

Nottoway High School NJROTC

Petty Officer 3rd 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 12th 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 1st 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

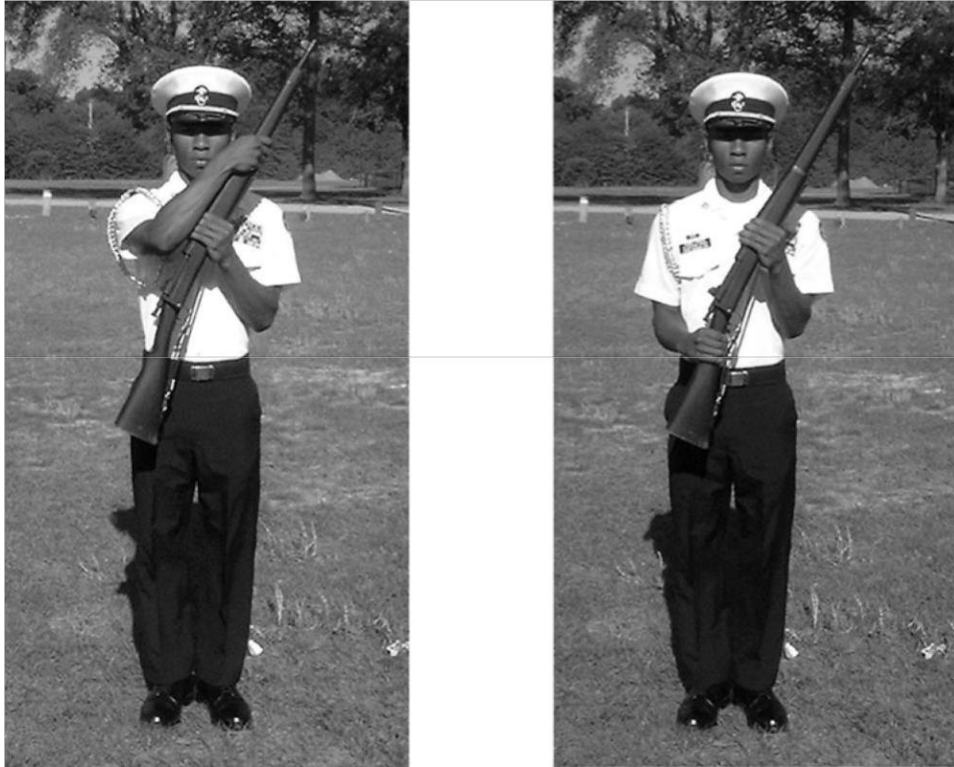
Figure 3-5.--Parade Rest.

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

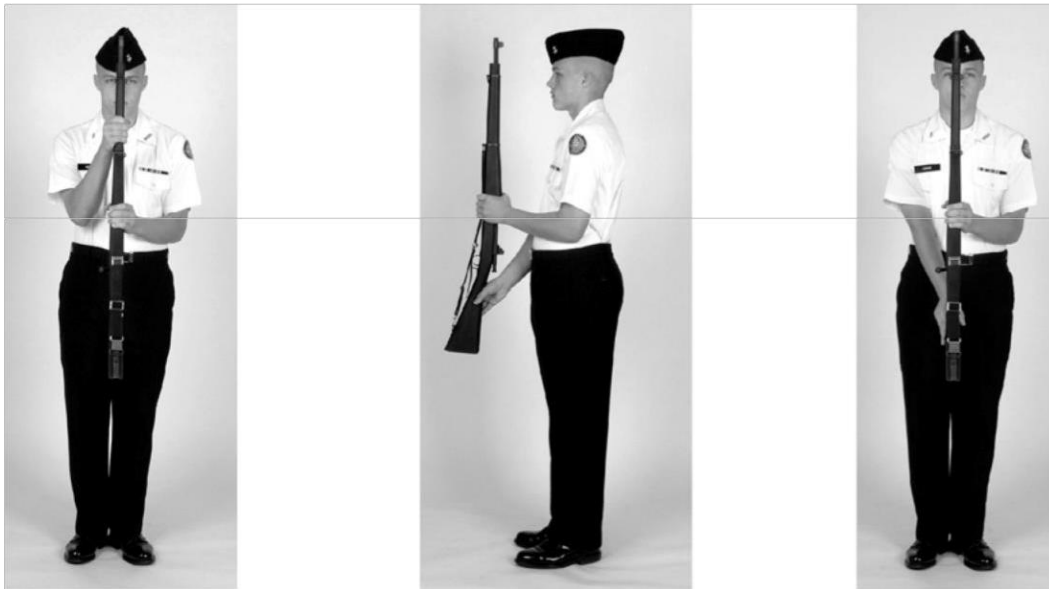
arms and port arms. The command is **“Present, ARMS.”**

