

NJROTC STUDY GUIDE

CADET

Chief Petty Officer



***This study guide is an exact copy of the PARS card and may not cover everything or may have more information than that is on the advancement exam. Cadets are still expected to use their CFMs and CRMs for more information and ask other cadets.

Guidon Manual (DM-64)

GENERAL

1. The guidon is a company/platoon identification flag. It is carried on an 8foot staff at ceremonies and at other times prescribed by the SNSI/NSI. (See figure 5-1.)

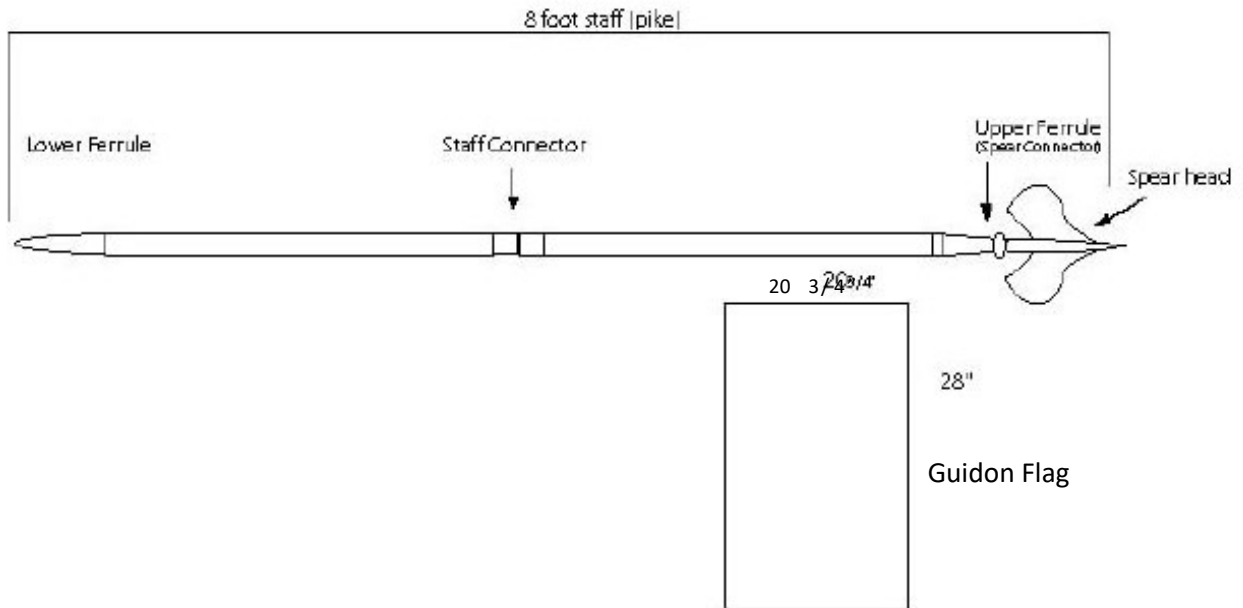


Figure 5-1.--Guidon and Staff.

2. In garrison, the guidon may be displayed at company headquarters between morning and evening colors, except during inclement weather and when carried in formation.
3. In selecting a guidon bearer, the SNSI or NSI should choose an individual who is outstanding in bearing, appearance, and ability.
4. When acting as guidon bearer, the individual is considered under arms and does not have to carry a weapon. If a weapon is carried, it will be slung or holstered.
5. The guidon is brought to present guidon, parade rest, and order guidon with the company.
6. When at route step or at ease march, the guidon may be carried in either hand.
7. When at order guidon, the guidon is brought to carry on the preparatory command for any facing or marching movement.
8. The guidon staff should be marked with two thumbtacks. The first tack marks the position of the guidon bearer's right thumb position at order guidon. The second thumbtack is placed 6 inches below the first tack to mark the guidon bearer's right thumb position at carry guidon.

9. The two grasps of the guidon are identified as the "V" grip and the strong grip. For the "V" grip, the staff is placed in the "V" formed by the thumb and fingers of the right hand, thumb along the trouser seam with the fingers extended and joined. The strong grip is when the thumb is wrapped around the front of the staff with the fingers wrapped to the rear.

a. The "V" grip is used at the order and when executing "Present Guidon" and during "Eyes Right/Left" and "Officers Center." (See figure 1-5)

b. The strong grip is used while on the march and facing movements.

