

# HOME OF THE

**South Stokes High School  
Marine Corps Junior Reserve Officer Training Corps**



**Standard Operating Procedures**

# SAURAS

## MEMORANDUM

From: Senior Marine Instructor  
To: MCJROTC Cadets and Parents

Subj: INTRODUCTION TO THE MCJROTC LEADERSHIP EDUCATION PROGRAM

1. WELCOME TO THE SOUTH STOKES HIGH SCHOOL MARINE CORPS JUNIOR RESERVE OFFICER TRAINING CORPS!
2. The Marine Corps Junior ROTC program is conducted at a limited number of high schools and academies in the United States. The MCJROTC program at South Stokes High School augments and complements the school's comprehensive curriculum, which is designed to develop informed and productive citizens. While participation in the MCJROTC program incurs no obligation for future military service, the training will go a long way toward enhancing opportunities in both military and civilian careers.
3. The formal name of the MCJROTC program is Leadership Education. It is designed to instill in high school students the value of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. It prepares students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens. The program is a stimulus for promoting graduation from high school, and it provides instruction and rewarding opportunities that will benefit the student, community, and nation.
4. The MCJROTC program at South Stokes High School provides students an opportunity to develop their leadership skills, self-confidence, and self-discipline through participation in a variety of activities, both inside and outside the classroom. The activities available to the students are discussed throughout this handbook.
5. This handbook contains basic information and instructions for the cadets of the South Stokes High School MCJROTC Leadership Education Program. Read it carefully. Students must comply with the rules, regulations, and procedures contained herein. Parents are invited to read this handbook to gain a better understanding of the MCJROTC program.

*Rafal M. Jurkiewicz*  
R. M. JURKIEWICZ  
CWO3 USMC(Ret.)

## INTRODUCTION

1. Welcome to the South Stokes High School (SSHS) Junior Reserve Officers' Training Corps (MCJROTC). The SSHS MCJROTC has two instructors:

Senior Marine Instructor: Chief Warrant Officer 3 Rafal M. Jurkiewicz, USMC (Ret.)

Marine Instructor: Master Sergeant Brian Grogan, USMC (Ret.)

2. The formal name of the MCJROTC program is Leadership Education. A major emphasis of the program is assisting students to develop leadership skills that will assist them throughout life. Students hereafter referred to as cadets, will be placed into a military-style organization, where they will move through positions of ever-increasing responsibility as they gain experience and knowledge.

3. This program intends to:

- Develop leadership and build character.
- Create informed, patriotic, and responsible citizens.
- Develop responsible young adults who are physically, mentally, and morally fit.-  
Develop informed and civic-minded young adults prepared for higher education, civilian careers, and public service.
- Instill discipline, respect, and responsibility through military-related subjects and activities.

4. Each of you is expected to:

- a. Pass all schoolwork. Keep up and turn in all assignments to your teachers on time. If you know you are going to be absent from class, be proactive and plan accordingly.
- b. Always come to school clean and properly dressed and groomed. Young men are expected to be clean-shaven and keep a neat, well-trimmed haircut.
- c. Be polite and respectful. Treat others the way you want to be treated.
- d. Be a non-smoker. If you smoke, now is a good time to quit.
- e. Be a good citizen everywhere you go. Remember, your conduct reflects on you, your family, SSHS, and the MCJROTC program.
- f. Turn in your MCJROTC forms and permission slips promptly.
- g. Wear the uniform properly each time. Be proud of the uniform and keep it clean.

5. Consider coming out for the Drill Team, Color Guard, Physical Fitness Team, Rifle Team, or any volunteering events. These teams participate in several competitions each year. These are extracurricular activities and are not required to be in the MCJROTC program.

6. Most of all, remember that this is **YOUR** program. It is up to each of you to make it a program you can be proud of.

## CLASSROOM PROCEDURES

1. When reporting to the JROTC building for class, cadets will go directly to their assigned desks and stand beside the desk at the position of attention until the roll is called. When your name is called, answer "Here Sir". When the roll is complete cadets will be informed to take their seats, get ready for physical training or follow some other direction. The Cadet's response will be "aye-aye" Sir (Ma'am). If the instructor is not present, the platoon commander will take charge, call the roll, and have the class prepared for instruction.
2. Once seated, cadets may leave only with the permission of the instructor. There will be no talking after roll call unless you are called on.
3. You will use "Yes Sir/Ma'am" or "No Sir/Ma'am" with all instructors, school officials, and cadet officers.
4. Do not bring tobacco products, food, candy, or gum into the classroom.
5. When an instructor, school official, or another adult enters the classroom the first cadet who sees the person will call the class to attention by saying (loudly) "ATTENTION ON DECK."
6. Profanity is not allowed. Also, do not sit on desks or tables.
7. If you have a question, raise your hand.
8. There will be no sleeping in class. Eyes closed or heads on desks are considered sleeping. Sleepy cadets will stand in the rear of the classroom until they can return to their seats and stay awake.
9. A respectful, positive attitude is required. More cadets will get into trouble because of their attitude than their actions.
10. The Plan of the Week, the Uniform of the Week, and other pertinent information will be posted on the bulletin board in the classroom. Failure to check the bulletin board is not an acceptable excuse for failing to meet requirements. When available the unit website may also be used as a source of information.
11. Only official written excuses are accepted for reentry or late entry into the classroom.
12. Before you leave class, pick up all trash and paper around your desk. The room will be clean when you leave.
13. Drinks are only allowed in the classroom when authorized by the instructor.
14. Cadets are not allowed to enter the heads during class time, except as specifically authorized by the instructor.
15. Cadets are expected to maintain professional, timely, and reliable communication with both instructors. At a minimum, each Cadet is expected to check their school email daily, which includes weekends and holidays).

16. Cadets are expected to be proactive. If you know you will be absent, you should notify the instructor at the soonest, and make up any missed assignments at the earliest opportunity. In case of missed school days, or low test grades, Cadets have the option to seek additional (optional) assignments, i.e. presentation to the class or an essay, to earn an extra credit.

### **SECOND, THIRD, AND FOURTH-YEAR CADETS**

1. You are the leaders of the MCJROTC program. The first-year cadets will be watching you closely. You must SET THE EXAMPLE. Your conduct and personal appearance will set the tone for the entire company. Now is the time for you to demonstrate your working knowledge of leadership traits and leadership principles.
2. Our JROTC facilities are in good shape. It is up to you to keep them that way.
3. Keep your grades up right from the start. Make up your work promptly if you are absent and get your assignments early if you know you will be absent from class.
4. Help keep the campus clean. Pick up trash as you walk around the campus. Walk on the sidewalks so we don't make dirt paths where grass should be growing.
5. Be well-groomed whenever in uniform. Young men will be clean-shaven, with a neat haircut.
6. You are expected to wear the uniform correctly and with pride. Again, you must SET THE EXAMPLE for the younger cadets.
7. Help get the program off to a running start. Don't be "dead wood." Get involved.
8. Regardless of your rank or position, support your Cadet NCOs, staff NCOs, and Officers. Help them lead. By doing so, you will become a better leader yourself.
9. Cadet First Sergeants and above are allowed to impose punishment, in case when another cadet fails to comply with military instruction, and only within the limits prescribed below:
  - a. Push-ups are limited to twenty-five for any one offense or serious mistake.
  - b. During PT, one lap around the track for any one offense or serious mistake.
  - c. This authority applies only during JROTC classes or activities, and only under the supervision of JROTC instructors. **It must be used judiciously and not abused.** If you are doing your job properly, there will be no need for this.
  - d. If a cadet who is given punishment believes the punishment to be unfair, he or she may appeal the matter to the Senior Cadet Officer or Non-Commissioned Officer present for a decision. If the appeal cannot be resolved at the cadet level, final judgment in all matters of discipline related to cadets of the company rests with the Senior Marine Instructor.

## SECTION I GENERAL

1. **Definition.** Standing Operating Procedures (SOP) set forth policies and procedures that the Senior Marine Instructor (SMI) desires to make routine. SOP eliminates the need for repetitive instructions.
2. **Purpose and Scope.** This SOP prescribes policies and procedures for the organization, administration, and operation of the Marine Corps JROTC program at South Stokes High School. It applies with the force of direct orders to all cadets enrolled in the Marine Corps JROTC program at South Stokes High School.
3. **Dissemination of Information**
  - a. The Cadet Company Commander is responsible for announcements that the SMI desires to be made to the Cadet Company. In the absence of the Company Commander, the Company Executive Officer is responsible.
  - b. Published orders and memoranda will be posted on the bulletin board in the classroom. Each cadet is responsible for compliance with the information posted. Failure to check the bulletin board is not an acceptable excuse for noncompliance with posted orders/information.
  - c. Other orders/instructions may be passed through the chain of command.
4. **Organization.** The South Stokes High School Marine Corps JROTC is organized as a Cadet Company, with three platoons, coinciding with the three class periods in the school day. Each platoon will consist of three squads and the platoon staff. Various company staff members will be in each respective class.
5. **Honor Code.**
  - a. Honor may be defined as that quality in a person which shows him to be fair and truthful, in word and act, to himself/herself and his/her associates. It suggests devotion to such standards of right, loyalty, courage, and conduct that have been embedded in our American society. The honor includes a delicate sense of right and wrong and a proud awareness of responsibility. Honor is the relationship between a person and his/her conscience. Ultimately, honor depends on you, an individual, a Marine Corps Cadet, and a citizen of your country.
  - b. Your word as a cadet is your bond. Unless your word is reliable and trustworthy, respect will not be created in fellow cadets. A high sense of integrity must be maintained at all times, keeping in mind that resourcefulness, decisiveness, fidelity, adaptability, stability, forcefulness, moral courage, and fairness are necessary ingredients for all cadets.
  - c. The development of character and integrity among its members is a basic objective of the Marine Corps JROTC program at South Stokes High School. The Honor Code is the primary means through which this objective is attained. The principles of the Code are that a cadet does not lie, cheat, or steal, and will discourage others from doing so. This requires complete integrity in both word and deed from all members of the Cadet

Company and permits no deviation from those standards. An integral part of the Honor Code is that a cadet's word or signature is to be trusted.

- d. No honor board administers punishment to those breaking the Honor Code. No punishment for violation of the Honor Code is stronger than that administered by the cadet's conscience. Repeated violations of the Honor Code, or violations that bring discredit to the Cadet Company, however, may result in dismissal from the JROTC, at the discretion of the SMI and the Principal.

## SECTION II MCJROTC CURRICULUM

### 1. General

Public Law 88-647 and Department of Defense Directive 1205.13 of 17 October 1968 prescribe policies for MCJROTC units in secondary schools. It is directed that the MCJROTC program be meaningful training that will be of value to the cadet and the community. Course membership must be limited to students who maintain academic and discipline standards acceptable to the MCJROTC program. Leadership Education courses are divided into five major subject areas:

- a. Leadership Training. The leadership development of the individual is central to the MCJROTC curriculum. The training includes leadership traits and principles, techniques, self-discipline methods, self-study, and a study of others. The opportunity to practice these skills and techniques within the cadet organization is an integral part of this instruction.
- b. Citizenship. This portion of the training seeks to instill in the students a sense of patriotism while making them aware of their rights, privileges, and responsibilities as citizens of this country. It includes instruction on the national defense structure of the United States.
- c. Personal Growth and Responsibility. In addition to participating in an active physical fitness program, cadets will learn the benefits of proper diet, basic health practices, first aid, and the value of a personal fitness program that continues into adulthood. Cadets will take a physical fitness test twice each year. Also included in this part of the course is instruction on the basics of personal finance, and basic social skills training.
- d. Public Service and Career Preparation. Instruction will be offered to seek to develop informed, civic-minded young adults prepared for higher education, civilian careers, and public service.
- e. General Military Subjects. This course presents military customs, traditions, and history. It also includes essential military subjects, such as drill and ceremonies, uniform regulations, map reading, and military rank structure.

### 2. MCJROTC Leadership Education Levels

- a. Leadership Education I and II. Designed for first-year MCJROTC cadets, LE I and II emphasizes followership, the development of leadership traits, and Marine Corps customs, drill, and ceremonies.
- b. Leadership Education III and IV. The second-year curriculum concentrates on leadership theory, style, and principles. Cadets begin to assume leadership roles in the cadet company and also concentrate on the area of Personal Growth and responsibility and health.
- c. Leadership Education V and VI. The third-year course concentrates on leadership application. The majority of cadet leadership positions are normally filled by third-year students. Citizenship and Public Service are also emphasized in LE V and VI.



- d. Leadership Education VII and VIII. The fourth-year curriculum concentrates on leadership application, citizenship, and career exploration. The plan is for fourth-year students to act as student instructors and fill the highest leadership positions in the cadet company.
3. Academic Credit. The cadet will earn one credit upon satisfactory completion of each Leadership Education level of instruction.
4. Grading System. The MCJROTC Department uses the same grading scale used throughout South Stokes High School. Each Leadership Education level (LE1, LE2, LE3, and LE4) falls under the same rubric, however, each level has its curriculum, which is posted on the school JROTC website. Grading for MCJROTC Cadets is as follows:
  - a. Grading Policy  
A: 90-100 B: 80-89 C: 70-79 D: 60-69 E: 0-59
  - b. Semester Grade Percentage Breakdown (2 Quarters, Final Exam)  
1<sup>st</sup> Quarter: 40% of the Semester Grade  
2<sup>nd</sup> Quarter: 40% of the Semester Grade  
Final Exam: 20% of the Semester Grade, unless exempt.
    1. To be exempt from the final exam in the JROTC course, the following criteria must be met:
      - a) The student maintains an “A” average and accumulates no more than 6 absences per semester;
      - b) The student maintains a “B” average and accumulates no more than 4 absences per semester;
      - c) The student maintains a “C” average and accumulates no more than 2 absences per semester;
      - d) The student maintains a “D” average and accumulates no more than 1 absence per semester.
    2. Students whose behavior results in any suspension will automatically lose exam exemption privileges for the semester in which the suspension occurs.
    3. Students are encouraged to take all exams. Students who meet exam exemption criteria may choose to take the exam in that course. If a student chooses to take the exam, the exam grade will be counted as 20% of the semester grade only if it improves the student’s grade.

