

**Naval Reserve  
Officers Training  
Corps Unit Los  
Angeles Consortium  
Knowledge Packet**



PAGE INTENTIONALLY LEFT BLANK

## Table of Contents

|   |    |
|---|----|
| Mission Statements .....                          | 3  |
| Welcome .....                                     | 5  |
| Chain of Command and Battalion Structure .....    | 6  |
| Leadership Traits and Leadership Principles ..... | 8  |
| Oath of Office .....                              | 22 |
| Code of Conduct .....                             | 22 |
| General Orders of a Sentry .....                  | 23 |
| Four Basic Responses .....                        | 23 |
| Reporting Procedures .....                        | 24 |
| Rank Insignia .....                               | 26 |
| Uniforms .....                                    | 30 |
| Regulations for Wear of Midshipmen Uniforms ..... | 30 |
| Civilian Clothing .....                           | 37 |
| Physical Training Uniform .....                   | 38 |
| NROTC Unit Awards .....                           | 58 |
| Anchors Aweigh and Marines' Hymn Lyrics .....     | 59 |
| Naval History .....                               | 60 |
| Naval Terminology .....                           | 66 |
| Naval Terminology Origins .....                   | 67 |

### **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.

### **Mission of the Marine Corps**

The United States Marine Corps, within the Department of the Navy, shall include land combat and service forces and such aviation as may be organic therein. The Marine Corps shall be organized, trained, and equipped to provide fleet marine forces of combined arms, together with supporting air components, for service with the fleet in the seizure or defense of advanced naval bases and for the conduct of such land operations as may be essential to the prosecution of a naval campaign. It shall be the duty of the Marine Corps to develop, in coordination with the Army and the Air Force, those phases of amphibious operations which pertain to the tactics, technique, and equipment employed by landing forces. In addition, the Marine Corps shall provide detachments and organizations for service on armed vessels of the Navy, shall provide security detachments for the protection of naval property at naval stations and bases, and shall perform such other duties as the President may direct: Provided, that such additional duties shall not detract from or interfere with the operations for which the Marine Corps is primarily organized. The Marine Corps shall be responsible, in accordance with integrated joint mobilization plans, for the expansion of peacetime components of the Marine Corps to meet the needs of war.

### **Mission of NROTC**

To develop future officers mentally, morally, and physically, and to imbue them with 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.

### **The Mission of the Marine Corps Rifle Squad**

The mission of the Marine Corps rifle squad is to locate, close with and destroy the enemy by fire and maneuver or to repel the enemy's assault by fire and close combat.

### **NROTC Honor Code**

Military systems, which often operate under extreme duress, are built on a foundation of absolute trust and fidelity. NROTC must instill honor upon future officers during accession training and ensure that honor is carried into fleet service. A future officer does not lie, cheat, or steal.

# Welcome to NROTC Unit Los Angeles!

## NROTC Unit Staff

Commanding Officer (CO) \_\_\_\_\_

Executive Officer (XO) \_\_\_\_\_

Marine Officer Instructor \_\_\_\_\_

Battalion Advisor (USC) \_\_\_\_\_

Battalion Advisor (UCLA) \_\_\_\_\_

Officer Instructor (USC) \_\_\_\_\_

Officer Instructor (USC) \_\_\_\_\_

Officer Instructor (UCLA) \_\_\_\_\_

Assistant Marine Officer Instructor (USC) \_\_\_\_\_

Assistant Marine Officer Instructor (UCLA) \_\_\_\_\_

University Administrator USC-Mr./Ms. \_\_\_\_\_  
UCLA-Mr./Ms. \_\_\_\_\_

Supply Technician USC-Mr./Ms. \_\_\_\_\_  
UCLA-Mr./Ms. \_\_\_\_\_

Human Resources Assistant USC-Mr./Ms. \_\_\_\_\_  
UCLA-Mr./Ms. \_\_\_\_\_

Administrative Assistant Mr./Ms. \_\_\_\_\_

## **Chain of Command**

President of the United States  
**The Honorable** \_\_\_\_\_

Secretary of Defense  
**The Honorable** \_\_\_\_\_

Secretary of the Navy  
**The Honorable** \_\_\_\_\_

Chief of Naval Operations  
**Admiral** \_\_\_\_\_

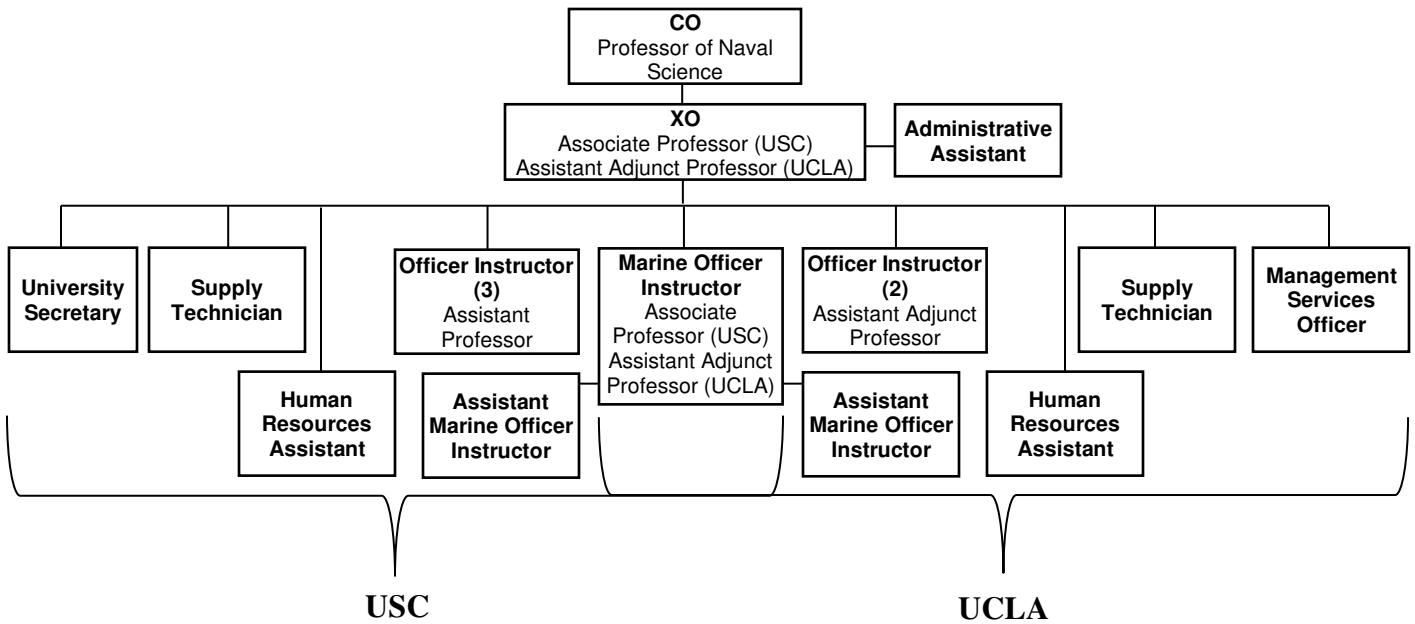
Commandant of the Marine Corps  
**General** \_\_\_\_\_

Chief of Naval Education and Training  
\_\_\_\_\_

Commander, Naval Service Training Command  
\_\_\_\_\_

Commanding Officer, Naval Reserve Officers Training Corps Unit Los Angeles Consortium  
\_\_\_\_\_

# NROTC Unit Staff / Naval Science Department Organization





# Leadership Traits

## **1. BEARING**

a. Definition. Creating a favorable impression in carriage, appearance, and personal conduct at all times.

b. Significance. The ability to look, act, and speak like a leader whether or not these manifestations indicate one's true feelings. Some signs of these traits are clear and plain speech, an erect gait, and impeccable personal appearance.

c. Example. Wearing clean, pressed uniforms, and shining boots and brass. Avoiding profane and vulgar language. Keeping a trim, fit appearance. Keeping your head, keeping your word and keeping your temper.

## **2. COURAGE**

a. Courage is a mental quality that recognizes fear of danger or criticism, but enables a Marine to proceed in the face of it with calmness and firmness.

b. Significance. Knowing and standing for what is right, even in the face of popular disfavor, is often the leader's lot. The business of fighting and winning wars is a dangerous one; the importance of courage on the battlefield is obvious.

c. Example. Accepting criticism for making subordinates field day for an extra hour to get the job done correctly.

## **3. DECISIVENESS**

a. Definition. Ability to make decisions promptly and to announce them in a clear, forceful manner.

b. Significance. The quality of character which guides a person to accumulate all available facts in a circumstance, weigh the facts, choose and announce an alternative which seems best. It is often better that a decision be made promptly than a potentially better one be made at the expense of more time.

c. Example. A leader who sees a potentially dangerous situation developing, immediately takes action to prevent injury from occurring. For example, if he/she sees a unit making a forced march along a winding road without road guards posted, he/she should immediately inform the unit leader of the oversight, and if senior to that unit leader, direct that proper precautions be taken.

#### **4. DEPENDABILITY**

a. Definition. The certainty of proper performance of duty.

b. Significance. The quality which permits a senior to assign a task to a junior with the understanding that it will be accomplished with minimum supervision. This understanding includes the assumption that the initiative will be taken on small matters not covered by instructions.

c. Example. The squad leader ensures that his/her squad falls out in the proper uniform without having been told to by the platoon sergeant. The staff officer, who hates detailed, tedious paperwork, yet makes sure the report meets his/her and his/her supervisor's standards before having it leave his desk.

#### **5. ENDURANCE**

a. Definition. The mental and physical stamina measured by the ability to withstand pain, fatigue, stress, and hardship.

b. Significance. The quality of withstanding pain during a conditioning hike in order to improve stamina is crucial in the development of leadership. Leaders are responsible for leading their units in physical endeavors and for motivating them as well.

c. Example. A Marine keeping up on a 10-mile forced march even though he/she has blisters on both feet and had only an hour of sleep the previous night. An XO who works all night to ensure that promotion/pay problems are corrected as quickly as humanly possible because he/she realizes that only through this effort can one of his/her Marines receive badly needed back-pay the following morning.

#### **6. ENTHUSIASM**

a. Definition. The display of sincere interest and exuberance in the performance of duty.

b. Significance. Displaying interest in a task, and an optimism that it can be successfully completed, greatly enhances the likelihood that the task will be successfully completed.

c. Example. A Marine who leads a chant or offers to help carry a load that is giving someone great difficulty while on a hike despite being physically tired himself, encourages his fellow Marines to persevere.

## **7. INITIATIVE**

- a. Definition. Taking action in the absence of orders.
- b. Significance. Since an NCO often works without close supervision, emphasis is placed on being a self-starter. Initiative is a founding principle of Marine Corps Warfighting philosophy.
- c. Example. In the unexplained absence of the platoon sergeant, an NCO takes charge of the platoon and carries out the training schedule.

## **8. INTEGRITY**

- a. Definition. Uprightness of character and soundness of moral principles. The quality of truthfulness and honesty.
- b. Significance. A Marine's word is his/her bond. Nothing less than complete honesty in all of your dealings with subordinates, peers, and superiors is acceptable.
- c. Example. A Marine who uses the correct technique on the obstacle course, even when he/she cannot be seen by the evaluator. During an inspection, if something goes wrong or is not corrected as had been previously directed, he/she can be counted upon to always respond truthfully and honestly.

## **9. JUDGMENT**

- a. Definition. The ability to weigh facts and possible courses of action in order to make sound decisions.
- b. Significance. Sound judgment allows a leader to make appropriate decisions in the guidance and training of his/her Marines and the employment of his/her unit. A Marine who exercises good judgment weighs pros and cons accordingly to arrive at an appropriate decision/take proper action.
- c. Example. A Marine properly apportions his/her liberty time in order to relax as well as to study.

## **10. JUSTICE**

- a. Definition. Giving reward and punishment according to the merits of the case in question. The ability to administer a system of rewards and punishments impartially and consistently.
- b. Significance. The quality of displaying fairness and impartiality is critical in order to gain the trust and respect of subordinates and maintain

discipline and unit cohesion, particularly in the exercise of responsibility as a leader.

c. Example. Fair apportionment of tasks by a squad leader during all field days. Having overlooked a critical piece of evidence which resulted in the unjust reduction of a NCO in a highly publicized incident, the CO sets the punishment aside and restores him to his previous grade even though he knows it will displease his seniors or may reflect negatively on his fitness report. (Also an example of courage.)

## **11. KNOWLEDGE**

a. Definition. Understanding of a science or an art. The range of one's information, including professional knowledge and an understanding of your Marines.

b. Significance. The gaining and retention of current developments in military and naval science and world affairs is important for your growth and development.

c. Example. The Marine who not only knows how to maintain and operate his assigned weapon, but also knows how to use the other weapons and equipment in the unit.

## **12. LOYALTY**

a. Definition. The quality of faithfulness to country, the Corps, and unit, and to one's seniors, subordinates, and peers.

b. Significance. The motto of our Corps is Semper Fidelis, Always Faithful. You owe unswerving loyalty up and down the chain of command: to seniors, subordinates, and peers.

c. Example. A Marine displaying enthusiasm in carrying out an order of a senior, though he may privately disagree with it. The order may be to conduct a particularly dangerous patrol. The job has to be done, and even if the patrol leader disagrees, he must impart confidence and enthusiasm for the mission to his men.

## **13. TACT**

a. Definition. The ability to deal with others without creating hostility.

b. Significance. The quality of consistently treating peers, seniors, and subordinates with respect and courtesy is a sign of maturity. Tact allows commands, guidance, and opinions to be expressed in a constructive and

beneficial manner. This deference must be extended under all conditions regardless of true feelings.

c. Example. A Marine discreetly points out a mistake in drill to a NCO by waiting until after the unit has been dismissed and privately asking which of the two methods are correct. He/she anticipates that the NCO will realize the correct method when shown, and later provide correct instruction to the unit.

#### **14. UNSELFISHNESS**

a. Definition. Avoidance of providing for one's own comfort and personal advancement at the expense of others.

b. Significance. The quality of looking out for the needs of your subordinates before your own is the essence of leadership. This quality is not to be confused with putting these matters ahead of the accomplishment of the mission.

c. Example. An NCO ensures all members of his unit have eaten before he does, or if water is scarce, he will share what he has and ensure that others do the same. Another example occurs frequently when a Marine receives a package of food from home: the delicacies are shared with everyone in the squad. Yet another form of unselfishness involves the time of the leader. If a Marine needs extra instruction or guidance, the leader is expected to make his/her free time available whenever a need arises.

## **LEADERSHIP PRINCIPLES**

### **1. Know yourself and seek self-improvement.**

a. This principle of leadership should be developed by the use of leadership traits. Evaluate yourself by using the leadership traits and determine your strengths and weaknesses. Work to improve your weaknesses and utilize your strengths. With a knowledge of yourself, and your experience and knowledge of group behavior, you can determine the best way to deal with any given situation. With some Marines, and in certain situations, the firm, hard stand may be most effective; however, in other situations, the "big brother" approach may work better. You can improve yourself in many ways. Self-improvement can be achieved by reading and observing. Ask your friends and seniors for an honest evaluation of your leadership ability. This will help you to identify your weaknesses and strengths.

b. To develop the techniques of this principle you should:

(1) Make an honest evaluation of yourself to determine your strong and weak personal qualities. Strive to overcome the weak ones and further strengthen those in which you are strong.