10. All guidon movements are performed at 112-120 beats per minute.

5001. **ORDER GUIDON.** At order guidon, the ferrule rests on the deck touching the outside edge of the right shoe close to the little toe. The staff is grasped in the "V" grip with the right elbow close to the side so that the forearm helps to support the staff. The upper staff rests in the hollow of the right shoulder. The staff is vertical with the flat side of the spearhead facing front. The rest of the body is at attention. (See figure 5-2.)



Figure 5-2. Order Guidon.

5002. CARRY GUIDON. This is the normal position of the guidon while marching at quick time. It is carried using the strong grip with the ferrule 6 inches above the deck and the flat side of the spearhead facing front. (See figure 5-3.)



Figure 5-3. Carry Guidon.

5003. DOUBLE TIME WITH THE GUIDON. For marching at double time, on the preparatory command, bring the staff across the body with the spearhead to the left. The right hand grasps the same spot as at carry. The right forearm is level with the deck and the elbow against the body. Grip the staff with the left hand in front of the point where the neck and left shoulder join. The flat side of the spearhead should face front. (See figure 5-4.)



Figure 5-4. Guidon Carry at the Double Time

5004. CARRY GUIDON FROM ORDER GUIDON. This three-count movement is executed on the preparatory command for any movement that will require the guidon bearer's feet to be moved. Execution is begun on a preparatory command such as **“Forward,” “About,”** etc.

Note: Unit leaders should pause before giving the command of execution to allow the guidon bearer time to execute this movement.

1. On the preparatory command, reach across the body and grasp the staff with the left hand.
2. Change the grasp to the strong grip, while raising the staff with the left hand until the ferrule is 6 inches above the deck. Hold the staff vertical with the right hand.
3. Move the left hand smartly back to the side.

5005. READY GUIDON FROM ORDER OR CARRY GUIDON

1. This movement is used as a signal for helping the cadets in the execution of commands where hearing verbal commands is difficult, such as when in a very large formation or when following closely behind a band. On the preparatory command of marching movements, for example FORWARD, the guidon is raised to ready guidon with the flat edge of the spearhead to the front. Without changing position of the right hand, raise the guidon vertically over your head until your right hand is in line with your right shoulder, your right elbow touching your side. Simultaneously move the left hand across the body and grasp the staff at a point directly in front of the right hip, left forearm against the body. Hold the guidon in this position until the command of execution is given, such as MARCH, then lower the guidon to the carry, smartly returning the left hand to the left side.

2. Ready guidon may be used as a signal for the execution of any command except present arms and eyes right (left) since the guidon is also rendering honors at that time.

3. Ready guidon may also be executed without command during formation of a unit prior to march on for a review of parade. The guide executes it after the unit has been brought to attention (right shoulder



arms if so armed) after the adjutant has commanded, “**Sound, ATTENTION.**” Ready guidon is used to signal the adjutant that the unit is ready for his next command.

