

**UNITED STATES MARINE CORPS
JUNIOR RESERVE OFFICER TRAINING CORPS
FORT MILL HIGH SCHOOL
215 North 21 By-Pass
Fort Mill, SC 29715**

MCJROTCFMHSUO 1533.6
FMSMI-1
15 AUG 2023

MARINE CORPS JUNIOR ROTC FORT MILL HIGH SCHOOL UNIT ORDER 1533.6

From: Senior Marine Instructor

To: All Fort Mill High School Cadets and Parents / Guardians

Subj: MARINE CORPS JUNIOR RESERVE OFFICER TRAINING CROPS FORT MILL HIGH SCHOOL
UNIT STANDING OPERATING PROCEDURES (Short)

Title: MCJROTC FMHSUSOP

Ref: (a) MCO P1533.6

1. Purpose. To publish policies and procedures governing the operations of the Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) Unit at Fort Mill High School.
2. Information. Cadets are members of a small, but elite group. They are expected to set the example for community service and behavior. MCJROTC classes are not like other classes in school. Cadets are expected to play a major role in planning, organizing, conducting and supervising unit activities. Junior cadets must follow the instructions of cadet's senior to them. Senior cadets are required to ensure that all assigned tasks are completed and to take care of their subordinate cadets. Successes and achievements of the Fort Mill High School MCJROTC program result from all hands following the policies and procedures for the unit. It is imperative that cadets be of unquestioned honesty, exercise sound leadership and judgment, and approach all tasks in an unselfish and self-disciplined manner. Cadets are expected to maintain a positive attitude and adhere to the policies of the unit.
3. Discussion. Cadets are expected to read, understand and obey the policies, procedures, and rules contained in this order. Since its' founding on 10 November 1775, the Marine Corps has always found pride in the discipline of the Corps and the Marines who can always complete any job or task assigned to them. You are expected to follow in this proud tradition. Self-discipline and teamwork are the keys to success. Successful cadets will rapidly develop both abilities. Our intent is to produce graduates who possess the discipline, teamwork, leadership and organizational skills required to successfully attain their goals and to be productive citizens.

4. Action. The policies and procedures contained in this order are applicable to all members of the Fort Mill High School MCJROTC Unit. Copies will be maintained in the MCJROTC classroom. All cadets are responsible for knowing and complying with the contents of this order. Reference (a) applicable.



G.S. RATLIFF

MAJ USMC (RET.)

FORT MILL HIGH SCHOOL SENIOR MARINE INSTRUCTOR

MCJROTC

MISSION:

**TO DEVELOP INFORMED CITIZENS, STRENGTHEN CHARACTER BY TEACHING DISCIPLINE,
AND DEVELOPING AN UNDERSTANDING OF THE RESPONSIBILITIES OF LEADERSHIP AND
CITIZENSHIP.**

OBJECTIVES:

DEVELOP INFORMED AND RESPONSIBLE CITIZENS

DEVELOP LEADERSHIP

STRENGTHEN CHARACTER AND LEADERSHIP

**PROMOTE AN UNDERSTANDING OF THE BASIC ELEMENTS AND REQUIREMENTS FOR NATIONAL
SECURITY**

STRESS DISCIPLINE

TEACH RESPECT FOR AUTHORITY

SHOW POSSIBLE CAREER AND EDUCATION CHOICES TO ACHIEVE, SUCCEED AND EXCEL.

MCJROTC FMHSUSOP

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CHAPTER 1
STANDARDS OF CONDUCT

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CHAPTER 1

STANDARDS OF CONDUCT

1000. GENERAL. In addition to the standards of conduct for students attending Fort Mill High School as published by the High School and the Fort Mill School District, the cadets of Fort Mill High School MCJROTC will be expected to follow standards for cadets in the MCJROTC Program.

1001. CLASS FORMAT. Lecture and class discussions, individual/group projects, exams, uniform inspections, drilling/marching and physical fitness training/testing.

1002. CLASSROOM CONDUCT/REQUIREMENTS. The following rules will be followed by all cadets:

- A. Uniforms will be worn each Wednesday (unless announced for a different day), Physical Training (PT) gear will be worn on Tuesday's and Friday's (unless announced for a different day). Designated uniforms will be announced to all cadets, and posted on the classroom bulletin board. All uniforms will be provided to the cadet at no cost, providing the cadet adequately cares for and safeguards uniform items. Cadets are responsible for purchasing any uniform item that they have lost or misplaced.
- B. Cadets are expected to participate in all curriculum activities.
- C. No cadet is allowed in the armory/supply room without the specific approval of the instructors.
- D. All cadets are expected to report on time to all classes properly dressed. Once in the class cadets may leave only with the permission of the instructors or upon request from the office.
- E. All cadets upon entering a MCJROTC classroom for the first time during the day will give an appropriate greeting. (Good morning, afternoon, etc....)
- F. All Cadets will be released from class only upon direction of the Instructors and not by the bell or announcement.
- G. Cadets do not sit on, nor put their feet on desks, tables, or chairs.
- H. Gum chewing, food, and drink in the classroom are not allowed without permission of the Senior Marine Instructor (SMI) or Marine Instructor (MI).

- I. Profanity is never allowed.
- J. You will be called to attention for roll call. When your name is called, you will respond, "Here, Sir" or "Here, Ma'am" and, when directed, sit down. There will be NO talking after roll call unless you are called on or have a question.
- K. You will use, "Yes, (Sir or Ma'am)" or "No, (Sir or Ma'am)" with all instructors, School officials, and Cadet Officers.
- L. When any adult, or school official enters the classroom, the first Cadet who sees them, will sound off "Attention on Deck". At this time the class will stand at attention until told otherwise. A cadet in the classroom will ask the adult if they can help them.
- M. When entering the classroom, leave backpacks in the designated area. Do not leave papers, books or personal belongings in the classroom when you depart.
- N. There will be no note passing in class.
- O. There will be no sleeping in class. Eyes closed or heads on desks or tables is considered sleeping. If an instructor thinks you are sleeping, you will be asked to stand at the rear of the classroom until the instructor thinks you are mentally re-awakened. If a cadet feels the need to stand to be mentally reawakened they can do this on their own. This method is highly encouraged over the latter.
- P. A respectful, positive attitude is required. More cadets will get into trouble because of his or her attitude than their actions.
- Q. Each cadet is considered to be a mature student, responsible for his or her own actions until such time as he/she demonstrated unacceptable, immature behavior. This includes such actions as pouting, temper tantrums, lack of self-discipline and other child-like mannerisms. NO WHINING ALLOWED!!!
- R. Cadets who are unable to participate in physical training or drilling/marching for less than a week are required at a minimum to have an excuse signed by a parent/guardian stating why they cannot participate (a phone number must be listed on the excuse). One parent note per six week grading period will be accepted. If the student is unable to participate for more than one week then they will need an excuse signed by a doctor stating why they cannot participate, and the date they can start physical activities again. The student will still report in uniform on Wednesdays (uniform day), and have the required PT uniform with them for PT days. Cadets are to have a lock on their lockers while storing their uniforms or any other personal items.

