

CHAPTER 7

MILITARY REQUIREMENTS

LEARNING OBJECTIVES

Upon completion of this chapter, you should be able to do the following:

1. State how to assign personnel to the watch, quarter, and station bill.
2. Recognize the procedures to present personnel at inspections and how to conduct personnel inspections.
3. Identify the procedures for standing duty as the division duty officer and officer of the deck in port.
4. State the purpose and function of the general mess advisory board and mess audit board.
5. Recognize how to mark, wear, and maintain CPO uniforms.

The topics presented in this chapter should sound familiar to you. You have been required to know these items since you first entered boot camp. This chapter reviews specifics you may have forgotten and presents additional information required at the chief petty officer level. The topics in this chapter include the watch, quarter, and station bill; drill and formation; watch standing; the command general mess; and CPO uniforms.

WATCH, QUARTER, AND STATION BILL,

The watch, quarter, and station bill is a summary of assignments of the various ship's bills. Your division officer is responsible for making the watch, quarter, and station bill assignments within your division. However, we know chiefs train the division officer. You must be aware of the division officer's duties in order to train him or her.

CONSIDERATIONS IN ASSIGNING PERSONNEL

The watch, quarter, and station bill (fig. 7-1) should be posted in a conspicuous place. All

division personnel must have a ready reference to make sure they report for their assigned duties when required.

It is important that you verify the personnel qualification standards (PQS) of each person in your division before making assignments to the watch, quarter, and station bill. Ideally, you want to assign the most qualified person to each billet.

You should begin making assignments by referencing your ship's personnel assignment bill. This will provide you with billet numbers for each person assigned to your division. Next fill in the rate; name; conditions I, II, III and so forth; abandon ship; and cleaning station columns. The other columns, such as special sea detail, fire, and landing force, are taken from the ship's bills. The senior watch officer will request that your division provide people to fill these details. After you have completed your division's watch, quarter, and station bill, provide each person in your division with a billet slip (fig. 7-2). The last step is to provide a copy of the watch, quarter, and station bill to the senior watch officer for approval and incorporation into the ship's master watch, quarter, and station bill.

COMPLEMENT		WATCH, QUARTER & STATION BILL																				
ALL POSITIONS		SECTION <u>FIRST</u> DIVISION <u>FIRST</u> COMPT A-303-L																				
BY HEADS		DATE <u>7/14/</u>																				
BILLET	NAME	DUNK NO.	LRR NO.	RATE			CLEAR STATION	BATTLE STATIONS			Self Defense Force	EMERG. BETTING UNO/WAY	WATCH DETAIL		SPECIAL SEA DETAIL	FIRE	RESCUE & ASSIST		COLLISION	ABANDON SHIP	SHIP OVERBOARD	SPECIAL DETAIL
				COOP.	ALL	ACTL.		CONDITION 1 (REQ. QTR)	CONDITION 2	CONDITION 3			at sea	in port			1st	2nd				
1101	BOE, J.A.	CPD 18		BAC	BAC		in chge	in chge	in chge	WOOD	WOOD	WOOD	WOOD	WOOD								
1102	FROST, J.R.	#1	1	BA2	BA2		in chge	in chge	in chge	WOOD	WOOD	WOOD	WOOD	WOOD								
1103	DOOR, N.T.	2	2	GM1	GM1		in chge	in chge	in chge	WOOD	WOOD	WOOD	WOOD	WOOD								
1104	CHRISTMAS, M.	6	6	ENS	UMS		in chge	in chge	in chge	WOOD	WOOD	WOOD	WOOD	WOOD								
1105	DOE, J.B.	9	9	SN	SN		in chge	in chge	in chge	WOOD	WOOD	WOOD	WOOD	WOOD								
1106	BOATE, J.T.	4	4	SN	SN		in chge	in chge	in chge	WOOD	WOOD	WOOD	WOOD	WOOD								
1107	DAHAN, A.B.	8	8	SN	SN		in chge	in chge	in chge	WOOD	WOOD	WOOD	WOOD	WOOD								
1108				SN	MT 32		in chge	in chge	in chge	WOOD	WOOD	WOOD	WOOD	WOOD								
1109	PISTOL, V.C.	7	7	SN	SN		in chge	in chge	in chge	WOOD	WOOD	WOOD	WOOD	WOOD								
1110	BRUNH, F.A.	11	11	SN	SN		in chge	in chge	in chge	WOOD	WOOD	WOOD	WOOD	WOOD								
1111	BOAT, P.T.	13	13	SN	SA		in chge	in chge	in chge	WOOD	WOOD	WOOD	WOOD	WOOD								

Figure 7-1. Watch, quarter, and station bill.

PROCEDURES FOR CHANGE TO THE WATCH, QUARTER, AND STATION BILL

Frequent personnel turnover is a fact of life in the Navy. You should check your watch, quarter, and station bill every time someone transfers, goes on leave or temporary additional duty (TAD), and before each underway period. The reason for checking is to make sure qualified personnel from your division are assigned to meet the requirements placed on the division by the various ship's bills.

When a person transfers, the easy way to update the watch, quarter, and station bill would be to place the person's relief in the billet. That may be possible for a minor job assignment, but a more complicated job assignment may require a shifting of three or four people just to fill the vacancy caused by one person's transfer. The same type of problems can be encountered when a person is on leave or TAD. Make a temporary shift of personnel to cover the individual's absence.

Make all the necessary shifts required to fill a transferring person's billet with qualified

personnel. Make appropriate changes to your division's watch, quarter, and station bill and notify your division personnel of any changes. Next, forward the changes to the ship's senior watch officer so he or she can update the ship's master watch, quarter, and station bill.

DRILL AND FORMATION

Since many of your division personnel may have just reported from boot camp, they may be more familiar with the basic drill and formation movements than you are. Therefore, this section reviews basic commands used in drill and formation. It also presents the basic procedures for presenting personnel and conducting inspections.

Many military functions, such as morning quarters and personnel inspections, require that you assemble in formation. The terms used to identify these formations may vary at different commands. For example, the term *squad* or *platoon* at one command may be a *detail*, *division*, or *class* at another. In this chapter, the term *squad* is used to represent a basic formation. Study the diagram in figure 7-3 as you review the

U.S.S.		
NAME		RATE
Division	Section	Billet No.
Compt. No.	Bunk No.	Locker No.
Cleaning Station		
CONDITION I (GQ)		
CONDITION II		
CONDITION III		
Self Defense Force		
Special Sea Detail		
Watch Detail (At Sea)		
(Fold)		(Fold)
Watch Detail (In Port)		
Visit and Search, Boarding and Salvage		
Emergency Station (Abandon Ship)		
Emergency Getting Underway		
Fire (Sea)		
Fire (Port)		
Man Overboard		
Rescue and Assistance		
Collison		

Figure 7-2.-Billet slip.

following basic terms used to describe positions within a formation:

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

FORMATION: An arrangement of elements in line, in column, or in any other prescribed manner.

RANK or LINE: A formation of elements or persons abreast or side by side.

FILE or COLUMN: A formation of elements or persons placed one behind the other.

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

DISTANCE: Within ranks, the space between the chest of one person and the back of the person ahead. Distance between ranks is 40 inches.

INTERVAL: Normally, one arm's length measured between individuals from shoulder to shoulder.

GUIDE: The individual on whom a formation or element regulates its alignment. The guide is usually positioned to the right.

PACE: The length of a full step (30 inches for men and 24 inches for women).

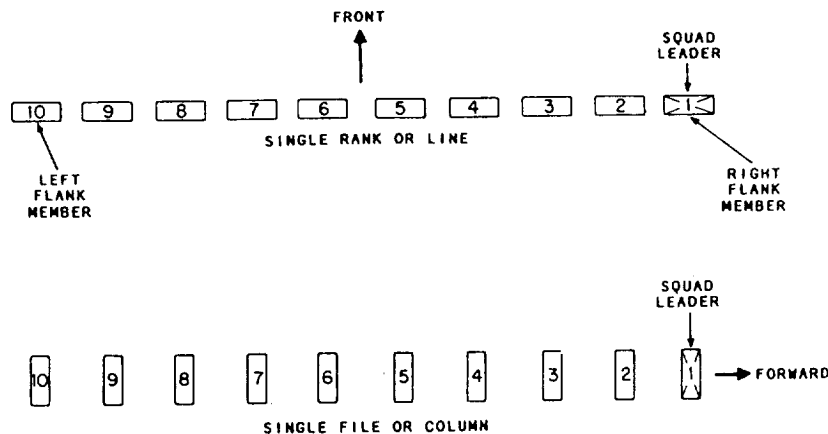


Figure 7-3.-Basic formation.

STEP: The distance from heel to heel between the feet of a marching person. The half step and back step are 15 inches. The right and left steps are 12 inches.

BASIC DRILL COMMANDS

Remember that the members of any formation must respond in unison (together) to the commands given. Let's review the basic drill commands:

ATTENTION: The position of attention is the basic military position. It indicates you are alert and ready for instruction. On the command ATTENTION, stand with your heels together, feet forming an angle of 45 degrees, head and body erect, hips and shoulders level, and chest lifted. Allow your arms to hang naturally—thumbs along skirt or trouser seams and fingers joined and in their natural curl. Keep your legs straight, but not stiff at the knees. Direct your head and eyes to the front. Keep your mouth closed, and pull your chin in slightly. When called to attention, bring the heel of your left foot to the heel of your right foot.

PARADE REST: The commands Parade, REST are given only when the formation is at attention; the movement is executed in one count. On the command REST, move your left foot smartly 12 inches to the left. At the same time, join your hands behind your back with your right hand inside the left, holding the left thumb. Keep your fingers straight while resting your hands in the small of your back. Stand with both legs straight allowing your weight to rest equally on each foot. Do not move and do not talk. Direct your head and eyes as you would in the position of attention.

AT EASE: On the command AT EASE, you can relax and shift about, but keep your right foot in place. Do not talk. This command may also be given when you are not in ranks, as in a classroom. You must not talk, but you may remain relaxed.

REST: On the command REST, follow the same movement restrictions as you would when at ease, but you may talk.

FALL OUT: (This command is not a dismissal order.) Upon the command FALL OUT, leave your position in ranks but remain nearby. On the command FALL IN, resume your place in ranks, and come to attention.

To bring a formation to attention again when it is in any one of the four positions of rest, the person issuing commands gives a preparatory command (such as Company) before the command ATTENTION. If at rest or at ease, come to the position of parade rest on the preparatory command.

RIGHT FACE: Right face is a two-count movement started on the commands Right, FACE. On the command FACE: (1) Raise your left heel and right toe slightly and turn 90 degrees to the right. Keep your left leg straight but not stiff. (2) Bring your left heel smartly alongside the right heel and stand at attention.

