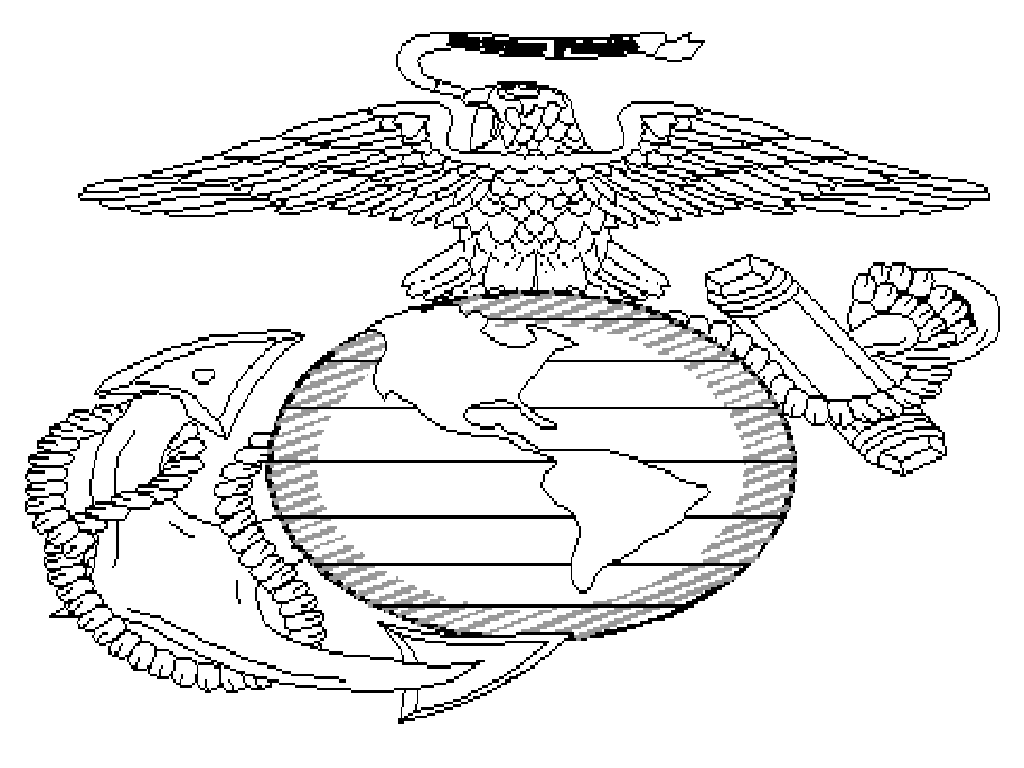
**STANDING OPERATING**

**PROCEDURES (SOP)**

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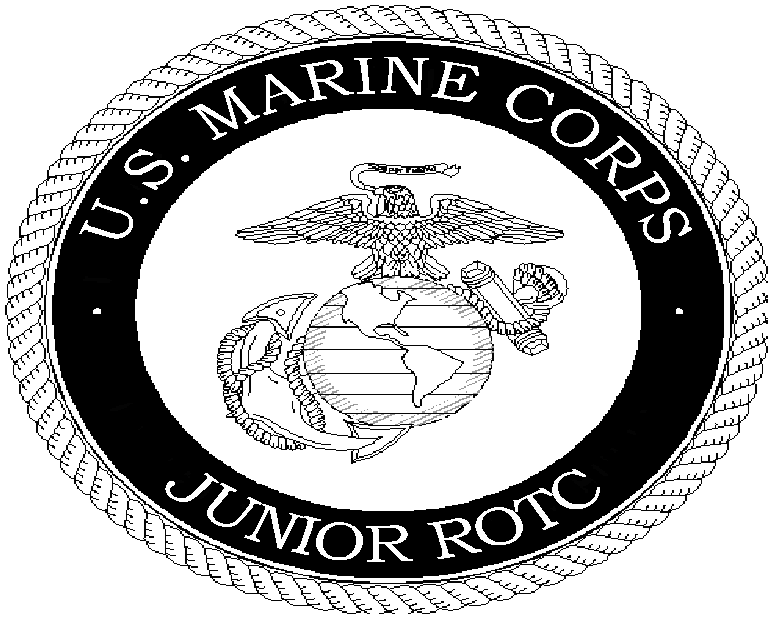
**MARINE CORPS JUNIOR RESERVE OFFICER TRAINING CORPS (MCJROTC)**

**JACK C. HAYS HIGH SCHOOL**

**4800 JACK C. HAYS TRAIL**

**BUDA, TX 78610**

**1 JUL 2017**

**UNITED STATES MARINE CORPS**

JUNIOR RESERVE OFFICERS TRAINING CORPS

JACK C HAYS HIGH SCHOOL

4800 JACK C HAYS TRAIL

BUDA, TEXAS 78610-9390

P1533.1A

SMI

1 Jul 2014

**JACK C. HAYS HIGH SCHOOL MCJROTC ORDER P1533.1A**

From: Senior Marine Instructor

To: Jack C. Hays High School MCJROTC Cadets

Subj: JACK C. HAYS HIGH SCHOOL MCJROTC STANDING OPERATING

PROCEDURES (SHORT TITLE: MCJROTC SOP)

Ref: (a) MCO P1533.6E

Encl: (1) Cadet Commissioning Program Order

1. The purpose of this order is to publish policies and procedures governing the operation of the Jack C. Hays MCJROTC program.

2. The procedures established in this manual are applicable to all cadets in the Jack C. Hays High School MCJROTC program.

3. Recommendations for changes to this manual are invited and should be submitted through the chain of command.

4. Reviewed and approved this date.

D. K. Wimp

LtCol, USMC (Ret)

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CHAPTER 1

**THE MCJROTC PROGRAM**

1000. **AUTHORIZATION**. The Marine Corps Junior Reserve Officer Training Corps (MCJROTC) Program was established in 1964 under authority of Public Law passed by the U.S. Congress and contained in Title 10, United States Code, Chapter 102, Section 2031. The program went into high schools in 1966 and into Jack C. Hays High School in 1985. The program is administered by the Commanding General, Marine Corps Training and Education Command (TECOM), Quantico, Virginia.

1001. **PROGRAM GOALS AND OBJECTIVES**. The goals of the MCJROTC program are to provide an opportunity for secondary school students to learn about the basic elements and requirements for National Security as well as their personal obligations as American citizens. The MCJROTC program seeks to achieve the following:

* Develop habits of self-discipline, self-confidence, self-esteem, responsibility and accountability.
* Develop leadership and management skills.
* Develop informed and responsible citizens
* Strengthen character.
* Promote an understanding of the basics elements and requirements for national security.
* Develop respect for constituted authority in a democratic society.

1002**. ENROLLMENT REQUIREMENTS**. To be eligible for enrollment and continuation in the MCJROTC program, a student must:

* Be a citizen of the United States or a U.S. National.
* Be enrolled in and attending Jack C. Hays High School or, with explicit Senior Marine Instructor

approval, Live Oak Academy.

* Be of good moral character as determined by the Principal and Senior Marine Instructor.
* Be qualified to participate fully in the school’s physical education program.
* Comply with the grooming standards and rules as set forth in this chapter.

1003. **PROGRAM BENEFITS**. The greatest personal benefit to be gained from the MCJROTC program is individual growth through increased discipline, strengthened character and the development of leadership abilities and traits. For our nation, the program seeks to create better informed and more responsible citizens. The program offers the opportunity to develop and exercise leadership and management skills which are an essential element for success in life and advancement in a chosen field or profession. Another benefit is the Advanced Pay Grade Enlistment in the Armed Forces. Enlistment benefits include the following:

* Cadets earning a two year completion certificate, with an accompanying letter of recommendation from the Senior Marine Instructor, are entitled to promotion to Pay Grade E-2 in any of the US Armed Services upon completion of recruit/basic training.
* Some services further promote MCJROTC cadets who completed a third year in the program the promotion to E-3 upon completion of recruit training.

