



**TEXAS CITY
INDEPENDENT SCHOOL
DISTRICT
CADET HANDBOOK**

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HISTORY / BACKGROUND

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 to establish Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) units throughout the United States.

PURPOSE OF MCJROTC

The purpose of the Marine Corps Junior Reserve Officers' Training Corps program, commonly referred to as "Junior ROTC," is to instill the values 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. Your program meets these requirements. Similar programs are conducted nationwide by the other three military services.

MISSION OF MARINE CORPS JUNIOR ROTC

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

ADMINISTRATION / ORGANIZATION

ENROLLMENT REQUIREMENTS

- To be eligible for enrollment and continuation 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 both the Senior Marine Instructor & Marine Instructor (SMI/MI).
 - 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.

DISENROLLMENT

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

- **Academic Failure** – You must pass MCJROTC to remain a part of it. Further, the primary purpose to be in high school is to receive a diploma. If a cadet does not maintain eligibility or is not making satisfactory progress toward a diploma he or she will be terminated from the program. However, disenrollment is not automatic. Each case is reviewed and handled separately.
- **Ineptitude** – Students who consistently demonstrate an inability to develop leadership skills, personal responsibility or self-discipline may be disenrolled.
- **Poor Attitude** – Any cadet who consistently displays a poor attitude regarding the MCJROTC program may be disenrolled. Attitude must be consistent across the board and behavior in other school functions or legal issues will be factored into each decision.
- Failure to maintain standards for enrollment to include but not limited to; failure to wear uniform, failure to maintain a regulation haircut, and repeat assignment to disciplinary settings.

- Lack of aptitude, indifference to training, disciplinary infractions, or undesirable traits of character.
- Found guilty of a misdemeanor or felony.
- Misuse/deceptive use of excuses to avoid training.

ATTENDANCE

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 event to let the instructors know in advance.

CLASSROOM PROCEDURES

1. When entering the classroom, go directly to your seat. All socializing will take place during the passing period before and after class. At the bell, the class leader will call the class to attention if in class with the SMI/MI. The class will come to attention and remain at the position of attention until instructed to take seats. The class leader will command "At ease" and all students will greet the MI with appropriate greeting of the day if in class with the MI.
2. No food, drink or gum is allowed in the classroom area unless authorized by the SMI/MI. Bring notebooks, and pen or pencil to every class. Many times, cadets will be required to take notes.
3. Cadets must raise their hand to be recognized.
4. When acknowledging a command, cadets should respond "Aye, sir."
5. Use "Sir" when addressing or answering the SMI/MI. When asking for permission or assistance, say "Please" first. When a request is granted, say "Thank you".

6. When the ending class bell rings, the instructor will dismiss the class once all students are in their seats, the instructor will wish the cadets a good day or give the command of “Dismissed”. At this time, cadets may depart the classroom for their next class.
7. 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.
8. 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.
9. Uniforms will be worn as directed by the SMI/MI. Green PT shirts and shorts, or sweatpants, is the PT uniform.
10. Cadets are expected to conduct themselves with proper decorum always in school, and especially within the MCJROTC spaces.

CONDUCT, BEARING & DISCIPLINE

SCHOOL CITIZENSHIP

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

PUBLIC DISPLAYS OF AFFECTION

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 two people 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.

DAILY CADET CONDUCT

- ❖ Cadets arrive on time for class; greet the instructor on the way into class.
- ❖ Cadets contribute to the class with appropriate answers to questions.
- ❖ Cadets wear appropriate clothing and use appropriate language.
- ❖ Cadets strive to improve themselves continuously and maintain a can-do attitude.
- ❖ 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 do not smoke or wear hats on school grounds. Cadets respond to adults with a "Yes, or No Sir or Ma'am.
- ❖ Cadets do not lie, cheat, steal and do not use drugs.
- ❖ Cadets offer suggestions to improve the system.
- ❖ Cadets respect public and private property.
- ❖ Cadets respect public laws and regulations.

