



***WILLIAM B. TRAVIS***

**MARINE CORPS JROTC**  
***Character & Leadership***  
***Development Program***

**Cadet Handbook 21/22**



**WILLIAM B. TRAVIS HIGH SCHOOL**  
UNITED STATES MARINE CORPS  
JUNIOR RESERVE OFFICER TRAINING CORPS  
11111 Harlem Road  
Richmond, TX 77406

IN REPLY REFER  
TO:

From: Senior Marine Instructor  
To: Academic Year 2021-2022 Cadets/Parents/Family  
Subj: WELCOME ABOARD!

I would like to take this opportunity to welcome our new Cadets to the THS MCJROTC and welcome back our returning Cadets. I think you will find that this unit is a tightly knit group within the larger high school community. For our freshman, MCJROTC will allow you to make new friends and become engaged with Cadets of all high school grade levels. Older Cadets will serve as your leaders, make you feel welcome and teach you what they have learned. They will also hold you accountable to our high standards of conduct and that of the Marine Corps. The goal of every Cadet should be to work hard to perform at the highest level possible throughout high school. Not only do we want you to strive to perform well in JROTC, but to use your self-discipline to perform well throughout all of your courses.

Now that you have decided to become one of us, you will soon be wearing a uniform that represents the United States of America and the United States Marine Corps. What you do will reflect on our country and the Corps. I have entrusted to you the obligation of upholding the honor of the uniform and all that it represents. The school and community will judge you and your conduct as a Marine Cadet while wearing the uniform.

MCJROTC was established at THS in 2010 and has already made a positive and indelible mark on the surrounding community. It is your solemn duty to continue this positive impact through hard work, dedication, and personal development of our core values of Honor, Courage and Commitment.

This handbook is for your professional development. Read it! Share it with your parents and family. Again, WELCOME ABOARD!

Frederick Hunt  
Major, USMC (Ret)  
Senior Marine Instructor

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## **1000. HISTORY / BACKGROUND**

### **1001. AUTHORIZATION OF JUNIOR ROTC**

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

### **1002. PURPOSE OF MCJROTC**

1. The purpose of the Marine Corps Junior Reserve Officers' Training Corps program, commonly referred to as "Junior ROTC," is to instill a value of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. It does not seek any particular commitment to the military. The current legal basis for Junior ROTC is Section 2031 of Title 10, United States Code. That section is implemented by the Department of Defense. The governing directive, 1205.13 "ROTC Program for Secondary Educational Institutions," is dated June 16, 1982.

2. 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. Your program meets these requirements. Similar programs are conducted nationwide by the other three military services.

### **1003. MISSION OF MARINE CORPS JUNIOR ROTC**

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

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## **2000. ADMINISTRATION / ORGANIZATION**

### **2001. ENROLLMENT REQUIREMENTS**

1. To be eligible for enrollment and continuance in a MCJROTC unit, the student must:
  - a. Be enrolled in, and attending, a regular course of instruction at the school where the unit is located.
  - b. Be a citizen of the United States or U.S. National or alien lawfully admitted to United States for permanent residence and in a grade above the 8th grade.
  - c. Be of good moral character as determined by the principal of the school and the SMI.
  - d. Be physically qualified to participate fully in the school's physical education program. Current annual school physical evaluations, as stated above, are mandatory for cadet participation in the program.

### **2002. DISENROLLMENT**

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

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

### **2003. CLASSROOM PROCEDURES**

1. When reporting to the classroom students will move directly to their assigned seat and assume the position of parade rest.
2. At the direction of the SMI/MI or class leader, the class will come to attention while report is taken.
3. Upon completion of roll call, the class commander will give the command “Ready, seats”. The class will sit at the position of attention until given the command, “At ease”. Upon the command of “at ease”, the students may relax at their desks, however, no talking is allowed.
4. No food, drink or gum is allowed in the classroom area unless authorized by the SMI/MI.

5. Cadets must raise their hand to be recognized.
6. When recognized or asked a question, cadets will stand up while speaking.
7. Use "Sir" or "Ma'am" while addressing or answering the SMI or MI.
8. When asking for permission or assistance, say "Please" first.
9. Do not interrupt the SMI's or MI's conversation. Wait for acknowledgment and then say, "Excuse me, Sir/Ma'am".
10. When a request is granted, say "Thank you".
11. When the ending class bell rings, the instructor will call on the class leader to dismiss the class. Once all students are in their seats, the class commander will call the class to attention and give the command of "Dismissed". At this time, cadets may depart the classroom for their next class.
12. Check the desk for personal items and trash prior to leaving class. The room will be clean before leaving. Each class commander will be responsible for care and cleaning of the classroom prior to dismissing the class.
13. Bring textbooks, notebooks, and pen or pencil to every class. Many times cadets will be required to take notes.
14. When entering the classroom, go directly to your seat. All socializing will take place during the passing period before and after class.
15. All head calls (bathroom breaks) will be made before or after class. No head calls will be authorized during class except in cases of emergency.
16. Uniforms will be worn as directed by the SMI. Green PT shirts and shorts, or sweatpants, is the PT uniform. Each cadet is responsible for reading the daily information board in order to keep informed of what is going on. Not reading the board is no excuse for not knowing what is required of you during the next class period.
17. No cadets are allowed in the Instructors' Admin Office, Armory, or Supply Area without specific approval of the instructors.
18. The office telephones are business phones only. They may, if absolutely necessary, be used by cadets with permission of the SMI or MI. No routine calls may be made from these phones. Calls may be made once permission is granted and must be limited to (2) two minutes.
19. Cadets are expected to conduct themselves with proper decorum at all times in school, and especially within the MCJROTC spaces.

