

Venice High School  
Marine Corps Junior Reserve Officer Training  
Corps



Cadet Handbook and Standard Operating  
Procedures  
(VHS MCJROTC CH/SOP 1533)  
1 July 2008

To the Cadets of Venice High School MCJROTC,

Congratulations!

You have enrolled in one of the most rewarding programs offered at Venice High School. The halls of the MCJROTC building are lined with the images of thousands of students who have built this Corps of Cadets. Some cadets pursued a career in the military, others pursued other fields, and all of them gained invaluable leadership skills developed here at VHS.

The development of your leadership skills, your well being and learning are foremost important and vital to this program. This cadet manual is a knowledge resource for your reference. It explains how and why we do business here and what you should expect. This document is intended to assist you to become a better leader. Please use it, write notes in it and know its contents.

This course, the staff and students of the MCJROTC program want you to enjoy being here, participating in unit events. We want to enlist the talent that you as an individual bring with you.

Most importantly, be honorable, have courage and be committed to do what is right. Maintain your integrity. Be one of the few and proud.

Semper Fidelis,

Chief Warrant Officer-3 “Gunner” Reed  
Senior Marine Instructor  
Venice High School

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## **1. HISTORY / BACKGROUND**

The Junior Reserve Officers' Training Corps (JROTC), like its senior counterpart ROTC came into being with the signing of the National Defense Act. The act authorized high schools the loan of federal military equipment and the assignment of active or retired military personnel as instructors on the condition that they followed a prescribed course of training. At its inception, the JROTC course consisted of a minimum of three hours of military training per week for a period of three years. Any JROTC graduate who completed this course of military instruction was authorized a certificate of eligibility for a reserve Commission to be honored at age 21. This provision was phased out after World War I as the need for reserve officers dwindled.

Unfortunately, when the United States entered World War I, few resources were available for the JROTC. Between 1916 and 1919, the War Department established only 30 JROTC units.

Federal support for and assistance to the JROTC program remained limited between the world wars. Due to funding constraints and a lack of enthusiasm on the part of the War Department, the number of JROTC units increased only gradually during 1919 to 1939. By 1929, 295 JROTC units were in operation, not impressive for a program that had been in existence for two decades.

There are many reasons for the limited growth during these years. Many high schools scheduled military classes and training at inconvenient and undesirable times. Some restricted JROTC instruction to the lunch hour while others accorded it time in the late afternoon or early evening. Shortages of space and resources resulted in student participation and enthusiasm dropping. If his facilities were only inadequate, a Professor of Military Science could count himself as fortunate; some instructors did not even have a desk to operate from.

In addition to a lack of support from the secondary education institutions, the JROTC found itself competing for qualified students from another high school training program called the National Defense Cadet Corps (NDCC). The main difference between the programs centered on the amount of support they received from the federal government. Whereas JROTC units received instructors and uniforms from the War Department, NDCC programs did not. Weapons and a few training aids were the most NDCC schools could expect in the way of material assistance. Many NDCC units wanted to join the JROTC program but were unable to do so due to the lack of funds to support JROTC expansion.

Because the supervision and funding of NDCC units rested solely in the hands of local school authorities, the War Department's ability to exert its influence over them was limited. As a result, the War Department displayed less interest in the NDCC than it did the JROTC. As a result the NDCC took on second-class status and never attained the degree of military acceptance the JROTC had. By 1939, NDCC had only 34 programs in operation.

The two decades following World War II were austere times for JROTC. Due to funding and manpower constraints, the Army froze JROTC growth. This resulted in a boom for the NDCC, which did not rely on federal funding. As schools on the waiting list for JROTC programs realized that they would not be allowed a unit, they turned to the NDCC program to fill the void. Seventy-five NDCC units were established and by 1963 there totaled 109 units nationwide.

The first significant increase in JROTC units occurred when Robert S. McNamara became the Secretary of Defense in 1961. Mr. McNamara turned intense scrutiny on the program by questioning the \$4.7 million needed annually to run the program and the 700 active duty personnel needed as instructors. He felt the cost was excessive for a program that, despite its title, produced no officers and made no “direct contribution to military requirements.” Mr. McNamara’s solution to this problem was to convert JROTC units into NDCC units. His reasoning was based on the fact that the cost of the entire NDCC program was less than \$100,000 per year to administer and hence a substantial savings would be realized. The FY 1964 budget contained no provisions for funding the JROTC, with the exception of those units located at military schools. Some money was set aside to convert JROTC units into NDCC units but very little was actually allocated.

Mr. McNamara failed to realize the number of supporters for the JROTC program both in and out of Congress. Letters and telegrams flooded his office and those of members of Congress insisting the JROTC was an irreplaceable national asset and the effect it had on juvenile delinquency alone was worth its cost. JROTC supporters in the House of Representatives introduced legislation proposing the expansion of the program from the existing 254 units to a maximum of 2,000 units, and extension to both the Navy and Air Force (prior to this, the Army was the sole service represented in JROTC).

After an exhaustive survey of secondary school officials, community leaders, and parents, an 11-member Department of Defense (DoD) commission determined that, although the JROTC produced no officers and served no direct military purpose, JROTC was important and should expand nationwide. The Department of Defense realized it could not block the decision to maintain the JROTC and could not stop its expansion; instead, they decided to guide its expansion as best they could. The most important decision in that respect was the elimination of the 700 active duty members and their replacement by military retirees as JROTC instructors. Unfortunately for the NDCC, the commission recommended the elimination of the program due to the lack of resources and Army support. By 1973, only 17 NDCC units remained in operation.

On October 13, 1963, President John F. Kennedy signed Public Law 88-647, the ROTC Vitalization Act of 1964. It required the services to increase the number of JROTC units and to achieve a more homogeneous geographical distribution of units across the nation. Specifically, Public Law 88-647 requires that the Secretary of each military department shall establish and maintain a Junior ROTC, 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. Not more than 200 units may be established by all of the military departments each year beginning with the calendar year 1966, and the total number of units that may be established on the date of enactment in this section, may not exceed 1,200. 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 unit may be established and maintained at any military institute.

Of the 1,200 units authorized, 275 were allocated to the Secretary of the Air Force, 650 to the Secretary of the Army, and 275 to the Secretary of the Navy, of which 52 were made available to the Marine Corps.

On July 14, 1974, Congress further expanded the JROTC program to a maximum of 1,600 units, 200 to the Army, 100 to the Air Force and 100 to the Navy, of which the Marine Corps received 30. Due to the lack of funding, actual establishment of new units was limited to only 20 by 1980.

The most recent expansion of the JROTC program occurred on August 24, 1992, when Congress expanded the program to 3,500 units, resulting in the Marine Corps reaching a total allocation of 260 units. This dramatic raise was a direct result of General Colin Powell successfully lobbying for the expansion as a result of two significant events; the recent Los Angeles riots and the victory in Operation Desert Storm. General Powell believed that the riots underscored the lack of opportunities for teenagers in economically disadvantaged areas and, since the American people were once again proud of their American military, he wanted to ride the momentum to help high school youth, particularly those in troubled inner cities. Currently the JROTC program is awaiting another expansion.

Today's Marine Corps JROTC is a composite of the lessons learned throughout the JROTC programs of the past. The modern JROTC program capitalizes on its mission to provide a course of leadership education designed to develop informed citizens, strengthening character by the teaching of discipline, and developing the understanding of the responsibilities of citizenship.

## **2. AUTHORIZATION OF JUNIOR ROTC**

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

## **3. PURPOSE OF MCJROTC**

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

The Department of Defense funds and sponsors JROTC through the Secretaries of the Military Departments. MCJROTC is funded and sponsored through the Office of the Secretary of the Navy. Legally, the JROTC program offered in a high school must be no less than three years. Each year of the program contains 180 hours of leadership instruction and application. The

program may extend over four years. Your program meets these requirements. Similar programs are conducted nationwide by the other three military services.

#### **4. MISSION OF MARINE CORPS JUNIOR ROTC**

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

#### **5. ADMINISTRATION / ORGANIZATION**

5.1. ENROLLMENT REQUIREMENTS. To be eligible for enrollment and continuance in a MCJROTC unit, the student must:

- Be enrolled in, and attending, a regular course of instruction at the school where the unit is located.
- Be a citizen of the United States or U.S. National or alien lawfully admitted to United States for permanent residence and in a grade above the 8th grade.
- Be of good moral character as determined by the principal of the school and the SMI.
- 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.

#### **5.2. DISENROLLMENT**

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

**Academic Failure** – You must pass MCJROTC in order to remain a part of it. However, disenrollment is not automatic. Each case is reviewed and handled separately.

**Ineptitude** – Students who consistently demonstrate an inability to develop leadership skills may be disenrolled.

**Poor Attitude** – Any cadet who consistently displays a poor attitude regarding the MCJROTC program may be disenrolled.

### 5.3. CLASSROOM PROCEDURES

At the bell, the class leader will call the class to attention. The class will come to attention and remain at the position of attention.

At the direction of the class leader or designated representative, the class will recite the pledge of allegiance.

Upon completion of roll call, the class commander will give the command “Ready, seats”. The class will sit at the position of attention until given the command, “At ease”. Upon the command of “at ease”, the students may relax at their desks, however, no talking is allowed.

No food, drink or gum is allowed in the classroom area unless authorized by the SMI/MI.

Cadets must raise their hand to be recognized.

When recognized or asked a question, cadets will stand up while speaking.

Use "Sir" or “Ma’am” while addressing or answering the SMI or MI.

When asking for permission or assistance, say "Please" first.

Do not interrupt the SMI's or MI's conversation. Wait for acknowledgment and then say, "Excuse me, Sir/Ma’am".

When a request is granted, say "Thank you".

When the ending class bell rings, the instructor will call on the class leader to dismiss the class. Once all students are in their seats, the class commander will call the class to attention and give the command of “Dismissed”. At this time, cadets may depart the classroom for their next class. Check the desk for personal items and trash prior to leaving class. The room will be clean before leaving. Each class commander will be responsible for care and cleaning of the classroom prior to dismissing the class.

Bring textbooks, notebooks, and pen or pencil to every class. Many times cadets will be required to take notes.

When entering the classroom, go directly to your seat. All socializing will take place during the passing period before and after class.

All head calls (bathroom breaks) will be made before or after class. No head calls will be authorized during class except in cases of emergency.



Uniforms will be worn as directed by the SMI.

**Each cadet is responsible for reading the daily information board in order to keep informed on what is going on. Not reading the board is no excuse for not knowing what is required of you during the next class period.**

No cadets are allowed in the Cadet Admin Office, Armory, or Supply Area without specific approval of the instructors.

The office telephones are business phones only. They may, if absolutely necessary, be used by cadets with permission of the SMI or MI. No routine calls may be made from these phones. Calls may be made once permission is granted and must be limited to (2) two minutes.

Cadets are expected to conduct themselves with proper decorum at all times in school, and especially within the MCJROTC spaces.

#### 5.4. ATTENDANCE

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

### **6. CONDUCT, BEARING & DISCIPLINE**

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

6.2. PUBLIC DISPLAYS OF AFFECTION. Cadets will not display any gestures of affection in school or on school grounds. This holds especially true when in uniform and pertains to kissing, embracing, holding hands, or other forms of intimate behavior. Affection between a man and a woman should be a private matter, and as such any displays of affection should be done in private. Cadets who think they are showing off their maturity by kissing and hugging in public are only displaying a lack of maturity and risking a lower Marine Corps JROTC leadership grade for their conduct.

#### 6.3. DAILY CADET CONDUCT

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

Cadets contribute to the class with appropriate answers to questions.

Cadets wear appropriate clothing.

Cadets strive to improve themselves continuously.

Cadets honor their word.

Cadets demonstrate initiative by doing things without being told to.

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

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

Cadets take care of each other.

Cadets wear their uniforms proudly and with distinction.

Cadets maintain appropriate military haircuts.

Cadets do not smoke or wear hats on school grounds. Cadets respond to with adults with a “Yes, or No Sir or Ma’am.

Cadets do not lie, cheat or steal.

Cadets use appropriate language and do not curse or swear.

Cadets do not use drugs.

Cadets offer suggestions to improve the system.

Cadets maintain a can-do attitude.

Cadets respect public and private property.

Cadets respect public laws and regulations.

## **7. CURRICULUM / ACADEMICS**

7.1. SCHOOL ACADEMICS. All Marine Corps JROTC cadets are required to maintain a satisfactory grade point average (GPA) in all their school subjects in order to remain in the MCJROTC program. Failure to maintain a minimum GPA, as determined by the SMI and approved by the principal, will put the cadet on immediate probation during the next semester. If this happens the cadet may be limited in what activities he or she may participate. If the cadet fails to raise his or her grade to the required level during the next semester, the cadet will be suspended from MCJROTC and required to turn in all uniforms and stop any participation in MCJROTC. If the cadet raises his or her GPA during the probationary period, the cadet will be allowed to resume full activities.

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

7.3. CADET PARTICIPATION. Cadets of the MCJROTC Program will participate in a Leadership Education level as dictated by the number of years in the program the cadet has completed. Naturally, LE-1 is for those students entering the program for the first time, while LE-4 is for the cadets who have successfully completed LE-I through LE-3.

7.3.1. LEADERSHIP EDUCATION I (LE-I). The first year of the program provides cadets with an introduction to both leadership and citizenship. The first year also gives the new cadets exposure to personal growth and responsibility and establishes a foundation of military structure and tradition.

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

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

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

**8. GRADING.** Cadets of Marine Corps JROTC will be graded in multiple areas of the program. The academic curriculum portion of the program will be graded very much like other traditional high school classes. However, as part of their overall MCJROTC grade, cadets will also be observed, evaluated and graded on their leadership performance. Leadership performance will encompass carrying out one's cadet duties and it will also cover participation in citizenship activities and other MCJROTC activities.

<b>Grading Criteria</b>	
Cadets are promoted on their own merit. Final approval for all cadet promotions is determined by the SMI. Officer promotions include an interview of each cadet with the SMI and MI. Promotions are attained by JROTC class average or “cutting score” in the following areas.	
Leadership – weighted at 40% of MCJROTC grade	Includes, but not limited to; participation in unit events such as details and campouts, competitions and other activities which support the program. Involves citizenship through JROTC or other related activities (i.e., food drives). Assessment of cadet adherence to leadership traits, abilities and selfless devotion to others.
Class Participation – weighted at 30% of MCJROTC grade	Includes school and class attendance, uniform inspection and physical training.
Primary Military Education (PME) – weighted at 15% of MCJROTC grade	Includes current events, public speaking, history and completion of reading assignments. Involves mastery of skills related to specialty teams and/or special JROTC events.
Tests – weighted at 15% of MCJROTC grade	Academic, skill and Physical Fitness Tests.

## **9. RANK & PROMOTION**

9.1. CADET RANK STRUCTURE. The rank structure used in Marine Corps JROTC is mirrored after the officer and enlisted ranks in the U. S. Marine Corps. The following ranks (with corresponding billets) are utilized, depending on the size of the unit.

Cadet Colonel/Lieutenant Colonel – Cadet Battalion Commander

Cadet Major/Lieutenant Colonel – Cadet Battalion Executive Officer

Cadet Captain – Cadet Company Commander, S-1 Administrative Officer, S-3 Operations Officer, S-4 Logistics Officer

Cadet First/Second Lieutenant – Cadet Company Executive Officer, Cadet Platoon Commander, Battalion Public Affairs Officer/Historian

Cadet Sergeant Major – Cadet Battalion Sergeant Major

Cadet First Sergeant – Cadet Company First Sergeant

Cadet Gunnery Sergeant – Cadet Company Gunnery Sergeant, Cadet Platoon Sergeant

Cadet Staff Sergeant – Cadet Company Supply Sergeant, Cadet Company Guide

Cadet Sergeant – Cadet Squad Leader, Cadet Company Clerk

Cadet Corporal – Cadet Fire Team Leader

Cadet Lance Corporal – Any qualified Cadet may be promoted to this rank.

Cadet Private First Class – Any qualified Cadet may be promoted to this rank.

9.2. CADET PROMOTIONS. Promotions are an honor and a privilege. Those cadets receiving promotions must possess the prerequisite abilities and skills. Primary authority for promotions rests with the Senior Marine Instructor. Promotion is earned through:

- Student accomplishments.
- Demonstrated leadership abilities.
- Displayed esprit de corps and motivation.

#### 9.2.1. PROMOTION PERIODS

Promotion Periods		
School Year Day 30-45	School Year Day 90-105	School Year Day 120-135
There are three (3) promotion periods during each school year; the first is thirty to forty-five days from the first day of school. The second promotion period will be conducted prior to Christmas break. The final promotion period will be conducted after Spring break.		

9.2.2. PROMOTION SELECTION PROCEDURES. Cadets earn merits and are promoted based on the following criteria. Cadets are selected for promotion by a “merit” system; the better a cadet’s performance, the better the chances of selection to the next highest rank.

Criteria	Points	Remarks
MCJROTC academic JROTC Grade	0 – 10	One point for each letter grade: 0% = 0 points – through – 100% = 10 points
Volunteerism (verifiable work for civic organizations)	0 – 10	One point for every ten hours of work
Participation in co-curricular and extra-curricular activities (JROTC events)	0 – 10	Each event will be assigned points based on JROTC program requirements
Participation in JROTC special teams (Drill, Marksmanship or Raider competitions)	0 – 1	One point for participation in a team competition
Participation in school sports (full season of a team or individual sport)	0 – 1	One point for participation in a full season of a sport
Possible points earned	32	Total

**The following conditions disqualify students for promotion:**

- **Any failed high school course** during the promotion period
- **School disciplinary action**; OSS, referrals from JROTC
- **Failure to adhere to the standards of the MCJROTC program**; i.e., grooming, disrespect, disruptive behavior

At the beginning of the selection process, instructors will post **minimum merit scores** for promotion to each grade. At the end of the selection process, promotion rosters will be posted for students to see.

<b>Example Promotion Matrix</b>				
<b>Rank</b>	<b>LE - 1</b>	<b>LE-2</b>	<b>LE-3</b>	<b>LE-4</b>
<b>E1 – E3</b>	15	15	15	15
<b>E4 – E5</b>	20	20	20	20
<b>E6 – E9</b>	N/A	25	25	25
<b>O1 – O3</b>	N/A	N/A	30	30
<b>O4 – O5</b>	N/A	N/A	N/A	32
<b>Promotion Limits</b>	<b>Cadet Sergeant</b>	<b>Cadet Master Sergeant</b>	<b>Cadet Second Lieutenant</b>	<b>Cadet Major</b>
<b>Meritorious</b>	Anyone may be meritoriously promoted at the discretion of the SMI. No one shall be meritoriously promoted more than once each school year. Assignment to billets may dictate senior ranks, at the discretion of the SMI.			

**The following conditions qualify students for reduction in rank (demotion):**

- **Failing to perform duties** in an efficient manner
- **Any failed high school course** during the promotion period
- **School disciplinary action**; OSS, referrals from JROTC

**The following conditions qualify students for reappointment to rank:**

- Cadets who departed for disciplinary reasons or were withdrawn in lieu of disciplinary action, and accepted for reenrollment will be appointed Cadet Privates, regardless of rank previously held.
- Cadets who departed for other reasons and accepted for reenrollment may be appointed to a grade one rank lower than that previously held if absence from the program was a period of one school year or less. Periods greater than one school year will normally result in a returning rank of Cadet Private.

## **10. DUTIES AND RESPONSIBILITIES**

10.1. INSTRUCTORS. The Instructor Staff includes the Senior Marine Instructor and the Marine Instructor.

The Instructor Staff is charged with the dual responsibilities of ensuring that the program is conducted within the guidelines of the Sarasota County Board of Education and that the high standards of the United States Marine Corps are satisfied in all aspects of the operation. To satisfy these responsibilities, these individuals must function as teachers, instructors, role models, mentors, and leaders at all times.

Inherent in all positions of leadership is the responsibility for counseling. Each member of the Staff is available to confer with the cadets about individual problems. Cadets should feel free to request assistance from either instructor.

10.2. CADETS. Cadet Officers and Noncommissioned Officers occupy positions of trust and confidence. They are appointed representatives of the Senior Marine Instructor and within the scope of their assigned duties, exercise that authority delegated to them by the SMI. They are expected to actively support and enforce the rules and regulations of the Corps of Cadets but must remember that they answer to the Instructor Staff for their decisions and actions at all times.

Persons to include cadet leaders in positions of authority will not abuse, verbally or physically, any other cadet. Officers and NCO's will lead, teach, guide, instruct, and mentor the junior cadets at all times. They will not intimidate, belittle, or in any way abuse their position or rank.

The cadet chain of command is organized to maintain good order and discipline within the cadet body. Cadet leadership carries with it, great responsibility and a requirement for selflessness and humility. Cadets must remember that leaders are put in charge as stewards of the unit, not for self-approbation. The chain-of-command is hand selected by the SMI during the second semester of the school year. During the second semester, senior cadets provide guidance for the new leaders.

10.3. CADET COMMAND AND STAFF RELATIONSHIPS. Cadets operate the company under direct supervision and guidance of the SMI and MI. Cadet staff and commanders are appointed to position because of their own merit, and a displayed ability to lead. Positions of responsibility are retained by fulfilling the two objectives of the Marine Corps: **MISSION ACCOMPLISHMENT** and **TAKING CARE OF YOUR PEOPLE**.

10.3.1. GENERAL. The staff of a unit consists of those officers who assist and advise the commander. Functions common to all staff officers include providing information and advice, making estimates, making recommendations, preparing plans and orders, advising other staffs and subordinate commands of the commander's plans and policies, and supervising the execution of plans and orders. The commander and his staff should be considered as a single entity. However, no staff officer has any authority in his capacity as a staff officer over any subordinate unit of the command.

10.3.2. STAFF COMPOSITION. The cadet company staff organization consists of CO, XO, SgtMaj/1st Sgt, S-1, 2, 3, Supply and, Armorer.

The staff is organized, directed, coordinated and supervised by the executive officer (XO).

The Sergeant Major or First Sergeant is a member of the command section and is directly responsible to the commander. His duties are those specifically assigned by the commander and generally concern matters pertaining to discipline, welfare, conduct, morale, and leadership of enlisted personnel of the command. He is the commander's advisor and "right-hand man".

The manifold duties that the commander is required to perform in the exercise of command are grouped into four broad functional areas as a basis for the organization of the general or executive staff. These areas are:

S – 1, Personnel.

S – 2, Intelligence and Public Affairs.

S – 3, Operations and Training.

S – 4, Supply, Logistics.

### 10.3.3. STAFF BILLET DESCRIPTIONS AND DUTIES.

10.3.3.1. COMMANDING OFFICER: This position is the most demanding in the unit. The instructor staff selects the cadet for this position based upon demonstrated leadership ability and academic standing. The appointed cadet must be able to apply common sense and judgment in the solving of problems that affect the entire cadet corps.

The commander must be mature, willing to accept responsibility, and able to effectively delegate authority and supervise subordinates. The commander controls the staff through the executive officer and subordinate units through their commanders, while maintaining the final approval authority in the cadet chain of command.

The specific duties of the commander are to:

- Command the unit at all formations.
- Maintain a direct and personal relationship with the staff and the other commanders.
- Encourage the unit commanders to communicate freely.
- Use the staff to assist in gathering information and preparing plans for conducting training and controlling the unit.
- Designate staff officers to assist in the preparation, execution, and supervision of orders.
- Ensure that feelings of mutual respect and confidence exist between the staff and commanders.
- Ensure that staff members are capable and that they understand their responsibilities to the unit commander, executive officer, and to the corps of cadets.
- Ensure orders and actions are in compliance with JROTC regulations, policies, and directives and with local school regulations and policies.
- Execute all responsibilities in the name of the Senior Marine Instructor; seek advice and assistance from the instructor staff and carry out all of their directives quickly and completely.
- Arrange the required meetings and assemble the required command or staff personnel to determine any actions that may be necessary in fulfilling the obligations of the unit.
- Be prepared to evaluate any member of the unit, but specifically the headquarters personnel and the unit commanders.



- Make operational decisions for the unit.
- Preside over officer calls.
- Work with school authorities in coordinating activities of the MCJROTC with the organizations of the school, ensuring that unit activities are in accordance with school policy.
- In coordination with the Senior Marine Instructor, assign missions to all extracurricular team commanders (e.g., drill, rifle, color guard. etc.).
- Be responsible for all the unit does or fails to do.

10.3.3.2. EXECUTIVE OFFICER: The executive officer (XO) supervises, directs, and coordinates the cadet staff to prevent overlapping efforts and to ensure that the commander's desires are understood and achieved. The cadet XO keeps the staff informed of the commander's policies and keeps the cadet commander informed of the status of projects assigned to the staff. The XO assumes command of the unit in the absence of the commander.

The primary duties of the cadet XO are to:

- Organize the unit staff properly and ensure that it works as a team.
- Inspect the work of the cadet staff and make other inspections as directed by the commander.
- Ensure that the staff officers prepare and submit reports on time and that they are engaged in future planning.
- Act as the commander of troops during ceremonies.
- Ensure that instructions and orders issued to the unit are in accordance with the established policies of the unit; report all violations of orders to the commander.
- Perform other duties as assigned by the commander or the instructor staff.

10.3.3.3. SERGEANT MAJOR / FIRST SERGEANT: The SgtMaj or 1stSgt ensures that enlisted rank cadets are ready to perform the mission. The 1stSgt is the senior enlisted cadet advisor to the commander.

- He advises the commander on a wide range of topics including esprit de corps, discipline, and recognition of all assigned enlisted members.
- Assists the commander in preparation and execution of training and information.
- The 1stSgt attends staff meetings.
- He or she works with fellow SNCO's to ensure discipline is maintained, and the welfare of the enlisted cadets is met.
- He ensures cadet leaders set an appropriate example for the subordinates.
- Provides leadership and guidance to supervisors and members enabling them to resolve problems or complaints at the lowest level.
- Corrects conduct prejudicial to good order and discipline.
- Assists new cadets in adapting to the MCJROTC environment and adjusting to the organization and duty assignments.
- Assume command of the unit in the absence of all officers.

10.3.3.4. S-1/ADJUTANT: The adjutant is the administrative assistant to the commander. The adjutant is also responsible for performing other administrative duties as assigned by the commander, executive officer, or the instructor staff.

- Supervising personnel management procedures relating to transfer to other schools, retirement of service record books, or separation from JROTC.
- Plan for the conduct of special ceremonies in coordination with the operations and training officer.
- Prepare and publish any orders necessary for the operation of the cadet battalion.
- Maintain the qualification records and personal files on all cadets.
  - Service Records Books.
  - Training entry.
  - Awards.
  - Promotion/demotion.
  - General forms, waivers and permission slips.
  - Collect, consolidate, post, and maintain all merit reports and records.
  - Prepare periodic strength reports under the supervision of the instructor staff and keep the manning board posted and up to date.
  - Perform other duties as assigned by the commander, executive officer, or the instructor staff.

10.3.3.5. S-2/PUBLIC AFFAIRS OFFICER: The Public Affairs Officer is responsible for:

- Still and video imagery – The PAO shoots, downloads and publicizes imagery for use on the MCJROTC website, publication in various periodicals and maintains an historical image library.
- Website maintenance – The PAO updates the MCJROTC website with direct supervision from the SMI or MI.
- Documentation of events for training and promotion of the Venice High School MCJROTC – The PAO writes articles for newsletters, certificates to civic organizations and various publications.
- The S-2 is additionally responsible to assist the SMI with the coordination of award presentations.

10.3.3.6. S-3/OPERATIONS OFFICER: The operations officer assists the commander in the preparation, conduct, and supervision of all training activities of the unit. Additionally, the S-3 keeps the commander advised on the progress of training. Specifically, the principal duties of the S-3 are to:

- Prepare event packages for submission through the school district.
- Assist the commander and instructors in planning and executing events.
- Assist in publication of training schedules.
- Organize events such as reviews, parades, and extracurricular activities.
- Plan and supervise field events.
- Inspect cadet training for compliance with Marine Corps JROTC requirements.

- Maintain the unit training equipment and reference library.
- Maintain the training portion of cadet records.
- Assume command of the battalion in the absence of both the commander and XO.
- Perform other duties as assigned by the commander, executive officer, or the instructor staff.

10.3.3.7. S-4/LOGISTICS OFFICER: The logistics or supply officer is responsible for the maintenance, security, record keeping, issue, and turn-in of all U.S. government property (except ordnance). Some of the duties of the S-4 are to:

- Create a JROTC Clothing and Equipment Record for each cadet (JMR). Maintain all cadet supply records in proper order.
- Maintain accountability of all equipment and supplies used by the unit.
- Conduct periodic inventories of the on-hand supplies and equipment; submit reports to the instructor staff on the availability of supplies and on the condition of equipment.
- Ensure that adequate cleaning materials are available for use during assigned maintenance activities.
- Maintain security of all items of clothing and equipment in the supply.
- Maintain the supply room in a neat and orderly fashion at all times.
- Maintain a running inventory of all supplies/property; determine supply requirements; and prepare requisitions for equipment and supplies required.
- Issue clothing, insignia, and other supply items as directed by the commander, executive officer, or the instructor staff.
- Collect and dispose of excess equipment and clothing.
- Supervise the activities of the ordnance officer or armorer (if assigned).
- Perform other duties as assigned by the commander, executive officer, or the instructor staff.

10.3.3.8. ARMORER/ORDNANCE OFFICER: The ordnance officer advises the S-4, commander, and instructor staff on the condition of all weapons. This officer supervises the issue, maintenance, and turn-in of all weapons; maintains the weapons roster; and prepares and issues weapons cards to cadets.

10.3.3.9. COMPANY / PLATOON COMMANDER: A good company or platoon commander is an outstanding leader with lots of initiative. If you are a company commander, you get things done. Until orders reach you, they are just plans, something that someone would like to have accomplished. Rather than waiting to be told what to do, you think and plan ahead what seems best for the unit. You use common sense action and try not to worry about making mistakes, knowing that the greatest mistake is to do nothing when action is required. You use all available help to accomplish company duties and to keep subordinates informed while also ensuring that the goals of the mission remain in focus.

You provide the why and how to accomplish the assigned mission. Then, you must check and inspect to ensure that what you wanted done is being accomplished. You must be an outstanding leader with plenty of initiative. Do not wait for someone to tell you what to do -- think ahead and plan what you believe is best for the unit.

The platoon or company commander:

- Is responsible for all the company does or fails to do.
- Keeps the commander and instructors apprised of the status of the company at all times.
- Ensures the company is prepared to accomplish its assigned mission in a satisfactory manner.

The principal duties of the platoon or company commander are to:

- Command the unit at all formations.
- Ensure that all members of the unit know and use the chain of command.
- Check with the instructor staff daily prior to formation to obtain any changes or other information they may want announced.
- Seek advice from the unit commander or the instructor staff when encountering a problem to which you do not know the answer.
- Make each cadet an effective member of the team; take an interest in them and their problems; offer advice and help them to solve their problems.
- Make on-the-spot corrections at any time to ensure that all members of the company understand and comply with cadet regulations.
- Keep the first sergeant or platoon sergeant informed in case of your absence.
- Organize and maintain an effective chain of command. Learn the name of every one in your platoon and use their names when addressing them.
- Know all cadet regulations and ensure that all members of the platoon also know and follow them.
- Enforce orders from superiors whether you agree with them or not; however, if you think an order is wrong, discuss it with the chain of command or the instructors, as necessary.
- Develop a spirit of teamwork so as to instill respect, obedience, and cooperation in the unit.
- Set high standards of personal appearance and conduct for yourself. Remember, the platoon commander sets the example for the platoon to follow.
- Make an effort to resolve all leadership, training, and disciplinary problems at your level; if you cannot solve a problem, seek the advice and assistance of the platoon sergeant, XO or commander.
- Provide assistance/counseling to personnel in the platoon, especially when requested by a squad leader or the platoon sergeant, and/or when necessary for performance or disciplinary reasons.

10.3.3.10. PLATOON SERGEANT: The platoon sergeant ensures that enlisted rank cadets are ready to perform the mission. The platoon sergeant is the senior enlisted cadet advisor to the platoon commander.

- He advises the commander on a wide range of topics including esprit de corps, discipline, and recognition of all assigned enlisted members.
- Assists the platoon commander in preparation and execution of training and information.
- He or she works with squad leaders to ensure discipline is maintained, and the welfare of the enlisted cadets is met.
- He ensures cadet leaders set an appropriate example for subordinates.

- Provides leadership and guidance to supervisors and members enabling them to resolve problems or complaints at the lowest level.
- Corrects conduct prejudicial to good order and discipline.
- Assists new cadets in adapting to the MCJROTC environment and adjusting to the organization and duty assignments.
- Is an expert in drill.
- Conduct short inspections at every formation, making on-the-spot corrections as necessary; follow-up to ensure that deficiencies from earlier inspections are corrected

10.3.3.11. PLATOON GUIDE: The guide is the administrative assistant to the platoon sergeant. The guide:

- Works for the platoon sergeant
- Responsible for platoon administration – collects paperwork, forms, permission slips
- Guides the platoon in drill
- Takes roll for the unit

10.3.3.12. SQUAD LEADER: Squad leaders are responsible to their platoon commander/sergeant for the appearance, conduct, training, and discipline of their squad. They ensure that each squad member learns and does what is expected, and maintains high standards of behavior. Squad leaders must:

- Set the example at all times.
- Know the number, names, and personal information on all assigned personnel.
- Counsel/assist squad members with JROTC matters or help them find solutions to other issues when possible; refer to the platoon sergeant/leader if you are unable to handle/resolve an issue.
- Form the squad correctly. Make an accurate report by name of those persons present and absent during activities, formations, and other cadet activities.
- Be thoroughly familiar with individual, squad, and platoon drill. When conducting drill, instruct/demonstrate the movement, allow time for individual performance, and then supervise team leaders and squad members to ensure they perform properly. Conduct inspections to ensure personnel are prepared for training.
- Develop responsibility and leadership in team leaders and be the first person that they turn to for assistance and advice.

10.3.3.13. TEAM LEADER: Team leaders are responsible for the formation, appearance, training, and discipline of their team members. Team Leader A must be ready to assume control of the squad in the absence of the squad leader. Team leaders assist their squad leaders as directed and must:

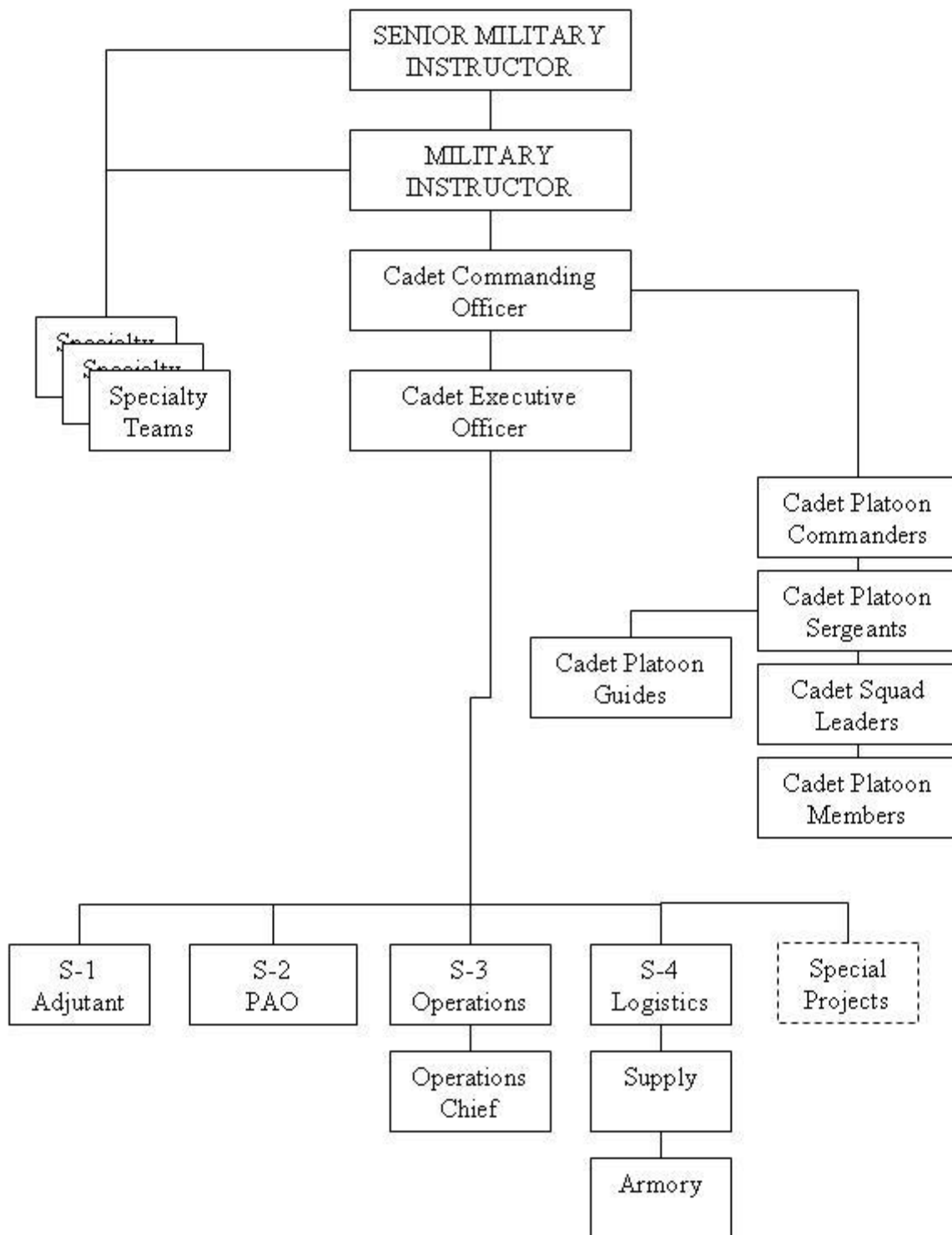
- Set the example at all times.
- Know the number, names, and personal information on all assigned personnel.
- Assist team members with JROTC matters when possible; refer them to the squad leader for assistance if you are unable to handle/resolve an issue.

- Be thoroughly familiar with individual and squad drill; inspect team members during formations, ensuring they know what is required of them.

10.3.3.14. TEAM MEMBER: Your duties and responsibilities are to:

- Maintain and wear the entire uniform immaculately when prescribed.
- Properly safeguard and care for all equipment and materials issued to you and for which you are responsible.
- Ensure you are on time for all official formations requiring your presence.
- Conduct yourself in a manner that brings credit to yourself, the cadet battalion, and your school.

**Figure 10 – 1, Chain of Command Chart**



## **11. POST – SECONDARY EDUCATION AND OPPORTUNITIES**

### **11.1. Reserve Officers' Training Corps (ROTC)**

High school cadets planning to attend college may apply for scholarships in the U.S. Armed Forces "Reserve Officers' Training Corps" (ROTC). Midshipmen in the Navy ROTC or Cadets in the Army and Air Force ROTC have their college tuition paid and receive a monthly stipend for other incidental expenses.

Four-year college programs Students are selected from among those applying for enrollment at each ROTC unit. During the first two years in the basic course, students have the status of civilians who have entered into a contract with the service. Upon graduation and completion of curriculum requirements, students receive a reserve commission as second lieutenants or ensigns with a 4 years active duty obligation. The service provides uniforms, textbooks and a \$150 a month subsistence allowance for a maximum of 20 months during the advanced course. Two, three, and four-year scholarships are available to college program students nominated by their ROTC unit commanding officers.

Four-year scholarship programs Students are selected from national competition and are appointed midshipmen or cadets. They may be granted compensation and benefits authorized by law during the basic course for a total period of not more than four years. During this period, the service pays tuition, fees and textbooks, and provides uniforms and a subsistence allowance of \$150 per month. Upon completion of the ROTC program and graduation students receive reserve commissions as second lieutenants/ensigns with a four-year active duty obligation.

### **11.2. Platoon Leaders Class (PLC)**

Although not a regular scholarship, cadets who enter the Marine Corps PLC Program may qualify for a monthly stipend to offset many of the costs of attending college.

### **11.3. Service Academies**

***The service academies offer a young man or woman the opportunity to obtain a premier education while continuing their character development. Students at the academies pay nothing to attend, but are obligated to serve in the armed forces for a period of 5 years after graduation and becoming a commissioned officer.***

- **U.S. Naval Academy**

The Secretary of the Navy has established the eligibility of Marine Corps JROTC Cadets to compete for nominations and appointments to the USNA under the honor school/NROTC quota. Each senior military instructor is authorized to nominate three candidates annually to compete for 20 appointments in this category. In addition, nominees who qualify for admission, but do not receive an honor school appointment, will compete for an appointment from the list of qualified alternates. Preliminary application can be completed by visiting the USNA website at [www.usna.edu/Admissions/pre-application/](http://www.usna.edu/Admissions/pre-application/). Even though a student is nominated under the Navy JROTC/Marine Corps JROTC category, he or she should also be encouraged to apply for a



nomination to the U.S. Naval Academy through all other sources for which he/she may be eligible. At a minimum, students should contact their two U.S. Senators and U.S. Congressman to apply for a congressional nomination.

- U.S. Military Academy

Acceptance to USMA, like all the academies, is very competitive. Applicants should begin their quest for entry into the academy no later than the middle of their junior year in high school. Individuals desiring to enter the U.S. Military Academy may apply to attend the USMA preparatory school for one year to improve their academic skills and compete for an appointment to the following year's class.

Applicants can visit the USMA website at [www.usma.edu/Admissions](http://www.usma.edu/Admissions).

- U.S. Air Force Academy

Like the other academies, nominations for appointments to the Air Force Academy come through congressional and other military sources. Competition is keen and interested students should begin the application process during their junior year.

Application kits can be obtained from:

- HQ USAFA/RRS
- 2304 Cadet Dr Suite 200
- U.S. Air Force Academy,
- Colorado Springs, CO 80840-5025

Contact the USAFA website at [www.usafa.af.mil](http://www.usafa.af.mil)

- U.S. Coast Guard Academy

The Coast Guard Academy also offers 4 years of college education leading to a bachelor of sciences degree. However, appointments are made competitively on a nationwide basis, but no congressional nomination process is involved.

Interested young men and women may apply by writing to the:

Director of Admissions, USCGA  
U.S. Coast Guard Academy  
New London, CT 06320-4195

Contact the U.S. Coast Guard Academy at their website [www.cga.edu](http://www.cga.edu)

11.4. Enlisted Education Financial Aid. The services offer college funds, which were developed to attract highly qualified applicants who possess high ASVAB scores and the desire to continue their education upon completion of service. The college fund is an enlistment program that, in conjunction with the Montgomery G.I. Bill, provides service members up to \$50,000 toward post-secondary education.

11.5. National Guard. Many National Guard units across the nation offer a college education incentive to join the National Guard. While this program is subject to change, the current package will pay for college tuition after a student has successfully completed basic training for National Guard and Air National Guard. As with other similar programs, there is a period of obligated service which accompanies the college financial aid.

11.6. Visit the Navy's **Profile** magazine website [www.spear.navy.mil/profile](http://www.spear.navy.mil/profile) for more information on programs available for officer and enlisted personnel.

## **12. APPEARANCE & UNIFORMS**

12.1. GENERAL APPEARANCE. While in MCJROTC class and in uniform, standards of grooming do not allow eccentric or faddish styles of hair, jewelry, or eyeglasses. Eccentricities in individual appearance detract from uniformity and team identity. Because it is impossible to provide examples of every appropriate or unacceptable style of "conservative" or "eccentric" grooming and attire, the good judgment of cadets to enforce standards.

- Articles that are not authorized for wear as a part of a regulation uniform will not be worn exposed with the uniform. Examples of such articles include but are not limited to the following: Pencils, pens, watch chains, fobs, pins, jewelry (except as authorized herein), handkerchiefs, combs, barrettes, hair ribbons/ornaments, flowers (corsages/boutonnieres, etc.) or other similar items. Cellular phones, pagers, etc. are not authorized for wear on a regulation uniform.
- Articles that may be worn while in uniform include inconspicuous wrist watches and rings.
  - Sunglasses may be worn but not in formation unless the need to wear sunglasses has been certified by medical authorities. Eyeglasses/sunglasses, when worn, will be conservative in appearance. Eccentric or conspicuous eyepieces are prohibited. Chains, bands, or ribbons will not be attached to eyeglasses; however, eyeglass restraints are authorized for safety purposes.
  - Articles of religious apparel which are not visible or apparent when worn with the uniform. Visible articles of religious apparel with the uniform while attending or conducting divine services or while in a chapel or other house of worship. Visible articles of religious apparel with the uniform which do not interfere with or replace required uniform articles.

12.2. GROOMING. No eccentricities in the manner of wearing head, facial, or body hair will be permitted. If applied, dyes, tints, bleaches and frostings which result in natural colors are authorized. The hair color must complement the person's complexion tone. Color changes that detract from a professional image are prohibited. Fingernails will be kept clean and neatly trimmed so as not to interfere with performance of duty, detract from professional image or present a safety hazard.

### **12.2.1. MALES**

- Hair will be neat and closely trimmed. The hair may be clipped at the edges of the side and back; will be evenly graduated from zero length at the hairline in the lower portion of the head to the upper portion of the head; and will not be over 3 inches in length fully extended on the upper portion of the head; the back and sides of the head below the hairline may be

shaved to remove body hair. Sideburns will not extend below the top of the office of the ear, as indicated by the line A-A' in figures 1-1 and 1-2. Sideburns will not be styled to taper or flare. The length of an individual hair of the sideburn will not exceed 1/8 inch when fully extended.

- Head hair will be styled so as not to interfere with the proper wear of uniform headgear. Hair which protrudes from beneath properly worn headgear in an unsightly manner is considered excessive, regardless of length.
- No male will be required to have his hair clipped to the scalp This does not prohibit a male Marine from having his hair clipped to the scalp if he so desires.
- The face will be clean shaven, except that a mustache may be worn. When worn, the mustache will be neatly trimmed and must be contained within the lines of B-B', C-C', D-D' and the margin area of the upper lip, as shown in figures 1-1 and 1-2. The individual length of a mustache hair fully extended must not exceed 1/2 inch.
- Except for a mustache, eyebrows, and eyelashes; hair may be grown on the face only when a medical officer has determined that shaving is temporarily harmful to the individual's health.
- Male cadets will not wear earrings or facial makeup while in uniform.

