



Redondo Union High School

**Marine Corps
Junior Reserve Officers' Training Corps**

Leadership Education

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Print Name _____ **Print Class Period** _____

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MISSION

To provide a Leadership Education course that:
Builds character,
Develops informed, responsible citizens, and
Develops respect for authority.

CADET HONOR CODE

A cadet will not lie, cheat, or steal
nor tolerate those that do.

CODE OF ETHICS

Cadets give their best in everything they do.
Cadets are completely and whole-heartedly honest.
Cadets keep the commitments they make to themselves and others.
Cadets respect the dignity and rights of others.
Cadets respect public and private property.
Cadets respect public laws and regulations.
Cadets respect and develop a healthy mind, body and spirit.

CORE VALUES

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

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

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

REDONDO UNION HIGH SCHOOL MARINE CORPS JROTC CITIZENSHIP STANDARDS

1. Participation in the MCJROTC program is a privilege, which may be revoked for failure to abide by school rules and the performance code.
2. Cadets are never to use profane language, cheat, or use illegal or unethical tactics.
3. Cadets are to always remember that the main reason for attending school is to learn and maintain good grades in all classes.
4. Cadets are expected to maintain good citizenship and attendance in all classes.
5. Cadets are to have a proper attitude and to show courtesy and respect for all teachers, administrators, and other members of the school staff
6. Cadets will maintain the grooming and dress standards published in these Standard Operating Procedures.
7. Cadets will abstain from the abuse of any non-prescription drug.
8. Cadets are to abstain from the use of tobacco or alcohol in any manner.
9. Cadets will maintain uniforms and equipment in a clean and serviceable condition.
10. **Cadets will return all issued uniforms and equipment upon dropping the class or at the end of the school year directly to the Senior Marine Instructor or Marine Instructor. Service and Dress uniforms must be professionally cleaned before final turn-in. Failure to do so will result in a billing for the payment of cash equivalent.**
11. Cadets will participate in all **mandatory** MCJROTC sponsored events unless excused by one of the Marine Instructors.
12. **Hazing is prohibited.** No cadet may engage in hazing or consent to acts of hazing being committed upon them. No one in a supervisory position may, by act, word, or omission, condone hazing if he or she knows or reasonably should have known that hazing may occur. Hazing is defined as any conduct whereby one cadet causes another cadet to suffer or be exposed to an activity, which is cruel, abusive, humiliating, or oppressive. Hazing includes, but is not limited to, any form of initiation or congratulatory act that involves physically striking another to inflict pain, piercing another's skin in any manner, verbally berating another, and/or encouraging another to engage in illegal, harmful, demeaning or dangerous acts. Soliciting or coercing another to participate in any such activity is also considered hazing. Hazing need not involve physical contact among or between cadets; it can be verbal or psychological in nature.

Signature of Cadet: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

LEADERSHIP

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

Primary Objective of Leadership: Mission accomplishment.
Secondary Objective of Leadership: Cadet welfare.

FOUNDATIONS OF MARINE CORPS LEADERSHIP

Accountability	Discipline	Morale
Authority	Espirit De Corps	Motivation
Courtesies	Leadership Principles	Responsibility
Customs	Leadership Traits	Traditions

ATTRIBUTES OF A GOOD LEADER

Beliefs	Human Nature	Tactical Knowledge
Character	Organizational Skills	Technical Knowledge
Code of Ethics	Problem Solving Skills	Values
Communication Skills	Situation Skills	Willingness

SIX TROOP LEADING STEPS - "BAMCIS"

B - Begin the Planning
A - Arrange the Reconnaissance
M - Make the Reconnaissance
C - Complete the Plan
I - Issue Orders
S - Supervise

FIVE PARAGRAPH ORDER - "SMEAC"

S - Situation
M - Mission
E - Execution
A - Administration and Logistics
C - Command and Signals

LEADERSHIP TRAITS

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

LEADERSHIP PRINCIPLES

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

CHAIN OF COMMAND

The two purposes of the chain of command are to: **(1) decentralize authority** and **(2) link the different levels of command.**

President (Commander-in-Chief)	
Vice President	
Secretary of Defense	
Secretary of the Navy	
Commandant of the Marine Corps	
Assistant Commandant	
Sergeant Major of the Marine Corps	
Commanding General, TECOM	
Director, MCJROTC	
4 th Region Director	
Redondo Beach Superintendent of Schools	
Principal, Redondo Union High School	
Senior Marine Instructor	Chief Warrant Officer 3 Willoughby
Marine Instructor	First Sergeant Mick
Cadet Battalion Comanding Officer	
Cadet Battalion Sergeant Major	
Cadet Company Commander	
Cadet Platoon Commander	
Cadet Platoon Sergeant	
Cadet Squad Leader	

RULES OF CONDUCT IN MCJROTC

In the Classroom:

The classroom is a learning environment. Cadets will come to class on time and be prepared for the day's scheduled activities. Courtesy towards teachers, fellow students, and school officials is expected. Your citizenship mark will follow the Redondo Union High School matrix.

Daily Classroom Routine:

1. All cadets will be seated in their assigned seats when the bell rings.
2. SMI/MI will take roll. You are tardy if your name is called and you are not in your seat.
3. Class leader will call the class to attention and lead the flag salute.
4. Class will be prepared for an academic session or uniform inspection followed by close order drill or physical training, as per the schedule shown below.

Normal Weekly Routine:

Monday	Periods 0,1 - 6	Uniform Inspection
Tuesday	Periods 0,2,4,6	Academics – Close Order Drill
Wednesday	Periods 0,1,3,5	Academics – Close Order Drill
Thursday	Periods 0,2,4,6	Physical Training (Uniform required)
Friday	Periods 0,1,3,5	Physical Training (Uniform required)

Zero period meets every day, starting at 0655 (after that time you are tardy).

Period 7 will normally meet Monday - Thursday from 1500 to 1630. This period is for Battalion Staff, Color Guard Teams, Drill Teams, and Marksmanship Training Unit.

Classroom Etiquette:

- No food, drink, or gum is allowed in the classroom.
- Raise your hand to be recognized.
- When recognized or asked a question, stand up while speaking.
- Use "Sir" while addressing or answering the SMI.
- Use "First Sergeant" while addressing or answering the MI.
- When asking for permission or assistance, say "Please" first.
- Do not interrupt the SMI's or MI's conversation, wait for acknowledgment and then say, "Excuse me, Sir or First Sergeant."
- When a request is granted, say "Thank you, Sir or First Sergeant."

Attendance:

Performance begins with being present and on-time. Daily interaction in the classroom is crucial to your leadership development and your learning experience. The SMI and MI will aggressively track and enforce attendance. School attendance policies and procedures will be strictly enforced.

In Uniform:

You represent yourself, your school, the MCJROTC program, and the United States Marine Corps. Your appearance and conduct should always be impeccable. While in uniform:

- Do not chew gum or walk/stand around with your hands in your pockets.
- Wear your cover outdoors at all times and remove it indoors.
- Salute all officers. Greet all cadets and treat everyone with respect.
- Do not use foul language, tease others, or wrestle/play in uniform.

Uniform Wear and Care:

1. MCJROTC uniform wear is authorized by the SMI on designated days and for MCJROTC functions only. The SMI can give a cadet special permission to wear a uniform on special occasions upon the request of a parent.
2. Camouflage/Digital uniforms and cotton T-shirts can be washed in warm or cold water only.
3. Khaki shirts, poly-wool trousers, wool sweaters and dress coats must be dry cleaned. **DO NOT WASH THESE ITEMS.**
4. Unserviceable uniform items can be exchanged for serviceable uniform items. Notify your squad leader and request an appointment to exchange the item during class.
5. Cadets are responsible for their uniforms. Replacement of lost, stolen, or damaged uniforms is the financial responsibility of the cadet. Always keep your uniforms in a safe place. While at school, you should keep your uniforms in your assigned MCJROTC locker.