## **2004. ATTENDANCE**

1. Cadets are expected to attend all JROTC functions. This includes everything from daily classes to extracurricular activities and special events. Cadets should anticipate, as much as possible, when they will not be able to attend a JROTC requirement in order to let the instructors (via the chain of command) know in advance.

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## **3000. CONDUCT, BEARING & DISCIPLINE**

### **3001. SCHOOL CITIZENSHIP**

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

### **3002. PUBLIC DISPLAYS OF AFFECTION**

1. Cadets will not display any gestures of affection in school or on school grounds. This holds especially true when in uniform and pertains to kissing, embracing, holding hands, or other forms of intimate behavior. Affection between a man and a woman should be a private matter, and as such, any displays of affection should be done in private. Cadets who think they are showing off their maturity by kissing and hugging in public are only displaying a lack of maturity and risking a lower Marine Corps JROTC leadership grade for their conduct.

2. While Cadets may date one another, good order and discipline shall not be compromised. All Cadets will be held accountable for adherence to the standards forbidding fraternization.

### **3003. DAILY CADET CONDUCT**

Cadets arrive on time for class and greet the instructor on the way into class.

Cadets contribute to the class with appropriate answers to questions.

Cadets wear appropriate clothing.

Cadets strive to improve themselves continuously.

Cadets honor their word.

Cadets demonstrate initiative by doing things without being told to.

Cadets remain loyal to their families, fellow cadets and students, their school and their community.

Cadets treat others with dignity and respect regardless of race, religion or gender.

Cadets take care of each other.

Cadets wear their uniforms proudly and with distinction.

Cadets maintain appropriate military haircuts.

Cadets do not smoke or wear hats on school grounds.

Cadets respond to with adults with a "Yes, or No Sir or Ma'am.

Cadets do not lie, cheat or steal.

Cadets use appropriate language and do not curse or swear.

Cadets do not use drugs.

Cadets offer suggestions to improve the system.

Cadets maintain a can-do attitude.

Cadets respect public and private property.

Cadets respect public laws and regulations.

## **4000. CURRICULUM / ACADEMICS**

### **4001. SCHOOL ACADEMICS**

1. All Marine Corps JROTC cadets are required to maintain a satisfactory grade point average (GPA) in all their school subjects in order to remain in the MCJROTC program. Failure to maintain a minimum GPA, as determined by the SMI and approved by the principal, will put the cadet on immediate probation during the next semester. If this happens the cadet may be limited in what activities he or she may participate. If the cadet fails to raise his or her grade to the required level during the next semester, the cadet will be suspended from MCJROTC, required to turn in all uniforms, and stop any participation in MCJROTC. If the cadet raises his or her GPA during the probationary period, the cadet will be allowed to resume full activities.

### **4002. CADET CURRICULUM**

1. Leadership Education is the name of the MCJROTC curriculum because we use the tenants of Marine Corps leadership to teach and develop a sense of responsibility, loyalty, discipline and character in cadets. Throughout the four years of the program, the Leadership Education curriculum is presented by way of five different categories of instruction. Those categories are: 1) Leadership, 2) Citizenship, 3) Personal Growth and Responsibility, 4) Public Service and Career Exploration, and 5) General Military Subjects.

### **4003. CADET PARTICIPATION**

1. Cadets of the MCJROTC Program will participate in a Leadership Education level as dictated by the number of years in the program the cadet has completed. Naturally, LE-1 is for those students entering the program for the first time, while LE-4 is for the cadets who have successfully completed LE-I through LE-3.

#### **LEADERSHIP EDUCATION I (LE-I)**

The first year of the program provides cadets with an introduction to both leadership and citizenship. The first year also gives the new cadets exposure to personal growth and responsibility and establishes a foundation of military structure and tradition.

#### **LEADERSHIP EDUCATION II (LE-II)**

The second year continues the leadership and citizenship classes of LE-I. During LE-II the students receive instruction in General Military Subjects with more structure and tradition than in LE-I, as well as the introduction of civilian marksmanship training and land navigation training with the map and compass. This year also provides additional learning experiences in personal growth and responsibility, as well as citizenship.

