

NJROTC STUDY GUIDE

CADET

Petty Officer 3rd Class



***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.

General Orders to the Sentry

1. Take charge of this post and all government property in view.
2. Walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
3. Report all violations of orders I am instructed to enforce.
4. Repeat all calls from any posts more distant from the guardhouse or the quarter-deck than my own.
5. Quit my post only when properly relieved.
6. Receive, obey, and pass on to the sentry who relieves me, all orders from the commanding officer, command duty officer, officer of the deck, and officers and petty officers of the watch only.
7. Talk to no one except in the line of duty.
8. Give the alarm in case of fire or disorder.
9. Call the officer of the deck in any case not covered by instructions.
10. Salute all officers and all colors and standards not cased.
11. Be especially watchful at night, and during the time for challenging, challenge all persons on or near my post, and to allow no one to pass without proper authority.

Basic Platoon Formation (DM-6)

PURPOSE OF DRILL

Commanders use drill to:

1. Move units from one place to another in a standard, orderly manner.
2. Provide simple formations from which combat formations may be readily assumed.
3. Teach discipline by instilling habits of precision and automatic response to orders.
4. Increase the confidence of cadets through the exercise of command, by the giving of proper commands, and by the control of drilling troops.
5. Give cadets an opportunity to handle individual weapons.

Purpose of Formations

1. To build unit cohesion and esprit de corps by recognizing cadets during awards and promotion ceremonies.
2. To maintain continuous accountability and control of personnel.
3. To provide frequent opportunities to observe the appearance and readiness of the uniforms, arms, and equipment of the individual Cadet.
4. To keep the individual Cadet informed by providing the means to pass the word.
5. To develop command presence in unit leaders.
6. To instill and maintain high standards of military bearing and appearance in units and in the individual Cadet.
7. To add color and dignity to the daily routine by reinforcing the traditions of excellence associated with close order drill.

Definitions

Alignment. The dressing of several elements on a straight line.

Depth. The space from head to rear of an element or a formation. The depth of an individual is considered to be 12 inches.

Distance. The space between your chest and the person to your front, which is 40 inches.

Double Time. Cadence at 180 steps (36 inches in length) per minute.

Interval. Is measured between individuals from shoulder to shoulder.

Cadence. A rhythmic rate of march at a uniform step. 112 to 120 steps 30 inches per minute. It is the normal cadence for drills and ceremonies.

Element. An individual, squad, section, platoon, company, or other unit that is part of a larger unit.

Extended Mass Formation. The formation of a company or larger unit in which major elements are in column at close or normal interval and abreast at a specified interval greater than normal interval.

File. A single column of cadets one behind the other.