CURRICULUM / ACADEMICS

SCHOOL ACADEMICS

All Marine Corps JROTC cadets are required to maintain a 70 in all their school subjects to remain in the MCJROTC program. Failure to maintain a minimum grade will put the cadet on immediate probation and the cadet will be limited in participation. If the cadet fails to raise his or her grade to the required level during the next 9 weeks, the cadet will be suspended from MCJROTC and required to turn in all uniforms and stop any participation in MCJROTC. If the cadet raises the grade during the probationary period, the cadet will be allowed to resume full activities.

CADET CURRICULUM

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.

CADET PARTICIPATION

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.

1. 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.

2. 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.

3. 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.

4. 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.

GRADING

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. Physical training is the final component of the class.

The grade weight is 25% Academics, 50% Leadership and 25% PT.

RANK & PROMOTION

Cadet Rank Structure.

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.

1. Cadet Lieutenant Colonel – Cadet Battalion Commander
2. Cadet Major – Cadet Battalion Executive Officer
3. Cadet Captain – Cadet Company Commander, S-3 Operations Officer, S-4 Logistics Officer
4. Cadet First/Second Lieutenant – Cadet Company Executive Officer, Cadet Platoon Commander, S-5 Battalion Public Affairs Officer/Historian, S-1 Administrative Officer S-2 Battalion finance officer
5. Cadet Sergeant Major – Cadet Battalion Sergeant Major
6. Cadet First Sergeant – Cadet Company First Sergeant
7. Cadet Gunnery Sergeant – Cadet Company Gunnery Sergeant, Cadet Platoon Sergeant Staff assistants
8. Cadet Staff Sergeant – Cadet Company Supply Sergeant, Cadet Company Guide
9. Cadet Sergeant – Cadet Squad Leader, Cadet Company Clerk
10. Cadet Corporal – Cadet Fire Team Leader
11. Cadet Lance Corporal – Any qualified Cadet may be promoted to this rank.
12. Cadet Private First Class – Any qualified Cadet may be promoted to this rank.

Cadet Promotions

1. 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 quarter conduct and grades meet the criteria below.
 - a. Promotions are based on demonstrated leadership ability, academic, and disciplinary excellence.

- b. The minimum standards for any promotion are to have all grades of 70 or above and to have passed the Physical Fitness Test (PFT) in the current grading period.
- 2. Cadets being considered for promotion to Cadet Corporal or Cadet Sergeant, must possess a current 70 average or higher. For promotion to Cadet Staff Sergeant or higher, the cadet must have a current average of 75 or higher. All cadet officers and staff noncommissioned officers are required to maintain a minimum 80 to retain their rank.
- 3. Cadet officers and staff noncommissioned officers that do not meet the minimum average of 80 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 an average of 70 may not hold a rank higher than Cadet Private.
- 4. Cadets failing to perform their duties in an efficient manner will be considered for reduction.
- 5. Requests for waivers to the above promotion criteria will be submitted to the Senior Military Instructor.
- 6. Cadets are normally promoted to commissioned officer ranks during their 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.
- 7. 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.



Cadet Sgt. Major



Cadet Staff Sgt.



Cadet First Sgt.



Cadet Sergeant



Cadet PFC



Cadet Corporal



Cadet Gunny Sgt.



Cadet Lance Corp.



Cadet 2nd Lieutenant



Cadet Major



Cadet 1st Lieutenant



Cadet Lt. Colonel



Cadet Captain



Cadet Colonel

APPEARANCE & UNIFORMS

HAIR

Hair of male cadets will be tapered from zero to 3 inches with sideburns no longer than the orifice of the ear, neatly trimmed. Hair will not touch 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.

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.

EARRINGS

Women cadets may wear small, polished earrings, ball or round stud type with all uniforms except camouflage. Earrings must not exceed ¼ inch in diameter. Only one earring per ear is authorized. Earrings may not be worn while participating in parades, reviews or ceremonies. No other piercings are authorized.

Male cadets will not wear earrings or facial makeup while in uniform.

UNIFORM DAY

The Marine Corps JROTC program requires that cadets wear their uniform at least one day a week. The SMI 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.

CONDUCT IN UNIFORM

Your appearance and conduct should be impeccable while in uniform:

Do not chew gum. Do not smoke.

Do not walk or stand around with your hands in your pockets.

Wear your cover outdoors always and remove it indoors.