EYES RIGHT: When given the commands Eyes, RIGHT, smartly turn your head 45 degrees to the right on the command RIGHT. The commands to turn your head back to the position of attention are Ready, FRONT. On the command FRONT, snap your head to the front. During reviews at which the reviewing officer troops (passes down) the line, Ready, FRONT is not given after Eyes, RIGHT. At such times, your head and eyes should follow the progress of the reviewing officer until you are looking straight ahead. Remain in that position as the officer continues down the line.

ABOUT FACE: About face is a two-count movement performed on the command: About, FACE. On the command About, shift your weight to your left leg without noticeable movement. On the command FACE, (1) place your right toe about 6 inches behind and slightly to the left of your left heel; (2) on the ball of the right foot and the heel of the left foot, turn smartly to the right until you are facing the rear. Your feet will be in the position of attention when the turn is completed if you place your right toe properly behind your left heel.

FALL IN: On the command FALL IN, the squad forms in line on the left of the right flank member (squad leader). Each member of the squad, except the left flank member, raises the left arm shoulder high in line with the body. Fingers are straight and touching each other, palm down. Each member, except the right flank member, turns the head and looks to the right. To obtain a normal interval, move in line so that your right shoulder touches the fingertips of the person to your right. As soon as you are in line with the person to your right and the person on

your left has obtained normal interval, return smartly and quickly to the position of attention.

CLOSE INTERVAL: Close interval is the horizontal distance between the shoulder and elbow when the left hand is placed on the left hip. The command At Close Interval requires the same movements as for normal interval. The only exception is that each member places the left hand on the beltline above the left hip with the elbow in line with the body. The heel of the hand rests on the hip with fingers straight, touching each other, and pointing down. The left flank member makes the adjustment without moving the arms.

TO ALIGN THE SQUAD: On the commands Dress Right, DRESS (normal interval) or At Close Interval Dress Right, DRESS (close interval), members of the squad align themselves with each other.

On the command DRESS, all members, except the right flank member, smartly turn their heads, look, and align themselves to the right. At the same time, all members, except the left flank member, smartly raise their left arm shoulder high (normal interval) or place their left hand on their hip (close interval). The right flank member stands fast and looks to the front. Using the right flank member as a guide and taking short steps, the other members align themselves and obtain the proper interval. Whether commanded to dress to the right or to the left, use only the left arm to obtain the interval, and hold that position until the next command is given.

When the alignment is correct, the commands Ready, FRONT are given. On FRONT, heads snap to the front and arms drop to the side.

TO COVER OFF: This command is given when the formation is in column or in two or more ranks. On the command COVER, the forward member or forward rank stands fast. You then move, left or right, to position yourself directly behind the person in front of you while maintaining a 40-inch distance.

FROM NORMAL TO CLOSE INTERVAL: The commands Close, MARCH tell members to move from normal interval to close interval while in line. On MARCH, all members, except the right flank member, pivot to the right on the ball of the right foot and step off on the left foot (one count). They march forward until they obtain an

approximate close interval, halt, and face to the left. They then form at close interval, as already described. All members lower their arms when the member on their left has obtained the proper interval.

FROM CLOSE TO NORMAL INTERVAL: The commands Extend, MARCH tell members to change from close interval to normal interval while in line. On MARCH, all members, except the right flank member, pivot to the left on the ball of the right foot and step off on the left foot (one count). They march forward until they obtain an approximate normal interval, halt, and face to the right. Then they form at normal interval. Each member drops the left arm when the member to the left has obtained the proper interval.

DOUBLE-ARM INTERVAL: The commands Take Interval To The Left, MARCH tell members at either close or normal interval to form a double-arm interval. At the command MARCH, members move as when extending ranks, except that each member raises both arms and touches the fingertips of the members on either side to obtain the double-arm interval. (The right flank member raises only the left arm, and the left flank member raises only the right arm.) Each member smartly lowers the right arm after obtaining proper interval to the right and lowers the left arm when the member on the left lowers the right arm.

FROM DOUBLE-ARM TO NORMAL INTERVAL: The commands Assemble To The Right, MARCH instruct members to obtain normal interval from double-arm interval. Execute this movement as you would in closing, but form at normal interval.

TO COUNT OFF: The commands Count, OFF instruct members to count off while in a rank or line. On the command OFF, all members, except the right flank member, smartly turn their heads and look to the right. The right flank member shouts ONE, the next member in rank or line shouts TWO, and so on, in quick cadence on down the line through the left flank member. As each member shouts the appropriate number, he or she turns the head smartly to the front.

Members in a file or column count off when given the commands From Front To Rear, Count, OFF. Each member, starting with the squad leader, turns the head to the right and

shouts the appropriate number while turning the head back to the front.

TO OPEN RANKS: The commands Open Ranks, MARCH are given when more distance between ranks is required; for example, for a personnel inspection. On the command MARCH, the front rank takes two paces forward, the second rank takes one pace (30 inches) forward, and the third rank stands fast. Each succeeding rank takes two, four, or six (15-inch) steps backward. Each rank automatically dresses right as soon as it halts. When the alignment is completed, the commands Ready, FRONT are given.

TO CLOSE RANKS: The commands Close Ranks, MARCH tell members to close ranks. On the command MARCH, the front rank stands fast, the second rank takes one pace forward, the third rank takes two paces forward, the fourth rank takes three paces forward, and so on. You will halt and cover without command.

HAND SALUTE: Begin a salute on the commands Hand, SALUTE, and complete the salute on the command TWO. On the command SALUTE, raise your right hand smartly. At the command TWO, return to attention by moving your hand smartly in the most direct manner back to its normal position at your side. (If you are in formation, the preparatory command Ready will be given before the command of execution, TWO.)

UNCOVER: Many religious ceremonies, and usually inspections, require you to remove your hat when given the commands Uncover, TWO. On the command Uncover, raise your right hand as in the hand salute, but grasp the brim of your hat with your fingers instead of touching your forehead. Hold this position until the command TWO is given (you may lift your hat slightly so as not to muss your hair); then return your hand and your hat to your side in the most direct manner, but do not remove it with an exaggerated or sweeping motion. On the command Cover, grasp your hat with both hands and place it squarely on your head. Drop your left hand holding the hat brim. On the command TWO, drop your right hand to your side.

DISMISSED: The single command DISMISSED is used to secure an individual or an entire formation.

PRESENTING PERSONNEL

You should now feel secure in issuing the basic drill commands to your division; you are ready to present the division at an inspection, quarters, or a ceremonial event. Additional information on drill can be found in *Drill and Ceremonies Manual and Interior Guard Manual*, SECNAVINST 5060.22.

Inspections

Your division should fall into a formation of two or four ranks. The ranks should be formed according to height with the tallest personnel on the end of the formation from which the inspecting party will arrive. Usually, the tallest person will be on your left as you face the formation. Have the division open ranks and stand at parade rest while awaiting the inspecting party to arrive. You or the division officer should fall in so that the inspecting party will approach from the right. Call the division to attention when the inspecting party approaches. When the inspecting party is approximately six paces from you, order "HAND SALUTE." Greet the inspecting officer with "Good Morning (Afternoon) Commander (Captain, Commodore, Admiral)." The inspecting officer will then return your salute, you should now order "TWO."

You should now address the inspecting officer as follows: "_____ division, ready for your inspection, sir/ma'am. _____ personnel, no authorized absentees (or the number of authorized absentees)." You should be prepared to give the inspecting officer an exact breakdown of your personnel, if requested.

As your division is being inspected, you should fall in just behind the inspecting officer, on the side away from the rank being inspected.

Some inspecting officers may request the division to be uncovered. At the request give the commands "About Face," "Uncover," and "Two." At the completion of the inspection, give the commands to "Cover," "Two," "About Face," and "Close Ranks."

You should then place your division at "Parade Rest" until the inspecting party has finished inspecting the next division, you may then place the division "at ease." Unless given orders otherwise, your division should remain at "Division Parade" until the entire inspection has been completed.

Quarters

Quarters is a little more informal than an inspection. You still need to have the division fall in to ranks of two or four. When the division officer approaches, have the division come to "Attention." Salute the division officer and greet him or her with "Good morning sir/ma'am." The division officer will then return your salute. You will then inform the division officer of the disposition of the division, and he or she will sign the muster report. The division officer will then pass on any word received at officer's call. At this time, if he or she desires to inspect the division, you should call the division to "Attention." Give the command to "Open Ranks," then "Uncover," and "Two" (if required). You should follow the division officer during the inspection and record any deficiencies he or she may notice. At the conclusion of the inspection, give the commands "Cover," "Two," and "Close Ranks." If the division officer desires, he or she may go over the discrepancies. At the conclusion of quarters give the command "Dismissed."

Ceremonies

Covering every type of ceremonial presentation you may make is outside the scope of this text. You can, however, review the specific ceremony in *Drill and Ceremonies Manual and Interior Guard Manual*, SECNAVINST 5060.22. There are a few general guidelines you can follow. Your division should fall in to formation just as they are to be inspected. Your department head will generally be out in front of the formation and require a report. The department head will call the department to Attention and say "division officer's report." At the appropriate time you should salute and reply with "_____ division, no authorized absences (or the number of absentees)," The department head will return your salute. The department head will also place the department "At Ease," "Parade Rest," or "Attention" at the appropriate times.

At ceremonial events the national anthem is usually played. You will place the division at "Attention" (if not already at "Attention") and salute the flag on the first note of the anthem.

WATCH STANDING

Your watch standing responsibilities will increase upon advancement to chief petty officer.

You will be responsible for the overall operation of your division or department. This section describes the additional responsibilities you will have when standing divisional duty officer and officer of the deck (in port).

DIVISIONAL DUTY OFFICER

The divisional duty officer is responsible for representing the division officer and the function of the division during the division officer's absence.

Basic duties and responsibilities include the following:

- Fulfilling the function of division officer during his or her absence
- Frequently inspecting divisional spaces to ensure physical security and good order and discipline
- Making eight o'clock reports to the department head
- Performing other duties as required by your division and command

OFFICER OF THE DECK IN PORT

The officer of the deck (OOD) in port is an officer or petty officer who has been designated by the commanding officer to be in charge of the command. When standing OOD, you can be relieved by the command duty officer (CDO) if he or she deems it necessary for the safety of the command. The chain of command is twofold. First, the OOD reports directly to the commanding officer for the safety and general duties of the command. Second, the OOD reports to the CDO for carrying out the ship's routine. The following personnel report directly to the OOD:

- The junior officer of the watch for training and assigned duties
- The communications watch officer for transmission and receipt of operational and general messages
- The quartermaster of the watch for assigned duties
- The boat coxswains or boat officer for the safe and proper operation of ship's boats

- The officer or petty officer assigned to the gangway watch for the maintenance of a properly posted and alert watch on the crew's brow or accommodation ladder
- The petty officer of the watch for supervising the quarterdeck watch, anchor watch, fog lookouts, brow and dock sentries, and security watches and patrols under the control of the OOD
- The duty master-at-arms for maintenance of good order and discipline and security and processing of prisoners
- The sergeant of the guard for direction of the guard in performing their duties, if a Marine Detachment is assigned

The duties, responsibilities, and authority of the OOD are clearly defined in the *Standard Organization and Regulations of the U.S. Navy (SORN)*, OPNAVINST 3120.32B. You should periodically review the duties, responsibilities, and authority of the OOD to make sure they have not changed. The following list of OOD duties, responsibilities, and authority is an excerpt from article 441.3, Officer of the Deck (In Port):

(1) Keep continually informed of the unit's position, mooring lines or ground tackle in use, tide and weather information, the status of the engineering plant, the status of the unit's boats, and all other matters affecting the safety and security of the unit; and take appropriate action to prevent grounding, collision, dragging or other danger in accordance with the U.S. Coast Guard Navigation Rules of the Road and the orders of the commanding officer and other proper authority.

