



THE SEVENTH-DAY ADVENTIST  
**MEDICAL CADET CORPS**

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*This January 2020 version of the Medical Cadet Corps manual is the most current version. Its guidelines takes precedence over all previous versions that have been published.*

# PHILOSOPHY

The World Service Organization (WSO) administers the Adventist Medical Cadet Corps (MCC) and the Adventist National Service Corps (NSC). Membership is open to all Seventh-day Adventist Church members who are at least 17 years of age and older. Members are trained and prepared to serve God and the community, and to provide aid during natural disasters or accidents.

Recognized by local and national governments, this training is an alternative to military service in those countries. It is important to negotiate with a government's alternative to military service in times of peace before a draft is activated by the government. This is the responsibility of the Divisions and Unions.

# HISTORY

During World War I, Adventist men who were conscripted for military service often faced difficulties for their non-combatant stance. Numbers of these soldiers faced court-martial and others were imprisoned for their beliefs.

As war clouds again appeared to brew across Europe in the 1930's, several faculty members in Adventist colleges believed pre-military training and guidance should be given to students of draft age.

In the fall of 1933, Union College history professor Everett N. Dick presented a proposal to college president M. L. Andreasen, leading to a sustained program. Dick initially asked Andreasen to present his idea to the Youth Department at the General Conference's Autumn Council.

When leaders of the General Conference Youth Department tabled



Cadets demonstrate field skills as visiting officials watch from the side lines at the first MCC camp held in the Dominican Republic.

the proposal, Andreasen returned to Union College and encouraged Dick to begin work anyway. With assistance from Major Emil H. Burger of the Nebraska Army National Guard, Dick along with other faculty members, held the first Union College Medical Corps class on January 8, 1934.

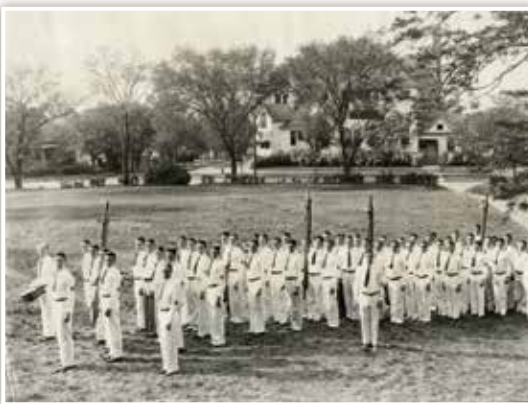
The training consisted of drills, first aid, and military etiquette. Participating students received credit for physical education, but both the name “Medical Corps” and the training, emphasized medical skills. Several Adventist colleges soon asked Dick about organizing similar programs on their campuses.

Meanwhile, in Los Angeles, California, Dr. Cyril B. Courville, a Reserve Army Major on staff at the White Memorial Hospital (now White Memorial Medical Center), began a program he called the Medical Cadet Corps which provided pre-military training for men who would potentially become medical officers. Courville also obtained the endorsement of the U.S. Surgeon General and oversaw the training procedures for the 47th General Hospital, an Army Reserve unit sponsored by the College of Medical Evangelists (now Loma Linda University).

In 1939, shortly after fighting broke out in Europe, the General Conference met for its Autumn Council. During that session, church leaders finally sanctioned the Union College Medical Corps program. The delegates formally adopted Courville’s Medical Cadet Corps name, although the program would always focus on preparing enlisted soldiers. The Corps generally became known as MCC.



Cadets demonstrate how to place wounded soldiers in a litter.



The first group of students to participate in the Union College Medical Corps at Union College in 1934, prior to its adoption by the Seventh-day Adventist Church.

About this time, Everett Dick and two other leaders met with officials of the U.S. Surgeon General's office to establish a unified curriculum for the MCC. This began a twenty-year relationship between Dick and officers of the Surgeon General. The program established resulted in a curriculum that was continuously revised to meet evolving military standards and recognition for Adventist soldiers who received MCC training. Due to their non-combatant status and MCC training Adventists draftees in the United States were routinely placed in the Army's Medical Corps. Following World War II, the MCC program was temporarily suspended.

The MCC was officially reactivated in 1950 with an officer's training camp in a former Civilian Conservation Corps camp (now Mountain Park) near Beulah, Colorado. The MCC program took on a different feel during this decade. Uniforms were standardized and all officers were required to train at national camps so that every MCC unit across the nation operated under the same guidelines and instruction. Leadership was centralized under Everett Dick, who as MCC commander, held the rank of colonel. Beginning in 1954, he was also associate secretary of the War Service Commission. The War Service Commission was later re-named the National Service Organization (NSO).

Three factors led to the establishment of MCC outside of North America—the reactivation of the MCC; its proven success for North American

A female cadet salutes an officer as she prepares to receive a warrant. Discussion of Medical Cadet Corps training for women began in the summer of 1942. By the autumn of 1944 required training for both young men and women was being urged.



Adventists; and promotion by American missionaries serving internationally. During World War II, MCC training was initiated independently in a few locations, but in 1951 the General Conference purposefully began promoting the MCC program worldwide through the newly established International Commission for Medical Cadet Service.

Everett Dick was invited to Canada in 1951 to assist with creating a training program for officers. In 1953, 1955, and 1957 he traveled to the Far East to establish and supervise corps. He also visited the Caribbean and Lebanon. In each country where the MCC was adopted, relationships were established with the local military and the curriculum adapted to the standards of that country. The MCC was most popular in countries ruled by military governments or under immediate threat of conflict. It was not popular in Europe and was established with reluctance in Japan.

Clark Smith, the NSO Director who had worked with Dick since the MCC's beginning at Union College in 1934, became the commander in 1958, following Everett Dick's resignation. Camp Doss continued to be held in the summers through at least 1970. However, support for the MCC in the United States declined after Dick's retirement. Most Adventist colleges and academies stopped offering MCC courses by 1960. Interest further declined as the war in Vietnam grew increasingly unpopular. When the draft in the United States ended in 1973, the General Conference closed the denomination-wide program. Similarly, MCC programs in other countries which were strong while the countries were under military dictatorships



The Union Springs Academy Medical Cadet Corps poses in front of the girls dorm in the early 1950s.



Everett Dick is surrounded by a large group of Southeast Asian Cadets.

declined when more democratic governments gained power.<sup>1</sup>

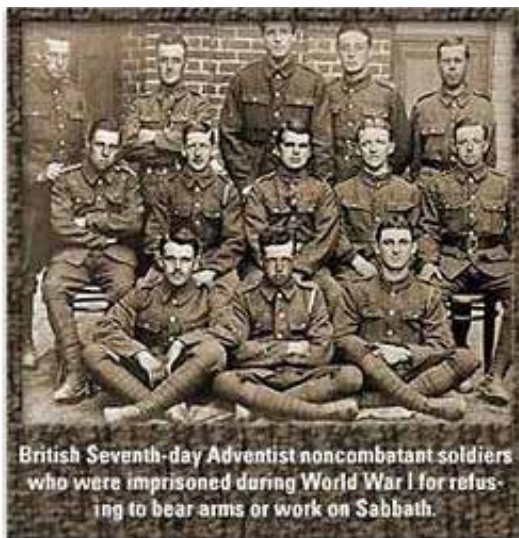
The MCC continued to operate locally in some areas but with an emphasis on disaster response and collaboration with Adventist Community Services rather than pre-induction military medical training.

At the 1985 General Conference Session, the Adventist Chaplaincy Ministries Department was created and the National Service Organization (NSO), which is the official military relations office of the Seventh-day Adventist Church, (*GC Working Policy* FA 45-10, 2014-2015) became part of the newly created department.

