

# NAVAL RESERVES OFFICER TRAINING CORPS

HAMPTON ROADS

## Knowledge Packet



LAST REVISED: 25 APRIL 2019

# Naval Terminology

## ***\*\*Inspection Questions***

**\*\*Above:** Upward, higher, as to go above; above the flight deck

**\*\*Aft:** Toward the stern

**Athwart ship:** At a right angle to the centerline, as a passageway which runs from port to starboard as opposed to fore and aft.

**\*\*Below:** Downward, beneath, as to lay below; below the flight deck.

**\*\*Bow:** The forward end of a ship or boat.

**\*\*Bridge:** Area in the superstructure from which the ship is operated.

**\*\*Bulkhead:** A vertical partition, never called a wall.

**\*\*Chow:** Food

**Deck:** 1. Shipboard floor, horizontal plating which divides a ship into layers.  
2. Shipboard floors from Main deck and below numbered 1, 2, 3.

**Fantail:** The after end of the main deck.

**Forecastle, Foc'sle:** Forward section of the deck on which the anchor handling equipment is located.

**Frame:** An athwart ship beam which provides structural strength to a ship.

**\*\*Galley:** Space where food is prepared. Never called a kitchen.

**Hatch:** A square or rectangular access in a deck.

**Island:** Superstructure on the starboard side of the flight deck on an aircraft carrier.

**\*\*Ladder:** A shipboard flight of steps. Never called stairs.

**Level:** Shipboard floors above the main deck. Numbered 01, 02, 03.

**Main Deck:** Highest watertight (complete) deck aboard ship. On aircraft carriers, the hangar deck is the main deck.

**Mess:** 1. Place where meals are eaten, such as Mess Decks, Captain's Mess, etc.  
2. A group who takes meals together, such as officer's mess or chief's mess.

**Mid Watch:** (The Mid) the watch which begins at 0000 and ends at 0400.

**Mid Rats:** (Midnight Rations) Meal served around midnight for those crewmembers going on or off watch.

**\*\*OOD:** Officer of the Deck

**\*\*Overhead:** The underside of a deck from the overhead of the compartment next below. Never called a ceiling.

**\*\*Passageway:** A corridor used for interior horizontal movement aboard ship.

**\*\*Port:** To the left of the centerline when facing forward.

**Scuttle:** Round, watertight opening in a hatch.

**\*\*Scuttlebutt:** 1. Drinking fountain. 2. A rumor.

**Second Deck:** First deck below the main deck.

**Sickbay:** Shipboard space used as a hospital or medical center.

**\*\*Square away:** To put in proper place, to make things shipshape.

**\*\*Starboard:** Right of centerline when facing forward.

**\*\*Stateroom:** A living compartment for an officer.

**\*\*Stern:** The aftermost part of a vessel.

**Superstructure:** Part of ship's structure above the main deck.

**Topside:** General term referring to a weather deck.

**Wake:** Trail left by a vessel moving through the water.

**\*\*Wardroom:** Officer's messing compartment.

**Weather Deck:** Any deck exposed to the elements; a deck outside the skin of the ship.

## **11 Leadership Principles:**

1. Know yourself and seek self-improvement.
2. Be technically and tactically proficient.
3. Seek responsibility and take responsibility for your actions.
4. Set the example.
5. Know your subordinates and look out for their welfare.
6. Keep your subordinates informed.
7. Ensure the task is understood, supervised, and accomplished.
8. Develop a sense of responsibility among your subordinates.
9. Train your subordinates as a team.
10. Make sound and timely decisions.
11. Employ your unit in accordance with its capabilities.

