



### Chain of Command

<b>President</b>	<b><u>The Honorable Joe Biden (46<sup>th</sup>)</u></b>
<b>Vice President</b>	<b><u>The Honorable Kamala Harris</u></b>
<b>Secretary of the Defense</b>	<b><u>The Honorable Lloyd J. Austin</u></b>
<b>Secretary of the Navy</b>	<b><u>The Honorable Carlos Del Toro</u></b>
<b>Commandant of the Marine Corps</b>	<b><u>General Eric Smith (39<sup>th</sup>) Acting</u></b>
<b>Assistant CMC</b>	<b><u>General</u></b>
<b>Sergeant Major of the Marine Corps</b>	<b><u>Sergeant Major Carlos Ruiz (20<sup>th</sup>)</u></b>
<b>MCJROTC Director</b>	<b><u>Colonel Robert G. Oltman</u></b>
<b>Regional Director</b>	<b><u>Major Cody Stewart</u></b>
<b>Senior Marine Instructor</b>	<b><u>Chief Warrant Officer-3 McPhatter</u></b>
<b>Marine Instructor</b>	<b><u>Sergeant Major Hernandez</u></b>
<b>Battalion Commanding Officer</b>	<b><u>Cadet Chase</u></b>
<b>Battalion Executive Officer</b>	<b><u>Cadet Bachman</u></b>
<b>Battalion Sergeant Major</b>	<b><u>Cadet SgtMaj Ganter</u></b>
<b>Battalion Supply Officer</b>	<b><u>Cadet Lara</u></b>
<b>Battalion Ops/Training Officer</b>	<b><u>Cadet Young</u></b>

## Definition of Leadership

**Leadership** - is the ability to influence, lead, or guide others to accomplish a mission in the manner desired by providing purpose, direction, and motivation.

## 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 to the sentry who relieves me all orders from the commanding officer, officer of the day, 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, colors and standards not cased.
11. **To be** especially watchful at night, and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

## Leadership Traits

### JJ DID TIE BUCKLE

1. **Judgment**: The quality of weighing the facts and possible solutions on which to base sound decision.
2. **Justice**: The quality of being impartial and consistent in exercising command.
3. **Decisiveness**: Ability to reach decisions promptly and to announce them in a clear, forceful manner.

4. **Initiative**: Seeing what has to be done and commencing a course of action even in the absence of orders.
5. **Dependability**: The certainty of the proper performance on duty.
6. **Tact**: The ability to deal with others without creating offense.
7. **Integrity**: Uprightness of character and soundness of moral principles, absolute truthfulness and honesty.
8. **Endurance**: The mental and physical stamina measured by the ability to stand pain fatigue, distress and hardship.
9. **Bearing**: Creating a favorable impression in carriage, appearance, and personal conduct at all times.
10. **Unselfishness**: Avoidance in providing for ones comfort and personal advancement at all expenses of others.
11. **Courage**: A mental quality that recognizes fear of danger or criticism but enables a marine to proceed in the face of it with calmness and firmness.
12. **Knowledge**: Acquiring information, including professional knowledge and understanding of your Marines.
13. **Loyalty**: Faithfulness to country, to corps and unit, to your seniors and subordinates.
14. **Enthusiasm**: The display of sincere interest and exuberance in the performance of duty.

#### **Leadership Principles**

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

## Leadership Styles

**Authoritarian** - Subordinates are told what is to be done and how it is to be done without the leader consulting others for advice or ideas.

**Participative** – Subordinates are involved in the determination of a plan of action.

**Delegative** – In this style of leadership, decision-making authority is delegated to a subordinate.

### Roles of the NCO (Non-Commissioned Officer)

1. Decentralize Authority.
2. Provides links between commanders and enlisted men.
3. Provide a senior enlisted advisor for commanding officer.
4. Afford avenues for advancement.
5. Recognize and reward outstanding skills.

### Roles of the Officer

1. An officer is always a leader.
2. The officer must perform as the decision maker.
3. Officers must be prepared to assume responsibility for the actions of subordinates under their area of obligation.

