

CHAPTER 9

CUSTOMS AND COURTESIES

It rests with us to make the traditions and to set the pace for those who are to follow and so upon our shoulders rests a great responsibility.

—Esther Voorhess Hasson,
First Superintendent, Navy Nurse Corps, 1908

The military services have a long history. Many traditions have been established as a result of this long history. If you are familiar with some of these traditions, you will understand the military better. These traditions can be broken down into various customs and courtesies.

A custom is a way of acting—a way that has continued consistently over such a long period that it has become like law. A courtesy is a form of polite behavior and excellence of manners. You will find that Navy life creates many situations, not found in civilian life, that require special behavior on your part. Customs and courtesies help make life orderly and are a way of showing respect.

Customs are regular, expected actions. They have been repeated again and again and passed from one generation to the next. Courteous actions show your concern and respect for others and for certain objects or symbols, such as the American flag.

The use of customs, courtesies, and ceremonies helps keep discipline and order in a military organization. This chapter will give you some of the more common day-to-day customs and courtesies and ways to deal with them.

MILITARY CUSTOMS

Learning Objective: When you finish this chapter, you will be able to—

- Recognize the purpose of military customs.

From time to time, situations arise that are not covered by written rules. Conduct in such cases is governed by customs of the service. Customs are closely linked with tradition, and much esprit de corps of the naval service depends on their continued maintenance. (Custom has the force of law; usage is merely a fact. There can be no custom unless accompanied by usage.)

A custom is a usual way of acting in given circumstances. It is a practice so long established that it has the force of law. An act or condition acquires the status of a custom under the following circumstances:

- When it is continued consistently over a long period
- When it is well defined and uniformly followed
- When it is generally accepted so as to seem almost compulsory
- When it is not in opposition to the terms and provisions of a statute, lawful regulation, or order

MILITARY COURTESIES

Learning Objectives: When you finish this chapter, you will be able to—

- Identify how to, when to, and to whom to render the hand and rifle salute.
- Identify the military courtesies when ship and boat passing honors are rendered.

Courtesy is an act or verbal expression of consideration or respect for others. When a person acts with courtesy toward another, the courtesy is likely to be returned. We are courteous to our seniors because we are aware of their greater responsibilities and authority. We are courteous to our juniors because we are aware of their important contributions to the Navy's mission.

In the military service, and particularly in the Navy where personnel live and work in close quarters, courtesy is practiced both on and off duty. Military courtesy is important to everyone in the Navy. If you know and practice military courtesy, you will make favorable impressions and display a self-assurance that will carry you through many difficult situations. Acts of

respect and courtesy are required of all members of the naval service; the junior member takes the initiative, and the senior member returns the courtesy.

SALUTING

One required act of military courtesy is the salute. Regulations governing its use are founded on military custom deeply rooted in tradition. The salute is a symbol of respect and a sign of comradeship among service personnel. The salute is simple and dignified; but, there is great significance in that gesture. It is a time-honored demonstration of courtesy among all military personnel that expresses mutual respect and pride in the service. Never resent or try to avoid saluting persons entitled to receive the salute. (The privilege of saluting is generally denied prisoners because their status is considered unworthy of the comradeship of military personnel.)

The most common form of salute is the hand salute. However, there are other types, such as gun and rifle salutes, which are discussed later in this chapter.

The Hand Salute

The hand salute began in the days of chivalry when it was customary for knights dressed in armor to raise their visors to friends for the purpose of identification. Because of the relative position of rank, the junior was required to make the first gesture. Another school of thought traces the salute back to a custom at the time of the Borgias. Assassinations by dagger were not uncommon at that time, and it became the custom for men to approach each other with raised hand, palm to the front, to show that there was no weapon concealed.

In the U.S. Navy, it's reasonable to believe that the hand salute came from the British navy. There is general agreement that the salute as now rendered is really the first part of the movement of uncovering. From the earliest days of military units, the junior uncovered when meeting or addressing a senior. Gradually, the act of taking off one's cap was simplified into merely touching the cap or, if uncovered, the head (forelock), and finally into the present form of salute.

The way you render the hand salute depends on whether you are in civilian clothes or in uniform.

Personnel in civilian clothes render the salute in two ways:

1. Hat in front of the left shoulder (men only)
2. Right hand over the heart (men without hats; women with or without hats)

NOTE

These forms of saluting are used only to salute the flag or national anthem, never to salute officers.

In this chapter, the hand salute usually refers to a salute rendered by personnel in uniform. Except when walking, you should be at attention when saluting. In any case, turn your head and eyes toward the person you're saluting (unless it is inappropriate to do so, such as when a division in ranks salutes an inspecting officer on command). Navy personnel salute the anthem, the flag, and officers as follows:

- Raise the right hand smartly until the tip of the forefingers touches the lower part of the headgear or forehead above and slightly to the right of the eye (fig. 9-1).
- Extend and join the thumb and fingers.
- Turn the palm slightly inward until the person saluting can just see its surface from the corner of the right eye.
- The upper arm is parallel to the ground; the elbow is slightly in front of the body.
- Incline the forearm at a 45° angle; hand and wrist are in a straight line.
- Complete the salute (after it is returned) by dropping the arm to its normal position in one sharp, clean motion.

Student Notes:

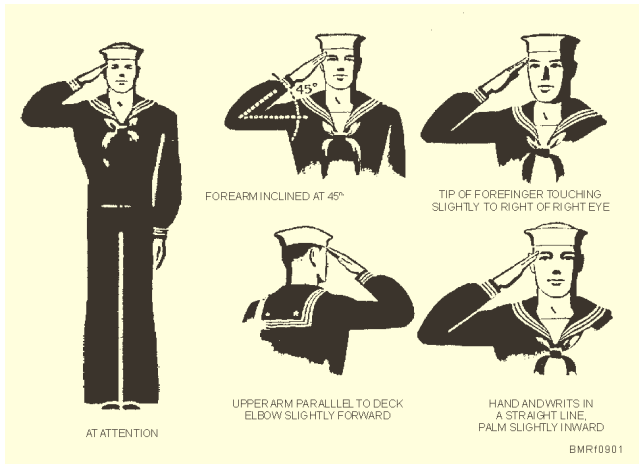


Figure 9-1.—Hand salute.

NOTE

The salute should not be ended as though the person is waving to someone or trying to get something off the fingers. Navy custom permits left-hand saluting when a salute cannot be rendered with the right hand. Army and Air Force customs permit only right-hand salutes.

Under naval customs, the hand salute is accompanied by a word of greeting. The junior stands at attention, looks the senior straight in the eye, and says (depending upon the time of day) the following:

- From first rising until noon “Good morning, ...”
- From noon until sunset “Good afternoon, ...”
- From sunset until turning in “Good evening, ...”

It is preferable to call the senior by grade and name; that is, “Commander Jones,” rather than by the impersonal “sir” or “ma’am.”

The following are some of the major points you should remember when rendering a salute:

1. If possible, always use your right hand. Use your left hand only if your right hand is injured. Use your left hand to carry objects and to leave your right hand free to salute.

2. Accompany your salute with a cheerful, respectful greeting; for example, “Good morning, sir”; “Good afternoon, Commander [Jones]”; “Good evening, Chaplain [Smith]”.

3. Always salute from the position of attention. If you are walking, you need not stop; but hold yourself erect and square. If on the double, slow to a walk when saluting.

4. Look directly into the officer’s eyes as you salute.

5. If you are carrying something in both hands and cannot render the hand salute, look at the officer as though you were saluting and render a verbal greeting as previously described.

6. Remove a pipe, cigar, or cigarette from your mouth or hand before you salute.

7. Salute officers even if they are uncovered or their hands are occupied. Your salute will be acknowledged by a verbal greeting, such as “Good morning,” “Good afternoon,” or something similar.

8. Army and Air Force policy, unlike the Navy’s, is to salute when uncovered. Suppose you are in an office with several Army personnel, and all of you are uncovered. An officer enters and the soldiers rise and salute. You should do likewise; to do otherwise would make you seem ill-mannered or disrespectful.

9. If you are walking with or standing by a commissioned officer and the occasion for a salute arises, do not salute until the officer salutes. Assume that you are walking with a lieutenant. A commander approaches. Do not salute the commander until the lieutenant salutes; but as soon as the lieutenant starts to salute, you should quickly do the same.

10. When approaching an officer, start your salute far enough away from the officer to allow time for your salute to be seen and returned. This space can vary; but a distance of about six paces is considered good for this purpose. Hold your salute until it is returned or until you are six paces past the officer.

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

Student Notes:

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

WHOM TO SALUTE.—Enlisted personnel salute all officers, and officers salute their seniors. Salutes are returned by persons saluted except when they are uncovered—the person saluted should acknowledge the salute with an appropriate greeting or a nod of the head.

Salutes are rendered to all of the following officers:

- Navy.
- Army.
- Air Force.
- Marine Corps.
- Coast Guard.
- National Oceanic and Atmospheric Administration.
- Public Health Service.
- Foreign military services.
- Officers of the Navy, Army, Air Force, Marine Corps, and Coast Guard Reserves.
- Officers of the National Guard when they are on active duty. When not on active duty, they rate a salute only when they are in uniform.

Civilians who are entitled (rate), by reason of their position, gun salutes, or other honors are also entitled (by custom) to the hand salute. The President, as Commander in Chief of the armed forces, is always saluted. Other civilians may be saluted by persons in uniform when appropriate, but the uniform hat or cap must not be raised as a form of salutation.

WHEN TO SALUTE.—On occasion, you might be uncertain whether the person approaching you in uniform is an officer, thus rating a salute. The safest course of action is to salute immediately and not wait for the person approaching you to disclose his/her rank. In other words, when in doubt, salute. Figures 9-2 and 9-3 show some examples of when to salute officers.

Aboard Ship

When boarding a ship that is flying the national ensign, all persons in the naval service must do the following:

1. Stop on reaching the upper platform on the accommodation ladder or the shipboard end of the brow,
2. Face the ensign,
3. Salute, and
4. Then salute the officer of the deck (OOD).

On leaving the ship, personnel render the salutes in reverse order—first to the OOD and then to the national ensign. These salutes also are rendered aboard foreign men-of-war.

You are required to salute all flag officers (officers above the grade of captain), the commanding officer, and visiting officers (senior to the commanding officer) on every occasion of meeting, passing near, or being addressed. On your first daily meeting, you salute all senior officers attached to your ship or station. Many ships consider salutes rendered at quarters sufficient for this first salute of the day. When the progress of a senior officer may be blocked, officers and enlisted personnel clear a path by calling out “Gangway” and stand at attention facing the senior officer until he/she passes.

In Boats

When a boat is not under way, the person in charge salutes officers that come alongside or pass nearby. If there is no one in charge, all those in the boat render the salute. Boat coxswains salute all officers entering or leaving their boats. (Although it is customary to stand when saluting, if the safety of the boat is endangered by standing, remain seated.) When boat awnings are spread, enlisted personnel sit at attention while saluting; they should not rise. Officers seated in boats rise when rendering salutes to seniors who are entering or leaving.

When boats pass each other with embarked officers or officials in view, hand salutes are rendered by the senior officer and coxswain in each boat. Coxswains rise to salute unless it is dangerous or impracticable to do so.

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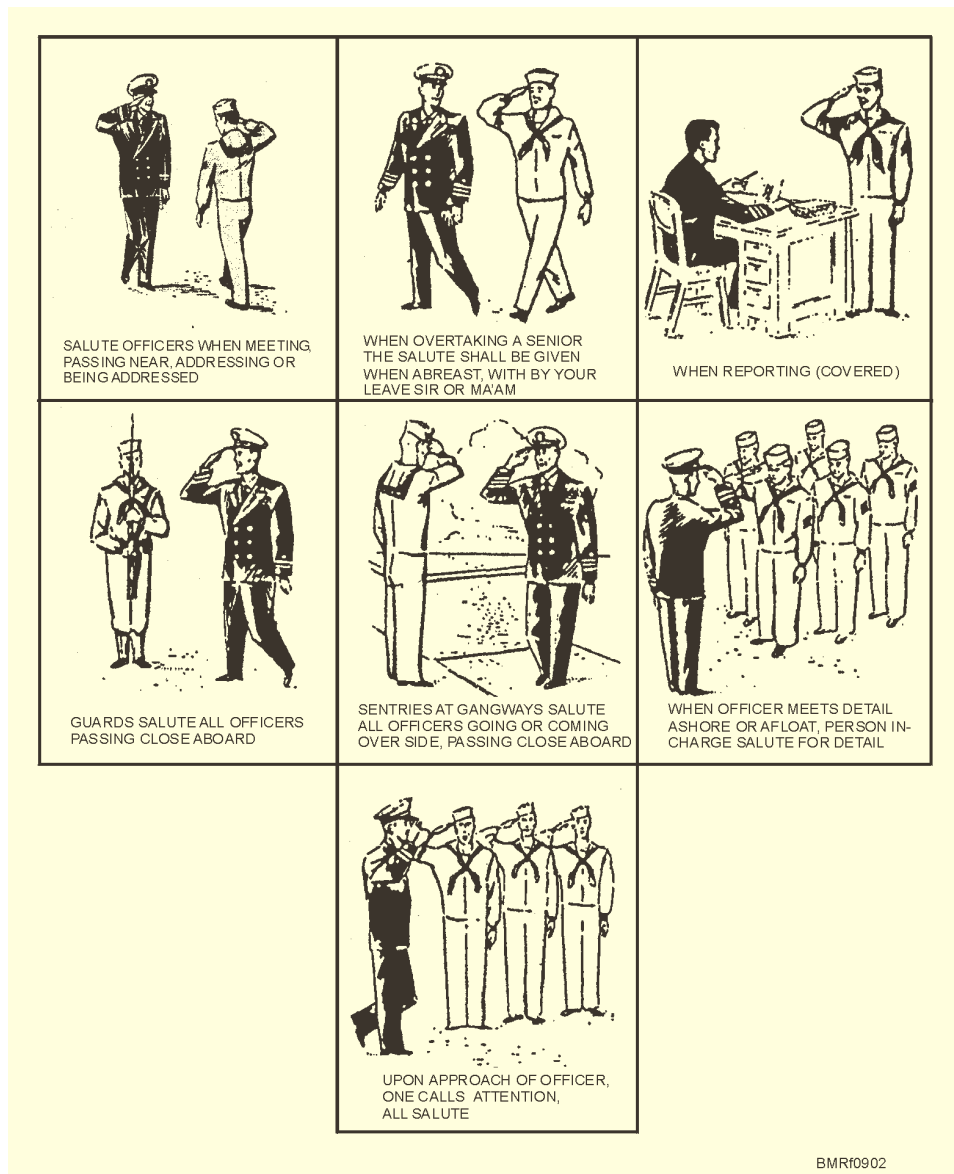


Figure 9-2.—When to salute officers.

In a Group

If enlisted personnel and officers are standing together and a senior officer approaches, the first to see the senior should call out “Attention,” and all face the officer and salute.

Overtaking

Never overtake and pass an officer without permission. If it becomes necessary for you to pass, you should do so to the left, salute when abreast of the officer, and ask, “By your leave, sir/ma’am?” The officer should reply, “Very well,” and return the salute.

Student Notes:

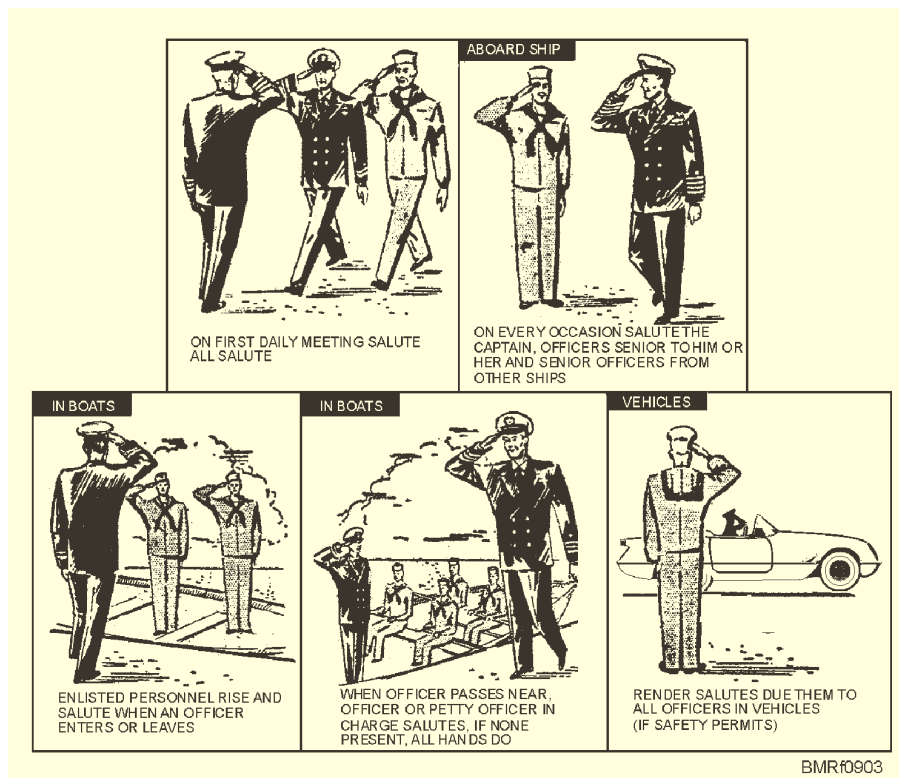


Figure 9-3.—When to salute officers (Continued).

Reporting

When reporting on deck or out-of-doors ashore, you should remain covered and salute accordingly. When reporting in an office, you should uncover upon approaching the senior; therefore, you should not salute.

Sentries

Sentries at gangways salute all officers going or coming over the side and when passing or being passed by officers close aboard in boats.

In Vehicles

You salute all officers riding in vehicles, while those in the vehicle both render and return salutes, as required. The vehicle's driver salutes if the vehicle is stopped; to do so while the vehicle is in motion endangers the safety of the occupants and may be omitted.

In Civilian Clothes

If you are in uniform and recognize an officer in civilian clothes, you should initiate the proper greeting and salute. In time of war, however, an officer not in uniform may be deliberately avoiding disclosure of his/her identity, so you should be cautious in following the normal peacetime rule.

At Crowded Gatherings

At crowded gatherings or in congested areas, you normally salute only when addressing or being addressed by officers.

Rifle Salutes

When armed with a rifle, you should use one of the three rifle salutes described in this section instead of the hand salute. (**NOTE:** The salute at sling arms shown in fig. 9-4 is simply a hand salute and is not considered a rifle salute.) The occasions for rendering each type of rifle salute are as follows:

Student Notes:

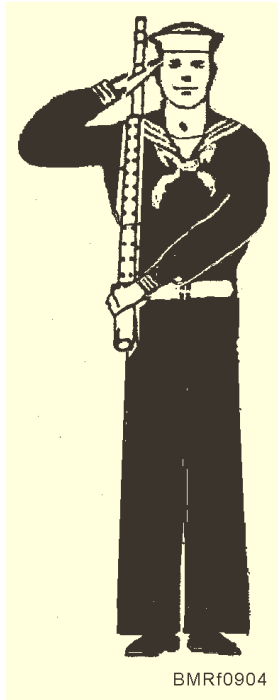


Figure 9-4.—Hand salute at sling arms.

1. Present arms (fig. 9-5, view A)
 - When standing in a sentry box or on a post and addressed or approached by any person entitled to a salute.
 - When halted while on patrol (such as an area security patrol) to reply to or to address an officer.
 - When in ranks and so commanded; for example, at colors.
2. Rifle salute at order arms (fig. 9-5, view B)
 - When standing sentry or guard duty by a door inside a building. Present arms may also be required by competent authority; but where there is considerable traffic, the salute at order arms is usually prescribed.
 - When reporting individually to an officer indoors. For example, you would approach an officer's desk at trail arms, come to order arms, and render the rifle salute at order arms.

