



CADET FIELD MANUAL

for the

COAST GUARD JUNIOR RESERVE OFFICERS
TRAINING CORPS
(CGJROTC)



CADET FIELD MANUAL

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Coast Guard Junior Reserve Officers' Training Corps (CGJROTC)

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Notes

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RECORD OF CHANGES

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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.

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.

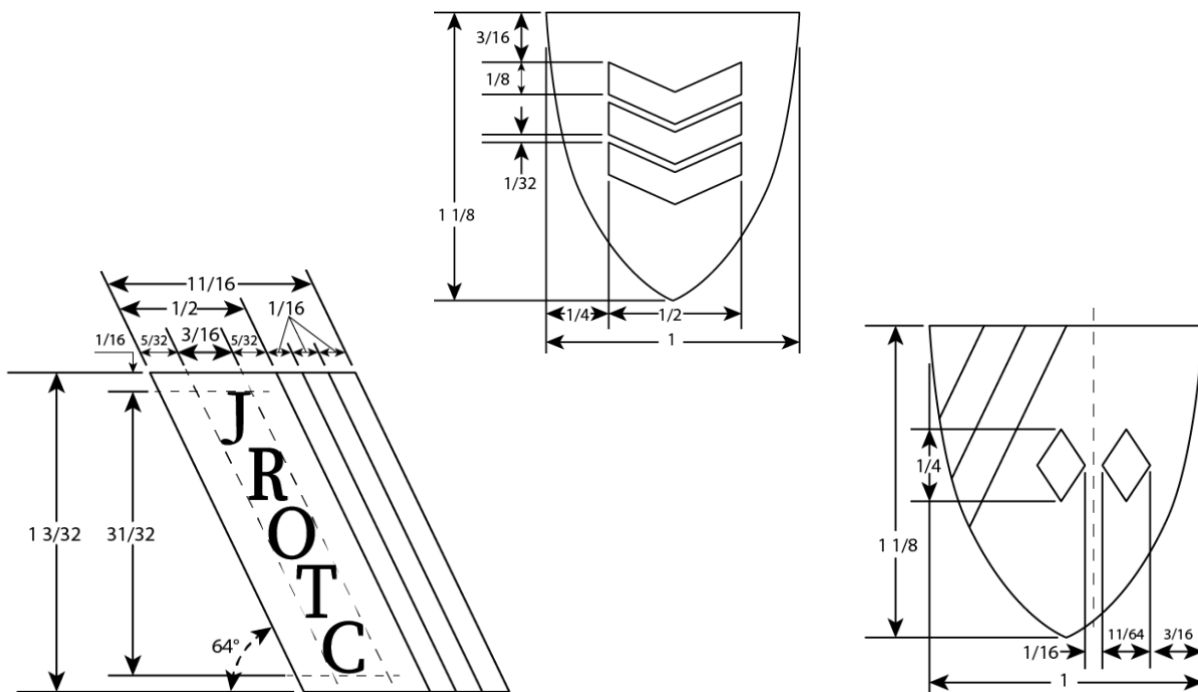
ACKNOWLEDGMENTS

We wish to express appreciation to the NJROTC Program for continuing to help the Coast Guard enter a new program era. Their support and partnership in the areas of instructor certification, program management, curriculum development, and this field manual have allowed the Coast Guard to stand squarely on the shoulders of our sister service. As a result, we're more equipped to carry out the good work of establishing JROTC units in our nation's high schools. Mr. Tim Daseler, Deputy Commander for NJROTC operations, and his staff, including Mr. David Hart, have given generously of their time to assist whenever needed. Thank you for answering the call to help Coast Guard JROTC be SEMPER PARATUS.

Likewise, BRAVO ZULU to all of our MSI's – at MAST Academy, Camden County, Lucy Beckham, Pinellas Park, Topsail, and Sussex Tech High Schools (at the time of this writing). 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 around the country.

Finally, a special thanks to Ms. Nancy Southwick of the Coast Guard military uniforms branch and Ms. Laura Young of the Coast Guard Clothing Technical Design Office. Ms. Young in particular is responsible for the technical design expertise behind the first-ever Coast Guard JROTC collar devices and many of the uniform diagrams in this manual.

There are many more names that have been left out of these brief remarks, but 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 the 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

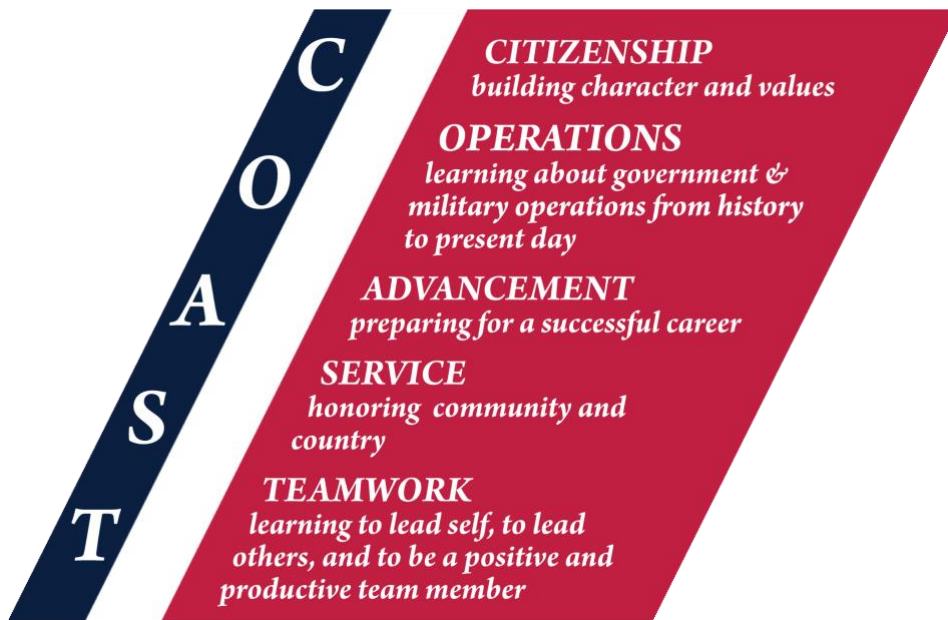
DEVOTION TO DUTY - *We are dedicated cadets who seek responsibility, accept accountability, and are committed to the successful achievement of our unit's goals. We serve with pride!*

Accordingly we will:

- Pursue all our duties with excellence, quality, and competence
- Work as team to achieve all of 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 trains 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 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 the 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 (TB). The secondary uniform is the Operational Dress Uniform (ODU). Modifications to the ODU may also be authorized at the unit level by the maritime science instructor.

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 with the exception of JROTC ribbons that may be authorized by the maritime science instructor.
- B. The garrison 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 garrison 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 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 this chapter beginning on page FM-14.