Figure 5-5.--Ready Guidon



Carry



Present



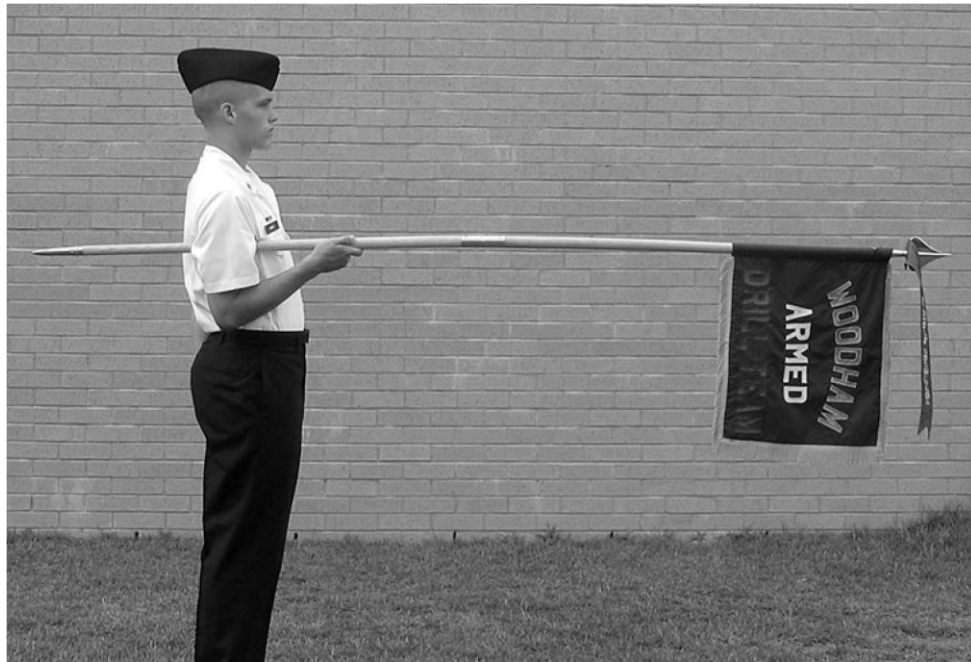
Double Time

Figure 5-6.--Positions of the Guidon

5006. ORDER GUIDON FROM CARRY GUIDON. This two-count movement is executed without command at the completion of any movement that required the guidon bearer to come to carry guidon. If there are a series of movements, executed immediately one after the other, order guidon will not be executed until after the final one. However, during NJROTC drill competition, the guide will execute order guidon after each movement. Order guidon is executed in two counts by 1) allowing the staff to slip through the right hand until the lower ferrule rests on the deck (This movement may create an audible sound as the ferrule touches the deck) and 2) changing the grasp to the “V” grip. The left hand does not assist this movement.

PRESENT GUIDON FROM ORDER OR CARRY GUIDON. From order or carry guidon, this movement is executed on command. During officers center, the movement is executed after halting, from the carry and without command. Since the right hand is 6 inches lower on the staff at carry than at order, the ferrule will extend farther to the rear when at present guidon from order than it will at present guidon from the carry.

1. From order guidon, the command is **“Present, ARMS.”** It is executed in one count.
2. On **“ARMS,”** lower the guidon straight to the front. The right arm is extended until the lower portion of the staff rests in the pit of the right arm and the entire staff is horizontal to the deck. As the staff is lowered rotate the staff to the right so that the sharp edge of the spearhead faces down. Hold the right elbow firmly against the body. (See figure 5-6.)



3. From carry guidon and while on the march, the command is **“Eyes, RIGHT (LEFT).”** It is executed in the following manner:
 - a. On the command **“Eyes, RIGHT (LEFT),”** if the guidon bearer is marching one pace to the left and one pace to the rear of the unit leader, it is executed in the same manner as from order guidon except that the head and eyes are turned right (left) 45 degrees as the guidon is lowered. (See figure 5-7b.)

b. On the command "**Eyes, LEFT,**" if the guidon bearer is marching in the extreme right file it is executed in the same manner as from order guidon except that the head and eyes are turned left 45 degrees as the guidon is lowered.

c. On the command "**Eyes, RIGHT,**" if the guidon bearer is marching in the extreme right file it is executed in the same manner as from order guidon with the head and eyes to the front as the guidon is lowered.



ORDER GUIDON AND CARRY GUIDON FROM PRESENT GUIDON

1. To return to order guidon, the command is **“Order, ARMS.”**
2. On the preparatory command **“Order,”** grasp the staff smartly and audibly with the left hand, palm up, at a point just forward of the right hand. (See figure 5-8.) On **“ARMS,”** with the left hand, pull the guidon staff up and back to the vertical position of carry guidon, pivoting it on the right hand as it is lowered back to the right side. Then let the staff slide straight downward through the right hand until the lower ferrule rests on the deck, the left hand steadies the staff as it slides downward. Cut the left hand smartly back to its normal position at the left side. The flat side of the spearhead is back facing to the front.