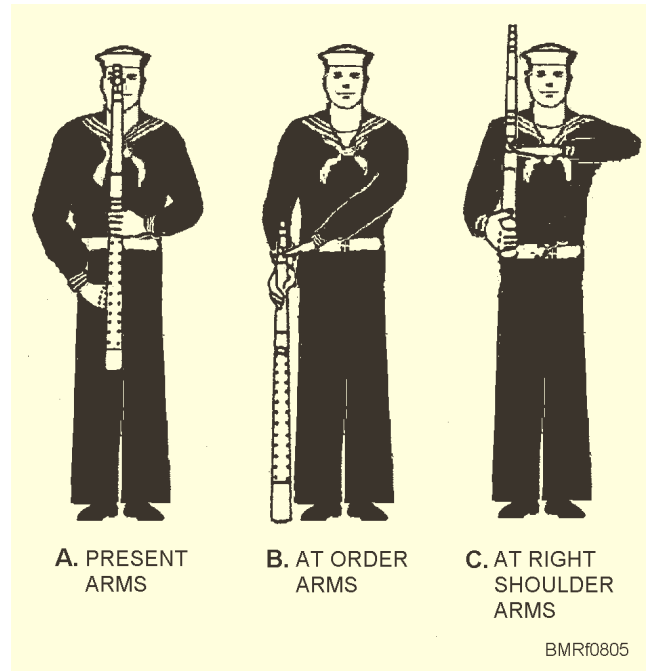


Figure 9-5.—Rifle salutes.

3. Rifle salute at right shoulder arms (fig. 9-5, view C)
 - When on patrol and passing, without halting, a person entitled to a salute.
 - When leading a detail past an officer.
 - When reporting a roll call (if already at shoulder arms). When reporting at shoulder arms to an officer outdoors.
 - When going individually to and from drill or place of duty and you pass any person entitled to a salute.

WHEN NOT TO SALUTE

There are some situations in which it is improper for you to salute (fig. 9-6 and fig. 9-7). These are as follows:

- When uncovered, except where failure to salute might cause embarrassment or misunderstanding.

Student Notes:

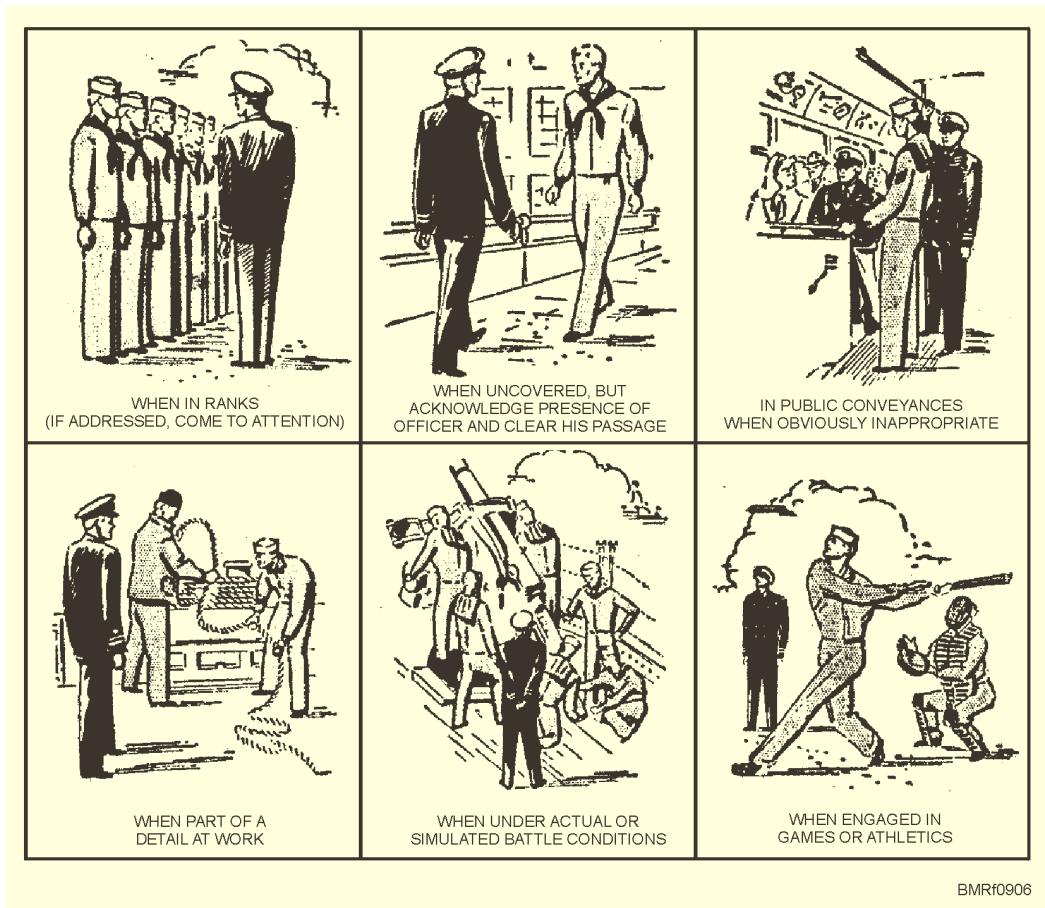


Figure 9-6.—When not to salute officers.

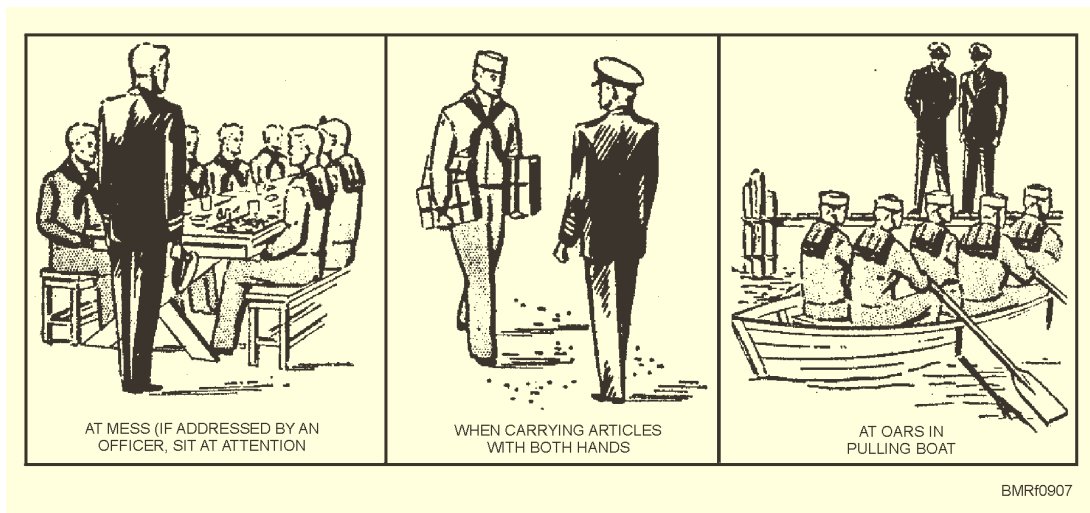


Figure 9-7.—When not to salute officers (Continued).

Student Notes:

- In formation, except on command.
- On a work detail (the person in charge of the detail salutes).
- When engaged in athletics or assembled for recreation or entertainment.
- When carrying articles with both hands, or otherwise occupied making saluting impracticable.
- In public places where saluting is obviously inappropriate (theaters, restaurants, elevators, etc.).
- In public transportation.
- In action or under simulated combat conditions.
- When a member of a guard is engaged in performance of a duty that prevents saluting.
- At mess (when addressed, stop eating and show respectful attention).
- When guarding prisoners.

Honors

Honors are salutes rendered to individuals of merit, such as recipients of the Medal of Honor, to high-ranking individuals, to ships, and to nations. The type of honors rendered depends upon who or what is being saluted. Passing honors are rendered by a ship to other ships and to boats having officials embarked. Side honors are rendered to officials or officers as they board and depart a Navy ship. Gun salutes are rendered to high-ranking individuals, to nations, and to celebrate national holidays. Honors are not rendered to nations or officials of nations not recognized by the United States. Officials and officers who request that the honors be dispensed with do not receive them.

PASSING HONORS.—Passing honors are honors (other than gun salutes) rendered on occasions when ships, officials or officers pass in boats or gigs, or are passed (flag officers or above) close aboard. “Close aboard” means passing within 600 yards for ships and

400 yards for boats. Passing honors between ships, consisting of sounding “Attention” and rendering the hand salute by all persons in view on deck and not in ranks, are exchanged between ships of the Navy and between ships of the Navy and the Coast Guard passing close aboard.

Signals for the actions required to be performed by personnel are as follows:

- One blast—Attention (to starboard)
- Two blasts—Attention (to port)
- One blast—Hand salute
- Two blasts—End salute
- Three blasts—Carry on

NOTE

Signals are given by police whistle on small ships and by bugle on large ships.

On the signal of “Attention,” all hands in view on deck (starboard or port as indicated by number of blasts) come to attention and face outboard. At the sound of one blast, all hands in view and not in ranks salute. (When personnel are in ranks, only the division officer and the division petty officer salute; all other persons stand at attention.) At two blasts, persons saluting bring their hands back to their sides but remain at attention until three blasts are sounded.

For boats passing honors, flag officers, unit commanders, or commanding officers in uniform embarked in boats are saluted by all persons on the quarterdeck.

Passing honors for the President of the United States and for rulers of foreign nations include manning the rail. Manning the rail consists of the ship’s company lining up at regular intervals along all weather deck rails. Normal saluting procedures are followed.

Having the crew at quarters when the ship is entering or leaving port is a less formal ceremony than manning the rail. The crew is paraded at quarters on ceremonial occasions, such as—

Student Notes:

- When the ship is entering or leaving U.S. ports at times other than operational visits,
- When the ship is visiting foreign ports, or
- When the ship is departing for or returning from extended deployments, and other special occasions as determined by a superior.

When the ship is entering or leaving U.S. ports on operational visits or home port on local operations, the normal procedure is to parade only an honor guard.

SIDE HONORS.—Side honors, rendered to officers and officials boarding and departing the ship, are a part of the honors stipulated on the occasion of an official visit. The honors consist of parading the proper number of side boys and piping the side.

Acting as a side boy may be one of your shipboard duties. When you are assigned to side boy duty, you must remain in dress uniform and in the vicinity of the quarterdeck at all times, ready to fall in when required. Your uniform must be clean and neat, and you must be especially neat and military in appearance. Enlisted women may be detailed to this duty, but they are still called *side boys*.

Side boys are paraded between 0800 and sunset daily except on Sunday. Normally, side boys are not called away during meal hours, general drills, all hands evolutions, or periods of regular overhaul except in honor of civil officials or foreign officers; then, they may be called away at any time during daylight. The number of side boys paraded varies from two to eight (always an even number), depending on the rank of the individual being saluted.

When called away, side boys form two ranks facing each other to form a passageway at the gangway. When the Boatswain's Mate (BM) begins to pipe the call "Over the Side," the side boys salute in unison, hold the salute until the last note of the call, and then drop their hands smartly to their sides.

Gun Salutes

Gun salutes are used to honor individuals, nations, and certain national holidays. Practically all shore stations have saluting batteries, but not all ships are so

equipped. Whether aboard ship or ashore, you must be able to act properly whenever you hear a gun salute being rendered.

The salutes always consist of an odd number of guns, ranging from 5 for a vice consul to 21 for the President of the United States and for rulers of foreign nations recognized by the United States. Military officers below the rank of commodore are not entitled to gun salutes. Normally, only one gun is fired at a time at intervals of about 5 seconds. During the salutes, persons on the quarterdeck, in the ceremonial party, or if ashore, render the hand salute. All other personnel in the vicinity (in the open) should stand at attention and, if in uniform, render the hand salute.

Gun salutes also mark special occasions in our country's history. On President's Day, Memorial Day, and Independence Day, a standard 21-gun salute is fired at 1-minute intervals, commencing at 1200. Thus, on these holidays, the salute ends at 1220.

REVIEW 1 QUESTIONS

- Q1. Define the following terms.
 - a. Courtesy—
 - b. Custom—
- Q2. Name a required act of military courtesy.
- Q3. What is the most common form of saluting?
- Q4. When in uniform, Navy personnel salute which of the following persons/things?
 - a. Flag
 - b. Anthem
 - c. Officers
 - d. Each of the above
- Q5. True or false. Under naval customs, the hand salute is accompanied by a word of greeting.

Student Notes:

Q6. As an enlisted person, who should you salute?

c. 21

Q7. What procedure should you follow when boarding a ship that is flying the national ensign?

a.

b.

c.

Q8. As a sentry at a gangway, when should you render a salute?

a.

b.

Q9. List the three rifle salutes.

a.

b.

c.

Q10. Define the term *honors*.

Q11. Name the passing honors for the President of the United States?

Q12. A ruler of a country recognized by the United States rates which of the following gun salutes?

a. 5

b. 17

MILITARY CEREMONIES

Learning Objective: When you finish this chapter, you will be able to—

- Identify the procedures for conducting colors, performing military courtesies, handling the Ensign and Union Jack, and boarding.

Ceremonies are formal acts performed on public occasions. There are too many types of ceremonies and too many occasions when they are performed to include them all here. Instead, you will learn about some of the common situations involving a formal ceremony and the behavior required of you during the event.

COLORS

At commands ashore and aboard ships of the Navy not under way, the ceremonial hoisting and lowering of the national flag at 0800 and sunset are known as *morning* and *evening colors*. Every Navy shore command, and every ship not under way, performs the ceremony of colors twice a day.

You will render honors as follows:

- If you are in ranks, you will be called to attention or order arms.
- If you are in uniform but not in ranks, face the colors and give the hand salute.
- If you are driving a vehicle, stop and sit at attention but do not salute.
- If you are a passenger in a boat, remain at attention, seated or standing. The boat officer or coxswain salutes for the boat.
- If you are in civilian clothes or athletic uniform, face the colors at attention and salute by placing your right hand over your heart.

Aboard Navy ships or naval shore activities, when the national ensign is hoisted and lowered or half-masted for any occasion, the motions of the senior officer present are followed. Five minutes before morning and evening colors, the PREPARATIVE

Student Notes:

pennant (called *PREP*) is hoisted. Ceremonies for colors begin when *PREP* is hauled to the dip (the halfway point).

Navy ships not under way also hoist and lower the union jack on the jackstaff, at the ship's bow, and at morning and evening colors. The union jack is also flown from a yardarm to denote that a general courts-martial or court of inquiry is in session. The union jack is the rectangular blue part of the United States flag containing the stars (fig. 9-8).

If a band is available for color ceremonies, "Attention" is sounded, followed by the band playing the national anthem. At morning colors, hoisting the ensign begins when the music starts. It is hoisted smartly to the top of the flagstaff. At evening colors, lowering of the ensign also starts at the beginning of the music. Hoisting and lowering of the ensign are completed at the last note of the music. The national flag is always hoisted smartly and lowered ceremoniously. "Carry on" is sounded at the completion of the music.

If a band is not available for colors, "To the Colors" is played on the bugle at morning colors, and "Retreat" is played at evening colors. For ships without a band or a bugler, "Attention" and "Carry on" are signals for beginning and terminating the hand salute.

Sometimes the music for colors from another U.S. ship can be overheard aboard your ship. When this happens, and no band or bugler is aboard your ship, the command to "Carry on" should not be given until the music being overheard is completed.

After morning colors, if foreign warships are present, the national anthem of each country

represented is also played. If your ship is visiting a foreign country, the national anthem of that country is played immediately following morning colors, followed by the national anthems of any other foreign nations represented. You should show the same respect for national anthems of foreign countries as you do for our own.

On Sundays, authorized holidays, and other days proclaimed by the President, the largest national ensign in the ship's or station's allowance is flown. This ensign is referred to as *holiday colors*. When the holiday colors are flown on a Navy ship not under way, the union jack flown is the same size as the blue field in the holiday colors.

Ships that are under way do not hold morning or evening colors because the ensign usually is flown day and night. Just as the ship gets under way, the ensign is shifted from its in-port position on the stern to its at-sea position at the mainmast. This is called *shifting the colors*.

HALF-MASTING THE ENSIGN

National flags flown at half-mast (or half-staff ashore) are an internationally recognized symbol of mourning. The United States honors its war dead on Memorial Day by half-masting the flag from 0800 until the last gun of a 21-minute-gun salute that begins at noon (until 1220 if no gun salute is rendered).

Normally, the flag is half-masted on receiving information of the death of one of the officials or officers listed in *U.S. Navy Regulations*. Notification may be received through news media reports or by an official message.

In half-masting an ensign already flying at the peak or truck aboard ships under way, lower it ceremoniously to half-mast. If the ensign is not flying, hoist it smartly to the peak or truck before lowering it to half-mast. In lowering a half-masted ensign, raise it first to the peak or truck, then lower it ceremoniously.

When the national anthem, "To the Colors," or "Retreat" is played at morning or evening colors aboard ships not under way, all hands should hold the salute during the raising or lowering of the flag. In half-masting during morning colors, "Carry on" should



Figure 9-8.—Union Jack.

Student Notes:

not be sounded until the flag is lowered to half-mast. At evening colors, "Attention" is sounded and the salute rendered before raising the flag to the top of the flagstaff from its half-mast position.

If the ensign is flown from the flagstaff and is half-masted, the union jack is half-masted also. Distinctive marks, such as commission or command pennants, are not half-masted except when the ship's commanding officer or the unit commander dies.

A special ceremony calling for half-masting the ensign is required of ships passing Washington's tomb between sunrise and sunset. A full guard and band are paraded (if aboard), the ship's bell is tolled, and the ensign is half-masted as the ship comes in sight of Mount Vernon, Virginia. When the ship is opposite the tomb, the guard and all persons on deck face the tomb and salute. When the bugler begins to sound taps, the ensign is raised to the peak; tolling of the bell ceases on the last note of taps. The band then plays the national anthem, followed by the command to "Carry on."

You may have the duty of raising or lowering the ensign at some time in your career. You should remember that the ensign is raised smartly but lowered ceremoniously. After the ensign is lowered, it is folded properly and placed in safekeeping until morning colors. Figure 9-9 shows the correct way to fold the ensign. The union jack is folded and handled in the same manner as the national ensign.

NATIONAL ANTHEM AND FLAG HONORS

Honors to the ensign or national anthem are rendered on occasions other than at colors. In this section, you will learn about procedures for rendering honors when the anthem is played indoors and outdoors, with or without the flag present. Foreign anthems and ensigns are shown the same mark of respect as our own anthem and ensign. All salutes are held from the first note of the anthem to the last.

All the following rules for saluting the national anthem apply only when you hear it played as part of a public ceremony at which you are present. If you hear a broadcast or recording of the anthem on a radio, tape or

Student Notes:

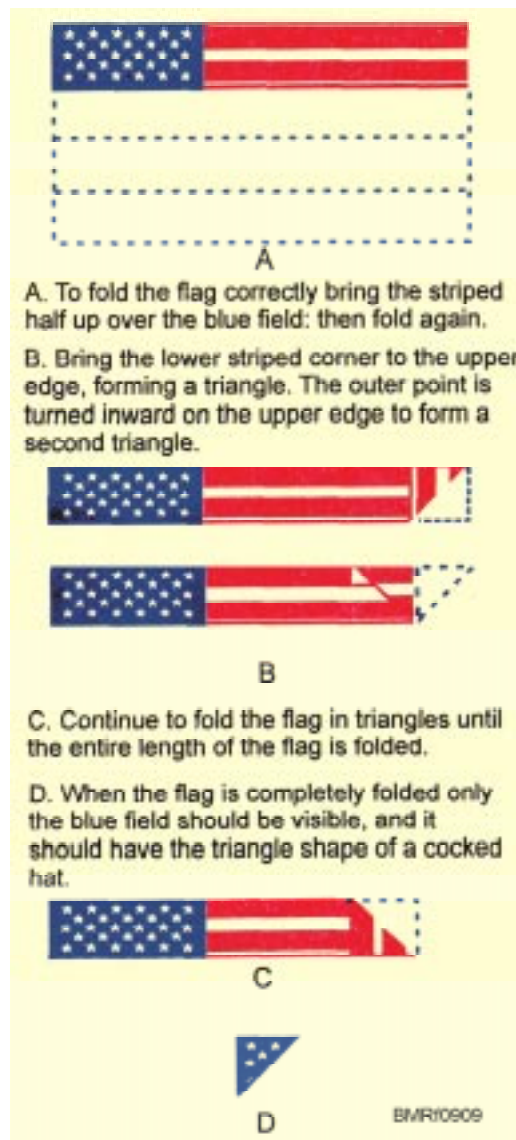


Figure 9-9.—Folding the ensign.

