



## **TROY NJROTC KNOWLEDGE SHEET:**

- Orders to the Sentry / General Orders
  - Phonetic Alphabet
  - NJROTC Rates & Ranks
    - NJROTC Ribbons
    - Chain of Command
- Navy & Marine Corps Rates and Ranks
  - Personal Appearance & Grooming
    - Uniform Composition
    - Awards & Decorations
    - Insignias & Devices
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## **ORDERS TO THE SENTRY / GENERAL ORDERS**

1. TAKE CHARGE OF THIS POST AND ALL GOVERNMENT PROPERTY IN VIEW.
2. WALK MY POST IN A MILITARY MANNER, KEEPING ALWAYS ON THE ALERT, AND OBSERVING EVERYTHING THAT TAKES PLACE WITHIN SIGHT OR HEARING.
3. REPORT ALL VIOLATIONS OF ORDERS THAT I AM INSTRUCTED TO ENFORCE.
4. REPEAT ALL CALLS FROM POSTS MORE DISTANT FROM THE GUARDHOUSE OR QUARTER-DECK THAN MY OWN.
5. QUIT MY POST ONLY WHEN PROPERLY RELIEVED.
6. RECEIVE, OBEY, AND PASS ON TO THE SENTRY WHO RELIEVES ME, ALL ORDERS FROM THE COMMANDING OFFICER, COMMAND DUTY OFFICER, OFFICER OF THE DAY, OFFICER OF THE DECK, AND OFFICERS AND PETTY OFFICERS OF THE WATCH ONLY.
7. TALK TO NO ONE EXCEPT IN THE LINE OF DUTY.
8. GIVE THE ALARM IN CASE OF FIRE OR DISORDER.
9. CALL THE CORPORAL OF THE GUARD OR OFFICER OF THE DECK IN ANY CASE NOT COVERED BY INSTRUCTIONS.
10. SALUTE ALL OFFICERS AND COLORS AND STANDARDS NOT CASED.
11. BE ESPECIALLY WATCHFUL AT NIGHT, AND DURING THE TIME FOR CHALLENGING, CHALLENGE ALL PERSONS ON OR NEAR MY POST, AND TO ALLOW NO ONE TO PASS WITHOUT PROPER AUTHORITY.

Note: All NJROTC cadets will sound off in a loud, clear voice when asked for a particular order as shown in the following example:

Commanding Officer: "Cadet, what is the 5th Order To The Sentry?"

Cadet: "Sir/Ma'am, the 5th Order To The Sentry is: Quit my post only when properly relieved."

# MILITARY PHONETIC ALPHABET







A- ALFA	N- NOVEMBER
B- BRAVO	O- OSCAR
C- CHARLIE	P- PAPA
D- DELTA	Q- QUEBEC
E- ECHO	R- ROMEO
F- FOXTROT	S- SIERRA
G- GOLF	T- TANGO
H- HOTEL	U- UNIFORM
I- INDIA	V- VICTOR
J- JULIET	W- WHISKEY
K- KILO	X- XRAY
L- LIMA	Y- YANKEE
M- MIKE	Z- ZULU

## NJROTC RATES & RANKS

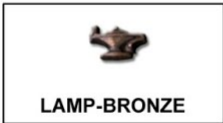
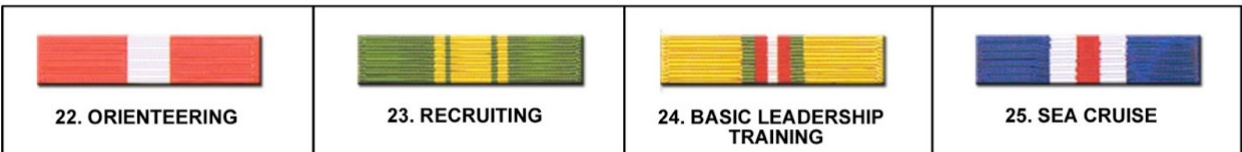
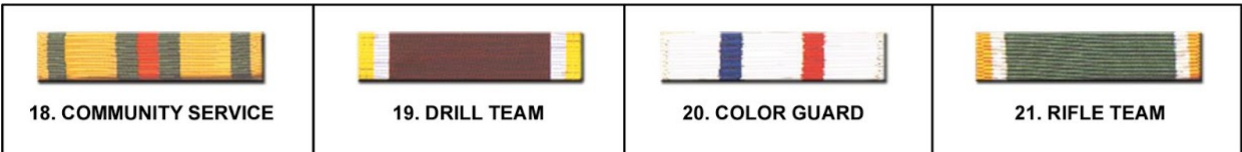
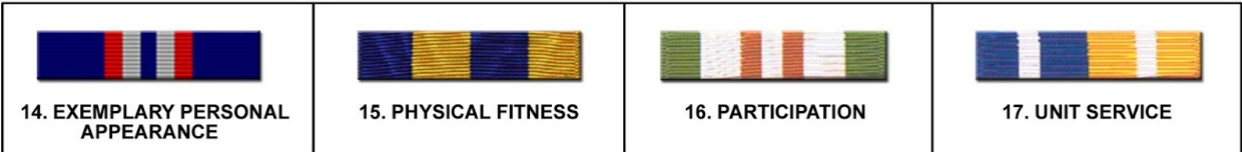
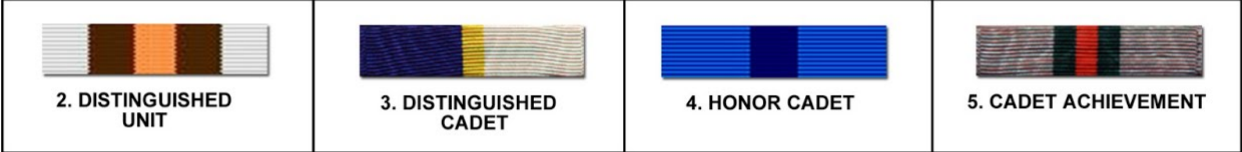
### CADET ENLISTED RANKS