### LEADERSHIP TRAINING III (LE-III)

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

### LEADERSHIP TRAINING IV (LE-IV)

LE-4 is a year when cadets really bring together all their previous learning experiences in the MCJROTC program. Senior cadets will conduct formations and inspections, as well as supervise certain training events with younger cadets. LE-4 cadets continued to be challenged academically with requirements for research projects and independent studies and progress reports.

## **4004. GRADING**

1. 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 the overall MCJROTC grade, cadets will also be observed, evaluated and graded on their leadership performance. Leadership performance will encompass carrying out cadet duties and will also cover participation in citizenship activities and other MCJROTC activities.



# **5000. RANK & PROMOTION**

## **5001. CADET RANK STRUCTURE**

1. The rank structure used in Marine Corps JROTC is mirrored after the officer and enlisted ranks in the U. S. Marine Corps. The following ranks (with corresponding billets) are utilized, depending on the size of the unit.

- a. Cadet Colonel/Lieutenant Colonel – Cadet Battalion Commander
- b. Cadet Major/Lieutenant Colonel – Cadet Battalion Executive Officer
- c. Cadet Captain – Cadet Company Commander, S-1 Administrative Officer, S-3 Operations Officer, S-4 Logistics Officer
- d. Cadet First/Second Lieutenant – Cadet Company Executive Officer, Cadet Platoon Commander, Battalion Public Affairs Officer/Historian
- e. Cadet Sergeant Major – Cadet Battalion Sergeant Major
- f. Cadet First Sergeant – Cadet Company First Sergeant
- g. Cadet Gunnery Sergeant – Cadet Company Gunnery Sergeant, Cadet Platoon Sergeant
- h. Cadet Staff Sergeant – Cadet Company Supply Sergeant, Cadet Company Guide
- i. Cadet Sergeant – Cadet Squad Leader, Cadet Company Clerk
- j. Cadet Corporal – Cadet Fire Team Leader
- k. Cadet Lance Corporal – Any qualified Cadet may be promoted to this rank.
- l. Cadet Private First Class – Any qualified Cadet may be promoted to this rank.

2. Promotions are an honor and a privilege. Those cadets receiving promotions must possess the prerequisite abilities and skills. Primary authority for promotions rests with the Senior Marine Instructor. Cadets returning from the previous school year will normally be promoted to a higher rank, providing their last term's conduct and grades meet the criteria below.

- a. Promotions are based on demonstrated leadership ability, academic, and disciplinary excellence. The minimum standards for any promotion are to have a current grade point average (GPA) of "2.0", and to have passed the Youth Physical Fitness Test (YPFT) in the current grading period. A score of less than 150 points on the YPFT is a failure. The SMI may waive the YPFT requirement on a case-by-case basis.
- b. Cadets being considered for promotion to Cadet Corporal or Cadet Sergeant, must possess a current GPA of "2.0" or higher. For promotion to Cadet Staff Sergeant or higher, the cadet must have a current GPA of "2.5" or higher. All cadet officers and staff noncommissioned officers are required to maintain a minimum GPA of "2.5" to retain their rank.
- c. Cadet officers and staff noncommissioned officers who do not meet the minimum GPA of "2.5" will be placed in a probationary status for the following semester. The cadet will have one grading period to meet the standard for rank retention or be considered for reduction. Cadets failing to maintain a GPA of "2.0" may not hold a rank higher than Cadet Private.

- d. Cadets failing to perform their duties or carry themselves in an appropriate manner will be considered for reduction.
- e. Requests for waivers to any of the above promotion criteria will be submitted to the Senior Military Instructor.

3. Cadets will normally be promoted to commissioned officer ranks during their junior/senior year; staff noncommissioned officer ranks during their junior year; and noncommissioned officer ranks during their sophomore year. Cadets in the ninth grade will normally serve in the ranks of Cadet Private through Cadet Lance Corporal. Exceptions to this policy will be at the discretion of the Senior Marine Instructor. Cadets who successfully complete the Young Marines Program will normally be appointed the rank of Cadet Lance Corporal upon entry into the JROTC Program.

#### 4. Reappointment

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

#### 5. Reduction in rank.

- a. Cadets may be reduced in rank for violations of the MCJROTC Code of Conduct or Travis High School Code of Conduct.
- b. Cadets may be reduced in rank for conduct unbecoming while in uniform. While in uniform cadets are reminded that:
  - 1. Your appearance and conduct should be impeccable
  - 2. Do not chew gum
  - 3. Do not smoke
  - 4. Do not walk or stand around with your hands in your pockets
  - 5. Wear your cover outdoors at all times and remove it indoors
  - 6. Salute all officers
  - 7. Greet all cadets and treat everyone with respect
  - 8. Do not use foul language, tease others, or wrestle/play in uniform
  - 9. Do not show affection while in uniform
- c. Improper behavior by cadets is not tolerated at any time, and is severely dealt with if in uniform.