CD player, television, or as you pass a store, you don't need to stop or salute.

Indoors

If the flag is **not** displayed when the anthem is played inside a building, you stand at attention facing the source of the music. If you are in uniform and covered, you render the hand salute; if not covered, you stand at attention. If you are in civilian clothes, render the hand-over-the-heart salute.

If the flag is displayed when the anthem is played, you face the flag and stand at attention. If in uniform and covered, render the hand salute; if in civilian clothes or if in uniform and uncovered, you place your right hand over your heart. Persons in formation stand at attention, and those in charge of the formation salute.

Outdoors

With some exceptions, saluting procedures when the anthem is played outdoors (with or without the flag displayed) are the same as when indoors. Marching formations are halted at attention, and the person in charge faces and salutes the flag or music, as appropriate.

Personnel in boats, whether in uniform or in civilian clothes, do not salute during the playing of the anthem. Only the boat officer (or coxswain if there is no boat officer) stands and salutes; all other personnel remain seated at attention.

You are not likely to hear “The Star Spangled Banner” played in a parade, but most marching units do carry the national ensign. The rules for saluting the flag passing in a parade are simple: come to attention, face the flag, and salute. (If you are in a vehicle, remain seated at attention.)

The musical selection “Hail to the Chief” is performed to honor the President of the United States. When “Hail to the Chief” is played, stand at attention and salute.

BOARDING AND LEAVING A NAVAL VESSEL

You cannot just walk on and off a ship as you would enter and leave your home. You must follow certain procedures.

When you are in uniform and boarding **any** ship and the national ensign is flying, you halt at the gangway, face aft, and salute the ensign. You then turn to the OOD and salute. If you are returning to your own ship, you say, “I request permission to come aboard, sir/ma’am.” The OOD returns both salutes and says, “Come aboard” or a similar expression.

When you salute the OOD in boarding a ship other than your own, you say, “I request permission to come aboard, sir/ma’am.” You should then add the purpose of your visit: “to visit a friend” or “to go to small stores.”

When you leave a ship, the order of saluting is reversed. You salute the OOD first and say, “I request permission to leave the ship, sir/ma’am.” After receiving permission, you then face and salute the ensign (if it is flying) and depart. If you are not in the liberty uniform, state your reason for wanting to leave the ship: “I request permission to go on the pier to check the mooring lines, sir/ma’am.”

When boarding a ship in civilian attire and the national ensign is flying, you will halt at the gangway, at attention, and face aft. You then turn to the OOD at attention. If you are returning to your own ship, you say, “I request permission to come aboard, sir/ma’am.” The OOD salutes and says, “Very well” or a similar expression.

When you board a ship other than your own, you say, “I request permission to come aboard, sir/ma’am.” You should then add the purpose of your visit. The OOD will then say, “Permission granted” or “Permission not granted.”

When you are leaving a ship in civilian attire, the procedure is reversed. You stand at attention in front of the OOD first and say, “I request permission to leave the ship, sir/ma’am.” After receiving permission, you then stand at attention facing the ensign (if it is flying) and depart.

Sometimes it is necessary for destroyers, submarines, and other ships to tie up in nests alongside a repair ship, tender, or pier. In this case, you may have to cross several ships to go ashore or return to your own ship. When you have to cross one or more ships to reach the pier, to reach another ship or to return to your own ship, you should use the following procedure: Upon boarding a ship that you must cross, salute the colors (if flying), then turn toward and salute the OOD, and request permission to cross. After receiving permission, proceed to cross without delay. When you depart that ship, it is not necessary to salute the colors or OOD again. Repeat this crossing procedure until you reach your destination.

Student Notes:

On many ships, particularly those of destroyer size and smaller, there may be a first-class or chief petty officer instead of an officer on the quarterdeck. Although you do not salute enlisted personnel, you must salute an enlisted person who is the OOD because you are saluting the position and authority represented—not the individual. If you are part of a working party that will be using the quarterdeck when loading supplies, you normally salute only when first leaving the ship.

REVIEW 2 QUESTIONS

- Q1. Hoisting the national flag at 0800 and lowering at sunset are known as
- Q2. Define the term *shifting the colors*.
- Q3. What is the significance of national flags flown at half-mast (half-staff ashore)?
- Q4. You are indoors for an event, and the anthem is being played but the flag is not displayed. What should you do—
- When in uniform and covered—
 - When in uniform and uncovered—
 - When in civilian clothes—

MILITARY ETIQUETTE

Learning Objectives: When you finish this chapter, you will be able to—

- Recognize military etiquette when addressing and introducing enlisted personnel.
- Recognize military etiquette when passing, meeting, addressing, replying to, walking or

riding with an officer of the U.S. or foreign armed forces to include aboard ship or in a boat.

The rules of behavior to be observed by Navy personnel at certain times, in specified places, and on certain occasions are described in this section. “Behavior,” in this case, means social conduct rather than strict military behavior, though the two sometimes are related.

For passing through doorways, let the senior go first; if possible, hold the door for him or her. On meeting an officer in a passageway, step aside so the officer may pass. If other enlisted persons and/or junior officers are present, call out “Gangway” so everyone can make way for the senior officer.

Juniors should show respect to seniors at all times by recognizing their presence and by being courteous and respectful in speech and manner. Juniors take the leftmost seat in a vehicle and walk on the left side of seniors whom they are accompanying.

ABOARD SHIP

There are rules of etiquette to follow during divine services, on the quarterdeck, or in officer’s country.

When **divine services** are held on board ship, the following word is passed: “Divine services are being held in (such and such a space). The smoking lamp is out. Knock off all games and unnecessary work. Maintain quiet about the decks during divine services.”

If you enter the area where divine services are being held, you must uncover even though you are on watch and wearing a duty belt. (Remain covered during Jewish ceremonies.)

Another area in which special rules apply is the **quarterdeck**. The quarterdeck is not a specific deck; it is an area designated by the commanding officer to serve as the focal point for official and ceremonial functions. The quarterdeck, consequently, is treated as a “sacred” part of the ship; and you should obey the following rules:

- Don’t be loud or sloppy in its vicinity.
- Never appear on the quarterdeck unless you are in complete uniform.

Student Notes:

3. Never smoke or have coffee cups and soda cans or bottles on the quarterdeck.
4. Never cross or walk on the quarterdeck except when necessary.
5. Don't lounge on or in the vicinity of the quarterdeck.
6. When on the quarterdeck, salute whenever the quarterdeck watch salutes (as during a gun salute).

Shore stations, as well as ships, have areas designated as the quarterdeck. The same rules apply in all cases.

A **messing compartment** is where enlisted personnel eat; the **wardroom** is where officers eat. If you enter any of these areas while a meal is in progress, you must uncover.

Officers' country is the part of the ship where officers have their staterooms and wardrooms; **CPO country** is where the chief petty officers have their living spaces and mess. You must avoid entering these areas except on official business. Never use their passageways as thoroughfares or shortcuts. If you enter the wardroom or any compartment or office of an officer or a CPO, you must remove your hat, unless you are on watch and wearing the duty belt. Always knock before entering an officer's or a chief petty officer's room.

IN A BOAT

The basic rule in Navy etiquette, as in civilian etiquette, is to make way for a senior. Thus the rule for entering boats, airplanes, and vehicles is seniors in last and out first. (Enlisted personnel board a boat first, leaving room, of course, for officers.) The reason is that the captain should not have to wait in a boat for a less senior person to amble down the accommodation ladder. When the destination is reached, the senior is allowed to disembark first as a mark of respect from juniors.

In general, seniors take the seats farthest aft. If officers are present, enlisted personnel should not sit in the stern seats unless invited to do so. Enlisted personnel maintain silence as long as officers are in the boat. (For reasons of safety, personnel should never become noisy

or boisterous in a boat regardless of the hour, condition of the sea, or who is present.)

The boat coxswain salutes all officers entering or leaving the boat. Enlisted personnel seated well forward do not rise when officers enter or leave the stern seats. Personnel in the after section, however, rise and salute when an officer enters or leaves. (Although it is customary to stand when saluting, this formality is dispensed with if the safety of the boat crew would be endangered.) When boat awnings are spread, enlisted personnel remain seated at attention while saluting; they do not rise under these circumstances.

A boat assumes rank according to the rank of the highest grade officer embarked in the boat. The coxswain and senior officer in each boat salute, with the person in the junior boat saluting first. Other crew members stand at attention; passengers sit at attention. The rules of etiquette for personnel aboard airplanes and other vehicles are the same as for boats.

Boats passing a ship during colors must lie to, or proceed at the slowest safe speed. The boat officer, or in his or her absence, the coxswain, stands (if safe to do so) and salutes. Other persons in the boat remain seated or standing, but do not salute.

ADDRESSING AND INTRODUCING NAVAL PERSONNEL

Custom, tradition, and social change determine how members of the naval service are introduced. Although tradition and military customs generally hold true, there are some differences in methods of addressing and introducing military personnel, depending on whether you are in civilian or military circles.

The proper forms of addressing and introducing naval personnel are summarized in table 9-1. Except as provided in the paragraphs that follow, all officers in the naval service are addressed or introduced with the titles of their grades preceding their surnames.

Officers of the Medical or Dental Corps, and officers of the Medical Service Corps having a doctoral degree, may be addressed as "doctor." Likewise, an officer of the Chaplain Corps may be addressed as "chaplain." However, if a doctor or chaplain prefers to

Student Notes:

be addressed by the title of his or her grade, such preference should be honored. When you are addressing an officer whose grade includes a modifier (for example, lieutenant commander), the modifier (lieutenant) may be dropped.

As a general rule, use the officer's title and name. It is better to say, "Yes, Ensign Smith"; "No, Doctor Brown"; or "Yes, Lieutenant Jones"; than to say, "Yes, sir" or "No, ma'am." However, in prolonged conversation where repetition would seem forced or awkward, the shorter "sir" or "ma'am" is used more often.

Aboard ship, the regularly assigned commanding officer is addressed as "captain" regardless of grade. The regularly assigned executive officer (if of the grade of commander) may be addressed as "commander" without adding the name. In some ships it is customary to address the executive officer as "commander" even though the grade is that of lieutenant commander.

Naval officers are introduced to civilians by title, and the method of introduction should give a clue as to how the person should be addressed from then on. You might say, "This is Lieutenant Jones. Mr. Jones is a shipmate of mine." This serves a double purpose; it gives the civilian to whom you are introducing the officer knowledge of the naval person's grade, and it also gives the correct method of address, "Mr. Jones."

Military and civilian practices differ in the introducing and addressing of enlisted personnel. Under military conditions, petty officers are addressed and introduced by their respective title followed by their last name. Petty officers in paygrades E-7, E-8, and E-9 are introduced and addressed as "Chief _____," prefixed by "Senior" or "Master," if appropriate. Petty officers in paygrades E-4 through E-6 are addressed and introduced as "Petty Officer _____." Persons in paygrades E-3 and below are addressed by their last names only in informal situations. However, in the formal situation or introductions, their last names are preceded by "Seaman," "Fireman," "Airman," and so forth, as appropriate.

Civilians sometimes feel uncomfortable in social gatherings when addressing enlisted personnel as described in the preceding paragraph. It is customary, therefore, for those outside the service to extend to

enlisted personnel the same courtesies they would extend to them in civilian life and to prefix their names with Mr., Mrs., Miss, or Ms., as the case may be. In introducing them, one should give their titles and names, then the mode of address: "This is Petty Officer Smith. Mr. Smith will be visiting us for a while." Thereafter, he will be addressed as "Mr. Smith."

In civilian life you are supposed to introduce men to women and youth to age; that is, a young man to a young woman or a young woman to an older woman. If the person is a male member of the clergy, however, you introduce women of any age to him; or, if a man is aged or distinguished, you introduce the woman to him.

The same general rules are followed in military life, except that in most instances naval rank establishes the order of introduction. Thus, you introduce the junior to the senior, whether male or female. An exception is that you always introduce others, regardless of the rank or sex, to a chaplain. If one of the persons is a civilian, you follow the rules of youth to age and male to female.

The only proper response to an oral order is "Aye, aye, sir/ma'am." This reply means more than yes. It indicates "I understand and will obey." Such responses to an order as "O.K., sir" or "All right, sir" are taboo. "Very well" is proper when spoken by a senior in acknowledgment of a report made by a junior, but a junior never says "Very well" to a senior.

"Sir" or "Ma'am" should be used as a prefix to an official report, statement, or question addressed to a senior. It should also be used when addressing an official on duty representing a senior. For example, the OOD, regardless of grade, represents the commanding officer and should be addressed as "Sir" or "Ma'am."

If you are a junior addressing a senior, you should introduce yourself unless you are certain the senior knows you by sight.

REVIEW 3 QUESTIONS

Q1. What is the quarterdeck?

Q2. Aboard ship, how is the CO addressed?

Student Notes:

Table 9-1.—Introducing and Addressing Naval Personnel

PERSON ADDRESSED OR INTRODUCED	TO MILITARY		TO CIVILIAN	
	INTRODUCE AS:	ADDRESS AS:	INTRODUCE AS:	ADDRESS AS:
COMMANDER or above	COMMANDER (or appropriate rank) SMITH	COMMANDER (or appropriate rank) SMITH	COMMANDER (or appropriate rank) SMITH	COMMANDER (or appropriate rank) SMITH
LIEUTENANT COMMANDER or below	LIEUTENANT COMMANDER (or appropriate rank) SMITH	COMMANDER SMITH	LIEUTENANT COMMANDER SMITH	Mr. (Mrs., Miss., Ms.) SMITH
MEDICAL And/or DENTAL CORPS OFFICER	DR. SMITH	DR. SMITH	LIEUTENANT SMITH OF THE NAVY MEDICAL CORPS	DR. SMITH
CHAPLAIN CORPS OFFICER	CHAPLAIN SMITH	CHAPLAIN SMITH	CHAPLAIN SMITH	CHAPLAIN
NAVY NURSE CORPS OFFICER	COMMANDER (or appropriate rank) SMITH	COMMANDER SMITH	COMMANDER SMITH OF THE NAVY NURSE CORPS	COMMANDER (Mr., Mrs., Miss., Ms.) SMITH
CHIEF WARRANT OFFICER	CHIEF WARRANT OFFICER SMITH	CHIEF WARRANT OFFICER SMITH	CHIEF WARRANT OFFICER SMITH	MR. (Mrs., Miss., Ms.) SMITH
MIDSHIPMAN	MIDSHIPMAN SMITH	MIDSHIPMAN SMITH	MIDSHIPMAN SMITH	MR. (Mrs., Miss., Ms.) SMITH
CHIEF PETTY OFFICER	CHIEF SMITH	CHIEF or SMITH	CHIEF YEOMAN SMITH	MR. (Mrs., Miss., Ms.) SMITH
AVIATION CADET	AVIATION CADET SMITH	MR. SMITH	AVIATION CADET SMITH	MR. (Mrs., Miss., Ms.) SMITH
PETTY OFFICER	PETTY OFFICER SMITH	PETTY OFFICER SMITH	PETTY OFFICER SMITH	MR. (Mrs., Miss., Ms.) SMITH
SEAMAN	SEAMAN SMITH	SMITH	SEAMAN SMITH	MR. (Mrs., Miss., Ms.) SMITH

SUMMARY

Customs and courtesies play an integral part of the seafarer's life. Through them, we show respect for each other and for certain symbols or objects, such as the American flag. When we address the commanding officer as *captain*, even though he or she holds the rank of commander, we are using a time-honored custom of respect for the person in command.

The courtesy of the salute is not only the required recognition of a senior but also the expression of mutual respect and pride in service. The courtesy of rendering honors to the Arizona Memorial and Washington's tomb is a sign of respect. The custom of officer personnel boarding ships' boats after enlisted personnel is another sign of respect. The customs and courtesies of removing your hat indoors or in the presence of a lady, of rendering honors to the national ensign, and of playing the national anthem at morning and evening colors are also signs of respect. Our customs and courtesies will continue to be a part of our daily routine as long as we maintain pride and respect in our Nation, our service, and ourselves.

REVIEW 1 ANSWERS

- A1. Define the following terms.
- Courtesy—**an act or verbal expression of consideration or respect for others**
 - Custom—**a usual way of acting in a situation that has been practiced so long that it has the force of law**
- A2. A **salute** is a required act of military courtesy.
- A3. The **hand salute** is the most common form of salute.
- A4. When in uniform, Navy personnel salute the **flag, anthem, and officers.**
- A5. **True**, under naval customs, the hand salute is accompanied by a word of greeting.
- A6. As an enlisted person, you should salute **all officers.**

- A7. When boarding a ship in which the national ensign is flying, you should—
- Stop on reaching the upper platform of the accommodation ladder or end of brow**
 - Face the ensign and salute**
 - Salute the OOD**
- A8. As a sentry at a gangway, you should render a salute—
- To all officers going or coming over the side**
 - When passing or being passed by officers close aboard in boats**
- A9. The three rifle salutes are—
- Present arms**
 - Rifle salute at order arms**
 - Rifle salute at right shoulder arms**
- A10. Honors are **salutes rendered to ships, high-ranking individuals, and nations.**
- A11. **Manning the rail** is a passing honor rendered to the President of the United States.
- A12. A ruler of a country recognized by the United States rates a **21-gun** salute.

REVIEW 2 ANSWERS

- A1. Hoisting and lowering the national flag at 0800 and sunset are known as **morning colors** and **evening colors.**
- A2. Shifting the colors—as a **ship gets underway, the ensign is shifted from its in-port position on the stern to its at-sea position on the mainmast.**
- A3. National flags flown at half-mast are **internationally recognized symbols of mourning.**

Student Notes:

- A4. When indoors at an event and the anthem is being played but the flag is not displayed, you should—
- a. In uniform and covered—**render a hand salute**
 - b. In uniform and uncovered—**stand at attention**
 - c. In civilian clothes—**place your hand over your heart**

REVIEW 3 ANSWERS

- A1. The quarterdeck is **an area designated by the CO that serves as the focal point for official and ceremonial functions.**
- A2. Aboard ship, the CO is addressed as **captain, regardless of rank.**

CHAPTER 10

UNIFORMS AND FORMATIONS

You shall wear your uniforms properly as described in these regulations. Naval personnel must present a proud and professional appearance that will reflect positively on the individual, the Navy, and the United States. The uniforms of the United States Navy and the indications of rank and specialty displayed thereon, are but outward symbols of naval organization and military rank or rating. As such, the Navy uniform is a visibly important element in the morale, pride, discipline and effectiveness of the organization.

—U.S. Navy Uniform Regulations, NAVPERS 15665

Today's Navy has narrowed the gap between men's and women's career paths. Women now perform many of the same tasks and have the same specialties as their male counterparts. These changes caused Navy uniform policy to change, bringing the uniforms of both men and women more closely in line with each other. Navy uniforms are distinctive visual evidence of the authority and responsibility vested in their wearer by the United States.

Because Navy ways are new to you, many questions probably have crossed your mind, such as, "What is that officer's rank"? "What does that petty officer's insignia mean"? "What does that pin stand for"? This chapter explains officer grades; precedence; authority; the enlisted rating structure; and how to wear, mark, and exchange uniforms.

The United States Navy has had a basic uniform policy for many years. The purpose of the uniform policy is to ensure that naval personnel have attractive, distinctive, and practical uniforms. *U.S. Navy Uniform Regulations*, NAVPERS 15665, provides the basic naval uniform policy. You can download the *U.S. Navy Uniform Regulations* from the BUPERS homepage at www.bupers.navy.mil. When you get to this page, select the "services" button and look under "uniform matters."

WEARING THE UNIFORM

Learning Objective: When you finish this chapter, you will be able to—

- Recognize uniform components.
- Identify the proper procedures for wearing uniforms.

Your dress and conduct should always reflect credit

upon yourself, the Navy, and the United States. It should be a matter of personal pride to present the best possible appearance in **your** manner of dress and grooming.

