
4/C Knowledge Packet

NROTC San Diego



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Packet



Mission of NROTC

To develop future officers mentally, morally, and physically, and to instill in them the highest ideals of duty, loyalty, and the core values of Honor, Courage, and Commitment in order to commission college graduates as Naval officers who possess a basic professional background, are motivated toward careers in the Naval Service, and have a potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship, and government.

Concept of Honor

A midshipman does not lie, cheat, or steal.

Mission of the Navy

The mission of the Navy is to maintain, train, and equip combat-ready Naval forces capable of winning wars, deterring aggression, and maintaining freedom of the seas.

Founding Dates

United States Navy	13 October 1775
United States Marine Corps	10 November 1775

Navy and Marine Corps Core Values

- Honor
- Courage
- Commitment

Drill Movements and Ditties

Ears	Open
Eyes	Click
Attention	Snap
At Ease	~
Rest	~
Right - Face	To the Right - Cock and Drive
Left - Face	To the Left - Cock and Drive
About Face	Trace the C, lock the knee
Forward - March	Stand Tall Lean Back – And Step
Halt	Step Freeze
Cover	Short choppy steps, align to the right, everybody moves, except for the guide
Left Oblique on the March	Small Angles
Right Oblique on the March	Small Angles
To the Rear	Chop, Ease, About
Column Left	~
Column Right	~
By the Left Flank	~
By the Right Flank	~
Mark Time	Step, Together and Up
Forward - March from Mark Time	Ex – Plode
Port Arms	Grab and Port - Stock
Order Arms	Grab, guide to the seam, stop, one thousand, rip shoot, ease to the deck
Left Shoulder arms	TBD
Right Shoulder Arms	TBD
Present Arms	TBD
Trail Arms	~
Double Time - March	Get Some – Marine Corps
Change Step	Step, together, Left right left
Right Dress	~

Half Arm Interval	~
Eyes Right	~
Eyes Left	~

Drill Movements and Ditties Cont'd

(Eyes) Ready, Front	~
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RIGHT	LEFT	RIGHT	LEFT	RIGHT	LEFT	WHEN GIVEN
		"Squad,	(Step)	HALT"		From column or flank
	"Pla	toon,	(Step)	HALT"		From column or flank
	"Com	pa	(Step)	HALT"		From column or flank
	ney					
	"Right	Turn,	(Step)	MARCH"		While marching in company mass the color guard or staff
"Left	Turn,	(Step)	MARCH"			" " " " " " " "
"Counter	March,	(Step)	MARCH"			For color guards.
"Mark	Time,	(Step)	MARCH"			May be given as either foot strikes the deck from line, column or oblique
	"Mark	Time,	(Step)	MARCH"		
"Half	Step,	(Step)	MARCH"			May be given as either foot strikes the deck from line, column or oblique
	"Half	Step,	(Step)	MARCH"		
"For	ward,	(Step)	MARCH"			From mark time or half step in column or flank
"By	the	Flank,	(Step)	MARCH"		From column or flank
Right						
	"By	the	Flank,	(Step)	MARCH"	From column or flank
	Left					
RIGHT	LEFT	RIGHT	LEFT	RIGHT	LEFT	WHEN GIVEN
	"Column	Right,	(Step)	MARCH"		From column
"Column	Left,	(Step)	MARCH"			From column
"Column	Half	Right,	(Step)	MARCH"		From column
	"Column	Half	Left,	(Step)	MARCH"	From column
	"To	the	(Step)	MARCH"		From column or flank
	Rear,					
	"Right	O	(Step)	MARCH"		From column
	blique,					
"For	ward,	(Step)	MARCH"			From right oblique
"Pla	toon,	(Step)	HALT"			From right oblique
	"In	Place,	(Step)	HALT"		To halt in the right oblique while marching at quick time, mark time or half step.
"Re	sume,	(Step)	MARCH"			To resume marching in the left/right oblique from in place halt, mark time or half step
"Left	O	(Step)	MARCH"			From column
blique,						
	"For	ward,	(Step)	MARCH"		From left oblique
	"Pla	toon,	(Step)	HALT"		From left oblique
	"In	Place,	(Step)	HALT"		To halt in the left oblique while marching at quick time, mark time or half step.

Table 1-1.--Suggested Foot to Give Marching Commands On.