Salute all officers and principals. Greet all cadets and treat everyone with respect.

Do not use foul language, poor posture, or wrestle/play in uniform

UNIFORM CARE

Camouflage uniforms and cotton T-shirts can be washed in warm or cold water only.

Khaki shirts, poly-wool green trousers, wool sweaters and dress coats must be dry-cleaned. DO NOT WASH THESE ITEMS.

Unserviceable uniforms can be exchanged for serviceable uniforms. Notify your squad leader and request an appointment to exchange the item during class. Cadets are responsible for their uniforms. Replacement of lost, stolen or damaged uniforms is the responsibility of the cadet. Keep your uniforms in a safe place.

DO NOT LEAVE UNIFORMS IN LOCKERS OR CARS

UNIFORM INFORMATION

Uniform Types

Blue Dress “Bravo”	Blue trousers with blue coat, ribbons only.
Blue Dress “Charlie”	Blue trousers with khaki long sleeve shirt and tie.
Blue Dress “Delta”	Blue trousers with khaki short sleeve shirt.
Service “Bravo”	Green trousers with khaki long sleeve shirt and tie.
Service “Charlie”	Green trousers with khaki short sleeve shirt.
Utility Uniform	Camouflage blouse and trousers.

Note: The utility uniform is authorized for wear only from Home to an official JROTC function or school on uniform day.

Belt Lengths

Web Belt Between 2 and 4 inches past the buckle.

Military Alignment

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

Tie Clasp

Centered between the 3rd and 4th button on the long sleeve shirt.

Trouser Length

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

Cover

Never worn indoors. School policy prohibits the wearing of any type of hat in the school. ROTC will abide by this policy.

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.

Enlisted Insignia of Grade

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

Officer insignia of Grade

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

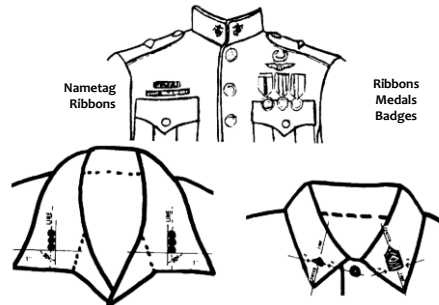
Rank Insignia, Medals, Ribbons and Badges

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.

1. 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.

- a. 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.

- b. Enlisted rank worn on khaki utility shirt point of the bisecting the bottom edge $\frac{1}{2}$ inch.



insignia will be shirts, raincoats and collars with the chevron up, angle of the collar, inch from the collar

- c. 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 $\frac{1}{8}$ " above and centered over the right breast pocket.
- d. Ribbons. When worn, ribbons will be worn $\frac{1}{8}$ " above and centered over the left breast pocket of the khaki shirt or blue coat. When worn with the marksmanship badge, ribbons will be $\frac{1}{8}$ " above the badge.
- e. 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 $\frac{1}{8}$ " above and centered on the left breast pocket. Marksmanship badges will not be worn with medals on the blue coat.

Wearing of Ribbons and Awards

- ❖ Ribbons and badges authorized and procured through the MCJROTC program.
Ribbons and badges are authorized for wear on leave and liberty.
- ❖ 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

- ❖ 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.
- ❖ Distinguishing Patches. The Marine Corps JROTC Shoulder patch will be worn on the left sleeve of the blue coat, green coat, khaki shirt.

ACTIVITIES / EXTRACURRICULAR ACTIVITIES

DRILL

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. Drill competition 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.

1. All members of the MCJROTC Drill Team will conduct themselves in a manner as to not bring any discredit upon themselves or the drill.
2. 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.
3. Alcohol, drugs and tobacco are strictly prohibited!
4. Team members must maintain the same academic standards as any other Varsity Sport to maintain their eligibility to compete.
5. Treat all weapons with respect and proper weapons handling techniques.
6. Remember that you are what you are perceived to be, and first impressions are lasting impressions!
7. Un-sportsman like conduct WILL NOT BE TOLERATED!
8. Treat all faculty, staff and coaches with RESPECT.
9. Any infractions of this code may result in suspension or expulsion from the team.

MARKSMANSHIP

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 can 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.

