



A FIELD MANUAL

FOR THE

NAVAL JUNIOR RESERVE
OFFICERS TRAINING CORPS
(NJROTC)



CADET FIELD MANUAL
(7th Edition)
NAVEDTRA 37116-F

MARCH 2009
0509-LP-103-1173

RECORD OF CHANGES

[illegible]

NAVAL JUNIOR RESERVE OFFICERS TRAINING CORPS

CADET FIELD MANUAL

TABLE OF CONTENTS

	<u>Page</u>
Record of Changes	ii
Preface	ix
Acknowledgments	x
Core Values of NJROTC	xi
Operational Risk Management.....	xii

SECTION ONE:

UNIT 1: NJROTC UNIFORM REGULATIONS

CHAPTERS:

1-1	The Uniform	1-1
1-2	General	1-1
1-3	The Wearing of the Uniform	1-2
1-4	Personal Appearance and Grooming	1-3
	a. Men	1-3
	b. Women	1-5
1-5	Uniform Composition	1-7
	a. Male Uniforms	1-7
	b. Female Uniforms	1-9
	c. Uniform Appearance, Cleanliness and Maintenance.....	1-12
	d. Uniform Composition	1-14
	1. MALES	
	a. Summer Blue	1-14
	b. Winter Blue	1-16
	c. Service Dress Blue	1-18
	d. Winter Working Blue	1-20
	e. Working Khaki	1-22
	2. FEMALES	
	a. Summer Blue	1-24
	b. Winter Blue	1-26
	c. Service Dress Blue	1-28
	d. Winter Working Blue	1-30
	e. Working Khaki	1-32
1-6	Male Necktie, Black	1-34
1-7	NJROTC Uniform Insignia and Devices	1-36

1-8	Awards and Decorations	1-38
	a. Wearing of Ribbon Awards	1-38
	b. Precedence or Order of Seniority	1-38
	c. NJROTC Medals	1-39
	d. NJROTC Ribbon Awards	1-39
	e. Ribbon Devices	1-42

UNIT 2: NJROTC RATES/RANKS AND U.S. NAVY RATES/RANKS

CHAPTERS:

2-1	NJROTC Rates, Ranks and Assignments	2-1
2-2	Navy Rates and Ranks	2-4

UNIT 3: MILITARY CUSTOMS, COURTESIES, ETIQUETTE AND CEREMONIES

CHAPTERS:

3-1	General.....	3-1
3-2	The American Flag and Flag Etiquette	3-1
3-3	Flag Courtesies	3-4
3-4	The Pledge of Allegiance	3-5
3-5	Ceremonies.....	3-6
3-6	Reviews.....	3-7
3-7	Street Parades.....	3-12

UNIT 4: PERSONNEL INSPECTION

CHAPTERS:

4-1	General.....	4-1
4-2	Forming for Inspection.....	4-1
4-3	Inspecting Officer's Tour.....	4-2
4-4	Inspection Guidelines.....	4-3
	1. Sample Inspection Score Sheet.....	4-4

UNIT 5: PHYSICAL FITNESS EXERCISES AND QUALIFYING MINIMUMS

CHAPTERS:

5-1	Introduction	5-1
5-2	Requirements of the Physical Fitness Test	5-1
5-3	Physical Fitness Test Procedures	5-2
	1. Sit-Reach	5-2
	2. Curl-Ups	5-4
	3. Push-Ups	5-6
	4. 1.5-Mile-Run	5-8
5-4	Scoring the Physical Fitness Test	5-9
5-5	Table of NJROTC Physical Fitness Standards and Required Point Scores for the PT Ribbon	5-10
5-6	PFT Administration	5-11
5-7	Requirements for NJROTC Physical Fitness Ribbon	5-11
	1. NJROTC Physical Readiness Point Table	5-12

Appendix 1: CHAIN OF COMMAND

6-1	General	6-1
-----	---------	-----

Appendix 2: ORDERS TO THE SENTRY

7-1	Eleven Navy Orders to the Sentry	7-1
-----	----------------------------------	-----

SECTION TWO: NJRTOC DRILL MANUAL

Chapter 1.	Introduction to Drill	DM 1
Chapter 2.	Positions Section I	DM 16
	Positions Section II: Steps and Marching	DM 24
Chapter 3.	Manual of Arms	DM 31
Chapter 4.	Manual of the Sword	DM 46
Chapter 5.	Guidon Manual	DM 57
Chapter 6.	Color Guard Section I: General Information	DM 67
	Color Guard Section II: Manual of Arms for Color Guard	DM 75
	Color Guard Section III: Manual of the Colors	DM 81
	Color Guard Section IV: Movements of the Color Guard	DM 93
Chapter 7.	Squad Drill	DM 99
Chapter 8.	Platoon Drill	DM 110
Chapter 9.	Company Drill	DM 129
Appendix A:	Rifle Manual for all Rifles Used by the NJROTC Units	DM 138

PREFACE

The purpose of the "NJROTC CADET FIELD AND DRILL MANUAL" is to combine all the information on military drill and ceremonies, uniform regulations and physical fitness into one distinguishable text. You may come to think of this Field Manual as the "guide" for the military aspects of your association with the NJROTC Program. This manual is based on current Naval Service Training Command(NSTC) Instructions. In the event there is a difference, the NSTC 1533.9 will apply.

The reasons why military drill specifically is important for you to learn during your time in the NJROTC are very basic. If you keep them in mind during your drill and parade activities, these reasons will become a part of you whether you are the leader or the follower. Here are the purposes of military drill:

1. To enable a leader to move his/her unit from one place to another in a standard and orderly manner.
2. To teach discipline by instilling habits of precision and automatic response to orders.
3. To increase the confidence of cadets through the exercise of command, and by giving proper commands, and by the control of drilling cadets.
4. To give cadets an opportunity to handle drill rifles.

The uniform regulations and physical fitness chapters of this manual are equally important. From these chapters you will learn the importance of attention to detail and of maintaining your physical and mental well-being.

While enrolled in the NJROTC program, you will be instructed and drilled in all applicable safety precautions and procedures. Your naval science instructor will maintain situational awareness, and ensure that safe practices are complied with at all times during your training in NJROTC activities. An immediate **"Training Time Out"** (TTO), shall be called whenever you or your naval science instructor experiences apprehension concerning training safety. The TTO is explained on page xii in the Operational Risk Management section, and also in the military drill chapter on page 13-1 and in the physical fitness chapter on page 7-1,

Note: When used in this publication, the terms "HE," "HIM," "HIS," and "MEN" represent both the masculine and feminine gender unless otherwise stated.

ACKNOWLEDGMENTS

We wish to express appreciation to several individuals who contributed to the successful completion of this manual. Thanks are due to the members of the NJROTC Curriculum Advisory Committee, a select group of naval science instructors who represent the 11 NJROTC geographical areas in the United States. They are: LCDR Perry Forrester -Area 3, LT Doug Bowker - Area 4, CDR Royal Connell - Area 5, CAPT Stan Greenwalt - Area 6, LCDR Dave Thomas - Area 7, CDR Mike Dulke - Area 8, CDR Mike Dixon - Area 9, LCDR Gerry Mangrum - Area 10, CAPT Dave Carroll - Area 11, CDR Eugene Sudol - Area 12, LCDR Doug Cook - Area 13, Dr. Fred Thiemann and Mr. Michael Henderson, NJROTC Cadet Education. Considerable time, attention to detail, and enthusiastic support came from these individuals. Likewise, a number of other naval science instructors in the program provided additional assistance, contributions, and many suggestions with respect to this effort.



THE CORE VALUES OF THE NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS

As a member of the NJROTC, we are dedicated to the Core Values of HONOR, COURAGE and COMMITMENT to build the foundation of trust and leadership upon which our NJROTC unit is based. These are the principles which will give us strength and guide us in our daily activities; we will be faithful to these Core Values as our abiding duty and privilege.

* * * * *

I AM ACCOUNTABLE FOR MY PERSONAL BEHAVIOR. I WILL BE MINDFUL OF THE PRIVILEGE I HAVE TO SERVE MY FELLOW NJROTC CADETS AND CLASSMATES.

HONOR; "I will bear true faith and allegiance...." Accordingly we will: Conduct ourselves in the highest ethical manner in all relationships with peers, superiors and subordinates; Be honest and truthful in our dealings with each other, and with those outside of NJROTC; Be willing to make honest recommendations and to accept those of junior personnel; Encourage new ideas and deliver the bad news, even when it is unpopular; Abide by an uncompromising code of integrity, taking responsibility for our actions and keeping our word; Fulfill or exceed our legal and ethical responsibilities in our public and personal lives twenty-four hours a day. Illegal or improper behavior or even the appearance of such behavior will not be tolerated. We are accountable for our school, classroom, and personal behavior.

COURAGE IS THE VALUE THAT GIVES ME THE MORAL AND MENTAL STRENGTH TO DO WHAT IS RIGHT, WITH CONFIDENCE AND RESOLUTION, EVEN IN THE FACE OF TEMPTATION OR PERSONAL ADVERSITY.

COURAGE; "I will support and defend...." Accordingly, we will: Have the courage to meet the demands of our NJROTC unit when it is demanding, or otherwise difficult; Make decisions in the best interests of the NJROTC unit and the school, without regard to personal consequences; Meet these challenges while adhering to a high standard of personal conduct and decency; Be loyal to our NJROTC unit and our fellow cadets and classmates ensuring the resources entrusted to us are used in an honest, careful, and efficient way.

THE DAY-TO-DAY DUTY OF EVERY MAN AND WOMAN IN THE NJROTC PROGRAM IS TO JOIN TOGETHER AS A TEAM TO IMPROVE THE QUALITY OF OUR UNIT, OUR FELLOW CADETS AND CLASSMATES, AND OURSELVES.

COMMITMENT; "I will obey the orders...." Accordingly, we will: Demand respect up and down the chain of command, care for the safety, professional, personal and spiritual well-being of our fellow cadets and classmates; Show respect toward all individuals without regard to race, religion, or gender; Treat each person with human dignity; Be committed to positive change and constant improvement; Exhibit the highest degree of moral character, technical excellence, quality and competence in what we have been entrusted to do.

These are the CORE VALUES of the Navy and the Naval Junior Reserve Officers Training Corps.



OPERATIONAL RISK MANAGEMENT

A. Operational Risk Management (ORM) is incorporated into the safety procedures for conducting all cadet activities of the NJROTC program. The Naval Service Training Command (NSTC) places the responsibility for prevention of mishaps and injuries to NJROTC cadets enrolled in the NJROTC program directly upon the naval science instructors and to the cadets themselves. Operational Risk Management is a specific method for identifying possible NJROTC unit activity hazards, assessing risks, and implementing controls to reduce the risk associated with the activity. ORM uses primarily instructor and cadet knowledge and experience to identify hazards and develop controls. The goal of ORM is not to eliminate any NJROTC activity associated with a high, moderate or low risk, but to manage the risk so that the activity can be accomplished without injury to any cadet.

B. Operational Risk Management is used to (1) increase the effectiveness of the NJROTC program by anticipating possible activity hazards and thereby increasing the probability of a safe and successful training program, (2) minimize the activity risk to an acceptable level commensurate with NJROTC leadership and training objectives, and (3) increase the naval science instructor's ability to make informed decisions when necessary to modify or change an activity requirement, or eliminate an activity completely. All NJROTC unit activities, whether high-risk, moderate-risk, or low-risk, incorporate risk management into all portions of the activity in order to avoid potential mishaps.

C. An essential part of Operational Risk Management is the Training Time Out (TTO). During a cadet training activity, a TTO will be called if cadets and instructors are concerned for their personal safety, or the safety of others. The TTO is a safety procedure that allows cadets and instructors to stop a training evolution, correct the discrepancy, and then, if possible, continue the performance. The TTO is an appropriate means for anyone to obtain relief if he or she is experiencing pain, heat stress, or other serious physical discomfort. Any time a cadet or an instructor experiences apprehension concerning personal safety, an immediate TTO will be called. Cadets are not penalized for calling a TTO if this privilege is not being abused.

D. Operational Risk Management for the NJROTC program is a five-step process which is conducted as follows:

1. **Identifies Risk Hazards** - Determines and discusses all of the hazards associated with a particular unit activity, along with possible causes for those hazards. Risks are more easily controlled when they are identified early in the activity planning process.

2. **Assesses Risk Hazards** - For each hazard discussed, determines the associated degree of risk in terms of probability and severity.

3. **Implements Controls** - Takes the necessary measures to eliminate the hazard completely, or reduce the degree of risk.

4. **Makes Risk Decisions** - With controls in place, decides if the benefit of the unit activity outweighs the risk. Note: There are certain acceptable risks that are deemed of value to the unit and the cadet in successfully completing the activity. Takes only risks which are necessary to accomplish the activity to the required minimum level of completion.

5. **Supervises** - Conducts follow-up evaluations of the controls to ensure they remain in place during the entire length of the NJROTC program and have the desired effect.

E. The Operational Risk Management process provides an additional tool for NJROTC naval science instructors to use in anticipating hazards and evaluating the risks associated with such unit activities as running relays in preparation for a field meet, being a member of an orienteering team, taking orientation trips to naval bases, completing the necessary requirements for achieving the physical fitness ribbon, and participating in any unit sail training activities.

F. The Operational Risk Management process is documented for each of the strenuous activities cadets are required to complete while enrolled in the NJROTC program.

CHAPTER 1

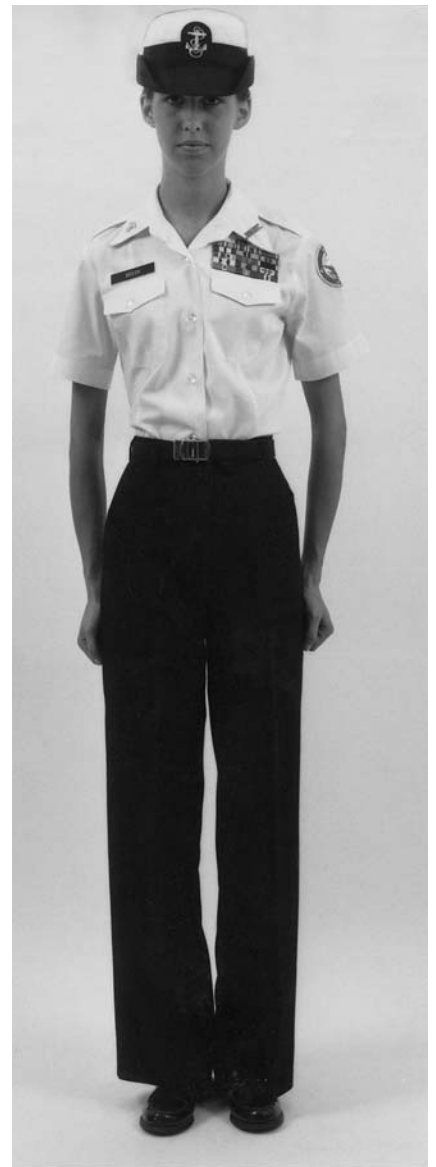
NJROTC UNIFORM REGULATIONS

1-0 OBJECTIVES:

- 1-0.1 Understand that the uniform is an important element in the morale, pride, discipline and effectiveness of the NJROTC program.
- 1-0.2 Understand how the wearing of the NJROTC uniform reflects upon your NJROTC unit, the U.S. Navy and the community.
- 1-0.3 Demonstrate the wearing of the NJROTC uniform and the uniform standards described in the Cadet Field Manual.
- 1-0.4 Explain the importance of proper appearance and grooming standards for wearing an NJROTC uniform.
- 1-0.5 Demonstrate the correct uniform composition.
- 1-0.6 Demonstrate the procedures for wearing the necktie with the NJROTC male uniform.
- 1-0.7 Cite the requirements for wearing insignia's and devices on the NJROTC uniform.
- 1-0.8 Describe where awards and decorations are worn on the NJROTC uniform.

1-1 THE UNIFORM

- a. The Navy Junior Reserve Officers Training Corps is one of the uniformed JROTC programs. The uniform is an important element in the morale, pride, discipline and effectiveness of the NJROTC program in your school. It is important for NJROTC cadets to maintain a high standard of dress and personal appearance. The key elements are neatness, cleanliness, safety and military image. The purpose of this section in the Cadet Field Manual is to acquaint you with the wearing of the Navy Junior Reserve Officer Training Corps uniform.
- b. The military uniform is a symbol of the nation's defense forces. It projects an image of devotion to duty in the service of one's country. The word "uniform" comes from a combination of two Latin words, unus and forma, which means "one form." Thus the word "uniform" suggests a distinctive mode of dress. In ancient times military dress acquired a certain degree of sameness, but in a much different design from the modern military uniforms. They were, nevertheless, military uniforms in the sense that all the soldiers looked alike. To this extent we assign the origin of the military uniform to an early date in western civilization.



- c. The uniform worn by the Navy Junior ROTC cadets is the same, with certain exceptions, as that worn by active duty Navy personnel. Cadets do not wear commissioned officer rank insignia or sleeve braid. Uniform articles must not be worn with other civilian clothing nor should they be loaned to other classmates who are not members of the Navy Junior ROTC program. You are obligated to wear the uniform properly and proudly, and in doing so, you uphold the dignity of the Navy, your NJROTC unit, fellow cadets, and yourself.

1-2 GENERAL

- a. **Smartness**. Wearing the Navy uniform should be a matter of personal pride to all NJROTC Cadets. Your dress and conduct shall be such as to reflect credit upon your NJROTC unit, your school, your community, the U.S. Navy and your country. Caps shall be worn squarely on the head, with the bottom edge horizontal. Shoes shall be kept well-shined and in good repair. No articles, such as pencils, pens, watch chains, jewelry, combs, or similar items shall be worn exposed when in uniform.
- b. **Care of the Uniform**. The maximum service life of the various uniform articles can only be attained by proper care and maintenance. No matter how well-fitting your uniform is when new, it will not continue to look its best or keep its shape unless it is carefully pressed and worn properly. By carrying large or heavy objects in the pockets, you can rapidly destroy the shape of the best uniform made. You should always hang the uniforms on a hanger when not in use. Many items must be dry cleaned instead of washed. **Be careful not to damage clothing through improper care.** Uniforms shall be kept clean, neat and in good repair. Insignia and devices shall be bright and free from tarnish and corrosion.
- c. **Uniform of the Day**. The uniform of the day is the uniform your naval science instructor (NSI) will direct you to wear on any given day. The uniform color, Navy blue, is actually black in appearance. The Service Dress Blue uniform (officers and chiefs) and the Winter Blue uniform (enlisted) is the uniform you may be directed to wear year-round in the cooler climates. In the warmer climates, you may be directed to wear the Summer Blue uniform year-round. **The only uniforms authorized for cadet wear are those described in this manual and available through the current issue of the NJROTC Supply Manual (NSM) NAVEDTRA 37123B. The most updated uniform listing is in JUMS.**

1-3 The Wearing of the Uniform.

- a. The NJROTC uniform will be worn by all cadets at least one full school day each week and on other occasions as prescribed by your naval science instructor (drills, ceremonies, and parades). Certain modifications to NJROTC uniforms may be authorized for drill teams and performing units. Such items include leggings, ascots, berets, and guard helmets. **However, modifications to cadet uniforms must be approved by the area manager in advance.** When appropriate, the wearing of reflective gear such as armbands, vests and sashes are authorized. The wearing of uniform articles of sister services with the NJROTC uniform are not authorized.
- b. The combination cap (optional for officers and chiefs) or the garrison cap (enlisted) is a required part of your NJROTC uniform. When outdoors, you shall be covered at all times except when ordered to uncover, or during religious services which are not associated with a military ceremony. While the cap is not normally worn indoors, it is required while on official duty when wearing a guard belt and/or leggings.

- c. Cadets are to be in a complete uniform and in compliance with the uniform standards described in this manual anytime they are in uniform. The wearing of partial or incomplete uniforms so that the uniform can be "preserved" for inspection is not permitted. **Cadets will meet uniform standards whether they are standing an NJROTC inspection or attending other school classes in uniform.**
- d. Uniforms for special occasions such as a field day shall be prescribed by the naval science instructor. All cadets participating at field meets will either be in the complete NJROTC uniform prescribed for the meet, or a complete athletic uniform.
- e. Uniformed cadets may not participate during or in connection with political activities, private employment, or commercial interests, that imply official sponsorship of the activity or interest, or at any other occasion when the wearing of the uniform would discredit the NJROTC program or the Navy.
- f. You may be required to wear a name tag at the discretion of your NSI. When worn, it shall be positioned on the right side of the uniform aligned and positioned opposite to the ribbons on the left side. The bottom of the name tag will be aligned with the bottom row of ribbons. Refer to the illustrations in this chapter beginning on page 1-14.

1-4 PERSONAL APPEARANCE AND GROOMING

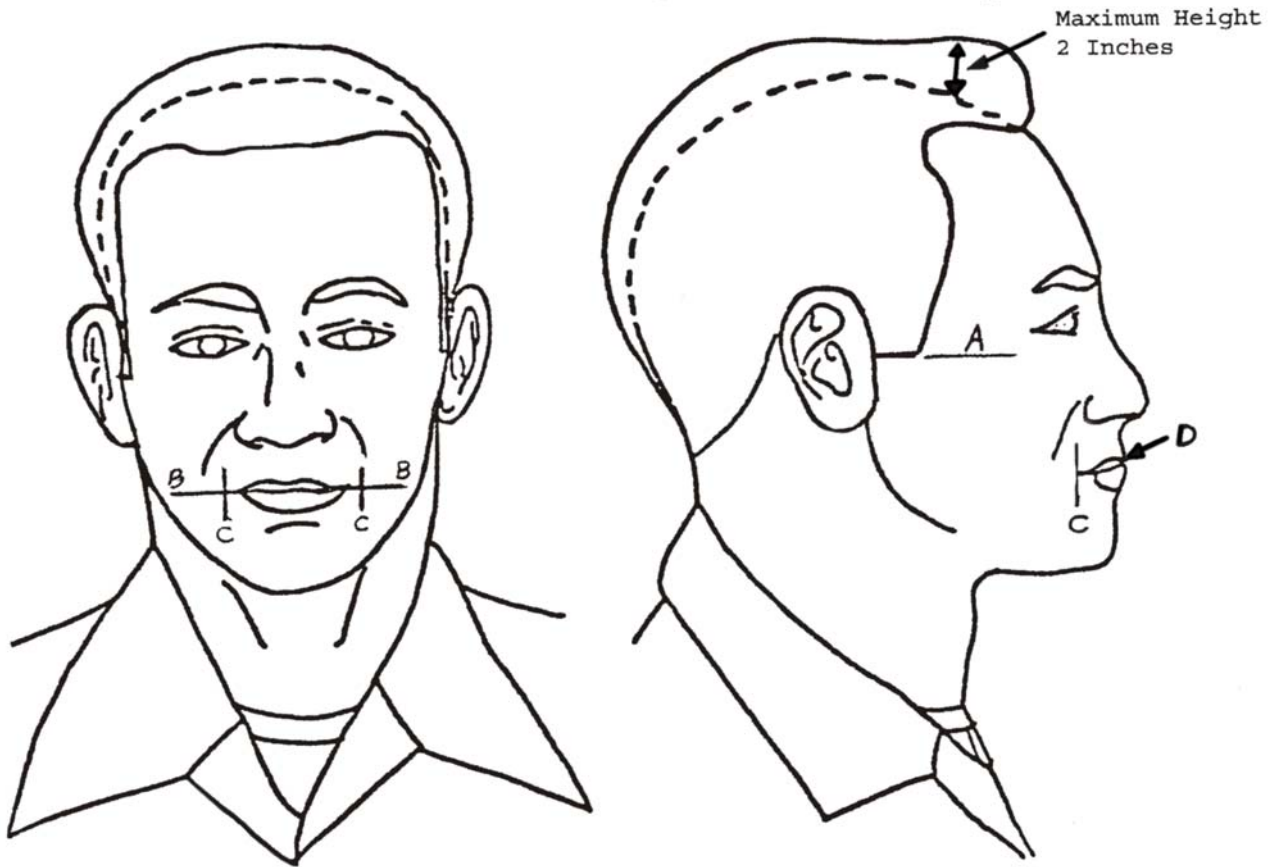
MEN

Hair: Neat, clean, trimmed and present a well-groomed appearance. Above the ears and around the neck: must be tapered upwards 3/4-inch and outwards not greater than 3/4-inch. Must not touch the collar. No longer than 4 inches and the bulk shall not exceed 2 inches. (In no case shall the bulk or length of your hair interfere with the proper wearing of your cap. Bulk is defined as the distance that the mass of the hair protrudes from the scalp as indicated by the - - - - - line in the drawing on the next page). One narrow part in the hair is authorized. This may be cut, clipped, or shaved. Plaited or braided hair is unauthorized. Hair may not show under the front brim of any uniform cap. Below are examples of male haircuts which conform to NJROTC regulations.



Note: Ethnic hairstyles are permitted provided they are groomed to fit within the guidelines stated above. Bizarre hairstyles and faddish or outrageous multicolor hair are unauthorized.

GROOMING STANDARDS FOR MEN



Sideburns: Neatly trimmed and tailored as described above. Shall not extend below a point level with the middle of the ear, as indicated by line "A", and shall be of even width (not flared). Shall end with a clean shaven horizontal line.

Mustaches: Neat and closely trimmed. No portion shall extend below the upper lip line as indicated by line "D". Shall not be below the horizontal line extending across the corners of the mouth as indicated by line "B". Shall not be more than 1/4-inch beyond a vertical line drawn upward from the corners of the mouth as indicated by line "C". No other facial hair is permitted.

Fingernails: Will not extend past the fingertips.

Earrings/Studs: Not authorized in the ear, nose, eyebrows, tongue, lips, or other areas of the face or body visible to the naval science instructor.

Necklaces: Authorized, but shall not be visible

Rings: One per hand is authorized.

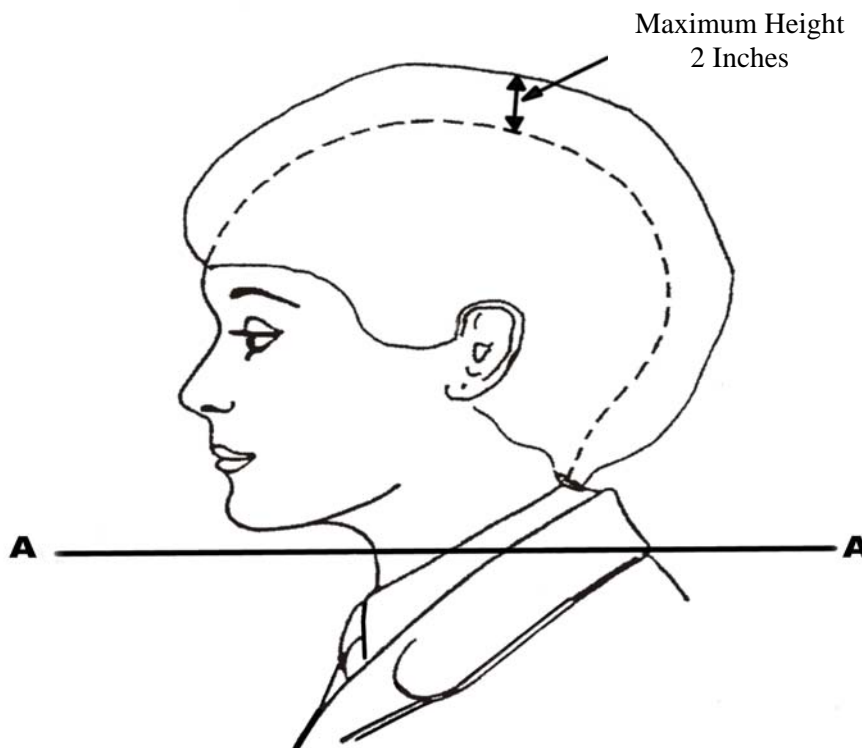
Wristwatch/Bracelet: One of each is authorized, but no ankle bracelets.

