A FIELD MANUAL

FOR THE

NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS (NJROTC)

CADET FIELD MANUAL
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NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS (NJROTC)

CADET FIELD MANUAL
**RECORD OF CHANGES**

*Changes to this manual. Your recommendations/comments to improve this manual are welcome. Please forward any recommendations to NSTC CD3 (Attn: Cadet Education and Curriculum Coordinator) via your Area Curriculum Advisory Board Representative and Area Manager.*

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The purpose of the "NJROTC CADET FIELD AND DRILL MANUAL" is to combine all the information on military drill ceremonies and uniform regulations into one distinguishable text. You may come to think of this Field Manual as the "guide" for the military aspects of your association with the NJROTC Program. This manual is based on current Naval Service Training Command (NSTC) Instructions. In the event there is a difference, the most current NSTC Manual 5761.1 publication will apply.

The uniform regulations chapter of this manual is important. From this chapter you will learn the importance of attention to detail.

The reasons why military drill specifically is important for you to learn during your time in the NJROTC are very basic. If you keep them in mind during your drill and parade activities, these reasons will become a part of you whether you are the leader or the follower. Here are the purposes of military drill:

1. To enable a leader to move his/her unit from one place to another in a standard and orderly manner.

2. To teach discipline by instilling habits of precision and automatic response to orders.

3. To increase the confidence of cadets through the exercise of command, and by giving proper commands, and by the control of drilling cadets.

4. To help cadets learn to safely and correctly handle drill rifles.

While enrolled in the NJROTC program, you will be instructed and drilled in all applicable safety precautions and procedures. Your naval science instructor will maintain situational awareness, and ensure that safe practices are complied with at all times during your training in NJROTC activities. An immediate "Training Time Out" (TTO), shall be called whenever you or your naval science instructor experiences apprehension concerning training safety. The TTO is explained in the military drill chapter on page DM-6.

Notes:

*1. The term "naval science instructor" and "NSI" as used in this manual, includes both the Senior Naval Science Instructor and the Naval Science Instructor.

2. When used in this publication, the terms "HE," "HIM," "HIS," and "MEN" represent both the masculine and feminine gender unless otherwise stated.

*3. In order to facilitate understanding of the significant changes to this manual from previous editions, they are marked with an asterisk (*) prior to the article in which they appear. Those articles should be carefully read and understood. However, other minor changes have been made which serve to clarify various articles. They are not so marked; therefore the program office recommends a careful reading of the entire manual. Questions concerning these and other changes should be referred to the Area Manager via the Curriculum Advisory Board Representative.
ACKNOWLEDGMENTS

We wish to express appreciation to several individuals who contributed to the successful completion of this manual. Thanks are due to the members of the NJROTC Curriculum Advisory Board, a select group of naval science instructors who represent the 11 NJROTC geographical areas in the United States. Likewise, the Drill portion of this manual has been reviewed by a group of dedicated Navy & Marine Corps NJROTC instructors and their comments and concerns have helped to make this up to date and pertinent to the NJROTC units and cadets. Considerable time, attention to detail, and enthusiastic support came from the following individuals: GySgt Todd McAlister USMC (Ret), GySgt Cedric Jefferson USMC (Ret), 1STSGT Christopher Bertrand USMC (Ret), SgtMaj Leon Thornton USMC (Ret), MGySgt Stan Wiggins USMC (Ret), CWO4 David McCuiston USMC (Ret), CWO4 Dennis Grayless USMC (Ret), MSgt Reinaldo Mannings USMC (Ret), MSgt David Dufield USMC (Ret), GySgt Durwin Hanson USMC (Ret), MGySgt Tony Howard USMC (Ret), & OSCS Thomas Borders USN (Ret). Likewise, a number of other naval science instructors in the program provided additional assistance, contributions, and many suggestions with respect to this effort. While photographs throughout this manual came from various sources, particular thanks go to GySgt McAlister of Hamilton HS, Hamilton, OH; 1STSGT Bertrand of Norview HS, Virginia Beach, VA; and MGYSgt Wiggins of Pine Forest HS, Pensacola, FL and their cadets for their exceptional dedication in supplying photographs for the Drill Manual portion of this project.
THE CORE VALUES OF THE NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS

As a member of the NJROTC, we are dedicated to the Navy Core Values of HONOR, COURAGE and COMMITMENT to build the foundation of trust and leadership upon which our NJROTC unit is based. These are the principles which will give us strength and guide us in our daily activities; we will be faithful to these Core Values as our abiding duty and privilege.

* * * * * * * * * * * * *

I AM ACCOUNTABLE FOR MY PERSONAL BEHAVIOR. I WILL BE MINDFUL OF THE PRIVILEGE I HAVE TO SERVE MY FELLOW NJROTC CADETS AND CLASSMATES.

HONOR: "I will bear true faith and allegiance...." Accordingly we will: Conduct ourselves in the highest ethical manner in all relationships with peers, superiors and subordinates; Be honest and truthful in our dealings with each other, and with those outside of NJROTC; Be willing to make honest recommendations and to accept those of junior personnel; Encourage new ideas and deliver the bad news, even when it is unpopular; Abide by an uncompromising code of integrity, taking responsibility for our actions and keeping our word; Fulfill or exceed our legal and ethical responsibilities in our public and personal lives twenty-four hours a day. Illegal or improper behavior or even the appearance of such behavior will not be tolerated. We are accountable for our school, classroom, and personal behavior.

COURAGE IS THE VALUE THAT GIVES ME THE MORAL AND MENTAL STRENGTH TO DO WHAT IS RIGHT, WITH CONFIDENCE AND RESOLUTION, EVEN IN THE FACE OF TEMPTATION OR PERSONAL ADVERSITY.

COURAGE: "I will support and defend...." Accordingly, we will: Have the courage to meet the demands of our NJROTC unit when it is demanding, or otherwise difficult; Make decisions in the best interests of the NJROTC unit and the school, without regard to personal consequences; Meet these challenges while adhering to a high standard of personal conduct and decency; Be loyal to our NJROTC unit and our fellow cadets and classmates ensuring the resources entrusted to us are used in an honest, careful, and efficient way.

THE DAY-TO-DAY DUTY OF EVERY MAN AND WOMAN IN THE NJROTC PROGRAM IS TO JOIN TOGETHER AS A TEAM TO IMPROVE THE QUALITY OF OUR UNIT, OUR FELLOW CADETS AND CLASSMATES, AND OURSELVES.

COMMITMENT: "I will obey the orders...." Accordingly, we will: Demand respect up and down the chain of command, care for the safety, professional, personal and spiritual well-being of our fellow cadets and classmates; Show respect toward all individuals without regard to race, religion, or gender; Treat each person with human dignity; Be committed to positive change and constant improvement; Exhibit the highest degree of moral character, technical excellence, quality and competence in what we have been entrusted to do.

These are the CORE VALUES of the Navy and the Naval Junior Reserve Officers Training Corps.
CHAPTER 1: NJROTC UNIFORM REGULATIONS

1-1 THE UNIFORM

a. The Navy Junior Reserve Officers Training Corps is one of the uniformed JROTC programs. The uniform is an important element in the morale, pride, discipline and effectiveness of the NJROTC program in your school. It is important for NJROTC cadets to maintain a high standard of dress and personal appearance. The key elements are neatness, cleanliness, safety and military image. The purpose of this section in the Cadet Field Manual is to acquaint you with the wearing of the Navy Junior Reserve Officer Training Corps uniform.

b. The military uniform is a symbol of the nation's defense forces. It projects an image of devotion to duty in the service of one's country. The word "uniform" comes from a combination of two Latin words, unus and forma, which means "one form." Thus the word "uniform" suggests a distinctive mode of dress. In ancient times military dress acquired a certain degree of sameness, but in a much different design from the modern military uniforms. They were, nevertheless, military uniforms in the sense that all the soldiers looked alike. To this extent we assign the origin of the military uniform to an early date in western civilization.

c. The uniform worn by the Navy Junior ROTC cadets is the same, with certain exceptions, as that worn by active duty Navy personnel. Cadets do not wear commissioned officer rank insignia, combination cover bill or sleeve braid. Uniform articles must not be worn with other civilian clothing nor should they be loaned to others who are not members of the Navy Junior ROTC program. You are obligated to wear the uniform properly and proudly, and in doing so, you uphold the dignity of the Navy, your NJROTC unit, fellow cadets, and yourself.