You are given a complete issue of regulation clothing when you enter the Navy. The maintenance of your uniform and the replacement of articles of clothing are **your** responsibility. You cannot use the excuse, "I have nothing fit to wear," or "I'm out of clean uniforms."

ENLISTED MEN

Look at figures 10-1 and 10-2. Here, most enlisted (E-6 and below) men's uniforms are shown. Uniforms must be tailored according to the specifications in the following paragraphs:

The dress blue and dress white jumpers must hang straight and be the same length. The sleeves of the dress white jumper are cut square at the cuff openings.

The **dress white trousers** have a zipper front and are the same length as the blue trousers. A white belt with a regulation buckle is worn with the white uniform. The belt should be of the same fabric as the uniform.

The **neckerchief** is 36 inches square and made of black silk, acetate, or other suitable material. It is folded diagonally to form a triangle, then rolled (fig.10-3) and placed around the neck under the collar. It is tied (fig. 10-4) in a square knot with both ends of equal length and falling naturally. The upper edge of the knot must be even with the lowermost point of the collar opening. Neckerchiefs are worn with both the dress blue and the dress white uniforms. (**NOTE:** For enlisted women neckerchiefs are worn with dress white uniform only.)

Dress blue and dress white jumpers. The dress

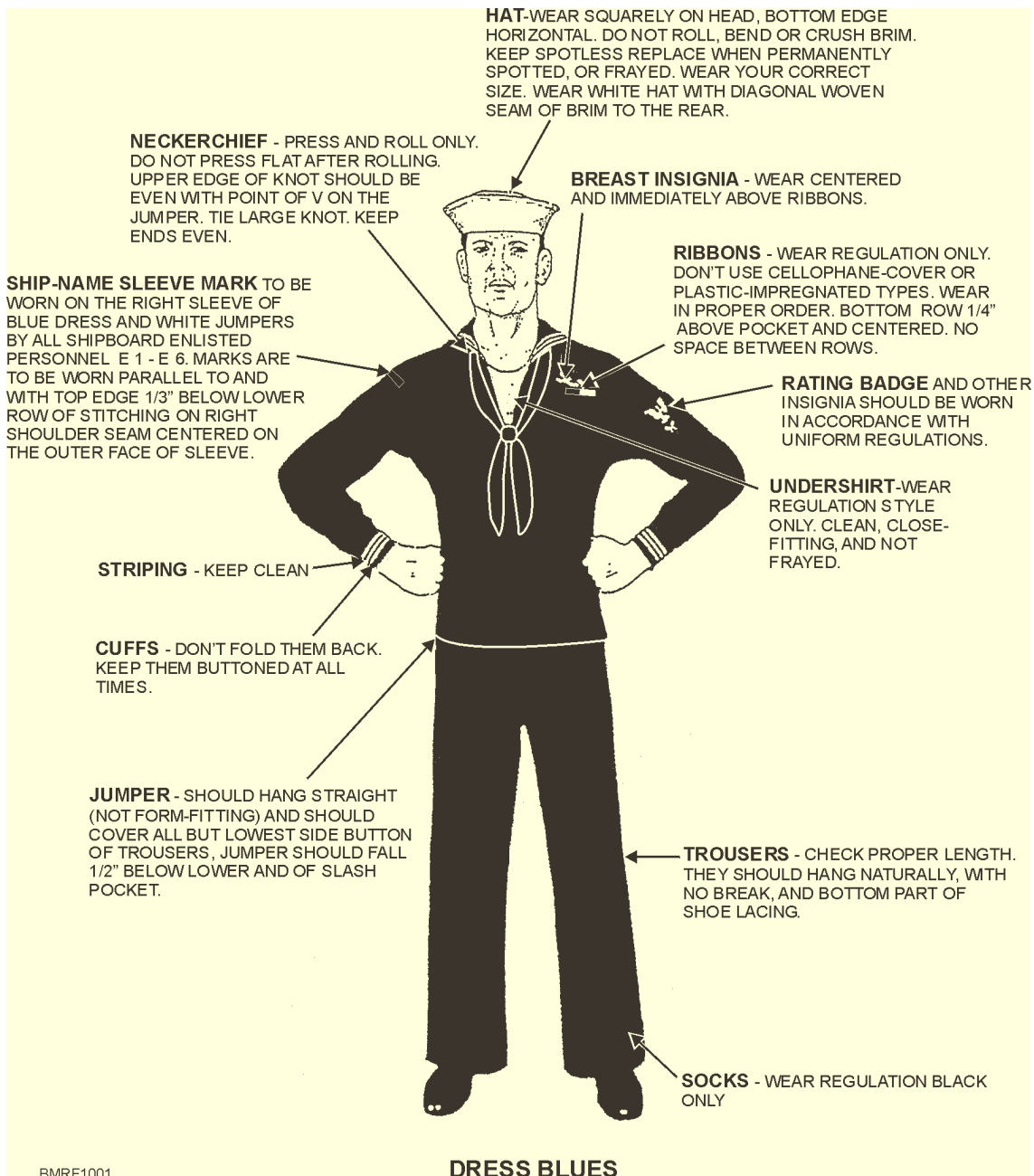


Figure 10-1.—Proper wearing of uniforms.

blue jumper should hang straight and be long enough to cover all but the lowest button of the 13-button broadfall front trousers. Sleeves have two button cuffs, the edges of which reaches to the knuckles when the cuffs are unbuttoned. The collar has three stripes of white tape (piping). The dress blue trousers are plain and cuffless and have a 13-button broadfall front. The old story that the 13 buttons represent the 13 original colonies is false.

Government-issue dress blue jumpers and trousers are made of wool serge. The dress white jumpers and trousers are made of a polyester material designated certified Navy twill.

Dungarees and winter working blues. Dungarees and winter working blues are considered to be the working uniforms. Dungarees consist of a blue

Student Notes:

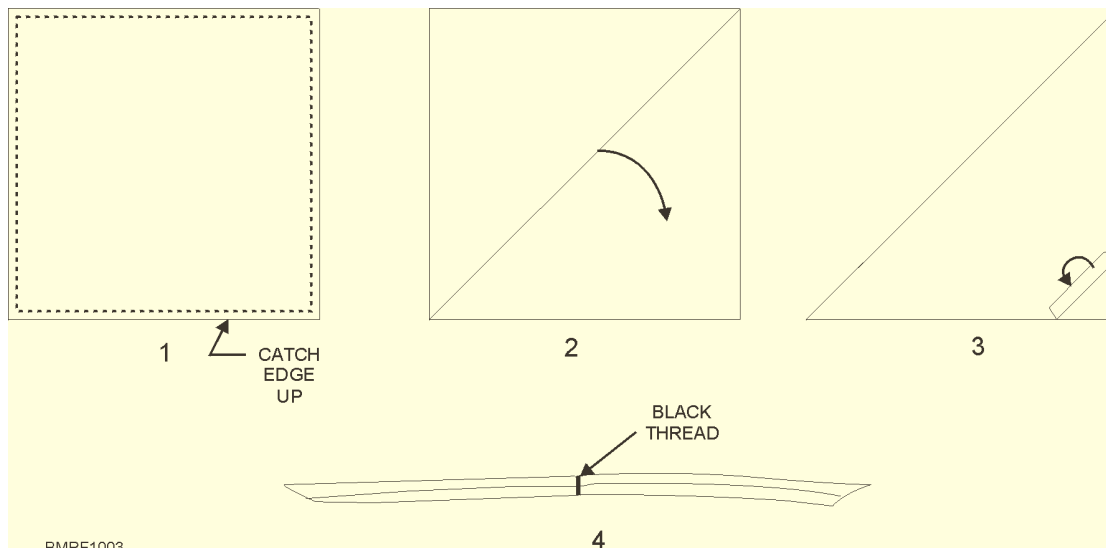


Figure 10-3.—Rolling the neckerchief.

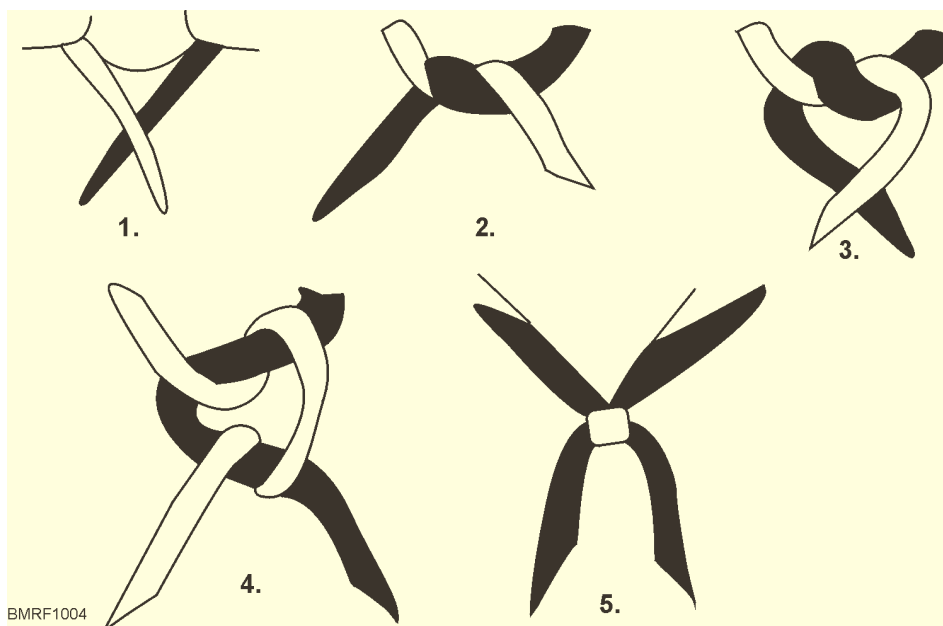


Figure 10-4.—Tying the neckerchief.

be worn buttoned with the three lower buttons on the right side. In foul weather, the coat may be buttoned to the neck.

All-weather coat. A black, single, breasted, beltless, water-repellant coat. It's made from 65% polyester and 35% cotton poplin fabric. The coat has epaulets, tabs on the cuffs, and a zip-out lining. Women's coats button to the left and men's coats button to the right. When worn, button all the buttons except

the collar button (in bad weather, the collar button may be buttoned). When wearing the all-weather coat, a clear plastic, combination cap rain cover may be worn.

Blue working jacket. The blue working jacket is made of navy blue material. It is fully lined with a zipper front. Two military organization patches may be worn on the jacket on an optional basis, subject to the following restrictions:

Student Notes:

- The patch of the command to which you are assigned must be centered on the left breast.
- A second unit patch of your choice, acceptable to the command, will be centered on the right breast.

The blue working jacket may be worn with the dungarees uniform.

Hat. The white hat should be worn squarely on the head, as shown in figure 10-1.

Medals. Large medals may be prescribed for wear with the dress blue jumper for special occasions, such as change of command or formal inspections. Medals and neckerchief may be prescribed for wear with the dress white jumper. When large medals are worn with either uniform, the uniform is called *full dress*.

ENLISTED WOMEN

Enlisted (E-6 and below) women's uniforms and their proper wear are shown in figures 10-5 and 10-6 (not all uniforms are shown). Uniforms must be tailored according to the specifications in the following paragraphs:

Service dress blues. The enlisted women's service dress blues (fig. 10-5) is worn with ribbons. The necktie or necktab is worn with the outer edges parallel to the outer edges of the collar. An equal amount of the necktab should show on each side of the collar. For prescribed (required) and optional items, refer to NAVPERS 15665.

Full dress blue. The full dress blue uniform is the same as the service dress blue uniform. Large medals and ribbons are worn (fig. 10-5) with this uniform.

Dress white jumper. The enlisted women's dress white jumper (fig. 10-6). The jumper should fit comfortably with no binding. The sleeves will have inverted creases at the inside and outside edge, hang straight, and be long enough to cover the wristbone. The bottom of the jumper should be loose fitting at the hips. Normally, a white belted skirt is worn with the dress white jumper. However, white jumper slacks can be worn with the dress white jumper. (**NOTE:** When white jumper slacks are used with the white jumper, the hem of the jumper should fall to within 1 inch above the bottom of the pocket opening of the slacks.) The slacks have side seam pockets and inverted creases. The slacks



Figure 10-5.—Enlisted women's uniforms.

Student Notes:

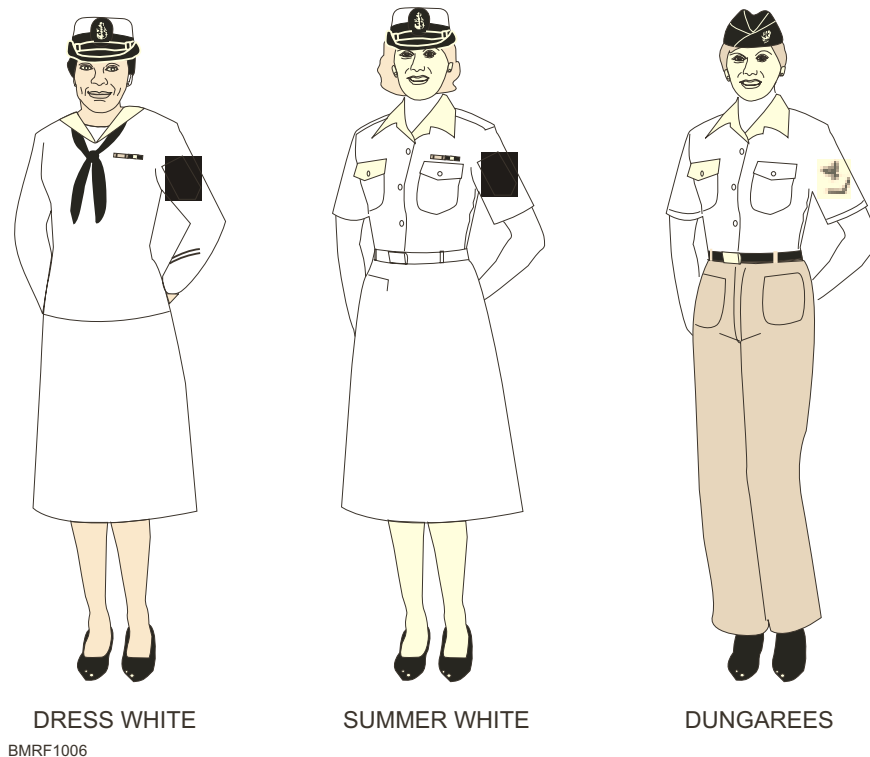


Figure 10-6.—Enlisted women's uniforms (continued).

should cover the shoes at the heel by 1 inch.

Working uniforms. Working uniforms consist of belted blue slacks or skirt and blue winter shirt. Dungarees (fig. 10-6) are also authorized. Black socks, a garrison cap, black service shoes, and a black handbag may be worn with each. Command ball caps, berets, and the blue cardigan are other items that may be prescribed.

Shoes. Black dress shoes are pumps made of smooth leather, calf, or synthetic leather. They will be of plain design with closed heels and toes. The heels will be no higher than 2 5/8 inches nor less than 5/8 inch when measured from the forward edge of the heel. Wedge heels are not authorized. The black service shoes will be laced leather or synthetic oxfords with one line of black stitching around the top of the toe.

Hat. The combination hat may be worn with all dress uniforms. It is oval in shape, with a stiffened crown. The brim is rolled at the sides and straight in front and back. The hat is worn with a detachable white hat cover. Enlisted women E-6 and below may wear the garrison cap as an option with blues only when wearing the black v-neck sweater instead of the service dress

blue coat. As with the enlisted male E-6 and below, command or navy ball caps are only authorized with dungaree uniforms.

UNIFORM OF THE DAY

The uniform of the day is that uniform prescribed by proper authority to be worn on occasions such as work, liberty, and inspections. The prescribed uniform of the day is published in the Plan of the Day or the Plan of the Week. Wear your uniform with pride in self, the Navy, and the United States.

REVIEW 1 QUESTIONS

- Q1. What is the length of the dress blue jumper for men?
- Q2. What uniform should enlisted women E-1 through E-6 wear with the black silk neckerchief?

Student Notes:

Q3. When wearing a peacoat over a dress blue jumper uniform, the uniform collar should be—

Q4. When added to a service dress white uniform, what uniform component makes the service dress white uniform a full dress uniform?

PROPER CARE OF UNIFORMS

Learning Objectives: When you finish this chapter, you will be able to—

- Identify the methods for caring for and maintaining uniforms to include marking enlisted clothing and transferring clothing.
- Identify the contents and layout of the seabag.
- Identify the uniform components that can be worn with civilian clothes and recognize the rules for wearing civilian clothes.

All Navy personnel must maintain their full requirement of authorized uniforms and are forbidden to possess or wear unauthorized uniforms. Division officers are required to inspect the uniforms of all nonrated personnel at regular intervals. The purpose of the inspection is to make sure that each person has the prescribed outfit. Insignia, decorations, medals, badges, and ribbons are worn as prescribed. All uniforms must be kept scrupulously clean; gold bullion lace, devices, and insignia must be kept free of tarnish and corrosion. Shoes should be kept well shined and in good repair.

You should **not** wear a uniform if any of the following conditions exist:

- Frayed, torn, ill fitting, badly wrinkled, badly stained, or dirty uniforms. (A little leeway is permitted in the dungaree uniform, but if it is damaged beyond the possibility of a professional-looking repair, the item of clothing should be discarded.)

- Discolored or frayed piping.
- Missing buttons.
- Cracked, badly stained, or nonregulation shoes.
- Badly faded, discolored, or frayed ribbons or rate/rating badges; tarnished or corroded metal devices.

You may not wear any uniform, article, insignia, or decoration that is not yours or to which you are not entitled.

Further, you should **not** wear a uniform in the following manner:

- Unbuttoned coats
- Rolled up sleeves, hat not squared, cuffs unbuttoned, or shirttails hanging out
- Incomplete or nonregulation uniforms

MARKING ENLISTED CLOTHING

You should mark your clothing legibly with your name and social security number. Use black marking fluid for marking white clothing and chambray shirts. Use white marking fluid for marking blue clothes and dungaree trousers. Where labels are provided, mark them with indelible ink.

If available, men's and women's clothing should be marked with a 1/2-inch stencil or stamp. If a 1/2-inch stamp is not available, a stencil no larger than 1 inch may be used.

Required items of men's and women's clothing (tables 10-1 and 10-2) are marked according to current Navy uniform regulations and as indicated in the chart shown below. Where the word *right* or *left* appears in marking instructions, it means the owner's right or left when wearing the garment. On towels and similar articles, it means the owner's right or left when standing behind the article.

Student Notes:

Table 10-1.—Marking Men’s Clothing

ITEM	LOCATION
Shirts	<ol style="list-style-type: none"> 1. Blue chambray—Vertically, beginning 1 inch from the bottom on the inner side of the right front facing on which the buttons are sewn; embroider last name on right front, 1 inch above pockets. 2. Winter blue —Vertically, beginning 1 inch from the bottom on the lower side of the right front facing. 3. White summer—Same as winter blue.
Jumper (blue or white)	<ol style="list-style-type: none"> 1. Turn inside out, front down, collar away from you, stencil three initials, ¾ inch below collar seam to left of center, and last four digits of SSN ¼ inch below horizontal seam using white ink; fill in manufacturer’s tag, using ball- point pen.
Trousers	<ol style="list-style-type: none"> 1. Dress blue—On designated nameplate, turn trousers inside out, fly down, waistband away from you, stencil three initials and last four digits of SSN on rear pocket, 1/4 inch below horizontal seam using white ink; fill in manufacturer’s tag, using ball-point pen. 2. Dungaree—On waistband inside front at the right of center line, last name will be embroidered in white on the outside, 1 inch above right hip pocket, centered. 3. White long—Turn inside out, fly down, waistband away from you, stencil three initials and last four digits of SSN on left rear pocket in between the horizontal seams; fill in manufacturer’s tag, using ball-point pen.
Caps	<ol style="list-style-type: none"> 1. Command ball—Initials only on sweatband. 2. Knit (watch)—Initials only, on a label on the inside. 3. White hat—On the inside of the hem at the right of the center line on the back.
Jackets	<ol style="list-style-type: none"> 1. Blue windbreaker—On the inside of the hem at the right center line on the back. 2. Blue working—On the inside of the hem at the right on the center line on the back; last name only on the left 1 inch above the pocket; centered. Will be white.
Peacoat	<ol style="list-style-type: none"> 1. On label located on the inside breast pocket.
All-weather coat	<ol style="list-style-type: none"> 1. Inside lining, 3 inches below collar seam.
Sweater	<ol style="list-style-type: none"> 1. On label on the inside below the back of the collar.
Shoes	<ol style="list-style-type: none"> 1. Initials only inside, near top.
Socks	<ol style="list-style-type: none"> 1. Initials only on the foot.
Drawers	<ol style="list-style-type: none"> 1. On the outside of the right half of the waistband, or immediately underneath the waistband on drawers with elastic waistbands.
Undershirts	<ol style="list-style-type: none"> 1. On outside of the front, 1 inch from the bottom of the shirt, right of the center.
Belts	<ol style="list-style-type: none"> 1. Inside near tab.
Gloves	<ol style="list-style-type: none"> 1. Initials only on inside, near the top.
Neckerchiefs	<ol style="list-style-type: none"> 1. Diagonally across the center before folding, initials only.

