



**Headquarters, U.S.  
Marine Corps**

**MCO P1533.6  
PCN 10201740000**

---

**MARINE CORPS JUNIOR RESERVE  
OFFICERS' TRAINING CORPS  
STANDING OPERATING PROCEDURES  
(MCJROTC SOP)**

**DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited**

---



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

MCO P1533.6D  
C 462R  
25 May 99

MARINE CORPS ORDER P1533.6D

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS JUNIOR RESERVE OFFICERS' TRAINING CORPS  
STANDING OPERATING PROCEDURES (SHORT TITLE: MCJROTC SOP)

Encl: (1) LOCATOR SHEET

Reports Required: List (Report Control Symbols as listed), page v

1. Purpose. To publish policies and procedures governing the operations of a Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) unit.

2. Cancellation. MCO P1533.6C.


3. Action. The procedures contained in this Manual are applicable to all MCJROTC units.

4. Summary of Revision. This revision has been reformatted and contains a substantial number of changes and must be completely reviewed.

5. Recommendations. Recommendations for changes to this Manual are invited and should be submitted to the CG, MCCDC (C 462R) via the appropriate chain of command.

6. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

7. Certification. Reviewed and approved this date.

  
T. S. JONES  
By direction

DISTRIBUTION: PCN 10201740000

Copy to: 7000060 (6)  
7230004 (5)  
7000017, 045, 142, 172/8145001 (1)

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

MCO P1533.6D

25 May 99

LOCATOR SHEET

Subj: MARINE CORPS JUNIOR RESERVE OFFICERS TRAINING CORPS STANDING OPERATING  
PROCEDURES (SHORT TITLE: MCJROTC SOP)

Location: \_\_\_\_\_  
(Indicate the location(s) of the copy(ies) of this Manual.)

ENCLOSURE

(1)

MCJROTC SOP

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

MCJROTC SOP

CONTENTS

CHAPTER

REPORTS REQUIRED

- 1 GENERAL
- 2 ESTABLISHMENT
- 3 ORGANIZATION
- 4 ADMINISTRATION
- 5 CURRICULUM
- 6 TRAINING
- 7 UNIFORMS, ACCESSORIES, AND AWARDS
- 8 LOGISTICS

APPENDIX

- A CADET OFFICER PROMOTION CERTIFICATE (NAVMC 10784)
- B CADET ENLISTED PROMOTION CERTIFICATE ([NAVMC 10785](#))
- C LEADERSHIP EDUCATION COMPLETION CERTIFICATE ([NAVMC 184](#))
- D STANDARD SUBJECT IDENTIFICATION CODES (SSIC'S)
- E QUARTERLY STRENGTH REPORT
- F DISPOSITION OF GRADUATES REPORT
- G INDIVIDUAL MCJROTC INSTRUCTOR SUMMARY ([NAVMC 10942](#))
- H INSPECTION GUIDELINES
- I INSPECTION REPORT BRIEF FORMAT
- J CADET I. D. CARD (NAVMC 10854)
- K PARENTAL CONSENT FORM FOR ORIENTATION VISIT
- L PARENTAL CONSENT FORM FOR MARKSMANSHIP TRAINING

MCJROTC SOP

M POSTAL MATCH FIRING REPORT

N MCJROTC UNIFORM CLOTHING ALLOWANCES FOR MALES

O MCJROTC UNIFORM CLOTHING ALLOWANCES FOR FEMALES

P JROTC MEMORANDUM RECEIPT FOR UNIFORM ISSUE MALE CADET ([NAVMC 10939A](#))

Q JROTC MEMORANDUM RECEIPT FOR UNIFORM ISSUE FEMALE CADET ([NAVMC 10939B](#))

R MCJROTC CADET OFFICER INSIGNIA

S MCJROTC CADET ENLISTED INSIGNIA

T GUIDELINES FOR SCHOOL SHOULDER PATCH DESIGN

U CRITERIA AND DESCRIPTION OF RIBBON AWARDS

V MCROA SELECTION PROCESS

W APPOINTMENT OF MILITARY PROPERTY CUSTODIAN (MPC)

X RELIEF OF MILITARY PROPERTY CUSTODIAN (MPC)

Y T/E ITEM ALLOWANCES

Z AMMUNITION ALLOWANCES FOR TRAINING

AA JROTC MEMORANDUM RECEIPT FOR INDIVIDUAL EQUIPMENT ([NAVMC 10938](#))

BB EVALUATION OF SCHOOL FOR ESTABLISHMENT OF A MARINE CORPS JUNIOR RESERVE OFFICERS' TRAINING CORPS (MCJROTC)UNIT

MCJROTC SOP

REPORTS REQUIRED

	<u>REPORT TITLE</u>	<u>REPORT SYMBOL</u>	<u>PARAGRAPH</u>
I.	MCJROTC Unit/School Strength	MC-1533-04A	4004.2 and Appendix E
II.	Disposition of Graduates	MC-1533-05	4004.3 and Appendix F
III.	MCJROTC Instructor Evaluation Summary	EXEMPT	4004.4 and Appendix G
IV.	Inspection Brief	EXEMPT	4005 and Appendix I
V.	Orientation Visit After Action Data	MC-1533-06	6005.6
vi.	MCROA Nomination	EXEMPT	7007 and Appendix V
VII.	Naval Honor Schools	EXEMPT	7008 and Appendix V

MCJROTC SOP

CHAPTER 1

GENERAL

	<u>PARAGRAPH</u>	<u>PAGE</u>
BACKGROUND.....	1000	1-3
COMMANDER'S INTENT.....	1001	1-5
MISSION.....	1002	1-5
OBJECTIVES.....	1003	1-5
DEFINITIONS.....	1004	1-6
		1-1



MCJROTC SOP

CHAPTER 1

GENERAL

1000. BACKGROUND. 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. Since the law pertaining to the Junior ROTC program is comparatively brief, Sec. 2031 is quoted:

"(a)(1) The Secretary of each military department shall establish and maintain a Junior Reserve Officers' Training Corps, organized into units, at public and private secondary educational institutions which apply for a unit and meet the standards and criteria prescribed pursuant to this section. The total number of units which may be established and maintained by all of the military departments each year, and the total number of units which may be established and maintained by all of the military departments under authority of this section, including those units already established on October 13, 1964, may not exceed 3,500. The President shall promulgate regulations prescribing the standards and criteria to be followed by the military departments in selecting the institutions at which units are to be established and maintained and shall provide for the fair and equitable distribution of such units throughout the Nation, except that more than one such unit may be established and maintained at any military institute.

(2) It is a purpose of the Junior Reserve Officers' Training Corps to instill in students in United States secondary educational institutions the value of citizenship, service to the United States, personal responsibility and a sense of accomplishment.

(b) No unit may be established or maintained at an institution unless--

(1) The number of physically fit students in such unit who are in a grade above the 8th grade and are citizens or nationals of the United States, or aliens lawfully admitted to the United States for permanent residence, is not less than (A) 10 percent of the number of students enrolled in the institution who are in a grade above the 8th grade, or (B) 100, whichever is less; 1-3

(2) The institution has adequate facilities for classroom instruction, storage of arms and other equipment which may be furnished in support of the unit, and adequate drill areas at or in the immediate vicinity of the institution, as determined by the Secretary of the military department concerned;

(3) The institution provides a course of military instruction of not less than three academic years' duration, as prescribed by the Secretary of the military department concerned;

(4) The institution agrees to limit membership in the unit to students who maintain acceptable standards of academic achievement and conduct, as prescribed by the Secretary of the military department concerned; and

(5) The unit meets such other requirements as may be established by the Secretary of the military department concerned.

(c) The Secretary of the military department concerned shall, to support the Junior Reserve Officers' Training Corps program--

(1) Detail officers and noncommissioned officers of an armed force under his jurisdiction to institutions having units of the Corps as administrators and instructors;

(2) Provide necessary text materials, equipment, and uniforms and, to the extent considered appropriate by the Secretary concerned, such additional resources (including transportation and billeting) as may be available to support activities of the program; and

(3) Establish minimum acceptable standards for performance and achievement for qualified units.

(d) Instead of, or in addition to, detailing officers and noncommissioned officers on active duty under subsection (c)(1), the Secretary of the military department concerned may authorize qualified institutions to employ, as administrators and instructors in the program, retired officers and noncommissioned officers, and members of the Fleet Reserve and Fleet Marine Corps Reserve, whose qualifications are approved by the Secretary and the institution concerned and who request such employment, subject to the following:

(1) A retired member so employed is entitled to receive the

1003

member's retired or retainer pay without reduction by reason of any additional amount paid to the member by the institution concerned. In the case of payment of any such additional amount by the institution concerned, the Secretary of the military department concerned shall pay to that institution the amount equal to one-half of the amount paid to the retired member by the institution for any period, up to a maximum of one-half of the difference between the member's retired or retainer pay for that period and the active duty pay and allowances which the member would have received for that period if on active duty. Notwithstanding the limitation in the preceding sentence, the Secretary concerned may pay to the institution more than one-half of the additional amount paid to the retired member by the institution if (as determined by the Secretary) the institution is in an educationally and economically deprived area and the Secretary determines that such action is in the national interest. Payments by the Secretary concerned under this paragraph shall be made from funds appropriated for that purpose.

(2) Notwithstanding any other provision of law, such a retired member is not, while so employed, considered to be on active duty or inactive duty training for any purpose."

1001. COMMANDER'S INTENT. I want a program that touches students in a way that no other high school program does. We provide a niche that academics and sports do not. I want those desiring an opportunity to have it, quite possibly for the first time in their life. Leadership, at its very core, requires that time, patience, attention to detail, and a sense of balance be applied to each and every student. I want you to focus on the basics. Pay attention to the four indicators of leadership: morale, proficiency, esprit de corps, and most importantly discipline. There are many useful tools at your disposal to enhance the program and motivate students. Some examples are drill and marksmanship competition. Be careful that those tools do not become distracters. If the basics are not evident, then you are not accomplishing the mission.

1002. MISSION. Instructors are tasked to develop informed citizens, strengthen character by the teaching of discipline, and develop understanding of the responsibilities of citizenship.

1003. OBJECTIVES. The objectives of the MCJROTC are as follows:

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.
7. Develop an interest in the Military Services as a possible career.

1004. Definitions

1. Junior ROTC (JROTC). All JROTC programs conducted at secondary schools.
2. Marine Corp Junior ROTC (MCJROTC). The official designation of the organized group receiving military instruction in leadership conducted and sponsored by the U.S. Marine Corps.
3. Marine Corps Junior ROTC Unit. The organized group of MCJROTC students and instructors at one secondary school, which consists of a minimum 100 cadets, or 10 percent of the secondary schools total student enrollment, whichever is less.
4. Senior Marine Instructor (SMI). A Marine Corps officer, normally retired, employed by a secondary school for supervising the operations of an MCJROTC unit.
5. Marine Instructor (MI). A Marine Corps staff noncommissioned officer (SNCO), normally retired or a member of the Fleet Marine Corps Reserve (FMCR), employed by a secondary school to assist an SMI.
6. MCJROTC Cadet. A student enrolled in an MCJROTC unit.
7. Marine Corps Junior ROTC Graduate. A student who has successfully completed three years of the MCJROTC program prescribed by law and regulations, and who has received a certificate of completion and a high school diploma.

MCJROTC SOP

1004

8. Probation. That status afforded MCJROTC units which fail to attain and maintain the minimum enrollment or requirements as stated in Public Law 88-647. The probationary period is for that period subsequent to the date of notification of probationary status until 30 September of the following school year.

9. Service Education Activity (SEA). A private or public educational institution which is of special interest to the armed services and therefore eligible to receive donations of surplus Government property.

10. Established Unit. An MCJROTC unit approved by the Secretary of the Navy and in operation.

11. Consolidated Memorandum Receipt (CMR). That receipt which controls the property account of a unit.

12. Military Property Custodian (MPC). An official (will be a member of the leadership education staff) appointed by the secondary school who is empowered to perform the required supply functions incident to the acquisition, accounting, and handling of equipment and uniforms issued to the school.

13. Responsible/Unit Property Officers. This designation is the same as an MPC.

14. Honor Schools. Those schools recommended by the District Commanding Officer and designated by the Commandant of the Marine Corps (CMC) as having accomplished their mission in such a manner as to deserve special recognition. The total of honor schools is limited to 20 percent of the active units per year.

15. Academic Year. The academic school year commences on 1 August and ends on 31 July.

MCJROTC SOP

CHAPTER 2

ESTABLISHMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
APPLICATION.....	2000	2-3
CONTRACT REQUIREMENTS.....	2001	2-3
ACTIONS REQUIRED FOR UNIT ACTIVATION.....	2002	2-8
PROBATION STATUS.....	2003	2-11
DISESTABLISHMENT OF AN MCJROTC UNIT.....	2004	2-13
		2-1

MCJROTC SOP

CHAPTER 2

ESTABLISHMENT

2000. APPLICATION

1. A unit is established or disestablished by the CMC with the approval of the Secretary of the Navy. A school desiring to host an MCJROTC unit must be fully accredited by the appropriate state or regional accrediting agency.

2. Officials of secondary schools interested in applying for establishment of an MCJROTC unit should obtain a copy of the MCJROTC information booklet, available from Commanding General, Marine Corps Combat Development Command (MCCDC) (C 462R) or any District Commanding Officer (Attn: MCJROTC Project Officer). Upon receipt of an application, the respective District Commanding Officer will be directed to visit the school and forward an evaluation of the school's potential for hosting an MCJROTC unit prescribed in Appendix (bb).

a. Public Law 88-647 directs that the Marine Corps is to provide for the fair and equitable distribution of MCJROTC units throughout the nation.

b. If the candidate school is acceptable, within range of selection, and vacancies exist for MCJROTC units, CG, MCCDC will nominate the school to the Secretary of the Navy for establishment of an MCJROTC unit. Announcement of selection will be made by CG, MCCDC following the Secretary of the Navy approval. If no vacancies exist, MCCDC will retain the application for future consideration.

3. It is not necessary for the school to execute a contract prior to approval/disapproval of the application by the Secretary of the Navy.

2001. CONTRACT REQUIREMENTS. A school at which an MCJROTC unit is to be established will be required to enter into the following agreement with the CMC:

1. Contingent upon the acceptance of the application, and upon the fulfillment of all items enumerated in paragraph 2001.2, below, the CMC agrees as follows:

- a. To establish and maintain a MCJROTC unit per Public Law 88-647, as amended, at the institution named in the application.
- b. To provide for the use in the MCJROTC program such available Government property as may be authorized by law and applicable tables of allowances. The Marine Corps will refrain from making any equipment installation permanent without prior approval of the institution.
- c. To prescribe the course content, consisting of a minimum of 180 class hours per year, and to provide the instructional materials and guidance for the application of the materials.
- d. To pay all costs incident to the transportation, packing, unpacking, crating, uncrating, and normal maintenance of such property, uniforms, equipment, and instructional materials provided by the Government.
- e. To reimburse the institution for required vehicle transportation in support of the MCJROTC program. Rate of reimbursement will not exceed the normal commercial rate schedule in the area.
- f. To authorize the institution to employ, as administrators and instructors in the program, retired officers and SNCO's, and members of the FMCR whose qualifications are approved by the CMC and the institution concerned. Employment must be per the provisions of Title 10, U.S.C., Sec. 2031.
- g. To pay the institution concerned one-half the difference between the retired pay of the retired members employed by the institution and the members' active duty pay and allowances which they would receive if ordered to active duty, excluding hazardous duty or proficiency pay. Such payments will be made monthly for the actual period of employment in direct support of the MCJROTC program. Any duties desired by the institution in addition to those connected with MCJROTC instruction must be separately contracted between the school or school district and the individual MCJROTC instructor at no cost to the Marine Corps. Payment must conform to the provisions as set forth in Title 10, U.S.C., Sec. 2031, and current directives governing the MCJROTC program.
- h. To honor all academic standards of the institution, including admissions.



MCJROTC SOP

2001

2. Contingent upon the acceptance of this application by the Secretary of the Navy, and conditioned upon the fulfillment of the items enumerated in paragraph

2001.1, above, the institution agrees as follows:

a. To establish a Leadership Education Department as an integral academic and administrative department and adopt as part of its curriculum as a minimum, a three-year course of instruction.

b. To require each cadet enrolled in MCJROTC to devote to Leadership Education instruction no less than 180 class hours per year.

c. To arrange for the scheduling of Leadership Education classes to make it equally convenient for students to participate in Leadership Education instruction as in other academic courses regularly scheduled by the institution.

d. To include the Senior Marine Instructor as a representative of the CMC on all faculty committees whose recommendation could affect the Leadership Education Department.

e. To require each cadet to have a current school physical evaluation certifying their physical fitness for participation in the program.

f. To provide each student with, or otherwise require each student to have, coverage under an adequate health insurance policy protecting the student from accident or injury, not to exclude injury from firearms.

g. To maintain a MCJROTC unit enrollment, from the single secondary school approved by the Secretary of the Navy, of no less than 100 physically fit students or 10 percent of the number of students enrolled, who are in a grade above the 8th grade and are citizens or nationals of the United States.

h. To conduct the program without discrimination against cadets or instructors regarding race, color, age, religion, sex, national origin or disabling condition.

i. To grant appropriate academic credit applicable toward graduation for the successful completion of leadership education courses.

j. To make available to the leadership education faculty the necessary instructional supplies, materials, facilities, and privileges accorded other faculty members of the institution.

k. To provide adequate drill and physical fitness areas at or in the immediate vicinity of the school that can be used during regular school hours.

l. To provide adequate storage facilities, preventive maintenance facilities, and protection for uniforms, equipment, and for all other Government property issued to the institution.

m. To require wearing of the MCJROTC uniform by the cadets.

n. To appoint a member of the leadership department as the Military Property Custodian (MPC) who will be empowered to perform the required supply functions incident to the acquisition, accounting and handling of equipment and uniforms issued to the institution. Such an official shall be bonded in an amount adequate to cover the value of the Government property of which the institution accepts responsibility, but not less than \$7,500. A bond without surety is acceptable if the institution furnishes satisfactory evidence of financial responsibility.

o. To offer the course of instruction and use the materials provided by the Marine Corps.

p. To employ officers and SNCO's who are certified by the Marine Corps to conduct the leadership education courses and military activities.

(1) Units will be authorized one officer instructor per 750 enrolled MCJROTC cadets or a fraction thereof. A second officer instructor will, however, be authorized when cadet enrollment exceeds 750. Any subsequent officer instructors will be authorized only with the enrollment of an additional 500 cadets (i.e., one officer instructor for 750 cadets, two officer instructors for 751 cadets, three officer instructors for 1,251 cadets, etc.).

(2) Units will be authorized one MI billet. A second MI may be authorized when the following conditions exist: if funding is made available by Congress, and unit enrollment exceeds 151 cadets consistently for one year.

<u>Enrolled cadets</u>	<u>SMI</u>	<u>MI</u>
51 - 150	1	1
151 - 250	1	2

251 - 350	1	3
351 - 450	1	4
451 - 550	1	5

(3) Any school qualifying for an MCJROTC unit will have at least one SMI and one MI.

(4) As an exception, the CG, MCCDC (C 462R) may authorize substitution of officer for enlisted instructors and vice versa.

(5) All minimum enrollment requirements for additional officer and senior enlisted (MI) billets will be maintained throughout the school year. Failure to do so may result in the loss of these instructor billets.

(6) Requests for additional instructors will be submitted to the appropriate Recruiting District Commanding Officer for approval.

q. Retired personnel so employed shall receive at a minimum their annual retired pay and an additional amount equal to the difference of what they should receive if ordered to active duty, excluding hazardous duty and proficiency pay. The additional amount is payable monthly for the actual period of employment in direct support of the MCJROTC program. The institution is the employing agency and shall pay the full additional amount due to the individual employed on a pay schedule identical to that in effect for other faculty members. The Marine Corps shall pay the institution one-half of the difference between the individual's retired pay and the active duty pay and allowances, excluding hazardous duty and proficiency pay, which would be received if ordered to active duty. The Marine Corps' responsibility is limited to the period of employment specified in the contract between the instructor and the institution, regardless of the institution's distribution of pay. This does not preclude MCJROTC instructors from serving on routine committees or performing other extracurricular duties normally performed by other faculty members on a not-to-interfere basis. If an individual employed as an MCJROTC instructor enters into a contract with the institution to provide services which are not part of MCJROTC instruction, these services must be performed outside the scope of that individual's MCJROTC duties. The institution is responsible for advising the CG, MCCDC (C 462R) of any change in the employment status of personnel employed in the MCJROTC unit. For purposes of calculating a MCJROTC instructor's pay, cost of living allowance (COLA), active duty pay, basic allowance for housing, allowance for

uniforms (enlisted only), and basic allowance for subsistence are taxable.

r. Notwithstanding any agreement by the Marine Corps respective to the certification or pay of instructors, the host school, and not the Marine Corps or any agency or part of the Federal Government, is Government within the meaning of the Federal Torts Claims Act, and nothing in this information, application, or agreement will be the employer of each MCJROTC instructor. Specifically, MCJROTC instructors are not employees of the Marine Corps or the Federal construed to the contrary. The host school may be liable at law for tortuous acts of MCJROTC instructors within the scope of their employment, depending on the applicable law of the jurisdiction.

