 inches and a maximum of 4 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 ¼ inch tolerance above or below it.

Cover - Never worn indoors unless being inspected.

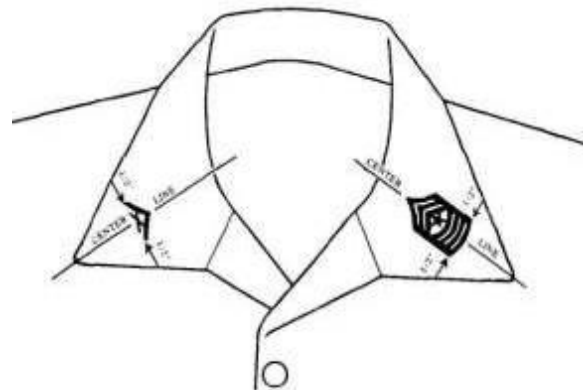
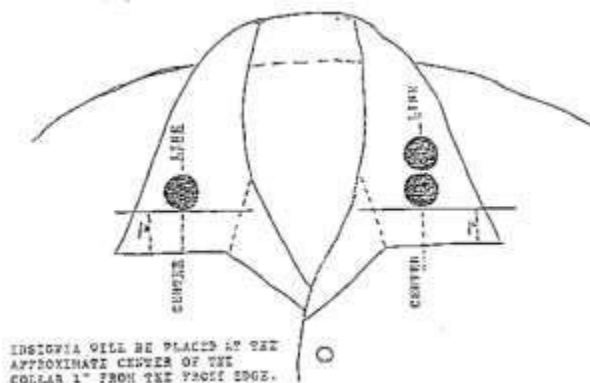
Marine Corps Emblem - On the cover, the wings of the emblem are placed parallel to the deck (floor) and the anchor is pointed forward. Cadet officer small rank insignia on direct opposite side. On the dress blues uniform, the left and right collar emblems are worn parallel to the deck with anchors pointed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





Marine Corps Officer Rank Insignia (LE I-IV)

General Officer	Field Grade	Company Grade	Warrant Officer
			 Red, Silver
General (Gen)	Colonel (Col)	Captain (Capt)	Chief Warrant Officer 5 (CWO5)
	 Silver	 Silver	 Red, Silver
Lieutenant General (LtGen)	Lieutenant Colonel (LtCol)	1st Lieutenant (1stLt)	Chief Warrant Officer 4 (CWO4)
	 Gold	 Gold	 Red, Silver
Major General (MajGen)	Major (Maj)	2nd Lieutenant (2ndLt)	Chief Warrant Officer 3 (CWO3)
			 Red, Gold
Brigadier General (BGen)			Chief Warrant Officer 2 (CWO2)
			 Red, Gold
			Warrant Officer 1 (WO1)









Marine Corps Enlisted Rank Insignia
(LE I-IV)

Staff NCO Group		NCO Group	Junior Enlisted Group
			
Sergeant Major (SgtMaj)	Master Gunnery Sergeant (MGySgt)	Sergeant (Sgt)	Lance Corporal (LCPL)
			
First Sergeant (1stSgt)	Master Sergeant (MSgt)	Corporal (Cpl)	Private First Class (PFC)
			No Insignia
Gunnery Sergeant (GySgt)			Private (Pvt)
			
Staff Sergeant (SSgt)			

**Cadet Officer Rank Insignia
(LE I-IV)**

		
Cadet Colonel	Cadet Lieutenant Colonel	Cadet Major
		
Cadet Captain	Cadet 1st Lieutenant	Cadet 2nd Lieutenant

**Cadet Enlisted Rank Insignia
(LE I-IV)**

Staff NCO Group	NCO Group	Junior Enlisted Group
		
Cadet Sergeant Major (SgtMaj)	Cadet Sergeant (Sgt)	Cadet Lance Corporal (LCpl)
		
Cadet First Sergeant (1stSgt)	Cadet Corporal (Cpl)	Cadet Private First Class (Pfc)
		No Insignia
Cadet Gunnery Sergeant (GySgt)		Cadet Private Pvt)
		
Cadet Staff Sergeant (SSgt)		