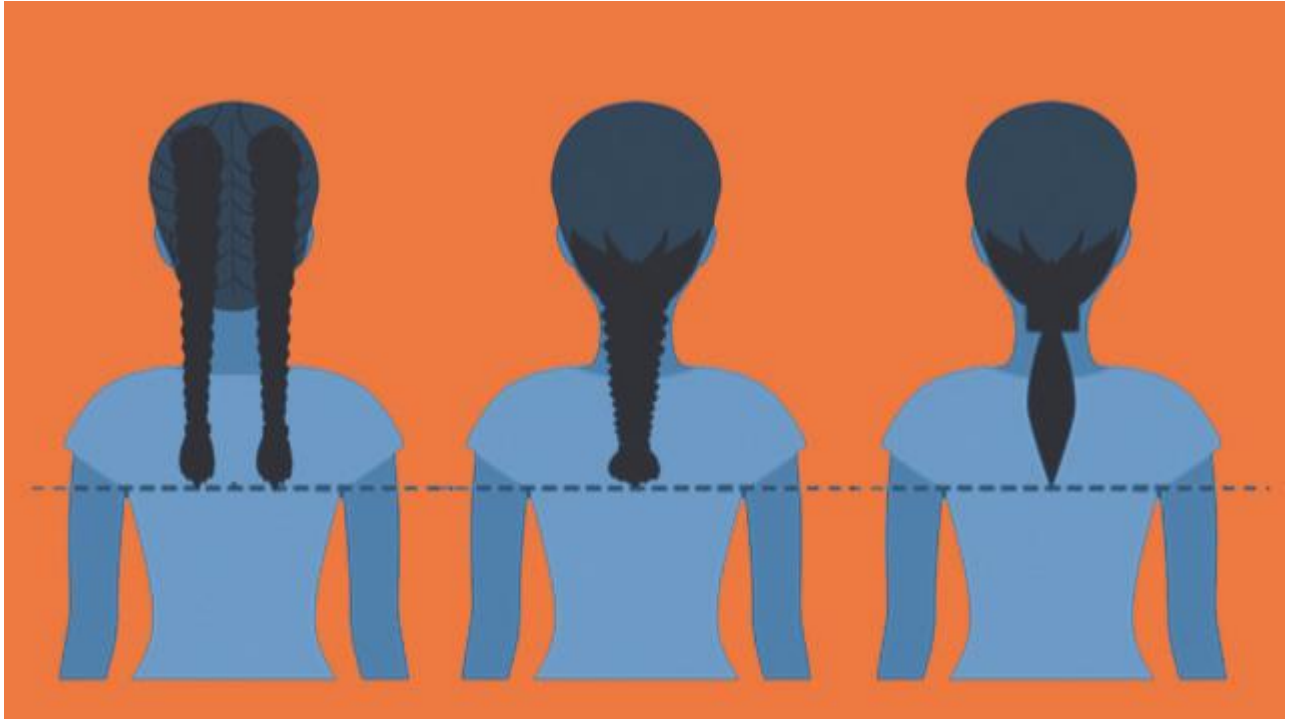
1-4 PERSONAL APPEARANCE AND GROOMING

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.

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.
<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.
<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. The bulk of the hair must not interfere with the wearing of the hat or cap. 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

<u>Hair Ornaments:</u>	Barrettes must be similar to hair color. Conspicuous rubber bands, combs and pins are not authorized.
<u>Cosmetics:</u>	Applied in good taste and colors blend with natural skin tone. Exaggerated or faddish cosmetics are inappropriate. Lipstick should be conservative.
<u>Fingernails:</u>	Shall not be excessive in length. Nail polish color shall complement the skin tone.

<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 be determined by the local school or CGJROTC student dress codes.

1-5 UNIFORM DESCRIPTIONS

- A. **Uniforms.** There are two uniforms worn in the CGJROTC program. They are: (1) Tropical Blue Short Sleeve (TBSS), and (2) the Operational Dress Uniform (ODU). 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. The ODU may be issued as a secondary uniform to the TBSS, depending upon both the availability of resources and the needs of the particular JROTC unit.
1. **Tropical Blue Short Sleeve (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:
 - a. Cover: The garrison cap shall be worn as described on page FM-15.
 - b. Shirt: Light-blue short sleeve shirt with nametag, ribbons, and metal collar insignia.
 - c. T-shirts: A plain white V-neck t-shirt shall be worn under the light blue shirt.
 - d. Trousers: Blue dress trousers (dry-clean or wash & wear style).
 - e. Belts: Standard 1 ¼" black web belt with brass buckle. 1 ¼" nylon belt is optional.
 - f. 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.
 - g. Socks: Black plain knit or rib knit socks.
 2. **Operational Dress Uniform (ODU).** The ODU, when issued, may be authorized by the MSI for events and functions where the wearing of a dress uniform would not be suitable or practical.
 - a. Cover: The U.S. Coast Guard JROTC ball cap.
 - b. 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.
 - c. T-shirts: A navy-blue or unit crew neck t-shirt shall be worn under the ODU shirt.
 - d. Trousers: Trousers will be worn with blousing straps, OR tucked into boots & then adjusted to appear bloused.
 - e. Belts: Basic rigger's belt.
 - f. Boots: Eight to ten inch well-blackened composite toe safety boots.
 - g. Socks: Shall be black and extend above the boot top for comfort.
 3. 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.
 4. 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 either TBSS 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.

5. 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.

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 & 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 an individual option. Loose threads must be trimmed off of buttons & 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 on the ODU.

C. Uniform Composition

1. TROPICAL BLUE SHORT SLEEVE (TBSS)

Basic Uniform Items:

Awards..... Ribbons/Medals/Cord
 Belt, brass tip..... Black
 Buckle..... Brass
 Cap, garrison Blue

Shirt, s/sleeve..... Light Blue
 Shoes Black
 Socks..... Black
 Trousers..... Blue
 Undershirt..... White (V-neck)

Outerwear:

Foul-weather Parka
 Wind Breaker

Optional Items:

GlovesBlack



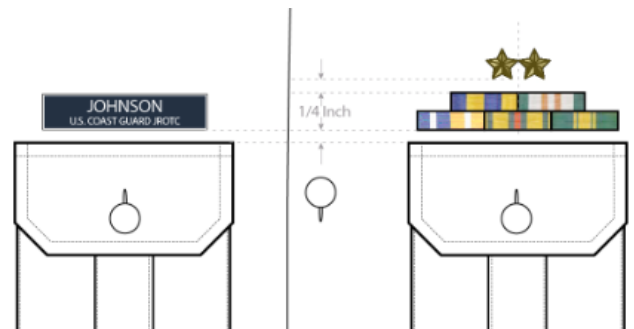
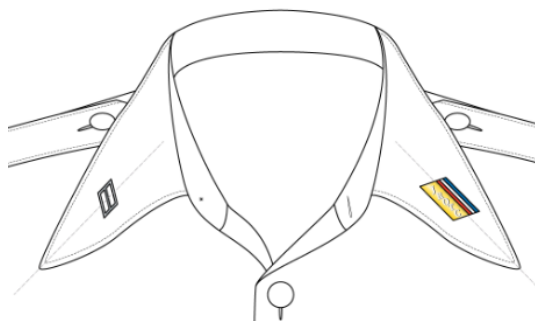
TROPICAL BLUE SHORT SLEEVE SHIRT