## **National Chain of Command**

**President of the United States:** The Honorable Donald J. Trump

**Vice President of the United States:** The Honorable Mike R. Pence

**Secretary of State:** The Honorable Mike R. Pompeo

**\*\*Acting Secretary of Defense:** The Honorable Patrick M. Shanahan

**Secretary of the Navy:** The Honorable Richard V. Spencer

**Chairman of the Joint Chiefs of Staff:** General Joseph F. Dunford

**Chief of Naval Operations:** Admiral John M. Richardson

**Master Chief Petty Officer of the Navy:** MCPON Russell L. Smith

**Commandant of the Marine Corps:** General Robert B. Neller

**Sergeant Major of the Marine Corps:** Sergeant Major Ronald L. Green

**Chief of Naval Education and Training:** Rear Admiral Kyle Cozad

**Chief of Naval Service Training:** Rear Admiral Jaime Sands

## **NROTCUHR Chain of Command**

**Commanding Officer, Hampton Roads NROTC:** Captain Reed

**Executive Officer, Hampton Roads NROTC:** Commander Wolner

**Battalion CO:** Midshipman Doerner

**Battalion XO:** Midshipman Carder

**Battalion Master Chief:** OC Krall

## Navy Core Values

**Honor** - This encompasses the ideals of honesty, integrity, and responsibility.

**Courage** - This encompasses the ideals of physical and moral courage (particularly in the face of adversity), competence, teamwork, and concern (respect) for people.

**Commitment** - This encompasses the ideals of loyalty, patriotism, and valor.

## Sailors Creed

I am a United States Sailor. I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me. I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world. I proudly serve my country's Navy combat team with Honor, Courage and Commitment. I am committed to excellence and the fair treatment of all.

## United States National Ensign

### **National Colors**

Red--blood shed in defense of our nation

White--purity of our nation

Blue--pride in our nation

### **13 stripes**

7 red, 6 white represent the original 13 states

### **50 stars**

5 rows of 6 stars each, and 4 rows of 5 stars each

## 14 Leadership Traits

Justice

Judgment

Decisiveness

Integrity

Dependability

Tact

Initiative

Endurance

Bearing

Unselfishness

Courage

Knowledge

Loyalty

Enthusiasm

## **11 General Orders**

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 only.
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 instructions.
10. To salute all officers and 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 allow no one to pass without proper authority.

# **Naval Knowledge**

## ***\*\*Inspection Questions***

**\*\*Oldest Commissioned Ship in the Navy-** USS Constitution (Old Ironsides) (1798)

**\*\*Depth of a fathom-** Six feet

**\*\*Birthday of the Navy-** 13 OCT 1775

**Navy Colors-** Blue and Gold

**Current Navy Seal adopted in-** 1959

**\*\*Father of the Navy-** John Paul Jones

## **Meaning behind the Navy Seal Insignia**

1. Eagle-National Defense
2. Anchor- Maritime Tradition
3. Ship at Sea- US Naval Service
4. Ship- USS Constitution (Old Ironsides)

What was the first battle between ironclad warships – Battle of Hampton Roads

What was the greatest Union naval victory of the Civil War (ADM Farragut's famous quote: "Damn the torpedoes") – Battle of Mobile Bay

Which president created the "Great White Fleet" in the early 1900s? – President Teddy Roosevelt

When did Japan formally surrender WWII? – September 2, 1945

What are the Navy's core values? – Honor, Courage, Commitment

Which battle in WWII won the war in the Pacific for the United States? – Battle of Midway

What battle is considered to be the largest naval battle of WWII? – Battle of Leyte Gulf

Who is famous for the quote "Don't Give Up the Ship"? – CAPT James Lawrence

Who was the first admiral in the Navy? – David Farragut

What is the mantra that outlines the Navy's core values? – The Sailor's Creed

# Marine Knowledge

## **\*\*Inspection Questions**

**\*\*Birthday of the Marine Corps-** 10 NOV 1775

**\*\*Birthplace of the Marine Corps-** Tun Tavern Philadelphia, PA

**First Commandant of the Marine Corps-** Captain Samuel Nicholas

**Grand Old Man of the Marine Corps-** Archibald Henderson

**\*\*Meaning of the Blood Stripe-** In memory of those who died at Chapultepec

## **\*\*Meaning of the Eagle, Globe, and Anchor**

1. Eagle-National Defense
2. Globe-Worldwide Service
3. Anchor-Maritime Tradition

**\*\*Mascot of the Marine Corps-** English Bulldog

**\*\*Marine Corps Motto-** Semper Fidelis

**\*\*Meaning of Semper Fidelis-** "Always Faithful"

**Only two Marines to receive two Medals of Honor-** Dan Daly and Smedley Butler

**Only Marine to receive five Navy Crosses-** Lewis B. "Chesty" Puller

**Origin of the nickname Devil Dog-** Given by Germans in World War I

**Origin of the nickname Leatherneck-** Derived from the fact that Marines used to wear high leather collars to defend against sword slashes