1. **SERVICE ACADEMY NOMINATION.** Cadets who successfully complete the MCJROTC Program may compete for nomination and appointment to the U.S. Naval Academy (Annapolis, Maryland), U.S. Military Academy (West Point, New York), and the U.S. Air Force Academy (Colorado Springs, Colorado) under the Honor School/MCJROTC quota. Interested cadets should contact the Superintendent (Candidate Guidance Officer) of the respective academy or academies in the spring of their junior year to request an application.

1-1

2. **MCJROTC COLLEGE SCHOLARSHIP**. Participation in MCJROTC supports applications for a full college ROTC scholarship, especially by showing continuing interest in the military. Those cadets completing three years in the MCJROTC program and who have demonstrated above average traits of leadership and military bearing may be nominated for a 4 year ROTC scholarship by the Senior Marine Instructor. Eligible MCJROTC cadets who are nominated by the SMI will be considered by the national NROTC board. Cadets completing 4 years may also get a years credit of College ROTC.

3. **ROTC COLLEGE SCHOLARSHIPS**. The military services offer full tuition, books, fees, uniforms, a stipend, and in some cases full room and board to cadets who have the academic and leadership credentials to earn an ROTC college scholarship. The SMI will provide assistance, information, and letters of recommendation to deserving cadets who are interested in these programs.

1004. **CURRICULUM**. MCJROTC is an elective course with one credit earned toward graduation for each full course completed. The curriculum currently provides for the following course offerings:

MCJROTC I (LE-I) – 1st year MCJROTC program (Basics/Discipline/Followership/Intro. to Leadership)

MCJROTC II (LE-II) – 2nd year MCJROTC program (Follower to Leader/Being a Leader)

MCJROTC III (LE-III) – 3rd year MCJROTC program (Accountable Leadership)

MCJROTC IV (LE-IV) – 4th year MCJROTC program (Advanced Leadership)

1005. **WEEKLY CLASS ROUTINE**. The following is the normal weekly routine. It may occasionally be modified.

Monday........................ Classroom Instruction (Academics)

Tuesday....................... Physical Training

Wednesday.................. Drill

Thursday...................... Classroom Instruction (Academics

Friday........................... Physical Training

1006. **MONTHLY SCHEDULE**. A monthly schedule is published to inform cadets of unit activities. This schedule will be posted in the main passageway. At a minimum, date, and lesson topic will be included. The monthly schedule will also include community service activities. Due to the fast paced tempo and numerous simultaneous activities of the program, a white board located on the front left of the classroom will include updates and new information such as practice times for intramural activities and due dates for assignments. Students should get in the habit of taking a photo of this information on Tuesday and then again on Thursday of EACH WEEK using an electronic device such as a phone or music player. This is the ONLY time these devices are permitted to be used in class.

1007. **GROOMING STANDARDS**. The MCJROTC program has a proud tradition of setting high standards of dress, demeanor, ethics, and personal conduct. Cadets will be expected to maintain those standards at all times. Appendix A to this order provides detailed guidance as to the established grooming standards for cadets.

1008. **UNIFORM DAY**. The MCJROTC uniform will be worn one day each week (normally Wednesday). All cadets will wear the Camouflage Utility Uniform unless otherwise prescribed. Cadets will wear the complete uniform **ALL DAY**. Failure to comply with uniform regulations will result in the cadet receiving a reduced grade for that uniform day. Appendix B lists the maximum grades possible for uniform and grooming infractions. **Cadets who are absent on uniform day will wear the uniform on the FIRST DAY they return to school for a maximum grade of 80. Those failing to wear it on uniform day or on the first day back to school must wear it prior to the next uniform day for a maximum grade of 70 being given. Refusal to wear the uniform is considered Non-Participation and will result in a failing grade of zero.**

1-2

1. The uniform shall be kept clean, well tailored, and shall be worn as a complete uniform**. The mixing of civilian clothes and uniform items is expressly forbidden with one exception: cadets are authorized to wear the issued green sweatshirt with civilian attire.** Cadets leaving the MCJROTC program will return their uniforms in a clean, serviceable condition.

2. Cadets will be inspected in the designated uniform. The uniform grade constitutes a significant percentage of the nine-week and semester grade. To help improve the chances of maximizing an inspection grade, every cadet should review Appendix B to this order.

1009. **CADET SERVICE RECORD BOOK (SRB).** A Cadet SRB is maintained on each cadet while he or she is enrolled in MCJROTC. Each cadet is expected to keep the MI or SMI informed if any of the following occur: changes to address or phone numbers, earning a ribbon or award (See the awards program booklet. YOU must keep track of awards you rate), changes to cadet health which impact program participation, or changes to a family situation.

1010. **PROBATION.** Jack C. Hays High School MCJROTC is a voluntary program designed to provide willing students the opportunity to excel in such areas as leadership, management, military skills, and competition in arms. It is not a program without demands and expectations nor is it a disciplinary program to correct unacceptable student behavior. Cadets are expected and required to comply with those directives that govern the MCJROTC, the school rules, and the cadet regulations expressed in this SOP. The SMI is authorized to place on probation any cadet who has repeated academic deficiencies, repeatedly fails to maintain standards of grooming or wearing of the uniform, or who fails to meet established standards of conduct.

1. Cadets placed on probation will be so notified in writing by the SMI, with a copy of the letter forwarded to parents/guardian and the school’s principal.

2. An established improvement in academic performance and/or compliance with those rules and regulations governing cadet behavior will be grounds for removal of the probationary status and return to full participation in the program. Cadets who fail to correct those deficiencies that caused placement in the probationary status can, upon the recommendation of the SMI, be disallowed to continue in the program beyond the end of the current semester.

1-3

CHAPTER 2

**ORGANIZATION**

2000. **GENERAL.** The Marine Corps Junior Reserve Officer Training Corps at Jack C. Hays High School is organized along traditional battalion lines with a headquarters element and 2 line companies. Each Company is comprised of two or three platoons. Each platoon will consist of 3 or 4 squads. Battalion structure is based upon a mix of cadets from LE-I to LE-IV and does not reflect class organization. The battalion will typically form on the first uniform day of the month at 0830.

2001. **BATTALION STAFF.** The Battalion Commander is charged with the welfare and training of the battalion. To accomplish this task, the Battalion Staff assists the Commanding Officer by assuming responsibility for specific staff functions. The Jack C. Hays High School MCJROTC staff is structured as follows (NOTE: Ranks may vary based on experience of cadet holding the billet):

Commanding Officer: Lieutenant Colonel

Executive Officer: Major

Sergeant Major: Sergeant Major

Adjutant: Major or Captain

S-1: Captain – Assistant: Gunnery Sergeant

S-3/Operations Officer: Major – Assistant: Gunnery Sergeant

S-4/Logistics Officer: Major or Captain

Supply Officer: Captain or 1st Lieutenant-Assistant: Gunnery Sergeant

2002. **COMPANY ORGANIZATION**. The Battalion is comprised of two companies. Company staffs will be organized as follows:

Company Commander: Captain or 1st Lieutenant

1st Sergeant: 1st Sergeant or Gunnery Sergeant

2003. **PLATOON ORGANIZATION**. There will be two to three platoons in each company. Platoons will be organized as follows:

Platoon Commander: 2nd Lieutenant or 1st Lieutenant

Platoon Sergeant Gunnery Sergeant

Squad Leader: Sergeant

2004. **BILLET DUTIES AND RESPONSIBILITIES.** Basic duties and responsibilities for assigned MCJROTC cadet billets are outlined on the following pages. Each cadet is expected to seek out responsibility and perform those tasks that will make his/her particular billet function more smoothly. The primary responsibility of leadership for each cadet officer, staff noncommissioned officer, and noncommissioned officer is to set the highest standards for performance possible in all fields of endeavor.

