OFFICER CANDIDATE SCHOOL

NAVAL OFFICER DELAYED ENTRY PROGRAM

AMERICA'S NAVY®

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Most Naval Officers have found that setting goals and deadlines helped them achieve success during their journey.

The following pages contain goals for you to achieve while you are in the Delayed Entry Program. You and your recruiter will determine how long it will take to achieve the goals. You set the deadlines to achieve them. Remember, the more you achieve while you are in the DEP, the easier your transition from civilian to Navy Officer.

INFORMATION

Name: _____

Active Duty Date: _____

Commissioning Program: _____

Recruiter's Name: _____

Recruiting Station Address: _____

Recruiter's Phone Number: _____

Notes: _____

_____

_____

_____

There is a wealth of information to assist you in your preparation. Be sure and talk with your recruiter!

THE MISSION OF OFFICER CANDIDATE SCHOOL

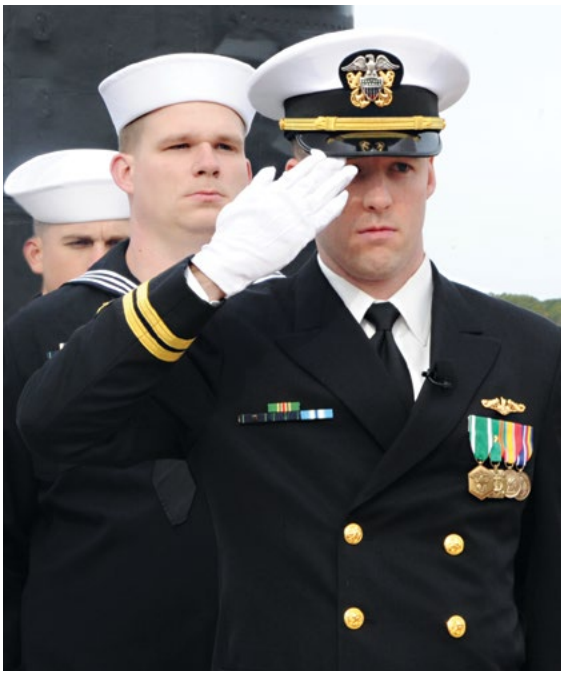
The mission of Officer Candidate School (OCS), a 13-week officer accession program, is to develop civilians, enlisted, and newly commissioned personnel morally, mentally, and physically and imbue them with the highest ideals of Honor, Courage, and Commitment in order to prepare graduates for service in the fleet as Naval Officers. Major curriculum topics include: Division Officer Fundamentals, Engineering and Weapons, Watch Officer (Navigation and Seamanship), Naval History, Leadership and Ethics, and Damage Control.

Officer Candidate School (OCS) is part of Officer Training Command located at Naval Station Newport in Newport, Rhode Island.

The 13-week OCS course is designed to give you a working knowledge of the Navy (afloat and ashore), to prepare you to assume the responsibilities of a Naval Officer, and to begin developing you to your fullest potential. OCS is extremely demanding; morally, mentally, and physically. Your personal Honor, Courage, and Commitment will be tested at OCS and you will be challenged to live up to the highest standards of these core values. The school's curriculum will demand the most of your academic prowess.
Mental training involves memorization of military knowledge, academic courses, and military inspections. Physical Training (PT) begins immediately upon arrival at OCS. The PT program includes both calisthenics and cardiovascular training, including track and road running. Candidates arriving in poor physical shape and whom cannot successfully pass the Initial Strength Test (IST) are subject to immediate separation from OCS.

Visit https://www.public.navy.mil/netc/NSTC/otcn/index.aspx for more information on OCS.

ONLY THOSE WITH A STRONG DESIRE TO BECOME NAVAL OFFICERS WILL SUCCESSFULLY COMPLETE OFFICER CANDIDATE SCHOOL.



The mission of the Navy is to maintain, train and equip combat-ready naval forces capable of winning wars, deterring aggression and maintaining freedom of the seas.

When you become a member of the U.S. Navy you will be sworn in by a commissioned officer. You will be asked to repeat the following oath:

"I, _____, having been appointed an Ensign in the United States Navy, do hereby accept such appointment and do solemnly swear, that I will Support and Defend the Constitution of the United States against all enemies, foreign and domestic, that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God."

NAVY CORE VALUES

The U.S. Navy is an elite force of highly trained professionals dedicated to protecting our freedom and ensuring a secure future for America. For more than 200 years, Navy men and women have stood tall for the principles that make America the greatest nation on earth. In the Navy, these unchanging principles – Honor, Courage and Commitment – are known as Core Values. To know, understand and faithfully live by them is the duty of all members of the U.S. Navy.

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HONOR

"I will bear true faith and allegiance…" Accordingly, we will:

- Conduct ourselves in the highest ethical manner in all relationships with seniors, peers and subordinates
- Be honest and truthful in our dealings with each other, and with those outside the Navy
- Be willing to make honest recommendations and to accept those recommendations from junior personnel
- Encourage new ideas and deliver the bad news, even when it is unpopular
- Abide by an uncompromising code of integrity, taking responsibility for our actions and keeping our word
- Fulfill or exceed our legal and ethical responsibilities in our public and personal lives 24 hours a day

Illegal or improper behavior, or even the appearance of such behavior will not be tolerated. We are accountable for our professional and personal behavior. We will be mindful of the privilege we have to serve our fellow Americans.

AMERICA'S NAVY

COURAGE

"I will support and defend…" Accordingly, we will:

- Have courage to meet the demands of our profession and the mission when it is hazardous, demanding or otherwise difficult
- Make decisions in the best interest of the Navy and the nation without regard to personal consequences
- Meet challenges while adhering to a higher standard of personal conduct and decency
- Be loyal to our nation by ensuring the resources entrusted to us are used in an honest, careful and efficient way

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COMMITMENT

"I will obey the orders…" Accordingly, we will:

- Demand respect up and down the chain of command
- Care for the safety, professional, personal and spiritual well-being of our people
- Show respect toward all people without regard to race, religion or gender
- Treat each individual with human dignity
- Be committed to positive change and constant improvement
- Exhibit the highest degree of moral character, technical excellence, quality and competence in what we have been trained to do

Your decision to become part of a proud organization with a rich, time-honored tradition is one of the most important decisions you will ever make. You'll be a member of a team that functions only as well as its people perform their duties and work toward common goals.

Click Here to watch Video

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OFFICER CANDIDATE SCHOOL (OCS)

All Candidates, including those with prior military service, report to OCS in appropriate civilian attire no later than the time annotated in their orders. Typically check in will be at 0800 on Sunday morning. A minimal amount of civilian clothing should be brought to OCS, as storage space is limited. Civilian clothes are not authorized to be worn, neither in a training status nor on liberty. All required clothing will be issued to you during the first week of training.

Check-In

Upon arrival to Naval Station Newport, ask the gate guard (utilize Gate 1) for directions for OCS check-in and follow posted signs that read "OCS Arrivals." You will check in at Callaghan Hall. Designated parking will be provided.

If arriving in Newport prior to your designated report date, you will need to make your own lodging accommodations as OCS does not have the capability to house students prior to their report date.

If you drive, you will need to have your driver's license, vehicle registration, proof of insurance, and if you are not the vehicle owner you will need a notarized copy of permission to drive the vehicle. Designated long term parking is provided on base. You typically will not have access to your vehicle until graduation.

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OFFICER CANDIDATE SCHOOL (OCS) CONTINUED

Personal Mail

While at OCS, you may receive and send mail freely. The following will be your address while at OCS. Please note the only variable in the address will be your name and class number.

OC (Your Name)
Officer Candidate School
Class XX-XX (Assigned upon arrival)
Officer Training Command Newport
1356 Meyerkord Ave.
Newport, RI 02841

Family-Related Issues

In case of emergencies while you are in training, family members and next of kin can contact you via the Command Duty Officer at (401) 862-4321 (** NOTE: The person calling must state that you are assigned to Officer Candidate School, and they want to report an emergency. In the event of a medical emergency or death in your immediate family, the Department of Defense requires the party attempting to contact you to do so through their local Red Cross.**)

Pay and Benefits

You will be considered on active duty from the day you leave home. You will receive the pay of an E-5, or your current paygrade if higher.

If you are married and/or have children, the Navy will add a tax-free Basic Allowance for Housing (BAH) to your E-5 base pay. Depending on your individual situation, you may be eligible for Family Separation Allowance (FSA) if your dependents don't live in the Newport area.

Candidate Leave

Officer Candidates will be granted leave **ONLY** in the case of an emergency.