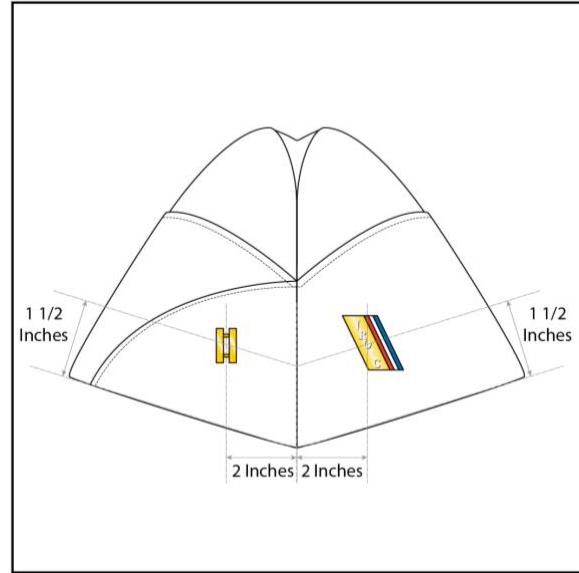
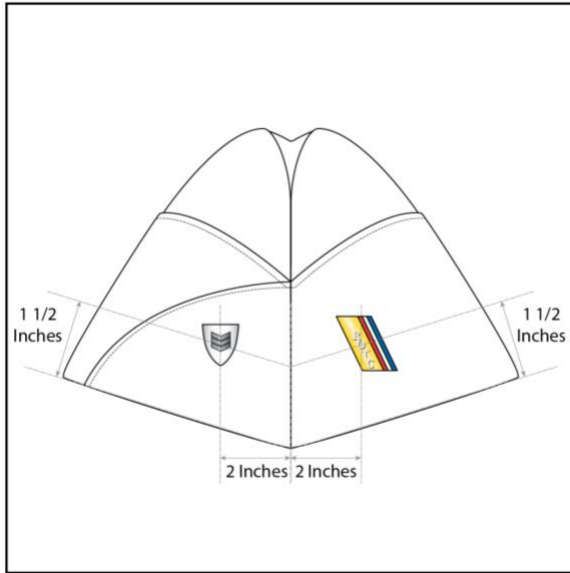
Collar rank insignia are centered on the visible collar, along an imaginary line bisecting the angle of the collar point. When pinning the “JROTC” device on the TBSS shirt this way, its top and bottom will not appear parallel to the deck.

However, once the shirt is donned, the device will be in the correct position, with top and bottom parallel to the deck.

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.



BLUE GARRISON COVER



The blue garrison cover is worn with the Tropical Blue uniform. The “JROTC” insignia is worn on the wearer's left side of the cap.* The letter “O” on the device is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and 1/2-inches from the bottom edge of the cap. The rank insignia is worn on the wearer's right side of the cap. The center of the rank insignia is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 and 1/2-inches from the bottom edge of the cap.

*The JROTC insignia replaces the CG emblem.

2. OPERATIONAL DRESS UNIFORM (ODU)

Basic Uniform Items:

AwardsNone
 Belt.....Black rigger's
 Ball Cap.....standard “JROTC” cap
 Shirt.....ODU Blue w/ sleeves up or down
 BootsBlack
 Socks.....Black
 TrousersODU Blue
 Undershirt.....Navy Blue crew neck, plain or unit

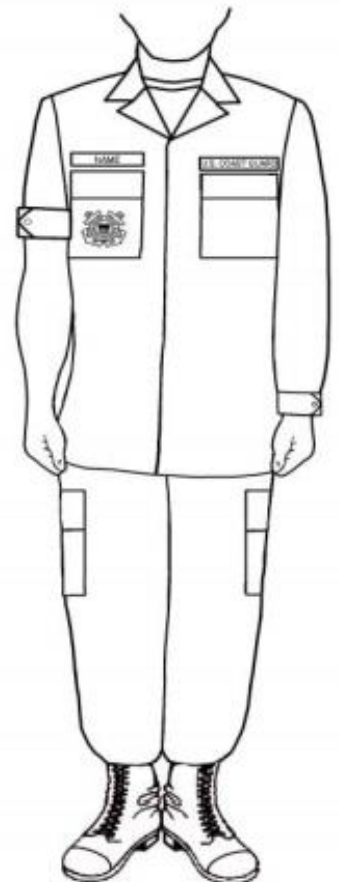
Outerwear:

Foul-weather Parka

Optional Items:

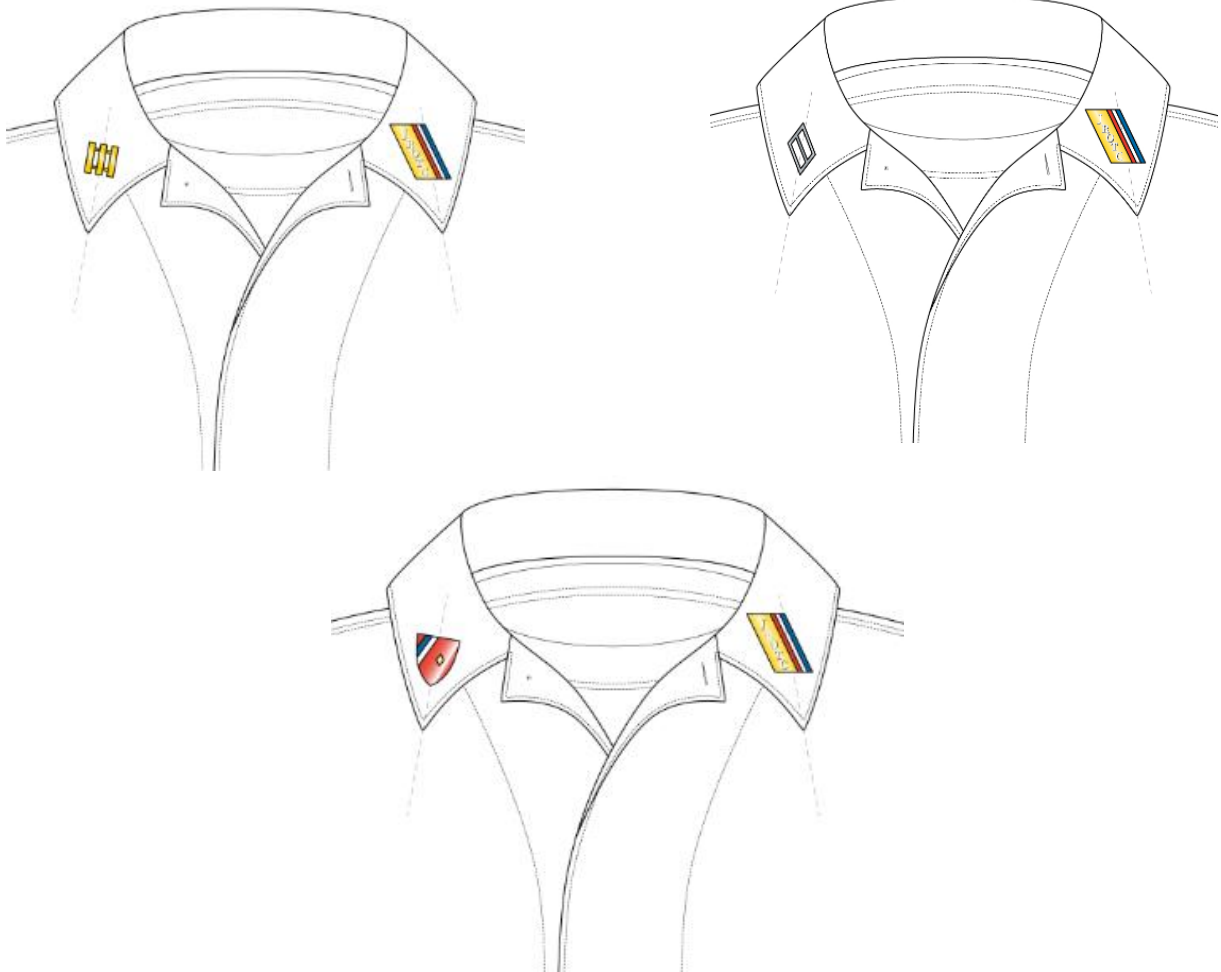
Gloves Black
 Watch Cap.....Black

The ODU, when authorized, will be worn as illustrated above with the “U.S. COAST GUARD” cloth name tape on the left, the “JROTC” name tape on the right, and metal collar insignia. The ODU is an operational uniform and will be worn when at the MSI's discretion when a dress uniform is not appropriate. It is NOT a liberty uniform and will only be worn off campus while conducting JROTC duty or related travel.