1. **ALL CADETS**. Every Jack C. Hays High School MCJROTC Cadet is responsible for conducting himself/herself, at all times, in a manner which reflects credit upon himself/herself, the MCJROTC unit, the school, and the community. Since we wear uniforms once a week, our actions also reflect on the U.S. Marine Corps. In uniform or out, cadets are responsible for maintaining the highest standards of conduct and appearance.

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

2-1

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

4. **EXECUTIVE OFFICER (XO).** The XO is 2nd in command of the Battalion. He/she will perform such duties as are assigned by the CO and will serve as the coordinator of Battalion staff activities. The XO will keep abreast of all activities of the Battalion and assume command in the absence of the CO.

5. **SERGEANT MAJOR**. The Sergeant Major is the senior enlisted member of the battalion. He/she reports directly to the Commanding Officer, keeping him/her advised on matters pertaining to the discipline, conduct, and morale of the battalion.

6. **ADJUTANT:** Assists the CO and XO in coordinating the Staff

.

7. **S-1 Personnel**: Exercises staff cognizance over personnel activities, correspondence, and other administrative areas not specifically tasked to other staff officers.

8. **S-3/OPERATIONS OFFICER:** Coordinates unit activities. These activities may include competitions, community service opportunities and coordinating with other JROTC units.

9. **S-4/LOGISTICS OFFICER**. The S-4 exercises responsibility for logistics, supply, and maintenance management activities of the battalion. Specifically, the S-4:

10. **SUPPLY OFFICER**. The Supply Officer exercises responsibility for the issuance, inventory, and recovery of all uniforms and equipment of the cadet battalion.

11. **COMPANY COMMANDER (CO).** The Company Commander is responsible for everything the company does or fails to do. The CO is held accountable for the training, efficiency, discipline, administration, and welfare of the company.

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

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

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

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

16. **SQUAD LEADER**. The Squad Leader assists the Platoon Commander and Platoon Sergeant in all activities of the platoon.

2-2

2005. **CHAIN OF COMMAND.** The Chain of Command is the primary channel of communications throughout the unit. To work properly, it must be a two-way channel with information flowing in both directions. The Chain of Command for the Jack C. Hays High School MCJROTC unit extends upward and downward as follows:

Senior Marine Instructor (SMI)

Marine Instructor (MI)

Cadet Battalion Commander (CO)

Executive Officer (XO)

Sergeant Major (see Note 1)

Company Commander

Platoon Commander

Platoon Sergeant

Squad Leader

Individual Cadet

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

2006. **DRILL TEAMS.** The Drill Teams are comprised of cadets particularly interested in the sharpness and precision developed by close order drill and the manual of arms. They represent Jack C. Hays MCJROTC in parades, ceremonies, and competitions with other JROTC units. Jack C. Hays MCJROTC has both Armed and Unarmed Drill teams. Drill Team members are expected to set the highest standards for the unit in sharpness, discipline, grooming, performance, and overall esprit de corps. A sports physical is required. Members must attend drill practice a minimum of twice weekly. The Drill Team Commander and Instructor Staff may invite LE-Is to participate on drill teams on a case by case basis.

2007. **COLOR GUARD.** MCJROTC Color Guards are expected to present the Colors (National Ensign, Texas State Flag, U.S. Marine Corps colors, and unit guidons) proudly and with precision in parades, ceremonies, competitions, and sporting events. Instructions for presenting the Colors are contained in the Flag Manual (MCO P10520.3\_) and the Marine Corps Drill and Ceremonies Manual (MCO P5060.20). Members must attend color guard practice as required to ensure complete compliance with above directives. The Color Guard Commander and the Instructor Staff may invite LE-Is to participate in color guard on a case by case basis. Practices are a minimum of twice weekly. A sports physical is required.

2008. **MARKSMANSHIP TEAMS.** The Marksmanship Teams are comprised of cadets who are interested in the discipline, concentration and teamwork necessary to improve their marksmanship skills. They represent Jack C. Hays High School MCJROTC in local, regional, national, and postal marksmanship competitions. Unless otherwise approved, cadets must complete their first semester in the program prior to trying out for the marksmanship teams. Members must attend rifle practice a minimum of thrice weekly. A sports physical is required.

2009. **ACADEMIC TEAM**. The academic team represents Jack C. Hays MCJROTC in Academic Competitions. Members are expected to maintain the highest level of academic excellence and knowledge of the MCJROTC program, military history, and current events. LE-I’s are allowed to join the Academic team(s).

2010. **PHYSICAL TRAINING TEAMS**. The Physical Training Teams represent Jack C. Hays MCJROTC in local, regional and national YPFT, obstacle course, and modified physical training event competitions. Members are expected to maintain their physical conditioning by routinely working out and maintaining a healthy diet. P.T. team members are allowed to use the Functional Trainer once they have received training on the equipment. LE-I’s are allowed to join the P.T. teams. Practices are twice weekly. A sports physical is required.

2-3

CHAPTER 3

PERFORMANCE EVALUATION AND PROMOTIONS

3000. **OVERVIEW**. The promotion of cadets must positively contribute to the high standards of leadership and proficiency required for the continued success of the MCJROTC program. Promotion is not a reward for past performance. It is recognition of leadership ability, discipline, positive attitude and skills. It is also an expectation of future performance.

1. Performance evaluation and promotion of cadets in the Jack C. Hays High School MCJROTC program parallels to the greatest extent possible the same opportunities afforded every United States Marine, whether enlisted or commissioned officer. To that purpose, cadets begin their “careers” as followers, learning the principles and traits of leadership while under the charge of more seasoned cadets and the instructor staff. As they gain more knowledge and confidence in their abilities, cadets are given occasion to demonstrate their skills as developing leaders. Throughout their time in the program, cadets will be able to track their performance through grades, on the spot recognition (zap-its), earned awards and commendations (ribbons) and through consistent feedback and counseling regarding strengths and weaknesses by the instructor staff.

2. Jack C. Hays High School MCJROTC bases promotions primarily on performance vice seniority although year in program does factor into promotions. As a result, there may be younger cadets who hold higher ranks than older cadets. This reflects the realities of life where performance is recognized, utilized and rewarded. All cadets are required to display proper courtesies and decorum towards cadets of higher rank, regardless of age or year in program. Cadets desiring to be an officer must apply for commissioning through the Cadet Commissioning Program (CCP). Enclosure (1) is the Cadet Commissioning Program Order. The first opportunity to apply for a commission is late fall (typically November-December) of the LE-II year. Consistent enthusiasm, active support of and participation in the MCJROTC program, a positive attitude, and demonstrated leadership skills are required of cadets seeking promotion to Staff NCO or Officer. Cadet Officers and Staff NCOs are expected to set the example for their subordinates.