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REPORTING INSTRUCTIONS

You should bring the following items when reporting to OCS

All Candidates:

- Permanent Change of Station (PCS) or Reserve Orders and any modifications
- Copies of prescriptions from civilian physicians if taking prescription medication. At minimum two weeks' worth of medication should be hand carried with you
- All medical/dental records and immunization records (military and civilian)
- A voided personal check to ensure correct set-up of your direct deposit account for your military pay
- Two forms of identity source documents. List of acceptable identification sources: https://www.public.navy.mil/netc/NSTC/otcn/ocs_required_and_recommended_items.aspx
- Recruiter contact information (name, phone, fax and NRD address)
- Driver's license number, auto insurance policy number, license plate number, vehicle make and model (if you drove to OCS)

Candidates serving as active duty Enlisted Sailors:

- Military Common Access Card
- Proof of all medals, awards and unit citations
- Transfer EVAL from previous command
- SMART transcripts
- Page Two (Record of Emergency Data)
- Last PSD point of contact information

Candidates enrolled in Collegiate Program:

- Military Common Access Card
- Page Two: (Record of Emergency Data) Candidates with spouses and dependents
- Marriage Certificate (original or court certified copy). This document is required to add a spouse to DEERS
- Spouse's original unexpired identification card (if spouse not already entered into DEERS or if spouse does not have power of attorney)
- Birth Certificates and Social Security Cards for all dependents (original or court certified copies only) if not already entered into DEERS
- Child custody documents (original, if applicable)
- Divorce documents (original, if applicable)

Candidates with prior military service:

- All DD-214s
- Point capture sheet (Reservists)
- All DD-368s
- NGB-22 (National Guard)
- Page Two (Record of Emergency Data)
- Last PSD point of contact information

Recommended items for all Candidates:

- Debit/Credit card and Checks (you must bring checks)
- Book of stamps
- Paper list of emergency contact information (phone numbers and email addresses)

Note:
Candidates should have access to their bank accounts for various expenses throughout training; You will not have access to your cellphone for a majority of training; Due to computer security settings, you will be unable to access most financial institutions while in your first nine weeks of training; Candidates are expected to have all of their financial responsibilities in order and taken care of during this time period prior to their arrival.

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REQUIRED ITEMS TO BRING

You will be issued all necessary uniform items upon arrival at OCS. You will also receive a clothing allowance based on your rank (prior Chief Petty Officers will not receive this, as they already receive an allowance). Listed on the following page are the items needed to begin training. No more than what is listed should be brought. Any excess will be stored.

Males:

- White socks: 7 pairs recommended
- White underwear, briefs: 7-10 pairs recommended
- White towel and washcloth - 1 each at a minimum Personal Toiletries - Basic Items Only (Full size, not travel size)
- Shaving gear with blade replacements (6 weeks worth)
- Toothbrush/paste and floss
- Deodorant
- Soap/Shampoo
- Nail Clippers

Females:

- White basic underwear: 7-10 pair
- Bra NOT sports bra (one bra that is white or skin tone to be worn with white uniforms): 3
- 5 White Sports Bras
- Swimsuit, one-piece conservative (Black/ Navy Blue)
- White towel and washcloth: 1 each at a minimum Personal Toiletries - Basic Items Only (Full size, not travel size)
- Feminine Hygiene Products
- Toothbrush/paste and floss
- Deodorant
- Soap/Shampoo
- Nail Clippers
- Make-up or hair products (gel/mousse/ hairspray) may be brought but will not be authorized until the last portion of training
- Hair brush

Other Personal Gear:

- Glasses: Sturdy pair with black/brown strap to wear during physical activity. You will be issued a government pair of glasses once you complete your check-in physical. DO NOT forget your glasses.
- Contact lenses: Typically not authorized for wear until the final phase of training
- Running shoes: You will be fitted for and issued a pair of running shoes on check-in day. It is recommended that you bring a current pair of running shoes as a backup. Minimalist shoes are not authorized.

Other Authorized Items:

- Alarm clock
- Cellphones with charger (after week 9)
- Wristwatch (black only)
- Wallet, checkbook and bank card
- Females only: Gold ball stud earrings (after week 9)

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PROHIBITED ITEMS AT OCS

Personal blankets, electronic equipment (Kindles, iPads, Laptops, video game consoles, etc.), books, tobacco products, over-the-counter medication, or weapons (including edged, pointed, and impact weapons, pocket knives and letter openers).

Leave your sporting gear at home. You will not have the opportunity to use it while at OCS.

Additional Unauthorized Items:

- All aerosol containers
- Aftershave/cologne
- Hair care products containing grease
- Lighter fluid
- Matches
- Non-Navy books and magazines
- Cards, dice, gambling paraphernalia
- Large and bulky stationary
- Large plastic picks, rakes, etc., or any made of metal
- Anything in glass containers including mirrors
- Double-edge razor blades
- Cigarettes, e-cigarettes, vapes, cigars, pipes, tobacco, chewing tobacco
- Deodorants larger than three ounces

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

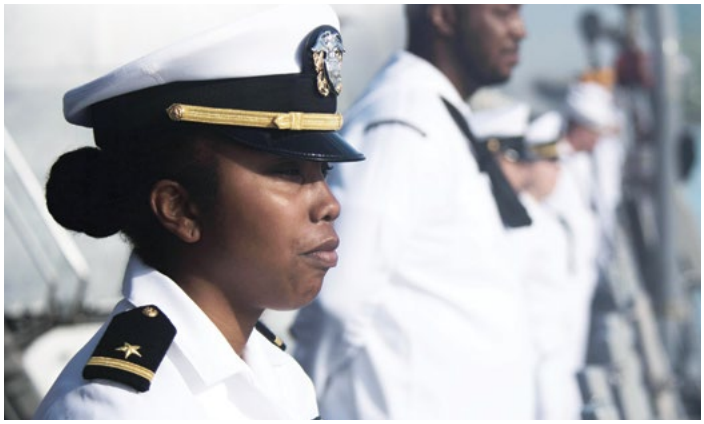
- Phisoderm, Phisohex and other similar products
- Motion Sickness medication
- Commercial sleeping aides
- Decongestants
- Acne medication
- Antihistamines
- Analgesics
- Eyewash
- Sex-related materials excluding diaphragms

The following items are NEVER AUTHORIZED:

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

Drug and Alcohol Abuse

A positive drug test for illegal drugs will result in your separation from service and prevent future enlistment. Those who test positive for alcohol will be screened for dependency and possible separation from service.



THE NAVY HAS A ZERO TOLERANCE FOR ILLEGAL DRUGS OR ALCOHOL ABUSE

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DAILY ROUTINE

The OCS schedule allows students little free time. A typical daily schedule is:

0500 – 0700 – Reveille, PT, Hygiene, Breakfast
0700 – 1130 – Drill / Academics
1130 – 1230 – Lunch
1230 – 1700 – Drill / Academics
1700 – 1800 – Dinner
1800 – 2100 – Study
2100 – 2200 – Hygiene, Preps, Taps

Duties and Competition

In every organization, whether at home with your family or aboard ship, someone has to do the housework. At OCS the work is called "sweepers." Sweepers includes deck swabbing, facility maintenance, lawn care, snow removal and other necessary jobs to ensure good living conditions for all hands.

At OCS, your class will compete for a series of awards for athletic skills, scholastic achievement, military drill, personnel inspections and overall excellence. Guidon streamers are awarded to the winning classes. They are carried in formation and at various events.

Pay

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 1198A, to OCS. Most banks have copies of these forms. The financial institution will need to fill in section 3 of the 1198A prior to your departure for OCS. Ensure you bring your checkbook and ATM card for your account.

Leave

Leave (authorized vacation) is earned at a rate of 2.5 days per month while on active duty. While in training at OCS, leave is granted for emergencies only.

ACADEMIC TRAINING

OCS is designed to prepare you for becoming a commissioned officer by providing you with the basic knowledge of the naval profession and its related military, academic and nautical subjects. It will provide moral, mental and physical development, and instill the highest ideals of duty, honor and loyalty. You will receive specialized follow-on training after OCS to further prepare you for your initial fleet assignment. The training you receive during OCS is divided into the following main units of instruction:

Naval History:

You will gain an overview of U.S. Naval history from the Revolutionary War to modern day. Special emphasis will be placed on major Navy wartime campaigns, the development of Navy technology and strategy, and joint warfare operations.

Engineering and Weapons:

You will be introduced to the fundamentals of naval propulsion plants, auxiliary systems and electrical distribution. In addition, you will gain a basic understanding of naval radars, undersea sound propagation, electronic warfare, and weapons.

Damage Control:

The damage control curriculum is designed to familiarize you with firefighting and flooding controls through hands-on training. At the Firefighting Trainer and Wet Trainer, you will have the opportunity to directly combat fires and flooding with the help of your damage control team.

Watch Officer:

This module familiarizes you with naval terminology, equipment and deck operations. You will learn to use the maneuvering board and how it supports shipboard watchstanding. Navigation training consists of chart work, the study of Navigational Aids and knowledge of the Rules of the Road. You will be required to read charts and plot simulated movements and positions of a ship at sea. You will also apply these skills in a Conning Officer Virtual Environment simulator.

Leadership and Ethics:

You will be engaged in numerous case studies to improve your decision making skills, apply leadership and principles, and discuss ethical dilemmas that Naval Officers and leaders may face in the execution of their duties and responsibilities.

Division Officer Fundamentals:

You will be taught the various requirements and programs required to execute duties as a division officer, including taking part in scenarios that place the candidate in real world situations where they will have to react to various leadership and personnel challenges. You will be taught subjects that include Suicide Awareness and Prevention, Fraternization, Hazing, Sexual Assault Prevention and Readiness (SAPR), Command Managed Equal Opportunity (CMEO), Operational Risk Management (ORM), Navy E-Learning, Personally Identifiable Information (PII), GI Bill, and the Fleet and Family Support Center.