Grooming Standards While in Uniform:

1. Haircuts/hairstyles will be checked on Mondays during inspection.
2. Male cadet haircut standards:
 - a. Sides and back trimmed so that the hair is evenly graduated from zero at the hairline to the top of the head. Hair cannot touch the ears and should be tapered, not blocked.
 - b. Sideburns will not go below the top of the ear orifice (place your index finger in your ear, your sideburns cannot go below the top of your finger).
 - c. The hair on the top of the head will not exceed 3 inches. It will be washed and neatly combed. Hair must be a natural color, coinciding with the eyebrows.
3. Female cadets will wear their hair so that it does not fall below the top of the shirt collar. Female hairstyles must be neat and conservative in appearance and must not interfere with the proper wear of all uniform headgear. Hairpins will be hidden, and no other items are allowed in the hair. Hair must be a natural color, coinciding with the eyebrows.
4. Male cadets are not authorized to wear earrings in uniform or in the classroom. Female are authorized to wear plain gold or silver stud earrings (one on each ear) in uniform. No other jewelry will be visible above or around the neck. Watches are the only authorized jewelry allowed on the wrist. One ring on each hand is allowed.
5. Male cadets will be clean-shaven on a daily basis, especially when wearing the uniform. Mustaches are the only facial hair authorized for male cadets. Mustaches must be trimmed so that the hair does not fall below the top edge of the upper lip and does not extend past the corners of the mouth. **Beards of any kind are NOT authorized.**

Uniform Probation:

MCJROTC uniforms are provided by the U.S. Marine Corps to you free under the condition that you comply with uniform regulations and conduct yourself properly while in uniform. The SMI will place cadets on uniform probation for violations of uniform regulations or improper conduct in uniform. Uniform probation will affect your inspection grade, participation in unit activities, and promotions. **REMEMBER, WEARING A MCJROTC UNIFORM IS A PRIVILEGE!!!**

Academic Standards Policy:

Your primary mission as a high school student 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 a high paying position, enlist in the armed services, or compete for a scholarship or commissioning program. The MCJROTC program encourages and rewards academic excellence. It also encourages and rewards participation in other school activities. You will have an opportunity to participate in MCJROTC activities and on special teams. To participate in those activities and on those teams, you must maintain good grades in other classes. The SMI will check your grades regularly and counsel you on academic progress and recommend remedial action. The SMI will place you on academic probation, if your grade point average falls below a 2.0 and/or you are failing a class.

Academic Probation:

- Restricted from MCJROTC field trips scheduled on school days.
- Restricted from MCJROTC trips on non-school days.
- Restricted from all team competitions.
- Recommendation to parent for assignment to mandatory tutoring.

Grading Policy For MCJROTC:

Tests, Quizzes, and Practical Application Exercises (i.e., uniform inspection and physical training activities) are administered to measure the retention of the subject matter taught. The **Region 4 Inspection** and the **Semester Academic Final** will each count as **10 daily grades**. The **Semester Final Physical Fitness Test** and **Final Semester Leadership** grade will count as **5 daily grades**. All aforementioned activities are **mandatory grades** for the semester. Accordingly, the following scores and grades apply:

90% - 100%	=	A
80% - 89%	=	B
70% - 79%	=	C
60% - 69%	=	D
Below 59%	=	F

CUSTOMS AND TRADITIONS OF THE MARINE CORPS

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

MOTTOS OF THE MARINE CORPS

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

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

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

Semper Fidelis (Always Faithful) – Adopted 1883

MCJROTC UNIT PROMOTION QUOTAS BY BILLET

Billet Assignment	Rank	Number Authorized
Battalion Commanding Officer	2 nd Lt - LtCol (Senior)	1
Battalion Executive Officer	2 nd Lt - Maj (Senior)	1
Battalion Adjutant	2 nd Lt - Maj (Senior)	1
Battalion Sergeant Major	Sergeant Major (Senior)	1
Battalion Guidon Bearer	Cpl – GySgt	1
Battalion S-1 Officer	2 nd Lt – Maj	1
Battalion S-1 Chief	LCpl – SSgt	1
Battalion S-2 Officer	2 nd Lt – Maj	1
Battalion S-2 Chief	LCpl – SSgt	1
Battalion S-3 Officer	2 nd Lt – Maj	1
Battalion S-3 Chief	LCpl – SSgt	1
Battalion S-4 Officer	2 nd Lt – Maj	1
Battalion S-4 Chief	LCpl – GySgt	1
Battalion S-5 Officer	2 nd Lt – Maj	1
Battalion S-5 Chief	LCpl – GySgt	1
Battalion S-6 Officer	2 nd Lt – Maj	1
Battalion S-6 Chief	LCpl – GySgt	1
Drill Team Commander	GySgt – 2 nd Lt (Jr. or Sr.)	1
Color Guard Commander	GySgt – 2 nd Lt (Jr. or Sr.)	1
Company Commanding Officer	2 nd Lt – Maj	2
Company Executive Officer	2 nd Lt – Capt	2
Company First Sergeant	1stSgt	2
Company Gunnery Sergeant	SSgt - GySgt	2
Platoon Commander	SSgt - 1 st Lt	4
Platoon Sergeant	Sgt – GySgt	4
Platoon Guide	Cpl – SSgt	4
Squad Leader	LCpl – Sgt	12
Fire Team Leader	Pvt – LCpl	36
Squad Member	Pvt – LCpl	Unlimited

BILLET DUTIES

- 1. Battalion Commanding Officer (CO):** The Cadet Battalion Commanding Officer is the senior cadet in the Battalion and is responsible for:
 - a. The appearance, discipline, efficiency, training, well being, and conduct of the battalion.
 - b. Ensuring that all members of the cadet corps have the opportunity to develop leadership commensurate with their individual abilities.
 - c. Administering cadet corps activities, according to U.S. Marine Corps principles and procedures.
 - d. Conducting a weekly staff meeting and briefing the SMI/MI on all battalion activities.
 - e. Providing recommendations to the SMI for cadet evaluation, promotion, and assignment.
 - f. Training and presentation of the annual Region 4 Inspection
 - g. Being the chairman/president of all boards/committees and having the authority to delegate this chairmanship to subordinate staff.
 - h. Performing other duties as may be assigned by the SMI/MI.
- 2. Battalion Executive Officer (XO):** Assist the CO in commanding the unit and be prepared to assume the CO's duties in his/her absence. The XO is specifically responsible for coordinating the battalion staff, proofreading all prepared documents for approval of the CO.
- 3. Adjutant (ADJ):** The Adjutant oversees all administrative responsibilities for the CO.
- 4. Battalion Sergeant Major (SgtMaj):** The Sergeant Major is the highest ranking enlisted cadet in the Battalion and will be a LE-4. The Sergeant Major reports directly to the MI and cadet BN CO. Responsibilities are:
 - a. Assisting the CO in managing battalion activities and exercising general supervision over all cadets
 - b. Serving as the liaison between the commander and the cadets within the battalion and participating in the weekly staff meetings.
 - c. Conducting SNCO and NCO staff meetings to ensure all NCO's are completely aware of all BN activities.
 - d. Forming the BN for parades, inspections, or other military formations, when directed by the CO.
 - e. Escorting inspecting officers/visitors at battalion inspections/formations
 - f. Performing other duties as may be assigned by the CO.
- 5. Battalion Guidon Bearer:** The guidon Bearer is a specially selected cadet who is trained to carry the battalion guidon at ceremonies, in parades, and at other times prescribed by the CO. The Guidon Bearer must be knowledgeable of the Drill and Ceremonies Manual and the Manual of the Guidon. The Guidon Bearer may be any year group cadet.
- 6. Administrative Officer (S-1):** The Administrative Officer is responsible for:
 - a. Authentication, publishing, distributing, and filing all administrative publications and special orders of the battalion where applicable.
 - b. Keeping the minutes of the Semper Fidelis Society meetings.
 - c. Maintaining all files for the battalion headquarters.