Table 10-2.—Marking Women’s Clothing

ITEM	LOCATION
Coat (blue)	1. On designated name label.
Jumper (white)	1. Same as for men.
Shirts	<ol style="list-style-type: none"> 1. Blue chambray—Vertically, beginning 1 inch from the bottom on the inner side of the right front fold on which the buttons are sewn. The chambray shirt is embroidered in black, last name only on right front, 1 inch above the pocket, centered. Maternity chambray shirts that do not have pockets are embroidered in the same relative position as the blue chambray shirt, with pockets. 2. Blue winter—Vertically, beginning 1 inch from the bottom on the inner side of the right front fold on which the buttons are sewed. 3. White—Same as blue winter.
Skirts	<ol style="list-style-type: none"> 1. Blue, belted—Center front, inside waistband. 2. Blue, unbelted—Center front, inside on waistband. 3. Blue, formal—Center front, inside on waistband. 4. White, belted—White-certified Navy twill skirts will be marked on the name tag sewn on the liner directly underneath the right pocket.
Slacks (blue, white, or dungarees)	<ol style="list-style-type: none"> 1. Blue and white—Center back, inside on waistband. 2. Dungarees—Center back, embroidered inside on waistband
Caps	<ol style="list-style-type: none"> 1. Command ball—Initials only on sweatband. 2. Knit (watch)—Initials only on label on the inside. 3. Beret—On designated nameplate. 4. Combination white—On designated nameplate. 5. Garrison blue—On designated nameplate.
Jackets	<ol style="list-style-type: none"> 1. Blue windbreaker—On the inside of the hem at the right on the center line on the back. 2. Blue working—On the inside of the hem at the right of the center line of the back and the last name only on the left front, 1 inch above the pocket; centered. Will be in white
Overcoat	1. On designated nameplate; and inside left front panel.
Peacoat	1. On the label located on the inside breast pocket.
All-weather coat	1. Inside the lining, 3 inches below collar seam.
Sweater	1. On the manufacturer’s tag.
Scarf (blue or white)	1. Center back, inside.
Shoes (black dress or black service)	1. Initials only inside, near top.
Socks (black)	1. Initials only on the foot.
Undershirt	1. On the outside of the front, 1 inch from the bottom of the skirt and at the right on the center.
Belts (black or white)	1. Inside, last name and the first and middle initials only.

Table 10-2.—Marking Women’s Clothing (continued)

ITEM	LOCATION
Handbag	On the manufacturer’s tag inside large pocket.
Necktie	Inside, center, back.
Neckerchief	Same as for men.

NOTE

Embroidered name/nametags are required on the chambray shirt and dungaree trousers.

Your clothing is marked for good reasons. When you send your clothing to the laundry, there must be a method to identify it. If your clothing is lost or misplaced, the only way it can be recovered is if it has been properly marked.

TRANSFER OF CLOTHING

No transfer or exchange of an enlisted person’s uniform clothing will be made without the commanding officer’s authorization. When such transfers or exchanges are authorized or when clothing belonging to

deserters is sold, obliterate (make the name unreadable) the former owner’s name with a red “D.C.” stamp. The purchaser’s name will be placed above, below, or next to it.

SEABAGS

The CO requires clothing of all nonrated personnel to be inspected at regular intervals to make sure that each person has the required seabag items (table 10-3 and table 10-4). Also, before a nonrated person is transferred to another ship or station, another seabag inspection is made. Petty officers clothing may be inspected on an individual basis, as appropriate. All personnel are required to have at least the following items and quantities in their seabag:

Table 10-3.—Seabag Requirements for Enlisted E-1 through E-6—Men

ENLISTED MEN			
ITEM	QUANTITY	ITEM	QUANTITY
All-weather coat (blue)	1	Shirt, winter blue	2
Bag, duffel	1	Shirt, blue chambray, long sleeve	1
Belt, web, black, with silver clip	2	Shirt, blue chambray, fire retardant, long sleeve	4
Belt, web, white, with silver clip	3	Shirt, white short sleeve	2
Buckle, silver	4	Shoes, dress black	1 pr
Cap, ball	2	Shoes, safety chukka	1 pr
Cap, knit	2	Socks, cotton/nylon, black	6 pr
Gloves, leather, black	1 pr	Sweater, wool, blue	1
Group rate mark, black	3	Towel, bath	4
Group rate mark, white	4	Trousers, broadfall, blue	1 pr
Hat, white	3	Trousers, poly/wool, dress blue	2 pr
Jacket, blue working	1	Trousers, dungaree/denim	1 pr

Student Notes:

Table 10-3.—Seabag Requirements for Enlisted E-1 through E-6—Men (continued)

ENLISTED MEN			
ITEM	QUANTITY	ITEM	QUANTITY
Jumper, blue working	1	Trousers, dungaree, fire retardant	4 pr
Jumper, blue dress	1	Trousers, white	2 pr
Jumper, white dress	2	Trousers, white jumper (polyester)	2 pr
Neckerchief	1	Undershirts	8
Necktie, black	1	Undershorts, white	8

Table 10-4.—Seabag Requirements for Enlisted E-1 through E-6—Women

ENLISTED WOMEN			
ITEM	QUANTITY	ITEM	QUANTITY
All-weather coat (blue)	1	Shirt, cotton/poly, blue chambray, long sleeve	1
Bag, duffel	1	Shirt, blue chambray, fire retardant, long sleeve	4
Belt, web, black, with silver	2	Shirt cotton/poly white short sleeve	3
Belt, web, white, with silver	3	Shirt, winter blue	2
Buckle, silver	2	Shoes, black dress pumps	1 pr
Cap, ball	2	Shoes, black safety	1 pr
Cap, combination with 2 crowns	1	Shoes, service black	1 pr
Cap, garrison, blue	2	Skirt, blue belted	1
Cap, knot, blue	1	Skirt, blue unbelted	1
Coat, service dress blue	1	Skirt, CNT, poly white belted	1
Gloves, leather, black	1pr	Skirt, poly/cotton, white belted	2
Group rate mark, black	3	Slacks, blue belted	2 pr
Group rate mark, white	5	Slacks, blue unbelted	1 pr
Handbag, black	1	Slacks, cotton/poly, dungaree/denim	1 pr
Hosiery, nylon	As needed	Slacks, dungaree, fire retardant	4 pr
Insignia, service, hat, cap	1	Slacks, dress, CNT, white	2 pr
Jacket, utility (blue working)	1	Slacks, poly/cotton, white	2 pr
Jumper, white dress	1	Socks, black	5 pr
Lingerie	As needed	Sweater, blue	1
Neckerchief, black	1	Towel, bath	4
Necktab, black	1	Undershirts	8

CIVILIAN CLOTHING

You may be permitted to have civilian clothing in your possession aboard ship or at a naval activity ashore. You may wear such clothing while leaving or returning to your ship or station, while awaiting transportation after permission to leave the ship has been given, while on authorized leave of absence, liberty, or in any off-duty status ashore.

When wearing civilian clothing, you must ensure that your dress and personal appearance are appropriate for the occasion and won't bring discredit upon the naval service. Current styles and fashions are authorized. Tank-top shirts, white undershirts worn as outer garments, cutoff shorts, and shower sandals are considered appropriate civilian attire for occasions such as picnics, athletic events, and other daytime activities of an extremely casual nature. The above items will not otherwise be worn within the confines of a military installation.

In cases of individuals who do not wear civilian clothing as outlined or who fail to maintain proper and adequate uniforms, individual commands may suspend the privilege of wearing civilian clothing to and from the command.

Military personnel may wear the following military uniform articles with civilian clothing:

- All-weather coat/raincoat (without insignia)
- Belts with civilian buckles
- Knit watch cap
- Command/Navy ball cap (without insignia)
- Gloves
- Handbag
- Blue windbreaker jacket (without insignia)
- Khaki windbreaker jacket (without insignia)
- Shoes
- Socks/hosiery

- Cardigan and blue pullover sweaters (recruit issue)
- Black V-neck pullover sweater (without nametag)
- Underwear

REVIEW 2 QUESTIONS

Q1. DELETE

Q2. Men and women stencil what uniform the same way?

Q3. What person can authorize the transfer of an enlisted person's clothing to another enlisted person?

Q4. You are required to have fire retardant dungaree shirts and trousers/slacks in your seabag. How many pair(s) should you have?

Q5. List five uniform items that you can wear with civilian clothes.

- a.
- b.
- c.
- d.
- e.

Student Notes:

OFFICER AND ENLISTED INSIGNIA

Learning Objective: When you finish this chapter, you will be able to—

- Identify rating insignia to include service stripes, paygrade insignia of U.S. armed forces enlisted personnel, grade insignia and corps devices of naval officers, and special insignia.

In the enlisted branch of the Navy, a field of work or an occupation is called a *rating*. Levels within the rating are called *rates*. In the case of a Boatswain's Mate second class (BM2), for example, Boatswain's Mate is the rating and second class is the rate. In other words, rating is the job or occupation, while rate is the paygrade of the person.

As a newcomer without previous military experience, you probably entered the service as a recruit in paygrade E-1. This is the basic paygrade in the armed forces grading structure. From the recruit rate, you began to train in one of the six broad occupational groups. Your occupational group is identified by a group rate mark, which is worn on the left sleeve of jumpers and white summer shirts. Group rate marks are shown in figure 10-7.

Personnel in paygrades E-1, E-2, and E-3 who have qualified in a particular rating will wear the specialty mark of that rating. This is called a *striker mark*. The striker mark is worn immediately above the group rate mark. If you were a qualified striker and in paygrade E-1, you would wear the striker mark, even though you wouldn't wear the group rate mark.

After advancing to Seaman, Fireman, Airman, Constructionman, Hospitalman, or Dentalman, you'll want to qualify for the lowest petty officer rate—petty officer third class. The rating you are trying for will depend on your personal qualifications and desires. At this time, you will enter the occupational field that you will normally follow for the rest of your Navy career. Subject to standard instructions, changes from one field to another are allowed quite freely in the lower paygrades before a person has been intensively trained in one particular field. This lets you have enough time to find the choice of work you want in the Navy. However, once you have advanced to a senior petty officer level, changes to another field are seldom permitted.

As mentioned before, every enlisted person in the Navy has a rate. You must be able to identify a person's rate. To enable you to do this, every enlisted person in the Navy (with the exception of E-1) is required to wear an insignia indicating rate on the left arm of the service uniform. This is usually called a rating badge. Figures 10-8 through 10-10B identifies all enlisted rating insignia.

SERVICE STRIPES

Service stripes (called *hash marks*) indicate length of service. One stripe is worn on the left sleeve of jumpers for each **full** 4 years of active or Reserve service in any of the armed forces, or any combination thereof, such as 2 years in the Army and 2 years in the Navy. Scarlet hash marks and rating badges are worn on blue uniforms; blue hash marks on white uniforms.

Gold rating badges and service stripes are worn when good conduct in the naval service totals 12 years. This 12 years may be active or drilling reserve time in the Navy, Navy Reserve, Marine Corps, or Marine Corps Reserve. For more information about authority to wear gold rating badges and service stripes, refer to the *U.S. Navy Uniform Regulations*, NAVPERS 15665.













RATE INSIGNIA OF THE U.S. NAVY AND OTHER U.S. ARMED FORCES ENLISTED PERSONNEL

Look at figure 10-11, which shows the rate insignia of all the U.S. armed forces enlisted personnel.

The most senior enlisted person in the U.S. Navy is the master chief petty officer of the Navy (MCPON). (**NOTE:** The senior enlisted insignia for the other armed services are shown directly under the MCPON in fig. 10-11.) The rating insignia of the MCPON is similar to that of all other master chief petty officers, except that it has three gold stars in line above the eagle and a gold star in the space between the eagle and the upper chevron that replaces the specialty mark.









Major commands have a Command Master Chief Petty Officer (CM/C). The CM/C insignia differs from the MCPON. There are two silver stars above the eagle, and there is a silver star that replaces the specialty mark.

Student Notes:





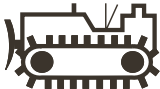


GROUP	PAYGRADE	RATE	ABBR	UPPER SLEEVE
DECK/ADMINISTRATION MEDICAL/DENTAL	E-1	SEAMAN RECRUIT HOSPITALMAN RECRUIT DENTALMAN RECRUIT	SR HR DR	
	E-2	SEAMAN APPRENTICE HOSPITALMAN APPRENTICE DENTALMAN APPRENTICE	SA HA DA	
	E-3	SEAMAN HOSPITALMAN DENTALMAN	SN HN DN	
ENGINEERING/HULL	E-1	FIREMAN RECRUIT	FR	
	E-2	FIREMAN APPRENTICE	FA	
	E-3	FIREMAN	FN	
AVIATION	E-1	AIRMAN RECRUIT	AR	
	E-2	AIRMAN APPRENTICE	AA	
	E-3	AIRMAN	AN	
CONSTRUCTION (SEABEES)	E-1	CONSTRUCTION RECRUIT	CR	
	E-2	CONSTRUCTION APPRENTICE	CA	
	E-3	CONSTRUCTION	CN	

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Figure 10-7.—Group rate marks for paygrades E-1 through E-3.

ENGINEERING SPECIALTIES	
 DAMAGE CONTROLMAN - DC	 ELECTRICIAN'S MATE - EM
 ENGINEMAN - EN	 GAS TURBINE SYSTEM TECHNICIAN - GS*
 HULL MAINTENANCE TECHNICIAN - HT	 INTERIOR COMMUNICATIONS ELECTRICIAN - IC
 MACHINIST'S MATE - MM	 MACHINERY REPAIRMAN - MR















*GAS TURBINE TECHNICIAN IS USED AT PAYGRADE E-9 ONLY. LEADING TO GSCM IS THE GAS TURBINE SYSTEM TECHNICIAN - ELECTRICAL (GSE) AND GAS TURBINE ELECTRICIAN - MECHANICAL (GSM)

CONSTRUCTION SPECIALTIES	
 BUILDER - BU ¹	 CONSTRUCTION ELECTRICIAN - CE ²
 CONSTRUCTION MECHANIC - CM ³	 ENGINEERING AID - EA ¹
 EQUIPMENT OPERATOR - EO ³	 STEELWORKER - SW ¹
 UTILITIESMAN - UT ²	

¹BU, EA, AND SW BECOME CUCM AT PAYGRADE E-9
²CE AND UT BECOME UCCM AT PAYGRADE E-9
³CM AND EO BECOME EQCM AT PAYGRADE E-9

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Figure 10-8.—Rating insignias for enlisted personnel.

AVIATION SPECIALTIES	
 <p>AVIATION BOATSWAIN'S MATE - AB¹</p>	 <p>AIR TRAFFIC CONTROLLER - AC</p>
 <p>AVIATION MACHINIST'S MATE - AD³</p>	 <p>AVIATION ELECTRICIAN'S MATE - AE</p>
 <p>AEROGRAPHER'S MATE - AG</p>	 <p>AVIATION STOREKEEPER - AK</p>
 <p>AVIATION STRUCTURAL MECHANIC - AM^{2,3}</p>	 <p>AVIATION ORDNANCEMAN - AO</p>
 <p>AVIATION SUPPORT EQUIPMENT TECHNICIAN - AS</p>	 <p>AVIATION ELECTRONICS TECHNICIAN - AT⁴</p>
 <p>AVIATION WARFARE SYSTEMS OPERATOR - AW</p>	 <p>AVIATION MAINTENANCE ADMINISTRATIONMAN - AZ</p>
 <p>PHOTOGRAPHER'S MATE - PH</p>	 <p>AIRCREW SURVIVAL EQUIPMENTMAN - PR</p>

¹AVIATION BOATSWAIN'S MATE IS USED AT PAYGRADE E-9 ONLY. LEADING TO ABCM IS LAUNCHING AND RECOVERY EQUIPMENT (ABE), FUELS (ABF), AND AIRCRAFT HANDLING (ABH).







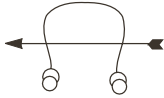
²STRUCTURAL MECHANIC IS USED AT PAYGRADE E-8 ONLY. LEADING TO AMCS IS SAFETY EQUIPMENT (AME), HYDRAULICS (AMH), AND STRUCTURES (AMS).

³ADCS AND AMCS LEADING TO AFCM.



















⁴ATCS AND AECS LEADING TO AVCM.

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Figure 10-9.—Rating insignias for enlisted personnel (continued).

DECK SPECIALTIES		
 BOATSWAIN'S MATE - BM	 ELECTRONICS WARFARE TECHNICIAN - EW	 MASTER-AT-ARMS - MA
 QUARTERMASTER - QM	 OPERATIONS SPECIALIST - OS	 SIGNALMAN - SM
 SONAR TECHNICIAN - ST ¹		



¹SONAR TECHNICIAN HAS TWO BRANCHES: SONAR TECHNICIAN-SURFACE (STG) AND SONAR TECHNICIAN-SUBMARINE (STS)

ADMINISTRATION/TECHNICAL SPECIALTIES		
 CRYPTOLOGIC TECHNICIAN - CT ²	 DISBURSING CLERK - DK	 ELECTRONICS TECHNICIAN - ET
 ILLUSTRATOR DRAFTSMAN -DM	 INTELLIGENCE SPECIALIST - IS	 INFORMATION SYSTEMS TECHNICIAN - IT
 JOURNALIST - JO	 LITHOGRAPHER - LI	 LEGALMAN - LN
 MESS MANAGEMENT SPECIALIST - MS	 MUSICIAN - MU	 NAVY COUNSELOR - NC
 POSTAL CLERK - PC	 PERSONNELMAN - PN	 RELIGIOUS PROGRAM SPECIALIST - RP
 SHIP'S SERVICEMAN - SH	 STOREKEEPER - SK	 YEOMAN - YN

²CRYPTOLOGIC TECHNICIAN HAS OF SIX BRANCHES: CRYPTOLOGIC TECHNICIAN-ADMINISTRATION (CTA); CRYPTOLOGIC TECHNICIAN-INTERPRETIVE (CTI); CRYPTOLOGIC TECHNICIAN-MAINTENANCE (CTM); CRYPTOLOGIC TECHNICIAN-COMMUNICATIONS (CTO); CRYPTOLOGIC TECHNICIAN-COLLECTION (CTR); AND CRYPTOLOGIC TECHNICIAN-TECHNICAL (CTT)

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Figure 10-10A.—Rating insignias for enlisted personnel (continued).

MEDICAL SPECIALTIES	
 DENTAL TECHNICIAN - DT	 HOSPITAL CORPSMAN - HM

WEAPONS SPECIALTIES		
 FIRE CONTROLMAN - FC	 FIRE CONTROL TECHNICIAN - FT	 GUNNER'S MATE - GM
 MINEMAN - MN	 MISSILE TECHNICIAN - MT	 TORPEDOMAN'S MATE - TM

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Figure 10-10B.—Rating insignias for enlisted personnel (continued).

You should also be familiar with the rating structure of the other branches of the U.S. military. Refer to figure 10-11 for a comparison of the Navy, Marine Corps, Army, and Air Force enlisted structure.

RANK INSIGNIA/CORPS DEVICES—U.S. NAVAL OFFICER

The paygrade of an enlisted person is referred to as a rate. For example, an E-4 is a petty officer third class. The paygrade of a commissioned officer is called a *rank*. A lieutenant is an O-3. Commissioned officers hold their positions of command by the authority given them by the President of the United States.