Students will also learn basic military rank structure, naval customs and courtesies, chain of command structure, components of naval strategy, naval doctrine and platforms, different warfare arenas, and the threats we currently face worldwide. In addition, you will learn different administrative aspects of being a Naval Officer, including records, advancement, classified information handling, career advancement, and pay. Finally, students will become familiar with subjects that include the Military Code of Conduct, the Uniform Code of Military Justice, investigations, Non-Judicial Punishment, Courts-Martial procedures and administrative discharges.

MILITARY TRAINING

Military training at OCS is comprised of the following major categories:

Physical Training:

There are four Physical Fitness Assessments (PFA) at OCS; the Initial Strength Test (IST), In-PFA, Mid-PFA and the Out-PFA. Passing requirements are Satisfactory Medium for each event on the IST; passing requirements continuously increase for each of the subsequent assessments.

Room, Locker and Personnel Inspections (RLP):

A candidate's room is subject to inspection at anytime. Candidates must demonstrate the ability to maintain both uniform and room standards, attention to detail, and knowledge retention.

Personnel Inspections (PIs):

Each candidate will be inspected for proper uniform, haircut, shave, knowledge, hygiene and general military appearance.

Drill:

Numerous hours are spent learning and practicing drill. Training culminates in a graded drill competition where you will be evaluated on your drill proficiency.

OCS Culminating Event (Battle Stations):

Candidates will be put through numerous challenging events to test their mental, physical and leadership abilities in a rigorous and lengthy final evaluation.

SWIM QUALIFICATION

When you arrive at OCS you will have to pass the test for Swimmer Third Class, which is the Navy's official Standard Basic Swimming Test. Your test will be conducted in a monitored, controlled environment.

Candidates who are evaluated as being unsafe in the water will be removed from training and given remedial swim training.

Candidates who are unable to successfully complete the swim test, following extensive remedial instruction, will be considered for attrition from the program.
It is very important that you arrive at OCS with the skills to pass this test. (Talk to your recruiter about ways to accomplish this preparatory training.)

Third Class Swim Test consists of the following:

Abandon Ship Jump:

Jump from a 3-meter tower to simulate abandoning ship.

50-yard swim:

Using any single following stroke or combination of the crawl, breaststroke, sidestroke, and elementary backstroke.

5-minute Prone Float:

Remain afloat face down, utilizing survival floating skills, for five minutes.

Shirt and Trouser inflation:

Fill a shirt and pair of trousers with air to remain afloat.

***** IN ALL EVENTS THE SWIMMER MUST APPEAR SAFE, CALM AND RELAXED *****

NAVY OFFICER RANK STRUCTURE

(Shoulder board & collar device)

1. Sir/Ma'am, an 0-1 in the United States Navy is an Ensign. His/her insignia is a one gold bar collar device, or one 1/2-inch gold stripe outboard of one gold five-pointed star on black shoulder boards, or one 1/2-inch gold stripe below one gold five-pointed star on service dress blue uniform sleeves.

Ensign

2. Sir/Ma'am, an 0-2 in the United States Navy is a Lieutenant Junior Grade. His/her insignia is a one silver bar collar device, or one 1/2-inch gold stripe outboard of one 1/4-inch gold stripe outboard of one gold five-pointed star on black shoulder boards, or one 1/2-inch gold stripe below one 1/4-inch gold stripe below one gold five-pointed star on service dress blue uniform sleeves.

Lieutenant Junior Grade

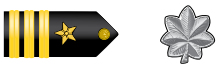
3. Sir/Ma'am, an 0-3 in the United States Navy is a Lieutenant. His/her insignia is a two silver bar collar device, or two 1/2-inch gold stripes outboard of one gold five-pointed star on black shoulder boards, or two 1/2-inch gold stripes below one gold five-pointed star on service dress blue uniform sleeves.

Lieutenant

4. Sir/Ma'am, an 0-4 in the United States Navy is a Lieutenant Commander. His/her insignia is a one gold oak leaf collar device, or one 1/2-inch gold stripe outboard of one 1/4-inch gold stripe outboard of one 1/2-inch gold stripe outboard of one gold five-pointed star on black shoulder boards, or one 1/2-inch gold stripe below one 1/4-inch gold stripe below one 1/2-inch gold stripe below one gold five-pointed star on service dress blue uniform sleeves.

Lieutenant Commander

5. Sir/Ma'am, an 0-5 in the United States Navy is a Commander. His/her insignia is a one silver oak leaf collar device, or three 1/2-inch gold stripes outboard of one gold five-pointed star on black shoulder boards, or three 1/2-inch gold stripes below one gold five-pointed star on service dress blue uniform sleeves.



Commander

6. Sir/Ma'am, an 0-6 in the United States Navy is a Captain. His/her insignia is a one silver eagle collar device, or four 1/2-inch gold stripes outboard of one gold five-pointed star on black shoulder boards, or four 1/2-inch gold stripes below one gold five-pointed star on service dress blue uniform sleeves.

Captain

7. Sir/Ma'am, an 0-7 in the United States Navy is a Rear Admiral (Lower Half). His/her insignia is a one silver five-pointed star collar device, or one silver five-pointed star outboard of one silver fouled anchor on gold shoulder boards, or one two-inch gold stripe below one gold five-pointed star on service dress blue uniform sleeves.

Rear Admiral (Lower half)

8. Sir/Ma'am, an 0-8 in the United States Navy is a Rear Admiral (Upper Half). His/her insignia is a two silver five-pointed star collar device, or two silver five-pointed stars outboard of one silver fouled anchor on gold shoulder boards, or one two-inch gold stripe below one 1/2-inch gold stripe below one gold five-pointed star on service dress blue uniform sleeves.

Rear Admiral (Upper half)

9. Sir/Ma'am, an 0-9 in the United States Navy is a Vice Admiral. His/her insignia is a three silver five-pointed star collar device, or three silver five-pointed stars outboard of one silver fouled anchor on gold shoulder boards, or one two-inch gold stripe below two 1/2-inch gold stripes below one gold five-pointed star on service dress blue uniform sleeves.

Vice Admiral

10. Sir/Ma'am, an 0-10 in the United States Navy is an Admiral. His/her insignia is a four silver five-pointed star collar device, or four silver five-pointed stars outboard of one silver fouled anchor on gold shoulder boards, or one two-inch gold stripe below three 1/2-inch gold stripes below one gold five-pointed star on service dress blue uniform sleeves.

Admiral

11. Sir/Ma'am, an 0-11 in the United States Navy is a Fleet Admiral. His/her insignia is a five silver five-pointed star collar device, or five silver five-pointed stars outboard of one silver fouled anchor on gold shoulder boards, or one two-inch gold stripe below four 1/2-inch gold stripes below one gold five-pointed star on service dress blue uniform sleeves.

Fleet Admiral

NAVY WARRANT OFFICER RANK STRUCTURE

(Shoulder board & collar device)

1. Sir/Ma'am, a W-2 in the United States Navy is a Chief Warrant Officer 2 (CWO2). His/her insignia is a single bar collar device with a blue background and two gold breaks, or a gold 1/2-inch stripe with 3 blue breaks on a black shoulder board or the service dress blue uniform sleeve.

Chief Warrant Officer 2

2. Sir/Ma'am, a W-3 in the United States Navy is a CWO3. His/her insignia is a single bar collar device with a blue background and one silver break, or a gold 1/2-inch stripe with two blue breaks on a black shoulder board or the service dress blue uniform sleeve.

Chief Warrant Officer 3

3. Sir/Ma'am, a W-4 in the United States Navy is a CWO4. His/her insignia is a single bar collar device with a blue background and two silver breaks, or a gold 1/2-inch stripe with one blue break on a black shoulder board or the service dress blue uniform sleeve.

Chief Warrant Officer 4

4. Sir/Ma'am, a W-5 in the United States Navy is a CWO5. His/her insignia is a single bar collar device with a silver background and a horizontal blue line, or a gold 1/2-inch stripe with a horizontal line and a blue break on a black shoulder board or the service dress blue uniform sleeve.

