



PETTY OFFICER MANUAL

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Second Edition Manual

TABLE OF CONTENTS

- LIST OF CADET PETTY OFFICERS – PAGE 3
-
- CHANGE FROM SEAMEN TO PETTY OFFICER – PAGE 4
-
- UNIFORM DAY ROSTER – PAGE 4
-
- PHYSICAL TRAINING (PT) ROSTER – PAGE 5
-
- PETTY OFFICER OF WATCH (POW) – PAGE 6
-
- PLATOON COMMANDER (PC) STANDARDS – PAGE 6
-
- MUSTERING PETTY OFFICER (MPO) STANDARDS – PAGE 7
-
- PETTY OFFICER 3RD CLASS (PO3) STANDARDS - PAGE 7
-
- PETTY OFFICER 2ND CLASS (PO2) STANDARDS - PAGE 7
-
- PETTY OFFICER 1ST CLASS (PO1) STANDARDS – PAGE 8
-
- HEAD PETTY OFFICER (HEAD PO) STANDARDS – PAGE 8
-
- ABOUT SUSTAINED SUPERIOR PERFORMANCE (SSP) – PAGE 9

2018-19 LIST OF CADET PETTY OFFICERS

● PO1-

● PO2-

● PO3-

Petty Officer Manual and Standards

1. The objective of the Petty Officer Manual and Standards (POMS) is to ensure all new and present Cadet Petty Officer 3rd, 2nd, and 1st Class cadets maintain Sustained Superior Performance (SSP).
 - a. The article will be covered into three categories: Manual, Standards, and Sustained Superior Performance
2. Petty Officer Manual
 - a. Change from C/Seamen (C/S.N.) to a C/Petty Officer 3rd Class (C/PO3)
 - i. After satisfactorily completing the requirements onto becoming a Petty Officer 3rd Class, it must be well known that he/she has now obtained a Leadership Position and it is his/her responsibility to seek and find a role in the Navy Junior Reserve Officer Training Corps (N.J.R.O.T.C.)
 1. However, the rank of a Petty Officer will not automatically guarantee a successful Leader. Instead, the man/woman holding that rank will give the rank meaning/purpose
 - ii. Doing nothing and waiting for a Petty Officer 2nd Class or above give you a Leadership Position is not a successful leader
 1. You MUST Seek Responsibility and Take Responsibility for your Actions
 2. Take the initiative
 - iii. If you do not understand what it truly means on being a Petty Officer, read over the Petty Officer Manual and Standards (P.O.M.S.) pertaining to your rank or seek a C/Chief Petty Officer, Senior, or Master Chief Petty Officer.
 - iv. As a Petty Officer it is extremely important that he/she must NOT stagnate with their Leadership, must always seek challenges and strive onto becoming a C/Chief Petty Officer
 - b. Uniform Day Roster (Grade Sheet)
 - i. As a Petty Officer (especially a Platoon Commander), it must be well known how to properly fill out a Uniform Day Roster with uniformity between different platoons
 - ii. Properly label Inspecting Officer and Date
 1. Inspecting Officers must be labeled by either Rank and Name or Title
 - a. Examples:
 - i. MCPO Peterson
 - ii. C.O./X.O./O.P.S.
 2. Dates must be labeled specifically by Day/Month/Year
 - a. Example:
 - i. 1st April, 1893
 - ii. 13th October, 1775

iii. 19th October, 1998

iii. Some examples on how to properly fill out Uniform Discrepancies when the Inspecting Officer states a Discrepancy would be: (Inspecting Officer [I.O.] between Platoon Commander [P.C.]

1. If the person being inspected has a visible discrepancy stated by the I.O, write an “X” in the box corresponding to the discrepancy and the cadet.
2. If the person being inspected is NOT wearing uniform, the P.C must CIRCLE the “100” next to the name of the cadet being inspected to let the NSI know that he or she is not wearing his or her uniform.
3. Only detail a discrepancy that the I.O. specifically pointed out or if the Cadet being inspected has a missing uniform item (for example: Incorrect Sock or T-Shirt, Missing Cover)

iv. After labeling all the discrepancies, the I.O. will ask a knowledge question. After the cadet being inspected answers the question, the I.O. will either state “Knowledge”, in which the answer is incorrect and the P.C must indicate that in the “Knowledge” box corresponding to the cadet, or the I.O will move on to the next cadet when or if the cadet correctly answers the question.

