

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 advancements 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, and advancement systems and may require practical tests to qualify for advancement in rate.

NJROTC RATE/RANK


COLLAR INSIGNIA

CADET SEAMAN RECRUIT (C/SR)

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

NO INSIGNIA

CADET SEAMAN APPRENTICE (C/SA)

- The collar device is two silver diagonal stripes.
- When q  its 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 apprentices 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 of Battalion Strength.
- Assignments include battalion commander or deputy regimental commander.



*CADET CAPTAIN

- The collar device is six attached gold bars.
- The highest rank that can be attained by a cadet in NJROTC
- Assignment: regimental commander.













2-2 NAVY RATES AND RANKS

2-2.A. GENERAL

- 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		
Title:	Seaman Apprentice		
Abbreviation:	SA		
Pay Grade:	E-3		
Title:	Seaman		
Abbreviation:	SN		
Pay Grade:	E-4		
Title:	Petty Officer Third Class		
Abbreviation:	PO3		
Pay Grade:	E-5		
Title:	Petty Officer Second Class		
Abbreviation:	PO2		
Pay Grade:	E-6		
Title:	Petty Officer First Class		
Abbreviation:	PO1		

CHIEF PETTY OFFICER RATES	SLEEVE INSIGNIA	COLLAR INSIGNIA
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Pay Grade: E-7
 Title: Chief Petty Officer
 Abbreviation: CPO



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



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



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

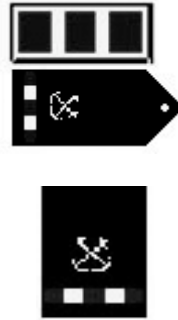


WARRANT OFFICER RANKS	COLLAR INSIGNIA SHOULDER / SLEEVE INSIGNIA	COLLAR INSIGNIA COLORS
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W-1 No Longer in use

Pay Grade:
Title:
Abbreviation:

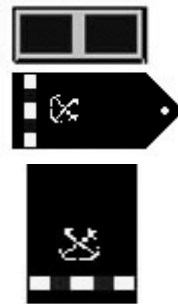
W-2
Chief Warrant
Officer CW02



Blue and Gold

Pay Grade:
Title:
Abbreviation:

W-3
Chief Warrant
Officer
CW03

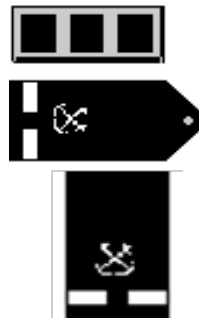


Blue and Silver

Pay Grade:
Title:
Abbreviation:

W-4
Chief Warrant
Officer

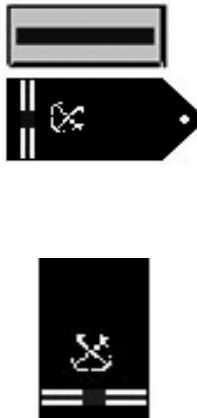
CW04



Blue and Silver




Pay Grade:
Title:
Abbreviation:




W-5
Chief Warrant
Officer CW05



Blue and Silver

OFFICER RANKS	COLLAR INSIGNIA SHOULDER INSIGNIA SLEEVE INSIGNIA	COLLAR INSIGNIA COLORS
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Pay Grade: Title: Abbreviation:	O-1 Ensign ENS	  	Gold
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Pay Grade: Title: Abbreviation:	O-2 Lieutenant Junior Grade LTJG	  	Silver
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Pay Grade: Title: Abbreviation:	O-3 Lieutenant LT	  	Silver
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Pay Grade: Title: Abbreviation:	O-4 Lieutenant Commander LCDR	  	Gold
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Pay Grade: Title: Abbreviation:	O-5 Commander CDR	  	Silver
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Silver

Pay Grade:
Title:
Abbreviation:

O-6
Captain
CAPT



Pay Grade:
Title:
Abbreviation:

O-7
Rear Admiral Lower
Half
RADM (L)



