FIRST STATE MILITARY ACADEMY
MCJROTC
Cadet Handbook
2015 - 2016

CADET NAME: ____________________________________________

Class / Platoon: ___________________________________________
Welcome to the First State Military Academy and the Marine Corps Junior Reserve Officers’ Training Corps (MCJROTC) program. We are excited to have you as a cadet and make no mistake, YOU are the cornerstone of a tremendous legacy that will be built at FSMA. Welcome aboard!

The goal of the MCJROTC program is to help cadets develop leadership skills, build character, promote citizenship and responsibility, and enhance self-discipline through the study and practical application of Marine Corps leadership traits and principles.

Leaders at every level must be fully aware of the importance of character, responsibility, hard work, and self-discipline if they are to be successful in facing the challenges of a rapidly changing world. While participation in the program incurs no obligation of future military service, the instruction that you receive will go a long way toward enhancing opportunities in any career field that you choose.

There is a lot of important information contained in this handbook. We expect each cadet to be familiar with its contents. Please keep this information readily available for your use, as you will find it an invaluable learning tool for our Leadership Education curriculum.

We are looking forward to working with each and every one of you, and we are proud that you have made the decision to become a MCJROTC cadet at First State Military Academy.

Are you ready for the CHALLENGE?

Semper Fidelis,

R.E. WALLACE
Colonel
U.S. Marine Corps (Retired)
Senior Marine Instructor

T.T. JORDAN
Master Sergeant
U.S. Marine Corps (Retired)
Marine Instructor
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FSMA’s Five General Orders
1. Be at the right place, at the right time, with the right attitude, and in the right uniform.
2. Follow the orders & directions 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.

CHAPTER ONE

FIRST STATE MILITARY ACADEMY
355 W. Duck Creek Road, Clayton, DE, 19938
GENERAL INFORMATION

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

1-2. PURPOSE OF MCJROTC. The purpose of the Marine Corps Junior Reserve Officers’ Training Corps program, commonly referred to as “Junior ROTC,” is to instill a value of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. It does not seek any particular commitment to the military. The current legal basis for Junior ROTC is Section 2031 of Title 10, United States Code. That section is implemented by the Department of Defense. The governing directive, 1205.13 “ROTC Program for Secondary Educational Institutions,” is dated June 16, 1982. The Department of Defense funds and sponsors JROTC through the Secretaries of the Military Departments. MCJROTC is funded and sponsored through the Office of the Secretary of the Navy. Legally, the JROTC program offered in a high school must be no less than three years. Each year of the program contains 180 hours of leadership instruction and application. The program may extend over four years. Our program meets these requirements. Similar programs are conducted nationwide by the other three military services.

1-3. MISSION. Develop informed citizens, strengthen character by the teaching of discipline, develop leadership and responsibilities of citizenship.

1-4. OBJECTIVES. The objectives of the MCJROTC program are as follows:

   a. To develop informed and responsible citizens.

   b. To develop leadership skills.

   c. To strengthen character.

   d. To promote an understanding of the basic requirements for national security.

   e. To help form habits of self-discipline.

   f. To develop respect for, and an understanding of, the need for constituted authority in a democratic society.

   g. To develop an interest in the Military Services as a possible career.

CHAPTER TWO

FIRST STATE MILITARY ACADEMY
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2-1. ORGANIZATION. The MCJROTC unit at First State Military Academy is designated a National Defense Cadet Corps (NDCC) unit per Public Law 88-647, codified in Title 10, U.S.C., Section 2031. The Secretary of the Navy (SECNAV) has authorized retired commissioned and noncommissioned officers, and members of the Fleet Marine Corps Reserve whose qualifications are approved by SECNAV and the institution concerned, to serve as members of the Leadership Education staff. Members of the Leadership staff are employees of the school district and are responsible to school authorities for the conduct of the program. Course membership is limited to students who maintain academic and discipline standards acceptable to State of Delaware Department of Education and the U.S. Marine Corps.

2-2. THE MCJROTC PROGRAM

a. The MCJROTC program at First State Military Academy is a four year, four level, elective academic course which provides one credit for each year satisfactorily completed.

b. Students are normally assigned to the Leadership Education (LE) course level appropriate to their year in school/year as a cadet. That is, freshmen/sophomores/2nd year cadets to LE-I, sophomores/2nd year cadets to LE-II, juniors/3rd year cadets to LE-III, and seniors/4th year cadets to LE-IV.

c. Cadets will progress through the First State Military Academy MCJROTC program according to their satisfactory completion of the Leadership Education curriculum.

d. In most cases, cadets transferring from other than a MCJROTC program will receive full credit for training accomplished, although their rank and billet held may be adjusted, as necessary. However, cadets who have three years of prior JROTC experience from other than a MCJROTC program will not always be placed into the LE-IV curriculum. At First State Military Academy, LE-IV cadets are expected to have the requisite knowledge and experience of MCJROTC senior cadets, as they serve primarily as mentors and leaders for the rest of the cadets at FSMA.

2-3. GENERAL ENROLLMENT REQUIREMENTS. To be eligible for enrollment and continuance in FSMA’s MCJROTC program, the cadet must:

a. Be enrolled in and attending a regular course of instruction at First State Military Academy.

b. Be a citizen of the United States, or U.S. National or alien lawfully admitted to the United States for permanent residence, and in a grade above the 8th grade.

c. Be of good moral character as determined by the Commandant and the MCJROTC staff.

d. Be physically qualified to participate fully in the school's physical education program.

2-4. GENERAL DISENROLLMENT PROCEDURES. Disenrollment from FSMA automatically includes disenrollment from the MCJROTC program. Cadets may be disenrolled from FSMA for any of the following reasons:

a. Voluntary Requests – Commandant approval is required before any cadet can voluntarily
disenroll from FSMA.

b. Enrollment Failure – cadets who fail to maintain FSMA enrollment standards may be disenrolled.

c. Academic failure – cadets must maintain a passing grade within the MCJROTC curriculum in order to remain at FSMA the following year.

d. Ineptitude – cadets who consistently demonstrate poor performance and/or an inability to develop basic leadership skills may be disenrolled from FSMA the following year.

e. Poor attitude – any cadet who consistently displays a poor attitude and a lack of motivation regarding the MCJROTC program may be disenrolled from FSMA the following year.

f. Misconduct – cadets who fail to obey either First State Military Academy regulations, and/or any of the agreed upon enrollment requirements for MCJROTC as outlined in "First State Military Academy’s discipline policy” (see APPENDIX A) may be disenrolled from the MCJROTC program. Additionally, cadets convicted of misdemeanor or felony charges in civilian court may be disenrolled from FSMA.

2-5. PROGRAM BENEFITS. Successful participation in the MCJROTC program will enhance the cadet’s leadership skill, character development, and self-discipline. Additionally, successful completion of two years of instruction in the MCJROTC program may result in the following additional benefits.

a. Upon enlistment in the U.S. Marine Corps or the U.S. Marine Corps Reserve, enlistees will be appointed to the rank of Private First Class (E-2), effective the date of enlistment and following successful completion of recruit training.

b. All branches of the Armed Forces afford similar promotion benefits to cadets upon enlistment into the pertinent service. In some cases, promotion to E-3 is even possible.

c. Enrollment in a MCJROTC program enhances the possibility for a college ROTC scholarship and/or a direct appointment to one of the service academies.

d. MCJROTC instructors may provide recommendation letters and/or letters of reference to cadets who successfully participate in the MCJROTC program for inclusion into college/trade school applications.

e. MCJROTC instructors may provide job recommendations and/or reference letters to potential civilian employers for cadets who successfully participate in the MCJROTC program.

2-6. MCJROTC LEADERSHIP EDUCATION. The program of instruction contained herein describes the curriculum being used in the MCJROTC program at First State Military Academy. The MCJROTC course of instruction is designed to emphasize leadership education and leadership development. Marine Corps uniforms are worn and training in Marine Corps history, military customs and courtesies, drill and ceremonies, grooming, physical training, and other military skills are used as vehicles to develop self-esteem, self-confidence, self-discipline, and basic leadership. MCJROTC cadets will participate in a Leadership Education level as dictated by the number of years in the program the cadet has completed. Accordingly, LE-I is for those cadets entering their first year of the program, while LE-IV is for those cadets who have successfully completed LE-I through LE-III. The Leadership Education levels are outlined as follows:
a. LEADERSHIP EDUCATION I (LE-I). The first year course is a combined program of classroom instruction and practical application designed to emphasize leadership education, citizenship, self-discipline, personal growth and responsibility, and character development. Basic training in leadership tenets, physical fitness, health, drill and ceremonies, military customs and courtesies, general military subjects, grooming standards, uniform wear and care and military organization are taught as part of the cadets’ orientation to the Marine Corps and as a means to develop leadership qualities taught in class. Cadets are expected to wear designated Marine Corps uniforms daily and adhere to appropriate grooming standards. The first year also gives the new cadets exposure to personal growth and responsibility, and establishes a foundation of military structure and tradition. Students seeking to enroll at FSMA must meet program entry requirements.

b. LEADERSHIP EDUCATION II (LE-II). The second year course builds upon knowledge and experience attained during Leadership Education I. The course continues to stress classroom instruction and practical application designed to emphasize leadership education, citizenship, personal growth and responsibility, self-discipline, character development, and future career considerations. Training in leadership, physical fitness, drill and ceremonies, military customs and courtesies, general military subjects, air rifle marksmanship, and military history are taught as part of the cadets’ further orientation to the Marine Corps and as a means to develop leadership qualities taught in class. Cadets are expected to wear designated Marine Corps uniforms daily, adhere to appropriate grooming standards, and perform leadership roles within the MCJROTC cadet organization.

c. LEADERSHIP EDUCATION III (LE-III). The third year course builds upon the knowledge and experience attained during Leadership Education I and II. The course continues to stress classroom instruction and practical application designed to emphasize leadership education, citizenship, personal growth and responsibility, self-discipline, and character development. Training in leadership, physical fitness, drill and ceremonies, military customs and courtesies, general military subjects, air rifle marksmanship, and military history are taught as part of the cadets’ further orientation to the Marine Corps. During this year, there is an increased emphasis on the consideration and exploration of post high school educational and career opportunities. Cadets are expected to wear designated Marine Corps uniforms daily, adhere to appropriate grooming standards, and perform leadership roles within the MCJROTC cadet organization. Cadets will also begin to use their leadership training as they assume positions of increased authority and responsibility within the program.

d. LEADERSHIP EDUCATION IV (LE-IV). The fourth year course allows senior cadets the opportunity to serve as both a training facilitator for the MCJROTC instructional staff and as a mentor for junior cadets. Senior cadets are expected to display positive attitudes, requisite leadership ability, and perform in leadership roles within the MCJROTC cadet organization. Senior cadets may be assigned to Leadership Education I, II, or III classes to provide leadership, serve as role models, conduct training, and mentor junior cadets as a means to enhance their leadership education and prepare them for a career after high school. Cadets are expected to wear designated Marine Corps uniforms daily, adhere to appropriate grooming standards, and perform leadership roles within the MCJROTC cadet organization.