Chief Warrant Officer 5

NAVY ENLISTED RANK STRUCTURE

(Shoulder board & collar device)

1. Sir/Ma'am, an E-1 in the United States Navy is a Seaman Recruit. He/she has no insignia.	N/A	N/A	**Seaman Recruit**
2. Sir/Ma'am, an E-2 in the United States Navy is a Seaman Apprentice. His/her insignia is two parallel diagonal slashes.			**Seaman Apprentice**
3. Sir/Ma'am, an E-3 in the United States Navy is a Seaman. His/her insignia is three parallel diagonal slashes.			**Seaman**
4. Sir/Ma'am, an E-4 in the United States Navy is a Petty Officer Third Class. His/her insignia is one chevron below one eagle.			**Petty Officer Third Class**
5. Sir/Ma'am, an E-5 in the United States Navy is a Petty Officer Second Class. His/her insignia is two chevrons below one eagle.			**Petty Officer Second Class**
6. Sir/Ma'am, an E-6 in the United States Navy is a Petty Officer First Class. His/her insignia is three chevrons below one eagle.			**Petty Officer First Class**
7. Sir/Ma'am, an E-7 in the United States Navy is a Chief Petty Officer. His/her insignia is three chevrons below one rocker below one eagle. In khaki uniform, the insignia will be a gold fouled anchor collar device with a silver USN centered across the anchor.			**Chief Petty Officer**
8. Sir/Ma'am, an E-8 in the United States Navy is a Senior Chief Petty Officer. His/her insignia is three chevrons below one rocker below one eagle below one star centered above the eagle. In khaki uniform, the insignia will be a gold fouled anchor collar device with a silver USN centered across the anchor below one silver star.			**Senior Chief Petty Officer**
9. Sir/Ma'am, an E-9 in the United States Navy is a Master Chief Petty Officer. His/her insignia is three chevrons below one rocker below one eagle below two stars centered above the eagle. In khaki uniform, the insignia will be a gold fouled anchor collar device with a silver USN centered across the anchor below two silver stars.			**Master Chief Petty Officer**
10. Sir/Ma'am, The Master Chief Petty Officer of the Navy is an E-9. His/her insignia is three chevrons below one rocker below one eagle below three stars centered above the eagle. In khaki uniform, the insignia will be a gold fouled anchor collar device with a silver USN centered across the anchor below three silver stars.			**Master Chief Petty Officer of the Navy**

BREAST INSIGNIA

Naval Aviator

Naval Flight Officer

Submarine Officer

Surface Warfare Officer

Information Dominance Warfare Officer

Seabee Combat Warfare

Special Warfare

SLEEVE DEVICES FOR LINE AND STAFF CORPS

Line

Jag Corps

Medical Corps

Dental Corps

Medical Service Corps

Nurse Corps

Supply Corps

Civil Engineering

MARINE CORPS OFFICER RANK STRUCTURE

1. Sir, Ma'am, an 0-1 in the United States Marine Corps is a Second Lieutenant. His/her insignia is a one gold bar collar device.		**Second Lieutenant**
2. Sir/Ma'am, an 0-2 in the United States Marine Corps is a First Lieutenant. His/her insignia is a one silver bar collar device.		**First Lieutenant**
3. Sir/Ma'am, an 0-3 in the United States Marine Corps is a Captain. His/her insignia is a two silver bar collar device.		**Captain**
4. Sir/Ma'am, an 0-4 in the United States Marine Corps is a Major. His/her insignia is a one gold oak leaf collar device.		**Major**
5. Sir/Ma'am, an 0-5 in the United States Marine Corps is a Lieutenant Colonel. His/her insignia is a one silver oak leaf collar device.		**Lieutenant Colonel**
6. Sir/Ma'am, an 0-6 in the United States Marine Corps is a Colonel. His/her insignia is a one silver eagle collar device.		**Colonel**
7. Sir/Ma'am, an 0-7 in the United States Marine Corps is a Brigadier General. His/her insignia is a one silver star collar device.		**Brigadier General**
8. Sir/Ma'am, an 0-8 in the United States Marine Corps is a Major General. His/her insignia is a two silver stars collar device.		**Major General**
9. Sir/Ma'am, an 0-9 in the United States Marine Corps is a Lieutenant General. His/her insignia is a three silver stars collar device.		**Lieutenant General**
10. Sir/Ma'am, an 0-10 in the United States Marine Corps is a General. His/her insignia is a four silver stars collar device.		**General**

MARINE CORPS WARRANT OFFICER RANK STRUCTURE

1. Sir/Ma'am, a W-1 in the United States Marine Corps is a WO. His/her insignia is a bar with a red background and one gold break.		**Warrant Officer**
2. Sir/Ma'am, a W-2 in the United States Marine Corps is a CWO2. His/her insignia is a bar with a red background and two gold breaks.		**Chief Warrant Officer 2**
3. Sir/Ma'am, a W-3 in the United States Marine Corps is a CWO3. His/her insignia is a bar with a red background and one silver break.		**Chief Warrant Officer 3**
4. Sir/Ma'am, a W-4 in the United States Marine Corps is a CWO4. His/her insignia is a bar with a red background and two silver breaks.		**Chief Warrant Officer 4**
5. Sir/Ma'am, a W-5 in the United States Marine Corps is a CWO5. His/her insignia is a bar with a silver background and a horizontal red line.		**Chief Warrant Officer 5**

MARINE CORPS ENLISTED RANK STRUCTURE

1. Sir/Ma'am, an E-1 in the United States Marine Corps is a Private. He/she has no insignia.	N/A	**Private**
2. Sir/Ma'am, an E-2 in the United States Marine Corps is a Private First Class. His/her insignia is one chevron.		**Private First Class**
3. Sir/Ma'am, an E-3 in the United States Marine Corps is a Lance Corporal. His/her insignia is one chevron over crossed rifles.		**Lance Corporal**
4. Sir/Ma'am, an E-4 in the United States Marine Corps is a Corporal. His/her insignia is two chevrons over crossed rifles.		**Corporal**
5. Sir/Ma'am, an E-5 in the United States Marine Corps is a Sergeant. His/her insignia is three chevrons over crossed rifles.		**Sergeant**
6. Sir/Ma'am, an E-6 in the United States Marine Corps is a Staff Sergeant. His/her insignia is three chevrons over crossed rifles over one rocker.		**Staff Sergeant**
7. Sir/Ma'am, an E-7 in the United States Marine Corps is a Gunnery Sergeant. His/her insignia is three chevrons over crossed rifles over two rockers.		**Gunnery Sergeant**
8. Sir/Ma'am, an E-8 in the United States Marine Corps is a Master Sergeant. His/her insignia is three chevrons over crossed rifles over three rockers.		**Master Sergeant**
9. Sir/Ma'am, an E-8 in the United States Marine Corps is a First Sergeant. His/her insignia is three chevrons over one diamond over three rockers.		**First Sergeant**
10. Sir/Ma'am, an E-9 in the United States Marine Corps is a Master Gunnery Sergeant. His/her insignia is three chevrons over a bursting bomb over four rockers.		**Master Gunnery Sergeant**
11. Sir/Ma'am, an E-9 in the United States Marine Corps is a Sergeant Major. His/her insignia is three chevrons over one star over four rockers.		**Sergeant Major**
12. Sir/Ma'am, the Sergeant Major of the United States Marine Corps is an E-9. His/her insignia is three chevrons over the Marine Corps emblem centered between two, five-pointed stars over four rockers.		**Sergeant Major of the Marine Corps**

CHAIN OF COMMAND

Sir/Ma'am, The person in this indoctrination/officer candidate's chain of command is the:

1. Section Leader: _____
2. Class Chief Petty Officer and Class Drill Instructor: _____
3. Assistant Class Officer: _____
4. Class Officer: _____
5. Lead Class Officer, OCS: _____
6. Deputy Director, OCS: _____
7. Director, OCS: _____
8. Executive Officer, Officer Training Command Newport: _____
9. Commanding Officer, Officer Training Command Newport: _____
10. Commander, Naval Service Training Command: _____
11. Commander, Naval Education and Training Command: _____
12. Chief of Naval Personnel: _____
13. Chief of Naval Operations: _____
14. Secretary of the Navy: _____
15. Secretary of Defense: _____
16. President of the United States: _____

PHONETIC ALPHABET AND INTERNATIONAL SIGNAL FLAGS

A - Alfa

B - Bravo

C - Charlie

D - Delta

E - Echo

F - Foxtrot

G - Golf

H - Hotel

I - India

J - Juliet

K - Kilo

L - Lima

M - Mike

N - November

O - Oscar

P - Papa

Q - Quebec

R - Romeo

S - Sierra

T - Tango

U - Uniform

V - Victor

W - Whiskey

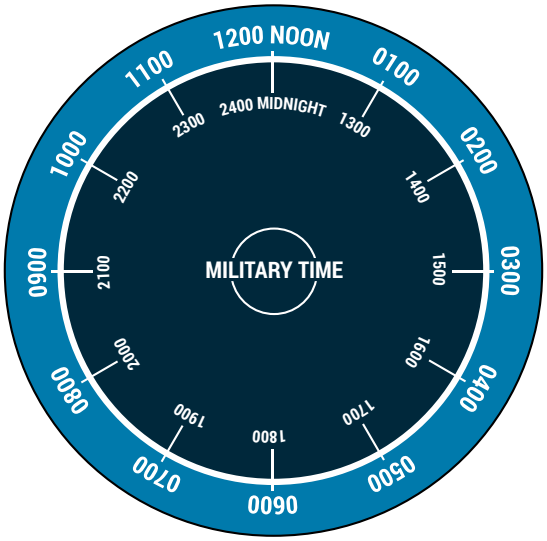
X - X-ray

Y - Yankee

Z - Zulu

MILITARY TIME

The Navy operates on a 24-hour day. Aboard ship, you will see a clock with a 24-hour dial. Hours of the day are numbered 1-24; at noon, instead of starting again with 1, the Navy goes to 13. The hours, for example 8 a.m. or 7 p.m., are called 0800 (zero eight hundred) and 1900 (nineteen hundred) respectively. NEVER SAY "nineteen hundred hours." Hours and minutes in the Navy go like this: 10:45 a.m. is 1045 (ten forty-five), 9:30 p.m. is 2130 (twenty-one thirty). The following is a 24-hour dial to help you learn Navy time.



THE CODE OF CONDUCT

Sir/Ma'am, the Article of the Code of Conduct is:

1. I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.
2. I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.
3. If I am captured, I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.
4. If I become a prisoner of war (POW), I will keep faith with my fellow prisoners. I will give no information nor take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.
5. When questioned, should I become a prisoner of war, I am required to give name, rank, service number and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.
6. I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.