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MARINE CORPS UNIFORM REGULATIONS

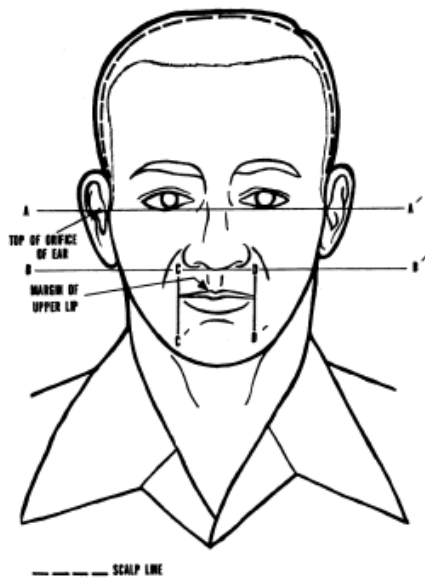


Figure 1-1--Male Grooming Standards (Front View).

MARINE CORPS UNIFORM REGULATIONS

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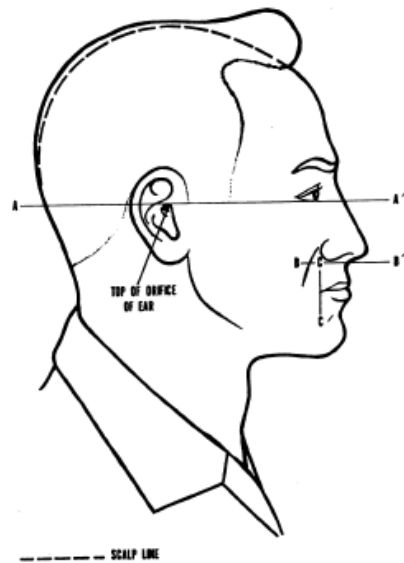


Figure 1-2--Male Grooming Standards (Side View).

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12.2.2. FEMALE. The requirement for hair regulations is to maintain uniformity. *Women's* hairstyles require non-eccentric styles. Females will be well groomed at all times and when in uniform will abide by the following:

- Hair may touch the collar, but will not fall below the collar's lower edge. Hair that would fall naturally below the collar's lower edge will be neatly and inconspicuously fastened or pinned. During physical training periods in which physical training clothing is worn, hair will be allowed to fall naturally, without being fastened or pinned. This does not apply when conducting physical training in the utility uniform.
- Hair will be styled so as not to interfere with the proper wear of the uniform headgear. All headgear will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hairstyles which do not allow the headgear to be worn in this manner are prohibited.
- Faddish and exaggerated styles to include shaved portions of the scalp other than the neckline, designs in the hair, unsecured ponytails and styles which are distinctly unbalanced or lopsided are prohibited. Multiple braiding is authorized. If hair extensions are used in the braiding of the hair, the extensions must have the same general appearance as the individual's natural hair. Braided hairstyles will be conservative, and conform to other guidelines listed herein.
- Barrettes, combs, rubber bands, etc. are authorized, if concealed by the hair. Inconspicuous hair pins and bobby pins, if required, are authorized.
- Cosmetics, if worn, will be applied conservatively and will complement the individual's complexion tone. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn. Non-eccentric lipstick and nail polish colors, to include colorless nail polish, may be worn with all uniforms. Fingernails with multiple colors and decorative ornamentation are prohibited. Nail length will be no longer than 1/4 inch from the tip of the finger.
- Earrings may be worn by female cadets only; small, polished earrings, ball or round stud type with all uniforms except camouflage. Earrings must not exceed 1/4 inch in diameter. Only one earring per ear is authorized. Earrings may not be worn while participating in parades, reviews or ceremonies.

### 12.3. UNIFORMS

- Cadets are prohibited to wear any MCJROTC uniform item apart from official functions; uniform days and official MCJROTC events as prescribed by instructors.
- Cadets will wear, care for and return uniforms as directed by the instructor staff.

- Cadets, who damage, destroy or fail to return uniforms, will be charged the full replacement cost.
- A (JMR) JROTC Memorandum Receipt for Uniform Issue (4430) will be filled out for each cadet of the unit.
- The SMI will determine which uniform items will be issued and the uniform of the day worn by the cadets.
- 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.

12.3.1. UNIFORM DAY. The Marine Corps JROTC program requires that cadets wear their uniform at least one day a week. The Senior Marine Instructor will establish what day of the week cadets should wear their uniforms. Any time a cadet wears his or her uniform, it should always be worn with pride and care. Cadets must always be careful to be on their best behavior when wearing their uniforms. Improper behavior by cadets is not tolerated at any time, and is severely dealt with if in uniform.

12.3.2. CONDUCT IN UNIFORM. Your appearance and conduct should be impeccable while in uniform:

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

#### 12.3.3. UNIFORM CARE

- Camouflage uniforms and cotton T -shirts can be washed in warm or cold water only.
- Khaki shirts, poly-wool green trousers, wool sweaters and dress coats must be dry-cleaned. DO NOT WASH THESE ITEMS.
- Unserviceable uniforms can be exchanged for serviceable uniforms.

- Notify your squad leader and request an appointment to exchange the item during class.
- Cadets are responsible for their uniforms.
- Replacement of lost, stolen or damaged uniforms is the financial responsibility of the cadet. Keep your uniforms in a safe place.
- **DO NOT LEAVE UNIFORMS IN LOCKERS OR CARS**

#### 12.3.4. UNIFORM INFORMATION

##### 12.3.4.1. UNIFORM TYPES







- Blue Dress “Bravo” Blue trousers or skirt with blue coat, ribbons only.
- Blue Dress “Charlie” Blue trousers or skirt with khaki long sleeve shirt and tie.
- Blue Dress “Delta” Blue trousers or skirt with khaki short sleeve shirt.
- Service “Alpha” Green trousers or skirt with green coat and L/S shirt.
- Service “Bravo” Green trousers or skirt with khaki long sleeve shirt and tie.
- Service “Charlie” Green trousers or skirt with khaki short sleeve shirt.
- Utility Uniform Camouflage blouse and trousers.
- Belt Lengths
  - Web Belt between 2 and 4 inches past the buckle.
  - Cloth Belt Between 2  $\frac{3}{4}$  and 3  $\frac{3}{4}$  inches past the buckle.
- Military Alignment
  - Shirt edge, belt buckle and fly of trousers are all in a straight vertical line.
- Tie Clasp
  - Centered between the 3rd and 4th button on the long sleeve shirt.
- Trouser Length
  - Bottom of the trousers is even with the welt where the heel and sole of the shoe join.
- Skirt Length
  - Approximates the knee, not to exceed 1 inch above or below the center of the knee.
- Cover

- Never worn indoors. School policy prohibits the wearing of any type of hat in the school. ROTC will abide by this policy.
- Marine Corps Emblem
  - On the cover, the wings of the emblem are placed parallel to the deck (floor) and the anchor is pointed forward. On the service alpha and blues, the left and right collar emblems are worn parallel to the deck with anchors pointed inboard.
  - Enlisted Insignia of Grade
  - Worn ½ inch from the collar edge and centered on the collar.
  - Officer insignia of Grade
  - Worn 1 inch from the collar edge on the centerline of the collar.
- Rank Insignia, Medals, Ribbons and Badges
  - Rank insignia, medals, ribbons and badges are an integral part of the MCJROTC cadet's uniform. Therefore, these items must be worn with great care.
  - Rank Insignia. Only the rank insignia designated for Cadets by the MCJROTC program will be worn as shown in the illustrations shown below. Cloth embroidered rank insignia for enlisted Cadets will only be worn on the blue coat. When wearing the Utility "D" uniform, rank insignia will be worn on the front of the utility cap.
  - Cadet Officers will wear their rank insignia centered on the shoulder strap of their blue coat and all weather coats. On khaki and utility shirts, the small rank insignia will be worn centered between the top and bottom edges of the collar, one inch from the front edge.
  - Enlisted rank insignia will be worn on khaki shirts, raincoats and utility shirt collars with the point of the chevron up, bisecting the angle of the collar, bottom edge ½ inch from the collar edge.
  - Medals. Authorized medals will be worn on the blue coat when prescribed in the training schedule. They will be worn over the left breast pocket, midway between the first and second buttons. When wearing medals, ribbons for which there are no medals will be worn 1/8" above and centered over the right breast pocket. (Marksmanship badges will not be worn when medals are worn. Nametags will be worn 1/8" above the ribbon bar when ribbons are on the right side.)
  - Ribbons. When worn, ribbons will be worn 1/8" above and centered over the left breast pocket of the khaki shirt or blue coat. When worn with the marksmanship badge, ribbons will be 1/8" above the badge.
  - Badges. Cadets wearing authorized badges will wear them 1/8" above and centered over the left breast pocket of the khaki shirt and blue coat.








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






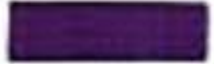

12.4. WEARING OF RIBBONS AND AWARDS. Ribbons and badges authorized and procured through the MCJROTC program. They will not normally be worn during the school day. Ribbons and badges will be worn for prescribed events and are authorized for wear on leave and liberty.












12.4.1. PRECEDENCE. Ribbons will be worn in the precedence listed below with the senior ribbon on top and to the wearer's right:

DEVICE	AWARD	DESCRIPTION
	a. Legion of Valor Medal	Awarded to one Senior Cadet per Region who has a MCJROTC class standing in the top 25% of their class, has a school academic class standing in the top 25% and has most demonstrated exemplary military leadership. Worn with the Bronze Cross Device.
	b. MCRA Medal	Authorized for those cadets whose unit received recognition by placing either first, second, or third in competition for the outstanding MCJROTC unit.
	c. American Legion Award for Scholastic Excellence Medal	Awarded to one cadet per school per year who has an academic average earned on all courses other than MCJROTC in the top 10% of the class and have grades in all MCJROTC subjects within the top 25%. Have demonstrated qualities of leadership and actively participated in related student activities. Worn with the Scholastic Excellence Device.
	d. American Legion Award for Military Excellence Medal	Awarded to one cadet per school per year who has grades in all MCJROTC subjects within the top 25% and has demonstrated outstanding qualities in military leadership, discipline, character, and citizenship. Worn with the Military Excellence Device.
	e. Sons of the American Revolution Medal	Awarded to a Junior cadet who has exhibited the highest standards of leadership, soldierly bearing and excellence.
	f. Daughters of the American Revolution Medal	Presented to a graduation cadet who is in the upper 25% of the graduation class in all subjects. Must have demonstrated qualities of dependability and good character, military discipline, leadership ability



		and understand the importance of JROTC.
	g. Military Order of World Wars Medal	Presented to an outstanding first year cadet who excel in both military and scholastic activities, be in good standing in all military and scholastic courses, have indicated a desire to serve the United States in some capacity, and have committed to continue MCJROTC.
	h. Military Officers Association of American Medal	Presented to a cadet for outstanding academic achievement. The cadet must be in the top 10% of the class, have an "A" average in MCJROTC subjects, hold an officers billet in the unit, and be in the junior year of high school.
	i. Veterans of Foreign Wars Medal	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.
	j. Daedalian Medal	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% of the MCJROTC junior class, and 20% of the school's junior class.
	k. Women Marines Association Ribbon	Presented annually to one second year cadet who has a satisfactory record of academic accomplishment and citizenship and has the highest leadership education grades in the unit.
	l. Noncommissioned Officers Association Medal	a. Awarded annually to the most outstanding cadet NCO in the unit during the past school year. No cadet rank or LE level is specified. However, the award must be made to the cadet NCO who has consistently exhibited the best military bearing, person appearance, deportment, and leadership ability.
	m. Military Order of the Purple Heart Medal	a. Have a positive attitude towards JROTC and country. b. Hold a leadership position in the corps of cadets. c. Be active in school and community affairs d. Attained a grade of "B" or better in all academic subjects in the past semester. e. Have not have been a previous recipient.

	n. Navy League Youth Medal	<p>a. Completed a minimum of one year of MCJROTC.</p> <p>b. Maintained an “A” average in Leadership Education classes during the school year.</p> <p>c. Attained a minimum of “B” in academic classes throughout the school year.</p> <p>d. Participated in extracurricular activities.</p> <p>e. Overall performance reflecting the highest standards in academics, leadership aptitude, and appearance.</p>
	o. Reserve Officers Association Medal	a. Demonstrated outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, discipline, and a sound work ethic.
	p. Naval Reserve Association Medal	Presented annually to an outstanding senior cadet, who will enter Naval service upon graduation.
	q. American Veterans Medal	<p>a. Demonstrate a positive attitude toward the Marine Corps and MCJROTC.</p> <p>b. Demonstrate a neat personal appearance (uniform wear, posture and grooming)</p> <p>c. Demonstrate outstanding personal attributes (initiative, dependability, judgment, and self-confidence)</p> <p>d. Demonstrate officer potential (responsibility, adaptability, high personal standards)</p> <p>e. Have attained a grade of “A” in MCJROTC during the most recent grading period.</p> <p>f. Be in good academic standing during time of selection.</p>
	r. National Sojourners Medal	Presented annually to a sophomore or junior cadet who is enrolled for the next year, is in the top 25% and has encouraged and demonstrated the ideals of Americanism.
	s. Scottish Rite Medal	<p>a. Contributed the most among cadets on campus to encourage and demonstrate Americanism by deeds or conduct during participation in extracurricular activities or community projects.</p> <p>b. Demonstrated academic excellence by being in the top 25% of class.</p> <p>c. Demonstrated a potential for outstanding leadership by exhibiting qualities of dependability, good character, self discipline, good citizenship, and patriotism.</p> <p>d. May not receive medal more than once.</p>
	t. Outstanding Cadet Ribbon	Presented annually to the cadet who demonstrates a consistent superior performance in facets of the Leadership Education course.

		Academic achievement in the top 25% of the class in all academic subjects, and display exceptional qualities of leadership.
	u. Student Leadership Ribbon	Presented to cadets who hold an elected office in the student body of the school.
	v. Officer Leadership Ribbon	Presented annually to that cadet officer who has demonstrated exceptional leadership qualities, discipline, character, military bearing, and military proficiency.
	w. NCO Leadership Ribbon	Presented annually to any cadet noncommissioned officer who has demonstrated exceptional leadership qualities, discipline, character, military bearing, and military proficiency.
	x. Civic Service Ribbon	Used to recognize outstanding community service or noteworthy unit participation performed by a cadet.
	y. Best Drill Cadet Ribbon	Presented annually to the cadet(s) who demonstrate superior performance in comparison with other cadets in the following categories: Manual of arms in position, Manual of arms while marching, Military bearing and appearance.
	z. Distinguished Scholastic Achievement Ribbon	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% of the class.
	aa. Arts and Academics Ribbon	Presented to any cadet who participates in inter-scholastic competition pertaining to academics or the arts.
	bb. Distinguished Military Training Ribbon	Presented annually to the cadet who demonstrates superior performance in the academic phase of the MCJROTC curriculum and outstanding proficiency and achievement in all other facets of the MCJROTC program.
	cc. Physical Achievement Ribbon	Awarded to any cadet who scores 250 points on the National Youth Physical Fitness Program test sponsored by the Marine Corps League.
	dd. Superior Marksman Ribbon	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.
	ee. Athletic Participation Ribbon	Presented to cadets who participate in interscholastic athletics.

	ff. Longevity / Fidelity Ribbon	Presented to those cadets who have successfully participated in the MCJROTC program for 2 years and have met all the requirements of Leadership Education I and Leadership Education II.
	gg. Distinguished Conduct Ribbon	Presented to any cadet whose conduct and demeanor are worthy of special recognition.
	hh. Best Drill Squad Ribbon	Presented annually to those cadets comprising the best drill squad as determined through competition with other drill squads in the unit, to be superior in the following categories: Manual of arms in position, manual of arms while marching, Military bearing and appearance.
	ii. Color Guard, Page 16 Ribbon	Awarded to those cadets who distinguish themselves as members of the unit's color guard.
	jj. Drill Team Ribbon	Presented annually to those cadets who comprise the unit drill team in drill team competition. Worn with the Drill Team bar device.
	kk. Band / Drum & Bugle Corps Ribbon	Presented to those cadets who distinguish themselves in the school's band/drum and bugle corps. Worn with the Band bar device.
	ll. Rifle Team Ribbon	Presented to those cadets who distinguish themselves on the unit's rifle team. Worn with the Rifle Team bar device.
	mm. Orienteering Ribbon	To earn this ribbon, cadets must have competed in 1 competition and attended 90% of all scheduled practices.
	nn. Recruiting Ribbon	Presented annually to those cadets who recruit 3 cadets into the MCJROTC program. The SMI reserves the right to limit recruiting credit from Middle School visits.

12.4.3. OTHER AWARDS. All other awards will be worn after the listed JROTC awards in order of precedence. These awards must be approved by the Marine Corps JROTC Program Office prior to being worn.

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

### **13. ACTIVITIES / EXTRACURRICULAR ACTIVITIES**

13.1. DRILL. Drill is an integral part of the Marine Corps Junior ROTC program. Drill teaches good discipline, enhances concentration and builds esprit de corps in a unit. In addition to being a part of the MCJROTC cadet curriculum, a drill team and drill competition is a very worthwhile cadet activity. Drill competition may be conducted from the local to the very competitive

national level. Not all cadets will qualify to be a member of the Marine Corps JROTC drill team. Membership on the drill team requires a great deal of dedication and practice.

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

13.2. MARKSMANSHIP. Marksmanship is an exciting and rewarding sport, yet it demands the ultimate in discipline and concentration. A cadet does not have to be big or strong or fast to be an outstanding marksman. Some Marine Corps JROTC units are not able to have marksmanship as a part of their curriculum. However, those units which are able to conduct marksmanship training have a great opportunity to learn a sport which they can enjoy the rest of their life. Cadets must always realize that while firing an air rifle is a challenging and fun activity, it is never a game and must always be taken seriously. Safety must always be first and foremost in Marine Corps JROTC marksmanship. This applies to marksmanship in the classroom curriculum, as well as on a competitive marksmanship team.

#### 13.2.1. MARKSMANSHIP WEAPONS PROCEDURES

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

### 13.2.2. INVENTORY CONTROL

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

### 13.2.3. ISSUE PROCEDURES

- Cadets to be issued weapons will form single line outside the Arms Room. Order in this line will be maintained by the Class Commander.
- Once in the hands of the Cadets, the Class Commander will assist the MI in seeing that all weapons are physically controlled at all times.
- If weapons are used, the Class Commander will assist the MI in returning weapons to the Arms Room and conducting a count at the end of each class period.

### 13.2.4. CARE AND CLEANING

- Weapons will be turned in to the Arms Room in a clean condition.
- Care of weapons is an all-hands job.
- Cleaning of weapons will be done under the supervision of the Instructor Staff.
- Marksmanship weapons will be cleaned by the rifle team.
- On a weekly basis, the SMI will sight all weapons for cleanliness.

### 13.2.5. MARKSMANSHIP QUALIFICATION

13.2.5.1. MARKSMANSHIP QUALIFICATION AWARDS. JROTC cadets who participate in rifle marksmanship instruction are eligible to earn qualification badges. The badges designate three qualification levels, Marksman, Sharpshooter and Expert. The Expert badge is the highest ranking and most difficult to earn. The badges signify that the cadets who earn them have demonstrated the knowledge and skill to handle rifles safely and have mastered basic rifle marksmanship skills to achieve required scores in qualification firing tests. JROTC cadets are authorized to wear marksmanship qualification badges on their uniforms. Qualification Course Standards: The following standards apply to the conduct of unit qualification firing:

- Rifles. All qualification will be with the Sporter Air Rifle.

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

13.2.5.2. INTEGRATION WITH JROTC MARKSMANSHIP CURRICULUM. Cadets must receive marksmanship instruction before they do qualification firing. These marksmanship qualification standards and procedures are designed for qualification firing to be done in conjunction with the teaching in the MARINE CORPS JROTC Leadership Education curriculum. Qualification firing may be done in stages:

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

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

<u>Qualification Badge</u>	<u>Firing Positions</u>	<u>Qualifying Score</u>
Marksman	10 shots standing 10 shots prone	110-129
Sharpshooter	10 shots standing 10 shots prone	130-200
Expert	10 shots prone 10 shots standing 10 shots kneeling	200-300

- Qualification Firing Procedures. The unit instructor will designate the times when cadets may do qualification firing. Cadets may be given multiple opportunities to fire qualifying scores.

- To earn the Marksman and/or Sharpshooter badge, a cadet will be credited with the total of the best 10-shot standing and the best 10-shot prone position scores fired during qualification firing periods designated by the instructor. The standing and prone scores count for the Marksman or Sharpshooter badges do not have to be fired at the same time or on the same day.
- To earn the Expert badge, a cadet must fire a 30-shot three-position score (10-shots prone, 10-shots standing and 10-shots kneeling, all fired at the same time) with the following sequence and time limits:

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

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

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

Classification: The following classification of total scores will be utilized to establish standards for first class, second class and third class participants.

<u>PFT Class:</u>	<u>Required Score:</u>
1st Class	350 – 500 points
2nd Class	250 – 349 points
3rd Class	150 – 249 points
Fail	≥149 points

Events:

Sit-ups

Push-ups

Pull-ups (male) or flexed arm hang (female)

Broad jump

Shuttle run 300 yards / 220 run

Awards: All cadets scoring more than 250 points will be awarded the Physical Fitness Achievement Ribbon, as well as the National Youth Physical Fitness Program Certificate.


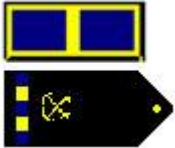


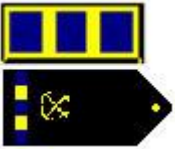









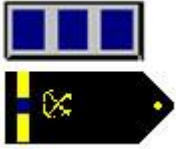











## 14. MILITARY AND JROTC RANK






















14.1. OFFICER RANKS: Officer ranks in the United States military consist of commissioned officers and warrant officers. The commissioned ranks are the highest in the military. These officers hold presidential commissions and are confirmed at their ranks by the Senate. Army, Air Force and Marine Corps officers are called **company grade officers** in the pay grades of O-1 to O-3, **field grade officers** in pay grades O-4 to O-6 and **general officers** in pay grades O-7 and higher. The equivalent officer groupings in the Navy are called junior grade, mid-grade and flag.














**Warrant officers** hold warrants from their service secretary and are specialists and experts in certain military technologies or capabilities. The lowest ranking warrant officers serve under a warrant, but they receive commissions from the president upon promotion to chief warrant officer 2. These commissioned warrant officers are direct representatives of the president of the United States. They derive their authority from the same source as commissioned officers but remain specialists, in contrast to commissioned officers, who are generalists. There are no warrant officers in the Air Force.






Naval officers wear distinctively different rank devices depending upon the uniform they're wearing. The three basic uniforms and rank devices used are: khakis, collar insignia pins; whites, stripes on shoulder boards; and blues, stripes sewn on the lower coat sleeves.

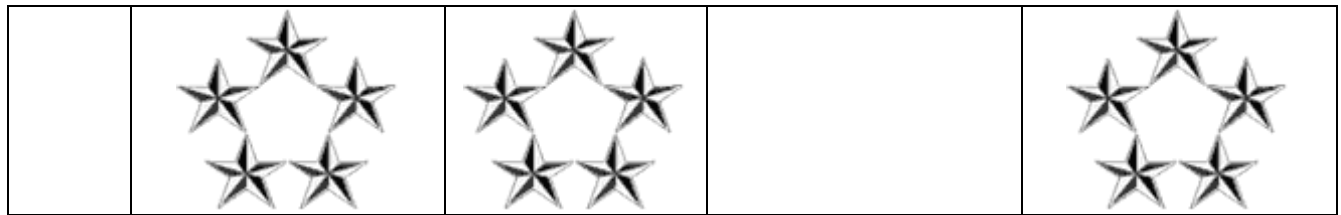
Rank / Rate	Army	Navy / USCG	Marines	Air Force
W-1	<b>Warrant Officer 1 WO1</b> 	<b>USN Warrant Officer 1 — WO1</b> 	<b>Warrant Officer 1 WO</b> 	<b>NO WARRANT</b>
W-2	<b>Chief Warrant Officer 2 CW2</b> 	<b>USN Chief Warrant Officer 2 — CWO2</b>  <hr/> <b>USCG</b> 	<b>Chief Warrant Officer 2 CWO2</b> 	<b>NO WARRANT</b>
W-3	<b>Chief Warrant Officer 3 CW3</b>	<b>USN Chief Warrant Officer 3 — CWO3</b>	<b>Chief Warrant Officer 3 CWO3</b>	<b>NO WARRANT</b>

		 <hr/> 		
W-4	<b>Chief Warrant Officer 4 CW4</b> 	<b>USN Chief Warrant Officer 4 — CWO4</b>  <hr/> 	<b>Chief Warrant Officer 4 CWO4</b> 	<b>NO WARRANT</b>
W-5	<b>Chief Warrant Officer CW5</b> 	<b>USN Chief Warrant Officer CWO5</b> 	<b>Chief Warrant Officer 5 CWO5</b> 	<b>NO WARRANT</b>
O-1	<b>Second Lieutenant 2LT</b> 	<b>Ensign ENS</b>   	<b>Second Lieutenant 2nd Lt.</b> 	<b>Second Lieutenant 2nd Lt.</b> 
O-2	<b>First Lieutenant 1LT</b>	<b>Lieutenant Junior Grade LTJG</b>	<b>First Lieutenant 1st Lt.</b>	<b>First Lieutenant 1st Lt.</b>

		  		
O-3	<b>Captain CPT</b> 	<b>Lieutenant LT</b>   	<b>Captain Capt.</b> 	<b>Captain Capt.</b> 
O-4	<b>Major MAJ</b> 	<b>Lieutenant Commander LCDR</b>   	<b>Major Maj.</b> 	<b>Major Maj.</b> 
O-5	<b>Lieutenant Colonel LTC</b> 	<b>Commander CDR</b>	<b>Lieutenant Colonel Lt. Col.</b> 	<b>Lieutenant Colonel Lt. Col.</b> 

				
O-6	<p><b>Colonel COL</b></p> 	<p><b>Captain CAPT</b></p> 	<p><b>Colonel Col.</b></p> 	<p><b>Colonel Col.</b></p> 
O-7	<p><b>Brigadier General BG</b></p> 	<p><b>Rear Admiral Lower Half RADM (LH)</b></p> 	<p><b>Brigadier General Brig. Gen.</b></p> 	<p><b>Brigadier General Brig. Gen.</b></p> 
O-8	<p><b>Major General MG</b></p> 	<p><b>Rear Admiral Upper Half RADM (UH)</b></p> 	<p><b>Major General Maj. Gen.</b></p> 	<p><b>Major General Maj. Gen.</b></p> 

		  		
O-9	<p>Lieutenant General LTG</p> 	<p>Vice Admiral VADM</p>   	<p>Lieutenant General Lt. Gen.</p> 	<p>Lieutenant General Lt. Gen.</p> 
O-10	<p>General GEN <u>Army Chief of Staff</u></p> 	<p>Admiral ADM <u>Chief of Naval Operations</u> and <u>Commandant of the Coast Guard</u></p>   	<p>General Gen. <u>Commandant of the Marine Corps</u></p> 	<p>General Gen. <u>Air Force Chief of Staff</u></p> 
O-10 Special	<p><b>General of the Army</b> (Reserved for wartime only)</p>	<p><b>Fleet Admiral</b> (Reserved for wartime only)</p>		<p><b>General of the Air Force</b> (Reserved for wartime only)</p>











14.2. ENLISTED RANKS: Service members in pay grades E-1 through E-3 are usually either in some kind of training status or on their initial assignment. The training includes the basic training phase where recruits are immersed in military culture and values and are taught the core skills required by their service component.

















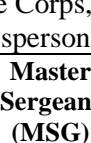
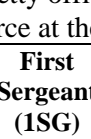
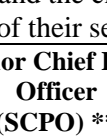
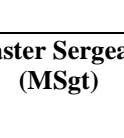
Basic training is followed by a specialized or advanced training phase that provides recruits with a specific area of expertise or concentration. In the Army and Marines, this area is called a military occupational specialty; in the Navy it is known as a rate; and in the Air Force it is simply called an Air Force specialty.


















Army — \* For rank and precedence within the Army, specialist ranks immediately below corporal. Among the services, however, rank and precedence are determined by pay grade.

Navy/Coast Guard — \*A specialty mark in the center of a rating badge indicates the wearer's particular rating. \*\* Gold stripes indicate 12 or more years of good conduct. \*\*\* 1. Master chief petty officer of the Navy and fleet and force master chief petty officers. 2. Command master chief petty officers wear silver stars. 3. Master chief petty officers wear silver stars and silver specialty rating marks.













Rank / Rate	Army	Navy / USCG	Marines	Air Force
E-1	<b>Private</b>	<b>Seaman Recruit (SR)</b>	<b>Private</b>	<b>Airman Basic</b>
E-2	<b>Private E-2 (PV2)</b> 	<b>Seaman Apprentice (SA)</b> 	<b>Private First Class (PFC)</b> 	<b>Airman (Amn)</b> 
E-3	<b>Private First Class (PFC)</b> 	<b>Seaman (SN)</b> 	<b>Lance Corporal (LCpl)</b> 	<b>Airman First Class (A1C)</b> 
Leadership responsibility significantly increases in the mid-level enlisted ranks. This responsibility is given formal recognition by use of the terms noncommissioned officer and petty officer. An Army sergeant, an Air Force staff				

sergeant, and a Marine corporal are considered NCO ranks. The Navy NCO equivalent, petty officer, is achieved at the rank of petty officer third class.












E-4	<b>Corporal (CPL)</b> 	<b>Specialist (SPC)</b> 	<b>Petty Officer Third Class (PO3) **</b> 	<b>Corporal (Cpl)</b> 
E-5	<b>Sergeant (SGT)</b> 	<b>Petty Officer Second Class (PO2) **</b> 	<b>Sergeant (Sgt)</b> 	<b>Staff Sergeant (SSgt)</b> 
E-6	<b>Staff Sergeant (SSG)</b> 	<b>Petty Officer First Class (PO1) **</b> 	<b>Staff Sergeant (SSgt)</b> 	<b>Technical Sergeant (TSgt)</b> 
E-7	<b>Sergeant First Class (SFC)</b> 	<b>Chief Petty Officer (CPO) **</b> 	<b>Gunnery Sergeant (GySgt)</b> 	<b>Master Sergeant (MSgt)</b> 
<p>At the E-8 level, the Army, Marines and Air Force have two positions at the same pay grade. Whether one is, for example, a senior master sergeant or a first sergeant in the Air Force depends on the person's job. The same is true for the positions at the E-9 level. Marine Corps master gunnery sergeants and sergeants major receive the same pay but have different responsibilities. All told, E-8s and E-9s have 15 to 30 years on the job, and are commanders' senior advisers for enlisted matters.</p> <p>A third E-9 element is the senior enlisted person of each service. The sergeant major of the Army, the sergeant major of the Marine Corps, the master chief petty officer of the Navy and the chief master sergeant of the Air Force are the spokespersons of the enlisted force at the highest levels of their services.</p>				
E-8	<b>Master Sergeant (MSG)</b> 	<b>First Sergeant (1SG)</b> 	<b>Senior Chief Petty Officer (SCPO) **</b> 	<b>Master Sergeant (MSgt)</b> 

									
E-9	Sergeant Major (SGM) 	Command Sergeant Major (CSM) 	Master Chief Petty Officer (MCPO) ** *** 	Fleet/Command Master Chief Petty Officer ** *** 	Sergeant Major (SgtMaj) 	Master Gunnery Sergeant (MGySgt) 	Chief Master Sergeant (CMSgt) 	First Sergeant 	Command Chief Master Sergeant (CCM) 
E-9 (Special)	<u>Sergeant Major of the Army (SMA)</u> 			<u>Master Chief Petty Officer of the Navy (MCPON) and Coast Guard (MCPOCG)</u>  ** ***		<u>Sergeant Major of the Marine Corps (SgtMajMC)</u> 		<u>Chief Master Sergeant of the Air Force (CMSAF)</u> 	



























### 14.3. CADET OFFICER

Rank	Army	Navy / USCG	Marines	Air Force
O-1				
O-2				
O-3				



O-4				
O-5				
O-6				

#### 14.4. CADET ENLISTED

Rank	Army	Navy / USCG	Marines	Air Force
E-1		None	None	
E-2				
E-3				
E-4				
E-5				
E-6				
E-7				

E-8				
E-9				
				

## 15. USEFUL CADET INFORMATION

### 15.1. LEADERSHIP PRINCIPALS

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

### 15.2. LEADERSHIP TRAITS – JJDIDTIEBUCKLE

Bearing  
Courage  
Decisiveness  
Dependability

Endurance  
Enthusiasm  
Initiative  
Integrity  
Judgment  
Justice  
Knowledge  
Loyalty  
Tact  
Unselfishness

#### 15.2.1. LEADERSHIP TRAIT DEFINITIONS

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

#### 15.3. MARINE’S HYMN

From the Halls of Montezuma,  
To the shores of Tripoli,  
We will fight our country’s battles  
In the air, on land and sea.

First to fight for right and freedom,  
And to keep our honor clean;  
We are proud to claim the title of  
UNITED STATES MARINE.

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

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

#### 15.4. GENERAL ORDERS

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guardhouse than my own.
5. To quit my post only when properly relieved.
6. To receive, obey and pass on the sentry who relieves me, all orders from the Commanding Officer, Officer of the Day, and Officers and Non-Commissioned officers of the guard only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the Corporal of the Guard in any case not covered by instructions.
10. To salute all officers and colors and standards not cased.

11. To be especially watchful at night and during the time for challenging, challenge all persons on or near my post, and to allow no one to pass without proper authority.

## 15.5. MISSION OF THE MARINE CORPS

The Marine Corps Shall:

- Be organized, trained and equipped to provide Fleet Marine Forces for service with the U.S. Fleet in the seizure or defense of advanced naval bases and for the conduct of such land operations essential to the prosecution of a naval campaign.
- Provide detachments for service on armed vessels of the U.S. Navy and security detachments for the protection of property at Naval stations and bases.
- In connection with the Army, Navy, and Air Force, develop the tactical techniques and equipment employed by landing forces in amphibious operations.
- Train and equip Marine forces for airborne operations in coordination with the Army, Navy and Air Force.

## 15.6. MARINE CORPS HISTORY

Marine Corps Birthday – 10 November 1775

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

Marine Corps Colors – Scarlet and Gold

Marine Corps Emblem – Eagle, Globe and Anchor

Eagle – Symbol of our country

Globe – Shows Marines serve around the world

Fouled anchor – Shows our Naval ties

First Commandant of the Marine Corps – Captain Samuel Nicholas

First Amphibious Landing by Marines – Providence Island in the Bahamas

Type of sword worn by Marine Officers – Mameluke Sword

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

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

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

Marine Mascot – English bulldog named “Chesty”

Marine nicknames –

“Leathernecks” for collar worn on uniforms years ago.

“Devil Dogs” for bravery; against the Germans in World War I

Famous Battles –

Mexican War (1848) - Veracruz and Mexico City (Montezuma and Chapultepec)

World War I (1914 – 1918) – Belleau Wood in France

World War II (1941 – 1945) – Guadalcanal, Iwo Jima, Okinawa, Saipan, Tarawa

Korean War (1950 – 1953) – Chosin Reservoir

Vietnam (1965 – 1972) – Hue City Khe Sahn

Grenada (1983)

Beirut (1982-1984)

Kuwait (1991)

Iraq (2003)

## 15.7. DRILL TERMS

Types of commands:

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

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

Alignment A straight line on which several elements are formed.

Cadence The uniform step and rhythm in marching.

Cover To align oneself behind the person to their immediate front.

Distance The space between elements in depth; measured from back to chest. Normal distance is 40 inches.

Guide An individual upon whom a formation regulates its cadence and direction of march.

Interval Space laterally between elements of the same line. Normal interval is one arms length measured from shoulder to shoulder. Approximately 30 inches. Close interval is approximately 4 inches between shoulders.

Line A formation in which the elements are side by side.

Dress Alignment to the right or left as directed.

Pace A step of 30 inches, the length of a full step in marching at quick time.

Length Quick time – 30 inches measured from heel to heel.

Half step – 15 inches measured from heel to heel.

Back step – 15 inches measured from heel to heel.

Right / Left step – 12 inches measured from inside heel to inside heel.

Rank A line of individuals placed side by side.

File A single column of individuals placed one behind the other.

Time Quick time – 120 steps per minute (normal marching cadence)

Double time – 180 steps per minute

Slow time – 60 steps per minute

Purpose of drill

(1) To move a unit from one place to another in an orderly manner.

(2) To teach discipline and coordination.

(3) Improve morale by developing team spirit.

## 15.8. GLOSSARY OF NAVAL TERMS

Aye Aye, Sir Official acknowledgment of an order.

Barracks A building where Marines live.

Blouse Coat

Bulkhead Wall

Bunk Bed

CMC Commandant of the Marine Corps

CO Commanding Officer

Colors The national flag

Cover Hat

Deck Floor

Drill March

Field Day Clean up the area.

Gangway Move out of the way.

Gear locker Storage room for cleaning purposes.

Gee Dunk Candy, sweets etc.

Gung Ho Working together in the spirit.

Hatch Door

Head Bathroom

NCO Noncommissioned Officer

NCOIC Noncommissioned Officer in Charge

Overhead Ceiling

Passageway Corridor or hallway.

PFT Physical Fitness Test

Reveille Time to get up

Secure Stop work, put away, lock up.

Square away Straighten up.

## 15.9. CHAIN OF COMMAND

President of the United States	President
Vice President of the United States	Vice President
Secretary of Defense	The Honorable
Secretary of the Navy	The Honorable
Commandant of the Marine Corps	General
Assistant Commandant of the Marine Corps	General
Sergeant Major of the Marine Corps	SgtMaj
Director, MCJROTC	
Director, Region 2, MCJROTC	
Senior Marine Instructor	
Marine Instructor	
Cadet Company Commander	
Cadet Executive Officer	
Cadet First Sergeant	
Cadet 1 <sup>st</sup> Platoon Commander	
Cadet 1 <sup>st</sup> Platoon Sergeant	
Cadet 2 <sup>nd</sup> Platoon Commander	
Cadet 2 <sup>nd</sup> Platoon Sergeant	
Cadet 3 <sup>rd</sup> Platoon Commander	
Cadet 3 <sup>rd</sup> Platoon Sergeant	
Cadet HQ Platoon Commander	
Cadet HQ Platoon Sergeant	

## 16. CITIZENSHIP

16.1. AMERICAN VALUES. As cadets you live your life with a set of values. Moral courage, self discipline, and respect for other's views are but a few of these. As Americans we have a set of values established long ago and found in the American's Creed. Freedom, Equality, Justice and Humanity are the values all Americans should strive to live by everyday of their lives. Let's read the American's Creed below to see how these values fit our lives as Americans.

### **The American's Creed**

"I believe in the United States of America, as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a perfect union, one and inseparable; established upon those principles of **freedom, equality, justice, and humanity** for which American patriots sacrificed their lives and fortunes.

I therefore, believe it is my duty to my country to love it; to support its Constitution; to obey its laws; to respect its flag; and to defend it against all enemies."



**Freedom - ability to act freely:** a state in which somebody is able to act and live as he or she chooses, without being subject to any, or to any undue, restraints and restrictions. (**country's right to self-rule:** a country's right to rule itself, without interference from or domination by another country or power.)

**Equality - state of being equal:** rights, treatment, quantity, or value equal to all others in a given group.

**Justice** - The quality of being just; conformity to the principles of righteousness and rectitude in all things; strict performance of moral obligations; practical conformity to human or divine law; integrity in the dealings of men with each other; rectitude; equity; uprightness.

**Humanity –**

**1. human race:** the human race considered as a whole.

**2. qualities of a human being:** the qualities or characteristics considered as a whole to be typical of human beings.

**3. kindness:** kindness or compassion for others

The Preamble to the Constitution of the United States also holds a set of values that we should keep in mind when deciding on our political leadership. The government is bound by the constitution to govern our country keeping these values always in mind. The Preamble reads as follows;

#### **The Preamble to the Constitution of the United States**

We, the People of the United States, in order to form a more perfect union **establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare,** and **secure the blessings of liberty** to ourselves and our posterity, do ordain and establish this Constitution for the United States of America.

These are the values our forefathers felt best described America and its people, and these are the values we as a people today should continue to uphold thus ensuring generations to come a land that will be safe and free.

## 16.2. NATIONAL ANTHEM

### THE STAR-SPANGLED BANNER

#### **First Stanza**

Oh, say can you see, by the dawn's early light, What so proudly we hailed at the twilight's last gleaming? Whose broad stripes and bright stars, through the perilous fight, O'er the ramparts we watched, were so gallantly streaming? And the rockets' red glare, the bombs bursting in air, Gave proof through the night that our flag was still there. O say, does that star-spangled banner yet wave O'er the land of the free and the home of the brave?

## 16.3. OUR FLAG

## PLEDGE OF ALLEGIANCE

**“I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.”**

16.4. TYPES OF GOVERNMENT. Governments have always existed in one form or another. The form of government reflects society and its changing needs. Governments are classified according to how people share the power:

- a. Autocracy—Awe-tock-racy - one person has absolute leadership (e.g. an absolute monarch such as the King of Jordan);
- b. Oligarchy—All-i-gar-key - a few people have power (e.g. Cuba under communism); and,
- c. Democracy—Dem-ock-racy - control is vested in the population (e.g. United States)

16.5. Democratic Government. Democracy is more than a method of government, however, as it implies several important beliefs and tradition. One of these beliefs is that open discussion by a well-informed public will result in the best policies for the country. Another belief is that the best political system is one in which as many people as possible have a share in decision-making and responsibilities. Freedom of choice in politics and other related matter, and individual value are also basic to democracy. Democracy recognizes personal freedom and the right to make your own choices as being important. Democracy means that people know what is best for them.

16.6. THE DECLARATION OF INDEPENDENCE. One of our great documents is the Declaration of Independence which was adopted by the Continental Congress in Philadelphia, July 4, 1776. The Declaration of Independence charters our freedom as an independent nation among the “powers of the world.” The Declaration of Independence states that all men are created equal and that God has given them the right to live, to be free, and to work for happiness. The Declaration of Independence proclaimed the independence of the 13 British colonies in America. The declaration recounted the grievances of the colonies against the British crown and declared the colonies to be free and independent states. Upon organization of the national government in 1789, the Declaration of Independence was assigned for safekeeping to the Department of State. In 1841 it was deposited in the Patent Office, then a bureau of the Department of State; in 1877 it was returned to the State Department. Because of the rapid fading of the text and the deterioration of the parchment, the document was withdrawn from exhibition in 1894. It is now enshrined in the National Archives Exhibition Hall, Washington, DC, and is sealed in a glass and bronze case filled with inert helium gas. You can obtain a copy of the Declaration of Independence to read at your local library.

16.7. THE CONSTITUTION OF THE UNITED STATES. The United States Constitution was drafted by the Constitutional Convention of May 25 – September 17, 1787, and, following its ratification by the conventions in two-thirds of the states, as provided in the Constitution, became effective in 1789. In 1987 the United States celebrated the bicentennial of the Constitution. When the first U.S. Congress convened on March 4, 1789, before it were 103 amendments to the Constitution submitted by the states, 42 amendments proposed by minority groups within the states, and bills of rights submitted by Virginia and by New York. After deliberating on these proposed amendments, Congress reduced them to 12, which were submitted to the states. Two failed to be ratified; the others became the first 10 amendments. They were ratified on December

15, 1791, and are known as the **Bill of Rights**. In general the amendments are sweeping prohibitions against government abridgment or destruction of fundamental rights. The 10<sup>th</sup> Amendment, reserving to the states, or the people, those powers not delegated or prohibited to the federal government, established a basis for subsequent judicial interpretations of the Constitution, thereby limiting the power of the federal government.

Other events caused the enactment of additional amendments over the years. The 11<sup>th</sup> Amendment limits the jurisdiction of the federal judiciary. The 12<sup>th</sup> Amendment changed the method of electing the president and vice president.

Following the victory of the North in the Civil War, the 13<sup>th</sup>, 14<sup>th</sup>, and 15<sup>th</sup> Amendments were ratified. These abolished slavery, conferred citizenship on former slaves, and established principles that a state cannot “deprive any person of life, liberty, or property, without due process of law,” and that the right of U.S. citizens to vote cannot be denied or abridged on account of race or color.

The 16<sup>th</sup> Amendment (ratified February 3, 1913) resulted from a Supreme Court decision holding unconstitutional a federal tax on income derived from property and not apportioned among the states. This amendment gave Congress the power to levy “taxes on incomes, from whatever source derived, without apportionment among the several States”.

Popular demand, extending over many years, resulted in the enactment of the 17<sup>th</sup> Amendment (ratified April 8, 1913), providing for the election of senators by popular vote.

The 18<sup>th</sup> Amendment, the so-called Prohibition Amendment, was ratified on January 16<sup>th</sup> 1919, and was repealed when the 21<sup>st</sup> Amendment was ratified on December 5<sup>th</sup> 1933.

The long agitation for woman suffrage finally culminated in the enactment of the 19<sup>th</sup> Amendment (ratified August 18<sup>th</sup> 1920), giving women the right to vote.

The 20<sup>th</sup>, or “Lame Duck” Amendment (ratified January 23, 1933) changed the end of the terms of the president and vice president from March 4 to January 20, and of representatives from March 4 to January 3; and fixed January 3 as the opening date of the annual meeting of Congress, which was empowered to designate another date.

The 22<sup>nd</sup> Amendment, limiting the terms a president can serve to two, was ratified on February 27, 1951.

Residents of the District of Columbia gained the right to vote for president and vice-president upon enactment of the 23<sup>rd</sup> Amendment.

The 24<sup>th</sup> Amendment prohibiting a tax payment as a requirement to vote was ratified on January 23, 1964.

The 25<sup>th</sup> Amendment which was ratified on February 10, 1967, provides that in the case of the removal from office, the death, or the resignation of the president, the vice-president shall become president. It also provides for the filling of a vacancy in the office of the vice-president.

The 26<sup>th</sup> Amendment, as ratified July 1, 1971, provides for the lowering of the voting age to 18. You can obtain a copy of the U.S. Constitution to read at your local library.

## 16.8. THE STRUCTURE OF THE UNITED STATES GOVERNMENT.

The Federal Government is one of delegated powers only, its authority being defined and limited by the Constitution, our basic document. All powers not granted to the Federal Government by the Constitution are reserved to the State or the people.

Under the Federal System set up under the Constitution there are two kinds of government: the National Government, which is the Government of the United States, and the State governments, which govern the 50 States in the Union. Each State has a constitution of its own, which must not conflict with the Federal Constitution.