3. In addition to ranks worn on military uniforms, Jack C. Hays MCJROTC recognizes Sergeants and below, Staff NCOs and Officers by issuing each group a different Physical Training shirt. As cadets progress through the program, they will receive the P.T. shirt applicable to their rank. During periods of Community Service, these shirts will also be worn to identify cadets by seniority group. All shirts have the same design over the left breast which is the Eagle, Globe and Anchor with the words, “Jack C. Hays High School Marine Corps JROTC.” Sergeants and below will wear a tan colored shirt with no back lettering. Staff NCOs and Officers will be issued the following Physical Training Shirts:

* Staff NCOs: Military Green P.T. Shirt

Back Lettering: “STAFF NCO CORPS”

* Officers: Safari Brown P.T. Shirt

Back Lettering: “OFFICER CORPS”

4. Specific details regarding the Performance Evaluation process and opportunities for promotion will be based on the following objectives, rank/grade structure and target ranks by program year.

3001. **OBJECTIVES**

a. To maintain the numbers in each grade necessary for the successful operation of the Cadet Battalion.

b. To ensure that each eligible cadet receives full and equitable opportunity to compete for promotion.

c. To ensure that only the best and fully qualified cadets are promoted.

3-1

3002**. RANK STRUCTURE**. Officer and enlisted ranks of the Jack C. Hays High School MCJROTC program, in order of seniority, are:

a. **Cadet** **Officer Ranks**

Lieutenant Colonel (LtCol)

Major (Maj)

Captain (Capt)

First Lieutenant (1stLt)

Second Lieutenant (2ndLt)

b. **Enlisted Ranks**

Sergeant Major (SgtMaj)

First Sergeant (1stSgt)

Gunnery Sergeant (GySgt)

Staff Sergeant (SSgt)

Sergeant (Sgt)

Corporal (Cpl)

Lance Corporal (LCpl)

Private First Class (PFC)

Private (Pvt)

3003. **TARGET RANKS.** Although some cadets will attain ranks more quickly than others due to advanced skills, normal progression through the Jack C. Hays High School MCJROTC program is measured by attaining the following ranks by the **END** of each listed program year.

a. **LE-I** – Lance Corporal (LCpl)

b. **LE-II –** Corporal (Cpl)

c**. LE-III** – Sergeant (Sgt)\* (SEE NOTE)

d. **LE-IV** – Staff Sergeant (SSgt)

\* (NOTE) Cadets desiring to stay in the program as an LE-IV must attain the rank of Sergeant by the end of their first semester as an LE-III (December) vice the end of that program year. LE-IV cadets are considered Assistant Instructors in the program which requires a positive attitude and a solid understanding of the program material. Cadets who fail to attain this milestone will not be allowed to enroll in MCJROTC IV for their senior year.

3004. **THE THREE A’s**.Regardless of the Program Year (LE-I through LE-IV), all Jack C. Hays High School Cadets are expected to ALWAYS do 3 things:

a. Maintain a POSITIVE **ATTITUDE**.

b. Do not say “I can’t” or “I won’t” when asked to participate in MCJROTC activities. Cadets must **ATTEMPT** activities to the BEST of their ability if they are to excel in the program.

c. When a mistake or poor decision is made, admit the error and strive not to repeat it. Recognizing A**CCOUNTABILITY** is the first step in building discipline, character and leadership.

3005. **MERITORIOUS PROMOTION**. Cadets who have demonstrated a superior degree of motivation, academic excellence and military skill may be meritoriously promoted. The Instructor Staff will periodically solicit feedback from Assistant Instructors (LE-IVs) and cadet Officers on their recommendations for early promotion.

3-2

3006. **PROMOTION CRITERIA**. Each cadet is expected to avoid rule infractions (School and Program) to be promoted. Cadets may also be demoted for infractions deemed serious by the Instructor Staff. Each cadet must be on pace to complete 20 hours of annual community service to be promoted to the next rank. Although the Instructor Staff retains a high degree of latitude in the promotion process, the following criteria are utilized when determining an individuals’ promotion readiness in the Jack C. Hays High School MCJROTC program.

a. **PVT through LCPL**

No more than 3 tardies per quarter

No more than one assignment to ISS per year

No assignments to Impact (Likely to result in dismissal from program)

No more than 2 report card failures per quarter

Minimum of 2.5 hours of community service per semester

b. **CPL and Sgt (Non-Commissioned Officers)**

No more than 3 tardies per semester

No more than one assignment to ISS per year

No assignments to impact (Likely to result in dismissal from program)

No more than 2 report card failures per semester

Minimum of 5 hours community service per semester

Participate regularly in class

Demonstrate Initiative

c. **SSgt through SgtMaj (Staff Non-Commissioned Officers)**

No more than 3 tardies per year

No assignments to ISS

No assignments to Impact (Will result in dismissal from program)

No more than 2 report card failures per year

Minimum of 7.5 hours community service per semester

Demonstrate leadership traits

Maintain a minimum grade of 85 in MCJROTC

d. **2ndLt through LtCol (Officers)**

No more than 2 tardies per year

No assignments to either ISS or Impact

No report card failures

Minimum of 10 hours community service per semester

Consistently demonstrate leadership traits

Participate on a MCJROTC intramural team

Maintain a minimum grade of 90 in MCJROTC

3-3

CHAPTER 4

**DISCIPLINE**

4000. **GENERAL.** The basic philosophy of the MCJROTC program is that cadets are part of the unit by choice and will do their best when they know what is expected of them. Cadets are responsible for maintaining the highest standards of conduct. Each cadet is responsible for ensuring that his/her actions reflect credit on himself/herself, the Cadet Battalion, the school, the community, and the Marine Corps. Each cadet also has an obligation to assist other cadets in maintaining high standards of conduct and execution of duties.

1. Cadets with noted behavioral problems will not be allowed to participate in MCJROTC activities.

2. Team members will be dismissed from the team for any significant behavioral problems, both in the classroom and while on trips away from school.

3. Only deserving cadets (those without behavioral or academic problems) will be permitted to participate in MCJROTC activities. The SMI will make the final determination in these matters.

4. **Inappropriate behavior, language, or actions that bring discredit upon the unit, the school, the community, or the Marine Corps can be considered grounds for a cadet being reduced in rank, placed on probation, suspended from extracurricular activities, or dis-enrolled from the MCJROTC program**.

4001. **CLASSROOM DISCIPLINE.** An atmosphere conducive to study and learning will be maintained in the classroom at all times. All cadets are expected to come to class prepared with all necessary materials (textbooks, paper, pencils, etc.). Failure to do so will result in a reduced academic grade. Cadets are responsible for knowing the rules that govern student behavior and for conducting themselves accordingly.

1. All cadets will be in their assigned seats when the tardy bell rings. DO NOT sit on desks.

2. AFTER the tardy bell rings, the entire class will call “ATTENTION ON DECK!” when the **FIRST INSTRUCTOR or LE-IV ENTERS THE ROOM**. The Instructor or LE-IV will then direct cadets to take their seats. Attendance will then be taken. When responding to the Instructor or class leader, cadets will, regardless of rank, respond with “HERE, SIR” or “HERE, MA’AM”, as appropriate.

3. After instruction has begun, cadets will request permission to enter the classroom at the position of attention once the Instructor has acknowledged the cadet.

4. When the bell to end class rings, either the Instructor or a designated cadet will state, “CLASS, ATTENTION!” and then “DISMISSED!” The entire class will then respond with “AYE, AYE SIR/MA’AM!” (as appropriate) The entire class will then take one small step backwards and may say, “OOH RAH!” before picking up their gear and departing class.

4002. **MILITARY ETIQUETTE.** One of the objectives of the MCJROTC program is to develop respect for and an understanding of the need for constituted authority. It is expected that members of the MCJROTC unit will deal with each other and those outside of the unit with respect and courtesy. Proper military etiquette is to be observed and practiced on a daily basis. Based on the above, here are a few examples of a proper response:

1. Cadets will address instructors, officer and enlisted, by the instructor’s rank, rank and surname, or use of the word “SIR” or “MA’AM”, as appropriate.

