

Ridge Point High School

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



Cadet Handbook (2024-2025)

Cadet: _____

LE: _____

Class Period: _____

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HISTORY / BACKGROUND

AUTHORIZATION OF JUNIOR ROTC

The enactment of Public Law 88-647 and codification in Title 10, U.S.C., Sec. 2031, authorized the military service secretaries to commission Junior Reserve Officers' Training Corps (JROTC) units at secondary schools that meet established criteria. Accordingly, the Secretary of the Navy has authorized the CMC to establish Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) units throughout the United States.

PURPOSE OF MCJROTC

The purpose of the Marine Corps Junior Reserve Officers' Training Corps program, commonly referred to as "Junior ROTC," is to instill a value of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. It does not seek any particular commitment to the military. The current legal basis for Junior ROTC is Section 2031 of Title 10, United States Code. That section is implemented by the Department of Defense. The governing directive, 1205.13 "ROTC Program for Secondary Educational Institutions," is dated June 16, 1982.

The Department of Defense funds and sponsors JROTC through the Secretaries of the Military Departments. MCJROTC is funded and sponsored through the Office of the Secretary of the Navy. Legally, the JROTC program offered in a high school must be no less than three years. Each year of the program contains 180 hours of leadership instruction and application. The program may extend over four years. Your program meets these requirements. Similar programs are conducted nationwide by the other three military services.

MISSION OF MARINE CORPS JUNIOR ROTC

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

ADMINISTRATION / ORGANIZATION

ENROLLMENT REQUIREMENTS

1. To be eligible for enrollment and continuance in a MCJROTC unit, the student must:
 - a. Be enrolled in, and attending, a regular course of instruction at the school where the unit is located.
 - b. Be a citizen of the United States or U.S. National or alien lawfully admitted to United States for permanent residence and in a grade above the 8th grade.
 - c. Be of good moral character as determined by the principal of the school and the SMI.
 - d. Be physically qualified to participate fully in the school's physical education program. Current annual school physical evaluations, as stated above, are mandatory for cadet participation in the program.

DISENROLLMENT

Cadets may be disenrolled from the MCJROTC Program for the following reasons:

1. Academic Failure – You must pass MCJROTC in order to remain a part of it. However, disenrollment is not automatic. Each case is reviewed and handled separately.
2. Ineptitude – Students who consistently demonstrate an inability to develop leadership skills may be disenrolled.
3. Poor Attitude – Any cadet who consistently displays a poor attitude regarding the MCJROTC program may be disenrolled.

CLASSROOM PROCEDURES

1. At the bell, the class leader will call the class to attention. The class will come to attention and remain at the position of attention.
2. Upon completion of roll call, the class commander will give the command “Class Attention”. The class will come to the position of attention until given the command, “At ease”. Upon the command of “at ease, take your seats.” the students will then take their seats and relax until the instructor begins class.

3. No food, drink or gum is allowed in the classroom area unless authorized by the SMI/MI.
4. Cadets must raise their hand to be recognized.
5. When recognized or asked a question, cadets will stand up while speaking.
6. Use "Sir" or "Ma'am" or the instructor's rank; while addressing or answering the Senior Marine Instructor or the Marine Instructor.
7. When asking for permission or assistance, say "Please".
8. Do not interrupt the SMI's or MI's conversation. Wait for acknowledgment and then say, "Excuse me, Sir/Ma'am".
9. When a request is granted, say "Thank you".
10. When the ending class bell rings, the instructor will call on the class leader to dismiss the class. Once all students are in their seats, the class commander will call the class to attention and give the command of "Dismissed". At this time, cadets may depart the classroom for their next class.
11. Check the desk for personal items and trash prior to leaving class. The room will be clean before leaving. Each class commander will be responsible for care and cleaning of the classroom prior to dismissing the class.
12. Bring textbooks, notebooks, and pen or pencil to every class. Many times cadets will be required to take notes.
13. When entering the classroom, go directly to your seat. All socializing will take place during the passing period before and after class.
14. All head calls (bathroom breaks) will be made before or after class. No head calls will be authorized during class except in cases of emergency.
15. Uniforms will be worn as directed by the SMI. Green PT shirts and shorts, or sweatpants, is the PT uniform. Each cadet is responsible for reading the daily information board in order to keep informed on what is going on. Not reading the board is no excuse for not knowing what is required of you during the next class period.
16. No cadets are allowed in the Cadet Admin Office, Armory, or Supply Area without specific approval of the instructors.

17. The office telephones are business phones only. They may, if absolutely necessary, be used by cadets with permission of the SMI or MI. No routine calls may be made from these phones. Calls may be made once permission is granted and must be limited to (2) two minutes.
18. Cadets are expected to conduct themselves with proper decorum at all times in school, and especially within the MCJROTC spaces.

ATTENDANCE

Cadets are expected to attend all JROTC functions. This includes everything from daily classes to extracurricular activities and special events. Cadets should anticipate, as much as possible, when they will not be able to attend a JROTC requirement in order to let the instructors know in advance.

CONDUCT, BEARING & DISCIPLINE

SCHOOL CITIZENSHIP

Marine Corps JROTC cadets are high school students. They are fully expected to conduct themselves in accordance with all school rules and regulations. Any cadet failing to maintain higher standards of conduct and citizenship will not be permitted to remain in the Marine Corps JROTC Program.

PUBLIC DISPLAYS OF AFFECTION

Cadets will not display any gestures of affection on school grounds, during community service or other special events; while in uniform or where such public display of affection may bring a negative light to the program.

CADET CHAIN OF COMMAND

Cadets **will follow all orders** issued by:

- a. Parents/Guardians
- b. MCJROTC Instructor(s)
- c. Teachers
- d. Administrators
- e. Other School Staff and Adults
- f. Cadet Officers/NCO's within the limits of their authority.

DAILY CADET CONDUCT

Cadets arrive on time for class; greet the instructor on the way into class.

Cadets contribute to the class with appropriate answers to questions.

Cadets wear appropriate clothing.

Cadets strive to improve themselves continuously.

Cadets honor their word.

Cadets demonstrate initiative by doing things without being told to.

Cadets remain loyal to their families, fellow cadets and students, their school and their community.

Cadets treat others with dignity and respect regardless of race, religion or gender.

Cadets take care of each other.

Cadets wear their uniforms proudly and with distinction.

Cadets maintain appropriate military haircuts.

Cadets do not smoke or do drugs.

Cadets respond to with adults with a "Yes, or No Sir or Ma'am.

Cadets do not lie, cheat or steal.

Cadets use appropriate language and do not curse or swear.

Cadets do not use drugs.

Cadets offer suggestions to improve the system.

Cadets maintain a can-do attitude.

Cadets respect public and private property.

Cadets respect public laws and regulations.