The Federal and State Governments constituted with different powers and designed for different purposes, are but the agents and trustees of the people.

#### 16.8.1. THE THREE BRANCHES OF GOVERNMENT.

The three branches of Government are the Executive Branch, Legislative Branch, and the Judiciary Branch. We know this as “Separation of Powers.

- a. Legislative Branch – Consists of the Senate, and the House of Representatives, which make the laws.
- b. Executive Branch – Consists of the President, Vice-President, executive departments and other agencies, which administer and enforce the laws.
- c. Judicial Branch – Consists of the Supreme Court and other Federal Courts, which interprets the law and applies it to cases coming before the courts.

## 17. PERSONNEL INSPECTIONS

### PURPOSE

*This lesson provides the procedures to accomplish personnel inspections. As senior cadets, you will play a vital role in maintaining the appearance and efficiency of your unit.*



### Introduction

As a senior cadet, one of your primary duties is to instruct junior cadets in drill procedures and ceremonies. Now, you will learn about another duty related to drill -- personnel inspections. Having your uniform and equipment inspected by your superiors is certainly a familiar experience to you by now. However, as you learned with drill, it is time to switch roles. While you will still be inspected as before, you will now have the responsibility of inspecting other cadets.

The first several sections of this lesson outline the procedure for conducting

inspections. Remember that the goal of inspections is to maintain high standards of neatness, cleanliness, and proper wearing of the uniform, for both yourself and your fellow cadets. The overall appearance, morale, and efficiency of your unit will depend on whether or not you require your subordinates to follow regulations and hold them to the standards.

In order to conduct personnel inspections, you must also be able to identify standard uniform items and the regulations and procedures governing these items. Therefore, this lesson also provides information on standard uniform items, wear, and care.

### Inspections

According to Webster's dictionary, **inspections** are "the checking or testing of individuals against established standards." Inspections play a vital role in maintaining the appearance and efficiency of all MCJROTC units. Along with preparing for inspections, senior cadets must know how to conduct them. Inspections are excellent occasions to discover discrepancies. Through inspections, you can correct small problems before they become major problems and ensure your cadets are always prepared. Attention to detail in this area will keep you and your unit at its peak.

### Characteristics of Inspections

There are four characteristics of an inspection:

1. *The inspection is efficient with respect to time.* Allot an amount of time to inspect each cadet or item of equipment. Example: There are 39 cadets in the

platoon (3 squads, 13 cadets each) and you have one hour to conduct the inspection. In order to inspect efficiently, you spend no more than 1 minute 32 seconds per cadet, which includes movement time. You are not going to use a stopwatch in your inspections, but you spend about the same amount of time inspecting each cadet.

2. *The inspection is in detail.* A quick inspection may encourage poor preparation leading to unsatisfactory results or performance. Therefore, you must completely inspect in detail.
3. *There is no wasted motion.* No time can be lost in the inspection of cadets. You should check each cadet carefully during inspection. Systematic movements ensure that there is no wasted motion.
4. *The routine of the inspection is consistent.* Adopt a system for inspecting a cadet, weapon, or item of equipment, and stick to it. Develop a detailed checklist to ensure that your inspection is consistent. This will help you to inspect in a manner which is easy for you to remember and will help ensure a rapid, detailed inspection.

### **Preparation for Inspections**

Preparation before an inspection is as important, if not more important, than the inspection itself. The following are factors to consider while planning and preparing for an inspection.

1. *Haircuts.* Make sure your cadets receive a haircut either one or two days before the inspection.

2. *Clothing.* Direct that laundry, dry cleaning, and shoe repair be completed before the inspection.
3. *Bulky Gear.* Ensure that the unit falls out with all pockets free of bulky gear.
4. *Use your cadet chain of command.* The effectiveness of your unit depends the leadership at every level and with each individual cadet.
  - a. Fire team leaders supervise the preparation of their fire team. The squad leader should be able to tell you if there are any deficiencies within the squad. If neither the squad leader nor the fire team leader can do this, then they are not doing their jobs.
  - b. Every cadet must be informed of the time, place, type of inspection, uniform, and equipment required with enough time to permit complete preparation.
  - c. By close supervision of these preparations, leaders should ensure successful inspection results.
5. *Preliminary Inspection.* If an individual outside your unit is conducting the inspection, you should conduct a preliminary inspection. Hold this inspection far enough in advance of the scheduled inspection so that you have time to correct any last-minute discrepancies. The proper supervision of preparations will minimize the amount of discrepancies in your preliminary inspections. On the day of the scheduled inspection, make sure you are prepared. Your appearance should be the most outstanding at the inspection. Anticipate questions that the inspector might ask. Have a pencil and paper available to take notes.

## **Guidance for Inspections**

### **Inspecting Your Unit**

Wear the same uniform as the cadets you are inspecting. Conduct yourself in a professional manner and ensure that your appearance exceeds the requirements you have placed on your cadets. Remember, as you inspect each cadet, each cadet is inspecting you.

You must know the time, place, type of inspection, uniform, and the equipment requirements.

When you hold your cadet leaders responsible to you for the appearance of their cadets, allow sufficient time before your inspection for the cadet leaders to conduct their own inspection and to correct any discrepancies.

You should be firm, fair, and consistent during your inspection. First, commend the effort your cadets put forth to meet the desired results, and then call attention to any discrepancies. The inspection that your unit receives from you should be the most detailed that the unit receives. Demand perfection from all cadets in your unit. The higher your standards are, the more the cadets will produce. Do not punish them because perfection was not met, but let each cadet know that you are aware of these deficiencies. However, watch for cadets repeating the same discrepancies.

When you make comments, look the individual in the eye, and keep your remarks impersonal and pertinent. Never ridicule or unnecessarily embarrass an individual.

Question your cadets on general MCJROTC knowledge, while inspecting them, to accustom them to answering questions while in ranks. It will also give

you an indication of the effectiveness of the training program and the basic MCJROTC knowledge of your cadets.

1. Pay close attention to detail while inspecting, but do not become lost in detail. Be aware of uniformity.
2. There may be occasions when you will not have adequate time to inspect in detail. Plan your time so that each squad receives the same amount of attention. Ensure that every person is inspected as thoroughly as possible. When time is limited, check to see if discrepancies found in previous inspections were corrected.
3. Have your squad leaders precede you through the inspection so that they can see the discrepancies as they are noted.

### **Being Inspected**

Everything should be ready 10 minutes before the inspecting officer arrives. You should make one final check to ensure that discrepancies noted in the preliminary inspection have been corrected.

When the inspecting party arrives, salute, if covered, and report your unit for inspection. Lead the inspecting officer through the inspection. Answer questions calmly, directly, and without any excuses. Do not reprimand your cadets during the inspection for discrepancies that the inspecting officer points out. From his point of view, they are your discrepancies.

Be alert for the inspecting officer's comments and take notes as he makes comments.

### **After the Inspection**

After the inspection, hold a critique with your unit as soon as possible. Point out good and bad points. If the inspecting officer

was pleased, be sure to pass the praise on to your cadets.

For the inspection to serve its purpose, you must follow up on the discrepancies that were found. Take good notes during the inspection to help you in taking corrective action. Schedule a reinspection for those cadets who did not meet the inspection requirements. Make sure all cadets correct every discrepancy.

After-inspection reports should include the following:

- Inspection discrepancies, possibly by name.
- Corrective action taken.
- Reinspection schedule.

### **Inspection of Personnel Techniques**

When inspecting your cadets, inspect every aspect of their uniforms and personal appearance with one movement; e.g., start at the head and work down to the feet, or vice versa. You should not have to return to a specific area of the body or uniform to inspect an item that you previously missed. Some of the things you should look for are as follows:

- Check to see if the uniform is neat, clean, pressed, and worn correctly according to uniform regulations.
- Check to see if clothing items are in good repair: no frayed edges, holes, and tears. Check the soles and heels of boots or shoes for serviceability.
- Check to see if all brass and leather items are properly shined. Pockets of the uniform should not be bulging with bulky items.
- Check to see if the necktie is tied properly, covering the top button of the

shirt, and fills the space between the collars. The tie clasp should be placed midway between the third and fourth buttons of the shirt.

- Check to see if rank and branch of service insignias are worn properly. The cadet should be wearing authorized badges and ribbons in the proper sequence, without frays, and with devices properly attached. Cloth insignia should be sewn on the uniform correctly. Metal and plastic ornaments and buttons should be the correct color. Ensure that the collar emblems and the cover emblem are pointing in the correct direction. The eagles on the buttons of the service blouse should be parallel to the deck.
- Check the cadet's personal hygiene; e.g., start at the head and check for a proper haircut, and work your way down to his/her fingernails to see if they are clean. If necessary, have the cadet remove his cover so you can check the haircut.

Every cadet should be able to answer basic questions about MCJROTC. Cadets who are being inspected should have an impeccable appearance and display pride in themselves and their uniform.

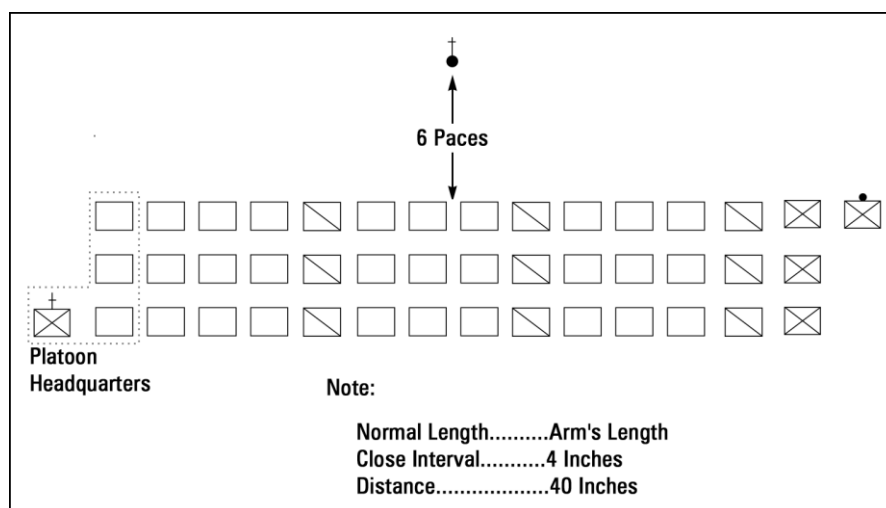
### **Inspection Procedures in Ranks**

The procedure for conducting inspections in formation is fairly structured and defined. The basic unit for inspections is the company. Battalion, regimental, and higher commanders, or inspecting officers, may inspect each company in its own area, or have it march to a specified area for inspection. Under special circumstances, an entire battalion or regiment may be inspected in one large formation. An

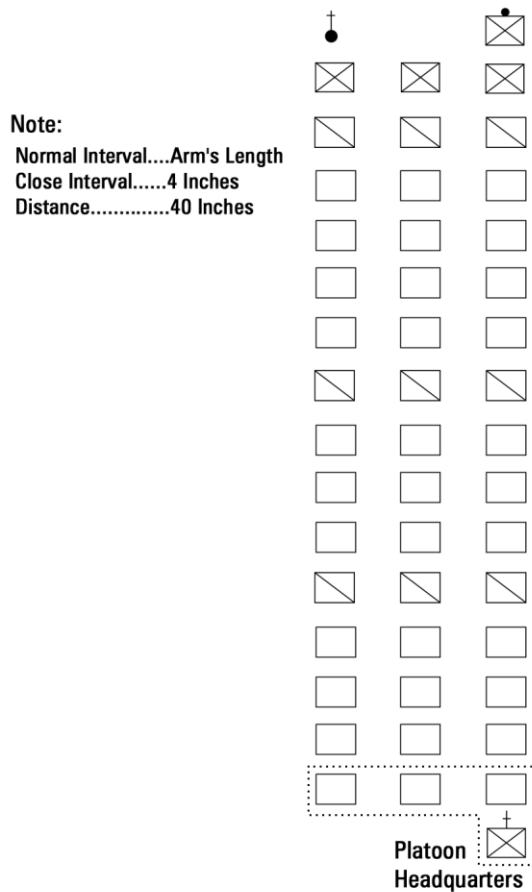


inspection may also be conducted in connection with a review. In this lesson, procedures for preparing the unit for inspection, as well as carrying out inspections, are presented.

	Regimental Commander and Staff		Platoon Guide
	Battalion Commander and Staff		Section Leader or Chief of Section
	Company Commander		Squad Leader
	Executive Officer or Second in Charge		Fire Team Leader
	First Sergeant or Sergeant Major		File Closer
	Gunnery Sergeant		Rifleman
	Platoon Commander		Colors
	Platoon Sergeant		Guidon Bearer



*Platoon in Line at Normal Interval*



*Platoon in Column at Normal Interval*

### Forming the Platoon

The first step in preparing the company for inspection is to form the platoons of the company. Either the platoon commander or the platoon sergeant may do this. In general, the platoon forms in line at normal interval and distance between files and ranks on the command, *FALL IN*. To form at close interval, the command is, *At Close Interval, FALL IN*. In this case, the platoon forms with normal distance between ranks, but with close interval (4 inches) between files.

### Forming the Platoon by the Platoon Sergeant

The platoon sergeant takes post three paces in front of the point where the center of the platoon will be, faces that point, draws sword (if so armed), and commands, *FALL IN (At Close Interval, FALL IN)*. At this command:

1. The guide takes the post so that the first rank, when aligned on the guide will be centered on and three paces from the platoon sergeant.
2. The squad leader of the first squad falls in at normal (close) interval to the left of the guide.

3. Other squad leaders fall in directly behind the squad leader of the first squad with 40 inches distance between them.
4. The members of the squads fall in on their squad leaders at normal (close) interval as prescribed in squad drill, except that exact interval is taken only by the first squad (front rank).
5. Cadets in the rear squads (rear ranks) take approximate interval only to cover the corresponding member of the front rank.
6. All cadets fall in at attention and, if armed with the rifle, at the position of order arms.

When a report is appropriate, after all cadets are formed, the platoon sergeant commands, *REPORT*. Remaining in position (at order arms, if armed with the rifle), the squad leaders, in succession from front to rear, salute and report, “*All present,*” or “*Cadet \_\_\_\_\_ absent.*” The platoon sergeant then commands, *Inspection, ARMS; Port, ARMS; Order, ARMS*, if cadets are armed with the rifle.

If the platoon commander does not receive the platoon, the platoon sergeant takes three paces forward and assumes the post and duties of the platoon commander.

When the platoon commander is present, the platoon sergeant faces the front after receiving the reports of the squad leaders and/or causing the platoon to execute inspection arms.

When the platoon commander has taken post six paces front and center of the platoon (remaining with sword in scabbard, if so armed):

1. The platoon sergeant salutes and reports, “*Sir, all present and accounted for,*” or “*Sir, \_\_\_\_\_cadets absent.*”

2. The platoon commander returns the salute and may discuss absentees and issue necessary instructions to the platoon sergeant. Next, the platoon commander directs the platoon sergeant to *TAKE YOUR POST*, at which the platoon sergeant marches by the most direct route to the post on the left of the rear rank.
3. The platoon commander then draws sword, if so armed.

### **Forming the Platoon by the Platoon Commander**

When appropriate, the platoon may be formed by the platoon commander rather than the platoon sergeant. The procedures are the same except:

1. The platoon commander takes post six paces in front of the point where the center of the platoon will be, faces that point, draws sword and commands, *FALL IN (At Close Interval, FALL IN)*.
2. The platoon then forms on the platoon commander, the platoon sergeant falling in on the left of the rear rank with sword drawn, if so armed.
3. The platoon commander then receives the report of the squad leaders and causes the platoon to execute inspection arms, if cadets are armed with the rifle.

### **Aligning the Platoon**

In line, the platoon is aligned in the same manner as a squad. The guide raises the left arm to obtain proper interval and looks to the front (to the left) and the squad leader of the first squad turns the head to the right (left) during alignment. Other squad leaders cover the first squad leader and look to the front during the alignment.

The platoon commander, on the command of execution, *DRESS*, faces half left, as in marching, and proceeds in the most direct route until positioned on line with the front rank and one pace from the extreme right flank cadet.

When in position:

1. The commander executes a halt, facing to the rear, and then executes a right face facing down the line.
2. The platoon commander aligns the front rank by commanding those cadets in advance or rear of the line to move forward or backward until in line. These cadets are designated by name or number.
3. Those commanded to move will move the designated number of steps or will continue to move until receiving the command, *STEADY*. The platoon commander executes a series of short side steps to the right or left to identify a cadet. The commander must be in line with the rank when commanding a cadet to move.

When platoon commanders have verified the alignment of the first ranks of cadets:

1. They face to the left (right) in marching, and march straight to the front. They halt on line with each succeeding rank, execute right (left) face, and align on line with each succeeding rank, execute right (left) face, and align each squad.
2. When the guide is in ranks for right dress, the platoon commander will be two paces from the squad leaders of succeeding ranks.
3. After verifying the alignment of the rear rank, the platoon commander faces to the right (left) in marching, marches

straight to a point three paces beyond the front rank, halts, faces to the left (right), and commands, *Ready, FRONT, COVER*.

4. Immediately after commanding *COVER*, the platoon commander marches by the most direct route and takes post six paces front and center of the platoon.

When aligning a platoon of well-drilled cadets, or when there is insufficient time to verify alignment, the platoon commander may command, *Ready, FRONT; COVER* from the normal post without verifying alignment.

When marching in column, the platoon is aligned by the command, *COVER*. At that command:

1. The base squad leader obtains 40-inch distance from the guide.
2. Other squad leaders obtain proper interval from the base squad leader and align on that cadet.
3. Other cadets in the base squad execute the movement as in squad drill. At the same time, the remaining cadets of the platoon align on the base squad and cover their squad leaders.

### **Rules for the Guide**

As the platoon forms and changes formation, the position and actions of the platoon guide are very important. Because of the guide's unique role, additional rules are necessary to define and describe the guide's relation to the platoon.

Unless otherwise announced, guide is right, and the guide takes post on the right. In line, the guide is posted to the right of the squad leader of the first squad. In

column, the guide is posted in front of the squad leader of the third squad.

In column, when it is desired to guide left, the command *GUIDE LEFT* is given. At this command:

1. The guide and the platoon commander exchange positions.
2. The guide crosses between the platoon commander and the platoon.
3. To return the guide to normal position, *GUIDE RIGHT* is commanded.
4. The guide and platoon commander return to their normal positions with the guide again passing between the platoon commander and the platoon. This movement may be made at a halt or in march. The base squad or base file is the one behind the guide. The guide does not change position at the command, *Dress (Right), DRESS*.

When a platoon in line is given the command, *Right, FACE*:

1. The platoon guide executes right face with the platoon.
2. The guide immediately faces to the right in marching and marches to a position in front of the right squad leader, halts, and executes left face.
3. If a platoon is given *Left, FACE*, the guide executes left face with the platoon, but does not change position within the platoon.

When a platoon in column is given the command, *Column of Files from the Left, MARCH*, the guide, on the preparatory command, takes position in front of the left squad leader to be at the head of the column.

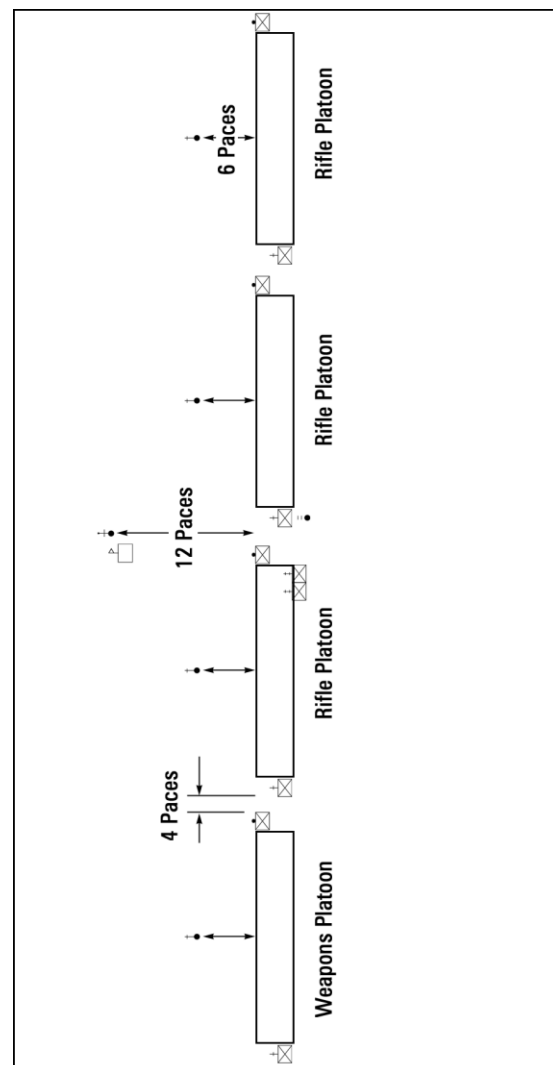
When a platoon in column is given the command, *Column Of Twos From The Left, MARCH*, the guide, on the preparatory

command, takes position in front of the second file from the left so as to be at the head of the right file of the column. The guide does this by facing to the left as in marching and marches to a position in front of designated right squad leader, halts, and executes right face.

When reforming in a column of threes or fours from a file or column of twos, the guide takes post in the normal position when the movement is completed.

The guide sets the direction and cadence of the march. The leading cadet in each file is responsible for interval.

When a platoon is marching in column and the command to march by a flank or to the rear (*By The Right (Left) Flank, MARCH* or *To The Rear, MARCH*) is given, the guide executes the movement with the platoon, but does not change



position with the platoon. The guide does not count off.

### **Forming the Company**

As noted earlier, the company is the basic unit for inspections. Forming the company requires that each of its component platoons be proficient in the procedures listed above for forming up. At the command, *FALL IN*, the company forms in line formation at normal interval and distance. If it is desired to form the company at close interval between files, the command, *At Close Interval, FALL IN* is given. In this case, the platoons are at close interval (four inches). Close interval is only used for roll calls or when space is limited. The company may be formed by its noncommissioned officers under charge of the first sergeant, or by its officers under command of the company commander.

### **Forming the Company by Noncommissioned Officers**

The first sergeant takes post nine paces in front of the point where the center of the company is to be, faces that point, draws sword (if so armed), and commands, *FALL IN (At Close Interval, FALL IN)*. At this command:

The guidon bearer takes post facing the front one pace to the front and one pace to the right of the first sergeant (the first sergeant facing the company). The company forms in line with platoons in line at normal (close) interval and four paces between platoons. Each platoon sergeant takes post three paces in front of and facing the point where the center of the platoon is to be, faces that point, and draws sword, if so armed. Each platoon then forms as

prescribed above, under the supervision of the platoon sergeant.

Platoon sergeants then command, *REPORT*. Remaining in position (at order arms, if armed with the rifle), the squad leaders, in succession from front to rear in each platoon, salute and report, "*All present,*" or "*Cadet absent.*" Platoon sergeants then command, *Inspection, ARMS; Port, ARMS; Order, ARMS*, if cadets are armed with rifles, then face about to the front. If cadets are not armed with rifles, the platoon sergeant immediately faces the front after receiving the reports of the squad leaders. (Note: If platoons cannot be formed in regularly organized squads prior to forming the company, the platoon sergeants command, *Inspection, ARMS; Port, ARMS; Right Shoulder, ARMS*, and call the roll. The cadets answer, "*Here,*" and come to order arms as their names are called. The platoon sergeant then organizes the platoon into squads and faces the front. The manual of arms is omitted for personnel not armed with rifles.)

After all platoon sergeants have completed receiving the reports of their squad leaders and are facing the front, the first sergeant commands, *REPORT*, at which time the platoon sergeants, beginning with the right platoon, successively salute and report, "*All present,*" or "*cadets absent.*" The first sergeant returns each salute individually. What occurs next depends upon whether the company commander and platoon commanders receive the company or not.

If company officers do not receive the formation, after receiving the reports of all the platoon sergeants, the first sergeant commands *POST*. On this command, the platoon sergeants and guidon bearer step forward three steps; simultaneously, the first

sergeant faces about and steps forward three steps. The company is now formed with the first sergeant and platoon sergeants occupying the posts prescribed for the company commander and platoon commanders.

If company officers receive the formation, the company commander and platoon commanders normally observe the initial procedures from a location to the rear of where the company is forming (officers remain with swords in their scabbards, if so armed). In this case, after receiving the reports of the platoon sergeants, the first sergeant faces the front and awaits the arrival of the company commander.

When the company commander has taken post 12 paces front and center of the company:

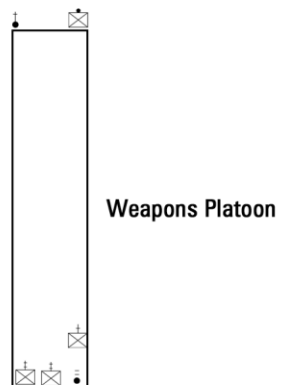
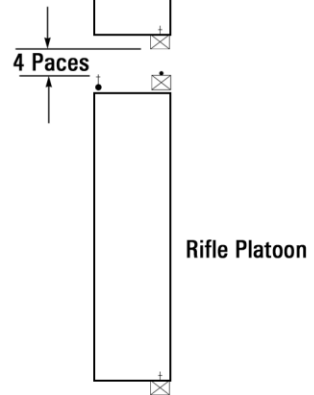
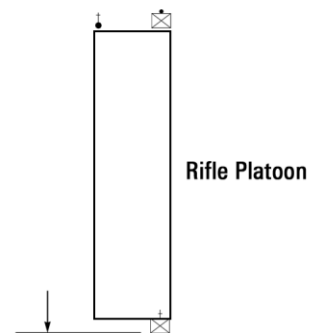
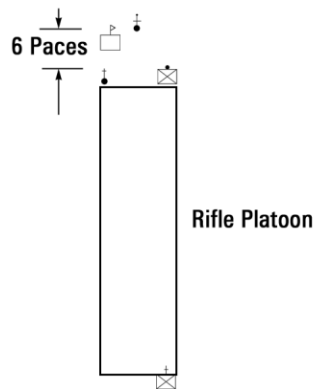
1. The first sergeant salutes and reports, "*Sir, all present and accounted for,*" or "*Sir, \_\_\_\_\_cadets absent.*"
2. The company commander returns the salute, and may discuss absentees and issue necessary instructions to the first sergeant.
3. Next, the company commander directs the first sergeant to *TAKE YOUR POST*, at which the guidon bearer marches forward three paces; and, the first sergeant and platoon sergeants march by the most direct routes to their posts, the former in rear of the company, the latter on the left of the rear rank of their platoons. Simultaneously, the company executive officer takes post to the rear of the company and the platoon commanders take their posts six paces front and center of their platoons.
4. After all officers are in position, if armed with the sword, the company commander draws sword; the company executive officer and platoon commanders draw sword with the company commander.

### Forming the Company by Officers

Normally, the company is initially formed by the noncommissioned officers, and then received by the officers. This permits detailed musters to be taken by the noncommissioned officers. During the course of training, if the company has been dismissed for a short period, it may be initially reformed by the company commander to save time.

When the company is initially formed by the company commander, the procedures are the same as forming with the noncommissioned officers, except that the company commander takes post 12 paces front and center and facing the point where the center of the company is to be, draws sword (if so armed), and commands, *FALL IN*. At this command:

1. Platoon commanders take posts six paces front and center
2. Facing the point where the center of their platoons will be, they draw sword (if so armed), form their platoons and receive the reports of their squad leaders, then face the front.
3. After all platoon commanders have formed their platoons and are facing the front, the company commander commands, *REPORT*. Each platoon commander, in succession from right to left, salutes and reports, "*Sir, all present and accounted for,*" or "*Sir, \_\_\_\_\_cadets absent.*"





## Changing from Line to Column in Formation

Sometimes it is necessary or desirable for the company to change from a line to column formation. Being at a halt and at the order in line, to form column, the company commander orders, *Right, FACE*. After facing to the right, all officers, key noncommissioned officers, and the guidon bearer march by the most direct routes to their posts in column. The company commander may then cause the column to march (Note: As platoons and squads become inverted if the company is faced to the left, this should be done only for short movements.)

Being at a halt and at the order in column, to form line, the company commander commands, *Left, FACE*. After facing to the left, all officers, key noncommissioned officers, and the guidon bearer march by the most direct routes to their posts in line. (Note: When in column, if the company is faced to the right, platoons and squads become inverted. Therefore, to form line facing the right flank of a column, the company should first be marched by executing necessary changes in direction so that, after halting and facing to the left, line will be formed facing the desired direction.)

## Aligning the Company

Just as platoons are aligned after they are formed up, the company is likewise aligned. In fact, aligning the company involves the successive alignment of its component platoons.

To align the company when in line at a halt, the company commander commands, *DRESS RIGHT (CENTER, LEFT)*. At the command, *DRESS RIGHT*:

1. The platoon commander of the base platoon aligns the platoon immediately by the commands; *Dress Right, DRESS; Ready FRONT; COVER*.
2. After the platoon commander of the base platoon gives the command to align the platoon, the remaining platoon commanders will align their platoons in successive order.

When *Dress Center* is given:

1. The commander of the center platoon, which is the base platoon for this movement, aligns the platoon to the center of the company. The base platoon for this movement is the second platoon in both three and four platoon companies.
2. After the base platoon commander has aligned the platoon, the remaining platoon commanders will align their respective platoons on the base platoon by executing *Dress Right (Left), Ready FRONT, and COVER*.

To align the company when in mass formation at a halt, the company commander commands, *At Close Interval, Dress Right (Left), DRESS; Ready, FRONT; COVER*. At the command, *DRESS*, the alignment of each rank is verified promptly by the platoon commander of the base platoon. When the platoon commander resumes the post, the company commander commands, *Ready, FRONT; COVER*.

To align the company when in column, the command is *COVER*. At that command, the second and following platoons obtain the proper four-pace distances between platoons and cover on the files of the leading platoon. Each platoon aligns internally as described above.

To align the company when in column of platoons in line at halt, the

company commander commands, *DRESS RIGHT*. At this command:

1. The leading platoon, which is the base platoon, is immediately aligned by its commander who commands, *Dress Right, DRESS; Ready, FRONT; COVER*. After the platoon commander of the base platoon has given the command to align the platoon, the remaining platoon commanders in succession from front to rear give the command to align their platoons.
2. Platoon commanders follow the procedures prescribed for aligning platoons, and ensure that the guides are covered on the guide of the leading platoon.

## **Inspection Procedures**

### **General Procedures**

Once the company is formed in either line or column and aligned, an inspection can be conducted. When ready to inspect, the company commander commands, *PREPARE FOR INSPECTION*. At this command:

1. The platoon commanders open ranks by platoons.
2. The right platoon executes the initial movement.
3. The second platoon opens ranks when the front rank of the first platoon has been aligned.
4. The third and subsequent platoons do not begin to open ranks until the front squad of the platoon to their right has been aligned.
5. All platoon commanders align their squads on the corresponding squad of the platoon to their right.

6. When the formation is a column of platoons in line, platoon commanders open ranks successively from front to rear without awaiting the alignment of the platoon to their front. They cause their units to cover the corresponding files to their front.
7. In opening ranks and aligning their platoons, platoon commanders comply with the procedures prescribed for platoon drill.

After verifying the alignment of the rear rank, each platoon commander faces to the right in marching, moves three paces beyond the front rank, faces the left, and commands, *Ready, FRONT; COVER*. After giving the command, *COVER*, each platoon commander takes one step forward and faces to the front, thereby being in a position three paces in front of the right file of the front rank of their respective platoon. It is at this post that the platoon commander receives the inspecting officer.

When all ranks have been opened, the company commander commands, *AT EASE*. The commander then inspects the company. During the inspection, officers, noncommissioned officers, and guidon bearers not in ranks come to attention at order arms as the company commander approaches. After being inspected, they resume at ease. The company commander may direct the first sergeant to take notes. The inspection begins at the head of the column or the right of the line. The company commander inspects the arms, equipment, dress, and appearance of the cadets. As they approach each platoon, the platoon commander brings the unit to attention and salutes. After being personally inspected, the platoon commander returns sword (if so armed) and takes position on the right of the company commander. They precede the

company commander during the entire inspection, down the front and rear of each squad. The company commander may direct that squads having been, or not yet, inspected be given at ease while the others are inspected. In this case, the platoon commander complies and brings them to attention for inspection at the proper time.

The inspection is conducted from right to left in the front, and from left to right in the rear of each rank. After inspecting the platoon commander, the company commander moves around the platoon commander's left to a position in front of the right flank cadet in the first rank. The company commander moves from cadet to cadet by stepping off to the right in marching, halting, and executing a left face. The platoon commander must move in the same manner so as not to be in the company commander's way.

Each cadet executes the movements to inspection arms for the weapons immediately after the company commander has completed the left face movement and is facing them.

The company commander takes all individual weapons from the individual being inspected. They take the rifle by grasping the handguard with the right hand. The cadet whose rifle is being inspected immediately drops both hands to the sides. After inspecting the weapon, the company commander hands it back with the right hand in the same position. The cadet smartly takes the weapon by grasping the center of the handguard just forward of the sling with the left hand, closes the bolt, pulls the trigger, and returns the weapon to order arms. The company commander takes and returns other weapons in the most convenient manner. A detailed inspection

will include bayonets and other equipment carried.

Bayonets will be inspected when the company commander is in the rear of the rank. The company commander will take and replace them without assistance from the cadet being inspected. The cadet will merely raise the left arm when the company commander takes and replaces the bayonet.

Upon completion of the inspection of the platoon, the platoon commander, having led the company commander down the rear of the last squad, executes column left and halts when three paces beyond the right flank cadet of the first rank. The platoon commander faces left, calls the entire platoon to attention, and then resumes the normal post. The company commander passes to the right, faces to the left in marching, halts, and executes a left face. They then give the platoon commander any instructions necessary. The platoon and company commanders exchange salutes and the latter proceeds to the next platoon.

Upon completion of the inspection of each platoon, its commander faces left and orders, *Close Ranks, MARCH*. At the command *MARCH*, the platoon commander moves by the most direct route and takes post six paces in front of the center of the platoon.

The company commander may direct the platoon commanders to make the detailed inspection by the following order, Platoon Commanders, *INSPECT YOUR PLATOONS*. In this case, each platoon commander complies. Platoon sergeants may accompany the company commander for taking notes. The company commander will normally spot check individuals while platoon commanders are inspecting their platoons. In this case, cadets at ease will automatically come to attention upon their

approach, and to inspection arms if the commander stops in front of them, regardless of whether they have been previously inspected.

### **Inspecting Officer Other Than Company Commander**

Should the inspecting officer be other than the company commander, the latter will face the original front of the company after commanding, *AT EASE*. Upon the approach of the inspecting officer, the inspection proceeds as previously explained. The company commander follows the inspecting officer.

### **Dismissals**

#### **Dismissing the Company**

Following inspection, the company may be dismissed. The commands are *First Sergeant, DISMISS THE COMPANY*. The company being in line at a halt, at the command, *First Sergeant*:

1. The first sergeant moves by the most direct route to a point three paces from the company commander (nine paces in front of the center of the company), halts, and salutes.
2. The company commander returns the salute and commands, *DISMISS THE COMPANY*.
3. The first sergeant salutes; the company commander returns the salute, returns sword (if so armed), and falls out at the same time. The platoon sergeants take their posts three paces in front of the centers of their platoons.

4. The first sergeant, when the company commander returns the salute, executes about face.
5. When the platoon sergeants have taken their positions, the first sergeant commands, *Inspection, ARMS; Port, ARMS; DISMISSED*.

For the company being in line at a halt, dismissal may also be ordered by the command, *DISMISS YOUR PLATOONS*. At this command:

1. The platoon commanders salute; the company commander returns the salute and falls out.
2. The platoon commanders execute about face and command, *Platoon Sergeant, DISMISS THE PLATOON*.
3. The platoon sergeant takes post three paces in front of the center of the platoon and executes the commands as prescribed for the first sergeant when dismissing the company.

The first sergeant may cause platoons to be dismissed by the platoon sergeants by commanding, *DISMISS YOUR PLATOONS*. At this command:

1. The platoon sergeants salute; the first sergeant returns the salute and falls out.
2. The platoon sergeants then execute about face and dismiss their platoons as prescribed below.

#### **Dismissing the Platoon**

The platoon is dismissed only from a line with cadets at attention. Armed troops are dismissed with the commands, *Inspection, ARMS; Port, ARMS; DISMISSED*. Unarmed troops are dismissed with the command *DISMISSED*. The

platoon sergeant usually dismisses the platoon.

## Standard Uniforms Items

The current edition of MCO P1020.34F, Marine Corps Uniform Regulation, will regulate the manner in which uniform clothing and accessories will be worn by cadets. Standard uniform items include:

- Dress uniforms and accessories
- Service uniforms and accessories
- Utility uniforms and accessories
- Physical training uniforms

The uniform charts below list uniforms and appropriate accessories.

TABLE 1 – TYPES AND COMBINATIONS OF UNIFORMS FOR MALE PERSONNEL

FIG. NO.	DESIGNATION	CAP	JACKET/ COAT	BELT (COAT)	SHIRT	TROUSERS	SHOES AND SOCKS	GLOVES	RAINCOAT OVERCOAT	INSIGNIA BOFS	BADGES	RIBBONS	SWORD
7	Blue Dress "B"	Dress	Blue	Blue White		Blue	Black	White (B)	Raincoat Overcoat (C) or (D)	Dress		Yes	(C)
8	Blue Dress "C"	Dress			Khaki (E)	Blue (A)	Black	(B)	Raincoat Overcoat (C) or (D)		Optional (C)	Optional (C)	(C)
11	Service "A"	Garrison (F)	Green	Green	Khaki (E)	Green (A)	Black	(B)	Raincoat Overcoat (C) or (D)	Service	Optional (C)	Yes	(C)
12	Service "B"	Garrison (F)			Khaki (E)	Green (A)	Black	(B)	Raincoat Overcoat (C) or (D)		Optional (C)	Optional (C)	(C)
13	Service "C"	Garrison (F)			Khaki w/ Qtr Length Sleeve	Green (A)	Black	(B)	Raincoat Overcoat (C) or (D)		Optional (C)	Optional (C)	(C)

(A) With web trouser belt and brass buckle.

(B) Black leather gloves shall always be worn or carried with outer coat in winter months.

(C) May be prescribed.

(D) Dependent upon the condition of the weather.

(E) With service necktie and necktie clasp.

(F) Frame cap optional.

TABLE 2 – TYPES AND COMBINATIONS OF UNIFORMS AUTHORIZED FOR FEMALE PERSONNEL

FIG. NO.	DESIGNATION	CAP	COAT/ JACKET	SKIRT	SHIRT	NECKTIE	GLOVES	HANDBAG	SHOES	OUTERCOAT	BADGES	RIBBONS
9	Blue Dress "B"	White	Blue	Blue (A)	White	Black	White (B)	Black	Black Pumps (C) (D)	Overcoat Raincoat (E) (F)		Yes
10	Blue Dress "C"	White		Blue (A)	Khaki	Black	(B)	Black	Black Pumps (C) (D)	Overcoat Raincoat (E) (F)	Optional (F)	Optional (F)
14	Service "A"	Green Service/ Garrison	Green	Green (A)	Khaki	Green	(B)	Black	Black Pumps (C) (D)	Overcoat Raincoat (E) (F)	Optional	Yes
15	Service "B"	Green Service/ Garrison		Green (A)	Khaki	Green	(B)	Black	Black Pumps (C) (D)	Overcoat Raincoat (E) (F)	Optional (F)	Optional (F)
16	Service "C"	Green Service/ Garrison		Green (A)	Khaki		(B)	Black	Black Pumps (C) (D)	Overcoat Raincoat (E) (F)	Optional (F)	Optional (F)

(A) Slacks may be authorized by commanders.

(B) Black gloves always worn or carried with outercoat during winter months.

(C) Oxfords may be worn. Oxfords always worn with slacks.

(D) Proper hose should be worn.

(E) Depending on weather conditions.

(F) May be prescribed.

## **Placement of MCJROTC Uniform Insignia**

The paragraphs below explain the exceptions in the regulations.

### **Patches and Stripes.**

School patches and the MCJROTC distinctive mark are the only distinguishing devices to be worn on the MCJROTC uniform. One school patch may be worn on the right sleeve of all outer clothing, except the raincoat, centered on the outer half of the sleeve, one-half of an inch below the shoulder seam. Sample patches will be submitted to the Commandant of the Marine Corps for approval. Patches will be three inches in length or diameter. Normally, only Marine Corps or school colors will be approved for use in the fabrication of school patches.

A distinctive MCJROTC round patch will be worn on the left sleeve of all outer clothing, centered on the outer half of the sleeve, one-fourth of an inch below the shoulder seam. The patch will be three inches in diameter and contain a gold Marine Corps emblem centered on a scarlet field. The scarlet field is surrounded with a blue border containing the words "US Marine Corps Junior ROTC" in white lettering. Surrounding the blue field will be a gold border. Paragraph 1209 of MCO P1020.34F, Marine Corps Uniform Regulations, applies. Distinctive MCJROTC patches, including the cost of sewing on and removal of the patches from uniform clothing, will be furnished at Marine Corps expense. Except for the raincoat, sweaters, and field jackets, the MCJROTC distinctive patch shall be worn on the left sleeve on all uniform clothing, at the point of the shoulder one-half inch below the seam.

**Fourrageres, aiguilletes**, service stripes, scarlet stripes on dress blue trousers, 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.

### **Officers Rank Insignia**

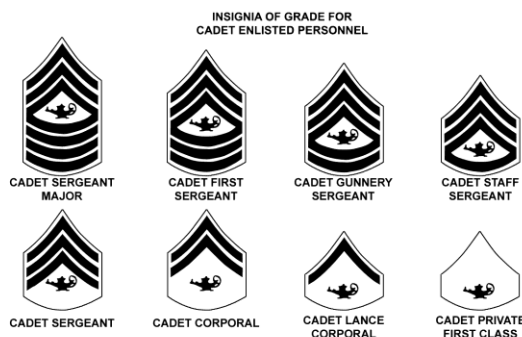
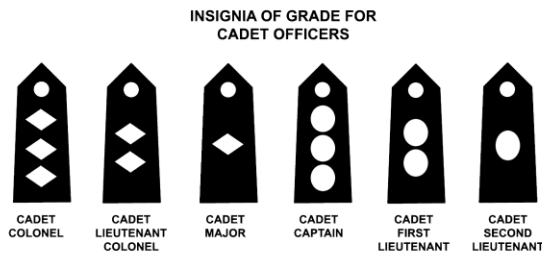
Only the Rank insignia shown is authorized for MCJROTC cadet officers and will be furnished at government expense. The description for cadet field grade and company grade officers is set forth below:

1. 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 of an inch wide by 3/4 of an inch long (small size).
2. Company grade officer insignia consists of flat disk, 3/4 of an inch in diameter (large size) and 1/2 of an inch wide in diameter (small size).
3. All cadet officer insignia will be of silver metal.
4. Officer insignia will be limited to that specified below:
  - Cadet Colonel - Three lozenges
  - Cadet Lieutenant Colonel - Two lozenges
  - Cadet Major - One lozenge
  - Cadet Captain - Three disks
  - Cadet First Lieutenant Two disks

- Cadet Second Lieutenant One disk

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

1. Coat - the long axis will point fore and aft.
2. Shirt (including shirt with quarter-length sleeves) - one long axis point of each lozenge will point toward the top edge of the collar.



## Enlisted Rank Insignia

The enlisted Rank insignia identified in this text are authorized for MCJROTC enlisted personnel and will be furnished at government expense:

- Sergeant Major
- First Sergeant
- Gunnery Sergeant
- Staff Sergeant
- Sergeant
- Corporal
- Lance Corporal
- Private First Class

MCJROTC gold on scarlet insignia will be sewn on the dress blue uniform and the plastic rank insignia will be worn on the collar of the utility shirt and khaki shirt as prescribed by

Marine Corps uniform regulations. No other style of enlisted rank insignia will be authorized for wear on the MCJROTC uniform.

MCJROTC enlisted rank insignia will be worn in accordance with instructions contained in MCO P1020.34F. Additionally, all enlisted rank insignia will be placed four inches below the shoulder seam and centered. The MCJROTC rank insignia contains a lamp of learning device in lieu of crossed rifles used in the Marine Corps.



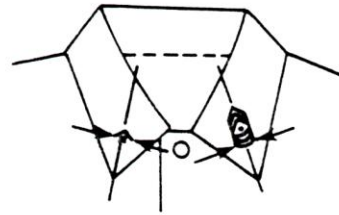
The lamp of learning signifies intensive study, a source of intellect, and moral and spiritual illumination. The lamp of learning is the heraldic device associated with Junior ROTC. Rank insignia placement is shown below:



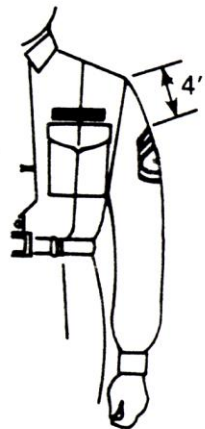


Wearing insignia of grade (short sleeve shirt)

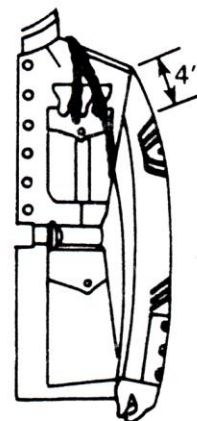
Insignia of grade shall be worn on each side of the collar, placed vertically with the single point up and the center of the insignia on a line bisecting the angle of the point of the collar, the lower outside edge being equally spaced 1/2 inch from either side of the collar.



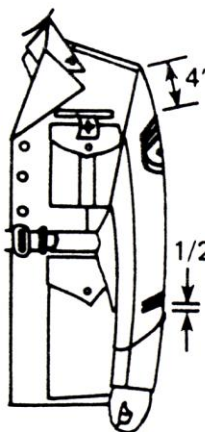
Placement of enlisted metal/plastic insignia of grade (utility shirt, field jacket and raincoat).