(2) Seek the honest opinions of your friends or superiors to show you how to improve your leadership ability.

(3) Learn by studying the causes for the success or the failure of other leaders.

(4) Develop a genuine interest in people; acquire an understanding of human nature.

(5) Master the art of effective writing and speech.

(6) Have a definite goal and a definite plan to attain your goal.

### **2. Be technically and tactically proficient.**

a. Before you can lead, you must be able to do the job. The first principle is to know your job. As a Marine, you must demonstrate your ability to accomplish the mission, and to do this you must be capable of answering questions and demonstrating competence in your MOS. Respect is the reward of the Marine who shows competence. Tactical and technical competence can be learned from books and from on the job training.

b. To develop this leadership principle of being technically and tactically proficient, you should:

(1) Seek a well-rounded military education by attending service schools; doing daily independent reading and research; taking correspondence courses from MCI, colleges, or correspondence schools; and seeking off-duty education.

(2) Seek out and associate with capable leaders. Observe and study their actions.

(3) Broaden your knowledge through association with members of other branches of the U. S. armed services.

(4) Seek opportunities to apply knowledge through the exercise of command. Good leadership is acquired only through practice.

(5) Prepare yourself for the job of leader at the next higher rank.

### **3. Know your Marines and look out for their welfare.**

a. This is one of the most important of the principles. You should know your Marines and how they react to different situations. This knowledge can save lives. A Marine who is nervous and lacks self-confidence should never be put in a situation where an important, instant decision must be made. Knowledge of your Marines' personalities will enable you, as the leader, to decide how to best handle each Marine and determine when close supervision is needed.

b. To put this principle into practice successfully you should:

(1) Put your Marines' welfare before your own—correct grievances and remove discontent.

(2) See the members of your unit and let them see you so that every Marine may know you and feel that you know them. Be approachable.

(3) Get to know and understand the Marines under your command.

(4) Let them see that you are determined that they be fully prepared for battle.

(5) Concern yourself with the living conditions of the members of your unit.

(6) Help your Marines get needed support from available personal services.

(7) Protect the health of your unit by active supervision of hygiene and sanitation.

(8) Determine what your unit's mental attitude is; keep in touch with their thoughts.

- (9) Ensure fair and equal distribution of rewards.
- (10) Encourage individual development.
- (11) Provide sufficient recreational time and insist on participation.
- (12) Share the hardships of your Marines so you can better understand their reactions.

#### **4. Keep your Marines informed.**

a. Marines by nature are inquisitive. To promote efficiency and morale, a leader should inform the Marines in his unit of all happenings and give reasons why things are to be done. This, of course, is done when time and security permit. Informing your Marines of the situation makes them feel that they are a part of the team and not just a cog in a wheel. Informed Marines perform better and, if knowledgeable of the situation, can carry on without your personal supervision. The key to giving out information is to be sure that the Marines have enough information to do their job intelligently and to inspire their initiative, enthusiasm, loyalty, and convictions.

b. Techniques in applying this principle are to:

- (1) Whenever possible, explain why tasks must be done and how you intend to do them.
- (2) Assure yourself, by frequent inspections, that immediate subordinates are passing on necessary information.
- (3) Be alert to detect the spread of rumors. Stop rumors by replacing them with the truth.
- (4) Build morale and esprit de corps by publicizing information concerning successes of your unit.
- (5) Keep your unit informed about current legislation and regulations affecting their pay, promotion, privileges, and other benefits.

#### **5. Set the example.**

a. As a Marine progresses through the ranks by promotion, all too often he/she takes on the attitude of "do as I say, not as I do." Nothing turns Marines off faster! As a Marine leader your duty is to set the standards for your Marines by personal example. Your appearance, attitude, physical fitness, and personal example are all watched by the Marines in your unit. If your personal standards are high, then you can rightfully demand the same of your Marines. If your



personal standards are not high you are setting a double standard for your Marines, and you will rapidly lose their respect and confidence. Remember your Marines reflect your image! Leadership is taught by example.

b. Techniques for setting the example are to:

(1) Show your Marines that you are willing to do the same things you ask them to do.

(2) Be physically fit, well groomed, and correctly dressed.

(3) Maintain an optimistic outlook. Develop the will to win by capitalizing on your unit's abilities. The more difficult the situation is, the better your chance is to display an attitude of calmness and confidence.

(4) Conduct yourself so that your personal habits are not open to criticism.

(5) Exercise initiative and promote the spirit of initiative in your Marines.

(6) Avoid showing favoritism to any subordinate.

(7) Share danger and hardship with your Marines to demonstrate your willingness to assume your share of the difficulties.

(8) By your performance, develop the thought within your Marines that you are the best Marine for the position you hold.

(9) Delegate authority and avoid over-supervision in order to develop leadership among subordinates.

## **6. Ensure the task is understood, supervised, and accomplished.**

a. This principle is necessary in the exercise of command. Before you can expect your Marines to perform, they must know first what is expected of them. You must communicate your instructions in a clear, concise manner. Talk at a level that your Marines are sure to understand, but not at a level so low that would insult their intelligence. Before your Marines start a task, allow them a chance to ask questions or seek advice. Supervision is essential. Without supervision you cannot know if the assigned task is being properly accomplished. Over supervision is viewed by subordinates as harassment and effectively stops their initiative. Allow subordinates to use their own techniques, and then periodically check their progress.

b. The most important part of this principle is the accomplishment of the mission. All the leadership, supervision, and guidance in the world are wasted if the end result is not the successful accomplishment of the mission. In order to develop this principle, you should:

- (1) Ensure that the need for an order exists before issuing the order.
- (2) Use the established chain of command.
- (3) Through study and practice, issue clear, concise, and positive orders.
- (4) Encourage subordinates to ask questions concerning any point in your orders or directives they do not understand.
- (5) Question your Marines to determine if there is any doubt or misunderstanding in regard to the task to be accomplished.
- (6) Supervise the execution of your orders.
- (7) Make sure your Marines have the resources needed to accomplish the mission.
- (8) Vary your supervisory routine and the points which you emphasize during inspections.
- (9) Exercise care and thought in supervision. Over supervision hurts initiative and creates resentment; under supervision will not get the job done.

## **7. Train your Marines as a team.**

a. Every waking hour Marines should be trained and schooled, challenged and tested, corrected and encouraged with perfection and teamwork as a goal. When not at war, Marines are judged in peacetime roles: perfection in drill, dress, bearing and demeanor; shooting; self-improvement; and most importantly, performance. No excuse can be made for the failure of leaders to train their Marines to the highest state of physical condition and to instruct them to be the very best in the profession of arms. Train with a purpose and emphasize the essential element of teamwork.

b. The sharing of hardships, dangers, and hard work strengthens a unit and reduces problems, it develops teamwork, improves morale and esprit and molds a feeling of unbounded loyalty and this is the basis for what makes men fight in combat; it is the foundation for bravery, for advancing under fire. Troops don't complain of tough training; they seek it and brag about it.

c. Teamwork is the key to successful operations. Teamwork is essential from the smallest unit to the entire Marine Corps. As a Marine officer, you must insist on teamwork from your Marines. Train, play, and operate as a team. Be sure that each Marine knows his/her position and responsibilities within the team framework.

d. When team spirit is in evidence, the most difficult tasks become much easier to accomplish. Teamwork is a two-way street. Individual Marines give their best, and in return the team provides the Marine with security, recognition, and a sense of accomplishment.

e. To develop the techniques of this principle you should:

- (1) Train, study and train, prepare, and train thoroughly, endlessly.
- (2) Strive to maintain individual stability and unit integrity; keep the same squad leader and fire team leaders as long as possible if they're getting the job done. Needless transfers disrupt teamwork.
- (3) Emphasize use of the "buddy" system.
- (4) Encourage unit participation in recreational and military events.
- (5) Never publicly blame an individual for the team's failure nor praise one individual for the team's success.
- (6) Provide the best available facilities for unit training and make maximum use of teamwork.
- (7) Ensure that all training is meaningful, and that its purpose is clear to all members of the command.
- (8) Acquaint each Marine of your unit with the capabilities and limitations of all other units, thereby developing mutual trust and understanding.
- (9) Ensure that each junior leader understands the mechanics of tactical control for the unit.
- (10) Base team training on realistic, current, and probable conditions.
- (11) Insist that every Marine understands the functions of the other members of the team and how the team functions as a part of the unit.
- (12) Seek opportunities to train with other units.
- (13) Whenever possible, train competitively.

## **8. Make sound and timely decisions.**

a. The leader must be able to rapidly estimate a situation and make a sound decision based on that estimation. Hesitation or a reluctance to make a decision leads subordinates to lose confidence in your abilities as a leader. Loss of confidence in turn creates confusion and hesitation within the unit.

b. Once you make a decision and discover it is the wrong one, don't hesitate to revise your decision. Marines respect the leader who corrects mistakes immediately instead of trying to bluff through a poor decision.

c. Techniques to develop this principle include:

(1) Develop a logical and orderly thought process by practicing objective estimates of the situation.

(2) When time and situation permit, plan for every possible event that can reasonably be foreseen.

(3) Consider the advice and suggestions of your subordinates whenever possible before making decisions.

(4) Announce decisions in time to allow subordinates to make necessary plans.

(5) Encourage subordinates to estimate and make plans at the same time you do.

(6) Make sure your Marines are familiar with your policies and plans.

(7) Consider the effects of your decisions on all members of your unit.

## **9. Develop a sense of responsibility among your subordinates.**

a. Another way to show your Marines that you are interested in their welfare is to give them the opportunity for professional development. Assigning tasks and delegating the authority to accomplish tasks promotes mutual confidence and respect between the leader and subordinates. It also encourages the subordinates to exercise initiative and to give wholehearted cooperation in the accomplishment of unit tasks. When you properly delegate authority, you demonstrate faith in your Marines and increase their desire for greater responsibilities. If you fail to delegate authority, you indicate a lack of leadership, and your subordinates may take it to be a lack of trust in their abilities.

b. To develop this principle you should:

(1) Operate through the chain of command.

(2) Provide clear, well thought directions. Tell your subordinates what to do, not how to do it. Hold them responsible for results, although overall responsibility remains yours. Delegate enough authority to them to enable them to accomplish the task.

(3) Give your Marines frequent opportunities to perform duties usually performed by the next higher ranks.

(4) Be quick to recognize your subordinates' accomplishments when they demonstrate initiative and resourcefulness.

(5) Correct errors in judgment and initiative in a way which will encourage the Marine to try harder. Avoid public criticism or condemnation.

(6) Give advice and assistance freely when it is requested by your subordinates.

(7) Let your Marines know that you will accept honest errors without punishment in return; teach from these mistakes by critique and constructive guidance.

(8) Resist the urge to micro-manage; don't give restrictive guidance which destroys initiative, drive, innovation, enthusiasm; creates boredom; and increases workload of seniors.

(9) Assign your Marines to positions in accordance with demonstrated or potential ability.

(10) Be prompt and fair in backing subordinates. Until convinced otherwise, have faith in each subordinate.

(11) Accept responsibility willingly and insist that your subordinates live by the same standard.

#### **10. Employ your command in accordance with its capabilities.**

a. Successful completion of a task depends upon how well you know your unit's capabilities. If the task assigned is one that your unit has not been trained to do, failure is very likely to result. Failures lower your unit's morale and self-esteem. You wouldn't send a cook section to "PM" a vehicle nor would you send three Marines to do the job of ten. Seek out challenging tasks for your unit, but be sure that your unit is prepared for and has the ability to successfully complete the mission.

b. Techniques for development of this principle are to:

(1) Do not volunteer your unit for tasks it is not capable of completing. Not only will the unit fail, but your Marines will think you are seeking personal glory.

(2) Keep yourself informed as to the operational effectiveness of your command.

(3) Be sure that tasks assigned to subordinates are reasonable. Do not hesitate to demand their utmost in an emergency.

(4) Analyze all assigned tasks. If the means at your disposal are inadequate, inform your immediate supervisor and request the necessary support.

(5) Assign tasks equally among your Marines.

(6) Use the full capabilities of your unit before requesting assistance.

#### **11. Seek responsibility and take responsibility for your actions.**

a. For professional development, you must actively seek out challenging assignments. You must use initiative and sound judgment when trying to accomplish jobs that are not required by your grade. Seeking responsibilities also means that you take responsibility for your actions. You are responsible for all your unit does or fails to do. Regardless of the actions of your subordinates, the responsibility for decisions and their application falls on you. You must issue all orders in your name. Stick by your convictions and do what you think is right, but accept justified and constructive criticism. Never remove or demote a subordinate for a failure that is the result of your own mistake.

b. Techniques in developing this principle are to:

(1) Learn the duties of your immediate senior, and be prepared to accept the responsibilities of these duties.

(2) Seek different leadership positions that will give you experience in accepting responsibility in different fields.

(3) Take every opportunity that offers increased responsibility.

(4) Perform every act, large or small, to the best of your ability. Your reward will be increased opportunity to perform bigger and more important tasks.

(5) Stand up for what you think is right; have the courage of your convictions.

(6) Carefully evaluate a subordinate's failure before taking action. Make sure the apparent shortcomings are not due to an error on your part. Consider the Marines that are available, salvage a Marine if possible, and replace a Marine when necessary.

(7) In the absence of orders, take the initiative to perform the actions you believe your senior would direct you to perform if he/she were present.

## Midshipmen Oath of Office

I, (state your name) having been appointed a Midshipman, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign or domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

## Commissioning Oath of Office

I, (state your name) do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign or domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

## Code of Conduct

On April 17, 1955, President Eisenhower presented to the nation and its military the Code of Conduct. It contains the ideas of some of our most learned and patriotic Americans and is a statement of principles which we Americans in the military must live by and believe in. The Code of Conduct consists of six articles which declare an American's loyalty and devotion to God, country, and fellow Americans. Although primarily a code for prisoner-of-war conduct, the concepts expressed apply not only to the prisoner of war, but also to the American military person who is free to defend this country.

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 (POW), I will keep faith with my fellow prisoners. I will give no information nor 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 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.

### **General Orders of a Sentry**

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, observing everything that takes place within sight and 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 non-commissioned 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 the proper authority.

### **Four Basic Responses**

When addressing a senior officer, the Midshipman will come to the position of attention until told otherwise. The following are the four basic responses to the senior officer's questions or requests:

**"Yes, Sir/Ma'am."**

**"No, Sir/Ma'am."**

**"I do not know, Sir/Ma'am, but I will find out."**

**"Aye-Aye, Sir/Ma'am."**



The term **"No excuse, Sir/Ma'am"** will not be tolerated; if an officer asks you a question, you are expected to be mature enough to take responsibility for your actions and to answer truthfully about why you failed to do something.

The response **"Yes, Sir/Ma'am"** is to be used as an affirmative response to a 'yes' or 'no' question.

The use of **"Aye-Aye, Sir/Ma'am"** is an acknowledgment that an order has been received, is understood, and will be carried out.