Fighting or bullying within the cadet corps is strictly prohibited. This includes during and after school hours. **WE ARE ONE TEAM and a FAMILY.**

Appropriate behavior shall be adhered to at all times, especially while working or playing in the community away from the confines of Ridge Point High School. Whenever you wear the uniform, remember you are representing not only the MCJROTC program at Ridge Point High School, but also the United States Marine Corps. People are likely to assume you are an active duty Marine, so conduct yourself in a professional manner.

****NOTE: These expectations apply at all times during all MCJROTC functions, and other RPHS class times.**

CURRICULUM / ACADEMICS

SCHOOL ACADEMICS

All Marine Corps JROTC cadets are required to maintain grades that are in accordance with FBISD/RPHS grading policies in all their school subjects in order to remain in the MCJROTC program. Failure to do so may result in a cadet be placed on academic probation during the next semester. If this happens the cadet may be limited in what activities he or she may participate. If the cadet fails to raise his or her grade to the required level during the next semester, the cadet maybe suspended from MCJROTC and required to turn in all uniforms and stop any participation in MCJROTC. If the cadet raises his or her grades to reflect a passing status during the probationary period, the cadet will be allowed to resume full activities. Of note, each case will be reviewed on a case by case basis.

CADET CURRICULUM

Leadership Education is the name of the MCJROTC curriculum because we use the tenants of Marine Corps leadership to teach and develop a sense of responsibility, loyalty, discipline and character in cadets. Throughout the four years of the program, the Leadership Education curriculum in presented by way of five different categories of instruction. Those categories are: (1.) Leadership, (2.) Citizenship, (3.) Personal Growth and Responsibility, (4.) Public Service and Career Exploration, and 5.) General Military Subjects.

CADET PARTICIPATION

Cadets of the MCJROTC Program will participate in a Leadership Education (LE) level (I, II, II, IV) as dictated by the number of years in the program the cadet has completed. Naturally, LE-I is for those students entering the program for the first time, while LE-IV is for the cadets who have successfully completed LE-I through LE-III.

1. LEADERSHIP EDUCATION I (LE-I)

The first year of the program provides cadets with an introduction to both leadership and citizenship. The first year also gives the new cadets exposure to personal growth and responsibility and establishes a foundation of military structure and tradition.

2. LEADERSHIP EDUCATION II (LE-II)

The second year continues the leadership and citizenship classes of LE-I. During LE-II the students receive instruction in General Military Subjects with more structure and tradition than in LE-I, as well as the introduction of civilian marksmanship training and land navigation training with the map and compass. This year also provides additional learning experiences in personal growth and responsibility, as well as citizenship.

3. LEADERSHIP TRAINING III (LE-III)

In LE-III, cadets will begin to use their leadership training as they assume positions of increased authority and responsibility within the program. In this year also, detailed instruction on personal finances is presented, as well as other preparation for life beyond high school.

4. LEADERSHIP TRAINING IV (LE-IV)

LE-4 is a year when cadets really bring together all their previous learning experiences in the MCJROTC program. Senior cadets will conduct formations and inspections, as well as supervise certain training events with younger cadets. LE-4 cadets continued to be challenged academically with requirements for research projects and independent studies and progress reports.

GRADING

Cadets of Marine Corps JROTC will be graded in multiple areas of the program. The academic curriculum portion of the program will be graded in accordance to FBISD grading policy/standards. Of note, as part of MCJROTC promotion standards, cadets will be observed, evaluated on their leadership performance. Leadership performance will encompass carrying out one's cadet duties and it will also cover participation in citizenship activities and other MCJROTC activities.

RANK & PROMOTION

Cadet Rank Structure.







The rank structure used in Marine Corps JROTC is mirrored after the officer and enlisted ranks in the U. S. Marine Corps. The following ranks (with corresponding billets) are utilized, depending on the size of the unit. (A battalion size unit =150 cadets)






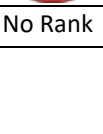
1. Cadet Colonel/Lieutenant Colonel – Cadet Battalion Commander
2. Cadet Major/Lieutenant Colonel – Cadet Battalion Executive Officer
3. Cadet Captain – Cadet Company Commander, S-1 Administrative Officer, S-3 Operations Officer, S-4 Logistics Officer
4. Cadet First/Second Lieutenant – Cadet Company Executive Officer, Cadet Platoon Commander, Battalion Public Affairs Officer/Historian
5. Cadet Sergeant Major – Cadet Battalion Sergeant Major
6. Cadet First Sergeant – Cadet Company First Sergeant

7. Cadet Gunnery Sergeant – Cadet Company Gunnery Sergeant, Cadet Platoon Sergeant
8. Cadet Staff Sergeant – Cadet Company Supply Sergeant, Cadet Company Guide
9. Cadet Sergeant – Cadet Squad Leader, Cadet Company Clerk
10. Cadet Corporal – Cadet Fire Team Leader
11. Cadet Lance Corporal – Any qualified Cadet may be promoted to this rank.
12. Cadet Private First Class – Any qualified Cadet may be promoted to this rank.

Cadet Rank Structure

The rank structure used in Marine Corps JROTC is mirrored after the officer and enlisted ranks in the U. S. Marine Corps.

Cadet Colonel Cadet Lieutenant Colonel Officer		Cadet Battalion Commander
Cadet Lieutenant Colonel Cadet Major		Cadet Battalion Executive Officer
Cadet Captain		Cadet Company Commander S-1 Administrative Officer S-3 Operations Officer S-4 Logistics Officer
Cadet First Lieutenant Cadet Second Lieutenant		Cadet Company Executive Officer Cadet Platoon Commander, Battalion Public Affairs Officer/Historian
Cadet Sergeant Major		Cadet Battalion Sergeant Major
Cadet First Sergeant		Cadet Company First Sergeant

Cadet Gunnery Sergeant		Cadet Company Gunnery Sergeant Cadet Platoon Sergeant
Cadet Staff Sergeant		Cadet Company Supply Sergeant Cadet Company Guide
Cadet Sergeant		Cadet Squad Leader Cadet Company Clerk
Cadet Corporal		Cadet Fire Team Leader
Cadet Lance Corporal		
Cadet Private First Class		
Cadet Private	No Rank	

Cadet Promotions

1. Promotions are an honor and a privilege. Those cadets receiving promotions must possess the prerequisite abilities and skills. Primary authority for promotions rests with the Senior Marine Instructor.
 - a. Promotions are based on demonstrated leadership ability, academic, and disciplinary excellence. The minimum standards for any promotion is to have a current grade of “70”, and to have passed the Youth Physical Fitness Test (YPFT) in the current grading period.
 - b. Cadets being considered for promotion to Cadet Corporal or Cadet Sergeant, must possess a current Grade of “70” or higher. For promotion to Cadet Staff Sergeant or higher, the cadet must have a current grade of “75” or higher. All cadet officers and staff noncommissioned officers are required to maintain a minimum Grade of “80” to retain their rank.
 - c. Cadet Officers and staff noncommissioned officers that do not meet the minimum Grade of “80” may be placed in a probationary status for the following semester. The cadet will have one grading period to meet the standard for rank retention or be considered for reduction.
 - d. Cadets failing to perform their duties in an efficient manner maybe considered for reduction.

