



**MCJROTC
CADET SOP**

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MCO 1553.6E

UNIFORM POLICY

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 dry-cleaned. 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 DETAILS

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. School policy prohibits the wearing of any type of hat in the school. ROTC 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.

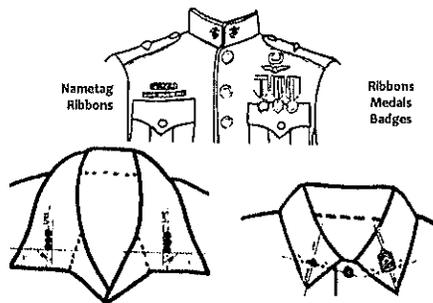
Rank Insignia, Medals, Ribbons and Badges

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.

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 shirts, raincoats and of the chevron up, bottom edge ½ inch



insignia will be worn on khaki utility shirt collars with the point bisecting the angle of the collar, from the collar edge.

- c. Medals. on the blue coat schedule. They pocket, midway buttons. When which there are no and centered over the right breast pocket. (Marksmanship badges will not be worn when medals are worn. Nametags will be worn 1/8" above the ribbon bar when ribbons are on the right side.)
- 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.

1. Distinguishing Patches. The Marine Corps JROTC Shoulder patch will be worn on the left sleeve of the blue coat, green coat, khaki shirt, and camouflage utility jacket.

GROOMING STANDARDS

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. Standards for males are: hair tapered from zero to a maximum of 3 inches (Low USMC Regulation). Hair may not be blocked at the neck. Hair must be tapered.

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. Hair must not have "fly-aways" or look unkempt.

EARRINGS

Women cadets may wear small, polished earrings, ball or round stud type with all uniforms except the utility uniform. 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. If cadets have new piercings that cannot be removed they may cover up the earring(s) with a band aid or like item while in uniform.

Male cadets will not wear earrings or facial makeup while in uniform. If male cadets have new piercings that cannot be removed they may cover up the earring(s) with a bandaid or like item while in uniform.

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.

CONDUCT IN UNIFORM

Your appearance and conduct should be impeccable while in uniform. You are representing every United States Marine who ever wore these uniforms and your conduct is expected to mirror the high standards set forth in the uniform regulation manual.

Do not chew gum. Do not smoke, vape, etc.

Do not put 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

MVHS USMC JROTC CADET DROP POLICY

All JROTC uniforms and associated cadet issued items are the property of the US Government.

As per our directives in Marine Corps Order (MCO) 1533.6E:

“If, at any time, government property in your charge is discovered missing, damaged, or destroyed, you will immediately report it to the Commanding General, Training and Education Command.

Policy:

Transferring classes: In order to prevent the loss of property and the subsequent investigations, we request that all cadets (regardless of their time in the JROTC Leadership program, LE Level, grade or reason for leaving) be restricted from transferring out of the MVHS USMC JROTC until they are cleared by the Senior Marine Instructor. If necessary due to negative circumstances, students may physically report to their counselor or OCI for the designated class JROTC period until they are cleared.

School transfers: We ask that any cadet who is transferring schools not be given their transfer grades/files etc until they are cleared by the Senior Marine Instructor. School transfer students' uniforms are extremely difficult to recover, especially if they left MVHS under negative circumstances and/or moved out of state.

New School Year: If a student is currently enrolled in the JROTC is not taking JROTC the following school year we ask that they be cleared by the SMI before they are allowed to enroll in a different elective. This would happen at the end of the school year when course selections are being made.

**Note: For sanitary reasons, and as stated in our cadet policy handbook, utility uniforms must be washed and folded. Service and dress uniforms must be dry-cleaned and be presented with a receipt.*

For clarification on policy and procedure, I have attached the initial checklist utilized by JAG/NCIS when items are reported as lost/missing/stolen. The full policy can be found in the JAGMAN Investigations Handbook.

