

# US Naval Sea Cadet Corps



## Recruit Guide

**Issued to:**

---

***Ben Moreell Battalion***  
***Training Ship Anderson***

January 2012

## Chain of Command

President of the United States

---

Secretary of Defense

---

Secretary of the Navy

---

Chief of Naval Operations

---

Master Chief Petty Officer of the Navy (MCPON)

---

NSCC National Director

---

Field Representative

---

Senior Regional Director

---

Regional Director

---

Commanding Officer

---

Executive Officer

---

Command Chief

---

Division Officer

---

Leading Petty Officer (LPO)

---

Squad Leader

---



***WELCOME ABOARD!***

You have joined the finest youth organization in the nation: **The United States Naval Sea Cadet Corps** (USNSCC). The NSCC is actually two programs:

- **The U.S. Naval Sea Cadet Corps (NSCC)** is for young Americans between the ages of 14 and 18. New cadets may join at 14 years of age and may remain a cadet until 30 September of the year they graduate high school or until they turn 18 years old, whichever comes **LATER**. In some cases, 13 year olds can also join the NSCC.
- **The Navy League Cadet Corps (NLCC)** is for young Americans between the ages 11 and 13. Mature 10 year olds may also join the NLCC in most cases. The NLCC is similar to the NSCC except that Navy League Cadets wear different insignia and have different advancement requirements.

The United States Navy and Coast Guard officially support the NSCC and the NLCC administratively, by allowing units to use their facilities for training. The *Ben Moreell Battalion* is sponsored locally by the Navy League of the United States, Channel Islands Council and by private donations and fundraisers.

This handbook will help guide you as you enter the *Ben Moreell Battalion*. Thank you for choosing to participate in the NSCC / NLCC.



## YOUR UNIT

Your unit of the Naval Sea Cadet Corps is called the *Ben Moreell Battalion*. There are four types of Sea Cadet / League Cadet unit:



DIVISIONS – Divisions are units which primarily train in the field of the surface Navy.

SQUADRONS – Squadrons are units which primarily in the field of Naval aviation.

BATTALIONS – Battalions train primarily in the field of naval construction, the Seabees.

TRAINING SHIPS – Training Ships are units exclusively for Navy League Cadets.

While units may train in one specific area, cadets may choose from ANY training they are qualified to participate in.

## ENROLLMENT PROCEDURES

To enroll in the NSCC or NLCC you must have a complete physical examination, pay the enrollment fee, and complete the following forms:

- NSCC/NLCC APPLICATION FOR ENROLLMENT – This form gives basic information on you and your parents. (NSCADM001)
- NSCC/NLCC STANDARD RELEASE FORM – This form gives unit officers permission to have you treated in a medical emergency.
- NSCC/NLCC MEDICAL HISTORY AND EXAMINATION – These forms contain medical history and record of a physical exam. (NSCADM020/021)

In addition to the above forms, there are others which come up from time to time. Requests for training for “Boot Camp” and advanced trainings will also have to be completed and signed by you and your parents. They will be provided to you as needed and must be returned as quickly as practical to ensure there is a place for you in the training you hope to participate in.

## New Recruits – You!

There are many rules and regulations, lots of uniforms, and a new language associated with being part of the Navy. You are expected to learn these things along with other new cadets. For your first three months, you will be assigned to Indoctrination Division, or “I” division. There a senior cadet, the “I” division Leading Petty Officer (LPO), with the assistance of other senior cadets will help you learn what you need to in these first few months. You will also receive Training Manuals to help you learn about the Navy and the NSCC. Sea Cadets receive the Basic Military Requirements (BMR) and Navy League Cadets receive the Apprentice Cadet syllabus

(Part I). The BMR is generally on a computer CD, however for cadets who do not have easy access to a computer, hard copies are also available. **The BMR or Apprentice Cadet syllabus should be completed within the first 90 days as a cadet.** This will both help you learn about the Sea Cadets and the Navy and help you to earn your first advancement.

## DRILLS

All meetings in the NSCC/NLCC are called “Drills.” The *Ben Moreell Battalion* and *Training Ship Anderson* generally meet two Saturdays each month. During these drills, we conduct training, learn to march, participate in community service activities, conduct physical training (PT) and participate in many other activities. You are required to attend ALL drills. If you will be unable to attend a drill do to illness, or other commitments, you must let us know **through your chain of command** as soon as possible. If at any time your drill attendance falls below 75% you will be in danger of being disenrolled from the program.

You make many commitments in your life, and today you are making one: joining the Sea Cadets! With it comes responsibility, to yourself, your shipmates, and your unit. You will be informed as early as possible when upcoming events will be taking place. YOU must prioritize all of your commitments to ensure you are able to participate in unit events.

You are encouraged to bring friends to drill so they can find out what the Sea Cadets are all about. When you succeed in recruiting a new cadet into the program, you will be awarded a recruiting incentive ribbon. When you recruit three new cadets, you are eligible to attend an annual training for FREE!

