

**HIGHLAND SPRINGS HIGH SCHOOL
UNITED STATES MARINE CORPS
JUNIOR RESERVE OFFICERS' TRAINING CORPS
15 SOUTH OAK AVENUE
HIGHLAND SPRINGS VA 23075**

CADET STANDARD OPERATING PROCEDURE (SOP)



**SENIOR MARINE INSTRUCTOR LTCOL DOUGLAS L. SEAL USMC (RET)
MARINE INSTRUCTOR MASTER GUNNERY SERGEANT FLOYD GLADDEN
USMC (RET)
TELEPHONE (804) 328-4000, FAX: (804) 652-1382
dlseal1@henrico.k12.va.us**

fwgladden@henrico.k12.va.us

FORWARD

The Marine Corps Junior ROTC program is conducted only in a limited number of carefully selected high schools and academies in the United States. Its primary goal is to familiarize cadets with basic military skills and traditions of the Marine Corps, while developing those necessary qualities of leadership; character, confidence, and self-discipline. While participation in the program incurs no obligation of future military service, the training will go a long way toward enhancing opportunity in both military and civilian careers. The future of our nation depends upon the quality of its leaders in all walks of life. The leaders of tomorrow must be fully aware of the importance of cooperation, and must possess the social and technical skills necessary to succeed in a rapidly changing world. It is this awareness of tomorrow's challenges that drives the program of the Marine Corps Junior ROTC toward leadership development. Welcome aboard! The challenge of excellence is here. The opportunity for growth is unlimited.

Ms. Tinkhani Hargrove
Principal

Douglas L. Seal
Lieutenant Colonel USMC (Ret)
Senior Marine Instructor

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SECTION 1 (GENERAL)

1001. BACKGROUND. The enactment of Public Law 88-647 and codification in the Title 10, U.S.C., Sec 2031, authorized the military service secretaries to commission Junior Reserve Officers' Training (ROTC) units at secondary schools that meet established criteria. Accordingly, the Secretary of the Navy has authorized the Commandant of the Marine Corps to establish Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) Units throughout the United States. There are six Marine Corps JROTC Regions with 242 MCJROTC units throughout the country. There are 10 high schools in the State of Virginia with MCJROTC programs.

1002. OBJECTIVES. The Marine Corps objectives of the MCJROTC are as follows:

1. Develop informed and responsible citizens.
2. Develop leadership skills and organizational skills.
3. Strengthen character.
4. Promote an understanding of the basic elements and requirements for national security.
5. Help form habits of self-discipline.
6. Develop respect for, and an understanding of, the need for constituted authority in a democratic society.

7. Develop and prepare for career interests beyond high school.

1003. STUDENT ELIGIBILITY

1. To be eligible for enrollment and continuance in the MCJROTC unit, the student must:
 - a. Have passing grades in all of their classes.
 - b. Be on track to graduate with their 9th grade cohort.
 - c. Have a good attitude and an aptitude for leadership and achievement
 - d. Be of good moral character as determined by the School Principal and the Senior Marine Instructor.
 - e. Not have had an out of school suspension in the previous 12 months.
 - f. No civil police involvement.
 - g. Adhere to the MCJROTC Honor Code.
 - h. Adhere to the Highland Springs High School Code of Student Conduct.
 - i. **ADHERE TO ALL USMC uniform and grooming standards. Adherence to all grooming standards and uniform regulations are a requirement for enrollment. (MCO 1020.34G Uniform Regulations).**
 - j. Be physically qualified to participate fully in the program's physical education program. Current school physical evaluations are mandatory for cadet participation in the program.
2. Students may transfer from Army, Air Force, or Navy Junior ROTC units and receive full credit for training accomplished.

1004. 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 Senior Marine Instructor 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 (grade insignia, however, will not be worn until completion of recruit training).
2. Upon enrollment in a college offering the College ROTC course, the cadet who has completed the 3-year Junior ROTC course of instruction 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.
4. Enrollment in a MCJROTC program enhances the possibility for a College ROTC scholarship and/or direct appointment to 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. Experience shows that civilian employers, trade schools, community colleges, and colleges place a premium on MCJROTC leadership training. The young person, who states on his/her job application that he/she has had MCJROTC training, has a decided advantage. Employers are fully aware of what is taught in an MCJROTC leadership program. They are seeking to hire young people who possess the leadership traits of responsibility, integrity, dependability etc. Marine instructors maintain a complete file on every MCJROTC cadet, which includes grades, unit participation, promotions, awards and other related information. Instructors are frequently called and asked for personal references about cadets seeking employment.