2-7. SENIOR MARINE INSTRUCTOR (SMI). The SMI is a retired Marine Officer who administers and conducts the MCJROTC program at First State Military Academy in accordance with Marine Corps Order P1533.6D, and under the direction and guidance of the Commandant, FSMA, and the Director, MCJROTC.

2-8. MARINE INSTRUCTOR (MI). The MI is a retired Marine Staff Noncommissioned Officer
(SNCO) who assists the SMI in the operation of the MCJROTC program at First State Military Academy.

2-9 CADET EVALUATION/GRADING

a. Class standing is determined per the standards set forth by First State Military Academy.

b. Overall MCJROTC grades for each cadet are determined by the MCJROTC instructional staff and are based on the cadet’s performance in the following areas:

   (1) Academic Grade. The academic grade is an average of the grades received on all written assignments, oral presentations, projects, quizzes, tests, notebook maintenance, and homework required during the grading period.

   (2) Military Skills Grade. The military proficiency grade is determined by the SMI/MI’s observation of the cadet’s performance, proficiency, appearance, military bearing, and attention to duty as demonstrated during uniform inspections, close order drill, physical training, physical fitness testing, and other military skills related events held during the grading period.

   (3) Leadership Grade. The leadership grade will be based upon the SMI/MI’s evaluation of the cadet’s attitude, attention to grooming standards, attendance, timeliness to class, demonstrated respect for constituted authority, leadership skill while serving in a leadership billet, leadership potential as demonstrated by his/her overall performance, and setting the example with consistent uniform wear. Not all cadets will serve in a leadership billet during a grading period. Participation in voluntary community service projects may also impact the overall leadership grade.

   (4) Conduct Grade. The conduct grade will be based upon the cadet’s demonstrated ability to maintain proper standards of conduct and citizenship as a MCJROTC cadet. The conduct grade will be based upon the SMI/MI’s evaluation of the cadet’s class conduct, class participation, disciplinary/attendance referrals, and out-of-school suspension. Additionally, the cadet’s ability to maintain the guidelines for cadet conduct outlined in this handbook will affect the overall conduct grade.

   c. FSMA standards requires cadets to maintain proper standards of leadership and conduct throughout the entire school day. Accordingly, FSMA teachers can influence a cadet’s grade (positively or negatively) based upon the cadet’s performance in leadership and conduct.

2-10 COMPLETION CERTIFICATES. Completion certificates will be awarded to all cadets who satisfactorily complete each year in the MCJROTC program.

CHAPTER THREE

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FIRST STATE MILITARY ACADEMY
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3-1. ORGANIZATION OF THE CORPS OF CADETS

a. The First State Military Academy MCJROTC Corps of Cadets operates as a battalion consisting of the following elements:

(1) Cadet Battalion Staff
(2) Cadet Company Staff
(3) Cadet Platoons (one per instructional period)
(4) Cadet Squads (two to four per platoon)

b. The Battalion Staff will consist of the following cadet billets:

(1) Cadet Battalion Commander, Lieutenant Colonel
(2) Cadet Battalion Executive Officer, Major
(3) Cadet Battalion Operations Officer, Major/Captain
(4) Cadet Battalion Administrative Officer, First Lieutenant
(5) Cadet Battalion Supply Officer, First Lieutenant
(6) Cadet Battalion Training Officer, Captain/First Lieutenant
(7) Cadet Public Affairs Officer, First/Second Lieutenant
(8) Cadet Battalion Sergeant Major, Sergeant Major

c. The Company Staff will consist of the following cadet billets:

(1) Cadet Company Commander, Captain
(2) Cadet Company Executive Officer, First Lieutenant
(3) Cadet Company Operations Officer, Second Lieutenant
(4) Cadet Company Administrative Officer, Second Lieutenant
(5) Cadet Company Supply Officer, Second Lieutenant
(6) Cadet Company Training Officer, Second Lieutenant
(7) Cadet Company First Sergeant, First Sergeant
d. The Cadet Platoon Headquarters will consist of the following cadet billets:

1. Cadet Platoon Commander: Second Lieutenant
2. Cadet Platoon Sergeant: Staff Sergeant / Sergeant
3. Cadet Platoon Guide: Corporal

e. The Cadet Squads will consist of the following cadet billets:

1. Cadet Squad Leader
2. Cadet Squad Members

f. With the exception of the Battalion Staff, actual ranks of billet holders will depend upon the rank the cadet has obtained according to the unit promotion system.

3-2. **BILLET ASSIGNMENTS.** Except for the Battalion Staff, cadets billets will be assigned by the SMI/MI on a rotating basis per the availability and suitability of available cadets within each company in order to allow as many cadets as possible the chance to serve in leadership positions.

3-3. **CADET BILLET HOLDERS**

a. Exercise of authority within the Corps of Cadets is delegated by the SMI/MI to those cadets serving in designated leadership billets. *Accordingly, subordinate cadets are required to respect the authority exercised by cadet billet holders, and follow their instruction, guidance, and direction.*

b. The SMI/MI will provide supervision, mentorship, and guidance for all cadets serving in leadership billets.

c. Duties

1. Cadet billet holders are required to exercise the appropriate leadership responsibilities pertinent to their assigned leadership billet.

2. Cadet billet holders are expected to set the highest standards of proficiency, conduct, military bearing, and personal grooming standards in order to provide the best possible example for their fellow cadets to follow.

3. Cadet billet holders are responsible for exercising command, control, training, administration, and accountability of all personnel and equipment under their charge during MCJROTC classroom activities, special events, and extracurricular activities.

4. Cadet billet holders are responsible for maintaining good order and discipline of their respective units.

5. Cadet billet holders are only authorized to administer “motivational physical training” to subordinate cadets under the direct supervision of the SMI/MI.
d. Cadet Battalion Commander (Bn CO)

(1) Serve as the senior billet holder in the Corps of Cadets for all MCJROTC functions, special events, and assigned extracurricular activities.

(2) Advise and assist the SMI/MI in the execution of the annual training plan.

(3) Lead, supervise, and direct the Battalion Staff in the execution of the annual training plan, cadets functions, special events, and pertinent extracurricular activities.

(4) Serve as an overall mentor for each member of the Corps of Cadets.

(5) Personally maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

e. Cadet Battalion Executive Officer (XO)

(1) Be prepared to serve as the senior member of the Corps of Cadets in the absence of the Bn CO.

(2) Serve as the second in command for all MCJROTC functions, special events, and assigned extra-curricular activities.

(3) Advise and assist the SMI, MI, and Cadet Bn CO in the execution of the annual training plan, and other events, as required.

(4) As needed, direct and supervise the actions of the Battalion Staff in the execution of the annual training plan, cadets functions, special events, and pertinent extracurricular activities.

(5) Serve as a mentor for each member of the Corps of Cadets.

(6) Personally maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

f. Cadet Battalion Operations Officer (S-3 / Bn OpsO)

(1) Be prepared to serve as the Cadet Battalion CO or XO in the absence of either billet holder.

(2) Serve as the third in command for all MCJROTC functions, special events, and assigned extra-curricular activities.

(3) Advise and assist the SMI, MI, Cadet Bn CO and Cadet Bn XO in the execution of the annual training plan, and other events, as required.

(4) Conduct primary planning and execution for special events throughout the academic year for the Corps of Cadets.

(5) Assist the SMI/MI in the supervision of the upkeep, security, and accountability of items
stored in the unit logistics, supply, and armory spaces.

(6) Serve as a mentor for each member of the Corps of Cadets.

(7) Personally maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

h. Cadet Battalion Administrative Officer (S-1)

(1) Be prepared to serve as the Cadet Bn OpsO in their absence.

(2) Serve as the fourth in command for all MCJROTC functions, special events, and assigned extra-curricular activities.

(3) Advise and assist the SMI, MI, Cadet Bn CO and XO in the execution of the annual training plan, and other events, as required.

(4) Become familiar with the Cadet Records database, and assist the SMI/MI in the input of pertinent data into the Cadet Records database.

(5) Become familiar with the Cadet Training Records, and assist the SMI/MI in the upkeep of pertinent information in the Cadet Training Records.

(6) Assist the SMI with pertinent cadet administrative matters.

(7) Serve as a mentor for each member of the Corps of Cadets.

(8) Personally maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

i. Cadet Battalion Supply Officer (SupO)

(1) Be prepared to serve as the Cadet Bn CO, XO and/or OpsO in their absence.

(2) Advise and assist the SMI, MI, Cadet Bn CO or XO in the execution of the annual training plan, and other events, as required.