When overtaking a senior officer in rank proceeding in the same direction, draw abreast on the senior's left, coming to the salute as you say, **"By your leave, sir/ma'am"** The senior officer acknowledges the salute and replies, **"Granted"** or **"Carry on."**

### **Naval/Marine Corps Officer Reporting Procedures**

When entering a Naval Officer's office, center yourself in the doorway without breaking the plane of the door. Come to attention (do not strike the bulkhead with your hand), and in a normal speaking voice, say: **"Sir/Ma'am, Midshipman (1st/2nd/3rd/4th) Class Last Name, requests permission to speak to Rank Last Name \_\_\_\_\_."**

If entering the CO's or XO's office: **"Sir/Ma'am, Midshipman (1st/2nd/3rd/4th) Class Last Name, requests permission to speak to the (Commanding/Executive) Officer."**

Upon being told to enter, center yourself one pace from the desk, come to attention and announce:

**"Good (morning/afternoon/evening) Sir/Ma'am. Midshipman Last Name, reporting as ordered."**

If you were not previously ordered to report to the Officer, center yourself one pace from the desk, come to attention, and announce the reason for the visit. *i.e.*, **"Good morning, Sir. Midshipman Johnson, requests to speak with you about my grades."**

After speaking to the officer, he/she will tell you either "carry-on" or "dismissed". You will come to attention and respond:

**"Dismissed, Aye-Aye, Sir/Ma'am."**

If you are not told to leave, but your business is completed: **"Sir/Ma'am, Midshipman (1st/2nd/3rd/4th) Class Last Name, requests permission to be dismissed."**

While exiting the office you will about face and give the greeting of the day: **"Good (morning/afternoon/evening), Sir/Ma'am."**

*Remember: Do not "sound off" when entering, exiting, or inside a Navy Officer's office.*

### **Assistant Marine Officer Instructor (AMOI) Reporting Procedures**

Stand outside the hatch, assume the position of attention with your shoulder approximately 12 inches away from the bulkhead just outside the AMOI's office. Raise the left hand, strike the bulkhead with your palm three times and say: **"Good (morning/afternoon/evening) Gunnery Sergeant, Midshipmen Last Name requests permission to speak to Gunnery Sergeant Last Name."**

Upon being told to enter, center yourself one pace from the desk, come to attention and announce:

**"Good (morning/afternoon/evening) Rank Last Name, Midshipmen Last Name reporting as ordered."**

If told to stand at ease, come to parade rest. If told to sit down, take a seat.

Upon completion of your business with the AMOI, he will tell you either **"carry on"** or **"dismissed."**

Upon being dismissed by the AMOI, you will reply: **"Dismissed Aye, Aye Gunnery Sergeant"**, then take one 15-inch step back with the left foot while moving the left arm forward 6 inches and the right arm back 3 inches, then reassume the position of attention. When at the position of attention, say, **"Good (morning/afternoon/evening) Gunnery Sergeant,"** execute an about face, step off to the left, and exit the AMOI's office.



# USMC RANK STRUCTURE



## Officer



WARRANT OFFICER (W-1)



CHIEF WARRANT OFFICER 2 (CW02)



CHIEF WARRANT OFFICER 3 (CW03)



CHIEF WARRANT OFFICER 4 (CW04)



CHIEF WARRANT OFFICER 5 (CW05)



2NDLT (O-1)



1STLT (O-2)



CAPTAIN (O-3)



MAJOR (O-4)



LIEUTENANT COLONEL (O-5)



COLONEL (O-6)



BRIGADIER GENERAL (O-7)



MAJOR GENERAL (O-8)























LIEUTENANT GENERAL (O-9)



GENERAL (O-10)

## U.S. NAVY OFFICER RANKS

| GRADE | RANK                    | ABBREVIATION | COLLAR INSIGNIA   | DESCRIPTION           | SLEEVE / SHOULDER BOARD INSIGNIA  | DESCRIPTION   |
|-------|-------------------------|--------------|---|-----------------------|---|---|
| O-1   | ENSIGN                  | ENS          |    | 1 GOLD BAR            |    | ONE ½" GOLD STRIPE  |
| O-2   | LIEUTENANT JUNIOR GRADE | LTJG         |    | 1 SILVER BAR          |    | ONE ½" GOLD STRIPE WITH ONE ¼" GOLD STRIPE ABOVE IT   |
| O-3   | LIEUTENANT              | LT           |    | 2 SILVER BARS         |    | TWO ½" GOLD STRIPES   |
| O-4   | LIEUTENANT COMMANDER    | LCDR         |   | 1 GOLD OAK LEAF       |   | TWO ½" GOLD STRIPES WITH ONE ¼" GOLD STRIPE IN BETWEEN  |
| O-5   | COMMANDER               | CDR          |  | 1 SILVER OAK LEAF     |  | THREE ½" GOLD STRIPES   |
| O-6   | CAPTAIN                 | CAPT         |  | 1 SILVER SPREAD EAGLE |  | FOUR ½" GOLD STRIPES  |
| O-7   | REAR ADMIRAL LOWER HALF | RDML         |  | 1 SILVER STAR         |  | SB: ONE SILVER STAR ON A GOLD BACKGROUND<br>SL: ONE 2" GOLD STRIPE                                      |
| O-8   | REAR ADMIRAL UPPER HALF | RADM         |  | 2 SILVER STARS        |  | SB: TWO SILVER STARS ON A GOLD BACKGROUND<br>SL: ONE 2" GOLD STRIPE WITH ONE ¼" GOLD STRIPE ABOVE IT    |
| O-9   | VICE ADMIRAL            | VADM         |  | 3 SILVER STARS        |  | SB: THREE SILVER STARS ON A GOLD BACKGROUND<br>SL: ONE 2" GOLD STRIPE WITH TWO ¼" GOLD STRIPES ABOVE IT |
| O-10  | ADMIRAL                 | ADM          |  | 4 SILVER STARS        |  | SB: FOUR SILVER STARS ON A GOLD BACKGROUND<br>SL: ONE 2" GOLD STRIPE WITH TWO ¼" GOLD STRIPES ABOVE IT  |

# ENLISTED INSIGNIA OF THE UNITED STATES ARMED FORCES

E-1

E-2

E-3

E-4

E-5

E-6

E-7











E-8

E-9






























## NAVY

|  |   |   |   |   |   |   |   |   |   |
|--|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |  |
| SEAMAN<br>RECRUIT  | SEAMAN<br>APPRENTICE  | SEAMAN  | PETTY<br>OFFICER<br>THIRD CLASS   | PETTY<br>OFFICER<br>SECOND<br>CLASS   | PETTY<br>OFFICER<br>FIRST CLASS   | CHIEF<br>PETTY<br>OFFICER   | SENIOR<br>CHIEF<br>PETTY<br>OFFICER   | MASTER<br>CHIEF<br>PETTY<br>OFFICER   | MASTER CHIEF<br>PETTY<br>OFFICER OF<br>THE NAVY                                     |

## MARINES

|               |   |   |   |   |   |   |   |   |   |   |
|---------------|---|---|---|---|---|---|---|---|---|---|
| (no insignia) |  |  |  |  |  |  |  |  |  |  |
| PRIVATE       | PRIVATE<br>FIRST CLASS  | LANCE<br>CORPORAL   | CORPORAL  | SERGEANT  | STAFF<br>SERGEANT   | GUNNERY<br>SERGEANT   | MASTER<br>SERGEANT  | FIRST<br>SERGEANT   | SERGEANT<br>MAJOR   | SERGEANT<br>MAJOR OF THE<br>MARINE CORPS  |

## Midshipman Rank Insignia

| Class Insig.       | Shoulder Marks  | Blue Coat Sleeve   | Collar Device   | Rank Insig.      | Shoulder Marks  | Blue Coat Sleeve  | Collar Device  |
|--------------------|---|--|---|------------------|---|---|--|
| <b>MIDN 4/C</b>    | <br>No stripes with fouled anchor              | No stripes<br><br>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<br><br>NROTC: Naval Reserve Officers Training Corps<br><br>USNA: United States Naval Academy         | <b>MIDN LTJG</b> | <br>Two horizontal stripes with star    | <br>NROTC: Two stripes with star<br><br><br>USNA: Two stripes with star       | <br>Two gold bars (left & right)    |
| <b>MIDN 3/C</b>    | <br>One diagonal stripe with fouled anchor     | NROTC: One stripe<br><br>USNA: One diagonal stripe, left sleeve only   | <br>Right Anchor only                | <b>MIDN LT</b>   | <br>Three horizontal stripes with star  | <br>NROTC: Three stripes with star<br><br><br>USNA: Three stripes with star   | <br>Three gold bars (left & right)  |
| <b>MIDN 2/C</b>    | <br>Two diagonal stripes with fouled anchor   | NROTC: Two stripes<br><br>USNA: Two diagonal stripes, left sleeve only   | <br>Right and Left Anchors          | <b>MIDN LCDR</b> | <br>Four horizontal stripes with star  | <br>NROTC: Four stripes with star<br><br><br>USNA: Four stripes with star  | <br>Four gold bars (left & right)  |
| <b>MIDN 1/C</b>    | <br>One horizontal stripe with fouled anchor | NROTC: Three stripes<br><br>USNA: One stripe on both sleeves   | <br>Right and Left Anchor & Eagles | <b>MIDN CDR</b>  | <br>Five horizontal stripes with star | <br>NROTC: Five stripes with star<br><br><br>USNA: Five stripes with star | <br>Five gold bars (left & right) |
| <b>Rank Insig.</b> | <b>Shoulder Marks</b>   | <b>Blue Coat Sleeve</b>  | <b>Collar Device</b>  | <b>MIDN CAPT</b> | <br>Six horizontal stripes with star  | <br>NROTC: Six stripes with star<br><br><br>USNA: Six stripes with star   | <br>Six gold bars (left & right)  |
| <b>MIDN ENS</b>    | <br>One horizontal stripe with star          | NROTC: One stripe with star<br><br>USNA: One stripe with star  | <br>One gold bar (left & right)    |                  |   |   |  |

Copyright © 2004, 2006 Ray Trygstad, Naperville, Illinois. This image may be used and redistributed freely as long as this copyright statement remains intact and is included.

## Uniforms

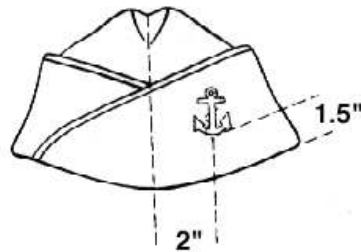
As Midshipmen preparing to be officers, your uniform should be worn with pride and professionalism. Uniforms are expected to look outstanding at all times. They should be clean, neat, and pressed, with insignia properly aligned, shoes shined, and the cover worn properly. Additionally, Midshipmen must have a proper shave and haircut, whether in military uniform or civilian attire. Additionally, uniforms will be worn to all classes on Naval Science Laboratory days. Appropriate civilian attire will be worn in public outside of regular weekday hours. Any Midshipman coming to the NROTC Staff offices during working hours must be in appropriate civilian attire. If a Midshipman has a formal meeting with a staff member, unit polo and khakis is the required uniform. Unit PT gear is only authorized in the NROTC Staff offices if you are conducting business immediately before, or after, organized physical training. Remember, as a Midshipman, you should at all times present a neat, professional appearance. Even when out of uniform, you represent more than just yourself, but the country you serve and all the men and women before you who have served this nation in uniform.

## Regulations for Wear of Midshipmen Uniforms

### Midshipman Service Khaki Uniform

#### Cover:

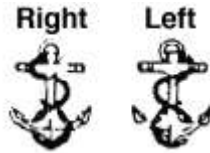
- Garrison cover will be centered on the head
- The Fouled Anchor will be positioned:
  - Pin it to the left side of the cap in an upright position with the center 2" from the front seam and 1 1/2" above the bottom edge
  - Anchor will have the bitter end facing aft



#### Shirt:

- A plain white crew neck undershirt will be worn underneath
- No wrinkles or incorrect creases
- Proper Military creases:
  - Two down front for males (females have seams), centered on front two chest pocket buttons
  - Three down back, one centered on body, two others equidistant from center crease on left and right
  - Sleeves have creases down the sleeve centered from shoulder line
  - All other areas are pressed flat and are clean of stains
  - Shirt stays are required
  - Proper military tuck takes all excess material to the outer creases in the rear.
- Collar Devices:
  - MIDN 4/C wear no collar devices

- o MIDN 3/C wear the right fouled anchors (bitter ends facing aft)
- o MIDN 2/C wear both left and right fouled anchors (bitter ends facing aft)



- o MIDN 1/C wear the Eagle-Anchors on both collars



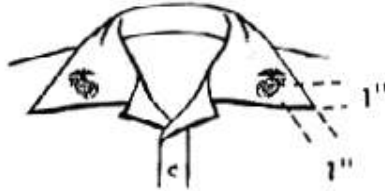
- o The anchor and shank of the anchor is parallel to and positioned on the imaginary line bisecting the angle of the collar point. The bottom most point of the anchor shall be one inch from the front and lower edges.



- o Marine Option Midshipmen will follow the same protocol as Navy Option Midshipmen, but will wear the Eagle Globe and Anchor collar devices.



- o The Eagle Globe and Anchor device shall be positioned so that the center of the globe is 1" from the front and lower edges of the collar. The eagle shall be facing inboard with its wings parallel to the deck.



- Name tag:
  - o Worn centered 1/4" (Navy Option) or 1/8" (Marine Option) and centered above the top of the right pocket.

Trousers:

- Belt:
  - o The brass on the belt will be shined and mark free
  - o The belt will be fitted so that the buckle and the brass fitting on the other end of the belt will perfectly line up when worn



- o Female Navy Option Midshipmen wear the belt in such a manner that the belt tip points to the Midshipman's right; male Midshipmen wear the belt so that the belt tip points to the Midshipman's left.
- o The end without the belt tip will be in line with the shirt edge and trouser fly edge to make a straight gig-line
- o Marine Option Midshipmen wear belt so that buckle points to Midshipman's left, with the belt tip 2-4 inches past buckle.
- Trousers:
  - o There will be one defined crease down the middle of the front and back of the trousers
  - o There will be no wrinkles or incorrect creases
  - o All other areas are pressed flat and are clean of stains
  - o The trousers should fall to mid-heel in the back and should have a slight break in the front crease
  - o Rear trouser pockets should be kept buttoned and all pockets should be free of bulky items
  - o Pockets will be flush with the legs

#### Shoes and Socks:

- Socks:
  - o Must be black and at least at lower calf height
- Low Quarters:
  - o Must wear black leather low quarters
  - o Shoes will be maintained in a highly polished condition at all times.
  - o The sole edges of all shoes should be cleaned and polished

### **Midshipman Summer White Uniform**

#### Cover:

Combination cover will be centered on the head with bottom edge parallel to and 1-1/2 inch above the eyebrows.

- The cover device should be centered on the cover.
- Golden Eagle cap screws must be screwed in tightly and aligned.

#### Shirt:

- A plain white crew neck undershirt will be worn underneath
- No wrinkles or incorrect creases
- Proper military creases:
  - o Two down front for males (females have seams), centered on front two chest pocket buttons
  - o Three down back, one centered on body, two others equidistant from center crease on left and right
  - o Sleeves have creases down the sleeve centered from shoulder line
  - o All other areas are pressed flat and are clean of stains
  - o Shirt stays are required
  - o Proper military tuck takes all excess material to the outer creases in the rear
- Shoulder boards:
  - o MIDN 4/C have no stripes and a fouled anchor
  - o MIDN 3/C have one diagonal stripe and a fouled anchor
  - o MIDN 2/C have two diagonal stripes and a fouled anchor
  - o MIDN 1/C have one horizontal stripe and a fouled anchor
  - o The bitter end of the fouled anchor on each board must point aft.