COLLAR INSIGNIA	RANK	ABBREVIATION	RATE
No Insignia	Seaman Recruit	c/SR	E-1
	Seaman Apprentice	c/SA	E-2
	Seaman	c/SN	E-3
	Petty Officer Third Class	c/PO3	E-4
	Petty Officer Second Class	c/PO2	E-5
	Petty Officer First Class	c/PO1	E-6
	Chief Petty Officer	c/CPO	E-7
	Senior Chief Petty Officer	c/SCPO	E-8
	Master Chief Petty Officer	c/MCPO	E-9

**CADET OFFICER RANKS**

COLLAR INSIGNIA	RANK	ABBREVIATION	RATE
	Ensign	c/ENS	O-1
	Lieutenant Junior Grade	c/LTJG	O-2
	Lieutenant	c/LT	O-3
	Lieutenant Commander	c/LCDR	O-4
	Commander	c/CDR	O-5
	Captain	c/CAPT	O-6

# NJROTC RIBBONS



## CHAIN OF COMMAND



Commander-in-Chief	President Barack H. Obama
Vice President	Honorable Joseph R. Biden, Jr.
Speaker of the House of Representatives	Honorable John Boehner
Secretary of Defense	Honorable Chuck Hagel
Chairman of the Joint Chiefs of Staff	General Martin Dempsey
Secretary of the Navy	Honorable Ray Mabus
Commandant of the Marine Corps	General James F. Amos
Sergeant Major of the Marine Corps	Sergeant Major of the Marine Corps Michael Barrett
Chief of Naval Operations	Admiral Jonathan W. Greenert
Master Chief Petty Officer of the Navy	Master Chief Petty Officer of the Navy Michael Stevens
Naval Education and Training Command	Rear Admiral Michael S. White
Naval Service Training Command	Rear Admiral Richard A. Brown
Director of the NJROTC Program	Dr. J.D. Smith
NJROTC Area 11 Manager	Commander Kenneth A. Liles
Senior Naval Science Instructor	Commander Allen Stubblefield
Naval Science Instructor	First Sergeant Steven Lyon
Naval Science Instructor	First Sergeant Warren Barnes
Naval Science Instructor	Chief Petty Officer Terrik King
Regimental Commanding Officer	c/CAPT Tracy Chen
Regimental Executive Officer	c/CDR Chris Ryu
Regimental Chief of Staff	c/CDR Linda Vu
Regimental Command Master Chief	c/MCPO Jonathan Yoon
Port Battalion Commanding Officer	c/LCDR Daniel Chung
Starboard Battalion Commanding Officer	c/LCDR Nathan Kang
Alpha Company Commanding Officer	c/LT Daniel Ko
Bravo Company Commanding Officer	c/LT Melissa Leong
Charlie Company Commanding Officer	c/LT Abraham Kim

## NAVY & MARINE CORPS RATES AND RANKS



















### ENLISTED RATES



NAVY RATE	NAVY INSIGNIA	MARINE RATE	MARINE INSIGNIA	PAY GRADE
Seaman Recruit (SR)	None	Private (PVT)	None	E-1
Seaman Apprentice (SA)		Private First Class (PFC)		E-2
Seaman (SN)		Lance Corporal (LCpl)		E-3
Petty Officer Third Class (PO3)		Corporal (Cpl)		E-4
Petty Officer Second Class (PO2)		Sergeant (Sgt)		E-5
Petty Officer First Class (PO1)		Staff Sergeant (SSgt)		E-6
Chief Petty Officer (CPO)		Gunnery Sergeant (GySgt)		E-7
Senior Chief Petty Officer (SCPO)		Master Sergeant (MSgt)      First Sergeant (1st Sgt)	 	E-8
Master Chief Petty Officer (MCPO)		Master Gunnery Sergeant (MGySgt)      Sergeant Major (SgtMaj)	 	E-9



Master Chief Petty Officer of the Navy (MCPON)		Sergeant Major of the Marine Corps (SgtMajMC)		E-9
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## OFFICER RANKS

