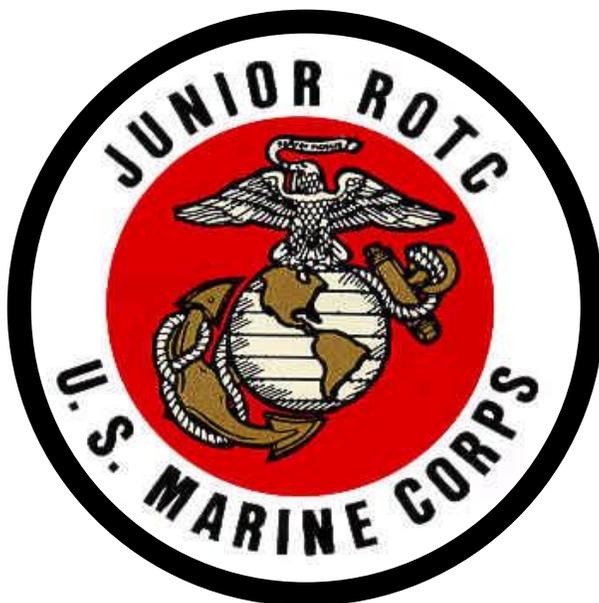


**MARINE CORPS JUNIOR ROTC HERMITAGE HIGH SCHOOL**

# **CADET HANDBOOK**



**“YOU DON’T HAVE TO BE GREAT TO START,  
BUT YOU HAVE TO START TO BE GREAT.”**

Instructors:

Master Gunnery Sergeant K. Bartley Sr. - Senior Marine Instructor USMC (Ret)

First Sergeant O. James II - Marine Instructor USMC (Ret)

Cadet's name \_\_\_\_\_

## HERMITAGE HIGH SCHOOL MARINE CORPS JROTC

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

You shall therefore conduct yourself – at all times, on all occasions, and in all circumstances, in such a manner as to reflect great credit upon yourself, the branch of service you represent, the American people, and this nation. Your every action should be such as to encourage confidence in the uniform and what it represents.

You shall always remember that fine men and women, not much older than yourself, have died wearing the uniform of the United States Army, Navy, Air Force, Coast Guard, and Marine Corps. You are accountable for their memory. Be proud of the branch of service you represent, but remember that no branch has a monopoly on courage, honor, dedication, or sacrifice. Above all, use common sense and think before you act. Discipline is best served by common sense.

You are now a part of OUR FAMILY – ONE TEAM! Being part of **ONE TEAM** means showing respect, of all for one and one for all.

WELCOME ABOARD!

Karl Bartley Sr.  
Master Gunnery Sergeant  
United States Marines, Retired

Otis James II  
First Sergeant  
United States Marines, Retired

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

1. Develop informed and responsible citizens.
2. Develop leadership skills.
3. Develop and strengthen character.
4. Promote an understanding of the basic elements and requirements for national security.
5. Help form habits of self-discipline, responsibility, and accountability.
6. Develop respect for, and an understanding of, the need for a constituted authority in a democratic society.
7. Build self-confidence
8. Develop the ability to think logically and to communicate effectively

### **STUDENT BENEFITS**

Successful completion of 2 years of instruction in the MCJROTC program as indicated on school transcripts, the MCJROTC Leadership Education Certificate, other official documentation, and/or recommendation by the Marine Instructors, may entitle the student to the following benefits:

1. Upon enlistment in the U.S. Marine Corps or the U.S. Marine Corps Reserve, enlistees who have successfully completed the 2-year MCJROTC course of instruction will be appointed to private first class (E-2) effective the date of enlistment.
2. Upon enrollment in a college offering the Senior ROTC course, the cadet may be entitled to credit for 1 year of basic ROTC by the college concerned.
3. All branches of the armed forces afford similar benefits to students completing a Junior ROTC course, however, in some instances E-3 may be possible with four years of Junior ROTC.
4. Enhancement of the possibility for a ROTC scholarship and/or direct appointment of one of the military academies.
5. Participation in the MCJROTC program does not in any way cause the member to incur a military obligation.
6. OTHER EMPLOYMENT. Experience shows that civilian employers place a premium on ROTC leadership training, the young person who can fill in his/her job application with "three years of JROTC training, attained the rank of cadet Lieutenant, won several awards", has a decided advantage. Instructors maintain a complete file on MCJROTC participation and awards. This document is available for your use on a resume. This is a leadership education course. Leadership skills are required if you are to be successful in life and will most likely result in a higher paying job.

# CONDUCT AND COURTESY

**CONDUCT** – Whether in uniform or not, all members of the Hermitage Marine Corps JROTC unit are expected to conduct themselves in a manner which reflects positively upon themselves, their family, their school, the JROTC unit and the Marine Corps. Actions, deeds and speech are to be positive, professional, polite, and personable. Under no circumstances should a cadet be abusive, abrasive, arrogant, belligerent or defiant towards ANY adult in the capacity and scope of their profession or job. If you are told to do something, do it to the best of your ability. If you feel something isn't right, bring it to the attention of your JROTC instructor, or your parents.

**MILITARY COURTESY** – Courtesy is nothing more than good manners and politeness in dealing with other people. The only distinction between military and civilian courtesy are the forms which have become customs and traditions of the military. The hand salute is one of the most important of the military courtesies and is the military way of saying “HELLO” when in uniform. It is also customary to give a verbal greeting of some type when exchanging salutes. Cadets will utilize this form of courtesy when they are in uniform and have been instructed on the use of the salute. **“COURTESY IS CONTAGIOUS!”**

## CLASSROOM PROCEDURES

- a. At the bell, all students are required to be at “parade rest” behind their seats. That means your class binders are on your desks, and book bags are on the floor next to your seat.
  - b) The class mentor (LE-4) will call the class to attention. The class will come to attention and remain at the position of attention. Each squad leader will be responsible for the accountability of each member of their squad. Once accountability is obtained from the squad leaders, the Instructor calls for you to take your seat.
  - c) Upon completion of roll call, the class will begin. “NO SLOUCHING.”
  - d). No food, drink or gum is allowed in the classroom area.
  - e). If you have a question, Cadets must raise their hand to be recognized.
- \*\* When recognized or asked a question, cadets will speak in confident tone.  
“NO WHISPERING.”
- f). Use the proper Rank, or "Sir" while addressing or answering the Marine Instructor.
  - g) Do not interrupt the Marine Instructor's conversation. Wait for acknowledgment and then say, "Excuse me, Rank, or “Sir.”

