

Cadet NAME [LAST, First]: _____ **Period:** _____

Orange High School
United States Marine Corps Junior Reserve Officers Training Corps
Cadet Handbook 2013 – 2014

Unit Address

Senior Marine Instructor
Orange High School
Marine Corps Junior Reserve Officer Training Corps
525 North Shaffer St.
Orange, CA 92867-6824

Phone Numbers

Classroom: (714) 628-5666 / Fax 633-6460
Instructors: Senior Marine Instructor (SMI):
Chief Warrant Officer 3 Bill SOUTHERN
Marine Instructor (MI):
Master Sergeant Ed AGUILAR

E-Mails

Chief Warrant Officer 3 Southern – wsouthern@orangeusd.org
Master Sergeant AGUILAR – eaguilar@orangeusd.k12.ca.us

Mission:

- To provide a Leadership Education course that:
- builds character by creating informed responsible citizens at home, at school, at work, in the world
 - develops informed, responsible citizens, with a respect for authority
 - introduces rigor and relevance to physical and academic education
 - allows for challenging opportunities to sharpen reading and writing skills

Leadership:

Definition: Leadership is influencing and directing **others** to accomplish a mission in the manner desired by providing purpose, direction, and motivation.

Grading Standards Policy

Your primary mission as a cadet is to get an education and complete the requirements for graduation. Good grades and scholastic achievement are crucial to your future; especially if you plan to further your education, compete for scholarships or officer commissioning programs. We **require** a grade of **“C”** OR better in your classes for field trips. MCJROTC encourages and rewards academic excellence and participation in other school activities.

Grading for MCJROTC

Your grade is based on a 100 point system. Total points earned in a semester determine your final grade:

A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

*A Leadership Education Completion Certificate requires a **“C”** average.

Calculating Grades

Your grade is in three areas: physical, academic and merit performance. Physical Performance is the average of grades from Youth Physical Fitness Tests, Marksmanship Qualifications and Uniform Inspections. Academics are the average of your written tests. Merit grade is the merit point total earned.

Performance	1/3
Academics	1/3
Merit	1/3

Merit Point Grade System

Cadets begin a semester with 70 Merit Points (C-). Merit points equal the following grades:

A = 95 B = 85 C = 75 D = 65 F = 55 and below

Merit Points (+5) - Recommendations from Platoon Commanders go to the MI and SMI for awarding as follows (5 Merit points for each):

- Community service
- Highest platoon score on a quiz, qualification or test
- Drill Team, Color Guard, Rifle Team Performance or competition
- 'Outstanding' on weekly inspection or drill performance
- Promotion
- Flag raising or lowering [twice daily]
- JROTC extracurricular activity or field trip

Demerit points (-5)

- **Truancy or suspension**
- **Non-Dress for class [MCJROTC or physical fitness uniform]**
- **Missing an agreed to activity or trip, lack of bearing or disobedience**
- **Disrespect towards authority or being tardy to class**

JROTC Leadership [Zero Period]

Zero period is split between a regular JROTC class period and a group for the cadet leadership. They must demonstrate commitment by showing up to class on time and participation on known activities.

USMC JROTC Drill Team

Due to time constraints there will be zero chance for make-ups of work during Zero Period.

<u>Assessment</u>	<u>Grade</u>
Participation – 40%	100 – 90 = A
Drill Performance – 30%	89 - 80 = B
Uniform Inspections – 30%	79 - 70 = C
	69 - 60 = D
	59 – Down = F

Uniform Wear and Care

1. Wear the uniform on authorized or designated days and MCJROTC functions **only**. (Changing Rooms in the JROTC room). SMI may give permission to wear a uniform on special occasions [funerals, weddings, etc.].
2. Khaki shirts, polywool trousers, wool sweaters and dress coats **must be dry-cleaned. Do not wash!**
3. Exchange unserviceable [with holes or out grown] uniforms for serviceable uniforms.
4. **Cadets are responsible for their own uniforms!** Replacement of lost, stolen or damaged uniforms is the **financial** responsibility of the Cadet. Keep uniforms in a safe place like JROTC lockers.
5. Properly wear the entire uniform or do not wear it at all (i.e., Respect, dignity, and honor).