OPERATIONAL DRESS UNIFORM SHIRT

Collar rank insignia are centered on the collar, along an imaginary line bisecting the angle of the collar point. The “JROTC” device will be centered on the collar, with the top and bottom parallel to the deck.



ODU BALL CAP

The rank collar insignia is worn centered on the JROTC ball cap.



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. 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).

B. Hat/Cap Devices

1. Garrison Cap. The “JROTC” device will be worn on the left side of the garrison cap as shown in the uniform illustrations.
2. Ball Cap. The ball cap worn with the ODU will be a standard USCG design with “JROTC” stenciled in gold, centered on the front of the hat just above the brim. Cadets will wear their rate/rank device centered between the stenciling on the front of the hat.

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 $\frac{3}{8}$ ” diagonally across in size.
2. These stars shall be centered $\frac{1}{4}$ ” 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 Tropical Blue uniform and only on the left shoulder.* Aiguillettes will be attached to the shoulder flap on the Tropical Blue shirt. Aiguillettes are not authorized for wear on the ODU/ODU-M, Windbreaker, or the Foul Weather Parka.

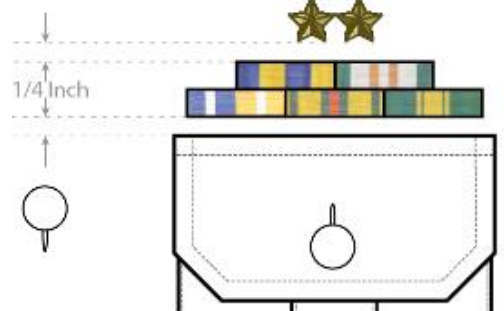
*Exception: Only the silver leadership academy aiguillette is worn on the right shoulder. This is earned by completing a summer leadership program such as AIM, Cadet Leadership Course, or the like. Final determination will be made by the SMSI.



1-7 AWARDS AND DECORATIONS

A. Wearing of Ribbon Awards

The CGJROTC uses the Navy JROTC (NJROTC) ribbons, with the language of ribbon award criteria modified appropriately for CGJROTC program use. The ribbons are worn on the Tropical Blue uniform. 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.

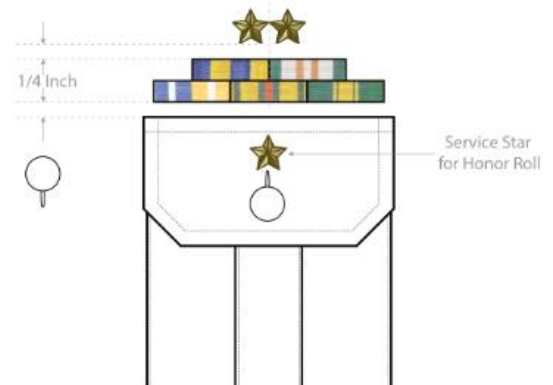


B. Precedence or Order of Seniority









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.








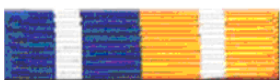

C. Honor Roll










Awarded to any cadet who attains school honor roll status. The award is denoted by wearing a service star (page FM-17) on the left breast pocket flap, centered between the button hole and the top of the pocket. 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.



D. CGJROTC Ribbon Awards (ORDER OF PRECEDENCE)

1. Meritorious Achievement	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	Awarded YEARLY to one cadet in each year group with the highest combined average for overall scholastic standing and aptitude in CGJROTC unit activities (includes academics, homework, physical fitness, community service, drill, etc.).
	
4. Honor Cadet	Awarded YEARLY to one cadet in each year group with the highest overall academic achievement (GPA) in school, including Maritime Science courses.
	
5. Cadet Achievement	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.
	
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.
	




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


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 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. Orienteering 	Awarded, WHEN EARNED, to any cadet in good standing on the Orienteering or RAIDER team who has entered at least one competition on that team.
23. 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.
24. 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.
25. Leadership Training 	Awarded to any cadet upon satisfactory completion of Basic Leadership Training, Leadership Academy, or similar training as approved by the Program Manager.
26. Sea Cruise 	Awarded to any cadet upon completion of an at-sea cruise (vessel must cast off lines and be underway).

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 a year” may be interpreted to mean once or twice during the one-semester course. This is ultimately determined by the SMSI.

E. Ribbon Devices

The following are devices which 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
<p>1. Lamp</p> 	<p>To be worn on the Honor Cadet ribbon by each cadet who has also achieved an “A” in maritime science as follows:</p> <p>Bronze Lamp: MS1 Silver Lamp: MS2 Gold Lamp: MS3 & MS4</p> <p>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.</p>
<p>2. Anchor</p>   <p>Note: No other devices will accompany the gold anchor when the award is worn on the right side.</p>	<p>The gold anchor is worn on the following ribbons: <i>Drill Team, Color Guard, Academic Team, Marksmanship, Physical Fitness, and Orienteering, 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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

<p>3. Subsequent Awards</p> 	<p>Only one of any ribbon design may be worn.</p> <p>Subsequent awards may be worn on ribbons 1 through 7, and 12 through 25. No more than eight awards (including the original ribbon award) are authorized.</p> <p>Stars are worn one ray up, two rays down. They are awarded as follows:</p> <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														

F. 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	26 - Sea Cruise

Note: See page FM-19 for the beginning of ribbon order of precedence, and page FM-24 for a chart of all 26 CGJROTC ribbons.

Note: There are four 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) and number 20 (Color Guard). In all four cases, the ribbon should be mounted on the ribbon bar with the blue portion of the ribbon to the wearer's right (toward the uniform buttons) as shown below.

Rule of Thumb: **Dark color (blue) inboard** when worn on the left side of the uniform.

#3 Distinguished Cadet

				BI		Y		Wh						
BI	Y	BI	Y	B	W	B	Y	W	Y	Wh	B	Wh	R	Wh
#14 Physical Fitness				#16 Unit Services						#19 Color Guard				

Note: When ribbon #14 or #19 is moved to the wearer's right side, as in the case of a team captain, the ribbon is not turned upside down to have the dark color inboard. The ribbon is worn as shown on the left side.

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. ORIENTEERING TEAM
 23. INTER-SERVICE COMPETITION	 24. RECRUITING	 25. LEADERSHIP TRAINING	 26. SEA CRUISE

STUDY GUIDE QUESTIONS

CHAPTER 1: CGJROTC UNIFORM REGULATIONS

1. What four elements are important when wearing the uniform?
2. Where does the word "uniform" come from? What does it mean?
3. CGJROTC cadets and active duty Coast Guard personnel wear the same uniform with certain exceptions, what are they?
4. How should caps be worn?
5. How should the uniform be kept?
6. What is the uniform of the day?
7. When may one uncover outdoors?
8. When must cadets comply with uniform requirements?
9. Who prescribes what uniform shall be worn for special occasions? For example:
10. Can cadets, in uniform, participate in political activities?
11. The bulk of the men's hair may not exceed how many inches?
12. Men's Sideburns may not extend below _____?
13. How should mustaches be kept?
14. What are the grooming standards for men regarding earrings and studs?
15. Are sunglasses authorized in military formations?
16. May the female hair extend to the collar?
17. How should females' cosmetics be worn?
18. What kind of nail polish is authorized?
19. What kinds of earrings/studs are authorized?
20. How are the uniform shoes required to be laced?
21. With what uniforms may a ball cap be worn?
22. How are collar devices worn on TBSS and ODU shirts?
23. Who is authorized to wear rank/rate insignia on the garrison cap?
24. On which side is the small shield with fouled anchors worn on the garrison cap?
25. Where is the nametag worn on the tropical blue uniform?
26. What is the maximum number of service stars that can be worn on the CGJROTC uniform?