v. It is typically the Platoon Commander in charge of filling out the Grade Sheet on whatever the Inspecting Officer states

1. However, if the Platoon Commander is not present (which should be very rare), then the Mustering Petty Officer should be the next cadet in charge

c. Physical Training Roster (Grade Sheet)

- i. As a Petty Officer (especially the Mustering Petty Officer), it must be well known how to properly label discrepancies and grades for your platoon
- ii. After muster, the P.C. will first detect any cadets not wearing his/her P.T. Uniform, he/she has a filled water bottle, Physical Forms are turned in, and possible Epi-pens and/or inhalers for cadets who require them
- iii. The M.P.O. will then label his/her Grade Sheet with anything missing or must be specified:

1. No water bottle - “WB”
2. No participation - “N”

- 3. Not dressed out - "N"
- 4. No Epi-Pen/Inhaler - "EP/IN"
- 5. Training time-out - "TTO"

iv. After all discrepancies have been labeled, the M.P.O. will label the Uniform, Participation, and T.T.O. as such:

- 1. Uniform
 - a. Properly Dressed Out - U
 - b. Not Dressed Out - N
- 2. Participation
 - a. Participated - P
 - b. Not Participated - N
- 3. T.T.O. (Training Time-Out)
 - a. Utilized T.T.O - TTO

d. Petty Officer of the Watch (P.O.O.W. or "POW")

- i. No matter what Class a Petty Officer is, he/she must stand his/her post on their designated day
- ii. The First Lieutenant (1st LT) will designate days for Petty Officers to stand their post as evenly and equally as possible depending on the Petty Officer's Class
- iii. When standing at P.O.O.W., the Petty Officer standing will look out for improper Dress Code, Cadets NOT in Good Standing, and non-cadets
 - 1. Dress Code and Watch Bill will all be posted on the P.O.O.W. podium to ensure all Petty Officers are well informed

3. Petty Officer Standards

a. Platoon Commander (P.C.)

- i. As a Platoon Commander, your main priority is to successfully give information to your platoon, motivate and energize your platoon, as well as maintaining discipline and order
- ii. Look under Petty Officer Manual – Uniform Day Roster (Grade Sheet), for information on how to properly fill out a Grade Sheet
- iii. **Always** speak to other Platoon Commanders in order to maintain uniformity between different platoons (specifically the Platoon before your hour, example- Bravo P.C. will talk to Alpha P.C.)
 - 1. If you are in Alpha or Delta P.C., you will speak to a C/CPO in order to understand and properly execute the Plan of the Day
- iv. If the Plan of the Day is conflicted due to certain events, speak to the highest ranking cadet within your platoon in order to carry on smartly (if YOU, the P.C., are the highest ranking cadet in your platoon, you will decide what is the best solution for adjustment)
- v. **Ensure ALL cadets are present for muster**, and no cadets should be out of the platoon or not present for muster except for the following:

1. Executive Staff (Commanding Officer [C.O.], Executive Officer [X.O.], Operations Officer [O.P.S.], and Command Master Chief [C.M.C.])
 2. C/Chief Petty Officers (C.P.O.)
 3. C/Petty Officer 1st Class (may vary during a Chief's Board)
- vi. ALWAYS keep your Mustering Petty Officer in check:
1. Ensure he/she has printed out the upcoming Uniform and Physical Training (P.T.) grade sheet
 2. Printed out the new muster roster when required
 3. Updated muster, uniform, and P.T. rosters when a cadet has left or joined the platoon
 4. Successfully filled out the Pass Down Log (P.D.L) and P.C. signed off and approved the P.D.L.
 5. Training the M.P.O. to slowly become a Platoon Commander by allowing the M.P.O. to take charge if the P.C. is not available
- vii. If you will not be present on the day of your N.J.R.O.T.C. hour, it is MANDATORY for you to contact your C.M.C. or a Chief Petty Officer in order to adjust for your absence
- viii. NEVER ABANDON YOUR PLATOON**
- b. Mustering Petty Officer (M.P.O.)**
- i. As a Mustering Petty Officer, your main priority is to successfully muster the platoon with correct details:
 1. Present [X]
 2. Absent [A]
 3. Tardy [T]
 4. Excused Tardy [E]
 - ii. ALWAYS print out the upcoming Uniform and P.T. rosters at least a week in advance and show the roster to your Platoon Commander for his/her approval
- c. Petty Officer 3rd Class**
- i. As a Petty Officer 3rd Class, your main priority is to assist the Platoon Commander and Mustering Petty Officer with discipline and morale within the platoon, some examples of assisting your P.C. and M.P.O. are the following:
 1. Properly filling out the Pass Down Log (P.D.L.) by detailing what has occurred within the platoon and any changes the Platoon Commander has done with the Plan of the Day
 2. Controlling the Platoon when out of control and taking charge of the Platoon when P.C. and M.P.O. are busy
 3. Maintaining high morale and motivation within the Platoon

