



# Nottoway High School NJROTC

## Cadet Master Advancement Handbook

Policy • Time-in-Rate Schedule • Study Guides • Practicals

Updated: 25 May 2026

**Cadet Copy.** This handbook contains study guides and practical requirements only. **Written exams and answer keys are not included** in this cadet version.

**How to use:** (1) Study the guide for your next rate, (2) Practice the listed drill sequence, (3) Ask your squad leader/instructor for feedback before testing.

### Table of Contents

Section	What's Included
1. Advancement Policy & Training Guides (TIR)	Unit policy, timeline, eligibility gates, performance tasks, and drill practical standards (no score sheets).
2. Cadet Study Guides (1–2 pages each)	Condensed study guides for E-2 through E-7 (quick review before testing).
3. Full Rank Study Guides (E-2 through E-7)	Full study guides with diagrams/figures and practical sequences for each enlisted advancement level.
4. Officer Study Guide (Cadet Ensign / O-1)	Ceremonies & Reviews focus and Sword Manual practical overview for Ensign (O-1).

NOTE: If you need a practice test, request one from your instructor.



# Cadet Advancement Policy & Training Guides (Time-in-Rate)

Effective: 18 Feb 2026 | Promotion Testing: 2nd Wednesday monthly | Location: NJROTC Classroom 409

## Policy Highlights

- **TIR minimums (enlisted).** E-1 to E-2: 2 months; E-2 to E-3: 2 months; E-3 to E-4: 2 months.
- **First-year goals.** NS1 cadets test for c/PO3 before Christmas Break (if eligible). c/PO2 by end of NS1 year.
- **Second-year goals.** c/PO1 within 3 months after return for NS2 year; c/CPO by end of NS2 year (if eligible).
- **Eligibility gates.** Minimum 2.0 GPA; satisfactory conduct; uniform/grooming compliance; participation; and community service.
- **Selection-based promotions.** Promotions and position assignments are based on performance, demonstrated potential, and overall evaluation.
- **Meritorious promotion.** Above-and-beyond performance may be considered for meritorious promotion at instructor discretion.
- **Testing authority.** NSI/SNSI administer exams. The Training Officer is the only cadet authorized to administer an exam outside the instructors when directed.

## Easy Timeline (Typical August Start - Adjust for Enrollment Date)

Month (2nd Wed)	Target Rate	Gate Checks and Focus
Sep	c/E-2 Seaman Apprentice	Onboarding; uniform basics; facing movements; verify GPA progress; start service plan.
Oct	c/E-3 Seaman	General Orders 1-5; rank/rate basics; unarmed drill fundamentals; service hours underway.
Nov/Dec	c/E-4 PO3	Armed drill / manual of arms; petty officer responsibilities; goal: test before winter break.
Feb	c/E-5 PO2	Squad drill leadership; command voice; participation and service verification.
Apr/May	c/E-6 PO1	Platoon drill leadership; mentorship; end-of-year advancement goal (NS1).
NS2 + 3 months	c/E-6 PO1 (if not already)	Target: PO1 completed within 3 months after return for second year (if eligible).
NS2 end	c/E-7 CPO	Senior enlisted leadership; customs/courtesies; guidon/sword practical; end-of-second-year goal.



## **Standard Promotion Checklist (All Rates)**

- Meets TIR requirement (or instructor-approved meritorious consideration).
- Maintains 2.0 GPA or higher at grading checkpoint.
- Satisfactory conduct and adherence to school/unit rules.
- Meets uniform and grooming standards on uniform day and unit events.
- Completes community service requirement set for the semester.
- Demonstrates participation in class, drill, and unit activities (as available).
- Passes performance task(s) and drill practical for the rate.
- Instructor review and final approval for promotion and/or position assignment.



## **E-2 Seaman Apprentice (from E-1) - TIR: 2 months**

**References.** Cadet Field Manual (12th Ed) uniform and basic drill; unit E-2 guides/practical.

### **Study Guide (What to Know)**

- Navy Core Values; cadet bearing.
- Uniform purpose and wear: cleanliness, neatness, and military image.
- Basic grooming standards and prohibited items in uniform.
- Stationary drill: attention, parade rest, at ease, rest, facing movements, hand salute.
- Safety culture: how and when to call a Training Time Out (TTO).

### **Performance Tasks (What to Do)**

- Pass a uniform spot-check (gig line, shoes, grooming, required items).
- Demonstrate correct reporting and respectful communication.
- Explain why standards and teamwork matter to unit readiness.

### **Drill Practical (Pass/Fail Standard)**

- Facing movements and salute practical (unit score sheet).
- Demonstrate safe spacing and awareness; call TTO if unsafe.



## **E-3 Seaman (from E-2) - TIR: 2 months**

**References.** Cadet Field Manual / Cadet Reference Manual customs, ranks, and basic drill; unit E-3 guides/practical.

### **Study Guide (What to Know)**

- General Orders 1-5 (verbatim) and basic application.
- Phonetic alphabet and clear communications.
- Flag etiquette basics (raise/lower/half-mast).
- Unarmed drill fundamentals: dress, cover, and marching basics.

### **Performance Tasks (What to Do)**

- Recite General Orders 1-5 on demand with confidence and bearing.
- Identify ranks/rates from unit flashcards (as assigned).
- Participate in a supervised flag detail rehearsal.

### **Drill Practical (Pass/Fail Standard)**

- Individual unarmed drill practical (unit score sheet).
- Demonstrate correct timing: preparatory vs execution command.



## **E-4 Petty Officer Third Class (from E-3) - TIR: 2 months**

**References.** Cadet Field Manual drill and leadership fundamentals; unit E-4 guides/practical (manual of arms).

### **Study Guide (What to Know)**

- Armed drill fundamentals: order, trail, port, present, inspection arms; rests with arms.
- Safety and muzzle awareness; TTO procedures.
- Petty officer role: set the example and correct respectfully through chain of command.

### **Performance Tasks (What to Do)**

- Lead a 3-5 minute drill huddle (clear commands, safety emphasis).
- Conduct a peer uniform spot-check using unit checklist.
- Demonstrate respectful correction and mentorship.

### **Drill Practical (Pass/Fail Standard)**

- Basic armed drill/16-count manual of arms (unit score sheet).
- Automatic failure for unsafe handling.



## **E-5 Petty Officer Second Class (from E-4) - Target: end of 1st year**

**References.** Unit E-5 guides/practical (squad drill).

### **Study Guide (What to Know)**

- Squad formations: line/column; normal and close interval.
- Movements: column movements, flank movements, rear march.
- Command voice and control for a squad.

### **Performance Tasks (What to Do)**

- Serve as squad leader for a drill segment (5-10 minutes).
- Plan and execute a short rehearsal sequence.
- Counsel a junior cadet on one improvement area (instructor format).

### **Drill Practical (Pass/Fail Standard)**

- Squad drill practical (unit score sheet).
- Control, cadence, and alignment are required.



## **E-6 Petty Officer First Class (from E-5) - Target: within 3 months of 2nd year return**

**References.** Unit E-6 guides/practical (platoon drill).

### **Study Guide (What to Know)**

- Platoon organization: HQ, guide, mustering petty officer, squads.
- Open ranks/close ranks; alignment and cover; controlling multiple squads.
- Mentorship and accountability.

### **Performance Tasks (What to Do)**

- Act as platoon commander for a supervised drill sequence.
- Create a one-page drill training plan (objective, steps, safety, evaluation).
- Lead an after-action review (what went well, improve, next steps).

### **Drill Practical (Pass/Fail Standard)**

- Platoon drill practical (unit score sheet).
- Leadership presence and situational awareness required.



## **E-7 Chief Petty Officer (from E-6) - Target: end of 2nd year**

**References.** Unit E-7 guides/practical (guidon or sword manual as assigned).

### **Study Guide (What to Know)**

- Customs/courtesies and ceremony etiquette; professional bearing.
- Senior enlisted leadership expectations: standards, mentorship, accountability.
- Guidon or sword manual safety and execution (as assigned).

### **Performance Tasks (What to Do)**

- Serve as acting senior enlisted for one week (mentor and enforce standards).
- Draft a one-page Chief's Brief: standards, priorities, upcoming events.
- Teach a 5-minute customs/courtesies mini-lesson with a scenario question.

### **Drill Practical (Pass/Fail Standard)**

- Guidon practical or sword manual practical (unit score sheet).
- Professional judgment and bearing during ceremonies and formations.



# Cadet Advancement Study Guides (E-2 through E-7)

Aligned to: Cadet Field Manual (12th Ed), Cadet Reference Manual (4th Ed), and unit exams/answer sheets. |  
Updated: 18 Feb 2026

## How to Use These Guides

- Study the **KNOW** items first (facts, definitions, and standards).
- Practice the **DO** items with a partner or squad leader; request feedback.
- Use the **Quick Checks** as your self-test the night before and the day of the exam.
- Bring questions to the instructors during class study periods.



## **E-2 Seaman Apprentice**

**Focus:** Uniform basics, grooming, military bearing, basic stationary drill, and safety culture.

### **KNOW (Written Exam Topics)**

- **Core Values.** Honor, Courage, Commitment — what each means and how you demonstrate it daily.
- **Uniform purpose.** You represent the unit; maintain military appearance: clean, neat, properly worn items, no unauthorized mixing with civilian clothing.
- **Grooming.** Hair and accessory standards; conservative appearance; remove unauthorized jewelry; follow instructor guidance for special cases.
- **Uniform wear basics.** Required items, gig line, shoes, socks, cover rules (when to wear/remove).
- **Safety culture.** Call a Training Time Out (TTO) whenever you see a safety issue or you are unsure.

### **DO (Performance & Drill Readiness)**

- Demonstrate: attention, parade rest, at ease, rest.
- Demonstrate facing movements from the halt: right/left/about face (snap, pivot, no extra movement).
- Render a proper hand salute (timing, position, return).
- Pass a uniform spot-check using the unit checklist.

### **QUICK CHECKS (Self-Test)**

- Can you explain what 'military image' means in one sentence?
- Can you state when covers are worn/removed (outdoors/indoors) as your unit teaches?
- Can you perform each facing movement correctly 3 times in a row?



## **E-3 Seaman**

**Focus:** General Orders 1–5, communication basics, flag etiquette, and unarmed drill fundamentals.

### **KNOW (Written Exam Topics)**

- **General Orders 1–5.** Memorize verbatim; understand what each order means in a real situation.
- **Rate vs rank.** Know the difference and be able to explain it.
- **Phonetic alphabet.** Use it to spell names/words clearly.
- **Flag etiquette.** Raising/lowering/half-mast procedures and respect during the National Anthem.
- **Drill fundamentals.** Preparatory command vs command of execution; correct response timing.

### **DO (Performance & Drill Readiness)**

- Recite General Orders 1–5 on demand with bearing.
- Demonstrate individual unarmed drill: marching basics, halts, changes of direction (as trained).
- Maintain interval, distance, and alignment when dressing/covering.

### **QUICK CHECKS (Self-Test)**

- Can you say each General Order without hesitation?
- Can you define 'interval' and 'distance' in your own words?
- Can you explain why the flag is raised quickly and lowered slowly?



## **E-4 Petty Officer Third Class**

**Focus:** Armed drill fundamentals, manual of arms, safety, and petty officer leadership expectations.

### **KNOW (Written Exam Topics)**

- **Under arms safety.** Muzzle awareness, control, and safe recoveries; TTO is mandatory if unsafe.
- **Manual of arms.** Key positions: order, trail, port, present, inspection arms; rests with arms.
- **Timing.** Execute on the command of execution; keep cadence and precision.
- **P03 role.** Sets the example; corrects respectfully; supports instructors and chain of command.

### **DO (Performance & Drill Readiness)**

- Perform the unit's basic armed drill sequence and the 16-count manual of arms (as required).
- Demonstrate a short 'drill huddle' emphasizing safety and standards.
- Conduct a peer uniform spot-check and give respectful corrections.

### **QUICK CHECKS (Self-Test)**

- Can you explain what makes an action 'unsafe' with a drill rifle?
- Can you perform the 16-count without stopping?
- Can you correct a cadet respectfully using the chain of command?



## **E-5 Petty Officer Second Class**

**Focus:** Squad drill leadership, command voice, formation control, and accountability.

### **KNOW (Written Exam Topics)**

- **Squad formations.** Line and column; normal vs close interval; numbering/counting off.
- **Commands.** Forward/halting; flanks; columns; rear march; eyes right (as trained).
- **Leadership.** PO2 leads by example; trains junior cadets; fixes issues early and professionally.
- **Standards.** Uniform, conduct, participation, and service all matter for promotion/positions.

### **DO (Performance & Drill Readiness)**

- Serve as squad leader for a 5–10 minute drill sequence with correct commands and control.
- Plan a short rehearsal (objective, sequence, safety, evaluation).
- Counsel a junior cadet on one improvement area using respectful language.

### **QUICK CHECKS (Self-Test)**

- Can your squad move and halt on time without losing alignment?
- Can you project commands clearly without yelling?
- Can you explain the difference between 'fall out' and 'dismissed'?



## **E-6 Petty Officer First Class**

**Focus:** Platoon drill leadership, training management, mentorship, and after-action improvement.

### **KNOW (Written Exam Topics)**

- **Platoon organization.** HQ roles (commander, guide, mustering PO) and how squads function together.
- **Platoon commands.** How platoon commands differ from squad commands; maintaining control and cadence.
- **Inspection movements.** Open ranks/close ranks; cover/alignment corrections.
- **Mentorship.** PO1 coaches petty officers; holds standards; uses accountability and encouragement.

### **DO (Performance & Drill Readiness)**

- Act as platoon commander for a supervised drill sequence (positioning for best control).
- Write a one-page training plan (objective, steps, safety, evaluation).
- Lead a short after-action review: what went well, what to improve, next steps.

### **QUICK CHECKS (Self-Test)**

- Can you correct alignment issues without stopping the entire platoon?
- Can you brief the plan, then execute it with confidence?
- Can you mentor a PO2 without 'doing it for them'?



## **E-7 Chief Petty Officer**

**Focus:** Senior enlisted leadership, customs/courtesies, ceremonial bearing, and guidon/sword practical (as assigned).

### **KNOW (Written Exam Topics)**

- **Chief's role.** Enforces standards, mentors petty officers, and maintains unit readiness and professionalism.
- **Customs/courtesies.** Saluting, respect, ceremonies, and proper conduct in and out of uniform.
- **Ceremonial bearing.** Silence, posture, confidence, and respect during formal events.
- **Guidon/sword.** Safety and required movements per unit SOP (no horseplay; control at all times).