Below shoulder seam centered



Below shoulder seam centered



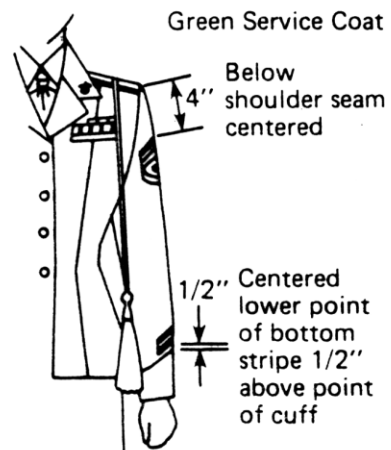
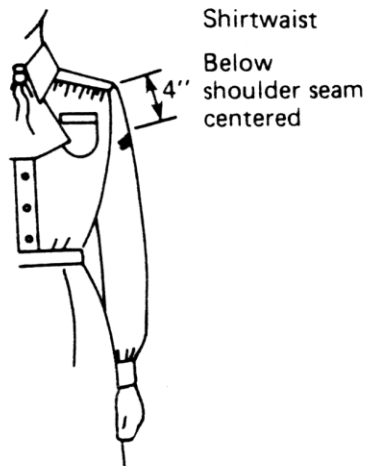
Below shoulder seam centered

1/2" Centered from lower edge of point of cuff

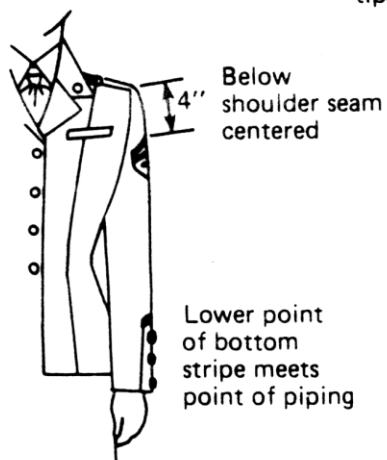


Below shoulder seam centered

1/2" Centered from lower edge of point of cuff



Branch of service insignia worn on the coat collar are worn with eagles facing inboard and the wing tips should be parallel to the bottom of the coat.



## **Awards**

Only those awards, decorations, and badges prescribed in Marine Corps orders or otherwise approved by the Commandant of the Marine Corps will be worn by cadets on the MCJROTC uniform. Ribbons and badges will be worn in accordance with the instructions pertaining to corresponding Marine Corps uniform items in the current edition of MCO P1020.34F, Marine Corps Uniform Regulations. Except at the presentation ceremony, ribbon bars made from the suspension ribbon of authorized medals will be worn in lieu of medals on the MCJROTC uniform.

### **MCJROTC Ribbon Awards**

The Commandant of the Marine Corps sponsors 14 ribbon awards to recognize superior performance by individual cadets.

Additionally, six ribbon awards have been designated to recognize participation in MCJROTC activities and certain extracurricular school activities, which require special dedication, and effort beyond the normal MCJROTC. Criteria for the MCJROTC ribbon awards are included in MCO P1533.6D, MCJROTC SOP.

Certain MCJROTC ribbon awards are to be presented to only one cadet in a unit during on academic year. The SMI is responsible for developing a selection process that ensures the most deserving cadets receive these awards. The SMI will ensure that all ribbon awards are presented in a manner that provides for the appropriate recognition of the recipients.

Awards sponsored by other organizations. Various military and civic organizations sponsor awards that have been approved by the Commandant of the Marine

Corps and are included in the MCJROTC awards program.

## **Approved Belts and Footwear**

### **Belts**

The 1-1/4 inch wide khaki web belt and buckle will be worn by officers and enlisted personnel. It is authorized for use in ceremonies, formations, and inspections. The tip end of the belt will pass through the buckle to the wearer's left. It will extend not less than two inches or more than four inches beyond the buckle. The tip end of the belt and the buckle will be maintained in a highly polished condition. The buckle will be worn locked with the buckle tongue depressed against the buckle proper.

### **Footwear**

#### **Male Personnel**

Footwear shall be standard as issued or sold through Marine Corps Supply System or as approved for sale through the Marine Corps exchange. All cadets may purchase and wear approved commercial black leather and synthetic leather shoes in the semi-gloss and high gloss (patent) finishes, without ornamental stitching on an optional basis; however, chukka boots are authorized for wear by officers and staff noncommissioned officers only. Cadets who exercise this option may use these shoes to satisfy minimum requirements. These items are authorized for wear with the service and dress uniforms on all occasions, including ceremonies, formations and inspections. All black leather shoes worn by cadets shall be shined with black polish. Sole edges and heels of leather or synthetic leather shoes shall be maintained with black polish or a black sole dressing. Double or platform

soles or heels, leather heels, or metal heel and toe plates are prohibited. Black dress shoes with storm welts as approved for sale through the Marine Corps exchange, are authorized for wear.

Combat boots shall be shined with black polish. Black dye may be used. Saddle soap will be used for cleaning and preservation. Plain black zipper-closure overshoes or plain black rubbers may be worn with the uniform during inclement weather.

Officers' dress black shoes shall be either oxford or chukka boot in style.



### **Female Personnel**

Black oxfords shall be the standard as issued or sold through the Marine Corps Supply System. High gloss oxfords as sold through the Marine Corps exchanges and approved commercial sources are authorized for optional purchase and wear and may be used to satisfy minimum requirements.

Black pumps shall be the standard as sold through the Marine Corps exchange. Black pumps will be made of smooth leather or approved synthetic leather (including the shining finish), and shall be of conservative cut with closed toes and heels and without ornamental stitching or seams. Any elastic binding around the throat of the pump shall match the color of the shoes. Heels shall

measure not less than one inch or more than 2 1/2 inches in height. The base of the heel shall measure not less than 3/8 by 3/8 of an inch or more than 1-1/2 by 1-7/8 inches.

Black pumps shall be worn with the blue dress and service uniforms when the skirts are worn. Oxfords are not authorized for wear with the service uniform (with skirt) except when deemed appropriate by the commander. Examples of when the wearing of oxfords is considered appropriate are as follows: when a duty involves prolonged walking or standing; when the wearing of pumps is considered unsafe; and, when oxfords are prescribed for wear for medical reasons. Oxfords may be prescribed for wear with the blue dress uniform when terrain conditions and precision in movement would make pumps impractical.

When the slacks are worn, oxfords will always be worn. Either dark hose or black socks may be worn at the option of the individual. Military pumps of any height are not authorized for wear with slacks. All black leather shoes, pumps, or oxfords worn by women personnel shall be shined with black polish. Sole edges may be dressed with black sole dressing. Double or platform soles or heels, or metal heel and toe plates are prohibited. Saddle soap may be used for cleaning and preservation.



### **Responsibilities of Cadet**

MCJROTC cadet are issued uniforms and accessories required to meet

regulation standards. The uniform is a distinguishing factor that shows you are an active member of your unit. It should be worn with pride. Even though a uniform may show an impressive design, cut, and color, these can be diminished if it is not kept neat. The uniform must be cared for properly. All it takes is a little attention such as using a clothes hanger and, occasionally, a hot iron. A minimum of polish and a little hard work will bring an inspection luster to your shoes. The use of shoe trees can also prolong the life of your footwear. These suggestions and others, plus your own physical neatness, will greatly add to the pride you feel in yourself and your unit.

Even though the uniform is issued to you, it remains government property. If a time comes when you should leave the MCJROTC program, all uniform clothing will be returned. Items that are an exception to this rule are the frame cap, worn footwear (boots and shoes), and those articles purchased for personal use in excess of the authorized issue allowance. Women's caps will be returned, dry cleaned, and reissued.

If you are registered for the following year's MCJROTC program, the Senior Marine Instructor may allow you to retain your uniform during the summer months.

The MCJROTC unit will replace uniform clothing items lost, destroyed, damaged or worn out through normal service if no fault or negligence is evident. Replacement for items lost and/or destroyed requires the written authorization of the Senior Marine Instructor. You will be required to reimburse the government for missing articles for which there is no acceptable explanation or if the articles are unfit for reissue due to wear beyond what would be considered normal.

### *Care of Uniforms and Accessories*

The uniform cannot simply be worn, put away and forgotten until the next time it is needed. Like any other item of clothing you want to preserve, the uniform requires special care in wearing, storing, and cleaning. The following procedures are outlined to help you maintain your cadet uniform in the proper way. Following these guidelines will ensure that your uniform will always look clean and neat. It will also prolong its life.

#### *General Guidelines for Uniform Wear*

No matter how well fitting a uniform is when new, it will not continue to look its best unless well-cared for both during wear and when not in use. A uniform should be carefully put on and kept buttoned. When not in use, uniforms should be carefully placed on hangers. They should be kept in a well-ventilated storage space. Well-constructed wooden hangers shaped to fit the shoulder contour, with locking trouser bars are recommended. When uniforms are folded in duffel bags or other containers for storage or shipment, they should be carefully folded. This will preserve their original shape.

Heat, friction, and pressure have a deteriorating effect on materials. As all these factors are present and necessary for properly pressed uniforms, service uniforms generally show more wear at creased areas. Periodically pressing out old creases and reforming them slightly to either side of the previous crease will prolong the condition of these areas. Sleeve cuffs and trouser hems should be periodically examined and turned if material permits. Dry cleaning preserves the original appearance and finish of wool and wool-polyester garments. Dry cleaning is recommended over hand laundering.

When dry cleaning facilities are not available, and only as a last resort, wool and wool-polyester uniforms may be hand laundered. Hand launder with a neutral soap and fresh lukewarm water 70 to 80 degrees. If hard water is used, a little amount of water softener should be added to the water. In laundering, thick suds is necessary for best results.

Proper cleaning agents should be used to care for your uniform. The soap should be thoroughly dissolved in hot water and added to the cool water to reach a temperature of approximately 70 to 80 degrees. In order to preserve the finish, rubbing should be held to a minimum. Thorough rinsing is necessary to remove all traces of the soap. Use plenty of clear water in the rinse.

After washing the garments, squeeze gently to remove surplus water, shape garment by hand, and dry in open air. Colored garments should not be hung in the sun to dry. If this is unavoidable, garments should be turned inside out to dry. In laundering, avoid high temperature, friction and pressure as much as possible. Never run through a wringer or never twist to remove the excess water before drying. Never use chlorine bleaches on wool and wool-polyester materials. In addition, uniform items manufactured of polyester-cotton should not be bleached or starched.

#### *Prevention of Moth Damage*

Frequent brushing and exposure to sunshine and fresh air will effectively prevent moths. If uniforms are to be put away for a long time and left undisturbed, they should be thoroughly cleaned and packed in an airtight plastic bag. They can also be protected from moth damage with camphor balls, naphthalene, cedar wood, or **paradichlorobenzene**.

#### *Care of Buttons and Insignia*

- Gold buttons are gold-plated to prevent tarnishing. They should not be polished with abrasives or polishing cloths containing chemicals. Gold buttons should be cleaned with a weak solution of household ammonia and water.

Gold-plated buttons that have had the plating removed are likely to turn green due to exposure to moist air. This is due to copper salt forming on the copper base of the buttons. It can be removed by rubbing gently with acetic acid, such as vinegar, followed by a thorough washing in fresh water and drying.

The gold-filled parts and the sterling silver **rhodium** finished parts of metal insignia are cleaned by washing with soap and water. Avoid using silver polish or abrasive.

- Service insignia will not be polished. Should continued use cause loss of the desired finish, insignia should be replaced. It could also be refinished with USMC approved liquid, black protective coating as sold through the Marine Corps exchange. The use of paints or other coloring agents not so authorized is prohibited.

#### *Care of Footwear*

Continual maintenance of leather footwear is necessary to ensure optimum wear. It is also needed to adequately protect the healthy, sanitary condition of the feet. When not in use, the shape of the shoes should be maintained by the use of shoe trees. Foot powder should be liberally sprinkled inside the shoe to absorb moisture and excessive perspiration. Constant inspection of footwear is necessary to ensure prompt repair in order to avoid breakdown of the upper leather.

Shoes should be kept scrupulously clean of sand, dirt, and grit. Such dirt has an excessively deteriorating action on shoe threads and shoe leather. Leather uppers should be periodically cleaned with saddle soap that is a well-recognized leather preservative. Dubbing should never be used on footwear as such compounds seal the pores of the leather and cause excessive perspiration.

- Cordovan leather shoes do not normally attain the high luster obtainable on calfskin shoes due to high oil content. This may be gradually overcome by regular applications of saddle soap to remove excess oils. Leading manufacturers of cordovan shoes often furnish detailed polishing instructions at time of purchase.
- For normal care, synthetic shoes may be cleaned by wiping with a damp cloth or sponge. Regular shoe polish may be used to heighten shine. Occasional polishing with paste wax or cream polishes may be required; however, excess dust and dirt should be removed before polishing. Liquid polish may be used but care should be taken to avoid streaking. Apply polish with a good polish brush in moderate amounts. To cover abrasion or scuff marks, apply a paste wax shoe polish and then paste wax.

All stains should be wiped off as quickly as possible, and the shoes then cleaned. For stubborn stains, try lighter fluid. A mild abrasive cleaner may be used if rubbed gently. Do not use chlorinated cleaners, bleaches, or harsh abrasives. The dyeing of synthetic shoes is not recommended. For cleaning, never use acetone, nail polish remover, chlorinated dry cleaning solvents, or alcohol. When in doubt

about a cleaner or polish, try a little on the instep close to the sole as a test area.



### *Care of Sword and Scabbard*

The sword blade is manufactured from chrome-plated steel or from stainless steel. The sword blade has been plated to prevent rust; however, rust is likely to set in should the plating be removed by use of abrasives or because of scratches or misuse. When not in use, the blade should be kept in a dry place and should be coated with a film of light oil.

The scabbard of the sword is covered with leather and should be cleaned with saddle soap. The blade of the sword and the gold-plated brass mountings should be protected as indicated above.

The grip should be cleaned by wiping with a damp cloth and drying thoroughly. The mountings on the sword and scabbard, including the hilt, are made of solid brass, highly polished or gold-plated. These mountings should not be cleaned with abrasives or polishing cloths containing chemicals. For best results, clean all mountings with a cloth that has been moistened with soapsuds to which a few drops of household ammonia have been added. Then, wipe with a cloth that has been moistened with clear water and dry thoroughly.

### *Removing Stains*

To keep the uniform looking sharp and within regulations it is vital that stains be removed from uniform articles. It is possible to spot clean clothing that is soiled

or spotted by small stains. Remove the stains as soon as possible, because the longer they remain, the harder they will be to remove. When removing stains, start at the center of the stain, and brush out towards the edges, decreasing the pressure. A chart is provided.



<i>Type of Stain</i>	<i>Procedure for Cotton Fabric</i>	<i>Procedure for Wool Fabric</i>	<i>Procedure for Synthetic Fabric</i>
<b>GRAVY</b>	Rub stain with cold water; then place a pad or cloth underneath fabric to absorb stain, and rub stain with cleaning fluid. If any stain remains, dry the fabric and rub with a soap or detergent solution. Do not rub excessively, as this may damage the finish of the garment	Same as procedure for cotton fabric.	Sponge with cold or lukewarm water. If grease spot remains, launder washable materials in a soap or detergent solution, using warm water. Do not rub material
<b>FOOD</b>	Dampen stained area with water. Apply soap or detergent solution O (with ammonia, if available), tamp with brush, and flush with water.	Same as procedure for cotton fabric.	Same as procedure for gravy.
<b>MILK</b>	Same as procedure for food stain.	Same as procedure for cotton fabric.	Same as procedure for gravy.
<b>FRUIT OR FRUIT JUICE</b>	Use hot water and wash stain while still moist.	Flush stained area with lukewarm water. Apply soap or detergent solution, tamp with brush, and flush out with water. (if available, apply lemon juice or vinegar, and flush thoroughly with water.)	Same as procedure for gravy.
<b>GREASE OR OIL</b>	Scrape off top of stain. Launder washable materials in a soap or detergent solution, using warm water. Do not rub material.	Same as procedure for cotton fabric.	Scrape off top of stain. Launder washable materials in a soap or detergent solution, using warm water. Do not rub material.
<b>BLOOD</b>	Flush and rub stained area with cold water; then wash stain with soap or detergent solution.	Dampen stained area with water. Apply soap or synthetic detergent solution (with ammonia if available) tamp with brush, and flush with water.	Flush stained area with lukewarm or cold water, then using warm water, wash stain with a soap or detergent solution. If stain remains, sponge with hydrogen peroxide.
<b>BLOOD (DRIED)</b>	Scrape off top of stain. Dampen stained area with cold water, apply soap or detergent solution (with ammonia if available), tamp with brush, and flush with water.	Same as procedure for cotton fabric.	Scrape off top of stain. Flush stained area with lukewarm or cold water, then using warm water, wash stain with a soap or detergent solution. If stain remains, sponge with hydrogen peroxide. (Do not use hydrogen peroxide or bleach on colored material.)

*Stain Chart*

## **Conclusion**

Inspections enable commanders to determine the state of readiness of their commands. Inspections allow the commanders to observe their subordinates' appearance and the condition of their clothing, equipment, and weapons. There are standards and regulations that must be met if each cadet and the unit as a whole are to be at peak effectiveness. Inspections insure that these standards are met. Knowing that an inspection is possible at any time provides an incentive for cadets to maintain their clothing and equipment in excellent condition. Passing inspections increases confidence and improves self-esteem. ❖

## **18. PHYSICAL FITNESS**

### **18.1. SAFETY.**

- a. Know your limits—Select and participate in physical activities that you are ready for—in skill, fitness level, and knowledge of the rules. Avoid pushing yourself to a point where you cannot back-out safely—e.g. half way up a rock face is not the point to suddenly decide you cannot continue.
- b. Prepare—it is good to wait 2-3 hours after a meal before starting a physical activity. Drink water (up to 8 cups a day for the average person), and warm up properly before physical activity. Keep in mind weather, safety equipment and your personal goals when planning to participate.
- c. Hot and cold weather—Reduce the intensity of your workouts and drink more fluids than usual (as you will dehydrate faster) during hot or cold weather. Dress appropriately for the weather—remember wind chill! Avoid strenuous activity above 30°C or below -20°C.

18.2. WARM-UP AND COOL-DOWN. A 5-10 minute warm-up is an essential part of every fitness session. A warm-up routine has a number of benefits. It is beneficial because it:

- a. Prepares the body for action;
- b. Helps develop sports skills; and,
- c. Helps prevent injury. Muscles that are supple and strong, they become less prone to overstretch and strain.

18.2.1. WARM-UPS. Here are some guidelines for a warm-up session:

- a. Start with three minutes of brisk walking or easy jogging;
- b. Do your stretching exercises slowly and smoothly;
- c. Stretch only until you feel tightness, not pain;
- d. Do strengthening exercises at a controlled speed;
- e. Breathe naturally, inhaling and exhaling fully on each repetition. Breath holding should be avoided;
- f. Arm Circles, Curl and Stretch and Ankle Rocker require gentle, continuous action. For the other stretching exercises, use a stretch-and-hold movement. Start with a minimum of five repetitions, holding the stretched position for at least 10-20 seconds.

## Warm-up and Cool-down Exercises

- a. Arm Circles – Full, slow sweeping circles with both arms forward then backwards.
- b. Side Stretch – Reach one arm overhead and the other down the side of the leg. Repeat alternately to the other side.
- c. Sir & Reach – One leg straight, one bent with the sole of the foot near the knee of the straight leg. Reach out with both arms along the straight leg.
- d. Cat Back – Flatten lower back to floor, then slowly curl up with arms straight.
- e. Thigh Stretch – Bend one knee, grasp ankle, and pull foot gently toward the buttock. Repeat alternately with the other leg. Don't arch the back.
- f. Pelvic Tilt – On your back, knees bent, feet flat on the deck. Tighten abdominals and buttocks, and press your lower back firmly against the deck.
- g. Cross-overs – Seated on deck, legs in front of you, knees bent and feet flat on the deck. Roll legs to one side toward the deck. Look over the other shoulder. Repeat to other side.
- h. Calf Stretch – One foot in front of the other with toes pointed straight ahead. Bend both legs (squatting) to stretch the soleus muscle in the rear leg. Repeat with legs further apart and back straight to stretch the calf muscle in the rear leg.

18.2.2. COOL-DOWNS. Stretching exercises play an important role in the cool-down following an activity session. A cool-down (warm up done in reverse order) brings the heart rate and body temperature back to normal, and it helps prevent unnecessary stiffness and soreness that can result from vigorous activity.

Time Needed Depends on Effort				
Very Light Effort	Light Effort 60 minutes	Moderate Effort 30-60 minutes	Vigorous Effort 20-30 minutes	Maximum Effort
<ul style="list-style-type: none"> <li>Strolling</li> <li>Dusting</li> </ul>	<ul style="list-style-type: none"> <li>Light walking</li> <li>Volleyball</li> <li>Easy gardening</li> <li>Stretching</li> </ul>	<ul style="list-style-type: none"> <li>Brisk walking</li> <li>Biking</li> <li>Raking leaves</li> <li>Swimming</li> <li>Dancing</li> <li>Water aerobics</li> </ul>	<ul style="list-style-type: none"> <li>Aerobics</li> <li>Jogging</li> <li>Hockey</li> <li>Basketball</li> <li>Fast swimming</li> <li>Fast dancing</li> </ul>	<ul style="list-style-type: none"> <li>Sprinting</li> <li>Racing</li> </ul>
How does it feel? How warm am I? What is my breathing like?				
<ul style="list-style-type: none"> <li>No change from rest state</li> <li>Normal breathing</li> </ul>	<ul style="list-style-type: none"> <li>Starting to feel warm</li> <li>Slight increase in breathing rate</li> </ul>	<ul style="list-style-type: none"> <li>Warmer</li> <li>Greater increase in breathing rate</li> </ul>	<ul style="list-style-type: none"> <li>Quite warm</li> <li>More out of breath</li> </ul>	<ul style="list-style-type: none"> <li>Very hot/perspiring heavily</li> <li>Completely out of breath</li> </ul>
Range needed to stay healthy				

18.3. FLEXIBILITY ACTIVITIES. This type of activity helps your muscles and bones stay strong, improve your posture and help to prevent diseases like osteoporosis. Strength activities are those that make you work your muscles against some kind of resistance, like when you push or pull hard to open a heavy door.





18.4. INCREASING YOUR PHYSICAL FITNESS. Physical activities that increase your fitness are designed around these guidelines.

- a. Progression—the principle of progressive overload—increase the demands of an activity (duration and intensity) gradually over a period of time;
- b. Specificity—the effects of activity are specific to the types of training done: running improves aerobic fitness; medicine ball exercises improve coordination, agility, and strength; and so on;
- c. Consistency—it is important to exercise regularly. Studies show that, for fitness improvement, three times a week is twice as good as two times a week; and,
- d. Flexibility—Inclement weather (heat and humidity or extreme cold), facility conflicts, or other factors may cause you to miss or modify sessions. Try to stick to a routine, but be flexible and improvise whenever necessary.

#### 18.5. PURSUE A HEALTHY LIFESTYLE

##### 18.5.1. FOODGROUPS

Grain Products 5-12 Servings per day	  
Vegetables and Fruit Servings per day	 

<p>Milk Products Servings per day</p>	  <div data-bbox="1182 470 1386 869"> <p>Other Foods</p> <p>Taste and enjoyment can also come from other foods and beverages that are not part of the 4 food groups. Some of these foods are higher in fat or calories, so</p> </div>
<p>Meat and Alternatives 2-3 Serving per day</p>	 

### 18.5.2. NUTRITION

- Variety—select foods from all 4-food groups daily. Reduce or eliminate your consumption of processed food products, fast food and junk food. There are also other foods that can be used as meat and dairy alternatives if you prefer a vegetarian or vegan diet.
- Carbohydrates—are the best source of energy for physical activity. Get them from enriched and whole grain breads, pasta, cereals, and fruits and vegetables.
- Fats—beware of the fat content in food. While your body can accept some fat intake, it is quickly stored and becomes difficult to use up or get rid of!
- Protein—is found in meats, eggs, cheese, soy products, nuts, etc. A balanced diet contains enough protein for an average active person.

e. Supplements—with proper nutrition, you do not need vitamins, minerals or other supplements. Supplements for weight loss or muscle development are usually much less effective than a balanced diet combined with regular activity.

f. Eating and sleeping—the human body requires energy and rest to perform at its peak. Balanced meals and about 8 hours sleep will give you what you need to perform and improve.

#### 18.6. DRUG AND SMOKING POLICY.

a. MCJROTC regulations on drugs and smoking: Any involvement with illegal drugs, prohibited substances, or drug-related paraphernalia will not be tolerated. Incidents involving cadets and drugs will be referred to local authorities for prosecution. Smoking is NOT permitted.

b. Smoking affects the body in many ways. It narrows the blood vessels and puts added strain on your heart, shortness of breath (3 times more than non-smokers), makes your hair and clothes stink, stains teeth and causes bad breath. Most people once they start smoking they can not quit, it becomes addictive. There are many more added health risks. Do not waste your money on tobacco. Spend it on new clothes, CD's, movies and going out.

c. Drug Use has the same hazards as smoking but the health risks are greater. Damage and loss of brain cells, respiratory problems, overdose and death are some of the main factors. Do not start using. Start refusing! Let people know that you do not want any part of drugs.

18.7. MCJROTC PHYSICAL CONDITIONING PROGRAM (PCP). The Unit's physical training program should focus on conditioning, health, fitness, and unit cohesion rather than preparation exclusively for the semi-annual Youth Physical Fitness Test (YPFT). The Program should reflect the following objectives:

- To contribute to the health and well-being of everyone through regular exercise, fitness testing, and health education.
- 
- To develop students who are physically capable of performing their duties.
- To develop in cadets a reserve level of physical fitness and endurance that will enhance their chances of success.
- To provide a medium for developing the individuals' self-confidence and desire to excel, thereby enhancing the unit's overall discipline, morale, and esprit de corps.

18.7.1. PHYSICAL CONDITIONING. The definition of physical fitness is subjective to

those defining it. The MCJROTC considers physical fitness to be the ability of a student to meet the physical demands of the YPFT without undue fatigue. To achieve this state of physical fitness, physical conditioning should incorporate the components and principles listed below.

18.7.1.1. COMPONENTS OF PHYSICAL CONDITIONING. To capitalize on those components that can benefit conditioning efforts, the following categories of exercises should be included in both individual and unit PCPs:

- **Strength**. Muscular strength refers to the ability of the muscular system to move the body through resistance. Many associate strength training with progressive resistive exercises using weights and machines. However, the ability of a student to effectively handle their own body weight should be a prerequisite before integrating strength training with machines into their program. This can be accomplished through the Daily 16 Program and applying the principles listed below. Strength training can be broadly separated into two categories, general and specific.
  - General Strength Training. This type of training strengthens the muscular system by focusing on a full body workout for strength and size. In this type of training, the major muscle groups are exercised without a specific task or functional goal in mind. This type of strength training contributes to overall health.
  - Specific Strength Training. This type of strength training is task specific. For example, cadets desiring to climb a rope better would do rope climb training wearing cammies, and focus their strength training on muscles involved in rope climbing. A JROTC unit expecting to operate in hilly terrain would focus their strength training primarily on lower body strength.
- **Endurance**. Two types of endurance conditioning are needed for one to meet the physical demands of training, aerobic and anaerobic.
  - Aerobic Endurance. Aerobic activity, meaning “in the presence of oxygen,” is categorized by physical demands that are sub-maximal (not an “all out” effort) and involve activity that is continuous in nature (lasting more than 3-5 minutes). Two examples are road marching and long distance running.
  - Anaerobic Endurance. Anaerobic activity, meaning “without oxygen,” is categorized by physical demands that are high intensity and of shorter (less than 2-3 minutes) duration. Examples are rope climbing, most forms of weight lifting, and running short, quick distances.
- **Mobility**. Mobility conditioning is geared towards improving quality of movement. Quality of movement depends on the following:
  - Posture
  - Balance and stability
  - Agility
  - Coordination
  - Power
  - Speed
  - Flexibility

18.7.1.2. PRINCIPLES OF PHYSICAL CONDITIONING. There are several different principles (using the acronym “PROVRBS”) to consider when developing an effective PCP:



- **Progression.** Conditioning programs must incorporate a systematic means to increase training load.
- **Regularity.** To realize a conditioning effect, training programs must conduct physical conditioning sessions at least 3-5 times per week.
- **Overload.** Only when the various systems of the body are overloaded will they become able to handle greater load.
- **Variety.** Varying a program from time to time maintains interest and prevents staleness.
- **Recovery.** Essential for allowing the systems overloaded during conditioning to adapt and become stronger.
- **Balance.** Balanced conditioning programs ensure all the components of physical fitness conditioning (strength, endurance, and mobility) are properly addressed.
- **Specificity.** Conditioning that is specific in nature yields specific gains. For example, stationary bike riding is of little value in improving running.

18.7.1.3. SPECIFIC PHYSICAL CONDITIONING PROGRAMS. Units that strive to augment their PCP should use innovative combinations of the types of exercise defined below:

- **Daily 16 Program.** The Daily 16 Program is a comprehensive series of warmup, conditioning, and cool-down exercises replacing the former Daily 7 Program. This all-encompassing program can be incorporated into any unit aerobic or anaerobic conditioning session, or can be used as a conditioning session in of itself.
  - **Warm up Exercises.** The Daily 16 warm-up exercises facilitate gradual distribution of blood flow to the muscles, preparing both the cardiovascular and musculoskeletal systems for the exercise session, by effectively targeting both the upper and lower body. The increased blood flow to the muscles produces a warming effect, increasing the elasticity of the muscles and connective tissue, which is believed to reduce injury.
  - **Conditioning Exercises.** The Daily 16 conditioning exercises provide a total body workout through the proper execution of traditional calisthenics. Conditioning exercises can be used as a workout session in and of itself, or to augment the main fitness event (e.g., squad ability run or obstacle course).
  - **Cool-down Exercises.** The Daily 16 cool-down exercises (which are basically the same as the warm-up exercises) allow the body to gradually return to the pre-exercise state.
  - **Occupational Conditioning.** This conditioning is comprised of general physical conditioning exercises that will develop and maintain strength, endurance, and the physical skills necessary to sustain a student. Good examples of occupational conditioning that prepares cadets to successfully handle the demands of their YPFT, progressive load-bearing marches, obstacle course, and confidence course.
  - **Competitive Conditioning.** Competitive conditioning activities consist of teams or individuals competing against an opponent to win. This includes a combination of sports and cadet skills designed to foster the unit's readiness, competitive spirit, and esprit de corps. Some good examples are speed marches reaction courses, orienteering, water-can re-supply relays, and stretcher or fireman carry relays.
  - **Alternate Aerobic Conditioning.** In cases of lower limb injury or related medical conditions that prevent running or hiking, students may opt to perform other low impact activities to supplement the requirement for cardiovascular conditioning.

Swimming, deep water running, cycling, cross-country skiing, stair stepping, and rowing are excellent examples of low impact, endurance exercises that provide good augmentation or substitution for running or hiking regimens. For example, the advantages of swimming include the use of all major muscle groups during exercise, reducing lower body stress due to partial body weight being supported by the water, and the absence of impact on bones and joints. Additionally, the body's position in the water increases the efficiency of the circulation back to the heart during exercise. Although these types of aerobic conditioning alternatives may not improve overall running ability (e.g., speed and endurance), it can enhance a current running or hiking regimen, while minimizing related injuries.

## 18.8. Youth Physical Fitness Test (YPFT)

### Performing the Exercises

#### Sit-Ups

**EQUIPMENT:** Mats, such as those used for tumbling or wrestling.

**TIME LIMIT:** Two Minutes

**IMPORTANT:** Competitors may rest in either in the up or down position as long as they maintain the correct body position while resting.

#### ***FULL EXERCISE***

**Position:** Lie on back with legs bent and feet flat on mat. Thighs form a 45-degree angle with the ground. Hands are placed behind the head with fingers interlocked and touching the mat. Feet are held in place by a partner or officials counter.

**Execution:** Sit up, bending forward until the forehead is directly above or in front of the knees. Elbows remain to the outside of the knees. Return to the starting position, ensuring that the knuckles and on the fingers or back of the hands touch the mat before resuming the next repetition.

#### ***MODIFICATION #1***

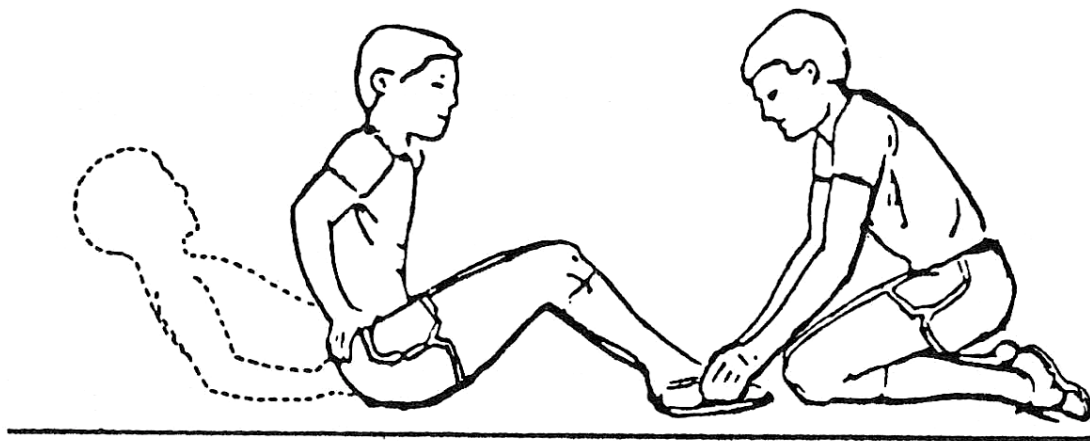
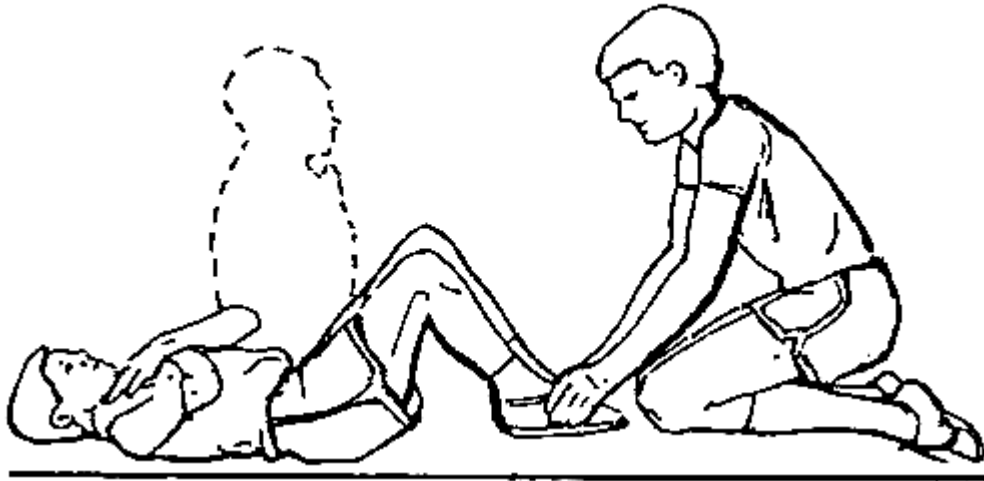
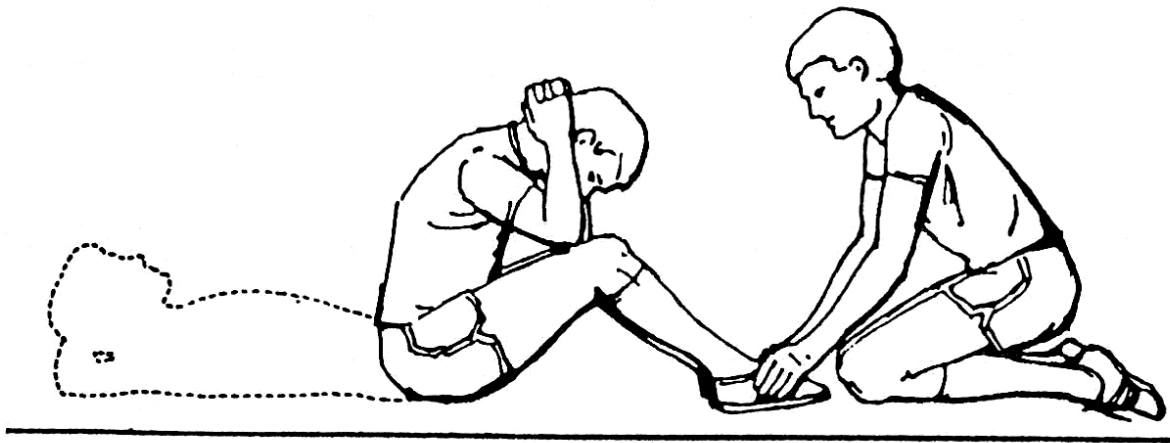
**Position:** Lie on back, legs bent, shoulders flat on mat with head raised, and feet flat on mat. Hands are folded across the chest. A partner or official counter holds feet in place.

**Execution:** Sit up, bending forward until the forehead is directly above or in front of the knees. Arms remain folded across the chest. Return to the starting position, ensuring that the shoulders touch the mat before resuming the next repetition.

#### ***MODIFICATION #2***

**Position:** Sit on the mat with legs bent and feet flat on the mat. Thighs form a 45-degree angle with the ground.

**Execution:** Sit up, bending forward until forehead is directly in front of the knees. Return to starting position ensuring that the elbows and forearms are flat on mat before resuming next repetition.



## Performing the Exercises

### Push-Ups

**EQUIPMENT:** Mats, such as those used for tumbling or wrestling.

**TIME LIMIT:** Two Minutes

**IMPORTANT:** No rest pause is permitted. Exercise must be completed with continuous motion.

#### ***FULL EXERCISE***

**Position:** Hands are placed palm down on mat, thumbs directly under the shoulders. Body is held in a straight line from the shoulders to the feet with no part of the body touching the mat. Elbows are locked with arms forming a straight line from the shoulders to the wrists. Feet may be no more than one foot apart. Counter lies face down on the mat opposite the competitor, placing his hand palm down under the competitor's chest.

**Execution:** The competitor lowers his body by bending the elbows and bringing torso downward until the chest touches the back of the counters hand. The body must maintain a straight line from the shoulder to the feet. The competitor then returns to the starting position, again maintaining his body in a straight line. The elbows must lock straight before the next repetition begins.

#### ***MODIFICATION #1***

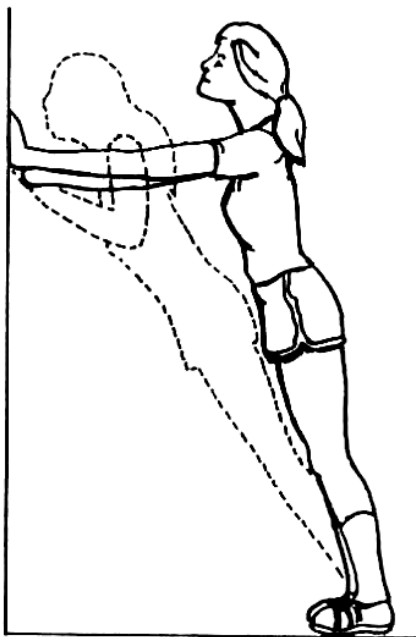
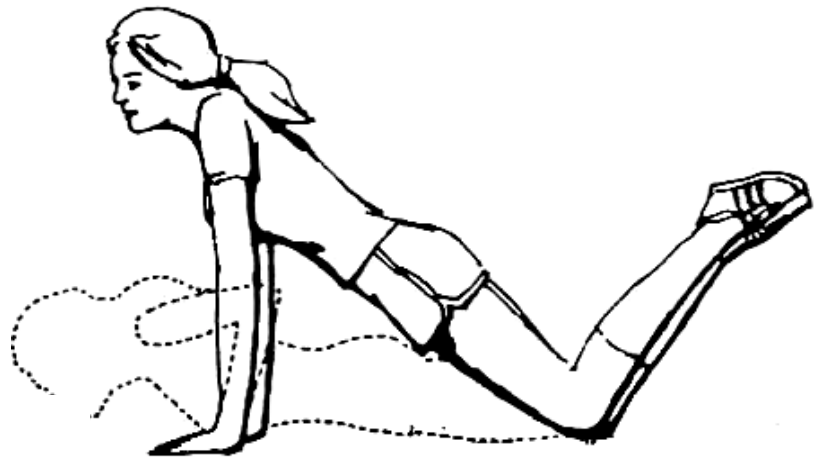
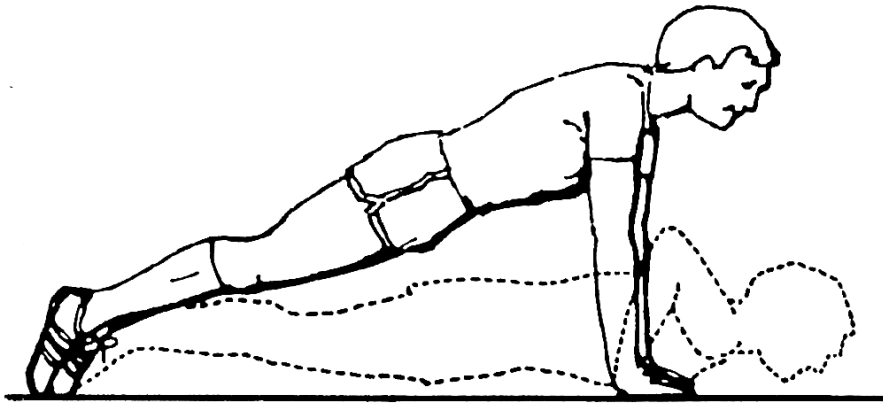
**Position:** Extend arms to full length with hands and fingers pointing forward on ground just under and slightly outside of the shoulders. The knees are bent at right angles to the body. The body is extended so that it is in a straight line. The hands and knees support the competitor's weight. Counter lies face down on the mat opposite the competitor, placing his hand palm down under the competitor's chest.

**Execution:** The competitor keeps the body tense and straight, bend the elbows and touch chest to the back of counter's hand. Feet will remain in the air where knees are still bent at right angles to the body. Return by pushing body back to original position so that elbows lock straight before the next repetition begins.

#### ***MODIFICATION #2***

**Position:** Stand with feet together one arm's length from the wall. Place hands flat on wall approximately one body width apart, keeping arms straight.

**Execution:** Bending elbows, lean body into wall until forehead touches the wall. Push the body back until arms are straight. Repeat exercise as many times as possible.



## Performing the Exercises

### Standing Long Jump

**EQUIPMENT:** Any level surface where competitor can jump into a soft area. Take off line should be clearly marked. Tape measure is required to measure distance.

**TIME LIMIT:** Three jumps to be completed in three minutes.

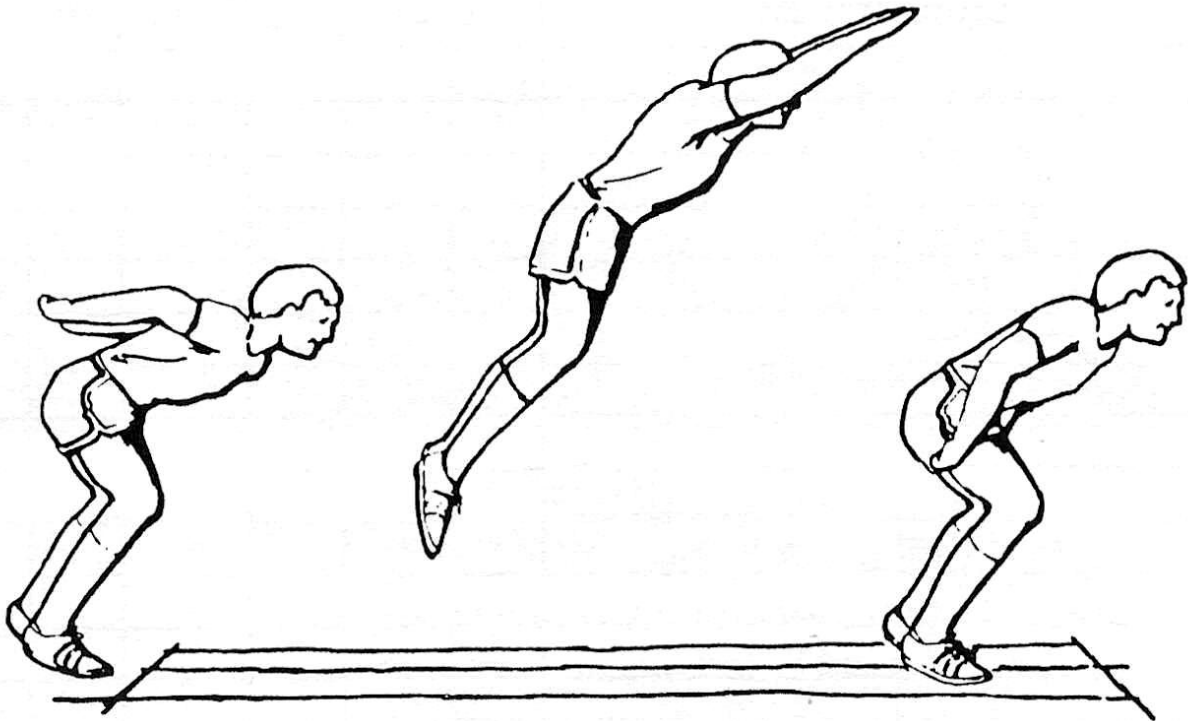
**IMPORTANT:** Only the best of three jumps will be recorded for score. Measuring is from take-off line to the nearest point of contact on the landing. Stepping over the line and continuing the jump is a foul and counts as an attempt. Foul jumps are not measured. Falling or stepping backward after the landing will result in measurement to that point of contact rather than where the feet first touched.

### EXERCISE

**Position:** Competitor stands with feet comfortably apart, toes just behind an established take off line. Knees may be flexed, and arms may be swung forward and backward in a rhythmical motion to build momentum.

**Execution:** Jump forward as far as possible.

**Landing may be on one or both feet.**



## Performing the Exercises

### Pull-Ups

**EQUIPMENT:** Pull-up bars, approximately 1 ½" outside diameter.

**TIME LIMIT:** No time limit for this event.

**IMPORTANT:** Competitors are permitted to rest in the down position only.

#### ***FULL EXERCISE***

**Position:** Hang from bar with palms away from body, thumbs curled under and around the bar. Arms and legs must be completely extended with feet off the floor. Ankles may be crossed to keep legs together.

**Execution:** Pull body straight up, placing chin over the bar. Return to starting position with arms fully extended.

#### ***MODIFICATION #1***

**Position:** Adjust height of bar to chest level. Grasp bar with palms facing out. Extend legs under the bar keeping body and knees straight. The heels are on the floor. Fully extend arms so they form a 90-degree angle with bodyline. A partner braces the competitor's heels to prevent slipping.