At the turn of the 21<sup>st</sup> century, the U.S. military began asking the churches to develop alternatives to military service. The church began to look at possible non-combatant positions since it realized the need of church members young and old to have opportunities to serve God and their country.<sup>2</sup>

In 2016, the Medical Cadet Corps was re-activated under the new and expanded World Service Organization (WSO) and in collaboration with other services of the world church. Today, the MCC has an emphasis on community services and disaster response. The program is open to those members of the Adventist church who want to serve their church, their communities, and their countries during peace time, during national emergencies, when disaster strikes, and in times of war as non-combatants to care for the wounded and those in need of rescue.

In April 2019, world church leaders attended the two-day Seventh-day Adventists and Military Related Service Conference. Speakers from the Seventh-day Adventist Theological Seminary, The Office of Archives, Statistics, and Research, the Inter-European Division, and the Department of Public Affairs and Religious Liberty presented on the history of the church's stance, biblical and contemporary worldviews on violence, an overview of non-combatant positions held throughout Christian history, and an examination of the meaning of the Sixth Commandment. Attendees also heard about war and genocide in the Old Testament and the New Testament teaching on war and non-combatancy.





Chaplain Darold Bigger, Rear Admiral, U. S. Navy, (Retired) shared his journey from that of a seminary student who struggled with the idea of combatancy to serving as a United States Navy chaplain. As one of his closing thoughts, Bigger highlighted a quote from page 483 of *The Ministry of Healing*. “Every association of life calls for the exercise of self-control, forbearance, and sympathy. We differ so widely in disposition, habits, education, that our ways of looking at things vary. We judge differently. Our understanding of truth, our ideas in regard to the conduct of life, are not in all respects the same.”

Elder Ted N. C. Wilson closed the meeting reaffirming that the church stands by the 1972 voted position of advocating for non-combatancy, but also recognizing that this remains an individual and personal decision.

## THE OFFICIAL POSITION OF THE SEVENTH-DAY ADVENTIST CHURCH ON MILITARY SERVICE

“Voted, 1. That we accept as our basic view the 1954 General Conference Session action entitled, ‘The Relationship of Seventh-day Adventists to Civil Government and War,’ as amended at the 1954 Autumn Council, and further amended as follows:

Genuine Christianity manifests itself in good citizenship and loyalty to civil government. The breaking out of war among men in no way alters the Christian’s supreme allegiance and responsibility to God or modifies their obligation to practice their beliefs and put God first.

This partnership with God through Jesus Christ who came into this world not to destroy men’s lives, but to save them, causes Seventh-day Adventists to advocate a non-combatant position, following their divine Master in not taking human life, but rendering all possible service to save it. As they accept the obligation of citizenship as well as its benefits, their loyalty to government requires them willingly to serve the state in any non-combatant capacity, civil or military, in war or peace, in uniform or out of it, which will contribute to saving life, asking only that they may serve in those capacities which do not violate their conscientious conviction. This statement is not a rigid position binding church members, but gives guidance leaving the individual member free to assess the situation for himself.” *Autumn Council of the General Conference Committee: General Actions*, October 14-29, 1972, Mexico City.

# CHAPTER I

## THE SEVENTH-DAY ADVENTIST MEDICAL CADET CORPS

# MISSION STATEMENT

*I am a Medical Cadet, serving God and Country*

*I will do everything in my power to be loyal to God and the values of the Seventh-day Adventist Medical Cadet Corps.*

*I will obey the orders and instructions of my superiors.*

*In God I trust.*

The Medical Cadet Corps (MCC) trains and equips members to provide spiritual comfort or “Spiritual First Aid,” and other services such as first aid, relief, rescue, humanitarian aid in times of emergency and disaster, as well as logistical support to all Seventh-day Adventist Church activities and programs, as requested.

The MCC promotes spiritual growth for its members. Service without spiritual grounding is in vain. Training for MCC cadets includes instruction in church doctrines and history. Members are required to participate in activities that include, but are not limited to, witnessing, evangelistic outreach, active participation in a local church, and other spiritual growth building activities and training.

The MCC operates as a ministry of the World Service Organization/ National Service Organization, which falls under the Adventist Chaplaincy Ministries Department of the Seventh-day Adventist Church and which works in collaboration with the Adventist Community Services, and other government and non-governmental (NGO) relief and rescue agencies, such as FEMA and the American Red Cross in the United States.

The Medical Cadet Corps training includes basic and advanced rescue training, cardiopulmonary resuscitation (CPR), disaster relief, and preventive health. A regimen of physical exercise promotes mental and physical discipline in the members.

## MOTTO

To serve God, Church, and Country.

# THE MEDICAL CADET CORPS LOGO

**The Shield** represents Protection

*Psalm 3:3, Ephesians 6:16*

**Burgundy/Red** represents The Blood of Christ

*Ephesians 1:7*

**Yellow** represents Sun of Justice

*John 8:12*

**Blue** represents Loyalty for God and Country

*Romans 13:1; 2 Chronicles 19:9*

**White** represents Purity

*Philippians 4:8*

For the Medical Cadet Corps, the elements of the **Caduceus** represent:

- a. The Staff:** The sciences
- b. Wings:** The advances in medicine
- c. Serpents:** Biblical and ancient symbol of healing
- d. Cross:** Universal symbol for First Aid



# CHAPTER II

## MCC ORGANIZATIONAL PHILOSOPHY VALUES

# PHILOSOPHY

When God called the children of Israel out of Egypt as His chosen people, He provided a system of organization in both civil and spiritual conduct. “The government of Israel was characterized by the strict organization in which it was marvelous because of its dedication and simplicity,” says the Lord’s messenger.<sup>3</sup>

The government of Israel was characterized by the most thorough organization, exceptional for its completeness and simplicity. The order so strikingly displayed in the perfection and arrangement of all God’s created works was manifest in the Hebrew economy. God was the center of authority and government, the sovereign of Israel. Moses stood as their visible leader by God’s appointment, to administer the laws in His name. From the elders of the tribes, a council of seventy was afterward chosen to assist Moses in the general affairs of the nation. Next came the priests, who consulted with the Lord in the sanctuary. Chiefs or princes ruled over the tribes. Under these were, “captains over thousands, and captains over hundreds, and captains over fifties, and captains over tens,” and, lastly, officers who might be employed for special duties.<sup>4</sup>

Without organization, none of the institutions or movements that occurred would exist. A nation without an organized government would collapse into chaos. The Medical Cadet Corps should be an organization led by God and designed with order and discipline, so that it does not perish or collapse.

The higher ranked officers met for many years with the expectation given to Israel that there were to be people running each battalion and that there should be one that commands each federation. Platoons and squads are commanded by leaders. All respond to the brigade, and the brigade responds to a higher leadership in the organization. The persons are incentivized to take a position of leadership in accord with their gifts and talents provided by God. In addition to this, every cadet and officer should complete the prerequisites at each level to advance in leadership roles.

The MCC insignia identify the various ranks, also utilized by other organizations. This helps officers and cadets use and manage them accordingly. Each rank has a role in the organization. These allow for the organization of the people in an effective way. In this way, the instructions reach the whole group, both simultaneously and precisely.

# DEFINITION OF VALUES

- 1. Loyalty:** The basis for all discipline. Loyalty to God, country, group, and principles. Loyalty gives us a sense of responsibility, obedience, and courtesy that is integral to every member.
- 2. Obedience:** One's level of spirituality, discipline, leadership, and loyalty are measured. To become a true leader, the member must learn obedience.
- 3. Discipline:** One must have profound loyalty, respect, and obedience to the principles of a group or individual. The members must uphold the principles as a part of themselves.
- 4. Courtesy:** One of the ways to show love and respect. Through this, the member can master the teachings of Jesus Christ.
- 5. Salute:** There is no better way to show respect and courtesy than through a proper greeting. The squad, platoon, or battalion flag can also be considered a form of salute. The salute is an expression of loyalty, friendship, and respect among members. The way the member salutes shows their level of discipline and courtesy. These values are demonstrated with MCC courtesy and respect of the ranks or position of the leaders appointed to lead the units.

