

# CNRC Recruiter DEP Training Aid



# Introduction to DEP Meetings

A Delayed Entry Program (DEP) Meeting is the primary method for training and motivating DEP Recruits. A well-trained and highly motivated DEP Recruit is less likely to attrite.

The DEP meeting serves three purposes:

1. To provide basic knowledge in selected military subjects which will enhance the ability of the DEP Recruit to successfully complete the academic and physical requirements of DEP Recruit training and follow-on assignments.
2. To mentally and physically prepare the DEP Recruit for RTC. A well-prepared DEP Recruit will experience a smooth transition from DEP to RTC and throughout their Navy career.
3. To encourage and enhance the ability of the DEP Recruit to actively support and assist in the recruiting effort.

In order to meet the objective of providing basic knowledge of selected military subjects, the Recruiter is responsible to conduct lectures, presentations, or lessons, at each DEP meeting. The training should be well organized and professional. Lesson plans retained from the DEP Leadership Manual, Basic Military Requirements, and the Blue Jackets Manual are excellent sources for subject matter content.

The Delayed Entry Program Success Accelerator contains the Personnel Qualification Standards (PQS) Sheet - DEP Module. The PQS sheet outlines in detail the minimum qualification a DEP Recruit must train to.

For instance, Module 4. Rank, Rate, and Recognition, requires the DEP Recruit to, at a minimum:

1. Name and identify enlisted ranks from E-1 through E-9.
2. Name and identify warrant officer ranks from W-1 through W-4 and commissioned officer ranks from O -1 through O-10.
3. Demonstrate the ability to recognize rank and insignias for both officer and enlisted.
4. Name and identify different warfare devices.
5. State the purpose of I.D. cards and recognize the information contained on an armed forces I.D. card / tag.

The module suggests that the recruiter or the recruit will find amplifying information on this topic in the Basic Military Requirements (NAVEDTRA 10054-F) and Chapter 5, DEP Training Lecture and Demonstration.

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# 1. DEP Responsibility

## 1.1. Memorize and Randomly Recite the Eleven General Orders of a Sentry

You will be required to quote any one, or all, of the Eleven General Orders of a Sentry from memory anytime, anywhere, and to anyone by the fifth day of the first week of training. It is imperative that you learn the Eleven General Orders of a Sentry while you are in DEP status, prior to your departure for recruit training.

- 1) To take charge of my post and all government property in view.
- 2) To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
- 3) To report all violations of orders I am instructed to enforce.
- 4) To repeat all calls from posts more distant from the guardhouse than my own.
- 5) To quit my post only when properly relieved.
- 6) To 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.
- 7) To talk to no one except in the line of duty.
- 8) To give the alarm in case of fire or disorder.
- 9) To call the Officer of the Deck in any case not covered by instructions.
- 10) To salute all officers and all colors and standards not cased.
- 11) To be especially watchful at night, and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

# 1. DEP Responsibility

## 1.2. Proper Conduct While in the Delayed Enlistment Program

Your time as a Delayed Entry Program (DEP) Recruit is a great opportunity to learn all you can about the Navy, its traditions and history, and some of the things you will need to know before Boot Camp.

It is important that you keep in close touch with your Navy Recruiter while on DEP status and adhere to the schedule of meetings you have agreed to. Even though you find a lot of answers to your questions in this Guide, your Recruiter is the single best source for information and answers.

Proper Conduct can be summed up in the six responsibilities you have to your Recruiter:

1. Maintain your eligibility for the Navy.
2. Attend and participate in all DEP meetings.
3. Maintain or improve your physical fitness standards.
4. Notify your recruiter immediately if your eligibility status changes (injuries, traffic tickets, other police involvement, marital status, dependents, educational status, etc.).
5. Complete all courses in a timely manner.
6. Uphold the Naval Tradition of "I can and I will".

# 1. DEP Responsibility

## 1.3. The DEP Referral Program

Now that you are a member of the Delayed Entry Program it is time to get a head start on your journey. While you are in the DEP you have the opportunity to advance.

Provide your recruiter with names and phone numbers of individuals you believe can benefit from the same opportunities the Navy offered you. Your recruiter will contact these individuals, and when they enlist, you will be on your way toward awards or advancement.

Typically, with no college credits, you begin your career in the Navy as an E-1. When TWO people you refer enlist in the Navy, you will be advanced to E-2. When FOUR people you refer enlist in the Navy, you will be advanced to E-3.

Here are a few things you can give your Recruiter:

- Names of anyone who might have mentioned joining the military
- Names and phone numbers of people in your yearbook
- Names of five people in your favorite class at school
- Names and phone numbers of people who work with you
- Names and phone numbers of anyone on your sports team or club
- Ask your parents or relatives if they know someone your recruiter should speak with
- Accompany your recruiter to places where your friends hang out and introduce them to the recruiter
- Bring a friend to a DEP meeting or to the recruiting office to meet your recruiter

## 1.4. The Sailor's Creed

I am a United States Sailor,

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me,

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world,

I proudly serve my country's Navy combat team with Honor, Courage and Commitment,

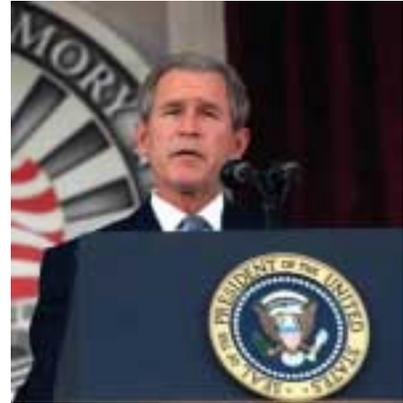
I am committed to excellence and the fair treatment of all.

# 1. DEP Responsibility

## 1.5. The Chain of Command

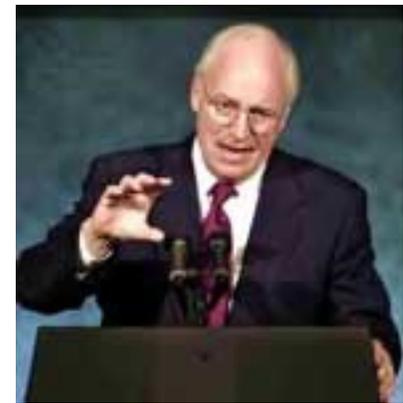
### Commander in Chief - Honorable George W. Bush

The President is Commander in Chief of the armed forces. Article II of the Constitution states that the president shall be commander in chief of the Army and the Navy. He shall have the power to make treaties--provided two-thirds of the Senate agrees. He shall appoint ambassadors, Supreme Court justices, and other officials--"by and with the Advice and Consent of the Senate." Section 3 of the Article provides that he shall address Congress on the state of the Union, see that laws are carefully carried out, and receive foreign ambassadors and ministers. Basically, all these provisions of the Constitution are still in force today. Even within the framework of the Constitution the duties and powers of the president have become highly complex.



### Vice President of the United States - Honorable Dick Cheney

Vice President of the United States, the second-highest ranking official in the U.S. government. The PRESIDENT and vice president are the only nationally elected officials. If the president dies, resigns, or is removed from office, the vice president succeeds him. In addition, the vice president may serve temporarily as acting president if the president, for whatever reason, is unable to discharge the duties of the office. He is the president, or presiding officer, of the U.S. SENATE and if a Senate vote ends in a tie the vice president may vote to break the tie. The vice president has been assigned other duties by statute, and the president may give him other responsibilities.



### Secretary of State - Honorable Colin Powell

The Secretary of State, appointed by the President with the advice and consent of the Senate, is the President's chief foreign affairs adviser. The Secretary carries out the President's foreign policies through the State Department and the Foreign Service of the United States. In addition, the Secretary of State retains domestic responsibilities that Congress entrusted to the State Department in 1789. These include the custody of the Great Seal of the United States, the preparation of certain presidential proclamations, the publication of treaties and international acts as well as the official record of the foreign relations of the United States, and the custody of certain original treaties and international agreements. The Secretary also serves as the channel of communication between the Federal Government and the States on the extradition of fugitives to or from foreign countries.



# 1. DEP Responsibility

## 1.5. The Chain of Command

### Secretary of Defense - Honorable Donald H. Rumsfeld

The Secretary of Defense is the principal defense policy adviser to the President and is responsible for the formulation of general defense policy and policy related to all matters of direct concern to the Department of Defense, and for the execution of approved policy. Under the direction of the President, the Secretary exercises authority, direction and control over the Department of Defense. The Secretary of Defense is a member of the President's Cabinet and of the National Security Council.



### Secretary of the Navy - Honorable Gordon R. England

The Secretary of the Navy (SECNAV) is responsible for, and has the authority under Title 10 of the United States Code, to conduct all the affairs of the Department of the Navy, including: recruiting, organizing, supplying, equipping, training, mobilizing, and demobilizing. The Secretary also oversees the construction, outfitting, and repair of naval ships, equipment and facilities. SECNAV is responsible for the formulation and implementation of policies and programs that are consistent with the national security policies and objectives established by the President and the Secretary of Defense. The Department of the Navy consists of two uniformed Services: the United States Navy and the United States Marine Corps.



### Chief of Naval Operations - Admiral Vern Clark, USN

The Chief of Naval Operations (CNO) is the senior military officer of the Department of the Navy. The CNO is a four-star admiral and is responsible to the Secretary of the Navy for the command, utilization of resources and operating efficiency of the operating forces of the Navy and of the Navy shore activities assigned by the Secretary. A member of the Joint Chiefs of Staff, the CNO is the principal naval adviser to the President and to the Secretary of the Navy on the conduct of war, and is the principal adviser and naval executive to the Secretary on the conduct of activities of the Department of the Navy. Assistants are the Vice Chief of Naval Operations (VCNO), the Deputy Chiefs of Naval Operations (DCNOs), the Assistant Chiefs of Naval Operations (ACNOs) and a number of other ranking officers. These officers and their staffs are collectively known as the Office of the Chief of Naval Operations (OpNav).



# 1. DEP Responsibility

## 1.5. The Chain of Command

### Master Chief Petty Officer of the Navy - MCPON(SS/AW) Terry D. Scott, USN

The Master Chief Petty Officer of the Navy (MCPON) is the senior enlisted person in the Navy. The MCPON serves as the senior enlisted leader of the Navy, and as an advisor to the Chief of Naval Operations and to the Chief of Naval Personnel in matters dealing with enlisted personnel and their families. The MCPON is also an advisor to the many boards dealing with enlisted personnel issues; is the enlisted representative of the Department of the Navy at special events; may be called upon to testify on enlisted personnel issues before Congress; and, maintains a liaison with enlisted spouse organizations.



## 2. Recruit Training

### 2.1. What to Bring to Recruit Training Command (RTC)

#### **REPORTING TO RTC**

Everyone who joins the Navy begins their journey to RTC from a Military Entrance Processing Station (MEPS). The order of events on the day you arrive at MEPS will generally proceed in the following way:

- You arrive at MEPS
- Accommodations will be provided and you will spend the night in a local hotel
- The next day you will go back to MEPS for processing
- After processing you will travel to your local airport (for most of you) and board an airliner; destination Chicago, IL
- Arriving in Chicago, you will be met by Navy personnel in the airport who will organize you into groups with other trainees and lead you to your transport bound for RTC
- You arrive at RTC and begin in-processing

Female recruits may also bring:

- Six white sports bras and two white cotton full cup bras
- Eight white cotton briefs
- Sanitary items as required
- Birth control pills, if prescribed
- One conservative, solid color (blue or black) one-piece swimsuit
- Divorce decree
- Basic make-up is allowed; however, due to time constraints and lack of personal space, recruits are not permitted to wear makeup until their pass-in-review weekend. No glass items (including mirrors) are permitted

#### **ITEMS AUTHORIZED TO BE RETAINED BY RECRUITS**

The items listed below will be retained in the originally purchased containers, "if adequate locker space is available."

- Social Security Card
- Toothpaste (in tubes only) / toothbrush
- Two personal-size bars of soap
- Non-scented stick deodorant (3 oz. or less)
- Shaving cream (11 ounces or less)
- Disposable or cartridge razor only
- Wristwatch
- Religious Medallion
- Writing material, except bottled ink

## 2. Recruit Training

### 2.1. What to Bring to Recruit Training Command (RTC)

- Pocket Bible, Koran, or equivalent religious literature
- Small address book
- Shampoo and conditioner (8 oz. or less)
- Hairbrush, combs
- Feminine sanitary items
- Scalp treatment (8 oz. or less)
- Birth control/contraceptives
- Conservative makeup, one each; face powder, blush, lipstick, eye shadow, mascara (females only)
- Barrettes that match hair color (females only)
- Sunscreen (8 oz. or less)
- Unscented hand lotion (8 oz. or less)

#### A Note About Prescription Drugs

Recruits may bring prescription drugs with identifying prescription labels. At a designated time, they must be sent to the dispensary for medical evaluation. Recruits on birth control pills and/or contraceptives will retain their prescription and will be seen during GYN screening.

All non-prescription drugs and medications will be confiscated and disposed of. These would include, but not be limited to, the following:

- Mouthwash
- Phisoderm, PhisoHex and other similar products
- Foot powders
- Motion sickness medication
- Commercial sleeping aids
- Decongestants
- Acne medication
- Antihistamines
- Analgesics
- Eyewash
- Sex-related materials, excluding diaphragms and condoms
- Liquid body wash

#### **ITEMS NOT AUTHORIZED TO BE RETAINED BY RECRUITS**

All electrical items will be sent home, including the following:

- Radios, tape players, CD players (including MP3 players, CDs, cassettes and headphones)

## 2. Recruit Training

### 2.1. What to Bring to Recruit Training Command (RTC)

- Electric razors, Beard trimmers
- Hair Dryers, Curling Irons
- Pagers, Cell phones
- Cameras
- Game Boy
- Palm Pilots, Electronic Organizers
- All miscellaneous items deemed not required for training

The following items are not authorized at RTC and/or cannot be shipped via U.S. mail. These items will be confiscated and donated to a charitable organization.

- Large cans of shaving cream (11 oz or larger)
- All aerosol containers
- Aftershave, cologne, perfume
- Hair care products containing grease
- Shampoo, conditioners, scalp treatments (larger than 8 oz. or containing grease)
- Lighter Fluid
- Matches
- Non-Navy books and magazines
- Baby Oil
- Cards, dice, gambling paraphernalia
- Large and bulky stationary
- Q-tips, handi-wipes, body powder
- Large plastic picks, rakes, etc., or any made of metal
- Anything in glass containers including mirrors
- Double-edge razor blades
- Cigarettes, cigars, pipes, tobacco, chewing tobacco
- Large deodorants (larger than 3 oz.)

The following is a list of some the items that will be confiscated and turned over to Security for disposition.

- Firearms, ammunition
- Fireworks
- Clubs, batons
- Brass knuckles
- All straight razors, knives with blades over 3 inches in length (knives with blades less than 3 inches, ice picks and scissors will be sent home)
- Narcotics, drugs, and any paraphernalia for drug usage, like roach clips, hash pipes, hypodermic needles

# 2. Recruit Training

## 2.2. Reporting Procedures at RTC

### REPORTING TO RTC

Everyone who joins the Navy begins their journey to RTC from a Military Entrance Processing Station (MEPS). You will receive a date to report to MEPS for departure to RTC. The order of events on the day you arrive at MEPS will generally proceed in the following manner:

- You arrive at MEPS on your report date
- Accommodations will be provided and you will spend the night in a local hotel
  - Not everyone in your processing group will be arriving at the same time, so the Navy provides accommodations for the evening so everyone can get a fresh start at the same time the next day.
- The next day you will go back to MEPS for final processing
  - In final processing you will be given a short follow-up physical, be briefed, interviewed, and take the enlistment oath before departing to recruit training. This second enlistment oath transfers you from the Naval Reserve to active duty in the Navy.
- Travel to Naval Training Center, Great Lakes, Illinois
  - Travel to NTC is arranged and paid for by the Navy. No matter what your means of transportation will be, you will be given specific instructions to follow in order to complete your travel successfully.

### ARRIVING AND RECEIPT DAY AT RTC

Now that you have made a successful journey from MEPS, you are set to begin recruit training. Your first day at RTC is called Receipt Day. This is when you will begin your orientation, learn the basic routine and go through preliminary processing.