## COMMUNICATIONS

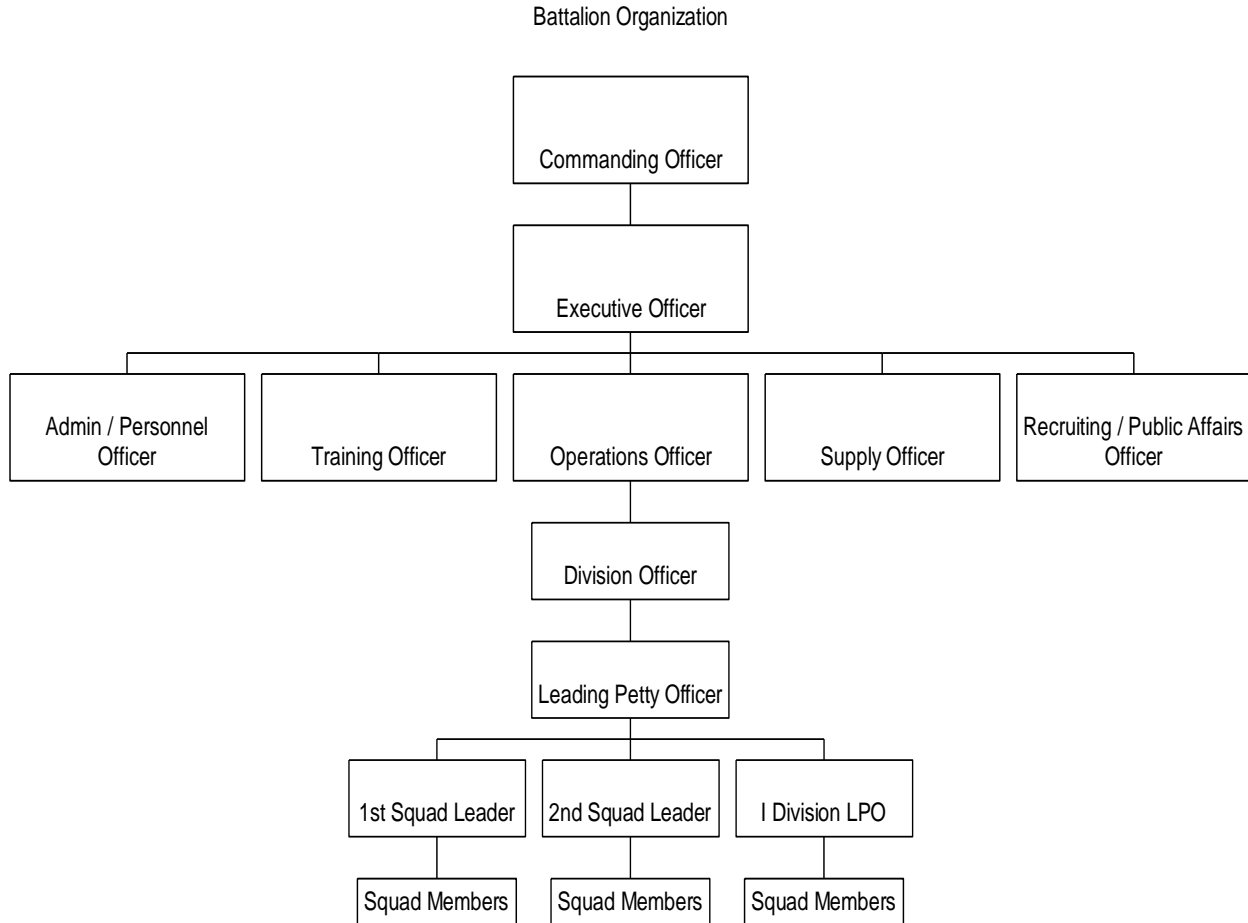
Every good team must know how to communicate well. The way the unit communicates with you is through “word” passed at each drill and through the Plan of the Day (POD). The Plan of the Day is published prior to drill and contains information on upcoming drills, events and other important information about the unit. You are responsible for all information in the POD and for complying with the instructions contained in each POD. The POD is generally distributed by email. If you / your parents do not have an email account, ensure the Administration Officer knows so that a hard copy can be mailed to you. If you do not receive the POD, you are responsible for informing the unit by way of your chain of command.

## EMAIL

Email is a predominant form of communication in today’s world and is used extensively in the Sea Cadets. A few basic rules should always be followed when using email. First, remember these messages should be written more formally than typical emails between you and your friends. Always use a formal greeting (i.e. Dear Chief Jones) and closing (i.e. Very respectfully,). Respectfully, is used when addressing from senior to junior and Very respectfully, is used when you send a message to someone senior. Avoid using internet abbreviations. Remember to review your email to ensure it conveys the message you intend to send. Finally, DON’T FORGET TO USE SPELL CHECK!!

## CHAIN OF COMMAND

We have mentioned the chain of command, but what is it? Basically, when a seaman recruit has a question, he or she can't call up the President and ask. In the same way, when you have questions, you should start by asking your squad leader. This is the first step in your chain of command. The next level is the Leading Petty Officer (LPO). The rest of the chain of command is shown below. You are responsible for knowing who is in each position of the chain of command. **The space below is provided for you to write the names of the people in your chain of command.**



The Chain of Command also extends beyond the unit Commanding Officer. Above the CO is the Regional Director, in charge of several divisions, squadrons, battalions, and training ships. Above the RD is The Field Representative who is responsible for many regions. Above the Field Representative is National Headquarters and the Executive Director. Currently, The Executive Director of the Naval Sea Cadets is CAPT J. Monahan, USN (Ret). He is overall responsible for the Sea Cadet program.

## NAVAL CUSTOMS AND COURTESIES

### The Salute

The salute is the oldest tradition in the Navy. Naval personnel, including members of the Naval Sea Cadet Corps, salute all officers of the armed forces of the United States, of the Coast Guard, and of foreign countries as well as officers in the Sea Cadet Corps.

### **Hand Salute**



#### How

- Raise right hand in a direct manner.
- Tip of forefinger touches the lower part of the head gear above and to the right of the eye.
- Should be able to see entire palm when looking ahead.
- The upper arm is parallel to the deck; the forearm is at a 45° angle.
- Salute smartly.