- h). When the ending class bell rings, the instructor will call on the class mentor to dismiss the class. Class Mentor will ensure that all personal items and trash are disposed of prior to leaving the class. Each class mentor will be responsible for care and cleaning of the classroom prior to dismissing the class.
- i) **ALL STUDENTS ARE REQUIRED TO HAVE A BINDER!!** The classroom is a place of learning and note taking will be required for future study. Cadets will have their MCJROTC cadet info booklet/binder, and pen and/or pencil in class daily.
- j) All head calls (bathroom breaks) will be made before or after class. No head calls will be authorized during class except in cases of emergency.
- k) Each cadet is responsible for reading the daily information board in order to keep informed on what is going on. Not reading the board is no excuse for not knowing what is required of you during the next class period.
- l) No cadets are allowed in the Company Office, Armory, or Supply Area without specific approval of the instructors. You will “Always” be escorted by a Mentor if granted access to the Gee-Dunk Area.
- m) Cadets that are late will be required to do “pushups” or “pull-ups.” If this becomes a trend, appropriate administrative action will be enforced.
- n) IF THE SMI, OR ANOTHER TEACHER COMES INTO THE CLASSROOM, A MENTOR, OR ANOTHER CADET WILL COME TO ATTENTION AND SAY “ATTENTION ON DECK.” At which time, every cadet will immediately come to the “Position of Attention.” The Marine Instructor will then say “Carry On,” at which time you will continue to do what you were doing prior to the interruption.
- o) If a cadet becomes sleepy in class, the cadet should go to the rear of the classroom and stand until the cadet feels that he/she can be seated and remain attentive.
- p) Cadets will conduct themselves with dignity and self-respect and show the same respect for the property and feelings of others.
- q) MCJROTC Cadets will always treat the National Colors (American Flag) with dignity and respect. This includes all cadets standing at attention for the reciting of the Pledge of Allegiance in any class room.
- r) Cell Phones are **not** authorized for use in the classroom, unless authorized by the Instructor. Cell Phones are advised to be kept in your book bags, and not on your person.
- s) All rules in the school’s Code of Conduct will apply within the MCJROTC unit.

**Violations of the classroom procedures will result in corrective action and/or referral to the school administration.**

**MISCONDUCT WILL NOT BE TOLERATED!**

# **EDUCATION AND TRAINING:**

## **GENERAL WEEKLY SCHEDULE.**

Monday: Uniform Inspection Day. All cadets wear prescribed uniform.

Tuesday & Wednesday: Academics, Close Order Drill, Practical Ex.

Thursday & Friday: Physical Training. PT uniform, per instructor

**Note: Instructors will advise you of any changes to the schedule**

**WEEKLY INSPECTIONS** – Each Monday, all cadets will wear the prescribed JROTC uniform for grade. On an annual basis, uniform inspection grades are 1/3 of a cadet's overall grade. Naturally, if a cadet chooses not to wear the uniform regularly, they stand to fail the class. Apathy towards wearing the uniform and Marine Corps grooming standards can lead to dismissal from the program. Cadets are required to wear the uniform all day (from the time they leave home until return after school.) Exceptions may be granted by the JROTC instructor staff only. The inspection includes knowledge, general appearance, grooming, hygiene, completeness (no missing parts), cleanliness, neatness, proper press, and the length, placement and condition of all uniform accessories and devices. Attention to detail and proper preparation are keys to obtaining good uniform grades.

**Note: Mentors** (4<sup>th</sup> year Cadets may assist the Instructor in inspection procedures. Mentors are given a Leadership grade. This grade is 1/3 of a Mentor's overall grade. Mentors may also assist the Instructor in preparing/teaching course curriculum. It is imperative that mentors set a positive example in all aspects of Hermitage H.S, and the JROTC program.

**ACADEMICS** – The Commanding General, Training & Education Division, Quantico, Virginia approves the Marine Corps Junior ROTC curriculum, not Henrico County or the Commonwealth of Virginia. The last curriculum update was approved in 2002, which is still in use today. All curriculums are based upon 180 hours of instruction, except the LE-IV curriculum which is only 56 hours. General topics include close order drill, marksmanship, physical training, leadership and Marine Corps history, map reading and land navigation, types of governments, rank structure and insignia and much more. As with any other class, individual performance on homework assignments, writing assignments, quizzes, tests, practical applications and exams, determine a cadet's outcome. Overall, academics comprise 1/3 of a cadet's overall grade.

**PHYSICAL TRAINING/FITNESS** – Physical fitness is taken very seriously in the MCJROTC program. Overall PT constitutes 1/3 of a cadets overall grade. Physical fitness is not just about 'being in good shape.' It's about diet, health, weight, and self-improvement, regardless of age. Therefore, the physical fitness portion of the JROTC curriculum is demanding. With such demands, **a medical physical is required to participate in JROTC.** This is designed to protect everyone and make aware of a cadet's general health and any underlying conditions to the JROTC instructor. PT involves elements of strength, endurance, agility, balance and teamwork. Bottom line, you will sweat, breathe hard and experience soreness. Cadets are issued warm and cold weather PT clothing at no cost except the MCJROTC Fee. Cadets are required to take the Youth Physical Fitness Test (YPFT) twice a year.

## **GROOMING STANDARDS:**

Grooming standards are established so that a neat, professional appearance is made while in the Marine Corps uniform. Pride in one's appearance and hygiene is a sign of maturity and discipline. School grooming standards will be enforced every day, while the following standards are for cadets during uniform inspection days.

### **Male Standards:**

**Hair:** A good "young mans" haircut is appropriate. The hair should be tapered in the back. A regulation Marine Corps haircut is not required, but desired. Should a cadet desire a regulation haircut, the following applies. Hair will be neat and closely trimmed. The hair may be clipped at the edges of the side and back; will be evenly graduated from zero length at the hairline in the lower portion of the head to the upper portion of the head; and will not be over 3 inches in length fully extended on the upper portion of the head; the back and sides of the head below the hairline may be shaved to remove body hair. Sideburns will not extend below the middle of the ear hole. Sideburns will not be styled to taper or flare. The length of an individual hair of the sideburn will not exceed 1/8 inch when fully extended. Head hair will be styled so as not to interfere with the proper wear of the cover. Hair which protrudes from beneath properly worn headgear in an unsightly manner is considered excessive, regardless of length.

**Mohawk or other eccentric hairstyles and/or colors are strictly forbidden during uniform inspection days.**

**Facial Hair:** Male cadets will be clean shaven during all school and extracurricular activities. A cadet may sport a moustache within Marine Corps regulations. Individual instruction will be provided should a cadet desire to grow a moustache.

**Fingernails:** Nail length will be no longer than 1/4" from the tip of the finger. Male cadets will NOT wear polish in or out of uniform. Inconspicuous rings are authorized for wear in uniform. When worn, only one ring is authorized per hand. Rings will not be worn on the thumbs. Inconspicuous watches are authorized for wear in uniform. Necklaces will not be visible in uniform, including the chain around the neck. Earrings. Male cadets are **NOT** authorized to wear earrings at any time during school or during extracurricular activities. Eyeglasses. When worn in uniform they will be conservative in appearance. Chains, bands, or ribbons will not be attached to the eyeglasses.

**Tattoos:** The U.S. Military and many government and civilian employers do not hire people who have visible tattoos. **DON'T DO ANYTHING** that may limit your future opportunities.