## **6000. APPEARANCE & UNIFORMS**

### **6001. HAIR**

1. Hair of male cadets will be tapered in the back with sideburns no longer than the orifice of the ear, neatly trimmed. Hair will not fall over the ears or eyebrows and the hair on top will not interfere with normal wear of the military cover. Male cadets will always be clean-shaven except that a moustache may be worn if neatly trimmed.
2. Hair of female cadets when in uniform will be pinned and arranged so that it will not fall below the collar of the uniform being worn. Hair will not be worn in such a way that the uniform cover cannot be worn properly.

### **6002. EARRINGS**

1. Female cadets may wear small, polished earrings, ball or round stud type with all uniforms except camouflage. Earrings must not exceed  $\frac{1}{4}$  inch in diameter. Only one earring per ear is authorized. Earrings may not be worn while participating in parades, reviews or ceremonies.
2. Male cadets will not wear earrings or facial makeup while in uniform.

### **6003. UNIFORM DAY**

1. The Marine Corps JROTC program requires that cadets wear their uniform at least one day a week. The Senior Marine Instructor will establish what day of the week cadets should wear their uniforms. Any time a cadet wears his or her uniform, it should always be worn with pride and care. Cadets must always be careful to be on their best behavior when wearing their uniforms. Improper behavior by cadets is not tolerated at any time, and is severely dealt with if in uniform.

### **6004. CONDUCT IN UNIFORM**

1. Your appearance and conduct should be impeccable
2. Do not chew gum
3. Do not smoke
4. Do not walk or stand around with your hands in your pockets
5. Wear your cover outdoors at all times and remove it indoors
6. Salute all officers
7. Greet all cadets and treat everyone with respect
8. Do not use foul language, tease others, or wrestle/play in uniform
9. Do not show affection while in uniform

### **6005. UNIFORM CARE**

1. Camouflage uniforms and cotton T -shirts can be washed in warm or cold water only.
2. Khaki shirts, poly-wool green trousers, wool sweaters and dress coats must be dry-cleaned.  
DO NOT WASH THESE ITEMS.

3. Unserviceable uniforms can be exchanged for serviceable uniforms. Notify your squad leader and request an appointment to exchange the item during class.

4. Cadets are responsible for their uniforms. Replacement of lost, stolen or damaged uniforms is the financial responsibility of the cadet. Keep your uniforms in a safe place. **DO NOT LEAVE UNIFORMS IN LOCKERS OR CARS!**

## **6006. UNIFORM INFORMATION**

### 1. Uniform Types

Blue Dress “Alpha”	Blue trousers or skirt with blue coat, ribbons & medals.
Blue Dress “Bravo”	Blue trousers or skirt with blue coat, ribbons only.
Blue Dress “Charlie”	Blue trousers or skirt with khaki long sleeve shirt and tie.
Blue Dress “Delta”	Blue trousers or skirt with khaki short sleeve shirt.
Service “Alpha”	Green trousers or skirt with green coat and L/S shirt.
Service “Bravo”	Green trousers or skirt with khaki long sleeve shirt and tie.
Service “Charlie”	Green trousers or skirt with khaki short sleeve shirt.
Utility Uniform	Camouflage blouse and trousers.

### 2. Belt Lengths

Web Belt	Between 2 and 4 inches past the buckle.
Cloth Belt	Between 2 ¾ and 3 ¾ inches past the buckle.

### 3. Military Alignment (Gig Line)

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

### 4. Tie Clasp

Centered between the 3<sup>rd</sup> and 4<sup>th</sup> button on the long sleeve shirt.

### 5. Trouser Length

Bottom of the trousers is even with the welt where the heel and sole of the shoe join.

### 6. Skirt Length

Approximates the knee, not to exceed 1 inch above or below the center of the knee.

### 7. Cover

Never worn indoors, unless part of Color Guard or carrying a sword or drill rifle. School policy prohibits the wearing of any type of hat in the school. ROTC will abide by this policy.

### 8. Marine Corps Emblem

On the cover, the wings of the emblem are placed parallel to the deck (floor) and the anchor is pointed forward. On the service alpha and blues, the left and right collar emblems are worn parallel to the deck with anchors pointed inboard.

### 9. Enlisted Insignia of Grade

Worn ½ inch from the collar edge and centered on the collar.

10. Officer insignia of Grade

Worn 1 inch from the collar edge on the centerline of the collar.