#### When

- Executed at attention or while marching.
- Salute all officers, parading colors, or standards.
- Begin saluting 6 to 8 paces or at the nearest point.
- Salute Morning or evening Colors when in sight or when music is heard (face towards the flag or music).
- Salute only when in uniform, covered.
- Juniors should always salute first.

**When in doubt, SALUTE!**

## The Quarterdeck

The Quarterdeck is a ceremonial area set aside by the Commanding Officer for official and ceremonial functions. The Quarterdeck is considered a “sacred” part of the ship or unit and deserves the following respects:

- Do not be loud or sloppy on or around the Quarterdeck.
- Never appear on the Quarterdeck out of uniform.
- Never eat or “sky lark” (joke around) on the Quarterdeck.
- Do not cross or walk on the Quarterdeck except when necessary.
- Do not hang out on the Quarterdeck or talk to the Watch except for official business

## Crossing the Quarterdeck

There is a special way that you are to board a ship or Quarterdeck:

- Coming aboard
  - First, salute the National Colors (American Flag).
  - Next, salute the Petty Officer of the Watch (POOW) and Say, “Request permission to come aboard.” Officers and Instructors “Report” aboard rather than requesting permission.
  - You should be prepared to present the POOW with your Sea Cadet ID upon request.
  - After the POOW returns your salute and gives permission to come aboard, you drop your salute and quickly cross the Quarterdeck and carry on your business. For Officers and Instructors, the POOW returns your salute and replies, “Very well.”
- Going Ashore (Departing)
  - First, salute the POOW and say, “Request permission to go ashore.” Officers and Instructors “Report” ashore.
  - When given permission by the POOW, turn to the National Colors, salute, and proceed smartly from the Quarterdeck.

## Quarterdeck Watches

Petty Officer of the Watch (POOW) – Standing watch on the Quarterdeck is a Sea Cadet designated the Petty Officer of the Watch. This individual is responsible for the conduct on the quarterdeck and for ensuring only authorized personnel are allowed to pass. They are the direct representative of the Commanding Officer.

Messenger of the Watch – There may also be designated a Messenger of the Watch. The Messenger is responsible for carrying out any duties of the POOW necessary to prevent the POOW from needing to leave his or her post. If the Petty Officer of the Watch must leave the Quarterdeck, the Messenger assumes the duties of the POOW.

## UNIFORMS

You can see a lot about someone in the Navy just by looking at his or her uniform. You can tell their rank and what awards they have earned, as well as the level of pride they take in themselves and in the Navy. The same holds true for a cadet. A cadet who always looks sharp in their uniforms and always has neat hair and a proper hair cut will present a professional appearance and project a positive image of the Sea Cadets wherever they go. It should be your goal to always wear a clean, well pressed uniform and to have an immaculate appearance.

The following uniforms will be issued to you upon enrolling in the NSCC / NLCC:

- Service Dress Blues (NSCC) –
  - For males, the dress blue uniform consists of the “crackerjack” style wool uniform. It includes a pair of “broadfall” trousers and jumper top. These trousers have a lace up back and front flap which closes with thirteen buttons. A white crew neck t-shirt must be worn under this uniform. Black leather dress shoes and black dress socks are worn with this uniform as well as a sailor’s white hat. A neckerchief is worn around the neck tied with a square knot at the bottom of the neck opening. Ribbons are worn with this uniform.
  - Females are issued a single-breasted wool coat with 4 silver NSCC buttons, a white cotton shirt, a black neck tab (pre-tied tie), and black wool pants. Black leather dress shoes and black dress socks are worn with this uniform as well as a “combination cover” (hat). A white crew neck t-shirt may be worn under this uniform. Ribbons are worn with this uniform.
- Service Dress Whites (NSCC) –
  - All cadets are issued dress whites consisting of a polyester (CNT) white jumper top and white polyester pants. A white crew neck t-shirt must be worn under this uniform. Black leather dress shoes and black dress socks are worn with this uniform. Male cadets wear a white hat and female cadets wear a combination cover. Male cadets also wear a white belt and silver belt buckle. A neckerchief is worn around the neck tied with a square knot at the bottom of the neck opening. Ribbons are worn with this uniform.
- Navy League Summer Dress Uniform (NLCC)–
  - NLCC Summer Dress uniform for all cadets consists of a pair of black dress pants and a cotton, button up, short sleeve, white shirt. All cadets wear a black web belt and silver belt buckle. A white crew neck t-shirt must be worn under this uniform. Black leather dress shoes and black dress socks are worn with this uniform as well as a sailor’s white hat (male cadets) or a garrison cap (female cadets). Ribbons are worn with this uniform.
- Navy League Winter Dress Uniform (NLCC)–
  - NLCC Winter Dress uniform for all cadets consists of a pair of black dress pants and a cotton, button up, long sleeve, black shirt. All cadets wear a black web belt and silver belt buckle. A white crew neck t-shirt is required for male cadets and optional for female cadets. Black leather dress shoes and black dress socks are worn with this uniform as well as a sailor’s white hat (male cadets) or a garrison cap (female cadets). Black four in hand tie (male cadets) or neck tab (female cadets) may be prescribed. Ribbons are worn with this uniform.