Naval Officers

An officer of a given grade is junior to all officers of higher grades and senior to all officers of lower grades. Any commissioned officer is senior to any warrant officer or enlisted person. When officers are of the same grade, then the officer first commissioned in that grade outranks officers commissioned at later dates. In other words, officers of the same grade rank according to their date of commission—the earlier the date, the more senior the officer. If the officers have the same date of rank, then they take precedence according to a numerical listing kept by the Navy Department. Figures 10-12, 10-13, and 10-14 show the rank insignia of U.S. naval officers as well as the insignia of other branches of the U.S. armed forces.

Student Notes:

PAY GRADE	E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	*
NAVY							SENIOR PETTY OFFICERS COLLAR DEVICES			
	SEAMAN RECRUIT	SEAMAN APPRENTICE	SEAMAN	PETTY OFFICER THIRD CLASS	PETTY OFFICER SECOND CLASS	PETTY OFFICER FIRST CLASS	CHIEF PETTY OFFICER	SENIOR CHIEF PETTY OFFICER	MASTER CHIEF PETTY OFFICER	MASTER CHIEF PETTY OFFICER OF THE NAVY
MARINES	PRIVATE	PRIVATE FIRST CLASS	LANCE CORPORAL	CORPORAL	SERGEANT	STAFF SERGEANT	GUNNERY SERGEANT	FIRST SERGEANT	SERGEANT MAJOR	
								MASTER SERGEANT	MASTER GUNNERY SERGEANT	SERGEANT MAJOR OF THE MARINE CORPS
ARMY	PRIVATE	PRIVATE	PRIVATE FIRST CLASS	CORPORAL	SERGEANT	STAFF SERGEANT	SERGEANT FIRST CLASS	FIRST SERGEANT	COMMAND SERGEANT MAJOR	
				SPECIALIST				MASTER SERGEANT	SERGEANT MAJOR	SERGEANT MAJOR OF THE ARMY
AIR FORCE	AIRMAN BASIC	AIRMAN	AIRMAN FIRST CLASS	SENIOR AIRMAN	STAFF SERGEANT	TECHNICAL SERGEANT	MASTER SERGEANT	SENIOR MASTER SERGEANT	CHIEF MASTER SERGEANT	COMMAND CHIEF MASTER SERGEANT
				SERGEANT			ALL STARS SILVER			

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*AUTHORIZED ONLY WHILE SERVING AS THE SENIOR ENLISTED MEMBER OF ANY BRANCH OF MILITARY SERVICE.

Figure 10-11.—Rate insignia of U.S. armed forces enlisted personnel.

		WARRANT			
PAY GRADE		W-1	W-2	W-3	W-4
			GOLD BLUE	SILVER BLUE	SILVER BLUE
NAVY					
	CHIEF WARRANT OFFICER W 1	CHIEF WARRANT OFFICER W 2	CHIEF WARRANT OFFICER W 3	CHIEF WARRANT OFFICER W 4	
MARINES					
	WARRANT OFFICER W 1	CHIEF WARRANT OFFICER W 2	CHIEF WARRANT OFFICER W 3	CHIEF WARRANT OFFICER W 4	
ARMY					
	WARRANT OFFICER W 1	CHIEF WARRANT OFFICER W 2	CHIEF WARRANT OFFICER W 3	CHIEF WARRANT OFFICER W 4	
AIR FORCE	NONE	NONE	NONE	NONE	

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Figure 10-12.—Rank insignia of warrant officers of the U. S. armed services.

Officers are also divided into line officers and staff corps officers. A star is worn on the sleeve or shoulder board of the line officer, depending on the uniform. The line category is subdivided into unrestricted and restricted line.

- Only unrestricted line officers are eligible for command at sea and the command of aircraft squadrons, fleets, and shore bases such as naval bases and naval air stations. Included in this category are limited duty officers (LDOs), who have been specifically authorized

to assume such command and certain naval aviators.

- Restricted line officers are those designated for engineering or other special duty, such as communications, naval intelligence, photography, and other technical fields. They aren't eligible for command at sea but may assume command of designated shore facilities.

- Staff corps officers are specialists in certain areas, such as supply and medicine. They wear staff corps insignia (fig. 10-15). A doctor can become the commanding officer (CO) of a hospital or a medical school or the chief of the Bureau of Medicine. A supply officer can become the CO of a supply depot or a school or the head of the Navy Supply Systems Command.

When officers are of the same grade and date of commissioning, but from different officer's categories, seniority takes precedence in the following order:































1. Line
2. Medical
3. Supply
4. Chaplain
5. Civil Engineer
6. Judge Advocate General
7. Dental
8. Medical Service
9. Nurse

In addition to regular commissioned officers, the Navy has another group of officers called *commissioned warrant officers*.

Warrant Officers

The Navy needs specialists to supervise the operation of equipment and weapons and needs enlisted personnel to maintain them. Chief warrant officers fill the gap between enlisted personnel and commissioned officers. They are former enlisted personnel selected for warrant status because of their professional ability and for their demonstrated qualities of leadership, loyalty,

Student Notes:

		COMMISSIONED					
PAY GRADE		0-1	0-2	0-3	0-4	0-5	0-6
NAVY		GOLD 	SILVER 	SILVER 	GOLD 	SILVER 	SILVER 
		 ENSIGN	 LIEUTENANT JUNIOR GRADE	 LIEUTENANT	 LIEUTENANT COMMANDER	 COMMANDER	 CAPTAIN
MARINES		GOLD 	SILVER 	SILVER 	GOLD 	SILVER 	SILVER 
		SECOND LIEUTENANT	FIRST LIEUTENANT	CAPTAIN	MAJOR	LIEUTENANT COLONEL	COLONEL
ARMY		GOLD 	SILVER 	SILVER 	GOLD 	SILVER 	SILVER 
		SECOND LIEUTENANT	FIRST LIEUTENANT	CAPTAIN	MAJOR	LIEUTENANT COLONEL	COLONEL
AIR FORCE		GOLD 	SILVER 	SILVER 	GOLD 	SILVER 	SILVER 
		SECOND LIEUTENANT	FIRST LIEUTENANT	CAPTAIN	MAJOR	LIEUTENANT COLONEL	COLONEL

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Figure 10-13.—Rank insignia of commissioned officers of the U. S. armed services.






























and devotion to duty. All warrant officers are commissioned as W-2s.

Chief warrant officers wear collar devices or sleeve insignia symbolic of their specialty in the same manner as staff corps officers, as shown in figures 10-16 and 10-17.

SPECIAL INSIGNIA

Special insignia are worn on the breast to indicate special qualifications or designations (figs. 10-18 and 10-19). (NOTE: Not all insignias are shown.) Some examples of special insignia are as follows:

Student Notes:

		COMMISSIONED				
PAY GRADE	0-7	0-8	0-9	0-10		
		SILVER 	SILVER 	SILVER 	SILVER 	SILVER 
NAVY						
						
	REAR ADMIRAL LOWER HALF	REAR ADMIRAL UPPER HALF	VICE ADMIRAL	ADMIRAL	FLEET ADMIRAL	
MARINES	SILVER 	SILVER 	SILVER 	SILVER 		
	BRIGADIER GENERAL	MAJOR GENERAL	LIEUTENANT GENERAL	GENERAL		
ARMY	SILVER 	SILVER 	SILVER 	SILVER 	SILVER 	
	BRIGADIER GENERAL	MAJOR GENERAL	LIEUTENANT GENERAL	GENERAL	GENERAL OF THE ARMY	
AIR FORCE	SILVER 	SILVER 	SILVER 	SILVER 	SILVER 	
	BRIGADIER GENERAL	MAJOR GENERAL	LIEUTENANT GENERAL	GENERAL	GENERAL OF THE AIR FORCE	

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Figure 10-14.—Rank insignia of commissioned officers of the U. S. armed services (Continued).

The **Command at Sea** insignia is worn by persons below flag rank who have or have had command of commissioned ships or aviation squadrons at sea. Officers currently in command wear the insignia on the right breast. Those not presently in command, but who have held command, wear it on the left breast below any ribbons, medals, or other insignia.

The **Command Ashore/Project Manager** insignia is worn by officers below flag rank who have or have had command ashore or served as a project manager. It is worn in the same manner as the Command at Sea insignia.

The **Small Craft OIC/POIC** insignia is worn by

Student Notes:



Figure 10-15.—Line and staff corps officers' insignia.

enlisted and officer personnel currently serving or who have previously served as an officer in charge of a small craft. Enlisted personnel wear silver and officers wear gold when they are authorized to wear these special insignias. This insignia is worn in the same manner as the Command at Sea insignia.

The **Surface Warfare** insignia is worn by officers and enlisted personnel who have qualified in all phases of surface warfare.

The **Submarine Warfare** insignia is worn by personnel who have qualified to serve in submarines. In addition to the basic insignia, other submarine insignia

include those for submarine medical, engineer, and supply officers and for all who participated successfully in combat patrols.

The **Aviation Warfare** insignia is worn by personnel qualified to serve in flight. In addition to the Aviation insignia, other insignia are worn by flight officers, flight surgeons, flight nurses, aircrewmen, astronauts, and air warfare specialists.

The **Special Warfare** insignia is worn by personnel qualified in underwater and beach reconnaissance, demolition, and special warfare tactics. They are usually associated with underwater demolition or

Student Notes:



Figure 10-16.—Warrant officers' specialty insignia.



Figure 10-17.—Warrant officers' specialty insignia (continued).



COMMAND AT SEA



COMMAND ASHORE/PROJECT
MANAGER



SMALL CRAFT
(OFFICER)



CRAFTMASTER



SUBMARINE



DEEP SUBMERGENCE
(OFFICER)



AVIATION WARFARE SPECIALIST
(ENLISTED)



NAVAL AVIATOR



NAVAL PARACHUTIST



AIRCREW



SPECIAL WARFARE



SURFACE WARFARE
(OFFICER)



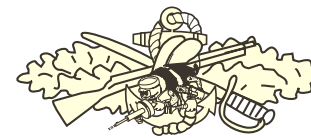
EXPLOSIVE ORDNANCE DISPOSAL



SURFACE WARFARE
(ENLISTED)



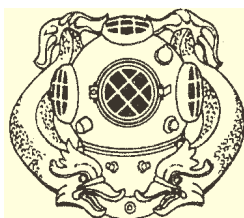
SUBMARINE COMBAT PATROL



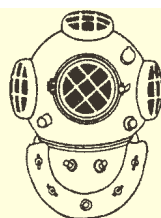
SEABEE COMBAT
WARFARE SPECIALIST
(ENLISTED - SILVER)

BMRF1018

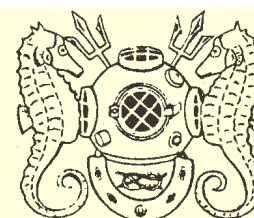
Figure 10-18.—Breast insignia.



DIVER FIRST CLASS



DIVER SECOND CLASS



MASTER DIVER



BMRF1019

CAREER COUNSELOR



NAVY FLEET/FORCE/COMMAND
MASTER FORCE

Figure 10-19.—Breast insignia (continued).

sea-air-land (SEAL) team detachments.

The **Explosive Ordnance Disposal Warfare** insignia is worn by personnel who are qualified in the identification and safe disposal of many different types of ordnance produced by the United States, our allies, and our enemies.

The **Underwater** insignia is worn by officer and enlisted personnel qualified in various classes of diving. The Underwater insignia is silver with the exception of the Diving Officer and the Diver Medical insignia, which are gold.

The **Seabee Combat Warfare Specialist** insignia is worn by personnel who are qualified in all phases of Naval Mobile Construction Battalion operations including mobilization, combat operations, disaster recovery, and combat readiness.

Most insignia worn by officers and enlisted personnel are identical, with one exception—those worn by officers are gold, while those worn by enlisted personnel are silver. Examples of some of these are **Submarine**, **Small Craft**, and **Explosive Ordnance Disposal**. Two exceptions to this are the **Enlisted Aircrew** insignia and the **Naval Parachutist's** insignia, which are gold.

Another type of special insignia worn by naval personnel is an identification badge, which is displayed by those engaged in Presidential service or assigned to certain staffs, such as the organization of the Joint Chiefs of Staff (JCS) or the Office of the Secretary of Defense.

EMBLEM

Different commands within the Navy have special emblems. Figure 10-20 shows one example of an emblem.

REVIEW 3 QUESTIONS

- Q1. What is a striker mark?
- Q2. To be eligible to wear a service stripe, you must have served 4 full years of active or Reserve service in what branch of the U.S. Armed



Figure 10-20.—Chaplain corps emblem.

Forces?

- Q3. A naval officer is wearing one silver star insignia on the uniform collar. What rank does this insignia show?
- Q4. When worn as a sleeve insignia, what device designates the officer as a line officer?
- Q5. What kind of special insignia is worn on the breast by personnel qualified in underwater and beach reconnaissance and demolition?

AWARDS

Learning Objectives: When you finish this chapter, you will be able to—

- Recognize authorized military awards.
- Identify the regulations governing their wear.

Student Notes:

An award is any decoration, medal, badge, ribbon, or letter of commendation given to an individual or unit in recognition of outstanding acts or service performed. There are seven broad categories of awards:

1. Military decorations
2. Unit awards
3. Nonmilitary decorations
4. Campaign and service awards
5. Foreign decorations and non-U.S. service awards
6. Marksmanship awards
7. Awards of military societies and other organizations

Military decorations. A military decoration is an award given to an individual for a specific personal act of gallantry or meritorious service. Some examples of military decorations are the Medal of Honor, Navy Cross, Distinguished Service Medal, and Purple Heart.

The first military decoration awarded to individuals by this country was the Purple Heart. The Purple Heart was founded by George Washington in 1782. It was awarded for unusual gallantry and/or extraordinary fidelity and essential service. Only three people were awarded the original Purple Heart. The awards were made for action during the Revolutionary War. One hundred and fifty years later, in 1932, the President Franklin Deleno Roosevelt revived the Purple Heart decoration.

The basis for this award was changed from the original idea. As reestablished, the Purple Heart is now awarded for wounds received as a result of enemy action.

Unit awards. An award presented to an operating unit worn only by members of the unit who participated in the cited action. Unit awards include the Presidential Unit Citation, the Navy Unit Commendation, and the Navy "E."

Nonmilitary decorations. Nonmilitary decorations are awarded for various actions by an individual. A few examples are the Presidential Medal

of Freedom, the Gold and Silver Life Saving Medals, and the National Sciences Medal.

Campaign and service awards. Campaign and service awards are issued to personnel who have participated in designated wars, campaigns, expeditions, or who have fulfilled creditable, specific, service requirements. Examples of campaign and service awards are the Prisoner of War Medal, Good Conduct Medal, Antarctica Service Medal, Armed Forces Expeditionary Medal.

Foreign decorations and non-U.S. service awards. The foreign decorations and non-U.S. service awards that may be worn are listed in the *U.S. Navy Uniform Regulations*, NAVPERS 156650.

Marksmanship awards. Some examples of the marksmanship awards include the Navy Pistol Marksmanship Medal/Ribbon, the Distinguished Marksman Badge, and the Navy Rifleman Excellence In Competition Badge.

Awards of military societies and other organizations. Awards of military societies and other organizations are awards from the following organizations: Regular Army and Navy Union, Medical Scientific Societies, Naval Reserve Association, and the Moreell Medal.

Normally, awards are medals suspended from a pin by a distinctive ribbon; but there are exceptions, such as the Presidential Unit Citation, Navy Unit Commendation, Meritorious Unit Commendation, and Combat Action Ribbon. These awards are not medals but ribbons that denote the citation.

Medals are attached to the uniform just above the left breast pocket. Up to three medals are worn side by side. When there are more than three medals, they are attached to a bar in an overlapping fashion with a maximum of five medals to a row (in their order of precedence).

Except on special occasions (such as a personnel inspection), replicas of the medal suspension ribbons are worn. These ribbons are part of the service dress uniform. They are worn centered 1/4 inch above the left breast pocket, with no space between ribbons or between rows. Each row may contain no more than three

Student Notes:

ribbons. A row of fewer than three ribbons is centered above a full row. Persons possessing four or more ribbons must wear a minimum of three but may wear all if desired. The ribbons, which may be either sewn on the uniform or attached to bars, are worn in their order of precedence—from top to bottom and inboard to outboard within rows. Transparent covering or the use of preservatives isn't permitted. No alteration may be made that would change the appearance of the ribbons. When medals are prescribed as part of the uniform, ribbons that don't have corresponding large medals are worn on the right breast.

REVIEW 4 QUESTIONS

- Q1. If a person has four or more ribbons, what is the minimum number of medals that can be worn on the uniform?
- Q2. List four examples of military decorations.
- a.
 - b.
 - c.
 - d.
- Q3. List two types of nonmilitary decorations.
- a.
 - b.
- Q4. When wearing medals or ribbons on a uniform, what is their order of precedence?

IDENTIFICATION CARDS

Learning Objective: When you finish this chapter, you will be able to—

- Identify the regulations governing military identification (ID) cards and identification tags.

The armed forces identification card is used to identify you as a member of the U.S. armed forces. It isn't a pass. It remains the property of the United States. Anyone altering, damaging, lending, counterfeiting, or using the card in an unauthorized manner is subject to disciplinary action.

You must carry the card at all times. You can't give your ID card as security for the return of property or equipment provided by civilian or naval recreational activities.

The active-duty ID card **must be** surrendered by the holder for the following reasons:

- When it is replaced. It must be replaced for the following reasons:
 - To show a change in rank or rate.
 - To show a change in the card's expiration date
 - To replace a lost, stolen, or destroyed card.
 - To correct an error.
 - To replace a mutilated card.
 - To change data that makes the card questionable as a means of identification.
 - To effect a name change.
- When the holder is released from extended active duty.
- When it is required by proper military authority for identification or investigation purposes, or while in disciplinary confinement.

Since the armed forces ID card (active) meets all the requirements of article 17 of the Geneva Convention pertaining to the treatment of prisoners of war, it serves as identification for that purpose. If you're captured as a prisoner of war, you **may** show your ID card to the capturing authorities but you **may not** surrender it to

Student Notes:

them.

Identification tags (dog tags) are designed for the identification and casualty reporting of members who become casualties and for grave registration of members who die in a combat zone. As soon as possible after reporting for active duty, each Navy member is issued two complete identification tags.

Identification tags are made of metal, approximately 2 inches long by 1 1/8 inches wide, and attached to a 25-inch necklace. These tags are a prescribed part of your uniform and must be kept in your possession. When prescribed by directives, they are worn suspended from the neck under the clothing. When not required to be worn, they should be regarded as part of your equipment and will be regularly inspected as such.

Identification tags must be worn while you are on active duty in the Navy under the following conditions:

- In time of war
- In time of national emergency
- When engaged in flight operations
- When traveling in aircraft
- When reporting to an armed forces medical facility for treatment
- When prescribed by the Chief of Naval Operations (CNO)
- When prescribed by competent authority

Each tag is embossed with the following information:

First line—Last name, first name, and middle initial of the wearer; that is, DOE, John R. When the space provided for the first line is insufficient for the name as prescribed above, the first line will contain only the last name.

Second Line—The first name and middle initial, if needed.

Third line—Military personnel identification number (SSN), the letters USN, and the blood type and Rh factor.

Fourth line—The religious preference of the

wearer.

REVIEW 5 QUESTIONS

- Q1. Name five actions that you should **not** take with regard to your ID card.
- a.
 - b.
 - c.
 - d.
 - e.
- Q2. Describe the difference between the purpose for the military ID card and dog tags in wartime.
- Q3. List the information contained on the dog tags.
- a.
 - b.
 - c.
 - d.

GROOMING STANDARDS

Learning Objective: When you finish this chapter, you will be able to—

- Recognize grooming standards for men and women.

Grooming standards are based on several elements—including neatness, cleanliness, safety, military image, and appearance in uniform. The standards aren't intended to be overly restrictive or designed to isolate Navy men and women from society. The limits are reasonable; they make sure that personal appearance contributes to a favorable military image,

Student Notes:

yet they allow a degree of individuality. The seeming difference between the policy on grooming for male and female members is simply recognition that there is a difference between the sexes—mustaches and sideburns for men, longer hair and cosmetics for women.