27. Which aiguillette is only authorized to be worn on the right shoulder?
28. On which uniforms are aiguillettes not authorized?
29. Where are ribbons worn on the CGJROTC uniform?
30. What is the highest award that can be earned by a CGJROTC cadet? Who is authorized to award it?
31. 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?
32. Which ribbon(s) are authorized to be worn on the wearer's right side?
33. What are the four ribbons which can be worn "incorrectly" (i.e. upside down)?
34. What is the general rule of thumb for the wearing of ribbons?

CRITICAL THINKING QUESTION

1. U.S. Navy -- Official clothing for sailors was pretty much a hit-or-miss affair until 1747, when King George II of England ordered "uniforms" to be worn by all navy personnel. He did this as a means of boosting sailor's morale and improving their appearance. The first uniforms for the U.S. Navy, authorized on September 5, 1776, specified outfits for officers. These included a blue coat, blue breeches and a red waistcoat with narrow lace. Enlisted uniforms were first authorized in September 1817. The winter uniform included a black hat, blue jacket, blue trousers and a red vest, all with yellow buttons. Rating badges for enlisted men were first worn in 1885. It appears that as the United States Navy was being established, a standard designed naval uniform was not an issue. Do you think the standardization of a naval uniform, placement of rank and various insignia is important? What criteria would you use to assess a standard design for the naval uniform? Is there any sort of inconvenience that might arise from not being able to distinguish the commissioned officers from the enlisted personnel?

EXTENSION ACTIVITY

1. The vintage clothing field, with its emphasis on the clothes of women and children, tends to reflect youthful and feminine lives. But when finding men's clothes, we think about adult male lives, and then we shouldn't forget an overwhelming force in those lives – the military. A lot of the world's clothing is military, and uniforms directly affect the history of clothing.

The question whether uniforms themselves belong to the world of military collectables or vintage clothing is important. Uniform study has to be part of costume study, and it's radically different from other costume fields in two ways; the wealth of documentation available, and the emphasis on the original wearer.

Research various military museums regarding vintage military uniforms and how the uniform designs and uniform materials have affected the design, function and practicality of clothing that we wear today on a daily basis.

3. Why spend your time flipping through the large Cadet Field Manual? Using the Cadet Field Manual, Chapter 1 CGJROTC Uniform Regulations as a guide, design and make a small (5 inch x 6 inch) CGJROTC Uniform Guide flip chart. This would be a quick reference guide complete with an index, illustrations, detailed instructions and a measuring template for placement of all CGJROTC insignia on the uniforms.

ACADEMIC CONTENT STANDARDS

Language Arts 1: Uses the general skills and strategies of the writing process. Benchmarks: Evaluates own and others' writings; Uses strategies to address writing to different audiences; uses strategies to adapt writing for different purposes; Writes expository compositions; Writes fictional, biographical, autobiographical, and observational narrative compositions; Writes persuasive compositions that address problems/solutions or causes/effects; Writes reflective compositions; Writes in response to literature.

Language Arts Standard 7: Demonstrates competence in the general skills and strategies for reading a variety of informational texts. Benchmarks: Applies reading skills and strategies to a variety of informational texts; Knows the defining characteristics of a variety of informational texts; Determines the effectiveness of techniques used to convey viewpoint; Uses discussions with peers as a way of understanding information.

Technology Standard 3: Understands the relationships among science, technology, society, and the individual. Benchmark: Knows that alternatives, risks, costs, and benefits must be considered when deciding on proposals to introduce new technologies or to curtail existing ones.

Historical Understanding Standard 2: Understands the historical perspective. Benchmarks; Understands that specific individuals and the values those individuals held had an impact on history; Analyzes the influence specific ideas and beliefs had on a period of history; Analyzes the effects that specific "chance events" had on history; Analyzes the effects specific decisions had on history.

Vocabulary Words

Uniform

From a combination of two Latin words, unus and forma, which means "one form."

Uniform of the Day

The uniform of the day is the uniform your Senior Maritime Science instructor (SMSI) will direct you to wear on any given day.

Garrison Cap

A visor-less folding cap worn as part of a military uniform.

Precedence

Priority of importance

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

2-0 OBJECTIVES

2-0.1 Explain and recognize the various CGJROTC rates and ranks and be able to understand the different assignments associated with each billet or position.

2-0.2 Describe and recognize the rates and ranks of active duty USCG personnel.

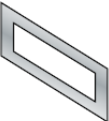
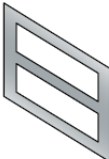



2-1 CGJROTC GRADES, RANKS, AND ASSIGNMENTS


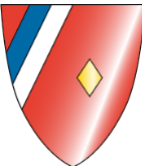
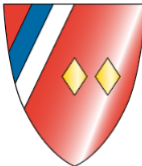
A. GENERAL

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 ENLISTMENT 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	<p>CADET SEAMAN RECRUIT (C/SR)</p> <ul style="list-style-type: none"> There is no collar device for this rate. Assigned to new cadets in the process of learning the CGJROTC program.
	<p>CADET SEAMAN APPRENTICE (C/SA)</p> <ul style="list-style-type: none"> The collar device is two silver diagonal stripes When qualified, recruits can advance to SA in the first year.
	<p>CADET SEAMAN (C/SN)</p> <ul style="list-style-type: none"> The collar device is three silver diagonal stripes When qualified, recruits can advance to SN in the first year. <p>Note: There are no specific assignments for C/SR, C/SA, and C/SN; these cadets are in training for future leadership roles.</p>
	<p>CADET PETTY OFFICER THIRD CLASS (C/PO3)</p> <ul style="list-style-type: none"> 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.
	<p>CADET PETTY OFFICER SECOND CLASS (C/PO2)</p> <ul style="list-style-type: none"> 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.
	<p>CADET PETTY OFFICER FIRST CLASS (C/PO1)</p> <ul style="list-style-type: none"> 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
	<p>CADET CHIEF PETTY OFFICER (C/CPO)</p> <ul style="list-style-type: none"> ○ 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.
	<p>CADET SENIOR CHIEF PETTY OFFICER (C/SCPO)</p> <ul style="list-style-type: none"> ○ 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.
	<p>CADET MASTER CHIEF PETTY OFFICER (C/MCPO)</p> <ul style="list-style-type: none"> ○ 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
	<p>CADET ENSIGN</p> <ul style="list-style-type: none"> ○ 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.
	<p>CADET LIEUTENANT (JUNIOR GRADE)</p> <ul style="list-style-type: none"> ○ 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.
	<p>CADET LIEUTENANT</p> <ul style="list-style-type: none"> ○ 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.
	<p>CADET LIEUTENANT COMMANDER</p> <ul style="list-style-type: none"> ○ 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.
	<p>CADET COMMANDER</p> <ul style="list-style-type: none"> ○ The collar device is five attached gold bars. ○ It is the highest rank of battalion strength. ○ Assignments include battalion commander or regimental executive officer.
	<p>CADET CAPTAIN</p> <ul style="list-style-type: none"> ○ 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













2-2.A. GENERAL







1. The Coast Guard's active duty rate and rank structure is in some ways 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 later on in your Maritime Science Curriculum.
2. The uniform sleeve and collar insignia for Coast Guard rates and ranks are shown below:

2-2.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










2-2.B. SLEEVE AND COLLAR INSIGNIA FOR USCG RANKS AND RATES (cont.)