- Name tag:
  - Worn centered 1/4" (Navy Option) or 1/8" (Marine Option) and centered above the top of the right pocket.

#### Trousers:

- Belt:
  - The brass on the belt will be shined and mark free
  - The belt will be fitted so that the buckle and the brass fitting on the other end of the belt will perfectly line up when worn
  - Female Midshipmen wear the belt in such a manner that the belts tip points to the Midshipman's right; male Midshipmen wear the belt so that the belts tip points to the Midshipman's left.
  - The end without the belt tip will be in line with the shirt edge and trouser fly edge to make a straight gig-line
  - Marine Option Midshipmen wear belt so that buckle points to Midshipman's left, with the belt tip 2-4 inches past buckle.
- Trousers:
  - White trousers
  - There will be one defined crease down the middle of the front and back of the trousers
  - There will be no wrinkles or incorrect creases
  - All other areas are pressed flat and are clean of stains
  - The trousers should fall to mid-heel in the back and should have a slight break in the front crease.
  - Rear trouser pockets should be kept buttoned and all pockets should be free of bulky items
  - Pockets will be flush with the legs

#### Shoes and Socks:

- Socks:
  - Must be white and at least at lower calf height. Made of undecorated, plain or ribbed knitted material.
- Low Quarters:
  - Must wear white leather low quarters
  - Shoes will be maintained in a highly polished condition at all times.
  - The sole edges of all shoes should be cleaned and polished

### **Midshipman Service Dress Blue Uniform**

#### Cover:

Combination cover will be centered on the head with bottom edge parallel to and 1-1/2 inch above the eyebrows.

- The cover device should be centered on the cover.
- Golden Eagle cap screws must be screwed in tightly and aligned.

#### Shirt:

- A plain white crew neck undershirt will be worn underneath
- No wrinkles or incorrect creases
- Proper military creases:
  - Two down front for males (females have seams), centered on front two chest pocket buttons
  - Three down back, one centered on body, two others equidistant from center crease on left and right

- o Sleeves have creases down the sleeve centered from shoulder line
- o All other areas are pressed flat and are clean of stains
- o Shirt stays are required
- o Proper military tuck takes all excess material to the outer creases in the rear
- Soft shoulder boards:
  - o MIDN 4/C have no stripes and a fouled anchor
  - o MIDN 3/C have one diagonal stripe and a fouled anchor
  - o MIDN 2/C have two diagonal stripes and a fouled anchor
  - o MIDN 1/C have one horizontal stripe and a fouled anchor
  - o The bitter end of the fouled anchor on each board must point aft.
- A plain black straight tie or bow tie will be worn.

#### Jacket:

- Sleeve class insignia:
  - o NROTC Unit Los Angeles Consortium Midshipmen do not wear the prescribable class insignia on the sleeves of their Service Dress Blue jacket.
- Collar insignia:
  - o Navy Option Midshipmen wear a plain gold anchor 17/16-inch-long, the stock, 3/4 inch wide, and the flukes 1-1/17 inches wide. Pin it on each collar tip of the coat so the anchor's crown is 1/2 inch above the notch of the lapel (males), 1 inch from the bottom and midway between the two sides (females), and the center line of the shank is parallel to and approximately 3/4 inch from the collar's outer edge. The lower end of the stock is outboard and the stock approximately horizontal.
  - o Marine Option Midshipmen wear an Eagle, Globe and Anchor. Pin it on each collar tip 1/2 inch above the notch of the lapel (males), 1 inch from the bottom and midway between the two sides (females).

#### Trousers:

- Belt:
  - o The brass on the belt will be shined and mark free
  - o The belt will be fitted so that the buckle and the brass fitting on the other end of the belt will perfectly line up when worn
  - o Female Midshipmen wear the belt in such a manner that the belts tip points to the Midshipman's right; male Midshipmen wear the belt so that the belts tip points to the Midshipman's left.
  - o The end without the belt tip will be in line with the shirt edge and trouser fly edge to make a straight gig-line
  - o Marine Option Midshipmen wear belt so that buckle points to Midshipman's left, with the belt tip 2-4 inches past buckle.
- Trousers:
  - o Black trousers
  - o There will be one defined crease down the middle of the front and back of the trousers
  - o There will be no wrinkles or incorrect creases
  - o All other areas are pressed flat and are clean of stains
  - o The trousers should fall to mid-heel in the back and should have a slight break in the front crease.
  - o Rear trouser pockets should be kept buttoned and all pockets should be free of bulky items
  - o Pockets will be flush with the legs

#### Shoes and Socks:

- Socks:
  - o Must be black and at least at lower calf height. Made of undecorated, plain or ribbed knitted material.
- Low Quarters:

- o Must wear black leather low quarters
- o Shoes will be maintained in a highly polished condition at all times.
- o The sole edges of all shoes should be cleaned and polished

## **Midshipman Service Dress White Uniform**

### Cover:

Combination cover will be centered on the head with bottom edge parallel to and 1-1/2 inch above the eyebrows.

- The cover device should be centered on the cover.
- Golden Eagle cap screws must be screwed in tightly and aligned.

### Jacket:

- Collar insignia:
  - o Navy Option Midshipmen wear no insignia on collar.
  - o Marine Option Midshipmen wear Eagle, Globe and Anchor insignia. They will be one inch from the edge of the collar and centered.
- Shoulder boards:
  - o MIDN 4/C have no stripes and a fouled anchor.
  - o MIDN 3/C have one diagonal stripe and a fouled anchor.
  - o MIDN 2/C have two diagonal stripes and a fouled anchor.
  - o MIDN 1/C have one horizontal stripe and a fouled anchor.
  - o The bitter end of the fouled anchor must be worn aft.

### Trousers:

- Belt:
  - o The brass on the belt will be shined and mark free
  - o The belt will be fitted so that the buckle and the brass fitting on the other end of the belt will perfectly line up when worn
  - o Female Midshipmen wear the belt in such a manner that the belts tip points to the Midshipman's right; male Midshipmen wear the belt so that the belts tip points to the Midshipman's left.
  - o The end without the belt tip will be in line with the shirt edge and trouser fly edge to make a straight gig-line
  - o Marine Option Midshipmen wear belt so that buckle points to Midshipman's left, with the belt tip 2-4 inches past buckle.
- Trousers:
  - o White trousers
  - o There will be one defined crease down the middle of the front and back of the trousers
  - o There will be no wrinkles or incorrect creases
  - o All other areas are pressed flat and are clean of stains
  - o The trousers should fall to mid-heel in the back and should have a slight break in the front crease.
  - o Rear trouser pockets should be kept buttoned and all pockets should be free of bulky items
  - o Pockets will be flush with the legs

### Shoes and Socks:

- Socks:
  - o Must be white and at least at lower calf height. Made of undecorated, plain or ribbed knitted material.
- Low Quarters:
  - o Must wear white leather low quarters

- o Shoes will be maintained in a highly polished condition at all times.
- o The sole edges of all shoes should be cleaned and polished

## **Navy Working Uniform**

### Cover:

Eight-point cover will be centered on the head with bottom edge parallel to and 1-1/2 inch above the eyebrows.

### Shirt:

- A plain brown (Type III) crew neck undershirt will be worn underneath
- Rank Tabs:
  - o MIDN 4/C wear no rank tab.
  - o For all others, a single rank tab is affixed to the center of the jacket.
  - o MIDN 3/C wear a rank tab with one diagonal stripe and a fouled anchor.
  - o MIDN 2/C wear a rank tab with two diagonal stripes and a fouled anchor.
  - o MIDN 1/C wear a rank tab with an Eagle-Anchor.

### Trousers:

- Belt:
  - o The brass on the belt will be shined and mark free
  - o The belt will be fitted so that the buckle and the brass fitting on the other end of the belt will perfectly line up when worn
  - o Female Midshipmen wear the belt in such a manner that the belts tip points to the Midshipman's right; male Midshipmen wear the belt so that the belts tip points to the Midshipman's left.
  - o The end without the belt tip will be in line with the shirt edge and trouser fly edge to make a straight gig-line
- Trousers will be bloused into boots with black or brown blousing straps.

### Boots and Socks:

- Socks:
  - o Must be black or brown (Type III) and at least at lower calf height.
- Boots:
  - o Must wear black or brown (Type III) boots.
  - o Black boots will be properly blackened at all times possible.

## **Marine Corps Combat Utility Uniform**

### Cover:

Eight-point cover will be centered on the head with bottom edge parallel to and 1-1/2 inch above the eyebrows.

### Shirt:

- A plain brown crew neck undershirt will be worn underneath
- Collar Devices:
  - o MIDN 4/C wear no collar devices
  - o MIDN 3/C wear the right EGA.
  - o MIDN 2/C wear both left and right EGA.

- o MIDN 1/C wear both EGAs on collars.

Trousers:

- Belt:
  - o Marine Option MIDN wear belt so that buckle points to Midshipman's left, with the belt tip 2-4 inches past buckle.
- Trousers will be bloused into boots with black or brown blousing straps.

Boots and Socks:

- Coyote Brown socks are worn with tan rough-out combat boots, either hot weather or temperate weather versions.

## Civilian Clothing

There are two standards of civilian clothing for NROTC students, one for everyday use on campus and another for specific NROTC events. These two standards mirror standards for liberty clothing in the Fleet.

Civilian Dress: Students will always dress in a way that reflects credit upon the Naval Services.

- Conservative and appropriate. Students will not wear clothing that supports or depicts themes of racism, sexism, bigotry, overthrow of the government, the irresponsible use of alcohol, drug culture, or profanity. Clothing shall be conservative and non-revealing, not exposing an excessive amount of skin.
- Athletic gear. Athletic gear will not be used as civilian attire and should not be worn in battalion spaces unless in route to or from physical activity.
- Shoes. Shower shoes or any rubber sandals are not authorized. However, quality leather sandals and flip-flops designed for daily use are permitted.
- Shirts.
  - o Males cannot wear tank tops in battalion spaces. Females may wear tank tops that cover their stomach and at least three-quarters of their back.
  - o Undershirts should fit correctly and not have a stretched or otherwise messy collar. They shall never be worn alone.
- Trousers/Shorts/Skirts.
  - o Must be within good taste. Garments may not be eccentric. This includes, but is not limited to, rips, tears, holes, and pockets visibly extending past the length of the shorts/skirts. Garments should be of proper length and should not expose too much (no portion of the buttocks should be visible).
  - o Shorts/pants must have belt loops and a belt should be worn.
- Headgear. Removal of headgear, i.e., ball caps, while indoors is mandatory at all facilities. Headgear may be worn backwards or frontwards. However, headgear is not to be worn sideways or in any other convoluted manner.
- Cleanliness. Dirty, sweaty, or foul smelling clothing is never acceptable, except as the direct consequence of physical activity or service projects, and such clothing should be changed as soon as practical.
- The Active Duty staff may specify a higher standard of civilian dress for battalion spaces if deemed appropriate.

Appropriate Civilian Attire (ACA): This is different from normal civilian dress

acceptable on campus or in the community. ACA may be prescribed for certain NROTC events in which uniforms are not appropriate or required. ACA is commonly defined for either gender as a conservative collared sport or dress shirt and casual slacks with a belt. Female students may choose to wear an appropriate casual skirt in lieu of slacks. Collared shirts with the NROTC logo referred to as "unit-polos" may be specifically prescribed for certain events. Closed-toe casual shoes should also be worn with ACA.

## **Physical Training (PT) Uniform**

The NROTC PT uniform will be worn for authorized PT sessions and for any Naval Science Laboratory or NROTC event in which PT gear is specified as the uniform. PT gear is not authorized to be worn in the NROTC Staff offices unless conducting business before or after authorized PT sessions. PT gear is not authorized for wear in any campus dining facility.

The NROTC PT uniform consists of the following:

### Navy Option Midshipmen:

- **Warm Weather:**
  - Gold Navy shirt
  - Blue Navy shorts
  - White or black socks (ankle socks, crew, or calf socks are acceptable)
  - Proper running shoes (Minimalist Shoes are acceptable)
  - Compression Shorts (optional): Acceptable as long as they are black or navy blue and do not extend past the shorts when standing.
- **Cold Weather:**
  - Warm weather uniform items, plus:
    - Blue Navy sweatshirt
    - Blue Navy sweatpants

### Marine Option Midshipmen:

- **Warm Weather:**
  - Olive-drab green short-sleeve t-shirt
  - Olive-drab green shorts
  - White or black socks (ankle length)
  - Proper running shoes
- **Cold Weather:**
  - Warm weather uniform items, plus:
    - Olive-drab green sweatshirt
    - Olive-drab green sweatpants

## **Civilian PT Gear**

When conducting physical training on their own time, Midshipmen are allowed to wear gym shorts, a t-shirt, and appropriate athletic shoes. For colder temperatures, pants and a jacket/sweatshirt that is appropriate for physical training should be worn as well. PT gear will not be worn in a dining hall at any time. Wearing PT gear to a dining hall before or after PT is not authorized.

## Grooming Regulations

### 1. 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 hairstyle. 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 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 (skin) at the hairline to at least the top orifice of the ear circling around the back of the head, where it may then extend to the maximum hair length. 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 (Marine Corps). The bulk of the hair shall not exceed approximately two inches. Hair coloring must look natural and complement the individual. Faddish styles and outrageous multicolored hair are not authorized. 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.

b. Women. 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. Officers have the ultimate responsibility for determining when hairstyles are eccentric, faddish, or out of standards. The wear of a single braid, French braid, or a single ponytail in Service, Working (Navy Only), 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.

2. Shaving and Mustaches (Men). The face shall be clean shaven at all times, unless a shaving waiver is authorized by the Commanding Officer. 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. If a shaving waiver is authorized, no facial/neck hair shall be shaved, manicured, styled or outlined nor exceed 1/4 inch in length.

3. 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.

#### 4. Fingernails

a. Men. Fingernails shall not extend past fingertips. They shall be kept clean. Nail polish is not authorized.

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. French and American manicures (white and off-white tips with neutral base color ONLY) are authorized.

5. 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 not present a safety or FOD (Foreign Object Damage) hazard. Jewelry shall be worn within the following guidelines:

a. Rings. While in uniform, rings shall be conservative and in good taste. Eccentric or faddish rings are not authorized. Only one ring per hand is authorized, plus a wedding/engagement ring set. Rings are not permitted to be worn on the thumb.

#### 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. When wearing Working and Service Uniforms, officers will wear gold earrings. When wearing Dress Uniforms White Pearl earrings are optional. White Pearl and Diamond earrings are authorized for optional wear with the Dinner Dress White or Blue Jacket uniform. Synthetic variants of pearl or diamond earrings are acceptable if they meet color and size requirements.

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, shall be conservative and in good taste. Eccentric or faddish wristwatches and bracelets are not authorized. Only one

watch and one bracelet may be worn simultaneously (one on each wrist) while in uniform. Ankle bracelets are not authorized while in uniform.

f. Eyeglasses. Sunglasses may be worn on leave, liberty, and in garrison but not in formation unless prescribed by the commander or certified medical authority. When authorized for wear in formations, sunglass lenses will be of standard green, black, or brown shade or may be the type commonly referred to as "photosensitive." Sunglasses that do not have "photosensitive" lenses will not be worn indoors. When worn in uniform, contact lenses must imitate a natural eye color/pupil shape.