1. Evaluation System.

- a. Grades in MCJROTC will be determined based on test/quiz grades, weekly inspection grades, participation in all required activities such as physical training, and finally in leadership when applicable. Types of tests: multiple choice, true/false, matching, fill in the blank, and essay. Note: Bonus points will be awarded for extra credit work/assignments, such as presentations, led guided discussions, or wearing a uniform on non-uniform days.

- b. Each cadet will be evaluated in leadership, physical fitness, and marksmanship. The cadet’s participation, behavior, discipline, knowledge, correct execution of drill movements, and ability to demonstrate leadership traits are observed and evaluated.

- (1) Overview

- (a) Each test/quiz has a value of 100 points.
- (b) Each uniform day has a value of 100 points.
- (c) Each Physical Training “dress out” day has a value of 100 points
- (d) Each Leadership grade has a value of 100 points.

(2) Uniform Inspection (100 points). Cadets can earn 100 points for wearing the uniform to school ALL DAY on the prescribed uniform day. Cadets may only wear the MARPAT (camouflage) uniform to and from school, except when conducting an official MCJROTC business. Cadets may wear service and dress uniform in public places, however, Cadets’ conduct must remain professional and appropriate at all times. Points are deducted for:

- (a) Individual inspection discrepancies.
- (b) If the Cadet is present but not in uniform, he/she will automatically receive a “0”.
- (c) If the cadet is absent he/she has the first two days back at school to wear the uniform and may earn a total 100 of points minus any inspection discrepancies.
- (d) If the cadet fails to wear the uniform ALL DAY, they lose 50 points, unless previously excused for a variety of reasons, such as PE Class, Auto tech, art, weights, etc.

(3) Physical Training (100 points)

- (a) Cadets receive 100 points for dressing in the prescribed uniform and participating in the PT activity of the day.
- (b) If the cadet does not wear the prescribed PT uniform they will receive a “0”.
- (c) Only valid, written excuses or doctors’ notes will be accepted for non-participation.

(4) Leadership Grade (100 points)

- (a) Upperclassmen in positions of responsibility are graded much harder, due to their position and level of expectations.
- (b) Underclassmen will receive their grade based on attitude, motivation, participation in class, and adherence to established rules and guidelines.
- (c) There is only one leadership grade per semester.

(5) Test/quiz Grade (100 points)

- (a) Quizzes cover all material covered in the class and provided to the Cadets.
- (b) During a regular week, the class will be on a Monday, with a quiz due on a Friday.
- (c) Quiz will be administered via Google Forms. In case of technical difficulties, a printed copy will be provided to each student.
- (d) All study material and class presentations are also posted on the JROTC canvas page.
- (e) Late and unexcused test submissions will not be accepted.

(6) Final grades are determined per Stokes County Schools grading policies. Any cadet who desires to receive extra credit should see the Senior Marine Instructor or Marine Instructor. Only a lazy cadet or a cadet with a poor attitude can fail the MCJROTC Leadership Education program.

### SECTION III DISCIPLINE AND CONDUCT

1. **Military Courtesy.** Members of the MCJROTC program are expected to exhibit a high degree of military courtesy **at all times to all persons**. A continuous state of discipline will be maintained to facilitate the achievement of the mission of the MCJROTC program. Cadets are expected, at all times, to conduct themselves in a manner that reflects credit upon their school and the cadet company. Willful infractions of rules and regulations will not be tolerated.

a. When required by custom or regulation, cadets in uniform will render the proper salute to all commissioned officers of the Armed Forces of the United States and those of its allies.

b. During military periods, when required by custom or regulation, cadets in uniform will render proper salutes to all cadet officers of the MCJROTC.

c. During military periods, cadets will address each other by their rank.

d. Cadets reporting to the MCJROTC office will knock three times and enter when given permission. Report to the SMI or MI and state your business. Cadets will enter the office for business only.

e. The telephones in the offices are for business use. They may, if necessary, be used by cadets, with the permission of the SMI or MI. The use of cell phones is strictly prohibited and such use is dictated by Stokes County Schools. Exceptions will be approved by either the SMI or MI.

f. All rules and regulations set forth by South Stokes High School will be strictly enforced.

#### 2. **Conduct.**

a. **Classroom and JROTC Building.** The classroom procedures set forth in the front of this handbook will be strictly adhered to. Cadets are expected to conduct themselves with the proper decorum within the MCJROTC spaces. These are your spaces and you are responsible for taking care of them. The Platoon Commander is responsible for ensuring that the MCJROTC spaces are left clean after each class period.

b. **Head.** The head will remain free of trash and debris. Paper towels will be placed in the proper containers and not thrown on the deck. Commodes and urinals will be flushed after each use. Cadets observing inappropriate behavior in the head, or other MCJROTC spaces, will report the name of the guilty party to the SMI or MI.

## SECTION IV UNIFORMS AND APPEARANCE

**Uniforms.** The Marine Corps uniform marks the wearer as associated with the long line of men and women who have served this nation so faithfully. The appearance of a cadet is a mark of personal pride in the MCJROTC, South Stokes High School, and our country. The uniform of a South Stokes MCJROTC cadet must always be worn properly, neatly, and proudly.

- a. The prescribed uniform will be worn each Wednesday as specified by the SMI. The prescribed uniform will be worn in its entirety. The cover will be worn when outside and all coats and shirts will be buttoned.
- b. Green T-shirts are issued and will be worn with the utility uniform. White T-shirts will be worn with the Service "C" uniform.
- c. No part of the uniform will be worn with civilian clothes unless prescribed by the SMI or MI. No articles will be worn on the uniform except approved medals and ribbons. Cleaning, pressing, and minor maintenance, such as button replacement, are the cadets' responsibility while the uniform is in his/her possession.
- d. Alterations and repairs required to ensure proper fit and appearance will be done at the Marine Corps' expense. Cadets are not permitted to alter the uniform or make major repairs to it. The uniform is issued to you to be worn in conjunction with MCJROTC activities. Wearing the uniform for any other purpose must be specifically authorized by the SMI.
- e. Although these uniforms are issued to individual cadets, they remain the property of the United States Marine Corps. All uniform items must be turned in to the MCJROTC **BEFORE** a cadet checks out of school, moves or drops the course, etc. The uniforms issued to you are your responsibility. If you lose it or damage it through negligence, you will have to pay for it.

### 2. **Earrings**

- a. Female cadets may wear small, polished earrings of the ball or round stud type with all uniforms. Only one earring per ear is authorized.
- b. Male cadets will not wear earrings in uniform or while attending any MCJROTC class or function.

### 3. **Haircuts and Hair Styles**

- a. Hair of male cadets will be tapered in the back, with sideburns no longer than the middle of the orifice of the ear, and neatly trimmed. Hair will not fall over the ears or eyebrows

and the hair on top will not interfere with the proper wear of the military cover. Male cadets will always be clean-shaven, except mustaches may be worn if neatly trimmed.

- b. Hair of female cadets, when in uniform, will be pinned and arranged so that it does not fall below the bottom of the collar. The hair on top will be worn in such a way that the uniform hat/cap can be worn properly. "Scrunches" are not allowed.

4. **Miscellaneous**

- a. Gum chewing in uniform or in MCJROTC spaces is prohibited.
- b. The wearing of sunglasses is prohibited when in military formation.
- c. Cosmetics will be applied conservatively. Exaggerated or faddish cosmetics styles are inappropriate and will not be worn when in uniform. Lipstick and colored nail polish worn with the uniform will harmonize with the uniform. Extreme shades of lipstick or nail polish, such as lavender, purple, white, or flesh color will not be worn.

## SECTION V PROMOTION POLICY

1. **Background.** Historically, promotions (advancements in rank) have been used to reward the hard work of members of a unit or organization. Promotions recognize the dedication to the ideals of a unit and the contributions of individual members to the success of that unit. Promotions within the MCJROTC are designed to accomplish the same objectives.
2. **Promotion Criteria.** The following criteria will be used to determine eligibility for promotion within the MCJROTC.
  - a. General attitude of the cadet under consideration.
  - b. Voluntary involvement in MCJROTC activities.
  - c. The military appearance of the cadet.
  - d. MCJROTC grades.
  - e. The academic standing of the cadet in all subjects.
  - f. Conduct of the cadet.
  - g. Leadership adaptabilities to the core values and leadership principles.
3. **Procedures**
  - a. All first-year MCJROTC cadets will enter the cadet company as privates. There will be one scheduled promotion period each semester to consider each cadet for promotion to the next higher rank. These promotions will take place throughout the first nine-week period of each semester. Meritorious promotion of cadets considered worthy of special recognition can be affected at any time, at the discretion of the SMI and MI.
  - b. A cadet promotion board, consisting of cadet officers from the company staff, may be formed to make promotion recommendations for all enlisted cadets. These recommendations will be given to the SMI, which is the final promotion authority on all promotions. Cadet Officer promotions will be determined by the SMI and MI.
  - c. Cadet Officers and staff non-commissioned officers occupy positions of trust and confidence. They are duly appointed representatives of the SMI and, within the scope of their assigned duties, exercise the authority delegated to them by the SMI. They are expected to actively support and enforce all rules and regulations of the Cadet Company and Stokes County Schools. In this regard, the attainment and retention of a particular cadet rank is not an automatic feature of the MCJROTC program. Cadet Officers and SNCOs will be selected on a competitive basis.
  - d. Conversely, Cadets that are discipline problems in the school or fail to maintain established standards may be subject to demotion as determined by the SMI. Demotion might also lead to Cadets being removed from the course. A cadet may be unenrolled from the course for any of the following reasons:

1. Failure to maintain standards for enrolment. (Grooming, customs, courtesy, respect, obedience, and safety.
2. Lack of aptitude, indifference to training, disciplinary infractions, or undesirable traits of character.
3. Disenrollment from school.
4. Found guilty of a misdemeanor or felony.

e. There is ample opportunity for cadets to become involved in MCJROTC activities voluntarily. The drill, rifle, physical fitness, and color guard teams are demanding extracurricular activities which require a commitment to achieving mental and physical excellence. Cadets involved in extracurricular teams and volunteer activities demonstrate the desire to serve their school and the MCJROTC program. In most cases, these cadets will be considered for promotion before others who have not been involved.

## SECTION VI DUTIES AND RESPONSIBILITIES

1. **General.** Cadet Officers and Noncommissioned Officers are entrusted with positions of trust and confidence. As duly appointed representatives of the SMI, they are expected to actively support and enforce all rules and regulations of the Cadet Company and South Stokes High School.
2. **Duties and Responsibilities of Cadet Leaders.** The major duties of the billet holders in the cadet company are as follows:
  - a. **Company Commander (CO).** The Company Commander is the principal assistant to the SMI. He / She is responsible for assisting the SMI and MI in the organization, administration, training, and discipline of the unit. Specifically, he/she:
    1. Coordinates the planning and execution of all company activities.
    2. Knows the specific duties of all cadet officers and holds them responsible for the proper performance of the same.
    3. Evaluates the specific leadership capabilities of the cadets.
    4. Coordinates the activities of the company promotion board. Ensures that promotion recommendations are forwarded to the SMI immediately after the first six-week period in each semester.
    5. Keeps the SMI and MI informed of all matters related to the well-being of the members of the cadet company.
  - b. **Company Executive Officer (XO).** The Executive Officer is the principal advisor to the Cadet Company Commander. He / She is the coordinator of the company staff. Specifically, he/she:
    1. Directs and coordinates the work of the company staff on planning for all MCJROTC activities.
    2. Keeps the Cadet Company Commander informed.
    3. Schedules and directs company staff meetings at least once a month during the school year.
    4. Represents the Cadet Company Commander and acts for him/her during his / her absence.
  - c. **Company Personnel Officer (S-1).** The S-1 is the primary assistant to the Cadet Company Commander in all administrative matters. He / She:
    1. Ensures that all cadet records are kept up-to-date and complete, which includes all permission slips are present and complete, entries are made on promotions, awards, grades, marksmanship qualifications, and PFT scores.
    2. The Memorandum Receipt for uniforms is present and complete.
    3. Prepares all promotion warrants.