We know you are extremely busy, and we thank you for your assistance in maintaining the JROTC property inventory.

Semper Fi,

SgtMaj M. W. Golden

SMI MVHS USMC JROTC

MVHS USMC JROTC CORRECTIVE ACTION POLICY

The JROTC program essentially teaches a philosophy of leadership and character development. We fully understand that Cadets are young adults who are in the process of developing their sense of right and wrong, and as such we do not have a “zero defect” mentality when it comes to mistakes.

The continued existence of every USMC JROTC requires adherence to regulations we are expected to maintain. As stated in the **USMC JROTC MARINE CORPS ORDER (MCO) P1533.6E**: “...incidents that may or have resulted in adverse media coverage, or any other serious incidents should be reported to the Regional Director within 12 hours.” We are required to report and address all serious incidents that may embarrass the Marine Corps. These include bullying, cyberbullying, anything negative on social media and breaking of laws.

Understanding the dynamic environment these young men and women are in, we strive to focus on corrective actions instead of disenrollment. We gather evidence of all aspects of reported incidents and do our best to truly determine the extent of the infraction. This serves to present the truth, clear up any rumors and to maintain the good order and discipline required in the unique setting of a JROTC structured leadership program. Input is considered from the affected Cadet’s peers and chain of command, but the ultimate decision is determined by the SMI/MI.

Cadets enrolled in the MVHS USMC JROTC are expected to adhere to the:

1. JROTC Code of Conduct/all associated regulations
2. Cadet Uniform Pledge
3. The Core Values of Honor, Courage & Commitment
4. MVHS School Policy
5. Rules and regulations as set forth by local, state and federal laws.

Disenrollment may occur for any of the following reasons:

1. Failure to maintain standards for enrollment.
2. Lack of aptitude, indifference to training, disciplinary infractions, or undesirable traits of character.
3. Disenrollment from school/Request of the individual cadet.
4. Found guilty of a misdemeanor or felony.

Should an incident occur, the following steps will be taken to rectify the situation:

1. Counseling (verbal/written). Counseling is typically performed by the affected Cadet’s chain of command with the SMI/MI’s approval. Cadets are permitted to submit rebuttal statements to a counseling should they feel it was conducted in error. SMI/MI will make all final determinations.
2. Non-Judicial Punishment (NJP): NJP is a more formal form of counseling where evidence of more serious/multiple minor infractions are presented. Rank/billet may be removed. NJP is performed by the affected Cadet’s chain of command with the SMI/MI’s approval. Cadets will present/be presented with facts and witnesses to the infraction at hand. SMI/MI will make all final determinations.
3. Court Martial. With the informed consent of the Principal, this procedure will be help for the most serious of infractions. Cadets will present evidence on all sides and all versions of the situation will be presented in order to allow us to make the best determination of corrective action. A court martial allows an accused cadet to state their case for all to hear. Doing so prevents rumors and ensures a cadet may continue to garner the respect of their peers in his/her billet/rank without “secrets” and heresy.

Note: Corrective measures typically awarded include: Essays, standing duty, creating classes to present to their peers. These serve to guide Cadets to understand why their behavior/actions are not in line with good character and citizenship. In some cases, cadets may be removed from their billets and/or reduced in rank if their infraction was of a severe nature and a position of rank/billet responsibility is no longer conducive to the good order and discipline of the USMC JROTC Cadet Company. All cadets can recover from violations of rules and regulations and all cadets can regain rank and billets as they move forward on their path to greatness.