## Navy Working Uniform (NWU) Male

### BASIC UNIFORM COMPONENTS

Shirt, NWU  
Trousers, NWU  
Cap, Eight Point  
Boot, Black, Leather  
Socks, Black, Boot  
Undershirt, Coyote Brown, Crew Neck  
Undershorts  
Belt, Khaki Cotton w/Gold Clip  
Buckle, Gold  
Insignia, Chest  
Name/U.S. NAVY Service Tapes  
Straps, Blousing

### PRESCRIBABLE ITEMS

Coat, Parka (w/Black Fleece Liner)  
Cap, Knit (Watch), Black  
Gloves, Black Leather

### OPTIONAL ITEMS

Belt, Rigger  
Boot, Black, Coyote Brown, Desert Tan 8 or  
9 inch Rough Out  
Cap, Ball  
Identification Markings  
Shoulder, Patch

### OCCASIONS FOR WEAR

Summer Cruise  
Orientation Week  
Field Training Exercises



## Navy Working Uniform (NWU) Female



### BASIC UNIFORM COMPONENTS

Shirt, NWU  
Trousers, NWU  
Cap, Eight Point  
Boot, Black, Leather  
Socks, Black, Boot  
Undershirt, Coyote Brown, Crew Neck  
Brassiere  
Underpants  
Belt, Khaki, Cotton w/Gold Clip  
Buckle, Gold  
Insignia, Chest  
Name/U.S. NAVY Service Tapes  
Straps, Blousing

### PRESCRIBABLE ITEMS

Coat, Parka (w/Black Fleece Liner)  
Cap, Knit (Watch), Black  
Gloves, Black Leather

### OPTIONAL ITEMS

Belt, Rigger  
Boot, Black, Coyote Brown, Desert Tan 8 or  
9 inch Rough Out  
Cap, Ball  
Identification Markings  
Shoulder, Patch

### OCCASIONS FOR WEAR

Summer Cruise  
Orientation Week  
Field Training Exercises

Marine Corps Combat Utility Uniform (MCCUU)



BASIC UNIFORM COMPONENTS

Coat, Combat Utility  
Trousers, Combat Utility  
Cap, Combat Utility  
Boot, Marine Corps Combat  
Socks, Black/Brown, Boot  
Undershirt, Olive Green, Crew Neck  
Brassiere (Women)  
Underpants/Undershorts  
Belt, Khaki, Web\*  
Buckle, Gold  
Insignia, Collar  
Name/U.S. MARINES (Post OCS) Service Tapes  
Straps, Blousing

OCCASIONS FOR WEAR

Summer Cruise  
Orientation Week  
Field Training Exercises

\* The 1-1/4 inch wide khaki web belt, with buckle, will be worn by all Marines with the utility uniform, until qualified to wear the martial arts utility belt. Qualified Marines will wear only the single color of utility belt appropriate to their martial arts proficiency.

Summer White - Male



BASIC UNIFORM COMPONENTS

Shirt, White, Summer  
Trousers, White  
Cap, Combination, White  
Shoes, Dress, White  
Socks, White  
Undershirt, White  
Undershorts  
Belt, White, w/Gold Clip  
Buckle, Gold  
Shoulder Boards (Hard)  
Ribbons  
Name/Identification Tag

PRESCRIBABLE ITEMS

All Weather Coat, Blue

OPTIONAL ITEMS

Jacket, Black

OCCASIONS FOR WEAR

Swearing-in Ceremony  
Uniform Inspection  
Battalion Awards Day

Summer White - Female



BASIC UNIFORM COMPONENTS

Shirt, White, Summer  
Slacks, White, Belted\*  
Cap, Combination, White  
Shoes, Service, White\*  
Socks, White\*  
Brassiere  
Underpants  
Belt, White, w/Gold Clip  
Buckle, Gold  
Shoulder Boards (Hard)  
Ribbons  
Name/Identification Tag

PRESCRIBABLE ITEMS

All Weather Coat, Blue  
Undershirt, White

OPTIONAL ITEMS

Jacket, Black  
Earrings, Gold Ball  
Skirt, White, Belted\*  
Hosiery, Flesh Tone\*  
Shoes, Dress, White\*

OCCASIONS FOR WEAR

Swearing-in Ceremony  
Uniform Inspection  
Battalion Awards Day

\* When wearing slacks with dress or formal shoes (pumps or flat), hosiery is required. When wearing slacks with service shoes, socks are required. When wearing skirts, hosiery is required instead of socks and a slip if the skirt worn is unlined.

Service Khaki - Male

BASIC UNIFORM COMPONENTS

Shirt, Khaki, Service  
Trousers, Khaki, Service  
Cap, Combination, Khaki  
Shoes, Dress, Black  
Socks, Black  
Undershirt, White  
Undershorts  
Belt, Khaki, w/Gold Clip  
Buckle, Gold  
Collar Insignia  
Ribbons  
Name/Identification Tag



PRESCRIBABLE ITEMS

All Weather Coat, Blue  
Cap, Garrison, Khaki

OPTIONAL ITEMS

Jacket, Black

OCCASIONS FOR WEAR

Worn year round, including  
Naval Science Lab



Service Khaki - Female

BASIC UNIFORM COMPONENTS



Shirt, Khaki, Service  
Slacks, Khaki, Service\*  
Cap, Garrison, Khaki  
Shoes, Service, Black\*  
Socks, Black\*  
Brassiere  
Underpants  
Belt, Khaki, w/Gold Clip  
Buckle, Gold  
Insignia, Collar  
Ribbons  
Name/Identification Tags

PRESCRIBABLE ITEMS

All Weather Coat, Blue  
Undershirt, White  
Cap, Garrison, Khaki

OPTIONAL ITEMS

Jacket, Black  
Earrings, Gold Ball  
Skirt, Khaki, Service\*  
Hosiery, Flesh Tone\*  
Shoes, Dress, Black\*

OCCASIONS FOR WEAR

Worn year round, including  
Naval Science Lab

\* When wearing slacks with dress or formal shoes (pumps or flat), hosiery is required. When wearing slacks with service shoes, socks are required. When wearing skirts, hosiery is required instead of socks and a slip if the skirt worn is unlined.

Service Dress Blue - Male



BASIC UNIFORM COMPONENTS

Coat, Service Dress Blue  
Shirt, White, Dress  
Trousers, Blue, Dress  
Cap, Combination, White  
Shoes, Dress, Black  
Socks, Black  
Undershirt, White  
Undershorts  
Belt, Black, w/Gold Clip  
Necktie, Black, Four-in-Hand  
Buckle, Gold  
Ribbons

PRESCRIBABLE ITEMS

All Weather Coat, Blue  
Gloves, White  
Insignia, Rank

OPTIONAL ITEMS

Jacket, Black  
Tie Clasp/Tack  
Name/Identification Tags

OCCASIONS FOR WEAR

Navy/Marine Corps Birthday Ball  
Inspections  
Mess Night  
Battalion Photo

Service Dress Blue - Female



BASIC UNIFORM COMPONENTS

Coat, Service Dress Blue  
Shirt, White, Dress  
Slacks, Blue, Unbelted\*  
Cap, Combination, White  
Shoes, Service, Black\*  
Socks, Black\*  
Brassiere  
Underpants  
Necktie, Black  
Ribbons

PRESCRIBABLE ITEMS

All Weather Coat, Blue  
Gloves, Black/White  
Insignia, Rank  
Undershirt, White

OPTIONAL ITEMS

Earrings, Gold Ball  
Jacket, Black  
Skirt, Blue, Unbelted\*  
Hosiery, Flesh Tone\*  
Shoes, Dress, Black\*

OCCASIONS FOR WEAR

Navy/Marine Corps Birthday Ball  
Inspections  
Mess Night  
Battalion Photo

\* When wearing slacks with dress or formal shoes (pumps or flat), hosiery is required. When wearing slacks with service shoes, socks are required. When wearing skirts, hosiery is required instead of socks and a slip if the skirt worn is unlined.

Full Dress White - Male

BASIC UNIFORM COMPONENTS



Coat, Service Dress White  
Trousers, White  
Cap, Combination, White  
Shoes, Dress, White  
Socks, White  
Undershirt, White  
Undershorts  
Belt, White, w/Gold Clip  
Gloves, White  
Buckle, Gold  
Shoulder Boards (Hard)  
Large Medals/Ribbons

PRESCRIBABLE ITEMS

All Weather Coat, Blue

OCCASIONS FOR WEAR

Spring ball Commissioning  
Inspections  
Battalion Photo

Full Dress White - Female

BASIC UNIFORM COMPONENTS

Coat, Service Dress White  
Shirt, White, Dress  
Slacks, White, Unbelted\*  
Cap, Combination, White  
Shoes, Service, White\*  
Socks, White\*  
Brassiere  
Underpants  
Gloves, White  
Shoulder Boards (Hard) Large

Medals/Ribbons

PRESCRIBABLE ITEMS

All Weather Coat, Blue  
Insignia, Rank  
Undershirt, White

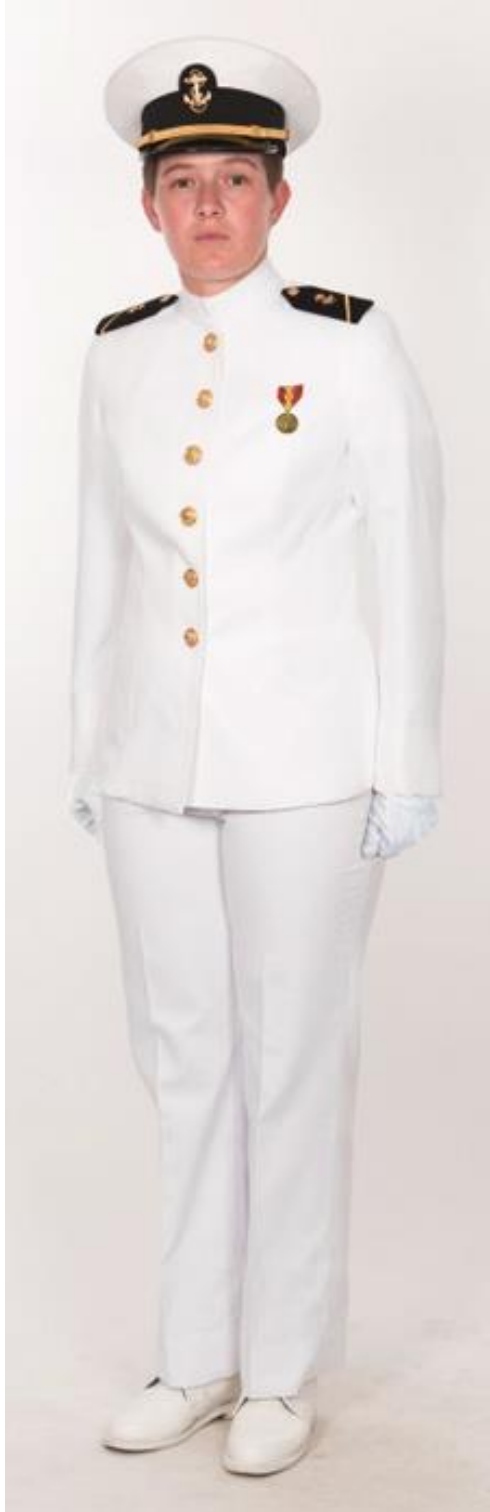
OPTIONAL ITEMS

Earrings, Gold Ball  
Skirt, White, Unbelted  
Hosiery, Flesh Tone  
Shoes, Dress White

OCCASIONS FOR WEAR

Spring ball Commissioning  
Inspections  
Battalion Photo

\* When wearing slacks with dress or formal shoes (pumps or flat), hosiery is required. When wearing slacks with service shoes, socks are required. When wearing skirts, hosiery is required instead of socks and a slip if the skirt worn is unlined



Navy PT Uniform - Male



BASIC UNIFORM COMPONENTS

Shirt, PTU (Short Sleeve), Gold  
Shorts, PTU, Blue  
Shoes, Athletic  
Socks, Athletic white  
Undershorts

OPTIONAL ITEMS

Shirt, PTU (Long Sleeve), Gold  
Shirt, Sweat, Navy  
Pants, Sweat, Navy

OCCASIONS FOR WEAR

The PTU is designed for group/unit physical training activities and the PFA. The PTU will also be worn while engaging in working parties or cleaning

Navy PT Uniform (Female)



BASIC UNIFORM COMPONENTS

Shirt, PTU (Short Sleeve), Gold  
Shorts, PTU, Blue  
Shoes, Athletic  
Socks, Athletic  
Brassiere, Sports  
Underpants

OPTIONAL ITEMS

Shirt, PTU (Long Sleeve), Gold  
Shirt, Sweat, Navy  
Pants, Sweat, Navy

The PTU is designed for group/unit physical training activities and the PFA. The PTU will also be worn while engaging in working parties or cleaning.

## Marine Corps PT Uniform



### BASIC UNIFORM COMPONENTS

Undershirt, Olive Green, Crew Neck  
Trunks, Olive Green  
Shoes, Athletic  
Socks, Athletic white  
Brassiere, Sports (Female only)  
Undershorts

### OPTIONAL ITEMS

Shirt, Sweat, Olive Green, USMC  
Pants, Sweat, Olive Green, USMC

### OCCASIONS FOR WEAR

The PTU is designed for group/unit physical training activities and the PFA. The PTU will also be worn while engaging in working parties or cleaning



## **NROTC Unit Awards**

The NROTC Unit recognizes Midshipmen for outstanding performance, meritorious achievement, and active participation. Criteria for NROTC Unit awards are established, authorized, and awarded by the Commanding Officer for individual achievements and participation in unit activities. The Commanding Officer will present Midshipmen who earn an NROTC award with a ribbon and certificate during a special recognition ceremony held during the academic year.

NROTC and local awards ribbons are only authorized for wear on NROTC Program uniforms (Service Khaki, Summer White, and Service Dress Blue uniforms) at NROTC Unit events at the Commanding Officer's discretion. NROTC awards cannot be worn with official Navy awards and only one or the other can be worn (not both together). NROTC and local awards, Unit insignia, and VTCC insignia are not authorized for wear during summer training. Ribbons shall be centered above the left breast pocket 1/4" (Navy Option) or 1/8" (Marine Option).

The following ribbons, listed in order of precedence, are the standardized NROTC Program ribbons that may be awarded by the NROTC Unit:

|                                   |   |
|-----------------------------------|---|
| 1. All Around Performance         |   |
| 2. Academic Excellence            |  |
| 3. Academic Achievement           |  |
| 4. Commendation Award             |  |
| 5. Leadership Award               |  |
| 6. Community Service              |  |
| 7. Physical Fitness               |  |
| 8. Drill Team                     |  |
| 9. Color Guard                    |  |
| 10. Intramural                    |  |
| 11. Rifle / Pistol Team           |  |
| 12. Sailing Award                 |  |
| 13. Recruiting                    |  |
| 14. Cruise Ribbon/Battle Stations |  |

## **Anchors Aweigh**

*LT Charles A. Zimmermann, USN (1907)*

Stand, Navy, out to sea,  
Fight our battle cry.  
We'll never change our course,  
So vicious foe steer shy-y-y-y.  
Roll out the TNT, Anchors Aweigh.  
And sink their bones to Davy Jones, hooray!