Remember! Grooming promotes pride in who and what you are, pride of being in the Navy, and pride in being in the United States.

GROOMING STANDARDS FOR MEN

Hair will be neat and clean and present a groomed appearance. Hair above the ears and around the neck will be tapered from the lower hairline upward at least 3/4 inch and outward to greater than 3/4 inch to blend with the hairstyle. Hair on the back of the neck may not touch the collar. Hair will be no longer than 4 inches and groomed so that it does not touch the ears or collar, extend below the eyebrows when headgear is removed, or interfere with proper wearing of the headgear. The primary consideration remains a neatly groomed appearance for the hairstyle and the type of hair that the individual has.

Sideburns are permitted, but they are to be of even width (not flared), end with a clean-shaven horizontal line, and cannot extend below the middle of the ear.

In most instances, mustaches also are permitted, but must be kept neatly trimmed so that they don't appear ragged. No eccentricities, such as long drooping mustaches, are permitted. Beards are not allowed.

Articles such as pencils, pens, watch chains/fobs, pins, jewelry, handkerchiefs, combs, cigars, cigarettes, or pipes must not be worn or carried exposed on the uniform. Wristwatches, bracelets, and rings (one ring per hand) are permitted. While in uniform, men may wear one necklace or choker, but it must not be visible. Men must not wear earrings while in uniform or while in civilian clothes, while on a military installation, or when attending a military function.

Navy personnel assigned to Marine Corps units, **must** abide by the grooming standards established for Marines; otherwise, when wearing Navy uniforms (including fatigues), they must abide by Navy

regulations.

GROOMING STANDARDS FOR WOMEN

Hairstyles will be neat and present a groomed appearance. They will not be outrageously multicolored or faddish, to include shaved portions of scalp or designs cut or braided into the hair. Haircuts and styles will present a balanced appearance. Lopsided and extremely asymmetrical (not balanced) styles aren't authorized.

Braids

Braided hairstyles must be conservative and conform to the guidelines stated in NAVPERS 15665. Some of the guidelines include the following information:

- Ponytails, pigtails, widely spaced individual hanging locks, and braids that protrude from the head **aren't** authorized.
- Multiple braids are authorized.
- When a hairstyle of multiple braids is worn, braids will be
 - Uniform in dimension
 - Small in diameter (approximately 1/4 inch)
 - Tightly interwoven to present a neat, professional, well-groomed appearance.
 - Foreign material (such as beads or decorative items) will not be braided into the hair.
 - Short hair may be braided in symmetrical fore and aft rows (corn rowing) that minimizes scalp exposure.
 - Corn row ends will not protrude from the head and must be secured with inconspicuous rubber bands that match the hair color.

Hairstyles

Appropriateness of the hairstyle is judged by its appearance when headgear is worn. All headgear must fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hair shouldn't show from under the front of the brim of the

Student Notes:

combination hat, garrison, or command ball cap. Hairstyles that don't allow headgear to be worn in this way, or that interfere with the proper wear of protective masks or equipment, are prohibited.

Hair Length

When in uniform, the hair may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. With jumper uniforms, hair may extend a maximum of 1 1/2 inches below the top of the jumper collar. Long hair, including braids, that falls below the lower edge of the collar must be neatly and inconspicuously fastened, pinned, or secured to the head. No portion of the bulk of the hair as measured from the scalp will exceed approximately 2 inches.

Barrettes/Combs/Clips

A maximum of two small barrettes/combs/clips, similar to hair color, may be used in the hair. Additional bobby pins or rubber bands matching the hair color may be used to hold hair in place, if necessary. Fabric elastics and colored bands/pins aren't authorized. Hair ornaments will not present a safety or foreign object damage (FOD). Hair nets will not be worn unless authorized for a specific type of duty.

Fingernails

Fingernails must not exceed 1/4 inch measured from the tip of the finger. Nail polish must be a soft shade, complementary to the skin tone.

Cosmetics

Cosmetics should be conservative in color and applied sparingly. No eccentricities or faddishness of dress, jewelry, or grooming is permitted. No pencils, pens, pins, handkerchiefs, or jewelry may be worn or exposed on the uniform. Earrings may be worn with the uniform and must be the 6mm-ball (approximately 1/4 to 1/8 inch) type with a plain brushed matte finish or a shiny finish; either the screw-on or post type. E-6 and below must wear silver earrings; CPOs and officers must wear gold. Small single pearl earrings are authorized for dinner or formal dress uniforms. While in uniform, women may wear one necklace or choker, but

it must not be visible.

Maternity Uniforms

The wearing of the maternity uniform is mandatory for all pregnant women in the Navy when a uniform is prescribed, and regular uniforms no longer fit.

REVIEW 6 QUESTIONS

- Q1. While in uniform, how many (a) wristwatches and (b) bracelets can be worn?
- a.
 - b.
- Q2. To what Navy publication should you refer for further explanation of grooming standards?
- Q3. When in uniform, what type of earrings is authorized for E-6 and below and CPOs and above?
- a. E-6 and below:
 - b. CPO and above:

DRILL AND FORMATIONS

Learning Objectives: When you finish this chapter, you will be able to—

- Recognize the purpose of formations.
- Identify facing movements within a formation.

Understanding and correctly following the basic drill positions and facing movements are a necessary part of your military life. Drills teach discipline and instill habits of precision and automatic response to orders.

What is the purpose for formations? Is it to see if you know your right from our left? Not really!

Student Notes:

One of the purposes for formations is to move a large number of personnel from one place to another in an orderly manner. Another purpose is to make sure people receive correct up-to-date information. People listen more closely to and better understand what is being said when they are alert and paying attention. Just imagine a group of people standing around, their hands in their pockets, daydreaming or talking while someone is trying to relay important information. How many people will actually hear and understand what is being said? Probably not many! Formations also help teach a group of individuals to act as members of a team instead of “doing their own thing.”

POSITIONS WITHIN A FORMATION

Many military functions, such as morning quarters and personnel inspections, require that you assemble in formation. The terms used to identify these formations may vary at different commands. For example, the term *squad* or *platoon* at one command may be a *detail*, *division*, or *class* at another. Here, the term *squad* is used to represent a basic formation. Remember that the members of any formation must respond in unison (together) to the commands given. By studying the following terms and referring to the diagram in figure 10-21, you can easily learn the basic positions within a formation:

Distance. A space of 40 inches between the chest of one person and the back of the person ahead within ranks.

Element. An individual, squad, section, platoon, company, or some other unit that is part of a larger unit.

File or column. A formation of elements or persons placed one behind the other.

Flank. The extreme right or left of a unit, either in line or in column. The element on the extreme right or left of the rank. A direction at a right angle to the direction an element or a formation is facing.

Formation. An arrangement of elements in line, in column, or in any other prescribed manner.

Guide. The individual on whom a formation or element regulates its alignment. The guide is usually positioned to the right.

Interval. The space between individuals from shoulder to shoulder, normally one arm’s length.

Pace. The length of a full step (30 inches for men and 24 inches for women).

Rank or line. A formation of elements or persons abreast of each other or side by side.

Step. The distance from heel to heel between the feet of a marching person. The half step and back step are 15 inches. The right and left steps are 12 inches.

POSITION AND FACING COMMANDS

The two types of commands are the preparatory command, such as RIGHT, which indicates the type of movement to be made, and the command of execution, such as FACE, which causes the desired movement to be

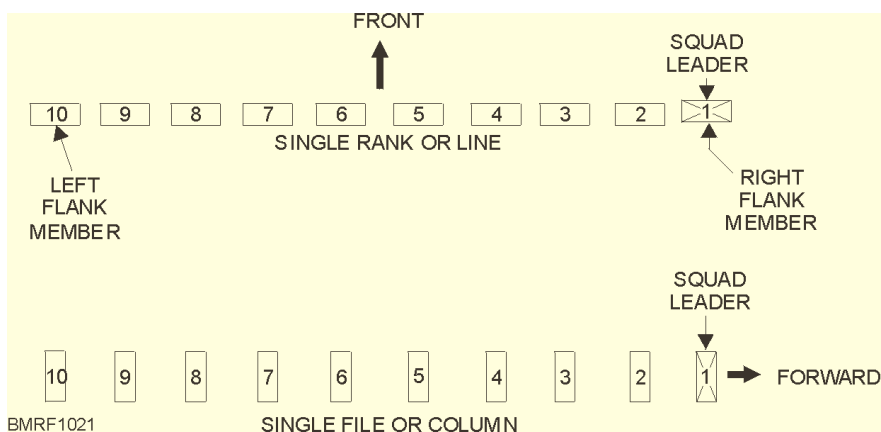


Figure 10-21.—Positions within a formation.

Student Notes:

made. **In this chapter, preparatory commands are bolded and the first letter is capitalized. In commands of execution, each letter is capitalized. When both types of commands are combined, such as FALL IN, AT EASE, and REST, they are capitalized just like commands of execution.**

The command AS YOU WERE cancels a command or an order started but not completed. On this command, you resume your former position.

POSITIONS

Assume the following positions only when you are at a halt. One person or an entire formation may execute them.

ATTENTION. The position of attention is the basic military position. It indicates you are alert and ready for instruction. In this position, stand with your heels together, feet forming an angle of 45°, head and body erect, hips and shoulders level, and chest lifted. As shown in figure 10-22, allow your arms to hang naturally—thumbs along skirt or trouser seams and fingers joined and in their natural curl. Keep your legs straight, but not stiff at the knees. Direct your head and eyes to the front. Keep your mouth closed, and pull your chin in slightly. When called to attention, bring the heel of your left foot to the heel of your right foot.

PARADE REST. The command Parade REST is given only when the formation is at attention; the movement is executed in one count (fig. 10-23).

AT EASE. On the command AT EASE, you can relax and shift about, but keep your right foot in place. Do not talk. This command may also be given when you are not in ranks, as in a classroom. You must not talk, but you may remain relaxed.

REST. On the command REST, follow the same movement restrictions as you would when at ease, but you may talk.

FALL OUT. (This command is not a dismissal order.) Upon the command FALL OUT, leave your position in ranks but remain nearby. On the command FALL IN, resume your place in ranks, and come to attention.

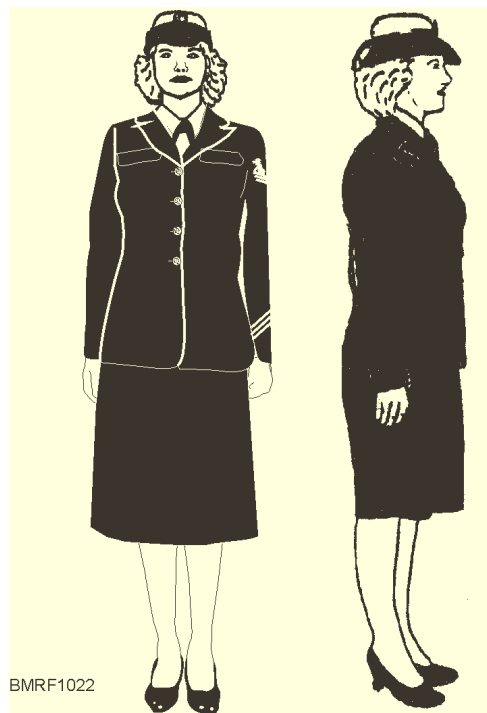


Figure 10-22.—Attention.



Figure 10-23.—Parade rest.

Student Notes:

To bring a formation to attention again when it is in any one of the four positions of rest, the person issuing commands gives a preparatory command (such as **Company**) before the command ATTENTION. If at rest or at ease, come to the position of parade rest on the preparatory command.

FACINGS

Facings are movements that can be made either to the right or left, with the exception of about face. While facing, your arms should remain at the position of attention. The following commands describe only the movement to the right. To perform a movement to the left, simply substitute “left” for “right” and “right” for “left.”

RIGHT FACE. Right face (fig. 10-24) is a two-count movement started on the commands Right FACE. On the command FACE, (1) raise your left heel and right toe slightly and turn 90° to the right. Keep your left leg straight but not stiff; (2) bring your left heel smartly alongside the right heel and stand at attention.

EYES RIGHT. When given the commands Eyes RIGHT, smartly turn your head 45° to the right on the command RIGHT. The commands to turn your head back to the position of attention are **Ready FRONT**. On the command FRONT, snap your head to the front.

ABOUT FACE. About face is a two-count movement performed on the commands **About FACE**. On the command **About**, shift your weight to your left leg without noticeable movement. On the command FACE, (1) place your right toe about 6 inches behind and slightly to the left of your left heel (fig. 10-25; (2) on the ball of the right foot and the heel of the left foot, turn smartly to the right until you are facing the rear. Your feet will be in the position of attention when the turn is

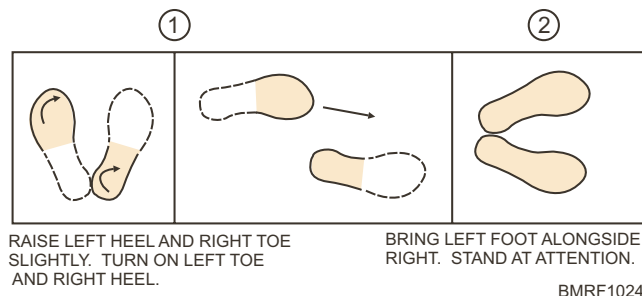


Figure 10-24.—Right Face.

completed if you place your right toe properly behind your left heel.

FALLING INTO FORMATION

Up to this point, you have learned about movements that can be made by one person or by a group. In a sharp military formation, each member must correctly respond to commands as a team. Always listen carefully to the person in charge since formation movements are usually made up of both preparatory and execution commands. In the following movements, you must pay special attention to the duties of the left and right flank members since their response to a command is slightly different from the other members in formation.

FALL IN. On the command FALL IN, the squad forms in line on the left of the right flank member (squad leader). Each member of the squad, except the left flank member, raises the left arm shoulder high in line with the body. Fingers are straight and touching each other palm down. Each member (except the right flank member) turns their head and looks to the right. To obtain a normal interval (fig. 10-26), move in line so that your right shoulder touches the fingertips of the person to the right. As soon as you are in line with the person to your right and the person on your left has obtained normal interval, return smartly and quickly to the position of attention.

Close interval (fig. 10-27) is the horizontal distance between the shoulder and elbow when the left hand is

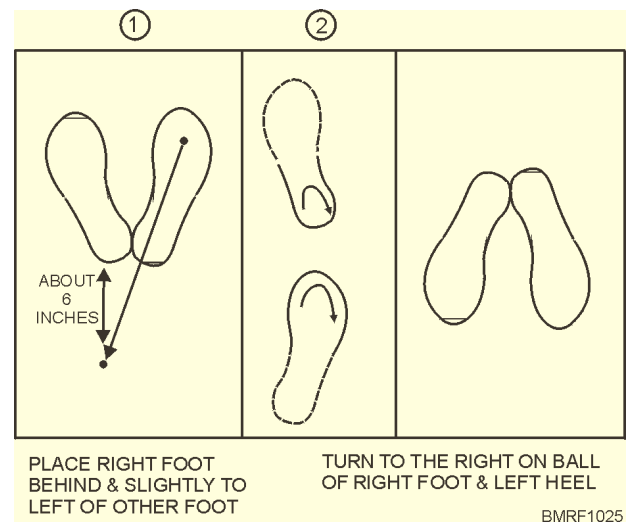


Figure 10-25.—About Face.

Student Notes:

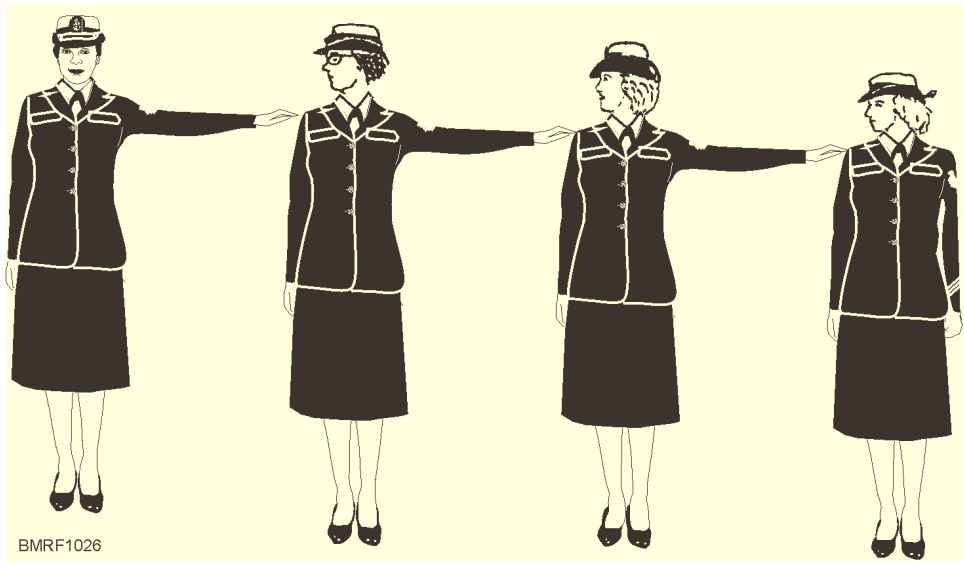


Figure 10-26.—Normal interval.

placed on the left hip. The command **At Close Interval** requires the same movements as for normal interval. The only exception is that each member places the left hand on the beltline above the left hip with the elbow in line with the body. The heel of the hand rests on the hip with fingers straight, touching each other, and pointing down. The left flank member makes the adjustment without moving the arms.

TO ALIGN THE SQUAD. On the commands **Dress Right, DRESS** (normal interval) or **At Close Interval Dress Right, DRESS** (close interval), members of the squad align themselves with each other.

On the command **DRESS**, all members, except the right flank member, smartly turn their heads, look, and align themselves to the right. At the same time, all members, except the left flank member, smartly raise their left arm shoulder high (normal interval) or place their left hand on their hip (close interval). The right flank member stands fast and looks to the front. Using the right flank member as a guide and taking short steps, the other members align themselves and obtain the proper interval. Whether commanded to dress to the right or to the left, use only the left arm to obtain the interval, and hold that position until the next command is given.



Figure 10-27.—Close interval.

Student Notes:

When the alignment is correct, the commands **Ready**, **FRONT** are given. On **FRONT**, heads snap to the front and arms drop to the side.

TO COVER OFF. This command is given when the formation is in column or in two or more ranks. On the command **COVER**, the forward member or forward rank stands fast. You will then move, left or right, to position yourself directly behind the person in front of you while maintaining a 40-inch distance.

FROM NORMAL TO CLOSE INTERVAL. The commands **Close**, **MARCH** tell members to move from normal interval to close interval while in line. On **MARCH**, all members, except the right flank member, pivot to the right on the ball of the right foot and step off on the left foot (one count). They march forward until they obtain an approximate close interval, halt, and face to the left. They then form at close interval, as already described. All members lower their arms when the member on their left has obtained the proper interval.

FROM CLOSE TO NORMAL INTERVAL. The commands **Extend**, **MARCH** tell members to change from close interval to normal interval while in line. On **MARCH**, all members, except the right flank member, pivot to the left on the ball of the right foot and step off on the left foot (one count). They march forward until they obtain an approximate normal interval, halt, and face to the right. Then they form at normal interval, as previously described. Each member drops the left arm when the member to the left has obtained the proper interval.

DOUBLE-ARM INTERVAL. The commands **Take Interval To The Left** **MARCH**, tell members at either close or normal interval to form a double-arm interval. At the command **MARCH**, members move as when extending ranks, except that each member raises both arms and touches the fingertips of the members on either side to obtain the double-arm interval. (The right flank member raises only the left arm, and the left flank member raises only the right arm.) Each member smartly lowers the right arm after obtaining proper interval to the right and lowers the left arm when the member on the left lowers the right arm.

FROM DOUBLE-ARM TO NORMAL INTERVAL. The commands **Assemble To The Right**

MARCH, instruct members to obtain normal interval from double-arm interval. Execute this movement as you would in closing, but form at normal interval.