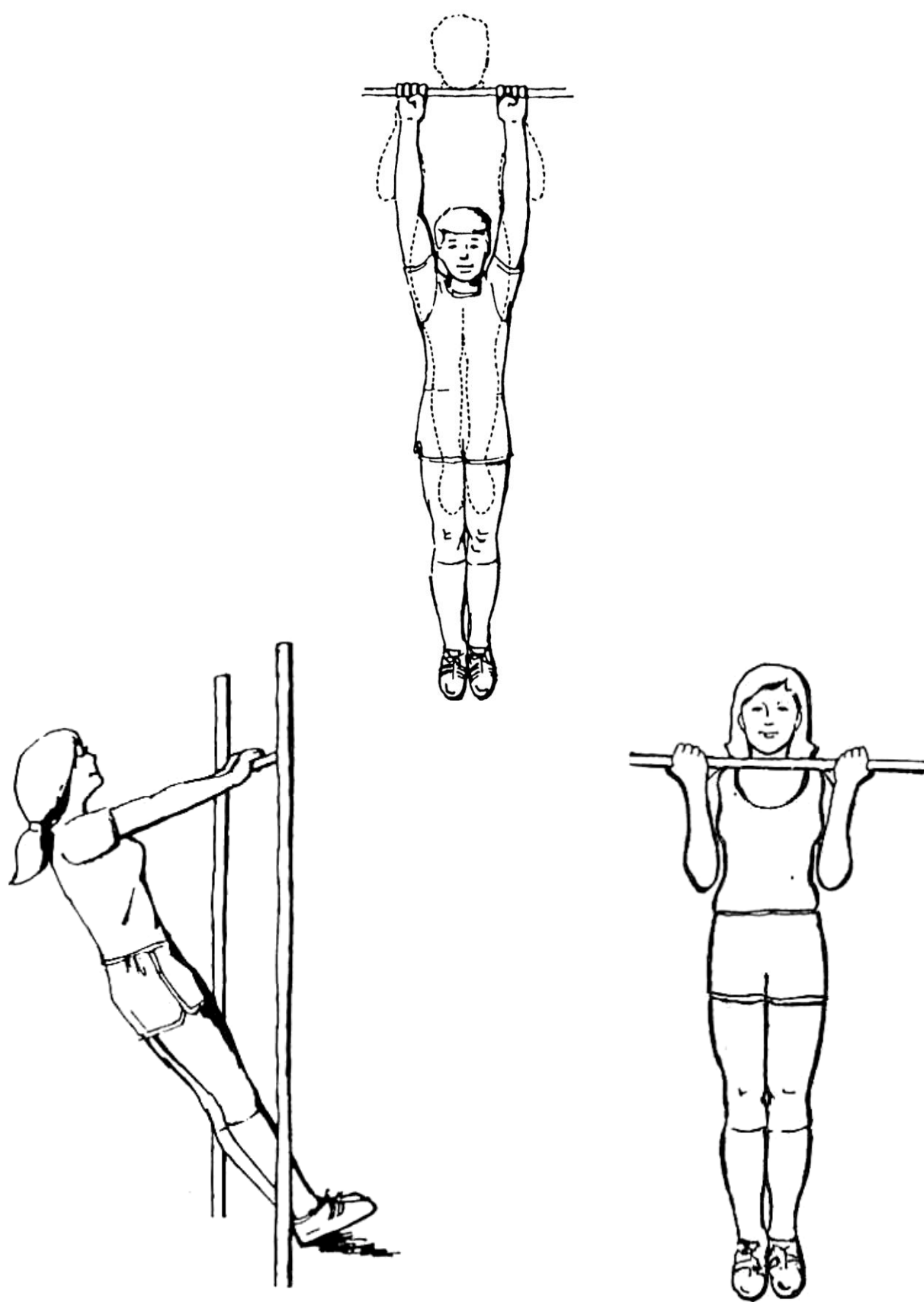
**Execution:** Pull body up with arms until chest touches bar. Lower body until elbows are fully extended. Repeat as many times as possible.

#### ***MODIFICATION #2***

**Position:** Grasp bar with palms facing body. Partner lifts competitor into place until chest touches bar and chin is above bar.

**Execution:** Hold body straight with chin above bar and chest touching bar as long as possible. When chin is no longer above bar, time is called.





## Performing the Exercises

### Shuttle Run (300 Yards)

**EQUIPMENT:** Two pylons spaced 60 yards apart. Stop watch required to time event. Starting pistols required to properly start the event.

**TIME LIMIT:** Scored in ratio to total elapsed time required to complete the run.

**IMPORTANT:** The run is continuous without stopping. If competitor fails to complete the run, he receives no points. If a competitor knocks over a pylon while making a turn, he must return it to the upright position before continuing the event. Provided adequate equipment and timers are available, more than one competitor may run the event at one time. Running area should be level.

### EXERCISE

**Position:** Runners may use a standing distance type start or a crouched sprinters start. No part of the body may extend over the starting line and no device such as starting blocks or depressions may be used to assist the competitors.

**Execution:** Each competitor runs the 60 yard distance five times, making a complete turn around each marker. On the fifth leg of the run the competitor's total elapsed time for the event is clocked and recorded as he crosses past the pylon.



# National Youth Physical Fitness Program & National High School Physical Fitness Program

## Scoring Chart

Points	Sit Ups	Push Ups	Long Jump "	Pull Ups	300 Yd. Run "	Points	Points	Sit Ups	Push Ups	Long Jump "	Pull Ups	300 Yd. Run "	Points	Points	Sit Ups	Push Ups	Long Jump "	Pull Ups	300 Yd. Run "	Points
1	11		58½"		68.75	1	34	44	14	7'1"		60.50	34	57	77	44	8'5½"		52.25	67
2	12		59"		69.50	2	35	45		7'1½"		60.25	35	58	78		8'6"	22	52.00	68
3	13		59½"	1	65.25	3	36	46	15	7'2"	12	60.00	36	59	79		8'6½"		51.75	69
4	14		5'10"		68.00	4	37	47		7'2½"		59.75	37	70	80	45	8'7"		51.50	70
5	15		5'10½"		67.75	5	38	48	16	7'3"		59.50	38	71	81		8'7½"		51.25	71
6	16		5'11"	2	67.50	6	39	49		7'3½"	13	59.25	39	72	82	46	8'8"	23	51.00	72
7	17		5'11½"		67.25	7	40	50	17	7'4"		59.00	40	73	83		8'8½"		50.75	73
8	18	1	6'		67.00	8	41	51	18	7'4½"		58.75	41	74	84	47	8'9"		50.50	74
9	19		6' ¼"	3	66.75	9	42	52	19	7'5"	14	58.50	42	75	85		8'9½"		50.25	75
10	20	2	6'1"		66.50	10	43	53	20	7'6¼"		58.25	43	76	86	48	8'10"	24	50.00	76
11	21		6'1½"		66.25	11	44	54	21	7'6½"		58.00	44	77	87		8'10½"		49.75	77
12	22	3	6'2"	4	66.00	12	45	55	22	7'6½"	15	57.75	45	78	88	49	8'11"		49.50	78
13	23		6'2½"		65.75	13	46	56	23	7'7"		57.50	46	79	89		8'11½"		49.25	79
14	24	4	6'3"		65.50	14	47	57	24	7'7½"		57.25	47	80	90	50	9'	25	49.00	80
15	25		6'3½"	5	65.25	15	48	58	25	7'8"	16	57.00	48	81			9' ½"		48.75	81
16	26	5	6'4"		65.00	16	49	59	26	7'8½"		56.75	49	82	91	51	9'1"		48.50	82
17	27		6'4½"		64.75	17	50	60	27	7'9"		56.50	50	83			9'1½"		48.25	83
18	28	6	6'5"	6	64.50	18	51	61	28	7'9½"	17	56.25	51	84	92	52	9'2"	26	48.00	84
19	29		6'5½"		64.25	19	52	62	29	7'10"		56.00	52	85			9'2½"		47.75	85
20	30	7	6'6"		64.00	20	53	63	30	7'10½"		55.75	53	86	93	53	9'3"		47.50	86
21	31		6'6½"	7	63.75	21	54	64	31	7'11"	18	55.50	54	87			9'3½"		47.25	87
22	32	8	6'7"		63.50	22	55	65	32	7'11½"		55.25	55	88	94	54	9'4"	27	47.00	88
23	33		6'7½"		63.25	23	56	66	33	8'		55.00	56	89			9'4½"		46.75	89
24	34	9	6'8"	8	63.00	24	57	67	34	8' ½"	19	54.75	57	90	95	55	9'5"		46.50	90
25	35		6'8½"		62.75	25	58	68	35	8'1"		54.50	58	91			9'5½"		46.25	91
26	36	10	6'9"		62.50	26	59	69	36	8'1½"		54.25	59	92	96	56	9'6"	28	46.00	92
27	37		6'9½"	9	62.25	27	60	70	37	8'2"	20	54.00	60	93			9'6½"		45.75	93
28	38	11	6'10"		62.00	28	61	71	38	8'2½"		53.75	61	94	97	57	9'7"		45.50	94
29	39		6'10½"		61.75	29	62	72	39	8'3"		53.50	62	95			9'7½"		45.25	95
30	40	12	6'11"	10	61.50	30	63	73	40	8'3½"	21	53.25	63	96	98	58	9'8"	29	45.00	96
31	41		6'11½"		61.25	31	64	74	41	8'4"		53.00	64	97			9'8½"		44.75	97
32	42	13	7'		61.00	32	65	75	42	8'4½"		52.75	65	98	99	59	9'9"		44.50	98
33	43		7' ½"	11	60.75	33	66	76	43	8'5"		52.50	66	99			9'9½"		44.25	99
														100	100	60	9'10"	30	44.00	100

\*Indicates records elapsed

## **19. FIRST AID**

### **19.1. FUNDAMENTALS OF FIRST AID**

- a. Definition -- First aid is the emergency treatment of the sick or injured until qualified medical help is available.
- b. Purpose -- The purpose of first aid is to save life, prevent further injury, and reduce pain.
- c. Vital life signs -- When you find an injured person, check his pulse and respiration to determine if he is still alive.
- d. Evaluate the casualty
  - 1) Check the casualty for responsiveness by gently tapping and asking him if he is okay.
  - 2) Check the casualty for breathing - look, listen, and feel.
  - 3) Check the casualty for bleeding.
  - 4) Treat the casualty for shock.

### **19.2. FOUR LIFE-SAVING MEASURES**

#### **a. Restore the breathing**

1) Methods -- Human life cannot be sustained without a continuous intake of oxygen. Death will occur in just a few minutes if breathing is not restored. In order for air to flow to and from the lungs, the upper airway must not be obstructed. This is done using:

a) Head Tilt - Chin Lift Technique. (HTCL) Place the victim on his back with his head extended in a chin-up position. While the head is tilted backward with one hand, use the fingers of the other hand to lift the chin forward.

b) Jaw Thrust Technique - This method is used when the victim has a suspected serious neck injury. To apply this method: kneel at the victim's head; place your thumbs on the sides of the victim's jaw; then take your fingers of both hands and place under the victim's chin; next, lift up with the fingers and thumbs at the same time.

#### **2) Artificial Respiration**

##### **a) Mouth-to-Mouth Resuscitation**

1) Check the victim for responsiveness. If there is no responsiveness someone must call 911 before resuming resuscitation.

- 2) Place the victim on his back.
- 3) Using either technique, align the airway.
- 4) Pinch the victim's nose, and with the free hand, place the index and second fingers on the bony part of the victim's chin pushing forward on the chin to keep the tongue from blocking the airway.
- 5) Take a deep breath, open your mouth, placing it over the casualty's mouth and create a seal. Blow forcefully into the casualty's mouth until his chest rises.
- 6) After giving the victim two full breaths: look, listen, and feel.
- 7) Give another full breath and start the count: 1001, 1002, 1003, 1004, 1005.
- 8) Continue giving breaths, once every 5 seconds or 12 per minute.
- 9) Be sure exhalation is complete. Continue this process until the victim begins to breathe on his own, or until relieved by medical personnel.

**b) Mouth-to-Nose Resuscitation**

1) This technique is used when it is impossible to use mouth-to-mouth. This is done in the same manner as mouth-to-mouth, except you are blowing into the victim's nose and his mouth is closed. You must, however, allow the mouth to be open for exhalation. The procedure outlined above is solely for breathing restoration. Chest compressions, or CPR should be administered only by qualified personnel.

**b. Stop the bleeding**

There are three primary methods of stopping the bleeding. The order in which they are listed here is the order in which they should be applied.

1) Direct pressure -- The first method used to stop the bleeding is the direct pressure method. Place a sterile, or if in the field, a clean dressing over the wound and exert firm, evenly distributed pressure with palm of your hand. To control moderately severe bleeding, you must continue the pressure on the wound for five to ten minutes.

a) Direct pressure exerted on the wounded area acts to control the bleeding in the following ways:

- 1) It compresses the blood vessels, thus reducing the flow of blood into the wounded area.
- 2) It helps to hold the blood in the wound until clotting can occur.

b) After five to ten minutes, pressure exerted by the hand can usually be replaced with pressure exerted by wrapping the dressing tails securely around the area of the wound. The tails should be flat, untwisted and tied over the edges of the dressing.

2) Pressure points -- In conjunction with the hand pressure to stop the bleeding, the use of a pressure point will be of further value. A pressure point exists where a blood vessel is near the surface of the skin and in the vicinity of a bone. Use the thumb or fingers to press the vessel against the underlying bone. These pressure points are especially useful when you must control bleeding while searching for a dressing or tourniquet. The limb must be elevated above the heart when using this method.

3) Tourniquet -- If severe bleeding from a wound of the arm or leg does not slow down considerably within a few minutes after application of pressure to the wounded area and after elevation of the limb, only then, should a tourniquet be applied. It is used only as a last resort when the choice is between life and the limb. To apply a tourniquet:

a) Place the tourniquet between the wound and the heart. The tourniquet band should be between 1-2" in width.

b) Tighten the tourniquet just enough to shut off the flow of blood so that the injured limb takes on a pale, yellowish tinge. The pulse below the tourniquet disappears.

c) Leave the tourniquet exposed so that it may be seen, then dress the exposed wound. Mark the victim's forehead with a "T" and indicate the time the tourniquet was applied, and if possible attach a note.

d) The tourniquet cannot be loosened except by competent medical authority. If it is loosened prior to this, bleeding may resume and cause the victim to go into shock.

#### **c. Protect the wound**

1) All wounds are considered to be contaminated since infection-producing germs are always present on the skin, on clothing and in the air. Any missile, or instrument causing a wound, pushes germs into the wound.

2) Make no attempt to clean the wound. You do not have the necessary equipment and you may injure the victim more seriously.

3) Prevent infection. Place a sterile or clean dressing over the wound.

4) This dressing will prevent more germs from getting into the wound. It will also stop the loss of body fluids or further damage to the skin.

#### **d. Prevent shock**

Shock can occur as a result of any type of injury, minor or serious. Generally speaking, the more serious the injury, the more serious the shock will be.

1) Symptoms:

- a) The eyes will be vacant and lackluster. The pupils will be enlarged.
- b) The casualty's breathing will be shallow and irregular. The victim will be laboring to breathe and gasping rapidly for air.
- c) The face, arms, and legs may feel cold to the touch. Sweating is likely to be very noticeable. Skin color will be pale or gray.
- d) The pulse will be weak but rapid.
- e) The casualty may vomit or attempt to vomit.
- f) The casualty may be disoriented or stuporous.

2) Treatment

- a) Keep the victim calm. Take the casualty's mind off the injury by talking to him. Demonstrate that you have the knowledge and ability to help him.
- b) Keep the casualty comfortable and warm. Warmth will help the body regain normal blood circulation.
- c) If the victim is conscious place him in the shock position. Place the victim on his back and elevate the feet 6 to 8 inches above the head. If the victim has a head injury or a chest wound do not use the shock position.
- d) Relieve pain as best you can.

### 19.3. HEAT STRESS CASUALTIES

a. **Heat cramps**

- 1) Cause: Heat cramps are caused by not having enough available salt in the body.
- 2) Symptoms: The symptoms of heat cramps are painful cramps in the abdominal wall and extremities. The casualty may have wet skin and extreme thirst.
- 3) Treatment: Move the casualty to a shaded area. Loosen the casualty's clothing and seek medical aid if cramps continue.

### **b. Heat exhaustion**

1) Cause: Heat exhaustion is caused by a loss of water and salts (magnesium, sodium, potassium) from the body. Exposure to high temperature, humidity and solar heat are also important factors.

2) Symptoms: The victim will be sweating profusely and the skin will be cool, pale, and moist. Headaches and muscle cramps may occur. There may be shortness of breath and dizziness.

3) Treatment: Pour water over the victim to initiate cooling. Move him to a cool place and loosen clothing. Treat for shock and seek medical assistance.

### **c. Heat stroke**

1) Cause: Heat stroke is caused by exposure to high temperatures coupled with a loss of the ability to sweat. The casualty's temperature must be lowered immediately, if not there may be severe brain, liver, and kidney damage. Death may even occur as a result of heat stroke.

2) Symptoms: The symptoms of heat stroke are a lack of sweating, dizziness, and headaches or mental confusion. The victim may collapse. The victim will have a high body temperature and his skin will be hot, red, and dry.

3) Treatment: You must reduce the body temperature as fast as possible. After moving the victim into the shade remove the victim's clothing and douse with cold water. Fan the casualty to help cool the body and seek medical aid.

NOTE: It may be difficult for a non-medical person to recognize the difference between heat exhaustion and heat stroke. Temperature should be taken to determine the seriousness of the casualty's condition. The primary goal of first aid treatment for heat illness is to rapidly cool the victim.

NOTE: Heat stress casualties can occur any time of the year. Heat stress can and will occur in the winter depending on the conditions and the individual. The combination of heavy winter clothing and strenuous physical activity are two ingredients that may lead to heat stress.

## **19.4. PREVENTION OF HEAT CASUALTIES**

### **a. Acclimatization**

1) This is a gradual breaking-in period with progressive degrees of physical exertion and heat exposure.

### **b. Water and salt intake**



1) It is imperative that you consume healthy fluids such as water and fruit juice. Dependent on your level of physical activity, cadets should drink 8 - 12 quarts of water per 24 hours to maintain proper hydration.

**c. Rest, sleep, and recreation**

1) You sleep an average of seven hours each night. If your body is worked hour after hour it will break down due to a lack of rest.

**d. Proper wearing of clothing**

1) Clothing should be worn loosely. This will allow the air to circulate around the body and has a cooling effect. Wear hats that provide shade for the face and neck and apply sunscreen to prevent sunburn.

**19.5. COLD WEATHER INJURIES**

**a. Hypothermia**

1) Basic definition: Severe chilling or a dangerous lowering of the entire body temperature. Hypothermia occurs when the individual loses body heat at a rate faster than it is produced. It can occur from immersion in cold water or exposure to cold air. Hypothermia can occur also in temperature as high as 85 degrees.

2) Symptoms: There are several stages of progressive discomfort and impairment. A sign noticed immediately is shivering (the body's attempt to generate heat). Also, individuals who are slow to think and are disoriented may be showing the first signs of hypothermia. The pulse is faint or difficult to detect. People with temperatures around 90 F may be drowsy, mentally slow, stiff and uncoordinated. The person may be able to function minimally, however, the body can not shiver with temperatures below 90 F. As the body's temperature drops further, shock becomes evident as the person's eyes assume a glassy state, breathing becomes slow and shallow, and the pulse becomes weaker or absent. The person becomes stiff and uncoordinated, and unconsciousness may follow quickly. As the body temperature drops even lower, the extremities freeze, and a core body temperature (below 85 F) increases the risk of irregular heart action.

3) Treatment: Except in the most severe cases, the treatment of hypothermia is directed at re-warming the body evenly and without delay. Provide the heat by using a hot water bottle, blankets, sheets, campfire, or another person's body.

a) Send for help as soon as possible.

b) Protect the casualty immediately with dry clothing or a sleeping bag, then move him to a warm place.

c) Warm liquids may be given gradually.

d) The casualty should be transported on a litter because the exertion of walking may aggravate circulation problems.

e) Be alert for signs of shock and be prepared to start basic life support measures.

f) Seek medical treatment immediately.

g) Severe hypothermia: Treatment of a severe case of hypothermia is based upon the following principles:

- Stabilize the temperature

- Attempt to avoid further heat loss

- Handle the casualty gently

- Evacuate as soon as possible

4) Preventive Measures: The preventive measures for hypothermia are:

- a) Avoid rapid and uncontrollable loss of body heat.

- b) Be properly equipped and properly dressed.

- c) Have a proper diet and sufficient rest.

## **b. Frostbite**

1) Frostbite occurs when ice crystals form in the skin or deeper tissues after exposure to a temperature of 32 F or lower. Depending upon the temperature, altitude and wind velocity, the exposure time necessary to produce frostbite varies from a few minutes to several hours. The areas commonly affected are the face and extremities. Frostbite is classified as superficial or deep, depending on the extent of tissue involvement.

### **2) Superficial Frostbite**

- a) General symptoms of superficial frostbite are redness of skin and uncomfortable coldness, then numbness. As ice crystals form, the frozen extremity appears yellow-white or mottled blue-white and is cold. The affected area becomes hard and insensitive to the touch or pressure. Special symptoms related to superficial frostbite are: the surface of the skin will feel hard, but the underlying tissue will be soft allowing it to move over bony areas. Only the skin and the region just below it are involved.

- b) Treatment (superficial frostbite):

- 1) Bring the victim indoors, when possible.

2) Re-warm hands by placing them under the armpits, or against the abdomen or between the legs. Cover the casualty's affected area with bare hands until sensation and color return.

3) Re-warm feet by placing them in the armpits or against the abdomen of a buddy. Exercise toes to increase blood circulation.

4) Gradually re-warm the effected area by warm water immersion.

### 3) Deep Frostbite

a) General symptoms include skin discoloration and a tingling sensation. The frozen tissue may feel solid or wooden and have a waxy-like appearance. As deep frostbite progresses, the skin tone may become black-blue and freezing is usually accompanied by the formation of large blisters. These blisters may take from 12 to 36 hours to develop. Deep frostbite not only affects the skin and subcutaneous tissue, but also goes deep into the tissue (even including the bone).

b) Treatment for deep frostbite should be administered only qualified medical personnel. The objectives of treatment individuals will receive from medical personnel are:

1) To protect the frozen area from further injury.

2) To rapidly thaw the affected area.

3) To be prepared to respond to circulatory or respiratory difficulties.

4) Transport the victim to a medical facility equipped for long term care.

### 4) Precautions when dealing with frostbite

a) Constantly monitor the victim's pulse and breathing.

b) Respiratory and heart problems can develop rapidly.

c) Be ready to administer CPR.

d) Make no attempt to thaw the frostbitten area if there is a possibility of re-freezing.

### 5) Warnings

a) Re-freezing of a thawed area may cause severe and disabling damage.

b) Do not allow the victim to smoke or drink alcoholic beverages.

c) Do not use or apply the below listed items as a means of first aid for frostbite:

1) Snow

2) Grease

3) Oil

4) Rubbing

5) Massage

6) Pressure

6) Preventive measures for frostbite

a) Dress to protect yourself; wear sufficient clothing for protection against cold and wind. In high winds, take special precautions to protect your face.

b) Make every effort to keep your clothing and body dry. Avoid overdressing which causes excessive perspiration. Change your socks whenever your feet become moist either from perspiration or other sources.

c) In extremely low temperature, be careful not to touch metal with your bare skin.

d) Exercise exposed parts of your body frequently. Exercise your fingers and toes from time to time to keep them warm and to detect numb or hard areas. Warm your face and ears from time to time with your hands for the same purpose.

e) Always use the buddy system. Watch your buddy's face to see if any frozen spots show, and have him watch yours. Thaw any frozen spots immediately, using bare hands or other sources of body heat.

f) Wear properly fitting clothing and equipment. Any interference with the circulation of your blood reduces the amount of heat delivered to your extremities. Tight fitting socks, boots, and gloves are especially dangerous in very cold climates.

NOTE: Chilblains is another cold weather injury that you may encounter. General symptoms include red, swollen, hot, tender, itching skin. Continued exposure may lead to infected (ulcerated or bleeding) skin lesions. Use body heat to re-warm the affected area. Do not rub or massage. Follow up with medical treatment, if required.

#### 19.6. DEHYDRATION

a. Cause: Dehydration is caused when the body loses too much fluid, salt, and minerals.

b. Symptoms: Cold weather dehydration symptoms are similar to those of heat exhaustion and heat cramps. The casualty may have nausea, dizziness, and thirst. He may be weak and

tired, and experience muscle cramps (especially in the legs). These same symptoms may occur during warm weather; however, the most noticeable symptom that dehydration is imminent is profuse sweating.

c. Treatment: Move the casualty to a shaded or sheltered area, depending on weather conditions. Have him/her drink at least one full quart of water. Loosen the casualty's clothing for circulation. Seek medical aid if any of the symptoms persist.

## 20. FIELD SKILLS

20.1. Remember “**COLD**” if you do not want to be cold:

- C**—clean clothes breathe and insulate better;
- O**—avoid overheating by ventilating;
- L**—dress in loose layers; and,
- D**—stay dry

20.2. Items you would ordinarily carry in your pockets are:

- a. Whistle (plastic);
- b. Folding pocket;
- c. Personal identification and medical insurance card;
- d. Map and compass;
- e. Survival kit with matches;
- f. Lip balm;
- g. Notepad and pencil; and,
- h. Small flashlight.

20.3. Emergency Situations. In an emergency situation, remember STOP.

**a. Stop** where you are! Do not panic. Many lost people waste valuable energy, and risk injury by panicking—running aimlessly, continuing to travel after dark, walking in circles, etc.

**b. Think** about immediate and future dangers and the factors involved in your situation. Consider the time of day, your physical condition, and the last time you had a drink or something to eat. Try to list the options that are open to you.

**c. Observe** your immediate environment, weather, terrain, and resources available, and how each of these affect your options. Look for a location for a shelter, for fresh drinking water, and for clues to your location or the route you took to get where you are now (e.g. ‘I followed a stream until it went into a swamp, then I walked over this hill behind me...’)

**d. Plan** your best course of action. Include in your plan the methods you will use to signal rescuers.

20.4. Finding Drinking Water. To finding safe drinking water, collect rainwater or clean water from a spring or a fast moving stream. No matter where you have collected your water in the wilderness, **bring water to a rolling boil, and then cool before drinking**.

20.5. Fire Safety. Some safety guidelines to follow are:

- a. Ensure you have fire safety equipment available to you before starting a fire. This equipment could be a shovel, rake, pail with sand or water, or a fire extinguisher. This equipment stays by the fire all the time. Never light a fire beside a lantern, stove or fuel container;
- b. Never leave your fire unattended and always ensure the fire is fully extinguished before leaving it;
- c. Choose a site that is already established as a fire ring/pit/mount, or select a site that is free from combustible ground cover, has no overhanging branches, and is away from buildings (3m). Think about where sparks might fly and pick a site that is appropriate—do not start a fire on a windy day;
- d. Ensure that you know the regulations concerning fires for the area that you are in. Some parks, conservation areas, and training areas do not allow fires at any time, or may restrict fires when the weather has been hot and dry; and,
- e. A small hot fire is more efficient and useful than a large bonfire. Always keep the size of your fire under control, and do not use more wood than necessary to keep it burning. 7.

20.6. Unit Equipment Maintenance. Routine maintenance can be carried out before use and/or each day by:

- a. Cleaning equipment—stoves, lanterns, tools, etc;
- b. Checking ropes for dirt and damages;
- c. Check first aid kit, and refill as required;
- d. Only using the approved fuel in stoves and lanterns, and cleaning spilled fuel immediately;
- e. Checking sleeping bags and shelters for damage and dirt—clean and repair immediately; and,
- f. Checking proper operation of stoves and lanterns.

20.7. Maintenance Before Storage. Before storing equipment for a length of time:

- a. Ensure all equipment is clean, dry and in good repair;

- b. Ensure first aid kit is full;
- c. Ensure all metal tools are sharp and oiled;
- d. Remove batteries from the radios, flashlights, etc; and,
- e. Repair, clean, and refill team storage boxes as required.

## 20.8. KNOTS

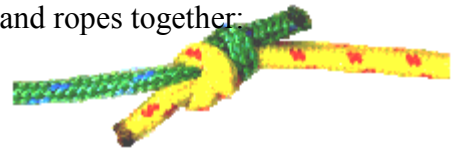
- Bowline. The bowline is often called the rescue knot as it makes a simple loop that does not slip. It can be used to tie around yourself or throw to someone who needs a lifeline (or to tie to the bow of a ship).

- a. Make a simple overhand loop (looks like the #6);
- b. Pass the short end through the hole from the bottom;
- c. Bend the end around the length, and pass it through the small loop just formed and alongside its own continuation; and,
- d. Tighten the bowline by holding onto the bight formed by the end and pulling hard on the standing part.



- Fisherman's knot. The fisherman's knot is used to join fishing line and ropes together:

- a. Tie an overhand knot in one of the ropes, do not tighten it;
- b. Pass the other rope end through the loop, and tie an overhand knot.



- Square lashing. A square lashing is used to lash spars that cross at a right angle, touching where they cross.

- a. Start with a clove hitch;
- b. Do three or four wrappings;
- c. Frap twice; and,
- d. End with a clove hitch.





20.9. COMPONENTS OF A BIVOUAC SITE. A bivouac site in a pristine wilderness location looks different than an established campground. Each component of the site is spread out, both to make the impact less severe on one area, as well as to protect your team from unwanted visits from local animals. Note that the prevailing wind blows cooking, latrine and garbage smells away from your sleeping area.

- a. Sleeping Area
- b. Bivouac Kitchen
- c. Food hang
- d. Petroleum, Oil, and Lubricant (POL) point
- e. Garbage Point (Animal Proof)



- f. In an established campsite, the locations for latrines, wash-up areas, shelters and kitchen may already be set for you. Be sure your team members use these established facilities.
- g. Remember to avoid areas that show little use or damage—choose another location to allow that site to fully recover.

20.10. TIPS FOR FINDING A GOOD BIVOUAC SITE. The key to a good bivouac site is planning:

- a. Select places where the ground cover is very durable—grass, sand, rock, clear forest floor or snow;
- b. Avoid wetlands, ferns, new or delicate foliage;

- c. In the winter, or cold weather, choose a site that is protected from the wind. A location half-way up a hillside, with a south exposure, is a good place;
- d. Heavy vegetation, wetland and dense brush are havens for insects in warm weather. Look for a site that has some open areas for wind to blow through;
- e. Always check for danger; and,
- f. Choose a site that is visually pleasing.

20.11. FOOD HANG. All animals are attracted to food. This is why it is very important that when you are out on an expedition that you “animal proof” your food. This could include locking it up in your vehicle, putting it into animal-proof food containers or barrels provide by some parks and wilderness areas, or hanging food packs from a tree.

- a. Before your select a site to hang your food you should be looking around for animal indicators. These could include tracks in the snow, sand, and dirt or on a path. Look for signs on the trees like claw marks, missing bark, and look for scat on the ground. Avoid areas with berry patches, acorns or nut crops on the ground, and orchards—these attract not only humans but also animals.
- b. When you hang up your food pack, remember that you are to include all of your food, snacks. Gum, candy, any beverage, plus toiletries. In another pack you should put all of your cooking utensils, pots, pans, and all clothing that you cook in . You should never go into your tent with the clothing that you cooked in—change right after cooking and wash ; your face and hands after meals.
- c. To hang your food and equipment:
  - 1) Make sure the tree is at least 100 yards from your camp site and cooking area.
  - 2) Find a tree with a strong branch at least 6 yards from the ground. If one is not available use a rope attached to two trees.
  - 3) Make sure the pack is at least 5 yards off the ground and 2 yards from the tree trunk.
  - 4) If available, you can hang food over a rock face or cliff for the night.
  - 5) If the above is not available, hide your food in air sealed containers under bushes and rocks away from any path or trail. You can place pots on top to act as a warning device and deterrent.

20.12. CROSSING OBSTACLES.

- a. When crossing boulders and land obstacles plan your route before starting to cross. Always choose safety over convenience. If you wear your pack across, keep all your

straps tight to keep the pack close to your body. You can always take your pack off for difficult obstacles and hand it over to a teammate—on long obstacles makes a chain of people to ferry packs. On difficult obstacles one person can act as a spotter for the next. Keep your hands free for balance—do not try to carry something while crossing. Ensure that the obstacle does not become too crowded, keep extra distance between each person.

b. Do not try to wade through a water obstacle where the water is above your knee, or if the water is fast flowing. Always be sure you can see the bottom clearly. If the water is murky and you cannot see the bottom, find another way across. Examine the consequences of falling in before considering crossing a makeshift or suspicious bridge. Do not risk falling into deep, cold or dangerous water because you are too lazy to look for another route. With the appropriate safety equipment, your officer may choose to cross or make a bridge. Only cross a deep or unknown water obstacle with the direct supervision of an officer.

c. When you cross, remove your pack and ferry it across (ensure it is waterproofed!), or carry it on your back with the waist belt and sternum strap undone, and be ready to remove your pack if you fall. Do not cross a water obstacle alone. You can use a walking stick as an aid for balance and cross in pairs or groups. If the bottom is smooth, you may want to remove your boots and wear running shoes or sandals across. If the bottom is rocky, wear your boots—if the water is not too cold you may want to remove your socks to keep them dry. Always dry your feet after crossing.

#### 20.13. ANIMAL HAZARDS.

**Bears** pose a distinct threat to you and themselves. They will often visit areas inhabited by humans, usually to their own detriment. Inform yourself as to signs of bear activity, and avoid areas where you suspect bear activity or where bear warnings are posted (e.g. garbage dumps, in some areas of national parks). There are several breeds of bears you may encounter in the United States. The most common are Black bears and Grizzly bears.

- Do not surprise a bear. Never startle, crowd, corner, pursue or approach a bear for any reason. The space a bear needs to feel unthreatened varies from a few feet to several hundred meters.
- Control bear attractants. Bears have a strong sense of smell and, as omnivores; they are attracted to just about any food source. Minimized foods with strong odor (e.g. bacon, fish), perfumes, and scented toiletries (sunscreen, shampoos, etc.).
- Properly disposed of all garbage or seal in an airtight container. Wash all equipment (packs, sleeping bags, stoves, etc.) before bringing to the wilderness and again if they get food spilled or cooked onto them. Clean pots, dishes and utensils immediately after use. Dispose of wastewater at least 100 yards away from cooking and bivouac sites.

- Do not feed bears. Keep as clean as possible. Do not sleep in the same clothes you ate or cooked in. Choose unscented personal hygiene items and secure them overnight in the same manner as food—away from the bivouac site. Used feminine hygiene products should be sealed in a plastic bag and packed out as garbage—do not try to burn or bury them.
- Inform yourself on the appropriate action to take if confronted or attacked by a bear. Read research material, always travel in a group of four or more, and take precautions to protect you and bear. Carry bear repellent spray (or other deterrent) for use only as a last resort. Report bear encounters to the appropriate authorities as soon as possible. Some people choose to wear bells attached to their packs to alert bears that may not be within sight.
- In the case of confrontation or attack, stick together and keep your pack on. Face the animal and back away slowly. You can out outrun or out-climb a bear so do not try.

**Wildcats and other Dangerous Animals.** Bears are not the only dangerous animals in the wilderness. Wildcats, wolverines, wild dogs, and even moose can be dangerous when provoked, or while hunting. It is your responsibility to protect yourself, as well as them, from harm. Follow the steps for bear-proofing yourself, your kit, and your bivouac site.

- Cougars, mountain lions, and pumas are all the same species of large wildcat. They are rare, however their population is increasing, and the expansion of human development is encroaching on their natural habitat. Take the same precautions as for bears. When a wildcat attacks it is usually hunting and will target what it thinks is easy prey. By staying a group and keeping your pack on you will likely not look much like lunch.
- Never provoke a big animal. Moose, caribou, elk, musk, ox, and even domestic cattle will protect their territory and their young. Give them a polite amount of space. If confronted, stay in a group and back away slowly. Think of the headlines, “Cadets trampled by Bessie the cow.”

**Poisonous snakes** are common in United States. Rattlesnakes are found in all parts of the United States. Bites are painful but not unusually fatal. These snakes will likely be found on warm rocks, or curled up in crevices and under rocks, in dry and warm climates during the summer months (May to September). Give them their space. They will only attack in self-defense.

Any bite victim must seek medical attention immediately. Move the victim away from the snake to avoid a second bite. Treat victims by rinsing the bite area with clean water, applying a cold compress, immobilizing and elevating the bite area, keeping them calm and transporting them with the victim at rest. Be prepared for the victim to develop respiratory problems. Do not apply a tourniquet. Report a bite or sighting to local wildlife authorities.

20.14. SURVIVAL PSYCHOLOGY AND STRATEGY. Not too many people plan to get lost and have to survive outdoors. In fact, what makes a situation one of survival are the circumstances of emergency, or sudden departure from the plan. Getting lost and having to sleep out overnight, in a tent, with all your equipment is not survival—it’s camping.

a. So, a survival situation is the absence of all, or most, of the equipment and conditions you expect in a routine outdoor experience. Injuries, accidents, severe weather, human error, or quite often, a combination of several factors lead people into survival situations. It is when you are left outside with only the contents of your pockets that you are faced with the real life or death struggle of survival.

b. Recent search and rescue statistics tell us that 92% of people that die when lost die within the first 4 days (with 50% of mortalities occurring within the first 24 hours). This puts a new perspective on survival strategy. Before you need to learn how to hunt or trap animals, or select edible plants, you simply need to be able to live through the first few days—with heat, shelter, water, and the ability to assist searchers in finding you.”

### The Survival Priority List.

**a. First Aid**—for yourself and others. Treat all injuries to the best of your ability. Any health problems left untreated can severely affect your ability to carry out all the other actions required for survival. Complete first aid also includes observing and analyzing current or future dangers.

**b. Fire**—is a lifesaver! It will provide an important source of heat, assist in providing safe drinking water, and will be a primary tool for signaling your location to rescuers. Even under wet conditions you can start a fire. Gather what you think is enough firewood, then times that by four, that should be enough. Start collecting wood far from your site, then as you grow weaker, collect from closer in.

**c. Shelter**—is what is going to keep you alive for any extended period of time. You need your shelter to be waterproof, windproof and as insulated as possible. Select a safe location, protected from the elements, but close to a clearing for your signal, and as you can to fresh water.

**d. Signals**—a clearing is the best place to make a signal; anything can be used to make your signal. Toilet paper, rocks, fire and smoke, a mirror, piles of branches, patterns in the snow, etc. Place objects in the form of a triangle as this is a universal distress signal. Bright fire during the night, and smoky fire during the day are your best signals.

**e. Water**—you can only survive for three days without water. Heating the water to drink will increase your body core temperature in poor conditions. Always melt snow before ingesting as it uses more fluid for your mouth to melt snow than a mouthful of snow provides. Remember the rules for safe drinking water—do not make yourself sick by drinking water from a suspicious source.

**f. Food**—you can go a long time without food if you are conserving your energy and body heat. You cannot rely on the availability of large game, or on your ability to catch it to provide food. In some locations plants with nutritional value may be sparse. Choose food that will give you more food energy than the energy you will expend trying to get it. In most cases the simple things to eat are:

- 1) Snails (lakeshores, forests and fields—boil them);
- 2) Bugs, ants, grubs, grasshoppers and maggots under rocks, logs, near fields—wash them before boiling, or roasting); and,
- 3) Plants: in the north, rosehips are good—eat the flesh and get rid of the seeds and bristles, cattails—eat the roots of them). There are many other edible things in the wilderness. You can enhance your awareness through proper research, preparation and cooking.

The Psychology of Survival Fear is a normal reaction for people faced with an emergency that threatens any of their important needs. Fear influences your behavior, and thus your chances for survival. Acceptance of fear as a natural reaction to a threatening situation will lead to purposeful rather than random behavior, and in this way will greatly increase your chances for survival. Fear and confidence are not opposites—a reasonable person can acknowledge fear and still remain confident in their ability to overcome it.

Fear. How people react to fear depends more on them than on the situation. Physical strength may not be as effective a tool against fear as a sense of humor, or a cool head under pressure. Some fears can lead directly to a sense of helplessness and hopelessness. Fear must be recognized, lived with, and if possible, used to your advantage by channeling your excess energy created by adrenaline towards the tasks at hand. You can fight this by identifying each fear, understanding it, and coping with it.

**a. Fear of the unknown**—“What is out there? What’s going to happen to me? Where is it safe?” By accepting this fear as normal you can remain calm and begin to answer each question. Do not criticize yourself for having critical or negative thoughts, just concentrate on, and resolve each new question or problem calmly and confidently.

**b. Fear of your own weakness**—this leads to a pessimistic attitude and then giving up. Compare the current problem with successful solutions you have used (or learned about) in the past to get through something similar.

**c. Fear of discomfort**—is what causes people to continue into bad storm to get back to the warmth and security of base camp, instead of stopping and making a safe, albeit uncomfortable, emergency shelter for the night before they are soaked, exhausted and hypothermic.

**d. Fear of being alone**—even the most independent people can feel the effects of loneliness unless steps are taken to adapt to, and deal with the isolation.

**e. Phobias**—about the dark, or animal, etc.—people with phobias can easily imagine their worst nightmares coming true, especially in the stressful survival situation. Again approach each fear with an action plan and an understanding of this fear in context with the whole situation.

Fear of suffering or death—actually might be your strongest ally in survival. If you always keep it in your mind that unless you act you can die, you can use this energy to focus yourself in tough times. By accepting this fear, and not dwelling on it, you can rate your plans on whether a specific action is going to keep you alive or not. Have confidence in your teammates', your leader(s) and rescuer's abilities to get you out.

Seven Enemies of Survival Pain, cold, thirst, hunger, fatigue, boredom and loneliness—everyone have experienced these, but few have known them where they have threatened their survival. With these feelings, as with fear, the more; you know about them and their effects on you, the better you will be able to control them, before they control you.

a. Pain. Pain is your body's way of making you pay attention to something that is wrong with you. Carry out appropriate first aid to the best of your ability. Pain that is ongoing will seriously impact your ability to remain positive and get required work done. Keep your mind occupied with the important work, and allow enough time for rest and recuperation.

b. Cold. Cold is much greater threat to survival than it sounds. It not only lowers your ability to think, but it also tends to lower your will to do anything but get warm again. Even a few degrees drop in your body temperature can affect your ability to make reasonable decisions. Fire and shelter are your primary methods of keeping warm, in any season—you will not have the energy to work to stay warm for any real length of time.

c. Thirst. Thirst even when thirst is not extreme, it can dull your mind. As with pain and cold, lack of water will slowly degrade your ability to survive. Make a point of drinking regularly.

d. Hunger. Hunger is dangerous because of the effects it can have on the mind, primarily in lessening the person's ability for rational thought. Both thirst and hunger increase a person's susceptibility to the weakening effects of cold, pain and fear. Solid food is not a real necessity until a week or more has passed—this is not to say that you would not eat given the chance. It is usually the fear of starving to death—a fear that manifests itself long before the risk of starvation is real—that leads people to making poor decisions about safe or appropriate food.

e. Fatigue. Fatigue, even a very moderate amount of fatigue can reduce mental ability. Fatigue can make you careless—it becomes increasingly easy to adopt the feeling of just not caring. Fatigue may represent an escape form a situation that this becomes too difficult. If you recognize the dangers of a situation you can often summon the strength to go on.

f. Boredom and Loneliness. Boredom and loneliness are two of the toughest enemies of survival. They are dangerous mainly because they are unexpected. When nothing happens, when something is expected and does not come off, when; you must stay still, quiet, expected and does not come off, when you must stay still, quiet, and alone, these

feelings creep up on you. Keep your self busy, even if it means creating luxuries around your shelter, fishing or setting traps, etc.



Attitudes for Survival “[Human] capacities have never been measured: nor are we to judge what we can do by any precedents, so little has been tried. What people say you cannot do, you try and find you can.” --H. D. Thoreau

- a. “I can handle this.” The willingness to approach the situation in control, and the confidence, will go a long way towards getting you out alive.
- b. “I know what to do.” Research has shown that survival knowledge and skills, when employed, are key elements in successful survival stories. The ability to react to a new situation will create a sense of confidence and security.
- c. “I am a survivor!” Curiosity, humor, imagination, willpower and common sense are the attributes of a survivor.
- d. “I can take care of myself.” Knowing what to do, how to do it, and having the confidence to act on these strengths will keep you from being a burden on other team members, as well as allowing you to be an active leader. Positive acts and attitudes are contagious.
- e. “I will get out of this.” Remember that people are likely looking for you—even if you fear that no one will find you.

Emergency Signals You can use anything to form a triangle (make three points) to use as a distress signal. Use rocks, a big pile of logs and brush, or anything as long as it is in an open area that can be seen from above. Fire is another form of communicating. During the day, use a smoky fire burning green brush, at night use a bright fire using dry softwood branches. Triangles and signals in sets of three are international distress signals.

Ground to Air Signals Letters should be at least 30 feet long and visible from the air (open river banks, clearings, frozen lake, etc.). If making a signal in winter you must make sure that you stomp down the snow so a shadow appears to form the signals.



<b>X</b> Require Doctor	<b>II</b> Require Medical Supplies	<b>F</b> Require Food and Water
<b>V</b> Unable to proceed, require help	 Going this direction	 Need map and compass

## 20.15. PREDICT A CHANGE IN WEATHER.

1. Weather. Knowing the weather influences your choice in clothing, routes, plans, etc. One thing to remember is that weather is a combination of systems, and as such, it gives warnings of change in advance of a new system. Your ability to notice and interpret these warnings will give you an advantage in making decisions for your team's safety and well being.

2. United States Weather Systems. Over the United States, warm air (tropical) masses usually move north from the Caribbean and cold air (polar) masses move south from the arctic through Canada. Air masses can form over both the land and the ocean. Air masses generally move from west to east. Weather associated with a polar air mass is apt to change abruptly as the cool air warms rapidly over land, while weather associated with tropical air masses will likely remain constant for a while, as the air is already warm.