### **DO (Performance & Drill Readiness)**

- Complete assigned guidon or sword practical to unit standard.
- Serve as acting senior enlisted (mentor, inspect, and enforce standards respectfully).
- Deliver a one-page Chief's Brief: standards, priorities, upcoming events, and expectations.

### **QUICK CHECKS (Self-Test)**

- Can you model calm, professional correction under stress?
- Can you explain 'why' behind standards (not just 'because')?
- Can you coach leaders to solve problems instead of stepping in immediately?



# Nottoway High School NJROTC

## Seaman Apprentice (c/E-2): Written Exam

### Study Guide

Date: Click or tap here to enter text.

Cadet Name: Click or tap here to enter text.

#### **REFERENCE:**

- a. *Cadet Field Manual 12<sup>th</sup> Edition*
- b. *B. Cadet Reference Manual*

#### **Written Exam:**

### **THE NJROTC CADET CREED**

- I am a Navy Junior ROTC Cadet.
- I strive to promote patriotism and to become an informed and responsible citizen.
- I respect those in positions of authority.
- I support those who defend freedom and democracy around the world.
- I proudly embrace the Navy's core values of **Honor, Courage and Commitment**.
- I am committed to excellence and the fair treatment of all.

### **UNIT 1: CFM NJROTC UNIFORM REGULATIONS**

Uniform The word “uniform” comes from a combination of two Latin words, **unus**-meaning one and **forma** meaning form, shape, appearance, and together means “**oneform.**”

The Uniform is important for NJROTC cadets to maintain a high standard of dress and personal appearance, Unit cohesion, sense of pride, and unit **esprit de corps- a feeling of pride and common loyalty shared by members of a group.**

**The Uniform:** A symbol of the nation’s defense forces • Projects an image of devotion to duty • honor • tradition.

**Smartness:** Make it a matter of personal pride and brings credit to: Unit • School • Community • The U.S. Navy • Country

To stay sharp, you must take care of your uniform on a daily basis. Uniforms shall be kept clean, neat and in good repair.

**Uniform of The Day:** The uniform of the day is the uniform your Naval Science Instructor (NSI) directs you to wear on any given day.

The uniform will be worn by all cadets at least **one full school day each week**.

**The combination cap: (optional for officers and chiefs) or the garrison cap (enlisted) is a required part of the uniform.**

Uniform for special occasions, such as field day, shall be prescribed by your NSI cadets will remain in the complete NJROTC uniform.

The four elements that are important when wearing the uniform. **Neatness, cleanliness, safety, military image**

**This includes:** hair• mustaches• sideburns• hair ornaments• earrings/studs• fingernails• cosmetics• necklaces• rings• watches• bracelets

**Male Cadets Hair-** Shall be neat, clean, and well-groomed above the ears and around the neck **tapered upwards 3/4-inch** and outward no more than **3/4-inch**; no longer than **4 inches**; bulk not exceeding **2 inches**

**Female Cadet Hairstyles-**

Various hairstyles are permitted **provided they are groomed to fit within the guide-lines** as listed in the Cadet Field Manual.

**Braids**, if worn, must be **neatly and inconspicuously secured at all points** to the head, and may not dangle free at any point. May touch, but **cannot fall below the horizontal line level with the lower edge of the back of the collar** as indicated by line "a" shown on slide.

## **NAVY SERVICE UNIFORM**

**Female Ribbon/Name Tag Placement** -Placement of the **bottom of the ribbons** shall be **six and one quarter inches (6 1/4")** down from the **intersection of the front seam and shoulder seam** and **centered** over the **front seam**. Name tags shall be placed in the same manner on the right side of the over blouse.

**Male and Female Uniforms:** Normally, **only officers and chiefs are authorized** to wear the **Service Dress Blue uniform**.

**Exception:** Enlisted members of the color guard **may wear** the Service Dress Blue uniform **only when performing color guard duties**.

**Male Uniforms:** The Working Khaki uniform may be authorized for sea cruises, field trips, or other events as authorized by your NSI. **NOTE: The khaki uniform is NOT authorized as a "Uniform of the Day" uniform.**

Working Khaki Shirt: Ribbons, medals, and aiguillettes **are not authorized** on the Working Khaki uniform. **(Nottoway HS NJROTC does not issue working Khaki uniforms)**

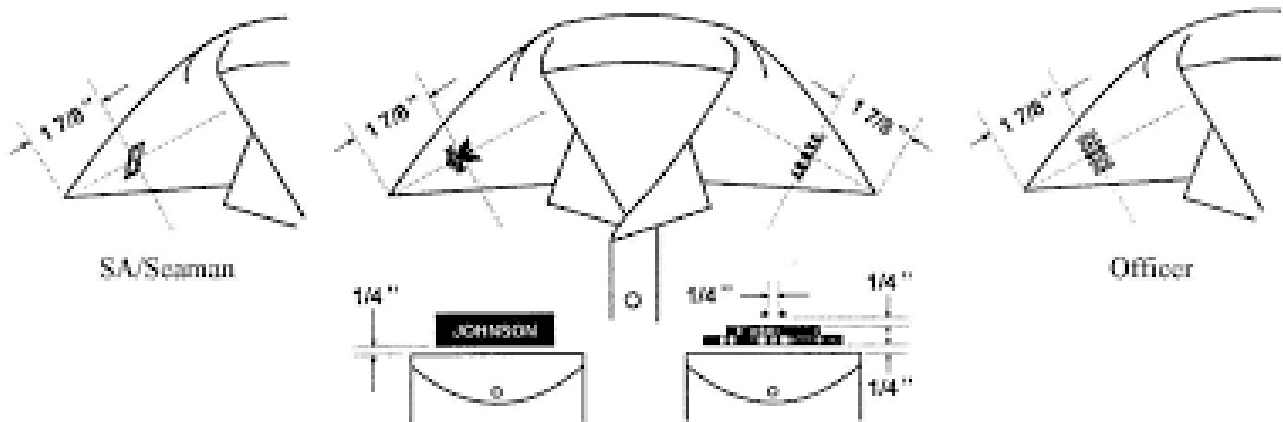
**The combination cap:** with white cover is worn only by chiefs and officers, and by members of the color guard. It is worn with the **Service Dress**.

Cadet Chief Petty Officers wears a **black chin strap**. Cadet Officers wear a **gold chinstrap**.

**Garrison Caps** shall be worn squarely on the head, with the bottom edge horizontal. Shall be worn **only** with the Naval Service Uniform (NSU) by all personnel.

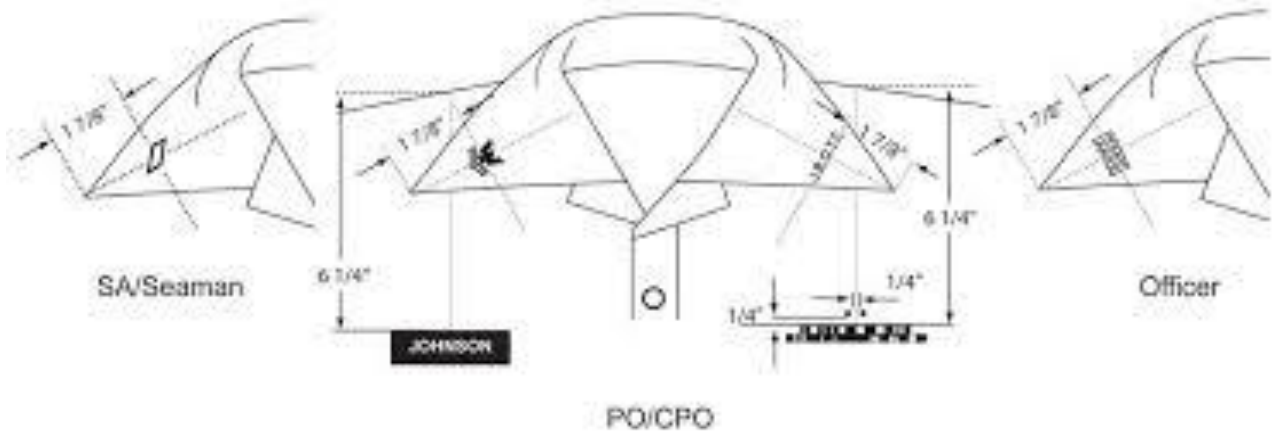
Plain white crew-neck or V-neck tee shirts shall be worn with all uniforms.

Uniforms Shoes shall be: Navy-style plain black-laced leather oxfords. The entire shoe should be kept well-shined.



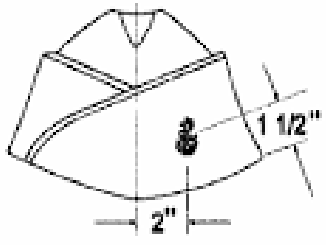
### Male NSU Measurements

<b>Name Tag</b>	Centered 1/4 inches above the <b>Right</b> breast pocket
<b>Rank</b>	Centered 1 7/8 inches from the tip of the <b>Right</b> collar
<b>J-Bar</b>	Centered 1 7/8 inches from the tip of the <b>Left</b> collar
<b>Anchor ( Cap/Cover)</b>	2 inches back and 1 1/2 from the base of the cap on the <b>Right</b> side
<b>Rank ( Cap/Cover)</b>	2 inches back and 1 1/2 inches from the base of the cap on the <b>Left</b> side
<b>Ribbons</b>	Centered 1/4 inches above the <b>Left</b> breast pocket
<b>Devices</b>	Centered on ribbon
<b>Service Stars</b>	Centered 1/4 inches above ribbons
<b>Positional Cords</b>	2 inches from and 1 inch back from the <b>Left</b> shoulder seam
<b>Leadership Academy Cord</b>	2 inches from and 1 inch back from the edge of the <b>Right</b> shoulder seam

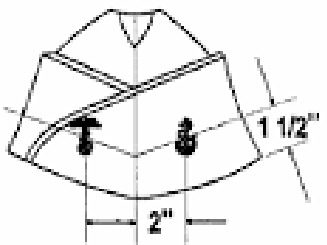


### Female NSU Measurements

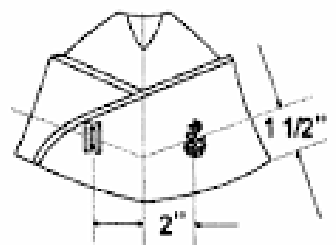
<b>Name Tag</b>	Centered 6 1/4 inches from the <b>Right</b> shoulder seam.
<b>Rank</b>	Centered 1 7/8 inches from the tip of the <b>Right</b> collar
<b>J-Bar</b>	Centered 1 7/8 inches from the tip of the <b>Left</b> collar
<b>Anchor ( Cap/Cover)</b>	2 inches back and 1 1/2 inches from the base of the cap on the <b>Right</b> side.
<b>Rank ( Cap/Cover)</b>	2 inches back and 1 1/2 inches from the base of the cap on the <b>Left</b> side
<b>Ribbons</b>	Centered 6 1/4 inches from the <b>Left</b> shoulder seam
<b>Devices</b>	Centered on ribbon
<b>Service Stars</b>	Centered 1/4 inches above ribbons
<b>Positional Cords</b>	2 inches from the edge <b>Left</b> shoulder seam
<b>Leadership Academy Cord</b>	2 inches from the edge of the <b>Right</b> shoulder seam



SR/SA/Seaman/PO's



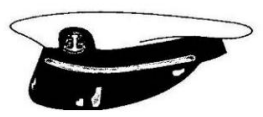
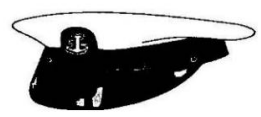
CPO



Officer

\*\* The Garrison cap is worn with the Naval Service Uniform (male & female). It is worn during all months and is authorized for every cadet to wear.

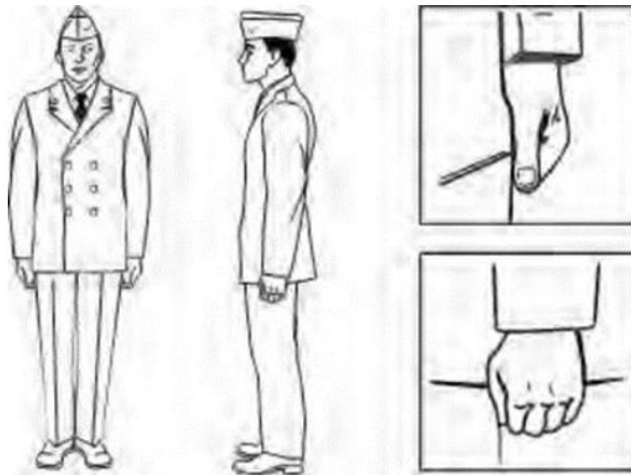
(Officers/CPOs)



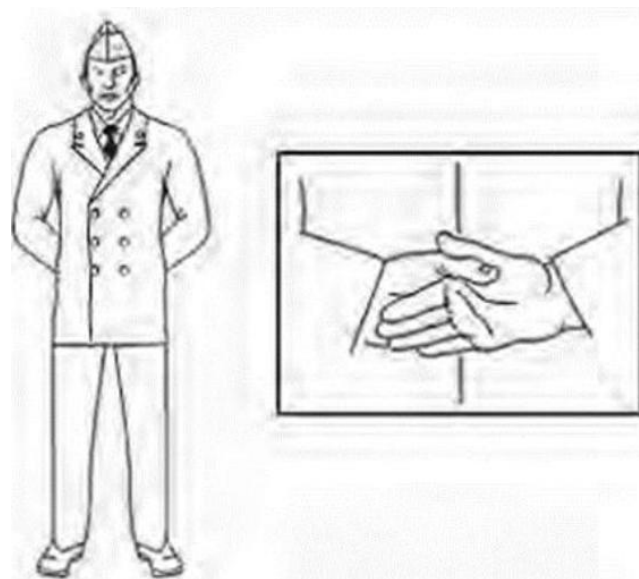
\*\* Combination Cover is worn when authorized with the Service Dress blue (male & female Officers and CPOs) or worn during a color Guard events

# Basic Stationary Drill

**Position of Attention:** While at attentions cadets stand straight with their heels together and feet at a 45-degree angle, hands in a fist with your thumb along the seams of your pants, and maintain bearing.