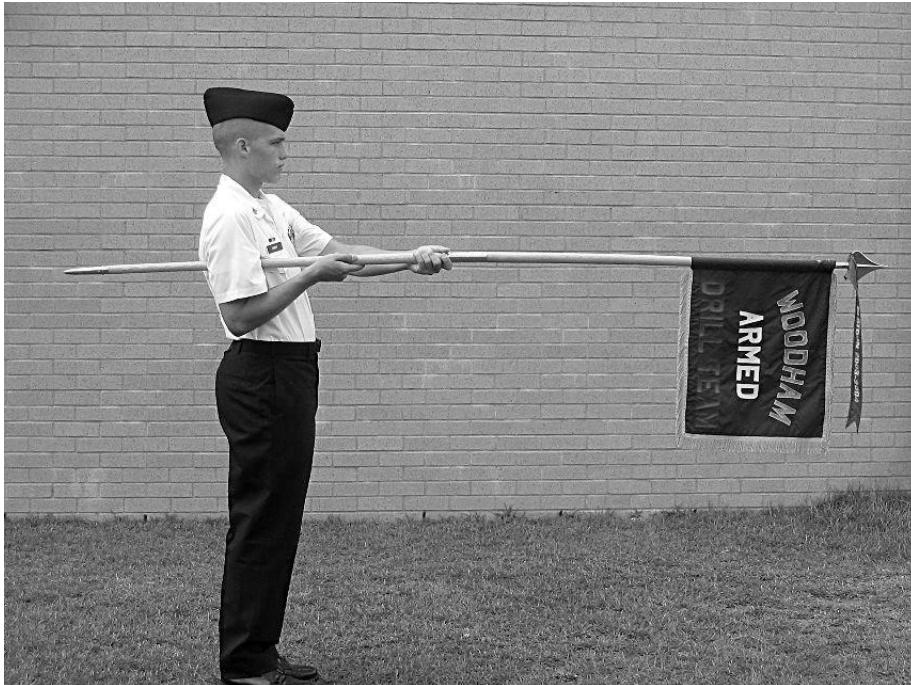


Figure 5-8.--Movements to Carry Guidon from Present Guidon.

3. To return to carry guidon the command is **“Ready, FRONT.”**
4. On the preparatory command **“Ready,”** grasp the staff smartly and audibly with the left hand, palm up, at a point just forward of the right hand. On **“FRONT,”** with the left hand, pull the guidon staff up and back to the vertical position of carry guidon, pivoting it on the right hand as it is lowered back to the right side. The flat side of the spearhead facing to the front. Cut the left hand back to the left side and turn the head and eyes smartly to the front.

PRESENT GUIDON FROM CARRY GUIDON AT OFFICERS CENTER. This movement is executed without command, upon halting at officers center during a parade. It is executed in one count as explained in paragraph 5007.2. The movement will be executed on the fourth count after the command **“Officers, HALT.”** For details on executing officers halt refer to MCO P5060.20 paragraphs 17006.9 through 17006.14.

CARRY GUIDON FROM PRESENT GUIDON AT OFFICERS CENTER

1. The command is **“Carry, SWORD.” “Ready, TWO”** if the officers are not armed with swords.
2. On the preparatory command **“Carry (Ready),”** grasp the staff with the left hand and on the command of execution **“SWORDS (TWO),”** bring the staff back to the carry guidon position as described in paragraph 5002.

GUIDON SALUTE FROM CARRY OR ORDER GUIDON.

1. The command is "**GUIDON (Rifle), SALUTE.**" This movement may be executed on command, when in formation, or individually if the guidon bearer is in route to or from formation. It is executed in two counts.
2. On "**SALUTE,**" move your left hand, palm down, smartly to a position above the right hand with the left arm parallel to the deck. Keep the thumb and fingers straight and together. Touch the staff with the first joint of the forefinger. Turn your head and eyes toward the person being saluted.
3. After your salute is returned, move your left hand smartly back to your side and look to the front. See illustrations on the next page for the Guidon Salutes.



Figure 5-10. Guidon Salute from Carry or Order Guidon.

