



CADET FIELD MANUAL

for the

**COAST GUARD JUNIOR RESERVE OFFICERS'
TRAINING CORPS
(CGJROTC)**



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Notes

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CADET FIELD MANUAL

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PREFACE

The purpose of the "CGJROTC CADET FIELD MANUAL" is to combine the information on uniform regulations and the basics of military drill ceremonies into one distinguishable text. You may come to think of this Field Manual as the "guide" for the military aspects of your association with the CGJROTC Program. This manual is based on current USCG Regulations and Training Doctrine, the Marine Corps Drill and Ceremonies Manual, and the U.S. Navy JROTC Cadet Field Manual. A more thorough treatment of Drill and Ceremonies is available in the CGJROTC Drill Manual.

The uniform regulations chapter of this manual is especially important. From this chapter you will learn the importance of attention to detail.

Likewise, military drill holds important lessons for you. If you keep them in mind during your drill and parade activities, these reasons will become a part of you whether you are the leader or the follower. Here are some of the purposes of military drill:

1. To enable a leader to move his/her unit from one place to another in a standard and orderly manner.
2. To teach discipline by instilling habits of precision and automatic response to orders.
3. To increase the confidence of cadets through the exercise of command, and by giving proper commands, and by the control of drilling cadets.
4. To give cadets an opportunity to handle drill rifles.

While enrolled in the CGJROTC program, you will be instructed and drilled in all applicable safety precautions and procedures. Your maritime science instructor will maintain situational awareness and ensure that safe practices are complied with at all times during your training. An immediate **"Training Time Out"** (TTO), shall be called whenever you or your maritime science instructor experiences apprehension concerning training safety.

Notes:

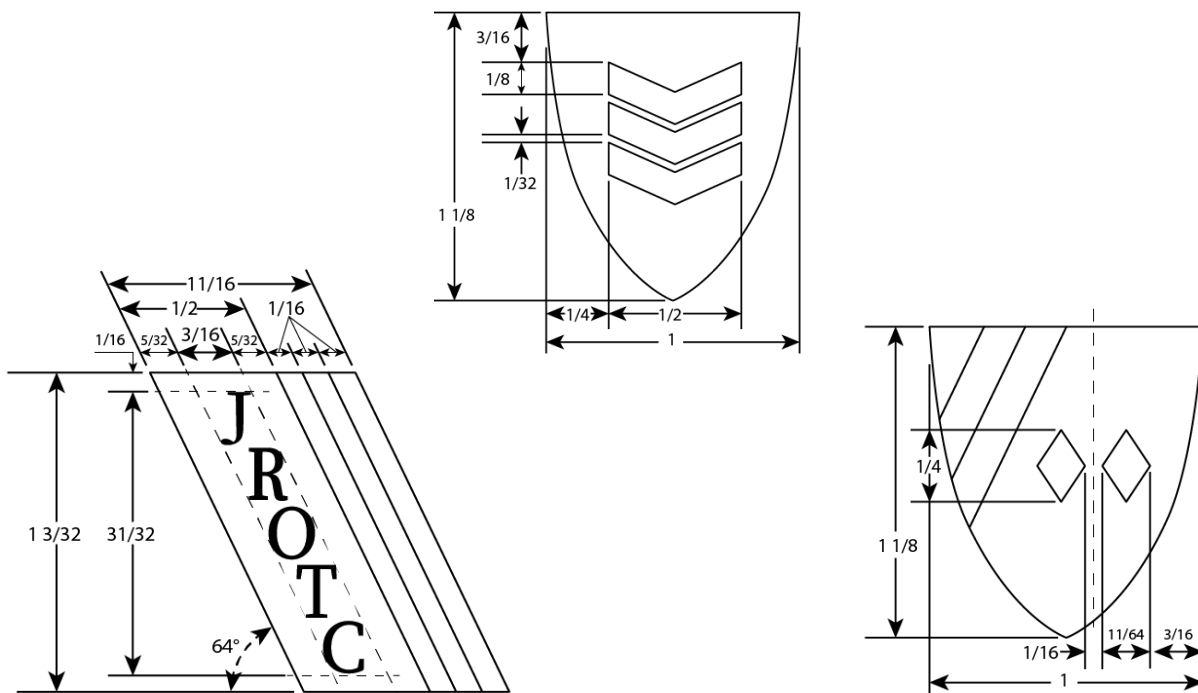
1. The terms "maritime science instructor" and "MSI" as used in this manual include both the Senior Maritime Science Instructor and the Maritime Science Instructor.
2. When used in this publication, the terms "he," "him," "his" and "men" represent both the masculine and feminine gender unless otherwise stated.

ACKNOWLEDGMENTS

Thank you to our Maritime Science Instructors. Your commitment to developing service-minded citizens of character every day is making a positive difference in the lives of cadets, your communities, and our nation. Your efforts are preparing the ground for more fruitful years ahead as CGJROTC expands nationwide.

Also, a special thanks to the Coast Guard military uniforms branch and the Coast Guard Clothing Technical Design Office for helping to design the Coast Guard JROTC collar devices and creating many of the uniform diagrams in this manual.

Thank you to all who have contributed to the strengthening of the Coast Guard JROTC program through your support, guidance, initiative, and leadership. SEMPER PARATUS!



THE CORE VALUES OF THE U.S. COAST GUARD JUNIOR RESERVE OFFICERS' TRAINING CORPS

As members of CGJROTC, we are dedicated to the Coast Guard's Core Values of HONOR, RESPECT, and DEVOTION to DUTY. These values are the foundation upon which each CGJROTC unit is based. These values will strengthen and guide us in our daily activities, and we will be faithful to these Core Values in all that we do.

HONOR - *Integrity is our standard. We will demonstrate uncompromising ethical conduct and moral behavior in all of our personal actions.*

Accordingly, we will:

- Conduct ourselves in the highest ethical manner in all relationships--with peers, superiors, subordinates, and with those outside of CGJROTC
- Encourage new ideas and deliver the bad news, even when it is unpopular
- Take responsibility for our actions and keep our word

Illegal or improper behavior or even the appearance of such behavior will not be tolerated.

RESPECT - *We value our diverse unit. We treat each other with fairness, dignity, respect, and compassion. We encourage individual opportunity, growth, and creativity through empowerment.*

Accordingly, we will:

- Demand respect up and down the chain of command
- Care for the safety and well-being of our fellow cadets and classmates
- Show respect to all individuals without regard to race, religion, age, sexual orientation or gender; treat each person with human dignity

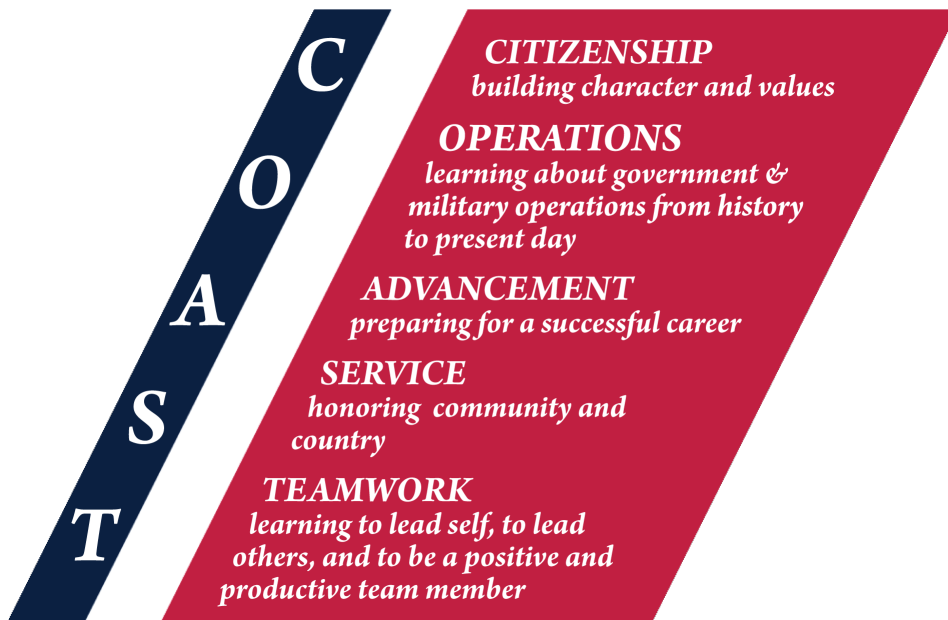
DEVOTION TO DUTY - *We are dedicated cadets who seek responsibility, accept accountability, and are committed to the successful achievement of our unit's goals. We serve with pride!*

Accordingly, we will:

- Pursue all our duties with excellence, quality, and competence
- Work as team to achieve all the objectives laid before us
- Be committed to positive change and constant improvement

These are the CORE VALUES of the USCG and the Coast Guard Junior Reserve Officers' Training Corps.

CGJROTC Program Mission and Goals



The mission of CGJROTC is: ***developing service-minded citizens of character.***

To accomplish the mission, CGJROTC develops cadets on the COAST.

The acronym COAST encapsulates the five pillars of Citizenship, Operations, Advancement, Service, and Teamwork that guide and reinforce the learning that takes place in and outside of the classroom.

The five pillars of COAST correspond with our five program goals:

- Building character and values
- Learning about government and military operations from history to present day
- Preparing for a successful career
- Honoring community and country
- Learning to lead self, to lead others, and to be a positive and productive team member

As you continue to apply yourself to all aspects of the CGJROTC experience, you will come to see much personal growth in your actions, attitudes, behavior, and your general development as a person. Guided by the Coast Guard Core Values and the five pillars of COAST, you will be on your way to being a service-minded citizen of character. *Semper Paratus!*

CHAPTER 1: CGJROTC UNIFORM REGULATIONS

1-1 THE UNIFORM

- A. The Coast Guard Junior Reserve Officers' Training Corps (CGJROTC) is one of the uniformed Junior Reserve Officers' Training Corps (JROTC) programs. The uniform is an important element in the morale, pride, discipline, and effectiveness of this program. It is important for CGJROTC cadets to maintain a high standard of dress and personal appearance. The key elements are neatness, cleanliness, safety, and military image. The purpose of this section in the Cadet Field Manual is to acquaint you with the wearing of the CGJROTC uniform.
- B. The military uniform is a symbol of the nation's defense forces. It projects an image of devotion to duty in the service of one's country. The word "uniform" comes from a combination of two Latin words, unus and forma, which means "one form." Thus the word "uniform" suggests a distinctive mode of dress. In ancient times military dress acquired a certain degree of sameness, but in a much different design from the modern military uniforms. They were, nevertheless, military uniforms in the sense that all the soldiers looked alike. To this extent we assign the origin of the military uniform to an early date in western civilization.
- C. The primary uniform worn by the CGJROTC cadets is the same as that worn by active duty USCG personnel, with the primary exception that cadets wear rate and rank insignia unique to JROTC. Uniform articles must not be worn with other civilian clothing, nor should they be loaned to other classmates who are not members of the CGJROTC. You are obligated to wear the uniform properly and proudly, and in doing so, you uphold the dignity of the U.S. Coast Guard, your CGJROTC unit, fellow cadets, and yourself.

1-2 GENERAL

A. Smartness

Wearing the uniform should be a matter of personal pride for all CGJROTC Cadets. Your dress and conduct shall be such as to reflect credit upon your CGJROTC unit, your school, your community, the Coast Guard, and your country. Caps shall be worn squarely on the head, with brims having a natural curve. Shoes shall be kept well-shined and in good repair. No articles, such as pencils, pens, watch chains, jewelry, combs, or similar items shall be worn exposed when in uniform.

B. Care of the Uniform

The maximum service life of the various uniform articles can only be attained by proper care and maintenance. No matter how well-fitting your uniform is when new, it will not continue to look its best or keep its shape unless it is carefully pressed and worn properly. By carrying large or heavy objects in your pockets, you can rapidly destroy the shape of the best uniform made. You should always hang the uniforms on a hanger when not in use. Many items must be dry cleaned instead of washed. Be careful not to damage clothing through improper care. Uniforms shall be kept clean, neat, and in good repair. Insignia and devices shall be bright and free from tarnish and corrosion.

C. Uniform of the Day

The uniform of the day is the uniform your maritime science instructor (MSI) will direct you to wear on any given day. The primary uniform for CGJROTC is Tropical Blue Short Sleeve (TBSS). Additional authorized uniforms include: the CGJROTC Polo (Polos), the Operational Dress Uniform (ODU), Service Dress Bravo (SDB), and Physical Training Gear (PT Gear).

1-3 THE WEARING OF THE UNIFORM

- A. The CGJROTC uniform will be worn by all cadets at least one full school day each week and on other occasions as prescribed by your maritime science instructor (drills, ceremonies, and parades). When appropriate, the wearing of reflective gear such as armbands, vests, and sashes are authorized. The wearing of uniform articles of sister services with the CGJROTC uniform are not authorized except for JROTC ribbons that may be authorized by the maritime science instructor.
- B. The cover is a required part of your CGJROTC uniform. When outdoors, you shall be covered at all times except when ordered to uncover, or during religious services which are not associated with a military ceremony. While the cover is not normally worn indoors, it is required while on official duty when under arms.
- C. Cadets are to be in a complete uniform and in compliance with the uniform standards described in this manual anytime they are in uniform. The wearing of partial or incomplete uniforms so that the uniform can be "preserved" for inspection is not permitted. Cadets will meet uniform standards whether they are standing an inspection or attending other school classes in uniform.
- D. Uniforms for special occasions such as a field day shall be prescribed by the maritime science instructor. All cadets participating at field meets will either be in the complete CGJROTC uniform prescribed for the meet or a complete athletic uniform.
- E. Uniformed cadets may not participate during or in connection with political activities, private employment, or commercial interests, that imply official sponsorship of the activity or interest, or at any other occasion when the wearing of the uniform would discredit the CGJROTC Program or the Coast Guard.
- F. You may be required to wear a name tag at the discretion of your MSI. It shall be positioned on the right side of the uniform aligned and positioned opposite to the ribbons on the left side. The bottom of the name tag will be aligned with the bottom row of ribbons. Refer to the illustrations in Chapter 1-5 (1).
- G. Additional instructions for how and when to wear the CGJROTC Polo, including accompanying trousers and footwear, will be given by the MSI, consistent with current program policy and with Chapter 1-5 (3) of this manual.
- H. Additional instructions for how and when to wear additional Coast Guard uniforms not expressly discussed in this manual will be given by the MSI, consistent with current program policy.

1-4 PERSONAL APPEARANCE AND GROOMING

Grooming standards are based on several elements, including neatness, cleanliness, and overall appearance. As discussed in section 1-1 of this manual, cadets represent their school, unit, and the Coast Guard in their personal appearance and grooming. The standards set forth in this section generally reference the same standards applicable to Coast Guard members. However, men's and women's hair standards (not grooming standards) may be held in abeyance for first year cadets, at the discretion of the MSI, in the CGJROTC Polo and PT Gear uniforms only. The wearing of any other uniforms requires adherence to the hair standards set forth in this section. This provision is not punitive in nature for any person, nor shall it be construed to delay the issuance of the TBSS or other uniforms to first year cadets meeting the hair standard. Additionally, this provision makes no special authorization for the wear of Polos (or PT gear) when a more formal uniform would otherwise be required for the situation (i.e. Color Guard or JLA).