Daily Classroom Routine

1. Be seated by the Tardy Bell.
2. Platoon Commander calls class to attention, receives squad report, reports attendance, leads Flag Salute, and if appropriate, the Marines Hymn, and passes command of Platoon to the Instructor.
3. Platoon Commander dismisses the class after instructing the platoon on the upcoming class.

Rules of Conduct

Classroom: The classroom is a learning environment. Cadets come to class on time, prepared for the day's scheduled activities. **Courtesy** towards teachers, students and school officials is expected.

Classroom Etiquette

1. No gum in JROTC Classroom. It is a **cadets 'home-away-from-home'** with freedom to gather here during break, lunch or when school is not in session. Just like home, cadets' police (clean up) after themselves. **Leave any place cleaner than when you arrived!**
2. Raise your hand for recognition. **When recognized; stand, announce rank, name and Leadership Education level, and then respond.**
3. Use "Sir" or "Ma'am" while addressing or answering officers. Use the rank while addressing or answering others, e.g. "Lieutenant," "Sergeant," "Corporal".
4. When asking for permission or assistance, say "**Please**" first.
5. **Do not interrupt** conversations; wait for acknowledgment, then say, "Excuse me, (Sir/Ma'am or rank)."

In Uniform

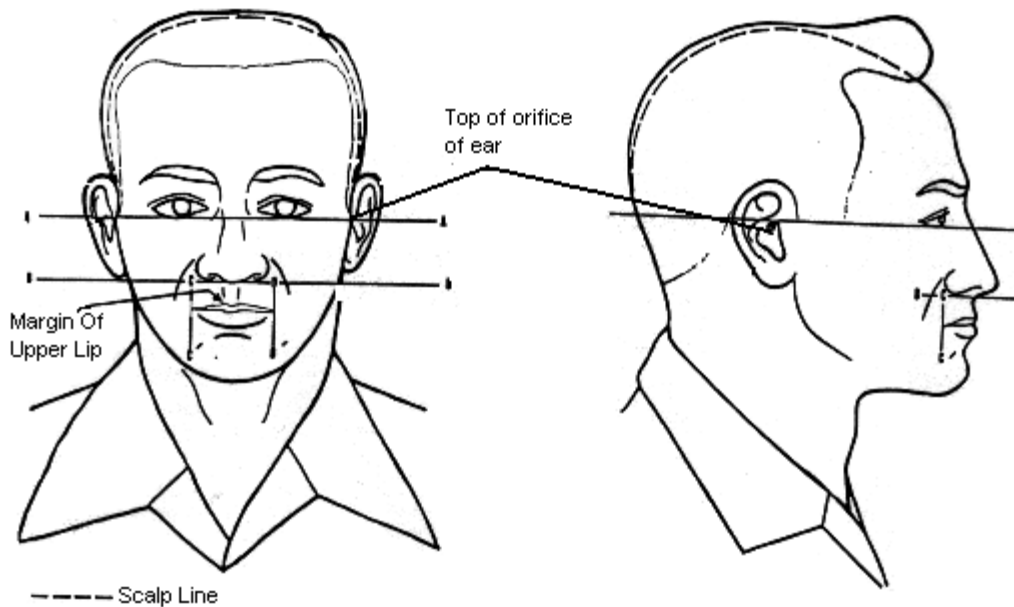
You represent yourself, the school, MCJROTC and the United States Marine Corps. Your bearing counts (how you look, act and speak). Therefore, while in uniform:

- do not chew gum
- do not walk or stand around with your hands in your pockets or lean on things
- do not use foul language, tease others or wrestle in uniform
- do not show affection in public (No Hugs and Kisses)
- do salute officers, greet other cadets and treat everyone with respect

Successful cadets follow these guidelines. Other actions are not acceptable.