(2) Ensure that required reports to the OOD (in-port) concerning tests and inspections and the routine reports of patrols, watches, and sentries are promptly originated and that the quarterdeck watch, lookouts, anchor watch, and other sentries or patrols are properly posted and alert.

(3) Ensure all required entries are made in the deck log, and sign the log at the conclusion of the watch.

(4) Carry out the routine as published in the "plan of the day, ensuring the executive officer, CDO (in-port), and department heads are informed of circumstances which require changes in routine or other action on their part.

(5) Initiate and supervise unit's evolutions or operations as necessary.

(6) Attend one of the unit's gangways, and supervise watch personnel assigned to attend other gangways.

(7) Supervise the operation of the unit's boats in accordance with the boat schedule published by the executive officer and the orders of the commanding officer and other proper authority.

(8) Ensure that all boats are operated safely and all boat safety regulations are observed. Give particular attention to changes in wind or sea conditions and notify the CDO (in-port) when the suspension of boating is advisable. Ensure that boats are not overloaded, and reduce the allowed loading capacity when weather conditions require caution. Recommend use of boat officers to the CDO when weather or other conditions warrant. Require boat passengers to wear life jackets when conditions are hazardous; ensure that all boats assigned trips are fully equipped, manned, fueled, and in working order; provide harbor charts to boat coxswains; give boat coxswains trip orders and orders to shove off.

(9) Supervise the general announcing system, the general and chemical alarms, and the whistle, gong, and bell in accordance with the orders of the commanding officer and U.S. Coast Guard Navigation Rules of the Road.

(10) Permit no person to go aloft on mast or stacks or to work over the side of the ship except when wind and sea conditions permit, and then only when all safety precautions are observed.

(11) Display required absentee pennants, colors, and general information signals, and supervise the rendering of honors.

(12) Make all required reports to the CDO (in-port), executive officer, and commanding officer as directed by standing orders to the OOD.

(13) Supervise and conduct on-the-job training for the JOOW, the JOOD, and enlisted personnel of the quarterdeck watch.

(14) Assume other responsibilities as the commanding officer may assign.

(15) Supervise striking of the ship's bell to denote the hours and half-hours from reveille to taps, requesting permission of the commanding officer to strike eight bells at 0800, 1200, and 2000.

COMMAND GENERAL MESS ADVISORY

As the leading chief petty officer in your division, you may need to represent your division on the general mess advisory board or explain its function to your division representative. Additionally, as a chief petty officer, you may also be detailed to serve as a member on the mess audit board.

This section reviews both the command general mess advisory board and the mess audit board to assist you in fulfilling your responsibilities as a chief.

GENERAL MESS ADVISORY BOARD

The command general mess advisory board solicits recommendations from the command's enlisted personnel regarding operation of the mess. The board considers suggestions, comments, and any other matters relating to the operation of the mess. In general, the objective is to improve the operation of the mess.

The board consists of one enlisted representative from each department or division ensuring adequate representation of the crew's enlisted personnel. The board is chaired by the food services officer. Additional board members may be assigned at the discretion of the commanding officer.

MESS AUDIT BOARD

The mess audit board is responsible for auditing the mess treasurer's account in the chief petty officer's mess and the wardroom mess. Audit board members cannot be connected with management of the mess they audit. The audit board is composed of at least three members. The senior member is an officer and should be senior to the custodian of the mess funds. The other members may be commissioned officers, warrant officers, chief petty officers, or qualified petty officers.

The audits are conducted monthly. The audit report is then forwarded to the commanding officer via the executive officer before the 10th day of the following month.

The audit board is governed by *U.S. Navy Regulations, 1990*, while auditing the books of accounts and records of the mess. Guidance relative to performance audits of local messes are provided in NAVAUDSVCINST 7540.6 (NOTAL), Audit Program No.39, Local Audits of Messes Afloat.

CPO UNIFORMS

The styles of the CPO uniform have changed since the founding days of the U.S. Navy. However, the caliber of the people who wear the uniform and the pride and professionalism they display have not changed.

You undergo one of the most significant changes of your naval career the day you put on the *hat*. Just as your responsibilities change, your uniform and accessories also change.

This section describes the uniforms and accessories you will wear on different occasions. It also tells you how to maintain your uniforms so that they reflect your pride and professionalism in the Navy.

Before actually being advanced or frocked, you will attend the Chief Petty Officer Indoctrination Course. This course will provide you with an in-depth, up-to-date, and hands-on introduction to your new uniform requirements.

THE HISTORY OF THE CHIEF PETTY OFFICER

When was the term *chief petty officer* first used? Where did our uniform styles originate? These questions have generated many discussions in CPO messes over the years.

According to naval records, the first mention of the chief petty officer was on a ship's muster roll in 1775. This brief mention of the CPO title did not resurface in naval history for almost 100 years.

The history and design of our uniform date back to the 18th-century Continental Navy of 1776. With the colonization of the new world, a need for a navy became apparent. Many of the people that settled our nation learned their seafaring skills in England. These sailors brought not only their seafaring skills, but also their customs, traditions, and uniform similarities to this country. Many of our uniform styles can be traced to the British Royal Navy. As you can see

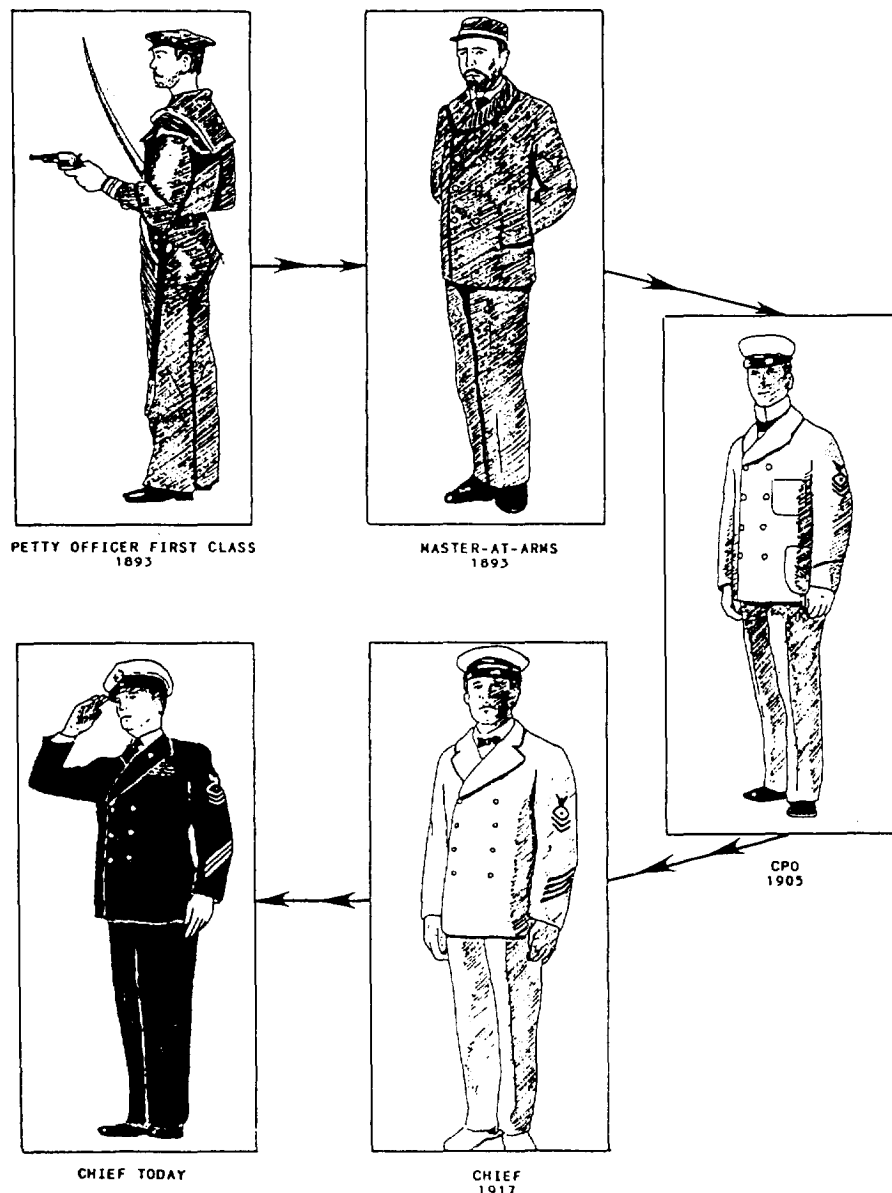


Figure 7-4.-Evolution of the CPO uniform.

in figure 7-4, many of the original uniform styles have remained throughout the years.

In 1865 a Navy regulation reestablished the term *chief petty officer*. The term was first used for the ship's master-at-arms. It made him responsible for preservation of order and obedience to all regulations. An excerpt from an 1865 regulation tasked the senior enlisted person with the following responsibility:

The Master-at-Arms will be the chief petty officer of the ship in which he shall serve. All orders from him in regard to the police of the vessel, the preservation of order, and the obedience to regulations must be

obeyed by all petty officers and others of the crew. But he shall have no right to succession in command, and shall exercise no authority in matters not specified above.

This, however, did not establish the term *chief* as a rate. It was merely a function rather than a rate. Petty officers were divided into petty officers of the line and petty officers of the staff. Chief referred to the principal petty officer of the ship.

The next reference to the term *chief* was in U.S. Navy Regulation Circular Number 41 dated 8 January 1885 (fig. 7-5). Here again the term *chief* refers to a function or title rather than a rate.

GENERAL ORDERS AND CIRCULARS

EXECUTIVE MANSION, December 31, 1884

The Executive Order of November 5, 1883, is hereby modified as follows:

The ratings of 1st, 2d, and 3d class machinist are abolished, and hereafter there will be one rating of machinist in the Navy, with the pay of \$70.00 a month.

New ratings are hereby established as follows:

RATING	Monthly Pay
Boilermaker	\$60.00
Water Tenders	38.00
Oilers	36.00
Chief Musician	36.00

U.S. NAVY REGULATION CIRCULAR, NO. 41

CHESTER A. ARTHUR

January 8, 1885

The following classification of petty officers and enlisted men in the Navy, and of non-commissioned officers, musicians, and privates in the Marine Corps, is hereby adopted.