1003. NATIONAL ANTHEM OR PLEDGE OF ALLEGEANCE. On uniform days, it is mandatory that a cadet stand for the National Anthem or Pledge of Allegiance. This applies not just in the MCJROTC classrooms but in any classroom and setting. This policy is not to take away the students right of free speech, but to ensure that the uniform, service and flag are not misrepresented. A cadet not following this policy will receive a zero for this uniform day. Additionally, the uniform and the flag go together, if a student chooses to exercise their right to not stand during the National Anthem or the Pledge on a regular basis (two times), their uniform will be taken from them and they will receive a zero for each uniform day.

1004. PERSONAL CONDUCT. Personal conduct is considered to be the manner in which a person practices self-discipline, self-control, respect, and responsibility. The key to self-discipline is the ability to work for yourself and make the best choices for yourself. Living by a correct set of rules and regulations is necessary for you to achieve your own goals and the goals of the group. In order to achieve these goals, the following apply:

- A. Language. Cadets will be courteous and respectful at all times. Profanity and vulgarity will not be tolerated.
- B. Politeness. Politeness is the practice of the social customs that are desired in our society. Cadets are expected to treat others in the manner that other people would like to be treated.
- C. Respect. If you want respect, then you must earn it and have respect for others. Cadets are representatives of the Fort Mill High School MCJROTC Unit, the Marine Corps and the community in which they live. Being disrespectful toward anyone will not be tolerated. In the military community, respect for authority is paramount, and it will not be different in the Cadet organization. A disrespectful cadet is a bad reflection on all cadets.
- D. Stealing. Stealing is the act of depriving someone of his or her property and is a sign of disrespect for the person and for authority. A key element in a successful unit is mutual trust and confidence in each other by all members. A thief destroys this trust and confidence and cannot be tolerated. Cadets who steal will not be allowed to remain in the MCJROTC program.

1005. CONDUCT ON FIELD TRIPS, ORIENTATION VISITS, CADET LEADERSHIP COURSE & EXTRACURRICULAR ACTIVITIES. Personal and group conduct while participating in these types of activities will be strictly supervised by the Marine Corps Instructional Staff and assigned chaperones. All school policies remain in effect for any trip. Furthermore, while cadets are visiting military bases or other military activities, they become subject to all laws that apply to visitors on military property. While participating on orientation visits, cadets are further subject to regulations that apply to cadets while in this "training" status. Of importance is that you will be orderly, respectful and responsive to the directions of the military and civilian staff that are responsible for you during your participation in these activities. Additionally, all of these trips, visits and extracurricular activities are **voluntary** only. However, every cadet desiring to go on any of these events, if any of their teachers, SMI or MI do not approve them to go because of behavior or grades, then they will not be approved for these events.

- A. Cadets are encouraged, but not required to participate in MCJROTC extra-curricular activities to include: Color Guard, Drill Team, Orienteering, Shooting/Marksmanship Team, Academic, Field Meet Team and community service events. Students who participate in such activities are rewarded by earning ribbons, badges, and increase their eligibility for promotion. These are fantastic items to put on any college application.

1006. CADET RESPONSIBILITIES. Selected cadet cadre will often be placed in charge of a group of cadets. They are responsible for the welfare of the cadets in their charge and for accomplishing assigned tasks. Cadets placed in the charge of a cadet cadre are to follow the instructions of that cadet and give him/her the same respect and obedience they would give to any instructor. Cadets who do not follow the instructions of senior cadets can be banned from future cadet activities. Additionally:

- A. Cadets are responsible to make up all missed work. Tests and quizzes within 5 days of a cadets return to class. (District policy)
- B. In the case of a missed uniform inspection the cadet will wear their uniform on the first day they return to school. Failure to do so will result in a grade of "0" for the missed uniform inspection. Any cadet that chooses not to wear the uniform the entire school day will receive a grade of "0" for that uniform day unless there was a reason for this approved by one of the MCJROTC instructors. Cadets who routinely do not wear their uniforms on scheduled uniform days **put themselves at risk in passing the course.**
- C. Cadets who refuse to comply with Marine Corps grooming regulations **will** have their uniforms taken from them, and receive a zero for each uniform inspection. **This will also put the student at risk in passing the course.**

D. Cadets who routinely do not dress out for physical training (PT) **will** receive a zero for the day for physical training. Cadets who routinely do not dress out for physical training **put themselves at risk in passing the course**. A PT grade / day cannot be made up.

1007. CADET GRADING CRITERIA. Cadets are expected to participate and to do their best at all activities while in the MCJROTC program. As long as a cadet exhibits a positive attitude and performs at the best level possible they should have no trouble passing each level of MCJROTC they attempt. Grading for each area is as follows:

	<u>LE4 & Cadre</u>	<u>Honors</u>	<u>LE1-3</u>
A. Tests, Practical Exams, Quizzes, Book Report, and Projects	30%	25%	35%
B. Uniform Inspections	30%	25%	35%
C. Physical Fitness Training / Tests	30%	25%	30%
D. LE-IV & Cadre cadets (Leadership grade) Honors (Leadership & Project grade)	10%	25%	N/A
E. Final Exam	10%	10%	10%

** Much of a student's grade during Physical Fitness Training will be based upon effort. One of the goals of our physical training program is to assist our cadets to establish an acceptable level of fitness or to raise their level of physical fitness. In an effort to accomplish this it is necessary for the cadets to push themselves to reach their goals. Again, this will require some cadets to do more than they desire to do. We sometimes discover that cadets are not always willing to make the additional effort to improve. Often this additional effort is easily achieved and well within the ability of the cadet's capabilities. When we observe cadets, who refuse to make the necessary efforts required of their training goals, this will be reflected in their grade for the physical training event. Effort during PT can be as much as 50% of their daily grade. If there is a medical reason limiting a student, then this nulls this case.

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CHAPTER 2
STANDARDS OF CONDUCT

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CHAPTER 2

MILITARY APPEARANCE

2000. GENERAL. The United States Marine Corps and the Fort Mill High School MCJROTC unit will have personnel who display good military appearance and bearing. The unit is always in the public eye, and the public measures the MCJROTC Program on how cadets appear in public. A good military appearance is a requirement for each cadet in the program.

2001. HAIR STYLES. The Marine Corps sets minimum standards for cadets in the MCJROTC program in regard to their haircuts and styles. Each cadet will maintain this minimum standard. The appropriate illustrations and regulations of the minimum Marine Corps standard are delineated in the reference. Each cadet will also be given instruction for proper grooming. Additional information on hair styles can be found at the following links:

Male Hair: <https://www.youtube.com/watch?v=ol84Pt7NLug>

Female Hair: <https://www.youtube.com/watch?v=3HJU2HecEQ8>

2002. GROOMING REGULATIONS. No faddish or eccentric wearing of head, facial, or body hair will be permitted. Requests for exceptions to grooming regulations based upon religious beliefs will be forwarded via the chain of command to DC M&RA for decision, using the NAVMC 10274 AA form.