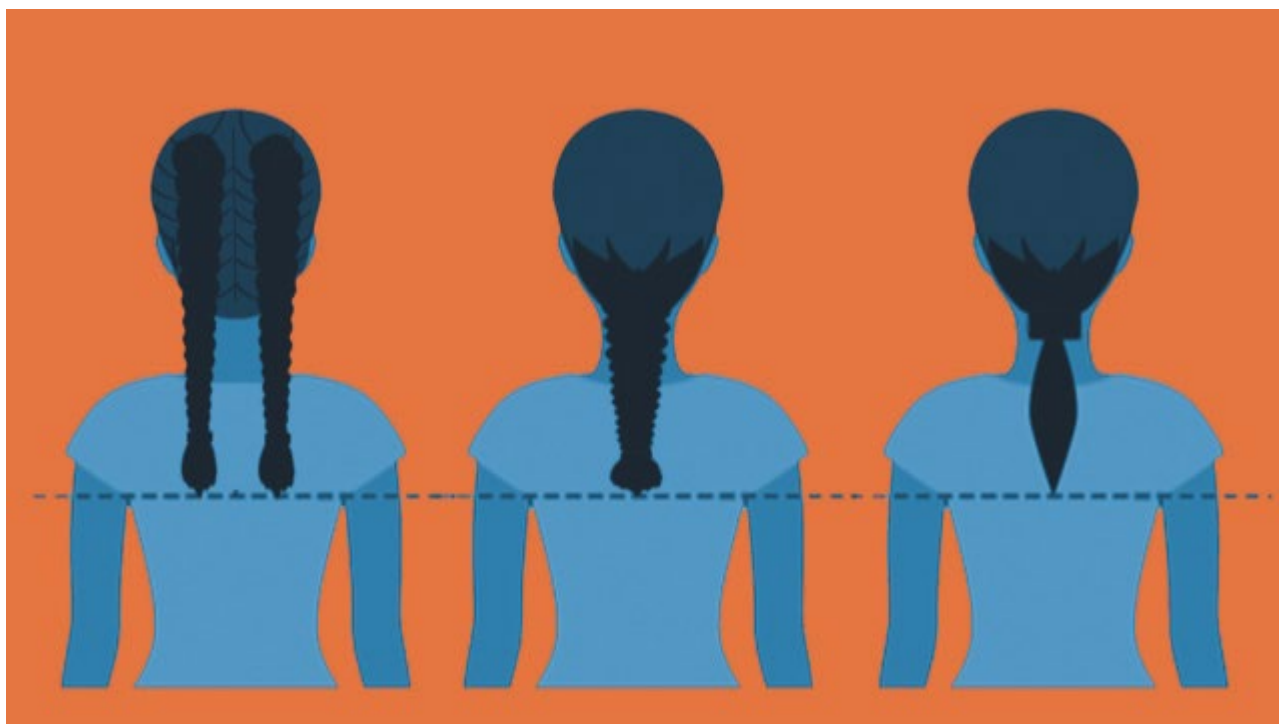
Even with the guidance below, it is impossible to provide examples for every appropriate or inappropriate hairstyle, therefore the good judgment of the MSI is required. The appropriateness of a hairstyle must also be judged by its appearance when headgear is worn. Headgear shall fit snugly, properly, and comfortably on the head without distortion or excessive gaps. Hair shall not be visible below the front brim (combination or ball cap) or extend beyond the forward point of the garrison cap.

- A. **Men's Hair.** Hair must be neat, clean, and present a well-groomed appearance. The bulk of the hair must not interfere with the wearing of the hat or cap. Hair must not touch the collar or ears. Hair must be no longer than 4 inches and the bulk shall not exceed 2 inches. One narrow part in the hair is authorized; this may be cut, clipped, or shaved. Plaited or braided hair is unauthorized.

B. GROOMING STANDARDS FOR MEN

<u>Sideburns:</u>	Neatly trimmed and tailored. Shall not extend below a point level with the bottom of the opening of the ear. Shall end with a clean-shaven horizontal line.
<u>Mustaches:</u>	If worn, must be neatly trimmed. Cannot extend below the top of the upper lip or beyond the corners of the mouth. No other facial hair is permitted.
<u>Fingernails:</u>	Shall not extend past the fingertips.
<u>Earrings/studs:</u>	Not authorized.
<u>Necklaces:</u>	Authorized but shall not be visible.
<u>Rings:</u>	One per hand is authorized.
<u>Wristwatch/Bracelet:</u>	One of each is authorized, but no ankle braces.
<u>Sunglasses:</u>	A conservative pair is authorized when permitted by the MSI. Not authorized in formations. Retainer straps not authorized.

- C. **Women's Hair.** Hair must be neat, clean, and present a well-groomed appearance. Hair must be secured adequately to prevent obstructing the wearer's field of vision. Hair coloring, if used, must look natural. Hair (to include bangs) will not extend below the eyebrows. Hair bulk must not exceed 3.5 inches as measured perpendicular to the scalp. Hair bun size may extend to a maximum of 4 inches as measured out from the scalp. For short hair – the hair may touch but not fall below the bottom edge of the shirt or jacket collar, except for the foul weather parka. Women may also wear hair in one to two braids or a single ponytail. A single ponytail or braid must be centered on the back of the head. When styled, two braids will be evenly spaced and look symmetrical on the back of the head when viewed from behind. The length must not extend below a horizontal line centered between the shoulder blades.



D. GROOMING STANDARDS FOR WOMEN

Hair Ornaments:

Bobby pins, small barrettes, elastic bands, small plain scrunchies (elastic bands covered with material not to exceed one inch in width) that are brown, black, navy blue, or the wearer's hair color are authorized.

Cosmetics:

Applied in good taste and colors blend with natural skin tone. Exaggerated or faddish cosmetics are inappropriate. Lipstick should be conservative.

Fingernails:

Shall not be excessive in length. Acceptable nail polish colors include neutral shades of grey, brown, green, beige, pink, mauve, plum, burgundy, blue, black, white, and red.

<u>Earrings/Studs:</u>	One per ear centered on the earlobe. Must be a small pearl, diamond, gold or silver ball (post or screw on). Studs are not authorized in the nose, eyebrows, tongue, lips, or other areas of the face or body visible to the maritime science instructor.
<u>Necklaces:</u>	Authorized, but shall not be visible.
<u>Rings:</u>	One per hand is authorized, plus the engagement ring or the wedding ring.
<u>Wristwatch/Bracelet:</u>	One of each is authorized, but no ankle braces.
<u>Sunglasses:</u>	A conservative pair is authorized when permitted by the MSI. Not authorized in formations. Retainer straps not authorized.

NOTE FOR MALES AND FEMALES WHEN OUT OF UNIFORM: Authorization for wearing of lip rings, tongue and nose studs, belly rings and other types of eccentric body jewelry will generally be determined by the local school dress codes.

1-5 UNIFORM DESCRIPTIONS

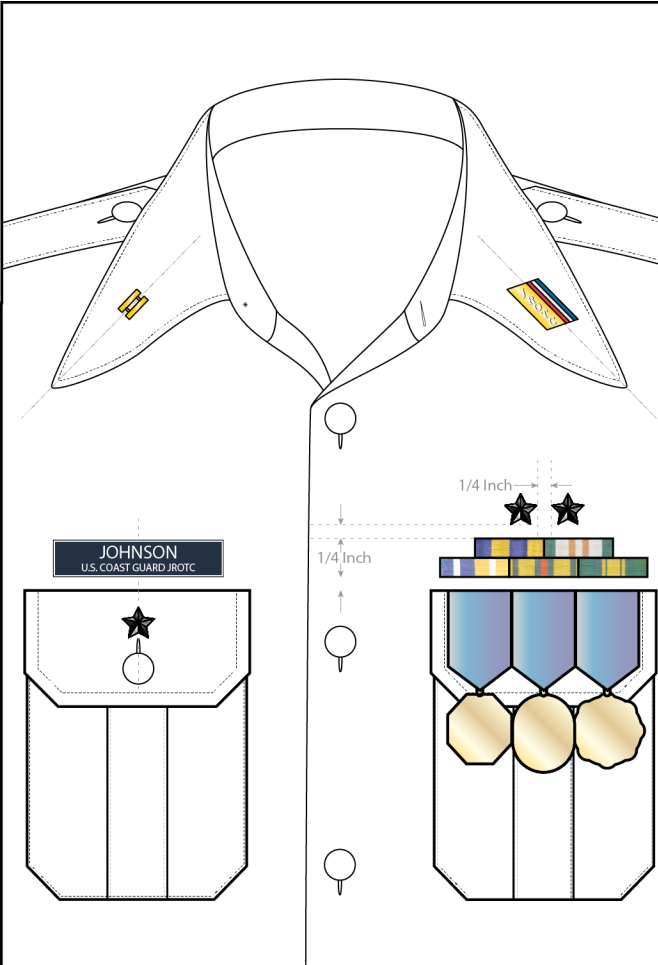
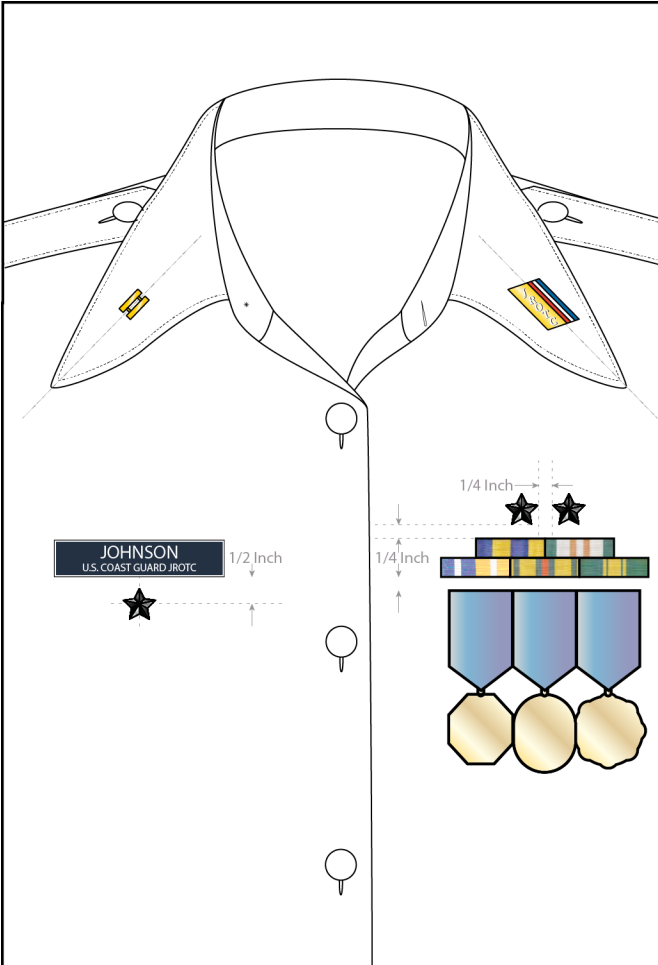
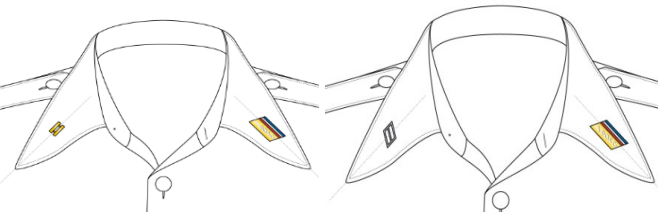
- A. **Uniforms.** There are several uniforms worn in the CGJROTC program. They are: **(1) Tropical Blue Short Sleeve (TBSS)**, **(2) the Operational Dress Uniform (ODU)**, **(3) the CGJROTC Polo (Polos)**, **(4) the Service Dress Bravo (SDB)**, and **(5) Physical Training Gear (PT)**. Note that current Coast Guard Uniform Regulations authorize a Tropical Blue Short Sleeve (TBSS) and a Tropical Blue Long Sleeve (TBLS) uniform, but the CGJROTC program will issue the TBSS.

(1)

Tropical Blue (TBSS)

The TBSS is the standard uniform of the day. This is also the primary uniform worn at inspections and official functions. The uniform components are as follows:



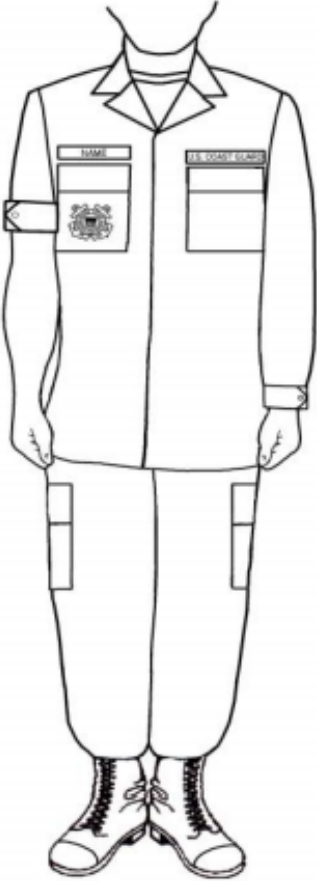
MALE TBSS	FEMALE TBSS
	
Authorized Uniform Items	Additional Comments
Light Blue Short Sleeve Shirt	Clean, neat, and pressed.
Long Trousers / Slacks	Blue dress trousers (dry-clean or wash & wear)
Collar Insignia 	Collar rank insignia are centered on the visible collar, along an imaginary line bisecting the angle of the collar point. For Cadet Seaman Apprentice and Cadet Seaman Ranks: the small line of the exterior rocker line on the rank device should run parallel to the leading edge of the collar. For the JROTC device, insert the two metal pins alongside (but not through) the plastic collar stays to achieve the desired alignment. The two pins should be inserted along the side of the collar stay that best facilitates centering the device.

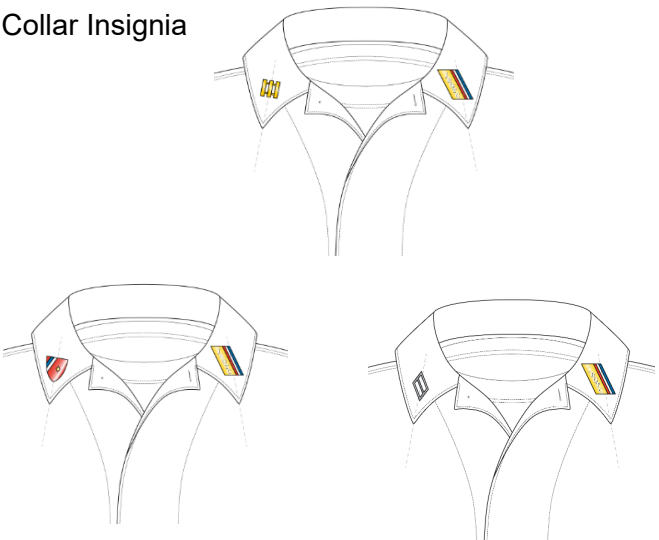
Nametag / Ribbons	Ribbons and name tag are worn parallel to the top of the shirt pocket, 1/4-inch above and centered on the pocket button hole. On the women's light blue overblouse, the nametag will be worn so that it is level and centered on the right side of the shirtfront in the same approximate position that it would be worn on a properly fitting light blue shirt with pockets. Individuals are to adjust placement of nametag to allow for shirt size and individual body proportions to achieve appropriate appearance. A good frame of reference is to place the nametag in line with the ribbons between the 2 nd and third buttons.
Medals	Worn in accordance with Chapter 1-7 (C) of this manual.
Cover	The garrison cap shall be worn as described in Chapter 1-6 (B) of this manual.
Belt with Buckle	Standard 1 ¼" black web belt with brass buckle. 1 ¼" nylon belt is optional. When wearing a shirt and trousers for different sexes, a shirt, trousers, and fly alignment is unachievable. However, in all cases, the non-tab edge of the belt must align with the fly. When women's trousers are worn, the belt clip end (metal tip) should face the wearer's right. When men's trousers are worn, the belt clip end (metal tip) should face the wearer's left side.
T-Shirt	A plain white V-neck t-shirt shall be worn under the light blue shirt.
Shoes	Plain black leather, low quarter, lace style shoes with no stitching, decoration, or seam across the toe. Shoes shall be laced inside out through all eyelets and shall be well-shined. High-gloss shoes are authorized as well.
Socks	Black plain knit or rib knit socks.
Aiguillettes	Worn in accordance with Chapter 1-6 (D) of this manual.
Service Stars	Worn in accordance with Chapter 1-6 (C) of this manual.
Outerwear	Foul-weather Parka and Wind Breaker
Gloves (optional)	Black

(2)

Operational Dress Uniform (ODU)

The ODU is an operational uniform and may be authorized by the MSI for events and functions where the wearing of a dress uniform would not be suitable or practical. It is NOT a liberty uniform and will only be worn off campus while conducting JROTC duty or related travel.

	
Authorized Uniform Items	Additional Comments
ODU Shirt	Un-tucked ODU blouse with sleeves rolled up (accordion style, with only the cuff showing) or down as prescribed by the MSI. Worn with a "U.S. COAST GUARD" name tape on the left-side, a "JROTC" name tape on the right side, and metal collar insignia.
ODU Trousers	Trousers will be worn with blousing straps, OR tucked into boots & then adjusted to appear bloused.