## **Female Standards:**

**Hair:** Female cadets will be given instruction on the proper manner in which to wear their hair for uniform inspection days. Hair of female cadets, when in uniform, will be pinned and arranged so that it may touch the collar but does not fall below the bottom edge of the collar. The hair will be neatly and inconspicuously fastened or pinned. Fasteners, pins, scrunchies, rubber bands, etc., should not show when the hair is pinned, except that pins that match the hair color may be used if kept to a minimum. Hair will be styled so as not to interfere with the proper wear of the uniform headgear. All headgear will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hairstyles which do not allow the headgear to be worn in this manner are prohibited.

**Mohawk or other eccentric hairstyles and/or colors are strictly forbidden during uniform inspection days.**

**Fingernails:** Nail length will be no longer than ¼” from the tip of the finger. When the service or dress uniform is worn, nail polish must be in shades of red (to include pinks and burgundies) and must complement the skin tone. Fingernails with multiple colors and decorative ornamentation are **prohibited**. Clear nail polish is the **ONLY** authorized polish for wear with the utility uniform.

**Makeup:** When worn, makeup must be conservative in nature and complement the natural skin tone. Lipstick, lip gloss and lip balm, when worn, must be in shades off red (to include pinks and burgundies) or clear and must complement the skin tone. When worn, lip liner must be in the same shade as the lipstick, gloss or balm. Mascara, when worn, must be in tones of black or brown. Cosmetics with a sparkle/glitter or similar finish are **not authorized** for wear (to include in the hair). False eyelashes should be natural in appearance.

**Jewelry:** Inconspicuous rings are authorized for wear in uniform. When worn, only one ring is authorized per hand. Rings will not be worn on the thumbs. Inconspicuous watches are authorized for wear in uniform. Necklaces will not be visible in uniform, including the chain around the neck. Earrings. Female cadets may wear earrings with the service and dress uniforms at the individual’s option according to the following:

1. Small, polished, yellow gold color, ball, or round stud earrings (post, screw-on, or clip), not to exceed ¼” in diameter may be worn with the service or dress blue uniform. Earrings **will not** be worn during inspections nor during competitive events.
2. When worn, earrings will fit tightly against, and **will not** extend below, the earlobe. Only one earring will be worn on or in each earlobe.
3. Earrings **will not** be worn with the utility (camouflaged) uniform, or while participating in a parade, ceremony, or other similar function.

**Tattoos:** The U.S. Military and many government and civilian employers do not hire people who have visible tattoos. **DON’T DO ANYTHING** that may limit your future opportunities.

## **UNIFORM ISSUE AND CARE:**

The Marine Corps uniform has a proud and distinctive history of identifying its wearer as a member of the finest military organization in the world. The same should be said for MCJROTC cadets. The proper wearing of the uniform should be a matter of personal pride to all cadets. Knowing that one's uniform is clean, neat, and conforming to regulations gives confidence and improves self-esteem. Achieving this, however, does require careful cleaning and storing. By following these guidelines, cadets will be rewarded by a uniform that projects the pride they will experience as a member of the MCJROTC.

**Uniform Issue.** Cadets will be issued uniforms at no cost subject to the provisions below. The uniform will be worn on uniform inspection days and such other times designated by the Marine Instructors. They will be required to sign for each and every item that is issued to them. They will also be required to read and sign a uniform issue form.

**Occasions for wearing.** Cadets will receive instruction on the proper wear of all uniforms. It is the responsibility of each cadet to ensure his or her uniform is cared for and worn when required. The wear of the MCJROTC uniform other than the occasions designated is strictly prohibited. On uniform inspection days cadets are expected to adhere to the following:

Wear the complete uniform in the proper manner from the time you depart your home until arrival at school.

Wear the complete uniform in the proper manner throughout the school day.

Wear the complete uniform in the proper manner until you return to your home following school.

If you participate in an extracurricular activity after school such as band, baseball, football, etc., that requires activities that may soil the uniform, you may elect to bring other clothes to change into AFTER SCHOOL.

At no time will a partial uniform be worn or uniform parts be worn with non-uniform clothing.

At no time will the camouflaged uniform (utilities) be worn into any store or business establishment.

The uniform policy of the Hermitage High School MCJROTC is strict and is not subject to compromise. Repeated failure to wear the uniform properly and/or when required may result in a recommendation to the Principal to remove the cadet from the MCJROTC program.

Cadets are responsible for preparing their uniforms for inspections. Parents should contact the instructors if a cadet has a legitimate issue as to why they were unable to wear their uniform on the designated uniform inspection day. Should you have any questions concerning uniform inspection occasions contact the Senior Marine Instructor.

## **CADET UNIFORMS :**

**Camouflage Utilities:** A work and field uniform. (Issued to all cadets.)

**Service “Charlie”:** Green trousers or skirt with khaki short sleeve shirt.

**Service “Bravo”:** Green trousers or skirt with khaki long sleeve shirt and tie.

**Dress Blue “Alpha”:** Blue trousers or skirt with blue coat. (medals and ribbons.)

**Dress Blue “Bravo”:** Blue trousers or skirt with blue coat. (ribbons and badges).

**Dress Blue “Charlie”:** Blue trousers or skirt with khaki long sleeve shirt and tie.

**Dress Blue “Delta”:** Blue trousers or skirt with khaki short sleeve shirt.

### **Camouflaged Utilities:**

This uniform should be loose fitting and comfortable. Alterations are prohibited.

The shirt is worn outside of the trousers.

The sleeves will be rolled up when directed by the Senior Marine Instructor.

The trousers will be bloused (not tucked in) at the top of the boots.

The cover will be worn during appropriate times.

A green T-shirt (one will be provided) will be worn under the camouflage shirt.

No objects will be placed in the shirt pockets at any time. Ink pens, pencils, or other such objects should not be seen at any time protruding from the uniform.

### **Care:**

This uniform may be placed in the washer and dryer. Hang the uniform up immediately after drying.

**DO NOT USE BLEACH.**

Alterations of any kind are not permitted.

The cover may be washed and dried provided it presents a neat appearance once it dries.

The web belt with the buckle removed should be washed once a week and hung to dry.

The buckle and tip should be shined with a dry, cotton cloth.

The boots should be brushed to remove dust, dirt, and grime. **DO NOT USE POLISH!** (See Instructors for boot cleaning kit)

All buttons except the top button will be buttoned at all times.

**Service Uniform.** All cadets will be issued this uniform should the cadet be present on the announced date of alterations service. The alterations service is only available a couple of times during the school year. It is imperative that students be present during this time to be properly fitted for this uniform. This uniform consists of a khaki shirt and green trousers. The uniform will be tailored to fit the cadet's body shape and size. Alterations other than that conducted by the MCJROTC tailor are strictly forbidden. The uniform will be tailored according to current Marine Corps Uniform Regulations, not individual requests or the current fashion style.