- Utilities (Phasing out) –
  - All cadets are issued utilities, the Navy's working uniform. Utilities consist of navy blue trousers and a chambray (blue) shirt. This uniform is worn with a blue NSCC / NLCC or unit ball cap. A white crew neck t-shirt must be worn under this uniform. All cadets wear a black web belt and silver belt buckle. In general, PT shoes are worn with utilities, unless leather safety shoes are required for a specific evolution. Shirt must have US NSCC / US NLCC embroidered over the left pocket and last name embroidered over the right pocket. Trousers must have last name embroidered over right rear pocket.
- Camouflage Utility Uniforms –
  - CUU's consist of camouflage trousers, shirt and hat (Navy / Marine style, not the Army / Air Force style). This uniform is worn with a black belt with an open face black belt buckle and black leather boots. A desert brown crew neck t-shirt must be worn under this uniform. Trousers should be bloused at the top of the boots using blousing straps. Shirt must have USNSCC / USNLCC embroidered over the left pocket and last name embroidered over the right pocket.
- Navy Working Uniform –
  - The NWU consists of blue camouflage trousers, shirt and hat. This uniform is worn with the same black belt and silver buckle (E-6 and below) as the utilities and black leather boots. A navy blue crew neck t-shirt must be worn with this uniform. Trousers should be bloused at the top of the boots using blousing straps. Shirt must have USNSCC embroidered over the left pocket and last name embroidered over the right pocket. A NSCC Flash is also placed over the embroidered ACE on the left pocket.

#### Other uniform components:

- Pea Coat – This heavy wool coat can be worn with any uniform in cold weather.
- All Weather Coat – This long coat can be worn with any uniform in cold or wet weather. No insignia are worn on this uniform.
- Blue Working Jacket – This jacket (black in appearance) can be worn with the utility uniform. Name must be embroidered on this jacket.
- Field Jacket – This camouflage jacket can be worn with CUU's in cold weather. Field jacket must have US NSCC embroidered over the left pocket and last name embroidered over the right pocket.

#### Insignia:

- Shoulder Flashes – Flashes are worn on both sleeves (NSCC) or on the left shoulder (NLCC). They are sewn, centered on the sleeve, 1 inch below the shoulder seam, with the eagles facing forward. Flashes must be sewn on all uniform shirts and coats except the Navy Working Uniform and the all weather coat.
- Rank insignia – Rank insignia are sewn on the right sleeve, centered, with the point of the top chevron  $3 \frac{1}{8}$ " below the bottom of the flash (NSCC) or midway between the shoulder seam and the elbow (NLCC).
- Unit Identifier Patch – Unit patch is sewn centered on the left shoulder of dress uniforms only,  $\frac{1}{2}$ " below the shoulder flash. This patch is NOT worn by League Cadets.

- Name Tags – Name tags are worn on the service dress and NLCC dress uniforms. The name tag should be positioned centered, ¼ inch above the right breast pocket.
- Ribbons – Ribbons are worn, when earned, on the service dress uniforms and NLCC dress uniforms. The ribbons should be positioned centered, ¼ inch above the left breast pocket. When Medals are prescribed, Medals are worn on the left and ribbons (maximum of six highest ranking ribbons) are worn on the right. Ribbons and medals are worn in order, with the senior ribbons and / or medals always at the top, inboard position.

**Hair:**

**Male Cadets** – Keep hair neat, clean and well groomed. Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4 inch and outward not greater than 3/4 inch to blend with hairstyle. Hair on the back of the neck must not touch the collar. Hair shall be no longer than four inches and may not touch the ears, collar, extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with properly wearing military headgear. The bulk of the hair shall not exceed approximately two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp. Keep sideburns neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend below a point level with the middle of the ear, shall be of even width (not flared) and shall end with a clean shaven horizontal line. No facial hair is authorized for cadets.

**Female Cadets** – Hair will be clean and neatly arranged. Hair coloring must look natural and complement the individual. Haircuts and styles shall present a balanced appearance. Lop-sided and extremely asymmetrical styles are not authorized. Ponytails, pigtailed, widely spaced individual hanging locks, and braids, which protrude from the head, are not authorized. Multiple braids are authorized. Braided hairstyles shall be conservative and conform to the guidelines listed herein. When a hairstyle of multiple braids is worn, braids shall be of uniform dimensions, small in diameter (approx. 1/4 inch), and tightly interwoven to present a neat, professional, well-groomed appearance. Foreign material (i.e., beads, decorative items) shall not be braided into the hair. Short hair may be braided in symmetrical fore-and-aft rows (corn rowing), which minimize scalp exposure. Cornrow ends shall not protrude from the head, and shall be secured only with inconspicuous rubber bands that match the color of the hair. Appropriateness of a hairstyle shall also be judged by its appearance when headgear is worn. All headgear shall fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hair shall not show from under the front of the brim of the combination hat, or ball caps. Hairstyles which do not allow headgear to be worn in this manner, or which interfere with the proper wear of protective masks or equipment are prohibited. When in uniform, the hair may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. With jumper uniforms, hair may extend a maximum of 1 1/2 inches below the top of the jumper collar. Long hair, including braids, which fall below the lower edge of the collar shall be neatly and inconspicuously fastened, pinned, or secured to the head. No portion of the bulk of the hair as measured from the scalp will exceed approximately 2 inches.

#### Hair Ornaments:

- Conspicuous rubber bands, pins or hair ornamentation of any kind is not authorized. A maximum of two small barrettes/combs/clips, similar to the hair color may be used in the hair. Additional bobby pins or rubber bands matching hair color may be used to hold hair in place, if necessary. Fabric elastics (scrunchies) and colored rubber bands/pins are **not** authorized.

