



LEADERSHIP



CITIZENSHIP



ACADEMICS

**NEW ORLEANS MILITARY &
MARITIME ACADEMY
2021-2022
MCJROTC
CADET GUIDEBOOK**

Cadet's Name _____

JROTC Class Period _____

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2

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Preface: This Guidebook is applicable to all Cadets. Sections that only apply to 9th – 12th grade are clearly noted.

NOMMA CADET CREED

I am a Junior ROTC cadet. **I** will always conduct myself to bring credit to my family, country, school, and the corps of cadets.

I am loyal and patriotic. **I** am the future of the United States of America.

I do not lie, cheat, or steal and will always be accountable for my actions.

I will always practice good citizenship and patriotism.

I will work hard to improve my mind and strengthen my body.

I will seek the mantle of leadership and stand prepared to uphold the Constitution and the American way of life.

May God grant me the strength to always live by this creed.

NOMMA CADET ALMA MATER

For the glory of dear NOMMA,
our hearts will swell with pride.

Rooted in tradition -
we will stand by her side.

And for always, we will follow
our honor and our creed.

As devoted cadets,
we will always serve thee.

And for always, we will follow
our honor and our creed.

As devoted cadets,
we will always serve thee.

NOMMA Five General Orders

1. Be at the right place at the right time with the right materials.
2. Follow the orders of the faculty, staff, and cadet leaders appointed over me.
3. Refrain from loud and boisterous behavior.
4. Engage in No public display of affection.
5. Remain in uniform at all times.

CADET HONOR CODE

A cadet will not lie, cheat, steal or tolerate those who do.

CODE OF ETHICS

Cadets give their best in everything they do.

Cadets are completely and whole-heartedly honest.

Cadets keep the commitments they make to themselves and others.

Cadets respect the dignity and rights of others.

Cadets respect public and private property.

Cadets respect public laws and regulations.

Cadets respect and develop a healthy mind, body, and spirit.

CHAIN OF COMMAND

The purposes of the chain of command are to establish accountability, to decentralize authority and to link the different levels of command.

It is your responsibility as a cadet to know the chain of command and to fill in the blanks.

President (Commander-in-Chief)	
Vice President	
Secretary of State	
Secretary of Defense	
Secretary of the Navy	
Chairman Joint Chief of Staff	
Commandant of the Marine Corps	
Sergeant Major of the Marine Corps	
Director, MCJROTC	
5th Region Director	
Commandant of New Orleans MMA	
New Orleans MMA Principal	
MCJROTC Military Disciplinarian	
12 th Grade SMI/MI	
12 th Grade SMI/MI	
11 th Grade SMI/MI	
11 th Grade SMI/MI	
10 th Grade SMI/MI	
10 th Grade SMI/MI	
9 th Grade SMI/MI	
9 th Grade SMI/MI	
8 th Grade SMI/MI	
8 th Grade SMI/MI	
Cadet Battalion Commanding Officer	
Cadet Battalion Sergeant Major	
Cadet Company Commander	
Cadet Company Executive Officer	
Cadet Company First Sergeant	

MCJROTC MISSION

Build Character
 Instill Leadership
 Develop Informed Citizens
 Teach National Security
 Discipline
 Develop a respect for authority
 Mentor for career and educational choices

CORE VALUES

HONOR. The bedrock of one's character. The quality that guides us to exemplify the ultimate in ethical and moral behavior; to never lie, cheat, or steal; to abide by an uncompromising code of ethics; to respect human dignity; to have respect and concern for each other. The quality of maturity, dedication, trust, dependability that commits us to act responsibly; to be accountable for our actions, to fulfill obligations, and to hold others accountable for their actions.

COURAGE. The heart of our core values, courage, is the mental, moral, and physical strength to carry us through demanding challenges and the mastery of fear; to do what is right; to adhere to a higher standard of personal conduct; to lead by example, and to make tough decisions under stress and pressure. It is the inner strength that enables us to take that extra step.

COMMITMENT. The spirit of determination and dedication to excellence that leads us to professionalism and superior performance. It leads to the highest order of discipline for our organization and us. It is the ingredient that guards our integrity, our pride, our concern for others, and an unrelenting determination to achieve excellence in every endeavor. It is the value that establishes us as an example for others to emulate.

LEADERSHIP

Definition: Leadership is the art of influencing and directing individuals toward a common purpose by obtaining their obedience, respect, confidence, and loyal cooperation.

Primary Objective of Leadership: **Mission accomplishment.**

Secondary Objective of Leadership: **Cadet welfare.**

FOUNDATIONS OF MARINE CORPS LEADERSHIP

Accountability	Discipline	Morale
Authority	Esprit De Corps	Motivation
Customs & Courtesies	Leadership Principles	Responsibility
Respect & Dignity	Leadership Traits	Traditions

LEADERSHIP PRINCIPLES

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

LEADERSHIP TRAITS (JJ DID TIE BUCKLE)

1. **Judgment** ➤ The ability to weigh facts and possible solutions on which to base sound decisions.
2. **Justice** ➤ The quality of being impartial and consistent in exercising command.
3. **Dependability** ➤ The certainty of proper performance of duty.
4. **Integrity** ➤ Uprightness of character and soundness of moral principles, which includes the qualities of truthfulness and honesty.
5. **Decisiveness** ➤ The ability to make decisions promptly and to announce them in a clear, forceful manner.
6. **Tact** ➤ The ability to deal with others without creating offense.
7. **Initiative** ➤ Taking action in the absence of orders.
8. **Enthusiasm** ➤ The display of sincere interest and exuberance in the performance of duty.
9. **Bearing** ➤ Creating a favorable impression in carriage, appearance, and personal conduct at all times.
10. **Unselfishness** ➤ Putting others ahead of your own comfort and personal advancement.

11. **Courage** ➤ The mental quality that recognizes fear of danger or criticism, but enables a person to proceed in the face of fear with calmness and firmness.
12. **Knowledge** ➤ Understanding of a science or an art. The range of your professional knowledge and understanding of your cadets.
13. **Loyalty** ➤ Faithfulness to your unit, seniors, subordinates, and peers.
14. **Endurance** ➤ The mental and physical stamina to withstand pain, fatigue, stress, and hardship.

RULES OF CADET CONDUCT

In the Classroom:

The classroom is a learning environment. Cadets will come to class on time and be prepared for the day's scheduled activities. Courtesy towards teachers, fellow students, and school officials is mandatory. **Cheating will not be tolerated.** Cheating includes any form of deceit, at recitation, practical work, quizzes, or exams.

Daily Classroom Routine (All Classes):

- When entering the classroom, go directly to your seat.
- Treat everyone with respect and dignity all the time.
- Bring notebooks, to include Cadet Handbook and Cadet Guidebook, and pen or pencil to every class.
- At the bell, the class leader will call the class to attention. The class will come to attention and remain at the **Position of Attention**.
- At the direction of the class leader or designated representative, the class will recite **“The Cadet Creed” and/or Corps Values**.
- Upon completion of roll call, the class commander will call **“Ready, Seat”**. The class will sit at the position of attention until given the command to **“Adjust”**, the Cadets may then relax in their seat, however, no talking is allowed.
- **No Food or Drink** is allowed in the classroom area unless specifically authorized by the Instructors.
- Cadets must **raise their hand** to be recognized.
- **Cadets will use Sir or Ma’am** when addressing or answering Instructors, Teachers or Faculty.
- When asking for permission or assistance, say **“Please”** first.
- Do not interrupt the Instructors conversation. Wait for acknowledgment and then say, **“Excuse Me”, Sir/Ma’am**
- When a request is granted, say **Thank You**.
- When the “end of class bell” rings, the instructor will call the class leader to dismiss the class. Class leader calls the class to **Attention**, gives necessary commands, then gives the command to **dismiss**.
- Cadets will be sure to take all personal items and trash when dismissed from the classroom and will be in the proper, complete uniform of the day (the uniform may be adjusted at faculty discretion to mitigate exceptionally hot or cold conditions).
- All “Head Calls” (Restroom breaks) should be made before or after class.

- Each Cadet is responsible for reading the Information Board to keep informed of what is going on. **NOT reading the board is no excuse for not knowing what is required.**

Cadets are expected to maintain high standards of appearance and conduct on and off campus.

APPEARANCE AND GROOMING STANDARDS

Cadets are REQUIRED to comply with MCJROTC grooming and personal appearance standards as stipulated in NOMMA regulations and Marine Corps Order 1533.6E. Personal appearance and wearing the uniform is a significant part of a cadet's MCJROTC grade. The grooming regulations apply to military, NOMMA and civilian attire when worn in conjunction with Academy functions. Grooming and personal appearance standards are required to be followed daily and at all NOMMA events (i.e. graduation, prom, dances, sporting events, summer camps and extracurricular activities, etc.).

Cadets who refuse or repeatedly fail to adhere to the prescribed grooming and personal appearance standards will receive disciplinary action according to NOMMA discipline policy.

1. Common Standards: All haircuts/hairstyles, for both male and female cadets will be checked every day, during inspection, and will contribute toward exam grades.
 - a. Haircuts and hair styles are not permitted to be faddish or eccentric. Mohawks, derivations of Mohawks and cuts or styles with shaved or designed portions of the scalp are not permitted. Braids and/or derivations of braids, including locks and twists, may be permitted for females only if hair is firmly secured according to the LONG HAIR regulations noted below (and per MARADMIN 622/15).
 - b. No designs are allowed to the hair; only a natural (not shaved) part in the hair is authorized.
 - c. Hair must be a natural color (blonde, brown, black) and be consistent over the entire head (no multi-colored highlights, braids or spots).
 - d. Hair extensions **MUST** conform to the female long hair regulations.
 - e. Hair styles **MUST** not interfere with the proper wearing of the USMC cover.
 - f. Shaving/slashing of eyebrows is **NOT** authorized.

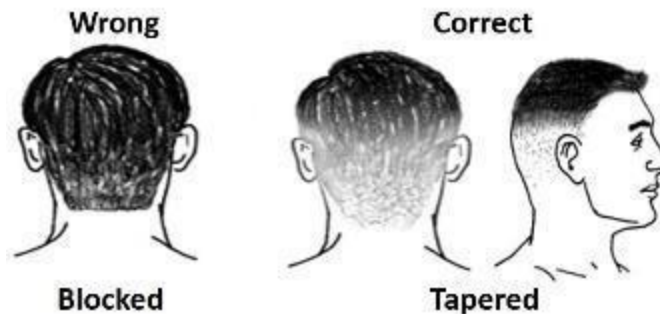
1. Male cadet grooming and haircut standards:
 - a. Hair will be closely trimmed on the sides and back, washed and neatly combed, graduated from zero inches in length at the hairline in the lower portion of the head and ears to a maximum of 3 inches in length at the upper portion of the head; and will not extend over two inches above the scalp. Hair must follow the contour of the head.
 - b. Hair cannot touch the ears. If you can pinch and hold on to hair at the neck, sideburns or ear hairline, it is too long.
 - c. Hair must be tapered (as opposed to Blocked). A tapered nape, or fade, refers to a gradual decrease in the length of hair at the back of the head to zero at the neckline, following your natural hairline. A blocked nape refers to cutting the hair straight across in a definite line where the hairline meets the back of the neck (the nape). It is sometimes also referred to as

"squaring off" the nape. See the diagram below for the difference between tapered and blocked hairline. The taper, or fade, is the **ONLY** style of haircut for MCJROTC.

d. Sideburns will not go below the top of the ear orifice (place your index finger in your ear, your sideburns cannot go below the top of your finger).

e. Locks, twists, sculpting, spiking of hair or excessive directional flow change is not authorized.

f. Male cadets will be clean-shaven daily. Mustaches are the only facial hair authorized for male cadets. Mustaches must be trimmed so that the hair does not fall below the top edge of the upper lip and does not extend past the comers of the mouth. Beards of any kind are **NOT** authorized.