WM. E. CHANDLER,
Secretary of the Navy

CLASSIFICATION

	SEAMAN CLASS	SPECIAL CLASS	ARTIFICER CLASS	MARINES
Petty Officer 1st Class	Chief Boatswain's Mates Chief Quartermasters Chief Gunner's Mates	Masters-at-Arms Equipment Yeomen Apothecaries Paymaster's Yeomen Engineer's Yeomen Ship's Writers School Masters Band Masters	Machinists	Sergeant Majors 1st Sergeants
Petty Officer 2d Class	Boatswain's Mates Quartermasters Mates Coxswains to Commander-in-Chief	Ship's Corporals Ship's Cooks Chief Musicians	Boilermakers Armorsers Carpenter's Mates Blacksmiths Sailmaker's Mates Water Tenders	Sergeants
Petty Officer 3d Class	Captains of Forecastle Captains of Main Top Captains of Mizzen Top Captains of Afterguard Coxswains Quarter-Gunners Seamen-Gunners	Captains of Hold	Printers Painters Oilers	Corporals
Seaman 1st Class	Seamen Seamen-Apprentices, 1st class	Lamplighters Jacks-of-the-Dust Buglers Musicians, 1st class Tailors Barbers	Firemen, 1st class Carpenters Calkers	Musicians Orderlies
Seaman 2d Class	Ordinary Seamen Seamen-Apprentices, 2d class	Baymen Musicians	Firemen, 1st class	Privates
Seaman 3d Class	Landsmen Apprentices, 1st class Apprentices, 2d class Apprentices, 3d class Boys		Coal Heavers	

MESS-MEN

Stewards, cooks, and attendants

Figure 7-5.-U.S. Navy Regulation Circular No. 41.

NAVY DEPARTMENT

GENERAL ORDER
No. 409

WASHINGTON, February 25, 1893

The following Executive Order is published for the information and guidance of all persons concerned.

B. F. TRACY,
Secretary of the Navy

EXECUTIVE MANSION, WASHINGTON, D.C., February 25, 1893

On and after the 1st day of April, 1898, the pay of the Petty Officers and other enlisted men of the Navy shall be as follows, but his order shall not reduce the pay or rating of any enlisted man during his present enlistment, below, the rate or pay at which he was enlisted, or in which he is now serving, unless he shall be reduced in rating as provided by law or regulations:

RATING	Monthly Pay	RATING	Monthly Pay
Chief Masters-at-Arms	\$65.00	Painters	\$30.00
Chief Boatswains' Mates	50.00	Carpenters' Mates, third class	30.00
Chief Gunners' Mates	50.00	Firemen, first class	35.00
Chief Quartermasters	50.00	Firemen, second class	30.00
Masters-at-Arms, first class	40.00	Shipwrights	25.00
Boatswains' Mates, first class	40.00	Sailmakers	25.00
Gunners' Mates, first class	40.00	Coal Passers	22.00
Quartermasters, first class	40.00	Bandmasters	52.00
Schoolmasters	40.00	Yeomen	60.00
Masters-at-Arms, second class	35.00	Apothecaries	60.00
Boatswains' Mates, second class	35.00	Writers, first class	35.00
Gunners' Mates, second class	35.00	First Musicians	36.00
Quartermasters, second class	35.00	Writers, second class	30.00
Masters-at-Arms, third class	30.00	Writers, third class	25.00
Coxswains (1)	30.00	Musicians, first class	32.00
Gunners' Mates, third class	30.00	Musicians, second class	30.00
Quartermasters, third class	30.00	Buglers	30.00
Seamen Gunners	26.00	Baymen	18.00
Seamen (2)	24.00	Ship's Cooks, first class	35.00
Apprentices, first class	21.00	Ships' Cooks, second class	30.00
Ordinary Seamen	19.00	Ships' Cooks, third class	25.00
Apprentices, second class	15.00	Ships' Cooks, fourth class	20.00
Landsmen (3)	16.00	Stewards to Commanders-in-Chief	45.00
Apprentices, third class	9.00	Stewards to Commandants	45.00
Machinists	70.00	Cabin Stewards	37.00
Chief Carpenters' Mates	50.00	Wardroom Stewards	37.00
Boilermakers	60.00	Steerage Stewards	25.00
Coppersmiths	50.00	Warrant Officers' Stewards	24.00
Blacksmiths	50.00	Cooks to Commanders-in-Chief	40.00
Carpenters' Mates, first class	40.00	Cooks to Commandants	40.00
Plumbers and Fitters	45.00	Cabin Cooks	32.00
Water Tenders	38.00	Wardroom Cooks	32.00
Sailmakers' Mates	40.00	Steerage Cooks	22.00
Oilers	36.00	Warrant Officers' Cooks	20.00
Carpenters' Mates, second class	35.00	Mess Attendants	16.00
Printers	35.00		

(1) Coxswains detailed as Coxswains of steam launches, or as Coxswains to Commanders-in-Chief shall receive five dollars per month in addition to their pay.

(2) Seamen in charge of Holds shall receive five dollars per month in addition to their pay.

(3) Landsmen assigned to duty as Jacks-of-the-Dust or as Lamplighters shall receive five dollars per month in addition to their pay.

BENJ. HARRISON

Figure 7-6.-Navy Department General Order No. 409.

The men filling these chief billets were actually first and second class petty officers. The classification of these ratings can be seen in figure 7-5.

A significant change to uniforms and rating badges occurred in 1886. The first class petty officer wore a double-breasted, sack-style jacket, while petty officers second class and below retained the traditional jumper-style uniform. The first class rating badge consisted of an eagle, three chevrons, and a specialty mark. The master-at-arms rating badge, however, consisted of an eagle, three chevrons, a specialty mark, and three arcs

or rockers. This jacket along with the master-at-arms rating badge falsely led many people to believe this was a chief petty officer uniform.

On 25 February 1893, President Benjamin Harrison issued an executive order outlining the pay scale for Navy enlisted personnel. This executive order was issued to the Navy as General Order Number 409 (fig. 7-6). This general order divided the pay scale into rates and for the first time listed CPOS. Both General Order Number 409 and U.S. Navy Regulation Circular Number 1 (fig. 7-7) listed chief petty officers as distinct

U.S. NAVY REGULATION CIRCULAR No. 1			
NAVY DEPARTMENT WASHINGTON, D.C., MARCH 13, 1893			
The following classification of petty officers and enlisted men in the Navy, and of the noncommissioned officers, musicians, and privates in the Marine Corps, is hereby adopted, to take effect on and after April 1, 1893:			
CLASSIFICATION			
CHIEF PETTY OFFICER			
SEAMAN BRANCH	ARTIFICER BRANCH	SPECIAL BRANCH	MARINES
Chief Master-at-Arms Chief Boatswain's Mate Chief Gunner's Mate Chief Quartermaster	Machinist Chief Carpenter Mate	Yeomen Apothecaries	Sergeants Major First Sergeants in charge of guard
PETTY OFFICER, FIRST CLASS			
Master-at-Arms, 1st Class Boatswain's Mate, 1st Class Gunner's Mate, 1st Class Quartermaster, 1st Class Schoolmaster	Boilermakers Carpenter Blacksmith Plumbers and Fitters Sailmakers Mate Carpenters Mate, 1st Class Water Tender	First Musician Writers, 1st Class	First Sergeant
PETTY OFFICER, SECOND CLASS			
Master-at-Arms, 2d Class Boatswain's Mate, 2d Class Quartermaster, 2d Class	Carpenters Mate, 2d Class Printers Oilers	Writers, 2d Class	Sergeants
PETTY OFFICER, THIRD CLASS			
Master-at-Arms, 3d Class Coxswain Gunner's Mate, 3d Class Quartermaster, 3d Class	Carpenters Mate, 3d Class Painters	Writers, 3d Class	Corporals

Figure 7-7.-U.S. Navy Regulation Circular No. 1.

rates, These documents went into effect on 1 April 1893. All evidence indicates this as the date the chief petty officer rate was actually established.

So, what is the answer to the question, When was the term *chief petty officer* first used in the Navy? Based on U.S. Navy Regulation Circular Number 1, the majority of first class petty officer ratings were automatically reclassified as chief petty officer ratings.

On 24 September 1894 General Order Number 431 was issued. This general order changed the three rockers on the master-at-arms rating badge to one rocker. We know this as the rating badge of the CPO today. This general order also changed first, second, and third class chevrons to their present-day form,

THE CPO UNIFORM

You should consider a neat, clean uniform to be a tool of your trade. As a CPO, your trade has changed to the business of getting things done by your subordinates. A CPO who presents a sharp military appearance usually gets things done better than the nonprofessional who presents a poor appearance. Think about who receives the most respect: the person who presents a sloppy appearance or the one who wears the uniform with pride. A person who rates respect looks the part.

REQUIRED AND OPTIONAL UNIFORMS

The uniforms prescribed for you as a CPO are divided into four separate categories. They are