### Marine Corps Values

**Honor** – Honor is the quality that guides Marines to exemplify ethical and moral behavior.

**Courage** – is a mental quality that recognizes fear of danger or criticism, but enables a leader to proceed in the face of it with calmness and firmness.

**Commitment** – means the dedication to carry out all unit tasks and to serve the values of the country, the MCJROTC, and the unit.

### Purpose of Drill

**Drill teaches good discipline, enhances concentration and builds esprit de corps in a unit. To effectively move the unit from one location to another in an orderly manner.**

### Dates to Remember

November 10, 1775

Marine Corps founded  
(Tun Tavern, Philadelphia, PA)

December 07, 1941 (0755 hrs)

Bombing of Pearl Harbor

August 06, 1945

First Atom Bomb dropped (Hiroshima)

August 09, 1945

Second Atom Bomb dropped (Nagasaki)

<b>June 25, 1950</b>	<b>North Korea invades South Korea</b>
<b>Sept-Oct 1950</b>	<b>Chosin Reservoir</b>
<b>July 1953</b>	<b>Armistice signed</b>
<b>1958</b>	<b>Lebanon</b>
<b>1956</b>	<b>Dominican Republic</b>
<b>1964-73</b>	<b>Vietnam</b>
<b>March 1965:</b>	<b>- Marines are first to land and fight</b>
<b>February 1967:</b>	<b>- Marines take Go Noi Island</b>
<b>December 1968:</b>	<b>- Marines defend Khe Sahn Combat Base</b>
<b>December 1989</b>	<b>US invades Panama and extracts General Manuel Noriega from command</b>
<b>August 06, 1990</b>	<b>Operation Desert Shield-US moves into Saudi Arabia to prevent hostile Iraqi invasion of Kuwait</b>
<b>January 16, 1991</b>	<b>Operation Desert Storm-US begins air attack on Iraq</b>
<b>May 1991</b>	<b>Operation Desert Storm ends</b>
<b>September 11, 2001</b>	<b>Hijacked Plane crashes into World Trade Center Hijacked Plane crashes in Pennsylvania Hijacked Plane crashes in Pentagon</b>
<b>January 2002</b>	<b>Operation Enduring Freedom-Iraq</b>
<b>March 2003</b>	<b>Operation Iraqi Freedom</b>
<b>March 2011</b>	<b>Operation Odyssey Dawn-Afghanistan</b>

### **Miscellaneous**

**Marine Corps Emblem:** **Current Emblem Adopted in 1868 consists of-**

**Anchor - Represents "Naval Traditions"**  
**Globe - Represents "World Wide Services"**  
**Eagle - Represents "The Nation Itself"**

<b>Marine Corps Motto:</b>	<b><i>“Semper Fidelis”</i>, Latin for <i>“Always Faithful”</i>, Adopted in 1883</b>
<b>Marine Corps Colors:</b>	<b>Scarlet and Gold</b>
<b>Marine Corps Mascot:</b>	<b>English bulldog named after Lieutenant General Lewis B. “Chesty” Puller</b>
<b>Marines’ Hymn:</b>	<b>Oldest of the official songs of the Armed Forces</b>
<b>Commandants’ Quarters:</b>	<b>Located at Eighth and I Street, is the oldest existing building in Washington D.C.</b>
<b>First Commandant:</b>	<b>Captain Samuel Nicholas</b>
<b>Grand Old Man of Commandant the Marine Corps:</b>	<b>Brigadier General Archibald Henderson, from 1820 to 1859 for a total of 39 years.</b>
<b>First Marine Aviator:</b>	<b>Major Alfred A. Cunningham</b>
<b>First Female Marine:</b>	<b>Opha M. Johnson-Aug 13, 1918</b>
<b>First Marine to Receive Hamet Mameluke Sword:</b>	<b>2<sup>nd</sup> Lt. Presley O’Bannon given in 1805 by Karamanli of Tripoli.</b>

### National Ensign

The color Red on the American flag represents Hardiness and Valor, the color White represents Innocence and Purity, the color Blue represents Vigilance, perseverance and justice.

The “National Ensign” refers to our National Flag. It comes in three authorized sizes and is displayed on certain days or occasions.