2. Female cadet grooming and hairstyle standards:

a. Female hairstyles must be neat, professional, conservative and symmetrical (no side buns, etc.) in appearance and must not interfere with the proper wearing of uniform headgear.

b. Faddish, eccentric or exaggerated hairstyles are not authorized for wear in uniform. Examples include, but are not limited to); hair sculpting (eccentric directional flow, abrupt difference in length, twists, texture or spiking), buns or braids with loose hair extending at the end, multiple braids that do not start at the top of the head, hair styles with severe angles, shaved portions of the head, and loose unsecured hair (not to include bangs).

c. Hair must not fall below the bottom edge of collar.

d. Bangs, if worn, **MAY NOT FALL INTO THE LINE OF SIGHT**, may not interfere with wearing of headgear, and must lie neatly against the head.

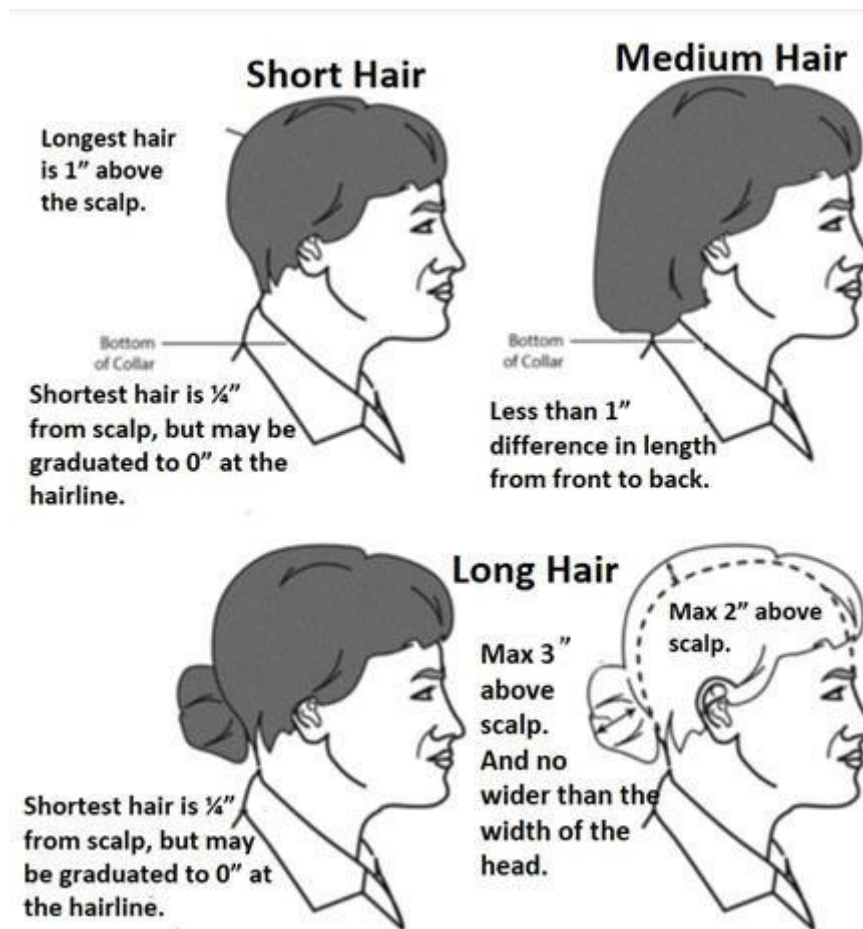
e. Hairpins will be hidden and no other items (i.e. jewelry, ribbons, bows, glitter, etc.) are allowed in the hair.

f. **FEMALE CADET HAIR STYLES.** There are three hairstyles to consider: short and medium length, which does not naturally extend past the bottom edge of the uniform collar; and long, which naturally does fall below the collar. Standards specific to each style are included below.

g. SHORT HAIR; does not extend past the uniform collar, extends no more than 1 inch from the scalp, may be **NO SHORTER** than 1/4 inch, and must be evenly graduated.

h. MEDIUM HAIR; does not extend past the uniform collar, is longer than 1 inch in length, and may fall naturally from the scalp. Graduated hair styles are accepted, but the length from the front to the back may not exceed on inch difference in length.

LONG HAIR; that normally extends beyond the collar's edge will be neatly and inconspicuously fastened or pinned tight to the head. Female cadets may not wear a ponytail. No portion of the bulk of the hair may exceed 2 inches except for a bun, which may extend a maximum of 3 inches from the scalp and may be no wider than the width of the head.



1. **Jewelry:** Female Cadets are NOT authorized to wear earrings or spacers in the MCJROTC utility uniform, but may wear specifically approved styles in the Service, Dress Blue and NOMMA uniforms. Males are NEVER ALLOWED to wear earrings or spacers in any uniforms. Only Females are authorized to wear earrings (no larger than the 1/4 of an inch in diameter, one on each ear lobe) in the NOMMA uniform. Cadets are not authorized to wear facial or body piercings (retainers and spacers are not permitted). Necklaces are allowed, but may not be visible above or around the neck. Digital and sweep-hand watches are authorized and must be inconspicuous; not overly large and may be brown, black, tan, gold or silver. Decorative bracelets are not allowed; medical alert and MIA/POW bracelets are. One ring on each hand is allowed, but not to be worn on the thumb. Decorative hair accessories are NOT authorized.
2. **Finger Nails and Nail Polish:** Female cadets' fingernails may be NO LONGER THAN ¼ INCH FROM THE TIP OF THE FINGER. Female cadets may wear clear nail polish, a French/American manicure, or polish within the red spectrum (to include pinks and burgundies) with the NOMMA uniform and service uniform. In the utility uniform, females may wear a French/American manicure only; no solid colors are authorized. Multi-colors, shades of purple, orange or nude are NOT authorized. Male cadets are not permitted to have nail polish or long fingernails. Male cadets must have neatly trimmed, short nails.
3. **Make up;** must be conservative in nature/style and must compliment the individual's complexion. It will not be exaggerated, eccentric, faddish or contain sparkles/glitter, etc. Clear lipstick or in shades of red, including pinks and burgundies, may be used depending on which uniform a cadet is wearing.

4. Contact Lenses; contact lenses must imitate natural eye shape and color (i.e. the iris).

MCJROTC UNIFORM STANDARDS

- a. Properly wearing the uniform is a significant part of the cadet's MCJROTC experience and grade. **CADETS ARE REQUIRED TO PROPERLY WEAR THE ACADEMY OR MCJROTC UNIFORM.** The SMI will prescribe which uniform is the uniform of the day. Cadets are required to know uniform wear assignments and will wear the prescribed uniform accordingly. The uniform cover (cap) is a required part of the uniform; cadets must maintain accountability for their cover and are required to wear it at all times when outdoors and in uniform. Cadets who refuse or repeatedly fail to wear the uniform correctly will receive disciplinary action according to NOMMA discipline policy.
- b. Cadets will be issued a Marine Corps uniform during orientation week. Uniforms are issued free of charge as long as they are returned in serviceable condition when a cadet graduates or withdraws from NOMMA. Cadets are responsible for the care and cleaning of the uniform they are issued. Cadets will be evaluated everyday on their ability to properly wear both the Military and Academy uniforms (to include sports uniforms when worn).
- c. Cadets are inspected in their uniform several times each month, and because this is a graded event, if a cadet misses and fails to make up the uniform inspection within 5 school days, he or she will receive a failing grade for that uniform inspection. Three failing uniform inspection grades during a marking period may result in Extra Military Instruction. Additionally, Cadets are required to follow all grooming standards in order to pass inspection. Grooming standards are detailed in the section above, titled "Appearance and Grooming Standards." Required grooming and uniform standards will be taught during orientation at the beginning of the year, in the MCJROTC classes, and reinforced throughout the year as needed. This information can also be found in the cadet guidebook.
- d. Federal law imposes certain restrictions on wearing the Marine Corps uniform. Cadets are given detailed instruction on when, where, and how to properly wear the MCJROTC uniforms. It is important to note:
- Cadets may only wear the MCJROTC uniform while at school and directly traveling to and from school.
 - Cadets may not wear the uniform in any other building including any type of store, restaurant, or doctor's office whether accompanied by a parent/guardian or not. The LSU gym on Federal City is NOT AUTHORIZED – cammies are expressly prohibited.
 - Cadets can change out of their uniform before leaving school if they need to make a stop before reaching home.
 - Off campus uniform violations will result in disciplinary action which may include, but is not limited to an Out of School Suspension.
 - Unauthorized use of and the improper wearing of the issued uniform will result in disciplinary action.
- e. Cadets are expected to keep the uniform clean, pressed and in good repair. Seasonal Service Uniforms and Dress Blue Uniforms require dry cleaning whereas the MARPAT Utility and PT uniforms may be laundered. **ALL LAUNDERING, DRY CLEANING, PRESSING, AND BUTTON REPLACEMENT ARE THE CADET'S RESPONSIBILITY WHILE THE UNIFORM IS IN HIS OR HER POSSESSION.** A uniform at the cleaners DOES NOT excuse a cadet from inspection. **ALL DRESS/SERVICE UNIFORMS MUST BE DRY CLEANED. DO NOT WASH THEM AT HOME.** The MARPAT utility uniform should be washed at home.
- f. Changing out of uniform for physical education or extracurricular activities **IS REQUIRED.** Cadets are only permitted to wear Physical Training (PT) gear during fitness sessions in JROTC classes.
- g. The MCJROTC instructional staff will be able to fit most cadets without the need for alterations. The Marine Corps will pay for major alterations to the uniform if they are needed.
- h. An integral part of the MCJROTC program is to develop a sense of personal responsibility. If the issued uniform or parts of it are lost, damaged, or stolen, the cadet will be held responsible for a monetary fee to the New Orleans Military Maritime Academy of all/any items lost/damaged/stolen, at the current uniform replacement fee. Costs are payable by check or cash to NOMMA's front office at which time the Cadet will be issued a receipt which should be presented to the Supply Office for the issue of replacement clothing.
- i. Cadets attending NOMMA can expect to wear the following uniforms:
- School Uniform (8th grade-Senior)
 - Green MARPAT digital Utility (8th grade-Senior)
 - Physical Fitness Uniform [green shorts/t-shirt or green sweat pants/shirt] (8th grade-Senior)
 - Marine Corps "Bravo" and "Charlie" Service Uniforms (Freshmen-Senior)*
 - Marine Corps Dress Blues (Freshmen-Senior)**

*Selected Freshmen - Seniors that achieve academic and leadership excellence may be issued the Marine Corps Bravo or Charlie uniform. This is typically in conjunction with assignment to a leadership billet.

**Cadets on the Drill/Color Guard teams, serving in key leadership positions, and approved band or choir members will be issued the Marine Corps Dress Blues.