1-2 GENERAL

a. Smartness. Wearing the Navy uniform should be a matter of personal pride to all NJROTC Cadets. Your dress and conduct shall be such as to reflect credit upon your NJROTC unit, your school, your community, the Navy and your country. Caps shall be worn squarely on the head, with the bottom edge horizontal. Shoes shall be kept well-shined and in good repair. No articles, such as cell phones, pencils, pens, watch chains, jewelry, combs, or similar items shall be worn exposed when in uniform.

b. Care of the Uniform. The maximum service life of the various uniform articles can only be attained by proper care and maintenance. No matter how well- fitting your uniform is when new, it will not continue to look its best or keep its shape unless it is carefully pressed and worn properly. By carrying large or heavy objects in the pockets, you can rapidly destroy the shape of the best uniform made. You should always hang the uniforms on a hanger when not in use. Many items must be dry cleaned instead of washed. Be careful not to damage clothing through improper care. Uniforms shall be kept clean, neat and in good repair. Insignia and devices shall be bright and free from tarnish and corrosion.

c. Uniform of the Day. The uniform of the day is the uniform your naval science instructor (NSI) will direct you to wear on any given day. The uniform color, Navy blue, is actually black in appearance. The Service Dress Blue uniform (officers and chiefs) and the Navy Service Uniform (enlisted) is the uniform you may be directed to wear year-round in most climates. Sweaters (V- neck) and jackets may be authorized in cooler climates. In the warmer climates, you may be directed to wear the Service uniform year-round.

The only uniforms authorized for cadet wear are those described in this manual and available through the current issue of the NJROTC Supply Manual (NSM) NADEVTRA 37123B. The most updated uniform listing is in CDMIS.
1-3 THE WEARING OF THE UNIFORM

a. The NJROTC uniform will be worn by all cadets at least one full school day each week and on other occasions as prescribed by your naval science instructor (drills, ceremonies, and parades). Certain modifications to NJROTC uniforms may be authorized for drill teams and performing units. Such items include leggings, ascots, berets, and guard helmets. However, modifications to cadet uniforms must be approved by the area manager in advance. When appropriate, the wearing of reflective gear such as armbands, vests and sashes are authorized. The wearing of uniform articles of sister services with the NJROTC uniform are not authorized.

b. The alternate combination cover (ACC) (optional for officers and chiefs) or the garrison cap (enlisted) is a required part of your NJROTC uniform. When outdoors, you shall be covered at all times except when ordered to uncover, or during religious services which are not associated with a military ceremony. While the cap is not normally worn indoors, it is required while on official duty when wearing a guard belt and/or leggings.

c. Cadets are to be in a complete uniform and in compliance with the uniform standards described in this manual anytime they are in uniform. The wearing of partial or incomplete uniforms so that the uniform can be "preserved" for inspection is not permitted. Cadets will meet uniform standards whether they are standing an NJROTC inspection or attending other school classes in uniform.

d. Uniforms for special occasions such as a field day shall be prescribed by the naval science instructor. All cadets participating at field meets will either be in the complete NJROTC uniform prescribed for the meet, or a complete athletic uniform.

e. Uniformed cadets may not participate during or in connection with political activities, private employment, or commercial interests, that imply official sponsorship of the activity or interest, or at any other occasion when the wearing of the uniform would discredit the NJROTC program or the Navy.

f. You may be required to wear a name tag at the discretion of your NSI. When worn, it shall be positioned on the right side of the uniform aligned and positioned opposite to the ribbons on the left side. The bottom of the name tag will be aligned with the bottom row of ribbons. Refer to the illustrations in this chapter beginning on page FM-15.

* g. The wearing of military camouflage uniforms of any sort is prohibited for all NJROTC Cadets. For field activities during which a normal uniform might become soiled or dirty, such as orienteering or some service projects, the NJROTC supply system has cargo pants available for unit purchase and issue, which may be worn with a unit tee-shirt.

1-4 PERSONAL APPEARANCE AND GROOMING *(see also: http://www.public.navy.mil/bupers-npc/support/uniforms/uniformregulations/chapter2/pages/2201personalappearance.aspx *)

a. MEN

Hair: Neat, clean, trimmed and present a well-groomed appearance. Above the ears and around the neck: must be tapered upwards 3/4-inch and outwards not greater than 3/4-inch. Must not touch the collar or ears. No longer than 4 inches and the bulk shall not exceed 2 inches. (In no case shall the bulk or length of your hair interfere with the proper wearing of your cap. Bulk is defined as the distance that the mass of the hair protrudes from the scalp as indicated by the - - - - line in the drawing on the next page). One narrow part in the hair is authorized. This may be cut, clipped, or shaved. Plaited or braided hair is unauthorized. Hair may not show under the front brim of any uniform cap. Below are examples of male haircuts which conform to NJROTC regulations.
Note: Ethnic hairstyles are permitted provided they are groomed to fit within the guidelines stated above. Bizarre hairstyles and faddish or outrageous multicolor hair are not authorized. Hair color must look natural and complement the individual.

**Sideburns:** Neatly trimmed and tailored as described above. Shall not extend below a point level with the middle of the ear, as indicated by line "A", and shall be of even width (not tapered or flared). Shall end with a clean shaven horizontal line.

**Mustaches:** Neat and closely trimmed. No portion shall extend below the upper lip line as indicated by line "D". Shall not be below the horizontal line extending across the corners of the mouth as indicated by line "B". Shall not be more than 1/4-inch beyond a vertical line drawn upward from the corners of the mouth as indicated by line "C". **No other facial hair is permitted.**

**Fingernails:** Will not extend past the fingertips.

**Earrings/Studs:** Not authorized in the ear, nose, eyebrows, tongue, lips, or other areas of the face or body visible to the naval science instructor.
Necklaces: Authorized, but shall not be visible

Rings: One per hand is authorized.

Wristwatch/Bracelet: One of each is authorized, but no ankle bracelets.

Sunglasses: A conservative pair is permitted when authorized by the naval science instructor. Sunglasses are never authorized in military formations. Retainer straps are not authorized.

b. WOMEN

Hair: Clean, neatly shaped, and presents a well-groomed appearance. Lopsided and extremely asymmetrical haircuts and hair styles are not authorized. Ponytails, pigtails, widely spaced individual hanging locks, and braids which protrude from the head are not authorized. Multiple braids are authorized. Hair length, when in uniform, 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”; in the drawing below. Long hair, including braids, shall be neatly fastened, pinned, or secured to the head. Must not show under the front brim of any cap. The bulk of the hair shall not exceed approximately 2 inches, nor interfere with the proper wearing of your cap. The bulk of the bun shall not exceed 3 inches when measured from the scalp and the diameter of the bun will not exceed 4 inches. Loose ends must be tucked in and secured.

GROOMING STANDARDS FOR WOMEN

Note: Ethnic hairstyles are permitted provided they are groomed to fit within the guidelines stated above. Bizarre hairstyles and faddish or outrageous multicolor hair are unauthorized. Hair, wigs, or hair extensions/pieces must be of a natural hair color (i.e. blonde, brunette, brown, red, gray, or black). Tints and highlights shall result in natural hair colors and be similar to the current base color of the hair.

Unauthorized Hairstyles: While this list shall not be considered all inclusive, the following hairstyles are not authorized: ponytails; pigtails; braids that are widely spaced and/or protrude from the head; and locks. Locks, also called dreads, are fused or coiled strands of hair that cannot easily be combed out.
Below are examples of female hair styles which conform to NJROTC regulations. *(see also: [http://www.navy.mil/ah_online/um/femalehair.html](http://www.navy.mil/ah_online/um/femalehair.html) for an interactive viewer)*

**Hair Ornaments:** Must be consistent with the hair color. A maximum of two small barrettes, similar to hair color, may be used to secure the hair to the head. Bun accessories (used to form the bun), are authorized if completely concealed. Headbands, “scrunchies”, combs, claws and butterfly clips, are examples of accessories that are not authorized. Barrettes must be similar to hair color. Conspicuous rubber bands, combs and pins are not authorized.

**Cosmetics:**

- **Fingernails:** Applied in good taste and colors blend with natural skin tone. Exaggerated or faddish cosmetics are inappropriate. Lipstick should be conservative.
- **Fingernails:** Fingernails shall not exceed 1/4 inch measured from the fingertip. They shall be kept clean. Nail polish may be worn, but colors shall be conservative and complement the skin tone.
- **Earrings/Studs:** One per ear, centered on the earlobe. Must be a small gold or silver ball (post or screw on). Studs are not authorized in the nose, eyebrows, tongue, lips, or other areas of the face or body visible to the naval science instructor.
- **Necklaces:** Authorized, but shall not be visible.
- **Rings:** One per hand is authorized, plus the engagement ring or the wedding ring.
- **Wristwatch/Bracelet:** One of each is authorized, but no ankle bracelets.
Sunglasses: A conservative pair is permitted when authorized by the naval science instructor. Sunglasses are never authorized in military formations. Retainer straps are not authorized.