Collar Insignia 	Collar rank insignia are centered on the visible collar, along an imaginary line bisecting the angle of the collar point. For Cadet Seaman Apprentice and Cadet Seaman Ranks: the small line of the exterior rocker line on the rank device should run parallel to the leading edge of the collar. The JROTC device will be centered on the collar, with the top and bottom parallel to the deck.
Nametape	“U.S. COAST GUARD” cloth name tape on the left, and the “JROTC” name tape on the right.
Cover	The U.S. Coast Guard JROTC ball cap will be worn as shown in Chapter 1-6 (B) of this manual.
Belt with Buckle	Basic rigger’s belt.
T-Shirt	A navy-blue or unit crew neck t-shirt shall be worn under the ODU shirt.
Boots	Eight to ten inch well-blackened composite toe safety boots.
Socks	Shall be black and extend above the boot top for comfort.
Outerwear	Foul-weather Parka
Gloves and Watchcap (Optional)	Black

1. The ODU may also be modified (ODU-M) by removing the ODU shirt and wearing the unit or standard crew neck t-shirt as the outer garment. This is especially applicable in high-heat conditions. This modification is authorized when prescribed by your MSI.
2. The Foul Weather Parka (FWP) and/or the Windbreaker may be issued to cadets depending on the unit climate. The FWP may be worn with the TBSS, SDB or the ODU, and the Windbreaker may be worn with TBSS. When worn, both the FWP and Windbreaker will be zipped up to a minimum of 3-4 inches from the top. A fleece liner may also be issued with the FWP, and this is authorized as a standalone jacket with the ODU.
3. Black gloves (worn w/ any uniform) and black watch caps (ODU/ODU-M only) are both optional cold-weather outdoor uniform items that may be purchased by cadets without reimbursement.
4. Other ODU and cold weather uniform modifications may be authorized with approval from the CGJROTC HQ Command.

(3)

CGJROTC Polo (Polos)

The CGJROTC Polo affords units the opportunity to achieve uniformity and a professional appearance in situations where less formality is required. Examples of appropriate occasions of wear may include field trips (especially trips involving extended travel), less-formal community engagements, and other school functions where more formal attire isn't practical or necessary.

	
Authorized Uniform Items	Additional Comments
Polo Shirt	Shall be tucked in with at least the bottom button buttoned.
Trousers	Trousers will be khaki colored and one solid color.
Collar Insignia / Ribbons / Metals / Devices	None
Cover	The U.S. Coast Guard JROTC ball cap will be worn as shown in Chapter 1-6 (B) of this manual. The cover may be relaxed on a case-by-case basis at MSI discretion.

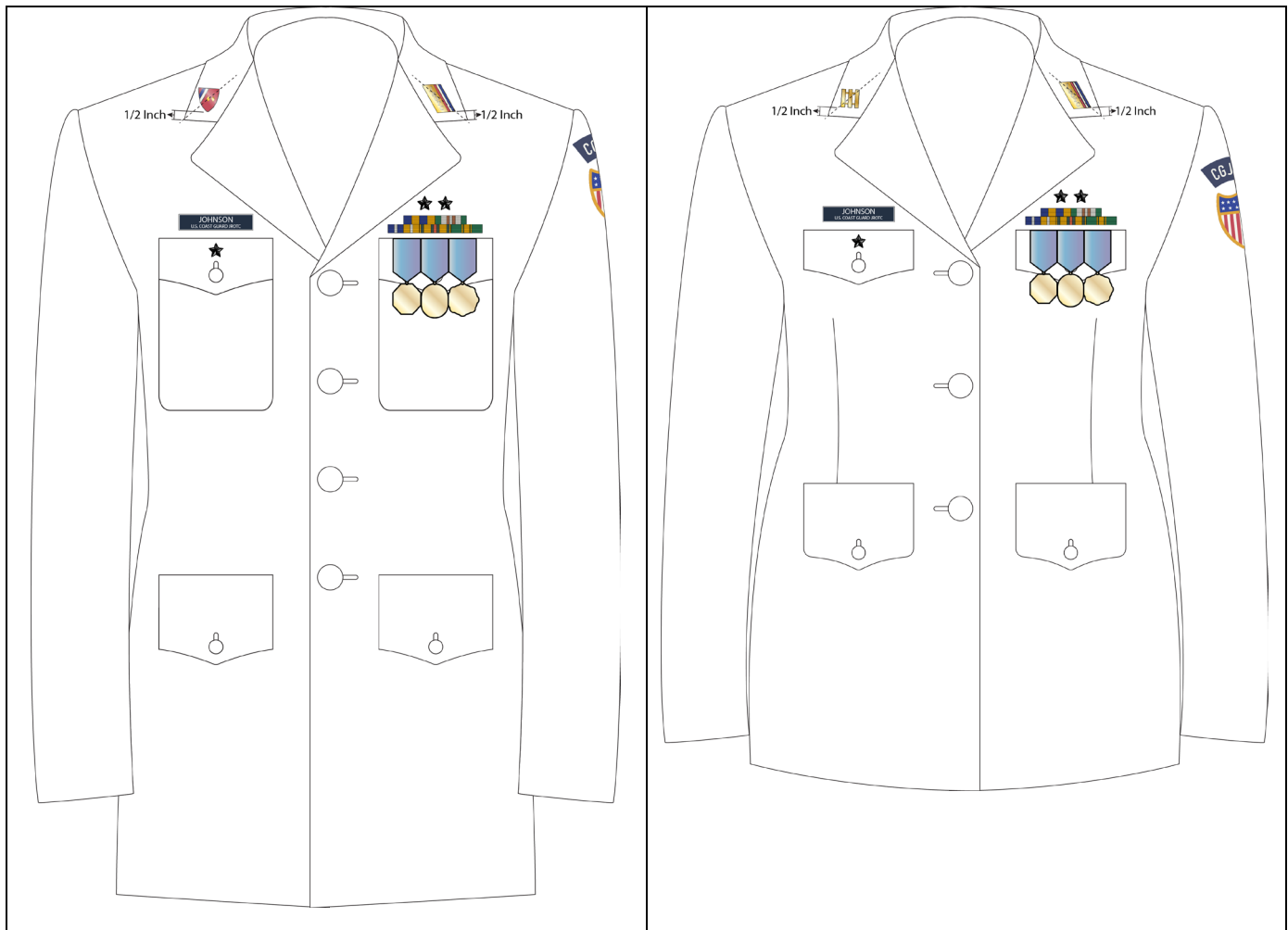
Belt	Dark in color. One solid color.
Shoes	Dark colored shoes.
Other	Some schools have a Student Handbook / SOP covering school uniforms. If these mentioned documents allow for students to wear a different color pair of pants, belt, or shoes and the SMSI or MSI find such alternative to be acceptable, this shall be permitted.

(4)

Service Dress Blue (SDB)

The SDB is issued and worn at the discretion of the MSI. The SDB can be worn year-round. Examples of appropriate occasions for wear include business or social functions where the civilian equivalent is coat and tie and other formal occasions such as Color Guard or Drill Competitions. The uniform components are as follows:

 A male cadet standing in full dress uniform. He is wearing a dark blue double-breasted jacket with gold buttons, a white shirt, a dark tie, and a white cap with a gold anchor. He has several medals and ribbons on his left chest.	 A female cadet standing in full dress uniform. She is wearing a dark blue double-breasted jacket with gold buttons, a white shirt, a dark tie, and a white cap with a gold anchor. She has several medals and ribbons on her left chest.
MALE SDB	FEMALE SDB



Authorized Uniform Items

Additional Comments

SDB Coat

Men wear men's version. Women wear women's version.

Light Blue Short Sleeve Shirt

TBSS Shirt will be worn underneath SDB coat.

Long Trousers / Slacks

Blue dress trousers (dry-clean or wash and wear)

Collar Insignia

Rank insignia and the JROTC device shall be worn on the SDB Coat collar. The JROTC device will be positioned on the left collar with the bottom of the device ½ inch above the notch of the top lapel. The bottom line of the JROTC device will run parallel to the lapel below it. The device will be centered between the outer edges of the coat collar. The rank device will be positioned on the right collar with the bottom of the device ½ inch above the notch of the top lapel. The device will be centered between the outer edges of the coat collar. The TBSS shirt underneath will not have devices on the collar.

Nametag / Ribbons	Ribbons and name tag are worn parallel to the top of the SDB Coat pocket, 1/4-inch above the top of the top pocket and centered on the pocket button hole. Nametag over wearer's right pocket and ribbons over left.
Medals	Worn in accordance with Chapter 1-7 (C) of this manual.
Cover	The Combo Cover shall be worn as described in Chapter 1-6 (B) of this manual.
Belt with Buckle	Standard 1 ¼" black web belt with brass buckle. 1 ¼" nylon belt is optional. When wearing a shirt and trousers for different sexes, a shirt, trousers, and fly alignment is unachievable. However, in all cases, the non-tab edge of the belt must align with the fly. When women's trousers are worn, the belt clip end (metal tip) should face the wearer's right. When men's trousers are worn, the belt clip end (metal tip) should face the wearer's left side.
T-Shirt	A plain white V-neck t-shirt shall be worn under the TBSS.
Shoes	Plain black leather, low quarter, lace style shoes with no stitching, decoration, or seam across the toe. Shoes shall be laced inside out through all eyelets and shall be well-shined. High-gloss shoes are authorized as well.
Socks	Black plain knit or rib knit socks.
Tie	Male will wear regular blue tie. Females have the option to wear the regular blue tie or the neck tab tie.
Aiguillettes	Worn in accordance with Chapter 1-6 (D) of this manual.
Service Star	Worn in accordance with Chapter 1-6 (C) of this manual.
Outerwear	Foul-weather Parka.
Gloves (optional)	Black.
CGJROTC Bravo Patch	The CGJROTC Bravo Patch will be worn on the left sleeve of the SDB Coat. The top of the patch will be referred to as the Program Identification

	Patch. This is a curved patch with the letters “CGJROTC” in white block lettering and flag blue background mounted approximately ½” below the left shoulder top seam.
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(5)

Physical Training Gear (PT)

PT gear is authorized at the discretion of the MSI. PT gear is traditionally authorized for physical fitness days or work parties.

	
Authorized Uniform Items	Additional Comments
Physical Fitness Shirt	Standard Issue. Shall be tucked into the PT Shorts.
Shorts	Standard issue CGJROTC PT Shorts.
Cover	None.

Shoes	Athletic Shoes.
Outerwear	Coast Guard sweatshirt and sweatpants.

B. Uniform Appearance, Cleanliness and Maintenance

1. Uniforms shall be kept clean, neat, and in good repair.
2. Shoes should be highly polished in their entirety, not just the toe area.
3. Hats should be clean and well-fitting.
4. Insignia and devices shall be clean and bright and free from tarnish and corrosion. Metal polish will remove the plating and should not be used for cleaning purposes.
5. Brass buckles and belt tips should be shined with clean, dry rag.
6. The manufacturer's cleaning instructions should be followed for the cleaning and laundering of all uniforms:
 - a. Garrison cover is laundered and pressed on medium heat.
 - b. The TBSS shirt must be kept clean and neat and may be laundered or dry cleaned. If laundered, the shirt must be pressed with the iron on medium heat. Military creases on light blue shirts are optional. Loose threads must be trimmed off buttons and elsewhere on the shirt. There shall be no holes in the collar from misplaced insignia.
 - c. If the TBSS trousers are not the "wash & wear" type, they must be dry cleaned.
 - d. The ODU is machine washable on a permanent-press setting. Wash uniforms in warm water with a mild detergent. Do not use chlorine bleach. If hand washing, wring gently and rinse with warm water. For best results, dry ODU items at a low heat or tumble dry for 10 minutes, then hang on a rust proof hanger to finish drying. Uniform may be pressed but be sure to set iron to the cooler setting for nylon/cotton blends. A pressing cloth is helpful to avoid shiny spots from the iron. Military creases are not authorized.

1-6 CGJROTC UNIFORM INSIGNIA AND DEVICES

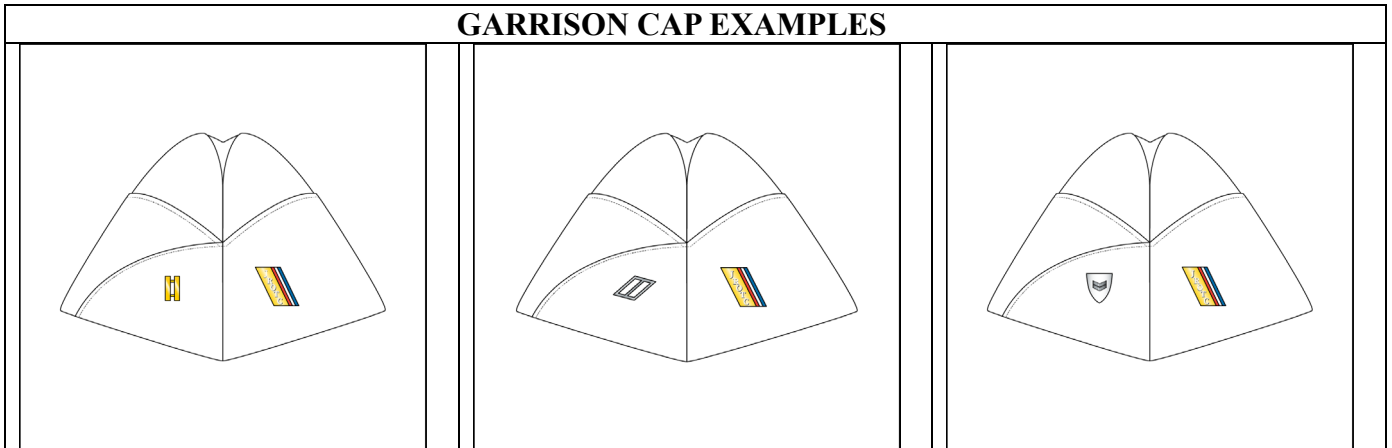
A. Collar Devices worn on Shirts, Windbreaker, and Foul Weather Parka

All cadets will wear the JROTC device on the left shirt collar and the rank/rate devices on the right shirt collar as shown in the uniform illustrations in Chapter 1-5. When wearing the Windbreaker over the TBSS, the collar devices shall be worn on the Windbreaker collar in the same manner as they are worn on the TBSS shirt. When wearing the Foul Weather Parka, only the rate/rank device is worn on the front tab (not the JROTC device). When wearing the SDB Jacket, collar devices are not to be worn on the TBSS shirt.

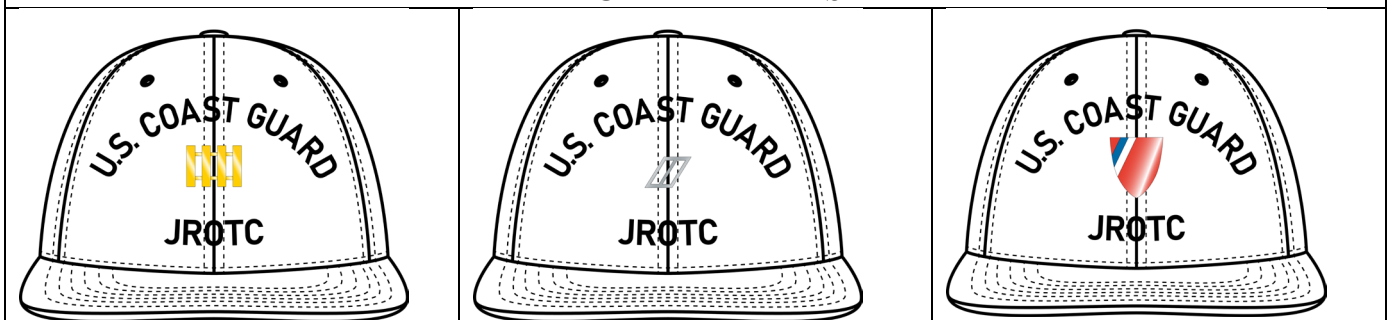
B. Hat/Cap Devices

1. Garrison Cap. The blue garrison cover is worn with the TBSS uniform. The “JROTC” device will be worn on the left side of the garrison cap, and the cadet’s rank device will be worn on the right. The center of the rank device shall be centered on the wearer’s front right flap. Once the rank device is placed, mirror the location of the JROTC device on the wearer’s left to correspond with the rank device.
2. Ball Cap. The ball cap will be the standard USCG design with “JROTC” stenciled in gold, centered on the front of the hat just above the brim. Cadets will wear their rank device centered between the stenciling on the front of the hat.
3. Combo Cover. The combo cover may be worn with the SDB or TBSS Uniform. The combo cover design is the same for all cadets, whether male/female or cadet enlisted/officer.