2. Cadets will render appropriate military courtesies to officers of all branches of the uniformed services and cadet officers. Salutes and greetings will be exchanged with professionalism and pride.

4-1

CHAPTER 5

**PROGRAM ADMINISTRATION**

5000. **PHILOSOPHY.** The governing philosophy of any military organization reflects the underlying beliefs of the unit commander as they relate to the mission of that organization. In the case of MCJROTC, the commander is known as the Senior Marine Instructor (SMI). As such, the MCJROTC program at Jack C. Hays High School is founded on the following beliefs:

1. The only purpose of MCJROTC is to help shape young people into healthy, balanced, responsible citizens through developing the following in each of them:

* Discipline
* Character
* Leadership

2. The cadets ARE the program. Every activity we engage in is designed to shape cadets to the end and through the means stated above.

3. The SMI and MI act as counselors, coaches and mentors to the cadet population.

3. The cadet battalion will be run by the cadets under the direction of the SMI and MI.

4. Rules and regulations will be applied firmly and fairly to all cadets. Promotions, the opportunity to participate on extracurricular teams, and the privilege of going on trips with the unit must all be earned.

5001. **MCJROTC SPACES** include the classroom, air rifle range, instructor offices, armory, supply room, and the drill deck.

1. **The SMI and MI’s desks and spaces are off limits to cadets**. Unless given permission by the SMI/MI, no cadet will remove or handle anything in or on an instructor’s desk.

2. The office telephone may be used by cadets only after permission has been granted by an instructor to do so.

3. With the exception of those drawers dedicated to Cadet Battalion Staff use, the file cabinets in the MCJROTC offices are off limits to cadets.

4. Instructor Office computers are reserved for the exclusive use of instructors and designated cadets of the battalion staff.

5. The Cadet Office (including the cadet computer) is for the exclusive use of LE-IV cadets. No cadets except LE-IVs may enter the office without permission.

6. The supply rooms are off limits to cadets except designated S-4 personnel, unless accompanied by an instructor. Routine business (exchange of items, uniform issue, etc.) will be conducted on an “as needed” basis.

7. The armory is off limits to all except members of the air rifle team, drill team, P.T. teams or Color Guard. During annual air rifle qualification cadets may enter with instructor approval to draw rifles.

8. The Functional Trainer (exercise machine) at the rear of the rifle range is off limits to all cadets unless prior permission has been granted. Members of the P.T. team will receive instruction on the equipment and will be allowed to utilize the machine when the range is not being utilized for air rifle.

5-1

5002. **GRADING.** The MCJROTC Department at Jack C. Hays High School seeks to improve the discipline and character of cadets so that they become solid, conscientious citizens and the future leaders of our nation. To this end, the program strives to develop the Leadership Traits of:

* Justice
* Judgment
* Dependability
* Initiative
* Decisiveness
* Tact
* Integrity
* Enthusiasm
* Bearing
* Unselfishness
* Courage
* Knowledge
* Loyalty
* Endurance

1. **GRADING SYSTEM**: A grade in 4 areas will be given. Three of the areas will be graded weekly. These three areas are: Discipline (LE-I) or Leadership (LE-II through LE-IV), Uniform, and Physical Training (P.T.). The last graded area is for Evaluations and consists of academic tests, major inspections, air rifle qualification, and public speaking events. This area is weighted as a major grade (60%). A cadet’s Discipline/Leadership grade drops 10 points for each infraction. Appendix B is the Grading Policy.

5003. **MARKSMANSHIP TRAINING**. Marksmanship training is an integral part of a cadet’s training. Marksmanship teaches weapons safety, individual discipline, control, and precision. All cadets, regardless of program year, will receive annual training in air rifle and will have the opportunity to qualify. Top marksman will also have the opportunity to try out for the highly competitive and nationally ranked Jack C. Hays air rifle team. In order to participate in any marksmanship training, cadets must have a completed parental consent form on file in their SRB. A copy of the form will remain on file as long as the cadet is enrolled in the program.

5004. **EXTRA CREDIT.** Extra credit provides a means for raising a low grade and developing an interest in a military subject. Examples of extra credit work are research papers, reports, and additional homework / projects.

1. Students with a failing grade midway through the grading period may request the opportunity to submit extra credit work to earn a passing grade. The instructor has the discretion to accept or deny such a request.

2. Extra credit may only be used to raise grades from a failing mark to a passing grade.

5005. **SKILLS** **MEETS AND** **FIELD TRIPS**.Military skills meets and educational field trips are scheduled subject to the availability of funding, billeting and transportation. Skills meets provide the opportunity for the Jack C. Hays High School MCJROTC intramural teams to compete against other JROTC programs in drill, color guard, air rifle, Physical Training (P.T.) and Academics. Educational field trips are designed to reinforce knowledge, skills and traits learned during the academic year. They include the annual Cadet Leadership Camp (CLC) which occurs each summer.

5-2

1. **ELIGIBILITY**. In order for a cadet to be eligible to participate in a meet or field trip, he/she must, in the present school year:

(a) Not owe money for fundraising activities, books, uniform items, etc.

(b) Have a passing MCJROTC average grade of 70%.

(c) Have all permission slips signed and returned by the prescribed deadline.

(d) Have no significant disciplinary record in school.

(e) Obtain approval from the SMI.

(f) Deserving upperclassmen will take precedence over deserving underclassmen if limited availability of transportation or billeting spaces becomes an issue.

(g) MOST IMPORTANTLY – Meet UIL Eligibility by passing all classes.

2. **FORMS**. In addition to having the **MCJROTC Parental Permission Form** on file in the cadet’s SRB, the **Hays CISD FIELD TRIP PERMISSION FORM** as well as any hosting school (for skills meets) permission slip must be completed and returned to the instructor prior to a cadet’s participation on any meet or field trip.

3. **CONDUCT.** While on field trips each cadet is responsible for conducting himself/herself in a manner that reflects credit upon the unit, the school, and the U.S. Marine Corps. All rules and regulations that apply in school will be enforced on the field trip. Uniform wear and civilian dress will be especially sharp. Any additional requirements will be disseminated through the cadet chain of command. Cadets who do not comply with the rules will be disciplined as required and, if necessary, returned home at their own expense.

5-3

CHAPTER 6

**UNIFORMS**

6000. **GENERAL.** Cadets wear the same uniforms as active duty Marines. These uniforms have rich, proud traditions which symbolize the service and sacrifice of those Marines who came before. It is by design that United States Marines wear the exact colors of the U.S. flag in the Blue Dress Uniform. We represent the best of America in both dress and conduct and this is a source of great pride. The Jack C. Hays High School MCJROTC cadet is the Marine Corps’ representative in Buda, Texas, and the surrounding communities. The correct wearing of the cadet uniform is taught in great detail by the instructor staff and figures prominently in the cadet’s overall grade. Cadets should understand the following provisions relative to uniform care and maintenance:

1. Uniforms are issued at NO CHARGE to cadets.

2. Uniforms are the property of the U.S. Government and on temporary loan to the cadet while he/she is a member in good standing in the unit, but are to be returned once the cadet leaves the unit or school.

3. Uniforms lost or damaged due to the negligence of the cadet are to be paid for based on the value of the item as determined by the Marine Corps Supply Manual.

4. Items outgrown or damaged through no fault of the cadet may be turned in without penalty and exchanged for a replacement uniform. The SMI will be the final authority regarding culpability.

5. The complete uniform issue is to be turned in before cadets will be allowed to graduate or before transcripts are released.