- e. Requests for waivers to the above promotion criteria can be submitted to the Senior Military Instructor.
- 2. Cadets may be promoted to a commissioned officer once they earn the rank of Sergeant (E5). Staff noncommissioned officer ranks are normally earned during their junior year; and noncommissioned officer ranks are normally earned during their sophomore year. Cadets in the ninth grade will normally serve in the ranks of Cadet Private through Cadet Lance Corporal.
- 3. Reappointment
 - a. Cadets who departed for disciplinary reasons or were withdrawn in lieu of disciplinary action, and accepted for reenrollment will be appointed Cadet Privates, regardless of rank previously held.
 - b. Cadets who departed for other reasons and accepted for reenrollment may be appointed to a grade one rank lower than that previously held if absence from the program was a period of one school year or less. Periods greater than one school year will normally result in a returning rank of Cadet Private.

APPEARANCE & UNIFORMS

HAIR

Hair of male cadets will be tapered in the back with sideburns no longer than the orifice of the ear, neatly trimmed. Hair will not fall over the ears or eyebrows and the hair on top will not interfere with normal wear of the military cover. Male cadets will always be clean-shaven except that a moustache may be worn if neatly trimmed.

Hair of female cadets when in uniform will be pinned and arranged so that it will not fall below the collar of the uniform being worn. Hair will not be worn in such a way that the uniform cover cannot be worn properly.

EARRINGS

Women cadets may wear small, polished earrings, ball or round stud type with all uniforms except camouflage. Earrings must not exceed ¼ inch in diameter. Only one earring per ear is authorized. Earrings may not be worn while participating in parades, reviews or ceremonies.

Male cadets will not wear earrings or facial makeup while in uniform.

Males in the program will be required to get a haircut within regulations at a minimum once every 3 months OR when designated by the Senior Marine Instructor as to support high profile events such as Commanding General's Inspection, Marine Corps Birthday, Pass and Review, MCJROTC Awards banquet.

*****Any violation of these expectations may result in receiving having a promotion held, reduction of rank, or other disciplinary measures!**

UNIFORM DAY

The Marine Corps JROTC program requires that cadets wear their uniform at least one day a week. The Senior Marine Instructor will establish what day of the week cadets should wear their uniforms. Any time a cadet wears his or her uniform, it should always be worn with pride and care. Cadets must always be careful to be on their best behavior when wearing their uniforms. Improper behavior by cadets is not tolerated at any time, and is severely dealt with if in uniform. Additionally, the Senior Marine Instructor will announce other occasions to wear the uniforms based on MCJROTC participation in various activities. Maintenance and wear of the uniform, especially during scheduled inspections, will have a definite effect on a cadet's standing relative to both promotion and overall grades. **Cadets failing to wear the uniform as directed may also be subject to disciplinary actions, such as rank reduction or removal from the program.** Taking pride in the wearing of the uniform is a sign of a cadet putting forth extra effort and sets the example for others to follow.

CONDUCT IN UNIFORM

Your appearance and conduct should be impeccable while in uniform:

Do not chew gum. Do not smoke.

Do not walk or 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.

Do not walk around with ear buds or headphones.

UNIFORM CARE

Camouflage uniforms and cotton T -shirts can be washed in warm or cold water only.

Khaki shirts, poly-wool green trousers, wool sweaters and dress coats must be drycleaned. DO NOT WASH THESE ITEMS.

Unserviceable uniforms can be exchanged for serviceable uniforms.

Notify your squad leader and request an appointment to exchange the item during class.

Cadets are responsible for their uniforms.

Replacement of lost, stolen or damaged uniforms is the financial responsibility of the cadet. Keep your uniforms in a safe place.

DO NOT LEAVE UNIFORMS IN LOCKERS OR CARS

UNIFORM TURN IN

All Cadets must turn in their uniforms dry cleaned when directed or they will be placed on the RPHS fees and fines list. Additionally, cadets who decide to drop MCJROTC during the school year will not be allowed to commence any other class till they have completely turned in their uniforms. If you owe the program any uniform items, you will not be allowed walk during graduation nor receive your diploma until they are turned in or paid for.

UNIFORM INFORMATION

Uniform Types

Blue Dress “Bravo”	Blue trousers or skirt with blue coat, ribbons only.
Blue Dress “Charlie”	Blue trousers or skirt with khaki long sleeve shirt and tie.
Blue Dress “Delta”	Blue trousers or skirt with khaki short sleeve shirt.
Service “Alpha”	Green trousers or skirt with green coat and L/S shirt.
Service “Bravo”	Green trousers or skirt with khaki long sleeve shirt and tie.
Service “Charlie”	Green trousers or skirt with khaki short sleeve shirt.
Utility Uniform	Camouflage blouse and trousers.

Belt Lengths

Web Belt	Between 2 and 4 inches past the buckle.
Cloth Belt	Between 2 $\frac{3}{4}$ and 3 $\frac{3}{4}$ inches past the buckle.

Military Alignment

Shirt edge, belt buckle and fly of trousers are all in a straight vertical line.

Tie Clasp

Centered between the 3rd and 4th button on the long sleeve shirt.

Trouser Length

Bottom of the trousers is even with the welt where the heel and sole of the shoe join.

Skirt Length

Approximates the knee, not to exceed 1 inch above or below the center of the knee.

Cover

Never worn indoors. If school policy prohibits the wearing of any type of hat in the school. JROTC will abide by this policy.

Marine Corps Emblem

On the cover, the wings of the emblem are placed parallel to the deck (floor) and the anchor is pointed forward. On the service alpha and blues, the left and right collar emblems are worn parallel to the deck with anchors pointed inboard.

Enlisted Insignia of Grade

Worn ½ inch from the collar edge and centered on the collar.

Officer insignia of Grade

Worn 1 inch from the collar edge on the centerline of the collar.

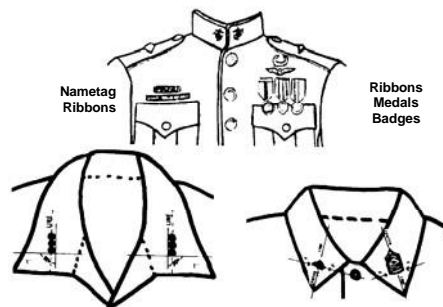
Rank Insignia, Medals, Ribbons and Badges

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.