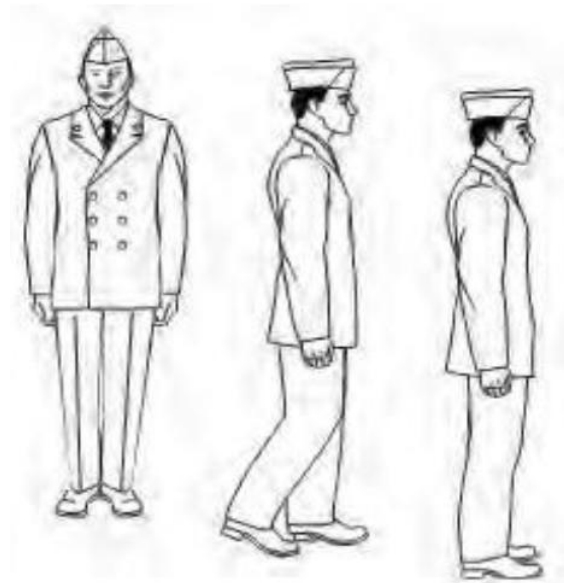


**Parade Rest:** While at parade rest cadets stand straight with their heels smartly 12 inches apart. The left hand is placed over the right hand. The thumb of the right hand lightly grasps the thumb of the left.

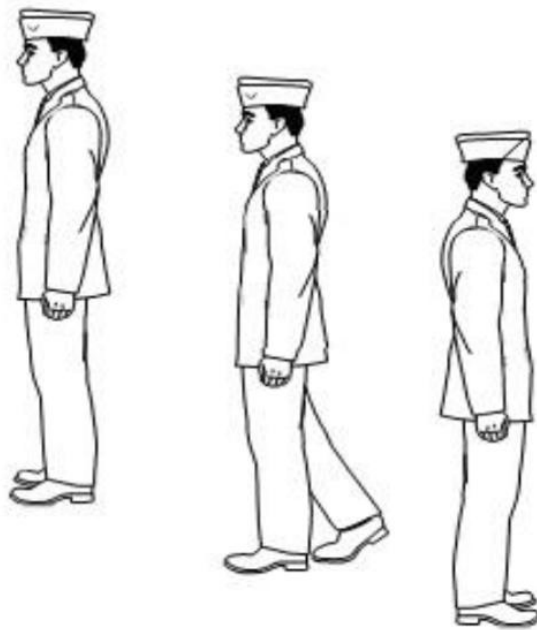


## Basic Stationary Drill cont.

**Right Face:** On count one, at the command “**FACE,**” raise your left heel and right toe slightly. Turn to the right on your right heel and left toe. Keep your left leg straight but not stiff. On count two, place the left foot smartly beside the right and stand at attention. Left face is executed vice versa.



**About Face:** On count one at the command “**FACE,**” place your right toe half your foot’s length behind and slightly to the left of your heel. Do not change the position of your left foot. Rest your weight evenly on the left heel and the ball of the right foot. On count two, turn smartly to the right until facing rear. The turn is made on the left heel and ball of the right foot. The knees remain straight, but not locked during the movement.



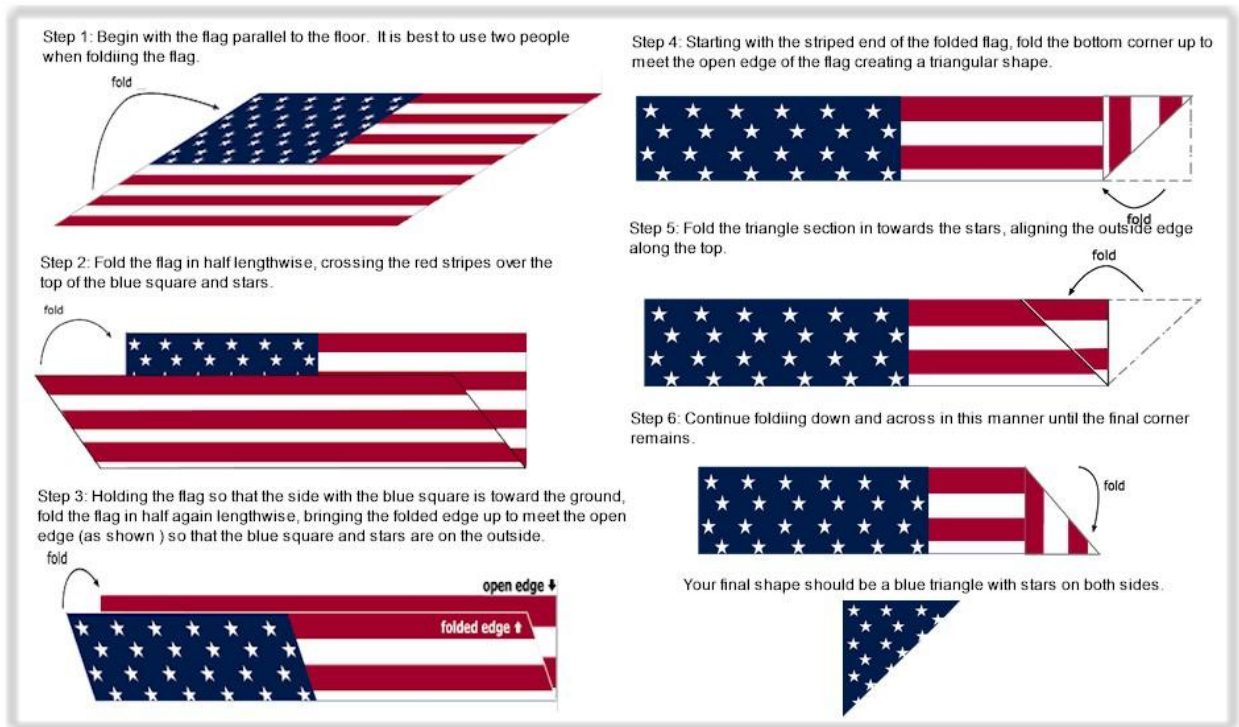
## Hand Salute

When the command “**SALUTE**” is given, raise your right hand smartly in the most direct manner until the tip of your forefinger touches the lower part of the combo cover above and slightly right of your right eye. Your fingers should be extended and joined with the thumb along the forefinger. You should be able to see your entire palm when looking straight ahead. Your upper arm should be parallel with the deck with the elbow in line with the body and your forearm at a 45-degree angle.

Your wrist, hand and forearm should be straight, a continuation of the line made by your arm. At the same time, if not in ranks, turn your head and eyes toward the person or colors you are saluting.



# How to Properly Fold the Ensign (Flag)



## Practical: Basic Drill

DRILL MOVEMENT
1. Fall, In
2. Parade, Rest
3. Attention
4. At, Ease
5. Attention
6. Right, Face
7. Left, Face
8. About, Face
9. About, Face
10. Hand, Salute
11. Ready, Two
12. Fall, Out



# Nottoway High School NJROTC Seaman (c/E-3): Written Exam Study Guide

Date: Click or tap here to enter text.

Cadet Name: Click or tap here to enter text.

## **REFERENCE:**

- a. *Cadet Field Manual 12<sup>th</sup> Edition*
- b. *B. Cadet Reference Manual*

## **Written Exam:**

### **Military Alphabet:**

- A - Alpha
- B - Bravo
- C - Charlie
- D - Delta
- E - Echo
- F - Foxtrot
- G - Golf
- H - Hotel
- I - India
- J - Juliet
- K - Kilo
- L - Lima
- M - Mike
- N - November
- O - Oscar
- P - Papa
- Q - Quebec R - Romeo
- S - Sierra
- T - Tango
- U - Uniform
- V - Victor
- W - Whiskey
- X - X-ray
- Y - Yankee
- Z - Zulu

# General Orders to the Sentry (1 through 5)





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 any posts more distant from the guardhouse or the quarter-deck than my own.
5. Quit my post only when properly relieved.

## CFM Chapter 2 NJROTC Rank Structure











### Enlisted Ranks

Insignia (Rank Emblem)	Rate	Rate Abbreviations
(No Insignia)	Cadet Seaman Recruit	SR
	Cadet Seaman Apprentice	SA
	Cadet Seaman	SN
	Cadet Petty Officer 3rd Class	PO3
	Petty Officer 2nd Class	PO2
	Cadet Petty Officer 1st Class	PO1
	Cadet Chief Petty Officer	CPO
	Cadet Senior Chief Petty Officer	SCPO
	Cadet Master Chief Petty Officer	MCPO

### Officer Ranks























Insignia (Rank Emblem)	Rank	Rank Abbreviations
	Cadet Ensign	ENS
	Cadet Lieutenant (Junior Grade)	LTJG
	Cadet Lieutenant	LT
	Cadet Lieutenant Commander	LCDR
	Cadet Commander	CDR

## CFM Chapter 2 Navy Enlisted and Officer Rank Structure

Insignia	Rank	Designation
	Seaman Recruit (SR)	E-1
	Seaman Apprentice (SA)	E-2
	Seaman (SN)	E-3
HAT / COLLAR 	Petty Officer 3rd Class (PO3)	E-4
HAT / COLLAR 	Petty Officer 2nd Class (PO2)	E-5
HAT / COLLAR 	Petty Officer 1st Class (PO1)	E-6
HAT / COLLAR 	Chief Petty Officer (CPO)	E-7
HAT / COLLAR 	Senior Chief Petty Officer (SCPO)	E-8
HAT / COLLAR 	Master Chief Petty Officer (MCPO)	E-9
HAT / COLLAR 	Master Chief Petty Officer of the Navy	E-9

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## U.S. NAVY OFFICER RANKS

GRADE	RANK	ABBREVIATION	COLLAR INSIGNIA	DESCRIPTION	SLEEVE / SHOULDER BOARD INSIGNIA	DESCRIPTION
O-1	ENSIGN	ENS		1 GOLD BAR		ONE ½" GOLD STRIPE
O-2	LIEUTENANT JUNIOR GRADE	LTJG		1 SILVER BAR		ONE ½" GOLD STRIPE WITH ONE ¼" GOLD STRIPE ABOVE IT
O-3	LIEUTENANT	LT		2 SILVER BARS		TWO ½" GOLD STRIPES
O-4	LIEUTENANT COMMANDER	LCDR		1 GOLD OAK LEAF		TWO ½" GOLD STRIPES WITH ONE ¼" GOLD STRIPE IN BETWEEN
O-5	COMMANDER	CDR		1 SILVER OAK LEAF		THREE ½" GOLD STRIPES
O-6	CAPTAIN	CAPT		1 SILVER SPREAD EAGLE		FOUR ½" GOLD STRIPES
O-7	REAR ADMIRAL LOWER HALF	RDML		1 SILVER STAR		SB: ONE SILVER STAR ON A GOLD BACKGROUND SL: ONE 2" GOLD STRIPE
O-8	REAR ADMIRAL UPPER HALF	RADM		2 SILVER STARS		SB: TWO SILVER STARS ON A GOLD BACKGROUND SL: ONE 2" GOLD STRIPE WITH ONE ½" GOLD STRIPE ABOVE IT
O-9	VICE ADMIRAL	VADM		3 SILVER STARS		SB: THREE SILVER STARS ON A GOLD BACKGROUND SL: ONE 2" GOLD STRIPE WITH TWO ½" GOLD STRIPES ABOVE IT
O-10	ADMIRAL	ADM		4 SILVER STARS		SB: FOUR SILVER STARS ON A GOLD BACKGROUND SL: ONE 2" GOLD STRIPE WITH TWO ½" GOLD STRIPES ABOVE IT
O-11	FLEET ADMIRAL	FADM		5 SILVER STARS		SB: FIVE SILVER STARS ON A GOLD BACKGROUND SL: ONE 2" GOLD STRIPE WITH FOUR ½" GOLD STRIPES ABOVE IT

## CHAPTER 2: NJROTC RATES/RANKS AND U.S. NAVY 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. An eagle and two stars perched on a fouled anchor 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 NJROTC?
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 NJROTC?
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? When can cadets usually achieve this rate?
19. What position can the SNSI 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? What specific position does Cadet Lieutenant Commander fill?
23. List the Naval 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?

# Practical: Raise and lower the Colors

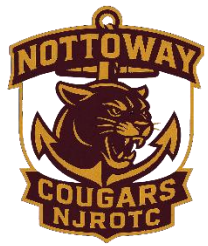
1. Raising the flag is done every day before school.
2. Once in position, (talk to your Honor Guard Commander if you haven't been on Flag Duty) cadets will unfold the flag while the blue field is being attached.
3. The flag hoisted smartly (quickly) up. (salute in uniform)
4. Then in the afternoon the flag is lowered slowly and refolded

## Half- Mast

1. Before class, the flag is hoisted up to the full- mast (salute in uniform)
2. Once at full- mast the flag is slowly lowered to the halfway point of the flagpole. (Continue saluting until given the order, "Order Arms")
3. In the afternoon, the flag is raised from the halfway point back up to full- mast. (Salute in uniform)
4. Lastly, it is lowered slowly to the bottom where it is unhooked and folded.

## Practical: Squad Unarmed Drill

<b>DRILL MOVEMENT</b>
<b>1. Fall, In</b>
<b>2. Dress Right, Dress</b>
<b>3. Ready, Front</b>
<b>4. Forward, March</b>
<b>5. Detail, Halt</b>
<b>6. Forward, March</b>
<b>7. Column Right, March</b>
<b>8. Right Oblique, March</b>
<b>9. Squad, Halt</b>
<b>10. Forward, March</b>
<b>11. Left Oblique, March</b>
<b>12. Squad, Halt</b>
<b>13. Forward, March</b>
<b>14. Column Right, March</b>
<b>15. Close, March</b>
<b>16. Forward, March</b>
<b>17. Extend, March</b>
<b>18. Forward, March</b>
<b>19. By the Right Flank, March</b>
<b>20. By the Left Flank, March</b>
<b>21. Squad Halt</b>
<b>22. Fall Out</b>



# Nottoway High School NJROTC

## Petty Officer 3<sup>rd</sup> Class (c/PO3): Written Exam

### Study Guide

Date: Click or tap here to enter text.

Cadet Name: Click or tap here to enter text.