GROOMING REQUIREMENTS SUMMARY CHART

Uniform Item	Utilities	Service / Blues	NOMMA
Hair	USMC Regulations		USMC regulations, Female hair may be worn down.
Hair Decoration	None allowed (i.e. scrunchies, bows, headbands, ribbons, alligator clips, etc). Hair will be secured with inconspicuous hair pins, bobby pins, rubber bands, barrettes, etc		
Watches 1	Yes, digital or sweep hand only; must be inconspicuous. Black, brown, tan, or gold/silver tone.		
Bracelets	Only medical alert or POW/MIA.		
Necklaces	Yes, must be tucked under the t-shirt. May not be visible.		
Rings	Yes, one on each hand. Must be inconspicuous. Nothing on the thumb.		
Lipstick 2	NO	Yes, shades of red only.	
Nails 2	Clear polish, American or French manicure. Fingernails shall not extend more than 1/4 inch past the fingertips.	Yes, shades of red, American or French manicure, clear polish. Fingernails shall not extend more than 1/4 inch past the fingertips.	
Makeup 2	Includes eyeliner, mascara, fake lashes, etc. Yes, conservative in nature. May not be "faddish", "eccentric" or include glitter/sparkles. Must be natural in appearance.		
Earrings 3	NO	Yes, one per ear (earlobe only), small, polished, yellow gold color, ball or round stud. In blues, gold or pearl studs, not to exceed 6 mm (1/4 inch).	

Notes;

1. Smart watch/ touchscreen wearable computers must be turned in with cell phones.
2. Applies to female cadets only. Male cadets are not authorized to wear in uniform or civilian attire
3. Applies to female cadets only; Ear lobe piercings are the ONLY authorized piercings; nose, eyebrow and other types of ear or body piercings are not authorized.

UNIFORM REQUIREMENT SUMMARY CHART

UNIFORM ITEM	MARPAT UTILITIES	SERVICE UNIFORM	PHYSICAL TRAINING	DRESS BLUES	NOMMA CIVILIAN
COVER	MARPAT w/ name inside	Garrison w/Black Emblem ⁵	No	White w/ Gold Emblem	No
UNDERSHIRT	USMC Green	White	USMC Green (Females appropriate support garments)	White	White
BLOUSE/	MARPAT	Khaki	Optional	Blue	Red NOMMA Polo ⁴

SHIRT			Company Shirt when prescribed	Females: White Shirt	
RANKS	Yes	Yes	No	Yes (Gold only)	No
TROUSERS	MARPAT	Green	MCJROTC Shorts	Blue	Khaki
BELT	Khaki Web	Khaki Web	No	Blouse;White. ² Trousers;Web.	Black Web
SOCKS	Black/Brown	Black Dress	White/Brown/Black Athletic	Black Dress	Black/Brown/White
BOOTBANDS	Between 1st & 2nd Eyelets of Boots	No	No	No	No
SHOES	USMC Boots	Black Corfams	Athletic	Black Corfams	All Black
INCLEMENT WEATHER	MARPAT Gortex/Sweatshirt ¹	Tanker Jacket	Green USMC Sweatshirt/Pants Gloves/Hat	All Weather Coat	As PRESCRIBED ³

Notes;

- 1. Gortex/Sweatshirt;** gortex is a special issue item (due to high cost) and will only be issued with separate written and signed parent permission. The USMC sweatshirt may be worn as an undergarment with the MARPAT blouse when sleeves are rolled down.
- 2. Blues belt;** Males and Females will wear the white belt with the Blues Coat.
- 3. As Prescribed;** *(To be determined by the Commandant and or Principal in accordance with the weather).*
- 4.** Seniors may wear the approved Senior Shirt instead of the Red Polo.
- 5.** The Garrison cover will be issued to cadets that do not hold leadership billets. The Barracks cover will be issued to cadet billet holders.

CONDUCT IN UNIFORM:

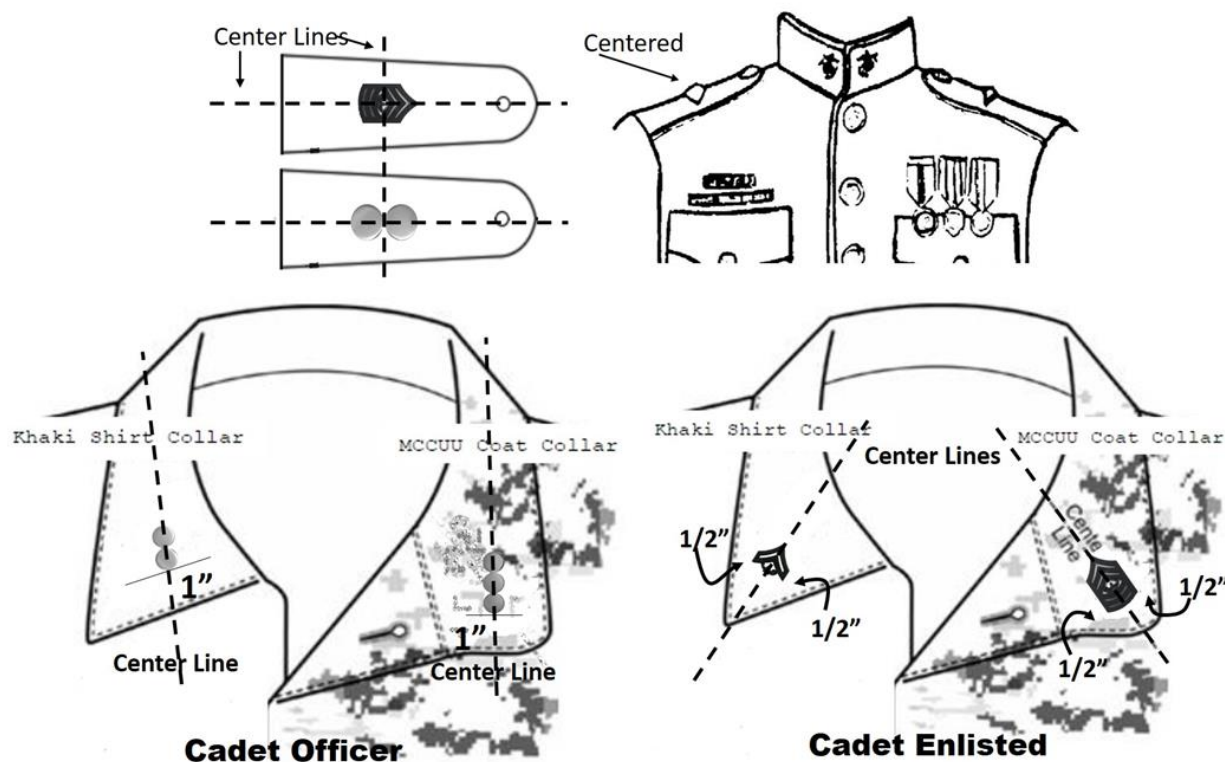
You represent yourself, your school, the MCJROTC program and the U. S. Marine Corps. Your appearance and conduct should always be impeccable. Violations of any of these expectations will result in detention and or Saturday detention.

- Do not chew gum.
- Do not walk or stand around with your hands in your pockets.
- Do not walk and talk with a cell phone or wear ear buds/headphones while in the MCJROTC uniform.
- Do not walk and eat while in uniform.
- Wear your cover outdoors at all times and remove it indoors.
- Salute all officers. Greet all cadets and treat everyone with respect.
- Do not use foul language, tease others, or wrestle/horseplay in uniform.
- Other than in the classroom during a period of instruction, cadets are not authorized to pull their NOMMA Sweat Shirt or sweater sleeves up.
- (Wear the school uniform properly; ensure that your shirt is tucked in, buttons are buttoned, belt is worn, and when ties or neck tabs are worn they are worn properly.)

RANK INSIGNIA, MEDALS, RIBBONS AND BADGES

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

1. Only the rank insignia designated for cadets by the MCJROTC program will be worn. Gold metal rank insignia for enlisted cadets will only be worn on the Dress Blue coat. Examples and proper placement are shown in the following illustrations.



Cadet officers will wear their rank insignia centered on the shoulder strap of their blue coat and all-weather coat. On khaki shirts, raincoats, and utility coat, the small rank insignia will be worn one inch from and centered on the front edge of the collar. Multiple disks and lozenges run toward the back of the collar.

Enlisted cadets will wear their rank insignia centered on the shoulder strap of their blue coat and all-weather coat. On khaki shirts, raincoats, and utility coat, enlisted rank insignia will be worn with the point of the chevron up, centered vertically along an imaginary line bisecting the angle formed by the point of the collar and 1/2" from the bottom outer edges of the chevron to the edges of the collar.

2. Decorations. Authorized medals will be worn on the blue coat when prescribed. They will be worn over the left breast pocket, midway between the first and second buttons. When wearing medals and ribbons, the ribbons for which there are no medals will be worn 1/8" above and centered over the right breast pocket. Marksmanship badges will not be worn when medals are worn.

- a. Ribbons will be worn 1/8" above and centered over the left breast pocket of the khaki shirt or blue coat. (Female) Coat: 1/8" above highest point of left pocket and centered on the pocket. (Female) Shirt: 0 to 2 inches above first visible button and centered on the left side of the shirt. When worn with the marksmanship badge, ribbons will be worn 1/8" above the badge.
- b. Medals and ribbons are authorized and procured through the MCJROTC program. Criteria for earning medals and ribbons will be published separately. Medals and ribbons will be worn in the precedence listed in the Awards paragraph later in the guidebook.

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

4. Distinguishing MCJROTC Patches. The MCJROTC shoulder patch will be worn 1/2 inch down and centered on left sleeve of the blue coat, green coat, and khaki shirt. A "MCJROTC" tape will be centered and sewn above the left breast pocket of the digital utility jacket. Cadets are not authorized to wear uniforms that do not have the approved JROTC patches. When authorized, special MCJROTC team patches will be allowed on the Academy letterman style jacket.

MCJROTC CADET UNIFORM WEAR AND CARE

1. Camouflage/Digital uniforms, the PT uniform and cotton T-shirts can be washed with normal washing machine soap in warm or cold water only.
2. Khaki shirts, polywool trousers, wool sweaters and dress coats must be dry cleaned at the Cadet's expense. **DO NOT WASH THESE ITEMS.**
3. Cadets are responsible for their uniforms. Replacement of lost, stolen, or damaged uniforms are the financial responsibility of the cadet. Always keep your uniforms in a safe place. **Service and Dress uniforms must be professionally cleaned before final turn-in.**
4. Unserviceable uniform items can be exchanged for serviceable uniform items



Digital Utility Uniform:

Utility Cap.....	Washed. Pressed. No Irish pennants.
Utility Coat	Washed. Pressed. No Irish pennants. Sleeves down
Utility Trousers	Washed. Pressed. No Irish pennants.
Brown Boots.....	Clean. Laces left over right, tucked in.
Black/Brown Socks	Clean.
Green T-shirt	Clean. Level and smooth collar.
Khaki Web Belt	Clean. Tip 2-4 inches past buckle.
Brass Belt Buckle	Polished. Locked. Military Alignment.
Boot Blouses	Between 1st and 2nd eyelet of boots.
Green Sweatshirt.....	(Optional) Worn under the utility coat.