3. It is mutually understood and agreed:

a. That the agreement shall become effective when the authorities of the institution have been officially notified of application approval by the Secretary of the Navy.

b. That the school is fully accredited by a state or regional accrediting agency.

c. That the institution shall require the cadets to wear the prescribed uniform, as required by the Senior Marine Instructor. The MCJROTC faculty will wear the Marine Corps uniform as prescribed in MCO P1020.34, while conducting the program and such other times as considered appropriate.

d. That the institution shall re-execute the MCJROTC instructors' contracts at least annually to permit inclusion of pay changes which may become effective since the date of the previous contract.

e. That the Marine Corps shall have the right to withdraw certification of personnel employed in the MCJROTC program.

f. That a representative of the Marine Corps shall be authorized to make visits to evaluate the effectiveness of the program.

g. That the agreement may be terminated at the completion of any school year by either party, by giving at least a one-year's notice, or sooner by mutual agreement. If the authorities of a school desire

## MCJROTC SOP

2002

to discontinue the MCJROTC unit, they will notify the CG, MCCDC (C 462R) in writing.

h. That those units that do not adhere to the provisions prescribed within the contract by the Marine Corps will be recommended for probation or disestablishment. Upon determination that a school is to be placed on probation, school authorities concerned will be advised that if the conditions requiring corrective action are not resolved the unit will be disestablished. Disestablishment of the unit will be effective at the end of the probationary period if the reasons for probationary status have not been resolved.

i. That the institution shall, in the event of mutual or unilateral termination of this agreement, or in the event of disestablishment as prescribed by the CMC, return to the Marine Corps all U.S. Government-owned equipment and uniform items in institutional custody per procedures and guidance in existence or provided by the Marine Corps at the time of the termination of the agreement or disestablishment of the MCJROTC unit.

### 2002. ACTIONS REQUIRED FOR UNIT ACTIVATION

1. General. Following approval by the Secretary of the Navy of establishment of a new MCJROTC unit, certain actions must be completed prior to actual commencement of military instruction. Responsibility for these actions is divided among the CMC, the host school, and the Marine Corps Recruiting District Commanding Officer. The following paragraphs list the required actions in sequence for each agency.

#### 2. CMC

a. Provides the appropriate Marine Corps districts with pertinent information on available certified instructors.

b. Allocates funds for support of MCJROTC units or fiscal and logistical purposes.

#### 3. School

a. Reviews the list of Marine Corps certified SMI's and MI's at the earliest possible date. The SMI should be the first person hired, if possible, and should advise the school officials on the

hiring of the remaining instructors. In schools where the eligible cadet enrollment in the MCJROTC program is 100 to 150 cadets and the unit rates only one MI, the MI should be selected on the basis of background experience in both supply and military drill.

(1) In schools where the eligible cadet enrollment in MCJROTC program is between 151 to 250 cadets, it is desirable that one MI have supply experience and the other have drill instructor experience.

(2) As the MCJROTC unit enrollment increases, consideration should be given to hiring retired Marines who have had experience in technical fields such as administration, supply, and logistics.

(3) Particular emphasis should be placed on the hiring of the MPC. It is desirable that this billet be filled by an individual with previous Marine Corps supply experience if the number of authorized instructors permits such action.

b. Provide required facilities for the program. Such facilities include:

(1) Office Space. Adequate space for the military staff to accommodate files and reference books. The SMI should be provided a private office.

(2) Storage. Adequate storage must be provided for the handling of Government property. It is recommended that the following areas be provided:

(a) Property Storage -- 1000 square feet per 100 to 150 enrolled MCJROTC cadets.

(b) Training Aids -- 300 square feet per 100 to 150 enrolled MCJROTC cadets.

(3) Armories. The school must make provision for a suitable armory to ensure adequate safeguarding of all Government weapons. Weapons armory security requirements are prescribed in OPNAVINST 5530.13.

(4) Ranges. If the school does not have a small-bore rifle range available, arrangements will be made for the use of a nearby range, or the local use of air rifles is required. The

firing of weapons for familiarization is an important part of the overall training program.

(5) Drill Spaces. A convenient area, either surfaced or grass, should be selected as a drill site. Physical size of the site is dependent on unit cadet strength but should not be less than 80' x 40'.

(6) Classroom. It is recommended that either two classrooms or a classroom able to be divided into two classrooms be provided in order to conduct simultaneous instruction to different level cadets. All necessary desks, chairs, and tables will be provided.

(7) Instructor office spaces, classrooms, storage rooms, armory, and rifle ranges should be co-located within the school building. The use of portable facilities is discouraged.

c. Notify the District Commanding Officer of availability of required facilities and personnel to receive supplies and equipment.

d. Develop supply procedures for responsibility and accountability for receipt and storage of clothing, equipment, and supplies; and acceptance by parents and cadets of pecuniary responsibilities of Government property.

e. Schedule leadership education classes into the overall academic program.

#### 4. Marine Corps Recruiting District Commanding Officer

a. Upon notice from the CMC that a MCJROTC unit has been established, the cognizant Marine Corps Recruiting District Commanding Officer will establish close and continuous liaison with school officials to assist whenever possible.

b. Obligate funds and submit requisitions for clothing and equipment required for initial outfitting of the unit.

c. Ensures that the leadership education staff of the school is immediately briefed on details of the logistic functions necessary for proper outfitting of the unit and its continued support. Also provides the leadership education curriculum to the staff and explains the support available; e.g., training aids, small-bore or

air rifle ranges, instructional weapons, etc., from the district's resources.

d. Develops supply procedures which provide for receipt, storage, maintenance, and issue of clothing, equipment and supplies, fittings and alterations of uniforms, cash sales, and acceptance by parents and cadets of pecuniary responsibility for Government property.

e. Prepares and advertises for bids on clothing alteration contracts for each unit. In the event the lowest bid exceeds \$25,000, forward the contract and all bids to the nearest major military command or DOD contract office for execution. A recommendation as to which bidder should be awarded the contract must be included. If the lowest bidder is not recommended, complete justification must be furnished per MCO P4200.15 (Marine Corps Purchasing Procedures Manual).

f. Continuously serve as liaison between the school and other Marine Corps activities.

g. The District Commanding Officer is directly responsible to the CG, MCCDC for the conduct of the program in each of the participating schools in that district.

h. The District Commanding Officer will conduct, at a minimum, annual inspections of MCJROTC units to ensure that the highest standards of instruction and administration are being maintained, and to ensure that timely assistance and corrective actions are provided. In addition to this annual inspection, a unit in its first year of operation will also receive a staff visit from the district headquarters.

2003. PROBATION STATUS. CG, MCCDC may determine that probation is necessary whenever significant deficiencies in fulfillment of contractual terms for establishment/maintenance of the MCJROTC unit have not been met. Certain criteria however, are fundamental to successful performance of the MCJROTC unit. Deficiencies reported in the minimum requirements will be cause for probation and possible disestablishment.

2004. DISESTABLISHMENT OF AN MCJROTC UNIT. An MCJROTC unit may be disestablished upon request by the school authorities or by the CMC



with approval of the Secretary of the Navy. The CMC may direct the disestablishment of a unit if it is determined that the unit has failed to maintain required standards or contract agreements. Upon notification of disestablishment, the unit will be phased out. Government equipment will be disposed of per instructions of UM 4400-15 (Marine Corps Users Manual for Organic Property Control).

MCJROTC SOP

CHAPTER 3

ORGANIZATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
MILITARY STAFF.....	3000	3-3
CERTIFICATION OF SMI'S/MI'S.....	3001	3-3
RECERTIFICATION OF SMI'S/MI'S.....	3002	3-5
STUDENT ORGANIZATION.....	3003	3-6
STUDENT ELIGIBILITY.....	3004	3-7
DISCIPLINE.....	3005	3-7
PROMOTIONS.....	3006	3-8
LEADERSHIP EDUCATION COMPLETION CERTIFICATE.....	3007	3-8
STUDENT BENEFITS.....	3008	3-8
DISENROLLMENT.....	3009	3-9
		3-1

MCJROTC SOP

CHAPTER 3

ORGANIZATION

3000. MILITARY STAFF

1. The leadership education staff of an MCJROTC unit at a school will be comprised of retired Marine Corps officers and SNCO's in receipt of retired/retainer pay who are employed by the school. They must be selected by the school from a list of applicants screened and approved by the CG, MCCDC (C 46). The Senior Marine, certified as an SMI or MI, employed by the school will be designated as the Head of the Leadership Education Department. Each unit will be required to maintain a minimum staffing of one SMI and one MI in receipt of retired/retainer pay. Additionally, each unit will be authorized to augment its staff by adding to the minimum staff retired officers and SNCO's per paragraph 2001.2p(6) of this Manual. An annual determination of the number of authorized instructors will be made based on past cadet enrollment and the school's estimate of future enrollment, and congressional funding availability.

2. Members of the leadership education staff are employees of the school and are responsible to school authorities for the conduct of the program. They, however, are required to maintain traditional Marine Corps' standards of decorum and personal appearance; particular attention is directed to the maintenance of proper uniform and haircut and to weight standards as prescribed within current regulations. Failure to adhere to the standards as required will result in initiation of probation or decertification action.

3. Personnel employed as instructors will wear the Marine Corps uniform during MCJROTC class hours and at other appropriate times per MCO P1020.34 (Marine Corps Uniform Regulations).

3001. CERTIFICATION OF SMI'S/MI'S

1. The CMC solicits applications for SMI's and MI's. Interested applicants must be certified by the CMC before being considered for employment as an SMI or MI in the MCJROTC or NJROTC program. All SMI's and MI's are certified by a board convened by the CG, MCCDC (C 46). Active duty personnel within one year of retirement may apply for certification. Although all applications

from retiring or retired Marines will be considered, the following are desirable attributes for those selected for this duty:

a. Senior Marine Instructor (SMI)

(1) Retired as an officer with at least 20 years of active duty and drawing retirement pay.

(2) College graduate (mandatory), agrees to pursue state or national teaching certification within the first four years of participation in the program in accordance with state regulations.

(3) At least one tour in one of the following:

(a) Training command.

(b) Recruiting/OSO.

(c) Inspector/Instructor duty.

(d) And, other types of independent duty.

(4) Exemplary military record.

(5) Retired not more than three years from the effective date of certification.

(6) Must be physically qualified according to Marine Corps standards.

b. Marine Instructor (MI)

(1) Retired as an officer with at least 20 years of active duty and drawing retirement pay, but not possessing a four-year college degree. Agrees to pursue state or national teaching certification within the first four years of participation in the program.

(2) Retired, or transferred to the FMCR, as a SNCO with at least 20 years active service and drawing either retirement pay or retainer pay. Agrees to pursue state or national teaching certification within the first four years of participation in the program.

MCJROTC SOP

3001

- (3) High school graduate or GED equivalent.
  - (4) At least one tour in one of the following:
    - (a) Training command.
    - (b) Recruiting/OSO.
    - (c) Inspector/Instructor duty.
    - (d) Logistics/Supply.
    - (e) Administrative.
    - (f) And, other types of independent duty.
  - (5) Exemplary military record.
  - (6) Must be physically qualified according to Marine Corps standards.
  - (7) Retired/transferred to the FMCR not more than three years from the effective date of certification.
2. Although all instructors hired must be approved and certified by the CG, MCCDC (C 46), per MCCDC Order 1533.1, final decision on employment rests with the local school board or its authorized representative. Certification will be in effect for four years only.
3. Any Marine desiring to be a SMI/MI and meeting the aforementioned criteria, should request an application by writing or calling the Commanding General, Training Programs Branch (C 462), MCCDC, 3300 Russell Road, Quantico, VA 22134-5001 (Commercial) (703) 784-3705.
4. All Marines are eligible to apply for certification as Naval JROTC instructors via Chief of Naval Education and Training (CNET), NAS Pensacola, Florida 325085100.
5. All MCJROTC instructor billet vacancies will be advertised through "Semper Fidelis" (Retired Marines Newsletter), Marine Corps Base Newspapers, and correspondence, to certified MCJROTC instructors, from District Commanding Officers.

3002. RECERTIFICATION OF SMI'S/MI'S

1. All certified instructors, who are currently employed, must be reviewed every four years, or sooner if the instructor engages in serious misconduct or fails to meet Marine Corps weight and appearance standards. "Serious misconduct" is defined as any offense which, if prosecuted under the Uniform Code of Military Justice, could result in confinement of six months or more. In addition, instructor certification may be withdrawn at the discretion of CG, MCCDC (C 46), if revocation of the certification is in the best interest of the Marine Corps.

2. District Commanding Officers will ensure that those instructors requiring recertification will submit a recertification package three months prior to recertification date, with the following information:

a. Letter from instructor requesting recertification to the CG, MCCDC (C 462R) via District Commanding Officer.

b. Letter from the principal endorsing the recertification of the instructors.

c. Current photograph per Marine Corps promotion standards.

d. Documentation on continuing education required by local and state school districts.

e. Certified physically qualified.

f. Endorsement of District Commanding Officer making reference to height and weight standards of the instructor, etc., if required.

g. Instructors will show proof of pursuit of teaching certification in accordance with state regulations.

3. Instructors who fail to meet Marine Corps weight standards will be notified and offered the opportunity to participate in a weight control program as stated in current regulations. If the instructor refuses to participate in the program or, does not make satisfactory progress towards meeting required standards, the instructor may be decertified.

4. Only instructors holding billets in the program will be recertified.

5. Instructors facing possible decertification will be notified of the pending action, given the opportunity to review information presented against them, and permitted to prepare a statement for consideration by the CG, MCCDC (C 462R) prior to the decision.

### 3003. STUDENT ORGANIZATION

1. It is not necessary for a unit to reach the mandated cadet minimum strength during the first year of operation. Thereafter, however, minimum enrollment throughout the school year must be 100 cadets or 10 percent of the total school enrollment, grades 9 through 12, or 10 through 12 in the case of three-year high schools, whichever is less. Students should be selected from all grades of the secondary school so that a continuing program of training will develop the leaders for succeeding years since each graduating class will cause attrition.

2. The actual method of military organization is at the discretion of the SMI. However, reasonable tables of organization must be maintained to avoid excessive grade distribution. Two types of military organizations which may be considered are:

a. Battalion level--not recommended for units with a strength less than 150 with the battalion divided into three companies.

b. Company level--with the company divided into three platoons.

3. Assignment of key leadership positions should rotate periodically in order for the cadets to gain leadership experience and to maintain interest.

### 3004. STUDENT ELIGIBILITY

1. To be eligible for enrollment and continuance in an 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 be 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.

2. It is possible that there may be otherwise ineligible students enrolled at secondary schools where MCJROTC participation is mandatory. An example is a student who is temporarily not physically qualified. In this instance, the student may be permitted to participate in the MCJROTC program on an associate basis, with no expense to the Federal Government for such participation.

3. Students may transfer from Army, Navy, or Air Force Junior ROTC units and receive full credit for training accomplished. These cadets are authorized to wear all ribbons and medals awarded by the other services except those awarded for marksmanship. Other service JROTC shooting badges will not be worn.

3005. DISCIPLINE. Corrective measures for MCJROTC cadet disciplinary problems should be taken by the military staff as dictated by the school's disciplinary policy. Such action does not include administration of corporal punishment by either SMI's or the MI's. Under no circumstances will SMI's or MI's administer corporal punishment while serving in the capacity of an instructor in the MCJROTC program. Corporal punishment includes requiring cadets to perform excessive physical acts (i.e., pushups, sit-ups, running, etc.). Sound judgment must be used at all times when disciplining cadets.

3006. PROMOTIONS

1. Qualification for promotion is defined as the manifestation of those personal and professional attributes necessary to perform the leadership functions and duties, and the ability to assume the responsibilities of the next higher grade at an acceptable level.

2. Promotions provide the incentive through which the SMI helps to develop leadership traits among the MCJROTC students. Promotions increase morale, intensify a respect for constituted authority, and enable the cadet to understand that with authority comes responsibility.



3. Promotion warrants (Appendixes A-cadet officer and B-cadet enlisted) are available through the Marine Corps supply system.

4. Promotions should be effected through ceremonial event. The wide-spread announcement of promotions tends to boost morale and creates spirit of competition.

5. Grade structure should be based on the organization of the unit. For example: Grade structure within battalion should reflect a "Cadet Lieutenant Colonel", "Cadet Sergeant", etc.

3007. LEADERSHIP EDUCATION COMPLETION CERTIFICATE. An MCJROTC Leadership Education Competition Certificate (Appendix C) will be issued by the SMI to each cadet upon completion, transfer, or termination of instruction. Certificates will indicate the course and number of years, or portion thereof, satisfactorily completed. The certificate is available through the Marine Corps supply system.

3008. STUDENT BENEFITS. Successful completion of two years of instruction in the MCJROTC program as indicated on school transcripts, the MCJROTC Leadership Education Certificate or other official documentation, will entitle the student to the following benefits:

1. A student presenting evidence of successful completion of at least two academic years of JROTC under any Military Department is entitled to advance promotion to the grade of no less than E-2 on initial enlistment in an active or reserve component of a Military Service. At their discretion, the Military Departments may award the grade of E-3 for successful completion of three academic years of JROTC.

2. Upon enrollment in a college offering the Senior ROTC course, the cadet who has completed the three-year Junior ROTC course of instruction may be entitled to one year of basic Senior ROTC by the college concerned.

3. Upon acceptance to a four-year college or university, the cadet who has successfully completed the Junior ROTC course of instruction may apply for the Marine Corps PLC program during the summer prior to the freshman year.

3009. DISENROLLMENT. A cadet may be disenrolled by the SMI, with the approval of the principal of the school 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.
4. Request of the individual cadet.
5. Because of the rigors associated with the physical training aspects of the program, a pregnant cadet will be treated as if on "light duty" for the duration of the pregnancy, and for six months thereafter. If, in the opinion of the SMI and the principal, the cadet would suffer undue hardship by remaining in the unit, then disenrollment is authorized.
6. Found guilty of a misdemeanor or felony.

MCJROTC SOP

CHAPTER 4

ADMINISTRATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	4000	4-3
DIRECTIVES SYSTEM.....	4001	4-3
PUBLICATIONS.....	4002	4-3
FILES AND CORRESPONDENCE.....	4003	4-3
PERSONNEL REPORTS.....	4004	4-4
INSPECTIONS.....	4005	4-5
		4-1

MCJROTC SOP

CHAPTER 4

ADMINISTRATION

4000. GENERAL. This chapter sets forth the procedures relating to publications/directives, files/correspondence, report submissions, and inspections for MCJROTC units. For administration purposes of the MCJROTC program, the academic calendar year will be separated into four quarters with the first quarter starting on 1 August and the fourth quarter ending on 31 July.

4001. DIRECTIVES SYSTEM. MCO 5600.32 explains the policies, procedures, and technical instructions for the issuance, filing, and maintenance of all orders, bulletins, and general correspondence relating to the MCJROTC program.

4002. PUBLICATIONS. Navy and Marine Corps (NAVMC) 2761, Catalog of Publications, will list by name and Publication Control Number all current and pertinent publications on a semiannual basis. Each MCJROTC unit should receive NAVMC 2761 semiannually.

a. A publication listing (PL) for each MCJROTC unit lists all the publications the unit needs to operate. These publications are put on the list by the unit, based on their need and the requirements of the District Commanding Officer.

b. Each MCJROTC unit is required to review their publication listing at least annually in conjunction with the semiannual publication of NAVMC 2761. Units will not automatically receive their PL, however, they must request a PL from Headquarters, U.S. Marine Corps (HQMC, AREB).

c. Units will use NAVMC Form 11041 to make additions or deletions from their PL. This form will be sent directly to HQMC (AREB) for changes to be made to the unit PL.

d. To order publications a unit does not have on hand, the unit must follow local guidance by the cognizant District Headquarters. Publications will be ordered from Marine Corps Base, Albany, GA.