NOTE: Personal appearance such as the wearing of lip rings, tongue and nose studs, belly rings and other types of bizarre body jewelry, for both males and females when out of uniform, will be determined by the local school or NJROTC student dress codes.

1-5 UNIFORM COMPOSITION

a. **General.** Listed here are the uniforms and items you will wear with the uniform. These uniforms shall be worn when prescribed by your instructor.

*1. a. All personnel, officer and enlisted, are authorized to wear the Navy Service uniform.

b. Officers and chiefs are authorized to wear the Service Dress Blue uniform; and Service Khaki (only when pre-approved by the Area Manager, and then only in conjunction with on-campus events such as weekly uniform days, or evening assemblies). Service Khaki is not authorized for wear at Area Manager or Off Site Inspections, formal Unit Changes of Command, or at any event where there are likely to be multiple JROTC units attending.

c. All personnel of the Color Guard, when performing, are authorized to wear the Service Dress Blue uniform.

*2. The Working Khaki uniform is no longer in the supply system. However, the NSI may be prescribe it for wear until stocks are depleted in cases when the uniform might get unduly soiled on field trips, sea cruises, or summer Leadership Academies or Basic Leadership Training camps. When traveling on a field trip to a warm weather base, the khaki uniform is approved for wear throughout the entire trip, but must be worn properly at all times. Ribbons, medals, and cords are not authorized for wear with the khaki uniform.

**Note:** The Working Khaki uniform is not authorized as a "Uniform Day" uniform.

*3. The ACC with white cover is authorized for wear by officers and chiefs only, and can be worn with Service Dress Blue uniforms. The ACC with khaki cover is authorized for wear by officers and chiefs only, and can be worn with Service Khaki uniforms. The white ACC may be worn by the color guard when performing. The chin strap (gold for officers, black for chiefs) is adjusted to fit snugly against the cap. Chin strap buttons will be gold. Wear the black chin strap with the grommet to the left. The cap should be worn squarely on the head with the bottom edge parallel to and 1 ½ inches above the eyebrows. Caps with “Scrambled Eggs” are NOT authorized for wear by cadets at any time.

4. The blue garrison cap shall be worn by all Cadets with the Navy Service uniform.

Wear the cap squarely on the head with the fore and aft crease centered vertically between the eyebrows and the lowest point approximately 1 inch above the eyebrows. When indoors, the garrison cap may be stowed by placing it under the belt on the right or left side of the uniform.
5. Service Khaki and Working (Wash) Khaki uniform are not of the same material construction (poly-wool and cotton respectively), therefore items of one shall not be mixed with the other, nor worn at the same time.

6. Cadets are not authorized to wear Service Khaki without prior approval of the Area Manager.

7. The khaki garrison cap or ball cap will be worn with the Working Khaki uniform by all personnel.

8. A one-piece, black, hand-tied necktie will be worn with the Male Service Dress Blue uniform. The tie will be knotted with a four-in-hand, half Windsor or Windsor knot. Wear the top of the knot parallel to and slightly above the top of the shirt collar closure, hiding the shirt button. The bottom of the tie hangs within 1 inch above the top of the belt buckle. The tie does not cover the belt buckle.

9. An optional tie tact/clasp can be worn with the uniform tie. This tact/clasp must be plain gold, and aligned between the 3rd and 4th button from the neck.

10. Shoes shall be Navy-style plain black leather, low quarter, lace style shoe with no stitching, decoration or seam across the toe. Shoes shall be laced inside out through all eyelets, and shall be well-shined. Poromeric (e.g. Corfam) shoes are optional but might not be authorized to be worn when standing some inspections or competing in some drill meets.

11. Uniform socks shall be black plain knit or rib knit socks.

12. Plain white crew neck or V-neck tee shirts shall be worn with all uniforms at the direction of the SNSI.

13. Black gloves are authorized for outdoor wear as an optional item; however, they must be purchased by the wearer. Reimbursement is not authorized.

14. Raincoats, Peacoats (Reefers) or all-weather coats may be prescribed for wear in certain areas of the country. Gold buttons are worn on all peacoats. Neither the NJROTC patch nor rank insignia are worn on the raincoat, peacoat or all-weather coat.

15. Watchcaps are authorized for wear with working uniforms as an option.

16. The black relaxed fit jacket may be worn with all uniforms except the Service Dress Blue uniform. Rank insignia is not allowed on the relaxed fit jacket. The NJROTC patch is worn on the left shoulder with the top edge one inch below the shoulder seam. The female overblouse shall not be visible below the bottom edge of the relaxed fit jacket. When worn, all jackets and coats must be zipped at least 3/4 of the way up.

17. Ball caps are authorized with the Working Khaki uniforms as an optional item, as shown here. They can be of unit design, but in good taste. School colors are authorized.

18. The black “V” Neck Navy pullover (SWO) Sweater is authorized for daily wear with the Navy Service and Service Khaki uniforms. Additionally, it may be worn in lieu of the Service Dress Blue blouse in the classroom, but not as an
inspection uniform. Either a unit plastic or a Velcro backed, black leather nametag (2"x4") is required. Rank insignia are not authorized. The shirt collar is worn inside the sweater when a tie is worn and outside the sweater when no tie is worn.

Example of Velcro backed, leather nametag

b. Female Uniforms. The female cadet uniforms and items are only slightly different from the male uniforms.

1. Maternity uniforms are authorized for wear, however they cannot be purchased with government funds. These items must be paid for by the cadet.

2. A black necktab with an adjustable neckband will be worn when required. The necktab's outer edges should be parallel to the outer edges of the collar. An equal amount of the necktab should show on each side of the collar.

3. Hosiery shall be made of nylon, and similar in color to the tone of your skin. When slacks are worn, black plain knit or rib knit socks will be worn in lieu of hosiery.

4. Shoes shall be Navy-style plain black laced leather oxfords. Shoes shall be laced inside out through all eyelets, and shall be well-shined. Plain black dress pumps are authorized for wear as an optional item with dress uniforms for female cadets enrolled only in Naval Science Two and above. The plain black dress pumps shall be made of smooth calf leather, with closed heels and toes. Heels shall be no higher than 2 and 5/8-inches nor less than 5/8-inch measured from the forward edge, and no wider than 1 and 3/4-inches at the base. The sole shall be no thicker than 1/4-inch. Wedge heels are not authorized. Poromeric (e.g. Corfam) shoes are optional but might not be authorized to be worn when standing some inspections or competing in some drill meets.

5. Skirts shall be hemmed to within 1 and 1/2-inches above or below the crease in the back of the knee.

6. The pleat in the back of the skirt shall be hemmed for a 6-inch opening.
7. Plain white crew neck or V-neck tee shirts shall be worn with all uniforms at the direction of the SNSI.

8. The handbag, if carried, must be a plain black, leather or synthetic purse.

c. **Uniform Appearance, Cleanliness and Maintenance**

1. Uniforms shall be kept clean, neat and in good repair.

2. Shirts should be pressed with a properly placed NJROTC patch. No buttons with Irish pennants, nor holes in the collar from misplaced insignia.

3. Trousers and skirts should be pressed, well-fitting, proper length and no lint or stains visible.

4. Shoes should be highly polished in their entirety, not just the toe area.

5. Hats should be clean and well-fitting. Combination covers and chin straps should be tight. Eagles on the hat buttons should be in the upright position.

6. Insignia and devices shall be clean and bright and free from tarnish and corrosion. Metal polish such as Brasso® will remove the plating and should not be used for cleaning purposes.

7. Brass buckles and belt tips should be shined with quartermaster removed. Polish residue in the slide area should be removed.

8. Gold buttons, which become tarnished, can be cleaned with vinegar, followed by a thorough washing in clean water.

9. The manufacturer's cleaning instructions should be followed for the cleaning and laundering of all uniforms:

   a. Service Dress Blue - Coat, trousers, skirt, tie/necktab and slacks are dry cleaned only. White shirt is laundered.