<b><u>Storm:</u></b>	<b>5 Ft. on the hoist by 9.5 Ft on the fly. Displayed in inclement weather</b>
<b><u>Post:</u></b>	<b>10 Ft. on the hoist by 19 Ft. on the fly. Displayed in pleasant weather</b>
<b><u>Garrison:</u></b>	<b>20 Ft. by 38 Ft. on the fly. Displayed on Sundays and holidays, except in the inclement weather.</b>

### Marine Corps Facts

<b>Two Medal of Honor Winners</b>	<b>Sergeant Major Dan Daly and Major Smedley Butler</b>
<b>Only Marine to win 5 Navy Crosses</b>	<b>Lieutenant General Lewis B. (Chesty) Puller</b>

<b>Highest Award for Bravery</b>	<b>Congressional Medal of Honor</b>
<b>UCMJ</b>	<b>Uniform Code of Military Justice</b>
<b>MOS</b>	<b>Military Occupational Specialty</b>
<b>5 Wars since WWII</b>	<b>Korea, Vietnam, Grenada, Iraq, Afghanistan</b>
<b>3 Types of Court Martial</b>	<b>Summary, General, and Special Court</b>
<b>Article 15</b>	<b>Commanding officers Punishment, Office Hours, NJP (Non-Judicial Punishment)</b>
<b>3 Major Rank Groups</b>	<b>Commissioned, Warrant, and Enlisted</b>
<b>2 Types of Communication</b>	<b>Verbal and Non-verbal</b>
<b>Four Positions of Rest:</b>	<b>At Ease, Parade Rest, Fall Out, and Rest</b>

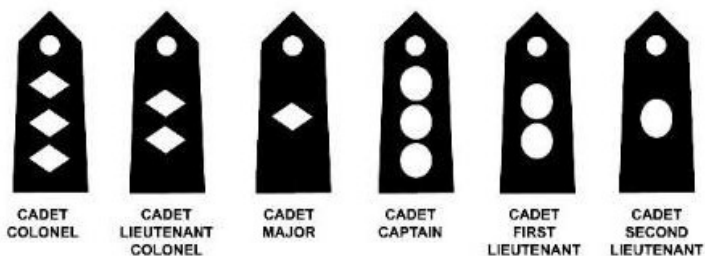
**Common Terms, Saying, Quotes**

<b>Leatherneck</b>	<b>Refers to a leather stock or neckpiece worn on marine uniforms from 1775 to 1876, intended to hold the head erect.</b>
<b>Blood Stripe</b>	<b>Worn on the trousers of officers and NCOs. Conferred on the Corps after the Battle of Chapultepec during the Mexican War.</b>
<b>Devil Dogs</b>	<b>At Belleau Wood in 1918 the Marines fought with such ferocity that the Germans referred to them as “Teufelhunden” or “Devil Dogs.”</b>
<b>Mameluke Sword</b>	<b>Sword carried by Marine Officers stands as the single weapon of the longest use in the American Arsenal.</b>
<b>NCO Sword</b>	<b>Marine NCOs are the only NCOs in the Armed Forces who still have the privilege of carrying a sword. Except for the Mameluke Sword, the NCO Sword is the oldest US weapon still in use.</b>
<b>Learning Lamps</b>	<b>The Lamps on Ribbons and Ranks represent a school related reward and stands for Knowledge.</b>
<b>“Uncommon Valor Was A Common Virtue”</b>	<b>Admiral Nimitz’s comment about Marines fighting during WWII on Iwo Jima.</b>

## Naval Terms:

<b>Bulkhead-</b>	<b>Wall</b>
<b>Scuttle Butt-</b>	<b>Drinking Fountain</b>
<b>Head-</b>	<b>Restroom</b>
<b>Pogie Bait-</b>	<b>Candy</b>
<b>Chit-</b>	<b>Piece of Paper</b>
<b>Port-</b>	<b>Left</b>
<b>Starboard-</b>	<b>Right</b>
<b>Colors-</b>	<b>Flag</b>
<b>Hatch-</b>	<b>Door</b>
<b>Deck-</b>	<b>Floor</b>
<b>As you were-</b>	<b>Disregard what was said</b>
<b>Cover-</b>	<b>Hat</b>
<b>Porthole-</b>	<b>Window</b>
<b>Overhead-</b>	<b>Ceiling</b>
<b>Ladderwell-</b>	<b>Stairwell</b>
<b>All hands-</b>	<b>Everyone</b>
<b>Carry On-</b>	<b>Resume previous activities</b>
<b>Field Day-</b>	<b>Building clean up</b>
<b>Secure-</b>	<b>Stop, Finish, Put away</b>
<b>At ease-</b>	<b>To be quiet when the command is given</b>