# CHAPTER III

## MCC ORGANIZATIONAL STRUCTURE



# MCC ORGANIZATIONAL STRUCTURE

The purpose of organization, rank, and uniforms is to familiarize the individual with the rigors, customs, and practices of military life. This training is useful if the Cadet is drafted into the military as a non-combatant. Being drafted as a non-combatant should exclude the individual from carrying weapons, but not from military discipline and customs.

## COMPANY RANKS

Cadets from NCO and above, will be active members of the Seventh-day Adventist Church in good standing. When MCC members require an official leave of absence, they should initiate a request through the local conference.

On Class A, Class A-B, and Class B uniforms, the ranks will be worn on the epaulets of the shirts and the jacket. All ranks should be brass devices. They will not be sewn on the sleeves of the uniforms.

Ranks are always worn on the collar as “Collar Devices” on the field uniforms (Class C). Command Commissioned officers will wear the rank on the right and left collars. Support Commissioned officers will wear the rank on the right collar. On the left collar, they will wear the symbol of their speciality, i.e., a brass cross, a brass caduceus, etc.

The following is the recommended rank and nomenclature. It can be modified, but approval must be obtained from the General Conference World Service Organization leadership. Division and General Conference ranks and nomenclature are the sole competence of the General Conference WSO.

## CADET RANKS

These ranks are granted by the local company and approved and recorded by the local Brigade (Conference) WSO/ACM Department. It is recommended that each Cadet open a profile in the General Conference WSO database. The Cadet will upload a letter to that effect to their personal profile.

The Cadet holds his/her rank as long as he/she is active. Promotions will be strictly adhered to according to the requirements of each rank. Promotions must be sequential and all requirements must be met for

each rank. i.e., a Private cannot be promoted to Sergeant without first being promoted to Corporal. Cadets can be assigned to fill positions on a temporary basis that are higher than their current rank. They will not be promoted to the higher rank until all requirements of the rank are met.

### RECRUIT E-1

---

16-years-old  
Conference Sponsored MCC Basic Training  
Six (6) months MCC service  
No insignia during Basic Training



### PRIVATE - E-2

---

17-years-old  
MCC Basic Training  
Red Cross Training (or similar)  
CPR  
Basic First Aid



### PRIVATE FIRST CLASS E-3

---

18-years-old  
Private Requirements Completed and Current  
Advanced MCC Training  
Have completed the requirements for the following  
Pathfinder honors:  
1. Orienteering  
2. Denominational History  
3. Spirit of Prophecy  
Hold current First Aid and CPR certification  
Adventist Community Services (ACS) training or similar training



### CORPORAL E-4

---

19-years-old  
Have completed the class requirements for Guide  
One year of continuous MCC service  
Baptized and active member of the Seventh-day Adventist Church  
Private First Class requirements completed

MCC Leadership Training  
Survival Training  
Hold current First Aid and CPR certification  
Adventist Community Services (ACS) training or equivalent training

## NON-COMMISSIONED OFFICERS RANKS

Promotions to these ranks are under the sole authority of the Union WSO/ACM Department. A letter to that effect will be uploaded to the profile of the Cadet.



### SERGEANT E-5

---

20-years-old  
Two (2) years of continuous MCC Service  
Baptized and active member of the Seventh-day Adventist Church  
Corporal Training Requirements Completed  
Have completed the requirements for Master Guide  
MCC Senior Leadership Training  
Hold current First Aid and CPR certification  
Adventist Community Services (ACS) or ADRA International training



### STAFF SERGEANT E-6

---

Two (2) years of continuous MCC Service  
Baptized and active member of the Seventh-day Adventist Church  
Master Guide  
Have completed all Basic, Advanced, and Senior Leadership  
MCC Training  
Hold current First Aid and CPR certification  
Adventist Community Services (ACS) training (This course is available  
online through the Adventist Learning Community or  
ADRA International training.)

# SENIOR NON-COMMISSIONED OFFICERS RANKS

Senior NCO ranks are under the sole authority of the Division and promotions are processed and approved by the Division WSO/ACM Department. These ranks are then ratified by the General Conference WSO/ACM Department. A letter to that effect will be uploaded to the profile of the Cadet.



## SERGEANT FIRST CLASS E-7

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Conference Appointment

Three (3) years of continuous MCC Service Those who do not meet the three year requirement can be promoted on provisional basis, until they have fulfilled their time of service.

Baptized and active member of the Seventh-day Adventist Church  
Master Guide

Have completed all Basic, Advanced, and Senior Leadership  
MCC Training

Hold current First Aid and CPR certification

Adventist Community Services (ACS) training or equivalent training  
FEMA/Civil Defense Training



## MASTER SERGEANT E-8

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Conference Appointment

Five (5) years of continuous MCC Service. Those who do not meet the five year requirement can be promoted on provisional basis, until they have fulfilled their time of service.

Baptized and active member of the Seventh-day Adventist Church  
Advanced NCO MCC Leadership Training

Hold current First Aid and CPR certification

Advanced Adventist Community Services (ACS) or equivalent training  
FEMA/Civil Defense Training



## FIRST SERGEANT E-9

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Church organization or next level appointment

Five (5) years service as a MCC. Those who do not meet the five year requirement can be promoted on provisional basis, until they have fulfilled their time of service.

Baptized and active member of the Seventh-day Adventist Church

Advanced NCO MCC Leadership Training

Hold current First Aid and CPR certification

Adventist Community Services (ACS) or equivalent training

FEMA/Civil Defense Training

This individual will serve at the Company level.

# SENIOR EXECUTIVE NON-COMMISSIONED OFFICERS RANKS

Senior Executive NCO ranks are under the sole authority of the General Conference and promotions are processed and ratified by the General Conference WSO/ACM Department. A letter to that effect will be uploaded to the profile of the Officer.



## SERGEANT MAJOR E-10

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Ten (10) years of continuous church service

Baptized and active member of the Seventh-day Adventist Church

Sergeant Major Academy

Hold current First Aid and CPR certification

Adventist Community Services (ACS) or equivalent training

FEMA/Civil Defense Training

This individual will serve at the Brigade (Conference) and Division (Union) levels.



## COMMAND SERGEANT MAJOR E-11

Ten (10) years of continuous church service

Baptized and active member of the Seventh-day Adventist Church  
Division Appointment  
Sergeant Major Academy  
Two (2) years of service as a Sergeant Major  
Hold current First Aid and CPR certification  
Adventist Community Services (ACS) or equivalent training  
FEMA/Civil Defense Training  
This individual will serve at the Division (Union), Corps (Division),  
and Headquarters (General Conference) levels.

## OFFICERS RANKS

Officers' ranks are elected/appointed by church directors at different levels of the ecclesiastical structure in accordance to the rank. Officers' ranks are granted by the Division WSO Committee and ratified by the General Conference WSO Department.

The officers are experienced church leaders, pastors, and lay members. They hold the rank for as long as they are appointed and are in active MCC service. A letter of appointment will be issued by the Conference and uploaded in the General Conference WSO database in the individual's profile. Lay members' ranks will be valid for five (5) years, as long as the person is active and an annual evaluation is submitted by their commanding officer.

Officers will retain their current rank as emeritus rank upon retirement. Retirement must be approved and granted by the Division and approved by the General Conference WSO Department.

It is expected that officers have obtained, or are in the process of obtaining ACS Training, which is available from Adventist Community Services. They will also hold current First Aid and CPR certifications.

Pastors will hold the rank for as long as they possess a current credential from the denomination, are employed or retired, and their church membership is in good standing. They must open a profile and upload a copy of current credentials.

These ranks are reserved for church lay members and elders appointed by the church to serve at various levels as leaders as well as assistants, e.g., Spiritual Support Officers.