PROHIBITED ACTIVITIES

1. Fraternization
2. Socializing between candidates and staff
3. Dating between candidates
4. Private meetings behind closed doors between candidates of the opposite sex
5. Public displays of affection or sexual contact between candidates
6. Consumption or storage of alcohol in OTCN spaces
7. The use of tobacco at any time, on or off duty
8. Gambling
9. Application of new tattoos
10. Hazing
11. Motorcycle riding/driving
12. Driving/riding in motor vehicles without the permission of the Class Officer
13. Participation in hazardous activities (skydiving, bungee jumping, etc.)
14. Candidates will be briefed on all prohibited activities during Indoctrination Week

FIFTEEN LEADERSHIP TRAITS:

Remember these by this mnemonic aid: JJ did tie buckle H.

1. **Judgement**
2. **Justice**
3. **Decisiveness**
4. **Initiative**
5. **Dedication**
6. **Tact**
7. **Integrity**
8. **Endurance**
9. **Bearing**
10. **Unselfishness**
11. **Courage**
12. **Knowledge**
13. **Loyalty**
14. **Enthusiasm**
15. **Honor**

A CANDIDATE DOES NOT LIE, CHEAT OR STEAL, NOR TOLERATE THOSE WHO DO

NAVY TERMINOLOGY

Adrift: loose from moorings and out of control (applied to anything lost, out of hand or left lying about)

Aft-end: near or toward the stern of the vessel

All hands: the entire ship's company, both officer and enlisted

Allotment: an amount of money a member has designated to be withheld from pay and sent directly to another person or organization (i.e., bank or credit union)

Aye-aye: reply to an order or command meaning "I understand and will comply"

Barracks: building where Sailors live

Below: downstairs

Brightwork: brass or shiny metal kept polished rather than painted

Bulkhead: wall

Bunk or rack: bed

Buoy: an anchored float used as an aid to navigation or to mark the location of an object

Carry on: an order to resume work or duties

Cast off: to throw off; to let go to unfurl

Chain locker: compartment in which anchor chain is stowed

Chit, chit book: coupon or receipt book

Chow hall (mess deck): place to eat

Colors: raising or lowering of a national flag, ceremonies held at 0800 and sunset for hoisting and hauling down the national ensign

Deck: horizontal planking or plating that divides a ship into layers (floor)

Deep six: to dispose of by throwing over the side

Ensign: national flag; commissioned officer between the rank of chief warrant officer and lieutenant junior grade

Fast: snugly secured

Fathom: a unit of length equal to 6 feet used for measuring the depth of water

Field day: general cleaning day, usually the day before an inspection

First lieutenant: officer responsible to the XO for the deck department/division aboard ship, or the command maintenance supervisor ashore

Flag officer: any commissioned officer in paygrade O-7 or above

Galley: kitchen

Gear locker: storage room

Geedunk: candy, gum or cafeteria

General quarters: battle stations

NAVY TERMINOLOGY (CONTINUED)

Gouge: is a term for any information (true or otherwise) you may need to know. At OCS, gouge, with respect to knowledge, refers to required information which can be demanded by staff.

Gouge is found throughout this guide and should be committed to memory prior to your arrival at OCS. Once onboard, you will receive a copy of the OCS Officer Candidate Regulations (OCR), which will include more knowledge to be memorized, plus the rules and regulations you will be held to as an officer candidate. The required OCR knowledge is available on the OCS website: https://www.public.navy.mil/netc/NSTC/otcn/index.aspx

Ground tackle: all the equipment used in mooring or anchoring a ship

Head: bathroom

Jack box: access box to sound powered phone circuitry

Ladder: a device to allow movement of personnel from one level to another; stairs

Leave: authorized vacation

Liberty: permission to leave the base, usually for not more than 48 hours

Life line: lines erected around the weatherdecks of a ship to prevent personnel from falling or being washed over the side

Overhead: ceiling

Passageway: hall

Quarters: assembling of all hands for muster, instruction and inspection

Rating: a job specialty title

Reveille: wake up/start a new day

Scullery: place to wash dishes

Scuttlebutt: drinking fountain; a rumor

Secure: lock, put away or stop work

Sickbay: hospital or clinic

Swab: mop

Taps: time to sleep/end of day

Tattoo: five minutes before taps

Topside: upstairs

Turn to: to begin work

Working aloft: working above the highest deck; generally performing maintenance on the ship's mast

ANCHORS AWEIGH

Stand, Navy out to sea
Fight our-battle cry
We'll never change our course
So vicious foe steer shy-y-y-y
Roll out the TNT
Anchors Aweigh
Sail on to victory, and
Sink their bones to Davy Jones, hooray!

Anchors Aweigh, my boys
Anchors Aweigh
Farewell to foreign shores
We sail at break of day-ay-ay-ay
Through our last night ashore,
Drink to the foam
Until we meet once more.
Here's wishing you a happy voyage home!

Blue of the mighty deep
Gold of God's great sun
Let these our colors be
Till all time be done, done, done, done.
On seven seas we learn
Navy's stern call
Faith, courage, service true
With honor, over honor, over all.

AMERICA'S NAVY®

THE MARINES' HYMN

From the Halls of Montezuma,
To the Shores of Tripoli;
We fight our country's battles
In the air, on land, and sea;
First to fight for right and freedom
And to keep our honor clean;
We are proud to claim the title
Of United States Marine.

Our flag's unfurled to every breeze,
From dawn to setting sun;
We have fought in every clime and place
Where we could take a gun.
In the snow of far-off northern lands
And in sunny tropic scenes,
You will find us always on the job —
The United States Marines.

Here's health to you and to our Corps
Which we are proud to serve;
In many a strife we've fought for life
And never lost our nerve.
If the Army and the Navy
Ever look on Heaven's scenes,
They will find the streets are guarded
By United States Marines.

MARINES
THE FEW. THE PROUD.

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.

AMERICA'S NAVY

THE NAVY'S MISSION

The mission of the Navy is to maintain, train and equip combat-ready naval forces capable of winning wars, deterring aggression and maintaining freedom of the seas.

The Navy has divided its mission into four mission areas:

1. Strategic Deterrence
2. Sea Control
3. Projection of Power Ashore
4. Naval Presence

WARFARE

Levels of War

Strategic level focuses on supporting national goals. Operational level concerns forces collectively in theater. Tactical level involves the details of individual engagements.

War at Sea

War at sea is the application of decisive offensive force to achieve control of the sea which is the first step in establishing our superiority in any region.

Littoral Warfare

Littoral warfare is warfare in that portion of the world's land masses, adjacent to the oceans within direct control of and vulnerable to the striking power of sea-based forces.

Naval Tactical Mission

- Strike Warfare – Any combination of naval forces that intends to inflict damage on or destroy the target objective.
- Amphibious Warfare – Establishing a landing force on a hostile shore.
- Electronic Warfare (EW) – Deny the enemy effective use of the electromagnetic spectrum.
- Air Warfare (AW) – Those actions required to destroy or reduce the enemy air and missile threat to an acceptable level.
- Undersea Warfare (USW) – Those actions taken to deny the enemy effective use of his submarines and the undersea environment.
- Surface Warfare (SUW) – Deny the enemy effective use of his surface warships and merchant capability.

PERSONNEL QUALIFICATION STANDARDS (PQS)

The Delayed Entry Program Personnel Qualification Standards system ensures personnel to attain, demonstrate and sustain the basic knowledge and skill levels necessary for a smooth transition from civilian life to entry level Navy Officer training.

DEP PQS has two phases: The Training Phase and the Sign-Off Phase. During the Training Phase, you will be expected to learn fundamental information about the U.S. Navy. During the Sign-Off Phase, you will be required to demonstrate -- verbally and / or physically -- information learned during the training phase.

TRAINING PHASE

Reference material for each category is listed at the end of each module. Your recruiter will provide you reference material as necessary that will assist you in learning required information.

You are required to meet with your recruiter or designated DEP manager at least twice a month. Your recruiter will discuss this with you in more detail.

SIGN-OFF PHASE

You should inform your recruiter when you have a thorough understanding of a complete module. Upon successful verification of your knowledge your recruiter will sign-off the qualifications for that module.

Your completion of DEP PQS is the first step in your Navy Training and your first professional qualification.
Good Luck!