   *b. Service Khaki - Shirt, trousers and slacks may be laundered or dry cleaned. If laundered, they must be pressed.

   c. Working Khaki - Shirt, trousers, and slacks are laundered and ironed.

   d. ACC cover is laundered, garrison caps are dry cleaned only.

   e. Black relaxed fit jacket and raincoat are dry cleaned only.

   f. Care must be exercised when using bleach in the laundering of white articles. Chlorine bleach on white polyester fabric turns it yellow.

   g. Military creases on shirts for Navy Service, or Working Khaki uniforms are an individual option.
This page to be used for personal grooming and uniform note-taking purposes.
d. **Uniform Composition.**

1. Males:

   (a) **NAVY SERVICE**

   Basic Uniform Items:
   
   Awards........Ribbons/Medals/Cords Belt,
   brass tip........Black
   Buckle ........Brass Cap,
   garrison.........Blue
   Shirt, s/sleeve...Khaki
   Shoes.............Black
   Socks.............Black
   Trousers..........Blue
   Undershirt........White
   (V or crew-neck)

   Outerwear:
   
   All-weather coat
   V- Neck Sweater
   Black relaxed fit jacket
   Raincoat
MALE'S SHORT SLEEVE SERVICE SHIRT (Khaki)

The vertical axis of the rank/rate insignia and the vertical axis of the JROTC bar insignia are positioned along an imaginary line bisecting the angle of the collar point. The center of each insignia is 1 and 7/8ths of an inch from the collar point.

Service stars are worn ¼ inch above the top row of ribbons. One star is centered, and multiple stars, not joined as a single device, are ¼ inch apart from each other, centered on the ribbons. Multiple stars joined as a single device shall be centered on the ribbons.

*Ribbons and name tag are worn parallel to the top of the shirt pocket, ¼ inch above and centered on the pocket button hole. Medals are worn ¼ inch below the top of the pocket, similarly centered.

UNISEX BLUE GARRISON CAP

The blue garrison cap is worn with the Service uniform.

The small fouled anchor is worn on the garrison cap. The anchor is worn on the wearer's left side of the cap. The center of the anchor is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1½ inches from the bottom edge of the cap.

Only officers and chiefs wear the rank/rate insignia on the garrison cap. It is worn on the wearer's right side. The center of the rank/rate insignia is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1½ inches from the bottom edge of the cap.
(b) **SERVICE DRESS BLUE**

Basic Uniform Items:
- Awards............Ribbons/Medals/Cords
- Belt, brass tip...Black
- Buckle............Brass
- Cap, combination..White
- Coat.............Blue
- Necktie.........Black
- Shirt, l/sleeve...White
- Shoes............Black
- Socks............Black
- Trousers.........Blue
- Undershirt........White (V or crew-neck)

Outerwear:
- Peacoat
- All-weather coat
- Raincoat

Optional Items:
- Cap, garrison.....Blue
MALE'S SERVICE DRESS BLUE COAT (Officers/CPOs)

The JROTC bar and rank/rate insignias for the male's Service Dress Blue coat are positioned on the collar ½ inch above the notch in the lapel and parallel to the deck. The vertical axis of each insignia is centered between, the outer edges of the coat collar. The JROTC bar insignia is worn on the wearer's left side; the rank/rate insignia is worn on the wearer's right side.

Name tag and ribbons are parallel to the deck, not to the coat pocket, ¼ inch above and centered on the coat pocket. Medals are worn ¼ inch below the top of the pocket, similarly centered.

Service stars are worn ¼ inch above the top row of ribbons. One star is centered, and multiple stars, not joined as a single device, are ¼ inch apart from each other, centered on the ribbons. Multiple stars joined as a single device shall be centered on the ribbons.

ACC (Officers/CPOs)

The large fouled anchor is worn on the ACC. Cadet chief petty officers wear a black chin strap on the cap; cadet officers wear a gold chin strap.

UNISEX GARRISON CAP
(Officers/CPOs)
(Optional)

The small fouled anchor and rank/rate insignias are worn on the garrison cap for officers and chiefs. The anchor is worn on the wearer's left side of the cap; the rank/rate insignia is worn on the wearer's right side. The center of the anchor insignia and the center of the rank/rate insignia is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1¼ inches from the bottom edge of the cap.
* Service Khaki

Basic Uniform Items:
- Awards: Ribbons/Medals/Cords
- Belt, brass tip: Khaki
- Buckle: Brass
- Cap, garrison: Khaki
- Shirt: Khaki
- Shoes: Black
- Socks: Black
- Trousers: Khaki, Poly-Wool (NOT Cotton!)
- Undershirt: White (V or crew-neck)

Outerwear:
- All-weather coat
- V-Neck Sweater
- Black relaxed fit jacket
- Raincoat

Optional Items:
- Cap: Combination..Khaki

NOTE: Cadets are not authorized to wear Service Khaki without prior approval of the Area Manager. When approved by the Area Manager, Service Khaki is only authorized for wear by cadet officers and chief petty officers, and only in conjunction with on-campus events such as weekly uniform days, or evening assemblies. It is not authorized for wear at Area Manager or Off Site Inspections, formal Unit Changes of Command, or at any event where there are likely to be multiple JROTC units attending.
MALE'S SERVICE KHAKI SHIRT

The vertical axis of the rank/rate insignia and the vertical axis of the JROTC bar insignia is positioned along an imaginary line which bisects the angle of the collar point. The center of the rank/rate insignia and the center of the JROTC bar insignia is positioned 1 and 7/8ths of an inch from the collar point.

*Ribbons and name tag are worn parallel to the top of the shirt pocket, ¼ inch above and centered on the pocket button hole. Medals are worn ¼ inch below the top of the pocket, similarly centered.

Service stars are worn ¼ inch above the left pocket or top of all ribbons. One star is centered, and multiple stars, not joined as a single device, are ¼ inch apart from each other, centered on the pocket. Multiple stars joined as a single device shall be centered on the pocket.

ACC (Officers/CPOs)

The large fouled anchor is worn on the ACC. Cadet chief petty officers wear a black chin strap on the cap; cadet officers wear a gold chin strap.

MALE'S KHAKI GARRISON CAP
(Officers/CPOs)
(Optional)

The small fouled anchor and rank insignia are worn on the garrison cap for officers and chiefs. The anchor is worn on the wearer's left side of the cap; the rank/rate insignia is worn on the wearer's right side. The center of the anchor insignia and the center of the rank/rate insignia is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1½ inches from the bottom edge of the cap.
(c) **WORKING KHAKI**

**Basic Uniform Items:**

- Awards...........None
- Belt, brass tip...Khaki
- Buckle...........Brass
- Cap, garrison.....Khaki
- Shirt.............Khaki
- Shoes.............Black
- Socks.............Black
- Trousers..........Khaki
- Undershirt.......White
  (V or crew-neck)

**Outerwear:**

- All-weather coat
- V-Neck Sweater
- Black relaxed fit jacket
- Raincoat

**Optional Items:**

- Cap, ball........Black
  (or school colors)

Note: Ribbons, medals and aiguillettes are not authorized on the Working Khaki uniform.
MALE'S WORKING KHAKI SHIRT

The vertical axis of the rank/rate insignia and the vertical axis of the JROTC bar insignia is positioned along an imaginary line which bisects the angle of the collar point. The center of the rank/rate insignia and the center of the JROTC bar insignia is positioned 1 and 7/8ths of an inch from the collar point.

Service stars are worn ¼ inch above the left pocket. One star is centered, and multiple stars, not joined as a single device, are ¼ inch apart from each other, centered on the pocket. Multiple stars joined as a single device shall be centered on the pocket.

The name tag is worn parallel to the top of the shirt right pocket, ¼ inch above and centered on the pocket button hole.

Awards are not authorized on the Working Khaki uniform.

MALE'S KHAKI GARRISON CAP

All cadets wear the Khaki garrison cap with the Working Khaki uniform.

The small fouled anchor is worn on the garrison cap. The anchor is worn on the wearer's left side of the cap. The center of the anchor is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1½ inches from the bottom edge of the cap.

Only officers and chiefs wear the rank/rate insignia on the garrison cap. It is worn on the wearer's right side. The center of the rank/rate insignia is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1½ inches from the bottom edge of the cap.
2. Females:

(a) **NAVY SERVICE**

**Basic Uniform Items:**
- Awards...........Ribbons/Medals/Cords
- Cap, garrison.....Blue
- Shirt, s/sleeve...Khaki
- Shoes, oxford.....Black
- Slacks,..........Blue
- Socks.............Black

**Outerwear:**
- All-weather coat
- V - Neck Sweater
- Black relaxed fit jacket
- Raincoat

**Optional Items:**
- Handbag.............Black
- Shoes, pumps.......Black
- Skirt .................Blue
- Hosiery, tone.......Flesh
- Undershirt........White
  (V or crew-neck)
The vertical axis of the rank/rate insignia and the vertical axis of the JROTC bar insignia are positioned along an imaginary line bisecting the angle of the collar point. The center of each insignia is 1 and 7/8ths of an inch from the collar point.

Service stars are worn ¼ inch above the top row of ribbons. One star is centered, and multiple stars, not joined as a single device, are ¼ inch apart from each other, centered on the ribbons. Multiple stars joined as a single device shall be centered on the ribbons.