TO COUNT OFF. The commands **Count OFF** instruct members to count off while in a rank or line. On the command **OFF**, all members, except the right flank member, smartly turn their heads and look to the right. The right flank member shouts **ONE**, the next member in rank or line shouts **TWO**, and so on, in quick cadence on down the line through the left flank member. As each member shouts the appropriate number, he or she turns the head smartly to the front.

Members in a file or column count off when given the commands **From Front To Rear Count OFF**. Each member, starting with the squad leader, turns the head to the right and shouts the appropriate number while turning the head back to the front.

The commands **Open Ranks** **MARCH** are given when more distance between ranks is required; for example, for a personnel inspection. On the command **MARCH**, the front rank takes two paces forward, the second rank takes one pace (30 inches) forward, and the third rank stands fast. Each succeeding rank takes two, four, or six (15-inch) steps backward. Each rank automatically dresses right as soon as it halts. When the alignment is completed, the commands **Ready** **FRONT** are given.

TO CLOSE RANKS. The commands **Close Ranks** **MARCH** tell members to close ranks. On the command **MARCH**, the front rank stands fast, the second rank takes one pace forward, the third rank takes two paces forward, the fourth rank takes three paces forward, and so on. You will halt and cover without command.

HAND SALUTE. Begin a salute on the commands **Hand SALUTE**, and complete the salute on the command **TWO**. On the command **SALUTE**, raise your right hand smartly. At the command **TWO**, return to attention by moving your hand smartly in the most direct manner back to its normal position at your side. (If you are in formation, the preparatory command **Ready** will be given before the command of execution, **TWO**.)

UNCOVER. Many religious ceremonies, and usually inspections, require you to remove your hat

Student Notes:

when given the commands **Uncover TWO**. On the command **Uncover**, raise your right hand as in the hand salute, but grasp the brim of your hat with your fingers instead of touching your forehead. Hold this position until the command TWO is given (you may lift your hat slightly so as not to muss your hair); then return your hand and your hat to your side in the most direct manner, but do not remove it with an exaggerated or sweeping motion. On the command **Cover**, grasp your hat with both hands and place it squarely on your head. Drop your left hand holding the hat brim. On the command TWO, drop your right hand to your side.

DISMISSED. The single command DISMISSED is used to secure an individual or an entire formation.

REVIEW 7 QUESTIONS

- Q1. List three reasons for military formations.
- a.
 - b.
 - c.
- Q2. What is the meaning of the term *rank* or *line* with reference to military formations?
- Q3. List the two parts of a facing command.
- a.
 - b.

- Q4. When in a formation, what are the four commands for rest?
- a.
 - b.
 - c.
 - d.
- Q5. What command tells you to smartly turn your head 45° to the right?

SUMMARY

All branches of the military establishment take pride in the appearance and sharpness of their personnel during ceremonies. The Navy is no exception. During your naval career, you will probably receive some type of award in recognition of an accomplishment. The recognition will probably take place at a command function, such as an inspection or awards ceremony. Ship's company or command personnel standing at attention in formation during such ceremonies makes the award more meaningful and the ceremony more impressive.

REVIEW 1 ANSWERS

- A1. The men's dress blue jumper should **hang straight and cover all but the lowest button of the 13-button front of the trouser.**
- A2. Enlisted women E-1 through E-6 **wear the dress white jumper with the black silk neckerchief.**
- A3. When the peacoat is worn over the dress blue jumper, **the uniform's collar is worn inside the outergarment (peacoat).**
- A4. When **large medals are worn with a service dress white uniform, the uniform is considered a full dress uniform.**

Student Notes:

REVIEW 2 ANSWERS

- A1. DELETE.
- A2. Both men and women Sailors **stencil the dress white jumper in the same way.**
- A3. The **commanding officer** can authorize the transfer of enlisted person's uniform clothing to another individual.
- A4. You are required to have **four dungaree shirts and four pairs of dungaree trousers/slacks in your seabag.**
- A5. You may wear any of the following with civilian clothes:
 - a. **All-weather raincoat**
 - b. **Underwear**
 - c. **Shoes**
 - d. **Belt with civilian buckle**
 - e. **Socks/hosiery**
 - f. **Sweaters**
 - g. **Neckties**

REVIEW 3 ANSWERS

- A1. A striker mark is a **specialty mark of a rating** worn by qualified E-1 through E-3 personnel.
- A2. To be eligible to wear a service stripe, you must have **served 4 full years of active or reserve service in any branch of the U.S. Armed Forces.**
- A3. A **rear admiral (lower half)** wears one silver star metal grade insignia on the uniform collar.
- A4. A line officer wears a **five-pointed gold star on the sleeve insignia.**
- A5. Personnel qualified in underwater and beach reconnaissance and demolition wear the **Special Warfare insignia.**

REVIEW 4 ANSWERS

- A1. If a person has four or more ribbons, that person

must wear three on the uniform.

- A2. Military decorations include the following:
 - a. **Medal of Honor**
 - b. **Navy Cross**
 - c. **Distinguished Service Medal**
 - d. **Purple Heart**
- A3. Nonmilitary decorations include the following:
 - a. **Presidential Medal of Freedom**
 - b. **Gold and Silver Life Saving Medals**
 - c. **National Sciences Medal**
- A4. The person wears the medals from **top to bottom inboard to outboard, within rows.**

REVIEW 5 ANSWERS

- A1. A person shouldn't take any of the following actions with regard to their ID card:
 - a. **Alter it**
 - b. **Intentionally damage it**
 - c. **Lend it to someone**
 - d. **Counterfeit it**
 - e. **Use it in an unauthorized manner**
- A2. The military ID card **identifies you to the capturing authorities** if held as a prisoner of war. The ID tags (dog tags) are designed for **identification purposes in casualty reporting and for grave registration** of members who die in combat.

A3. The following information is embossed on the dog tags:

- a. **Full name**
- b. **Social security number (SSN) and the letters USN**
- c. **Blood type and Rh factor**
- d. **Religious preference of the wearer**

REVIEW 6 ANSWERS

A1. While in uniform, you may wear—

- a. **One wristwatch**
- b. **One bracelet**

A2. To find an explanation of grooming standards, you should refer to the *U.S. Navy Uniform Regulations Manual*.

A3. When in uniform, female Sailors may wear **6mm ball-type earrings (either post or screw on) with a brushed matte finish**. The following information applies:

- a. E-6 and below **wear silver earrings**.
- b. CPOs and officers **wear gold earrings**.

REVIEW 7 ANSWERS

A1. Military formations have the following purposes:

- a. **To move a large number of personnel from one place to another in an orderly fashion.**
- b. **To make personnel alert and to pay attention to information or instructions being put out.**
- c. **To teach a group of individuals to act as a team.**

A2. With reference to military formations **rank or line is a formation of elements or persons abreast of each other or side by side.**

A3. The two parts of a position and facing command are—

- a. **Preparatory command**
- c. **Execution Command**

A4. The four positions of rest for a formation are—

- a. **Parade rest**
- b. **At ease**
- c. **Rest**
- d. **Fall out**

A5. The command given to turn your head 45° to the right is **Eyes RIGHT**.

ASSIGNMENT 6

Textbook Assignment: Chapter 9 “*Customs and Courtesies*” and chapter 10 “*Uniforms and Formations*.”

1. Which of the following characteristics define a custom?
 1. An act that is continued consistently over a long period of time
 2. A well-defined and uniformly followed act
 3. A generally accepted act not opposed to a statute, lawful regulation, or order
 4. All of the above
2. Of the following salutes, which one is the most common?
 1. Gun
 2. Hand
 3. Rifle
 4. Ruffles and flourishes
3. When in uniform, Navy personnel are required to salute when which of the following situations occurs?
 1. Meeting officers
 2. Hearing the national anthem
 3. Approaching the national ensign
 4. Each of the above
4. In a normal situation, how many paces from the person being saluted should the hand salute be rendered?
 1. Two
 2. Four
 3. Six
 4. Eight
5. You may salute with your left hand when which of the following situations occurs?
 1. When in civilian dress
 2. When in uniform but uncovered
 3. When in complete uniform and your right hand is injured
 4. Each of the above
6. Salutes are rendered to all officers of the U.S. and foreign armed services. Officers belonging to which of the following organizations are also entitled to salutes?
 1. Local police departments
 2. National Oceanic and Atmospheric Administration
 3. Public Health Service
 4. Both 2 and 3 above
7. When going aboard ship that's flying the national ensign, you must stop on the upper platform on the accommodation ladder or the shipboard end of the brow and take which of the following actions first?
 1. Face the national ensign and salute
 2. Face the brow of the ship and salute
 3. Face the officer of the deck and salute
 4. Face the petty officer of the watch and salute
8. While standing a sentry box, you are approached by an officer. What type of rifle salute should you render?
 1. Present arms
 2. At order arms
 3. At shoulder arms
9. You are not required to salute in which of the following situations?
 1. When standing and talking with an officer and a senior officer approaches
 2. When guarding prisoners and an officer passes within saluting distance
 3. When standing at a bus stop and a car passes carrying officers
 4. When walking and passing an officer going in the same direction

10. The term *honors* is defined by which of the following statements?
 1. Formal acts performed on public occasions
 2. Hand salutes rendered to high-ranking officials
 3. Forms of recognition and respect from one person to another
 4. Salutes rendered by a ship, unit, post, station, or an individual to high-ranking individuals, other ships, or nations
11. Passing honors for ships are exchanged when ships pass within what distance?
 1. 200 yards
 2. 400 yards
 3. 600 yards
 4. 800 yards
12. Passing honors for boats are exchanged when boats pass within what distance?
 1. 200 yards
 2. 400 yards
 3. 600 yards
 4. 800 yards
13. Your ship is about to render honors to another ship passing close aboard to starboard. In what order are the appropriate whistle signals given?
 1. One blast, one blast, two blasts, three blasts
 2. One blast, one blast, three blasts, one blast
 3. Two blasts, two blasts, two blasts, three blasts
 4. Two blasts, two blasts, three blasts, three blasts
14. A crew is paraded at quarters on which of the following occasions?
 1. When the ship is entering a U.S. port for an operational visit
 2. When the ship is returning from an extended deployment
 3. When the ship is entering home port from a local operation
 4. Each of the above
15. Gun salutes are normally fired at what time interval?
 1. 5 seconds
 2. 10 seconds
 3. 15 seconds
 4. 20 seconds
16. On which of the following special occasions is a 21-gun salute fired at 1-minute intervals?
 1. Memorial Day
 2. President's Day
 3. Independence Day
 4. Each of the above
17. Which of the following phrases defines the term *ceremony*?
 1. A regular, expected action
 2. A way of acting
 3. A formal act performed on a public occasion
 4. Each of the above
18. Aboard ship, how many minutes before morning and evening colors is the PREP pennant hoisted?
 1. 1 minute
 2. 3 minutes
 3. 5 minutes
 4. 7 minutes
19. On Navy ships not under way, where is the union jack displayed?
 1. The highest possible point
 2. The flagstaff on the stern
 3. The jack staff on the bow
 4. The gaff
20. A commissioning or command pennant is half-masted only under which, if any, of the following conditions?
 1. When passing Washington's tomb between sunrise and sunset
 2. When passing the Arizona Memorial
 3. When the commanding officer or unit commander dies
 4. None of the above

21. Which of the following naval customs is observed in the U.S. Navy by ships that are under way?
 1. Only the union jack is flown
 2. The national ensign is flown day and night
 3. Morning and evening colors are held each day
 4. Both the national ensign and the union jack are flown
22. The national ensign is hoisted and lowered in which of the following ways?
 1. Hoisted ceremoniously, lowered ceremoniously
 2. Hoisted ceremoniously, lowered smartly
 3. Hoisted smartly, lowered smartly
 4. Hoisted smartly, lowered ceremoniously
23. If you are in uniform and covered, how do you render honors when the national anthem is played indoors but the flag is not displayed?
 1. Face the music and uncover
 2. Stand at attention while facing the music
 3. Hand salute at attention while facing the music
 4. Face the music and hold your hat next to your left shoulder
24. When the national anthem is being played, Sailors in a boat must adhere to which of the following rules?
 1. All persons remain seated or standing and salute
 2. Only the coxswain salutes; all others remain seated but uncovered
 3. All persons standing salute; all others remain seated at attention
 4. Only the boat officer (or, if absent, the coxswain) salutes; all others remain seated at attention
25. What march does the Navy band play to honor the President of the United States?
 1. "Hail, Columbia!"
 2. "Admiral's March"
 3. "Hail to the Chief"
 4. "Stars and Stripes Forever"
26. Upon entering an area where Christian divine services are being held, you, as messenger of the watch, should take which of the following actions?
 1. Uncover only
 2. Remove you duty belt only
 3. Remove you duty belt and uncover
 4. Request permission from the chaplain to enter
27. An enlisted person and two officers are about to board a boat. Which of the following procedures should the enlisted person follow in entering the boat?
 1. Board first and sit aft
 2. Make way for the officers to board, then board and sit in the stern of the boat
 3. Make way for the officers to board, then board and sit in the bow of the boat
 4. Board first and sit forward, leaving room aft for the officers
28. The neckerchief is made from which of the following materials?
 1. Black silk
 2. Black acetate
 3. Both 1 and 2 above
 4. Black cotton
29. What kind of knot is used to tie a neckerchief?
 1. Granny knot
 2. Square knot
 3. Sheep shank
 4. Bowline
30. What material is used to make government-issue dress blue jumpers and trousers?
 1. Navy twill
 2. Wool serge
 3. Nylon
 4. Rayon
31. What material is used to make government-issue dress white jumpers and trousers?
 1. Navy twill
 2. Wool serge
 3. Nylon
 4. Rayon

32. Which of the following uniforms is/are considered working uniforms?
1. Dungarees
 2. Winter blues
 3. Both 1 and 2 above
 4. Navy twill
33. When large medals are prescribed for wear with the dress blue uniform, the uniform is known as
1. mess dress
 2. full dress
 3. field dress
 4. service dress
34. Which of the following uniforms is/are considered the working uniforms for female Sailors?
1. Belted blue slacks and blue winter shirt
 2. Belted blue skirt and blue winter shirt
 3. Dungarees
 4. Each of the above
35. Enlisted Sailors, E-6 and below, are authorized to wear command or Navy ball caps with what type of uniform?
1. Dungaree
 2. Navy twill
 3. Wool serge
36. Where can you find information on what is the prescribed uniform of the day?
1. Plan of the Day (POD) only
 2. Plan of the Week (POW) only
 3. POD or POW
 4. Pass down log
37. Division officers are required to inspect the uniforms of nonrated personnel at regular intervals for what reason?
1. As a part of PQS
 2. To justify clothing allowance
 3. To see if enlisted personnel know what uniforms are prescribed
 4. To make sure that each person has the prescribed uniform
38. Which of the following information is marked on uniforms?
1. Name
 2. Social security number
 3. Both 1 and 2 above
 4. Rank
39. What is the largest size stencil authorized for marking clothing?
1. 1/2 inch
 2. 1 inch
 3. 1 1/2 inches
 4. 2 inches
40. The transfer or exchange of enlisted personnel uniform items must be authorized by which of the following persons?
1. Chief master-at-arms
 2. Division officer
 3. Executive officer
 4. Commanding officer
41. Military personnel may wear authorized military uniform articles of clothing with civilian clothing including shoes, gloves and the knit watch cap.
1. True
 2. False
42. Occupational groups are identified by what means?
1. A group mark, which is worn on all uniforms
 2. A rate mark, which is worn on the left sleeve of jumpers and white summer shirts
 3. A group mark, which is worn on the left sleeve of jumpers and white summer shirts
 4. A rate mark, which is worn on all uniforms
43. What is a striker mark?
1. A specialty designator for seamen only
 2. A rating badge for emergencies
 3. A specialty mark of a particular rating, worn by personnel in paygrades E-1, E-2, and E-3 who have qualified for the rating
 4. A specific date for the air community
44. How many years of service must a person complete to be eligible to wear one service stripe (hash mark)?
1. 5
 2. 2
 3. 3
 4. 4

45. How many years of continuous good conduct are required before a person becomes eligible to wear gold service stripes?
 1. 12
 2. 10
 3. 8
 4. 6
46. How can you determine whether an officer is a line officer or a staff corps officer?
 1. By title on the name tag
 2. A star is worn on the sleeve or shoulder board of the line officer
 3. By the collar devices
 4. A designator stripe for the rank
47. What insignia is worn by officers and enlisted personnel who have qualified in all phases of surface warfare?
 1. Surface warfare
 2. Submarine warfare
 3. Aviation warfare
 4. Special warfare
48. What insignia is worn by personnel who have qualified to serve in submarines?
 1. Surface warfare
 2. Submarine warfare
 3. Aviation warfare
 4. Special warfare
49. What insignia is worn by personnel qualified to serve in flight?
 1. Surface warfare
 2. Submarine warfare
 3. Aviation warfare
 4. Special warfare
50. There are how many broad categories of awards?
 1. Four
 2. Five
 3. Six
 4. Seven
51. In what year was the Purple Heart founded by President Washington?
 1. 1776
 2. 1780
 3. 1782
 4. 1786
52. Which of the following is an example of a campaign or a service award?
 1. Medical Scientific Societies
 2. Silver Life Saving Medal
 3. Good Conduct Medal
 4. Navy "E"
53. What is the maximum number of ribbons that may be worn in each row?
 1. Five
 2. Two
 3. Three
 4. Four
54. What means of identification must you carry with you at all times?
 1. Driver's license
 2. Armed forces identification card
 3. Liberty card
 4. Copy of present set of orders
55. Under which of the following circumstances may you surrender (give up) your ID card?
 1. To show a change in rank
 2. To correct an error
 3. To effect a name change
 4. Each of the above
56. Which of the following is the purpose of the armed forces ID card under article 17 of the Geneva Convention?
 1. As a means of identification and casualty reporting
 2. As a means of grave registration for members who die in a combat zone
 3. Both 1 and 2 above
 4. As a means of identification for POWs
57. While on active duty, you must wear your ID tags under which of the following conditions?
 1. In time of war
 2. When engaged in flight operations
 3. When prescribed by the CNO
 4. All of the above
58. What type of information is found on ID tags?
 1. Last name, first name, and middle initial
 2. SSN, blood type, and Rh factor
 3. Religious preference
 4. All of the above

59. According to grooming standards for men, how many rings per hand may be worn ?
1. One
 2. Two
 3. Three
 4. As many as they wish
60. According to grooming standards for women, what is the maximum length of fingernails (as measured from the tip of the finger)?
1. 1 inch
 2. 1/2 inch
 3. 3/4 inch
 4. 1/4 inch
61. Enlisted women, E-6 and below, are authorized to wear ball-type earrings of what (a) size and (b) what color?
1. (a) 6mm (b) gold
 2. (a) 6mm (b) silver
 3. (a) 5mm (b) gold
 4. (a) 5mm (b) silver
62. When personnel are in ranks, the chest of one person and the back of the person ahead should be what distance apart?
1. 20 inches
 2. 30 inches
 3. 40 inches
 4. 50 inches
63. A pace consists of a full step of what length for (a) men and (b) women?
1. (a) 18 inches (b) 16 inches
 2. (a) 24 inches (b) 18 inches
 3. (a) 30 inches (b) 24 inches
 4. (a) 36 inches (b) 30 inches
64. Which of the following drill positions is the basic military position?
1. Rest
 2. At ease
 3. Attention
 4. Parade rest
65. Talk is permitted when you are in which of the following formation positions?
1. Rest
 2. Parade rest
 3. At ease
66. How many movements are used to perform the ABOUT FACE command?
1. Five
 2. Two
 3. Three
 4. Four
67. When executing the command FALL IN, the squad forms in line on which of the following persons?
1. Instructor
 2. Squad leader
 3. Standard bearer
 4. Company commander
68. Personnel in formation align themselves with which of the following persons?
1. Guide
 2. Leader
 3. Each other
 4. Formation director
69. After the command DRESS RIGHT DRESS, a formation returns to the attention position on which of the following commands?
1. Cover
 2. Extend
 3. Attention
 4. Ready, on the word FRONT
70. When the command CLOSE RANKS is given to members in formation, the fourth rank moves how many paces forward?
1. One
 2. Two
 3. Three
 4. Four