



**A FIELD MANUAL**

**FOR THE**

**NAVY JUNIOR RESERVE**  
**OFFICERS TRAINING CORPS**  
**(NJROTC)**



**CADET FIELD MANUAL**  
**(8th Edition)**

NAVEDTRA 37116-H

**JUNE 2010**  
**0509-LP-110-2131**



0509LP1102131



NAVAL JUNIOR RESERVE OFFICERS TRAINING CORPS

CADET FIELD MANUAL

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## PREFACE

The purpose of the "NJROTC CADET FIELD AND DRILL MANUAL" is to combine all the information on military drill ceremonies and uniform regulations 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 most current NSTC 1533.9 publication 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 chapter of this manual is important. From this chapter you will learn the importance of attention to detail.

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 in the military drill chapter on page DM-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. 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.

## CHAPTER 1: NJROTC UNIFORM REGULATIONS

### 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 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 Working Khaki 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 Service 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 1-11.

### 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.

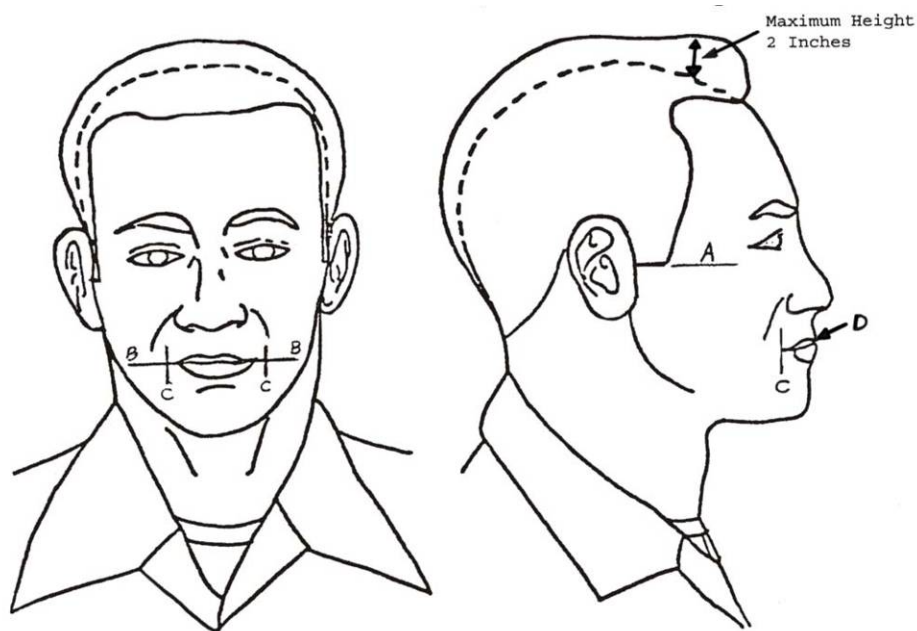


Plaited or braided hair is unauthorized. Hair may not show under the front brim of any uniform cap. Below are examples of male haircuts which conform to NJROTC regulations.



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.

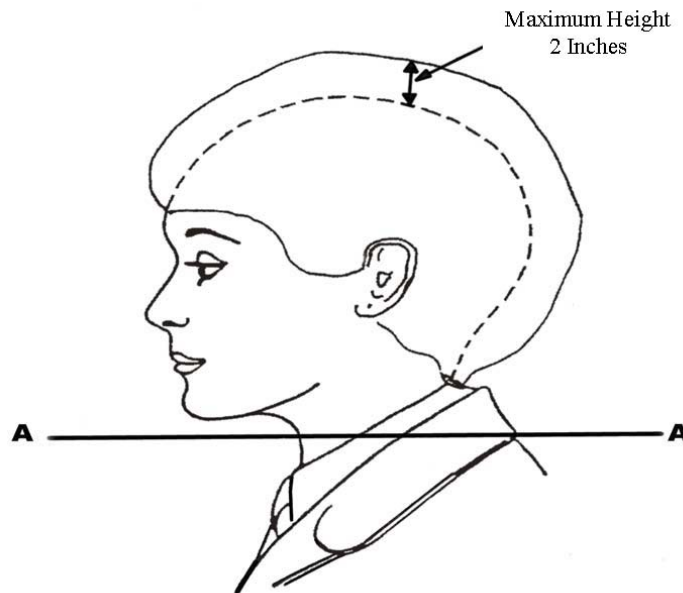
Mustaches: Neat and closely trimmed. No portion shall extend below the upper lip line as indicated by line "D". Shall not be below the horizontal line extending across the corners of the mouth as indicated by line "B". Shall not be more than 1/4-inch beyond a vertical line drawn upward from the corners 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 uniforms.
- b. All other personnel are authorized to wear the Navy Service uniform.
- c. All 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 Working 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 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 Service Dress 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; 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. Ball caps are authorized with the Working Khaki uniforms as an optional item, as shown here. 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.

1. Maternity uniforms are authorized for wear, however they cannot be purchased with government funds. These items must be paid for by the cadet.

2. 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.

3. 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.

4. 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.

5. Skirts shall be hemmed to within 1 and 1/2-inches above or below the crease in the back of the knee.

6. The pleat in the back of the skirt shall be hemmed for a 6-inch opening.

7. The plain white crew neck or V-neck tee shirt is an optional undershirt for normal wear, but must be worn on board ship.

8. The handbag, if carried, must be a plain black, leather or synthetic purse.



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 quartermaster 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. Khaki - Shirt, trousers, and slacks are laundered and ironed.
  - c. Combination cap cover is laundered.
  - d. Black relaxed fit jacket is dry cleaned only.
  - e. Care must be exercised when using bleach in the laundering of white articles. Chlorine bleach on white polyester fabric turns it yellow.
  - f. Military creases on shirts for Navy Service, Service Dress, or Working Khaki uniforms are an individual option.





d. Uniform Composition.