#### **REFERENCE:**

- a. *Cadet Field Manual 12<sup>th</sup> Edition*
- b. *Cadet Reference Manual*
- c. *Cadet Drill Manual*
- d. *Previous Rank Study Guides*

#### **Written Exam:**

## General Orders to the Sentry 6-11

6. 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. Talk to no one except in the line of duty.
8. Give the alarm in case of fire or disorder.
9. Call the 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 to allow no one to pass without proper authority.
12. NOTE: All NJROTC cadets will sound off in a loud, clear voice when asked for a particular order as shown in the following example: Commanding officer: "Cadet, what is the 5th order to the sentry?" Cadet: "Sir/Ma'am, the 5th order to the sentry is: Quit my post only when properly relieved." Sir/Ma'am

## Chain of Command

1. Commander in Chief –
2. Vice President-
3. Secretary of Defense –
4. Secretary of the Navy –
5. Chief of Naval Operations (CNO) –
6. Commander of Naval Education and Training Command –
7. Commander of Naval Service Training Command –
8. Master Chief Petty Officer of the Navy (MCPON) –
9. Area Five Manager –
10. Naval Science Instructor –












## Staff Chain of Command

Company Commanding Officer – c/LCDR

Company Executive Officer – c/LT

Company Senior Chief Petty Officer – c/

## Marine Enlisted Ranks

<p>NO IMAGE</p> <p>Private (E-1)</p>	 <p>Private 1<sup>st</sup> Class (E-2)</p>	 <p>Lance Corporal (E-3)</p>	 <p>Corporal (E-4)</p>	 <p>Sergeant (E-5)</p>	 <p>Staff Sergeant (E-6)</p>
 <p>Gunnery Sergeant (E-7)</p>	 <p>Master Sergeant (E-8)</p>	 <p>Master Gunnery Sergeant (E-9)</p>	 <p>Sergeant Major of the Marine Corps (E-9)</p>		
 <p>First Sergeant (E-8)</p>	 <p>Sergeant Major (E-9)</p>				

## Manual of Arms

### 3002. ORDER ARMS

1. When halted, come to order arms when any of the following commands are given: “**ATTENTION;**

**FALL IN; or Order, ARMS.”** (See figure 3-3).

2. At the command of execution, place the butt on the deck along the outer edge of the right shoe. The toe of the butt is on line with the toe of the shoe. The rifle’s upper hand guard rests in a “V” formed by your thumb and forefinger. All fingers are straight and joined. Your right hand and arm are behind the rifle. This may cause a slight bend in your elbow. The tips of your thumb and forefinger are kept on line with the front edge of the hand guard. Your right thumb should also be along the trouser seam. Except for your right hand, the entire body is at attention.

Figure 3-3 Order Arms. 3003.



TRAIL ARMS

1. Trail arms is used for short-distance movements. If an order for a facing or a marching movement is given while at order arms, automatically assume the position of trail arms on the command of execution. Upon completion of the movement, return to order arms (see figure 3-4).
2. The command is "**Trail, ARMS.**" It is given only from order arms. The movement is executed in one count. On the command of execution **ARMS**, the rifle is raised vertically 3-inches off the deck. The wrist is kept straight with the thumb along the seam of the trousers.
3. On the command "**Order, ARMS,**" lower the rifle butt to the ground and resume the position of order arms.

Figure 3-4.— Trail Arms.

#### REST POSITIONS

1. Rest positions are commanded and executed the same as without arms, with the following exceptions and additions:
2. On the command **PARADE, REST**, move your left foot 12 inches to the left. The rifle butt is kept against your right foot. The grasp of your right hand is moved up to the upper hand guard just below the stacking swivel. The rifle rests in the "V" of the hand with the fingers joined and curled about the guard, the thumb and forefinger touching. The barrel of the rifle is pushed forward until the right arm is straight and



the muzzle points forward and up. At the same time your left foot is moved, place the back of your left hand in the small of your back with fingers and thumb together and palm facing to the rear. Parade rest will also be assumed on the preparatory command to **“ATTENTION,”** if not already at parade rest (see figure 3- 5).

3. On the command **AT EASE**, your right foot remains in place and the rifle is held as in parade rest with your right arm slightly relaxed. You may not talk.

4. On the command **REST**, your right foot remains in place and the rifle is held as in parade rest with your right arm slightly relaxed. You may talk softly.



PORT ARMS

Figure 3-5.--Parade Rest.

1. The purpose of this movement is to bring the rifle to a two-handed carry position. count movement from order arms. It is executed when halted at order arms. The command is **“Port, ARMS.”**

This is a two-

2. On the command **“ARMS,”** and for the count of one, grasp the rifle with your right hand and raise it diagonally across your chest until your right hand is in front of and slightly left of your face. The barrel is positioned so that it bisects the angle where the neck and the left shoulder join. The elbow is held down without strain and nearly touches the hand guard. Your right forearm is at an angle of approximately 45 degrees to the ground. On the same count, grasp the rifle at the balance with your left hand.

3. On the second count, move your right hand from the upper hand guard to the small of the stock. Both elbows should be against your sides with your right wrist and forearm straight and parallel to the ground, upper arm in line with your body. Your rifle should be 4 inches in front of your body. Fingers are joined and wrapped around the rifle, with the thumb wrapped around the opposite side. In the position of port arms, the rifle is held across the body with the butt in front of the right hip (see figure 3-6).



Count one. Count two. Figure 3-6.--Port Arms.

#### 3006. Present Arms

1. Present arms is another way of saluting when under arms. The movement can be executed from order

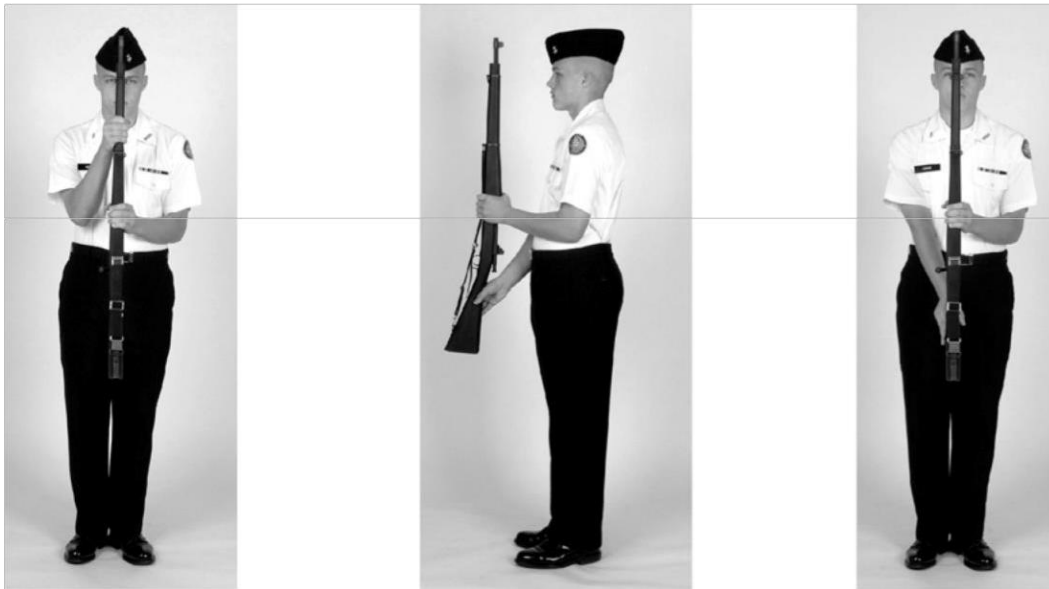
arms and port arms. The command is **“Present, ARMS.”**

2. To present arms from order arms, is a two-count movement. On the command **“ARMS:”**

a. On the first count, raise the rifle to a position 4 inches in front of the center of your body, sling away from you, barrel straight up. At the same time, grasp the balance with your left hand, thumb on the lower hand guard, left wrist and forearm straight and parallel to the deck. Your fingers are joined, and the sling is included in your grip.

b. On the second count, grasp the small of the stock with your right hand, your fingers extended and joined, pointing straight down the stock, thumb resting in the small of the stock. The right arm is fully extended and straight. Elbows are held against your sides.

3. From port arms. This is a one-count movement. Simply turn your rifle in your hands while at the same time lowering it to the present arms position.



Count One Count Two Side Count Two Front Figure 3-7 Present Arms

3007. ORDER ARMS FROM PRESENT AND PORT ARMS

1. The command is "**Order, ARMS.**" It is a three-count movement from either position and will be executed the same way from each (see figure 3-8 a and b).

2. At the command of execution, and for the count of one, move your right hand smartly from the small of the stock to the upper hand guard. The elbow is held without strain and nearly touches the hand guard.

3. On the second count, release the balance with your left hand and lower the rifle to a point where the butt is 3 inches from the deck, slightly to the right of your right toe, and the muzzle pointing straight up. This is done while changing the grasp with the right hand to the "V" position of trail arms. While lowering the rifle move your left hand, thumb and fingers are extended and joined, to a point near the stacking swivel. This is merely to steady the rifle and position the toe of the rifle where it will need to be when lowered. Keep your palm facing to the rear so it will not resemble a rifle salute. The left wrist and forearm are straight.

4. On the third count, return your left hand smartly back to your left side and lower the butt gently to the deck. You are now at the position of order arms.



Figure 3-8 a.--Order Arms from Present.

Figure 3-8 b.--Order Arms form Port Arms

3008. PORT ARMS FROM LEFT SHOULDER ARMS

1. This is a two-count movement. The command is **“Port, ARMS.”**
2. At the command of execution and for the first count, grasp the small of the stock with your right hand. The right arm is held down without strain.
3. For the second count, release the butt with your left hand. At the same time, bring the rifle across your body and grasp the balance with your left hand as in port arms (See figure 3-9).





Figure 3-9.--Port Arms from Left Shoulder Arms.

3009. ORDER ARMS FROM LEFT SHOULDER ARMS

1. This is a five-count movement executed only while halted at the position of

attention. The command is **“Order, ARMS.”**

2. On the first and *second* count, come to port arms as described in steps one and two of paragraphs

3008.2 and 3.

3. On counts three, four and five, come to order arms as described in order arms from port arms steps, two, three and four, paragraphs 3007.2 through 3007.4.

3010. LEFT SHOULDER ARMS FROM PORT ARMS

1. This is a two-count movement. The command is **“Left Shoulder, ARMS.”**

2. Come to left shoulder arms as described in steps three and four of left shoulder arms from order arms, paragraph 3017.3 and 3017.4.

3011. INSPECTION ARMS

With the M-1 Garand

This is a FOUR-COUNT movement. The command is **“Inspection, ARMS.”**

1 and 2. On counts one and two, come to port arms.

3. On count three, drop your head and look at the cartridge chamber of the rifle.

4. On count four, raise your head smartly to the position of attention (see figure 3-10).

Execute Inspection Arms *with the Daisy Drill Rifle* using the following procedures: Inspection Arms from Order Arms is a FIVE-COUNT movement. The command is Inspection, ARMS.

1 and 2. On the command of execution ARMS, execute Port Arms in two counts.

3. On count three, grasp the bolt handle with the thumb and forefinger of the right hand, rotate the handle

upward and draw the bolt back.

4. On count four, lower the head and eyes and visually inspect the magazine.
5. On count five, return the head and eyes to the front as in the Position of Attention, and come to Inspection

Arms.

Port, ARMS is the only command given from Inspection Arms. On the command Port, push the bolt forward and rotate the handle down locking the bolt in place, then release the grasp of the right hand and regasp the small of the stock with the right forefinger on the trigger. On the command ARMS, pull the trigger *{it will not move}* and resume Port Arms

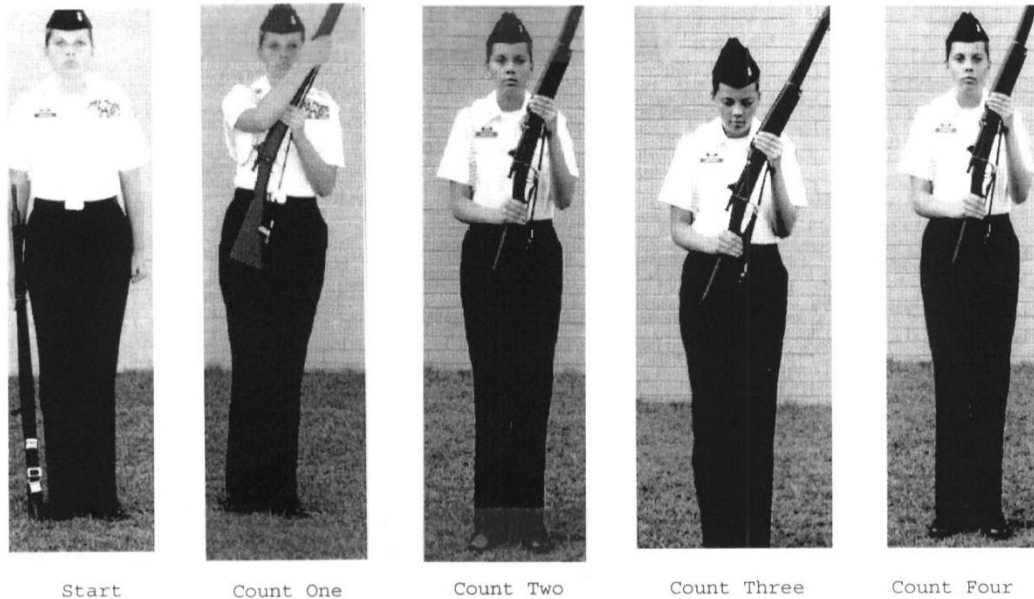


Figure 3-10.--Inspection Arms.

3012. ATTENTION FROM REST POSITIONS

1. The command is "Squad (Platoon, or Company), ATTENTION."
  - a. On "Squad (Platoon or Company)," come to parade rest.
  - b. On "ATTENTION," come to order arms in one count.
  - c. From Fall Out. The command is "FALL IN." On the command "FALL IN," go back to your place in ranks and come to attention at order arms.

3013. RIGHT SHOULDER ARMS FROM ORDER ARMS

1. The command is "Right Shoulder, ARMS." It is a four-count movement.
2. At the command of execution and for the count of one, lift the rifle across your body. At the same time, take the balance in your left hand.
3. On the second count, release the upper hand guard with your right hand. Grasp the heel of the butt. The thumb and index finger touch on top of the stock. Your remaining fingers are joined and wrap around the rifle butt.
4. On the third count, place the rifle in your right shoulder without changing your grip on the butt. The sights are up; the rifle is tilted at an angle of 45 degrees to the deck, and held so it points directly fore and aft. Your right elbow is against your side and your right forearm level with the deck. While placing the rifle on your shoulder, allow your left hand to slide to the small of the stock. Your left hand guides the rifle to your shoulder. Keep your palm facing to the rear, so it does not resemble a rifle salute.
5. On the fourth count, move your left hand smartly back to your side (see figure 3-11).



Count one. Count two. Count three. Count four.

Figure 3-11.—Right Shoulder Arms from Order Arms.

#### PORT ARMS FROM RIGHT SHOULDER ARMS

1. This is a two-count movement. The command is “Port, ARMS.”
2. At the command of execution and for the first count, smartly snatch down on the butt of the rifle with your right hand so that the rifle will spring from your shoulder. At the same time as it leaves your shoulder, smartly twist the butt clockwise one-quarter turn with your wrist so the rifle will fall diagonally in front of your chest, barrel up. Keep your head still. Keep your grip on the butt. Raise your left hand smartly to catch the rifle at the balance four inches in front of your chest, right arm nearly extended with your elbow close to your body.
3. On the second count, move your right hand to the small of the stock and assume the position of port arms.