Sunglasses: A conservative pair is permitted when authorized by the naval science instructor. Sunglasses are never authorized in military formations. Retainer straps are not authorized.

WOMEN

Hair: Clean, neatly shaped, and presents a well-groomed appearance. Lopsided and extremely asymmetrical haircuts and hair styles are not authorized. Braids, if worn, must be neatly and inconspicuously secured at all points to the head, and may not dangle free at any point. May touch, but cannot fall below the horizontal line level with the lower edge of the back of the collar as indicated by line "A" in the drawing below. Must not show under the front brim of any cap. The bulk of the hair shall not exceed approximately 2 inches, nor interfere with the proper wearing of your cap.

GROOMING STANDARDS FOR WOMEN



Note: Ethnic hairstyles are permitted provided they are groomed to fit within the guidelines stated above. Bizarre hairstyles and faddish or outrageous multicolor hair are unauthorized. Below are examples of female hair styles which conform to NJROTC regulations.



Hair Ornaments: Barrettes, must be similar to hair color. Conspicuous rubber bands, combs and pins are not authorized.

Cosmetics: Applied in good taste and colors blend with natural skin tone. Exaggerated or faddish cosmetics are inappropriate. Lipstick should be conservative.

Fingernails: Shall not be excessive in length. Nail polish color shall complement the skin tone.

Earrings/Studs: One per ear, centered on the earlobe. Must be a small gold or silver ball (post or screw on). Studs are not authorized in the nose, eyebrows, tongue, lips, or other areas of the face or body visible to the naval science instructor.

Necklaces: Authorized, but shall not be visible

Rings: One per hand is authorized, plus the engagement ring or the wedding ring.

Wristwatch/Bracelet: One of each is authorized, but no ankle bracelets.

Sunglasses: A conservative pair is permitted when authorized by the naval science instructor. Sunglasses are never authorized in military formations. Retainer straps are not authorized.

NOTE: **Personal appearance such as the wearing of lip rings, tongue and nose studs, belly rings and other types of bizarre body jewelry, for both males and females when out of uniform, will be determined by the local school or NJROTC student dress codes.**

1-5 UNIFORM COMPOSITION

a. **Male Uniforms**. Listed here are the uniforms and items you will wear with the uniform. These uniforms shall be worn when prescribed by your NSI.

1. a. Officers and chiefs are authorized to wear the Service Dress Blue, Winter Blue, Winter Working Blue, Summer Blue, and Working Khaki uniforms.
- b. All other enlisted personnel are authorized to wear the Winter Blue, Winter Working Blue, Summer Blue, and Working Khaki uniforms.
- c. Enlisted personnel of the color guard are authorized to wear the Service Dress Blue uniform only when performing.
2. The Working Khaki uniform is normally prescribed by the NSI to be worn when your uniform might get unduly soiled on field trips, sea cruises, or summer Leadership Academies and mini-boot camps. When traveling on a field trip to a warm weather base, the khaki uniform is approved for wear throughout the entire trip, but must be worn properly at all times. Ribbons, medals, and cords are not authorized for wear with the khaki uniform.

Note: **The khaki uniform is not authorized as a "Uniform Day" uniform.**

3. The combination cap with white cover is authorized for wear by officers and chiefs only, and can be worn with Service Dress Blue, Winter Blue, Winter Working Blue and Summer Blue uniforms. The white combination cap may be worn by the color guard when performing. The chin strap (gold for officers, black for chiefs) is adjusted to fit snugly against the cap. Chin strap buttons will be gold. Wear the black chin strap with the grommet to your left. The cap should be worn squarely on the head with the bottom edge parallel to and 1 and 1/2-inches above the eyebrows.

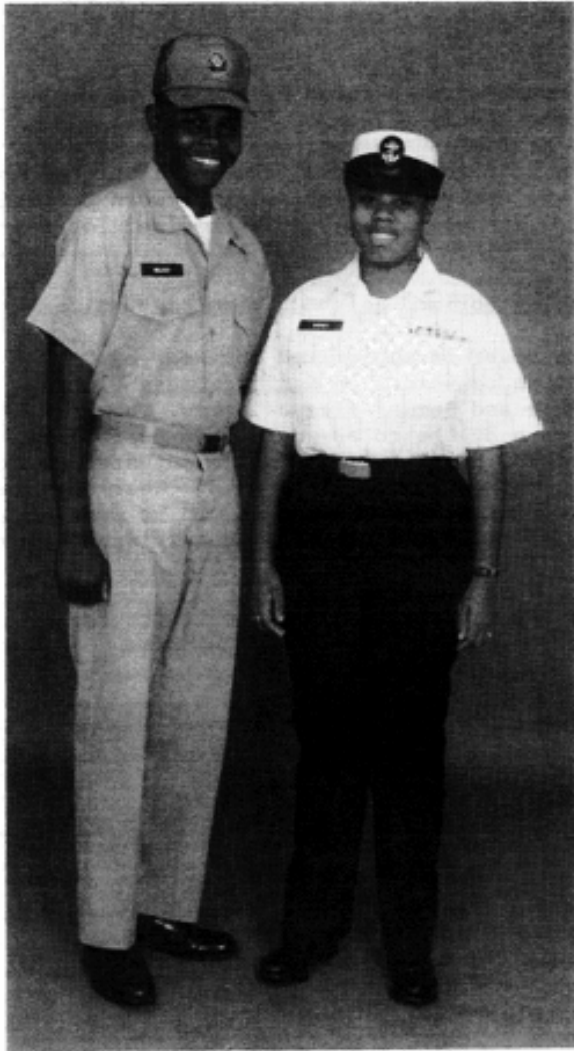
4. The blue garrison cap will be worn by enlisted personnel with the Winter Blue, Winter Working Blue and the Summer Blue uniforms.

The blue garrison cap is optional for officers and chiefs when wearing Service Dress Blue, Winter Blue, Winter Working Blue, and Summer Blue uniforms, and for the color guard when performing in the Service Dress Blue, Winter Blue or Summer Blue uniforms. Wear the cap squarely on the head with the fore and aft crease centered vertically between the eyebrows and the lowest point approximately 1 inch above the eyebrows. When indoors, the garrison cap is stowed by placing it under the belt on the right or left side of the uniform.



5. The khaki garrison cap or ball cap will be worn with the Working Khaki uniform by all personnel.
6. A one-piece, black, hand-tied necktie will be worn when required. The tie will be knotted with either a four-in-hand, half windsor or windsor knot. Wear the top of the knot parallel to and slightly above the top of the shirt collar closure, hiding the shirt button. The bottom of the tie hangs within 1 inch of the top of the belt buckle. The tie does not cover the belt buckle.
7. An optional tie tack/clasp can be worn with the uniform tie. This tack/clasp must be plain gold (the NJROTC bar may be used for this purpose), and aligned between the 3rd and 4th button from the neck.
8. Shoes shall be Navy-style plain black leather, low quarter, lace style shoe with no stitching, decoration or seam across the toe. Shoes shall be laced inside out through all eyelets, and shall be well-shined. Poromeric (e.g. corfam) shoes are optional but might not be authorized to be worn when standing some inspections.
9. Uniform socks shall be black plain knit or rib knit socks.
10. Plain white crew neck or V-neck tee shirts shall be worn with all uniforms.
11. Black gloves are authorized for outdoor wear as an optional item with winter uniforms, however, they must be purchased by the wearer. Reimbursement is not authorized.
12. Peacoats or all-weather coats may be prescribed for wear in certain areas of the country. Gold buttons are worn on all peacoats. The NJROTC patch is not worn on the peacoat.
13. Watchcaps are authorized for wear with working uniforms as an optional item.
14. The black relaxed fit jacket may be worn with all uniforms except the Service Dress Blue uniform. The NJROTC patch is worn on the left shoulder with the top edge one inch below the shoulder seam. "When worn, all jackets and coats must be zipped at least 3/4 of the way up."

15. The utility jacket will not be worn with dress uniforms.
16. Ball caps are authorized with the Winter Working Blue and Working Khaki uniforms as an optional item, as shown below. They can be of unit design, but in good taste. School colors are authorized.



- b. **Female Uniforms.** The female cadet uniforms and items are only slightly different from the male uniforms. Listed below are the female uniforms and items you will be wearing with the uniform. These uniforms shall be worn when prescribed by your NSI.
 1. a. Officers and chiefs are authorized to wear the Service Dress Blue, Winter Blue, Winter Working Blue, Summer Blue, and Working Khaki uniforms.
 - b. All other enlisted personnel are authorized to wear the Winter Blue, Winter Working Blue, Summer Blue, and Working Khaki uniforms.

- c. The fabric on the Service Dress Blue coat, slacks and skirt must match.
 - d. Enlisted personnel of the color guard are authorized to wear The Service Dress Blue uniform only when performing.
 - e. Maternity uniforms are authorized for wear, however they cannot be purchased with government funds. These items must be paid for by the cadet.
2. The Working Khaki uniform is normally prescribed by the NSI to be worn when your uniform might get unduly soiled on field trips, sea cruises, or summer Leadership Academies and mini-boot camps. When traveling on a field trip to a warm weather base, the khaki uniform is approved for wear throughout the entire trip, but must be worn properly at all times. Ribbons, medals, and cords are not authorized for wear with the khaki uniform.

NOTE: The khaki uniform is not authorized as a "Uniform Day" uniform.

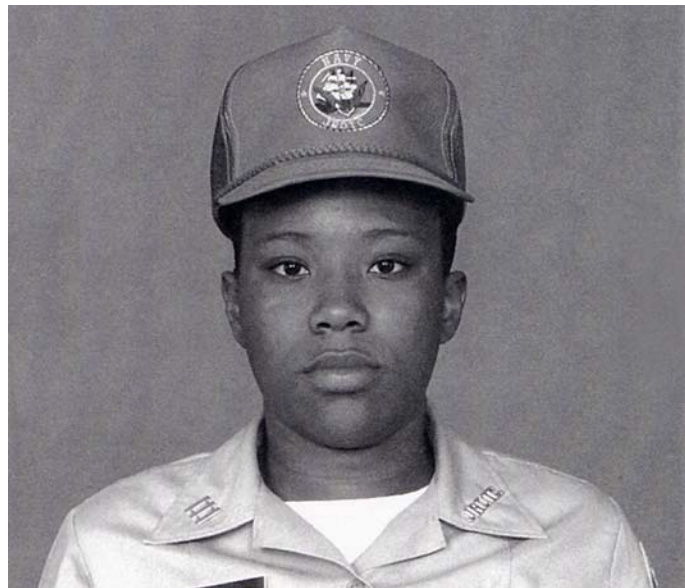
3. The combination cap with white cover is authorized for wear by officers and chiefs only, and can be worn with Service Dress Blue, Winter Blue, Winter Working Blue and Summer Blue uniforms. The white combination cap may be worn by the color guard when performing. The chin strap (gold for officers, black for chiefs) is adjusted to fit snugly against the cap. Chin strap buttons will be gold. Wear the black chin strap with the grommet to your left. The cap should be worn squarely on the head with the bottom edge parallel to and 1 and 1/2-inches above the eyebrows.
4. The blue garrison cap will be worn by enlisted personnel with the Winter Blue, Winter Working Blue and the Summer Blue uniforms.

The blue garrison cap is optional for officers and chiefs when wearing Service Dress Blue, Winter Blue, Winter Working Blue, and Summer Blue uniforms, and for the color guard when performing in the Service Dress Blue, Winter Blue, or Summer Blue uniforms. Wear the cap squarely on the head with the fore and aft crease centered vertically between the eyebrows and the lowest point approximately 1 inch above the eyebrows. When indoors, the garrison cap is stowed by placing it under the belt on the right or left side of the uniform.



5. The khaki garrison cap or ball cap will be worn with the Working Khaki uniform by all personnel.
6. A black necktab with an adjustable neckband will be worn when required. The necktab's outer edges should be parallel to the outer edges of the collar. An equal amount of the necktab should show on each side of the collar.
7. Hosiery shall be made of nylon, and similar in color to the tone of your skin. When slacks are worn, black plain knit or rib knit socks will be worn in lieu of hosiery.

8. Shoes shall be Navy-style plain black laced leather oxfords. Shoes shall be laced inside out through all eyelets, and shall be well-shined. Plain black dress pumps are authorized for wear as an optional item with dress uniforms for female cadets enrolled only in naval science two and above. The plain black dress pumps shall be made of smooth calf leather, with closed heels and toes. Heels shall be no higher than 2 and 5/8-inches nor less than 5/8-inch measured from the forward edge, and no wider than 1 and 3/4-inches at the base. The sole shall be no thicker than 1/4-inch. Wedge heels are not authorized. Poromeric (e.g. corfam) shoes are optional but might not be authorized to be worn when standing some inspections.
9. Skirts shall be hemmed to within 1 and 1/2-inches above or below the crease in the back of the knee.
10. The pleat in the back of the skirt shall be hemmed for a 6-inch opening.
11. The plain white crew neck or V-neck tee shirt is an optional undershirt for normal wear, but must be worn on board ship.
12. The handbag, if carried, must be a plain black, leather or synthetic purse.
13. Black gloves are authorized for outdoor wear as an optional item with winter uniforms, however, they must be purchased by the wearer. Reimbursement is not authorized.
14. Watchcaps are authorized for wear with the working uniforms as an optional item.
15. Peacoats or all-weather coats may be prescribed for wear in certain areas of the country. Gold buttons are worn on all peacoats. The NJROTC patch is not worn on the peacoat.
16. The black relaxed fit jacket may be worn with all uniforms except the Service Dress Blue uniform. The NJROTC patch is worn on the left shoulder with the top edge one inch below the shoulder seam. "When worn, all jackets and coats must be zipped at least 3/4 of the way up."
17. The utility jacket will not be worn with dress uniforms.
18. Ball caps are also authorized with the Winter Working Blue and Working Khaki uniforms as an optional item. They can be of unit design, but in good taste. School colors are authorized.



c. **Uniform Appearance, Cleanliness and Maintenance**

1. Uniforms shall be kept clean, neat and in good repair.
2. Shirts should be pressed with a properly placed NJROTC patch. No buttons with Irish pennants, nor holes in the collar from misplaced insignia.
3. Trousers and skirts should be pressed, well-fitting, proper length and no lint or stains visible.
4. Shoes should be highly polished in their entirety, not just the toe area.
5. Hats should be clean and well-fitting. Combination covers and chin straps should be tight. Eagles on the hat buttons should be in the upright position.
6. Insignia and devices shall be clean and bright and free from tarnish and corrosion. Metal polish such as Brasso will remove the plating and should not be used for cleaning purposes.
7. Brass buckles and belt tips should be shined with quatermaster removed. Polish residue in the slide area should be removed.
8. Gold buttons, which become tarnished, can be cleaned with vinegar, followed by a thorough washing in clean water.
9. The manufacturer's cleaning instructions should be followed for the cleaning and laundering of all uniforms:
 - a. Service Dress Blue - Coat, trousers, skirt, and slacks are dry cleaned only. White shirt is laundered.
 - b. Winter Blue and Winter Working Blue - Shirt, trousers, skirt and slacks are dry cleaned only.
 - c. Summer Blue - Trousers, skirt and slacks are dry cleaned only. White shirt is laundered.
 - d. Khaki - Shirt, trousers, and slacks are laundered and ironed.
 - e. Combination cap cover is laundered.
 - f. Black relaxed fit jacket is dry cleaned only.
 - g. Care must be exercised when using bleach in the laundering of white articles. Chlorine bleach on white polyester fabric turns it yellow.
 - h. Military creases on shirts for summer, winter, or working uniforms are an individual option.

This page to be used for personal grooming and uniform note-taking purposes.

[illegible]

d. Uniform Composition.

1. Males:

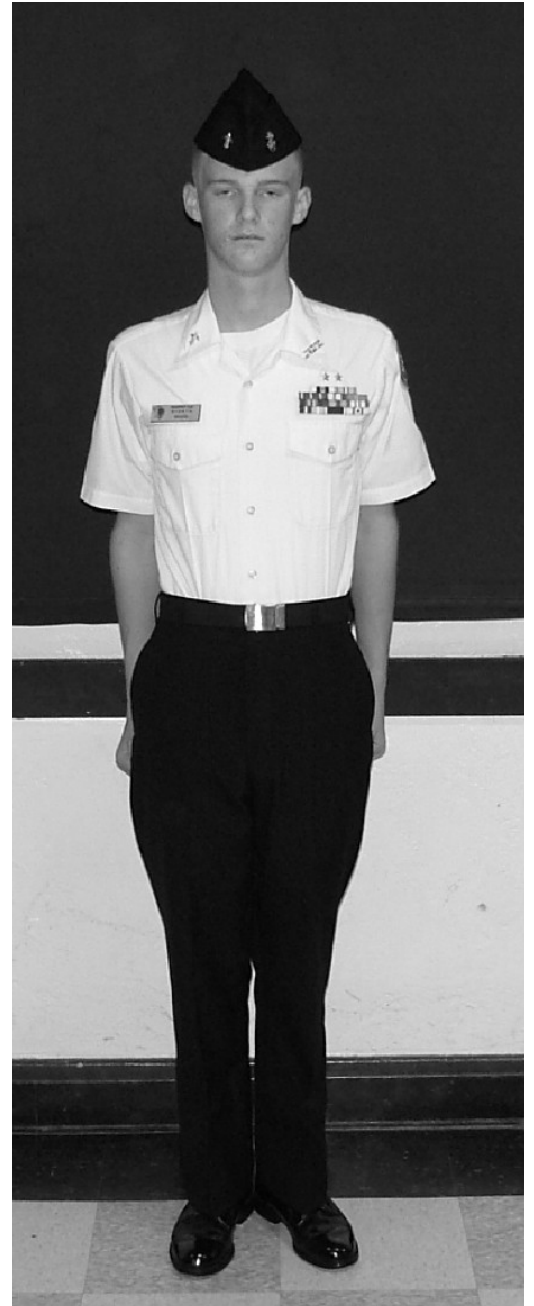
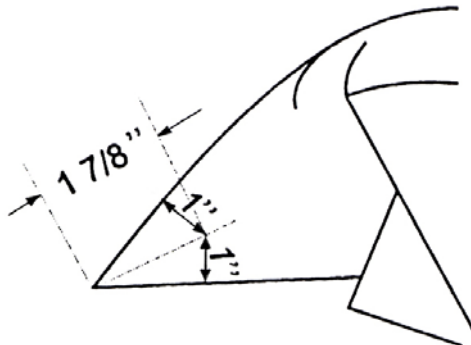
(a) SUMMER BLUE

Basic Uniform Items:

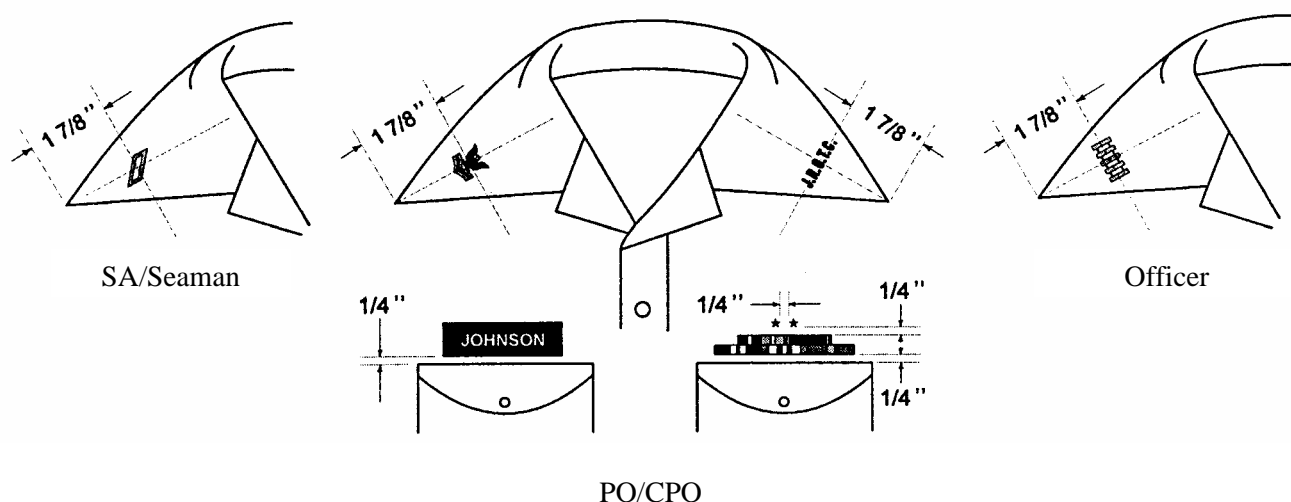
Awards.....Ribbons/Medals/Cords
Belt, brass tip...Black
BuckleBrass
Cap, garrison.....Blue
Coat.....None
Necktie.....None
Shirt, s/sleeve...White
Shoes.....Black
Socks.....Black
Trousers.....Blue
Undershirt.....White
(V or crew-neck)

Outerwear:

All-weather coat
Black relaxed fit jacket



MALE'S SHORT SLEEVE SUMMER BLUE SHIRT (white)

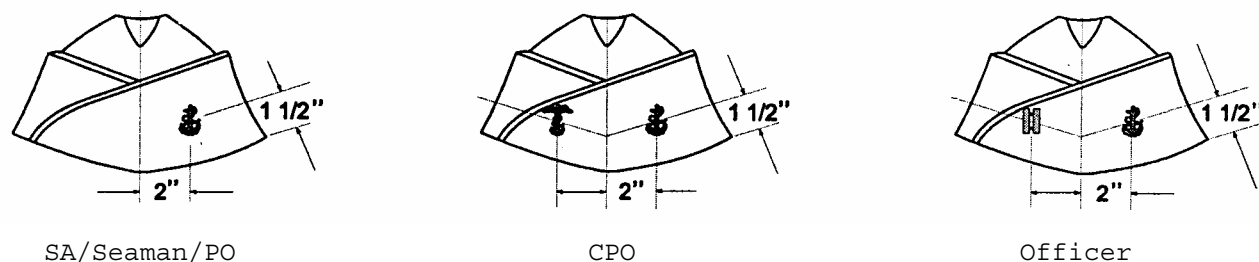


The vertical axis of the rank/rate insignia and the vertical axis of the JROTC bar insignia is positioned along an imaginary line bisecting the angle of the collar point. The center of each insignia is 1 and 7/8ths of an inch from the collar point. The diagram on the previous page shows the center of the insignia is positioned at the point where 1-inch lines perpendicular to the front and lower edges of the collar touch the imaginary line.

Service designation stars are worn 1/4-inch above the top row of ribbons. One star is centered, and multiple stars are 1/4-inch apart.

Ribbons and name tag are worn parallel to the top of the shirt pocket, 1/4-inch above and centered on the pocket button hole.

MALE'S BLUE GARRISON CAP



The blue garrison cap is worn with the Summer Blue uniform. The combination cap is optional for officers and CPOs.

The small fouled anchor is worn on the garrison cap. The anchor is worn on the wearer's left side of the cap. The center of the anchor is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and 1/2-inches from the bottom edge of the cap.

Only officers and chiefs wear the rank/rate insignia on the garrison cap. It is worn on the wearer's right side. The center of the rank/rate insignia is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and 1/2-inches from the bottom edge of the cap.

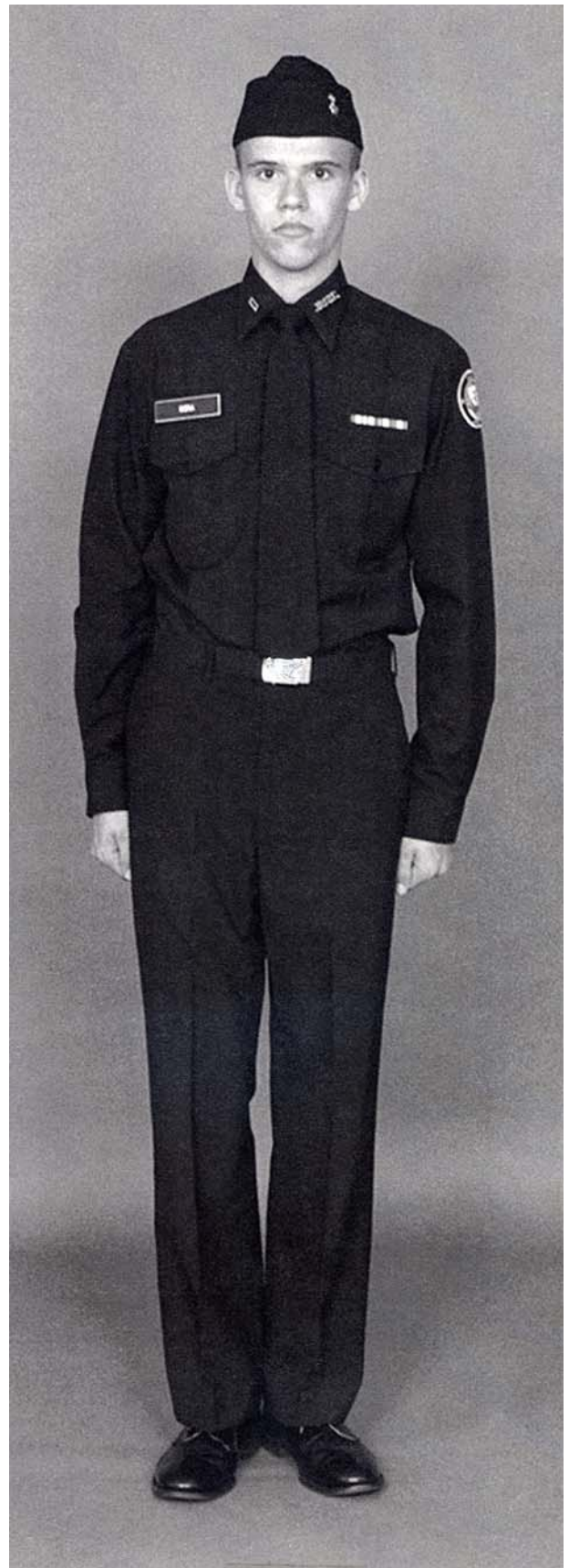
(b) WINTER BLUE

Basic Uniform Items:

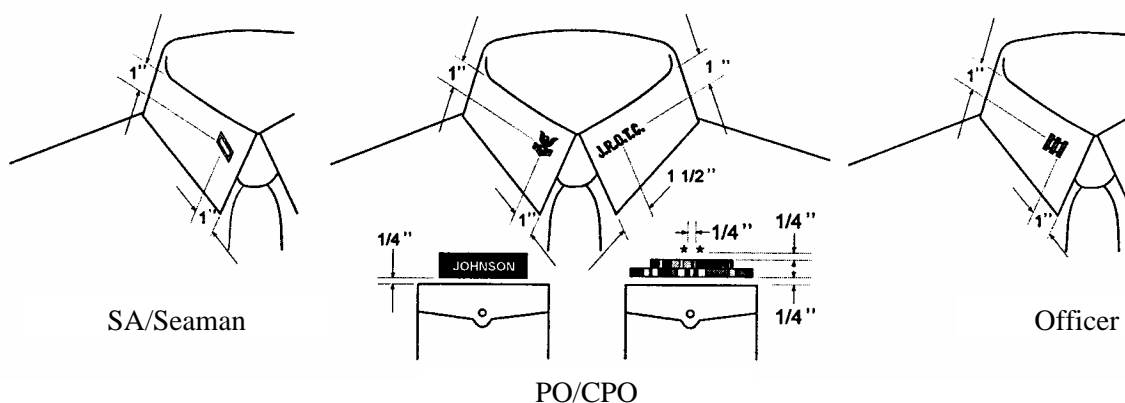
Awards.....Ribbons/Medals/Cords
Belt, brass tip...Black
Buckle.....Brass
Cap, garrison....Blue
Coat.....None
Necktie.....Black
Shirt.....Blue
Shoes.....Black
Socks.....Black
Trousers.....Blue
Undershirt.....White
(V or crew-neck)

Outerwear:

Peacoat
Black relaxed fit jacket
All-weather coat



MALE'S WINTER BLUE SHIRT



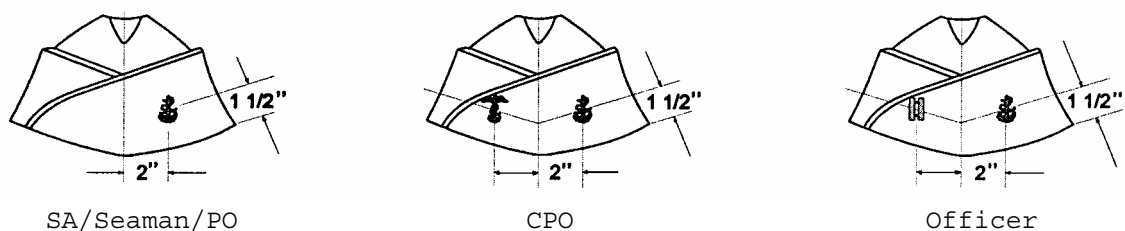
The JROTC bar is centered 1 and 1/2-inches from the front edge of the collar, and centered 1 inch down from the upper edge of the collar.