1005. DISENROLLMENT. A cadet may be disenrolled by the Senior Marine Instructor (SMI) with the approval of the Principal of the school for any of the following reasons:

1. Failure to wear the uniform on the prescribed uniform day on three (3) separate occasions or fails to meet the proper grooming standards on three (3) separate occasions.
2. Fails to dress out for Physical Training (PT) in the prescribed and issued PT Uniform on the prescribed day on three (3) separate occasions.
3. Routinely disrupts the class or disrupts the prescribed learning environment.
4. Has a failing Leadership Grade.
5. Becomes involved with civil police matters.
6. Demonstrates an inability to safely and conscientiously handle the pellet air rifle.
7. Demonstrates disrespect to school administrators, teachers, and school staff.
8. Disenrollment from school.
9. Becomes physically unfit for training.
10. Shows inaptitude for military training, as demonstrated by lack of adaptability, skill, or inability to learn.
11. Fails to maintain an acceptable standard of academic achievement or conduct.
12. Shows undesirable traits of character as demonstrated by lying, cheating, or stealing.
13. Shows lack of interest in military training as demonstrated by frequent absences, misconduct, shirking of duties, failure to wear his/her uniform, and failure to adhere to Marine Corps grooming standards.
14. Is involved with habit forming drugs, is convicted of a felony, or is involved in frequent incidents of a discreditable nature with civil or school authorities.
15. Shows disrespectful behavior towards the United States or its' flag.
16. Shows intolerant and disrespectful behavior towards another person because of race, creed, color, political affiliation or sexual orientation.

SECTION II MCJROTC PROGRAM OF INSTRUCTION/GRADING POLICY

2001. ENROLLMENT. Qualified students will normally be enrolled as follows:

Leadership Education I (LE-I) - 9th grade through 12th grade

Leadership Education II (LE-II) - 10th grade through 12th grade

Leadership Education III (LE-III) - 11th & 12th grade students

Leadership Education IV (LE-IV) - 12th grade students

2002. Enrollment at the beginning of the first semester is with the understanding that both semesters will be completed. Mid-year enrollment requires approval of the SMI and the Principal of the school.

2003. COURSE CREDIT. Credit towards graduation is awarded on the basis of one credit for each year successfully completed.

2004. GRADING POLICY. Cadets are graded on a weekly basis in four (4) subject areas. Each area counts as 25% of the cadet's grade. There is a weekly Uniform Inspection Grade, a weekly Academic Grade, a weekly Leadership Grade and a weekly Physical Training Grade. All classroom assignments/tests/inspections/community service/Physical Training (PT), leadership and participation count as 100 points. Everything is evaluated all of the time. If the uniform is not worn properly on the prescribed day the cadet will receive a grade of zero (0) for their weekly uniform grade. The cadets PT grade is mainly based on the proper wear of the PT uniform, participation, and personal effort. If a cadet does not properly wear their PT Uniform on the prescribed day they will receive a zero (0) for their weekly PT grade.

*****SPECIAL NOTE REGARDING THE WEAR OF A U.S. MARINE CORPS UNIFORM:**

The only personnel authorized to wear a U.S. Marine Corps Uniform are U.S. Marines. The ONLY entity that receives a waiver to this authorization is JROTC Cadets that officially belong to a Marine Corps JROTC Unit. The Marine Corps provides these uniforms and the authority to wear them. The uniforms are property of the U.S. Marine Corps. Wear them with pride.

2005. LOCAL FIELD TRIPS. One or more local field trips are normally scheduled each year. Field trips are also planned for members of the Rifle Team, Drill Team, Color Guard, and Orientation Team to participate in competitive events or community service activities. A completed permission slip will be required from each cadet before he/she can board transportation for any field trip. Medical information is also required, i.e., medication to be taken. Attendance on field trips is a co-curricular activity and therefore it is a graded and a required activity unless excused by the Marine Instructors.