#### Cosmetics:

- Cosmetics shall be applied in good taste so that colors blend with natural skin tones and enhance natural features. Exaggerated or faddish cosmetic styles are not authorized. Care should be taken to avoid an artificial appearance. Lipstick colors shall be conservative and complement the individual. Long false eyelashes are not authorized.

#### Fingernails:

- Males – Fingernails shall not extend past fingertips. They shall be kept clean.
- Females – Fingernails shall not extend more than ¼ inch measured from the fingertip. They shall be kept clean. Nail polish may be worn, but colors shall be conservative and complement the skin tone.

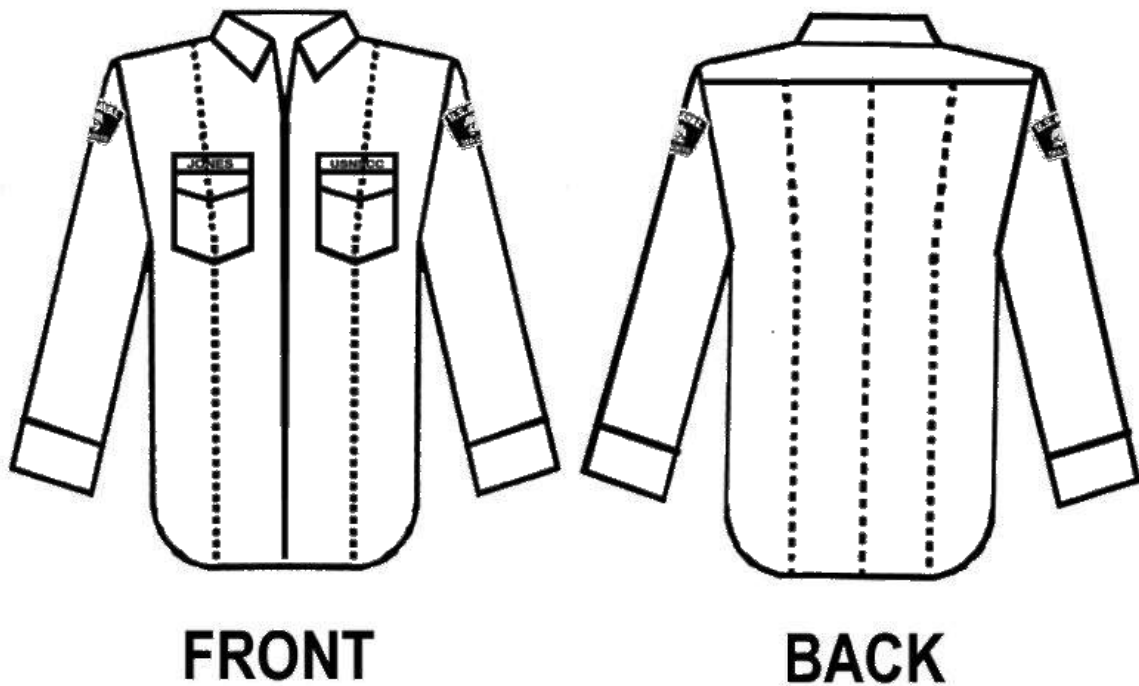
#### Jewelry:

- Conservative jewelry is authorized for all personnel and shall be in good taste. Eccentricities or faddishness are not permitted. Jewelry shall not present a safety or FOD (Foreign Object Damage) hazard.
  - Earrings:
    - Female cadets may wear one earring in each ear centered in the earlobe. Earrings shall be small 6mm ball (approximately 1/4 inch), screw on or post type. Gold earrings may be worn by NSCC officers, midshipmen, uniformed instructors and CPOs, and silver earrings with brushed matte finish may be worn by Sea Cadets E6 and below and Navy League Cadets.
    - Male cadets may not wear earrings of any type.
  - Necklaces:
    - Only one necklace may be worn and it shall not be visible
  - Rings:
    - Only one ring per hand is authorized. Rings are not authorized for wear on the thumbs or toes.
  - Body Piercing:
    - Body piercing is not authorized. No articles, other than earrings for women specified above, shall be attached to or through the ear, nose, or any other body part.
  - Bracelets:
    - Only one bracelet may be worn. Ankle bracelets are not authorized.
  - Wristwatch:
    - Only one watch may be worn.

### Military Creases:

- Military creases may be pressed into the utility, winter blue, and summer white shirts. Military creases are formed by pressing two vertical creases in the front of the shirt, from the shoulder seam through the center of each pocket to the bottom of the shirt, and three evenly spaced vertical creases in the back of the shirt, from the yoke seam to the bottom of the shirt. Shirts which do not have a yoke seam across the back of the shirt as a reference point for placing three evenly spaced creases, start the outboard creases at the shoulder seam and the center crease at the seam where the collar is attached to the shirt, ending all at the bottom of the shirt.