For males, the khaki shirt will be tucked in at all times with any extra material pulled to the back of the trousers. Instruction will be given on the proper manner in which to do this.

For females, the khaki shirt will be worn outside of the slacks.

The trousers/slacks will be worn at the natural waist.

All buttons will be buttoned at all times.

No objects will be laced in the shirt pockets at any time.

Ink pens, pencils, or other such objects should not be seen at any time protruding from the uniform.

For males a white crew neck T-shirt without designs or writing is worn underneath the khaki shirt. Females should wear a white V-neck T-shirt without designs or writing underneath the khaki shirt in such a manner that the T-shirt does not show when worn.

### **Care:**

The khaki shirt, green trousers/slacks, cover, and green coat are DRY CLEAN ONLY at the cleaners. DO NOT use a product that advertises you may “dry clean in your washer and/or dryer.”

Male shirts should have military creases placed in them from the cleaners.

Female shirts should never have military creases placed in them.

The web belt with the buckle removed should be washed once a week and hung to dry.

The buckle and belt tip should be shined with a dry, cotton cloth.

The shoes are low maintenance. They should be dusted off prior to each occasion of wear. Spray Lemon Pledge is an excellent product to apply to the shoe and then wiped off. Black Kiwi paste polish should be applied to the edge of the shoe and where the sole meets the shoe. A boot/shoe brush should then be used to buff the polish.

### **Dress Blue Uniform.**

This uniform is issued to cadets that participate on The Drill Teams and Color Guards. This uniform is earned through hard work and dedication to the team.

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

The trousers/slacks will be worn at the natural waist.

All buttons will be buttoned at all times.

No objects will be placed in the shirt pockets at any time.

Ink pens, pencils, or other such objects should not be seen at any time protruding from the uniform.

**Care:**

The coat and trousers are DRY CLEAN ONLY.

The web belt with the buckle removed should be washed once a week and hung to dry.

The buckle and belt tip should be shined with a dry, cotton cloth.

The waist plate for the white belt will be shined with a dry, cotton cloth.

The shoes are low maintenance. They should be dusted off prior to each occasion of wear. Spray Lemon Pledge is an excellent product to apply to the shoe and then wiped off. Black Kiwi paste polish should be applied to the edge of the shoe and where the sole meets the shoe. A boot/shoe brush should then be used to buff the polish.

The male and female covers and the white belt will be cleaned prior to wearing. See White Gear below.

The female white cover when not worn should be placed in its storage container to prevent damage. It should not be placed upside down as this crushes the material at the crown.

The female vinyl cover should be cleaned with a mild water/alcohol solution.

**White Gear.** Numerous articles from the Dress Blue Uniform are referred to as “White Gear,” and require special cleaning procedures. This gear includes the gloves, male cover, and white belt. Chlorine bleach should never be used on the white gear. Supplies required are one package of “RIT” color remover, one box of “Snowy Bleach,” and one bottle of “Wisk” detergent. The following cleaning procedures should be followed: • Never dry clean.

Dissolve the RIT in water.

Soak the items in the solution for approximately one hour.

Launder through one complete gentle cycle in warm water, cold rinse.

Remove from the washer.

To complete the process for regular maintenance, add two cups of Snowy Bleach and ¼ cup of Wisk.

Allow washer to fill with warm water and to agitate to ensure the bleach and detergent is thoroughly dissolved.

Stop the washer, add the uniform items and allow them to soak for approximately one to two hours.

Restart the washer and launder through the complete gentle cycle on warm wash and cold rinse.

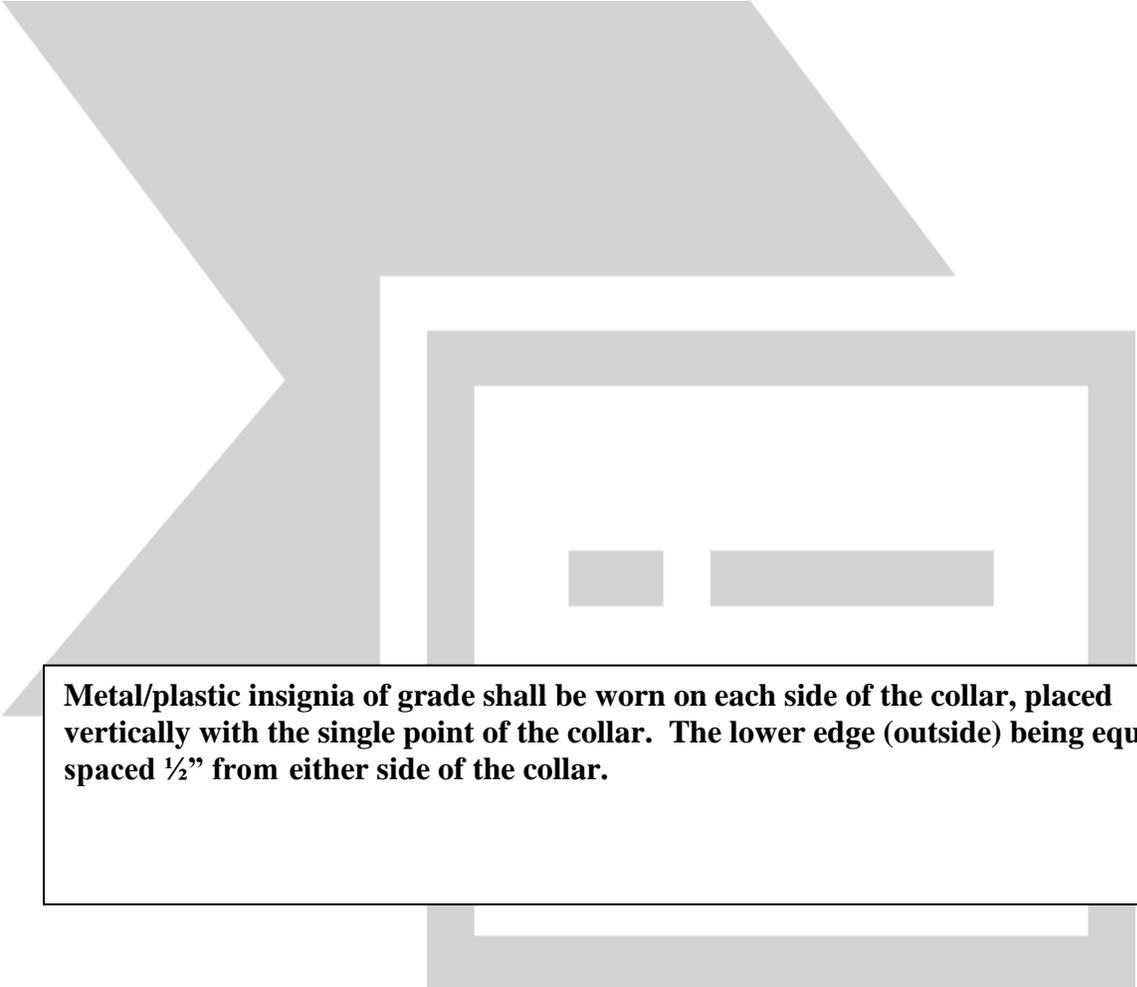
Drip-dry on wooden hanger, ensuring the hanger stem does not come into contact with the items and thus discolor them.