(3) Assist the SMI in the upkeep, security, inventory, and accountability of the uniforms and equipment within the Supply Warehouse.

(4) Become familiar with the NAVMC 10939A and NAVMC 10939B IROTC Memorandum Receipts for Uniform Issue, and ensure the uniform issue/receipt logbook is kept up to date.

(5) Ensure strict accountability of the uniform and equipment stored in the logistics, supply, and armory spaces.

(6) Serve as the primary cadet to issue/receive uniform items.
(7) Serve as a mentor for each member of the Corps of Cadets.

(8) Maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

j. Cadet Battalion Training Officer (TrgO)

(1) Be prepared to serve as the Cadet Bn CO, XO, and/or OpsO in their absence.

(2) Advise and assist the SMI, MI, Cadet Bn CO and XO in the execution of the annual training plan, and other events, as required.

(3) Assist the OpsO in the primary planning and execution for special events throughout the academic year for the Corps of Cadets.

(4) Assist the SMI/MI and Cadet OpsO in the upkeep, security, inventory, and accountability of items stored in the unit logistics, supply, and armory spaces.

(5) Serve as a mentor for each member of the Corps of Cadets.

(6) Personally maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

k. Cadet Public Affairs Officer (PAO)

(1) Be prepared to serve as the Cadet Bn CO, XO and/or OpsO in their absence.

(2) Advise and assist the SMI, MI, Cadet Bn CO or XO in the execution of the annual training plan, and other events, as required.

(3) Advise and assist the SMI, MI, Cadet Bn CO and XO in the execution of the annual training plan, and other events, as required.

(4) Assist the SMI with pertinent cadet public affairs matters.

(5) Serve as a mentor for each member of the Corps of Cadets.

(6) Personally maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

l. Cadet Battalion Sergeant Major (SgtMaj)

(1) Serve as senior cadet enlisted member of the Corps of Cadets.

(2) Serve as a mentor for all cadet enlisted staff members the Corps of Cadets.

(3) Advise and assist the SMI, MI, and the Cadet Bn CO in the execution of the annual training plan, and other events, as required.

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(4) Be familiar with the Cadet Records database, and assist the SMI/MI and Administrative Officer in the input of pertinent data into the Cadet Records database.

(5) Be familiar with the Cadet Training Records, and assist the SMI/MI and Administrative Officer in the upkeep of pertinent information in the Cadet Training Records.

(6) Maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Corps of Cadets.

m. Cadet Company Commander (Co CO)

(1) Serve as the senior billet holder in the Company.

(2) Advise and assist the SMI/MI in the execution of the annual training plan.

(3) Lead, supervise, and direct the Company Staff in the execution of the annual training plan, cadets functions, special events, and pertinent extracurricular activities.

(4) Serve as an overall mentor for each member of the Company.

(5) Personally maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Company.

n. Cadet Company Executive Officer (Co XO)

(1) Be prepared to serve as the senior member of the Company in the absence of the Company Commander.

(2) Serve as the second in command for all MCJROTC functions, special events, and assigned extracurricular activities.

(3) Advise and assist the SMI, MI, and Cadet Company Commander in the execution of the annual training plan, and other events, as required.

(4) As needed, direct and supervise the actions of the Company Staff in the execution of the annual training plan, cadets functions, special events, and pertinent extracurricular activities.

(5) Serve as a mentor for each member of the Company.

(6) Personally maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Company.

o. Cadet Company Operations Officer (Co OpsO)

(1) Be prepared to serve as the Cadet Company Executive Officer or Cadet Company Commander in the absence of either billet holder.

(2) Serve as the third in command for all MCJROTC functions, special events, and assigned extracurricular activities.
(3) Advise and assist the SMI, MI, Cadet Company Commander and Cadet Company Executive Officer in the execution of the annual training plan, and other events, as required.

(4) Conduct primary planning and execution for special events throughout the academic year for the Company.

(5) Assist the SMI/MI in the supervision of the upkeep, security, and accountability of items stored in the unit armory space.

(6) Serve as a mentor for each member of the Company.

(7) Personally maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Company.

p. Cadet Company Administrative Officer (Co S-1)

(1) Be prepared to serve as the Cadet Company Operations Officer in their absence.

(2) Serve as the fourth in command for all MCJROTC functions, special events, and assigned extracurricular activities.

(3) Advise and assist the SMI, MI, Cadet Company Commander and Cadet Company Executive Officer in the execution of the annual training plan, and other events, as required.

(4) Become familiar with the Cadet Records database, and assist the SMI/MI in the input of pertinent data into the Cadet Records database.

(5) Become familiar with the Cadet Training Records, and assist the SMI/MI in the upkeep of pertinent information in the Cadet Training Records.

(6) Assist the SMI with pertinent cadet administrative matters.

(7) Serve as a mentor for each member of the Company.

(8) Personally maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Company.

q. Cadet Company Supply Officer (Co SupO)

(1) Be prepared to serve as the Cadet Company Operations Officer in their absence.

(2) Advise and assist the SMI, MI, Cadet Company Commander and Cadet Company Executive Officer in the execution of the annual training plan, and other events, as required.

(3) Assist the SMI in the upkeep, security, and accountability of the uniforms and equipment within the Supply Warehouse.
(4) Become familiar with the NAVMC 10939A and NAVMC 10939B JROTC Memorandum Receipts for Uniform Issue, and ensure the uniform issue/receipt logbook is kept up to date.

(5) Ensure strict accountability of the uniform and equipment stored in the Supply Warehouse.

(6) Serve as the primary cadet to issue/receive uniform items in the Supply Warehouse.

(7) Serve as a mentor for each member of the Company.

(8) Maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Company.

r. Cadet Company First Sergeant (1stSgt)

(1) Be prepared to serve as senior member of the Company in the absence of the Cadet Company Officers.

(2) Advise and assist the SMI, MI, and the Cadet Company Staff in the execution of the annual training plan, and other events, as required.

(3) Become familiar with the Cadet Records database, and assist the SMI/MI and Administrative Officer in the input of pertinent data into the Cadet Records database.

(4) Become familiar with the Cadet Training Records, and assist the SMI/MI and Administrative Officer in the upkeep of pertinent information in the Cadet Training Records.

(5) Serve as a mentor for each member of the Company.

(6) Maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Company.

s. Cadet Company Gunnery Sergeant (Co GySgt)

(1) Be prepared to serve as the Company First Sergeant in their absence.

(2) Advise and assist the SMI, MI, and the Cadet Company Staff in the execution of the annual training plan, and other events, as required.

(3) Assist the Supply Officer in the security, upkeep, and accountability of the Supply Warehouse.

(4) Assist the Assistant Operations Officer in the security, upkeep, and accountability of items stored in the unit armory space.

(5) Serve as a mentor for each member of the Company.

(6) Maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for the Company.
t. Cadet Platoon Commanders (Plt Cdr)

(1) Serve as the senior billet holder in the class.

(2) Assist the SMI/MI in the execution of the daily class schedule.

(3) Supervise and execute platoon training in accordance with the training schedule.

(4) Supervise daily platoon formations.

(5) Supervise execution of the daily platoon muster, and provide accountability information to the SMI/MI at the start of each class.

(6) Ensure strict accountability of personnel and equipment at all times.

(7) Be prepared to perform administrative functions at the direction of the SMI/MI.

(8) Conduct platoon uniform inspections, as required.

(9) Ensure pertinent information is passed to your platoon on a daily basis.

(10) Lead your platoon in close order drill and physical training per the training schedule.

(11) Serve as an overall mentor for each member of your platoon.

(12) Maintain the highest standards of proficiency, conduct, military, bearing, and personal grooming standards for your platoon.

u. Cadet Platoon Sergeant (Plt Sgt)

(1) Serve as the senior enlisted billet holder in the class.

(2) Assist the Cadet Platoon Commander in the execution of the daily class training schedule.

(3) Execute daily platoon formations.

(4) Execute the daily platoon muster, and provide accountability information to the Cadet Platoon Commander at the start of each class.

(5) Ensure strict accountability of personnel and equipment at all times.

(6) Be prepared to perform pertinent administrative functions at the direction of the Cadet Platoon Commander.

(7) Conduct platoon uniform inspections, as required.

(8) Lead your platoon in close order drill and physical training per the training schedule.
(9) Serve as an overall mentor for each member of your platoon.

(10) Maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for your platoon.

(11) Be prepared to serve as the Platoon Commander in his/her absence.

v. Cadet Platoon Guide (Plt Guide)

(1) Assist the Cadet Platoon Commander and Cadet Platoon Sergeant in the supervision and execution of the daily class training schedule.

(2) Assist with the execution of the daily platoon muster at the start of each class.

(3) Be prepared to perform pertinent administrative functions at the direction of the Cadet Platoon Commander or Cadet Platoon Sergeant.

(4) Conduct platoon uniform inspections, as required.

(5) As directed, lead the platoon in close order drill and physical training.

(6) Serve as a mentor for each member of the platoon.

(7) Maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for your squad.

(8) Be prepared to serve as the Cadet Platoon Sergeant/Platoon Commander in his/her absence.

w. Cadet Squad Leader (Sqd Ldr)

(1) Serve as the senior member of your squad.

(2) Assist the Cadet Platoon Sergeant in the execution of the daily class training schedule, to include daily platoon formations.

(3) Provide squad accountability information to the Cadet Platoon Commander or Cadet Platoon Sergeant, as needed.

(4) Ensure strict accountability of squad personnel and equipment at all times.

(5) Be prepared to perform pertinent administrative functions at the direction of the Cadet Platoon Commander or Cadet Platoon Sergeant.

(6) Ensure your squad is properly informed of pertinent information.

(7) Conduct squad uniform inspections, as required.

(8) Lead your squad in close order drill and physical training per the training schedule.
(10) Serve as an overall mentor for each member of your squad.