4003. FILES AND CORRESPONDENCE

1. Each MCJROTC unit will maintain correspondence files. These files will be opened each year on 1 August and closed on the following 31 July.
2. At a minimum, the Standard Subject Identification Codes (SSIC's) shown in Appendix D will be used.
3. Instructions for writing quality, correspondence formats, and paperwork management are contained in SECNAVINST 5216.5D (Department of the Navy Correspondence Manual). All correspondence will be typewritten.

4004. PERSONNEL REPORTS

1. General. As enrollment increases in the MCJROTC units, budget planning becomes more complex. Accordingly, the current unit strength and estimated future enrollment for each unit must be readily available at Marine Corps Combat Development Command (MCCDC).
2. Semi-annual Strength Reports. SMI's will submit semi-annual strength reports to CG, MCCDC via the appropriate Marine Corps Recruiting District Commanding Officer. Semi-Annual Reports will arrive at the respective Marine Corps Recruiting District NLT 31 October/31 July and CG, MCCDC NLT 30 November/31 August. [NAVMC Form 10943](#) at Appendix E will be utilized. In the initial strength report under the male and female sections, complete all blocks up to October. In the subsequent report complete all blocks in the male and female sections; i.e., from the Previous Year Projection block through the 'Projected Strength Next Year block.
  - a. Cadets will be categorized on the Strength Report by actual school year classification not LE level.
  - b. Regardless of the number of class periods a cadet takes MCJROTC during the day, he/she will only be counted once for unit enrollment. The number of cadets who take the course more than once during the day will be reflected in the "Remarks" column (i.e., (3) LE-III and (5) LE-II cadets take course twice).
3. Disposition of Graduates Report. A disposition of graduates

report will be submitted to the CG, MCCDC (C 462R) prior to 30 June of the academic year following graduation of the cadets reported on. The format of the report is described in Appendix F. Marine Corps Recruiting District Commanding Officers will consolidate the unit reports prior to forwarding them to CG, MCCDC (C 462R). This report is assigned Report Control Symbol MC-1533-05.

4. MCJROTC Instructor Evaluation Summary. Using [NAVMC Form 10942](#), shown in Appendix G of this manual, instructor evaluation summaries will be submitted as follows:

a. Senior Marine instructors will annually submit a completed instructor evaluation summary on each MI under their cognizance to the CG, MCCDC (C 462R) via the respective school principal and District Commanding Officer who will signify review of the subject reports by comments and personal signature in the space provided. These reports will be submitted annually prior to 30 June. The reporting requirement contained in this paragraph is exempt from reports control and requires no report control symbol.

b. School principals are requested to submit a completed instructor evaluation summary on SMI'S to the CG, MCCDC (C 462R) via the District Commanding Officer, prior to 30 June. The District Commanding Officer will signify review by signing the space provided and giving additional remarks in the section provided for comments.

c. Evaluators are encouraged to make written comments in the comments section of the subject report.

d. The signature of the instructor reported on verifies that the instructor has seen the completed report. If the report is considered to be negative, then the instructor reported on must be given an opportunity to respond in writing to CG, MCCDC (C 462R) via the District Commanding Officer within 15 working days of signing the report. A negative report is defined by any marking of "Below Average" or "Unsatisfactory", or not recommended for "Reappointment".

4005. INSPECTIONS. District Commanding Officers will ensure that established units are inspected once each school year, and that newly established units (initial year of operation) have both an inspection and a staff visit during their first year. A report of the results of these inspections and staff visits will be

maintained at the district headquarters for a period of two years. Inspection guidelines for MCJROTC units are provided in Appendix H. The format for the report is contained in Appendix I. The reporting requirement contained in this paragraph is exempt from reports control and requires no report control symbol. The point system given to each of the following categories will be at the discretion of the District Commanding Officer.

1. Outstanding. The unit per the policies and procedures of the CMC and other higher authority, and the area or function inspected was among the best the inspecting officer has observed. A very high degree of excellence and a complete rationale for this grade would be required. This is not to preclude commendatory comments of various types used to single out individuals.
2. Excellent. The unit per the policies and procedures of the CMC and other higher authority, and only a few minor discrepancies were detected which established no trends. The discrepancies are not reported in this case. This is a difficult grade to attain.
3. Above Average. The unit per the policies and procedures of the CMC and other higher authority, except minor discrepancies, which established no trends, were detected.
4. Average. The unit per the policies and procedures of the CMC and other higher authority, except trend discrepancies were detected.
5. Below Average. The unit per the policies and procedures of the CMC and other higher authority, except numerous trend discrepancies were detected in critical functional areas.
6. Unsatisfactory. The unit did not comply with the policies and procedures of the CMC and other higher authority, or there were a significant number of trend discrepancies.

MCJROTC SOP

CHAPTER 5

CURRICULUM

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	5000	5-3
CURRICULUM CRITERIA.....	5001	5-3
CONCEPT OF MCJROTC CURRICULUM.....	5002	5-3
GRADE LEVELS .....	5003	5-4
LEADERSHIP EDUCATION COURSES.....	5004	5-4
COURSE MATERIALS.....	5005	5-5
COORDINATING INSTRUCTIONS.....	5006	5-7
		5-1



MCJROTC SOP

CHAPTER 5

CURRICULUM

5000. GENERAL. Public Law 88-647 prescribes the Department of Defense policy for the JROTC. It also directs that the Marine Corps will conduct a JROTC program that will provide military instruction to secondary school students for the purpose of teaching the qualities of good citizenship and leadership. The program is not designed to be a recruiting tool, and the cadets enrolled in the program are not required to have the qualifications of potential Marines. The minimum academic program required for nonmilitary secondary schools is three, one-year courses with 180 periods of instruction per year.

5001. CURRICULUM CRITERIA. The MCJROTC program must:

1. Provide a course of instruction that can be interrelated with other educational programs of the participating school. The public schools of each state must follow the state laws and regulations, locally determined policies, and standards of the accrediting agencies. Schools, therefore, must be able to exercise a reasonable amount of flexibility in administering the MCJROTC program.
2. Provide a learning experience which can fit into the general patterns of education found in most secondary schools.
3. Provide a course of instruction suitable for presentation by retired personnel with varying experiences and educational background. This course must effectively utilize their knowledge and years of experience, and be adaptable to class scheduling for two instructors.
4. Provide a motivating course which will enable the cadet to develop improved attitudes of personal integrity, leadership knowledge and skills, discipline, self-reliance, good citizenship, and patriotism.

5002. CONCEPT OF MCJROTC CURRICULUM. The MCJROTC curriculum is a three-year academic program for secondary schools. Although a four-year curriculum is not available, MCJROTC units are authorized to implement a fourth year. The MCJROTC program of instruction is

designed to emphasize leadership education and leadership development. The courses are therefore titled, Leadership Education I, II, and III. Basic training in leadership tenets, physical fitness and health, drill and ceremonies, marksmanship, and military organization are taught as part of the cadet's orientation to the Marine Corps and as a means to develop the leadership qualities taught in class. The cadets are expected to develop certain positive attitudes, values, and leadership qualities from the instruction and the leadership provided by the Marine instructors.

5003. GRADE LEVELS. Each grade level must receive separate instruction that is not repetitious. The three grade levels (with a fourth year option), summarized below, place varying emphasis on the major subjects. The major subjects are described in Paragraph 5004 below.

1. Leadership Education I (LE I). Designed for high school freshman or sophomores, Leadership Education I introduces the cadets to the major subjects to lay a foundation for the grade levels to follow. This course emphasizes fellowship, development of leadership traits, and Marine Corps drill and ceremonies.

2. Leadership Education II (LE II). The second-year course is designed for high school sophomores or juniors. It explores each subject in greater detail than LE I, and it emphasizes leadership theory, style and principles. Some leadership roles are assigned to second-year cadets.

3. Leadership Education III (LE III). The third-year course is designed for high school juniors or seniors. It emphasizes leadership training and leadership application. The majority of the cadet officers, rifle team, drill team, color guard, and student instructors are normally third-year cadets.

4. Leadership Education IV (LE IV) (Optional). If a four-year high school desires, it may conduct a four-year program. The fourth-year curriculum shall consist entirely of leadership training. Fourth-year leadership training will include participation in the leadership research, and in presentation of leadership talks to student or community groups. No textbook for this course exists.

5004. Leadership Education Courses. Leadership Education I, II, and III each contain five major subjects. Each of the major subjects may comprise a maximum of 20 percent of these courses

except for Leadership Tenets, which must comprise a minimum of 20 percent of each course. Leadership Education IV consists entirely of leadership training. The SMI selects the subcourses within the major subjects for all MCJROTC courses. The major subjects are:

1. Leadership Tenets. Leadership tenets is the most important subject the MCJROTC program offers. It is a series of sub-courses of instruction commencing with an introduction to the basic elements of leadership. Participatory assignments, commensurate with year level, are made within a unit which is usually structured on the company or battalion level. Grade levels increase in responsibility and complexity. Participation by cadets in student clubs and competitive athletics is encouraged.
2. Physical Fitness and Health. A series of subcourses in Physical Fitness and Health that recognizes the sedentary life styles of contemporary adolescents. While the target population is the entire corps of cadets, emphasis is placed on those cadets who do not participate in competitive athletics. Competition, self satisfaction, and teamwork highlight the subcourses with particular emphasis on the National Youth Physical Fitness Program of the Marine Corps League, its testing, and nationwide annual competition. Proper diet, basic nutrition, and the need for an athletic regimen that continues into adulthood are addressed.
3. Drill and Ceremonies. A series of subcourses on Drill and Ceremonies, this series is based on the time-tested principles of the same close order drill that is conducted by members of the United States Marine Corps. Hence, there is an accompanying emphasis on excellence. The subcourses are progressive in nature, commencing with basic drill and facing movements and progressing to parades, reviews, and ceremonies. Liaison with veterans groups can provide competition, visibility, and recognition with other JROTC units. Additionally, college ROTC units usually schedule JROTC events during college competitions.
4. Marksmanship. A series of subcourses designed to inspire self-confidence, pride, sense of accomplishment, and teamwork. Teamwork is stressed through the formation of unit rifle teams that compete annually in club sponsored (i.e., NRA, Army National Guard, etc.) courses of fire, either at the school or at local range facilities.

5. Military Organization and Orientation. A series of subcourses that present Marine Corps history and current Marine Corps missions. Military customs and traditions are also presented. Instruction in Marine Corps history enhances cadets appreciation for American history. This series also provides cadets with instruction in the national defense structure.

5005. COURSE MATERIALS. The Leadership Education course materials provided to support each grade level of the MCJROTC program are:

1. Instructor Guide. A manual consisting of a program of instruction, instructor outline, instructor activity list, student activity list, student assignment sheet, and test blank questions and answers.
2. Student Text. A manual consisting of text materials which support the instructor guide.
3. Student Workbook. A manual consisting of note taking outline sheets, study assignments, and lesson questions which support the appropriate instructor guide and student text.
4. Training Aids. Requests for training devices, films and visual aids will be forwarded via District Commanding officers to the appropriate audiovisual support center.

5006. COORDINATING INSTRUCTIONS

1. Flexibility. It is recognized that each participating host school is unique in some manner. Each has the responsibility, however, for assuring that the MCJROTC program becomes an integral part of its overall educational program. To assist in this integration, substantial flexibility is incorporated into the leadership education courses.
2. Academics. The MCJROTC Leadership Education course is designed as one of attraction. Judgment, tact, forbearance, and adherence to General Lejeune's precepts are paramount. Harassment and punitive physical fitness practices are not hallmarks of the true leader and attempts to impose these negative entities on junior cadets by more senior cadets will not be tolerated. Scheduled testing, timely completion of assignments, class participation, and positive demeanor are encouraged and will be an integral part of instruction.

MCJROTC SOP

5006

3. Academic Administration. Academic administration has been minimized. Instructors will, however, maintain such records as the respective host school requires. This includes, but not limited to, a Plan Book and a Grade Book, usually provided by the institution.

4. Instructor Availability. Cadets often desire to discuss topics ranging from academics, grades, and class standings to uniforms, promotions, and assignments. Accordingly, the SMI and the MI will schedule and publish their times of availability for cadet counseling.

5. Curriculum Coordinator. Assigned by MCCDC (T&E).

6. Curriculum Review Board (CRB). Districts will provide representatives to meet annually at MCCDC during June for curriculum review/rewrite purposes.

MCJROTC SOP

CHAPTER 6

TRAINING

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	6000	6-3
PURPOSE.....	6001	6-3
METHODS OF INSTRUCTION.....	6002	6-3
TEXTS.....	6003	6-3
RECORDS.....	6004	6-4
ORIENTATION VISITS.....	6005	6-4
MARKSMANSHIP.....	6006	6-8
PHYSICAL FITNESS TRAINING.....	6007	6-9
COMPETITION.....	6008	6-10
COMPETITIVE MARKSMANSHIP.....	6009	6-11
PHYSICAL FITNESS COMPETITION.....	6010	6-13
		6-1

## MCJROTC SOP

### CHAPTER 6

#### TRAINING

6000. GENERAL. The mission and objectives of the MCJROTC program are presented in paragraphs 1001 and 1002 of this Manual. Cadet objectives for this program, curriculum policy, and supporting course materials are incorporated in Leadership Education Courses I, II, and III. The complete course of instruction comprises three academic years of high school. A four-year high school may conduct a four year course of instruction if the unit desires. The four-year course of instruction will consist entirely of leadership training and the four-year cadets will be assigned to billets requiring the application of those leadership principles and skills learned during the first three years of the program.

6001. PURPOSE. The purpose of MCJROTC training is to present classes and activities to the cadet that are of such a nature as to be of immediate value. All training will be consistent with the objectives of the program as outlined in this Manual and other applicable directives. The thrust of classes and activities should develop the leadership abilities of each cadet so they become better citizens no matter what career pattern is chosen.

6002. METHODS OF INSTRUCTION. Every effort will be made to ensure that instruction is carefully prepared and presented in an understandable, interesting, and enthusiastic manner. Where feasible, subject should be presented by lecture, demonstration, and practical application involving individual and group performance tests, followed by discussion/critique periods which provide for cadet participation. The use of cadets as instructor aides is encouraged as a method of ensuring cadet participation. Maximum use of visual aids, including training devices and films, will be made where practical. Consistent with local conditions, efforts should be made to conduct outdoor or field house-type instruction on a weekly basis with practical application phases of training stressed to the maximum extent possible.

6003. TEXTS. All course materials used to support Leadership Education Courses are provided by the District Commanding Officer. Chapter 5 outlines each type of supporting text used in conducting the three-year curriculum. Instructors may use appropriate field manuals, technical manuals, and other publications approved by the

CG, MCCDC (C 462R) or other DOD agencies to augment presentations as appropriate.

6004. RECORDS

1. Senior Marine instructors will ensure that Leadership Education Course materials are kept current and that any changes are incorporated immediately. Maintenance of course materials is necessary for the information and guidance of newly detailed instructors and serves to promote stability in the program. The instructors are responsible for recommending text changes via the District Commanding Officer to the CG, MCCDC (C 462R).

2. A training record will be maintained on each cadet for information that is not otherwise maintained in required school records. At a minimum the following information will be included:

- a. Academic grades.
- b. Semi-annual YPFT scores.
- c. Annual Marksmanship scores.
- d. Promotions and Awards.

3. At a minimum, an annual training plan will be prepared showing classes scheduled and training to be conducted in order to meet the minimum 180 class hours of instruction. Weekly training schedules will be published and posted in the classroom to allow cadets to prepare for upcoming instruction.

4. Each period of instruction listed on the training schedule should have an associated lesson plan on file. The lesson plans, provided with the leadership education curriculum, should contain changes to reflect any modifications made by the unit. Additional information, alternate student handouts, or other deviations from the basic package should be reflected in the lesson plan file.

6005. ORIENTATION VISITS

1. General. As part of the training curriculum, each MCJROTC unit will make an orientation visit to a Military installation on a biennial basis. The visits may take place during the school term or summer recess and will be three training days in duration. Requests



for additional time to visit sites of historical or military interest in conjunction with the orientation visits will be approved by the District Commanding Officers. The maximum number of cadets authorized for a visit is limited to 45 per unit. Cadet eligibility will be determined by the SMI's.

2. Scheduling. The CG, MCCDC (C 462R) will approve the military installations to be visited. Each MCJROTC unit will submit the following information to the CG, MCCDC (C 462R) via District Commanding Officers to arrive at this headquarters no later than 30 June of the year the unit is participating:

a. Primary choice of host command with dates (approval from base commander of any non-Marine base must be included).

b. Alternate choice of host command with dates (approval from base commander of any non-Marine base must be included).

c. Number of cadets to participate in visit (male/female).

d. Number of chaperons attending to include SMI/MI (male/female).

3. Funding

a. District Commanding Officers shall budget for funds in support of the orientation visits to include:

(1) Commercial transportation.

(2) Travel and per diem for civilian chaperons.

(3) Travel and per diem for SMI's/MI's.

(4) Reimbursement for travel and per diem will be the same rate when Government quarters and messing are available.

(5) Meals provided to MCJROTC cadets from the general mess of any non-Marine base.

b. Host commanders of Marine Corps installations shall include subsistence support requirements for MCJROTC cadets in their local Operation and Maintenance, Marine Corps (O&MMC) budget based on the current full meal rates.

4. Support. The necessary support rendered by host commanders in connection with orientation visits is set forth below:

a. Meals

(1) Host commanders of Marine Corps installations shall reimburse the Military Personnel Marine Corps (MPMC) Subsistence account for all meals provided MCJROTC Cadets at the current appropriate discounted meal rate. The Marine Corps host command must ensure sufficient funds are included in their local Operations and Maintenance Marine Corps (O&MMC) budget. Billing documentation [NavCompt Form 2277](#)) for reimbursement of meals provided MCJROTC cadets in Marine Corps appropriated fund mess halls will be initiated locally crediting the MPMC subsistence appropriation and charging the activities local O&MMC appropriation. While meals are provided to cadets at no individual expense, Senior Marine Instructors, Marine Instructors and chaperons are required to pay for each meal prior to consumption at the current discounted meal rate.

(2) Meals consumed at non-military installations must be per Joint Federal Travel Regulations, Volume I.

b. Billeting

(1) Billeting for cadets should be sufficient in quantity and quality on a par with quarters for enlisted Marines, to include satisfactory facilities, conditions, and adequate linen and cleaning supplies. When adequate enlisted quarters are not available for cadets, billeting in the BOQ is authorized (provided cadets pay for individual maid service or that cadets be required to clean the billeting area assigned). Billeting for male and female chaperons should be BOQ type facilities in close proximity to the cadets' billeting area(s). The rate charged should be that imposed on personnel not in receipt of per diem. Chaperons should be advised of the billeting conditions prior to commencing visits.

(2) In the absence of adequate billeting, commercial facilities may be contracted. Funding for billeting will be provided by the appropriate Marine Corps district.

c. Medical Care

(1) Emergency medical treatment will be provided to cadets who are injured or become ill during orientation visits as stated in

6005

NavMedComInst 6320.3. Although the term "emergency" is not clearly defined, sound medical judgment in individual cases will lead to proper treatment. It should be noted that BUMED's policy has always been, "When in doubt, treat the patient."

(2) The SMI will ensure that all cadets execute the current general release and emergency data forms. Further, all cadets must be covered by medical insurance prior to commencement of the orientation visit.