**Sweater.** The sweater is 100% wool and is DRY CLEAN ONLY.

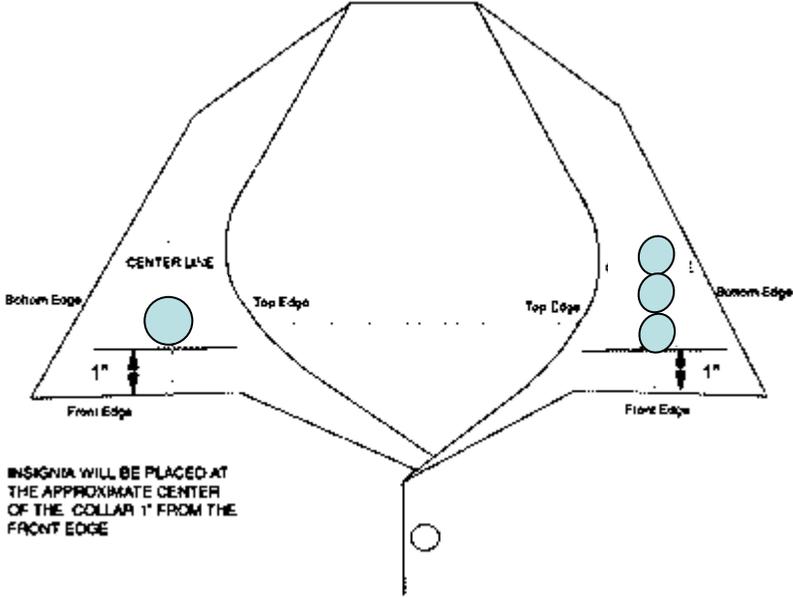
**Tanker Jacket.** DRY CLEAN ONLY.

**Sweat pants/shirt.** Wash and tumble dry.

# PLACEMENT OF CADET ENLISTED INSIGNIA OF GRADE

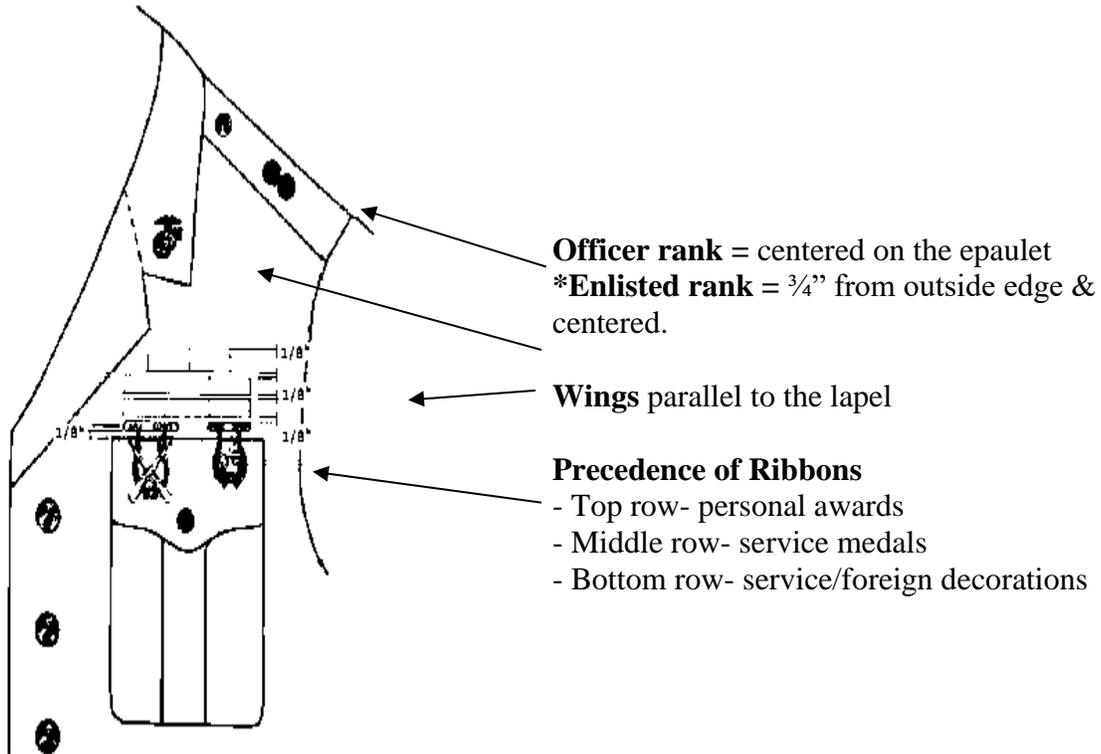


**Metal/plastic insignia of grade shall be worn on each side of the collar, placed vertically with the single point of the collar. The lower edge (outside) being equally spaced 1/2" from either side of the collar.**



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

## POSITION OF EMBLEMS, RIBBONS, AND RANK INSIGNIA ON BLOUSE OR SHIRT (Officer & Enlisted\*)



Parallel rows of ribbon bars shall be either spaced 1/8" apart or placed together without spacing at the wearer's option.

# JROTC Rank Structure

## Officer Ranks



Colonel



Lieutenant Colonel



Major



Captain



1<sup>st</sup> Lieutenant



2<sup>nd</sup> Lieutenant

## Enlisted Ranks



CADET SERGEANT  
MAJOR



CADET FIRST  
SERGEANT



CADET GUNNERY  
SERGEANT



CADET STAFF  
SERGEANT



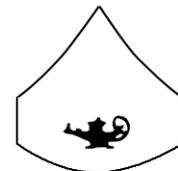
CADET SERGEANT



CADET CORPORAL



CADET LANCE  
CORPORAL



CADET PRIVATE  
FIRST CLASS

# Marine Corps Officer Ranks

## General Grade Category



General (O-10)  
(silver)



Lieutenant General (O-9)  
(silver)



Major General (O-8)  
(silver)



Brigadier General (O-7)  
(silver)

## Field Grade Category



Colonel (O-6)  
(silver)

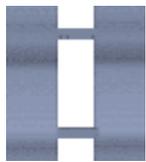


Lieutenant Colonel (O-5)  
(silver)



Major (O-4)  
(Gold)

## Company Grade Category



Captain (O-3)  
(silver)



1<sup>st</sup> Lieutenant (O-2)  
(silver)



2<sup>nd</sup> Lieutenant (O-1)  
(gold)



Chief Warrant Officer 5 (W-5)  
(silver/scarlet)



Chief Warrant Officer 4 (W-4)  
(silver/scarlet)



Chief Warrant Officer 3 (W-3)  
(silver/scarlet)



Chief Warrant Officer 2 (W-2)  
(gold/scarlet)



Warrant Officer 1 (W-1)  
(gold/scarlet)

# Marine Corps Enlisted Ranks



Sergeant Major  
of the Marine Corps (E-9)



Sergeant Major (E-9)



Master Gunnery Sergeant (E-9)



1<sup>st</sup> Sergeant (E-8)



Master Sergeant (E-8)



Gunnery Sergeant (E-7)



Staff Sergeant (E-6)



Corporal (E-4)



Sergeant (E-5)

## Non-rated Enlisted



Lance Corporal (E-3)



Private First Class (E-2)

Private (E-1)

# LEADERSHIP

1. Definition. All cadets are required to define leadership in their own words. Some definitions below will assist you in formulating your own definition.