RIGHT	LEFT	RIGHT	LEFT	RIGHT	LEFT	WHEN GIVEN
"Close,	(Step)	MARCH"				To close the interval in column marching
"Ex	tend,	(Step)	MARCH"			To extend the interval in column marching
"Count	Cad	ence,	(Step)	COUNT"		From column
"De ed	lay	Cad	ence,	(Step)	COUNT"	From column
COMMANDS FOR THE MANUAL OF ARMS WHILE MARCHING						
"Port,	(Step)	ARMS"				From left shoulder
"Left	Shoul	der,	(Step)	ARMS"		From port arms
	"Left	Shoul	der,	(Step)	ARMS"	From right shoulder
"Right	Shoul	der,	(Step)	ARMS"		From left shoulder or port
	"Port,	(Step)	ARMS"			From right shoulder
RIGHT	LEFT	RIGHT	LEFT	RIGHT	LEFT	WHEN GIVEN

11 General Orders (Marine Corps) “Navy General Orders version is fine to use for inspections”

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guardhouse than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentry who relieves me all orders from the commanding officer, officer of the day, and officers and noncommissioned officers of the guard only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the corporal of the guard in any case not covered by instructions.
10. To salute all officers and all colors and standards not cased.
11. To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

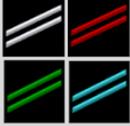
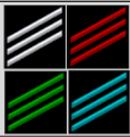
Weapons Safety Rules

1. Treat every weapon as if it were loaded.
2. Never point your weapon at anything you don't intend to shoot.
3. Keep your finger straight and off the trigger until you intend to fire.
4. Keep your weapon on safe until you intend to fire.

Code of Conduct

1. I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.
2. I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.
3. If I am captured, I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.
4. If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me, and will back them up in every way.
5. When questioned, should I become a prisoner of war, I am required to give only my name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.
6. I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles, which made my country free. I will trust in my God and in the United States of America.

U.S. NAVY ENLISTED RATES

GRADE	RATE	ABBREVIATION	COLLAR INSIGNIA	DESCRIPTION	SLEEVE INSIGNIA	DESCRIPTION
E-1	SEAMAN RECRUIT	SR	NO INSIGNIA	N/A	NO INSIGNIA	N/A
E-2	SEAMAN APPRENTICE	SA		2 DIAGONAL STRIPES		2 DIAGONAL STRIPES <ul style="list-style-type: none"> • SEAMAN APPRENTICE – WHITE • FIREMAN APPRENTICE – RED • AIRMAN APPRENTICE – GREEN • CONSTRUCTIONMAN APPRENTICE – BLUE
E-3	SEAMAN	SN		3 DIAGONAL STRIPES		3 DIAGONAL STRIPES <ul style="list-style-type: none"> • SEAMAN – WHITE • FIREMAN – RED • AIRMAN – GREEN • CONSTRUCTIONMAN – BLUE
E-4	PETTY OFFICER THIRD CLASS	PO3		PERCHED EAGLE ATOP 1 CHEVRON		PERCHED EAGLE ATOP SPECIALTY MARK AND 1 CHEVRON
E-5	PETTY OFFICER SECOND CLASS	PO2		PERCHED EAGLE ATOP 2 CHEVRONS		PERCHED EAGLE ATOP SPECIALTY MARK AND 2 CHEVRONS
E-6	PETTY OFFICER FIRST CLASS	PO1		PERCHED EAGLE ATOP 3 CHEVRONS		PERCHED EAGLE ATOP SPECIALTY MARK AND 3 CHEVRONS
E-7	CHIEF PETTY OFFICER	CPO		GOLD FOULED ANCHOR BEHIND SILVER USN		PERCHED EAGLE ATOP ROCKER, SPECIALTY MARK AND 3 CHEVRONS
E-8	SENIOR CHIEF PETTY OFFICER	SCPO		GOLD FOULED ANCHOR BEHIND SILVER USN WITH 1 SILVER STAR		1 SILVER STAR, PERCHED EAGLE ATOP ROCKER, SPECIALTY MARK AND 3 CHEVRONS
E-9	MASTER CHIEF PETTY OFFICER	MCPO		GOLD FOULED ANCHOR BEHIND SILVER USN WITH 2 SILVER STARS		2 SILVER STARS, PERCHED EAGLE ATOP ROCKER, SPECIALTY MARK AND 3 CHEVRONS
	COMMAND MASTER CHIEF	CMC	AS ABOVE			2 SILVER STARS, PERCHED EAGLE ATOP ROCKER, SILVER STAR IN LIEU OF SPECIALTY MARK AND 3 CHEVRONS
	FLEET / FORCE MASTER CHIEF	FLTCM FORCM	AS ABOVE			2 GOLD STARS, PERCHED EAGLE ATOP ROCKER, GOLD STAR IN LIEU OF SPECIALTY MARK AND 3 CHEVRONS
	MASTER CHIEF PETTY OFFICER OF THE NAVY	MCPON		GOLD FOULED ANCHOR BEHIND SILVER USN WITH 3 SILVER STARS		3 GOLD STARS, PERCHED EAGLE ATOP ROCKER, GOLD STAR IN LIEU OF SPECIALTY MARK AND 3 CHEVRONS