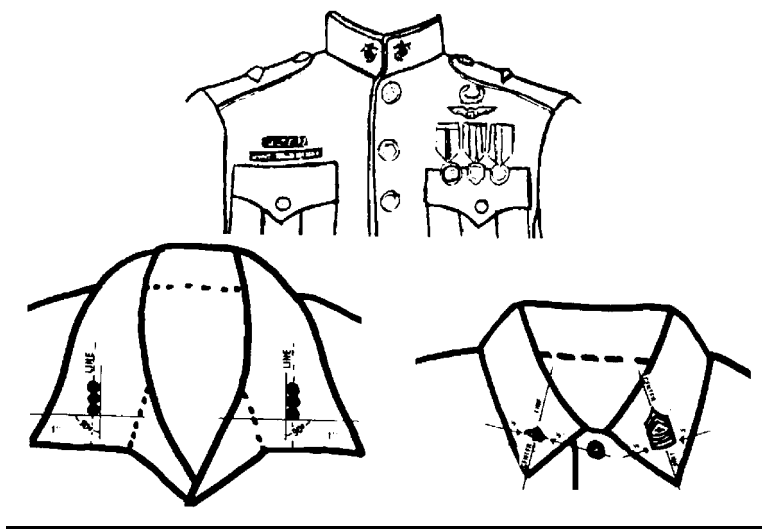
## 6007. RANK INSIGNIA, MEDALS, RIBBONS and BADGES

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

a. Rank Insignia. Only the rank insignia designated for Cadets by the MCJROTC program will be worn as shown in the illustrations shown below. Cloth embroidered rank insignia for enlisted Cadets will only be worn on the blue coat. When wearing the Utility "D" uniform, rank insignia will be worn on the front of the utility cap.

1) Cadet officers will wear their rank insignia centered on the shoulder strap of their blue coat 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.

2) 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.



3) Medals. Authorized medals will be worn on the blue coat when prescribed in the training schedule. They will be worn over the left breast pocket, midway between the first and second buttons. When wearing medals, ribbons for which there are no medals will be worn 1/8" above and centered over the right breast pocket. (Marksmanship badges will not be worn when medals are worn. Nametags will be worn 1/8" above the ribbon bar when ribbons are on the right side.)

4) Ribbons. When worn, ribbons will be worn 1/8" above and centered over the left breast pocket of the khaki shirt or blue coat. When worn with the marksmanship badge, ribbons will be 1/8" above the badge.

5) Badges. Cadets wearing authorized badges will wear them 1/8" above and centered over the left breast pocket of the khaki shirt and blue coat.

6) Marksmanship Badge. Cadets are authorized to wear one marksmanship badge representing the classification earned during their most recent range qualification. The marksmanship badge will be worn 1/8" above and centered on the left breast pocket. Marksmanship badges will not be worn with medals on the blue coat.

## **6008. WEARING of RIBBONS and AWARDS**

1. Ribbons and badges authorized and procured through the MCJROTC program. They will not normally be worn during the school day. Ribbons and badges will be worn for prescribed events and are authorized for wear on leave and liberty.

2. Precedence. Ribbons will be worn in the precedence listed below with the senior ribbon on top and to the wearer's right:

- a. Legion of Valor
- b. MCRA
- c. American Legion Award for Scholastic Excellence Ribbon
- d. American Legion Award for Military Excellence Ribbon
- e. Sons of the American Revolution Ribbon
- f. Daughters of the American Revolution Ribbon
- g. Military Order of World Wars Ribbon
- h. Military Officers Association of American (formerly the Retired Officers Association) Ribbon
- i. Veterans of Foreign Wars Ribbon
- j. Daedalian Ribbon
- k. Women Marines Association Ribbon
- l. Noncommissioned Officers Association Ribbon
- m. Military Order of the Purple Heart Ribbon
- n. Navy League Youth Medal Ribbon
- o. Reserve Officers Association Ribbon
- p. Naval Reserve Association Ribbon
- q. American Veterans Ribbon
- r. National Sojourners Ribbon
- s. Scottish Rite Ribbon
- t. Outstanding Cadet Ribbon
- u. Student Leadership Ribbon
- v. Officer Leadership Ribbon
- w. NCO Leadership Ribbon
- x. Civic Service Ribbon

- y. Best Drill Cadet Ribbon
- z. Distinguished Scholastic Achievement Ribbon
- aa. Arts and Academics Ribbon
- bb. Distinguished Military Training Ribbon
- cc. Physical Achievement Ribbon
- dd. Superior Marksman Ribbon
- ee. Athletic Participation Ribbon
- ff. Longevity / Fidelity Ribbon
- gg. Distinguished Conduct Ribbon
- hh. Best Drill Squad Ribbon
- ii. Color Guard, Page 16 Ribbon
- jj. Drill Team Ribbon
- kk. Band / Drum & Bugle Corps Ribbon
- ll. Rifle Team Ribbon
- mm. Orienteering Ribbon
- nn. Recruiting Ribbon

3. Other Awards. All other awards will be worn after the listed JROTC awards in order of precedence. These awards must be approved by the Marine Corps JROTC Program Office prior to being worn.

10. Distinguishing Patches. The Marine Corps JROTC Shoulder patch will be worn on the left sleeve of the blue coat, green coat, khaki shirt, and camouflage utility jacket.