(11) Maintain the highest standards of proficiency, conduct, military bearing, and personal grooming standards for your squad.

(12) Be prepared to serve as the Cadet Platoon Guide in his/her absence.

CHAPTER FOUR
DAILY CLASSROOM PROCEDURES

4-1. ATTENDANCE

a. Class attendance. Attendance at all assigned classes is mandatory for cadets.

b. Absences. Excused and unexcused absences will be dealt with in accordance with established FSMA policy.

c. Tardiness. A cadet not present when class begins will be counted as tardy.

4-2. DAILY CLASSROOM PROCEDURES

a. Upon arrival into the classroom, and prior to the start, cadets may place their personal belongings at their desk, and prepare for classroom formation. There will be no talking in the classroom at that time. Talking is allowed outside the classroom in the adjacent hallways. Just prior to the start of class, the cadets will stand next to their desk and prepare for classroom formation.

b. At the beginning of class, the hatch will be closed and the class leader will take his/her position at the front of the classroom and command:
   (1) “Class, Stand by” (cadets assume the position of Parade Rest),
   (2) Followed by “Class, Attention.”
   (3) There will be no talking allowed by the cadets until the conclusion of the formation.

c. The cadet class leader will lead the class in through “Sound-Off” for that day, e.g., the Cadet Oath, Marines’ Hymn, General Orders, Chain of Command, etc.

d. Upon completion of classroom formation, the cadet leader will command “Class, Ready Seats.”

e. The class leader will then pass any pertinent information to the class and prepare for SMI/MI instruction.

f. Upon completion of instruction, the SMI/MI will turn the class over to the classroom leader. After the dismissal bell, the cadet classroom leader will then command “Class, Attention,” and “Dismissed.” Cadets will ensure their desk areas are “squared away”, and then depart the classroom for their next class.

4-3. CLASSROOM RULES

a. Cadets are expected to conduct themselves in a respectful, quiet, and dignified manner at all times and especially when in the MCJROTC uniform.

b. Uniforms will be worn daily unless otherwise directed by the SMI/MI.

c. Cadets will arrive to class on time and ready to learn. No food, drink, or gum are allowed in the classroom unless authorized by the SMI/MI.
d. Cadets must raise their hand to be recognized by the SMI/MI. When recognized, cadets will stand next to their desk, assume the position of attention, then respond with “Sir, Cadet (your cadet rank and last name),” Example, “Sir, Cadet Private Leatherneck” and wait to be recognized by the SMI/MI.

e. Cadets will always use “Sir” or Ma’am while addressing or answering any of the FSMA staff, teachers, or JROTC instructors.

f. Cadets are not to interrupt the SMI/MI’s conversation. They are to wait for proper acknowledgment, and then say, "Excuse me, Sir/Ma’am".

g. When a request is granted, cadets will respond with a polite, "Thank you".

h. Cadets are NOT allowed in the SMI’s office, the unit armory, or the supply areas without specific approval by either the SMI/MI or a cadet billet holder.

i. Cadets are expected to bring appropriate materials to every class, to include the Cadet Handbook and writing utensils. When directed by the SMI/MI, cadets will also bring the physical training (PT) uniform to class.

j. Cadets are expected to read the cadet bulletin board on a weekly basis.

k. All head calls will be made before or after class unless authorized by the SMI/MI. The classroom head will not be used during class by cadets unless authorized by the SMI/MI.

l. There will be no electronic devices (MP3, iPod, headphones, ear buds, etc.) displayed, worn, or used while in the classroom.

m. Cadets are responsible for “policing up” the trash in the immediate area of their desk at the end of each class period. Cadets may also be tasked with helping to police up the classroom common areas at the end of the class period.

n. Sleeping is not permitted in class. If a cadet is tired, he/she will either voluntarily, or be directed to, stand up in the back of the classroom in order to remain alert.

o. Cadets will not loiter/talk in the passageway when given permission by the SMI/MI to get a drink, make a head call, or go to change into their physical training uniform.

p. MCJROTC classroom/office telephones are for official use by the SMI/MI only. Cadets are only authorized to use the telephones with permission of the SMI/MI. No routine calls may be made from these telephones. Proper protocol for answering classroom/office telephones is “Good Morning (or Afternoon), First State JROTC, this is Cadet (Last Name), may I help you?”

CHAPTER FIVE

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FIRST STATE MILITARY ACADEMY
355 W. Duck Creek Road, Clayton, DE, 19938
MILITARY CUSTOMS, COURTESIES, AND TRADITIONS

5-1. GENERAL. MCJROTC cadets will observe and practice military customs and courtesies as part of the curriculum. Cadets will familiarize themselves with these customs and courtesies. The principles of military courtesy are basic courtesies applied to military life, and are augmented by military customs of long standing tradition.

5-2. COURTESY. Courtesy is the accepted form of politeness among civilized people. Courtesy builds personal relationships among individuals in all walks of life. Just as you show courtesy in civilian life, military courtesy requires that you show respect to your seniors, your peers, and your subordinates.

5-3. SALUTING

a. The salute is a time honored tradition of military professionals throughout the world. Military seniors are the officers and noncommissioned officers senior in rank. Military regulations require that all officers, be they active duty, retired, or MCJROTC cadet officers be saluted by their juniors, and that they return such salutes. Enlisted personnel do not exchange salutes, except as part of formal formations and ceremonies.

b. In the Marine Corps, we are not covered (wearing a service cap) indoors, and therefore do not salute while indoors, unless under arms.

5-4. REPORTING. Reporting is the act of formally presenting yourself to a senior military member. The following rules for reporting shall be followed:

a. When reporting to the SMI/MI or MCJROTC cadet officer or staff member while outdoors, or indoors if under arms, approach the individual halting (2) paces in front of him or her, come to the position of attention, render the appropriate salute and say, “Sir/Ma’am, (your cadet rank and last name) reporting as ordered”. Hold the salute until it is acknowledged, and wait for further instruction. When business is completed, come to the position of attention (if not there already), salute, and after the salute is acknowledged take one step backward, execute an about face, and march off smartly.

b. When reporting while indoors, and not under arms, the same reporting procedures are followed except no salute is required.

c. When reporting to the SMI/MI or cadet staff member who is in an office, halt at the hatch, come to the position of attention, knock on the bulkhead, and say, “Sir/Ma’am, (your cadet rank and last name) and state your business (“reporting as ordered”, “request permission to speak to the SMI/MI or staff member”, etc.).

5-5. HONORS TO THE COLORS, NATIONAL ANTHEM, AND THE MARINES’ HYMN

a. When in uniform, outdoors, and not in formation or a vehicle, and the National Anthem is played, you will come to the position of attention, face the flag or direction of the music if the flag cannot be seen, render the appropriate salute, and hold the salute until the last note of the music is completed. When in formation during the playing of the “National Anthem”, salute only on the order, “Present, Arms”.

b. When indoors, whether you are in uniform or not, and the “National Anthem” is being played,
UNITED STATES MARINE CORPS
JUNIOR RESERVE OFFICERS’ TRAINING CORPS

you will stand at attention and face the flag or the direction of the music if the flag cannot be seen, until the last note of the music is complete.

c. When outdoors, in uniform, and not in formation, and the Colors are being marched by, halt (if you are moving), come to attention, and salute the Colors until they pass you by. If outdoors, in uniform, and in formation, and the Colors are being marched by, the senior cadet member will call the formation to attention, and the senior cadet member will salute the Colors until they have passed by.

d. During the playing of “The Marines’ Hymn”, whether indoors or outdoors, and whether you are in uniform or not, you will stand at the position of attention until the last note of the music is played.

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.
- 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 weapon in service goes to the ceremonial swords carried by Marine non-commissioned officers (Sergeants and Corporals), 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. 90% of the officers and NCOs were casualties.
- 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 resent, “…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.

Wearing Covers:

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- 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.

**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**

FIRST STATE MILITARY ACADEMY
355 W. Duck Creek Road, Clayton, DE, 19938
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.
UNIFORM GUIDELINES AND PERSONAL GROOMING STANDARDS

6-1. GENERAL. The appearance of a cadet is a measure of pride in the MCJROTC program, First State Military Academy, and our country. The uniform that a cadet is issued is the same as those issued to U.S. Marine Corps personnel, with the exception of MCJROTC patches and nametapes, and associated cadet rank insignia. Since 1775, Marines have worn their uniform with pride and distinction, many giving their lives while wearing the uniform in service of their country. Accordingly, the MCJROTC uniform will always be worn properly, neatly, and proudly. Repeated failure to wear the uniform appropriately will result in the confiscation of the uniform. This action will adversely affect the cadet’s military proficiency grade and overall course grade. Confiscation of the uniform may also result in disenrollment from the FSMA.

6-2. UNIFORM PROPERTY. The uniform issued to the MCJROTC cadets is the property of the U.S. Marine Corps, and is issued to cadets on a recoverable basis. It will be returned to the control of the First State Military Academy MCJROTC staff at the end of the school year, immediately upon separation of a student from the program for any reason, or upon request of the SMI/MI.

6-3. UNIFORM ISSUE. Cadets will be issued uniforms prior to the start of the school year. Uniform parts that require replacement due to size changes or normal wear will be replaced in kind without charge to the cadet. Uniform parts which have been lost or damaged will be paid for by the cadet and replaced at the cost stated in the current Marine Corps uniform price list.

6-4. UNIFORM WEAR. Cadets will be required to wear the Marine Corps Pattern (MARPAT) uniform daily. The MCJROTC uniform will be worn to and from school, and throughout the day while at school. Changing out of uniform for physical education or extracurricular activities is permissible. Cadets will be inspected in their uniform once per week and this is a graded event. The MCJROTC uniform will only be worn as prescribed by the SMI/MI. The uniform will NOT be worn under circumstances which will subject it to unnecessary soiling, damage, or undue wear. Permission to wear the MCJROTC uniform outside of the scheduled school day or other MCJROTC scheduled extracurricular event must be obtained from the SMI/MI.