*Placement of the bottom of the ribbons shall be approximately 6 ¼ inches down from the intersection of the front seam and shoulder seam and centered over the front seam. Nametags shall be placed in the same manner on the right side of the overblouse. Medals shall be worn ¼ inch below the bottom row of ribbons.

**UNISEX BLUE GARRISON CAP**

The blue garrison cap is worn with the Service uniform.

The small fouled anchor is worn on the garrison cap. The anchor is worn on the wearer's left side of the cap. The center of the anchor is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 ¼ inches from the bottom edge of the cap.

Only officers and chiefs wear the rank/rate insignia on the garrison cap. It is worn on the wearer's right side. The center of the rank/rate insignia is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 ¼ inches from the bottom edge of the cap.
(b) **SERVICE DRESS BLUE**

Basic Uniform Items:
Awards............Ribbons/Medals/Cords

Cap, combination..White
Coat...............Blue
Hosiery, tone.....Flesh
Necktab...........Black
Shirt............White
Shoes, oxford.....Black
Skirt ...........Blue
Slacks, unbelted..Blue
Socks.............Black

Outerwear: Peacoat
All-weather coat
Raincoat

Optional Items:
Cap, garrison.....Blue
Handbag..........Black
Shoes, pumps.....Black
Undershirt........White
(V or crew-neck)
*Collar insignia should be positioned ½ inch above the notch in the lapel and parallel to the deck. The fabric on the SDB coat, slacks and skirt must match. NOTE: Some units may have the older version of the Female SDB blouse which has a rounded collar. The JROTC bar and rank/rate insignias for this coat are positioned on the rounded end of the coat collar. The vertical axis of each insignia is centered between, the outer rounded edges of the collar. The insignia are fixed in an upright position with the center of the insignias 1 inch from the semicircular bottom edge of the collar. In both cases the JROTC bar insignia is worn on the wearer's left side; the rank/rate insignia is worn on the wearer's right side.

Name tag and ribbons are parallel to the top of the coat pocket, ¼ inch above and centered on the coat pocket.

Service stars are worn ¼ inch above the top row of ribbons. One star is centered, and multiple stars, not joined as a single device, are ¼ inch apart from each other, centered on the ribbons. Multiple stars joined as a single device shall be centered on the ribbons.

*ACC (Officers/CPOs)

The large fouled anchor is worn on the ACC. Cadet chief petty officers wear a black chin strap on the cap; cadet officers wear a gold chin strap.

**UNISEX GARRISON CAP (Optional)**

The small fouled anchor and rank/rate insignias are worn on the garrison cap for officers and chiefs. The anchor is worn on the wearer's left side of the cap; the rank/rate insignia is worn on the wearer's right side. The center of the anchor insignia and the center of the rank/rate insignia is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1½ inches from the bottom edge of the cap.
*(c) SERVICE KHAKI*

**Basic Uniform Items:**
- Awards..............Ribbons/Medals/Cords
- Belt, brass tip...Khaki
- Buckle............Brass
- Cap, garrison.....Khaki
- Shirt.............Khaki
- Shoes, oxford.....Black
- Slacks............Khaki, Poly-Wool
  (NOT Cotton!)
- Socks.............Black

**Outerwear:**
- All-weather coat
- V-Neck Sweater
- Black relaxed fit jacket
- Raincoat

**Optional Items:**
- Handbag.........Black
- Undershirt........White
  (V or crew-neck)
- Skirt..............Khaki
- Hosiery, tone.....Flesh
- Shoes, Pumps ......Black
- Cap, Combination..Khaki

**NOTE:** Cadets are not authorized to wear Service Khaki without prior approval of the Area Manager. When approved by the Area Manager, Service Khaki is only authorized for wear by cadet officers and chief petty officers, and only in conjunction with on-campus events such as weekly uniform days, or evening assemblies. It is not authorized for wear at Area Manager or Off Site Inspections, formal Unit Changes of Command, or at any event where there are likely to be multiple JROTC units attending.
FEMALE'S SERVICE KHAKI SHIRT

The vertical axis of the rank/rate insignia and the vertical axis of the JROTC bar insignia is positioned along an imaginary line which bisects the angle of the collar point. The center of the rank/rate insignia and the center of the JROTC bar insignia is positioned 1 and 7/8ths of an inch from the collar point.

*Placement of the bottom of the ribbons shall be approximately 6 ¼ inches down from the intersection of the front seam and shoulder seam and centered over the front seam. Nametags shall be placed in the same manner on the right side of the overblouse. Medals shall be worn ¼ inch below the bottom row of ribbons.

Service stars are worn ¼ inch above the top row of ribbons. One star is centered, and multiple stars, not joined as a single device, are ¼ inch apart from each other, centered on the ribbons. Multiple stars joined as a single device shall be centered on the ribbons.

ACC (Officers/CPOs)  
Chief Petty Officers  
Officers

The large fouled anchor is worn on the ACC. Cadet chief petty officers wear a black chin strap on the cap; cadet officers wear a gold chin strap.

UNISEX GARRISON CAP

The small fouled anchor and rank insignia are worn on the garrison cap for officers and chiefs. The anchor is worn on the wearer's left side of the cap; the rank insignia is worn on the wearer's right side. The center of the anchor and rank insignia is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1 ½ inches from the bottom edge of the cap.

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(c) **WORKING KHAKI**

**Basic Uniform Items:**
- Awards........None
- Belt, brass tip........Khaki
- Buckle........Brass Cap, garrison........Khaki
- Shirt........Khaki Shoes, oxford........Black
- Slacks........Khaki
- Socks........Black

**Outerwear:**
- All-weather coat
- V-Neck Sweater
- Black relaxed fit jacket
- Raincoat

**Optional Items:**
- Handbag........Black
- Undershirt........White
  (V or crew-neck)
- Cap, ball........Black
  (or school colors)

**Note:** Ribbons, medals and aiguillettes are not authorized on the Working Khaki uniform.
The vertical axis of the rank/rate insignia and the vertical axis of the JROTC bar insignia are positioned along an imaginary line which bisects the angle of the collar point. The center of the rank/rate insignia and the center of the JROTC bar insignia are positioned 1 and 7/8ths of an inch from the collar point.

Service stars are worn ¼ inch above the left pocket. One star is centered, and multiple stars, not joined as a single device, are ¼ inch apart from each other, centered on the pocket. Multiple stars joined as a single device shall be centered on the pocket.

The name tag is worn parallel to the top of the shirt right pocket, ¼ inch above and centered on the pocket button hole.

Awards are not authorized on the Working Khaki uniform.

All cadets wear the Khaki garrison cap with the Working Khaki uniform. The small fouled anchor is worn on the garrison cap on the wearer's left side. The center of the anchor is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1¼ inches from the bottom edge of the cap.

Only officers and chiefs wear the rank/rate insignia on the garrison cap. It is worn on the wearer's right side. The center of the rank/rate insignia is bisected by a vertical line 2 inches from the fore crease of the garrison cap, and a horizontal line 1¼ inches from the bottom edge of the cap.
1-6 MALE NECKTIE, BLACK.

   a. **Description:** Made of authorized fabric measuring no more than 3 1/4-wide. Must be hand-tied.

   b. **Correct Wear:** Wear tie knotted with a half Windsor, a Windsor, or a four-in-hand knot. Wear the top of the knot parallel to and slightly above the top of the shirt collar closure, hiding the top button. The bottom of the tie hangs within one inch of the top of the belt buckle. The tie does not cover the belt buckle.

   c. **Directions:** The following diagrams on how to tie your tie with a half Windsor knot, are shown while looking in a mirror.

(1) Place the wide end of your tie on the right side of your chest so it extends about 12 inches below the narrow end of the tie.

(2) Cross the wide end of the tie over the narrow end and then back under.

(3) Bring the wide end of the tie up and over the neck loop, then turn the wide end down under and through the neck loop.
(4) Take the wide end of the tie and pass it in front of the narrow end from left to right.

(5) Pass the wide end of the tie up under and through the neck loop.

(6) Bring the wide end of the tie down through the front of the knot.

(7) Finish the tie by forming a dimple at the base of the knot, then tighten.

(8) Slide up snug to the collar and center tie.
1. **The NJROTC patch** depicts a ship, an anchor and an eagle.

   (a) The NJROTC patch is worn on the left sleeve of the short-sleeve khaki shirt, the service dress blue coat, and the black relaxed fit jacket. It will be centered midway between the front and the rear of the shirt sleeve or coat sleeve, with the top edge one inch below the shoulder seam.

   ![NJROTC Patch](image)

   (b) The NJROTC patch is not worn on the raincoat, peacoat (Reefer), all-weather coat, or the long sleeve white shirt if worn with the Service Dress Blue uniform.