1. Males:

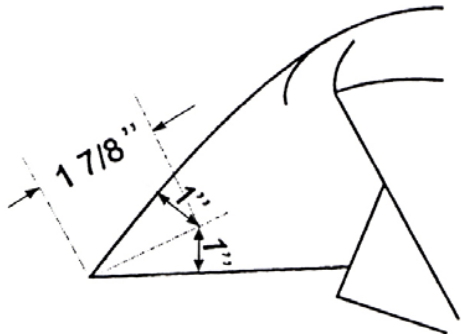
(a) NAVY SERVICE

Basic Uniform Items:

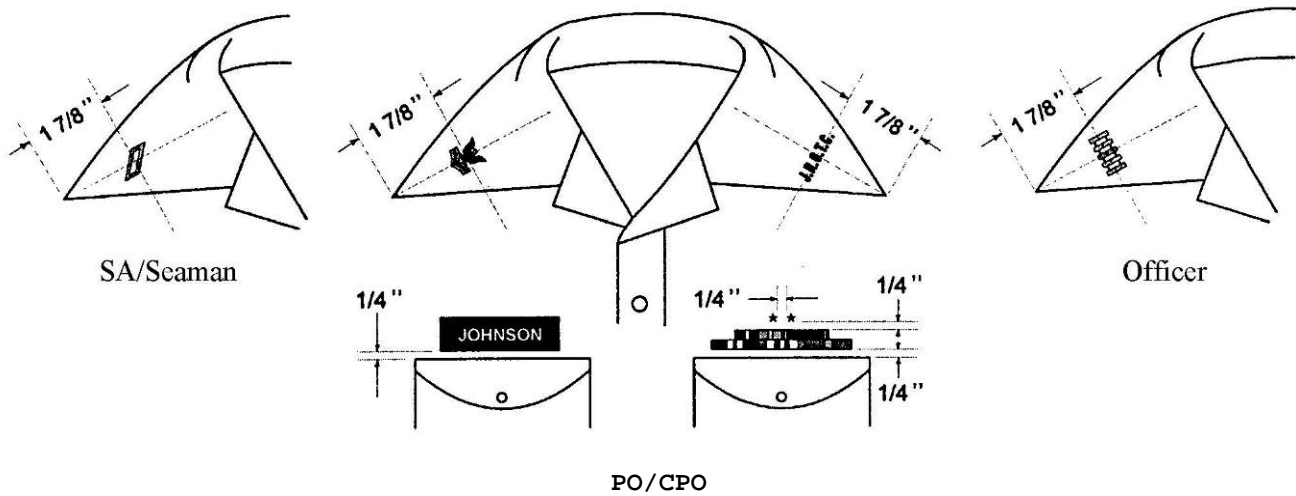
- Awards.....Ribbons/Medals/Cords
- Belt, brass tip...Black
- Buckle .....Brass
- Cap, garrison....Blue
- Coat.....None
- Necktie.....None
- Shirt, s/sleeve...Khaki
- Shoes.....Black
- Socks.....Black
- Trousers.....Blue
- Undershirt.....White  
(V or crew-neck)

Outerwear:

- All-weather coat
- V- Neck Sweater
- Black relaxed fit jacket



MALE'S SHORT SLEEVE SERVICE SHIRT (Khaki)

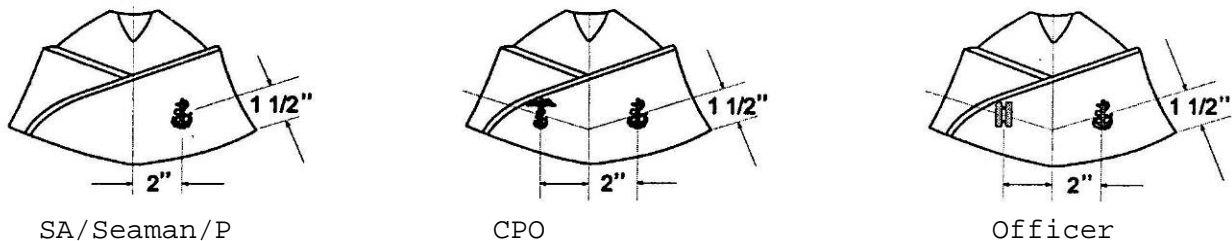


The vertical axis of the rank/rate insignia and the vertical axis of the JROTC bar insignia is positioned along an imaginary line bisecting the angle of the collar point. The center of each insignia is 1 and 7/8ths of an inch from the collar point. The diagram on the previous page shows the center of 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 Service 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.

(b) 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:

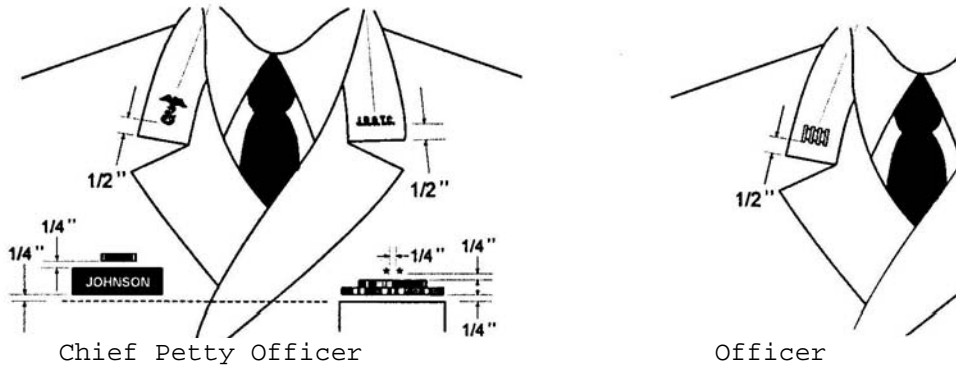
Peacoat  
All-weather coat

Optional Items:

Cap, garrison.....Blue



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



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)



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)



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.