Service "C" Uniform w/ short sleeves (Charlies) / Service "B" Uniform w/ long sleeves

(Bravos)



Garrison Cap	Dry Cleaned. Pressed. No irish pennants.
Black Cover Emblem	Clean. Black. Wings parallel to deck.
Short Sleeve Khaki Shirt	Dry Cleaned. Pressed. No irish pennants.
Ribbons	1/8" above and centered on left pocket.
White T-Shirt	Clean. Level and smooth collar.
Green Trousers	Dry Cleaned. Pressed. No irish pennants.
Khaki Web Belt.	Clean. Tip 2-4 inches past buckle.
Brass Belt Buckle.....	Polished. Locked. Military Alignment.
Black Dress Socks.....	Clean.
Black Dress Shoes.	Clean. Sole/Heel edges dressed.



Blue Dress "D" Uniform w/short sleeves (Deltas)/ Blue Dress "C" Uniform w/long sleeves (Deltas)



White Barracks Cap
Brass Cover Emblem
Khaki Shirt
Ribbons
White T-shirt
Blue Trousers
Khaki Web Belt
Brass Belt Buckle
Black Dress Socks
Black Dress Shoes.

Clean, smooth white cloth. Bill shined.
Polished. Wings parallel to deck.
Dry Cleaned. Pressed. No irish pennants.
1/8" above and centered on left pocket.
Clean. Level and smooth collar.
Dry Cleaned. Pressed. No irish pennants.
Clean. Tip 2-4 inches past buckle.
Polished. Locked. Military Alignment.
Clean.
Clean. Sole/Heel edges dressed.



White Barracks Cap
Brass Cover Emblem
Dress Blue Coat
Ribbons and Badges
Brass Collar Emblems
White Belt
Brass Waist Plate
White T-Shirt (Male)
White Dress Shirt (Female)
Blue Trousers
Khaki Web Belt
Brass Belt Buckle
Black Dress Socks/Shoes

Blue Dress "B" Uniform:

Clean, smooth white cloth. Bill shined.
Polished. Wings parallel to deck.
Dry Cleaned.Pressed.No Irish pennants. Lint free.
1/8" and centered over left pocket.
Polished.Wings parallel to deck.Anchor inboard.
Clean. Snug, smooth fit.
Polished.
Clean. Worn under the coat.
Dry Cleaned.Worn under the coat.Black neck tab.
Dry Cleaned. Pressed. No irish pennants.
Clean. Tip 2-4 inches past buckle.
Polished. Locked. Military Alignment.
Clean./ Clean.Sole and Heel edges dressed



Physical Training Uniform:
Shirt/ Sweatshirt..... Washed. No rips/tears. Optional with shorts.
Sweatshirt can be worn in class without Cammie top - Cadets must put cammie top back on when exiting the classroom environment otherwise they are out of uniform. The Sweatshirt **IS NOT MEANT TO BE WORN HALFWAY ON THE SLEEVES - Cadets in violation of this uniform rule will result in the confiscation of the sweatshirt and assigned detention. Sweatshirt can be worn under the cammie top on top of the green shirt only when SLEEVES ARE DOWN. Sweatshirt cannot be worn under cammie top when sleeves are rolled up during the summer months.

Shorts/Sweat Pants.....
Shoes/Sneakers.....
Black/Brown Socks
Head gear.....
Gloves.....

Washed. No rips/tears. No Irish pennants.
Clean.
Clean.
(Optional during cold weather) Black/Brown.Clean
(Optional during cold weather) Black/Brown. Clean



BACKPACKS/BOOKBAGS

Backpacks and book bags must be mesh or clear see through material. Mesh backpacks must be of neutral colors, according to MARADMIN 695/11 Authorized bags will be:

- Black/Brown/Tan or a combination of the three
- Olive Drab/Camouflage

Backpacks must be mesh or see through and have minimal logo representation (manufacture tags/logos in subdued colors no larger than 5 inches long by 2 inches wide) and must be worn over both shoulders while in uniform. Gym/duffel and computer bags will be carried by hand and not placed over the shoulder at any time. Female cadets will NOT carry a purse while in uniform. Bags must be placed in lockers during the day. Bags for PT gear must be clear or mesh in nature. NO EXCEPTIONS

Cadets are not permitted to carry any bag that is not made of a mesh or see through material while on campus. Gym/duffel bags must be stored in a locker while on campus. Flowers, balloons, stuffed animals, blankets, etc. are not permitted and will be confiscated and held in the office, until the end of the day, or until a parent picks them up.

New Orleans MMA has the right to search any purse, baggage, or package if “probable cause” exists.

Grading Policy For MCJROTC:

Tests/Exams, Quizzes, and Practical Application Exercises (i.e., uniform inspection, PACE [Performance, Attitude, Cooperation, Effort/Enthusiasm] and physical training) are administered to measure performance and retention of the subject matter taught. Since PACE and Uniform Inspections are an important part of character development there will be multiple grades in those areas each grading period. The MCJROTC grading scale mirrors the NOMMA grading scores.

93% - 100% = A

85% - 92% = B

75% - 84% = C

67% - 74% = D

0% - 66% = F

Grading standards are established in Department rubrics, which specify criteria for scoring academic papers, projects, presentations, tests, quizzes, inspections, etc.

Promotions:

Cadets can be promoted twice per school year and when designated as the Academy’s Cadet of the Quarter. During the school year promotion eligibility is based on semester academic performance, merits/demerits, class conduct (PACE grade), school participation, teacher merit/demerit recommendations, tardies/absenteeism (10 or more unexcused tardies and 7 or more absences per semester), disciplinary referrals, current passing YPFT score, and SMI/MI recommendations for that promotion period.

At times it may be necessary or desirable to conduct an accelerated promotion in order to fill crucial leadership gaps within the rank structure or based on noteworthy achievement. This may only be done under unique circumstances and with the explicit recommendation by the SMI and approval by the Principal.

Promotion Requirements

Promotion to PFC:

Pass all classes
No more than 3 ISS's and no OSS's
10 or more Demerits

Promotion to LCpl:

Pass all classes
No more than 3 ISS's and no OSS's
10 or more Demerits

Promotion to Cpl:

Pass all classes (No more than one D)
No more than 2 ISS's and No OSS's
5 or more demerits

Promotion to Sgt:

Pass all classes (with No Ds)
No more than 1 ISS and no OSS's
5 or more demerits
Pass the YPFT

Promotion to SSgt:

Pass all classes (No more than three Cs)
No more than 1 ISS and no OSS's
At least 20 Merits/No Demerits
Pass the YPFT; Male 150 / Female 100

Promotion to GySgt thru SgtMaj

Pass all classes (No more than two Cs)
No ISS's and no OSS's
25 Merits/No demerits
Pass the YPFT; Male 150 / Female 100

Promotion to 2nd/1st lieutenant

Pass all classes with no C's
Minimum 9-week GPA: 3.00
No ISS's and no OSS's
30 Merits/no demerits
Pass the YPFT; Male 150 / Female 100

Promotion to Captain:

Pass all classes with no C's
Minimum 9-week GPA: 3.50
No ISS's and no OSS's
50 Merits/no demerits
Pass the YPFT; Male 150 / Female 100

Promotion to Major:

Pass all classes with no C's
Minimum 9-week GPA: 3.75
No ISS's and no OSS's
75 Merits/no demerits
Pass the YPFT; Male 150 / Female 100

Promotion to LtCol/Col:

Pass all classes with no C's
Minimum 9-week GPA: 3.85
No ISS's and no OSS's
100 Merits/no demerits
Pass the YPFT; Male 150 / Female 100

MERITS and DEMERITS

Cadets may earn up to 100 merits or a maximum 200 demerits per academic quarter. Cadets exceeding 200 demerits per quarter will be referred to the Military Dean, with complete documentation for administrative action, review and determination of impact of cadet's grade, participation and/or eligibility for processing under the Military Protocol Program.

<i>Sample Merits</i>	<i># Awarded</i>	<i>Sample Demerits</i>	<i># Awarded</i>
Volunteering for additional duties	1-5	Disrespect to persons in authority	5-10
Performing additional duties on own	1-5	Display of negative attitude/conduct	5-10
Positive comment from other teachers	1-5	Failure to comply with orders (written or oral)	5-10
Display of sincere motivation	1-5	Violation of school rules, policies and procedures	5-10
Documented community service	1-5	Improper/disrespectful wear of uniform	5-10
Assisting/helping others in need	1-5	Classroom procedures violation	5-10
Perfect attendance for one month	1-5	Negative reports from other teachers	5-10
Exemplary external report	1-5	Failure to maintain acceptable grades	5-10
Exemplary classroom participation	1-5	Undesirable unit performance (leader)	5-10
Exemplary unit performance (leader)	1-5	Incomplete/Missing assignments/missions	5-10
Assisting/helping others in need	1-5	Improper dress, bearing, deportment or grooming.	5-10
Exemplary citizenship marks	5-10	Failure to meet commitment	10-15
Superior leadership example	5-15	Repetitive violations (3 or more)	15-20
Exemplary academic performance	5-20	Violation of Cadet Code of Conduct	15-25

Cadets may use merits to offset demerits awarded from another staff member. Cadets may also reduce their demerits by performing additional military training as follows or complete an academic assignment specified by the Military Dean/SMI.

The Cadet wishing to make a removal of demerit request will be notified by the Military Disciplinarian as to those procedures. At no time will demerit removal be conducted during classroom time or school hours. **Requests for demerit removal must be conducted and completed within one week of the awarded demerits.** *Special requests outside these limits must be approved by the Military Disciplinarian/SMI and must include specific reasons why it was not requested within the one-week requirement.*

Failure to meet the above listed standards may result in academic probation and/or rank reduction. All of the above may be waived by the Principal and SMI for special circumstances.

Promotion Schedule

All cadets will be afforded the opportunity to be promoted twice per academic year. The typical promotion track is as follows:

8th Grade: Private

9th Grade: PFC/ LCPL

10th Grade: CPL/SGT

11th Grade: SSGT/GYSGT****

12th Grade; SGTMAJ/CADET OFFICER RANKS

**** Cadets reaching the rank of SSGT may be afforded the opportunity to be recommended for promotion into the officer ranks if they meet the qualifications and are recommended by their MI. Any Cadet at any time can be promoted to any rank as deemed appropriate by the Senior Marine Instructor upon request from Marine Instructors.

Billet Assignment:

Battalion billets and leadership billets will be assigned throughout the school year. At the classroom level cadets are assigned to class leadership billets at the discretion of each instructor/teacher. These billet holders assist the instructor/teacher with the daily routine, such as, but not limited to; leading the daily routine, announcements, calling the class to attention, and dismissing cadets. These billets are normally assigned for short periods of time and do not come with any explicit selection criteria.

At least once each year cadets will be assigned to academy-level Battalion billets. These billets are assigned based on MI daily observations of cadet conduct and performance and include, but are not limited to; grades, merits, attendance, athletic/MCJROTC team participation, and community service.

Board Schedule: (Promotion / Battalion Billets/ Cadet of the Qtr/ Annual Awards)

The schedule below identifies the timeline for key selection boards. A detailed schedule with additional information will be posted on the bulletin board. Any date changes will be announced ahead of time.