6. **Civilian clothing will not be worn with MCJROTC uniforms at any time** except as specified in paragraph 1008(1) of this order.

6001. **UNIFORM CLEANING.** Cadet uniforms require both dry cleaning and cleaning in a washing machine/wash tub.

1. The following items should always be **dry-cleaned**:

- Dress Blue Trousers/Slacks and Coat

- Green Trousers/Slacks

- Khaki Shirt/Blouse

- Neck Tab

- Garrison Cover

2. The following items may be cleaned in a washing machine/wash tub:

- Female White Blouse (Iron afterwards)

- Male White Cap Cover (Iron afterwards)

- Digital Utility uniform and undergarments (green shirt and socks)

6002. **CLOTHING ISSUE FORMS.** Cadet Clothing Issue forms for both males and females will be maintained by the MI and the Cadet S-4 Officer. Only the SMI/MI will dispose of these forms and only when all uniform items have been returned and properly accounted for.

6003. **UNIFORM TAILORING.** Uniforms will be tailored to fit the cadets at unit expense. Uniforms that are improperly tailored should be brought to the attention of the cadet chain of command or the SMI/MI.

6-1

CHAPTER 7

**CADET OFFICER/SNCO GUIDELINES**

7000. **GENERAL.** Cadet Officers and Staff Noncommissioned Officers (SNCO) assigned to leadership billets have earned their positions through consistently exceptional performance in the MCJROTC unit. These cadets must continue to perform their duties in the same manner that led to their selection as a leader within the battalion.

7001. **SELECTION.** The Senior Marine Instructor (SMI), upon the recommendation of the Marine Instructor (MI) and cadet promotion boards, is solely responsible for the selection of cadets to leadership positions. Cadets who wish to reach the pinnacle of leadership within the battalion as officers must submit a request for commissioning. The details of this process our outlined in the Cadet Commissioning Program Order which is Enclosure (1). Appointment to such positions should be viewed by every cadet as a vote of confidence. A cadet is chosen for command or staff assignment because he/she has demonstrated the requisite skills, judgment, maturity, and academic prowess to serve effectively in that billet. He/she has also proven a willingness to dedicate personal time to the unit to make it a success.

7002. **TOUR OF DUTY.** A cadet billet holder’s Tour of Duty will normally be for the duration of the academic year unless otherwise specified. However, a Cadet Officer or SNCO can be dismissed from his/her billet should such action be warranted. Cadet billet holders earn their position each and every day.

7003. **RESPONSIBILITIES OF LEADERSHIP**. A Cadet Officer or SNCO must understand that his/her actions or lack of action affect and influence every cadet in the battalion. A leader must learn to listen and understand the concerns of his/her subordinates. At times, the leader must assume a counselor, coach or mentor role with underclassmen. A Cadet Officer or SNCO may very often prove critical in preventing a subordinate from heading down the wrong path in life. It is vital that cadet leaders actively strive to develop their Leadership Traits. When it comes to mentoring subordinate cadets, it is of particular importance to consistently demonstrate sound judgment, dependability, tact, unselfishness and enthusiasm.

1. Cadet Officers and SNCOs will:

- Set the example in appearance, conduct, preparation and dependability.

- Assist underclassmen in academic and leadership skills.

- Listen to subordinates and, to the best of one’s ability, provide sound advice. ALWAYS refer any cadet who needs assistance with school, personal, or family situations to the SMI/MI.

2. Cadet Officers and SNCOs will never:

- Physically discipline or berate another cadet. Disciplinary problems will be forwarded up the chain of command. Physical or verbal abuse, exercises or drills designed as punishment and assignment to after school tasks by cadets are strictly forbidden. Use of these techniques is grounds for immediate dismissal from a billet, possible reduction in rank, and disenrollment from the MCJROTC program.

- Try to mediate family/school situations. Cadets are not trained or qualified to handle situations of this nature.

- Allow personal feelings to interfere with recommendations to the SMI/MI on matters of discipline, awards, promotions, or billet assignments.

- Lay hands on another cadet, with the exception of corrections to uniforms or to prevent injury.

- Use one’s position as a tool to help in personal matters.

- Lie to protect another cadet from disciplinary action

7-1

**APPENDIX A**

**CADET UNIFORM AND GROOMING REGULATIONS**

1. **PERSONAL APPEARANCE**. The MCJROTC uniform regulations for standards of personal appearance and grooming are as specific as possible in order to establish the rules which cadets must follow. MCJROTC uniform standards of grooming do not allow eccentric or faddish styles of hair, jewelry or glasses. 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 at all levels is key to enforcement of MCJROTC standards.

a. Articles that may be worn while in uniform include inconspicuous wristwatches and one ring per hand (no thumb rings are allowed). Only conservative style, non-mirrored sunglasses may be worn in uniform. Final judgment on acceptability rests with the SMI/MI.

b. Articles that may not be worn while in uniform include earrings, piercings of any kind (to include tongue piercings), or any article of jewelry, chain or medallion worn around the neck that is apparent or visible when worn with the uniform. Gauges are not allowed.

2. **GROOMING REGULATIONS**

a. **MALE CADETS**. No eccentricities in the manner of wearing head or facial hair will be permitted. The hair must complement the person’s complexion tone. Color changes are prohibited. Fingernails will be kept clean and neatly trimmed. Male cadets will be well groomed at all times and will abide by the following;

(1) Hair will be neat and closely trimmed. The hair may be clipped at the edges of the sides and back; will be **evenly graduated** from zero length at the hairline in the lower portion of the head; and will not be over 3 inches in length on the upper portion of the head. The back and sides of the head below the hairline will be shaved to remove body hair. “Bowl” and “Mohawk” haircuts are not authorized. Sideburns will not extend below the top of the orifice of the ear. Sideburns will not be styled to taper or flare.

(2) 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.

(3) No male cadet will be required to have his hair clipped to the scalp; however, this does not preclude him from doing so if he so desires.

(4) The face will be clean-shaven, except that a mustache may be worn. When worn, the mustache will be neatly trimmed and must be within USMC grooming standards. These standards will be covered within the first week of classes.

b. **FEMALE CADETS**. The requirement for hair regulations is to maintain uniformity within a military population. The hair must complement the person’s complexion tone. Color changes that detract from a professional image are prohibited. Women’s hairstyles require non-eccentric styles. Female cadets will be well groomed at all times and when in uniform will abide by the following:

(1) 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 pinned or fastened.

(2) Hair will be styled so as not to interfere with the proper wear of the uniform headgear. All headgear will fit snugly and comfortable 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.

A-1

(3) Faddish or exaggerated styles or colors, to include shaved portions of the scalp other than the neckline, designs cut in the hair, unsecured ponytails and styles which are distinctly unbalanced or lopsided are prohibited. Multiple braiding is authorized. If hair extensions are used, 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.

(4) Barrettes, combs, rubber bands, etc., are authorized, if concealed by the hair. Inconspicuous hairpins and bobby pins, if required, are authorized.

(5) Cosmetics, if worn, will be applied conservatively and will complement the individual’s complexion tone. Exaggerated or faddish cosmetics 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 ONLY with the Service and Dress Uniforms. Fingernails with multiple colors or decorative ornamentation and designs are prohibited. Nail length will be no longer than ¼ inch from the tip of the finger.

(6) Female cadets may wear small, polished yellow gold color, ball or round stud earrings (post, screw-on, or clip), not to exceed ¼ inch in diameter earrings with Service and Dress uniforms at the individual’s option. A ¼ inch or smaller pearl may be worn with the Dress Uniform. When worn earrings will fit tightly against, and will not extend below, the earlobe. **Only one earring will be worn on or in each earlobe**.