(c) 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  
V- Neck Sweater  
Black relaxed fit jacket

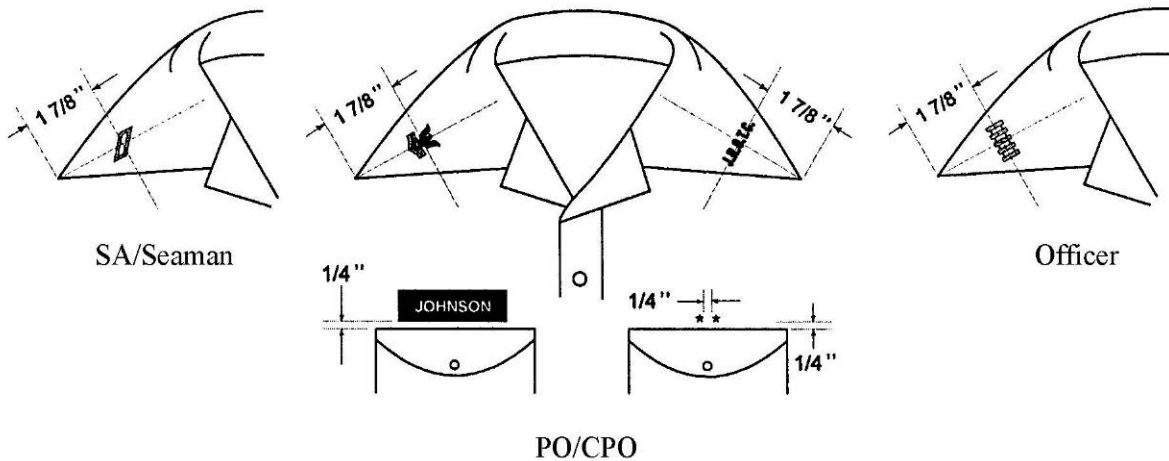
Optional Items:

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



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

MALE'S WORKING KHAKI SHIRT



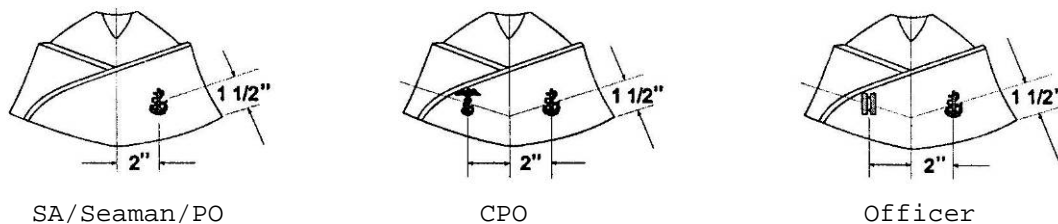
The vertical axis of the rank/rate insignia and the vertical axis of the JROTC bar insignia is positioned along an imaginary line which bisects the angle of the collar point. The center of the rank/rate insignia and the center of the JROTC bar insignia is positioned 1 and 7/8ths of an inch from the collar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

Basic Uniform Items:

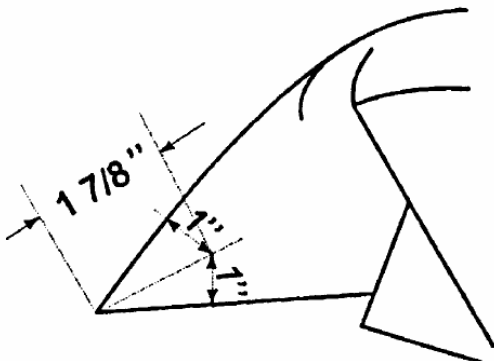
Awards.....Ribbons/Medals/Cords  
Belt, brass tip...Black  
Buckle.....Brass  
Cap, garrison.....Blue  
Coat.....None  
Hosiery, tone.....Flesh  
Necktab.....None  
Shirt, s/sleeve...Khaki  
Shoes, oxford.....Black  
Slacks, belted....Blue  
Socks.....Black

Outerwear:

All-weather coat  
V - Neck Sweater  
Black relaxed fit jacket

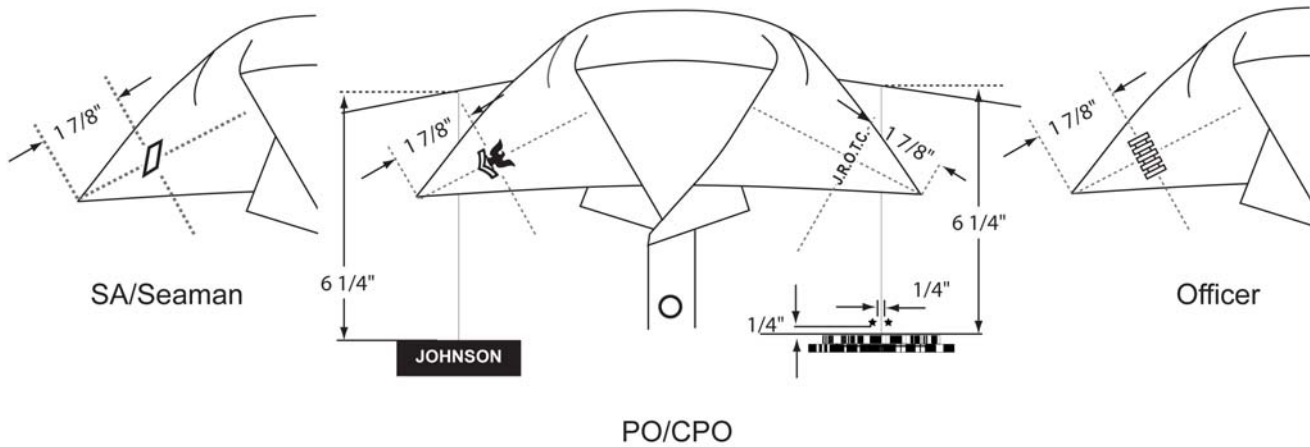
Optional Items:

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





FEMALE'S SHORT SLEEVE SERVICE SHIRT (Khaki)

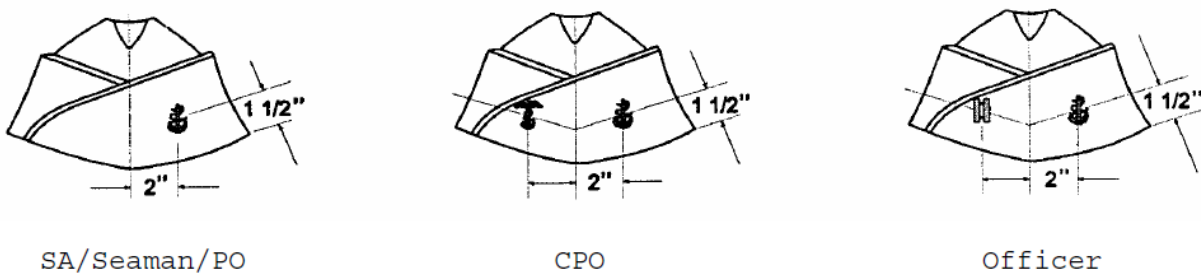


The vertical axis of the rank/rate insignia and the vertical axis of the JROTC bar insignia is positioned along an imaginary line bisecting the angle of the collar point. The center of each insignia is 1 and 7/8ths of an inch from the collar point. The diagram on the previous page shows the center of 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.