Grooming Standards

1. Articles **not** authorized for wear as part of the uniform are **not** worn with the uniform. Examples: pencils, pens, chains, pins, jewelry (**earrings allowed of a gold or silver stud, one per ear, is authorized for females in a uniform more senior than the camouflage utilities**), ribbons/ornaments, flowers or similar items, exposed piercing jewelry, any male earrings.
2. Articles authorized for wear in uniform are conservative wristwatches and a ring. Cadets may wear sunglasses but not in formation. Eyeglasses will be conservative in appearance. No chains, bands or ribbons allowed on eyeglasses.
3. Cadets in uniform may wear religious articles that are not visible when worn.
4. **Male** cadet haircut standards: (See picture below)
 - trimmed on sides and back with hair graduated from zero to ½ inch. Hair cannot touch ears and must be tapered, not blocked.
 - sideburns not below top of the ear orifice (with a finger in your ear, hair is not below top of finger).
 - hair on top of head not to exceed 3 inches washed and neatly combed. **Hair a natural color.**
 - facial hair, not allowed, except for mustaches trimmed so hair does not fall below top edge of upper lip and does not extend past corners of mouth.
5. **Female** cadet hair not below bottom edge of shirt collar. Hairpins and stays (nets and 'scrunchies') hidden, blending with hair color. **Hair a natural color.**
6. Females may wear plain gold or silver stud earrings (one on each ear) in the Dress Blues uniform only.
7. Fingernails are clean and neatly trimmed. Conservative nail polish and other cosmetics may be worn by **females**, avoiding nails of multiple colors or decorative ornamentation.



Corporal A.J. Squaredaway

Military Courtesy and Honors

Wearing covers; outdoors in uniform. Remove cover indoors, unless under arms or on work detail.

Rules of saluting: when in uniform, salute all cadet officers and U.S. Colors.

- Saluting officers; Salute, give appropriate greeting, “Good morning/afternoon/evening, sir/ma’am”. Hold salute until returned or acknowledged.
- Passing an officer; Salute when passing an officer in the same direction as you are going. Come abreast the officer, salute and say, “By your leave, sir/ma’am”. Once the officer salutes and says “Carry On” or “Granted;” end your salute and pass the officer.
- Salute in a group; When a group is **not in formation**, first person to notice an officer approaching calls the group to attention and salutes for the group.
Group in formation, senior cadet calls formation to attention and salutes for group.

Ribbon Wear

- Male shirt 1/8 inch and centered above left pocket.
- Female Blue Coat 1/8 inch above highest point of left pocket and centered over the left pocket
- Female Shirt Centered between the first visible button on the left side of the shirt. Place your ribbons for best appearance since there are no pockets on the shirt.

Marine Corps JROTC Knowledge

Chain of Command

President	<u>The Honorable Barack Obama (44th)</u>
Vice President	<u>The Honorable Joe Biden</u>
Secretary of the Defense	<u>The Honorable Chuck Hagel</u>
Secretary of the Navy	<u>The Honorable Raymond Mabus</u>
Commandant of the Marine Corps	<u>General James Amos (35th)</u>
Assistant CMC	<u>General John M. Paxton</u>
Sergeant Major of the Marine Corps	<u>Sergeant Major Michael Barrett (17th)</u>
Regional Director	<u>Lieutenant Colonel Newbold</u>
Senior Marine Instructor	<u>Chief Warrant Officer-3 Southern</u>
Battalion Commanding Officer	<u>Cadet Capt Jayleen Apaiz</u>
Battalion Executive Officer	<u>Cadet Capt Kimberly Torres</u>
Battalion Operations Officer	<u>Cadet Capt Paolina Ortiz</u>
Battalion Supply Officer	<u>Cadet 2nd Lt Alexis Martinez / Kelly Garcia</u>
Battalion Public Affairs Officer	<u>Cadet 2nd Lieutenant Efrain Almazan</u>

Definition of Leadership

Leadership - is the ability to influence, lead, or guide others to accomplish a mission in the manner desired by providing purpose, direction, and motivation.