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## **7000. EXTRACURRICULAR ACTIVITIES**

### **7001. DRILL/COLOR GUARD**

1. Drill is an integral part of the Marine Corps Junior ROTC program. Drill teaches good discipline, enhances concentration and builds esprit de corps in a unit. In addition to being a part of the MCJROTC cadet curriculum, a drill/Color Guard team and drill/Color Guard competition is a very worthwhile cadet activity. Drill/Color Guard competitions may be conducted from the local to the very competitive national level. Not all cadets will qualify to be a member of the Marine Corps JROTC drill team. Membership on the drill team requires a great deal of dedication and practice.

- a. All members of the MCJROTC Drill Team will conduct themselves in a manner as to not bring any discredit upon themselves or the drill.
- b. All members are solely responsible for their uniform and the maintenance of their uniform. Failure to do so will result in reduction of rank, disqualification from upcoming trip / competitions and finally suspension from the team.
- c. Alcohol, drugs and tobacco are strictly prohibited!
- d. Team members must maintain the same academic standards as any other Varsity Sport to maintain their eligibility to compete.
- e. Treat all drill rifles with respect and proper handling techniques.
- f. Profanity will not be tolerated.
- g. Remember that you are what you are perceived to be and first impressions are lasting impressions!
- h. Un-sportsman like conduct **WILL NOT BE TOLERATED!**
- i. Treat all faculty, staff and coaches with **RESPECT**.
- j. Any infractions of this code may result in suspension or expulsion from the team.

### **7002. MARKSMANSHIP**

1. Marksmanship is an exciting and rewarding sport, yet it demands the ultimate in discipline and concentration. A cadet does not have to be big or strong or fast to be an outstanding marksman. Some Marine Corps JROTC units are not able to have marksmanship as a part of their curriculum. However, those units which are able to conduct marksmanship training have a great opportunity to learn a sport which they can enjoy the rest of their life. Cadets must always realize that while firing an air rifle is a challenging and fun activity, it is never a game and must always be taken seriously. Safety must always be first and foremost in Marine Corps JROTC

marksmanship. This applies to marksmanship in the classroom curriculum, as well as on a competitive marksmanship team.

2. Prior to firing the air rifle, a cadet must attend a safety training class and satisfactorily complete the required marksmanship training exam. No exceptions to this policy are authorized.

## **7003. MARKSMANSHIP PROCEDURES**

1. Air rifles will at all times be physically controlled and accounted for.
2. The Military Instructor is responsible to the Senior Marine Instructor for the control of the air rifles in their charge.

### Inventory Control

1. Monthly: The last Friday of each month, an inventory of all air rifles will be conducted.
2. If the Armory is opened, a count will be conducted at the end of each class and before lock-up at the end of the school day.
3. Discrepancies: Will be immediately reported to the SMI or MI.

### Issue Procedures

1. Cadets to be issued air rifles will form single line outside the Armory. Order in this line will be maintained by the Class Commander.
2. The Class Commander will assist the instructor in seeing that all air rifles are physically controlled at all times.
3. If air rifles are used, the Class Commander will assist the instructor in returning air rifles to the Armory and conducting a count at the end of each class period.

### Care and Cleaning

1. Air rifles will be turned in to the Armory in a clean condition.
2. Care of air rifles is an all-hands job.
3. Cleaning of air rifles will be done under the supervision of the Instructor Staff.
4. Marksmanship Team air rifles will be cleaned by the rifle team.
5. On a weekly basis, the MI/Cadet Armorer will sight all air rifles for cleanliness.

## **7004. MARKSMANSHIP QUALIFICATION AWARDS**

1. Marksmanship Qualification Awards. JROTC cadets who participate in rifle marksmanship instruction are eligible to earn qualification badges. The badges designate three qualification levels, Marksman, Sharpshooter and Expert. The Expert badge is the highest ranking and most difficult to earn. The badges signify that the cadets who earn them have demonstrated the knowledge and skill to handle rifles safely and have mastered basic rifle marksmanship skills to achieve required scores in qualification firing tests. JROTC cadets are authorized to wear marksmanship qualification badges on their uniforms.

2. Qualification Course Standards. The following standards apply to the conduct of unit qualification firing:

- a. Air Rifles. All qualification will be with the Sporter Air Rifle.
- b. Distance. Air rifle qualification firing must be done at a distance of 10 meters (33 feet).
- c. Targets. Air rifle qualification firing will be done on the AR 5/10.
- d. Clothing and Equipment. During qualification firing, a sling may be used in the prone and kneeling positions, a glove may be worn on the support hand in any position and a kneeling roll may be used in the kneeling position. Shooting jackets may not be worn when qualifying with the air rifle.