GARRISON CAP EXAMPLES



BALL CAP EXAMPLES



COMBO COVER



C. Service Stars - Course/year groups within the CGJROTC program.

Note: For those CGJROTC units under the 4x4 block schedule, “course” is synonymous with “year” for those CGJROTC units under the A/B block schedule or conventional schedule.

1. This insignia is used to designate the number of courses/years satisfactorily completed in the program. The device is a five-pointed gold star (metal device) which is 3/8” diagonally across in size.
2. These stars shall be centered 1/4” above the left breast pocket or the ribbons, two points down. If more than one is awarded, they will be issued in fixed sets of two or three.



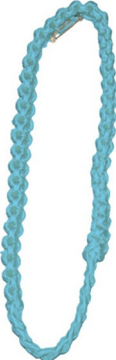
D. Aiguillettes

Aiguillettes may be awarded or earned for various academic and military achievements. They may also be worn by cadets in various leadership positions as designated by your SMSI. They may be worn only on the left shoulder* of the TBSS uniform and the SDB uniform, and only one at a time. Aiguillettes will be attached to the shoulder flap on the TBSS shirt and may be pinned to the shoulder of the SDB. Aiguillettes are not authorized for wear on any other uniform.



*Exception: The metallic silver aiguillette is worn on the right shoulder. This aiguillette is earned by cadets who have successfully completed the CGJROTC Junior Leadership Academy (JLA) as a cadre cadet.

For matter of consistency and tradition, the following special teams will wear the aiguillette colors listed below:

AIGUILLETTE TEAM COLORS:		
DRILL: NAVY BLUE	RIFLE / ARCHERY: KELLY GREEN	ACADEMIC: GOLD
		
COLOR GUARD: WHITE	RAIDERS: BROWN	ORIENTEERING: ORANGE
		
DRONE: JAY BLUE	JLA CADRE: SILVER	
		

For Units that choose to utilize Aiguillettes for their leadership positions, you may utilize any other custom / combinations you see fit for such positions. However, the above colors are reserved for the corresponding teams. If a cadet is involved in multiple teams or holds a command position, it is recommended to wear the Aiguillette that is most appropriate for the circumstance (ie: wearing a Color Guard Aiguillette to a Color Guard event. Etc.)

E. Arc Pins

The CGJROTC Program authorizes the wearing of a specialized Arc Pin for cadets that have earned top cadet during the National Cadet Challenge competition for both Fall and Spring Semesters. The Arc Pin may be worn by the cadet on the TBSS or SDB Uniform. The pin will be centered above the nametag on the right breast pocket with the bottom of the arc pin $\frac{1}{4}$ inch above the top of the nametag.



F. CGJROTC Bravo Patch

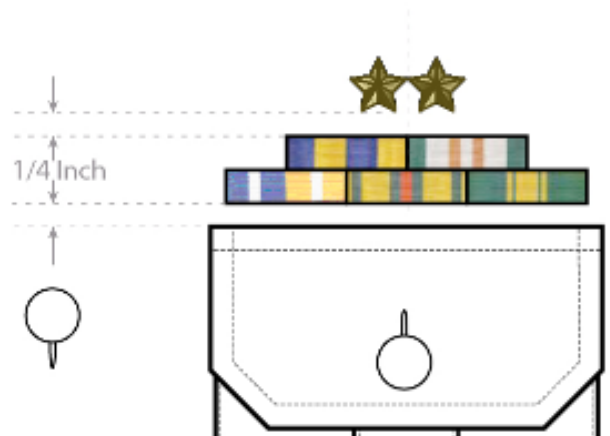
The CGJROTC Bravo Patch will be worn on the left sleeve of the SDB Coat. The top of the patch will be referred to as the Program Identification Patch. The bottom of the patch will be referred to as the Embroidered Shield. The Program Identification Patch is a curved patch with the letters "CGJROTC" in white block lettering with a flag blue background. It will be sewn onto the SDB left sleeve approximately $\frac{1}{2}$ inch below the left shoulder top seam, so that the curvature of the top of the patch looks most natural with the curvature of the seam. The Embroidered Shield is like what is worn by Active-Duty Ceremonial Honor Guard. The shield is blue with six red and seven white stripes in the base of the shield. The entire shield is bordered in gold with a gold separation from the base of the shield. The shield has thirteen stars in the chief of the shield arranged in two horizontal rows, with seven stars above and six below. It is worn on the left sleeve $\frac{1}{2}$ inch below the lower edge of the Program Identification Patch.



1-7 AWARDS AND DECORATIONS

A. Wearing of Ribbon Awards

Ribbons are worn on the TBSS and SDB uniforms. When more than three ribbons are earned, wear them in horizontal rows of three each. If ribbons are not in multiple of threes, the top row contains the lesser number, and the center of this row sits over the center of the row below. Wear ribbons without spaces between ribbons or rows of ribbons. The ribbons will be worn with the lower edge of the bottom row centered 1/4 of an inch above the left breast pocket of the shirt or coat.

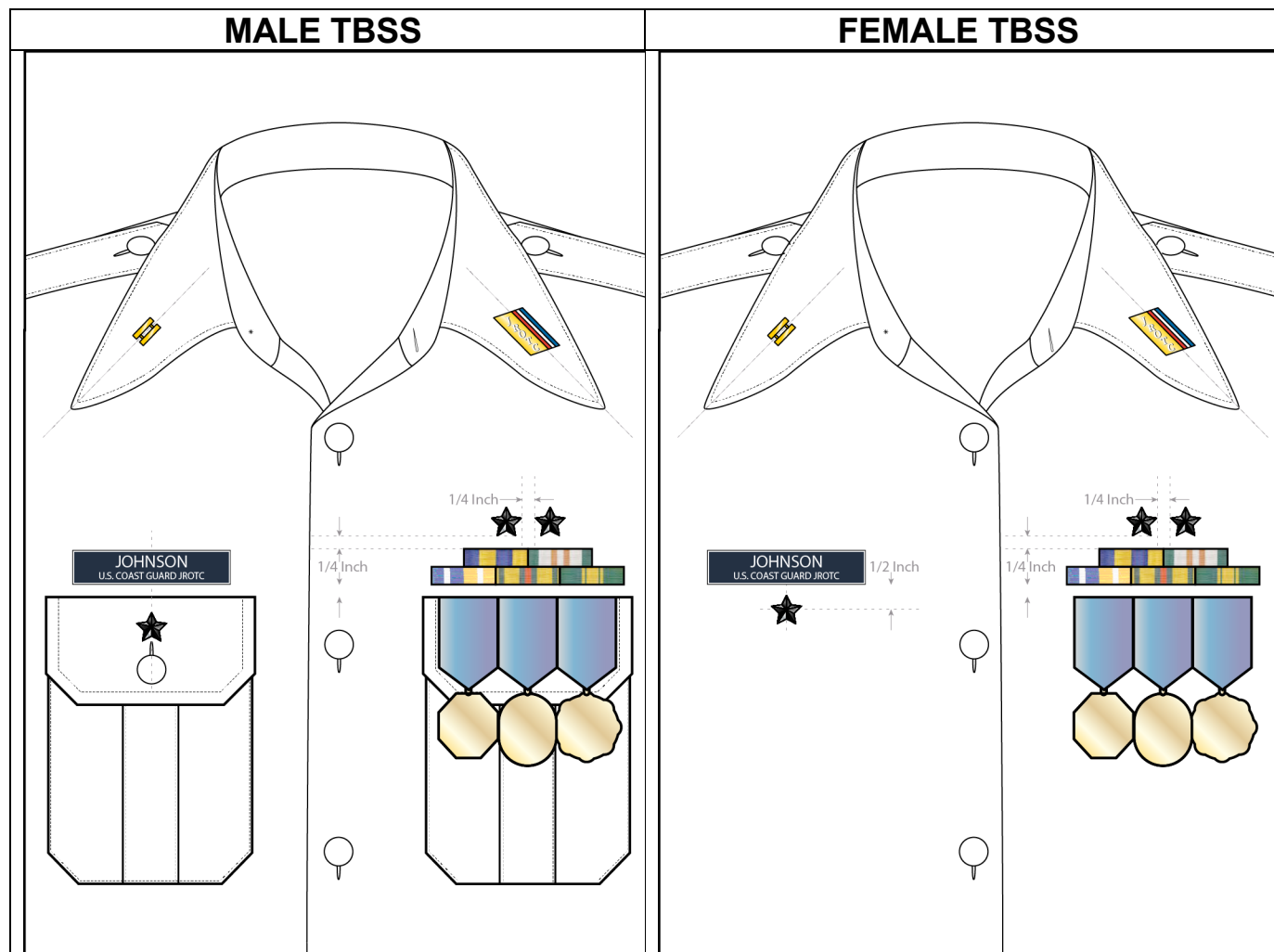


B. Precedence or Order of Seniority

Ribbons will be worn in the order of precedence as outlined on the next several pages. The most senior ribbon will be worn in the top row and inboard when more than one ribbon is worn on a row. All earned ribbons must be worn at the same time, however only one of each ribbon design may be worn with devices/subsequent awards attached to that one ribbon. Other awards and ribbons presented to you by organizations other than the CGJROTC Program such as: other military JROTC programs, Retired Officers Association, American Veterans, Order of Daedalians, American Legion, marksmanship, and the like, will be worn after (junior to) the CGJROTC ribbons in the order determined by your SMSI.

C. Medals

Medals earned are worn only on uniforms where other awards and decorations are authorized. Wearing of Medals is optional and not required. When medals are earned and worn, they may be worn on the left breast pocket of the TBSS or SDB in seniority order, inboard to outboard, with the top of the first row of medal(s) in line with the top of the pocket. Subsequent medals will be worn in another row ¼ inch below the row above. No more than three medals may be worn in each row side-by-side, in addition to its corresponding ribbon, if any. Order of Precedence: All official CGJROTC Medals shall be worn first and then all other externally awarded medals after. See below images for reference:



D. Honor Roll

Awarded to any cadet who attains school honor roll status. The award is denoted by wearing a service star on the right breast pocket flap, centered between the button hole and the top of the pocket centered on the name tag. The award is only worn during such a time as the cadet is on the current honor roll. If a cadet is no longer listed when a new honor roll is published, the award shall be removed. For schools that have a Principals List or equivalent for 4.0 GPA or higher, two service stars will be worn on the right breast pocket.

E. CGJROTC Ribbon Awards (ORDER OF PRECEDENCE)

1. Meritorious Achievement Medal		Awarded, WHEN EARNED, to any CGJROTC cadet who distinguishes himself by outstanding meritorious achievement or performance of a meritorious act. Excludes such things as length of participation in the unit or sustained superior performance in a leadership position. Awarded on a case-by-case basis by the SMSI.
2. Distinguished Unit		Awarded YEARLY to cadets in good standing who were unit members during the academic year in which the school earned the Distinguished Unit status.
3. Distinguished Cadet Medal		Awarded YEARLY to one cadet in each year group with the highest combined average for overall scholastic standing and aptitude in CGJROTC unit activities (including academics, homework, physical fitness, community service, drill, etc.). Also awarded to “distinguished cadet” recipients at JLA.
4. Honor Cadet Medal		Awarded YEARLY to one cadet in each year group with the highest overall academic achievement (GPA) in school, including Maritime Science courses. Also awarded to “honor cadet” recipients at JLA.
5. Cadet Achievement Medal		Awarded, WHEN EARNED, to any cadet who distinguishes himself by outstanding achievement or sustained superior performance. The cadet must exhibit exceptional military aptitude and dedication to the program as well as overall excellence in all facets of CGJROTC. Awarded on a case-by-case basis by the SMSI.
6. Unit Achievement		Awarded YEARLY to cadets in good standing who were unit members during the academic year in which the school earned the Unit Achievement Status as determined by the Program Manager. Awarded only to those units that demonstrated exceptional performance but did not qualify for Distinguished Unit Status.
7. Aptitude Award		Awarded YEARLY to those outstanding cadets who demonstrate exceptional military aptitude and dedication to the CGJROTC program. Also awarded to the members of the “outstanding platoon” at JLA and the “outstanding basic cadet” recipients at JLA.
8. Maritime Science 4 Outstanding Cadet(s)		Awarded YEARLY to outstanding cadets in Maritime Science 4 based on citizenship, academic performance, personal appearance, and conduct.

9. Maritime Science 3 Outstanding Cadet(s) 	Awarded YEARLY to outstanding cadets in Maritime Science 3 based on citizenship, academic performance, personal appearance, and conduct.
10. Maritime Science 2 Outstanding Cadet(s) 	Awarded YEARLY to outstanding cadets in Maritime Science 2 based on citizenship, academic performance, personal appearance, and conduct.
11. Maritime Science 1 Outstanding Cadet(s) 	Awarded YEARLY to outstanding cadets in Maritime Science 1 based on citizenship, academic performance, personal appearance, and conduct.
12. Exemplary Conduct 	Awarded YEARLY to each cadet who demonstrates exemplary conduct for the school year.
13. Exemplary Personal Appearance 	Awarded, WHEN EARNED, to each cadet who displays an exemplary personal appearance and has worn his uniform on all occasions required.
14. Physical Fitness 	Awarded, TWICE PER YEAR, to any cadet who meets or exceeds the basic requirements of the Cadet Challenge as outlined in Chapter 5 of this manual.
15. Participation 	Awarded, WHEN EARNED, to any cadet who has participated in three events other than routine activities.
16. Unit Service 	Awarded, WHEN EARNED, to any cadet who has demonstrated exemplary service and dedication to the unit as determined by the SMSI.
17. Community Service 	Awarded, WHEN EARNED, to any cadet in good standing who distinguishes himself by dedicated and outstanding service to the community.

18. Academic Team Award 	Awarded, WHEN EARNED, to any cadet who is a member in good standing of the academic team and has participated in three or more academic competitions.
19. Drill Team 	Awarded, WHEN EARNED, to each member of a drill team in good standing who has entered competition or performed at three or more official functions.
20. Color Guard 	Awarded, WHEN EARNED, to each member of a color guard in good standing who has entered any competition or performed at three or more official functions.
21. Marksmanship 	Awarded, WHEN EARNED, to any cadet in good standing who has entered any competition.
22. Raiders 	Awarded, WHEN EARNED, to any cadet in good standing on the Raiders team who has entered any competition.
23. Orienteering 	Awarded, WHEN EARNED, to any cadet in good standing on the Orienteering team who has entered at any competition.
24. Drone: 	Awarded, WHEN EARNED, to any cadet in good standing on the Drone team who has entered at least any competition.
25. Inter-Service Competition 	Awarded, WHEN EARNED, to any cadet in good standing who has entered any inter-service national level competition, such as CyberPatriot, JLAB, etc.; or for any SeaPerch Competition, regardless of service sponsorship. This ribbon cannot be awarded in lieu of, or in addition to, another team-specific ribbon. For example, it cannot be awarded for competing in a local area, or postal multi-service drill, academic, marksmanship, or orienteering meet.
26. Recruiting 	Awarded, WHEN EARNED, to a cadet who is instrumental in the enrollment of two students in the CGJROTC program. Subsequent awards are given for each additional two students enrolled.

27. Leadership Training



Awarded to cadets who have successfully completed the CGJROTC Junior Leadership Academy (JLA) as a basic cadet. May be awarded for completion of other leadership trainings as determined by the SMSI.

28. Sea Cruise



Awarded to any cadet upon completion of an at-sea cruise (vessel must cast off lines and be underway).