2. **Leadership is:**

a.) The sum of those qualities of intellect, human understanding, and moral character that enables a person to inspire and control a group of people to successfully accomplish the assigned mission or task.

b.) The art of influencing and directing people.

c.) The ability to influence a group of people to work together to accomplish something.

3. **Styles of Leadership.** There are three basic leadership styles:

a. Authoritarian – The leader tells subordinates what to do, and how to do it, without asking their advice. This is the style that is used in combat situations.

b. Participative – Allows for participation on the part of subordinates in the decision making process. The final decision is the responsibility of the leader.

c. Delegative – The decision making authority is given to a subordinate. The responsibility still rests on the leader.

4. **Indicators of Good Leadership.**

a. Morale – The emotional and mental state of mind of an individual as exhibited by confidence, positive attitude, discipline, and willingness to perform assigned tasks.

b. Esprit de Corps – A common spirit of enthusiasm and devotion to the unit and its members.

c. Discipline – Self control and a sense of personal responsibility. Military discipline is the state of order and obedience among military personnel resulting from training.

**Proficiency** – The technical, tactical, and physical ability of the individuals in the unit to accomplish the mission.

### **Leadership Traits**

1. **Justice** – The quality of being impartial and consistent in exercising command.
2. **Judgment** – The quality weighing facts and possible solutions on which to base sound decisions.
3. **Dependability** – The certainty of the proper performance of duty.
4. **Integrity** – Uprightness of character and soundness of moral principle, absolute truthfulness and honesty.
5. **Decisiveness** – Ability to reach decisions promptly and to announce them in a clean, forceful Manner.
6. **Courage** – A mental quality that recognizes fear of danger or criticism but enables a man to proceed in the face of it with calmness and firmness.
7. **Bearing** – Creating a favorable impression in carriage, appearance, and personal conduct at all times.
8. **Loyalty** – Faithfulness to country, Corps, and unit, and to your seniors and subordinates
9. **Unselfishness** – Avoidance of providing for ones comfort and personal advancement at the expense of others
10. **Endurance** – The mental and physical stamina measured by the ability to stand pain, fatigue, distress and hardship.
- 11 **Knowledge** – Acquired information, including professional knowledge and an understanding of your men.
12. **Initiative** – Seeing what has to be done and commencing a course of action, even in the absence of orders.
13. **Tact** – The ability to deal with others without creating offense.

**14. Enthusiasm** – The display of sincere interest and exuberance in the performance of duty.

### **Leadership Principles**

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

## General Orders

1. "**To take** charge of this post and all government property in view."
2. "**To walk** my post in a military manner keeping always on the alert and observing everything that takes place within sight or hearing."
3. "**To report** all violations of orders I am instructed to enforce."
4. "**To repeat** all calls from posts more distant from the guardhouse than my own."
5. "**To quit** my post only when properly relieved."
6. "**To receive**, obey, and pass on to the sentry who relieves me, all orders from the Commanding Officer, Officer of the Day, 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, colors, and standards not cased."
11. "**To be** especially watchful at night, and during the time for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority."

The command is HAND, SALUTE; READY TWO.

When HAND SALUTE is given,

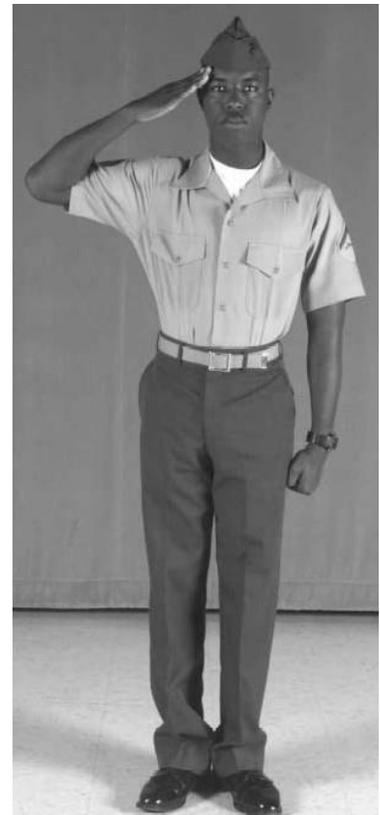
- raise your right hand smartly in the most direct manner until the tip of your forefinger touches the lower part of the headdress above and slightly to the right of your right eye.
- Your thumb and fingers should be straight and touch each other.
- You should be able to see your entire palm when looking straight ahead.
- Your upper arm should be level with the deck and forearm at a 45-degree angle.
- Your wrist and hand should be straight, a continuation of the line made by your forearm.
- At the same time, if not in ranks, turn your head and eyes toward the person or color you are saluting.

At the command READY TWO, return to attention.

- Move your hand smartly in the most direct manner back to its normal position by your side.
- To insure simultaneous execution of the second movement of the hand salute when troops are in formation, the preparatory command, "ready" will be used prior to the command of execution, TWO.

You may salute without command from attention, while walking, or while seated in a vehicle. When walking, it is not necessary to halt to salute. Keep walking, but at attention. The salute is rendered when the person or color to be saluted is six paces distant, or at the nearest point of approach if it is apparent that he/she (it) is going to approach to within six paces. The salute will not be rendered if the person (color) to be saluted does not approach within thirty paces. Hold the first position of the salute until the person (color) saluted has passed or the salute is returned; then execute the second movement of the hand salute.

Whenever the command PRESENT, ARMS is given, you will execute the hand salute on the command ARMS. Stay at that position until the command ORDER, ARMS is given. This salute is normally used during parades, ceremonies, etc. whenever arms are carried.



## Attention

The position of attention is the basic military position. It indicates you are alert and ready for instructions. Come to attention with smartness and snap at the commands **FALL IN** or **ATTENTION**. Thereafter, move only as ordered until given **AT EASE, REST, FALL OUT** or **DISMISSED**. To come to attention:

- Bring left heel against the right.
- Turn your feet out equally to form an angle of 45 degrees. Keep your heels on the same line and touching.
- Your legs should be straight but not stiff at knees.
- Hips level and drawn back slightly, body held erect and resting equally on hips, shoulders square and falling equally.
- Arms hanging straight down without stiffness, thumbs along seams and/or side of skirt, back of hands out, fingers held naturally.
- Weight resting evenly on heels and balls of feet.