- d. **Company Operations Officer (S-3)**. The S-3 is responsible to the Cadet Company Commander for planning and execution of activities of the company. He / She coordinates planning for all company activities, including
1. Participation in all drill and athletic competitions.
  2. The annual company family picnic.
  3. The annual awards banquet.
- e. **Company Logistics Officer (S-4)**. The S-4 is responsible for all matters relating to logistics and transportation. He / she:
1. Assists the MI in all matters relating to uniform storage, inventory, and issue.
  2. Determines all supplies and equipment needed for company activities.
  3. Determines transportation requirements for company activities.
- f. **Company Public Affairs Officer (PAO)**. The PAO is responsible for maintaining a historical record of all company activities and coordinating media coverage of selected activities. He / She:
1. Directs and coordinates photographic coverage of all MCJROTC activities.
  2. Supervises the activities of the Unit Historian to ensure a chronological, written record of company activities is maintained.
  3. Maintains the Unit History Album, documenting all unit activities.
  4. Prepares articles for publication in local newspapers, including The Stokes News.
- g. **Company Special Projects Officer**. The Special Projects Officer is responsible for coordinating Community Services and volunteer activities of the company. He / She:
1. Seeks out and recommends appropriate community service projects for the company.
  2. Coordinates the execution of all approved community service projects.
  3. Maintains a record of all completed projects.
- h. **Company 1st Sergeant**. The 1st Sergeant is the senior Staff Noncommissioned Officer in the cadet company. He / She:
1. Serves as the principal enlisted assistant to the Cadet Company Commander.
  2. Is responsible for the welfare of the enlisted cadets of the company.
  3. Supervises and advises the platoon sergeants in the performance of their duties.
  4. Performs other duties, as directed by the Cadet Company Commander.
- i. **Platoon Commanders**. The Platoon Commanders are responsible to the Cadet Company Commander and the SMI for the organization, training, discipline, and morale of their respective platoons. He / She:

1. Sets high standards for the platoon and looks out for the welfare of its members.
  2. Keeps the platoon well informed.
  3. Is fair and impartial in dealing with all cadets.
  4. Sets the example, in word and deed.
  5. Gets to know all members of the platoon, and makes recommendations to the Company Promotion Board.
  6. Ensures that all MCJROTC spaces are left clean after each class period.
- j. Platoon **Sergeants**. As the senior noncommissioned officer in the platoon, he/she is the principal assistant to the platoon commander. He / She:
1. Assists the platoon commander in the administration and training of the platoon.
  2. Conducts platoon close order drill and physical training sessions, as directed by the platoon commander.
  3. Supervises and assists the squad leaders in the performance of their duties.
- k. Platoon **Guides**. The Platoon Guide is the third-ranking member of the platoon. He / She:
1. Ensures that the logistics requirements of the platoon are met. This includes issuing and accountability for uniform items.
  2. Regulates interval, direction, and alignment of the platoon.
  3. Assists in the administration and training of the platoon, as directed by the platoon commander and/or platoon sergeant.
  - 4.
- l. **Squad Leaders**. The squad leader is responsible to the platoon commander for the appearance, training, and discipline of all members of his/her squad. The squad leader is responsible for the welfare and morale of the individual members of the squad.

## SECTION VII AWARDS PROGRAM

### 1. General.

- a. The MCJROTC awards program is designed to recognize outstanding individuals and units in the fields of performance, academics, and other commendable achievements. Cadets who qualify for any individual awards should make it known to the SMI or MI, with proof of eligibility.
- b. Only the awards earned as a member of the MCJROTC may be worn on the uniform. Authorized awards include those described herein and those authorized to be presented by external civic and military organizations. Cadets who have earned individual awards while a member of other JROTC programs may wear those awards.

### 2. Individual Awards.

- a. Outstanding Cadet. This award is presented to the cadet who distinguishes him/herself through
  1. Consistently superior performance in all facets of the military training curriculum.
  2. Stands in the top 25% of his/her class.
  3. Demonstrates exceptional qualities of leadership, discipline, character, military bearing, and military proficiency.
- b. Civic Service. This award will be used to recognize outstanding community service or noteworthy unit participation performed by a cadet. This award may be presented to more than one cadet annually. There will be several opportunities throughout the year to participate in community events.
- c. Best Drill Cadet. Presented annually to cadets who distinguish themselves through superior performance in comparison to other cadets in close order drill.
- d. Physical Achievement Award. Presented annually to those cadets who distinguish themselves in the area of physical fitness. To qualify for this award, a cadet must score at least 250 points on the National Youth Physical Fitness Test, which is administered each semester. It may be earned only once a year, even though the test is given twice.
- e. Superior Marksman Award. Presented annually to any cadet who qualifies as a superior marksman, either through placement in regional or national matches or through a score of 270 or higher during the MCJROTC competition.

- f. Athletic Participation Award. Presented annually to any cadet who participates in interscholastic athletics. To qualify, a cadet must have been on the team for the entire season.
- g. Longevity/Fidelity Award. Presented to those cadets who have successfully participated in the MCJROTC program for two years and have met all the requirements of LE I and LE II.
- h. Distinguished Conduct Award. Awarded annually to those cadets who have distinguished themselves through sustained superior conduct at South Stokes High School. To qualify for this award, a cadet must:
  - 1. Have completed two semesters in MCJROTC.
  - 2. Have an overall GPA of 2.5 or higher.
  - 3. Have an overall MCJROTC GPA of 3.0 or higher.
  - 4. Have never been suspended or in CDC during the period.
  - 5. Exhibit exemplary conduct, as determined by the SMI and MI.
- i. Color Guard Award. Presented annually to those cadets who comprise the unit color guard and have participated fully in color guard activities. Must have participated in a minimum of five color guard performances.
- j. Drill Team Award. Presented annually to those cadets who comprise the unit drill team and have participated fully in drill team events and competitions. A cadet must be on the drill team at the end of the year to qualify for this award and must have participated in a minimum of three performances with the team.
- k. Rifle Team Award. Presented annually to cadets who comprise the unit rifle team and have participated fully in rifle team events and competitions.

### 3. Other Awards.

- a. In addition to the above awards sponsored by the MCJROTC Program, there are several awards that are sponsored by various civic organizations, such as the American Legion, The Sons of the American Revolution, The Daughters of the American Revolution, The Military Order of the World Wars, The National Sojourners, The Veterans of Foreign Wars, The Retired Officers' Association, The Reserve Officers' Association, and The Marine Corps League.
- b. The criteria for these awards are established by the respective organizations.

## **INSPECTION STUDY GUIDE**

1. This study guide is designed to help you master the required “cadet information.” The information contained in this guide is essential for all cadets, and you will be responsible for committing much of it to memory, once it has been presented in class.
2. You are limited only by your will to achieve. Your mastery of the material in this study guide will enable you to continue to progress in the cadet company.
3. The questions contained in the study guide will be asked on selected tests/quizzes, during weekly inspections, and during district inspections.

## **MARINE CORPS HISTORY, TRADITIONS, AND COURTESIES**

### **HISTORY – WHAT IS THE CORPS**

The United States Marine Corps is America’s amphibious force-in-readiness. This role stems from the country’s position as a maritime nation with worldwide interests.

Like the other Armed Services within the Department of Defense, the Marine Corps has specific roles and missions authorized by law. The present structure, missions, and functions of the Marine Corps are set forth in the National Security Act of 1947, as amended. This act states that the Marine Corps minimum peacetime structure shall consist of “...not less than three combat divisions and three air wings, and such other land combat, aviation, and other services as may be organic therein.” In addition, the Marine Corps maintains a fourth Marine division and a fourth air wing in reserve.

#### **The mission of the Marine Corps**

The following specified missions have been assigned to the United States Marine Corps:

- a. To provide Marine air and ground forces for service with the fleet as landing forces in the conduct of amphibious assault operations.
- b. To perform duty afloat armed vessels of the Navy.
- c. To develop, in coordination with the other services, the tactics, techniques, and equipment for landing forces in amphibious operations.
- d. To be prepared for expansion in accordance with joint mobilization plans.
- e. To perform such “...other duties as the President may direct.”

## **Tradition**

During its many years of experience in peace and war, the Marine Corps has developed many traditions; traditions of devotion to duty, self-sacrifice, versatility, and dependability; traditions of loyalty to country and Corps; traditions of uniform, insignia, and equipment.

The traditions of the Marine Corps---its history, uniforms, flags, insignia, and language---set it apart from other military organizations. The Battle Color of the Marine Corps bears streamers and silver bands representing many honors and citations won by the Corps since 1775. These honors were won by generations of Marines who built a reputation for discipline, loyalty, service, and valor that is unsurpassed in military history. When a Junior ROTC cadet wears the uniform and insignia of the Marine Corps, he/she not only shares these proud traditions but also assumes a responsibility to uphold a time-honored reputation for excellence in all that he does. In sharing these traditions and responsibilities, the cadet is inspired to develop those qualities of patriotism, pride, and esprit de corps that will make him/her a better student and a better citizen.

A Marine learns that his traditions are as much a part of his equipment as his pack, his rifle, and his ammunition. The making of a Marine is more than a matter of smart appearance, drill, and discipline. He/she must do all that is necessary to report, "The Marines have landed and the situation is well in hand."

## **Symbols of Tradition**

The familiar emblem of the eagle, globe, and anchor, adopted in 1868, embodies the ideals upon which the Marine Corps is founded: The eagle represents the nation itself, the globe represents the tradition of worldwide service, and the anchor symbolizes the sea traditions of the Marine Corps. The eagle holds in his beak a streamer, upon which is inscribed the famous motto of the United States Marine Corps: "Semper Fidelis," which means "always faithful."

The term "Leatherneck," which is a commonly used nickname for Marines, comes from the black leather collar worn by Marines from 1798 to 1880. Another common nickname, "Devil Dogs," was given to the Marines by the Germans after fierce fighting at Belleau Wood, in France, during World War I.

The officers' sword with the Mameluke hilt, was presented to Lieutenant Presley O'Bannon by a former Pasha of Tripoli. The Mameluke sword has been the symbol of authority for Marine officers for more than 100 years. It symbolized the exploits of O'Bannon and his Marines on the shores of Tripoli in 1805, an episode climaxed by the raising of the American flag for the first time in the old world.

## **Beginnings of the Corps**

An organization of Marines, as a regular branch of our country's service, was formed by an act of the Continental Congress, passed on November 10, 1775. This is now celebrated as the birth

date of the Marine Corps. The Marine Corps, as it exists today, was formed by the Act of July 11, 1798, at the beginning of the Naval War with France. The Marines took part in that war from 1798 to 1801 and in the war with the Barbary Corsairs from 1801 to 1805. They took an active part in the War of 1812, serving aboard practically all American warships which engaged the enemy; with the Army in the Battle of Bladensburg in August 1814; and with Jackson at New Orleans.

Part of the color that makes up Marine Corps tradition and esprit is derived from various sayings and expressions that have cropped up over the years. The following is a list of some of them, along with other uniquely “Marine” items:

Tell it to the Marines: This legend goes back to 1664 when a ship’s captain told King Charles of England about sighting flying fish during one of his journeys. The king was highly doubtful of the tale and turned to Samuel Pepys, Secretary of the Admiralty. “Mr. Pepys,” he said, “no class of our subjects hath such knowledge of odd things on land and sea as our Marines. Hereafter, when we hear a yarn that lacketh likelihood, we shall tell it to the Marines. If they believe it, then we shall know it is true.”

First to fight: Marines have been at the forefront of every American war since the founding of the Corps. However, the slogan “First to fight” did not appear on recruiting posters until World War I.

Gung-ho: In recent times, “gung-ho” has come to stand for a person who is completely Marine-oriented. Chinese phrase meaning “pull together” and was used by Lieutenant Colonel Evans Carlson in the training of his Marine Raider Battalion during World War II.

Devil Dog: The term “Devil Dog” came into use during World War I, after fierce fighting at Belleau Wood. The Germans were astounded by the tenacious fighting ability of the Marines. A German soldier was asked his opinion of U. S. Marines fighting at Belleau Wood in 1918. He replied that the Marines fought like the legendary wild dogs that roamed the forests of northern Germany.

Leathernecks: On March 25, 1804, the first official uniform order was issued by the Marine Corps directing Marine Officers to wear heavy leather collars while on duty. The wearing of these heavy leather collars is believed to be the foundation of the nickname “Leathernecks” for U. S. Marines. These high collars have been retained to make Marines keep their heads erect while in uniform.

Marine Corps Birthday: 10 November 1775.

Birthplace of the Marine Corps: Tun Tavern, Philadelphia, Pennsylvania.

Marine Corps Emblem: The Eagle, Globe, and Anchor. Each part has a significant meaning:

Eagle—The symbol of our nation.

Globe—Signifies worldwide service.

Anchor—Signifies the Corps' sea traditions.

Marines Hymn: The “Marines’ Hymn” is the oldest official song of the armed forces. The origin of its words is unknown, but the music comes from an opera by Jacques Offenbach, “Genevieve de Brabant.” When the “Marines Hymn” is played, all Marines stand!

Canton Bell: This bell was taken by the Royal Marines after storming the Canton Forts in China in 1856 and for years occupied a place of honor in the Royal Marines’ Officers barracks at Chatham, England. When the barracks were decommissioned after World War II, the officers of the mess voted to present the bell to the U. S. Marines as a symbol of their comradeship during this attack and later.

NCO Sword: The NCO sword is the U. S. model which was adopted in 1859 and briefly carried by Marine Officers as well. When the officers went back to the Mameluke pattern, the Army-type sword was retained for the NCOs. The Marine Corps is the only service that has a specific sword for its NCOs.

Mameluke Sword: As a result of Lieutenant Presley O’Bannon’s heroism in the battle for Derne, Tripoli, the Pasha of Tripoli presented O’Bannon with a sword that he had carried while living with the Mamelukes in Egypt.

Quatrefoil: The quatrefoil is the cross-shaped design on the officers’ barracks caps and was taken directly from the Army of Napoleon III of France. It was initially used to identify officers so that sharpshooters in the rigging of ships would not fire on their own officers.

Marine Corps Motto: “Semper Fidelis,” which is Latin for “Always Faithful” was adopted as the Marine Corps motto in 1883. It replaced the previous motto, which was “By Land, By Sea.”

Official Marine Corps Colors: Scarlet and Gold were adopted as the official Marine Corps colors by General Lejeune, the 13th Commandant.

Marine Corps Mascot: After World War I, an English bulldog was presented to General Lejeune. Since that time the English Bulldog has been recognized as the Marine Corps Mascot. The present dog’s name of “Chesty” not only refers to his somewhat unique build but also to that of a famous Marine General who also carried the same nickname.



## CUSTOMS AND COURTESIES

Courtesy is the accepted form of politeness among civilized people. Courtesy smoothest the personal relationship among individuals from all walks of life. A good rule of thumb might be the golden rule: "Do unto others as you would have them do unto you."

### **The Salute**

One of the most important of all military courtesies is the salute. This is an honored tradition of the military profession throughout the world. The saluting tradition is believed to have originated in the days when all men bore arms. In those days, warriors raised their weapons in such a manner as to show friendly intentions. They sometimes would shift their weapons from the right hand to the left and raise their right hand to show that they did not mean to attack. Just as you show marks of respect to your seniors in civilian life, military courtesy demands that you show respect to your seniors in the military profession. Regulations require that all officers be saluted by their juniors and that they return those salutes. Enlisted personnel normally do not exchange salutes.