The center of the enlisted rate insignia is positioned 1 inch from the front edge and 1 inch below the upper edge of the collar. For cadet officer rank insignia, center the first gold bar 1 inch from the front edge and 1 inch below the upper edge of the collar. The upper edge of the bar is parallel to the upper edge of the collar. The vertical axis of the rank/rate insignia is perpendicular to the upper edge of the collar.

Service designation stars are worn 1/4-inch above the top row of ribbons. One star is centered on the button hole, and multiple stars are 1/4-inch apart.

Ribbons and name tag are worn parallel to the top of the shirt pocket, 1/4-inch above and centered on the pocket button hole.

MALE'S BLUE GARRISON CAP



The blue garrison cap is worn with the Winter Blue uniform. The combination cap is optional for officers and CPOs.

The small fouled anchor is worn on the garrison cap. The anchor is worn on the wearer's left side of the cap. The center of the anchor is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and 1/2-inches from the bottom edge of the cap.

Only officers and chiefs wear the rank/rate insignia on the garrison cap. It is worn on the wearer's right side. The center of the rank/rate insignia is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and 1/2-inches from the bottom edge of the cap.

(c) SERVICE DRESS BLUE

Basic Uniform Items:

Awards.....Ribbons/Medals/Cords
Belt, brass tip...Black
Buckle.....Brass
Cap, combination..White
Coat.....Blue
Necktie.....Black
Shirt, 1/sleeve...White
Shoes.....Black
Socks.....Black
Trousers.....Blue
Undershirt.....White
(V or crew-neck)

Outerwear:

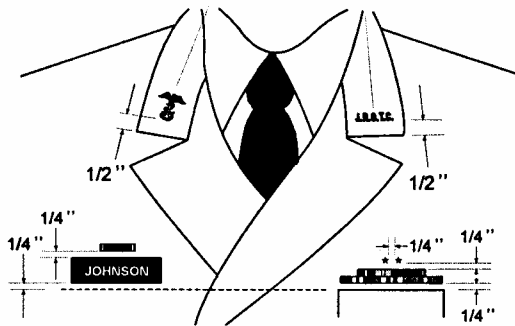
Peacoat
All-weather coat

Optional Items:

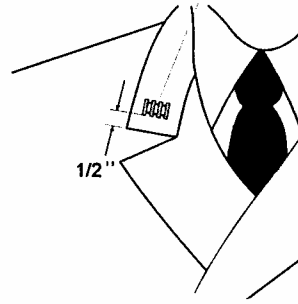
Cap, garrison.....Blue



MALE'S SERVICE DRESS BLUE COAT (Officers/CPOs)



Chief Petty Officer



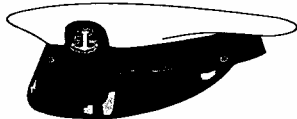
Officer

The JROTC bar and rank/rate insignias for the male's Service Dress Blue coat are positioned on the collar 1/2-inch above the notch in the lapel. The vertical axis of each insignia is parallel to, and centered between, the outer edges of the coat collar. The JROTC bar insignia is worn on the wearer's left side; the rank/rate insignia is worn on the wearer's right side.

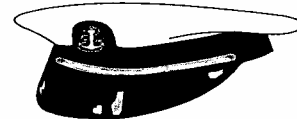
Name tag and ribbons are parallel to the deck, 1/4-inch above and centered on the coat pocket.

Service designation stars are worn 1/4-inch above the top row of ribbons. One star is centered, and multiple stars are 1/4-inch apart.

MALE'S COMBINATION CAP
(Officers/CPOs)



Chief Petty Officer

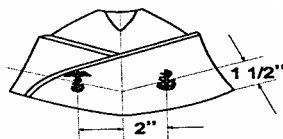


Officer

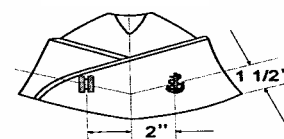
The large fouled anchor is worn on the combination cap. Cadet chief petty officers wear a black chin strap on the cap; cadet officers wear a gold chin strap.

MALE'S GARRISON CAP
(Officers/CPOs)
(Optional)

Chief Petty Officer



Officer



The small fouled anchor and rank/rate insignias are worn on the garrison cap for officers and chiefs. The anchor is worn on the wearer's left side of the cap; the rank/rate insignia is worn on the wearer's right side. The center of the anchor insignia and the center of the rank/rate insignia is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and 1/2-inches from the bottom edge of the cap.

(d) WINTER WORKING BLUE

Basic Uniform Items:

Awards.....None
Belt, brass tip...Black
Buckle.....Brass
Cap, garrison....Blue
Coat.....None
Necktie.....None
Shirt.....Blue
Shoes.....Black
Socks.....Black
Trousers.....Blue
Undershirt.....White
(V or crew-neck)

Outerwear:

Peacoat
Utility jacket
All-weather coat
Black relaxed fit jacket

Optional Items

Cap, ball.....Black
(or school colors)

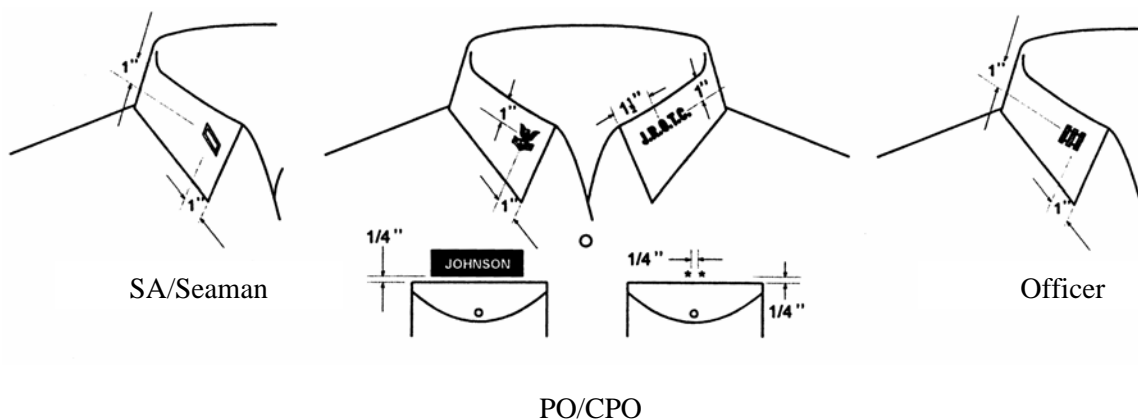


Note: Collar insignias on the open collar blue shirt of the Winter Working Blue uniform are positioned the same as on the closed collar blue shirt and tie of the Winter Blue uniform.

Note: Ribbons, medals, and aiguillettes are not authorized on the Winter Working Blue uniform.



MALE'S WINTER WORKING BLUE SHIRT



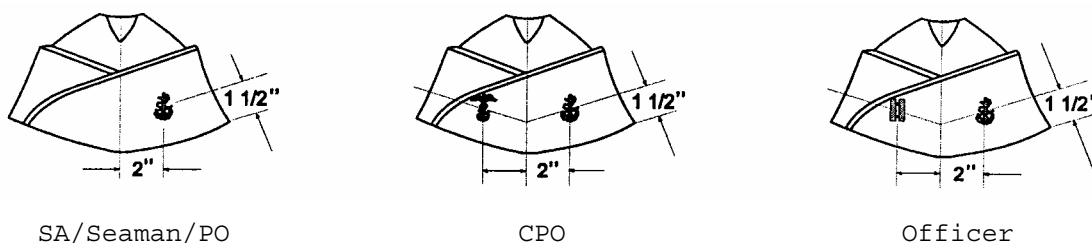
The JROTC bar is centered 1 and 1/2-inches from the front edge of the collar, and centered 1 inch down from the upper edge of the collar.

The center of the enlisted rate insignia is positioned 1 inch from the front edge and 1 inch below the upper edge of the collar. For cadet officer rank insignia, center the first gold bar 1 inch from the front edge and 1 inch below the upper edge of the collar. The upper edge of the bar is parallel to the upper edge of the collar. The vertical axis of the rank/rate insignia is perpendicular to the upper edge of the collar.

Service designation stars are worn on the Winter Working Blue uniform 1/4-inch above the left pocket. One star is centered on the button hole, and multiple stars are 1/4-inch apart.

The name tag is parallel to the shirt right pocket, 1/4-inch above and centered on the pocket button hole.

MALE'S BLUE GARRISON CAP



The blue garrison cap is worn with the Winter Working Blue uniform. The combination cap is optional for officers and CPOs.

The small fouled anchor is worn on the garrison cap. The anchor is worn on the wearer's left side of the cap. The center of the anchor is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and 1/2-inches from the bottom edge of the cap.

Only officers and chiefs wear the rank/rate insignia on the garrison cap. It is worn on the wearer's right side. The center of the rank/rate insignia is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and 1/2-inches from the bottom edge of the cap.

(e) WORKING KHAKI

Basic Uniform Items

Awards.....None
Belt, brass tip...Khaki
Buckle.....Brass
Cap, garrison....Khaki
Coat.....None
Necktie.....None
Shirt.....Khaki
Shoes.....Black
Socks.....Black
Trousers.....Khaki
Undershirt.....White
(V or crew-neck)

Outerwear:

All-weather coat
Utility jacket
Black relaxed fit jacket

Optional Items

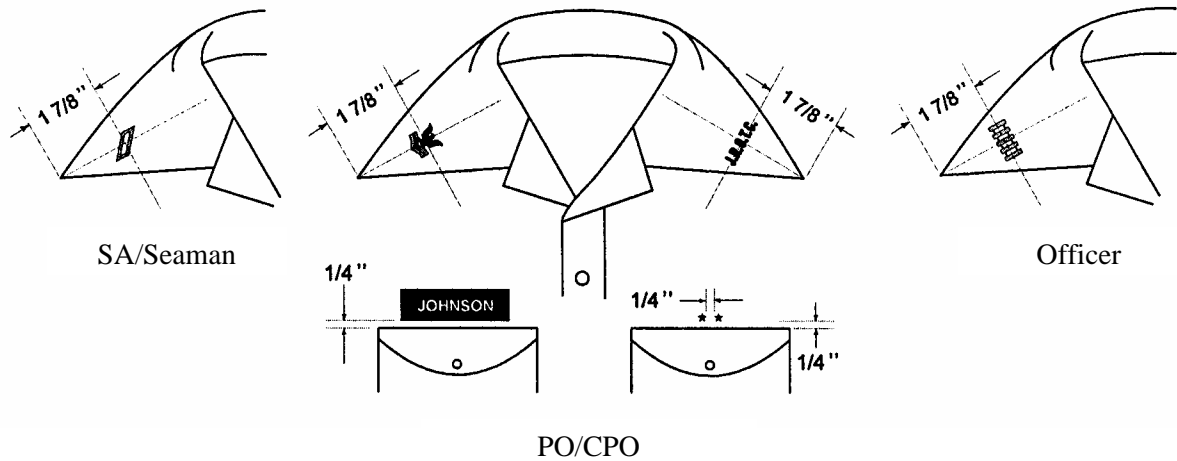
Cap, ball.....Black
(or school colors)



Note: Ribbons, medals and
aiguillettes are not authorized
on the Working Khaki uniform.



MALE'S WORKING KHAKI SHIRT



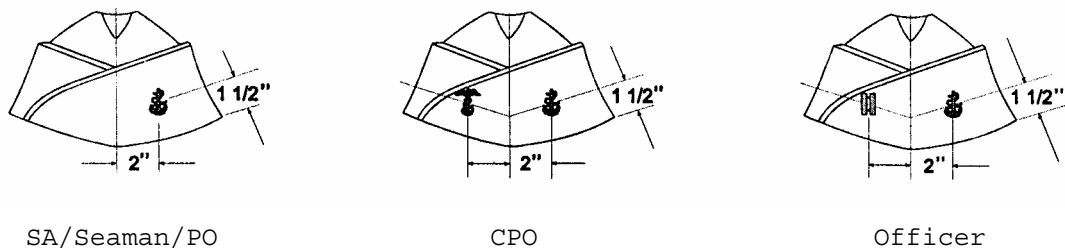
The vertical axis of the rank/rate insignia and the vertical axis of the JROTC bar insignia is positioned along an imaginary line which bisects the angle of the collar point. The center of the rank/rate insignia and the center of the JROTC bar insignia is positioned 1 and 7/8ths of an inch from the collar point.

Service designation stars are worn on the Working Khaki uniform 1/4-inch above the left pocket. One star is centered, and multiple stars are 1/4-inch apart.

The name tag is worn parallel to the top of the shirt right pocket, 1/4-inch above and centered on the pocket button hole.

Awards are not authorized on the Working Khaki uniform.

MALE'S KHAKI GARRISON CAP



All male cadets wear the Khaki garrison cap with the Working Khaki uniform.

The small fouled anchor is worn on the garrison cap. The anchor is worn on the wearer's left side of the cap. The center of the anchor is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and 1/2-inches from the bottom edge of the cap.

Only officers and chiefs wear the rank/rate insignia on the garrison cap. It is worn on the wearer's right side. The center of the rank/rate insignia is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and 1/2-inches from the bottom edge of the cap.

2. Females:

(a) SUMMER BLUE

Basic Uniform Items:

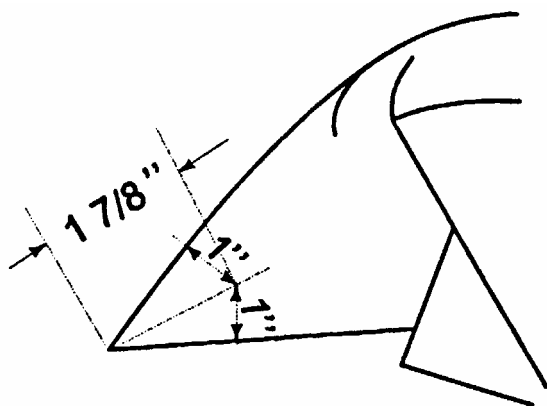
Awards.....Ribbons/Medals/Cords
Belt, brass tip...Black
Buckle.....Brass
Cap, garrison....Blue
Coat.....None
Hosiery, tone....Flesh
Necktab.....None
Shirt, s/sleeve...White
Shoes, oxford....Black
Slacks, belted...Blue
Socks.....Black

Outerwear:

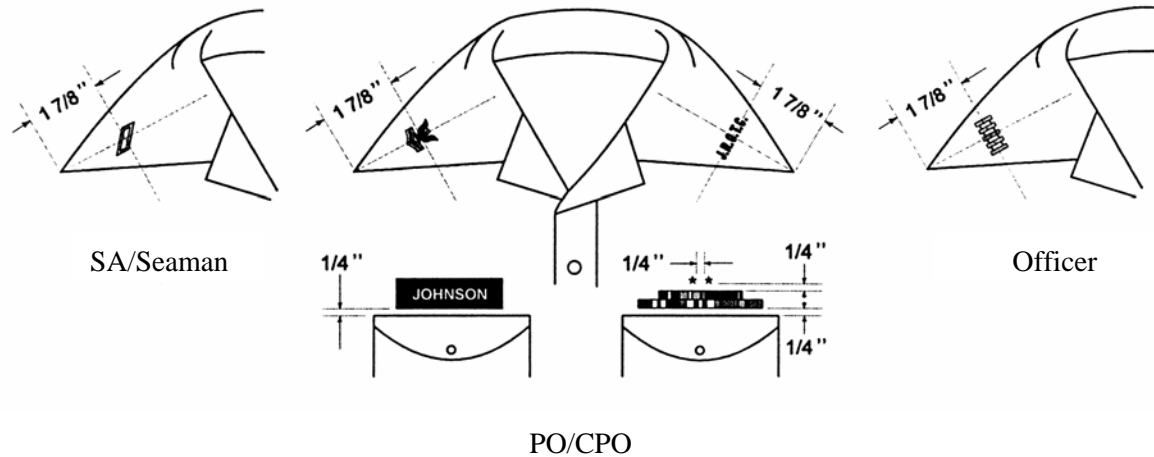
All-weather coat
Black relaxed fit jacket

Optional Items:

Handbag.....Black
Shoes, pumps.....Black
Skirt, belted....Blue
Undershirt.....White
(V or crew-neck)



FEMALE'S SHORT SLEEVE SUMMER BLUE SHIRT (white)

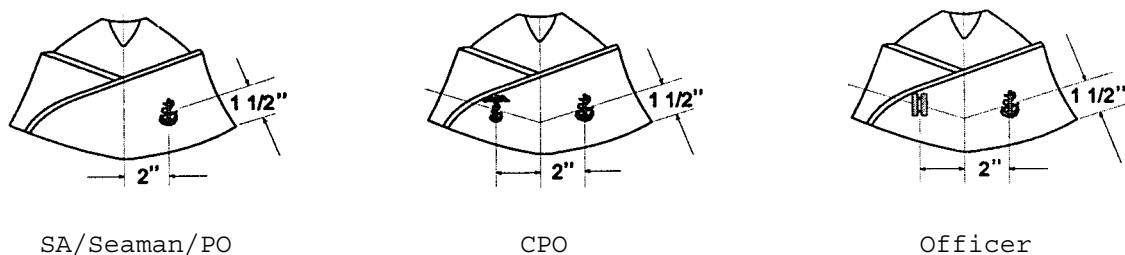


The vertical axis of the rank/rate insignia and the vertical axis of the JROTC bar insignia is positioned along an imaginary line bisecting the angle of the collar point. The center of each insignia is 1 and 7/8ths of an inch from the collar point. The diagram on the previous page shows the center of the insignia is positioned at the point where 1-inch lines perpendicular to the front and lower edges of the collar touch the imaginary line.

Service designation stars are worn 1/4-inch above the top row of ribbons. One star is centered, and multiple stars are 1/4-inch apart.

Ribbons and name tag are worn parallel to the top of the shirt pocket, 1/4-inch above and centered on the pocket button hole.

FEMALE'S BLUE GARRISON CAP



The blue garrison cap is worn with the Summer Blue uniform. The combination cap is optional for officers and CPOs.

The small fouled anchor is worn on the garrison cap. The anchor is worn on the wearer's left side of the cap. The center of the anchor is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and 1/2-inches from the bottom edge of the cap.

Only officers and chiefs wear the rank/rate insignia on the garrison cap. It is worn on the wearer's right side. The center of the rank/rate insignia is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and 1/2-inches from the bottom edge of the cap.

(b) WINTER BLUE

Basic Uniform Items:

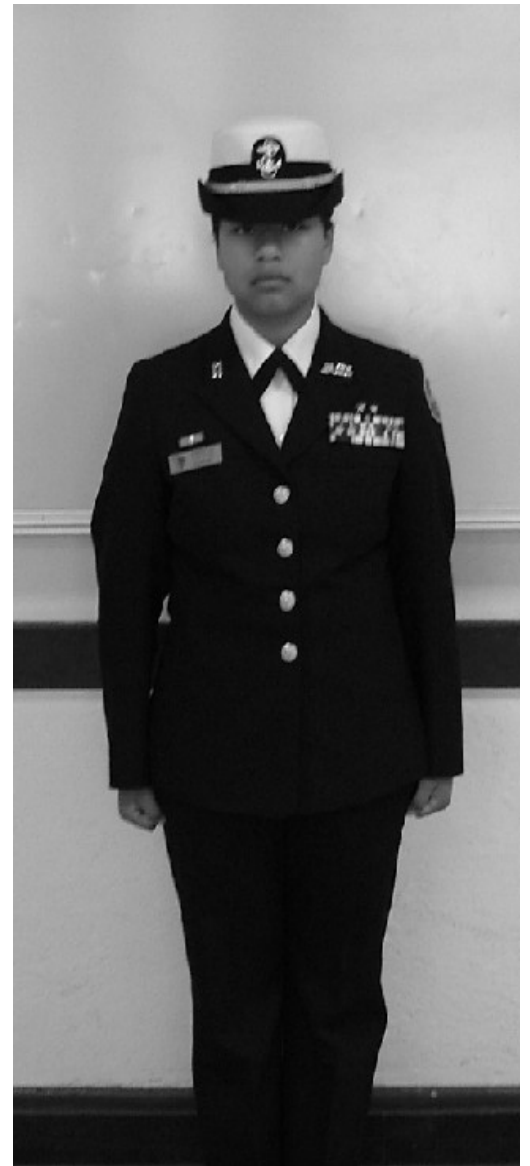
Awards.....Ribbons/Medals/Cords
Belt, brass tip...Black
Buckle.....Brass
Cap, garrison....Blue
Coat.....None
Hosiery, tone....Flesh
Necktab.....Black
Shirt.....Blue
Shoes, oxford....Black
Skirt, belted....Blue
Slacks, belted...Blue
Socks.....Black

Outerwear:

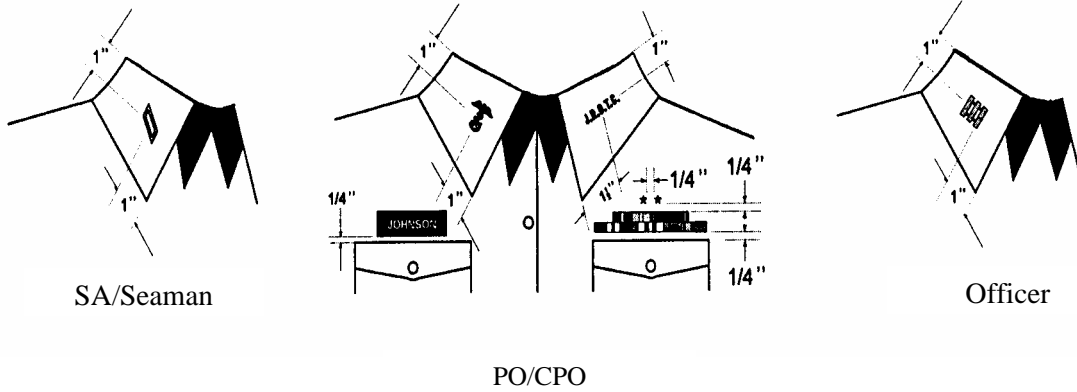
Peacoat
All-weather coat
Black relaxed fit jacket

Optional Items:

Handbag.....Black
Shoes, pumps.....Black
Undershirt.....White
(V or crew-neck)



FEMALE'S WINTER BLUE SHIRT



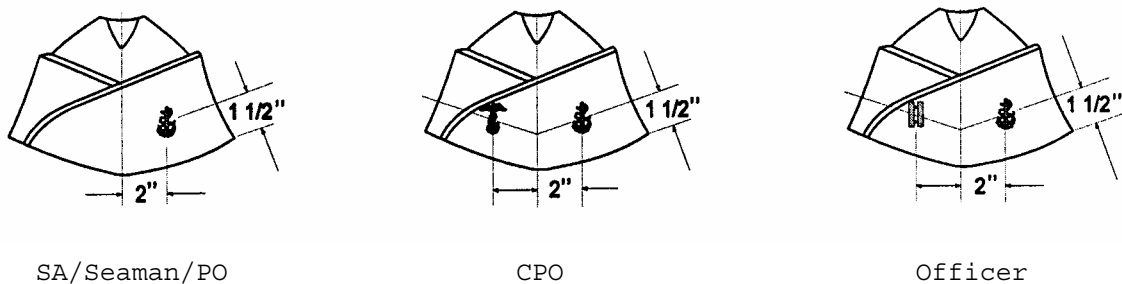
The JROTC bar is centered 1 and 1/2-inches from the front edge of the collar, and centered 1 inch down from the upper edge of the collar.

The center of the enlisted rate insignia is positioned 1 inch from the front edge and 1 inch below the upper edge of the collar. For cadet officer rank insignia, center the first gold bar 1 inch from the front edge and 1 inch below the upper edge of the collar. The upper edge of the bar is parallel to the upper edge of the collar. The vertical axis of the rank/rate insignia is perpendicular to the upper edge of the collar.

Service designation stars are worn 1/4-inch above the top row of ribbons. One star is centered on the button hole, and multiple stars are 1/4-inch apart.

Ribbons and name tag are worn parallel to the top of the shirt pocket, 1/4-inch above and centered on the pocket button hole.

FEMALE'S BLUE GARRISON CAP



The blue garrison cap is worn with the Winter Blue uniform. The combination cap is optional for officers and CPOs.

The small fouled anchor is worn on the garrison cap. The anchor is worn on the wearer's left side of the cap. The center of the anchor is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and 1/2-inches from the bottom edge of the cap.