6-5. UNIFORM INSPECTION. Cadets will be inspected in uniform once per week. See APPENDIX D for a sample uniform inspection checklist.

6-6. UNIFORM ITEMS. The MCJROTC uniform will consist only of those uniform items issued by the MCJROTC staff. No unauthorized items will be worn with or attached to the issued uniform. Conversely, uniform items will NOT be worn with civilian attire at any time.

6-7. UNIFORM TYPES. The type of uniform worn by cadets will be designated by the SMI/MI in accordance with availability of uniforms. Accordingly, the type of uniform issued to a cadet will normally be determined by his or her year in the program. Uniform types include:

a. Blue Dress “Bravo” - Blue trousers, slacks, or skirt with blue coat, ribbons only.

b. Blue Dress “Charlie” - Blue trousers, slacks, or skirt with khaki long sleeve shirt and tie.

c. Blue Dress “Delta” - Blue trousers, slacks, or skirt with khaki short sleeve shirt.

d. Service “Alpha” - Green trousers, slacks, or skirt with green coat and long sleeve shirt.
e. Service “Bravo” - Green trousers, slacks, or skirt with khaki long sleeve shirt and tie.

f. Service “Charlie” - Green trousers, slacks, or skirt with khaki short sleeve shirt.

g. Utility Uniform - MARPAT blouse and trousers.

h. Physical Training (PT) - Unit PT shirt, appropriate shorts, and tennis shoes.

6-8. GUIDELINES FOR WEARING THE MCJROTC UNIFORM

a. Your appearance while in uniform is expected to be impeccable.

b. Your conduct while in uniform is expected to be beyond reproach.

c. The uniform will be worn to and from school, and throughout the day while at school.

d. Covers will not be worn indoors, unless under arms.

e. Covers will be worn outdoors at all times.

f. Grooming standards will be strictly adhered to.

g. All buttons will be buttoned.

h. Hands will be kept out of pockets.

i. Uniform items will NOT be worn with civilian attire at any time.

j. Unauthorized (civilian) items will not be worn with, or attached to, the uniform.

k. Field scarves (neckties) for male cadets will be worn with the issued tie bar.

l. Male cadets will not carry an umbrella while in uniform; female cadets may carry an umbrella while in uniform.

m. Gum will not be chewed while in uniform.

n. There will be no smoking while in uniform.

o. There will be no “horseplay” while in uniform.

p. Public displays of affection while in uniform are prohibited.

q. No audio equipment (MP3/Ipod/Ear buds, etc.) will be worn or used while in uniform.

6-9. UNIFORM FITTING. Cadet uniforms will be fitted to per the latest edition of MCO P1020.34 (Marine Corps Uniform Regulations).
6-10. UNIFORM ALTERATIONS. For the Dress Blue and Service uniforms, alterations and repairs required to insure a proper fit will be done at Marine Corps expense at a designated tailor prior to final issue of the uniform. Cadets are not permitted to alter the uniform or to make major repairs to it. Hemming of men’s trousers or women’s slacks/skirts by cadets is not permitted unless authorized by the SMI/MI.

6-11. UNIFORM LAUNDERING. All laundering, dry cleaning, pressing, and button replacement are the cadet’s responsibilities while the uniform is in his or her possession.
   a. All Dress/Service uniforms must be dry cleaned. Do not wash them at home!
   b. The MARPAT utility uniform (and cotton T-shirts) will be washed at home.

6-12. UNIFORM SERVICEABILITY AND ACCOUNTABILITY
   a. Cadets are responsible for the accountability, serviceability, and care of their uniforms.
   b. Unserviceable uniforms and uniform parts can be exchanged for serviceable uniforms. Request an appointment from the SMI/MI to exchange the item during class.
   c. Replacement of lost, stolen, or damaged uniforms is the financial responsibility of the cadet.
   d. All uniform items should be kept in a secure location when not in use. Do NOT leave uniform items unsecured in lockers or cars.

6-13. UNIFORM MEASUREMENT AND WEAR LOCATION
   a. Belt Lengths
      (1) Web Belt - between 2 and 4 inches past the left edge of the buckle.
      (2) Cloth Belt (Service Uniform) - between 2 ¾ and 3 ¾ inches past the left edge of the buckle.
   b. Military Alignment - shirt edge, belt buckle and fly of trousers are all in a straight vertical line.
   c. Tie Clasp - centered between the 3rd and 4th button on the long sleeve shirt.
   d. Trouser/Slack Length - Trousers will be long enough to break slightly over the shoe in front and to reach the juncture of the welt of the shoe in the rear. A variation of ¼ inch above or below the welt of the shoe is acceptable.
   e. Skirt Length - approximates the knee, not to exceed 1 inch above or below the center of the knee.
   f. Cover - never worn indoors, unless under arms.
   g. Marine Corps Emblem - on the cover, the wings of the emblem are placed parallel to the deck, and the anchor is pointed forward. On the Service “Alpha” and Dress Blue uniform, the left and right collar emblems are worn parallel to the deck with anchors pointed inboard.
   h. Rank Insignia, Medals, Ribbons and Badges - rank insignia, medals, ribbons and badges are...
integral parts of the MCJROTC cadet’s uniform. Therefore, these items must be worn with great care.

6-14. RANK INSIGNIA. Only the rank insignia designated for cadets by the MCJROTC program will be worn (SEE APPENDIX B).

a. Cadet officers will wear their rank insignia centered on the shoulder strap of their Dress Blue coat and Service coats. On khaki shirts and utility blouses, the small rank insignia will be worn centered between the top and bottom edges of the collar, one inch from the front edge.

b. Cadet enlisted rank insignia will be placed ¾ inch from the shoulder’s edge and centered on the epaulet of the Dress Blue coat with the spout of the Lamp of Learning facing towards the front. Cadet enlisted rank insignia will be worn on khaki shirts and utility shirt collars with the point of the chevron up, positioned ½ inch from either edge of the collar with the insignia bisecting the angle of the collar. The spout of the lamp of learning will face inboard.

(SEE NEXT PAGE FOR DIAGRAM)
6-15. RIBBONS/MEDALS/BADGES/EMBLEMS. Ribbons, medals, badges, and emblems will be worn on the cadet uniform as designated below.

a. Medals

(1) For male cadets, authorized medals will be worn on the Dress Blue coat when prescribed in the training schedule. They will be placed centered over the left breast pocket, with the upper edge of the holding bar on a line midway between the first and second buttons on the coat. When wearing medals, ribbons for which there are no medals will be worn 1/8” above and centered over the right breast pocket.

(2) For female cadets, authorized medals will be worn on the Dress Blue coat when prescribed in the training schedule. They will be placed centered over the left breast faux pocket with the top of the holding bar about 1” above the horizontal line tangent to the highest part of the pocket. When wearing medals, ribbon bars will be placed on a horizontal line on the right breast side of the coat with the bottom edge of the ribbon bar 1 ½ to 3 ½ inches above the first visible coat button and centered so that they are in about the same position as when worn on the shirt.
b. Ribbons

(1) For male cadets, ribbon bars will be centered 1/8 inch above and parallel to the top edge of the upper left pocket on Dress Blue coats, Service coats, and men’s khaki shirts. When marksmanship badges are worn, ribbon bars will be centered over the pocket with the bottom edge of the ribbon bar 1/8 inch above the widest holding bar of the marksmanship badge.

(2) For female cadets, ribbon bars will be centered 1/8 inch above and parallel to the top edge of the upper left faux pocket on Dress Blue and Service coats. On women's khaki shirts, ribbon bars will be placed even with or up to 2 inches above the first visible button and centered so that they are in about the same position as when worn on the coat. When marksmanship badges are worn with the blue or service coat, ribbon bars will be centered over the left breast faux pocket with the bottom edge of the ribbon bar 1/8 inch above the widest holding bar of the marksmanship badge. When marksmanship badges are worn with the khaki shirt, ribbon bars will be placed 1/8 inch above the widest holding bar of the marksmanship badge.

c. Badges

(1) Male cadets wearing authorized badges will wear them centered above the left breast pocket of the khaki shirt, Dress Blue coat or Service coat with the bottom edge of the highest holding bar 1/8 inch above the pocket's top edge.

(2) Female cadets wearing authorized badges will wear them centered above the left breast faux pocket of the Dress Blue coat or Service coat with the bottom edge of the highest holding bar 1/8 inch above the pocket's top edge. On women's khaki shirts, badges are placed even with or up to two inches above the first visible button and centered so that they are in about the same position as on the coat.

d. Marine Corps Emblems. On the Dress Blue coat, Marine Corps emblems will be aligned vertically in the center of each side of the collar (males) or lapels (females) with the wing span parallel to the bottom edge of the coat. The anchors on each insignia will face inboard.

6-16. GROOMING REGULATIONS

a. Male Cadets

(1) While in uniform, the face will be clean shaven except for mustaches that are neatly trimmed in accordance with Marine Corps Uniform Regulations (see diagram below).

(2) Hair will be tapered in the back with sideburns no longer than the orifice of the ear, and neatly trimmed. Hair will be evenly graduated from zero in length at the lower hairline to a maximum of three inches on top of the head, and not to exceed 1 ¼ inches in bulk regardless of the length. Hair will not fall over the ears or eyebrows and the hair on top will not interfere with normal wear of the military cover.

(SEE NEXT PAGE FOR DIAGRAM)
(3) Sideburns will not exceed below the opening of the orifice of the ear. The length of the sideburns will not exceed 1/8 inch when fully extended.

(4) No articles such as pencils, pens, watch chains, pins, jewelry, handkerchiefs, or combs will be exposed when wearing the uniform.