Meritorious Achievement Medal



Honor Cadet Medal



Distinguished Cadet Medal



Cadet Achievement Medal

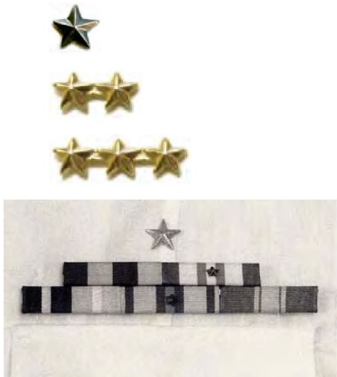


Note: The awarding of ribbons for those schools on a 4x4 block schedule that complete a Maritime Science course in just one semester, the words “yearly” or “twice per year” may be interpreted to mean once or twice during the one-semester course. This is ultimately determined by the SMSI.

F. Ribbon Devices

The following are devices will be worn on the ribbons you have been awarded. Some of them are devices that go with the ribbon. Others are awarded in place of another ribbon award. (They represent subsequent awards for the same reason as the first award).

DEVICE	RIBBON WITH WHICH DEVICE IS WORN
1. Lamp 	To be worn on the Honor Cadet ribbon by each cadet who has also achieved an “A” in maritime science as follows: Bronze Lamp: MS1 Silver Lamp: MS2 Gold Lamp: MS3 & MS4 The lamp device is also used to denote the level of achievement in the semi-annual Cadet Challenge for the Physical Fitness ribbon. See chapter 5 for details.
2. Anchor   Note: No other devices will accompany the gold anchor when the award is worn on the right side.	The gold anchor is worn on the following ribbons: <i>Drill Team, Color Guard, Academic Team, Marksmanship, Physical Fitness, Raiders, Orienteering and Drone Team, by the cadet who is the present leader or team commander of the group</i>. This ribbon with anchor is worn on right side of the team commander's chest. In addition, the cadet who is selected as the cadet commanding officer of the CGJROTC unit will attach a gold anchor to the Unit Service ribbon and wear the ribbon on the right side of his/her uniform. Ribbon, anchor, and any subsequent awards earned previously are to be worn on the left side of the chest in regular order of precedence by the cadet who was a previous unit commanding officer, team leader or commander of a group. When becoming captain of more than one team, the ribbon with the highest order of precedence is worn inboard, to the wearer's left, as shown in the example. When wearing the ribbon of a team captain on the right side of the uniform, a similar ribbon without the team captain gold anchor cannot be worn in its normal position on the left side of the uniform. For the Company Commander, Color Guard Commander, and Athletic Team Commanders, when the ribbon is worn on the right side of the uniform, it is not inverted, i.e.: the dark color is still worn to the wearer's right side or in the case of Raiders, the light color is worn on wearer's right side.

3. Subsequent Awards 	Only one of any ribbon design may be worn. Subsequent awards may be worn on ribbons 1 through 7, and 12 through 27. No more than eight awards (including the original ribbon award) are authorized. Stars are worn one ray up, two rays down. They are awarded as follows: <table> <tr> <td>(a) Second Award</td><td>1 BRONZE STAR</td></tr> <tr> <td>(b) Third Award</td><td>2 BRONZE STARS</td></tr> <tr> <td>(c) Fourth Award</td><td>1 SILVER STAR</td></tr> <tr> <td>(d) Fifth Award</td><td>2 SILVER STARS</td></tr> <tr> <td>(e) Sixth Award</td><td>1 GOLD STAR</td></tr> <tr> <td>(f) Seventh Award</td><td>2 GOLD STARS</td></tr> <tr> <td>(g) Eighth Award</td><td>3 GOLD STARS</td></tr> </table>	(a) Second Award	1 BRONZE STAR	(b) Third Award	2 BRONZE STARS	(c) Fourth Award	1 SILVER STAR	(d) Fifth Award	2 SILVER STARS	(e) Sixth Award	1 GOLD STAR	(f) Seventh Award	2 GOLD STARS	(g) Eighth Award	3 GOLD STARS
(a) Second Award	1 BRONZE STAR														
(b) Third Award	2 BRONZE STARS														
(c) Fourth Award	1 SILVER STAR														
(d) Fifth Award	2 SILVER STARS														
(e) Sixth Award	1 GOLD STAR														
(f) Seventh Award	2 GOLD STARS														
(g) Eighth Award	3 GOLD STARS														
4. Gold Torch 	For ribbons that are earned at JLA, a gold torch will accompany the ribbon earned, so it's differentiated from being earned during the normal school year. If subsequent ribbons are earned, the gold torch will be worn in addition to any subsequent stars. The gold torch will not be utilized for physical fitness ribbons earned at JLA.														

G. Mounting Ribbons

All ribbons earned are to be mounted on ribbon bars. Mounting bars are made to hold different numbers of ribbons. They present a neater appearance and help you align your ribbons on your shirt or coat. Arrange ribbons in order of precedence in rows from top down, inboard to outboard within rows as shown in the example on the next page.

7 - Aptitude	10 - MS 2	11 - MS 1
18 - Academic	19 - Drill Team	28 - Sea Cruise

Note: See page FM-26 for the beginning of ribbon order of precedence, and page FM-32 for a chart of all 28 CGJROTC ribbons.

Note: There are five of the CGJROTC ribbons that can be worn incorrectly (upside down) with the colors reversed in order from the wearer's right to left. These are: number 3 (Distinguished Cadet), number 14 (Physical Fitness), number 16 (Unit Service), number 20 (Color Guard) and number 22 (Raiders). In all five cases, the ribbon should be mounted on the ribbon bar over the wearer's left breast pocket with the blue portion (for #3, #14, #16, and #20) and with the white portion (for #22) of the ribbon to the wearer's right (toward the uniform buttons) as shown on FM-32.

Note: When ribbon #14, #20 or #22 is moved to the wearer's right side, as in the case of a team captain, the ribbon is not turned upside down. The ribbon is worn as shown on the left side and not inverted.

Coast Guard Junior ROTC

Ribbons

			
1. MERITORIOUS ACHIEVEMENT	2. DISTINGUISHED UNIT	3. DISTINGUISHED CADET	4. HONOR CADET
			
5. CADET ACHIEVEMENT	6. UNIT ACHIEVEMENT	7. APTITUDE	8. MS IV OUTSTANDING CADET
			
9. MS III OUTSTANDING CADET	10. MS II OUTSTANDING CADET	11. MS I OUTSTANDING CADET	12. EXEMPLARY CONDUCT
			
13. EXEMPLARY PERSONAL APPEARANCE	14. PHYSICAL FITNESS	15. PARTICIPATION	16. UNIT SERVICE
			
17. COMMUNITY SERVICE	18. ACADEMIC TEAM	19. DRILL TEAM	20. COLOR GUARD
			
21. MARKSMANSHIP TEAM	22. RAIDERS	23. ORIENTEERING TEAM	24. DRONE
			
25. INTER-SERVICE COMPETITION	26. RECRUITING	27. LEADERSHIP TRAINING	28. SEA CRUISE

STUDY GUIDE QUESTIONS

CHAPTER 1: CGJROTC UNIFORM REGULATIONS

1. Where does the word "uniform" come from? What does it mean?
2. CGJROTC cadets and active-duty Coast Guard personnel wear the same uniform with certain exceptions, what are they?
3. How should caps be worn?
4. How should the uniform be kept?
5. What is the uniform of the day?
6. When may one uncover outdoors?
7. When must cadets comply with uniform requirements?
8. Who prescribes what uniform shall be worn for special occasions? For example:
9. Can cadets, in uniform, participate in political activities?
10. How should mustaches be kept?
11. What are the grooming standards for men regarding earrings and studs?
12. Are sunglasses authorized in military formations?
13. How should females' cosmetics be worn?
14. What kind of nail polish is authorized?
15. What kinds of earrings/studs are authorized?
16. How are the uniform shoes required to be laced?
17. With what uniforms may a ball cap be worn?
18. How are collar devices worn on TBSS and ODU shirts?
19. Who is authorized to wear rank/rate insignia on the garrison cap?
20. On which side is the JROTC device worn on the garrison cap?
21. Where is the nametag worn on the tropical blue uniform?
22. What is the maximum number of service stars that can be worn on the CGJROTC uniform?
23. Which aiguillette is only authorized to be worn on the right shoulder?
24. On which uniforms are aiguillettes not authorized?
25. Where are ribbons worn on the CGJROTC uniform?
26. What is the highest award that can be earned by a CGJROTC cadet? Who is authorized to award it?

27. What is the maximum number of awards of any ribbon that can be earned by a CGJROTC cadet? How is this distinguished on the ribbon?
28. Which ribbon(s) are authorized to be worn on the wearer's right side?
29. What are the five ribbons which can be worn "incorrectly" (i.e. upside down)?
30. What is the general rule of thumb for the wearing of ribbons?

CHAPTER 2: CGJROTC RATES/RANKS AND U.S. COAST GUARD RATES/RANKS

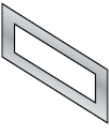
2-1 CGJROTC GRADES, RANKS, AND ASSIGNMENTS

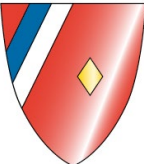
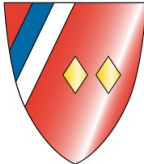
A. GENERAL

1. Cadet rates, ranks, promotions, and position assignments are earned based on individual performance and demonstrated potential. Many factors are evaluated by the maritime science instructors before awarding advancement in grade and before cadet billet assignments are made. Cadets must continually demonstrate:
 - (a) High moral standards and good conduct
 - (b) Proper appearance in school and in unit uniform
 - (c) Acceptable academic achievement
 - (d) Acceptable performance in carrying out assigned CGJROTC responsibilities
 - (e) Acceptable level of participation in CGJROTC activities and programs
2. Students entering CGJROTC for the first time are usually assigned the grade of Cadet Seaman Recruit, or in some schools the grade of Cadet Seaman Apprentice. Advancement beyond the initial grade in the enlisted rates is often based on performance, time in the unit, position assignment, and completion of certain military knowledge and advancement tests. Achievement of officer status requires an individual who has demonstrated superior quality leadership, integrity, personal appearance, conduct, and patriotism.
3. All rate advancements and rank promotions are determined by the Maritime Science Instructor. Unacceptable performance could result in a demotion.

B. CADET ENLISTED RATES

CGJROTC units will differ in rate assignments and advancement systems, and they may require practical tests to qualify for advancement in rate.

COLLAR INSIGNIA	CGJROTC RATE/RANK
NO INSIGNIA	CADET SEAMAN RECRUIT (C/SR) - There is no collar device for this rate. - Assigned to new cadets in the process of learning the CGJROTC program.
	CADET SEAMAN APPRENTICE (C/SA) - The collar device is two silver diagonal stripes - When qualified, recruits can advance to SA in the first year.
	CADET SEAMAN (C/SN) - The collar device is three silver diagonal stripes - When qualified, recruits can advance to SN in the first year. Note: There are no specific assignments for C/SR, C/SA, and C/SN; these cadets are in training for future leadership roles.
	CADET PETTY OFFICER THIRD CLASS (C/PO3) - The collar device is one chevron on a shield - Outstanding cadets may achieve this rate the first year. - Assignments include assistant squad leader and squad leader in platoons and drill teams.
	CADET PETTY OFFICER SECOND CLASS (C/PO2) - The collar device is two chevrons on a shield - Advancement to this rate is usually in the second year. - Assignments include squad leaders in platoons and drill teams and color escorts in color guards.
	CADET PETTY OFFICER FIRST CLASS (C/PO1) - The collar device is three chevrons on a shield - Cadets can usually achieve this rate in their second or third year. - Assignments include platoon guides, color bearers, drill team guides, and supply assistants.

COLLAR INSIGNIA	CGJROTC RATE/RANK
	CADET CHIEF PETTY OFFICER (C/CPO) ○ The collar device is a white and blue USCG racing stripe on a red background. ○ Cadets can generally achieve CPO in their second or third year. ○ Assignments include company chief, platoon chief, color bearer, drill team chief, or rifle team chief.
	CADET SENIOR CHIEF PETTY OFFICER (C/SCPO) ○ The collar device is a white and blue USCG racing stripe on a red background with one diamond. ○ Generally, this is held by a third year cadet. ○ The SMSI may assign a SCPO billet to the company chief petty officer.
	CADET MASTER CHIEF PETTY OFFICER (C/MCPO) ○ The collar device is a white and blue USCG racing stripe on a red background with two diamonds. ○ Generally, this is held by a third or fourth year cadet. ○ The SMSI may assign a MCPO billet to the battalion chief petty officer.

C. CADET OFFICER RANKS

Cadet officers are generally third or fourth year cadets that have shown aptitude for high leadership positions. Officers are selected from the enlisted rates to fill specific positions as noted here.

COLLAR INSIGNIA	CGJROTC RATE/RANK
	CADET ENSIGN ○ The collar device is a single gold bar. ○ Generally, this is a third or fourth year cadet. ○ The first junior officer assignment may include junior officer on company staffs, or in public affairs, or as assistant supply, platoon commander, or assistant drill team commander.
	CADET LIEUTENANT (JUNIOR GRADE) ○ The collar device is two attached gold bars. ○ It is assigned to officers ready for additional responsibilities. Assignments can include operations, rifle team commander, battalion supply, and administrative officer.
	CADET LIEUTENANT ○ The collar device is three attached gold bars. ○ It is assigned to some of the most senior officers, such as executive officer of companies or operations officer in battalions and regiments.
	CADET LIEUTENANT COMMANDER ○ The collar device is four attached gold bars. ○ It is assigned to cadet officers in the top leadership roles of the CGJROTC. ○ It is the highest rank of company strength. ○ Assignments include company commander and executive officer in battalions and regiments.
	CADET COMMANDER ○ The collar device is five attached gold bars. ○ It is the highest rank of battalion strength. ○ Assignments include battalion commander or regimental executive officer.
	CADET CAPTAIN ○ The collar device is six attached gold bars. ○ It is the highest rank that can be attained by a cadet in CGJROTC. ○ Assignment is to regimental commander.

2-2 USCG RATES AND RANKS

A. GENERAL

1. The Coast Guard's active duty rate and rank structure is similar to the rank structure used by the cadets in the CGJROTC program. Enlisted personnel have *rates* and commissioned officers have *ranks*. An officer's rank refers to his/her official title, e.g. Lieutenant, Captain, etc., but it also indicates his pay grade (monthly pay). Likewise, an enlisted person's rate also refers to his/her title and pay grade, e.g. Seaman. The lowest three enlisted rates are in the general apprenticeship area before advancement to petty officer. When officers move up to the next rank and pay grade, they have earned a *promotion*. When enlisted personnel move up to the next higher pay grade in their specialty, they have *advanced* in rate. Note, an enlisted person's "rate" (such as Petty Officer Third Class) is different from his "rating". A rating is the name given to the occupational specialty an individual has in the Coast Guard (such as Yeoman or Boatswain's Mate). Ratings will be discussed in your Maritime Science Curriculum.
2. The uniform sleeve and collar insignia for Coast Guard rates and ranks are shown below:

B. SLEEVE AND COLLAR INSIGNIA FOR ENLISTED USCG RANKS AND RATES

Sleeve Insignia	Rate title	Pay grade	Abbreviation	Collar device
	Seaman Recruit	E-1	SR	None
	Seaman Apprentice	E-2	SA	None
	Fireman Apprentice	E-2	FA	None
	Airman Apprentice	E-2	AA	None
	Seaman	E-3	SN	None
	Fireman	E-3	FN	None
	Airman	E-3	AN	None

B. SLEEVE AND COLLAR INSIGNIA FOR USCG RANKS AND RATES (cont.)

Sleeve Insignia	Rate title	Pay grade	Abbreviation	Collar device
	Petty Officer Third Class	E-4	PO3	
	Petty Officer Second Class	E-5	PO2	
	Petty Officer First Class	E-6	PO1	
	Chief Petty Officer	E-7	CPO	
	Senior Chief Petty Officer	E-8	SCPO	
	Master Chief Petty Officer	E-9	MCPO	

	Command Master Chief Petty Officer	E-9	CMC	
	Master Chief Petty Officer of the CG Reserve	E-9	MCPO	
	Master Chief Petty Officer of the Coast Guard	E-10	MCPOCG	

C. SLEEVE AND COLLAR INSIGNIA FOR USCG OFFICERS

Shoulder & Collar Insignia	Title / Rank	Pay Grade	Abbreviation
	Chief Warrant Officer	W-2	CWO2
	Chief Warrant Officer	W-3	CWO3
	Chief Warrant Officer	W-4	CWO4