Placement of ribbons shall be six and one quarter inches down from the intersection of the front seam and shoulder seam and centered over the front seam. Nametags shall be placed in the same manner on the right side of the overblouse.

FEMALE'S BLUE GARRISON CAP



The blue garrison cap is worn with the Service 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.



(b) **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

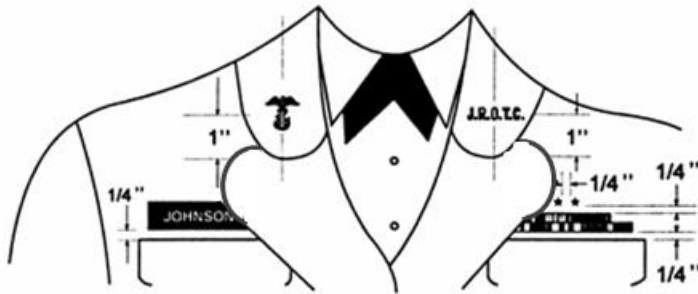
Optional Items:

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

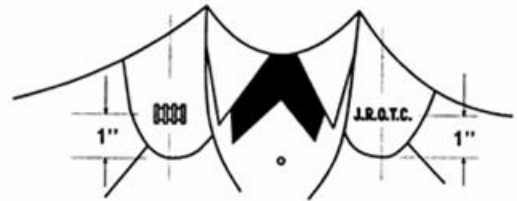


Note: Collar insignias on this coat should be positioned 1/2-inch above the notch in the lapel as described for the male SDB coat on page 1-14. The fabric on the SDB coat, slacks and skirt must match.

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



Chief Petty Officer



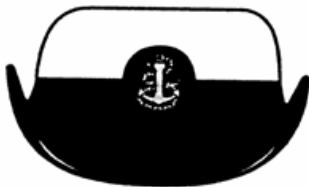
Officer

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)

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.

(c) **WORKING KHAKI**

Basic Uniform 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  
V- Neck Sweater  
Black relaxed fit jacket

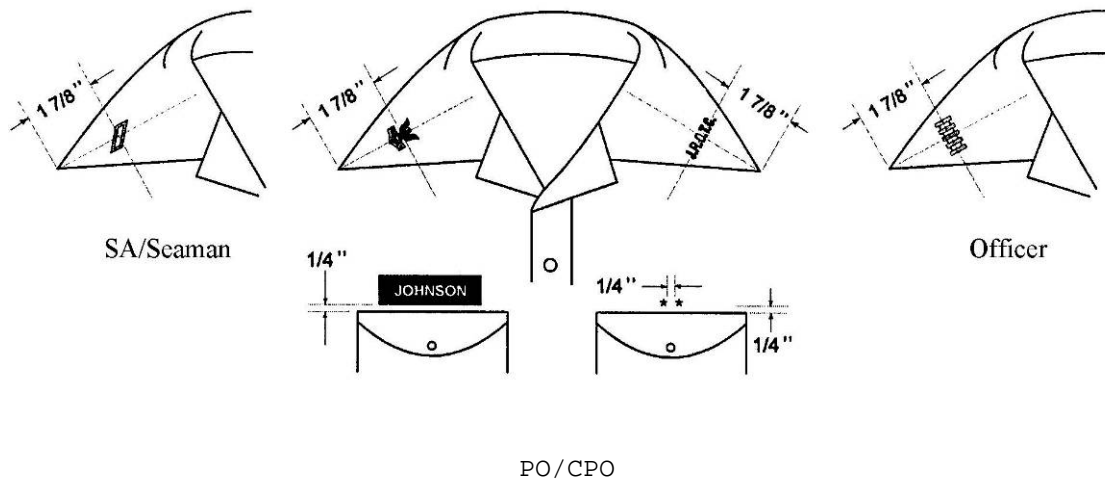
Optional Items:

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



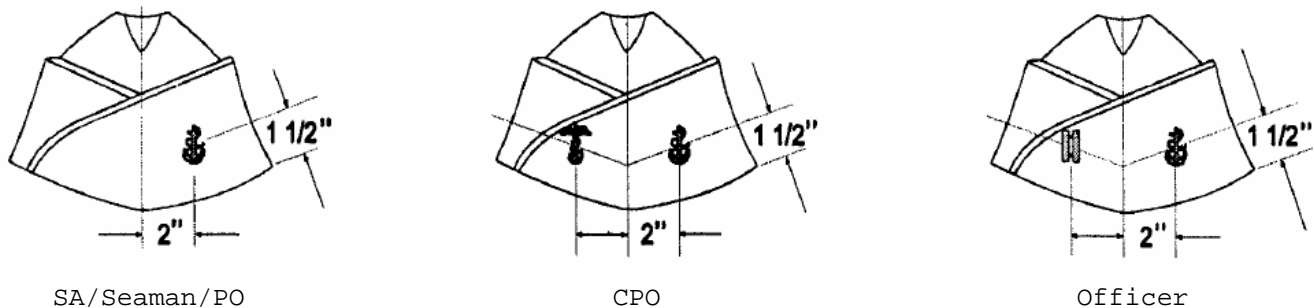
The vertical axis of the rank/rate insignia and the vertical axis of the JROTC bar insignia is positioned along an imaginary line which bisects the angle of the collar point. The center of the rank/rate insignia and the center of the JROTC bar insignia is positioned 1 and 7/8ths of an inch from the collar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

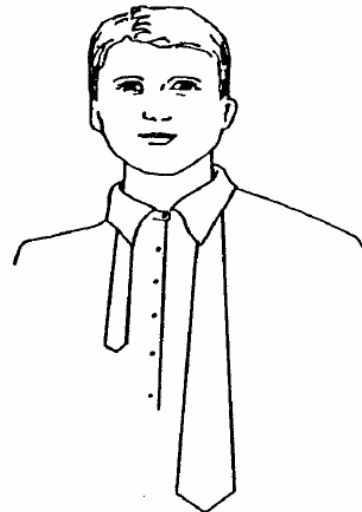
The small fouled anchor is worn on the garrison cap. The anchor is worn on the wearer's left side of the cap. The center of the anchor is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and 1/2-inches from the bottom edge of the cap.