(3) The parent/legal guardian will be notified immediately to assume responsibility for additional treatment required at an appropriate civilian facility. It is desirable that medical officials at host commands be informed when MCJROTC orientation visits will be occurring, and that treatment of cadets may be required.

d. Transportation. Transportation will be provided to accomplish the proposed training schedule.

e. Individual Equipment. Individual equipment; e.g., belt, canteen, and field jacket will be provided by hosting unit and recovered upon departure of the visiting group.

f. Special Services. Cadets use of recreation facilities and equipment is authorized. All equipment used will be returned prior to departure from the installation. While using recreation facilities, cadets will be supervised at all times.

g. Exchange Service. While visiting installations as part of an orientation visit, MCJROTC cadets are authorized to purchase for their personal use any item sold in the exchange except alcoholic beverages and tobacco products.

h. Cadet Identification Card (NAVMC 10854). While participating on orientation visits, all cadets will have in their possession a cadet ID card as shown in Appendix J. These ID cards can be procured through the Marine Corps supply system.

i. Training

(1) The orientation visit is designed to supplement and reinforce the training requirements prescribed in the MCJROTC curriculum on a biennial basis. During these visits, it is desirable

that cadets be exposed to as much of the ongoing training conducted at the host activity as facilities and time permit.

(2) Only those MCJROTC cadets who have received marksmanship training are authorized to participate in the familiarization firing of the M-16 rifle.

(3) Host commands are authorized to permit cadets and those chaperons who are authorized representatives of the school to participate on local flights, as defined in MCO 4630.16 (Air Transportation Eligibility), and orientation rides on tactical vehicles. It is the SMI's responsibility, as well as the host command's, to determine the adequacy of the proposed training events and any special safety considerations prior to the actual orientation visit.

(4) Combat-type training (e.g., squad/platoon tactics) is prohibited.

(5) It is necessary that each MCJROTC unit prepare a proposed training schedule for the entire period of the visit. Copies of the proposed schedule must be provided to the host Command and District Commanding Officer at least 60 days prior to the scheduled visit.

5. Parental Consent. The form in Appendix K must be executed by the cadet's parent or legal guardian before the cadet may participate in orientation visits.

6. After Action Report. Each SMI will submit an after action report on all orientation visits, to reach the District Commanding Officer no later than 30 days after completion of the visit. Report Control Symbol MC-1533-06 has been assigned to this report. The report should include, but not limited to:

- a. Identification of problem areas and recommended corrective actions.
- b. Highlighting of well executed aspects of the visit.
- c. Injuries to cadets and follow-up actions.
- d. Persons and units particularly helpful in their effort to support the visit.

6006. MARKSMANSHIP

1. General. Marksmanship training is an integral part of the MCJROTC curriculum. A properly administered marksmanship program allows cadets to develop pride and a sense of accomplishment as they become more proficient with the rifles. Selfdiscipline results from the requirement for practice and dedication to selfimprovement. Cadets are given the opportunity to compete; as competition fosters, self-esteem and a higher regard for others develops.

2. Implementation. The Marksmanship Training Program will be conducted per guidance provided in Leadership Education Courses I, II, and III.

3. Safety. Marksmanship training will be conducted with emphasis on safety. Units with rifle ranges will have a range SOP clearly posted in the range area. Prior to any live firing there will be a brief safety lecture summarizing range procedures. The SMI or MI will be present during any period of live firing.

4. Parental Consent. Before any cadet is allowed to participate in live firing, the SMI will obtain a written statement of parental consent as shown in Appendix L.

5. Marksmanship Qualification

a. Small bore and air rifle qualification will be conducted per the Leadership Education Courses I, II, and III. The dimensions and type of indoor/outdoor range used, and type of target for marksmanship qualification will be per the official NRA rules and regulations.

b. The following course will be used for instruction and record firing for the .22 caliber rifle:

<u>Nonscore</u> <u>Time Limit</u>	<u>Qualification</u> <u>Rounds (not timed)</u>	<u>Rounds</u>	<u>Position</u>
10 min.	5	10	Prone
20 min.	5	10	Standing
15 min.	5	10	Kneeling

c. The following course will be used for instruction and record firing for the air rifle:

Nonscore <u>Time Limit</u>	Qualification		<u>Position</u>
	<u>Rounds (not timed)</u>	<u>Rounds</u>	
10 min.	5	10	Prone
20 min.	5	10	Standing
10 min.	5	10	Sitting
15 min.	5	10	Kneeling

- d. The qualification scores for .22 caliber types of courses will be:

Marksman	280
Sharpshooter	320
Expert	360

- e. The qualification scores for air rifle types of courses will be:

Marksman	150
Sharpshooter	180 (Justification provided upon request)
Expert	350

- f. Upon successful completion of a record-fire course, cadets will be awarded the appropriate qualification badge for wear on the MCJROTC uniform.

#### 6007. PHYSICAL FITNESS TRAINING

1. As part of the curriculum, each unit will conduct physical fitness training throughout the school year. This requirement must be accomplished by participating in the Marine Corps League's National Youth Physical Fitness Program. The Youth Physical Fitness booklet, furnished by the Marine Corps League and available through district headquarters, describes the philosophy of the program, its organization and administration, and exercise description and evaluation. Further information regarding the Marine Corps League's fitness program should be directed to the District Commanding Officer or the CG, MCCDC (C 462R).

2. At least twice a school year, each MCJROTC staff will evaluate the physical fitness of their cadets. The initial testing will be done during the first marking period. The second testing will be done during the last marking period of the year. The events and standards of the Marine Corps League's National Youth Physical Fitness Program will be used for both tests.

6008. COMPETITION

1. In support of the above curriculum requirements, units may elect to participate in various competitive events such as drill meets and rifle competition. If approved by the District Commanding Officer, the following information applies.

2. Funding

a. The District Commanding Officer may budget for funds in support of the competition to include:

(1) Commercial transportation.

(2) Travel and per diem for civilian chaperons.

(3) Travel and per diem for SMI's/MI's.

(4) Reimbursement for travel and per diem will be the same rate when Government quarters and messing are available.

(5) Meals provided to MCJROTC cadets from the general mess of any Marine Corps or non-Marine Corps base must be coordinated prior to the event by the SMI. The District Commanding Officer must be notified if funding is required.

3. Support. The necessary support rendered by host commanders in connection with competition is set forth below:

a. Meals

(1) Only basic meal rates, as listed in the current Marine Corps Bulletin in the 10110 series (containing meal rates) for "authorized personnel" will be charged. No surcharge rate will be applied to the category of personnel. Reimbursement for meals provided by host commands at Marine Corps installations will be accomplished locally on Voucher for Disbursement and/or Collection ([NavCompt Form 2277](#)) crediting Military Personnel, Marine Corps (MPMC) appropriation and charging the activities operation and maintenance, Marine Corps (O&MMC) appropriation.

(2) While cadets are entitled to subsistence at no expense, SMI's/MI's and chaperons are required to pay for each meal as it is

consumed at the appropriate rate, to include the appropriate surcharge.

(3) Meals consumed at non-military installations must be per the Joint Federal Travel Regulations, Volume I.

b. Billeting

(1) Billeting for cadets should be of like quality and on a par with quarters for enlisted Marines, to include adequate supplies of linen and cleaning supplies.

(2) When adequate enlisted quarters are not available for the cadets, billeting in BOQ's is authorized, provided cadets pay for individual maid service or the cadets be required to clean the billeting area assigned.

(3) It is recommended that male and female chaperons be billeted with the cadets. If this is impractical, billeting for male and female chaperons should be BOQ-type facilities in close proximity to the cadets' billeting area. The rate charge should be that imposed on personnel not in receipt of per diem.

(4) In the absence of adequate billeting, commercial facilities may be contracted. Funding for billeting will be provided by the appropriate Marine Corps district upon prior approval.

6009. COMPETITIVE MARKSMANSHIP

1. All MCJROTC units are encouraged to fire intramural and separate matches with other units under such conditions as may be agreed upon.

2. All MCJROTC units should participate in the MCJROTC Postal Match Competition. An annual match will be held during the period of 1 March to 25 March for both the .22 caliber rifle and air rifle (only the Daisy 853 or an equivalent air rifle is authorized for this competition). Conduct of postal match competition will be as follows:

a. All shooters will compete with either the .22 caliber rifle or the air rifle.



b. Firing reports, Appendix M, will be completed and certified by the SMI upon conclusion of firing. The SMI must be present during the entire period of competitive firing and verify each target.

c. Each target will have the shooter's name on it.

d. The firing position indicated on a target will correspond to the actual position fired.

3. Firing reports and targets will be forwarded to the National Rifle Association, Washington, DC for scoring by 1 April of each year.

4. Shooters will compete for ten individual medals in each category.

5. Further administrative instructions will be promulgated annually by the CG, MCCDC (C 462R).

#### 6010. PHYSICAL FITNESS COMPETITION

1. The National Youth Physical Fitness Program of the Marine Corps League plans as one of its component elements, regional interscholastic invitational physical fitness meets. The Marine Corps League will invite those qualifying MCJROTC units to participate in this meet which is conducted in the spring.

2. In addition to this regional competition, the Marine Corps League and Manpower Department (MRM), Headquarters Marine Corps, co-sponsor a national meet held annually after the spring regionals.

MCJROTC SOP

CHAPTER 7

UNIFORMS, ACCESSORIES, AND AWARDS

	<u>PARAGRAPH</u>	<u>PAGE</u>
SCOPE.....	7000	7-3
CADET UNIFORMS.....	7001	7-3
MARINE CORPS JUNIOR ROTC CADET OFFICER INSIGNIA.....	7002	7-3
MARINE CORPS JUNIOR ROTC CADET ENLISTED INSIGNIA.....	7003	7-4
DISTINGUISHING DEVICES.....	7004	7-4
AWARDS.....	7005	7-5
MCJROTC RIBBON AWARDS.....	7006	7-5
MARINE CORPS RESERVE OFFICERS ASSOCIATION(MCROA) AWARD.....	7007	7-6
NAVAL HONOR SCHOOLS.....	7008	7-6
LOCAL AWARDS.....	7009	7-6
SENIORITY OF RIBBON AWARDS.....	7010	7-7
SHOOTING BADGES.....	7011	7-8
		7-1

MCJROTC SOP

CHAPTER 7

UNIFORMS, ACCESSORIES, AND AWARDS

7000. SCOPE. This chapter sets forth the manner in which uniforms, accessories, and awards will be worn. The policy with respect to awards is prescribed and the requirements relative to their issuance is set forth in Paragraphs 7005 through 7010 of this Manual.

7001. CADET UNIFORMS

1. The district headquarters will provide specific instructions relating to the procedures of requisitioning, control, issuing, maintenance, recovery, and replacement of MCJROTC uniforms which are listed in Appendix N (male) and Appendix O (female).

2. A JROTC Memorandum Receipt for Uniform Issue (4430) will be filled out for each cadet of the unit. A sample of these receipts are shown in Appendix P (male) and Appendix Q (female).

3. The description, wearing, and placement of the cadet uniforms, rank insignia, and ribbon awards are set forth in this chapter, and TM-10120-15/1 (Technical Manual for Uniform Fitting and Alteration), MCO P1020.34 (Marine Corps Uniform Regulations), and MCO 6100.10 (Marine Corps Weight Control and Military Appearance Program.)

4. Grooming standards are set forth in MCO P1020.34 (Marine Corps Uniform Regulations).

5. The SMI will determine which uniform items will be issued and the uniform of the day worn by the cadets so long as that issue does not exceed allowances listed in Appendix N (male) and Appendix O (female). This local SMI discretion will comply with established Marine Corps uniform regulations. At no time is the wearing of civilian attire with the MCJROTC uniform authorized (i.e., red windbreakers, baseball cap styled covers, etc.). The MCJROTC uniform will be worn at least once weekly by all cadets of the unit.

7002. MARINE CORPS JUNIOR ROTC CADET OFFICER INSIGNIA

1. The description for cadet company and field grade officer insignia is set forth below:

a. The cadet company grade officer insignia consists of a flat disk, 3/4 of an inch in diameter (large size) and 1/2 an inch wide in diameter (small size).

b. The Cadet field grade officer insignia consists of flat lozenges, 3/4 of an inch wide by 1 1/4 inches long (large size) and 1/2 an inch wide by 3/4 of an inch long (small size).

c. All cadet officer insignia will be of silver metal.

2. Placement of MCJROTC officer disks and lozenges on the uniform will be in the manner prescribed for the Marine Corps general officer insignia. The lozenge will be worn as follows:

a. Coat - the long axis will point fore and aft.

b. Shirt (including shirt w/quarter length sleeves) - one long axis point of each lozenge will point toward the top edge of the collar.

c. Garrison cover - right front and entered.

3. Only the grade insignia set forth in Appendix R of this Manual is authorized for cadet officers and will be furnished at Government expense.

7003. MARINE CORPS JUNIOR ROTC CADET ENLISTED INSIGNIA

1. The cadet enlisted gold on scarlet MCJROTC insignia (Appendix S) will not be sewn on the blue coat, instead, the gold metal cadet rank insignia will be placed on the coat epaulette, and the plastic grade insignia will be worn on the collar of the utility coat and khaki shirts as set forth in MCO P1020.34. Scarlet on green MCJROTC insignia will be worn on the green coat. No other style of enlisted grade insignia will be authorized for wear on the MCJROTC uniform.

2. The MCJROTC enlisted grade insignia contains a Lamp of Learning device in lieu of crossed rifles used in the Marine Corps. The Lamp of Learning signifies intensive study, a source of intellect, and moral and spiritual illumination. The Lamp of Learning is the heraldic device associated with Junior ROTC.

7004. DISTINGUISHING DEVICES

1. School patches and the MCJROTC distinctive patch are the only distinguishing devices authorized for wear on the MCJROTC uniform. The MCJROTC patch will be worn on the left sleeve 1/2" below the shoulder seam as set forth in MCO P1020.34.2. Units which have approved school patches will wear such patches on the right sleeve of all outer clothing 1/2" below the shoulder seam. Sample patches will be submitted to the CG, MCCDC (C 462R) for approval, and if approved, will be procured at other than Marine Corps expense. Appendix T of this Manual contains guidelines for design of school patches.

2. The MCJROTC distinctive patch shall be worn on the left sleeve of all uniform clothing. Distinctive MCJROTC patches, including the cost of sewing on and removal of the patches from uniform clothing, will be furnished at Marine Corps expense.

3. A 9/16 of an inch wide red stripe for blue uniform trousers will be worn by all MCJROTC cadets.

4. Fourrageres, aiguillettes, service stripes, trouser stripes, and ribbon devices worn by members of the armed forces (e.g., palms, clusters, stars, V's) shall not be worn on the MCJROTC uniform. Special ribbon devices authorized for MCJROTC use are listed in Appendix U of this Manual.

7005. AWARDS

1. Awards are for the purpose of publicly recognizing meritorious service and outstanding achievement which distinguishes an individual or unit from others. They provide a means of recognizing individual cadets for their performance and participation in the MCJROTC Program. The proper use of awards can improve morale and provide an incentive for greater efforts and achievement. However, the indiscriminate employment and proliferation of awards can destroy their intended purpose.

2. Only those awards, decorations, and badges prescribed in this Manual will be worn by cadets on the MCJROTC uniform, per MCO P1020.34. Other service JROTC medals and ribbons can be worn as set forth in MCO P1020.34. Shooting badges from other services will not be worn.

7006. MCJROTC RIBBONS AWARDS

1. The CG, MCCDC (C 462R) authorizes ribbon awards to recognize superior performance by units or individual cadets. These awards are designated to recognize participation in MCJROTC activities and certain extracurricular school activities which require special dedication and effort beyond the normal MCJROTC course requirements.
2. The descriptions, criteria, and sponsor of the various military and civic awards that have been approved by the CG, MCCDC (C 462R) are included in Appendix U of this Manual.
3. District Commanding Officers will ensure that selections for the Legion of Valor Award are forwarded to the CG, MCCDC (C 462R) by 30 June of each year. Criteria for this award is explained in Appendix U. The reporting requirement contained in this paragraph is exempt from reports control and requires no report control symbol.

7007. MARINE CORPS RESERVE OFFICERS' ASSOCIATION (MCROA) AWARD

1. The MCROA has established the Commandant's Trophy to be awarded each year to the most outstanding MCJROTC unit in each Marine Corps District. The board is convened by the Marine Corps District using the criteria contained in Appendix V. The MCROA package will be arranged per Appendix V.
2. District Commanding Officers will select units based on the unit's performance through out the school year and specific criteria contained in Appendix V. These nominations should arrive at District Headquarters prior to 30 June.
3. Cadets who are members of the winning unit during the award period are authorized to wear the MCROA Outstanding Unit Award Ribbon (TIH Ribbon Numbers N-13).
4. Selections will be submitted to the CG, MCCDC (C 462R) by 30 July. The reports requirement contained in this paragraph is exempt from reports control and requires no report control symbol.

7008. NAVAL HONOR SCHOOLS. Those units selected by the District Commanding Officer for attaining the highest overall rating during the school year will be designated Naval Honor Schools by the CG, MCCDC (C 462R). This designation is given in recognition of a unit's exemplary performance during the District Commanding Officer's

inspection. Selections will be submitted to the CG, MCCDC (C 462R) by 30 July. Approximately 20 percent of total MCJROTC units in the country are selected as Honor Schools. See Appendix V for submission format.

7009. LOCAL AWARDS

1. Senior Marine Instructors may desire to institute local personal awards. Such awards may be used effectively to provide incentive for participation and performance in unit activities. Additionally, units may have the opportunity to participate in competition for awards sponsored by local organizations and institutions.

2. Before any ribbon or device may be worn by a cadet on the MCJROTC uniform, it must be approved by The (U.S. Army) Institute of Heraldry (TIH) and authorized by the CG, MCCDC (C 462R). Authority to wear locally awarded ribbons and devices may be requested by forwarding a sample, color drawing, or picture of the award to the CG, MCCDC (C 462R) via the appropriate District Commanding Officer. Included should be a brief statement of the following:

a. Award criteria.

b. Sponsor.

c. Selection process.

d. Whether the proposed ribbon bar has been previously approved by TIH. In the case of ribbon awards which have not been approved by TIH, the CG, MCCDC (C 462R) will forward them to TIH for approval prior to granting authority for their wear on the MCJROTC uniform.

3. Before any ribbon award is proposed for approval by the CG, MCCDC (C 462R), it should be carefully evaluated. Favorable consideration will be given to requests for approval of local ribbon awards only if they meet certain criteria:

a. The ribbon award must recognize meritorious service or outstanding achievement beyond that expected of the majority of the cadets in the unit; or it must recognize participation in a unit activity or event requiring special dedication and effort beyond the normal MCJROTC course requirements.

b. The local ribbon award must be awarded according to

significantly different criteria than designated MCJROTC awards sponsored or approved by the CG, MCCDC (C 462R). Proposed awards that duplicate existing awards will not be approved.

c. Local ribbon awards received at competitions with other MCJROTC, JROTC, or ROTC units will be approved for wear by cadets on the MCJROTC uniform only if the recipients were members of a unit or team which distinguished itself during the competition.

d. Ribbon awards received for merely participating in a competitive event will not be considered unless the competitors themselves were chosen by some particularly selective or rigorous process and are therefore deserving of recognition.

#### 7010. SENIORITY OF RIBBON AWARDS

1. The MCJROTC ribbon awards are listed in order of seniority:

Legion of Valor Bronze Cross for Achievement  
 MCROA Outstanding Unit Award  
 American Legion Bronze Medal for Scholastic Excellence  
 American Legion Bronze Medal for Military Excellence  
 Sons of American Revolution JROTC Bronze Medal  
 Daughters of the American Revolution JROTC Bronze Medal  
 Military Order of the World Wars Bronze Medal  
 The Retired Officer Association ROTC Award  
 Veterans of Foreign Wars JROTC Bronze Medal  
 Daedalian JROTC Achievement Award  
 Outstanding Cadet Award  
 Women Marine Association Award  
 National Sojourners Award  
 Noncommissioned Officer Association Award  
 Student Leadership Award  
 Officer Leadership Award  
 Noncommissioned Officer Leadership Award  
 Civic Service Award  
 Distinguished Conduct Award  
 Best Drill Cadet Award  
 Distinguished Scholastic Achievement Award  
 Arts and Academic Award  
 Distinguished Military Training Award  
 Physical Achievement Award  
 Superior Marksman Award  
 Athletic Participation Award



7011

Longevity and Fidelity Award  
Distinguished Conduct Award  
Best Drill Squad Award  
Color Guard Award  
Drill Team Award  
Band/Drum and Bugle Team Award  
Rifle Team Award

2. Local awards which are personal in nature will be junior to the Longevity and Fidelity Award. Local awards recognizing members of a group or unit will be junior to the Rifle Team Award. Seniority of local awards in either of these categories will be in the order in which they were received by the individual or unit.