2006. ORIENTATION VISITS/ FUNDRAISING ACTIVITIES. As part of the MCJROTC curriculum the MCJROTC sponsors orientation visits to major military installations or educational institutions. These visits are taken during the school week and on weekends. As mentioned above, these orientation trips are required as part of the curriculum. At times the trips require that commercial transportation be chartered. Selection for the trip is based on a cadet's academic grades in all classes, their leadership grade, and their personal conduct.

2007. MEDICAL CARE. Emergency medical treatment will be provided to cadets who are injured or become ill during orientation visits. The SMI will ensure that all cadets execute the current general release and emergency data forms. Further, all cadets must be covered by medical insurance prior to commencement of the orientation trip. Additionally, all cadets are

required to have a current school/sports physical for enrollment.

SECTION III MCJROTC TRAINING

3001. TRAINING SCHEDULE. The program is fully integrated into the school's block schedule. All MCJROTC cadets will have classes two or three times a week. A two month training schedule will be posted on the bulletin board in the classroom. It will be updated on a weekly basis. The class schedule and the Annual Training Plan will also be posted on "School Space" for cadets and parents to view. It is the responsibility of each cadet to read the schedule and to be prepared for all activity assignments. If at any time a cadet is absent from class, it is the cadets' responsibility to contact the MCJROTC instructors or another cadet to check if the schedule has been modified. Cadets are required to bring paper, pencil, and/or any other material to class each day.

3002. WEEKLY INSPECTIONS. All cadets are required to wear the prescribed uniform at least once a week. A weekly personnel and uniform inspection is held for the purpose of developing and maintaining high standards of discipline and personnel appearance. This weekly inspection is a graded event and has the equivalent value of a test (100 points). During the inspection, cadets are tested on their knowledge of Marine Corps history, drill, rank structure, chain of command, marksmanship, map reading, first aid, current events, and on the leadership traits and principles. **If a cadet is absent on uniform day, the cadet is then required to wear the prescribed uniform the next day he/she is present in school. Additionally, the cadet must be inspected by one of the instructors. Failure to wear the uniform or to get inspected on uniform day will result in a grade of ZERO (0) for that graded requirement.**

3003. PHYSICAL FITNESS. As part of the curriculum, this unit will conduct physical fitness training throughout the school year. This requirement will be accomplished by participating in the Marine Corps League's National Youth Physical Fitness Program. MCJROTC staff will evaluate the physical fitness of the cadets at least twice a year. Whenever there is physical fitness training scheduled during the week, cadets will be required to wear appropriate JROTC physical fitness attire that is issued to them for physical fitness training. In addition to the curriculum requirement, this unit will potentially participate in various physical fitness events (military skills competition), with other JROTC units in the area. The cadets PT grade is mainly based on the proper wear of the PT uniform, participation, and personal effort. If a cadet does not properly wear their PT Uniform on the prescribed day they will receive a zero (0) for their weekly PT grade.

3004. ANNUAL REGION SIX INSPECTION. The Director, Region Six, MCJROTC, Marine Corps' Training and Education Command will conduct unit inspections on an annual basis. The inspection team will throughout the course of the day conduct cadet, administration, training, supply, armory, marksmanship and fiscal inspections. Additionally, the color guard and the drill team will be evaluated on their performance on the drill deck. The results of this inspection play an integral part in whether the unit is nominated as a Naval Honor School. Every cadet must prepare diligently to achieve an outstanding individual inspection. Cadets will be notified as soon as Headquarters informs the SMI of the inspection date.

3005. MARKSMANSHIP TRAINING. Marksmanship training, using pellet air rifles, is an integral part of the MCJROTC curriculum and is mandatory for all cadets. The Rifle Marksmanship Team is also an extra-curricular activity that competes in Marksmanship Matches throughout the year. The team is on par with varsity athletics and the cadets have the opportunity to earn a varsity letter. A properly administered marksmanship program allows the cadets to develop pride and a sense of accomplishment as they become more proficient. Self-discipline results from the requirement for practice and dedication to self-improvement. Cadets are given the opportunity to compete for marksmanship medals, as competition fosters self-esteem and a higher regard for others.