- d. Maintaining and updating the battalion required reports and the schedule of events calendar board.
 - e. Maintaining the cadet staff mailboxes and Action Reading Board.
 - f. Receiving and distributing all incoming mail or communications pertaining to the battalion, maintaining and controlling all forms used by the battalion.
 - g. Processing and controlling the dispatching and mailing of all written communications within the cadet corps.
 - h. Briefing the SMI/MI/CO weekly pertaining to assigned responsibilities and activities.
 - i. Performing other duties as assigned by the CO.
- 7. Administrative Chief (S-1 Chief):** The S-1 Chief is responsible for:
- a. Compiling and maintaining the ribbon and promotion journals for the cadet battalion.
 - b. Maintaining the cadet personnel record folders and records information such as promotions, awards, etcetera, as required.
 - c. Maintaining a complete record of all ribbons and promotions awarded by month and year.
 - d. Inventorying, reordering, receiving, and properly storing all ribbons, ranks, and other uniform accessories under her/his cognizance.
 - e. Performing other duties as may be assigned by the CO/S-1.
- 8. Public Affairs Officer (S-5):** The PAO is responsible for:
- a. Maintaining battalion internal and external public relations.
 - b. Contributing monthly to the RUHS school newspaper.
 - c. Providing newsworthy items about cadets and battalion activities to school, city, and other local newspapers as well as periodicals such as magazines. Providing news releases to local TV/radio stations. Providing copies of published articles to the Commanding General TECOM (C46JR), 1019 Elliot Road, Quantico, VA 22134.
 - d. Coordinating and ensuring MCJROTC activities are appropriately entered on the Associated Student Body activities calendar and the School Master Calendar.
 - e. Maintaining the MCJROTC bulletin board.
 - f. Establishing and maintaining contact with local media sources.
 - g. Performing other duties as may be assigned by the CO.
- 9. Public Affairs Chief (S-5 Chief):** The S-5 Chief is responsible for:
- a. Taking photographs at all special events in which the unit is involved.
 - b. Ensuring that a backup photographer is always available.
 - c. Coordinating with the SMI/MI periodically in order to make sure that all planned events are covered.
 - d. Maintaining a unit scrapbook and other files relevant to the unit's history, tradition, accomplishments, and activities.
 - e. Operating video, digital, and 35mm cameras.
 - f. Maintaining, controlling, and issuing books/publications in the cadet library.
- 10. Operations Officer (S-3):** The Operations Officer is responsible for:
- a. Organizing all battalion activities, such as battalion formations, parades, etcetera.
 - b. Planning, coordinating, and scheduling extracurricular activities with other RUHS clubs/organizations, and other local schools, and ROTC units.

- c. Assisting the SMI/MI in planning, coordinating, and scheduling base visitations, field trips, and similar activities.
- d. Assigning duties to subordinates and evaluating their work.
- e. Training at least one subordinate in the duties and responsibilities of the S-3 position.
- f. Briefing the SMI/MI/CO on a weekly basis pertaining to assigned responsibilities and activities.
- g. Performing other duties as may be assigned the CO.

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

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

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

- a. Assisting with the issue, turn-in, and inventory of uniforms and other accountable property.
- b. Providing guidance to the cadet corps on proper supply discipline and supervising the activities of the four supply assistants and one training aid assistant.
- c. Originating the necessary paperwork to properly effect the ordering, receipt, stocking, survey, and disposal of military property, as directed.
- d. Ensuring that the cleanliness and organization of the supply room is maintained.
- e. Briefing the SMI/MI/CO weekly pertaining to assigned responsibilities and activities.
- f. Performing other duties as may be assigned by the CO.

13. Logistics Chief (S-4 Chief): The S-4 Chief is responsible for:

- a. Conducting serialized inventories of all assigned property.
- b. Ensuring unit spaces are kept clean, neat, and orderly.
- c. Maintaining a unit Lost and Found. Items may be claimed from the Lost and Found by the owners only from the SMI/MI/S-4 Chief.
- d. Accompanying the CO during the conduct of the weekly zone inspection, recording the results and identifying all discrepancies. The S-4 Chief will annotate what corrective actions have been taken and route the inspection results to the SMI/MI.

14. Company Commander: The company commander is responsible for:

- a. Maintaining the appearance, discipline, efficiency, training, and conduct of the cadets in the company.
- b. Ensuring that all cadets in the company have the opportunity to develop leadership skills commensurate with their individual abilities.
- c. Observing and evaluating all cadets in the company.
- d. Attending all Battalion/Company drill practices and Battalion Pass-in-Reviews.
- e. Briefing the CO weekly on company activities and areas of concern.

- f. Maintaining proficiency in the military drill, as set forth in the Marine Corps Drill and Ceremonies Manual and other applicable instructions.
- g. Maintaining all cadet company records (e.g., individual cadet ribbons and promotions).
- h. Performing other duties as may be assigned by the CO.

15. Company First Sergeant (1stSgt): The Company First Sergeant is the highest ranking enlisted cadet in a cadet company and will normally be a LE-3 or LE-4. The Company First Sergeant reports directly to the Cadet Company Commander. Responsibilities include:

- a. Assisting the Company Commander with managing Company activities and exercising general supervision over all cadets in the company.
- b. Serving as the liaison between the Company Commander and the cadets within the company, participating in the weekly staff meetings.
- c. Conducting NCO staff meetings to ensure all NCO's are completely aware of all Battalion/Company activities.
- d. Forming the Company for parades, inspections, or other military formations when directed by the CO.
- e. Escorting inspecting officers/visitors at Company inspections/formations.
- f. Compiling and maintaining the ribbon and promotion journals for the cadet company.
- g. Maintaining the cadet personnel record folders and records information, such as promotions, awards, etcetera, as required for the company.
- h. Maintaining a complete record of all ribbons and promotions awarded by month and year.
- i. Performing other duties as may be assigned by the CO.

16. Company Gunnery Sergeant: The Company Gunnery Sergeant is responsible for:

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

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

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

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

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

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

20. Squad Leader/Fire Team Leader: The Squad Leader/Fire Team Leader is responsible for:

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

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

- a. Developing new routines and training the drill team members in these routines.
- b. Supervising and directing the drill team members at drill meets/performances.
- c. Instructing the junior members of the MCJROTC Unit in the fundamentals of Armed drill and recruiting new members into the team.
- d. Effecting the maintenance and accurate inventory of all drill team equipment.
- e. Keeping a written historical pass-down record of routines performed.
- f. Keeping written records of practice sessions, drill competitions, and special performances.

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

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

23. Marksmanship Training Unit Commander (MTU Cmdr): The MTU Cmdr reports to the Battalion Commander and is responsible for:

- a. Directing the training and safe operation of the Air Rifle Team.
- b. Organizing regular meetings and all outings of the Air Rifle Team.
- c. Ensuring maintenance of the air rifles and all team equipment.
- d. Keeping Air Rifle Team shooting records for each outing and competition.
- e. Functioning as a Range Safety Officer (RSO).
- f. Keeping written records of practice sessions, postal matches, meets, and other items of interest.

MCJROTC ORGANIZATIONS

Drill Team:

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

Color Guard Team:

The MCJROTC Color Guards normally consist of four to six cadets per team. They are expected to present the colors proudly and sharply at frequent community parades, ceremonies, and competitions. Instructions for presenting the colors are contained in the Drill and Ceremonies Manual.

Marksmanship Training Unit (MTU):

The MCJROTC MTU is made up of those cadets who shoot well and would like to shoot better. They represent the MCJROTC unit in nationwide shooting matches.