■ Warrant Officer 1 (WO1) Ranks, responsibilities, and duties are assigned at the discretion of the Brigade (Conference) or Division (Union). These ranks may be registered with the Corps (Division). WO1's must provide a certificate/letter from local church stating that they are members in good standing. Chaplain's assistants (lay persons) should preferably be ordained as an elder. They must also provide a letter in support of their participation in the MCC unit from the local church. All officers must upload the certificate/letter of promotion to their current rank.

■■ Chief Warrant Officer 2 (CW2) Ranks, responsibilities, and duties are assigned at the discretion of the Brigade (Conference) or Division (Union). These ranks may be registered with the Corps (Division). CW2s must have a minimum of two (2) years field experience and preferably one (1) year experience as a WO1. Officers must provide a certificate/letter from local church stating that they are members in good standing. Chaplain's assistants (lay persons) should preferably be ordained as an elder. They must provide a letter in support of their participation in the MCC unit from the local church. All officers must upload the certificate/letter of promotion to their current rank.


■■■ Chief Warrant Officer 3 (CW3) Ranks, responsibilities, and duties are assigned at the discretion of the Brigade (Conference) or Division (Union). These ranks may be registered with the Corps (Division). CW3s must have a minimum of three (3) years field experience and preferably two (2) years experience as a CW2. Officers must provide a certificate/letter from local church stating that they are members in good standing. Chaplain's assistants (lay persons) should preferably be ordained as an elder.) They must provide a letter in support of their participation in the MCC unit from the local church. They must upload the certificate/letter of promotion to their current rank.


■■■■ Chief Warrant Officer 4 (CW4) Ranks, responsibilities, and duties are assigned at the discretion of the Brigade (Conference) or Division (Union). These ranks may be registered with the Division. CW4s must have a minimum of four (4) years field experience and preferably three (3) year experience as a WO3. Officers must provide a certificate/letter from local church stating that they are

members in good standing. Chaplain's assistants (lay persons) should preferably be ordained as an elder. They must provide a letter in support of their participation in the MCC unit from the local church. They must upload the certificate/letter of promotion to their current rank.

 Master Chief Warrant Officers (CW5) are Corps (Division) and General Conference Assistant to the Director. This rank is reserved for church lay members and elders appointed by the church at various levels to serve as leaders and assistants to leadership. They must provide a letter in support of their participation in the MCC unit from the local church. They must upload the certificate/letter of promotion to their current rank.

## COMPANY GRADE COMMISSIONED OFFICERS

 2nd Lieutenant – Brigade officers whose ranks, responsibilities, and duties are assigned at the discretion of the Brigade (Conference), and registered with the World MCC Headquarters at the General Conference. Officers who are laypersons must provide a certificate/letter from local church stating that they are members in good standing. All officers must upload the certificate/letter of promotion to their current rank.

 Lieutenant – Battalion officers whose ranks, responsibilities, and duties are assigned at the discretion of the Brigade (Conference), and registered with the World MCC Headquarters at the General Conference. A Lieutenant must have a minimum of two (2) years in previous rank. Officers who are laypersons must provide a certificate/letter from local church stating that they are members in good standing. All officers must upload the certificate/letter of promotion to their current rank.

Staff Officers who are professionals in their fields of expertise, such as doctors and nurses must possess a professional license, and chaplains must hold current Ministerial/Commissioned credentials from the Seventh-day Adventist Church. Those licenses



and/or credentials **must** be uploaded in the individual's profile, and when expired, be updated for the rank to remain valid. An expired professional and/or church license or credential in the profile means the rank is also expired.



Captain – Battalion officers whose ranks, responsibilities, and duties are assigned at the discretion of the Brigade (Conference)/ Division (Union), and registered with the World MCC Headquarters at the General Conference. Captains must have a minimum of three (3) years in previous rank. Officers who are laypersons must provide a certificate/letter from local church stating that they are members in good standing. All officers must upload the certificate/letter of promotion to their current rank.

Staff Officers who are professionals in their fields of expertise, such as doctors and nurses must possess a professional license, and chaplains must hold current Ministerial/Commissioned credentials from the Seventh-day Adventist Church. Those licenses and/or credentials **must** be uploaded in the individual's profile, and when expired, be updated for the rank to remain valid. An expired professional and/or church license or credential in the profile means the rank is also expired.



Major – Battalion officers whose ranks, responsibilities, and duties are assigned at the discretion of the Brigade (Conference)/Division (Union), and registered with the World MCC Headquarters at the General Conference. Majors must have a minimum of three (3) years in previous rank. Officers who are laypersons must provide a certificate/letter from local church stating that they are members in good standing. All officers must upload the certificate/letter of promotion to their current rank.

Staff Officers who are professionals in their fields of expertise, such as doctors and nurses must possess a professional license, and chaplains must hold current Ministerial/Commissioned credentials from the Seventh-day Adventist Church. Those licenses and/or credentials **must** be uploaded in the individual's profile, and when expired, be updated for the rank to remain valid. An expired professional and/or church license or credential in the profile means the rank is also expired.



Lieutenant Colonel – Battalion officers whose ranks, responsibilities, and duties are assigned at the discretion of the Brigade (Conference) in consultation with the Division (Union), and registered with the World MCC Headquarters at the General Conference. Officers who are laypersons must provide a certificate/letter from local church stating that they are members in good standing. All officers must upload the certificate/letter of promotion to their current rank.

Staff Officers who are professionals in their fields of expertise, such as doctors and nurses must possess a professional license, and chaplains must hold current Ministerial/Commissioned credentials from the Seventh-day Adventist Church. Those licenses and/or credentials **must** be uploaded in the individual's profile, and when expired, be updated for the rank to remain valid. An expired professional and/or church license or credential in the profile means the rank is also expired.



Colonel – Brigade officers whose ranks, responsibilities, and duties are assigned at the discretion of the Division (Union) upon the request of the Brigade (Conference), in consultation with, as appropriate, the Division (Union) and recorded with World MCC Headquarters at the General Conference. Officers who are laypersons must provide a certificate/letter from local church stating that they are members in good standing. All officers must upload the certificate/letter of promotion to their current rank.

Staff Officers who are professionals in their fields of expertise, such as doctors and nurses must possess a professional license, and chaplains must hold current Ministerial/Commissioned credentials from the Seventh-day Adventist Church. Those licenses and/or credentials **must** be uploaded in the individual's profile, and when expired, be updated for the rank to remain valid. An expired professional and/or church license or credential in the profile means the rank is also expired.

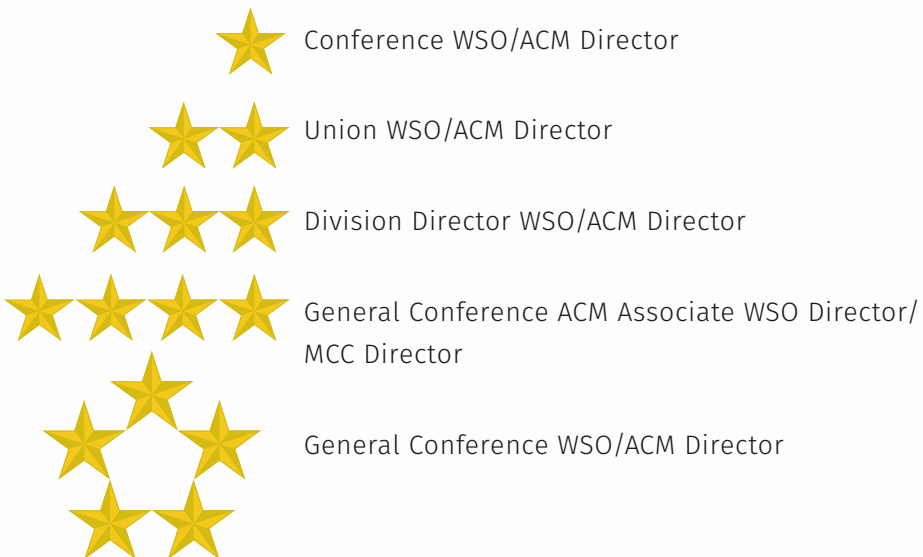
# SENIOR/FLAG OFFICERS RANKS

Senior or flag officers' ranks are elected directors of the church ecclesiastical organizations and are pastors who hold current ministerial credentials or license. (Conference, Union, Division, and General Conference WSO/Departmental Directors who are assigned to command the MCC.)