(5) No earrings, or jewelry that pierces the nose, lips, tongue, or eyebrow, are authorized while in uniform or while in the MCJROTC classroom.
(6) Sunglasses may not be worn in uniform while indoors. Inconspicuous sunglasses may be worn outdoors while in uniform if not in formation. Sunglasses may only be worn in formation if prescribed by medical authority. Chains or ribbons will not be attached to eye/sunglasses.

(7) No facial makeup is authorized.

(8) Inconspicuous wrist watches, watch bands, and rings are permitted with the uniform. A maximum of two inconspicuous rings may be worn, except for inspections, when only one ring may be worn. Bracelets are not permitted.

b. Female Cadets

(1) The hairstyle of female cadets when in uniform will be worn as follows. The hair may touch the collar, but will not fall below the collar’s lower edge. Hair that would fall naturally below the collar's lower edge will be neatly and inconspicuously fastened or pinned. Hair will also not be worn in such a way that the uniform cover cannot be worn properly.

(2) Inconspicuous barrettes, pins, combs, hair nets, or scrunches will not be worn while in uniform. Hair ribbons and other hair ornaments will not be worn.

(3) Small, gold or silver polished earrings, ball or round stud type, may be worn with all uniforms except the utility uniform. Earrings must not exceed ¼ inch in diameter. Only one earring per ear is authorized. Earrings may not be worn while participating in parades or ceremonies.

(4) Jewelry that pierces the nose, lips, tongue, or eyebrow, is not authorized while in uniform or while in the MCJROTC classroom.

(5) Cosmetics will be applied conservatively. Exaggerated cosmetic styles are inappropriate with uniforms and will not be worn. Lipstick and colored nail polish worn with the uniform will harmonize with the person’s complexion tone and uniform color. Extreme shades of lipstick, such as lavender, white, black, or brown, will not be worn.

(6) No articles such as pencils, pens, watch chains, pins, jewelry, handkerchiefs, or combs will be exposed when wearing the uniform.

(7) Inconspicuous wrist watches, watch bands, and rings are permitted with the uniform. A maximum of two inconspicuous rings may be worn, except for inspections, when only one ring may be worn. Bracelets are not permitted.

(8) Sunglasses may not be worn in uniform while indoors. Inconspicuous sunglasses may be worn outdoors while in uniform if not in formation. Sunglasses may only be worn in formation if prescribed by medical authority. Chains or ribbons will not be attached to eye/sunglasses.
Female Hair Standards

- **Short Hair Length**: Longest hair = 1-inch from scalp. Shortest hair 1/4-inch from scalp, but may be graduated to the hair line. Bottom edge of collar.
- **Medium Hair Length**: Less than 1-inch difference in length from front to back. Bottom edge of collar.
- **Long Hair Length**: Max. 2 inches from scalp. Max. 3 inches. Bottom edge of collar. Buns may be no wider than the width of the head.
- **Bulk of Hair**: Scalp. Buns may be no wider than the width of the head.
CHAPTER SEVEN

CADET CONDUCT

7-1. SCHOOL CITIZENSHIP. MCJROTC cadets are high school students who are fully expected to conduct themselves in accordance with all school rules and regulations. Any cadet failing to consistently maintain proper standards of conduct and citizenship may be disenrolled from the MCJROTC program.

7-2. CORE VALUES. Our MCJROTC core values will mirror those of the U.S. Marine Corps – honor, courage, and commitment.

   a. Honor – integrity, responsibility, and accountability.

   b. Courage – do the right thing, for the right reason, no matter the circumstance.

   c. Commitment – devotion to my fellow cadets, the MCJROTC program, and my school.

7-3. CADET CONDUCT. As members of the MCJROTC program, cadets are expected to adhere to the highest standards of discipline, character, integrity, and conduct. Accordingly, cadets will adhere to the following standards:

   a. MCJROTC Cadets will:

      (1) Demonstrate respectful behavior towards the United States and the U.S. flag.

      (2) Display honor, courage, and commitment.

      (3) Follow all cadet regulations, school regulations, and public laws and regulations.

      (4) Respect authority.

      (5) Display the utmost integrity and honor their word.

      (6) Do the right thing.

      (7) Treat others with dignity and respect.

      (8) Respect public and private property.

      (9) Demonstrate attention to duty, attention to detail, and moral courage.

      (10) Set the example, display a positive attitude, and exert positive peer pressure.

      (11) Use appropriate language.

      (12) Strive to continuously improve themselves.
UNITED STATES MARINE CORPS  
JUNIOR RESERVE OFFICERS’ TRAINING CORPS

(13) Take care of each other.

(14) Demonstrate initiative (do things without being told to do so).

(15) Be courteous to their families, their fellow cadets and students, and school faculty.

(16) Wear their uniforms respectfully and exercise appropriate grooming standards.

(17) Wear appropriate clothing to class on non-uniform days.

b. MCJROTC Cadets will not:

(1) Lie, cheat, or steal.

(2) Demonstrate bigotry or discrimination regardless of race, religion, or gender.

(3) Engage in any form of sexual harassment.

(4) Involve themselves in any form of gang participation, activity, or association.

(5) Swear, curse, or make obscene gestures.

(6) Use drugs or alcohol.

(7) Use tobacco products.

(8) Engage in unacceptable use of electronic devices or social media.
CHAPTER EIGHT

PROMOTIONS, AWARDS, RIBBONS, AND PERSONAL RECOGNITION

8-1. PROMOTIONS. All cadet MCJROTC promotions must be approved by the SMI/MI once the following requirements for each rank are met: specific promotion requirements to be published separately.

8-2. MERITORIOUS PROMOTIONS. The SMI/MI may give a meritorious promotion to a cadet for exemplary performance above and beyond the call of duty, especially as it pertains to extracurricular activities, without consideration of the above requirements. The Cadet Staff may also nominate exemplary cadets for consideration for meritorious promotions to the SMI/MI. Pertinent justification for the nomination is required.

8-3. REDUCTIONS. Administrative reductions in rank may occur at the discretion of the SMI/MI when cadets fail to maintain any of the following: academic standards, an adequate level of military proficiency or leadership skill, and established standards of conduct, to include uniform wear regulations.

8-4. AWARDS. The following awards may be given to First State Military Academy MCJROTC cadets from outside agencies:

a. Legion of Valor Award. Awarded to one senior cadet per Region who has a MCJROTC class standing in the top 25% of their class, has a school academic class standing in the top 25%, and has most demonstrated exemplary military and academic leadership.

b. Marine Corps Association Honor Graduate. Awarded to the senior cadet who has distinguished him/herself in all aspects of the MCJROTC program.

c. Sons of the American Revolution Award. Presented to junior cadet who is in the upper 25% of the class in all subjects. Cadet must also have demonstrated qualities of dependability and good character, military discipline, leadership ability, and understand the importance of JROTC training.

d. Daughters of the American Revolution Award. Presented to junior cadet who is in the upper 25% of the class in all subjects. Cadet must also have demonstrated qualities of dependability and good character, military discipline, leadership ability, and understand the importance of JROTC training.

e. Military Order of World Wars Award. Presented to an outstanding first year cadet who excels in both military and scholastic activities, be in good standing in all military and scholastic courses, have indicated a desire to serve the United States in some capacity, and have committed to continue MCJROTC.

f. Military Officers Association of America Award. Presented to cadet for outstanding academic achievement. The cadet must be in the top 10% of the class, have an “A” average in MCJROTC subjects, holds a cadet staff billet in the unit, and be in the junior year of high school.

g. Women Marines Association Award. Presented annually to one second year cadet who has a satisfactory record of academic accomplishment, demonstrates good citizenship, and has the highest leadership education grade as an LE-II.
h. Military Order of the Purple Heart Award. Awarded to a LE-II or LE-III cadet who combines both military and scholastic excellence with strong leadership skills, and attains at least a “B” average in all subjects for the previous semester.

i. Reserve Officers’ Association Award. Presented to a single LE-II/LE-III/LE-IV cadet who demonstrates outstanding competence in military skills and has contributed to the common good of the school, community, and nation.

j. American Veterans Award. Presented to a single cadet who demonstrates a positive attitude toward JROTC, a neat personal appearance, outstanding initiative, dependability, sound judgment, self-confidence, and potential to serve as an officer. Cadet must have attained an “A” average in JROTC during the most recent grading period, while remaining in good academic standing in all academic classes.

k. National Sojourners Award. Presented annually to LE-II/LE-III cadet who is enrolled for the next year, is in the top 25% of class, and has encouraged and demonstrated ideals of Americanism.

l. Ancient and Accepted Order of the Scottish Rite Award. Presented to LE-III/LE-IV cadet who has demonstrated Americanism by deeds or conduct through participation in extra-curricular activities or unit sponsored community service projects and has demonstrated exceptional dependability, character, self-discipline, citizenship, and patriotism.

m. United States Coast Guard JROTC Award. Presented to a junior cadet who is in the top 25% of their JROTC class, and who exhibits the Coast Guard core values of Honor, Respect, and Devotion to Duty.