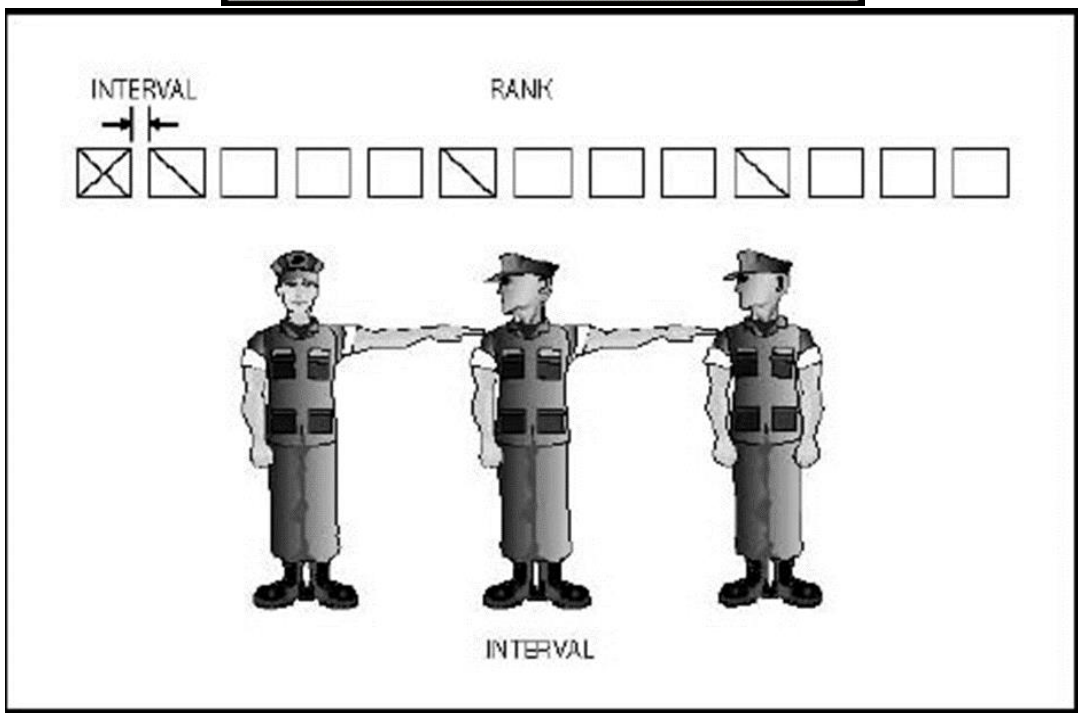
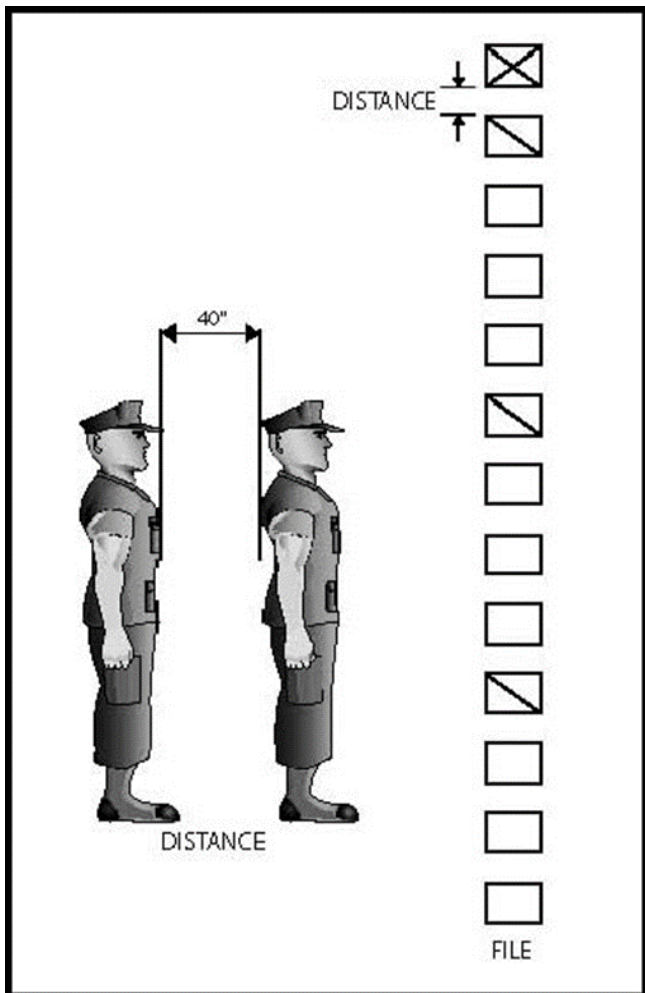
Flank. The right or left extremity of a unit, either in line or in column. The element on the extreme right or left of the line. A direction at a right angle to the direction an element or a formation is facing.

Formation. Arrangement of elements of a unit in line, in column, or in any other prescribed manner.

Front. The space occupied by an element or a formation, measured from one flank to the other. The front of an individual is considered to be 22 inches.

Guide. The individual (base) upon whom a formation, or other elements thereof, regulates its march. To guide: to regulate interval, direction, or alignment; to regulate cadence on a base file (right, left, or center).

Head. The leading element of a column.