Silver

Pay Grade:
Title:
Abbreviation:

O-8
Rear Admiral Upper
Half
RADM (U)



Silver

Pay Grade:
Title:
Abbreviation:

O-9
Vice Admiral
VADM



Silver

Pay Grade:
Title:
Abbreviation:

O-10
Admiral
ADM



Silver

STUDY GUIDE QUESTIONS

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

1. Define rate.
2. Define rank.
3. What rate has a collar device consisting of two silver diagonal stripes?
4. What is the difference between advancement and promotion?
5. An eagle and two stars perched on a fouled anchor is the collar device for whom?
6. What is the highest authorized rank within a unit of company strength?
7. What is the highest rank that can be attained by a cadet in NJROTC?
8. The collar device that has four attached bars is for whom?
9. A collar device consisting of a single gold bar represents what rank?
10. How many stars does an Admiral have on his collar insignia?
11. What is the pay grade of a Captain?
12. What is the pay grade for a Chief Petty Officer?
13. What is the pay grade for a Warrant Officer?
14. What is required for achievement to officer status within the NJROTC?
15. What collar insignia does a Cadet Seaman Recruit wear?
16. What specific assignments are given to a Cadet Seaman Recruit, Cadet Seaman Apprentice and Cadet Seaman?
17. What assignments would a Cadet Petty Officer Third Class include?
18. The Cadet Petty Officer First Class collar device insignia looks like what and when can cadets usually achieve this rate?
19. What position can the SNSI assign a Cadet Master Chief Petty Officer?
20. What is the rank of the most junior cadet officer?
21. When are cadet 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/rate 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. Yet, Petty Officer rate badges are silver, and the Chief Petty Officer rate badges are gold. Can you think of an explanation of why this seeming inversion might have occurred?

Extension Activity

In 1862, David G. Farragut was appointed as the first Rear Admiral in the U.S. Navy and in 1866 he was made the first full Admiral. In the years from 1775 when the Navy was first instituted until the Civil War, why had we not had any admirals? Research the history of officer ranks in the Navy. Create a chart of the ranks and when they were created (or deleted).

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 rates 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 at Mount Vernon, Virginia, or the USS ARIZONA Memorial in Pearl Harbor, Hawaii. There are numerous kinds and types of ceremonies, far too many to cover in this chapter. To learn more, your unit library should have the Naval Institute Press book: *Naval Ceremonies, Customs, and Traditions*.

3-2 THE AMERICAN FLAG AND FLAG ETIQUETTE

- a. The flag of the United States of America is a vibrant symbol 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 flagstuffs 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 morning and evening colors ceremonies.
 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. The Pledge of Allegiance shall not be recited In military formations and ceremonies. 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, and 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.

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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, morning and evening colors, and prior to special events. Morning Colors is the signal for the START of the official duty day. Retreat signals the END of the official duty day. Most flag ceremonies will be conducted with the national anthem. The bugle calls: "To the Colors" (in the morning) and "Retreat" (in the evening) can be used when a band is not available or during bad weather. They are given the same respect as the national anthem. During these ceremonies, all military and civilian personnel render the proper courtesies.

- c. **Types of Ceremonies**
 - 1. Reviews
 - 2. Decorations (Awards)
 - 3. Parades
 - a) Ceremonial
 - b) Street
 - 4. Funerals and Special ceremonies

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.