- a. MALE GROOMING REGULATIONS. The requirement for hair regulations is to provide direction for maintaining a neat and professional military image. Men's hairstyles require non-eccentric and non-faddish styles, maintaining a conservative, professional appearance, and will abide by the following:

2003. MALE HAIR LENGTH. Hair will be neat and closely trimmed. The hair may be clipped at the edges of the side and back and will be evenly graduated all the way around the head (blended or faded and not edged as an outline) from zero length (skin) at the hairline to at least the top orifice of the ear circling around the back of the head, where it may then extend to the maximum hair length. Hair will not be over 3 inches in length fully extended (an extended hair, not the style, determines proper length) on the upper portion of the head. The bulk of the hair shall not exceed approximately 2 inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp when styled. The back and sides of the head below the hairline may be shaved to remove body hair.

1. Sideburns will not extend below the top of the orifice of the ear. Sideburns will not be styled to taper, flare or come to a point. The length of an individual hair of the sideburn will not exceed 1/8 inch when fully extended.

2. No male cadet will be required to have his entire hair length clipped to the scalp. This does not prohibit a male cadet from having his hair clipped (or shaved) to scalp if he so desires.

b. Hairstyle. Head hair will be styled so as not to interfere with the proper wear of uniform headgear. Hair, which protrudes from beneath properly worn headgear in an unsightly manner, is considered excessive, regardless of length. Male hair styles will conform to the natural shape of the head without eccentric directional flow, twists or spiking. One (cut, clipped or shaved) 1/8-inch-wide or smaller, natural, narrow, fore and aft off centered part (placed no further than the outer corner of the eye and will not extend down the back of the head) is authorized. The following hair style types are considered eccentric and are not authorized (this list is not all inclusive): (1) hair styling which includes single patches of hair on the top of the head (not consistent with natural hair loss); (2) hair styled to run as a strip down the center of the scalp (i.e. "Mohawk" fashion); (3) hair styled to leave an unusually large open (bald) area on the top of the head (not consistent with natural hair loss); and (4) hair styles that are asymmetrical (unbalanced or lopsided) or have etchings of letters, signs or figures, are not considered natural in appearance. Braiding of the hair is not authorized for male cadets. Male cadets are prohibited from wearing locks and twists in uniform. When used, hair gel/mousse should provide a conservative, natural appearance.

c. Hair Color. If applied, dyes, tints, bleaches and frostings, which result in natural colors are authorized. The hair color must complement the person's complexion tone. Color changes that detract from a professional image are prohibited.

d. Facial/Chest Hair.

1. The face will be clean shaven, except that a mustache may be worn. When worn the mustache will be neatly trimmed and must be contained within the margin area of the upper lip. The individual length of a mustache hair fully extended must not exceed 1/2 inch.

2. Except for a mustache, eyebrows, and eyelashes, hair may be grown on the face only when a doctor has determined that shaving is temporarily harmful to the individual's health. In these cases, the current edition of MCO 6310.1 applies.

3. No male cadet will be required to have his chest hair clipped. Chest hair should not protrude in an unsightly manner above the collar of the visible undershirt when worn, or long sleeve khaki shirt.

4. Excessive plucking or removal of eyebrows is not authorized, except for medical reasons.

e. Fingernails. Fingernails will be kept clean and neatly trimmed so as not to interfere with performance of duty, detract from a military image or present a safety hazard. Nail polish for male cadets is not authorized. Additional guidance is provided in paragraph 2006.

f. Make-up. Male cadets will not wear conspicuous make-up (if the make-up can be seen or is noticed, it is conspicuous).

2004. FEMALE GROOMING REGULATIONS.

1. Hair Regulations. The requirement for hair regulations is to provide direction for maintaining a neat and professional military image. Women's hairstyles require non-eccentric and non-faddish styles, maintaining a conservative, professional appearance. For the purpose of these regulations, women's hairstyles will be organized into three basic categories: short length, medium length and long hair.

a. Short Hair Length. Short hair is defined as hair length that extends no more than 1 inch from the scalp (excluding bangs). Overall hair bulk may be cut no shorter than 1/4 inch from the scalp; except that it may be evenly graduated from zero at the hairline at the nape of the neck to the maximum length of 1 inch within two inches of the hairline/neckline (creating a fade). Bangs, if worn, may not fall into the line of sight, may not interfere with the wear of all headgear, and when worn with headgear must lie neatly against the head. The width of the bangs may not extend beyond the hairline at the temples.

b. Medium Hair Length. Medium hair is defined as hair that does not extend beyond the collar's lower edge (in all uniforms), and extends more than 1 inch from the scalp. Medium hair may fall naturally in uniform and is not required to be secured. When worn loose, graduated hair styles are acceptable, but the change in length, from the front to the back, may not exceed a one-inch difference in length. The regulations for the wear of bangs detailed in the short hair length section apply to medium length hair as well. No portion of the bulk of the hair as measured from the scalp will exceed 2 inches.

c. Long Hair. Long hair is defined as hair that extends beyond the collar's lower edge. When styled, long hair will be secured up so that it does not extend beyond the collar's lower edge, except in the physical training uniform. Long hair will be neatly and inconspicuously fastened or pinned, except that bangs may be worn. The regulations for the wear of the bangs detailed in the short hair length section are relevant. No portion of the bulk of the hair, as measured from the scalp, will exceed 2 inches (except a bun, which may extend to a maximum of 3 inches from the scalp and may be no wider than the width of the head).

b. Hairstyles. Faddish and exaggerated styles to include shaved portions (other than the fade authorized in the short hair definition detailed above; and cadets are authorized to shave hair that extends below the hairline that cannot be pulled up into a bun), designs cut), asymmetrical (unbalanced or lopsided) haircut/hairstyles, and locks, twists and multiple braids that exceed the size and style guidelines are prohibited. Hair will be styled so as not to interfere with the proper wear of all uniform headgear. All headgear will fit snugly and comfortable around the largest part of the head without distortion or excessive gaps. When headgear is worn, hair should not protrude at distinct angles from under the edges. Hairstyles which do not allow the headgear to be worn in this manner are prohibited. Examples of hairstyles considered to be faddish or exaggerated and thus not authorized for wear in uniform are (this list is not all-inclusive): hair sculpting (eccentric directional flow, texture or spiking), buns or braids with loose hair extending at the end (except as authorized below), multiple braids that do not start at the top of the head, hair styles with severe angles, and loose unsecured hair (not to include bangs) when medium or long hair is worn up. To promote a neat and professional appearance, the use of hair products such as mousse, hair gel, and hairspray is authorized, as long as they provide a clear, dry finish.

1. Hair Extensions. Hair extensions that achieve medium and long hairstyles are authorized. Extensions must present a natural appearance and conform to all hair regulations.