3. **WEARING THE UNIFORM**

a. **UTILITY UNIFORM. Regulation haircut and shave** (Males) **Hair up off of collar** (Females). Tan boots cleaned and brushed, black boot socks, uniform cleaned (tri-color uniform pressed), correct placement of rank insignia, green issued undershirt, web belt with belt brass polished, cover pressed, jewelry - 1 ring only and 1 watch). In periods of cold weather, the green P.T. sweatshirt may be worn under the utility jacket. (Females) No earrings.

b. **SERVICE UNIFORM**

(1) **MALE CADETS**. **Regulation haircut and shave**, shined shoes (including edge/heel polish), black socks, clean and pressed uniform (military creases in khaki shirt), khaki shirt, correct placement of ribbons, shooting badge, and rank insignia, clean white undershirt, web belt with brass polished, cover cleaned and pressed, proper gig line.

(2) **FEMALE CADETS. Hair up off of collar** (French Braid, twist), shined shoes (including edge/heel polish), black socks or flesh colored hosiery, clean and pressed uniform, khaki shirt, correct placement of ribbons, shooting badge, and rank insignia, cover cleaned and pressed, earrings (if worn) to be single gold ball, clear nail polish only (no colors),

c. **BLUE DRESS UNIFORM**

(1) **MALE CADETS**. **Regulation haircut and shave**, shined shoes (including edge/heel polish), black socks, clean and pressed uniform, correct placement of collar devices, ribbons, shooting badge, and rank insignia, clean white undershirt, web belt with brass polished, clean waist belt with brass polished, cover cleaned and pressed, proper gig line.

(2) **FEMALE CADETS. Hair up off of collar** (French Braid, twist), shined shoes (including edge/heel polish), black socks or flesh colored hosiery, clean and pressed uniform, correct placement of collar devices, ribbons, shooting badge, and rank insignia, white shirt cleaned and pressed, cover cleaned, earrings (if worn) to be single gold ball, clear nail polish only (no colors).

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4. **PLACEMENT OF RANK INSIGNIA ON THE UNIFORM**

a. **DIGITAL UTILITY AND SERVICE UNIFORMS**

1. **CADET ENLISTED**. Black metal/plastic rank insignia 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 edges will be equally spaced 1/2” from either side of the collar. The spout of the Lamp of Learning will face inboard or towards the front, with the handle facing outboard or towards the back.

2. **CADET OFFICERS**. The small collar insignia will be worn on each side of the collar. The insignia will be centered between the top and bottom edge of the collar, with the outer edge of the insignia 1” from the forward edge of the collar.

(a) **GARRISON CAP**. Cadet Officers will also wear the small rank insignia on the garrison cap. The insignia will be placed on the right side of the cap, directly opposite and centered on the branch of service insignia. The rank insignia will run parallel to the bottom edge of the cover.

b. **BLUE DRESS UNIFORM**

1. **CADET ENLISTED**. Enlisted cadets will wear the anodized rank insignia on each shoulder strap. The insignia will be placed so that it is equidistant from the front and rear edges of the strap. The base of the insignia shall be placed 3/4” from the armhole seam.

2. **CADET OFFICERS**. Cadet Officers will wear the large rank insignia on each shoulder strap. The insignia will be placed so it is equidistant from the front and rear edges of the strap and will be centered between the armhole seam and the shoulder strap button.

5. **PLACEMENT OF RIBBONS AND MARKSMANSHIP BADGE**. Cadets will wear ribbons and shooting badges to which they are entitled on their service khaki shirts and on their Blue Dress uniforms.

a. **MALE CADETS**. Ribbon bars will be centered 1/8” above and parallel to the top edge of the left shirt/jacket pocket. When marksmanship badges are worn, ribbon bars will be centered over the pocket with the bottom edge of the ribbon bar 1/8” above the widest holding bar of the marksmanship badges.

b. **FEMALE CADETS**. On the female Blue Dress Jacket, ribbons/marksmanship badges will be worn as prescribed above. On the female khaki shirt, ribbon bars and marksmanship badges will be placed even with or up to two inches above the first visible button and centered so that they are in about the same position as when worn on the jacket.

6. **CIVILIAN CLOTHING**. Cadets may well be associated with the MCJROTC program even when not wearing a uniform. Therefore, when civilian clothing is worn, cadets will ensure that their dress and personal appearance are conservative and commensurate with the high standards traditionally associated with the MCJROTC program. At all times at school and on school related functions, cadets will conform to those standards established in the Jack C. Hays High School Student Handbook.

a. **TRAVEL UNIFORM**. When cadets travel to functions or events where civilian clothing is authorized, the prescribed uniform will disseminated through the cadet chain of command.

A-3

**APPENDIX B**

**GRADING POLICY**

1. **UNIFORM WEAR.** Wearing the uniform once a week is required and shall be recorded weekly as a daily grade. A cadet who wears the uniform on the designated day with no discrepancies shall receive a grade of 100. Failure to wear the uniform on the designated day will result in a score of 50 being recorded. The cadet must then wear the uniform on the following school day to receive a maximum grade of 80 (if no discrepancies are noted). If the uniform is worn on the second day the cadet is present at school, after failing to wear the uniform on the designated day, a maximum grade of 70 is possible (if no discrepancies are noted). If a cadet is absent on the designated uniform day, the uniform must be worn on the first day of return to receive a maximum grade of 100 (if no discrepancies are noted). Failure to make up uniform wear by the second day of school, after not wearing it on the designated uniform day, will result in a permanent grade of zero recorded for uniform that week.

a. **UNIFORM DISCREPANCIES**

(1) Minor Discrepancies (10 points per discrepancy. Lowest grade=70)

* Improper placement of chevrons
* Chevrons chipped/not black
* *Excessive* Irish Pennants (all items)
* Improper lacing of boots
* Improper placement of ribbons
* Improper placement of badges
* Slight hair discrepancies

(2) Noted Discrepancies (20 points per discrepancy. Lowest grade=70)

* Chevrons not worn
* Male hair beyond regulations (hair longer than 1/8” at bottom)
* Improper female hair pinning (hair falling out of bun, colored pins/elastics that do not match hair color, hair below the collar)
* Un-natural hair color. (Highlights of a natural and harmonious color may be authorized.)
* Inappropriate jewelry (more than one ring/hand, thumb rings, unauthorized wristbands, females with earrings, etc.)

(3) Significant Discrepancies (Maximum grade=70)

* Belt not worn
* Male hair longer than 1/4” at bottom
* Male mustache out of regulations
* Boots not bloused

(4) Major Discrepancies (Failing grade=60)

* No cover
* Male in need of shave
* Female with inappropriate make-up or nail polish (if corrected, grade will be raised to a max of 80.)
* Male hair longer than 1/2” at bottom

(5) Non-Participation (Failing grade=50)

* Uniform Not Worn. (Uniform make up possible. See paragraph 1 above)
* Prohibited piercings

B-1

**APPENDIX B**

**GRADING POLICY**

**2. PHYSICAL TRAINING.** Participation in 2 semesters of JROTC meets the Physical Education requirement for the state of Texas. As a result, Jack C. Hays High School MCJROTC conducts Physical Training (P.T.) twice weekly. The normal P.T. days are Tuesdays (strength and conditioning) and Fridays (teamwork and sportsmanship). The purpose of P.T. is to build healthy bodies and promote life-long fitness. Participation in P.T. is mandatory unless cadets have a current doctors note outlining the duration and extent of physical limitations. **Continued lack of participation with only a parent’s note will result in a failing grade in P.T.** Cadets are expected to dress out AND participate on P.T. days. Since P.T. is conducted twice weekly with only one minor (40%) grade given each week, the below deductions will compound for the week. For example: Failure to wear the issued P.T. shirt twice in a given week will result in a 20 point deduction for the week (10 points X 2 Minor Discrepancies).