7011. SHOOTING BADGES

1. Marksmanship qualification badges will be awarded annually following qualification firing. The guidelines for annual qualification firing are contained in chapter 6.

2. Cadets are authorized to wear the qualification badge which reflects the score received during the most recent annual qualification firing. They will retain qualification until the annual qualification firing the next academic year.

3. Special badges or devices won in marksmanship competition may not be worn by cadets unless they have been approved by the CG, MCCDC (C 462R). Requests for approval of special marksmanship badges should be forwarded to the CG, MCCDC (C 462R) via the appropriate District Commanding Officer.

MCJROTC SOP

CHAPTER 8

LOGISTICS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	8000	8-3
MISSION OF THE DISTRICT HEADQUARTERS AND MCJROTC UNIT SUPPLY SECTION.....	8001	8-3
MILITARY PROPERTY CUSTODIAN (MPC).....	8002	8-3
INITIAL OUTFITTING.....	8003	8-4
CHANGES IN ALLOWANCES.....	8004	8-4
SPECIAL ALLOWANCES.....	8005	8-4
INSTRUCTIONS TO REQUEST SUPPLY SUPPORT.....	8006	8-5
CONSOLIDATED MEMORANDUM RECEIPT (CMR).....	8007	8-5
ANNUAL PHYSICAL INVENTORY.....	8008	8-5
REQUEST FOR TRANSPORTATION.....	8009	8-6
AUTHORIZED TRAVEL BY MCJROTC INSTRUCTORS.....	8010	8-6
CUSTODY OF PUBLIC FUNDS.....	8011	8-6
WEAPONS AND SECURITY.....	8012	8-7
		8-1

MCJROTC SOP

CHAPTER 8

LOGISTICS

8000. GENERAL

1. The instructions contained in this chapter, appropriate Marine Corps district supply instructions, and the Consumer Level Supply Policy Manual MCO P4400.150 provide for effective control of all organic property used by MCJROTC units.

2. Accountability for property is a responsibility of the Marine Corps district and will be administered both as a monetary factor and as an item factor.

3. The acquisition of items of clothing, supplies, equipment, and contracting for services will be governed by established allowance publications, directives, and as established herein. Requirements for all items and services will be requested from the SMI to the district headquarters.

8001. MISSION OF THE DISTRICT HEADQUARTERS AND MCJROTC UNIT SUPPLY SECTION

1. In respect to the administration of the MCJROTC Program, the mission of the Marine Corps district supply section is to provide guidance for and management of the requisitioning, accounting and control of all Consolidate Memorandum Receipt (CMR) controlled organic property issued to MCJROTC units. It is at the discretion of the District Commanding Officer how to employ the MCJROTC Program supply assets.

2. The mission of the MCJROTC unit supply section is to provide supply support for the unit by assuring that authorized material is obtained in sufficient quantities, maintained in a serviceable condition, and disposed of as authorized by current directives or higher authority. Generally, this responsibility includes all functions incident to requesting, receiving, storage, maintenance, issue/recovery, reporting of excess property, preparation, and submission of necessary source documents to keep required CMR records current at all times.

8002. MILITARY PROPERTY CUSTODIAN (MPC)

1. The school will appoint the MPC, usually the MI, who will be empowered to perform the required supply functions directed by the District Commanding Officer or higher authority. Such appointment will be made in writing with a copy furnished to the CG, MCCDC (C 462R) and the district headquarters. Letters of appointment will be prepared as shown in Appendix W.
2. The MPC will be bonded in an amount adequate to cover the value of the Government property for which the school accepts responsibility. The District Supply Officer will ascertain the monetary worth of Government property allocated to the institution and notify it and the MPC to that effect. A bond without surety is acceptable if the school furnishes satisfactory evidence of financial responsibility.
3. The term MPC is interchangeable with Responsible/Unit Property Officer of a unit.
4. Letters of Appointment will be maintained by the schools to show the successive holders of each position and will be retained for a period of five years after the MPC has ceased.
5. Instructions for relieving a unit's MPC are contained in Appendix X.

8003. INITIAL OUTFITTING. Upon establishment of an MCJROTC unit, requisitions will be submitted by the cognizant District Commanding Officer for the necessary equipment (Appendix Y), uniforms (Appendixes N and O), and supplies required by the new unit.

8004. CHANGES IN ALLOWANCES

1. It is understood that changes to the amount of authorized equipment, uniforms, and supplies will be precipitated by individual units due to geographical differences and needs. Requests for changes to those allowances, other than Class V(W) materials, will be submitted in writing to the cognizant District Commanding Officer. The District Commanding Officer will be the approving authority for allowance change requests, which are less than those prescribed. Requests for increases in allowances above those authorized will be directed to the appropriate Headquarters Marine Corps staff agency. Refer to DC/S for I&L for comment.
2. Requests for changes to Class V(W) materials listed in

MCJROTC SOP

8007

Appendix Z and MCO P8011.4 will be submitted in writing to the CMC (LMG) via the cognizant District Commanding Officer.

8005. SPECIAL ALLOWANCES

1. In addition to those items listed in the appendixes of this Manual, SMI's may request special allowances to meet unique requirements of their unit. These requests for special allowances will be submitted in writing to the cognizant District Commanding Officer.

2. The District Commanding Officer is the approving authority for these requests and will approve/disapprove such requests.

3. Any special allowance approved by the District Commanding Officer will be incorporated into the unit's CMR.

8006. INSTRUCTIONS FOR REQUESTING SUPPLY SUPPORT. Requests for supply support shall be submitted to the cognizant district headquarters. Procedures, formats, and frequency will be per the district supply procedures. Each district MCJROTC section will promulgate supply instructions per Paragraph 8001.1.

8007. CONSOLIDATED MEMORANDUM RECEIPT (CMR)

1. The CMR is a document listing all Government property authorized for a particular MCJROTC unit. The MPC is responsible to the school for those items listed on the unit's CMR.

2. The CMR is produced by the district headquarters on a quarterly basis. If required, the CMR will be produced on a more frequent basis for specific units.

3. Instructions for format, usage, maintenance, and amendments to CMR's will be per the district directives.

4. In order that full benefits of the mechanized property control procedures will be realized, it is mandatory that records, maintenance, and requirements for reporting supply data be reduced to an absolute minimum. Elaborate unit records, development of diverse operational systems, and detailed internal reporting defeat the mechanized property control program. It is, therefore, imperative that supply requirements and procedures for MCJROTC units be kept to a minimum.

8008. ANNUAL PHYSICAL INVENTORY. An annual physical inventory will be conducted for all items of supply. This annual inventory is not required if a relief of the unit MPC has occurred within 12 months of the last inventory.

8009. REQUEST FOR TRANSPORTATION

1. Those SMI's having transportation requirements will submit a letter of request to the cognizant District Commanding Officer. Requests will be submitted in the format prescribed by the cognizant district headquarters and per the instructions of MCO P4600.7 (Marine Corps Transportation Manual).

2. District headquarters will provide guidelines on how to get carrier quotations from local transportation carriers, including school vehicle transportation quotations if available for consideration, along with a recommendation as to the agency carrier that should be selected.

3. When requested by the District Commanding Officer, SMI's will include planned transportation requirements within their annual budget estimates.

4. In response to requests for transportation, the District Commanding Officer shall inform the SMI of the carrier selected to provide the transportation and shall furnish the necessary transportation procurement documents with instructions.

5. If school vehicle transportation is approved as the selected mode, arrangements with and reimbursement to the institution shall be affected per the provisions of the "Application and Agreement Contract" referenced in Paragraph 2001.1e.

8010. AUTHORIZED TRAVEL BY MCJROTC INSTRUCTORS

(Ref: Joint Travel Regulations, Department of Defense Civilian Personnel, Volume 2)

1. Travel by MCJROTC Marine Instructors, in connection with official MCJROTC matters, may be authorized by the District Commanding Officer.

2. Authorized travel will be performed by invitational travel order per the above reference and reimbursed on the same basis as active duty travel.

3. Invitational travel orders issued to MCJROTC instructors will contain a statement to the effect that the authorized travel is not considered active duty.

8011. CUSTODY OF PUBLIC FUNDS

1. The responsibilities of individuals having custody of public funds are contained in NavCompt Manual, Volume 4, Chapter1, Part C, and instructions promulgated by the cognizant District Commanding Officer.

2. District headquarters will provide specific guidance relating to appointments of MPC's, safekeeping of public funds, and audit/surprise verification of funds.

3. The SMI is responsible for determining liability for items lost, damaged, or destroyed and coordinating with school officials for the reimbursement for such loss. Such reimbursement will be accomplished per instructions provided by the cognizant District Commanding Officer.

4. Procedures relating to cash sales and cash transmittals will be provided by the cognizant District Commanding Officer.

8012. WEAPONS AND SECURITY

1. The school, SMI's and MPC's are responsible for adequately safeguarding all Government weapons and associated equipment. This requirement is continuous.

2. Arms and ammunition security is the responsibility of all MCJROTC personnel.

Arms and ammunition must be protected because of the potential for misuse and the capability to cause injury or death. Procedures concerning the security of weapons assigned to MCJROTC units will be in accordance with OPNAVINST 5530.13\_(Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition and Explosives (AA&E)).

3. MCJROTC units are not authorized possession of any category I or Category II Arms, Ammunition and Explosives (AA&E).

4. MCJROTC unit arms and ammunition storage sites will meet the construction requirements of OPNAVINST 5530.13\_. Sites will be inspected by District Headquarters for approval prior to storage of

arms or ammunition. A copy of the site approval will be maintained on site and at District Headquarters. Annual inspections of AA&E storage sites will be conducted accordance with OPNAVINST 5530.13\_.

5. The SMI or MPC at each school will be assigned in writing as the AA&E Accountability Officer. Personnel will be initially and annually screened by District Headquarters for suitability purposes.

6. Guidance concerning control and accountability of arms and ammunition is provided in OPNAVINST 5530.13\_. Each storage site will maintain a copy on hand.

7. The JROTC Memorandum Receipt for Individual Equipment (Form 4430) will be utilized as an inventory control card for the initial issue of individual weapons and associated equipment. A sample of this card is shown in Appendix AA. Daily use of weapons will be conducted with the NAVMC Form 10520.

8. Waivers/exceptions and clarification to requirements of OPNAVINST 5530.13\_ will be addressed to CMC (POS-10) via the Chain of Command.

9. The District Headquarters will provide instructions for the care and maintenance of ordnance items. The District inspector will ensure, during the units annual inspection, that the maintenance and safeguarding of all weapons and associated equipment is being accomplished.



MCJROTC SOP

APPENDIX A

CADET OFFICER PROMOTION CERTIFICATE (NAVMC 10784)



To all who shall see these presents, greeting:

Know Ye that reposing special trust and confidence in the fidelity and abilities of \_\_\_\_\_, I do appoint \_\_\_\_\_ in the

# United States Marine Corps Junior Reserve Officer Training Corps

to rank as such from the \_\_\_\_\_ day of \_\_\_\_\_, nineteen hundred and \_\_\_\_\_

This Officer will therefore carefully and diligently discharge the duties of the grade to which appointed by doing and performing all manner of things thereunto pertaining. And, I do strictly charge and require those officers and other personnel of lesser rank to render such obedience as is due an officer of his grade and position. And this Officer is to observe and follow such orders and directions as may be given from time to time by Superior Officers acting in accordance with the rules and articles governing the conduct of the United States Marine Corps Junior Reserve Officer Training Corps.

This commission is to continue in force for the time being under the provisions of those regulations relating to officers of the United States Marine Corps Junior Reserve Officer Training Corps and the component thereof in which this appointment is made.

Given under my hand at

this \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord nineteen hundred and \_\_\_\_\_

\_\_\_\_\_  
Senior Marine Instructor

MCJROTC SOP

APPENDIX B

CADET ENLISTED PROMOTION CERTIFICATE (NAVMC 10785)



To all who shall see these presents, greeting  
Know Ye that reposing special trust and confidence in the fidelity and abilities  
of \_\_\_\_\_, I do  
appoint \_\_\_\_\_ in the

United States Marine Corps  
Junior Reserve Officers' Training Corps

to rank as such from the \_\_\_\_\_ day of \_\_\_\_\_, nineteen  
hundred and \_\_\_\_\_

This appointee will therefore carefully and diligently discharge the duties of  
the grade to which appointed by doing and performing all manner of things  
thereunto pertaining. And, I do strictly charge and require all personnel of lesser  
grade to render obedience to appropriate orders. And this appointee is to observe  
and follow each order and directions as may be given from time to time by  
superiors acting according to the rules and articles governing the discipline of the  
United States Marine Corps Junior Reserve Officer's Training Corps.

Given under my hand at

this \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord nineteen  
hundred and \_\_\_\_\_

\_\_\_\_\_  
Senior Marine Instructor

MCJROTC SOP

APPENDIX C

LEADERSHIP EDUCATION COMPLETION CERTIFICATE (NAVMC 184)

(1550)



*This is to certify that*  
**SAMPLE**  
*has completed the course prescribed by the*  
*Given at*  
*this \_\_\_ day of \_\_\_ 19\_\_*

MCJROTC SOP

APPENDIX C

LEADERSHIP EDUCATION COMPLETION CERTIFICATE (NAVMC 184)

C

NAVMC 184 (REV. 11-85) (REVERSE)

Complete the following except when security regulations preclude the entering of such information.

DATE CLASS COMMENCED	DATE CLASS ENDED	SUBJECTS	NUMBER OF HOURS EACH SUBJECT
<b>SAMPLE</b>			

CLASS STANDING:

CLASS AVERAGE:

FINAL AVERAGE:

MCJROTC SOP

APPENDIX D

STANDARD SUBJECT IDENTIFICATION CODES (SSIC'S)

<u>File Number</u>	<u>Subject</u>	<u>Period of Retention</u>	<u>IAW SECNAVINST 5212.5B</u>
1533/	MCJROTC Training	2 yrs	1533(1) or (2) as appropriate
1533/2	Special Programs	PERM	1533(1) or (2) as appropriate
1533/3	MCJROTC Instructor Eval Summary	PERM	1533(1) or (2)
1550/1	Curriculum	2 yrs	1550(1)
1650/	Decorations and Awards	2 yrs	1650(1)(f)
1650/1	MCROA Trophy	2 yrs	1650(1)(f)
3591/	Marksmanship	1 yr	3591(1)
4280/	Laundry Contracts	3 or 6 yrs	4280(1)(b)
4400/	Supply	2 yrs	4000((2)A
4570/	Excess Property	2 yrs	4000(2)1
4600/	Orientation visits/ Transportation Request	3 yrs	4600(2)
5000/	Correspondence	2 yrs	5000(1)
5041/	Inspection	2 yrs	5040(2)
5050	Visits and Meetings	2 yrs	5000(2)(b)
5214/	Reports	2 yrs	5213(1)(b)
5305/	Letters of Appreciation	2 yrs	5000(2)(b)
5728/	Public Affairs/Publicity	2 yrs	5700(2)

MCJROTC SOP  
APPENDIX E

REPORT SYMBOL MC-1533-04

**MCJROTC UNIT/SCHOOL STRENGTH REPORT (1533)**

NAVMC 10943 (REV 5-96) (EF) (Previous editions will not be used)  
SN: 0109-LF-064-7300 U/I: PD OF 50

SUBMIT VIA MARINE CORPS DISTRICT COMMANDING OFFICER

TO: COMMANDING GENERAL, MARINE CORPS COMBAT DEVELOPMENT COMMAND (CODE C462R)		DATE	REPORT FOR SCHOOL YEAR
FROM: (Add school name and city) SENIOR MARINE INSTRUCTOR, MCJROTC UNIT.		VIA COMMANDING OFFICER	MARINE CORPS DISTRICT

MALE														NET SCHOOL YEAR ATTRITION	PROJECTED STRENGTH NEXT YEAR*	
PREVIOUS YEAR PROJ.	INITIAL STRENGTH	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG			
SENIOR																
JUNIOR																
SOPHOMORE																
FRESHMAN																
TOTAL																

FEMALE														NET SCHOOL YEAR ATTRITION	PROJECTED STRENGTH NEXT YEAR*	
PREVIOUS YEAR PROJ.	INITIAL STRENGTH	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG			
SENIOR																
JUNIOR																
SOPHOMORE																
FRESHMAN																
TOTAL																

OFFICIAL SCHOOL ENROLLMENT		REMARKS  <b>SAMPLE</b>
MALF		
FEMALE		
TOTAL		
DATES SCHOOL VISITED		
DISTRICT		* Dies at MCCDC by 1 July of each year.
MCCDC		SIGNATURE: _____ (Senior Marine Instructor)
		FIRST ENDORSEMENT
		DATE

FROM: COMMANDING OFFICER, MARINE CORPS DISTRICT

TO: COMMANDING GENERAL, MARINE CORPS COMBAT DEVELOPMENT COMMAND (CODE C462R)

1. Forwarded.

SIGNATURE: \_\_\_\_\_

DESIGNED USING PERFORM PRO, HQMC/ARAE, SEPT 96

MCJROTC SOP

APPENDIX F

DISPOSITION OF GRADUATES REPORT

(Report Symbol MC-1533-05)

(MCJROTC UNIT)

(YEAR GRADUATED)

CATEGORY

NUMBER OF GRADUATES

1. NUMBER OF SENIOR MCJROTC CADETS	_____
2. NUMBER OF GRADUATED MCJROTC CADETS	_____
3. NAVAL ACADEMY/PREP SCHOOL	_____/_____
4. UNITED STATES MILITARY ACADEMY/ PREP SCHOOL	_____/_____
5. AIR FORCE ACADEMY/PREP SCHOOL	_____/_____
6. COAST GUARD ACADEMY	_____
7. MERCHANT MARINE ACADEMY	_____
8. NAVY ROTC/NAVY ROTC (MARINE OPTION)	_____/_____
9. ARMY ROTC	_____
10. AIR FORCE ROTC	_____
11. PLATOON LEADERS COURSE	_____
12. ENLISTED MARINE CORPS/USMCR	_____/_____
13. ENLISTED NAVY/USNR	_____/_____
14. ENLISTED ARMY/USAR	_____/_____
15. ENLISTED AIR FORCE/USAFR	_____/_____
16. ENLISTED AIR NATIONAL GUARD	_____
17. ENLISTED ARMY NATIONAL GUARD	_____
18. ENLISTED COAST GUARD/USCGR	_____/_____

MCJROTC SOP

- 19. COLLEGE 4-YEAR/2-YEAR \_\_\_\_\_/\_\_\_\_\_
- 20. POST SECONDARY EDUCATION  
(VOC/TECH SCHOOLS) \_\_\_\_\_
- 21. WORK \_\_\_\_\_
- 22. UNDECIDED \_\_\_\_\_
- 23. OTHER (EXPLAIN) \_\_\_\_\_

Show number that went to each place (i.e., Naval Academy/Prep School 2/1)



MCJROTC SOP  
APPENDIX G

**INDIVIDUAL MCJROTC INSTRUCTOR EVALUATION SUMMARY (1610)**  
NAVMC 10942 (REV. 1-92) (EF) (Previous editions will not be used)  
SN: 0109-LF-064-7200

Form Approved by  
OMB No. 0703-0016  
January 1998

Public reporting burden for this collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302; and to the Paperwork Reduction Project (0703-0016), Office of Management and Budget, Washington, DC 20503. **Please DO NOT RETURN your form to either of these addresses.** Send your completed form to **Head, Training Programs Branch, Training and Educ Div C 462R, MCCDC, 2034 Barnett Avenue, Suite 201, Quantico, VA 22134-5012**

NAME OF INSTRUCTOR (Last, First, Middle Initial)	TITLE (Senior Instructor, Instructor)	GRADE
--	---------------------------------------	-------

NAME OF SCHOOL	LOCATION
----------------	----------

SCHOOL ASSIGNMENTS OTHER THAN MCJROTC.		NOT OBSERVED	UNSATISFACTORY	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXCELLENT	OUTSTANDING
1	INSTRUCTOR PLANNING AND PREPARATION (Materials are ready and lessons are well organized)							
2	CLASSROOM ORGANIZATION (Room environments is meaningful and stimulates cadet interest in the subject)							
3	TEACHING EFFECTIVENESS (Instructor possesses a thorough knowledge of MCJROTC Curriculum and provide for individual differences in students)							
4	INSTRUCTOR-CADET RAPPORT (Respect and dignity are evident; has empathy with students and their needs)							
5	CADET INVOLVEMENT AND INTERACTION (Students participate in oral discussion and class activities)							
6	LEADERSHIP EDUCATION (Presented in an effective, dynamic manner)							
7	DISCIPLINE (Instructor maintains control of class and cadets through positive actions)							
8	STUDENT EVALUATION (Method of evaluation is sound and is compatible with good test and measurement procedures)							
9	PERSONAL APPEARANCE (Uniforms are properly worn; neat and well groomed; maintains military bearing)							
10	SPEECH (Possesses a well modulated voice, enunciated clearly)							
11	COOPERATION (Works well with staff and administration)							
12	COMMUNITY RELATIONS (Works effectively in promoting MCJROTC within the community)							
13	PROFESSIONAL GROWTH (Strives to remain current in both the educational field and the Marine Corps)							
14	INSTRUCTOR'S OVERALL RATING							

COMMENTS (Comments on the major strengths and weaknesses of the Instructor)

DO YOU RECOMMEND REAPPOINTMENT OF THIS INSTRUCTOR	DATE OF OBSERVATIONS	
<input type="checkbox"/> YES <input type="checkbox"/> NO		
NAME OF SENIOR INSTRUCTOR	SIGNATURE	DATE
NAME AND GRADE OF MARINE INSTRUCTOR	SIGNATURE	DATE
NAME OF SCHOOL PRINCIPAL	SIGNATURE	DATE

M CJROTC SOP

APPENDIX H

INSPECTION GUIDELINES

1. PERSONNEL

a. Were all instructors certified by the CG MCCDC (C 46) per Paragraph 3001 of this Manual?

b. Has the CG MCCDC (C 462R) been notified of changes, additions, or deletions on the school's roster of instructors per Paragraph 2001.2q of this Manual?

c. Is instructor's pay computed per Paragraph 1000(d)(1) of this Manual?

d. Has a recruiting plan been implemented by the Senior marine instructor (SMI) to preclude the assignment of probationary status?

e. Through interviews and observations made during the inspection, is the overall morale of the unit at a state which aids in the accomplishment of the mission?

f. Is the Authorized Individual Activity Table of Allowance for Publications being maintained and reviewed to ensure current directives and publications are being maintained? (Paragraph 3215 of MCO P5600.31 and MCBul 5215 apply.)

g. Are required changes to publications and directives correctly entered per MCO P5215.1?

h. Is the unit aware of its district distribution code, and are all authorized district publications maintained?

i. Are directives properly filed and housed in the command master directives file per MCO P5215.1F, Paragraph 5000.3?

j. Is correspondence initiated within the naval service per SECNAVINST 5216.5?

k. Are correspondence files maintained per SECNAVINST 5210.11?

l. Does the tailor currently under contract to fit and alter uniforms have a TM 10120-15/1?

m. Does the personal appearance of each Senior Marine Instructor/Marine Instructor (MI) meet the standards contained in MCO 6100.10?