Right Shoulder Arms One Two

Figure 3-12.—Port Arms from Right Shoulder Arms. ORDER ARMS FROM RIGHT SHOULDER ARMS

1. This movement is executed in four counts. The command is “Order, ARMS.”
2. On “ARMS”: first count, remove the rifle from your shoulder in the same manner as described in paragraph 3014.2.
3. On the second count, smartly grasp the upper hand guard with your right hand, elbow held without strain and nearly touching the hand guard.
4. On counts three and four, come to order arms as described in order arms from port arms steps two and three, paragraph 3007.3 and 3007.4

3016. RIGHT SHOULDER ARMS FROM PORT ARMS

1. This is a three-count movement. The command is “**Right Shoulder, ARMS.**”
2. At the command of execution and for the first count, release the small of the stock and grip the heel of the butt between the thumb and index finger of your right hand. Your thumb and index finger touch. Your remaining fingers are joined and wrap around the rifle butt.
3. On the second and third counts, complete the movement as described under right shoulder arms from order arms, paragraph 3013.3 and .4 of this manual.

3017. LEFT SHOULDER ARMS FROM ORDER ARMS

1. This is a four-count movement. The command is “**Left Shoulder, ARMS.**”
2. On counts one and two, come to the position of port arms.
3. On the third count, release the balance with your left hand and place the rifle on your left shoulder with your right hand. Your right wrist and forearm are straight and held down without strain. At the same time grasp the heel of the butt. Your thumb and index finger touch on top of

the stock. The remaining fingers are joined and wrap around the rifle butt. The rifle is at a 45-degree angle to the deck, and the sights up. Keep the rifle pointing directly fore and aft. Your left elbow is against your side, your left forearm is straight and parallel to the deck, upper arm in line with your back.

4. Drop your right hand smartly to your side (see figure 3-13).

Order Arms Count One Count Two Count Three Count Four

Figure 3-13.--Left Shoulder Arms from Order Arms

### 3018. RIFLE SALUTES

1. The purpose of this movement is to render a salute to persons or colors, when not in formation nor posted as a sentry. It is a one-count movement, executed when halted at order arms, trail arms, or when halted or marching at right or left shoulder arms. This movement may be executed from order arms, trail arms or

right (left) shoulder arms. The command is **“Rifle SALUTE.”**





a. Order arms. On the command **"SALUTE,"** you move the left arm smartly across your body with your forearm and wrist straight, fingers extended and joined, thumb along the hand with the palm down. The first joint of your forefinger touches the barrel just above the stacking swivel. When not in ranks, your head turns toward the person or colors you are saluting. On the command **"Ready, TWO,"** return your hand smartly to your side.

b. Trail arms. The movements are identical as for order arms except that the butt of the rifle is held 3 inches off the ground at the trail position.

c. Right (left) shoulder arms. Your left (right) arm moves across the body, fingers extended and joined with your palm down. The first joint of your forefinger touches the rear of the receiver and your forearm is held parallel to the deck. Turn your head and eyes toward the person or color you are saluting.

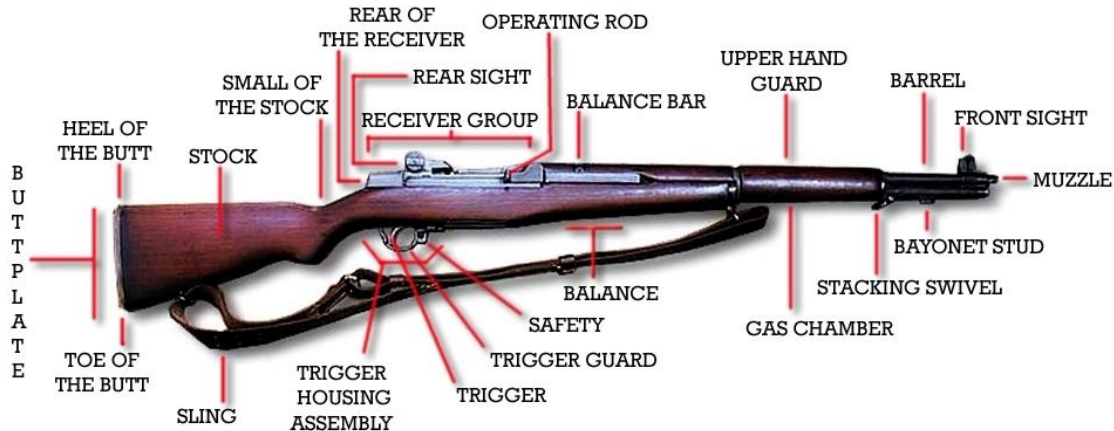
Resume your original position upon the command "Ready, TWO."

Order Arms. Trail Arms.

Right Shoulder Arms Left Shoulder Arms Figure 3-14.—Rifle Salutes.

## Practical: Basic Armed Drill

### Chapter 3 Drill Manual



### Practical: Basic Armed Drill & 16 Count manual of Arms

# 16 Count Manual of ARMS

## MOVEMENTS

## COUNTS

### From Order ARMS to Port

2

1. Grasp the Rifle with the right hand and bring it up diagonally across your chest until your right hand is in front of and lightly left of your face.

2. Move the right hand from the upper hand guard to the small of the stock.

Note. The Butt should not patude past the right hip and the barrel should be inline between you chin and the center of the shoulder

### From Port Arms to Left Shoulder Arms

2

3, Release the balance with your left hand and place the Rifle on your left shoulder with your right hand. Your right wrist and forearm are straight and held down without strain. At the same time grasp the butt. Your thumb and index finger should form a doughnut.

4. CUT

<p>Note: Your Upper arm is inline with your back, your forearm is parallel with the deck, the Rifle is at 45 degree angle.</p>	
<h2 style="text-align: center;">From Left Shoulder to Right Shoulder</h2> <ol style="list-style-type: none"> <li>5. Grasp the small of the stock with your right hand (without strain).</li> <li>6. Release the butt with your left hand and at the same time, bring the rifle across your body and grasp the balance with your left hand (as in port arms)</li> <li>7. Release the small of the stock and grip the heel of the butt between the thumb and index finger of your right hand.</li> <li>8. Place the Rifle on your right shoulder by twisting your right wrist and at the same time, using you left hand to place the rifle on your shoulder. (Your right hand grip should not change on the butt). Allow your left hand to slide to the small of the stock.</li> <li>9. CUT.</li> </ol>	<h1><u>5</u></h1>
<h2 style="text-align: center;">From Right shoulder to Port</h2> <ol style="list-style-type: none"> <li>10. Smartly snatch down on the butt of the rifle with your right hand so that the rifle will spring from your shoulder. At the same time, as it leaves your shoulder, smartly twist the butt clockwise one-quarter turn with your wrist so the rifle will fall diagonally in front of your chest.</li> </ol> <p>Raise your left hand smartly to catch the rifle at the Balance, FOUR inches from your chest.</p> <ol style="list-style-type: none"> <li>11. Move your right hand to the small of the stock and assume Port Arms.</li> </ol>	<h1><u>2</u></h1>
<h2 style="text-align: center;">From Port ARMS to Present</h2> <ol style="list-style-type: none"> <li>12. Turn the Rifle with both hands in a clockwise position and lower the Rifle so that the stacking swivel is in front of your eyes. (The rifle is strait and not tilted)</li> </ol>	<h1><u>1</u></h1>
<h2 style="text-align: center;">From Present to Order Arms</h2> <ol style="list-style-type: none"> <li>13. Move your right hand smartly from the small of the stock to the upper hand guard lying on the hand guard</li> <li>14. Release the balance with your left hand and lower the rifle to a point where the butt is 3 inches from the deck, slightly to the right of and aligned to your right toes.</li> <li>15. CUT</li> </ol>	<h1><u>3</u></h1>
<h2 style="text-align: center;">From Order to Parade Rest</h2> <ol style="list-style-type: none"> <li>16. Move your left foot 12 inches to the left, Slide your right hand up to the stacking swivel while moving the left Arm to the Square of the Back (just above the Belt-line).</li> </ol>	<h1><u>1</u></h1>

<b>1. Fall, In</b>
<b>2. Port, Arms</b>
<b>3. Order, Arms</b>
<b>4. Right Shoulder, Arms</b>
<b>5. Left Shoulder, Arms</b>
<b>6. Port, Arms</b>
<b>7. Order, Arms</b>
<b>8. Right, Face</b>
<b>9. Left, Face</b>
<b>10. About, Face</b>
<b>11. About, Face</b>
<b>12. Parade, Rest</b>
<b>13. Attention</b>
<b>14. Present, Arms</b>
<b>15. Order, Arms</b>
<b>16. Port, Arms</b>
<b>17. Left Shoulder, Arms</b>
<b>18. Right Shoulder, Arms</b>
<b>19. Order, Arms</b>
<b>20. Fall, Out</b>

Reviewed: 5/26/2026



# Nottoway High School NJROTC

## Petty Officer 2<sup>nd</sup> Class (c/PO2): Written Exam

### Study Guide

Date: Click or tap here to enter text.  
 Cadet Name: Click or tap here to enter text.

**REFERENCE:**

- a. *Cadet Field Manual 12<sup>th</sup> Edition*
- b. *B. Cadet Reference Manual*
- c. *Previous Rank Study Guides*
- d. *Cadet Drill Manual*
- e. *Squad Drill PowerPoint and Videos*

**Written Exam:**

## Squad Drill

<p><b>Key Words:</b>          Column          Close interval            Double interval            File            Flank            Formations            Line          Normal interval            Pivot          Rank</p>	<p><b>What You Will Learn to Do</b></p> <p>Demonstrate correct response to squad drill commands.</p> <p><b>Linked Core Abilities</b></p> <ul style="list-style-type: none"> <li>• Communicate using verbal, non-verbal, visual, and written techniques.</li> <li>• Do your share as a good citizen in your school, community, country, and the world.</li> </ul> <p><b>Skills and Knowledge, You Will Gain Along the Way</b></p> <ul style="list-style-type: none"> <li>• Describe how to respond to commands when forming and marching the squad.</li> <li>• Identify the different types of squad formations and their related drill commands.</li> <li>• Identify the locations of key squad personnel in squad formation</li> </ul>
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### Introduction

This lesson introduces you to the basics of practicing squad drill. It covers squad formations and teaches you how to march the squad, with tips for conducting a proper drill.

To execute squad drill, you must first know how a squad forms and what your responsibilities are when it forms, such as knowing how to fall in, line up, and align yourself. Once you have mastered these techniques, learning how to march in uniformity with others is important in being part of a sharp drill squad. The following drill tips will help you better understand some general information about squad drill.

### Drill Tips

- Perform individual drill movements as described in the last lesson while executing drill as a squad member.
- The squad has two prescribed **formations**: **line** (or **rank**) and column (or **file**); however, your squad leader may form the squad in a column of twos from a column formation.
- When a squad forms in a line, its members are numbered from right to left, when in a column, from front to rear.
- When the squad drills as a separate unit and is in a line formation, the squad leader takes a position three steps in front of, and centered on, the squad.
- When it drills as a separate unit and is in a column or column of twos, the squad leader's position is three steps to the left, and centered on, the squad.
- When the squad drills as part of a larger formation, the squad leader occupies the number one (base) position of the squad.

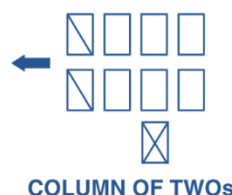
### Squad Formations

There are two prescribed **formations** – line and column. The squad may be formed into a column of twos from a column formation. When the squad is in line, squad members are numbered from right to left. When in column, the squad members form front to rear. The squad normally marches in columns, but it may march in line for short distances.



Falling In (First

command)



In squad drill, falling in is the process of forming up in a line formation. However, it may re-form in a column formation when each member can identify his or her exact position.

When the squad leader comes to the position of attention and commands “fall in,” the squad normally forms at **normal intervals**.

On the command of “fall in,” the following actions occur simultaneously by all members of the squad:

1. Double time to your position in the formation.
2. If you are the Cadet on the right **flank**, position yourself so that when the squad forms, it is centered and three steps in front of the leader.
3. If you are the Cadet on the right flank, come to attention and raise your left arm sideways to shoulder level, keeping it in line with your body. Keep your elbow locked, fingers and thumb extended and together, and palm facing down.
4. Cadets to the immediate left of the right-flank Cadet come to attention, turn their heads and eyes to the right, and raise their left arms in the same manner as the right-flank Cadet — except the Cadet on the left flank does not raise the left arm. Cadets align themselves by stepping forward or backward until they are in line with the right-flank Cadet. Cadets then obtain exact interval by taking short steps left or right, ensuring their fingertips touch the shoulder of the person to their right. As soon as each Cadet is at normal interval, lower your arms to your sides, sharply turn your heads to the front, and assume the position of attention.
5. The right-flank Cadet then sharply returns to the position of attention.



#### NOTES:

- An arrow indicates the direction the squad is facing and/or moving.
- A boxed “X” is the *squad leader*; boxed slashes are *team leaders*.
- Squad sizes may vary with each unit.

**Note:** The right-flank Cadet raises their arm and looks straight to the front unless the squad is to align on an element to its right. If they align on an element to the right, they turn their head and eyes to the right and align themselves with that element.

## Intervals

When the squad 'falls in' for formation, it may be commanded to assume different spacing intervals between troops. Interval types include normal, close, and double.

### Normal Interval

When the leader commands "dress right, dress" and "ready, front," the right-flank Cadet stands fast. On the command of execution "dress," all Cadets except the right-flank Cadet turn their heads and eyes to the right and align themselves on the Cadet to their right.

Cadets, except the left-flank Cadet, extend their left arms out to the side at shoulder level with elbows locked, fingers together, and palms down. They position themselves with short steps so that the fingertips touch the shoulder of the Cadet to their right. On the command of execution "front," each Cadet sharply returns to the position of attention.



If the squad leader wants to check the alignment, that leader moves to the right of the right-flank Cadet and looks down the line of Cadets to see that they are aligned. If the Cadets are out of alignment, the leader speaks to them, giving direction as to how they can properly align themselves.

## Close Interval

To have a squad form at **close interval**, the command is “at close interval, fall in.” To obtain close interval, place the heel of your left hand on your left hip even with your waist, your fingers and thumb together and extended downward. Keep your elbow in line with your body, touching the right arm of the Cadet to your left.

To align the squad at close interval, the leader commands “at close interval, dress right, dress” and “ready, front.” The procedure is the same for aligning at normal interval, except align yourself closely, as directed above.