4 Types of Commands (DM-12/13)

Preparatory command: Indicates a movement is to be made and may also indicate the direction of the movement. Examples: “Forward”, “Left”, “Platoon”, “About”.

Command of Execution: Is the Preparatory command being executed. Examples: “March,” “Face,” “Attention,” etc.

Combined Command: The preparatory command and the command of execution are combined. Examples: “At Ease,” “Rest,” “Fall In,” etc.

Supplementary commands: Are commands that cause the component units to act individually. Example: “Colum of Files From the Right,” and before the command of execution “March.”

Squad Drill (DM-101)

A squad is a group of 8-12 individuals formed for the purpose of instruction, discipline, control, and order.

Members of the squad take positions, move, and execute the manual of arms as stated in this Manual. All individuals execute the movements at the same time.

Squads may drill as squads or as part of a platoon or larger formation.

The squad marches in line for minor changes of position only.

1. In this Chapter the term “unit leader,” (e.g., “The unit leader then checks the alignment) means the individual drilling the squad. He/she may be the squad leader, or squad member drilling the squad for an inspection or evaluation. If the unit leader is the squad leader, then the number two Cadet executes the movements of the squad leader. The unit leader must maintain proper distance (3 paces) from the squad and remain centered on the squad during all drill movements.

- a. If the squad executes a right step, the unit leader, who is facing the squad, would execute a left step in cadence with the squad to maintain proper position. For a right step the unit leader would execute a left step.

- b. If the squad executes a back step, the unit leader would execute a half step, in cadence with the squad to maintain proper position.

- c. Movements of the unit leader during other squad movements are explained in the paragraph describing the movement.

TO FORM THE SQUAD

1. Members of the squad normally form up to maintain squad integrity. However, for parades and ceremonies where appearance is more important, the squads should be sized. To size the squad the tallest member takes position with the shortest squad member in position 10. The squad leader, regardless of height, always forms as the squad leader, in position one.
2. To form at normal interval, the command is “**FALL IN.**”

3. The squad forms in line on the left of the squad leader. Each member of the squad, except the individual on the left flank, raises their left arm shoulder high in line with their body. Fingers are extended and joined, palm down thumb extended along the forefinger. Each individual except the squad leader turns their head and looks to the right. To obtain a normal interval, everyone places himself in line so their right shoulder touches the fingertips of the person on their right. As soon as each individual is in line with the person on their right, and the person on their left has obtained normal interval, they assume the position of attention smartly but quietly.
4. To form at close interval, the command is **“At Close Interval, FALL IN.”**
5. The squad forms in line on the left of the squad leader. Each member of the squad, except the individual on the left flank, places their left hand on their hip, elbow in line with the body. They rest the heel of the palm on the hip with fingers extended and joined and pointing down. Everyone except the squad leader turns their head and looks to the right. To obtain close interval, they place themselves in line so their right arm touches the elbow of the person on their right. As soon as each individual is in line with the person on their right, and the person on their left has obtained close interval, they assume the position of attention smartly but quietly.

TO DISMISS THE SQUAD

1. The squad is dismissed only from a line with individuals at attention.
2. Unarmed troops are dismissed with the command **“DISMISSED.”**

TO COUNT OFF

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

TO ALIGN THE SQUAD

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

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

2. Dress Right Dress

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

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

c. The unit leader, on his/her own command of execution "**DRESS,**" faces half left, as in marching, and proceeds by the most direct route to a position on line with and one pace to the right of the individual on the right flank. At this position, the unit leader executes a halt in the oblique facing the rear of the formation, and then executes a right face, facing down the line of the squad. The unit leader aligns the squad by commanding those individuals in advance or rear of the line to move forward or backward until in line. These individuals are designated by name or number. For example: "**Jones, FORWARD;**" or "**Number Three, BACKWARD.**" Those individuals will move until receiving the command "**STEADY.**" The unit leader may execute a series of short side steps to the right or left in order to identify an individual. However, prior to commanding the identified individual to move, the unit leader will be on line with the rank. After verifying the alignment of the squad, the unit leader faces to the right in marching, marches straight to a point 3 paces beyond the squad, halts, faces to the left, and commands "**Ready, FRONT.**" Immediately after commanding "**FRONT,**" the unit leader marches by the most direct route back to a post 3 paces front and centered on the squad.