- Turn in your orders and get your bedding and bunk assignment
- Make a phone call home
  - Your parents or spouse will be glad to hear that you have made it to RTC
- Physical exam
  - This includes a urine sample that will be tested for drug use and a breath-alcohol test for alcohol. A positive result for drugs will result in your separation from service and prevent future enlistment
- Issued the following items
  - Ditty bag, combination lock, note book, writing materials, towels and wash cloths, dental hygiene kit and shoe polishing gear. The cost of these items will be deducted from your first paycheck

## 2. Recruit Training

### 2.3. What to Expect at RTC

Recruit training is a 9-week indoctrination program. It is held in Great Lakes, Illinois, and teaches you all of the basics about living, learning, and working in the Navy.

Recruits must satisfactorily complete all phases of training. If you do not meet acceptable academic, physical or medical standards, or your attitude is poor, you could be set back in your training. If this should happen, you may be given a second opportunity to meet the standards. You may be transferred to a junior division that allows you to take the training over as a refresher and to concentrate on a particular weakness. You may also be assigned to intensive training in fitness, discipline, learning skills, teamwork or motivation.

This may cause a readjustment of your graduation date by one to several weeks. If you fail to make sufficient progress or have extreme problems, you may be discharged and returned to civilian life.

Each 24-hour day has a set routine at recruit training. Classes involve academic instruction, training, and administrative activities. Variations in routine may occur depending on the daily routine. The following page has a sample of the daily routine you will follow during your initial few days, which are called "processing days"

#### **Day 1 Alpha Schedule**

<u>Time</u>	<u>Location</u>	<u>Activity</u>
0400	barracks	reveille
	transit	
	bldg. 1523	blood work/DNA
	transit	
	bldg. 928	breakfast
	transit	
	barracks	uniforms and grooming (RDC Lecture); standards of conduct (RDC Lecture); RDC time
	bldg. 1128	Noon meal
	transit	
	chapel	human values
	various	RDC time
	bldg. 1017	special physicals (chest x-rays)
	bldg. 1128	evening meal
	transit	
	barracks	evening routine
1955-2000	barracks	tattoo/lights out

## 2. Recruit Training

### 2.3. What to Expect at RTC

#### **OTHER DUTIES AND ACTIVITIES**

In every organization, whether at home with your family or aboard ship, someone has to do the housework. At RTC that work is called Service Week. This includes food service duties in the enlisted dining facility, various administrative tasks, deck swabbing, facility maintenance (lawn care, snow removal, etc.) and other necessary jobs to ensure good living conditions for all hands.

In recruit training your division will compete for a series of weekly awards for athletic skills, scholastic achievement, military drill, personnel inspections and overall excellence. Flags are awarded to the winning divisions. These flags are carried in dress parades and reviews. The division "guidon" (flag bearer) carries the division number.

Honor recruits are those recruits whose superior performance through recruit training is recognized by their Recruit Division Commanders. They can receive special awards and/or meritorious advancement.

#### **PAYDAY AT RTC**

Everyone in the Navy is paid twice a month by direct deposit to the financial institution of their choice. In order for this to occur, you will need to take an already completed Direct-Deposit Sign-up Form, Standard Form 1199A to RTC. Most banks have copies of these forms. The financial institution will need to fill in section 3 of the 1199A prior to your departure for RTC. Ensure you take your checkbook and ATM card for your account to RTC.

## 2. Recruit Training

### 2.4. The Necessary Attitude to Adopt While at RTC

Recruit Training (or "Boot Camp") is not easy. The first three weeks are especially tough. You will be faced with obstacles to overcome and standards to meet. A positive attitude will make the entire experience more pleasant and ensure your success.

Once at Boot Camp you will have no problem proceeding in your training on schedule if you keep up with your daily classes, take good notes, budget your time wisely and take advantage of study time. To give yourself the best possible chance of succeeding, make sure you have worked closely with your Recruiter throughout your time in the Navy DEP.

### 2.5. What To Do In Case of Emergency at RTC

Before you report to recruit training, your relatives need to know that in the event of an emergency - a serious illness or death in your immediate family - they should contact the American Red Cross and provide them with your name, rate, Social Security number and military address. Your address at Recruit Training Command (RTC) will be:

Name (Rank/Rate, Last, First, Middle Initial)  
Division (Number), Ship (Number)  
Recruit Training Command  
3301 Indiana St.  
Great Lakes, IL 60088-3127

Within an hour of reporting to RTC, you will be able to telephone your parents or next of kin to notify them of your safe arrival. Soon after you arrive, RTC will send an informational letter to your parents or next of kin that includes your new mailing address.

Recruits may be authorized two additional phone calls, at times determined by their Recruit Division Commander (RDC). Phone calls cannot be received by recruits due to the large population of recruits in training and the tight schedule. Calls may also be allowed as earned privileges or in cases of emergency.

### 2.6. What to Expect Upon Graduation from RTC

Before you know it, your first Navy experience, recruit training, will be over. Before long you'll be facing even more challenging experiences in your next assignment—learning a new job as an apprentice or at a Navy technical school.

If you apply the lessons learned at recruit training, you'll soon have two stripes on your

## 2. Recruit Training

### 2.6. What to Expect Upon Graduation from RTC

sleeve, earn higher pay and join the fleet where you can put your training and newly learned Navy skills to work.

Your Navy career has begun. It's an exciting way of life. You'll see new places, make new friends and build valuable experience—experience that will prepare you to meet the challenges of today's high-tech world.

## 3. Military Drill

### 3.1. The Hand Salute

#### HOW TO SALUTE

Salute from a position of attention. If you're walking, salute from an erect position. Your upper arm should be parallel to the deck or ground, forearm inclined at a 45-degree angle, hand and wrist straight, palm slightly inward, thumb and fingers extended and joined, with the tip of the forefinger touching your cap beak, slightly to the right of the right eye. Face the person saluted, or if you're walking, turn your head and eyes toward the person. Hold the salute until the officer has returned or acknowledged it, then bring your hand smartly to your side.



### 3.2. Attention and Parade Rest

#### ATTENTION

Heels close together, feet turned out to form an angle of 45 degrees, knees straight, hips level, body erect, with the weight resting equally on the heels and balls of the feet. Shoulders squared, chest arched, arms hanging down without stiffness so that the thumbs are along the seams of the trousers, palms and fingers relaxed. Head erect, chin drawn in, and eyes to the front. In coming to attention, the heels are brought together smartly and audibly.

#### PARADE REST

Move the left foot smartly 12 inches to the left from the right foot. At the same time, clasp the hands behind the back, palms to the rear, the right hand clasping the left thumb, arms hanging naturally. Be silent and be still.

## 3. Military Drill

### 3.3. Facing Movements

#### **RIGHT FACE**

At the command FACE, slightly raise the left heel and right toe. Face right, turning on the right heel, putting pressure on the ball of the left foot and holding the left leg straight. Then place the left foot smartly beside the right one.

#### **LEFT FACE**

At the command FACE, slightly raise the right heel and left toe. Face left, turning on the left heel, putting pressure on the ball of the right foot and holding the right leg straight. Then place the right foot smartly beside the left one.

#### **ABOUT FACE**

At the command, place the toe of the right foot about half a foot to the rear and slightly to the left of the left heel without moving the left foot. Put the weight of the body mainly on the heel of the left foot, right leg straight. Then turn to the rear, moving to the right on the left heel and on the ball of the right foot. Place the right heel beside the left to complete the movement.

### 3.4. Dress Right Dress

At the command DRESS, all men, except the right flank man, smartly turn their heads, look, and align themselves to the right. At the same time, all men except the left flank man smartly extend their arms shoulder high (or if at close interval, place their left hands on their hips). The men then position themselves by short steps until their right shoulders touch the fingertips of the men on their right.

# 4. Rank and Recognition

## 4.1. Name and Identify Enlisted Rates

The use of the word "rank" to identify Navy enlisted personnel is incorrect - two terms are actually used: "rating" and "rate". A "rating" is a Navy job (specialty). Examples of ratings are Engineman or Yeoman. A "rate" is the paygrade (E-1 - E-9) within the rating. Thus, an Engineman Third Class would have a rating of an Engineman and a rate of a third-class petty officer (E-4).

The rating badge -- a combination of rating (specialty) and rate (pay grade) is worn on the left upper sleeve of all uniforms in grades E-4 through E-6. Group rate marks for E-1 (optional) through E-3 are worn on dress uniforms only. Chief Petty Officers (E-7 through E-9) wear collar devices on their white and khaki uniforms, and rate badges on their Service Dress Blues.

<u>Paygrade</u>	<u>Rate</u>	<u>Abbrev</u>	<u>Uppersleeve</u>	<u>Collar &amp; Cap</u>
E-1	Seaman Recruit	SR	None	None
E-2	Seaman Apprentice	SA		None
E-3	Seaman	SN		None
E-4	Petty Officer Third Class	PO3		
E-5	Petty Officer Second Class	PO2		
E-6	Petty Officer Third Class	PO1		
E-7	Chief Petty Officer	CPO		
E-8	Senior Chief Petty Officer	SCPO		
E-9	Master Chief Petty Officer	MCPO		

# 4. Rank and Recognition

## 4.2. Name and Identify Officer & Warrant Officer Ranks

Navy officers wear their rank devices in different places on their uniforms, depending upon the uniform. The three basic uniforms and the type of rank devices are: khakis (a working uniform) - pins on the collar; whites - stripes on shoulder boards; and, blues - stripes sewn on the lower sleeve. Shoulder boards are also worn on bridge coats and reefers. The collar devices are also worn on the right side of the garrison cap (a miniature officer's crest is worn on the left) and slightly larger devices are worn on the epaulets of the raincoat and working jacket.

<u>Paygrade</u>	<u>Rate</u>	<u>Abbrev</u>	<u>Collar</u>	<u>Shoulder</u>	<u>Sleeve</u>
O-1	Ensign	ENS			
O-2	Lieutenant Junior Grade	LTJG			
O-3	Lieutenant	LT			
O-4	Lieutenant Commander	LCDR			
O-5	Commander	CDR			
O-6	Captain	CAPT			
O-7	Rear Admiral (lower half)	RDML			
O-8	Rear Admiral (upper half)	RADM			
O-9	Vice Admiral	VADM			
O-10	Admiral	ADM			

# 4. Rank and Recognition

## 4.2. Name and Identify Officer & Warrant Officer Ranks

<u>Paygrade</u>	<u>Rate</u>	<u>Abbrev</u>	<u>Collar</u>	<u>Shoulder</u>
W-1	Chief Warrant Officer	CWO1		
W-2	Chief Warrant Officer	CWO2		
W-3	Chief Warrant Officer	CWO3		
W-4	Chief Warrant Officer	CWO4		

# 4. Rank and Recognition

## 4.3. Name and Identify Different Warfare Devices

Metal or embroidered insignia are worn on the breast to indicate a special qualification or designation. Certain personnel may wear insignia for aviation, submarine service, surface warfare, command, special warfare, parachuting, and underwater or explosive ordnance disposal. All insignia are worn on the left breast.

Just a few of the many warfare devices are listed here.

**Aviation Warfare**



**Sub Combat Patrol**



**Surface Warfare**



**First Class Diver**



**Basic Parachutist**



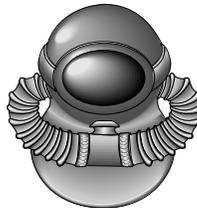
**EOD**



**Master Diver**



**Scuba Diver**



**SSBN Deter Patrol**



# 5. Naval Uniforms

## 5.1. The Basic Uniform

Uniforms for Enlisted Men and Women E6 and Below.

### **Full Dress Blue - Men**

#### BASIC UNIFORM COMPONENTS

Jumper, Blue Dress  
Trousers, Blue, Broadfall  
Hat, White  
Shoes, Dress, Black  
Socks, Black  
Undershirt, White Crew Neck  
Undershorts  
Neckerchief  
Rating Badge/Service Stripes  
Large Medals/Ribbons

#### PRESCRIBABLE ITEMS

All-Weather Coat, Blue  
Gloves, Black  
Peacoat

#### OPTIONAL ITEMS

Gloves, White  
Overshoes  
Scarf (w/outergarment only)  
Umbrella, Black

#### OCCASIONS FOR WEAR

Worn on the following formal Occasions.  
A. Participating in change of command Ceremonies.  
B. Official visits with honors as prescribed in Navy regulations.  
C. Visits of ceremony to foreign Men-of-war and foreign officials.  
D. Occasions of state, ceremonies and solemnities.

### **Full Dress Blue - Women**

#### BASIC UNIFORM COMPONENTS

Coat, Service Dress Blue  
Shirt, White, Dress  
Skirt, Blue, Unbelted  
Cap, Combination, White  
Shoes, Dress, Black  
Hosiery, Flesh Tone  
Brassiere  
Underpants  
Slip  
Necktie, Black  
Rating Badge/Service Stripes  
Large Medals/Ribbons

#### PRESCRIBABLE ITEMS

All-Weather Coat, Blue  
Gloves, Black  
Handbag, Black  
Peacoat, Blue  
Shoes, Service, Black  
Slacks, Blue, Unbelted  
Socks, Black  
Undershirt, White

#### OPTIONAL ITEMS

Earrings, Silver Ball  
Gloves, White  
Overshoes  
Scarf (w/outergarment only)  
Umbrella, Black

#### OCCASIONS FOR WEAR

Worn on the following formal occasions:  
A. Participating in change of command ceremonies.  
B. Official visits with honors as prescribed in navy regulations.  
C. Visits of ceremony to foreign men-of-war and foreign officials.  
D. Occasions of state, ceremonies and solemnities.

# 5. Naval Uniforms

## 5.1. The Basic Uniform

### **Full Dress White - Men**

#### BASIC UNIFORM COMPONENTS

Jumper, White Dress  
Trousers, White Jumper  
Hat, White  
Shoes, Dress, Black  
Socks, Black  
Undershirt, White Crew Neck  
Undershorts, White  
Belt, White, w/Silver Clip  
Neckerchief  
Buckle, Silver  
Rating Badge/Service Stripes  
Large Medals/Ribbons

#### PRESCRIBABLE ITEMS

All-Weather Coat, Blue

#### OPTIONAL ITEMS

Gloves, White  
Overshoes  
Scarf (w/outergarment only)  
Umbrella, Black

#### OCCASIONS FOR WEAR

Worn on the following formal Occasions.  
A. Participating in change of command ceremonies.  
B. Official visits with honors as prescribed in Navy regulations.  
C. Visits of ceremony to foreign Men-of-war and foreign officials.  
D. Occasions of state, ceremonies and solemnities.

### **Full Dress White - Women**

#### BASIC UNIFORM COMPONENTS

Jumper, White Dress  
Skirt, White, Belted  
Cap, Combination, White  
Shoes, Dress, Black  
Hosiery, Flesh Tone  
Brassiere  
Underpants  
Undershirt, White Crew Neck  
Slip  
Neckerchief  
Belt, White, w/Silver Clip  
Buckle, Silver  
Rating Badge/Service Stripes  
Large Medals/Ribbons

#### PRESCRIBABLE ITEMS

All-Weather Coat, Blue  
Handbag, Black  
Slacks, White Jumper  
Shoes, Service, Black  
Socks, Black

#### OPTIONAL ITEMS

Earrings, Silver Ball  
Gloves, White  
Overshoes  
Scarf (w/outergarment only)  
Umbrella, Black

#### OCCASIONS FOR WEAR

Worn on the following formal occasions:  
A. Participating in change of command ceremonies.  
B. Official visits with honors as prescribed in navy regulations.  
C. Visits of ceremony to foreign men-of-war and foreign officials.  
D. Occasions of state, ceremonies, and solemnities.

# 5. Naval Uniforms

## 5.1. The Basic Uniform

### Service Dress Blue - Men

#### BASIC UNIFORM COMPONENTS

Jumper, Blue Dress  
Trousers, Blue, Broadfall  
Hat, White  
Shoes, Dress, Black  
Socks, Black  
Undershirt, White Crew Neck  
Undershorts  
Neckerchief  
Rating Badge/Service Stripes  
Ribbons

#### PRESCRIBABLE ITEMS

All-Weather Coat, Blue  
Gloves, Black  
Peacoat  
Sweater, Pullover Jersey

#### OPTIONAL ITEMS

Earmuffs (w/outergarment only)  
Gloves, White  
Overshoes  
Scarf (w/outergarment only)  
Umbrella, Black  
Name/Identification Tag

#### OCCASIONS FOR WEAR

May be prescribed for wear year-round to all official functions when dinner dress or full dress uniforms are not prescribed and civilian equivalent dress is coat and tie. May be prescribed for wear year-round to all official functions when dinner dress or full dress uniforms are not prescribed and civilian equivalent dress is coat and tie.