Devil Dog Pack aka Youth Physical Fitness Test (YPFT) Team:

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

Semper Fi Society:

The Semper Fi Society is an organization of MCJROTC cadets and billet holders that plan, coordinate and direct extracurricular MCJROTC activities to include dances, military functions, pizza nights, etcetera. Semper Fi Society leaders will schedule regular meetings in the MCJROTC classroom during lunch.

CADET EVALUATION BOARD (CEB)

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

- a. Identifying and recommending cadets for the Cadet of the Month award, promotions, and other forms of recognition
- b. Identifying and recommending corrective action for individual cadets when probation and/or disenrollment is in question.
- c. Convening cadet boards and notifying the cadets to appear before the board as to the time, date, uniform, and purpose.

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

The SMI/MI may attend and sit in at all cadet evaluation boards as an observer and advisor. However, the SMI/MI will not take part in any deliberations of the board.

Composition and membership of boards will be as follows:

- President - Battalion Executive Officer
- Recorder - S-1 Chief
- Members - Members will be appointed by the Cadet Battalion Commander depending upon the rank of cadets appearing before the boards.

For promotion purposes, the board will meet the last Wednesday of each month. The board may require input from other cadets but will meet privately and submit a joint recommendation to the SMI/MI, unpublished. Cadets not having met all promotion requirements may request, in writing to the board, a waiver of specific requirements. Cadets having passed the requirements will be considered by the board. **HOWEVER, COMPLETION OF REQUIREMENTS IN NO WAY GUARANTEES PROMOTION.** The SMI will be the deciding promotion authority.

CEREMONIES AND AWARDS

Morning Colors:

The school's American and California State flags will be raised each school day by MCJROTC cadets. The Color Detail will consist of 2-4 cadets. The assigned cadets are expected to satisfactorily complete this military duty. The SMI/MI will periodically monitor Color Detail performance. The Color Detail duty will commence on Monday morning and be completed on the following Friday afternoon, consisting of a Cadet in Charge and 1 to 3 assistants. The flags will be picked up at the MCJROTC office each morning at 0700 hours. The procedure for executing morning colors are: The Cadet in Charge will order, "Forward, march," and "Halt" when the Color Detail is directly in front of the flag pole. Prior to 0705, the flag bearer and their assistants will prepare to hoist the National Ensign and California State flags, in that order. At 0705, the Cadet in Charge will command, "Attention to Colors," and salute (if in uniform). Immediately, the flag bearer will hoist the flags swiftly and smartly. With the flags in proper position (all the way up and rope secured), the Cadet in Charge will command, "Carry on." The Color Detail will fall in again, facing the flag pole. The Cadet in Charge will command, "About, face. Forward, march," and, "Detail, halt," at the front walk, at which time the command, "Dismissed," will be given to dismiss Color Detail.

Battalion Formation:

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

Cadet of The Month:

Any enlisted cadet who is nominated by a cadet officer may be selected as Cadet of the Month by the Cadet Evaluation Board. The selection criteria are as follows:

- a. ribbon/promotion points earned
- b. uniform wearing (i.e., points, neatness, etcetera)
- c. attendance
- d. recommendation of cadet officer
- e. involvement in MCJROTC unit
- f. grade point average
- g. general behavior pattern (MCJROTC, campus, etcetera)
- h. SMI/MI evaluation

Selection will be subject to approval of the SMI/MI. The selection will be made prior to the last Wednesday of the months October through May. Should no suitable candidate be nominated in any month, non-selection is allowed. Formal presentation of Cadet of the Month certificates will occur at a battalion or class formation during the first week of the next month.

Decorations:

MCJROTC recognition for performance, achievement, and participation may be acknowledged by the awarding of medals, ribbons, and certificates. The authorized MCJROTC awards are listed on Page 40 in order of precedence (their ranking or merit from highest to lowest)

- a. MCJROTC awards are sponsored by national organizations and the SMI. These medals, ribbons, and certificates will be presented annually at the Battalion Awards Banquet.
- b. Special recognition is provided to an award bearer by the attachment of a ribbon device. The significance of devices is shown below:
 - 1) **Bronze Device:** Bronze Lamp of Learning or Marine Corps Emblem denotes a second award.
 - 2) **Silver Device:** Silver Lamp of Learning or Marine Corps Emblem denotes a third award.
 - 3) **Gold Device:** Gold Lamp of Learning or Marine Corps Emblem denotes a fourth award.

REDONDO UNION HIGH SCHOOL REGULATIONS

All students are expected to conduct themselves appropriately at all times. Suspension from school and possible expulsion from the Redondo Beach Unified School District may result if any of the following infractions occur:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had written permission to possess the item from a certificated school employee. This must also be approved by the principal or the designee of the principal.
- c) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 48900 of the Education Code, an alcohol beverage or intoxicant.
- d) Unlawfully offered or arranged or negotiated to sell any controlled substance, as defined in Section 48900 of the Education Code, alcoholic beverage, or otherwise furnished to any person another liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e) Committed robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco or tobacco products.
- j) Had unlawful possession of or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in section 48900 of the Education Code.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Hate violence.
- o) Intentional Harassment.
- p) Sexual Harassment.

Drugs, Alcohol, and Tobacco:

Possession, use, furnishing, selling, or transporting for sale of drugs and alcoholic beverages, controlled substances, or look-alike substances is against school and district regulations.

Zero Tolerance:

Any student who has committed any of the following violations while under school jurisdiction shall be immediately recommended for suspension or expulsion for one calendar year. This expulsion is effective in all schools in the district and in the State of California.

- a. Possessed a firearm.
- b. Brandished a knife.
- c. Sold any drug.

Use of Electronic Devices:

No student may possess or use any electronic signaling device while on school campus unless prescribed by the student's physician for health purposes. Pagers, radios, CD players, and tape players are prohibited. Tape recorders and video cameras are not allowed on campus without the permission of the principal. Students with cell phones must obey school regulations.

Identification and Passes:

Students will carry their I.D. at all times. Hall passes are always required during class time. Students must identify themselves when asked by school personnel and follow directions from school personnel.

Dress Code:

Students will wear clothing that is appropriate for a learning environment. The following clothing is considered unsafe or disruptive:

- a. Clothing with obscene or disruptive messages.
- b. Gang attire: chains, baggy or sagging pants, long belts, buckles with gang symbols or monikers, hair nets, shower caps, bandanas or other items identified by school officials as gang attire.
- c. Clothing that is too short, too tight, or too revealing. Tank tops, halter tops, tube tops, strapless tops and fishnet are prohibited.

Parking Permits:

Students must apply to ASB for a parking permit to park on the Redondo Union High School campus. A valid driver's license and proof of insurance are required to obtain a parking permit.

Student Parking Lots:

The student parking lot is closed to students during the school day. Students may go to their cars before and after school. Students are prohibited from parking in faculty parking lots.

TEN EASY WAYS TO FOLLOW THE RULES AND STAY IN SCHOOL

- 1) Follow teachers' classroom rules and participate in class.
- 2) Carry your I.D. at all times, identify yourself when asked by school personnel and follow the directions of school personnel. Get a hall pass from your teacher to leave the classroom during class times.
- 3) Use tasteful and courteous language.
- 4) Leave pagers, radios, CD players, tape players, cell phones, iPods, etcetera at home.
- 5) Do not ride bicycles, skateboards, skates, or motorized vehicles on campus.
- 6) Observe the dress code.
- 7) Get permission from teachers to bring markers or spray paint to school.
- 8) Bring your notebooks, pencils, pens, and books to school. Stay away from guns, knives, weapon replicas, drugs, alcohol and tobacco. Stay out of fights, arguments, and gossip.
- 9) Get to class on time and come to class prepared.
- 10) Get involved with your school. Join a club. Try out for sports, drama, band, chorus, color guards, etcetera. Attend school activities and sporting events. There is something for everyone on campus. Get involved.