First Qtr Cadet of the Quarter Board	October
Promotion Selections; PFC thru LtCol	December
Billet Selection Board (Key billets as designated by the SMI)	December
Second Qtr Cadet of the Quarter Board	January
Third Qtr Cadet of the Quarter Board	March
Promotion Selections; PFC thru LtCol	April
Billet Selection Board (all billets)	April
Annual Awards (JROTC Medals)	April
Fourth Qtr JROTC Team Most Valued Player (MVP) award	May

Cadet of The Quarter:

Any enlisted cadet (SSgt and below) who is nominated may be selected as Cadet of the Quarter. MIs may nominate one cadet per class to compete for selection. Selection will be subject to approval of the SMI. Should no suitable candidate be nominated in any quarter, non-selection is allowed. Formal presentation of Cadet of the Quarter certificates will occur at a battalion or class formation during the first week of the next month. The selection criteria includes:

- a. Performance in front of the selection board
- b. Grades
- c. Appearance in uniform
- d. Attendance
- e. Recommendation of cadet officer
- f. Involvement in MCJROTC activities and community service
- g. Awards/recognition earned
- h. Conduct/ behavior (MCJROTC, sports campus, etc.)
- i. SMI/MI evaluation
- j. The 4th Qtr MVP award will be given to the JROTC Team member who is recognized as having made the most significant contributions to the team throughout the year.







AWARDS









There are a wide variety of awards and commendations available to 9th – 12th grade cadets for exceptional, sustained conductor performance and/or noteworthy achievements. These include, but are not limited to; patriotism, community service, individual and team excellence, academic achievement, military skills, etc. Selection for these awards occurs throughout the year with the criteria and selection process published separately. The SMI will keep centralized records of each cadets' awards and may present ribbons and medals to Cadets when they are issued Service or Dress Uniforms. Additional information about the MCJROTC ribbons and medals, listed below in precedence order, will be published separately. Cadets can also go to www.NOMMA.net under the MCJROTC resources tab and check the "ribbons" section for further qualifying instructions. Cadets can build their "ribbon rack" using the ribbon checker located here - <https://www.uniformribbons.com/mcjrotc/> Cadets may also see MCO 1533.6E.

AWARDS IN ORDER OF PRECEDENCE

Legion of Valor Bronze Cross for Achievement
MCRA Outstanding Unit Award
American Legion Bronze Medal for Schl Excellence
American Legion Bronze Medal for Military Excellence
Sons of American Revolution JROTC Bronze Medal
Daughters of the American Revolution JROTC Bronze Medal
Military Order of the World Wars Bronze Medal
Military Officer Association of America Medal
Veterans of Foreign Wars JROTC Bronze Medal
Daedalian JROTC Achievement Medal
Women Marine Association Ribbon
Noncommissioned Officer Association Medal
Military Order of the Purple Heart Medal
Navy League Youth Medal
Reserve Officers Association Medal
Naval Reserve Association Medal
American Veterans JROTC Medal
National Sojourners Medal
Scottish Rite JROTC Medal
Outstanding Cadet Ribbon
Student Leadership Ribbon
Officer Leadership Ribbon
Noncommissioned Officer Leadership Ribbon
Civic Service Ribbon
Best Drill Cadet Ribbon
Distinguished Scholastic Achievement Ribbon
Arts and Academic Ribbon
Distinguished Military Training Ribbon
Physical Achievement Ribbon
Superior Marksman Ribbon
Athletic Participation Ribbon
Longevity and Fidelity Ribbon
Distinguished Conduct Ribbon
Best Drill Squad Ribbon
Color Guard Ribbon
Drill Team Ribbon
Band/Drum and Bugle Team Ribbon
Rifle Team Ribbon
Orienteering Ribbon
Recruiting Ribbon

MCJROTC CADET RANK INSIGNIA

CADET OFFICER RANKS		
Field Grade Insignia		
O6	Cadet Colonel 3 Silver Lozenges	
O5	Cadet Lieutenant Colonel 2 Silver Lozenges	
O4	Cadet Major 1 Silver Lozenge	
Company Grade Insignia		
O3	Cadet Captain 3 Silver Disks	
O2	Cadet First Lieutenant 2 Silver Disks	
O1	Cadet Second Lieutenant 1 Silver Disk	

Marine Corps JROTC CADET ENLISTED RANKS		
Staff Noncommissioned Officer Insignia		
E9	Cadet Sergeant Major 3 chevrons, 4 rockers, and a lamp of learning	
E8	Cadet First Sergeant 3 chevrons, 3 rockers, and a lamp of learning	
E7	Cadet Gunnery Sergeant 3 chevrons, 2 rockers, and a lamp of learning	
E6	Cadet Staff Sergeant 3 chevrons, 1 rocker, and a lamp of learning	
Noncommissioned Officer Insignia		
E5	Cadet Sergeant 3 chevrons, and a lamp of learning	
E4	Cadet Corporal 2 chevrons, and a lamp of learning	
Non-Rate Insignia		
E3	Cadet Lance Corporal 1 chevron, and a lamp of learning	
E2	Cadet Private First Class A lamp of learning	
E1	Cadet Private	No Rank Insignia

CADET EVALUATION BOARD (CEB)

The purpose of the CEB is to provide cadet officers and Staff NCOs a meaningful leadership experience by affording them the opportunity of serving as members of a cadet evaluation board. Their duties are to review, evaluate, and/ or submit recommendations to the CO pertaining to the following:

- a. Participating in Cadet of the Quarter boards.
- b. Identifying and recommending corrective action for individual cadets in a probationary status.
- c. Identifying and recommending commendatory action for cadets observed to be exceeding standards or expectations.

The following should be duly noted: Cadet boards have no authority. They will only review, evaluate, and make recommendations in writing to the CO, who in turn will add his/her comments and personally deliver the report to the SMI/MI(s). The findings and recommendations of cadet boards will always be subject to approval by the SMI/MI(s) and will serve only as a basis for consideration and further action.

The SMI/MI(s) may attend and sit in at all cadet evaluation boards as an observer and advisor.

Composition and membership of boards will be as follows:

- President - Battalion Executive Officer
- Members - Members will be appointed by the Cadet Battalion Commander depending upon the rank of cadets appearing before the boards.

BILLET DUTIES

Our Program is structured around leadership training. This requires us to place cadets in positions of authority commensurate with their abilities/skills/knowledge. ALL CPLs and above in rank (regardless of billet held), are expected to act commensurate with their rank by constantly setting the example and relentlessly adhering to holding fellow cadets accountable for their actions. This includes, but is not limited to taking charge in the Café during the time of arrival and dismissal. All Cadet NCOs and above must strive for constant order and discipline in the passageways and in and around the school grounds. NCOs and above who are identified to have shirked these duties and not set the example are subject to a Cadet Evaluation Board or an Administrative Reduction in rank by the Senior Marine Instructor.

- 1. Battalion Commanding Officer (CO):** The Cadet Battalion Commanding Officer is the senior cadet in the Battalion and is responsible for:
 - a. The appearance, discipline, efficiency, training, wellbeing, and conduct of the battalion.
 - a. Ensuring that all members of the cadet corps have the opportunity to develop leadership commensurate with their individual abilities.
 - b. Administering cadet corps activities, according to U.S. Marine Corps principles and procedures.
 - c. Conducting a weekly staff meeting and briefing the SMI/MI on all battalion activities.
 - d. Providing recommendations to the SMI for cadet evaluation, promotion, and assignment.

- e. Training and presentation of the annual Region 5 Inspection
 - f. Being the chairman/president of all boards/committees and the authority to delegate this chairmanship to subordinate staff.
 - g. Performing other duties as may be assigned by the SMI/MI.
- 2. Battalion Executive Officer (XO):** Assist the CO in commanding the unit and be prepared to assume the CO's duties in his/her absence. The XO is specifically responsible for coordinating actions of the battalion staff, and proofreading all prepared documents for approval of the CO.
- 3. Battalion Sergeant Major (SgtMaj):** The Sergeant Major is the highest ranking enlisted cadet in the Battalion. The Sergeant Major reports directly to cadet BN CO. Responsibilities are:
- a. Assisting the CO in managing battalion activities and exercising general supervision over all cadets
 - b. Serving as the liaison between the commander and the cadets within the battalion and participating in the weekly staff meetings.
 - c. Conducting SNCO and NCO staff meetings to ensure all NCO's are completely aware of all BN activities.
 - d. Forming the BN for parades, inspections, or other military formations, when directed by the CO.
 - e. Escorting inspecting officers/visitors at battalion inspections/formations
 - f. Performing other duties as may be assigned by the CO.
- 4. Battalion Guideon Bearer:** The guideon Bearer is a specially selected cadet who is trained to carry the battalion guideon at ceremonies, in parades, and at other times prescribed by the CO. The Guideon Bearer must be knowledgeable of the Drill and Ceremonies Manual and the Manual of the Guideon. The Guideon Bearer may be any year group cadet.
- 5. Administrative Officer (S-1):** The Administrative Officer is responsible for:
- a. Authentication, publishing, distributing, and filing all administrative publications and special orders of the battalion where applicable.
 - b. Maintaining all files for the battalion headquarters.
 - c. Maintaining and updating the battalion required reports and the schedule of events calendar board.
 - d. Maintaining the cadet staff mailboxes and Action Reading Board.
 - e. Receiving and distributing all incoming mail or communications pertaining to the battalion, maintaining, and controlling all forms used by the battalion.
 - f. Processing and controlling the dispatching and mailing of all written communications within the cadet corps.
 - g. Briefing the SMI/MI/CO weekly pertaining to assigned responsibilities and activities.
 - h. Performing other duties as assigned by the CO.
- 6. Personnel Chief (S-1 Chief):** The S-1 Chief is responsible for:
- a. Compiling and maintaining the ribbon and promotion journals for the cadet battalion.
 - b. Maintaining the cadet personnel record folders and records information such as promotions, awards, etcetera, as required.
 - c. Maintaining a complete record of all ribbons and promotions awarded by month and year.
 - d. Inventorying, reordering, receiving, and properly storing all ribbons, ranks, and other uniform accessories under her/his cognizance.
 - e. Performing other duties as may be assigned by the CO/S-1.
- 7. Public Affairs Officer (PAO):** The PAO is responsible for:

- a. Maintaining battalion internal and external public relations.
- b. Contributing monthly to the school newspaper.
- c. Providing newsworthy items about cadets and battalion activities to school, city, and other local newspapers as well as periodicals such as magazines. Providing news releases to local TV/radio stations. Providing copies of published articles to the Commanding General TECOM (C46JR), 1019 Eliot Road, Quantico, VA 22134.
- d. Coordinating and ensuring MCJROTC activities are appropriately entered on the Associated Student Body activities calendar and the School Master Calendar.
- e. Maintaining the MCJROTC bulletin board.
- f. Establishing and maintaining contact with local media sources.
- g. Performing other duties as may be assigned by the CO.

8. Public Affairs NCO: The PANCO is responsible for:

- a. Taking photographs at all special events in which the unit is involved.
- b. Ensuring that a backup photographer is always available.
- c. Coordinating with the SMI/MI periodically in order to make sure that all planned events are covered.
- d. Maintaining a unit scrapbook and other files relevant to the unit's history, tradition, accomplishments, and activities.
- e. Operating video, digital, and 35mm cameras.
- f. Maintaining, controlling, and issuing books/publications in the cadet library.

9. Operations Officer (S-3): The Operations Officer is responsible for:

- a. Organizing all battalion activities, such as battalion formations, parades, etc.
- b. Planning, coordinating, and scheduling extracurricular activities with other clubs/organizations, and other local schools, and ROTC units.
- c. Assisting the SMI/MI in planning, coordinating, and scheduling base visitations, field trips, and similar activities.
- d. Assigning duties to subordinates and evaluating their work.
- e. Training at least one subordinate in the duties and responsibilities of the S-3 position.
- f. Briefing the SMI/MI/CO on a weekly basis pertaining to assigned responsibilities and activities.
- g. Performing other duties as may be assigned the CO.