MARKSMANSHIP WEAPONS PROCEDURES

1. Weapons will always be physically controlled and accounted for.
2. The Military Instructor is responsible to the Senior Marine Instructor for the control of the weapons in their charge.

Inventory Control

1. Monthly: The last Friday of each month, a serialized inventory of all weapons will be conducted.
2. Weekly: All weapons will be physically sighted each Friday.
3. If the Armory Room is opened, a count will be conducted at the end of each class and before lock-up at the end of the school day.
4. Discrepancies: Will be immediately reported to the SMI/MI.

Issue Procedures

1. Cadets to be issued weapons will form single line outside the Arms Room. Order in this line will be maintained by the Class Commander.
2. Once in the hands of the Cadets, the Class Commander will assist the MI in seeing that all weapons are physically controlled always.
3. If weapons are used, the Class Commander will assist the MI in returning weapons to the Arms Room and conducting a count at the end of each class period.

Care and Cleaning

1. Weapons will be turned in to the Arms Room in a clean condition.
2. Care of weapons is an all-hands job.
3. Cleaning of weapons will be done under the supervision of the Instructor Staff.
4. Marksmanship weapons will be cleaned by the rifle team.
5. On a weekly basis, the SMI/MI will sight all weapons for cleanliness.

Weapon Safety Rules

- Treat every **weapon** as if it were loaded.
- Keep your finger straight and off the trigger until you intend to fire.
- Never point your **weapon** at anything you don't intend to shoot.
- Keep your **weapon** on **safe** until you intend to fire.

MARKSMANSHIP QUALIFICATION AWARDS

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.

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

1. Rifles. All qualification will be with the Challenger Air Rifle.
2. Distance. Air rifle qualification firing must be done at 10 meters (33 feet).
3. Targets. Air rifle qualification firing will be done on the AR 5/10.
4. 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.

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:

1. 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.
2. 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.
3. 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.

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

4. 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.
2. 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.
3. 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

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.

PHYSICAL TRAINING

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

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

1 st Class	235 – 300 points
2 nd Class	200 – 3234 points
3 rd Class	120 – 199 points
Failing	Below 120 points

EVENT COORDINATING INSTRUCTIONS

PULL-UPS

Grasp the bar with palms facing away or toward the body; hang with arms and legs fully extended. Feet must be free of the ground/floor. A student may stand to one side of the competitor being tested, to stop competitor from swinging. Mount the bar and come to a complete dead hang position. The Scorer/Instructor will then command the cadet to begin. Pull body up until the chin is placed over the bar and lower body until the elbows are fully extended. The Scorer/Instructor will count each correct repetition as the cadet drops to a dead hang. Incorrect repetitions will not be counted.

- RULES:**
1. The pull up cannot be a snap or jerking movement.
 2. Knees cannot be raised above the waist and kicking/bicycling the legs is not permitted.
 3. The body must not have an exaggerated swing. If the competitor starts to swing, an assistant will stop the motion by holding an extended arm across the front of the competitors' thigh.
 4. One complete pull-up is counted each time the competitor places his chin over the bar and returns to a dead hang position.
 5. Max score is 100.

PUSH UPS

Two-minute time limit, a non-stop exercise. Competitors must place some part of their hand or fingers under the shoulder. The body is held in a straight line (approximately parallel to the ground) from the shoulders to the feet with no part of the body touching the ground other than hands and feet. Elbows are locked with arms forming a straight line (perpendicular to the ground) from the shoulders to the wrists. Feet may be spread no further than one foot apart. Counter lies face down on the ground opposite the competitor, placing his/her hand palm down under the competitor's chest. Counter must be of the same gender as the participant.

The competitor lowers their body by bending the elbows and bringing their torso downward until the chest touches the back of the counter's hand. The body must maintain a straight line from the shoulders to the feet. The competitor then returns to the starting position, again maintaining their body in a straight line. The elbows must lock straight before the next repetition begins. Broken form (hands are too wide, piking, hips or stomach touching mat) will result in repetitions not being counted. The judge will notify the competitor that they have broken form. If the competitor continues to break form, the judge will ask that competitor to stop, ending the event for that competitor. If the competitor corrects their form after the first warning, counting of repetitions will resume.