3006. MARKSMANSHIP SAFETY. Marksmanship instruction will be conducted with an emphasis on safety. The safety test must be passed with a score of 100% in order for a cadet to advance to the practical application portion of the marksmanship instruction. Safety lectures will be required for all cadets prior to firing the air rifles. Parental consent will be required before any cadet is allowed to live fire. Any safety violation with a drill rifle or a marksmanship rifle can result in a cadet being suspended from school. The inability to demonstrate safe handling and operation of the air pellet rifle by a cadet is grounds for disenrollment from the JROTC Program. This unit treats all weapons whether operable or not as if they were loaded. At no time will a weapon ever be pointed at anyone for any reason. A weapons safety violation merits immediate suspension from school.

SECTION IV MCJROTC EXTRA CURRICULAR ACTIVITIES

4001. RIFLE TEAM. The MCJROTC Rifle Team is selected from volunteers. Team practices are usually held in the morning before school or in the afternoon after school. It is important that all members be at practices on time. The rifle team is on par with varsity athletics and the cadets on the team have the opportunity to earn a Varsity Letter. The rifle team participates in local, state, regional and national competition with the air rifle. There are numerous opportunities for cadets to earn ribbons, medals, and trophies. Marksmanship skills and safety are stressed during practice and competition.

4002. DRILL TEAM. The MCJROTC Drill Team is selected from volunteers each year. Team practices are normally held in the morning before school. It is important that all members be at practices on time. The drill team participates in ceremonies, parades, athletic and civic events, and competes against various schools throughout the year in local, state and regional drill competitions. The drill team is on par with varsity athletics and the cadets on the team have the opportunity to earn a Varsity Letter. As a member of the drill team cadet will learn teamwork and self-discipline. Awards and recognition for individual and unit performances can be achieved.

4003. COLOR GUARD. The Color Guard is formed from cadets within the drill team. They along with the drill team represent Highland Springs High School, the community of Highland Springs, and the MCJROTC unit at numerous events such as competitions, conventions, ceremonies, parades, and athletic events. The Color Guard members when not performing are

members of the drill team and compete at drill team competitions.

4004. SOCIAL ACTIVITIES. Participating in social activities and interacting with peers and adults is an important part of growing up. There are numerous opportunities within the MCJROTC unit to get involved. The three primary social events during the year are:

1. **MARINE CORPS BIRTHDAY.** The annual Marine Corps Birthday is celebrated each year at a school wide assembly. A birthday ceremony is on or about 10 November which provides an opportunity for cadets, their guests and the entire school to celebrate the birthday of the Corps. All cadets are required to attend.
2. **ANNUAL FIELD MEET/PICNIC.** The event is usually held on a weekday afternoon during school. Competitive activities/games between cadet units are planned. The winning unit receives the field meet trophy. All cadets are required to attend for fun, food and competition.
3. **AWARDS CEREMONY.** The annual MCJROTC Awards Ceremony is a school wide event and is held near the end of the school year (May). Numerous awards are presented by Local, State and National Organizations to deserving cadets in recognition for their accomplishments during the school year. Many cadets in the unit are presented ribbons, certificates, and medals to recognize their achievements during the year. Awards are presented for:

- * Youth Physical Achievement Awards
- * Athletic participation Awards
- * Longevity Awards
- * Band and Chorus Awards
- * Recruiting Awards
- * Marksmanship Awards
- * Student Leadership Awards
- * NCO Leadership Awards
- * Officer Leadership Awards
- * Distinguished Conduct Awards
- * Distinguished Scholastic Awards
- * Distinguished Military training Awards
- * Civic Service Awards
- * Color Guard Awards
- * Best Military Drill Cadet Awards
- * Best Drill Platoon Awards
- * Drill Team Awards
- * The Scottish Rights Free Masonary Award
- * The Reserve Officers' Association Award
- * The National Sojourners Award
- * The Military Order of the Purple Heart Award
- * The Women Marine Association Award
- * The Military Officers' Association of America Award

- * The American Veterans Award
- * The Daedalian JROTC Achievement award
- * The Military Order of World Wars Award
- * The Daughters of American Revolution Award
- * The Most Improved Cadet Awards
- * The Chesty Puller Awards
- * The Special Recognition Awards
- * The Meritorious Achievement Awards
- * The Marine Corps League Award
- * The Marine Corps Association Award—Honor Graduate Award

SECTION V APPOINTMENTS, PROMOTIONS, AND REDUCTIONS

5001. GENERAL. The following policy is established to provide an equitable system for promotion and to ensure that an orderly flow of experienced cadet's move into leadership positions. The following factors will be taken into consideration: academic record, physical fitness, military bearing, attitude, and knowledge of general military subjects, community service, aptitude, and overall leadership evaluation. There are four promotions periods during the year. These promotion periods coincide with the end of each academic quarter. The individual “checklist” testing for each rank will be conducted the week prior to the end of each academic quarter. All promotion ceremonies will be conducted in a cadet formation while wearing the appropriate uniform of the day.