Only officers and chiefs wear the rank/rate insignia on the garrison cap. It is worn on the wearer's right side. The center of the rank/rate insignia is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and 1/2-inches from the bottom edge of the cap.

(c) SERVICE DRESS BLUE

Basic Uniform Items:

Awards.....Ribbons/Medals/Cords
Belt, brass tip...Black
Buckle.....Brass
Cap, combination..White
Coat.....Blue
Hosiery, tone....Flesh
Necktab.....Black
Shirt, s/sleeve...White
Shoes, oxford....Black
Skirt, belted....Blue
Skirt, unbelted...Blue
Slacks, belted...Blue
Slacks, unbelted..Blue
Socks.....Black

Outerwear:

Peacoat
All-weather coat

Optional Items:

Cap, garrison.....Blue
Handbag.....Black
Shoes, pumps.....Black
Undershirt.....White
(V or crew-neck)



Note: The collar on the latest government issue SDB coat for females does not have rounded edges. It is similar to the straight edges on the male SDB coat. Collar insignias on this coat should be positioned 1/2-inch above the notch in the lapel as described for the male SDB coat on page 1-19. The fabric on the SDB coat, slacks and skirt must match.



FEMALE'S SERVICE DRESS BLUE COAT (Officers/CPOs)

Chief Petty Officer

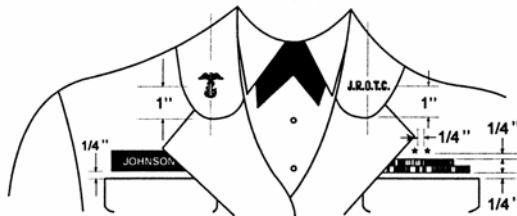
Officer

The JROTC bar and rank/rate insignias for the female's Service Dress Blue coat are positioned on the rounded end of the coat collar as shown above. The vertical axis of each insignia is parallel to, and centered between, the outer rounded edges of the collar. The insignias are fixed in an upright position with the center of the insignias 1 inch from the semicircular bottom edge of the collar. The JROTC bar insignia is worn on the wearer's left side; the rank/rate insignia is worn on the wearer's right side.

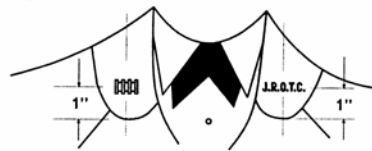
Name tag and ribbons are parallel to the top of the coat pocket, 1/4-inch above and centered on the coat pocket.

Service designation stars are worn 1/4-inch above the top row of ribbons. One star is centered, and multiple stars are 1/4-inch apart.

FEMALE'S COMBINATION CAP
(Officers/CPOs)



Chief Petty Officer



Officer

The large fouled anchor is worn on the combination cap. Cadet chief petty officers wear a black chin strap on the cap; cadet officers wear a gold chin strap.

FEMALE'S GARRISON CAP
(Officers/CPOs)
(Optional)



Chief Petty Officer



Officer

The small fouled anchor and rank/rate insignias are worn on the garrison cap for officers and chiefs. The anchor is worn on the wearer's left side of the cap; the rank/rate insignia is worn on the wearer's right side. The center of the anchor insignia and the center of the rank/rate insignia is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and 1/2-inches from the bottom edge of the cap.

d) WINTER WORKING BLUE

Basic Uniform Items:

Awards.....None
Belt, brass tip...Black
Buckle.....Brass
Cap, garrison....Blue
Coat.....None
Hosiery, tone....Flesh
Necktab.....None
Shirt.....Blue
Shoes, oxford....Black
Slacks, belted...Blue
Socks.....Black

Outerwear:

Peacoat
All-weather coat
Utility jacket
Black relaxed fit jacket

Optional Items:

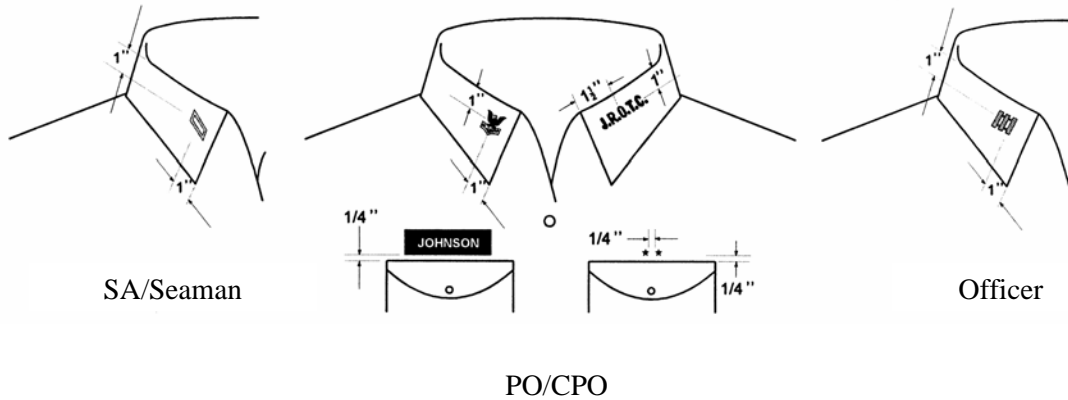
Handbag.....Black
Skirt, belted....Blue
Shoes, pumps.....Black
Undershirt.....White
(V or crew-neck)
Cap, ball.....Black
(or school colors)



Note: Collar insignias on the open collar blue shirt of the Winter Working Blue uniform are positioned the same as on the closed collar blue shirt and necktab of the Winter Blue uniform.

Note: Ribbons, medals and aiguillettes are not authorized on the Winter Working Blue uniform.

FEMALE'S WINTER WORKING BLUE SHIRT



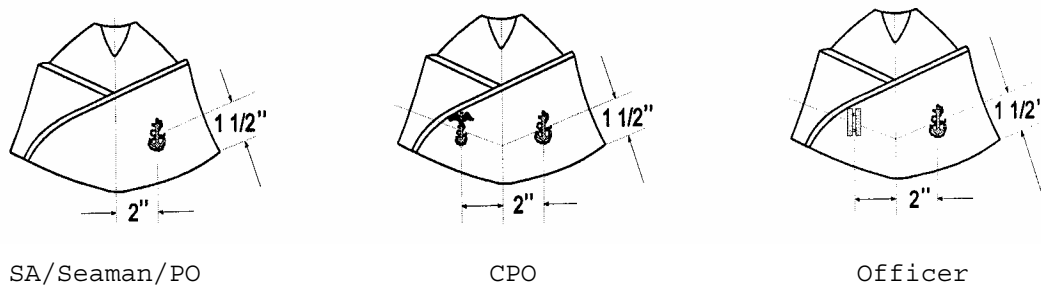
The JROTC bar is centered 1 and 1/2-inches from the front edge of the collar, and centered 1 inch down from the upper edge of the collar.

The center of the enlisted rate insignia is positioned 1 inch from the front edge and 1 inch below the upper edge of the collar. For cadet officer rank insignia, center the first gold bar 1 inch from the front edge and 1 inch below the upper edge of the collar. The upper edge of the bar is parallel to the upper edge of the collar. The vertical axis of the rank/rate insignia is perpendicular to the upper edge of the collar.

Service designation stars are worn on the Winter Working Blue uniform 1/4-inch above the left pocket. One star is centered on the button hole, and multiple stars are 1/4-inch apart.

The name tag is parallel to the shirt right pocket, 1/4-inch above and centered on the pocket button hole.

FEMALE'S BLUE GARRISON CAP



The blue garrison cap is worn with the Winter Working Blue uniform. The combination cap is optional for officers and CPOs.

The small fouled anchor is worn on the garrison cap. The anchor is worn on the wearer's left side of the cap. The center of the anchor is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and 1/2-inches from the bottom edge of the cap.

Only officers and chiefs wear the rank/rate insignia on the garrison cap. It is worn on the wearer's right side. The center of the rank/rate insignia is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and 1/2-inches from the bottom edge of the cap.

(e) Working Khaki

Items

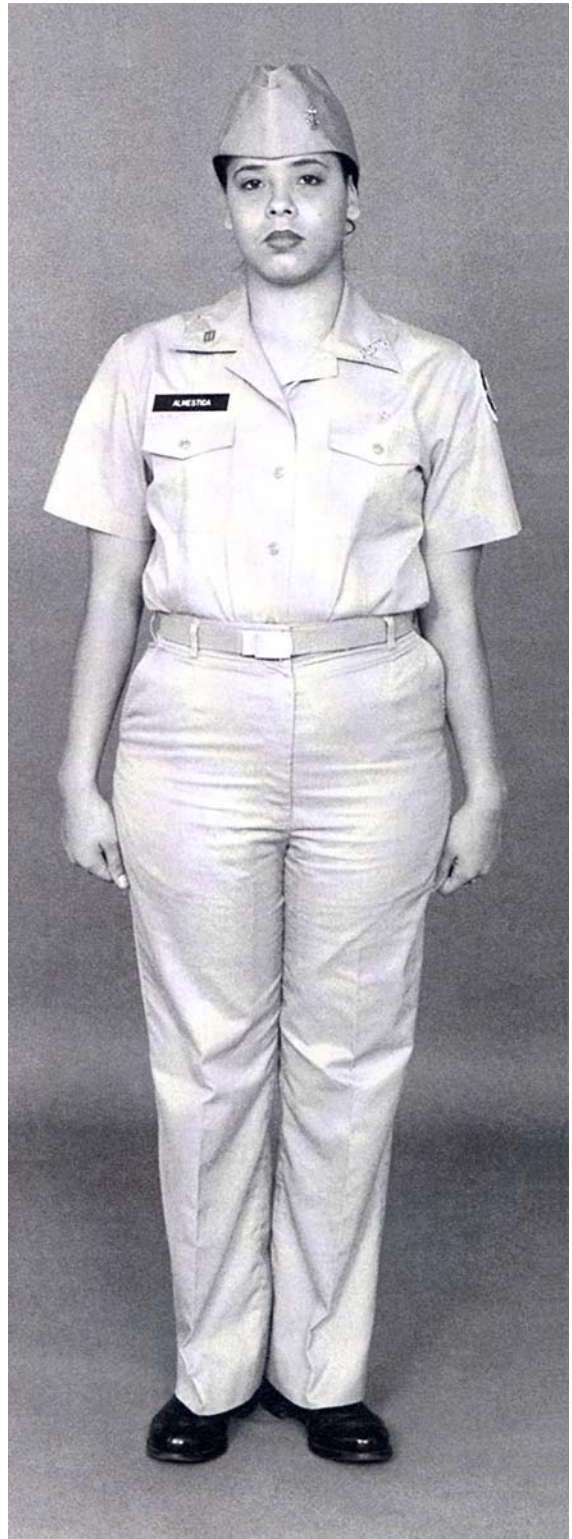
Awards.....None
Belt, brass tip...Khaki
Buckle.....Brass
Cap, garrison....Khaki
Coat.....None
Hosiery, tone....Flesh
Necktab.....None
Shirt.....Khaki
Shoes, oxford....Black
Slacks.....Khaki
Socks.....Black

Outerwear:

All-weather coat
Utility jacket
Black relaxed fit jacket

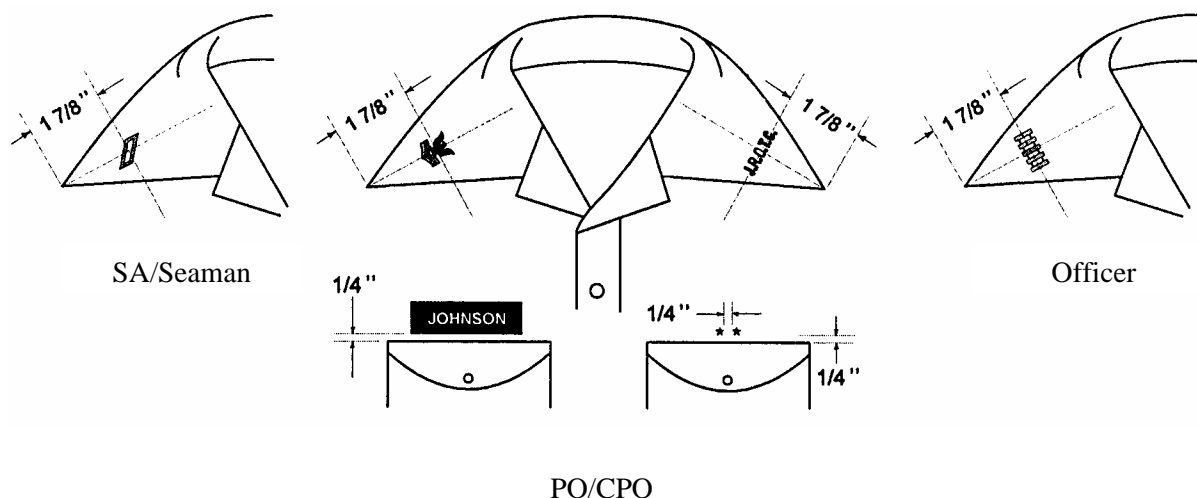
Optional Items:

Handbag.....Black
Undershirt.....White
(V or crew-neck)
Cap, ball.....Black
(or school colors)



Note: Ribbons, medals and
aiguillettes are not authorized
on the Working Khaki uniform.

FEMALE'S WORKING KHAKI SHIRT



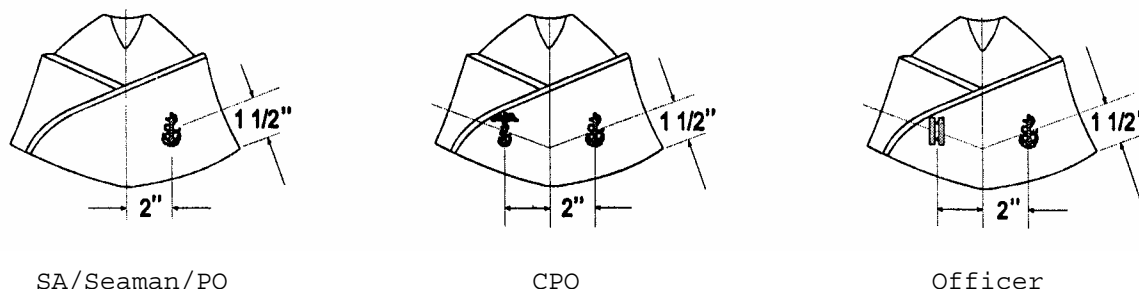
The vertical axis of the rank/rate insignia and the vertical axis of the JROTC bar insignia is positioned along an imaginary line which bisects the angle of the collar point. The center of the rank/rate insignia and the center of the JROTC bar insignia is positioned 1 and 7/8ths of an inch from the collar point.

Service designation stars are worn on the Working Khaki uniform 1/4-inch above the left pocket. One star is centered, and multiple stars are 1/4-inch apart.

The name tag is worn parallel to the top of the shirt right pocket, 1/4-inch above and centered on the pocket button hole.

Awards are not authorized on the Working Khaki uniform.

FEMALE'S KHAKI GARRISON CAP



All female cadets wear the Khaki garrison cap with the Working Khaki uniform.

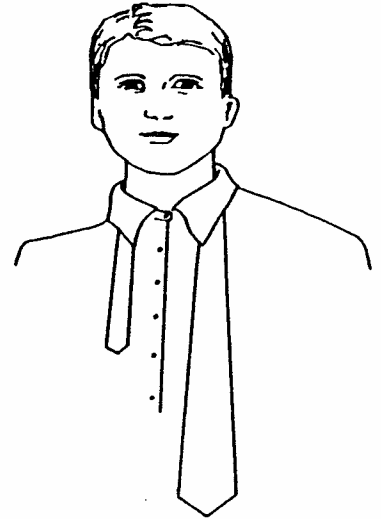
The small fouled anchor is worn on the garrison cap. The anchor is worn on the wearer's left side of the cap. The center of the anchor is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and 1/2-inches from the bottom edge of the cap.

Only officers and chiefs wear the rank/rate insignia on the garrison cap. It is worn on the wearer's right side. The center of the rank/rate insignia is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and 1/2-inches from the bottom edge of the cap.

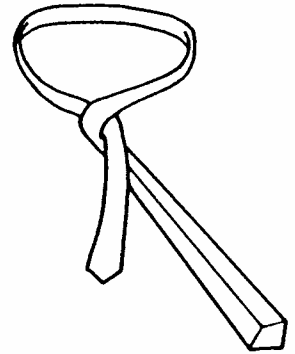
1-6 MALE NECKTIE, BLACK.

- a. **Description:** Made of authorized fabric measuring no more than 3 1/4-wide. Must be hand-tied.
- b. **Correct Wear:** Wear tie knotted with a half windsor, a windsor, or a four-in-hand knot. Wear the top of the knot parallel to and slightly above the top of the shirt collar closure, hiding the top button. The bottom of the tie hangs within one inch of the top of the belt buckle. The tie does not cover the belt buckle.
- c. **Directions:** The following diagrams on how to tie your tie with a half windsor knot are shown while looking in a mirror.

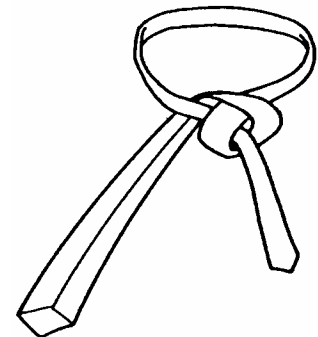
- (1) Place the wide end of your tie on the right side of your chest so it extends about 12 inches below the narrow end of the tie.



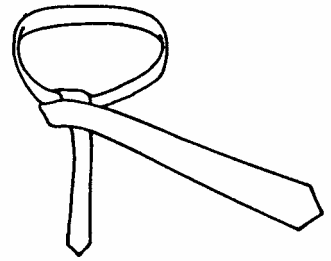
- (2) Cross the wide end of the tie over the narrow end and then back under.



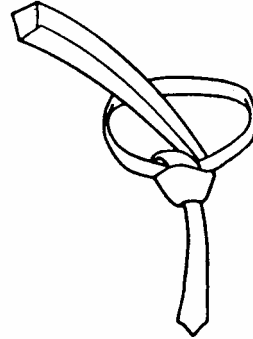
- (3) Bring the wide end of the tie up and over the neck loop, then turn the wide end down under and through the neck loop.



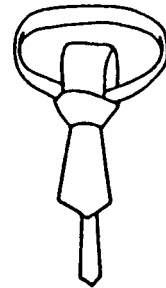
- (4) Take the wide end of the tie and pass it in front of the narrow end from left to right.



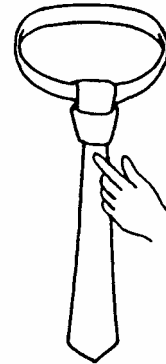
- (5) Pass the wide end of the tie up under and through the neck loop.



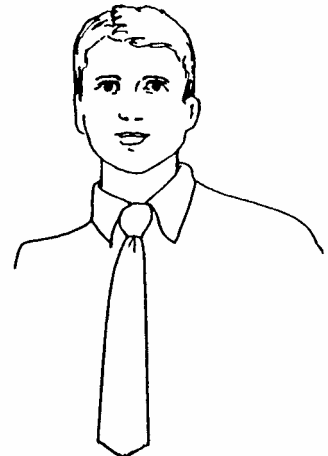
- (6) Bring the wide end of the tie down through the front of the knot.



- (7) Finish the tie by forming a dimple at the base of the knot, then tighten.



- (8) Slide up snug to the collar and center tie.



1-7 NJROTC UNIFORM INSIGNIA AND DEVICES.

1. The NJROTC patch depicts a ship, an anchor and an eagle.

- (a) The NJROTC patch is worn on the left sleeve of the short-sleeve white shirt, the winter blue shirt, the service dress blue coat, the khaki shirt, and the black relaxed fit jacket. It will be centered midway between the front and the rear of the shirt sleeve or coat sleeve, with the top edge one inch below the shoulder seam.



- (b) The NJROTC patch is also worn on the blue working (utility) jacket with the bottom edge centered one inch above the left breast pocket.



- (c) The NJROTC patch is not worn on the peacoat, the all-weather coat, or the long sleeve white shirt if worn with the Service Dress Blue uniform.

2. Service Designations (Stars). Course/year groups within the NJROTC Program.

Note: For those NJROTC units under the 4X4 block schedule, course is synonymous with year for those NJROTC units under the A/B block schedule or the conventional schedule.

- (a) This insignia is used to designate number of courses/years satisfactorily completed in the program. The device is a five-pointed gold star (metal device) which is 3/8ths of an inch diagonally across in size.
- (b) These stars shall be centered 1/4th of an inch above the left breast pocket or the ribbons, two points down. If more than one is awarded they are spaced 1/4th of an inch apart. They shall be worn above the ribbons on dress uniforms, and may be worn above the pocket in place of ribbons on Working Khaki and Winter Working Blue uniforms.

3. **Collar Devices**. All cadets will wear the "JROTC" device on the left shirt collar or the service dress blue coat collar as shown in the uniform illustrations on pages 1-14 through 1-33. Rank and rate devices will be worn on the right collar of the shirt and coat collar as shown in the uniform illustrations. The "JROTC" device or the rank and rate devices are not authorized for wear on the collars of the utility jacket, the black relaxed fit jacket, the all-weather coat, or the peacoat.

4. **Hat/Cap Devices**.

- (a) Combination Cap. The fouled anchor will be worn on the headband of the cap. The black and gold chin straps will be worn attached to the outside of the headband with gold cap buttons. Wear the black chin strap with the grommet to your left. The grommet looks like a small button that attaches to the top strap allowing the strap to slide and change size. The gold chin strap does not have a grommet.

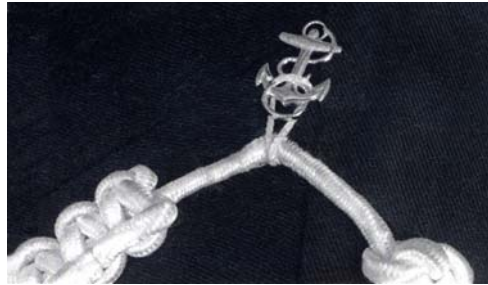
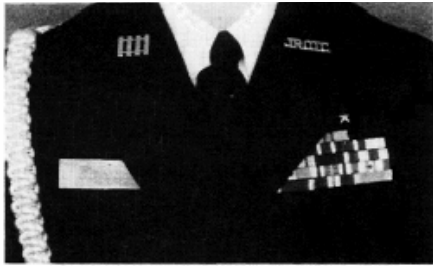


- (b) Garrison Cap (Blue and Khaki). A fouled anchor will be worn by all cadets on the left side of the garrison cap. Cadet officers and chiefs will wear their rank/rate insignia on the right side of the garrison cap. Refer to the uniform illustrations beginning on page 1-15 for correct positioning.

5. **Aiguillettes**. Aiguillettes may be awarded as earned for various academic and military achievements, and may be worn only on the Service Dress Blue, Winter Blue and Summer Blue uniforms. Aiguillettes awarded by the naval science instructor for such things as color guard, drill team, academic team and the like, will be worn only on the left shoulder. Only the Leadership Academy aiguillette will be worn on the right shoulder. **NO MORE THAN ONE AIGUILLETTE MAY BE WORN ON EACH SHOULDER.** Aiguillettes will be attached to the appropriate shoulder by either a gold coat button on the Service Dress Blue uniform, or a miniature anchor (garrison cap) on the Winter Blue and Summer Blue uniforms. The button or anchor shall be placed so that the entire aiguillette will be secured to the coat or shirt so that the aiguillette hangs on the shoulder parallel to the seam of the coat or shirt. For female Summer White Shirt, the anchor shall be placed under the



epaulette as shown below. This procedure will allow the aiguillette to hang parallel to the sleeve seam. Aiguillettes are not authorized for wear on the peacoat, all-weather coat, coat, utility jacket, relaxed fit jacket, Winter Working Blue and Working Khaki uniforms.



1-8 AWARDS AND DECORATIONS

- a. **Wearing of Ribbon Awards.** The NJROTC ribbons are worn only on the Service Dress Blue, the Winter Blue, and the Summer Blue uniforms. When more than three ribbons are earned, wear them in horizontal rows of three each. If ribbons are not in multiple of threes, the top row contains the lesser number, and the center of this row sits over the center of the row below. Wear ribbons without spaces between ribbons or rows of ribbons. The NJROTC ribbons will be worn with the lower edge of the bottom row centered 1/4 of an inch above the left breast pocket of the shirt or coat. An adjustment may be necessary to make the ribbons parallel to the deck on the Service Dress Blue coat. To prevent the lapels on the SDB coat from covering ribbons, they may be aligned so the ribbon border to the wearer's left is aligned with the left side of the pocket. Rows of ribbons where more than 50 percent of the ribbon is covered by the SDB coat lapel, may contain two ribbons each and be aligned with the left border. Note: Ribbons are not authorized on the Winter Working Blue and Khaki uniforms.