1. Rank Insignia. Only the rank insignia designated for Cadets by the MCJROTC program will be worn as shown in the illustrations shown below. Cloth embroidered rank insignia for enlisted Cadets will only be worn on the blue coat. When wearing the Utility "D" uniform, rank insignia will be worn on the front of the utility cap.

a. Cadet officers will wear their rank insignia centered on the shoulder strap of their blue coat and all weather coats. On khaki and utility shirts, the small rank insignia will be worn centered between the top and bottom edges of the collar, one inch from the front edge.

b. Enlisted rank on khaki shirts, raincoats with the point of bisecting the the collar, edge ½ inch



insignia will be worn and utility shirt collars the chevron up, angle of bottom from the collar edge.

- c. Medals. Authorized medals will be worn on the blue coat when prescribed in the training schedule. They will be worn over the left breast pocket, midway between the first and second buttons. When wearing medals, 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.
- d. Ribbons. When worn, 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 1/8" above the badge.
- e. Badges. Cadets wearing authorized badges will wear them 1/8" above and centered over the left breast pocket of the khaki shirt and blue coat.
- f. Marksmanship Badge. Cadets are authorized to wear one marksmanship badge representing the classification earned during their most recent range 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.

Wearing of Ribbons and Awards

1. Ribbons and badges authorized and procured through the MCJROTC program. They will not normally be worn during the school day. Ribbons and badges will be worn for prescribed events and are authorized for wear on leave and liberty.
2. Precedence. Ribbons will be worn in the precedence listed below with the senior ribbon on top and to the wearer's right:
 - a. Legion of Valor
 - b. MCRA
 - c. American Legion Award for Scholastic Excellence Ribbon
 - d. American Legion Award for Military Excellence Ribbon
 - e. Sons of the American Revolution Ribbon
 - f. Daughters of the American Revolution Ribbon
 - g. Military Order of World Wars Ribbon
 - h. Military Officers Association of American (formerly the Retired Officers Association) Ribbon
 - i. Veterans of Foreign Wars Ribbon
 - j. Daedalian Ribbon
 - k. Women Marines Association Ribbon
 - l. Noncommissioned Officers Association Ribbon
 - m. Military Order of the Purple Heart Ribbon
 - n. Navy League Youth Medal Ribbon

- o. Reserve Officers Association Ribbon
 - p. Naval Reserve Association Ribbon
 - q. American Veterans Ribbon
 - r. National Sojourners Ribbon
 - s. Scottish Rite Ribbon
 - t. Outstanding Cadet Ribbon
 - u. Student Leadership Ribbon
 - v. Officer Leadership Ribbon
 - w. NCO Leadership Ribbon
 - x. Civic Service Ribbon
 - y. Best Drill Cadet Ribbon
 - z. Distinguished Scholastic Achievement Ribbon aa. Arts and Academics Ribbon
bb. Distinguished Military Training Ribbon cc. Physical Achievement Ribbon
dd. Superior Marksman Ribbon ee. Athletic Participation Ribbon ff. Longevity /
Fidelity Ribbon gg. Distinguished Conduct Ribbon hh. Best Drill Squad Ribbon
ii. Color Guard, Page 16 Ribbon jj.
Drill Team Ribbon
kk. Band / Drum & Bugle Corps Ribbon
ll. Rifle Team Ribbon mm. Orienteering
Ribbon
nn. Recruiting Ribbon
3. Other Awards. All other awards will be worn after the listed JROTC awards in order of precedence. These awards must be approved by the Marine Corps JROTC Program Office prior to being worn.
4. Distinguishing Patches. The Marine Corps JROTC Shoulder patch will be worn on the left sleeve of the blue coat, green coat, and khaki shirt.

ACTIVITIES / EXTRACURRICULAR

ACTIVITIES

DRILL

Drill is an integral part of the Marine Corps Junior ROTC program. Drill teaches good discipline, enhances concentration and builds esprit de corps in a unit. In addition to being a part of the MCJROTC cadet curriculum, a drill team and drill competition is a worthwhile cadet activity. Drill competition may be conducted from the local to the national level. Membership on the drill team requires a great deal of dedication and practice.

1. All members of the MCJROTC Teams will conduct themselves in a manner as to not bring any discredit upon themselves and their respective team.

2. All members are solely responsible for their uniform and the maintenance of their uniform. Failure to do so will result in reduction of rank, disqualification from upcoming trip / competitions and finally suspension from the team.
3. Alcohol, drugs and tobacco are strictly prohibited!
4. Team members must maintain the same academic standards as any other Varsity Sport to maintain their eligibility to compete.
5. Treat all weapons and equipment with respect and proper weapons handling techniques.
6. Profanity will not be tolerated.
7. Remember that you are what you are perceived to be and first impressions are lasting impressions.
8. Un-sportsman like conduct WILL NOT BE TOLERATED.
9. Treat all faculty, staff and coaches with RESPECT.
10. Any infractions of this code may result in suspension or expulsion from the team.

Drill Team Attendance

All drill team members are expected to be at EVERY practice as published or make contact with the Senior Marine Instructor (SMI) or Marine Instructor (MI) if a practice will be missed. Three absences will equal probation/counseling with the Senior Marine Instructor (SMI) Marine Instructor (MI). More than three absences two weeks before a Drill Meet will result in being replaced in the routines and having your blues taken away. During probation, any more absences will result in removal from the drill team.

Color Guard Teams

The Color Guards Teams are the face of the program and Ridge Point High School, which has high visibility within in the community. All cadets are strongly encouraged to try out for the **Color Teams**. Members of the team are required to attend Color Guard practice. If selected for the Color Guard Team, cadets must be available for all practices, community service and competitive events scheduled throughout the year. **Even if a conflict precludes a member from participating in the next scheduled event, he/she is still required to attend practices in order to remain on the Color Guard Teams!** Being on Color Guard is a major commitment and every cadet is required to learn the various routines. Each member is an integral part of the team and the success of the team is directly dependent upon the dedication of the individual members. Drill team members

are issued “Dress Blue” and “Service” uniforms. If removed from the team, the cadet is required to turn in the issued uniforms, or can be placed on the “Fees/Fines List”. All Color Guard members are expected to be at EVERY practice as published or make contact with the Senior Marine Instructor (SMI) or Marine Instructor (MI) if a practice will be missed.

Academic Team

The academic team is composed of individuals that can learn various military topics. You are responsible for studying the materials. The academic team will compete at competitions along with PT team, color guard, drill etc.

Physical Fitness Team

The physical fitness team is for cadets who show dedication and a passion to train and compete in physical events. Each member is an integral part of the team and the success of the team is directly dependent upon the dedication of the individual members. All PT team members are expected to be at EVERY practice as published and make contact Senior Marine Instructor (SMI) or Marine Instructor (MI) if a practice will be missed.