Anchors Aweigh my boys, Anchors Aweigh.  
Farewell to college joys,  
We sail at break of day-ay-ay-ay.  
Through our last night on shore,  
Drink to the foam.  
Until we meet once more,  
Here's wishing you a happy voyage home.

## **Marines' Hymn**

*Unknown Author - Adopted in 1919*

From the Halls of Montezuma To the shores of Tripoli,  
We fight our country's battles  
In the air, on land, and sea.  
First to fight for right and freedom,  
And to keep our honor clean,  
We are proud to claim the title  
Of United States Marine.

Our flag's unfurled to every breeze  
From dawn to setting sun;  
We have fought in every clime and place  
Where we could take a gun.  
In the snow of far-off northern lands  
And in sunny tropic scenes,  
You will find us always on the job  
The United States Marines.

Here's health to you and to our Corps  
Which we are proud to serve;  
In many a strife we've fought for life  
And never lost our nerve.  
If the Army and the Navy  
Ever look on Heaven's scenes,  
They will find the streets are guarded  
By United States Marines.

## Important dates in Naval History

- 1775** During the American Revolution, the thirteen colonies were completely devoid of a combat-ready naval force. On October 13, Congress placed Ezek Hopkins in command of the Continental Navy, a squadron of converted merchantmen.
- 1775** A resolution from the Continental Congress forms the Continental Marines on November 10<sup>th</sup>, and the first Marines to enter the service of our nation enlisted at Tun Tavern in Philadelphia on this date. This date is therefore considered the Birthday of the Marine Corps.
- 1776** The first Marine landing took place during the Revolutionary War. Marines invaded New Providence Island in the Bahamas and seized guns and supplies. The uniform of the day had a stiff leather stock that was worn around the neck, thus the nickname "Leatherneck."
- 1779** In August, Captain John Paul Jones, in command of the **USS BONHOMME RICHARD**, outfought **HMS SERAPIS**, a new and more powerful vessel. When asked if he would strike his colors, which had been shot away, Jones responded, "I have not yet begun to fight."
- 1794** Congress authorizes the building of six new frigates, (**USS CONSTITUTION**, **USS PRESIDENT**, **USS UNITED STATES**, **USS CHESAPEAKE**, **USS CONSTELLATION**, **USS CONGRESS**) to protect merchant shipping in the Atlantic from the French and in the Mediterranean from the Barbary Coast.
- 1799** The **USS CONSTELLATION** defeats the **INSURGENTE** during the Quasi War with France.
- 1803** Commodore William Bainbridge runs **USS PHILADELPHIA** aground in Tripoli Harbor. The ship is consequently captured by the Tripolitans. Lieutenant Stephen Decatur leads a crew of volunteers in a captured Tripolitan ketch rechristened **INTREPID** into the enemy's harbor and burns the **PHILADELPHIA**.
- 1805** Lieutenant Presley O'Bannon becomes the first man to raise the American flag over foreign soil during the First Barbary Wars. His successful attack in the Battle of Derna, Tripoli, gave the Marines' Hymn its immortal, "to the shores of Tripoli." Due to his bravery during the battle, he was presented with the first Mameluke sword that Marine Officers carry to this day.
- 1812** During the War of 1812 against Britain, U.S. frigates out fight British ships in single ship actions.
- 1813** On Lake Erie, Commodore Oliver Hazard Perry defeats a British fleet. After the battle he replied, "We have met the enemy and they are ours." This action gave the United States command of Lake Erie.
- 1844** The **USS PRINCETON**, the first screw warship, is launched.
- 1846** During the Mexican War, a fleet under Commodore Matthew C. Perry blockades Mexico.
- 1847** During the Mexican War, Marines occupied the "Halls of Montezuma" during the Battle of Chapultepec in Mexico City. The royal palace fell to invading Marines, who were among the first United States troops to enter the capital. Marines also

helped to take California.

- 1861** At the outset of the Civil War, the Union had 90 commissioned warships, but only 42 were able to get underway. By the end of the war, it had more than 650.
- 1862** **CSS VIRGINIA** fights **USS MONITOR** in the Battle of Hampton Roads, the first battle between ironclads.
- 1868** An emblem consisting of an eagle, a globe, and an anchor was adopted by the Marine Corps. Brigadier General Jacob Zeiliani, 7th Commandant, modified the British (Royal) Marine emblem to depict the Marines as both American and maritime. The globe and anchor signify worldwide service and sea traditions. The spread eagle is a symbol of the Nation itself.
- 1883** Congress appropriates money for the first all steel hulled U.S. warships.
- 1890** Alfred Thayer Mahan published *The Influence of Seapower on History*.
- 1898** In February, **USS MAINE** explodes in Havana harbor. The United States declares war on Spain. Admiral George Dewey defeats the Spanish in Manila Bay. Admiral William T. Sampson defeats the Spanish at Santiago, Chile. In response to a declaration of war against Spain, Marines conducted offensive operations in the Pacific and Cuba. Marine actions led to the establishment of several naval installations overseas.
- 1900** The first submarine commissioned into the U.S. Navy. The **USS HOLLAND IV (SS-1)** is launched, marking the beginning of submarines in the U.S. Navy.
- 1907** President Theodore Roosevelt sends the "Great White Fleet" around the world on a two year voyage.
- 1910** November 14, Eugene Ely took off from a wooden platform installed on the scout cruiser **USS BIRMINGHAM (CL-2)** in Hampton Roads and landed safely on shore. This flight is considered to be the birth of Naval Aviation.
- 1913** The Marine Corps established its aviation unit. Marine Major Alfred A. Cunningham was the first pilot.
- 1917** In April, a United States battle squadron sails to England to join the British Grand Fleet. Marines landed as part of the American force in France. Marines, participating in eight distinct operations, distinguished themselves and were awarded a number of decorations, among them the French Fourragere, still worn by members of the 5th and 6th Marines.
- 1939** United States ships begin patrolling the Atlantic Ocean for German submarines.
- 1941** The United States begins escorting convoys to Europe. Congress authorizes a large program of military aid to the Allies called the "lend-lease" program. The United States was thrust into war following the devastating surprise attack on Pearl Harbor by Japanese forces. Marines defended against the attack and similar attacks throughout the Pacific during the opening stages of the war. The Marine Corps was the principle force utilized by the allies in execution of the strategy of "island hopping" campaigns. The earlier development of amphibious doctrine proved to be

invaluable in carrying out this strategy. The strength of the Marine Corps reached nearly 500,000 during World War II.

- 1942** During the Battle of Midway United States carrier-based planes inflict heavy damage on Japanese carriers. The battle is considered the turning point of the War in the Pacific. Marines land on Guadalcanal.
- 1944** Marianas Islands captured from Japan. Battle of Leyte Gulf. The United States defeat a weak Japanese fleet.
- 1945** By mid-year United States submarines were responsible for two-thirds of the sinking of merchantmen. A peace treaty is signed aboard *USS MISSOURI* in Tokyo Bay in September.
- 1947** The National Security Act is signed by Harry Truman on July 26, reorganizing the military and forming the United States Air Force, National Security Council, and the Central Intelligence Agency.
- 1950** On June 25, North Korea invades South Korea. United Nation forces are driven back to Pusan, South Korea., General MacArthur's forces make an amphibious landing at Inchon, South Korea, in September. Conflict in Korea tested Marine Corps combat readiness. The Marines responded to the attack by North Korean forces by quickly assembling the First Marine Provisional Brigade from the under-strength 1st Marine Division. These Marines shipped out and were later used, to rescue the crumbling Pusan perimeter. Marine forces further displayed their combat readiness and versatility by making an amphibious landing over the seawalls at Inchon. Marine aviators flew helicopters for the first time in battle.
- 1955** *USS NAUTILUS* is "Underway on nuclear power."
- 1958** United States Sixth Fleet intervenes in Lebanon at request of President Cha Moun. In August Seventh Fleet makes a show of force off the Chinese coast to stop the Communist bombardment of Nationalist Islands. The Chinese cease shelling.
- 1961** Carrier patrols are established and the Marines are readied for emergency operations in response to Cuban threats. Cuba backs down.
- 1962** On October 22, President Kennedy declares a quarantine of Cuba to stop the Soviets from installing ballistic missiles there. This is known as the Cuban Missile Crisis.
- 1965** Marines landed in South Vietnam, which committed the Marine Corps to the longest war in its history. Marines conducted numerous large scale offensive operations throughout the course of the war, as well as participating in the pacification program designed to win the support of the local populace. Also, in response to an attempted coup of the local government, Marines landed in the Dominican Republic to evacuate and protect U. S. citizens. The Marines formed the core of a multinational force that quickly restored the peace.
- 1966** In the Vietnam War the "Brown Water Navy" patrols the Mekong Delta until 1969.
- 1967** The Navy reactivates the battleship *USS NEW JERSEY* for bombardment of North Vietnam.

- 1975** *USS MAYAGUEZ* is seized by Cambodians. Navy and Marine Corps forces quickly respond and rescue ship and crew.
- 1982** Marines deployed to Lebanon as part of a multinational peacekeeping force in an effort to restore peace and order to this war-torn country. This action further displayed the Marine concept of a "Force in Readiness."
- 1983** In response to a Marxist coup, the United States invades the small island of Grenada during Operation Urgent Fury.
- 1983** Virginia Tech Naval ROTC unit is founded.
- 1983** On October 23, at the Beirut International Airport, a truck full of explosives was driven into the lobby of the Marines headquarters and the explosives detonated, leveling the building and killing 241 American servicemen.
- 1986** After recovering evidence that Libyan leader Colonel Moammar Qaddafi had backed terrorist attacks, the United States Navy takes part in an aerial attack on Libya.
- 1987** *USS STARK* is accidentally attacked by an Iraqi jet firing an Exocet missile; forty-seven United States Sailors die. The United States re-flags seven Kuwaiti tankers and begins escorts operations through the Gulf.
- 1988** In April, the United States Naval forces in the Persian Gulf launch a strike against Iranian forces in response to the *USS SAMUEL B. ROBERTS* striking an Iranian mine.
- 1989** In response to the increasing unrest in Panama, the President of the United States ordered a joint military operation, Just Cause, to overthrow the military government of Panama headed by General Manuel Noriega. United States forces, including Marines, accomplished this mission and installed a civilian government.
- 1990** U.S. Naval and Marine forces go to Persian Gulf in response to the Iraqi invasion of Kuwait.
- 1991** Operation Desert Storm begins January 17, 1991.
- 1996** U.S. Navy launches 31 Tomahawk missiles into Iraq after Iraqi forces breach safe haven in northern Iraq.
- 2000** Terrorists bomb the *USS COLE (DDG 67)* while harbored in the Yemeni port of Aden on October 12. Seventeen Sailors were killed in the attack.
- 2001** On September 11, terrorists from Al-Qaeda flew two planes into the World Trade Towers in New York City, felling the towers. Another plane is flown into the Pentagon and another crash-landed in Pennsylvania that was believed to be headed towards another target in Washington D.C. In total, 2,976 people were killed, making it the deadliest terrorist attack on American soil.
- 2001** United States forces invade Afghanistan in October, marking the beginning of the War on Terror.
- 2003** Operation Iraqi Freedom begins on March 20.
- 2011** United States Special Forces infiltrate a compound near Abbottabad, Pakistan and kill Osama Bin Laden, the founder of Al-Qaeda and the FBI's most wanted individual.

**2011** Operation Iraqi Freedom ends on December 31

**2012** The *USS ENTERPRISE*, the first Nuclear powered aircraft carrier, is decommissioned from active service on 01 December, 2012. She was in active service for 50 years.

#### **Heritage of Naval ROTC**

|   |      |
|---|------|
| NROTC First Established                       | 1926 |
| NROTC Unit UCLA Established                   | 1938 |
| NROTC Unit USC Established                    | 1940 |
| NROTC Unit Los Angeles Consortium Established | 1992 |

#### **Sailor's Creed**

I am a United States Sailor.

I will support and defend the Constitution of the United States of America, and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

#### **Rifleman's Creed**

This is my rifle. There are many like it, but this one is mine.

My rifle is my best friend. It is my life. I must master it as I must master my life.

Without me, my rifle is useless. Without my rifle, I am useless. I must fire my rifle true. I must shoot straighter than my enemy who is trying to kill me. I must shoot him before he shoots me. I will...

My rifle and I know that what counts in war is not the rounds we fire, the noise of our burst, nor the smoke we make. We know that it is the hits that count. We will hit...

My rifle is human, even as I, because it is my life. Thus, I will learn it as a brother. I will learn its weaknesses, its strength, its parts, its accessories, its sights and its barrel. I will keep my rifle clean and ready, even as I am clean and ready. We will become part of each other. We will...

Before God, I swear this creed. My rifle and I are the defenders of my country. We are the masters of our enemy. We are the saviors of my life.

So be it, until victory is America's and there is no enemy, but peace!

## CORE VALUES

- **Honor** This is the bedrock of our character. It is the quality that empowers Marines and Sailors to exemplify the ultimate in ethical and moral behavior: to never lie, cheat, or steal; to abide by an uncompromising code of integrity; to respect human dignity; and to have respect and concern for each other. It represents the maturity, dedication, trust, and dependability that commit Marines and Sailors to act responsibly, be accountable for their actions, fulfill their obligations, and hold others accountable for their actions.
- **Courage** The heart of our Core Values, courage is the mental, moral, and physical strength ingrained in Marines and Sailors that sees them through the challenges of combat and the mastery of fear, and to do what is right, to adhere to a higher standard of personal conduct, to lead by example, and to make tough decisions under stress and pressure. It is the inner strength that enables a Marine or Sailor to take that extra step.
- **Commitment** This is the spirit of determination and dedication within members of a force of arms that leads to professionalism and mastery of the art of war. It promotes the highest order of discipline for unit and self and is the ingredient that instills dedication to Corps and country 24 hours a day, pride, concern for others, and an unrelenting determination to achieve a standard of excellence in every endeavor. Commitment is the value that establishes the Marine or Sailor as the warrior and citizen others strive to emulate.



## Naval Terminology

**Above:** Upward, higher, as to go above; above the flight deck

**Aft:** Toward the stern

**Ahoy:** Once a dreaded war cry of the Vikings is now a distinct nautical hail.

**Athwartship:** At a right angle to the centerline, as a passageway which runs from port to starboard as opposed to fore and aft.

**Aye Aye:** Aye is old English for "yes," probably taken from Latin verb "aio," *to affirm*.

**Below:** Downward, beneath, as to lay below; below the flight deck.

**Bitter End:** The end of anchor chain secured aboard.

**Blue Jacket:** The first uniform that was ever officially sanctioned for sailors in the Royal Navy was a short blue jacket open at the front. There were no definite uniform regulations for U.S. enlisted men in the War of 1812, but many wore short blue jackets.

**Boatswain:** Warrant officer or petty officer who is foreman of a ship's crew and is sometimes also third or fourth mate.

**Bow:** The forward end of a ship or boat.

**Bridge:** Area in the superstructure from which the ship is operated.

**Bulkhead:** A vertical partition, never called a wall.

**Chow:** Food

**Chit:** (Hindu word Chitti) Letter, note, bill, voucher, or receipt. It came from the old East India Company.

**Dead Reckoning:** A reckoning kept so as to give the theoretical position of a ship without the aid of objects on land, of sights, etc. It consists of plotting on a chart the distance believed to have been covered along each course which has been steered.