CLOSE ORDER DRILL
"A TRUE SOLDIER EMBRACES DISCIPLINE.
IT IS FORGED BY THE INTENSITY OF THE DRILL."

Five Purposes of Drill:

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

Drill Terms:

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

Positions of Rest:

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

Verbal Drill Commands:

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

Reporting:

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

Forming the Platoon:

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

Forming the Company:

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

Drill Movements:

Halted Individual Movements (examples):

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

Marching Individual Movements (examples):

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

Unit Drill (examples):

Open Ranks
Close in Column
Extend in Column

Column Right/Left
Column Half Right/Left
Pass in Review

Column of Files
Column of Twos

Rifle Drill (examples):

Order Arms
Trail Arms
Parade Rest

Port Arms
Right/Left Shoulder Arms
Present Arms

Rifle Salutes
Inspection Arms

Guidon Manual (examples):

Order Guidon
Carry Guidon

Parade Rest
Present Guidon

Eyes Right

Sword Manual (examples):

Draw Sword
Order Sword

Carry Sword
Present Sword

Parade Rest
Return Sword

Unit Leader

CARD 1

Form the Unit at Close Interval
Extend on Line
Parade Rest
Present Arms
Form for Inspection
Right Shoulder Arms
Port Arms
Left Shoulder Arms
Order Arms
Right and Left Face
About Face
Side Step: Right & Left
Backstep
Column Right from the Halt (Close Interval)
Extend while Marching
Column Right
Right Oblique/Mark Time
Change Step
Right Flank
Column Left X 2
March to the Rear
Manual of Arms
Column Half Left X 2
Pass in Review
Fall Out

CARD 2

Form the Unit at Normal Interval
Close and Extend on line
Parade Rest
Present Arms
Form for Inspection
Right and Left Face
About Face
Side Step: Right and Left
Back Step
Left Shoulder Arms
Port Arms
Left Shoulder Arms
Order Arms
Column Right from the Halt
Close and Extend while Marching
Column Right
Right Oblique/Platoon Halt
Change Step
Right Flank
Column Left X 2
March to the Rear
Manual of Arms
Column Half Left X 2
Pass in Review
Dismiss the Platoon

Color Guard:

Right/Left Turn
Counter March

Order Colors
Carry Colors

Present Colors
Eyes Right/Left

Company Formations:

Forming the Company
Colors

Promotions
Awards

Mass Formation

Ceremonies and Parades

USMC Birthday
Awards Night

Colors
Color Guards

Funerals/Memorials
Parades

MILITARY COURTESY AND HONORS

Wearing Covers

Wear covers outdoors at all times while in uniform.
Remove cover indoors except when under arms (wearing a cartridge belt).

General Rules for Saluting

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

Saluting Officers

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

Passing an Officer

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

Saluting, when in a Group

Group is NOT in formation:

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

Group is in formation:

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

Reporting to Seniors

Approach the officer at attention (march).

Halt 2 paces from the officer.

Salute if covered.

Say, "Sir/Ma'am, Cadet _____, Reporting as ordered, Sir/Ma'am."

Hold salute until acknowledged.

Remain at attention until given At Ease.

When Dismissed:

Come to Attention.

Salute, if outdoors or under arms indoors.

Say, "Aye, Aye, Sir/Ma'am."

Wait for return salute or acknowledgment.

Take one step back and execute about face.

Depart at attention.

RENDERING HONORS TO COLORS AND TO THE MARINES' HYMN

In Uniform

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

No flag is near

Face the direction of the music and salute.

In formation

Salute only on the command, "present arms."

Indoors

Stand at attention, facing the flag or music.

Uncovered

Stand at attention facing the flag or music.

Civilian Attire

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

Passing Colors

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

Marines' Hymn

Stand at Attention, whether in or out of uniform.

Boarding a Ship

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

Salute the National Ensign.

Salute the Officer of the Deck.

Request, "Permission to come aboard."

Departing a Ship

Salute the Officer of the Deck.

Request, "Permission to go ashore."

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

After Sunset to 0759

Follow the above procedures for boarding a ship, but

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

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

NATIONAL ENSIGNS, COLORS, STANDARDS AND GUIDONS TERMS

National Ensign	The national flag displayed on board Navy ships and at all Navy and Marine Corps commands ashore.
Color	A national flag or a flag distinguishing a unit or organization, carried by dismounted elements.
Standard	A flag carried by Fleet Marine Force units and major non-FMF commands.
Guidon	A small rectangular flag carried by company size units.
Hoist	To raise. Also refers to the height of a flag.
Fly	Refers to the length of a flag.

RAISING AND LOWERING THE NATIONAL ENSIGN

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

SIZES AND CONDITIONS FOR USING THE THREE SIZES OF ENSIGNS

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

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

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

New Year's Day	Martin Luther King Jr.'s Birthday
Lincoln's Birthday	Washington's Birthday
Easter Sunday	Jefferson's Birthday
Mother's Day	Armed Forces Day
Memorial Day	Flag Day
Father's Day	Independence Day
Labor Day	Gold Star Mother's Day
Columbus Day	Veteran's Day
Thanksgiving Day	Christmas

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

DISPLAYING AND CARRYING COLORS

GENERAL RULES:

National Ensign: Our Nation's flag is displayed to the right and/or above all other flags.

On a Stage: Placed on the stage to the speaker's right.

Audience Area: Placed to the right front of the audience.

With other flags: To the right when arranged in line.

Color Guard: Carried to the right of other flags.

In column, the National color will be carried in front of other flags.

National color is never dipped.







Other flags are dipped forward during national anthem.









Colors should be cased when not in use.

Hanging: The flag should be hung in a prominent position. Blue field is to the left with strips running to the right when hung in a horizontal position. Blue Field is in upper right corner when hung vertically. Blue field is up and facing either north or east when hung vertically over streets.

Folding: Folding into a triangle with only the blue field visible.






MARINE CORPS JROTC CADET RANK STRUCTURE












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

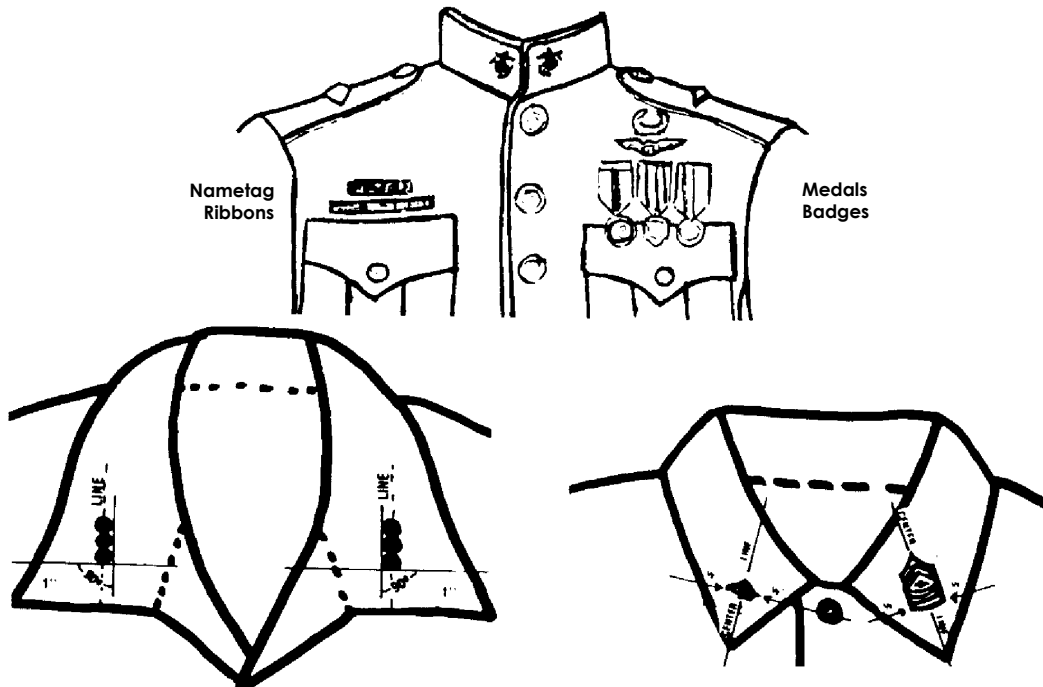
COMMISSIONED OFFICER RANKS			
General Officer			
O10	General 4 Silver Stars	Gen	
O9	Lieutenant General 3 Silver Stars	LtGen	
O8	Major General 2 Silver Stars	MajGen	
O7	Brigadier General 1 Silver Star	BGen	
Field Grade			
O6	Colonel Silver Eagle	Col	
O5	Lieutenant Colonel Silver Oak Leaf	LtCol	
O4	Major 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