### **The Hand Salute**

Today, the salute has many forms. The hand salute is the most common. When a salute is executed, the right hand is raised smartly until the tip of the forefinger touches the lower part of the headgear. The thumb and fingers are extended and joined. The palm is turned slightly inward until the person saluting can just see its surface from the corner of the right eye. The upper arm is parallel to the ground, with the elbow slightly in front of the body. The forearm is inclined at a 45-degree angle; the hand and wrist are in a straight line. Completion of the salute is executed by dropping the arm to its normal position in one sharp, clean motion.

### **The Rifle Salute**

When armed with the rifle, and not in formation, a rifle salute is rendered on the same occasions described above. The rifle salute can be rendered at "Order Arms," "Trail Arms," "Right Shoulder Arms," or "Left Shoulder Arms." When carrying the rifle at "Sling Arms," the hand salute is rendered.

### **Some General Rules**

When meeting an officer who is either riding or walking, salute approximately six paces away to give him time to return the salute before you are abreast of him. Hold the salute until it is returned. Accompany the salute with "Good morning, sir," or other appropriate greeting. Render the salute only once if the senior remains in the immediate vicinity.

When personal honors are being rendered to individuals of high rank and you are not in formation, salute at the first note of the music and hold the salute until the last note.

During funerals, a salute is rendered when the body is removed from the hearse to the chapel, from the chapel back to the hearse, from the hearse to the grave, and when volleys are fired and taps are sounded.

When the “National Anthem” or “To the Colors” is played, and you are not in formation or a vehicle, come to attention at the first note, face the flag (or the music if a flag is not present), and render the prescribed salute. Hold the salute until the last note of the music. If you are in a vehicle, the vehicle should stop and all persons in the vehicle should sit at attention and not salute. If you are indoors or outdoors and uncovered, stand at attention and face the flag or music.

When passing or being passed by an uncased flag that is being paraded, presented, or is on formal display, salute at six paces distance, and hold the salute until six paces beyond or until it has passed you by six paces.

When boarding a naval ship, upon reaching the top of the gangway, face aft and salute the national ensign. After completing this salute, salute the officer of the deck, who will be standing on the quarterdeck of the ship at the top of the gangway. When leaving the ship, render the same salutes in the reverse order.

When several officers together are saluted, all return the salute. For example: As a lieutenant, you approach a colonel and a captain. You salute the officers. The colonel returns the salute and, at that point, the captain also salutes.

When “under arms,” uncover only when seated at a court or board, when entering a place of worship, or when indoors and not on duty, i.e., eating, etc.

The term “outdoors” is construed to include such buildings as drill halls, gymnasiums, and other roofed enclosures used for drill and exercise of troops, theater marquees, covered walks, and other shelters open on the sides. “Indoors” includes offices, hallways, kitchens, orderly rooms, recreation rooms, washrooms, squad rooms, etc.

A primary rule in saluting is that the junior initiates the salute.

In the Marine Corps, salutes are only rendered when covered. EXCEPT when attached to, or visiting a military service which does execute hand saluting indoors.

Salutes are always rendered in a sharp, snappy manner.

Salutes should be rendered when walking or at a halt.

Marines are considered “covered” when wearing a cap or other headgear.

Marines are considered “underarms” when carrying a weapon, wearing a cartridge belt or pistol belt, carrying a sword, or wearing a pistol.

When passing an officer who is going in the same direction as you, come abreast of the officer, salute, and say “By your leave, sir or ma’am.” The officer will return the salute and say “Carry on,” or “Granted.” You then finish the salute and continue on your way.

When armed with a rifle, the rifle salute is executed except when on guard duty, when “Present Arms” is rendered.

Marines are required to render salutes to officers of the U. S. Armed Forces and to foreign military officers whose governments are formally recognized by the government of the United States.

Upon the approach of a senior officer, individuals of a group not in formation are called to attention by the first person noticing the officer and all come smartly to attention and salute.

When reporting to an officer, either outdoors or indoors, if underarms, approach the officer at attention and halt about two paces from the officer, render the appropriate salute, and say “Sir/Ma’am, Pvt. (your name) reporting as ordered.” When the business is completed, salute, and after the salute has been returned, take one step backward, execute an about-face, and depart.

When reporting to an officer indoors and not underarms, follow the same procedure, except do not salute since you are uncovered.

When seated in a military dining facility, Marines do not stand unless spoken to directly by an officer.

When an officer approaches Marines in a formation, the Marine in charge renders the salute, after the formation has been called to attention.

Marines in uniform salute officers in civilian clothes if they recognize the officer.

At morning and evening colors, Marines who are outside and covered will salute. If uncovered during colors, they will stand at attention and face the flag (or music).

When in doubt, the best rule is to salute.

On Navy and Marine bases, the flag is raised at 0800 and lowered at sunset.

### **Do Not Salute**

- If you are engaged in work or play unless spoken to directly.- While guarding prisoners - Under battlefield conditions.

- When not covered.
- With an item in your right hand that cannot be shifted to the left.
- With a pipe or cigarette or other item in your mouth.
- When in formation, except on command.
- In public places where inappropriate (theaters, restaurants, etc.)
- When moving at “double time” – ALWAYS slow to a normal walk before saluting.

## **MILITARY DRILL AND CEREMONIES**

### 1. **Purpose.** The purposes of the drill:

- a. To move a unit from one place to another in a standard, orderly manner.
- b. To teach discipline by instilling habits of precision and automatic response to orders.
- c. To increase the confidence of officers and noncommissioned officers through the exercise of command, by giving proper commands, and by control of drilling troops.

### 2. **Definitions.**

- a. **Element.** An individual, squad, section, platoon, company, or other unit which is part of a larger unit.
- b. **Formation.** Arrangement of elements of a unit in line, in column, or in any other prescribed manner.
- c. **Line.** A formation in which the elements are side by side or abreast of each other.
- d. **Rank.** A line of cadets is placed side by side.
- e. **Column.** A formation in which elements are placed one behind the other.
- f. **File.** A single column of cadets one behind the other.
- g. **Flank.** The right or left extremity of a unit, either inline or in column. The element on the extreme right or left of the line. A direction at a right angle to the direction an element or a formation is facing.
- h. **Front.** The space occupied by an element is measured from one flank to the other.

- i. Distance. Space between elements in the direction of depth. Between individuals, the space between your chest and the back of the person to your front. In troop formations, the distance is 40 inches.
- j. Interval. The lateral space between elements on the same line (shoulder to shoulder). The normal interval between individuals is one arm's length. Close interval is the horizontal distance between the shoulder and elbow when the left hand is placed on the left hip.
- k. Alignment. The dressing of several elements or individuals in a straight line.
- l. Pace. The length of a full step in quick time is 30 inches.
- m. Step. The distance from heel to heel of a marching individual. The half step and back step are 15 inches. The right and left steps are 12 inches. The step in quick time is 30 inches while the step in double time is 36 inches.
- n. Quick Time. Cadence at 120 steps per minute.
- o. Double Time. Cadence at 180 steps per minute.
- p. Cover. Aligning yourself with the person directly in front of you.

### 3. **Commands and the Command Voice.**

- a. There are two types of commands.
  - (1) Preparatory Command – such as “FORWARD” – indicates a movement is to be made.
  - (2) Command of Execution – such as “MARCH” – causes the movement to be made.
  - (3) In some commands, such as ‘FALL IN’, ‘FALL OUT’, ‘AT EASE’, and ‘REST’, the preparatory command and the command of execution are combined.
- b. The commander must give commands clearly and distinctly, loud enough to be heard by all cadets in the unit. The preparatory command should be given with a rising inflection, having begun near the level of the natural talking voice. The command of execution is given in a sharper and higher pitch. It must have a sharp ending like the crack of a whip.

### 4. **General Rules for Drill.**

- a. The commander may place himself/herself wherever he/she can best control the unit. Make corrections, and ensure proper performance.
- b. The position of attention is the proper posture for giving commands.
- c. When giving facing commands to the troops, the commander does not execute the facing movements.
- d. The commander will remain at right shoulder arms when drilling troops with arms.
- e. The command “AS YOU WERE” cancels a movement or order started but not completed. It must be stated prior to the command of execution.
- f. While marching, the guide is always maintained to the right, except:
  - (1) Upon command, “GUIDE LEFT” or “GUIDE CENTER”.
  - (2) When marching in the flank (“BY THE LEFT/RIGHT FLANK”), guides to the center.
  - (3) At the command of execution for a drill movement involving marching, the direction toward which alignment is obtained is the flank toward which the movement is made. Upon completion of the drill movement, the alignment goes back to the right.
- g. The cadence of commands should be that of quick time.
- h. When marching a squad or platoon, there should be a one-step pause between the preparatory command and the command of execution.
- i. When marching, after receiving a command of execution, you take one additional step and then execute the movement.
- j. The four rest positions in the drill are “AT EASE”, “REST”, “FALL OUT”, and “PARADE REST”.

### UNIFORMS

1. **Introduction.** The Marine Corps uniform has a proud and distinctive history of identifying its wearer as a member of the finest military organization in the world. The same should be said for MCJROTC cadets. The proper wearing of the uniform should be a matter of personal pride for all cadets. Knowing that one’s uniform is clean, neat, and conforming to regulations gives confidence and improves self-esteem. Achieving this, however, does require careful cleaning and storing. By following these guidelines, you will be rewarded with a uniform that projects the pride you experience as a member of the MCJROTC.
2. **Issuing of Uniforms.** As a cadet, you will be issued uniforms to be worn on uniform inspection days and other times designated by the Senior Marine Instructor. You will be required to sign for each and every item that is issued to you. You will also be required to read and sign the following statement on the uniform issue form:

“I hereby acknowledge receipt of the above articles for which I hold myself responsible, from the time of issue until directed to return them to inventory, storage,

or other reasons. I understand I will be responsible for the replacement of articles, at my own expense, if lost, or if damaged or worn beyond a reasonable degree indicating there has been carelessness or negligence; otherwise, the articles will be replaced in kind by the U.S. Marine Corps. I agree to wear the uniform or any article thereof, only during school hours or proceedings to and/or from school and on occasions of ceremony as authorized by the Senior Marine Instructor. I hereby acknowledge that I will launder and/or dry clean those uniform articles when directed to return them to inventory, storage, or other reasons.”

3. **Occasions for wearing.** It is the responsibility of each cadet to ensure his or her uniform is cared for and worn when required. The wear of the MCJROTC uniform other than the occasions designated is strictly prohibited. On uniform inspection days you are expected to adhere to the following:

- a. Wear the complete uniform in the proper manner from the time you depart your home until arrival at school.
- b. Wear the complete uniform in the proper manner throughout the school day.
- c. Wear the complete uniform in the proper manner until you return to your home following school.
- d. If you participate in an extracurricular activity such as band, baseball, art, etc., that requires activities that may soil the uniform, you may elect to bring other clothes to change into.
- e. At no time will a partial uniform be worn or uniform parts be worn with non-uniform clothing.

4. **Camouflage utility uniform.**

- a. Wear. You will receive instruction on the proper wear of this uniform.
  1. This uniform should be loose-fitting and comfortable.
  2. The shirt is worn outside of the trousers.
  3. The sleeves may be rolled up at the option of the Senior Marine Instructor.
  4. The trousers will be bloused (not tucked in) at the top of the boots.
  5. The cover will be worn during appropriate times.
  6. A green or brown T-shirt (one will be provided to you) will be worn under the camouflage shirt.
  7. No objects will be placed in the shirt pockets at any time. Ink pens, pencils, or other such objects should not be seen at any time protruding from the uniform.
- b. Care.
  1. This uniform may be placed in the washer and dryer. This requires you to iron the uniform.

2. The uniform may be lightly starched and pressed by the dry cleaners. Heavy starch combined with the pressing from the cleaners destroys the buttons and cloth covering the buttons.
3. Alterations of any kind are not permitted.
4. The cover may be washed and dried provided it presents a neat appearance once it dries.
5. The web belt should be washed once a week and hung to dry.
6. All buttons will be buttoned at all times.

## 5. **Service Uniform**

- a. Wear. This uniform will be tailored to fit your body shape and size. Alterations other than that conducted by the MCJROTC tailor are strictly forbidden. The uniform will be tailored according to current Marine Corps Uniform Regulations, not individual requests or the current fashion style.
    1. For males, the khaki shirt will be tucked in at all times with any extra material pulled to the back of the trousers. You will be instructed on the proper manner in which to do this.
    2. For females, the khaki shirt will be worn outside of the slacks.
    3. The trousers/slacks will be worn at the natural waist.
    4. All buttons will be buttoned at all times.
    5. No objects will be placed in the shirt pockets at any time.
    6. Ink pens, pencils, or other such objects should not be seen at any time protruding from the uniform.
    7. For males a white crew neck T-shirt without designs or writing is worn underneath the khaki shirt. Females should wear a white V-neck T-shirt without designs or writing underneath the khaki shirt in such a manner that the T-shirt does not show when worn.
  - b. Care. The green trousers (slacks), khaki shirt, and cover are **DRY CLEAN ONLY** at the cleaners. **DO NOT** use a product that advertises you may “dry clean in your washer and dryer.”
    1. Male shirts may or may not have military creases placed in them; however, the military creases do present a much neater appearance.
    2. Female shirts should never have military creases placed in them.
    3. The web belt should be washed once a week and hung to dry.
6. **Dress Blue Uniform**. This uniform is issued to cadets that participate on extra-curricular teams. This uniform is earned through hard work and dedication to the team.



a. Wear. This uniform will be tailored to fit your body shape and size. Alterations other than that conducted by the MCJROTC tailor are strictly forbidden. The uniform will be tailored according to current Marine Corps Uniform Regulations, not individual requests or the current fashion style.