Purpose – gives others a reason for why they should do something.

Direction – gives others the knowledge to complete a task.

Motivation – gives others the will to do what they are capable of doing.

Leadership Objectives

Primary – Mission accomplishment

Secondary – Troop Welfare

Leadership Styles

Authoritarian - Subordinates are told what is to be done and how it is to be done without the leader consulting others for advice or ideas.

Participative – Subordinates are involved in the determination of a plan of action.

Delegative – In this style of leadership, decision-making authority is delegated to a subordinate.

Roles of the NCO (Non-Commissioned Officer)

1. Decentralize Authority.
2. Provides links between commanders and enlisted men.
3. Provide a senior enlisted advisor for commanding officer.
4. Afford avenues for advancement.
5. Recognize and reward outstanding skills.

Roles of the Officer

1. An officer is always a leader.
2. The officer must perform as the decision maker.
3. Officers must be prepared to assume responsibility for the actions of subordinates under their area of obligation.

Marine Corps Values

Honor – Honor is the quality that guides Marines to exemplify ethical and moral behavior.

Courage – is a mental quality that recognizes fear of danger or criticism, but enables a leader to proceed in the face of it with calmness and firmness.

Commitment – means the dedication to carry out all unit tasks and to serve the values of the country, the MCJROTC, and the unit.

Marine's Hymn (First verse)

From the hall of Montezuma
To the Shores of Tripoli;
We fight our country's battles
On the air, on land and sea;

First to fight for right and freedom
And to keep our honor clean;
We are proud to claim the title of
UNITED STATES MARINE.

Purpose of Drill

Drill teaches good discipline, enhances concentration and builds esprit de corps in a unit. To effectively move the unit from one location to another in an orderly manner.

Leadership Principles

1. Be technically and tactfully 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. Apply your command in accordance with its capabilities.
11. Seek responsibility and take responsibility for your actions.

Leadership Traits

JJ DID TIE BUCKLE

1. **Judgment**: The quality of weighing the facts and possible solutions on which to base sound decision.
2. **Justice**: The quality of being impartial and consistent in exercising command.
3. **Decisiveness**: Ability to reach decisions promptly and to announce them in a clear, forceful manner.
4. **Initiative**: Seeing what has to be done and commencing a course of action even in the absence of orders.
5. **Dependability**: The certainty of the proper performance on duty.
6. **Tact**: The ability to deal with others without creating offense.
7. **Integrity**: Uprightness of character and soundness of moral principles, absolute truthfulness and honesty.
8. **Endurance**: The mental and physical stamina measured by the ability to stand pain fatigue, distress and hardship.
9. **Bearing**: Creating a favorable impression in carriage, appearance, and personal conduct at all times.
10. **Unselfishness**: Avoidance in providing for ones comfort and personal advancement at all expenses of others.

11. **Courage**: A mental quality that recognizes fear of danger or criticism but enables a marine to proceed in the face of it with calmness and firmness.
12. **Knowledge**: Acquiring information, including professional knowledge and understanding of your Marines.
13. **Loyalty**: Faithfulness to country, to corps and unit, to your seniors and subordinates.
14. **Enthusiasm**: The display of sincere interest and exuberance in the performance of duty.

Dates to Remember

November 10, 1775	Marine Corps founded (Tun Tavern, Philadelphia, PA)
December 07, 1941 (8:00)	Bombing of Pearl Harbor
August 06, 1945	First Atom Bomb dropped (Hiroshima)
August 09, 1945	Second Atom Bomb dropped (Nagasaki)
June 25, 1950	North Korea invades South Korea
Sept-Oct 1950	Chosin Reservoir
July 1953	Armistice signed
1958	Lebanon
1956	Dominican Republic
1964-73	Vietnam
March 1965:	- Marines are first to land and fight
December 1968:	- Marines defend Khe Sahn Combat Base
December 1989	US invades Panama and extracts General Manuel Noriega from command
August 06, 1990	Operation Desert Shield-US moves into Saudi Arabia to prevent hostile Iraqi invasion of Kuwait
January 16, 1991	Operation Desert Storm-US begins air attack on Iraq
May 1991	Operation Desert Storm ends
September 11, 2001	Hijacked Planes crashes into World Trade Center, Pennsylvania, and into the Pentagon
January 2002	Operation Enduring Freedom-Iraq
March 2003	Operation Iraqi Freedom