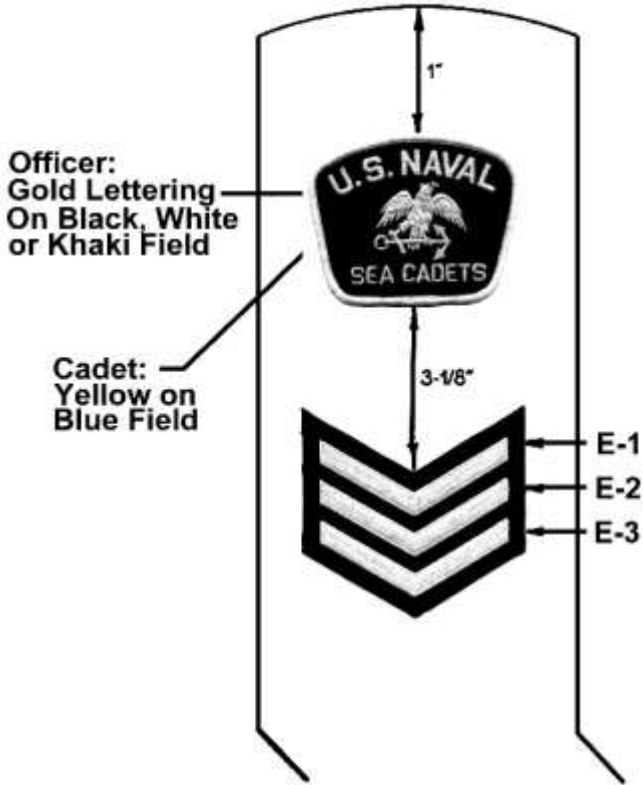
## MILITARY CREASES



# NSCC

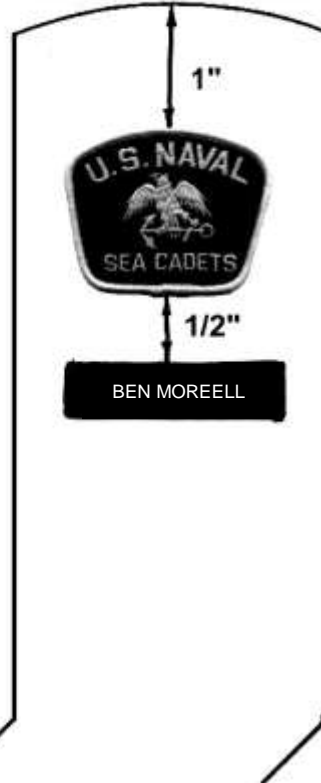
## E-2 / E3

Right Shoulder Seam



## All NSCC Cadets

Left Shoulder Seam



## Petty Officers

Right Shoulder Seam



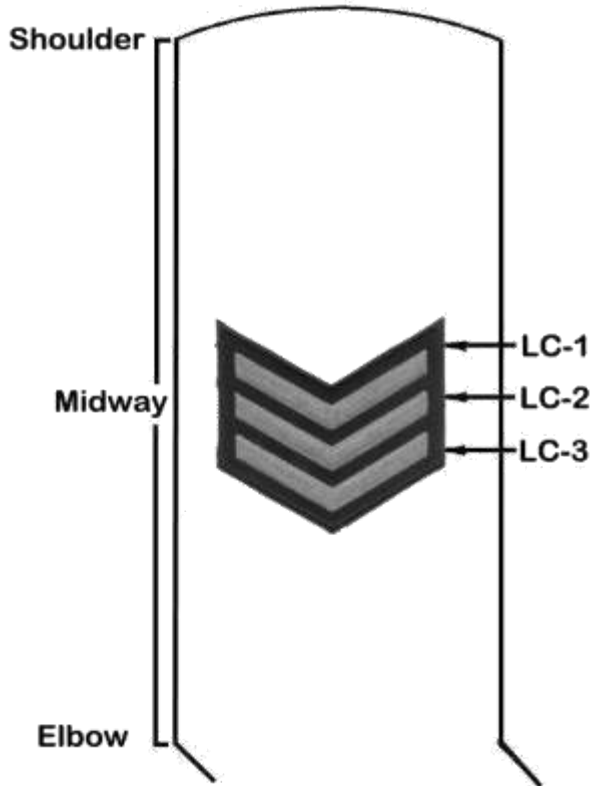
## Chief Petty Officers

Right Shoulder Seam

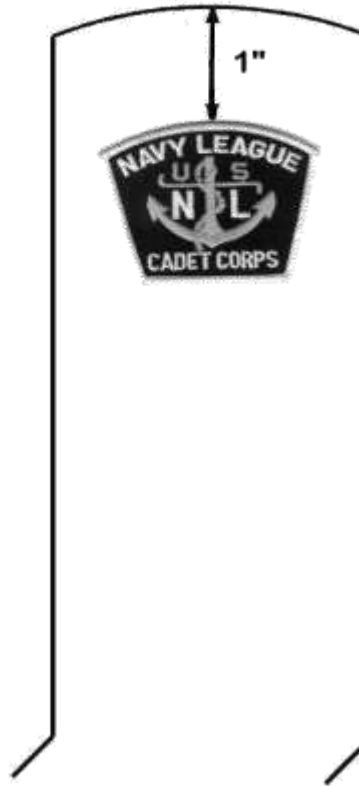


# NLCC

## LC-2 / LC-3

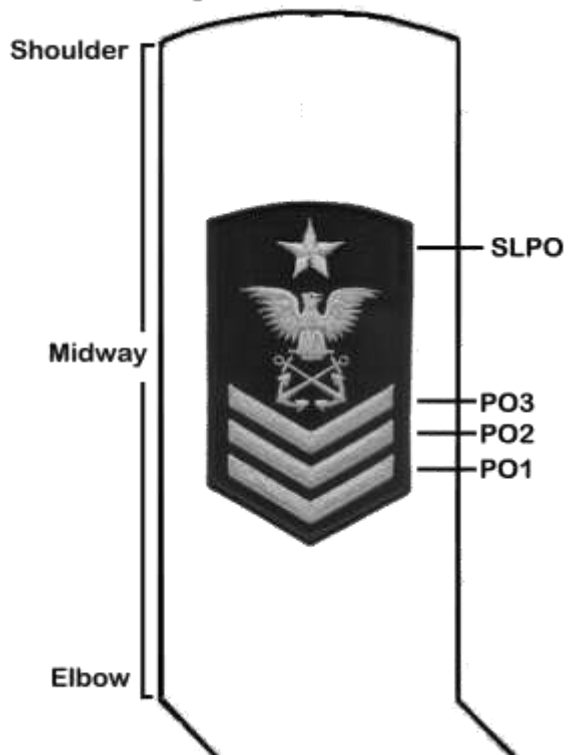


## All NLCC Cadets



# Petty Officers

## Right Shoulder Seam



# NLCC Rank Insignia

**LC-2**  
Apprentice



**LC-4**  
PO3



**LC-6**  
PO1



**LC-3**  
Able



**LC-5**  
PO2



**LC-6**  
SLPO



# NSCC Rank Insignia

**E-2**  
Seaman  
Apprentice



**E-4**  
PO3



**E-6**  
PO1



**E-3**  
Seaman



**E-5**  
PO2



**E-7**  
CPO



# ENLISTED

	ARMY	NAVY	AIR FORCE	MARINE CORPS	COAST GUARD
E-1	PRIVATE	AIRMAN/SEAMAN/FIREMAN/RECRUIT	AIRMAN BASIC	PRIVATE	AIRMAN/SEAMAN/FIREMAN/RECRUIT
E-2	 PRIVATE	 AIRMAN/SEAMAN/HOSPITALMAN/ DENTALMAN/CONSTRUCTIONMAN/ FIREMAN APPRENTICE	 AIRMAN	 PRIVATE FIRST CLASS	 AIRMAN/SEAMAN/FIREMAN APPRENTICE
E-3	 PRIVATE FIRST CLASS	 AIRMAN/SEAMAN/HOSPITALMAN/ DENTALMAN/CONSTRUCTIONMAN/FIREMAN	 AIRMAN FIRST CLASS	 LANCE CORPORAL	 AIRMAN/SEAMAN/FIREMAN
E-4	  SPECIALIST      CORPORAL	 PETTY OFFICER THIRD CLASS	 SENIOR AIRMAN	 CORPORAL	 PETTY OFFICER THIRD CLASS
E-5	 SERGEANT	 PETTY OFFICER SECOND CLASS	 STAFF SERGEANT	 SERGEANT	 PETTY OFFICER SECOND CLASS
E-6	 STAFF SERGEANT	 PETTY OFFICER FIRST CLASS	 TECHNICAL SERGEANT	 STAFF SERGEANT	 PETTY OFFICER FIRST CLASS
E-7	 SERGEANT FIRST CLASS	 CHIEF PETTY OFFICER	  MASTER SERGEANT      FIRST SERGEANT	 GUNNERY SERGEANT	 CHIEF PETTY OFFICER