2. Wigs. Wigs, if worn in uniform, must look natural and conform to the above regulations.

3. Physical Training (PT). Hair may be worn down for organized PT, except when considered a safety hazard. Pony tails are authorized. When hair-securing devices are worn (i.e. barrettes, small pony tail holders, etc.), they must be consistent with the hair color. Scrunchies, bows, ribbons, and alligator clips are not authorized to secure hair for PT. Hair accessories for PT must comply with the regulations detailed in the hair accessories section below.

4. Hair Accessories. Inconspicuous hairpins and bobby pins, if required, are authorized. Hairnets will not be worn unless inconspicuous or authorized for a specific type of duty. Barrettes, combs, rubber bands, styling tools, etc. are authorized, if concealed by the hair.

5. Hair Color. If applied, dyes, tints, bleaches and frostings, which result in natural colors, are authorized. The hair color must complement the person's complexion tone. Color changes that detract from a professional image are prohibited.

6. Body Hair. No female cadet will be required to remove body hair except where leg hair protrudes beyond the appropriate hosiery or causes a visibly uneven texture under said hosiery.

c. Cosmetics. Cosmetics, if worn, will be applied conservatively and will complement the individual's complexion tone. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn.

2005. BRAIDS, TWISTS AND LOCKS

- a. Braids. A braid is defined as three or more sections of interlaced hair. Braids may be worn with medium and long length hair. One and two braids (e.g. French braid) hairstyles are authorized, as long as the braid(s) provide a neat and professional military appearance and does not interfere with the proper wear of all headgear. More than two braids are considered multiple braids, and the guidance provided below applies. When extensions are worn, braids may continue to the end of the natural hair and can be worn loose from that point (i.e. partial multiple braids), but must be secured/worn up per long hair regulations.
- b. Twists. A twist is defined as two sections of hair twisted together, which forms a rope or cord-like appearance. Twists may only be worn with medium and long length hair. One and two twists (e.g. French twist) hairstyles are authorized, as long as the twist(s) provides a neat and professional military appearance, does not interfere with the proper wear of all headgear and does not exceed the "bulk of hair" limitations (extends no more than 2 inches from the scalp). More than two twists are considered multiple twists, and the guidance provided below applies.
- c. Locks. A lock is defined as one section of hair that twists from or near the root to the ends of the hair, which creates a uniform ringlet or cordlike appearance. Several techniques can be used to achieve this style; however, the overall appearance is subject to the parameters provided below. Locks may be worn with short, medium and long length hair and require partings to be square or rectangular in shape in order to achieve a neat and professional military appearance. Locks and multiple braids and multiple twist hairstyles must encompass the whole head (with the exception of bangs) and there will be no mixing of the styles (e.g., you may not wear locks and twists in the same hairstyle).
- d. Secured Braids and Twists. Only braids and twists may be "secured" to the scalp (hair is continually added to the braid or twist as it continues to the hairline at the nape of the neck), and will follow the contour of the head from front to nape in one direction. When worn secured, individual braids and twists will be small in diameter (no more than 3/8 inch), and will be tightly interlaced/twisted to present a neat, professional military appearance.
- e. Loose Braids, Twists and Locks. Loose (free-hanging, where no hair, other than hair extensions that are attached at the end of the natural hair, is added to the braid, twist or lock once it is started) hair is authorized for braids, twists and lock styles. When worn loose, individual braids, twists and locks will be spaced no more than 3/8 inch apart, will be small in diameter (no more than 3/8 inch), and will be tightly interlaced/twisted to present a neat, professional military appearance.

- f. Foreign Material. Foreign material shall not be incorporated into or attached onto any of the uniforms.
- g. New Growth/Maintenance of Braids, Twists and Locks. New growth will not exceed 1/2 inch at any time. Braids, twists and locks that do not meet these standards and do not present a neat and professional military appearance are not authorized.

2006. FINGERNAILS

A. Nail Length will be no longer 1/4 inch from the tip of the finger.

1. Fingernail polish In Service and Dress Uniforms. When worn, fingernail polish must be in shades of red (within the red spectrum, to include pinks and burgundies) and must complement the skin tone. Fingernails with multiple colors and decorative ornamentation are prohibited.
2. Fingernail Polish In Utilities. Colored fingernail polish is not authorized for wear with the utility uniform.
3. Manicures. Manicures that imitate the natural nail are authorized for wear with all uniforms (i.e. French manicures), to include utilities, but must have the "natural nail" appearance, to include the clearly defined white/beige nail tip. Press-on and acrylic nails are authorized for wear as long as they are maintained within the length and style regulations detailed above.
4. Lipstick. Lipstick, lip gloss and lip balm must be in shades of red (within the red spectrum, to include pinks and burgundies) or clear and must complement the skin tone. When worn, lip liner must be in the same shade as the lipstick, gloss or balm.
5. Other Make-Up. Mascara, when worn, must be in tones of black or brown. Cosmetics with a sparkle/glitter or similar finish are not authorized for wear (to include in the hair) False eyelashes should be natural in appearance.

2007. EARRINGS / PIERCINGS

A. Female cadets may wear earrings with service and dress uniforms at the individual's option, according to the following regulations:

1. Small, polished, yellow gold color, ball, or round stud earrings (post, screw-on, or clip), not to exceed 6 millimeters (about 1/4 inch) in diameter, may be worn with the service, blue dress, and blue-white dress. Only one earring may be worn in each ear.
2. Small white pearl or pearl-like earrings (post, screw-on, or clip), not to exceed 6 millimeters (about 1/4 inch) in diameter may be worn with blue dress 'A'. Only one earring may be worn in each ear.

3. Earrings will not be worn with the utility uniform, or while participating in a parade, ceremony, or other similar military function.

FILIPINO MILITARY TRAINING CORPS
FORT MILA HIGH SCHOOL

4. Besides ear piercings and regulations listed for them, no other piercings are authorized in uniform. Nose, Tongue, Chin, Lip, ETC..... If a female cadet has an existing body piercing, or desires to get one, when in uniform the cadet must wear a clear or flesh toned plugs or remove it when in uniform.

Name

2008. AUTHORIZED JEWELRY AND OTHER COSMETIC ARTICLES

- A. Unless otherwise authorized by the Commandant of the Marine Corps, no articles, such as pencils, pens, watch chains, fobs, pins, jewelry, handkerchiefs, combs, barrettes, hair ribbons/ornaments, flowers and other similar items shall be worn or carried exposed on the person when in uniform except that authorized by the reference or Marine Corps Uniform Regulations. Necklaces if worn will not be visible in uniform.
- B. Inconspicuous wristwatches, watchbands and rings are permitted while in uniform. Sunglasses will not be worn in any formation with cadets unless the necessity to wear sunglasses has been certified by medical authorities. When authorized to wear sunglasses in formation, lenses will not be silver coated, reflective, or eccentric, and chains or ribbons will not be attached to the eyeglasses.