PQS QUALIFICATION SHEET DEP MODULE

Name of DEP Member	Start Date	Due Date

PQS Standard	Recommended Sequence	Qualifier Signature and Date
1. DEP Responsibility	1	
2. Officer Candidate Training	2	
3. Military Drill	3	
4. Rank and Recognition	4	
5. Naval Uniforms	5	
6. Customs and Courtesies	6	
7. Naval Ships and Aircraft	7	
8. Educational Opportunities	8	
9. Navy Advancement System	9	
10. Safety	10	
11. First Aid	11	
12. Personal Hygiene	12	
13. Physical Fitness Test	Given when ready	
14. Final Qualifications	13	

Maximum Qualification Time: 6 months

AMERICA'S NAVY®

PQS QUALIFICATION SHEET DEP MODULE (CONTINUED)

1. DEP RESPONSIBILITY

PQS Standard	Qualifier Signature and Date
1. Recite the Eleven General Orders of a Sentry	_____
2. Explain the program in which you were recruited	_____
3. Provide (at least) one referral to your recruiter	_____

*** Reference: Naval Officer DEP Guide, Navy Recruiter ***

2. OFFICER CANDIDATE TRAINING

1. Explain what to bring to Officer Candidate School (OCS)	_____
2. Explain reporting procedures at OCS	_____
c. Explain what to expect at OCS	_____
3. Explain the necessary attitude to adopt while at OCS	_____
4. Explain what your significant others should do in case of an emergency while you are at OCS	_____
5. Explain what you can expect upon graduation from OCS	_____
6. Explain Physical Fitness Assessment Standards upon arrival at OCS	_____

*** Reference: Naval Officer DEP Guide, OCS Website, Navy Recruiter ***

3. MILITARY DRILL

Demonstrate the ability to:

1. Hand Salute	_____
2. Stand at attention	_____
3. Stand at parade rest	_____
4. Execute a left face	_____

5. Execute a right face _____

6. Execute an about face _____

7. Execute dress right dress at normal and close intervals _____

8. Properly uncover _____

*** Reference: Basic Military Requirements (NAVEDTRA 14325), Demonstration, Navy Recruiter ***

4. RANK AND RECOGNITION

1. Name and identify enlisted rates from E-1 through E-9 (Navy and Marine Corps) _____

2. Name and identify officer ranks from O-1 through O-10 (Navy and Marine Corps) _____

3. Demonstrate the ability to recognize rank and rating insignias for both officer and enlisted _____

4. Name and identify different warfare devices _____

5. State the purpose of identification cards and recognize the information contained on an armed forces identification card/tag _____

*** Reference: Basic Military Requirements (NAVEDTRA 14325, Naval Officer DEP Guide, Navy Recruiter; Navy Uniform Regulations) ***

5. NAVAL UNIFORMS

1. Name and describe the basic uniforms _____

2. Describe how your cover is properly worn _____

3. Describe what your “gig” line is _____

4. Describe how ribbons/medals are worn _____

5. Describe grooming standards (male and female) _____

6. Describe techniques for uniform care _____

7. Describe techniques for shining shoes _____

*** Reference: Basic Military Requirements (NAVEDTRA 14325, Naval Officer DEP Guide, Navy Recruiter; Navy Uniform Regulations) ***

6. CUSTOMS AND COURTESIES _____

1. Describe when, where and whom to salute _____

2. Describe procedures for arriving and departing the quarterdeck _____

3. Describe procedures followed during morning and evening colors _____

4. Identify the two main objectives of the Department of the Navy _____

5. Identify the duties of the Commanding Officer, Executive Officer, Department Head, Division Officer, Division Chief Petty Officer, and Division Leading Petty Officer _____

*** Reference: Basic Military Requirements (NAVEDTRA 14325, Naval Officer DEP Guide, Navy Recruiter) ***

7. NAVAL SHIPS AND AIRCRAFT

a. Define the following various terms involving a ship's structure:

1. Hull _____
2. Waterline _____
3. Freeboard _____
4. Draft _____
5. Forecastle _____
6. Fantail _____
7. Keel _____
8. Deck _____

9. Bulkhead _____

10. Overhead _____

11. Superstructure _____

12. Compartmentation _____

13. Compartment Identification _____

b. Identify ships by their designations, characteristics, and functions. _____

c. Identify naval aircraft by their purpose and model designation. _____

Reference: Basic Military Requirements (NAVEDTRA 14325, Naval Officer DEP Guide, Navy Recruiter)

8. EDUCATIONAL OPPORTUNITIES

Explain/describe the following:

1. MGIB and Post 9/11 G.I. Bill _____

2. Tuition Assistance Program _____

3. Navy Campus Program _____

4. CLEP Testing Program _____

5. PACE Program _____

6. DANTES _____

7. Rate Training Manual _____

8. Naval Correspondence Course _____

*** Reference: Basic Military Requirements (NAVEDTRA 14325, Navy Recruiter) ***

9. NAVY ADVANCEMENT SYSTEM

1. Explain in general terms the path of advancement for the enlisted ranks _____
2. Explain in general terms the path of advancement in the officer ranks _____
3. Explain the enlisted performance evaluation system _____
4. Explain the officer fitness report system _____

Reference: Basic Military Requirements (NAVEDTRA 14325, Navy Recruiter)

10. SAFETY

1. Explain individual responsibility for safety _____
2. Identify general safety precautions and hazards _____
3. Determine proper actions to be taken in various hazardous operations and potentially dangerous situations _____
4. Explain signs, labels and symbols used to identify hazardous materials _____
5. Identify the procedures for reporting safety violations _____
6. Identify the procedures for using and maintaining personal protective equipment _____
7. Explain the purpose, use and procedure of the Navy tag-out system _____

Reference: Basic Military Requirements (NAVEDTRA 14325, Navy Recruiter)

11. FIRST AID

1. Identify the recommended procedures and practices for moving and transporting victims in emergency situations, including conditions in which they may or may not be moved _____
2. Explain the basic principles, methods and techniques of administering first aid _____

PQS QUALIFICATION SHEET DEP MODULE (CONTINUED)

3. Identify the purpose of and recognize the procedures associated with artificial ventilation _____

4. Identify the principles of cardiopulmonary resuscitation (CPR) and the procedures for its administration _____

5. Explain the symptoms of airway blockage and the procedures used to relieve such a blockage _____

6. Identify the correct methods of controlling bleeding _____

7. Identify the symptoms of shock and the correct procedures used for treating shock _____

8. Identify the factors used to determine the state of burn injuries and the methods used to administer first aid to victims of various types of burns _____

9. Identify the cause and treatment of certain heat exposure injuries _____

10. Identify certain types of fractures and the symptoms associated with the fractures _____

Reference: Basic Military Requirements (NAVEDTRA 14325, Navy Recruiter)

12. PHYSICAL FITNESS TESTING

(Non-mandatory but HIGHLY ENCOURAGED for DEP Personnel) (MANDATORY FOR COLLEGIATE Personnel)

1. Participate in the Navy's Physical Fitness Testing in connection with your Recruiting District _____

2. Pass the PFA with a minimum score of Satisfactory _____

13. FINAL QUALIFICATION

I, _____ , certify that _____
(Recruiter's rank/name) (DEPper/Officer Candidate's name)

is qualified under the provisions of the DEP PQS program and is fully prepared for Officer Candidate School.

PHYSICAL FITNESS STANDARDS

The Navy considers a physically fit body as important as a sound mind. The objectives of the physical training classes at OCS are to develop stamina and endurance and to improve your overall physical condition so you can meet demanding physical fitness standards. These objectives are accomplished primarily through the use of a calisthenics and a cardiovascular program that incudes track and road running.

Physical training instruction begins almost immediately upon arrival. You will be required to complete a physical fitness assessment (PFA) during your first week at OCS. The PFA consists of as many curl-ups as you can do in two minutes, as many push-ups as you can do in two minutes and a 1.5 mile run. You should report in your best possible physical condition. The better shape you're in, the less susceptible you'll be to injury. It is highly recommended that you start preparing well ahead of time.

CONDITIONING PROGRAM

You must meet the following minimum requirements to start training at OCS. These minimum categories are designated as Satisfactory Medium.

Males 20 to 24 years

	Push-ups (two minutes)	Curl-ups (two minutes)	1.5 mile run (max minutes)
Maximum	87	105	8:30
Outstanding Low	81	98	9:15
Excellent Low	71	87	10:30
Good Low	47	58	12:00
Satisfactory Med	42	50	13:15

Females 20 to 24 years

	Push-ups (two minutes)	Curl-ups (two minutes)	1.5 mile run (max minutes)
Maximum	48	105	9:47
Outstanding Low	44	98	11:30
Excellent Low	39	87	13:15
Good Low	21	58	14:15
Satisfactory Med	17	50	15:15

Males 25 to 29 years

	Push-ups (two minutes)	Curl-ups (two minutes)	1.5 mile run (max minutes)
Maximum	84	101	8:55
Outstanding Low	77	95	9:38
Excellent Low	67	84	10:52
Good Low	44	54	12:53
Satisfactory Med	38	47	13:45

Females 25 to 29 years

	Push-ups (two minutes)	Curl-ups (two minutes)	1.5 mile run (max minutes)
Maximum	46	101	10:17
Outstanding Low	43	95	11:45
Excellent Low	37	84	13:23
Good Low	19	54	14:53
Satisfactory Med	15	47	15:45

Failure to perform any portion of these requirements constitutes an unsatisfactory performance for the entire test. Failure may result in immediate removal from the program or remedial physical training added to your already demanding daily routine.

Form is very important in conduction of push-ups and curl-ups. Please go to the OCS website: https://www.public.navy.mil/netc/NSTC/otcn/ocs_physical_fitness.aspx for additional information on this subject.

HEIGHT AND WEIGHT STANDARDS

Maintaining a smart, military appearance is difficult if a reasonable weight is not maintained. The Navy uses body-fat percentage to determine whether members are within proper weight standards. You must meet the Navy's body-fat standard in order to become a Naval Officer.

Height and weight standards are used as a guideline to indicate the need for a body-fat determination. These height and weight standards are provided below.