3. Air pressure. The force air exerts on an object—is affected by air temperature. Cold air is heavier, and therefore creates areas of high pressure as more air is close to the ground. Warm air creates low pressure because warm air rises and reduces the pressure on the ground. These areas are called **pressure systems**. The line where two air masses meet is called a **front**. There are three types of fronts: warm, cold, and occluded.

a. Warm fronts—are more stable than cold that makes the weather less severe, but more long lasting. As warm air meets cold, it raises over the cold. And the moisture in the air condenses creating clouds and possibly precipitation. Warm fronts move between 15-30km/h, and the air is moist with low ceilings and poor visibility, but there may be no appreciable precipitation. Warm fronts can be forecast up to two days in advance by as consistent sequence of cloud formations—cirrus, cirrostratus, altostratus, and then nimbostratus.

b. Cold fronts—are unstable compared to warm fronts. They are consequently very active. As cold air comes in contact with a warm air mass, it forces itself underneath, pushing the warm air up where the moisture condenses into clouds and possibly precipitation. Weather conditions are commonly more severe, although shorter in duration than those associated with a warm front. Cold fronts move between 30 and 50 mph, and from the north or west. Cold fronts can arrive

with little warning, altostratus clouds usually proceeding nimbostratus and cumulonimbus.

c. Occluded fronts—occurs when one air mass is caught between two others. In most cases, the weather will include precipitation, often heavy—altostratus clouds preceding cumulonimbus.

c. Occluded fronts—occurs when one air mass is caught between two others. In most cases, the weather will include precipitation, often heavy—altostratus clouds preceding cumulonimbus.

#### 4. Types of Cloud Formations.

a. Cirrus—are detached clouds in the form of white, delicate filaments or white (mostly white) patches or narrow bands. These clouds have a fibrous (hair-like) appearance, or a silky sheen, or both. Cirrus clouds leave milky white swirls and curls etched across the sky.



b. Cumulus—Often referred to as heap clouds, cumulus clouds are typified by heaped or fluffy formations.



c. Cirrocumulus—High-level heap clouds. Very often seen combined with cirrus clouds. Cirrocumulus clouds indicate a condition of unstable air and may lead to precipitation before long.



g. Cumulonimbus—Often massive cumulus with a broad base ranging from 3,000 feet upward to 18,000 feet, even 66,000 feet is not unusual. Top is fuzzy or anvil shaped. Heavy downpours, coupled with hail, lightning, and thunder, are common.



h. Stratus—means layered, essentially formless with no real defining base or top. Fog is a type of stratus cloud that lies close to the ground and is caused when the earth's surface cools. This cooling effectively lowers the air temperature, resulting in condensation.



i. Cirrostratus—High-level veil-like cloud formations composed of ice crystals and often spreading out over a very large surface area. Halos around the sun are very often observed in cirrostratus clouds. When observed decreasing in size, it indicates a lowering of the cloud ceiling and possible precipitation within forty-eight hours.



j. Altostratus—Medium-level clouds that are flat, and dark grey in color. A darkening of the cloud cover indicates possible precipitation within forty-eight hours.



k. Nimbostratus—Low-level, dark and thick clouds, often without any real defining shape. Their ragged edges, known as scud, produce steady precipitation.



d. Fair-weather cumulus—Low-level cumulus clouds that often form in the late morning or early afternoon. Clouds are not very dense, are white in color, and are well separated from one another. These clouds form when the air mass is stable and being warmed.



e. Cumulus congestus—High-level cumulus cloud formed by massive uplifting of heated air within a very unstable air mass. Its top is still bumpy and forming. If clouds form in the west there is a likelihood of gusty winds and showers in 5 to 10 hours.



f. Altocumulus—medium-level, fleecy or puffy clouds, similar to dense cirrostratus, but without any telltale halo. When viewed in or precipitation within twenty-four hours (often that afternoon).



When the weather is going to change for the worse you will notice several general cloud activities. Clouds, regardless of their formation, will thicken (darken), increase in numbers and join together, form layers or stacks, and/or lower in elevation. Clouds that form banks in the west, with winds from the south forecast storms. Other signs of change for the worse are:

- Clouds that are moving in all directions, contrary to the ground wind;
- Altostratus clouds that darken and lower mean precipitation over the next 24 hours;
- A halo around the moon;
- Altocumulus clouds moving quickly across the sky, or forming with turrets in the morning are signs of storms within 12 hours; and,
- Cumulus clouds forming in the morning and stacking in the afternoon, or moving from the south or southwest, expect rain or storms that day.
- When the weather is going to change for the better you will notice the cloud cover lifting, becoming lighter, and small patches of blue sky developing. If cumulus clouds form in the afternoon, or float alone without stacking, expect fair weather for 24 hours. Stratocumulus clouds drifting with the prevailing wind remaining scattered indicates 24 hours of the current weather.

#### Forecasting from Winds.

- Changing for the worse:
  - Winds from the east increasing in speed;
  - Winds from the south increasing in speed; or,
  - Winds shift in a counter-clockwise direction.
- Changing for the better:
  - Winds from the north-west usually indicate clearing, or continued clear weather for 24 hours;
  - Winds from the south or north decrease; and,
  - Winds change in a clockwise direction.

#### 20.16. JUDGE A DISTANCE.

Unit of Measure Method. This method relies on you observing and remembering a measured distance and then estimating other distances using your “unit of measure.” The most common

unit of measure is 100yds. Your local soccer or football field is 100yds long. Stand at one end and familiarize yourself with the distance. This distance then becomes your imaginary measuring stick as you place it between yourself and the object you are judging a distance to. By saying to yourself. “That object is 3 football fields away”—you have judged it to be 300yds. This method can only be used when there is nothing obstructing your field of vision.

The Appearance Method. Another way to judge the distance to an object is to study what it looks like compared to its surroundings; this is called the appearance method. It takes a lot of practice to become good at it. One way of practicing is to again go back to the place where you have accurately measured a 100yd-mark so you can memorize what they look like at that distance. Do the same with the targets at 200yds, 300yds, 400yds or more. You can learn to judge distance from the appearance of the object, i.e. from its size and the amount of detail you can distinguish.

a. The following may be used as a guide to judge the distance between you and another person:

1. 200yds—all parts of the body are distinct;
2. 300yds—outline of the face becomes blurred;
3. 400yds—outline of the body remains clear but the face is difficult to distinguish; and,
4. 500yds—the body appears to taper from the shoulders and movement of limbs cannot be observed.

b. An object will appear closer than it is when:

1. The object is in bright light or the sun is shining from behind you;
2. The color of the object contrasts sharply with the color of the background;
3. You are looking over water, snow or a uniform surface;
4. There is terrain between you and the object that you cannot observe because of an obstruction; and,
5. It is larger than other things around it.

c. An object will appear further away than it really is when:

1. There is poor light or fog or the sun is in your eyes;
2. Only a small part of the object can be seen;
3. You are looking down a street or tree-lined road;

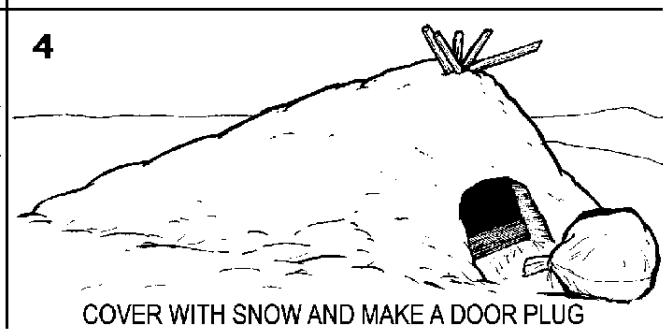
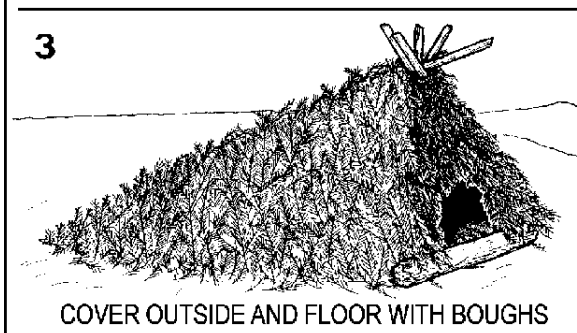
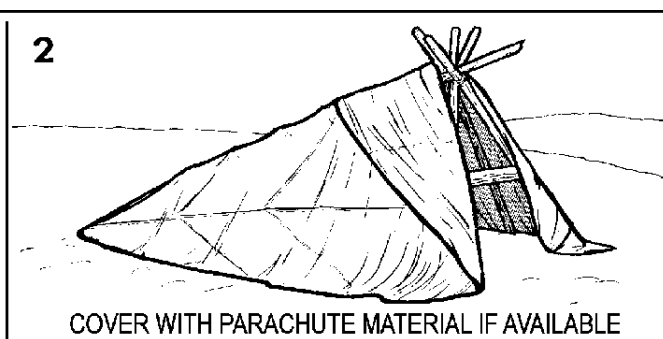
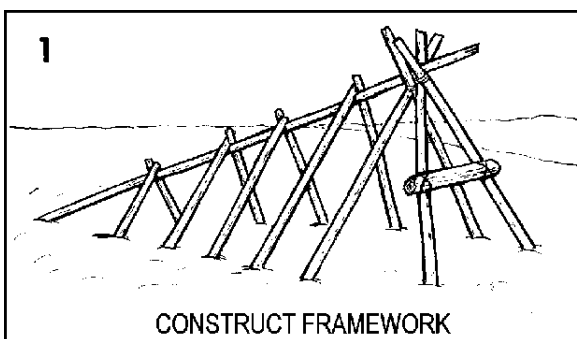
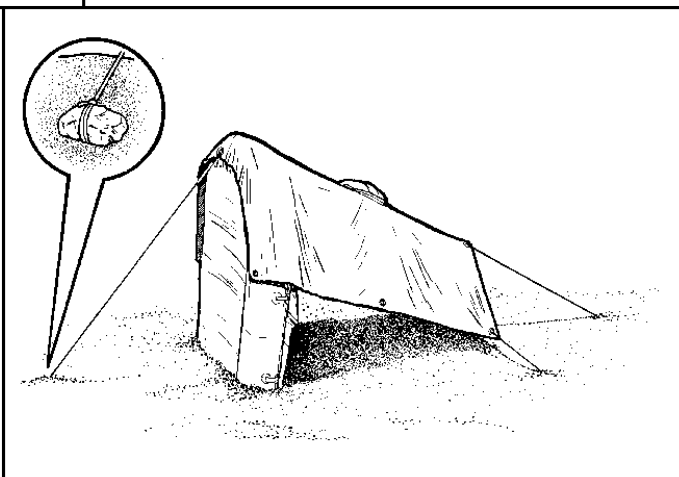
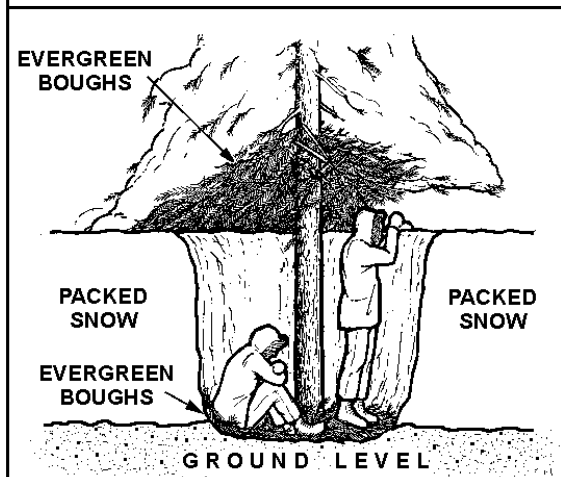
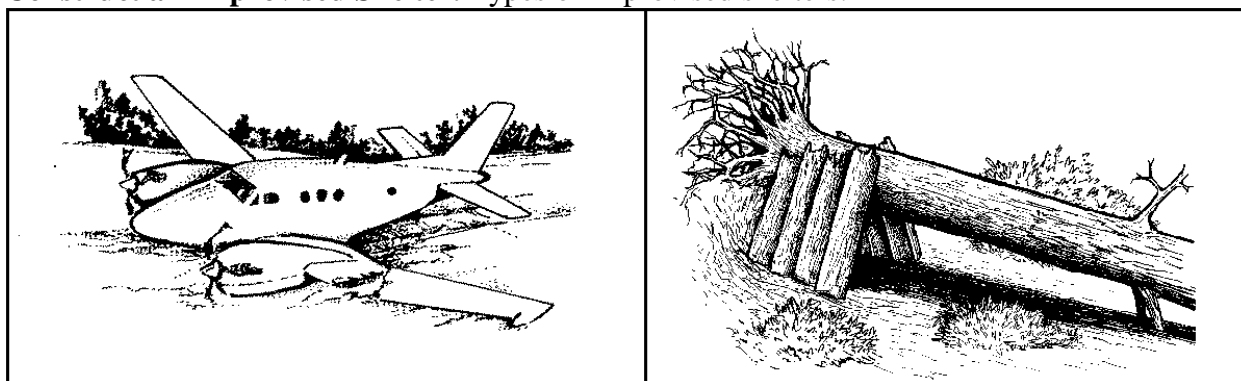
4. The object tends to blend with the background;
5. The object is smaller than other things around it; and,
6. You are lying down.

The Halving Method. The first two methods are great from distances under 500yds, but when the distance is greater, they become more difficult. By breaking the total distance in half (and even breaking that half into quarters) you may be able to employ the unit of measure, or appearance methods to judge the smaller distance. Once you have judged the fraction of the total distance ( $1/2$ ,  $1/4$ , etc.) just do the math.

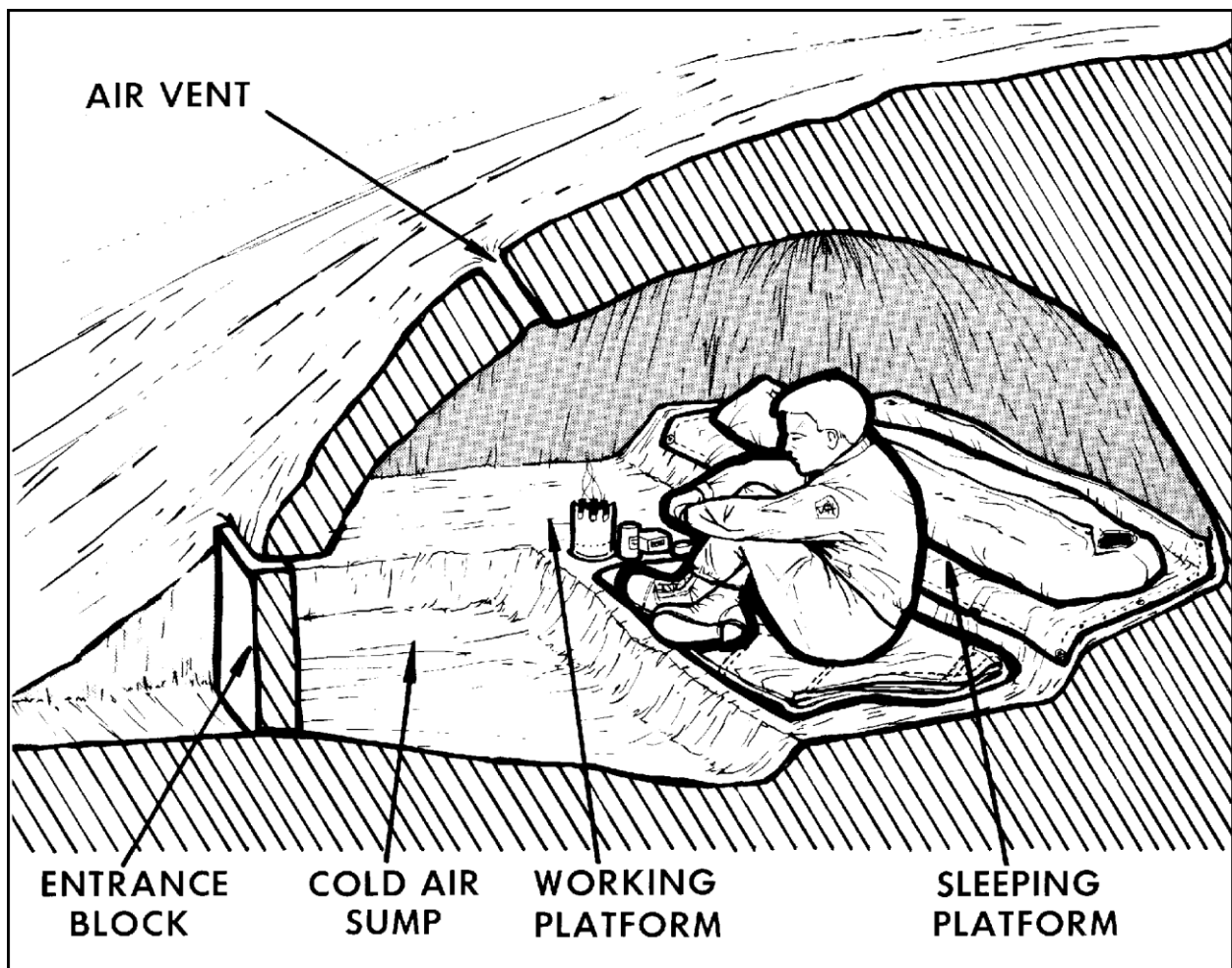
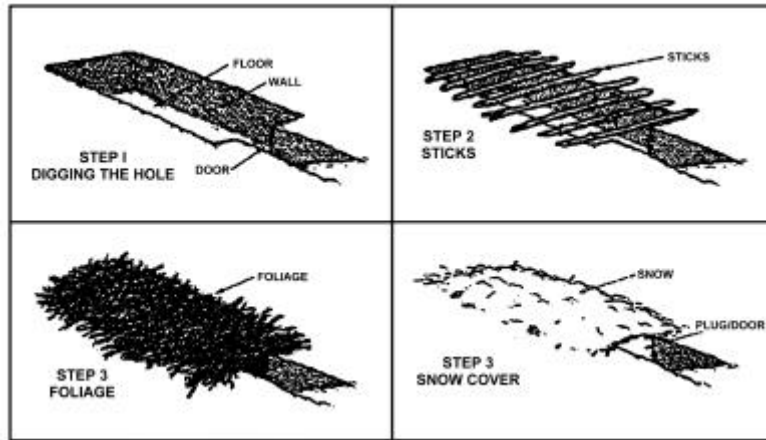
The Bracketing Method. This method is very rough estimating tool. Say to yourself, “That object is at least X yards away, but it is not Y yards.” Take the average of the two estimates, for example if “X is 600yds and “Y” is 1000yds, your distance is 800yds. This is definitely the fastest method to use.

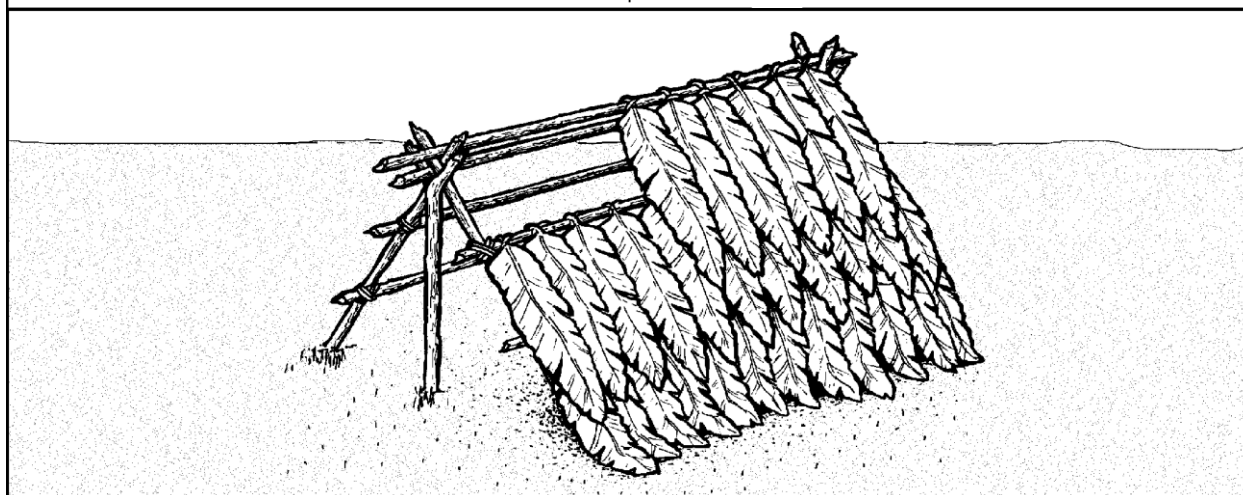
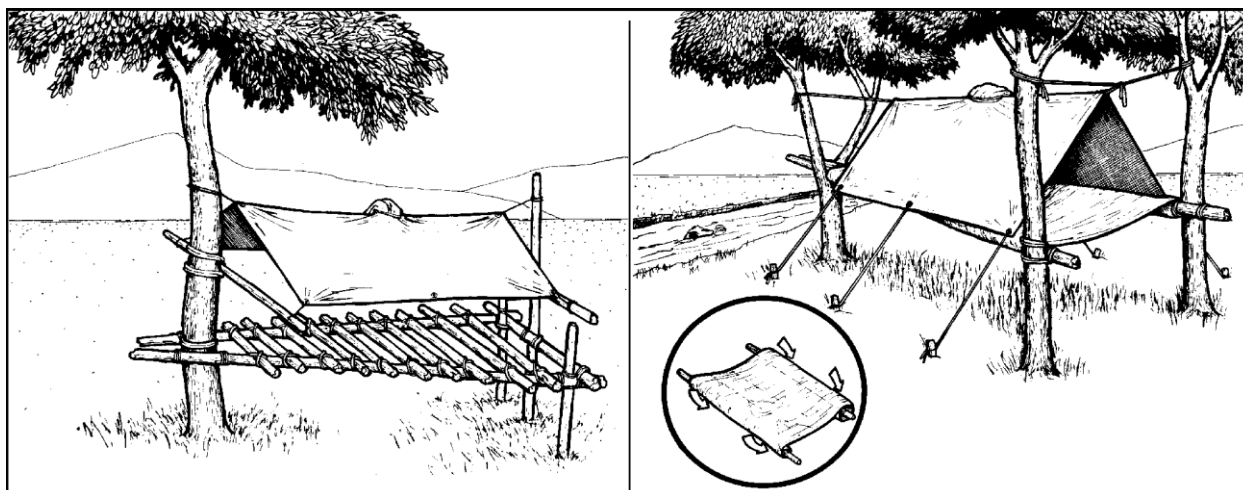
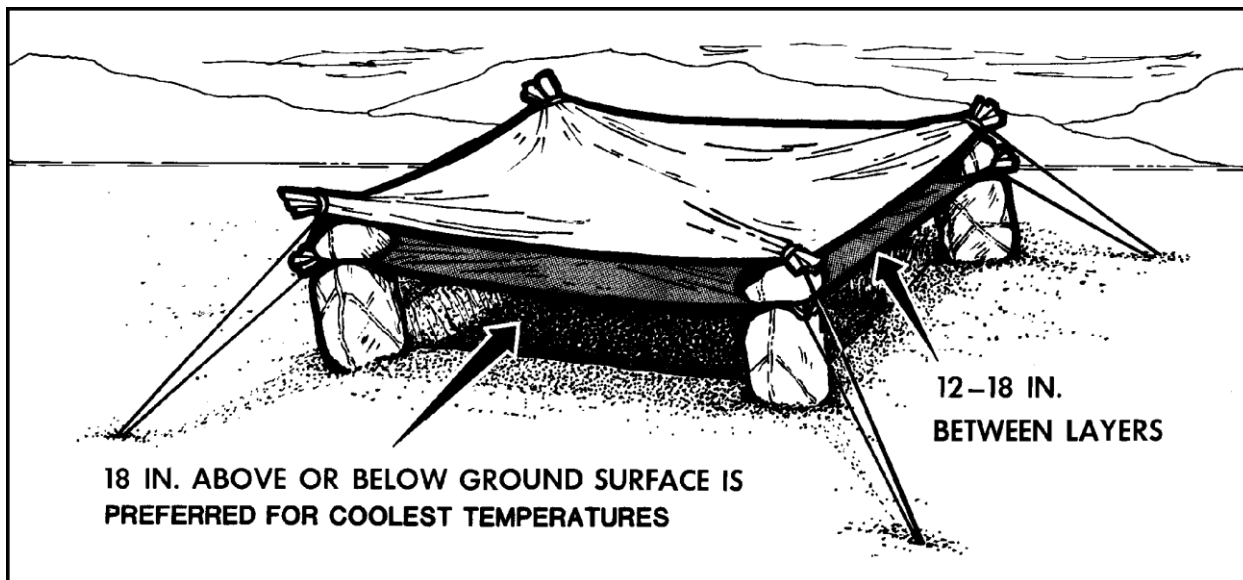
The Unit Average Method. When you are uncertain of the distance to an object, get several of your teammates to judge the distance using their choice of the previous methods. Calculate the average of all estimates. This method takes the longest, but quite often a group of skilled cadets will be very accurate.

# Construct an Improvised Shelter. Types of improvised shelters.





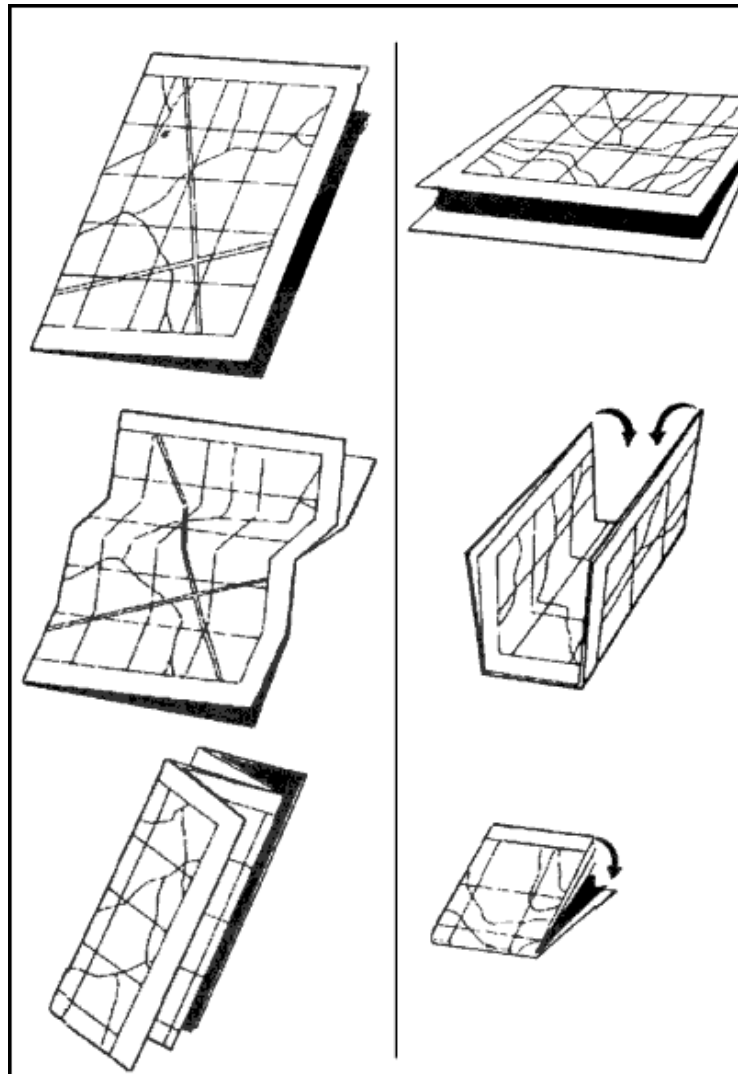




## 21. NAVIGATION

### 1. Care of Maps. Ways to protect your map:

- a. Place your map in a clear plastic bag, or permanently laminate it;
- b. Fold it properly and refold it only along the original fold lines to view other parts;
- c. If it gets wet, dry it on a flat, clean surface;
- d. Do not open it fully in a strong wind;
- e. Use only pencil to mark your map and erase all markings gently—maps protected by plastic can be marked using grease pencils or erasable markers; and,
- f. Store maps in a dry place, rolled, folded or laid flat.



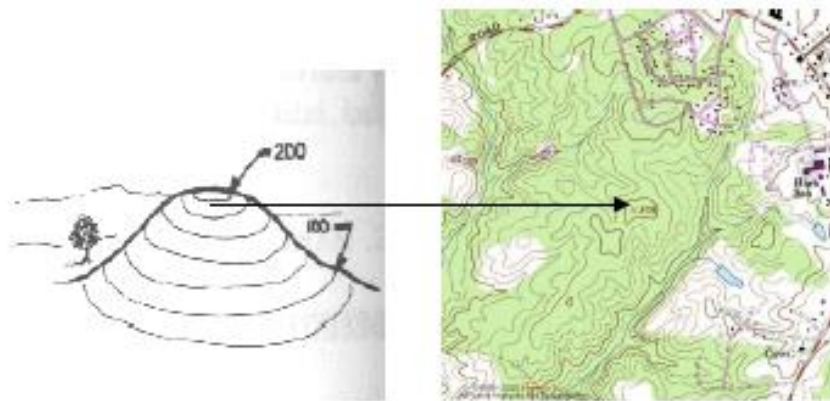
2. Topographical Maps. A topographical map illustrates water features, vegetation, elevation and depression, wetlands, urban development, transportation and communication routes (road, railways, telephone lines, etc.), structures, natural features and place names 1:50,000 or 1:250,000 scale topographical maps are produced of all areas of United States by the federal government through U.S. Geological Survey.

3. Conventional Signs. The five basic colors of a topographical map are:

- a. Red—is used for paved roads and highway numbers—it is also used to shade in areas of urban development;
- b. Brown—is used for contour lines, contour elevations, spot elevations, sand, cliffs, and other geological features;
- c. Blue—is used for water or permanent ice features (like rivers, lakes, swamps and ice fields), names of water features, and the grid lines;
- d. Green—is used for vegetation features like woods, orchards and vineyards;
- e. Black—is used for cultural features (buildings, railways, transmission lines, etc.), toponymy (place names), some symbols and precise elevations; and,

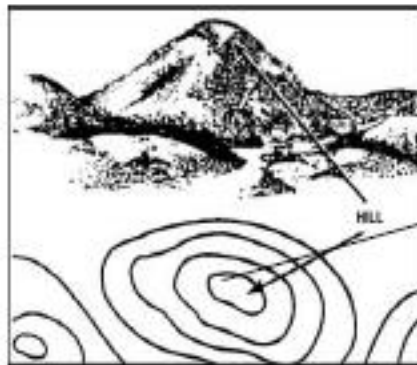


4. Map and Compass Terms. The following terms are used in map reading:

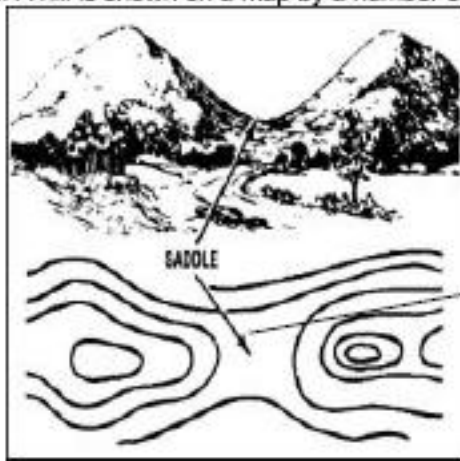


a. Contour line – A contour line is a line on the map joining points of equal elevation above sea level. Contour lines are drawn on maps to give you a three-dimensional view of the ground.

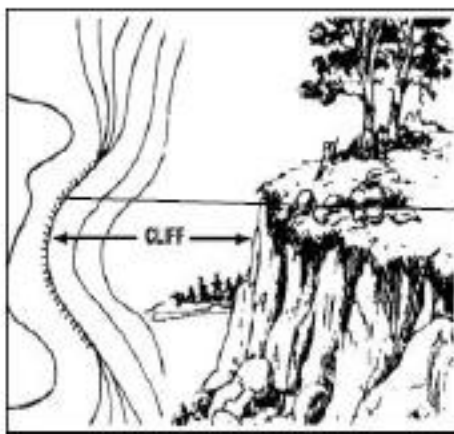




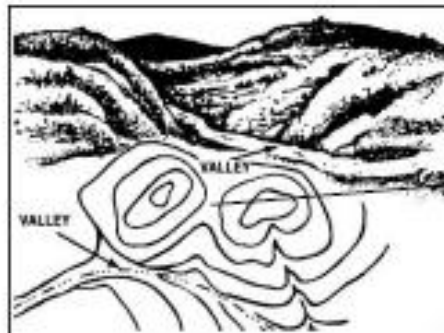
b. Hill – A hill is a point or small area of high ground. When you are located on a hilltop the ground slopes down in all directions. A hill is shown on a map by a number of closed contour lines.



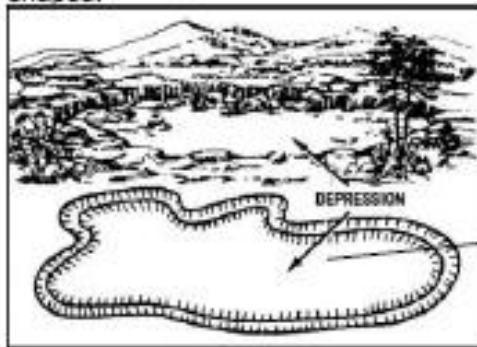
c. Saddle – A saddle is the low ridge between two peaks.



d. Cliff – A cliff is a near vertical slope. The closer the lines are to each other, the steeper the slope. A cliff will be shown on a map by the close contour lines that touch or have tick marks on them. These tick marks will point towards the lower ground.



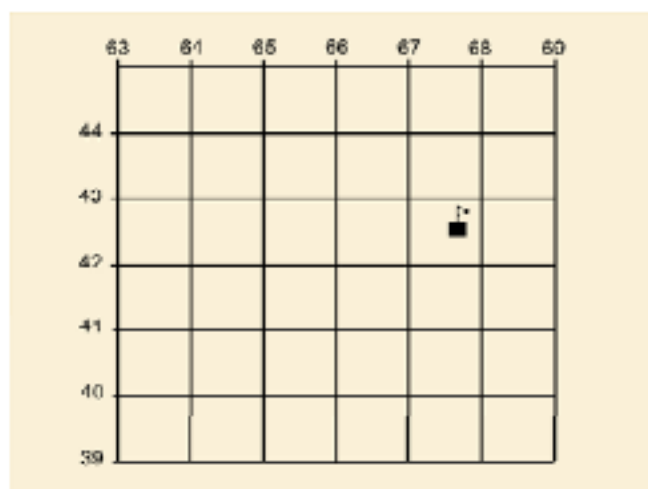
e. Valley – A valley is level ground bordered on the sides by higher ground. Contour lines indicating a valley are somewhat U-shaped.



f. Depression – A depression is a low point or hole in the ground surrounded on all sides by higher ground.

## E.O. 1 Measure a Grid Bearing

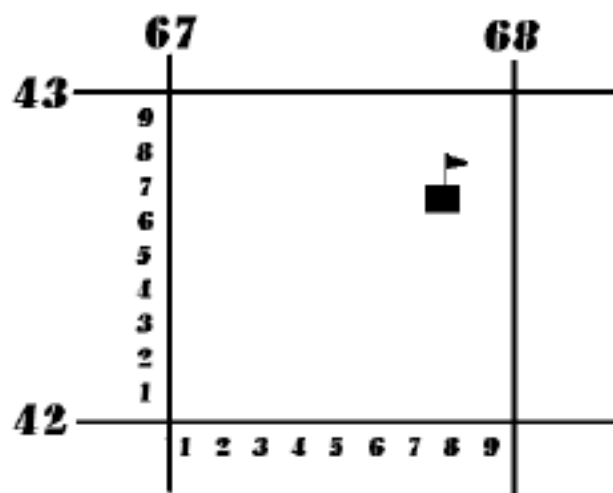
1. **Four-Figure Grid References.** When you identify a location using the grid system it is called using a "grid reference." For centuries, mathematicians have always stated the X coordinate (vertical) before the Y coordinate (horizontal), so map users have adopted that procedure. **N-S grid lines are stated before W-E grid lines.** Listing the numbers of the grid lines that intersect at its bottom left corner identifies every 1-kilometer (km) grid square.



For example: The school is located in the grid square identified as 6742.

Remember: a four-figure grid reference refers to the entire grid square. The easiest way to remember to list the N-S grid lines, then W-E grid lines is the saying, "Read right and up."

2. **Six-Figure Grid References.** We often need to be more accurate than a 1 km square. Each small easting and northing is numbered 1 to 9, from west to east and from south to north respectively. Then each smaller (100m x 100m) square can be identified listing all N-S grid line, then W-E grid line.



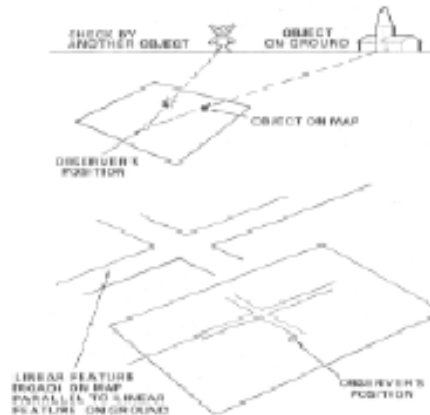
For example: Grid reference 678427 is given, the easting is 678 or 67 and 8/10, and the northing is 427 or 42 and 7/10.

Remember: that a six figure grid reference describes a square 100m x 100m—in other words, it is accurate to about 100m.

## Review

### Orient a Map by Inspection.

- Step 1 Identify your approximate location on the map.
- Step 2 Identify 2 or 3 prominent landmarks on the ground and find them on the map. Try to use landmarks in different directions.
- Step 3 Rotate your map until all identified objects on the map line up with the direction in which objects are located on the ground. If you are near a straight stretch of road, orient your map by using the road. Line up the road on the map parallel with the road on the ground.
- Step 4 Check all around you to verify that the features to your front are in front of your position on the map, and so on. The top of your map now points north.



1. Measuring Distance on a Topographical Map. There are two ways to describe the distance between features; point-to-point, or along a route. Point to point measures the straight line between points. Measuring along a route might be an obvious path, road, or along your planned route.

a. To measure a straight line between two points:

- Take a piece of paper and place the upper edge on the map so that it touches the two points.
- Mark the points on your paper.
- Clearly indicate your start and finish point.
- Now place the paper on your scale bars.
- Calculate the distance.





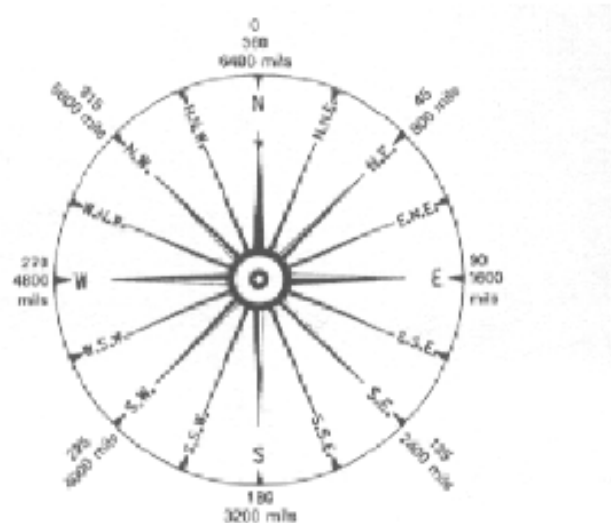
3. Compass. The compass is an important tool used in wilderness navigation. A compass user must take care to be precise in their measurements with the compass. A small error in calculation or measurement can equal a significant error in the field.



a. Most compasses operate on the same basic principle. A small, elongated, permanently magnetized needle is placed on a pivot so that it may rotate freely in the horizontal plane. The Earth's magnetic field which is shaped approximately like the field around a simple bar magnet exerts forces on the compass needle, causing it to rotate until it comes to rest in the same horizontal direction as the magnetic field. Over much of the Earth, this direction is roughly true north, which accounts for the compass's importance for navigation.

b. The Earth has a north and a south magnetic pole. These magnetic poles correspond roughly with the actual geographical magnetic poles. The north magnetic pole is located at approximately 78.9-degree North latitude and 103.8-degrees W longitude about 1000km from the geological North Pole. The nature of the magnetic field allows the magnetic north pole to shift geographic position about 5 to 10cm per year. Other natural phenomena, like earthquakes, can change the magnetic field locally.

4. Cardinal Points. The four main cardinal points are North (N), East (E), South (S), and West (W). Each of these is divided in half into north-east (N.E.), south-east (S.E.), south-west (S.W.), and north-west (N.W.). The circle is then again subdivided as shown below. Map users would then use these points to describe their direction of travel.

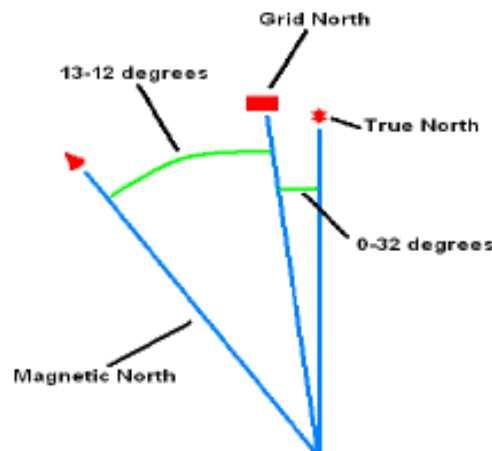


#### 5. The Three Norths.

a. True North (TN)—the earth spins on an axis that passes through the North and South Pole. The geographic North Pole or true North is located at the top of the earth where the lines of longitude converge.

b. Grid North (GN)—is the north indicated by grid lines on a topographical map. Because N-S Grid Lines are exactly parallel to each other, they will never converge at the North Pole; therefore they are pointing slightly off true north.

c. Magnetic North (MN)—is where a magnetic compass needle points. Magnetic North is shown with an arrow (compass), Grid North with a small square (map grid), and True North with a star (Polaris—the North Star).



#### 6. Mils and degrees.

a. The degree system of bearings shares some structure and terminology with units of time. There are 360 degrees in a circle. There are 60 minutes (60') in a degree, and there are 60 seconds (60'') in a minute, and to use decimals of minutes instead of seconds (e.g. 1.5' instead of 1' 30'').

b. Mil is a metric-like system for dividing a circle. A circle is divided into milli-radian and there are 6318 mil-radians in a circle. But 6318 is not a convenient number for

simple math, so map users commonly use 6400 mils in a circle. At one km each mil is about one meter wide.

c. In the MCJROTC, we use only degrees.

## 7. Magnetic Declination.

Background. Having an oriented map is the key to successful navigation. When poor visibility, or lack of identifiable landmarks, inhibits orienting by inspection, a quick and accurate orientation can be accomplished using your compass. However, as we know, a magnetic compass points to Magnetic North, not True North, so orienting a map accurately requires a map user to compensate for the difference.

Magnetic Declination. Magnetic declination is the difference between True North and Magnetic North, and it is measured in degrees and minutes. Declination will change, not only depending on geographic position, but also annually due to the shifting magnetic pole. There are only two lines in the Northern Hemisphere where the Magnetic North and True North line up equaling a declination of 0 degrees—one line running through central Canada and one through Russia. Stating whether the declination is east or West of True North further describes declination.

Calculate Declination. To calculate current declination using the information provided by the declination diagram (and information printed directly underneath) is just a matter of simple math.

a. To calculate declination we always use the declination stated between Magnetic North and Grid North—ignoring True North. This is because bearings taken from a map use Grid North as their point of reference.

b. The annual change noted under the diagram will be either ‘increasing’ (the declination is getting larger), or ‘decreasing’ (getting smaller). The total annual change will then be added or subtracted from the original declination in accordance with increasing or decreasing respectively, to get the current declination.

<b>In the example with east declination—the declination as of 1991 was E 19° 52' and the annual change decreasing 7.0'. The math goes like this:</b>		<b>In the example with west declination—the declination as of 1993 was W 13° 18' and the annual change increasing 1.7'. The math goes like this:</b>	
Current Year:	2001	Current Year:	2001
Year of declination information:	<u>-1991</u>	Year of declination information:	<u>-1993</u>
Difference of years:	10	Difference of years:	8
Difference in years:	10	Difference in years:	8
Annual Change:	<u>x7.0'</u>	Annual Change:	<u>x1.7'</u>
Total change:	70'	Total change:	13.6'
(Convert to degrees and minutes when 60' or more.)	or 1° 10'	(Round up or down as required.)	or 14'
Annual change was decreasing so it is subtracted from the original declination:		Annual change was increasing so it is add to the original declination:	
Original declination:	E 19° 52'	Original declination:	W 13° 18'
Total Change:	<u>-1° 10'</u>	Total Change:	<u>+14'</u>
Current declination:	E 18° 42'	Current declination:	W 13° 32'
This tells us that the magnetic needle on a compass will point to the east of grid north by 18 degrees and 42 minutes, for the area depicted by this map in 2001.		This tells us that the magnetic needle on a compass will point to the west of grid north by 13 degrees and 32 minutes, for the area depicted by this map in 2001.	
This declination in mils is about 337 mils that mean that if you were to follow a compass bearing for 1 km without adjusting for declination, you would be 337 meter off the grid bearing plotted on your map. This is how important declination is.		It is possible to have a very small original declination and a larger total annual change, so that when you do the math the current declination actually changes from what was originally a West declination to East or vice versa.	

Setting declination on a compass. The compass has the advantage of a mechanical device on the back of the dial that adjusts the orienting arrow to compensate for declination. The declination scale is in degrees and graduated up to 90 degrees west and east. Ensure that you adjust this device in the correct direction. Each time you move to a new map area, you will have to recalculate declination and adjust your compass accordingly.

Orient your Map by Compass. To orient your map with a compass:

- Rotate the compass dial until N is lined up with the direction arrow on the front of the baseplate.
- Place the straight edge of the compass alongside any true north line on the map – the left or right border or any line of longitude.
- Holding the map and compass together at your front, turn your self until the magnetic orienting needle is directly over the orienting arrow inside the dial (“put the red in bed.”) Your map is now oriented.

## **E.O. 2 Measure a Magnetic Bearing.**

- When using a compass there are factors that can cause it to become less accurate:

- a. Compass error—each compass may have an inherent error from manufacturing. You would notice this when comparing bearings taken with one compass, with bearings taken by others. Most new and well taken care of compasses have no measurable error;
- b. Compass deviation—there may be either local geological abnormalities (e.g. large amount of iron content in rock), or other factors like using a compass too close to power lines, wire fence, or vehicles that will cause the magnetic needle to deviate from a n accurate reading. You can lessen this chance by moving away from obvious sources of magnetic disturbance or large iron/steel objects—i.e. you will not get an accurate bearing from inside a car!
- c. Damage—air can infiltrate the liquid inside the compass dial (a result of extreme temperatures or damage) forming bubbles that will effect the movement of the magnetic needle, sometimes causing error;
- d. Not holding the compass horizontally causes the needle to try to pivot at an angle, which will cause the needle to move less smoothly and possibly create an error; or,
- e. You are too close to the magnetic north pole.