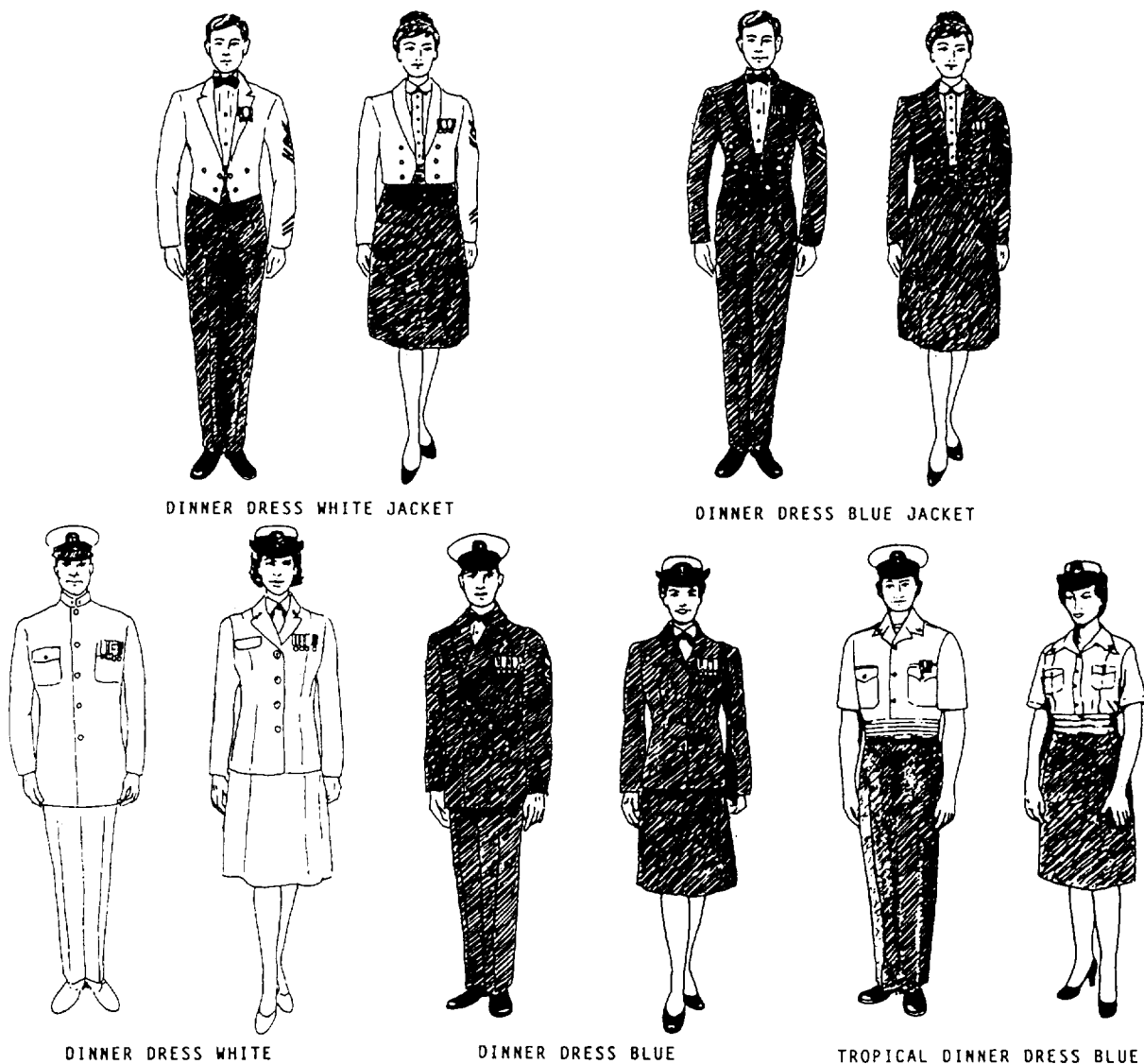


Figure 7-8.-Dinner dress uniforms.

dinner dress, ceremonial, service dress, and working uniforms.

Figure 7-8 shows dinner dress uniforms. You normally wear these uniforms to the types of official functions that are equivalent to your civilian counterpart's black tie function. The dinner dress blue jacket and dinner dress white jacket uniforms are optional. If the official function calls for this type of uniform, you should wear it if you have one. If you do not have the uniform, you may wear another prescribed uniform. You should already have combinations of the dinner dress blue, dinner dress white, and tropical dinner dress blue uniforms. Although you may not always wear the same components for these functions, you will wear the same basic uniform.

Full dress blue and full dress white are variations of the service dress blue and service dress white uniforms. You wear medals on these uniforms instead of the ribbons that you wear on service dress uniforms.

You normally wear full dress uniforms on ceremonial occasions. Such occasions include change of command, official visits with honors, and visits to foreign men-of-war and official dignitaries.

Figure 7-9 shows service dress white and service dress blue uniforms. You normally wear this uniform to official functions that do not prescribe formal dress, dinner dress, or full dress uniforms. The civilian equivalent would be a coat-and-tie function. Service dress blue yankee (fig. 7-9), an optional uniform made up of components

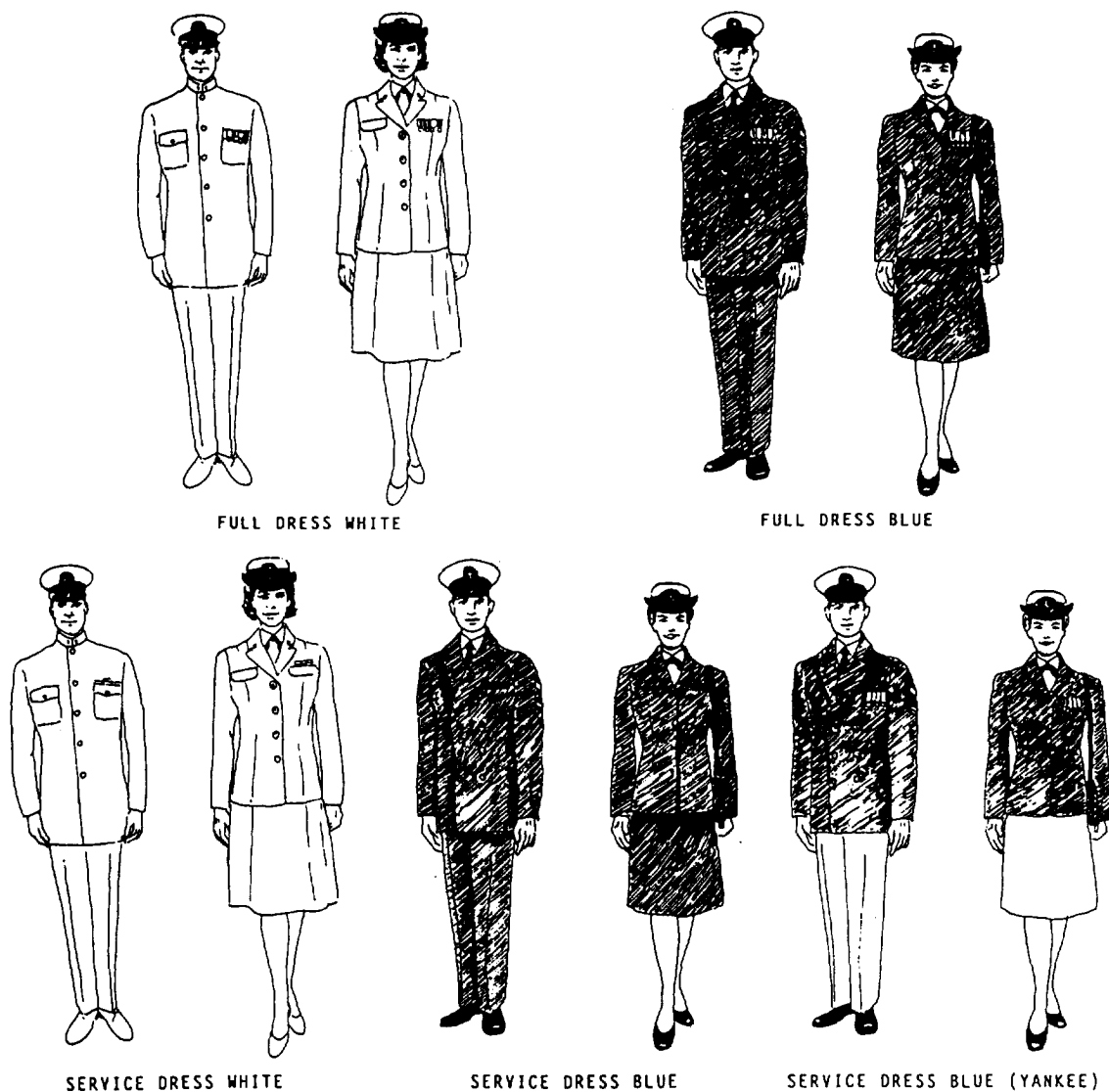


Figure 7-9.-Full and service dress uniforms.

from required uniforms, may be prescribed for official functions. The service dress blue uniform is authorized for travel during any uniform season unless civilian clothing is required for safety.

Figure 7-10 shows summer white, winter blue, summer khaki, and tropical white uniforms. You normally wear these uniforms for office work,

watch standing, liberty, and business ashore. These uniforms may be prescribed as the uniform of the day. You normally wear the tropical white uniform in tropical climates. You may also wear it for the same occasions as the other service uniforms.

Figure 7-11 shows the working uniforms—working khaki, winter working blue, and tropical

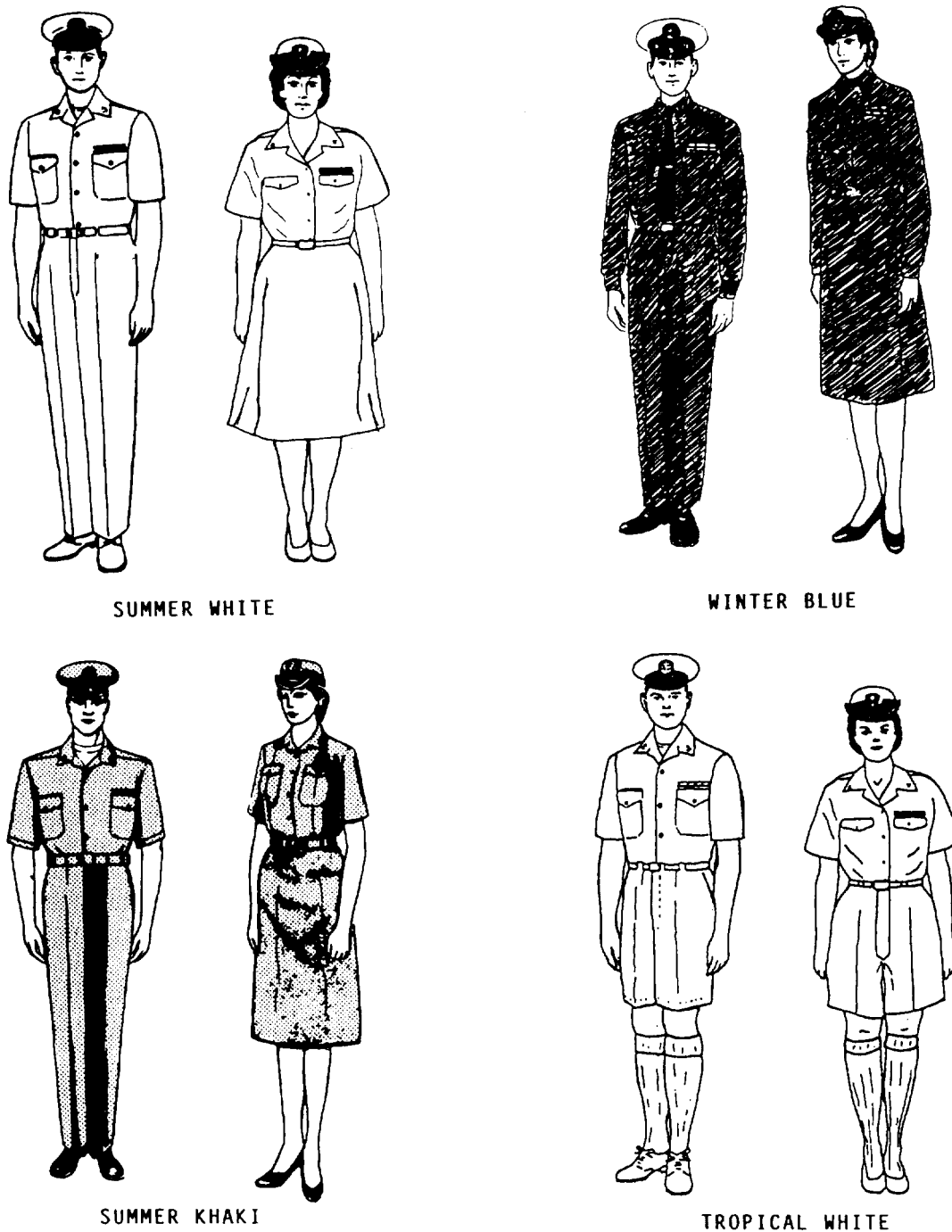


Figure 7-10.-Service uniforms.