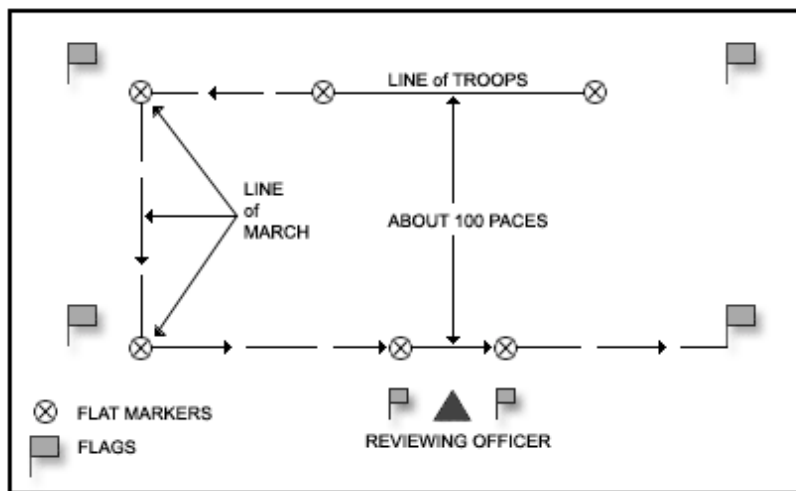
3-6 REVIEWS

a. Composition of a Review.

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

b. Preparations of the Review Area.

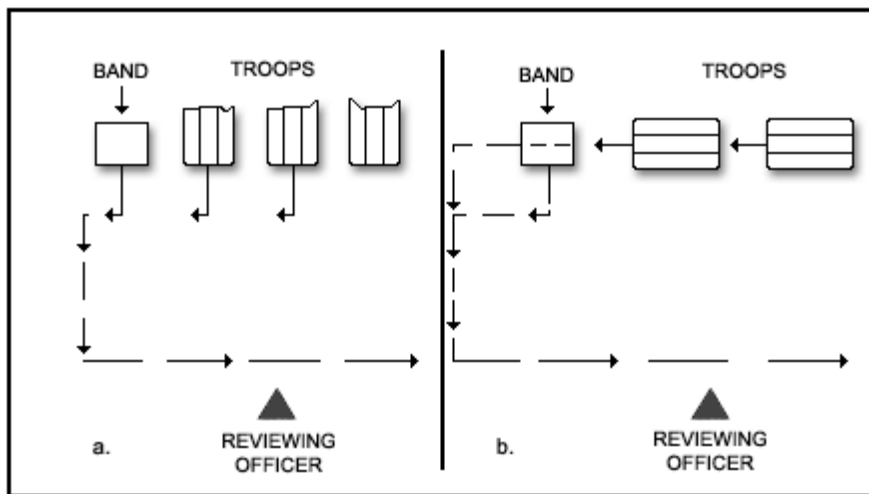
1. The line on which the cadets are to form and along which they are to march is marked out by the host organization for the review. In the field, the post for the reviewing officer, opposite the center of the line of troops, is marked on each flank with a flag. The illustration (Field Marking in Preparation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

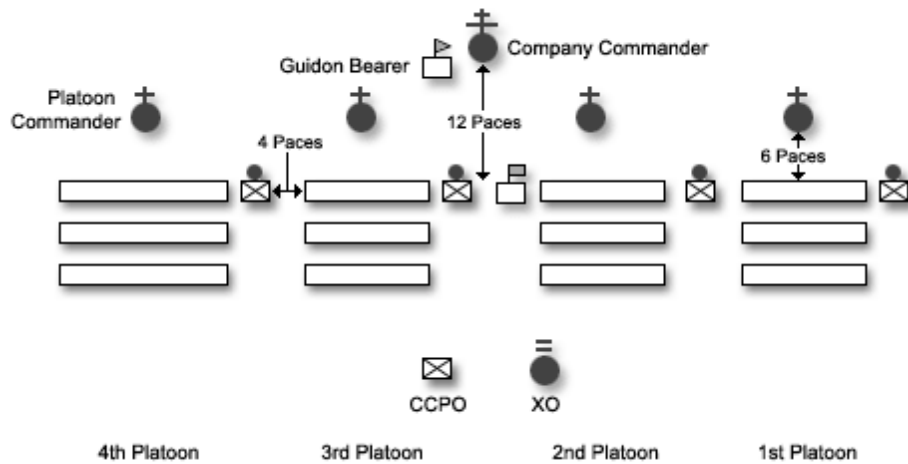
c. Cadet Formation.