RANK INSIGNIA, MEDALS, RIBBONS AND BADGES

Rank insignia, medals, ribbons and badges are an integral part of the MCJROTC cadet's uniform. Therefore, these items must be worn with great care. Only the rank insignia designated for cadets by the MCJROTC program will be worn. Gold metal rank insignia for enlisted cadets will only be worn on the blue coat. Examples and proper placement are shown in the illustrations below



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

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

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

- a. Ribbons will be worn 1/8” above and centered over the left breast pocket of the khaki shirt or blue coat. When worn with the marksmanship badge, ribbons will be worn 1/8” above the badge.

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

- c. Medals and/or ribbons are authorized and procured through the MCJROTC program. Medals and/or ribbons will be worn in the precedence listed below with the senior ribbon on top and to the wearer’s right:
 1. Legion of Valor Bronze Cross for Achievement
 2. MCRA Outstanding Unit Award
 3. American Legion Bronze Medal for Scholastic Excellence
 4. American Legion Bronze Medal for Military Excellence
 5. Sons of the American Revolution JROTC Bronze Medal
 6. Daughters of the American Revolution JROTC Bronze Medal
 7. Military Order of the World Wars Bronze Medal
 8. Military Officers Association of American Medal
 9. Veterans of Foreign Wars JROTC Bronze Medal
 10. Daedalian JROTC Achievement Medal
 11. Women Marine Association Ribbon
 12. Noncommissioned Officer Association Medal
 13. Military Order of the Purple Heart Medal
 14. Navy League Youth Medal
 15. Reserve Officers Association Medal
 16. Naval Reserve Association Medal
 17. American Veterans JROTC Medal
 18. National Sojourners Medal
 19. Scottish Rite JROTC Medal
 20. Outstanding Cadet Ribbon
 21. Student Leadership Ribbon
 22. Officer Leadership Ribbon
 23. Noncommissioned Officer Leadership Ribbon
 24. Civic Service Ribbon
 25. Best Drill Cadet Ribbon
 26. Distinguished Scholastic Achievement Ribbon
 27. Arts and Academics Ribbon
 28. Distinguished Military Training Ribbon
 29. Physical Achievement Ribbon

30. Superior Marksman Ribbon
31. Athletic Participation Ribbon
32. Longevity and Fidelity Ribbon
33. Distinguished Conduct Ribbon
34. Best Drill Squad Ribbon
35. Color Guard Ribbon
36. Drill Team Ribbon
37. Band/Drum & Bugle Corps Ribbon
38. Rifle Team Ribbon
39. Orienteering Ribbon
40. Recruiting Ribbon

2. Distinguishing MCJROTC Patches. The MCJROTC shoulder patch will be worn on the left sleeve of the blue coat, green coat, and khaki shirt. A "MCJROTC" nametape will be centered and sewn above the left breast pocket of the digital utility jacket. Cadets are not authorized to wear uniforms that do not have the approved JROTC patches.

CADET UNIFORMS

Digital Utility Uniform:

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

Service "C" Uniform (Charlies):

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

Blue Dress "D" Uniform (Deltas):

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

Blue Dress "B" Uniform:

White Barracks Cap	Clean, smooth white cloth. Bill shined.
Brass Cover Emblem	Polished. Wings parallel to deck.
Dress Blue Coat	Dry Cleaned. Pressed. No irish pennants Lint free.
Ribbons and Badges	1/8" and centered over left pocket.
Brass Collar Emblems	Polished. Wings parallel to deck. Anchors inboard.
White Belt	Clean. Snug, smooth fit.
Brass Waist Plate	Polished.
White T-Shirt (Male)	Clean. Worn under the coat.
White Dress Shirt (Female)	Dry Cleaned. Worn under the coat. Black neck tab.
Blue Trousers	Dry Cleaned. Pressed. No irish pennants.
Khaki Web Belt	Clean. Tip 2-4 inches past buckle.
Brass Belt Buckle	Polished. Locked. Military Alignment.
Black Dress Socks	Clean.
Black Dress Shoes.	Clean. Sole/Heel edges dressed.

Patches:

M CJROTC shoulder patch	1/2 inch down and centered on left sleeve.
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Ribbons:

Male Uniforms	1/8" and centered above left pocket.
Female Uniforms	Coat: 1/8" above highest point of left pocket and centered on the pocket. Shirt: 0 to 2 inches above first visible button and centered on the left side of the shirt. This tolerance is given, since there is no pocket on the female shirt.

MARINE CORPS GENERAL ORDERS

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

THE MARINES' HYMN

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

Our flag's unfurled to every breeze,
From dawn to setting sun.
We have fought in every clime and place,
Where we could take a gun.
In the snow of far off northern lands,
And in sunny tropic scenes,
You will find us always on the job,
The United States Marines.

Here's health to you and to our Corps,
Which we are proud to serve.
In many a strife we've fought for life,
And never lost our nerve.
If the Army and the Navy,
Ever look on Heaven's scenes,
They will find the streets are guarded by,
United States Marines.

GENERAL MARINE CORPS KNOWLEDGE

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

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

MARINE CORPS EMBLEM - Current emblem adopted in 1868, consisting of:

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

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

MARINE CORPS COLORS - Scarlet and Gold

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

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

COMMANDANT'S QUARTERS - Located at 8th and I streets Washington, D. C.
The oldest building still in use in the nation's capital

FIRST COMMANDANT – Captain Samuel Nicholas

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

COMMON TERMS, SAYINGS, QUOTES

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

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

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

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

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

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

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

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

LEGENDS IN THEIR OWN TIME

PRESLEY O'BANNON	Lieutenant O'Bannon's Marines were the first to raise the U.S. flag over an old world country during the battle for Derna, Tripoli in 1805. The Mameluke sword was presented to Lieutenant O'Bannon for his actions.
JOHN QUICK	SgtMaj Quick is remembered for his actions in 1898 at Guantanamo Bay, Cuba. While under Spanish and American shellfire, he semaphored a shift in the naval bombardment, and was awarded the Medal of Honor.
DANIEL DALY	Dan Daly is recognized for being the only enlisted Marine to earn two Medals of Honor. He earned one as a Private in the Chinese Boxer Rebellion and the other as a GySgt in the Caco War in Haiti.
SMEDLEY BUTLER	Smedley Butler is recognized for being the only officer to earn two Medals of Honor. He earned one in Veracruz, Mexico and the other in Haiti.
LEWIS B. "CHESTY" PULLER	Chesty Puller rose from Private to Lieutenant General. He won 5 Navy Crosses. The Marine Corps mascot "Chesty" is named after him.
ALFRED A. CUNNINGHAM	In 1913, A. A. Cunningham became the first Marine Corps aviator.
IRA HAYES	A Pima Indian from Arizona, Ira is immortalized for his rear flank position in the Iwo Jima flag raising.
OPHA MAE JOHNSON	Opha Mae Johnson became the first enlisted female Marine on August 13, 1918.
MARGARET A. BREWER	Margaret Brewer served as the first female General Officer of Marines.
CAROL A. MUTTER	In 1996, Carol Mutter became the first female Lieutenant General in the Marine Corps and the highest ranking female in the armed forces.