### Service Dress Blue - Women

#### BASIC UNIFORM COMPONENTS

Coat, Service Dress Blue  
Shirt, White, Dress  
Skirt, Blue, Unbelted  
Cap, Combination, White  
Shoes, Dress, Black  
Hosiery, Flesh Tone  
Brassiere  
Underpants  
Slip  
Necktie, Black  
Rating Badge/Service Stripes  
Ribbons

#### PRESCRIBABLE ITEMS

All-Weather Coat, Blue  
Gloves, Black  
Handbag, Black  
Peacoat, Blue  
Shoes, Service, Black  
Slacks, Blue, Unbelted  
Socks, Black  
Undershirt, White

#### OPTIONAL ITEMS

Beret  
Cap, Garrison, Blue  
Earmuffs (w/outergarment only)  
Earrings, Silver Ball  
Gloves, White  
Handbag, Dress, Black  
Jacket, Black  
Scarf (w/outergarment only)  
Sweater, Cardigan, Blue  
Sweater, V-Neck, Black  
Umbrella, Black  
Name/Identification Tag

#### OCCASIONS FOR WEAR

May be prescribed for wear year-round to all official functions when dinner dress or full dress uniforms are not prescribed and civilian equivalent dress is coat and tie.

# 5. Naval Uniforms

## 5.1. The Basic Uniform

### Service Dress White - Men

#### BASIC UNIFORM COMPONENTS

Jumper, White Dress  
Trousers, White Jumper  
Hat, White  
Shoes, Dress, Black  
Socks, Black  
Undershirt, White Crew Neck  
Undershorts  
Belt, White, w/Silver Clip  
Neckerchief  
Buckle, Silver  
Rating Badge/Service Stripes  
Ribbons

#### PRESCRIBABLE ITEMS

All-Weather Coat, Blue  
Peacoat

#### OPTIONAL ITEMS

Earmuffs (w/outergarment only)  
Gloves, White  
Overshoes  
Scarf (w/outergarment only)  
Umbrella, Black  
Name/Identification Tag

#### OCCASIONS FOR WEAR

May be prescribed for summer wear when dinner dress or full dress uniforms are not prescribed and civilian equivalent is coat and tie.

### Service Dress White - Women

#### BASIC UNIFORM COMPONENTS

Jumper, White Dress  
Skirt, White, Belted  
Cap, Combination, White  
Shoes, Dress, Black  
Hosiery, Flesh Tone  
Brassiere  
Underpants  
Undershirt, White Crew Neck  
Slip  
Neckerchief  
Belt, White, w/Silver Clip  
Buckle, Silver  
Rating Badge/Service Stripes  
Ribbons

#### PRESCRIBABLE ITEMS

All-Weather Coat, Blue  
Handbag, Black  
Slacks, White Jumper  
Peacoat  
Shoes, Service, Black  
Socks, Black

#### OPTIONAL ITEMS

Beret  
Earmuffs (w/outergarment only)  
Earrings, Silver Ball  
Gloves, White  
Handbag, Black Dress  
Overshoes 3  
Scarf (w/outergarment only)  
Umbrella, Black 35  
Name/Identification Tag

#### OCCASIONS FOR WEAR

May be prescribed for summer wear when dinner dress or full dress uniforms are not prescribed and civilian equivalent  
Dress is coat and tie.

# 5. Naval Uniforms

## 5.1. The Basic Uniform

### Summer White - Men

#### BASIC UNIFORM COMPONENTS

Shirt, White, Summer  
Trousers, White  
Hat, White  
Shoes, Dress, Black  
Socks, Black  
Undershirt, White  
Undershorts, White  
Belt, White, w/Silver Clip  
Buckle, Silver  
Rating Badge  
Ribbons

#### PRESCRIBABLE ITEMS

All-Weather Coat, Blue  
Peacoat

#### OPTIONAL ITEMS

Cap, Ball  
Earmuffs (w/outergarment only)  
Jacket, Black  
Jacket, Blue Windbreaker  
Overshoes  
Scarf (w/outergarment only)  
Sweater, Cardigan, Blue  
Sweater, V-Neck, Black  
Umbrella, Black  
Name/Identification Tag

#### OCCASIONS FOR WEAR

Worn in summer for office work, watch-standing, liberty, or business ashore when prescribed as uniform of the day.

### Summer White - Women

#### BASIC UNIFORM COMPONENTS

Shirt, White, Summer  
Skirt, White, Belted  
Cap, Combination, White  
Shoes, Dress, Black  
Hosiery, Flesh Tone  
Brassiere  
Underpants  
Slip  
Belt, White, w/Silver Clip  
Buckle, Silver  
Rating Badge  
Ribbons

#### PRESCRIBABLE ITEMS

All-Weather Coat, Blue  
Handbag, Black  
Peacoat, Blue  
Shoes, Service, Black  
Socks, Black  
Slacks, White, Belted  
Undershirt, White

#### OPTIONAL ITEMS

Cap, Ball  
Beret  
Earmuffs (w/outergarment only)  
Earrings, Silver Ball  
Handbag, Black Dress  
Jacket, Black  
Jacket, Blue Windbreaker  
Overshoes  
Scarf (w/outergarment only)  
Sweater, Cardigan, Blue  
Sweater, V-Neck, Black  
Umbrella, Black  
Name/Identification Tag

#### OCCASIONS FOR WEAR

Worn in summer for office work, watch-standing, liberty or business ashore when prescribed as uniform of the day.

# 5. Naval Uniforms

## 5.1. The Basic Uniform

### Winter Blue - Men

#### BASIC UNIFORM COMPONENTS

Shirt, Winter Blue  
Trousers, Blue, Dress  
Hat, White  
Shoes, Dress, Black  
Socks, Black  
Undershirt, White  
Undershorts  
Belt, Black, w/Silver Clip  
Necktie, Black Four-in-Hand  
Buckle, Silver  
Rating Badge  
Ribbons

#### PRESCRIBABLE ITEMS

All-Weather Coat, Blue  
Peacoat

#### OPTIONAL ITEMS

Cap, Ball  
Cap, Garrison, Blue  
Earmuffs (w/outergarment only)  
Jacket, Black  
Jacket, Blue Windbreaker  
Overshoes  
Scarf (w/outergarment only)  
Sweater, Cardigan, Blue  
Sweater, V-Neck, Black  
Tie Clasp/Tack  
Umbrella, Black  
Name/Identification Tag

#### OCCASIONS FOR WEAR

Worn in winter for office work, watch-standing, liberty, or business ashore when prescribed as uniform of the day.

### Winter Blue - Women

#### BASIC UNIFORM COMPONENTS

Shirt, Winter Blue  
Skirt, Blue, Belted  
Cap, Combination, White  
Shoes, Dress, Black  
Hosiery, Flesh Tone  
Brassiere  
Underpants  
Slip  
Belt, Black, w/Silver Clip  
Necktie, Black  
Buckle, Silver  
Rating Badge  
Ribbons

#### PRESCRIBABLE ITEMS

All-Weather Coat, Blue  
Handbag, Black  
Peacoat, Blue  
Shoes, Service, Black  
Slacks, Blue, Belted  
Socks, Black  
Undershirt, White

#### OPTIONAL ITEMS

Beret  
Cap, Ball  
Cap, Garrison, Blue  
Earmuffs (w/outergarment only)  
Earrings, Silver Ball  
Handbag, Black Dress  
Jacket, Black  
Jacket, Blue Windbreaker  
Overshoes  
Scarf (w/outergarment only)  
Sweater, Cardigan, Blue  
Sweater, V-Neck, Black  
Umbrella, Black  
Name/Identification Tag

#### OCCASIONS FOR WEAR

Worn in winter for office work, watch-standing, liberty, or business ashore when prescribed as uniform of the day.

# 5. Naval Uniforms

## 5.1. The Basic Uniform

### Utilities - Men

#### BASIC UNIFORM COMPONENTS

Shirt, Utility, LS  
Trousers, Utility  
Cap, Ball  
Shoes, Safety, Black  
Socks, Black  
Undershirt, White Crew Neck  
Undershorts  
Belt, Black, w/Silver Clip  
Buckle, Silver  
Rating Badge (Embroidered)  
Name/U.S. NAVY Tapes

#### PRESCRIBABLE ITEMS

All-Weather Coat, Blue  
Cap, Knit (Watch)  
Jacket, Blue Working  
Peacoat  
Shoes, Dress, Black  
Sweater, Pullover Jersey

#### OPTIONAL ITEMS

Earmuffs (w/outergarment only)  
Overshoes  
Scarf (w/outergarment only)  
Shirt, Utility, SS  
Sweater, Cardigan, Blue  
Sweater, V-Neck, Black  
Umbrella, Black

#### OCCASIONS FOR WEAR

Worn when other uniforms would be unsafe or become unduly soiled.

### Utilities - Women

#### BASIC UNIFORM COMPONENTS

Shirt, Utility, LS  
Trousers, Utility  
Cap, Ball  
Shoes, Safety, Black  
Socks, Black  
Brassiere  
Underpants  
Undershirt, White Crew Neck  
Belt, Black, w/Silver Clip  
Buckle, Silver  
Rating Badge (Embroidered)  
Name/U.S. NAVY Tapes

#### PRESCRIBABLE ITEMS

All-Weather Coat, Blue  
Cap, Knit (Watch)  
Handbag, Black  
Jacket, Blue Working  
Peacoat, Blue  
Shoes, Service, Black  
Sweater, Pullover Jersey

#### OPTIONAL ITEMS

Earmuffs (w/outergarment only)  
Earrings, Silver Ball  
Overshoes  
Scarf (w/outergarment only)  
Shirt, Utility, SS  
Sweater, Cardigan, Blue  
Sweater, V-Neck, Black  
Umbrella, Black

#### OCCASIONS FOR WEAR

Worn when other uniforms would be unsafe or become unduly soiled.

# 5. Naval Uniforms

## 5.2. How Your Cover is Worn and the Gig Line

### Your Cover

The white hat is worn by all E-1 through E-6 men with the jumper-style uniform, the full dress/service dress/summer white, and full dress/service dress/winter blue uniforms.



Women, both officers and enlisted, wear hats with the sides turned up. It is worn with the full dress/service dress/summer white, and full dress/service dress/winter blue uniforms.

### The Gig Line

Your gig line involves your shirt seam, belt buckle, and pants zipper or "fly" seam. It is part of how to properly wear your uniform.

#### **Male**

Align the **right side** (wearer's right) of the buckle with the opening of the shirt and opening of the fly, forming an imaginary straight line.



#### **Female**

Align the **left side** (wearer's left) of the buckle with the opening of the shirt and opening of the fly, forming an imaginary straight line.

## 5. Naval Uniforms

### 5.3. How Ribbons/Medals Are Worn

The ribbons and medals you will receive while in the Navy are also known as awards/ decorations. Awards include any decoration, medal, badge, ribbon, or attachment thereof bestowed on an individual or a unit. A decoration is awarded to an individual for an act of gallantry or meritorious service. A unit award is presented to an operational unit and can be worn only by members who participated in the action cited. A service award is made to those who have participated in designated wars, campaigns, and expeditions, or who have fulfilled a specified service requirement.

Ribbons for decorations and unit awards are worn on the left breast. One, two, or three ribbons are worn in a single row, centered above the pocket. When more than three ribbons are authorized, they are worn in horizontal rows of three each. If not in multiples of three, the upper-most row contains the lesser number, with the ribbon(s) centered above the row beneath.



### 5.4. Grooming Standards (Male and Female)

Neatness, cleanliness, and safety are essential to your military image. Grooming standards are intended not to be restrictive or to isolate Navy men and women from society but rather to promote a favorable image for the Navy. The standards are not unreasonable, and they permit a degree of individuality.

#### **Women**

Keep your hair clean, neatly arranged, professional in appearance, and no longer than the lower edge of your collar. Your hair must not show under the front brim of hat or cap. Various hairstyles are permitted, including Afros, as long as they are not exaggerated and do not interfere with headgear.

Pigtails and pony tails are out. Multiple braids, neatly secured at all points to the head, are authorized. No foreign material—beads or decorative items—shall be braided into the hair.

Conspicuous rubberbands, combs, and pins are not authorized. Two barrettes, similar to hair color, may be used to pin up hair. Visible hairnets may be worn only if authorized for specific duties, such as in hospitals or galleys. The rule for wigs is the same as it is for men: it must look natural and must not interfere with your safety.

Keep cosmetics to a minimum.

## 5. Naval Uniforms

### 5.4. Grooming Standards (Male and Female)

#### **Men**

You should be neat, clean, and presentable at all times.

The hair should be tapered around the neck,  $\frac{3}{4}$ -inch up from the lower hairline. Don't let it hang over your ears. And don't let the hair on the back of the neck touch your collar. Don't let your hair grow longer than 4 inches. The hair on the top of your head, after you've groomed it, should not extend more than 2 inches from the scalp.

There's a reason for men having their hair shorter than shoulder length—safety. For instance, the headgear you wear—the helmet that could save your life—would not fit properly if you had long hair.

The  $\frac{3}{4}$ -inch rule is not ironclad. In the cases of curly, kinked, and wavy hair, a slightly greater length is acceptable, providing it doesn't interfere with headgear. Plaited or braided hair may not be worn in uniform or on duty.

Keep your sideburns neat and trimmed, no lower than the ear lobe. Flares, muttonchops, and other such styles are not permitted.

Beards are not permitted except when medically authorized, and then only until the problem clears up. If you wear a mustache, keep it trimmed and neat. Don't grow your mustache below the top line of your upper lip, no more than a  $\frac{1}{4}$ -inch up from the corners.

### 5.5. Techniques for Uniform Care

Uniforms are a big investment, and with conscientious care they can truly last for years and be a pleasure to wear. The best way to make uniforms last and keep them looking sharp is to give them proper care. Keep them cleaned, and on hangers when possible. No matter how well a new uniform fits, it will soon lose its shape.

#### **Shirts**

These are fairly easy to maintain - just ensure that they stay neatly ironed. There is no need for excessive ironing, All that is required is that no creases where there shouldn't be, and that there are no marks or stains on it.

#### **Trousers**

Trousers should never be tossed over a chair but hung to keep the press in. Use hangers especially made for pants. And hang them with empty pockets and no belt. More casual pants (cotton) could use a more frequent cleaning. Brush them in between cleaning. It is recommended turning cotton trousers inside out before washing and drying to cut down on undue abrasion.

## 5. Naval Uniforms

### 5.5. Techniques for Uniform Care

#### **Ironing**

When pressing at item, put a cloth or handkerchief over the section being pressed to prevent a shine along the seams and creases. Hang the uniform on a suit hanger to prevent wrinkling.

#### **Brass and Metal**

Brass or metal insignia should be removed from the uniform and rubbed with a metal polish, rinsed with hot water, and polished with a soft cloth. In replacing the metal insignia onto the uniform, protect the polished surface from direct contact with fingers or hands to avoid tarnish. This protection can be accomplished by holding metal surfaces with a soft cloth while replacing the insignia on the uniform.

### 5.6. Techniques for Shining Shoes

There are many different techniques for shoe shining. The minimum materials required are black shoe polish, some water, and a rag (or cotton balls). Hot water works best, because it melts the polish evenly over the shoe, giving a glossier shine.

First and most important is to **CLEAN THE SHOE** before applying polish. Next, pick an area, such as the toe, heel, or side of the shoe. Dip a part of the rag or a cotton ball in the water, and squeeze the excess water out of it. Swipe a light amount of polish onto it – we will call this the applicator. To apply the polish to the selected area, use moderate pressure and smooth the polish in with circular motions. Whether clockwise or counter-clockwise, **ALWAYS** continue in the same circular direction once you've started. Do this over the area until the polish is even and smooth

Take a different area of the rag or a fresh cotton ball and dip it in the water. This will be called the buffer. In the same fashion as the applicator, buff the polish onto the shoe until a proper shine can be seen. Use the hot water frequently to wet the applicator and buffer.