8-5. RIBBONS. The following ribbons may be presented to First State Military Academy MCJROTC cadets by the MCJROTC instructional staff:

a. Outstanding Cadet Ribbon – presented to the cadet who demonstrates consistent superior performance in all facets of the Leadership Education course, academic achievement in the top 25% of class in all academic subjects, and displays exceptional qualities of leadership, discipline, character, military bearing, and military proficiency.

b. Student Leadership Ribbon - presented to cadets who hold an elected office in the student government of the school.

c. Officer Leadership Ribbon - presented to cadet officers who have demonstrated exceptional leadership qualities, discipline, character, military bearing, and military proficiency.

d. NCO Leadership Ribbon - presented to cadet NCO’s who have demonstrated exceptional leadership qualities, discipline, character, military bearing, and military proficiency.

e. Civic Service Ribbon - used to recognize community service participation within the MCJROTC unit or noteworthy unit participation performed by a cadet.

f. Best Drill Cadet Ribbon - presented annually to cadets who demonstrate superior performance in comparison with other cadets in close order drill with/without arms (stationary and marching), military bearing, and appearance.
g. Distinguished Scholastic Achievement Ribbon - awarded to cadets who have maintained an “A” average in academic subjects, to include MCJROTC Leadership Education, and/or are in the top 10% of the class. Cadets who make the A/B honor roll during a quarter will also be awarded this ribbon.

h. Arts and Academics Ribbon - awarded to cadets who participate in interscholastic competitions pertaining to academics or the arts.

i. Distinguished Military Training Ribbon - awarded to cadets who demonstrate outstanding proficiency and achievement in all facets of the MCJROTC program. Cadets who participate in a unit sponsored Cadet Leadership Camp (CLC) or MCJROTC sponsored Senior Leadership Camp (SLC) will also rate this ribbon.

j. Physical Achievement Ribbon - awarded to cadets who scores 250 or more points on the National Youth Physical Fitness Test.

k. Superior Marksman Ribbon – awarded to cadets who qualify as expert with the air rifle. Additionally, this ribbon is awarded to cadets who place in regional or national air rifle matches.

l. Athletic Participation Ribbon - awarded to cadets who participate in interscholastic athletics, to include cheerleading.

m. Longevity/Fidelity Ribbon - awarded to those cadets who have successfully participated in the MCJROTC program for 2 years and have met all the requirements of Leadership Education I and II.

n. Distinguished Conduct Ribbon - awarded to any cadet whose conduct and demeanor are worthy of special recognition.

o. Best Drill Squad Ribbon – awarded annually to those cadets comprising the best drill squad, as determined through competition with other drill squads in the unit.

p. Color Guard/Honor Guard Ribbon - awarded to those cadets who participate in a unit color guard or honor guard.

q. Drill Team Ribbon - awarded to members of the unit Drill Team who participate in a drill meet competition or an official Drill Team performance.

r. Raider Team Ribbon - awarded to members of the unit Raider Team who participate in a Raider Team competition.

s. Rifle Team Ribbon - awarded to air rifle team members who compete in an air rifle Marksmanship competition, to include postal events.

t. Orienteering Ribbon - awarded to cadets who participate in an Orienteering competition or who successfully participate in required orienteering training and practical application.

u. Recruiting Ribbon - awarded to cadets who have contributed to the growth of the unit by taking an active role in recruiting cadets into the program, either by participate in recruiting visits and activities with the middle schools, or by getting another student to sign-up for the MCJROTC program.
8-6. LETTERS OF RECOMMENDATION. Upon cadet request, Letters of Recommendation may be prepared for those cadets who have contributed significantly to the success and enhancement of the MCJROTC program as demonstrated by their leadership in the program.

8-7. CERTIFICATES OF COMMENDATION. These certificates may be awarded to those cadets who contribute significantly to the success and enhancement of the program as demonstrated by their participation in the MCJROTC program, community service events, and program related extra curricular activities.

8-8. PHYSICAL FITNESS ACHIEVEMENT CERTIFICATES. These certificates may be awarded to those cadets who attain a satisfactorily score in the Youth Physical Fitness Program as prescribed and sponsored by the Marine Corps League.
CHAPTER NINE

EXTRACURRICULAR ACTIVITIES

9-1. COLOR GUARD/HONOR GUARD. A MCJROTC Color Guard/Honor Guard will support many First State Military Academy athletic events, extracurricular activities, and special events throughout the school year. Since the Color Guard/Honor Guard performs at many high visibility events, only cadet volunteers who display the motivation, military bearing, and moral character needed to excel will be accepted to train as a unit Color Guard/Honor Guard member. Since Color Guard/Honor Guard practices and activities are often held after normal school hours, only cadets who are available after school should volunteer for the Color Guard/Honor Guard.

9-2. DRILL TEAM. There are numerous opportunities for Drill Competitions among JROTC units. In past years, First State Military Academy MCJROTC Drill Teams have participated in such competitions. Only cadet volunteers who display the motivation, military bearing, and moral character needed to excel will be accepted as a Drill Team member. Since Drill Team practice and competitions occur after normal school hours and on weekends, only cadets who are available after school and on weekends should volunteer for participation on the Drill Team.

9-3. RAIDER TEAM. The MCJROTC Raider Team is a team of cadets who participate in physical training workouts and competitions. Cadets who participate as members of the Raider Team will complete rigorous physical training, and therefore they must have a school physical on file in order to participate. Since Raider Team practice and competitions occur after normal school hours and on weekends, only cadets who are available after school and on weekends should volunteer for participation on the Raider Team.

9-4. AIR RIFLE MARKSMANSHIP TEAM. The MCJROTC Air Rifle Marksmanship Team is a group of cadets who practice air rifle marksmanship training and participate in air rifle marksmanship competitions. Since marksmanship training and competitions occur after normal school hours and on weekends, only cadets who are available after school and on weekends should volunteer for participation on the Air Rifle Marksmanship Team.

9-5. COMMUNITY SERVICE PROJECTS. The MCJROTC unit will have opportunities throughout the year to participate in community service projects. Participation in Community Service projects not only benefits the local community, First State Military Academy, and the MCJROTC unit, it also serves to strengthen the leadership skill, character, and personal growth of individual MCJROTC cadets.

9-6. FUNDRAISING. The MCJROTC unit will have opportunities throughout the year to participate in fundraising projects. Fundraising projects enhance the MCJROTC unit’s ability to participate in other extracurricular activities, to include orientation trips and summer camps. Also, fundraising allows the MCJROTC cadets to explore creative ways to promote MCJROTC at First State Military Academy.

9-7. CADET LEADERSHIP CAMP (CLC). Unit sponsored CLC’s are conducted during the summer for highly motivated JROTC cadets. CLC is a fun, competitive, and physically demanding program designed to teach leadership skills and teamwork.

9-8. ORIENTATION FIELD TRIPS. The First State Military Academy MCJROTC unit seeks opportunities to take MCJROTC cadets to local Department of Defense installations when possible to give the cadets an orientation of life in the military.
9-9. ORIENTEERING PROGRAM. The First State Military Academy MCJROTC program offers opportunities to conduct orienteering training, practical application, and competition during the school year. Orienteering practical application is conducted at the Prince William Forest Park.

9-10. SENIOR LEADERSHIP COURSE (SLC). SLC is a summer leadership camp sponsored by the Marine Corps JROTC program. This camp is designed for LE-III and LE-IV cadets who are scheduled for assignment to leadership billets within the Corps of Cadets for the following school year. SLC is a highly competitive and physically demanding program, and should only be attended by cadets truly ready for a challenge.

9-11. LE-I ORIENTATION. LE-I Orientation is a summer orientation program for first year MCJROTC cadets. Upper class MCJROTC cadets serve in leadership billets during the LE-I Orientation.
CHAPTER TEN

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) Improve morale by developing team spirit.

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.
- 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 command – given with rising inflection of the voice.
- Command of 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, "1st/2nd/3rd Squad All Present" or names of Cadets Absent. Example: "Jones and Smith Absent."
- Platoon, "1st/2nd/3rd Platoon, All Present" or "1st/2nd/3rd 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"
- Plt Sgt reports to Platoon Commander or to Company 1stSgt. Plt Cdr or Co 1stSgt commands “Post”
  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, Parade Rest, Eyes Right
  - Carry Guideon, Present Guideon
- Sword Manual (examples):
  - Draw Sword, Carry Sword, Parade Rest
  - Order Sword, Present Sword, Return Sword

DRILL INFORMATION

The only command that can be given from “Parade, Rest” is “Attention”
The only command that may be given after halting in place in the oblique is “Resume March”
The definition of “Guide” in drill is the (base) individual upon whom a formation regulates its march
APPENDIX A

MCJROTC CADET RANK INSIGNIA

<table>
<thead>
<tr>
<th>Title</th>
<th>Insignia</th>
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<tr>
<td>Cadet Private PVT</td>
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</tr>
<tr>
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<td>Cadet Corporal Cpl</td>
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<tr>
<td>Cadet Sergeant Sgt</td>
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<tr>
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</tr>
<tr>
<td>Cadet Gunnery Sergeant GySgt</td>
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</tr>
<tr>
<td>Cadet First Sergeant 1stSgt</td>
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<tr>
<td>Cadet Sergeant Major SgtMaj</td>
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A-1
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<td>Cadet 1st Lieutenant 1LT</td>
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<tr>
<td>Cadet Captain CPT</td>
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<tr>
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<tr>
<td>Cadet Lieutenant Colonel LTCOL</td>
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<tr>
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UNITED STATES MARINE CORPS
JUNIOR RESERVE OFFICERS’ TRAINING CORPS

APPENDIX B

U.S. MARINE CORPS RANK INSIGNIA

**Enlisted**

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<thead>
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<tr>
<td>Staff Sergeant E-6</td>
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<tr>
<td>Gunnery Sergeant E-7</td>
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<tr>
<td>Master Sergeant E-8</td>
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<tr>
<td>First Sergeant E-8</td>
<td><img src="image" alt="Insignia" /></td>
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<tr>
<td>Master Gunnery Sergeant E-9</td>
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<td>Sergeant Major E-9</td>
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<tr>
<td>Sergeant Major of the Marine Corps E-9</td>
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B-1

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FIRST STATE MILITARY ACADEMY
355 W. Duck Creek Road, Clayton, DE, 19938
Warrant Officer

Warrant Officer W-1
Chief Warrant Officer 2 W-2
Chief Warrant Officer 3 W-3
Chief Warrant Officer 4 W-4
Chief Warrant Officer 5 W-5

Officer

Second Lieutenant O-1
First Lieutenant O-2
Captain O-3
Major O-4
Lieutenant Colonel O-5
Colonel O-6
Brigadier General O-7
Major General O-8
Lieutenant General O-9
General O-10
APPENDIX C

USEFUL CADET INFORMATION

THE FSMA JROTC CADET OATH

I AM A FSMA CADET. I WEAR THE MARINE CORPS JROTC UNIFORM WITH PRIDE BECAUSE I AM COMMITTED TO DEMONSTRATING HONOR, COURAGE, AND COMMITMENT. I WILL NOT LIE, CHEAT, OR STEAL. I WILL BE COURTEOUS AND TREAT OTHERS WITH RESPECT REGARDLESS OF RACE, SEX, CREED OR AGE. I WILL RESPECT OUR NATIONAL FLAG BY RENDERING APPROPRIATE ACTIONS DURING THE PLAYING OF THE NATIONAL ANTHEM AND THE RECITATION OF THE PLEDGE OF ALIGENCE. I WILL NEVER FORGET THAT I AM AN FSMA CADET REPRESENTING NOT ONLY MYSELF, BUT MY SCHOOL, MY COMMUNITY, AND MY PARENTS.

