

# **STANDING OPERATING PROCEDURES (SOP)**



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

**DANIEL BOONE HIGH SCHOOL  
1440 SUNCREST DRIVE  
GRAY, TENNESSEE 37615**

**Marine Corps Junior Reserve Officers Training Corps  
Daniel Boone High School  
1440 Suncrest Drive  
Gray, Tennessee 37615**

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SMI  
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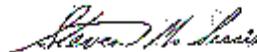
**DANIEL BOONE HIGH SCHOOL MCJROTC ORDER P1533.1J**

From: Senior Marine Instructor  
To: Daniel Boone High School MCJROTC Cadets

Subj: DANIEL BOONE HIGH SCHOOL MCJROTC STANDING OPERATING PROCEDURES  
(SHORT TITLE: MCJROTC SOP)

Ref: (a) MCO P1533.6  
(b) MCM  
(c) Daniel Boone High School Student Handbook

1. Purpose. To publish policies and procedures governing the operation of the Daniel Boone High School MCJROTC unit.
2. Cancellation. DBHSO P1533.1I
3. Action. The procedures established in this manual are applicable to all cadets of the Daniel Boone High School MCJROTC unit. Where conflict exists, those rules and regulations outlined in reference (c) take precedence.
4. Recommendations. Recommendations for changes to this manual are invited and should be submitted through the chain of command.
5. Certification. Reviewed and approved this date.



Steve M. Sessis  
Major, USMC (Ret)

Approved:



Timothy Campbell  
Principal, Daniel Boone High School

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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 Daniel Boone High School in 1972. 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:

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

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 Daniel Boone High School.
- 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 benefit to be gained from the MCJROTC Program is growth and development into better informed and more responsible citizens. Other program benefits include 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 three year completion certificate, with an accompanying letter of recommendation from the Senior Marine Instructor, are entitled to promotion to Pay Grade E-3 in either the United States Army, Navy, Air Force or E-2 in the Marine Corps upon completion of recruit/basic training.
- 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 U.S. Armed Services upon completion of recruit/basic 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(ies), in the spring of their junior year to request an application.

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.

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	- Introductory course for all 1st year cadets
MCJROTC II	- 2nd year MCJROTC program
MCJROTC III/IV	- Junior/senior cadet course
1st Year Drill Team	- Open to all cadets who are joining the drill team
Varsity Drill Team	- Available to cadets who have completed 1st year drill team

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

Monday.....	Classroom Instruction
Tuesday.....	Classroom Instruction/Drill
Wednesday.....	Uniform Inspection/Drill
Thursday.....	Classroom Instruction/Drill
Friday.....	Physical Training

1006. **MONTHLY SCHEDULE.** A monthly schedule is published to inform cadets of unit activities. At a minimum, the schedule will include notices of team practices, upcoming activities (games, color guards, drill meets, rifle team matches), uniform of the week assignments, and time and place of activities/meetings). Input from the cadet battalion and instructor staff will be collected at the weekly Staff Meeting and published. The schedule will be prepared, updated, and posted on the cadet bulletin boards in the MCJROTC classrooms.

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). The training schedule will designate the appropriate uniform for all cadets. **Cadets will wear the complete uniform throughout the academic day** unless expressly excused beforehand by the SMI/MI for courses such as Vocational classes and Physical Education. Failure to comply with uniform regulations will result in the cadet receiving a grade of zero (0) for that uniform day. **Cadets who are absent on uniform day will wear the uniform on the FIRST DAY they return to school.**

1. The Marine Corps uniform is the distinctive dress of a proud and honorable profession. The wearing of the uniform should likewise be a matter of pride in self, in school, in community, and in country. 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 civilian coats or jackets during periods of cold or inclement weather.** Cadets leaving the MCJROTC program at the end of the school year due to graduation, transfer, or for any other reason will return their uniforms in a clean, serviceable condition. Cadets who outgrow their uniforms should see the SMI/MI for a uniform exchange.