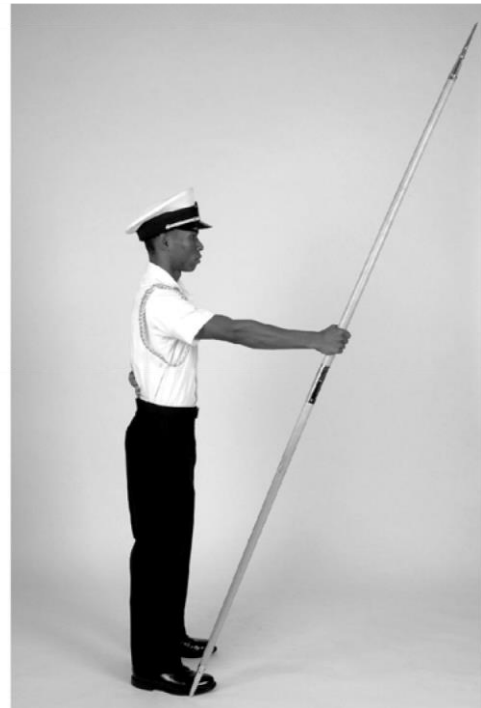
RESTS WITH THE GUIDON

1. Parade Rest from Order Guidon

- a. The command is "**Parade, REST.**" It is executed in one count. It may be given only when halted at attention.
- b. On the command of execution "**REST,**" slide the right hand up the staff to shoulder height. The staff remains in place and vertical. Without loss of motion, straighten the right arm so the staff of the guidon tilts forward at 30 degrees. The fingers and thumb of the right hand are wrapped around the staff. The ferrule remains in the same position as at order guidon. The flat side of the spearhead remains facing front. Place the left hand in the small of the back. Keep the fingers straight and touching. The palm is flat and facing the rear. At the same time, move the left foot smartly 12" to the left without bending the knee. (See figure 5-11b.)



a. Front



b. Side

Figure 5-11.--Parade Rest with the Guidon.

2. At Ease or Rest from Order Guidon. On the command "AT EASE" or "REST," the right foot remains in place and the guidon is held as in parade rest with the right arm relaxed slightly.
 - a. The command is "**AT EASE.**" It is executed in two counts. It may be given only when halted at attention.
 - b. On the command, and for count one, execute parade rest.

c. On the second count, you may relax and, except for your right foot and ferrule, move about. Do not talk.

3. Fall Out from Order Guidon. The command is "**FALL OUT.**" It may be given only from order guidon. Upon the command, leave your position in ranks but remain nearby.

Order Guidon from Rest Positions

a. From parade rest, at ease, and rest, the command is "**Platoon (Company or Battalion), ATTENTION.**" On the preparatory command, go to parade rest, if not already in that position. At the command "**ATTENTION,**" go smartly to order guidon.

b. From fall out, the command is "**FALL IN.**" Upon the command, go back to your position in formation and stand at attention at order guidon.

Drill Rifle Components/Maintenance

(DM- 37)

GENERAL

1. This Chapter is designed to provide standardized detailed instructions for the manual of arms, **which will be used for all NJROTC drill rifles.**
2. The balance is the center of your rifle (See figure 3-1.). In performing the manual of arms it is often necessary to hold the rifle in your left hand for balance (See figure 3-2.). In so doing, the rifle is held between the thumb and fingers. Include the sling in your grip. Keep your fingers straight and together. Your thumb and fingers form a "U."
3. The position of the rifle known as "diagonally across the body" is as follows:
 - a. The left hand is at the balance, with the thumb and fingers grasping the rifle and sling. To do this, extend and join the fingers so as to form a "U" with the thumb.
 - b. The barrel points up and is at such an angle that it bisects the juncture of the neck and shoulder. The heel of the butt is on line with the right hip (figure 3-2).
 - c. The rifle is held at a height that allows the right forearm to be parallel to the deck when the small of the stock is grasped with the right hand.
 - d. The distance of the rifle from the body depends upon your body's natural position, but it should be about 4 inches from your belt.
4. The cadence for rifle movement is 112 to 120 counts per minute.
5. While marching at double time, the rifle will be held across your body.
6. The manual of arms for the rifle is taught while halted. However, to add interest to drill or lessen fatigue, right (left) shoulder arms and port arms may be commanded when marching at quick time. Refer to table 1-1 of this manual to determine which foot strikes the deck for each movement on the march.