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.

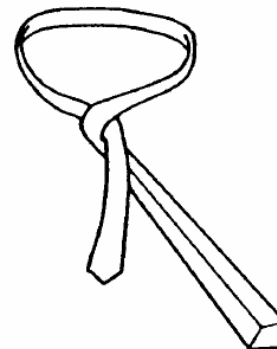
**1-6 MALE NECKTIE, BLACK.**

- 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.



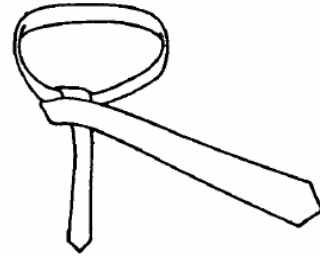
- (2) Cross the wide end of the tie over the narrow end and then back under.



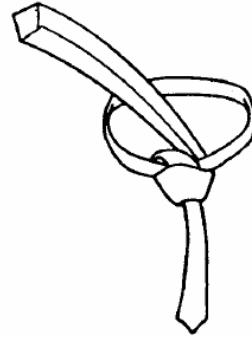
- (3) Bring the wide end of the tie up and over the neck loop, then turn the wide end down under and through the neck loop.



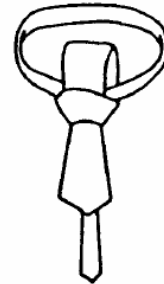
- (4) Take the wide end of the tie and pass it in front of the narrow end from left to right.



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



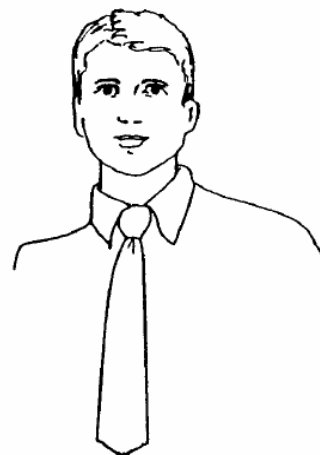
- (6) Bring the wide end of the tie down through the front of the knot.



- (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 service dress blue coat, 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 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 on Working Khaki 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 and 1-20. 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.

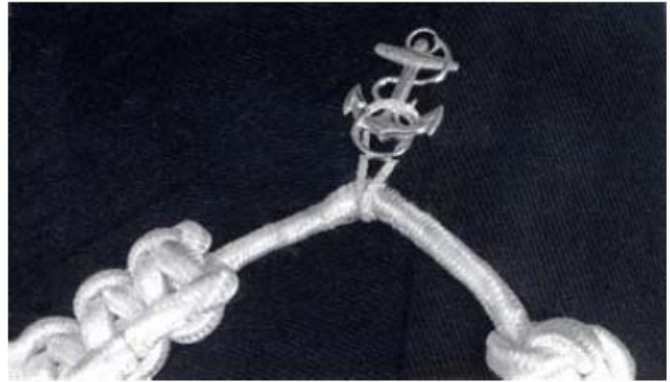
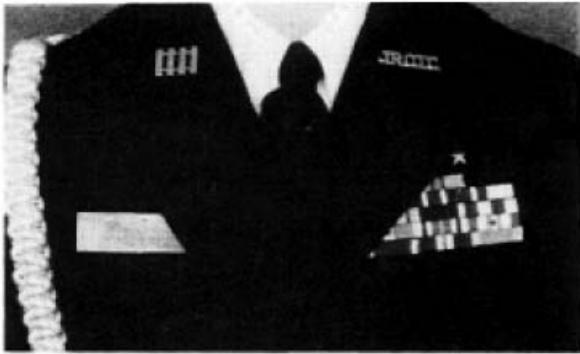


(b) Garrison Cap (Blue and Khaki). A fouled anchor will be worn by all cadets on the left side of the garrison cap. Cadet officers and chiefs will wear their rank/rate insignia on the right side of the garrison cap. Refer to the uniform illustrations beginning on page 1-11 for correct positioning.

5. **Aiguilletes**. Aiguilletes may be awarded as earned for various academic and military achievements, and may be worn only on the Service Dress Blue and Service uniforms. Aiguilletes 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. Aiguilletes 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 Service uniforms. The button or anchor shall be placed so that the entire aiguillette hangs on the shoulder parallel to the seam of the coat or shirt. Aiguilletes are not authorized for wear on the peacoat, all-weather coat, coat, utility jacket, relaxed fit jacket, 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 and the Navy Service 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 Working 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.

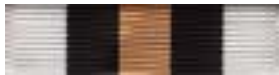
d. **NJROTC Ribbon Awards**. (ORDER OF PRECEDENCE)

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

**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.

**14. Exemplary Personal Appearance**



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

15. **Physical Fitness**



Awarded, TWICE A YEAR, to any cadet who meets or exceeds the basic physical fitness exercise requirements as outlined in the Cadet Challenge.

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.

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. **Basic Leadership Training**



Awarded to any cadet upon satisfactory completion of Basic Leadership Training, 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

a. **Lamp**



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

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 1-30.

b. **Torch**



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

Members of the NJROTC academic team wear the gold torch on the Academic Award ribbon as described on page 1-30.