3. Integration with JROTC Marksmanship Curriculum. Cadets must receive marksmanship instruction before they do qualification firing. These marksmanship qualification standards and procedures are designed for qualification firing to be done in conjunction with the teaching in the MARINE CORPS JROTC Leadership Education curriculum. Qualification firing may be done in stages:

- a. Instruction in gun safety, the operation of the rifle, the standing position, the technique of firing a shot, sight adjustments and scoring, must be completed before qualification firing is done in any firing position. After this lesson is completed, qualification firing in the standing position may be done.
- b. After position firing lessons are completed, qualification firing in the standing and prone positions may be done. To qualify for the Marksman and Sharpshooter badges, qualification firing must be done in those two positions, standing and prone.
- c. After qualification firing in the standing and prone positions is completed, the kneeling position may be taught and fired for qualification. To qualify for the Expert badge, qualification firing must be done in all three positions, prone, standing and kneeling.

4. Qualification Scores. To receive a qualification badge, cadets must attain the following scores in qualification firing that is supervised by a unit instructor.

<u>Qualification Badge</u>	<u>Firing Positions</u>	<u>Air Rifle AR-5/10 Target</u>
Marksman	10 shots standing 10 shots prone	110-129
Sharpshooter	10 shots standing 10 shots prone	130-200
Expert	10 shots prone 10 shots standing 10 shots kneeling	221-300

5. Qualification Firing Procedures. The unit instructor will designate the times when cadets may do qualification firing. Cadets may be given multiple opportunities to fire qualifying scores.

6. To earn the Marksman and/or Sharpshooter badge, a cadet will be credited with the total of the best 10-shot standing and the best 10-shot prone position scores fired during qualification firing periods designated by the instructor. The standing and prone scores count for the Marksman or Sharpshooter badges do not have to be fired at the same time or on the same day.

7. To earn the Expert badge, a cadet must fire a 30-shot three-position score (10-shots prone, 10-shots standing and 10-shots kneeling, all fired at the same time) with the following sequence and time limits:

<u>Stage Time</u>	<u>Limit</u>
Preparation Period	10 minutes
Prone position	15 minutes
Changeover to standing	5 minutes
Standing position	20 minutes
Changeover to kneeling	5 minutes
Kneeling position	15 minutes

8. Practice or sighting shots may be fired in each position before record shots are fired, but any sighting shots and the 10 record shots must be fired within the time limit for that position.

## **7005. PHYSICAL TRAINING**

1. A physical fitness test will be administered twice annually and is one of the requirements for promotion in rank. While it is the cadets' primary responsibility to be able to pass the Youth Physical Fitness Test (YPFT), every effort will be made to properly prepare cadets to obtain a minimum passing score before the official test is conducted.

2. Classification: The following classification of total scores will be utilized to establish standards for first class, second class and third class participants.

1 <sup>st</sup> Class	350 – 500 points
2 <sup>nd</sup> Class	250 – 349 points
3 <sup>rd</sup> Class	150 – 249 points
Failing	Below 150 points

3. Events:

Sit-ups

Push-ups

Pull-ups (male) or flexed arm hang (female)

Broad jump

1 Mile Run

4. Awards: All cadets scoring more than 250 points will be awarded the Physical Fitness Achievement Ribbon, as well as the National Youth Physical Fitness Program Certificate.

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# **8000. USEFUL CADET INFORMATION**

## **Leadership Principals**

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

\*\*\* There are 5 Leadership Principles applied to yourself (S), four to your subordinates (O), and two to groups (G)\*\*\*

## **LEADERSHIP TRAITS**

**Bearing**

**Courage**

**Decisiveness**

**Dependability**

**Endurance**

**Enthusiasm**

**Initiative**

**Integrity**

**Judgment**

**Justice**

**Knowledge**

**Loyalty**

**Tact**

**Unselfishness**

## **LEADERSHIP TRAITS DEFINITIONS**

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



## *Marine's Hymn*

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

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

*Here's health to you and to our corps  
Which we are proud to serve.  
In many a strife we've fought for life  
And never lost our nerve.  
If the Army and the Navy  
Ever look on Heaven's scenes,  
They will find the streets are guarded by  
UNITED STATES MARINES*

## **GENERAL ORDERS**

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

## **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.

## **MARINE CORPS HISTORY**

Marine Corps Birthday – 10 November 1775

Marine Corps Motto – Semper Fidelis – Always Faithful  
Faithful to yourself, your comrades, your Corps, and your country

Marine Corps Colors – Scarlet and Gold

Marine Corps Emblem – Eagle, Globe and Anchor  
Eagle – Symbol of our country  
Globe – Shows Marines serve around the world  
Fouled anchor – Shows our Naval ties

First Commandant of the Marine Corps – Captain Samuel Nicholas

First Amphibious Landing by Marines – Providence Island in the Bahamas

Type of sword worn by Marine Officers – Mameluke Sword

The “Grand Old Man of the Marine Corps” – General Archibald Henderson

Red stripe worn on dress blue trousers – “Blood Stripe”

Most famous Marine. Awarded 5 Navy Crosses – “Chesty” Puller

Marine Mascot – English bulldog named “Chesty”

Marine nicknames –  
“Leathernecks” for collar worn on uniforms years ago.  
“Devil Dogs” for bravery; against the Germans in World War I

Famous Battles –  
Mexican War (1848) - Veracruz and Mexico City (Montezuma and Chapultepec)  
World War I (1914 – 1918) – Belleau Wood in France  
World War II (1941 – 1945) – Guadalcanal, Iwo Jima, Okinawa, Saipan, Tarawa  
Korean War (1950 – 1953) – Chosin Reservoir  
Vietnam (1965 – 1972) – Hue City Khe Sahn  
Grenada (1983)  
Beirut (1982-1984)  
Kuwait (1991)  
Iraq (2003)  
Afghanistan (2004)

## **DRILL TERMS**

Types of commands:

Preparatory Command – Indicates which movement is about to be executed.