TRUE / FALSE

2009. FEMALE COSMETICS AND UNDERGARMENTS

- A. Cosmetics shall be applied conservatively. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and shall not be worn. The aim is to achieve a natural, yet finished look through the proper application of cosmetics. Lipstick is optional with all service and dress uniforms (with the approval of parents) and if worn shall harmonize with the scarlet shade used in various service and dress uniform items. When the utility uniform is worn, red or pink shades of lipstick are authorized. Extreme colors/shade such as lavender, purple, or flesh color shall not be worn. Nail polish, if worn, shall either blend with lipstick or be colorless. Nail polish, if worn with the utility uniform, shall be colorless. **Lip rings are prohibited while in uniform.** Additional information can be found at the following links:

Female makeup: <https://www.youtube.com/watch?v=ocKF4ZoUq4M&t=130s>

What question did the Germans keep asking the team members?

Female makeup: <https://www.youtube.com/watch?v=PqBXOBy0QJg>

- a. Who is your Greek contact?
b. What is your target?
c. Where are your explosives?
d. Where is the landing going to take place?

- B. Adequate undergarments to include support garments shall be worn to ensure the proper fit, appearance, and opaqueness of the uniform. The conservative appearance of the uniform shall be maintained and undergarments shall not be conspicuously visible.

2010. SOCKS AND HOSE

- A. When wearing the utility uniform, brown cushion-soled socks as issued by Fort Mill High School Marine Corps JROTC shall be worn with the utility boots.
- B. Cadets shall wear black non-cushion socks when wearing all other uniforms.
- C. Female cadets shall wear full-length nylon hose with the service and dress uniforms when the skirts are worn. Hose should harmonize with the natural skin tone of the individual, except that dark nylon hose of the gray-smoky shades shall be worn with the blue dress uniforms on formal/drill occasions. Hose with seams, design, fish net mesh, or fancy heels are not authorized. Snag proof, run-resistant hose of an inconspicuous mesh may be worn.
- D. Female cadets shall wear hose as prescribed in paragraph 2010C above, but when wearing the utility uniform shall wear socks in accordance with paragraph 2010A.

2011. FOOTWEAR. Shoes and boots issued to cadets will be kept clean and in good condition. Cadets are required to ensure the outside surface and weld of the shoes or boots are clean and free of any dirt, dust, or mud. The appearance of shoes and boots is as important as any other part of the uniform and adds to the overall military appearance of the cadets. MCJROTC issued footwear is **only** to be worn on uniform days at school or at an MCJROTC extracurricular event, unless authorized by one of the Marine Instructors. Wear of the boots or Cora frame shoes for outside or non-MCJROTC activities is not authorized by MCJROTC which could cause the boot or shoes to become unserviceable or damaged. This would and could result in the cadet having to pay for another set of boots or shoes.

2012. DEFINITIONS.

- A. Eccentric. Departing from the established or traditional norm.
- B. Fad(dish). A transitory fashion adopted with wide enthusiasm.
- C. Conservative. Traditional in style.
- D. Inconspicuous. Not readily noticed or seen.
- E. Unsightly. Unpleasant or offensive to look at.
- F. Bulk of Hair. The depth of the hair once the hairstyle is complete. Using the scalp as a starting point, measure the tallest portion of the hair.

NOTE: SMI and MI have ultimate discretion on this determination.

2013. DENTAL ORNAMENTATION. The use of gold, platinum caps (permanent or removable) for purposes of ornamentation is prohibited. Teeth, whether natural, capped or veneered, will not be ornamented with designs, jewels, initials, etc. Unnatural shaping of teeth for non-medical reasons is prohibited. Commanders may consider waivers for permanent gold, platinum caps that were applied prior to 1 October 2007.

2014. PRISONER OF WAR/MISSING IN ACTION AND HONOR BRACELETS. (Also known as Killed in Action Bracelets), are authorized for visible wear in uniform. The bracelets will be silver or black in color, ½ inch wide and engraved with: at least the rank/rate, name, date captured/killed/missing, and may also include operation/location the individual was captured/killed/went missing. Multiple names on one bracelet are authorized, but only one bracelet will be worn at a time. No other bracelets are authorized for wear in uniform.

2015. EYEGLASSES. Eyeglasses, when worn, will be conservative in appearance. Eccentric or conspicuous eyepieces are prohibited. Chains, bands, or ribbons will not be attached to eyeglasses. However, eyeglass restraints are authorized for safety purposes, but must be of conservative style/design. Sunglasses, when worn, will be conservative in appearance without ornamentation. Manufacturer logos should be small and inconspicuous. Sunglasses may be worn on leave, liberty, and in garrison but not in formation unless prescribed. The lenses will be of standard green, black, or brown shade or may be the type commonly referred to as "photosensitive." Sunglasses that do not have "photosensitive" lenses will not be worn indoors.

2016. CONTACT LENSES. When worn in uniform, contact lenses must imitate a natural eye color/pupil shape. Designs are not permitted (e.g. cat eyes).

2017. RELIGIOUS APPAREL.

a. Articles of religious apparel will not be visible or apparent when worn with any uniform.

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CHAPTER 3

UNIFORMS

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MCJROTC FMHSUSOP

CHAPTER 3

UNIFORMS

3000. **GENERAL.** Uniforms and footwear clothing are issued to cadets at no cost. Each cadet is personally and financially responsible to the Federal Government and Fort Mill High School for the replacement, and, or repayment of items issued and not returned. Each cadet will sign the proper form (NAVMC 10939A) and initial next to each item to indicate that an item of uniform has been issued. **It is also the responsibility of each cadet upon turning in uniform items to turn them into the Senior Marine Instructor (SMI) or Marine Instructor (MI) at the MCJROTC spaces for a proper turn in. Any other method of turn in is inappropriate.** Items turned in will then be deleted from the form. The care and cleaning of uniform items is the responsibility of the cadet. If a uniform item is accidentally damaged (becomes unserviceable) or a cadet no longer fits into that item or clothing, a free exchange will be conducted. The cadet will bring that item of clothing in with them to be exchanged by the SMI or MI at no charge. **WHEN A CADET LEAVES THE PROGRAM, THEY MUST RETURN ALL UNIFORM ITEMS; OTHERWISE A CADET WILL BE CHARGED FOR THESE ITEMS AND GIVEN A DEBT TO FORT MILL HIGH SCHOOL.**

Additionally, it is the responsibility of each cadet turning in uniform items to ensure that the Senior Marine Instructor or Marine Instructor is annotating within the cadet's training jacket on the NAVMC 10939A (uniform list) that these turned in items have been annotated, that they have been returned. **CADETS WHO HAVE NOT TURNED IN THEIR UNIFORMS OR PAID FOR MISSING UNIFORM ITEMS WILL BE REFERRED TO THE ADMINISTRATION FOR ACTION (REPORT CARDS/DIPLOMAS/TRANSCRIPTS WILL NOT BE ISSUED UNTIL ALL UNIFORM ITEMS HAVE BEEN TURNED IN, OR DEBTS PAID).** It is also important to note that if a cadet is not returning to the course the next semester, and if the cadet does not turn in their uniform prior to the final, that semester or end of year final will not be given to them. Thus, they will have to come in on a make-up day to take that final, after they have turned in the uniform, to make up their final. If the uniform is not turned in then they will receive a "0" for their final.