Escorts

Escorts are needed for various events within the MCJROTC program and school. Escorts will have mandated practices at the beginning of the year and before events. Practices will be as prescribed by Senior Marine Instructor (SMI) or Marine Instructor (MI).

MARKSMANSHIP

Marksmanship is an exciting and rewarding sport, yet it demands the ultimate in discipline and concentration. A cadet does not have to be big or strong or fast to be an outstanding marksman. Some Marine Corps JROTC units are not able to have marksmanship as a part of their curriculum. However, those units which are able to conduct marksmanship training have a great opportunity to learn a sport which they can enjoy the rest of their life. Cadets must always realize that while firing an air rifle is a challenging and fun activity, it is never a game and must always be taken seriously. Safety must always be first and foremost in Marine Corps JROTC marksmanship. This applies to marksmanship in the classroom curriculum, as well as on a competitive marksmanship team. All Marksmanship members are expected to be at EVERY practice as published or make contact with the Senior Marine Instructor (SMI) or Marine Instructor (MI) if a practice will be missed.

MARKSMANSHIP WEAPONS PROCEDURES

1. Weapons will at all times be physically controlled and accounted for.
2. The Marine Instructor is responsible to the Senior Marine Instructor for the control of the weapons in their charge.

Inventory Control

1. Monthly: The last Friday of each month, a serialized inventory of all weapons will be conducted.
2. Weekly: All weapons will be physically sighted each Friday.
3. If the Armory Room is opened, a count will be conducted at the end of each class and before lock-up at the end of the school day.
4. Discrepancies: Shall be immediately reported to the Senior Marine Instructor.

Issue Procedures

1. Cadets to issued weapons will form a single line outside the Armory Room. The Class Commander or the Team Captain maintains order in this line.
2. Once in the hands of the Cadets, the Class Commander or Team Captain will assist the Instructor in seeing that all weapons are physically controlled at all times.
3. If weapons are used, the Class Commander or Team Captain will assist the instructor(s) in returning weapons to the Armory Room and conducting a count at the end of each class period.

Care and Cleaning

1. Weapons will be turned into the Armory Room in a clean condition.
2. Care of weapons is an all-hands job.
3. Under the supervision of the Instructor Staff cleaning of weapons are to be completed.
4. The rifle team or designated personnel will clean weapons monthly.
5. On a weekly basis, the SMI will sight all weapons for cleanliness.

MARKSMANSHIP QUALIFICATION AWARDS

Marksmanship Qualification Awards. JROTC cadets who participate in rifle marksmanship instruction are eligible to earn qualification badges. The badges designate three qualification levels, Marksman, Sharpshooter and Expert. The Expert badge is the highest ranking and most difficult to earn. The badges signify that the cadets who earn them have demonstrated the knowledge and skill to handle rifles safely and have

mastered basic rifle marksmanship skills to achieve required scores in qualification firing tests. JROTC cadets are authorized to wear marksmanship qualification badges on their uniforms.

Qualification Course Standards. The following standards apply to the conduct of unit qualification firing:

1. Rifles. All qualification will be with the Sporter Air Rifle.
2. Distance. Air rifle qualification firing must be done at a distance of 10 meters (33 feet).
3. Targets. Air rifle qualification firing will be done on the AR 5/10.
4. Clothing and Equipment. During qualification firing, a sling may be used in the prone and kneeling positions, a glove may be worn on the support hand in any position and a kneeling roll may be used in the kneeling position. Shooting jackets may not be worn when qualifying with the air rifle.

Integration with JROTC Marksmanship Curriculum. Cadets must receive marksmanship instruction before they do qualification firing. These marksmanship qualification standards and procedures are designed for qualification firing to be done in conjunction with the teaching in the MARINE CORPS JROTC Leadership Education curriculum.

Qualification firing may be done in stages:

1. Instruction in gun safety, the operation of the rifle, the standing position, the technique of firing a shot, sight adjustments and scoring, must be completed before qualification firing is done in any firing position. After this lesson is completed, qualification firing in the standing position may be done.
2. After position firing lessons are completed, qualification firing in the standing and prone positions may be done. To qualify for the Marksman and Sharpshooter badges, qualification firing must be done in those two positions, standing and prone.
3. After qualification firing in the standing and prone positions is completed, the kneeling position may be taught and fired for qualification. To qualify for the Expert badge, qualification firing must be done in all three positions, prone, standing and kneeling.

Qualification Scores. To receive a qualification badge, cadets must attain the following scores in qualification firing that is supervised by a unit instructor.

<u>Qualification Badge</u>	<u>Firing Positions</u>	<u>Air Rifle AR-5/10 Target</u>
Marksman	10 shots standing	110-129

	10 shots prone	
Sharpshooter	10 shots standing 10 shots prone	130-200
Expert	10 shots prone 10 shots standing 10 shots kneeling	221-300

4. Qualification Firing Procedures. The unit instructor will designate the times when cadets may do qualification firing. Cadets may be given multiple opportunities to fire qualifying scores.
5. To earn the Marksman and/or Sharpshooter badge, a cadet will be credited with the total of the best 10-shot standing and the best 10-shot prone position scores fired during qualification firing periods designated by the instructor. The standing and prone scores count for the Marksman or Sharpshooter badges do not have to be fired at the same time or on the same day.
6. To earn the Expert badge, a cadet must fire a 30-shot three-position score (10-shots prone, 10-shots standing and 10-shots kneeling, all fired at the same time) with the following sequence and time limits:

<u>Stage</u>	<u>Time</u>	<u>Limit</u>
Preparation Period		10 minutes
Prone position		15 minutes
Changeover to standing		5 minutes
Standing position		20 minutes
Changeover to kneeling		5 minutes
Kneeling position		15 minutes

Practice or sighting shots may be fired in each position before record shots are fired, but any sighting shots and the 10 record shots must be fired within the time limit for that position.

PHYSICAL TRAINING

A physical fitness test will be administered twice annually (Aug – Dec and Jan – June) and is one of the requirements for promotion in rank. While it is the cadets' primary responsibility to be able to pass the Youth Physical Fitness Test (YPFT), every effort will be made to properly prepare cadets to obtain a minimum passing score before the official test is conducted.

Events:

Crunches

Push-ups
Pull-ups
1-mile run

Awards: All cadets scoring more than 250 points will be awarded the Physical Fitness Achievement Ribbon.

MCJORTC Varsity Ridge Point High School Letter Program

In order to earn a MCJROTC RPHS letter all cadets must be in a passing status regarding grades. Cadets must be on a team for two consecutive years and must participate in all competitive sanctioned Region 4 Drill Meets in order to earn a letter this also includes cadets who are transferring in from another program. The Cadet is responsible for the cost of the jacket and any additional embroidery and patches.