a. **P.T. DISCREPANCIES**

(1) Minor Discrepancies (10 points per discrepancy)

* Missing uniform item (Issued P.T. shirt or shorts or athletic footwear)
* Partial participation

(2) Noted Discrepancies (15 points per discrepancy)

* Failure to dress out

(3) Significant Discrepancies (20 points per discrepancy)

* Failure to participate

**3.** **DISCIPLINE AND LEADERSHIP.** As with uniform wear and Physical Training, cadets begin the week with 100 points in this weekly minor (40%) graded area. Since discipline and leadership are two of program’s core pillars (character being the third), this graded area is vital to the overall purpose of the program. LE-I cadets are graded on discipline while LE-II through LE-IV cadets receive a grade for leadership. It is impossible to list every single infraction which could result in a point deduction. The following are typical behaviors which result in point deductions.

a. **DISCIPLINE AND LEADERSHIP INFRACTIONS**

(1) Minor Infractions for Unacceptable Behavior (10 points for 1st infraction. 5 points for each subsequent)

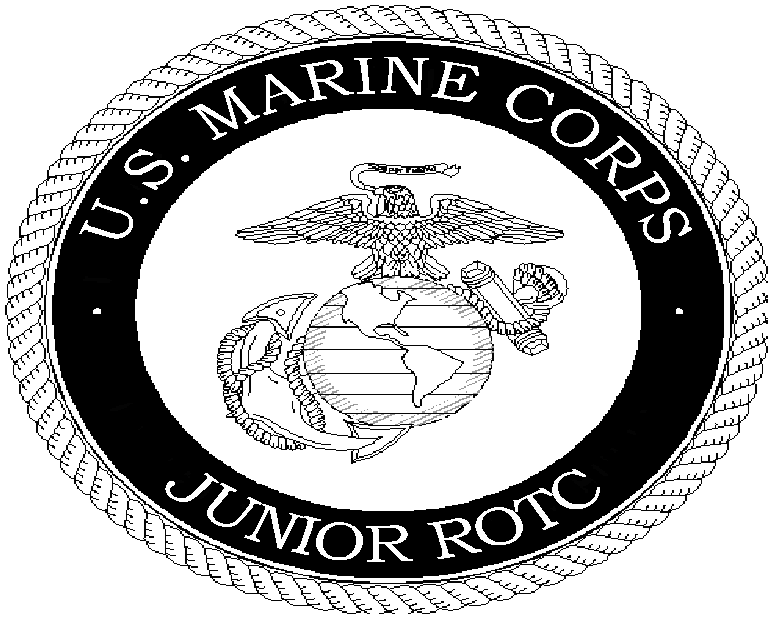
* Talking out of turn
* Chewing gum
* Receiving a discrepancy during the week
* Poor attitude or behavior towards other cadets
* Uncooperative attitude towards Instructor Staff or other teachers
* Tardies

(2) Significant Infractions (20 points for 1st infraction, 10 points for each subsequent)

* Interrupting Instructors
* Receiving multiple discrepancies during the week
* Receiving a discipline referral
* Assignment to ISS
* Combative attitude towards other cadets
* Defiant attitude towards Instructor Staff or other teachers

(3) Major Infractions (50 points for the week)

* Fighting
* Cursing at other students or staff
* Possession or use of illegal or controlled substances
* Assignment to Impact B-2

**UNITED STATES MARINE CORPS**

JUNIOR RESERVE OFFICERS TRAINING CORPS

JACK C HAYS HIGH SCHOOL

4800 JACK C HAYS TRAIL

BUDA, TEXAS 78610-9390

P1533.1A

SMI

1 Jul 2014

From: Senior Marine Instructor

To: Distribution List

**Subj: HAYS HIGH SCHOOL MARINE CORPS JUNIOR RESERVE OFFICERS**

**TRAINING CORPS CADET COMMISSIONING PROGRAM (CCP)**

1. Purpose. To publish instructions pertaining to application for and administration of the Hays High School Marine Corps Junior ROTC Cadet Commissioning Program (CCP).

2. Background.

a. CCP is open to all Hays High School Marine Corps JROTC Cadets who meet the eligibility of paragraph 3.

b. This program seeks to identify those Cadets who most exemplify the Marine Corps' values of honor, courage, and commitment as well as place those individuals who have demonstrated an ability to assume greater responsibility in the most senior leadership roles within the unit.

3. Eligibility. The following subparagraphs set forth eligibility requirements for the program:

a. Cadet Year. This program is open to second-, third-, and fourth-year Cadets.

b. Grade. Be in the grade of Cadet Sergeant or above.

c. Academic Standing. Cadets must have achieved minimum scores of 75% in all classes on the Cadet's most recent semester report card to include at least a 90% in JROTC.

d. Physical. Cadets must have demonstrated the following ***minimum*** achievements on the most recent Inventory Strength Test:

(1) Males.

(a) Three (3) pull-ups

Enclosure (1)

(b) Fifty (50) crunches within two minutes

(c) 1 1/2-mile run within 13 minutes, 30 seconds

(2) Females.

(a) Flexed-arm hang of 15 seconds or 3 pull ups

(b) Fifty (50) crunches within two minutes

(c) 1 1/2-mile run within 15 minutes

e. Moral. Applicants must have consistently demonstrated the following attributes:

(1) Maturity

(2) Integrity

(3) Cooperativeness

(4) Dependability

(5) Sound leadership abilities and potential

(6) Commitment to the JROTC Program

4. Previous Participation. The Cadet must not have previously been the subject of a commission revocation in order to apply. Cadets who have previously failed of selection may apply to future boards for consideration.

5. Waivers. Grade waivers will not be considered. All other waiver requests must address in detail the specific rationale as to why it should be granted. Cadets are encouraged to reduce their requirement for waivers to the greatest extent possible in order to strengthen their standing in the applications process.

6. Application.

a. Applications must be submitted to the Senior Marine Instructor not later than 31 January of the year of appointment. Applications received after this date will be returned to the applicant with no action taken.

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b. A typed Statement, will be prepared by the applicant. The statement will be written in the first person on 8 1/2 by 11 inch white paper in a narrative style. The applicant’s statement will be personally prepared without any outside assistance, and will be so certified by the applicant. Topics may include but are not limited to:

1. Parents and family.
2. Hobbies, athletics, clubs, and interests.
3. Plans after graduating high school.
4. What the MCJROTC Program means to you.
5. What the MCJROTC Program has taught you.
6. Personal areas of perceived strength.
7. Personal areas of perceived weakness.

(8) **Must be covered:** Why you want to be a Cadet Officer.

c. The applicant must add the following as the last line in the statement: "I certify that I have personally prepared this statement without any outside assistance."

d. Complete the document with your signature after the above statement.

7. Pertinent Information.

a. The CCP selection board will convene annually during February for the selecting of Cadets for appointment as Cadet Second Lieutenants.

b. The board will select those Cadets found to be best qualified on the basis of their total records, including, but not limited to, the substance of the application, any interviews conducted, previous and current academic achievements, military appearance, past performance as a Cadet, and future potential as a Cadet Officer.

c. All LE-III and LE-IV Cadets selected for commissioning will be promoted during March with a date of rank of 1 March. LE-II Cadets selected will be promoted in May with a date of rank of 1 May.

D. K. Wimp

Senior Marine Instructor

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