



# CFM CH2 NJROTC RANKS / NJROTC POSITION ASSIGNMENTS & US NAVY RATES AND RANKS



## OBJECTIVES:

1. EXPLAIN AND RECOGNIZE THE VARIOUS NJROTC RANKS.
2. DESCRIBE DIFFERENT NJROTC ASSIGNMENTS ASSOCIATED WITH EACH POSITION (BILLET)
3. DESCRIBE AND RECOGNIZE THE RATES AND RANKS OF ACTIVE DUTY NAVY PERSONNEL.



# CFM CH2 NJROTC RANKS / US NAVY RATES AND RANKS

## Vocabulary Words:

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

**CPO, SCPO, MCPO**..... Chief Petty Officer, Senior Chief Petty Officer and Master Chief Petty Officer. With the exception of the Master Chief Petty Officer of the Navy, this is the highest rank attainable by enlisted personnel while in the enlisted category.

**Officer's Rank** ..... An officer's rank refers to his or her official title (e.g., Ensign, Lieutenant Commander, Captain, etc.).

**Pay Grade**..... Level of military pay, from E-1 (Seaman Recruit) to E-9 (Master Chief Petty Officer), from W-1 (Warrant Officer) to W-5 (Chief Warrant Officer), and from O-1 (Ensign) to O-10 (Admiral).

**Promotion (in rank)**..... When an officer moves up to the next rank and pay grade, they have earned a promotion. Relative position of authority among officers and petty officers.

**Rank** ..... Relative position of authority among officers and petty officers.

**Rate** ..... Level of proficiency within an enlisted rating, similar to a pay grade.

**Ratings** ..... General grouping of enlisted personnel by job specialty.

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



# CFM CH2 NJROTC RANKS / US NAVY RATES AND RANKS

1. Cadet rates, ranks, promotions, and position assignments are earned based on individual performance and demonstrated potential.
2. Many factors are evaluated by the naval science instructors before awarding rates, ranks, promotions, and advancement and before cadet billet assignments are made.
3. Cadets must continually demonstrate:
  - High moral standards and good conduct
  - Proper appearance in school and in unit uniform
  - Acceptable academic achievement
  - Acceptable performance in carrying out assigned NJROTC responsibilities
  - Acceptable level of participation in NJROTC activities and programs



# CFM CH2 NJROTC RANKS / US NAVY RATES AND RANKS

1. Students entering NJROTC for the first time are usually assigned the grade of Cadet Seaman Recruit or, in some schools, the grade of Seaman Apprentice.
2. Advancements beyond the initial grade in the enlisted rates are often based on performance, time in the unit, position assignment, and completion of certain military knowledge advancement tests.
3. Achievement of officer status requires a cadet who has demonstrated superior quality leadership, integrity, personal appearance, conduct, and patriotism. (SEE NOTTOWAY NJROTC ADVANCEMENT MATRIX)
4. All rate advancements and rank promotions are determined by the Naval Science Instructor. Unacceptable performance could result in a demotion.



# CFM CH2 NJROTC RANKS / US NAVY RATES AND RANKS

Following are NJROTC cadet Enlisted rates and ranks,  
from the lowest to the highest

NJROTC units will differ in rate assignments and advancement systems; they may require practical tests to qualify for advancement in rate. (SEE NOTTOWAY ADVANCEMENT MATRIX)



# CADET ENLISTED RATES/RANKS



## CADET SEAMAN RECRUIT (C/SR)

- There is no collar device for this rate.
- Assigned to new cadets in the process of learning the NJROTC program.

NO COLLAR INSIGNIA



# CFM CH2 NJROTC RANKS / US NAVY RATES AND RANKS

## CADET SEAMAN APPRENTICE (C/SA)

- The collar device is two silver diagonal stripes.
- When qualified, recruits can advance to SA in the first year.





# CFM CH2 NJROTC RANKS / US NAVY RATES AND RANKS

## CADET SEAMAN (C/SN)

- The collar device is three silver diagonal stripes.
- When qualified, cadets can advance to SN in the first year.