Male Max Weight (lbs.)	Height (in.)	Female Max Weight (lbs.)
132	58	134
137	59	138
142	60	142
147	61	145
152	62	149
157	63	152
162	64	156
167	65	160
172	66	163
177	67	167
182	68	170
188	69	174
192	70	177
196	71	181
201	72	185
206	73	188
211	74	192
216	75	195

Physical conditioning while in any collegiate program is mandatory and will be strictly monitored and enforced by your Navy Recruiting District.

Physical conditioning programs are voluntary while in the Delayed Entry Program; however, to achieve the level of fitness required at OCS, you need to start the physical conditioning program outlined in this guide.

As with any physical conditioning program, it is important that you include a warm-up and cool-down in your routine.

TOTAL BODY FITNESS

Physical fitness refers to an individual's ability to efficiently perform both aerobic and strength-related activities and to that individual's ability to maintain such capacity throughout life. A physically fit person has cardiovascular endurance, anaerobic capacity, muscular strength and endurance.

BALANCED TRAINING

A balanced physical fitness program includes four major training elements: aerobic (cardiovascular), muscle strength and endurance, flexibility and warm-up/cool-down.

CARDIOVASCULAR CONDITIONING

The first step in any conditioning program is to build an aerobic base. This requires two to four sessions per week of continuous aerobic activity (e.g. jogging, brisk walking) for 15 to 30 minutes at a moderate intensity.

The target heart rate for Officer Candidates during exercise is approximately 130 to 150 beats per minute or a perceived exertion of "moderately hard."

Faster is not better. As long as you get your heart rate into the target range, running a 12-minute mile or a 6-minute mile produces approximately the same aerobic and caloric effect. A minimum of four to six weeks is generally recommended for a healthy young adult to build an aerobic base.

MUSCLE CONDITIONING

Muscle conditioning consists of strength and endurance training. It should occur two to three times per week on non-consecutive days for specific muscle groups.

Calisthenics are exercises that use body weight to produce resistance. They can be used for both muscle strength and endurance training.

FLEXIBILITY TRAINING

Flexibility refers to joint range of motion. The purpose of flexibility training is to produce a permanent stretch in the muscles and connective tissues to allow full joint range of motion.

Ideally stretching exercises should occur BEFORE AND AFTER any strenuous physical training as follows:

WARM-UP - STRETCH - EXERCISE SESSION - STRETCH

Since muscles are most flexible when they are warm, a 10 to 15 minute warm-up session (e.g. brisk walk, slow jog, light calisthenics) should always precede any stretching exercises to minimize the risk of tearing tissues. The pre-exercise stretching should be activity specific. For example, if the exercise session includes mostly running, the lower extremity muscles should be stretched.

For maximum safety and effectiveness, stretches should be slow and static (no bouncing); held for 10 to 20 seconds; taken to the point of tightness, not pain; and performed with proper bio-mechanical technique. The recommended frequency is three to five times per week.

WARM-UP AND COOL-DOWN

The warm-up should:

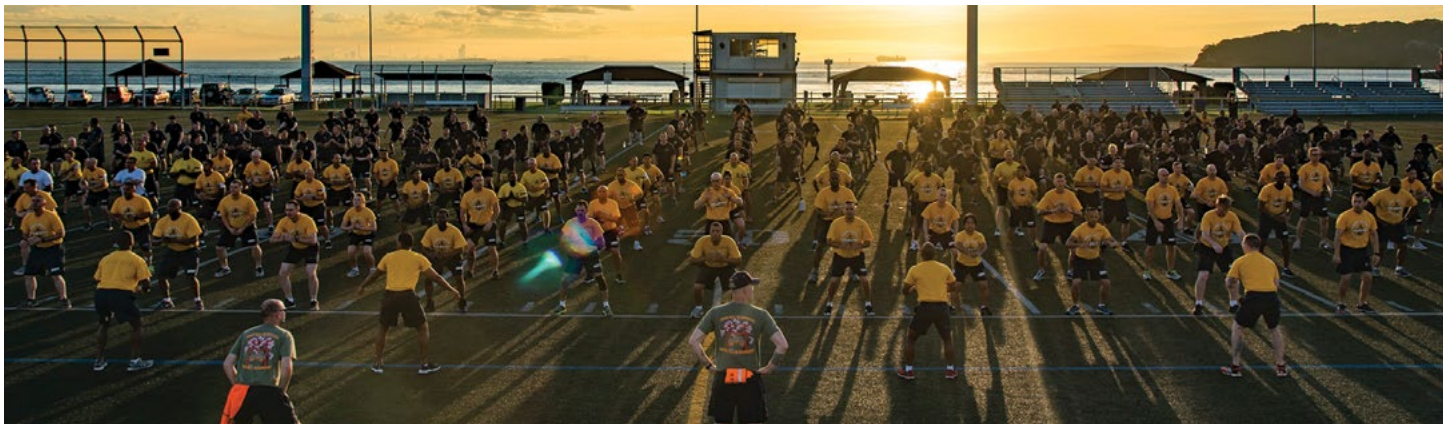
- last minimum of 10 minutes
- use large muscle groups
- gradually progress to the target activity (e.g. brisk walking to warm-up running)

The cool-down should:

- last a minimum of 10 minutes
- use the same large muscle groups as the preceding exercise session (e.g. brisk walking to cool-down from running)
- finish with stretching exercises targeting all major muscle groups

In general, a physical training program should include:

- two sessions per week of aerobic training on non-consecutive days;
- two sessions per week of balanced muscle strength and endurance program on non-consecutive days;
- warm-up and cool-down (including a total body flexibility routine) before and after each exercise session



AEROBIC CONDITIONING

Warm-Up (10 to 15 minutes)

- jumping jacks
- arm circles
- brisk walk
- knee lifts

Aerobic Conditioning Routine (15 to 25 minutes)

- 1 - 1.5 Mile Run

Cool-Down / Flexibility Training (10-15 minutes)

The cool-down should use the same muscle groups as the preceding exercise session in a similar activity with gradually decreasing intensity (e.g. brisk walking to cool down from running).

Once the cardiovascular system has returned to a near resting state (5 to 10 minutes), the cool-down should conclude with a total body stretching routine. All stretches should be performed in a static manner (no bouncing) and held for 10 to 20 seconds.

STRETCHES

- chest stretch
- posterior shoulder stretch
- triceps stretch
- outer-hip-and-low back stretch
- abdominal stretch
- low back stretch
- piriformis stretch
- hip flexor stretch
- quadriceps stretch
- modified hurdler stretch
- groin or butterfly stretch
- calf stretch

MUSCLE STRENGTH AND ENDURANCE TRAINING

Warm-up (10-15 minutes)

- jumping jacks
- arm circles
- brisk walk
- knee lifts

Muscle Strength & Conditioning Routine (20 to 40 minutes)

Group A

- push-ups (chest and shoulders)
- squats (hamstrings, quadriceps, gluteal)
- toe raises (shin muscles)
- heel raises (calf muscles)
- narrow grip push-ups (chest, triceps)
- front lying chest lifts (backs)
- trunk curls (abdominal)

Group B

- lunges (hamstrings, quadriceps, gluteal)
- outer thigh lifts (hip abductors)
- inner thigh lifts (hip abductors)
- front lying leg lifts (gluteal)
- twisting trunk curls (abdominal, oblique)
- hip rollers (abdominal)

Group A exercises target all the major muscle groups of the body. They should be performed, in the order listed, during each scheduled strength and conditioning session.

Group B exercises may be added for variety and to increase the training stimulus. The number of exercise sets and repetitions performed should gradually progress from week one to week eight. For example, week one: two sets of 20 to 30 reps of each exercise; week eight: two to three sets of 30 to 50 reps of each exercise. You should feel temporary muscle fatigue at the completion of each set. Rest periods between sets should be approximately two minutes.

Cool-Down / Flexibility Training (10 to 15 minutes -- same as performed in aerobic conditioning)

LOW INTENSITY TRAINING AND EXERCISE

Warm-Up (10 to 15 minutes)

- jumping jacks
- arm circles
- brisk walk
- knee lifts

Aerobic Conditioning Routine (20 to 40 minutes)

- 1 - 1.5 Mile Run

STRETCH AND EXERCISE ILLUSTRATIONS

CHEST STRETCH

In a standing position, gently clasp both of your hands and place them on the back of your neck. Slowly pull your elbows back until you feel a stretch on your chest. Do not pull your head forward or place tension on the neck.