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 A 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. The Adjutant is charged with keeping SRBs current by entering promotions, awards, assignments, and other pertinent data onto each record as it occurs. The Adjutant is responsible to the Senior Marine Instructor for reviewing these records periodically (at a minimum, once each nine week grading period) to ensure that they are properly maintained.

1010. **PROBATION.** The Daniel Boone 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 cadet regulations, and the school policies as expressed in the Student Handbook. The SMI is authorized to place on probation any cadet who has 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 and approval by the principal, be disenrolled from the MCJROTC program.

## CHAPTER 2

### ORGANIZATION

2000. **GENERAL.** The Marine Corps Junior Reserve Officer Training Corps at Daniel Boone High School will be organized along traditional battalion lines with a headquarters element and 2 or more line companies. Company organization includes two or three platoons of two to three squads each.

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 Daniel Boone High School MCJROTC staff is structured as follows:

Commanding Officer	Major
Executive Officer	Captain
Sergeant Major	Sergeant Major
Color Sergeant	Sergeant
S-1/Adjutant	1 <sup>st</sup> Lieutenant
S-3/Operations Officer	Captain
Operations Chief	Gunnery Sergeant
S-4/Logistics Officer	1 <sup>st</sup> Lieutenant
Supply Officer	2 <sup>nd</sup> Lieutenant
Logistics Chief	Gunnery Sergeant
Ordnance Chief	Staff Sergeant

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

Company Commander	Captain
Executive Officer	1 <sup>st</sup> Lieutenant
1 <sup>st</sup> Sergeant	1 <sup>st</sup> Sergeant
Company Gunnery Sergeant	Gunnery Sergeant

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

Platoon Commander	2 <sup>nd</sup> Lieutenant
Platoon Sergeant	Staff Sergeant
Squad Leader (X2 or X3)	Sergeant

2004. **BILLET DUTIES AND RESPONSIBILITIES.** Basic duties and responsibilities for assigned 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 efficiently. 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.** Each Daniel Boone High School 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. Whether in uniform or not, cadets are responsible for maintaining the highest standards of conduct and appearance, for abiding by the rules and regulations of both unit and school, and for carrying out instructions and orders to the best of his/her ability.

2. **CADET OFFICERS AND STAFF NONCOMMISSIONED OFFICERS (SNCO).** Cadets are promoted and selected for billet assignment based on 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 relieved of their billets.

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 2<sup>nd</sup> 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. **COLOR SERGEANT.** The Color Sergeant is responsible for the training and assignment of cadets who participate in color guard commitments. The Color Sergeant also ensures the school's national ensign is raised and lowered each school day.

7. **S-1/ADJUTANT.** The Adjutant exercises staff cognizance over personnel activities, correspondence, command chronology activities, and other administrative areas not specifically tasked to other staff officers.

8. **S-3/OPERATIONS OFFICER.** The S-3 has cognizance over matters pertaining to the organization and training of the battalion. Specifically, the S-3:

- Prepares and published the monthly training schedules.
- Plans and coordinates inspections and tests.
- Schedules, assigns, and monitors ceremonial commitments.
- Develops Plans of Action and Milestones (POA&Ms) for training events.

9. **OPERATIONS CHIEF.** The Operations Chief assists the S-3 by performing such duties as may be assigned in the organization and training of the battalion.

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

- Plans, coordinates, and supervises the storage, issue and recovery of all supplies, ordnance, and equipment.
- Monitors and accounts for all equipment custody records (ECRs) - Budgets all training activities of the battalion.

11. **S-4/LOGISTICS CHIEF.** The Logistics Chief assists the S-4 by performing such duties as may be assigned in the maintenance of the command's logistics structure.

12. **ORDNANCE CHIEF.** The Ordnance Chief determines the requirements for storage, maintenance, and distribution of all ordnance materials (weapons and optics).

13. **PUBLIC AFFAIRS NCO (PANCO).** The PANCO is responsible for coverage of all MCJROTC events, maintaining contact with local media organizations, maintenance of the MCJROTC Web Site, Command Chronology, and all historical records.

14. **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.