When as 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.

c. **Anchor**



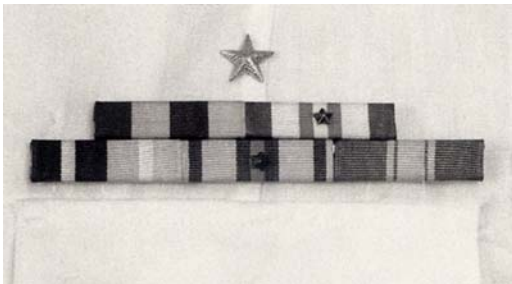
The gold anchor is worn on the following ribbons: Drill Team, Color Guard, Academic Award, Pistol/Rifle Team, Physical Fitness, and Orienteering, by the cadet who is the present leader or team commander of the group. This ribbon with anchor is worn on right side of the team commander's chest. In addition, 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 1-30.

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.

**d. Subsequent Awards**



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 1-30. Subsequent awards for ribbon 14 (physical fitness) are described on page 5-1.

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  | <b>1 BRONZE STAR</b>  |
| (b) Third Award   | <b>2 BRONZE STARS</b> |
| (c) Fourth Award  | <b>1 SILVER STAR</b>  |
| (d) Fifth Award   | <b>2 SILVER STARS</b> |
| (e) Sixth Award   | <b>1 GOLD STAR</b>    |
| (f) Seventh Award | <b>2 GOLD STARS</b>   |
| (g) Eighth Award  | <b>3 GOLD STARS</b>   |

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

- e. **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.

<b>Uniform Buttons</b>		2 - Honor Cadet	
	6 - Aptitude	9 - Naval Sci 2	9 - Naval Sci 1
	12 - Academic	18 - Drill Team	24 - Sea Cruise

Note: See page 1-32 for the beginning of ribbon order of precedence, and page 1-35 for a chart of all 24 NJROTC ribbons.

Note: There are four of the NJROTC ribbons that can be worn incorrectly (upside down) with the colors reversed in order from the wearer's right to left. These are: number 3 (Distinguished Cadet), number 14 (Physical Fitness), number 16 (Unit Service) and number 19 (Color Guard). In all four cases, the ribbon should be mounted on the ribbon bar with the blue portion of the ribbon to the wearer's right (toward the uniform buttons) as shown below.

Rule of Thumb: **Dark color (blue) inboard.**  
(when worn on the left side of the uniform)

<b>Uniform Buttons</b>		#3 Distinguished Cadet															
		bl		y		wh											
		bl	y	bl	y	b	w	b	y	w	y	wh	b	wh	r	wh	
		#14 Physical Fitness				#16 Unit Services						#19 Color Guard					

Note: When ribbon #14 or #19 is moved to the wearer's right side, as in the case of a team captain, the ribbon is not turned upside down to have the dark color inboard. The ribbon is worn as shown on the left side.



# Navy Junior ROTC Ribbons



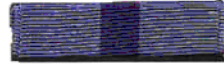
1. MERITORIOUS  
ACHIEVEMENT



2. DISTINGUISHED  
UNIT



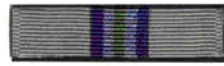
3. DISTINGUISHED  
CADET



4. HONOR CADET



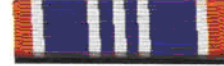
5. CADET ACHIEVEMENT



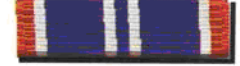
6. UNIT ACHIEVEMENT



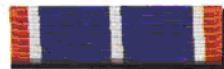
7. APTITUDE



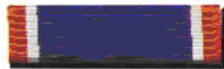
8. NS IV OUTSTANDING  
CADET



9. NS III OUTSTANDING  
CADET



10. NS II OUTSTANDING  
CADET



11. NS I OUTSTANDING  
CADET



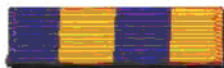
12. EXEMPLARY CONDUCT



13. ACADEMIC AWARD



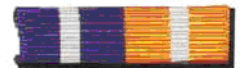
14. EXEMPLARY PERSONAL  
APPEARANCE



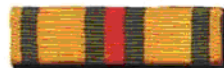
15. PHYSICAL FITNESS



16. PARTICIPATION



17. UNIT SERVICE



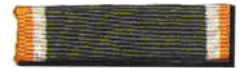
18. COMMUNITY SERVICE



19. DRILL TEAM



20. COLOR GUARD



21. RIFLE TEAM



22. ORIENTEERING



23. RECRUITING



24. **Basic Leadership Trng**



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 Service 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 Navy service and service dress blue uniform?
32. What color is the chinstrap on the combination cover for Cadet Chief Petty Officers?
33. What types 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 None of learning the NJROTC program.

##### 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.

### NJROTC RATE/RANK

### COLLAR INSIGNIA

#### 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.



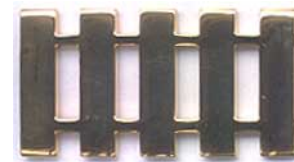
#### CADET LIEUTENANT COMMANDER

- 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. SLEEVE AND COLLAR INSIGNIA FOR NAVAL RANKS AND RATES**

ENLISTED RATES		SLEEVE INSIGNIA	COLLAR INSIGNIA
Pay Grade:	E-1		
Title:	Seaman Recruit	None	None
Abbreviation:	SR		
Pay Grade:	E-2		None
Title:	Seaman Apprentice		
Abbreviation:	SA		
Pay Grade:	E-3		None
Title:	Seaman		
Abbreviation:	SN		
Pay Grade:	E-4		None
Title:	Petty Officer Third Class		
Abbreviation:	PO3		
Pay Grade:	E-5		None
Title:	Petty Officer Second Class		
Abbreviation:	PO2		
Pay Grade:	E-6		None
Title:	Petty Officer First Class		
Abbreviation:	PO1		

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:	MCPON		

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

WARRANT OFFICER RATES	INSIGNIA	COLLAR INSIGNIA COLORS
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Pay Grade:	W-2		Blue and Gold
Title:	Chief Warrant Officer		
Abbreviation:	CW02		





Pay Grade:	W-3		Blue and Gold
Title:	Chief Warrant Officer		
Abbreviation:	CW03		

Pay Grade:	W-4		Blue and Silver
Title:	Chief Warrant Officer		
Abbreviation:	CW04		




Pay Grade:	W-5		Blue and Silver
Title:	Chief Warrant Officer		
Abbreviation:	CW05		