Miscellaneous important facts

Marine Corps Emblem: Current Emblem Adapted in 1868 consists of:

- Anchor - Represents “Naval Traditions”
- Globe - Represents “World Wide Services”
- Eagle - Represents “The Nation Itself”

Marine Corps Motto: “*Semper Fidelis*”, Latin for “*Always Faithful*”, Adopted in 1883

Marine Corps Colors: Scarlet and Gold

Marine Corps Mascot: English bulldog named after Lieutenant General Lewis B. “*Chesty*” Puller

Marines’ Hymn: Oldest of the official songs of the Armed Forces

Commandants Quarters: Located at Eighth and I Street, is the oldest existing building in Washington D.C.

First Commandant: Captain Samuel Nicholas

Grand Old Man of The Marine Corps Brigadier General Archibald Henderson, Commandant of the Marine Corps from 1820 to 1859 for a total of 39 years.

First Marine Aviator: Major Alfred A. Cunningham

First Female Marine: Opha M. Johnson; August 13, 1918

First Marine to Receive Marmeluke Sword: 2nd Lt. Presley O’Bannon given in 1805 by Hamet Karamanli of Tripoli

Author of Pledge of Allegiance: Francis Bellamy

First Recruiter: Captain Robert Mullen

First American to orbit the Earth: LtCol John Glenn, 20 Feb 1962

National Ensign

The “National Ensign” refers to our National Flag. It comes in three authorized sizes and is displayed on certain days or occasions.

Storm: 5 Ft. on the hoist by 9.5 Ft on the fly. Displayed in inclement weather

Post: 10 Ft. on the hoist by 19 Ft. on the fly. Displayed in pleasant weather

Garrison: 20 Ft. by 38 Ft. on the fly. Displayed on Sundays and holidays, except in the inclement weather.

Marine Corps Facts

Two Medals of Honor recipients:	Sergeant Major Dan Daly and Major Smedley Butler	
Only Marine to earn 5 Navy Crosses:	Lieutenant General Lewis B. (Chesty) Puller	
Highest Award for Bravery	Congressional Medal of Honor	
UCMJ	Uniform Code of Military Justice	
MOS	Military Occupational Specialty	
3 Types of Court Martial	Summary, General, and Special Court Martial	
Article 15	Commanding officers Punishment, Office Hours, or NJP (Non-Judicial Punishment)	
3 Major Rank Groups	Commissioned, Warrant, and Enlisted	
2 Types of Communication	Verbal and Non-verbal	
Four Positions of Rest:	1. At Ease	2. Parade Rest
	3. Fall Out	4. Rest







Common Terms, Saying, Quotes








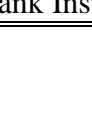
Leatherneck	Refers to a leather stock or neckpiece worn on marine uniforms from 1775 to 1876, intended to hold the head erect.
Blood Stripe	Worn on the trousers of officers and NCOs. Conferred on the Corps after the Battle of Chapultepec during the Mexican War.
Devil Dogs	At Belleau Wood in 1918 the Marines fought with such ferocity that the Germans referred to them as “Teufhunder” or “Devil Dogs.”
Mameluke Sword	Sword carried by Marine Officers stands as the single weapon of the longest use in the American Arsenal.
NCO Sword	Marine NCOs are the only NCOs in the Armed Forces who still have the privilege of carrying a sword. Except for the Mameluke Sword, the NCO Sword is the oldest US weapon still in use.
Learning Lamps	The Lamps on Ribbons and Ranks represent a school related reward and stands for Knowledge.
“Uncommon Valor Was a Common Virtue”	Admiral Nimitz’s comment about Marines fighting during WWII on Iwo Jima.