Marine Corps Enlisted Ranks

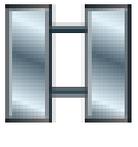
E-1	E-2	E-3	E-4	E-5	E-6
NONE					
Private	Private 1 st Class	Lance Corporal	Corporal	Sergeant	Staff Sergeant
E-7	E-8		E-9		
					
Gunnery Sergeant	Master Serge ant	First Sergeant	Master Gunnery Sergeant	Sergeant Major	Sergeant Major of the Marine Corps

Navy Officer Ranks

O-1	O-2	O-3	O-4	O-5
				
Ensign	Lieutenant Junior Grade	Lieutenant	Lieutenant Commander	Commander

O-6	O-7	O-8	O-9	O-10	
					
Captain	Rear Admiral Lower Half	Rear Admiral Upper Half	Vice Admiral	Admiral	Fleet Admiral

Marine Corps Officer Ranks

0-1	0-2	0-3	0-4	0-5
 2 nd Lieutenant	 1 st Lieutenant	 Captain	 Major	 Lieutenant Colonel
0-6	0-7	0-8	0-9	0-10
 Colonel	 Brigadier General	 Major General	 Lieutenant General	 General

14 Leadership Traits

I DID TIE BUCKLE

Judgment

Justice

Decisiveness

Initiative

Dependability

Tact

Integrity

Endurance

Bearing

Unselfishness

Courage

Knowledge

Loyalty

Enthusiasm

11 Leadership Principles

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

National and Unit Chain of Command

President of the United States - The Honorable Mr. Trump

Vice President of the United States - The Honorable Mr. Pence

Secretary of State - The Honorable Mr. Pompeo, USA Capt Ret.

Secretary of Defense - The Honorable Mr. Mattis, USMC GEN Ret.

Secretary of the Navy - The Honorable Mr. Spencer, USMC Capt Ret.

Chairman of the Joint Chiefs of Staff - GEN Dunford, USMC

Chief of Naval Operations - ADM Richardson, USN

Commandant of the Marine Corps - GEN Neller, USMC

MCPO of the Navy - to be MCPON Russell L. Smith, Acting MCPON

Sgt Maj of the USMC - SgtMaj Ronald L. Green, USMC

NROTC Staff

Commanding Officer NROTC - CAPT. Kaiser

Executive Officer NROTC - CDR. Langham

Officer Instructors-LT. Arnold/LT. Delavega/LT. Fritts/LT. Lee/LT. Wehle

MOI/AMOI - Capt. Vingua/GySgt. Tate

Administration Officer/Human Resources-Mr. Oscar Albano/Mr. Rodolfo Espiritu

Executive Assistant-Ms. Saragosa

Supply Chief/Logistics Specialist-LSC. Grant/Ms. Amanda Ford

Battalion Staff

Battalion CO MIDN Jenkins

Battalion XO: MIDN Sun

Battalion CMC/Sgt Maj: OC Boets

Alpha Company Commander: MIDN Roberts

Alpha Company Executive Officer: MIDN Andrada

Alpha Company Senior Enlisted Officer: GySgt. Payne

Bravo Company Commander: MIDN Mau

Bravo Company Executive Officer: MIDN Kramer

Bravo Company Senior Enlisted Advisor: MIDN Fletcher

Charlie Company Commander: MIDN Lyons

Charlie Company Executive Officer: MIDN Shea

Charlie Company Senior Enlisted Advisor: MIDN Paradela

Uniform Inspection Standards

Uniforms Areas to Maintain (NWU/MARPATS):