5002. APPOINTMENTS AND PROMOTIONS. The following governs the appointment and/or promotion a cadet may receive:

1. First year cadets (LE-I) may receive regular promotions up to and including the rank Corporal, providing they meet the criteria set forth in 5003.
2. Second year cadets (LE-II) may receive regular promotions up to and including the rank of Staff Sergeant, providing they meet the criteria set forth in 5003.
3. Third year cadets (LE-III) may receive regular promotions/appointments up to and including Second Lieutenant providing they meet the criteria set forth in 5003.
4. Fourth year cadets (LE-IV) may receive appointments up to and including all officer ranks, providing they meet the criteria set forth in 5003.
5. *****Exceptional Cadets throughout the course of the year as determined by their Marine instructors can be meritoriously promoted to the next higher rank.

5003. CRITERIA FOR PROMOTION.

1. Must be passing all classes.
2. Must have no unexcused absences.
3. Cadets must have passed the Youth Physical Fitness Test. Exceptions may be made for

valid medical reasons (written excuse by doctor required).

4. Cadets must have adhered to all MCJROTC grooming standards while in uniform (hair, mustache, sideburns, earrings, fingernails etc.) Grooming standards violators will be given a failing grade and parents will be notified. If the violation occurs again, the cadet could be subject to additional disciplinary action.
5. Cadets who fail to wear the uniform more than once during the promotion period will not be promoted. Parents and the Assistant Principal will be notified. Additional disciplinary action could be warranted.
6. Must pass all of the areas in the promotion “checklist” for the rank the cadet is attempting to attain.
7. Must meet the criteria for the promotion outlined for each rank.
8. Cadets must have conducted themselves properly at all times.
9. **Basic leadership and personal conduct are the two primary areas that are evaluated for a cadet promotion.**

5004. REDUCTION IN RANK.

1. Cadets can be reduced in rank as a punitive measure as a result of office hours conducted by the SMI / MI.
2. Cadets, who have been promoted and fail to perform their assigned tasks either through apathy or incompetence, may be administratively reduced by the SMI / MI after an appropriate warning and administrative hearing. The reduction board may consist of the SMI/MI, the cadet unit commander, the cadets’ unit leader and whomever else the Senior Marine Instructor wants available for the hearing.
3. Cadets are subject to reduction in rank when they are in violation of paragraph 5003.

SECTION VI CONDUCT AND COURTESY AND SEXUAL HARASSMENT

6001. CONDUCT. Whether in uniform or not, all members of the cadet corps are expected to conduct themselves in a manner which will reflect credit upon themselves, their parents, their school, the Cadet Corps and the United States Marine Corps. This exceptional conduct is expected both on and off the school grounds.

6002. HONOR CODE. The Cadet Honor Code promotes the development of integrity and honorable citizenship. The Code forbids lying, cheating, and stealing. An Honor Committee for recommendation of disenrollment or correction will review violations of the Code. Those students not agreeing to follow the correction recommendation of the Honor Committee made up of fellow Cadets and Marine Instructors will be disenrolled immediately. See Appendix E.

6003. CLASSROOM CONDUCT.

1. Whenever a cadet observes anyone, other than another student, walking into the classroom that cadet will immediately call the classroom to attention. The proper procedure would be to say “ATTENTION ON DECK”. Cadets will stand at the position of attention and will remain

standing at the position of attention until told to do otherwise.