10. Assistant Operations Officer (S-3A): The S-3A is responsible for;

- a. Assisting the S-3 with all operational functions and leadership/administration of the Operations Section.
- b. In the absence of the S-3, assuming all his/her duties.

11. Operations Chief (S-3 Chief): The S-3 Chief is responsible for:

- a. Ensuring a smooth flow of communication within the unit, by posting the Plan of the Week no later than Thursday of the preceding week.
- b. Maintaining and updating the cadet textbook record account and completing an inventory of all textbooks when instructed by the SMI/MI.
- c. Maintaining, scheduling, and coordinating participation of all rifle, drill, and color guard activities/meets.

11. Logistics Supply Officer (S-4): The S-4 Officer is responsible for:

- a. Assisting with the issue, turn-in, and inventory of uniforms and other accountable property.
- b. Providing guidance to the cadet corps on proper supply discipline and supervising the activities of the four supply assistants and one training aid assistant.

- c. Originating the necessary paperwork to properly affect the ordering, receipt, stocking, survey, and disposal of military property, as directed.
 - d. Ensuring that the cleanliness and organization of the supply room is maintained.
 - e. Briefing the SMI/MI/CO weekly pertaining to assigned responsibilities and activities.
 - f. Performing other duties as may be assigned by the CO.
- 12. Logistics Chief (S-4 Chief):** The S-4 Chief is responsible for:
- a. Conducting serialized inventories of all assigned property.
 - b. Ensuring unit spaces are kept clean, neat, and orderly.
 - c. Maintaining a unit Lost and Found. Items may be claimed from the Lost and Found by the owners only from the SMI/MI/S-4 Chief.
 - d. Accompanying the CO during the conduct of the weekly zone inspection, recording the results and identifying all discrepancies. The S-4 Chief will annotate what corrective actions have been taken and route the inspection results to the SMI/MI.
- 13. Company Commander:** The company commander is responsible for:
- a. Maintaining the appearance, discipline, efficiency, training, and conduct of the cadets in the company.
 - b. Ensuring that all cadets in the company have the opportunity to develop leadership skills commensurate with their individual abilities.
 - c. Observing and evaluating all cadets in the company.
 - d. Attending all Battalion/Company drill practices and Battalion Pass-in-Reviews.
 - e. Briefing the CO weekly on company activities and areas of concern.
 - f. Maintaining proficiency in the military drill, as set forth in the Marine Corps Drill and Ceremonies Manual and other applicable instructions.
 - g. Maintaining all cadet company records (e.g., individual cadet ribbons and promotions).
 - h. Performing other duties as may be assigned by the CO.
- 14. Company Executive Officer (XO):** Assist the CO in commanding the unit and be prepared to assume the CO's duties in his/her absence. The XO is specifically responsible for coordinating actions of the company staff, and proofreading all prepared documents for approval of the CO.
- 15. Company First Sergeant (1stSgt):** The Company First Sergeant is the highest ranking enlisted cadet in a cadet company. The Company First Sergeant reports directly to the Cadet Company Commander. Responsibilities include:
- a. Assisting the Company Commander with managing Company activities and exercising general supervision over all cadets in the company.
 - b. Serving as the liaison between the Company Commander and the cadets within the company, participating in the weekly staff meetings.
 - c. Conducting NCO staff meetings to ensure all NCO's are completely aware of all Battalion/Company activities.
 - d. Forming the Company for parades, inspections, or other military formations when directed by the CO.
 - e. Escorting inspecting officers/visitors at Company inspections/formations.
 - f. Compiling and maintaining the ribbon and promotion journals for the cadet company.
 - g. Maintaining the cadet personnel record folders and records information, such as promotions, awards, etcetera, as required for the company.
 - h. Maintaining a complete record of all ribbons and promotions awarded by month and year.
 - i. Performing other duties as may be assigned by the CO.
- 16. Company Gunnery Sergeant:** The Company Gunnery Sergeant is responsible for:

- a. Assisting in the issue, turn-in, and inventory of uniforms and other accountable property.
- b. Providing guidance to the cadet corps on proper supply discipline and supervising the activities of the two platoons and company guides.
- c. Originating the necessary paperwork to properly affect the ordering, receipt, stocking, survey, and disposal of military property, as directed.
- d. Ensuring that the cleanliness and organization of the supply room is maintained.
- e. Ensuring unit spaces are kept clean, neat, and orderly.
- f. Accompanying the Company Commander during the conduct of the weekly zone inspection, recording the results and identifying all discrepancies.

17. Platoon Commander (Plt. Cmdr): The Platoon Commander is responsible for:

- a. Maintaining the appearance, discipline, efficiency, training, and conduct of the cadets in the platoon.
- b. Ensuring that all cadets in the platoon have the opportunity to develop leadership skills commensurate with their individual abilities.
- c. Observing and evaluating all cadets in the platoon.
- d. Attending all Company drill practices and Company Pass-in-Reviews.
- e. Briefing the CO weekly on platoon activities and areas of concern.
- f. Maintaining proficiency in military drill, as set forth in the Marine Corps Drill and Ceremonies Manual and other applicable instructions.
- g. Maintaining all cadet platoon records (e.g., individual cadet ribbons and promotions).
- h. Performing other duties as may be assigned by the Company Commander.

18. Platoon Sergeant (Plt. Sgt): The Platoon Sergeant is responsible for:

- a. Assisting the Platoon Commander in maintaining the appearance, discipline, efficiency, training, and conduct of the cadets in the platoon.
- b. Ensuring that all cadets in the platoon have the opportunity to develop leadership skills commensurate with their individual abilities.
- c. Observing and evaluating all cadets in the platoon.
- d. Attending all Company drill practices and Company Pass-in-Reviews.
- e. Briefing the Platoon Commander on areas of concern.
- f. Maintaining proficiency in military drill, as set forth in the Marine Corps Drill and Ceremonies Manual and other applicable instructions.
- g. Maintaining all cadet platoon records (e.g., individual cadet ribbons and promotions).
- h. Performing other duties as may be assigned by the Platoon Commander.

19. Platoon Guide: The Platoon Guide is responsible for being the logistical point of contact in each platoon, assisting the Company GySgt with the distribution of uniform, supplies, and etcetera.

20. Squad Leader: The Squad Leader is responsible for:

- a. Being proficient in close order drill and being able to take charge of the squad/fire team.
- b. Knowing the squad members and helping them whenever possible.
- c. Assisting the Plt Cmdr/Plt Sgt in all platoon functions.
- d. Directing the squad/fire team in preparation for platoon inspection.
- e. Assigning working parties as the need arises.
- f. Assisting the SMI/MI in collecting and passing out class work.

21. Drill Team Commander: The Drill Team Commander reports to the Battalion Commander and is responsible for:

- a. Developing new routines and training the drill team members in these routines.
- b. Supervising and directing the drill team members at drill meets/performances.

- c. Instructing the junior members of the MCJROTC Unit in the fundamentals of Armed drill and recruiting new members into the team.
- d. Affecting the maintenance and accurate inventory of all drill team equipment.
- e. Keeping a written historical pass-down record of routines performed.

22. Color Guard Commander: The Color Guard Commander reports to the Battalion Commander and is responsible for:

- a. Supervising and directing the training and operations of the Color Guard, Flag Detail, and Banner Carriers.
- b. Keeping a written historical pass-down record of routines performed.
- c. Keeping written records of practice sessions, drill competitions, and special performances.
- d. Ensuring the proper maintenance and accurate inventory of all Color Guard equipment.

23. Marksmanship Team Commander: The Team Commander reports to the Battalion Commander and is responsible for:

- a. Supervising and directing the training and operations of the team and individual shooters.
- b. Keeping a written historical pass-down record of shooting events.
- c. Keeping written records of practice sessions, competition results, and shooter qualifications.
- d. Ensuring the proper maintenance and accurate inventory of all marksmanship equipment.

24. Color Sergeant: The Color Sergeant is appointed by SMI/MIs and is responsible for:

- a. Directing the training and execution of colors on a daily basis
- b. Safekeeping of colors
- c. Responsible for the monthly roster of color bearers to turn into the XO

MCJROTC TEAMS

The MCJROTC unit leads and supports several teams in order to develop a multitude of leadership skills. Our goal is to attract any and all cadets that want to commit themselves to the team, attending all practices and competitions. Team membership requires consistent participation, good grades and good conduct. Failing grades and suspensions will be grounds for being placed on probation and possible removal from the team until grades or conduct improves. During the 4th Qtr Coaches will consider and may select one cadet to be recognized as the teams' Most Valuable Player. Presentation of this award will be in a suitable ceremony near the end of the year.

Drill Team:

The MCJROTC Drill Team is made up of cadets who are particularly interested in the sharpness and precision developed by Close Order Drill and the Manual of Arms. They represent the MCJROTC unit in parades, ceremonies, and competitions. They are expected to be the elite of the unit and set the highest standards for the unit in sharpness, discipline, grooming, and performance. Drill Team Cadets must remain in good academic standing.

Color Guard Team:

There are two MCJROTC Color Guards, a Competition Team and a Detail Team, each normally consists of four to six cadets. They are expected to present the colors proudly and sharply at

frequent community parades, ceremonies, and competitions. The Color Guard Competition Team competes against other JROTC color guard teams in drill meets and augments the Color Guard Detail Team when needed. The Color Guard Detail Team is comprised of Cadets with good academic standing and reliable transportation who can present the colors proudly and sharply at frequent community parades and ceremonies and earn merits. Instructions for presenting the colors are contained in the Drill and Ceremonies Manual. Color Guard Cadets must remain in good academic standing.

Marksmanship Team:

The team is made up of those cadets who shoot well and would like to shoot better. They represent the MCJROTC unit in local, regional and national shooting matches.

SPARTANS aka Youth Physical Fitness Test (YPFT) Team:

The Team is made up of cadets who desire to participate in Youth Physical Fitness Test competitions with other JROTC units.

Academic Team:

The team is made up of cadets who have a wide knowledge base across all academic and military subjects and desire to compete in regional and national competitions. Cadets must be on the Principal's List to be considered for the team.

Cyber Patriot:

CyberPatriot the National Youth Cyber Education Program created by the Air Force Association to inspire K-12 students toward careers in cybersecurity or other science, technology, engineering, and mathematics (STEM) disciplines critical to our nation's future. At the core of the program is the National Youth Cyber Defense Competition, the nation's largest cyber defense competition that puts high school and middle school students in charge of securing virtual networks

CEREMONIES

Colors:

Morning Colors

The American Flag will be picked up at the MCJROTC office each morning at 0720 hours. At 0721, the Cadet in Charge and Color Detail will execute the commands as directed. Once all Cadets are in place the Cadet in Charge will command the Color Detail to Hand salute and all cadets will salute (if in MCJROTC uniform or place hand over heart if not.) The Halyard Cadet will smartly drop salute and unravel the halyard, and hand the top clip to the Halyard Clip Cadet who will clip the blue portion of the American Flag, Flag Bearer will assist. The Halyard Cadet will slowly raise the flag to and hand the bottom clip to the Halyard Clip Cadet who will clip the bottom part of the flag. The Cadet in Charge will shout "Colors!!!" The Halyard Cadet will quickly raise the flag to the top of the flag pole. At final release of the flag from the Flag Bearers hand the flag will be thrown into the wind, and execute a hand salute. Once at top the Halyard Cadet will pull the Halyard taut and hand salute. With the flag in proper position (all the way up, rope secured), the Cadet in Charge will command, "Carry on."