Command of execution – Causes the desired movement to be executed.

Alignment	A straight line on which several elements are formed.
Cadence	The uniform step and rhythm in marching.
Cover	To align oneself directly behind the person to their immediate front.
Distance	The space between elements in depth; measured from back to chest. Normal distance is 40 inches.
Guide	An individual upon whom a formation regulates its cadence and direction of march.
Interval	Space laterally between elements of the same <b>line</b> . Normal interval is one arms length measured from shoulder to shoulder. Approximately 30 inches. Close interval is approximately 4 inches between shoulders.
Line	A formation in which the elements are side by side. (Normal Squad at “Fall In”)
Dress	Alignment to the right or left as directed.
Pace	A step of 30 inches, the length of a full step in marching at quick time.
Length	Quick time – 30 inches measured from <b>heel to heel</b> . Half step – 15 inches measured from <b>heel to heel</b> . Back step – 15 inches measured from heel to heel. Right / Left step – 12 inches measured from inside heel to inside heel.
Rank	A line of individuals placed side by side.
File	A single column of individuals placed one behind the other.
Time	Quick time – 112 to 120 steps per minute (normal marching cadence) Double time – 180 steps per minute Slow time – 60 steps per minute

Three Purposes of drill

- (1) To move a unit from one place to another in an orderly manner.
- (2) To teach discipline and coordination.
- (3) Increase the confidence of junior officers and NCO’s through the exercise of command.

## *GLOSSARY OF TERMS*

Aye Aye, Sir	Official acknowledgment of an order.
Barracks	A building where Marines live.
Blouse	Coat
Bulkhead	Wall
Bunk	Bed
CMC	Commandant of the Marine Corps
CO	Commanding Officer
Colors	The national flag
Cover	Hat
Deck	Floor
Drill	March
Field Day	Clean up the area.
Gangway	Move out of the way.
Gear locker	Storage room for cleaning purposes.
Gee Dunk	Candy, sweets etc.
Gung Ho	Working together in the spirit.
Hatch	Door
Head	Bathroom
NCO	Noncommissioned Officer
NCOIC	Noncommissioned Officer in Charge
Overhead	Ceiling
Passageway	Corridor or hallway
PFT	Physical Fitness Test
Reveille	Time to get up
Secure	Stop work, put away, lock up.
Square away	Straighten up.
Swab	Mop
WM	Woman Marine

## CHAIN OF COMMAND

President of the United States	The Honorable _____
Vice President of the United States	The Honorable _____
Secretary of Defense	The Honorable _____
Secretary of the Navy	The Honorable _____
Commandant of the Marine Corps	General _____
Assistant Commandant of the Marine Corps	General _____
Sergeant Major of the Marine Corps	SgtMaj _____
Commanding General, TECOM	Maj General _____
Director, MCJROTC	_____
Regional Director, MCJROTC Region 5	_____
Senior Marine Instructor	_____
Marine Instructor	_____
Cadet Battalion Commander	Cadet _____
Cadet Battalion Executive Officer	Cadet _____
Cadet Battalion Sergeant Major	Cadet _____
Cadet Company Commander "A" Company	Cadet _____
Cadet Company Commander "B" Company	Cadet _____
Cadet Platoon Commander	Cadet _____
Cadet Platoon Sergeant	Cadet _____

**INSIGNIA OF GRADE FOR  
CADET OFFICERS**



**CADET  
COLONEL**



**CADET  
LIEUTENANT  
COLONEL**



**CADET  
MAJOR**



**CADET  
CAPTAIN**



**CADET  
FIRST  
LIEUTENANT**



**CADET  
SECOND  
LIEUTENANT**

**INSIGNIA OF GRADE FOR  
CADET ENLISTED PERSONNEL**



**CADET SERGEANT  
MAJOR**



**CADET FIRST  
SERGEANT**



**CADET GUNNERY  
SERGEANT**



**CADET STAFF  
SERGEANT**



**CADET SERGEANT**



**CADET CORPORAL**



**CADET LANCE  
CORPORAL**



**CADET PRIVATE  
FIRST CLASS**

No Insignia  
for Private

## NOTES



## NOTES

## NOTES

## NOTES

## NOTES

## **NOTES**