## Double Interval

To have a squad form at a **double interval**, the leader commands “at double interval, dress right, dress” and “ready, front.” To obtain double interval, the right-flank Cadet raises his or her left arm out to shoulder level. All other Cadets raise both arms out to their sides at shoulder level so that their fingertips touch the fingertips of the Cadets next to them. The left-flank Cadet only raises the right arm to shoulder level.

## Counting Off

Your squad may count off in line or column formation. The command is “count off.” When in a line formation, the squad counts from right to left. On the command of execution “off,” all Cadets except the right-flank Cadet turn their heads and eyes to the right. The right-flank Cadet counts “one,” the next Cadet to the left turns his or her head and eyes to the front and counts “two.” Each remaining Cadet follows in the same manner, counting with the next higher number.

## Rest and Dismissal

Rest movements are the same for a squad as they are for individuals. Your squad leader may command “fall out” if a more relaxed position than rest is appropriate. If the squad leader commands “fall out,” you may move out of the formation, but you must stay in the immediate area.

Your drill leader dismisses the squad from the position of attention. The command is “dismissed.” Upon hearing that command, all members of the squad may then leave the area.

## Marching the Squad

To march the squad, use the following procedures:

- For short distances only, the squad may be marched forward while in a line formation.
- When marching long distances, the squad marches in column.
- To form a column formation from a line formation, the command is “right, face.”
- When a column formation is originated from a line formation at close interval, the

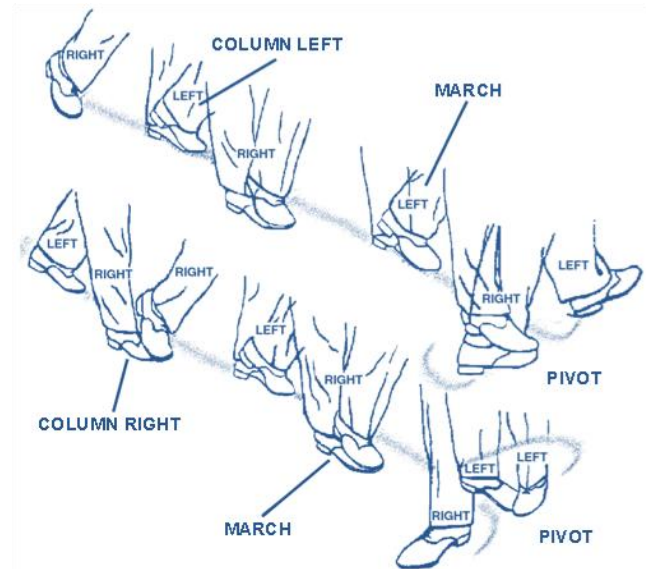
squad may be marched for short distances at the half step with less than correct distance.

- To obtain correct distance while marching with less than correct distance, the command is “extend, march.” On the command of execution, “march,” the number one man takes one more 15-inch step and then steps off with a 30-inch step. Each squad member begins marching with a 30-inch step at the approximate point where the number one man stepped off, or as soon as correct distance has been obtained.

## Changing Direction

From the halt, the command to start the squad in motion, and simultaneously change the direction of march 90 or 45 degrees, is “column right (left), march” or “column half right (half left), march.” On the command of execution “march,” the lead Cadet faces in the commanded direction and steps off as in marching. All other Cadets march forward and **pivot** on the ball of their lead foot in the commanded direction and step off with their trailing foot. As you approach the pivot point, shorten or lengthen your steps as necessary to pivot at the approximate point of the lead Cadet.

To change the direction of march 90 or 45 degrees when marching, the squad leader gives the preparatory command “column right (left)” or “column half right (half left)” as the foot in the desired direction strikes the marching surface. The squad leader then gives the command “march” the next time that foot strikes the marching surface. On “march,” the lead Cadet takes one additional step, pivots in the commanded direction as the pivot foot strikes the surface, and continues to march in the new direction. Other Cadets continue to march forward and execute the pivot as described above.



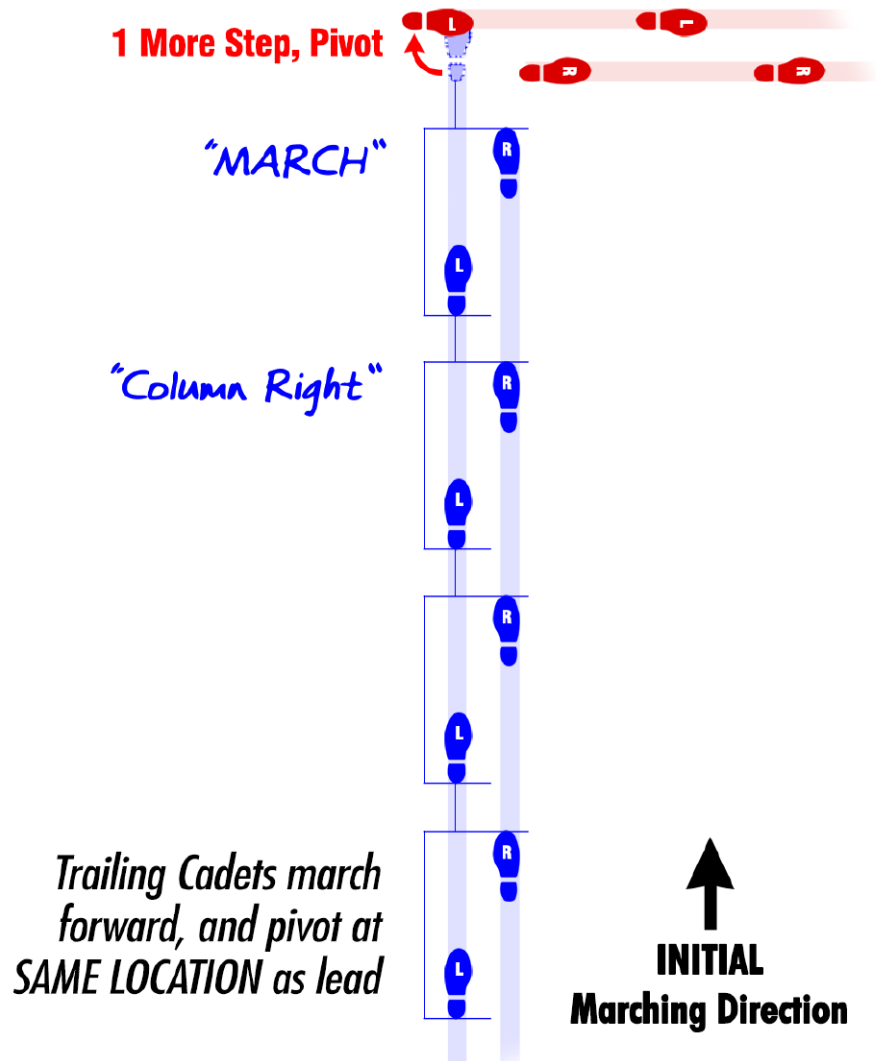
To march in the opposite direction, the command is “rear, march.” The squad leader gives the preparatory command as the right foot strikes the marching surface and

commands “march” the next time the right foot strikes the surface. On “march,” all Cadets take one more step with their left foot, pivot on the balls of both feet, turn 180 degrees to the right, and step off in the new direction. Do not swing your arms when you make the pivot.

To avoid an obstacle in the line of march, the squad leader commands, “incline around.” The lead Cadet inclines around the obstacle and resumes the original direction. All other Cadets follow the lead Cadet.

## Changing Direction When Marching

*(Column Right, MARCH - Example of one Cadet)*



### Marching to the Flank

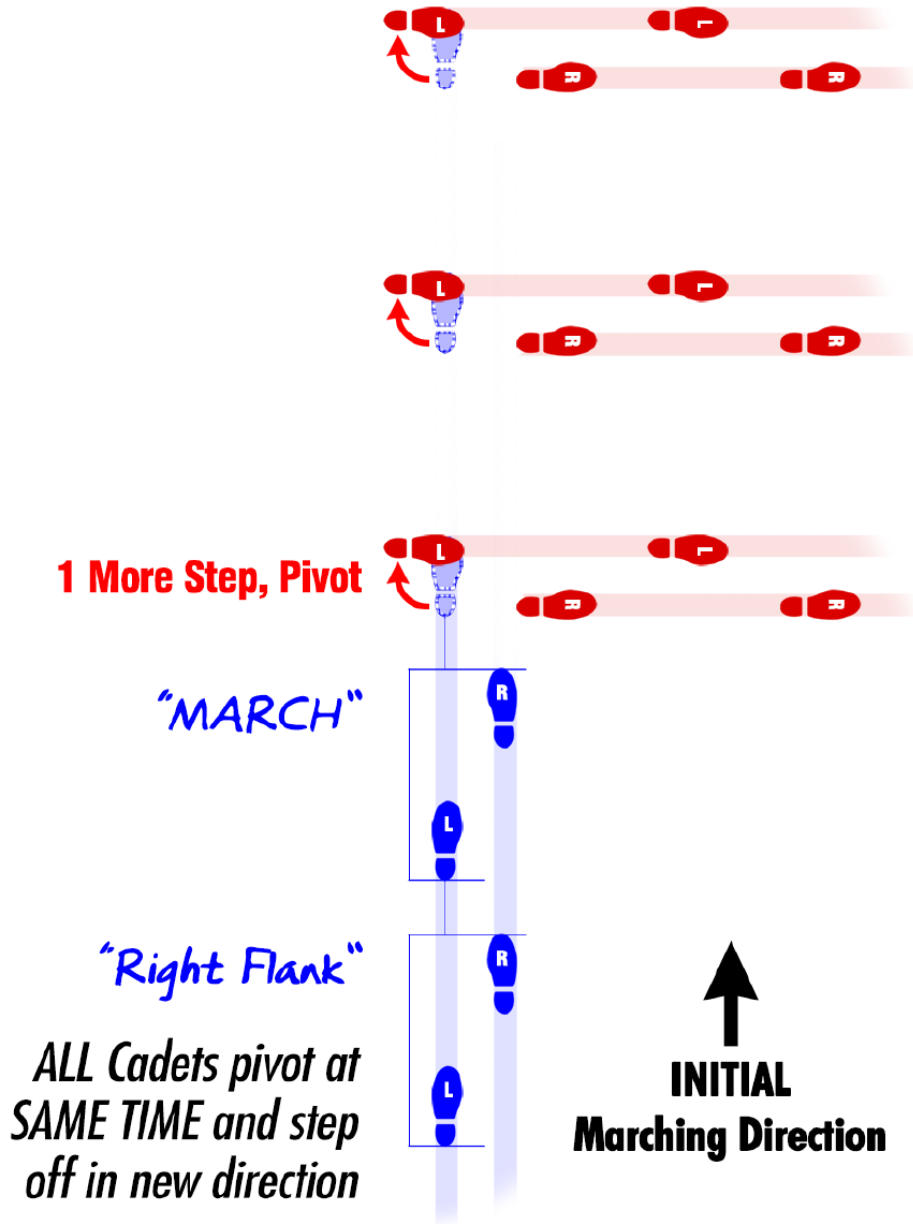
When your squad marches to the flank, it does so only for short distances, and always in a column formation. The command is "right (left) flank, march." Your squad leader gives the preparatory command "right (left) flank" when the foot in the desired direction strikes the marching surface, Then he/she gives the command of execution "march" when that foot strikes the marching surface the next time.

Then, on the command "march," all Cadets take one more step, pivot 90 degrees in the indicated direction on the ball of the lead foot, and step off in the new direction with the trailing

foot. As your squad begins marching in the new direction, they should glance out of the corner of their right eye and dress to the right.

## Marching to the Flank

*(Right Flank, MARCH - Example of three Cadets)*



## Forming a Column of Twos and Re-forming

When marching in a squad, you march in a **column** (one long line) most of the time. A variation of this formation is the column of twos. The column of twos is always formed from a file formation when the squad is at the halt. The command is “column of twos to the right (left), march.” On the preparatory command by the squad leader, the lead team leader commands “stand fast.”

The trailing team leader commands “column half right (half left), march.” On the command of execution “march,” the trailing team leader executes a column half right (half left) and inclines to the right (left) around the lead column. The Cadets in the trailing team follow their leader.

When the trailing team leader reaches a point even with the lead team leader, he or she commands “mark time, march.” As the Cadets behind the trailing team leader align themselves with the Cadets in the lead column, they continue to march in place. When they are in position, the trailing team leader commands, “team, halt.”



Re-forming a single file from a column of twos is only done from the halt. The command is “file from the left (right), march.” On the preparatory command by the squad leader, the lead team leader commands, “forward” and the trailing team leader commands “stand fast.”

On the command of execution “march,” the lead team begins marching forward. When the second Cadet from the rear of the lead team is abreast of the trailing team leader, that team leader commands, “column half left (half right).” Then, when the last Cadet of the lead team is abreast (of the trailing team leader) and the last Cadet’s right foot strikes the marching surface, the trailing team leader commands “march.” The trailing team leader then inclines right (left) to follow the lead team at the appropriate distance.

## Conclusion

In this lesson, we have learned the basics to begin practicing squad drill. It takes concentration and diligence to master the squad drill techniques. Properly executed, a smooth squad march reflects the professionalism of your JROTC team.

## Lesson Check-up

1. What is the difference between “falling out” and being “dismissed?”
  2. What is the difference between a flanking movement and a column movement?
- 



### **What you will accomplish in this lesson:**

Demonstrate correct response to squad drill commands.

### **Why this lesson is important:**

This lesson introduces you to the basics of practicing squad drill. It covers squad formations and teaches you how to march the squad, with tips for conducting a proper drill.

### **What you will learn in this lesson:**

- Describe how to respond to commands when forming and marching the squad.
- Identify the different types of squad formations and their related drill commands.
- Identify the locations of key squad personnel in squad formation.
- Define key words: close interval, column, double interval, file, flank, formation, line, normal interval, pivot, rank.

### **You will have successfully met this lesson’s purpose:**

- by participating in a squad formation during a squad drill competition
- when you correctly assemble as a member of a squad formation
- when you demonstrate changing direction in a squad formation
- when you demonstrate marching to the flank in a squad formation
- when you respond correctly to halt commands
- when you assist other Cadets in performing the correct squad drill movements as needed

### **Learning Activities:**

These learning activities are designed to help you learn the target skills and knowledge for this lesson. Your instructor may assign additional or alternative learning activities.