H-1

n. Do the uniforms of each SMI/MI comply with the provisions of MCO P1020.34?

## 2. ACADEMIC

a. Does the unit have current course materials per Paragraph 6003 and are these materials the basis of the instruction given to cadets per Paragraph 5000 of this Manual?

b. Does the unit have the required training aids, reference material, and equipment necessary to support the curriculum as required by Paragraph 6002 of this Manual?

c. Does the SMI maintain instruction/training records on cadets per Paragraph 6004 of this Manual?

## 3. MILITARY SKILLS

a. Is the MCJROTC uniform worn per MCO P1020.34, and as specified in Chapter 7 of this Manual?

b. Do cadets have the appropriate knowledge of the uniform regulations to enable them to properly wear the uniform?

c. Are the uniforms fitted properly and were the necessary alterations made per TM 10120-15/2?

d. Are the uniforms maintained by the cadets in a proper manner (e.g., cleaned, pressed, no Irish pennants, or fraying, etc.)?

e. Are shoes shined and in a good state of repair?

f. Does the appearance of the cadets meet the criteria as cited in MCO P1020.34?

g. Do the cadets have a working knowledge of the leadership principles and traits as cited in course materials?

h. Do the cadets have a working knowledge of close order drill and are the provisions of the Drill and Ceremonies Manual being complied with?

i. Do the uniforms worn by the drill team and the members of the color guard meet the criteria cited in MCO P1020.34 and Chapter 7 of this Manual?

j. Are haircut and grooming standards maintained per MCO P1020.34?

M CJROTC SOP

k. What percentage of the cadets successfully completed the physical fitness test per Paragraph 6007 of this Manual?

l. Has marksmanship training been incorporated into the curriculum as required by Paragraph 6006 of this Manual?

m. Is a small-bore range available for use by the unit as required by Paragraph 2002.3b(4) of this Manual?

n. Does the unit maintain a CMR?

o. Is the CMR properly controlled by the use of:

(1) Memorandum Receipt of Individual Weapons and Accessories, [NAVMC 10938](#)?

(2) Weapons Custody Receipt, [NAVMC 10938](#)?

(3) Memorandum Receipt for Individual Clothing, [NAVMC 10939 A/B](#)?

p. Is a safe or other adequate facility available for use and is it accessible for safeguarding public funds for the exclusive use of the MCP?

q. Does the Senior Marine Instructor have any monies, petty cash, or obligated funds?

r. Is the MPC duly appointed in writing to collect and to hold public funds?

s. Are audits of funds made quarterly by the Senior Marine Instructor and are the results properly reported and recorded?

t. Are cash sales procedures per existing directives?

u. Are only the enlisted and officer grade insignia worn as authorized by this Manual?

v. Has the M CJROTC distinguishing device been affixed to all outer garments, including utility jackets, but excluding raincoats, per Paragraph 7003 of this Manual?

w. Have all ribbons or distinguishing devices worn on the M CJROTC uniform been authorized by the CG MCCDC (C 462R)

x. Does the unit collect all clothing at the completion of the school year?

## MCJROTC SOP

y. Is unserviceable clothing made the subject of a Miscellaneous Adjustment document for credit action to the CMR?

z. Are replacement issues for items lost and/or destroyed made only on the written authority of the Senior marine instructor, and is such written authority made an enclosure to the Miscellaneous Adjustment document requesting that it be dropped from the CMR?

aa. Does the Senior Marine Instructor or witnessing officer inspect all altered clothing per existing directives?

bb. Does the Command have unserviceable or excessive amounts of clothing in stock in violation of existing directives?

cc. Is clothing recovered when a cadet is dropped from the program?

dd. Is the annual physical inventory conducted?

ee. Does the Senior Marine Instructor have a clear idea of what constitutes a legal transportation expenditure?

ff. Does the Senior Marine Instructor collect a general release form prior to loading cadets on vehicles for orientation visits as set forth in Paragraph 6005 of this Manual?

### 4. SCHOOL RELATIONS

a. What is the relationship between the unit staff and the faculty?

b. Does the unit participate in extracurricular activities that are MCJROTC oriented, such as parades, ceremonies, half-time functions, flag raising, etc.?

c. Does the unit staff participate in extracurricular activities such as coaching, counseling, etc.?

### 5. COMMUNITY RELATIONS

a. Does the MCJROTC unit participate in community activities, e.g., providing color guards and marching units, clean-up projects, etc.?

b. Does the unit staff participate in community activities?

MCJROTC SOP

APPENDIX I

INSPECTION REPORT BRIEF FORMAT

Unit:

Insp Date:

<u>Area of Inspection:</u>	<u>UNSAT</u>	<u>BAVG</u>	<u>AVG</u>	<u>AAVG</u>	<u>EX</u>	<u>OUT</u>
----------------------------	--------------	-------------	------------	-------------	-----------	------------

PERSONNEL

Personnel Strengths

Staff

Cadet

Attrition

Moral

Personnel Records

Publications/Directives

Personnel Inspection

ACADEMIC

Syllabus

Lesson Plan

Schedules

Training Records

Training Aids

Examinations

MILITARY SKILLS

Personal Appearance

Bearing

Discipline

Knowledge

Drill

Physical Fitness Training

Marksmanship

LOGISTICS

Facilities

Administrative

Classroom

Range

Drill Area



M CJROTC SOP

APPENDIX J

CADET I. D. CARD (NAVMC 10854)



**UNITED STATES  
MARINE CORPS  
OR R.O.T.C.**

NAME OF SCHOOL \_\_\_\_\_

THIS IS TO  
CERTIFY  
IS A CADET IN THE ABOVE MENTIONED UNIT AND IS  
ENTITLED TO ALL PRIVILEGES AND OTHER CONSIDERATIONS  
AFFORDED SAME

\_\_\_\_\_  
SENIOR MARINE INSTRUCTOR

— PROPERTY OF THE UNITED STATES GOVERNMENT —

CADET RANK	HEIGHT	WEIGHT	DATE OF BIRTH
COLOR HAIR	COLOR EYES	DATE OF ISSUE	

EMERGENCY NOTIFICATION  
NAME, ADDRESS, TELEPHONE

\_\_\_\_\_  
CADET SIGNATURE

NAVMC 10854 (REV. 4-72) (PREVIOUS EDITION WILL BE USED) (5612)



MCJROTC SOP

APPENDIX K

PARENTAL CONSENT FORM FOR ORIENTATION VISIT

We hereby request that our child, Cadet \_\_\_\_\_, be permitted to take part in the MCJROTC orientation visit to (Name of military facility or orientation site). The visit is sponsored by the MCJROTC program and sanctioned by (Name of School). The MCJROTC unit will depart at (time) on (date) and return by time) on (Date).

If our request is granted, we assume full responsibility for any acts of misconduct or negligence committed by our child in connection with the aforementioned trip, which may result in damage, destruction, or harm to any property or injury or death to any person or persons.

This request is made with the knowledge that our child will take part in various activities which may include, but not limited to: demanding physical fitness training to include obstacle and confidence courses; marksmanship training; orientation flights on military aircraft; and rides on various military vehicles including waterborne landing craft.

We also certify that our child is covered by accident insurance.

\_\_\_\_\_  
Signature of Parent (s) or Legal Guardian (s)

\_\_\_\_\_  
Social Security Number(s)

\_\_\_\_\_  
Home Address and Work and Home Phone Numbers

\_\_\_\_\_  
Insurance Company and Policy Number

Teacher Notification. Teacher signature on the reverse of this form signifies that the above-named cadet is performing satisfactorily at this time and absence will not significantly hinder performance in the course.

\_\_\_\_\_  
Signature of School Superintendent or Principal

MCJROTC SOP

APPENDIX L

PARENTAL CONSENT FOR MARKSMANSHIP TRAINING

We request that our son/daughter, \_\_\_\_\_ (Cadet's full name) \_\_\_\_\_, be permitted to participate in MCJROTC marksmanship training. We grant our consent with knowledge that the training will involve the firing of rifles. We understand that we may arrange to visit the range facilities and acquaint ourselves with procedures and safety precautions.

\_\_\_\_\_  
Signature of Parent(s) or Legal Guardian(s)

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Telephone Number (Home)

\_\_\_\_\_  
Telephone Number (Work)

MCJROTC SOP

APPENDIX M

POSTAL MATCH FIRING REPORT

Name of Unit: \_\_\_\_\_

\*\*\* IMPORTANT INSTRUCTIONS - READ CAREFULLY \*\*\*

Fill in the names and ages of shooters in the respective columns on both copies of this form and place names on targets. Prepare and mail all targets to: National Rifle Association of America, 11250 Waples Mill Road, Fairfax, VA. Do not fill in spaces provided for the listing of scores. Targets will be scored by the NRA official scores only. All targets, fired and unfired, must be mailed to bear postmark not later than the last day of the month shown at the top of this sheet. Each shooter on the team will fire one prone, one standing, and one kneeling target, 10 rounds per target, 1 round per bull's-eye.

---

---

NO.	NAME OF SHOOTER	AGE	PRONE SCORE	STANDING SCORE	KNEELING SCORE	TOTAL SCORE

---

---

TEAM TOTAL OF FOUR HIGH SHOOTERS

C-E-R-T-I-F-I-C-A-T-I-O-N

I certify that the above shooters are eligible team members and that all conditions of the match were complied with. The firing was done in my presence.

\_\_\_\_\_  
SMI 'S Signature

MCJROTC SOP

APPENDIX N

MCJROTC UNIFORM CLOTHING ALLOWANCES FOR MALES

<u>QUANTITY*</u>	<u>ARTICLE</u>
1	Belt, Trousers: web, khaki
1	Boot, Combat: leather, black, pair
1	Buckle: f/belt, web,
1	Buckle: f/belt, coat
1	Cap, Garrison: all-season, green
1	Cap: camouflage
1	Clasp: necktie, brass
1	Coat, Man's: all-weather
1	Coat, Man's: all-season, green
1	Coat: camouflage, HW BDU
1	Gloves, Leather: black, pair
1	Insignia, Branch of Service: collar, black, pair
1	Insignia, Branch of Service: collar, black, left
1	Necktie: khaki
2	Shirt, Man's: polyester/wool, khaki, long sleeve
2	Shirt, Man's: polyester/wool, khaki, w/qtr-length sleeve
1	Shoe, Dress: black, leather, pair
2	Socks, Men's: black, pair
1	Socks, Men's: w/cushion sole, green, pair
1	Sweater: pull-over, olive green
1	Sweat suit: gray
1	Trousers: camouflage, HQ, BDU
1	Trousers, Men's: all-season, green, pair
1	Trunks, general purpose, pair
2	Undershirt: cotton, brown
2	Undershirt: cotton, white, crew-neck

(Following Items for Drill/Color Guard Members Only)

1	Belt, Coat Man's: cotton white
2	Button, Insignia: gold, 27-line, screwpost
1	Coat, Man's: all-season blue
1	Crown, Service Cap: polyester/rayon white
1	Frame, Service Cap
1	Gloves: white, cloth, pair
1	Insignia, Branch of Service: cap, gold, screwpost
1	Insignia, Branch of Service: collar, gold, pair
1	Insignia, Grade, Enlisted Personnel: gold on scarlet
2	Stripe, Trouser: scarlet
1	Trousers, Man's: all season, blue, pair
1	Trousers, Man's: white, pair (note 1)
1	Waistplate: plain

MCJROTC SOP

Note 1. Issued to cadets in musical units only.

2. Corofram shoes and Anodized Brass may be utilized at the SMI's discretion.

3. Only the uniform items listed above are authorized for MCJROTC Cadets.

4. Only 25% of the units total strength are authorized Dress Blues.

\*Quantity and type of issue is determined by the cognizant District Commanding Officer but will not exceed the types and quantities of articles authorized herein.

N-2

MCJROTC SOP

APPENDIX O

MCJROTC UNIFORM CLOTHING ALLOWANCES FOR FEMALES

<u>QUANTITY*</u>	<u>ARTICLE</u>
1	Belt, Trousers: web, khaki
1	Boot, Combat: leather, black, pair
1	Buckle: f/belt, web,
1	Cap, Garrison, Woman's: all-season green
1	Cap: camouflage
1	Coat, woman's: all-weather
1	Coat, woman's: all-season, green
1	Coat: camouflage, HW BDU
1	Gloves: leather, black, pair
1	handbag, woman's: black
1	Insignia, Branch of Service: collar, black, pair
1	Insignia, Branch of Service: collar, black, left
1	Neck Tab, Woman's: green
2	Shirt, Woman's: polyester/wool, khaki, long sleeve
2	Shirt, Woman's: polyester/wool, khaki, short sleeve
1	Shoe, dress: oxford, black, pair
1	Skirt, Woman's: all-season, green
1	slacks, woman's: all-season, green
1	Socks: w/cushion sole, green, pair
1	Sweater: pull-over, olive green
1	sweat Suit: gray
1	Trousers: camouflage, HQ BDU
1	trunks, General Purpose, Pair
2	Undershirt: cotton, brown

(Following Items for Drill/Color Guard Members Only)

1	Cap, Dress: white, vinyl
1	Coat, Woman's: all-season blue
1	Gloves: white, cloth, pair
1	Insignia, Branch of Service: cap, gold, screwpost
1	Insignia, Branch of Service: collar, gold, pair
1	Insignia, Grade, Enlisted Personnel: gold on scarlet
1	Neck Tab: black
1	Skirt, Woman's: white
1	Skirt, Woman's: all-season blue
1	Slacks, Woman's: all-season blue
1	Slacks, Woman's: white, pair (note 1)
1	Stripe, Trousers: scarlet

Note 1. Issued to cadets in musical units only.

2. Corofram shoes and Anodized Brass may be utilized at the SMI's discretion.

MCJROTC SOP

3. Only the uniform items listed above are authorized for MCJROTC Cadets.
4. Only 25% of the units total strength are authorized Dress Blues.

\*Quantity and type of issue is determined by the cognizant District Commanding Officer but will not exceed the types and quantities of articles authorized herein.

MCJROTC SOP

MCJROTC SOP  
APPENDIX P

**JROTC MEMORANDUM RECEIPT FOR UNIFORM ISSUE MALE CADET (4430)**

NAVMC 10939A (REV. 3-93) (Supersedes NAVMC 10939 which will not be used)

SN: 0109-LF-064-6700

NAME:		GRADE	SSN	DATE	
				5/Sep/97	
QTY	SIZE	ITEM	QTY	SIZE	ITEM
		BELT, TROUSERS, Web, khaki			INSIGNIA, Bofs, collar, gold, Pr.
		BOOT, COMABT, leather, black, Pr.			INSIGNIA, GRADE, EP, old on scarlet
		BUCKLE, f/belt, web			STRIPE, TROUSERS, scarlet
		BUCKLE, f/belt, (coat)			TROUSERS, MEN'S, all-season, blue, Pr.
		CAP, GARRISON, all-season, green			TROUSER, MEN'S, white, Pr.
		CAP, camouflage			WAISTPLATE, BRAIN
		CLASP, NECKTIE			
		COAT, MAN'S, all-weather			
		COAT, MAN'S, all-season, green			
		COAT, camouflage			
		GLOVES, LEATHER, black, Pr.			INSIGNIA, GRADE, EP, pr.
		INSIGNIA, Bofs, collar, black, Pr.			INSIGNIA, GRADE, EP, pr.
		INSIGNIA, Bofs, collar, black, left			INSIGNIA, GRADE, EP, pr.
		NECKTIE, khaki			INSIGNIA, GRADE, EP, pr.
		SHIRT, MAN'S, polyester/wool, khaki, long sleeve			SWEATPANTS
		SHIRT, MAN'S, polyester/wool, khaki, w/qtr length sleeve			SWEATSHIRT
		SHOE, DRESS, black, Pr.			TEXTBOOK JROTC
		SOCKS, MEN'S, black, Pr.			
		SOCKS, w/cushion sole, Pr.			
		SWEATER, pull-over, olive green			
		TROUSERS, MEN'S, all-season, green, Pr.			
		TROUSERS, camouflage, Pr.			
		TRUNKS, general purpose, Pr.			
		UNDERSHIRT, cotton, olive green			
		UNDERSHIRT, MAN'S, cotton, white, crew-neck			
		BLUE UNIFORM			
		BELT, COAT, MAN'S, cotton, white			
		BUTTON, INSIGNIA, gold, 27L, screwpost			
		COAT, MAN'S, all-season, blue			
		CROWN, SERVICE CAP, white			
		FRAME, SERVICE CAP			
		GLOVES, CLOTH, white, Pr.			
		INSIGNIA, Bofs, cap, gold, screwpost			

**RECEIPT**

I hereby acknowledge receipt of the foregoing articles for which I hold myself responsible, from the time of issue until directed to return them for inventory, storage, or other reasons. I understand I will be responsible for replacement of articles, at my own expense, if lost, or if damaged or worn beyond responsible degree indicating there has been carelessness or negligence; otherwise, the articles will be replaced in-kind by the U. S. Marine Corps, when required as directed by the Senior Marine Instructor. I agree to wear the uniform, or any article thereof, only during school hours or proceedings to and/or from school and on occasions of ceremony or other activities as authorized by the Senior Marine Instructor. I further agree to maintain my uniform in proper condition and appearances at all times and prevent damage thereto.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



MCJROTC  
APPENDIX Q

**JROTC MEMORANDUM RECEIPT FOR UNIFORM ISSUE FEMALE CADET (4430)**

NAVMC 10939B (REV.6-96) (EF) (Previous editions will not be used)

SN: 0000-00-006-5174 U/I: PADS OF 100

NAME (Last, First, Middle Initial)		GRADE	SSN	DATE	
				5 Sep 97	
QUAN TITY	SIZE	ITEM	QUANTITY	SIZE	ITEM
		BELT, TROUSERS, WEB, KHAKI			<b>BLUE UNIFORM</b>
		BOOT, COMBAT, leather, black, pr.			CAP, DRESS, white vinyl
		BUCKLE: F/belt, web,			COAT, WOMAN'S: all-season, blue
		CAP, CAMOUFLAGE			GLOVES, CLOTH: white, pr.
		CAP, GARRISON, WOMAN'S: all-season, green			INSIGNIA, BOFS: gold, cap, screw post
		COAT, CAMOUFLAGE			INSIGNIA, BOFS: gold, collar, pr.
		COAT, WOMAN'S, all season, green			INSIGNIA, BOFS, gold on scarlet
		COAT, WOMAN'S, all weather			SHIRT, WOMAN'S: white
		GLOVES, LEATHER, black, pr.			SHIRT, WOMAN'S: all season, blue
		HANDBAG, WOMAN'S, black			SLACKS, WOMAN'S: all-season, blue
		INSIGNIA, BOFS, collar, black, pr.			STRIPE, TROUSER: scarlet
		INSIGNIA, BOFS, collar, black, left			NECK TAB: black
		NECK TAB, WOMAN'S: green			SWEATPANTS
		SHIRT, WOMAN'S, polyester/wool, khaki; long sleeve			SWEAT SHIRT
		SHIRT, WOMAN'S, polyester/wool, khaki; short sleeve			
		SHOE, DRESS OXFORD, leather, black, pr.			
		SKIRT, WOMAN'S, all-season, green			
		SLACKS, WOMAN'S, all-season, green			
		SOCKS, w/cushion sole, pr.			
		SWEATER, pull-over, olive green			
		TROUSERS, CAMOUFLAG			
		TRUNK: general purpose, pr.			
		UNDERSHIRT, cotton, olive green			

SAMPLE

RECEIPT

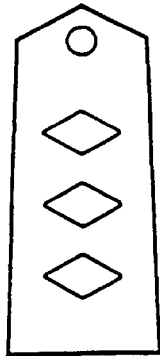
I hereby acknowledge receipt of the foregoing articles for which I hold myself responsible, from the time of issue until directed to return them for inventory, storage or other reasons. I understand I will be responsible for replacement of articles, at my own expense, if lost, or if damaged or worn beyond reasonable degree indicating there has been carelessness or negligence; otherwise, the articles will be replaced in-kind by the U.S. Marine Corps, when required as directed by the Senior Marine Instructor. I agree to wear the uniform, or any article thereof, only during school hours or proceedings to and/or from school and on occasions of ceremony or other activities as authorized by the Senior Marine Instructor. I further agree to maintain my uniforms in proper condition and appearances at all times and prevent damage thereto.