Pastors will maintain their rank if they hold current credentials from the church, are employed, or have retired, and are in good standing.

It is expected that all officers will complete an Officers Basic Training and obtain, or are in the process of obtaining, the prescribed Division ACS training.

These ranks are awarded not by merit or training, but by the church constituency electing the individual to serve as a departmental director and assigned by the administration to lead the MCC.



# APPENDIX I

## UNIFORMS

The recommended General Conference Uniform serves as a guide. Division and Unions will work with the General Conference MCC leadership to receive variances that will best fit local customs and practices.

Uniforms need to give the appearance of an organization that serve the community in saving lives. Any appearances to local/national military uniforms must be approved by the local military. In many countries, impersonating a military officer is punishable by military law.

### CLASS “A”

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- › Blue jacket and pants
- › White shirt with maroon epaulets\*
- › MCCs collar brass\* (on shirt collars parallel to the floor, ranks on the maroon epaulets)
- › Black socks and shoes
- › Black web belt with silver buckle for Privates to Sergeants, gold buckles for Officers and Warrant Officers
- › Burgundy tie for men\*
- › Burgundy crossover bow tie for women\*
- › Burgundy braid\* (For all Sergeants, one-inch (1”) burgundy braid on the sleeve of the jacket 3” from the cuff.)
- › Burgundy braid\* (For all Sergeants, one-inch (1”) burgundy braid on the pant leg outer seam from the waist to the cuff.)
- › Maroon beret (MCC shield pin will be worn on the beret.)

## For officers only

- › One-inch (1") gold braid\* (Two one-inch (1") burgundy with one-half inch (1/2") separation for Warrant Officers.) on the jacket sleeve three-inches (3") from the cuff
- › One-inch (1") gold braid\* on the pant leg outer seam from the waist to the cuff (Two one-inch (1") burgundy with one-half inch (1/2") separation for Warrant Officers.)
- › Conference Directors and above\* (Flag Officers and above will have a different size stripes/braids. They will wear a maroon beret with the World Service Organization logo patch.)
- › Citation cords - Citation cords will be worn on the left shoulder of the Class A, Class A-B, and Class B uniforms. NCOs will wear a maroon citation cord. Senior Executive NCOs and Warrant Officers will wear a maroon citation cord with cobra knot and button loops. Company Grade Officers will wear a single gold cord. Field Grade Officers will wear a gold citation cord with the cobra knot and a button loop. Flag Officers Aides will wear a single three color citation cord on the right shoulder of the Class A, Class A-B, and Class B uniforms. These cords will be available for purchase through the WSO online store.

**CLASS "A/B"** *The same as Class A without the jacket and with men's tie/ladies' bowtie.*

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**CLASS "B"** *The same as Class A/B without the jacket and without men's tie/ladies' bowtie.*

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- › White shirt with maroon epaulets\*
- › MCCs pins\* (on shirt collars parallel to the floor, ranks on the maroon epaulets)
- › Black socks and shoes
- › Black web belt with silver buckle for Privates to Sergeants, gold buckles for Officers and Warrant Officers
- › Burgundy braid\* (For all Sergeants, one-inch (1") burgundy braid on the pant leg outer seam from the waist to the cuff.)
- › Maroon beret (MCC shield pin will be worn on the beret.)

## For officers only

- › One-inch (1") gold braid\* on the pant leg outer seam from the waist to the cuff
- › Two one-inch (1") burgundy with one-half inch (1/2") separation for warrant officers
- › Conference directors\* (Flag Officers and above will have a different size gold stripes/braids.)
- › Maroon beret (World Service Organization logo patch will be worn on the beret)

## CLASS "C"

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Unions may choose a different uniform that will be better suited to the local nations. This variation needs to be recommended via the Division to the General Conference MCC leadership for final approval. Uniforms must be consistent within a Brigade.

- › Blue/Orange/Black coverall (Ranks on the collars.)
- › Matching baseball cap. (Ranks will be pinned on the front of the hat.) Officers may choose to wear the maroon beret with the World Service Organization logo patch.
- › MCC Maroon T-shirt\*
- › Black Socks
- › Black sneakers (Black boots are optional, but not recommended due to paramilitary resemblance.)
- › Black belt with silver buckle for Privates to Sergeants, gold buckle for Officers
- › *Optional*—Blue camouflage (BDUs) and/or blue jeans with a maroon MCC polo shirt/T-shirt\*/sweater

The Divisions will authorize the color for the class “C” that all the units within the Division will use. Uniforms do not require General Conference approval.

Blue is the color of emergency, fire, and rescue, and is used by all community service entities. Colors used by the military are not encouraged in times of peace to avoid confusion and impersonating a military official. In the case that these military styles and colors are chosen by local official governments, permission for their use must be secured from the nation’s military.

Items marked with an asterisk \* are available for purchase from the World Service Organization online store at **store.WorldServiceOrganization.org**.

## PATCHES

The MCC patch will be worn in the center of the right sleeve, one-half inch (1/2”) from the top seam of the jacket.

The national flag will be worn on the left sleeve, one-half inch (1/2”) from the top seam of the jacket, followed by the World Service Organization patch with one-half inch (1/2”) of separation. General Conference and Division leaders will use the UN or church flag patch and the World Service Organization patch, with the same placement.

Ribbons will be worn in order of precedence as listed below on the top of the left pocket. A color name tag (color is determined by the Division) with the last name of the person is worn on top of the right pocket.

\* Items available from the WSO store at **store.WorldServiceOrganization.org**.

## APPENDIX II

### LICENSE (LEAVE OF ABSENCE)

There are many reasons why a member may become inactive from their local group. These licenses are administered by the Conference MCC leadership. The following licenses are available to Privates and junior Sergeants' ranks:

**Honorable License** – Is issued to a member who requests to become inactive for any reason or situation out of their control that impedes them from continuing with their role in their local group. Their conduct must be up to MCC's standards and his/her superiors must recommend the license.

If the requested time off is greater than one year, the member must relinquish his/her rank, and the staff of his/her local group must inform the Conference of the person's membership status.

**Inactive License** – Is issued to a member whose conduct is less than standard. They will remain inactive for a defined period (defined by active staff of the local group and recommended to the local Conference). Their rank and position will remain inactive until the end of their leave of absence, and can then be restored after a six-month evaluation by the unit staff.

**Dishonorable License** – Is issued to a member who has demonstrated behavior that is undesired and unbecoming of a Medical Cadet Corps member. They are relieved of their ranks and duties. The individual has the right to appeal the decision to the Conference MCC Director. If the dishonorable license is overturned, the member can be reinstated in the local group after one year from the time of the original recommendation with the same rank and privileges.



## APPENDIX III

# SYSTEM OF MERITS, AWARDS, RIBBONS\* AND MEDALS\*

In the Medical Cadets, acknowledgement with merit ribbons is used. Merits are positive attitudes that make the goals and philosophy of our program realized, first in honor and glory to God, and second, to further develop character and leadership.

Medical Cadets may wear on their uniform any ribbons that were earned in MCC-related activities. All awards and ribbons need to be documented by the church department that has awarded them.

The following is a list of ribbons and medals authorized by the World Service Organization of the Seventh-day Adventist Church to be worn on the uniform and in order of precedence from the highest award. Subsequent awards are denoted by a gold star on the ribbon.

The General Conference World Service Organization reserves the right to develop and expand the awards as it sees the need to recognize the achievement of the cadets and their leaders.