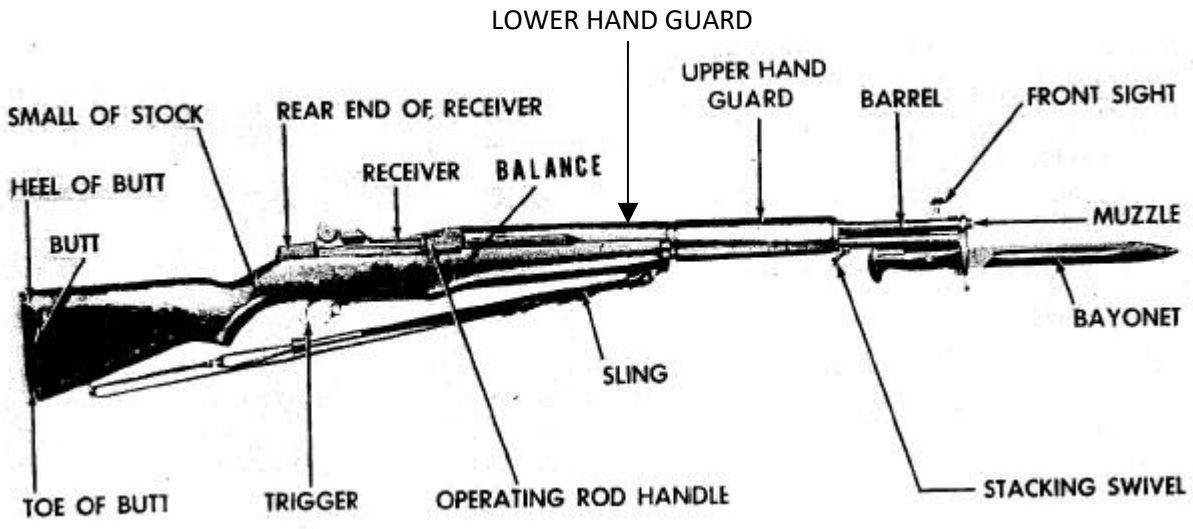


Figure 3-1a.--M1 Rifle Nomenclature.