## 2. Measuring a Magnetic Bearing. To take a bearing you should:

- a. Calculate, then set the current declination on your compass;
- b. Select the object on which a bearing is to be taken and face that object;

- c. Hold the compass level in front of your body with the orienting arrow facing the direction you want to go.
- d. Rotate the compass dial with your index finger and thumb until the magnetic orienting needle is over the orienting arrow (*red in bed*). Ensure the orienting arrow has remained on the object; and
- e. Read the bearing on the compass dial (in degrees) that points to the direction arrow on the front of the baseplate. This is your magnetic bearing.



3. Calculating the Back Azimuth. To calculate what the bearing is from that object back to you is a simple matter of subtracting 180 degrees from the original azimuth if it is more than 180 degrees, or adding 180 degrees to the original azimuth if it is less than 180 degrees.

4. Set and Follow a Bearing. A bearing is a quick and efficient method of describing a route to take. The bearing, however, is usually not enough information on its own. There must also be a distance or a target object for you to look for. To set and follow a bearing on a compass follow these steps:

- a. Calculate, then set the current declination on your compass;

- b. Select the object on which a bearing is to be taken and face that object;
- c. Hold the compass level in front of your body with the orienting arrow facing the object;
- d. You are now facing the direction of the object—using map reading skills you may then be able to navigate to the desired location; or
- e. Rotate the compass dial with your index finger and thumb until the magnetic orienting needle is over the orienting arrow (red in bed). Ensure the orienting arrow has remained on the object; and;
- f. Read the bearing on the compass dial (in degrees) that points to the direction arrow on the front of the baseplate. This is your bearing to the object. You may now walk to that object, then repeat as required until you have arrived at your desire location.

##### 5. Navigating with a Map and Compass.

- a. Map simplification—the amount of detail on a topographical map causes many people to be overwhelmed when the time comes to make navigation decisions. By filtering the map detail down to only the most important features, or by concentrating on distinct sets of features one at a time, a navigator can make navigation a simpler process. The most common simplification is:
  - i. Locate the dangers—especially in the winter you need to be aware of bodies of water;
  - ii. Locate the primary contour features—you can even highlight or circle them;
  - iii. Look for unique features—landmarks you may be able to use along your route; and
  - iv. Establish borders—linear features that will keep you within a certain area while you navigate, including your catching feature (knowing these features exist will give you more confidence as you navigate).
- b. Route selection—can be strategized by considering the following:
  - i. What are the features of your target (in orienteering it's called a 'control')? By reviewing all the features of your target in your head, you are more likely to recognize it when you get there;
  - ii. If your target is small, or hidden in difficult terrain, plan your route first to a nearby large landmark that is easy to find (attack point), then navigate from that point to your target;

iii. Plan your route keeping in mind:

- 1) Are the skills required to complete the navigation within your ability?
- 2) What are the consequences of making an error in each component of the route?
- 3) What is the distance traveled—both vertical and horizontal?
- 4) How much time should it take for each component?
- 5) Working from the target point backwards to the start point can solve difficult route choices.

i. At what speed or ‘tempo’ should I attempt to navigate each component of my route? When permitted by terrain, move quickly from the start to your attack point, and then slow down as you approach your target to allow for more precise navigating. Also take note of length and difficulty of the planned route so that you can pace yourself; and,

ii. What will stop me if I miss? Always choose a catching feature on the far side of your target and keep watch for it when navigating. Avoid approaching a target from a direction where there is a poor or no catching feature.

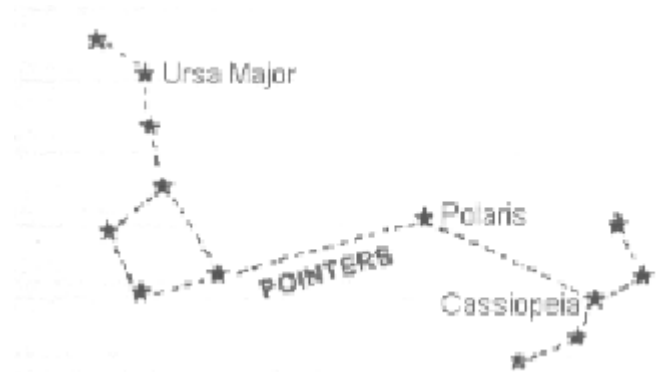
a. Aiming off—is useful compass technique. No one can follow a bearing in a perfectly straight line. When you are planning a route to take you to a distinct location on a linear feature (on a road, creek, contour feature, etc.) you should always ‘aim off’ to one side. That way, when you arrive at the feature, you will know for certain which way you need to turn to arrive at your destination. If you do not aim off, you may have few clues as to your location when you arrived at linear feature.

b. Confidence—As you navigate, your level of confidence will fluctuate with success or challenge. When your confidence drops, so will your effectiveness as a navigator. Stay attuned to the ‘alarm bells’ that go off in your head when your confidence starts to drop. When you first notice that you are doubting either your location, your map or compass, or the person who gave you the original directions or instructions—take the time to go through the steps of orienting your map, finding your location and reasserting your confidence. Letting the situation worsen will create wasted effort, poor decision-making and/or danger.

### **E.O. 3 Navigating at Night.**

When traveling at night it may be desirable to enlist the aid of a team member to act as a pointer—instead of choosing a landmark to navigate to. The person on the point moves ahead and acts as the landmark directed by the navigator to move right or left to keep them in line with the bearing. When placed. March to them and repeat the procedure. Remember that at night,

distance traveled will feel greater than it actually is. a. The “North Star” or “Polaris” has long been used for navigation at night in the Northern Hemisphere. It does not change positions in the sky, resting on a bearing close to True North.



Polaris is centered between Ursa Major (“The Big Dipper”) and Cassiopeia, and is the brightest star between these two constellations. Remember—all other stars move in the sky (as much as 300 miles in an hour), you can use them as navigation landmarks for short periods of time only (15 minutes).



## **22. SQUAD CLOSE ORDER DRILL**

### **Enabling Objectives:**

- 1. Form the Squad.**
- 2. Dismiss the Squad.**
- 3. Align the Squad.**
- 4. Obtain Close Interval from Normal Interval on Line.**
- 5. Obtain Normal Interval from Close Interval on Line.**
- 6. Obtain Double Arm Interval on Line.**
- 7. Obtain Normal Interval from Double Arm Interval on Line.**
- 8. Form a Column from on Line and Reform to a line.**
- 9. March in the Oblique.**
- 10. March to the Rear.**
- 11. March to the Flank.**
- 12. Change Direction of a Column.**
- 13. Column of Twos from Single File.**
- 14. Form a Single File from a Column of Twos.**

1. General. A squad is a group of individuals formed for the purpose of instruction, discipline, control, and order.
  - a. Members of the squad take positions and move as stated in this Manual. All individuals execute the movements at the same time. Squads may drill as squads or as part of a platoon or larger formation.
  - b. Squads are kept intact when practical. The normal formation for a squad is a single rank (squad on line) or single file (squad in column). (See figure 1-1.) This permits variation in the number of individuals composing the squad. The first formation is always on line. Column formation may be taken from line formation. A squad, not at drill, may be marched in column of twos by forming in two ranks.

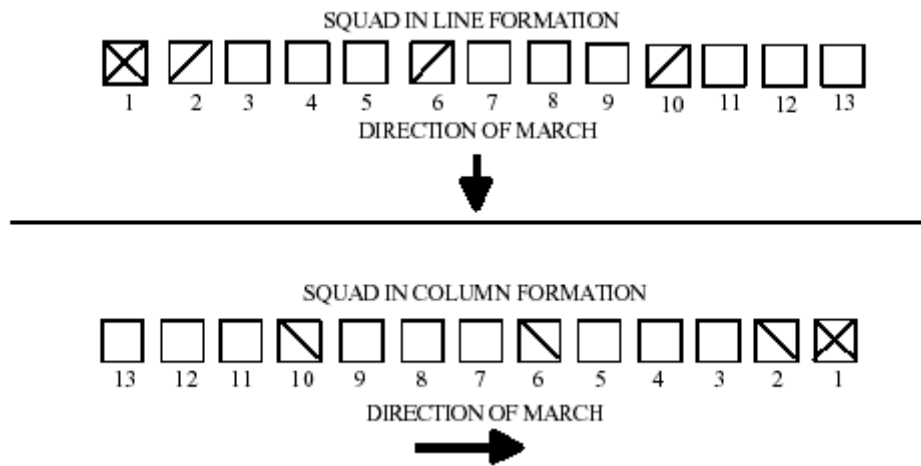


Figure 1-1. Squad Formations.

- c. The squad marches in line for minor changes of position only.
- d. In this Chapter the term “unit leader,” (e.g., “The unit leader then checks the alignment) means the individual drilling the squad. He/she may be the squad leader, or squad member drilling the squad for an inspection or evaluation. If the unit leader is the squad leader, then the number-two Marine (see figure 1-1) executes the movements of the squad leader. The unit leader must maintain proper distance (3 paces) from the squad and remain centered on the squad during all drill movements.
  - 1) If the squad executes a right step, the unit leader, who is facing the squad, would execute a left step in cadence with the squad to maintain proper position. For a right step the unit leader would execute a left step.
  - 2) If the squad executes a back step, the unit leader would execute a half step, in cadence with the squad to maintain proper position.
  - 3) Movements of the unit leader during other squad movements are explained in the paragraph describing the movement.

## **E.O. 1 Form the Squad**

### **1. To Form the Squad.**

- a. Members of the squad normally form as indicated in figure 1-1. (e.g., maintain fire team/section integrity). However, for parades and ceremonies where appearance is more important, the squads should be sized. To size the squad the tallest member takes position 2 in figure 1-1 with the shortest squad member in position 13. The squad leader, regardless of height, always forms as the squad leader, in position one of figure 1-2.



a. Squad Formed with Unit Integrity.  
Figure 1-2. Squads Sizing



b. Squad Sized.  
Figure 1-2. Sizing Squads—Continued.

- b. To form at normal interval, the command is **“FALL IN.”**
- c. The squad forms on line on the left of the squad leader. Each member of the squad, except the individual on the left flank, raises their left arm shoulder high in line with their body. Fingers are extended and joined, palm down thumb extended along the forefinger. Each individual except the squad leader turns their head and looks to the right. To obtain a normal interval, everyone places himself in line so their right shoulder touches the fingertips of the person on their right. (see figure 1-3) As soon as each individual is in line with the person on their right, and the person on their left has obtained normal interval, they assume the position of attention smartly but quietly. (See figure 1-4)



Figure 1-3, getting proper interval when falling in



Figure 1-4, Squad formed with proper interval

- c. To form at close interval, the command is **“At Close Interval, FALL IN.”**



d. The squad forms on line on the left of the squad leader. Each member of the squad, except the individual on the left flank, places their left hand on their hip, elbow in line with the body. They rest the heel of the palm on the hip with fingers extended and joined and pointing down. Everyone except the squad leader turns their head and looks to the right. To obtain close interval, they place themselves in line so their right arm touches the elbow of the person on their right. (See figure 1-5) As soon as each individual is in line with the person on their right, and the person on their left has obtained close interval, they assume the position of attention but quietly. (See figure 1-6).



Figure 1-5, getting proper close interval when falling in



Figure 1-6, Squad formed at close interval

## **E.O. 2 Dismiss the Squad.**

### **1. To Dismiss the Squad.**

- a. The squad is dismissed only from a line with individuals at attention.
- b. Armed troops are dismissed with the commands **“Inspection, ARMS;” “Port, ARMS;”** and **“DISMISSED.”**
- c. Unarmed troops are dismissed with the command **“DISMISSED.”**

## **E.O. 3 Align the Squad.**

### **1. To Align the Squad.**

- a. The purpose of these movements is to dress the alignment of the squad. They may be executed when the squad is halted at attention on line. The command is **“Dress Right, DRESS”** or **“At Close Interval, Dress Right, DRESS.”** These commands are given only when the squad is at approximately the same interval as the interval at which the dress is commanded.
- b. Dress Right Dress.
  - i. On the command **“Dress Right, DRESS,”** everyone except the squad leader, smartly turn their heads to the right, 90 degrees over the shoulder look, and align themselves. At the same time, everyone except the individual on the left flank, provide interval by smartly raising their left arm to shoulder height and in line with their body. Fingers are extended and joined, thumb along the forefinger, palm down. (See figure 1-7.)
  - ii. As the base of the movement, the squad leader keeps his/her head and eyes to the front. All other members of the squad position themselves by short steps until their right shoulders lightly touch the fingertips of the person on their right.
  - iii. The unit leader, on his/her own command of execution **“DRESS,”** faces half left, as in marching, and proceeds by the most direct route to a position on line with and one pace to the right of the individual on the right flank. At this position, the unit leader executes a halt in the oblique facing the rear of the formation, and then executes a right face, facing down the line of the squad. The unit leader aligns the squad by commanding those individuals in advance or rear of the line to move forward or backward until in line. Name or number designates these individuals. For example: **“Jones, FORWARD;”** or **“Number Three, BACKWARD.”** Those individuals will move until receiving the command **“STEADY.”** The unit leader may execute a series of short side steps to the right or left in order to identify an individual. However, prior to commanding the identified individual to move, the unit leader will be on line with the rank. After

verifying the alignment of the squad, the unit leader faces to the right in marching, marches straight to a point 3 paces beyond the squad, halts, faces to the left, and commands **“Ready, FRONT.”** Immediately after commanding **“FRONT,”** the unit leader marches by the most direct route back to post 3 paces, front and centered, on the squad.

iv. On the command **“Ready, FRONT,”** all members of the squad who raised their left arm and turned their head to the right, will smartly but quietly lower their arm to their side and at the same time turn their head back to the front, assuming the position of attention.

v. When aligning a squad of well-drilled troops or when there is insufficient time to verify alignment, the unit leader may command, **“Ready, FRONT”** from his/her normal position (3 paces front and centered), without having verified alignment.



Figure 1-7. Dress Right Dress.

vi. At Close Interval Dress Right Dress. This movement is executed in the same manner as dress right dress except, on the command, **“At Close Interval, Dress Right, DRESS,”** those individuals providing interval will do so by placing the heel of their left hand on their hip with the elbow in line with their body. Fingers are extended and joined and pointing down. Members gaining interval will move by short steps until their right arm is touching the left elbow of the individual to their left. (See figure 1-8.)



Figure 1-8. At Close Interval Dress Right Dress.

#### **E.O. 4 Obtain Close Interval from Normal Interval on Line.**

##### **1. To Obtain Close Interval from Normal Interval on Line.**

a. The purpose of this movement is to close the interval between individuals of a squad on line to 4 inches. It may be executed when the squad is halted at attention and on line at normal interval. The command is **“Close, MARCH.”**

b. The squad leader is the base of this movement. On the command of execution **“MARCH,”** the squad leader stands fast and places his/her left hand on his/her hip, as if dressing at close interval, to provide interval for the individuals to the left. At the same time, all other members of the squad face to the right as in marching, march toward the right flank until approximately 4 inches from the person in front of them, halt, and face to the left. They then execute at close interval dress right dress. After aligning and without command, they will smartly lower their left hands and turn their heads to the front as soon as the individual to their left has touched their elbow with his/her right arm and stopped moving.

c. On his/her command of execution, the unit leader steps to the left in marching. He/she marches parallel to the squad maintaining a distance of 3 paces from the squad. When approximately on the center of the squad at close interval the unit leader halts and faces the squad. He/she then adjusts to the center of the squad by taking small steps left, right, forward or back.

#### **E.O. 5 Obtain Normal Interval from Close Interval on Line.**

##### **1. To Obtain Normal Interval from Close Interval on Line.**



a. The purpose of this movement is to extend the interval between individuals of a squad on line to one arm length. It may be executed when the squad is halted at attention and on line at close interval. The command is **“Extend, MARCH.”**

b. The squad leader is the base of this movement. On the command of execution **“MARCH,”** the squad leader stands fast and raises his/her left arm to shoulder height to provide interval for the person on the left. At the same time, all other members of the squad face to the left as in marching, march toward the left flank until they have opened approximately a 30-inch distance from the person behind them, halt, and face to the right. They then execute dress right dress. After aligning and without command, they will smartly, and quietly, lower their left arms and turn their heads to the front as soon as the individual to their left has touched their finger tips with his/her right shoulder and has stopped moving.

c. On his/her command of execution, the unit leader steps to the right in marching. He/she marches parallel to the squad maintaining a distance of 3 paces from the squad. When approximately on the center of the squad at normal interval the unit leader halts and faces the squad. He/she then adjusts to the center of the squad by taking small steps left, right, forward or back.

## **E.O. 6 Obtain Double Arm Interval on Line.**

### **1. To Obtain Double Arm Interval on Line.**

a. The purpose of this movement is to extend the interval between the individuals of a squad to a double arm distance. It may be executed when the squad is halted at attention and on line at normal or close interval. The command is **“Take Interval to the Left, MARCH.”**

b. The squad leader is the base of this movement. On the command of execution **“MARCH,”** the squad leader stands fast and raises his/her left arm to shoulder height, to provide interval for the persons on the left. At the same time, all other members of the squad face to the left as in marching, march toward the left flank until they have opened approximately a 70-inch distance from the person behind them, halt, and face to the right. They then smartly turn their heads to the right and raise both arms to shoulder height. Individuals on the left flank will only raise their right arm. (See figure 1-9) After aligning and without command, they will smartly, and quietly, lower their right arms and turn their heads to the front as soon as they have proper interval. They will lower their left arms when they feel the individual to their left lower his/her right arm.

c. On his/her command of execution, the unit leader steps to the right in marching. He/she marches parallel to the squad maintaining a distance of 3 paces from the squad. When approximately on the center of the squad at double arms interval the unit leader halts and faces the squad. He/she then adjusts to the center of the squad by taking small steps left, right, forward or back.



Figure 1-9, Double arm interval on line

## E.O. 7 Obtain Normal Interval from Double Arm Interval on Line.

### 1. To Obtain Normal Interval from Double Arm Interval on Line.

- a. The purpose of this movement is to decrease the interval between individuals of a squad on line from double arm to normal interval. It can only be executed when the squad is halted at attention and on line at a double-arm interval. The command is **“Assemble to the Right, MARCH.”** On the command of execution, the interval is reduced in a manner similar to close march; except that individuals halt approximately 30 inches from each other, face and execute the appropriate dress movement to obtain normal interval.
- b. On his/her command of execution, the unit leader steps to the left in marching. He/she marches parallel to the squad maintaining a distance of 3 paces from the squad. When approximately on the center of the squad at normal interval the unit leader halts and faces the squad. He/she then adjusts to the center of the squad by taking small steps left, right, forward or back.

## E.O. 8 Form a Column from a Line and Reform to a line.

### 1. To Form a Column from on Line and Reform to a line.

- a. When halted on line at normal interval, the command to form a column is **“Right, FACE.”** All members of the squad simultaneously face to the right, thereby forming column. The squad leader may then command, **“Forward (Column {Half} Right/Left), MARCH”** to cause the squad to march in column. NOTE: The squad becomes inverted if faced to the left, this should be done only for short movements. When it is desired to form a column facing to the left, the squad should first form column by facing to the right, then execute necessary successive column movements until the column is faced in the desired direction.
- b. When on line at close interval, the squad is first extended to normal interval (see paragraph 6), then forms column by facing to the right as described above.

c. When in column at a halt and at the order, to form a line, the command is **“Left, FACE.”**

## **E.O. 9 March in the Oblique.**

### **1. To March in the Oblique.**

a. The purpose of this movement is to shift the line of march to the right or left and then resume marching in the original direction. It may be executed from any formation that is marching at quick time cadence. The command is **“Right (Left) Oblique, MARCH.”** The word oblique is pronounced to rhyme with strike. The command of execution is given as the foot in the direction of the turn strikes the deck. The command to resume the original direction of march is **“Forward, MARCH.”** The command of execution is given as the foot toward the original front strikes the deck.

b. To teach the squad to march to the oblique, the unit leader aligns the unit and has members face half right (left). The unit leader then explains that these positions are maintained when marching to the oblique. Individuals keeping their shoulders parallel to the persons in front and/or adjacent to them achieve this. The squad leader is the base of the movement, and must maintain a steady line of march keeping his/her shoulders blocked perpendicular to the direction of march.

c. At the command **“Right Oblique, MARCH”** the command of execution is given as the right foot strikes the deck. Everyone then takes one more 30-inch step to the front with the left foot and pivots 45 degrees to the right on the ball of the left foot. Stepping out of the pivot with a 30-inch step, the entire squad marches to the right oblique until given another command. (See figure 1-10.) For the squad to resume marching in the original direction, the command is **“Forward, MARCH”** in this case the command of execution will be given as the left foot strikes the deck. Everyone then takes one more step in the oblique direction; pivots back to the original front and continue to march. To march to the left oblique, substitute left for right and right for left in the above sequence.

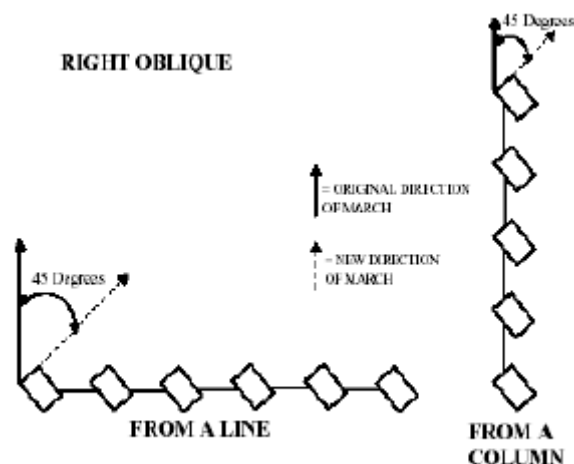


Figure 1-10. Marching to Right Oblique.

d. To halt the squad facing in the original direction of march the command is **“Squad, HALT.”** The command of execution **“HALT”** is given on the left foot when marching to the right oblique and on the right foot when marching to the left oblique. At the command **“HALT,”** everyone takes one more step in the oblique direction, pivots to the original front on the toe of the right (left) foot, and places the left (right) foot beside the other at the position of attention.

e. To temporarily halt the squad in the oblique direction, in order to correct errors, the command is **“In Place, HALT.”** The command of execution **“HALT”** may be given as either foot strikes the deck. At the command of execution **“HALT,”** the squad halts in two counts as in quick time and remains facing in the oblique direction. The only command that can be given after halting in place is **“Resume, MARCH.”** At that command, the movement continues marching in the oblique direction.

f. When given half step or mark time while marching in the oblique, the only commands that may be given are **“Resume, MARCH”** to continue marching with a 30-inch step in the oblique; or **“In Place, HALT”** to halt in the oblique in order to correct errors.

## **E.O. 10 March to the Rear.**

### **1. To March to the Rear.**

a. The purpose of this movement is to march the squad to the rear for a short distance. It may be executed when halted or marching forward at quick time or double time. The command is **“To the Rear, MARCH.”** The command of execution will be given as the right foot strikes the deck.

b. When halted, on the command of execution **“MARCH,”** everyone takes one 15-inch step to the front with the left foot and then pivots 180 degrees toward the right on the balls of both feet. Stepping out of the pivot with a 30-inch step, the entire squad marches to the rear. For the squad to resume marching in the original direction the command **“To the Rear, MARCH”** is given again. No other command may be given when marching to the rear until the unit has resumed marching to the original front.

c. When marching at quick time, on the command of execution **“MARCH,”** everyone takes one more 15 inch step to the front with the left foot and then pivots 180 degrees toward the right on the balls of both feet. Stepping out of the pivot with a 30-inch step, the entire squad marches to the rear. For the squad to resume marching in the original direction, the command **“To the Rear, MARCH”** is given again. No other command may be given when marching to the rear until the unit has resumed marching to the original front.

d. When marching at double time, on the command of execution **“MARCH,”** everyone takes two more 36-inch steps to the front and then four, 6-inch vertical steps in place at double time cadence. On the first and third steps in place, everyone pivots 180 degrees to the right. After the fourth step in place, and for the fifth step, they step off with a 36-inch

step in the new direction. For the squad to resume marching in the original direction, the command **“To the Rear, MARCH”** is given again. No other command may be given when marching to the rear until the unit has resumed marching to the original front.

## **E.O. 11 March to the Flank.**

### **1. To March to the Flank.**

- a. The purpose of this movement is to march the squad to the right or left flank for a short distance. It may be executed from any formation that is marching at quick time or double time cadence. The command is **“By the Right (Left) Flank, MARCH.”** The command of execution is given as the foot in the direction of the turn strikes the deck.
- b. To march to the left flank, when marching at quick time, the command is **“By the Left Flank, MARCH.”** On the command of execution **“MARCH,”** everyone takes one more 30-inch step to the front with the right foot and then pivots 90 degrees to the left on the ball of the right foot. Stepping out of the pivot with a 30-inch step, the entire squad marches in line to the left flank. The unit leader executes the flanking movement with the squad maintaining his/her distance from the squad. For the squad to resume marching in the original direction, the command is **“By the Right Flank, MARCH.”** To march to the right flank, substitute right for left and left for right in the above sequence. No other command may be given when marching to the flank until the unit has resumed marching to the original front. Figure 1-11 shows the original direction of march. Figure 1-12 shows the 90 degree turn performing “By the Left Flank”. Figure 1-13 shows the new direction of march, and figure 1-14 shows the return to the original direction of march by means of the command “By the Right Flank”.



Figure 1-11



Figure 1-12



Figure 1-13





Figure 1-14

## E.O. 12 Change Direction of a Column.

### 1. To Change Direction of a Column.

a. The purpose of this movement is to change the direction of march of a column. It may be executed when the squad is halted or marching in column. The command is “**Column Right (Column Left, Column Half Right, or Column Half Left), MARCH.**” The squad leader establishes the pivot for the movement.

b. When marching, the commands of execution are given on the foot in the direction of the turn. On the command of execution “**MARCH,**” the squad leader takes one more 30-inch step to the front and then pivots 90 degrees to the right (left) on the ball of the left (right) foot. He/she then takes a 30-inch step in the new direction. The remaining members of the squad continue to march to the point where the squad leader pivoted. They would then pivot 90 degrees in the new direction of march.



c. When halted, at the command of execution “**MARCH,**” the squad leader faces to the right (left) as in marching and takes one 30-inch step in the new direction with the right (left) foot. The remaining members of the squad step off to the front as in forward march. The remainder of the movement is executed the same as in marching.

d. Column half right (left) is executed as described above except that the pivot is 45 degrees to the right (left).

e. During column movements, the unit leader executes the movement with the squad, maintaining proper distance from the squad.

f. For slight changes of direction, the command is “**INCLINE TO THE RIGHT (LEFT).**” At that command, the squad leader changes direction slightly as commanded. This is not a precision movement and is executed only while marching.

### E.O. 13 Column of Twos from Single File.

#### 1. To a Form Column of Twos from Single File.

a. When the squad is halted in column, the command is “**Column of Twos to the Left (Right), MARCH.**”

b. If squad members do not already know whether they are an odd or even number, the squad must be given count off before the above command is given.

c. On “**MARCH,**” the squad leader stands fast. Even-numbered squad members face half left (right) in marching, take two steps, face half right (left) in marching, and march forward to halt beside and at normal interval from the odd-numbered squad member who was originally in front of them. Odd numbered members, except the squad leader, march forward and halt as they attain a 40-inch distance from the odd-numbered member in front of them. All members required to move do so at the same time. (See figure 1-15)

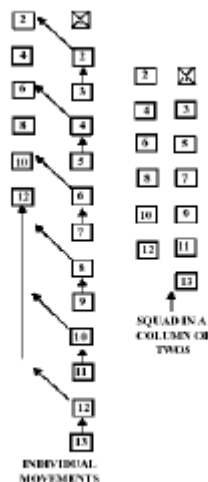


Figure 1-15. Forming Column of Twos from Single File.



## **E.O. 14 Form a Single File from a Column of Twos.**

### **1. To Form a Single File from a Column of Twos.**

a. When the squad is halted in column of twos, the command is **“Column of Files from the Right (Left), MARCH.”** It is important to note, in order to keep from inverting the squad, that:

i. If a column of twos was built TO the LEFT, then a column of files must be formed FROM the RIGHT.

ii. If a column of twos was built TO the RIGHT, then a column of files must be formed FROM the LEFT.

b. At the command **“MARCH,”** number one and two members step off at the same time. Number 1 moves forward as number 2 steps half right in marching, moves 2 steps, faces half left in marching, and follows number 1 at a 40-inch distance. Remaining odd and even numbered members step off in pairs, execute the same movements as numbers one and two, and follow in file. (See figure 1-16.)

i. When teaching this movement the unit leader should, after the command of execution **“MARCH,”** begin calling a cadence of “and, STEP, and, STEP.” For example, on the command of execution **“MARCH,”** the number one and two squad members step off. On the first “and, STEP” the number three and four squad members step off. On the second “and, STEP” the number five and six squad members step off, etc. This cadence helps the squad member’s step off at the correct time and keeps the squad in step.

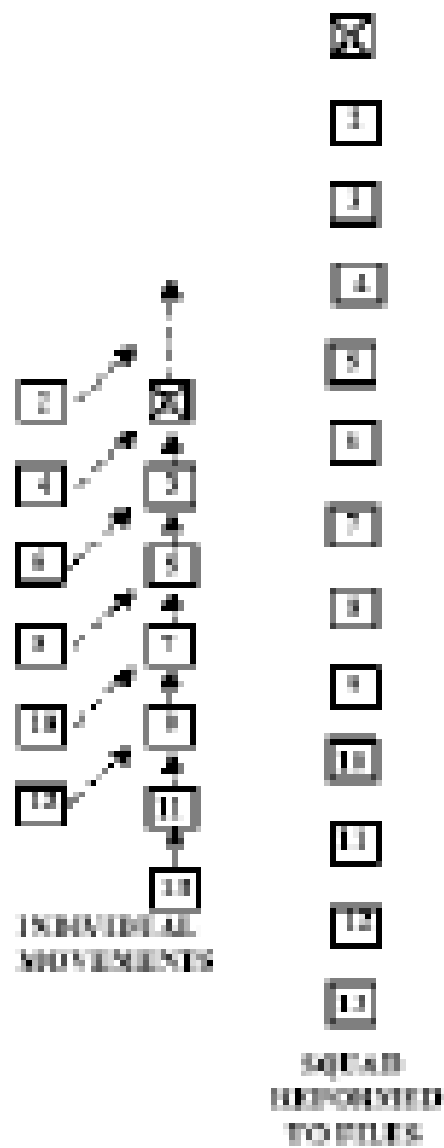


Figure 1-16. Forming Single File from Column of Twos.

<b>E.O. No.</b>	<b>Enabling Objective Description and Performance Requirement</b>	<b>Authorized Evaluator's Signature</b>
<b>1.</b>	<b>Form the Squad.</b>	
	The Young Marine knows how to form the squad.	
<b>2.</b>	<b>Dismiss the Squad.</b>	
	The Young Marine knows how to dismiss the squad.	
<b>3.</b>	<b>Align the Squad.</b>	
	The Young Marine knows how to perform Dress Right Dress.	
<b>4.</b>	<b>Obtain Close Interval from Normal Interval on Line.</b>	
	The Young Marine knows how to obtain close interval from normal interval.	
<b>5.</b>	<b>Obtain Normal Interval from Close Interval on Line.</b>	
	The Young Marine knows how to obtain normal interval from close interval.	
<b>6.</b>	<b>Obtain Double Arm Interval on Line.</b>	
	The Young Marine knows how to obtain double arm interval on line.	
<b>7.</b>	<b>Obtain Normal Interval from Double Arm Interval on Line.</b>	
	The Young Marine knows how to obtain normal interval from double arm interval on line.	
<b>8.</b>	<b>Form a Column from on Line and Reform to a line.</b>	
	The Young Marine knows how to form a column from on line.	
	The Young Marine knows how to reform a line from a column.	
<b>9.</b>	<b>March in the Oblique.</b>	
	The Young Marine knows how to march the squad in the oblique.	
<b>10.</b>	<b>March to the Rear.</b>	
	The Young Marine knows how to march the squad to the rear.	
<b>11.</b>	<b>March to the Flank.</b>	
	The Young Marine knows how to march the squad to the flank.	
<b>12.</b>	<b>Change Direction of a Column.</b>	
	The Young Marine knows how to change the direction of a column.	
<b>13.</b>	<b>Column of Twos from Single File.</b>	
	The Young Marine knows how to form a column of twos from a single file.	
<b>14.</b>	<b>Form a Single File from a Column of Twos.</b>	
	The Young Marine knows how to form a single file from a column of twos.	

## **23. PLATOON CLOSE ORDER DRILL**

### **Enabling Objectives:**

- 1. Form the platoon**
- 2. Dismiss the platoon**
- 3. Form the column from line**
- 4. Form line from column**
- 5. Align the platoon**
- 6. Obtain close interval from normal interval in line**
- 7. Obtain normal interval from close interval in line**
- 8. Obtain double arm interval in line**
- 9. Obtain normal interval from double arm Interval**
- 10. Obtain close interval in column**
- 11. Extend to normal interval**
- 12. Open ranks**
- 13. Close ranks**
- 14. Form for physical training**
- 15. Change the direction of a column**
- 16. March to the flank**
- 17. March to the oblique**
- 18. March to the rear**

### **1. General.**

- a. The first phase of drill has been explained in earlier chapters of this Manual. This section discusses the next phase, platoon drill. In platoon drill, the squad is merged with other squads into a platoon.
- b. A platoon consists of a platoon headquarters and two or more squads. Platoon headquarters consists at a minimum of a platoon commander, a platoon sergeant and a platoon guide. One or more assistants may be designated.
- c. Squads in a platoon are numbered from front to rear in column (when facing the front of the column) and from right to left in line.
- d. The platoon forms in two or more ranks with a 40-inch distance between ranks. Movements in this Guide are described for columns of threes or fours and may be executed by either formation.
- e. The platoon changes interval while in line and counts off in the same manner as the squad. Squad leaders are the base for these movements. The guide moves to the right when interval is taken to the left, and does not count off.
- f. In platoon drill, if all members of the platoon are to execute a movement simultaneously, the movement is executed on the command of the platoon commander. In this case, squad leaders do not repeat or give any commands. When squads of the platoon

are to execute a movement in successive order, such as forming column of twos (files) and reforming into column (of threes, etc.), squad leaders give appropriate supplemental commands for the movement of their squads.

g. Unless specified for the platoon to be at close interval, all changes in formation should be executed with normal interval and distance between files and ranks.

h. The unit leader will march to the left and parallel to the platoon, from a position where he/she can best control the unit.

i. All commands given by the unit leader while the platoon is halted will be 6 paces in front of the unit and centered on the element.

## 2. Formations.

a. Column and line are the two formations for a platoon. (See figures 1-1 and 1-2.)

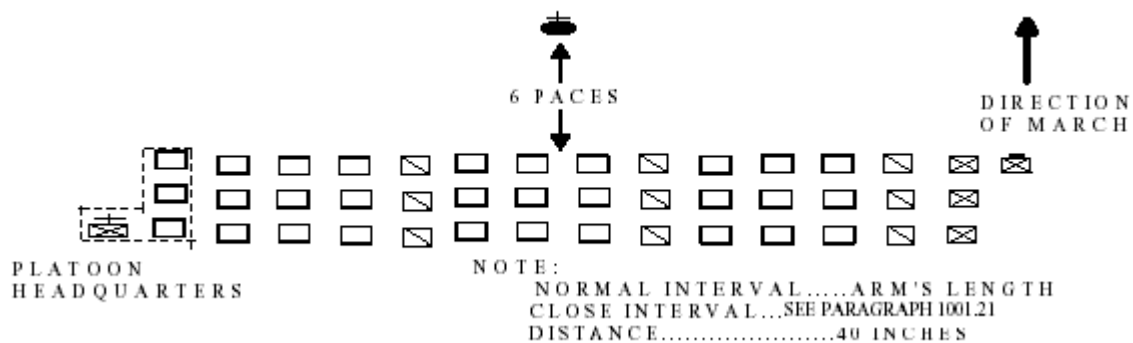


Figure 1-1. Platoon in Line at Normal Interval

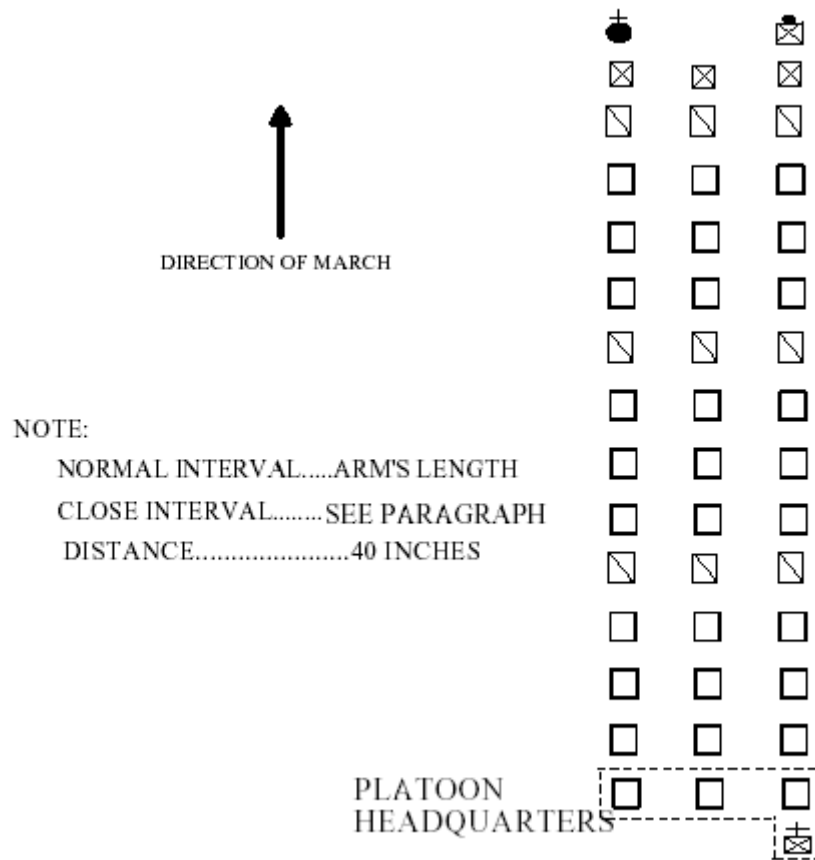


Figure 1-2. Platoon in Column at Normal Interval

b. The platoon normally forms in line with the squad leaders on the right of their squads and the guide on the right of the first squad leader. (See figure 1-1.) The platoon marches in line for short distances only. The platoon is normally marched in column with the squad leaders in front of their squads and the guide in front of the third (right) squad leader. (See figure 1-2.)

### 3. Posts of Individuals.

a. In line, the platoon commander's stand 6 paces in front of the center of the front rank of the platoon. (See figure 1-1.) In column, the platoon commander marches at the head of the left file of the platoon (see figure 1-2), unless drilling the platoon, in which case he/she would maintain position 6 paces from the platoon.

b. When the platoon commander is present, the platoon sergeant takes post to the left of the left member of the rear rank when the platoon is in line. When in column, the platoon sergeant follows the last member of the right file (squad). When the platoon commander is not present, the platoon sergeant takes the platoon commander's post and drills the platoon in the manner prescribed for the platoon commander.

c. The platoon guide takes post as stated in paragraph 4.

d. Extra members may fall in on the left when the platoon is in line and in the rear when in column. If the squads are evenly filled, the first extra member falls in with the first squad, the second with the third (fourth) squad and then remaining squads. The platoon sergeant will reposition when necessary so as to remain the last person in the last rank.

e. In this Guide the term “platoon commander,” e.g., the platoon commander then checks the alignment, means the individual drilling the platoon. He/she may be the platoon leader, platoon sergeant, or platoon member drilling the platoon for an inspection or evaluation. Except when marching at the head of a platoon column, the platoon commander must maintain proper distance (6 paces) from the platoon and remain centered on the platoon during all drill movements.

1) If the platoon were executing a right step, the platoon commander, who is facing the platoon, would execute a left step in cadence with the platoon in order to maintain proper position. For a left step the platoon commander would execute a right step.

2) If the platoon were executing a back step, the platoon commander would execute a half step, in cadence with the platoon in order to maintain proper position.

3) Movements of the platoon commander during other platoon movements are explained in the paragraph describing the movement.

#### 4. Rules for the Guide.

a. Unless otherwise directed, guide is right and the platoon guide takes post on the right. In line, the guide is posted to the right of the squad leader of the first squad. In column, the guide is posted in front of the squad leader of the third or right squad.

b. In column, when it is desired to guide left or center, the command “**GUIDE LEFT**” is given. At this command, the guide and the platoon commander exchange positions. The guide crosses between the platoon commander and the platoon. To return the guide to normal position, “**GUIDE RIGHT**” is commanded. The guide and platoon commander return to their normal positions with the guide again passing between the platoon commander and the platoon. This movement may be made at a halt or while marching. The base squad or file is the one behind the guide.

c. The guide does not change position at the command “**Dress Left, DRESS.**”

d. When a platoon in line is given the command “**Right, FACE,**” the platoon guide executes right face with the platoon. The guide then faces to the right in marching, moves to a position in front of the right squad leader, halts, and executes left face. If a platoon in line is given “**Left, FACE,**” the guide executes left face with the platoon but does not change position within the platoon.

e. When a platoon in column is given the command **“Column of Files from the Left,”** the guide takes position in front of the left squad leader so as to remain at the head of the column.

f. When a platoon in column is given the command **“Column of Twos from the Left,”** the guide takes position in front of the second squad so as to remain at the head of the right file of the column. These movements are executed by facing left as in marching, moving to the appropriate position, halting, and facing right.

g. When reforming in a column of threes or fours from a column of files or twos, the guide takes post at his normal position when the movement is completed.

h. The guide sets the direction and cadence of the march. The leading member of each file is responsible for interval.

i. When a platoon is marching in column and the command **“By the Right (Left) Flank, MARCH”** or **“To the Rear, MARCH”** is given, the guide executes the movement with the platoon but does not change relative position except during specific movements of unit drill.

NOTE: The guide does not count off.

## **E.O. 1 Form the Platoon.**

1. To Form the Platoon. The platoon forms in line at normal interval and distance between files and ranks (see figure 6-IV-1) on the command **“FALL IN.”** To form at close interval, the command is **“At Close Interval, FALL IN,”** in which case the platoon forms in line with normal distance between ranks, but with close interval between files. The platoon sergeant or platoon commander forms the platoon as described below.

### a. Forming the Platoon by the Platoon Sergeant.

1) The platoon sergeant takes post 3 paces in front of the point where the center of the platoon will be, faces that point, draws sword if so armed, and commands either **“FALL IN”** or **“At Close Interval, FALL IN.”** At this command, the guide takes post so that the first rank, when aligned on the guide will be centered on and 3 paces from the platoon sergeant. The squad leader of the first squad falls in to the left of the guide and aligns at normal or close interval. Other squad leaders fall in directly behind the squad leader of the first squad with 40 inches distance between them. The members of the squads fall in and align on their squad leaders at normal or close interval as prescribed in squad drill, except that exact interval is measured only by the front rank. Individuals in the rear ranks gain their interval by covering the corresponding member of the rank in front of them. All personnel fall in at attention and, if armed with the rifle, at the position of order arms.

2) When a report is appropriate, after all personnel are formed, the platoon sergeant commands, **“REPORT.”** Remaining in position, the squad leaders, in



sequence from front to rear, salute and report, “All present” or “(Rank and Name) absent.” The platoon sergeant then executes about face. (NOTE: If the platoon cannot be formed in regularly organized squads prior to forming the platoon, the platoon sergeant calls the roll. Each Marine answers “here,” as their name is called. The platoon sergeant then organizes the platoon into squads and faces the front.)

3) To receive the platoon, the platoon commander takes post 3 paces in front of the platoon sergeant, the platoon sergeant salutes and reports, “Sir (Ma’am), all present or accounted for” or “Sir (Ma’am), (number) absent.” The platoon commander returns the salute and may discuss absentees and issue necessary instructions to the platoon sergeant. The platoon commander then commands the platoon sergeant, **“TAKE YOUR POST.”** The platoon sergeant marches by the most direct route to a post on the left of the rear rank. The platoon commander then draws sword, if so armed. d. If the platoon commander does not receive the platoon, the platoon sergeant takes 3 paces forward, faces about and assumes the post and duties of the platoon commander.

b. Forming the Platoon by the Platoon Commander.

1) When appropriate, the platoon may be formed by the platoon commander rather than the platoon sergeant. The procedures are the same except that the platoon commander takes post 6 paces in front of the point where the center of the platoon will be, faces that point, and commands **“FALL IN”** or **“At Close Interval, FALL IN.”**

2) The platoon forms on the platoon commander, the platoon sergeant falling in on the left of the rear rank. The platoon commander then receives the report from the squad leaders.

**E.O. 2 Dismiss the Platoon.**

To Dismiss the Platoon.

- a. The platoon is dismissed only from in line while at attention.
- b. Cadets are dismissed with the command **“DISMISSED.”**
- c. The platoon sergeant usually dismisses the platoon.

**E.O. 3 Form Column from Line.**

The purpose of this movement is to change the formation from line to column. It may be executed only when halted at normal interval and at attention. The command is **“Right, FACE.”**

- 1) On the command of execution **“FACE,”** all members of the platoon face to the right, hereby forming column. The guide moves to his/her position in front of the right squad leader.
- 2) The platoon commander may then command any halted movement from his/her current position, (e.g., facing movements, right/left step; etc.) unless otherwise indicated in this Guide.
- 3) If the platoon is to march as part of a larger formation the platoon commander takes post in front of the left file and the guide in front of the right file. (See figure 1-2.) From this position the platoon commander would command, **“Forward (Column Right {Left}), MARCH”** to cause the platoon to march in column.
- 4) (NOTE: Since the platoon becomes inverted if faced to the left, this should only be done for short adjusting movements. To properly form column facing to the left, the platoon should first form column by facing to the right, then execute successive column movements until the column is faced in the desired direction.)

#### **E.O. 4 Form Line from Column.**

The purpose of this movement is to change the formation from a column back to a line. It may be executed when halted at attention and at order arms if armed with rifles. The command is **“Left, FACE.”**

- 1) At the command of execution **“FACE,”** all members of the platoon face to the left, the platoon commander, if necessary, moves by the most direct route to a post 6 paces front and center of the platoon, and the platoon guide takes post on the right of the front rank.
- 2) (NOTE: When in column, if the platoon is faced to the right it becomes inverted. This should only be done for short adjusting movements.)