ii. If appointed as a Squad Leader, your job is to make sure to know the cadets within your squad and notify the Platoon Commander if the cadets are not present for muster

d. Petty Officer 2nd Class

i. As a Petty Officer 2nd Class, your main priority is to understand the Plan of the Day, taking leadership positions, and working hand in hand with C/Petty Officer 1st Classes.

1. Leadership Positions that are available, but not limited to:

a. Platoon Commander

b. Mustering Petty Officer

c. Guidon

d. Department Workers (Supply, Ordnance, Geedunk, Administrative, Education Service, Public Affairs, Chief Master at Arms)

ii. It is **REQUIRED** for a C/PO2 to be part of a Department OR being a P.C., M.P.O., or Guidon for a Platoon

e. Petty Officer 1st Class

i. As a Petty Officer 1st Class, your main priority is to create a Plan of the Day and working hand in hand with C/Chief Petty Officers

ii. It is **ABSOLUTELY, POSITIVELY, ONE HUNDRED PERCENT REQUIRED** that **ALL** Petty Officer 1st Classes be in a Leadership Position

1. Leadership Positions that are available, but not limited to:

a. Platoon Commander

b. Mustering Petty Officer

c. Guidon

d. Department Workers (Supply, Ordnance, Geedunk, Administrative, Education Service, Public Affairs, Chief Master at Arms)

2. If you cannot obtain a Leadership Position, it must be well-known that you are assisting on creating a Plan of the Day and working hand in hand with C/Chief Petty Officers

iii. It must be well informed that once becoming a C/Petty Officer 1st Class, you are in charge of the Petty Officer Mess and once a Petty Officer 1st Class Mess is formed, you will designate a Head Petty Officer

iv. **TEAMWORK AND COMMUNICATION IS CRUCIAL AS A PETTY OFFICER 1ST CLASS**

f. “Head Petty Officer”

i. As a Head Petty Officer, your main priority is being the “spearhead” of the Petty Officer Mess and the “spokesperson” (a.k.a. sacrificial goat) for the

Petty Officer 1st Class Mess towards the Chief Petty Officers and Executive Staff

- ii.** Once a C/PO1 takes the initiative, NOT being thrown into the position, that appointee must act, react, think, and sound like a Chief Petty Officer
 - 1.** The Head Petty Officer is also required to maintain their Petty Officers and work hand in hand with the C.M.C.
 - 2.** A Head Petty Officer will NEVER blame a fellow Petty Officer for a task he/she received from a C/CPO or Executive Staff (3rd Principle of Leadership)
- iii.** It must be well understood that a Head Petty Officer will take the most severe backlash and stress from a Chief Petty Officer and Executive Staff but note: a C/CPO and Executive Staff will NEVER abuse you by tasking you with a cruel and unusual punishment/command (may vary during a Chief's Board)

4. Sustained Superior Performance (S.S.P.)

- a.** As a C/Petty Officer, it is important to be engaged in the N.J.R.O.T.C. and looking for events/responsibilities that will benefit the unit
- b.** It is required that ALL Petty Officers, regardless of Class, maintains S.S.P. by being active in the N.J.R.O.T.C., some events that a Petty Officer may be part of, but not limited to, that will be labeled as an active cadet would be:
 - i.** Competition Team
 - ii.** Orienteering Team
 - iii.** Rifle Team
 - iv.** Volunteering Events
- c.** As a Petty Officer, he/she should not wait for a Leader delegate a responsibility. He/she is expected to seek responsibility in order for him/her to keep their rank as a Petty Officer
- d.** Sustained Superior Performance is crucial in order for a C/Petty Officer to keep rank and Leadership Position