Cadet (signature): _____ **Parent/Guardian(print/sign)** _____

Cadet (print name): _____ **Date:** _____

WORKING PARTIES FOR EVENTS

- Working parties are usually used at events ran at the school (ex: cadet orientation)
- As the XO, you may be tasked to organize and supervise working parties. It is imperative that you;
 1. Create a working party sign-up sheet with all information given to you. Such as cadets that can sign-up for the working party (LE level) time they arrive and leave, the date, address, what they might be doing, etc.
 2. Create a post sheet with the description of the post the cadet(s) names, the time they start and end, etc.
 3. Pick (a) shift manager(s) to be in charge of that post if more than two are designated at that post.
 4. Make sure all the same forms for community service events and the working party post sheet(s) make it to the event and that they are utilized.
 5. Once at the event, either you, or the main shift manager must sign the cadets in and out and assign them to a post.(use the same forms as community service events)
 6. Periodically give breaks and lunches. (use the same forms as community service events)
 7. Supervise the working party cadets and make sure they are at their designated post.
 8. After the event create an after action report for future years.

SOP FOR COUNSELINGS AND NJPS



● Counselings

● As the Company XO it is your job to council a cadet in headquarters working with the rest of the top four and the platoon leadership if it is an underclassman. For any issues, minor or major.

🇺🇸 Issues for counselings may include (if it is an underclassmen report these issues to platoon leadership)

× Minor issues:

1. Hair (female is included after many offences and warnings)
2. Nails (is included in females) nails may not pass the numb of the fingers.
3. (assist CO GNY) If a cadet does not show up for duty they must have a valid excuse or unless they tell you in advance they could not show up for duty that day.

4. Shave

× Major issues:

1. Harassment
2. A major issue from a cadet usually results in a NJP, if the CO XO sees a major issue, the XO Should discuss these issues with the CO. Attitude issues towards superiors, subordinates, or any cadet or person.
3. Five minor counselings=NJP
 - Any major problems you foresee could result in a councealing, counselings must be backed up by facts!
 - Some major issues may not need five major concealings to be NJPD or asked to leave the program (Per SMI and MI).

● NJP's

🇺🇸 NJP's are given to a cadet after five counselings, and must be given by the xo and the co. They must both be in agreement that the cadet needs an NJP and the facts need evidence, such as counselings.

🇺🇸 It is the CO XO and CO to create the NJP form for the cadet; the form must be approved by the SMI and MI.

🇺🇸 The xo, co, First Sgt, the cadets Plt Sgt AND commander along with the squad leader must be present at the counselling in utilities at lunch or in the morning. The cadet must be in utilities as well.

● How to file counselings and njps

🇺🇸 Blank counseling forms are either located in the counseling generally in the COGUNY sgts box. After the counselling is executed, you must make a copy for the cadet, and the original goes back into the COGUNYSGT'S box.

🇺🇸 When you are counselling keep in mind to keep your calm and have facts. Remind the cadet that one counselling is a warning, the next is a form sent home, the formed will be signed again, another note will be sent home, and the fifth counselling will result in an NJP.

🇺🇸 Cooperate with cadet and subordinates to see how to fix the problem.

🇺🇸 Always ensure the cadet leadership at the NJPs has something to say.

COMMUNITY SERVICE EVENTS SOP

- Community service events are very important to the unit itself. They create moral and give each cadet a chance to earn their community service hours to graduate. In order to run a smooth and successful community service event, it is imperative that you do the following;
 1. Once you receive the event from the SMI or MI, or find an event on your own, it is important that as the XO, you e-mail or call the head coordinator for the event and ask them the address, how many cadets they need, what they want the cadets to wear, if they have any specifications for which cadets they want (LE year), etc.
 2. Next you need to create a sign-up sheet for cadets to sign up (on the stick drive) this sign-up sheet should have a template with three separate columns that are named cadet name, platoon, and phone number. It is also imperative that you list all information that the cadets need to know in order to make the event successful. The sign-up sheet needs to stay in the TA binder and only SSGts and above (and TAS) are allowed to handle the TA binder.
 3. Pick four to five (for an event with 15 people or more, for less only use 1 or 2) of the highest ranking cadets to be shift managers. These cadets are in charge of signing cadets in and out, giving them breaks and lunches, giving the head coordinator a thank you letter (that you create) and turning in the forms that they used in the turn it in section of the community service binder. Make sure to pick cadets that have knowledge of the community service events and are trained before the event.
 4. Make sure that the coms can get to the event and are charged(S-6). Once the event is over, make sure all the coms are back.
 5. E-mail head coordinator with the number of cadets that have signed up and ask if they have any questions.
 6. A day or two before the event ensure that the shift managers have all the proper forms ready to go.
 7. Attend event if possible.
 8. After the event you must have the shift managers create an after action report and formulate weather this event should be done in future years.
 9. E-mail the head coordinator and thank them and ask if they have any issues with the cadets.
 10. File all forms in the correct community service folder (see enclosed 2 for the different binders)