What battle does the Marines' Hymn refer to? – The Battle of Chapultepec

In which famous WWI battle did Germans nickname the Marine Corps "Devil Dogs"? – Battle of Belleau Wood

First major offensive made by Allied forces against the Empire of Japan during WWII – Battle of Guadalcanal

What battle in WWII was predicted to last only four days, but actually lasted more than two months? – Battle of Peleliu

Who was one of the first African-Americans to join the USMC, serve as a drill instructor, and be promoted to sergeant major? – Sgt Maj Gilbert "Hashmark" Johnson



# Armed Forces Rank Structure and Insignia

<b>ENLISTED</b>													
E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	SENIOR ENLISTED ADVISORS				
<b>ARMY</b>													
no insignia  Private E-1 (PV1)	  Private E-2 (PV2)	  Private First Class (PFC)	 Corporal (CPL)  Specialist (SPC)	  Sergeant (SGT)	  Staff Sergeant (SSG)	  Sergeant First Class (SFC)	 Master Sergeant (MSG)	 First Sergeant (1SG)	 Sergeant Major (SGM)	 Command Sergeant Major (CSM)	 Sergeant Major of the Army (SMA)		
<b>MARINES</b>													
no insignia  Private (Pvt)	  Private First (PFC)	  Lance Corporal (LCpl)	  Corporal (Cpl)	  Sergeant (Sgt)	  Staff Sergeant (SSgt)	  Gunnery Sergeant (GySgt)	 Master Sergeant (MSGt)	 First Sergeant (1stSgt)	 Master Gunnery Sergeant (MGySgt)	 Sergeant Major (SgtMaj)	 Sergeant Major of the Marine Corps (SgtMajMC)		
<b>AIR FORCE</b>													
no insignia  Airman Basic (AB)	  Airman (Amn)	  Airman First Class (A1C)	  Senior Airman (SrA)	  Staff Sergeant (SSgt)	  Technical Sergeant (TSgt)	 Master Sergeant (MSGt)	 First Sergeant (E-7)	 Senior Master Sergeant (SMSgt)	 First Sergeant (E-8)	 Chief Master Sergeant (CMSgt)	 First Sergeant (E-9)	 Command Chief Master Sergeant (CCM)	 Chief Master Sergeant of the Air Force (CMSAF)
<b>NAVY</b>													
no insignia  Seaman Recruit (SR)	  Seaman Apprentice (SA)	  Seaman (SN)	  Petty Officer Third Class (PO3)	  Petty Officer Second Class (PO2)	  Petty Officer First Class (PO1)	  Chief Petty Officer (CPO)	  Senior Chief Petty Officer (SCPO)	 Master Chief Petty Officer (MCPO)	 Force or Fleet Command Master Chief Petty Officer (FORMC) (FLTMC)	 Command Master Chief Petty Officer (CMC)	 Master Chief Petty Officer of the Navy (MCPON)		
<b>COAST GUARD</b>													
Seaman Recruit (SR)	  Seaman Apprentice (SA)	  Seaman (SN)	  Petty Officer Third Class (PO3)	  Petty Officer Second Class (PO2)	  Petty Officer First Class (PO1)	  Chief Petty Officer (CPO)	  Senior Chief Petty Officer (SCPO)	 Master Chief Petty Officer (MCPO)	 Command Master Chief (CMC)	 Master Chief Petty Officer of the Coast Guard (MCPON-CG)			

# OFFICERS

0-1    0-2    0-3    0-4    0-5    0-6    0-7    0-8    0-9    0-10    SPECIAL

## ARMY - AIR FORCE - MARINES

Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA)

## NAVY - COAST GUARD

Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADM)(L)	Rear Admiral Upper Half (RADM)(U)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (FADM)

W-1                                    W-2                                    W-3                                    W-4                                    W-5

## ARMY

Warrant Officer (WO1)	Chief Warrant Officer (CW2)	Chief Warrant Officer (CW3)	Chief Warrant Officer (CW4)	Chief Warrant Officer (CW5)

## NAVY - COAST GUARD

Warrant Officer 1 W-1 * The grade of Warrant Officer W-1 is no longer in use.				NO Chief Warrant Officer (CW05)
	Chief Warrant Officer (CW02)	Chief Warrant Officer (CW03)	Chief Warrant Officer (CW04)	