MARINES IN ACTION

10 November 1775 – The Continental Congress authorized two battalions of Marines.

Notable Continental Marine Operations of the Revolutionary War

- 3 March 1776 – New Providence, Nassau, the Bahamas
- 6 April 1776 – USS Cabot vs HSM Glasgow
- 2 January 1777 – Second Battle of Trenton (Assanpink Creek)
- October – November 1777 – Defense of the Delaware Forts
- 27 January 1778 – Second Nassau Expedition
- 7 March 1778 – HMS Yarmouth vs. USS Randolph
- 27 – 28 April 1778 – John Pauls Jones' Whitehaven Raid
- 26 July – 13 August 1779 – Penobscot Expedition
- 23 September 1779 – USS Bon Homme Richard vs USM Serapis
- 12 February – 12 May 1780 – Defense of Charleston

1798 – Congress re-created the Marine Corps as a separate service.

The Barbary Wars, 1801 – 1805 & 1815

- 1 August 1801 USS Enterprise vs the Tripolitanian Tripoli
- 20 May 1803 – Commodore John Rogers Raid on Tripoli Harbor
- 22 May 1803 – USS John Adams vs the Tripolitanian Mashuda
- 16 February 1804 – Burning of USS Philadelphia in Tripoli Harbor
- 3 August 1804 – Naval Battle off Tripoli
- 3 August – 12 September – Bombardment of Tripoli
- 27 April 1805 – Capture of Derna
- 13 May – 10 June 1805 – Defense of Derna
- 17 June 1815 – Capture of the Algerian Mashuda off Spain
- 19 June 1815 – Capture of the Algerian Estedio off Spain

The War of 1812

- 9 August 1812 USS Constitution vs HSM Guerriere
- 26 October 1812 – USS United States vs HSM Macedonian
- 29 December 1812 – USS Constitution vs HMS Java
- 1 June 1813 – HMS Shannon vs USS Chesapeake
- 10 September 1813 – Battle of Lake Erie
- 28 June 1814 – USS Wasp vs HMS Reindeer
- 24 August 1814 – Battle of Bladensburg, Maryland
- 12 – 14 September 1814 – Defense of Fort McHenry
- 15 January 1815 – HMS Endymion vs USS President
- 20 February 1815 – USS Constitution vs HMS Cyane and HMS Levant

The Spanish American War

- 1 May 1898 – Battle of Manila Bay
- 3 May 1898 – Capture of Cavite
- 11 May 1898 – Cable Cutting Expedition, Cienfuegos, (12 Medals of Honor Awarded)
- 10 – 14 June 1898 – Occupation and Defense of Guantanamo Bay
- 14 June 1898 – Battle of Cuzco Well
- 11 June 1898 – Fisher’s Point Raid, Cuba
- 15 June 1898 – Caimanera Raid
- 30 June – 1 July 1898 – Manzanillo Raid
- 3 July 1898 – Naval Battle of Santiago
- 25 July 1898 – Capture of Guanica, Puerto Rico
- 27 July 1898 – Capture of Ponce, Puerto Rico
- 9 August 1898 – Raid on Cape San Juan, Puerto Rico

The Boxer Rebellion (“The China Relief Expedition”)

- 17 June 1900 – Capture of the Taku Forts
- 20 – 21 June 1900 – Battle of Tang T’Su (First Relief Expedition)
- 20 June – 14 August 1900 – Defense of the Peking Legations
- 19 June 1900 – Battle of the Eastern Arsenal, Tientsin
- 24 June 1900 – First Battle of Tientsin
- 9 July 1900 – Battle of the Imperial Arsenal, Tientsin
- 13 – 14 July 1900 – Second Battle of Tientsin
- 5 – 6 August 1900 Battle of YangT’sun
- 13 – 19 August 1900 Battle of Peking

World War I

- 15 March – 13 May 1918 – Defensive Operations, Toulon Sector, Verdun Front
- 31 May – 5 June 1918 – Aisne Defense
- 6 June – 9 July 1918 – Battle of Belleau Wood
- 18 – 20 July 1918 – Soissons Offensive
- 9 – 16 August 1918 – Morheche Sector
- 12 – 16 September 1918 – St. Mihiel Offensive
- 2 – 6 October 1918 – Battle for Blanc Mont
- 6 – 8 October 1918 – Capture of St. Etienne
- 1 – 2 November 1918 – Breaching of the Kriemhulde-Freya Lines
- 2 – 11 November 1918 – Crossing of the Meuse
- Marines winning the French Fourragere during World War I
 - 5th Marine Regiment
 - 6th Marine Regiment
 - 6th Marine Machinegun Battalion

The Banana Wars

- 9 June 1912 – Battle of El Cuero, Cuba
- 3 – 4 October 1912 – Storming of Coyotepe, Nicaragua
- 20 –21 April 1914 – Capture of Vera Cruz
- 24 – 25 October 1915 – Battle of Fort Dipitie, Haiti
- 17 November 1915 – Battle of Fort Riviere, Haiti
- 2 – 3 July 1916 – Battle of Guayacanas, Dominican Republic
- 29 November 1916 – Battle of San Francisco de Macoris, Dominican Republic
- 7 October 1919 – Battle of Port-au-Prince, Haiti
- 14 January 1920 – Battle of Port-au-Prince, Haiti
- 16 May 1927 – Battle of La Paz Centro
- 16 July 1927 – Battle of Ocotal, Nicaragua
- 30 December 1927 – 8 June 1928 – Defense of Quilali, Nicaragua
- 26 December 1932 – Railway Battle, El Sauce, Nicaragua

The China Marines 1911 – 1941

World War II, 1941 – 1945

- 7 December 1941 Pearl Harbor Bombing
- 8 – 23 December 1941 – Wake Island
- 20 – 24 November 1943 – Tarawa
- 19 February – 26 March 1945 – Iwo Jima
- 11 June – 10 July 1944 – Saipan
- 6 September – 15 October 1944 – Peleliu
- 1 April – 22 June 1945 – Okinawa
- 7 – 9 August 1942 – Gavutu-Tonambogo
- 7 August 1942 – 8 February 1943 – Guadalcanal
- 1 November 1943 – 31 January 1944 – Bougainville
- 26 December 1942 – 1 March 1943 – Cape Gloucester, New Britain
- 1 April 1945 – Marines landed on Okinawa, the last offensive battle of WW II and the Pacific theater.

The Korean War, 1950 – 1953

The Vietnam War, 1965 – 1972

The Beirut “Peacekeeping” Mission, 1982 – 1983

Grenada 1983

- Marines landed in Grenada to secure and safeguard American citizens.

The Gulf War

11 September 2001

- Two Commercial Air Liners are flown into the New York World Trade Center and one into the Pentagon by members of the terrorist group Al Qaeda

Operation Iraqi Freedom

- 20 March 2003 – 1st Marine Division participates in Operation Iraqi Freedom
- 10 April 2003 – 1st Marine Division takes Baghdad during Operation Iraqi Freedom

IMPORTANT DATES IN MARINE CORPS HISTORY

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

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

1847 – Marines occupied the “Halls of Montezuma.”

1913 – Marine Corps established its aviation section.

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

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

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

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

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

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

1950 – Marines fought in the Korean War.

1965 – Marines begin operations in Vietnam.

1982 – Marines landed in Lebanon as a “Force in Readiness.”