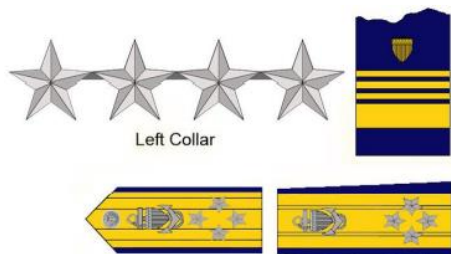
Sleeve Insignia	Rate title	Pay grade	Abbreviation	Collar device
	Petty Officer Third Class	E-4	PO3	
	Petty Officer Second Class	E-5	PO2	
	Petty Officer First Class	E-6	PO1	
	Chief Petty Officer	E-7	CPO	
	Senior Chief Petty Officer	E-8	SCPO	
	Master Chief Petty Officer	E-9	MCPO	

	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	

2-2.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
<p>Collar</p>  <p>Shoulder</p> 	Ensign	O-1	ENS
<p>Collar</p>  <p>Shoulder</p> 	Lieutenant Junior Grade	O-2	LTJG
<p>Collar</p>  <p>Shoulder</p> 	Lieutenant	O-3	LT
<p>Collar</p>  <p>Gold Oak Leaf</p> <p>Left Shoulder</p>  <p>Shoulder</p> 	Lieutenant Commander	O-4	LCDR

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

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?

CRITICAL THINKING QUESTIONS

1. In the earliest times, rank was not an issue. Do you think the badge of rank is important? Is there any sort of inconvenience that might arise from not being able to distinguish the commissioned officers from the junior enlisted?
2. As a precious metal, gold is worth more than silver, but in the military, silver outranks gold. The current day Coast Guard rank/rate badges are two different colors. One example being that of the rank of Ensign is a single gold bar, but the rank of a Lieutenant (Junior Grade) is a single silver bar. Yet, Petty Officer rate badges are silver, and the Chief Petty Officer rate badges are gold. Can you think of an explanation of why this seeming inversion might have occurred?

INTERDISCIPLINARY CONNECTION

Global Studies: Research the foreign origins of military ranks and the historical background that formed the basis of the U.S. Coast Guard enlisted rates and officer ranks. Create a poster of the early U.S. Coast Guard rank structure including the initial pay grades and rank insignia.

Academic content standards for the extension activity and interdisciplinary connections.

1. Analyze the values held by specific people who influenced history and the role of their values played in influencing history.
2. Analyzes how specific historical events would be interpreted differently based on newly uncovered records and/or information.
3. Knows how to evaluate the credibility and authenticity of historical sources.
4. Evaluates the validity and credibility of different historical interpretations.

ACADEMIC CONTENT STANDARDS

Language Arts 1: Uses the general skills and strategies of the writing process. Benchmarks: Evaluates own and others' writings; Uses strategies to address writing to different audiences; uses strategies to adapt writing for different purposes; Writes expository compositions; Writes fictional, biographical, autobiographical, and observational narrative compositions; Writes persuasive compositions that address problems/solutions or causes/effects; Writes reflective compositions; Writes in response to literature.

Language Arts Standard 7: Demonstrates competence in the general skills and strategies for reading a variety of informational texts. Benchmarks: Applies reading skills and strategies to a variety of informational texts; Knows the defining characteristics of a variety of informational texts; Determines the effectiveness of techniques used to convey viewpoint; Uses discussions with peers as a way of understanding information.

Vocabulary Words

Rate

Level of proficiency within an enlisted rating, similar to a pay grade. Example: Seaman, Petty Officer.

Ratings

General grouping of enlisted personnel by job specialty. Example: Yeoman, Boatswain's Mate.

Rank

Relative position of authority among officers and petty officers.

Officer's Rank

An officer's rank refers to his or her official title, e.g. Ensigns, Lieutenant Commander, Captain, etc.

Promotion (in rank)

When an officer moves up to the next rank and pay grade, they have earned a promotion.

Advancement (in rate)

When enlisted personnel move up to the next higher rate in their rating specialty, they have advanced in rate.

Pay Grade

Level of military pay, from E-1 (Seaman Recruit) to E-9 (Master Chief Petty Officer), from W-2 (Warrant Officer) to W-4 (Chief Warrant Officer) and from O-1 (Ensign) to O-10 (Admiral).

CPO, SCPO, MCPO

Chief Petty Officer, Senior Chief Petty Officer and Master Chief Petty Officer. With the exception of the Master Chief Petty Officer of the Coast Guard, this is the highest rank attainable by enlisted personnel while still in the enlisted category.

Warrant Officers

Warrant officers are senior specialists who supervise the operation of equipment and weapons. They bridge the gap between commissioned officers and enlisted personnel. They are like the journeymen or master tradesmen in civilian life.

CHAPTER 3: MILITARY CUSTOMS, COURTESIES, DRILL AND CEREMONIES

3-0.1 OBJECTIVES

- 3-0.2 Explain the types of military customs and courtesies, including their purposes and when courtesies are rendered.
- 3-0.3 Describe the flag of the United States as a standard of honor.
- 3-0.4 Explain the procedures in pledging allegiance to the flag.
- 3-0.5 Describe the sequence of events in military ceremonies, reviews, and parades.

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.