Evening Colors

The American Flag will be lowered at 1445 hours. At 1445, the Cadet in Charge and Color Detail will form up and execute the commands as directed. Once all cadets are in place the Cadet in Charge will command the Color Detail to Hand salute and all cadets will salute (if in MCJROTC uniform or place hand over heart if not.) The Halyard Cadet will smartly drop salute and unravel the halyard. The Cadet in Charge will shout “Colors!!!” The Halyard Cadet will slowly lower the American flag. The Flag Bearer will reach up and grab the flag and collect ensuring it does not fall on the deck. Once the flag is unclipped the halyard will be secured, and the Cadet in Charge will command, “Carry on.”

Half Mast

As directed by the SMI/MI the flag will be flown at Half Mast to provide appropriate honors

Morning Colors: Once the flag is at top, the Halyard Cadet will hold the flag at the top position for a few seconds and slowly lower the flag until it is at the halfway point. When the flag is in proper position and Halyard is secured. The Cadet in Charge will command, “Carry on.”

Evening Colors: The Halyard Cadet will quickly raise the flag to the top. Once the flag is at top the Halyard Cadet will hold the flag at the top position for a few seconds and slowly lower the flag. Once the flag is unclipped the halyard will be secured, and the Cadet in Charge will command, “Carry on.”

Battalion/Company Formation:

Battalion Formation with all MCJROTC cadets participating will be held in order to familiarize cadets with battalion or company size operations, and to recognize outstanding individual performance. Because of the number of cadets involved, they need to effectively use the relatively short time available. The following procedures and regulations must be strictly observed: All cadets must arrive on time at the designated area. Cadets late for formation must have acceptable excuses. Cadets who arrive after the battalion has formed must request permission to join the formation from their Company Commander. All cadets will fall in immediately with their company for muster. Cadets will remain in company formation until dismissed by their Company Commander. Cadets will not be excused after muster for any reason. “Skylarking” (looking around the area) will not be tolerated during the formations. Cadets will not chew gum before, during, or after formations.

Ceremonies and Parades

USMC Birthday
Awards Night

Colors
Color Guards

Funerals/Memorials
Parades

CLOSE ORDER DRILL

"A TRUE LEADER EMBRACES DISCIPLINE."

IT IS FORGED BY THE INTENSITY OF THE DRILL."

Five Purposes of Drill:

- 1) Instill discipline through precision and automatic response to orders.
- 2) Move units from place to place in a standard and orderly manner.
- 3) Provide cadets an opportunity to handle individual swords or mock drill rifles.
- 4) Increase leaders' confidence through the exercise of command by giving proper commands and drilling cadets.
- 5) Provide simple formations from which further organization is made.

Drill Terms:

File	2 or more cadets covered one behind the other (back to chest).
Rank	2 or more cadets aligned shoulder to shoulder.
Line	Members or units are aligned abreast (shoulder to shoulder).
Column	Members or units organized into a file or files (back to chest).
Mass Formation	Platoons at close interval in columns to form 6 or more files in a company or larger formation.
Normal Interval	30 inches measured shoulder to shoulder (one arm's length).
Close Interval	4 inches measured shoulder to shoulder.
Distance	40 inches measured back to chest between ranks.
Open Ranks	70 inches measured back to chest between ranks.
Cadence	Number of steps per minute.
Quick Time	120 - 30 inch steps per minute.
Double Time	180 - 36 inch steps per minute.
Half Step	15 inch step measured from heel to heel.
Back Step	15 inch step backwards.
Side Step	12 inch step to the side measured between heels.
Flank	90 degree pivot to the right or left while marching.
Oblique	45 degree pivot to the right or left while marching.
To the Rear	180 degree pivot to the rear while marching.

Types of Rest:

Parade Rest	Relaxed position of attention. Heels are 12 inches apart, and the hands are placed on the small of the back with the right hand on top of the left hand. Fingers are straight with the thumbs inter-locked. No talking allowed.
At Ease	Right foot remains in place. No talking allowed.
Rest	Right foot remains in place. Talking is allowed.
Fall Out	Break ranks and go to the area designated by the leader.

Types of Verbal Drill Commands:

Preparatory	Given with rising inflection of the voice.
Execution	Sharp, crisp command given one step prior to execution of a movement.
Combined	Sharp, crisp command with no preparatory command. Examples: Fall In, Fall Out, Rest, At Ease, Cover.

Reporting:

Squad	"1 st /2 nd /3 rd Squad All Present" or
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Platoon	Names of Cadets Absent. Example: "Jones and Smith Absent." "1 st /2 nd /3 rd Platoon, All Present " or "1 st /2 nd /3 rd Platoon, # Cadets Absent."
Company	"Company A/B, All Present or Accounted For." "Company A/B, # Cadets Absent."

Forming the Platoon:

Plt Sgt	Commands "Fall In" Commands "Inspection Arms" then "Port Arms" Commands "Order Arms" Commands "Report"
Plt Sgt "Post"	Reports to Platoon Commander or to Company 1stSgt. Platoon Sergeant posts at the end of 3rd Squad. Platoon Commander is 6 paces and centered on platoon.

Forming the Company:

Plt Sgts	Form their Platoons and command "Parade Rest"
1stSgt	Commands "Attention" Commands "Report"
1stSgt	Reports to the Company Commander.
Company CO	Commands "Post". Plt Sgts and 1stSgt Post at the end of the 3rd ranks. Platoon
Cmdrs	Take their posts 6 paces and centered on their platoons.

Drill Movements:

Halted Individual Movements (examples):

Fall In	Right/Left Face	Hand Salute
Attention	About Face	Parade Rest
Dress Right Dress	Back step	Rest, At Ease
Fall Out	Side Step	Dismissed

Marching Individual Movements (examples):

Forward March	By the Right/Left Flank	Change Step
Half Step	Right/Left Oblique	Mark Time
To the Rear		

Unit Drill (examples):

Open Ranks	Column Right/Left	Column of Files
Close in Column	Column Half Right/Left	Column of Twos
Extend in Column	Pass in Review	

Rifle Drill (examples):

Order Arms	Port Arms	Rifle Salutes
Trail Arms	Right/Left Shoulder Arms	Inspection Arms
Parade Rest	Present Arms	

Guideon Manual (examples):

Order Guideon
Carry Guideon

Parade Rest
Present Guideon

Eyes Right

Sword Manual (examples):

Draw Sword
Order Sword

Carry Sword
Present Sword

Parade Rest
Return Sword

CUSTOMS AND TRADITIONS OF THE MARINE CORPS

- In Washington, D.C., the license plate of the Commandant of the Marine Corps is “1775”
- Since the 1920s, the English bulldog has been the official mascot of the Marine Barracks in Washington, D.C.
- All Marine posts have a bell, usually from a decommissioned U.S. Navy warship.
- The Marine Corps celebrates its birthday every November 10, and it is the top social occasion of the year. A cake, if included as part of the ceremony, is cut with a Mameluke sword, and slices are presented by the senior Marine to the youngest and oldest Marines present.
- The top of a Marine officer’s cover is decorated with an embroidered quatrefoil (a cross-shaped braid), allegedly added in 1859 so that Marine snipers in the rigging of a ship could more easily identify their own officers on the deck below, so as not to shoot them.
- When Marines enter a boat or vehicle, the junior person goes first and takes the less desirable places in the middle or front. When debarking, the senior leaves first, while the juniors follow in order of rank.
- The slogan *First to Fight* has been on recruiting posters since World War I.
- The “*Marine’s Hymn*” is the oldest of the official songs of the Armed Forces and begins with the lyrics “From the Halls of Montezuma to the shores of Tripoli...” .
- The Mameluke sword, which has been used by Marine officers since 1826, is the weapon with the longest service in the U.S. military. The sword gets its name from the cross-hilt and ivory grip, both of which originated in Arabia and North Africa. The second longest service goes to the ceremonial swords carried by Marine sergeants, a tradition that began in 1850.
- The red-colored leg strip on a Marine’s Dress Blue uniform is known as the “Blood Stripe,” in remembrance of the Marines who stormed Chapultepec Castle in Mexico City during a bloody battle in 1847.
- Every New Year’s Day since 1869, the Marine Band has serenaded the Commandant of the Marine Corps at his quarters. Afterward, the band members are invited inside for breakfast and hot-buttered rum.
- According to Navy Regulations (1865), Marines are always the last to leave a ship – other than the ship’s captain – when the ship is being abandoned or decommissioned.
- The phrase “*Tell it to the Marines*” allegedly comes from King Charles II, who was shocked to learn about flying fish from a sea captain. He turned to a colonel of the Maritime Regiment (a precursor of the Royal Marines) and asked if it was true. The colonel confirmed it, whereupon Charles II decreed that from then on anytime a strange thing was present, “...we will tell it to the Marines, for they go everywhere and see everything, and if they say it is so, we will believe it.”
- All Marines salute a Medal of Honor recipient, regardless of rank.
- A Marine will fight and die rather than permit the national colors or a marine corps color to be dishonored or captured. If capture seems likely, the flags are burned.

MILITARY COURTESY AND HONORS

Wearing Covers

Wear covers outdoors at all times while in uniform.
Remove cover indoors except when under arms.

General Rules for Saluting

Salute when covered and in uniform.
Salute indoors only when under arms.
Salute between 6 and 30 paces.
Salute all officers and colors not cased.

Saluting Officers

Salute and look squarely at the officer.
Give an appropriate verbal greeting.
Hold your salute until returned or acknowledged.
Render the salute only once, if the officer stays in area.
Salute again, if conversation takes place.
Salute again, when officer departs.

Passing an Officer

Salute when passing as officer going in the same direction.
Come abreast of the officer, salute, and say,
"BY YOUR LEAVE, SIR/MA'AM."
Officer will salute and say "Carry On" or "Granted."
Terminate your salute and pass ahead.

Saluting, when in a Group

Group NOT in formation:

-first person to notice calls group to attention and salutes for the group or entire group salute individually.

Group in formation:

-senior person calls formation to attention and salutes for the entire group.

Reporting to Seniors

Approach the officer at attention (march).
Halt 2 paces from the officer.
Salute if covered.
Say, "Sir/Ma'am, Cadet _____, Reporting as ordered, Sir/Ma'am."
Hold salute until acknowledged.
Remain at attention until given At Ease.
When Dismissed:
Come to Attention.
Salute, if outdoors or under arms indoors.

Say, "Aye, Aye, Sir/Ma'am."
Wait for return salute or acknowledgment.
Take one step back and execute about face.
Depart at attention.

RENDERING HONORS TO COLORS AND TO THE MARINES' HYMN

In Uniform

STOP! Face the flag. Stand at attention and render a salute; hold the salute until the last note of the music.

No flag is near

Face the direction of the music and salute.

In formation

Salute only on the command, "present arms."

Indoors

Stand at attention, facing the flag or music.

Uncovered

Stand at attention facing the flag or music.

Civilian Attire

Stand at attention facing the flag or music and place your hand, and hat if wearing one, over your heart.

Passing Colors

Salute color guard when colors are 6 paces away; hold the salute until colors are 6 paces past you.

Marines' Hymn

Stand at Attention, whether in or out of uniform.

Boarding a Ship

Face aft upon reaching the top of the gangway (brow).

Salute the National Ensign.

Salute the Officer of the Deck.

Request, "Permission to come aboard."