SIGNATURE \_\_\_\_\_ DATE 5 Sep 97 \_\_\_\_\_

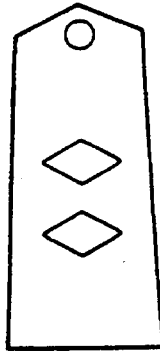
MCJROTC SOP

APPENDIX R

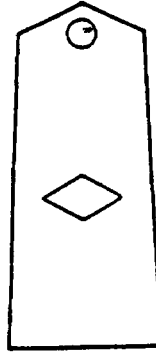
MARINE CORPS JUNIOR ROTC CADET OFFICER INSIGNIA



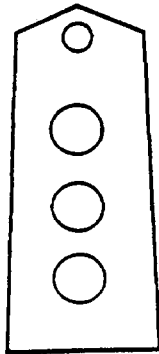
CADET COLONEL



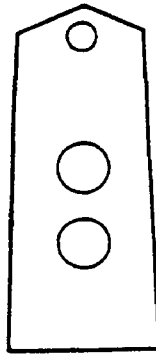
CADET LIEUTENANT  
COLONEL



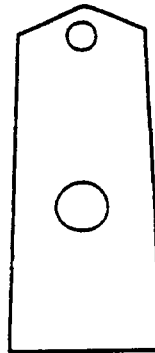
CADET MAJOR



CADET CAPTAIN



CADET FIRST  
LIEUTENANT



CADET SECOND  
LIEUTENANT

MCJROTC SOP

APPENDIX S

MARINE CORPS JUNIOR ROTC CADET ENLISTED INSIGNIA



CADET SERGEANT MAJOR



CADET STAFF SERGEANT



CADET FIRST SERGEANT



CADET SERGEANT



CADET PRIVATE  
FIRST CLASS



CADET CORPORAL



CADET GUNNERY SERGEANT



CADET LANCE CORPORAL

MCJROTC SOP

APPENDIX T

GUIDELINES FOR SCHOOL SHOULDER PATCH DESIGN

1. School shoulder patches for wear on the MCJROTC uniform must be designed per the basic heraldic principles and must be appropriate for wear on a military uniform. Patches will be 2 inches to 2 1/2 inches in length or diameter.

2. The following guidelines are included for use when designing school shoulder patches.

a. The following will not be authorized:

(1) No part of the coat of arms of the United States will be used. No complete coat of arms, seal, or flag of any state or country may be used, although devices may be taken from them, if applicable.

(2) Insignia consisting of the letters "U.S."

(3) Badges of insignias that simulate any of the uniformed services' qualification badges.

b. Insignias for MCJROTC uniforms will be conservative and will conform to Department of Defense policies and heraldic principles. Basic heraldic principles are as follows:

(1) Designs will be of dignified nature; i.e., no caricature should be used.

(2) Normally, only school and/or Marine Corps colors are appropriate.

(3) Symbols on MCJROTC distinctive institutional insignias should face the front or right whether an animate or inanimate symbol. The right side is the right side of the wearer of the design. To the observer this would appear as the left side.

(4) No lettering or numerals will appear on a shield-shaped device. However, if the insignia is not shield-shaped, lettering, with the exception is "JROTC," "USMC," and "U.S.," may be used.

(5) The complete school seal or coat of arms will not be used for distinctive or shoulder sleeve insignia; however, elements therefrom may be used when feasible.

## MCJROTC SOP

(6) Insignia for the MCJROTC uniform will not be restricted as to composition, except when in violation of existing laws. However, if it is obvious that a design is in poor taste or should be revised, the school will be advised.

c. The following manufacturing restrictions should be considered in design of shoulder sleeve insignia:

(1) Shape must be simple and such that it may be easily and rapidly trimmed by hand.

(2) A "schragg" stitch edge, 1/8 of an inch in width, must be provided for when the entire insignia is to be made of embroidery. This may be in the form of a border of 1/8 of an inch or wider and in one color only, or may be a part of the background with the elements of the design kept in sufficiently from the border. This is not necessary if the background is to be made of felt; however, for visibility and appearance, this practice is generally advised when felt is used.

(3) All elements of the design will be at least 1/16 of an inch in width, including lettering. However, details within a symbol may be produced by a change in the stitch.

MCJROTC SOP

APPENDIX U

CRITERIA AND DESCRIPTION OF RIBBON AWARDS

1. Authority is granted for MCJROTC units to participate in the below listed award programs for JROTC cadets. Additionally, recipient cadets are authorized to wear the ribbons on their MCJROTC uniform, denoting receipt of the awards. The awards are sponsored by the national organizations and are available to all MCJROTC units.

2. Participation will be a matter of record. Ribbons will be worn per MCO P1020.34 and this Manual.

AWARD: LEGION OF VALOR BRONZE CROSS FOR ACHIEVEMENT

CRITERIA: For the Legion of Valor Bronze Cross for Achievement, eligible cadets must:

a. Have an MCJROTC class standing in the top 25 percent of their class to be considered.

b. Have a school academic class standing in the top 25 percent of their class to be considered.

c. Have demonstrated exemplary military leadership.

d. Have demonstrated academic leadership (demonstrated qualities of leadership in scholastic activities, student or organizations, community activities, and interscholastic athletic participation).

e. Nominees MUST be enrolled in MCJROTC their senior year in order to be eligible for this award.

SELECTION: Senior Marine Instructors will recommend one junior year cadet or the Legion of Valor Bronze Cross for Achievement. The nomination, with justification endorsed by the high school principal, will be submitted to District Commanding Officers no later than 1 June of each year. A selection board appointed by the District Commanding Officer will select the outstanding junior year MCJROTC cadet to receive the Legion of Valor Bronze Cross for Achievement. Selection will be based on leadership potential. District Commanding Officers will forward the names of the recipients, with supporting justification, to the CG MCCDC (C 462R) no later than 30 June of each school

M CJROTC SOP

year. Names of recipients, with supporting justification, will be referred to the Legion of Valor, Incorporated, by the CG MCCDC (C 462R).

- SPONSOR: The Legion of Valor, Incorporated.
- PRESENTATION: Awards will be presented per the established policy. The presentation of the Bronze Cross for Achievement must be made as early in the cadet's senior year as possible. Preferably, a member of the Legion of Valor will make the presentation.
- MEDAL: TIH-approved medal and ribbon are provided by the sponsor.
- AWARD: MCROA OUTSTANDING UNIT AWARD
- CRITERIA: Authorized for those cadets whose unit received recognition by placing first in competition for the outstanding MCJROTC unit.
- SELECTION: The Senior Marine Instructor will ensure that only those cadets who were members of the unit at the time of competition are eligible to wear this unit award.
- SPONSOR: Marine Corps Reserve Officers Association (MCROA).
- PRESENTATION: Award will be presented per local policy and should include a member of MCROA whenever possible.
- RIBBON: TIH approved ribbon N-1-3.
- AWARD: AMERICAN LEGION BRONZE MEDAL FOR SCHOLASTIC EXCELLENCE
- CRITERIA: For the Scholastic Excellence Award, the cadet must:
- a. Have an academic average earned on all courses other than MCJROTC in the upper 10 percent of the class.
  - b. Have grades in all MCJROTC subjects within the top 25 percent of that unit.
  - c. Have demonstrated qualities of leadership.
  - d. Have actively participated in related student activities such as student organizations, constructive activities, or sports.

MCJROTC SOP

SELECTION: The Senior Marine Instructor and the school principal may select one cadet for this award. A cadet will not be precluded from receiving the award for scholastic excellence and the award for military excellence within the same school year, or for more than one school year.

SPONSOR: The American Legion.

PRESENTATION: Per the established policies of the school and local legion post.

MEDAL: TIH-approved medal and ribbon are provided by the sponsor.

AWARD: AMERICAN LEGION BRONZE MEDAL FOR MILITARY EXCELLENCE

CRITERIA: For the Military Excellence Award, the cadet must:

- a. Be in the upper 25 percent of the class in academic standing, including all MCJROTC subjects.
- b. Have demonstrated outstanding qualities in military leadership, discipline, character, and citizenship.

SELECTION: The Senior Marine Instructor and the school principal may select one cadet for this award. A cadet will not be precluded from receiving the award for scholastic excellence and the award for military excellence within the same school year.

SPONSOR: The American Legion.

PRESENTATION: Per the local school and legion post policies.

MEDAL: TIH-approved medal and ribbon are provided by the sponsor.

AWARD: SONS OF THE AMERICAN REVOLUTION JROTC BRONZE MEDAL

CRITERIA: Awarded to a junior cadet who has exhibited the highest standards of leadership, soldierly bearing, and excellence.



MCJROTC SOP

- SELECTION: The Senior Marine Instructor will determine eligibility for this award. One recipient per year.
- SPONSOR: Sons of the American Revolution. Contact chapter nearest the school, or write to:
- National Society, Sons of the American Revolution 1000 South Fourth Street Louisville, Kentucky 40203
- PRESENTATION: Per the established policies of the school and the local sponsor.
- AWARD: DAUGHTERS OF THE AMERICAN REVOLUTION (DAR) JUNIOR ROTC BRONZE MEDAL
- CRITERIA: The graduating cadet must:
- a. Be in the upper 25 percent of the graduating class in all subjects, including MCJROTC.
  - b. Have demonstrated qualities of dependability and good character, adherence to military discipline, leadership ability, and a fundamental and patriotic understanding of the importance of JROTC training.
- SELECTION: The Senior Marine Instructor and the school principal will select the recipient.
- SPONSOR: Daughters of the American Revolution. Contact chapter nearest school or write:
- The National Defense Committee  
National Society of the Daughters  
of the American Revolution  
1776 D Street  
Washington, DC 20006
- PRESENTATION: Presentation of this medal is to be made by a chapter regent, national defense chairwoman, or a representative appointed by the DAR.
- MEDAL: TIH-approved medal and ribbon are provided by the sponsor.

MCJROTC SOP

- AWARD: MILITARY ORDER OF THE WORLD WARS (MMOW) BRONZE MEDAL
- CRITERIA: This award is to be presented to an outstanding first year cadet. The cadet must:
- a. Excel in both military and scholastic activities during the year.
  - b. Be in good standing in all military and scholastic courses at the time of selection and presentation of the award.
  - c. Have indicated, by grades, extracurricular activities, and individual endeavor, a desire to serve the United States.
  - d. Have committed to continue in the MCJROTC program for the next school year.
- SELECTION: The Senior Marine Instructor and the school principal will select the recipient.
- SPONSOR: The Military Order of the World Wars (MOWW). Contact chapter nearest school or write to:
- National MOWW Headquarters  
435 North Lee Street  
Alexandria, Virginia 22314
- PRESENTATION: By a MOWW member or an active duty or retired member of the armed forces who participated in hostilities while in service. The award will be made at an appropriate ceremony.
- MEDAL: The medal and ribbon will be provided by the sponsor.
- AWARD: THE RETIRED OFFICERS' ASSOCIATION ROTC MEDAL
- CRITERIA: Presented to a cadet for outstanding academic achievement. The cadet must:
- a. Be in top 10 percent of the class.
  - b. Have an "A" average in MCJROTC subjects.
  - c. Hold an officers billet in the unit.
  - d. Be in the junior year of high school.

MCJROTC SOP

SELECTION: The Senior Marine Instructor and the school principal will select the recipient.

SPONSOR: The Retired Officers' Association. Contact local chapter nearest school or write to:

The Retired Officers' Association  
201 North Washington Street  
Alexandria, Virginia 22134

PRESENTATION: Preferably a member of the association.

MEDAL: TIH-approved medal and ribbon are provided by the sponsor.

AWARD: VETERANS OF FOREIGN WARS JROTC BRONZE MEDAL

CRITERIA: This award is to be presented to cadets who possess individual characteristics contributing to leadership both in and out of uniform. A minimum grade of "B" in MCJROTC, and a "C" in overall school academics. The cadet must be active in at least one other extracurricular activity or club and may not be a former recipient of the award.

SELECTION: The Senior Marine Instructor will select one senior, junior, and sophomore cadet as recipients.

SPONSOR: Veterans of Foreign Wars.

PRESENTATION: Awarded per the local policies.

AWARD: DAEDALIAN JROTC ACHIEVEMENT AWARD

CRITERIA: Presented to a junior cadet who has demonstrated an understanding and appreciation of patriotism, love of country and service to the nation. Shows a desire and potential to pursue a military career, ranked in upper 10 percent of the MCJROTC junior class, and 20 percent of the school's junior class.

SELECTION: The Senior Marine Instructor will select a junior cadet who meets criteria.

PRESENTATION: Whenever possible by a member of a local Daedalian Flight. If no local member available, write to:

MCJROTC SOP

The Daedalian Foundation  
P.O. Box 249  
Randolph AFB, Texas 78148-0249

- AWARD: OUTSTANDING CADET AWARD
- CRITERIA: Presented annually to the cadet who demonstrates:
- a. Consistent superior performance in all facets of the Leadership Education Course.
  - b. Academic achievement in the top 25 percent of the class in all academic subjects including MCJROTC.
  - c. Exceptional qualities of leadership, discipline, character, military bearing, and military proficiency.
- SELECTION: The Senior Marine Instructor and school principal will select one cadet annually.
- SPONSOR: The Commandant of the Marine Corps.
- PRESENTATION: Presented per the local policies.
- MEDAL: TIH-approved ribbon N-3-2.
- AWARD: WOMEN MARINES ASSOCIATION (WMA) AWARD FOR OUTSTANDING CADET
- CRITERIA: Presented annually to the outstanding cadet in the unit who:
- a. Must be participating in at least the second year of MCJROTC.
  - b. Must have satisfactory record of academic accomplishment and citizenship.
  - c. Must have the highest leadership education grades in the MCJROTC unit.
- SELECTION: The Senior Marine Instructor will select the recipient and provide information of the nominee to the designated point of contact in the WMA no later than 1 April.

MCJROTC SOP

SPONSOR: Women Marines Association. If no local chapter near school then write:  
  
Women Marines Association  
P.O. Box 387  
Quantico, Virginia 22134-5001

PRESENTATION: Presented at an appropriate ceremony by a member of WMA or the SMI.

RIBBON: TIH-approved ribbon and citation are provided by the sponsor.

AWARD: NATIONAL SOJOURNERS AWARD

CRITERIA: Presented annually to an enrolled cadet, a sophomore or junior, not previously a recipient who:  
  
a. Is enrolled for the next year.  
  
b. Is in the top 25 percent.  
  
c. Has encouraged and demonstrated the ideals of Americanism.

SELECTION: The Senior Marine Instructor will select an eligible cadet.

SPONSOR: The National Sojourners, Inc.  
8301 East Boulevard Drive  
Alexandria, Virginia 22308

PRESENTATION: By local member of the Sojourners or the SMI.

MEDAL: TIH-approved medal and ribbon are provided by the sponsor.

AWARD: NONCOMMISSIONED OFFICERS (NCOA) ASSOCIATION

CRITERIA: Awarded annually to the most outstanding cadet NCO in unit during the past school year. No cadet rank or LET level is specified. However, the award must be made to the cadet NCO who has consistently exhibited the best military bearing, personal appearance, deportment and leadership ability.

SELECTION: The Senior Marine Instructor will select the eligible cadet in accordance with the above criteria.

MCJROTC SOP

SPONSOR: Noncommissioned Officers Association (NCOA) Junior ROTC Award Program 8013 N. 36th Avenue Phoenix, Arizona 85051-5804

PRESENTATION: Presented at a ceremony by the NCOA representative or the Officer in Charge of the Unit.

MEDAL: TIH-approved blue and white ribbon with a gold-colored medallion.

AWARD: STUDENT LEADERSHIP AWARD

CRITERIA: Presented to cadets who hold an elected office in the student body of the school.

SELECTION: The Senior Marine Instructor will determine those cadets eligible for the annual award.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Per the local policies.

MEDAL: TIH-approved ribbon N-3-8. The Lamp of Learning device will be used to indicate the civic nature of the award.

AWARD: OFFICER LEADERSHIP AWARD

CRITERIA: Presented annually to that cadet officer who has demonstrated exceptional leadership qualities, discipline, character, military bearing, and military proficiency.

SELECTION: The Senior Marine Instructor will select the eligible cadet.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Per the local policies.

MEDAL: TIH-approved ribbon N-3-5. The bronze, silver, and gold Marine Corps emblem device shall denote first, second, or third award, respectively.

MCJROTC SOP

AWARD: NONCOMMISSIONED OFFICER LEADERSHIP AWARD

CRITERIA: Presented annually to that cadet noncommissioned officer who has demonstrated exceptional leadership qualities, discipline, character, military bearing, and military proficiency.

SELECTION: The Senior Marine Instructor will select eligible cadet.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Per the local policies.

MEDAL: TIH-approved ribbon N-3-4. The bronze, silver, and gold Marine Corps emblem device shall be used to denote first, second or third award, respectively.

AWARD: CIVIC SERVICE AWARD

CRITERIA: This award may be used to recognize outstanding community service or noteworthy unit participation performed by a cadet.

SELECTION: This award may be presented to more than one cadet annually. The Senior Marine Instructor will determine eligibility for this award.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Award will be presented per the policy.

RIBBON: TIH ribbon number N-4-4. The bronze, silver, and gold Lamp of Learning device shall be used to designate first, second or third award, respectively.

AWARD: BEST DRILL CADET AWARD

CRITERIA: Presented annually to the cadet(s) who demonstrate superior performance in comparison with other cadets in the following categories:

- a. Manual of arms in position.
- b. Manual of arms while marching.
- c. Military bearing and appearance.