2. **Service Stars.** Course/year groups within the NJROTC Program.

   Note: For those NJROTC units under the 4X4 block schedule, course is synonymous with year for those NJROTC units under the A/B block schedule or the conventional schedule.

   (a) This insignia is used to designate number of courses/years satisfactorily completed in the program. The device is a five-pointed gold star (metal device) which is 3/8ths of an inch diagonally across in size.

   (b) These stars shall be centered 1/4 inch above the left breast pocket or the ribbons, two points down. If more than one is awarded they are spaced 1/4th of an inch apart. They shall be worn above the ribbons on dress uniforms, and may be worn above the pocket on **Working Khaki** uniforms.

3. **Collar Devices.** All cadets will wear the "JROTC" device on the left shirt collar or the service dress blue coat collar as shown in the uniform illustrations on pages FM-15 thru FM-30. Rank/rate devices will be worn on the right collar of the shirt and coat collar as shown in the uniform illustrations. The “JROTC” device or the rank and rate devices are not authorized for wear on the collars of the black relaxed fit jacket, the all-weather coat, the raincoat, or the peacoat.

4. **Hat/Cap Devices.**

   (a) ACC. The fouled anchor will be worn on the headband of the cap. The headband shall be arranged to eliminate the space below the seam of the white cover and its vertical band (known as a “smile”). The black and gold chin straps will be worn attached to the outside of the headband with gold cap buttons. Wear the black chin strap with the grommet to your left. The grommet looks like a small button that attaches to the top strap allowing the strap to slide and change size. The gold chin strap does not have a grommet.
(b) Garrison Cap (Blue and Khaki). A fouled anchor will be worn by all cadets on the left side of the garrison cap. Cadet officers and chiefs will wear their rank/rate insignia on the right side of the garrison cap. Refer to the uniform illustrations beginning on page FM-15 for correct positioning.

5. **Aiguillette (cords).** Aiguillettes may be awarded as earned for various academic and military achievements, and may be worn only on the Service Dress Blue and Service uniforms. Aiguillettes awarded by the naval science instructor for such things as color guard, drill team, academic team and the like, will be worn only on the left shoulder. Only the Leadership Academy aiguillette will be worn on the right shoulder. **NO MORE THAN ONE AIGUILLETTE MAY BE WORN ON EACH SHOULDER.** Aiguillettes will be attached to the appropriate shoulder by either a gold coat button on the Service Dress Blue uniform, or a miniature anchor (garrison cap) on the Service uniforms. The button or anchor shall be placed so that the entire aiguillette hangs on the shoulder parallel to the seam of the coat or shirt. Aiguillettes are not authorized for wear on the raincoat, peacoat, all-weather coat, relaxed fit jacket, or Working Khaki uniforms.
1-8 AWARDS AND DECORATIONS

a. **Wearing of Ribbon Awards.** The NJROTC ribbons are worn only on the Service Dress Blue and the Navy Service uniforms. When more than three ribbons are earned, wear them in horizontal rows of three each. If ribbons are not in multiple of threes, the top row contains the lesser number, and the center of this row sits over the center of the row below. Wear ribbons without spaces between ribbons or rows of ribbons. The NJROTC ribbons will be worn with the lower edge of the bottom row centered \( \frac{1}{4} \) inch above the left breast pocket of the shirt or coat. An adjustment may be necessary to make the ribbons parallel to the deck on the Service Dress Blue coat. To prevent the lapels on the SDB coat from covering ribbons, they may be aligned so the ribbon border to the wearer's' left is aligned with the left side of the pocket. Rows of ribbons where more than 50 percent of the ribbon is covered by the SDB coat lapel, may contain two ribbons each and be aligned with the left border. Note: Ribbons are not authorized on the Working Khaki.

b. **Precedence or Order of Seniority.** NJROTC ribbons will be worn in the order of precedence as outlined on the next several pages. The most senior ribbon will be worn in the top row, and inboard when more than one ribbon is worn on a row. All earned NJROTC ribbons must be worn at the same time, however only one of each ribbon design may be worn with devices/subsequent awards attached to that one ribbon. Other awards and ribbons presented to you by organizations other than the NJROTC Program such as: other service Junior ROTC programs, Retired Officers Association, American Veterans, Order of Daedalians, American Legion, marksmanship, and the like, will be worn after (subordinate to) the NJROTC ribbons in the order determined by your SNSI.

c. **NJROTC Medals.** Medals earned are worn only on uniforms where other awards and decorations are authorized. They will be positioned \( \frac{1}{4} \) inch below the top of the pocket on the wear's left breast. Medals will be centered immediately below the bottom row of ribbons, arranging in seniority order inboard to outboard, in the following order of precedence: (1) NJROTC academic competition, (2) NJROTC marksmanship competition, and (3) all others as prescribed by the SNSI. No more than 3 medals may be worn in each row side-by-side, or 5 medals in each row when overlapping, in addition to its corresponding ribbon, if any. When wearing multiple rows of medals, subsequent rows will be placed immediately below the previous row so that only the medallion of each medal is visible.

d. **Honor Roll.** Awarded to any cadet who attains school honor roll status. The award is denoted by wearing a Service Star above the J-Bar on the collar of any uniform. The star will be worn \( \frac{1}{4} \)" above and centered on the “O” of the JROTC device. Two Service Stars may be worn to indicate the Cadet is on the Principal’s Honor Roll, should the school distinguish between “Honor Roll” and “Principal’s Honor Roll” status. (Normally Principal’s Honor Roll is awarded to a student who has achieved a 4.0 (un-weighted) or straight “A” grade average for a marking period) The award is only worn during such time as the cadet is on the current Honor Roll. Once a new Honor Roll is published if the cadet is no longer listed, the award shall be removed.

e. **NJROTC Ribbon Awards.** (ORDER OF PRECEDENCE)
<table>
<thead>
<tr>
<th></th>
<th>Award Description</th>
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<tbody>
<tr>
<td>1</td>
<td><strong>Meritorious Achievement</strong>&lt;br&gt;Awarded, <strong>WHEN EARNED</strong>, to any NJROTC cadet who distinguishes him/herself only by outstanding meritorious achievement or performance of a meritorious act. Excludes such things as length of participation in the NJROTC unit, or sustained superior performance in a leadership position. Awarded on a case-by-case basis by the area manager.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Distinguished Unit</strong>&lt;br&gt;Awarded <strong>YEARLY</strong> to cadets in good standing who were unit members during the academic year in which the school earned the Distinguished Unit status. Awarded to only those units that Demonstrated the very highest levels of performance.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Distinguished Cadet</strong>&lt;br&gt;Awarded <strong>YEARLY</strong> to one cadet in each year group with the highest combined average for overall scholastic standing and aptitude in NJROTC unit activities (includes academics, homework, physical fitness, community service, drill, etc.)</td>
</tr>
<tr>
<td>4</td>
<td><strong>Honor Cadet</strong>&lt;br&gt;Awarded <strong>YEARLY</strong> to one cadet in each year group with the highest overall academic achievement (GPA) in school, including the naval science courses.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Cadet Achievement</strong>&lt;br&gt;Awarded, <strong>WHEN EARNED</strong>, to any cadet who distinguishes him/herself by outstanding achievement or sustained superior performance. The cadet must exhibit exceptional military aptitude and dedication to the program as well as overall excellence in all facets of NJROTC. Awarded on a case-by-case basis by the area manager.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Unit Achievement</strong>&lt;br&gt;Awarded <strong>YEARLY</strong> to cadets in good standing who were unit members during the academic year in which the school earned the Unit Achievement status as determined by the Area Manager. Awarded only to those units that demonstrated exceptional performance but did not qualify for Distinguished Unit Status.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Aptitude Award</strong>&lt;br&gt;Awarded <strong>YEARLY</strong> to those outstanding cadets who demonstrate an exceptional military aptitude and dedication to the NJROTC program.</td>
</tr>
<tr>
<td>8</td>
<td><strong>Naval Science 4 Outstanding Cadet(s)</strong>&lt;br&gt;Awarded <strong>YEARLY</strong> to outstanding cadets in Naval Science 4 based on citizenship, academic performance, personal appearance and conduct.</td>
</tr>
<tr>
<td></td>
<td>Awarded YEARLY to outstanding cadets in Naval Science 3. Same criteria as above.</td>
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<tr>
<td>---</td>
<td>--------------------------------------------------------------------------------</td>
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<tr>
<td>10.</td>
<td><strong>Naval Science 2 Outstanding Cadet(s)</strong></td>
</tr>
<tr>
<td>11.</td>
<td><strong>Naval Science 1 Outstanding Cadet(s)</strong></td>
</tr>
<tr>
<td>12.</td>
<td><strong>Exemplary Conduct</strong></td>
</tr>
<tr>
<td>13.</td>
<td><strong>Exemplary Personal Appearance</strong></td>
</tr>
<tr>
<td>14.</td>
<td><strong>Physical Fitness</strong></td>
</tr>
<tr>
<td>15.</td>
<td><strong>Participation</strong></td>
</tr>
<tr>
<td>16.</td>
<td><strong>Unit Service</strong></td>
</tr>
<tr>
<td>17.</td>
<td><strong>Community Service</strong></td>
</tr>
<tr>
<td>Section</td>
<td>Award Description</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>18.</td>
<td><strong>Academic Team Award</strong>&lt;br&gt;Awarded, WHEN EARNED, to any cadet who is a member in good standing of the Academic Team and has participated in three or more academic competitions.</td>
</tr>
<tr>
<td>19.</td>
<td><strong>Drill Team</strong>&lt;br&gt;Awarded, WHEN EARNED, to each member of a drill team in good standing who has entered competition, or performed at three or more official functions.</td>
</tr>
<tr>
<td>20.</td>
<td><strong>Color Guard</strong>&lt;br&gt;Awarded, WHEN EARNED, to each member of a color guard in good standing who has entered competition, or performed at three or more official functions.</td>
</tr>
<tr>
<td>21.</td>
<td><strong>Marksmanship</strong>&lt;br&gt;Awarded, WHEN EARNED, to any cadet in good standing who has entered any competition.</td>
</tr>
<tr>
<td>22.</td>
<td><strong>Orienteering</strong>&lt;br&gt;Awarded, WHEN EARNED, to any cadet in good standing who has entered any organized orienteering competition, or who meets the orienteering qualification standards.</td>
</tr>
<tr>
<td>23.</td>
<td><strong>Inter-Service Competition</strong>&lt;br&gt;*Awarded, WHEN EARNED, to any cadet in good standing who has entered any inter-service, national level competition, such as CyberPatriot, JLAB, etc.; or for any SeaPerch Competition, regardless of service sponsorship. This ribbon cannot be awarded in addition to, or in lieu of, another team-specific ribbon. For example: It cannot be awarded for competing in a local, Area or postal multi-service drill, academic, marksmanship or orienteering meet.</td>
</tr>
<tr>
<td>24.</td>
<td><strong>Recruiting</strong>&lt;br&gt;Awarded, WHEN EARNED, to a cadet who is instrumental in the enrollment of two students in the NJROTC program. Subsequent awards are given for each additional two students enrolled.</td>
</tr>
<tr>
<td>25.</td>
<td><strong>Leadership Training</strong>&lt;br&gt;Awarded to any cadet upon satisfactory completion of Basic Leadership Training, Leadership Academy or similar training as approved by the area manager.</td>
</tr>
</tbody>
</table>
26. Sea Cruise