NOTE: There are no specific assignments for seaman recruits, seaman apprentices, or seaman; these cadets are in training for future leadership roles.





# CFM CH2 NJROTC RANKS / US NAVY RATES AND RANKS

## CADET PETTY OFFICER THIRD CLASS (C/PO3)

- The collar device is a perched eagle over one chevron.
- Outstanding cadets may achieve this rate the first year.
- Assignments include squad leaders and assistant squad leaders in platoons, NJROTC teams.





# CFM CH2 NJROTC RANKS / US NAVY RATES AND RANKS

## CADET PETTY OFFICER SECOND CLASS (C/PO2)

- The collar device is a perched eagle over two chevrons.
- Advancement to this rate is usually in the second year.
- Assignments include squad leaders in platoons, drill teams, and drum and bugle corps, and color escorts in color guards.





# CFM CH2 NJROTC RANKS / US NAVY RATES AND RANKS

## CADET PETTY OFFICER FIRST CLASS (C/PO1)

- The collar device is a perched eagle over three chevrons.
- Cadets can usually achieve this rate in their second or third year.
- Assignments include platoon guides, color bearers, drill team guides, and supply assistants.





# CFM CH2 NJROTC RANKS / US NAVY RATES AND RANKS

## CADET CHIEF PETTY OFFICER (C/CPO)

- The collar device is an eagle perched on a fouled anchor
- Cadets can generally achieve CPO in their second or third year.
- Assignments include company chief, platoon chief, color bearer, drill team chief, or rifle team chief.





# CFM CH2 NJROTC RANKS / US NAVY RATES AND RANKS

## CADET SENIOR CHIEF PETTY OFFICER (C/SCPO)

- The collar device is an eagle and one star perched on a fouled anchor.
- Generally, this is held by a third year cadet.
- The SNSI may assign a Senior Chief Petty Officer billet to the company chief petty officer.





# CFM CH2 NJROTC RANKS / US NAVY RATES AND RANKS

## CADET MASTER CHIEF PETTY OFFICER (C/MCPO)

- The collar device is an eagle and two stars perched on a fouled anchor.
- Generally, this is held by a third or fourth year cadet.
- The SNSI may assign a Master Chief Petty Officer billet to the battalion chief petty officer.





# CFM CH2 NJROTC RANKS / US NAVY RATES AND RANKS

## **CADET OFFICER RANKS**

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



# CFM CH2 NJROTC RANKS / US NAVY RATES AND RANKS

## CADET ENSIGN

- The collar device is a single gold bar.
- Generally, this is a third or fourth year cadet.
- The first junior officer assignment may include junior officer on company staffs or in public affairs, or as assistant supply, platoon commander, or assistant drill team commander.





# CFM CH2 NJROTC RANKS / US NAVY RATES AND RANKS

## CADET LIEUTENANT (Junior Grade)

- The collar device is two attached gold bars.
- It is assigned to officers ready for additional responsibilities.
- Assignments can include operations, rifle team commander, battalion supply, and administrative officer.





# CFM CH2 NJROTC RANKS / US NAVY RATES AND RANKS

## CADET LIEUTENANT

- The collar device is three attached gold bars.
- It is assigned to some of the most senior officers, such as executive officer of companies or operations officer in battalions and regiments.





# CFM CH2 NJROTC RANKS / US NAVY RATES AND RANKS

## CADET LIEUTENANT COMMANDER

- The collar device is four attached gold bars.
- It is assigned to cadet officers in the top leadership roles of the NJROTC.
- It is the highest rank of company strength.
- Assignments include company commander in smaller units and executive officer in battalions and regiments.





# CFM CH2 NJROTC RANKS / US NAVY RATES AND RANKS

## CADET COMMANDER

- The collar device is five attached gold bars.
- It is the highest rank of battalion strength.
- Assignments include battalion commander or deputy regimental commander.





# CFM CH2 NJROTC RANKS / US NAVY RATES AND RANKS

## CADET CAPTAIN

- The collar device is six attached gold bars.
- It is the highest rank that can be attained by a cadet in NJROTC.
- Assignment is to regimental commander.