Any other awards and/or pins that Unions or Divisions choose to add must be approved by the General Conference World Service Organization (WSO) Committee. The WSO may adopt the same for worldwide use or allow its use within the territory of the applicant. Awards/pins authorized for Union may or may not appear in this manual. Consult your local Union for proper use and uniform placement.

### GENERAL SERVICE RIBBONS

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#### **MEDAL OF VALOR**

Recognition of outstanding work, heroism, performance beyond duty, in operations that involve the MCCs. Officers will complete the application and documents with date, place, and witnesses.



### **GOOD CONDUCT**

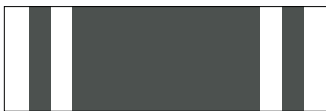
Recognition for having outstanding conduct and providing good assistance for a year or more. Obeys orders and instructions from their superior and has their uniform in order and insignia/ribbons up-to-date. Participates and supports in the activities of the Battalion and the Brigade. This award is recommended by the director of the group staff of the battalion.

The director will be responsible for obtaining the signature of the Pastor/Elder on the recommendation sheet for the ribbon. It should be brought to the registrar annually because this incentive can be given as often as necessary. When receiving this award a second time, recipient will be given a star “device” instead of the “ribbon.”



### **DISASTER RESPONSE SERVICE**

Participate in three official disaster training exercises sanctioned by the Brigade (Conference).



### **ACHIEVEMENTS**

Recognition for reaching outstanding form in goals and objectives in special activities of the Medical Cadets. A “device” will be used to number for the achieving this multiple times.



### **CERTIFIED FIRST AID AND CPR INSTRUCTOR**

Be certified by the Red Cross and/or the Heart Association as an Instructor.



### **COMMUNITY SERVICE**

Recognition to complete the hours of community service stipulated by the Brigade (Conference).



### **GOLD/SILVER MEDALLION**

Recognition for completing all the requirements of the medallion of gold/silver. For the medallion of gold a “device” will be utilized over the ribbon of the silver medallion.



### **FIRST AID & CPR**

Take part in a First Aid & CPR course offered by a duly-certified instructor and/or the Red Cross, and/or the American Heart Association and must be renewed every two years. To keep this ribbon the cadet should maintain up-to-date training, otherwise, the ribbon will be removed from their uniform.

## **SCHOOLS RIBBONS**

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### **BASIC TRAINING**

Recognition for completing the requirements of Basic Training.



### **INTERMEDIATE TRAINING**

Recognition for completing the requirements of Intermediate Training.



### **ADVANCED TRAINING 1, 2, and 3**

Recognitions of completing Advanced Training. A silver star will be added upon completion of every level in this training.



### **COMMUNITY SERVICE SCHOOL**

This school contains three (3) levels. Cadets receive the ribbon upon completion of the 1st level. For the second and third levels, a star (device) is attached to the ribbon.



### **NCO SCHOOL**

Recognition for those who complete the requirements of Sergeant school.



### **OFFICER SCHOOL**

Recognition for those who complete Officer School.



### **CHAPLAIN SCHOOL**

Recognition for those who complete the requirement of Chaplain School. Every person who attends this school, will be prepared to counsel and comfort persons in difficult moments in their lives.



### **HONOR GUARD SCHOOL**

Recognition for those who complete the requirements of Honor Guard School, in which a Cadet is trained to give honor and respect to the colors which identify the nation.



### **INSTRUCTOR SCHOOL**

Recognition for those who complete the requirements of Instructor School.



### **SHARING YOUR FAITH**

Recognition for those who complete the requirements of Sharing Your Faith School.

## **RIBBONS OF SERVICE**

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### **5 YEARS OF SERVICE**

Recognition of being active in the Medical Cadets for five years. Under no reason should a time of inactivity be counted for this. It is presented by the Brigade Commander.



### **10 YEARS OF SERVICE**

Recognition of being active in the Medical Cadets for 10 years. It is awarded by the Brigade Commander. Recipient should have the required training for their respective years of service, but any years of inactivity should be accompanied by the license (leave of absence) forms.



### **15 YEARS OF SERVICE**

Recognition of being active in the Medical Cadets for 15 years. It is awarded by the Brigade Commander. Recipient should have the required training for their respective years of service, but any years of inactivity should be accompanied by the license forms.



### **20 YEARS OF SERVICE**

Recognition of being active in the Medical Cadets for 20 years. It is awarded by the Brigade Commander. Recipient should have the required training for their respective years of service, but any years of inactivity should be accompanied by the license (leave of absence) forms.

The years do not have to be consecutive, but the inactive years should have the proper licensing. For this ribbon, a star will be added for every 5 years of additional service over 20 years (25, 30, & 35, etc.).

## **RECOGNITION PINS**

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### **HEALTH PROFESSIONALS**

This pin is given to those cadets who serve in their daily life work as a health professional (doctors, nurses, paramedics, etc.). The Cadet provides this information to their director and in turn to the Company. This award is given by the Battalion staff or the Brigade staff.

### **5 YEARS OF SERVICE AS A DIRECTOR**

This pin is given for being a director of a body for five or more years. The director solicits this through the Commander of the Company.

### **BAPTISM PIN**

This is given to those Cadets who were baptized (non-Adventists) recognizing the Lord as their only personal Savior and were baptized through this organization. The Cadet provides the information to their director, who provides it to the Company. This is awarded by the Battalion staff or the Brigade staff.

### **DEVICE**

This recognition is given to those Cadets who have completed a requirement for a ribbon or training more than two times such as Community Service Ribbon or the Achievement Ribbon etc. It is awarded by the Brigade Commander.

\* Items available from the WSO store at [store.WorldServiceOrganization.org](https://store.WorldServiceOrganization.org).

# APPENDIX IV

## MARCHING, CEREMONIES, AND COURTESY FORMATIONS

As in the ranks, the purpose of ceremonies is to familiarize the individual to the rigors, customs, and practices of military life. If the person is drafted into the military, in a non-combatant status, this should exclude the individual from carrying weapons but not from military discipline and customs.

The following is only a suggestion and can be modified with WSO committee approval and in consultation with the General Conference World Service Organization leadership to reflect national military practice and customs.

Formations have several primary objectives:

1. Organize the members as to receive instructions.
2. Receive commands.
3. Participate in ceremonies.
4. Create a sense of unity.
5. Be ordered for more efficient execution.

### FORMATIONS

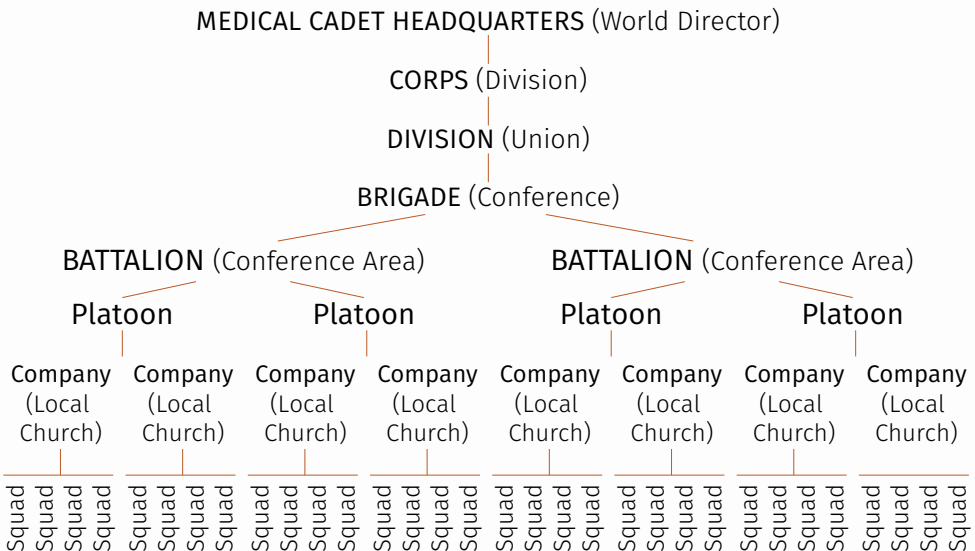
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1. The **Squad** consists of three to six members. The member that functions as leader of the squad is called "Squad Leader."
2. The **Platoon** is the formation which contains various squads in one body. Ideally it consists of 12 members. The leaders of this group are the Platoon Leader (the superior ranking officer) and Platoon Sergeant. Additionally, the guidon bearer is the person who carries the flag (the colors of unity).
3. The **Company** is the formation that utilizes one or more platoons.

together. The same is directed by the Company Commander/Executive Officer, and the Sergeants. The number of platoons depends on the number of members that make up the Conference Area.