# 6. Customs and Courtesies

## 6.1. When, Where, and Whom To Salute

### **The Salute**

The hand salute is the military custom you will learn first and use most. It is centuries old, and probably originated when men in armor raised their helmet visors so they could be identified. Salutes are customarily given with the right hand.

### **When, Where, and Whom to Salute**

Salute all officers, of all U.S. services and all allied foreign services. Officers in the U.S. Merchant Marine and Public Health Service wear uniforms that closely resemble Navy uniforms, and they too rate a salute. There is one simple rule for saluting officers: when in doubt, salute.

Salutes to the American flag are prescribed in U.S. Navy Regulations, article 1207, as follows: Each person in the naval service, coming on board a ship of the Navy, must salute the national ensign. He or she stops on reaching the upper platform of the accommodation ladder, or the shipboard end of the brow, faces the national ensign, renders a salute, and then salutes the officer of the deck. On leaving the ship, each person renders the salute in inverse order.

## 6.2. Procedures For Arriving & Departing a Quarterdeck

The quarterdeck is that part of the ship designated by the commanding officer for official and ceremonial functions. It is normally on the main deck, but this may vary according to the type of ship. It is marked off by appropriate lines, deck markings, decorative cartridge cases, or fancy work, and is always kept particularly clean and shipshape. Observe these rules concerning the quarterdeck:

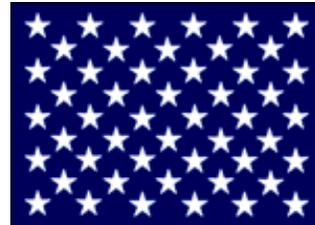
- Watchstanders on the quarterdeck must be in the uniform of the day and present a smart and military appearance at all times.
- Personnel not in the uniform of the day may appear on or cross the quarterdeck only as their work requires.
- Aboard large ships with well-defined quarterdeck limits, salute every time you enter the quarterdeck.
- Do not engage in any recreational athletics on the quarterdeck except by permission of the captain, and then only after working hours.
- Never walk on the starboard side of the quarterdeck except in the performance of quarterdeck-watch duty.

## 6. Customs and Courtesies

### 6.3. Procedures Followed During Morning and Evening Colors



**National Ensign**



**Union Jack**

**ensign** – A national flag displayed on ships and aircraft

**canton** – A usually rectangular division of a flag, occupying the upper corner next to the staff

The national flag of the United States also serves as the nation's naval ensign. The jack—officially titled the Union Jack—is the union or canton of the ensign, and by regulation it is the same size as the canton of the ensign with which it is being flown.

The ceremony of hoisting the national ensign and jack at 0800 and lowering them at sunset on ships in port is referred to as morning colors and evening colors. Shore stations make colors but do not fly the jack. All ships follow the motions of the senior officer present afloat (SOPA) in making colors. At 0755, "first call" is sounded on the bugle. (Ships without a bugle may play a recording, or the boatswain's mate of the Watch may pipe and pass the word, "First call to colors.")

At 0800, the bugle sounds "Attention," then "To the colors," and the ensign and jack, respectively, are hoisted to the top of the flagstaff. If the ship has a band, the national anthem is played. Aboard ships with no bands or bugle, a whistle signal and the words "Attention to colors" are passed. At the end of the music, "Carry on" is passed or whistle signals are made.

The procedure for evening colors is the same, with first call sounded at five minutes to sunset. This can vary from about 1700 to 2100, according to time of year and latitude.

During colors everyone within sight or hearing renders honors. Personnel outside cease work, face the colors, and salute until the last note of the anthem. Passengers in a boat, seated or standing, remain at attention. The boat officer or coxswain salutes. Persons wearing civilian clothes or athletic gear stop and face the colors at attention. If a hat is worn, it should be held in the right hand, over the heart. If no hat is worn, salute by holding the right hand over the heart. A woman in civilian clothes, with or without a hat, stands at attention and places her right hand over her heart. Drivers of motor vehicles pull over and stop if traffic safety permits.

## 6. Customs and Courtesies

### 6.4. The Two Main Objectives of the Department of the Navy

- 1) Organize, train, equip, prepare, and maintain the readiness of the Navy and Marine Corps
- 2) Support Navy and Marine forces assigned to Unified Commands

### 6.5. Identify Duties of Ranking Officials

As in any large organization, the Navy has an established hierarchy of leadership that is necessary for the operation of a command. The duties of the personnel within this hierarchy follow a general model, although the exact nature of overall duties may vary with each command.

In this lesson you will learn to identify the duties of personnel within a chain-of-command. The following is a list of ranking officials and their duties.

#### **Commanding Officer**

Every Navy ship operates under the authority of a line officer assigned by the Bureau of Naval Personnel. No matter what his or her rank, the commanding officer (CO) is called captain. In case of absence or death, the CO's duties are assumed by the line officer next in command, usually the executive officer (XO).

Though the absolute responsibility for the safety, well-being, and efficiency of command rests with the CO, in practice he or she delegates duties to the executive officer, department heads, and officer of the deck (OOD), and through them, to the crew.

#### **Executive Officer**

The XO, often called the exec, is the line officer next in rank to the captain. The XO is responsible for all matters relating to personnel, ship routine, and discipline. All orders issued by the XO have the same force and effect as though issued by the CO. In case the captain is disabled, the XO takes charge. The XO is, by virtue of position, senior to all staff officers on board.

#### **Department Head**

All ships have these basic departments: operations, navigation, weapons (or deck), engineering, and supply. Certain other departments may be established, depending on the type of vessel and her operational mission.

Departments, in turn, consist of divisions that are further subdivided into watches, sections, or both.

## 6. Customs and Courtesies

### 6.5. Identify Duties of Ranking Officials

Each ship's department has a department head, an officer who is responsible for its organization, training, and performance. All departments fall into one of three categories: command, support, or special.

#### **Division Officer**

The division is the basic working unit of the Navy. It may consist of twenty specialists on small ships or as many as several hundred persons in a division on an aircraft carrier. The boss is the division officer, who reports to the department head. Division officers are assigned by the CO.

The division officer is the one officer with whom division personnel come into contact every day. The junior officer (who also functions as the division's training officer), the division chief, and the leading petty officer are his or her principal assistants.

#### **Division Leading Chief Petty Officer / Division Chief Petty Officer**

Every command, whether afloat or ashore, is divided into departments and divisions, and in every division the senior enlisted person is the division chief or the LCPO/LPO. The division chief or LCPO/LPO is responsible for the morale and welfare of his or her subordinates, but also functions as the technical expert for the division. In a larger division, there may be several work centers to which supervisors are assigned. The primary duty of the division chief/LCPO/LPO is then in the area of personnel management, with the work-center supervisors responsible for the more technical aspects of the division's assignments. The division chief/LCPO/LPO is responsible for all work performed by his or her division, and he or she reports directly to the division officer.

# 7. Naval Ships and Aircraft

## 7.1. Define Terms Involving a Ship's Structure

Study and Memorize the Following Terms:

**athwartship** – Across; at right angles to

**bow** – The forward end of a ship or boat

**bulkhead** – A vertical partition in a ship

**companionways** – Deck opening giving access to a ladder

**compartments** – Interior space of a ship

**decks** – Horizontal planking or plating that divides a ship into layers

**flats** – Plating or gratings installed to provide working or walking surfaces above bilges

**fore and aft** – Lengthwise direction on a ship

**forecastle deck** – Deck above the main deck at the bow

**gallery deck** – First half or partial deck below the flight deck on an aircraft carrier

**hull** – The supporting body of a ship

**keel** – The backbone of the ship

**levels** – A general term used to designate deck heights above the main deck

**port** – To the left of the centerline when facing forward

**quarterdeck** – An area designated for the conduct of official functions

**starboard** – To the right of the centerline when facing forward

**stern** – The aftermost part of a vessel

**water level** – The waterline along the hull of a ship afloat

## 7.2. Identify Ships By Their Designations, Characteristics, and Functions

Navy ships can be identified by their designation, characteristics, and functions. In this lesson, three terms will be defined on how they apply to identifying Navy ships:

### Designation/Classification

Most Navy ships have both a name and number. The number—called a hull number—tells you two things about a ship: her type and her place in the construction sequence. The USS Theodore Roosevelt, for instance, has the hull number CVN 71. CVN is her classification symbol, CV standing for aircraft carrier and N meaning nuclear propulsion; 71 indicates that she is the 71st aircraft carrier authorized for construction.

### Characteristics

The characteristics of a Navy ship can be thought of as its size, shape, and speed. It describes things such as its length, breadth, displacement, speed, and type of propulsion.

### Function

The function of a Navy ship is what its role is within the fleet. A destroyer's function could be an escort in a carrier battle group or as a support ship for a marine amphibious assault. A submarine's function could be as an attack vessel or for surveillance and reconnaissance.

# 7. Naval Ships and Aircraft

## 7.2. Identify Ships By Their Designations, Characteristics, and Functions

### Type Classification

Since 1920, the Navy has used letter symbols to identify the types of ships and service craft. Below is a list of the classifications of just some of the Navy's fleet.

AALC	Amphibious—assault landing craft	FF	Frigate
AH	Hospital ship	FFG	Guided-missile frigate
AK	Cargo ship	LCAC	Landing craft, air cushion
ATS	Salvage and rescue Ship	LCU	Landing craft, utility
BB	Battleship	LHA	Amphibious assault ship (general purpose)
CG	Guided-missile Cruiser	LHD	Amphibious assault ship (multi-purpose)
CGN	Guided-missile Cruiser (nuclear propulsion)	LSSC	Light SEAL support craft
CV	Aircraft carrier	PB	Patrol boat
CVN	Aircraft carrier (nuclear propulsion)	PC	Patrol craft
DD	Destroyer	SSBN	Ballistic-missile submarine (nuclear propulsion)
DDG	Guided-missile Destroyer	SSN	Submarine (nuclear propulsion)

### Characteristics and Functions

The following are examples of different Naval ships, their designations, characteristics, and functions.

#### Aircraft Carriers



#### Designation

Name: USS Abraham Lincoln

Number: CVN 72

#### Characteristics

Length: 1,092 feet

Height: 206 feet, 6 inches

Breadth: 257 feet, 5 inches

Displacement: 97,500 tons

Maximum speed: 30+ knots

Propulsion: 2 nuclear power plants

#### Function

Designed primarily for the purpose of conducting combat operations by aircraft which engage in attacks against airborne, surface, subsurface and shore targets.

# 7. Naval Ships and Aircraft

## 7.2. Identify Ships By Their Designations, Characteristics, and Functions



### Designation

Name: USS Harry S. Truman

Number: CVN 75

### Characteristics

Length: 1,092 feet

Height: 244 feet

Breadth: 251 feet

Displacement: 97,000 tons

Maximum speed: 30+ knots

Propulsion: 2 nuclear power plants

### Function

Designed primarily for the purpose of conducting combat operations by aircraft which engage in attacks against airborne, surface, subsurface and shore targets.

## **Destroyers**



### Designation

Name: USS Fife

Number: DD 991

### Characteristics

Length: 563 feet

Breadth: 55 feet

Displacement: 9,084 tons

Maximum speed: 30+ knots

Propulsion: 4 gas turbine engines

### Function

Destroyers primarily perform antisubmarine warfare duty while guided missile destroyers are multi-mission surface combatants.

# 7. Naval Ships and Aircraft

## 7.2. Identify Ships By Their Designations, Characteristics, and Functions



### Designation

Name: USS Lassen

Number: DDG 82

### Characteristics

Length: 511 feet

Breadth: 66 feet

Displacement: 8,344 tons

Maximum speed: 30+ knots

Propulsion: 4 gas turbine engines

### Function

Destroyers primarily perform antisubmarine warfare duty while guided missile destroyers are multi-mission surface combatants.

## **Cruisers**



### Designation

Name: USS Cape St. George

Number: CG 71

### Characteristics

Length: 567 feet

Breadth: 55 feet

Displacement: 9,600 tons

Maximum speed: 30+ knots

Propulsion: 4 gas turbine engines

### Function

Multi-mission surface combatants capable of supporting carrier battle groups, amphibious forces, or operating independently and as flagships of surface action groups.

# 7. Naval Ships and Aircraft

## 7.2. Identify Ships By Their Designations, Characteristics, and Functions



### Designation

Name: USS Vella Gulf

Number: CG 72

### Characteristics

Length: 567 feet

Breadth: 55 feet

Displacement: 9,600 tons

Maximum speed: 30+ knots

Propulsion: 4 gas turbine engines

### Function

Multi-mission surface combatants capable of supporting carrier battle groups, amphibious forces, or operating independently and as flagships of surface action groups.

## **Frigates**



### Designation

Name: USS Kaufmann

Number: FFG 59

### Characteristics

Length: 453 feet

Breadth: 47 feet

Displacement: 4,064 tons

Maximum speed: 29 knots

Propulsion: 2 gas turbine engines

### Function

Frigates fulfill a Protection of Shipping (POS) mission as Anti-Submarine Warfare (ASW) combatants for amphibious expeditionary forces, underway replenishment groups and merchant convoys.

# 7. Naval Ships and Aircraft

## 7.2. Identify Ships By Their Designations, Characteristics, and Functions



### Designation

Name: USS Rodney M. Davis

Number: FFG 60

### Characteristics

Length: 453 feet

Breadth: 47 feet

Displacement: 4,037 tons

Maximum speed: 29 knots

Propulsion: 2 gas turbine engines

### Function

Frigates fulfill a Protection of Shipping (POS) mission as Anti-Submarine Warfare (ASW) combatants for amphibious expeditionary forces, underway replenishment groups and merchant convoys.

## **Submarines**



### Designation

Name: USS Maine

Number: SSBN 741

### Characteristics

Length: 560 feet

Breadth: 42 feet

Displacement: 18,700 tons

Maximum speed: 20+ knots surfaced

25 knots submerged

Propulsion: 1 nuclear reactor

### Function

Nuclear-powered submarine armed with long-range strategic missiles. Ohio-class/Trident ballistic missile submarines provide the sea-based "leg" of the triad of U.S. strategic deterrent forces.

# 7. Naval Ships and Aircraft

## 7.2. Identify Ships By Their Designations, Characteristics, and Functions



### Designation

Name: USS Cheyenne

Number: SSN 773

### Characteristics

Length: 362 feet

Breadth: 33 feet

Displacement: 6,927 tons

Maximum speed: 25+ knots surfaced  
30 knots submerged

Propulsion: 1 nuclear reactor

### Function

Nuclear-powered attack submarine, designed to seek and destroy enemy submarines and surface ships, intelligence collection, and special forces delivery to anti-ship and strike warfare.

## **Amphibious-Warfare Ships**



### Designation

Name: USS Iwo Jima

Number: LHD 7

### Characteristics

Length: 844 feet

Breadth: 110 feet

Displacement: 40,530 tons

Maximum speed: 20+ knots surfaced

Propulsion: 2 steam turbines

### Function

Primary landing ships for assault designed to support assault operations of Marine expeditionary units from the sea against defended positions ashore.

# 7. Naval Ships and Aircraft

## 7.3. Identify Naval Aircraft By Their Purpose and Model Designation

Many types, designs, and modifications of aircraft—far more than for Navy ships—form the "naval air" arm of the Navy. A system of letters and numbers (aircraft designations) is used to distinguish these aircraft.

### Aircraft Designations

Navy aircraft may be considered as fixed wing or rotary wing (helicopter). A designation is a simple letter/number combination. F-14, for example, indicates a Tomcat fighter plane. The F stands for fighter and the 14 for the design number.

### Type Symbols

- A** Attack - The attack aircraft's main job is to destroy enemy targets, at sea and ashore, with rockets, guided missiles, torpedoes, mines, and conventional or nuclear bombs.
- C** Cargo/Transport - Transport planes carry cargo and personnel. They are mostly land-based long-range types.
- E** Warning - Electronic-search and radar-countermeasures equipment is used by aircraft to provide early warning of hostile aircraft, missiles, ships, submarines, and even bad weather.
- F** Fighter - Like attack planes, fighters are both carrier based and land based. They are faster and more maneuverable than attack planes. They intercept and engage enemy aircraft, defend surface forces, escort attack and reconnaissance aircraft, and support ground troops. They can be equipped to carry nuclear weapons, guided missiles, and a mix of other weapons.
- H** Helicopter - Helicopter missions include antisubmarine activity, attack, minesweeping, general utility, vertical envelopment, and vertical replenishment.
- O** Observation - This aircraft's mission includes observation, forward air control, helicopter escort, armed reconnaissance, gunfire spotting, utility and limited ground attack.
- P** Patrol - These large airplanes, with low speeds but very long flying range, have the primary mission of antisubmarine patrol. They also mine, bomb, and carry missiles.
- S** Antisubmarine - Searching out submarines visually, by radar and magnetic detection, or by signals sent from floating sonobuoys, these airplanes attack with rockets, depth charges, or homing torpedoes.
- T** Trainer - Trainers are generally two-seat airplanes (instructor and student). Most are turbine powered, designed with an emphasis on safety and versatility.