- RULES:**
1. Sternum must touch counter's hand.
 2. No part of the body, other than the hands and feet may touch the ground.
 3. Body must be maintained in a straight line always from the shoulders to the feet.
 4. Arms must lock straight to complete return to the starting position.
 5. Competitors can rest in the up position; however, the body must remain straight.
 6. At no time during the exercise, including rest periods, can the competitor let their back arch or sway. (60 points max)

CRUNCHES

Competitor lies on their back with shoulder blades touching the deck. Legs will be bent at a 45-degree angle and both feet will be flat on the deck. The arms will be folded across the chest/rib cage. A Cadet can hold the competitor's ankles to keep the competitor's heels in contact with the ground/floor while counting out loud each correct repetition.

A single repetition consists of raising the upper body from the starting position until both forearms and both elbows simultaneously touch the thighs. Return to the starting position with shoulder blades touching the deck.

- RULES:**
1. The arms will be folded and remain across the chest. Raising of the elbows/arms away from the body while raising the upper body will not be counted.
 2. The buttocks will remain in constant contact with the deck throughout the event. No arching of the lower back or lifting the buttocks is permitted.
 3. One complete crunch is counted each time the competitor returns to the starting position (shoulder blades touching the deck).
 4. Competitor completes as many crunches as possible in a time limit of two minutes.
 5. Max score is 100.

ONE MILE RUN

Competitor stands behind starting line. On the signal, "Ready! Go!" the competitors start running the one-mile distance.

- RULES:**
1. The object is to cover the distance in the shortest possible time.
 2. Record times in minutes and seconds.
 3. For scoring, see enclosure (4). Max score is 100.

USEFUL CADET INFORMATION

Leadership Principles

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

LEADERSHIP TRAITS and 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 will fight our country's battles
In the air, on land and sea.
First to fight for right and freedom,
And to keep our honor clean;
We are proud to claim the title of
UNITED STATES MARINE.*

*Our flag's 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 the sentry who relieves me, all orders from the Commanding Officer, Officer of the Day, and Officers and Non-Commissioned officers of the guard only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the Corporal of the Guard in any case not covered by instructions.
10. To salute all officers and colors and standards not cased.
11. To be especially watchful at night and during the time for challenging, challenge all persons on or near my post, and to allow no one to pass without proper authority.

MISSION OF THE MARINE CORPS

The Marine Corps Shall:

Be organized, trained and equipped to provide Fleet Marine Forces for service with the U.S. Fleet in the seizure or defense of advanced naval bases and for the conduct of such land operations essential to the prosecution of a naval campaign.

Provide detachments for service on armed vessels of the U.S. Navy and security detachments for the protection of property at Naval stations and bases.

In connection with the Army, Navy, and Air Force, 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 (2003-2010) – Fallujah, Ramadi

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 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 line. Normal interval is one arms length measured from shoulder to shoulder. Approximately 30 inches. Close interval is approximately 4 inches between shoulders.
Line	A formation in which the elements are side by side.
Dress	Alignment to the right or left as directed.
Pace	A step of 30 inches, the length of a full step in marching at quick time.
Length	Quick time – 30 inches measured from heel to heel. Half step – 15 inches measured from heel to heel. Back step – 15 inches measured from heel to heel. Right / Left step – 12 inches measured from inside heel to inside heel.
Rank	A line of individuals placed side by side.
File	A single column of individuals placed one behind the other.
Time	Quick time – 120 steps per minute (normal marching cadence) Double time – 180 steps per minute Slow time – 60 steps per minute

Purpose of drill

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

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

President _____

Vice President of the United States

Vice President _____

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 _____

Director MCJROTC

Colonel _____

Region 5 Director

Lt Col _____

Senior Marine Instructor

Maj _____

Marine Instructor

GySgt _____

Cadet Battalion Commander

Cadet LtCol _____

Cadet Battalion Executive Officer

Cadet Maj _____

Cadet Battalion Sergeant Major

Cadet SgtMaj _____

Cadet Company Commander "A" Company

Cadet _____

Cadet Company Commander "B" Company

Cadet _____

Cadet Platoon Commander

Cadet _____