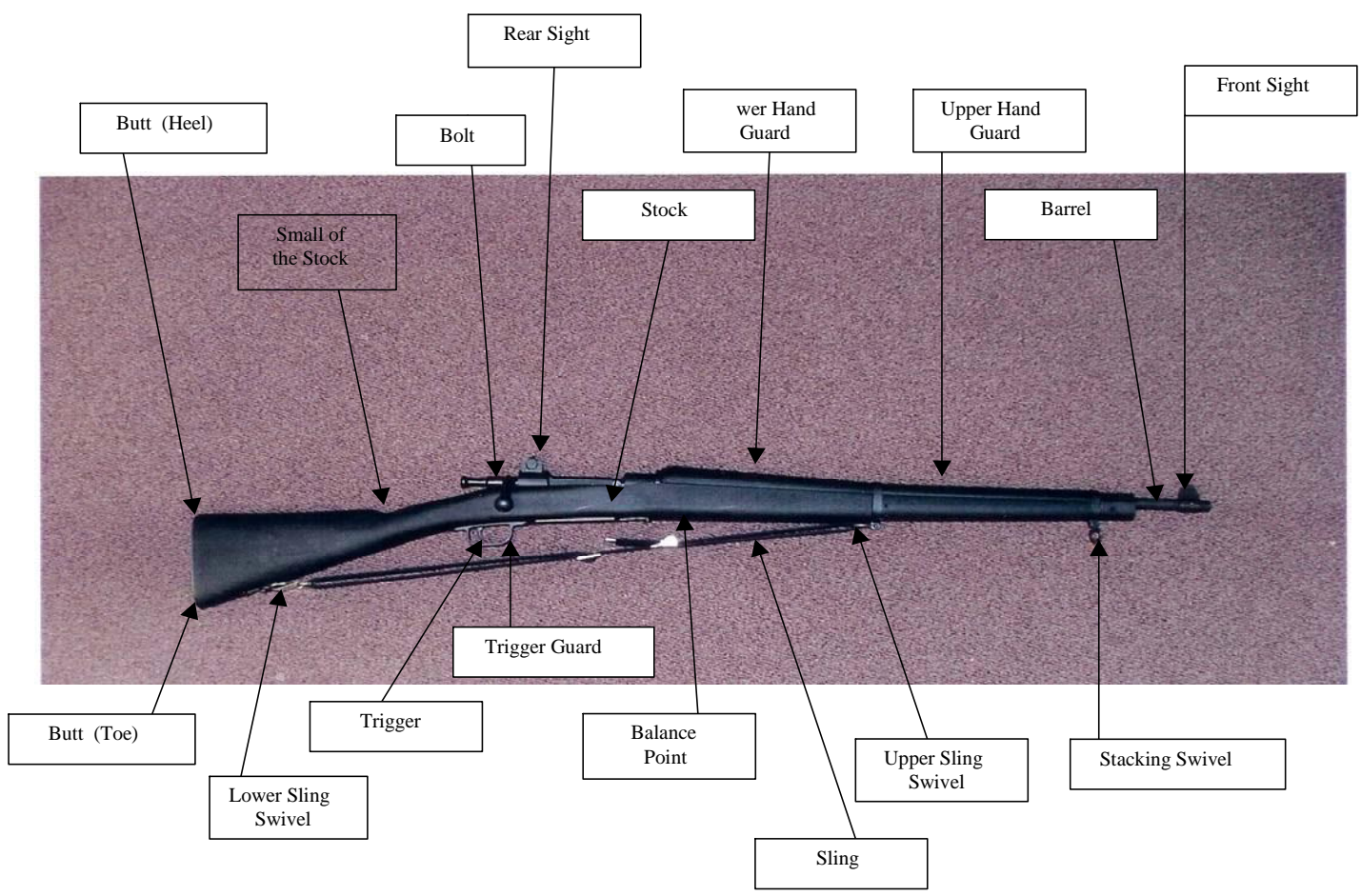


Figure 3-1b.--M1903 Springfield Rifle Nomenclature.

PERSONNEL INSPECTION (FM-72)

OBJECTIVES

4-0.1 Describe the techniques for conducting a personnel inspection.

4-0.2 Explain the Inspecting Officer's duties (tour) when he/she inspects a platoon.

4-0.3 Explain the general Inspection Guidelines (items) that inspecting officers look for when inspecting a cadet in a platoon.

4-1 GENERAL

- a. Personnel inspections often require a lot of preparation, and they reveal a lot of things about the individual cadets to the NSI and to school officials.
- b. One of the positive things personnel inspections can promote as far as the individual cadets are concerned, is that it gives those hard-working cadets the opportunity to demonstrate the self-discipline, attention to detail, and pride they have in their unit and the things they have learned. The best part is that the naval science instructors get a chance to see what the cadets have learned.
- c. The naval science instructors and school officials can learn the condition of many aspects of the training, morale and leadership that exists in their unit by the appearance of the cadets. Parents can also see the value of the NJROTC program and take great pride in their sons and daughters for all their efforts.

4-2 FORMING FOR INSPECTION

- a. The company/platoon is the basic unit for inspection. The company falls in for inspection by platoons. A unit composed of a battalion may be inspected "en masse" for special occasions. Before the inspection, the cadets will have been informed of the time to fall in and will be in ranks and mustered by that time. The following procedures are those normally followed:

1. **PREPARE FOR INSPECTION**. This is the command given by the company commander at the appointed time for the inspection. At this time, the following actions take place.

- (a) The platoon commander of the first (base) platoon faces his platoon and gives the command **OPEN RANKS, MARCH**. The cadets in the first rank take two

steps forward, the second rank takes one step forward and the third rank remains stationary. The cadets automatically come to dress right, while at the same time raising their left arm to get the proper interval.

(b) The first platoon commander aligns each rank by sighting down the rank and directing individuals to move if not in line. After verifying the alignment, the platoon commander marches to a position three paces beyond the front rank, faces left and commands **READY FRONT; COVER**. The platoon leader then takes one pace forward and faces front. It is in this position that the platoon commander receives the inspecting officer.

(c) Each of the other platoon commanders aligns his platoon in sequence on the first platoon. When all platoon commanders have taken their posts, the company commander reports the company ready for inspection. When acknowledged, he gives the command, **AT EASE** or other command ordered.

4-3 INSPECTING OFFICER'S TOUR

a. The inspecting officer proceeds to the first platoon and takes a position one pace in front of and facing the platoon and the platoon commander.

1. As the inspecting officer approaches the platoon, the platoon commander turns his head and gives the command **ATTENTION**.
2. Upon the arrival of the inspecting officer, the platoon commander salutes and reports "First platoon (Drill Team, etc.) is standing by for your inspection, Sir." If the platoon commander is armed he will go to return sword after saluting and being inspected.
3. The inspecting officer then proceeds to the first person in the first rank (the guide). The inspecting officer, at his discretion, may direct the platoon commander to put the ranks not being inspected at ease. If this is the case, the platoon commander will bring those ranks to attention when it is their turn to be inspected.
4. The platoon commander will move to a position ahead of the inspecting officer as he inspects. If armed with a sword, the platoon commander will execute **RETURN SWORD** prior to joining the inspecting officer. The inspecting officer proceeds from cadet to cadet by stepping off to the right as in marching, halting, and executing a left face. (The platoon commander must follow this same procedure in order not to be in the way of the inspecting officer).
5. After inspecting the front of the first rank, the inspecting officer inspects the rear of that rank and so forth for each rank.