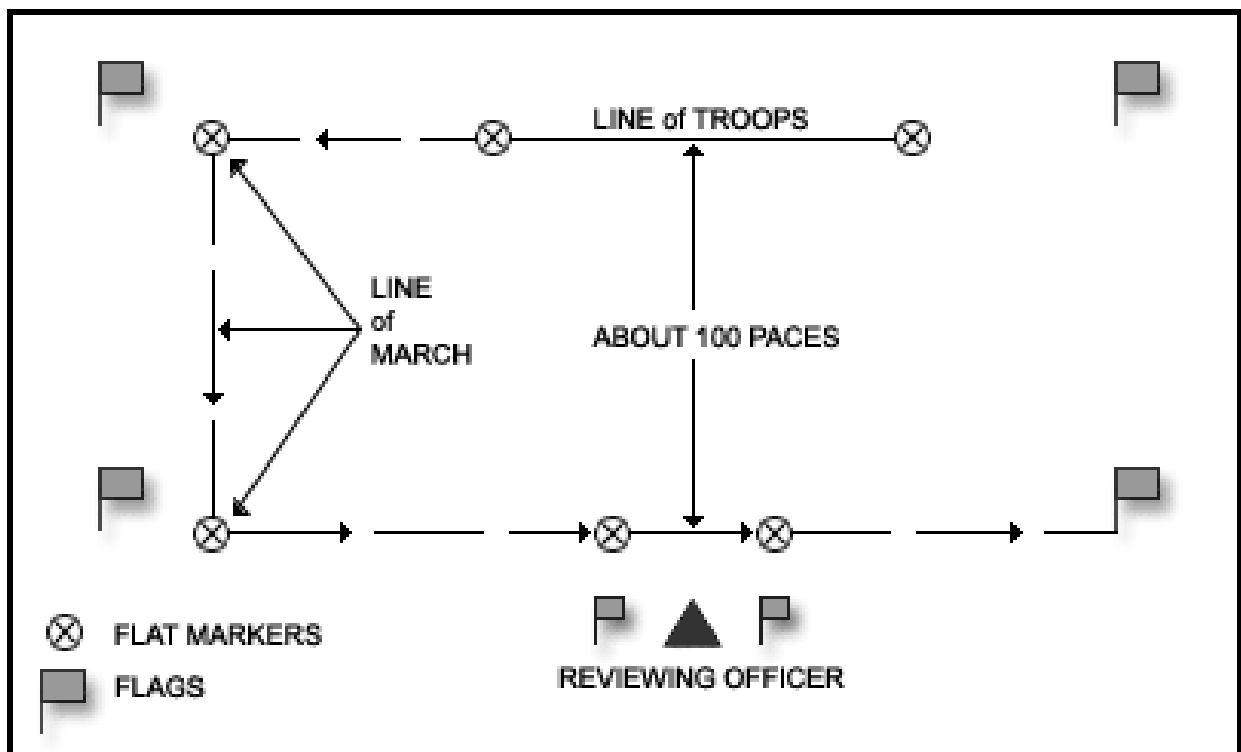
3-6 REVIEWS

A. Composition of a Review

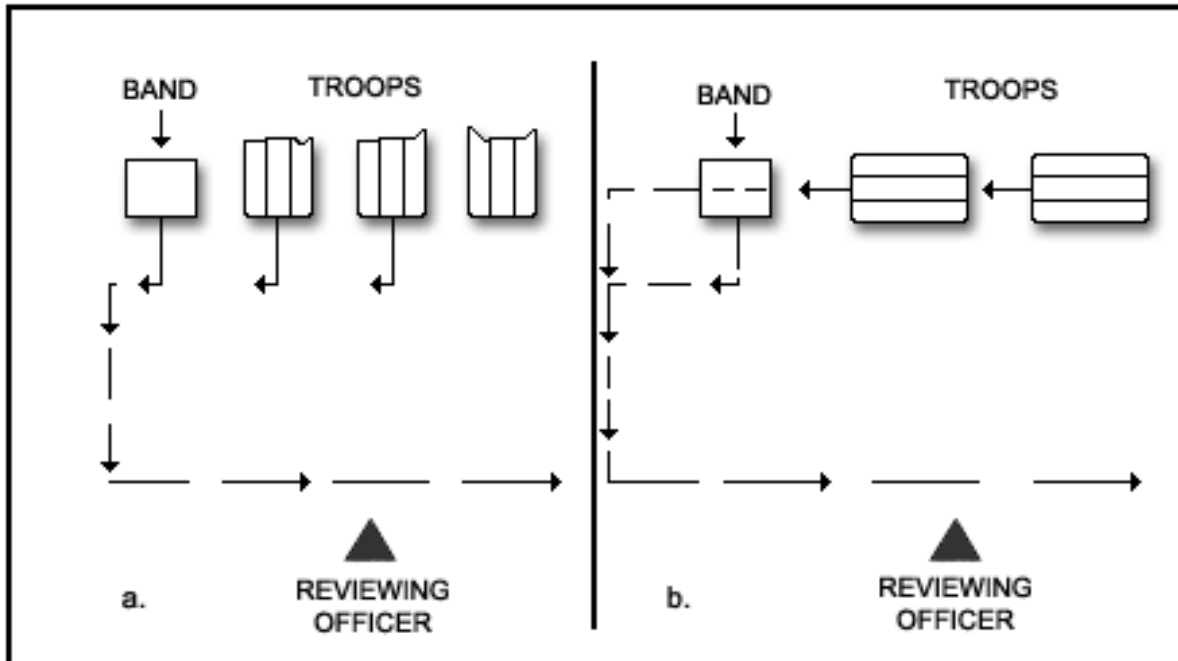
1. A review consists of four parts:
 - (a) Formation of the unit
 - (b) Presentations and honors
 - (c) Inspection (or trooping the line)
 - (d) March in review