Awarded to any cadet upon completion of an at-sea cruise (vessel must cast off lines and be underway)

**Note:** The awarding of ribbons for those schools on a 4x4 block schedule which complete a naval science course in just one semester, the words “yearly” or “twice a year” can be interpreted to mean once or twice during the one-semester course.

f. **Ribbon Devices.** The following are devices which will be worn on the ribbons you have been awarded. Some of them are devices that go with the ribbon. Others are awarded in place of another ribbon award. (They represent subsequent awards for the same reason as the first award).

<table>
<thead>
<tr>
<th>Device</th>
<th>Ribbon with which device is worn</th>
</tr>
</thead>
</table>
| a. Lamp | To be worn on the Honor Cadet ribbon by each cadet who has also achieved an "A" in naval science as follows:  
Bronze Lamp - NS-1  
Silver Lamp - NS-2  
Gold Lamp - NS-3 and NS-4  
The lamp device is also used to denote the level of achievement in the semi-annual Cadet Challenge for the Physical Fitness Ribbon. See chapter 5 for details. |
| b. Anchor | The gold anchor is worn on the following ribbons: Drill Team, Color Guard, Academic Team, Marksmanship, Physical Fitness, and Orienteering, by the cadet who is the present leader or team commander of the group. This ribbon with anchor is worn on right side of the team commander's chest.  
In addition, the cadet who is selected as the commanding officer of the NJROTC unit will attach a gold anchor to the Unit Service ribbon and wear the ribbon on the right side of his/her uniform.  
Ribbon, anchor and any subsequent awards earned previously are to be worn on the left side of the chest in regular order of precedence by the cadet who was a previous unit commanding officer, team leader or commander of a group.  
Note 1: No other devices will accompany the gold anchor when the award is worn on the right side.  
Note 2: When becoming captain of more than one team, the ribbon with the highest order of precedence is worn inboard, to the wearer's left, as shown in the example.  
Note 3: When wearing the ribbon of a team |
captain on the right side of the uniform, a similar ribbon without the team captain gold anchor cannot be worn in its normal position on the left side of the uniform.

NOTE 4: For the Company Commander, and the Color Guard and Athletic Team Commanders, when the ribbon is worn on the right side of the uniform it is not inverted, i.e.: the dark color is still worn to the wearer’s right side.

c. Subsequent Awards

Only one of any ribbon design may be worn. Subsequent awards may be worn on ribbons 1 through 7, and 12 through 26. No more than eight awards (including the original ribbon award) are authorized.

Stars are worn one ray up, two rays down. They are awarded as follows:

(a) Second Award  1 BRONZE STAR  
(b) Third Award     2 BRONZE STARS  
(c) Fourth Award    1 SILVER STAR  
(d) Fifth Award     2 SILVER STARS  
(e) Sixth Award     1 GOLD STAR    
(f) Seventh Award   2 GOLD STARS   
(g) Eighth Award    3 GOLD STARS

d. Torch

Cadets who have earned the right to wear the torch device under the requirements as set forth in the 10th Edition of the Cadet Field Manual are authorized to continue to wear it under the rules as set forth therein. No further awards of the torch device are authorized.

f. Mounting Ribbons. All earned ribbons are to be mounted on ribbon bars. Mounting bars are made to hold different numbers of ribbons. They present a neater appearance and help you align your ribbons on your shirt or coat. Arrange ribbons in order of precedence in rows from top down, inboard to outboard within rows as shown in the example.

<table>
<thead>
<tr>
<th>Uniform Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>4  - Honor Cadet</td>
</tr>
<tr>
<td>7   - Aptitude</td>
</tr>
<tr>
<td>18  - Academic</td>
</tr>
<tr>
<td>11  - Naval Sci 1</td>
</tr>
<tr>
<td>26  - Sea Cruise</td>
</tr>
</tbody>
</table>

Note: See article 1-8e. for the beginning of ribbon order of precedence, and page FM-43 for a chart of all 26 NJROTC ribbons.
Note: There are four of the NJROTC ribbons that can be worn incorrectly (upside down) with the colors reversed in order from the wearer's right to left. These are: Distinguished Cadet, Physical Fitness, Unit Service and Color Guard. In all four cases, the ribbon should be mounted on the ribbon bar with the blue end of the ribbon to the wearer's right.

*Note: When the Physical Fitness, Unit Service, or Color Guard ribbon is moved to the wearer's right side, as in the case of a Commanding Officer or team captain, the ribbon is not turned upside down to have the dark color inboard. The ribbon is worn as shown with the blue portion to the wearer's right.

**g. Wear of Active Duty Ribbons & Badges.**

(1) On the rare occasion that a cadet earns an active duty award for service such as pre-graduation completion of boot camp, that award’s ribbon may be worn on the uniform “above” (higher in priority) than NJROTC Ribbons. However, the wear of the associated medal or its miniature equivalent is NOT authorized, since active duty regulations call for the wearing of medals only with full dress (Mess Dress for miniature medals).