Shoulder & Collar Insignia	Title / Rank	Pay Grade	Abbreviation
Collar  Shoulder 	Ensign	O-1	ENS
Collar  Shoulder 	Lieutenant Junior Grade	O-2	LTJG
Collar  Shoulder 	Lieutenant	O-3	LT
Collar  Gold Oak Leaf Left Shoulder Shoulder 	Lieutenant Commander	O-4	LCDR

Collar  Silver Oak Leaf Left Shoulder Shoulder	Commander	O-5	CDR
Collar  Right Collar Left Collar Left Shoulder Shoulder	Captain	O-6	CAPT
 Left Collar	Rear Admiral (Lower Half)	O-7	RDML
 Left Collar	Rear Admiral (Upper Half)	O-8	RADM
 Left Collar	Vice Admiral	O-9	VADM
 Left Collar	Admiral	O-10	ADM

STUDY GUIDE QUESTIONS

CHAPTER 2: CGJROTC RATES/RANKS and U.S. COAST GUARD RATES/RANKS

1. Define rate.
2. Define rank.
3. What rate has a collar device consisting of two silver diagonal stripes?
4. What is the difference between advancement and promotion?
5. A shield with the Coast Guard racing stripe and two diamonds is the collar device for whom?
6. What is the highest authorized rank within a unit of company strength?
7. What is the highest rank that can be attained by a cadet in CGJROTC?
8. The collar device that has four attached bars is for whom?
9. A collar device consisting of a single gold bar represents what rank?
10. How many stars does an Admiral have on his collar insignia?
11. What is the pay grade of a Captain?
12. What is the pay grade for a Chief Petty Officer?
13. What is the pay grade for a Warrant Officer?
14. What is required for achievement to officer status within the CGJROTC?
15. What collar insignia does a Cadet Seaman Recruit wear?
16. What specific assignments are given to a Cadet Seaman Recruit, Cadet Seaman Apprentice and Cadet Seaman?
17. What assignments would a Cadet Petty Officer Third Class include?
18. The Cadet Petty Officer First Class collar device insignia looks like what and when can cadets usually achieve this rate?
19. What position can the SMSI assign a Cadet Master Chief Petty Officer?
20. What is the rank of the most junior cadet officer?
21. When are cadet officers chosen?
22. What does a Cadet Lieutenant Commander collar device look like, and what specific position does a Cadet Lieutenant Commander fill?
23. List the Coast Guard officers' pay grades, from most junior to most senior.
24. List the pay grades and rates of enlisted personnel from junior to senior.
25. Where do Warrant Officers and Chief Warrant Officers fit in the chain of command?

CHAPTER 3: MILITARY CUSTOMS, COURTESIES, DRILL AND CEREMONIES

3-1 GENERAL

- A. Military customs and courtesies are the traditional way by which nations and individuals pay respect to distinguished persons and foreign governments. Customs and courtesies are also used to show reverence for people and places of historical distinction, significance and sanctity. The type of courtesy rendered depends upon who or what is being recognized. Courtesies are salutes to ships, to high ranking individuals and to nations. Courtesies are not rendered to nations or officials not recognized by the United States, or officials who request that they not be rendered.
- B. Ceremonies are formal, traditional acts of respect and/or reverence performed on public occasions. Like customs and courtesies, military ceremonies are an integral part of military life. Ceremonial occasions range from morning and evening colors to the courtesies and ceremonies observed by ships when passing Washington's tomb, Mount Vernon, Virginia, or the USS ARIZONA Memorial, Pearl Harbor, Hawaii. There are numerous kinds and types of ceremonies, far too many to cover in this chapter.

3-2 THE AMERICAN FLAG AND FLAG ETIQUETTE

- A. The flag of the United States of America is a vibrant symbol that calls to our spirit, reminding us of the greatness of our America. We cherish and uphold it because it is the standard of honor under which we live.
- B. We view the flag with devotion, for it represents our national heritage of noble deeds, splendid accomplishments, and untold sacrifices which combined to establish the moral character of our national foundation. Our flag is a symbol that makes our past one with the present and makes the present a prophecy for tomorrow.
- C. Our flag signifies a people dedicated to liberty, justice, and freedom for all.
- D. Our flag is our companion around the world. It summons confidence on sight. There is a magic in its folds that continually renews the hope that this nation, under God, will long be an example everywhere for all who love freedom with honor.
- E. We give homage to the flag because it stands for the courageous, earnest, and unselfish experiences of our people who have given us strength as a nation and pride as citizens.
- F. We respect our flag because we have respect for our countrymen, and because our love for country finds its center in our flag.
- G. The customs and traditions which surround the display and use of our flag are guides to the means by which we as proud and grateful citizens may demonstrate the ultimate respect for the flag of our nation.
- H. It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.



- I. The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- J. The flag should be displayed only on or near the main administration building of every public institution and during school days in every schoolhouse.
- K. The flag should be displayed on all days, especially on all national and state holidays, such as New Year's Day, Inauguration Day, President's Day, Washington's Birthday, Easter Sunday, Armed Forces Day, Memorial Day (half-staff until noon), Flag Day, Independence Day, Coast Guard's Birthday, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, birthdays of the states (date of admission), and such other important days as may be proclaimed by the President of the United States.
- L. The flag should be displayed daily in or near every polling place on election days.
- M. When the flag is in such condition that it is no longer a fitting emblem for display, it should be destroyed in a dignified way, preferably by burning.
- N. The flag and the national anthem are symbols of all the people, their land, and their institutions. When we salute these symbols, we are saluting the nation. Military personnel follow specific procedures in showing their respect to the flag and the national anthem. Flags and national anthems of friendly foreign nations are shown the same respect as our own. In honoring and saluting our flag, we demonstrate respect for our nation, our fellow citizens, and the proud heritage we share.



3-3 FLAG COURTESIES

- B. The following courtesies are rendered during the ceremony of hoisting or lowering the flag, during outdoor or indoor ceremonies, or when the flag is passing in a parade or in review:
1. **When Outdoors in Uniform.** When in uniform outdoors and the national anthem or "To the Colors" is played, stand at attention, face the flag (if the flag is not visible, face the music) and render the military salute. The salute begins on the first note of the music and is held until the last note.
 2. **When Outdoors in Civilian Clothes.** When in civilian clothes and the national anthem or "To the Colors" is played, stand at attention, and face the flag (if the flag is not visible, face the music). A male removes his hat and holds it in his right hand and places his right hand over his heart. A female does the same, except the hat, if worn, is not removed.
 3. **To An Escorted Flag Outdoors.** When attending any outdoor event in uniform and the U.S. flag is escorted past you, stand at attention, face the front and render the appropriate salute. Render the salute six paces before the flag is even with you and hold it until the flag has passed six paces beyond you. Miniature flags, such as those displayed at downtown parades are not saluted.
 4. **On a Stationary Flagstaff.** When in uniform, do not salute flags on stationary flagstaffs except during reveille and retreat.
 5. **During Indoor Ceremonies.** When ceremonies occur indoors and the national anthem or "To the Colors" is played, face the flag and take the position of attention and place your hand over your heart. If the flag is not visible, take the position of attention and face the music or the front. When in uniform indoors, do not salute unless you are covered or under arms. No action is required while ceremonies are occurring outdoors and you are indoors. Also, there is no requirement for a person to stand or salute for ceremonies broadcast over radio or television.
 6. **Private Vehicle Passengers.** On a military base at the first note of the national anthem, all vehicles must come to a complete stop. Occupants sit quietly until the last note of the music is played before resuming travel.
 7. **At Half Staff.** The flag is flown at half-staff to honor and pay respect to deceased persons of national importance. The term at "half-staff" means the position of the flag when it is one-half the distance between the top and the bottom of the staff.



3-4 PLEDGE OF ALLEGIANCE

- A. The pledge of allegiance shall not be recited in military formations and ceremonies. At protocol functions or social and sporting events that include civilian participants, personnel in uniform should: (a) when outdoors, stand at attention, face the flag, remain silent and render the hand salute; (b) when indoors, stand at attention, and face the flag, but do not salute. Reciting the pledge of allegiance is optional for military personnel when indoors. All persons present in civilian clothes when outdoors should remove their hats, face the flag, stand at attention with their right hand over their heart, and recite the following:

***"I pledge allegiance to the flag of the United States of America,
and to the republic for which it stands, one nation under God, indivisible,
with liberty and justice for all."***

I: *You and me, an individual, a person*

**PLEDGE ALLEGIANCE TO
THE FLAG:**

Take a vow, an oath, a promise Duty owed to your country, observance of obligation. A symbol of liberty, freedom, that which we as free men and women do so jealously cherish.

OF THE UNITED STATES:

Joined together, combined, produced by two or more persons, a union our forefathers put together in 1776, to make us a united people free of a tyrant or an oppressor.

OF AMERICA:

A land blessed with brotherhood from sea to shining sea. A land full of natural resources, a land where anyone can do what he/she wants as long as it does not violate the rights of another.

AND TO THE REPUBLIC:

A state in which the supreme power rests in the body of citizens entitled to vote, and is exercised by elected representatives.

FOR WHICH IT STANDS:

A flag known throughout the world as a symbol of freedom. A nation in which people can worship as they please, speak and not be afraid of being censored for what they say, or to express an opinion in writing and not be afraid of being arrested for writing what they feel.

ONE NATION:

A body of people associated with a particular territory, who are conscious of their unity. One body of people speaking the same language, and yet opening doors to those foreign to us and saying, "Welcome."

UNDER GOD:

Meaning we have been so blessed.

INDIVISIBLE:

Incapable of being divided. Even with our own internal problems our people, when sensing someone trying to take away our freedom, will answer the call to put down an adversary. We will unite.

WITH LIBERTY:

Freedom from outside control. Freedom from captivity, freedom from dictatorship, with the right to choose our own government.

AND JUSTICE:

The quality of being just, equitable, fair treatment for all, regardless of social background or economic standing. The right to be heard, to see our accusers, to question why.

FOR ALL:

Not just a chosen few, but for everyone in the land.

3-5 CEREMONIES

A. Elements of Ceremonies

Ceremonies are formal events and typically require an understanding of such aspects as the organization, purpose, composition and administration of the various parts of ceremonies.

B. Flag Ceremonies

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

C. Types of Ceremonies

1. Reviews
2. Decorations (awards)
3. Parades
 - (a) ceremonial
 - (b) street
4. Funerals and special ceremonies

D. Commander of Troops

The commander of the troops in a ceremony is the senior officer taking part in it. He is responsible for the organization, uniform, and equipment of the units participating in the ceremony along with any other necessary administrative information.

E. Unit Commanders

During ceremonies, unit commanders give commands, units execute drill movements, and units employ formations described in this manual for the squad, platoon, and company. Formations for ceremonies may be modified by commanding officers when the nature of the grounds or exceptional circumstances require such changes.

F. The Place of Formation

The commander of the unit will direct the place of formation for those participating in a ceremony.

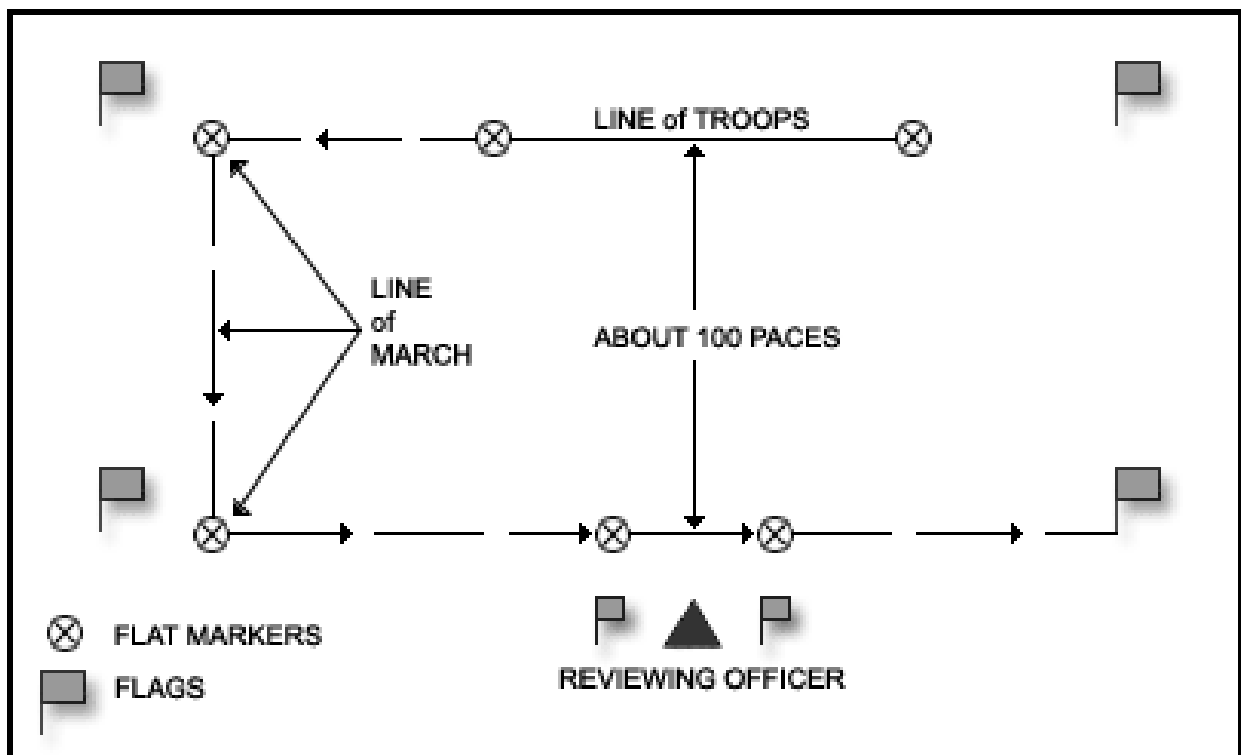
3-6 REVIEWS

A. Composition of a Review

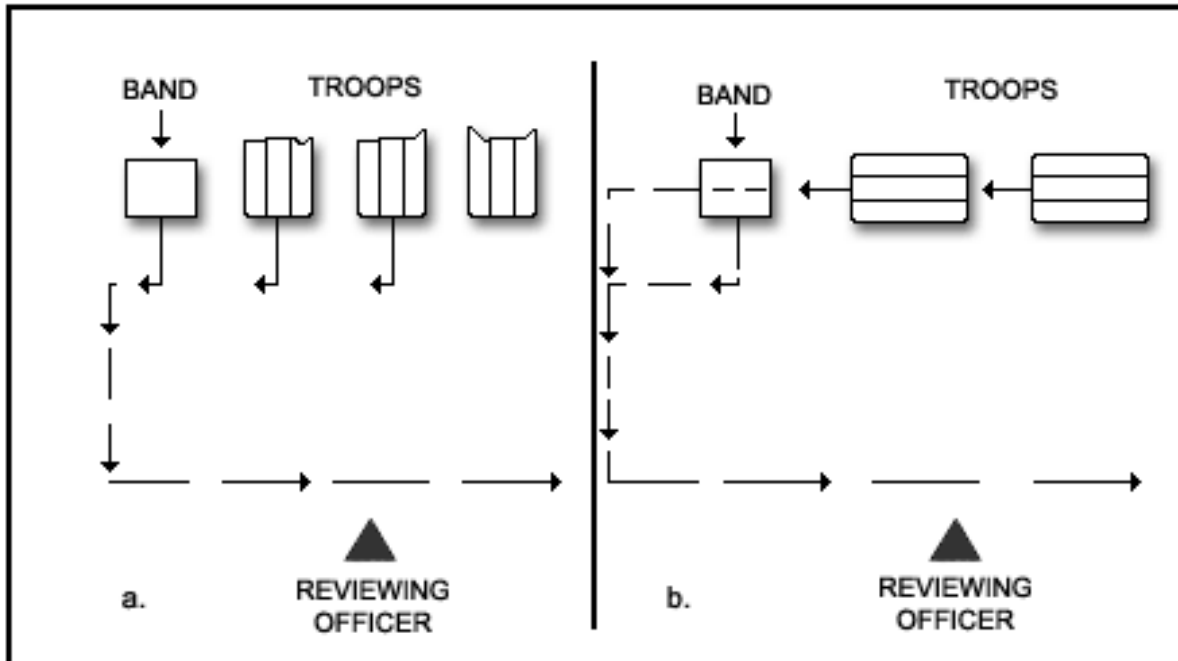
1. A review consists of four parts:
 - (a) Formation of the unit
 - (b) Presentations and honors
 - (c) Inspection (or trooping the line)
 - (d) March in review

B. Preparations of the Review Area

1. The line on which the cadets are to form and along which they are to march is marked out by the host organization for the review. In the field, the post for the reviewing officer, opposite the center of the line of troops, is marked on each flank with a flag. The illustration (Field Marking in Preparation for a Review) shows the minimum markings for a review area. Additional flat markers may be used to designate the subordinate unit commander's posts, unit guide posts, and turning points for approaching the line of troops.