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

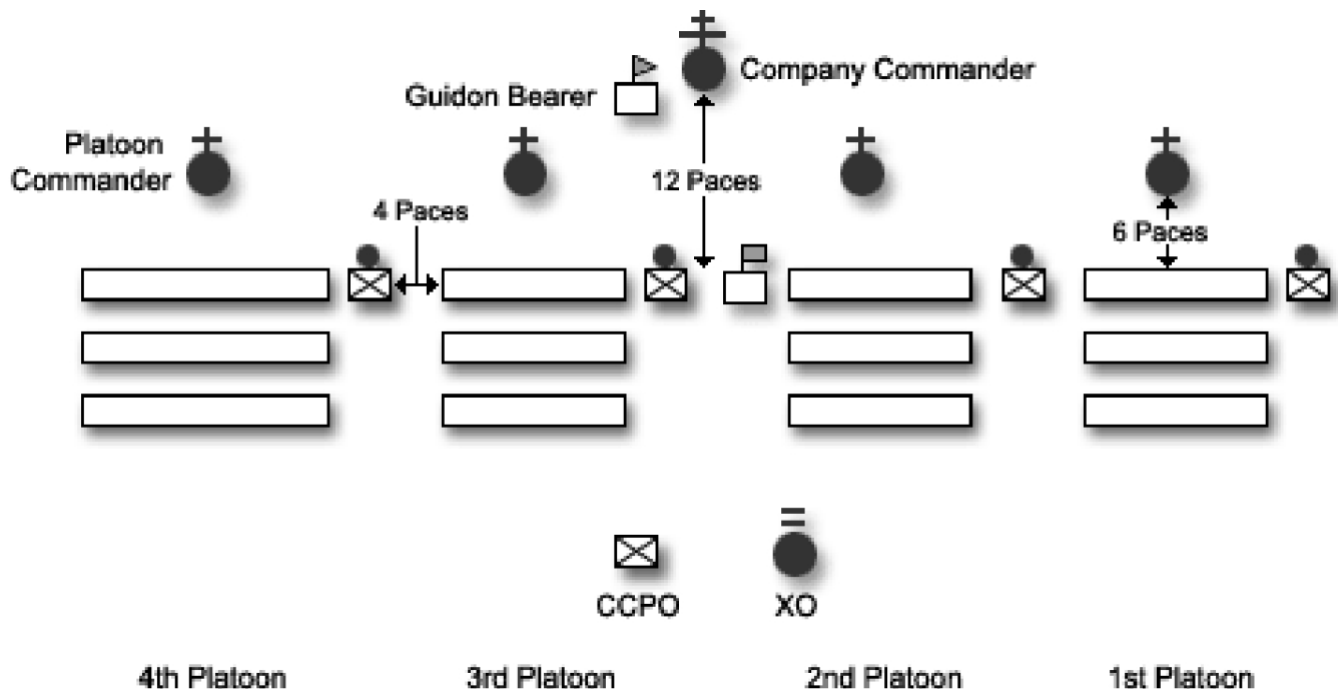


C. Cadet Formation

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

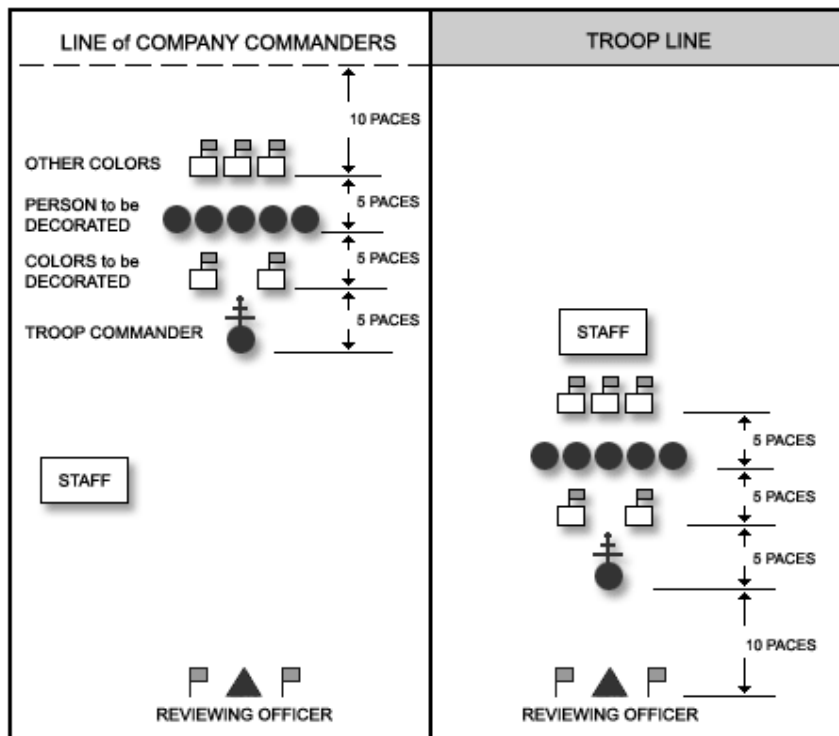
1. After the reviewing officer has taken his position in the reviewing area and the cadets are at attention, the commander of the troops commands PASS IN REVIEW. The commander and his staff proceed to the head of the column and order the company along the route of the review.
2. The commander of the 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".

CRITICAL THINKING QUESTIONS

1. Do you recite the pledge of allegiance in your school? Do you feel you are forced to participate? How do you feel about saying it?
2. Do you think that most students think about what they are saying when they recite the pledge of allegiance? If not, do you think they would feel differently about it if they thought more about the meaning?
3. Customs, courtesies, and traditions are important to the services. How would you define each, and how would you distinguish between them?

ACADEMIC CONTENT STANDARDS

Civics Standard 9 – Understands the importance of Americans sharing and supporting certain values, beliefs, and principles of American constitutional democracy. Benchmark: Understands how certain values are fundamental to public life.

Civics Standard 11 – Understands the role of diversity in American life and the importance of shared values, political beliefs, and civic beliefs in an increasingly diverse American society. Benchmarks: Knows a variety of forms of diversity in American society; Knows major conflicts in American society that have arisen from diversity; Knows ways in which conflicts about diversity can be resolved in a peaceful manner that respects individual rights and promotes the common good; Knows why it is important to the individual and society that Americans understand and act on their shared political values and principles.

VOCABULARY WORDS

BADGE

An emblem or other device displayed on a flag, generally on the fly.

BANNER

A rectangular flag used by a king, prince, duke, or other noble. The coat of arms of the owner covers the banner's entire surface. The term is also loosely applied to a national flag (e.g. the "Star-Spangled Banner") and is today synonymous with flag.

CANTON

The four corners of a flag are named cantons, especially the upper quarter of the hoist, that is, the upper left hand corner of the flag; the canton is sometimes also called the union.

COLORS

The national and regimental or armorial flags carried by dismounted organizations (such as a color guard). Hence, the national color for Army and Marine Corps regiments is the U.S. flag. The term also applies to the national ensign flown aboard a naval vessel or Coast Guard cutter.

ENSIGN

A special flag based on a country's national flag and used exclusively on naval ships or merchant ships. The civil ensign is the merchant marine's flag. The U.S. flag serves as a national flag, naval ensign, and civil ensign. Great Britain, on the other hand, has a white ensign for naval ships, a red ensign for merchant ships, and a blue ensign for merchant ships commanded by an officer in the Naval Reserve.

FIELD

The ground of each division of a flag

FLY

The edge of a flag farthest from the staff.

FLAG

A large U.S. flag flown at forts. During the War of 1812, garrison flags were 20 feet by 40 feet. The Star-Spangled Banner measures 30 feet by 42 feet.

HALYARD

The rope by which a flag is raised on a flagpole.

HOIST

As a noun: the half or edge of a flag nearest the staff or flagpole. As a verb: to raise a flag.

HOIST ROPE

The rope on which a flag is flown on a flagpole.

JACK

A flag flown at the bow of warships when anchored. Great Britain's jack – the British Union Jack – combines the Crosses of St. George, St. Andrew, and St. Patrick on a blue field. The U.S. Union Jack carries 50 white stars on a blue field (the canton of the Naval Ensign). According to U.S. Navy regulations, the U.S. Union Jack should be the same size as the canton of the Naval Ensign flown at the ships stern.

MULLET

A five pointed star, representative of a knight's spur.

STAFF

A small pole from which a flag is flown.

STANDARD

A flag which is colored according to the owner's livery and displays the owner's badge or badges instead of his arms. The terms "national standard" is used to describe the national and regimental flags carried by mounted or motorized organizations.

STORM FLAG

The U.S. flag which is flown at military installations during inclement weather. It is smaller than the U.S. flag that is usually flown at the installation.

UNION

A flag or device of a flag symbolizing the union of countries or states. Also, the canton of (1) the U.S. flag, (2) British ensigns, and (3) British Commonwealth flags that are based on the British ensigns.

CHAPTER 4: PERSONNEL INSPECTION

4-0 OBJECTIVES

- 4-0.1 Describe the techniques for conducting a personnel inspection.
- 4-0.2 Explain the inspecting officer's duties when he/she inspects a platoon.
- 4-0.3 Explain the general Inspection Guidelines (items) that inspecting officers look for when inspecting a cadet in a platoon.

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?

CRITICAL THINKING QUESTIONS:

1. Why are ceremonies, customs, and courtesies important to military organizations?
2. How did the tradition of personnel inspections start?

EXTENSION ACTIVITY

Research various military JROTC organizations regarding personnel inspection, honors, and ceremonies and how those organizations' personnel inspections differ from the CGJROTC personnel inspection requirements.

ACADEMIC CONTENT STANDARDS

Language Arts Standard 7:

Demonstrates competence in the general skills and strategies for reading a variety of informational texts. Benchmarks: Applies reading skills and strategies to a variety of informational texts; knows the defining characteristics of a variety of informational texts; determines the effectiveness of techniques used to convey viewpoint; uses discussions with peers as a way of understanding information.

VOCABULARY WORDS

En masse

As a whole.

Gig line

Refers to the alignment of the shirt button placket, the belt buckle, and the trouser fly. When properly aligned, all three form one continuous line.

Inspection

A checking or testing of an individual against established standards.

Self-Discipline

Correction or regulation of oneself for the sake of improvement.

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

5-0 OBJECTIVES

5-0.1 Explain the elements of the Cadet Challenge.

5-0.2 Explain the requirements for earning 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

- B. 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.

- C. 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.
- D. 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.

APPENDIX 1: MILITARY CHAIN OF COMMAND

A1-0 OBJECTIVES:

A1-0.1 Explain the chain of command as it relates to an effective and functioning cadet organization.

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 External Outreach & Heritage	
6. Chief, Community Relations Division	
7. 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

A2-0 OBJECTIVES:

A2-0.1 Explain the criteria for determining the Honor Platoon.

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: ORDERS OF THE SENTRIES

(OPNAVINST 3120.32D – 7/12)

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.