15. **COMPANY EXECUTIVE OFFICER (XO).** The Executive Officer is 2<sup>nd</sup> 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.

16. **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.

17. **COMPANY GUNNERY SERGEANT**. The Company Gunnery Sergeant performs such duties as may be assigned and serves as the principal enlisted assistant to the CO in the training of the company.
18. **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.
19. **PLATOON SERGEANT**. The Platoon Sergeant is 2<sup>nd</sup> 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.
20. **PLATOON GUIDE**. The Guide assists the Platoon Sergeant in controlling the platoon and serves as the platoon's logistician.
21. **SQUAD LEADER**. The Squad Leader assists the Platoon Commander and Platoon Sergeant in all activities of the platoon.

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 Daniel Boone 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 TEAM**. The Drill Team is comprised of cadets particularly interested in the sharpness and precision developed by close order drill and the manual of arms. They represent Daniel Boone High School in parades, ceremonies, and competitions with other JROTC units. Drill Team members are expected to set the highest standards for the unit in sharpness, discipline, grooming, performance, and overall esprit de corps.

2007. **COLOR GUARD**. Color Guards are expected to present the Colors (National Ensign, 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).

2008. **MARKSMANSHIP TEAM**. The Marksmanship Team is comprised of cadets who are interested in the discipline and teamwork necessary to improve their marksmanship skills.

2009. **ORIENTEERING TEAM**. The Orienteering team is comprised of cadets who are interested in honing their land navigation skills while at the same time developing the physical strength, stamina, and endurance.

2010. **ACADEMIC TEAM**. The Academic team is comprised of cadets who are interested in competing in contests where anticipation and quick recall of facts, statistics, and data are essential elements for all members.

2011. **PHYSICAL TRAINING (PT) TEAM**. The PT team is comprised of cadets who wish to improve their strength, stamina, and endurance in preparation for contests, field meets, and other demanding competitions.

## 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 just a reward for past performance; it is an expectation of future performance.

1. Performance evaluation and promotion of cadets in the Daniel Boone 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. At regular intervals, a cadet receives an assessment of his/her performance, counseling regarding strengths, and recommendations for improvement.

2. When a cadet has met the eligibility criteria for promotion, he/she will be considered for promotion by a duly constituted board of senior cadets. That board will forward its recommendations to the Marine Instructor for review and comment prior to submission to the Senior Marine Instructor for approval. The Senior Marine Instructor will make the final determination as to a cadet's promotion.

3. **Specific details regarding the Performance Evaluation process and opportunities for promotion are detailed in the current edition of DBHSO 1400.3 (MCJROTC CADET PERFORMANCE EVALUATION AND PROMOTION MANUAL).**

#### 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.

3002. **GRADE STRUCTURE.** Officer and enlisted grade of the Daniel Boone High School MCJROTC program, in order of seniority, are:

##### a. **Officer Grades**

Major	(Maj)	O-4
Captain	(Capt)	O-3
First Lieutenant	(1stLt)	O-2
Second Lieutenant	(2ndLt)	O-1

##### b. **Enlisted Grades**

Sergeant Major	(SgtMaj)	E-9
First Sergeant	(1stSgt)	E-8
Gunnery Sergeant	(GySgt)	E-7
Staff Sergeant	(SSgt)	E-6
Sergeant	(Sgt)	E-5
Corporal	(Cpl)	E-4
Lance Corporal	(LCpl)	E-3
Private First Class	(PFC)	E-2
Private	(Pvt)	E-1

3003. **PERFORMANCE EVALUATION.** Leadership development of cadets requires frequent evaluations of strengths and weaknesses, an assessment of growth, and the implementation of a plan to maximize an individual's potential. Junior enlisted cadets and NCOs in the grade of Private (E-1) through Sergeant (E-5) will be evaluated through assignment of Proficiency and Conduct (Pro/Con) marks while cadet staff noncommissioned and commissioned officers will be evaluated through Fitness Reports (FitRep).

1. Pro/Con marks are a measure of a cadet's duty proficiency and personal conduct during a nine week period. They are an indication of how well a cadet is developing as a leader and a gauge for future leadership potential.