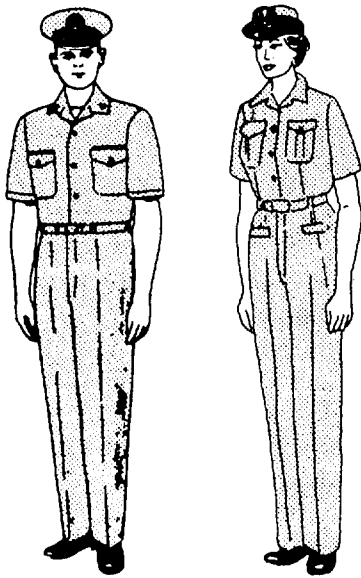
khaki. You wear these uniforms when working conditions for service uniforms are unsafe or the service uniform would become unduly soiled. You normally wear the tropical khaki uniform in tropical climates.

If you are assigned to an aviation command, you have the option of wearing the aviation working green uniform (fig. 7-11). You may wear this uniform, if authorized, when working at aviation

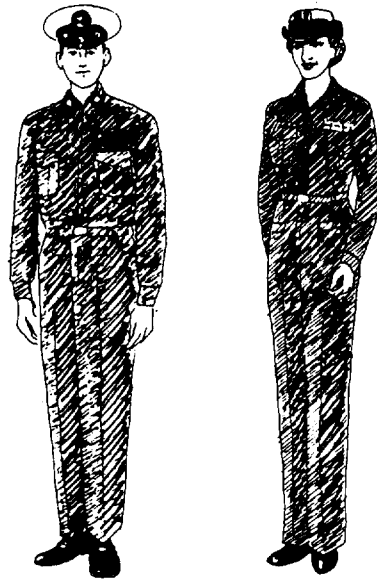
activities, flying, or aboard vessels servicing aircraft. You may also wear this uniform at advanced bases when prescribed by the senior officer present.

CORRECT WEARING OF THE CPO UNIFORM

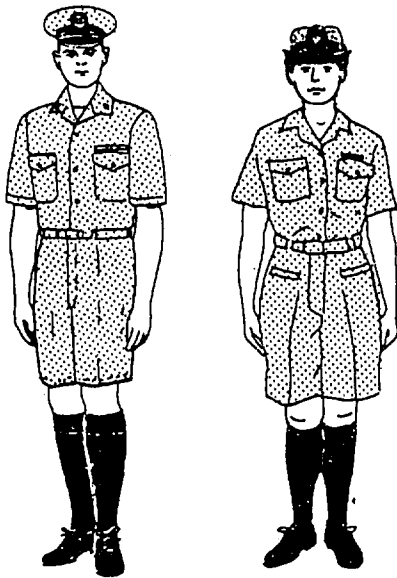
As a member of the United States Navy, you should set and maintain the highest standards of



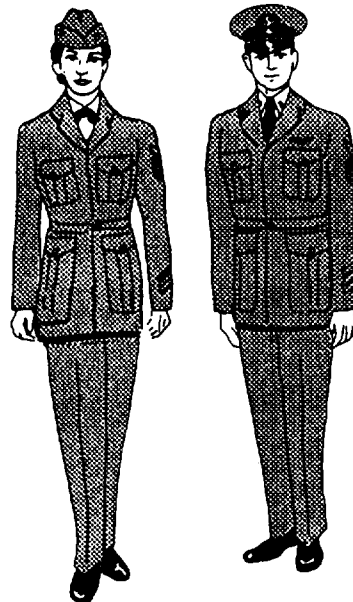
WORKING KHAKI



WINTER WORKING BLUE



TROPICAL KHAKI



AVIATION GREEN WORKING

Figure 7-11.-Working uniforms.

uniform appearance. Your attention to detail reflects the Navy's image to the public. You should keep your uniform scrupulously clean. The gold bullion lace, devices, and insignia should be bright and free from tarnish and corrosion. When you are in uniform, no articles, such as pencils, pens, jewelry, combs, large wallets, cigarettes, or pipes, should protrude or be visible on your uniform. If you wear a cross, pendant, or some other emblem, you should make sure it is not visible. You may wear wristwatches, bracelets, and rings while in uniform, but they should be in good taste. You may wear tie clasps, cuff links, and shirt studs as outlined in *U.S. Navy Uniform Regulations (Uniform Regs)*.

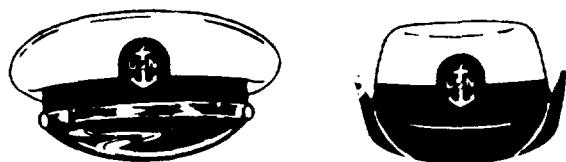
When wearing jewelry you should not wear something that would create a safety hazard for you or one of your workers. You should avoid wearing any eccentric or faddish articles that may bring attention to you in either a negative or positive manner.

You may wear sunglasses when not in military formation, but they should be conservative in style.

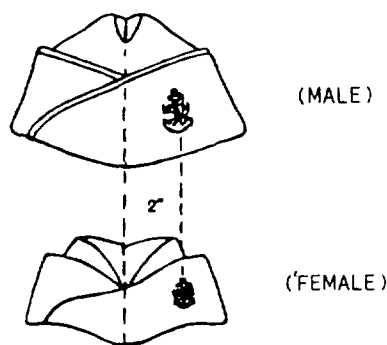
You should wear undergarments that preserve the dignity and appearance of your uniform,

CPO Caps and Their Insignias

The most dramatic change to your uniform is your cap. As a CPO, you wear a combination cap similar to the type worn by commissioned officers except with minor changes. One of these changes is the cap device, the CPO insignia. This insignia is a fouled anchor with the silver letters *USN* superimposed on the anchor shank. Instead of a gold chin strap, as on the officer's cap, the chin strap on the CPO cap is leather, covered with black vinyl. This black vinyl gives the appearance of patent leather. The strap adjusts by two adjusting loops, one on either end. The chin strap attaches to the cap with two small Navy eagle gilt buttons. When you wear the cap, the eagles on these buttons should be upright. When assembling the combination cap, you should make sure the rivet (centered in the adjustment loop) will be on your left when wearing the cap. You wear the cap squarely on the head, 1 1/2 inches above the eyebrow. You may also wear a garrison cap or tropical helmet if it is prescribed by proper authority. You wear a tropical helmet with a miniature cap device centered on the front of the helmet in tropical climates. Women CPOs may wear either a tiara or the combination cap with the formal dinner dress white and blue uniform. (See fig. 7-12 for the required CPO caps.)



COMBINATION CAP-CPO



GARRISON CAPS

Figure 7-12.-CPO caps.

Rating Badges

The CPO rating badge is similar to the first class rating badge. The basic difference is the position of the eagle. On the CPO badge, it is perched on the center point of the rocker or arc. The chevrons on the male rating badge measure 3 1/4 inches across; on the female rating badge, they measure 2 1/2 inches across or about 3/4 the size of the male rating badge. The color of the rocker and chevrons depends on each particular uniform. (See fig. 7-13 for the CPO rating badge.)

The rating badge worn on the dress blue uniform has a navy blue background with the



CHIEF PETTY OFFICER

Figure 7-13.-CPO rating badge.

eagle and specialty mark embroidered in silver thread. The rating badge and service stripes are either scarlet or gold, depending on the length and type of service. Service stripes are discussed later in this section.

The white dinner dress jacket rating badge has a white background. The rating badge and service stripes are blue or gold, depending on the length and type of service. The specialty mark is silver. The aviation working green uniform rating badge has a forest green background. The rating badge, service stripes, and specialty mark are navy blue. You do not wear a rating badge on the tropical dinner dress blue, summer white, service dress white, full dress white, dinner dress white, or khaki uniforms.

Senior and Master Chief Petty Officer

The rating badge of a senior or master chief petty officer varies only slightly from

the chief petty officer's rating badge. The senior chief petty officer rating badge has a silver star centered about 1 inch above the head of the eagle. On the cap and collar devices, the star is in the ring of the stock. The master chief petty officer rating badge has a star placed about 1 inch above each wing tip. The stars on the cap and collar devices are placed on the upper edge of the stock. The stars for senior and master chief are made of embroidered silver thread. When a master chief petty officer is assigned as the command master chief, the specialty mark is replaced with a silver star. If assigned to a billet as fleet or force master chief, the stars will be of embroidered gold thread. The master chief petty officer of the Navy wears three gold stars in a line above the eagle. A gold star replaces the rating specialty mark. The collar and cap devices also have three stars, but the center star is slightly higher than the other two (see fig. 7-14).

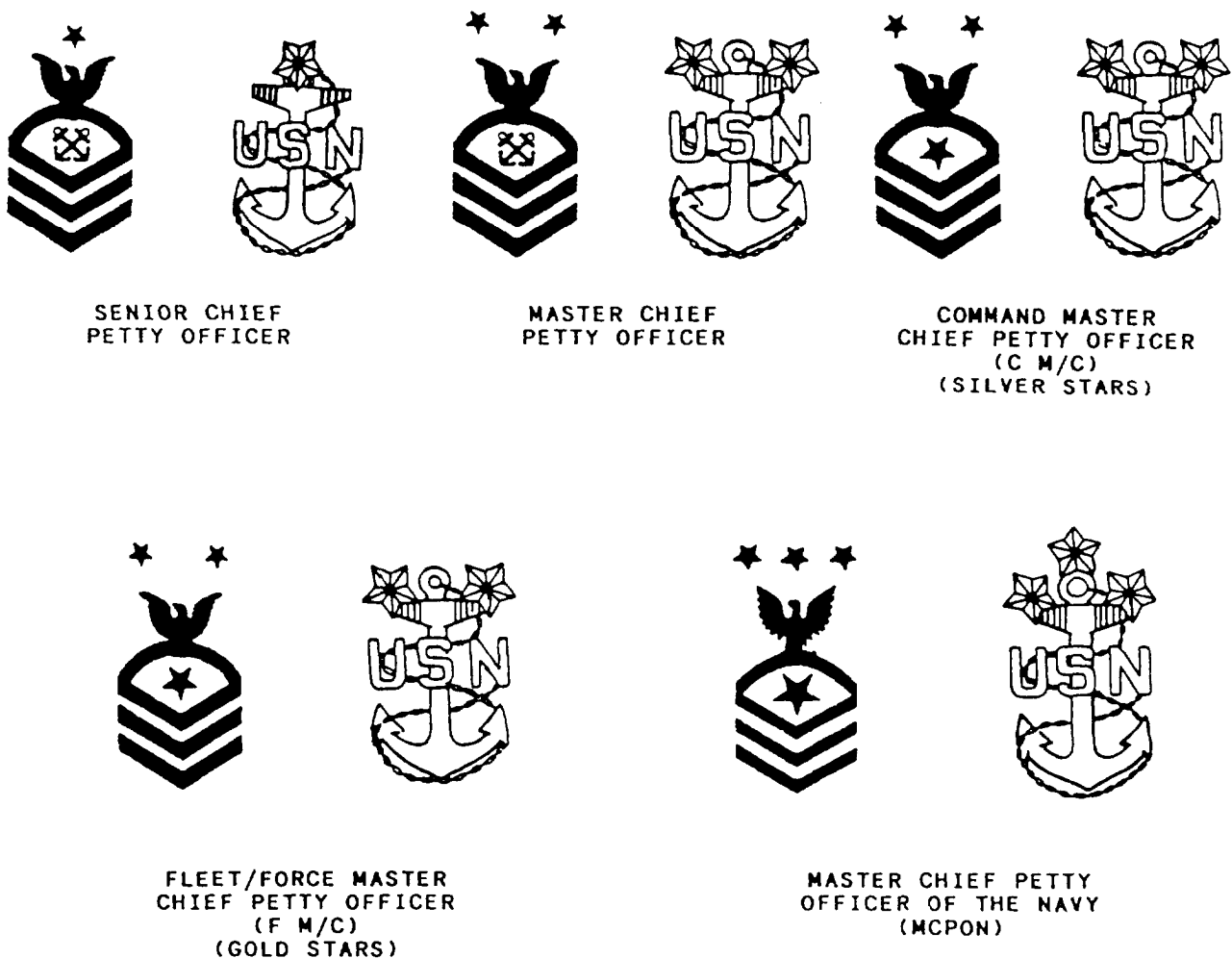


Figure 7-14. Rating badges and collar devices worn by senior, master, command, and fleet/force chiefs and the master chief petty officer of the Navy.