3001. **UNIFORM INSPECTION.** The following rules and regulations are applicable at Fort Mill High School MCJROTC:

- A. The uniform inspection day is typically Wednesday, unless otherwise scheduled. The prescribed uniform will be worn by the first bell for the start of first block, **and the entire school day.** Cadets who change out of uniform during the school day will receive a zero unless approved by the Senior Marine or Marine Instructor.
- B. A cadet who is unable to wear the uniform due to an excused absence on Wednesday or the designated uniform day will wear the uniform the entire day the next school day he/she returns to school at which time they will be inspected.

- C. Cadets who do not wear the uniform on the designated uniform day and then make up the uniform day will be deducted a minimum of twenty points, cadets who fail to make up a uniform inspection will result in a zero for that uniform day. Cadets who refuse to wear the uniform or refuse to comply with grooming standards will receive a zero for all uniform inspections.
- D. Uniforms will be worn **ONLY** on specified uniform days, or other times as deemed appropriate by the SMI/MI. **Cadets in uniform may not wear any item of civilian clothing.**
- E. Cadets will wear **ONLY** the uniform and uniform items issued to them. Each cadet is responsible for uniforms and uniform items issued to them. If items are lost, damaged through negligence, or misplaced, the cadet is responsible for replacing or paying for those items.

3002. PHYSICAL FITNESS TRAINING UNIFORM. Physical fitness clothing minus running shoes, socks and underwear will be issued to each cadet, and will be worn for uniform physical fitness training and physical fitness testing (usually Tuesdays & Fridays). Cadets will adhere to the grooming standards while wearing the Physical Training Uniform.

3003. TYPES OF UNIFORMS. Cadets may be issued four types of uniforms: blue dress, service, PT (physical training) and camouflage utility. All cadets will be issued utilities. Second to fourth year cadets will additionally be issued service uniforms. Selected cadets such as drill team and color guard members will be issued the blue dress uniform which will be worn on occasions specified by the SMI/MI. Specific uniforms which may be worn by cadets are as follows:

- A. BLUE DRESS
 - 1. Blue Dress "A" with medals
 - 2. Blue Dress "B" with ribbons and badges
 - 3. Blue Dress "C" with long sleeve khaki shirt, tie, ribbons and badges
 - 4. Blue Dress "D" with short sleeve shirt and ribbons
- B. SERVICE UNIFORM (Greens)
 - 1. Service "A" with coat, long sleeve shirt, tie, ribbons and badges
 - 2. Service "B" with long sleeve shirt, tie, ribbons and badges
 - 3. Service "C" with short sleeve shirt, ribbons and badges
- C. CAMOUFLAGE UTILITY UNIFORM
- D. PHYSICAL TRAINING UNIFORM
 - 1. The Physical Training uniform consists of green shorts, a green t-shirt and black or white socks, and running shoes. The socks and running shoes are provide by the cadet.

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TRAINING SCHEDULE

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CHAPTER 4

TRAINING SCHEDULE

4000. GENERAL. A long range training schedule is available in the SMI's office for any cadet who desires to see it. All cadets should understand the basic weekly training schedule as stated below in paragraph 4001. Homework and classroom assignments are given to the cadets during the regular class period. The training schedules are made up for each level of Leadership Education.

4001. TRAINING WEEK. The *typical* training week at Fort Mill High School MCJROTC is as follows:

Monday	Academics
Tuesday	Physical Training
Wednesday	Uniform, Inspection and Drill
Thursday	Academics / Review
Friday	Physical Training

Changes to this training schedule will be made by the SMI/MI as necessary.

4002. TRAINING AREAS. Training will normally commence in the designated MCJROTC classroom and if the training schedule takes place in another area in the school or outside, the cadets will then be moved to the designated training area.

4003. TEXTBOOKS, SUPPLIES AND MATERIALS. Textbooks, supplies and equipment are for classroom use only. Textbook information can be accessed from the internet. If a cadet feels that they need a textbook, request one through the SMI or MI and one will be issued.

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CHAPTER 5

ORGANIZATION

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CHAPTER 5

ORGANIZATION

5000. GENERAL. The organization structure of the MCJROTC Unit provides the basis of the rank structure for the unit.

5001. ORGANIZATION. Based on the projected number of cadets, the Table of Organization will reflect as close as possible the organization of a Company or Battalion. See the reference for further guidance.

5002. CHAIN OF COMMAND. Cadets who desire to see the Senior Marine Instructor or Marine Instructor on any matter can speak directly to them. Cadets should address routine questions or problems to the next senior cadet in authority. The chain of command for cadets within the unit is as follows:

- Cadet Squad Leader
- Cadet Platoon Sergeant
- Cadet Platoon Commander / Class Leader
- Cadet Executive Officer
- Cadet Commander
- Marine Instructor
- Senior Marine Instructor

5003. BATTALION STAFF. The Battalion Commander is charged with the welfare and training of the battalion. To accomplish this task, the Battalion Staff assists the Senior Marine Instructor and Marine Instructor by assuming responsibility for specific staff functions. Fort Mill High School MCJROTC staff is structured as follows:

- Cadet Commanding Officer
- Cadet Executive Officer
- Cadet Sergeant Major
- Cadet Color Sergeant
- S-1 / Adjutant
- S-3 / Operations Officer
- Operations Chief
- S-4 / Logistics Officer
- Supply Officer
- Logistics Chief

- Cadet Major – Lieutenant Colonel
- Cadet Captain
- Cadet Sergeant Major
- Cadet Sergeant
- Cadet Gunnery Sergeant – 1st Lieutenant
- Cadet 2nd Lieutenant – Captain
- Cadet Gunnery Sergeant
- Cadet Gunnery Sergeant – 1st Lieutenant
- Cadet Gunnery Sergeant – 2nd Lieutenant
- Cadet Gunnery Sergeant

5004. COMPANY ORGANIZATION. The Battalion will be comprised of two or more companies. Company staffs will be organized as follows:

Cadet Company Commander	Cadet Captain
Cadet Executive Officer	Cadet 1 st Lieutenant
Cadet 1 st Sergeant	Cadet 1 st Sergeant
Cadet Company Gunnery Sergeant	Cadet Gunnery Sergeant

5005. PLATOON ORGANIZATION. There will be two to three platoons in each company. Platoons will be organized as follows:

Cadet Platoon Commander	Cadet 2 nd Lieutenant
Cadet Platoon Sergeant	Cadet Staff Sergeant
Cadet Platoon Guide	Cadet Sergeant
Cadet Squad Leader (X2 or X3)	Cadet Sergeant

5006. BILLET DUTIES AND RESPONSIBILITIES. Basic duties and responsibilities for assigned cadet billets are outlined on the following pages. Each cadet is expected to seek out responsibility and perform those tasks that will make his/her particular billet function efficiently. The primary responsibility of leadership for each cadet officer, staff noncommissioned officer, and noncommissioned officer is to set the highest standards for performance possible in all fields of endeavor.