2. The fitness report provides for the periodic reporting, recording, and analysis of the performance and character of cadets in the grades of Staff Sergeant through Major. Its fundamental concepts are accuracy, accountability, simplicity, and consistency of policy and evaluation methods. The fitness report provides a history of a cadet's performance and potential.

3004. **PROMOTIONS.** Promotions within the Daniel Boone High School MCJROTC are based on time in grade and, more importantly, on demonstrated performance. In order to advance from Cadet Private to Cadet Staff Sergeant, a cadet must demonstrate a prescribed degree of proficiency in drill and ceremonies, military knowledge coupled with good grades, attendance, and discipline. In order to be advanced to senior Cadet Staff Noncommissioned Officer and Officer grades, a cadet must be in his/her third or fourth year of the program, unless meritoriously promoted to the SNCO ranks. These ranks are attained upon the recommendation of a duly constituted promotion board of cadets, monitored by the MI, and upon final approval by the SMI.

3005. **PROMOTION CRITERIA.** Each cadet who enrolls in the MCJROTC program, regardless of class standing, will begin his/her MCJROTC career as a Cadet Private. Cadets who transfer in from other JROTC programs will have their records evaluated and will be assigned a rank based on that record.

a. The following chart details the promotion opportunities for cadets:

<u>CLASS STANDING</u>	<u>MAY BE PROMOTED TO THE RANK OF</u>	<u>MERITORIOUS PROMOTION TO THE RANK OF</u>
1st Year	Cadet Corporal	Cadet Sergeant
2nd Year	Cadet Staff Sergeant	Cadet Gunnery Sergeant
3rd/4th Years	Based on recommendation of Promotion Board and billet availability	

b. A cadet will be evaluated for promotion based on the following criteria:

- (1) Academic Performance
- (2) Pro/Con marks or FitRep
- (3) Time in Grade
- (4) Passing score on Promotion Test (75-80%)
- (5) Participation in MCJROTC Sponsored Activities
- (6) Extracurricular Activities
- (7) Recommendation from the Chain of Command

3006. **MERITORIOUS PROMOTION.** Cadets who have demonstrated a superior degree of diligence, academic excellence, and military skill may be meritoriously promoted upon the forwarding of a recommendation through the cadet chain of command to the instructor staff. A cadet may be meritoriously promoted only once per academic year through the first two years in the program.

3007. **PROMOTION BOARDS.** The purpose of promotion boards is to recommend the best qualified cadets for promotion based on a cadet's performance and potential to serve in the next higher grade. Promotion boards will be convened at the direction of the Cadet Battalion Commander. Normally, a board will be convened every nine weeks.

## CHAPTER 4

### DISCIPLINE

4000. **GENERAL.** The basic philosophy of the MCJROTC program is that cadets are part of the unit because they want to be and that cadets 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 who have 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 disenrolled 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. The DBHS student handbook provides guidance to all students with reasonable and just rules for conduct while at school. 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.
2. When the tardy bell rings, the class leader, usually the senior cadet present, will call the class to "Attention" and take attendance. When responding to the class leader, cadets will, regardless of rank, respond with "HERE, SIR" or "HERE, MA'AM", as appropriate.
3. After class has begun, cadets will request permission to enter the classroom at the position of "Attention".
4. As the instructor enters the classroom, the senior cadet will report to the instructor. The instructor will then assume control of the 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 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.
3. In responding to questions, a statement, or orders from instructors and senior cadets, the term "Aye, Aye, Sir" is the appropriate affirmative reply. "Yes, Sir" is also acceptable.
4. It is inappropriate and an indication of a lack of respect for authority to address or refer to school officials and others in official positions by their surnames only. For example, "Smith asked me to deliver this to you." Therefore, cadets will be required to address or refer to administrators, faculty members, and their elders by their title and surname. For example, "Mr. Smith asked me to deliver this to you."
5. Cadets will address one another with the respect and dignity they would have others accord them.