1. The trousers/slacks will be worn at the natural waist.
2. All buttons will be buttoned at all times.
3. No objects will be placed in the shirt pockets at any time.
4. Ink pens, pencils, or other such objects should not be seen at any time protruding from the uniform.

b. Care.

1. The coat and trousers are **DRY CLEAN ONLY**.
2. The web belt should be washed once a week and hung to dry
3. The male and female covers will be cleaned prior to wearing.
4. The female white cover when not worn should be placed in its storage container to prevent damage.
5. The female cover should not be placed upside down as this crushes the material at the crown.
6. The female vinyl cover should be cleaned with a mild water/alcohol solution.
7. The cleaning of the white gear, i.e., gloves, male cover, and belt requires special attention. The white gear may then be steam-ironed or professionally pressed.

## 2. **General Regulations.**

- a. **Web Belt.** Must be cleaned and not frayed. The right edge of the buckle must be centered in line with the fly front. The metal tip of the belt must extend 2" to 4" inches beyond the buckle. The buckle and metal tip must be highly polished. The belt tip is always worn to the wearer's left. The belt should be washed weekly in warm soapy water, using a soft brush.
- b. **Cloth Belt.** (Worn with the green coat) – Worn with the right edge of the buckle online with the edge of the coat flap. The tapered end of the belt will extend 2<sup>3</sup>/<sub>4</sub>" to 3<sup>3</sup>/<sub>4</sub>" beyond the edge of the buckle.
- c. **Garrison Cap.** Shall be worn squarely on the head. The top of the cap or rear contour will not dip or break. **Must** be dry-cleaned.
- d. **Cap Ornaments.** (Marine Corps Emblem) – Will be worn with the wing tips parallel to the edge of the cap. Must be kept completely blackened, using flat black spray paint.
- e. **Collar Ornaments.** Will be worn with the wing tips parallel to the bottom edge of the coat and eagles facing the inboard. For the green coat, they must be kept completely blackened using flat black spray paint. For the dress blue coat, they must be highly shined.
- f. **Necktie Clasp.** Will be worn midway between the third and fourth button on the khaki shirt.

- g. Coat, Green. The length of the coat will be proportionate to the wearer and will extend approximately 1" to 2" below the crotch. The bottom of the sleeve cuff should extend to a point approximately 1" above the large joint of the thumb. The left side of the front closure should overlap the right side by 3" to 4". The left side of the back vent should also overlap the right side by 3" to 4". Fullness of up to 1½" in the waist is acceptable. Free of Irish pennants, all buttons buttoned. This uniform must be dry-cleaned.
- h. Shirt, Long Sleeve. The sleeve length will be 2" above the large joint of the thumb. The collar shall be of sufficient size to allow the insertion and free movement of the index finger when the collar is buttoned. Free of Irish pennants, all buttons buttoned. Must be dry-cleaned.
- i. Shirt, Short Sleeve. May be worn with military creases. Free of Irish pennants, all buttons buttoned. Must be dry-cleaned.
- j. Blue/Green Trousers/Slacks. Length will reach the junction of the heel and the shoe in the back. Trousers will be ¾" to 1" shorter in the front than in the back. Shall be of sufficient looseness around the hips and waist to prevent gapping at the pockets. Free of Irish pennants, all buttons buttoned. Must be dry-cleaned.
- k. Shoes. Must be black, highly polished, and in a good state of repair. Double soles, rubber soles, leather heels, or metal taps are prohibited. Laces left over right.
- l. Socks, Men's. Black cushion soles for boots; black dress for shoes.
- m. Boots. Highly polished, eyelets black, laces and tongue clean, laces left over right.
- n. Utility Trousers. Clean, neatly pressed, and starched, bottom neatly bloused near the top of the boot. Free of Irish pennants, all buttons buttoned. May be machined washed and dried.
- o. Utility Shirt. Clean, neatly pressed, and starched, bottom neatly bloused near the top of the boot. Free of Irish pennants, all buttons, except the collar button, buttoned. When sleeves are rolled up, folds should be approximately 3" wide. May be machined washed and dried.
- p. Green/brown T-shirt. Worn under a camouflage coat, clean and wrinkle-free, tucked into trousers. Free of writing or ornamentation.
- q. Bluecoat. Same fit as the green coat. Gold collar emblems are worn with eagles inboard. Free of Irish pennants, all buttons buttoned. Must be dry-cleaned.

## LEADERSHIP

1. **Definition.** All cadets are required to define leadership in their own words. Some definitions below will assist you in formulating your own definition. **Leadership** is:
  - a. The sum of those qualities of intellect, human understanding, and moral character that enables a person to inspire and control a group of people to successfully accomplish the assigned mission or task.
  - b. The art of influencing and directing people.
  - c. The ability to influence a group of people to work together to accomplish something.
  
2. **Styles of Leadership.** There are three basic leadership styles:
  - a. Authoritarian – The leader tells subordinates what to do, and how to do it, without asking their advice. This is the style that is used in combat situations.
  - b. Participative – Allows for participation on the part of subordinates in the decision-making process. The final decision is the responsibility of the leader.
  - c. Delegative – The decision-making authority is given to a subordinate. The responsibility still rests on the leader.
  
3. **Indicators of Good Leadership.**
  - a. Morale – The emotional and mental state of mind of an individual as exhibited by confidence, positive attitude, discipline, and willingness to perform assigned tasks.
  - b. Esprit de Corps – A common spirit of enthusiasm and devotion to the unit and its members.
  - c. Discipline – Self-control and a sense of personal responsibility. Military discipline is the state of order and obedience among military personnel resulting from training.
  - d. Proficiency – The technical, tactical, and physical ability of the individuals in the unit to accomplish the mission.
  
4. **Leadership Traits.** The Marine Corps has compiled a list of 14 traits that have been observed in successful leaders throughout history. You must learn and understand these traits to better understand your own strengths and weaknesses as a potential leader. The 14 traits are:
  - a. Judgment - The ability to consider all the factors of a problem or situation, and then make a sound decision.
  - b. Justice - The quality of being impartial and consistent in exercising command.
  - c. Dependability - The certainty of the proper performance of duty.
  - d. Integrity - Uprightness of character and soundness of moral principle. Absolute honesty.
  - e. Decisiveness - The ability to reach decisions promptly and to announce them in a clear and forceful manner.

- f. Tact - The ability to deal with others without creating offense, even in difficult situations.
- g. Initiative - The ability, or presence of mind, to take needed action in the absence of clearly defined orders.
- h. Enthusiasm - The display of sincere interest and exuberance in the performance of duty.
- i. Bearing - Creating a favorable impression in carriage, appearance, and personal conduct at all times.
- j. Unselfishness - The ability to put the comfort and advancement of others ahead of your own.
- k. Courage - A mental quality that recognizes the fear of danger and/or criticism, but enables a person to proceed in the face of it with calmness and firmness.
- l. Knowledge - Acquired information, including the technical aspects of your job and an understanding of your people.
- m. Loyalty - A sense of absolute and selfless dedication to the ideals of the unit; being faithful to your subordinates, peers, and superiors.
- n. Endurance - The mental and physical stamina that enables one to carry on in the face of pain, fatigue, distress, or hardship.

5. **Leadership Principles.** The Marine Corps also recognizes 11 principles, which have been proven to be good guidelines for people in leadership positions. You should learn these principles and try to practice them as you gain responsibility. The principles are:

- a. Know yourself and seek self-improvement.
- b. Be technically and tactically proficient.
- c. Know your subordinates.
- d. Keep your subordinates informed.
- e. Set the example.
- f. Ensure the task is understood, supervised, and accomplished.
- g. Train your subordinates as a team.
- h. Make sound and timely decisions.
- i. Develop a sense of responsibility among your subordinates.
- j. Employ your command in accordance with its capabilities.
- k. Seek responsibility and take responsibility for your actions.

## 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, the officer of the day, and officers and noncommissioned 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.

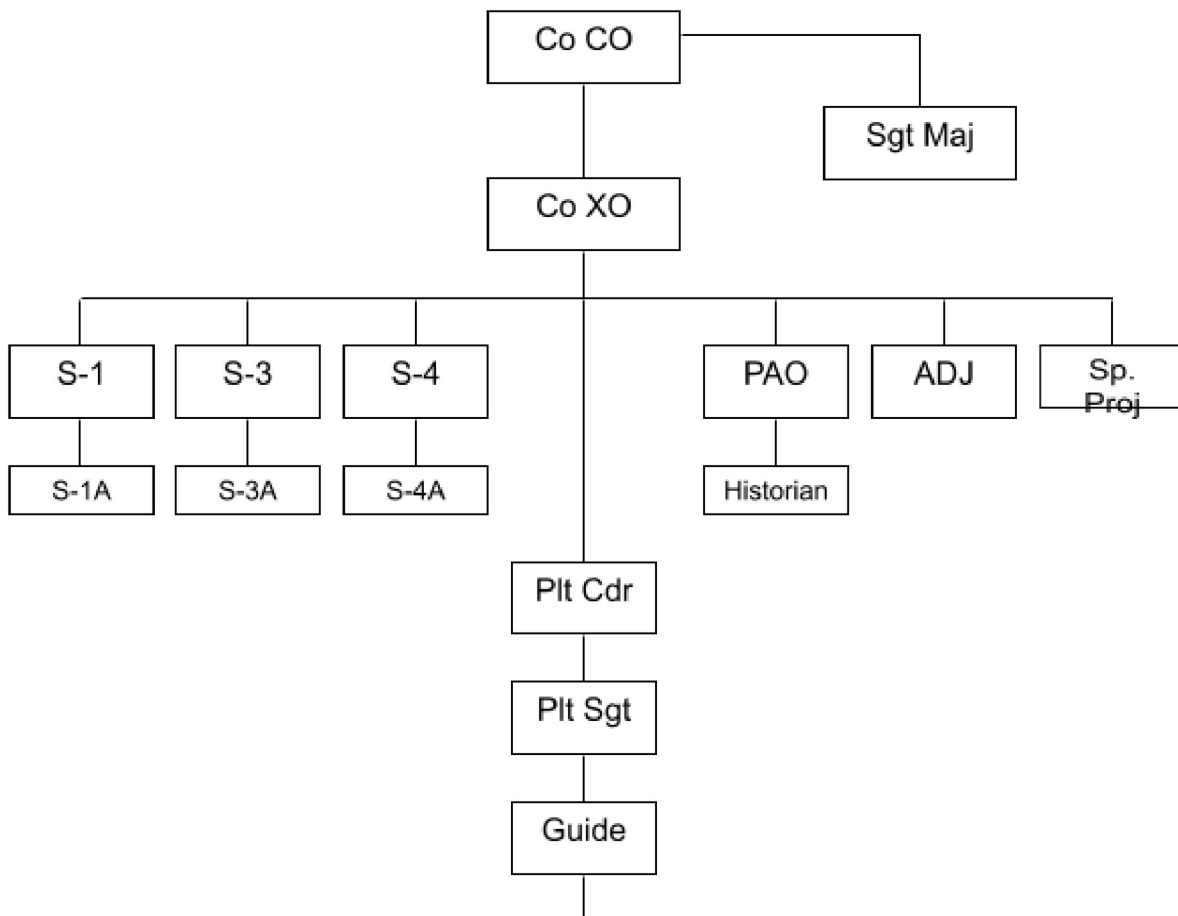
# 9 To **call** the corporal of the guard in any case not covered by instructions.

# 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.

## CHAIN OF COMMAND

1. **Definition.** The chain of command is the system used to ensure that each individual receives instructions for a particular task from only one supervisor. It is an authority and accountability chain from the highest office or position within the chain to the lowest element. It provides proper avenues of communication which allows for members to give and receive information.
2. **Purposes.**
  - a. **Decentralize authority.** Since it is impossible for one person to assign duties to every individual or to supervise every task personally, assignments are passed down through the levels of command.
  - b. **Link levels of Command.** Going through each level of command in your chain of command one step at a time until the problem or situation is resolved or the question is answered.