MCJROTC SOP

SELECTION: The Senior Marine Instructor will determine eligibility and the number of cadets to receive the annual award.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Per the local policies.

MEDAL: TIH-approved ribbon N-3-1. The bronze, silver, and gold Marine Corps emblem shall be used to denote first, second, or third award, respectively.

AWARD: DISTINGUISHED SCHOLASTIC ACHIEVEMENT AWARD

CRITERIA: Awarded annually to the cadet(s) who have maintained an "A" average in academic subjects to include MCJROTC Leadership Education, and/or be in the top 10 percent of the class.

SELECTION: The Senior Marine Instructor will determine eligibility of cadet(s).

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Per the local policies.

MEDAL: TIH-approved ribbon N-1-6. The bronze, silver, and gold Lamp of Learning device shall be used to denote second, third or fourth awards, respectively.

AWARD: ARTS AND ACADEMICS AWARD

CRITERIA: Presented to any cadet who participates in interscholastic competition pertaining to academics or the arts.

SELECTION: The Senior Marine Instructor will determine eligibility. A cadet can only receive one of these awards per academic year.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Per the local policies.

MEDAL: TIH-approved ribbon N-1-9. The bronze, silver, and gold Lamp of Learning device will be used to denote second, third or fourth awards, respectively.



MCJROTC SOP

- AWARD: DISTINGUISHED MILITARY TRAINING AWARD
- CRITERIA: Presented annually to the cadet who demonstrates MCJROTC curriculum and outstanding proficiency and achievement in all other facets of the MCJROTC program.
- SELECTION: This award may be presented to more than one cadet annually. The Senior Marine Instructor will determine eligibility for this award.
- SPONSOR: The Commandant of the Marine Corps.
- PRESENTATION: Award to be presented per the local policy.
- RIBBON: TIH ribbon number N-1-6. The bronze, silver, and gold Marine Corps emblem device will be used to denote first, second or third awards, respectively.
- AWARD: PHYSICAL ACHIEVEMENT AWARD
- CRITERIA: Awarded to any cadet who scores 250 or more points on the National Youth physical Fitness Program test sponsored by the Marine Corps League.
- SELECTION: The Senior Marine Instructor will select eligible cadets.
- SPONSOR: The Commandant of the Marine Corps.
- PRESENTATION: Per the local policies.
- MEDAL: TIH-approved ribbon N-2-9, The bronze, silver, and gold Marine Corps emblem device will be used to denote first, second or third awards, respectively.
- AWARD: SUPERIOR MARKSMAN AWARD
- CRITERIA: Presented annually to cadets who qualify as a superior marksman, either by placing in regional or national rifle matches (.22 cal/air rifle), or by achieving a score of 270 or better during the MCJROTC Postal Match held in April.
- SELECTION: The Senior Marine Instructor will select eligible cadets.
- SPONSOR: The Commandant of the Marine Corps.

MCJROTC SOP

PRESENTATION: Per the local policies.

MEDAL: TIH-approved ribbon N-2-1. The bronze, silver, and gold Marine Corps emblem device will be used to denote first, second or third awards, respectively.

AWARD: ATHLETIC PARTICIPATION AWARD

CRITERIA: Presented to cadets who participate in interscholastic athletics.

SELECTION: The Senior Marine Instructor will select cadets. A cadet can receive only one of these awards annually.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Per the local policies.

MEDAL: TIH-approved ribbon N-1-8. The bronze, silver, and gold Lamp of Learning will be used to denote first, second or third awards, respectively.

AWARD: LONGEVITY/FIDELITY AWARD

CRITERIA: Presented to those cadets who have successfully participated in the MCJROTC program for two years and have met all the requirements of Leadership Education I (LE I) and Leadership Education II (LE II). In the event a senior student is enrolled in LE II, the award may be made at the commencement of the cadet's final semester in the program.

SELECTION: This award will be presented to any qualifying cadet on an annual basis.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Award will be presented per the local policy.

RIBBON: TIH ribbon number N-4-1.

AWARD: DISTINGUISHED CONDUCT AWARD

CRITERIA: Presented to any cadet whose conduct and demeanor are worthy of special recognition. Individuals shall not have received any demerits or adverse conduct reports from any staff or faculty member for the entire year.

MCJROTC SOP

SELECTION: This award may be presented to any qualifying cadet on an annual basis. The Senior Marine Instructor will determine eligibility.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: The award will be presented in accordance with local policy.

RIBBON: TIH ribbon number N-3-9. The bronze, silver and gold Marine Corps emblem will be used to denote first, second and third awards, respectively.

AWARD: BEST DRILL SQUAD AWARD

CRITERIA: Presented annually to those cadets comprising the best drill squad. The best drill squad is determined, through competition with other drill squads in the unit, to be superior in the following categories:

- a. Manual of arms in position.
- b. Manual of arms while marching.
- c. Military bearing and appearance.

SELECTION: The Senior Marine Instructor will determine eligibility for this award.

SPONSOR: The Commandant of the Marine Corps

PRESENTATION: Award will be presented per the local policy.

RIBBON: TIH ribbon number N-3-7. The bronze, silver and gold Marine Corps emblem device will be used to denote first, second or third awards, respectively.

AWARD: COLOR GUARD AWARD

CRITERIA: Awarded to those cadets who distinguish themselves as members of the unit's color guard.

SELECTION: The Senior Marine Instructor will select eligible cadets.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Per the local policies.

MCJROTC SOP

MEDAL: TIH-approved ribbon N-3-3. The bronze, silver, and gold Marine Corps emblem device will be used to denote first, second or third awards, respectively.

AWARD: DRILL TEAM AWARD

CRITERIA: Presented annually to those cadets who comprise the unit drill team in drill team competition.

SELECTION: The Senior Marine Instructor will determine eligibility for this award.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Award to be presented per the local policy.

RIBBON: TIH ribbon number N-3-10 (with the bronze bar device lettered--DRILL TEAM). The bronze, silver, and gold Lamp of Learning device will be used to denote first, second or third awards, respectively.

AWARD: BAND/DRUM AND BUGLE CORPS AWARD

CRITERIA: Presented to those cadets who distinguish themselves in the school's band/drum and bugle corps.

SELECTION: The Senior Marine Instructor will select eligible cadets.

SPONSOR: The Commandant of the Marine Corps.

PRESENTATION: Per the local policies.

MEDAL: TIH-approved ribbon N-3-10 (with bronze bar device lettered--Band). The bronze, silver, and gold Lamp of Learning device will be used to denote first, second or third awards, respectively.

AWARD: RIFLE TEAM AWARD

CRITERIA: Presented to those cadets who distinguish themselves on the unit's rifle team(s).

SELECTION: The Senior Marine Instructor will select eligible cadets.

SPONSOR: The Commandant of the Marine Corps.

MCJROTC SOP

PRESENTATION: Per the local policies.

MEDAL: TIH-approved ribbon N-2-6 (with bronze bar-device lettered--Rifle Team). The bronze, silver, and gold Lamp of Learning device will be used to denote first, second or third awards, respectively.

U-16

MCJROTC SOP

APPENDIX V

MCROA SELECTION PROCESS

1. Annually, the District Commanding Officer will recognize the top unit in the District. Members of a formal board will choose from those submitting a package, the best program using weighted criteria described below:

a. Annual Inspection. (Weighted 40%) Subjectively measures the cadets grasp of the inspection process. The four indicators of leadership; morale, proficiency, esprit de corps, and discipline; are measured and documented.

b. Cadet Citizenship. (Weighted 14%) Measures cadet involvement in the school community.

c. Community Service Hours (Weighted 13%) Measures unit involvement in the community.

d. Scholastic Achievement (Weighted 12%) Measures student dedication and instructor involvement in the academic/scholarship process.

e. Field Training (Weighted 11%) Measures instructor dedication to practical application.

f. Competitive Events (Weighted 8%) Measures unit involvement in local, regional, or national competition.

g. Administrative Competence (Weighted 2%) Subjectively, measures instructor ability to work within published guidelines for fiscal, supply, and administrative processes.

h. Public Affairs (Unweighted tie-breaker) Measures unit involvement in the community in non-community service type activities, i.e., Color Guards, Parades etc...

2. SUBMISSION REQUIREMENTS. Annually, each SMI will submit either a MCROA award brief or a Command Chronology. The required due date, regardless of choice for submission, is 30 June. Those choosing to submit a Command Chronology will not be considered for the MCROA award.

3. Information pertaining to the winning unit will be forwarded to CG, MCCDC (C 462R) by 30 July annually.

MCJROTC SOP

APPENDIX V

MCROA SELECTION PROCESS

4. MCROA FORMAT. The following format, as outlined, is the submission for MCROA. "Dressing up" submissions is prohibited as data is extracted to a spreadsheet and submitted packages are never viewed by board members:

\_\_\_\_\_ MCROA SUBMISSION  
Unit Name

1. UNIT NAME

- a. Number of students enrolled in school at the end of the school year.
- b. Number of cadets enrolled in unit at the end of the school year.
- c. Number of Senior cadets.
- d. Number of Cadets graduating.

2. CADET CITIZENSHIP

a. Cadets active in school committees (i.e., Student Council, Student Government...)

- Name of committee.
- Name of Cadet and position held.

b. Community service (Do not include public affairs activities; i.e., Color Guards)

- Civic organization assisted (i.e., Red Cross, Toys for Tots...)
- Total man hours:

c. Paid community service. (Include all fund raising activities)

MCJROTC SOP

APPENDIX V

MCROA SELECTION PROCESS

d. Cadets active in school activities and clubs (i.e., football, band, French Club)

- Name of activity.
- Number of Cadets participating.

3. SCHOLASTIC ACHIEVEMENT

a. Academic Awards

- Name of Cadet.
- Name of award (i.e., national Honor Society, Student of the Year...):

b. Scholarships

- Name of Cadet receiving scholarship.
- Name of Scholarship and amount.

4. COMPETITIVE EVENTS

a. Drill Meets Attended:

- Name of meet.
- Ranking among competitors (1 of 75 etc.).

b. Rifle/Pistol matches attended:

- Name of match.
- Ranking among competitors (1 of 75 etc.).

c. Other Events attended: (Leadership camps, PFT competition.)

- Name of event.
- Ranking among competitors (1 of 75 etc.).

5. COMMUNITY INVOLVEMENT - (Color Guards, Parades, Funeral Details)

6. OPERATIONS/FIELD TRIPS (Land Navigation, Base visits, Practical Application exercises)



MCJROTC SOP

APPENDIX W

APPOINTMENT OF MILITARY PROPERTY CUSTODIAN (MPC)

SAMPLE LETTER OF APPOINTMENT FOLLOWS:

SCHOOL HEADING

(DATE)

From: (Insert Title of School Official)

To: (Name, Grade, Social Security Number, and Component of service)

Subj: DESIGNATION AS MILITARY PROPERTY CUSTODIAN (MPC)

Ref: (a) MCO P1533.6

(b) (District directives as applicable)

1. Per references (a) and (b), you are appointed as the MPC (Enter Name of School and Location) vice (complete this sentence only where the above designated person is relieving a present custodian).

2. This designation is effective on (date).

3. In the performance of your duties as MPC you are required to requisition, receive, and account for all Government property furnished to this school for use in the MCJROTC program. You will make cash sales of Government property as authorized by Reference (a) and will be responsible for the collections, handling, safeguarding, and disposition of Government funds received.

4. Collections from the proceeds of sale of Government property will be handled per Reference (a). Proceeds from sales will be converted to postal money orders and will be submitted to the Disbursing Officer, Marine Corps Finance Center, Central Accounts Division, Kansas City, Missouri 64197 at the close of business each month or when the total money on hand exceeds \$100 as a result of the above transactions.

5. Funds in your possession will be safeguarded at all times. Except for periods while sales are being conducted, funds will be retained in the safe provided you for such purpose.

6. Funds/records in your possession will be audited and verified at least once during each quarter by the Senior Marine Instructor or by any authorized representatives. Such audits will be made in your presence.

MCJROTC SOP

Subj: DESIGNATION AS MILITARY PROPERTY CUSTODIAN (MPC)

7. This position and all Government property and funds are covered by bond and/or financial responsibility provided by the school. Proof of bond or financial responsibility has been provided to the CG MCCDC (C 462R).

8. You will acknowledge your acceptance of this position on the original and all copies of this letter of appointment by endorsement hereon and include the statement, "I agree to hold myself accountable to the United States for all Government properties and public funds received."

9. This appointment will continue during your service at this school, unless revoked, and need not be reissued by successors of the appointing official.

10. Letters of appointment will be maintained in the school's permanent file for a period of not less than five years.

---

(Signature)

MCJROTC SOP

FIRST ENDORSEMENT

(DATE)

From: (Name, Grade, Social Security Number, Component of Service)

To: (Insert Title of School Official)

Subj: DESIGNATION AS MILITARY PROPERTY CUSTODIAN (MPC)

1. I acknowledge the appointment of and accept the position of MPC for the Marine Corps JROTC Unit (Enter Name of School and Location). I further agree to hold myself accountable to the United States for all Government property and funds received.

\_\_\_\_\_  
(Signature)

Copy to:  
Commandant of the Marine Corps  
District Supply Officer  
Disbursing Officer, Marine Corps Finance Center  
Central Accounts Division  
Kansas City, Missouri 64197-0001

M CJROTC SOP

APPENDIX X

RELIEF OF MILITARY PROPERTY CUSTODIAN (MPC)

PROCEDURES TO BE FOLLOWED FOR RELIEF OF AN MPC:

1. Prior to relief of a MPC, the relieving custodian and the custodian being relieved shall jointly make an inventory in the same manner prescribed for an annual inventory required in Paragraph 8008 of this Manual, except as indicated in Paragraph 2, below.

2. If an annual physical inventory has been conducted within the previous three months, and there is not a reason to question the validity of outstanding receipts of custody records as evidenced that the property in question is on hand. Should it subsequently be discovered that such receipts or custody records are in error, the discrepancies will be made the subject of a report of investigation, if necessary.

3. Upon completion of the inventory and adjustment action, a new CMR will be prepared. Upon receipt of the new CMR, the relieving custodian will prepare the following certificate:

"I certify that I have inventoried the property on charge to the MCJROTC Unit (Enter Name of School and Location) and that the items on hand as reflected by CMR dated \_\_\_\_\_ are correct. I further certify that all Class V (W) material on hand has been inventoried and no discrepancies were noted. I do this date assume responsibility therefore and in relief of:

\_\_\_\_\_  
Name, Grade, Social Security Number of Custodian Relieved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Military Property Custodian

The original of this certificate will be forwarded to the district supply officer, a copy will be retained in the files of the MPC, and a copy will be furnished to the responsible custodian relieved.

4. When time does not permit completion of the foregoing action prior to departure of the relieved custodian, the relieving custodian will prepare a certificate indicating that the individual assumes responsibility for property on charge subject to count and verification. This certificate will be forwarded to the district headquarters and a copy furnished to the relieved custodian. The relieving custodian will then complete the inventory as prescribed above, within 30 days unless an extension of time is granted by the District Commanding Officer.

MCJROTC SOP

5. After review and approval of inventories by district headquarters, new CMR's will be prepared and forwarded to MCJROTC units. Upon receipt of the new CMR, the MPC, after ensuring that all corrective action has been incorporated in the new CMR, will prepare the following certificate: "I certify that a physical inventory of all property on charge to MCJROTC Unit (Enter Name of School and Location) has been conducted and that the items on hand as reflected by the CMR date are correct. I further certify that all Class V (W) material on hand has been inventoried and no discrepancies were noted. I do this date assume responsibility therefore in relief of:"

\_\_\_\_\_  
Date

\_\_\_\_\_  
Military Property Custodian

The original of this certificate will be forwarded to the supply officer, and a copy will be retained in the files of the MPC.

MCJROTC SOP

APPENDIX Y

T/E ITEM ALLOWANCES

1. The following schedule lists the allowances which are established for each MCJROTC unit. Chapter 8 provides further guidance relating to the procurement and accounting of all items for the program.

<u>Nomenclature</u>	<u>Unit Allowance</u>
Belt, Individual Equipment, M1972	1 per drill team member
Field Jacket	75
Flagstaff, w/Guidons	6
Flagstaff, used w/Flag, Nat'l and Distinguishing	2
Glove, Shooting	25
Guidon, Rayon-Nylon, w/Fringe	6
Locker, Clothing, Double Steel	1 per instructor
Belt, Service Leather, Asst Sizes, MP	1 per T/O cadet officer
Bookcase	Cadet SgtMaj/1stSgt per unit
Buckle f/Serv Belt	1 per instructor/1 per classroom
Carrier, Sword Scabbard, Leather, Black	1 per T/O cadet officer and cadet SgtMaj/1stSgt per unit
Carrier, Sword Scabbard, Leather, White	1 per T/O cadet officer and cadet SgtMaj/1stSgt
Case, Flag Cotton, Duck	2
Cash Box, w/Key	1
Chair, Office	1 per instructor

MCJROTC SOP

<u>Nomenclature</u>	<u>Unit Allowance</u>
Coat, Shooting Asst. Sizes	25
Compass, Silva	15
Plaque, Wall	1
Projector, Overhead w/Stand	1
Projector Set, 16MM Motion Picture	1
Camera, 35MM Automatic	1
VCR	1
Desk	1 per instructor
Desktop Copier	1
Easel, Display and Training	1 per classroom
Filing Cabinet, Correspondence, 5 Drawer	As required
Flag, Nat'l w/Cord and Tassel	1
Flag, Organizational Battle Standard w/Scroll "U.S. Marine Corps JROTC	1
Cleaning Gear, Rifle (.22cal/air rifle)	As required
Sling, Flagstaff, O/D Webbing	2
Sling, Flagstaff, White Leather	2
Sling, Rifle, Web	As required
Stool, Folding, Canvas	As required
Padlock, High Security	As required
Rack, Storage, Small Arms	As required
Rack, Wearing Apparel	As required

MCJROTC SOP

<u>Nomenclature</u>	<u>Unit Allowance</u>
Rifle, .22 cal (40X Remington)	25
Rifle, Air (Daisy 853)	25
Pistol, Air (Daisy 747)	25
Security Filing Cabinet	1
Screen, Projection	1
Stand, Projector	1
Ktcher, Electric	1
Foot Measuring Device(Male/Female)	1
Stand, Flag	1
Stand, Office Machine	As required
Stopwatch	2
Sword, NCO w/Scabbard	1 per T/O cadet officer and cadet SgtMaj/1stSgt
Telescope, Observation, w/Ass. (M49)	5
Typewriter, Electric	2
Desk Top P.C. Computer	2
Telephone, Answering Machine	1

(Add any additional item(s) which are considered essential for units.)



MCJROTC SOP

APPENDIX Z

AMMUNITION ALLOWANCES FOR TRAINING

<u>Nomenclature</u>	<u>Unit Allowance</u>
Cartridge, cal .22, Ball Long rifle, 50 per carton (DODIC-A086)	As required by unit but not to exceed 500 per cadet annually
Cartridge, cal .22, LR Match f/Rifle (DOD-A091)	500/Per Trn/Ann
Daisy Quick Silver, .177, cal #557	As required
International Match Pellets, #555	As required



MCJROTC SOP

APPENDIX BB

EVALUATION OF SCHOOL FOR ESTABLISHMENT OF AN MARINE CORPS JUNIOR RESERVE  
OFFICERS' TRAINING CORPS (MCJROTC) UNIT

SSIC  
Code  
Date

From: Commanding Officer (Marine Corps District)  
To: Commanding General, Marine Corps Combat Development Command  
(C 462R)

Subj: ESTABLISHMENT OF AN MARINE CORPS JUNIOR RESERVE OFFICERS' TRAINING  
CORPS (MCJROTC) UNIT

Encl: (1) MCJROTC application of Name of School

1. The enclosure is submitted for consideration. The following information  
is provided per previous guidance.

School

Name of School  
Street Address  
City, State and Zip Code + 4

Superintendent

Name  
School District  
Street Address  
City, State and Zip Code + 4

Congressmen. Name of Senators and Representative

2. A site visit of Name of School was conducted in  
Month and year. The School has students in grades 9-12 and  
has 4 (90) minute periods a day. The curriculum will allow students in all  
grades to enroll in MCJROTC. The administration has identified excellent  
facilities to support an MCJROTC unit. The administration will approve  
funding necessary to effect establishment as soon as approved for a unit.

Signature

BB-1