## CHAPTER 5

### PROGRAM ADMINISTRATION

5000. **PHILOSOPHY.** There are as many ways to administer the MCJROTC program as there are instructors in the program. In every unit, however, one item is the same: THE CADET IS THERE TO LEARN, AND LEARNING IS ALL IN THE PERSON. Consequently, the instructor can be viewed as the director of the learning process. The philosophy governing the administration of the Daniel Boone High School MCJROTC unit, therefore, is as follows:

1. The SMI and MI are the co-directors of learning and are advisors and counselors to the cadet organization.
2. The SOP is the “Bible” for all cadets in matters of administration and operation of the cadet battalion.
3. The cadet battalion will be run by the cadets with direction and counseling provided by the SMI/MI.
4. There is no such thing as a “free ride” in the MCJROTC program. Rules and regulations will be applied firmly and fairly to all cadets. Promotions, the opportunity to participate on an extracurricular team, and the privilege of going on trips with the unit must all be earned.

5001. **MCJROTC SPACES** include classrooms, instructor offices, armory, supply rooms, and the drill deck.

1. **The SMI and MI 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 office are off limits to cadets.
4. Office computers are reserved for the exclusive use of instructors and designated cadets of the battalion staff.
5. The Cadet Office is for the exclusive use of the battalion staff as a work area.
6. Cadet mailboxes are for official use only. They should be checked daily for current information and updates.
7. 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.
8. The armory is off limits to all except those personnel on the access list posted on the armory door.

5002. **GRADING.** The MCJROTC Department at Daniel Boone High School is interested in developing a well-rounded cadet; self-confident, self-reliant, academically strong, militarily correct, goal oriented, and a team player.

1. A significant percentage of a cadet’s grade is determined by the individual’s academic performance on examinations, quizzes, homework, projects, reports, and term papers.
  - a. It is the cadet’s responsibility to be prepared for an examination on the day it is given.
  - b. If a cadet is absent (excused) on the day an examination is given, he/she must make arrangements with the instructor for making it up within five days after returning to class. Failure to do so will result in a grade of zero for the exam. An unexcused absence will also result in a grade of zero for the missed examination.
  - c. Homework or other assignments are due on the date specified by the instructor. The only acceptable excuse for not turning these assignments in on time is an excused absence. Late assignments, if accepted by the instructor, will be subject to a substantial reduction in the grade.
2. In conjunction with academic work, a cadet’s military aptitude and attitude factor heavily in his/her overall grade.
  - a. The grade will be determined by the cadet’s military bearing and personal appearance as reflected in classroom conduct and regularly scheduled uniform inspections, personal development as a leader, the cadet’s

ability to grasp basic military subjects, and a subjective evaluation of his/her adherence to the leadership traits and principles espoused by the Marine Corps.

5003. **MARKSMANSHIP TRAINING**. Marksmanship training is an integral part of a cadet's training. Marksmanship teaches individual discipline, control, and precision. 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. Students earning a passing grade are not expected to do any extra credit work, but may be permitted to do so in order to raise their grade.
3. Extra credit may be used to raise grades by only one letter grade or to bring a failing mark to a passing grade.

5005. **FIELD TRIPS**. Educational field trips are scheduled to military installations subject to the availability of billeting and transportation. These trips are in addition to the several trips taken each year to participate in JROTC drill meets, parades, and other extracurricular events.

1. **ELIGIBILITY**. In order for a cadet to be eligible to participate in a field trip, he/she must:

- (a) Not owe money for fundraising activities, books, uniform items, etc.
- (b) Have a minimum MCJROTC grade average of 80%.
- (c) Have an excellent record of wearing the prescribed uniform.
- (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.

2. **FORMS**. In addition to having the **MCJROTC Standard Release Form** on file in the cadet's SRB, the **Washington County Parental Permission for Field Trip** is required to be completed and returned to the instructor prior to a cadet's participation on any 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 published 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.