(2) As stated in Paragraph 1-1c, the wear of un-earned active duty insignia and awards by a cadet is strictly prohibited. This prohibition includes, but is not limited to: commissioned officer rank insignia, combination cover bill (“scrambled eggs”) and/or sleeve braid, commissioning knots on swords, and all warfare or other qualification badges and breast insignia, especially command pins, command master chief or career counsellor badges and other active duty badges which have specific requirements for qualification. To wear these badges and breast insignia as a cadet would be disrespectful to the efforts, experience and training that an active duty member or veteran had to undergo to achieve that qualification.
# Navy Junior ROTC Ribbons

<table>
<thead>
<tr>
<th>1. MERITORIOUS ACHIEVEMENT</th>
<th>2. DISTINGUISHED UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. DISTINGUISHED CADET</td>
<td>4. HONOR CADET</td>
</tr>
<tr>
<td>5. CADET ACHIEVEMENT</td>
<td>6. UNIT ACHIEVEMENT</td>
</tr>
<tr>
<td>7. APTITUDE</td>
<td>8. NS IV OUTSTANDING CADET</td>
</tr>
<tr>
<td>9. NS III OUTSTANDING CADET</td>
<td>10. NS II OUTSTANDING CADET</td>
</tr>
<tr>
<td>11. NS I OUTSTANDING CADET</td>
<td>12. EXEMPLARY CONDUCT</td>
</tr>
<tr>
<td>13. EXEMPLARY PERSONAL APPEARANCE</td>
<td>14. PHYSICAL FITNESS</td>
</tr>
<tr>
<td>15. PARTICIPATION</td>
<td>16. UNIT SERVICE</td>
</tr>
<tr>
<td>17. COMMUNITY SERVICE</td>
<td>18. ACADEMIC TEAM</td>
</tr>
<tr>
<td>19. DRILL TEAM</td>
<td>20. COLOR GUARD</td>
</tr>
<tr>
<td>21. MARKSMANSHIP TEAM</td>
<td>22. ORIENTEERING TEAM</td>
</tr>
<tr>
<td>23. INTER-SERVICE COMPETITION</td>
<td>24. RECRUITING</td>
</tr>
<tr>
<td>25. LEADERSHIP TRAINING</td>
<td>26. SEA CRUISE</td>
</tr>
</tbody>
</table>

**Lamp Ribbons:**
- Lamp - Bronze
- Lamp - Silver
- Lamp - Gold

**Star Ribbons:**
- Star - Bronze
- Star - Silver
- Star - Gold

**Anchor Ribbon:**
- Anchor - Gold
STUDY GUIDE QUESTIONS

CHAPTER 1: NJROTC UNIFORM REGULATIONS

1. What four elements are important when wearing the uniform?
2. Where does the word "uniform" come from? What does it mean?
3. NJROTC cadets and active duty Navy personnel wear the same uniform with certain exceptions, what are they?
4. How should caps be worn?
5. How should the uniform be kept?
6. What is the uniform of the day?
7. What is the requirement for wearing the NJROTC uniform be worn?
8. When may one uncover outdoors?
9. When must cadets comply with uniform requirements?
10. Who prescribes what uniform shall be worn for special occasions? For example:
11. Can cadets, in uniform, participate in political activities?
12. The bulk of the men's hair may not exceed how many inches?
13. Men's Sideburns may not extend below _____?
14. How should mustaches be kept?
15. What are the grooming standards for men regarding earrings and studs?
16. Are sunglasses authorized in military formations?
17. May the female hair extend to the collar?
18. How should females’ cosmetics be worn?
19. What kind of nail polish is authorized?
20. What kinds of earrings/studs are authorized?
21. When can enlisted cadets wear the Service Dress Blue Uniform?
22. Under what circumstances will a cadet be authorized to wear the Khaki uniform?
23. How are the uniform shoes required to be laced?
24. With what uniforms may a ball cap be worn?
25. What are the rules regarding hosiery for female cadets?
26. On Service and Working Khaki uniforms shirts, where are the collar devices worn?
27. Who is authorized to wear rank/rate insignias on the garrison cap?
28. On which side is the fouled anchor worn on the garrison cap?
29. On all uniforms where is the nametag worn?
30. What is the maximum number of service stars that can be worn on the NJROTC uniform?

31. Where are service stars worn on Navy service and service dress blue uniform?

32. What color is the chinstrap on the combination cover for Cadet Chief Petty Officers?

33. What types of knots are authorized for the male tie?

34. Which aiguillette is only authorized to be worn on the right shoulder?

35. On which uniforms are aiguillettes not authorized?

36. Where are medals worn on the NJROTC uniform?

37. Where are service stars worn on Navy service and service dress blue uniform?

38. What is the maximum number of awards of any ribbon that can be earned by a NJROTC cadet? How is this distinguished on the ribbon?

39. Which ribbon(s) are authorized to be worn on the wearer’s right side?

40. What are the four ribbons which can be worn “incorrectly” (i.e. upside down)? What is the general rule of thumb for the wearing of ribbons?

CRITICAL THINKING QUESTION

1. Official clothing for sailors was pretty much a hit-or-miss affair until 1747, when King George II of England ordered “uniforms” to be worn by all navy personnel. He did this as a means of boosting sailor’s morale and improving their appearance. The first uniforms for the U.S. Navy, authorized on September 5, 1776, specified outfits for officers. These included a blue coat, blue breeches and a red waistcoat with narrow lace. Enlisted uniforms were first authorized in September 1817. The winter uniform included a black hat, blue jacket, blue trousers and a red vest, all with yellow buttons. Rating badges for enlisted men were first worn in 1885. It appears that as the United States Navy was being established, a standard designed naval uniform was not an issue. Do you think the standardization of a naval uniform, placement of rank and various insignia is important? What criteria would you use to assess a standard design for the naval uniform? Is there any sort of inconvenience that might arise from not being able to distinguish the commissioned officers from the enlisted personnel?

EXTENSION ACTIVITY

1. The vintage clothing field, with its emphasis on the clothes of women and children, tends to reflect youthful and feminine lives. But when finding men’s clothes, we think about adult male lives, and then we shouldn’t forget an overwhelming force in those lives – the military. A lot of the world’s clothing is military, and uniforms directly affect the history of clothing.

The question whether uniforms themselves belong to the world of military collectibles or vintage clothing is important. Uniform study has to be part of costume study, and it’s radically different from other costume fields in two ways; the wealth of documentation available, and the emphasis on the original wearer.

Research various military museums regarding vintage military uniforms and how the uniform designs and uniform materials have affected the design, function and practicality of clothing that we wear today on a daily basis.
2. Why spend your time flipping through the large Cadet Field Manual? Using the Cadet Field Manual, Chapter 1 NJROTC Uniform Regulations as a guide, design and make a small (5 inch x 6 inch) NJROTC Uniform Guide flip chart. This would be a quick reference guide complete with an index, illustrations, detailed instructions and a measuring template for placement of all NJROTC insignia on the uniforms.

INTERDISCIPLINARY CONNECTION

Global Studies: Research the foreign origins of military uniforms and the historical background that formed the basis of the U.S. Navy enlisted and officer uniforms. Create a poster of the early British Royal Navy uniforms and the early U.S. Navy uniforms, including the initial rank and rank insignia.

ACADEMIC CONTENT STANDARDS

Language Arts 1: Uses the general skills and strategies of the writing process. Benchmarks: Evaluates own and others’ writings; Uses strategies to address writing to different audiences; uses strategies to adapt writing for different purposes; Writes expository compositions; Writes fictional, biographical, autobiographical, and observational narrative compositions; Writes persuasive compositions that address problems/solutions or causes/effects; Writes reflective compositions; Writes in response to literature.

Language Arts Standard 7: Demonstrates competence in the general skills and strategies for reading a variety of informational texts. Benchmarks: Applies reading skills and strategies to a variety of informational texts; Knows the defining characteristics of a variety of informational texts; Determines the effectiveness of techniques used to convey viewpoint; Uses discussions with peers as a way of understanding information.

Technology Standard 3: Understands the relationships among science, technology, society, and the individual. Benchmark: Knows that alternatives, risks, costs, and benefits must be considered when deciding on proposals to introduce new technologies or to curtail existing ones.

Historical Understanding Standard 2: Understands the historical perspective. Benchmarks; Understands that specific individuals and the values those individuals held had an impact on history; Analyzes the influence specific ideas and beliefs had on a period of history; Analyzes the effects that specific “chance events” had on history; Analyzes the effects specific decisions had on history.
VOCABULARY WORDS

Uniform
From a combination of two Latin words, unus and forma, which means “one form.”

Uniform of the Day
The uniform of the day is the uniform your Senior Naval Science Instructor (SNSI) will direct you to wear on any given day.

Legging
A canvas cloth covering for the leg.

Ascot
A broad neck scarf that is looped under the chin.

Beret
A visor-less usually woolen cap, with a tight headband and a soft full flat top.

Garrison Cap
A visor-less folding cap worn as part of a military uniform.

SDB
Service Dress Blues

Service Stars
This insignia is used to designate the number of courses/years satisfactorily completed in the NJROTC program.

Precedence
Priority of importance

*Quartermaster
A thin lacquer coating applied to brass devices, particularly belt buckles and tips to protect the surface while in shipment and storage.

*Gig line
The alignment of the seams of the shirt, and trouser fly with the edge of the belt buckle.

*Smile
The white fabric of the combination cover which shows between the black band and the seam of the upper cover. When the cover is correctly rigged or set-up, there should be no smile visible.

*Brass on Brass
The alignment of the tip of the belt with the base of the belt buckle.