### **INQUIRE PHASE: What do you already know?**

1. THINK ABOUT what you learned in the previous lesson about drill. OBSERVE the formations, commands, and responses of the Cadets in the videos. PREPARE for this lesson by discussing: What you will accomplish in this lesson; What you will learn in this lesson; Why this lesson is important, and when you will have successfully met this lesson’s purpose.
2. VIEW a video clip and animation about drill formations and marching.

3. COMPLETE Exercise #1: Matching and work through a Think-Pair-Share to discuss your answers.
4. REFLECT on the formations and movements you observed. ANSWER the reflection questions presented by your instructor.

**GATHER PHASE: So, what else do you need to know or learn?**

1. RESEARCH an assigned squad drill topic.
2. PARTICIPATE in demonstrations of squad drill at stations around the classroom. PRACTICE the squad drill movements.
3. CREATE an appropriate Thinking Map® showing the commands and responses for your assigned topic.
4. SHARE your Thinking Map® with the class. DEMONSTRATE the steps and movements shown on your Thinking Map®.
5. REFLECT on your drill topic and squad formations. ANSWER the reflection questions presented by your instructor.

**PROCESS PHASE: Now what can you do with this new information you've learned?**

1. VERIFY or REVISE the Thinking Map® created in the Gather Phase. POST your Thinking Map® at your designated station.
2. PRACTICE giving the commands and responding to commands for all of the squad drill movements by moving through a series of stations.
3. REFLECT on the level of detail in squad drill. ANSWER the reflection questions presented by your instructor.

**Assessment Activities:**

**APPLY PHASE: What else can you do with what you've learned today?**

1. OBTAIN the Squad Drill Performance Assessment Task and scoring guide from your instructor.
2. PARTICIPATE in squad drill competition as part of the Squad Drill Performance Assessment Task. Your performance will be assessed by senior Cadets.
3. COMPLETE the Squad Drill Performance Assessment Task. SUBMIT your completed performance assessment task to your instructor for feedback and a grade.
4. REVIEW the key words of this lesson.
5. REFLECT on what you have learned in this lesson and how you might use it in the future.

# ***Performance Assessment Task***

## ***Squad Drill***

This performance assessment task gives you an opportunity to document your achievement of the lesson's competency:

**Demonstrate correct response to squad drill commands Directions.**

For this performance assessment task you will participate in a squad drill marching competition. For this assessment you will:

1. Think about the squad drill movements that you learned and practiced in this lesson.
2. Respond to the commands given in the squad drill exercise.
3. Assist your peer Cadets if they need help performing the squad drill marching movements.
4. Use the attached scoring guide criteria for what you need to do to complete this task.
5. Submit your completed performance assessment task and scoring guide to your instructor for evaluation and grade.

## ***Squad Drill Performance Assessment Task Scoring Guide***

<b>DRILL MOVEMENT</b>	<b>SCORE:</b>
<b>1. Fall, In</b>	<b>0 1 2 3</b>
<b>2. Dress Right, Dress</b>	<b>0 1 2 3</b>
<b>3. Ready, Front</b>	<b>0 1 2 3</b>
<b>4. Cover</b>	<b>0 1 2 3</b>
<b>5. Present, Arms</b>	<b>0 1 2 3</b>
<b>6. Order, Arms</b>	<b>0 1 2 3</b>
<b>7. Right, Face</b>	<b>0 1 2 3</b>
<b>8. Left, Face</b>	<b>0 1 2 3</b>
<b>9. About, Face</b>	<b>0 1 2 3</b>
<b>10. About, Face</b>	<b>0 1 2 3</b>
<b>11. Parade, Rest</b>	<b>0 1 2 3</b>
<b>12. Attention</b>	<b>0 1 2 3</b>
<b>13. Right Step, March</b>	<b>0 1 2 3</b>
<b>14. Left Step, March</b>	<b>0 1 2 3</b>
<b>15. Right, Face</b>	<b>0 1 2 3</b>
<b>16. Forward, March</b>	<b>0 1 2 3</b>
<b>17. Column, Right/Left</b>	<b>0 1 2 3</b>
<b>18. By the Right/left flank</b>	<b>0 1 2 3</b>
<b>19. Right/Left Oblique, March</b>	<b>0 1 2 3</b>
<b>20. Detail, Halt</b>	<b>0 1 2 3</b>
<b>21. Left, Face</b>	<b>0 1 2 3</b>
<b>22. Fallout</b>	<b>0 1 2 3</b>

Reviewed: 5/24/2026



# Nottoway High School NJROTC

## Petty Officer 1<sup>st</sup> Class (c/PO1): Written Exam

### Study Guide

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Cadet Name: Click or tap here to enter text.

#### **REFERENCE:**

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- d. *Cadet Drill Manual*
- e. *Platoon Drill PowerPoint and Videos*

#### **Written Exam:**

GENERAL

## Platoon Drill

1. The first phase of drill has been explained in earlier chapters of this Manual. This Chapter discusses the next phase, platoon drill. In platoon drill, the squad is merged with other squads into a platoon.
2. A platoon consists of a platoon headquarters and two or more squads. Platoon headquarters consists at a minimum of a platoon commander, a mustering petty officer and a platoon guide. One or more assistants may be designated.
3. Squads in a platoon are numbered from right to left in column (when facing the front of the column) and from front to rear in line.
4. The platoon forms in two or more ranks with a 40-inch distance between ranks. Movements in this Section are described for columns of threes or fours and may be executed by either formation.
5. The platoon changes interval while in line and counts off in the same manner as the squad. Squad leaders are the base for these movements. The guide moves to the right when interval is taken to the left, and does not count off.
6. In platoon drill, if all members of the platoon are to execute a movement simultaneously, the movement is executed on the command of the platoon commander.

In this case, squad leaders do not repeat or give any commands. When squads of the platoon are to execute a movement in successive order, such as forming column of twos (files) and reforming into column (of threes, etc.), squad leaders give appropriate supplemental commands for the movement of their squads.

7. Unless specified for the platoon to be at close interval, all changes in formation should be executed with normal interval and distance between files and ranks.

8. The unit leader will march to the left and parallel to the platoon, from a position where he/she can best control the unit.

9. All commands given by the unit leader while the platoon is halted will be 6 paces in front of the unit and centered on the element.

10. In confined arenas Unit Leaders are permitted to march three paces centered on the left side of the unit where they can best control the unit.

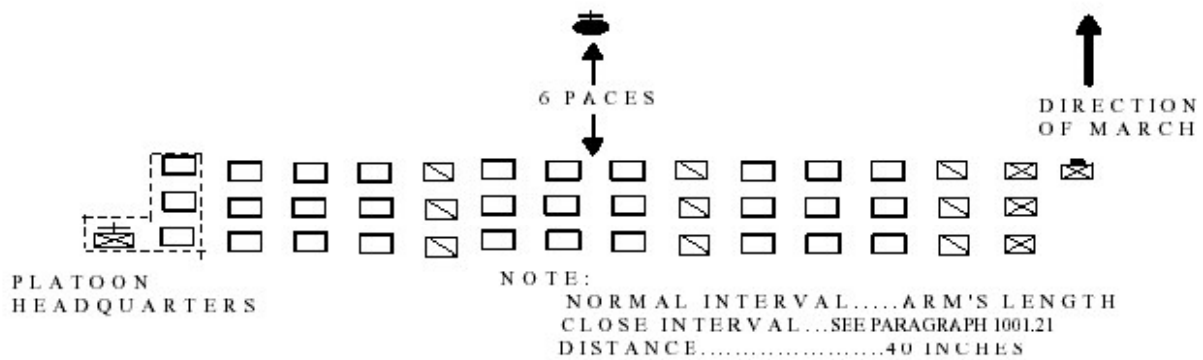
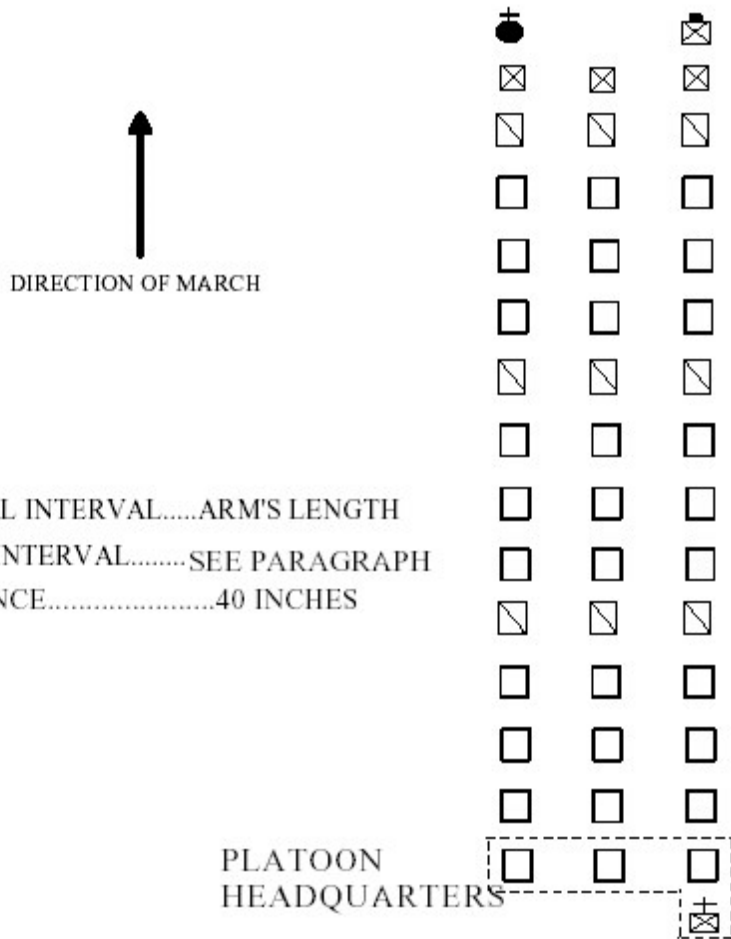


Figure 8-1. Platoon in Line at Normal Interval.

Platoon in Column at Normal Interval.

1. The platoon normally forms in line with the squad leaders on the right of their squads and the guide on the right of the first squad leader. (See figure 81.) The platoon marches in line for short distances only. The platoon is normally marched in column with the squad leaders in front of their squads and the guide in front of the third (right) squad leader. The unit leader takes a position in front of the 1st squad during parade and ceremony. (See figure 8-2.)



NOTE:

- NORMAL INTERVAL.....ARM'S LENGTH
- CLOSE INTERVAL.....SEE PARAGRAPH
- DISTANCE.....40 INCHES

TO FORM THE PLATOON

1. The platoon forms in line at normal interval and distance between files and ranks on the command **"FALL IN."** To form at close interval, the command is **"At Close Interval, FALL IN,"** in which case the platoon forms in line with normal distance between ranks, but with close interval between files. The mustering petty officer or platoon commander forms the platoon as described below.

Forming the Platoon by the Platoon Commander

- a. When appropriate, the platoon may be formed by the platoon commander rather than the mustering petty officer. The procedures are the same except that the platoon commander takes post 6 paces in front of the point where the center of the platoon will be, faces that point, draws sword and commands **"FALL IN"** or **"At Close Interval, FALL IN."**
- b. The platoon forms on the platoon commander, the mustering petty officer falling in on the left of the rear rank with sword drawn, if so armed. The platoon commander then

receives the report from the squad leaders and causes the platoon to execute inspection arms if the troops are armed.

#### TO DISMISS THE PLATOON

1. The platoon is dismissed only from in line while at attention.
2. Armed troops are dismissed with the commands **“Inspection, ARMS;”** and

#### **“DISMISSED.”**

3. Unarmed troops are dismissed with the command **“DISMISSED.”** TO COUNT OFF
  1. In line, the command is **“Count, OFF.”** At the command **“OFF,”** everyone except the squad leader, turn their heads 90 degrees over the shoulder and look to the right. The squad leaders shout ONE. The person in the file to the left of the squad leaders turns his/her head smartly back to the front and at the same time shouts TWO. After the person to their right has shouted their number, each subsequent person to the left turns his/her head back to the front and at the same time shouts the next higher number. Numbers are counted off in quick time cadence.
  2. In column, on the command **“From Front to Rear, Count, OFF,”** the squad leader smartly turns his/her head to the right 90 degrees over the shoulder and shouts ONE as the head is turned back to the front. Each subsequent rank, having seen the person's head in front of them return to the front, turns his/her head to the right and shouts the next higher number as the head is turned smartly back to the front. This is carried on in sequence at quick time cadence.

#### TO ALIGN THE PLATOON

1. The purpose of these movements is to dress the alignment of the squad. They may be executed when the squad is halted at attention in line. The commands are **“Dress Right (Left), DRESS”** or **“At Close Interval, Dress Right (Left), DRESS.”**

These commands are given only when the squad is at approximately the same interval as the interval at which the dress is commanded.

#### Dress Right Dress

- a. On the command **“Dress Right, DRESS,”** everyone except the squad leader,

smartly turn their heads to the right, 90 degrees over the shoulder look, and align themselves. At the same time, everyone except the individual on the left flank, provide interval by smartly raising their left arm to shoulder height and in line with their body. Fingers are extended and joined, thumb along the forefinger, palm down. (See figure 7-3.)

- b. As the base of the movement, the squad leader keeps his/her head and eyes to the front. All other members of the squad position themselves by short steps until their right shoulders lightly touch the fingertips of the person on their right.

- c. The unit leader, on his/her own command of execution **“DRESS,”** faces half left, as in marching, and proceeds by the most direct route to a position on line with and one pace to

the right of the individual on the right flank. At this position, the unit leader executes a halt in the oblique facing the rear of the formation, and then executes a right face, facing down the line of the

squad. The unit leader aligns the squad by commanding those individuals in advance or rear of the line to move forward or backward until in line. These individuals are designated by name or number. For example: "**Jones, FORWARD;**" or "**Number Three, BACKWARD.**" Those individuals will move until receiving the command "**STEADY.**" The unit leader may execute a series of short side steps to the right or left in order to identify an individual. However, prior to commanding the identified individual to move, the unit leader will be on line with the rank. After verifying the alignment of the squad, the unit leader faces to the right in marching, marches straight to a point 3 paces beyond the squad, halts, faces to the left, and commands "**Ready, FRONT.**" Immediately after commanding "**FRONT,**" the unit leader marches by the most direct route back to a post 3 paces front and centered on the squad.

d. On the command "**Ready, FRONT,**" all members of the squad who raised their left arm and turned their head to the right, will smartly but quietly lower their arm to their side and at the same time turn their head back to the front, assuming the position of attention.

e. When aligning a squad of well-drilled troops or when there is insufficient time to verify alignment, the unit leader may command "**Ready, FRONT**" from his/her normal position (3 paces front and centered), without having verified alignment.