4. The **Battalion** is a conference formation, comprised of multiple companies. In this formation, each Company with the Company Commander and First Sergeant at the front. This formation is commanded by the Area Director/Commander.
5. The **Brigade** is a conference formation which is comprised by multiple conference areas. This formation is commanded by the Conference Director/Commander.
6. The **Division** is a Union formation is comprised of multiple Brigades (Conferences) and is commanded by the Union Director/Commander.
7. The **Corps** formation is comprised of multiple Divisions (Unions) and is commanded by the Division Director/Commander.
8. The **MCC Headquarters** is the General Conference World Service Organization/Medical Cadet Corps office.

### MEDICAL CADET CORPS FORMATIONS





## MARCHING

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Nothing inspires the spirit of a member than to see and be part of a group, moving in rhythm and cadence.

### PURPOSE OF THE MARCHING

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1. Helps keep order for when the Commander needs to move the unit from one place to another, in an orderly manner and it provides simple formations for fast actions.
2. Assists in the disciplinary training instituting a habit of precision and response to orders from the leader.
3. Provides unity, a spirit of cohesion, widening the Cadet morale through ceremonies and as exhibitions to the public.

### COMMANDS

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A marching command is a verbal order by the Commander or leader. The precision of the execution of a movement is affected by the way in which the command is given. The following are rules to give charge to the leader when units are separated from a larger formation.

1. At halt, the Commander faces their troops when giving commands. Upon giving a command that puts the unit in movement, the Commander moves simultaneously with the unit to maintain the correct position in the formation.
2. When marching in front of the formation, he turns backwards, marching backwards and gives the commands.
3. When marching in the flank, he turns his head towards the direction of the troop and gives the commands. The commands EYES RIGHT and READY FRONT are the exceptions to this rule.

When the elements of marching are part of the larger unit, the rules of supplementary commands are applied. The command AS YOU WERE is used to rescind a preparatory command that has been given. The command AS YOU WERE must be given before the command is executed. A leader cannot cancel an execution command with AS YOU WERE. If the command is not repealed, the unit executes the command to the best form possible.

## TWO-PART COMMANDS

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Many commands contain two parts: the preparatory command and the execution command. Neither of them is a command by itself, but are determined as such to simplify instructions.

1. The preparatory command determines the movement to be carried out and mentally prepares the individual for the execution of the command. An example is the command FORWARD MARCH, the command forward is used as a preparatory command in this case.
2. The execution command states which movement will be executed. An example is the command FORWARD MARCH where the command MARCH will be executed.

To change direction when a unit is marching, the preparatory command and the execution command should be given on the foot in which you desire what direction to change. Such as the command RIGHT FLANK, MARCH is given when the left foot is touching the ground. The interval between the preparatory command and the execution command is normally a foot or on the count of one.

## COMBINED COMMANDS

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These are verbal orders given by a subordinate leader who strengthens and completes the orders of the Commander, which ensures understanding. It extends to the inferior subordinate leader who exercises the commands through elements within their own formation.

## SUPPLEMENTARY COMMANDS

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A supplementary command may be a preparatory command, or a two-part command. They are normally given between the preparatory and execution commands. However, when a command requires an element of the unit to execute a movement different than other elements inside the same formation or the same movement at a different time, the subordinate leader gives the supplementary command in the prescribed moment through the procedure that covers that particular movement. The subordinate leader gives all the commands over their right shoulder, except when the command is based on actions of an element to the left.

Supplementary commands are not given by supplementary leaders for the commands FALL IN, REST, or AT EASE, or for commands of a mass

formation. Although you can give it when there will be a bulk formation, except for the commands when in bulk formation, the platoon leaders give supplementary commands following all the preparatory commands given by the Commander. When the command of the Commander is “Company,” the platoon leader takes the position of attention and gives the command “Platoon.” The Commander of the Company gives time so that the supplementary commands are given before the execution command.

## EXECUTIVE COMMANDS

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Executive Commands are for the purposes of marching. Directives are verbal orders given by the Commander to direct or bring forth a subordinate leader to take action. The Commander gives directives instead of commands when it’s most appropriate for the subordinate elements to execute a movement or perform work as an independent element in the same formation. The directives are given verbally; for example, “Platoon Sergeant take charge.”

**Marches:** consists of movements by which the unit mobilizes in an orderly and uniform manner, from one formation to another, from one place to another.

**Ceremonies:** are formations and movements where a number of Cadets execute movements in unison and with equal precision in marching; however, the primary value is that of honoring, preserving traditions, and stimulating a spirit of organization.

**Element:** is an individual, squad, platoon, company or unit, which forms a larger unit.

**Interval:** the lateral space between elements.

1. Normal: The lateral space between two members, measured from right to left by the Cadets. The Cadet raises their left hand and extends their arm on the same side, then positions their fingers and touches the shoulder of the person to their left.
2. Closed: The lateral space between two Cadets, measured from right to left by the members. The Cadet places their left hand on their waist on their belt with the fingers and thumb pointing towards the floor. The elbow is lined with the Cadet’s body and touches the person who is to the left.

3. **Double:** The lateral space between Cadets, measured from right to left by the members. The member raises and extends both arms with their fingers touching the fingertips of the person next to them with palms facing the floor. The Cadets make sure that both sides' fingertips are touching to the right and left.

**Distance:** The space between elements when elements are behind one another.

1. Distance between individuals varies with the size of the elements in the formation.
2. Distance between individuals is the length of one arm forward adding six inches (6"). The approximate distance is 36 inches (36") from the chest of the member to the back, which is located in the front.

**Formation:** is an order or arrangement of elements, of a unit, in a specific way.

**Alignment:** The arrangement of some elements within the same line.

**Covert:** to align with the person in front while maintaining the proper distance.

**Head:** The first person/leader of a column.

**Flank:** The left or right side of any formation.

**Front:** The space from side to side of a formation, including the elements on both sides, left and right.

**Depth:** The space from front to the back of the formation, this includes the space behind and in front of the element.

**Base:** The element for which the plan is regulated in movement.

**Post:** The place where an officer who is or a non-commissioned can be located in the formation.

**Guide:** The person responsible for maintaining the direction and degree of marching.

**Cadence:** The uniform rate at which the movements are executed or the number of paces that are counted by the minute where movement is executed.

**Quick time:** The cadence is at 120 steps per minute.

**Double time:** The cadence is at 180 steps per minute.

**Pace:** A prescribed distance, it is measured from heel to heel of the members who are marching.

## STATIONARY MOVEMENTS

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All these movements are announced from the position of attention, though some breaks can be called between them:

**Fall in:** It is the command to enter formation. The Cadet is positioned in their place and stands at attention.

**Attention:** The heels of the feet come together and point at a 45-degree angle. The body should be straight, chest out, and the shoulders as square as possible. The head should face forward. The arms are at the sides with the palms facing the person's body and the hands should form a semi-closed hand with the thumbs straight and along the seams of the pants. Remain silent except when replying to a question or when directed otherwise.

### Stationary resting position:

1. **Parade rest:** It is not a rigorous position like that of attention. The left foot moves, twelve inches (12") to the left, and the weight is balanced on both feet. Hands are behind the back at waist level; clasped with the right over the left and intertwined thumbs. The head stays facing forward. The Cadet does not talk nor moves.
2. **At ease:** Similar to a parade rest, with the exception that you can move your head to look forward.