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

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



Figure 7-3. Dress Right Dress.

3. At Close Interval Dress Right Dress. This movement is executed in the same manner as dress right dress except for the following:

a. On the command **“At Close Interval, Dress Right, DRESS,”** those individuals providing interval will do so by placing the heel of their left hand on their hip with the elbow in line with their body. Fingers are extended and joined and pointing down. Members gaining interval will move by short steps until their right arm is touching the left elbow of the individual to their left. (See figure

7-4.)



Figure 7-4. At Close Interval Dress Right Dress.

4. Dress Left Dress and at Close Interval Dress Left Dress. These movements are similar to dress right dress and at close interval dress right dress except that alignment is made toward the left. The individual on the left flank of the rank is the base of the movement and stands fast. On the command **“Dress Left, DRESS”** or **“At Close Interval, Dress Left, DRESS,”** everyone except the individual on the left flank smartly turn their heads to the left, look, and align themselves. At the same time they will smartly raise their left arm or elbow to provide interval (the left arm is used for both dress right and dress left). The unit leader will verify alignment of the squad from its left flank. (See figure 7-5.)



Figure 7-5. Dress Left.

5. To align in column, the command is "**COVER.**" At this command, members move as necessary to place themselves directly behind the person in front of them, still maintaining a 40-inch distance.

TO OBTAIN CLOSE INTERVAL FROM NORMAL INTERVAL IN LINE

1. The purpose of this movement is to close the interval between individuals of a squad in line to 4 inches. It may be executed when the squad is halted at attention and in line at normal interval. The command is "**Close, MARCH.**"
2. The squad leader is the base of this movement. On the command of execution "**MARCH,**" the squad leader stands fast and places his/her left hand on his/her hip, as if dressing at close interval, to provide interval for the individuals to the left. At the same time, all other members of the squad face to the right as in marching, march toward the right flank until approximately 4 inches from the person in front of them, halt, and face to the left. They then execute at close interval dress right dress. After aligning and without command, they will smartly lower their left hands and turn their heads to the front as soon as the individual to their left has touched their elbow with his/her right arm and stopped moving.
3. On his/her command of execution, the unit leader steps to the left in marching. He/she marches parallel to the squad maintaining a distance of 3 paces from the squad. When approximately on the center of the squad at close interval the unit leader halts and faces the squad. He/she then adjusts to the center of the squad by taking small steps left, right, forward or back.

TO OBTAIN NORMAL INTERVAL FROM CLOSE INTERVAL IN LINE

1. The purpose of this movement is to extend the interval between individuals of a squad in line to one arm length. It may be executed when the squad is halted at attention and in line at close interval. The command is **“Extend, MARCH.”**
2. The squad leader is the base of this movement. On the command of execution **“MARCH,”** the squad leader stands fast and raises his/her left arm to shoulder height to provide interval for the person on the left. At the same time, all other members of the squad face to the left as in marching, march toward the left flank until they have opened approximately a 30-inch distance from the person behind them, halt, and face to the right. They then execute dress right dress. After aligning and without command, they will smartly, and quietly, lower their left arms and turn their heads to the front as soon as the individual to their left has touched their finger tips with his/her right shoulder and has stopped moving.
3. On his/her command of execution, the unit leader steps to the right in marching. He/she marches parallel to the squad maintaining a distance of 3 paces from the squad. When approximately on the center of the squad at normal interval the unit leader halts and faces the squad. He/she then adjusts to the center of the squad by taking small steps left, right, forward or back.