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.

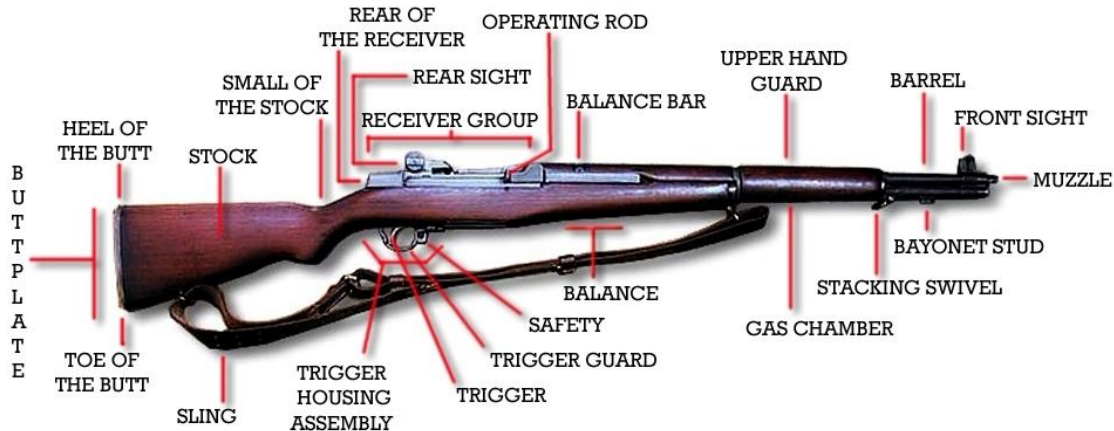
Resume your original position upon the command "Ready, TWO."

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 data-bbox="147 289 1203 352">From Left Shoulder to Right Shoulder</h2> <ol data-bbox="147 384 1235 758" style="list-style-type: none"> 5. Grasp the small of the stock with your right hand (without strain). 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) 7. Release the small of the stock and grip the heel of the butt between the thumb and index finger of your right hand. 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. 9. CUT. 	<h1 data-bbox="1328 289 1365 352"><u>5</u></h1>
<h2 data-bbox="147 789 932 852">From Right shoulder to Port</h2> <ol data-bbox="147 884 1235 1087" style="list-style-type: none"> 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. Raise your left hand smartly to catch the rifle at the Balance, FOUR inches from your chest. 11. Move your right hand to the small of the stock and assume Port Arms. 	<h1 data-bbox="1328 789 1365 852"><u>2</u></h1>
<h2 data-bbox="147 1119 943 1182">From Port ARMS to Present</h2> <ol data-bbox="147 1213 1179 1276" style="list-style-type: none"> 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) 	<h1 data-bbox="1328 1119 1365 1182"><u>1</u></h1>
<h2 data-bbox="147 1308 951 1371">From Present to Order Arms</h2> <ol data-bbox="147 1402 1243 1602" style="list-style-type: none"> 13. Move your right hand smartly from the small of the stock to the upper hand guard lying on the hand guard 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. 15. CUT 	<h1 data-bbox="1328 1308 1365 1371"><u>3</u></h1>
<h2 data-bbox="147 1638 922 1701">From Order to Parade Rest</h2> <ol data-bbox="147 1732 1211 1795" style="list-style-type: none"> 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). 	<h1 data-bbox="1328 1638 1365 1701"><u>1</u></h1>

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

Reviewed: 5/26/2026