- b. **Precedence or Order of Seniority.** NJROTC ribbons will be worn in the order of precedence as outlined on the next several pages. The most senior ribbon will be worn in the top row, and inboard when more than one ribbon is worn on a row. All earned NJROTC ribbons must be worn at the same time, however only one of each ribbon design may be worn with devices/subsequent awards attached to that one ribbon. Other awards and ribbons presented to you by organizations other than the NJROTC Program such as: other military Junior ROTC programs, Retired Officers Association, American Veterans, Order of Daedalians, American Legion, marksmanship, and the like, will be worn after (junior to) the NJROTC ribbons in the order determined by your SNSI.
- c. **NJROTC Medals.** Medals earned are worn only on uniforms where other awards and decorations are authorized. They will be positioned 1/4 of an inch below the ribbons on the wear's left breast pocket. Medals will be centered immediately below the bottom row of ribbons, arranging in seniority order inboard to outboard, in the following order of precedence: (1) NJROTC academic competition, (2) NJROTC marksmanship competition, and (3) all others as prescribed by the SNSI. No more than 3 medals may be worn in each row side-by-side, or 5 medals when overlapping, in addition to its corresponding ribbon, if any. When wearing large medals, they will be placed immediately below the last row of medals so only the medallion of each medal is visible.
- d. **NJROTC Ribbon Awards.** (ORDER OF PRECEDENCE)
- | | |
|-----------------------------------|---|
| 1. Meritorious Achievement | Awarded, WHEN EARNED, to any NJROTC cadet who distinguishes him/herself only by outstanding meritorious achievement or performance of a meritorious act. Excludes such things as length of participation in the NJROTC unit, or sustained superior performance in a leadership position. Awarded on a case-by-case basis by the area manager. |
| 2. Distinguished Unit | Awarded YEARLY to cadets in good standing who were unit members during the academic year in which the school earned the Distinguished Unit status. Awarded to only those units that Demonstrated the very highest levels of performance. |
| 3. Distinguished Cadet | Awarded YEARLY to one cadet in each year group with the highest combined average for overall scholastic standing and aptitude in NJROTC unit activities (includes academics, homework, physical fitness, community service, drill, etc.) |
| 4. Honor Cadet | Awarded YEARLY to one cadet in each year group with the highest overall academic achievement (GPA) in school, including the naval science courses. |

5. **Cadet Achievement** Awarded, WHEN EARNED, to any cadet who distinguishes him/herself by outstanding achievement or sustained superior performance. The cadet must exhibit exceptional military aptitude and dedication to the program as well as overall excellence in all facets of NJROTC. Awarded on a case-by-case basis by the area manager.
6. **Unit Achievement** Awarded YEARLY to cadets in good standing who were unit members during the academic year in which the school earned the Unit Achievement status as determined by the Area Manager. Awarded only to those units that demonstrated exceptional performance, but did not qualify for Distinguished Unit status.
7. **Military Aptitude Award** Awarded YEARLY to those outstanding cadets who demonstrate an exceptional military aptitude and dedication to the NJROTC program.
8. **Naval Science 4 Outstanding Cadet(s)** Awarded YEARLY to outstanding cadets in Naval Science 4 based on citizenship, academic performance, personal appearance and conduct.
9. **Naval Science 3 Outstanding Cadet(s)** Awarded YEARLY to outstanding cadets in Naval Science 3. Same criteria as above.
10. **Naval Science 2 Outstanding Cadet(s)** Awarded YEARLY to outstanding cadets in Naval Science 2. Same criteria as above.
11. **Naval Science 1 Outstanding Cadet(s)** Awarded YEARLY to outstanding cadets in Naval Science 1. Same criteria as above.
12. **Exemplary Conduct** Awarded YEARLY to each cadet who demonstrates exemplary conduct for the school year.
13. **Academic Award** Awarded, WHEN EARNED, to each cadet who has met any of the following academic award criteria:



A. **Honor Roll** - Awarded ONCE ANNUALLY upon completion of the minimum requirement, to any cadet who attains school honor roll status equal to 50 percent or more of the academic year (need not be sequential). The first award is the ribbon with a bronze lamp. Subsequent awards are as follows:

- 2nd Award - Silver Lamp
- 3rd Award - Gold Lamp
- 4th Award - Gold Anchor



14. **Exemplary Personal Appearance**

15. **Physical Fitness**

B. **Academic Team** - Awarded ONCE ANNUALLY upon completion of the minimum requirement, to any cadet who is a member in good standing of the Academic Team and has participated in three or more academic competitions. The first award is the ribbon with a gold torch. Subsequent awards are as follows:

2nd Award - Bronze Star

3rd Award - Silver Star

4th Award - Gold Star

When both the academic team and honor roll awards have been earned, the torch and lamp are positioned side-by-side on the ribbon, with the lamp on the wearer's right. Subsequent award stars for the academic team are worn outboard of the gold torch.

C. **Academic Team Captain** - The cadet chosen for this honor wears the Academic Award ribbon on the right side of the uniform with a gold anchor centered on the ribbon. Note: No other devices will accompany the gold anchor when the Academic Award is worn on the right side.

The only exception to wearing one gold anchor centered will be when a cadet has also earned a gold anchor for the 4th honor roll award. In this case both anchors can remain on the ribbon when moved to the wearer's right side.

Note: When becoming captain of more than one team, the ribbon with the highest order of precedence is worn inboard, to the wearer's left, as shown in the example.

Note: When wearing the ribbon of a team captain on the right side of the uniform, a similar ribbon without the team captain gold anchor cannot be worn in its normal position on the left side of the uniform.

Awarded, WHEN EARNED, to each cadet who displays exemplary personal appearance and has worn his/her uniform on all occasions required.

Awarded, TWICE A YEAR, to any cadet who meets or exceeds the basic physical fitness exercise requirements as outlined in chapter 13 on pages 13-10/11 of this manual.

- | | |
|------------------------------|---|
| 16. Participation | Awarded, WHEN EARNED, to any cadet who has participated in three events other than routine unit activities. |
| 17. Unit Service | Awarded, WHEN EARNED, to any cadet who has demonstrated exemplary service and dedication to the unit as determined by the SNSI. |
| 18. Community Service | Awarded, WHEN EARNED, to any cadet in good standing who distinguishes him/herself by dedicated and outstanding service to the community. |
| 19. Drill Team | Awarded, WHEN EARNED, to each member of a drill team in good standing who has entered competition, or performed at three or more official functions. |
| 20. Color Guard | Awarded, WHEN EARNED, to each member of a each member of a color guard in good standing who has entered competition, or performed at three or more official functions. |
| 21. Pistol/Rifle Team | Awarded, WHEN EARNED, to any cadet in good standing who has entered any competition. |
| 22. Orienteering | Awarded, WHEN EARNED, to any cadet in good standing who has entered any organized orienteering competition, or who meets the orienteering qualification standards outlined on pages 9-18/19 of this manual. |
| 23. Recruiting | Awarded, WHEN EARNED, to a cadet who is instrumental in the enrollment of two students in the NJROTC program. Subsequent awards are given for each additional two students enrolled. |
| 24. Mini-Boot Camp | Awarded to any cadet upon satisfactory completion of mini-boot camp, Leadership Academy or similar training as approved by the area manager. |
| 25. Sea Cruise | Awarded to any cadet upon completion of an at-sea cruise (vessel must cast off lines and be underway). |

Note: The awarding of ribbons for those schools on a 4x4 block schedule which complete a naval science course in just one semester, the words "yearly" or "twice a year" can be interpreted to mean once or twice during the one-semester course.

- e. **Ribbon Devices**. The following are devices which will be worn on the ribbons you have been awarded. Some of them are devices that go with the ribbon. Others are awarded in place of another ribbon award. (They represent subsequent awards for the same reason as the first award).

Device

Ribbon with which device is worn

1. **Lamp**



- a. To be worn on the Honor Cadet ribbon by each cadet who has also achieved an "A" in naval science as follows:

Bronze Lamp - NS-1

Silver Lamp - NS-2

Gold Lamp - NS-3 and NS-4

- b. Cadets achieving school honor roll status for one or more semesters wear a bronze, silver or gold lamp on the Academic Award ribbon as described on page 1-40.

2. **Torch**



- a. The Gold Torch is worn on the Aptitude Award ribbon if the cadet is on both the academic team and the school honor roll.

- b. Members of the NJROTC academic team wear the gold torch on the Academic Award ribbon as described on page 1-40.

- c. When a cadet who has already earned the former "NSTC Unit Award" ribbon is awarded the Cadet Achievement ribbon (precedent #5) by the area manager, a gold torch is attached to the Cadet Achievement ribbon indicating both ribbons were earned. Wearing two ribbons of the same design is not authorized.

3. **Anchor**



- a. The gold anchor is worn on the following ribbons: Drill Team, Color Guard, Academic Award, Pistol/Rifle Team, Physical Fitness, and Orienteering, by the cadet who is the present leader or team commander of the group. This ribbon with anchor is worn on right side of the team commander's chest. In addition, the cadet who is selected as the commanding officer of the NJROTC unit will attach a gold anchor to the Unit Service ribbon and wear the ribbon on the right side of his/her uniform. Note: No other devices will accompany the gold anchor when the award is worn on the right side, except with the Academic Award as previously described on page 1-40.

- b. Ribbon, anchor and any subsequent awards earned previously are to be worn on the left side of the chest in regular order of precedence by the cadet who was a previous unit commanding officer, team leader or commander of a group.

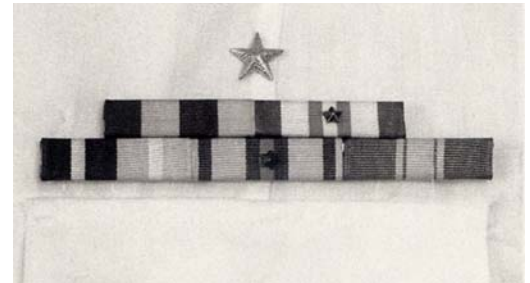
4. Subsequent Awards



a. Only one of any ribbon design may be worn. Subsequent awards may be worn on ribbons 1 through 6, 11, 13, and 15 through 24. No more than eight awards (including the original ribbon award) are authorized. Subsequent awards for ribbon 12 (academic award) have been described previously on page 1-40. Subsequent awards for ribbon 14 (physical fitness) are described on page 7-10.

b. Stars issued for subsequent awards are issued only ONCE EACH SEMESTER. Stars are worn one ray up, two rays down. They are awarded as follows:

- | | |
|-------------------|----------------|
| (a) Second Award | 1 BRONZE STAR |
| (b) Third Award | 2 BRONZE STARS |
| (c) Fourth Award | 1 SILVER STAR |
| (d) Fifth Award | 2 SILVER STARS |
| (e) Sixth Award | 1 GOLD STAR |
| (f) Seventh award | 2 GOLD STARS |
| (g) Eighth award | 3 GOLD STARS |



Note: Those schools which are on a 4X4 block schedule are authorized to give subsequent star awards twice a semester.

- f. **Mounting Ribbons.** All ribbons you earn after the first one are to be mounted on ribbon bars. Mounting bars are made to hold different numbers of ribbons. They present a neater appearance and help you align your ribbons on your shirt or coat. Arrange ribbons in order of precedence in rows from top down, inboard to outboard within rows as shown in the example on the next page.

Navy Junior ROTC Ribbons

Navy Junior ROTC Ribbons



1. MERITORIOUS
ACHIEVEMENT



2. DISTINGUISHED
UNIT



3. DISTINGUISHED
CADET



4. HONOR CADET



5. CADET ACHIEVEMENT



6. UNIT ACHIEVEMENT



7. APTITUDE



8. NS IV OUTSTANDING
CADET



9. NS III OUTSTANDING
CADET



10. NS II OUTSTANDING
CADET



11. NS I OUTSTANDING
CADET



12. EXEMPLARY CONDUCT



13. ACADEMIC AWARD



14. EXEMPLARY PERSONAL
APPEARANCE



15. PHYSICAL FITNESS



16. PARTICIPATION



17. UNIT SERVICE



18. COMMUNITY SERVICE



19. DRILL TEAM



20. COLOR GUARD



21. RIFLE TEAM



22. ORIENTEERING



23. RECRUITING



24. MINI-BOOT CAMP



25. SEA CRUISE



LAMP-BRONZE



LAMP-SILVER



LAMP-GOLD



TORCH-GOLD



ANCHOR-GOLD



STAR-BRONZE



STAR-SILVER



STAR-GOLD

STUDY GUIDE QUESTIONS

CHAPTER 1: NJROTC UNIFORM REGULATIONS

1. What four elements are important when wearing the uniform.
2. Where does the word "uniform" come from? What does it mean?
3. NJROTC cadets and active duty Navy personnel wear the uniform the same with certain exceptions, what are they?
4. How should caps be worn?
5. How should the uniform be kept?
6. What is the uniform of the day?
7. What is the requirement for wearing the NJROTC uniform be worn?
8. When may one uncover outdoors?
9. When must cadets comply with uniform requirements?
10. Who prescribes what uniform shall be worn for special occasions? For example:
11. Can cadets, in uniform, participate in political activities?

A. Men

12. The bulk of the men's hair may not exceed how many inches?
13. Sideburns may not extend below _____?
14. How should mustaches be kept?
15. What are the grooming standards for men regarding earrings and studs?
16. Are sunglasses authorized in military formations?

B. Women

17. May the female hair extend to the collar?
18. How should cosmetics be worn on females?
19. What kind of nail polish is authorized?
20. What kinds of earrings/studs are authorized?
21. When can enlisted cadets wear the Service Dress Blue Uniform
22. Under what circumstances will a cadet be authorized to wear the Khaki uniform?
23. How are the uniform shoes required to be laced?
24. With what uniforms may a ball cap be worn?

25. What are the rules regarding hosiery for female cadets?
26. For the Summer Blue and Khaki uniforms shirts, where are the collar devices worn?
27. Who is authorized to wear rank/rate insignias on the garrison cap?
28. On which side is the fouled anchor worn on the garrison cap?
29. On all uniforms where is the nametag worn?
30. What is the maximum number of service stars that can be worn on the NJROTC uniform?
31. Where are the service stars worn on summer blue, winter blue and service dress blue uniform?
32. What color is the chinstrap on the combination cover for Cadet Chief Petty Officers?
33. What type of knots are authorized for the male tie?
34. Which aiguillette is only authorized to be worn on the right shoulder?
35. On which uniforms are aiguillettes not authorized?
36. Where are medals worn on the NJROTC uniform?
37. What is the highest award that can be earned by a NJROTC cadet? Who is authorized to award it?
38. What is the maximum number of awards of any ribbon that can be earned by a NJROTC cadet? How is this distinguished on the ribbon?
39. Which ribbon(s) are authorized to be worn on the wearer's right side?
40. What are the four ribbons which can be worn "incorrectly" (i.e. upside down)? What is the general rule of thumb for the wearing of ribbons?

CRITICAL THINKING QUESTION

1. Official clothing for naval men was pretty much a hit-or-miss affair until 1747, when King George II of England ordered "uniforms" to be worn by all navy personnel. He did this as a means of boosting sailor's morale and improving their appearance. The first uniforms for the U.S. Navy, authorized on September 5, 1776, specified outfits for officers. These included a blue coat, blue breeches and a red waistcoat with narrow lace. Enlisted uniforms were first authorized in September 1817. The winter uniform included a black hat, blue jacket, blue trousers and a red vest, all with yellow buttons. Rating badges for enlisted men were first worn in 1885. It appears that as the United States Navy was being established, a standard designed naval uniform was not an issue. Do you think the standardization of a naval uniform, placement of rank and various insignia is important? What criteria would you use to assess a standard design for the naval uniform? Is there any sort of inconvenience that might arise from not being able to distinguish the commissioned officers from the enlisted personnel?

EXTENSION ACTIVITY

1. The vintage clothing field, with its emphasis on the clothes of women and children, tends to reflect youthful and feminine lives. But when finding men's clothes, we think about adult male lives, and then we shouldn't forget an overwhelming force in those lives – the military. A lot of the world's clothing is military, and uniforms directly affect the history of clothing.

The question whether uniforms themselves belong to the world of military collectables or vintage clothing is important. Uniform study has to be part of costume study, and it's radically different from other costume fields in two ways; the wealth of documentation available, and the emphasis on the original wearer.

Research various military museums regarding vintage military uniforms and how the uniform designs and uniform materials have affected the design, function and practicality of clothing that we wear today on a daily basis.

2. Why spend your time flipping through the large Cadet Field Manual? Using the Cadet Field Manual, Chapter 1 NJROTC Uniform Regulations as a guide, design and make a small (5 inch x 6 inch) NJROTC Uniform Guide flip chart. This would be a quick reference guide complete with an index, illustrations, detailed instructions and a measuring template for placement of all NJROTC insignia on the uniforms.

INTERDISCIPLINARY CONNECTION

Global Studies: Research the foreign origins of military uniforms and the historical background that formed the basis of the U.S. Navy enlisted and officer uniforms. Create a poster of the early British Royal Navy uniforms and the early U.S. Navy uniforms, including the initial rank and rank insignia.

ACADEMIC CONTENT STANDARDS

Language Arts 1: Uses the general skills and strategies of the writing process. Benchmarks: Evaluates own and others' writings; Uses strategies to address writing to different audiences; uses strategies to adapt writing for different purposes; Writes expository compositions; Writes fictional, biographical, autobiographical, and observational narrative compositions; Writes persuasive compositions that address problems/solutions or causes/effects; Writes reflective compositions; Writes in response to literature.

Language Arts Standard 7: Demonstrates competence in the general skills and strategies for reading a variety of informational texts. Benchmarks: Applies reading skills and strategies to a variety of informational texts; Knows the defining characteristics of a variety of informational texts; Determines the effectiveness of techniques used to convey viewpoint; Uses discussions with peers as a way of understanding information.

Technology Standard 3: Understands the relationships among science, technology, society, and the individual. Benchmark: Knows that alternatives, risks, costs, and benefits must be considered when deciding on proposals to introduce new technologies or to curtail existing ones.

Historical Understanding Standard 2: Understands the historical perspective. Benchmarks; Understands that specific individuals and the values those individuals held had an impact on history; Analyzes the influence specific ideas and beliefs had on a period of history; Analyzes the effects that specific "chance events" had on history; Analyzes the effects specific decisions had on history.

VOCABULARY WORDS

Uniform

From a combination of two Latin words, *unus* and *forma*, which means "one form."

Uniform of the Day

The uniform of the day is the uniform your Senior Naval Science Instructor (SNSI) will direct you to wear on any given day.

Legging

A canvas cloth covering for the leg.

Ascot

A broad neck scarf that is looped under the chin.

Beret

A visor-less usually woolen cap, with a tight headband and a soft full flat top.

Garrison Cap

A visor-less folding cap worn as part of a military uniform.

SDBs' Service Dress Blues

Service Designation Stars

This insignia is used to designate the number of courses/years satisfactorily completed in the NJROTC program

Precedence

Priority of importance

CHAPTER 2

NJROTC RATES/RANKS AND U.S. NAVY RATES/RANKS

2-0 OBJECTIVES:

2-0.1 Explain and recognize the various NJROTC rates and ranks and be able to understand the different assignments associated with each billet.

2-0.2 Describe and recognize the rates and ranks of active duty Navy personnel.

2-1 NJROTC RATES, RANKS, AND ASSIGNMENTS

2-1.A. GENERAL

1. Cadet rates, ranks, promotions and position assignments are earned based on individual performance and demonstrated potential. Many factors are evaluated by the naval science instructors before awarding rates, ranks, promotions and advancement, and before cadet billet assignments are made. Cadets must continually demonstrate:

- a. High moral standards and good conduct
- b. Proper appearance in school and in unit uniform
- c. Acceptable academic achievement
- d. Acceptable performance in carrying out assigned NJROTC responsibilities
- e. Acceptable level of participation in NJROTC activities and programs

2. Students entering NJROTC for the first time are usually assigned the grade of Cadet Seaman Recruit, or in some schools the grade of Seaman Apprentice. Advancements beyond the initial grade in the enlisted rates are often based on performance, time in the unit, position assignment and by completing certain military knowledge advancement tests. Achievement of officer status requires an individual who has demonstrated superior quality leadership, integrity, personal appearance, conduct and patriotism. NJROTC cadet rates and ranks, from the lowest to the highest, are as follows:

3. All rate and rank promotions are determined by the naval science instructor. Unacceptable performance could result in a demotion.

2-1.B CADET ENLISTED RATES

NJROTC units will differ in rate assignments, advancement systems and may require practical tests to qualify for advancement in rate.

NJROTC RATE/RANK

COLLAR INSIGNIA

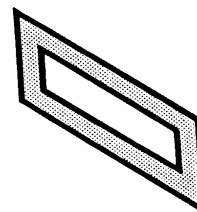
CADET SEAMAN RECRUIT (C/SR)

- * There is no collar device for this rate.
- * Assigned to new cadets in the process of learning the NJROTC program.

None

CADET SEAMAN APPRENTICE (C/SA)

- * The collar device is two silver diagonal stripes.
- * When qualified, recruits can advance to SA in the first year.



CADET SEAMAN (C/SN)



- * The collar device is three silver diagonal stripes.
- * When qualified, cadets can advance to SN in the first year.

Note: There are no specific assignments for seaman recruits, seaman apprentice or seaman; these cadets are in training for future leadership roles.

CADET PETTY OFFICER THIRD CLASS (C/PO3)

- * The collar device is a perched eagle over one chevron.
- * Outstanding cadets may achieve this rate the first year.
- * Assignments include squad leaders, assistant squad leaders in platoons, drill teams and drum and bugle corps.



CADET PETTY OFFICER SECOND CLASS (C/PO2)

- * The collar device is a perched eagle over two chevrons.
- * Advancement to this rate is usually in the second year.
- * Assignments include squad leaders, in platoons, drill teams, and drum and bugle corps and color escorts in color guards.



CADET PETTY OFFICER FIRST CLASS (C/PO1)

- * The collar device is a perched eagle over three chevrons.
- * Cadets can achieve this rate usually in their second or third year.
- * Assignments include platoon guides, color bearers, drill team guides, and supply assistants.



CADET CHIEF PETTY OFFICER (C/CPO)

- * The collar device is an eagle perched on a fouled anchor.
- * Cadets can generally achieve CPO in their second or third year.
- * Assignments include company chief, platoon chief, color bearer, drill team chief, or rifle team chief.



CADET SENIOR CHIEF PETTY OFFICER (C/SCPO)

- * The collar device is an eagle and one star perched on a fouled anchor.
- * Generally a third year cadet.
- * The SNSI may assign a Senior Chief Petty Officer billet to the company chief petty officer.



CADET MASTER CHIEF PETTY OFFICER (C/MCPO)

- * The collar device is an eagle and two stars perched on a fouled anchor.
- * Generally a third or fourth year cadet.
- * The SNSI may assign a Master Chief Petty Officer billet to the battalion chief petty officer.



2.1.C CADET OFFICER RANKS

Cadet officers are generally third or fourth year cadets that have shown aptitude for high leadership positions. Officers are selected from the enlisted rates to fill specific positions as noted below.

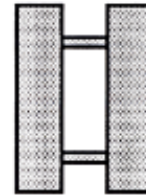
CADET ENSIGN

- * The collar device is a single gold bar.
- * Generally a third or fourth year cadet.
- * The first junior officer assignment which may include junior officer on company staffs, public affairs, assistant supply, platoon commander, or assistant drill team commander.



CADET LIEUTENANT (Junior Grade)

- * The collar device is two attached gold bars.
- * Assigned to officers ready for additional responsibilities.
- * Assignments can include operations, rifle team commanders, battalion supply, and administrative officer.



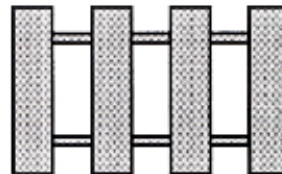
CADET LIEUTENANT

- * The collar device is three attached gold bars.
- * Assigned to some of the most senior officers such as executive officer of companies or operations officer in battalions and regiments.



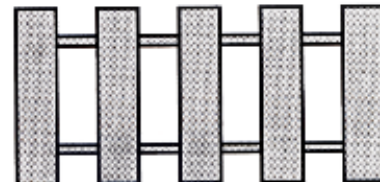
CADET LIEUTENANT COMMANDER

- * The collar device is four attached gold bars.
- * Assigned to cadet officers in the top leadership roles of the NJROTC.
- * The highest rank of company strength.
- * Assignments include company commander in smaller units and executive officer in battalions and regiments.



CADET COMMANDER

- * The collar device is five attached gold bars.
- * The highest rank that can be attained by a cadet in NJROTC.
- * Assignments include battalion commander and regimental commander.



2-2 NAVY RATES AND RANKS

2-2.A. GENERAL

1. The Navy's rate and rank structure for men and women on active duty is in some ways similar to the rate and rank structure used by the cadets in the NJROTC program. Enlisted personnel have rates and commissioned officers have ranks. An officer's rank refers to his or her official title, e.g. ensign, lieutenant commander, captain, etc., but it also indicates the amount of pay received monthly. Enlisted personnel have similar titles and pay grades. The lowest three enlisted pay grades are in the general apprenticeship area before advancement to petty officer pay grades. When officers move up the next rank and pay grade, they have earned a promotion. When enlisted personnel move up to the next higher rate in their specialty, they have advanced in rate. The uniform sleeve and collar insignia for naval rates and ranks are shown below from the lowest to the highest:

2-2.B. ENLISTED RATES

SLEEVE INSIGNIA

COLLAR INSIGNIA

Pay Grade: E-1
Title: Seaman Recruit
Abbreviation: SR

None

None

Pay Grade: E-2
Title: Seaman Apprentice
Abbreviation: SA



None

Pay Grade: E-3
Title: Seaman
Abbreviation: SN



None

Pay Grade: E-4
Title: Petty Officer Third Class
Abbreviation: PO3



None

Pay Grade: E-5
Title: Petty Officer Second Class
Abbreviation: PO2



None

Pay Grade: E-6
Title: Petty Officer First Class
Abbreviation: PO1



None

CHIEF PETTY OFFICER RATES

SLEEVE INSIGNIA

COLLAR INSIGNIA

Pay Grade: E-7
Title: Chief Petty Officer
Abbreviation: CPO



Pay Grade: E-8
Title: Senior Chief Petty Officer
Abbreviation: SCPO



Pay Grade: E-9
Title: Master Chief Petty Officer
Abbreviation: MCPO



Pay Grade: E-9
 Title: Master Chief Petty Officer
 of the Navy
 Abbreviation: MCPON



2-2.C. WARRANT RANKS

SLEEVE INSIGNIA

COLLAR INSIGNIA

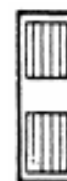
Blue and Gold

Pay Grade: W-2
 Title: Chief Warrant Officer
 Abbreviation: CWO2



Blue and Silver

Pay Grade: W-3
 Title: Chief Warrant Officer
 Abbreviation: CWO3



Blue and Silver

Pay Grade: W-4
 Title: Chief Warrant Officer
 Abbreviation: CWO4



Blue and Silver

Pay Grade: W-5
 Title: Chief Warrant Officer
 Abbreviation: CWO5



2-2.D. OFFICER RANKS

SLEEVE INSIGNIA

COLLAR INSIGNIA

Gold

Pay Grade: O-1
Title: Ensign
Abbreviation: ENS



Silver

Pay Grade: O-2
Title: Lieutenant Junior Grade
Abbreviation: LTJG



Silver

Pay Grade: O-3
Title: Lieutenant
Abbreviation: LT



Gold

Pay Grade: O-4
Title: Lieutenant Commander
Abbreviation: LCDR



Silver

Pay Grade: O-5
Title: Commander
Abbreviation: CDR



Pay Grade: O-6
Title: Captain
Abbreviation: CAPT



Silver



Pay Grade: O-7
Title: Rear Admiral Lower Half
Abbreviation: RADM (L)



Silver



Pay Grade: O-8
Title: Rear Admiral Upper Half
Abbreviation: RADM (U)



Silver



Pay Grade: O-9
Title: Vice Admiral
Abbreviation: VADM



Silver



Pay Grade: O-10
Title: Admiral
Abbreviation: ADM



Silver



STUDY GUIDE QUESTIONS

CHAPTER 2: NJROTC RATES/RANKS AND U.S. NAVY RATES/RANKS

1. Define rate.
2. Define rank.
3. What rate has a collar device consisting of two silver diagonal stripes?
4. What is the difference between advancement and promotion?
5. An eagle and two stars perched on a fouled anchor is the collar device for whom?
6. What is the highest authorized rank within a unit of company strength?
7. What is the highest rank that can be attained by a cadet in NJROTC?
8. The collar device that has four attached bars is for whom?
9. A collar device consisting of a single gold bar represents what rank?
10. How many stars does an Admiral have on his collar insignia?
11. What is the pay grade of a Captain?
12. What is the pay grade for a Chief Petty Officer?
13. What is the pay grade for a Warrant Officer?
14. What is required for achievement to officer status within the NJROTC?
15. What collar insignia does a Cadet Seaman Recruit wear?
16. What specific assignments are given to a Cadet Seaman Recruit, Cadet Seaman Apprentice and Cadet Seaman?
17. What assignments would a Cadet Petty Officer Third Class include?
18. The Cadet Petty Officer First Class collar device insignia looks like what and when can cadets usually achieve this rate?
19. What position can the SNSI assign a Cadet Master Chief Petty Officer?
20. What is the rank of the most junior cadet officer?
21. When are cadet officer's chosen?
22. What does a Cadet Lieutenant Commander collar device look like and what specific position does at Cadet Lieutenant Commander fill?
23. List the Naval officers' pay grades, from most junior to most senior.
24. List the pay grades and rates of enlisted personnel from junior to senior.
25. Where do Warrant Officers and Chief Warrant Officers fit in the chain of command?