TO MARCH IN THE OBLIQUE

1. The purpose of this movement is to shift the line of march to the right or left and then resume marching in the original direction. It may be executed from any formation that is marching at quick time cadence. The command is **“Right (Left) Oblique, MARCH.”** The word oblique is pronounced to rhyme with strike. The command of execution is given as the foot in the direction of the turn strikes the deck. The command to resume the original direction of march is **“Forward, MARCH.”** The command of execution is given as the foot toward the original front strikes the deck.
2. To teach the squad to march to the oblique, the unit leader aligns the unit and has members face half right (left). The unit leader then explains that these positions are maintained when marching to the oblique. This is achieved by individuals keeping their shoulders parallel to the persons in front and/or adjacent to them. The squad leader is the base of the movement, and must maintain a steady line of march keeping his/her shoulders blocked perpendicular to the direction of march.
3. At the command **“Right Oblique, MARCH”** the command of execution is given as the right foot strikes the deck. Everyone then takes one more 30-inch step to the front with the left foot and pivots 45 degrees to the right on the ball of the left foot. Stepping out of the pivot with a 30-inch step, the entire squad marches to the right oblique until given another command. (See figure 7-6.) For the squad to resume marching in the original direction, the command is **“Forward, MARCH”** in this case the command of execution will be given as the left foot strikes the deck. Everyone then takes one more step in the oblique direction; pivots back to the original front and continue to march. To march to the left oblique, substitute left for right and right for left in the above sequence.

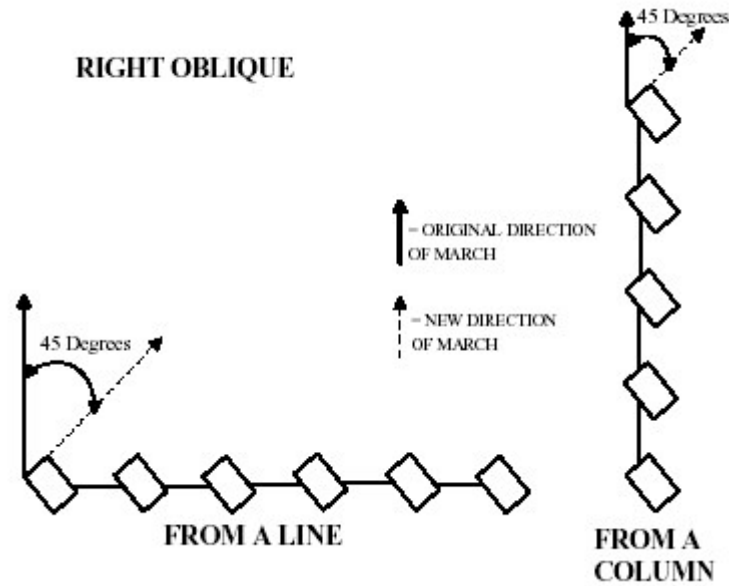


Figure 7-6. Marching to Right Oblique.

4. To halt the squad facing in the original direction of march the command is **"Squad, HALT."** The command of execution **"HALT"** is given on the left foot when marching to the right oblique and on the right foot when marching to the left oblique. At the command **"HALT,"** everyone takes one more step in the oblique direction, pivots to the original front on the toe of the right (left) foot, and places the left (right) foot beside the other at the position of attention.
5. To temporarily halt the squad in the oblique direction, in order to correct errors, the command is **"In Place, HALT."** The command of execution **"HALT"** may be given as either foot strikes the deck. At the command of execution **"HALT,"** the squad halts in two counts as in quick time and remains facing in the oblique direction. The only command that can be given after halting in place is **"Resume, MARCH."** At that command, the movement continues marching in the oblique direction.
6. When given half step or mark time while marching in the oblique, the only commands that may be given are **"Resume, MARCH"** to continue marching with a 30inch step in the oblique; or **"In Place, HALT"** to halt in the oblique in order to correct errors.

TO MARCH TO THE REAR

1. The purpose of this movement is to march the squad to the rear for a short distance. It may be executed when halted or marching forward at quick time or double time. The command is **"To the Rear, MARCH."** The command of execution will be given as the right foot strikes the deck.
2. When halted, on the command of execution **"MARCH,"** everyone takes one 15-inch step to the front with the left foot and then pivots 180 degrees toward the right on the balls of both feet.