## MARINES






























Warrant Officer (WO)	Chief Warrant Officer (CW02)	Chief Warrant Officer (CW03)	Chief Warrant Officer (CW04)	Chief Warrant Officer (CW05)

## AIR FORCE

NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT
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# Midshipmen Rank Structure and Insignia

Class Insig.	Shoulder Marks	Blue Coat Sleeve	Collar Device	Rank Insig.	Shoulder Marks	Blue Coat Sleeve	Collar Device
<b>MIDN 4/C</b>	 No stripes with fouled anchor	No stripes  Note: NROTC class sleeve stripes are located midway between the shoulder and the elbow on the left sleeve of the Service Dress Blue coat	No collar device  NROTC: Naval Reserve Officers Training Corps  USNA: United States Naval Academy	<b>MIDN LTJG</b>	 Two horizontal stripes with star	 NROTC: Two stripes with star   USNA: Two stripes with star	 Two gold bars (left & right)
<b>MIDN 3/C</b>	 One diagonal stripe with fouled anchor	NROTC: One stripe  USNA: One diagonal stripe, left sleeve only	 Right Anchor only	<b>MIDN LT</b>	 Three horizontal stripes with star	 NROTC: Three stripes with star   USNA: Three stripes with star	 Three gold bars (left & right)
<b>MIDN 2/C</b>	 Two diagonal stripes with fouled anchor	NROTC: Two stripes  USNA: Two diagonal stripes, left sleeve only	 Right and Left Anchors	<b>MIDN LCDR</b>	 Four horizontal stripes with star	 NROTC: Four stripes with star   USNA: Four stripes with star	 Four gold bars (left & right)
<b>MIDN 1/C</b>	 One horizontal stripe with fouled anchor	NROTC: Three stripes  USNA: One stripe on both sleeves	 Right and Left Anchor & Eagles	<b>MIDN CDR</b>	 Five horizontal stripes with star	 NROTC: Five stripes with star   USNA: Five stripes with star	 Five gold bars (left & right)
<b>MIDN ENS</b>	 One horizontal stripe with star	NROTC: One stripe with star  USNA: One stripe with star	 One gold bar (left & right)	<b>MIDN CAPT</b>	 Six horizontal stripes with star	 NROTC: Six stripes with star   USNA: Six stripes with star	 Six gold bars (left & right)

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# General Uniform Standards

No articles, other than earrings for women specified, shall be attached to or through the ear, nose, or any other body part

Midshipmen will not chew gum, chewing tobacco or snuff while in uniform

**Rings:** For both males and females, one ring is allowed per hand. The only exception is the wear of an engagement ring with a wedding band on the same finger for females.

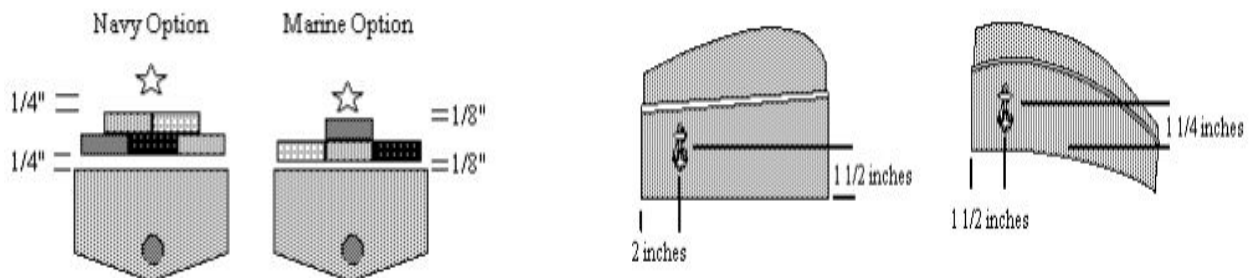
**Wristwatches/Bracelets:** When in uniform, only one of each may be worn. Ankle bracelets are not permitted.