1. Blouse – Free of threads, no wrinkles, free of lint, no hair and/or dust
2. Trousers – Free of threads, free of lint, no hair and/or dust
3. Boots – Free of threads, polished (Navy), tight lacing
4. Hair – Detailed more in the knowledge section
5. Sleeves – Rolled up (Navy – From stitching down; Marines- 4 finger widths) (subject to change during weather), free of threads
6. Buttons – Free of threads, all done and secure
7. Blousing – Just below the top of the boot, tight blousing tucked in
8. Cover – Free of threads, sitting 2 inches from eyebrows, To be marked with: Recruit tape containing last name in capital letters placed on the inside on the left hand side.
9. Belt – 2 to 4 inches from the end of the buckle to the belt metal tip, through every belt loop

Location to Find Documents

Blackboard (ask Squad Leader or wait for instructions):

- Chit forms
- Unit required uniform standards and checklist
- Academic forms
- SORM

Google Drive (More to be added):

<https://drive.google.com/drive/folders/0Bx53WK5vWhBkZy03MXBuY1YzbU0?usp=sharing>

- 4/C Drill Manual
- Marine Corps Official Manual of Drill
- Knowledge packet

Navy Uniform Regulations:

(<http://www.public.navy.mil/bupers-npc/support/uniforms/uniformregulations/Pages/default.aspx>)

Military Appearance and Custom:

Customs and Courtesies

Saluting

1. If possible, always use your right hand. Use your left hand only if your right hand is injured. Use your left hand to carry objects and to leave your right hand free to salute.
2. Accompany your salute with a cheerful, respectful greeting; for example, “Good morning, Sir”; “Good afternoon, Commander [Jones]”; “Good evening, Chaplain [Smith]”.
3. Always salute from the position of attention. If you are walking, you need not stop; but hold yourself erect and square. If on the double, slow to a walk when saluting.
4. Look directly into the officer’s eyes as you salute.
5. If you are carrying something in both hands and cannot render the hand salute, look at the officer as though you were saluting and render a verbal greeting as previously described.
6. Remove a pipe, cigar, or cigarette from your mouth or hand before you salute.
7. Salute officers even if they are uncovered or their hands are occupied. Your salute will be acknowledged by a verbal greeting, such as “Good morning,” “Good afternoon,” or something similar.
8. Army and Air Force policy, unlike the Navy’s, is to salute when uncovered. Suppose you are in an office with several Army personnel, and all of you are uncovered. An officer enters and the soldiers rise and salute. You should do likewise; to do otherwise would make you seem ill-mannered or disrespectful.
9. If you are walking with or standing by a commissioned officer and the occasion for a salute arises, do not salute until the officer salutes. Assume that you are walking with a lieutenant. A commander approaches. Do not salute the commander until the lieutenant salutes; but as soon as the lieutenant starts to salute, you should quickly do the same.
10. When approaching an officer, start your salute far enough away from the officer to

allow time for your salute to be seen and returned. This space can vary; but a distance of about six paces is considered good for this purpose. Hold your salute until it is returned or until you are six paces past the officer.

11. Salute all officers who are close enough to be recognized as officers. It is unnecessary to identify an officer by name; however, ensure that he/she is wearing an officer uniform.

12. Salute properly and smartly. Avoid saluting in a casual or perfunctory manner. A sharp salute is a mark of a sharp Sailor.

13. If you are in uniform and recognize an officer in civilian clothes, you should initiate the proper greeting and salute.

WHO TO SALUTE

- Enlisted personnel salute all officers, and officers salute their seniors.

- Salutes are returned by persons saluted except when they are uncovered. The person saluted should acknowledge the salute with an appropriate greeting or a nod of the head.

- Midshipman Officer who wear bars as collar devices

- When inside and the Commanding Officer enters a room, stand and call "Attention on deck." Others if sitting stand at attention until the CO says "At Ease."

WHEN NOT TO SALUTE

There are some situations in which it is improper. These are as follows:

- When uncovered

- In formation, except on command.

- On a work detail (the person in charge of the detail salutes).

- When engaged in athletics or assembled for recreation or entertainment.

- While eating

Grooming Standards: NAVY (<https://www.public.navy.mil/bupers-npc/support/uniforms/uniformregulations/chapter2/Pages/default.aspx>)

HAIR.

a. Men. Keep hair neat, clean and well groomed. Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4 inch and outward not greater than 3/4 inch to blend with hair-style. Hair on the back of the neck must not touch the collar. Hair shall be no longer than four inches and may not touch the ears, collar, extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with properly wearing military headgear. The bulk of the hair shall not exceed approximately two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp. Hair coloring must look natural and complement the individual. Faddish styles and outrageous multicolored hair are not authorized. The unique quality and texture of curled, waved, and straight hair are recognized, and in some cases the 3/4 inch taper at the back of the neck may be difficult to attain. In those cases hair must present a graduated appearance and may combine the taper with a line at the back of the neck. **One** (cut, clipped or shaved) natural, narrow, fore and aft part is authorized. Varying hairstyles, including afro, are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with properly wearing military headgear. Plaited or braided hair shall not be worn while in uniform or in a duty status. Keep sideburns neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend below a point level with the middle of the ear, shall be of even width (not flared) and shall end with a clean shaven horizontal line. "Muttonchops", "ship's captain", or similar grooming modes are not authorized.

b. Women. This policy applies to female Sailors while wearing the Navy uniform and when wearing civilian clothes in the performance of duty.