Departing a Ship

Salute the Officer of the Deck.

Request, "Permission to go ashore."

Go to the brow, turn aft, and salute the National Ensign.

After Sunset to 0759

Follow the above procedures for boarding a ship, but

Do not turn aft or try to salute the National Ensign.

The National Ensign is raised at 0800 and lowered at sunset.

NATIONAL ENSIGN, COLORS, STANDARDS AND GUIDONS TERMS

National Ensign:	The national flag displayed on board Navy ships and at all Navy and Marine Corps commands ashore.
Color:	A national flag or a flag distinguishing a unit or organization, carried by dismounted elements.
Standard:	A flag carried by Fleet Marine Force units and major non-FMF commands.
Guideon:	A small rectangular flag carried by company size units.

Hoist: To raise. Also refers to the height of a flag.
Fly: Refers to the length of a flag.

RAISING AND LOWERING THE NATIONAL ENSIGN

Raising	The National Ensign is raised at 0800. The National Ensign is always raised quickly.
Lowering.	The National Ensign is lowered at sunset. The National Ensign is lowered slowly. Remove and fold properly.
Half Mast	Symbolizes the nation in mourning. President authorizes half mast and prescribes duration
0800 (Half Mast)	Raise quickly to the top and slowly lower to half mast.
Sunset (Half Mast)	Raise to the top of the flag pole quickly and lower the ensign slowly. Remove and fold properly.

SIZES AND CONDITIONS FOR USING THE THREE SIZES OF ENSIGNS

STORM 5 feet on the hoist by 9 1/2 feet on the fly.
 Displayed in inclement weather.

POST 10 feet on the hoist by 19 feet on the fly.
 Displayed in pleasant weather except on Sundays and Holidays.

GARRISON 20 feet on the hoist by 38 feet on the fly.
 Displayed on Sundays and holidays (except bad weather)
 Never flown from flag poles shorter than 65 feet high.
 Flown on the following holidays:

New Year's Day	Inauguration Day (20Jan-4Yrs)
Martin Luther King Jr.'s Birthday	Lincoln's Birthday
Washington's Birthday	Easter Sunday
Jefferson's Birthday	Loyalty, Law Day
Mother's Day	Armed Forces Day
National Maritime Day	Memorial Day
Flag Day	Father's Day
Independence Day	Labor Day
National Aviation Day	Constitution and Citizenship Day
Gold Star Mother's Day	Columbus Day
Veteran's Day	Thanksgiving Day
Christmas	

Other days designated by Presidential proclamation.
 Regional celebration directed by installation cmdr.

DISPLAYING AND CARRYING COLORS

GENERAL RULES:

National Ensign: Our Nation's flag is displayed to the right and above all other flags.
 On a Stage: Placed on the stage to the speaker's right.
 Audience Area: Placed to the right front of the audience.

With other flags: To the right when arranged in line.
Color Guard: Carried to the right of other flags.
In column, the National color will be carried in front of other flags.
National color is never dipped.
Other flags are dipped forward during national anthem.
Colors should be cased when not in use.
Hanging: The flag should be hung in a prominent position. Blue field is to the left with strips running to the right when hung in a horizontal position. Blue Field is in upper right corner when hung vertically. Blue field is up and facing either north or east when hung vertically over streets.
Folding: Folding into a triangle with only the blue field visible.

MOTTO'S OF THE MARINE CORPS

Fortitudine (With Fortitude) – Adopted after the War of 1812

Per Mare, Per Terram (By Sea and By Land)

From the Halls of Montezuma to the Shores of Tripoli – Adopted 1848

Semper Fidelis (Always Faithful) – Adopted 1883

MARINE CORPS 11 GENERAL ORDERS

- 1.** To take charge of this post and all government property in view.
- 2.** To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
- 3.** To report all violations of orders I am instructed to enforce.
- 4.** To repeat all calls from posts more distant from the guardhouse than my own.
- 5.** To quit my post only when properly relieved.
- 6.** To receive, obey, and pass on to the sentry who relieves me, all orders from the commanding officer, officer of the day, and officers and 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.

THE MARINES HYMN

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

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 Marine

GENERAL MARINE CORPS KNOWLEDGE

MISSION OF THE MARINE CORPS - To provide Marine air and ground forces for service with the fleet as landing forces in the conduct of amphibious assault operations. Additionally, Marines are trained: for duty afloat naval vessels; developing, in coordination with the other services, the techniques and equipment to conduct amphibious operations, being prepared for wartime expansion, and to perform such duties as the President may direct.

BIRTH OF THE MARINE CORPS - Established on 10 November 1775, Tun Tavern, Philadelphia, Pennsylvania, by the Continental Congress. Marines became part of the Department of the Navy in 1834. The National Security Act of 1947 states the present structure, mission, and functions of the Marine Corps.

MARINE CORPS EMBLEM - Current emblem adapted in 1868, consisting of

- Eagle - representing the nation itself
- Globe - representing worldwide service
- Anchor - representing naval traditions

MARINE CORPS MOTTO - "Semper Fidelis" Latin for "Always Faithful" adopted in 1883

MARINE CORPS COLORS - Scarlet and Gold

MARINE CORPS MASCOT - English Bulldog named after LtGen Lewis B. "Chesty" Puller

MARINES' HYMN - Oldest official song of the Armed Forces (1850)

COMMANDANT'S QUARTERS - Located at Eighth and I streets Washington, D. C.
The oldest building still in use in the nation's capital

FIRST COMMANDANT - Captain Samuel Nicholas

GRAND OLD MAN OF THE MARINE CORPS - Archibald Henderson. Commandant of the Marine Corps from 1820 to 1859 (a total of 39 years).

COMMON TERMS, QUOTES, AND SAYINGS

LEATHERNECK - Refers to a leather stock or neckpiece worn on Marine uniforms from 1775 to 1875. Intended to hold the head erect.

BLOOD STRIPE - Worn on trousers of Officers and NCO's. Conferred on the Corps after the battle of Chapultepec during the Mexican War.

DEVIL DOGS - At Belleau Wood in 1918, the Marines fought with such ferocity that the Germans referred to them as "Teufelhunden" which translates to "Devil Dogs."

MAMELUKE SWORD - Sword carried by Marine officers. Stands as the oldest single weapon in continuous use in the American arsenal. Lt. Presley O' Bannon was awarded this sword by Prince Hamet after the capture of Derna, Tripoli in 1805.

NCO SWORD - Marine NCOs are the only NCOs in the Armed Forces who still have the privilege of carrying a sword. Except for the Mameluke sword, the NCO sword is the oldest U.S. weapon still in use.

UNCOMMON VALOR WAS A COMMON VIRTUE - Admiral Nimitz's comments about Marine fighting on Iwo Jima during World War II.

QUATREFOIL - Device sewn atop Marine Officer's cover to distinguish him from the enemy for the Marine sharpshooters in the rigging of the ship.

FOURRAGÈRE - Device awarded to the Fifth and Sixth Marine Regiments for their heroic conduct during the First World War at the Battles of Belleau Wood and Mont Blanc. This device is still worn by members of these two regiments today.

IMPORTANT DATES IN MARINE CORPS HISTORY

1776 – On March 3d the newly formed Marine Corps conducted its first amphibious assault on Fort Nassau, a British supply depot in the Bahamas.

1805 - Marines stormed the shores of Tripoli raising the Stars and Stripes for the 1st time in a foreign country. Lieutenant Presley O'Bannon is remembered for heroism in the battle of Derna.

1834 - Congress makes the Marine Corps part of the Department of the Navy.

1847 - Marines occupied the "Halls of Montezuma."

1913 - Marine Corps established its aviation section.

1918 - WW I Marines fought one of their greatest battles at Belleau Wood, France, earning the nickname "Devil Dogs." Secretary of the Navy grants the Marine Corps Reserve authority to enlist women for clerical duties to "Free a man to fight."

1941 - 7 December, Japan bombs Pearl Harbor, Hawaii.

1942 - 7 August, Marines landed on Guadalcanal, the first U.S. offensive battle of WW II.

1944 - Women Reserve was activated during WW I. By 1944 over 1,000 officers and 18,000 enlisted females were in the Marine Corps.

1945 - 19 February, Marines landed on Iwo Jima. On 23 February, Marines raised the flag on Mount Suribachi in what has become the most famous flag raising in American history.

1945 - 6 August, first atomic bomb dropped on Hiroshima, Japan. 9 August second atomic bomb dropped on Nagasaki.

1950 - Marines fought in the Korean War.

1965 - Marines begin operations in Vietnam.

1982 - Marines landed in Lebanon as a "Force in Readiness."

1987 - Marines assist the National Interagency Fire Council in helping to put out the fires at Yellowstone National Park.

1990 - Marines are part of the multinational forces during Operation Desert Shield/Storm. Marines also conduct noncombatant evacuations in Liberia and Somalia.

1991 – 5 January, during Operation Eastern Exit, Marines evacuate the U.S. Embassy in strife-torn Mogadishu.

1992 - Marines assist the Los Angeles Police Department during the Los Angeles riots.

1992 - 9 December, Marines land in Mogadishu Somalia as part of Operation Restore Hope.

1996 - Marines rescue Air Force pilot Captain Scott O' Grady in Bosnia.

2001 - 11 September – America is attacked in NYC, PA and Washington DC by Islamic Terrorists

2001 – 7 October Operation Enduring Freedom starts with the conflict in Afghanistan.

2002 - 12 December, President Bush approves U S A troops being deployed to the Persian Gulf.

2003- 20 March, President Bush declares War on Iraq, launches Operation Iraqi Freedom.

LEGENDS IN THEIR OWN TIME

PRESLEY O'BANNON

Lieutenant O'Bannon's Marines were the first to raise the U.S. flag over an old world country during the battle for Derna, Tripoli in 1805. The Mameluke sword was presented to Lieutenant O'Bannon for his actions.

JOHN QUICK

SgtMaj Quick is remembered for his actions in 1898 at Guantanamo Bay, Cuba. While under Spanish and American shellfire, he semaphored a shift in the naval bombardment and was awarded the Medal of Honor.

JOHN "KETO" MARTIN

The first African American to fight in a Marine role was John Martin, also known as Keto, the slave of a Delaware man, recruited in April 1776.

DANIEL DALY	Dan Daly is recognized for being the only enlisted Marine to earn two Medals of Honor. He earned one as a Private in the Chinese Boxer Rebellion, and the other as a GySgt in the Caco War in Haiti.
SMEDLEY BUTLER	Smedley Butler is recognized for being the only officer to earn two Medals of Honor. He earned one in Veracruz, Mexico and the other in Haiti.
LEWIS B. "CHESTY" PULLER	Chesty Puller rose from Private to Lieutenant General. He won 5 Navy Crosses. The Marine Corps mascot "Chesty" is named after him.
FREDERICK PETERSON	1 st African American Officer. Would become first African American General Officer
ALFRED A. CUNNINGHAM	In 1913, A. A. Cunningham became the first Marine Corps aviator.
IRA HAYES	A Pima Indian from Arizona, Ira is immortalized for his rear flank position in the Iwo Jima flag raising.
OPHA MAE JOHNSON	Opha Mae Johnson became the first enlisted female Marine on August 13, 1918.
MARGARET A. BREWER	Margaret Brewer served as the first female General Officer of Marines.
CAROL A. MUTTER	In 1996, Carol Mutter became the first female Lieutenant General in the Marine Corps and the highest ranking female in the armed forces.