# 7. Naval Ships and Aircraft

## 7.3. Identify Naval Aircraft By Their Purpose and Model Designation

### Attack Aircraft



#### Designation

F/A-18 Hornet

#### Characteristics

Length: 56 feet

Wingspan: 40 feet 5 inches

Range (max load): 1,379 nm

Maximum speed: Mach 1.7+

Type: Attack/Fighter

#### Function

All-weather fighter and attack aircraft designed for traditional strike applications such as interdiction and close air support without compromising its fighter capabilities.



#### Designation

AV-8B Harrier

#### Characteristics

Length: 46.3 feet

Wingspan: 30.3 feet

Range (max load): 2100 nm

Maximum speed: Mach 1.3

Type: Attack/Close air support

#### Function

Attack and destroy surface and air targets, deep and close air support, combat air patrol, armed escort missions, and offensive missions against enemy ground-to-air defenses.

# 7. Naval Ships and Aircraft

## 7.3. Identify Naval Aircraft By Their Purpose and Model Designation

### **Cargo/Transport Aircraft**



Designation  
C-9B Skytrain

Characteristics  
Length: 119 feet 3 inches  
Wingspan: 93 feet 3 inches  
Range (max load): 1,739 nm  
Maximum speed: 565 mph  
Type: Cargo/Transport

Function

Provides cargo and passenger transportation as well as forward deployment logistics support.



Designation  
C-130 Hercules

Characteristics  
Length: 97 feet 9 inches  
Wingspan: 132 feet 7 inches  
Range (max load): 2,350 nm  
Maximum speed: 374 mph  
Type: Cargo/Transport

Function

Capable of landing and taking off from short, rough dirt runways, it is a people and cargo hauler and is used in a wide variety of other roles, such as gunships, weather watchers, tankers, firefighters and aerial ambulances.



Designation  
C-2A Greyhound

Characteristics  
Length: 57 feet 7 inches  
Wingspan: 81 feet  
Range (max load): 1,300 nm  
Maximum speed: 345 mph  
Type: Cargo

Function

Twin-engine cargo aircraft, designed to land on aircraft carriers. Provides critical logistics support to aircraft carriers.

# 7. Naval Ships and Aircraft

## 7.3. Identify Naval Aircraft By Their Purpose and Model Designation

### Warning Aircraft



Designation  
EA-6B Prowler

Characteristics  
Length: 59 feet 10 inches  
Wingspan: 53 feet  
Range (max load): 1,000 nm  
Maximum speed: 575 mph  
Type: Electronic countermeasure

Function

Provides an umbrella of protection over strike aircraft, ground troops and ships by jamming enemy radar, electronic data links and communications.



Designation  
E-2 Hawkeye

Characteristics  
Length: 57 feet 6 inches  
Wingspan: 80 feet 7 inches  
Range (max load): 1,542 nm  
Maximum speed: 345 mph  
Type: Airborne early warning

Function

Provides all-weather airborne early warning and command and control functions for the carrier battle group. Additional missions include surface surveillance coordination, strike and interceptor control, search and rescue guidance and communications relay.



Designation  
E-6 Mercury

Characteristics  
Length: 150 feet 4 inches  
Wingspan: 148 feet 4 inches  
Range (max load): 6,600 nm  
Maximum speed: 600 mph  
Type: Communications relay

Function

Provides survivable, reliable, and enduring airborne command, control, and communications between the National Command Authority (NCA) and U.S. strategic and non-strategic forces.

# 7. Naval Ships and Aircraft

## 7.3. Identify Naval Aircraft By Their Purpose and Model Designation

### **Fighter Aircraft**



Designation  
F-14 Tomcat

Characteristics  
Length: 61 feet 9 inches  
Wingspan: 64 feet unswept  
38 feet (11.4 meters) swept  
Range (max load): 1600 nm  
Maximum speed: Mach 2+  
Type: Multirole fighter

#### Function

A supersonic, twin-engine, variable sweep wing, two-place strike fighter whose primary missions are air superiority, fleet air defense, and precision strike against ground targets.



Designation  
F/A-18 Hornet

Characteristics  
Length: 56 feet  
Wingspan: 40 feet 5 inches  
Range (max load): 1,379 nm  
Maximum speed: Mach 1.7+  
Type: Attack/Fighter

#### Function

All-weather fighter and attack aircraft designed for traditional strike applications such as interdiction and close air support without compromising its fighter capabilities.

# 7. Naval Ships and Aircraft

## 7.3. Identify Naval Aircraft By Their Purpose and Model Designation

### Helicopters



Designation  
SH-3H Sea King

Characteristics  
Length: 73 feet  
Wingspan: 17 feet  
Range (max load): 542 nm  
Maximum speed: 166 mph  
Type: Antisubmarine warfare

Function

All-weather, ship-based antisubmarine helicopter used to detect, classify, track, and destroy enemy submarines.



Designation  
SH-60F Seahawk

Characteristics  
Length: 64 feet 10 inches  
Wingspan: 80 feet 7 inches  
Range (max load): 380 nm  
Maximum speed: 180 knots  
Type: Antisubmarine warfare

Function

Antisubmarine warfare, search and rescue, drug interdiction, anti-ship warfare, cargo lift, and special operations.



Designation  
MH-53E Sea Dragon

Characteristics  
Length: 73 feet 4 inches  
Wingspan: 28 feet 4 inches  
Range (max load): 1,120 nm  
Maximum speed: 174 mph  
Type: Airborne Mine Countermeasures

Function

Used primarily for Airborne Mine Countermeasures (AMCM), with a secondary mission of shipboard delivery.

# 7. Naval Ships and Aircraft

## 7.3. Identify Naval Aircraft By Their Purpose and Model Designation

### **Observation Aircraft**



Designation  
OV-10A Bronco

Characteristics  
Length: 41 feet, 7 inches  
Wingspan: 40 feet  
Range (max load): 700 nm  
Maximum speed: 244 knots  
Type: Multi-role

Function

Anti-guerrilla operations, helicopter escort, close air support, armed reconnaissance, forward air control, cargo paradrop, delivery of up to six paratroops, medical evacuation, smoke screening, and psychological warfare with leaflets and loudspeakers.

### **Patrol Aircraft**



Designation  
P-3C Orion

Characteristics  
Length: 116 feet 7 inches  
Wingspan: 99 feet 6 inches  
Range (max load): 2,380 nm  
Maximum speed: 466 mph  
Type: Antisubmarine

Function

Land-based, long-range, antisubmarine warfare (ASW) patrol aircraft and can carry a mixed payload of weapons internally and on wing pylons.

### **Anti-Submarine Aircraft**



Designation  
S-3 Viking

Characteristics  
Length: 53 feet 4 inches  
Wingspan: 68 feet 8 inches  
Range (max load): 2,300+ nm  
Maximum speed: 518 mph  
Type: Antisubmarine

Function

Provide Anti-Submarine Warfare (ASW) and Anti-Surface Warfare (ASUW), surface surveillance and intelligence collection, electronic warfare, mine warfare, coordinated search and rescue, and fleet support missions, including air wing tanking.

# 7. Naval Ships and Aircraft

## 7.3. Identify Naval Aircraft By Their Purpose and Model Designation

### Trainer Aircraft



Designation  
T-2 Buckeye

Characteristics  
Length: 38 feet 8 inches  
Wingspan: 38 feet 2 inches  
Range (max load): 790 nm  
Maximum speed: 521 mph  
Type: All-purpose jet trainer

Function

Used for intermediate and advanced training for Navy and Marine Corps pilots and Naval Flight Officers in training for jet carrier aviation and tactical strike missions.



Designation  
T-34C Turbomentor

Characteristics  
Length: 28 feet 8 inches  
Wingspan: 33 feet 5 inches  
Range (max load): 600 nm  
Maximum speed: 322 knots  
Type: Turboprop trainer

Function

Used to provide primary flight training for student pilots attached to the Chief of Naval Air Training. As a secondary mission, approximately 10 percent of the aircraft provide pilot proficiency and other aircraft support services.



Designation  
T-45A Goshawk

Characteristics  
Length: 39 feet 4 inches  
Wingspan: 30 feet 10 inches  
Range (max load): 700 nm  
Maximum speed: 645 mph  
Type: Carrier capable jet trainer

Function

Used for intermediate and advanced portions of the Navy/Marine Corps pilot training program for jet carrier aviation and tactical strike missions.

# 8. Educational Opportunities

## 8.1. Academic Skills Program

Academic Skills provides the educational foundation for the Navy College Program. To assist in your preparation for college courses, Navy provides instruction in basic subjects. You may work on your English, Mathematics, and Reading skills ashore at either the Navy College Learning Centers (NCLCs) computer labs or in the Navy College Learning Program (NCLP) instructor taught classes. In either program, you will be given diagnostic tests and will begin your instruction at a level appropriate to your needs. Instruction in academic skills is available at no cost to you or your command.

If you are assigned to a sea duty command, no cost instruction is available to you through the Navy College Program for Afloat College Education (NCPACE).

At the NCLCs, you may also work in the following subjects: Algebra, Calculus, Geometry, Trigonometry, Chemistry, Physics, Science, Social Studies, Life and Job Skills, and Parenting Skills. Also, test preparations for the ASVAB, GED, SAT, CLEP examinations are available for your use.

## 8.2. CLEP Training Program

College credit examinations are widely accepted by colleges and universities. By passing these examinations, service members may earn one-third or more of the credits required for a college degree. These examinations are available in more than 150 subject areas and are similar to end-of-course examinations offered by colleges and universities.

### **General Examinations**

It is possible to earn as many as 30 semester hours of college credit by successfully passing the CLEP General Examinations. The CLEP General consists of five tests: English Composition with or without essay; Social Science and History; Natural Sciences; Humanities; and College Mathematics. The tests cover material taught in most college freshman and sophomore courses.

### **Subject Examinations**

The CLEP Subject Examinations measure knowledge of basic concepts, principles, relationships, and applications involved in college courses with the corresponding title. American Council of Education (ACE) recommends 3 semester hours of credit for most of the CLEP Subject Examinations with some recommended for 6 or even 12 semester hours depending on the institutions credit policy.

## 8. Educational Opportunities

### 8.3. DANTES

#### **Defense Activity for Non-Traditional Education Support (DANTES)**

##### **Mission**

DANTES' mission is to support the off-duty, voluntary education programs of the Department of Defense and to conduct special projects and development activities in support of education-related functions of the Department.

##### **Role**

DANTES' role is to assist the Services with providing high quality and valuable educational opportunities for Service members, DoD personnel, and family members; and to assist personnel in achieving professional and personal educational objectives. This role includes the consolidated management of certain programs to prevent duplication of effort among the Services. Through its activities, DANTES supports recruitment, retention, and transition efforts of the Department of Defense.

### 8.4. Montgomery G.I. Bill

With the Montgomery GI Bill, you can get up to \$28,800 for college if serving on active duty and up to \$9,468 if you serve part time (a six-year contract, in general) in the Reserve or in the National Guard.

The MGIB program provides up to 36 months of education benefits, which may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training, and correspondence courses.

Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following your release from active duty, date of program eligibility, or date of severance from the Reserves/National Guard.

### 8.5. National Apprenticeship Program

The Navy's National Apprenticeship Program allows active duty Navy members to receive recognition for skills learned while on active duty. Upon satisfactory completion of the program, a certificate of completion of apprenticeship is awarded jointly by the Department of Labor and the Department of the Navy. The certificate of completion of apprenticeship enhances the opportunity to meet the requirements to participate in local state licensing examinations and often means starting work at a higher rate of pay in the civilian employment force. This certificate, plus your log, will prove that you are regarded as a journeyman in your trade. Terms of apprenticeships will vary from 1-4 years, depending upon the trade. one hundred forty-four hours of related technical instruction is required for each year of apprenticeship.

## 8. Educational Opportunities

### 8.6. Naval Correspondence Course

There are a few websites you can find information on how to order courses:

Naval Education and Training Professional Development and Technology Center (NETPDTC)

<https://courses.cnet.navy.mil>

CNET

<http://www.cnet.navy.mil>

Navy E-Learning

<http://www.navylearning.navy.mil>

### 8.7. Navy CASH Program

The Navy-CASH Program is the newest Navy program available for motivated college students who qualify for the Nuclear Field.

You may be qualified if you...

- Meet the specific requirements of the Enlisted Nuclear Field Program
- Enroll full-time or be accepted for enrollment in an accredited two-year or four-year community college, junior college or university.

#### **Benefits**

- Paid a regular Navy salary (up to an E-3) for up to 12 months.
- Enjoy the Navy's medical and dental benefits programs.
- Earn 30 days vacation with pay each year.
- Eligible to receive any of the Navy's enlistment incentives: Navy College Fund (Up to \$50,000), Loan Repayment Program (LRP), or an Enlistment Bonus (Up to \$12,000).
- You may be advanced in pay-grade upon completion of additional college credits (not to exceed E-3).
- Sailors entering the Navy via the Navy-CASH Program receive extensive, high-tech training -- the best available to young people today. Additional benefits may include special duty assignment pay, reenlistment bonuses, submarine duty pay, rapid advancement in pay-grade, and the satisfaction of being an elite sailor in one of the Navy's most critical programs.

## 8. Educational Opportunities

### 8.8. Navy College Fund

If you qualify for the Navy College Fund Program, your education benefit will increase to \$50,000 when combined with the Montgomery GI Bill. College fund awards are competitive, and decisions are made on the basis of academic merit.

Implemented 1 January 1990 to recruit qualified high school graduates into critical or hard-to-fill ratings. The Navy College Fund provides an additional amount to be paid monthly in addition to the basic Montgomery GI Bill Program benefit.

Eligibility. To qualify for NCF benefits members must:

- Qualify for training in a selected Navy rating as a NON-PRIOR service enlistee.
- Enter active duty on or after 21 November 1989
- Agree to serve on active duty for 3 or 4 years (depending on the program for which the individual is selected).
- Graduate from high school - NO equivalency accepted.
- Achieve an AFQT score of 50 or higher.
- Be 17-35 years old.
- Enroll in the basic MGIB Program and agree to \$1,200.00 pay reduction.
- Receive an HONORABLE discharge upon separation.

### 8.9. Navy College Program

The Navy College Program (NCP) provides opportunities for college degrees by providing academic credit for Navy training, work experience, and off-duty education for Sailors. The NCP mission is to enable Sailors to obtain a college degree while on active duty.

In support of the four R's: Recruiting, Readiness, Retention, and Respect, NCP signals Navy's commitment to education, improving enlistment appeal; demonstrates that Navy service and achieving a college degree are compatible; helps Sailors to apply themselves to new situations and challenges and better prepare themselves for advancement; builds up Sailors' self-image, and produces higher quality Sailors. The Navy College Program integrates all components of Voluntary Education. NCP is primarily geared toward enlisted Sailors.

## 8. Educational Opportunities

### 8.10. Tuition Assistance Program

Tuition Assistance (TA) is the Navy's financial assistance program. It provides active duty personnel a percentage of the tuition costs for courses taken in an off-duty status at an accredited college, university, or vocational/technical institution. TA pays 100% of tuition costs for courses applicable to the completion of a high school diploma or equivalency certificate. TA does not pay for books or registration fees. It can be used for both classroom and independent study/distance learning courses.

TA currently pays seventy-five percent of tuition, not to exceed \$187.50 per semester hour or \$125.00 per quarter hour (or equivalent) and has an overall payment cap of \$3500 per individual per fiscal year.

#### **Who is eligible?**

TA is open to both officer and enlisted active duty personnel. It is also open to Naval Reservists on continuous active duty and to enlisted Naval Reservists ordered to active duty 120 days or to Naval Reservist Officers ordered to active duty for 2 years or more.