*****NOTE: ALL PRACTICES ARE SUBJECT TO CHANGE UPON THE DECISION OF THE SMI/ML. KEEP UP WITH THE CALENDAR TO KNOW WHEN PRACTICES CHANGE.**

Unit Trips/Events

Although there are different types of trips for the cadets, two requirements remain constant at all times. In order to participate, **each cadet must be passing all other courses** of instruction and be in good standing in the MCJROTC program. **Academics, Attendance, DOING THE RIGHT THING, and properly wearing the assigned uniform** are some of the prime factors in remaining a **cadet in good standing** and therefore being eligible for trips.

Local

Throughout the school year, all cadets are afforded the opportunity to participate in local events. These events may be held during the week or on weekends. For events that have limited availability, Cadets are selected based on cadet standing, their interest to participate, and space available.

Additionally, there may be training events which **are required** for all cadets as part of the basic curriculum. An example of this would be homecoming parade and the FBISD pass and review ceremony.

Educational Trips

Every year an educational trip to a major universities and military bases is offered in order to provide a glimpse of all available options for future careers. Certain trips may require cadets to miss school **in order to participate, however, it is up to the student to ensure they are in good academic standings to be considered for the trip.**

MCJROTC Teams

Members of the MCJROTC teams (varsity level) will be selected to represent Ridge Point High School at various competitions held throughout the year. Selection is based on practice attendance, knowledge of the required material, and commitment to participate.

Members failing ANY classes by the designated UIL eligibility schedule will not be allowed to COMPETE or ATTEND to observe as outlined in the District/RPHS and UIL expectations!

USEFUL CADET INFORMATION

Leadership Principals

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

LEADERSHIP TRAITS

Bearing

	<u>Courage</u>
<u>Decisiveness</u>	<u>Dependability</u>
<u>Endurance</u>	<u>Enthusiasm</u>
<u>Initiative</u>	<u>Integrity</u>
<u>Judgment</u>	<u>Justice</u>
<u>Knowledge</u>	<u>Loyalty</u>
<u>Tact</u>	<u>Unselfishness</u>

LEADERSHIP TRAIT DEFINITIONS

1. Bearing – Creating a favorable impression, appearance.
2. Courage – Mental quality that recognizes fear of danger and criticism.
3. Decisiveness – Ability to reach sound decisions in a timely manner.
4. Dependability – Completing assigned tasks completely.
5. Endurance – Mental and physical strength.
6. Enthusiasm – Sincere interest in performing your task.
7. Initiative – Seeing what needs to be done and getting it done without being told to.
8. Integrity – Complete truth and honesty.
9. Judgment – Using facts to make sound decisions.
10. Justice – Being impartial and fair.
11. Knowledge – Learning information.
12. Loyalty – Faithfulness to your organization and yourself.
13. Tact – The ability to deal with others without causing offense.
14. Unselfishness – Placing the welfare of your subordinates ahead of your own.

Marine's 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 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 the sentry who relieves me, all orders from the Commanding Officer, Officer of the Day, and Officers and Non-Commissioned officers of the guard only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the Corporal of the Guard in any case not covered by instructions.
10. To salute all officers and colors and standards not cased.
11. To be especially watchful at night and during the time for challenging, challenge all persons on or near my post, and to allow no one to pass without proper authority.

MISSION OF THE MARINE CORPS

The Marine Corps Shall:

Be organized, trained and equipped to provide Fleet Marine Forces for service with the U.S. Fleet in the seizure or defense of advanced naval bases and for the conduct of such land operations essential to the prosecution of a naval campaign.

Provide detachments for service on armed vessels of the U.S. Navy and security detachments for the protection of property at Naval stations and bases.

In connection with the Army, Navy, and Air Force, develop the tactical techniques and equipment employed by landing forces in amphibious operations.

Train and equip Marine forces for airborne operations in coordination with the Army, Navy and Air Force.

MARINE CORPS HISTORY

Marine Corps Birthday – 10 November 1775

Marine Corps Motto – Semper Fidelis – Always Faithful
Faithful to yourself, your comrades, your Corps, and your country

Marine Corps Colors – Scarlet and Gold

Marine Corps Emblem – Eagle, Globe and Anchor
Eagle – Symbol of our country
Globe – Shows Marines serve around the world
Fouled anchor – Shows our Naval ties

First Commandant of the Marine Corps – Captain Samuel Nicholas

First Amphibious Landing by Marines – Providence Island in the Bahamas

Type of sword worn by Marine Officers – Mameluke Sword

The “Grand Old Man of the Marine Corps” – General Archibald Henderson

Red stripe worn on dress blue trousers – “Blood Stripe”

Most famous Marine. Awarded 5 Navy Crosses – “Chesty” Puller

Marine Mascot – English bulldog named “Chesty”

Marine nicknames –
“Leathernecks” for collar worn on uniforms years ago.
“Devil Dogs” for bravery; against the Germans in World War I

Famous Battles –
Mexican War (1848) - Veracruz and Mexico City (Montezuma and Chapultepec)
World War I (1914 – 1918) – Belleau Wood in France

World War II	(1941 – 1945) – Guadalcanal, Iwo Jima, Okinawa, Saipan, Tarawa
Korean War	(1950 – 1953) – Chosin Reservoir
Vietnam	(1965 – 1972) – Hue City Khe Sahn
Grenada	(1983)
Beirut	(1982-1984)
Kuwait	(1991)
Iraq	(2003)

DRILL TERMS

Types of commands:

Preparatory Command – Indicates which movement is about to be executed.

Command of execution – Causes the desired movement to be executed.

Alignment	A straight line on which several elements are formed.
Cadence	The uniform step and rhythm in marching.
Cover	To align oneself behind the person to their immediate front.
Distance	The space between elements in depth; measured from back to chest. Normal distance is 40 inches.
Guide	An individual upon whom a formation regulates its cadence and direction of march.
Interval	Space laterally between elements of the same line. Normal interval is one arms length measured from shoulder to shoulder. Approximately 30 inches. Close interval is approximately 4 inches between shoulders.
Line	A formation in which the elements are side by side.
Dress	Alignment to the right or left as directed.
Pace	A step of 30 inches, the length of a full step in marching at quick time.
Length	Quick time – 30 inches measured from heel to heel. Half step – 15 inches measured from heel to heel. Back step – 15 inches measured from heel to heel. Right / Left step – 12 inches measured from inside heel to inside heel.

Rank	A line of individuals placed side by side.
File	A single column of individuals placed one behind the other.
Time	Quick time – 120 steps per minute (normal marching cadence) Double time – 180 steps per minute Slow time – 60 steps per minute
Purpose of drill	(1) To move a unit from one place to another in an orderly manner. (2) To teach discipline and coordination. (3) Improve morale by developing team spirit.