Collar Devices

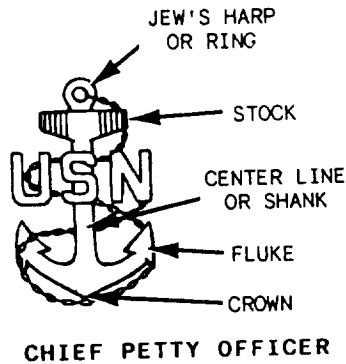
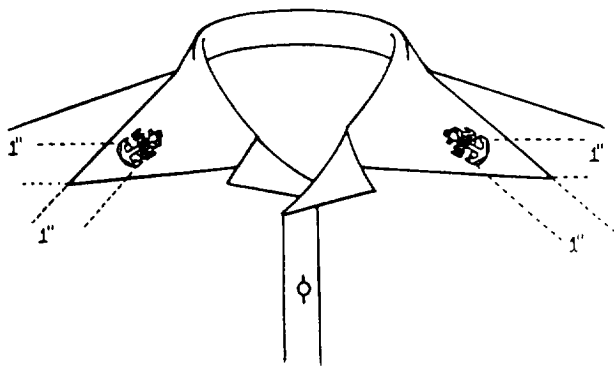


Figure 7-15.-CPO collar device.

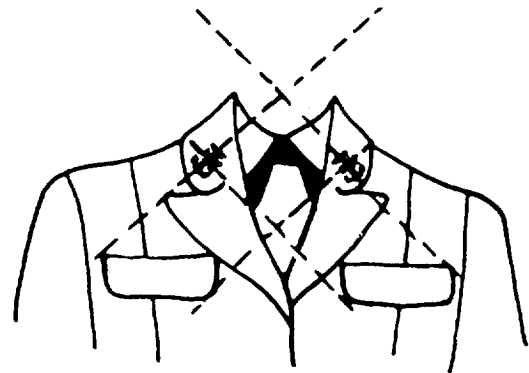
Figure 7-15 shows the CPO collar device. On short-sleeved shirts, wear the device with the crown pointing toward the corner of the collar. Center the device on a vertical axis intersecting the USN insignia 1 inch from the front and lower edges of the collar. Figure 7-16 shows an example of the collar device on short-sleeved khaki and summer white shirts.

You position collar devices differently on long-sleeved shirts. On these shirts wear the collar device parallel to the forward edge of the collar. Center it at a point 1 inch from the forward edge and 1 inch down from the top. Figure 7-16 shows an example of the positioning of the collar devices on the blue and long-sleeve khaki shirts and the short-sleeve white and khaki shirts.

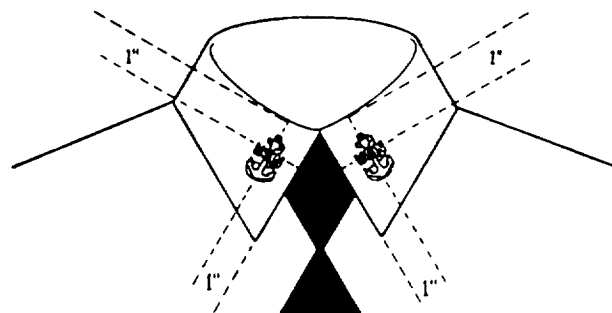
You wear service stripes, or hash marks, for each 4 years of service. The service stripe for the



SHORT SLEEVE KHAKE AND WHITE SHIRT



WOMEN'S DRESS WHITES



LONG SLEEVE KHAKE AND BLUE SHIRT

Figure 7-16.-Positioning of collar devices.

male CPO is 7 inches long and 3/8 inch wide. The female CPO's service stripe is 5 1/4 inches long and 1/4 inch wide. When you wear more than one service stripe, position them 1/4 inch apart. The color of the service stripe differs with various uniform requirements and the years of service. CPOs wear scarlet service stripes when they have less than 12 years' total military service or have a break in their good conduct eligibility requirements. Receiving the Navy's Good Conduct Medal, the Reserve Meritorious Service Award, or the Marine Corps Good Conduct Medal depends on your conduct, performance, and reliability. Gold hash marks require that you have at least three service stripes. To continue wearing the gold hash marks requires that you continue to meet the eligibility requirements throughout your career. If you fail to maintain the eligibility requirements for the continued wearing of gold, the 12-year eligibility requirement will be reestablished. A courts-martial conviction also terminates your eligibility to wear gold hash marks.

A person who was authorized to wear gold hash marks upon transfer to the Fleet Reserve may retain this right if recalled to active duty. In this case, Fleet Reserve time is considered neutral time for determining additional service stripes.

Awards

An *award* is a term used to denote any decoration, medal, badge, ribbon, or attachment given to a person. Personnel wear all awards in a certain precedence or order as part of the uniform. Precedence indicates relative importance of the award. Awards are divided into the following five categories:

- Military decorations
- Unit awards
- Nonmilitary decorations
- Campaign and service awards
- Foreign decorations and non-U. S. service awards

PRECEDENCE. —You may wear all awards according to their order of precedence as shown in chapter 10 of *Uniform Regs.* Awards and United States decorations received from other services may be worn below all naval awards.

MILITARY DECORATION. —A person receives this award for an act of exceptional bravery or heroism or for particularly meritorious service. These awards receive the highest precedence and include the following decorations:

- Medal of Honor
- Navy Cross
- Purple Heart
- Navy Commendation Medal
- Navy Achievement Medal

UNIT AWARDS. —These awards are similar to military decorations. You may receive these awards for a particular time period specified in a citation. They are usually worn by all personnel who were attached to a unit or command during a particular time period specified in the citation. You may wear unit awards below military decorations. They include the following decorations:

- Presidential Unit Citation Ribbon
- Navy Unit Commendation Ribbon
- Meritorious Unit Commendation Ribbon
- Navy E

NONMILITARY DECORATIONS. —You receive these decorations for various personal actions. If you are awarded more than one nonmilitary decoration, the dates the awards are accepted will establish their precedence. One exception to this rule is when two or more awards for the same agency are authorized. The rules for precedence established within that agency will then apply. Additionally you may wear a nonmilitary award on your uniform only if you wear it with at least one military award. Nonmilitary decorations rank next in line after unit awards in order of precedence. A partial listing of nonmilitary decorations follows:

- Presidential Medal of Freedom
- Gold Lifesaving Medal
- Silver Lifesaving Medal
- Medal of Merit

CAMPAIGN AND SERVICE AWARDS. — You may receive these awards for participation in a war, campaign, or expedition, or to denote creditable service requirements. The following are some of the service awards:

- Good Conduct Medal
- Naval Reserve Meritorious Service Medal
- Expeditionary Medals
- Sea Service Deployment Ribbon
- Armed Forces Reserve Medal
- Naval Reserve Medal

FOREIGN DECORATIONS AND NON-U.S. SERVICE AWARDS. —You are authorized to accept military decorations from foreign governments. You may wear these decorations in the order you receive them below all other U.S. awards, provided these awards are listed in chapter 10 of *Uniform Regs.* If unlisted, you may request permission to wear the award from the Navy Board of Awards and Decorations or the Navy Uniform Matters Office. The country awarding the decoration determines the precedence of the awards if you have earned two or more. The following examples are authorized decorations awarded by Vietnam:

- National Order of Vietnam
- Military Merit Medal
- Army Distinguished Service Order
- Air Force Distinguished Service Order

Foreign unit awards are awards that do not require individual legislative authorization. You wear them below all other foreign personal decorations. The following lists foreign unit awards in order of precedence:

- Philippine Republic Presidential Unit Citation
- Korean Presidential Unit Citation
- Vietnam Presidential Unit Citation

You wear non-U.S. service awards immediately below all foreign unit awards. Some of them are as follows:

- Philippine Defense Ribbon
- United Nations Service Medal
- United Nations Medal

You wear foreign service awards below non-U.S. service awards. You wear at least one U.S. award when wearing a foreign service award.

Some foreign awards are attached to long ribbons or sashes that you wear around your neck; others are designed as pins that attach to your uniform. You may wear these types of awards on service dress or full dress uniforms while serving in that country. You are not authorized to wear foreign awards after completion of that tour of duty.

MARKSMANSHIP AWARDS. —If authorized to wear marksmanship awards, you wear them immediately above the left pocket. You should arrange them according to their seniority, from inboard to outboard, except for the President's Hundred Award, which you wear on the left shoulder. You may wear up to three authorized badges in a row. You may wear only two Excellence in Competition Badges for a specific weapon if you have not earned the Distinguished Badge for the same weapon. You may wear Distinguished Badges or Excellence in Competition Badges received while in another service. When wearing ribbons, place the badges directly below the bottom row of ribbons. If you are wearing large medals, place the badges immediately below the bottom row of medals so that only the medallion of each badge is visible. You should not wear badges with miniature medals. The order of precedence for marksmanship badges is listed below:

- U.S. Distinguished International Shooter Badge
- Distinguished Marksman Badge
- Distinguished Pistol Shot Badge
- National Trophy Match Rifleman Excellence in Competition (Gold) Badge

IDENTIFICATION BADGE AND BREAST INSIGNIA. —In addition to your awards and

decorations, you may have qualified for a specialty insignia or be assigned to a special unit or duty. The specialty insignia is awarded for a warfare specialty or other specialties in which you may have qualified. Identification badges represent the present unit or job to which you are assigned. An identification badge might identify a special command or a function within a command. (For example, if you are assigned to recruiting duty, you would wear a recruiting command badge. Another example could be a command career counselor or command chief petty officer badge.) A complete listing of badges and insignias, and the guidelines for wearing them, may be found in chapter 10 of the *Uniform Regs*. The following special rules apply to the wearing of badges and insignia:

- You may not wear a breast insignia or a badge awarded by another armed service or nation unless authorized by the Secretary of the Navy.
- You may wear two warfare specialty insignias. If more than two are earned, you have the option to choose which two you will wear.
- You may wear a maximum of two awards. They can either be two warfare insignias, or one warfare specialty insignia and one other insignia, such as the Aircrewman, Explosive Ordnance Disposal, or Underwater insignia. (A badge may also be worn in addition to the two insignias.)