**Deck:** 1. Shipboard floor, horizontal plating which divides a ship into layers.

2. Shipboard floors from main deck and below numbered 1, 2, 3.

**Fantail:** The after end of the main deck.

**Fathom:** From Anglo-Saxon *faehom*; Dutch *vadem*; latin *patene*, act of stretching two arms wide as rough measurement of six feet.

**Flag Officer:** An officer of the Navy above the grade of Captain.

**Fo'c'sle:** Forward section of the deck on which the anchor handling equipment is located.

**Frame:** An athwartship beam which provides structural strength to a ship.

**Galley:** Space where food is prepared. Never called a kitchen.

**Gangway:** From Anglo-Saxon *gang*, to go; make a passage in, or cut out, or through.

**Hatch:** A square or rectangular access in a deck or bulkhead.

**Island:** Superstructure on the starboard side of the flight deck on an aircraft carrier.

**Ladder:** A shipboard flight of steps. Never called stairs.

**Level:** Shipboard floors above the main deck. Numbered 01, 02, and 03.

**Main Deck:** Highest watertight (complete) deck aboard ship. On aircraft carriers, the hangar deck is the main deck.

**Mess:** 1. Place where meals are eaten, such as Mess Decks, Captain's Mess, etc.

2. A group who takes meals together, such as officer's mess or chief's mess.

**Midwatch:** ("The Mid") The watch which begins at 0000 and ends at 0400.

**Mid Rats:** (Midnight Rations) Meal served around midnight for those crewmembers going on or off watch.

**Midshipman:** Men or boys originally stationed amidships to carry messages, to bring up ammunition, and to relay message from aft to the gun decks. It was in 1815 that Midshipmen became a naval rank in the British service. It is now used as a term for those training to be officers.

**OOD:** Officer of the Deck

**Overhead:** The underside of the deck above. Never called a ceiling.

**Passageway:** A corridor used for interior horizontal movement aboard ship.

**Port:** To the left of the centerline when facing forward.

**Scuttle:** Round, watertight opening in a hatch.

**Scuttlebutt:** 1. Drinking fountain.

2. A rumor.

**Second Deck:** First deck below the main deck.

**Secure:** 1. To make fast, as to secure a line to a cleat.

2. To cease, as to secure from a fire drill.

**Sickbay:** Shipboard space used as a hospital or medical center.

**Square away:** To put in proper place, to make things shipshape.

**Starboard:** Right of centerline when facing forward.

**Stateroom:** A living compartment for an officer.

**Stern:** The aftermost part of a vessel.

**Topside:** General term referring to a weather deck.

**Wake:** Trail left by a vessel moving through the water.

**Wardroom:** Officer's messing compartment.

**Weather Deck:** Any deck exposed to the elements; a deck outside the skin of the ship.

## Naval Terminology Origins

**ADMIRAL:** An Admiral is the senior ranking flag officer in the U.S. Navy, but his title comes from the name given the senior ranking officer in the Moorish army of many years ago. A Moorish chief was an "emir," and the chief of all chiefs was an "emir-al." Our English word is derived directly from the Moorish.

**BAMBOOZLE:** In today's Navy when you intentionally deceive someone, usually as a joke, you are said to have bamboozled them. The word was used in the days of sail, also, but the intent was not hilarity. Bamboozle meant to deceive a passing vessel as to your ship's origin or nationality by flying an ensign other than your own—a common practice of pirates.

**BINNACLE LIST:** Many novice sailors, confusing the words 'binnacle' and barnacle, have wondered what their illnesses had to do with crusty growths found on the hull of a ship. Their confusion is understandable.

Binnacle is defined as the stand or housing for the ship's compass located on the bridge. The term binnacle list, in lieu of sick list, originated years ago when ship' corpsmen used to place a list of the sick on the binnacle each morning to inform the captain about the crew's health. After long practice, it came to be called binnacle list.

**BITTER END:** As any able-bodied seaman can tell you, a turn of a line around a bitt, those wooden or iron posts sticking through a ship's deck, is called a bitter. Thus, the last of the line secured to the bitts is known as the bitter end. Nautical usage has somewhat expanded the original definition in that today the end of any line, secured to bitts or not, is called a bitter end.

The landlubbing phrase "stick to the bitter end" and "faithful to the bitter end" are derivations of the nautical term and refer to anyone who insists on adhering to a course of action without regard to consequences.

**BOATSWAIN, COXSWAIN, SKIFFSWAIN:** As required by 17<sup>th</sup> century lay, British ships-of-war carried three smaller boats—the boat, the cock boat and the skiff. The boat—or gig—was usually used by the captain to go ashore and was the largest of the three. The cock boat was a very small rowboat used as a ship's tender. The skiff was a lightweight all-purpose vessel. The suffix "Swain" means keeper, thus the keepers of the boat, cock and skiff were called boatswain, coxswain and skiffswain respectively. Until 1949, a boatswain's mate 3<sup>rd</sup> class in the Navy was called a coxswain.

**BOATSWAIN'S PIPE:** No self-respecting boatswain's mate would dare admit he couldn't blow his pipe in a manner above reproach. This pipe, which is the emblem of the boatswain and his mates has an ancient history.

On the ancient row-galleys, the boatswain used his pipe to "call the stroke." Later because its shrill tune could be heard above most of the activity on board, it was used to signal various happenings such as knock-off and the boarding of officials. So essential was this signaling device to the well-being of the ship that it became a badge of office and honor in the British and American Navy of the sailing ships.

**BOKOO:** Often an old salt will boast that he has had bokoo this or has done something bokoo times during his seafaring years. The picturesque sound of the work "bokoo" may cause one to wonder how it came to mean "many" or "a lot."

Actually, bokoo is a legitimate French word, "beaucoup," meaning "very many." Americanization changed the spelling and pronunciation but the meaning remains the same.

**BULLY BOYS:** Bully boys, a term prominent in Navy chanties and poems, means in its strictest sense, "beef eating sailors." Sailors of the Colonial Navy had a daily menu of an amazingly elastic substance called bully beef, actually beef jerky. The item appeared so

frequently on the messdeck that it naturally lent its name to the sailors who had to eat it.

As an indication of the beef's texture and chewability, it was also called "salt junk" alluding to the rope yarn used for caulking the ship's seams.

**BUMBOATS:** Bumboats, in spite of their name, were not waterborne geedunks piloted by bums or hobos. They are small boats used by native hucksters and gizmo salesmen to transport their wares to ships anchored in the storm. The name is a hand-me-down from "boomboats" as the craft were once permitted to tie up to the boat boom of a ship. An early Low German spelling was "bumboat" and in that form it was taken up by American sailors.

**CAPTAIN'S MAST:** The term "mast" refers to the ceremony that takes place when the captain awards non-judicial punishment for regulation infractions or official recognition for "jobs well done." In the days of sail, ceremonies were held under the mainmast on a regular basis and usually on a Sunday morning just before divine services. Consequently, the ceremony came to be known as "mast" in recognition of the locality of the presentation.

**CARRY ON:** In the days of sail, the officer of the deck kept a weather eye constantly on the slightest change in wind so a sail could be reefed or added as necessary to ensure the fastest headway. Whenever a good breeze came along, the order to "carry on" would be given. It meant to hoist every bit of canvas the yards could carry. Pity the poor sailor whose weather eye failed him and the ship was caught partially reefed when a good breeze arrived.

Through the centuries the term's connotation has changed somewhat. Today, the Bluejackets Manual defines "Carry on" as an order to resume work; work not as grueling as two centuries ago.

**CHAPLAINS:** Chaplains, the military men of the cloth, are rightly named according to French legend. It seems that Saint Martin of Tours shared his cloak—by splitting it in half—with a beggar on a wintry day at the gates of Amiens, France. The cloak was preserved since it was believed to have been shared with Christ and became the sacred banner of French Kings. The officer tasked with the care of the cloak and carrying it into battle was called the chaplain or cloak bearer. Chaplain comes from the French word "chapele" meaning a short cloak. Later, priests or chaplains, rather than field officers, were charged with the care of the sacred cloak.

**CHARLEY NOBLE:** Charley Noble is the enlisted man's name for the galley smoke stack or funnel. The funnel is said to have been named after a stern old merchant captain who discovered that the galley's smoke stack was made of copper and therefore should receive a daily polishing. In today's Navy, it is the custom to send green recruits to find Charley Noble, a hunt which causes endless amusement for the ship's veterans.

**CHEWING THE FAT:** "God made the vittles, but the devil made the cook," was a popular saying used by seafaring men in the last century when salted beef was staple diet aboard ship.

This tough cured beef, suitable only for long voyages when nothing else was as cheap or would keep as well, required prolonged chewing to make it edible. Men often chewed on chunk for hours, just as if it were chewing gum and referred to this practice as "chewing the fat."

**CHIT:** One tradition carried on in the Navy is the use of the "chit." It is a carry over from the days when Hindu traders used slips of paper called "citthi" for money, so they wouldn't have to carry heavy bags of gold and silver.

British sailors shortened the word to chit and applied it to their mess vouchers. Its most outstanding use in the Navy today is for drawing pay and requesting leave and liberty. But the term is currently applied to almost any piece of paper from a pass to an official letter requesting some privilege.

**CROW'S NEST:** The crow (the bird, not the rating badge) was an essential part of the early sailors' navigation equipment. These land-lubbing fowl were carried on board to help the navigator determine where the closest land lay when the weather prevented sighting the shore visually. In cases of poor visibility, a crow was released and the navigator plotted a course that corresponded with the bird's because it invariably headed toward land.

The crow's nest was situated high in the main mast where the look-out stood to watch. Often, he shared this lofty perch with a crow or two since the crows' cages were kept there: hence the "crow's nest."

**DEAD HORSE:** British seamen, apt to be ashore and unemployed for considerable periods between voyages, generally preferred to live in boarding houses near the piers while waiting for sailing ships to take on crews. During these periods of unrestricted liberty, many ran out of money so the innkeepers carried them on credit until hired for another voyage.

When a seaman was booked on a ship, he was customarily advanced a month's wages, if needed, to pay off his boarding house debt. Then, while paying back the ship's master, he worked for nothing but "salt horse" the first several weeks aboard. Salt horse was the staple diet of early sailors and it wasn't exactly tasty cuisine. Consisting of a low quality beef that had been heavily salted, the salt horse was tough to chew and even harder to digest.

When the debt had been repaid, the salt horse was said to be dead and it was a time for great celebration among the crew. Usually, an effigy of a horse was constructed from odds and ends, set afire and then cast afloat to the cheers and hilarity of the ex-debtors.

Today, just as in the days of sail, "dead horse" refers to a debt to the government for advanced pay. Sailors today don't burn effigies when the debt is paid but they are no less jubilant than their counterparts of old.

**DEVIL TO PAY:** Today the expression "devil to pay" is used primarily as a means of conveying an unpleasant and impending happening. Originally, the expression denoted a specific task aboard ship as caulking the ship's longest seam.

The "devil" was the longest seam on the wooden ship and caulking was done with "pay" or pitch. This grueling task of paying the devil was despised by every seaman and the expression came to denote any unpleasant task.

**DITTY BAGS:** Ditty bag (or box) was originally called "ditto bag" because it contained at least two of everything: two needles, two spools of thread, two buttons, etc. With the passing of years, the 'ditto' was dropped in favor of 'ditty' and remains so today.

Before World War I, the navy issued ditty boxes made of wood and styled after foot lockers. These carried the personal gear and some clothes of the sailor.

Today the ditty bag is still issued to recruits and contains a sewing kit, toiletry articles and personal items such as writing paper and pens.

**DOG WATCH:** Dog watch is the name given to the 1600-1800 and the 1800-2000 watches aboard the ship. The 1600-2000 four-hour watch was originally split to prevent men from always having to stand the same watches daily. As a result, sailors dodge the same daily routine; hence they are dodging the watch or standing the dodge watch.

In its corrupted form, dodge became dog and the procedure is referred to as "dogging the watch" or standing the "dog watch."

**DUNGAREES:** Webster defines dungaree as "a coarse kind of fabric worn by the poorer class of people and also used for *tents and sail*." We find it hard to picture our favorite pair of dungarees flying from the mast of a sailing ship, but in those days sailors often made both their working clothes and hammocks out of discarded sail cloth.

The cloth used then wasn't as well woven nor was it dyed blue, but it served the purpose. Dungarees worn by sailors of the Continental Navy were cut directly from old sails and remained tan in color just as the had been when filled with wind.

After battles, it was the practice of both the American and British Navies for captains to report more sail lost in battle than actually was the case so the crew would have cloth to mend their hammocks and make new clothes. Since the cloth was called dungaree, clothes made from the fabric borrowed the name.

**ENSIGN:** The name given the Navy's junior most officers dates back to medieval times. Lords honored their squires by allowing them to carry the ensign (banner) into battle. Later these squires became known by the name of the banner itself.

In the U.S. Army the lowest ranking officer was originally called "ensign" because he, like the squire of old, would one day lead troops into battle and was training to that end. It is still the lowest commissioned rank in the British army today.

When the U.S. Navy was established, the Americans carried on the tradition and adapted the rank of ensign as the title for its junior commissioned officers.

**FATHOM:** Fathom was originally a land measuring term derived from the Anglo Saxon word *faetm* meaning literally the embracing arms or to embrace. In those days, most measurements were based on average sizes of parts of the body such as the hand or foot, or were derived from average lengths between to points on the body. A fathom is the average distance from fingertip to fingertip of the outstretched arms of a man, about six feet.

Even today in our nuclear Navy sailors can be seen "guesstimating" the length of lines by using the Anglo Saxon fingertip to fingertip method; crude but still reliable. And every housewife measuring cloth today knows that from the tip of her nose to the tips of her fingers of one outstretch arm equals one yard.

**GEEDUNK:** To most sailors the word geedunk means ice cream, candy, potato chips and other assorted snacks, or even the place where they can be purchased. No one, however, knows for certain where the term originated; there are several plausible theories:

In the 1920's a comic strip character named Harold Teen and his friends spent a great amount of time at Pop's candy store. The store's name was the Sugar Bowl but Harold and company always called it the geedunk for reasons never explained.

The Chinese word meaning a place of idleness sounds something like "gee dung." "Geedunk" is the sound made by a vending machine when it dispenses a soft drink in a cup. It may be derived from the German word "tunk" meaning to dip or sop either in gravy or coffee. Dunking was a common practice in days when bread, not always obtained fresh, needed a bit of "tunking" to soften it. The "ge" is a German unaccented prefix denoting repetition. In time it may have changed getunk to geedunk.

Whatever theory we use to explain geedunk's origin, it doesn't alter the fact that Navy people are glad it all got started!

**GUNDECKING:** In the modern Navy falsifying reports, records and the like is often referred to as "gundecking." The origin of the term is somewhat obscure, but at the risk of gundecking, here are two plausible explanations for its modern usage

The deck below the upper deck on British sailing ships-of-war was called the gundeck although it carried no guns. This false deck may have been constructed to deceive enemies as to the amount of armament carried, thus the gundeck was a falsification.

A more plausible explanation may stem from shortcuts taken by early Midshipmen when doing their navigation lessons. Each mid was supposed to take sun lines at noon and star sights at night and then go below to the gundeck, work out the calculations and show them to the navigator.