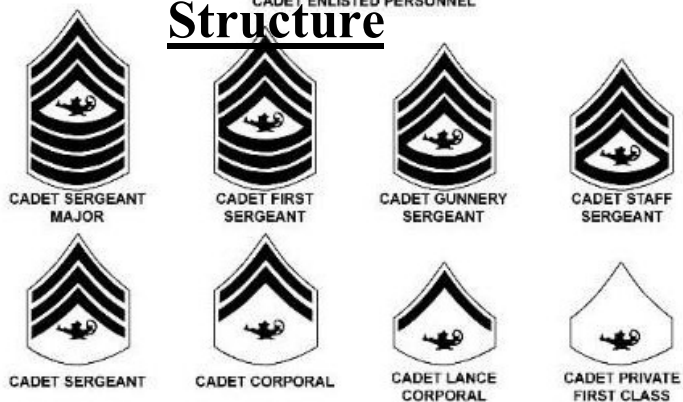
### INSIGNIA OF GRADE FOR CADET OFFICERS





























## MCJROTC Ranks

### Structure

#### INSIGNIA OF GRADE FOR CADET ENLISTED PERSONNEL





CATEGORY	Rank Insignia of the United States Marine Corps					
	E-1	E-2	E-3	E-4	E-5	E-6
ENLISTED						
	Private First Class	Lance Corporal	Corporal	Sergeant	Staff Sergeant	
	E-7	E-8		E-9		
						
	Gunnery Sergeant	Master Sergeant	First Sergeant	Master Gunnery Sergeant	Sergeant Major	Sergeant Major of the Marine Corps
	W-1	W-2	W-3	W-4	W-5	
WARRANT OFFICER						
	Warrant Officer	Chief Warrant Officer 2	Chief Warrant Officer 3	Chief Warrant Officer 4	Chief Warrant Officer 5	
	0-1	0-2	0-3	0-4	0-5	0-6
COMPANY AND FIELD GRADE OFFICER						
	(gold) 2nd Lieutenant	(silver) 1st Lieutenant	(silver) Captain	(gold) Major	(silver) Lieutenant Colonel	(silver) Colonel
	0-7	0-8	0-9	0-10		
GENERAL OFFICER						
	Brigadier General	Major General	Lieutenant General	General		

## Phonetic Alphabet

A - ALFA	B - BRAVO
C - CHARLIE	D - DELTA
E - ECHO	F - FOXTROT
G - GOLF	H - HOTEL
I - INDIA	J - JULIETT
K - KILO	L - LIMA
M - MIKE	N - NOVEMBER
O - OSCAR	P - PAPA
Q - QUEBEC	R - ROMEO
S - SIERRA	T - TANGO
U - UNIFORM	V - VICTOR
W - WHISKEY	X - X - RAY
Y - YANKEE	Z - ZULU

VIA 9GAG.COM

## Military Time

<b>Military = Civilian</b>	<b>Military = Civilian</b>
0001 = 12:01 am	1300 = 1:00 pm
0100 = 1:00 am	1400 = 2:00 pm
0200 = 2:00 am	1500 = 3:00 pm
0300 = 3:00 am	1600 = 4:00 pm
0400 = 4:00 am	1700 = 5:00 pm
0500 = 5:00 am	1800 = 6:00 pm
0600 = 6:00 am	1900 = 7:00 pm
0700 = 7:00 am	2000 = 8:00 pm
0800 = 8:00 am	2100 = 9:00 pm
0900 = 9:00 am	2200 = 10:00 pm
1000 = 10:00 am	2300 = 11:00 pm
1100 = 11:00 am	2400 = 12 Midnight
1200 = Noon	