### 8.11. PACE Program

The Program for Afloat College Education (PACE) program is designed to provide advanced education to Sailors aboard their ships. There are two types of courses - instructor-based and CD-ROM-based. Both types of courses earn students three semester college credits for each class, which they can apply towards their associate's, bachelor's or master's degree. Both academic skills and college (undergraduate and graduate) courses are available through PACE. PACE college courses are provided by regionally accredited colleges and universities. All undergraduate courses are from institutions with Servicemember's Opportunity College - Navy (SOCNAV) affiliation insuring Sailors the opportunity to transfer credits and complete degrees.

### 8.12. Rate Training Manual

Rate training manuals are designed to help you prepare for advancement. There are two general types of rate training manuals. RATING manuals are prepared for most enlisted ratings. A rating manual gives information that is directly related to the occupational standards on one rating. SUBJECT MATTER manuals or BASIC manuals give information that applies to more than one rating.

## 8. Educational Opportunities

### 8.13. Seaman to Admiral Program

The Seaman to Admiral (STA) provides outstanding enlisted personnel with an exceptional education and commissioning opportunity. Selectees will be ordered to one of seven Naval Reserve Officers Training Corps (NROTC) affiliated universities on permanent change of station (PCS) orders. After obtaining a baccalaureate degree and upon successful completion of Officer Candidate School (OCS) in Pensacola, Florida, selectees will be appointed as permanent Ensign, USNR.

Interested personnel must submit their applications to Commander, Navy Personnel Command (NPC 811), Naval Support Activity Memphis, 5720 Integrity Drive, Millington, TN 38055-8110 via their Commanding Officer before 1 July annually. The Seaman to Admiral Selection Board will convene at Navy Personnel Command in September to consider applicants who meet eligibility requirements published by NAVADMIN annually. Personnel are required to complete the Scholastic Aptitude Test (SAT) or American College Test (ACT).

To prepare for submission of their application, interested personnel are strongly encouraged to assemble the following documents: college transcript(s) from each college attended; high school transcript(s) from each high school attended (if you have a GED Certificate and some high school, you will need to submit both the certificate and the partial high school transcript); SAT or ACT scores (must not be older than 2 years as of 1 July of the year applying); certified copies of evaluations; certified copies of PRT results; certified copies of special qualifications documents; statement of desire for a commission.

### 8.14. Servicemembers Opportunity Colleges (SOC)

SOC was created in 1972 to provide educational opportunities to servicemembers, who, because they frequently moved from place to place, had trouble completing college degrees. Today SOC is a consortium of more than 1550 colleges and universities that provide educational opportunities for servicemembers and their families. SOC is co-sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community Colleges (AACC), in cooperation with 13 other educational associations, the Military Services, the National Guard, and the Coast Guard. SOC is funded by the Department of Defense (DoD) through a contract with AASCU. The contract is managed for DoD by the Defense Activity for Non-Traditional Education Support (DANTES).

Hundreds of thousands of servicemembers and their family members enroll annually in programs offered by SOC member universities, colleges, community colleges, and technical institutes. Military students may enroll in associate, bachelor, and graduate-level degree programs on school campuses, military installations, and armories within the United States and overseas.

## 8. Educational Opportunities

### 8.14. Servicemembers Opportunity Colleges (SOC)

SOC coordinates associate and bachelor's degrees in a variety of curriculum areas for the Army (SOCAD), Navy (SOCNAV), and Marine Corps (SOCMAR). These degree programs are offered by colleges and universities on or accessible to Army, Navy, and Marine Corps installations worldwide. Within each curriculum or degree network, member colleges agree to accept each other's credits in transfer. Servicemembers and their family members in isolated locations can take courses through such "distance learning" methods as the Internet, correspondence, computer, or video.

# 9. Navy Advancement System

## 9.1. Path of Advancement

Once Sailors complete boot camp they usually leave as a Seaman Recruit (E-1), a Seaman Apprentice (E-2), or a Seaman (E-3). Their first assignment will be either to apprentice training (for Sailors who have not selected a specialty) or to a technical school ("A" school) to learn one of the Navy's specialties, commonly known as a "rating."

There are over 94 different specialties or "ratings" in the Navy. Sailors are "rated" when they reach paygrade E-4 (Third Class Petty Officer). Members can advance as far as Master Chief Petty Officer in individual ratings. Advancement is very competitive and only the best qualified Sailors are promoted.

Advancement to Seaman Apprentice and Seaman is primarily based on time-in rate and the commanding officer's recommendation. Sailors are not required to take an exam and are not required to complete training manuals for a specific rating. In order to advance to petty officer (E-4 through E-6), you must:

- Obtain a recommendation from the commanding officer
- Complete all advancement requirements, including Navy training courses and performance tests
- Successfully complete any required service schools
- Fulfill time in service and time in paygrade requirements
- Meet security requirements
- Be in the proper path of advancement for their rating.

Those who have passed the most recent Navywide advancement exam in their rating are considered for advancement. After passing the exam, advancement depends on actual and forecasted vacancies in the rating and paygrade, and on the maximum number of additional petty officers authorized for advancement.

Advancement also depends on a member's final multiple score standing. The multiple is determined by credit given for the exam score, performance factors (evaluations), total actual service, service in paygrade, and military awards.

Some Sailors may not advance as rapidly as others, depending upon the manning levels of their ratings. Advancement may be slower in overmanned ratings, and Sailors may want to switch to an undermanned rating to improve their chances for advancement.

# 9. Navy Advancement System

## 9.2. Qualifications for Advancement

### **Mandatory TRAMAN/NRTC Eligibility Requirements**

Successful completion of Class "A" School fulfills the requirement for completion of mandatory rate TRAMANS/NRTCs for E-4, unless otherwise specified by competent authority. However, completing a Class "A" School does NOT satisfy mandatory military TRAMANS/NRTCs (such as BMR, PO3, PO2, etc.), the completion of PARs, required performance tests, or mandatory E-3 TRAMANS/NRTCs (such as SN, AN, FN).

### **Personnel Advancement Requirements (PARS)**

Successful completion of Personnel Advancement Requirements (PARs) verifies your ability to meet minimum prerequisite skill qualifications required for advancement. Be sure to approach your PARs preparation systematically, not hurriedly or at the last minute. PARs completion is mandatory for E-4 through E-7 advancement. PARs are based on occupational standards and are developed by exam writers.

### **Advancement-In-Rate Examinations**

Advancement-in-rate exams are written for the sole purpose of rank-ordering candidates who have met all eligibility requirements and have been recommended for advancement by commanding officers. The exams objectively test experience and knowledge across a broad range of subject matter common to the rate tested. This means that the exams are based on your job; they are NOT "book tests" wherein you simply read the references and learn the answers to examination questions. You will need to learn all you can from your experiences and your study.

## 9.3. Requirements for Advancement

### **E-1 to E-2**

*Time in Rate:* 9 months

*Schools:* RTC COs advance up to 10% of graduating company

*PARs:* N/A

*Military/Leadership Exams:* N/A

*Enlisted Performance Evals:* As used by CO when approving advancements

*Obligated Service Required:* There is no set amount of obligated service required either to take the Navywide advancement examination or to accept advancement to paygrades E-1 through E-6

*Performance Mark Average:* N/A

*Performance Test:* N/A

*Examinations:* N/A

*Selection Boards:* N/A

# 9. Navy Advancement System

## 9.3. Requirements for Advancement

*Mandatory RTMs:* N/A

*CO Recommendation:* All Navy advancement candidates require the commanding officer's recommendation

### **E-2 to E-3**

*Time in Rate:* 9 months as an E-2

*Schools:* N/A

*PARs:* N/A

*Military/Leadership Exams:* N/A

*Enlisted Performance Evals:* As used by CO when approving advancements

*Obligated Service Required:* There is no set amount of obligated service required either to take the Navywide advancement examination or to accept advancement to paygrades E-1 through E-6

*Performance Mark Average:* N/A

*Performance Test:* N/A

*Examinations:* Used at the option of the CO

*Selection Boards:* N/A

*Mandatory RTMs:* Must be completed to qualify for advancement

*CO Recommendation:* All Navy advancement candidates require the commanding officer's recommendation.

### **E-3 to E-4**

*Time in Rate:* 6 months as an E-3

*Schools:* Class A school for some ratings

*PARs:* PARs must be completed for advancement to E-4 through E-7

*Military/Leadership Exams:* Exam must be passed as an eligibility requirement for all E-4 to E-7 candidates

*Enlisted Performance Evals:* Used to determine performance factor when computing final multiple for E-4 to E-7 candidates

*Obligated Service Required:* There is no set amount of obligated service required either to take the Navywide advancement examination or to accept advancement to paygrades E-1 through E-6

*Performance Mark Average:* 2.6 minimum

# 9. Navy Advancement System

## 9.3. Requirements for Advancement

*Performance Test:* Specified ratings must complete applicable performance tests before taking the Navywide advancement examination

*Examinations:* Navywide advancement exams are required for advancement to E-4 through E-7

*Selection Boards:* N/A

*Mandatory RTMs:* Must be completed to qualify for advancement

*CO Recommendation:* All Navy advancement candidates require the commanding officer's recommendation

### **E-4 to E-5**

*Time in Rate:* 12 months as an E-4

*Schools:* Naval Justice School for LN2

*PARs:* PARs must be completed for advancement to E-4 through E-7

*Military/Leadership Exams:* Exam must be passed as an eligibility requirement for all E-4 to E-7 candidates

*Enlisted Performance Evals:* Used to determine performance factor when computing final multiple for E-4 to E-7 candidates

*Obligated Service Required:* There is no set amount of obligated service required either to take the Navywide advancement examination or to accept advancement to paygrades E-1 through E-6

*Performance Mark Average:* 2.6 minimum

*Performance Test:* Specified ratings must complete applicable performance tests before taking the Navywide advancement examination

*Examinations:* Navywide advancement exams are required for advancement to E-4 through E-7

*Selection Boards:* N/A

*Mandatory RTMs:* Must be completed to qualify for advancement

*CO Recommendation:* All Navy advancement candidates require the commanding officer's recommendation.

### **E-5 to E-6**

*Time in Rate:* 36 months as an E-5

*Schools:* N/A

*PARs:* PARs must be completed for advancement to E-4 through E-7

# 9. Navy Advancement System

## 9.3. Requirements for Advancement

*Military/Leadership Exams:* Exam must be passed as an eligibility requirement for all E-4 to E-7 candidates

*Enlisted Performance Evals:* Used to determine performance factor when computing final multiple for E-4 to E-7 candidates

*Obligated Service Required:* There is no set amount of obligated service required either to take the Navywide advancement examination or to accept advancement to paygrades E-1 through E-6

*Performance Mark Average:* 2.6 minimum

*Performance Test:* Specified ratings must complete applicable performance tests before taking the Navywide advancement examination

*Examinations:* Navywide advancement exams are required for advancement to E-4 through E-7

*Selection Boards:* N/A

*Mandatory RTMs:* Must be completed to qualify for advancement

*CO Recommendation:* All Navy advancement candidates require the commanding officer's recommendation.

### **E-6 to E-7**

*Time in Rate:* 36 months as an E-6

*Schools:* Navy school for AGC, Fleet MUC

*PARs:* PARs must be completed for advancement to E-4 through E-7

*Military/Leadership Exams:* Exam must be passed as an eligibility requirement for all E-4 to E-7 candidates

*Enlisted Performance Evals:* Used to determine performance factor when computing final multiple for E-4 to E-7 candidates

*Obligated Service Required:* All E-7/8/9 candidates must have two years remaining obligated service on their advancement date to accept appointment to a CPO grade

*Performance Mark Average:* N/A

*Performance Test:* Specified ratings must complete applicable performance tests before taking the Navywide advancement examination

*Examinations:* Navywide advancement exams are required for advancement to E-4 through E-7

*Selection Boards:* E-7 candidates whose exam status is "SEL BD ELIG" and qualified E-8/9 candidates are selected by a Navy selection board

*Mandatory RTMs:* Must be completed to qualify for advancement

# 9. Navy Advancement System

## 9.3. Requirements for Advancement

*CO Recommendation:* All Navy advancement candidates require the commanding officer's recommendation.

### **E-7 to E-8**

*Time in Rate:* 36 months as an E-7

*Schools:* Navy band-leader school MUCS

*PARs:* N/A

*Military/Leadership Exams:* N/A

*Enlisted Performance Evals:* Used by selection board in determining selections to E-7/9

*Obligated Service Required:* All E-7/8/9 candidates must have two years remaining obligated service on their advancement date to accept appointment to a CPO grade

*Performance Mark Average:* N/A

*Performance Test:* N/A

*Examinations:* (No exams — but validation answer must be submitted to NETPDTC)

*Selection Boards:* E-7 candidates whose exam status is "SEL BD ELIG" and qualified E-8/9 candidates are selected by a Navy selection board

*Mandatory RTMs:* Must be completed to qualify for advancement

*CO Recommendation:* All Navy advancement candidates require the commanding officer's recommendation.

### **E-8 to E-9**

*Time in Rate:* 36 months as an E-8

*Schools:* Navy band-leader school MUCS

*PARs:* N/A

*Military/Leadership Exams:* N/A

*Enlisted Performance Evals:* Used by selection board in determining selections to E-7/9

*Obligated Service Required:* All E-7/8/9 candidates must have two years remaining obligated service on their advancement date to accept appointment to a CPO grade

*Performance Mark Average:* N/A

*Performance Test:* N/A

*Examinations:* (No exams — but validation answer must be submitted to NETPDTC)

*Selection Boards:* E-7 candidates whose exam status is "SEL BD ELIG" and qualified E-8/9 candidates are selected by a Navy selection board

*Mandatory RTMs:* Must be completed to qualify for advancement

*CO Recommendation:* All Navy advancement candidates require the commanding officer's recommendation.

# 9. Navy Advancement System

## 9.4. Selection Process for Advancement

### **The Selection Process**

The Chief of Naval Operations (CNO) determines the number of vacancies available based on current and prospective losses. The CNO then establishes quotas for each rate based on these vacancies. Quotas are used to determine the number of selectees for advancement in each advancement cycle. The following selection process is used to identify the selectees.

### **Rank-Ordering Candidates**

The selection process is used to rank-order all candidates who (1) are fully qualified and meet all eligibility requirements for advancement, (2) are capable of performing at the next higher rate, (3) are recommended for advancement by their commanding officers, and (4) obtain a minimum passing score on the Navywide advancement-in-rate exam.

The selection process is designed to rank-order all candidates from the MOST qualified to the LEAST qualified to assist the Navy in selecting the top candidates. Rank-ordering is based on the whole person concept and is accomplished by using the Final Multiple Score (FMS).

### **The Whole Person Concept of the Final Multiple Score (FMS)**

The Navy Enlisted Advancement System (NEAS) ensures equitable advancement opportunities for all enlisted personnel by using the FMS to select the most qualified personnel for advancement. The NEAS considers the "whole person" by calculating performance, experience, and knowledge into the individual's FMS. Performance is shown in your day-to-day performance, work ethic, achievements, and so forth, and is documented in your performance evaluations. Knowledge and experience are reflected on examination performance; that is, the subject matter tested is based on rating knowledge and experience. (The examination is NOT a "book test.") FMS results for all candidates are rank-ordered from top to bottom score. The number of quotas available determine the number of selectees.

### **Passed But Not Advanced (PNA) Points**

If you pass the exam, but are not a selectee, you may receive PNA points toward the next advancement exam cycle. PNA points are automatically included in the FMS for any E-through E-6 candidate who, compared to other candidates taking the same exam, achieved a relatively high exam score. PNA points are also awarded for candidates who had relatively high performance mark averages (PMAs) on a previous exam cycle for the same rate, but were not advanced because of insufficient vacancies. You can receive a maximum of 3 PNA points for any one advancement exam cycle.

# 9. Navy Advancement System

## 9.5. How to Prepare for Advancement

### **Professional Development**

Three of the most important aspects of your professional development are sustained superior performance, learning from your rating experiences, and studying for advancement.

### **Sustained Superior Performance**

You can be a top performer among your peers by always performing at your full potential. To be successful, your performance evaluations must show that you are among the best in the Navy.