President

Secretary of Defense

Secretary of the Navy

Commandant of the USMC

Commanding General, MCCDC

Regional Director, 2nd Region

Superintendent

Principal

Senior Marine Instructor

Marine Instructor

Cadet Company Commander

Cadet Platoon Commander

Cadet Platoon Sergeant

Cadet Platoon Guide

Cadet Squad Leader

**NATIONAL CHAIN OF COMMAND**

President of the United States The Honorable Mr. \_\_\_\_\_

Secretary of Defense The Honorable Mr. \_\_\_\_\_

Secretary of the Navy The Honorable Mr. \_\_\_\_\_

**U.S. MARINE CORPS CHAIN OF COMMAND**

Commandant of the Marine Corps General \_\_\_\_\_

Commanding General Training and Education

Command \_\_\_\_\_

Director, Marine Corps JROTC Program \_\_\_\_\_

**SSHS MCJROTC CHAIN OF COMMAND**

Senior Marine Instructor

Marine Instructor

Chief Warrant Officer 3 Rafal M. Jurkiewicz

Master Sergeant Brian Grogan

Cadet Company Commander \_\_\_\_\_  
Cadet Company Executive Officer \_\_\_\_\_  
Cadet Battalion Sergeant Major \_\_\_\_\_  
Cadet Platoon Commander \_\_\_\_\_  
Cadet Platoon Sergeant \_\_\_\_\_  
Cadet Platoon Guide \_\_\_\_\_  
Cadet Squad Leader \_\_\_\_\_

**IMPORTANT BILLETS TO REMEMBER**

Vice President of the United States      The Honorable Mr. \_\_\_\_\_  
Secretary of State                              The Honorable Mr. \_\_\_\_\_  
Chairman of the Joint Chiefs of Staff      \_\_\_\_\_  
Chief of Naval Operations                    Admiral \_\_\_\_\_  
Sergeant Major of the Marine Corps      Sergeant Major \_\_\_\_\_



## GENERAL MARINE CORPS KNOWLEDGE

1. What is the birthdate of the Marine Corps?
  - a. 10 November 1775
  
2. What is the birthplace of the Marine Corps?
  - a. Tun Tavern, Philadelphia, Pennsylvania
  
3. What are the 3 main parts of the USMC emblem and what do they stand for?
  - a. Eagle – Nation    Globe – Worldwide service    Anchor – Sea traditions
  
4. Who was the first Commandant of the Marine Corps?
  - a. Captain Samuel Nicholas
  
5. What is the Marine Corps motto and what is its meaning?
  - a. Semper Fidelis – Always Faithful
  
6. What are the official colors of the Marine Corps?
  - a. Scarlet and Gold
  
7. What is the name of the cross-shaped design worn on officers' barracks caps?
  - a. Quatrefoil
  
8. What is the name of the Marine officer's sword?
  - a. Mameluke
  
9. What Marine received this sword from the Pasha of Tripoli?
  - a. Lt. Presley O'Bannon
  
10. What term was given to Marines for wearing the stiff leather collars?
  - a. Leathernecks
  
11. Where did the blood stripe come from?
  - a. From the bloodshed of the battle of Chapultepec during the Mexican-American War
  
12. What does gung-ho mean?
  - a. Working together, motivated
  
13. Archibald Henderson was Commandant for 39 years. What nickname did he receive because of it?

- a. The Grand Old Man of the Marine Corps.
14. Who made the Marine Corps Band famous?
    - a. John Phillip Sousa
  15. Where did the nickname Devil Dog come from?
    - a. From the fierce fighting by U.S. Marines during the battle of Belleau Wood in France during World War I. The Germans gave this nickname to the Marines.
  16. What is the oldest post in the Marine Corps?
    - a. Marine Barracks, 8<sup>th</sup> and I, Washington DC
  17. Who is considered the Father of USMC aviation?
    - a. Lt. Alfred A. Cunningham
  18. Who is considered the most highly decorated Marine ever for earning 5 Navy Crosses?
    - a. Lieutenant General Lewis “Chesty” Puller
  19. What kind of animal is the Marine Corps mascot?
    - a. English bulldog
  20. What is the name of the Marine Corps mascot?
    - a. Chesty
  21. Who was the first female Marine?
    - a. Opha Mae Johnson
  22. What Marine earned the Medal of Honor during WWII for shooting down 28 Japanese aircraft and for leading the very successful Black Sheep Squadron?
    - a. Major Gregory “Pappy” Boyington
  23. What are the three types of American flags and what are their sizes?
    - a. Storm – 5’ on the hoist by 9’6” on the fly
    - b. Post – 10’ on the hoist by 19’ on the fly
    - c. Garrison – 20’ on the hoist by 38’ on the fly
  24. When did the Japanese bomb Pearl Harbor?
    - a. 7 December 1941
  25. Admiral Nimitz stated, “Uncommon Valor was a Common Virtue” after the battle for \_\_\_\_\_ in World War II.
    - a. Iwo Jima

26. What is the name of the high ground where the flag was raised during the battle of Iwo Jima?
  - a. Mount Suribachi
27. Name two Marines who earned two Medals of Honor each.
  - a. Dan Daly and Smedley Butler
28. What was the major amphibious landing in the Korean War?
  - a. Inchon
29. What was the first major offensive victory for the Americans in the Pacific during World War II?
  - a. Guadalcanal
30. During what war did Marines land at Inchon?
  - a. Korea
31. What should be the first and last words you say when addressing adults and cadet officers?
  - a. Sir/ma'am
32. What is the proper distance for ribbons to be above the pocket?
  - a. 1/8"
33. When should your cover be worn?
  - a. When outdoors or under arms
34. How are the enlisted ranks properly worn?
  - a. Bisecting the angle of the collar, 1/2" from each side.
35. What is the correct trouser length of uniform trousers?
  - a. Male – At the juncture of the heel and shoe, +/- 1/4"
  - b. Female – At the juncture of the heel and shoe, +/- 1/2".
36. Who is the commander-in-chief of the armed forces of the United States?
  - a. The President of the United States
37. What is the proper length for the skirt?
  - a. At the center of the kneecap, +/- 1"
38. Describe the types of earrings female cadets can wear with in a uniform.

- a. Small, polished, yellow gold color, ball, or round stud earrings not to exceed  $\frac{1}{4}$ " in diameter
39. Describe how a female cadet's hair should be groomed or styled while in uniform.
- a. It will not be eccentric.
  - b. It may touch the collar but not fall below the collar's lower edge.
  - c. It must be styled so as not to interfere with the proper wear of the cover.
40. What is the proper measurement between a ribbon bar and the shooting badge?
- a.  $\frac{1}{8}$ "
41. Describe how female cadets should use make-up while in uniform.
- a. Applied conservatively and will complement the individual's complexion tone.
  - b. Exaggerated or faddish cosmetic styles will not be worn.
  - c. Non-eccentric lipstick and nail polish colors, including colorless nail polish, may be worn with all uniforms.
  - d. Fingernails with multiple colors and decorative ornamentation are prohibited.
  - e. Nail length will be no longer than  $\frac{1}{4}$ " from the tip of the finger.
42. How should ribbons and shooting badges be placed on the female coats?
- a. Centered  $\frac{1}{8}$ " above and parallel to the top edge of the upper left pocket.
  - b. On female coats with slanted upper pockets, a horizontal line tangent to the highest point of the pocket will be considered the top of the pocket.
43. How should ribbons and shooting badges be placed on the female khaki shirt?
- a. Even with or up to 2" above the first visible button and centered so that they are in about the same position as when worn on the coat.
44. What is the proper length of the male cadet sideburns?
- a. They will not extend below the middle of the orifice of the ear.
  - b. They will not be styled to taper or flare.
  - c. Individual sideburn hair will not exceed  $\frac{1}{8}$ " when fully extended.
45. What is the proper length of the web belt?
- a. 2" – 4" from the end of the buckle to the tip of the belt.
46. When walking with a person senior in rank to you, which side should you walk on?
- a. The senior's left side.
47. When boarding a naval ship, what do you salute first?
- a. The National Ensign (the flag)

48. When in uniform and approaching an officer, you should salute when you are approximately \_\_\_\_\_ away?
- 6 – 30 paces away
49. When overtaking an officer going in the same direction, what do you say and do to render proper respect?
- Approach on the officer's left side, salute, and say "By your leave, sir/ma'am" and then continue on when acknowledged.
50. How many Marine Divisions and Marine Air Wings are there?
- Three active and one reserve each
51. What are the three styles of leadership?
- Authoritarian, participative, delegative
52. Name \_\_\_\_ leadership traits.
- Justice, judgment, dependability, integrity, decisiveness, tact, initiative, enthusiasm, bearing, unselfishness, courage, knowledge, loyalty, endurance
53. Name \_\_\_\_ leadership principles.
- Know yourself and seek self-improvement; be technically and tactically proficient; know your subordinates; keep your subordinates informed; set the example; ensure the task is understood, supervised, and accomplished; train your subordinates as a team; make sound and timely decisions; develop a sense of responsibility among your subordinates; employ your command in accordance with its capabilities; seek responsibility and take responsibility for your actions.
54. What are the four indicators of good leadership in a unit?
- Morale, esprit de corps, discipline, proficiency
55. What is the proper position of attention?
- Heels together, online and touching, feet at a 45-degree angle, legs straight but not stiff, weight resting equally on each foot, hips and shoulders level, chest lifted, arms hanging naturally, thumbs along the trouser seams, palms facing inward, fingers joined in their natural curl, head and body erect, eyes straight ahead, mouth closed, chin pulled in slightly.
56. What is the proper position of "PARADE REST"?
- Heels 12" apart, legs straight with the weight resting equally on each foot, hands joined behind your back with your right hand inside your left, palms to the rear, and just above the belt. The right hand loosely holds the left thumb. Fingers are extended and joined. Head and eyes straight to the front, body erect, mouth closed.

57. What is the difference between ‘AT EASE, MARCH’ and ‘ROUTE STEP, MARCH’?
  - a. You can talk in a low voice at ‘ROUTE STEP,’ but you cannot talk at all at ‘AT EASE.’ You must maintain interval and distance at both.
58. What is the command to return to the position of attention from ‘DRESS RIGHT, DRESS’?
  - a. ‘READY, FRONT’
59. What is the cadence at ‘QUICK TIME, MARCH’?
  - a. 120 steps per minute
60. What is the length of a step in quick time and how is it measured?
  - a. 30” measured from heel to heel.
61. What is the cadence at ‘DOUBLE TIME, MARCH’?
  - a. 180 steps per minute.
62. What is the length of a step at ‘DOUBLE TIME, MARCH’?
  - a. 36”
63. How far apart are the heels at ‘PARADE, REST’?
  - a. 12”
64. What are the only commands which use unit designations, such as PLATOON, as preparatory commands?
  - a. ATTENTION AND HALT
65. What is the length of a step in ‘RIGHT / LEFT STEP’?
  - a. 12”
66. How high do you raise your feet in ‘MARK TIME, MARCH’?
  - a. Raise each foot so that the ball of the foot is approximately 2” and the heel is approximately 4” from the deck.
67. What is the length of the step in ‘BACKWARD, MARCH’?
  - a. 15”
68. When marching in the oblique, what is the command to halt the unit in the oblique?
  - a. ‘IN PLACE, HALT’

69. What is the only command that can be given after the command “IN PLACE HALT”?
- “RESUME, MARCH”
70. When marking time or half-stepping in the oblique, what is the command to get the unit to resume the full marching step in the oblique?
- “RESUME, MARCH”
71. What is the only command in a drill where you step off with the right foot from the halt?
- RIGHT STEP, MARCH
72. What can you do and not do at the position of “AT EASE”?
- You may move, as long as you keep your right foot in place. You may not talk.
73. What is the difference between “AT EASE” and “REST”?
- You may talk at the position of REST.
74. What commands can be given while marching to change the direction of march 90 degrees to the right or left?
- COLUMN LEFT / RIGHT
  - BY THE LEFT FLANK / RIGHT FLANK
  - LEFT / RIGHT TURN
75. What command changes the direction of march slightly to the left / right?
- INCLINE TO THE LEFT / RIGHT
76. When required to exit a formation, what should you do?
- Take one 15” step to the rear, and exit the nearest flank.
77. What is the post of the Platoon Commander in a line formation?
- Six paces in front of and centered on the platoon.
78. What is the post of the Platoon Sergeant in a line formation when the Platoon Commander has taken command of the platoon?
- Last man in the last squad.
79. What are your actions when given the command “DRESS RIGHT, DRESS”?
- Turn your head and eyes to the right. At the same time,
  - Raise your left arm parallel to the deck with your fingers extended and joined, palm downward.

- c. Position yourself so that your right shoulder touches the person's fingertips to your right.
  - d. Your heels should be together and on line, feet at a 45-degree angle.
80. What are the actions of each squad when receiving the command "OPEN RANKS, MARCH"?
- a. 1<sup>st</sup> Squad – Take two 30" steps forward, halt, execute "DRESS RIGHT, DRESS."
  - 2<sup>nd</sup> Squad – Take one 30" step forward, halt, execute "DRESS RIGHT, DRESS."
  - 3<sup>rd</sup> Squad – Stand fast, "DRESS RIGHT, DRESS."
  - 4<sup>th</sup> Squad – Take two 15" backward steps, execute "DRESS RIGHT, DRESS."
81. What are the actions of each squad when receiving the command, "CLOSE RANKS, MARCH"?
- 1<sup>st</sup> Squad stands fast.
  - 2<sup>nd</sup> Squad takes one 30" step forward.
  - 3<sup>rd</sup> Squad takes two 30" steps forward.
  - 4<sup>th</sup> Squad takes three 30" steps forward.
82. What are the four positions of rest?
- a. Parade rest, rest, at ease, fall out
83. What are the ranks in the Marine Non-rated enlisted category?
- a. Private, Private First Class, and Lance Corporal
84. What are the ranks in the Marine Non-Commissioned Officer category?
- a. Corporal and Sergeant
85. What are the ranks in the Marine Staff Non-Commissioned category?
- a. Staff Sergeant, Gunnery Sergeant, Master Sergeant, First Sergeant, Master Gunnery Sergeant, Sergeant Major, Sergeant Major of the Marine Corps
86. Describe the rank insignia of a Marine Private (PVT).
- a. Does not wear any rank insignia
87. Describe the rank insignia of a Marine Private First Class (PFC).
- a. One stripe up
88. Describe the rank insignia of a Marine Lance Corporal (LCpl).
- a. One stripe up with crossed rifles in the center
89. Describe the rank insignia of a Marine Corporal (Cpl).