# CFM CH2 NJROTC RANKS / NJROTC POSITION ASSIGNMENTS

NJROTC units will generally be organized as follows:

1. One company containing two or more platoons
2. Each platoon containing two or more squads
3. Each squad containing two or more cadets



# CFM CH2 NJROTC RANKS / NJROTC POSITION ASSIGNMENTS

## Company Staff

Company Staff	Rank/Rate
Commanding Officer	LCDR
Executive Officer	LT
Operations Officer	LTJG
Administrative/Communications Officer	LTJG
Supply Officer	LTJG
Assistant Supply Officer	ENS
Public Affairs Officer	ENS
Athletic Officer	ENS
Chaplain	ENS
Company Chief Petty Officer	SCPO/CPO



# Billet Description

## **Company Commander (CO)**

The CO is the senior cadet officer of the cadet corps and is responsible for overall management of the unit. The commander's duties include, but are not limited to these:

- Being accountable for the appearance, discipline, efficiency, training, performance, and conduct of the unit
- Ensuring that all cadets are afforded opportunities for leadership in accordance with their experience and ability
- Carrying out other duties the SNSI/NSI may assign



# Billet Description

## **Company Executive Officer (XO)**

The executive officer (XO) is the second in command and is responsible for:

- Being prepared to act in place of the company commander when required
- Supervising and coordinating the activities of all staff departments
- Carrying out all tasks assigned by the company commander
- Enforcing the rules and regulations of the unit
- Acting to solve any disciplinary problems before they come to the attention of the SNSI



# Billet Description

## **Company Chief Petty Officer (CPO)**

The CPO/SCPO/MCPO is the unit's senior enlisted advisor with these responsibilities:

- Supervising and being the "expert reference" for all unit ceremonies
- Maintaining a current roster of all cadets in the unit and their assigned positions
- Determining cadet concerns and making them known to the staff at the appropriate time
- Carrying out such duties the SNSI/NSI/CO/XO may assign
- Supervising the company senior chief petty officers/platoon chief petty officers in the performance of their duties
- Leading by example and being "involved in the unit"



# Billet Description

## **Operations Officer (OPS)**

The operations officer (OPS) is third in the chain of command and is responsible for:

- Scheduling and coordinating all activities of the unit to ensure that the events happen according to plan
- Assisting with trip planning and fund raising activities
- Preparing a unit's annual, monthly and weekly calendar of activities



# Billet Description

## **Administrative/Communications Officer (ADMIN)**

The administrative officer (ADMIN) is responsible for:

- Keeping unit administrative files and records
- Ensuring that all unit reports are prepared and submitted as required
- Preparing all unit correspondence
- Maintaining the minutes of staff meetings
- Maintaining an accurate record of cadet participation, ranks, awards, and required personal data in the CDMIS database



# Billet Description

## **Supply Officer (SUP)**

The supply officer (SUP) is charged with maintaining all supplies the unit requires.

Duties of this billet include:

- Inventorying, ordering, and issuing all unit supplies and equipment
- Ordering, storing, inventorying and accounting for all uniform items
- Maintaining appearance, security and control of unit's storeroom
- Maintaining an accurate record of supply inventory and cadet uniform issue and return in the JUMS database
- Supervising and training the supply staff



# Billet Description

## **Public Affairs Officer (PAO) / Photographer**

The job of public affairs is one of the most important billets in your unit. The public affairs officer (PAO) is responsible for assisting with all public relations/publicity matters affecting the unit. Specific duties and responsibilities include:

- Ensuring that press releases and/or articles are prepared and submitted (to the SNSI via NSI) to appropriate news media (at a minimum, local newspapers and the school newspapers) each time an event of interest is scheduled and/or takes place
- Ensuring establishment and maintenance of comprehensive files for PAO-related material
- Maintaining a point of contact list for all local news media



# Billet Description

## **Drill/Ordnance Officer/1<sup>st</sup> Liutenant**

The drill/ordnance officer is responsible for all matters relating to unit drill rifles, swords, and color guard-related equipment in addition to the following:

- Maintaining the assigned drill rifles and Daisy air rifles in good operating condition
- Maintaining the unit armory in a secure, orderly, and neat manner
- Assisting in care and storage of swords and belts
- Accounting for all rifles, pistols, swords, duty belts and other equipment as required



# Billet Description

The athletic officer

- Maintaining physical fitness charts on all cadets
- Verifying members ribbon request forms for awarding the PT ribbon in accordance with established criteria
- Establishing and holding regularly scheduled practice sessions for field meets
- Nominating qualified cadets to take part in competitions
- Coordinating desired competitions with team coordinator
- Controlling and maintaining all issued athletic gear



# Billet Description











## Team Commanders

They are responsible for the overall operation of the individual teams ([drill \(armed and unarmed\)](#), [color guard](#), [athletic](#), [air rifle/air pistol](#), and [academic](#).) Success in team competition is directly related to the effectiveness of the team commanders. They must make a concerted effort to become the "expert" in their particular area of expertise. Duties include:

- Maintaining an accurate written muster and reporting same monthly to the SNSI/NSI via the operations officer
- Maintaining a team binder with an up-to-date competition status sheet
- Coordinating all team activities with the operations officer
- Completing competition entry forms and purchase orders for SNSI's signature
- Completing necessary school trip requests for SNSI's signature
- Having all required Navy/school forms completed and assembled one week prior to any competition



# CFM CH2 US NAVY RATES AND RANKS

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	
<b>NAVY</b>									
									
SEAMAN RECRUIT	SEAMAN APPRENTICE	SEAMAN	PETTY OFFICER THIRD CLASS	PETTY OFFICER SECOND CLASS	PETTY OFFICER FIRST CLASS	CHIEF PETTY OFFICER	SENIOR CHIEF PETTY OFFICER	MASTER CHIEF PETTY OFFICER	MASTER CHIEF PETTY OFFICER OF THE NAVY



# CFM CH2 US NAVY RATES AND RANKS

Navy or Coast Guard

	ensign	lieutenant junior grade	lieutenant	lieutenant commander	commander	captain	rear admiral lower half	rear admiral upper half	vice admiral	admiral



# Review Questions



- A. SEAMAN
- B. PETTY OFFICER 2<sup>ND</sup> CLASS
- C. CHIEF PETTY OFFICER
- D. SEAMAN RECRUIT



# Review Questions



- A. PETTY OFFICER 2<sup>ND</sup> CLASS
- B. PETTY OFFICER 1<sup>ST</sup> CLASS
- C. CHIEF PETTY OFFICER
- D. ENS



# Review Questions



- A. SENIOR CHIEF PETTY OFFICER
- B. LIEUTENANT
- C. MASTER CHIEF PETTY OFFICER
- D. LTJG



# Review Questions



- A. SENIOR CHIEF PETTY OFFICER
- B. LIEUTENANT JUNIOR GRADE
- C. MASTER CHIEF PETTY OFFICER
- D. LTJG



# Review Questions



- A. SENIOR CHIEF PETTY OFFICER
- B. LIEUTENANT COMMANDER
- C. MASTER CHIEF PETTY OFFICER
- D. LTJG



# Review Questions



- A. ENSIGN
- B. LIEUTENANT COMMANDER
- C. MASTER CHIEF PETTY OFFICER
- D. COMMANDER



# Review Questions

Students entering NJROTC for the first time are usually assigned the grade of?

- A. SEAMAN
- B. 1<sup>ST</sup> CLASS PETTY OFFICER
- C. SEAMAN RECRUIT
- D. ENSIGN



# Review Questions

Who is charged with maintaining all supplies in the unit requires by inventorying, ordering, and issuing all unit supplies and equipment?

- A. Company Commander
- B. Company Administration Officer
- C. Company Supply Officer
- D. Company senior chief



# Review Questions

Who is the senior cadet officer of the cadet corps and is responsible for overall management of the unit?

- A. Naval Science Instructor
- B. Cadet Operations Officer
- C. Cadet Company commander
- D. Cadet 1<sup>st</sup> Lieutenant