1. ALL CADETS. Each Fort Mill High School cadet is responsible for conducting himself/herself, at all times, in a manner which reflects credit upon themselves, the MCJROTC unit, the school, and the community. Since we wear uniforms once a week, our actions also reflect on the U.S. Marine Corps. Whether in uniform or not, cadets are responsible for maintaining the highest standards of conduct and appearance, for abiding by the rules and regulations of both unit and school, and for carrying out instructions and orders to the best of their ability.

2. CADET OFFICERS AND STAFF NONCOMMISSIONED OFFICERS (SNCO). Cadets are promoted and selected for billet assignment based on demonstrated performance and academic excellence. Continued enthusiasm, active support of and participation in the MCJROTC program, a positive attitude, and demonstrated leadership skills are required of the cadet in order for appointment to a leadership position. Cadet Officers and SNCOs are expected to set the example for their subordinates. Extra effort and time will be required of these billets. Cadets whose performance of duties is not of a satisfactory nature may be relieved of their billets.

3. CADET COMMANDING OFFICER (CO). The CO is responsible for everything the Battalion does or fails to do. He/she is held accountable for the training, efficiency, discipline, administration, and welfare of the battalion.

4. CADET EXECUTIVE OFFICER (XO). The XO is 2nd in command of the Battalion. He/she will perform such duties as are assigned by the CO and will serve as the coordinator of Battalion staff activities. The XO will keep abreast of all activities of the Battalion and assume command in the absence of the CO.
5. CADET SERGEANT MAJOR. The Sergeant Major is the senior enlisted member of the battalion. He/she reports directly to the Commanding Officer, keeping him/her advised on matters pertaining to discipline, conduct, and morale of the battalion.
6. CADET COLOR SERGEANT. The Cadet Color Sergeant is responsible for the training and assignment of cadets who participate in color guard commitments.
7. S-1 / ADJUTANT. The Adjutant exercises staff cognizance over personnel activities, correspondence, command chronology activities, and other administrative areas not specifically tasked to other staff officers.
8. S-3 / OPERATIONS OFFICER. The S-3 has cognizance over matters pertaining to the organization and training of the battalion. Specifically, the S-3:
 - Prepares and published the monthly training schedules.
 - Plans and coordinates inspections and test.
 - Schedules, assigns, and monitors ceremonial commitments.
 - Develops Plans of Action and Milestones (POA&Ms) for training events.
9. OPERATIONS CHIEF. The Operations Chief assists the S-3 by performing such duties as may be assigned in the organization and training of the battalion.
10. S-4 / LOGISTICS OFFICER. The S-4 exercises responsibility for logistics, supply, and maintenance management activities of the battalion. Specifically, the S-4:
 - Plans, coordinates, and supervises the storage, issue and recovery of all supplies, ordnance, and equipment.
 - Monitors and accounts for all equipment custody records (ECRs) – Budgets all training activities of the battalion.
11. S-4 / LOGISTICS CHIEF. The Logistics Chief assists the S-4 by performing such duties as may be assigned in the maintenance of the command's logistics structure.
12. SUPPLY OFFICER. The Supply Officer exercises responsibility for the issuance, inventory, and recovery of all uniforms and equipment of the unit.
13. COMPANY COMMANDER (CO). The Company Commander is responsible for everything the company does or fails to do. The CO is held accountable for the training, efficiency, discipline, administration, and welfare of the company.

14. COMPANY EXECUTIVE OFFICER (XO). The Executive Officer is 2nd in command of the company. The XO performs such duties as are assigned by the CO and serves as the coordinator of all company staff activities. He/she will assume command of the company in the absence of the CO.

15. FIRST SERGEANT. The First Sergeant is the senior enlisted member of the company. He/she assists the CO by performing such duties as may be assigned. The First Sergeant is the principal enlisted assistant to the CO in supervising the administration of the company.

16. COMPANY GUNNERY SERGEANT. The Company Gunnery Sergeant performs such duties as may be assigned and serves as the principal enlisted assistant to the CO in the training of the company.

17. PLATOON COMMANDER. The Platoon Commander is responsible for everything the platoon does or fails to do. He/she is held accountable for the training efficiency, discipline, administration, and welfare of the platoon.

18. PLATOON SERGEANT. The Platoon Sergeant is 2nd in command of the platoon and performs those duties assigned by the Platoon Commander. The Platoon Sergeant assumes command of the platoon in the absence of the Platoon Commander. He/she assists in all aspects of the supervision and control of the platoon.

19. PLATOON GUIDE. The Guide assists the Platoon Sergeant in controlling the platoon and serves as the platoon's logistician.

20. SQUAD LEADER. The Squad Leader assist the Platoon Commander and Platoon Sergeant in all activities of the platoon.

Note (1). The Sergeant Major is the senior enlisted cadet. He/she holds this billet as a direct result of the particular trust and confidence that the SMI/MI have in his/her skills and judgment. The Sergeant Major's primary job is to keep the CO informed of the attitudes and concerns of the cadets within the unit. While not directly in the reporting chain, the Sergeant Major has direct access to the CO and the SMI/MI. Concerns of any cadet that cannot be resolved using the chain of command are encouraged to go directly to the Sergeant Major.

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CHAPTER 6

PROMOTIONS AND AWARDS

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CHAPTER 6

PROMOTIONS AND AWARDS

6000. GENERAL. The policies, procedures, and standards for the operation and maintenance of the Fort Mill High School MCJROTC promotion system, and awards are contained in this chapter.

6001. BACKGROUND. The promotion system provides an effective evaluation of MCJROTC cadets based on: participation on teams, staff performance, grades, community service, and conduct in and out of the unit. The intent is to encourage cadets to make meaningful contributions to the MCJROTC program, Fort Mill High School and the community. Qualification for promotion is the manifestation of those personal and professional attributes necessary to perform leadership functions and duties, and the ability to assume the responsibilities of the next higher grade at an acceptable level.

- A. Promotions provide incentive to develop leadership traits; increase morale, intensify a respect for authority, affect a closer relationship to a military structure; and prompt cadets to excel, every day.
- B. **Promotions are EARNED.** Every aspect of cadet life and behavior is taken into consideration before you are recommended for promotion, or recommended to remain at a cadet's present rank for another promotion cycle. Cadets will be qualified for promotion if they demonstrate the necessary leadership, bearing, self-discipline, knowledge, and ability to assume the responsibilities of the next higher grade.
- C. Promotion Cycle. Promotions will be determined by both the SMI and the MI once per semester. Each cadet considered for promotion will have his/her performance reviewed. Upon promotion, each cadet will receive a promotion warrant to his/her appointed grade/rank. Outstanding cadets may be promoted meritoriously.

6002. PROMOTION SYSTEM. Listed by grade are the **minimum** requirements cadets must meet for promotion to the next higher rank before they are eligible for promotion.