### **Learning from Your Rating Experiences**

In your everyday work, you will have many opportunities to learn more about your rating and improve your preparation for advancement. For example, rating experiences such as diagnosing and repairing equipment problems, ordering supplies, preparing reports, logging information, making adjustments, attending training, presenting training topics, studying an SOP, reading messages, studying "lessons learned" documentation, reviewing safety bulletins, reading journals related to your rating, studying technical bulletins, learning from "the chief," etc. are all valuable experiences from which you should learn. When a publication comes through your division or workcenter for your review or information, don't just initial off saying you've seen it; instead, read it to see what's new and how the information applies to your rating. The bottom line is to pay attention to all experiences and information about your rating. If you think advancement is just meeting eligibility requirements and studying, you're wrong!

### **Studying for Advancement**

Here's some good information about studying for advancement:

**Rating Bibliography.** To help you study, the Navy publishes a Bibliography for your rating. Your Bibliography lists publications (called references for advancement study purposes) commonly used in your rating. You should note that these same references are used by the exam writer for your rating to support exam questions. The references include rate training manuals (TRAMANs) and nonresident training courses (NRTC's), instructions, technical manuals, guides, and other publications. In studying for advancement, you should be sure to study not only the Bibliography for the rate you seek, but also and for all rates below.

**Within-text References.** During your study of these references, you will occasionally be referred to portions of other publications for additional information on a subject; these are called within-text references. Remember, the references listed in your bibliography and any within-text references are the same references used by your exam writer to support advancement-in-rate exams.

# 9. Navy Advancement System

## 9.6. The Enlisted Performance Evaluation System

The Navy's performance evaluation system was developed as a method for comparing individual's performance in specific trait areas against set criteria.

The Navy needs an evaluation system for two primary reasons. First, evaluating personal performance helps us make decisions when selecting the best person for a particular job, a promotion, additional training, and/or for a commendation. Second, personnel need feedback on their performance. They need to know how they measure up to established standards. Additionally, the evaluation system communicates the documented performance to selection boards.

Navy Regulations require that records be maintained on naval personnel "which reflect their fitness for the service and performance of duties." The Performance Evaluation system creates an objective record of performance on which official actions may be based. It is the primary document for Navy selection board decisions. It is also a valuable tool for self-improvement, training, and development.

# 10. Safety

## 10.1. Individual Responsibility for Safety

Safety is a job for all hands at all times. Every single operation aboard a naval vessel poses danger. Going to sea involves working with powerful machinery, high-speed equipment, steam of intensely high temperature and pressure, volatile and exotic fuels and propellants, heavy lifts, high explosives, stepped-up electrical voltages, and the unpredictable forces of weather. It is the responsibility of everyone aboard ship to observe all safety precautions.

Safety precautions for each piece of equipment used in the Navy are available and should be read and understood. The Navy Ships Technical Manual (NAVSHIPSTECMAN), the Standard Organization and Regulations of the U.S. Navy, and numerous bureau and systems manuals contain written safety regulations.

Another important part of safety is the regular maintenance of equipment and systems. Maintenance involves much more than just cleaning and painting. For safety and efficiency, every item aboard ship—from the simplest valve to the most complicated electronic gear—must be clean and operable.

## 10.2. Operational Safety Precautions and Actions

The following general instructions serve as an introduction to the most important principles regarding shipboard safety.

### **Aircraft Operations**

During aircraft operations, only those actually involved are allowed in the flight-deck area. All other personnel remain clear or below decks. Personnel engaged in flight ops wear appropriate safety equipment.

Passengers must be led to and from a helicopter or aircraft by a member of the transfer crew, handling crew, or flight crew. All loose gear in the flight-deck area is stowed elsewhere or secured to the deck. Personnel are taught about the shrapnel effect of rotor blades or propellers striking a solid object. Be careful around props and helo rotors. When turning, they are nearly invisible. Rotor tips cover a wide area and often dip close to the deck when the helo lands.

The engine noise of the plane you are watching will drown out the noise of planes you are not watching. Don't move without looking in all directions, and don't direct all your attention to a single aircraft.

# 10. Safety

## 10.2. Operational Safety Precautions and Actions

Also beware of jet blast. Any place within 100 feet of a jet engine is dangerous. A jet blast can burn, knock down, or blow a person over the side.

### **Ammunition Handling**

Everyone who handles ammunition must be instructed in safety regulations, methods of handling, and the storage and uses of ammunition and explosives. Only careful, reliable, mentally sound, and physically fit sailors are permitted to work with explosives or ammunition.

Anyone who knows of defective ammo or other explosive ordnance, defective containers or handling devices, the rough or improper handling of ordnance, or the willful or accidental violation of safety regulations must report the facts to his or her immediate superior.

Anyone supervising the inspection, care, preparation, handling use, or disposal of ammunition or explosives must see that all regulations and instructions are observed, remain vigilant throughout the operation, and warn subordinates of the need for care and vigilance.

Matches, lighters, and spark- or flame-producing devices are permitted in certain designated spaces, such as torpedo rooms, but only when specific written permission is received from command authority.

Crews working with explosives or ammunition are limited to the minimum number required to perform the operation properly. Unauthorized personnel are not permitted in magazines or in the immediate vicinity of loading operations. All authorized visitors must be escorted.

### **Boats**

No boat may be loaded beyond the capacities established by the commanding officer (published in the boat bill) without his or her specific permission, and then only in emergencies.

No person is assigned to a boat crew unless he or she can swim.

Boat crews must demonstrate a practical knowledge of seamanship, rules of the road, and safety regulations. Qualification is granted by the ship's first lieutenant.

No one not specifically designated by the engineering officer is to operate or attempt to operate a boat engine; to test, remove, or charge the boat's battery, or tamper in any way with the electrical system; or to fuel the boat.

All members of a boat's crew wear rubber-soled canvas shoes in the boat.

# 10. Safety

## 10.2. Operational Safety Precautions and Actions

No boat is dispatched or permitted to proceed unless released by the officer of the deck. Releases are not to be granted until it has been determined that the crew and passengers are wearing life preservers, and when advisable, that weather and sea conditions are suitable for small boat operations.

### **Chemicals**

Adequate precautions should be taken in the stowage, handling, and disposal of hazardous chemicals and materials. A review of potential hazards is not possible here, but substantial chemical safety information is available in the following references:

- The NAVSHIPSTECMAN has requirements and safety guidelines on a wide variety of hazardous chemicals
- Safety Precautions for Shore Activities, OPNAV instruction 5100.23
- Hazardous Material Information System, DOD instruction 6050.5
- The Navy Hazardous Material Control Program, NAVSUP instruction 5100.27

### **Compressed Gas**

Precautions must be taken when working on high-pressure air systems to prevent lines that are not, completely isolated and bled down from opening.

No person should attempt repairs of any nature on an air flask or receiver under pressure. Bottles containing compressed gas must be kept capped and well secured when not in use.

Oxygen bottles and fittings must be stored away from oil and grease. Never substitute oxygen for compressed air.

### **Electrical and Electronic Equipment**

Electrical equipment includes generators, electrically powered machinery and mechanisms, power cables, controllers, transformers, and associated equipment. Electronic equipment includes radars, sonars, power amplifiers, antennas, electronic-warfare equipment, computers, and associated controls. The most important precaution with all such equipment is never to work alone.

No one is to operate, repair, or adjust any electrical or electronic equipment unless he or she has been assigned that duty, except in definite emergencies', and then only when no qualified operator is present.

No one is to operate, repair, or adjust electrical and electronic equipment unless he or she has demonstrated a practical knowledge of its operation and repair and applicable safety regulations, and then only when duly qualified by the head of the department.

# 10. Safety

## 10.2. Operational Safety Precautions and Actions

No one is to remove, paint over, destroy, or mutilate any name plates, cable tags, or other identification marks on electrical or electronic equipment.

No one is to hang anything on, or secure a line to, any power cable, antenna, wave guide, or other piece of electrical or electronic equipment.

### **Fire and Explosion Prevention**

Reducing fire and explosion hazards is every sailor's responsibility. Whenever possible, hazards should be eliminated, including nonessential combustibles. Replace combustible materials with less flammable ones if you can. Limit the number of combustibles. Stow and protect essential combustibles to reduce the chance of fire.

Prevent the accumulation of oil and other flammables in bilges and inaccessible areas. Any accumulated material should be flushed out or removed immediately. Oily rags should be stowed in airtight metal containers. Stow paint, brushes, rags, thinners, and solvents in authorized locations only.

### **Lifelines, Ladders, and Safety Nets**

No one should lean, sit, stand, or climb on any lifeline in port or under way. People working over the side in port may climb over lifelines when necessary, but only if they are wearing life jackets and safety lines that are tended.

No lifeline should be dismantled or removed without specific permission from the first lieutenant, and then only if temporary lifelines are promptly rigged.

No person is to hang or secure any weight or line to any lifeline unless authorized by the commanding officer.

# 10. Safety

## 10.3. Signs, Labels, and Symbols

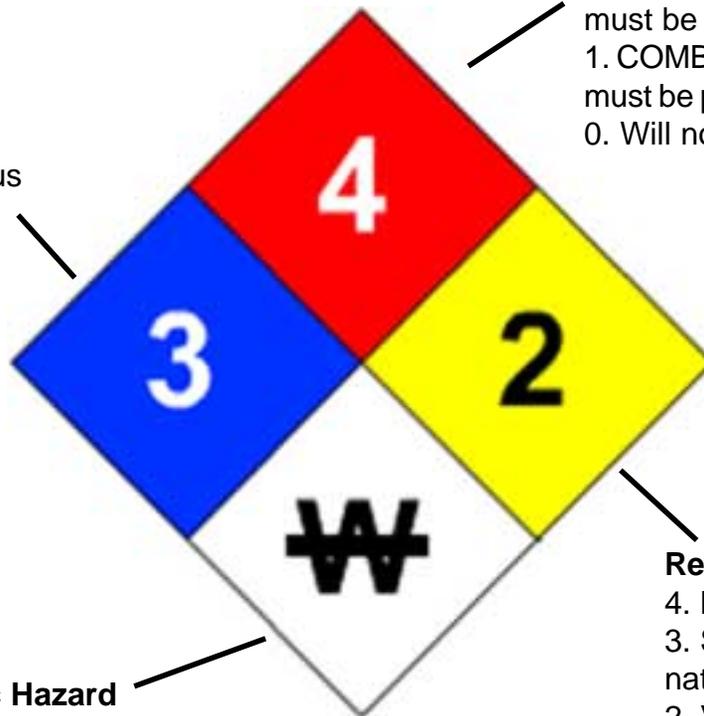
### Hazardous Material Label

#### Health Hazard

- 4. Deadly
- 3. Extreme Danger
- 2. Hazardous
- 1. Slightly Hazardous
- 0. Normal Materials

#### Fire Hazard

- 4. VERY FLAMMABLE gases, dusts or mists
- 3. READILY IGNITED LIQUIDS under normal temp. conditions
- 2. LIQUIDS OR SOLIDS that must be heated before ignition
- 1. COMBUSTIBLE SOLIDS that must be preheated to burn
- 0. Will not burn



#### Reactivity

- 4. May Detonate
- 3. Shock and heat may detonate
- 2. Violent chemical change
- 1. Unstable if heated
- 0. Stable

#### Specific Hazard

- |              |      |
|--------------|------|
| OXIDIZER     | OXY  |
| ACID         | ACID |
| ALKALI       | ALK  |
| CORROSIVE    | COR  |
| USE NO WATER | W    |

# 10. Safety

## 10.4. Reporting Safety Violations

Detection of unsafe or unhealthful working conditions at the earliest possible time and prompt control of hazards identified as a result is essential to a successful safety. The following procedure enables any member to submit a report of unsafe or unhealthful conditions:

- All hands are encouraged to orally report unsafe or unhealthful working conditions to their immediate supervisor.
- If the notified supervisor has not taken action to investigate the situation or if they are unsatisfied with the result, they may submit a written report of an unsafe or unhealthful working condition on a Safety Hazard Report.
- Upon receipt of a report, the safety officer shall contact the originator to acknowledge receipt and discuss the seriousness of the reported condition.
- The safety officer will evaluate all submitted reports.
- Provide an interim or final response in writing to the originator of the reported condition under the authority of the safety officer within 10 working days of report receipt.
- The final response shall encourage the originator to contact the safety officer if he or she desires additional information or is dissatisfied with the response.

## 10.5. Personal Protective Equipment

### **Personnel Protection**

Do not wear clothing with loose ends or loops when working on or near rotating machinery. Suitable leather, asbestos, or other heavy gloves must be worn when working on steam valves or other hot units. Keep the body well covered to reduce the danger of burns when working near steam equipment.

Goggles or a helmet and a protective welding jacket must be worn when brazing, welding, or cutting. Personnel on fire watches must wear protective goggles. Protective goggles should also be worn whenever working with corrosive substances such as acid, alkali, monoethanolamine, and vinyl Paint. Water in plastic squeeze bottles or other containers should be readily available.

When using an oxygen-breathing apparatus (OBA), you normally work with another person. An insulated line may be attached to the two of you, but the line is used only to signal, not to pull. The OBA is not authorized aboard submarines.

# 10. Safety

## 10.5. Personal Protective Equipment

Plastic face shields must be worn when handling primary coolant under pressure, and suitable eye protection—shield, goggles, or safety glasses must be worn when buffing, grinding, or performing other tasks hazardous to the eyes.

Fumes from burning teflon are very dangerous. Precautions should be taken in the presence of asbestos dust, when you are doing jobs such as removing lagging.

### **Safety Clothing**

Personnel who may be exposed to mechanical, physical, or chemical dangers must have adequate protective clothing and devices.

### **Safety Devices**

Mechanical, electrical, and electronic safety devices are inspected at intervals specified by the preventive maintenance system (PMS) by type, commander instructions, or as usual circumstances or conditions warrant. When practical, these inspections are conducted when the equipment or unit is in operation. Machinery or equipment is not operated unless safety devices are working.

No one should tamper with or render ineffective any safety device, interlock, ground strap, or similar device without the commanding officer's approval.

## 10.6. The Navy Tag-Out System

Procedures for "tagging out"—that is putting equipment out of commission—apply to all systems, steam, electrical, electronic, and fluids. Adhering to tag-out procedures improves safety and helps prevent costly accidents. This bill outlines procedures for preventing improper operation when a component, equipment, system, or portion of a system has been isolated, or tagged, because of malfunctioning. It is designed to standardize all tag-out procedures on ships and at repair activities. The engineering officer is responsible for this bill and reports to the commanding officer; it is administered through the engineering officer's department heads, who see that assigned personnel understand and comply with its procedures.

# 11. First Aid

## 11.1. Procedures for Transporting Victims

In an emergency, there are many ways to move a victim to safety, ranging from one-person carries to stretchers. The victim's condition and the immediacy of danger will dictate the appropriate method, but remember to give all necessary first aid before moving the victim. At times it will be necessary to move the victim immediately, without regard to the severity of the injuries. Remember, when you move a victim, you are taking a calculated risk. You may cause further injury or even death!

You are justified in taking such a risk only when it is evident that the victim will die if not moved.

### General Rules

1. Whenever possible, render first aid before transporting the casualty. Reduce the casualty's pain and make them as comfortable as possible.
2. Use a regular stretcher, with enough people to carry it, so that you will not drop the casualty.
3. Whenever possible, take the stretcher to the casualty, instead of carrying the casualty to the stretcher.
4. Fasten the casualty to the stretcher so that they don't slip, slide, or fall off.
5. Use blankets, clothing, or other material to pad the stretcher and protect the casualty from exposure.
6. Casualties should be lying on their back while being moved. However, in some case, the type or location of the injury will necessitate the use of another position. In all cases, it is important to place the casualty in a position that will best protect them from further injury.
7. Always move the casualty feet first so the rear bearer can watch for signs of difficulty breathing.
8. Always give a complete account of the situation before giving the casualty to other personnel. Include what caused the injury and what first aid procedures have been completed. Also, get the name of the casualty and the person whom you are turning them over to. This is one way of protecting yourself and at the same time ensuring that the patient will be in good hands.

# 11. First Aid

## 11.2. Basic Principles of First Aid

Although each case involving injury or sickness presents its own special problems, some general rules apply to practically all situations:

- Keep the victim lying motionless, head level with the body, until you have found out what type of injury has occurred and how serious it is.
- If the victim is in danger of sucking in blood, vomited matter or water, place the victim on his/her side or back with their head turned to one side and lower than the feet.
- If the victim has a chest injury or breathing difficulties, place him on his back with his head slightly lower than the feet.
- Do not move the victim more than is absolutely necessary.
- The victim should not see the actual injury.
- Do not touch open wounds or burns with fingers or other objects unless sterile compresses or bandages or not available.
- Do not give an unconscious person any solid or liquid substance by mouth.