#### TO OBTAIN CLOSE INTERVAL FROM NORMAL INTERVAL IN LINE

1. The purpose of this movement is to close the interval between individuals of a squad in line to 4 inches. It may be executed when the squad is halted at attention and in line at normal interval. The command is "**Close, MARCH.**"

2. The squad leader is the base of this movement. On the command of execution "**MARCH,**" the squad leader stands fast and places his/her left hand on his/her hip, as if dressing at close interval, to provide interval for the individuals to the left. At the same time, all other members of the squad face to the right as in marching, march toward the right flank until approximately 4 inches from the person in front of them, halt, and face to the left. They then execute at close interval dress right dress. After aligning and without command, they will smartly lower their left hands and turn their heads to the front as soon as the individual to their left has touched their elbow with his/her right arm and stopped moving.

3. On his/her command of execution, the unit leader steps to the left in marching. He/she marches parallel to the squad maintaining a distance of 3 paces from the squad. When approximately on the center of the squad at close interval the unit leader halts and faces the squad. He/she then adjusts to the center of the squad by taking small steps left, right, forward or back.

#### TO OBTAIN NORMAL INTERVAL FROM CLOSE INTERVAL IN LINE

1. The purpose of this movement is to extend the interval between individuals of a squad in line to one arm length. It may be executed when the squad is halted at attention and in line at close interval. The command is "**Extend, MARCH.**"

2. The squad leader is the base of this movement. On the command of execution **"MARCH,"** the squad leader stands fast and raises his/her left arm to shoulder height to provide interval for the person on the left. At the same time, all other members of the squad face to the left as in marching, march toward the left flank until they have opened approximately a 30-inch distance from the person behind them, halt, and face to the right. They then execute dress right dress. After aligning and without command, they will smartly, and quietly, lower their left arms and turn their heads to the front as soon as the individual to their left has touched their finger tips with his/her right shoulder and has stopped moving.

3. On his/her command of execution, the unit leader steps to the right in marching. He/she marches parallel to the squad maintaining a distance of 3 paces from the squad. When approximately on the center of the squad at normal interval the unit leader halts and faces the squad. He/she then adjusts to the center of the squad by taking small steps left, right, forward or back.

## TO MARCH IN THE OBLIQUE

1. The purpose of this movement is to shift the line of march to the right or left and then resume marching in the original direction. It may be executed from any formation that is marching at quick time cadence. The command is **"Right**

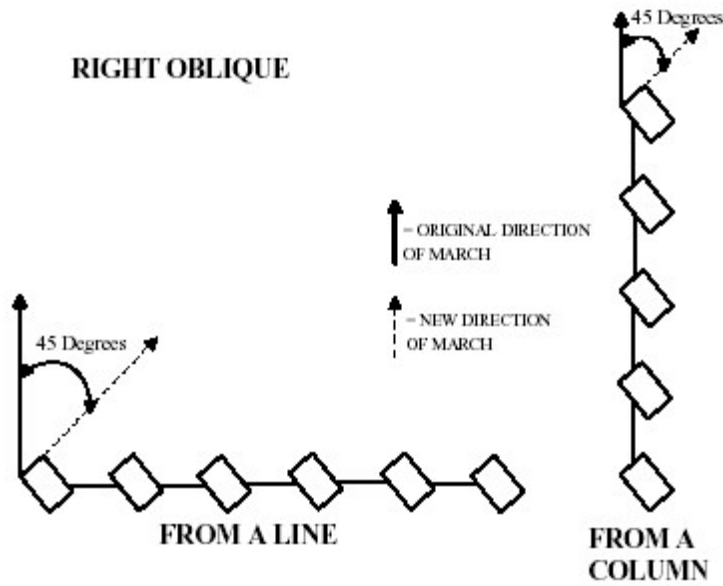
**(Left) Oblique, MARCH."** The word oblique is pronounced to rhyme with strike. The command of execution is given as the foot in the direction of the turn strikes the deck. The command to resume the original direction of march is **"Forward, MARCH."** The command of execution is given as the foot toward the original front strikes the deck.

2. To teach the squad to march to the oblique, the unit leader aligns the unit and has members face half right (left). The unit leader then explains that these positions are maintained when marching to the oblique. This is achieved by individuals keeping their shoulders parallel to the persons in front and/or adjacent to them. The squad leader is the base of the movement, and must maintain a steady line of march keeping his/her shoulders blocked perpendicular to the direction of march.

3. At the command **"Right Oblique, MARCH"** the command of execution is given as the right foot strikes the deck. Everyone then takes one more 30-inch step to the front with the left foot and pivots 45 degrees to the right on the ball of the left foot. Stepping out of the pivot with a 30-inch step, the entire squad marches to the right oblique until given another command. (See figure 7-6.) For the squad to resume marching in the original direction, the command is **"Forward,**

**MARCH"** in this case the command of execution will be given as the left foot strikes the deck. Everyone then takes one more step in the oblique direction; pivots back to the original front and continue to march. To march to the left oblique, substitute left for right and right for left in the above sequence.

Figure 7-6. Marching to Right Oblique.



4. To halt the squad facing in the original direction of march the command is **“Squad, HALT.”** The command of execution **“HALT”** is given on the left foot when marching to the right oblique and on the right foot when marching to the left oblique. At the command **“HALT,”** everyone takes one more step in the oblique direction, pivots to the original front on the toe of the right (left) foot, and places the left (right) foot beside the other at the position of attention.

5. To temporarily halt the squad in the oblique direction, in order to correct errors, the command is **“In Place, HALT.”** The command of execution **“HALT”** may be given as either foot strikes the deck. At the command of execution **“HALT,”** the squad halts in two counts as in quick time and remains facing in the oblique direction. The only command that can be given after halting in place is **“Resume, MARCH.”** At that command, the movement continues marching in the oblique direction.

6. When given half step or mark time while marching in the oblique, the only commands that may be given are **“Resume, MARCH”** to continue marching with a 30-inch step in the oblique; or **“In Place, HALT”** to halt in the oblique in order to correct errors.

### TO MARCH TO THE REAR

1. The purpose of this movement is to march the squad to the rear for a short distance. It may be executed when halted or marching forward at quick time or double time. The command is **“To the Rear, MARCH.”** The command of execution will be given as the right foot strikes the deck.

2. When halted, on the command of execution **“MARCH,”** everyone takes one 15-inch step to the front with the left foot and then pivots 180 degrees toward the right on the balls of both feet. Stepping out of the pivot with a 30-inch step, the entire squad marches to the rear. For the squad to resume marching in the original direction the command **“To the Rear, MARCH”** is given again. No other command may be given when marching to the rear until the unit has resumed marching to the original front.

3. When marching at quick time, on the command of execution **“MARCH,”** everyone takes one 15 inch step to the front with the left foot and then pivots 180 degrees toward the right on the balls of both

feet. Stepping out of the pivot with a 30-inch step, the entire squad marches to the rear. For the squad to resume marching in the original direction, the command **“To the Rear, MARCH”** is given again. No other command may be given when marching to the rear until the unit has resumed marching to the original front.

4. When marching at double-time, on the command of execution **“MARCH,”** everyone takes two more 36-inch steps to the front and then four, 6-inch vertical steps in place at double time cadence. On the first and third steps in place, everyone pivots 180 degrees to the right, 90 degrees on the first step and 90 degrees on the third. After the fourth step in place, and for the fifth step, they step off with a 36-inch step in the new direction. For the squad to resume marching in the original direction, the command **“To the Rear, MARCH”** is given again. No other command may be given when marching to the rear until the unit has resumed marching to the original front.

#### TO MARCH TO THE FLANK

1. The purpose of this movement is to march the squad to the right or left flank for a short distance. It may be executed from any formation that is marching at quick time or double time cadence. The command is **“By the Right (Left) Flank, MARCH.”** The command of execution is given as the foot in the direction of the turn strikes the deck.

2. To march to the right flank, when marching at quick time, the command is **“By the Right Flank, MARCH.”** On the command of execution **“MARCH,”** everyone takes one more 30-inch step to the front with the left foot and then pivots 90 degrees to the right on the ball of the left foot. Stepping out of the pivot with a 30-inch step, the entire squad marches in line to the right flank. The unit leader executes the flanking movement with the squad maintaining his/her distance from the squad. For the squad to resume marching in the original direction, the command is **“By the Left Flank, MARCH.”** To march to the left flank, substitute left for right and right for left in the above sequence. No other command may be given when marching to the flank until the unit has resumed marching to the original front.

3. When marching at double time, on the command of execution **“MARCH,”** everyone takes two more 36-inch steps to the front and then two, 6-inch vertical steps in place at double time cadence. While stepping in place, everyone turns 90 degrees toward the direction commanded and then steps off with a 36-inch step in the new direction. No other command may be given when marching to the flank until the unit has resumed marching to the original front.

#### TO CHANGE DIRECTION OF A COLUMN

1. The purpose of this movement is to change the direction of march of a column. It may be executed when the squad is halted or marching in column. The command is **“Column Right (Column Left, Column Half Right, or Column Half Left), MARCH.”** The squad leader establishes the pivot point for the movement.

2. When marching, the commands of execution are given on the foot in the direction of the turn. On the command of execution **“MARCH,”** the squad leader takes one more 30-inch step to the front and then pivots 90 degrees to the right (left) on the ball of the left (right) foot. He/she then takes a 30- inch

step in the new direction. The remaining members of the squad continue to march to the point where the squad leader pivoted. They would then pivot 90 degrees in the new direction of march.

3. When halted, at the command of execution **“MARCH,”** the squad leader faces to the right (left) as in marching by turning to the right (left) on his right toe and takes one 30-inch step in the new direction with the left foot. The remaining members of the squad step off to the front as in forward march. The remainder of the movement is executed the same as in marching.

4. Column half right (left) is executed as described above except that the pivot is 45 degrees to the right (left).

5. During column movements, the unit leader executes the movement with the squad, maintaining proper distance from the squad.

<b>DRILL MOVEMENT</b>	<b>SCORE:</b>
<b>1. Fall, In</b>	<b>0 1 2 3</b>
<b>2. Dress Right, Dress</b>	<b>0 1 2 3</b>
<b>3. Ready, Front</b>	<b>0 1 2 3</b>
<b>4. Cover</b>	<b>0 1 2 3</b>
<b>5. Present, Arms</b>	<b>0 1 2 3</b>
<b>6. Order, Arms</b>	<b>0 1 2 3</b>
<b>7. Right, Face</b>	<b>0 1 2 3</b>
<b>8. Left, Face</b>	<b>0 1 2 3</b>
<b>9. About, Face</b>	<b>0 1 2 3</b>
<b>10. About, Face</b>	<b>0 1 2 3</b>
<b>11. Parade, Rest</b>	<b>0 1 2 3</b>
<b>12. Attention</b>	<b>0 1 2 3</b>
<b>13. Right Step, March</b>	<b>0 1 2 3</b>
<b>14. Left Step, March</b>	<b>0 1 2 3</b>
<b>15. Right, Face</b>	<b>0 1 2 3</b>
<b>16. Forward, March</b>	<b>0 1 2 3</b>
<b>17. Column, Right/Left</b>	<b>0 1 2 3</b>
<b>18. By the Right/left flank</b>	<b>0 1 2 3</b>
<b>19. Right/Left Oblique, March</b>	<b>0 1 2 3</b>
<b>20. Detail, Halt</b>	<b>0 1 2 3</b>
<b>21. Left, Face</b>	<b>0 1 2 3</b>
<b>22. Fallout</b>	<b>0 1 2 3</b>



# WBHS NNDCC

## Chief Petty Officer (c/E-7): Written Exam

### Study Guide

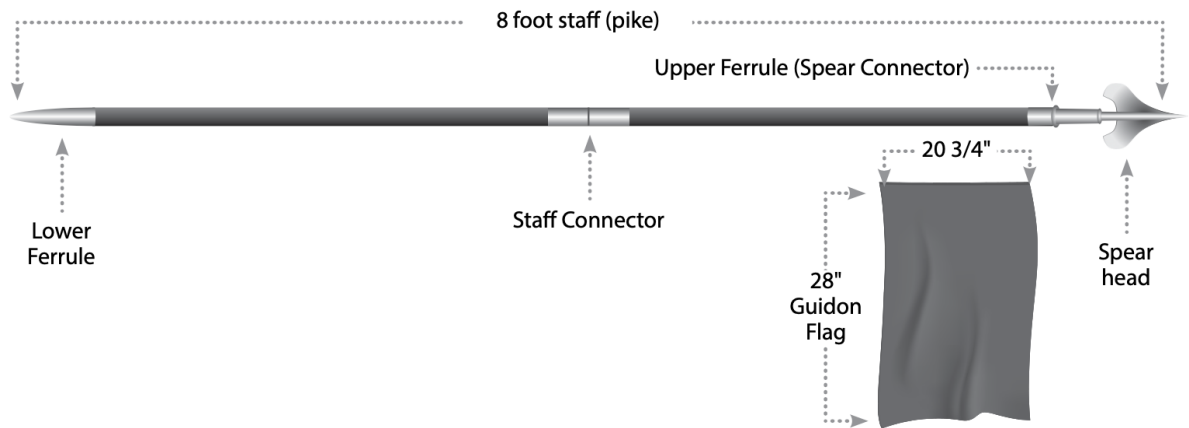
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### CFM CHAPTER 3: PERSONNEL INSPECTION page 72

#### Practical: Guidon

Chapter 5 Guidon Manual (DM page: 72)



<b>GUIDON MOVEMENT</b>
<b>1. Fall, In</b>
<b>2. Attention</b>
<b>3. Present Arms</b>
<b>4. Order Arms</b>
<b>5. Right Face</b>
<b>6. Forward March</b>
<b>7. Eyes Right</b>
<b>8. Ready Front</b>
<b>9. Halt</b>
<b>10. Left Face</b>
<b>11. Parade rest</b>
<b>12. Attention</b>
<b>13. Fall Out</b>

Reviewed: 5/25/2026



# Nottoway High School NJROTC

## Ensign (c/0-1): Written Exam

### Study Guide

Date: Click or tap here to enter text.

Cadet Name: Click or tap here to enter text.

## CHAPTER 2: CEREMONIES and REVIEWS Page: 56-64

### Practical: Sword Manual

### Chapter 4 MANUAL OF THE SWORD Page 53

GUIDON MOVEMENT
1. Fall, In
2. Attention
3. Present Arms
4. Order Arms
5. Right Face
6. Forward March
7. Eyes Right
8. Ready Front
9. Halt
10. Left Face
11. Parade rest
12. Attention
13. Fall Out

Reviewed: 5/25/2026