- A. PFC. Behavior at all times must meet that expected of a JROTC cadet with no ISS or OSS during the promotion period. Must be passing ROTC with a "C" or better and all other classes with a "C" or better.
- B. LCPL. Meet all requirements of PFC and have completed five hours of community service over the past 12 months or be involved with an extra-curricular activity (Rifle, Drill, Varsity or Junior Varsity Sport). Be able to perform basic drill movements to include: position of attention, facing movements, column movements, flanking movements, oblique movements, and other movements within a formation.
- C. CPL. Meet all requirements of LCPL and have completed ten hours of community service over the past 12 months or be involved with an extra-curricular activity. Must be passing ROTC with a "B" or better, and all other classes with a "C" or better. Must be able to form a platoon for inspection and PT.
- D. SGT. Meet all requirements of CPL and have completed fifteen hours of community service over the past 12 months or five hours if involved with an extra-curricular activity. Highly encouraged to have attend any leadership camp offered during the summer and have completed the course. (Cadet Leadership Course, Boys or Girls State, Shelton Leadership Course, Cyber Camp, etc....). Must have participated in or supported at least one JROTC extra-curricular event (Field Meet, Athletic, Academic, Orienteering, Drill, or Air Rifle) within the past 12 months. Pass a practical drill exam which will involve the drilling of at least a squad in basic drill movements. Able to lead the class in PT to include a formation run for at least half-a-mile, and stay with the formation for at least that distance.
- E. SSGT. Meet all requirements of SGT and have completed twenty hours of community service over the past 12 months or ten hours if involved with an extra-curricular activity. Must be recommended and act as squad leader and have the knowledge and bearing to inspect and drill a squad with proficiency. Must have at least a "B" in ROTC, and all other classes with a "C" or better. Be able to lead a platoon through all basic drill movements.
- F. GYSGT. Meet all requirements of SSgt, and have completed twenty-five hours of community service over the past 12 months or ten hours if involved with an extra-curricular activity. Must be able to act as a platoon leader and have the knowledge and bearing to inspect and drill a squad with proficiency. Must also attend for a second time any leadership camp offered during the summer. (Preferable the Cadet Leadership Course as Cadre).

- G. 1STSGT / MSGT. Meet all requirements of GySgt, and have completed twenty-five hours of community service over the past 12 months or ten hours if involved with an extra-curricular activity.
- H. SGTMAJ / MGYSGT. Meet all requirements of 1stSgt. Write an essay on leadership to be presented to the class covering what it takes to be a good leader, and how you plan to lead in such a way as to make the greatest contribution to the unit. Note that there is only one billet open for Sergeant Major, therefore only one cadet holds this rank at a time.
- I. 2NDLT. Must be passing MCJROTC with a "B" or better, and all other classes with a "C" or better. Must be able to lead a platoon through all basic drill movements. Able to lead the class in PT to include a formation run for half-a-mile. Must have completed thirty hours of community service over the past 12 months or fifteen hours if involved with an extra-curricular activity.
- J. 1STLT. Meet all requirements of 2ndLt.
- K. CAPT & MAJOR. Meet all the requirements of 2ndLt.
- L. LTCOL & COL. For consideration for LtCol. and Colonel, a cadet will write an essay on leadership to be presented to the class covering what it takes to be a good leader, how you plan to lead in such a way as to make the greatest contribution to the unit. Note that there is only one billet open at each of these ranks, therefore only under unusual circumstances will more than one cadet hold one of these ranks at a time.
- M. Other. Those cadets involved in JROTC activities outside normal classroom activities will be given added consideration. Cadets who demonstrate outstanding performance of duty can be meritoriously promoted to higher grades as deemed appropriate. There are many factors to be considered for promotion and each case is considered on its individual merits. The final decision on promotion will be determined by the SMI and MI.

6003. DEMOTIONS. The Senior Marine Instructor or Marine Instructor can and will demote cadets for breaches of regulations, bad attitude, failure to pass inspections, performance, etc... Other major infractions may result in disenrollment from the program with the approval of the Guidance Department.

6004. AWARDS. Awards are for the purpose of publicly recognizing meritorious service and outstanding achievement, which distinguishes an individual or unit from others. Awards provide a means of recognizing individual cadets for their performance and participation in the MCJROTC program.

- A. MCJROTC Ribbon Awards. The Commandant of the Marine Corps (CMC) sponsors ribbon awards to recognize superior performance by individual cadets. Additionally, ribbon awards have been designated to recognize participation in MCJROTC activities and certain school extra-curricular activities, which require special dedication and effort beyond the normal MCJROTC course requirements.
- B. Awards Sponsored by Other Organizations. Various military and civic organizations sponsor awards that have been approved by CMC and are included in the MCJROTC awards program.
- C. Unit Awards. There are unit awards, which MCJROTC units may receive as well and are established in the reference.

6005. CRITERIA FOR AWARDS. Criteria for awards are established in the reference.

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CHAPTER 7

ORIENTATION VISITS

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CHAPTER 7

ORIENTATION VISITS

7000. GENERAL. The U.S. Marine Corps sponsors MCJROTC Orientation Visits to Marine Corps installations and other sites as deemed appropriate. The purpose of these visits are to give cadets a better understanding of the Marine Corps or a sister service, history of our country, and military members in these organizations.

7001. ELIGIBILITY. Cadets that desire to be considered for an orientation visit must meet the following requirements:

- A. Enrollment. Students must be enrolled in the MCJROTC program, or a previously enrolled cadet who desires to be in MCJROTC, but cannot due to extenuating circumstances.
- B. Physical Fitness. Cadets must be physically qualified.
- C. Academics. Cadets must be passing the MCJROTC program and approved by their teachers in other classes that they are taking for the current semester.
- D. Conduct. Cadets must have conducted themselves in the program and in high school in a satisfactory manner to be considered for an orientation visit. Each cadet is encouraged to have a good attitude about school and the MCJROTC Program.
- E. Permission Forms. Cadets must have all the required permission forms signed by all required individuals, and turned in at least seven days prior to the event to attend an orientation visit.
- F. Instructor Approval. A cadet desiring to go on an orientation trip must be approved by both the SMI and MI.

8000. CONCLUSION. On behalf of Master Gunnery Sergeant Osborne, and myself we are pleased to have you in the Marine Corps' JROTC program. We look forward to a rewarding relationship with you. MCJROTC is an elective and in this context, I would ask that you ensure that you have evaluated your desire and suitability for this experience, and your readiness to comply with the rules and regulations required to conform to a military model. If you, have any concerns or questions please contact one of the instructors, (phone 548-1965, Email: ratliffg@formillschools.org or osborner@formillschools.org) Parents/guardians are also encouraged to set up a conference, or come by and visit the classroom if they desire.

Semper Fi,

A handwritten signature in black ink, appearing to read "G.S. Ratliff", with a long horizontal flourish extending to the right.

G.S. RATLIFF
Maj USMC(Ret.)