- a. Two stripes up with crossed rifles in the center
90. Describe the rank insignia of a Marine Sergeant (Sgt).
- a. Three stripes up with crossed rifles in the center
91. Describe the rank insignia of a Marine Staff Sergeant (SSgt).
- a. Three stripes up, one stripe down, with crossed rifles in the center
92. Describe the rank insignia of a Marine Gunnery Sergeant (GySgt).
- a. Three stripes up, two stripes down, with crossed rifles in the center
93. Describe the rank insignia of a Marine Master Sergeant (MSgt).
- a. Three stripes up, three stripes down, with crossed rifles in the center
94. Describe the rank insignia of a Marine First Sergeant (1stSgt).
- a. Three stripes up, three stripes down, with a diamond in the center
95. Describe the rank insignia of a Marine Master Gunnery Sergeant (MGySgt).
- a. Three stripes up, four stripes down, with a bursting bomb in the center
96. Describe the rank insignia of a Marine Sergeant Major (SgtMaj).
- a. Three stripes up, four stripes down, with a star in the center
97. Describe the rank insignia of the Sergeant Major of the Marine Corps.
- a. Three stripes up, four stripes down, the Marine Corps emblem in the center flanked by two stars in the center
98. What are the ranks in the Marine Company Grade Officer category?
- a. Warrant Officer One, Chief Warrant Officer Two through Five, Second Lieutenant, First Lieutenant, Captain.
99. What are the ranks in the Marine Field Grade Officer category?
- a. Major, Lieutenant Colonel, Colonel
100. What are the ranks in the Marine General Officers Grade category?
- a. Brigadier General, Major General, Lieutenant General, General
101. Describe the rank insignia of a Marine Warrant Officer One (WO-1).
- a. A scarlet bar with one gold square
102. Describe the rank insignia of a Marine Chief Warrant Officer Two (CWO-2).
- a. A scarlet bar with two gold squares

103. Describe the rank insignia of a Marine Chief Warrant Officer Three (CWO-3).
  - a. A scarlet bar with one silver square
104. Describe the rank insignia of a Marine Chief Warrant Officer Four (CWO-4).
  - a. A scarlet bar with two silver squares
105. Describe the rank insignia of a Marine Chief Warrant Officer Five (CWO-5).
  - a. A silver bar with a scarlet stripe
106. Describe the rank insignia of a Marine Second Lieutenant (2ndLt).
  - a. Gold bar
107. Describe the rank insignia of a Marine First Lieutenant (1stLt).
  - a. A silver bar
108. Describe the rank insignia of a Marine Captain (Capt).
  - a. Parallel connected silver bars
109. Describe the rank insignia of a Marine Major (Maj).
  - a. Gold oak leaf
110. Describe the rank insignia of a Marine Lieutenant Colonel (LtCol).
  - a. Silver oak leaf
111. Describe the rank insignia of a Marine Colonel (Col).
  - a. Silver eagle
112. Describe the rank insignia of a Marine Brigadier General (BGen).
  - a. One silver star
113. Describe the rank of a Marine Major General (MajGen).
  - a. Two silver stars
114. Describe the rank of a Marine Lieutenant General (LtGen).
  - a. Three silver stars
115. Describe the rank of a Marine General (Gen).
  - a. Four silver stars
116. Describe the rank insignia of a Cadet Second Lieutenant.
  - a. One silver disk

117. Describe the rank insignia of a Cadet First Lieutenant.
  - a. Two connected silver disks
118. Describe the rank insignia of a Cadet Captain.
  - a. Three connected silver disks
119. Describe the rank insignia of a Cadet Major.
  - a. One silver diamond
120. Describe the rank insignia of a Cadet Lieutenant Colonel.
  - a. Two connected silver diamonds
121. Which General Order instructs you to relay a message to the guardhouse from another post?
  - a. Number 4 – To **repeat** all calls from posts more distant from the guardhouse than my own.
122. Which General Order instructs you to notify authorities if something unusual or not covered by your instructions happens or is occurring?
  - a. Number 9 – To **call** the corporal of the guard in any case not covered by instructions.
123. Which General Order specifies the manner in which you should walk your post?
  - a. Number 2 – To **walk** my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
124. Which General Order instructs what to tell the person that relieves you from your post?
  - a. Number 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 noncommissioned officers of the guard only.
125. Your best friend has just committed a crime on your post. You decide not to turn him in. Which General Order have you violated?
  - a. Number 3 – To **report** all violations of orders I am instructed to enforce.
126. This General Order tells you what you are in charge of.
  - a. Number 1 – To **take** charge of this post and all government property in view.
127. This General Order instructs you what to do at night to stop possible intruders.
  - a. Number 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.

128. You decide on your own to leave your post and go to a baseball game. What General Order have you violated?
- a. Number 5 – To **quit** my post only when properly relieved.
129. You are walking your post and an officer is approaching. He is authorized to be in the area but you are not supposed to talk to anyone except in the line of duty. What General Order should govern your actions?
- a. Number 10 – To **salute** all officers and all colors and standards not cased.
130. You are on duty and your friend comes by to spend some time with you “just to chat.” You inform him that that is not allowed according to which General Order?
- a. Number 7 – To **talk** to no one except in the line of duty.
131. You are walking your post and notice a brawl taking place in a club next to the base. It’s possible it could spill over onto the base. What General Order helps you decide what to do in this case?
- a. Number 8 - To **give** the alarm in case of fire or disorder

## GLOSSARY OF MILITARY TERMS

Every profession uses words and phrases that have special meaning or application. Marines, in garrison or in the field, in peace or war, have a wide and colorful vocabulary. The following are some you may hear:

ACMC	Assistant Commandant of the Marine Corps (AckMack).
ADRIFT	Loose from moorings; out of place.
AFT	In, near, or toward the rear of a vessel. Opposite of forward.
AFTERNOON WATCH	The 1200-1600 watch.
ALONGSIDE	By the side of a ship or pier.
ALL HANDS	All members of a unit, officers and enlisted.
ALOFT	Overhead or high above.
AMID SHIPS	Middle portion of ship, along the line of the keel.
ASHORE	Off station. Where you go on leave or liberty.
ASTERN	Toward the stern (rear) of the ship.
AYE, AYE SIR	I heard the order and will comply.
BARRACKS	Building where troops live.
BATTEN DOWN	To cover and fasten down; to close off a hatch or watertight door.
BEAR A HAND	Lend a helping hand.
BELAY	To cancel an order; to stop; to firmly secure a line.
BELOW	Downstairs.
BIVOUAC	An area where you pitch tents to stay overnight in the field.
BLOUSE	Coat.
BOONDOCKS	Woods or wilds. Training area.
BOONDOCKERS	Combat boots.
BOW	The forward section of a vessel.
BRIGHTWORK	Brass or shiny metal.

BULKHEAD	Wall.
BUNK	Bed.
CARRY ON	An order to resume work or duties.
C.G.	Commanding General.
CHOW	Food; meal.
CHOW HALL	Dining facility.
CMC	Commandant of the Marine Corps.
C.O.	Commanding Officer.
COLORS	A national or organizational flag.
COVER	Hat or cap.
DAVY JONES' LOCKER	The bottom of the sea.
DEAD AHEAD	Directly ahead of the ship's bow.
DEAD IN THE WATER	A ship that has lost power to its engines.
DECK	Floor.
DEEP SIX	To dispose of by throwing out or over the side.
ESPRIT DE CORPS	Spirit of camaraderie.
FIELD	Boondocks where you train.
FIELD DAY	A thorough clean-up.
FIELD MEET	Athletic competition.
FLATTOP	Slang for an aircraft carrier.
FLIGHT DECK	The deck of an aircraft carrier.
FORWARD	Toward the bow; opposite of aft.
GALLEY	Kitchen.
GANGWAY	Move out of the way or make room / roped-off passageway on a ship.

GEAR	Personal belongings/equipment or tools.
GEAR LOCKER	Storage room or locker for cleaning supplies.
GENERAL QUARTERS	Battle stations for all hands.
GRINDER	Drill area.
GUNG-HO	Working together, excited and in the spirit.
GUNNER	Nickname for Marine Warrant and Chief Warrant Officers.
GUNNY	Nickname for Gunnery Sergeant rank.
HATCH	Door.
HEAD	Bathroom.
IRISH PENNANT	String or thread hanging from a garment.
JURY-RIG	A makeshift device.
LADDER	Stairs.
LADDERWAY	Stairwell/area under the stairs.
LEAVE	Authorized vacation.
LIBERTY	Authorized free time / off-duty.
MAN-OF-WAR	Fighting ship; warship.
MESS HALL	Dining facility.
MORNING COLORS	Ceremony of raising the flag in the morning.
MOS	Military Occupational Specialty.
NCO	Noncommissioned Officer.
OFFICER OF THE DECK	The officer on the watch is a direct representative of the ship's captain.
OVERHEAD	Ceiling.
PASSAGEWAY	Corridor or hallway.
PASS THE WORD	Repeat the information to all hands.
PIPE DOWN	Be quiet.

POLICE	General cleaning; picking up trash, etc.
PORT	Left.
PORTHOLE	Window.
POGEY BAIT	Sweets; Candy, cookies, etc.
POLLYWOG	Person who has not crossed the equator aboard a Navy vessel.
PFT	Physical Fitness Test.
PT	Physical Training.
PX	Post Exchange is comparable to a civilian department store.
RACK	Bed.
REEFER	Refrigerator.
SCULLERY	Area for cleaning pots, pans, cooking utensils, and plates.
SCUTTLEBUTT	Gossip or water fountain.
SECURE	To stop work, put away, close or lock.
SHELLBACK	Person who has crossed the equator on a Navy vessel
SHIPOVER	Reenlist.
SKIVVIES	Underwear.
SNAPPING IN	Practicing getting into a firing position; learning your job.
SQUADBAY	Large room in the barracks where Marines live.
SQUARE AWAY	Straighten up, make it neat.
SQUARED AWAY	Neat, with everything in order. A person who is looking sharp.
STAND BY	Preparatory order meaning "Get ready."
STARBOARD	Right.
STERN	The rear portion of a ship.
SURVEY	Turn in unserviceable items.



SWAB	Mop / to mop.
SWABBIE	Sailor.
TAPS	Bugle call - meaning lights out.
TOP	Nickname for a U.S. Marine Master Sergeant.
TOPSIDE	Upstairs.
TURN TO	Begin work; get started.
UNCOVER	Remove headgear.
WM	Woman Marine.
WATCH	A period of duty.

### **THE MARINE'S HYMN**

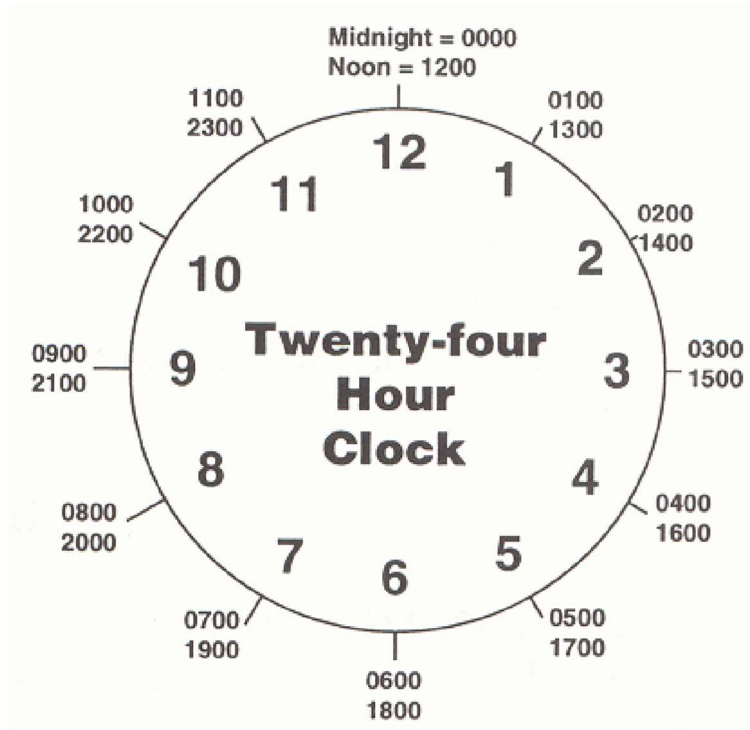
From the Halls of Montezuma,  
 To the shores of Tripoli;  
 We fight our country's battles,  
 In the air, on land, and sea;  
 First to fight for right and freedom  
 And to keep our honor clean;  
 We are proud to claim the title of  
 UNITED STATES MARINE.

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.

## COMMANDANTS OF THE MARINE CORPS

1. Samuel Nicholas	Major	1775 – 1781
2. William W. Burrows	Lieutenant Colonel	1798 – 1804
3. Franklin Wharton	Lieutenant Colonel	1804 – 1818
4. Anthony Gale	Colonel	1819 – 1820
5. Archibald Henderson	Colonel	1820 – 1859
6. John Harris	Colonel	1859 – 1864
7. Jacob Zeilin	Brigadier General	1864 – 1876
8. Charles G. McCawley	Colonel	1876 – 1891
9. Charles Heywood	Major General	1891 – 1903
10. George Elliott	Major General	1903 – 1910
11. William P. Biddle	Major General	1911 – 1914
12. George Barnett	Major General	1914 – 1920
13. John A. Lejeune	Major General	1920 – 1929
14. Wendell Neville	Major General	1929 – 1930
15. Ben H. Fuller	Major General	1930 – 1934
16. John H. Russell	Major General	1934 – 1936
17. Thomas Holcomb	Lieutenant General	1936 – 1943
18. Alexander A. Vandegrift	General	1944 – 1947
19. Clifton B. Cates	General	1948 – 1951
20. Lemuel C. Shepherd, Jr.	General	1952 – 1955
21. Randolph McCall Pate	General	1956 – 1959
22. David M. Shoup	General	1960 – 1963
23. Wallace M. Greene, Jr.	General	1964 – 1967
24. Leonard F. Chapman, Jr.	General	1968 – 1971
25. Robert E. Cushman, Jr.	General	1972 – 1975
26. Louis H. Wilson	General	1975 – 1979
27. Robert H. Barrow	General	1979 – 1983
28. Paul X. Kelley	General	1984 – 1987
29. Alfred M. Gray	General	1987 – 1991
30. Carl E. Mundy, Jr.	General	1991 – 1995
31. Charles C. Krulak	General	1995 – 1999
32. James L. Jones	General	1999 – 2003
33. Michael Hagee	General	2003 – 2007
34. James Conway	General	2007 – 2010
35. James F. Amos	General	2010 – 2014
36. Joseph Dunford	General	2014 – 2015
37. Robert Neiler	General	2015 – 2019
38. David H. Berger	General	2019 – 2023
39. Eric M. Smith	General	2023 – present