(1) Acceptable Hairstyle Criteria. Hairstyles and haircuts shall present a professional and balanced appearance. Appropriateness of a hairstyle shall be evaluated by its appearance when headgear is worn. All headgear shall fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hairstyles will not interfere with the proper wearing of headgear, protective masks or equipment. When headgear is worn, hair shall not show from under the front of the headgear. Hair is not to protrude from the opening in the back of the ball cap, except when wearing a bun hairstyle. All buns shall be positioned on the back of the head to ensure the proper wearing of all headgear.

Lopsided and extremely asymmetrical hairstyles are not authorized. Angled hairstyles will have no more than a 1-1/2 inch difference between the front and the back length of hair. Layered hairstyles are authorized provided layers present a smooth and graduated appearance.

Hair length, when in uniform, may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. With jumper uniforms, hair may extend a maximum of 1-1/2 inches below the top of the jumper collar. Long hair, including braids, shall be neatly fastened, pinned, or secured to the head. When bangs are worn, they shall not extend below the eyebrows. Hair length shall be sufficient to prevent the scalp from being readily visible (with the exception of documented medical conditions).

Hair bulk (minus the bun) as measured from the scalp will not exceed 2 inches. The bulk of the bun shall not exceed 3 inches when measured from the scalp and the diameter of the bun will not exceed or extend beyond the width of the back of the head. Loose ends must be tucked in and secured.

Hair, wigs, or hair extensions/pieces must be of a natural hair color (i.e. blonde,

brunette, brown, red, gray, or black). Hair extensions/pieces must match the current color of hair. Wigs, hairpieces and extensions shall be of such quality and fit so as to present a natural appearance and conform to the grooming guidelines listed herein. Tints and highlights shall result in natural hair colors and be similar to the current base color of the hair.

(2) Hairstyles. Hairstyles shall not detract from a professional appearance in uniform. Styles with shaved portions of the scalp (other than the neckline), those with designs cut, braided, or parted into the hair, as well as dyed using unnatural colors are not authorized. The unique quality and texture of curled, waved and straight hair are recognized. All hairstyles must minimize scalp exposure. While this list shall not be considered all inclusive, the following hairstyles are authorized.

a. Three strand braids and two strand braids (also referred to as twists) are authorized. Braided hairstyles shall be conservative and conform to the guidelines listed herein.

b. Multiple braids. Multiple braids consist of more than 2 braids and encompass the whole head. When a hairstyle of multiple braids is worn, each braid shall be of uniform dimension, small in diameter (no more than 1/4 inch), and tightly interwoven to present a neat, professional, well groomed appearance. Foreign material (e.g., beads, decorative items) shall not be braided into the hair. Multiple braids may be worn loose, or may be pulled straight back into a bun, within the guidelines herein.

c. Two individual braids. One braid worn on each side of the head, uniform in dimension and no more than one inch in diameter. Each braid extends from the front to back of the head near the lower portion of the hair line (i.e., braids are closer to the top of the ear than the top of the head to prevent interference with wearing of headgear). A single French braid may be worn starting near the top of the head and be braided to the end of the hair. The end of the braid must be secured to the head and braid placement shall be down the

middle of the back of the head.

d. Corn rows. Must be in symmetrical fore and aft rows, and must be close to the head, leaving no hair unbraided. They must be no larger than 1/4 inch in diameter and show no more than approximately 1/8 inch of scalp between rows. Corn row ends shall not protrude from the head. Rows must end at the nape of the neck and shall be secured with rubber bands that match the color of the hair. Corn rows may end in a bun conforming to the guidelines listed herein, if hair length permits.

e. Rolls. Two individual rolls, one on each side of the head, must be near the lower portion of the hair line (i.e., rolls are closer to the top of the ear than the top of the head and will not interfere with wearing of headgear). Rolls must be of uniform dimension and no more than one inch in diameter.

f. Locks. The Lock hairstyle (Locks) for the purpose of Navy Uniform Regulations grooming standards consists of one section of hair that twists from or near the root to the end of the hair and creates a uniform ringlet or cord-like appearance. Locks may be worn in short, medium, and long hair lengths in the following manner:

(1) Locks must continue from the root to the end of the hair in one direction (no zig-zagging, curving, or ending before the end of the lock to dangle as a wisp or loose hair) and should encompass the whole head. Locks partings must be square or rectangle in shape in order to maintain a neat and professional appearance.