2. The MCJROTC classroom is not a PLAYGROUND!!! This is our home! Keep the classroom clean. Clean up your own mess. Conversational tone will be used at all times in the MCJROTC area, except as required in the performance of giving commands while carrying out leadership functions during drill, etc.
3. Cadets will maintain GOOD POSTURE while seated. Cadets will sit in assigned seats only and will not change unless required to do so in the performance of practical application exercises by the class.
4. Cadets are not allowed to sleep in the MCJROTC classrooms. Cadets are not allowed to sit on desks nor are they allowed to place their heads on their desks. If a cadet is tired he/she should, without being told, get up off his/her chair and move to the back of the classroom until he/she has recovered. Once recovered he/she can return to his/her seat.
5. Cadets will place book-bags under their desk, jackets behind their chairs. Isles will be kept open at all times.
6. During periods of instruction if a cadet wants to ask or answer a question he/she will first raise his/her hand and be recognized.
7. The classroom is a place for learning. Note taking will be required for future study. Cadets will have their MCJROTC red notebook (kept in the classroom at all times), pen and/or pencil in class everyday. Any damage to the red (MCJROTC) notebook will result in the cadet being charged a fee to replace the notebook.
8. General rules of conduct:
 - a. No gum chewing in class or formations and never in uniform. Gum may be chewed when approved by the SMI or MI during PT.
 - b. Cadets will not participate in horseplay in and around any MCJROTC spaces.
 - c. Cadets will NOT leave their personal items in Instructor's offices, or the MCJROTC classroom without permission from one of the Instructors.
 - d. Cadets are not to use the MCJROTC telephones, copy machine, and computer without permission from one of the Instructors.
 - e. At no time will any cadet be in an Instructor's office without that Instructor present or without his permission.
 - f. Do not write on any desk, chair, podium, student notebook or chalkboard.
9. Violations of classroom procedures will result in corrective action, loss of rank, not recommended for promotion, low leadership grade, and/or referral to the school administration for further disciplinary action. **MISCONDUCT WILL NOT BE TOLERATED!!!!**

6004. MILITARY COURTESY. Courtesy is nothing more than good manners and politeness

in dealing with other people regardless of age. **ONE DISCOURTEOUS CADET CAN GIVE THE ENTIRE MCJROTC UNIT A BAD REPUTATION.** The only distinction between military and civilian courtesy are the forms that have become customs and traditions of the military.

1. 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.
2. "YES" or "NO" MA'AM or SIR should always be used when speaking to someone older or superior to you in age, rank, job (teacher, adult, senior ranking cadet etc.)
3. Proper phone courtesy will be adhered to when talking on the telephone. When telephoning someone say, "This is Cadet _____" and state your business. When answering the phones within the ROTC spaces, say "Good morning/afternoon, Marine Corps Junior ROTC, Cadet _____, may I help you"?
4. When you are seated and an adult walks up and starts speaking to you, you immediately stand up, have your conversation, and then take your seat when the person departs.

*****COURTESY IS CONTAGIOUS - IT'S THE RIGHT THING TO DO*****

SECTION VII UNIFORMS AND GROOMING GUIDELINES

7001. GENERAL. The MCJROTC cadets are the only people in the world authorized to wear the Marine Corps uniform without having to earn it by either going through enlisted "Boot Camp" or Officers' Candidate School. Marines have fought and died for their Country and Corps while wearing this uniform. Marines throughout the globe are easily recognizable by their uniform and how they wear it--with obvious pride! Cadets will wear their uniform in exactly the same way--with pride!

7002. The following guidelines are provided for clarification, and are in addition to the Marine Corps Uniform Regulations:

1. CADET UNIFORMS:

- SSC (summer service Charlie) w/short sleeve shirt
- WSA (winter service alpha) w/green blouse when issued
- WSB (winter service bravo) w/ long sleeve shirt w/ tie or w/woolly pulley
- DB (dress blues-DRILL TEAM/COLOR GUARD)
- DBD (mod blues)
- CU (cammie utilities)
- PT (physical training) not an issued uniform

2. UNIFORM REGULATIONS:

A. Cadets are required to wear the prescribed uniform at least once a week. Cadets will wear

their uniforms to and from school in the proper military manner. While enroute to school, either by car, bus or by foot, cadets will wear the complete uniform at all times. Local citizens, members from other branches of the military, former military personnel will notice you everywhere you go. Many will either stop you directly or call the school to commend you, your school and the MCJROTC program on your appearance and behavior or they will place you on report for disgracing the uniform and embarrassing your school and your MCJROTC program. Disciplinary action will take place if the latter scenario happens. **Cadets will never disgrace the uniform or the Marine Corps by wearing the uniform improperly.**

- B. The designated uniform to be worn on uniform day will be identified on the monthly training schedule that is posted in the MCJROTC classroom. Every cadet will stand personnel and uniform inspection on uniform day. This inspection is a graded event equal to that of a written test. Cadets are not authorized to change out of uniform until the end of the school day or until they are ready to leave school for the day unless they have permission from one of the MCJROTC instructors. Appointments prior to school or during school are not an excuse for not wearing the uniform to school. All MCJROTC uniforms are authorized for wear to personal appointments on and off base with the exception of the camouflage utility which may not be worn off base to personal appointments.