GLOSSARY OF TERMS

Aye Aye, Sir	Official acknowledgment of an order.
Barracks	A building where Marines live.
Blouse	Coat
Bulkhead	Wall
Bunk	Bed
CMC	Commandant of the Marine Corps
CO	Commanding Officer
Colors	The national flag
Cover	Hat
Deck	Floor
Drill	March
Field Day	Clean up the area.
Gangway	Move out of the way.
Gear locker	Storage room for cleaning purposes.
Gee Dunk	Candy, sweets etc.
Gung Ho	Working together in the spirit.
Hatch	Door
Head	Bathroom
NCO	Noncommissioned Officer
NCOIC	Noncommissioned Officer in Charge

Overhead	Ceiling
Passageway	Corridor or hallway.
PFT	Physical Fitness Test
Reveille	Time to get up
Secure	Stop work, put away, lock up.
Square away	Straighten up.
Swab	Mop
WM	Woman Marine

CHAIN OF COMMAND

President of the United States	President _____
Vice President of the United States	Vice President _____
Secretary of Defense	The Honorable _____
Secretary of the Navy	The Honorable _____
Commandant of the Marine Corps	General _____
Assistant Commandant of the Marine Corps	General _____
Sergeant Major of the Marine Corps	SgtMaj _____
Commanding Officer __ Marine Corps District	Colonel _____
Marine Corps JROTC Director	Colonel Oltman
Marine Corps JROTC Assistant Director LtCol Charney	
Region 4 Director	Ms Ramos
Senior Marine Instructor	
Marine Instructor	
Cadet Battalion Commander	Cadet LtCol _____

Cadet Battalion Executive Officer	Cadet Maj _____
Cadet Battalion Sergeant Major	Cadet SgtMaj _____
Cadet Company Commander "A" Company	Cadet _____
Cadet Company Commander "B" Company	Cadet _____
Cadet Company Commander "C" Company	Cadet _____

Billets/Descriptions

Duties of Cadet in RPHS MCJROTC

1. Reports to and receives orders from the Platoon Leader, Platoon Sergeant, and squad leader.
2. To be prepared for every MCJROTC period and bring the appropriate materials for the day.
3. Bring your JROTC Handbook, notebook, pencil or pen to class everyday
4. Adheres to the grooming standard properly. (Proper shave and haircut.)
5. Adheres to the dress code of the school and the RPHS MCJROTC program.
6. Is responsible for any additional duties and responsibilities as may be directed by the SMI or MI.
7. Strictly adheres and honors all Marine Corps traits and principles.

Duties of RPHS Cadet Battalion Commander

1. Reports to and receives orders from the Senior Marine Instructor (SMI) and Marine Instructor (MI) and keeps the permanent staff formed of morale, problem areas and discipline of the cadet battalion.
2. Commands the cadet battalion at all formations, assemblies, parades, drills and ceremonies. Takes his or her position as prescribed in drill and ceremonies.
3. Represents the Battalion in all appropriate school matters.
4. Assigns tasks and works with the battalion staff and companies through the cadet battalion executive officer, cadet battalion Sergeant Major and the Cadet company commanders.
5. Verifies and signs all cadet battalion staff personnel and administrative reports.
6. On a periodic basis and using members of the battalion staff to ascertain how effectively military bearing is being conducted.
7. Supervises the battalion via the chain of command in physical fitness training.
8. Knows the duties of all cadet officers and evaluates their performance.

9. Meets with his or her staff and company commanders on a regular basis.
10. Is responsible for the cadet battalion.
11. Is responsible for any additional duties and responsibilities as may be directed by the SMI or MI from time to time.
12. Strictly adheres and honors all Marine Corps traits and principles.
13. Reports to the SMI and or MI on a weekly basis.
14. Take an interest in battalion special teams and support them to the best of his/her ability. Observe practices and attend competitions if possible.
15. Be seen throughout the battalion. Not only in class but around the school and JROTC functions.
16. Counsel subordinates and cadet leaders when deemed necessary.

Duties of Cadet RPHS Battalion Executive Officer

1. Reports to and receives orders from the Senior Marine Instructor (SMI) and cadet battalion commander, and coordinates battalion staff functions.
2. Takes post as the right flank man in the front rank of the battalion staff at all formations assemblies, parades, drills and ceremonies, and acts as adjutant in such formations.
3. Serves as second in command of the cadet battalion, and takes command of the cadet battalion in the absence of the cadet battalion commander.
4. Know the duties of and ensures the execution of all duties and responsibilities of the battalion staff.
5. Supervises the battalion staff, collects and reviews all staff work for the battalion commander's signature, collects and authenticates company reports from the company commander.
6. Strictly adheres to all Marine Corps Leadership Traits and Principles.
7. Carries out any additional responsibilities/duties that may be assigned from the SMI.

Duties of Cadet Administration Officer, S-1

1. Reports to and receives orders from the SMI, MI, and cadet Battalion Executive officer.
2. Takes post in the battalion staff at all formations as prescribed in drill and ceremonies.
3. Assumes only the administrative duties for which the battalion staff is responsible.
4. Supervises the S-1 assistant in the performance of his duties, if one is appointed.
5. Assist in the scoring and judging at all competitive events related to intra-battalion competition. Maintains records of such competitions, and of company standings, and documents the standings.
6. Ensures the timely receipt of duly signed Rosters from Company commanders for submission to the battalion Executive Officer.
7. Strictly adheres to all Marine Corps Traits and principles.

8. Carries out any additional responsibilities/duties that may be assigned from the SMI.

Duties of Cadet Intelligence, S-2

1. Reports to and receives orders from the SMI, MI, and cadet Battalion Executive officer.
2. Takes post in the battalion staff at all formations as prescribed in drill and ceremonies.
3. Assumes only the administrative duties for which the battalion staff is responsible.
4. Supervises the S-2 assistant in the performance of his/her duties, if one is appointed.
5. Provides reports to the instructors regarding all issues that occur with the unit in order to prevent future friction points.
6. Ensures the timely submission of reports to the Battalion Executive Officer of all findings.
7. The S-2, has direct line of communication with the Senior Marine Instructor if an issue is time sensitive.
8. Strictly adheres to all Marine Corps Traits and principles.
9. Carries out any additional responsibilities/duties that may be assigned from the SMI.

Duties of Cadet Operations and Logistics Officer, S-3

1. Reports to and receives orders from the SMI, MI, and cadet Battalion Executive officer.
2. Takes post in the battalion staff at all formations as prescribed in drill and ceremonies.
3. Assist the SMI, MI, in the coordination and promulgation of training schedules and directives.
4. Responsible with the S-1 for the conduct of all competitive events related to all intra-battalion competitions, and posting the competitive standings.
5. Responsible for planning and conducting intra-battalion competition events.
6. Logs community hours after cadet volunteer events.
7. Strictly adheres to all Marine Corps Traits and principles.
8. Carries out any additional responsibilities/duties that may be assigned from the SMI or MI.