# Four Positions of Rest

## PARADE REST

Parade rest is executed from the position of attention only.

- The command is "parade, REST."
- It is executed in one count.
- At command REST, the left foot is moved smartly 12 inches to left of right foot.
- Weight of body rests equally on both feet.
- Hands behind back, palms to rear, thumb and fingers of right hand clasp left thumb lightly.
- Silence and immobility required



### AT EASE

- The command is "AT EASE."
- It is executed in one count.
- At the command, right foot is kept in place, left foot moved approximately 12 inches to left of right foot.
- Silence required, complete immobility is not required.

### REST

- The command is "REST."
- It is executed in one count. One foot is kept in place (right foot).
- Silence and immobility are not required.

### FALL OUT

- The command is "FALL OUT."
- At the command, Young Marines leave ranks, but remain in immediate area.
- When FALL IN is given, go back to your place in ranks and come to attention.

Squad (platoon), ATTENTION may be given when you are halted at PARADE REST, AT EASE or REST. It may also be given when you are marching at route step or AT EASE.

- When given at parade REST, come to ATTENTION.
- When halted, AT EASE or REST, take position of parade REST on the command "squad." When ATTENTION is given, come to that position,
- When marching at route step or AT EASE, get in step as soon as possible and continue marching at ATTENTION.

## Facing Movements

The purpose of facing movements is to face a unit to the right, left or about. Facing movements are executed in two counts when halted at attention. The commands are “Right, FACE;” “Left, FACE;” and “About, FACE.” Facing movements are executed in the cadence of quick time. While facing, your arms should not swing out from your sides, but remain at the position of attention. All facing movements are two-count movements.

### RIGHT FACE

- On count one, at the command “FACE,” raise your left heel and right toe slightly. Turn to the right on your right heel and left toe.
- Keep your left leg straight but not stiff.
- On count two, place the left foot smartly beside the right and stand at attention.



### LEFT FACE

Left Face is executed in the same manner described in 2103.1 above, substituting left for right and right for left.

## ABOUT FACE

- At the command “About,” shift your weight to your left leg without noticeable movement.
- On count one, at the command “FACE,” place your right toe half a foot length behind and slightly to the left of your heel. Do not change the position of your left foot. Rest your weight evenly on the left heel and the ball of the right foot.
- On count two, turn smartly to the right until facing rear. The turn is made on the left heel and ball of the right foot. The knees remain straight, but not locked during the movement. Your thumbs will remain on the seams of your trousers.
- If properly executed you will be at the position of attention facing in the opposite direction.



**MCJROTC CHAIN OF COMMAND**

Commander-In-Chief President..... \_\_\_\_\_

Vice President            Vice President \_\_\_\_\_

Secretary of State        Honorable..... \_\_\_\_\_

Secretary of Defense     Honorable..... \_\_\_\_\_

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

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

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

Sergeant Major of the Marine Corps Sergeant Major \_\_\_\_\_

Director, Marine Corps JROTC..... \_\_\_\_\_

Principal Hermitage High School..... \_\_\_\_\_

Senior Marine Instructor    Master Gunnery Sergeant \_\_\_\_\_

Marine Instructor First Sergeant \_\_\_\_\_

HHS MCJROTC Cadet Commanding Officer... \_\_\_\_\_

HHS MCJROTC Cadet Executive Officer... \_\_\_\_\_

HHS MCJROTC            First Sergeant.... \_\_\_\_\_

# Military Time

Military to Civilian Time Conversion Chart			
Military Time	Civilian Time	Military Time	Civilian Time
0000	12 AM	1200	12 PM
0100	1 AM	1300	1 PM
0200	2 AM	1400	2 PM
0300	3 AM	1500	3 PM
0400	4 AM	1600	4 PM
0500	5 AM	1700	5 PM
0600	6 AM	1800	6 PM
0700	7 AM	1900	7 PM
0800	8 AM	2000	8 PM
0900	9 AM	2100	9 PM
1000	10 AM	2200	10 PM
1100	11 AM	2300	11 PM

# Phonetic Alphabet

The phonetic alphabet is a set of code words assigned to the letters of the English alphabet so that critical combinations of letters can be pronounced and understood.

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

# Glossary of Military Terms

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

ACMC	Assistant Commandant of the Marine Corps
ADRIFT	Loose from moorings; out of place
AFT	In, near, or toward the rear of a vessel, opposite of forward
ALONGSIDE	By the side of a ship or pier
ALL HANDS enlisted. ALOFT	All members of a unit, officers, Overhead or high above
ASHORE liberty	Off station. Where you go on leave or
ASTERN	Toward the stern (rear) of the ship
AYE, AYE SIR	I heard the order and will comply
BARRACKS	Building where troops live
BELAY	To cancel an order; to stop; to firmly secure a line
BELOW	Downstairs
BIVOUAC	An area where you pitch tents to stay overnight in the field
BLOUSE	Coat
BOW	The forward section of a vessel
BRIGHTWORK	Brass or shiny metal
BULKHEAD	Wall
BUNK	Bed
CARRY ON	An order to resume work or duties
C.G.	Commanding General
CHOW	Food; meal

CHOW HALL	Dining facility
CMC	Commandant of the Marine Corps
C.O.	Commanding Officer
COLORS	A national or organizational flag
COVER	Hat or cap
DECK	Floor
EPRIT DE CORPS	Spirit of camaraderie
FIELD DAY	A thorough clean up
FIELD MEET	Athletic competition
FLIGHT DECK	The deck of an aircraft carrier
FORWARD	Toward the bow; opposite of aft
GALLEY	Kitchen
GANGWAY	Move out of the way or make room. passageway on a ship
GEAR	Personal belongings / equipment
GEAR LOCKER	Storage room or locker for cleaning
GENERAL QUARTERS	Battle stations for all hands
GRINDER	Drill area
GUNG-HO	Working together, excited and in the spirit
GUNNER	Nickname for Marine Warrant/Chief Warrant Officers
GUNNY	Nickname for Gunnery Sergeant rank
HATCH	Door
HEAD	Bathroom
IRISH PENNANT	String or thread hanging from a garment
JURY-RIG	A makeshift device
LADDER	Stairs

LADDERWAY	Stairwell / area under the stairs
LEAVE	Authorized vacation
LIBERTY	Authorized free time / off-duty
MESS HALL	Dining facility
MORNING COLORS	Ceremony of raising the flag in the morning
MOS	Military Occupational Specialty
NCO	Noncommissioned officer
OFFICER OF THE DECK	The officer on watch as direct representative of ship's captain
OVERHEAD	Ceiling
PASSAGEWAY	Corridor or hallway
PASS THE WORD	Repeat the information to all hands
PIPE DOWN	Be quiet
POLICE	General cleaning; picking up trash, etc
PORT	Left
PORTHOLE	Window
POGEY BAIT	Sweets; Candy, cookies, etc
PFT	Physical Fitness Test
PT	Physical Training
PX	Post Exchange, comparable to a civilian department store
RACK	Bed
SECURE	To stop work, put away, close or lock
SKIVVIES	Underwear
SNAPPING IN	Practicing getting into firing position
SQUADBAY	Large room in the barracks where Marines live