Marines’ Hymn

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

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

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

C-1
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LEADERSHIP PRINCIPLES

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

LEADERSHIP TRAITS (JJ-DID-TIE-BUCKLE)

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

1. To take charge of this post and all government property in view.

2. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.

3. To report all violations of orders I am instructed to enforce.

4. To repeat all calls from posts more distant from the guardhouse than my own.

5. To quit my post only when properly relieved.

6. To receive, obey and pass on the sentry who relieves me, all orders from the Commanding Officer, Officer of the Day, and Officers and Non-Commissioned officers of the guard only.

7. To talk to no one except in the line of duty.

8. To give the alarm in case of fire or disorder.

9. To call the Corporal of the Guard in any case not covered by instructions.

10. To salute all officers and colors and standards not cased.

11. To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

GENERAL INFORMATION ABOUT THE U.S. MARINE CORPS

Marine Corps Birthday – 10 November 1775
Marine Corps Birthplace – Tun Tavern, Philadelphia, PA
Marine Corps Motto – “Semper Fidelis” (Always Faithful)
Marine Corps Colors – Scarlet and Gold
Marine Corps Emblem – Eagle (symbol of our country), Globe (worldwide service), and Anchor (Naval traditions)
Marine Corps Core Values – Honor, Courage, and Commitment
First Commandant of the Marine Corps – Captain Samuel Nicholas
First Amphibious Landing by Marines – Providence Island in the Bahamas
First Marine Aviator – 1stLt Alfred Cunningham (1912)
First Marine Recruiter – Captain Robert Mullen (1775)
First Women Marine – Opha Mae Johnson (1918)
The “Grand Old Man of the Marine Corps” – Colonel Archibald Henderson, Commandant for 39 years
13th Commandant of the Marine Corps – Lieutenant General John A. Lejeune, instituted formal celebration of the Marine Corps birthday on 10 Nov 1775
Red stripe worn on dress blue trousers for NCO’s and above – “Blood Stripe”
Type of Sword Worn by Marine Officers – Mameluke Sword
UNITED STATES MARINE CORPS
JUNIOR RESERVE OFFICERS’ TRAINING CORPS

Official residence of the Commandant of the Marine Corps – Marine Barracks, 8th and I, Wash D.C
Most famous Marine (Awarded 5 Navy Crosses) – Lieutenant General Lewis “Chesty” Puller
Marine Mascot – English bulldog named “Chesty”

Marine Nicknames –
“Leathernecks” - for collar worn on uniforms during Continental Marine era
“Devil Dogs” (TEUFELHUNDEN) - for bravery against the Germans in WWI

Famous Battles –
Mexican War (1848) - Vera Cruz and Mexico City (Montezuma and Chapultepec)
World War I (1914 – 1918) – Belleau Wood (France)
World War II (1941 – 1945) – Guadalcanal, Iwo Jima, Okinawa, Saipan, Tarawa
Korean War (1950 – 1953) – Inchon, Chosin Reservoir
Vietnam (1965 – 1972) – Hue City, Khe Sahn
Grenada (1983) – Urgent Fury
Lebanon (1982-1984) – Beirut
Kuwait (1991) – Gulf War (Desert Shield/Storm)
Afghanistan (2002-present) – Operation Enduring Freedom (OEF)
Iraq (2003-present) – Operation Iraqi Freedom (OIF)

PURPOSE OF CLOSE ORDER DRILL

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

DRILL TERMINOLOGY

Alignment – A straight line on which several elements are formed.
Arm Swing – Proper arm swing while marching is 6” to the front and 3” to the rear
Base – The element on which the movement is regulated.
Cadence – The uniform step and rhythm in marching.
Command of Execution – Causes the desired movement to be executed.
Cover – To align oneself behind the person to their immediate front.
Distance – The space between elements in depth; measured from back to chest. Normal distance is 40 inches.
File – A single column of individuals placed one behind the other.
Guide – An individual upon whom a formation regulates its cadence and direction of march.
Interval – Space laterally between elements of the same line. Normal interval is one arms length measured from shoulder to shoulder. Approximately
# GLOSSARY OF NAUTICAL TERMS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adrift</td>
<td>Loose, scattered about, not in proper storage area</td>
</tr>
<tr>
<td>Aft</td>
<td>Referring to or toward the stern (rear) of a vessel</td>
</tr>
<tr>
<td>All Hands</td>
<td>All members of a unit</td>
</tr>
<tr>
<td>Ashore</td>
<td>Any place off a ship or outside a Marine or Naval Installation</td>
</tr>
<tr>
<td>As You Were</td>
<td>To resume former activity</td>
</tr>
<tr>
<td>Aye Aye, Sir</td>
<td>Official acknowledgment of an order (“I have received, understand, and will obey”)</td>
</tr>
<tr>
<td>Barracks</td>
<td>A building where Marines live</td>
</tr>
<tr>
<td>Blouse</td>
<td>Coat/Shirt</td>
</tr>
<tr>
<td>Bow</td>
<td>The front of a ship</td>
</tr>
<tr>
<td>Bulkhead</td>
<td>Wall</td>
</tr>
<tr>
<td>Carry On</td>
<td>The order to resume a previous activity</td>
</tr>
<tr>
<td>Chow</td>
<td>Mealtime</td>
</tr>
<tr>
<td>C.O.</td>
<td>Commanding Officer</td>
</tr>
<tr>
<td>CP</td>
<td>Command Post</td>
</tr>
<tr>
<td>Colors</td>
<td>The national flag</td>
</tr>
<tr>
<td>Cover</td>
<td>Hat</td>
</tr>
<tr>
<td>Deck</td>
<td>Floor</td>
</tr>
<tr>
<td>Drill</td>
<td>Marching</td>
</tr>
<tr>
<td>Field Day</td>
<td>To clean up the area</td>
</tr>
<tr>
<td>Gangway</td>
<td>Move out of the way</td>
</tr>
<tr>
<td>Gee Dunk</td>
<td>Candy, sweets etc. or place where they can be purchased</td>
</tr>
<tr>
<td>Gung Ho</td>
<td>Extremely enthusiastic, dedicated</td>
</tr>
<tr>
<td>Hatch</td>
<td>Door</td>
</tr>
<tr>
<td>Head</td>
<td>Restroom</td>
</tr>
<tr>
<td>Ladder well</td>
<td>Stairs/Stairwell</td>
</tr>
<tr>
<td>Liberty</td>
<td>Authorized absence for leisure activity</td>
</tr>
<tr>
<td>NCO</td>
<td>Noncommissioned Officer</td>
</tr>
<tr>
<td>NCOIC</td>
<td>Noncommissioned Office-In-Charge</td>
</tr>
<tr>
<td>OIC</td>
<td>Officer-In-Charge</td>
</tr>
<tr>
<td>Overhead</td>
<td>Ceiling</td>
</tr>
<tr>
<td>Passageway</td>
<td>Corridor or hallway</td>
</tr>
<tr>
<td>PFT</td>
<td>Physical Fitness Test</td>
</tr>
<tr>
<td>Police</td>
<td>To straighten up or clean up</td>
</tr>
<tr>
<td>Port</td>
<td>Left side</td>
</tr>
<tr>
<td>PT</td>
<td>Physical Training</td>
</tr>
<tr>
<td>Rack</td>
<td>A bed or bunk</td>
</tr>
<tr>
<td>Reveille</td>
<td>Time to get up</td>
</tr>
<tr>
<td>Seabag</td>
<td>The bag used to stow personal gear</td>
</tr>
<tr>
<td>Secure</td>
<td>To stop work, put away, lock up</td>
</tr>
<tr>
<td>Sickbay</td>
<td>Hospital, clinic, or dispensary</td>
</tr>
<tr>
<td>Skipper</td>
<td>Commanding Officer</td>
</tr>
<tr>
<td>Square away</td>
<td>To straighten up</td>
</tr>
</tbody>
</table>

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FIRST STATE MILITARY ACADEMY
355 W. Duck Creek Road, Clayton, DE, 19938
UNITED STATES MARINE CORPS
JUNIOR RESERVE OFFICERS’ TRAINING CORPS

Starboard  Right side
Stern  The back end of a ship
Swab  Mop

CHAIN OF COMMAND

President of the United States  The Honorable ___________________
Vice President of the United States  The Honorable ___________________
Secretary of Defense  The Honorable ___________________
Secretary of the Navy  The Honorable ___________________
Commandant of the Marine Corps  General Joseph Dunford
Sergeant Major of the Marine Corps  SgtMaj Ronald Green
Commanding General, TECOM  MajGen James Lukeman
Director, MCJROTC  Mr. Robert Oltman
MCJROTC Region 6 Coordinator  Major Richard Schafer
Senior Marine Instructor  Colonel Robert Wallace
Marine Instructor  Master Sergeant Terrance Jordan
Cadet Battalion Commander  Cadet __________________
Cadet Battalion Sergeant Major / Senior Enlisted  Cadet __________________