FIELD MARKING IN PREPARATION FOR A REVIEW

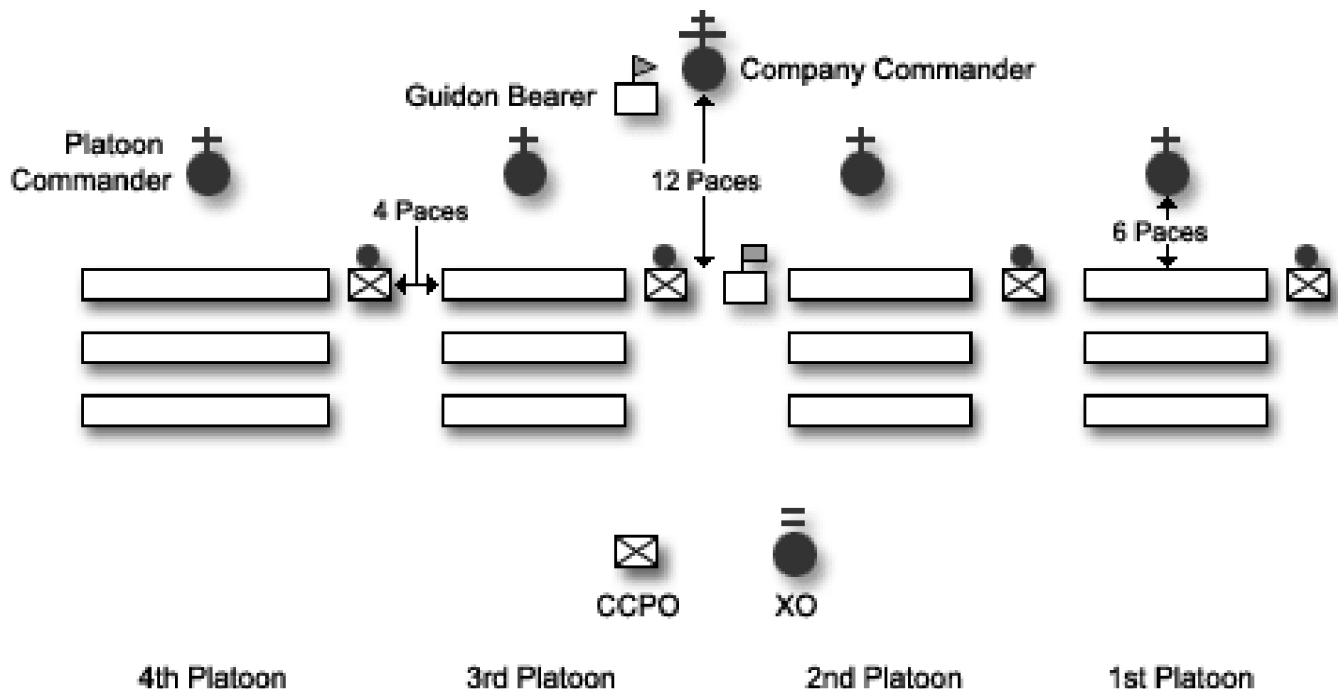


C. Cadet Formation

1. Cadets form in line for a review. Depending on the size and number of units involved in a ceremony and the conditions of the area of the review, the units of cadets can form either as a mass (all platoons gathered together). The cadets may be armed with rifles or not as the commander of the unit directs.
2. If other service units are participating jointly in a CGJROTC unit's review, the order of march from the head of the column to the end is Army, Marine Corps, Navy, Air Force, Coast Guard.
3. Cadets take their prescribed positions on the line of troops prior to the Adjutant's (second in command) call for the review. Then, under the supervision of the Adjutant, at the command dress **RIGHT DRESS**, the cadets are dressed to the right and the guides posted.
4. After all the cadet units are dressed, the adjutant then presents the units to the commander of the troops. To present the cadets to the commander of the troops, the adjutant gives the command **PRESENT, ARMS**. When all the units are at present arms, the adjutant faces the commander of the troops and reports "**Sir, the parade is formed.**" The commander of the troops returns the salute and directs the adjutant to **TAKE YOUR POST**. The adjutant then comes to carry sword, marches around the commander of the troops to his/her post in the staff, and halts. When the adjutant is in position, the commander of the troops then commands **ORDER, ARMS**.

D. Presentation and Honors

1. As the reviewing officer approaches his post, the commander of the troops calls the cadet units to attention.
2. When the reviewing officer is in position, the commander of the troops directs his command to present arms. When all units have presented arms, the commander of the troops faces the reviewing officer and salutes. The commander's staff salutes with him/her. Look at the illustration below for the positions of the units and the spacing and positions of the officers.



3. If the reviewing officer's rank entitles him/her honors, they are rendered to the reviewing officer by the band. When the honors are completed, the commander of the troops terminates his salute and brings the cadets to order arms.
4. The reviewing officer, his staff, and all military spectators (in uniform and covered), salute at the first note of the music. They hold their salutes until the honors (music) and/or gun salute is completed.

E. Inspection

1. After the honors, the reviewing officer makes whatever general inspection of the units he/she may desire. A detailed inspection is not generally a part of the ceremony or review.
2. The band plays while the reviewing officer makes his/her inspection of the cadet units.
3. After resuming his/her post after the inspection, the commander of the troops faces the units and orders the units to attention. After the units are at attention, presentations of decorations (which will be covered later) may be conducted, and then the units are marched in review.

F. March in Review

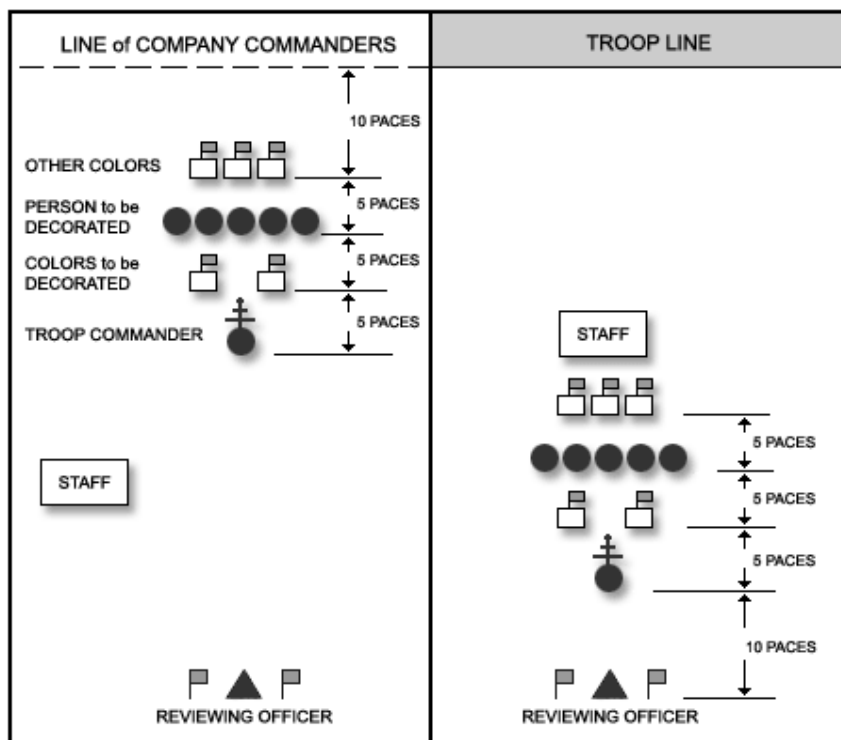
1. After the reviewing officer has taken his position in the reviewing area and the cadets are at attention, the commander of the troops commands PASS IN REVIEW. The commander and his staff proceed to the head of the column and order the company along the route of the review.
2. The commander of the troops and his/her staff salute and execute eyes right when six paces from the nearest member of the reviewing party. They hold their salutes and eyes position until six paces beyond the reviewing party. The platoon commanders of following companies (units) command EYES, RIGHT to their units in the same manner and place.
3. After saluting the reviewing officer while marching in review, the commander of the troops and staff turn out of column and take a position on line with and to the right of the reviewing officer.

The commander and staff return sword and render hand salutes as the national colors pass.

4. When the last unit has passed in review, the commander of the troops faces the reviewing officer and renders a hand salute. When the salute is returned, he/she and the staff draw swords and follow the units off the parade grounds.

G. Presentation of Decorations

1. Reviews for the purpose of the presentation of decorations are held, when practicable, when there are:
 - (a) presentation of CGJROTC awards and decorations
 - (b) decorations of organizational colors
2. Formations and procedures for these reviews are the same as discussed previously until the reviewing officer completes his/her inspection. At this time, the following procedures are to be executed.
3. Procedure for the positioning of persons to be decorated is as follows:
 - (a) After the reviewing officer has inspected the cadets and resumed his/her post, the commander of the troops, from his/her post, does an about face and commands **PERSONS TO BE DECORATED AND ALL COLORS, CENTER, MARCH**. On **MARCH**, persons to be decorated and all colors move by the most direct route to form single ranks in the center of the command, starting 15 paces in front of the line of company (unit) commanders. They form according to the rank of the decoration to be conferred, the highest decoration on their right. Those to receive the same decorations take positions according to seniority within each group.
 - (b) Colors to be decorated form a single rank five paces in front of the center of the line of persons to be decorated. The color to receive the highest decoration is on the right.



- (c) All other colors with color guards form a single rank five paces behind the center of the line of persons to be decorated. Each color is in the same relative position as its parent unit within the formation for review. Note the illustration.
- 4. The presentation of the persons and/or colors to be decorated is made by the commander of the troops.
- 5. The presentation of the awards/decorations commences with the reading of the orders and citations of the awards to be presented by a designated staff officer. In ceremonies involving many awards that are the same, the commanding officer may direct that only one be read. For awards to individuals, the reviewing officer attaches the decoration on the uniform over the left breast pocket, presents the citation and shakes the hand of each decorated person. Immediately after shaking hands, the person decorated salutes the reviewing officer. The salute is returned, and the reviewing officer proceeds to the next person being decorated. After shaking hands with the last person, the reviewing officer resumes his/her post.
- 6. At the command of the senior, the persons decorated/awarded form line at normal interval on the left of the local commander. The colors return to their posts by the most direct route. When the colors have taken their posts, the reviewing officer directs the commander of the troops to march the command in review.

3-7 STREET PARADES

- A. **General.** In addition to the pass-in-review type events in which cadets will occasionally be involved, they will often be called upon to participate in street parades, etc. Street parades are considerably less formal with respect to the reports and procedures for conducting the parade than the military ceremonies since most street parades are run by civilian organizations.
- B. **Grand Marshal.** Street parades are organized and directed by a person designated as Grand Marshal. He appoints his aides and issues orders as to how the parade is to be conducted, where the individual units will form, and their positions in the line of march.
- C. **Formations for Parades.** All participating units will form in the same manner as for a review. Normally, the units will form on side streets and march into position as directed by the Grand Marshal.
- D. **Review of the Parade.** The Grand Marshal may lead the parade the entire distance or may review the parade from a location along the parade route.
- E. **Importance of Participation.** Cadets should look upon participation in a parade, especially in the civilian community, as an important part of their training. Cadets should make every effort to prepare themselves and their uniforms in such a way as to bring credit on their school and unit. This is the opportunity to "strut your stuff" and make your parents and school proud of your efforts.

STUDY GUIDE QUESTIONS

CHAPTER 3: MILITARY CUSTOMS, COURTESIES, ETIQUETTE, AND CEREMONIES

1. What message does the U.S. flag give the American people and the world?
2. How does heraldry influence the way the American flag is placed and handled?
3. What procedure must be followed in raising and lowering the flag on a day when it is to be flown at half-staff?
4. What is meant by the following terms used in relation to the flag of the United States?
 - a. National flag
 - b. National Ensign
 - c. Union Jack
5. What do personnel in full uniform do during the pledge of allegiance and the national anthem?
6. What are the four types of ceremonies?
7. What is the composition of a review?
8. How is a street parade different from a military review?
9. Who organizes and directs street parades?
10. How does one properly retire the national flag when it is no longer suitable for display?
11. From memory, write the pledge of allegiance.
12. Describe the process for reviewing awards to individuals. Include actions taken by both the presenter and the receiver.
13. Define the term "half-staff".

CHAPTER 4: PERSONNEL INSPECTION

4-1 GENERAL

- A. Personnel inspections often require a lot of preparation, and they reveal a lot of things about the individual cadets to the MSI and to school officials.
- B. One of the positive things personnel inspections can promote as far as the individual cadets are concerned is that it gives those hard-working cadets the opportunity to demonstrate the self-discipline, attention to detail, and pride they have in their unit and the things they have learned. The best part is that the maritime science instructors get a chance to see what the cadets have learned.
- C. The maritime science instructors and school officials can learn the condition of many aspects of the training, morale and leadership that exists in their unit by the appearance of the cadets. Parents can also see the value of the CGJROTC program and take great pride in their sons and daughters for all their efforts.

4-2 FORMING FOR INSPECTION

- A. The company/platoon is the basic unit for inspection. The company falls in for inspection by platoons. A unit composed of a battalion may be inspected "en masse" for special occasions. Before the inspection, the cadets will have been informed of the time to fall in and will be in ranks and mustered by that time. The following procedures are those normally followed:
 - 1. **PREPARE FOR INSPECTION.** This is the command given by the company commander at the appointed time for the inspection. At this time, the following actions take place.
 - (a) The platoon commander of the first (base) platoon faces his platoon and gives the command **OPEN RANKS, MARCH**. The cadets in the first rank take two steps forward, the second rank takes one step forward and the third rank remains stationary. The cadets automatically come to dress right, while at the same time raising their left arm to get the proper interval.
 - (b) The first platoon commander aligns each rank by sighting down the rank and directing individuals to move if not in line. After verifying the alignment, the platoon commander marches to a position three paces beyond the front rank, faces left and commands **READY FRONT; COVER**. The platoon leader then takes one pace forward and faces front. It is in this position that the platoon commander receives the inspecting officer.
 - (c) Each of the other platoon commanders aligns his platoon in sequence on the first platoon. When all platoon commanders have taken their posts, the company commander reports the company ready for inspection. When acknowledged, he gives the command, **AT EASE** or other command ordered.

4-3 INSPECTING OFFICER'S TOUR

- C. The inspecting officer proceeds to the first platoon and takes a position one pace in front of and facing the platoon and the platoon commander.
1. As the inspecting officer approaches the platoon, the platoon commander turns his head and gives the command **ATTENTION**.
 2. Upon the arrival of the inspecting officer, the platoon commander salutes and reports "First platoon (Drill Team, etc.) is standing by for your inspection, Sir." If the platoon commander is armed, he will go to return sword after saluting and being inspected.
 3. The inspecting officer then proceeds to the first person in the first rank (the guide). The inspecting officer, at his discretion, may direct the platoon commander to put the ranks not being inspected at ease. If this is the case, the platoon commander will bring those ranks to attention when it is their turn to be inspected.
 4. The platoon commander will move to a position ahead of the inspecting officer as he inspects. If armed with a sword, the platoon commander will execute RETURN SWORD prior to joining the inspecting officer. The inspecting officer proceeds from cadet to cadet by stepping off to the right as in marching, halting, and executing a left face. (The platoon commander must follow this same procedure in order not to be in the way of the inspecting officer).
 5. After inspecting the front of the first rank, the inspecting officer inspects the rear of that rank and so forth for each rank.
 6. At the conclusion of the inspection, the platoon commander proceeds to a position three paces in front of and one pace to the side of the first rank, faces left (draws sword if so armed), commands ATTENTION, takes one step forward, then faces right.
 7. The inspecting officer proceeds to a position one pace in front of the platoon commander and makes any remarks he deems necessary. The inspecting officer and the platoon commander exchange salutes, and the inspecting officer proceeds to the next platoon.
 8. Upon completion of the inspection of each platoon, its commander faces left and orders **CLOSE RANKS, MARCH**. At the command **MARCH**, the platoon commander moves by the most direct route and takes his post six paces in front of the center of his platoon. The command **AT EASE** or **PARADE, REST** will be given from this position.