6. At the conclusion of the inspection, the platoon commander proceeds to a position three paces in front of and one pace to the side of the first rank, faces left (draws sword if so armed), commands **ATTENTION**, takes one step forward, then faces right.

7. The inspecting officer proceeds to a position one pace in front of the platoon commander and makes any remarks he deems necessary. The inspecting officer and the platoon commander exchange salutes, and the inspecting officer proceeds to the next platoon.

8. Upon completion of the inspection of each platoon, its commander faces left and orders **CLOSE RANKS, MARCH**. At the command **MARCH**, the platoon commander moves by the most direct route and takes his post six paces in front of the center of his platoon. The command **AT EASE** or **PARADE REST** will be given from this position.

4-4 INSPECTION GUIDELINES

a. No two inspecting officers inspect in the same way. Some look at the overall appearance of the individuals, while others may act as though they want to see their face in the reflection from your "spit shined" shoes.

b. An important aspect that an inspecting officer must try to keep in mind is not only what **looks** good but also what is **correct** according to the uniform regulations.

c. In general, the inspecting officer should start with the overall "look" of the cadets and then check specific items. The first impression is very important. Some of these items include:

1. Does everything look like it is in the right place and worn correctly?

2. Does the cadet display good posture?

3. Is the cap clean, neat, positioned correctly and in good repair?

4. Are all insignia and devices positioned correctly?

5. Is the cadet's face and hair clean and groomed properly?

6. Are the trousers/skirts, shirts, etc. clean, pressed, fit properly and in good repair?

7. Are the shoes shined and in good repair?

8. Are the ribbons and/or awards correct (having been earned), worn in the proper order of precedence and properly positioned on the uniform?
9. Are the Service Designations (stars) positioned properly?
10. Is the aiguillette worn on the correct shoulder?
11. Is the cadet wearing unauthorized jewelry?
12. Has the cadet tied the necktie correctly?

EXAMPLE QUESTIONS THE SIGNING CADET CAN ASK AND PROPER RESPONSES

WHAT IS YOUR 8TH ORDER TO THE SENTRY?

(RANK/ TITLE), THIS CADET'S 8TH ORDER TO THE SENTRY IS.....

WHAT PAYGRADE IS A PETTY OFFICER FIRST CLASS IN THE US NAVY?

(RANK/ TITLE), THE PAYGRADE OF A PETTY OFFICER FIRST CLASS IN THE US NAVY IS

WHAT WORD REPRESENTS THE "S" IN THE PHONETIC ALPHABET?

(RANK/ TITLE), THE WORD _____ REPRESENTS THE "S" IN THE PHONETIC ALPHABET.

HOW MANY GOLD BARS DOES A CADET LIUETENANT WEAR?

(RANK/ TITLE), A CADET LIEUTENANT WEARS _____ GOLD BARS.

WHAT IS THE COMMAND OF EXECUTION IN THE COMMAND "TO THE REAR, MARCH"?

(RANK/ TITLE), THE COMMAND OF EXECUTION IN THE COMMAND "TO THE REAR, MARCH" IS ...

WHAT IS AN EXAMPLE OF A PREPATORY COMMAND?

(RANK/ TITLE), AN EXAMPLE OF A PREPATORY COMMAND COULD BE.....

HOW MANY INCHES IS DISTANCE BETWEEN CADETS?

(RANK/ TITLE), DISTANCE IS _____ INCHES BETWEEN CADETS.

IN A RIGHT OBLIQUE, THE PLATOON WILL PIVOT AT WHAT ANGLE?

(RANK/ TITLE), THE PLATOON WILL PIVOT AT A _____ DEGREE ANGLE.

HOW MANY ROCKERS DOES A GUNNERY SERGEANT HAVE?

(RANK/ TITLE), A GUNNERY SERGEANT HAS _____ ROCKERS.