(2) Locks can be loose (free-hanging where no hair is added to the lock once it is started other than hair extensions that are attached at the end of the natural hair). When worn loose, locks will be spaced no more than three-eighths of an inch apart, diameter/width will not exceed three-eighths of an inch, and locks will be tightly interlaced to present a neat and professional military appearance. Locks may also be worn in a bun provided all hair grooming requirements are met. Locks may not be worn in combination with other hair styles (e.g. twists, braids).

(3) New growth (defined as hair that naturally grows from the

scalp and has not yet been locked) will not exceed one-half inch at any time.

(4) Locks that do not meet the above standards and do not present a neat and professional military appearance will not be worn in uniform. Commanding Officers have the ultimate responsibility for determining when hairstyles are eccentric, faddish, or out of standards.

g. Ponytails. The wear of a single braid, French braid, or a single ponytail in Service, Working, and PT uniforms is authorized. The initial accessory for the ponytail will not be visible when facing forward. Authorized accessory devices must be consistent with the color of the hair. The end of the braid or ponytail may extend up to three inches below the lower edge of the collar of the shirt, jacket or coat. In spaces or environments where there are operational hazards such as rotating gear, etc., the hair may not be worn below the bottom of the collar.

(3) Hair Accessories. When hair accessories are worn, they must be consistent with the hair color. A maximum of two small barrettes, similar to hair color, may be used to secure the hair to the head. Bun accessories (used to form the bun), are authorized if completely concealed. Additional hairpins, bobby pins, small rubber bands, or small thin fabric elastic bands may be used to hold hair in place, if necessary. The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward or outward from the head. For example, when using barrettes or hairpins, hair will not extend loosely from the head; when hair is in a bun, all loose ends must be tucked in and secured. Hair accessories shall not present a safety or foreign object damage (FOD) hazard. Hair nets shall not be worn unless authorized for a specific type of duty. Headbands, scrunchies, combs, claws and butterfly clips, are examples of accessories that are not authorized; this list is not to be considered all inclusive.

(4) Unauthorized Hairstyles. While this list shall not be considered all inclusive, the following hairstyles are not authorized: Pigtails; braids that are widely spaced and/or protrude from the head.

(5) Grooming Standards Exception.

a. During group Command/Unit physical training, Commanding Officers are authorized to standardize unit policy for the relaxation of female hair grooming standards with regard to having hair secured to head (e.g., ponytails). Hair restraining devices, if worn, will be consistent with the current hair color.

b. Relaxed Hair Requirement with Dinner Dress Uniforms.

Female Sailors are authorized to wear their hair below the lower edge of the collar of the blouse, jacket, or coat of the Dinner Dress Uniform being worn. All other Navy grooming requirements will remain in effect per the guidance promulgated by this instruction.

2. SHAVING AND MUSTACHES (Men). The face shall be clean shaven unless a shaving waiver is authorized by the Commanding Officer per <BUPERSINST 1000.22>. Mustaches are authorized but shall be kept neatly and closely trimmed. No portion of the mustache shall extend below the lip line of the upper lip. It shall not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended shall not exceed approximately 1/2 inch. Handlebar mustaches, goatees, beards or eccentricities are not permitted.

COSMETICS (Women). Cosmetics may be applied in good taste so that colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are not authorized with the uniform and shall not be worn. Care should be taken to avoid an artificial appearance. Lipstick colors shall be conservative and complement the individual. Long false eyelashes shall not be worn when in uniform.

FINGERNAILS .

a. Men. Fingernails shall not extend past fingertips. They shall be kept clean.

b. Women. Fingernails shall not exceed 1/4 inch measured from the fingertip. They shall be kept clean. Nail polish may be worn, but colors shall be conservative and complement the skin tone

JEWELRY. Conservative jewelry is authorized for all personnel and shall be in good taste while in uniform. Eccentricities or faddishness are not permitted. Jewelry shall be worn with the following guidelines:

a. Rings. While in uniform, only one ring per hand is authorized, plus a wedding/engagement ring set. Rings are not authorized for wear on thumbs.

b. Earrings.