**Fallout:** Command to break formation.

### Stationary rotation positions:

1. **Right/Left, Face:** Rotate 90 degrees in the direction called. If it is left face, lift the front of your left foot and the back of your right foot, then pivot to where you are facing the desired direction, and finally take a step forward with your right foot to be at attention. If it is right face you do the opposite.
2. **Half, Right/Left, Face:** Rotate the way previously described but instead of moving 90 degrees rotate 45 degrees.
3. **About Face:** Move your toe behind the left about five inches (5") apart. Turn your heel towards the right at 180 degrees, maintaining the position of attention.

### The Salute:

1. **Hand salute:** Raise your right hand, open and with the fingers kept together. Your index finger should touch the right eyebrow if you do not have a visor cap on. When wearing a visor cap, touch the border of the visor on the right side. The arm should be horizontal while the forearm should be at a 45-degree angle. Facing forward the palm of the hand should not be seen nor your thumb. You may execute this while marching.
2. **Ready, two:** The command to lower the hand and assume the position of attention.
3. **Eyes Right/Left:** From the position of attention you turn your head the direction ordered at a 45-degree angle.

## MARCHING MOVEMENTS

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### Steps:

1. **Forward March:** It is started by moving the left foot at a distance of thirty inches (30") with a rhythm of 120 steps per minute. The arms should be used to naturally balance your body without bending your elbow, approximately nine inches (9") forward and six inches (6") back.
2. **Half Step March:** You start moving the left foot a distance of fifteen inches (15"). While balancing your arms in a natural way, you also

keep the cadence with the right foot. You shouldn't drag your right foot during this process.

3. **Backward March:** It is the reverse of the previous command; it is a backwards march.
4. **Double Time March:** It starts with the left foot at a distance of thirty-six inches (36") and a cadence of 180 steps per minute.
5. **Halt:** Command to stop marching. This preparatory command will be according to the elements in which formation they are in; example: squad halt, platoon halt.
6. **Mark Time March:** March in the same place at a cadence of 120 steps per minute. While doing this with your left foot, the right foot only raises the heel two inches (2").

#### **Rest Over Forward March:**

1. **At Ease March:** Cadence is not required but silence dress, cover, interval, and distance are maintained.
2. **Route Step March:** Silence is not required nor a cadence, the cadence should be kept in the group.

#### **Discharged Formation:**

1. **Fallout:** Break formation. With this command, there is still a possibility for another formation.
2. **Dismissed:** Break formation. Command for the conclusion of a meeting. Afterward, there will be no other formation in that meeting.

#### **Lining Up the Squads:**

1. **Dress Right Dress:** Everyone looks to the right and lifts their left hand to the arm level of the member to their left. All are lined up with the Squad Leader while in this command. The Squad Leader looks forward and raises their left hand.
2. **At Close Interval, Dress Right Dress:** It is the same as the previous command except the distance is between elbows. This is done by placing your left-hand palm onto your waist.

3. **Ready Front:** Command to stop movement and return to attention in alignment with the rest of the formation.
4. **Cover:** Command to cover and maintain position and distance to correct the formation.

### **Change in Direction During Marching**

1. **Right/Left Flank March:** You make a turn at 90 degrees and continue marching. All the elements do the movement at the same time.
2. **Column Right/Left March:** The member at the base turns in the directed direction. The squads turn to make a fan at 90 degrees. The unit executes a turn maintaining the same front. The elements at the front will be guided by those in the back.
3. **Half Right/Left March:** The whole unit changes direction at the same time with a turn of 45 degrees as ordered.
4. **To the Rear March:** This is a 180-degree turn done with your left foot forward and rotating to the right. Once completing the turn, you step with your left foot. This command is executed by all elements at the same time.

### **For inspection:**

1. **Open Rank March:** This command is executed in the following way:
  - a. First squad takes two steps forward.
  - b. Second squad takes one step forward.
  - c. Third squad takes no steps and stands still and yells, "Stand by".
  - d. Fourth squad takes a step backward.
2. **Close Rank March:** In this case, the first squad stays in place, and the rest take steps forward to reach the front.



# APPENDIX V

## MCC COURTESY

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The following persons should be saluted:

1. Commissioned Officers and Warrant Officers

a. Where:

- i. Inside a building: This is in every place that is indoors and is surrounded by walls. Examples are offices, churches, and others.
- ii. Only when you are called by a superior officer to render a report or if you are serving as a guard.
- iii. Outdoors/Indoors: any structure that has a roof, but is not enclosed by walls.
- iv. At any time, which is appropriate.

b. When to salute:

- i. In front of national emblem.
- ii. To a superior.
- iii. When called to report.
- iv. You always salute from the position of attention unless you are running. You should slow down salute appropriately and continue passing.

d. When not to salute:

- i. When you are completing a work with an officer to salute.
- ii. When you participate in games.
- iii. When you are in a place with a crowd.
- iv. While driving a vehicle.

e. When to salute would be inappropriate:

- i. When carrying items with both hands, or otherwise occupied with an activity that would make saluting impractical.
  - ii. Indoors, except when you are called to report to an officer or are working as a guard.
  - iii. Reporting to an officer.
2. Outdoors:
- a. The member must be two steps away from the officer and presents arms. While maintaining the salute, the Cadet should announce their rank and name and the rank and name of the person who they are reporting to.
  - b. If there is more than one officer you salute only the highest rank officer.
  - c. Once you are saluted, you step forward one step and you wait for your orders.
  - d. Once finished, the member takes one step back and presents arms until the salute is answered and then the member finishes the salute, does an about face and may retire.
3. In an office:
- a. Knock on the door before entering.
  - b. Remove your hat before entering.
  - c. Once inside you maintain the position and do not lean on any wall, desk, and you do not sit unless the officer instructs you to do so.
  - d. The way in which to respond to questions is with either a “Yes, Sir” or a “No, Sir.” Do not have a leisurely attitude.
  - e. Present your rank, name, and reason to why you are there.
  - f. At the end, step back one step, and salute. When the salute is answered, you perform an about face and leave the office. Remember to close the door.

#### 4. Courtesy towards an officer:

- a. If an officer approaches a group, first the command of attention is given and afterwards the officer salutes them.
- b. You do not discuss with other people the orders given to you, the questions asked, and what the conversation was during a meeting. Do not assume an informal attitude with information given.

#### 5. Courtesy in the classroom:

Upon entering the classroom, you should remain standing until the instructor gives the order to sit down. If you have a question, raise your hand until you are permitted to speak. When you are told you may speak, stand at attention, and speak while at attention. Afterwards you may be seated.

## CEREMONIES

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The activities and assemblies utilized in the Medical Cadets usually involve one or more ceremonies. Ceremony is defined as those events or developments involving official recognition.

Some ceremonies include:

1. Presentation of medals and merits
2. Graduations
3. Recognition of unit and individual achievement
4. The retirement of MCC officers
5. Assembling the body
6. In parades
7. In salute
8. In funeral
9. In church activities, as well as other activities

The procedure(s) taken in every event is determined by the type of ceremony and what the event features.

The ceremony MCC members most commonly are involved in is the roll or “Passing Review” which is executed by the battalion or larger units. The same consists of:

1. Training Units
2. Inspection
3. Respect towards national emblems
4. Presentations and honors
5. Roll Call Marching
6. Conclusion
7. Hail & Farewell

Note: The ceremony which is most practiced and utilized in the Medical Cadet Corps is the salute to the National Emblems and the Colors Ceremony by the Color Guard.

#### Endnotes

- 1 [https://en.wikipedia.org/wiki/Medical\\_Cadet\\_Corps](https://en.wikipedia.org/wiki/Medical_Cadet_Corps)
- 2 Ibid.
- 3 White, E. G., *Patriarchs and Prophets*, p. 374..
- 4 Ibid.