E-8	  MASTER SERGEANT      FIRST SERGEANT	 SENIOR CHIEF PETTY OFFICER	  SENIOR MASTER SERGEANT      FIRST SERGEANT	  MASTER SERGEANT      FIRST SERGEANT	 SENIOR CHIEF PETTY OFFICER
E-9	  SERGEANT MAJOR      COMMAND SERGEANT MAJOR	 MASTER CHIEF PETTY OFFICER   COMMAND MASTER CHIEF PETTY OFFICER      FLEET/FORCE MASTER CHIEF PETTY OFFICER	 CHIEF MASTER SERGEANT   COMMAND CHIEF MASTER SERGEANT      FIRST SERGEANT	  MASTER GUNNERY SERGEANT      SERGEANT MAJOR	 MASTER CHIEF PETTY OFFICER
SPECIAL	 SERGEANT MAJOR OF THE ARMY	 MASTER CHIEF PETTY OFFICER OF THE NAVY	 CHIEF MASTER SERGEANT OF THE AIR FORCE	 SERGEANT MAJOR OF THE MARINE CORPS	 MASTER CHIEF PETTY OFFICER OF THE COAST GUARD

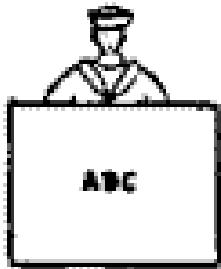
# OFFICERS

	0-1	0-2	0-3	0-4	0-5	0-6	0-7	0-8	0-9	0-10	SPECIAL
<b>ARMY</b>	SECOND LIEUTENANT	FIRST LIEUTENANT	CAPTAIN	MAJOR	LIEUTENANT COLONEL	COLONEL	BRIGADIER GENERAL	MAJOR GENERAL	LIEUTENANT GENERAL	GENERAL	GENERAL OF THE ARMY
<b>NAVY</b>	ENSIGN	LIEUTENANT JUNIOR GRADE	LIEUTENANT	LIEUTENANT COMMANDER	COMMANDER	CAPTAIN	REAR ADMIRAL (LOWER HALF)	REAR ADMIRAL (UPPER HALF)	VICE ADMIRAL	ADMIRAL	FLEET ADMIRAL
<b>AIR FORCE</b>	SECOND LIEUTENANT	FIRST LIEUTENANT	CAPTAIN	MAJOR	LIEUTENANT COLONEL	COLONEL	BRIGADIER GENERAL	MAJOR GENERAL	LIEUTENANT GENERAL	GENERAL	GENERAL OF THE AIR FORCE
<b>MARINE CORPS</b>	SECOND LIEUTENANT	FIRST LIEUTENANT	CAPTAIN	MAJOR	LIEUTENANT COLONEL	COLONEL	BRIGADIER GENERAL	MAJOR GENERAL	LIEUTENANT GENERAL	GENERAL	
<b>COAST GUARD</b>	ENSIGN	LIEUTENANT JUNIOR GRADE	LIEUTENANT	LIEUTENANT COMMANDER	COMMANDER	CAPTAIN	REAR ADMIRAL (LOWER HALF)	REAR ADMIRAL (UPPER HALF)	VICE ADMIRAL	ADMIRAL	

