

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.

THE MARINES' HYMN

*From the halls of Montezuma,
To the shores of Tripoli;
We fight our country's battles
In the air, on land, and sea;
First to fight for right and freedom
And to keep our honor clean;
We are proud to claim the title of
United States Marine.*

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

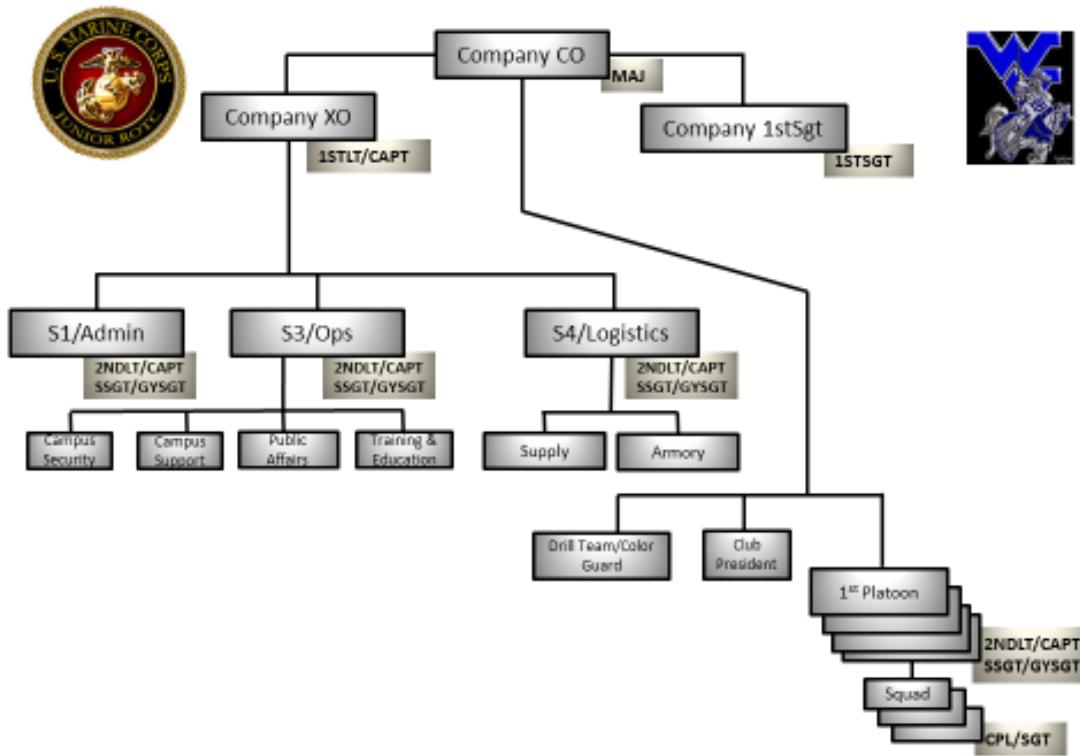
*Here's to health to you and to our Corps
Which we are proud to serve;
In many a strife we've fought for life
and never lost our nerve;
If the Army and the Navy
Ever look on Heaven's scenes;
They will find the streets are guarded by
The United States Marines.*

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 than 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.

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
- Insure 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

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

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

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

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

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 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 J. Mahoney</u>
Sergeant Major of the Marine Corps	<u>SgtMaj Carlos A. Ruiz</u>
Commanding General, Training and Education Command (TECOM)	<u>LtGen Lewis A. Craparotta</u>
Director, Marine Corps Junior ROTC	<u>Mr. Robert Oltman</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>Sergeant Major Michael A. Montoya (Ret)</u>
Cadet Commanding Officer	_____
Cadet Executive Officer	_____
Cadet First Sergeant	_____

B-10 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).



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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.

B-12

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 $\frac{1}{4}$ inch tolerance above or below it.

Cover - Never worn indoors unless being inspected.

B-13

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.

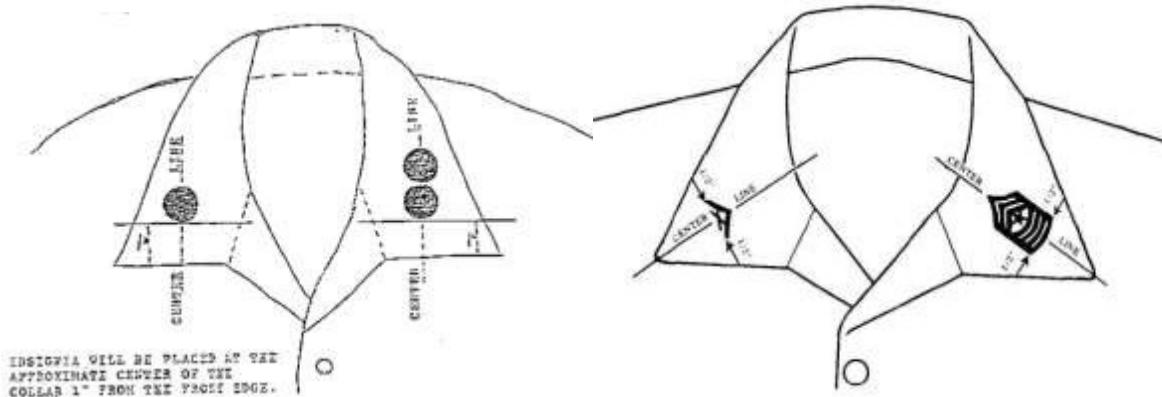
On the dress blues uniform, the left and right collar emblems are worn parallel to the deck with anchors pointed inboard.

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 $\frac{1}{2}$ inch from the collar edge.

Ribbons

Males - Positioned $\frac{1}{8}$ inch above the shooting badge (if worn) or $\frac{1}{8}$ 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 $\frac{1}{8}$ 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.

B-14

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 $\frac{1}{4}$ 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 $\frac{1}{8}$ 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.

B-15
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	 Red, Silver
Lieutenant General (LtGen)	Lieutenant Colonel (LtCol)	1st Lieutenant (1stLt)	Chief Warrant Officer 4 (CWO4)
		 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)
		
First Sergeant (1stSgt)	Master Sergeant (MSgt)	Corporal (Cpl)
		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)		