4-4 INSPECTION GUIDELINES

- A. No two inspecting officers inspect in the same way. Some look at the overall appearance of the individuals, while others may act as though they want to see their face in the reflection from your "spit shined" shoes.
- B. An important aspect that an inspecting officer must try to keep in mind is not only what **looks** good but also what is **correct** according to the uniform regulations.
- C. In general, the inspecting officer should start with the overall "look" of the cadets and then check specific items. The first impression is very important. Some of these items include:
 - 1. Does everything look like it is in the right place and worn correctly?
 - 2. Does the cadet display good posture?
 - 3. Is the cover clean, neat, positioned correctly, and in good repair?
 - 4. Are all insignia and devices positioned correctly?
 - 5. Is the cadet's face and hair clean and groomed properly?
 - 6. Are the trousers/skirts, shirts, etc. clean, pressed, fit properly and in good repair?
 - 7. Are the shoes shined and in good repair?
 - 8. Are the ribbons and/or awards correct (having been earned), worn in the proper order of precedence, and properly positioned on the uniform?
 - 9. Are the service designations (stars) positioned properly?
 - 10. Is the aiguillette worn on the correct shoulder?
 - 11. Is the cadet wearing unauthorized jewelry?
 - 12. Has the cadet tied the necktie correctly?

SAMPLE INSPECTION SCORE SHEET

Cadet's Name _____

Score _____

Item	Points Deducted
Cap: (Cleanliness/neatness/brim/chinstrap/buttons/cover/insignia)	
Hair: (Length/neatness/taper/cleanliness/style)	
Shave: (Neck/face/mustache)	
Jewelry: (Amount/type/appropriateness)	
Shirt/Jacket: (Fitness/cleanliness/press)	
Collar Devices: (Condition/position)	
Name Tag: (Position/condition)	
Ribbons: (Order/position/condition)	
Fingernails: (Cleanliness/trim/color)	
Gig line: (Trousers in line/belt buckle/shirt in line)	
Belt/Buckle: (Fit/condition)	
Trousers/Skirt/Slacks: (Length/cleanliness/fit/press)	
Shoes: (Condition/shine/heels/welts)	
Socks/Hose: (Color/condition)	
Posture/Bearing:	
Other Deductions: (_____)	
Total points deducted from 100 possible:	

Note:

Although the above score sheet can be used for all cadets, some units may prefer to make separate male and female score sheets with additional items of inspection. Likewise, units may have their own rules for grading personnel inspections.

STUDY GUIDE QUESTIONS

Chapter 4: PERSONNEL INSPECTION

1. What is one of the positive results personnel inspections can promote?
2. What can the maritime science instructors and school officials learn from inspecting a unit?
3. What is considered the basic unit for inspection?
4. What is the command given by the company commander to the platoon commanders at the appointed time for inspection?
5. What does the first squad do when the platoon commander of a three-squad platoon gives the command, "OPEN RANKS, MARCH"?
6. What does the third squad do when the platoon commander of a three-squad platoon gives the command, "OPEN RANKS, MARCH"?
7. After verifying alignment, the platoon commander marches to a position _____ pace(s) beyond the front rank, faces left, and commands, "READY, FRONT, COVER".
8. The inspecting officer proceeds to the first platoon and takes a position _____ pace(s) in front of and facing the platoon and the platoon commander.
9. Upon arrival of the inspecting officer, the platoon commander salutes and reports _____.
10. While the inspecting officer inspects each squad, the platoon commander will move to a position _____ of the inspecting officer as he inspects.
11. At the conclusion of the inspection, the platoon commander proceeds to a position _____ pace(s) in front of and _____ pace(s) to the side of the first rank.
12. Upon completion of the inspection of each platoon by the inspecting officer, its platoon commander faces left and orders _____.
13. What can the platoon commander order the platoon to do after it has closed ranks?
14. What position does the platoon commander take after the inspecting officer departs the platoon and the platoon has closed its ranks?
15. The inspecting officer should start the inspection of each cadet with an overall look and then check specific items. What are the most correct items to be inspected by the inspecting officer?
16. What general items should the inspecting officer inspect during inspection?
17. When inspecting a cap, what items are normally checked by the inspecting officer?
18. When inspecting cadet hair, what items are normally checked by the inspecting officer?

CHAPTER 5: CADET CHALLENGE AND REQUIREMENTS FOR THE CGJROTC PHYSICAL FITNESS RIBBON

5-1 CADET CHALLENGE

- A. The semi-annual CGJROTC Physical Fitness test is called the Cadet Challenge. The Cadet Challenge is a fun way for cadets to assess their physical strength and ability while building camaraderie within the unit. The Cadet Challenge consists of curl-ups, push-ups, and a 1-mile run/walk. The standards for the Cadet Challenge are listed in the tables below:

Curl-Ups (2 min no cadence)											
	FEMALE						MALE				
Age:	13	14	15	16	17		13	14	15	16	17
Outstanding	73	74	75	76	77		92	93	94	95	96
Excellent	58	59	60	61	62		77	78	79	80	81
Good	43	44	45	46	47		61	62	63	64	65
Satisfactory	29	30	31	32	33		45	46	47	48	49

Curl-Ups: Conduct this event on a flat, clean surface, preferably with a mat. Start cadets in a lying position on their backs with their knees up so their feet are flat on the floor and about 12 inches from their buttocks. Cadets should have their arms crossed with their hands placed on opposite shoulders and their elbows held close to the chest throughout the exercise. The feet are to be held by a partner in the instep. At the command “ready, go”, cadets raise the trunks of their bodies, curling up to touch the elbows to the thighs. They must then lower their backs so that their shoulder blades touch the floor/mat. This constitutes one repetition of a curl-up. During each repetition, bouncing off the floor/mat is not allowed, and the fingers must touch the shoulders at all times. Cadets have two minutes to complete curl-ups.

Push-Ups (2 min no cadence)											
	FEMALE						MALE				
Age:	13	14	15	16	17		13	14	15	16	17
Outstanding	20	20	20	24	25		39	40	42	44	53
Excellent	17	18	18	21	22		35	37	39	40	47
Good	14	15	16	18	19		31	34	35	36	42
Satisfactory	12	13	14	15	16		27	28	30	32	37

Push-Ups: The cadet lies face-down on the mat in push-up position with hands under shoulders, fingers straight, and legs straight, parallel, and slightly apart, with the toes supporting the feet. The cadet straightens the arms, keeping the back and knees straight, then lowers the body until there is a 90-degree angle at the elbows, with the upper arms parallel to the floor. A partner may hold his/her hand at the point

of 90-degree angle so the cadet being tested goes down only until his/her shoulder touches the partner's hand. Cadets have two minutes to complete push-ups.

1-Mile Run/Walk											
	FEMALE						MALE				
Age:	13	14	15	16	17		13	14	15	16	17
Outstanding	8:35	8:31	8:27	8:23	8:15		6:50	6:26	6:20	6:08	6:06
Excellent	9:20	9:15	9:10	9:05	9:00		7:20	7:10	7:00	6:48	6:45
Good	10:05	10:00	9:55	9:50	9:45		8:05	7:55	7:45	7:28	7:20
Satisfactory	11:40	11:30	11:20	11:10	11:00		9:05	8:55	8:45	8:30	8:20

One-Mile Run/Walk: Conduct this event on a flat area that has a known measured distance of 1 mile with a designated start and finish line. (Note: giving the cadets a lightweight numbered device to carry or wear in any manner that will not slow them down while running makes it possible to have many cadets run at one time. A good practice would be to have them pair off before the start of the event, then have one cadet from each pair run while the other cadets keep track of the number of laps their partners complete as well as listening for their times as they cross the finish line.) Start cadets at the standing position. At the command “ready, go”, the cadets start running the 1-mile distance. Although walking is permitted, encourage cadets to cover the distance in the shortest time possible. Scoring should be to the nearest second.

5-2 CGJROTC PHYSICAL FITNESS RIBBON

- A. The Cadet Challenge also presents the opportunity for cadets to earn the Physical Fitness ribbon. To earn this ribbon, a cadet must achieve the minimum requirement of “satisfactory” or better in each of the three elements. The Physical Fitness ribbon will be awarded on different levels, with only the most recent Cadet Challenge cycle counting towards lamps worn on the ribbon. To determine your level of Physical Fitness Award:
 - a. Assign a number to each of the three categories (curl-ups, push-ups, run/walk). Use:
 - i. “4” if you scored an **outstanding**
 - ii. “3” for **excellent**
 - iii. “2” for **good**
 - iv. “1” for **satisfactory**
 - b. Add the three numbers to find your total points.
 - c. Find your number in the chart to see your award level:

TOTAL POINTS	AWARD		
12	Ribbon with Gold Lamp		
11	Ribbon with Gold Lamp		

10	Ribbon with Silver Lamp		
9	Ribbon with Silver Lamp		
8	Ribbon with Bronze Lamp		
7	Ribbon with Bronze Lamp		
6	Ribbon with Bronze Lamp		
5	Ribbon		
4	Ribbon		
3	Ribbon		

Example: Outstanding run/walk (4) + Excellent curl-ups (3) + Outstanding Push-ups (4) = 11. Award is ribbon with a gold lamp.

Remember, a minimum of “satisfactory” must be achieved in each event to earn a ribbon.

- B. Additional successful Cadet Challenge achievement will make a cadet eligible for stars on his ribbon according to the criteria listed on page FM-23. When stars are worn with the lamp device, they shall be displayed to the viewer’s right of the lamp and such that the totality of the devices is centered on the ribbon.
- C. Cadets who earn the Physical Fitness ribbon are encouraged to maintain or improve the level of physical fitness with each consecutive Cadet Challenge. If a lamp is worn on the ribbon, it will reflect the level of achievement from only the most recent semi-annual Cadet Challenge offered by the unit.

5-3 National Cadet Challenge

A. Each fall and spring semester, CGJROTC Units are required to participate in the National Cadet Challenge (NCC) to promote healthy fitness goals. The scoring system for the NCC is the same scoring system utilized when compiling points for the physical fitness award. Unit scores are averaged across the entire cadet corps to generate a final average score. CHQ will announce the highest scoring Unit as well as a top individual male & female winner for the fall and spring semesters. The top scoring male and female cadets are authorized to wear the Cadet Challenge arc pin (See Chapter 1-6(E) for details).

APPENDIX 1: MILITARY CHAIN OF COMMAND

A1-1 GENERAL

- A. Recognition of the military chain of command is long established in the USCG. The chain extends from the president to the most junior seaman recruit. Each individual must understand that this system is not only mandated by regulations but is also a form of military courtesy. This means respecting and being prompt in orders from seniors and being fair and compassionate toward juniors while still exacting obedience from them.
- B. The Coast Guard's JROTC program is organized like a pyramid, with one person on top and many people (cadet seaman recruits) on the bottom. For CGJROTC purposes, from the highest to the lowest, it runs like this:

TITLE	NAME
1. Commander-in-Chief (President of U.S.)	
2. Secretary of Homeland Security (S1)	
3. Commandant of the Coast Guard	
4. Director, Governmental and Public Affairs	
5. Chief, Office of Partnerships & Engagement	
6. Program Manager, Coast Guard JROTC	

- C. The unit level comes next in the chain of command, led by the Senior Maritime Science Instructor and Maritime Science Instructor. Cadet positions that fall under the CGJROTC chain of command, some of which may not necessarily be in the following order, include: Battalion or Company Commander, Battalion or Company Executive Officer, Company Guide, Operations Officer, Adjutant, Administrative Officer, Transportation Officer, Public Affairs Officer, Supply Officer, Web Master, team captains, Ordnance Officer, Platoon Commanders, Platoon Guide Bearers, and Squad Leaders.
- D. You may start out at the bottom of the pyramid in your CGJROTC unit, but your Maritime Science Instructors and senior cadets will spend a lot of time training you to be the kind of person who can move up to positions of leadership. Remember that everyone in the CGJROTC unit began at the bottom of the chain of command; your seniors were once cadet seaman recruits also.
- E. The uniform and the insignia worn by a CGJROTC cadet shows at a glance his or her grade or rank and thus his or her level of authority in the unit. You must quickly learn to identify the officers, chiefs, and petty officers in the CGJROTC unit chain of command.

APPENDIX 2: HONOR PLATOON CRITERIA

A2-1 GENERAL

- A. **Recognition of the Honor Platoon** is a monthly (or nearly so) tradition within the CGJROTC. This friendly competition between the platoons is meant to instill camaraderie amongst platoon members and to push the entire company/battalion, towards excellence in attendance and performance.
- B. **Honor Platoon Privileges** are established at the SMSI's discretion but can include: a specified "excused" drill day for the entire platoon, having the Honor Platoon Guidon displayed at the front of the CGJROTC classroom, or other privileges at the recommendation of the Company/Battalion Commander and at the discretion of the SMSI.
- C. **Honor Platoon Criteria.** The Honor Platoon will be determined, as much as is practicable, on a monthly basis and through analysis and observance of performance categories as follows:
 - (1) Monthly drill attendance (including data on tardies)
 - (2) Inspection statistics for the month
 - (3) Other categories as deemed appropriate by the SMSI
- D. Each category will be monitored by the Company Adjutant and tabulated at the end of each month. Each category will be awarded points as follows: 1st place = 5 points; 2nd place = 3 points, 3rd place = 2 points. The platoon with the highest point total for the month will be designated as the Honor Platoon for the following month.

APPENDIX 3: 11 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 I am instructed to enforce.
4. Repeat all calls from posts more distant from the guardhouse or the quarterdeck 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, 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 all colors and standards not cased.
11. Be especially watchful at night, and during the time for challenging, challenge all persons on or near my post, and allow no one to pass without proper authority.

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

Inspecting officer: "Cadet, what is the 5th order of the sentries?"

Cadet: "Sir/Ma'am, the 5th order of the sentries is: Quit my post only when properly relieved."

APPENDIX 4: CGJROTC CADET CREED

CGJROTC CADET CREED

I AM PROUD TO BE A UNITED STATES COAST GUARD JROTC CADET.

I REVERE THAT LONG LINE OF SPLENDID COASTIES WHO, BY THEIR DEVOTION TO DUTY AND SACRIFICE, HAVE MADE IT POSSIBLE FOR ME TO BE ASSOCIATED WITH A SERVICE HONORED AND RESPECTED THROUGHOUT THE WORLD.

I NEVER, BY WORD OR DEED, WILL BRING DISGRACE UPON THE NAME OF THE U. S. COAST GUARD.

I WILL CHEERFULLY FULFILL MY COMMITMENTS AND OBLIGATIONS AND SHALL ENDEAVOR TO DO MORE, RATHER THAN LESS, THAN MY SHARE. I WILL ALWAYS ACT WITH INTEGRITY AND BE RESPECTFUL.

I SHALL ENDEAVOR TO BE A MODEL CITIZEN IN THE COMMUNITY IN WHICH I LIVE.

I SHALL ENDEAVOR TO BE A NOBLE WORK, LIVING BY THE COAST GUARD'S CORE VALUES: HONOR, RESPECT, AND DEVOTION TO DUTY.



APPENDIX 5: CGJROTC CADET CODE OF CONDUCT

- I A cadet lives in accordance with the Cadet Creed.
- II A cadet does not lie, cheat, or steal.
- III A cadet exercises self-discipline at all times.
- IV A cadet shows concern for the well-being of others and aids them as necessary.
- V A cadet works to make school a safe place and to improve the quality of life there.
- VI A cadet contributes to the creation of a positive learning climate in the classroom.
- VII A cadet accepts responsibility for learning and works to improve his knowledge and skills.
- VIII A cadet does not sell or use illegal drugs, alcohol, or tobacco.