## CHAPTER 6

### UNIFORMS

6000. **GENERAL.** The distinctive uniform of the MCJROTC cadet represents a proud branch of the Armed Forces of the United States of America and should be worn with pride. In every sense of the word, the cadet is the Marine Corps' representative in Gray, Tennessee. While 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. A deposit may be collected** to ensure that uniforms are clean and serviceable upon return. Gender specific uniforms will be issued to a cadet based on the cadet's gender as reported by the Washington County Department of Education and/or as described on the cadet's birth certificate.
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 laundering.

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

- Dress Blue Trousers/Slacks and Coat
- Green Trousers/Slacks
- Khaki Shirt/Blouse
- Garrison Cover

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

- White Barracks Cap Cover (Iron afterwards)
- Digital Utility uniform

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.

## 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 board, is solely responsible for the selection of cadets to leadership positions. 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 teacher/scholar or big brother/sister relationship with underclassmen. The Cadet officer or SNCO may very often prove critical in preventing a subordinate from heading down the wrong path in life.

1. Cadet officers and SNCOs will:

- Set the example in appearance, conduct, and classroom preparation.
- Assist underclassmen in academic and leadership skills.
- Listen to subordinates and, to the best of one's ability, provide sound advice. ALWAYS refer to the SMI/MI any cadet who needs assistance with school, personal, or family situations.

2. Cadet Officers and SNCOs will never:

- Discipline 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

## 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 are not authorized for wear as a part of the uniform will not be worn with the uniform unless otherwise specifically authorized by the instructor staff.

b. Articles that may be worn while in uniform include inconspicuous wristwatches, rings and earrings (females only). Sunglasses are not authorized unless certified by a doctor. Eccentric or conspicuous eyepieces are prohibited.

c. Articles that may not be worn while in uniform include earrings (males only), 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.

### 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 that detract from a professional image 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 2 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. Blocked hair at the back of the neck and "Bowl" or "Mohawk" haircuts are **NOT** authorized. Sideburns will not extend below the top of the orifice 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 the individual hair of the sideburn will not exceed 1/8 inch.

(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 at all times, except that a mustache may be worn. When worn, the mustache will be neatly trimmed and must be contained within the lines B-B', C-C', D-D' and the margin of the upper lip, as shown in figure 1-1 and 1-2. The individual length of the mustache hair fully extended must not exceed ½ inch.

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. Females 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.

(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. Wigs, if worn in uniform, must look natural and conform to the above regulations.

(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 with all 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. 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, 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 service sweater (Woolie-Pullie) may be worn under the utility jacket. (Females) No earrings.

#### b. SUMMER SERVICE C ("Charlies") 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), correct placement of ribbons, shooting badge, and rank insignia, clean white undershirt, web belt with brass polished, cover cleaned and pressed, jewelry (no earrings or neck chains-1 ring only and 1 watch), proper gig line. In periods of cold weather, the service sweater (Woolie-Pullie) may be worn over the khaki shirt, in which case ribbons and marksmanship badges will not be worn.

(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 ribbons, shooting badge, and rank insignia, cover cleaned and pressed, earrings (if worn) to be single gold ball, clear nail polish only (no colors), jewelry - 1 ring only and 1 watch). In periods of cold weather, the service sweater (Woolie-Pullie) may be worn over the khaki shirt, in which case ribbons and marksmanship badges will not be worn.

#### 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, jewelry (no earrings or neck chains-1 ring only and 1 watch), 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), jewelry - 1 ring only and 1 watch).

#### 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. Figure 1-3 refers.

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. Figure 1-4 refers.

(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 annodized 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. Figure 1-5 refers.

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. Figure 1-5 refers.

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. Figure 1-6 refers.

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, the top edge of the ribbon bar will be centered between the first and second button on the left side of the coat. The top of the marksmanship badge will be placed 1/8" below the bottom of the ribbon bar. 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 Daniel Boone High School Student Handbook and the Washington County Board of Education Handbook.

a. **TRAVEL UNIFORM**. When cadets travel to functions or events where civilian clothing is authorized, the prescribed uniform will be hard soled shoes, dress trousers/pants, and collared shirt. Female cadets may opt to wear a skirt or dress.