Critical Thinking

1. In the earliest times, rank was not an issue. Do you think the badge of rank is important? Is there any sort of inconvenience that might arise from not being able to distinguish the commissioned officers from the junior enlisted?
2. As a precious metal, gold is worth more than silver, but in the military, silver outranks gold. The current day Navy rank badges are two different colors. One example being that of the rank of Ensign is a single gold bar, but the rank of a Lieutenant (Junior Grade) is a single silver bar. Another example is that the Petty Officer rank badges are silver, but the Chief Petty Officer rank badges are gold. Explain how you feel that the color scheme of the rank badges is incorrect and how would you change the color of the rank system?

Extension Activity

With the new Navy rank and pay grade of Chief Warrant Officer - 5 having been established, write a point paper explaining why the enlisted rank system should be now have a new enlisted rank and pay grade of E-10 for the Master Chief Petty Officers.

Interdisciplinary Connection

Global Studies: Research the foreign origins of military ranks and the historical background that formed the basis of the U.S. Navy enlisted and officer ranks. Create a poster of the early U.S. Navy rank structure including the initial pay grades and rank insignia.

Academic Content Standards for the extension activity and interdisciplinary connections.

1. Analyze the values held by specific people who influenced history and the role of their values played in influencing history.
2. Analyzes how specific historical events would be interpreted differently based on newly uncovered records and/or information.
3. Knows how to evaluate the credibility and authenticity of historical sources.
4. Evaluates the validity and credibility of different historical interpretations.

Academic Content Standards

Language Arts 1: Uses the general skills and strategies of the writing process. Benchmarks: Evaluates own and others' writings; Uses strategies to address writing to different audiences; uses strategies to adapt writing for different purposes; Writes expository compositions; Writes fictional, biographical, autobiographical, and observational narrative compositions; Writes persuasive compositions that address problems/solutions or causes/effects; Writes reflective compositions; Writes in response to literature.

Language Arts Standard 7: Demonstrates competence in the general skills and strategies for reading a variety of informational texts. Benchmarks: Applies reading skills and strategies to a variety of informational texts; Knows the defining characteristics of a variety of informational texts; Determines the effectiveness of techniques used to convey viewpoint; Uses discussions with peers as a way of understanding information.

Technology Standard 3: Understands the relationships among science, technology, society, and the individual. Benchmark: Knows that alternatives, risks, costs, and benefits must be considered when deciding on proposals to introduce new technologies or to curtail existing ones.

Historical Understanding Standard 2: Understands the historical perspective. Benchmarks; Understands that specific individuals and the values those individuals held had an impact on history; Analyzes the influence specific ideas and beliefs had on a period of history; Analyzes the effects that specific "chance events" had on history; Analyzes the effects specific decisions had on history.

Vocabulary Words

Rate

Level of proficiency within an enlisted rating, similar to a pay grade.

Ratings

General grouping of enlisted personnel by job specialty.

Rank

Relative position of authority among officers and petty officers.

Officer's Rank

An officer's rank refers to his or her official title, e.g. Ensign, Lieutenant Commander, Captain, etc.

Promotion (in rank)

When an officer moves up to the next rank and pay grade, they have earned a promotion.

Advancement (in rate)

When enlisted personnel move up to the next higher rate in their rating specialty, they have advanced in rate.

Pay Grade

Level of military pay, from E-1 (Seaman Recruit) to E-9 (Master Chief Petty Officer), from W-1 (Warrant Officer) to W-5 (Chief Warrant Officer) and from O-1 (Ensign) to O-10 (Admiral).

CPO, SCPO, MCPO

Chief Petty Officer, Senior Chief Petty Officer and Master Chief Petty Officer. With the exception of the Master Chief Petty Officer of the Navy, this is the highest rank attainable by enlisted personnel while still in the enlisted category.

Warrant Officers

Warrant officers are senior specialists who supervise the operation of equipment and weapons. They bridge the gap between commissioned officers and enlisted personnel. They are like the journeymen or master tradesmen in civilian life.

CHAPTER 3

MILITARY CUSTOMS, COURTESIES, ETIQUETTE AND CEREMONIES

3-0 OBJECTIVES:

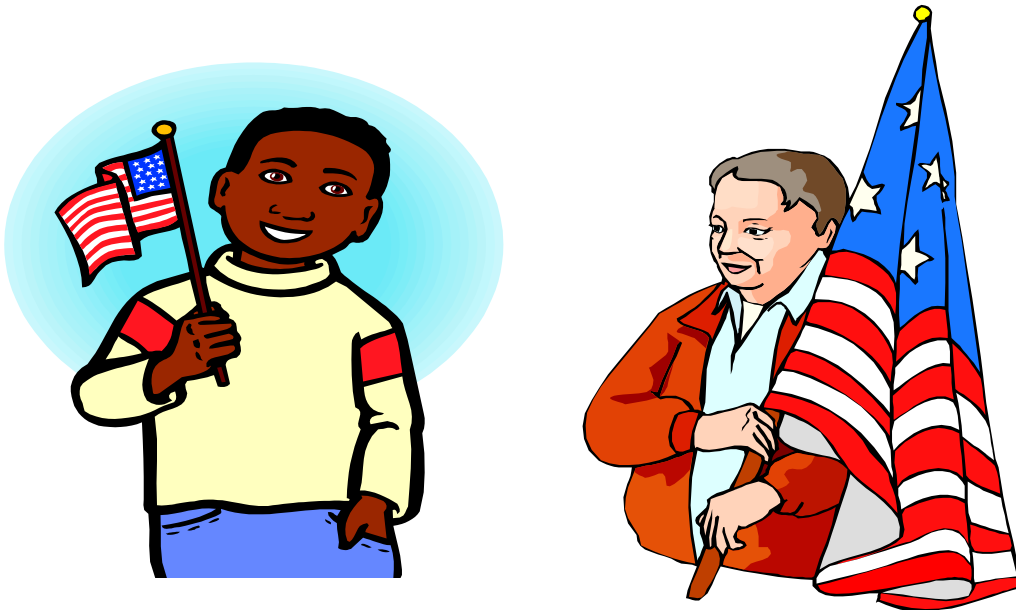
- 3-0.1 Explain the types of military customs and courtesies to include their purposes and when courtesies are rendered.
- 3-0.2 Describe the flag of the United States as a standard of honor.
- 3-0.3 Explain the procedures in pledging allegiance to the flag.
- 3-0.4 Describe the sequence of events in military ceremonies, reviews and parades.

3-1 GENERAL

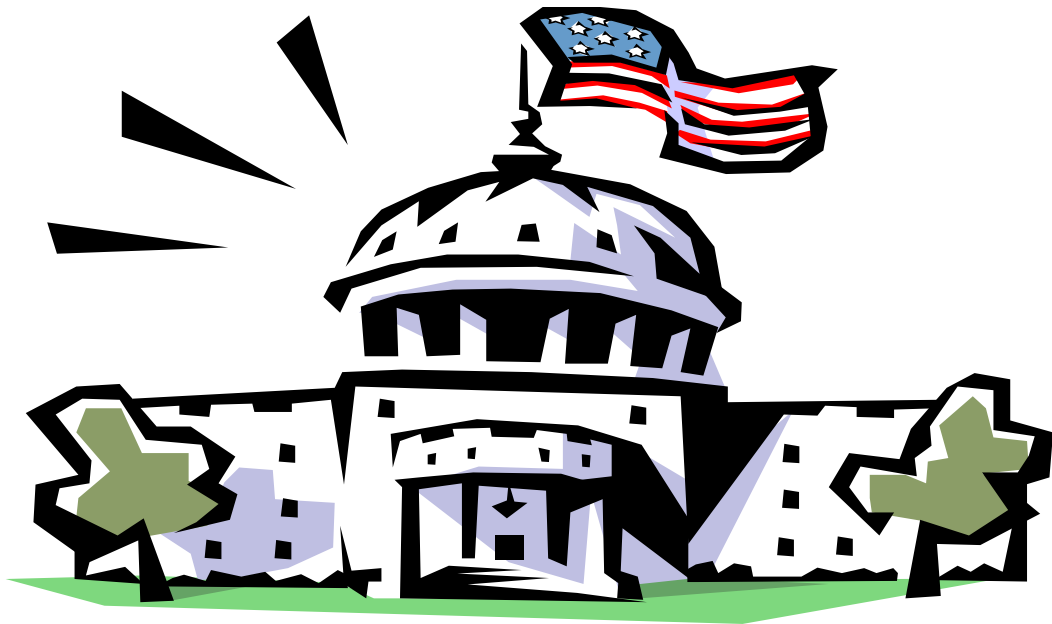
- a. Military customs and courtesies are the traditional way by which nations and individuals pay respect to distinguished persons and foreign governments. Customs and courtesies are also used to show reverence for people and places of historical distinction, significance and sanctity. The type of courtesy rendered depends upon who or what is being recognized. Courtesies are salutes to ships, to high ranking individuals and to nations. Courtesies are not rendered to nations or officials not recognized by the United States, or officials who request that they not be rendered.
- b. Ceremonies are formal, traditional acts of respect and/or reverence performed on public occasions. Like customs and courtesies, military ceremonies are an integral part of military life. Ceremonial occasions range from morning and evening colors to the courtesies and ceremonies observed by ships when passing Washington's tomb, Mount Vernon, Virginia, or the USS ARIZONA Memorial, Pearl Harbor, Hawaii. There are numerous kinds and types of ceremonies, far too many to cover in this chapter.

3-2 THE AMERICAN FLAG AND FLAG ETIQUETTE

- a. The flag of the United States of America is a living thing that calls to our spirit, reminding us of the greatness of our America. We cherish and uphold it because it is the standard of honor under which we live.



- b. We view the flag with devotion, for it represents our national heritage of noble deeds, splendid accomplishments, and untold sacrifices which combined to establish the moral character of our national foundation. Our flag is a symbol that makes our past one with the present and makes the present a prophecy for tomorrow.
- c. Our flag signifies a people dedicated to liberty, justice and freedom for all.
- d. Our flag is our companion around the world. It summons confidence on sight. There is a magic in its folds that continually renews the hope that this nation, under God, will long be an example everywhere for all who love freedom with honor.
- e. We give homage to the flag because it stands for the courageous, earnest, and unselfish experiences of our people who have given us strength as a nation and pride as citizens.
- f. We respect our flag because we have respect for our countrymen, and because our love for country finds its center in our flag.

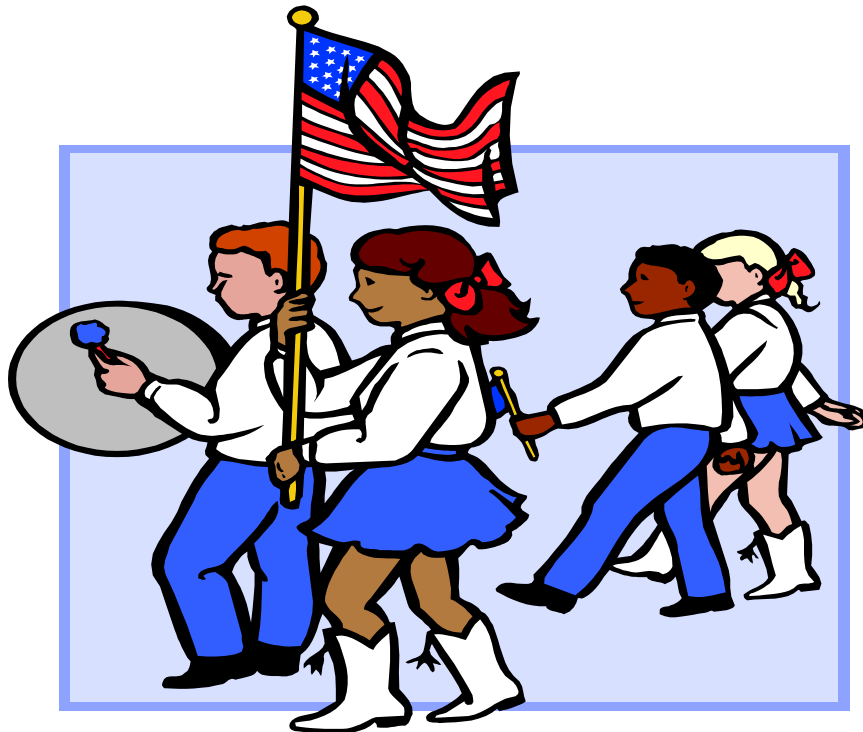


- g. The customs and traditions which surround the display and use of our flag are guides to the means by which we as proud and grateful citizens may demonstrate the ultimate respect for the flag of our nation.
- h. It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness.
- i. The flag should not be displayed on days when the weather is inclement, except when an all weather flag is displayed.
- j. The flag should be displayed daily on or near the main administration building of every public institution, and during school days in every schoolhouse.

- k. The flag should be displayed on all days, especially on all national and state holidays such as New Year's Day, Inauguration Day, President's Day, Washington's Birthday, Easter Sunday, Armed Forces Day, Memorial Day (half-staff until noon), Flag Day, Independence Day, Labor Day, Columbus Day, Navy Day, Veteran's Day, Thanksgiving Day, Christmas Day, Birthdays of States (date of admission), and such other important days as may be proclaimed by the President of the United States.

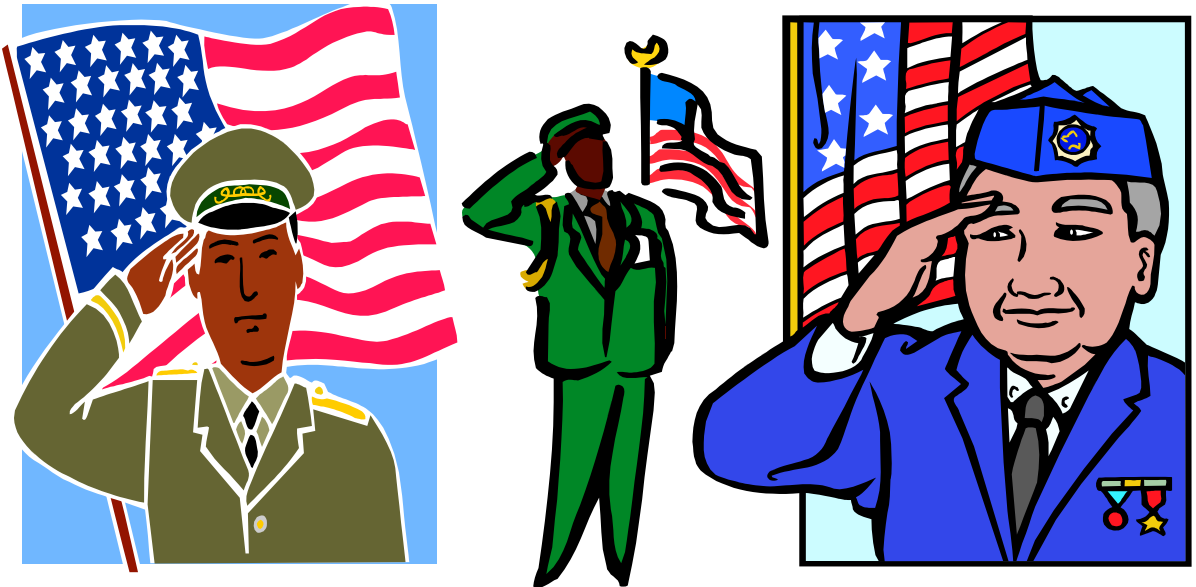


- l. The flag should be displayed daily in or near every polling place on election days.
- m. When the flag is in such condition that it is no longer a fitting emblem for display, it should be destroyed in a dignified way, preferably by burning.
- n. The flag and the national anthem are symbols of all the people, their land, and their institutions. When we salute these symbols, we are saluting the nation. Military personnel follow specific procedures in showing their respect to the flag and the national anthem. Flags and national anthems of friendly foreign nations are shown the same respect as our own. In honoring and saluting our flag we demonstrate respect for our nation, our fellow citizens and the proud heritage we share.



3-3 FLAG COURTESIES

- a. The following courtesies are rendered during the ceremony of hoisting or lowering the flag, during outdoor or indoor ceremonies, or when the flag is passing in a parade or in review:
 1. When Outdoors in Uniform. When in uniform outdoors and the national anthem or "To the Colors" is played, stand at attention, face the flag (if the flag is not visible, face the music) and render the military salute. The salute begins on the first note of the music and is held until the last note.
 2. When Outdoors in Civilian Clothes. When in civilian clothes and the national anthem or "To the Colors" is played, stand at attention, and face the flag (if the flag is not visible, face the music). A male removes his hat and holds it in his right hand and places his right hand over his heart. A female does the same, except the hat, if worn, is not removed.
 3. To An Escorted Flag Outdoors. When attending any outdoor event in uniform and the U.S. flag is escorted past you, stand at attention, face the front and render the appropriate salute. Render the salute six paces before the flag is even with you and hold it until the flag has passed six paces beyond you. Miniature flags, such as those displayed at downtown parades are not saluted.



4. On a Stationary Flagstaff. When in uniform, do not salute flags on stationary flagstaffs except during reveille and retreat.
5. During Indoor Ceremonies. When ceremonies occur indoors and the national anthem or "To the Colors" is played, face the flag and take the position of attention and place your hand over your heart. If the flag is not visible, take the position of attention and face the music or the front. When in uniform indoors, do not salute unless you are covered or under arms. No action is required while ceremonies are occurring outdoors and you are indoors. Also, there is no requirement for a person to stand or salute for ceremonies broadcast over radio or television.

6. Private Vehicle Passengers. On a military base at the first note of the national anthem, all vehicles must come to a complete stop. Occupants sit quietly until the last note of the music is played before resuming travel.
7. At Half Staff. The flag is flown at half staff to honor and pay respect to deceased persons of national importance. The term at "half-staff" means **the position of the flag when it is one-half the distance between the top and the bottom of the staff.**



3-4 PLEDGE OF ALLEGIANCE

- a. In military formations and ceremonies, the Pledge of Allegiance shall not be recited. At protocol functions, social, and sporting events which include civilian participants, personnel in uniform should:
 - (a) when outdoors, stand at attention, face the flag, remain silent and render the hand salute; (b) when indoors, stand at attention, and face the flag, but do not salute. Reciting the Pledge of Allegiance is optional for military personnel when indoors. All persons present in civilian clothes when outdoors should remove their hats, face the flag, stand at attention with their right hand over their heart, and recite the following:

"I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

* * * * *

I: You and me, an individual, a person

PLEDGE Take a vow, an oath, a promise
 ALLEGIANCE Duty owed to your country, observance of obligation.
 TO THE FLAG: A symbol of liberty, freedom, that which we as free men and women do so jealously cherish.

OF THE UNITED Joined together, combined, produced by two or more
 STATES: persons, a union our forefathers put together in 1776, to make us a united people free of a tyrant or an oppressor.

OF AMERICA: A land blessed with brotherhood from sea to shining sea. A land full of natural resources, a land where anyone can do what he/she wants as long as it does not violate the rights of another.

AND TO THE REPUBLIC: A state in which the supreme power rests in the body of citizens entitled to vote, and is exercised by elected representatives.

FOR WHICH IT STANDS: A flag known throughout the world as a symbol of freedom. A nation in which people can worship as they please, speak and not be afraid of being censored for what they say, or to express an opinion in writing and not be afraid of being arrested for writing what they feel.

ONE NATION: A body of people associated with a particular territory, who are conscious of their unity. One body of people speaking the same language, and yet opening doors to those foreign to us and saying welcome.

UNDER GOD: Meaning we have been so blessed.

INDIVISIBLE: Incapable of being divided. Even with our own internal problems our people, when sensing someone trying to take away our freedom, will answer the call to put down an adversary. We will unite.

WITH LIBERTY: Freedom from outside control. Freedom from captivity, freedom from dictatorship, with the right to choose our own government.

AND JUSTICE: The quality of being just, equitable, fair treatment for all, regardless of social background or economic standing. The right to be heard, to see our accusers, to question why.

FOR ALL: Not just a chosen few, but for everyone in the land.

* * * * *

3-5 CEREMONIES

- a. **Elements of Ceremonies.** Ceremonies are formal events and for the most part require an understanding of such aspects as the organization, purpose, composition and administration of the various parts of ceremonies.
- b. **Flag Ceremonies.** Flag ceremonies occur during parades, reveille, retreat, and prior to special events. Reveille is the signal for the **START** of the official duty day. Retreat signals the **END** of the official duty day and also serves as a ceremony for paying respect to the flag. Most flag ceremonies will be conducted with the national anthem. A bugle call, "To the Colors," can be used and is given the same respect as the national anthem. "To the Colors" can be used when a band is not available or during bad weather. During these ceremonies, all military and civilian personnel render the proper courtesies.

c. **Types of Ceremonies**

1. Reviews
2. Decorations
3. Parades
 - (a) Ceremonial
 - (b) Street
4. Funerals and Special ceremonies

d. **Commander of troops**

1. The commander of the troops in a ceremony is the senior officer taking part in it. He is responsible for the organization, uniform and equipment of the units participating in the ceremony along with any other necessary administrative information.

e. **Unit Commanders**

1. During ceremonies, unit commanders give commands, units execute drill movements, and units employ formations described in this manual for the squad, platoon, and company. Formations for ceremonies may be modified by commanding officers when the nature of the grounds or exceptional circumstances require such changes.

- f. **The Place of Formation** for participating in a ceremony is as directed by the commander of the unit.

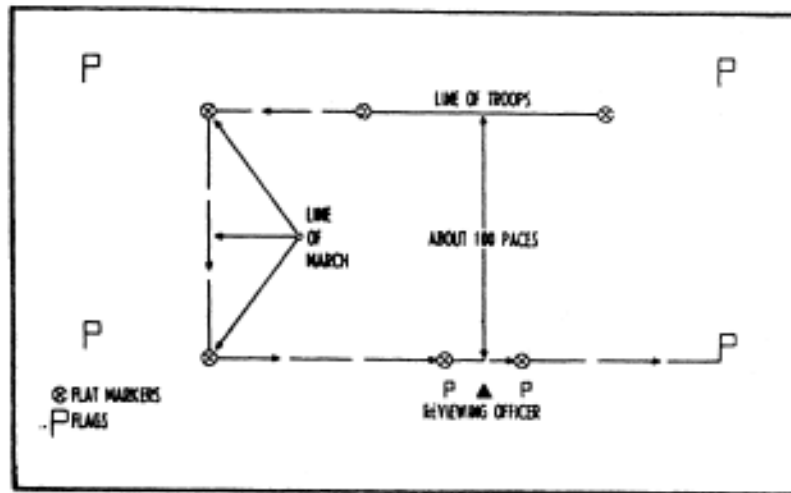
3-6 REVIEWS

a. **Composition of a Review.**

1. A review consists of four parts:
 - (a) Formation of the unit.
 - (b) Presentations and honors.
 - (c) Inspection (trooping the line).
 - (d) March in review.

b. **Preparations of the Review Area.**

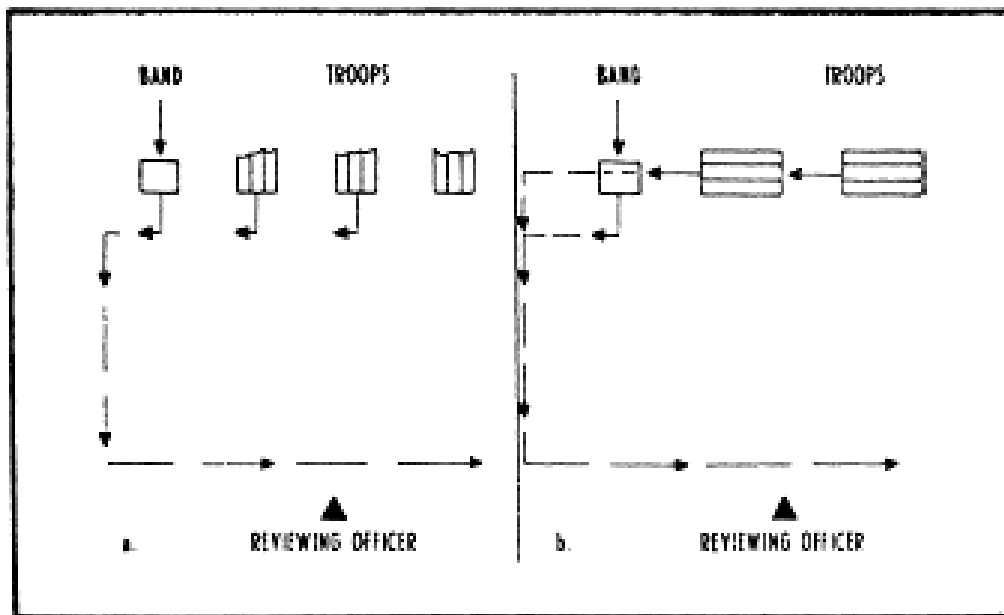
1. The line on which the cadets are to form and along which they are to march is marked out by the host organization for the review. The post for the reviewing officer, opposite the center of the line of troops, is marked on each flank with a flag. The illustration (Field Marking In Preparation For A Review) shows the minimum markings for a review area. Additional flat markers may be used to designate the subordinate unit commander's posts, unit guide posts and turning points for approaching the line of troops.



FIELD MARKING IN PREPARATION FOR A REVIEW

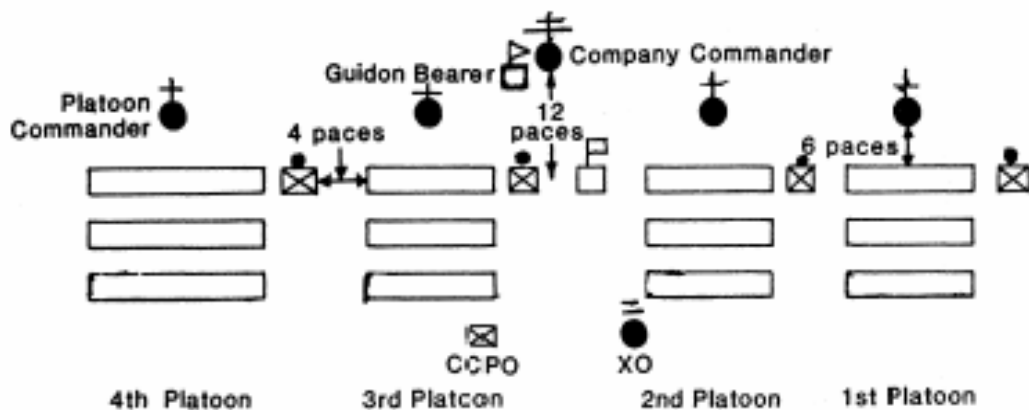
c. Cadet Formation.