Naval Terms
















Bulkhead-	Wall	As you were-	Disregard what was said
Scuttle Butt-	Drinking Fountain	Cover-	Hat
Head-	Restroom	Porthole-	Window
Pogie Bait-	Candy	Overhead-	Ceiling
Chit-	Piece of Paper	Ladder-	Stairs
Port-	Left	All hands-	Everyone
Starboard-	Right	Carry On-	Resume previous activities
Colors-	Flag	Field Day-	Building clean up
Hatch-	Door	Quarterdeck-	SMI/MI Office
Deck-	Floor	Secure-	Stop, Finish, Put away
		At ease-	To be quiet when the command is given by an officer or anyone of higher rank











MCJROTC RANKS

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

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

MARINE CORPS RANK STRUCTURE

COMMISSIONED OFFICER RANKS			
General Officer			
O10	General 4 Silver Stars	Gen	
O9	Lieutenant General 3 Silver Stars	LtGen	
O8	Major General 2 Silver Stars	MajGen	
O7	Brigadier General 1 Silver Star	BGen	
Field Grade			
O6	Colonel Silver Eagle	Col	
O5	Lieutenant Colonel Silver Oak Leaf	LtCol	
O4	Major Gold Oak Leaf	Maj	
Company Grade			
O3	Captain 2 Silver Bars	Capt	
O2	First Lieutenant 1 Silver Bar	1stLt	
O1	Second Lieutenant 1 Gold Bar	2ndLt	
Warrant Officer Ranks			
W-5	Chief Warrant Officer 5 Silver Bar with a Red Line	CWO5	
W-4	Chief Warrant Officer 4 Silver Bar with 3 Red Squares	CWO4	
W-3	Chief Warrant Officer 3 Silver Bar with 2 Red Squares	CWO3	
W-2	Chief Warrant Officer 2 Gold Bar with 3 Red Squares	CWO2	
W-1	Warrant Officer 1 Gold Bar with 2 Red Squares	WO1	

MARINE CORPS ENLISTED RANKS			
Senior Staff Noncommissioned Officer			
E9	Sergeant Major of the Marine Corps 3 chevrons, 4 rockers, Marine Corps emblem flanked by two five-point stars	SgtMajMC	
E9	Sergeant Major 3 chevrons, 4 rockers, star	SgtMaj	
E9	Master Gunnery Sergeant 3 chevrons, 4 rockers, bursting bomb	MGySgt	
E8	First Sergeant 3 chevrons, 3 rockers, diamond	1stSgt	
E8	Master Sergeant 3 chevrons, 3 rockers, crossed rifles	MSgt	
Staff Noncommissioned Officer (SNCO)			
E7	Gunnery Sergeant 3 chevrons, 2 rockers, crossed rifles	GySgt	
E6	Staff Sergeant 3 chevrons, 1 rocker, crossed rifles	SSgt	
Noncommissioned Officer (NCO)			
E5	Sergeant 3 chevrons, crossed rifles	Sgt	
E4	Corporal 2 chevrons, crossed rifles	Cpl	
Non rate			
E3	Lance Corporal 1 chevron, crossed rifles	LCpl	
E2	Private First Class 1 chevron	PFC	
E1	Private	Pvt	No rank insignia

General Orders

1. To **take** charge of this post and all government property in view
2. To **walk** my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing
3. To **report** all violations of orders I am instructed to enforce
4. To **repeat** all calls from posts more distant from the guardhouse than my own.
5. To **quit** my post only when properly relieved
6. To receive, obey, and pass on to the sentry who relieves me, all orders from the commanding officer, officer of the day, and officers and noncommissioned officers of the guard only
7. To **talk** to no one except in the line of duty.
8. To **give** the alarm in case of fire or disorder
9. To **call** the corporal of the guard in any case not covered by instructions.
10. To **salute** all officers, and all colors and standards not cased
11. To **be especially** watchful at night and, during the time for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.