Certain of these young men, however, had a special formula for getting correct answers. They would note the noon or last position on the quarterdeck traverse board and determine the approximate current

position by dead reckoning plotting. Armed with this information they proceeded to the gundeck to "gundeck" their navigation homework by simply working backwards from the dead reckoning position.

**HE KNOWS THE ROPES:** When we say someone knows the ropes we infer that he knows his way around at sea and is capable of handling most nautical problems. Through the years the phrase's meaning has changed somewhat. Originally, the statement was printed on a seaman's discharge to indicate that he knew the names and primary uses of the main ropes on board ship. In other words, "This man is a novice seaman and knows only the basics of seamanship."

**HORSE LATITUDES:** The words of Samuel Taylor Coleridge, "Idle as a painted ship upon a painted ocean" well describe a sailing ship's situation when it entered the horse latitudes. Located near the West Indies between 30 and 40 degrees north latitude, these waters were noted for unfavorable winds that becalmed cattle ships heading from Europe to America.

Often ships carrying horses would have to cast several overboard to conserve drinking water for the rest as the ship rode out the unfavorable winds. Because so many horses and other cattle were tossed to the sea, the area came to be known as the "horse latitudes."

**IN THROUGH THE HAWSEPIPE:** Sometimes we hear an old chief petty officer claim he came into the Navy through the hawsepipe and it makes one wonder if he is referring to some early enlistment program. Actually, it was an enlistment program of sorts; it means a person is salty and savvies the ways of the sea because he began his nautical career on the lowest ladder of the deck force. A hawsepipe or hawsehole, incidentally, is a hole in the bow of the ship through which the anchor chain runs.

**JACOB'S LADDER:** A Jacob's ladder is a portable ladder made of rope or metal and used primarily as an aid in boarding ship. Originally, the Jacob's ladder was a network of line leading to the skysail on wooden ships. The name alludes to the biblical Jacob reputed to have dreamed that he climbed a ladder to the sky.

Anyone who has ever tried climbing Jacob's ladder while carrying a seabag can appreciate the allusion. It does seem that the climb is long enough to take one into the next world.

**KEELHAUL:** To be keelhailed today is merely to be given a severe reprimand for some infraction of the rules. As late as the 19<sup>th</sup> century, however, it meant the extreme. It was a dire and often fatal torture employed to punish offenders of certain naval laws.

An offender was securely bound both hand and foot and had heavy weights attached to his body. He was then lowered over the ship's side and slowly dragged along under the ship's hull. If he didn't drown—which was rare—barnacles usually ripped him, causing him to bleed to death.

All navies stopped this cruel and unusual punishment many years ago and today any such punishment is forbidden.



**KNOT:** The term knot, or nautical mile, is used world-wide to denote one's speed through water. Today, we measure knots with electronic devices, but 200 years ago such devices were unknown. Ingenious mariners devised a speed measuring device both easy to use and reliable: the "log line." From this method we get the term "knot."

The log line was a length of twine marked at 47.33-foot intervals by colored knots. At one end was fastened a log chip; it was shaped like the sector of a circle and weighted at the rounded end with lead.

When thrown over the stern, it would float pointing upward and would remain relatively stationary. The log line was allowed to run free over the side for 28 seconds and then hauled on board. Knots which had passed over the side were counted. In this way the ship's speed was measured.

**LOG BOOK:** Today any bound record kept on a daily basis aboard ship is called a "log." Originally, records were kept on the sailing ships by inscribing information onto shingles cut from logs and hinged so they opened like books. When paper became more readily available, "log books" were manufactured from paper and bound. Shingles were relegated to naval museums—but the slang term stuck.

**MASTER-AT-ARMS:** The master-at-arms is by no means a modern innovation. Naval records show that these "sheriffs of the sea" were keeping order as early as the reign of Charles I of England. At that time they were charged with keeping the swords, pistols, carbines and muskets in good working order as well as ensuring that the bandoliers were filled with fresh powder before combat.

Besides being chiefs of police at sea, the sea corporals, as they were called in the British Navy, had to be qualified in close order fighting under arms and able to train seamen in hand-to-hand combat. In the days of sail, the masters-at-arms were truly "masters at arms." The master-at-arms in the U.S. Navy can trace the beginning of his rate to the Union Navy of the Civil War.

**MIDSHIPMEN:** "Midshipmen" originally referred to the youngsters aboard British Navy vessels who were in training to become naval officers. Their primary duties included carrying orders from the officers, quartered in the stern, to the crew, quartered in the fo'c'sle. The repeated scampering through the middle part of the ship earned them the name "Midshipmen" and the nickname "middle." Although modern mids are college students at the Naval academy or ROTC units, Midshipmen of old could begin their career at the ripe old age of eight.

**MIND YOUR P's AND Q's:** There are few of us who have not at one time or another been admonished to "mind our P's and Q's," or in other words, to behave our best. Oddly enough, the phrase had nautical beginnings as a method of keeping books on the waterfront.

In the days of sail when sailors were paid a pittance, seamen drank their ale in taverns whose keepers were willing to extend credit until payday. Since many salts were illiterate, keepers kept a tally of pints and quarts consumed by each sailor on a chalkboard behind the

bar. Next to each person's name a mark was made under "P" for pint or "Q" for quart whenever a seaman ordered another draught.

On payday, each seaman was liable for each mark next to his name, so he was forced to "mind his P's and Q's" or get into financial trouble. To ensure an accurate count by unscrupulous keepers, sailors had to keep their wits and remain somewhat sober. Sobriety usually ensured good behavior, hence the meaning of "mind your P's and Q's."

**NAVY BLUE:** Blue has not always been "navy blue." In fact it wasn't until 1745 that the expression navy blue meant anything at all.

In that year several British officers petitioned the Admiralty for adoption of new uniforms for its officers. The first lord requested several officers to model various uniforms under consideration so he could select the best. He then selected several uniforms of various styles and colors to present to George II for the final decision.

King George, unable to decide on either style or color, finally choose a blue and white uniform because they were the favorite color combinations of the first lord's wife, the Duchess of Bedford.

**PEA COAT:** Sailors who have to endure pea-soup weather often don their pea coats but the name isn't derived from the weather.

The heavy topcoat worn in cold, miserable weather by seafaring men was once tailored from pilot cloth—a heavy, coarse, stout kind of twilled blue cloth with the nap on one side. The cloth was sometimes called P-cloth for the initial letter of the word and the garment made from it was called a p-jacket—later a pea coat. The term has been used since 1723 to denote coats made from that cloth.

**PORTHOLES:** The word "porthole" originated during the reign of Henry VI of England (1485). It seems the good king insisted on mounting guns too large for his ships and therefore the conventional methods of securing the weapons on the forecastle and aftcastle could not be used.

A French shipbuilder named James Baker was commissioned to solve the problem. And solve it he did by piercing the ship's sides so the cannon could be mounted inside the fore and after castles. Covers, gun ports, were fitted for heavy weather and when the cannon were not in use.

The French word *porte* meaning door, was used to designate the revolutionary invention. *Porte* was anglicized to "Port" and later corrupted to porthole. Eventually, it came to mean any opening in a ships side whether for cannon or not.

**ROPE YARN SUNDAY:** On the day the tailor boarded a sailing ship in port, the crew knocked off early, broke out rope yarn and mended clothes and hammocks. One afternoon per week at sea, usually a Wednesday, was reserved for mending. Since it was an afternoon for rest from usual chores, much like Sunday, it was dubbed "rope yarn Sunday."

The Navy adhered to the custom up to the years immediately after World War II; men used Wednesday afternoons for personal errands like

picking up their laundry and getting haircuts. Of course they paid back the time by working a half-day on Saturdays.

Today, uniforms require less attention so rope yarn Sunday has been turned to other purposes; mainly early liberty or a time for catching up on sleep. Some, however, still adhere to tradition and break out the ditty bag for an afternoon of uniform PMS.

**SALLY SHIP:** "Sally ship" was not a ship but a method of loosing a vessel run aground from the mud holding her fast. In the days before sophisticated navigation equipment, ships ran aground much more often than today. A grounded ship could be freed with little or no hull damage if she could be rocked out of her muddy predicament.

To greet her, the order was given to "sally ship." The crew gathered in a line along one side and then ran athwartships from port to starboard and back and forth until the vessel began to roll. Often the rolling broke the mud's suction and she could be pulled free and gotten underway.

**SCUTTLEBUTT:** The origin of the word "scuttlebutt," which is nautical parlance for a rumor, comes from a combination of "scuttle," to make a hole in the ship's side causing her to sink, and "butt," a cask or hogshead used in the days of wooden ships to hold drinking water; thus the term scuttlebutt means a cask with a hole in it. "Scuttle" describes what most rumors accomplish if not to the ship, at least to morale. "Butt" describes the water cask where men naturally congregated, and that's where most rumors get started. The terms "galley yarn" and "messdeck intelligence" also mean the spreading of rumors and many, of course, start on the messdeck.

**SEA CHANTIES:** Sea chanties were songs sung in the olden days by crews as they worked at heaving the lines or turning the capstan. The songs' rhythms caused everyone to push or pull simultaneously, hence causing a concerted effort and better results.

Chanties were divided into three distinct classes: short-drag chanties, used when a few strong pulls were needed; long-drag chanties, longer songs to speed the work of long-haul jobs; and heaving chanties, used for jobs requiring continuous action such as turning the capstan.

One man, the chanty-man, stood high above the rest of the working crew and sang the main lines while the rest of the crew added their voices strongly on the second line. On the last word, a combine pull made the ropes "come home."

A good chanty-man was highly prized by officers and crew alike. Although he had no official title or rate, he was usually relieved of all duties to compose new verses for sea chanties.

**SHIP'S HUSBAND:** Sometimes when a ship is heading for the yards, an old salt says that she is going to her husband now and it causes novices to wonder what he's talking about. A ship's husband was once a widely used term which described the man in charge of the shipyard responsible for the repair of a particular ship. It was not uncommon

to hear the sailors of creaky ships lament, "Ah, she's been a good ship, lads, but she's needing her husband now."

In the course of a ship's life, she may have had more than one husband but this had little bearing upon her true affections. Tradition has it her love was saved solely for her sailors.

**SHOW A LEG:** Many of our Navy's colorful expressions originated as practical means of communicating vital information. One such expression is "show a leg."

In the British Navy of King George III and earlier, many sailor's wives accompanied them on long voyages. This practice caused a multitude of problems but some ingenious bosun solved one that tended to make reveille a hazardous event: that of distinguishing which bunks held males and which held females.

To avoid dragging the wrong "mates" out of the rack, the bosun asked all to "show a leg." If the leg shown was adorned with silk, the owner was allowed to continue sleeping. If the leg was hairy and tattooed, the owner was forced to "turn-to."

In today's Navy, showing a leg is a signal to the reveille petty officer that you have heard his call and are awake.

**SICKBAY:** In the modern Navy, sickbay is the place a sailor can receive medical attention. In the days of sail there were few such places on shore designated specifically for ill seamen, but onboard most ships there were sick berths located in the rounded stern. The contour of the stern suggested the shape of a bay and consequently the sailors began calling the ancient dispensaries sickbays.

**SIDEBOYS:** The use of sideboys is a custom inherited from the British Navy. In the days of sail, gangways weren't frequently used so sailors boarded ship by climbing the rope ladders. Important persons were granted the privilege of wrestling with the Jacob's ladder. Very important persons, many of whom were rather hefty or aged, were hoisted aboard in a bos'un's chair.

The officer of the deck instructed the bos'uns to rig a chair hoist from a yardarm and, with much heaving and hoeing, the VIPs were hoisted aboard much like casks of salt horse. The men who did the hoisting were called sideboys.

Today, sailors lined up in clean uniforms on the quarterdeck when visiting dignitaries embark are still called sideboys, preserving another naval tradition.

**SKYLARKING:** Originally, skylarking described the antics of young Navymen who climbed and slid down the backstays for fun. Since the ancient word *lac* means "to play" and the games started high in the masts, the term was *skylacing*. Later, corruption of the word changed it to "skylarking."

Skylarking is a familiar term to most sailors and popular pastime for others. Today, it is generally looked upon with disfavor while on board ship because "goofing off" can cause accidents and wastes time. However, skylarking wasn't always viewed unfavorably. Back in the days of wooden ships, it was thought to be a better "occupation" of sailors

with free time on their hands—skylarking on the weatherdeck—rather than engaging in mutinous talk in a ship's dark corners.

**SMOKING LAMP:** Sea dogs who sailed the wooden ships endured hard-ships that sailors today never suffer. Cramped quarters, poor unpalatable food, bad lighting and boredom were hard facts of sea life. But perhaps a more frustrating problem was getting fire to kindle a cigar or pipe tobacco after a hard day's work.

Matches were scarce and unreliable, yet smoking contributed positively to the morale of the crew so oil lamps were hung in the foc'sle and used as matches. Smoking was restricted to certain times of the day by the bos'uns. When it was allowed, the "smoking lamps" were "lighted" and the men relaxed with their tobacco.

Fire was, and still is the great enemy of ships at sea. The smoking lamp was centrally located for the convenience of all and was the only authorized light aboard. It was a practical way of keeping open flames away from the magazines and other storage areas.

In today's Navy the smoking lamps have disappeared but the words "smoking lamp is lighted in all authorized spaces" remains, a carryover from our past.

**SPINNING A YARN:** Salts and landlubbers alike delight in hearing a tall tale told with all the trimmings by someone with a talent for "spinning a yarn." While today "spinning a yarn" refers to any exaggerated story, originally it was exclusively a nautical term understood by sailors only.

Officers and mates in the old Navy were stern disciplinarians who believed if sailors were allowed to congregate and tell sea stories, no work would be done. However, there was one job that required congregating on a weekly basis—unraveling the strands of old line.

On this day, the salts could talk to their heart's content and the period came to be known as the time for "spinning yarns." Later anyone telling a tale was said to be "spinning a yarn," a cherished naval tradition.

**TONNAGE:** Today tonnage refers to a ship's displacement in the water or the gross pounds of cargo it is capable of carrying. In the days of sail this was not so. Tonnage was spelled "tunnage" and referred to the number of "tuns" a ship could carry. A "tun" was a barrel normally used for transporting wine and tunnage specified the number of barrels that would fit into the ship's hold.

**TOOK THE WINDS OUT OF HIS SAILS:** Often we use "took the wind out of his sails" to describe besting an opponent in an argument. It simple means that one noble adversary presented such a sound argument that his worthy opponent was unable to continue the verbal pugilistics.

Originally the term described a battle maneuver of sailing vessels. One ship would pass close to windward usually ahead of another, and thereby blanket or rob the breeze from the enemy's canvas causing him to lose headway.

**WARDROOM:** Aboard 18<sup>th</sup> century British ships there was a compartment called the wardrobe and used for storing booty taken at sea. The officers' mess and staterooms were situated nearby, so when the wardrobe was empty they congregated there to take their meals and pass the time.

When the days of swashbuckling and pirating had ended, the wardrobe was used exclusively as the officers' mess and lounge. Having been elevated from a closet to a room, it was called the wardroom.

**YANKEE:** Americans are known by their nicknames from Hong Kong to Timbukto; one of the most widely used is "Yankee." Its origin is uncertain but it is believed to have been given us by the early Dutch. Early American sea captains were known, but not revered, for their ability to drive a hard bargain. Dutchmen, also regarded as extremely frugal, jokingly referred to the hard to please Americans as "Yankers" or wranglers and the nom de plume persists to this day.