The following regulations apply to the wearing of the utility uniform off base:

Authorized

1. Obtaining gas or other essential driving aids (wiper blades, snow chains, fluids, lights, etc.)
2. Picking up/dropping off dry cleaning.
3. Automatic teller machines.
4. Picking up vehicles at repair shops or gas stations.
5. At drive-thru windows where exiting the vehicle is not required.
6. At a convenience store or drug store solely for the purchase of emergency child-care or health products (milk, diapers, medicine, etc.)
7. At financial institutions such as Banks or Credit Unions.

Prohibited

1. At restaurants, pizza parlors, bars, lounges.
2. When dealing with public officials (police, courthouse, attorneys).
3. While attending classes or activities, or conducting business at education facilities.
4. At commercial airports/bus stations for travel or entering to pick-up/drop-off passengers.
5. At retail/rental stores, shopping malls, and shops for shopping or paying bills.
6. At grocery stores/supermarkets.
7. At movie theaters, mini-golf, or other similar entertainment/recreational or sporting activities.

Cadets set the example. In any uniform we will maintain the highest standards of

appearance at all times and in all places. Exercise good judgment, if there is a doubt, do not stop!

- C. Cadets should not assume anything. Cadets who have been absent from school for one day or for a longer period of time must call the MCJROTC instructors or another cadet to ensure that the uniform requirements have not been changed since they were last in school. Being absent from class will not be an acceptable excuse for not wearing your uniform. **If a cadet is absent from school on uniform day, the cadet is required to wear the prescribed uniform the next day that the cadet returns to school. Additionally, the cadet must be inspected by one of the instructors. Failure to do either will result in a grade of ZERO being given for that graded requirement.** At no time is the wearing of civilian attire with the MCJROTC uniform authorized.
- D. Coaches and teachers understand that MCJROTC uniform day is inspection day and a graded event. Wearing the uniform on inspection day takes precedence over the wearing of any other activity or athletic uniform.
- E. Cadets who are seen at anytime throughout the school day by Marine instructors or who have been reported by other cadets, teachers or administrators to be either out of uniform or in violation of grooming standards, will be disciplined. Cadets will be given a failing grade of ZERO for their inspection grade.
- F. Cadets will reimburse the MCJROTC (government) for all lost, damaged or stolen uniform items. Cadets will not be allowed to participate in any school extracurricular activity until complete restitution has been made. In addition, grades and transcripts will be held until all uniform items have been replaced or its' costs reimbursed.

3. COVERS (by cadets):

- 1. Covers are always worn outside.
- 2. Covers are never worn inside unless you are under arms (all covered walks are considered outside).
- 3. Covers are carried in the left hand.
- 4. When in cammies and a cover is not worn, the cover goes in the left cargo pocket of trousers. When in dress uniform, cover is carried in left hand.
- 5. Covers will be worn correctly on head.
- 6. Covers will have a Marine Corps emblem on the cover.

4. CAMMIE UTILITIES:

- 1. Pressed with light starch.
- 2. Sleeves rolled up (summer months) down (winter months). This is not optional.
- 3. Trousers bloused at all times.
- 4. Military issue worn at all times

5. CAMMIE BLOUSE REMOVAL:

- 1. Cammie Blouse may be removed only during JROTC classes if authorized by the

Marine Instructor with the following guidelines:

- a. Only authorized MCJROTC T-shirt will be worn, T-shirt must be neat, clean and tucked into the cammie trousers. If you are not wearing the authorized MCJROTC T-shirt, you will immediately be issued another T-shirt and charged another T-shirt fee.
- b. Web belt must be clean and cut the appropriate length.
- c. Brass must be shined.
- d. Cammie Blouse must be back on/properly buttoned and worn properly before leaving the ROTC classroom.
- e. If you loose or misplace your blouse or if someone takes it, you will reimburse the government for that blouse and you will be issued another blouse.