SQUARE AWAY	Straighten up, make neat
SQUARED AWAY	a person who is neat, knowledgeable, and looking sharp
STAND BY	Preparatory order meaning "Get ready"
STARBOARD	Right
STERN	The rear portion of a ship
SURVEY	Turn in unserviceable items
SWAB	Mop / to mop
TAPS	Bugle call meaning lights out
TOPSIDE	Upstairs
TURN TO	Begin work; get started
UNCOVER	Remove headgear
WM	Woman Marine
WATCH	A period of duty



## U.S. MARINE CORPS HISTORY

1. Birth date of the Marine Corps is - **10 November 1775**
2. Birthplace of the Marine Corps is - **Tun Tavern, Philadelphia, Pennsylvania**
3. First Commandant of the Marine Corps (CMC) - **Captain Samuel Nicholas**
4. The owner of the Tunn Tavern was - **Captain Robert Mullen**
5. The oldest post in the Marine Corps - **8<sup>th</sup> & I, Washington, D.C. (home of the CMC)**
6. The official Marine Corps colors are - **Scarlet and Gold (red and yellow)**
7. The Marine Corps Mascot is - **an English bulldog (Chesty)**
8. The 1<sup>st</sup> amphibious landing was at - **New Providence in the Bahamas**
9. The officer who led the attack on Derna was - **Lt. Presley O'Bannon**
10. What are the 3 main parts of the USMC emblem and what do they stand for?  
**Eagle- The Nation, Globe- Worldwide Service, Anchor- Naval Tradition**
11. Today the Mameluke Sword is carried by - **all Marine Corps Officers**
12. The leader of the world famous Marine Corps Band was - **John Phillip Sousa**
13. The 5<sup>th</sup> Commandant of the Marine Corps, who was known as the "Grand Old Man" of the Marine Corps was - **Col. Archibald Henderson**

14. It was during the Mexican War that Marine Officers and NCOs earned the - **red (blood) stripe worn on the Dress Blue trousers.**
15. Who was the most decorated Marine in the Marine Corps? - **Chesty Puller**
16. Who was the only Marine to win 5 Navy Crosses? - **Chesty Puller**
17. The first time airplanes were used to support troops on the ground was - **during the Banana Wars**
18. The use of aircraft during the Banana Wars resulted in the birth of - **Close Air Support**
19. What is the Marine Corps Mascot? - **An English Bulldog**
20. Because of their fierce fighting during the World War I, Marines earned the nickname - **Devil Dogs**
21. Marines earned the nickname “Devil Dogs during the battle of - **Belleau Woods**
22. “Day in which will live in Infamy”, the day the Japanese bombed Pearl Harbor was - **December 7, 1941**
23. The first amphibious landing in the Pacific during WWII by Marines was at - **Guadalcanal**
24. The turning point for the war in the Pacific was - **Midway**
25. The Japanese finally surrendered because - **America dropped the Atomic Bomb**
26. The helicopter was first used in combat in Korea for - **Medivac purposes**
27. The turning point in the war in Vietnam was - **The Tet Offensive**
28. The Marine Corps Motto is - **Semper Fidelis**
29. Semper Fidelis means - **“Always Faithful” to God, Country, and the Marine Corps**
30. Who is considered the Father of USMC aviation? **A.A. Cunningham**
31. Who was the first female Marine? **Opha Mae Johnson**
32. Name two Marines who earned two Medals of Honor each for separate acts of heroism? **Dan Daly and Smedley Butler**

## Basic First Aid

1. What are the five life saving steps? **Start the breathing, stop the bleeding, treat for shock, protect the wound, and call for help.**
2. Of the five, which one comes first? **It depends on the injury.**
3. What are the five types of wounds? **Abrasion, laceration, crush, incision, and puncture.**
4. What is the most serious type of wound? **Crush**
5. What is the most common type of pressure bandage? **Band-aid**
6. The three types of bleeding are: **Venous, arterial, and capillary.**
7. What is the easiest way to stop the bleeding? **Elevation**
8. What is the best way to stop the bleeding? **Direct pressure**
9. What is the last resort to stop the bleeding? **Tourniquet**
10. What types of artificial respiration are there? **Chest pressure arm-lift, mouth-to-mouth, mouth- to nose.**
11. What is the easiest way to treat a heat casualty? **Cool them down by putting them in the shade.**
12. What is the 3-digit phone number you would dial for help? **9-1-1**
13. What is the best thing you can shout if you need help? **Fire**
14. When applying the “Heimlich” move to a conscious victim, where do you apply your hands? **Approximately two inches above the belly button.**
15. If you are trying to give first aid and the victim is fighting you, what do you do? **Leave them alone.**

## **ATTITUDE IS EVERYTHING**

ATTITUDE IS THE WAY YOU THINK. YOUR ATTITUDE IS SOMETHING OTHER PEOPLE CAN ACTUALLY SEE. THEY CAN HEAR IT IN YOUR VOICE, SEE IT IN THE WAY YOU MOVE, FEEL IT WHEN THEY ARE WITH YOU. YOUR ATTITUDE EXPRESSES ITSELF IN EVERYTHING YOU DO, ALL THE TIME, WHEREVER YOU ARE.

POSITIVE ATTITUDES ALWAYS INVITE POSITIVE RESULTS. NEGATIVE ATTITUDES ALWAYS INVITE NEGATIVE RESULTS

ATTITUDE MAKES A DIFFERENCE EVERY HOUR, EVERY DAY, IN EVERYTHING THAT YOU DO FOR YOUR ENTIRE LIFE. WHAT YOU GET OUT OF EACH THING YOU DO WILL EQUAL THE ATTITUDE YOU HAVE WHEN YOU DO IT.

ANYTHING YOU DO WITH A POSITIVE ATTITUDE WILL WORK FOR YOU. ANYTHING YOU DO WITH A NEGATIVE ATTITUDE WILL WORK AGAINST YOU.

IF YOU HAVE A POSITIVE ATTITUDE, YOU ARE LOOKING FOR WAYS TO SOLVE THE PROBLEMS THAT YOU CAN SOLVE, AND YOU ARE LETTING GO OF THINGS OVER WHICH YOU HAVE NO CONTROL.

YOU CAN DEVELOP A POSITIVE ATTITUDE BY EMPHASIZING THE GOOD, BY BEING TOUGH-MINDED AND BY REFUSING DEFEAT.

## **THE MARINES HYMN**

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

Our flag's 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 to 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.