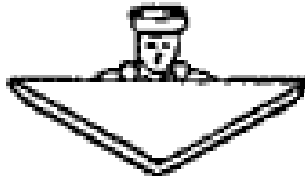
# WARRANT OFFICERS

	ARMY	MARINE CORPS	NAVY	COAST GUARD	
<b>WO1</b>	WARRANT OFFICER 1	WARRANT OFFICER 1	CHIEF WARRANT OFFICER 2	CHIEF WARRANT OFFICER 2	<b>W-2</b>
<b>CW2</b>	CHIEF WARRANT OFFICER 2	CHIEF WARRANT OFFICER 2	CHIEF WARRANT OFFICER 3	CHIEF WARRANT OFFICER 3	<b>W-3</b>
<b>CW3</b>	CHIEF WARRANT OFFICER 3	CHIEF WARRANT OFFICER 3	CHIEF WARRANT OFFICER 4	CHIEF WARRANT OFFICER 4	<b>W-4</b>
<b>CW4</b>	CHIEF WARRANT OFFICER 4	CHIEF WARRANT OFFICER 4	CHIEF WARRANT OFFICER 5		<b>W-5</b>
<b>CW5</b>	CHIEF WARRANT OFFICER 5	CHIEF WARRANT OFFICER 5			

## How to tie the Neckerchief



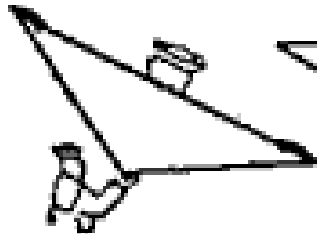
1. Correct Stencil



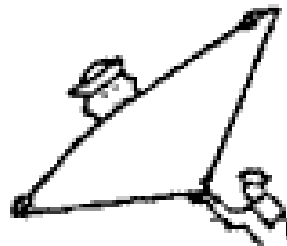
2. Fold Neckerchief diagonally to form triangle, seams inside



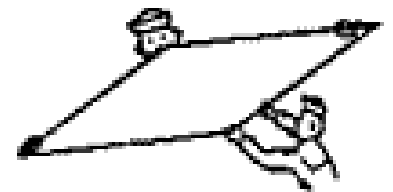
3. Hold taut, place first 2 fingers of left hand across corner, thumb below. Fold up and over fingers to the left



4. Place the first 2 fingers of right hand across corner, thumb below. Fold up and over fingers to the right.



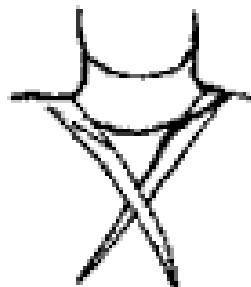
5. Repeat Step 3



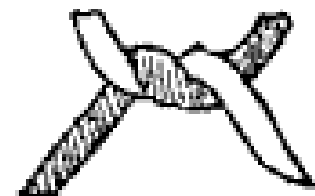
6. Take beginning roll in both hands. Roll toward center until completed.



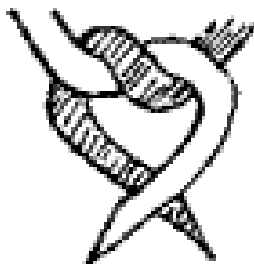
7. Place around neck right and about 4 fingers longer than left.



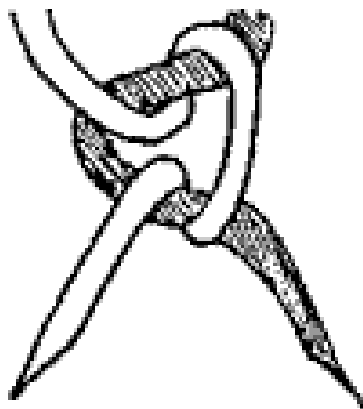
8. Cross long and over short at the "V"



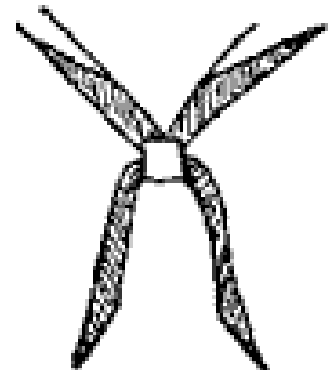
9. Draw long end back up, over, and down to the left.



10. Cross long and over short



11. Bring long and back and thru the formed loop.



12. Shape knot as shown. Top of knot even with bottom of "V". Ends same length.



# **The Eleven General Orders of the Watch**

- 1. To take charge of this post and all government property in view.**
- 2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.**
- 3. To report all violations of orders I am instructed to enforce.**
- 4. To repeat all calls from posts more distant from the guardhouse than my own.**
- 5. To quit my post only when properly relieved.**
- 6. To receive, obey, and pass on to the sentry who relieves me all orders from the commanding officer, command duty officer, officer of the deck, and officers and petty officers of the watch.**
- 7. To talk to no one except in the line of duty.**
- 8. To give the alarm in case of fire or disorder.**
- 9. To call the officer of the deck in any case not covered by instruction.**
- 10. To salute all officers, and all colors and standards not cased.**
- 11. To be especially watchful at night, and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.**