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

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

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

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

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

1996 – Marines rescue Air Force pilot Captain Scott O’ Grady in Bosnia.

2001 – 11 September, terrorist attack on Twin Towers in New York.

PHONETIC ALPHABET

A = ALPHA	B = BRAVO	C = CHARLIE	D = DELTA
E = ECHO	F = FOXTROT	G = GOLF	H = HOTEL
I = INDIA	J = JULIET	K = KILO	L = LIMA
M = MIKE	N = NOVEMBER	O = OSCAR	P = PAPA
Q = QUEBEC	R = ROMEO	S = SIERRA	T = TANGO
U = UNIFORM	V = VICTOR	W = WHISKEY	X = X-RAY
Y = YANKEE	Z = ZULU		

COMMANDANTS OF THE MARINE CORPS		SERGEANTS MAJOR OF THE MARINE CORPS	
Samuel Nicholas	1775-1781		
William W. Barrows	1798-1804		
Franklin Wharton	1804-1818		
Anthony Gale	1819-1820		
Archibald Henderson	1820-1859		
John Harris	1859-1864		
Jacob Zeilin	1864-1876		
Charles G. McCawley	1876-1891		
Charles Heywood	1891-1903		
George F. Elliott	1903-1910		
William P. Biddle	1911-1914		
George Barnett	1914-1920		
John A. Lejeune	1920-1929		
Wendell C. Neville	1929-1930		
Ben H. Fuller	1930-1934		
John H. Russell	1934-1936		
Thomas Holcomb	1936-1943		
Alexander A. Vandegrift	1944-1947		
Clifton B. Cates	1948-1951		
Lemuel C. Shepherd, Jr.	1952-1955		
Randolph McCall Pate	1956-1959	Wilbur Bestwick	1957-1959
David M. Shoup	1960-1963	Francis D. Rauber	1959-1962
Wallace M. Greene, Jr.	1964-1967	Thomas J. McHugh	1962-1965
Leonard F. Chapman, Jr.	1968-1971	Herbert J. Sweet	1965-1969
Robert E. Cushman, Jr.	1972-1975	Joseph W. Dailey	1969-1973
		Clinton A. Puckett	1973-1975
Louis H. Wilson	1975-1979	Henry H. Black	1975-1977
		John E. Massaro	1977-1979
Robert H. Barrow	1979-1983	Leland D. Crawford	1979-1983
Paul X. Kelley	1983-1987	Robert E. Cleary	1983-1987
Alfred M. Gray, Jr.	1987-1991	David W. Sommers	1987-1991
Carl E. Mundy, Jr.	1991-1995	Harold G. Overstreet	1991-1995
Charles C. Krulak	1995 - 1999	Lewis G. Lee	1995-1999
James L. Jones	1999 - 2003	Alford L. McMichael	1999 - 2003
Michael W. Hagee	2003 - 2006	John L. Estrada	2003 - 2006
James T. Conway	2006 - 2010	Carlton W. Kent	2006 - 2011
James F. Amos	2010 - 2014	Micheal P. Barrett	2011 - 2015
Joseph F. Dunford	2014 - 2015	Ronald L. Green	2015 -
Robert B. Neller	2015 -		

CADET BATTALION COMMANDING OFFICERS	
Cadet Captain Tim Farrell *	1982 - 1983
Cadet Captain Jeff Bratcher *	1983 - 1984
Cadet Lieutenant Colonel Sharon Connell *	1984 - 1985
Cadet Lieutenant Colonel Drew Cukor *	1986 - 1986
Cadet Lieutenant Colonel Mark Eyre *	1986 - 1987
Cadet Lieutenant Colonel Robert Aynardi *	1987 - 1988
Cadet Lieutenant Colonel Eric Conzon *	1988 - 1989
Cadet Lieutenant Colonel Marc Randall *	1989 - 1990
Cadet Captain Lee Ebaugh *	1990 - 1991
Cadet Major Rory Tucker *	1991 - 1992
Cadet Colonel David Holdstein *	1992 - 1993
Cadet Colonel John Taylor *	1993 - 1994
Cadet Major Lawrence Brown	1994 - 1995
Cadet Major Eric Wells	1995 - 1996
Cadet Lieutenant Colonel John La Firenza III	1996 - 1997
Cadet Lieutenant Colonel Anthony Aronowitz	1997 - 1998
Cadet First Lieutenant Aaron Sullivan	1998 - 1998
Cadet Colonel John H. McAulay III	1999 - 1999
Cadet Colonel Steven Van Walker, Jr.	1999 - 2000
Cadet Captain Brendon Melgoza	2000 - 2001
Cadet Colonel Sofia Calica	2001 - 2002
Cadet Colonel Natalie Pfister	2002 - 2003
Cadet Captain Brean Deveroux Munoz	2003
Cadet Major Brian Beckenhaupt	2004
Cadet Lieutenant Colonel Joshua Robinson	2004 - 2005
Cadet Lieutenant Colonel Jacqueline Wyatt	2005 - 2006
Cadet Captain Beth Cunningham	2006
Cadet Lieutenant Colonel Brett Meyer	2007
Cadet Colonel Heather Dunaway	2007 - 2008
Cadet Major Steven Moretti	2008 - 2009
Cadet Colonel Alexis Lucio	2009 - 2010
Cadet Major Jordan Rael	2010 - 2011
Cadet Lieutenant Colonel Edwin Myers	2011 - 2012
Cadet Major Patrick Williamson	2012 - 2013
Cadet Major Alexander DeBry	2013 - 2014
Cadet Major Madeleine Bright	2014 - 2015
Cadet Major Tristan Shankle	2015 - 2016
Cadet Major Bryce Clomera	2016 - 2017

*Note: South Bay Union High School District included Redondo Union High School and Mira Costa High School

CADET BATTALION SERGEANTS MAJOR	
Cadet Sergeant Major Pernisco *	1989 - 1990
Cadet Sergeant Major Stephan Mary *	1990 - 1991
Cadet Sergeant Major Stephan Mary *	1991 - 1992
Cadet Sergeant Major Rayne Brock *	1992 - 1993
Cadet Sergeant Major Jason Knoll *	1993 - 1994
Cadet Sergeant Major Seth Boyd	1994 - 1995
Cadet Sergeant Major Jacob Baird	1995 - 1996
Cadet Sergeant Major Jeffrey Londono	1996 - 1997
Cadet Sergeant Major Nickolas Orlando	1997 - 1998
Cadet Sergeant Major Christopher Simmons	1998 - 1998
Cadet Sergeant Major Joseph McLaughlin	1999 - 1999
Cadet Sergeant Major Christian Parra	2000 - 2001
Cadet Sergeant Major Joshua Hotai	2001
Cadet Sergeant Major Samantha Valentine	2002
Cadet Sergeant Major Brett Heitmann	2002 - 2003
Cadet Sergeant Major Jeffrey Collenberg	2003 - 2004
Cadet Sergeant Major Terrence Sheldon	2004 - 2005
Cadet Sergeant Major Jeffrey Woods	2005
Cadet Sergeant Major Timothy King	2006
Cadet Sergeant Major Brett Meyer	2007
Cadet Sergeant Major Keven Beckenhaupt	2007 - 2008
Cadet Sergeant Major Sara Malinsky	2008 - 2009
Cadet Sergeant Major Brian Ward	2009 - 2010
Cadet Sergeant Major William Sewell	2010 - 2011
Cadet Sergeant Major Adrian Biggs	2011 - 2012
Cadet Sergeant Major Jared Malott	2012 - 2013
Cadet Sergeant Major Manuel Caes	2013 - 2014
Cadet Sergeant Major Joselynn Raya-Garcia	2014 - 2015
Cadet Sergeant Major Jared Rounds	2015 - 2016
Cadet Sergeant Major Kevin Ordonez	2016 - 2017

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