Consult chapter 10 of *Uniform Regs* for the proper wearing and positioning of badges and insignias.

Wearing of Awards

You should wear any decoration, medal, badge, ribbon or attachment awarded to you in the order of precedence and in the manner described in *U.S. Navy Uniform Regulations*. You should proudly display all awards presented to you.

You should be constantly aware of the appearance of your awards. Are the awards frayed? Do they present an unsightly appearance? It is a good idea to have an extra set of ribbons for inspections and routine replacement. Remember—you're a professional—look the part!

RIBBONS. –You wear one, two, or three ribbons in a single row. When authorized more than three ribbons, you wear them in horizontal rows of three each. If not in multiples of three, the uppermost row contains the lesser number. Arrange the center of this row over the center of the one below it. Wear your ribbons without intervals between ribbons or rows of ribbons. Arrange the lower edge of the bottom row centered 1/4 inch above the left breast pocket and parallel to the floor. To prevent covering the ribbons by the coat lapel, align them so that their border aligns with the left side of the pocket. The upper rows may also contain two ribbons each. Align these two rows with the left border of the lower rows to prevent covering them by the coat lapels also. Arrange ribbons on the right breast with the lower edge of the bottom row centered 1/4 inch above the right breast pocket and parallel to the floor. On uniforms with no right breast pocket, arrange ribbons in the same relative position as if there were a pocket.

You may sew ribbons to uniforms or arrange them on bars to be attached to the uniform. Do not impregnate ribbons with preservatives that change their appearance or enclose them with a transparent covering of any sort.

Arrange ribbons in order of precedence in rows from top down and inboard to outboard within rows. If you possess three or more ribbons, wear the three senior ribbons; you may wear all if desired. If you only wear one row of ribbons, wear the three senior ribbons.

WEARING OF RIBBONS WITH MEDALS. –When large medals are prescribed, center awards not having large medals on the right breast. Place them in the same relative position as the holding bar of the lowest row of medals. If awarded more than one ribbon of this type, wear the senior ribbon.

Ribbons with medals include the Presidential Unit Citation, the Navy Unit Commendation, the Meritorious Unit Commendation, the Navy E, the Combat Action Ribbon, foreign unit awards, and marksmanship ribbons. Arrange these ribbons in order of precedence in rows from top down and inboard to outboard within rows. If you possess three or more ribbons, wear a minimum of three; you may wear all if desired. If you wear only one row of ribbons, wear the three senior ribbons.

When miniature medals are prescribed, do not wear ribbons for which no medals are provided.

Table 7-1.-Table for Wearing Large or Miniature Medals

		NUMBER OF MEDALS PER ROW			
NUMBER OF MEDALS TO BE WORN	PRESCRIBED NUMBER OF ROWS	TOP ROW	2d ROW	3d ROW	4th ROW
1-5	1 row only	1-5			
6	2	3	3		
7	2	3	4		
8	2	4	4		
9	2	4	5		
10	2	5	5		
11	3	3	4	4	
12	3	4	4	4	
13	3	3	5	5	
14	3	4	5	5	
15	3	5	5	5	
16	4	4	4	4	4
and so on					.

LARGE MEDALS. —You may wear large medals on your full dress uniforms. When you wear more than one medal, suspend them from a holding bar of metal or other material of sufficient strength to support their weight. Locate the holding bar of the lowest row of medals in the same position as was previously described for the lowest ribbon bar. The bar is 4 1/8 inches wide; each row of medals is 3 1/4 inches long from the top of the ribbons to the bottom of the medals. The bottoms of the medals dress in a horizontal line. When you wear more than one row, no row should contain a lesser number of medals than the row above. Except for the uppermost row, all rows should contain the same number of medals—three medals side by side or up to five medals overlapping (see table 7-1).

Arrange medals in order of precedence in rows from top down and inboard to outboard within rows. If you possess five or more medals, wear a minimum of five; you may wear all if desired. If you wear only one row of medals, the row should consist of the five senior medals (fig. 7-17).

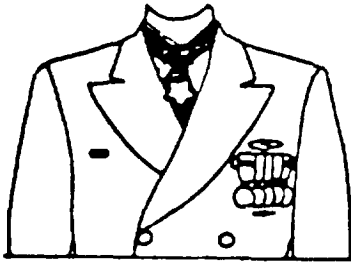
MINIATURE MEDALS. —You may wear miniature medals with all formal dress uniforms and dinner dress uniforms. On the male dinner

dress jackets, position the holding bar of the lowest row of miniature medals 3 inches below the notch and centered on the lapel.

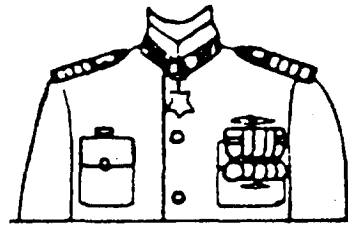
On the male's blue or white service coats, center the holding bar for the miniature medals immediately above the left breast pocket. On the women's blue or white coats, center the holding bar immediately above the left pocket flap. On the women's dinner dress jacket uniforms, place the holding bar in the same relative position that it would be placed on the male's dinner dress jackets. Each row of miniature medals is 2 1/4 inches long from the top of the ribbons to the bottom of the medals. The bottoms of the medals dress in a horizontal line. Position upper rows of medals so that they cover the ribbons of the medals below. Arrange medals in order of precedence in rows from top down and inboard to outboard within rows. If you possess five or more medals, wear a minimum of five medals; you may wear all if desired. If you only wear one row of medals, the row should consist of the five senior medals (fig. 7-18).

MAINTENANCE OF YOUR UNIFORM

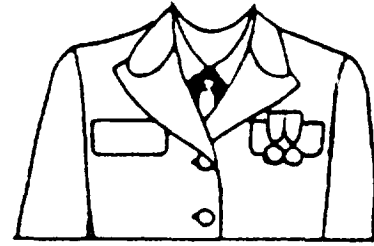
To obtain the maximum service from your uniforms, you should maintain and care for them



**FULL DRESS BLUE
(MEN)**

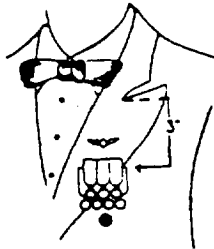


**FULL DRESS WHITE
(MEN - OFFICER &
CPO) (CPOs WEAR
COLLAR INSIGNIA)**

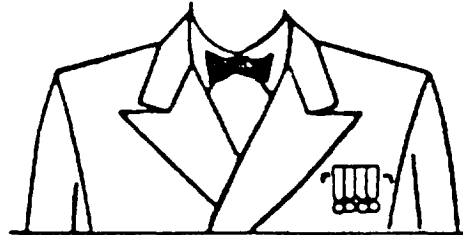


**FULL DRESS WHITE/BLUE
(WOMEN - OFFICER & CPO)**

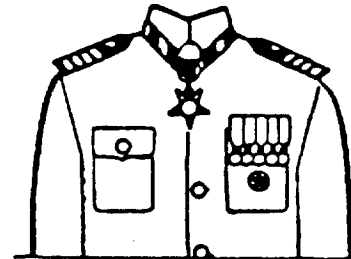
Figure 7-17.-Wearing of large medals.



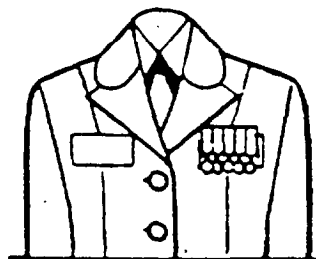
**DINNER DRESS JACKET
(MEN)**



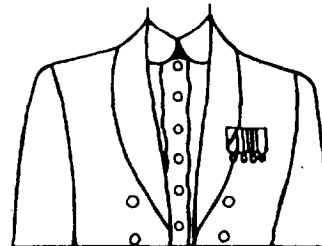
**DINNER DRESS BLUE
(MEN)**



**DINNER DRESS WHITE
(MEN - OFFICER &
CPO) (CPOs WEAR
COLLAR INSIGNIA)**



**DINNER DRESS
(WOMEN)**



**DINNER DRESS JACKET
(WOMEN)**

Figure 7-18.-Wearing of miniature medals.

properly. Even new, properly fitted uniforms will not continue to look their best or keep their shape unless you properly care for them. Carrying large or heavy items in your pockets quickly destroys the shape of your uniform. When not wearing your uniform, you should store it on a hanger.

Clean and store unused uniforms in elastic, airtight bags. For maximum preservation, place a small packet of desiccant (drying agent) inside the plastic bag with the uniform.

You may find that the plating on your buttons wears off. When this happens the copper base

becomes exposed to moist air and a green copper carbonate may develop. This is especially true if the salt content of the air is high. To remove this green carbonate, gently rub the buttons with an acetic acid or a solution containing acetic acid, such as vinegar or Worcestershire sauce. Commercial products are also available for this purpose. After rubbing with acetic acid solution, thoroughly wash the buttons with clean water. To keep your embroidered insignia clean and bright, occasionally scrub it with a nail brush and a diluted solution of ammonia. You should do this as soon as tarnish or corrosion appears, as once it has gained a foothold, the device may not be restorable.

Gold bullion lace tarnishes rapidly and may deteriorate when placed in contact with, or hung near, any substance containing sulphur. Some items that may contain sulphur are rubber and ordinary manila or kraft paper. Gold bullion should be cleaned by an experienced tailor. If you clean it yourself, you can use commercial non-toxic preparations and liquid cleaners. For best results when using these commercial preparations or cleaners, follow the manufacturer's instructions on the label.

Clean gold-filled and sterling silver rhodium finished parts of the metal insignia by washing with soap and water.

SUMMARY

This chapter began with a review of the watch, quarter, and station bill. Your responsibilities concerning making assignments to and updating the watch, quarter, and station bill were also discussed.

Drill and formation was a review of basic drill commands you need to know when presenting the division during inspection. The procedure used in presenting the division during inspections, quarters, and ceremonial events was reviewed.

Watch standing outlined your responsibilities when standing divisional duty officer or officer of the deck (in port).

Command general advisory presented the basic function, purpose, and membership of both the command mess advisory board and the mess audit board.

The chapter concluded with a review of CPO uniform history and requirements and how to maintain your uniform.

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