**Necklaces:** Only one necklace may be worn in uniform but shall not be visible.

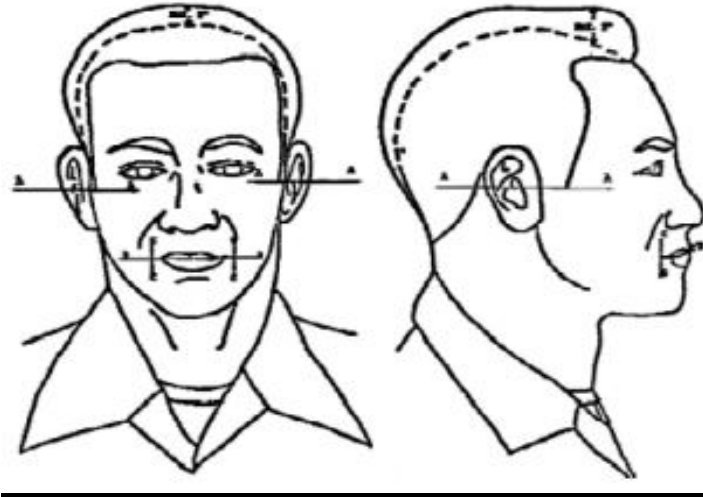
**Earrings:** Earrings may be worn at women's discretion with all uniforms except in physical training gear and for Marines, utilities. Small, gold, matte balls are authorized for normal wear. Only one earring is to be worn per ear. Males are not authorized to wear earrings.

**Combination Cover:** shall consist of a cap device, chin strap, and retaining buttons.

**Other Articles:** No articles, such as pencils, pens, watch chains, fobs, pins, jewelry, handkerchiefs, combs, cigarettes, or similar small items shall be worn or carried exposed upon the uniform. Necklaces, crosses, pendants, etc. shall not be worn exposed while in uniform. Tie clasps, cuff links, shirt studs, and earrings shall be worn as prescribed. Wearing of wristwatches, identification bracelets, and rings are permitted with all uniforms; however, these items shall be in good taste and appropriate to the occasion, working or social, for which the prescribed uniform is worn. Conservative sunglasses are permitted, except when in military formation.



## Male Grooming Standards

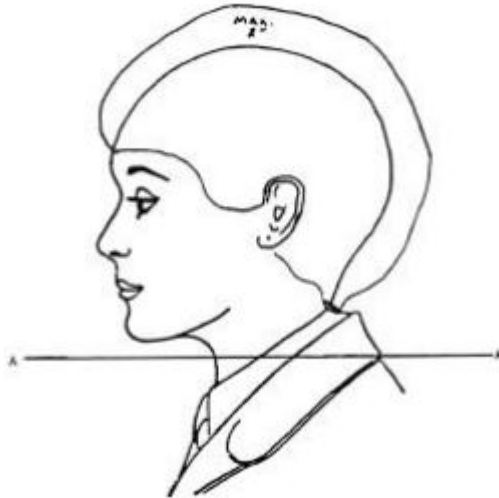


Sideburns shall not extend below the earlobes.

When a mustache is worn it shall not:

- Go below a horizontal line extending across the corner of the mouth
- Extend more than 1/4 inch beyond a vertical line drawn upward from the corners of the mouth.
- Protrude below the lip line of the upper lip
- Hairstyle properly groomed shall not be greater than approximately 2 inches in bulk. Bulk is the distance that the mass of hair protrudes from the scalp. No individual hair will measure more than 4 inches in length.
- The face shall be clean shaven unless a shaving waiver is authorized by the Commanding Officer.
- Earrings are not authorized.

## Female Grooming Standards



- You must know grooming standards for your hairstyle: buns, hair down, wig, braids, corn rows, rolls, locks, natural, etc.
- Haircuts and styles shall present a balanced appearance. Lopsided 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.
- No portion of the bulk of the hair as measured from the scalp will exceed approximately 2 inches.
- Hair shall not fall below a horizontal line level with the lower edge of the back of the collar as indicated by line A.
- Cosmetics may be applied in good taste so that colors blend with natural skin tone and enhance natural features.
- Fingernails shall not exceed 1/4 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.
- Rings. While in uniform, only one ring per hand is authorized, plus a wedding/engagement ring set.
- One earring per ear (centered on earlobe) may be worn while in uniform. Earrings shall be 6mm ball (approximately 1/4 inch), plain with brushed matte gold finish, and screw-on or with posts.