1. Cadets form in line for a review. Depending on the size and number of units involved in a ceremony and the conditions of the area of the review, the units of cadets can form either as a company in a column of platoons or with the company in mass (all platoons gathered together). The cadets may be armed with rifles or not as the commander of the unit directs.



TROOP FORMATIONS

2. If Marine and Navy units are participating jointly in an NROTC unit's review, the Marine units are placed ahead of the Navy units. If all three services are participating, the order of march is Army, Marine Corps and Navy from the head of the column to the end. If the five services are participating, the order is Army, Marine Corps, Navy, Air Force and Coast Guard.
 3. The order of march in a review consisting of active, reserve and NROTC units can be determined by referring to SECNAVINST 5060.22.
 4. Cadets take their prescribed positions on the line of troops prior to the Adjutant's (second in command) call for the review. Then, under the supervision of the Adjutant, at the command dress **RIGHT DRESS**, the cadets are dressed to the right and the guides posted.
 5. After all the cadet units are dressed, the Adjutant then presents the units to the commander of the troops. To present the cadets to the commander of the troops, the Adjutant gives the command **PRESENT, ARMS**. When all the units are at present arms, the Adjutant faces the commander of the troops and reports "**Sir, the parade is formed.**" The commander of the troops returns the salute and directs the adjutant to **TAKE YOUR POST, SIR**. The Adjutant then marches around the commander of the troops to his/her post in the staff, halts and comes to carry sword. When the Adjutant is in position, the commander of the troops then commands **ORDER, ARMS**.
- d. **Presentation and Honors.**
1. As the reviewing officer approaches his/her post, the commander of the troops calls the cadet units to attention.
 2. When the reviewing officer is in position, the commander of the troops directs his/her command to present arms. When all units have presented arms, he/she faces the reviewing officer and salutes. His/her staff salutes with him/her. Look at the illustration below for the positions of the units, the spacing and positions of the officers.



COMPANY IN LINE

3. If the reviewing officer's rank entitles him/her honors, they are rendered to the reviewing officer by the band. When the honors are completed, the commander of the troops terminates his/her salute and brings the cadets to order arms.
4. When the rank of the reviewing officer entitles him/her to the honor, each organizational color salutes with its command.
5. The reviewing officer, his/her staff and all military spectators in uniform and covered, salute at the first note of the music. They hold their salutes until the music and/or gun salute is completed.

e. **Inspection**

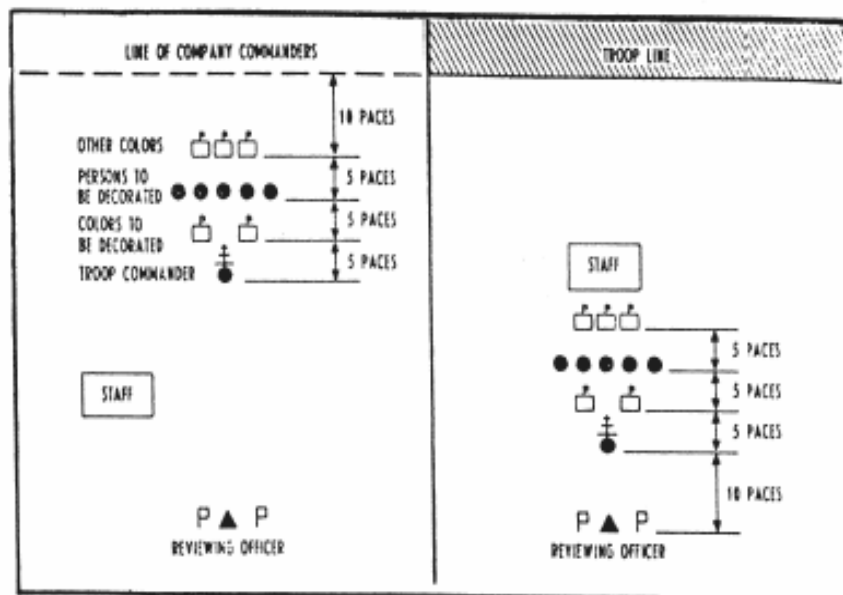
1. After the honors, the reviewing officer makes whatever general inspection of the units he/she may desire. A detailed inspection is not generally a part of the ceremony or review. Should a detailed inspection be the case, it is conducted in the same manner as described in chapter 12 of this manual.
2. The band plays while the reviewing officer makes his/her inspection of the cadet units.
3. After resuming his/her post after the inspection, the commander of the troops faces the units and orders the units to attention. After the units are at attention, presentations of decorations (which will be covered later) may be conducted, and then the units are marched in review. If there is no presentation of decorations, the units march in review.

f. **March in Review**

1. After the reviewing officer has taken his/her position in the reviewing area and the cadets are at attention, the commander of the troops commands **PASS IN REVIEW**. The commander and his/her staff proceed to the head of the column, and order the company along the route of the review.
2. The commander of the troops and his/her staff salute and execute eyes right when six paces from the nearest member of the reviewing party. They hold their salutes and eyes position until six paces beyond the reviewing party. The platoon commanders of following companies (units) command **EYES, RIGHT** to their units in the same manner and place.
3. After saluting the reviewing officer while marching in review, the commander of the troops and staff turn out of column and take a position on line with and to the right of the reviewing officer. The commander and staff return sword and render hand salutes as the national colors pass.
4. When the last unit has passed in review, the commander of the troops faces the reviewing officer and renders a hand salute. When the salute is returned, he/she and the staff draw swords and follow the units off the parade grounds.

g. Presentation of Decorations.

1. Reviews for the purpose of the presentation of decorations are held, when practicable, when there are:
 - (a) presentation of NJROTC awards and decorations
 - (b) presentations of United States decorations
 - (c) decorations of organizational colors
 - (d) presentations of foreign decorations
2. Formations and procedures for these reviews are the same as discussed previously until the reviewing officer completes his/her inspection. At this time, the following procedures are to be executed.
3. Procedure for the positioning of persons to be decorated is as follows:
 - (a) After the reviewing officer has inspected the cadets and resumed his/her post, the commander of the troops, from his/her post, does an about face and commands **PERSONS TO BE DECORATED AND ALL COLORS, CENTER, MARCH**. On **MARCH**, persons to be decorated and all colors move by the most direct route to form single ranks in the center of the command, starting 15 paces in front of the line of company (unit) commanders. They form according to the rank of the decoration to be conferred, the highest decoration on their right. Those to receive the same decorations take positions according to seniority within each group.
 - (b) Colors to be decorated form a single rank five paces in front of the center of the line of persons to be decorated. The color to receive the highest decoration is on the right.



PRESENTATION OF DECORATIONS

- (c) All other colors with color guards form a single rank five paces behind the center of the line of persons to be decorated. Each color is in the same relative position as its parent unit within the formation for review. Note the illustration.
- 4. The presentation of the persons and/or colors to be decorated is made by the commander of the troops.
- 5. The presentation of the awards/decorations commences with the reading of the orders and citations of the awards to be presented by a designated staff officer. In ceremonies involving many awards that are the same, the commanding officer may direct that only one be read. For awards to individuals, the reviewing officer attaches the decoration on the uniform over the left breast pocket, presents the citation and shakes the hand of each decorated person. Immediately after shaking hands, the person decorated salutes the reviewing officer. The salute is returned, and the reviewing officer proceeds to the next person being decorated. After shaking hands with the last person, the reviewing officer resumes his/her post.
- 6. The persons decorated/awarded, at the command of the senior, form line at normal interval on the left of the local commander. The colors return to their posts by the most direct route. When the colors have taken their posts, the reviewing officer directs the commander of the troops to march the command in review.

3-7 STREET PARADES

- a. **General**. In addition to the pass-in-review type events in which cadets will occasionally be involved, they will often be called upon to participate in street parades, etc. Street parades are considerably less formal with respect to the reports and procedures for conducting the parade than the military ceremonies since most street parades are run by civilian organizations.
- b. **Grand Marshal**. Street parades are organized and directed by a person designated as Grand Marshal. He appoints his aides and issues orders as to how the parade is to be conducted, where the individual units will form, and their positions in the line of march.
- c. **Formations for Parades**. All participating units will form in the same manner as for a review. Normally, the units will form on side streets and march into position as directed by the Grand Marshal.
- d. **Review of the Parade**. The Grand Marshal may lead the parade the entire distance or may review the parade from a location along the parade route.
- e. **Importance of Participation**. Cadets should look upon participation in a parade, especially in the civilian community, as an important part of their training. Cadets should make every effort to prepare themselves and their uniforms in such a way as to bring credit on their school and unit. This is the opportunity to "strut your stuff" and make your parents and school proud of your efforts.

STUDY GUIDE QUESTIONS

CHAPTER 3: Military Customs, Courtesies, Etiquette and Ceremonies

1. What message does the U.S. Flag give the American people and the world?
2. How does heraldry influence the way the American flag is placed and handled?
3. What procedure must be followed in raising and lowering the flag on a day when it is to be flown at half-staff?
4. What is meant by the following terms used in relation to the flag of the United States?
 - a. National flag
 - b. National ensign
 - c. Union Jack
5. What do personnel in full uniform do during the Pledge of Allegiance and the National Anthem?
6. What do the colors of the American flag represent?
7. Why are ceremonies, customs and courtesies important to military organizations?
8. What are the four types of ceremonies?
9. What is the composition of a review?
10. What is a custom?
11. What is a tradition?
12. What is courtesy?
13. How is a street parade different from a military review?
14. Who organizes and directs street parades?
15. How does one properly retire the national flag when it is no longer suitable for display?
16. From memory, write "The Pledge of Allegiance".
17. In a joint/combined review of the 5 uniformed services, what is the order of march?
18. Describe the process for reviewing awards to individuals. Include actions taken by both the presenter and the receiver.
19. Define the term "half staff".

CRITICAL THINKING QUESTIONS

1. Do you recite the Pledge of Allegiance in your school? Do you feel you are forced to participate? How do you feel about saying it?

2. Do you think that most students think about what they are saying when they recite the Pledge of Allegiance? If not, do you think they would feel differently about it if they thought more about the meaning?

ACADEMIC CONTENT STANDARDS

Civics Standard 9 - Understands the importance of Americans sharing and supporting certain values, beliefs, and principles of American constitutional democracy.

Benchmark: Understands how certain values are fundamental to public life.

Civics Standard 11 - Understands the role of diversity in American life and the importance of shared values, political beliefs, and civic beliefs in an increasingly diverse American society. Benchmarks: Knows a variety of forms of diversity in American society; Knows major conflicts in American society that have arisen from diversity; Knows ways in which conflicts about diversity can be resolved in a peaceful manner that respects individual rights and promotes the common good; Knows why it is important to the individual and society that Americans understand and act on their shared political values and principles.

VOCABULARY WORDS

BADGE

An emblem or other device displayed on a flag, generally on the fly.

BANNER

A rectangular flag used by a king, prince, duke, or other noble. The coat of arms of the owner covers the banner's entire surface. The term is also loosely applied to a national flag (e.g. the "Star-Spangled Banner") and is today synonymous with flag.

CANTON

The four corners of a flag are named cantons, especially the upper quarter of the hoist, that is, the upper left hand corner of the flag; the canton is sometimes also called the union.

COLORS

The national and regimental or armorial flags carried by dismounted organizations (such as a color guard). Hence, the national color for Army and Marine Corps regiments is the U.S. flag. The term also applies to the national ensign flown aboard a naval vessel.

ENSIGN

A special flag based on a country's national flag and used exclusively on naval ships or merchant ships. The civil ensign is the merchant marine's flag. The U.S. flag serves as a national flag, naval ensign, and civil ensign. Great Britain, on the other hand, has a white ensign for naval ships, a red ensign for merchant ships, and a blue ensign for merchant ships commanded by an officer in the Naval Reserve.

FIELD

The ground of each division of a flag

FLY

The edge of a flag farthest from the staff.

GARRISON FLAG

A large U.S. flag flown at forts. During the War of 1812, garrison flags were 20 feet by 40 feet. The Star-Spangled Banner measures 30 feet by 42 feet.

HALYARD

The rope by which a flag is raised on a flagpole.

HOIST

(N.) the edge of a flag nearest the staff. (Vb.) to raise a flag.

HOIST ROPE

The rope on which a flag is flown on a flagpole.

JACK

A flag flown at the bow of warships when anchored. Great Britain's jack - the British Union Jack - combines the Crosses of St. George, St. Andrew, and St. Patrick on a blue field. The U.S. Union Jack carries 50 white stars on a blue field (the canton of the Naval Ensign). According to U.S. Navy regulations, the U.S. Union Jack should be the same size as the canton of the Naval Ensign flown at the ships stern.

MULLET

A five pointed star, representative of a knight's spur.

STAFF

A small pole from which a flag is flown.

STANDARD

A flag which is colored according to the owner's livery and displays the owner's badge or badges instead of his arms. The terms "national standard" is used to describe the national and regimental flags carried by mounted or motorized organizations.

STORM FLAG

The U.S. flag which is flown at military installations during inclement weather. It is smaller than the U.S. flag that is usually flown at the installation.

UNION

A flag or device of a flag symbolizing the union of countries or states. Also, the canton of (1) the U.S. flag, (2) British ensigns, and (3) British Commonwealth flags that are based on the British ensigns.

CHAPTER 4

PERSONNEL INSPECTION

4-0 OBJECTIVE:

- 4-0.1 Describe the techniques for conducting a personnel inspection.
- 4-0.2 Explain the Inspecting Officer's duties (tour) when he/she inspects a platoon.
- 4-0.3 Explain the general Inspection Guidelines (items) that inspecting officers look for when inspecting a cadet in a platoon.

4-1 GENERAL

- a. Personnel inspections often require a lot of preparation, and they reveal a lot of things about the individual cadets to the NSI and to school officials.
- b. One of the positive things personnel inspections can promote as far as the individual cadets are concerned, is that it gives those hard-working cadets the opportunity to demonstrate the self-discipline, attention to detail, and pride they have in their unit and the things they have learned. The best part is that the naval science instructors get a chance to see what the cadets have learned.



- c. The naval science instructors and school officials can learn the condition of many aspects of the training, morale and leadership that exists in their unit by the appearance of the cadets. Parents can also see the value of the NJROTC program and take great pride in their sons and daughters for all their efforts.

4-2 FORMING FOR INSPECTION

- a. The company/platoon is the basic unit for inspection. The company falls in for inspection by platoons. A unit composed of a battalion may be inspected "en masse" for special occasions. Before the inspection, the cadets will have been informed of the time to fall in and will be in ranks and mustered by that time. The following procedures are those normally followed:

1. **PREPARE FOR INSPECTION**. This is the command given by the company commander at the appointed time for the inspection. At this time, the following actions take place.
 - (a) The platoon commander of the first (base) platoon faces his platoon and gives the command **OPEN RANKS, MARCH**. The cadets in the first rank take two steps forward, the second rank takes one step forward and the third rank remains stationary. The cadets automatically come to dress right, while at the same time raising their left arm to get the proper interval. Refer to page 6-14 for the proper procedures for open ranks.
 - (b) The first platoon commander aligns each rank by sighting down the rank and directing individuals to move if not in line. After verifying the alignment, the platoon commander marches to a position three paces beyond the front rank, faces left and commands **READY FRONT; COVER**. The platoon leader then takes one pace forward and faces front. It is in this position that the platoon commander receives the inspecting officer.
 - (c) Each of the other platoon commanders aligns his platoon in sequence on the first platoon. When all platoon commanders have taken their posts, the company commander reports the company ready for inspection. When acknowledged, he gives the command, **AT EASE** or other command ordered.

4-3 INSPECTING OFFICER'S TOUR

- a. The inspecting officer proceeds to the first platoon and takes a position one pace in front of and facing the platoon and the platoon commander.
 1. As the inspecting officer approaches the platoon, the platoon commander turns his head and gives the command **ATTENTION**.
 2. Upon the arrival of the inspecting officer, the platoon commander salutes and reports "First platoon (Drill Team, etc.) is standing by for your inspection, Sir." If the platoon commander is armed he will go to return sword after saluting and being inspected.
 3. The inspecting officer then proceeds to the first person in the first rank (the guide). The inspecting officer, at his discretion, may direct the platoon commander to put the ranks not being inspected at ease. If this is the case, the platoon commander will bring those ranks to attention when it is their turn to be inspected.
 4. The platoon commander will move to a position ahead of the inspecting officer as he inspects. If armed with a sword, the platoon commander will execute **RETURN SWORD** prior to joining the inspecting officer. The inspecting officer proceeds from cadet to cadet by stepping off to the right as in marching, halting, and executing a left face. (The platoon commander must follow this same procedure in order not to be in the way of the inspecting officer).
 5. After inspecting the front of the first rank, the inspecting officer inspects the rear of that rank and so forth for each rank.

6. At the conclusion of the inspection, the platoon commander proceeds to a position three paces in front of and one pace to the side of the first rank, faces left (draws sword if so armed), commands **ATTENTION**, takes one step forward, then faces right.
7. The inspecting officer proceeds to a position one pace in front of the platoon commander and makes any remarks he deems necessary. The inspecting officer and the platoon commander exchange salutes, and the inspecting officer proceeds to the next platoon.
8. Upon completion of the inspection of each platoon, its commander faces left and orders **CLOSE RANKS, MARCH**. This command is executed as outlined on page 6-15. At the command **MARCH**, the platoon commander moves by the most direct route and takes his post six paces in front of the center of his platoon. The command **AT EASE** or **PARADE REST** will be given from this position.

4-4 INSPECTION GUIDELINES

- a. No two inspecting officers inspect in the same way. Some look at the overall appearance of the individuals, while others may act as though they want to see their face in the reflection from your "spit shined" shoes.
- b. An important aspect that an inspecting officer must try to keep in mind is not only what **looks** good but also what is **correct** according to the uniform regulations.
- c. In general, the inspecting officer should start with the overall "look" of the cadets and then check specific items. The first impression is very important. Some of these items include:
 1. Does everything look like it is in the right place and worn correctly?
 2. Does the cadet display good posture?
 3. Is the cap clean, neat, positioned correctly and in good repair?
 4. Are all insignia and devices positioned correctly?
 5. Is the cadet's face and hair clean and groomed properly?
 6. Are the trousers/skirts, shirts, etc. clean, pressed, fit properly and in good repair?
 7. Are the shoes shined and in good repair?
 8. Are the ribbons and/or awards correct (having been earned), worn in the proper order of precedence and properly positioned on the uniform?
 9. Are the Service Designations (stars) positioned properly?
 10. Is the aiguillette worn on the correct shoulder?
 11. Is the cadet wearing unauthorized jewelry?
 12. Has the cadet tied the necktie correctly?

SAMPLE INSPECTION SCORE SHEET

Cadet Name _____ Score _____

<u>Item</u>	<u>Points Deducted</u>
Cap (Cleanliness/neatness/brim/chinstrap/ buttons/cover/insignia)	_____
Hair (Length/neatness/taper/cleanliness/ style)	_____
Shave (Neck/face/mustache)	_____
Jewelry (Amount/type/appropriateness)	_____
Shirt/Jacket (Fitness/cleanliness/press)	_____
NJROTC Patch (Position/condition/sewing)	_____
Collar Devices (Condition/position)	_____
Tie (Position/condition)	_____
Name Tag (Position/condition)	_____
Ribbons (Order/position/condition)	_____
Fingernails (Cleanliness/trim/color)	_____
Gigline (Trousers in line/belt buckle/ shirt in line)	_____
Belt/Buckle (Fit/condition)	_____
Trousers/Skirt/Slacks (Length/cleanliness/ fit/press)	_____
Shoes (Condition/shine/heels/welts)	_____
Socks/Hose (Color/condition)	_____
Posture/Bearing	_____
Other Deductions (_____)	_____
Total points deducted from 100 possible	_____

Note: Although the above score sheet can be used for all cadets, some units may prefer to make separate male and female score sheets with additional items of inspection.

(THIS PAGE INTENTIONALLY LEFT BLANK)

STUDY GUIDE QUESTIONS

CHAPTER 4: PERSONNEL INSPECTION

1. What is one of the positive results personnel inspections can promote?
2. What can the naval science instructors and school officials learn from inspecting a unit?
3. What is considered to be the basic unit for inspection?
4. What is the command given by the company commander to the platoon commanders at the appointed time for inspection?
5. What does the first squad do when the platoon commander of a three squad platoon gives the command "Open Ranks, MARCH"?
6. What does the third squad do when the platoon commander of a three squad platoon gives the command "Open Ranks, MARCH".
7. After verifying alignment, the platoon commander marches to a position _____ pace(s) beyond the front rank, faces left and commands "Ready FRONT, COVER".
8. The inspecting officer proceeds to the first platoon and takes a position _____ pace(s) in front of and facing the platoon and the platoon commander.
9. Upon arrival of the inspecting officer, the platoon commander salutes and reports _____
10. While the inspecting officer inspects each squad, the platoon commander will move to a position _____ of the inspecting officer as he inspects.
11. At the conclusion of the inspection, the platoon commander proceeds to a position _____ pace(s) in front of and _____ pace(s) to the side of the first rank.
12. Upon completion of the inspection of each platoon by the inspecting officer, its platoon commander faces left and orders _____.
13. What can the platoon commander order the platoon to do after it has closed ranks?
14. What position does the platoon commander take after the inspecting officer departs the platoon and the platoon has closed its ranks?
15. The inspecting officer should start the inspection of each cadet with an overall "look" and then check specific items. What are the most correct items to be inspected by the inspecting officer?
16. What in general are the items that the inspecting officer inspects during inspection?
17. When inspecting a cap, what items are normally checked by the inspecting officer
18. When inspecting cadet hair, what are the items normally checked by the inspecting officer?

CRITICAL THINKING QUESTIONS

1. Why are ceremonies, customs, and courtesies important to military organizations?
2. How did the tradition of personnel inspections start?

EXTENSION ACTIVITY

Research various military JROTC organizations regarding personnel inspection, honors and ceremonies and how those organizations personnel inspections differ from the NJROTC personnel inspection requirements.

INTERDISCIPLINARY CONNECTION

Research the British Royal Navy's origins of their military personnel inspections and the historical background that formed the basis for the United States Navy's personnel inspections and traditions.

ACADEMIC CONTENT STANDARDS

Language Arts Standard 7: Demonstrates competence in the general skills and strategies for reading a variety of informational texts. Benchmarks: Applies reading skills and strategies to a variety of informational texts; Knows the defining characteristics of a variety of informational texts; Determines the effectiveness of techniques used to convey viewpoint; Uses discussions with peers as a way of understanding information.

Historical Understanding Standard 2: Understands the historical perspective. Benchmarks: Understands that specific individuals and the values those individuals held had an impact on history; Analyzes the influence specific ideas and beliefs had on a period of history; Analyzes the effects that specific "chance events" had on history; Analyzes the effects specific decisions had on history.

VOCABULARY WORDS

Inspection

A checking or testing of an individual against established standards.

Self-discipline

Correction or regulation of oneself for the sake of improvement.

"En masse"

As a whole.

CHAPTER 5

PHYSICAL FITNESS EXERCISES AND QUALIFYING MINIMUMS

5-0 OBJECTIVES:

- 5-0.1 Demonstrate the ability to perform physical fitness exercises correctly.
- 5-0.2 Explain the requirements of the Physical Fitness Test.
- 5-0.3 Explain the Physical Fitness Test procedures.
- 5-0.4 Explain the scoring of the Physical Fitness Test.
- 5-0.5 Explain the PFT Administration procedures.
- 5-0.6 Explain the requirements for the NJROTC Physical Fitness Ribbon.

5-1 INTRODUCTION

- a. The following information describes the exercises you may be working on while improving your physical fitness in the NJROTC program. You will be provided with the basic starting positions, the actions you will follow and the rules for performing each exercise event correctly.
- b. Attempting to qualify for the Physical Fitness Ribbon is not mandatory for cadets; it is an optional event. To earn the Physical Fitness Ribbon, a cadet must achieve a minimum qualification score which equates to the level of "SATISFACTORY" as outlined in the Navy's Physical Readiness Standard (OPNAVINST 6110.1D) for both 17-year-old male and female Navy recruits, and adjusted for the younger cadet age groups. The minimum qualification score for push-ups and for the 1.5-mile-run is adjusted downward for the younger NJROTC age groups. It is most important that you develop and improve your physical readiness during your years as a cadet. You should keep your own personal record of your performance so that you can watch your progress and development.
- c. Training Time Out (TTO) is a safety procedure that allows cadets and instructors concerned for their personal safety, or the safety of others, to stop a physical fitness evolution, correct the discrepancy, and then, if possible, continue the performance. The TTO is an appropriate means for anyone to obtain relief if he or she is experiencing pain, heat stress, or other serious physical discomfort. Any time a cadet or an instructor experiences apprehension concerning personal safety, an immediate TTO shall be called. Cadets are not penalized for calling a TTO if this privilege is not being abused.

Note: A TTO cannot be called while attempting to qualify for the Physical Fitness Ribbon. However, if a cadet experiences extreme physical discomfort during qualifications and must stop, the test is ended. Exceptions for stopping to rest, and continuing the qualification attempt, are noted below in the rules section.

5-2 REQUIREMENTS OF THE PHYSICAL FITNESS TEST

- a. The Physical Fitness Test (PFT) events shall be completed on the same day in the following sequence: sit-reach, curl-ups, push-ups and the 1.5-mile-run. Tests should be performed one right after the other allowing for no less than 2 minutes or no greater than 15 minutes rest between events.

- b. Attempting to qualify for the Physical Fitness ribbon is not mandatory for cadets; it is an optional item. To pass the PFT successfully, a cadet must pass the sit-reach test, and score no lower than the "satisfactory" level on the curl-ups, push-ups and 1.5-mile-run when attempting to achieve the point total needed to pass the PFT at the overall level of "satisfactory." REGARDLESS OF THE NUMBER OF POINTS EARNED, FAILURE TO MEET AT LEAST SATISFACTORY PHYSICAL FITNESS SCORES FOR ANY ONE OF THESE REQUIREMENTS CONSTITUTES FAILURE OF THE ENTIRE PHYSICAL FITNESS TEST.

5-3 PHYSICAL FITNESS TEST PROCEDURES

A. Requirement - "FLEXIBILITY"

(1) Definition. The functional capacity of a joint to move through the full range of motion.

(2) Rationale. The **sit-reach** test serves as an important functional measure of hip and back flexibility. Lack of flexibility is associated with an increased risk of injury.