(1) Men. Not authorized while in uniform. Additionally, earrings are not authorized in civilian attire when in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction, or while participating in any organized military recreational activities.

(2) Women. One earring per ear (centered on earlobe) may be worn while in uniform. Earrings shall be 4mm –6mm ball (approximately 1/8 –1/4 inch), plain with shiny or brushed matte finish, screw-on or with posts. Gold for officers/CPOs. Small single pearl earrings are authorized for wear with Dinner and Formal Dress uniforms.

c. Body Piercing. Not authorized while in uniform. No articles, other than earrings for women specified above, shall be attached to or through the ear, nose, or any other body part. Additionally, body piercing is not authorized in civilian attire when in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction, or while participating in any organized military recreational activities

d. Necklaces/Choker. While in uniform, only one necklace may be worn and it shall not be visible.

e. Wristwatch/Bracelets. While in uniform, only one of each may be worn. Ankle bracelets are not

authorized while in uniform.

GROOMING STANDARDS: MARINES

(<https://www.marines.mil/Portals/59/Publications/MCO%20P1020.34G%20W%20CH%201-5.pdf>)

Hair will be neat and closely trimmed. The hair may be clipped at the edges of the side and back and will be evenly graduated all the way around the head (blended or faded and not edged as an outline) from zero length at the hairline in the lower portion of the head to the upper portion of the head. Hair will not be over 3 inches in length fully extended (an extended hair, not the style, determines proper length) on the upper portion of the head. The bulk of the hair shall not exceed approximately two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp when styled. The back and sides of the head below the hairline may be shaved to remove body hair.

Sideburns will not extend below the top of the orifice of the ear, as indicated by the line A-A' in figures 1-1 and 1-2. Sideburns will not be styled to taper, flare or come to a point. The length of an individual hair of the sideburn will not exceed 1/8 inch when fully extended.

No male Marine will be required to have his entire hair length clipped to the scalp except while he is undergoing recruit training or when such action is prescribed by a medical officer. This does not prohibit a male Marine from having his hair clipped (or shaved) to the scalp if he so desires.

(b) Hair Style. Head hair will be styled so as not to interfere with the proper wear of uniform headgear. Hair, which protrudes from beneath properly worn headgear in an unsightly manner, is considered excessive, regardless of length. Male hair styles will conform to the natural shape of the head without eccentric directional flow, twists or spiking. One (cut, clipped or shaved) natural, narrow, fore and aft off centered part (placed no further than the outer corner of the eye and will not extend down the back of the head) is authorized. The following hair style types are considered eccentric and are not authorized (this list is not all inclusive): (1) hair styling which include single patches of hair on the top of the head (not consistent with natural hair loss); (2) hair styled to run as a strip down the center of the scalp (i.e. "Mohawk" fashion); (3) hair styled to leave an unusually large open (bald) area on the top of the head (not consistent with natural hair loss); and (4) hair styles which include the etching of letters, signs or figures, not considered natural in appearance. Braiding of the hair is not authorized for male Marines. When used, hair gel/mousse should provide a conservative, natural appearance.

(c) Hair Color. If applied, dyes, tints, bleaches and frostings, which result in natural colors, are authorized. The hair color must complement the person's complexion tone. Color changes that detract from a professional image are prohibited.

(d) Facial/Chest Hair.

The face will be clean-shaven, except that a mustache may be worn. When worn, the mustache will be neatly trimmed and must be contained within the lines of B-B', C-C', D-D' and the margin area of the upper lip, as shown in figures 1-1 and 1-2. The individual length of a mustache hair fully extended must not exceed 1/2 inch.

Except for a mustache, eyebrows, and eyelashes, hair may be grown on the face only when a medical officer has determined that shaving is temporarily harmful to the individual's health. In these cases, the current edition of MCO 6310.1 applies.

No male Marine will be required to have his chest hair clipped. Chest hair should not protrude in an unsightly manner above the collar of the visible undershirt when worn, or long sleeve khaki shirt.

Excessive plucking or removal of eyebrows is not authorized, except for medical reasons.

(2) Fingernails. Fingernails will be kept clean and neatly trimmed so as not to interfere with performance of duty, detract from military image or present a safety hazard. Fingernails shall not extend past the fingertips. Nail polish for male Marines is not allowed.