OFFICER RATES	SLEEVE INSIGNIA	COLLAR INSIGNIA COLORS
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OFFICER RATES		SLEEVE INSIGNIA	COLLAR INSIGNIA COLORS
Pay Grade:	O-1		Gold
Title:	Ensign		
Abbreviation:	ENS		
Pay Grade:	O-2		Silver
Title:	Lieutenant Junior Grade		
Abbreviation:	LTJG		
Pay Grade:	O-3		Silver
Title:	Lieutenant		
Abbreviation:	LT		
Pay Grade:	O-4		Gold
Title:	Lieutenant Commander		
Abbreviation:	LCDR		

OFFICER RATES		SLEEVE INSIGNIA	COLLAR INSIGNIA COLORS
Pay Grade:	O-5		Silver
Title:	Commander		
Abbreviation:	CDR		
Pay Grade:	O-6		Silver
Title:	Captain		
Abbreviation:	CAPT		
Pay Grade:	O-7		Silver
Title:	Rear Admiral Lower Half		
Abbreviation:	RADM (L)		
Pay Grade:	O-8		Silver
Title:	Rear Admiral Upper Half		
Abbreviation:	RADM (U)		

OFFICER RATES		SLEEVE INSIGNIA	COLLAR INSIGNIA COLORS
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Pay Grade:	O-9		
Title:	Vice Admiral		Silver
Abbreviation:	VADM		

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

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

OF THE UNITED STATES: Joined together, combined, produced by two or more 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.

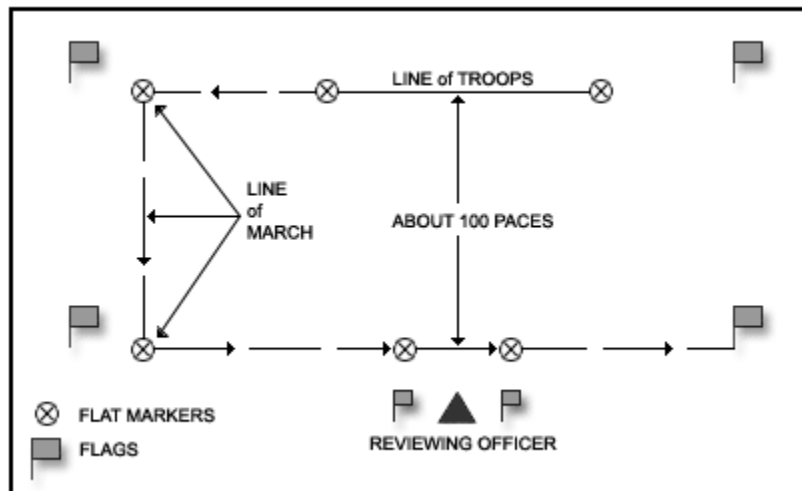
### 3-6 REVIEWS

#### 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.

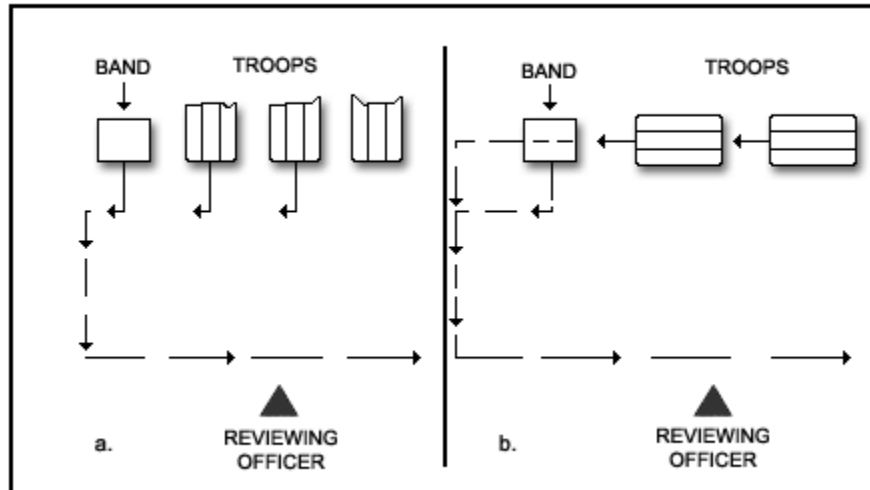
1. The line on which the cadets are to form and along which they are to march is marked out by the host organization for the review. The post for the reviewing officer, opposite the center of the line of troops, is marked on each flank with a flag. The illustration (Field Marking In Preparation For A 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.

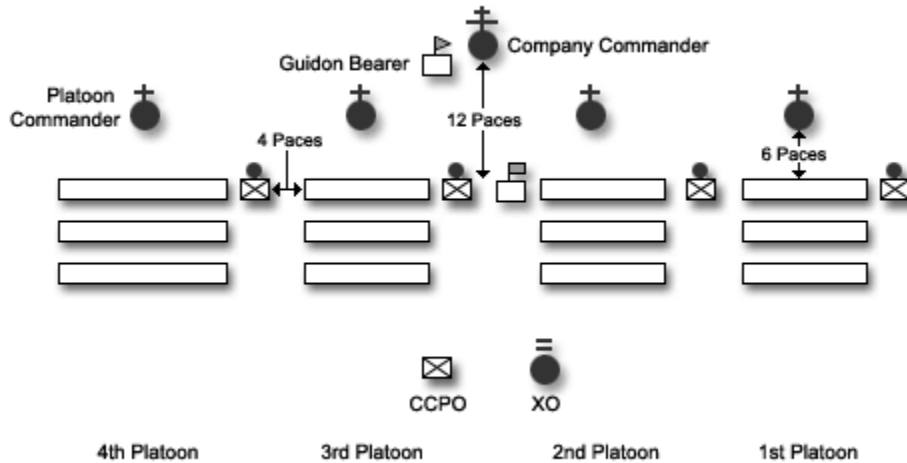


### TROOP FORMATIONS

1. 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.
2. The order of march in a review consisting of active, reserve and NROTC units can be determined by referring to SECNAVINST 5060.22.
3. 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.
4. 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