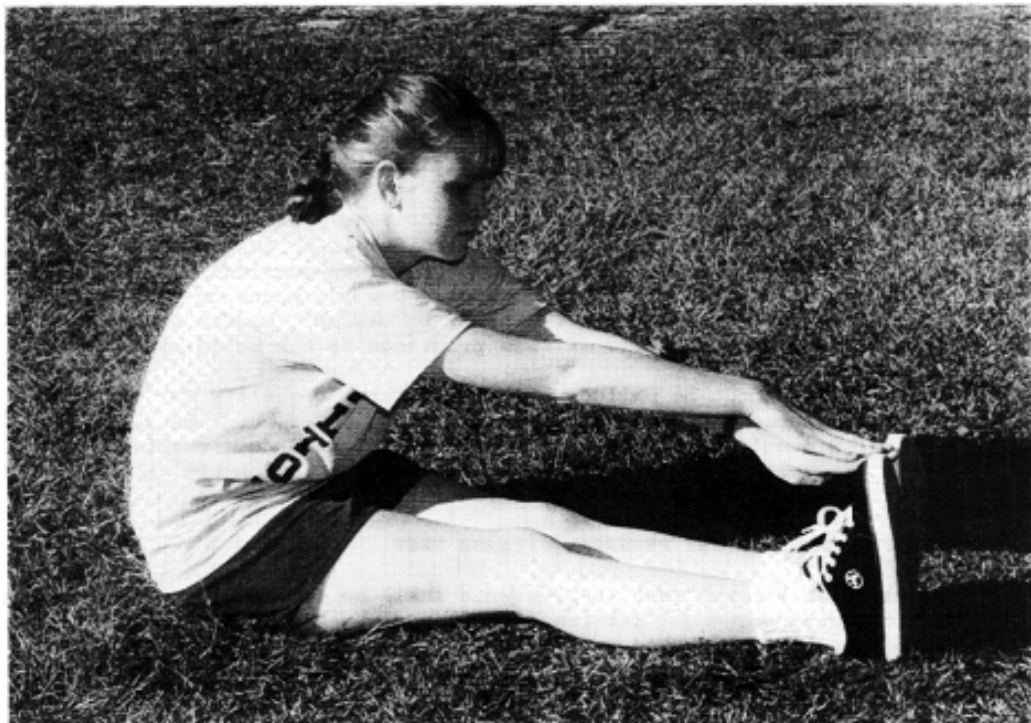
1. **SIT-REACH**

(Caution. Cadets should warm-up sufficiently by gradually stretching the back and leg muscle groups before doing the test).

- a. Starting Position Sit on the deck with your legs straight, feet together, ankles at right angle and toes pointed up.

b. Actions.

(1) Reach slowly forward and attempt to touch tips of the toes with fingertips of both hands. Hold the reach for one second.



c. Rules.

- (1) DO NOT BOUNCE OR LUNGE.
- (2) Only three attempts are allowed.
- (3) Cadets fail this test if they are unable to touch their toes and hold the reach for one second.



B. Requirement - "MUSCULAR ENDURANCE"

- (1) Definition. Muscular endurance is the ability to sustain muscular contractions over a period of time without fatigue.

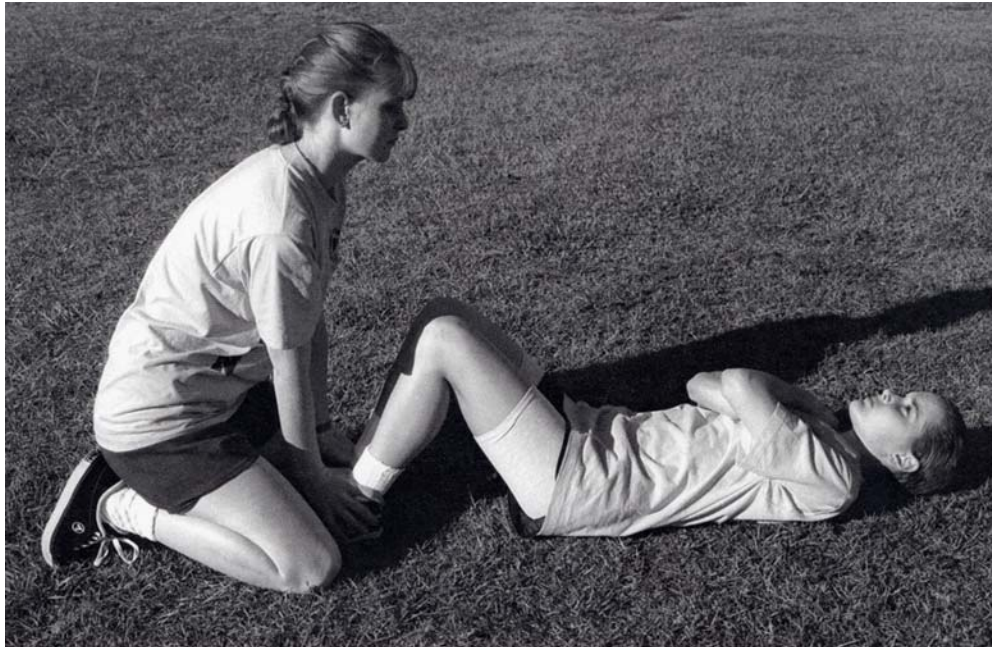
(2) Rationale.

a. Curl-ups are an indicator of muscular endurance. The curl-up test serves as a functional measure of abdominal muscle group endurance which has been identified as an important factor in preventing lower back injury.

b. Push-ups are an indicator of upper torso muscular endurance which is required for such common tasks as pushing, pulling, lifting and carrying.

2. **CURL-UPS**

- a. **Starting Position.** Using a blanket, mat, or other suitable padding, lie flat on your back with your legs bent so that your thighs form an angle of 45 degrees with the ground. Your heels are close to the buttocks (approximately 10 inches). Fold your arms across your chest so that your hands are almost touching your shoulders. Have your partner hold your feet down.



b. **Actions.**

(1) Curl up and bend forward until your elbows are touching your thighs.

(2) Return to the starting position on your back touching shoulder blades to the ground, and correctly repeat the exercise.



c. **Rules.**

- (1) The time limit for the required number of curl-ups in your age group is 2 minutes (see the minimum curl-ups qualification requirements from the table provided under section 7-5 on page 7-10).
- (2) You may stop and rest in the up or down position, as long as you keep the basic position.
- (3) You cannot lower your legs at any time while performing the exercise.
- (4) You must keep your feet on the ground.
- (5) You must keep your arms across your chest.
- (6) The 2-minute time period begins with "ready go."
- (7) The partner calls out 15-second time intervals until the completion of the test.
- (8) The partner monitors the form and counts the number of correctly performed curl-ups.
- (9) One completed curl-up is counted each time you return to the starting position.

3. **PUSH-UPS**

- a. **Starting Position**. Extend your arms and place your hands, fingers pointing forward, on the ground approximately shoulder width apart and feet together. Extend your body so that it is perfectly straight. Weight is supported on the hands and toes.



b. **Actions**.

- (1) Keep your body tense and straight. Begin push-up by bending the elbows and lowering the entire body until the top of the upper arms, shoulders and lower back are aligned and parallel to the ground with the chest approximately 2 inches from the floor.
- (2) Return to the starting position by extending the elbows until the arms are straight and your body is back in the original position.



c. Rules.

- (1) The time limit for the required number of push-ups in your age group is 2 minutes (see the minimum push-ups qualification requirements from the table provided under section 7-5 on page 7-10).
- (2) Your body must be kept perfectly straight from head to heels and must remain so throughout the test.
- (3) Your feet may not rest against an immovable object.
- (4) Your buttocks must not be raised.
- (5) Your stomach must not sag.
- (6) Shoes may/may not be worn.
- (7) You may stop and rest in the UP position. Do not touch the ground with any part of your body except your hands and feet.



- (8) The 2-minute time period begins with "ready go."
- (9) The partner calls out 15-second time intervals until the completion of the test.
- (10) The partner monitors the form and counts the number of correctly performed push-ups.
- (11) One completed push-up is counted each time you return to the starting position.

C. Requirement - "AEROBIC AND CARDIORESPIRATORY ENDURANCE"

(1) Definition. Cardiorespiratory endurance is the ability to persist in physical activity which demands the use of large amounts of oxygen.

(2) Rationale. The 1.5-mile-run is included in the total physical fitness measurement because of the importance of cardiorespiratory efficiency (how effective the heart and lungs work to deliver oxygen to the body), during activities which require sustained performance for an extended period of time.

4. **1.5-MILE-RUN**

- a. **Starting Position.** You will stand behind the starting line. The starter takes a position at the start/finish line with a stopwatch. Note: In most "out and back" courses, the starting and finishing line is the same line). The starter will raise one hand preparatory to giving the starting signal.
- b. **Action.** When the starter brings his hand down quickly and slaps his thigh, or says "Ready, Go," you will leave your mark. As you cross the finish line, your time will be noted and recorded.



c. **Rules.**

- (1) The event consists of running 1.5 miles continuously over a level course, free of steep inclines/declines, surface irregularities and sharp turns.
- (2) The actual course distance should be verified with a measuring wheel or bicycle odometer. A standard quarter-mile running track can be used if a distance course is unavailable.
- (3) Assistants should be stationed at even intervals on the distance course or around the track.
- (4) Time intervals/laps should be called out until completion of the 1.5-mile-run.

- (5) For the minimum time required in minutes and seconds for the 1.5-mile-run for your age group, see the minimum qualification requirements table under section 7-5 on page 7-10).
- (6) Your score is the elapsed time between the starter's signal and the instant you cross the finish line.
- (7) Record your time with a stopwatch to the nearest second.
- (8) Any combination of running or walking is allowed to complete the 1.5-mile-run.
- (9) A classmate (pacer) may run along with the runner for encouragement.

5-4 SCORING THE PHYSICAL FITNESS TEST

- a. Each individual who desires to attempt to earn the Physical Fitness Ribbon, must achieve the point total needed to pass the PFT at the overall level of "satisfactory." Cadets may also earn a bronze, silver, or gold lamp on the physical fitness ribbon by scoring higher points. However, it is not necessary to score at the level of "good" or better in each of the PFT events in order to earn a lamp, but a cadet must pass the sit-reach test and score no lower than the "satisfactory" level on the curl-ups, push-ups and 1.5-mile-run to qualify. **FAILURE TO MEET AT LEAST A PHYSICAL FITNESS SCORE OF "SATISFACTORY" FOR ANY ONE OF THESE REQUIREMENTS CONSTITUTES FAILURE OF THE ENTIRE PHYSICAL FITNESS TEST REGARDLESS OF THE TOTAL NUMBER OF POINTS EARNED.**
- b. The point system used to score the NJROTC PFT is based on the Navy's Physical Readiness Standard published in OPNAVINST 6110.1D for 17-year-old male and female Navy recruits, and adjusted for the younger cadet age groups. Points are scored for each item completed. To calculate the point total, compare the performance of each event against the NJROTC Physical Readiness Point Table on page 7-12 for each event. Note: Running times which fall between increments receive point values for the slower/lower bracket.

For example a 17-year-old male cadet needs 227 points to earn the Physical Fitness Ribbon and a bronze lamp. To qualify in each event at the level of "good," the cadet must pass the sit-reach test, perform 51 push-ups (84 points), perform 60 curl-ups (60 points), and complete the 1.5-mile-run in 11:00 minutes (83 points). However, should this same cadet complete the mile and a half at just the "satisfactory" level of 12:15 minutes for an event score of 75 points, then he would have to complete either 59 push-ups or 68 curl-ups in order to earn the additional 8 points needed for the overall point total of 227.

- c. **OUTSTANDING PHYSICAL FITNESS PERFORMANCE RECOGNITION.** Naval science instructors are encouraged to recognize cadets who possess a high commitment to physical readiness and personal excellence. In addition to earning the PFT Ribbon and the gold lamp, cadets who achieve an outstanding performance in the physical fitness test, could be recognized during formations, appropriate ceremonies or through locally-produced certificates or awards.
- d. Points required for the PFT performance levels of "outstanding," "excellent," "good," and "satisfactory" are listed on the next page by age group.

5.5 Table

NJROTC PHYSICAL FITNESS STANDARDS

FEMALE					MALE			
Cadet Age Group	14 and under	15	16	17+	14 and under	15	16	17+
<u>SIT-REACH</u>	Touch	Touch	Touch	Touch	Touch	Touch	Touch	Touch
Pass/Fail	Toes	Toes	Toes	Toes	Toes	Toes	Toes	Toes
<u>CURL-UPS</u> (Time Limit - 2 Minutes)								
Outstanding	86	86	86	86	88	88	88	88
Excellent	67	67	67	67	72	72	72	72
Good	52	52	52	52	60	60	60	60
Satisfactory	40	40	40	40	45	45	45	45
<u>PUSH-UPS</u> (Time Limit - 2 Minutes)								
Outstanding	31	33	35	36	48	53	58	63
Excellent	26	28	30	31	44	49	53	57
Good	19	21	23	24	39	43	47	51
Satisfactory	13	15	17	18	26	30	34	38
<u>1.5-MILE-RUN</u> (Time required in minutes and seconds)								
Outstanding	12:00	11:50	11:40	11:30	9:30	9:20	9:10	9:00
Excellent	13:00	12:50	12:40	12:30	10:40	10:10	10:00	9:40
Good	14:00	13:50	13:40	13:30	12:10	11:40	11:10	11:00
Satisfactory	15:30	15:20	15:10	15:00	14:00	13:30	13:00	12:40

Note: The above qualifying physical fitness standards compare to nationwide data that were obtained from The President's Challenge Physical Fitness Awards Program for 14-year-old to 17-year-old high school youth.

REQUIRED POINT SCORES FOR THE PHYSICAL FITNESS RIBBON

FEMALE					MALE			
Cadet Age Group	14 and under	15	16	17+	14 and under	15	16	17+
Outstanding	227	230	233	235	261	267	273	278
Excellent	197	200	203	205	234	242	247	253
Good	169	172	175	177	208	215	222	227
Satisfactory	142	145	148	150	169	176	183	189

5-6 **PFT ADMINISTRATION**

- a. **Frequency**. All NJROTC units teaching the naval science curriculum on a conventional 36-weeks schedule will conduct the PFT no more than twice during the school year: once during the fall and once during the spring. Those units teaching on the 4x4-block schedule can conduct the PFT twice during each 18-weeks course.
- b. **Make-up Tests**. Cadets that were unable to take the scheduled PFT due to a valid medical reason may take a make-up test scheduled by the NSI.
- c. **Test Failures**. Cadets that fail the PFT cannot take the test again to earn the NJROTC Physical Fitness Ribbon until the following regularly scheduled test during the fall or spring.

5-7 **REQUIREMENTS FOR THE NJROTC PHYSICAL FITNESS RIBBON**

- a. The PFT ribbon will be awarded on different levels, with only the most recent PFT cycle counting toward lamps worn on the ribbon. In order to earn a ribbon, a cadet must achieve an overall point score at a level of "satisfactory" or better using the NJROTC Physical Readiness Point Table on page 7-12, and achieve the minimum requirement of "satisfactory" in every event. The award levels are as follows:
 - (1) Ribbon. Achieve an overall point score of "**satisfactory**" and achieve the minimum requirements to be satisfactory in each event.
 - (2) Ribbon with **bronze lamp**. Achieve an overall point score of "**good**" and achieve the minimum requirements to be satisfactory in each event.
 - (3) Ribbon with **silver lamp**. Achieve an overall point score of "**excellent**" and achieve the minimum requirements to be satisfactory in each event.
 - (4) Ribbon with **gold lamp**. Achieve an overall point score of "**outstanding**" and achieve the minimum requirements to be satisfactory in each event.
- b. Additional successful PFT achievement will make a cadet eligible for stars on his/her ribbon according to the criteria listed on page 1-44.
- c. Cadets who earn the PFT ribbon are encouraged to maintain or improve the level of physical fitness with each consecutive physical fitness test. If a lamp is worn on the ribbon, it will reflect the level of achievement from the most recent semi-annual PFT offered by the unit. For example, if a cadet has previously earned the silver lamp with a score of "excellent," but scores only at the "good" level at the next PFT, the silver lamp on the ribbon will be replaced with a bronze lamp. Likewise, if a cadet fails to achieve a physical fitness score recognized by a bronze lamp, or does not participate in the unit's scheduled semi-annual PFT or an approved make-up PFT (for valid medical reasons), the wearing of a bronze lamp device is no longer authorized. In this case, the cadet can wear only the PFT ribbon and any stars earned to date, if applicable.
- d. The commander of a physical fitness team will wear the gold anchor on the Physical Fitness Ribbon as described on page 1-42.

NJROTC PHYSICAL READINESS POINT TABLE

Column A: Points for Events
Column B: Curl-Ups Performed

Column C: Push-Ups Performed
Column D: 1.5 Mile Run Time

A	B	C	D	A	B	C	D
Points	Curl-Ups	Push-Ups	Run	Points	Curl-Ups	Push-Ups	Run
100	100	67	8:10	50	50	17	:30
99	99	66	:20	49	49	16	:40
98	98	65	:30	48	48	15	:50
97	97	64	:40	47	47	14	17:00
96	96	63	:50	46	46	13	:10
95	95	62	9:00	45	45	12	:20
94	94	61	:10	44	44	11	:30
93	93	60	:20	43	43	10	:40
92	92	59	:30	42	42		:50
91	91	58	:40	41	41		18:00
90	90	57	:50	40	40	9	:10
89	89	56	10:00	39	39		:20
88	88	55	:10	38	38		:30
87	87	54	:20	37	37		:40
86	86	53	:30	36	36		:50
85	85	52	:40	35	35	8	19:00
84	84	51	:50	34	34		:10
83	83	50	11:00	33	33		:20
82	82	49	:10	32	32		:30
81	81	48	:20	31	31		:40
80	80	47	:30	30	30	7	:50
79	79	46	:40	29	29		20:00
78	78	45	:50	28	28		:10
77	77	44	12:00	27	27		:20
76	76	43	:10	26	26		:30
75	75	42	:20	25	25	6	:40
74	74	41	:30	24	24		:50
73	73	40	:40	23	23		21:00
72	72	39	:50	22	22		:10
71	71	38	13:00	21	21		:20
70	70	37	:10	20	20	5	:30
69	69	36	:20	19	19		:40
68	68	35	:30	18	18		:50
67	67	34	:40	17	17		22:00
66	66	33	:50	16	16		:10
65	65	32	14:00	15	15	4	:20
64	64	31	:10	14	14		:30
63	63	30	:20	13	13		:40
62	62	29	:30	12	12		:50
61	61	28	:40	11	11		23:00
60	60	27	:50	10	10	3	:10
59	59	26	15:00	9	9		:20
58	58	25	:10	8	8		:30
57	57	24	:20	7	7		:40
56	56	23	:30	6	6		:50
55	55	22	:40	5	5	2	24:00
54	54	21	:50	4	4		:10
53	53	20	16:00	3	3		:20
52	52	19	:10	2	2		:30
51	51	18	:20	1	1	1	:40

Study Guide Questions

CHAPTER 5: PHYSICAL FITNESS EXERCISES AND QUALIFYING MINIMUMS

1. Describe the requirements of the Physical Fitness Test
2. In order to pass the PFT, what type of scoring must a cadet achieve?
3. What is the rationale for doing the sit-reach test?
4. What is the rationale of the curl-up test?
5. If curl-ups are an indicator of muscular endurance, explain why are push-ups are part of the PFT test.
6. How can the 1.5 mile course be verified for proper distance?
7. What is the importance of the 1.5 mile run?
8. What is the frequency for administering the PFT?
9. If a cadet fails to pass the scheduled PFT in the Fall, can the cadet retake the PFT in order to earn the Physical Fitness ribbon the next day?

CRITICAL THINKING QUESTIONS

1. What are some easy ways that people could increase their physical activity without going to the gym, playing sports, etc.?
2. What are the pros and cons of exercising?

EXTENSION ACTIVITY

Aerobic and Cardio-respiratory Endurance:

Have each student find his/her pulse – either on the wrist, temple, or carotid artery on the neck. After counting how many times they feel their pulse beat within a time span of 10 seconds, have the students multiply by 6 to determine their pulse rate for 1 minute. Next, direct students to stand up and do 15 jumping jacks. Immediately repeat the 10-second pulse-taking procedure. Have the students then respond by writing on a handout the following questions: “Describe how your pulse changed after you did jumping jacks. What other physical effects did the physical exercise have on you? Why do you think these changes occurred? What do you know about the heart and how it works? After five minutes, have the students discuss their responses as a class. Students should come to understand that their pulse is caused by blood stopping and starting as it rushes through their arteries, out and away from the heart. Furthermore, it is the veins that return blood to the heart and lungs.

INTERDISCIPLINARY CONNECTIONS

Language Arts - Create a list of inventions or devices that have “engineered activity out of our lives.” Explain how these inventions have reduced the amount of activity people do in their daily lives. Do you think the overall benefits of this “advance” make up for the loss in activity?

Read a work of historical fiction or non-fiction to find out what daily activity was like in another time period. For example, read “Farmer Boy” by Laura Ingalls Wilder. Note the variety of jobs and chores done by children in the 1800s, compare these jobs to their modern day equivalents. How have activity levels changed since that time?

ACADEMIC CONTENT STANDARDS

Health Standard 7: Knows how to maintain and promote personal health. Benchmarks: Knows personal health strengths and risks (e.g., results of a personal health assessment); Knows how positive health practices and appropriate health care can help to reduce health risks; Knows strategies and skills that are used to attain personal health goals.

Physical Education Standard 3: Understands the benefits and costs associated with participation in physical activity. Benchmarks: Understands factors that impact the ability to participate in physical activity; Understands how various factors affect physical activity preferences and participation; Understands the potentially dangerous consequences and outcomes of participation in physical activity.

Language Arts Standard 1: Uses the general skills and strategies of the writing process. Benchmarks: Evaluates own and others' writings; Uses strategies to address writing to different audiences; Uses strategies to adapt writing for different purposes; Writes expository compositions; Writes fictional, biographical, autobiographical, and observational narrative compositions; Writes persuasive compositions that address problems/solutions or causes/effects; Writes reflective compositions; Writes in response to literature.

Language Arts Standard 7: Demonstrates competence in the general skills and strategies for reading a variety of informational text. Benchmarks: Applies reading skills and strategies for reading a variety of informational texts; Knows the defining characteristics of a variety of informational texts; Determines the effectiveness of techniques used to convey viewpoint; Uses discussions with peers as a way of understanding information.

Mathematics Standard 1: Uses a variety of strategies in the problem-solving process. Benchmark: Understands connections between equivalent representations and corresponding procedures of the same problem situation or mathematical concept.

Mathematics Standard 6: Understands and applies basic and advanced concepts of statistics and data analysis. Benchmark: Selects and uses the best method of representing and describing a set a data.

VOCABULARY WORDS

Training Time Out

The Training Time Out (TTO) is a safety procedure that allows cadets and instructors concerned for their personal safety, or the safety of others, to stop a physical fitness evolution, correct the discrepancy and then, if possible, continue the performance.

Flexibility

Flexibility is the functional capacity of a joint to move through the full range of motion.

Muscular Endurance

Muscular endurance is the ability to sustain muscular contractions over a period of time without fatigue.

Aerobic and Cardio-respiratory Endurance

Cardio-respiratory endurance is the ability to persist in physical activity, which demands the use of large amounts of oxygen.

Repetitions

The number of times an activity is conducted. For example, each curl-up is counted as one repetition.

Stamina

The ability to sustain hard physical activity. It is a function of aerobic capacity, or ability to use oxygen.

Appendix 1

MILITARY CHAIN OF COMMAND

6-0 OBJECTIVES:

6-0.1 Explain the chain of command as it relates to an effective and functioning cadet organization.

6-1 GENERAL

- a. Recognition of the military chain of command is long established in the Navy. The chain extends from the president to the most junior seaman recruit. Each individual must understand that this system is not only mandated by regulations, but is a form of naval courtesy. This means respecting and being prompt in orders from seniors, and being fair and compassionate toward juniors while still exacting obedience from them.
- b. The Navy's NJROTC program is organized like a pyramid, with one person on top and many people (cadet seaman recruits) on the bottom. For NJROTC purposes, from the highest to the lowest, it runs like this:

<u>Title</u>	<u>Name</u>
1. Commander-in-Chief (President of U.S.)	_____
2. Secretary of Defense	_____
3. Secretary of the Navy	_____
4. Chief of Naval Operations	_____
5. Commander, Naval Education and Training Command	_____
6. Commander, Naval Service Training Command	_____
7. NJROTC Area Manager	_____

- c. Other positions that fall under the NJROTC chain of command, some of which may not necessarily be in the following order, include the Senior Naval Science Instructor, Naval Science Instructor, Cadet Commanding Officer, Cadet Executive Officer, Cadet Operations Officer, Administrative Officer, Communications Officer, Public Affairs Officer, Supply Officer, Team Commanding Officers, Ordnance Officer, Company Chief Petty Officer, Platoon Commanders, Mustering Chief Petty Officer, Platoon Guide Bearers, Squad Leaders, and Naval Cadets.
- d. You may start out at the bottom of the pyramid in your NJROTC unit, but your naval science instructors and senior cadets will spend a lot of time training you into the kind of person who can move up to positions of leadership. Remember that everyone in the NJROTC unit began at the bottom of the chain of command; your seniors were once seaman recruits also.
- e. The uniform and the insignia worn by an NJROTC cadet shows at a glance his or her rate or rank and thus his or her level of authority in the unit. You must quickly learn to identify the officers, chiefs and petty officers in the NJROTC unit chain of command.

(THIS PAGE INTENTIONALLY LEFT BLANK)

Appendix 2

ORDERS TO THE SENTRY (OPNAVINST 3120.32C - 4/94)

1. TAKE CHARGE OF THIS POST AND ALL GOVERNMENT PROPERTY IN VIEW.
2. WALK MY POST IN A MILITARY MANNER, KEEPING ALWAYS ON THE ALERT, AND OBSERVING EVERYTHING THAT TAKES PLACE WITHIN SIGHT OR HEARING.
3. REPORT ALL VIOLATIONS OF ORDERS I AM INSTRUCTED TO ENFORCE.
4. REPEAT ALL CALLS FROM POSTS MORE DISTANT FROM THE GUARDHOUSE OR THE QUARTER-DECK THAN MY OWN.
5. QUIT MY POST ONLY WHEN PROPERLY RELIEVED.
6. RECEIVE, OBEY, AND PASS ON TO THE SENTRY WHO RELIEVES ME, ALL ORDERS FROM THE COMMANDING OFFICER, COMMAND DUTY OFFICER, OFFICER OF THE DAY, OFFICER OF THE DECK, AND OFFICERS AND PETTY OFFICERS OF THE WATCH ONLY.
7. TALK TO NO ONE EXCEPT IN THE LINE OF DUTY.
8. GIVE THE ALARM IN CASE OF FIRE OR DISORDER.
9. CALL THE CORPORAL OF THE GUARD OR OFFICER OF THE DECK IN ANY CASE NOT COVERED BY INSTRUCTIONS.
10. SALUTE ALL OFFICERS AND ALL COLORS AND STANDARDS NOT CASED.
11. BE ESPECIALLY WATCHFUL AT NIGHT, AND DURING THE TIME FOR CHALLENGING, CHALLENGE ALL PERSONS ON OR NEAR MY POST, AND TO ALLOW NO ONE TO PASS WITHOUT PROPER AUTHORITY.

Note: All NJROTC cadets will sound off in a loud, clear voice when asked for a particular order as shown in the following example:

Commanding officer: "Cadet, what is the 5th Order To The Sentry?"

Cadet: "Sir/Ma'am, the 5th Order To The Sentry is: Quit my post only when properly relieved."

(THIS PAGE INTENTIONALLY LEFT BLANK)

[illegible]

[illegible]

[illegible]

[illegible]

THIS PAGE INTENTIONALLY LEFT BLANK