(3) Members of the Selected Marine Corps Reserve will comply with these regulations, except that wigs are authorized not in a drilling/active duty status. If worn, wigs will comply with the above grooming regulations.

Insignia of the United States Armed Forces – Officers

O-1 O-2 O-3 O-4 O-5 O-6 O-7 O-8 O-9 O-10 SPECIAL

ARMY



MARINES



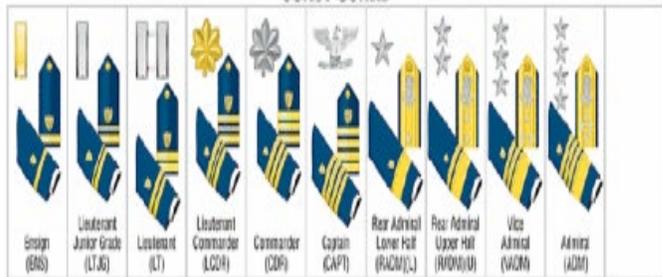
NAVY



AIR FORCE



COAST GUARD



	NAVY	ARMY	AIR FORCE	MARINE CORPS	COAST GUARD
E-1	Seaman Recruit	Private	Airman Basic	Private	Seaman Recruit
E-2	Seaman Apprentice	Private E-2	Airman	Private First Class	Seaman Apprentice
E-3	Seaman	Private First Class	Airman First Class	Lance Corporal	Seaman
E-4	Petty Officer Third Class	Corporal Specialist	Senior Airman	Corporal	Petty Officer Third Class
E-5	Petty Officer Second Class	Sergeant	Staff Sergeant	Sergeant	Petty Officer Second Class
E-6	Petty Officer First Class	Staff Sergeant	Technical Sergeant	Staff Sergeant	Petty Officer First Class
E-7	Chief Petty Officer	Sergeant First Class	Master Sergeant First Sergeant	Gunnery Sergeant	Chief Petty Officer
E-8	Senior Chief Petty Officer	Master Sergeant First Sergeant	Senior Master Sergeant First Sergeant	Master Sergeant First Sergeant	Senior Chief Petty Officer
E-9	Master Chief Petty Officer	Sergeant Major	Chief Master Sergeant First Sergeant	Sergeant Major	Master Chief Petty Officer
	Fleet/Command Master Chief Petty Officer	Command Sergeant Major	Command Chief Master Sergeant	Master Gunnery Sergeant	Command Master Chief Petty Officer
Special	Master Chief Petty Officer of the Navy	Sergeant Major of the Army	Chief Master Sergeant of the Air Force	Sergeant Major of the Marine Corps	Master Chief Petty Officer of the Coast Guard

Class Insig.	Shoulder Marks	Blue Coat Sleeve	Collar Device
MIDN 4/C No stripes with fouled anchor		No stripes Note: NROTC class sleeve stripes are located midway between the shoulder and the elbow on the left sleeve of the Service Dress Blue coat	No collar device NROTC: Naval Reserve Officers Training Corps USNA: United States Naval Academy
MIDN 3/C One diagonal stripe with fouled anchor		NROTC: One stripe USNA: One diagonal stripe, left sleeve only	Right Anchor only
MIDN 2/C Two diagonal stripes with fouled anchor		NROTC: Two stripes USNA: Two diagonal stripes, left sleeve only	Right and Left Anchors
MIDN 1/C One horizontal stripe with fouled anchor		NROTC: Three stripes USNA: One stripe on both sleeves	Right and Left Anchor & Eagles

Rank Insig.	Shoulder Marks	Blue Coat Sleeve	Collar Device
MIDN ENS One horizontal stripe with star		NROTC: One stripe with star USNA: One stripe with star	One gold bar (left & right)

Rank Insig.	Shoulder Marks	Blue Coat Sleeve	Collar Device
MIDN LTJG Two horizontal stripes with star		NROTC: Two stripes with star USNA: Two stripes with star	Two gold bars (left & right)
MIDN LT Three horizontal stripes with star		NROTC: Three stripes with star USNA: Three stripes with star	Three gold bars (left & right)
MIDN LCDR Four horizontal stripes with star		NROTC: Four stripes with star USNA: Four stripes with star	Four gold bars (left & right)
MIDN CDR Five horizontal stripes with star		NROTC: Five stripes with star USNA: Five stripes with star	Five gold bars (left & right)
MIDN CAPT Six horizontal stripes with star		NROTC: Six stripes with star USNA: Six stripes with star	Six gold bars (left & right)

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