## 11.3. Artificial Ventilation and CPR

### **Artificial Ventilation**

A person who has stopped breathing is not necessarily dead but is in immediate critical danger. Life is dependent on oxygen, and death will result from a continued lack of breathing. Therefore, artificial ventilation is necessary to provide a method of air exchange until natural breathing has stopped. It must not be given any person who is still breathing. To perform mouth-to-mouth you should:

- Clear the victim's mouth of obstructions like false teeth and other foreign matter
- Place one hand under the victim's neck and the heel of the other hand on the forehead using the thumb and index finger, pinch the nostrils shut.
- Tilt the head back to open the airway.
- Take a deep breath, cover the victim's mouth with your mouth, and blow into the victim's mouth.
- Remove your mouth from the victim's to allow the victim to exhale.

# 11. First Aid

## 11.3. Artificial Ventilation and CPR

- Observe the victim's chest for movement. If the victim has not started to breathe normally, start artificial ventilation with four quick ventilations in succession, allowing the lungs to partially inflate. If the victim still does not respond you must fully inflate the victim's lungs at a rate of 12 to 15 ventilations per minute (one breath every 5 seconds).

### **Cardiopulmonary Resuscitation (CPR)**

Cardiac arrest is the complete stoppage of heart function. If the victim is to live, action must be taken immediately to restore the heart function. In this situation the immediate administration of cardiopulmonary resuscitation (CPR) by a rescuer using correct procedures increases the chances of a victim's survival.

CPR involves external heart compression and artificial ventilation. The compression is done on the chest, and the lungs are ventilated either by mouth-to-mouth or mouth-to-nose techniques. To be effective, CPR must be started within four minutes of the onset of cardiac arrest. The victim must be lying on a firm surface.

CPR should not be attempted by a rescuer who has not been properly trained.

To learn CPR, consult a qualified instructor. Improperly done CPR can cause serious damage. Therefore, it is never practiced on a healthy individual for training purposes; a training aid is used instead.

## 11.4. Controlling Bleeding

The only way to stop serious bleeding is by the application of pressure. In practically all cases bleeding can be stopped if pressure is applied directly to the wound. If direct pressure does not stop the bleeding, pressure should be applied at the appropriate pressure point.

Where bleeding is so severe that it cannot be controlled by either of these methods, pressure can be applied by a tight constricting band called a tourniquet. Tourniquets should be used only as a last resort.

The three ways of using pressure to control hemorrhage are direct pressure, pressure points and tourniquets. A description of each follows:

### **Direct pressure**

In almost every case, bleeding can be stopped by the application of pressure directly to the wound. Place a dressing (sterile or clean when possible) over the wound and firmly fasten

# 11. First Aid

## 11.4. Controlling Bleeding

it in position with a bandage. If bleeding does not stop, firmly secure another dressing over the first or apply direct pressure with your hand to the dressing.

### **Pressure points**

Bleeding from a cut artery or vein may often be controlled by applying pressure to the appropriate pressure point. A pressure point is where the main artery to the injured part lies near the skin surface and over a bone. Pressure at such a point is applied with the fingers (digital pressure) or with the hand. No first aid materials are required. The object of pressure is to compress the artery against the bone, shutting off the flow of blood from the heart to the wound.

### **Tourniquets**

A tourniquet is a constricting band that is used to cut off the supply of blood to an injured limb. It cannot be used to control bleeding from the head, neck or body, since its use in these locations would result in greater injury or death.

A tourniquet should be used only if the control of hemorrhage by other means proves to be impossible. Never put on a tourniquet unless the hemorrhage is so severe that it cannot be controlled in any other way, If a tourniquet is used, the victim most likely has lost a considerable amount of blood. Once a tourniquet has been applied it should be released only by medical personnel.

## 11.5. Identifying and Treating Shock

### **First Aid For Shock**

"Shock" means there is not enough blood going to all parts of the body. Treatment is important even for mild cases, to prevent damage to organs and body systems. When you do first aid for shock, you need to think about the whole body, not just one injury.

### **Many Causes & Symptoms**

Shock can be caused by many things, including burns, electric shock, or severe injuries. Victims of shock have cool, moist skin. Their pulse is weak and rapid, and breathing is shallow. Their eyes are dull, skin pale, and pupils may be dilated. Other symptoms may include nausea, vomiting, or trembling. Victims may have difficulty thinking or speaking clearly, and they may be frightened. They may be unconscious.

### **Allergic Shock**

Some people have very sensitive bodies. For them, common substances such as penicillin, berries, or pollen cause serious reactions, including shock and even death within minutes.

# 11. First Aid

## 11.5. Identifying and Treating Shock

The victims will show special symptoms. They may have hives. Their skin may itch or burn. Their tongues or face may swell. They may have trouble breathing. Eventually they may become unconscious. Some people who know of their special allergies carry life-saving medication with them. If you are providing first aid in this situation, give the medicine immediately. Their eyes are dull, skin pale, and pupils may be dilated. Other symptoms may include nausea, vomiting, or trembling. Victims may have difficulty thinking or speaking clearly, and they may be frightened. They may be unconscious.

### **Treating Shock**

When a victim shows shock symptoms, speak calmly to the victim in a reassuring voice. If the victim is upset, it can make the effects of shock worse.

If the victim has vomited, check to see that there is no neck or spine injury. If there is none, turn the victim to the side and clear the mouth.

Next, find and treat the cause of shock. For example, control any bleeding. Or for electric shock, turn off the current and then assist the victim. If you don't see a switch, you may need to use a rope or belt to pull the victim away. Do CPR (cardiopulmonary resuscitation) if you are trained, and if breathing and pulse have stopped.

Keep the victim lying down. Check for neck, spine, head or abdomen injuries. If there aren't any, raise the feet on blankets or a pillow.

Keep the victim comfortable and warm, but not hot. Loosen tight clothing to make breathing easier. Keep people away who might upset the victim.

# 12. Personal Hygiene

## 12.1. Developing Good Personal Hygiene

In the days of "iron men and wooden ships," disease killed more men than cannonballs did. Sailors lived for months aboard damp and cold ships, ate salted or rancid meat and moldy or wormy bread, drank foul-smelling water, and bathed if at all in cold salt water. A man with a smashed leg received quick "kill or cure" treatment—the surgeon sawed it off. Good surgeons heated the saw so it wouldn't hurt so much, and sometimes the man got a shot of rum to take his mind off his troubles.

Sailors in the Navy today live better and are safer and healthier than most of the people in many nations of the world. Even the smallest ship has facilities to provide nourishing meals, well-ventilated and -heated berthing spaces, medical and dental attention, laundry services, hot and cold fresh water, and sanitary living conditions.

### **Personal Hygiene**

Personal hygiene consists of practices which safeguard your health and that of others. It is often thought of as being the same as personal cleanliness. While cleanliness is important, it is only one part of healthy living. Personal hygiene is important to you because:

- It protects against disease-causing germs that are present in all environments.
- It keeps disease-causing germs from spreading.
- It promotes health among sailors.
- It improves morale.

### **Personal Cleanliness**

Skin. Wash your body frequently from head to foot with soap and water. If no tub or shower is available, wash with a cloth and soapy water, paying particular attention to armpits, groin area, face, ears, hands, and feet.

Hair. Keep your hair clean, neatly combed, and trimmed. At least once a week, wash your hair and entire scalp with soap and water. Do not share combs or shaving equipment with other sailors.

Hands. Wash your hands with soap and water after any dirty work, after each visit to the latrine, and before eating. Keep your fingernails closely trimmed and clean. Do not bite your fingernails, pick your nose, or scratch your body.

Teeth. The three most common dental diseases are tooth decay (caries); inflammation of the gums (gingivitis); and an affliction of the gums and bone surrounding the teeth (pyorrhea). They all can lead to the loss of teeth— which is needless, since they can be prevented or controlled.

## 12. Personal Hygiene

### 12.1. Developing Good Personal Hygiene

There is no way completely to prevent tooth decay, but it can be cut down by brushing the teeth correctly and by cutting down on sweets. Flossing, the only way to remove harmful deposits from between your teeth, should be done once a day.

### 12.2. Sexually Transmitted Diseases Symptoms and Prevention

#### **Sexually Transmitted Disease (STD)**

Sexually transmitted diseases (STDs) are infectious diseases transmitted through sexual contact. They are among the most common infectious diseases -- with the United States having the highest rates of STDs in the industrialized world.

#### **Types of STD's**

More than 20 STDs have now been identified, and affect more than 13 million men and women in this country each year. According to the National Institute for Allergy and Infectious Diseases and Centers for Disease Control, common types of STDs include:

Acquired Immune Deficiency Syndrome (AIDS). AIDS is caused by the human immunodeficiency virus (HIV), a virus that destroys the body's ability to fight off infection. People who have AIDS are very susceptible to many life-threatening diseases and to certain forms of cancer. Transmission of the virus occurs during sexual activity or by the sharing of needles used to inject intravenous drugs.

Human Papillomaviruses (HPVs). Human papillomaviruses (HPVs) are viruses that can cause warts. Some HPVs are sexually transmitted and cause wart-like growths on the genitals. HPV is a major risk factor for cervical cancer.

Chlamydial Infections. Chlamydial infections, the most common of all STDs, can affect both men and women. Infections may cause an abnormal genital discharge and burning with urination. In women, untreated chlamydial infection may lead to pelvic inflammatory disease (PID). However, many people with chlamydial infection have few or no symptoms of infection.

Gonorrhea. Gonorrhea causes a discharge from the vagina or penis and painful or difficult urination. The most common and serious complications occur in women, which include pelvic inflammatory disease, ectopic (tubal) pregnancy, and infertility.

Genital Herpes. Genital herpes infections are caused by the herpes simplex virus (HSV). Symptoms may include painful blisters or open sores in the genital area, which may be preceded by a tingling or burning sensation in the legs, buttocks, or genital region. The herpes sores usually disappear within a few weeks, but the virus remains in the body and the lesions may recur from time to time.

# 12. Personal Hygiene

## 12.2. Sexually Transmitted Diseases Symptoms and Prevention

Syphilis. The initial symptom of syphilis is a painless open sore that usually appears on the penis or around or in the vagina. If untreated, syphilis may go on to more advanced stages, including a transient rash and, eventually, serious involvement of the heart and central nervous system.

### **Prevention of STDs**

The surest way to prevent contracting an STD is to abstain from any type of sexual intercourse. However, if you decide to become sexually active, or are currently sexually active, there are several precautionary measures you can follow to help reduce your risk of developing a sexually transmitted disease. These include:

- have a mutually monogamous sexual relationship with an uninfected partner
- use (consistently and correctly) a male condom
- have regular checkups for STDs
- learn the symptoms of STDs and seek medical help as soon as possible if any symptoms develop
- avoid having sexual intercourse during menstruation

# 13. Physical Readiness Program

## 13.1. The DEP Physical Training Plan

### What is Physical Fitness?

Physical fitness is an essential and critical component of readiness. Fitness is much more than the absence of disease. It is a state of being that includes strong, flexible muscles and an efficient system for getting oxygen and nutrients to the body.

### The Three Primary Elements

The Navy DEP Physical Training Plan assists DEP Recruits in preparing for the physical demands a prospective Sailor experiences during Navy basic training programs. This plan provides for the three primary elements of a physical fitness program:

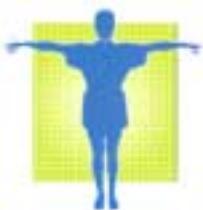
Aerobic (cardiovascular). Activities such as running and swimming, help the heart, lungs and blood vessels become more effective at delivering to the muscles what they need to function – oxygen and glucose.

Muscular Strength and Endurance. Activities such as pushups, curl ups, or weight training help your muscles become stronger, giving them both the raw strength and ability to work repeatedly without undue fatigue.

Flexibility. Stretching exercises are necessary to prevent injury to the muscles and joints and to allow the muscles to work efficiently through a full range of motion.

## 13.2. Recommended Exercises

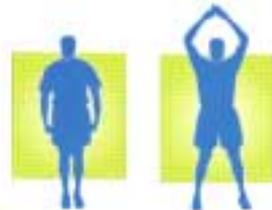
### Warm-up Exercises



Arm Circles



Knee Lifts



Jumping Jacks

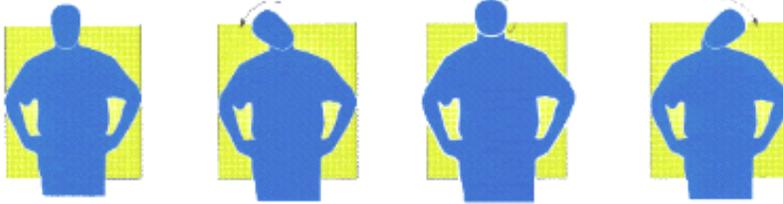


Standing Hip Flexors

# 13. Physical Readiness Program

## 13.2. Recommended Exercises

### Stretches



Neck Stretches



Standing Calf Stretch



Seated Butterfly Twist



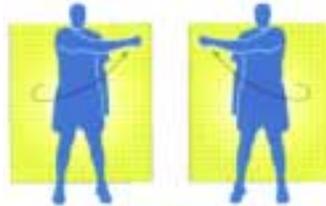
Overhead Side Bends



Chest, Shoulders, & Biceps



Round Shoulder Reach



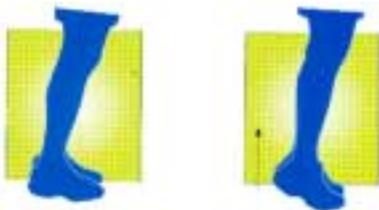
Spinal Twist



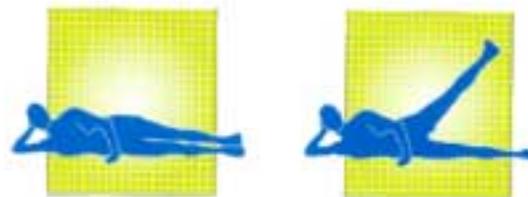
Supine Hamstring Stretch

### Strength and Conditioning Routines

After you have completed stretching and warm up exercises properly, you are ready to move on to strength and conditioning routines. Remember, recruit training (and Navy life in general) means that you will sometimes find yourself working in physically challenging situations, so it is best to be prepared.



Heel Raises



Thigh Lifts

# 13. Physical Readiness Program

## 13.2. Recommended Exercises

### Strength and Conditioning Routines



Front Leg Lunges



Squats

### Curl Ups

Abdominal curl ups are an important component of your DEP training program. Curl ups are the best exercise for strengthening the abdominal muscles. Curl ups must be done with the knees flexed to 90 degrees to eliminate the curve in the lower back. The abdominal muscles should be contracted. The head should be lifted off the floor, and the trunk should curl into the sit up position. Alteration of this technique may cause additional strain to the lower back. It is necessary only to do a partial curl up to provide maximal benefit to the abdominal muscles. A full sit up may place additional stress on the lower back.. Your shoulders should come above the ground only 30 degrees.



### Push Ups

Push ups are a measure of your upper-body strength (chest, shoulders, and triceps). Always use correct form to prevent injury and to improve physical performance.



If you are unable to do 10 push ups without stopping to rest, begin your training by doing push ups on an incline. For example, do push ups against a sturdy chair or table.



# 13. Physical Readiness Program

## 13.2. Recommended Exercises

### **Running**

The one physical fitness component that stands out in virtually all studies for the prevention of injuries is aerobic fitness. Studies show that being aerobically conditioned prior to entering Boot Camp will greatly decrease your chances of being injured. The lower the initial level of fitness when starting Boot Camp, the greater the risk of experiencing an injury.

Running Program: Running will be one of the more strenuous tasks you will perform during basic training programs. Locate the "Basic Training DEP Running Chart" on page 56 in your DEP Success Accelerator and follow the instructions given.

You may not feel overly stressed during the early stages of this program, but your body is adapting. Progressing too fast at the onset increases your risk of injury your muscles and bones need to adapt to the physical demands of running and walking by the time you arrive at Boot Camp, so you are strongly encouraged to build your body up using the running guide prior to arrival.

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