** Caution: You can do this as a partner assisted stretch but they should not force the stretch by aggressively pulling back on the elbows. **

POSTERIOR SHOULDER STRETCH

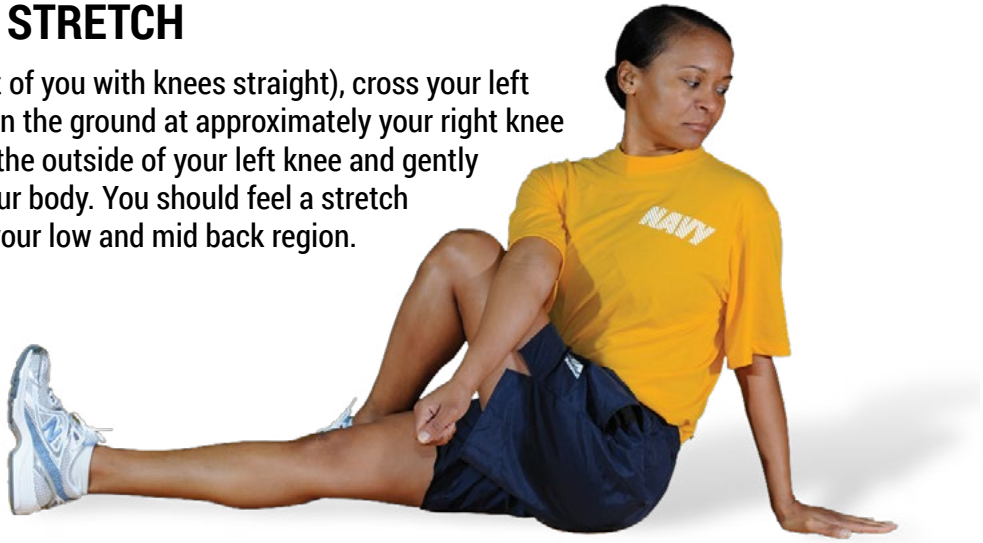
Place your left hand on the back side of your right arm above your elbow on the front of your body and gently pull your arm across your body. You should feel a stretch on the back side of your shoulder and upper arm. Repeat to stretch the opposite side of your body.

TRICEPS STRETCH

Take your left arm and reach behind your back. By placing your right hand on the back side of your left arm, gently push back to achieve a stretch on the left triceps muscle. Repeat on opposite side.

OUTER-HIP-AND-LOW BACK STRETCH

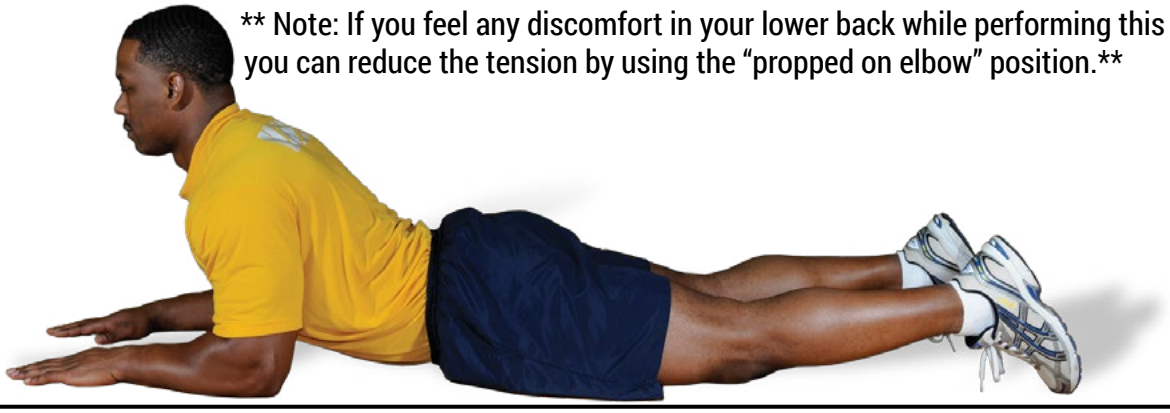
While in a long sitting position (legs in front of you with knees straight), cross your left leg over the right. Your left foot should be on the ground at approximately your right knee level. Take your right elbow and place it on the outside of your left knee and gently push your knee towards the right side of your body. You should feel a stretch on the outer portion of your left hip and in your low and mid back region. Repeat to opposite side.



POSTERIOR SHOULDER STRETCH

On your stomach, place your hands beneath your shoulders and gently push up until you feel a stretch on your abdominal muscles. Do not fully lock out your elbows and hyper-extend your back.

** Note: If you feel any discomfort in your lower back while performing this exercise, you can reduce the tension by using the "propped on elbow" position.**



TRICEPS STRETCH

Take your left arm and reach behind your back. By placing your right hand on the back side of your left arm, gently push back to achieve a stretch on the left triceps muscle. Repeat on opposite side.

PIRIFORMIS STRETCH

While you are lying on your back, gently cross your left leg over your right thigh (both knees are bent at 90 degrees). Take both hands and place on the back side of your right thigh. Gently pull towards your chest until you feel slight tension in your left buttock and outer thigh. Repeat on opposite side.

** Note: If you are experiencing low back pain after performing physical activity, seek medical assistance. This exercise should be performed to increase flexibility in this region and may assist in decreasing pain. **

HIP FLEXOR STRETCH

In a standing position, place your right foot approximately 3 to 4 feet in front of your left foot (like a lunge). Slowly bend both knees while you lower your body towards the ground. Your right knee should almost be at 90 degrees. Gently push your left hip forward to feel the stretch in the front of your hip. If you don't feel the stretch, gently lean your upper body back.

QUADRICEPS STRETCH

Standing Description:

In a standing position, with a slight bend in your right knee, grab your left ankle with your left hand and maintain your balance. Gently pull your left foot towards your buttocks while making sure your knee is aligned with the body (make sure your knee is not sticking out and it is directly below your hip). You can also stretch out your trapezius (neck) muscles during the quadriceps stretch by bringing your chin to the opposite side of your chest. Repeat to opposite side.

** Note: If you are having difficulty balancing you can hold on to a wall or perform this stretch while lying on your side. **

QUADRICEPS STRETCH

On-the-Ground Description:

While lying on your side, with a slight bend in your left knee, grab your right ankle with your right hand and maintain your balance. Gently pull your right foot towards your buttocks while making sure your knee is aligned with the body (make sure the knee is not sticking out and it is directly below your hip; Repeat to opposite side).

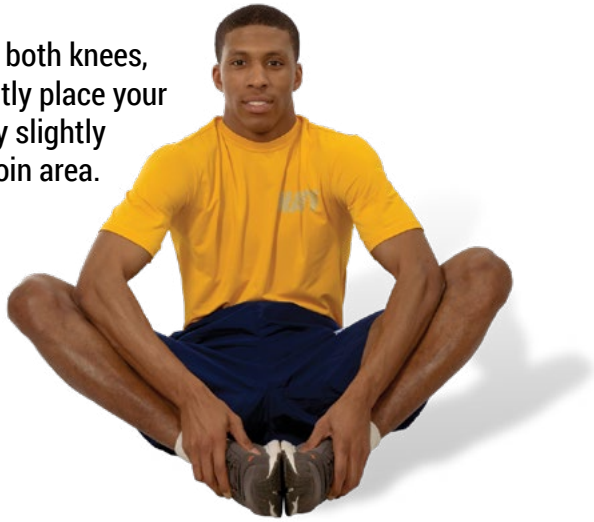
MODIFIED HURDLER STRETCH

While sitting in a v-position, gently pull your left foot towards your groin area. Your right leg will remain straight with a slight bend in the knee. Gently lean forward and reach for your toes on your right leg to stretch out your hamstring. Repeat to opposite side.

** Note: The stretch will be more difficult if you try to perform the hamstring stretch while you pull your toes back towards your body. (versus pointed) **

GROIN OR BUTTERFLY STRETCH

While sitting with the upper body nearly vertical and legs straight, bend both knees, and bring the soles of the feet together. Pull feet toward your body. Gently place your hands on your feet and your elbows on your knees. Pull your upper body slightly forward as your elbows push down. You should feel a stretch in your groin area.



CALF STRETCH

In a push-up position, cross the right foot over the left. With the left knee straight, gently push the left heel toward the deck. You will feel a stretch in the left calf. Hold for 15 seconds. Repeat to opposite side.

** Note: Your body should remain in a straight line from your shoulders to your ankle to prevent low back injury and to strengthen your core muscles. **

CURL-UPS

Curl-ups are a good exercise for strengthening the abdominal muscles. Curl-ups must be done with the knees flexed to 90 degrees to eliminate the curve in the low 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 low back. It is necessary only to do a partial curl-up to provide maximum benefit to the abdominal muscles. A full sit-up may place additional stress on the lower back.

In the sitting position flex your knees to 90 degrees and fold your arms across your chest. With a partner holding your feet to the floor, begin from the prone position and curl the trunk into a sit-up, touching elbows to thighs (Diagram 1). Then lie back touching your shoulder blades to the deck (Diagram 2).

Diagram 1

Diagram 2

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 core strength and performance.

Start in the rest position (Diagram 3). Assume the front leaning position with hands approximately shoulder width apart and feet together. The arms, back, buttocks and legs must be straight from head to heels and must remain so throughout the push-up.

Begin the push-up by bending the elbow and lowering the entire body until the top of the upper arms are parallel to the deck (Diagram 4) and the elbows are bent at a 90-degree angle. Remember to keep the arms, back, buttocks and legs aligned throughout the push-up motion. Return to the starting position by extending the elbows until the arms are almost straight. Do not lock your elbows (Diagram 3).

Diagram 3

Diagram 4

APPENDIX

Telephone Numbers:

Family Related Emergencies (OTCN CDO): (401) 862-4321

Office of the Inspector General for Navy Recruiting Command: 1-800-522-3451

U.S. Navy 1-800-USA-NAVY

Internet Sites for Further Information and Assistance:

Navy Officer Training Command https://www.public.navy.mil/netc/NSTC/otcn/index.aspx

Naval Station Newport http://www.cnic.navy.mil/Newport/

Navy Recruiting Command: http://www.cnrc.navy.mil/

U.S. Navy: https://www.navy.mil/index.asp

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