COMMUNITY SERVICE BINDERS SOP

● Community service/ Events blank sheet binder

- 🇺🇸 Firstly, as the XO, it is YOUR job to make sure that you NEVER run out of these forms. ALWAYS have extra copies of each of the forms in the binder. Never leave less than 6 forms in the binder.
- 🇺🇸 You should be able to explain all of the sections of the binder. These include;
 1. Sign-in/out sheets
 2. Break/lunch sheets
 3. Thank you cards (re-create every year)
 4. Turn-in Section
- 🇺🇸 In the TA binder, every section explains how to utilize these forms correctly. It is majorly important that you familiarize yourself with each section and how to use each form to explain how the shift managers use the forms.
- 🇺🇸 Keep this in the same area so whoever needs to have access to the blank sheets whenever they need.

● Community Service Binders #1 & #2

- 🇺🇸 ONLY THE XO AND CERTAIN PEOPLE IN S-1 (That receive authority) CAN VIEW THESE BINDERS!! KEEP THEM IN FIRST SGT'S AND MAJOR'S OFFICE!!
- 🇺🇸 These binders are where you can store all the sheets used at community service events. It is recommended that you file them in date order.
- 🇺🇸 It is important to have these so that you and S-1 can prove/ disprove who was at the event or not when they ask to get their hours signed off. It is also imperative that you and the main shift manager at the event to compare the sign-up sheet and sign in/ out sheet to counsel the cadets that signed up and did not show up.
- 🇺🇸 It is also essential that you create a key for each binder that says the event name, date, # of cadets there at the event, # of cadets that signed up and didn't show, head shift manager's name, head coordinator's name, and if it should be done in future years. Use the one(s) in the binders for a reference.
- 🇺🇸 Spot check these binders regularly.

CLASSROOM MANAGEMENT POLICY

DAILY CADET CONDUCT

Cadets arrive on time for 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/vape etc on school grounds.

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.

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 at all times. Any cadet failing to maintain higher standards of conduct and citizenship will be subjected to the necessary disciplinary action: Counseling, Non Judicial Punishment, Court Martial, and removal from program.

ATTENDANCE

Cadets are expected to attend all mandatory JROTC functions. This includes everything from daily classes to special events. Cadets should anticipate, as much as possible, when they will not be able to attend a JROTC

requirement in order to let their chain of command know in advance. Not all events are mandatory, however, those that are deemed as such will require an excuse form with a legitimate excuse to be properly excused. The standard Mandatory events include New Cadet Orientation, Marine Corps Ball, Basic Leadership Course (LE-2-4), Change of Command/Awards Ceremony and the Balloon and Wine Festival.

GENERAL BEHAVIOR:

Cadets are expected to maintain the highest standards of conduct in relation to their billet and rank. Any cadet who displays conduct unbecoming of a JROTC Cadet will be subjected to discipline procedures in accordance with the leadership program, to include counseling, Non-Judicial Punishment and Courts Martial.

ENROLLMENT/DISENROLLMENT

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 or enrolled in an associated school with an understanding of attendance.
 - 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.

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.

GRADING POLICY

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 very much like other traditional high school classes. However, as part of their overall MCJROTC grade, cadets will also be observed, evaluated and graded 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. Grading is specifically detailed in the class syllabus (See attached).