NAVY RANK	NAVY INSIGNIA	MARINE RANK	MARINE INSIGNIA	PAY GRADE
Ensign (ENS)		Second Lieutenant (2ndLt)		O-1
Lieutenant Junior Grade (LTJG)		First Lieutenant (1stLt)		O-2
Lieutenant (LT)		Captain (Capt)		O-3
Lieutenant Commander (LCDR)		Major (Maj)		O-4
Commander (CDR)		Lieutenant Colonel (LtCol)		O-5
Captain (CAPT)		Colonel (Col)		O-6
Rear Admiral Lower Half (RDML)		Brigadier General (BGen)		O-7
Rear Admiral Upper Half (RADM)		Major General (MGen)		O-8
Vice Admiral (VADM)		Lieutenant General (LtGen)		O-9

Admiral (ADM)		General (Gen)		O-10
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## PERSONAL APPEARANCE & GROOMING

### MALE

Hair	Above the ears and around the neck: Tapered upwards and outwards no more than 3/4" Must not touch collar No longer than 4", bulk 2"
Sideburns	Neatly trimmed and tailored Shall not extend below the middle of the ear Shall end with a clean shaven horizontal line
Mustaches	Neat and closely trimmed Shall not extend below the upper lip No other facial hair is permitted
Fingernails	Will not extend past the fingertips
Earrings/Studs	Not authorized
Necklaces	Authorized if religious, but not visible
Rings	One per hand
Watches/Bracelets	One of each, no ankle bracelets

### FEMALE

Hair	May touch collar but cannot fall below the lower edge Braids must be neatly secured to the head Bulk shall not exceed 2"
Hair Ornaments	Barrettes must be similar to hair color
Cosmetics	Blends with natural skin tone Applied in good taste Lipstick should be conservative
Fingernails	Shall not be excessive in length Nail polish color shall complement skin tone
Earrings/Studs	One per ear, centered on earlobe Small gold or silver ball, no longer than 1/4"
Necklaces	Authorized but not visible
Rings	One per hand with engagement or wedding ring
Watches/Bracelets	One of each, no ankle bracelets

## UNIFORM COMPOSITION

Relaxed Fit Jacket	NJROTC patch 1" below the left shoulder seam All jackets and coats must be zipped at least $\frac{3}{4}$ of the way up
Undershirt	Plain white crew neck or V-neck t-shirt with all uniforms
Garrison Cap	Lowest point 1" above eyebrows Stowed under the belt on right or left side of uniform when indoors
Necktie	One-piece, black, hand-tied necktie worn when required Four-in-hand, half Windsor or Windsor knot Bottom of tie hangs within 1" of the top of the belt buckle Does not cover belt buckle No more than $3\frac{1}{4}$ " wide
Tie Tack/Clasp	Plain gold (NJROTC bar may be used) Aligned between 3rd and 4th button from neck
Socks	Black plain knit or rib knit socks

## AWARDS & DECORATIONS

Ribbons	Males: $\frac{1}{4}$ " above left breast pocket, centered on button Females: $6\frac{1}{4}$ " below left shoulder seam, centered on the front seam Seniority inboard over outboard Blue color facing right Non-regulation ribbons placed after regulation ribbons
Subsequent Awards	Two bronze into two silver into three gold
Aiguilletes	Worn on left shoulder Only Leadership Academy aiguillette worn on right shoulder No more than one per shoulder Must hang parallel to seam of coat or shirt

## INSIGNIAS & DEVICES

### NAVY SERVICE UNIFORM

Rate/Rank	Enlisted: 1" from the front edge, 1" below upper edge of right collar Officers: center of first gold bar 1" from front edge and 1" below upper edge of collar
J-Bar	Centered 1 $\frac{7}{8}$ " from the front edge of the left collar Centered 1" down from upper edge of collar
Name Tag	Males: $\frac{1}{4}$ " above right breast pocket and centered on button Females: 6 $\frac{1}{4}$ " below right shoulder seam, centered on the front seam
Service Stars	$\frac{1}{4}$ " centered above ribbons
Patch	Left sleeve on all uniforms Midway between front and rear of sleeve Top edge 1" below the shoulder seem Eagle: United States, Ship: USS Constellation, Anchor: maritime tradition

### GARRISON COVER

Anchor	Centered on left 2" from front, 1 $\frac{1}{2}$ " from bottom
Rate/Rank	Centered on right 2" from front, 1 $\frac{1}{2}$ " from bottom

### MISC. KNOWLEDGE

Birthday of the Navy	October 13 1775
Birthday of the Marine Corps	November 10 1775
Position of Attention	Heels on line and touching Feet at a 45° angle Palms in board, fingers curled, thumbs along trouser seams Head back, chest out Eyes to the front Mouth closed
Training Time Out	Safety measure All activity stopped until harm is passed Anybody can call TTO
Gigline	Line formed when the belt buckle is aligned with trouser and shirt seams
Sunglasses	Not authorized Only permitted if for medical purposes or authorized by an instructor