### PHONETIC ALPHABET

A – Alpha	J – Juliette	S – Sierra
B – Bravo	K – Kilo	T – Tango
C – Charlie	L – Lima	U – Uniform
D – Delta	M – Mike	V – Victor
E – Echo	N – November	W – Whiskey
F – Foxtrot	O – Oscar	X – X-ray
G – Golf	P – Papa	Y – Yankee
H – Hotel	Q – Quebec	Z – Zulu
I – India	R – Romeo	

**MARINE CORPS OFFICER RANKS**

**General Grade Category**



General



Lieutenant General



Major General



Brigadier General

**Field Grade Officer Category**



Colonel

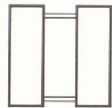


Lieutenant Colonel



Major

**Company Grade Officer Category**



Captain



1<sup>st</sup> Lieutenant



2<sup>nd</sup> Lieutenant



Chief Warrant Officer 5



Chief Warrant Officer 4



Chief Warrant Officer 3



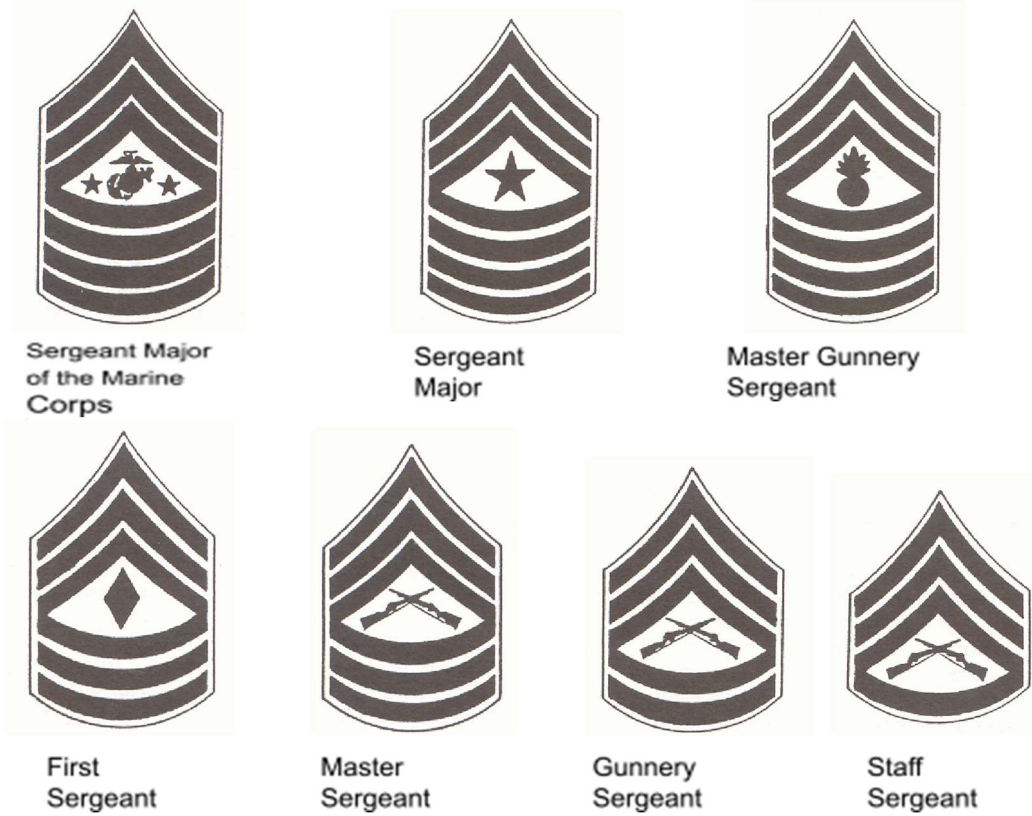
Chief Warrant Officer 2



Warrant Officer 1

# MARINE CORPS ENLISTED RANKS

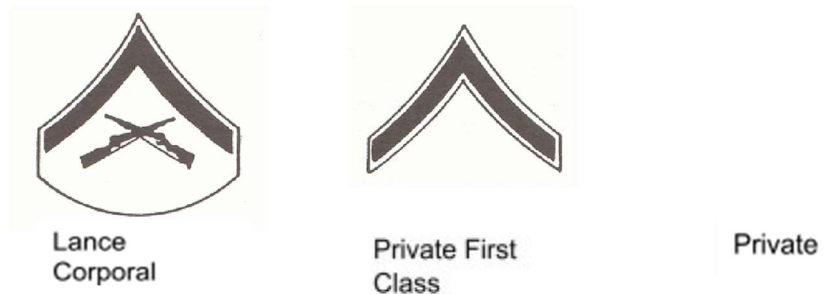
## Staff Non-Commissioned Officers



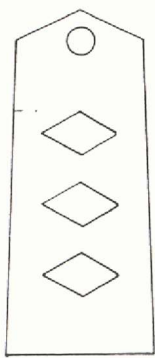
## Non-Commissioned Officers



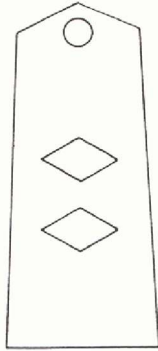
## Non-rated Enlisted



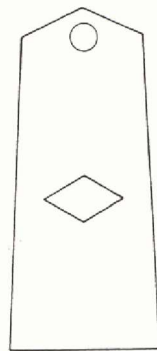
**CADET OFFICER RANKS**



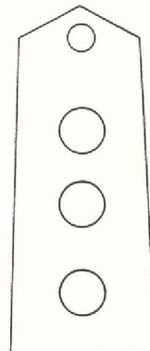
Colonel



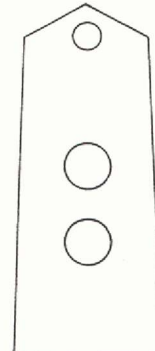
Lieutenant  
Colonel



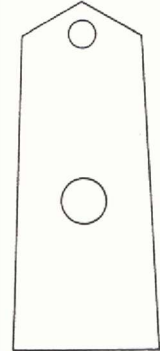
Major



Captain



1<sup>st</sup>  
Lieutenant



2<sup>nd</sup> Lieutenant

**CADET ENLISTED RANKS**



Sergeant  
Major



First Sergeant



Gunnery  
Sergeant



Staff Sergeant



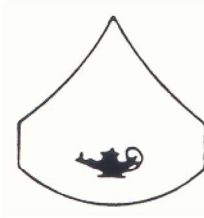
Sergeant



Corpora  
l



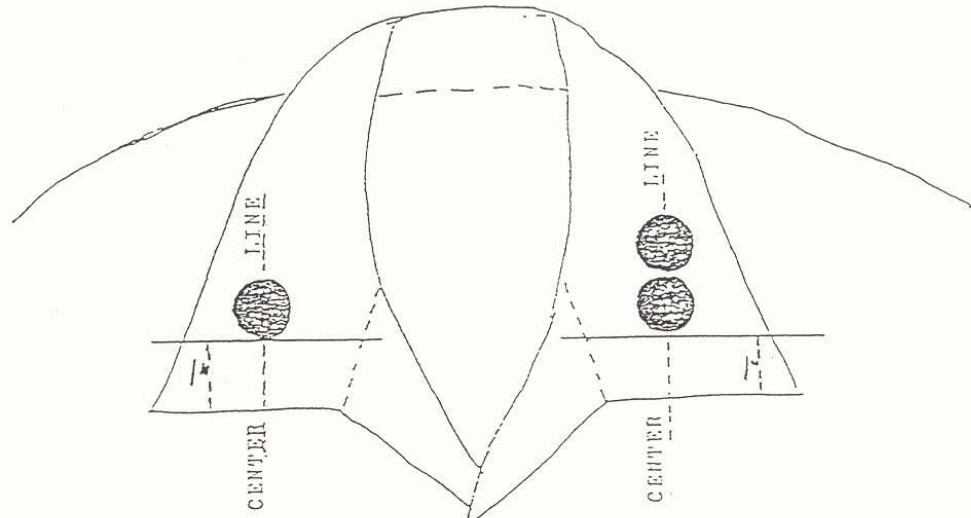
Lance  
Corporal



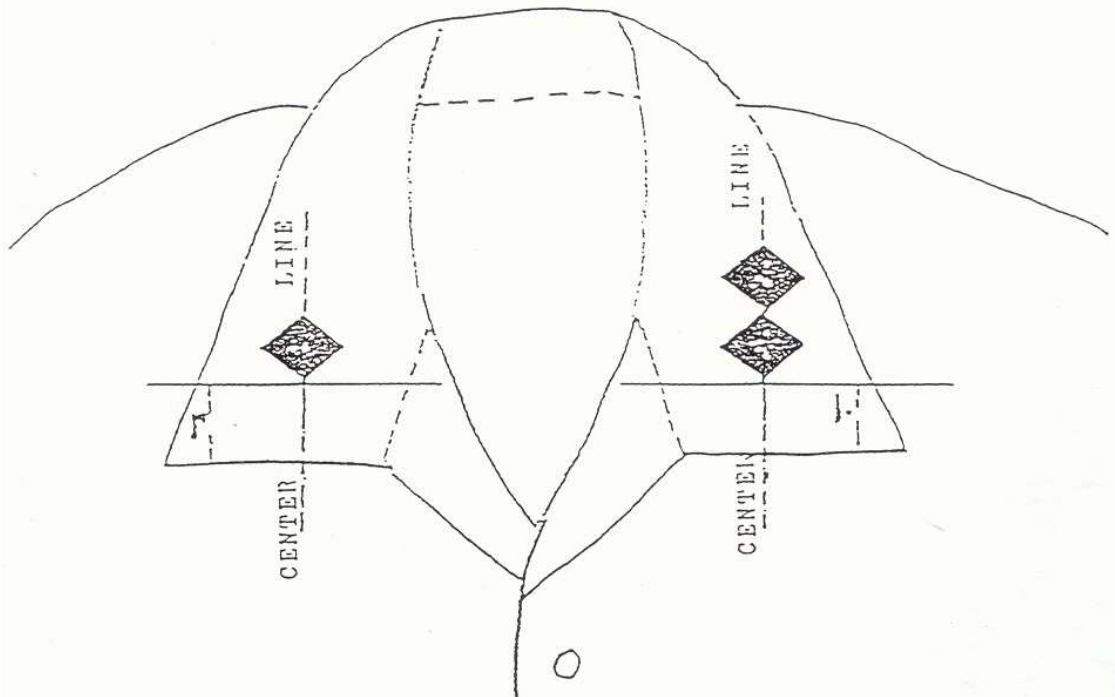
Private First Class

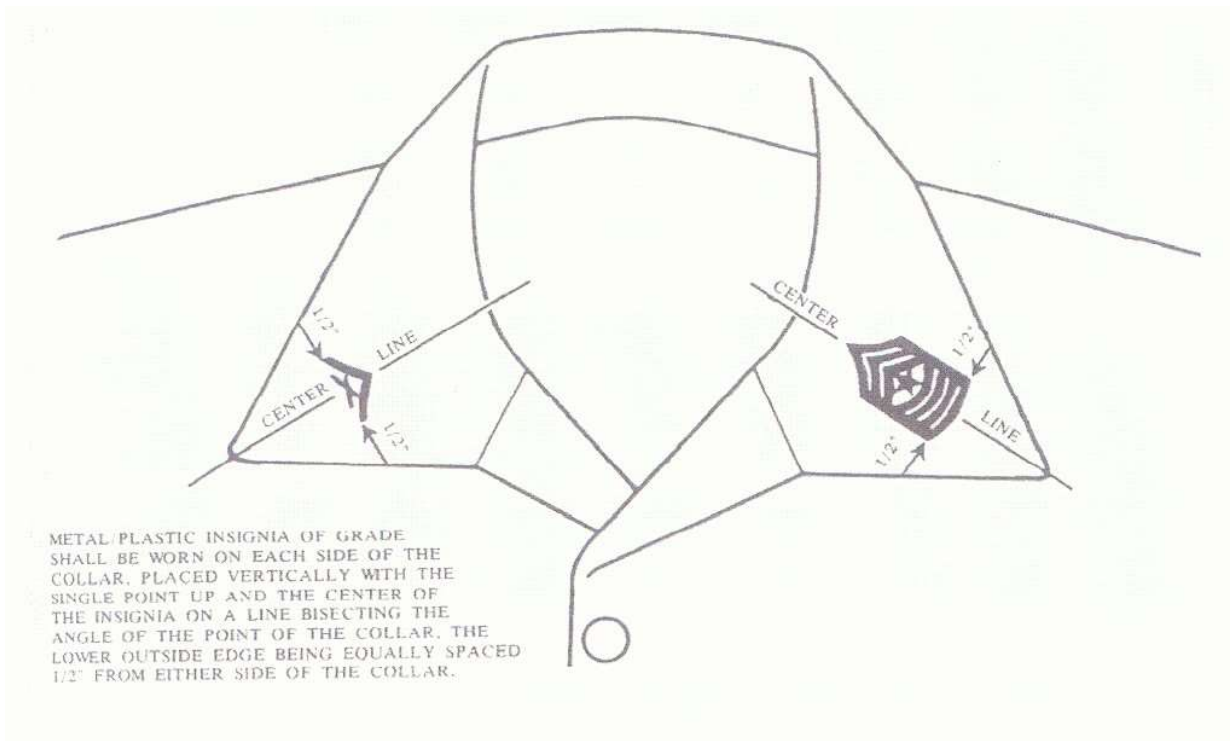
## CADET COLLAR RANK PLACEMENT

### SHORT SLEEVE SHIRTS



INSIGNIA WILL BE PLACED AT THE APPROXIMATE CENTER OF THE COLLAR 1" FROM THE FRONT EDGE.





**OFFICER RANK PLACEMENT ON GARRISON COVER**