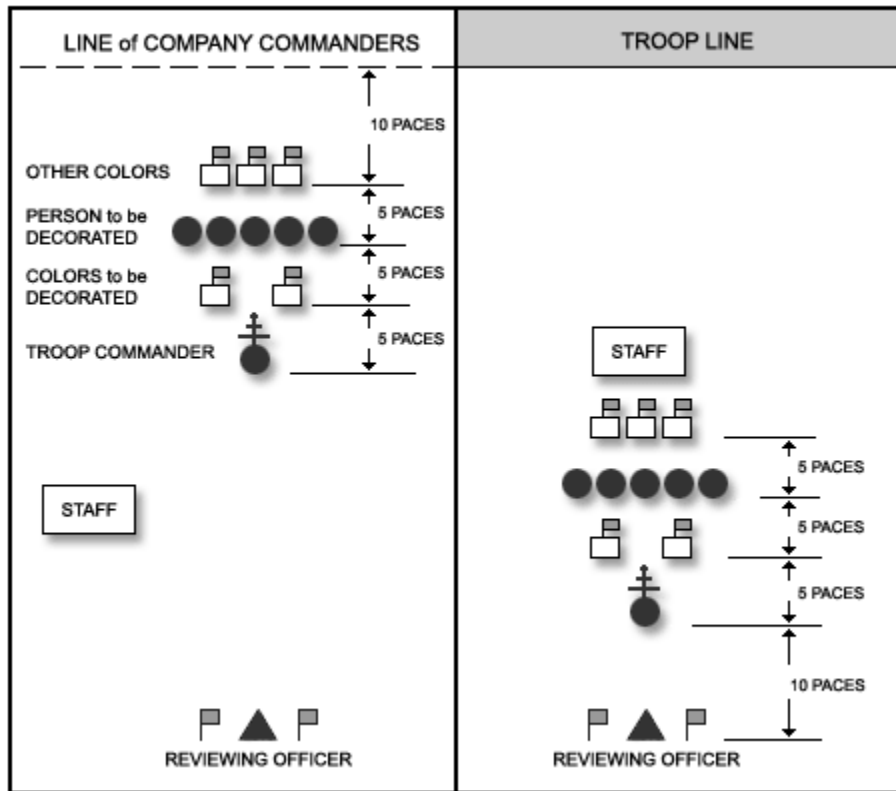


their salutes and eyes position until six paces beyond the reviewing party. The platoon commanders of following companies (units) command **EYES, RIGHT** to their units in the same manner and place.

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 OBJECTIVES

- 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.
    - (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**. 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**

	<b>Score:</b>
<b>Cadet's Name:</b> _____	_____
<b>Item</b>	<b>Points Deducted</b>
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.

## 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: REQUIREMENTS FOR THE NJROTC PHYSICAL FITNESS RIBBON

### 5-0 OBJECTIVES

5-0.1 Explain the requirements for the NJROTC Physical Fitness Ribbon.

### 5-1 INTRODUCTION

- 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, 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 1-33.
- 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 1-32.

**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 Name</u>	
<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.

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## 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.
7. 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.
8. TALK TO NO ONE EXCEPT IN THE LINE OF DUTY.
9. GIVE THE ALARM IN CASE OF FIRE OR DISORDER.
10. CALL THE CORPORAL OF THE GUARD OR OFFICER OF THE DECK IN ANY CASE NOT COVERED BY INSTRUCTIONS.
11. SALUTE ALL OFFICERS AND ALL COLORS AND STANDARDS NOT CASSED.
12. BE ESPECIALLY WATCHFUL AT NIGHT, AND DURING THE TIME FOR CHALLENGING, CHALLENGE ALL PERSONS ON OR NEAR MY POST, AND 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."



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**APPENDIX 3: MARINE CORPS RATES AND RANKS**

**SLEEVE INSIGNIA FOR MARINE CORPS RANKS AND RATES**

ENLISTED RATES		SLEEVE INSIGNIA
Pay Grade: Title: Abbreviation:	E-1 Private	None
Pay Grade: Title: Abbreviation:	E-2 Private First Class PFC	
Pay Grade: Title: Abbreviation:	E-3 Lance Corporal LCPL	
Pay Grade: Title: Abbreviation:	E-4 Corporal CPL	
Pay Grade: Title: Abbreviation:	E-5 Sergeant SGT	
Pay Grade: Title: Abbreviation:	E-6 Staff Sergeant SSGT	
Pay Grade: Title: Abbreviation:	E-7 Gunnery Sergeant GYSGT	
Pay Grade: Title: Abbreviation:	E-8 Master Sergeant (MSGT)/ First Sergeant	
Pay Grade: Title: Abbreviation:	E-9 Sergeant Major (SGTMAJ)/ Master Gunnery Sergeant (MGYSGT)	
Pay Grade: Title: Abbreviation:	E-9 Sergeant Major of the Marine Corps SGTMAJMC	

WARRANT OFFICER RATES	INSIGNIA	INSIGNIA COLORS
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Pay Grade: W-1  
 Title: Warrant Officer 1  
 Abbreviation: W0



Red and Gold

Pay Grade: W-2  
 Title: Chief Warrant Officer 2  
 Abbreviation: CW02



Red and Gold

Pay Grade: W-3  
 Title: Chief Warrant Officer 3  
 Abbreviation: CW03



Red and Silver

Pay Grade: W-4  
 Title: Chief Warrant Officer 4  
 Abbreviation: CW04










Red and Silver

Pay Grade: W-5  
 Title: Chief Warrant Officer 5  
 Abbreviation: CW05



Red and Silver

OFFICER RATES	INSIGNIA	INSIGNIA COLORS
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OFFICER RATES		INSIGNIA	INSIGNIA COLORS
Pay Grade: Title: Abbreviation:	O-1 Second Lieutenant 2nd LT		Gold
Pay Grade: Title: Abbreviation:	O-2 First Lieutenant 1st LT		Silver
Pay Grade: Title: Abbreviation:	O-3 Captain CAPT		Silver
Pay Grade: Title: Abbreviation:	O-4 Major MAJ		Gold
Pay Grade: Title: Abbreviation:	O-5 Lieutenant Colonel LT COL		Silver
Pay Grade: Title: Abbreviation:	O-6 Colonel COL		Silver
Pay Grade: Title: Abbreviation:	O-7 Brigadier General BRIG GEN		Silver