#### **E.O. 5 Align the Platoon.**

The purpose of these movements is to dress the alignment of the platoon. They may be executed when the platoon is halted at attention in line or column. When in line, the commands are **“Dress Right (Left), DRESS”** or **“At Close Interval, Dress Right (Left), DRESS.”** These commands are given only when the platoon is at approximately the same interval as the interval at which the dress is commanded.

##### **1. Dress Right Dress.**

- a. On the command **“Dress Right, DRESS,”** everyone except those individuals on the right flank, smartly turn their heads to the right, look, and align themselves. At the same time, everyone except those individuals on the left flank, provide interval by smartly

raising their extended left arm to shoulder height and in line with their body. Fingers are extended and joined, thumb along the forefinger, palm down.

b. As the base of the movement, the guide stands fast and remains looking to the front. The first squad leader looks to the right and aligns on the guide. The other squad leaders cover on the first squad leader and look to the front, ensuring they have a 40-inch distance. All other members position themselves by short steps until their right shoulders touch the fingertips of the person on their right.

c. The platoon commander, on his/her own command of execution **“DRESS,”** faces half left, as in marching, and proceeds by the most direct route to a position on line with the front rank and 1 pace to the guide's right (or first squad leader if there is no guide). (See figure 1-3a.)

d. At this position, the platoon commander executes a halt while facing rear, and then executes a right face, facing down the line of the first rank. (See figure 1-3b.) The platoon commander aligns the front rank by commanding those individuals in advance or rear of the line to move forward or backward until in line. Name or number designates these individuals. For example: **“Jones, FORWARD;”** or **“Number Three, BACKWARDS.”** Those commanded to move will move the designated number of steps or will continue to move (taking small steps) until receiving the command **“STEADY.”**

e. The commander may execute a series of short side steps to the right or left in order to identify an individual. However, prior to commanding the identified individual to move, the commander will be on line with the rank. After verifying the alignment of the first rank, the platoon commander faces to the left as in marching, and moves to a position on line with the next rank.

f. The 1 pace interval from the guide is maintained (this results in a 2 pace interval from the second and subsequent squad leaders). The commander halts on line with each succeeding rank, executes right face, and aligns the rank. (See figures 1-3c and d.)

g. After verifying the alignment of the last rank, the platoon commander faces to the right in marching, marches straight to a point 3 paces beyond the front rank, maintaining the 1 pace interval to the guide's right, halts, (see figure 1-3e) faces to the left, (see figure 1-3f) and commands **“Ready, FRONT”**.

h. Immediately after commanding, **“Ready, FRONT”**;

- 1) the platoon commander marches by the most direct route back to a post 6 paces front and centered on the platoon, halts facing down line or to the front.

- 2) all members of the platoon who raised their left arm and turned their head to the right, will smartly but quietly lower their arm to their side and at the same time turn their head back to the front, assuming the position of attention.

- i. When aligning a platoon of well-drilled troops or when there is insufficient time to verify alignment, the platoon commander may command “**Ready, FRONT**” from his/her normal position (6 paces front and centered), without having verified alignment.

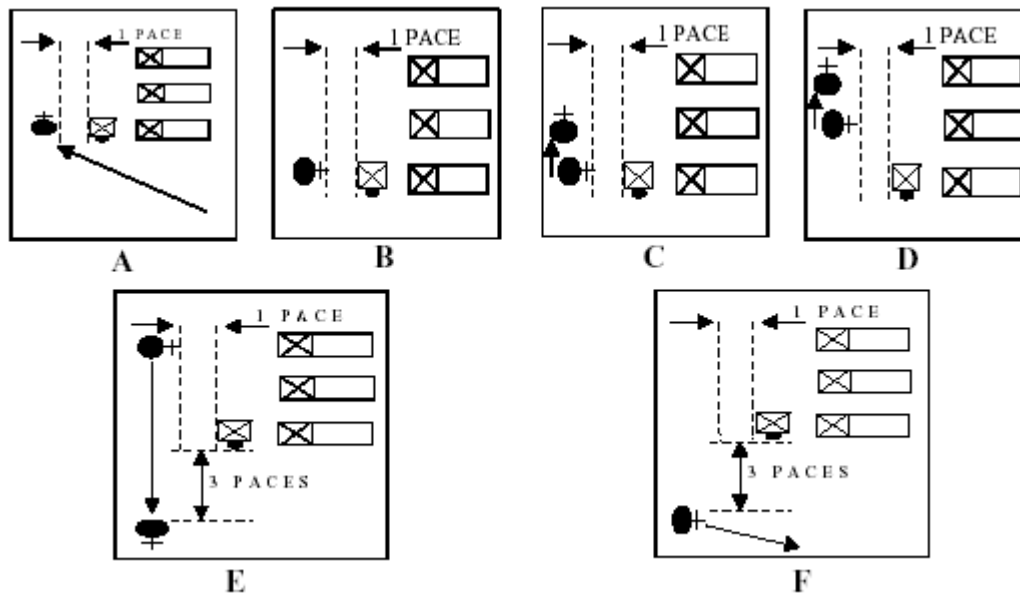


Figure 1-3. Movements of the Platoon Commander when Aligning the Platoon.

2. At Close Interval Dress Right Dress. This movement is executed in the same manner as dress right dress except for the following: On the command “**At Close Interval, Dress Right, DRESS,**” those individuals providing interval will do so by placing the heel of their left hand on their hip with the elbow in line with their body. Fingers are extended and joined and pointing down. Members gaining interval will move by short steps until their right arm is touching the left elbow of the individual to their right.

3. Aligning in Column. The base squad for maintaining alignment while halted or marching in column is normally the third (right) squad. However, when executing a column left, column half left or eyes left alignment is to the first (left) squad. While marching, alignment is maintained by constantly glancing out of the corner of the right (left) eye, without turning the head.

- a. Halted. When halted in column, (except for parades and ceremonies) the platoon is aligned by the command “**COVER.**” At the command, the base squad leader obtains a 40-inch distance from the guide and covers on him/her. Other squad leaders obtain proper interval from the base squad leader and align toward the base by glancing out of the corner of their right (left) eye without turning their heads. Other members of the base squad obtain a 40-inch distance and covers on the person in front of them. At the same time, the remaining members of the platoon align on the base squad, by glancing out of

the corner of their right (left) eye without turning the head and covers on the person in front of them. Only small adjusting steps are taken by platoon members to gain cover and alignment.

b. Marching. While marching, cover and alignment are constantly maintained by glancing out of the corner of the right (left) eye, without turning the head, to align on the base squad. The command of “**COVER**” is only given if required.

#### **E.O. 6 Obtain Close Interval from Normal Interval in Line.**

The purpose of this movement is to close the interval between files of a platoon in line to 4 inches. It may be executed when the platoon is halted at attention and in line at normal interval. The command is “**Close, MARCH.**”

1. The squad leaders are the base of this movement. On the command of execution “**MARCH,**” the squad leaders stand fast and place their left hand on their hip to provide interval for the individuals to their left.
2. At the same time, all other members of the platoon, except for the guide, face to the right as in marching, march toward the right flank until approximately 4 inches from the person in front of them, halt, and face to the left. They then execute at close interval dress right dress. After aligning and without command, they will smartly lower their left hands and turn their heads to the front as soon as the individual to their left has touched their elbow with his/her right arm and stopped moving. Cover is then obtained without command.
3. On the command of execution, the guide will step to the left as in marching and close to 4 inches on the first squad leader. After halting and facing to the right, the guide will execute at close interval dress left dress. When aligned and at the proper interval the guide will return to the position of attention.
4. The platoon commander on his/her own command of execution “**MARCH**” will step to the left in marching. He/she marches parallel to the platoon maintaining a distance of 6 paces from the platoon. When approximately on the center of the platoon at close interval the platoon commander halts and faces the platoon. The platoon commander then adjusts to the center of the platoon by taking small steps left, right, forward or back.

#### **E.O. 7 Obtain Normal Interval from Close Interval in Line.**

The purpose of this movement is to extend the interval between files of a platoon in line to one arm length. It may be executed when the platoon is halted at attention and in line at close interval. The command is “**Extend, MARCH.**”

1. The squad leaders are the base of this movement. On the command of execution “**MARCH,**” the squad leaders stand fast and raise their left arms to shoulder height to provide interval for the persons on their left.

2. At the same time, all other members of the platoon, except for the guide, face to the left as in marching, march toward the left flank until they have opened approximately a 30-inch distance from the person behind them, halt, and face to the right. They then execute dress right dress. After aligning and without command, they will smartly lower their left arms and turn their heads to the front as soon as the individual to their left has touched their finger tips with his/her right shoulder and stopped moving. Cover is then obtained without command.
3. On the command of execution, the guide will take one step to the right as in marching, halt and face to the left. The guide will then execute dress left dress. When aligned on the first squad leader and at the proper interval the guide will return to the position of attention.
4. The platoon commander on his/her own command of execution **“MARCH”** will step to the right in marching. He/she marches parallel to the platoon maintaining a distance of 6 paces from the platoon. When approximately on the center of the platoon at normal interval the platoon commander halts and faces the platoon. The platoon commander then adjusts to the center of the platoon by taking small steps left, right, forward or back.

#### **E.O. 8 Obtain Double Arm Interval in Line.**

The purpose of this movement is to extend the interval between the files of a platoon to a double arm distance. It may be executed when the platoon is halted at attention and in line at normal or close interval. The command is **“Take Interval to the Left, MARCH.”**

1. The squad leaders are the base of this movement. On the command of execution **“MARCH,”** the squad leaders stand fast and raise their left arms to shoulder height, to provide interval for the persons on their left. The first squad leader will also raise his/her right arm to provide interval for the guide.
2. At the same time, all other members of the platoon, except for the guide, face to the left as in marching, march toward the left flank until they have opened approximately a 70-inch distance from the person behind them, halt, and face to the right.
3. They then smartly turn their heads to the right and raise both arms to shoulder height. Individuals on the left flank will only raise their right arm. After aligning and without command, they will smartly lower their right arms and turn their heads to the front as soon as they have proper interval. They will lower their left arms when they feel the individual to their left lower his/her right arm. Cover is then obtained without command.
4. On the command of execution, the guide will take two steps to the right as in marching, halt and face to the left. The guide will then execute dress left dress. When aligned on the first squad leader and at the proper interval, the guide will return to the position of attention. When the first squad leader feels the guide lower his/her left arm, the squad leader will lower his/her right arm.
5. The platoon commander on his/her own command of execution **“MARCH”** will step to the right in marching. He/she marches parallel to the platoon maintaining a distance of 6 paces from the platoon. When approximately on the center of the platoon at double arm interval the platoon

commander halts and faces the platoon. The platoon commander then adjusts to the center of the platoon by taking small steps left, right, forward or back.

#### **E.O. 9 Obtain Normal Interval from Double Arm Interval.**

The purpose of this movement is to decrease the interval between files of a platoon in line from double arm to normal interval. It can only be executed when the platoon is halted at attention and in line at a double arm interval. The command is **“Assemble to the Right, MARCH.”**

1. On the command of execution, the interval is reduced in a manner similar to close march; except that individuals halt approximately 30 inches from each other, face and execute the appropriate dress movement to obtain normal interval.
2. The platoon commander on his/her own command of execution **“MARCH”** will step to the left in marching. He/she marches parallel to the platoon maintaining a distance of 6 paces from the platoon. When approximately on the center of the platoon at normal interval the platoon commander halts and faces the platoon. The platoon commander then adjusts to the center of the platoon by taking small steps left, right, forward or back.

#### **E.O. 10 Obtain Close Interval in Column.**

The purpose of this movement is to close the interval between files in a column to 4 inches. It may be executed when halted or marching at normal interval in column. The command is **“Close, MARCH.”**

1. When halted and the guide is right, on the command **“MARCH,”** members of the base (right) squad will stand fast. Members of the squad next to the base squad will execute two right steps. The next squad to the left will execute four right steps. If there are four squads in the platoon, the first (left) squad will execute six right steps. While side stepping, cover and alignment will be maintained. Steps may be adjusted slightly so that a 4-inch interval is obtained. Upon completion of the designated number of steps, members of the squad will halt and resume the position of attention.
2. When marching and the guide is right, the command of execution **“MARCH”** is given as the right foot strikes the deck. At this command:
  - a. The base (right) squad takes one more 30-inch step with the left foot and then begins to half step. (See figure 1-4.)

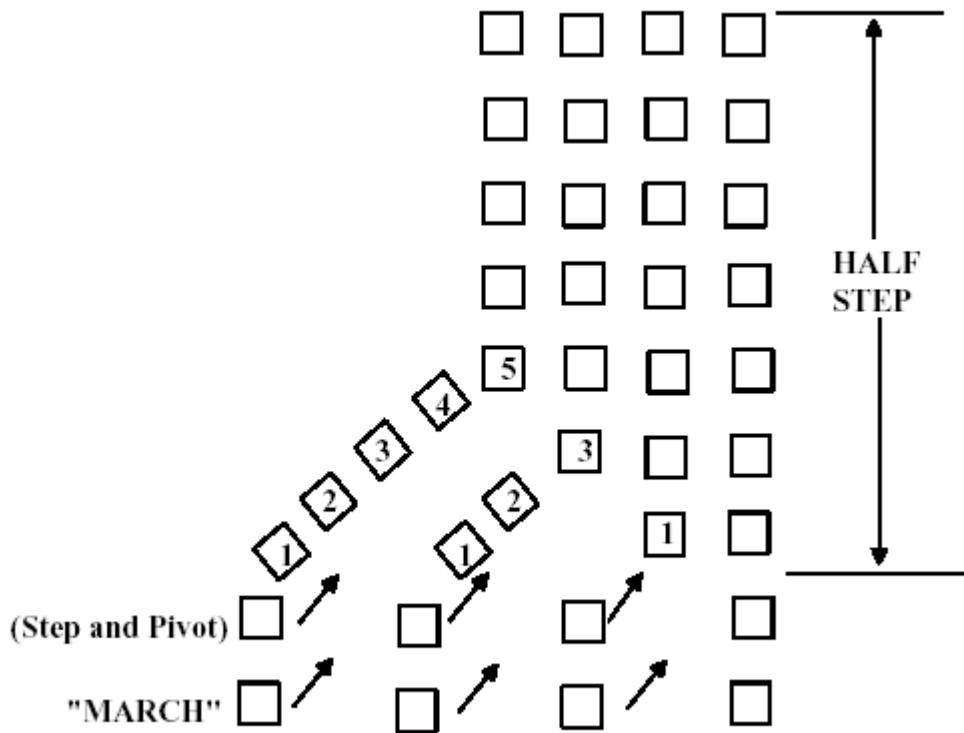


Figure 1-4. Close March (While Marching), Right Squad Base.

- b. The squad to the left of the base squad takes one more 30-inch step to the front with the left foot; execute right oblique toward the base squad for one step and then steps 30 inches back to the original front. The squad then begins to half step.
- c. The next squad to the left takes one more 30-inch step to the front and then executes right oblique toward the base squad for three steps and steps 30 inches back to the original front. The squad then begins to half step.
- d. If there are four squads in the platoon, the first (left) squad would execute the same movements as above except the members would take five steps in the oblique.
- e. Steps in the oblique may be adjusted slightly so that a 4-inch interval is obtained.
- f. At the command **“Forward, MARCH”** all squads resume taking 30-inch steps.
- g. If the guide has been shifted to the left or center, the base squad will become the squad behind the guide. The commands of execution will be given as the left foot strikes the deck, if guide is left, or on either foot if guide is center. Side steps or oblique movements will be made toward the base squad as appropriate.



- h. The platoon commander, on his/her command **“MARCH,”** oblique the number of steps necessary to remain parallel to the platoon and picks up the half step. The platoon commander picks up a full 30-inch step on his/her command of **“Forward, MARCH.”**

#### **E.O. 11 Extend to Normal Interval in Column.**

The purpose of this movement is to extend the interval between files in a column from close to normal interval. It may be executed when halted or marching in column at close interval. The command is “Extend, MARCH.”

1. When halted and the guide is right, on the command of execution **“MARCH,”** members of the base (right) squad stand fast. Members of the squad next to the base squad will execute two left steps. The next squad to the left will execute four left steps.
2. If there are four squads in the platoon, the first (left) squad will execute six left steps. While side stepping, cover and alignment will be maintained. Steps may be adjusted slightly so that one arms interval is obtained between squad leaders. Upon completion of the designated number of steps, members of the squad will halt and resume the position of attention.
3. When marching and the guide is right, the command of execution **“MARCH”** is given as the left foot strikes the deck. At this command:
  - a. The base (right) squad takes one more 30-inch step with the right foot and then begins to half step.
  - b. The squad next to the base squad takes one more 30-inch step to the front with the right foot, executes left oblique away from the base squad for one step and steps 30 inches back to the original front. The squad then begins to half step.
  - c. The next squad to the left takes one more 30-inch step to the front and then executes left oblique away from the base squad for three steps and steps 30 inches back to the original front. The squad then begins to half step.
  - d. If there are four squads in the platoon, the first (left) squad would execute the same movements as above except the members would take five steps in the oblique.
  - e. Steps in the oblique may be adjusted slightly so that a one-arm interval is obtained between squad leaders.
  - f. At the command **“Forward, MARCH,”** all squads resume taking 30-inch steps.
  - g. If the guide has been shifted to the left or center, the base squad will become the squad behind the guide. Side steps or oblique movements will then be made away from the base squad as appropriate.

h. The platoon commander, on his/her command **“MARCH,”** oblique the number of steps necessary to remain 6 paces from the platoon and picks up the half step. The platoon commander picks up a full 30-inch step on his/her command of **“Forward, MARCH.”**

### **E.O. 12 Open Ranks.**

The purpose of this movement is to increase the distance between ranks to 70 inches in order to accommodate the movements of an inspection party or to stack arms. It may be executed when halted in line at attention, and at normal or close interval. If armed, rifles will be at order arms. The commands are “At Close Interval, Open Rank,” “MARCH,” “Ready, FRONT;” **and** “COVER.”

1. When at normal interval, on the command of execution **“MARCH,”** the front rank takes two 30-inch steps forward, halts, and executes dress right dress. The second rank takes one 30-inch step forward, halts, and executes dress right dress. The third rank stands fast and executes dress right. If there is a fourth rank, it takes two 15-inch back steps, halts, and executes dress right. When at close interval, all ranks will execute at close interval, dress right dress in place of dress right dress.

2. The platoon commander verifies alignment as for dress right dress, except that he/she will verify the 70-inch distance between ranks by taking two 30-inch steps and one 10-inch step when moving from one rank to the next.

After verifying the alignment of the rear rank, he/she faces to the right in marching, marches 3 paces beyond the front rank, and 1 pace to the guide's right, halts, faces to the left, and commands **“Ready, FRONT”** and **“COVER.”** The platoon responds to these commands in the same manner as when they are given following dress right dress.

3. If the platoon is about to be inspected the platoon commander, after the command **“COVER”** will take one step to the front so that he/she is 3 paces directly in front of the guide, and then execute a right face. From this position the platoon commander reports the platoon to the inspecting officer.

### **E.O. 13 Close Ranks.**

The purpose of this movement is to decrease the distance between opened ranks to a normal distance (40 inches). It may only be given when the platoon is at attention at open ranks. The command is **“Close Ranks, MARCH.”** It should be given immediately after the reason for opening ranks is accomplished, and before the platoon is given further drill movements or dismissed.

1. On the command of execution **“MARCH,”** the front rank stands fast while the second rank takes one 30-inch step to the front and halts. At the same time, the third rank takes two 30-inch steps to the front and if there is a fourth squad, it takes 3 steps and halts. Each individual maintains cover and alignment while moving. No dressing movements are executed.

2. The platoon commander may give the command to close ranks when:
  - a. After the platoon is inspected, the platoon commander returns to a position 3 paces in front of the guide and halts facing to the front. It is from this position that the inspecting officer would critique the inspection. The platoon commander would exchange salutes with the inspection officer and after that officer has departed, the platoon commander would face to the left and then command **“Close Ranks, MARCH.”**
  - b. The platoon commander, on the command **“MARCH,”** then moves to his/her position 6 paces and centered on the platoon.

#### **E.O. 14 Form for Physical Training.**

The purpose of the movement is to form the platoon for physical exercise. It may be executed when the platoon is halted at attention and in a column of threes or fours at normal interval. The sequence of commands are: **“From Front to Rear, Count, OFF;”** **“Take Interval to the Left, MARCH;”** **“Arms, DOWN;”** and **“Even Numbers, To the Right, MOVE.”** To reform to a column the commands are **“Assemble, MARCH”** and **“COVER.”**

1. The command **“From Front to Rear, Count, OFF”** is given by the platoon commander in order to designate odd and even ranks. It is executed as prescribed for counting off in column.
2. The next command is **“Take Interval to the Left, MARCH.”** This movement is different from the movement described in paragraph 13, which is executed when the platoon is in line formation. With the platoon in column, the extended interval is set by designating the number of steps the members of each squad take to the left.
  - a. On the command of execution **“MARCH,”** all members of the squad on the right flank (third squad if it is a three squad platoon, fourth squad if it is a four squad platoon) and the guide, will cover in file, stand fast and each member extends both arms sideways at shoulder height, palms down with fingers extended and joined. This squad forms the base of the movement.
  - b. At the same time, the members of each squad to the left of the base squad will face to the left as in marching and take two, four, or six (if it is a four squad platoon) 30-inch steps respectively. Upon completing their designated number of steps, they will halt, execute a right face, will cover in file, stand fast, and extend their arms to the side at shoulder height in the same manner as the right file. If armed with rifles the rifles are carried at trail arms during movement and then raised in the same manner as the right file.
  - c. At the command **“Arms, DOWN,”** the arms are lowered smartly to the side and if armed with rifles the position of order arms is assumed.
3. On the command **“Even Numbers to the Right, MOVE,”** all even numbered individuals and the guide will move to their right to the middle of the interval between files. Swinging the right

leg to the right and springing off the left foot will do this. The movement should be completed in one hop. If armed with rifles the weapon is brought to trail arms and held against the right leg during movement. Once in position, even numbered members cover and assume the position of attention. Odd numbered members do not move. From this position physical drill may be executed without the danger of collisions between individuals.

4. Upon the completion of physical drill, the command “**Assemble, MARCH**” is given. On the command of execution, the odd numbered members of the base squad stand fast. Even numbered members of the base squad step left in marching and double time to their positions covered on the odd numbered members of the base squad and the guide will return to a position in front of the base squad leader. At the same time, all other members will face right as in marching and, at a double time cadence, reassemble in column at normal interval and stand fast. The platoon commander would then give the command of “**COVER**” in order for the platoon to quickly pick up its alignment and cover.

5. The platoon commander, once the platoon is in column, gives all commands from position 6 paces in front of, centered on, and facing the column. He/she makes those movements necessary to maintain this position during the execution of the movement(s).

#### **E.O. 15 Change the Direction of a Column.**

The purpose of this movement is to change the direction of march of a column. It may be executed when the platoon is halted or marching in column at normal or close interval. The command is “**Column Right (Column Left, Column Half Right or Column Half Left), MARCH.**”

1. The base element during the turn is the squad on the flank in the direction of the turn. The leading member of the base squad, excluding the platoon commander and guide, establishes the pivot for the movement.

2. When marching, the commands of execution are given on the foot in the direction of the turn. On the command of execution “**MARCH,**” the leading member of the base squad takes one more 30-inch step to the front and then pivots 90 degrees to the right (left) on the ball of the left (right) foot. He/she then takes one 30-inch step in the new direction before beginning to half step.

3. At the same time other members of the leading rank execute a right (left) oblique. They step in this direction until they are on line with the new line of march (normally two, four and six steps respectively) and then execute a second right (left) oblique.

4. The original interval is maintained while in the oblique. Stepping out of the second oblique with a 30-inch step, they begin to half step as soon as they are aligned on the base squad leader. When all members of the same rank have come abreast, everyone in that rank resumes a full step. Ranks in rear of the leading rank execute the pivot movements on the same points and in the same way as the leading rank. (See figure 1-5.)



change their position within the platoon. (For the one exception to this, see Unit Drill, paragraph 12.) For the platoon to resume marching in the original direction, the command is **“By the Left Flank, MARCH.”** To march to the left flank, substitute left for right and right for left in the above sequence. No other command may be given when marching to the flank until the unit has resumed marching to the original front. (See figure 1-6.)

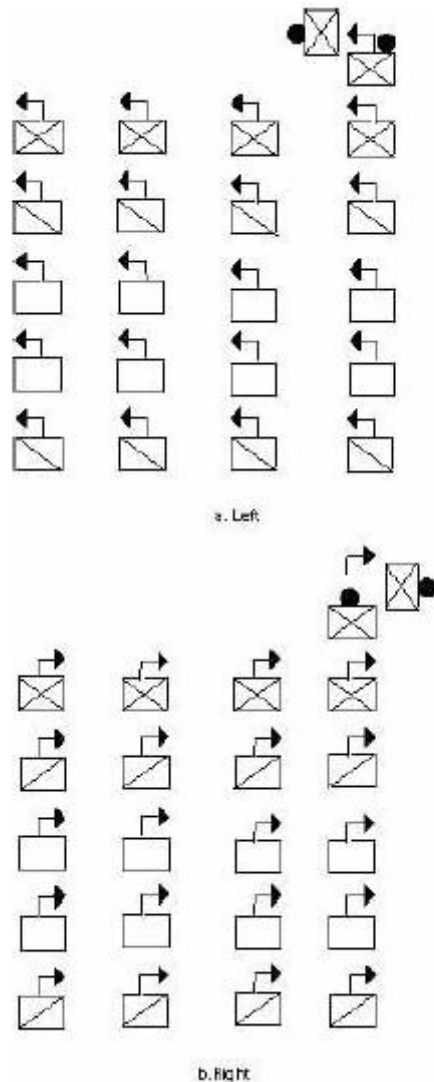


Figure 1-6. Right (Left) Flank.

2. When this movement is executed from a column at close interval, squad(s) to the rear of the squad that becomes the leading squad takes up the half step. They resume a full step as soon as a 40-inch distance has opened between squads. After such a movement, the platoon maintains normal interval until close march is commanded.

3. When marching at double time, on the command of execution **“MARCH,”** everyone takes two more 36-inch steps to the front and then two 6-inch vertical steps in place at double time cadence. While stepping in place, everyone turns 90 degrees toward the direction commanded and then steps off with a 36-inch step in the new direction.

4. When the platoon executes flank movements from a column at close interval, squad(s) to the rear of the squad that becomes the leading squad, will take up a half step. They resume a full step as soon as a 40-inch distance has opened between squads. After such a movement, the platoon maintains normal interval until close march is commanded.

### E.O. 17 March in the Oblique.

The purpose of this movement is to shift the line of march to the right or left for a short distance and then resume marching in the original direction. It may be executed from any formation that is marching at quick time cadence. The command is **“Right (Left) Oblique, MARCH.”**

1. The word oblique is pronounced to rhyme with strike. The command of execution is given as the foot in the direction of the turn strikes the deck. The command to resume the original direction of march is **“Forward, MARCH.”** The command of execution is given as the foot toward the original front strikes the deck.

2. To teach the platoon to march to the oblique, the instructor aligns the unit and has members face half right (left). The instructor then explains that these positions are maintained when marching to the oblique. Individuals keeping their shoulders parallel to the persons in front and/or adjacent to them achieve this. The individual at the corner of the platoon towards the direction of the oblique is the base of the movement, and must maintain a steady line of march keeping his/her other shoulders blocked perpendicular to the direction of march.

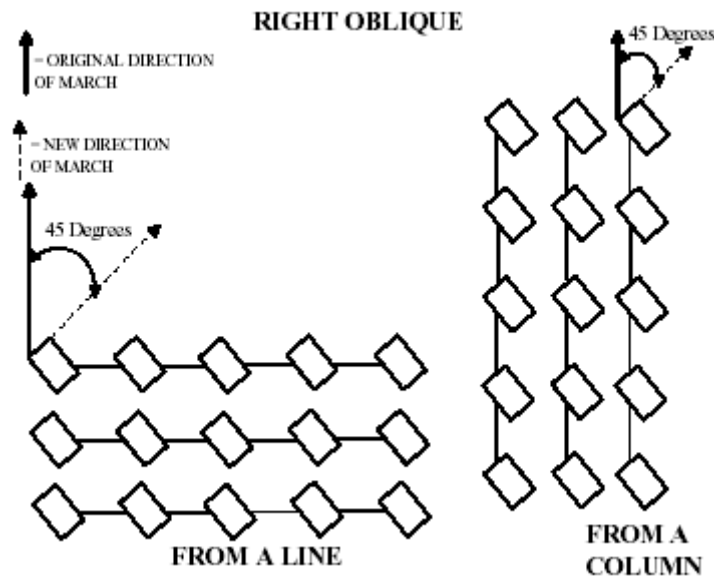


Figure 1-7. Marching to Right Oblique.

3. To march the platoon in the right oblique, the command is **“Right Oblique, MARCH.”** On the command **“MARCH,”** everyone then takes one more 30-inch step to the front with the left foot and pivots 45 degrees to the right on the ball of the left foot. Stepping out of the pivot with a

30-inch step, the entire platoon marches to the right oblique until given another command. (See figure 1-7.)

4. For the platoon to resume marching in the original direction, the command is **“Forward, MARCH,”** in this case the command of execution will be given as the left foot strikes the deck. Everyone then takes one more step in the oblique direction with the right foot; pivots back to the original front and continue to march. To march to the left oblique, substitute left for right and right for left in the above sequence.

5. To halt the squad facing in the original direction of march the command is **“Platoon, HALT.”** The command of execution **“HALT”** is given on the left foot when marching to the right oblique, and on the right foot when marching to the left oblique. At the command **“HALT,”** everyone takes one more step in the oblique direction, pivots to the original front on the toe of the right (left) foot, and places the left (right) foot beside the other at the position of attention.

6. To temporarily halt the squad in the oblique direction, in order to correct errors, the command is **“In Place, HALT.”** The command of execution **“HALT”** may be given as either foot strikes the deck. At the command of execution **“HALT,”** the squad halts in two counts as in quick time and remains facing in the oblique direction. The only command that can be given after halting in place is **“Resume, MARCH.”** At that command the movement continues marching in the oblique direction.

7. When given half step or mark time while marching in the oblique, the only commands that may be given are, **“Resume, MARCH,”** to continue marching with a 30-inch step in the oblique; or **“In Place, HALT.”** to halt in the oblique in order to correct errors.

#### **E.O. 18 March the Rear.**

The purpose of this movement is to march the platoon to the rear for a short distance. It may be executed when halted or marching forward at quick time or double time. The command is **“To the Rear, MARCH”** it will be given as the right foot strikes the deck.

1. When halted, on the command of execution **“MARCH,”** everyone takes one 15-inch step to the front with the left foot and then pivots 180 degrees toward the right on the balls of both feet. Stepping out of the pivot with a 30-inch step, the entire platoon marches to the rear. For the platoon to resume marching in the original direction, the command **“To the Rear, MARCH”** is given again. No other command may be given when marching to the rear until the unit has resumed marching to the original front.

2. When marching at quick time, on the command of execution **“MARCH,”** everyone takes one more 15-inch step to the front with the left foot and then pivots 180 degrees toward the right on the balls of both feet. Stepping out of the pivot with a 30-inch step, the entire platoon marches to the rear. For the platoon to resume marching in the original direction, the command **“To the Rear, MARCH”** is given again. No other command may be given when marching to the rear until the unit has resumed marching to the original front.

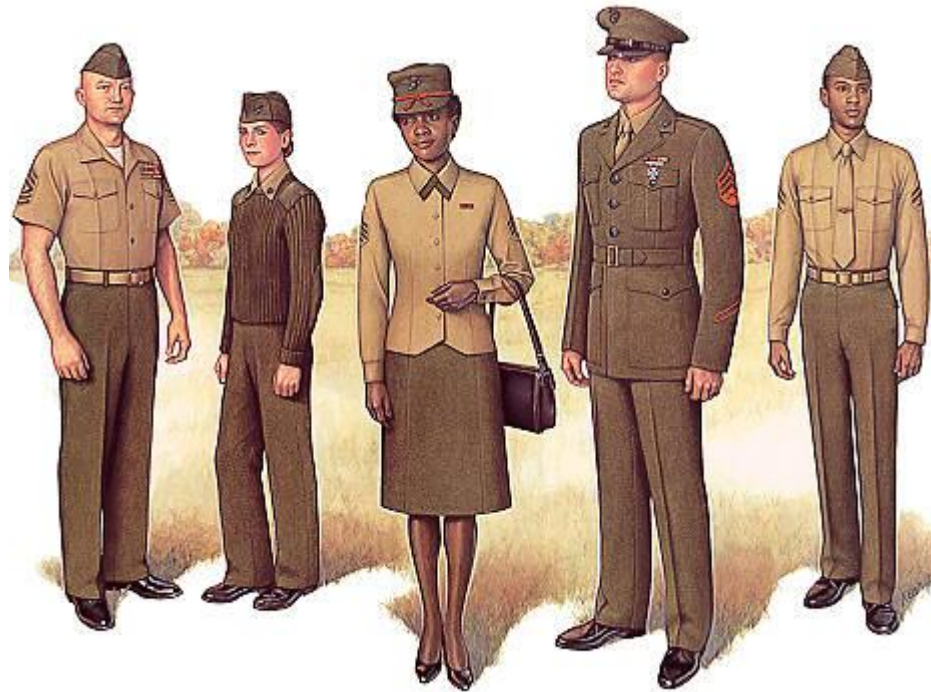


3. When marching at double time, on the command of execution “**MARCH,**” everyone takes two more 36-inch steps to the front and then four 6-inch vertical steps in place at double time cadence. On the first and third steps in place, everyone pivots 180 degrees to the right. After the fourth step in place, and for the fifth step, they step off with a 36-inch step in the new direction. For the platoon to resume marching in the original direction, the command “**To the Rear, MARCH**” is given again. No other command may be given when marching to the rear until the unit has resumed marching to the original front.

<b>E.O. No.</b>	<b>Enabling Objective Description and Performance Requirement</b>	<b>Authorized Evaluator's Signature</b>
1.	<b>Form the platoon.</b>	
	Can correctly form the platoon	
2.	<b>Dismiss the platoon.</b>	
	Can correctly dismiss the platoon	
3.	<b>Form the column from line.</b>	
	Can correctly form the column from a line	
4.	<b>Form line from column.</b>	
	Can correctly form a line from a column	
5.	<b>Align the platoon.</b>	
	Can correctly align the platoon at close interval	
	Can correctly align the platoon at normal interval	
6.	<b>Obtain close interval from normal interval in line.</b>	
	Can correctly obtain close interval from normal interval	
7.	<b>Obtain normal interval from close interval in line.</b>	
	Can correctly obtain normal interval from close interval	
8.	<b>Obtain double arm interval in line.</b>	
	Can correctly obtain double arm interval in line	
9.	<b>Obtain normal interval from double arm interval.</b>	
	Can correctly obtain normal interval from double arm interval	
10.	<b>Obtain close interval in column.</b>	
	Can correctly obtain close interval in column formation	
11.	<b>Extend to normal interval.</b>	
	Can correctly extend to normal interval	
12.	<b>Open ranks.</b>	
	Can correctly perform open ranks	
13.	<b>Close Ranks.</b>	
	Can correctly perform close ranks	
14.	<b>Form for physical training.</b>	
	Can correctly form a platoon for PT	
15.	<b>Change the direction of a column.</b>	
	Can correctly perform column left while marching in column	
	Can correctly perform column right while marching in column	
16.	<b>March to the flank.</b>	
	Can correctly march the platoon to the flank	
17.	<b>March to the oblique.</b>	
	Can correctly march the platoon in the oblique	
18.	<b>March to the rear.</b>	
	Can correctly march the platoon to the rear	

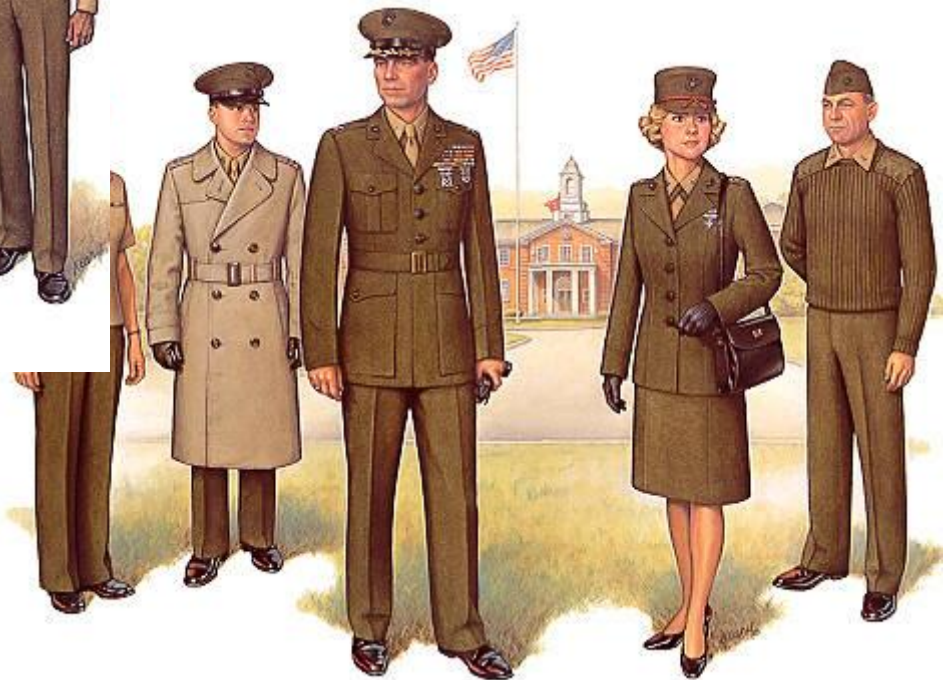
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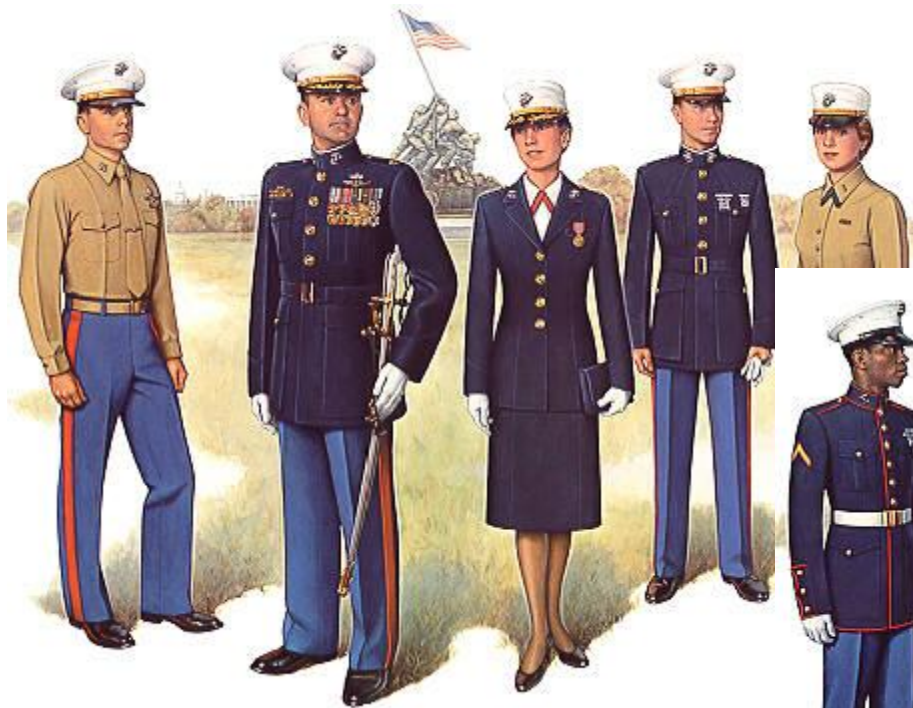


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OFFICER SERVICE GREEN

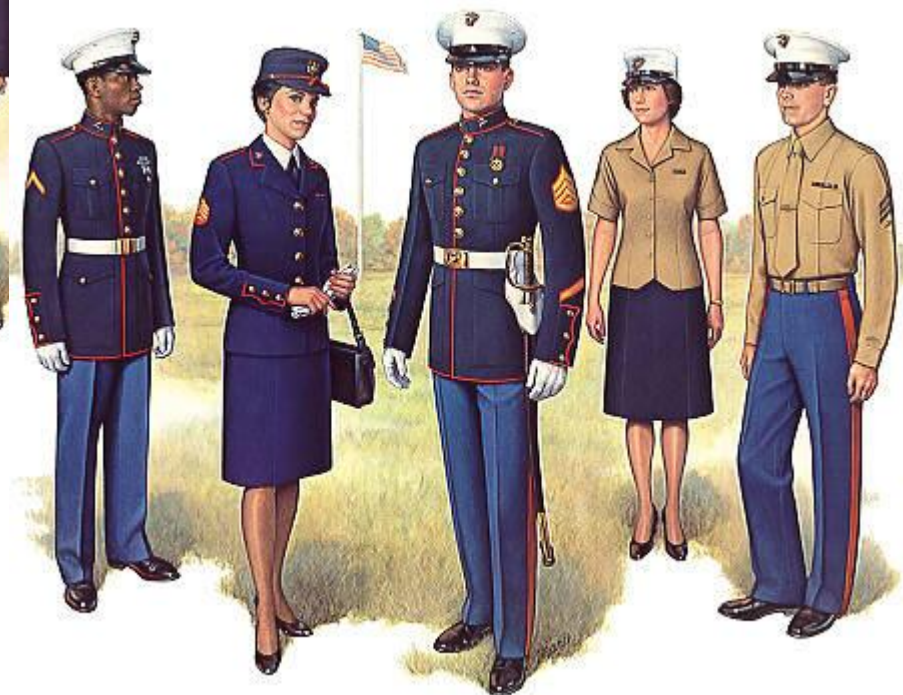


## USMC UNIFORM PLATES



OFFICER BLUE

ENLISTED BLUE



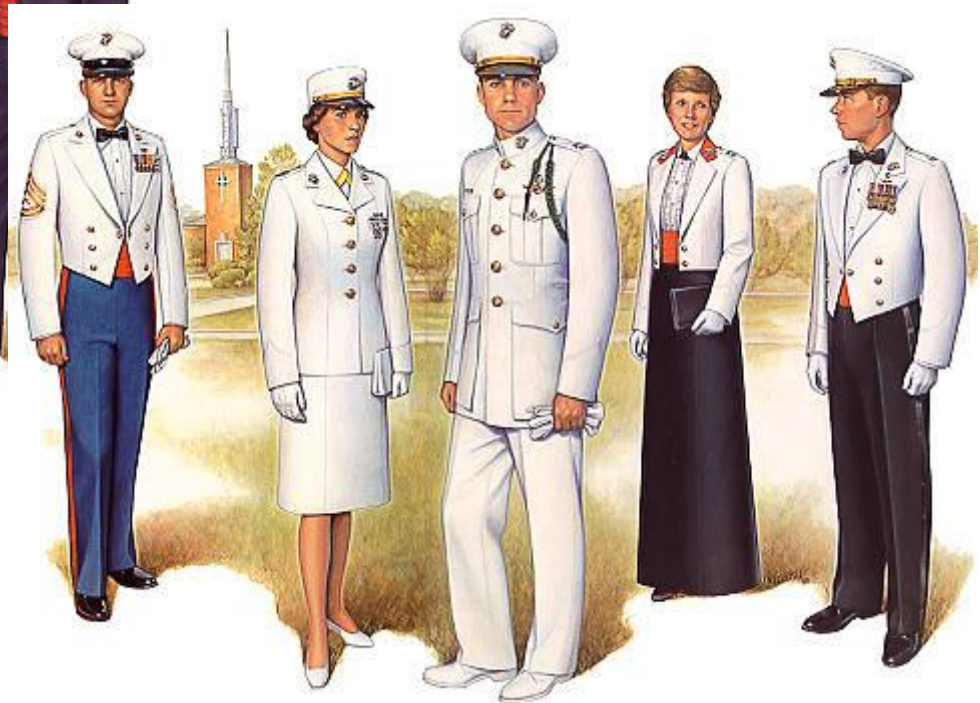


## USMC UNIFORM PLATES



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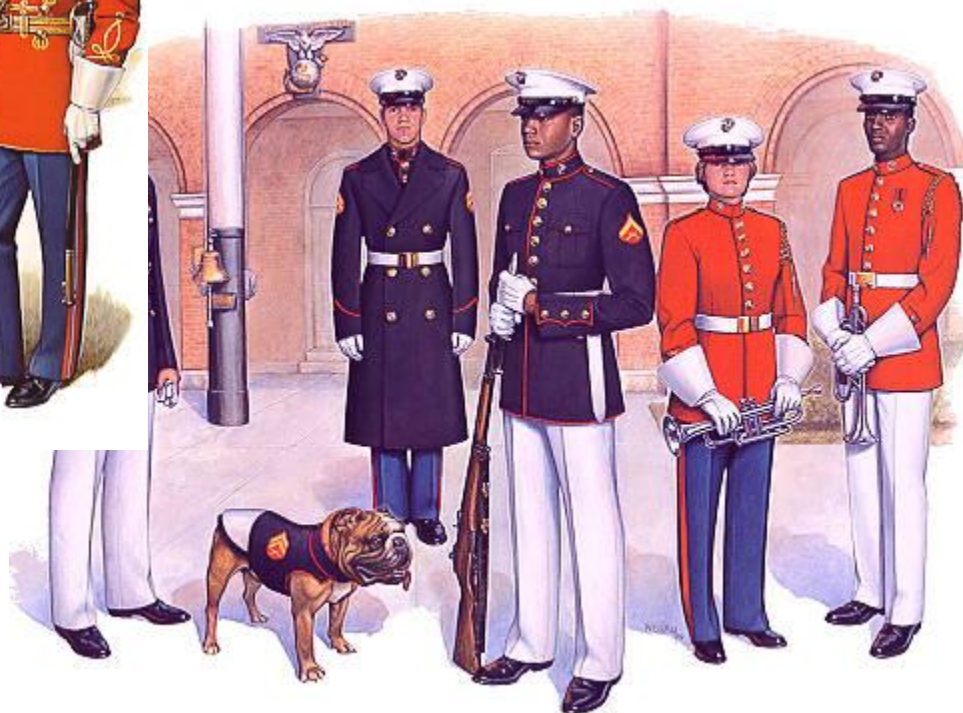


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MARINE CORPS BAND

## EIGHTH AND EYE





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