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 other service units are participating jointly in an NJROTC unit's review, the order of march is Army, Marine Corps, Navy, Air Force, Coast Guard from the head of the column to the end. Further guidance can be determined by referring to SECNAVINST 5060.22.
 2. 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.
 - *3. 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**. The Adjutant then comes to carry sword and marches around the commander of the troops to his/her post in the staff, and halts. 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. 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 honors (music) are 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.

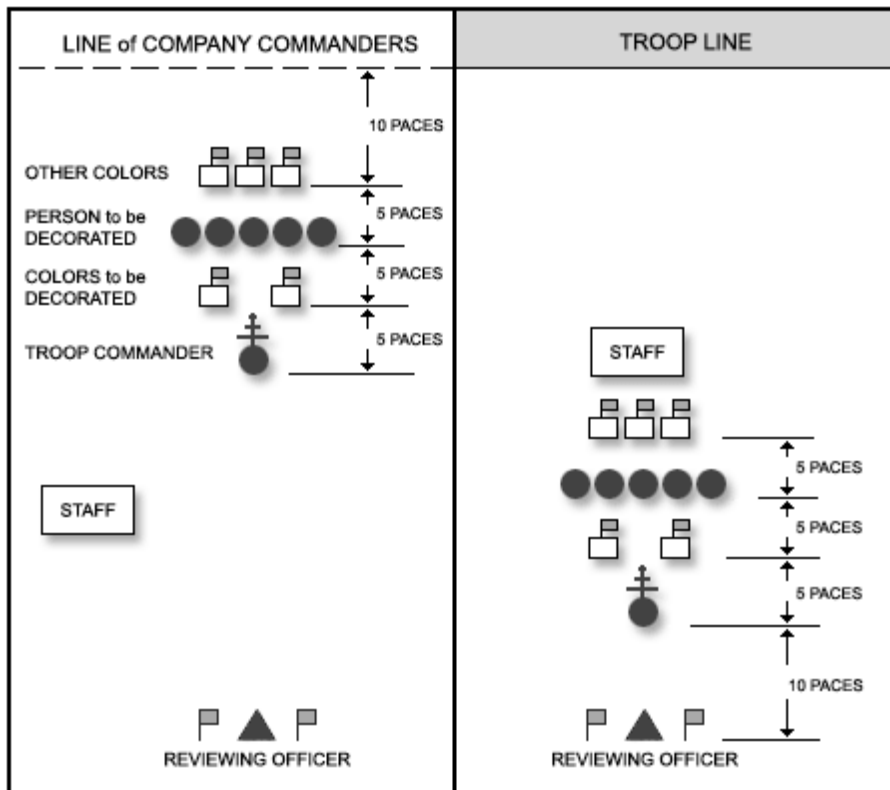
3. After saluting the reviewing officer while marching in review, the commander of the troops and staff turn out of column and take a position on line with and to the right of the reviewing officer. The commander and staff return sword and render hand salutes as the national colors pass.
4. When the 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) decorations of organizational colors
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 uniform do during the Pledge of Allegiance and the National Anthem?
6. What are the four types of ceremonies?
7. What is the composition of a review?
8. How is a street parade different from a military review?
9. Who organizes and directs street parades?
10. How does one properly retire the national flag when it is no longer suitable for display?
11. From memory, write "The Pledge of Allegiance".
12. Describe the process for reviewing awards to individuals. Include actions taken by both the presenter and the receiver.
13. 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?
3. Customs, Ceremonies and Traditions are important to the services, particularly to the Navy and Marine Corps. How would you define each and how would you distinguish between them?

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 half or edge of a flag farthest away from the staff or flagpole. This term also sometimes refers to the horizontal length of a flag.

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 flown over Ft McHenry measured 30 feet by 42 feet.