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

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

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

TO MARCH TO THE FLANK

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

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

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

TO CHANGE DIRECTION OF A COLUMN

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

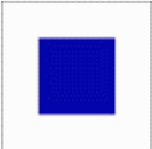



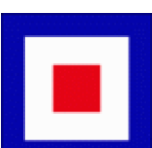



2. When marching, the commands of execution are given on the foot in the direction of the turn. On the command of execution "**MARCH,**" the squad leader takes one more 30-inch step to the front and then pivots 90 degrees to the right (left) on the ball of the left (right) foot. He/she then takes a 30-inch step in the new direction. The remaining members of the squad continue to march to the point where the squad leader pivoted. They would then pivot 90 degrees in the new direction of march.
3. When halted, at the command of execution "**MARCH,**" the squad leader faces to the right (left) as in marching by turning to the right (left) on his right toe and takes one 30-inch step in the new direction with the left foot. The remaining members of the squad step off to the front as in forward march. The remainder of the movement is executed the same as in marching.
4. Column half right (left) is executed as described above except that the pivot is 45 degrees to the right (left).
5. During column movements, the unit leader executes the movement with the squad, maintaining proper distance from the squad.

For slight changes of direction, the command is "**INCLINE TO THE RIGHT (LEFT).**" At that command, the squad leader changes direction slightly as commanded. This is not a precision movement and is executed only while marching.

Phonetic Alphabet

| Flag | Name | Phonetic Pronunciation | Navy Meaning | International Meaning |
|---|---------|------------------------|---|-----------------------------------|
|  | Alfa | AL-fah | I have a diver down; keep well clear at slow speed. | |
|  | Bravo | BRAH-voh | I am taking in, discharging, or carrying dangerous cargo. | |
|  | Charlie | CHAR-lee | "Yes" or "affirmative". | |
|  | Delta | DELL-tah | I am maneuvering with difficulty; keep clear. | |
|  | Echo | ECK-oh | I am directing my course to starboard. | |
|  | Foxtrot | FOKS-trot | I am disabled; communicate with me. On aircraft carriers: Flight Operations underway | |
|  | Golf | GOLF | I require a pilot. | |
|  | Hotel | hoh-TELL | I have a pilot on board. | |
|  | India | IN-dee-ah | Coming alongside. | I am directing my course to port. |

| Flag | Name | Phonetic Pronunciation | Navy Meaning | International Meaning |
|---|----------|------------------------|--|---|
|  | Juliet | JEW-lee-ett | I am on fire and have dangerous cargo; keep clear. | |
|  | Kilo | KEY-loh | I wish to communicate with you. | |
|  | Lima | LEE-mah | You should stop your vessel immediately. | |
|  | Mike | MIKE | My vessel is stopped; making no way. | |
|  | November | no-VEM-bur | No or negative. | |
|  | Oscar | OSS-kur | Man overboard. | |
|  | Papa | pah-PAH | All personnel return to ship; proceeding to sea (in port). | |
|  | Quebec | kay-BECK | Boat recall; all boats return to ship. | Ship meets health regulations; request clearance into port. |
|  | Romeo | ROH-me-oh | Preparing to replenish (At sea). Ready duty ship (in port). | None. |

| Flag | Name | Phonetic Pronunciation | Navy Meaning | International Meaning |
|---|---------|------------------------|---|----------------------------------|
|  | Sierra | see-AIR-ah | Conducting flag hoist drill. | Moving astern. |
|  | Tango | TANG-go | Do not pass ahead of me. | Keep clear; engaged in trawling. |
|  | Uniform | YOU-nee-form | You are running into danger. | |
|  | Victor | VIK-tah | I require assistance. | |
|  | Whiskey | WISS-kee | I require medical assistance. | |
|  | Xray | ECKS-ray | Stop carrying out your intentions and watch for my signals. | |
|  | Yankee | YANG-kee | Ship has visual communications duty. | I am dragging anchor. |
|  | Zulu | ZOO-loo | I require a tug. | |

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.