Duties of Cadet Supply Officer, S-4

1. Reports to and receives orders from the SMI, MI, and cadet Battalion Executive officer.

2. Takes post in the battalion staff at all formations as prescribed in drill and ceremonies.
3. Regulates and maintains the Battalion Armory and Supply.
4. Maintains records of uniforms and items issued and received to supply.
5. Keeps inventory sheets, and CMR inventory checks.
6. Strictly adheres to all Marine Corps leadership traits and principles.
7. Carries out any additional duties/responsibilities as may be assigned by the SMI or MI.

Duties of Cadet Public Affairs, S-5

1. Reports to and receives orders from the SMI, MI, and cadet Battalion Executive officer.
2. Takes post in the battalion staff at all formations as prescribed in drill and ceremonies.
3. Ensures photo and news release coverage of all activities of the battalion which may be of interest to the public.
4. Coordinates with the school regarding past, current and future events in which cadets may be involved in. (Verification needed)
5. Coordinates his/her activities with that of the school newspaper and Yearbook staff.
6. Maintains a unit history that includes photos, news clippings, tape recordings and narrative accounts of the activities of the Battalion.
7. Regulates and maintains the school website.
8. Strictly adheres to all Marine Corps Traits and principles.
9. Carries out any additional responsibilities/duties that may be assigned from the SMI or MI.

Duties of Cadet RPHS Battalion Sergeant Major

1. Reports to and receives orders from the Senior Marine Instructor (SMI) and/or Marine Instructor (MI) and cadet battalion commander.
2. Takes post in the battalion staff, or fills in for missing staff members at all formations, assemblies, parades, drills and ceremonies as directed by the battalion commander.
3. Serves as the battalion commander's personal advisor and is representative in all matters regarding enlisted cadets including their morale, discipline, and well being.
4. Knows the duties of all cadet staff noncommissioned officers, and evaluates their performance for the battalion commander.
5. Meets with the company First Sergeants on a regular basis.
6. Ensures that all battalion ceremonies and functions are planned and conducted as close to to Marine Corps regulation as possible.
7. Strictly adheres to all Marine Corps Traits and principles.
8. Carries out any additional responsibilities/duties that may be assigned from the SMI or MI.

Duties of Cadet Company Commander

1. Reports to and receives orders from the SMI, MI, and cadet Battalion Commander, and keeps them informed of the well being, discipline and morale of his or her company.
2. Commands his or her company at all formations, assemblies, parades, drills and ceremonies. Takes post in the battalion staff at all formations as prescribed in drill and ceremonies.
3. Assigns task and work to the platoons through the platoon commanders and the Cadet First Sergeants.
4. Verifies and signs all company reports.
5. Supervises and leads the company via the chain of command in physical fitness training.
6. Knows the duties of all cadet leaders in his/her company and evaluates their performance.
7. Conducts disciplinary hearings for members of his or her company.
8. Is responsible for his or her Company.
9. Strictly adheres to all Marine Corps leadership traits and principles.
10. Carries out any additional duties and responsibilities as may be assigned by the SMI.

Duties of Cadet First Sergeant

1. Reports to and receives orders from the Company commander, and keeps them informed of the well being, discipline and morale of his or her company.
2. Serves as the enlisted advisor to the Company Commander and a representative in all matters regarding enlisted cadets including morale, discipline, and well being.
3. Forms the company for the company commander for all formations, parades, drills and ceremonies and, one posted, takes as prescribed in drill and ceremonies.
4. Knows the duties of all cadet staff noncommissioned officers and noncommissioned officers in his or her company and evaluates their performance.
5. In the absence of the cadet Company Commander takes command of the cadet company and carries out all duties of the cadet company commander.
6. Meets with company SNCO's and NCO's on a regular basis. Assist the company Commander during inspection.
7. Strictly adheres to all Marine Corps leadership traits and principles.
8. Carries out any additional duties/responsibilities as may be assigned by the SMI or MI.

Duties of Cadet Fire Team Leader

1. Reports to and receives orders from the Squad Leader and Platoon Sergeant and keeps them informed of the well being, discipline and morale of his/her Fire Team.
2. Supervises his/her Fire Team.
3. Aware of his/her Fire Team's morale, discipline, and overall well being.
4. Responsible for the members of his/her Fire Team.
5. Knows the duties of all cadets within the Fire Team.
6. Strictly adheres to all Marine Corps leadership traits and principles.
7. Carries out any additional duties/responsibilities as may be assigned by the SMI or MI.

Duties of Cadet Platoon Leader

1. Reports to and receives orders from the Company commander, and keeps him/her informed of the well being, discipline and morale of his/her platoon.
2. Commands his platoon at all formations as prescribed in drill and ceremonies.
3. Supervises and leads his/her platoon in physical fitness training.
4. Keeps his platoon informed of all events and orders.
5. Periodically inspects his/her platoon.
6. Knows the duties of every cadet in his/her platoon.
7. Is responsible for his/her platoon.
8. Periodically gives reports to the Company Commander.
9. Strictly adheres to all Marine Corps leadership traits and principles.
10. Carries out any additional duties/responsibilities as may be assigned by the SMI or MI.

Duties of Cadet Platoon Sergeant

1. Reports to and receives orders from the Platoon leader, and keeps him/her informed of the well being, discipline and morale of his/her platoon.
2. Serves as the enlisted advisor to the platoon leader and a representative in all matters regarding enlisted cadets including morale, discipline, and well being.
3. Forms the platoon for the platoon leader for physical training, inspection, drill and ceremonies. Once posted takes post as prescribed by drill and ceremonies.
4. Knows the duties of all cadets within the platoon.
5. Assist the Platoon leader during inspection.
6. When the platoon leader is absent, takes charge of the platoon.
7. Strictly adheres to all Marine Corps leadership traits and principles.
8. Carries out any additional duties/responsibilities as may be assigned by the SMI or MI.

Duties of Cadet Squad Leader

1. Reports to and receives orders from the Platoon leader and Platoon Sergeant and keeps him/her informed of the well being, discipline and morale of his/her squad.
2. Supervises his/her squad.
3. Takes post in formation as prescribed in drill and ceremonies.
4. Aware of his/her squad's morale, discipline, and overall well being.
5. Responsible for the members of his/her squad.
6. Knows the duties of all cadets within the squad.
7. Strictly adheres to all Marine Corps leadership traits and principles.
8. Carries out any additional duties/responsibilities as may be assigned by the SMI or MI.