HALYARD

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

HOIST

(N.) the half or edge of a flag nearest the staff or flagpole. This term also sometimes refers to the vertical width of a flag. (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 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 Instructor 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 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?
- *d. The Sample Score Sheet which follows is typical of inspection score sheets in use throughout the program. However, regardless of the score sheet being used, the inspector is cautioned to look first at the cadet being inspected, reviewing what is both good and bad with the cadet, then using the score sheet to record the results, and not to use the sheet as a check list, i.e.: Cap: check, Hair: check, Shave: check, etc.

SAMPLE INSPECTION SCORE SHEET

	Score:
Cadet's Name: _____	_____
Item	Points Deducted
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. Likewise many units have their own rubrics for grading personnel inspections.

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.

***Gigline**

Refers to the alignment of the shirt button placket, the belt buckle and the trouser fly. When properly aligned, all three form one continuous line.

***Smile**

The separation between the black band surrounding the bottom of the combination cover and the seam of the white or khaki cover. There should be no smile showing in the cover.

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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 CRITERIA

- a. The ribbon will be awarded on different levels, with only the most recent Cadet Challenge 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 standards listed in the current Cadet Reference Manual, 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 Cadet Challenge achievement will make a cadet eligible for stars on his/her ribbon according to the criteria listed on page FM-41. When stars are worn with the lamp device, they shall be displayed to the viewer's right of the lamp and such that the totality of the devices is centered on the ribbon
- c. Cadets who earn the Physical Fitness 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 Cadet Challenge 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 Challenge cycle, 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 the athletic team will wear the gold anchor on the Physical Fitness Ribbon as described in chapter 1.

APPENDIX 1

MILITARY CHAIN OF COMMAND

A1-0 OBJECTIVES:

A1-0.1 Explain the chain of command as it relates to an effective and functioning cadet organization.

A1-1 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:

Title	Name
1. Commander-in-Chief (President of U.S.)	_____
2. Secretary of Defense (SecDef)	_____
3. Secretary of the Navy (SecNav)	_____
4. Chief of Naval Operations (CNO)	_____
5. Commander, Naval Education and Training Command (C,NETC)	_____
6. Commander, Naval Service Training Command (C,NSTC)	_____
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 Guidon Bearers, Squad Leaders, and 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 3120.32D - 7/12)

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 any post more distant from the guard house** (quarterdeck) than my own.
**Spoken as: "...guard house or quarterdeck..."
5. Quit my post only when properly relieved.
- *6. Receive, obey, and pass on to the sentry who relieves me all orders from the commanding officer, command duty officer, officer of the deck, and officers and petty officers of the watch only.
7. Talk to no one except in the line of duty.
8. Give the alarm in case of fire or disorder.
- *9. Call the Officer of the Deck in any case not covered by instructions.
10. Salute all officers and all colors and standards not cased.
11. Be especially watchful at night, and during the time for challenging, challenge all persons on or near my post, and 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 indicated by the following example:










Inspecting 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 RANKS		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 RANKS	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

Pay Grade: O-1
Title: Second Lieutenant
Abbreviation: 2nd LT



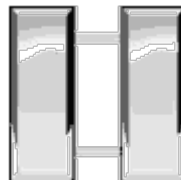
Gold

Pay Grade: O-2
Title: First Lieutenant
Abbreviation: 1st LT



Silver

Pay Grade: O-3
Title: Captain
Abbreviation: CAPT



Silver

Pay Grade: O-4
Title: Major
Abbreviation: MAJ



Gold

Pay Grade: O-5
Title: Lieutenant Colonel
Abbreviation: LT COL




Silver


Pay Grade: O-6
Title: Colonel
Abbreviation: COL




Silver

OFFICER RANKS	INSIGNIA	INSIGNIA COLORS
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Pay Grade:	O-7		Silver
Title:	Brigadier General		
Abbreviation:	BRIG GEN		

Pay Grade:	O-8		Silver
Title:	Major General		
Abbreviation:	MAJ GEN		

Pay Grade:	O-9		Silver
Title:	Lieutenant General		
Abbreviation:	LT GEN		

Pay Grade:	O-10		Silver
Title:	General		
Abbreviation:	GEN		

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