6. ADDITIONAL GUIDELINES:

1. MCJROTC uniforms will not be worn outside of uniform day without the permission of a Marine Instructor, i.e., church functions, prom, or any other special occasion.
2. Hands are not allowed in military trouser pockets, unless you are actually getting something out of the pocket such as money, keys, etc.
3. All buttons will be buttoned.
4. All zippers will be zipped up.
5. Male cadets are not allowed to wear earrings with any uniform or while in class.
6. Female cadets may wear earrings in uniform with the following guidelines:
 - a. Post size only
 - b. Not in nose
 - c. Only one pair can be worn at once
 - d. No earrings will be worn while wearing cammies
7. Woolly Pulley can be worn over your long sleeve shirt and under your cammie blouse when sleeves are down.
8. When in uniform, no jewelry will be shown around the neck.
9. When in uniform, no pens/pencils will be sticking out of uniform pockets, nor should pockets be used for carrying large items.
10. Female skirt lengths should be no longer than 1 inch below the knees, and no shorter than 1 inch above the knees. The zipper is on the right hip.
11. Female lipstick and finger nail polish will match if worn.
12. Trouser length will touch the top of the heel of the shoes.
13. Male hair will be neatly groomed. Refer to.
14. Female hair when wearing a cover needs to be under the cover. Hair will never hang below the collar.
15. Boots/shoes shined, and edge dressing or polish applied to edge/heels.
16. When wearing black shoes, males will wear black socks.
17. When wearing black shoes, females will wear stockings that harmonize with their natural skin tone.
18. Cadets will wear issued black wool socks with boots.
19. Web belts will be clean (both sides) and cut the correct length (2-4 inches) beyond belt buckle.
20. Brass buckles and belt tips will be shined (inside/outside).

21. Irish pennants will be removed from all parts of the uniform to include the cover.
22. Ensure nails are trimmed and clean. Male cadets will not have beards or sideburns. Mustaches trimmed Refer to "Appendix A".
23. Smoking or eating food outside is not authorized when in uniform.
24. Holding hands is not authorized while in uniform.

7003. Cadets will wear the uniform with pride. When necessary all cadets will teach, correct and assist other cadets on acceptable grooming standards and the proper care and wearing of the uniform. TAKE PRIDE IN YOUR APPEARANCE AND BE PROUD OF YOUR MARINE CORPS UNIFORMS.

**MARINE CORPS JUNIOR RESERVE OFFICERS' TRAINING CORPS
HONOR CODE
"THE BEDROCK OF OUR CHARACTER"**

1. Honor, Courage, Commitment. These are the Marine Corps "Corps Values". These principles on which the U.S. Marine Corps were founded are presented as a single concept on which the MCJROTC is based. As Cadets progress in the program, the responsibility to uphold these Core Values will gradually increase. We will be faithful to our Core Values of Honor, Courage, and Commitment as our abiding duty and privilege.

"HONOR"

I am accountable for my personal behavior

I will:

- * Abide by an uncompromising code of integrity, taking full responsibility for my actions and keeping my word.
- * Conduct myself in the highest ethical manner in relationship with seniors, peers, and subordinates.
- * Be honest and faithful in my dealings with everyone.
- * Overcome the temptation to lie, cheat or steal.

"COURAGE"

Courage is the value that gives me the moral strength to do what is right, with confidence and resolution, even in the face of temptation or adversity.

I will:

- * Be disciplined to do what is right.
- * Have the moral and physical courage to meet the demands of the mission entrusted to me.
- * Make decisions and act in the best interest of the MCJROTC unit and Highland Springs High School.
- * Overcome all challenges while adhering to the highest standards of personal conduct and decency.
- * Be loyal to my country.

“COMMITMENT”

The day-to-day duty of every cadet in the MCJROTC unit to join together as a team to improve the quality of our work and our MCJROTC unit.

I will:

- * Foster respect up and down the chain of command.
Care for the professional and personal well being of my fellow cadets on and off the campus of Highland Springs High School.
- * Show respect toward all people without regard to race, religion or gender.
- * Always strive for positive change and personal improvement. Exhibit the highest degree of moral character, professional excellence, quality and competence in all that I do.